

January 13, 2016

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, January 13, 2016.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 7:33 p.m.

Members present: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Susan Greer; Jonathan H. Maks, MD; Zelda Rich; and Carolyn A. Anthony, Director.

Member absent: Eugene F. Griffin.

Staff present: Richard Kong, Deputy Director; and Shelley Sutherland, Youth Services Manager.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 9, 2015

Mrs. Parrilli made a motion, seconded by Dr. Maks, to approve the minutes of the regular meeting of December 9, 2015, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

Mr. Prosperi asked the Board to move the regular order of business and begin with Presentation on Little Learners and Beanstack. The Board agreed.

PRESENTATION ON LITTLE LEARNERS AND BEANSTACK

Mrs. Sutherland was introduced to the Board.

The Little Learners area is a space for kids ages 4-7 and their grownups to play and learn together. Mrs. Sutherland distributed a map staff designed to help new patrons orient themselves to the Youth Services Department. Little Learners is just to the right of the entrance.

Little Learners includes:

- Activity Backpacks (for checkout)
- Activity Boxes (for in-library use)
- Magnet board – letter of the week
- Interactive panels
- Programs

Beanstack is an online kids' book recommendation site for ages 0-12. It is marketed to parents (but older kids can register on their own). Patrons set up a profile for each kid that includes age, reading level, and interests. Beanstack provides a personalized email each week suggesting a book (directly linked to our catalog) for each child. Each email provides a "learning tip" for the book as well.

Additional content includes a database of apps, learning tracks, and more. Quick and easy sign-up is at [skokielibrary.beanstack.org](http://skokielibrary.beanstack.org)

The Board thanked Mrs. Sutherland for her presentation and she left the meeting at 7:55 p.m.

CONSENT AGENDA (Financial Statements; Circulation Report/Dashboard; Reports from Department Heads; Gifts; Personnel)

Mr. Prosperi commented that he is still not finding what he wants on Hoopla (Overdrive).

Dr. Maks made a motion, seconded by Mrs. Rich:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:**

1. CIRCULATION REPORT/DASHBOARD
2. REPORTS FROM DEPARTMENT HEADS
3. GIFTS: \$100.00 FROM EVELYN MARKS SIEGEL IN APPRECIATION OF ADULT SERVICES AND AUDIO-VISUAL; \$500. FROM BRITISH SWIM SCHOOL FOR WINTER READING PROGRAM
4. PERSONNEL: RETIREMENT: THERESA FINLAY, PART-TIME SECURITY GUARD, MAINTENANCE AND SECURITY, EFFECTIVE DECEMBER 30, 2015.

The vote for approval was 6 ayes, 0 nays; the motion passed unanimously.

BILLS

A motion was made by Mrs. Rich, seconded by Mrs. Hunter:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, SUBJECT TO AUDIT.**

The roll call vote for approval was 6 ayes, 0 nays; the motion passed unanimously.

Mr. Prosperi asked the Board to move the regular order of business and move to Proposed Budget FY 2016-2017. The Board agreed.

#### PROPOSED BUDGET FY 2016-2017

The Village Board approved a levy for 2015 of \$11,868,679., exclusive of the debt repayment which does not need to be re-levied each year. The amount of the debt levy is \$1,275,725. for a total levy of \$13,144,404. as approved by the Library Board in September.

Mrs. Anthony distributed a very preliminary draft budget for FY2016. In terms of Revenues, she has adjusted anticipated Corporate Replacement Taxes from \$325,000. to \$350,000. based on receipt of \$360,832. in Corporate Replacement Tax in FY 2015. The other revenue estimates are in line with FY2015 revenues and can be expected to be fairly constant with the possible exception of the Per Capita Grant from the State. We last received a Per Capita Grant in April, 2015 in the amount of \$80,980. While we have been advised to apply for a grant this month (typical filing was in October), it is not clear whether or when Per Capita Grants will be funded and payments distributed. Nevertheless, Mrs. Anthony has included a Per Capita Grant in anticipated revenues for FY2017.

As for expenses, the largest portion is for the Salary line which was \$6,241,657. in FY2016, unchanged from FY2015. We were able to keep the line constant in spite of a 1.6% Cost of Labor increase and a 2% merit increase for staff at the time of their annual review in FY2016, meaning that many staff received increases of 3.6%. This was possible because the Salary line had been underspent by more than \$300,000. in FY2015, largely due to gains realized from turnover.

