



Sedgewick Public Library

WHERE KNOWLEDGE AND WONDER MEET

2024-2028

Sedgewick and District Municipal Library



Plan of Service

Table of Contents

<i>Greetings from the Board</i>	2
<i>Sedgewick and District Municipal Library Mission Statement</i>	3
<i>Town of Sedgewick Community Profile</i>	4
<i>Library Profile</i>	5
<i>Library Board of Directors</i>	6
<i>Library Staff</i>	6
<i>Plan of Service Process</i>	7
<i>Service Response 1: Celebrate Diversity: Cultural Awareness</i>	8
<i>Service Response 2: Advocate and Promote the Library</i>	9
<i>Service Response 3: Expand Knowledge and Creativity: Offering Diverse Programs</i>	10
<i>Approval by Board</i>	11
<i>APPENDIX A</i>	12



Greetings from the Board

On behalf of the Board of the Sedgewick and District Municipal Library, I am forwarding to you our 2024-2028 Plan of Service. Building on our previous plan, and responding to the current community needs assessment, we believe that we are positioned to offer effective and appropriate library services to our community.

We appreciate the continued support of the Town of Sedgewick, Flagstaff County and our generous community members. With their support, we are able to offer a high level of service to our patrons and those in the surrounding area.

We are especially thankful to the members of our community, the Library Board, the Library staff, and the Parkland Regional Library System staff who provided their time and valuable assistance with this process. We look forward to providing our community with professional library service far into the future.

Sincerely,

Todd Armitage

Chair of the Sedgewick and District Municipal Library



Sedgewick and District Municipal Library Mission Statement

Sedgewick and District Municipal Library will provide an accessible, welcoming facility with programming and resources which encourage our community members to grow mentally, physically, and socially, thus improving their quality of life.



Town of Sedgewick Community Profile

The Town of Sedgewick, population of 816 is located in East Central Alberta, in the Flagstaff County. It is approximately 83 km east of Camrose at the junction of Highway 13 and Highway 869. While Sedgewick remains agriculturally based, the oil and gas sector activity has impacted the community as it has throughout the province. We have a variety of businesses ranging from automotive service, oil and gas service, restaurants, groceries, health and beauty aids, veterinary office and many home-based businesses which provide the town's everyday needs. We have to offer Central High Sedgewick Public School which has grades 1-12 with a private Kindergarten classroom and a playschool housed in the recreation center.

Recreation plays an integral part in the community of Sedgewick. The town has the pleasure of having a beautiful, large recreational facility recently branded the Wild Rose Co-op Recreational Center housing hockey, curling rinks, a bowling alley, and lacrosse surface, as well as ball diamonds, a football field, and rodeo grounds. Alongside all these attractions, we have our Sedgewick Lake Park, which is a popular place for camping, picnicking, and bird watching. The Sedgewick Lake Park boasts an outdoor wading pool and a brand-new community-funded Splash Park. They have family-focused camping with single and group spots as well as two mini cabins for rent. Combined with our Sedgewick Golf Course, these facilities make Sedgewick an appealing location to live.

Along with recreation venues, we have lots of culture and arts service groups. We have an active theatre group, art club, and Scottish Club, which hosts the annual public event called the Gathering of the Clans Highland Festival, Lion's Club, Historical Society, and Agricultural Society and the main street museum is a focal point of Sedgewick's past and growth through the years.

Sedgewick continues to be a close-knit, vibrant community, rich in history and charm, and its residents are proud of what they have built over the past 100 years.

Library Profile

The first Sedgewick Public Library was started by the Women's Institute in 1947. In 1978 it became a municipal library serving the community of Sedgewick and the surrounding area within Flagstaff County. In 1998 we joined the Parkland Regional Library System. In October of 2022, we made a much-needed relocation from the Recreational Center to Main Street, downtown Sedgewick. Our new location is very accessible and includes 180 square meters of modern, up-to-date shelving, comfortable seating, a cozy children's section, and a separate board meeting space.

We work in partnership with the Flagstaff Community Adult Learning, which has given us the ability to provide computer courses for seniors, homecare courses from Norquest, and a wide variety of personal interest courses. We are working to start a business society, amongst the various businesses which will work together to have community events. We've already had a Halloween Party and a Christmas Celebration which were very successful. One of the most valued partnerships has been with the Sedgewick Public School where we have been able to provide a free membership to students with various reading disabilities.

Our "Friends of the Library" Society primarily provides fund-raising support for maintaining our book collection, providing funds for programs and of equal importance, this society supports and allows us to offer child-focused entertainment and programming such as the TD Summer Reading Program.

