



Services

- Browsing of all NEW items
- NEW Memberships and Account Updates
- Placing Holds
- Library Staff Assistance (in person)
- Newspaper Reading
- Study Area
- By Appointment:
 - Free Technology Assistance
 - Free Income Tax Preparation (if qualified)
 - Free Genealogy Help
 - Free Accessibility Services
- CRA/Service Canada Super Clinic (April 26th)

Trail Bay Mall
Mon-Sat 10-4



Main Location
During Flood Restoration

Services

- Staff Entrance:
 - Holds Pickup
 - Surprise Package pickup
 - Item Returns (Staff Entrance preferred but exterior book drops open)
- By Phone:
 - Library Staff Assistance
 - Appointment booking
 - Surprise Package Requests
 - Placing Holds

5797 Cowrie Street
Mon-Sat 10-5 (604-885-3260)

Director's Report
Sechelt Public Library

February 1, 2024 – March 6, 2024

By Leianne Emery

Table of Contents

- 1. **Cover Photo** 3
- 2. **Highlights for February** 3
- 3. **Funding and Service Agreement** 3
- 4. **Restoration and Service Update dated February 26, 2024**..... 4
- 5. **Strategic Planning**..... 15
- 6. **Building Remediation with the District of Sechelt**..... 15
- 7. **Book Bins**..... 16

1. Cover Photo

Out of flood restoration timeline extension necessity, the tale of two libraries: Sechelt Library and Sechelt Library Pop-up Edition!

2. Highlights for February

- Two new exterior book bins now in place
- CVITP first appointments on March 6, 2024
- Service Canada and CRA Super Clinic for April 26, 2024
- Funding and Service Agreement updates
- Sechelt Library Pop-up edition opens March 4, 2024 at 10:30
- Seed Library now full of seeds

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 now 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 signed
- 2023 payments = all received
- 2024 Q1 payment = received

SNGD:

- F+S Agreement signed by three parties was passed to the sNGD for last signature. Approval to take place at their council meeting March 6, 2024
- 2023 2nd payment = owed \$9505 but received \$9164 on January 19, 2024. Discussion and underway to resolve.
- 2024 1st payment due January 12 = not received - still owing \$8944

4. Restoration and Service Update dated February 26, 2024

When we requested an update on restoration timelines from Coast Wide Restoration, we were shocked. The original estimate of 2-4 weeks had come and gone and now the new timeline estimate was as you see it on the update below, ending us at somewhere between early May to Early July. We needed another plan beyond the current level of service we have already been offering. We brain stormed many ideas including onsite trailers but, in the end, some things would be solved and some would not. All other alternatives did not check all the “we need this” boxes. The Popup location concept did.

What we had been offering at the main Sechelt Library:

- Staff available via phone and at the library staff entrance Monday to Saturday
- Hold placing and holds pickup
- Surprise Package requests and pickup
- All Interlibrary loans (sending and receiving)
- Tech assistance via phone if possible
- Memberships in person and via online
- All tech assistance appointments (1 month worth) made prior to closing were caught up over two days at Rockwood with both Jason and Sam assisting
- All programs that had a current registration list were continued at Rockwood and Seaside if possible
- Returns initially at the back staff door (but we have since opened up the new exterior book bins)