Final figures from the Bureau of Labor Statistics for the Employment Cost Index for Wages & Salaries for State and Local Government Workers for calendar 2015 are not yet available, but at the third quarter, the increase was 1.8%. Mrs. Anthony has adjusted the Salary line by 3%, allowing for a Cost of Labor increase of 1.8% and a merit increase of 1.5% for a total increase of 3.3% for most staff who are not at top of scale. These amounts can be adjusted in the coming months before the budget is finally adopted in April.

The cost of a 3% increase in the Salary line is \$187,250. Since the 1% increase in the levy will only generate about \$115,643. in additional taxes, a portion of the salary

increase and all other increases to budget lines for FY2017 will be made at the expense of the Capital line in the operating budget.

We have not heard about the rate for IMRF yet for 2017, but we will still owe the 1.25% to the Village which made an increase payment to IMRF on the library's behalf to avoid interest charges. Since both IMRF and FICA are percentage based payments, they increase along with an increase in the Salary line.

The Health Insurance line has been increased in line with the new offerings approved by the Board in October.

Both Postage and Printing & Publicity have been increased to accommodate the move from four calendar/newsletters per year to six.

Conference, Membership, and Workshops is over this year in part due to ILA being out of town again and a PLA Conference (held every other year). ILA will be in the Chicago area in fall 2016 and there will not be a PLA National Conference in FY2017.

Minor adjustments have been made to some other lines. This is early in the budget process so numbers will shift a bit in February when the Cost of Labor for 2015 has been reported.

Mr. Prosperi commented that the cost of the Director Search Firm will be in the range of \$25,000 to \$27,000. Mrs. Anthony stated this expense will come out of Professional Services, some expense to be paid in Fiscal Year 2016 and some expense to be paid in Fiscal Year 2017.

#### DIRECTOR'S REPORT

USAGE----Circulation in December was up slightly to just under 180,000. Because of the shift of Staff Day to January, we were actually open one more day in December 2015 than in 2014. Circulation of digital formats including eBooks and eAudiobooks were up sharply. Bookmobile use was also up, especially by adults. Circulation to the schools is up by double digits for the month and the year-to-date, reflecting our closer work with the schools. The Gate Count was down slightly to just under 62,000 for the month.

NILES TOWNSHIP PROPERTY TAX COALITION----We continue to participate in the Niles Township Property Tax Coalition and to reap the benefits of the challenges to contested assessments. Our cost for the legal representation for cases in which the library participated was \$2,443.40 at year-end.

**BUILDING WORK**----At the present time, the installation of upgrades to the audiovisual system in the Petty Auditorium is being conducted. Work is also proceeding with installation of additional security cameras in multiple locations as approved by the Board. A second floor study room was closed temporarily after a patron reported finding a bed bug in the room. Professional pest controllers were called in and verified the identification of the single bed bug, but they looked and found no more. Periodic inspections are conducted and precautionary treatment for pests is implemented in locations throughout the building.

**COMING TOGETHER IN SKOKIE**----VIVA! Coming Together in celebration of Latino and Hispanic Cultures will be launched with a press conference at the Skokie Public Library Thursday, January 14. The opening event will be held at Niles West High School Sunday, January 31, beginning with a reception at 1 pm, followed by a program at 2 pm. All Board members are welcome to attend the opening and other programs whether at the library or another venue. Program booklets were distributed to the Board.

**ALA MIDWINTER**----Four staff members and Mrs. Anthony will attend the Midwinter meetings of the American Library Association in Boston this month. Mrs. Anthony will be in Boston from the 7<sup>th</sup> through the 12<sup>th</sup>, a more extended time than usual due to special meetings. January 7, ALA is holding a day-long special meeting on Information Policy to which ALA Officers and Committee Chairs were invited. During the session, Mrs. Anthony will attend meetings of the PLA Board, the PLA Leadership Committee, the PLA Performance Measures Task Force, and the ALA Digital Content Working Group. At the end of the Conference, PLA has scheduled a special meeting with consultants to plan future directions for Project Outcome, the outgrowth of the Performance Measures Task Force's work on developing new measures of service outcomes for public libraries. Holly Jin is serving on the prestigious Caldecott Committee to select award-winning illustrated books for children. Richard Kong is on the Program Committee for the PLA National Conference and he also Chairs the PLA Membership Committee. Amita Lonial serves on the ALA Public Programs Advisory Committee and Amy Koester serves on committees with the American Library Services to Children (ALSC) Division. We are fortunate to have talented staff who are national leaders in their service areas.

