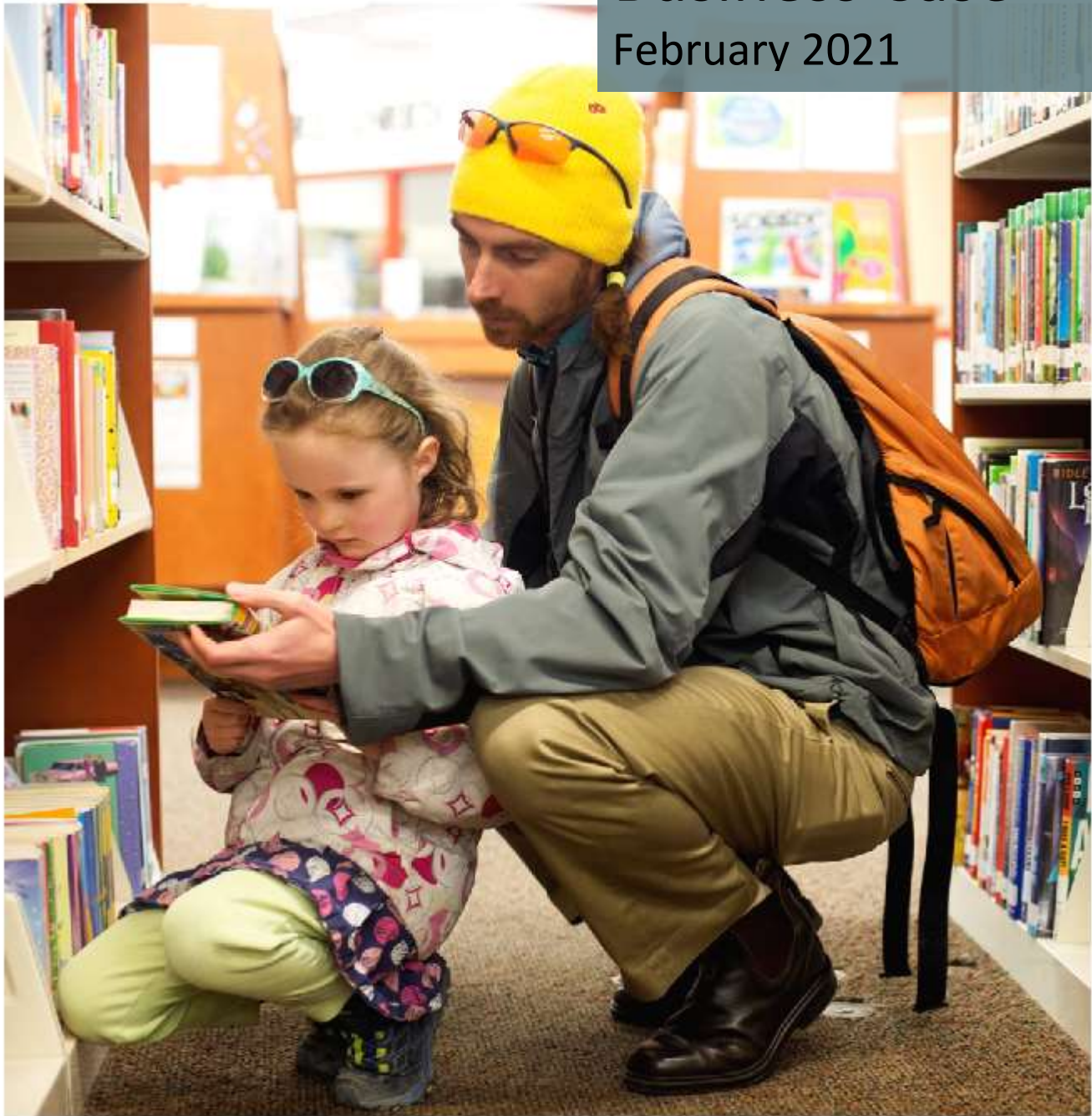# Langdon Library Business Case
February 2021

Debra Carrobourg,
Langdon Library Society
403-613-3611

Langdon requests that Rocky View County establish a public library in their hamlet of over 5,300 residents. Service population for this library is estimated at 7,000 residents including Langdon and surrounding southeast Rocky View County residents.

The purpose of this business case, as requested by the Rocky View County administration, is to explain how a public library would benefit the Langdon community, and to explore location options, estimated costs and set-up requirements.

This business case has been prepared and is being presented by the Langdon Library Society, a recently formed Society, which will oversee the development of library service in Langdon and the surrounding area. Marigold Library System was consulted and has provided information on the technical aspects of setting up and sustaining public library services in a community.

The hamlet of Langdon, with a population of over 5,300 residents, many of whom are children under the age of 15 years, does not currently have a public library. Community members have expressed their desire to have a public library to benefit residents of all ages and economic means. Langdon residents consider this request to be a high priority.

"We have been looking at things that are needed in our community and one of the things we identified was a library, "said Debra Carrobourg, Chair of the Langdon Library Society, as quoted in an article in the Rocky View Weekly on January 26, 2021.

Public libraries are open to all and provide a range of services that extend well beyond the loaning of books. They are the heart of their community, a gathering place for residents, with services that are tailored to the community.

In July 2020, a resident from Langdon reached out to Marigold Library System to ask about the process of establishing a permanent library facility in Langdon. The advice from Marigold was to contact Rocky View County Recreation, Parks and Community Support Dept. staff. In August 2020, a meeting took place to open a discussion about acquiring a public library facility. Langdon representatives were advised by Rocky View staff that a business case would be needed, so the process to capture and present the information relevant to this initiative began in December 2020.

