



CITY COUNCIL AGENDA ITEM

October 3, 2011

To: John Szerlag, City Manager

From: Mark F. Miller, Director of Economic & Community Development
Susan A. Leirstein, Purchasing Director
Gert Paraskevin, IT Director
Cathleen Russ, Library Director

Subject: Expansion and Purchase of Self-checkout Stations for Troy Public Library

Background

On January 26, 2009, Troy City Council approved the purchase of an integrated library system solution for the Troy Public Library to the highest rated bidder, Polaris Library Systems of Syracuse, NY, as a result of a best value process (Resolution #2009-01-025-F4b).

Since then, the Polaris system has been operational and managed by in-house personnel. Our withdrawal from the Suburban Library Cooperative's shared system has saved the City over \$252,000 over the last two years. In an effort to continually improve service delivery and provide greater efficiencies to the patrons of the library, the system should now be expanded to include self-checkout stations.

Self-checkout stations are in use by most public libraries in the Detroit metro area. Much like U-Scan machines in grocery stores, self-checkout stations allow patrons who have a small number of items to check-out to do so themselves, as opposed to waiting in line at the library's circulation desk.

Two years ago, prior to changing to the Polaris system, the Troy Public Library had three "home grown" self-checkout machines, which allowed patrons to check out only print material. The Polaris stations have significantly greater functionality. Patrons will be able to check out audio-visual items, and at some point, when the library is able to accept debit and credit cards for payment of fines, these stations can be customized to accept those forms of payment. Patrons will also be able to renew their items, and view the items currently checked out to them.

Patrons who prefer a more personal touch will of course be able to check out their materials at the circulation desk, with the assistance of a library staff member. Self-checkout stations will minimize the wait time for patrons to check-out their materials. This time savings will also allow library staff members to be cross-trained to perform other library functions.

Due to the complexity of the system, it is desirable to allow Polaris, the company who installed and currently maintains the system to expand it, thus avoiding corruption of the software.



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October 3, 2011

To: John Szerlag, City Manager

Re: Self-checkout Stations

Recommendation

No benefit would be derived from soliciting additional bids. City management is requesting authorization to utilize the services of Polaris Library Systems to furnish and install three (3) self-checkout stations at an estimated total cost of \$36,481.00, as detailed on the attached quotation #2011-0732 dated 8/10/2011.

Fund Availability

The purchase of three (3) self-checkout stations was included in the Troy Public Library's Capital Budget for fiscal year 2011-12 and approved by Troy City Council on Monday, September 26, 2011 (Resolution #2011-09-216).

F-3 Proposed City of Troy Proclamation(s): None Submitted

F-4 Standard Purchasing Resolutions**a) Standard Purchasing Resolution 4: Western Tel-Com State Contract – Purchase of Cable Materials and Installation Services – Carport Data Drops**

Resolution #2009-01-025-F-4a

RESOLVED, That Troy City Council hereby **APPROVES** a contract to purchase cable materials and installation services for carport network connectivity from Western Tel-Com Inc of Livonia, MI, through the State of Michigan MiDEAL program for an estimated total cost of \$12,025.00; and

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon contractor submission of all properly executed contract documents including insurance certificates and all other specified requirements.

b) Standard Purchasing Resolution 8: Best Value Award – New Automation System for Troy Public Library

Resolution #2009-01-025-F-4b

RESOLVED, That Troy City Council hereby **AWARDS** a contract to provide an integrated library system solution for the Troy Public Library to the highest rated bidder, Polaris Library Systems of Syracuse, NY, as a result of a best value process, for an estimated total system cost of \$202,375.00 with ongoing annual maintenance, support, subscription and licensing fees; and

BE IT FURTHER RESOLVED, That Troy City Council hereby **APPROVES** the purchase of server hardware and software through the Regional Education Media Center (REMC) or other competitively bid contracts at an estimated cost of \$30,270.00; and hereby **REJECTS** Option #2 for hardware purchases through Polaris; and

BE IT FINALLY RESOLVED, That Troy City Council hereby **AUTHORIZES** the Mayor and City Clerk to execute the contract when in acceptable form, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

c) Standard Purchasing Resolution 3: Exercise Renewal Option – Community Center Catering

Resolution #2009-01-025-F-4c

WHEREAS, On February 26, 2007, a contract to provide two-year requirements of Catering Services at the Troy Community Center with an option to renew for two (2) additional years was awarded to Sankofa Housing of Detroit, MI, as a result of a best value process at an 18% return on gross revenue expiring March 31, 2009 (Resolution #2007-02-058-E4d); and

