

SUPPLEMENTAL APPROVAL FORM FOR ITEMS OVER \$25,000

Department: Contra Costa County Library

Date: 2/13/2009

Authorized Requestor: Anne Cain

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Authorized Requestor Signature: _____

Anne Cain

1. Item: Self-check machines, self-check-in software, RFID Security Gates, RFID Workstations, and RFID Digital Library Assistant

2. Single Item

Integrated System

3. How does this purchase meet the Departments operational needs?

In the Contra Costa County library strategic plan, libraries that are being moved to new buildings, a new location or being renovated will use an 80/20 self-service model to handle circulation functions. In this model 80% of circulation will be self-service and 20% will be handled by staff. RFID-ready self-check machines that include self-return software are major components to achieve the goals of the strategic plan.

The City of Brentwood is moving the current Brentwood Library is to a new location. Whenever a library is replaced with a new building or renovated building, circulation increases dramatically. Overall, library activity is increasing and circulation is up 14% from 2008, yet staffing levels remain (and will remain) the same. Self-service options increase the efficiency of operations by handling the tremendous growth of use and services.

Self-service options at Brentwood will include self-check machines, self-return software, and RFID equipment. Self-check machines allow customers to borrow items independently; self-check-in software allows customers to check-in items, removing the item from their record immediately and supplying a transaction receipt. The check-in software also prompts customers to place books that are on hold for the next individual, into a designated sort, allowing these items to be handled more efficiently. This helps customers receive their item on hold much quicker, and frees up time for staff to provide more personalized service, including programming and outreach.

The benefits of RFID equipment include: customer satisfaction; reducing lines at circulation desk lines; eliminates need for new, additional staffing; returns items to shelf more quickly; reduces staff work-related injuries; increases security to items; increased equipment reliability; faster processing of new materials; inventory and tracking of materials.

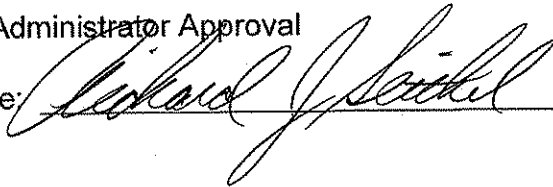
3M equipment is used throughout the library's 25 locations. 3M RFID equipment is being used at 2 locations and is being installed at 2 other locations. The library staff is experienced with 3M equipment and support. Since all of the library's self-

service equipment is manufactured by 3M, it is imperative for network and training that the systems are compatible and the same in each location. The equipment also needs to be the same in each location for staff that move between different locations.

4. Estimated cost of equipment: \$90,500.00

5. Funding Source: These funds are in the Contra Costa County library budget for 2008/2009 ✓

7. County Administrator Approval

Signature: 

Date: 3/28/09