

**“Meet you at the Library!”**

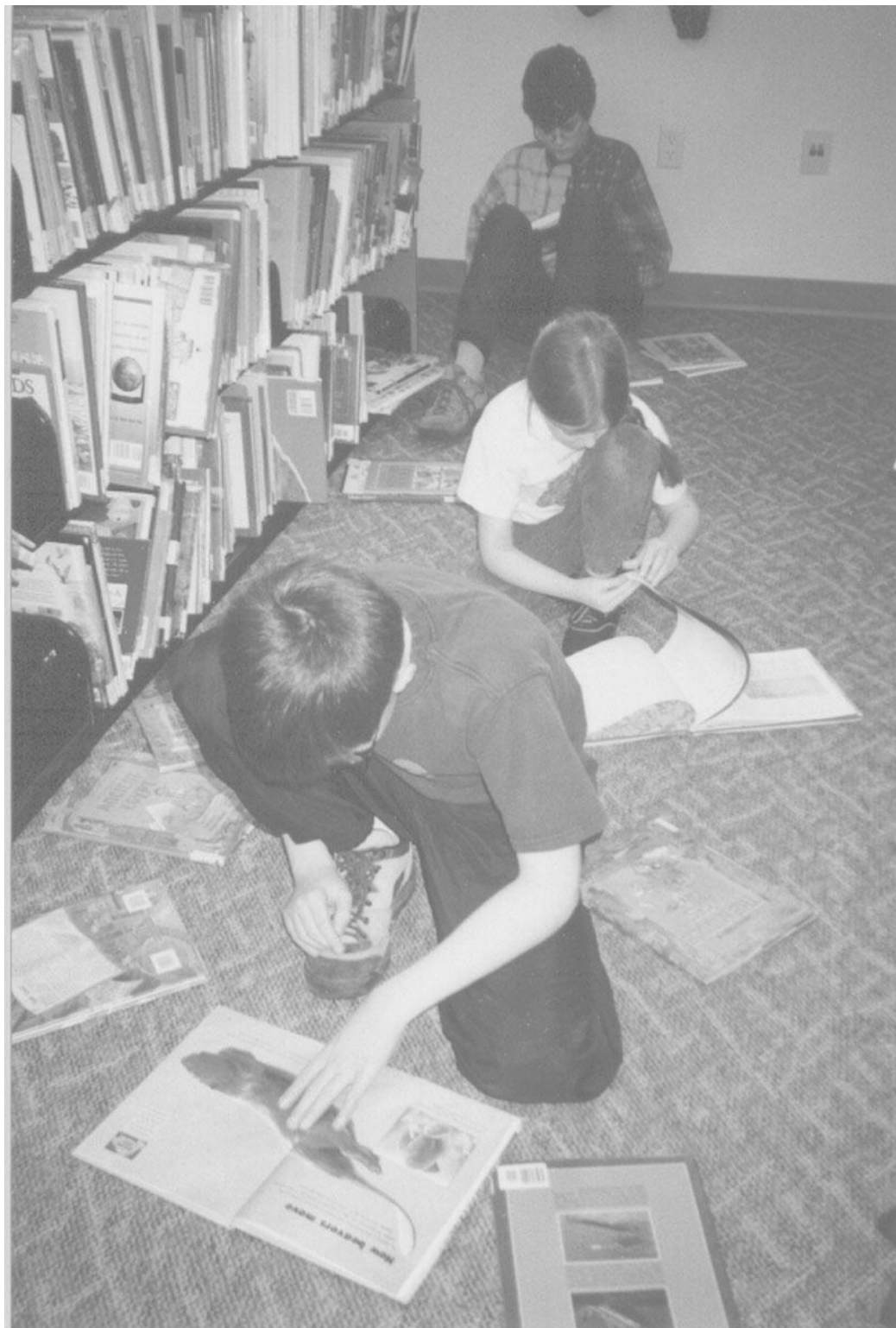


**Sechelt Public Library  
Strategic Plan 2013**



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# SPLA Board 2013

We will do our very best in the next year to provide a gateway to ideas, knowledge and information for the residents of the Sunshine Coast.

Meet you at the Library!

