



Director's Report

Sechelt Public Library

March 7 - 27, 2024

By Leianne Emery

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1. Cover Photo

Sechelt Library Pop-up Edition bookmarks! We created this bookmark design specifically to be a notably different brand look than our regular Sechelt Library colors and marketing style (as with all other Sechelt Library Pop-Up Edition marketing and information). The bookmark is simple and bold and gives just enough information on what the services are at each library location. They have been informative, functional and great marketing material. So far, patrons have snapped up 500 of them and we've placed a second order!

2. Highlights for March 7-27

- Completed and submitted Insurance Claim to Contents Insurer (Aon)
- Completed all the processing and cataloguing for the 6 Cognitive Care Kits!
- Participated in Early Years Fair
- Informal Building renovation meeting held with Library Board Members, District of Sechelt staff and library staff
- Created 5 part "Sechelt Library Needs List" for use in creation of an official Sechelt Library Needs Assessment by Tony Osborne Architect
- Met with Tony Osborne (architect) for library tour and discussion about Needs Assessment
- Board and staff met with Golden Hour Consulting for Strategic Planning Session
- Completed the 2023 Annual Report
- Completed the BC Province 2023 Grant Reporting.
- Completed custom shelving repairs (necessary due to flood damage) with our carpenter, Rob
- Initiated custom shelving project for junior area (video games, audio books, playaway audio)
- Received the last required signature on the local government Funding and Service Agreement
- Re-designed new shelving for teen area and placed order (others damaged in flood)

- **In the first 20 days of Pop-Up:**
 - o 2250+ people into the Pop-Up
 - o 500 of "I ❤️ Sechelt Library Pop-Up Edition" bookmarks handed out!
 - o 44 CVITP appointments
 - o 36 One-on-one Tech Assistance
 - o Genealogy Appointments
 - o Accessibility appointment
 - o Various adult programs successfully held
 - o Service Canada and CRA Super Clinic (April 26) now officially moved to Pop-Up Edition

3. Funding and Service Agreement

The Sechelt Library Funding and Service Agreement has now been fully signed by all four parties (DOS, SCRD, Sechelt Library and sNGD). Along with the Agreement to sign, we sent a letter of gratitude to Councillor Paul, sNGD as he was the designated signatory on the Agreement. The sNGD have now made arrangements to forward the first payment for 2024 which was due on January 12th.

4. Sechelt Library Pop-Up Edition - update

We are very pleased with how “Sechelt Library Pop-Up Edition” is working for patrons in our community! Patrons are very happy with everything we have done – from the layout, design and overall look to the ease of accessibility, in-person staff to assist, ability to browse all NEW selections and others, play area for kids, study area, comfortable chairs to chill and programs we have been able to offer. We have had compliments on all of these and more.

The drivers behind our actual decision to open a Pop-Up and the goals we wanted to be able to deliver on – are definitely being achieved. In the first 20 working days of Pop-Up Edition we were able to offer from this location:

- One on One CVITP (tax) appointments with Terri
- One on One Tech Assistance with Jason
- One on One Genealogy Tutoring with Teresa
- One on One Accessibility Services Appointments with Janette
- Service Canada Super Clinic (coming Friday April 26)
- Select group of programs: Dungeons and Dragons, Knitting Group, SPL Book Club, Men’s Book Club, Card Making with Ruth, Repair Café, Writer’s Group,
- In-person reference and circulation staff assistance
- Spring Break Take n Make Kits – 65 kits stored and picked up at Pop-Up

What we are still 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)
- Memberships in person and via online
- Returns both at the back door in person and through the new external return bins

Having enough staff to cover the needs of the pop-up Edition and the main library can, on some days, be challenging. When we have persons away, sick, in programing or classes etc...it is sometimes barely doable. We are utilizing our casual staff quite heavily.

5. Programs at Pop-Up Edition

We are able to accommodate and arrange some programs at the Pop-up location which we – and our patrons – are very happy about! A select number of programs includes: Dungeons and Dragons, Knitting Group, SPL Book Club, Men’s Book Club, Card Making with Ruth, Repair Café, Writer’s Group and Service Canada / CRA SuperClinic.



“Card Making with Ruth” class on Thursday March 21st.



Spring Break “Take n Make Kits” (65 kits in total) that Sam created and prepared for three different age groups. They were stored at Pop-Up (lack of space at main location) and all were picked up at Pop-Up.

6. CRA / Service Canada Super Clinic at Sechelt Library

Our second **CRA/Service Canada Super Clinic** will be coming to Sechelt Library on Friday, April 26th!

