

**Director's Report**  
**Sechelt Public Library**

**November 30, 2023 – January 31, 2024**

**By Leianne Emery**

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## 1. Cover Photo

A photo taken on January 23, 2024 showing some of the flooded area at Sechelt Library. The garbage bags you see are ceiling drywall and other waste materials awaiting removal from the library. The Dusty Road Dump closure delayed removal. The photo is dark because all the ceiling tube lighting was destroyed. More discussion during the Board Meeting.

## 2. Highlights for December and January

- Guest speaker invited to speak with staff - Jill from Arrowhead (given library tour, shown knitting for those in need project and seed station)
- Guest speaker invited to speak with staff - Loic from Work BC
- FOL party
- Bev Shaw honorary book display
- Knitters and weavers knitting for those who need
- CVITP (organized but possible start date delay)
- Service Canada and CRA SuperClinic (organized but necessary and hopeful date change)
- Changes to SCR D Transit Tickets
- Library Book Return Bins
- Elder College partnerships (Revolutionary Europe – Teresa contributed)
- Elder College partnerships (British genealogy – Teresa teaching)
- Insurance Evaluation Levels (Aon) for 2024
- Funding and Service Agreement
- Literacy Coalition Event for Literacy Week - Penny Pom Pom and Faie the Garden Fairy
- Wonderbooks being processed and catalogued (display and preview at Board Meeting)
- Cognitive Care Kits still being processed and catalogued (display and preview at Board Meeting)

## 3. Funding and Service Agreement

Further to the revision and completion of the Funding and Service Agreement for Sechelt Public Library, please note the following status for all local government funders.

Besides general information, we are also looking to address the following:

1. obtaining all signatures on the F+S Agreement
2. collecting outstanding payments from the SNGD

**Sunshine Coast Regional District:**

- new F+S Agreement passed through council in November 2023
- F+S Agreement is ready to be signed
- 2023 payments = all received
- 2024 Q1 payment = received

**District of Sechelt:**

- new F+S Agreement passed through council in January 2024
- F+S Agreement is ready to be signed
- 2023 payments = all received
- 2024 Q1 payment = received

**SNGD:**

- do not know if new F+S Agreement has passed through council
- 2023 2nd payment = had not received by Dec 31, 2023 - still owed \$9505
- 2024 1st payment due January 12 = not received - still owing \$8944
- January 19, 2024 received \$9,164 but do not yet know what this applies to

## 4. SCR D Appointments to the Sechelt Library Board

The SCR D notified us that for 2024, the official representatives to our Sechelt Library Board are as follows:

SCR D Board Representative = Director Justine Gabias

SCR D Alternate Representative – Director Kelly Backs

We are pleased to have Director Gabias with us once again as the SCR D representative.

## 5. Current Flood, Restoration and Service Update

### Sechelt Library

#### Flood, Restoration and Service Update

Wednesday January 24, 2024

#### **The Flood:**

Early morning Wednesday January 17<sup>th</sup> extensive flooding was discovered in our library building. Water was pouring in from the ceiling most of that day. The actual cause is under investigation by the District of Sechelt.

#### **Damage:**

The flood affected the District of Sechelt on the second floor and the Sechelt Library on the main level. Floors, ceilings, walls, electrical systems, lighting, equipment, furniture and parts of our library collection were all impacted by the water damage. District of Sechelt building maintenance staff alerted us very early Wednesday morning and library staff who were able to travel to the building through the snow, worked diligently all day to move everything possible out of danger. What was in the front of the library is now “stuffed” into every nook and cranny in the back half of the library. These efforts saved most of our collection, artwork and equipment from further damage. The building foyer and public washrooms were also impacted.

#### **Restoration:**

Coast Wide Restoration was onsite immediately to work with the District of Sechelt and the Sechelt Library. Their professional restoration crews are working diligently to make the space safe again for the public and staff. The three main areas are: floors, ceilings and walls.