Dan Fivehouse

## **2013 Board**

Dan Fivehouse, Chair  
Frances Wasserlein, Vice Chair  
Patricia Harvey, Treasurer  
Alice Janisch  
Ann Hopkins  
Lois McCready  
Gillian Smith  
Lucy Stewart

### **Government representatives:**

Mike Shanks, Dist. of Sechelt  
Garry Nohr, SCRD

### **Chief Librarian**

Helen Prosser

# Vision, Mission, Values

## Vision

Excellence in service with access for all.

## Mission

The Mission of the Sechelt Public Library is to be a friendly gateway to ideas, knowledge, information and literature for life-long learning and enjoyment.

## Values

### Excellence in Service

- We value excellence in every service we provide.
- We value being proactive and in responding to the information needs of our community.
- We value the importance of literacy and education.
- We value a staff that is friendly, knowledgeable and helpful.

### Community Focus

- We value free access to basic library service for all.
- We value the library as the cornerstone of the community.
- We value the library as a safe community centre and gathering place – “Meet you at the Library”.

### Accountability

- We value responsible stewardship of public funds.
- We value and understand the legal and ethical responsibilities of trusteeship.
- We value prudent planning for the future.

### Respect

- We value respectful relationships, freedom of thought, privacy and confidentiality.

# Core Services and Roles

## Core Services

- Collections and lending services
- Information technologies
- Reference and information services
- Children's services
- Learning support services
- Community information services
- Community meeting place

## Roles

The Sechelt Public Library serves many purposes. Primary roles include:

- **Popular Materials Library** featuring current, high-demand, high-interest materials in a variety of formats for all ages.
- **Preschoolers' Door to Learning** encouraging young children to develop an interest in reading and learning and ensuring the library plays a major role in supporting early childhood literacy.
- **Reference Library** providing timely, accurate, and useful information for community residents.
- **Independent Learning Centre** supporting independent and life-long learning.

Just as important, the Library also acts in a supporting role as:

- **A Community Information Centre** acting as a clearinghouse for current information on community organizations, issues, and services.
- **A Community Activities Centre** providing a focus for community activities, meetings, and services.

## ◆ Board Leadership

***Develop the capacity and profile of the Library Board to provide effective leadership in the development of library facilities, collections and services to meet the needs of the community.***

- ≡ Review Board membership and expertise and develop a plan to identify and recruit future library trustees.
- ≡ Develop an orientation and training plan for Library Trustees that supplements the Trustees Orientation Program (T.O.P).
- ≡ Participate in educational activities and other library associations.
- ≡ Develop a method to evaluate the effectiveness of the Library Board's activities.
- ≡ Complete the Board Policy Manual.



## ◆ Human Resources

***Provide the staff resources required to deliver excellent services.***

- ≡ Develop a staffing plan to ensure sufficient numbers of staff and the skills required to provide consistent service to the public.
- ≡ Encourage and support staff, Board, and volunteer development by identifying opportunities for skill development and providing necessary financial support.
- ≡ Review volunteer involvement and their role in delivering and enhancing library services in order to maximize volunteer skills and dedication.



*Staff and volunteers build their book repair expertise.*

## ◆ Collections and Services

***Develop plans and programs to provide high quality and efficient service to meet the needs of all residents of the Sunshine Coast.***

- ≡ Ensure and enhance funding for the collection.
- ≡ Design and maintain the library's website to maximize the public's use of the library's online services.
- ≡ Conduct in-library surveys for use in preparing the strategic plan and annual budget.
- ≡ Hold a series of focus group meetings.
- ≡ Conduct a Coast-wide library survey in partnership with appropriate organizations.
- ≡ Analyze the in-library survey and other information and develop an action plan.
- ≡ Continue as a partner in the Literacy Advisory Council.
- ≡ Co-sponsor a Family Literacy Event in conjunction with other Sunshine Coast literacy organizations.
- ≡ Develop and participate in programs for early childhood development.

