



CITY OF OREGON CITY

LIBRARY BOARD - WORK SESSION

AGENDA

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St, Oregon City

Wednesday, December 21, 2022 at 5:00 PM

Remote attendance for this meeting is available via Zoom; please contact Denise Butcher (dbutcher@orccity.org) for the meeting link.

CALL TO ORDER

ROLL CALL

LIBRARY DIRECTOR'S REPORT

1. The Library Director will share his November 2022 report and Library statistics.

DISCUSSION ITEMS

2. Discussion of Community Room Usage Policy
3. Library Tactical Plan Draft
4. Development of Library Security Camera Policy

COMMUNICATIONS

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

When a public comment period is included on a meeting agenda, members of the public are allowed up to three minutes to address the Library Board on any topic. Members of the Library Board do not generally engage in dialogue with those making comments but may refer any questions or issues raised to the Library Director. Any written comments or materials must be provided to the Library Operations Manager at least 48 hours prior to the meeting; please contact Denise Butcher (dbutcher@orccity.org, 503-657-8269, x1028) for more information.

ADA NOTICE

The location is ADA accessible. Individuals requiring hearing devices or other assistance must make their request known 48 hours preceding the meeting by contacting Denise Butcher, Library Operations Manager (dbutcher@orc.org, 503-657-8269, x1028.).

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Regular meetings and work sessions of the full Library Board are generally streamed live on Oregon City's website at www.orc.org and available on demand following the meeting. Most meetings of the full Library Board may also be viewed on Willamette Falls Television channel 28 as a rebroadcast; please contact WPMC at 503-650-0275 for a programming schedule. Meetings of Library Board committees are generally not streamed/rebroadcast.

Oregon City Public library
Monthly Statistical Report
Reporting period: **November, 2022**

	Current Month		FY 22/23 YTD		Last Month		Same Month Last FY		FY 21/22 YTD	
<u>PATRON STATISTICS</u>										
New Patron Registrations	255		1,460		305		196		1,052	
Total Registered Patrons	16,103		16,103		15,855		16,454		16,454	
Library Visitors (Ins)	10,507		60,549		12,689		8,085		8,085	
Library Visitors (Outs)	10,284		59,557		12,450		7,809		7,809	
<u>CIRCULATION (includes 1st-time circ and renewals)</u>										
Adult materials	13,811		72,193		14,707		13,681		67,003	
YA materials	1,761		10,907		2,211		1,865		10,658	
Children's materials	17,165		91,465		18,153		16,057		81,173	
Electronic materials	5,698		31,305		6,596		5,270		27,727	
Total Circulation	38,435		205,870		41,667		36,873		186,561	
1st Time Circulation (Physical)	21,497		113,830		22,055		20,303		106,645	
1st Time Circulation (Self-Check)	19,911	92.6%	107,403	94.4%	20,983	95.1%	19,343	95.3%	102,046	95.7%
Holds received from other libraries	11,788	52.6%	62,205	51.8%	13,265	52.9%	12,052	51.0%	60,735	50.2%
Holds sent to other libraries	10,610	47.4%	57,932	48.2%	11,793	47.1%	11,577	49.0%	60,183	49.8%
<u>CIRCULATION DEMOGRAPHICS</u>										
Borrowers - City Residents	1,589	56.8%	n/a		1,655	57.3%	1,299	57.5%	n/a	
Borrowers - Unincorporated Residents	989	35.3%	n/a		1,006	34.8%	783	34.6%	n/a	
Borrowers - Other	221	7.9%	n/a		226	7.8%	179	7.9%	n/a	
Service Area Pop - City	37,737	61.7%	n/a		37,737	61.7%	35,885	58.5%	n/a	
Service Area Pop - Unincorporated	23,424	38.3%	n/a		23,424	38.3%	25,426	41.5%	n/a	
<u>TECHNOLOGY</u>										
Internet Sessions	636		3,457		742		498		2,332	
WiFi Sessions	921		4,571		1,053		568		2,428	
<u>SOCIAL MEDIA / EMAIL</u>										
Facebook followers	4,342		n/a		4,331		3,933		n/a	
Instagram followers	2,065		n/a		2,054		1,883		n/a	
Twitter followers	948		n/a		957		943		n/a	
YouTube subscribers	353		n/a		350		203		n/a	
YouTube unique viewers	401		n/a		516		395		n/a	
YouTube views	580		3,028		814		625		2,560	
Email newsletter subscribers	4,848		n/a		4,775		4,369		n/a	
See monthly Hootsuite report for additional social media statistics										
<u>FINANCIAL</u>										
See monthly Budget to Actual report										
<u>ELECTRONIC RESOURCES</u>										
Kanopy plays	304		1,415		321		490		2,647	
Kanopy cost	\$	295	\$	1,445		289	\$	472		2,507
Kanopy average cost/play	\$	0.97	\$	1.02	\$	0.90	\$	0.96	\$	0.95
<u>SERVICE DESK INQUIRIES</u>										
Ready Reference	657		4,150		903		642		3,969	
Reference	73		595		122		140		788	
Technology Assistance	136		924		199		247		1,900	
<u>FACILITIES</u>										
Conference Room - Bookings	39		212		46		-		-	
Conference Room - Hours Available	206		1,146		239		-		-	
Conference Room - Hours Booked	66		347		72		-		-	
Conference Room - Occupancy Pctg	32.0%		30.3%		30.1%		0.0%		0.0%	

Key									
	<i>Required data for preparation of annual state statistics</i>								
	<i>Optional data for internal library use</i>								
DATE	TITLE	PRIMARY AUDIENCE	PRIMARY FORMAT	ATTENDANCE/PARTICIPATION			Total	HYBRID BREAKDOWN	
				Kids	Teens	Adults		In-person	Online
11/1/2022	Genealogy Interest Group	Ages 19 and older	Live/Hybrid-Onsite						
11/1/2022	OC Writers Group	Ages 19 and older	Live/Hybrid-Onsite						
11/2/2022	Storytime	Ages 0-5	Live/Hybrid-Onsite	16	0	12	28		
11/2/2022	Storytime	Ages 0-5	Live/Hybrid-Onsite	11	0	7	18		
11/2/2022	Switch Lounge	Ages 12-18	Live/Hybrid-Onsite		3				
11/2/2022	Art Lab Explorations	Ages 6-11	Live/Hybrid-Onsite	8	0	8	16		
11/3/2022	Elevated Readers Discussion	Ages 19 and older	Live/Hybrid-Offsite			24	24	20	4
11/12/2022	LEGO Lab 10:30	Ages 6-11	Live/Hybrid-Onsite	18		15	33		
11/12/2022	LEGO Lab 11:30	Ages 6-11	Live/Hybrid-Onsite	15		7	22		
11/15/2022	Question of the Week	Ages 12-18	Self-Directed		37		37		
11/16/2022	Storytime	Ages 0-5	Live/Hybrid-Onsite	14	0	10	24		
11/16/2022	Switch Lounge	Ages 12-18	Live/Hybrid-Onsite		6		6		
11/20/2022	Native American Basket Weaving	Ages 19 and older	Live/Hybrid-Onsite	2		22	24		
11/21/2022	B.A.M. LEGO	Ages 19 and older	Live/Hybrid-Onsite			32	32		
11/22/2022	Question of the Week	Ages 12-18	Self-Directed		10				
11/30/2022	Storytime	Ages 0-5	Live/Hybrid-Onsite	8	0	5	13		
			16	92	56	142	277	20	4

November 2022 - Total Entry Counts (6th, 7th, Carnegie)

Day	10a	11a	12p	1p	2p	3p	4p	5p	6p
Su			305	223	225	186	114		
Mo	255	231	194	186	174	258	221	101	62
Tu	270	177	186	196	286	345	250	170	48
We	337	206	201	224	288	312	250	193	103
Th	192	185	150	168	174	206	175	90	43
Fr	115	91	81	92	81	87	68	51	43
Sa	224	261	242	239	213	202	172	85	

November 2022 - Total Exit Counts (6th, 7th, Carnegie)

Day	10a	11a	12p	1p	2p	3p	4p	5p	6p
Su			206	174	204	251	189		
Mo	158	207	217	182	185	230	231	132	89
Tu	168	209	164	180	246	303	287	212	113
We	211	252	208	183	268	279	280	192	203
Th	94	206	169	156	140	186	169	130	104
Fr	69	93	85	84	71	99	69	64	59
Sa	134	250	274	204	234	196	177	155	



Biennium Budget Report Y2 by Category

Item #1.

