

# FORESTBURG PUBLIC LIBRARY PLAN OF SERVICE 2026 – 2029



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**Forestburg  
Library**

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## Acknowledgements

The Forestburg Public Library would like to thank all patrons and community members who completed our online and paper surveys during our last community needs assessment. Thank you to our volunteer Library Board Members and staff for their time and dedication to the library and the creation of this Plan of Service.

A special thank you to Parkland Regional Library System for their help and guidance through this process. The Library would like to take this opportunity to thank the Village of Forestburg and Flagstaff County for the continuation of their support and funding of Forestburg Public Library.

Thank you to the Public Library Services Branch for their continued updates and guidance, and thank you to the Government of Alberta for recognizing the vital role of libraries in the community and the importance of stable library funding in the provision of 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.<sup>1</sup>

The Plan of Service for 2026-2029 has been prepared by the Forestburg 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:**

Elaine Fossen made the motion to adopt the plan of service, seconded by: Eddie Reyven Carried.

Date of Board Meeting: February 25, 2026

Original signed by:

Elaine Fossen, Board Chair

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<sup>1</sup> Libraries Regulation AR 141/98 s13

## Inclusions

### Mission

Read. Connect. Learn.

### Values

The Library Board and Staff are committed to:

**Accessibility:** We provide barrier-free access to facilities, resources, and programs.

**Accountability:** We are accountable to our community for the services we provide.

**Creativity and Innovation:** We encourage and support creative approaches and innovation in all that we do.

**Quality:** We value excellence in our customer services, collections, and programs.

**Collaboration and Partnership:** We believe in working with others to serve our community.

**Information and Literacy:** We believe in the importance of an informed and literate community.

**Intellectual Freedom:** We encourage the free exchange of information and ideas.

**Diversity:** We value and celebrate the diversity of interests, perspectives, and cultures in our community. We treat all people with respect and dignity.

**Love of Reading:** We nurture the joy of reading for community members of all ages.



## Library Profile

### History

The Forestburg Public Library was formed in 1954 by the Forestburg Chapter of the Eastern Star. The Library opened with 500 books in the basement of Moore's Store. In 1959, the library moved to Town Hall. In 1984, the library moved to the Professional Building. In 1986, the Eastern Star gave responsibility to the Village of Forestburg to take over running the library. In the 1990's the library moved to its present location in the Farvolden Center.

### Hours

The Library is open year-round multiple days per week for a total of 30 hours.

### Governance

The Forestburg Public Library is governed by a volunteer board consisting of 5 members.

### Board Members

- Caroline Boddy
- Elaine Fossen – Board Chair
- Deb Lundy
- Edward Reyven
- Sylvia Jahns

### Human Resources

Forestburg Public Library is staffed year-round with a Library Manager, Programmer, a casual Library Assistant

### Community

The Village of Forestburg has a population of 883, and is located in the heart of east-central Alberta within Flagstaff County.

The community has a wide variety of services, businesses, and recreational and cultural groups. Many medical and support services are available locally, one or two days per week. There is high-speed internet access throughout the community and in most of the surrounding rural area.

The community population is approximately:

- 12% in the age range of 0-14
- 11% in the age range of 15-24
- 29% in the age range of 25-54
- 18% in the age range of 55-64
- 29% in the age range of 65+

Community demographic information provided by: [Point2Homes.com](http://Point2Homes.com).

## Partnerships

We partner with the Imagination Library Flagstaff County, regionally we partner with Parkland Regional Library System and with the Library Association of Alberta.

## Needs Assessment

The Forestburg Public Library, with the help of Parkland Regional Library Systems' Consultant Librarian, Jessica Dinan, ran an online and in-house (paper) survey to assess the strengths and weaknesses of the Library. It focused on questions regarding desired programs, library hours, and services to help us learn where we can grow and better the community. There were 32 survey respondents.

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

The results from this community needs assessment were reviewed by board members. This information guided the creation of Alliance Public Library's 2026-2029 Plan of Service.

Based on the priority needs relevant to the library's mandate, as determined by the community planning committee and the resources available to the library to help meet these needs, the following Library Service Responses have been selected as the priority service areas for this Plan of Service.

