



# **The Lamont County Library Board**

## **Needs Assessment &**

## **Plan of Service**

**2011 – 2016**

To provide library service to the residents of Lamont County and assist in the continued growth of library services in the Town of Bruderheim, the Town of Lamont, the Town of Mundare, and the Village of Andrew.

*Submitted by the Lamont County Library Board  
December 1, 2010*

Definitions:

- a. The Lamont County Library Board will be referred to as the ‘Library Board’;
- b. The libraries of the Town of Bruderheim (Metro Kalyn), Town of Lamont, Town of Mundare, and Village of Andrew will be referred to as the ‘Town Libraries’, unless otherwise stated;
- c. All residents of Lamont County will be referred to as the ‘residents’.

The Library Board consists of a maximum of eight (8) members at large and two (2) members of council.

**Mission Statement:**

The Lamont County Library Board’s mission is to access and provide funding to assist the Town Libraries in the provision of library service to residents within Lamont County.

Lamont County is located in east central Alberta, 62km (40m) northeast of Edmonton.

**Area**

Entire County 2,474 sq km (955 sq miles)

**Population**

Lamont County -	3925
Town of Bruderheim -	1,202
Town of Lamont -	1,692
Town of Mundare -	715
Village of Andrew -	485
Village of Chipman -	260

Also situated in Lamont County are the hamlets of Hilliard, St. Michael, Star/Edna, and Wostok. Lamont County boasts a strong Ukrainian and Polish influence and has the largest number of churches per capita anywhere in North America. Lamont County is a rural community with many homesteads having celebrated 100 years or more of family farming.

## Needs Assessment

Date - **August 18 & 19, 2009**

Activity- Lamont County Board members toured the Metro Kalyn Community Library (Bruderheim), Andrew Public Library, Lamont Public Library, and the Mundare Public Library.

Purpose-

- To meet library staff and Board members
- To tour the library and appreciate its service to its community
- To see what special features each library possesses
- To learn about special programming, fund-raising events, and needs

Date- **September 30, 2009**

Activity- Lamont County Library Board Joint Regional Meeting

Purpose-

- To invite library staff and Board members from each of our four local libraries for an informal meeting and get together
- Give a brief history of the new Lamont County Library Board
- Ask representatives from the local libraries how our Library Board could support libraries in Lamont County
- To provide monetary assistance to each library
- Discuss the benefits and detriments associated with joining Northern Lights Library System
- Discuss the dilemma of having two of our local libraries belonging to NLLS - Metro Kalyn (Bruderheim) and Mundare and two joint school/public libraries which do not belong to NLLS - in relation to our County residents
- To discuss additional items such as hours of operation, staffing, programs, needs of rural residents, partnerships, sharing of events and resources, preserving the past, charitable donations, etc.

Date- **October 14, 2009**

Activity- Draft of Needs Assessment

Purpose-

- To get feedback from all board members
- Discussed survey, focus groups, outside facilitator

Date- **December 9, 2009**

Activity- Reviewed the Needs Assessment and Plan of Service for each of our four local libraries

Purpose-

- To understand the direction in which each of our local libraries are headed
- To discuss how our Board can assist them in achieving their goals
- To understand where we should focus our goals
- To make plans

Date- **May 18, 2010**

Activity- Launch of Lamont County Library Board Needs Assessment Survey

- Survey inserts in the Lamont Leader newspaper - 3783 copies
- Web link on County website activated May 20<sup>th</sup>
- Survey sent to the five County schools to be included in school newsletter
- Copies at each of the four local libraries
- Survey inserted in all County tax notices May 21<sup>st</sup>

Date - **September 22, 2010**

Activity – Presentation by Patricia McNamee on Library User Agreements

Activity – Review Survey results

Activity – Review Plan of Service

Date – **December 1, 2010**

Activity – Approve Plan of Service

## Goal #1

### Library User Agreement

- Objective:
  1. To enter into a user agreement with our four local libraries – Andrew, Bruderheim, Lamont, and Mundare.
  
- Strategies:
  1. Study sample agreements made by other Alberta Library Boards.
  2. Invite representation from Alberta Municipal Affairs Public Library Services Branch (AMAPLSB) to speak on this issue with our Board.
  3. Receive input from AMAPLSB on final draft.
  