In accordance with the Libraries Act, Province of Alberta, public libraries are municipally based and are funded primarily by the local municipality, which in this case is Rocky View County.

Two developments have occurred recently to make establishing a public library in Langdon a real possibility; however, the decision to proceed rests with Rocky View County and must be made prudently and expeditiously.

The first development is the soon-to-be-available space, the fire hall, which will be replaced with a new facility in late spring 2021. This "old fire hall" has an administrative area that will provide just enough space for a very small "starter" public library. Several other location options have also been identified in this document. It takes years to plan, build, equip and open a facility like a multi-use recreation complex; therefore, a decision on a temporary facility is needed as quickly as possible.

The second development is the generous donation of a small library collection and furnishings from the Village of Cereal, which has recently dissolved into Special Areas, and which can no longer afford to sustain a public library for a very small service population.

The size and capacity of the proposed fire hall location is not sufficient to meet the needs of a population the size of Langdon on a long-term basis and a considerably larger facility will be needed in the future; however, the possibility of aligning an available location and the gift of a ready-built library is an opportunity not to be missed. In order to do that, a commitment from Rocky View County is needed to provide a facility that is suitable for a public library while being safe and convenient for public use.

There are two essential decisions that need to be made before plans can proceed to establish a public library service in Langdon:

1.   Location in Langdon for a public library.

2.   Ongoing, sustainable library funding from Rocky View County.

LOCATION OPTIONS

1. **Old fire hall – recommended temporary location**

The old fire hall building will be vacated by the current fire services later in the spring of 2021, and although the County Administration has identified a future need for the building for equipment storage, this existing facility is considered by Langdon residents to be suitable for community use with its visible central location, barrier-free ground floor to accommodate mobility-challenged visitors and deliveries, pedestrian access, available parking, as well as existing amenities such as a washroom.

The estimated cost to bring the facility up to building and fire codes for public use is estimated to be $9,700. Costs for insurance, utilities and upkeep still need to be finalized in consultation with Rocky View Administration.

2.   **Modular Built Structure on the same property (Lot) as the old Fire Hall:**

In consultation with Steve Vail, the Langdon Library Society learned of these costs to move a modular built structure onto the property and retrofit this temporary facility for public library use:

Structure purchase	$350,000
(2,280 sq. ft., 30 x 70)	
Piles	$10,000
Site Preparation	$10,000
Site Services:	
Power	$10,000
Water & sewer hook-up	$60,000
Landscaping	$15,000
Barrier Free install	$8,000
Gas line install	$2,000
Phone	$500

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$465,500

3.   **Existing Commercial Space: #106 Centre Street N**

In consultation with John William Wade (403-463-9909 Remax Lease Space), the Langdon Library Society learned of these costs to rent a store-front commercial space in Langdon:

1,100 sq. /ft. Main / 1,300 sq./ft. Upstairs; Lease for 5 years @ $18.00 per sq./ft. Utilities not included.

2,400 sq./ft. x $18.00 = $43,200 per year, OR $3,600.00 per month.

$216,000 for a 5-year lease.

4.   **ATCO portable trailers**

In consultation with Spencer (403-863-9016), the Langdon Library Society learned that a facility 24' x 60' (1,440 sq./ft.) would cost:

Rental per month = $1,400.00 (based on 2-3 year agreement)
Water / Sewer Tanks rental per month = $500 (for washrooms)
ATCO Property Insurance = $130
NO Liability or contents = $2,030

Monthly expense for one year = $12,550
Monthly expense for two years = $7,290

Trailer installation	$20,000
(Blocked up 30-36")	
Delivery	$ 750
Site Preparation	$10,000
Site Services:	
Power	$10,000
Water & sewer hook-up	$60,000
Landscaping	$15,000
Barrier Free install	$8,000
Gas line install	$2,000
Phone	$500
_____	
	$126,250

Cereal Library Donation

In November 2020, while the vision and anticipation of having a public library in Langdon was gaining momentum with Langdon residents, Marigold Library System heard that one of their member libraries was going to have to close. The Village of Cereal residents voted to dissolve into Special Areas as of January 1, 2021, and the service population is not large enough to sustain a public library in the future; thus the Cereal Library of more than 50 years was destined to close.

Whenever a public library closes in a community, residents grieve the loss of this service which is considered by many to be the glue that binds the community – a gathering place that welcomes all members regardless of age, affiliation or economic means. (Grieving was observed when the Village of Hussar lost their library and when High River lost its library service during the 2013 flood.) The Cereal Library Board voted to donate the collection of approximately 4,000 books and AV items to the opening of a library in Langdon, along with the donation of a custom-made circulation desk, shelving, tables, chairs, computers, couch and more. The Board expressed their desire that this donation go as a unit to a good home, and they deemed Langdon to be a perfect destination for this gift because it would have a lasting legacy.

The replacement value of this gift is estimated at $150,000. The replacement value of the collection alone is over $100,000.

The timeline for accessing this gift is limited to January 1, 2022. Knowing that Rocky View County's decision of a location for a library in Langdon is pending, Marigold Library Board voted to provide financial and management support to keep the Cereal open for another six months to June 30, 2021. The Public Library Services Branch also supported this commitment by agreeing to pay for the SuperNet (see below) for another six months. Special Areas is providing the funds to keep the community building that houses the Cereal Library open for the public for at least another six months in 2021.