Through 11/30/2022

	2021-2022 Budget	2021-2022 Balance	Year 1 Difference	2022-2023 Budget	November 2022-2023 Activity	2022-2023 Balance	2022-2023 Encumbrance	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,581,190.00	2,578,617.73	2,572.27	2,658,700.00	0.00	0.00	0.00	2,661,272.27
44 - Charges for Services	2,520.00	9,953.35	-7,433.35	3,020.00	100.00	995.76	0.00	-5,409.11
46 - Fines & Forfeitures	15,000.00	17,303.04	-2,303.04	25,000.00	987.39	8,393.37	0.00	14,303.59
47 - Miscellaneous Income	25,000.00	-18,393.28	43,393.28	30,000.00	2,680.59	73,098.57	0.00	294.71
49 - Other Financing Sources	150,000.00	150,000.00	0.00	150,000.00	12,500.00	62,500.00	0.00	87,500.00
4 - Revenue Totals:	2,773,710.00	2,737,480.84	36,229.16	2,866,720.00	16,267.98	144,987.70	0.00	2,757,961.46
5 - Expense								
51 - Salaries and Wages	1,052,610.00	1,004,788.98	47,821.02	1,099,977.00	90,234.80	429,677.47	0.00	718,120.55
52 - Benefits	623,600.00	556,470.61	67,129.39	651,683.00	52,350.72	253,124.44	0.00	465,687.95
60 - Professional & Technical Services	2,000.00	2,139.00	-139.00	2,000.00	0.00	425.00	0.00	1,436.00
61 - Repair & Maintenance Services	144,600.00	146,104.22	-1,504.22	144,600.00	11,404.44	50,754.65	13,791.30	78,549.83
62 - Other Services	1,750.00	1,523.76	226.24	1,750.00	43.63	131.11	0.00	1,845.13
63 - Employee Costs	10,000.00	2,598.00	7,402.00	10,000.00	0.00	200.00	200.00	17,002.00
64 - Operating Materials & Supplies	244,000.00	214,096.19	29,903.81	244,000.00	19,341.27	70,906.95	31,418.40	171,578.46
65 - Office & Administrative Supplies	43,250.00	23,002.61	20,247.39	37,250.00	3,507.22	11,643.03	3,281.49	42,572.87
66 - Special Programs	32,700.00	30,934.93	1,765.07	36,700.00	3,108.95	15,019.99	1,365.00	22,080.08
68 - Community Programs and Grants	0.00	596.81	-596.81	0.00	475.09	511.83	0.00	-1,108.64
69 - Internal Service Charges	102,092.00	102,092.00	0.00	102,092.00	8,507.67	42,538.35	0.00	59,553.65
70 - Capital Outlay	0.00	0.00	0.00	0.00	0.00	2,679.04	2,679.03	-5,358.07
80 - Debt Service	415,371.00	415,370.96	0.04	415,371.00	63,369.88	63,369.88	0.00	352,001.16
98 - Transfers	20,000.00	20,000.00	0.00	20,000.00	1,666.67	8,333.35	0.00	11,666.65
5 - Expense Totals:	2,691,973.00	2,519,718.07	172,254.93	2,765,423.00	254,010.34	949,315.09	52,735.22	1,935,627.62

Library Board Report

Nov 01 - Nov 30, 2022

f Fans 3.9K fans	f New Fans 16 new fans	f Posts 68 posts	f Engagement > Type Item #1. Reactions 345 Comments 38 Shares 35
f Post Reach 25K users	f Top posts > Reach 0 Oregon City Public Library Nov 18, 15:04 Registration is full for this weekend's Native American Basket-Weaving & Fiber Arts event. A waiting list is available. If you have 901 users	0 Oregon City Public Library Nov 03, 00:01 We're hiring! The Oregon City Public Library is looking for enthusiastic, experienced, and service-oriented team players to serve as On- 843 users	0 Oregon City Public Library Nov 08, 21:12 Please note that the Library does not have a ballot dropbox location on site; however, there is one just a few blocks away at Oregon 809 users
f Post Likes 207 likes	f Top posts > Reactions 0 Oregon City Public Library Nov 16, 17:50 B.A.M. Trivia: Fall Fun Facts crowd.live/EBCBC Put on your flannel and grab a mug of something pumpkin-spiced. It's time for fall 27 reactions	0 Oregon City Public Library Nov 11, 21:02 (Post with no description) 17 reactions	0 Oregon City Public Library Nov 17, 23:01 If you attended last month's Arch Bridge Centennial Celebration, you may have seen or participated in "Building Bridges", the 16 reactions
@ Followers 2.1K followers	@ Top Posts > Reach 0 oregoncitylibrary Nov 03, 00:00 We're hiring! The Oregon City Public Library is looking for enthusiastic, experienced, and service-oriented team players to serve as On- 463 users	0 oregoncitylibrary Nov 08, 01:01 Meditation reduces stress, helps control anxiety, and promotes emotional health. This episode: "Emotional Regulation". 401 users	0 oregoncitylibrary Nov 18, 16:35 PLEASE NOTE: Art Gym Cancelled Please not that today's Art Gym from 10:00am - 12:00pm has been cancelled. We apologize for any 375 users
@ Posts 39 posts	@ Top posts > Likes 0 oregoncitylibrary Nov 17, 19:00 If you attended last month's Arch Bridge Centennial Celebration, you may have seen or participated in "Building Bridges", the 35 likes	0 oregoncitylibrary Nov 13, 17:02 November 13-19 is Transgender Awareness Week! Read more about Transgender Awareness Week and the Transgender Day of 31 likes	0 oregoncitylibrary Nov 08, 01:01 Meditation reduces stress, helps control anxiety, and promotes emotional health. This episode: "Emotional Regulation". 20 likes

Followers	Net New Followers > Acco...	Tweets	Engagement > Typ	Item #1.
 947 followers	@ORCityLibrary -14	95 tweets	Likes 13	
			Retweets 7	
			Replies 1	
			Quote tweets 0	

Sources

Item #1.

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 Oregon City Public Library

 oregoncitylibrary



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Library Board
From: Library Director Greg Williams

Agenda Date: 12/21/2022

SUBJECT:

Discussion of Community Room Usage Policy

STAFF RECOMMENDATION:

n/a – Discussion only

EXECUTIVE SUMMARY:

The Library Director is seeking general feedback and input from the Library Board on potential revisions to the Community Room Use Policy.

BACKGROUND:

The Library's current Community Room Use Policy (included with this staff report) was last approved by the Library Board in 2017.

In light of the nature of usage requests the Library receives, the Library Director would like to review certain provisions of the policy, and get the Library Board's feedback on the intent and application of those provisions.

