



## STRATEGIC PLAN 2003/04

TABLE OF CONTENTS	PAGE
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### Part One

- |   |   |
|---|---|
| • Introduction                                | 2 |
| • Role of the Joint Wairarapa Library Service | 2 |
| • Mission Statement                           | 2 |
| • What is the plan for?                       | 2 |

### Part Two – Goals and Actions

#### Administration

**Goal A** – To adopt a southern Wairarapa approach to delivery to Library Services 3

#### Communication

**Goal B** – To adopt a process of open communication between the Library Staff and the Wairarapa Library Service Committee and the Committee and participating Councils. 3

**Goal C** – To encourage the community through education and marketing to use the facilities provided by the Wairarapa Library Service. 4

#### Technology

**Goal D** – To keep pace with technological development in Library service delivery. 4

#### Property

**Goal E** – To provide appropriate buildings to comfortably accommodate the needs of the Wairarapa Library Service and staff. 4

### Part Three – Policy Plan 5

## **PART ONE**

### **Introduction**

In early 2002 the joint Wairarapa Library Service Committee and representatives from each of the four south Wairarapa libraries began establishing a programme to develop a Strategic Plan.

The plan was deemed necessary to enable its clients' to have an opportunity to participate in the future development of the Wairarapa Library Service. It will also give each of the Councils' involved in the partnership a clear picture of where the Library Service is heading and what will be required of them to ensure that goals are achieved.

The Plan is about the Wairarapa Library Service's position in the information sector of the south Wairarapa and its ability to respond to clients' requirements and changes in information technology.

### **Role of the Joint Wairarapa Library Service Committee**

The joint Wairarapa Library Service Committee has been formed by the Carterton and South Wairarapa District Councils' to collectively address library issues in the south Wairarapa.

The objectives are to:

- Encourage delivery of library services across the south Wairarapa that is consistent and equitable.
- Achieve economies of scale by addressing library needs collectively.
- Plan for future library service needs in the south Wairarapa.

### **Mission Statement**

***The Wairarapa Library Service will deliver a comprehensive professional service that is consistent, equitable and user-friendly.***

### **What is the plan for?**

The Wairarapa Library Service Strategic Plan sets out how the Carterton and South Wairarapa District Councils' can best deal with library services in the south Wairarapa. The plan:

- Identifies the goals for library services in the south Wairarapa.
- States the actions both Councils' will take to achieve those goals.

## **PART TWO – GOALS AND ACTIONS**

### **Administration**

#### **GOAL A**

***To adopt a southern Wairarapa approach to the delivery of library services.***

#### **ACTIONS**

- To adopt policies and procedures that are consistent across all libraries within the Wairarapa Library Service. Refer to Part Three: Policy Plan.
- The Wairarapa Library Service Committee shall be delegated authority to adopt policies and procedures of an operational nature on behalf of the Carterton and South Wairarapa District Councils'.
- To review policies and procedures on a programmed basis.
- All policies and procedures be developed taking into account professional standards while achieving best cost benefits to Council possible.

### **Communications**

#### **GOAL B**

***To adopt a process of open communication between library staff and the Wairarapa Library service Committee, and the Committee and participating Councils'.***

#### **ACTIONS**

- That the librarians of each of the libraries meet regularly to discuss the delivery of services to clients. That where issues arise which require addressing by the Wairarapa Library Services Committee these are forwarded either by their representative on the Committee or through their respective manager.
- That minutes of the Wairarapa library Service are circulated to librarians for their information.
- That on a quarterly basis the librarians join the Wairarapa Library Service Committee meeting to discuss Wairarapa Library Service process.
- That the Wairarapa Library Service Committee report monthly to each participating Council.

## **GOAL C**

***To encourage the community through education and marketing to use the facilities provided by the Wairarapa Library Service.***

### **ACTIONS**

- To establish a “Friends of the Wairarapa Library Service” Committee.
- Regularly publish a newsletter highlighting recent achievements, services and future initiatives of the Wairarapa Library Service.
- Work with community organisations and schools to enhance their knowledge of the services available through the Wairarapa library service.
- Maintain a good working relationship with other libraries regionally and nationally.

## **Technology**

### **GOALS D**

***To keep pace with technology in library service delivery.***

### **ACTIONS**

- Develop a user-friendly, interactive website.
- Develop a policy for the purchase, replacement and upgrade of technology requirements for the Wairarapa Library Service.
- Encourage the use of available technology by library users.

## **Property**

### **GOALS E**

### **ACTIONS**

- Develop a Property Plan for consideration of the Carterton and South Wairarapa District Councils’.