

Baker County Library District
 Board of Directors
Budget Hearing & Regular Meeting Agenda
 Monday, Dec 9, 2013, 6:00 – 8:00 pm
 Riverside Meeting Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President

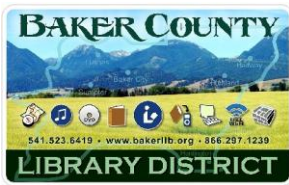
6:00	I. CALL TO ORDER	Dielman
	II. Additions/deletions from the agenda (ACTION) <i>Related documents (1):</i> Agenda.	Dielman
	III. Conflicts or potential conflicts of interest	Dielman
	IV. Approval of minutes from previous Board Meeting (ACTION) <i>Related documents (1):</i> Board Meeting Minutes 11/18/13.	Dielman
	VI. Open forum for general public, comments & communications In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization.	
6:10	VI. PREVIOUS BUSINESS	
	i. None	
	VII. ANNUAL / RECURRING BUSINESS	
	i. None	
7:00	VIII. NEW BUSINESS	
	i. Policy Revision (ACTION) <ul style="list-style-type: none"> • Visitor & Non-resident Fees (Last revised: 6/16/2008) <i>Related documents:</i> Proposed revision 	Stokes
	ii. Policy Review <ul style="list-style-type: none"> • Bulletin Board (Last revised: 6/18/07) • Statement on Privacy and Confidentiality of Library Records (Last revised: 12/10/0711/09/2009) • Video Security & Records (Last revised: 11/09/2009) 	Stokes
7:30	IX. ADMINISTRATIVE REPORTS	
	i. Director's Report	Stokes
	ii. Business and Financial Report <i>Related documents:</i> To be distributed at meeting.	Hawes
	X. Agenda items for next regular meeting: Jan 13, 2013 6:00pm <ul style="list-style-type: none"> • 2012-13 audit • Review/Revise: Meeting Room Policy, Video Security & Records Policy 	Dielman
8:00	XI. ADJOURNMENT	Dielman

The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk* are scheduled for the current meeting's executive session.

ORS 192.660 (1) (d) Labor Negotiations
 ORS 192.660 (1) (h) Legal Rights

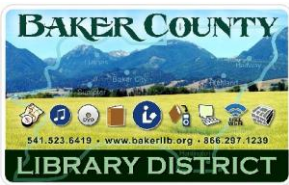
ORS 192.660 (1) (e) Property
 ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon.



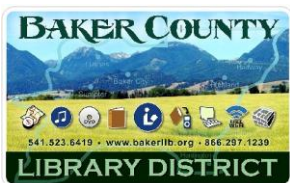
Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, November 18, 2013, 6:00 pm

Call To Order	Board President Gary Dielman called the meeting to order at 6:04pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Gary Dielman , Nellie Forrester , Kyra Rohner-Ingram , and Betty Palmer , Directors. Also present were Perry Stokes , Library Director; and Christine Hawes , Business Manager.
Agenda Approved	Dielman asked for additions or changes to the agenda. None were given.
Conflicts of Interest	Dielman asked if there were any potential conflicts of interest to be declared. None were stated.
Minutes Approved	Dielman suggested correction of 3 minor grammatical errors and asked for other corrections to minutes. There were none. Rohner-Ingram made a motion to approve the Agenda as presented and the October 14, 2013 Regular Meeting Minutes as corrected; Forrester seconded; motion passed by three Directors present (Dielman, Rohner-Ingram, and Forrester); with Palmer arriving moments after motion passed.
Public Comment	Dielman stated for the record that there were no other members of the public present for comments. Stokes shared a complimentary note from a patron.
Strategic Planning	<p>Stokes passed out copies of the “Complete Library Trustee Handbook” to each board member. The books are checked out to each board member for the duration of their respective tenures. He noted that the chapter on Advocacy addresses some of the questions Kyra raised at the previous meeting and then reviewed the handbook topics from the Table of Contents.</p> <p>Stokes reported on results from staff rankings of top desired goals based on the responses from the October 14 staff meeting. Board packets included the rankings report. One page listed the top 20 goals by overall score and the other by top percentage of “high importance” votes. He reviewed the topmost ranked items, adding that some were already in progress. Moving on to the Categorized list; the staff suggested stronger connections with schools and marketing the library to the community, a large computer monitor to advertise events and resources in the main library, a teen worker to help with book processing and shelving; and more programs involving community organizations and business partners. Technology categories already being implemented include moving monitors up on top of the counters and replacing missing letters on computer lab keyboards. Under training, branch staff wants to be better informed about changes at the main branch and all requested more help with staying up to date with technology.</p> <p>Dielman asked how much the staff suggestions will cost? Stokes stated that he felt most can be accomplished with current staff and minimal cost. He is considering ways that workflow may be streamlined so current staff time could</p>