We continue with our commitment to create awareness of the library and service available to keep literacy strong and the Sedgewick and District Municipal Library viable.

Library Board of Directors

Todd Armitage (Chairperson)

Tennille Djos (Vice Chairperson)

Lisa Collier (Secretary)

Carol Arntzen (Treasurer)

Gay Backen

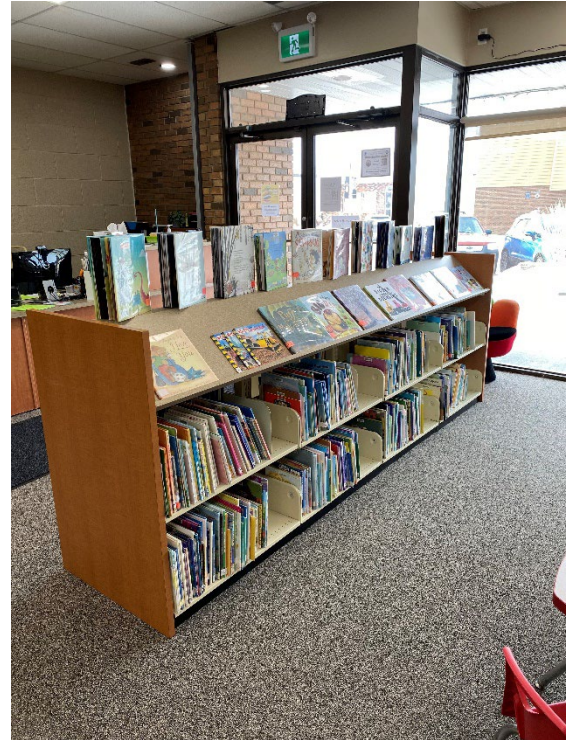
Stephen Levy

Shelley Wakefield

Kelly Horvath

Pauline Beattie

Sara Langton



Library Staff

Barbara McConnell (Library Manager)

Kelly Barker

Hendrika Bernard

Plan of Service Process

On May 26, 2023, the “Community Planning Committee” meeting was organized by the Sedgewick and District Municipal Library Board and staff. A cross-section of individuals belonging to the town and surrounding municipal district attended and assessed our community needs and the role the library could possibly take in trying to meet those needs. We were pleased to welcome two consultants, Andrea Newland and Jessica Dinan from the Parkland Regional Library System to facilitate the meeting, collect necessary data and provide us with the compiled information.

At that meeting, the committee brainstormed, and reviewed the results and chose what we felt was needed in order to fulfil our library requirements to the Alberta Public Library Services Branch. This working document will outline our five-year plan, which will provide a layout that can be easily referenced regarding the library’s mission to meet these needs. After evaluating this data and the resources available, the following Library Service Responses have been selected as the priority service areas needed for our Plan of Service 2024-2028. Over 45 library patrons and members of the community responded to the online needs assessment survey.

1. Celebrate Diversity: Cultural Awareness

2. Advocate and Promote the Library

3. Expand Knowledge and Creativity: Offering Diverse Programs

Service Response 1: Celebrate Diversity: Cultural Awareness

Goal: Sedgewick and District Municipal Library, will serve as a local hub to engage the community in building awareness of a variety of cultures, specifically focusing upon those cultures that differ from the majority of community members.

Objective 1: A collection development plan will be implemented to keep the collections materials selection focus, on increasing access to diverse and multicultural ideas and topics.

- By 2028, 75% of users surveyed will respond that the diversity of the Library's collections is good or very good.
- Sedgewick and District Municipal Library will provide reader's advisory title lists surrounding numerous cultures that patrons can use to learn about new-to-them cultures.
- Community members will be pleased with the information assistance they receive when looking for information on diverse cultures.

Objective 2: The library staff and board members will endeavour to build relationships with external cultural organizations and/or community members from a variety of cultures in order to offer more programming that fosters cultural awareness.

- Sedgewick and District Municipal Library will reach out to the Manitou Asinîy-Iniskim-Tsa Xani Centre about offering an informational session about the Manitou Stone and its return to Treaty 8 territory.
- Before the end of 2028, the Library will host a community cultural fair where community members will be invited to showcase their cultural heritage.

Service Response 2: Advocate and Promote the Library

Goal: The Sedgewick and District Municipal Library Board and staff will continue to act as positive representatives for the library and promote it as a valuable community organization.