In particular, the Library Director would like to get Library Board feedback on the following provisions:

- What is the intended scope of *"non-profit community groups and organizations aiming for the educational, cultural, intellectual, social, or civic betterment of the Oregon City community and area citizens."*
- What is the intended scope of *"members of the community...for the presentation and exchange of information."*
- What is the intent and impact of the requirement that *"Meetings are open to all members of the public."*

- The current policy is silent on how far in advance reservation(s) may be made, and whether groups can make recurring reservations. Reservations for future usage preclude the use of the space for library programs; what is the proper balance between permitting non-Library users to make future/recurring reservations, and maintaining availability for Library programs and staff needs?
- The Library Director has previously shared concerns about the ambiguity and difficulty of equitably applying the provision *“The Community Room is available for use before the Library is open or after the Library is closed **on a case by case basis only, to be determined by the Library Director or designated staff.**”* The Library Director would like to get feedback and input from the Library Board on alternative approaches to the question of after-hours usage.
- The policy only addresses and prioritizes library use for *“any event which promotes Library purposes and involves staff in the organization, promotion, presentation, or payment of presenters.”* It does not include administrative use (library staff meetings or training sessions). Nor does it include usage such as serving as ancillary staff break space to better ensure the health and safety of library staff during the ongoing COVID-19 pandemic. The Library Director would like to get feedback and input from the Library Board on administrative use of the Community Room.

To provide additional context for the discussion, the staff report also includes the American Library Association (ALA) document “Meeting Rooms: An Interpretation of the Library Bill of Rights” which provides recommendations for libraries which make meeting space available.

OPTIONS:

n/a – Discussion only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Oregon City Public Library Community Room Use Policy

The Oregon City Public Library makes its community meeting room available as a public service to all community members, regardless of the beliefs or affiliations of individuals or groups requesting its use. The Library does not sponsor or endorse the views of any group using the room.

The Community Room is available during regular Library hours. Priority is given to programs administered or sponsored by the Library, City of Oregon City, Oregon City Public Library Board, Friends of the Oregon City Public Library, and Oregon City Library Foundation. A Library program is defined as any event which promotes Library purposes and involves staff in the organization, promotion, presentation, or payment of presenters. These programs have precedence over other meetings. The Library reserves the right to cancel a meeting if the space is required for Library use. Every effort will be made to give adequate notice of the cancellation.

Permission may be granted for the following uses, on a first-come, first-served priority basis:

1. The Community Room is available for use by non-profit community groups and organizations aiming for the educational, cultural, intellectual, social, or civic betterment of the Oregon City community and area citizens. Groups and organizations are not permitted to use the room for profit. For-profit activities include—but are not necessarily limited to—fundraising, events that require an entry fee, promotion of a future event that will require an entry fee or other financial gain, and any other activity in which money changes hands. The use of the room by all groups will be at the discretion of the Library Director or by designated Library staff.
2. The Community Room may be used by members of the community during regular Library hours for the presentation and exchange of information when the use is not for personal profit or gain. For-profit activities include—but are not necessarily limited to—fundraising, events that require an entry fee, promotion of a future event that will require an entry fee or other financial gain, and any other activity in which money changes hands.

Use Guidelines (for use not directly affiliated with the Library):

1. Requests for use of the meeting room shall be made in person or by phone at least 24 hours prior to the requested date.
2. Use of the premises may be terminated at any time by the Director or by designated Library staff if the conduct of the group, or any member of the group, violates the Library's Behavior Policy. This includes activities disruptive to Library service and behavior that is abusive or dangerous to the building, materials, exhibits, furnishings, or individuals in the building.
3. Unless authorized by the Director, organizations may not use the Library's phone number for publicity purposes, nor imply endorsement or co-sponsorship of events/meetings by the Library.

4. Organizations are responsible for their event's setup and clean up. Organizations may serve light refreshments. There will be no cooking on site. Clean up is the sole responsibility of the organization. Organizations which do not clean the room thoroughly may be denied future use of the room.
5. Library personnel are not available to assist with audio-visual equipment, carrying materials from parking areas to the meeting room, or setting up or serving refreshments, nor can personnel be expected to answer telephone inquiries for organizations using the Community Room. Prior to the use of any Library technology or equipment, the responsible person will receive training and demonstrate competence in the use of the equipment.
6. The person reserving the room must be at least 18 years of age and hold a valid LINCC Library card.
7. Decorating is permitted, but certain types of decorations are prohibited. No signage or decorations may be affixed to the walls, woodwork, ceiling, windows, or furniture using nails, thumbtacks, or staples. Usage of tape or other adhesives that do not remove cleanly or which mar finishes are also not permitted. All signage, decorations or displays must be removed at the conclusion of the meeting. Decorative restrictions include, but are not limited to:
 - Glitter
 - Confetti
 - Burning candles, incense, or any kind of open flame
8. The Library will not provide storage for the property of any organization which meets in the Library.
9. The meeting room is to be returned to the condition in which it was found and has a maximum capacity of 71.
10. The room *may be* simultaneously used to display art. Those who use the room are not to move or alter the displayed art in any way.
11. **Meetings are open to all members of the public.** Library staff or representatives may enter any of the Library premises at any time and on any occasion.
12. The Community Room is available for use before the Library is open or after the Library is closed **on a case by case basis only, to be determined by the Library Director or designated staff.** All meetings will conclude prior to 10:30 p.m. The person responsible for the event shall get instruction prior to the event about appropriate entry and exit. They should be the last one to leave the Library. This person should verify that the exit door is securely locked behind them.
13. All groups, clubs, entities or individuals using a Library meeting room must comply with these rules and with the Behavior Guidelines and Policies of Oregon City Public Library. Failure to comply with these rules may lead to immediate termination of the meeting, exclusion of

individuals from Library premises pursuant to the rules, and/or loss of future meeting room use privileges

Liability

1. The reservee assumes all liability for damage to or theft of City property by his/her group during the reservation time period as assessed by the City.
2. The City of Oregon City and the Library assumes no responsibility for materials, equipment or any other article left by any organization, group or individual in the Library and will not be liable for loss, theft or damage thereto.

Meeting Rooms: An Interpretation of the Library Bill of Rights

Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the *Library Bill of Rights* states, “Libraries which make ... meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” Libraries do not advocate for or endorse the viewpoints expressed in meetings by meeting room users, just as they do not endorse the viewpoints of works in their collections. The presence and activities of some groups in public spaces, while constitutionally protected, can cause fear and discomfort in some library users and staff. Libraries should adopt and enforce user behavior policies that protect library users and staff from harassment while maintaining their historic support for the freedom of speech.¹ This interpretation provides general guidelines regarding meeting rooms and other spaces for public gatherings, and it does not constitute legal advice.

Publicly funded libraries are not obligated to provide meeting room space to the public. If libraries choose to do so, such spaces are considered designated public forums², and legal precedent holds that libraries may not exclude any group based on the subject matter to be discussed or the ideas for which the group advocates.^{3, 4} However, if a group's actions during a meeting disrupt or harass others in the library, library policies regarding acceptable behavior may apply. If libraries adopt policies that are perceived to restrict potentially controversial groups' access to meeting rooms, they may face legal and financial consequences. Allowing religious groups to use library meeting rooms and spaces does not constitute a breach of the First Amendment's Establishment Clause.⁵

Libraries offering meeting rooms and spaces should develop and publish policies governing use after consultation with legal counsel. These policies should properly define time, place, or manner of use; such restrictions should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. Policies should be regularly reviewed with staff and made available to the public in all of the commonly used languages within the community served.

Libraries should write policies in inclusive rather than exclusive terms. A policy that the library's facilities are open “to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities” is an inclusive statement of the limited uses of the facilities. For example, if a library allows charities and sports clubs to discuss their activities in library meeting rooms, then the library should not exclude partisan political or religious groups from discussing their activities in the same facilities. If a library opens its meeting rooms to a wide variety of civic organizations, then the library may not deny access to a religious organization.