#### **Floors:**

- Water was “raining” from the ceiling, pooling all over the front of the library and flowing down the ramp into the children’s area. It continued to drip from the ceiling most of the flood day.
- Restoration work was ongoing for three days to dry the carpets. Further cleaning and antimicrobial treatment will be done

#### **Ceilings:**

- Severe water damage occurred to drywalled ceilings in the entire front half of the library, the foyer, the hallway and public washrooms. Those ceilings have now been completely removed. Lighting systems were also destroyed.

#### **Walls:**

- All shelving was removed from walls in order to assess moisture damage. Some walls showed visible damage and all showed moisture readings. Restoration work is being done to eliminate any moisture and repair all damage.

## **Library Services:**

### **Anticipated Closure Duration:**

At this point, we anticipate being closed for at least 4 weeks. This timeline may change and we will advise when more is known.

### **Library Hours:**

Although public access to the library is not possible during the restoration process, our staff will still be available via email and phone from 10:00 to 5:00 Monday to Saturday. Hold pickup will also be between 10:00 to 5:00 Monday to Saturday staff entrance door located at the back of the library.

### **Book Drops and Item Return:**

Book and item return will also be possible from 10:00 to 5:00 Monday to Saturday. Please return your library items to a staff member at the back staff entrance door. Please ring the bell! Our book drops at the front entrance will remain closed. No fines will be incurred during our closure. Although items can be returned at this time, all due dates will be extended until we re-open.

### **Order and Pick-Up of Books and Library Items:**

Our library staff have now extensively reorganized the “stuffed” back half of the library and, as such, we can now physically access most of the library collection – although not all as some parts of the collection remain “unreachable”. This means that library patrons can place a “hold” on most items in our library catalogue (books, DVD’s, magazines, ukuleles, STEAM kits etc). Interlibrary loans will also be available. When your “hold” is ready, we will be calling each patron with instructions for pickup. To serve our Pender Harbor patrons, we will continue with the free weekly courier service between Sechelt Library and the Pender Harbor Reading Centre. This applies to Sechelt Library items only.

### **Membership Renewals:**

All memberships expiring in January and February will be extended to April 1<sup>st</sup>. If you have any concerns, please call us.

### **Online Services:**

Online services remain available.

### **One on One Appointments:**

All one-on-one assistance appointments, including technology, genealogy, accessibility and exam invigilation are cancelled until further notice. We are assessing options going forward.

### **Programs and Events:**

January programs and events have been cancelled. After weighing options for February, we have now made arrangements for a limited number of programs to take place at other facilities and all those already registered will be notified.

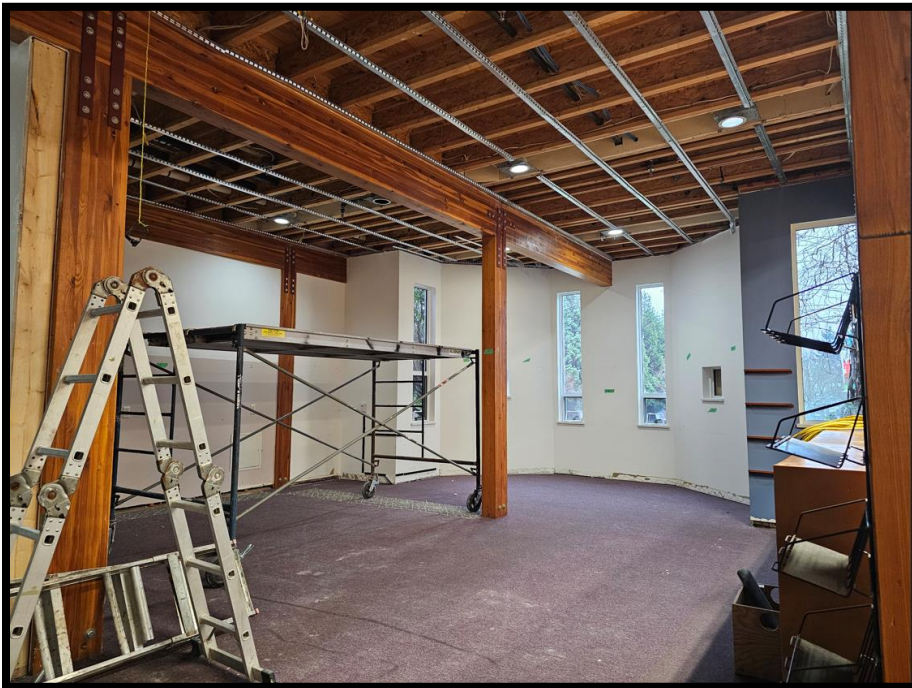
### **Book Faires (Friends of the Library)**