Promotion of the library and its services will be prioritized over the next four years through the development of a social media marketing strategy as well as continuing to build collaborative community relationships.

- The Library will collaborate with the Parkland Regional Library System to develop and implement a social media promotional strategy.
- Each year, Sedgewick and District Library will collaborate with other community organizations to host at least two community-wide events, which will in part showcase library services.



Service Response 3: Expand Knowledge and Creativity: Offering Diverse Programs

Goal: The Library will continue to provide an assortment of programs that meet the needs of all ages and community members from diverse walks of life.

Objective 1: The Library will provide programming for mature adults and their caregivers to assist in the reduction of feelings of isolation and burnout.

- The Library will continue to offer the 'Caregiver's in Support of Loved Ones with Dementia' program on a quarterly basis.
- Library staff will continue to liaise with community members in order to maintain existing creative program offerings for adults, such as Adult Craft Time, Knitting Ladies gathering, floral design, photography, and Diamond Dot artistry.

Objective 2: The Library will begin to offer new programs to attract young families and school-aged children that encourage social skill development, STEM knowledge, and community connections.

- Library staff will engage with new community groups and demographics through the offering of programs, such as Little Learners, After-school Lego program, and kids' craft time once per month.
- The Library will continue to provide free memberships and access to resources to school-aged children with print disabilities in cooperation with the Sedgewick Public School.
- By 2028, 75% of surveyed participants in programs geared to young families and school-aged children will indicate an increase in their time spent in the library as a result of participating in chosen programs.

Approval by Board

The Plan of Service for Sedgewick and District Municipal Library for 2024-2028 has been prepared by the Sedgewick and District 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.

The Library Board met on April 9, 2024. A motion was made to approve the Plan of Service; the vote for approval was unanimous.



APPENDIX A

Community Needs Assessment Report

Sedgewick Community Needs Assessment Meeting

May 26, 2023

Facilitated by Andrea Newland and Jessica Dinan, Parkland Regional Library System

As part of the process of managing and controlling a municipal library, *The Alberta Libraries Regulation* requires Library Boards to file a new Plan of Service with the Minister at least every five years. The Plan of Service must contain a mission statement and goals and objectives based on a needs assessment of the municipality or municipalities served by the board. To that end, a meeting was organized by the Sedgewick & District Library Board to inform the development of a new Plan of Service. The Library Board selected a group of individuals to represent a broad cross-section of Sedgewick and surrounding areas. Individuals were invited to the meeting based on their knowledge of community issues and their ability to represent the interests of one or more stakeholder groups. A number of community members were invited to attend the physical facilitation, plus online surveys were also completed to reach a wider audience. Ten members (including the Library Manager), attended the in-person meeting. Over 45 community members responded to the online needs assessment survey.

MEETING OBJECTIVES:

- Participants will understand their role and fully participate in the library's strategic planning process.
- Participants will identify those needs that could be service priorities for the library.

