

FINANCE AND CIVIC DEVELOPMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: RADIO FREQUENCY IDENTIFICATION CONVERSION PROJECT -
BOB PRITTIE METROTOWN AND MCGILL BRANCHES,
BURNABY PUBLIC LIBRARY (PHASE 1)**

RECOMMENDATIONS:

1. THAT Council approve the expenditure of \$400,000 from the 2014 Provisional Budget for the purchase of the equipment and supplies required for the conversion to Radio Frequency Identification for securing and circulating library materials.
2. THAT Council bring down a bylaw to appropriate \$418,700 (inclusive of GST) from Capital Reserves to finance the purchase of the equipment and supplies required for the conversion to Radio Frequency Identification.

REPORT

The Finance and Civic Development Committee, at its meeting held on 2014 February 27, received and adopted the *attached* report seeking Council's funding approval for the equipment and supplies required for the conversion to Radio Frequency Identification for securing and circulating library materials at the Bob Prittie Metrotown and Mc Gill Library Branches.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Councillor P. McDonell
Member

Copied to:	City Manager Chief Librarian Director Finance City Solicitor Purchasing Manager
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TO: CHAIR AND MEMBERS
FINANCE AND CIVIC DEVELOPMENT
COMMITTEE

DATE: 2014 February 19

FROM: CHIEF LIBRARIAN

FILE: 2410-20

**SUBJECT: RADIO FREQUENCY IDENTIFICATION CONVERSION PROJECT –
BOB PRITTIE METROTOWN AND MCGILL BRANCHES, BURNABY
PUBLIC LIBRARY (PHASE 1)**

PURPOSE: To obtain funding and expenditure approval for the equipment and supplies required for the conversion to Radio Frequency Identification for securing and circulating library materials.

RECOMMENDATIONS:

1. **THAT** Finance and Civic Development Committee recommend Council approve the expenditure of \$400,000 from the 2014 Provisional Budget for the purchase of the equipment and supplies required for the conversion to Radio Frequency Identification for securing and circulating library materials.
2. **THAT** Finance and Civic Development Committee request Council to bring down a bylaw to appropriate \$418,700 (inclusive of GST) from Capital Reserves to finance the purchase of the equipment and supplies required for the conversion to Radio Frequency Identification.

REPORT

The 2014 Provisional Financial Plan includes provisions for funding phase one of the Radio Frequency Identification Conversion Project at the Bob Prittie Metrotown and McGill Branches, Burnaby Public Library.

RFID stands for "radio frequency identifier" and this technology is now being used by libraries in loss prevention systems and to perform circulation functions, including a self-check feature. A RFID tag is like a barcode but it is read with an electro-magnetic field rather than by a laser beam. The tag itself consists of a computer chip and an antenna, often printed on paper or some other flexible medium. An RFID tag does not have to be visible to be read; it can be read even when it is embedded in an item. There are several methods of identification, but the most common is to store a serial number that identifies the item on a microchip that is attached to an antenna (the chip and the antenna together are called an RFID transponder or an RFID tag). The antenna enables the chip to transmit the identification information to a reader. The reader

To: Chair and Members Finance and Civic Development Committee
From: Chief Librarian
Re: Radio Frequency Identification Conversion Project – Bob Prittie
Metrotown and McGill Branches, Burnaby Public Library
2014 February 19.....Page 2

converts the radio waves reflected back from the RFID tag into digital information that can then be passed on to computers that can make use of it.

The RFID tags facilitate security in that the tag that is used has a special "security bit" that can be switched from "checked-in" to "checked-out" either at a staff work station or at a self-check kiosk. The exit gates at the library read each tag as the user passes out of the library and sounds an alarm if the bit is not in the "checked-out" state. The check-in function resets the bit.

Burnaby Public Library introduced RFID and self-check at the Tommy Douglas Library when the branch opened in 2009. The library chose to implement RFID at Tommy Douglas for two reasons: to create a more open and welcoming entrance by doing away with the pass-around system for loss prevention that required two circulation desks and to reduce repetitive tasks for staff. The move to RFID and self-check was well received by the public and the Cameron Branch was converted over to RFID in 2013.

The move to RFID and self-check at the Bob Prittie Metrotown and McGill Branches will have similar affects – barrier-free and more open entrances as well as a reduction in repetitive tasks and the consolidation of circulation functions for a more efficient use of staff. The conversion to RFID and self-check at the Bob Prittie Metrotown and McGill Branches is timely given that the current loss prevention system used at both of these branches (Checkpoint RFI) is now no longer being supported.

1.0 RECOMMENDATION

That Finance and Civic Development Committee request Council to approve the expenditure included in the 2014 Provisional Financial Plan and bring down a bylaw to appropriate \$418,700 (inclusive of GST) from Capital Reserves to finance the purchase of the equipment and supplies required for the conversion to Radio Frequency Identification at the Bob Prittie Metrotown and McGill Branches, Burnaby Public Library.



Edel Toner-Rogala
CHIEF LIBRARIAN

ET/nk

Copied to: Director Finance
City Solicitor