

# PLAN OF SERVICE 2008-2013

*A COMPREHENSIVE PLAN TO PROVIDE LIBRARY SERVICES TO  
RESIDENTS OF THE COUNTY OF THORHILD AND THE VILLAGE OF THORHILD*

FOR THE  
**NEWBROOK PUBLIC LIBRARY  
RADWAY & DISTRICT MUNICIPAL LIBRARY  
THORHILD & DISTRICT MUNICIPAL LIBRARY**

SUBMITTED BY  
**COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD  
THORHILD & DISTRICT MUNICIPAL LIBRARY BOARD**

**MISSION STATEMENT for:  
Newbrook Public Library  
Radway & District Municipal Library  
Thorhild & District Municipal Library**

The main purpose of our libraries is to provide library services to satisfy the needs and wishes of our patrons. Our strategic plan for enriching our library materials, programming and technologies ensures that the library continues to be an essential service within our communities.

**II. STATEMENT OF APPROVAL**

**Motion by the County of Thorhild Municipal Library Board:**

Moved by Wayne Crosswell that the Plan of Service for the Newbrook Public Library, the Radway & District Municipal Library and the Thorhild & District Municipal Library be approved as amended. **CARRIED**

**Motion by the Thorhild & District Municipal Library Board on May 7, 2008:**

Ursula Harper moved by that the Plan of Service for the Thorhild & District Municipal Library which was developed in conjunction with the County of Thorhild Municipal Library Board be approved as amended. **CARRIED**

***STATEMENTS OF THE CHAIRPERSONS:***

The Thorhild & District Municipal Library is an important service provider in our small rural community. The library and staff provide many more services now than in the past including computer and Internet access, interlibrary loans and research opportunities to name a few.

To be responsive to the community the Thorhild Library needs to expand it's programming to include a variety of options for all age groups as reflected in our updated Plan of Service. Also as our patrons expand their horizons, a greater diversity of materials will be needed in the library and as our Plan indicates the staff and board will be very busy in the next few years to accomplish this goal. Of course our staff and board need help to accomplish all this, thus we have included a training plan to help everyone in achieving our goals.

No plan would be complete without the help and support of our Friends of the Library group who will work hard making these goals possible.

Dana Carstens  
Chairperson

### **Thorhild & District Municipal Library Board**

When I was growing up, my local library was comprised of a number of books on a shelf. These were traded every six weeks with other small libraries for variety.

Technology became an important part of our libraries a number of years ago with the introduction of computers. With the large advances in technology, our libraries provide so many new and innovative services to our patrons that it would be hard to list them all without forgetting some.

In our Plan of Service, there will be even more new materials and services to be offered. We will try to maintain the best service we can for all our patrons as we march forward into the future. We will need the help of all levels of government, staff and volunteers including our Friends of the Library groups to accomplish our goals for our libraries in this Plan of Service.

Sharon Debenham  
Chairperson

### **County of Thorhild Municipal Library Board**

## **PLANNING PROCESS**

A Plan of Service committee made up of members from both library boards, and the librarians met in mid-May 2008 to discuss how input would be collected from the community. It was decided that surveys be available at the libraries. The Village of Thorhild was doing a Sustainability Study at the same time and we were able to make use of some of the information they had gathered.

In November and December the committee met with Leanne Drury, Public Services Librarian at NLLS and Heather Nickel of Culture & Community Spirit, St. Paul to develop our plan.

The committee met again on March 14, 2008 in Thorhild and in Radway March 27, 2008 to finalize the plan.

## **GOAL #1: Provide children's programming**

**Objective A:** We will provide Mother Goose Hour (Stories & Crafts) for the preschool age group

Tasks Needed:	Timeline	Responsibility
<ol style="list-style-type: none"> <li>1. Find a volunteer to commit to once a month time slot</li> <li>2. Have preschool story &amp; craft time, etc.</li> <li>3. Have Mother Goose visit Parent Link meetings to promote literacy and the library</li> </ol>	<p>Aim is to hold on a monthly basis: Pilot project to start in Thorhild February 2009</p> <p>Plan to start Newbrook &amp; Radway by July 2009</p>	<p>County Board Chair</p> <p>Friends</p> <p>Volunteers</p>
<p><b>Resources Needed:</b> Funding of expenses for crafts, etc. (Board, Friends)</p>		
<p><b>Library Service Response:</b> Create young readers, stimulate imagination, express creativity</p>		
<p><b>We have succeeded when...</b> Program is up and running with a sustainable number of participants</p>		

**GOAL #1:** Provide children's programming

**Objective B:** Hold video interactive gaming after school triathlon program for preteen (6-12 years of age) and teens (13 and up) on separate evenings during a one-week period

