

## MEMORANDUM

**To:** Gregg Mandsager, City Administrator  
**From:** Pam Collins, Library Director  
**Date:** May 11th, 2018  
**RE:** Request for Council to Authorize the Issuance of a Purchase Order for (1) ST Viewscan Digital Microfilm Reader to RMC Imaging, Inc.

**Introduction:** The Viewscan Digital Microfilm Reader will be used to complement our Local History & Genealogy Department. This digital microfilm reader package includes the following equipment and installation services:

- STS Viewscan 4 Digital Reader
- 27" Rotating Monitor
- Software & Installation
- Training & Freight Costs
- 1st year maintenance fees

The Library is seeking City Council approval for issuance of a purchase order to initiate this equipment acquisition and installation.

**Background:** The Library currently owns (1) Digital Viewscan Microfilm Reader and to satisfy demand plans to purchase a second reader. We are purchasing this new machine in part, with a generous bequest from the Gerald Walter Estate. Mr. Walter was long-time patron of the library and we are greatly appreciative of his generosity and thoughtfulness. The library will install a memorial plaque on the new machine recognizing Mr. Walter's donation.

The cost for this equipment and installation is **\$8,995.00**.

The Walter Estate is contributing **\$5,000.00** to this project and the CAT Building Project Fund has budgeted the remaining \$3,995.00.

**Recommendation/Rationale:** The Library recommends that City Council authorize the issuance of a purchase order to RMC Imaging, Inc, for the amount of \$8,995.00.

**Additional Information:**

1. Budgetary Invoice from RMC Imaging, Inc.

RMC Imaging, Inc

780 Creek Bluff Lane  
Rockford, IL 61114  
815-885-4521  
rmc1imaging@sbcglobal.net

# Invoice

Date	Invoice #
3/15/2018	1452

Bill To
Musser Public Library 304 Iowa Ave. Muscatine, IA 52761 Attn: Robert Fiedler

Ship To
SAME

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Robert Fiedler			4/3/2018			

Quantity	Item Code	Description	Price Each	Amount
1	201274	ST Viewscan 4 Digital Reader Printer including 27" Rotating Monitor, Premium Software, Installation, Training and Freight  Tax Exempt	8,995.00	8,995.00

Thank you for your business. Please Remit payment to address above.

**Total** \$8,995.00