Written policies may also include limitations on frequency of use and require adherence to the library's behavior policy.⁶ The meeting room policy should also state whether meetings held in library spaces must be open to the public or if the library allows private events. Libraries may choose to offer space for public or private events unless restricted by state or local laws. The same standards and policies should apply to all meeting room uses. Library users should have a process through which they may appeal the denial of meeting room use.

If meeting rooms and spaces are open to the public, libraries should include a section in their policy that addresses fees. Charging fees does not change the status of meeting rooms and spaces as designated public forums. Library governing bodies that decide to charge fees for use of library spaces should consider local and state laws, the ALA's *Code of Ethics*, and the *Library Bill of Rights*. Charging fees for the use of library meeting rooms or facilities may abridge or deny access for some community members.⁷

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." This applies with equal force to the library's meeting rooms and spaces designated for public use as it does to the library's collections and services.

¹ "Resolution on Libraries as Responsible Spaces

(http://www.ala.org/aboutala/sites/ala.org.aboutala/files/content/governance/council/council_documents/2017_annual/cd_44-44.2_cod_62617_FINAL.pdf), Committee on Diversity, adopted June 26, 2017 by the ALA Council.

² *Concerned Women for America v. Lafayette County* (<https://law.justia.com/cases/federal/appellate-courts/F2/883/32/350358/>), 883 F.2d 32 (5th Cir. 1989).

³ *Hale v. Schaumburg Township District Library, et al.*, 01-cv-2220 (N.D. Ill. 2001); *Hale, et al., v. Schell and the Martin Library Board of Directors*, 1:02-cv-1156 (M.D. Pa. 2002).

⁴ "White Supremacist Wins Library Venue in Schaumburg (<https://americanlibrariesmagazine.org/white-supremacist-wins-library-venue-in-schaumburg/>)," American Libraries Magazine, August 20, 2001; "White Supremacists to Meet after Library Changes Policy (<https://web.archive.org/web/20150407153623/http://lj.libraryjournal.com/2002/11/ljarchives/white-supremacists-to-meet-after-library-changes-policy/>)," Library Journal staff, Library Journal, November 25, 2002.

⁵ *Concerned Women for America v. Lafayette County* (<https://law.justia.com/cases/federal/appellate-courts/F2/883/32/350358/>), 883 F.2d 32 (5th Cir. 1989).

⁶ "Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage (<http://www.ala.org/advocacy/intfreedom/guidelinesdevelopment>)," adopted January 24, 1993 by the Intellectual Freedom Committee; revised November 17, 2000; January 19, 2005; and March 29, 2014.

⁷ "Economic Barriers to Information Access: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/economicbarriers>)," adopted June 30, 1993, by the ALA Council and amended June 25, 2019.

Adopted July 2, 1991, by the ALA Council; amended June 26, 2018; amended version rescinded August 16, 2018; amended January 29, 2019.

See also

- "Resolution on Libraries as Responsible Spaces
(http://www.ala.org/aboutala/sites/ala.org.aboutala/files/content/governance/council/council_documents/2017_annual/cd_44-44.2_cod_62617_FINAL.pdf)," Committee on Diversity, June 2017.

- For legal and ethical context concerning the use of library spaces by religious groups: "Religion in American Libraries: Question and Answers (<http://www.ala.org/advocacy/intfreedom/religionFAQ>)," Intellectual Freedom Committee, 2010.
- For guidelines and context concerning controversial speakers: "Responding to and Preparing for Controversial Program and Speakers Q&A (<http://www.ala.org/advocacy/intfreedom/controversialprogramsqa>)," Intellectual Freedom Committee, June 2018.
- For legal context on hate speech, hate crimes, and libraries: "Hate Speech and Hate Crime (<http://www.ala.org/advocacy/intfreedom/hate>)," ALA Office for Intellectual Freedom, December 2017.
- "Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage (<http://www.ala.org/advocacy/intfreedom/guidelinesdevelopment>)," adopted by the Intellectual Freedom Committee, January 24, 1993; revised November 17, 2000; January 19, 2005; and March 29, 2014.
- "Meeting Rooms Q&A (<http://www.ala.org/advocacy/intfreedom/meetingroomsqa>)," Approved by the Intellectual Freedom Committee June 24, 2019.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Library Board
From: Library Director Greg Williams

Agenda Date: 12/15/2022

SUBJECT:

Library Tactical Plan Draft

STAFF RECOMMENDATION:

n/a – Discussion only

EXECUTIVE SUMMARY:

The Library Director will share the initial draft of a Tactical Plan developed by staff.

BACKGROUND:

At the April 13, 2022 Library Board meeting, the Library Board recommended development of a Tactical Plan to supplement the Library Strategic Plan. The Tactical Plan (which would be developed by staff and reviewed by the Library Board) would include specific outcomes or goals which support the Strategic Plan foci, specific initiatives/activities to meet those goals, and quantifiable outcomes or success measures associated with each initiative/activity.

The Library Board Strategic Plan Committee subsequently met on April 29, 2022 and July 8, 2022 to develop and refine a format/framework for the Tactical Plan. The Committee also developed a basic framework for an associated Project Plan which would provide additional information on certain tactical plan initiatives. At the July 27, 2022 Library Board meeting, the Library Board approved a Tactical Plan format/framework.

Library staff have developed an initial draft of a Tactical Plan. While more refinement is planned, the Library Director would appreciate Library Board feedback and input.

In addition, the Library Director would appreciate feedback on a suggested timetable for periodic Tactical Plan progress reports and annual updates, namely:

- **July 1** - New Tactical Plan commences
- **October** – Tactical Plan progress update provided to Library Board
- **January** – Tactical Plan progress update provided to Library Board
- **April** – Tactical Pan progress update provided to Library Board. Initial review and discussion of draft version of following year's Tactical Plan
- **June** – Tactical Plan Progress update provided to Library Board. Presentation and approval of following year's Tactical Plan.

OPTIONS:

n/a – Discussion only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Focus #1: Create and support young readers

Goal #1.1

All K-12 students enrolled in the Oregon City School District (OCSD) will have library cards.

Activity #1.1.1 (Year 1)

By June 30, 2024, develop and implement administrative and technological prerequisites to facilitate use of OCSD student data to create and maintain library card accounts for all enrolled students.

Outcome(s)

- Memorandum of understandings (MOU) or other agreement(s) will be in place to permit sharing of OCSD data.
- Technological and logistic processes and procedures to facilitate transfer and maintenance of student data will be developed, implemented, and tested.

Discussion

- Nationwide, there are several successful examples of libraries automatically generating library cards/accounts based on enrollment data provided by schools/school districts.
- This activity will require the cooperation and collaboration of OCSD, Oregon City Public Library, and the Clackamas County LINCC Library Services Departments. Past conversations between all three agencies regarding such a partnership have been positive (although there is new leadership in place at Clackamas County OCSD)

Strategic?	☒
Measurable?	☒
Ambitious?	☒
Realistic?	☒
Time-Bound?	☒
Inclusive?	☒
Equitable?	☒

DRAFT

Focus #1: Create and support young readers

Goal #1.1

All K-12 students enrolled in the Oregon City School District (OCSD) will have library cards.

Activity #1.1.2 (Year 2)

By December 31, 2025, implement annual process to automatically create library card accounts for all K-12 OCSD students.

Outcome(s)

- Starting with the 24-25 school year, all newly-enrolled OCSD students from K-12 will have a library account associated with their OCSD student ID#.

Discussion

- Once the groundwork of activity 1.1.1 has been laid, the Library can implement an annual import of OCSD data to create library accounts . Throughout the school year, data will be refreshed and library accounts will be updated as necessary (e.g., mid-year enrollments, departures, deduplication, etc...).
- Upon student graduation, all active accounts will convert to regular Library accounts.