Unfortunately, it was necessary to cancel the February 16-18 Book Faire. We know this will be a disappointment to many!

**Updates:**

We will be updating all our social media, website homepage, phone messaging and outdoor signage on book bins and entrance doors when new information becomes available.

**Photos:**





We understand the inconvenience this has caused to our patrons. Please know that we are working diligently to restore our library to a safe condition as soon as possible.

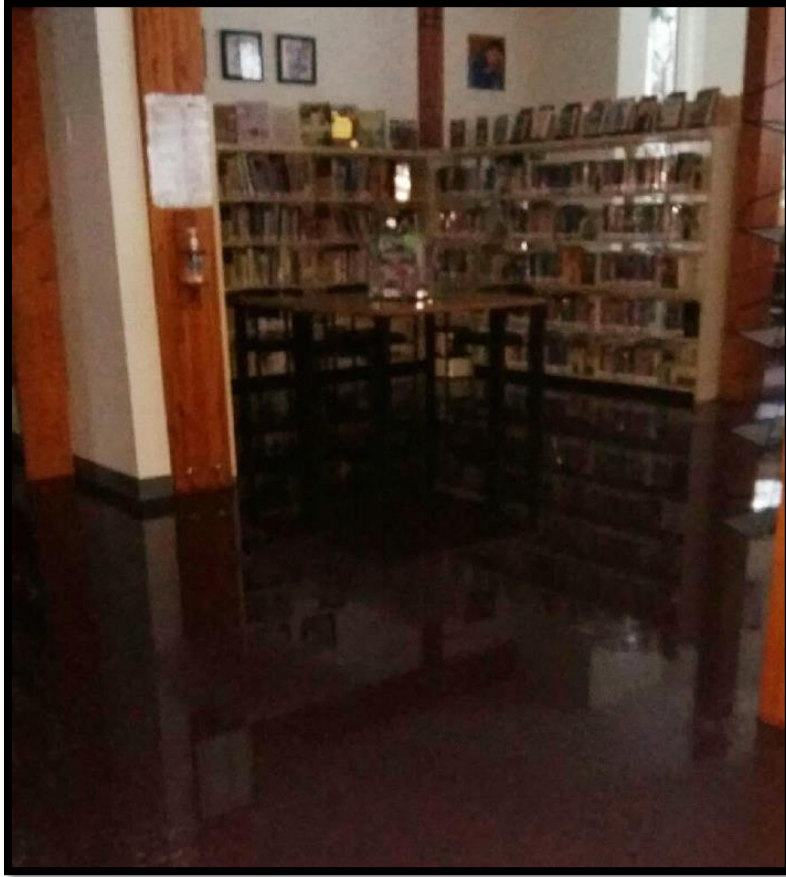
Thank-you,  
Sechelt Library Staff

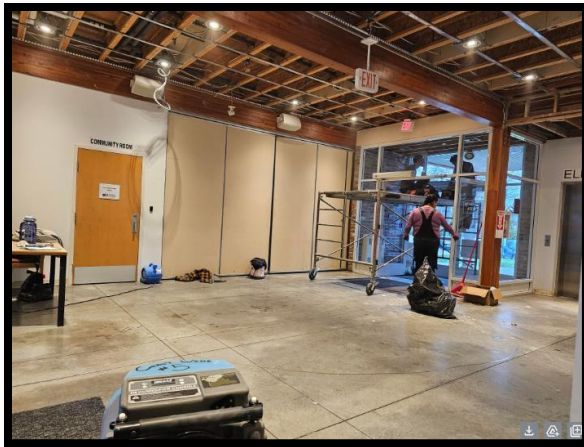
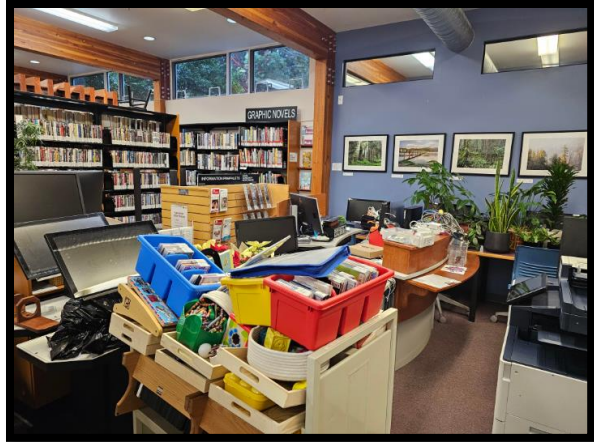
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## 6. Other Flood and Restoration Photos





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## 7. Photo Gallery - activities December 2023 and January 2024



*Book Return Bins – shipped to us with wrong labels*



*The Giving Garland*



*Another School Tour for Sam!*



*Santa Visits Sechelt Library*



*Charles Dickens "A Christmas Carol" Reading by Richard Austin and Micheal Oswald*



*Cookie Decorating fun!*



*Puzzle Club with Charlotte*



*Literacy Coalition event Jan 26<sup>th</sup> at Roberts Creek Hall - Penny Pom Pom and Faie the Garden fairy*

Director's Report

## 8. Cognitive Care Kit #1 – a Preview and Demonstration

During the Board meeting, we will have two of our completed cognitive care kits for our Library Board to see. We will have a conversation about their creation, the packaging and what goes into the actual cataloguing and processing of these kits.

Some documents we will be discussing are as follows:

1. The Cognitive Care Kit label
2. The Loan Agreement
3. Checklist for Return
4. Example of some content labelling
5. Cognitive Care Kit Summary for inclusion in each kit

# Cognitive Care Kit #1

For support of people living with  