**CONNECT ED CHALLENGE**----Mrs. Anthony will attend a one-day meeting in Washington, D.C. January 19 as part of the Connect ED Challenge undertaken by the Urban Libraries Council (ULC). Kate Donegan, Superintendent of Skokie School District 73.5 will attend the meeting with her. Fifty-seven libraries or library systems have accepted the challenge to try to ensure that every child in school has a library card. Forty-

three of the fifty-seven libraries participating in the Challenge will be represented in Washington, with 100 representatives in attendance. Each library was asked to bring a superintendent and the top elected official. Some libraries work in areas served by a single school district. Of course, we have many. Mayor Van Dusen is supportive, but cannot attend as it is the beginning of the academic term and he will be teaching at Oakton. Ideas about what works will be shared as will problems encountered so that attendees can share solutions.

STAFF DAY 2016----Staff Day will be held January 21 and the library will be closed for the day so that all staff may attend. Zingerman's, a company known for their customer service philosophy, will be responsible for the largest part of the day. Two presenters promise to conduct role playing and in other ways engage staff so that staff will actively participate rather than just listening to lectures. Interested Board members are welcome to attend part or all of the day.

CIVIC TECHNOLOGIES----Marc Futterman, CEO of Civic Technologies, will give an all-day workshop to about 30 staff members January 29. Civic Technologies has shifted from using the Tapestry marketing segments to using Landscape segments. He will give an overview of the difference in the systems, highlighting results for Skokie and making some comparisons with the major study we conducted in fall 2009. New data from card registrations and circulation will be correlated with the marketing segments to reveal an updated picture of library use as a slice of life in Skokie. The meeting could accommodate a couple Board members if anyone is interested in attending. This session will help to inform the new Strategic Planning Process which Richard Kong is leading.

#### APPROVAL OF DATES OF UPCOMING BOARD MEETINGS

The calendar of Board meeting dates for 2016 and 2017 was distributed.

The Board reviewed the schedule to see if there are known conflicts with religious holidays or events which might impede attendance by a majority of the Board. The October 2016 and October 2017 meetings will be moved to the third Wednesday due to the Yom Kippur holiday.

The meeting scheduled will be posted on the library's website.

#### APPROVAL OF CCTV SURVEILLANCE POLICY

To coincide with the upgrade of the library's security camera system, approved by the Board in November 2015, it makes sense to create an official policy detailing how we will use the system.

The main intent is to explain the reasoning for using a CCTV surveillance system, how long recorded video data will be retained, and in what circumstances the library will share footage captured by the system.

Approval of the policy is recommended to coincide with the completion of the upgrade in January 2016. The policy has been reviewed by library legal counsel.

After brief discussion, a motion was made by Mrs. Parrilli, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
ADOPT THE CCTV SURVEILLANCE POLICY AS PRESENTED  
(COPY ATTACHED).

The vote for approval was 6 ayes, 0 nays; the motion passed unanimously.

#### PER CAPITA GRANT REQUIREMENTS

This month, we will file for a Per Capita Grant from the Illinois State Library. Requirements for FY 2016 include Board identification and description of how library funds are used to support educational programs and training opportunities for patrons. It is also asked that the Board and staff have a discussion on how the library fosters resource sharing.

It has been two years now since the staff re-alignment created a new department of Learning Experiences, co-managed by Amita Lonial and Mick Jacobsen who oversee programming and digital learning respectively. In FY2015, Skokie Public Library offered 2,085 programs attended by 59,922 people. Nearly as many adults as children attended a library program as did nearly 3,600 teens.

A highlight of the program year was Coming Together in Skokie: Voices of Race which had 535 patrons enrolled, including 73 families as well as individuals who came together for book discussions, lectures, and other programs, all with an interactive component. The entire series was informed by a printed study guide providing suggested readings and background information as well as a calendar of events.

