

Director's Report
Sechelt Public Library
 April 27, 2023 – May 31, 2023
 By Leianne Emery

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1. Cover Photo

The cover photo is a hilarious example of how difficult it is for many of us to “weed” our book collection. Of course, at the library we use different criteria for decision making and try to be as logical as possible about our decisions...

2. New in the Library

We have been generously gifted with some original artist water colour drawings by local artist Hiroshi Shimazaki. Two water colours are of the Sechelt Library’s Ukulele jam (outdoors last summer) and one is of Richard Austin’s reading of A Christmas Carol. We had them professionally framed by our local framing shop and they now hang beautifully above our self-checkouts. If you remember those old words on the wall about “spark bla bla bla” – yes, we had Vital Signs come in and take them off. Next time you are visiting the library take a look. Thank-you Hiroshi!



3. Highlights for May

- 2022 budget request process is still ongoing...
- Information has now been sent in to DOS Project Management staff for use in creating the RFQ for the south side wall renovation tender for the creation of the total Scope of Work.
- 2 gentleman who used to watch porn are now back in the library

- Cognitive care kits have received a first review by staff at Shorncliff Adult Day program for Dementia care as well as staff from Vancouver Coastal Health
- Friend of the Library authorized us to purchase 3 new rolling shelves (abt \$18K)
- 148 in-person (and 6 additional at-home) tax preparations done by Terry Fjaagesund Sechelt Library with last day May 3 (CVITP)
- Working with Pender Harbour Reading Centre in supplying their patrons with DVD's (3 ways)
- Creating new public computer start screen with library computer rules
- Draft of final Union Contract undergoing major modifications
- Upgrading of library router

4. BC Provincial Reporting

As part of our ongoing operational BC Government grant receipt each year, we have many official reporting requirements. They are very time consuming but must be done.

Due Mar 1 - Public Library Grant Report (submitted)

Due May 15 - Statement of Financial Information (submitted)

Due May 15 - Annual Survey and Statistical Reporting (submitted)

Due June 15 - e-resource data (completed but awaiting 1 question to be answered by province)

5. Budget Requests and Funding and Service Agreement

It is now May 30th and we still do not yet know what the exact financial contributions will be from our local government funders... This is a ridiculous situation for any business to be in.

Since the April 26th Director's Report, here are the updates:

SIGD Update:

The SIGD council voted in favor of giving us the full request as per the following:

\$16,988	2023 initial
<u>\$ 1,011</u>	2023 additional
\$17,999	2023 total

DOS Update:

We have been advised by the DOS, that, although the DOS council voted through our full additional request into taxation (the 9.19%), the fact that the SCRD only gave us 7% is not weighing well on DOS council or CFO. The DOS does not think it is right for them to once again compensate for the shortcomings of the SCRD (this also happened in 2020). If they did, the whole intent, in terms of the initial balance of apportionment between funders, is way off balance.

In the Wednesday May 17th DOS council meeting, the DOS was supposed to be voting on how much of what they have already voted through into taxation would now actually be given to the library. That item on the agenda was deleted during the actual council meeting (not sure why). It is now rescheduled for the DOS council meeting on Wednesday June 7th.

6. Book Displays for April

Our unique displays highlighting specific areas of intrigue, holidays, celebrations, seasonal activities, unique subjects from our collection, subjects that match our programming activities, unique world and local events or highlights are as follows for the month of May (thanks Jeff!):

Indigenous fiction (along with the orange tshirt and unmarked graves article)