- Timeline:
  1. 2011
  2. Ongoing with option to amend.
  
- Responsibility:
  1. Board.
  
- Budget/Resources Required:
  1. Meet with each individual Library Board or host joint meeting \*(#39).
  2. Consent in writing of the Minister.
  
- Tasks:
  1. Develop a draft agreement from examples provided by the Public Library Service Branch and provide to Board for perusal.
  2. Invite Pat McNamee, Policy & Legislative Advisor, to speak and work with the Board to develop a working document.
  3. Present document to each Library Board for input and approval.

\*refers to budget item #

## **Goal #2**

### Devise a formula for distribution of monies

- Objective:
  1. Meet the needs of the Lamont County public library patrons and residents.
  
- Strategies:
  1. Request specific information from each participating local Library Board.
  2. Documentation to include: copy of yearly budget, receipts & disbursements form and/or audited statement, annual report, and most recent plan of service.
  
- Timeline:
  1. 2011-2012.
  2. Review yearly.
  
- Responsibility:
  1. Board.
  
- Budget/Resources Required:
  1. Host annual meeting, book space, provide lunch \*(#39, #56).
  
- Tasks:
  1. Receive input from each Board member.
  2. Refer to Library User Agreement.
  3. To consider formal requests for financial assistance of specific and/or unique projects.

### **Goal #3:**

#### Participating in provincial library endeavors

- Objective:
  1. To give each Lamont County Library Board trustee the opportunity and financial compensation to attend course and conference events related to their role as library trustee.
  
- Strategies:
  1. Bring forward all related course and conference information to the library trustees.
  2. Budget for conference/course fees, mileage and accommodation.
  
- Timeline:
  1. 2011→
  2. Annually as part of the budget process.
  
- Responsibility:
  1. Board.
  
- Budget/Resources Required:
  1. Board expenses \*(#39).
  
- Tasks:
  1. Send representation to a minimum of two of the following functions on a yearly basis:
    - a. The Alberta Library Conference
    - b. The Northern Lights Library Conference
    - c. NetSpeed
    - d. Round table discussions
    - e. Other approved and related functions
  2. Host and/or attend an Alberta Library Trustee Workshop at least once during term on the Lamont County Library Board.

## **Goal #4:**

### Advocacy

- Objective:
  1. The Library Board will promote and support the Town Libraries in their enhancement and growth of library services to all residents.
  2. The Library Board will collaborate with other local groups to promote library awareness in Lamont County.
  
- Strategies:
  1. To provide financial assistance.
  2. To bring awareness of library services and opportunities to the Town/Village and County residents.
  3. To lobby local and provincial governments to provide adequate and sustainable funding for libraries.
  4. Work with and accept invitations from local groups whenever possible (i.e. CALC, NorQuest, CAEC, FCSS).
  
- Timeline:
  1. 2011→ Review annually.
  
- Responsibility:
  1. Board.
  
- Budget/Resources Required:
  1. Advertising, appreciation, funding support, mileage \*(#39, #45, #56).
  
- Tasks:
  1. Advocate to our local politicians and provincial minister and make libraries an issue during local and provincial elections and political forums.
  2. Advertise and promote libraries through local newspapers and newsletters.
  3. Thank the municipal & provincial governments for their support each year.



## **Goal #5:**

### Review Northern Lights Library System request for membership

- Objective:
  1. To weigh the benefits and/or drawbacks of joining the Northern Lights Library System.
  
- Strategies:
  1. Invite Mircea Panciuk, Executive Director of NLLS, to speak to the Lamont County Library Board and invite the public.
  2. Request information from county/municipal library boards without a physical library on the benefits of belonging to a library system (i.e. M.D. of Bonnyville).
  
- Timeline:
  1. 2012-2014.
  
- Responsibility:
  1. Board.
  
- Budget/Resources Required:
  1. Cost of hosting an event \*(#39).
  2. Travel costs \*(#39).
  
- Tasks:
  1. Invite Northern Lights to make a presentation on the benefits of Lamont County joining its library system.
  2. Invite local stakeholders – representation from our four public libraries, representation from our town and village councillors and managers.
  3. Invite representation from Alberta Municipal Affairs, Public Library Services Branch.
  4. Allow for questions, feedback, and a consensus on whether to pursue membership or revisit it at another time.