

SUNDRE MUNICIPAL LIBRARY PLAN OF SERVICE 2026 – 2030



96 2 Ave NW #2

P.O. Box 539, Sundre, AB T0M 1X0

403-638-4000

sundrelibrary@prl.ab.ca

prl.ab.ca/sundre

Table of Contents

Acknowledgements	3
Statement of Approval and Accountability	3
Inclusions	4
Vision Statement	4
Mission	4
Values	4
Library Profile	5
History	5
Hours	5
Governance	5
Human Resources	5
Community	6
Partnerships	6
Community Needs Assessment	7
2026-2029 Plan of Service	8
Library Service Response 1 - Stimulate Imagination: Reading, Viewing, and Listening for Pleasure	8
Library Service Response 2 - Satisfy Curiosity: Lifelong Learning	8
Library Service Response 3 - Visit a Comfortable Place: Physical and Virtual Spaces	8
APPENDIX A	10
Community Needs Assessment Survey Summary	10
APPENDIX B	15
Community Needs Assessment Meeting Report	15
Sundre Municipal Library Community Needs Assessment Meeting	15
Identifying Needs for Library Service Priorities	15
APPENDIX C	20
'Spend 6' Community Needs Assessment Initiative	20

Acknowledgements

The Board of Sundre Municipal Library would like to extend its sincere gratitude to the numerous community organization representatives who attended the Community Needs Assessment meeting. We were pleased to welcome the voices and perspectives of the following groups in bringing our strategic plan to life: Sundre Chamber of Commerce, Sundre District & Historical Society, Greenwood Neighborhood Place/Family Community Support Services (FCSS), Sundre Daycare Centre, Sundre Palliative Care Association, Mountain View Senior's Housing, Peaks to Prairies Primary Care Network, Friends of the Sundre Municipal Library, River Valley School Council, and the Sundre Creative Arts Society.

We would also like to extend a special thank you to Jessica Dinan, Library Consultant with Parkland Regional Library System for facilitating our Plan of Service community engagement and board workshop sessions. To the Sundre and District Ag Society, thank you for use of the community organization table at the Farmer's Market for our 'Spend 6' Initiative.

We remain deeply grateful for the continued financial support from the Town of Sundre, Mountain View County, and other government partners. Their investment in our library is a testament to their belief in the power of community learning, access, and connection.

Statement of Approval and Accountability

The Plan of Service for 2026-2030 has been prepared by the Town of Sundre 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 plan of service." Motion made by: Carolyn Hellmer. Motion seconded by: Wendy Murphy. Carried.

Date of Board Meeting: November 20, 2025

Original signed by:



Wendy Murphy, Board Chair

DATE: November 20, 2025

Inclusions

Vision Statement

The Sundre Library is a welcoming, inclusive centre for literacy, leisure, creativity, and lifelong learning.

Mission

To provide materials, services, programs, information, and resource connections which help the citizens of Sundre and area to flourish.

Values

The Sundre Municipal Library is a member of the Parkland Regional Library System and fully subscribes to best practices in Library procedures and services as established by the Public Library Services Branch (Alberta Municipal Affairs) and the Library Association of Alberta.

We believe the Library has a part to play in fostering and supporting a healthy, vital community. It is a place where citizens may exercise their imaginations and find the resources to thrive in a challenging and fast-changing world.

These goals are achieved through:

1. The facilities of the Sundre Municipal Library are open to everyone and are available for the use of local clubs, groups, and non-profit organizations.
2. The materials of the Sundre Municipal Library (print, audio, video, digital, and realia) are chosen to appeal to the widest possible range of patrons and to reflect and celebrate the diversity of our community. We take special care in maintaining materials for those who may have a disability that makes the use of traditional materials difficult or impossible. Library materials include those available digitally or online to Library patrons through subscriptions maintained by Parkland Regional Library.
3. The staff of the Sundre Municipal Library are dedicated to providing the highest possible level of Library services and assisting patrons with accessing the materials and programs offered by the Library. Staff are committed to helping determine, organize, and deliver appropriate activities and events to meet existing and emerging community needs and to engage users of programs in determining their effectiveness, and collecting and evaluating statistics on program participation.

Library Profile

History

The Sundre Municipal Library was established in 1949 and was first housed at the Women's Institute Hall. In its early years, the Library was open only one day per week and was closed for July and August. By 1956, the library collection had expanded to over 4,000 books, and 500 more were being added every year.

The Library has had several homes over the years, until 1976, when a new library was created in the basement of Wild Rose Court, the town's first government-sponsored residence for seniors. Library supporters raised the \$30,000 necessary for this project through various fundraising efforts.

In 1980, the library joined the Parkland Regional Library System (PRLS), resulting in increased funding, as well as access to a wider range of books for patrons.

The library moved to its current home in the Sundre Community Centre in 2006. New features of this facility included a spacious children's area, an expanded adult section, and public internet stations. The Friends of the Sundre Municipal Library Society was established in 2005 to provide fundraising support to the library.

The Sundre Municipal Library celebrated its 75th anniversary in December 2024!

Hours

The Sundre Municipal Library is open 5 days a week for a total of 30 hours per week.

Governance

The Sundre Municipal Library is governed by trustees appointed by the Town of Sundre. The Town of Sundre Library Board meets once a month, and meetings are open to the public.

Board Members

Wendy Murphy - Chair

Todd Dalke

Allan Tarnoczi

Carolyn Hellmer

Simon Ducatel

Janelle Baker

George Green

Human Resources

Sundre Municipal Library has a full-time Library Manager, three part-time staff members and one seasonal summer employee. Joy Willihnganz is the current Library Manager.

