



PUBLIC LIBRARY
7421 West National Avenue
West Allis, Wisconsin 53214-4699

March 4, 2009

Gene Baietto, Purchasing Manager
City of West Allis
City Hall
West Allis, Wisconsin 53214

Dear Gene:

The library is respectfully requesting that the Purchasing Department facilitate the sole source purchase of additional LIFT audio-visual (gondola) shelving from Library Furniture International, Inc. at a cost of \$23,662.00. The LIFT shelving is only available through Library Furniture International, Inc. This shelving easily accommodates our various audio-visual materials and is ideally suited for the AV area in our library. The library is currently using LIFT gondolas for the majority of our audio-visual items (CDs, DVDs, videos).

Patron demand for audio-visual materials continues to grow at a very rapid pace, and our collection is ever increasing to meet this need. The additional shelving will provide adequate space for our current collection as well as allow for future expansion. The color will be guaranteed to match the current units. All units are interchangeable so that as the collection grows and changes, a CD unit can become a DVD unit simply by snapping in a different type of shelf. Finally, the shelving is very user-friendly and has been well received by our patrons.

The Library Board has approved using the Terchak Endowment Fund for this purchase. Please call me if any additional information or clarification is needed. Thank you for facilitating this order.

Sincerely,

A handwritten signature in black ink that reads "Michael Koszalka".

Michael Koszalka
Library Director

JN