Another highlight has been the BOOMbox, an interactive, experiential learning space featuring STEAM concepts, opened in November, 2014. Featuring four rotations during the first year including Fabrication, Big and Small, the BLOOMbox, and Textiles, 3,129 people participated in drop-in sessions and 1,809 people attended 151 programs. Eighty-five percent of drop-in participants said they learned a new skill.

Nearly 9,000 people attended a performance at the library last year. Numerous other programs were held for adults including book discussions, support for a writers' group, Grocery Shopping for a Healthier Lifestyle, art-based classes and more. Programs for teens included BOOMbox offerings, videogaming, crafts, test preparation, and a "Friendship Club." Besides storytimes and puppet shows, youth programming included school nights with teachers reading favorite stories, Fun with Science, Dia de los Muertos, and winter holiday tales from different religious traditions.

Many of the library programs featured partnerships with organizations such as the Independent Merchants of Downtown Skokie, the Village of Skokie, the Park District, and various area schools.

As for digital learning, adults made over 109,000 uses of computers, laptops, and digital media equipment at the library in FY2015. Children registered another 28,090 uses for a 19% increase over the prior year. An even-greater increase in use has been experienced since the library renovated the Youth Computer Lab and Youth Media Lab to facilitate collaborative learning. Surveys indicated that the primary reasons adults used computers were to communicate with friends and family, to improve job skills, and to better access educational resources. In addition, 1,564 adults attended one of 185 digital literacy classes and 1,013 youth attended 173 digital STEM classes.

Staff continue to broaden the range of program offerings, both within and outside the library. Most programs are not limited to Skokie residents. The library spent \$63,374. on programming in FY2015 or about \$1.06 per attendee. Other support was provided by program partners and the business community.

Skokie Public Library fosters resource sharing through Reciprocal Borrowing, participation in the LINKin network, as well as through traditional ILL. Nearly 175,000 items were borrowed from the Skokie Public Library through Reciprocal Borrowing in FY2015, accounting for 8% of library circulation. Each year, we have seen the volume of ILL decline as the use of LINKin increases. LINKin is a secondary catalog option showing the holdings of nine area public libraries including Arlington Heights Memorial Library, Cook Memorial Library, Deerfield Public Library, Elmhurst Public Library, Gail Borden Public Library, Naperville Public Library, Waukegan Public Library, and Wheaton Public Library, in addition to the Skokie Public Library. A distinguishing feature of LINKin is that the library user selects the title independent of staff help, and may request a title owned by their own library, but currently unavailable, unlike for ILL. In FY2015, Skokie Public Library direct loaned 16,563 items via LINKin and another



6,891 items via traditional ILL. The library always loans well in excess of twice as many items as it borrows from other libraries. This past year, Skokie Public Library staff participated in discussions regarding the possible use of the INNREACH catalog which is the foundation for LINKin as a catalog overlay for RAILS. The consortia is open to adding additional libraries to LINKin.

Brief discussion followed.

A motion was made by Dr. Maks, seconded by Mrs. Rich:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE APPLYING FOR A PER CAPITA GRANT FOR FISCAL YEAR 2016.**

The vote for approval was 6 ayes, 0 nays; the motion passed unanimously.

### STRATEGIC PLANNING UPDATE

The core strategic planning committee held its first meeting on December 16, 2015. The group began by clarifying its purpose and discussing individual aspirations and assumptions coming into the process. Susan Carlton, Community Engagement Manager, reviewed key insights that emerged from various community conversations during the past two years. The major themes include a desire to have a stronger sense of community, safety, and a vibrant downtown. The core committee then used the appreciative inquiry model to identify what is working well, in order to build on that success. Some of the comments made touched on the success of the BOOMbox, increased community input and partnerships, the website redesign project, more in-depth technology classes, the Coming Together in Skokie program, and increased circulation of materials.

The chairs of the six subcommittees also began planning their work. These groups will meet apart from the core committee over the next two months. In March, the subcommittee chairs will present their findings and recommendations to the core committee.

The remaining timeline for the planning process includes the following:

- January 15 – The core committee will meet to consider community data and larger societal trends. Bruce Brigell, Info Services Coordinator, will present his research on Skokie. Steve Marciani, the Village's Planning Supervisor, will share insights about Skokie's demographics. Miguel Figueroa, Director of ALA's Center for the Future of Libraries, will present and facilitate a discussion about major trends relevant to libraries.