Community

In 2024, Sundre recorded a population of 2,730 people. The town is located 100 kilometres northwest of Calgary, and serves as a major thoroughfare in the summer and winter months for travellers to the Rocky Mountains. Due to the community residing in Mountain View County, in close proximity to Olds, Carstairs, Didsbury, and Cremona, the Library also serves residents from these communities within the County, as well as Mountain View County residents.

The community population is approximately:

- 14.4% in the age range of 0-14
- 10.6% in the age of 15-24
- 32.4% in the age range of 25-54
- 42.4% in the age range of 55+

(Age demographic information taken from [Point2Homes.com](https://www.point2homes.com))

Partnerships

The library strongly believes in the power of partnerships and is proud to collaborate with a diverse range of organizations that share our commitment to learning, inclusion, and community enrichment. These partnerships allow us to expand our reach, enhance our services, and better respond to the evolving needs of our patrons. We are honoured to work alongside the following groups, whose support and shared vision help us build a stronger, more connected community: Sundre and District Historical Society, Greenwood Neighborhood Place/FCSS, Mountain View Family Resource Center, Mountain View Seniors' Housing, the regional schools of Chinook's Edge School Division, Sundre Daycare Centre, and Little Ducklings Daycare.

We are especially grateful for our regional partnerships with Parkland Regional Library System (PRLS), and are particularly proud of the collaboration between Mountain View County libraries, which strengthens our collective ability to serve our communities and strengthen our impact. As a proud member of the Library Association of Alberta (LAA), we remain committed to advancing library services across the province through shared knowledge, advocacy, and innovation.



Community Needs Assessment

The Sundre Municipal Library, with the support of Parkland Regional Library System, hosted a community survey (with both online and paper formats available) from June 1st – September 30th, 2025, to assess the strengths and weaknesses of the Library's service offerings. It focused on questions regarding library collections, programs, hours of operation, and general services to help us learn where we can grow and better the community. There were 115 survey respondents. An in-person community needs assessment meeting was held on October 14th, 2025, and representatives of various Sundre community organizations were invited to attend. At this meeting, participants brainstormed and discussed the strengths and weaknesses of Sundre Municipal Library, as well as the challenges faced by the Town of Sundre. This meeting was facilitated by a Consultant Librarian from Parkland Regional Library System. The Library also held a 'Spend 6' campaign through August and September 2025 to gather as much community feedback as possible.

The results from the community survey, in-person needs assessment meeting, and 'Spend 6' campaign were reviewed by board members and library staff. This information guided the creation of Sundre Municipal Library's 2026-2030 Plan of Service.

Data from the online survey, in-person community needs assessment meeting, and 'Spend 6' campaign are contained in Appendix A, B, and C, respectively.

Review

On October 30th, 2025, the Town of Sundre Library Board members and senior staff reviewed the results from the online survey and the in-person community needs assessments. This data, as well as an assessment of the library's resources and organizational capacity, was used to determine priority library responses for inclusion in the current Plan of Service. Based on the identified needs relevant to the library's mandate and the library resources available to help meet these needs, the following Library Service Responses have been selected as the priority service areas for this Plan of Service.

1. Stimulate Imagination: Reading, Viewing, and Listening for Pleasure
2. Satisfy Curiosity: Lifelong Learning
3. Visit a Comfortable Place: Physical and Virtual Spaces

2026-2030 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 - Stimulate Imagination: Reading, Viewing, and Listening for Pleasure

Goal: Community members who want materials to enhance their leisure time will find a broad range of resources and program offerings available to them.

Objective 1: Year over year, Sundre Municipal Library will maintain its 2024 eContent Contributions to ensure patrons have access to the digital content they prefer.

- Sundre Municipal Library will contribute at least \$2,000 annually to system eContent platforms to support meeting patron demand.

Objective 2: By 2030, the Sundre Municipal Library will offer regular programs to serve members of all ages, with a specific focus on intergenerational and youth programming.

- Sundre Municipal Library provide quarterly intergenerational programs specifically designed to engage both seniors and children in meaningful, shared experiences.
- Sundre Municipal Library will offer engaging and age-appropriate programs for teens on a quarterly basis to support their personal growth, creativity, and community connection.

Library Service Response 2 - Satisfy Curiosity: Lifelong Learning

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

Objective 1: By 2030, 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 skill development library pursuits was “positive”.

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

Objective 2: 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 skill development.

- Library staff will utilize collection development resources to learn about new materials that promote creativity and developing new skills.
- The Library 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.
- The library will create one new go bag for adults each year, designed to support skill development through engaging, hands-on activities. These kits will promote creativity, cognitive stimulation, and lifelong learning in a convenient take-home format.

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 undergo an hours of operation audit (including polling 5% of community members) to determine the best operating hours to serve the community and ensure that those hours are staffed appropriately.

Objective 2: By 2028, the Sundre Municipal Library will have added at least one designated quiet area to satisfy community demand for a noise-controlled, private library space.

- The Library will acquire and install a soundproof booth for study, interviews, and quiet activity.

Objective 3: By the end of 2030, the Library will have undergone space planning and minor renovations to enhance the collection presentation and layout, and functionality of the overall space.

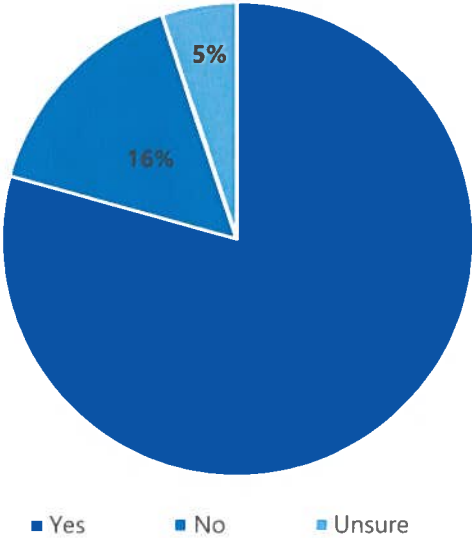
The majority of future survey respondents will rate the Library's physical spaces as "excellent".

