

### **Meetings & Community Events Attended**

February 4 – Budget Open House at the Jordan Fire Station  
February 10 – Board meeting  
February 23 – Interviews for Circulation Assistant position  
February 25 – MFR Adult Book Club

### **Kudos**

A woman came in to Fleming to thank a staff member who had showed great patience and understanding when dealing with her autistic son. We later identified the staff member as Circulation Assistant Jessica Otten.

### **Outreach**

A teacher from Twenty Valley Public School came to MFR to ask about class visits, and informed us that the school's library was closing for the year, due to construction. I spoke to our Children's Services Coordinator and Children's Services Assistant, and together we wrote a letter for all the TVPS teachers, inviting them to bring their classes to MFR, with or without a formal program. Response has been positive; one grade five student was thrilled to find a copy of the book she had borrowed from her school library, but had to return before finishing it! To ensure we have enough for the students to peruse and borrow, staff have supplemented the MFR collection with books from the Fleming Library.

### **Scheduling**

To assist in staffing plans, I have started to track Circulation Assistant hours by the reason they were scheduled,

### **Art Shows**

Fleming: Dennis Chilton, watercolours  
MFR: Mira Rados, watercolours

### **Marketing**

Marketing for events such as March Break and the Personal Finance for All series got underway, using the new Marketing Plan as a guide. I updated and expanded our slide show for the Budget Open Houses.

### **Volunteers**

A total of 32 ½ volunteer hours; 21 by adults and 11 ½ by teens.

### **Facilities**

Due to poor road conditions due to inclement weather, many staff could not make it in to work on Monday February 2. MFR was closed; Fleming was open 9-5, with the CEO working in the library and Town staff working in the complex.

The heat at the Fleming Library was off and on a few times this month. The issue is that water warmed by the unit freezes and coats one of the fans. The unit senses that the fan will not work and shuts down. Problems are expected to continue until the weather improves and repairs can be done. The public areas of the library are not affected too much, but the staff have needed space heaters.

The MFR front door became difficult, and sometimes impossible, to open. The locksmith had to come twice, but the problem has been fixed.

The phones at MFR have always been a problem from time to time, but towards the end of the month they became impossible and eventually did not work at all. John Brown worked on the problem, came up with a temporary fix, and has proposed a long-term solution which, unfortunately, is expensive and not in the library's 2015 budget. At the time of writing, the only working phone is on the circulation desk and John is still working on getting full phone service restored.

Respectively submitted, Janice Coles