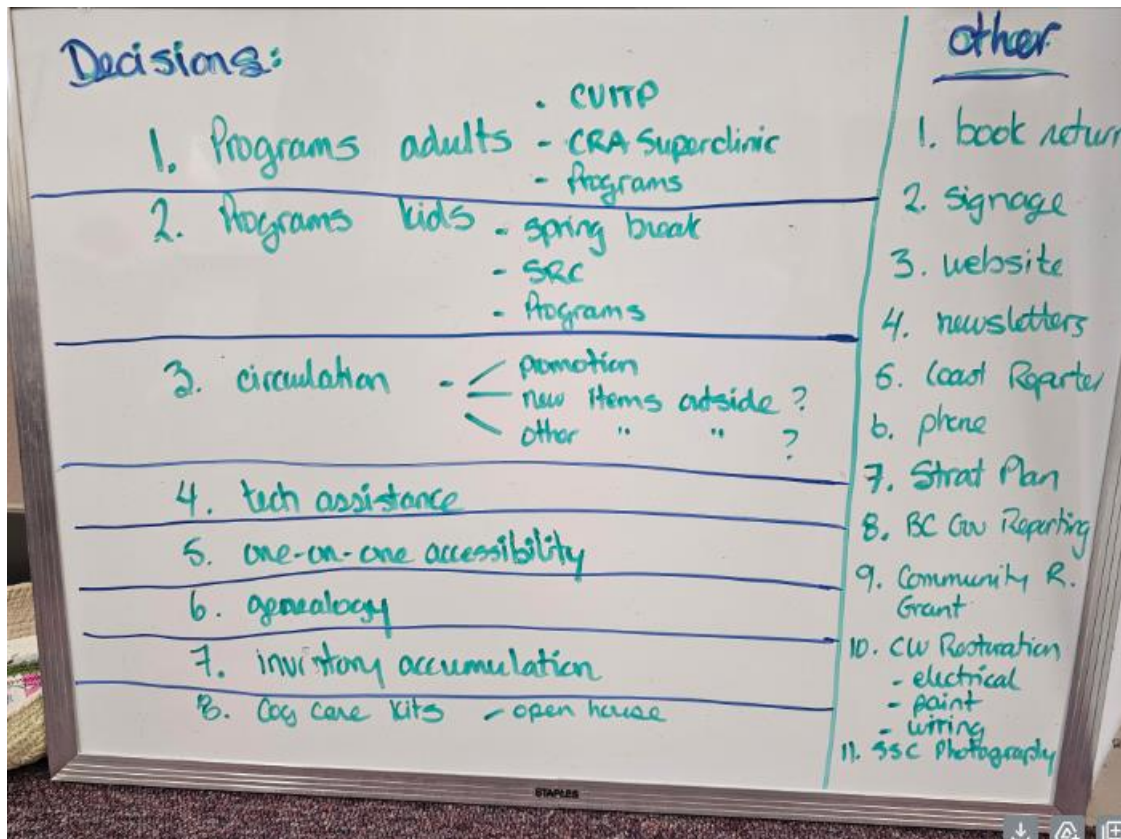
Things that would suffer if we could not come up with another plan:

- No CVITP (tax) appointments
- No tech assistance
- No CRA Service Canada Super Clinic (April 26)
- Circulation limited (shelves already too full and books on the floor) (was approx. ½ of normal)
- Not all programs could not continue at Rockwood and Seaside
- No staff to patron in-person contact
- Out of sight out of mind

Pop-up logistics and considerations included:

- Lease agreements
- Insurance
- New phone lines
- New wifi lines
- Wire rerouting
- Moving company agreements
- On site cleaning
- Security
- New interior store signage
- Marketing signage
- Pop-up layout
- Store front signage
- Staff desk signage
- Staffing – can we do this?

Some of the decisions and brain storming that went into the Popup creation:



① naming

- Sechelt Public library
- Pop up / edition
- V2
- Browsing Station
- new item browse

② What to take over?

- location
- diversifying any collection - how did that work?
- new only?
- shelving
- pamphlets ← low community new to BC

CAF. 5

- "New" 1
- Juvenile fiction 2
- book clubs 2
- med. cuts 2
- Cataloguing shelf 1
- pocketbook shelving 1
- DVD rack -