- The library will refresh its interior by re-painting key areas and updating window treatments to foster a more inviting and practical space.
- The library will source or reconfigure existing collection layouts to increase storage and display space for DVDs and other materials.
- The library will update its kitchen area to enhance functionality by incorporating improved storage, flexible meeting space, and accommodations for staff needs.
- The library will install an indoor drop box to safeguard materials from weather-related damage and ensure secure returns.

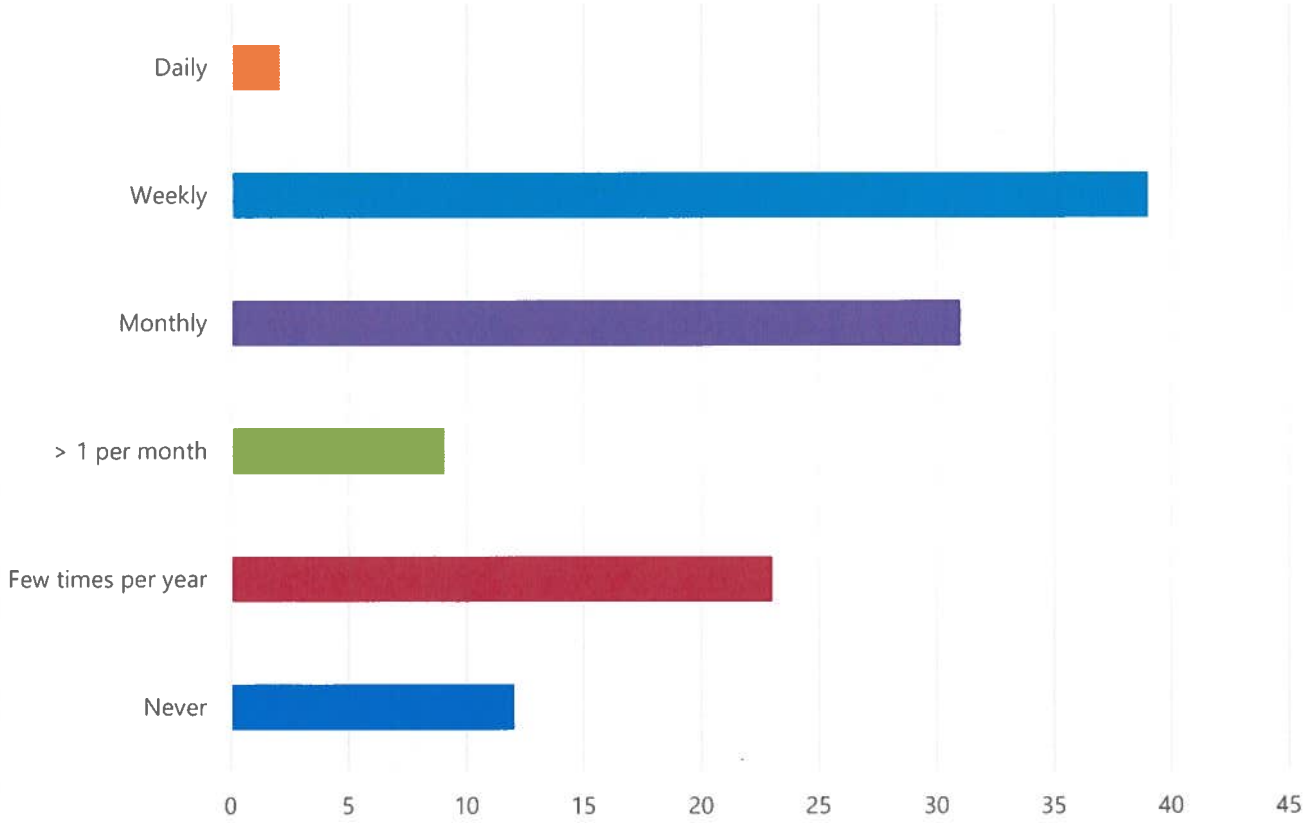
APPENDIX A

Community Needs Assessment Survey Summary

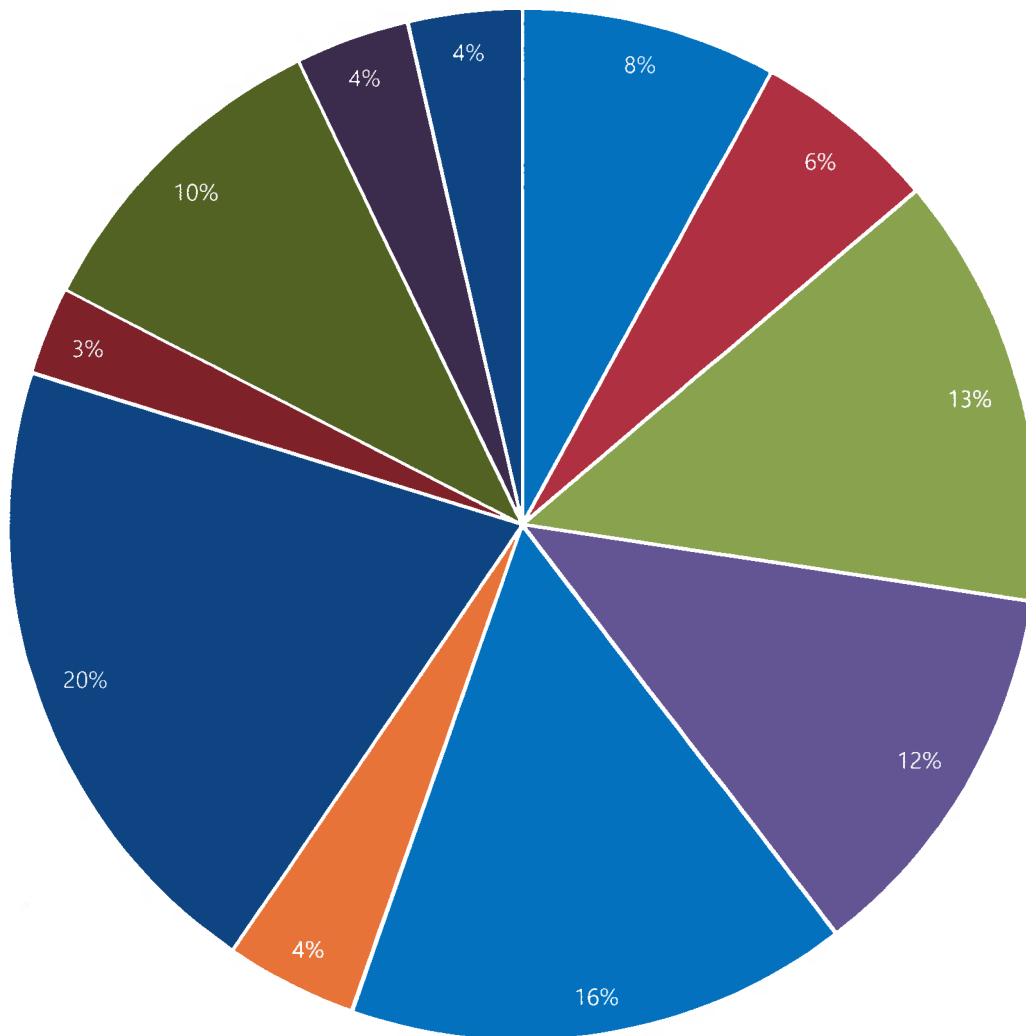
Library Card Status



How often do you visit the library?