Swedish authors

May the Force/Fourth be with you

Moms

Mental Health

Cryptozoology

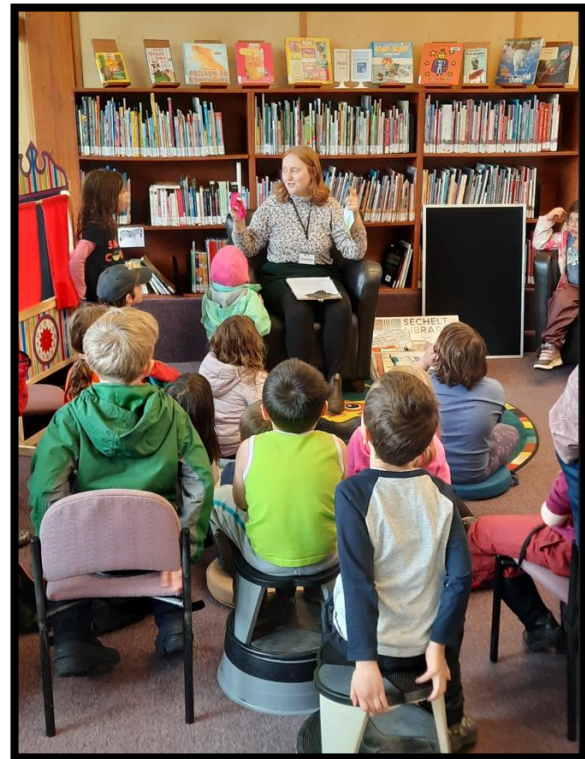
Foreign Films

Jamming / Canning

7. Program Highlights - May and Program Guide – June



Nine Knitters knitting...



Charlotte led a storytime and library tour for sixteen Grade one students from Davis Bay in early May. She organized an animal scavenger hunt based on the story, *I Took My Frog to the Library* by Eric Kimmel. The kids loved finding the hidden animals and learning about all the amazing things they can do at the library.



Ruth Moore's card class for adults produced a dazzler this month! All the ladies were showing off their cards to me because they were just so amazed at what they were able to create. Thanks to Ruth for teaching so many of these classes for us!

SECHELT LIBRARY
Space to think

REGISTRATION

All programs are **FREE!**
Call (604) 885-3260 or drop by the library to register.

LIBRARY HOURS

Monday: 10-5
Tuesday: 10-5
Wednesday: 10-6
Thursday: 10-5
Friday: 10-5
Saturday: 10-4
Sunday: Closed

CONTACT

(604) 885-3260
info@sechelt.bclibrary.ca

SOCIAL MEDIA

For more exciting information and photos, follow us on social media.

@secheltlibrary
@secheltlibrary
@secheltlibrary

Did You Know?

Did you know: High Carbon Dioxide levels can cause headaches and fatigue? The Sechelt Public Library now has portable **Carbon Dioxide monitors** you can borrow to test CO2 levels in your home!

Did you know: The Sechelt Public Library can put together a **"Surprise Me"** package just for you? One of our knowledgeable reference librarians will prepare a collection of books or other items based on your tastes and interests.

Did you know: The Sechelt Public Library has several talking book **Daisy Players** for patrons with difficulties reading regular print? Visit the library and speak with Janette, our Accessibility Specialist to find out more.

Did you know: As people age they lose brain elasticity? The Sechelt Public Library now has several **Playaway Brain Game** tablets you can borrow to help keep your brain young and fit!

Did you know: **Graphic novels** are not just for kids? The Sechelt Public Library has a collection of illustrated works from a wide variety of authors including, Diana Gabaldon, Louis L'Amour, and Margaret Atwood.

Did you know: The Sechelt Public Library has more than **20 volunteers?** Their tireless efforts contribute tremendously to what makes the Sechelt Public Library such a great place to work and visit.

ONE-ON-ONE SUPPORT

Genealogy Tutoring FREE
Curious about your history? Want to discover your family tree?
Appointment with Teresa required.

Tech Assistance FREE
30 minute one-on-one sessions with our local tech expert.
Appointment with Jason required.

Repair Café FREE
Saturday, June 10, 10:30-2:30
Free, while you wait, repair to domestic appliances and devices by volunteers from Gibsons Repair Café. Basic mending of clothes also offered.