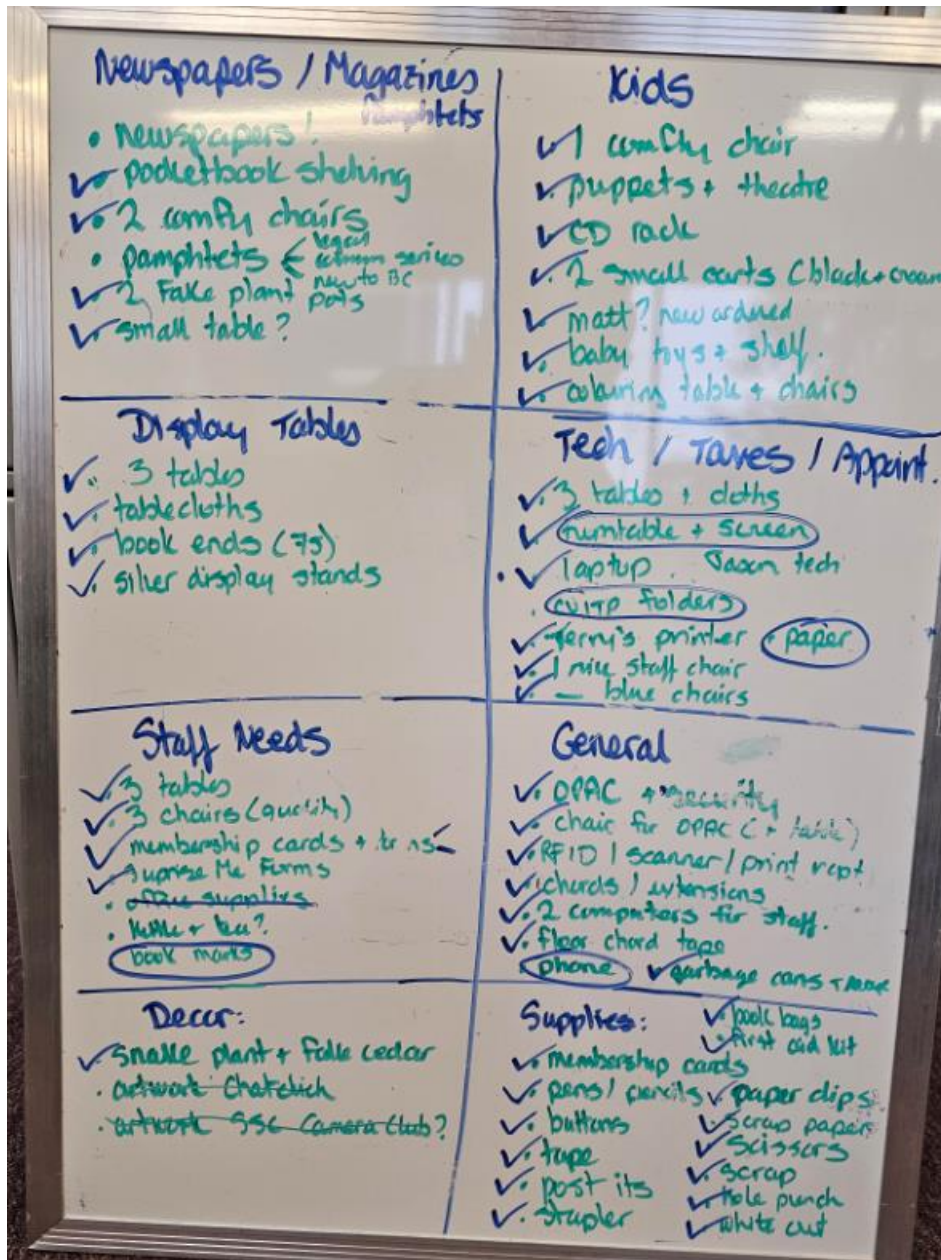
even figuring out what book furniture we could take was challenging as everything we have in the library is full to capacity of a mix of book types. We used 100 x 2cube size boxes to make this happen!

How and how often we move books and items back and forth? Returns to each location/ ILL lists / holds / surprise packages / supplies?

“What” to take over was more complicated. We had to be able to identify both visually and library catalogue wise what items were located at Pop-up and what items were at main library. At first, we decided we could take all NEW books and items, 1-2 years-worth of magazines and some kid and teens. In addition, we decided to take ALL book clubs books over as they are an easily identifiable shelf location. You will notice that everything at Pop-up has a “New” sticker or a “Pop-up” sticker. These are easily identifiable when we need to find a book or return a book amongst the 100’s we move every day. In the library catalogue, all items that were not already in a “NEW” shelving location had to individually be changed. As well, identifying marks such a “POP UP” spine labels had to be placed on.

