

Project #	520-16-01	Project Title	Self-Check units, associated remodeling & RFID
Department	Public Library	Manager	Larry Oathout
Phase	Design, Equipment		
Budget Action	Update \$, Scope	Date	February 24, 2015 Revised March 31, 2016

CAPITAL BUDGET SUMMARY						
Year	2018	2018	2019	2020	2021	Total
Project Phase	RFID tags	Design	Implement			Project
Expenditure Budget	30,000	10,000	215,563			255,563
Revenue Budget						0
Net County Cost	30,000	10,000	215,563	0	0	255,563
COST DOCUMENTATION				REVENUE		
Architect/Engineering		10,000		State Grant		0
Land		0		User Fees		0
Land Improvements		0				0
Building		0				0
Building Improvements		80,000				0
Plans		0				0
Project Manager/Contractor		0				0
Site Preparation		0				0
Equipment		165,563				0
Furniture		0				0
Fixtures		0				0
Advertising/Legal Notices		0				0
Total Project Cost		255,563		Total Revenue		0
Expenditure Budget		255,563		Revenue Budget		0

Project Scope & Description:

This project asks for the addition of three (3) self-check units and associated remodeling of the circulation area at the Stevens Point location. This technology would handle all items (including magnetic media) for check-out. In June 2012, an additional RFID component was added to this request.

The cost includes the initial purchase of the self-check units including licenses, three-year maintenance contract and associated remodeling of circulation area at the Stevens Point building to place the equipment in the most advantageous location so the goal of 80% self-service can be achieved.

Location:

Portage County Public Library, Main Library, 1001 Main Street, Stevens Point

Analysis of Need:

With a nearly stagnant operating budget, book budget and the unlikelihood of adding additional staff to provide service to the public in areas of growing need (i. e. children's programming, branch library activities, etc.), the self-check technology offers a way of reallocating staff away from the circulation desk. The greatest advantage for our residents is that self-check will allow staff more time to actively work with residents on the floor instead of behind a desk. This means more personal time for assisting residents and providing library program support. In addition, the library's a two-year project moving the Library away from its current ILS (integrated Library System which includes acquisitions, cataloging, circulation, PAC, & serials) software to the South Central Library System ILS consortium of 42 public libraries, presents an opportunity to consider other uses of technology, such as RFID (Radio-frequency identification).

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RFID benefits include:

Productivity

Staff assisted checkout –

- RFID improves staff assisted checkout (as opposed to self-check) primarily because of the orientation of items.
- The book does not have to be positioned or angled under a barcode scanner, but can be simply moved within range of an RFID reader.
- In addition, staff can process a stack of items at one time, except for skinny items. In that case you are supposed to fan out the items so that they all will be read.
- This makes the circulation process easier and faster. It also allows for reduced repetitive motion.

Management of future growth/budget reductions–

- In rapidly changing economies along with the potential for increased use, library Boards and administration are concerned about being able to offer the current level of services in the future. RFID may be a way to increase productivity.
- Often freeing up staff time from transactional based activities, so they can add value in other areas; for example, there is a potential for redeployment of staff to such locations as Rosholt.

Facilitating self-check

- Self-check, or checking out your own books, is much easier with RFID technology because the book does not have to be positioned or angled under a barcode scanner, but can be simply moved within range of an RFID reader.
- Self-check saves money directly, by reducing labor costs for circulation (check-out) activities.
- Self-check is inherently more private than requiring another human to handle and inspect the items you wish to check out of the library.
- The experience of other libraries is that self-check and RFID will improve productivity while allowing staff to continue to provide service to the public.

The Library Board believes these projects will help maintain the delivery of library services to the public and that projects such as these will help stabilize the library's operating budget and will control costs.

Alternatives:

Continue operation without technological improvements

Ongoing Operation Costs:

There will be annual equipment maintenance fees.

Previous Action:

2014-2019 Capital Plan: Approved as new project.

2015-2020 Capital Plan: As Planned.

2016-2021 Capital Plan: Delayed. Library requested project accelerated to begin purchasing RFID tags. Due to the priority of completing other facilities related projects at the Library and the upcoming transition in Directorship, the project was delayed to allow for funding and the new Director to evaluate.

2017-2022 Capital Plan: As Planned.

2018-2023 Capital Plan: As Planned.