- | | |
|-------------|-------------------------------------|
| Strategic? | ☒ |
| Measurable? | ☒ |
| Ambitious? | ☒ |
| Realistic? | ☒ |
| Time-Bound? | ☒ |
| Inclusive? | ☒ |
| Equitable? | ☒ |

DRAFT

Focus #2: Meet the information needs of our entire service area

Goal #2.1

Library staff will better understand the needs of residents in the unincorporated portion of the Library service area

Activity #2.1.1 (Year 1)

By March 31, 2024, Library staff will have approached CPOs (Community Planning Organizations) in the Library service area to share results of statistically valid survey and collect additional feedback from CPO members.

Outcome(s)

- Library staff will make establish connections with CPOs
- Library staff will collect additional input to inform development of future tactical initiatives pertaining to service for unincorporated residents.

Discussion

Just prior to the initiation of this Tactical Plan, the Library will have distributed and a statistically-valid satisfaction a and needs assessment survey to residents of the unincorporated portion of the Library area (which makes up approximately 40% of the Library's service population and contributes approximately 45% of annual Library revenue via the Clackamas County Library District).

This activity encompasses review and analysis of collected data, and development of future tactical plan items based on that analysis.

- | | |
|-------------|-------------------------------------|
| Strategic? | ☒ |
| Measurable? | ☒ |
| Ambitious? | ☒ |
| Realistic? | ☒ |
| Time-Bound? | ☒ |
| Inclusive? | ☒ |
| Equitable? | ☒ |

DRAFT

Focus #2: Meet the information needs of our entire service area

Goal #2.2

Improve access to physical library materials for homebound residents within the Library's service area

Activity #2.2.1 (Year 1)

- By June 30, 2024 implement a formal Books By Mail program to accommodate up to **XX** active homebound participants.

Outcome(s)

- Administrative and policy infrastructure will be created to facilitate Books By Mail program. This infrastructure will likely prove valuable in potential future expansions of homebound services.
- Homebound patrons will be able to access physical library materials receive and return library materials by mail.

Discussion

During the COVID pandemic, the Library implemented an ad hoc program to mail items to patrons whose health conditions and/or masking objections prevented them from coming to the Library.

Having gained this experience in mailing items, having researched how other libraries coordinate more formal Books By Mail programs, we are ready to tackle the development and implementation a more formal Books By Mail program at the Library.

- | | |
|-------------|-------------------------------------|
| Strategic? | ☒ |
| Measurable? | ☒ |
| Ambitious? | ☒ |
| Realistic? | ☒ |
| Time-Bound? | ☒ |
| Inclusive? | ☒ |
| Equitable? | ☒ |

DRAFT

Focus #3: Ensure collections, programs, services, and staff reflect and engage our diverse community.

Goal #3.1

Better understand the diversity and makeup of the Oregon City Library service area

Activity #3.1.1 (Year 1)

- By June 30, 2024 complete a demographic analysis of the Library's entire service area in order to better understand the makeup and diversity of our service area population.

Outcome(s)

- Library staff will have up-to-date statistical data about the demographic diversity of our service area population which can better inform service offerings.
- Library staff will establish a demographic analysis process which can be replicated for future demographic data analyses/updates.

Discussion

The Library's service area contains more than 60,000 people and covers more than 110 square miles. In order to better ensure that our services and collections reflect and engage our community, we need to (among other things) have a better understanding of some key demographic data about it (age, languages spoken, race/ethnicity, education, income, etc...). While this data in and of itself cannot paint a complete picture of our community, we feel it is one vital component of that picture. This activity may involve City/County GIS, and possibly an outside consultant (depending on availability of data and expertise in analyzing it).

Strategic?	☒
Measurable?	☒
Ambitious?	☒
Realistic?	☒
Time-Bound?	☒
Inclusive?	☒
Equitable?	☒

DRAFT

Focus #3: Ensure collections, programs, services, and staff reflect and engage our diverse community.

Goal #3.1

Better understand the diversity and makeup of the Oregon City Library service area

Activity #3.1.2 (Year 1)

- By June 30, 2024 complete an inventory of community groups and support agencies located or operating within the Library service area.

Outcome(s)

- Library staff will have up-to-date information about the focus, activities, and capacity of potential community group/service agency partners.
- Library staff will establish a community group inventory process which can be replicated for future updates.

Discussion

The Library routinely works with multiple agencies and community groups, partnering on programs and outreach activities. We know, however, there are considerably more groups/potential partners working in our service area. Having (and maintaining) an up-to-date inventory of these groups will not only help us identify potential program partners, but will also provide us additional avenues/opportunities to engage with different populations in our service area.

Strategic?	☒
Measurable?	☒
Ambitious?	☒
Realistic?	☒
Time-Bound?	☒
Inclusive?	☒
Equitable?	☒

DRAFT

Focus #3: Ensure collections, programs, services, and staff reflect and engage our diverse community.

Goal #3.2

Ensure that the Library's physical collections reflect the diversity and needs of our entire service area.

Activity #3.2.1 (Year 1)

- By June 30, 2024 complete an analysis and recommend implementation of collection diversity audit tools/services.

Outcome(s)

- Library staff will have identified a preferred method and schedule of collection diversity audits. Results of future diversity audits will be incorporated into collection development policies and practices.

Discussion

Several library vendors (Ingram, Baker and Taylor, Midwest Tape) provide services which can analyze existing library collections and make recommendations on improving the diversity of the collection in multiple areas. Some libraries also conduct in-house diversity audits using available data reporting tools. Staff will evaluate these options and make recommendations about the best way to implement a routine, sustainable collection diversity analysis process at the library.

Strategic?	☒
Measurable?	☒
Ambitious?	☒
Realistic?	☒
Time-Bound?	☒
Inclusive?	☒
Equitable?	☒

DRAFT

Focus #3: Ensure collections, programs, services, and staff reflect and engage our diverse community.

Goal #3.3

Library staff will be able to recognize and incorporate the perspectives and needs of diverse populations into all aspects of library services .

Activity #3.3.1 (Year 1)

- By June 30, 2024, establish a mechanism to regularly assess and identify staff cultural competency/DEI training needs.

Activity #3.3.2 (Year 2)

- By June 30, 2025, based on regular assessments, implement annual training calendar and resource archive to meet identified needs.

Outcome(s)

- Staff training needs in the areas of cultural competency and DEI will be regularly assessed and evaluated.
- Staff will receive the training and informational resources necessary to better recognize and address the needs of diverse populations throughout our service area.

Discussion

In order to provide programs and services that reflect and engage our diverse community, and to ensure that all staff (current and future) have the skills and knowledge needed to meet these needs, the Library will implement a regular cycle of assessing/evaluating staff training needs in these areas, and then scheduling periodic and regular in-service days to engage in needed training.

Strategic?	☒
Measurable?	☒
Ambitious?	☒
Realistic?	☒
Time-Bound?	☒
Inclusive?	☒
Equitable?	☒

DRAFT

Focus #3: Ensure collections, programs, services, and staff reflect and engage our diverse community.

Goal #3.4

Library staff will be able to recognize and incorporate the perspectives and needs of diverse populations into all aspects of library services .

Activity #3.4.1 (Year 1)

- By June 30, 2024, establish a mechanism to regularly assess and identify staff cultural competency/DEI training needs.

Activity #3.4.2 (Year 2)

- By June 30, 2025, based on regular assessments, implement annual training calendar and resource archive to meet identified needs.

Outcome(s)

- Staff training needs in the areas of cultural competency and DEI will be regularly assessed and evaluated.
- Staff will receive the training and informational resources necessary to better recognize and address the needs of diverse populations throughout our service area.

Discussion

In order to provide programs and services that reflect and engage our diverse community, and to ensure that all staff (current and future) have the skills and knowledge needed to meet these needs, the Library will implement a regular cycle of assessing/evaluating staff training needs in these areas, and then scheduling periodic and regular in-service days to engage in needed training.