Accessibility Services FREE
One-on-one assistance with Daisy audio players, accessibility programs, and resources for individuals with visual impairments or other print disabilities.
Appointment with Janette Required.


FRIENDS OF THE LIBRARY

Book Faire
Fri, June 2 & 16 12:00 - 5:00 Community Room
Sat, June 3 & 17 10:00 - 4:00 Community Room
Sun, June 4 & 18 12:00 - 3:00 Community Room
Hosted by Friends of the Library.
Donations are limited to 1 box of great books on Friday and Saturday only, during Book Faire hours.



SECHELT LIBRARY
Space to think

June 2023 Program Guide




ADULTS

Card Making with Ruth
Thursday, June 8, 22 11:00-12:00
Community Room
Join Ruth Moore for a free card-making class! All supplies provided.
Limited Space - Registration Required.

Astronomy Group Meeting
Friday, June 9, 7:00PM-9:00PM
Community Room & Zoom
Presentation by Sunshine Coast Astronomy Club.

Dungeons & Dragons
Tuesday, June 6, 13, 20, 27, 5:30-8:30 Sechelt Library
Come and delve into the fantastic stories of Dungeons and Dragons. Join our group for exciting adventures in imagination every Tuesday. Call or email the library to register.
Registration Required.

Stitchin' 
Monday, June 5, 12, 19, 26 11:30-12:30
Community Room or Foyer
Bring your knitting/crochet/stitching project and enjoy a friendly stitchin' session with other crafters. **Drop-Ins Welcome. Please note the new start time of 11:30**

Chair Yoga
Monday, June 12, 19, 26 1:00 - 2:00
Zoom & In Person
Join Carole Logtenberg for this gentle form of yoga. **No Class June 5. Please note the new start time of 1:00**

Note Carole Logtenberg of Coast Yoga will be leading the class in June and August, there will be no classes in July.

Ukulele Jam
Thursday, June 1, 8, 15, 22, 29 1:30-3:00
Community Room
Fun ukulele jam for all levels.
Drop In. Other Instruments Welcome.

Very Beginners Ukulele: 8 Week Course
Thursday, June 1, 8, 15, 22, 29, 12:00-1:00
Community Room
Jill Shatford continues the last 5 weeks of her 8 week course for new beginners. Each week will build on the previous week, please only join if you can commit to the majority of classes.
Limited Space - Registration Required

Non-Fiction Book Club: Phyllis Dyson Author Visit
Tuesday, June 8, 4:00 - 5:00 Community Room
Local author Phyllis Dyson will be joining us for a discussion of her memoir, *Among Silent Echoes*. Anyone is welcome to join this special book club event. **Registration Required. Please note the start time of 4:00 for this week.**

General Fiction Book Club
Tuesday, June 13, 11:00-12:30 Community Room
Read *Original Prin* by Randy Boyagoda in preparation for the next book club meeting on the 2nd Tuesday of the month. **Registration Required.**

Mystery Book Club
Tuesday, June 20, 11:00-12:30 Community Room
Read *Couple at Number 9* by Claire Douglas in preparation for the next book club meeting on the 3rd Tuesday of the month. **Registration Required.**

Men's Book Club
Tuesday, June 27, 1:00-2:30 Rockwood
Read *Land* by Simon Winchester in preparation for the next book club on the 4th Tuesday of the month. **Registration Required.**

Writer's Studio Writing Consults
Saturday, June 10, July 8, 12:00, 1:00, 2:00
Room of Requirement
Free 45 min consultation with Jocelyne Gregory MFA, on seven pages of your writing. Please provide the sample of your work 1-2 weeks prior to your appointment. **Registration Required.**

Ancestor Hunters
Tuesday, June 27, 10:00-12:00 Community Room
Interested in your family history? Come join our group of dedicated ancestor hunters.
Registration Required.