It is Marigold's expectation that Cereal Library's collection, computers and furnishings will not be boxed up and stored after January 1, 2022. The floor space required for this storage is far more than the Marigold Library System facility can or will ever be able to accommodate. Marigold has had experience with storing collections and furnishings for High River in outdoor humidity-controlled c-cans, and the outcome was not satisfactory. A large number of these collection items had to be discarded because of mouldy, musty smells or just being of no current interest to library patrons. Computers are also fragile and cannot be stored for a long period of time.

Langdon Population and Community Readiness

Langdon residents, more than ever, are expressing their enthusiasm for and anticipation of being able to use a public library in their community.

The need for conveniently accessible library services for such a large and youthful population is long overdue. There is no other community in Alberta with such a large population (over 5,300 residents) that does not have a public library facility. Seventeen other Alberta communities of comparable size to Langdon have a public library facility – established some time ago.

The 2018 population of Langdon, reported in the Rocky View County Census, was 5,364. This represents an increase of 9.5% (467 residents) from 2013. The 2018 population for Division 4 of Rocky View County, including Langdon, Indus and rural residences, was 7,010 people.

Two major developers (Polyco & Qualico) are breaking ground with Langdon community build-out projections of 13,000 residents. During the years 2011 to 2016, Langdon was identified by 2016 Statistics Canada as having a 20% growth rate.

The youth population in this community is exceptionally high compared to Alberta's average. 28.9% of Langdon's population is either less than or at 14 years of age. This is 1,550 children who depend on adults to drive them to other communities to access public library services. The provincial average for youths who are 14 years of age or less is 19.2%.

An average taken from 11 communities in Marigold found that at least 20% of the residents in Langdon community households will be active patrons. For the Division 4 area population of 7,010 today, there is an expectation of over 1,500 registered library cardholders in the first year, and more in subsequent years.

Chestermere Public Library has welcomed and served Langdon and area residents for some time; however, the rapid population growth in the City of Chestermere is putting pressure on the limited space and capacity in that public library.

Rocky View County Recreation Master Plan has identified a new multi-use recreation complex as a number one priority. As part of this complex, a recent business case document "Langdon Recreation Centre" identified that a learning commons / library could be built within that new space; however, this development is years away and the offer from Cereal Library Society would be lost long before this new facility can be built.

In December 2020, a group of Langdon residents formed the Langdon Library Society, which is required to operate a library within the Marigold Library System until Rocky View County forms its own library board. Formal decisions were made to apply as a legal not-for-profit entity under the Alberta Corporate Registries office, and society bylaws were adopted. Board positions were elected with a chair, vice chair, treasurer, and secretary. This group will work closely with Rocky View County and Marigold Library System.

When the location for the Langdon Library is confirmed by Rocky View County, next steps can progress to plan for the installation of the assets from the Cereal Library. Langdon Library Society has initiated fundraising to assist with the costs of moving, planning, retrofitting, installation and opening to the public. Langdon Library Society has also applied for funds

through the Civil Society Fund of the Alberta Government.

Many other organizations in Langdon are coming onboard to assist with this transition. The Calgary Rural Primary Care Network has committed to assist the Langdon Library Society in a community development role to reinforce community connections. The Langdon Community Association is assisting with the Society application and bylaw formation, and the Langdon OK Seniors Club is actively supporting information gathering and preparing cost-estimates on the construction and upgrades required for location options. There is also a strong commitment from the Langdon Girl Guides to support this community project for their members.

Why a public library? How will Langdon benefit?

Public Libraries are people places. They lift up people and communities. Alberta public libraries are the heart of the community, and library services are tailored to meet local needs (quoted from a brochure distributed by Public Library Services Branch, Municipal Affairs, Province of Alberta, titled: Public Library Service in Alberta, A Guide for Councillors and Municipal Officials). Library service is a community service, valued by Albertans and supported by municipalities in almost every small and large community in Alberta.

Public Library service is for every person of all ages and stages in life. Libraries are much more than book warehouses and have transformed in the last decade with new responsibilities for facilitating digital inclusion, literacies, school-readiness, job searching, skill attainment, government forms and much more. As well as providing affordable recreation in many forms, libraries also support community safety and citizen wellness.

Public Libraries have not atrophied or lost their value in the digital age. In fact, public library use has increased with widespread availability of accessible technologies, online and digital content, physical collections and in-person services and programs. The use of eBook formats is increasing but still represents fewer than 20% of the total circulation of collection items in the Marigold Library System. Having a public library not only opens up the world to library users, it also facilitates access to library collections throughout the world. For example, the TRACpac online catalogue that is available through Marigold Library System has 3.3 million items which patrons can browse and request for delivery at their conveniently located library. In 2016, Albertans had access in online catalogues to 21 million books, CDs, DVDs, eBooks and other materials at Alberta public libraries (5.5 library items per capita). Albertans collectively borrowed over 38 million items and visited libraries in-person over 21 million times.

There are several other public library service delivery models including Library Lending Lockers as Bragg Creek Community Centre will soon have; however, a full-service library is recommended for Langdon because of population size and desire to have in person engagement with library services.

