



BIG VALLEY MUNICIPAL LIBRARY

PLAN OF SERVICE

2026 – 2031



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Acknowledgements

We would like to thank all patrons and community members who completed our online and paper surveys during our community needs assessment. Sincere thanks to our Library Board members and staff for their time and dedication to the Library, and the creation of this Plan of Service. Thank you to Parkland Regional Library System for the support and guidance through this process.

We would like to take this opportunity to thank the Village of Big Valley and Stettler County for their continued support and funding of the Big Valley Municipal Library.

Thank you to the Public Library Services Branch for their continued updates and guidance, and thank you to the Alberta Government for recognizing the vital roles of libraries in the community and how important stable library funding is to provide consistent and quality library service.

Statement of Approval and Accountability

For public libraries in Alberta, planning is mandated. Libraries Regulation, Section 13 states the following:

- (1) In managing and controlling a municipal library, a municipal board shall
 - (a) Within 3 years of being established, develop and file with the Minister a plan of service with a mission statement and goals and objectives based on a needs assessment of the municipality, and
 - (b) Annually review its plan of service.
- (2) A municipal board shall file with the Minister a copy of its current plan of service with goals and objectives not less frequently than every 5 years following the date on which the plan was previously filed with the Minister.¹

The Plan of Service for 2026-2031 has been prepared by the Village of Big Valley Library Board in accordance with Alberta Libraries Regulation AR 141/98.

The Board and staff of the library are committed to implementing this plan of service, reviewing it regularly to monitor progress in achieving goals, and updating the plan as needed.

MOTION:

"Motion to adopt the 2025 5 year Plan of Service." Motion made by: Skyla Attfield. Motion seconded by: Joan Grover. All in favor. Carried.

Date of Board Meeting: January 21, 2026

Original signed by:

Mandi Rietmann

Mandi Rietmann, Board Chair
January 21, 2026

¹ Libraries Regulation AR 141/98 s13

Inclusions

Vision Statement

By providing a warm and welcoming environment for people of all ages, and through a variety of resources and fun, creative programs, Big Valley Library strives to foster an informed and literate community. We are a hub for lifelong learning and a portal to the global community.

Mission

The Big Valley Public Library is dedicated to the education, recreation, cultural enlightenment, and freedom to read by all citizens, as well as providing comprehensive information in a wide variety of formats.

Library Profile

Library History

Big Valley Municipal Library Board was formed in 1986, and a small library space was opened to the public in 1987. In 1989, the Library was moved to its current location, in the converted fire hall adjoining the Big Valley Village office. Renovations to the library space were made in 2000, thanks to the Alberta Community Facility Enhancement Program, and in 2003, a generous bequest from a community member enabled the unfinished back room to be transformed into an office and storage space. 2006 was a big year for the Big Valley Municipal Library – the Library joined the Parkland Regional Library System, hired its first paid Library Manager, and a Friends of the Big Valley Library Society was formed to support the Library in its fundraising and advocacy efforts. Further renovations to the library space were made in 2013 by reconfiguring the space and adding mobile bookcases, and the furniture configuration and collection layout received another update in 2024.

The Big Valley Municipal Library celebrated its 35th anniversary in 2024!

Hours

The Library is open 3 days a week for a total of 15 hours.

Governance

Big Valley Municipal Library is governed by appointed volunteer trustees from the Village of Big Valley.

Board Members

- Mandi Rietmann (Board Chair)
- Joan Grover
- Breanne Kihm
- Andrea Webster
- Skyla Attfield
- Tamara Melanson

Human Resources

Big Valley Municipal Library employs one part-time Library Manager. The Library Manager as of May, 2025, is Erin Wilkie.

Community

Big Valley is a village in central Alberta, located southeast of Red Deer. It is located 32 km south of Stettler and 64 km north of Drumheller on Highway 56 in the County of Stettler No. 6. Just over 300 people now reside in our quaint village. We are home to a large senior population, and it is becoming a nice retirement town. There are also a large number of rural residents who support our local businesses, are members of our many community groups, and utilize our facilities.

Partnerships

Big Valley Library has established local partnerships with The Friends of Big Valley Library, Big Valley Village Office, and Big Valley Public School. There are likely opportunities to partner with other local organizations such as the Big Valley Ladies Group, Big Valley Elks, Big Valley Agriculture Society, Canadian Northern Society, and other organizations as well.