We will be advertising with Coast Reporter, Sechelt Library website, posters in the mall, poster and advertising at the Pop-Up Edition, Coast Cultural Alliance, Sunshine Coast Resource Centre – and also with Patrick Weiler, our local MP. Patrick will be doing some information sessions on the Sunshine Coast advertising for the new dental care plan – and he will be advertising the CRA/Super Clinic for us as well.

SECHELT LIBRARY
Space to think

**Service Canada and
CRA "Super Clinic" at
Sechelt Pop-up Library**

Friday, April 26
10am-3:00pm
Sechelt Library Pop-up
Edition in Trail Bay Mall

Representatives from Service Canada and the Canada Revenue Agency (CRA) will be offering services at Sechelt Library on this day. **No Registration Required. First come first served.**

Sechelt Library hopes to host Service Canada and CRA "Super Clinics" quarterly throughout the year to help Sunshine Coast patrons have additional access to these crucial services.

One-on-one assistance for our patrons with Service Canada and CRA issues such as:

- Canada Pension Plan/ Old Age Security
- Canada Pension Plan disability benefits
- Passport information (can review information but cannot process applications)
- Support for apprentices
- Social Insurance Number (SIN)*
- What benefits and credits are available
- How benefit payments are calculated based on your tax return
- How and when to apply for benefit payments
- CRA services that might be available to you

* If you need a SIN, please bring: your birth certificate, certificate of Indian Status and any other forms of federal or provincial identification you may have.

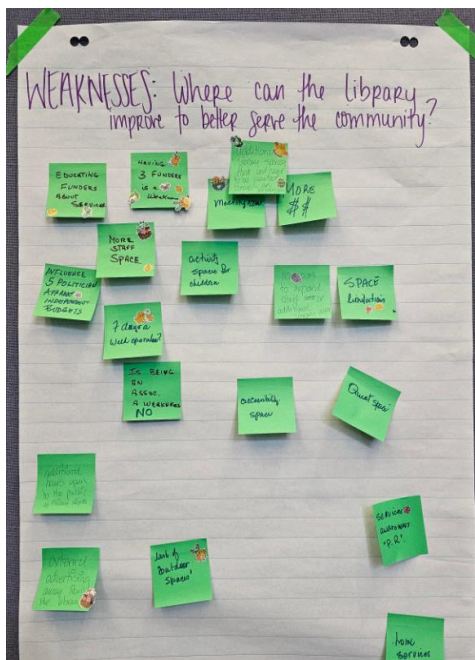
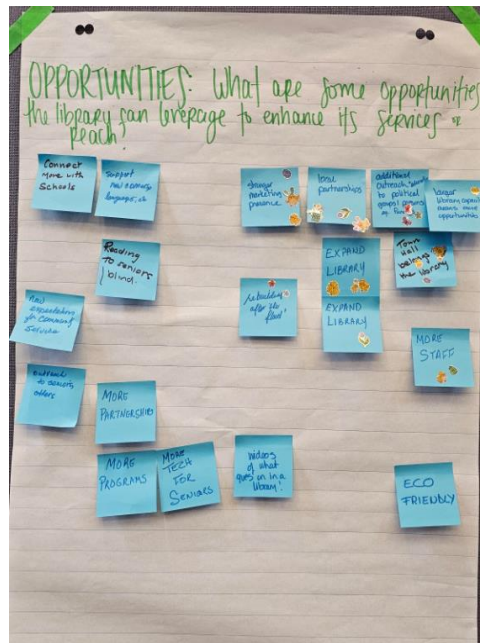
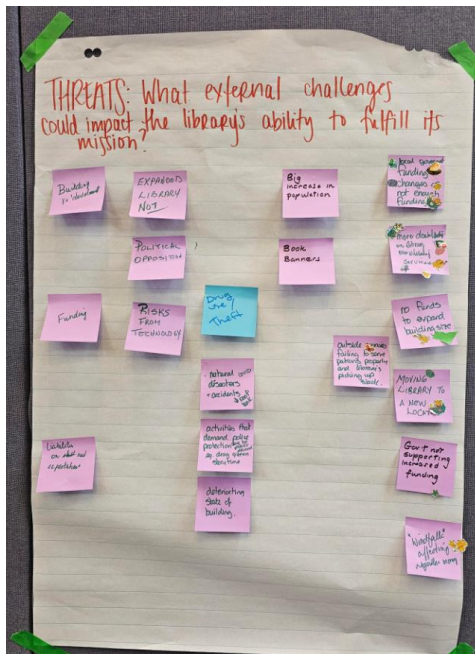
Government of Canada / Gouvernement du Canada