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	<p>be utilized for some of the goals. One idea is to again evaluate contracting out the magazine subscription management and re-allocate that staff time for programming. However, this staff also helps with Interlibrary Loan circulation which has increased. Palmer suggested Todd Gilmore at the Eagle Cap School for a contact for a teen worker.</p> <p>Stokes summarized the next steps in the process of Strategic Planning: meeting with the Friends for their input, and meeting with a staff committee to come up with goals to present to the Board.</p> <p>Stokes next directed the Board’s attention to his own list of ideas. For professional development, he has the goal of enrolling in the Certified Public Library Administrator (CPLA) program through ALA. This is an administrative companion to the Support Staff Certification Sylvia Bowers recently obtained. He is also looking at the criteria favored to win the Best Small Library Award. While BCLD placed high in 2010, a first place award is still a goal. He reviewed technology ideas. Forrester asked about having help available for people with tech items that they need help using; Stokes replied that with so many different mobile tech items staff currently assists patrons with these needs on a case-by-case basis.</p> <p>Stokes wanted to alert the Board that the State Library main not continue to host the Library website. There has been no plan announced to support migrating the content of the web page to a host each library pays for, but that would be Stokes preferred option. He will share information as the issue progresses.</p>
<p>Revenue Projection Update from Assessor Report</p>	<p>Stokes said that every year the District receives a County Tax Projection update from the Assessor’s Office. For fiscal year 2013-2014, Stokes projected growth at the same rate as the previous fiscal year, 3.15%. The Assessor’s Report shows actual growth at 2.32% causing a total shortfall estimated at \$21,073. Due to the shortage, he has cancelled replacement of the Media Processor position hours following staff retirement. This saves the District an estimated \$9,000 leaving \$12,000 still to be covered. There is \$10,000 in contingency that can be utilized and the potential re-allocation of funds not needed for staff medical claims. Usually, these funds are applied to collection development at the end of the fiscal year, if available, but will this year be reserved for the shortfall.</p> <p>The shortfall is primarily due to an increasing compression rate. County Assessor Kerry Savage explained this is a repercussion of the poor economy and less construction. Also, as the assessed value grows and the real value of property stagnates or drops, compression increases with the narrower gap between the two figures. In addition, the County just performed a re-assessment of valuation, which is done on a 6-year cycle. This may have contributed to the sharp compression growth. Stokes said budgeting will need</p>