dementia or cognitive loss



Sechelt Public Library

## LOAN AGREEMENT



### Cognitive Care Kit #1

33260000577776

## LOAN AGREEMENT

The Sechelt Public Library lends Cognitive Care Kits to library patrons based on the following:

### LOAN PERIOD

21 days

### RENEWALS

One renewal is available

### RETURN LOCATION

Circulation desk inside the Library

### ADVANCE BOOKING

Holds are available

### LATE FEES FOR COGNITIVE CARE KITS

Overdue fines of \$5 per day will be charged up to a max of \$15.

### REPLACEMENT AND DAMAGE

The borrower agrees to assume all legal liability for the cost of replacement in the event of loss due to theft, damage, negligence, or misuse. Any equipment malfunctions should be reported immediately to Sechelt Library staff at (604) 885-3260.

### REPLACEMENT FEES

#### Books:

1. 1950's television / Gail Elliot (spiral bound) ISBN 9781926511122 \$23.11
2. Anne with an "E" / Gail Elliot (spiral bound) ISBN 9780988146693 \$23.11
3. Ireland: the emerald isle ISBN 9780991846771 \$10.11
4. Let's chat!: everyday conversation prompts for older adults (spiral bound) ISBN 9781926511283 \$18.11
5. Life on the farm / Emily Elliot ISBN 9781926511306 \$10.11
6. Picture book of baby animals ISBN 9781689938655 \$9.95
7. Pierre Elliott Trudeau: a Canadian legend / Jim Perretta ISBN 9781926511191 \$10.11
8. Times have changed / Gail Elliott (spiral bound) ISBN 9781926511023 \$23.11
9. Times have changed / Gail Elliott (paperback) ISBN 9781926511023 \$10.11
10. Watergate: the downfall of President Nixon / Gail Elliot (spiral bound) ISBN 9781926511153 \$23.11
11. Work it series: Best guess with trivia (spiral bound) ISBN 9780991846719 \$32.52
12. Work it series: Math master (spiral bound) ISBN 9781926511047 \$32.52
13. Work it series: Spelling quest (spiral bound) ISBN 9780991846719 \$32.52