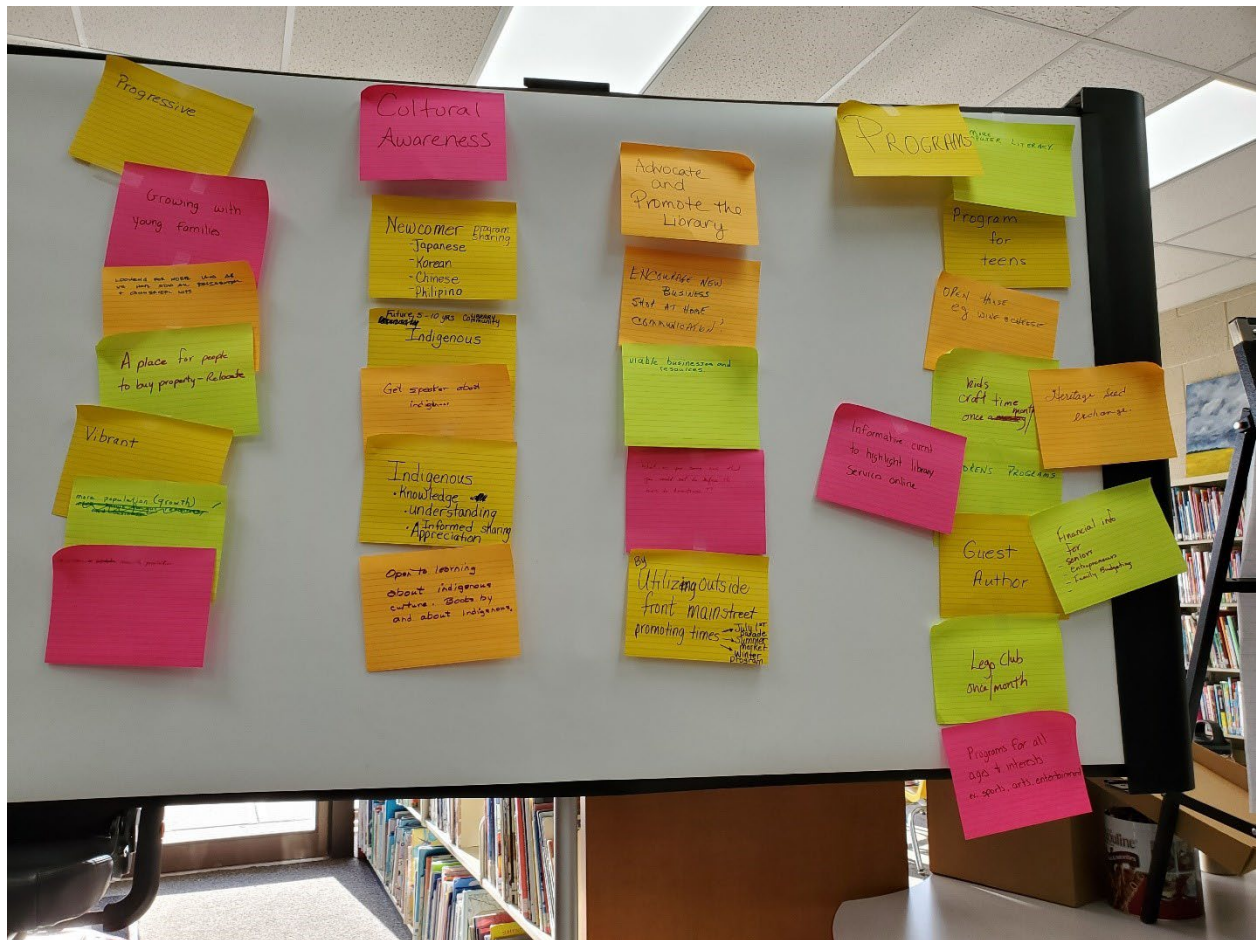
Identifying Needs for Library Service Priorities:

In-person participants were asked the following questions:

1. What is in the current plan of service that is still applicable?
2. Where does the community want to be in 5-10 years?
3. How can the library assist the community in achieving these goals?
4. What is library currently not doing that you would like to see it doing? Specific programs? Services?

Participants received large post it notes to jot down their ideas. They were given 25 minutes to brainstorm new programs, plans and ideas for the library. When ideas were exhausted, the facilitators posted all suggestions on the wall. All attendees were able to see everyone else's ideas and recommendations. Facilitators reviewed every suggestion and asked for further clarification or additional information when needed.

Similar ideas or topics were grouped together. Ideas that were deemed less important were removed and put aside.



The facilitators read out a list of Library Service Responses. Attendees were asked to choose the service response that best encapsulated each group of ideas/topic.

The attendees chose the following Service Responses:

- #1 Celebrate Diversity: Cultural Awareness
- #2 Advocate and Promote the Library
- #3 Expand Knowledge and Creativity: Diverse Programs

Grouped Responses

1	2	3
Open to learning about Indigenous culture. Books by and about the Indigenous people.	Utilize outside store front on main street. Promote library during: July 1 st parade, summer market, winter programs.	Financial information for seniors: -entrepreneurs -family budgeting
Indigenous knowledge and understanding. Informed sharing and appreciation.	Promote what the library is doing now that it could not do before the move to downtown.	Heritage seed exchange.

Get speakers about Indigenous culture.	Support viable businesses and resources.	More computer literacy.
Newcomer program sharing: -Japanese -Korean -Chinese -Filipino	Encourage citizens to shop at home. Communication in the library about local businesses.	Programs for teens.
		Informative event to highlight online library services.
		Programs for all ages & interests, e.g., sports, arts, entertainment.
		Lego club once per month.
		Guest authors.
		Kids craft time once per month.
		Open house, e.g., wine & cheese.
		Exercise programs for seniors.

The Library Manager clarified that the library was already providing many of these services. However, new ideas and recommendations did still emerge.

These three Service Responses were thought to be the main strategic priorities for the library. These three strategic priorities should be built into the new Plan of Service.

#1 Celebrate Diversity: Cultural Awareness

#2 Advocate and Promote the Library

#3 Expand Knowledge and Creativity: Diverse Programs