World Knit in Public Day
Tuesday, June 10, 10:30-2:30 Library Lawn
Bring your knitting, crochet, or stitching and join us outside for this annual event. Sunshine Coast Spinners and Weavers Guild be available to help beginning knitters with instructions and support.
Drop Ins Welcome

CHILDREN & TEENS

Dungeons & Dragons
Tuesday, June 6, 13, 20, 27, 5:45-8:00 Sechelt Library
Come and delve into the fantastic stories of Dungeons and Dragons. Join our group for exciting adventures in imagination every Tuesday. Call or email the library to register. **Registration Required.**

Spring Family StoryTime
Saturday, June 3, 17, 24 10:30-11:00
Children's Area.
Recommended for families with children 5 and under. Join us on Saturdays for a drop-in Family Storytime for books, songs, and play.
Drop-Ins Welcome. No StoryTime June 10

Teen Anime Club
Friday, June 9, 23 3:00-4:50 Community Room
Join us to watch anime and discuss manga. Snacks provided! Ages 9-18. The content is rated PG13 or TV14A. **Registration Required.**

Youth Book Club
Wednesday, June 14, 3:30-4:30 Teen Area
Read *Stick Dog* by Tom Watson and discuss it with us. Snacks provided! Ages 9-12. **Registration Required.**

Kids Card Making
Saturday, June 24 2:00 - 3:00 Community Room
Local card-making buff Ruth Moore, will be leading this card-making and crafts class. Supplies provided, call or email to register.
Registration Required. Ages 4-8

Summer Reading Logs
Wednesday, June 14, Library
BC Summer Reading Reading Club 2023 logs will be available June 14. Please be sure to pickup your reading log and mark your progress. The medal ceremony will be held August 16 with special guest, Pico's Puppet Palace.
Registration for Summer Reading Programs opens June 14.

Pride in the Park
Sunday, June 4, 12:00 - 5:00
Mission Point Park, Davis Bay
In partnership with the Sunshine Coast Literacy Coalition, we will be at **Pride in the Park**. Come visit our table to create a personalized button and try our mini photo booth. **All Ages Welcome**

Siyiyaya Days
June 21 - July 1
We are working on an event for Siyiyaya Days please watch this space or check our website for more details.



8. Pride in the Park

The Sunshine Coast Literacy Coalition, which Sechelt Library is a very active member, is participating in the Pride in the Park event taking place June 4, 2023 at Mission Point Park in Davis Bay (as noted in the Program Guide). This has taken much planning! Amongst the many tables, tents, events and performers, the Literacy Coalition table will be generously offering photo taking, bracelet making and personalized button making for the crowds to take part in.



9. Library Technology Projects Planned

We have three major projects for the upgrading of library technology over the next three months:

1. Router upgrade (currently in progress)
2. WIFI upgrade (planned for June)
3. Server upgrade (planned for July)

Router Replacement Update:

The Sechelt Public library has, for several years, used a Ubiquiti branded router to handle both the Staff and the Public network.

On May 4, 2023 the router experienced an error and corrupted the DHCP system.

DHCP is the system that assigns IP addresses to devices on the network, without those IP addresses the network is unable to route traffic. This results in computers, tablets, smart phones, and other devices unable to access the internet, printers, or each other. The issue occurred on the Public network side and Staff were unaffected.

After determining the issue, the DHCP system was rebuilt and the Public network began to function as expected. This event created doubt about the router's future reliability, and the decision was made to replace it.

After researching options, a new TP-Link brand router was selected and ordered. TP-Link routers have a very good reputation for reliability, features, and will integrate well with the planned Wi-Fi upgrade project.

It was determined that installation and configuration of the new router would be a two-man job, and needed to happen after hours when the library was closed. Taylor Howden, who has done tech work for the library for a number of years, was asked to assist.

On Monday May 15, 2023 Jason and Taylor began the process of installation. While initial results were positive there was some difficulty in specific details concerning separating our Staff and Public networks. After several hours the decision was made to temporarily install the old router.

After specific technical details were researched and evaluated, a second attempt was made but results were still not optimal. Taylor and Jason are working with the manufacturer to ascertain where the issues are lying and another attempt will be made soon.

