

# LIB Sensitive Patron Counter 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.

Add 0953 Chief Operating Officer (2), 1823 Senior Data Analyst (2). Remove 1840 Junior Management Assistant (1), 1801 Analyst Trainee (1)

2.3 Why have the job titles changed?

Departmental reorganization.

## 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 Facilities, Sensitive vendor tech support.

## 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 Department shall use Sensource Patron Counter System only for the following authorized purposes:

- to tally the entry and exit of Library visitors at all 28 public facilities.
- to track usage of meeting rooms, elevators and restrooms for purposes of resource allocation.

Its been effective in gathering data for library statistics.

### 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).**

Number of FTE (new & existing): The technology does not require additional FTE; however, it is supported by staff members representing the following classifications: o 0.02 FTE - 1822 Administrative Analyst o 0.01 FTE - 1823 Senior Data Analyst

**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?**

Yes

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

\$4,614.71

**14.18 Are there annual Software costs?**

Yes

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

\$47,000.00

**14.20 Are there annual Hardware/ Equipment costs?**

Yes

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

\$6,500.00

**14.22 Are there annual Professional Services costs?**

No

**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