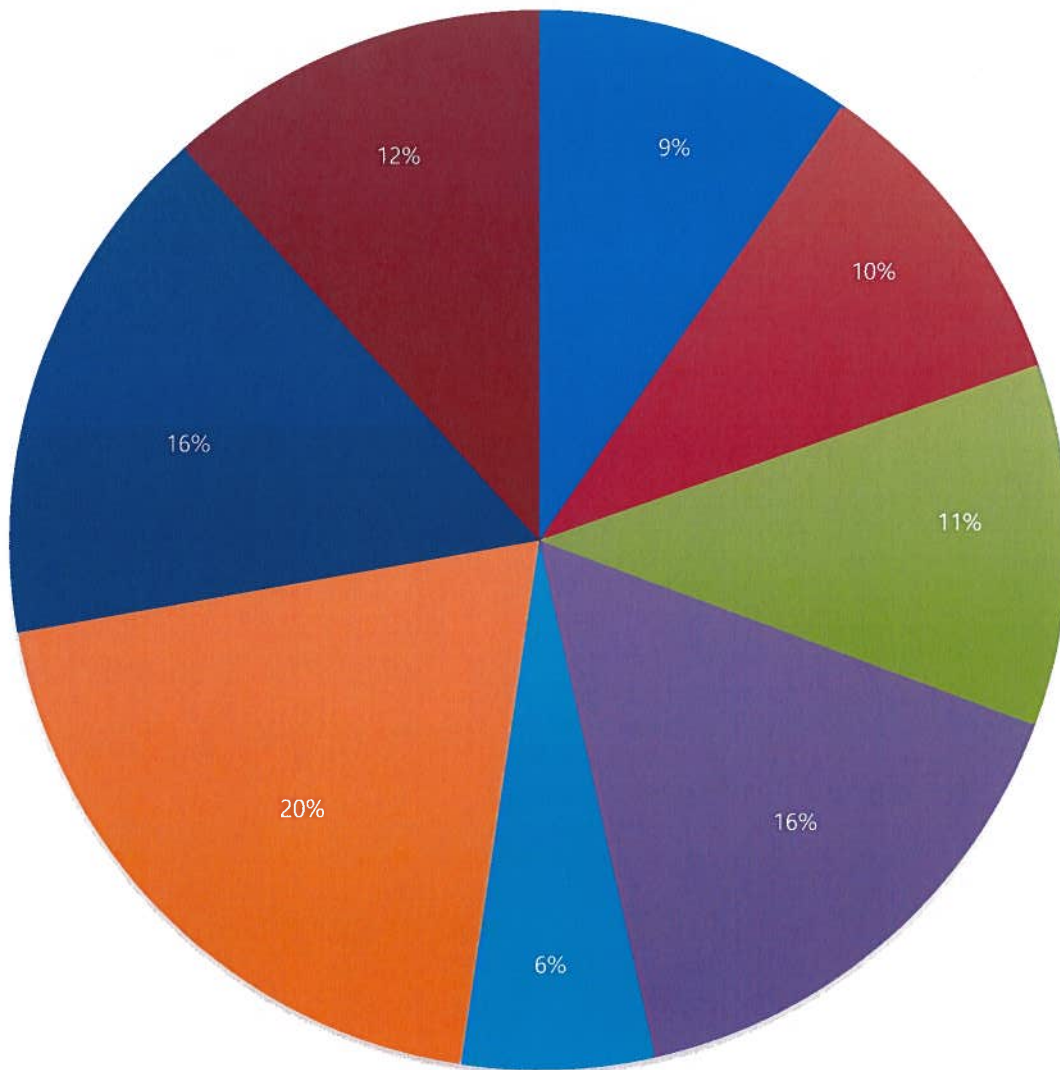


Learning Goals



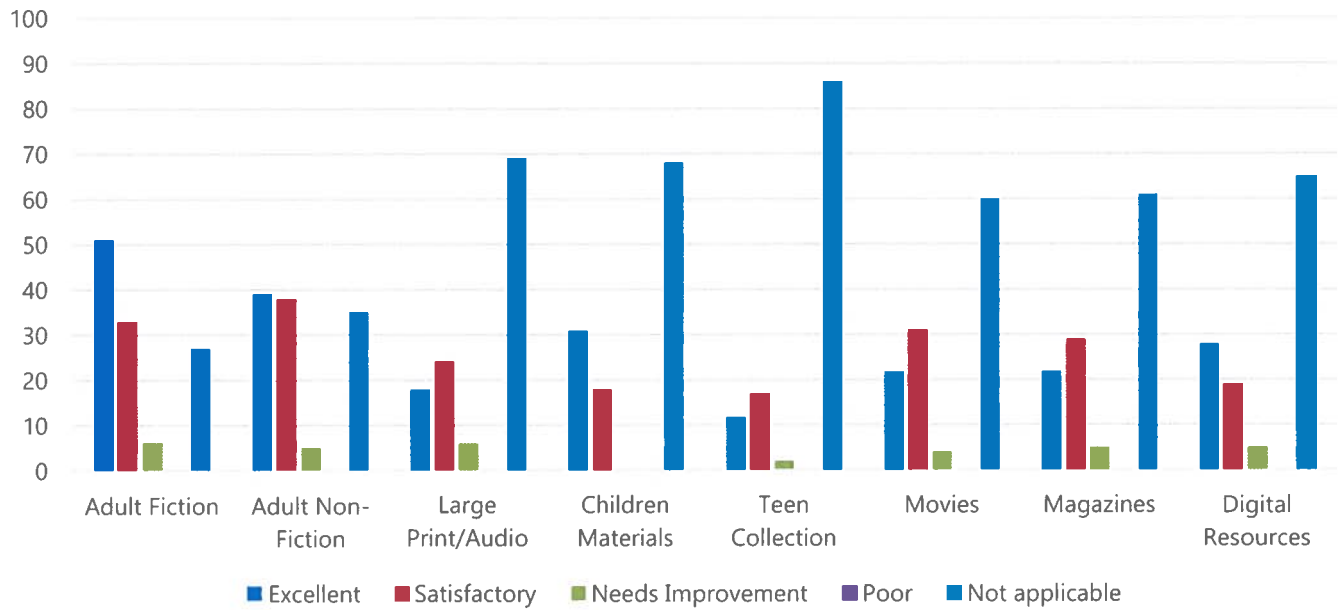
- Access to local, national, and world news
- Business and non profit support
- Early literacy opportunities
- Answers for topics of personal interests
- Access to adult, teen, and family literacy
- Job and Career Development
- Lifelong learning opportunities
- Homework Help
- Skills to search, locate and evaluate information effectively
- Services for new immigrants
- Exam Proctoring