1. Satisfy Curiosity: Lifelong Learning
2. Connect to the Online World: Public Internet Access
3. Visit a Comfortable Place: Physical and Virtual Spaces



## 2026-2029 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 Service Response 1 - Satisfy Curiosity: Lifelong Learning

**Goal:** Community members will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

**Objective 1:** During the life of this Plan, the Library will annually allocate 5% of its collection development funds for purchasing items that support creativity and/or imagination.

- Library staff will utilize collection development resources to learn about new materials that promote creativity and imagination.
- The Library staff will request Adult Non-Fiction and Junior Non-Fiction Collection Gaps Surveys be conducted by Parkland Regional Library System staff to assist in identifying gaps in subject areas.
- 

**Objective 2:** By 2028, residents will have access to programming that supports creativity and skill development. The majority of survey respondents will say that their access to creative and skills development pursuits was "excellent".

- Forestburg Public Library will offer a quarterly program that features crafting and hands-on activities to engage patrons of all ages in creative skill-building.

### Library Service Response 2 – Connect to the Online World: Public Internet Access

**Goal:** Community members will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.

**Objective 1:** Starting in 2026, library staff will increase promotion of the Library's public internet stations, printing services, and the digital resources available through its membership in Parkland Regional Library System.

- Develop marketing campaign for free internet access, printing services, and eContent access.
- Library staff will complete professional development with Parkland Regional Library System to enable them to effectively support patrons with their technology and digital resource questions.

*Objective 2:* During the life of this Plan, the Library will host quarterly programming to suit various ages, geared towards building their technological skills.

- Library staff will host semi-annual technology workshops for adult patrons to learn what platforms and programs are available to them and how to use them to search for, locate, evaluate, and effectively use information to meet their needs.
- Library staff will host semi-annual resume-building/job-hunting workshops for adult patrons to learn skills they need to identify career opportunities that suit their individual strengths and interests.

### Library Service Response 3 - Visit a Comfortable Place: Physical and Virtual Spaces

**Goal:** Community members will have a safe and inclusive physical space to support connection, or to enjoy a quiet environment, and will have open and accessible virtual spaces.

*Objective 1:* By 2027, the Library will have undergone a space planning audit, and changes will have been implemented to enhance the collection presentation and layout, and functionality of the overall space. The majority of survey respondents will rate the Library’s physical spaces as “great”.

Changes to the physical space will include:

- Removing tall shelving to create improved light, flow of traffic, and sight lines from the circulation desk into the Children’s area.
- Shifting collections for better patron and staff navigation and increased circulation
- Adding new collection signage and customer service signage
- Creation of a parent-child reading area in the Children’s area

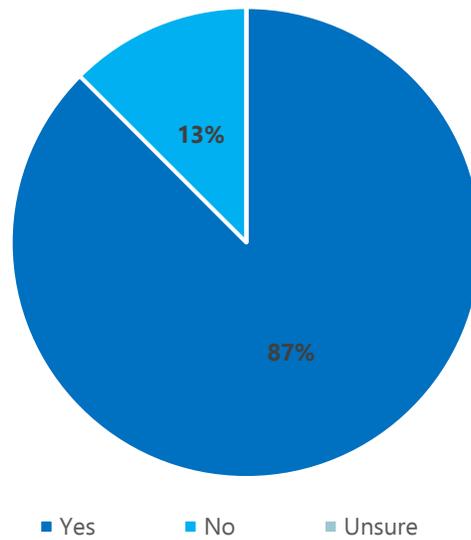
*Objective 2:* By 2030, the Library will develop and implement a marketing strategy, with the help of Parkland Regional Library System. The majority of survey respondents will rate the new logo and branding as “excellent”.