Strategic?	☒
Measurable?	☒
Ambitious?	☒
Realistic?	☒
Time-Bound?	☒
Inclusive?	☒
Equitable?	☒

DRAFT

Focus #3: Ensure collections, programs, services, and staff reflect and engage our diverse community.

Goal #3.5

Library patrons will be able to access information about services and offerings in multiple languages.

Activity #3.5.1 (Year 1)

- By June 30, 2024, all Library policies and guidelines (existing and new) will be translated into Spanish.

Activity #3.5.2 (Year 2)

- By June 30, 2025, all website content (including calendar events) and Library handouts will be translated into Spanish.

Outcome(s)

- Spanish-speaking patrons will have improved access to information about library policies, programs, and services.
- Library staff will identify cost-efficient resources for future translation needs.

Discussion

According to the most recent American Community Survey data, more than 8% of residents of the 97045 ZIP code and more than 4% of residents of the 97004 ZIP code speak a language other than English at home, with Spanish being the most common of these languages.

Strategic?	☒
Measurable?	☒
Ambitious?	☒
Realistic?	☒
Time-Bound?	☒
Inclusive?	☒
Equitable?	☒

DRAFT

Focus #4: Maintain and expand safe and welcoming facilities and accessible services throughout our entire service area

Goal #4.1

Facilitate after-hours and off-site access to physical materials

Activity #4.1.1 (Year 1)

- By June 30, 2024, develop an implementation plan for deploying remote smartlockers within the Library service area

Activity #4.1.1 (Year 2)

- By June 30, 2025, deploy at least one remote smartlocker within the library service area.

Outcome(s)

- Staff will develop necessary administrative and policy infrastructure to support deployment and servicing of remote smartlockers.
- Patrons will have access to after-hours pick up of library holds.
- Patrons will have access to off-site pick up of library holds.

Discussion

The Library facility is located at the periphery of the NNW corner of a 110 square mile service area. In addition, the Library only offers access to physical materials during open hours (currently M-F 10-7, Sa 10-6, Su—12-5). This initiative will increase access to physical library materials outside of the building and outside of operating hours.

Strategic?	☒
Measurable?	☒
Ambitious?	☒
Realistic?	☒
Time-Bound?	☒
Inclusive?	☒
Equitable?	☒

DRAFT

Focus #4: Maintain and expand safe and welcoming facilities and accessible services throughout our entire service area

Goal #4.2

Improve capability to conduct in-person outreach throughout service area

Activity #4.2.1 (Year 1)

- By June 30, 2024, assess needs and assemble specifications and cost estimates (initial and ongoing) for a Library outreach vehicle.

Outcome(s)

- Staff will have needed data to launch/support fundraising campaign for an outreach vehicle.

Discussion

The Library facility is located at the periphery of the NNW corner of a 110 square mile service area. It is not feasible, given current budgetary constraints, to construct or staff satellite facilities throughout the service area; an outreach vehicle (if financially feasible) would improve staff's ability to conduct in-person outreach throughout the service area.

Strategic?	☒
Measurable?	☒
Ambitious?	☒
Realistic?	☒
Time-Bound?	☒
Inclusive?	☒
Equitable?	☒

DRAFT

Focus #5: Ensure appropriate and sustainable funding for operational and capital needs

Goal #5.1

Increase use of data in operational and budgetary evaluation and decision-making processes

Activity #5.1.1 (Year 1)

- By June 30, 2024, in conjunction with the Library Board, staff will review, refine, and update the monthly metrics and statistics that are shared with the Library Board.

Outcome(s)

- Staff and the Library Board will have access to data which better informs and supports operational and financial analysis and decision-making.

Discussion

The monthly statistics that are shared with the Library Board have not been thoroughly reviewed/updated in a number of years. This initiative will help identify which data and metrics are most important to capture, and what (if any) new tools or processes might be needed to capture it.

Strategic?	☒
Measurable?	☒
Ambitious?	☒
Realistic?	☒
Time-Bound?	☒
Inclusive?	☒
Equitable?	☒

DRAFT

Focus #5: Ensure appropriate and sustainable funding for operational and capital needs

Goal #5.1

Increase use of data in operational and budgetary evaluation and decision-making processes

Activity #5.1.2 (Year 1)

- By June 30, 2024, implement collection usage reports which can be used to inform collection budget allocation decisions.

Outcome(s)

- Staff will have access to and utilize collection usage data when making collection budgeting/allocation decisions.

Discussion

Historically, usage data has not been extensively used when making collection budgetary allocation decisions. While usage data is but one element that is used when making allocation decisions, it is an important one. This initiative will help ensure that such data is available and regularly utilized. These reports may be internally-developed using existing tools (e.g., BlueCloud Analytics) or may be provided by third-party vendors.

Strategic?	☒
Measurable?	☒
Ambitious?	☒
Realistic?	☒
Time-Bound?	☒
Inclusive?	☒
Equitable?	☒

DRAFT

Focus #5: Ensure appropriate and sustainable funding for operational and capital needs

Goal #5.2

Evaluate the long-term needs funding, operational, and governance needs of the Clackamas County Library District.

Activity #5.2.1 (Year 2)

- By June 30, 2025, in conjunction with all LINCC libraries, engage a consultant to perform the analysis and prepare recommendations originally envisioned as part of the Library District Task Force.

Outcome(s)

- LINCC libraries and the taxpayers of Clackamas County will have a better understanding of what challenges LINCC libraries may face, and what changes to the Librray District might be needed to ensure continued access to quality library services in Clackamas County.

Discussion

Prior to COVID, Clackamas County had begun to coordinate a Library District Task Force with the charge of examining and making recommendations regarding the long-term funding, operational, and governance needs facing the Library District. The pandemic halted progress, and it is unlikely that the Task Force (as originally conceived) will be feasible going forward. Instead, the Library will support and encourage the hiring of an outside consultant to perform much of the data gathering and analysis originally intended to be conducted by the Task Force.

Strategic?	☒
Measurable?	☒
Ambitious?	☒
Realistic?	☒
Time-Bound?	☒
Inclusive?	☒
Equitable?	☒

DRAFT

S TRATEGIC	Reflects an important dimension of what your organization seeks to accomplish (programmatic or capacity-building priorities).
M EASURABLE	Includes standards by which reasonable people can agree on whether the goal has been met (by numbers or defined qualities).
A MBITIOUS	Challenging enough that achievement would mean significant progress—a “stretch” for the organization.
R EALISTIC	Not so challenging as to indicate lack of thought about resources, capacity, or execution; possible to track and worth the time and energy to do so.
T IME-BOUND	Includes a clear deadline.
I NCLUSIVE	Brings traditionally marginalized people—particularly those most impacted—into processes, activities, and decision/policy-making in a way that shares power.
E QUITABLE	Seeks to address systemic injustice, inequity, or oppression.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Library Board
From: Library Director Greg Williams

Agenda Date: 12/21/2022

SUBJECT:

Development of Library Security Camera Policy

STAFF RECOMMENDATION:

n/a – Discussion only

EXECUTIVE SUMMARY:

The Library Director is seeking general feedback and input from the Library Board on development of a Library Security Camera Policy.

BACKGROUND:

Since construction of the new Library building in 2016, the Library has utilized security cameras to help ensure the safety and security of library facilities, patrons, and staff.

Given libraries' commitment to safeguarding patrons' privacy and maintaining welcoming spaces, the American Library Association (ALA) recommends that libraries "...develop policies that clearly address all forms of video surveillance that may occur in their spaces, make those policies publicly available, and give notice to both staff and the public."