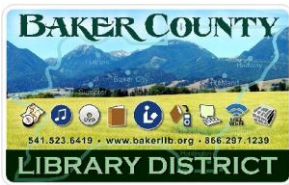
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	to be extra conservative next fiscal year.
<p>Discussion on proposal of BCLD as fiscal agent for Sage Library System</p>	<p>Stokes reported that northwest academic libraries are instituting a big change to the software requirements used by those in the Orbis-Cascade Alliance. This will result in the EOU Pierce Library not using the Evergreen software as its primary collection database and discontinuing its Sage funding as early as next year. It is unclear whether EOU will also need to discontinue hosting of the Sage servers and staff, but that potentiality is being discussed by the Sage membership. Sage has one staff position housed at the EOU Library. However, Sage is not a legal entity unto itself.</p> <p>On October 25, Sage members voted on a preferred course of action either 1) to become its own non-profit entity, or 2) be absorbed into a Special Library District (options likely are Baker, Hood River, Umatilla, Ontario or Lane County with Hood River or Baker being the likely first choice); the membership voted to go with a District. Stokes presented information about the Sage budget and finances. His information showed Sage has operated at a loss of \$6,500 for the past 2 years. The loss of EOU membership dues t \$20,000 will cause fee increases for the remaining member libraries. In addition, financial pressures on the LSTA Grant Committee of the Oregon State Library may lead to reduced annual subsidy for the Sage courier system. The fiscal agent would have some control but whoever accepts fiscal agent responsibility would also absorb the operating loss. Beth Longwell, the Sage Administrator, is very knowledgeable and reports minimal dependence on the University IT Department.</p> <p>Dielman asked that if BCLD became the fiscal agent, would an administrative fee be provided to cover the costs. Stokes replied that administrative & hosting fees would be negotiable. He added that he has significant reservations about absorbing an organization facing major potential changes to its budget and membership structure. He recommended the board require additional information about finances, bylaws and membership fee changes if approached about being the fiscal agent. The group agreed with Stokes and authorized that he pass along a statement to that effect to the Sage Options Committee.</p>
<p>Administrative Reports: Director's Report</p>	<p>Stokes distributed invitations to the annual Community Literacy Coalition Fundraiser to be held December 6 at Brooklyn Elementary. Reporting on the facility maintenance, Carmen's desk was moved and staff reorganized the ILL shelving in the work room at the main branch. The change provides Carmen access to shelving for fiction cataloging and enhances ILL workflow to accommodate increased demand. The desk and shelving space for Carmen was made available due to volunteers' good progress on the collectible donations listed online for sale. Several trees at the main branch property need to be pruned and one removed due to poor condition; Stokes is collecting bids on tree maintenance for maintenance budget planning. The Huntington Branch ramp bid came in at \$7,800; Stokes has applied for an SDAO Safety & Security Grant to</p>



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assist with some of the cost(up to \$3,000 possible). The ramp cement is crumbling. It was part of the original installation of the modular building and isn't that old but has not held up. Stokes is also seeking quotes on replacement of the Fire Exit signs in the Baker Library. The radioactive Tritium on the current ones no longer has much luminosity. Stokes and maintenance staff intend to implement non-radioactive alternatives. The year-old natural gas smell issue has finally been resolved. Every time the furnace would come on, staff and patrons would report natural gas scent in the magazine and newspaper area of the reading room and in the tutor rooms. Cascade technicians were called out a couple times but were unable to detect any gas present. Furnace repairmen from Cooke & Emele were unable to find any leaks either. Recently, a technician was at the library off duty and got a sensor device from his vehicle after smelling the scent himself. He did get a reading, so Stokes ordered a service call from Scotts Heating & Air Conditioning. Their technician inspected the roof units and found several leaking valves that needed to be replaced.

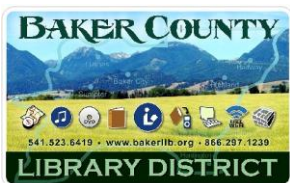
In other news, the Tommy Moore Yo-Yo exhibit has been installed in the Children's area. The display includes Moore's bicycle (a reproduction of a 1950's era Schwinn Black Phantom cruiser) suspended from the ceiling, shadow boxes with many yo-yo's, framed articles about Moore's achievements and a binder with yo-yo tricks. Gary Dielman's local history articles have been made available on the library website. Duplicate BHS Nugget and other yearbooks will be sent away to be digitized by Oklahoma Correctional Industries (OCI); the collection dates back to 1899. OCI is offering the service at no charge. Duplicates will be sent as a test initially in case the items are damaged. Forrester asked what they will be used for. Stokes said the files can be made available for reference on a library computer or on the website. OCI reports some agencies sell yearbooks burned onto recordable media such as CD-R or DVD-R.

