

Background

Purchasing:

Madison Public Library adheres to all City of Madison purchasing requirements and guidelines. To view the complete documents, click here <https://www.cityofmadison.com/finance/purchasing>.

In general, these policies state that for purchases under \$10,000 an approved Library purchaser may purchase the items from a qualified vendor of their choice, using their best judgment. Purchases of \$10,000 to \$50,000 require at least three bids from competing, qualified vendors. The lowest bid will be awarded the purchase. Purchases over \$50,000 must use and complete a formal and announced bid process.

*Exceptions include justifiable sole source items, SCLS system requirements, items which may be purchased through approved state or governmental purchasing contracts, as well as various other purchasing requirements unique to the Library.

Radio-Frequency Identification (RFID) Technology:

Madison Public Library is using RFID technology to facilitate the check out of library materials via self serve check out stations, to check out and check in library materials without the repetitive motion of scanning barcodes, and to turn security on and off at locations with security gates. At this time, there are only two vendors of RFID technology, Envisionware and Bibliotheca, that meet the SCLS system requirements to work with the Bibliovation software used for our cataloging, circulation and the discovery layer used by the public. Due to higher costs, service problems, and ongoing customer service issues with Bibliotheca, Madison Public Library is currently only purchasing new RFID technology from Envisionware.

Motion

Madison Public Library requests that for new RFID technology:

1) Any required RFID technology purchases which range in price from \$1 to \$50,000 be made from Envisionware without a competitive bid. Any RFID technology over \$50,000 will adhere to a formal announced bid process.

2) The Madison Public Library Board shall have authority over Library RFID technology purchases.

Eve Galanter, Library Board President

Date