The Oregon City Public Library does not currently have a Security Camera policy as recommended by the ALA. Before developing a draft policy for review by the Library Board, the Library Director is seeking the Library Board's general input and feedback.

In order to facilitate a discussion of what a future policy might contain, relevant ALA guidance is included with this staff report. In addition, three sample policies (one from Fort Vancouver Regional Libraries (WA), one from Munroe County Public Library (IN), one from Hubbard Memorial Library (MA)) have also been included.

OPTIONS:

n/a – Discussion only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Video Surveillance in the Library Guidelines

Video surveillance in the library can take many forms. It can include institutional surveillance for security purposes, individuals using their own devices to film the library building or library users, or individuals filming library workers. Libraries should develop policies that clearly address all forms of video surveillance that may occur in their spaces, make those policies publicly available, and give notice to both staff and the public when those policies are adopted or amended. Because there is no one-size-fits-all policy for video surveillance in libraries, libraries should develop policies in consultation with legal counsel that address each library's unique circumstances.

Video surveillance is only one type of surveillance that may occur in libraries. For guidance on protecting users' privacy and defending against government and corporate surveillance, see "Privacy: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy>)," the "Privacy and Confidentiality Q&A (<http://www.ala.org/advocacy/privacy/qanda>)," library privacy guidelines (<http://www.ala.org/advocacy/privacy/guidelines>) and checklists (<http://www.ala.org/advocacy/privacy/checklists>), and the "Visits and Requests from Law Enforcement Concerning Library Records and User Information (<http://www.ala.org/advocacy/privacy/lawenforcement>)."

Below are some guidelines for developing policies addressing different forms of video surveillance.

Security Cameras

The decision to conduct surveillance for security purposes, including the use of security cameras, should carefully weigh the safety and security benefits derived from surveillance with the library's duty to protect users' rights to privacy and confidentiality as outlined in applicable state laws and in Article VII of the *Library Bill of Rights*. Achieving a balance between user rights and the need for security is especially important as surveillance technology increases in sophistication and is capable of recording information about users' library use that has historically been carefully protected from disclosure. If libraries decide that video surveillance is necessary, they should develop policies that clearly define the scope and purpose of surveillance and which include strong protections of library users' privacy and confidentiality. The "Privacy and Confidentiality Q&A" states:

(Video surveillance) policies should state the cameras are to be used only for the narrow purpose of enhancing the physical security of the library, its property, staff, and users. Policies should include: protocols for posting signs and giving notice about the presence of surveillance equipment, storage of data and/or media in a secure location, and routine destruction of data as soon as permitted by law.¹

Policies should inform users whether or not security camera footage is being monitored in real time, and if that footage is retained by the library. The policy should also outline who has access to view live or recorded security camera footage. Access should be limited to the minimum necessary for security purposes. Video recordings should only be shared when necessary to protect the interests of the library and its staff and when permitted by the state library confidentiality statute. If the library's security cameras are part of a larger surveillance system (as is the case in many school libraries), policies should be developed in conjunction

with the larger system to allow maximum autonomy for the library to protect users' privacy and confidentiality to the fullest extent possible. Policies should also be regularly reviewed as surveillance technology advances and the legal environment shifts, especially with regard to issues like facial recognition.

Users Filming in the Library

The activities of users filming in the library should be addressed by policies concerning behavior or media relations. These policies should carefully balance protection of users' privacy with users' First Amendment right to access the library, privacy concerns, safety concerns, disruptions, and potential harassment of users and staff. This balance will look different in each library; for example, some libraries housed in historic buildings may allow users to film the space but not anyone in it, while other libraries may choose not to allow filming in their space at all.

Regardless of the specifics of each situation, policies regarding filming in the library should be directly tied to the library's mission statement, be as specific as possible, and be consistently enforced. Any restrictions should be content-neutral; however, libraries can enforce time, place, and manner restrictions on filming.

If filming is allowed, behavior and other policies should be carefully crafted to protect users from intimidation and harassment, as well as to ensure that any evidence of individuals' library use is kept confidential, similar to the confidentiality of circulation records. Library users should not expect to be free from observation, except in those spaces within libraries where users have an expectation of privacy, such as bathrooms, study rooms, or offices, and those spaces should be clearly marked as private spaces.

Users Filming Library Workers

Policies concerning users filming in the library should also address the issue of users filming library workers. In their capacity as employees, library workers do not have the same privacy rights as library users, and courts have upheld the right to record public employees carrying out their duties in public spaces.² However, filming in the library should not monopolize library workers' time or interfere with the performance of their duties. Filming that interferes with or harasses workers should be addressed by the library's behavior policies. Additionally, private spaces reserved for use by the staff should be clearly identified by signage that identifies those places as private, staff-only spaces and that bars entry by the public.

Public libraries may be the targets of "First Amendment audits," in which individuals claim a right as taxpayers to film in any space accessible to the public, and they test that right by going into public spaces and recording videos with the goal of documenting First Amendment violations that can later be used in legal claims against the target. Best practice for dealing with these "auditors" is to not engage with them and allow them to film as long as they comply with all library policies, including but not limited to those regarding behavior, media, and staff harassment.³

Library Worker Training

Library workers should be trained on all policies and procedures related to video surveillance in the library. They should feel confident in their knowledge and comfortable enforcing the policies to ensure that policies are enforced consistently. Library workers should also be trained on professional ethics and issues of equi

Public Records

Any documents or information, including video surveillance footage, created or filed by a government agency or entity may be considered a public record. By law, all public records should be made available upon request; however, under some state laws, records concerning an individual's use of the library are confidential and exempt from public records law. Libraries have a responsibility to protect user privacy and should, therefore, develop policies with legal counsel that adhere to state and local law to ensure that individual privacy rights are upheld when recording and retaining library video surveillance footage. Because some state library confidentiality laws prohibit libraries from disclosing any information that identifies a person as having used a library or a library service, libraries should be cautious about releasing tapes of video surveillance without a court order or subpoena. Since video surveillance footage may identify library users and their usage of library resources and services, video recordings should be routinely purged or destroyed as soon as permitted by law.

Law Enforcement

Libraries should not share a library user's records and information with law enforcement except with the permission of the user, in response to a subpoena or court order, or in accordance with state library confidentiality law. Records of video surveillance in the library are protected under the same considerations of privacy and confidentiality as all other library records, and the same rules and guidelines for access apply. Libraries should consult with legal counsel about applicable laws governing the retention and release of video surveillance records. For more information, see "Visits and Requests from Law Enforcement Concerning Library Records and User Information (<http://www.ala.org/advocacy/privacy/lawenforcement#keyconcepts>)."⁴

¹ "Privacy and Confidentiality Q&A (<http://www.ala.org/advocacy/intfreedom/privacyconfidentialityqa>)," Intellectual Freedom Committee's Privacy Subcommittee, last revised July 29, 2019.

² "Recording Police Officers and Public Officials (<http://www.dmlp.org/legal-guide/recording-police-officers-and-public-officials>)," Digital Media Law Project.

³ Deborah Caldwell-Stone, "Auditing the First Amendment at Your Public Library (<https://www.oif.ala.org/oif/?p=18859>)," Intellectual Freedom Blog, October 2, 2019.

⁴ "Issue at a Glance: Visits and Requests from Law Enforcement Concerning Library Records and User Information," in *Intellectual Freedom Manual*, 9th ed. (Chicago: ALA Editions, 2015).



Security Monitoring Policy

PURPOSE

Fort Vancouver Regional Library District (FVRL) employs recorded digital video images to ensure the physical security of the libraries' facilities, patrons, staff, materials and equipment. In pursuit of this objective, FVRL properties may be equipped with security cameras. FVRL's video security system shall be used only for the protection and safety of patrons, employees, assets, and property, and to assist law enforcement officials in accordance with applicable laws.