- January 21 – During Staff Day, staff will be given an opportunity to share thoughts about their aspirations for the library.
- January 29 – Marc Futterman, President of Civic Technologies, will visit the library to present a market segmentation and demographic data analysis. He will also lead a group of library staff in a strategic planning workshop using this data.
- February 3 – Presentations from various community leaders will be made to the core committee, followed by discussion. Among those we are planning to invite are Diana Juarez (ELL Center), Howard Meyer (Skokie Chamber), Brian Baker (Skokie Police), Maureen Murphy (Skokie Human Services), James Garwood (D68), and Ann Raney (Turning Point).
- March 3 – Subcommittee chairs will present their findings and recommendations to the core committee, followed by discussion.
- March 17 – The core committee will meet to identify key strategic areas and goals, in light of the information gathered throughout the planning process.
- March 21-24 (TBD) – Community members will be invited to hear about planning progress and offer feedback.
- April 13 – The Strategic Plan 2016-2019 will be presented to the Board for approval.

As previously mentioned, the Board is encouraged to bring forward insights from connections within the community and engage in the dialogue throughout the process.

#### SECURITY ASSESSMENT UPDATE

During the December 2015 Board Meeting, the Board requested that the library look into ways we can further assess our security practices, especially regarding our response to potential active shooter scenarios.

The following is an update on steps that have been taken in recent weeks:

- Rich Simon, Maintenance and Security Manager, and I have both attempted to contact someone at the Cook County Sheriff's Office who might be able to offer consultation and training for us. Despite multiple attempts to make contact, we did not receive a helpful response from them. Rich Simon spoke with Deputy Police Chief Baker at the Skokie Police and was told that we likely wouldn't receive a response from the Sheriff's Office as the Skokie Police are considered the local law enforcement representatives who can assist us.
- Subsequently, Rich Simon scheduled a meeting at the library for January 7, 2016 with Deputy Chief Baker, Skokie Police Crime Prevention Officer, Tammy Jacobson, and

Fire Prevention Bureau Specialist, Linda Brady. We plan to discuss the following questions during the meeting:

- What kind of training is available for library staff to best respond to active shooter scenarios?
- Are there changes we should make to the active shooter response section in the library's Emergency Procedures?
- Do they have recommendations for making the physical building safer for patrons and staff, including possible safe room designations, enhanced door hardware, an access control system for all staff areas, and an emergency panic button system?
- Rich Simon also spoke with the Illinois Holocaust Museum and will set up a meeting with David Smart, Security Director, and Nick Senese, Security Coordinator. Similar questions will be asked related to ways the library can create a more secure environment. David Smart is a former FBI agent, so we will also inquire if he or someone he knows would be available for private security consultation for the library. Mr. Smart currently coordinates training exercises for the Illinois Holocaust Museum staff, so he would offer relevant experience.
- Rich Simon also reached out to the University of Iowa Police Department (a former employer) to inquire about any training materials or procedures they can share regarding active shooter scenarios. He is waiting for a response.
- The "Run, Hide, Fight" video produced by the City of Houston and available on YouTube will be viewed by all library staff present at the upcoming Staff Day on January 21, 2016. It will also be included in the new hire orientation process.
- The Emergency Procedures (shared with the Board via DropBox) will be reviewed in late-January. We will take into consideration recommendations and insights gained from the aforementioned meetings with Skokie Police and the security staff at the Illinois Holocaust Museum.

Dr. Maks may have a contact at O'Hare Airport who is head of security. The Board suggested an active shooter drill. The Board thanked Mr. Kong for the update.

#### DIRECTOR SEARCH UPDATE

Mr. Prospero reported that the Board has interviewed two director search firms and have one more to interview. After the Board has made a decision, a purchase order will be requested.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported that the RAILS Board of Directors meeting did not meet in December. The next meeting is January 22, 2016, at Burr Ridge Service Center.

COMMENTS FROM TRUSTEES

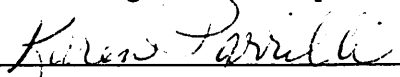
Mrs. Hunter said she brought a Savvy Seniors poster to Oakton Community Center.

Mrs. Parrilli attended a Windows 10 program.

