

# Big Valley Public Library

Plan of Service 2020 – 2025



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# **Big Valley Public Library**

## **MISSION STATEMENT**

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.

## **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.

## **COMMUNITY PROFILE**

Big Valley is a village in central Alberta south east 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 little village. We are home to a large senior population and is becoming a nice retirement town. There is also a large number of rural residents who support our local businesses, are members of our many community groups, and utilize our facilities.

## **LIBRARY PROFILE**

### **Library Staff**

Cordelle Rotvik –Library Manager

Tammy Rotvik-Volunteer

Asaph Ken Johnson (Board Chair)

Barb Skocdopole (Vice Chair/Treasurer)

Joan Grover (Secretary)

Marion Annable

Val Hallett

Jan Boice

Allan Clark

Clark German

Ms. Rotvik was hired as the librarian in September 2019. Her library shifts are four mornings and three evenings per week. She was a volunteer for many years before being hired by Big Valley Library. Ms. Rotvik has implemented the Little Libraries program for the residents of Big Valley to encourage reading at all ages.

### **Brief Summary of Annual Report 2019**

Library Memberships - 130

Library Visits – 3,984

2019 Total Circulation – 3,688

Resource Sharing

Items Borrowed – 2,684

Items Loaned – 1,252

The library has 4 public computers with wireless access available for the public during regular library hours (we are open 21 hours per week)

## Priority Service Responses

### GOAL# 1 FACILITIES: THAT CAN BE UTILIZED BY THE WHOLE COMMUNITY

Big Valley Municipal Library will provide a welcoming, attractive space in which to house our ever-growing collection, provide relevant programming, and allow for privacy for electronic resource and distance learning activities.

#### OBJECTIVE 1.1

BVML will utilize the existing space and resources to the best possible extent to provide a bright, attractive, comfortable atmosphere for our patrons

#### STRATEGY

For the immediate future, we will put what we have to better use.

#### TASK(S)

- Reorganize the collection, furnishings and technology to fully utilize existing space
- Clean and rearrange the library to create an attractive, welcoming atmosphere
- Obtain additional furnishings in order to increase patron comfort and encourage further use
- Better utilize off premises facilities to expand programming opportunities
- Create attractive window displays

#### WHO IS RESPONSIBLE FOR COMPLETION?

Library Manager and staff.

#### TIMELINES/COMPLETION DATE(s):

Tasks have already begun and are ongoing. Collection is being re-organized, extraneous furnishings and supplies have been put into storage and the library is being prepared for painting and repairs. These tasks should be completed by the end of 2021.

## **OBJECTIVE 1.2**

BVML will fully explore the possibility branching out with other services

## **STRATEGY**

Thoroughly investigate the possibility of building a 'Take a Plant, Leave a Plant' drop off point

## **TASK(S)**

Address any logistical impairments that may make the Plant Shelf unfeasible

- Watering cost
- Will it get used
- Thievery
- Put together a proposal to formally present to Council, addressing all issues that may cause the council to reject the opportunity
- Who supplies the supplies to build it/Cost to buy it?

## **WHO IS RESPONSIBLE FOR COMPLETION?**

Library Manager will be responsible to co-ordinate with Village staff to prepare a report addressing all of the above concerns. Completed report will be presented to the Library Board.

## **TIMELINES/ COMPLETION DATE(s):**

Library Manager will present preliminary report to the Board by the end of 2020. Based on findings, completed report should be presented to the Library Board by the spring of 2021. Board will decide on feasibility soon thereafter.

**OBJECTIVE 1.3**

Expand the WiFi Park and make it more appealing.

**STRATEGY**

Thoroughly explore options and costs of improving the Park

**TASK(S)**

- partner with other organizations within the community to build upgrade the park
- determine the actual costs associated with such a large venture
- research available funding
- determine a realistic timeline for completion of such a project
- explore further fundraising activities

**WHO IS RESPONSIBLE FOR COMPLETION?**

Board Building Committee

**TIMELINES/COMPLETION DATE(s):**

Fundraising and fact finding will be ongoing during the life of this plan of service.

**GOAL# 2 PROGRAMMING: THAT MEETS THE NEEDS OF THE WHOLE COMMUNITY**

Big Valley Municipal Library will be the doorway to literacy, both written and electronic, for all segments of the community.

**OBJECTIVE 2.1**

We will build in children a lifelong love of reading

**STRATEGY:**

Provide resources and programming for children that will stimulate their imaginations and satisfy their curiosity.