# ◆ Community Engagement

***Become a valuable partner of choice for key community organizations and agencies.***

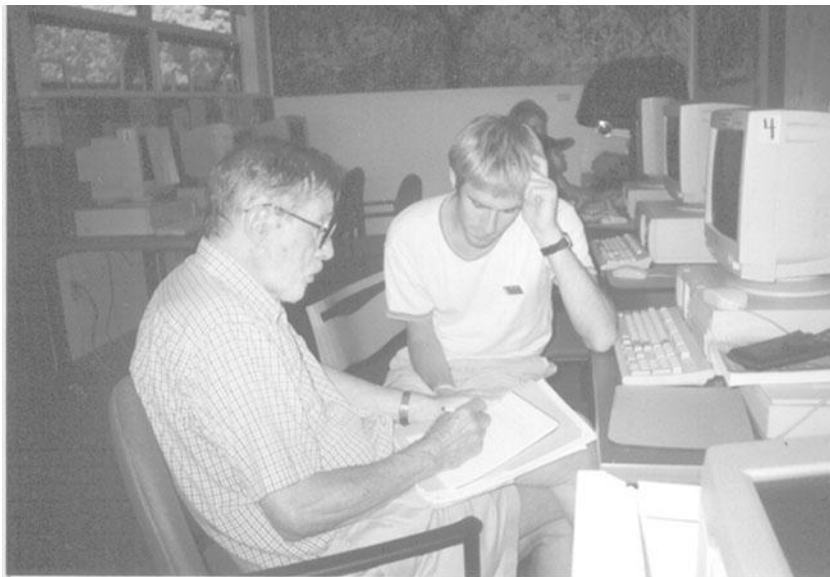
- ≡ Actively participate in the community and community events.
- ≡ Acknowledge and support the Friends of the Sechelt Public Library.
- ≡ Develop an advocacy plan to communicate with the public and the library's funders.
- ≡ Assign Board members to participate in identified strategic community groups and organizations.
- ≡ Maintain membership in provincial library organizations for both library trustees and library staff.

# ◆ Technology

***Ensure that the technological infrastructure effectively supports operations and services.***

**Ensure adequate and stable technology resources, both infrastructure and human resources, to provide ongoing public service:**

- ≡ Provide a technology infrastructure which will ensure stable connectivity between the Gibsons and Sechelt libraries.
- ≡ Determine the need for information technology personnel to support and maintain the library's networks.
- ≡ Maintain a replacement plan for all technical equipment.
- ≡ Develop a technology plan to ensure that the library remains technologically current and is able to participate in province-wide initiatives.



*Youth internet trainer teaches internet skills and assists patrons to use electronic library services.*

## ◆ Facilities

***Develop a plan for the library facility that will permit expansion of space to meet the needs of the community as it grows over the next ten years.***

- == Hire a consultant to assist in preparing plans to maximize current space, including the space currently occupied by the Sechelt Community Archives.
- == Identify and purchase equipment and furniture to effectively use existing space for the library's various collections and formats
- == Collect information on population and economic growth and library service trends as a basis of determining future facility needs.
- == Acquire appropriate expertise to identify the requirements and functions for an improved facility (expansion, new location).
- == Present documentation re facility requirements to the District of Sechelt and other appropriate funding bodies.

# ◆ Funding

***Ensure stable and adequate funding at a level sufficient to provide core library services consistent with the library's mission and to meet the needs of the community.***

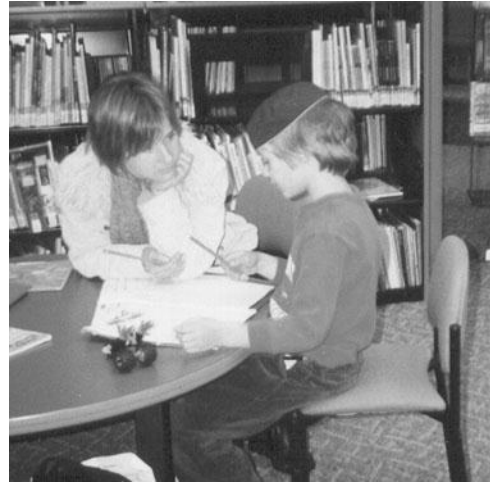
## **Maintain and encourage growth of core funding from traditional sources:**

- ≡ Ensure that information about the library services and funding requirements are presented to local government funders and the community on an ongoing basis.
- ≡ Explore and implement methods of improving the budgeting process, including internal options such as zero-based budgeting.
- ≡ Encourage the development of a regional plan for funding the Sunshine Coast libraries.

## **Provide funding opportunities and partnerships:**

- ≡ In partnership with the Friends of the Sechelt Public Library and/or other appropriate organizations, develop fund raising proposals for specific library projects or programs.
- ≡ Develop a mechanism for promoting planned giving.
- ≡ Research the marketing of the Library Foundation that has been created.

## Sechelt Public Library Welcomes Families!





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