Regional partnerships include Parkland Regional Library System and the professional organization, Library Association of Alberta.

Community Needs Assessment

The Big Valley Municipal Library, with the help of Parkland Regional Library System, ran an online and paper survey to assess the strengths and weaknesses of the Library. It focused on questions regarding desired programming, library hours, and services to help us learn where we can grow and better serve the community. We received 68 responses however, on review of the survey response data by board members and library staff, it was found that the survey had been targeted by internet bots, and all but 6 of the survey responses were not from reliable sources. It was decided at that time to utilize annual report data from the previous three years, as well as circulation and patron statistical data from 2025, to guide the creation of Big Valley Municipal Library's 2026-2031 Plan of Service.

Data from the digital community needs assessment is contained in the report in [Appendix A](#).

2026-2031 Plan of Service

The Plan of Service is reviewed annually and may be modified to adapt to emergent situational changes or to take advantage of innovation or new opportunities and strategic alliances. Detailed action plans and short-term emergent strategies at the operational level are part of library operations and are, therefore, not included in this document.

Library Services Response 1: Learn to Read and Write: Adult, Teen, and Family Literacy

Goal: Patrons of all ages will have the support they need to build and improve their literacy skills to meet personal goals and thrive as learners, parents, and citizens.

Objective 1: The Library will register at least two children aged 0-5 in the [1,000 Books Before Kindergarten program](#) annually.

- Seek funding to purchase book prizes for program participants.
- Promote the program and the benefits of early literacy to young families.

- Host quarterly family-friendly intergenerational library programming to attract families with pre-school-aged children to the Library.

Objective 2: Each year, the Library will host at least two family literacy events/programs to attract readers of all ages.

- The Library will partner with [Big Valley School](#) to promote and offer programming.
- The Library will participate in the [TD Summer Reading Club](#) (SRC) each summer and promote the SRC Kick-Off Party as a family event.
- Library staff and volunteers will host adult-specific programming at least twice per year that promotes the library's collections and service offerings.

Library Service Response 2: Know Your Community: Community Resources and Services

Goal: Residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.

Objective 1: For the lifetime of this Plan, the Library will build and/or maintain information-sharing partnerships with at least one other community organization or group per year.

- Big Valley and Stettler County residents will have access to the village newspaper onsite for the purposes of promoting and learning about community events.
- Big Valley and Stettler County residents will have access to a community bulletin board onsite for the purposes of promoting and learning about community events.

Objective 2: By 2031, the Library will have grown its community reputation and membership through becoming the "community living room" of the Village of Big Valley. 60% of survey respondents will rate the library space as "Great", and the overall library membership will have increased by 15%.

- The Library Manager will conduct collection development and de-acquisition on an ongoing basis during the course of this Plan to ensure attractive, easily browsed, and in-demand collections for its patrons.
- The Library will continuously assess the library space, layout, and furniture, and how they function and are used, and make improvements as needed/feasible.

Library Service Response 3: Advocate and Promote Your Library

Goal: Residents will be aware of the value of the public library and the services it provides.

Objective 1: By 2031, at least 50% of survey respondents will rate library collections and service offerings as "Great", and the overall library membership will have increased by 15%.

- The Library Manager will work with Parkland Regional Library System to develop and implement a marketing campaign (e.g., library brochure, social media posts, etc.) that will promote Big Valley Municipal Library services, programs, and collections.

- Library staff and volunteers will raise patron awareness of collection items and services available to them at the system level through Big Valley Municipal Library's membership in Parkland Regional Library System (e.g., system-wide holds, eContent, etc.).

Objective 2: By 2029, the Library will have increased its annual budget to accommodate inflation costs (as noted in the [Consumer Price Index](#) [CPI]) and procured funding streams to account for those increased costs.

- The Library Board will request an annual municipal appropriation increase from the village and county councils to account for a portion of the increased costs.
- The Library Board will utilize [advocacy resources](#) developed by Parkland Regional Library System to source new funding streams and build relationships with existing ones.
- The Library Board and Manager will collaborate with the Friends of the Big Valley Library Society to plan and host ongoing fundraising activities.

APPENDIX A

Annual Report Data