WHEREAS, Sankofa Housing (aka A&S Catering) has agreed to exercise the two-year option to renew their catering contract under the same pricing, terms and conditions;

PO Box 4903
Syracuse, NY
13221-4903
Phone: 800.272.3414
Fax: 315.457.5883
www.polarislibrary.com

Date	Quotation #	Quotation Expiration Date
8/10/2011	2011-0732	10/31/2011

Quotation

**This is not an invoice
PLEASE DO NOT PAY FROM THIS QUOTE**

Name / Address	Ship To
Troy Public Library Attn: Cathleen Russ 510 W. Big Beaver Troy, Michigan 48084-5289	Troy Public Library Attn: Cathleen Russ 510 W. Big Beaver Troy, MI 48084-5289

Description	Qty	Cost	Total
Polaris ExpressCheck Countertop Self Service Checkout Kiosk NCR Self Serve Model 60 - Polaris Version, includes: 17 in. high brightness, high contrast LCD touch screen monitor with proven Capacitive Touch Screen Technology Built-in omni-directional bar code scanner attached to monitor Intel Core 2 Duo processor Speed-controlled CPU fan for lower noise 4GB DDR2 memory 80GB Serial ATA (SATA) hard drive USB bidirectional ISO 3-track magnetic swipe reader Stereo speakers 2 powered serial ports 7 type-A USB connectors DVI-I connector on I/O board supports DVI and VGA displays Audio in, audio out, ADA audio out for kiosk applications MIC input & headphone output High-speed Gigabit Ethernet Windows 7 Pro OS 3 Month Manufacturer's Warranty	3	4,770.00	14,310.00

Actual shipping charges will be added to invoice. All quotes are valid for 30 days. FOB Shipping Point.	Subtotal
Quotation Submitted by: John Lytle	Sales Tax (0.0%)
For additional information contact: John Lytle: john.lytle@polarislibrary.com, 800.272.3414x4538 or Vince Messina: vince.messina@polarislibrary.com, 800.272.3414x4528	Total

Approval Signature:	
Date:	Purchase Order #:

Please fax
approved orders to
315.457.5883

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Description	Qty	Cost	Total
NCR - Extended Mfr. Warranty 5-Year 4-hr response M-F 8am-5pm	3	1,040.00	3,120.00
Polaris ExpressCheck Client Access License: \$1,500 Annual Support & Maintenance \$250/yr/license prorated and billed separately. Not included in this quote.	3	1,500.00	4,500.00
Star Micronics Thermal receipt printer series 700II USB with autocut, and power supply. Black/Dark Gray. 3 Year mfg warranty.	3	388.00	1,164.00
Windows 2008 Client Access Device License: 1 needed per self service checkout, or library can supply. Minimum order 5 licenses	5	8.00	40.00
3M RFID Antenna & Reader: plugs in to Polaris Expresscheck kiosk to enable reading RFID tags on books and media. 3M Model 4310 Selfcheck Upgrade Kit for Polaris 75-4700-3126-3	3	3,604.00	10,812.00
3M Annual service/support for 3M RFID Antenna & Reader.	3	355.00	1,065.00
Onsite Installation of 3M RFID reader and Antenna. Per kiosk	3	340.00	1,020.00

Actual shipping charges will be added to invoice. All quotes are valid for 30 days. FOB Shipping Point.	Subtotal
Quotation Submitted by: John Lytle	Sales Tax (0.0%)
For additional information contact: John Lytle: john.lytle@polarislibrary.com, 800.272.3414x4538 or Vince Messina: vince.messina@polarislibrary.com, 800.272.3414x4528	Total

Approval Signature:	
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Description	Qty	Cost	Total
Shipping/Handling Charges: TBD. Estiamted to be approx \$100-150 but actual shipping charges will be added to invoice.	3	150.00	450.00

Actual shipping charges will be added to invoice. All quotes are valid for 30 days. FOB Shipping Point.	Subtotal \$36,481.00
Quotation Submitted by: John Lytle	Sales Tax (0.0%) \$0.00
For additional information contact: John Lytle: john.lytle@polarislibrary.com, 800.272.3414x4538 or Vince Messina: vince.messina@polarislibrary.com, 800.272.3414x4528	Total \$36,481.00

Approval Signature:	
Date:	Purchase Order #:

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approved orders to
315.457.5883**

I-6 Proposed Troy Public Library Budget for Fiscal Years Ending 2012-2014

Moved by Kerwin
Seconded by Beltramini

RESOLVED, That Troy City Council hereby **APPROVES** the Troy Public Library's annual budget for fiscal year July 1, 2011 through June 30, 2012, as recommended by City Management, which amends the City of Troy's 2011-12 budget, as shown on Attachment 1; and

BE IT FURTHER RESOLVED, That Troy City Council hereby **APPROVES** the Troy Public Library's three-year budget from July 1, 2012 through June 30, 2014, as recommended by City Management, which amends the City of Troy's three-year budget, as shown on Attachment 2.