10. Sechelt Library and Gibsons Library Meet

On Wednesday May 17th, the Library Director and Board Chair from both libraries met over coffee and had a great conversation about all things library related. It was a good chance to meet in an informal way and have a discussion that related to operations, Boards, funding etc. It will likely be a quarterly get-together that will be enjoyed by all.

11. Patron Comments

May 1/23

Secrets Literacy

Thanks so much for your
help Jimmy - I wish you
all the Best

Destiny & Lib. is lucky
to have you.

Love, Simi

May 5/23 Patron commented on how much she's
enjoying our audiobook collection and how
happy she is her daughter got her onto
them. 😊

May 5 '23	A patron came in to look for a downloadable copy of an old manual. Gail helped her get on the internet on a public computer and Teresa helped her download and print the manual. She was absolutely thrilled and thanked them both profusely.
May 12 '23	A patron said that Jason is an asset to the library. He is so patient and helpful.
May 16 '23	A patron from Ontario (visitor) stopped to let us know that they took photo's of parts of library to show to their new librarians. Loved how our library is set up. (displays)

LEANNE ...

COMPLIMENTS TO JASON FROM LIS ...

She is a Patron with a strain injury and wanted you to know that Jason took her

RIGHT OUT OF OVERWHELM AND INTO UNDERSTANDING!

" Jason is BOTH a COUNSELOR AND TECHNOLOGY HELPER!

THANK YOU!! "

12. Libraries 101 – Library Book Supplier to our Sechelt Library Shelves

Sechelt Library purchases thousands of items throughout the year for our Library collection. These items are purchased from many sources such as, but no limited to:

- Library suppliers (eg. ULS, Library Bound, Raincoast etc)
- Publishers directly
- Local Book Store (Talewind)
- Audio suppliers
- Local authors
- Others

For purposes of this Library 101, we will focus on Library Suppliers:

Pre-pub:

When we purchase from a Library Supplier, we are purchasing what we call “pre-pub” as in books that have not been officially published yet aka pre-publication.

Advantages:

There are inherent advantages to purchasing pre-pub through a library supplier. The big two, amongst many other reasons, are cost savings and customized cataloguing services.

Library Suppliers:

Our two main suppliers are United Library Service (ULS) for books and audio, located in Calgary/Burnaby and Library Bound, for DVDs and Video Games, located in Waterloo/Vancouver.

Hotlists:

4 times per year, official “hot-lists” (booklets of pages and pages) will be sent to us from Library Suppliers as to what pre-pub (3-4 months prior to publication) books are now on the “hot list” and in the (publication route for that season. 6 times per year, we also receive what is called “Superforthcoming” lists which are the pre-pub (current and next month publication) books that are not on the “hotlist” plus all kids books. The process of choosing from the hundreds of books on these list takes much research, consideration, knowledge of our current collection and patron knowledge – sometimes full time for weeks for each hotlist. There are time constraints and ordering deadlines with all of these. Once the deadline has passed, those books can no longer be purchased in this way. When the annual budget has not yet been fixed, such as where SPL is right now, this makes your annual purchasing allocations (\$) for each hotlist a guessing game and the benefits of ordering this way cannot be optimized.

Catalogue record:

Official catalogue records are created for every book published. The organizations that would create the catalogue records for most of the books we purchase are the Library of Congress and Library and Archives Canada.

A catalogue record is an official record of the metadata of a book or other item such containing such details as name, title, subject analysis, subject headings, classification numbers etc.