Mrs. Hunter received a postcard from Evanston Public Library regarding their holiday book sale and suggests it as an idea for our ongoing book sale.

ADJOURNMENT

At 8:55 p.m. a motion was made by Mrs. Hunter, seconded by Dr. Maks to adjourn the regular meeting. The motion passed unanimously.



Karen Parrilli, Secretary



## CCTV SURVEILLANCE POLICY

### Purpose:

The Board of Trustees is responsible for establishing rules to maintain security and safety for members of the public and library employees. As part of that responsibility, the Board has adopted this policy to regulate the use of closed circuit television (CCTV) to observe and record public areas on the premises of Skokie Public Library.

### Purpose and Scope of Surveillance

1. The purpose of CCTV surveillance is to deter crime and to aid in protecting the safety of individuals and the property of the library. Video surveillance will be conducted in public areas of the library for security purposes, in a manner consistent with other existing library policies.
2. The library reaffirms its support for Article III of the American Library Association's Code of Ethics, which states that librarians "shall protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted."
3. The public will be notified, by signage at each entrance to the library, that video surveillance is in use for security purposes. Cameras may be installed in public locations within and outside library, including common spaces such as entrances, near book and media collections, public seating areas, and parking lots. Cameras will not be installed in areas where library users or staff members have a reasonable expectation of privacy, such as restrooms or employee break rooms.
4. Video surveillance will be conducted in a professional manner by personnel who have been appropriately trained in its responsible use by the Security Manager or other security personnel.
5. Recorded video will ordinarily be retained for a period of no more than 20 days and will then be erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other use as approved by the Director or Deputy Director, or by the Security Manager with approval of the Director or Deputy Director.
6. Persons with authorized access to the CCTV surveillance system shall be limited to:
  - a. The Director and his/her designees
  - b. The Deputy Director and his/her designees
  - c. The Security Manager and his/her designees
  - d. Security Guards
  - e. The Information Technology (IT) Manager and his/her designees
  - f. Public service desk staff, for the limited purpose of monitoring real-time use of designated public areas approved by the Security Manager. These areas may include the Youth Services area, Jr. High Zone, High School Lounge, and Digital Media Lab.

- g. Contractors authorized by the Security Manager, for the limited purpose of performing repair, installation, and maintenance on the system

Responsibilities:

1. The Security Manager, in consultation with the Director and/or Deputy Director, is responsible to authorize installation, relocation, replacement and use of all CCTV camera surveillance for safety and security purposes at the library.
2. The Security Manager must review and approve the proposed location of all permanent CCTV cameras before installation.
3. No recordings or images captured by CCTV cameras which show identifiable persons, identifiable library materials in the possession of a library user, or other readable communication from a library user to a library employee shall be released at the request of third parties until the propriety of disclosing the requested recordings or images has been evaluated as provided in Item 4 below.
4. The Security Manager, in consultation with the Director and/or Deputy Director, will review all requests received by the library to release recordings or images obtained by means of CCTV surveillance. Video recordings and images obtained through CCTV surveillance will be released, or disclosure will be declined, in accordance with applicable laws under exigent circumstances, or in response to a search warrant or court order. An exigent circumstance is defined as an urgent situation requiring swift investigation and action to prevent imminent danger to life or serious damage to property, or to forestall the imminent escape of a suspect, or destruction of evidence. Also, recordings or images captured by CCTV surveillance may be shared with library insurance representatives when relevant to an insurance claim investigation. No release of CCTV recordings or images will occur without prior authorization by the Security Manager or his/her designee, after consultation with the Director or Deputy Director.
5. The Security Manager will store, in a secure location, recorded video footage or images retained as part of a criminal investigation or court proceedings, or for other use as approved by the Director, Deputy Director, or the Security Manager with approval of the Director or Deputy Director.
6. When an incident report is written for which an image would be a helpful and integral part of the report, the image may be downloaded by security personnel and attached to the report for distribution to authorized internal personnel via print or the staff intranet. Distribution of such reports shall be under the direction of the Security Manager on a "need to know" basis.

Related Policies and Procedures:

- Appropriate Library Use Policy
- ALA Code of Ethics
- Policy for Responding to Search Warrants and Subpoenas
- Responding to Disruptive Patron Behavior (Procedure)