Large screen monitors are being installed that the front desk. They will be mounted on arms for easy maneuvering such as showing patrons their account information or search results. This same equipment will eventually be installed at the branches.

On October 18, Stokes attended the Open House at Richland School Senior Housing. The rehabilitated building has tenants in most units. Library staff report residents are visiting the library regularly.

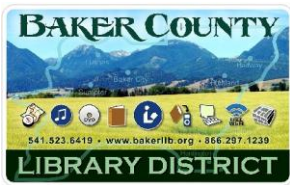
Stokes announced hiring two new staff; Bethany Parker as a part-time bookmobile driver (replacing one who retired) and Richard Chung as Sunday clerk (hours open due to revised schedule) who will also serve as an on-call substitute. He spoke about the education, work history, and Spanish language credentials of both individuals.

Stokes said BCLD is not yet on the Library Journal Index of Library Statistics



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	<p>which rates libraries from each state. The 2013 Index is based on 2011 data, so BCLD traffic history was not yet included. He anticipates that next year's Index will include BCLD and provided a copy of the 2013 ranked Oregon libraries with BCLD available data inserted for comparison.</p> <p>The retired State Librarian, Jim Schepcke, sent a general invitation to all libraries to support renaming the Trimet Bridge to the William Stafford Memorial Bridge. Stafford will be celebrated statewide next year with the 2014 Oregon Reads program.</p>
<p>Business Report</p>	<p>Hawes passed out the financial report and check packets for signatures. The General Fund received two tax turnovers totaling \$183,299 to date in November; she is anticipating more to come. Last year, the district received a total of four turnovers in November which was 75% of the annual revenues. Interfund loans totaling \$124,000 used for General fund operations from mid-September through November first will be paid back in December. Invoice highlights include Ingram Library for books \$1,447.14, LEO for two annual database (Auto Repair and Heritage Quest) renewals \$2,000, EOU for Sage Membership \$10,200, Alpine Fire for annual alarm inspections \$295, Department of Consumer & Business Services for boiler room permits \$89.60, Scott's Heating for repairs to units on the roof \$1,848.48, Syme Electric for Huntington Branch lighting fixture upgrade \$1,424, Whelan Electric to replace Baker Library defective breaker \$85.50, and Mike Bork Auto Repair for bookmobile routine maintenance \$668. The Visa this month of \$4,488.64 includes books \$349.97, DVD purchases \$744.84, magazine renewals \$311.62, new front desk computer monitors \$2,137.45, Storytime room new toys \$115.05, and Halloween party supplies \$134.51. The majority of the utility bills were paid on November 14 in order to have them paid by the due dates; Hawes thanked Dielman for coming in to sign 18 checks totaling \$2,170.84.</p> <p>Checks were signed and approved.</p> <p>Other Funds activity included Amazon book sale revenues of \$497.91, a payment from Phillip Charette of \$200 received on October 30, and a Baker Art Guild donation of \$600 of which \$300 was shared to the Literacy program per their instructions. Donations of \$53.80 were received to replace the library fish that died recently along with other aquarium fish. The fish named "Oscar" was a big attraction at the library and received local and national newspaper attention. The library spent \$106.71 in new fish for the aquarium in the front lobby with Memorial covering the difference. Other expenses included Amazon postage of \$76.32 to mail books sold, book commissions of \$134.13 for Amazon book sales, Artcraft Paint & Glass \$196.10 for materials for the Yo-Yo display case, and The Little Pig \$218.75 for catering the lunch on the staff training day (the Friends will be reimbursing the district for this expense).</p>