#### DVDs:

14. Boots & hearts: Sing along with Susie Q \$38.09
15. Curious kitty UPC 612697153367 \$38.09

#### Puzzles:

16. Wooden block puzzle (40 pieces), Coogam UPC X001WERCS7 \$12.30
17. Train Sound Puzzle (9 pieces), Melissa & Doug UPC 000772007290 (Includes 2 AAA batteries) \$33.42.

18. Magnetic picture board: The Baking cupboard, relish. (Includes cardboard base with 15 pieces) UPC 704907286962 \$41.64.
19. Dementia Sensory Fidget blanket, dinosaur includes: 1 felt tote with 2 shoelaces: 1 red, 1 white; 26 velcro letters A-Z; 10 velcro numbers 0-9; 6 felt shapes: blue diamond, green circle, green star, pink circle, red square, yellow triangle; 1 blue felt page with green trim and zippered edge \$35.85.
20. Memory Cascades: 10 laminated conversation cards in box, Montessori for Dementia Australia DementiAbility Enterprises Inc. Canada \$28.11.
21. Mystery Bag Matching Activity includes 2 laminated templates, 1 cloth bag with 8 wooden shapes with curved edges, 1 cloth bag with 6 pairs of wooden shapes with squared edges, 1 instruction guide, 1 ziplock folder. Keeping Busy Inc. \$39.58.
22. Word Search Level 1, KeepingBusy UPC 850040556025 includes 1 Word Search Preparation sheet, 6 Level 1 Word Search boards, 1 Erasable marker \$23.53.
23. Word Search Level 1,2,3 KeepingBusy includes 3 laminated Word Search sheets Level 1,2,3, 1 Instruction pamphlet, 1 Erasable marker \$15.00.
24. Set of Tuovcek musical instruments includes 1 wooden castanet, 1 wooden shaker egg, 5 silver bells on leather strap with wooden handle \$5.82.
25. 6 Magnetic erasable whiteboard markers \$7.50.
26. 3 yellow foam balls with smiley faces \$2.93.
27. Sterilite ClearView Storage Box with lid \$19.25.