**TASK(S)**

- Use our existing resources and those available from PRL along with the talents of our volunteers to provide interesting, engaging programming
- Ensure that all children in the community are aware of our presence and the resources we provide
- Effectively promote programs with advertising, invitations, school promotions
- Continue to run Summer Reading Programs
- Offer regular drop in art and/or craft programs
- Offer contests to stimulate imaginations and involvement
- Run a structured after school book, computer, chess, etc. clubs
- Partner with the school to utilize their teleconferencing equipment

**WHO IS RESPONSIBLE FOR COMPLETION?**

Library Manager

**TIMELINES/COMPLETION DATE(S):**

2020 Summer Reading Program will run July/August. Each successive year will include a summer reading program. Initial proposals for clubs (book club, chess club, computer club) will be developed during summer of 2020 and presented in October. Each spring a new craft program will be developed. New programming will be continuously explored and developed during the life of this plan of service. Progress reports will be reviewed by the board at the end of each year.



**OBJECTIVE 2.2**

BVML will provide a venue for distance learning

**STRATEGY:**

Inform the public of the benefits of our SuperNet connection to web-based learning

**TASK(S)**

- Advertise our presence as an accredited examination center in the local media
- Create a new brochure of Library services
- Arrange for Stettler and District Learning council to hold sessions in our library
- Create a private, attractive space for learning

**WHO IS RESPONSIBLE FOR COMPLETION?**

Library Manager will create new brochure, publicize information and coordinate training sessions with learning council and local instructor.

**TIMELINES/COMPLETION DATE(S):**

New brochure to be created by 2021. After Board approval, information will be distributed throughout the community with the Whistle. Ads will run regularly in the Whistle, reminding community of service.

**OBJECTIVE 2.3**

BVML will ensure all citizens who wish it will be computer literate.

**STRATEGY:**

Connect with community members to make them aware of training available

**TASK(S)**

- Create a new brochure of Library services
- Advertise training opportunities in local media
- Arrange for Stettler and District Learning council to hold sessions in our library
- Organize Computer Training Courses

**WHO IS RESPONSIBLE FOR COMPLETION?**

Library Manager

**TIMELINES/COMPLETION DATE(s):**

New brochure to be created by 2021. After Board approval, information will be distributed throughout the community with the Whistle. Ads will run regularly in the Whistle, reminding community of service.

**GOAL#3            INFORMATION: BECOMING THE INFORMATION HUB OF THE COMMUNITY**

Big Valley Municipal Library will serve the needs of the residents for information related to all community services and events, by becoming the information hub of the community. We will help to promote literacy by building a current materials collection that is relevant to the information needs of the community.

**OBJECTIVE 3.1**

BVML will address the need to provide information related to the services offered by community organizations

**STRATEGY:**

Create a community events bulletin board dedicated to community events to be prominently displayed on library premises

**TASK(S)**

- Encourage local organizations to advertise their events and services in this central location
- Publish a monthly community events calendar in the Valley Whistle
- Effectively gather information from all community organizations containing their relevant information (pamphlets)
  - who they are
  - what they do
  - where and when they meet
  - how to join
  - who to contact
- Create a printed directory to hand out to people moving into the community
- Update website to include all relevant community information and links

**WHO IS RESPONSIBLE FOR COMPLETION?**

Library Manager

**TIMELINES/COMPLETION DATE(S):**

Regular publication of community events calendar will begin in the fall of 2020. Information pamphlet will be finalized by January 2021.

### **OBJECTIVE 3.2**

BVML will strive to promote literacy and a love of reading.

#### **STRATEGY:**

BVML will carefully build our collection, prominently displaying and promoting new additions to our collection, keeping up to date with the reading habits of the community, and building a collection relevant to the information needs of the community.

#### **TASK(S)**

- Assess current collection, cull irrelevant out of date volumes.
- Build our collection with community input
- Provide a current collection that reflects community needs and appeals to diverse community interests
- Provide quicker rotation schedule for large print books available through PRL
- Provide outreach services to seniors unable to visit our facilities

#### **WHO IS RESPONSIBLE FOR COMPLETION?**

Library Manager

#### **TIMELINES/COMPLETION DATE(s):**

Current collection cull will be complete by September 2020. Current collection assessment will be complete by the end of December 2020. Major collection building will occur during the spring and fall of each year of this current plan.

## OVERVIEW OF THE PLANNING PROCESS

### PLAN OF SERVICE

#### Purpose and process of the Big Valley Public Library Plan of Service

The purpose of preparing regular long-range plans is to both satisfy the requirement to do so by the Ministry of Municipal Affairs, Alberta, and to give the library, its board, and staff direction in their efforts to best serve the needs of the Big Valley and area community.