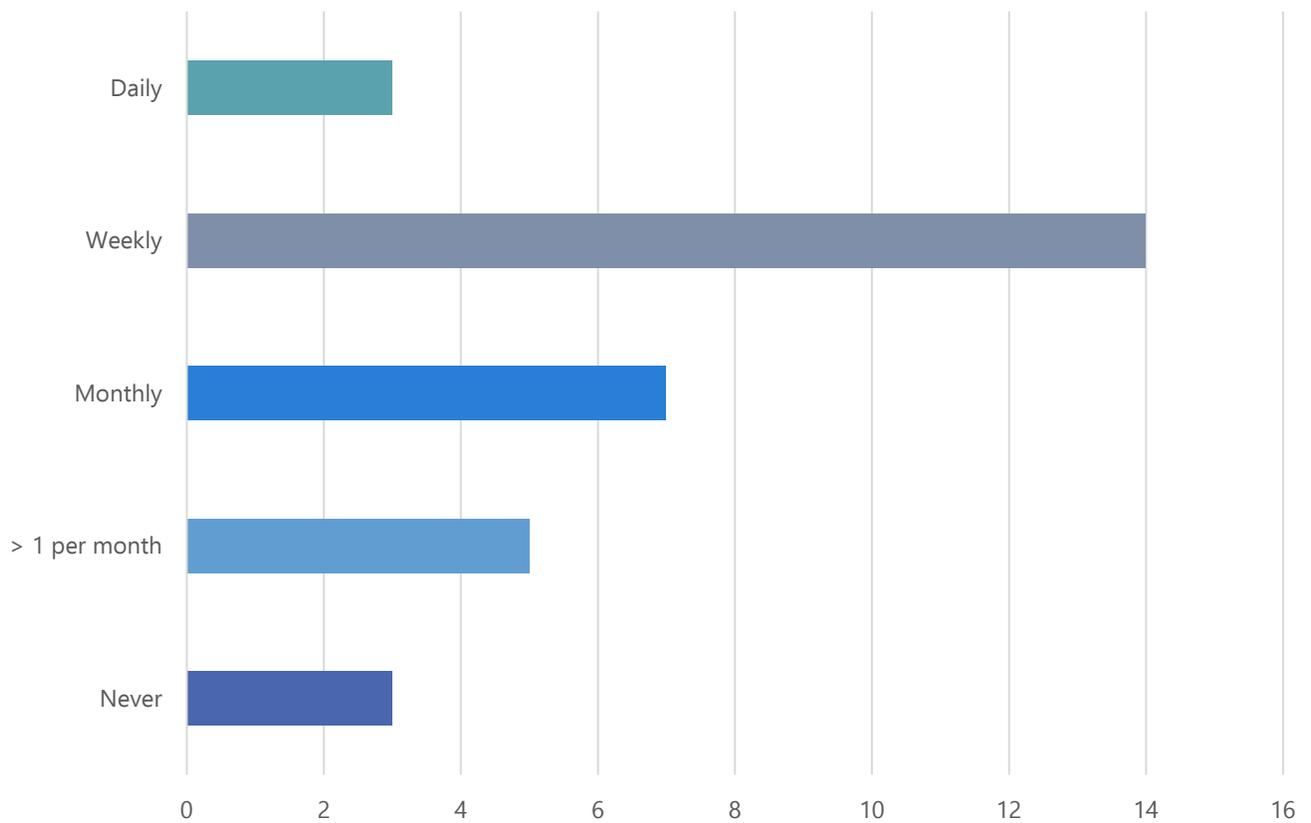
# APPENDIX A

## Community Needs Assessment Survey Summary

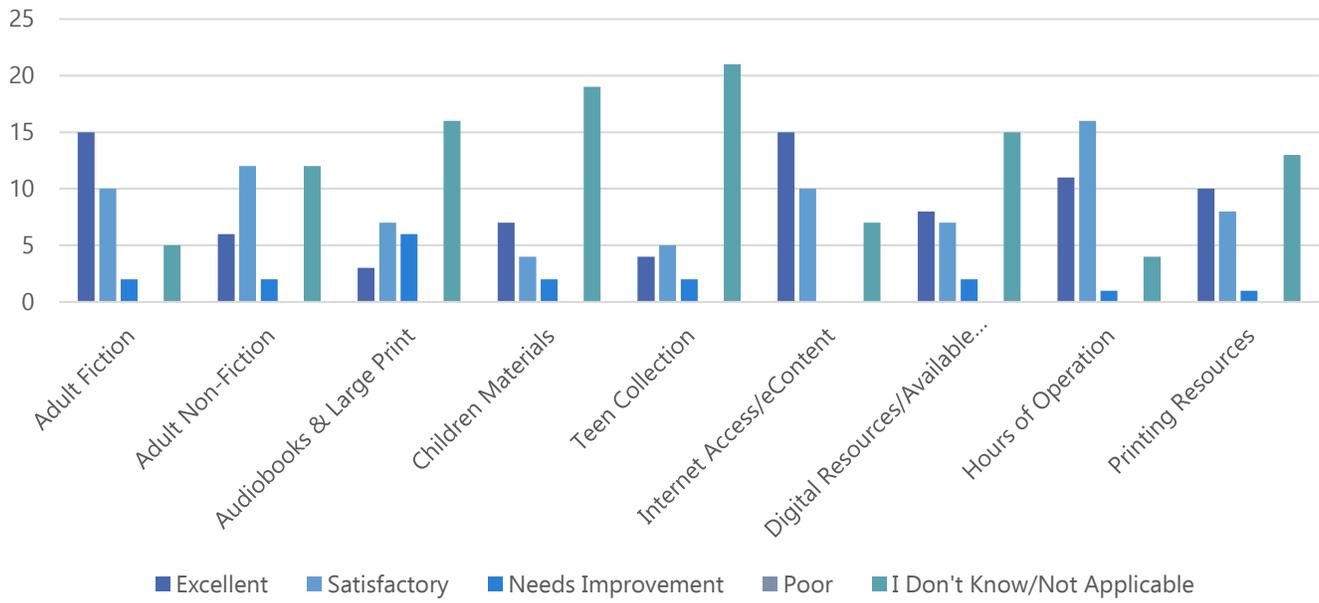