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	<p>Hawes said that as a point of interest, she compared the cash flow needs of the current year with the past two fiscal years with regards to the Tax Anticipation Notes and funds borrowed from the Other Funds for General Fund operation. The cash at the end of the fiscal years were comparable at 2011 \$209,008, 2012 \$219,342, and 2013 \$216,684. The TAN funds utilized in 2011 was \$71,000, 2012 was \$43,000 and 2013 none. The funds borrowed from OF was 2011 \$31,700, 2012 \$50,500 and 2013 \$124,000. The cash requirements from July 1 through November 1 for 2011 (\$311,700) and 2012 (\$312,812) were practically the same (\$1000 difference). However for 2013, the cash requirements increased to \$340,684 which is an increase of nearly \$29,000 over the prior two years. The estate donation funds received of \$64,478 allowed the Library District to forego using a TAN loan this year. The District was able to fund itself during this time period for the first time. To continue this self-sufficiency in future years, the District will need to increase its contingency.</p>
<p>Next Meeting Date</p>	<p>The next regular Board meeting will be December 9, 2013 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:38pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

BAKER COUNTY LIBRARY DISTRICT

Visitor and Non-Resident Card Fees

Approved by Library Board: 06/16/2008

Date(s) of Revision: [12/09/2013](#)

Baker County residents pay for library services by paying property taxes. Visitors and non-residents seeking access to Baker County subscription databases, materials and services may purchase a Baker County Library District card to meet their needs according to a tiered fee schedule:

General Fees

The following membership fees and policies apply to visitors and non-residents:

- **One-Month Card** **\$10** 2-item checkout limit
- **Three-Month Card** **\$20** [26](#)-item checkout limit
- **Six-Month Card** **\$40** [412](#)-item checkout limit
- **One-Year Card** **\$60** [6-item-checkout-limit_full_privileges](#)
- Fees are Non-Refundable
- No fee for those who use computers and library materials on site with no checkouts
- An individual may have only one public library account in the Sage Library System at one time.
- Expired accounts will be purged if not renewed within 90 days of expiration.

Application requirements

- Completed Baker County library card application form
- Valid photo identification
- Proof of residency (if different from identification card)

~~NOTE: The above policy replaces previous District policy of refundable cash deposit for a Temporary Card~~

- ~~Visitor submitted a \$25 deposit for temporary card. Full refund issued when all items returned and temporary card turned in.~~

Bulletin Board Policy

Approved by Library Board: 6/18/2007

Date(s) of Revision:

Due to limited space, this bulletin board space is reserved for materials relating to:

- **non-commercial or non-profit organizations**
- **community events and announcements**

General Prohibitions

The following items **may not be posted** on bulletin boards or left in material distribution areas:

- Materials advertising commercial services or products.
- Materials that support or oppose any current or pending ballot measure or political candidate. The Library is not intended to be a forum for the support or opposition of political candidates or ballot measures. Official election information from government agencies may be made available in the Library for a reasonable period prior to elections.
- Materials asking Library visitors to sign a petition or letter.

Terms for Use

To ensure equitable access to limited display space available, the following restrictions apply:

- maximum size: Legal size (11 x 17 inches)
- maximum length of time materials may remain posted: 30 days
- maximum amount of time before or after an event a posting may occur: 30 days

All materials posted or distributed must comply with this policy and any other applicable Library regulations or guidelines. The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned.

No other materials may be posted or distributed. Materials left for posting or distribution without authorization from the Library will be discarded.

The Library Director, or his/her designee, is responsible for the administration of this policy on a system-wide basis. Branch managers are responsible for the administration of this policy within their facilities. Authorization will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the non-profit group or the viewpoints expressed in the materials. Posting or distribution of any such materials in the Library does not indicate Library endorsement of the ideas, issues, or events promoted by those materials.

Statement on Privacy and Confidentiality of Library Records

Approved by Library Board: 12/10/2007

Date(s) of Revision: 11/09/2009

I. Introduction

Baker County Library District protects the privacy and confidentiality of all library users, no matter their age.

Oregon Revised Statute 192.502 (23) exempts from disclosure under open records law: The records of a library, including: (a) Circulation records, showing use of specific library material by a named person; (b) The name of a library patron together with the address or telephone number of the patron; and (c) The electronic mail address of a patron. Baker County Library District's privacy and confidentiality policies are in compliance with applicable federal, state, and local laws.