Some of the benefits of a full-service library include:

- Community centre hub and gathering place where individuals and families can connect with resources, learn new skills and meet new people
- Tutoring, homework help programs, summer reading programs for kids and teens to bridge the economic divide that impacts students' academic performance
- Early childhood development programs and support for preschool literacies and school-readiness
- Employment and volunteer opportunities
- In-person programs featuring learning, skill development, social services, arts and culture, and leadership skills
- Community location for promotion and delivery of multiple health focused programming through Calgary Rural Primary Care Network
- Digital inclusion, elimination of barriers to technology and connectivity
- Cultivation of a greater appetite for organizing and fundraising
- Strengthening neighbourhoods and championing the cultural lives of communities
- Strengthening partnerships and community sustainability
- Providing resources for local small businesses, immigrants and people with disabilities
- Providing immigrants and people with disabilities with information, resources and opportunities; a safe haven for people who are vulnerable and at risk
- Classes and group projects to encourage art appreciation and participation, available to all people regardless of socioeconomic status
- Teaching teens important life skills through advisory boards, volunteer opportunities, programs, and jobs

Covid-19 has had significant impact on Alberta's economy and labour force, resulting in a significant number of job losses and a high unemployment rate that lead to significant social, emotional, physiological, and mental impacts affecting individual health and wellbeing. Libraries offer support to all community members in many ways and are being used and relied upon by Albertans more than ever.

Financial Considerations

Public libraries are fiscally responsible, accountable and transparent, and like businesses, financial sustainability is always on their mind. Libraries have typical business expenses, including staffing costs, utilities, insurance, IT connectivity, security, facility upkeep and so on. Once a community commits to providing a library, it's a long-term commitment with annual expenses.

Municipalities that provide library services in a hamlet, commit to financial support for that library on an annual basis. It is expected that Rocky View County will sign an agreement with the Langdon Library Society and with Marigold Library System to support the library.

Langdon's Library Society will have a significant role in supporting and operating the library in the years to come. In the absence of the County having its own library board, the society has to be active to receive operational funds from Marigold Library System.

Rocky View County can form its own library board – one for the entire county. This is the governance model that is supported by the Libraries Act and by the Public Library Services Branch (Municipal Affairs). Because Rocky View County does not currently have a library board, Marigold acts as the governing board to set policies and comply with legislation. If Rocky View County chose to set up a library board of between 5 and 10 volunteers, the library board would receive operational grant funding directly from the province. The library board would also assume all administrative and governance responsibilities for the entire county, including Bragg Creek and any other future library service points. The advantage of having a library board is that there are

community-based representatives on the board who would have the opportunity and connections to shape and deliver public library services that are available in communities in accordance with the Libraries Act of Alberta.

A public library cannot rely on local fundraising alone. Although the Langdon Library Society is keen and motivated to make this public library a success, they cannot guarantee a stable budget based on donations from the public; therefore, it is vital that Rocky View County commit to a level of library funding on an annual basis.

Public Libraries are not run by volunteers, although a team of volunteers can certainly help out with specific tasks like shelving books. The library manager position is a paid position because the responsibilities for interacting with the public, public safety, working alone, handling funds and confidential information, using and teaching complex systems and digital resources, organizing community events, being the public relations spokesperson for the library, and much more.

With the current model of Marigold Library Board acting as the governing board for Rocky View County, the following budget for the first year of operations is presented for discussion.

Marigold Library System has its Board's approval to provide Langdon with direct funding, as it does for six other library societies serving hamlets, @ $9,760 per year.

Also, out of the annual levy that Rocky View pays to Marigold to provide public library services to all of its 40,000 residents, Marigold will provide Langdon with the following materials and services:

- IT and Network Support, Internet and public access computers, printer, email and file-sharing support
- new collection materials (e.g., books, AV, DVDs)
- insurance on the collection
- access to digital subscriptions and content
- a website for library use and promotion
- use of the TRAC online catalogue and library system
- weekly deliveries of materials to fill patron requests
- IT support and a spending credit of $1,000 to spend on computer equipment each year
- support from professional librarians to assist with operational and management decisions
- policies and plans to be compliant with the Libraries Act
- some supplies, such as library card stock and paper
- communication and marketing support
- programming support
- training for staff and public, how to brochures and instructional materials
- purchasing program to save money on IT equipment, consumables and supply purchases
- universal library card for use at libraries throughout Alberta, and an online TRACpac catalogue as well as interlibrary loan services
- support for the society

These services are outlined in the Libraries Act and the Marigold Agreement, which Rocky View County signed in 2007. Library systems in Alberta, like Marigold, do not provide funding to operate a library facility, pay for staffing, programming, or volunteer costs, building insurance, security, or utilities.

A capital budget cannot be prepared until Rocky View County Recreation, Parks and Community Support Staff advise which property will be available for the public library.

Proposed Budget for Langdon Library Operations

The following sample budget is a bare minimum of what is needed to operate a starter library. Having the library open for 25 hours per week with one paid staff member may be doable at first, but as the use of the library grows for such a large population, there will be pressure from the public to keep the library open longer and to hire more part-time staff.

In the proposed budget, the operating budget portion from Rocky View County for remainder of 2021, should the library open before the end of 2021, would be $ 3,485.00.

The operating budget requirement for 2022 would be $ 10,250.00.

The operating budget requirement for 2023 would be $ 10,401.00.

This does not include facility costs, including utilities, janitorial and snow clearing services, building insurance, facility maintenance and security costs, so the annual commitment from Rocky View County is closer to $20,000.

