

ANOKA COUNTY

**MANAGEMENT COMMITTEE AGENDA  
and Meeting of the Anoka County Board of Commissioners\*\***

Commissioners West (Chair), Braastad, Reinert, and Schulte

FOR THE OCTOBER 11, 2022, MEETING

8:45 A.M.

County Board Room #705 - Government Center

1. Public Comment: Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes. Questions directed to the committee will not be answered immediately; however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by county staff.
2. In accordance with the Personnel Rules and Regulations, and/or the Travel Policy, and at the request and recommendation of the respective department heads, consider approving the consent items. **See attached** consent items.
3. Consider recommending approving Contract #C0009566 for the purchase of library equipment from Bibliotheca, LLC, 403 Hayward Avenue North, Oakdale, MN 551128 in the amount of \$564,967.75 in a SaaS(Solution as a Service) over 5 years (\$112,993.55 per year). **See attached** action item worksheet.

*\*\* Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions, but they will **not** vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the County Board, this shall serve as notice of a County Board meeting. This shall also serve as notice of a County Board Meeting for any committee comprised of four or more members of the board.*

ANOKA COUNTY

**CONSENT ITEMS**

FOR THE OCTOBER 11, 2022, MANAGEMENT COMMITTEE MEETING

*Consent items will be voted on as one item.*

*At the request of any commissioner, a consent item may be moved to the regular agenda for discussion purposes.*

1. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
  - A. Matt Look, County Commissioner - Administration - to attend a Deferred Compensation Review (DCR) Advisory Committee Fall Meeting - Riverside County, CA - 3 days November 2022 - costs, which are 100% funded by NACo, to include \$38 mileage, \$398 lodging, \$111 per diem, \$382 air fare, \$200 ground transportation, and \$60 parking.

Travel and training forms are available in Administration for review.



# ANOKA COUNTY IT COMMITTEE ACTION ITEM

October 11, 2022

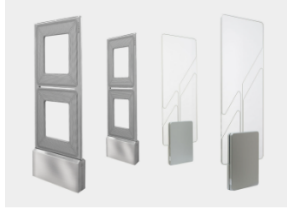
## County Board and Management Committee Agenda

|                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ACTION REQUESTED</b>                                                                                      | Anoka County Library Director is requesting the Management Committee recommend to the County Board approval of contract C0009566 for the purchase of library equipment from Bibliotheca, LLC, 403 Hayward Avenue North, Oakdale, MN 551128 in the amount of \$564,967.75 in a SaaS (Solution as a Service) over 5 years. \$112,993.55 per year for 5 years.                                                                                                                                                                    |
| <b>BACKGROUND</b>                                                                                            | The library uses Bibliotheca software and equipment for the day-to-day operations of all county libraries for checkout stations. The library purchased a total of 19 self-check stations in 2009, 2011 and 2016 and 21 RFID Pads in 2016. The manufacturer recommends replacement every 5-6 years. The current equipment is well past the recommended life cycle with some units as old as 13 years. The equipment is no longer efficient and as the equipment ages, maintenance costs have increased 83% in the last 3 years. |
| <b>SOLUTIONS</b>                                                                                             | The library is requesting a 5-year solution as a service (SaaS) that includes replacement of self-checks, RFID pads, gates, and additional RFID pads. All hardware and software solutions are refreshed throughout the 5 years. This solution also includes enhancements to the current software, and updates; delivery, installation, and warranty; educational courses for all solutions and on-going technical support. At the end of the 5 years term, all equipment will be replaced with the latest technology.          |
| <b>FUNDING SOURCE</b><br>(Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.) | Library Operating Budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>CONCLUSION</b>                                                                                            | <p>The library is switching from purchasing equipment every 5 years to a SAAS agreement with the vendor which will keep the library current and more efficient in our checkout process and equipment.</p> <p>The library will order the equipment before the end of the extended renewal term. Due to supply chain issues, some of this equipment is experiencing longer than normal lead times.</p>                                                                                                                           |
| <b>RECOMMENDATIONS</b>                                                                                       | The Chief Information Officer and the Anoka County Library Director will also be requesting the IT Committee approval to the County Board approval of contract C0009566 for the purchase of library equipment from Bibliotheca, LLC, 403 Hayward Avenue North, Oakdale, MN 55128 in the amount of \$564,967.75 which will be \$112,993.55 per year.                                                                                                                                                                            |

- Description
  - Replacement of Self-Check Devices, RFID pads and security gates for updated technology to make library material checkout, and payments more efficient for library patrons. New gates will provide better accessibility with large aisles to accommodate wheelchairs and wide strollers. All the replacement equipment will have improved function and reporting technology. This 5-year contract will help stabilize the library's technology spending and allows for the Library to have the latest in staff work flow efficiency and patron experience to provide a solid foundation well into the future. This project will also include the addition of open + count, which is a device that will count patrons at our smaller branches.
- What it does
  - Allows patrons to check out their own materials and pay fines.
  - RFID pads process our materials in our workflows to maintain organization and faster processing of materials.
  - Open + Count, counts patrons at locations that do not have security gate.
  - Security Gates beep when patrons walk out without properly checking out materials and also counts patrons to give a more accurate count of library access.



Self-Checks



**NO MATTER WHAT TYPE OF TECHNOLOGY YOUR LIBRARY USES, WE CAN HELP.**

We support RFID, ultra high frequency (UHF) and electromagnetic (EM) technologies with sleek gates that fit your library aesthetic and protect your valuable materials.



**LIBRARY SECURITY WITH STYLE**

Clear gate panels offer superior detection while integrating flawlessly with library decor.



**WIDEST AISLE FOR BEST ACCESSIBILITY**

The RFID premium gate offers the widest security aisle available to libraries - perfect for wheelchairs, wide strollers, and large groups of students

**Security Gates**