③ 10-1:	Bring BB1 • newspapers + BB2 • new supplies • new returns • new	Down at Pop-up:	Bring Back + end of shift • print pull + bring back pull items • hand over keys to pop shift • any returns we had to take back
① runner:		• print pull • find • bring BB1	• bring pull items back on BB
③ 1-4:	• new supplies • returns • BB1	• print pull at 3:30	• bring back keys • bring back pull items

BUY:		to POP-UP	to library
2 tubes	PULL LIST TIMING	10-1 bring BB1 + BB2 over	BB1
2 clothes		runner	BB2
		10-1	BB2
		1-4 BB1	BB1



Out to-do lists to get ready for staging completion.

The move:

Tuesday Feb 27

Telus day and technical enhancement to the space day (can't wait to see this invoice)

Wednesday Feb 28

Len Wrays moved everything we had sitting in our “staging area” into the Popup location

Thursday Feb 29 and Friday March 1:
Set up and perfecting space

Monday March 4

Storefront signage was installed as well as Library desk “Information” signage. Sechelt Signs made our signs up in 1 day especially for us. Some more perfecting, including addition signage, and safety mats for the patrons sitting at the Circ and reference desks with wheeled chairs. Our main library is carpeted so it is not an issue here. After all the signage was changed from “Sechelt Library Pop-up Edition Coming Soon”, we opened approximately 10:30 am. Patrons were **very excited** and we heard positive comments from everyone all day. Many were in to take photos and put on social media. Approximately 150 people came in on our unannounced soft opening day.

Tuesday March 5

Discussions about staffing (which is challenging).

We also worked today on creating a staff area in the back of the Pop-up for staff breaks. Thankyou Jessica for the mini frig!

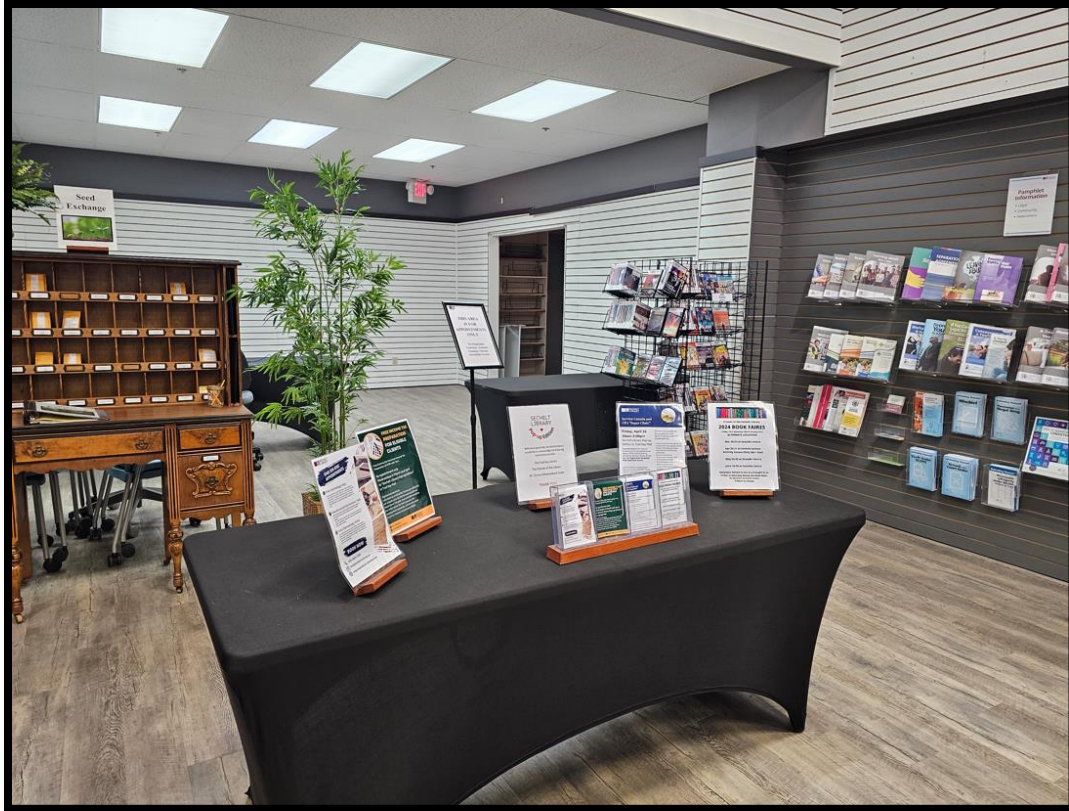
Refining of Seed Station (now filled) and associated paperwork.