Langdon Public Library
Proposed 3-year Budget
Fire Hall Location

	Sep - Dec 2021	Jan - Dec 2022	Jan - Dec 2023	
Estimated Revenue				Services Grant helps to pay for costs associated with resource sharing. The grant is paid in three installments - March, August and November.
Community Library Grant from Marigold	$2,220	$6,600	$6,600	
Donations	$167	$750	$1,000	
Fines and fees	$333	$1,000	$1,000	
Fundraising	$0	$0	$500	
Other	$33	$100	$100	
Rocky View County Grant	$7,152	$21,456	$21,456	Rocky View County grant is $4/capita based on 2018 Census data for Langdon at 5,364.
Services Grant from Marigold	$1,033	$3,100	$3,100	
Total Estimated Revenue	**$10,939**	**$33,006**	**$33,756**	
Estimated Expenses				
Staff				Salary rate based on the average salary for comparable population range for one employee at 25 hours per week ($22.00/hr plus 20% benefits) and library opening hours of 20/week + 5 hours/week for
Conferences and Prof Development	$533	$1,600	$1,600	
Salaries and Benefits	$11,440	$35,006	$35,707	
Total Staff	**$11,973**	**$36,606**	**$37,307**	
Library Resources				
Books, periodicals, supplies	$333	$1,100	$1,200	
Program expenses	$333	$1,100	$1,200	
Total Library Resources	**$667**	**$2,200**	**$2,400**	
Administration				
Association memberships (e.g. ALTA,	$333	$1,000	$1,000	
Bank charges	$133	$400	$400	
Board Expenses (e.g. travel)	$250	$750	$750	
Computer equipment	$333	$1,000	$1,000	
Office supplies	$333	$100	$100	
Telephone and communications	$400	$1,200	$1,200	
Total Administration	**$1,783**	**$4,450**	**$4,450**	
Total Estimated Expenses	**$14,423**	**$43,256**	**$44,157**	
Surplus/Deficit	**-$3,485**	**-$10,250**	**-$10,401**	

Proposed Expenses to be paid by Langdon/Rocky View County				Marigold insures the materials collection at member libraries. The library is responsible for insuring the building, furniture, etc.
Cleaning/janitorial	$167	$500	$500	
Insurance	$833	$2,500	$2,600	
Operating budget deficit	$3,485	$10,250	$10,401	
Repairs/maintenance	$500	$1,500	$1,500	
Utilities	$1,667	$5,000	$5,000	
	$6,651	$19,750	$20,001	

Note:
SuperNet monthly expenses of ???? will be covered by the Public Library Service Branch.
Marigold provides a $1,000/year technology grant to each library to help cover the cost of computers, printers, etc.

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2020-12-17

Service Delivery Plan

The Langdon Library Society formed in December 2020. A group of highly supportive community volunteers came together to develop this opportunity for Langdon and surrounding areas. They have been working with Marigold Library System staff to plan and learn about library operations.

Preparation of the physical space to which the Library would be established is the Langdon Library Society's first objective. Once a location is established, the work plan can transition into planning the move of the donated assets from the community of Cereal to Langdon. After the move is complete, the Langdon Library Society can focus on day-to-day operations and program delivery.

The operation of the library will be conducted on a daily basis with the appointment of a library manager. The Langdon Library Society will supervise the library manager and direct the operations through consultation at regular scheduled meetings.

SuperNet

An essential component for the support and operation of a public library in Alberta is a SuperNet installation and network connection. The SuperNet is a province-wide fibre-optic network with high bandwidth capacity that connects every library and every library system in Alberta (320 libraries). It enables public and staff access to the Marigold Library System's Integrated Library System (ILS) that powers library operations with a vast database of patron accounts and bibliographic records along with the tools to manage inventory. The TRACpac online catalogue, digital content subscriptions and ability for cardholders to browse, request, renew borrowed items and manage their accounts is integral to public library service inside and outside the library. Staff rely on this computer system (ILS) to do their jobs, including: create patron records and issue library cards; circulate and check in borrowed items; search for and fill hold requests for patrons; manage the exchange of materials between libraries; receive new collection materials; and access reports and statistical information. The SuperNet facilitates the sharing and exchange of interlibrary loans between 320 public libraries in Alberta as well as academic and out-of-province libraries.

The SuperNet supports access to the Internet and other IT services that Marigold provides to every one of its member libraries. Having a high speed dedicated fibre connection between libraries allows Marigold to maintain a set of centralized servers without having to install additional server infrastructure at local library locations like Langdon; thus Marigold can be confident that the network connection stays secure, stable, and requires very little bandwidth overhead to maintain its high speed and low latency service. Since we can guarantee that data travels over the SuperNet network link and not across the Internet, we are better able to mitigate interruptions to critical resources. Thanks to the security and capacity of the SuperNet, Marigold also provides Domain Services, E-mail, Print Management, Public Computer Security and Management, Computer Inventory, carefully selected and evaluated upgrades for software and operating systems, internal file sharing, wireless access, remote troubleshooting and support, and desktop and network security.

Without the SuperNet, there are risks and consequences which will make the operation of the Langdon Library very difficult and staff-intensive, including the following:

- Unstable network and IT environment
- Longer downtime for software updates, as well as other complex installation and troubleshooting challenges
- Potential delays or service interruptions during routine operations
- Restricted or alternate access to certain services such as ILS, Wireless, Print/Public Computer management, etc.
- Need for additional on-site hardware and infrastructure to support alternative configurations, at an additional cost to the member library
- Potentially longer latency for the public and staff accessing Internet-based services and resources

- Limited IT staff time availability to travel to and work at the library to ensure installations and implementations are regularly and safely accomplished. Such work is typically outside of Marigold's standard services.