### Library Card Status



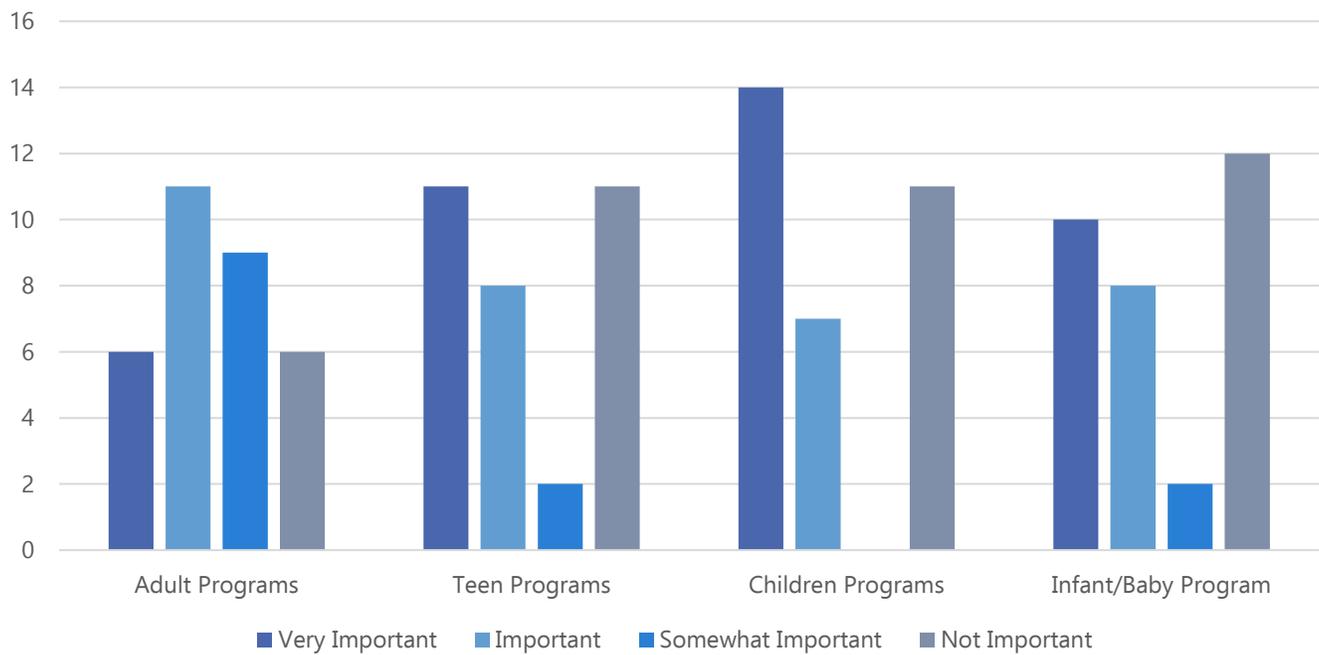
### How often do you visit the library?