Leisure Goals

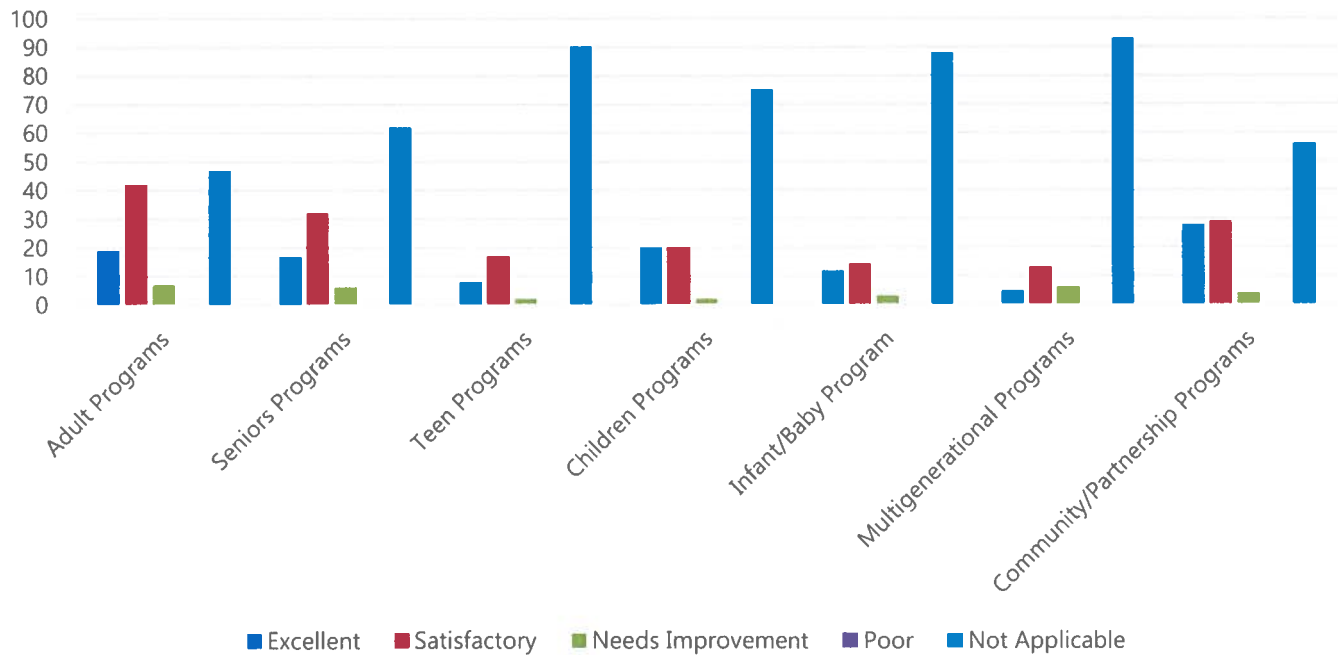


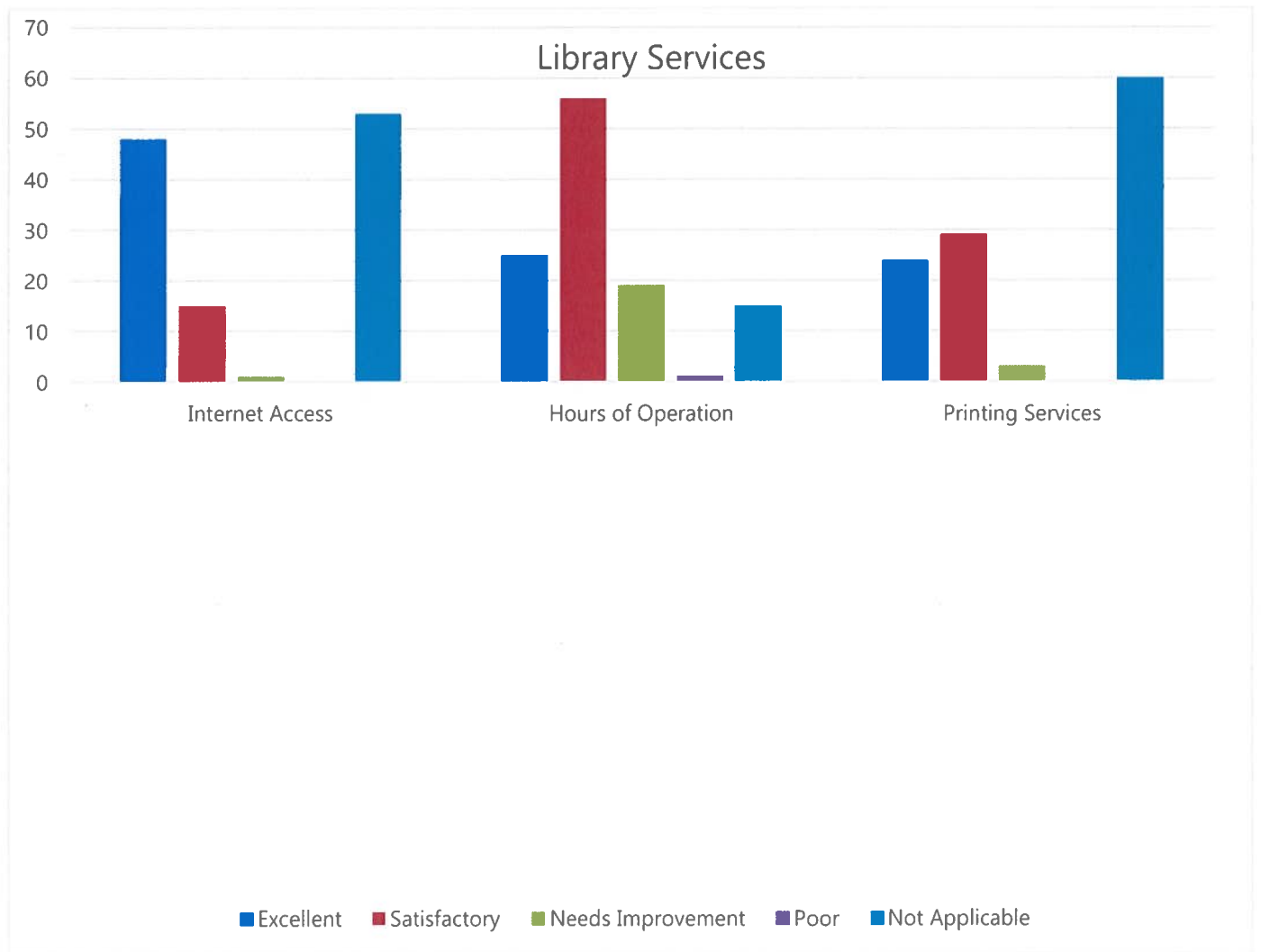
- Celebrating diversity and cultural awareness
- Genealogy and local history
- Services to provide creative outlets (print, video, audio, etc)
- Access to community resources, services, and community activities
- Health, finances, and other lifestyle goals
- Reading, watching, and listening for pleasure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

Collection



Programming





APPENDIX B

Community Needs Assessment Meeting Report

Sundre Municipal Library Community Needs Assessment Meeting

October 14, 2025

Facilitated by 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 Town of Sundre 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 Sundre 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. 15 community members (including the Library Manager) attended the in-person meeting.

MEETING OBJECTIVES:

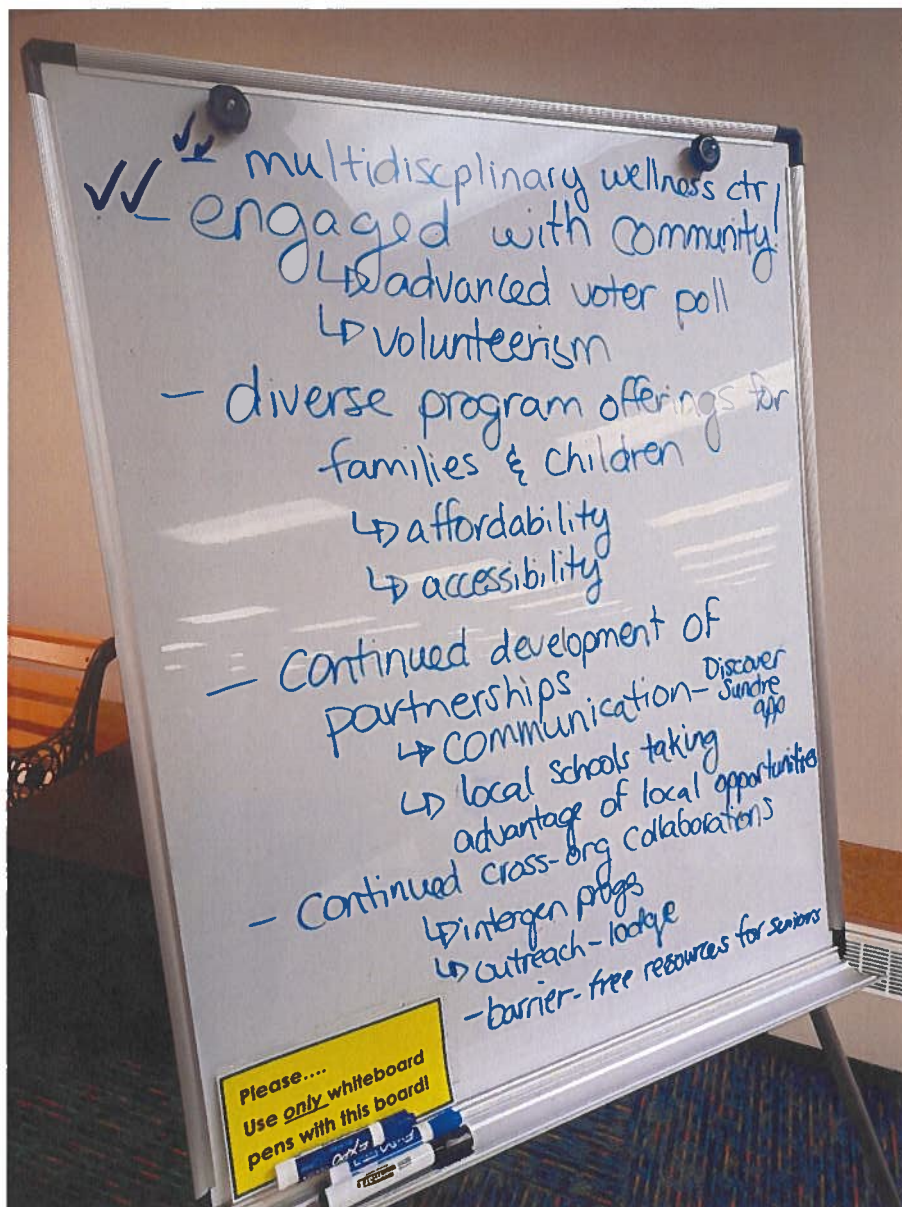
- Participants will understand their role and fully participate in the library's strategic planning process.
- Participants will identify those needs that could be service priorities for the library.

Identifying Needs for Library Service Priorities:

In-person participants were asked the following questions:

1. Where does the community want to be in 5 years?
2. How can the library assist the community in achieving its goals?
3. What is the library currently not doing that you would like to see it doing in the future?
4. Is there anything in the current Plan of Service that still applies?

Participants discussed the first question as one large group, while the facilitator jotted down their answers and asked clarifying questions when needed. For questions 2 & 3, participants were broken up into small groups of 3-4 people each and received large post-it notes to jot down their ideas. They were given approximately 5 minutes per question to brainstorm ideas in their small groups for the library. When ideas were exhausted, the facilitator shared the answers recorded on each post-it note with the whole group and posted all suggestions on the wall. Attendees were able to discuss each other's ideas and recommendations. The facilitator reviewed every suggestion and asked for further clarification or additional information when needed.



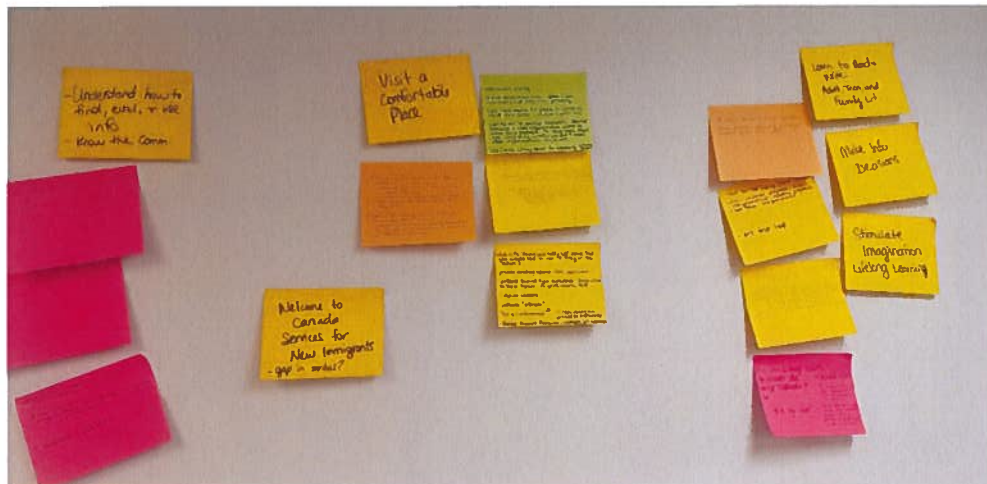
Similar ideas or topics were grouped together. Ideas that were deemed less important were removed and put aside. Three themes emerged from the groups' answers to the above questions:

1. Intergenerational programming and literacy (specifically initiatives that assist young families and seniors)
2. Small group/private space room bookings and additional morning opening hours
3. Communication of library and community events/programs/services

The facilitator shared with participants a list of Library Service Responses. Attendees were asked to discuss them and choose the service response(s) that best encapsulated each group of ideas/topic. They found that there were several Service Responses that fit with themes 1 and 3. The Responses that the group chose have been colour-coded below. Responses #1-3 correspond with the [intergenerational programming and literacy theme](#) (theme #1), Response #4 corresponds with the [private space and](#)

additional morning hours theme (theme #2), and Responses #5-6 correspond with the communication theme (theme #3).