Design firm in the Trail Bay mall also came in and took photos for social media.



Director's Report

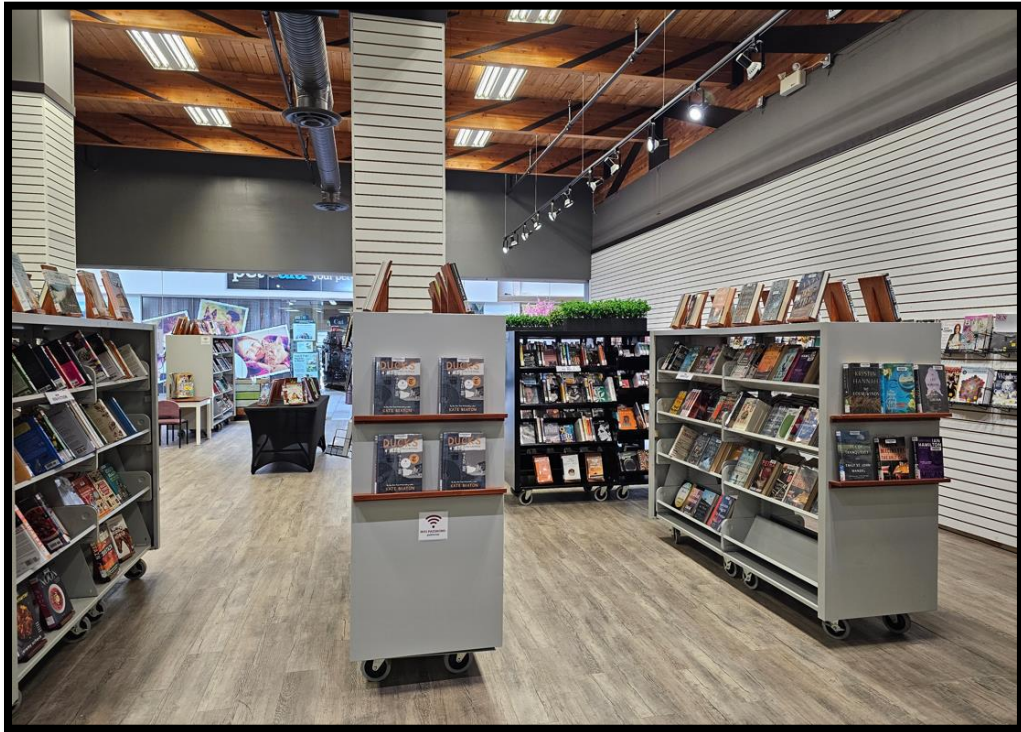
February 1, 2024 – March 6, 2024 Page | 8



Director's Report



Director's Report





Director's Report

February 1, 2024 – March 6, 2024 Page | 12

Sechelt Library

Restoration and Service Update

Monday February 26, 2024

Restoration Process:

As a result of the building flood which occurred on January 17, 2024, Coast Wide Restoration is overseeing the restoration process for the Sechelt Library, the public washrooms, the building foyer and the District of Sechelt spaces. This process involves many stages:

