

Manager's Report 12 March 2024

Community Activities:

- All previously reported activities continuing
- Getting lots of very positive feedback, and a lot of public contributions, for our role in the Ice Sports legacy Exhibit. A preliminary layout, along with the objects collected so far, will be on display in the Erickson Room at the Rec Centre for the week of 17-20 March. The final exhibit is expected to be installed by the end of September.
- Sent an email to local teachers about school programs for the spring

Grants and Funding:

- Confirmation of funding for summer student positions is expected in early- to mid-April. Jobs have been posted and I'm receiving some applications
- Alyson submitted a request to Creston Valley Community Foundation for \$5,000 to assist with the cost of migrating to a new collections management platform

Administrative/Planning Activities

- Setting up Sage accounting software
- Testing out CatalogIt collections management platform
- Setting up new laptops and moving everything on my computer into OneDrive (not without a few glitches!)
- Alyson and I are working on plans/mini-exhibits for an open house about the Murphy equipment

Staff Activities:

- Alyson resumed the On This Day posts as of 1 February – seeing higher-than-before levels of engagement. She has also been undertaking a lot of the research requests coming in, working with Town of Creston Centennial Committee, and working with me on collections management tasks.
- Jarrett will replace four of the emergency exit lights identified as below code in the recent sprinkler and fire safety inspection
- Anticipated start date for summer students is 14 May; this may shift depending on funding and the demands of the centennial events
- I've posted several volunteer jobs on our website, including a clean-up day on 27 April

My Schedule:

- Booked holiday times:
 - 10-16 March
 - 21 July – 3 August
 - 29 September – 5 October