Our commitment to your privacy and confidentiality has deep roots not only in the law but also in the ethics and practices of librarianship. In accordance with the American Library Association's Code of Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

This privacy statement explains your privacy and confidentiality rights and responsibilities, the steps Baker County Library District takes to respect and protect your privacy when you use library resources, and how we deal with personally identifiable information we collect from our users.

II. Privacy and Confidentiality Practices

Notice and Openness

We post publicly the library's privacy and information-gathering practices. Whenever practices change we notify our users.

We avoid creating unnecessary records, we avoid retaining records not needed for library business purposes, and we do not engage in practices that might place information on public view.

Information we may gather and retain about current library users includes the following:

- Information required to register for a library card or access the Baker County Library Historical Archives or Oregon Room special collections (e.g. name, address, telephone number, e-mail address, birth date, Oregon Drivers License or ID card number.)
- Records of material checked out, charges owed, payments made
- Electronic access information
- Requests for interlibrary loan or reference service
- Sign-up information for library classes, programs

**BAKER COUNTY LIBRARY DISTRICT
Public Services Policy Manual**

**Statement on Privacy and
Confidentiality of Library Records**

Approved by Library Board: 12/10/2007

Date(s) of Revision: 11/09/2009

Choice and Consent

We will not collect or retain your private and personally identifiable information without your consent. If you consent to give us your personally identifiable information, we will keep it confidential and will not sell, license or disclose personal information to any third party, except an agent working under contract to the library, without your consent, unless we are required by law to do so.

We never use or share the personally identifiable information provided to us in ways unrelated to the ones described above without also providing you an opportunity to prohibit such unrelated uses, unless we are required by law to do so.

If we make a service available for your convenience that may in some way lessen our ability to protect the privacy of your personally identifiable information or the confidentiality of information about your use of library materials and services, we will: 1.) Provide you with a privacy warning regarding that service; and 2.) Make it possible for you to "opt in" or "opt out" of that service.

User Access and Responsibility

You are entitled to view your personally identifiable information and are responsible for keeping your information accurate and up-to-date. The library will explain the process for accessing or updating your information.

Data Integrity and Security

We take reasonable steps to assure data integrity.

We protect personally identifiable information by electronically purging or manually shredding data once it is no longer needed for library business purposes.

We have invested in appropriate technology to protect the security of any personally identifiable information while it is in the library's custody.

We ensure that aggregate, summary data is stripped of personally identifiable information.

We regularly remove cookies, Web history, cached files, or other computer and Internet use records and other software code that is placed on our computers or networks.

Parents and Children

We respect the privacy and confidentiality of all library users, no matter their age. Parents or guardians of a child under age 18 who wish to obtain access to their child's library records must correctly provide the child's full name, address, and birth date as listed in the library account.

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Items on Hold

Items placed on hold for library users are shelved by the user's last name for pick-up in non-public areas of our libraries. Users who do not want their holds shelved by last name may have their holds shelved by a unique user ID number (NOT the library card number).

Third Party Security

We ensure that the library's contracts, licenses, and offsite computer service arrangements reflect our policies and legal obligations concerning user privacy and confidentiality. Our agreements address appropriate restrictions on the use, aggregation, dissemination, and sale of that information, particularly information about minors.

When connecting to licensed databases outside the library, we release only information that authenticates users as registered Baker County Library District borrowers. Nevertheless, users must be aware, when accessing remote sites, that there are limits to the privacy protection the library can provide.

Some users may choose to take advantage of RSS feeds from the library catalog, public blogs, hold and overdue notices via e-mail or text message, and similar services that send personal information related to library use via public communication networks. These users must also be aware that the library has limited ability to protect the privacy of this information once it is outside our control.

Cookies

Users accessing the library's website will need to enable cookies in order to access a number of resources available through the library. Our library servers use cookies solely to verify that a person is an authorized user in order to allow access to licensed library resources and to customize Web pages to that user's specification. Cookies sent by our library servers will disappear soon after the user's computer browser is closed.

