

LIB Security Camera 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?)

No

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): *

Johnson Control (JCI), DTIS, SFPL IT

Surveillance Technology Goals



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

Yes

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

The purpose of library security cameras is to ensure public safety, enforce patron code of conduct, protect library resources. These cameras can deter theft, vandalism, and other disruptive activities within the library premises. They also aid in monitoring and responding to security incidents.

Data Sharing



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

Yes

9.2 Was the data shared with city and county departments or other entities associated with city and county government?

Yes

9.3 List which departments received surveillance technology data from your department, what type of data was disclosed, under what legal standard the information was disclosed, and a justification for the disclosure.

SFPD & Sheriff's Department. Requests have been made via a warrant that is part of an investigation from law enforcement.

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?

Yes

12.5 Please provide general aggregate information about the result of your department's internal audits.

Our internal tracking system manages the release of video data to outside library departments, ensuring compliance with our retention policy. Additionally, we have a script in place that automatically overwrites data to maintain policy adherence.

12.6 If the audits revealed violations, please list any actions taken in response to the violations.

N/A

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).

48

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

No

14.8 List total one-time Hardware/ Equipment costs for FY 2023-2024.

0

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

Yes

14.16 Are there annual Salary and Fringe costs?

Yes

14.17 List total annual Salary and Fringe costs for FY 2023-2024:

\$33,557

14.18 Are there annual Software costs?

Yes

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

\$16,128

14.20 Are there annual Hardware/ Equipment costs?

Yes

14.21 List total annual Hardware/ Equipment costs for FY 2023-2024:

\$15,170

14.22 Are there annual Professional Services costs?

Yes

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

\$23,611

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 Fund (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