<b>Tasks Needed:</b>	<b>Timeline</b>	<b>Responsibility</b>
<ol style="list-style-type: none"> <li>1. Order gaming program kit from NLLS when available</li> <li>2. Coordinate space</li> <li>3. Gather feedback from participants for continued programming</li> <li>4. Consider purchase of equipment for continued programming</li> </ol>	<p>June 2008 in Newbrook</p> <p>Start in Radway &amp; Thorhild in Fall 2008</p> <p>Continue as an after school program</p>	<p>Library Staff</p> <p>Volunteers</p>
<p><b>Resources Needed:</b> NLLS, staff time, grant funding when purchase feasible</p>		
<p><b>Library Service Response:</b> Express creativity, stimulate imagination, visit a Library as a comfortable place</p>		
<p><b>We have succeeded when...</b> We have popular teen and pre-teen program in place with a sustainable number of participants and an interested group to form a Youth Advisory Committee</p>		

**GOAL #2:** Provide adult programming

**Objective A:** Start a book discussion groups in the libraries

<b>Tasks Needed:</b>	<b>Timeline</b>	<b>Responsibility</b>
<ol style="list-style-type: none"> <li>1. Advertise to attract interested individuals</li> <li>2. Request Interlibrary loan book for each participant</li> <li>3. Meet at each library</li> <li>4. Develop a newsletter</li> </ol>	<p>Organization meeting for February 2008</p> <p>Up and running by Summer 2008 in Thorhild</p> <p>Expand to Newbrook &amp; Radway by end of 2009</p> <p>Begin at Thorhild Library February 2008</p>	<p>County Adult Continuing Education Coordinator</p> <p>Library Staff</p> <p>Library Staff</p>
<p><b>Resources Needed:</b> Facilitator, Library space, Staff time</p>		
<p><b>Library Service Response:</b> Stimulate imagination, express creativity, life-long learning</p>		
<p><b>We have succeeded when...</b> Book club is active and running and we have good attendance numbers at each meeting</p>		

**GOAL #3:** Provide seniors programming

**Objective A:** Provide computer training to seniors in the library

<b>Tasks Needed:</b>	<b>Timeline</b>	<b>Responsibility</b>
1. Staff to take courses for working with seniors and teaching computer skills	Start in April 2008	Staff
2. Purchase senior friendly computer upgrades (Read and Write, screen magnifier, trackball mouse, big key keyboard, etc.)	May 2008	Board
3. Plan, advertise and start computer classes for seniors in the library	June 2008	Staff
<b>Resources Needed:</b> Public Library Development Initiative Funding		
<b>Library Service Response:</b> Lifelong learning, connecting to online world, visit a comfortable place		
<b>We have succeeded when...</b> Seniors understand how to find, evaluate and use information from the Internet and use email to connect with their families		

**GOAL #3:** Provide seniors programming

**Objective B:** Provide outreach to seniors including delivery of materials and computer training

<b>Tasks Needed:</b>	<b>Timeline</b>	<b>Responsibility</b>
<ol style="list-style-type: none"> <li>1. Assist seniors with computer use in local lodges</li> <li>2. Provide bulk loans of multilingual / audio/ large print books to senior's lodge</li> <li>3. Determine feasibility of home delivery of library materials to senior's living in the rural areas</li> </ol>	<p>Start in February 2008</p> <p>Start in June 2008</p> <p>By 2010</p>	<p>Board</p> <p>Staff</p> <p>Volunteers</p>
<p><b>Resources Needed:</b> Public Library Development Initiative Grant</p>		
<p><b>Library Service Response:</b> lifelong learning, connecting to online world, stimulate imagination</p>		
<p><b>We have succeeded when...</b> more seniors are using library materials and asking for more. Seniors are at ease using the computers and can keep in contact with their families through email</p>		



## **GOAL #4: The Library staff and board are well-trained**

**Objective:** Write and Implement Staff and Board Training Plan

<b>Tasks Needed:</b>	<b>Timeline</b>	<b>Responsibility</b>
1. Identify Provincial minimum standards	Start 2008	Staff
2. Identify necessary training	Continue 2009	Board
3. Write plan and budget	Completed plan by 2010	
	Implement by 2011	
<b>Resources Needed:</b> Provincial Government, NLLS, Grants		
<b>Library Service Response:</b> Building a successful non-profit organization, career development and success		
<b>We have succeeded when...</b> We have well trained staff and Board. Staff and Board attend training courses/workshops on a regular basis		

**GOAL #5: To increase the libraries' collections.**

**Objective:** Build specific collections: ethnic languages, audio books, DVD's, local interest materials.

<b>Tasks Needed:</b>	<b>Timeline</b>	<b>Responsibility</b>
<ol style="list-style-type: none"> <li>1. Research what material community wants and what is available to purchase</li> <li>2. Apply for applicable grants</li> <li>3. Purchase collections to share among the three libraries</li> <li>4. Advertise that collections are available</li> </ol>	<p>Start May 2008</p>	<p>Staff</p> <p>Board</p> <p>Volunteers</p>
<p><b>Resources Needed:</b> NLLS, Grants, Friends</p>		
<p><b>Library Service Response:</b> Stimulate imagination, ready reference, assist patrons in making informed decisions, lifelong learning</p>		
<p><b>We have succeeded when...</b> patrons use the new collections and ask for more, circulation numbers increase</p>		