



- On February 21, I went to the Woodlands Library Cooperative Meeting, and the use of surveillance footage was discussed. Due to the fact that nearly every medium to large public library has video surveillance systems, the question of whether libraries are able to release video footage to the police is being discussed frequently. According to Anne Suerynck of Foster Swift Collins & Smith, PC, video footage DOES fall under the Michigan Library Privacy act due to the fact that it is an item created and held by the library from which a library patron can be identified. Therefore, libraries cannot legally release surveillance footage to the authorities unless a warrant has been presented.
- I have been working diligently on updating the Emergency Action Manual. This has been much more difficult than expected due to the inclusion of antiquated instructions, terminology and procedures in addition to the lack of required information such as branch floor plans, etc. This continues to be one of my top priorities and I will send the first completed draft to the board as soon as possible.
- I have begun the process of planning a staff in-service that I would like to take place within the next 6-8 months. This, of course, will require the closing of all library branches for that day. I would like this in-service to focus on library procedures including but not limited to emergency procedures.
- I have inquired to many library directors, and some state that their local ambulatory authority provides free First Aid and CPR certification to their communities. We are currently checking to see if this applies in this area.
- The Youth Services Coordinator position will be posted within the next week.
- On Monday, March 11 I acted as one of eight judges on the ALTRUSA "Picture Me Reading" essay/photo contest. The award ceremony will be in Kids' Place on Thursday, March 28 in Kids' Place.
- As planned, Gina Horn's desk has been moved to the 1st floor. This was done in order to help ensure the safety of patrons and staff by having as many areas as possible supervised.
- At our last Geek Team meeting, we discussed targeting local business business and community groups and discussed upcoming branch Geek parties.
- On March 18, I will be speaking at the Quincy Rotary Club meeting.
- On March 29, Otis Elevator will be here to do some required elevator testing.

Respectfully Submitted,

Evette M. Jackson