



**STAFF REPORT  
INFORMATION ONLY**

**16.**

## **Security Video Surveillance – 2012 Annual Report**

<b>Date:</b>	April 2, 2012
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### **SUMMARY**

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In March 2007, the Toronto Public Library Board approved the Security Video Surveillance Policy for the Library. The policy requires that the City Librarian report to the Board annually on:

- i. all security video surveillance systems installed; and
- ii. when video surveillance is being proposed, for all locations

This report fulfills these requirements.

### **FINANCIAL IMPACT**

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The report has no financial impact beyond what has already been included in the current year's budget.

The Director, Finance & Treasurer has reviewed this financial impact statement and is in agreement with it.

### **DECISION HISTORY**

This annual report on video surveillance at Library locations is a result of the Security Video Surveillance Policy approved by the Library Board in March 2007.

### **ISSUE BACKGROUND**

The Security Video Surveillance Policy is designed to balance an individual's rights to privacy with the need to ensure safety and security of Library employees, users, visitors and property.

As part of the policy, there is an annual report on all locations where there is security video surveillance.

## **COMMENTS**

This report identifies one proposed new location: Brentwood Branch.

### **Needs Assessment**

The needs assessment documents the deterrence measures Library staff have considered and implemented prior to consideration of security video surveillance. Such measures may include: security procedures appropriate to the location, door-locking hardware and access control systems, building alarm systems, security guards, and lighting. Deterrence measures may also include additions to and/or changes to programs, services and community partnerships. The proposed location of the security video surveillance cameras has been designed to minimize privacy intrusion.

### **Needs Assessment – Brentwood**

The renovation of the Brentwood Branch includes a landscaped area/parkette to the north of the building. During public consultation regarding the renovation of the branch, citizens strongly requested video surveillance of the new parkette to prevent vandalism and congregation of groups of people after hours. Appropriate outdoor lighting will be installed as a deterrent. However, the lighting levels must be sensitive to the houses immediately across the street from the branch in this residential neighbourhood and so security video surveillance is warranted as an added deterrent.

### **Annual Report on Locations with Security Video Surveillance**

A list of existing locations where cameras are installed is provided in Attachment 1. Twenty-six locations and two bookmobiles have video surveillance cameras.

### **Report on security videos accessed by police**

When the Security Video Surveillance annual report was reviewed at the Board's February 28, 2008 meeting, the Board requested that information concerning the number of times security videos are accessed by the police be reported annually to the Board. During 2011 there were nineteen such disclosures, compared to fifteen in 2010.

The disclosure of security video surveillance tapes to a law enforcement agency is allowed under s.32(g) of the Municipal Freedom of Information and Protection of Privacy Act. Video surveillance disclosures are not part of the annual report to the Ontario Information and Privacy Commissioner.

## **CONTACT**

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## **SIGNATURE**

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Jane Pyper  
City Librarian

## **ATTACHMENTS**

Attachment 1: Existing Security Video Surveillance Locations