While there is a substantial cost to installing the SuperNet, the downside of not having the SuperNet is that the library cannot serve the public as they expect to be served. When there is no SuperNet, critical library services must be delivered via 'work around' methods resulting in delays and additional challenges, even for routine operations. An investment up front to install the SuperNet will pay dividends throughout the life of the library and will be a benefit to library staff and users.

A request for a quoted cost of the SuperNet connection between the designated library site in Langdon to the nearest existing SuperNet site, perhaps the nearest school, has been requested from Bell. Marigold's IT Manager submitted the request for a quote from Bell in January 2021 and will vet and forward Bell's reply when it is received in a number of weeks. Marigold cannot cover the cost of a SuperNet installation and has not done so for any member municipality so far.

CONCLUSION and RECOMMENDATION

The Langdon Library is poised to spring into existence with the support of the Langdon Community, Rocky View County and Marigold Library System. The exceptional circumstances that have come about provide a small window of opportunity for the dreams and aspirations of Langdon residents to come true – having a public library in their community.

To turn this possibility into reality, there are several important decisions that rest with Rocky View County:

1. To provide a facility for the Langdon public library. The recommended option by the Langdon Library Society is to use the old fire hall for a starter library for several years until a more permanent facility can be opened.

2. To provide Rocky View administration and facilities staff with direction to prepare the facility for library operations.

3. To accommodate the gift that will make the Cereal residents feel a bit better about losing their library. This gift will be the basis of a library that can continue to grow and flourish into the future.

4. To provide operational capital to fund the public library service operations going forward.

The Langdon Library Society wishes to thank the Rocky View Councillor, Al Schule, who has taken an interest in this project, as well as the Rocky View County Recreation, Parks and Community Services staff who understand the value of public library service for Rocky View County residents.

APPENDIX A:

Below is a list of assets that Cereal provided for donation. This list will be reviewed and possibly adjusted closer to the move date.

Below are two pictures of the juvenile and adult fiction collections at the Cereal Library:

Here is a link to the pictures of the assets:

https://drive.google.com/drive/folders/1wmyQvO1Dclw5_3ncRQa7bVf7NWOBgK1O?usp=sharing

Item	Price/Unit
Computer Station - Ikea	$80.00
Circulation Desk - 3 Sections	$5,700.00
Circulation Desk - Cabinet - 2 door	$350.00
Chair - Office - Swivel	$150.00
Bookcase - Metal - 4 Shelf	$360.00
Table - Metal - Folding	$410.00
Book Rack - Folding - 4 Panel - Mobile	$600.00
Privacy Divider Panel	$230.00
Filing Cabinet - Lateral - 2 drawer	$570.00
Cabinet - Metal - Tall -2 door	$485.00
Chair - Armchair - Faux Leather - Brown	$350.00
Chair - Armchair - Faux Leather - Red	$380.00
Footstool - Vinyl	$110.00
Coffee Table - Side Magazine Rack	$650.00
Book Truck - 2 Sloping, 1 Flat	$790.00
Brochure Stand - 9 Brochure	$330.00
Brochure Stand - Slanted - 3 Shelf	$350.00
DVD Stand - Swivel - 4 Shelf	$530.00
Cabinet - Metal - Small - 2 shelf	$690.00
Magazine Rack - Mobile - Double Sided - 4 Shelf	$420.00
Book Rack - Swivel - Countertop - 3 Tier	$95.00
Book Stand - Swivel - 5 Shelf	$2,195.00
Book Rack - Mobile - Double Sided - 4 Tier	$976.50
Clock - Wall - Large	$50.00
Chair - Cloth - Patron	$73.00
Book Rack - Mobile - Double Sided - 4 Tier	$360.00
Artificial Plants & Trees	$169.99
Bookend	$5.00
Label Printer	$219.00

Letter Shelf Placers	
Office Supplies - Miscellaneous	
Phone - Desk - Handheld extention	$200.00
Printer	$500.00
Stepladder	$93.00
Book Rack - Hanging - Kit Bags	$508.00
Clock - Wall - Regular	$26.00
Computer - Staff	$911.00
Computer - Public4	$870.00
Computer - Public5	$677.00
Computer - Public6	$713.00
Metal Library Sign	

APPENDIX B:

Best Practices for a Library in a hamlet of Langdon's size

Public Library Service has accepted standards found in the *Libraries Act* and *Libraries Regulation* that are supported by a set of best practices that were developed by Public Library Services Branch in consultation with Library Directors and Managers from several public libraries and Regional Library Systems in the province.

There are 10 sections in the Best Practices document, including seven "core" sections and three additional sections. The "core" sections include: personnel, hours of opening, collections, technology, information services, resource sharing, facilities and the three additional sections include: accessibility, Indigenous Service and School-housed Public Libraries.

https://open.alberta.ca/dataset/d424e091-e381-4dc4-b03f-a5a8b51a80fb/resource/bb49bd6b-7ba8-4fd1-85b4-d33f514279f0/download/best-practices-for-alberta-public-libraries-2018.pdf

For most of the categories, the best practices provide guidelines for three levels of library service including Essential (basic), Enhanced (average) and Excellent (ideal) that libraries strive to achieve. As outlined in the *Best Practices for Public Libraries in Alberta*, best practices are useful for:

- Encouraging excellence in public library service

- Addressing equity in the delivery of public library services for residents of Alberta

- Providing a point of reference for board self-evaluation

- Providing a framework for future service development (especially when used in conjunction with the Plan of Service)

- Letting municipalities and communities know what they should expect from their public libraries

The chart below outlines the essential, enhanced and excellent recommendations for the key sections of providing public library services. For more detailed information for each category, please refer to the *Best Practices for Public Libraries in Alberta* document.

