



The BDL Public Services Committee met virtually on Monday, September 14, 2020 at 2:00pm.

Trustees Present: Susan Brooks, Tom Lowande

Trustees Absent: Sue Smith

Others Present: John Rucker, Kimberly Feltner, Jessica Tefft

The committee met to review the bids submitted for the RFID (Radio Frequency Identification) project. The project includes the placement of RFID labels into all of our circulating materials (books, magazines, and audiovisual items). Library staff will be responsible for the tagging of our items. The estimate to complete the tagging of our approximately 104,000 items is about 20 weeks.

By having the RFID tags in our items, it will help increase work productivity and greatly streamline the check in/out process. It will also improve our shelf management with inventory and accuracy. We are several years behind on an inventory project and look forward to being able to know exactly where our items are at.

BDL has budgeted \$50,000 in Technology and \$50,000 in Materials Prep for a total of \$100,000 for the RFID project from the Assigned General Fund Balance for Special Projects. We received two bids in response to our Request from Proposal from Envisionware and Tech Logic. The committee reviewed both and the bids are very similar in the technology, supplies, and training that they offered. It is the recommendation of the committee that proceed with Tech Logic in the amount of \$65,842.74.

The committee also discussed offering free prints for students until December 31, 2020. This would be a similar service to the free ten daily resume prints that are offered to job seekers. Students would be eligible to receive for free up to ten black and white prints daily. Any prints beyond the ten would be at the normal printing costs. It is recommended that BDL offers this service to help our students with their new school requirements for the 2020/2021 school year.

The meeting adjourned at 2:32pm.