SECHELT LIBRARY
Space to think

Canada

7. Strategic Planning

Sehelt Library Board and senior library staff met with Ali and Natti from Golden Hour Consulting on March 22 for a 4-hour strategic planning session. We did some interesting group projects and had some frank but fun discussions about our strengths and weaknesses as a library and library team as well as threats and opportunities to our library in general. We have now received a summary of the 4 hours from Ali an Natti and then it will be up to us to actually put the Strategic Plan together. What we will still need is a Mission Statement – which we are hoping all Board Members will contribute to (more from Rhian)



8. Building Remediation with the District of Sechelt

If it was all about – and only about - building remediation, it would have been a simpler process. The building condition is deteriorating and it needs remediation. The SR Engineering Report (sent to you on August 18, 2022 and March 6, 2024) addressed the state of the building condition and the urgency with which we need to remediate it. Phase 1 of building remediation is to Repair the whole south side of the Building (south side is where the wisteria and grass area are). Phase 2 is where it recently started getting messier... Phase 2 is the building's tower side (the tower being a \$600K fix). It is messy because, at the same time as fixing the tower, there were options of possible extensions to the building with would require the tower - not be fixed - but to be taken down instead. At the District's Committee of the Whole Meeting on Feb 28th, 2024, it was obvious there was a lot of confusion about the remediation/extension project's options in general. There was a realization of the enormity of the decisions to be made as well as some, not all, very misinformed ideas about the library and its needs. Although the library did get a chance to have input at the COW, we had only just seen the basic drawings the week before and knew the current drawing was not favorable enough for the library. What we do know is that we are desperate for additional space both from a staff side and the public side. A delay was put on the council's making of the Phase 2 decision and we were pleased about that.

After the Committee of the Whole (COW) Meeting on Feb 28th, many further discussions have taken place with District staff and library staff. We arranged an informal meeting with some of our Building Committee Board members, some library staff and Julie Maerz, Project Manager at the DOS to have an informal and open discussion about the current proposals and options going forward. The optional building extension designs, being a bit of a surprise, created more questions than answers. So, the informal meeting was a good step to more understanding on both sides and for us to stay on the same page as the DOS. (more in next section)

What the District has since decided to do is to send out the official RFP for Phase 1 and get it started and put a hold on Phase 2 until more decisions can be made. I think wise.

9. Meeting with TOAD

On Thursday March 21st, I met with Tony Osborne, with Tony Osborne Architecture + Design. Purpose of the meeting was to give him a tour of the library areas and to discuss the library's needs. Tony's company frequently works with SR Engineering (who did the DOS/Library building condition assessment) and will be working with the DOS on architectural design for our future building. They are also going to be hired directly by Sechelt Library to perform an official Needs Assessment for the Library. Prior to the meeting with Tony, I had drafted a multipage document outlining the Needs of the Sechelt Library in 5 different areas and we used this document as a guideline during the tour. It is not a final document but a great starting point to aid in the Needs Assessment.