Security Measures

Our procedures limit access to data and ensure that those individuals with access do not utilize the data for unauthorized purposes. We limit access through use of passwords and storage of data on secure servers or computers that are inaccessible from a modem or network connection.

Staff Access to Personal Data

Library staff may access personal data stored in the library's computer system only for the purpose of performing their assigned library duties. Staff will not disclose any personal data we collect from you to any other party except where required by law or to fulfill your service request. The library does not sell, lease or

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give users' personal information to companies, governmental agencies or individuals except as required by law or with the user's authorization.

Notification of Accidental Disclosure

In compliance with Oregon Identity Theft Protection Act (SB 583) the Baker County Library District will make a reasonable effort to notify affected persons in a timely manner in the event that personal identifying information is accidentally disclosed. This information includes a person's name in combination with a driver's license number or Oregon identification card number.

Enforcement and Redress

If you have a question, concern, or complaint about our handling of your privacy and confidentiality rights you may file written comments with the Library Director. We will respond in a timely manner and may conduct a privacy investigation or review of practices and procedures. We conduct such reviews regularly to insure compliance with the principles outlined in this statement.

The Library Director is custodian of library records and is the only party authorized to receive or comply with public records requests or inquiries from law enforcement officers. The Director may delegate this authority to designated members of the library's management team. The Director confers with the County Attorney before determining the proper response to any request for records. We will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. We have trained all library staff and volunteers to refer any law enforcement inquiries to the Library Director.

Illegal Activity Prohibited and Not Protected

Users may conduct only legal activity while using library resources and services. Nothing in this statement prevents the library from exercising its right to enforce its Rules of Conduct, protect its facilities, network and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. The library can electronically monitor public computers and external access to its network and reserves the right to do so when a violation of law or library policy is suspected. Staff is authorized to take immediate action to protect the security of library users, staff, facilities, computers and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) perpetrating a violation.



Video Security & Records Policy

Date adopted: November 9, 2009

Summary

This document discusses guidelines for a video security system.

Policy

The library strives to maintain a safe and secure environment for its staff and customers. In pursuit of this objective, selected areas of the library premises are equipped with video cameras that are recording at all times. Signage will be posted at the library entrance disclosing this activity. The library's video security system shall be used only for the protection and safety of customers, employees, assets, property, and assist law enforcement.

Reasonable efforts shall be made to safeguard the privacy of customers and employees. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms; employee break or changing rooms. The video security cameras will be positioned to record only those areas specified by the director, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without the permission of the director.

Only the director or employees designated by the director are authorized to operate the video security system. Access to video records shall be limited to authorized employees, who shall only access such records during the course of their regular duties. Library employees are to review and comply with this policy. Such persons shall not violate any laws relevant to this policy (including, but not limited to, Oregon's Public Records Law ([ORS 192.410-192.505](#)), Oregon's Record Privacy Law ([ORS 802.175-802.191](#)), and Oregon common laws pertaining to privacy rights) in performing their duties and functions related to the video security system.

Images from the library video security system are stored digitally on hardware in the library. It is the intent of the library to retain all recorded images for approximately 21 days. Typically, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the director or other authorized employee. Any records produced by the video security system shall be kept in a secure manner, and managed appropriately by the library to protect legal obligations and evidentiary values.

Use/Disclosure of Video Records

- Video records may be used to identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws upon receipt of a subpoena. The requirement of a subpoena may, however, be waived by the director or authorized employees when appropriate. Video records of incidents can be retained and reviewed as long as considered necessary by the director.
- Video records may be shared with authorized employees when appropriate or, upon approval by the director, other library staff to identify person(s) suspended from library property and to maintain a safe, secure and policy-compliant environment.
- Video records may be used, upon authorization by the director, as otherwise allowed by law.
- Only the director and employees designated as Persons In Charge shall be authorized to release any video record to law enforcement. Only the director shall be authorized to release any video record to any third-party other than law enforcement.
- Video records shall not be used or disclosed other than as specifically authorized by this policy.
- Only the director or employees authorized by the director shall operate the video security system.