

LIB Computer Management System Annual Surveillance Report 2023

Fields marked with an asterisk (*) are required.

Change In Authorized Use Cases



1.1 In the last year, did your department have use cases which differed from your “approved use cases” in your BOS-approved policy?

No

Change in Authorized Job Titles



2.1 Does the list of “authorized job titles” in your BOS-approved policy need to change? (i.e. Do you need additional job titles to be authorized to access the data, or do you need to remove any current job titles?)

Yes

2.2 Please provide an updated list of authorized job titles.

1092 IT Operations Support Admin II (1), 1822 Administrative Analyst (1), 1042 IS Engineer-Journey (4)

2.3 Why have the job titles changed?

1042 classification support the servers directly. Unsure why they are not part of the STP. 1092 & 1822 are new hires to the LIB IT Dept.

Change in Number and/or Type of Technology



Replacement of Old Technology

4.1 Has any technology listed in the policy been replaced?


No



Addition of New Technology


5.1 Has any technology been added which is not listed in the policy?

No

 Ceased Operation of Technology

6.1 Is any technology listed in the policy no longer in use?

No

 Services or Equipment Sources

7.1 List any and all entities, companies or individuals which provide services or equipment to the department which are essential to the functioning or effectiveness of the Surveillance Technology (list "N/A" if not applicable): *

Library IT, TBS technical & customer support

Surveillance Technology Goals



8.1 Has the surveillance technology been effective at achieving its identified purpose?

Partially

8.2 In 3-5 sentences, please explain how the technology has or has not been effective

The Surveillance Technology Policy helped define the usage of Today's Business Solutions (TBS) Computer Time and Print Management in supporting the library's mission and has helped define and limit access to authorized parties. This technology is essential for the operations of public computer and printer management access. In that effect this technology has been effective in maintaining the public service model of providing computer access for patrons and managing time and printing. This is a timeout software that is essential for patrons to use public computers and doesn't store any PII.

Data Sharing



9.1 Has data acquired through the surveillance technology been shared with entities outside of the department?

No

9.4 Was the data shared with entities outside of city and county government?

No

Accidental Receipt of Face Recognition Data



10.1 Did your department inadvertently or unintentionally receive, retain, access or use any information obtained from Face Recognition Technology?

No

Complaints



11.1 Has your department received any complaints and/or concerns from community members about this surveillance technology?

No

Violations ∨



12.1 Were there any violations of the Surveillance Technology Policy or Surveillance Impact Report, reported through community members, non-privileged internal audits, or through other means in the last year?

No

12.4 Has your department conducted any internal audits of the technology?

No

Statistics and Information about Public Records Act Requests ∨



13.1 Has your department received any public records act requests for this surveillance technology?

No

Total Annual Costs for the Surveillance Technology ∨



14.1 List the number of FTE (new & existing).

19

14.2 Are there one-time costs for Fiscal Year 2023-2024?

No

14.15 Are there annual costs for Fiscal Year 2023-2024:

Yes

14.16 Are there annual Salary and Fringe costs?

No

14.18 Are there annual Software costs?

Yes

14.19 List total annual Software costs for FY 2023-2024:

\$525,293

14.20 Are there annual Hardware/ Equipment costs?

No

14.22 Are there annual Professional Services costs?

Yes

14.23 List total annual Professional Services costs for FY 2023-2024:

\$3,696

14.24 Are there annual Training costs?

No

14.26 Are there annual "Other" costs?

No

14.28 What source of funding will fund the Surveillance Technology for FY 2023-2024?

Library Preservation Funds (LPF)

14.29 Have there been any changes to the one-time costs from your department's approved Surveillance Impact Report?

No

14.31 Have there been any changes to the annual costs from your department's approved Surveillance Impact Report?

No