Towards the end of the Service Response review and brainstorming period, a participant brought up that the lack of points brought forward pertaining to new immigrant services could indicate a service gap in the community, and it was decided to add it to the list of Service Responses for consideration.



The attendees chose the following Service Responses:

- #1 Satisfy Curiosity: Lifelong Learning
- #2 Make Informed Decisions: Health, Wealth, and Other Life Choices
- #3 Learn to Read and Write: Adult, Teen, and Family Literacy
- #4 Visit a Comfortable Place: Physical and Virtual Spaces
- #5 Understand How to Find, Evaluate, and Use Information: Information Fluency
- #6 Know Your Community: Community Resources and Services
- #7 Welcome to Canada: Services for New Immigrants

Grouped Responses

1	2	3
5-8 Lego club Lego club afterschool for daycare kids	Maybe if possible extra morning being open for my seniors to come again, to interact with the daycare and library Note open a second morning (move options for parents on a day where not everything else is taking place)	Information hub App collaboration? Information sharing Training & education on app Communication of emergencies/events Communication – ongoing efforts to encourage collaboration/partnerships

Sensory programming Sensory materials available for families	Private meeting space – free, accessible Bookable, self-enclosed space (for exam writing or interviews [sound-proof]) Private bereavement room – space where individuals can enter/exit privately	Website updates – programming information
Seniors Storytime with preschool (possible art at end based on theme) Intergenerational reading programs Tech team – intergenerational	Website updates - design	Volunteer fairs
Vision-impaired programs - seniors Seniors' tech help Already collaboration between library and lodge - Seniors' tech help - Personalized library service at lodge Having library host seniors' – come and have Storytime	Kiosk each month for people to access to share their needs (a space to offer this)	Advertise library activities Interactive displays
"Ask a professional"	WIFI and computer/technology resources	
Career Support Services, navigate job searches		
Wellness "exhibits" Wellness themed type activities; dedication to those topics ex. Grief, anxiety, SAD		
Genealogy programming – to compliment Museum's offerings (space, technology, volunteers)		
Cultural programming – arts, local history, and participation in AB Culture Days		
Services/programs for new immigrants – language classes, "learn from a professional" talks, and access to library resources		

The Library Manager clarified that the library was already providing some of these services. One of the small groups also brought forward the point to be “careful not to overlap resources – limited resources and each organization wants to serve their patrons. Ex. Food bank, Plus 1, etc. Need to be careful we don’t make other organizations irrelevant.”

New ideas and recommendations did emerge, and the Library Manager took detailed notes about the ideas discussed.

The selected Service Responses will be brought forward at the Sundre Municipal Library Plan of Service planning meeting and taken into account when reviewing community survey and ‘Spend 6’ campaign data. While it is recommended that a maximum of three Service Responses be selected for the new Plan of Service, each of these strategic priorities should be considered for inclusion as one of the final three.

#1 Satisfy Curiosity: Lifelong Learning

#2 Make Informed Decisions: Health, Wealth, and Other Life Choices

#3 Learn to Read and Write: Adult, Teen, and Family Literacy

#4 Visit a Comfortable Place: Physical and Virtual Spaces

#5 Understand How to Find, Evaluate, and Use Information: Information Fluency

#6 Know Your Community: Community Resources and Services

#7 Welcome to Canada: Services for New Immigrants

APPENDIX C

'Spend 6' Community Needs Assessment Initiative

To garner feedback from as many Sundre Municipal Library patrons and Sundre community members as possible, the Library also conducted a 'Spend 6' campaign within the library for a few weeks in August 2025, as well as taking the campaign initiative to several outreach events (attended through August & September) listed in the table below. The campaign was set up with a container of pennies and 20 jars labelled with various categories (programs, collection, etc.). Participants were encouraged to take 6 pennies and "spend" them on the 6 library categories that were most important to them.

The table below summarizes the data provided by 'Spend 6' campaign participants and was factored in when selecting Library Service Responses and their objectives.

Plan of Service - Community Engagement ('Spend 6')

Description	Aug 1-21 in Library	SPOG	Welcome Back BBQ	Farmer's Market	Total	% of Spend
Meeting Space	17	26	6	5	54	3.2%
Play Space	37	27	12	8	84	5.0%
Quiet Space	27	34	13	5	79	4.7%
Print, Fax, Scan	11	20	4	9	44	2.6%
Audiobooks	14	37	12	9	72	4.3%
Magazines	17	17	5	3	42	2.5%
Equipment	14	43	16	8	81	4.9%
Technology	23	46	9	14	92	5.5%
Books	67	133	51	27	278	16.6%
Digital Items	9	23	11	12	55	3.3%
DVD's	18	27	5	2	52	3.1%
Graphic Novels	58	20	11	9	98	5.9%
Outreach Programs	13	31	5	11	60	3.6%
Outreach Events	26	25	7	10	68	4.1%
Digital Literacy	16	18	7	5	46	2.8%
Job Hunting	9	30	7	4	50	3.0%
Early Learning	18	27	22	9	76	4.6%
School Aged Programs	46	40	24	9	119	7.1%
Teen Programs	16	49	19	13	97	5.8%
Adult Programs	33	57	13	20	123	7.4%
Total	489	730	259	192	1670	
# of Participants	81.5	121.7	43.2	32.0	278.3	