## Cognitive Care Kit #1

### Checklist for Return:

1. 1 Loan Agreement
2. 1 Cognitive Care Kit Summary
3. Book: 1950's television / Gail Elliot (spiral bound)
4. Book: Anne with an "E" / Gail Elliot (spiral bound)
5. Book: Ireland: the emerald isle
6. Book: Let's chat!: everyday conversation prompts for older adults (spiral bound)
7. Book: Life on the farm / Emily Elliot
8. Book: Picture book of baby animals
9. Book: Pierre Elliott Trudeau: a Canadian legend / Jim Perretta
10. Book: Times have changed / Gail Elliott (spiral bound)
11. Book: Times have changed / Gail Elliott (pbk)
12. Book: Watergate: the downfall of President Nixon / Gail Elliot (spiral bound)
13. Book: Work it series: Best guess with trivia (spiral bound)
14. Book: Work it series: Math master (spiral bound)
15. Book: Work it series: Spelling quest (spiral bound)
16. DVD: Boots & hearts: Sing along with Susie Q
17. DVD: Curious kitty
18. Wooden block puzzle includes 1 board, 40 puzzle pieces in ziplock bag
19. Train Sound Puzzle includes: 1 board, 9 puzzle pieces, 2 AAA batteries in ziplock bag
20. Magnetic picture board: The Baking cupboard includes cardboard base with 15 magnetic pieces
21. Dinosaur Dementia Sensory Fidget blanket includes: 1 felt tote with 2 shoelaces: 1 red, 1 white; 26 velcro letters: A-Z in bag; 10 velcro numbers: 0-9 in bag; 6 felt shapes: blue diamond, green circle, green star, pink circle, red square, yellow triangle in bag; 1 blue felt page with green trim and zippered edge in ziplock bag
22. Memory Cascades: 10 laminated conversation cards in box
23. Mystery Bag Matching Activity includes 2 laminated templates, 8 wooden shapes with curved edges in cloth bag, 6 pairs of wooden shapes with squared edges in cloth bag, 1 instruction guide in ziplock folder
24. Keeping Busy Word Search Level 1, includes 1 Word Search Preparation sheet, 6 Level 1 Word Search boards in cardboard envelope, 1 Erasable marker in ziplock bag
25. Word Search Level 1,2,3 includes 3 laminated Word Search sheets Level 1,2,3, 1 Instruction pamphlet, 1 Erasable marker in ziplock bag
26. Musical instruments include: 1 wooden castanet, 1 wooden shaker egg, 5 silver bells on leather strap with wooden handle in ziplock bag
27. Magnetic erasable whiteboard markers: 1 blue, 1 light brown, 1 dark brown, 1 green, 1 purple, 1 red in ziplock bag
28. Smiley face foam balls: 3 yellow in ziplock bag
29. Sterilite ClearView Storage Box with lid

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Cognitive Care Kit #1.18

Wooden Block Puzzle:

- a. 1 wooden board
- b. 40 puzzle pieces

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Cognitive Care Kit #1.19

Train Sound Puzzle:

- a. 1 board
- b. 9 puzzle pieces
- c. 2 AAA batteries

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Cognitive Care Kit #1.20

Magnetic picture board: The baking cupboard

- a. 1 board
- b. 15 magnetic pieces

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Cognitive Care Kit #1.21

Dinosaur Dementia Sensory Fidget blanket:

- a. 1 felt tote
- b. 2 shoelaces: 1 red, 1 white
- c. 26 velcro letters: A-Z in ziplock bag
- d. 10 velcro numbers: 0-9 in ziplock bag
- e. 6 felt shapes: blue diamond, green circle, green star, pink circle, red square, yellow triangle in ziplock bag
- f. 1 blue felt page with green trim and zippered edge

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Cognitive Care Kit #1.22

Memory Cascades

- a. 10 Conversation Cards

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Cognitive Care Kit #1.23

Mystery Bag Matching Activity:

- b. 2 laminated templates
- c. 8 wooden shapes with curved edges in cloth bag
- d. 6 pairs of wooden shapes with squared edges in cloth bag
- e. 1 instruction guide

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Cognitive Care Kit #1.24

Keeping Busy Word Search Level 1:

- a. 1 Word Search Preparation sheet
- b. 6 Level 1 Word Search boards in cardboard envelope
- c. 1 Erasable marker

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Cognitive Care Kit #1.25

Word Search Level 1,2,3:

- a. 1 Word Search Level 1 laminated sheet
- b. 1 Word Search Level 2 laminated sheet
- c. 1 Word Search Level 3 laminated sheet
- d. 1 Instruction pamphlet
- e. 1 Erasable marker

You will see these labels on the individual components in the kit as well as penna numbers and other types of labels. Labels are on literally on everything in the kit. Every single piece!

## Cognitive Care Kit Summary

### What are Cognitive Care Kits?

Cognitive Care Kits are now available through Sechelt Public Library as a unique and innovative resource for individuals living with dementia and/or other forms of cognitive loss. The kits are filled with a variety of books and activities that are designed to set the user up for success. These kits have been developed based on research that focuses on enabling abilities and engaging people in activities that are aimed at stimulating the brain and fostering social connection with others.

### Who can Borrow A Kit?

A caregiver to any person with dementia or cognitive loss.