PRACTICE

A sign will be posted at the building entrance disclosing the use of digital video cameras. Cameras are not monitored continuously. Neither FVRL nor its employees shall be liable for actions that occur within the camera's field of view. Cameras are set to record images continuously but will likely only be examined in the event of a security or safety related incident.

Security cameras assist in the protection and safety of patrons and staff by allowing viewing and/or recording of video images for the detection, assessment and deterrence of behavior that violates the FVRL's Rules of Conduct.

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Access to video records shall be limited to authorized employees, who shall access such records only as appropriate during the course of their assigned duties.

Any images retained from FVRL's security system are stored digitally. It is the intent of FVRL to retain all recorded images for approximately 14 days. Images will be erased after that time unless an incident occurs that requires retaining the video record longer. Any records produced by the video security system shall be kept in a secure manner and managed appropriately by FVRL to protect legal obligations.

Use and Disclosure of Video Records

- Video records may be used to identify a person or persons responsible for FVRL policy violations, criminal activity or actions considered disruptive to normal FVRL operations.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video records are subject to the Washington State Public Records Law.

- Only the Executive Director or their designees shall be authorized to release video records to law enforcement.

No one should assume that the presence of a security video system at FVRL facilities guarantees safety for persons or property at any time nor should they assume that all cameras will be functioning properly at all times.

BOARD APPROVED

- Original Policy June 9, 2008
- Revised and Approved by the Board of Trustees: November 19, 2018

Monroe County Public Library Security Camera Policy

The Monroe County Public Library strives to offer a welcoming environment where customers can use the Library's resources in safety and comfort. Security cameras are in use at the Library for the narrow purpose of enhancing the physical security of the Library, its property, staff and customers. The purpose of this policy is to establish guidelines for the placement and use of the cameras, as well as the access and retrieval of recorded images.

Security Camera Purpose and Placement Guidelines

- Security cameras will be used in public places to document events involving the safety and security of patrons, staff, and Library property. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms, private offices, or staff break rooms. Cameras will be placed in indoor and outdoor areas.
- Cameras will not be positioned to identify a person's reading, viewing, or listening activities in the Library.
- Notices are posted at the Library entrances informing the public and staff that cameras are in use.
- Cameras are not installed for the purpose of monitoring staff performance and will not be used for the purpose of routine staff performance evaluations.
- Cameras are not continuously monitored and therefore individuals should continue to take appropriate precautions for their safety and for the security of their personal property.
- Camera locations will not be changed without permission from the Director or designee.

Use and Disclosure of Video Records

- Digital records may be used to identify the person or persons responsible for Library policy violations, criminal activity, damage or destruction of Library property or actions disruptive to normal Library operations.
- Data from the cameras is recorded and stored. Recorded data is considered confidential and secure. Access to recorded data is limited to the following Library staff: Director, security, or the Director's designated appointees. Authorized individuals may review recorded data in order to identify those responsible for suspected Library policy violations or criminal activity on Library property.
- Digital security records are not to be used to identify the activities of individual Library patrons except as viewed in relation to suspected criminal activity, suspected violation of the Library's policies, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.
- The Director or their designee may use a still shot or selected portions of recorded data to request law enforcement review of a specific individual or for investigating a crime on Library property.
- A copy of digital security data will be made available to law enforcement upon request and with the approval of the Director or their designee. Recorded data will be accorded the same level of confidentiality and protection provided to Library users by Indiana state law and the Library's policies.
- Images may be shared with Library security staff to identify person(s) suspended from Library property.
- Images may be shared by Library security staff upon request by law enforcement for suspected criminal activity on Library property during a limited specified time period.
- Confidentiality and privacy issues prevent the Library from allowing the public to view security camera footage. If the Library receives a request from the general public to view recorded camera footage, the public will be advised to file a police report.
- Video images are stored digitally and retained for approximately 30 days.
- In the event of a suspected crime or incident, still shots or selected portions of the recorded data will be maintained until resolution of the specific incident.
- Occasional spot-checking of images and recordings will occur to assure proper operation of security equipment.
- Live viewing of data may occur to alert staff to customers in an unstaffed public area of the Library or in cases of suspected criminal activity.

- Recordings shall not be used or disclosed other than as specifically authorized by this policy. Staff who misuse this data will be subject to disciplinary action.

Policy will be reviewed annually by the Board

Approved by the Library Board of Trustees October 20, 2021

Updated October 21, 2021

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(function() { var x = document.createElement("script"); x.type = "text/javascript"; x.async = true; x.src =  
(document.location.protocol === "https:" ? "https://" : "http://") + "libraryh3lp.com/js/libraryh3lp.js?14734"; var y =  
document.getElementsByTagName("script")[0]; y.parentNode.insertBefore(x, y); })();
```

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SECURITY CAMERA POLICY

The Hubbard Memorial Library enriches our community by providing unlimited opportunities for information, education, inspiration and imagination. To complete this mission, the Library must offer a welcoming, open atmosphere and provide a quiet, comfortable, and safe environment where people can use library facilities and collections for intended purposes to the maximum extent possible.

Purpose of Security Cameras

The purpose of the security system is to enhance the safety and security of library users, staff, and property. This policy is in force to deter public endangerment, vandalism, and mischief in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the applicable federal, state and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

The library's security camera system will be used only for the protection and safety of library visitors, employees, assets, and property, and to identify persons breaking the law or violating the library's Code of Conduct. Staff and visitor safety is the first priority in any threatening situation. The protection of Library property is of secondary importance.

Public Notice: Signage

Signage will posted at the library entrance at all times, informing the public that security cameras are in use.

Security Camera Locations

Cameras may be installed in locations where individuals lack a reasonable expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating areas, public computers, and areas prone to theft or misconduct.

Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices. Nor are they positioned to identify a person's reading, viewing, or listening activities in the Library.

Security

The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

Data Storage

Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations as delineated in the Library Code of Conduct.

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Library Hours

Mon, Wed, Fri:
9:00 am – 5:00 pm

Tue, Thu:
9:00 am – 8:00 pm

Sat: 9:00 am – 1:00 pm The library is closed on Saturdays during the summer.

Sun: Closed

Holiday Closures: New Years Eve, New Years Day, Martin Luther King Jr. Day, President's Day, Patriots' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Black Friday, Christmas Eve, Christmas Day

Access to the archival footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Code of Conduct is restricted to designated Library staff and the Town of Ludlow's IT Department. Cameras are not continuously monitored. However, circumstances including reports of policy violations, suspected criminal activity, and destruction or theft of library resources may require such monitoring to occur. Recorded data is confidential and secured in a controlled area. Recordings will typically be stored for no more than 30 days, unless required as part of an ongoing investigation. As new images are recorded, the oldest images will be automatically deleted.

Access to Archived Footage

Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the Library's Code of Conduct is restricted to designated staff: Library Administration and Information Technology staff.

For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid court order or subpoena establishing probable cause to review the data.

However, in emergency situations that present imminent danger of physical harm, law enforcement may gain access without a court order. In such imminent danger emergencies where law enforcement calls for a waiver of the court order, the requesting officer is required to provide his/her name, agency, badge number, the nature of the emergency, and the extent of data requested.

In situations involving banned patrons, stored still images may be shared with library staff. Shared images may remain posted in restricted staff areas for the duration of the banning period.

General Public Requesting Access to Security Camera Footage

Confidentiality/privacy issues prohibit the general public from viewing camera footage that contains patron information. If the library receives a request from the general public to inspect security camera footage which contains patron information, they will be advised to complete a Surveillance Video Request Form.

Privacy

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by Massachusetts State law, Hubbard Memorial Library policies, and the American Library Association policies on confidentiality and

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

Adopted by the Board of Trustees, 02/2020

< December 2022						Item #4.
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