It should be noted that a starter library in Langdon will not meet these basic or essential library standards, but it is a start. The hope is that, in a couple of years, when a permanent library is established in Langdon that the facility size, staffing and collection size will at least meet the essential standards for public library service in Alberta.

Category	Essential	Enhanced All of Essential plus:	Excellent All of Enhanced plus:
Personnel: Guidelines for recommended number of staff (based on 1,820 hours/year), level of education, experience and professional development requirements.	• 0.5 FTE/1000 population • Library Technician • Manager attends one library conference and one other professional development session per year	• 0.7 FTE/1000 population • Manager has at least 3 years library experience	• 1.0 FTE/1000 population • 1 MLIS (Master of Library and Information Studies) • Manager has at least 5 years of experience
Hours of Opening: Guidelines for recommended hours of opening per week to ensure the community can make the most effective and convenient use of library time including daytime, evening and weekends.	• 43 hours per week	• 50 hours per week	• 57+ hours per week
Collection Management: Guidelines for providing a balanced and relevant collection for Albertans including a variety of formats including print, audiovisual and other materials for print-disabled users.	• 15,000 or 2.5 items/capita	• 20,000 or 2.7 items/capita, whichever is greater	• 25,000 items or 3 items/capita, whichever is greater
Technology: Guidelines for resources to facilitate access to information and resources both within the library and remotely. The Infrastructure, including equipment (public & staff), connectivity, and network.	• Minimum 2 public access computers + 1 computer per 5,000 population • 1 staff workstation/FTE • Printer/copier/scanner for public use • SuperNet connectivity as per provincial policy • High-speed broadband internet access • Free public internet access during all library open hours • Free public Wi-Fi during all library open hours • Productivity software for public use • Staff email with qualified domain name • Phone service with voicemail	• Minimum 2 public access computers +1 computer per 3,000 population	• Minimum 2 public access computers +1 computer per 2,000 population • Free public Wi-Fi both during and after library opening hours • Provision of assistive technologies • Content creation software for public use
Information Services: Guidelines for the types of services that trained library staff provide to their users.	• Provide information services to users of all ages and levels of literacy in person and by telephone during open hours • Clarify requests for information by using appropriate questioning/interviewing techniques • Provide information services to users with	• Provide information services to users of all ages and levels of literacy by other appropriate virtual means during open hours • Answer complex requests for information • Provide users with advanced	• Answer research questions • Provide staff trained in reference work, including reference work with children • Provide users with advanced training on the effective use of technologies necessary to access

	disabilities in formats they can use • Answer requests for information or initiate a referral within one working day • Provide users with basic training on the effective use of technologies necessary to access electronic and other non-print resources (licensed or otherwise) • Provide users with basic instruction on the use of the online library catalogue • Communicate basic principles of digital and information literacy and incorporate these principles into existing information service delivery	instruction on the use of the online library catalogue • Prepare information guides to inform users about the availability of resources on a specific topic or issue • Maintain a social media presence that actively engages library users and non-users • Incorporate digital and information literacy principles into existing programming and user instruction • Cooperate with other agencies in the community to provide up to date community information	electronic or other non-print resources (licensed or otherwise) • Provide users with training in digital and information literacy • Assist users in using resources available in makerspaces
Facilities: Guidelines to provide a flexible, functional, attractive and adaptable library space based on the needs of the community.	• 5,200 sq. ft. 483 sq. m. Please access *Best Practices for Public Libraries in Alberta* for detailed requirements and best practices for considerations when planning a public library facility.	• 6,900 sq. ft. 641 sq. m.	• 8,500 sq. ft. 790 sq. m.
Accessibility: Guidelines to ensure access to the library, the library's collection, and the library's staff for the entire community.	Please access *Best Practices for Public Libraries in Alberta* for detailed requirements and best practices for accessibility in public libraries.		
Resource Sharing: Guidelines on the lending of local library resources to users of other public libraries and beyond.	Please access *Best Practices for Public Libraries in Alberta* for requirements and best practices for resource sharing in public libraries including the staff expertise required to locate and make available the information or the library resources.		

**Langdon Community
Collaborative**

January 25, 2021

Rocky View County
262075 Rocky View Point
Rocky View County, AB, T4A 0X2

Attention: Rocky View County Council and Rocky View County Administration

RE: Langdon Community Association Application

To Whom It May Concern:

I am pleased to write this letter of support on behalf of the Langdon Community Collaborative. We are in full support of the Langdon Library Society and their endeavours to establish a library in Langdon.

The efforts made by the Langdon Library Society strongly align with the vision of the Langdon Community Collaborative through working together to promote a healthy community through multiuse facilities and programs, assisting diverse groups of all ages and abilities.

Members of the Langdon Community Collaborative, consisting of representatives from Langdon organizations, have identified a number of priority amenities through numerous feasibility studies, focus groups, workshops and meetings facilitated by Alberta Community Development Branch. A library was identified as a priority amenity for the community as it would support the recreational, cultural and wellness needs of the residents of Langdon.

The donation of the Cereal Library is an incredible gift and a significant step forward in establishing a local public library in Langdon. We hope that Rocky View County Council and Administration are as excited as the residents of Langdon about this opportunity.

The Langdon Library Society has the support of the Langdon Community Collaborative as they move forward with plans to establish a library in the community.