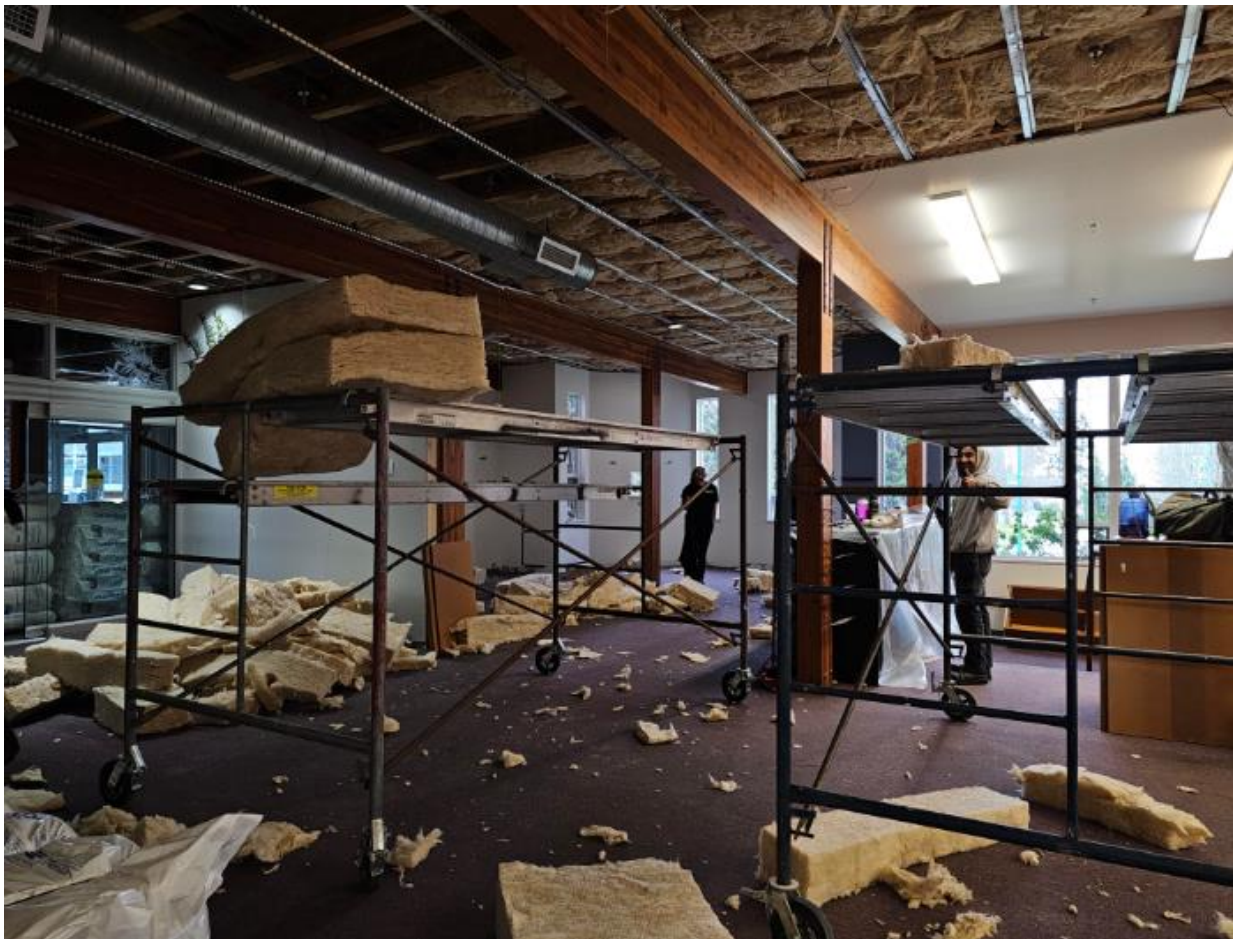
10. Insurance Claim

Contents:

Our official insurance claim for the contents lost during the January 17th flood has been submitted. We have not yet heard anything from the Insurers.

Building:

Coast Wide have told us they will be starting on the District's level and then moving downstairs, as the insurance has not been authorized fully for the library portion. Basic ceiling insulation has now gone in on both floors – with the library and lobby being completed on March 22. We are now again on hold awaiting insurance authorization.





11. Changes in the teen and junior sections

The wooden furniture in the teen section were some of the items damaged by the flood. We made linear space assessments based on photos of what we had there to determine what we needed to replace with in terms of linear space for new shelving. We do not yet have our insurance claim for contents approved by insurers, but, if we do not purchase shelving now to replace what was lost, we will never have in time to re-open. Many times, it is a three-month lead time when placing orders. We are in the process of purchasing metal library shelving to replace the wooden pieces damaged. Jessica is pointing to the two walls where we will place metal library shelving. Once it is in, we will have to have custom pieces made to fit between. The wall is an unusual shape and does make it easy to place furniture.





We also had to have the top sections and the two ends of this long shelving unit replaced by our carpenter as these were damaged by the flood and could not be fixed in a professional enough manner. It is currently covered with cardboard and poly to keep safe.

12. Early Years Fair

On Saturday March 9, 2024, both Sam and Charlotte participated in the 2024 Sunshine Coast 2024 Early Years Fair. The Fair is comprised of many organizations that support children and families on the Sunshine Coast. Sam and Charlotte set up lots of interesting activities and crafts for children to partake in and advertised many more things that Sechelt library has for young children. All kids were given a new Sechelt Library bag!



Sechelt Library space at the Fair – with Charlotte



The above mural represents an important goal of the Early Years Fair – to support a sense of community, cohesion and connection. Each tile drawn on shows how unique each person is and all the times combines make a beautiful mural. (note Sam and Charlotte not the people in the photo!)

As written by Kirsten Deasy, Early Years Fair Coordinator (and also a member of our Literacy Coalition):

“Feedback from families indicates how much they appreciated the Early Years Fair:

- 94% indicated that they are more aware of community agencies, programs and resources for children 0 – 6 after attending the Early Years Fair.
- 99% valued the opportunity to connect with early years professionals to get information on child development and available supports
- 100% indicated that they enjoyed themselves at the fair, that the information and resources given were useful, and that the Early Years Fair increased their sense of connection to the community.

People commented that what they enjoyed the most at the Early Years Fair was the ‘connection + information’ and the ‘resources and generosity!’”

13. Kicks and Kisses / Comments

The positive comments are far too numerous to list off – but needless to say everyone loves the Pop-Up.

Here is a nice “Kiss” we received in the Friday March 8 Coast Reporter.