The Big Valley Public Library 2020 - 2025 Plan of Service is based on input from:

Community members of Big Valley and rural County of Stettler

Library board members

Library staff

### CONCLUSION

The Big Valley Public Library board and staff continue to make every effort to meet the Government of Alberta and Municipal Affairs Standards and Best Practices for Libraries in Alberta. We appreciate the support of the Village of Big Valley and Red Deer County, which enables the library to provide a high level of service to the community and surrounding area.

We are grateful to the members of the community, the Library Board, the Library staff and Parkland Regional Library representatives who provided input and assistance with this process.

The Big Valley Public Library 2020-2025 Plan of Service has been approved by the Big Valley Public Library Board on April 26, 2021.

## **2020 COMMUNITY NEEDS ASSESSMENT**

### COMMUNITY VISION OF IDEAL COMMUNITY

#### **Children**

- will have programs for children to give a sense of belonging and safety
- will have the opportunities to learn life skills
- will have a safe community in which to live
- will have facilities for leisure activities (e.g. skate park, tennis courts, basketball)
- will have the opportunities to participate in more family-oriented activities within the community (First of July, Family Day, Community Halloween Party, Family get-togethers)

#### **Teens**

- will have age appropriate activities to keep them safe and occupied
- will have a place to go
- will take part in service organizations in the community and have a sense of belonging
- will have opportunities to participate in programs and regular events (Lego Day, Reptile Day, Career Day, Safe Internet Use training)

#### **Families**

- will have more family friendly activities and community events
- will have updated, safe playgrounds
- will have opportunities to participate in events which encourage rural and village interaction

#### **Seniors**

- will have better access to the community and facilities (safer and better sidewalks and walking paths)
- will have year-round physical activities
- will have access to training for the internet, computer technology, etc.

## **Whole Community**

- will have access to high speed internet
- will have events that bring together the whole community
- will have access locally to a gym and/or fitness facilities
- will have access to locally run courses, clubs and activities ( Archery club, Community fishing pond, Outdoor skating facilities, Self Defense Classes, Music Lessons, Art Lessons, Hunter's Training courses, First Aid courses)
- will have access to local community garden space
- will have access to local Adult Learning opportunities
- will have access to local medical facilities

## **Businesses**

- will have the opportunity to expand and hire local people and draw in new families
- will benefit from increased tourism (expanded season)
- will find ways to attract more businesses to the community

## SITUATIONAL ANALYSIS

A situational analysis of the Village of Big Valley provided a starting point to analyze the Library situation

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> <li>• Kind and caring people</li> <li>• Friendly and safe community</li> <li>• Community pride</li> <li>• Many active service organizations</li> <li>• Lots of tourism/visitors</li> <li>• Seniors contribute their time, skills, and knowledge</li> <li>• Strong work ethic</li> <li>• Existing facilities/venues (many)</li> <li>• Common vision</li> <li>• Affordable housing</li> <li>• Businesses support the community</li> <li>• Good school and playgrounds</li> <li>• Preservation of heritage</li> <li>• Local paper</li> </ul>	<ul style="list-style-type: none"> <li>• Shortage of people</li> <li>• Lack of time</li> <li>• Under-utilized facilities</li> <li>• Lack of employment opportunities in the village</li> <li>• Continued maintenance of infrastructure</li> <li>• Underfinanced</li> <li>• Lack of accessible transportation</li> <li>• Lack of communication between organizations (not working together)</li> <li>• Lack of focus</li> <li>• Negative attitudes</li> <li>• Lack of local medical facility/services</li> <li>• Burnt out volunteers</li> <li>• No one wants to lead</li> <li>• High speed internet is expensive</li> </ul>

OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> <li>• New residents</li> <li>• Fresh volunteers/ideas</li> <li>• County Support</li> <li>• Tourism</li> <li>• Bedroom Community (Stettler)</li> <li>• Government funding/Grants</li> <li>• Casino money</li> <li>• Well educated residents</li> </ul>	<ul style="list-style-type: none"> <li>• Recession causing businesses to close</li> <li>• Jobs elsewhere/necessitating travel</li> <li>• Decrease in population</li> <li>• Aging population</li> <li>• Increase in fuel prices</li> <li>• Low commodity prices</li> <li>• Possible loss of school, hotel, businesses, facilities</li> <li>• Loss of many provincial/federal grants</li> <li>• Decisions made outside of the community</li> <li>• Cost of living in Alberta</li> <li>• Geographically isolated</li> </ul>