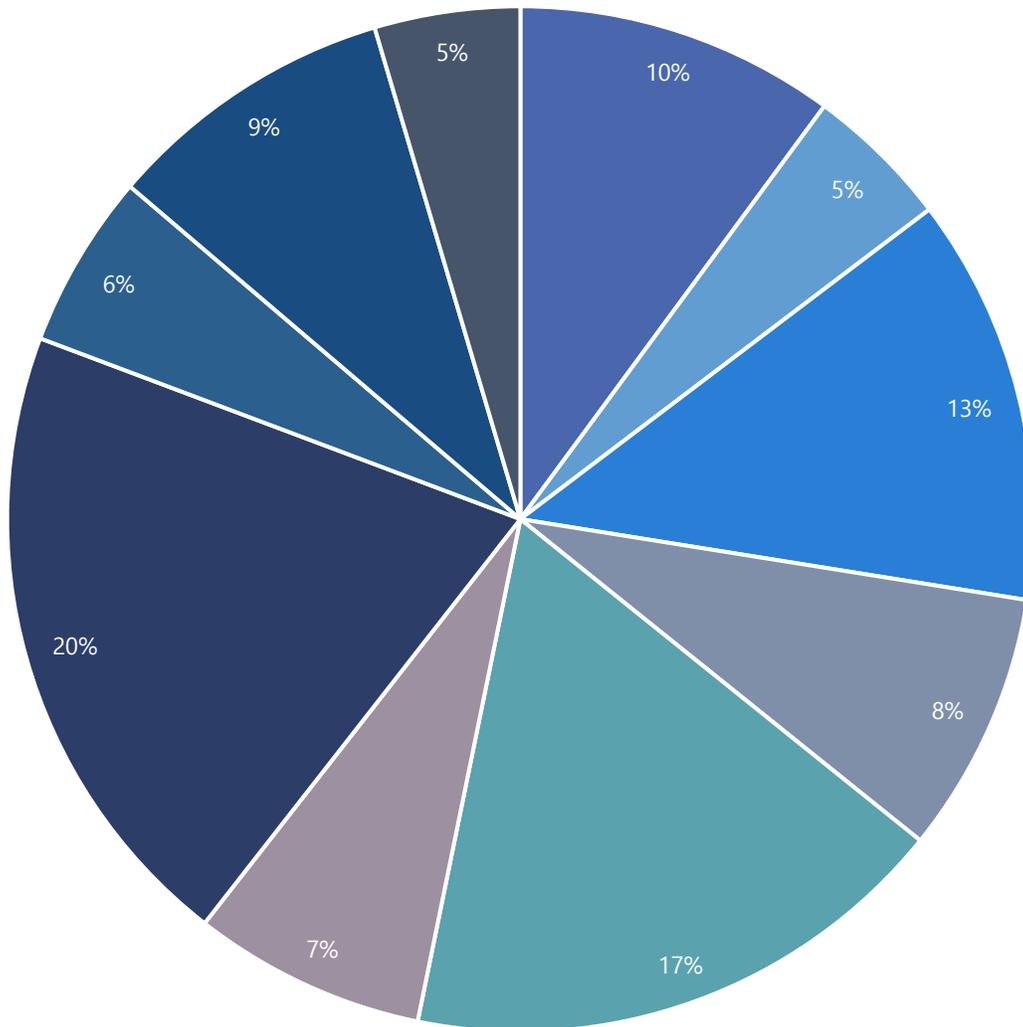
## Library Services



## Programming

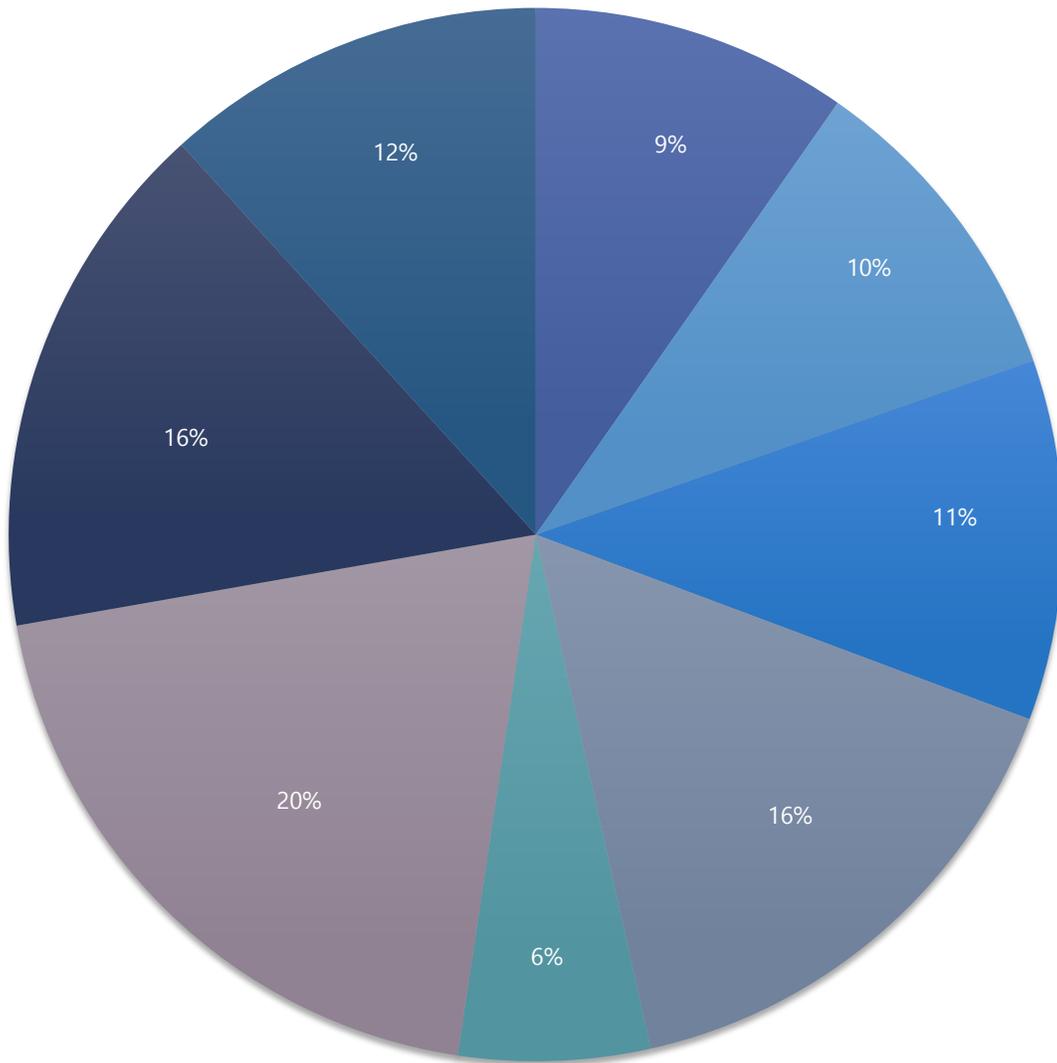


## Learning Goals



- Access to local, national, and world affairs
- Business and non profit support
- Early literacy opportunities for children ages 0-5
- Quick answers for topics of personal interests
- Access to adult, teen, and family literacy
- Job and Career Development
- Lifelong learning opportunities
- Homework Help
- Skills to search, locate and evaluate information effectively
- Services for new immigrants

## Leisure Goals



- Celebrating diversity and cultural awareness
- Genealogy and local history
- Services to provide creative outlets (print, video, audio, etc)
- Access to community resources, services, and community activities
- Health, finances, and other lifestyle goals
- Reading, watching, and listening for pleasure
- Comfortable physical and virtual library spaces
- Free public internet access