### What are the borrowing rules?

3 weeks borrow time, 1 renewal, 1 kit at a time per person, late fee \$5 per day max \$15

### What do the Cognitive Care Kits Contain?

Each kit is filled with a variety of different resources that have been developed for people living with dementia and/or other forms of cognitive loss. We have put together our Cognitive Care Kits with one or more items in the following categories:

1. Large print books for reading
2. Working the Brain (Spelling, Trivia, Math)
3. Conversation Starters
4. Creative Arts
5. Games and Puzzles
6. Picture Books
7. Household Tasks



### How Do you Use the Kits?

Our Cognitive Care Kits were put together based on the DementiAbility Method which focuses on creating environments that support the needs, interests, skills/strengths and abilities of individuals living with dementia and other forms of cognitive impairment. Cognitive Care Kits are intended to assist caregivers in engaging people with dementia.

### How Do I know What to Choose from the Kit?

When contemplating what to choose from the Kit and how best to use it, ask yourself these questions based on DementiAbility's WOW method:

- **Who is the Person?** What did they spend their life doing? What was important to them? What were their interests and life's milestones?
- **Observations.** What are their triggers, habits, conditioned behaviors, needs, skills?
- **What will I now choose based on the above knowledge and observations?**

#### Tips to follow for a Positive Interaction.

- **Demonstrate** – one step at a time, keeping your instructions simple. Work from their dominant side, demonstrate and then ask the person to try. Sometimes people with dementia need help getting started.
- **Use the words "Would you"**(e.g. - "read this book") when introducing an activity as it clearly seeks their opinion, rather than asking about their ability. Avoid using words such as "Could you" or "Can you". People with dementia have learned they fail, and may automatically say "No". Use your observations to determine if the activity needs to be simplified - or made more difficult.
- **Ask for the person's input**, using the words, "Would you like to do this or this?"
- **Praise the person.** Words such as "well done", "good job" and "thank you" contribute to successful outcomes.
- **Redefine how you measure success.** For example, when they do trivia, math or spelling, consider saying "Well done" each time they select an answer, even if the answer is wrong.
- **Create a routine.** Select days and times for the person to engage in the activities. This adds predictability and something to look forward to.

#### How Best to use the Cognitive Care Kit Contents:

1. **Large Print Books for Reading**  
Select a book that would be of interest to that person. Ask, "would you like to read...". Take turns reading and prompt as needed. Discuss content. Provide encouragement and praise.
2. **Working the Brain**  
These books with laminated pages will involve spelling, word search, trivia and math. Begin with easy pages and then move to more difficult. The focus is on the engagement not on the correct answers. Please use the dry erase markers and clean with damp cloth when finished.
3. **Conversation Starters**  
Use the WOW method to guide your choices. Select questions that you think will stimulate discussions and memories. Conversation stimulates the brain and connects the person socially.
4. **Creative Arts**  
These contents include music videos, creative activities, musical instruments and others. If you have your own coloring books they would be great to use as well. Offer positive feedback and enjoy!
5. **Games and Puzzles**  
These will include matching games, word building games, sorting games and puzzles and are designed to maintain or enhance fine motor skills and keep the brain engaged and active. Praise any attempt at these games no matter the result. Present games as an exercise in teamwork. Ask for help in solving puzzles or sorting. Put matching pieces together so they are easier to recognize. Use phrases like "thank-you for helping me find that piece" and "I'm so happy that we can work together to solve this puzzle".
6. **Picture Books**  
Various picture books that can be used to discuss the pictures and start a conversation. Use statements like, "this reminds me of a beach we used to walk on" or "I love this shade of blue".
7. **Household Tasks**  
Although items in this category are not in our Cognitive Care Kits, you can find ways to engage people living with dementia. Ask for help with things like: folding towels, setting the table, sorting and matching socks and organizing kitchen items.

Thank-you for using one of Sechelt Library's Cognitive Care Kits and sharing the experience with others.

Sincerely,  
Sechelt Library Staff