Sincerely,

Coralee McIntosh
Langdon Community Collaborative, Facilitator

Langdon Theatre Association
PO Box 230 Langdon, AB T0J 1X2
ltateachers@gmail.com
www.langdontheatre.com

Rocky View County Council & the Executive Leadership Team of RVC.

To whom it may concern,

The Langdon Theatre Association is in support of establishing a public library in Langdon. As Co-Chairperson, I represent 27 members and families who actively participate in theatre and drama within the town of Langdon. Our association strives to create leaders of our youth in our community. Our mandate is, to deliver fun, affordable programs to the children of Langdon and surrounding area, while providing them with life skills such as self-esteem, team building skills, and self-worth.

A public library in Langdon will benefit the residents in our community from every demographic, including the Langdon Theatre Association. Our program often involves our participants learning lines and finding plays and literature to accommodate their classes, and to have a library that has both physical texts and computers to access close by will allow them to have a more engaged experience in our program. We understand that an opportunity now exists to start a small library thanks to the town of Cereal, but we will need the support of Rocky View County to make this come to fruition.

Thank you for taking the time to read our letter of support.

Warm regards,

Sheena Madole
Co-Chairperson, Langdon Theatre Association

MOUNTAIN VIEW
FINANCIAL

A division of ConnectFirst Credit Union ®
···
MAKING MONEY MAKE A DIFFERENCE

January 22, 2021

Rocky View County Council & the Executive Leadership Team of RVC.

I was very excited to hear about the possibility of a public library moving to Langdon.

There are limited resources in Langdon for community members to utilize and a library would be such a welcome addition.

Libraries are now more dynamic with the addition of digital learning. They are a gathering place that contribute positively to communities allowing access to programs and services that encourage life- long learning, increase literacy and enable people to come together.

With the Cereal Library willing to donate their inventory this would provide an excellent opportunity for Langdon to create it's own library.

I fully support this initiative and trust that RVC will support it as well by considering to utilize the space coming available at the existing Fire Hall Site.
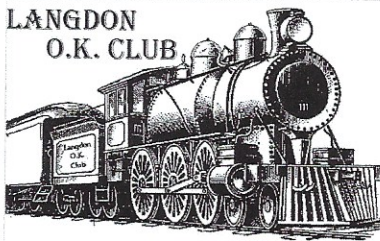
Sincerely

Steph Brundige

Branch Manager, Mountain View Financial a division of Connect First Credit Union.

259 Centre ST N Langdon AB T0J1X2 403 936 5524

Langdon OK Seniors Club
273 Boulder Creek Drive SW
Langdon, Alberta T0J1X3
web: **www.langdonokclub.com**
email: **langdonokclub@gmail.com**
ph: 403 936 5592

Rocky View County Hall
262075 Rocky View Point
Rocky View County, Alberta
T4A 0X2

January 21st 2021

Letter of Support for Langdon Library

To whom it may concern:

I represent the Langdon Older Kids Seniors (OK) Club. The OK Club is an incorporated non-profit organization that delivers programs and socialization activities to Langdon and area seniors aged 55 years and over. Our membership is approximately 59 members strong.

We understand that an opportunity exists to start a small library in Langdon, but we depend on the support of Rocky View County to make this happen.

On behalf of all our members, the OK Club strongly **supports establishing a public library in Langdon.** As some of our members are avid readers, a public library in Langdon would have countless benefits to not only our members but all residents of all ages in providing access to all kinds of books and information to the community for doing research and for casual reading. Membership in an online Library system such as Marigold.ab.ca would provide convenient access to a vast number of books for all users.

Thank you for this opportunity to provide support for this cause.

Sincerely

Larry Haines *(Vice President) and the Langdon Ok Club Board Members* (On behalf of the Langdon OK Club members)

CC: Keith Kupsch, Hugh Wilkie, Marilyn Klotz, Marlene Blackman MaryLee Wilkie, Ron Lidstone.

To whom it may concern,

The Langdon Community association strongly supports establishing a public library in Langdon. A public library in Langdon would have countless benefits to residents of all ages, including the youth and young families.

As the LCA operates one of the only public buildings in Langdon, we are constantly inundated with request for space for programing for youth and families. A library is an amazing affordable resource and space for these groups. Most libraries run tot and baby classes as well as homework help for older kids. These are services that are desperately needed, and a library would assist these groups.

A library would not only assist these group, but every other age and group in the community. Many community members currently drive to Strathmore and Chestermere to use the libraries on a weekly basis.

We understand an opportunity exists to start a small library in Langdon, but we depend on the support of Rocky View County to make this happen.

Thank you,

Chrissy Craig
Chair
Chrissy.craig@goodlucktown.ca

Langdon Little League

January 25, 2021

Rocky View County
262075 Rocky View Point
Rocky View County, AB, T4A 0X2

RE: Langdon Library Society

Dear Council & Executive Leadership Team of Rocky View County,

On behalf of Langdon Little League, I am writing this letter in support of the Langdon Library Society's goal of establishing a public library in Langdon. With the help of Rocky View County, we understand that this goal can be realized.

Langdon Little League's membership includes approximately 200 children between the ages of 3 and 16, 90% of which live in Langdon proper. A public library in Langdon would have countless benefits to our members and their families. Little League believes in the power of youth baseball and softball to teach life lessons that build stronger individuals and communities, and a public library is strongly aligned with this belief. We appreciate the opportunity to support the Langdon Library Society.

If there are any questions or concerns then please feel free to contact me at the number below.

Sincerely,

Brendan Connolly
President – Langdon Little League
403-680-2124

Cc:

Kyle Wade
Vice President – Langdon Little League