The process of cataloging involves metadata encoding using MARC (machine readable catalogue format) record production system language, for ease of future searchability, in four major activities:

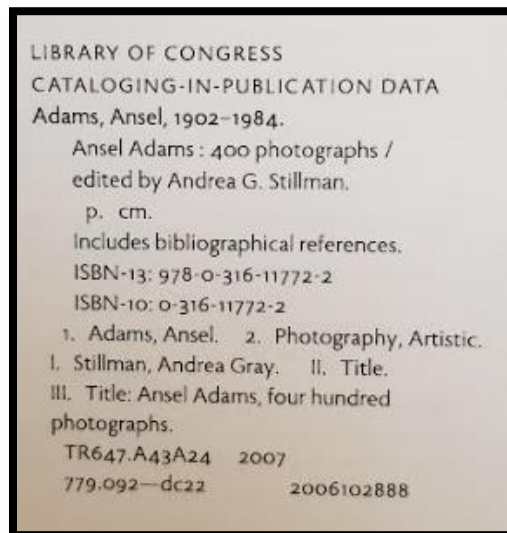
Descriptive Cataloging: attributes of a library item, such as author/s name, contributor/s, title, edition, publisher, distributor, date, number of pages, its size, name of series, etc.

Subject Cataloging: what is the subject heading that best describes this book using controlled vocabulary or subject headings from pre-established systems such as the Library of Congress or Dewy Decimal System.

Authority Control: a standardization of the way author name/s are recorded and other data about those authors such as date of birth, date of death, other books they have written as well as contributors, illustrators, translators, etc.

Subject Classification:

Assign a Dewy Decimal Number and Library of Congress classification number based on subject.



Library Suppliers and Cataloguing:

One of the benefits, as mentioned above, of using a library supplier is that the books we purchase come with “cataloguing” already done. Library suppliers have special access (\$\$\$) to official databases (such as OCLC) of original catalogue metadata and bibliographic records for each book or they can create the original catalogue records themselves although not all suppliers can do this.

Only 4 of our staff are trained and thus authorized to do original cataloguing. Such items as ukulele, STEAM kits, carbon dioxide detectors, soon to be cognitive care kits, donations, local authors, etc.) must be catalogued internally. This is a very timely process and can only be done by library technicians professionally trained in this area.

Our team also checks the cataloguing on every book that is received from a library supplier and adjusts accordingly. Sometimes the supplier makes errors. Cataloguing records, in general, come with the basic metadata required so such things as adding additional subject headings can be common because our cataloguing technicians know how our patrons will search. Adjustments for books in a series may also require changes or call numbers can be changed. Many libraries wait for Sechelt Library to either create original catalogue records or fix existing ones and then copy those records for their own library because they know our Sechelt team (Rose, Janette, Teresa and Beth) is very astute and thorough with this process

Cataloguing - and other customization benefits:

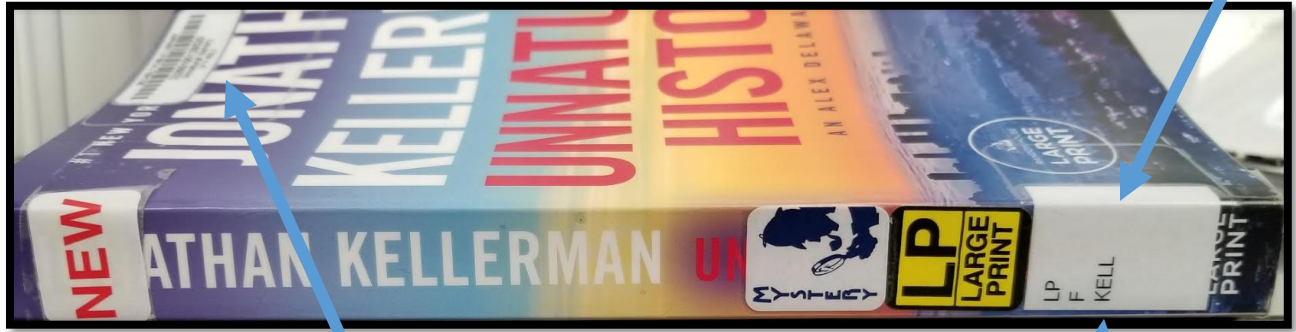
Besides the original cataloguing already being done, a library supplier can customize other aspects for each library, tailoring to the specific and unique needs of each library for shelving locations, spine labels and call #s. For example, we have a Biography section and some don't, we use a FN designation for First Nation and many don't, we keep Easy Readers level 1, 2 and 3 as a shelving location designation – and many don't, we use F for fiction and some use FIC – etc. Sechelt Library gives the Library suppliers a very specific predetermined profile set-up which should make customizations at the library supplier level accurate to our needs. But, every book that comes in with pre-cataloguing done, still has to be checked by our team. The additional benefit is that this customization from our pre-setup profile will also indicate to the library supplier how we want our spine labels to look (font, size, information order). You will notice that a book from each library looks slightly different.