1. Immediate remediation (complete)
2. Building Insurance authorization process (can vary greatly from 2 – 8 weeks)
3. Insurance Finance and Supply Purchasing (approx. 1 week)
4. Building Restoration (approx. 4 weeks)
 - a. Ceilings
 - b. Electrical
 - c. Lighting
 - d. Drywall
 - e. Painting
 - f. Baseboards
 - g. Carpet cleaning and anti-microbial treating
 - h. Shelving and attachments
 - i. General Cleaning
5. Pop-up Library moving back to main library (1-2 weeks)
6. Re-organization of Library (work done by library staff) (1-2 weeks)

Anticipated Closure Duration:

From February 26, 2024, we anticipate approximately 9 – 17 weeks before re-opening (early May to early July). This timeline is still subject to change.

Creative Solution:

Our new restoration timeline necessitated a creative solution in order to serve our community and accommodate some important patron services. We will now have two locations to service our community with select services at each.



Director's Report

SECHELT LIBRARY

Pop-up  **Edition**

With much gratitude, the Sechelt Library
would like to acknowledge the following
community partners:

The Trail Bay Centre

The Friends of the Library

BC Library Enhancement Grant

THANK YOU!

5. Strategic Planning

Sechelt Library Board and senior library staff will be meeting with Golden Hour Consulting on March 22 for a strategic planning session. This company was also used by Gibson Library in their Strat Plan creation.

<https://www.goldenhourconsulting.ca/>

6. Building Remediation with the District of Sechelt

At the District of Sechelt's Committee of the Whole meeting on Wednesday February 28, 2024, a discussion about options in the first 2 phases of the remediation of the building (not flood related) were discussed. Further discussion will be had at the Board Meeting.

LINK to the PDF Agenda:

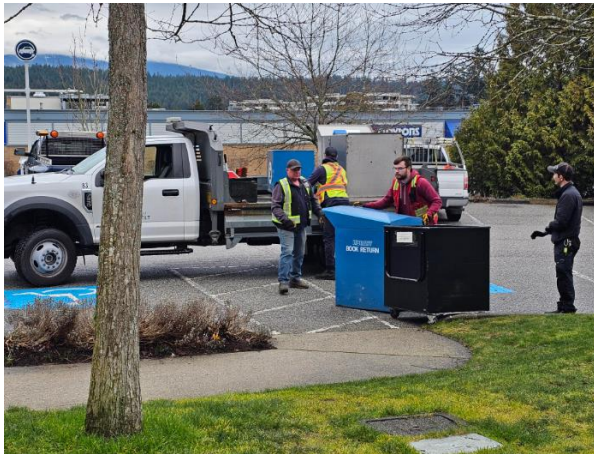
https://calendar.sechelt.ca/council/Index?_RequestVerificationToken=zQipwid2FQjowEWbjB2S9lbiNeJRfgG8cVrlqX2V3T8eYMz9fK1040F2f1ruzPlqPda_FQ0cJo9jFcD_hsbMReqvIHHGGgk7oqiGbGMhUg1&_RequestVerificationToken=sEW7130YyUP8mT7Rh5OE0QI7zXMMy_Mmo8oQlSmishQoRZ5JC4iTuf9BmzAuyDHLq9XYPhZ9yu7VSpefpvSWskTu7M-gOWOI6-7iDD6_h4E1&StartDate=02/28/2024&EndDate=02/28/2024

LINK to the Coast Reporter article:

<https://www.coastreporter.net/local-news/should-sechelt-municipal-halls-tower-be-torn-down-8386257>

7. Book Bins

Two new exterior book return bins, with custom labeling, are now in place and look amazing. They are also open for returns 24/7. We had a lot of issues with manufacturers initial delivery, incorrect labeling and labeling put in the wrong place but we solved them and took all the costs off the invoice. We used the 2023 BC Government Enhancement Grant to pay for them.



The old return bins were taken to be used by the District of Sechelt in the operations yard.

The new bins also feature our library logo. Ground and concrete squares underneath bins was reworked and cleaned up- as well as drug needles removed.