Vote on Resolution to Postpone I-6 Proposed Troy Public Library Budget for Fiscal Years 2012-2014

Resolution #2011-09-215
Support by Howrylak
Seconded by Fleming

RESOLVED, That City Council hereby **POSTPONES** *Item I-6 Proposed Troy Public Library Budget for Fiscal Years 2012-2014* until the October 17, 2011 Regular City Council Meeting.

Yes: Howrylak, Fleming
No: Kerwin, McGinnis, Slater, Schilling, Beltramini

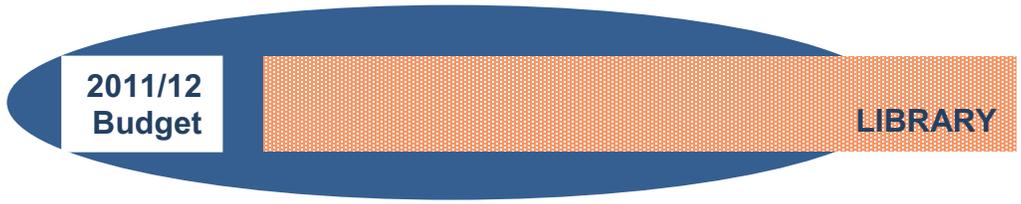
MOTION FAILED**Vote on Resolution to Approve I-6 Proposed Troy Public Library Budget for Fiscal Years Ending 2012-2014**

Resolution #2011-09-216
Moved by Kerwin
Seconded by Beltramini

RESOLVED, That Troy City Council hereby **APPROVES** the Troy Public Library's annual budget for fiscal year July 1, 2011 through June 30, 2012, as recommended by City Management, which amends the City of Troy's 2011-12 budget, as shown on Attachment 1; and

BE IT FURTHER RESOLVED, That Troy City Council hereby **APPROVES** the Troy Public Library's three-year budget from July 1, 2012 through June 30, 2014, as recommended by City Management, which amends the City of Troy's three-year budget, as shown on Attachment 2.

Yes: Fleming, Kerwin, McGinnis, Slater, Schilling, Beltramini
No: Howrylak



- *Library Director*.....**Cathleen Russ**

Expense Annual Budget by Organization Report

Detail

	2010 Actual Amount	2011 Estimated Amount	2011 Amended Budget	2012 Approved Budget	2012 Amended Budget	% Change From Prior Year
Fund: 271 Library						
Revenue						
TAXES					\$3,060,593.00	
FINES AND FEES					\$156,000.00	
OTHER REVENUE					\$114,481.00	
TOTAL- 271 REVENUES					\$3,331,074.00	
Fund: 271 Library						
Expenditures						
PERS - PERSONAL SERVICES	\$2,559,519.31	\$1,364,950.00	\$1,492,599.80	\$373,150.00	\$1,542,635.00	3%
SUP - SUPPLIES	\$49,321.63	\$39,000.00	\$58,000.00	\$14,500.00	\$59,000.00	2%
OTH - OTHER SERVICE CHARGES	\$782,898.99	\$696,130.00	\$709,070.00	\$274,900.00	\$774,360.00	8%
Department Total: Library	\$3,391,739.93	\$2,100,080.00	\$2,259,669.80	\$662,550.00	\$2,375,995.00	5%
Fund: 271 LIBRARY- CAPITAL						
Capital Expenditures						
BUILDING AND IMPROVEMENTS	\$62,406.00	\$0.00	\$0.00	\$0.00	\$40,000.00	400%
OFFICE EQUIPMENT	\$51,735.00	\$1,000.00	\$0.00	\$0.00	\$37,500.00	375%
BOOKS/MATERIALS	\$709,227.00	\$300,000.00	\$425,000.00	\$106,250.00	\$520,000.00	18%
Capital Total: Library	\$823,368.00	\$301,000.00	\$425,000.00	\$106,250.00	\$597,500.00	29%
TOTAL- 271 LIBRARY EXPENSES	\$4,215,107.93	\$2,401,080.00	\$2,684,669.80	\$768,800.00	\$2,973,495.00	10%
Fund 271: LIBRARY- Unassigned Fund Balance						
Fund Balance						
Year-end Total					\$357,579.00	