Additionally, we now have Library Suppliers put our barcodes onto the book before it is shipped to us. This wasn't always the case as we used to do it ourselves. A cost benefit analysis was done and it was more cost effective to have the Library supplier do it for us. In the last year we also had our DVD supplier, Library Bound, also put bar codes on as the additional cost outweighed the staff time necessary.

When a book arrives at Sechelt Library:

1. Rose will receive the order and check against invoice inside box. All purchase categories (book, CD, DVD and video game, must be categorized as we keep track very separately for our financial statements.
2. Rose, Teresa and Janette will check cataloguing records for accuracy. If any discrepancy, the book must go back to Rose who will then create an amended spine label.
3. Rose, Teresa and Janette will put bar codes (if not done already) and RFID tags on every book
4. Rose will oversee and advise our special volunteer processing team (only 3 long time volunteers, Terry Fjaagesund, Diana Loftstrom and Betty Thompson) which Genre sticker should go on, if it is NEW designation, if it is Large Print – so they know how to process properly. Volunteers are allowed to do this and step 5 in our Union contract.
5. Our special volunteer processing team will then mark out and cut special laminate protective material to cover the jackets all softcover books. This is quite a technically specific process.
6. Special volunteer team will stamp “Sechelt Public Library” on the first page, title page as well as page 101 (or page 33 if book doesn't have 101 pages)
7. Rose, Teresa and Janette will now officially “check the book in” and the computer record status will change to “available”.
8. Our staff will now shelve the book in its proper location (most at this point will go in NEW) – or the book may already be on hold for someone and will go to the holds shelf.

Library supplier will put on this spine label - dewey decimal classification

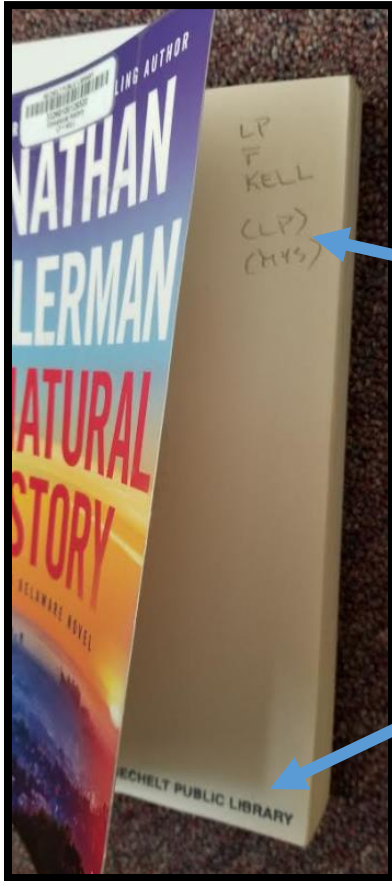


“NEW” designation sticker barcode Genre Sticker Special Shelving Location

This part (the four letters of the authors last name) is called the “cutter”. Sechelt Library uses 4 letters but most libraries use 3.

Some examples of Genre stickers and Special shelving location stickers (we have many many more):





Rose's marks in these indicators so volunteers know which genre and shelving location stickers to put on

Sechelt Public Library stamp put on 1st page, title page and page 101 (or page 33 if the book has less than 101 pages)