

Chief Librarian: Sechelt Library

Background

Sechelt, on British Columbia's Sunshine Coast is "the land between two waters"-- the open seas of the Strait of Georgia and the calm waters of Sechelt Inlet. Vancouver is a two hour trip away and includes a scenic 40 minute ferry ride, alternatively, it's 20 minutes by float plane. You will find small town friendliness, a wealth of outdoor activities from kayaking to cross country skiing, stunning scenery and many typical city services including a hospital and recreation centre. Sechelt is on the cultural map with a theatre, arts centre, annual arts festival, a satellite campus of Capilano University, world class classical concerts and home to the annual Festival of the Written Arts which draws authors and visitors nationally.

Sechelt Library Today

Sechelt Library serves the District of Sechelt and surrounding regional areas for a total population of 17,553. We have three local funders, the District of Sechelt, the Sunshine Coast Regional District and the Sechelt Indian Government District, as well as a modest stipend from the province. Per capita funding is \$33.00. The 2018 budget is \$628,472 and the library is soon to negotiate a second five year funding agreement.

The library is constituted as Public Library Association. The Chief Librarian reports to the Board of Trustees. Board members are drawn from the community and our funders appoint two politicians to the board. A new strategic plan will be developed in 2019.

Just completed, is a renovation funded by a Canada 150 infrastructure grant and community donations that creates a new and accessible entrance to the library and showcases our indigenous collection. The renovation complements our customer focused staffing model and includes removal of the traditional Titanic sized service desk to create a more inclusive and customer oriented interaction and workflow.

The library is located in the Municipal Building and was built in 1996. We have a fully developed and costed design and plan by library architects to renovate the library. The plan was paid for by the District of Sechelt but, so far, the renovation remains unfunded and budgeted at \$1.5 - \$1.7 million. Nevertheless, our plan creates a significant future opportunity and we are seeking sources of funding.

There are seven part time and five full time staff. Positions created in response to a comprehensive survey of over 1,000 community members include a Community Outreach Coordinator and a Technical Education Coordinator. STEAM programming is underway and, as a result of fundraising, we now have a mobile maker space program. Our staff is dedicated to excellence in customer service.

The library is unionized and we will be negotiating a new union contract later this year. The staff are actively engaged in continuous professional development. Our new Chief Librarian will continue to monitor and be aware of trends such as our customers' needs to interact with a changing world impacted by the requirement for digital literacy.

With a 19 per cent increase in visits over five years, our library is getting busier and busier. We continue to be a vibrant, accessible resource that builds and promotes an inclusive community.

Sechelt's New Chief Librarian

- You are an innovative, highly motivated professional able to demonstrate passion and enthusiasm for public library service
- You engage in continuous learning and professional development
- You embrace change management to meet goals and are dedicated to customer service.
- You provide strategic direction to support the library's goals and allocate resources to ensure effective library operations.
- You evaluate current services, programs, technology and operations to ensure a responsive and sustainable planning model for the future.
- You do not need to have fundraising experience, however we are planning to move forward with fundraising for a major renovation
- As Chief Librarian, you will be comfortable with accepting a relatively high profile in a small rural community. You will build partnerships and relationships with the staff, Board members, Friends of the Library, funders, community groups and other stakeholders.
- You prepare, administer and monitor operating and capital budgets to ensure cost effective operations.
- You liaise with all levels of government on library related matters, e.g. InterLINK; BC Library Association; BC Libraries Cooperative; The Ministry of Education, Libraries Branch and other professional associations.
- You manage seven part time and five full time staff and make recommendations to the board on staffing and organization within a unionized environment.
- You have a sense of humour.

Qualifications:

- Master's degree from an ALA accredited program or equivalent.
- Three to five years of progressively more responsible experience in a leadership role.
- Proven management skills and competence in running a successful library to include collections, services, strategic planning, staffing, programs, technology, community relations, financial management.
- Strong leadership and demonstrated success in managing innovation and change.
- Strong interpersonal and communications skills, both oral and written.

Salary Range: \$70,000 - \$75,000.

Assistance with relocation costs

Benefits package and municipal pension.

At a Glance: 2017

- Population served in 2017, 17,553
- Population of Sechelt, 9,773
- Budget for 2018: \$628,472 (excludes a BC Libraries' Branch operating grant which is set each year and has been between \$60 - \$70,000)
- Circulation: 166,824
- Digital/audio/magazine circulation: 31,740
- On site visits: 124,484
- Average visits an hour: 50 +

- Website visits: 34,930
- Computer Use: 14,065
- Technology Assistance: 1,117
- Staff Interactions: 46,642
- Program attendance : 4,175

Other Requirements:

- Criminal Record Check
- Preference will be given to Canadian citizens and permanent residents.

Hours of Work:

- Requires some evenings and weekends.

How to Apply:

- Send your resume with a covering letter outlining your qualifications demonstrating how they match the position requirements
- Provide the names and contact information for three references
- Include a one page essay on: The challenges and opportunities faced by libraries in a changing world.

Send written submissions, preferably in Microsoft Word, to: Chair, Board of Trustees, Ann Hopkins,
annhopkins@dccnet.com

Log onto the library's web site for the job description, annual report and 2015 strategic plan.
<https://sechelt.bc.libraries.coop>

The position is posted from March 8 to April 9 2018

The Sechelt Library appreciates your interest and thanks everyone who applies. Only those candidates selected for interview will be contacted.