



Hay Lakes Municipal Library



2016-2018 Plan of Service



Approved by the Hay Lakes Municipal Library Board: November 4th, 2015

Table of Contents

Message from the Chair.....3

Hay Lakes Municipal Library Board and Staff Listing 2015.....4

Vision and Mission Statement5

Community Profile.....5

Library Background.....6

Library Statistics.....7-8

Library Programs.....8-9

Plan of Service Purpose and Process.....10

Library Service Responses for 2016-2018.....11-15

Contact Information.....16



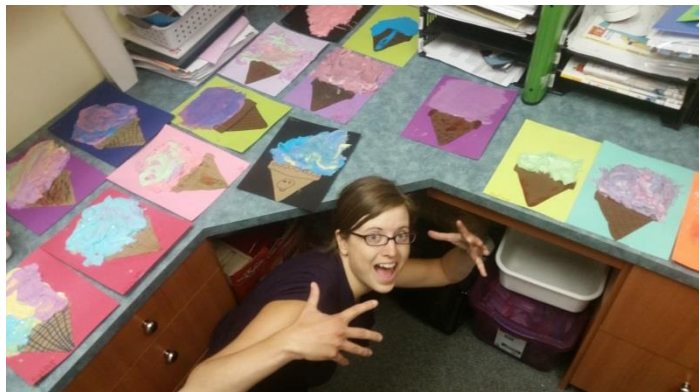
Message from the Chair

The Hay Lakes Municipal Library Board and Staff are excited to present this Plan of Service. We believe it accurately reflects the needs and wants of our community at this time, and will be a valuable tool to steer us in a positive direction over the next three years. We look forward to the opportunity to continue serving our community and helping the people within it grow and learn throughout their lives. We have included a variety of photos in this Plan of Service, to provide a snapshot into a typical day at our library. The aim at the Hay Lakes Municipal Library is to always provide a safe, welcoming, and engaging environment for people of all ages to enjoy. We hope this enthusiasm is reflected throughout our Plan of Service! We may be one of Alberta's smallest libraries, but we aspire each day to be known within our community as "The Small Library with a Big Heart."

**Sharmarann Myers
Chair of the Board
November 2015**



Hay Lakes Municipal Library Board and Staff Listing 2015



Assistant Librarian

Library Board:

Chair: Sharmarann Myers

Vice Chair: Angela Wildeboer

Treasurer: Lynne Broschak

Secretary: Penny Martin

Village Representative: K. Shannon Yearwood

Sarah Flasha

Elise Schultz

Stacie Lyle

Dinorah Eelhart

Library Staff:

Manager: Amanda Barth

Assistant Librarian: Charissa Scott

Program Co-ordinator: Tori Tomaszewski



Program Co-ordinator

Friends of the Library:

Chair: Mellissa Nordin

Vice Chair : Diana Nickel

Treasurer: Elise Schultz

Secretary: Amanda Barth

Stacie Lyle

Rosemary Arnett

Dinorah Eelhart

Charissa Scott



Manager

Vision:

The Hay lakes Municipal Library fosters life- long learning while enhancing the vitality of the community.

Mission Statement:

The Hay Lakes Municipal Library provides our community with equitable access to library materials and services that stimulate and meet residents' needs for information, education, culture, entertainment, and access to the World Wide Web.

Community Profile

The Village of Hay Lakes is located on HWY 21, approximately 30 minutes from Camrose and 40 minutes from Edmonton. Hay Lakes is located in Camrose County. The Village has a population of 425 (2011 census data), an increase of 17.4% from 2006. From the 2011 census data, we can also note that Hay Lakes has a very young population compared to other communities in Alberta. In 2011, 19% of the population was under 14 across the province, compared to 22% of the population in Hay Lakes.

Hay Lakes is home to several businesses: Hay Lakes Fuels Plus, Hay Lakes Supermarket, Cheers & Beers Liquor Mart, ATB Financial Agency, Hay Lakes Post Office, Engraving Masters, Hay Lakes Bottle Depot, and Triple G Automotive. Clubs and Organizations that operate within the Village include: Scouts Canada, 4-H Beef Club, Community in Bloom, Hay Lakes Curling Club, Hay Lakes & District Rec Association, and Hay Lakes Mixed Slow-pitch. Students in the community attend Hay Lakes School (Grades 1-12), Hay Lakes ECS, or the Hay Lakes Playschool. There is also a Village Office, Our Saviour Lutheran Church, Agriplex, and Recreation Center. The Hay Lakes Municipal Library is located in the Recreation Center, on the Main Street of the Village.



Library Background

The first public library in Hay Lakes officially opened on February 1st, 1957 and was originally housed in an old classroom of a vacant four-room schoolhouse. It was operated by volunteers every Friday, and consisted of a collection of 257 books.

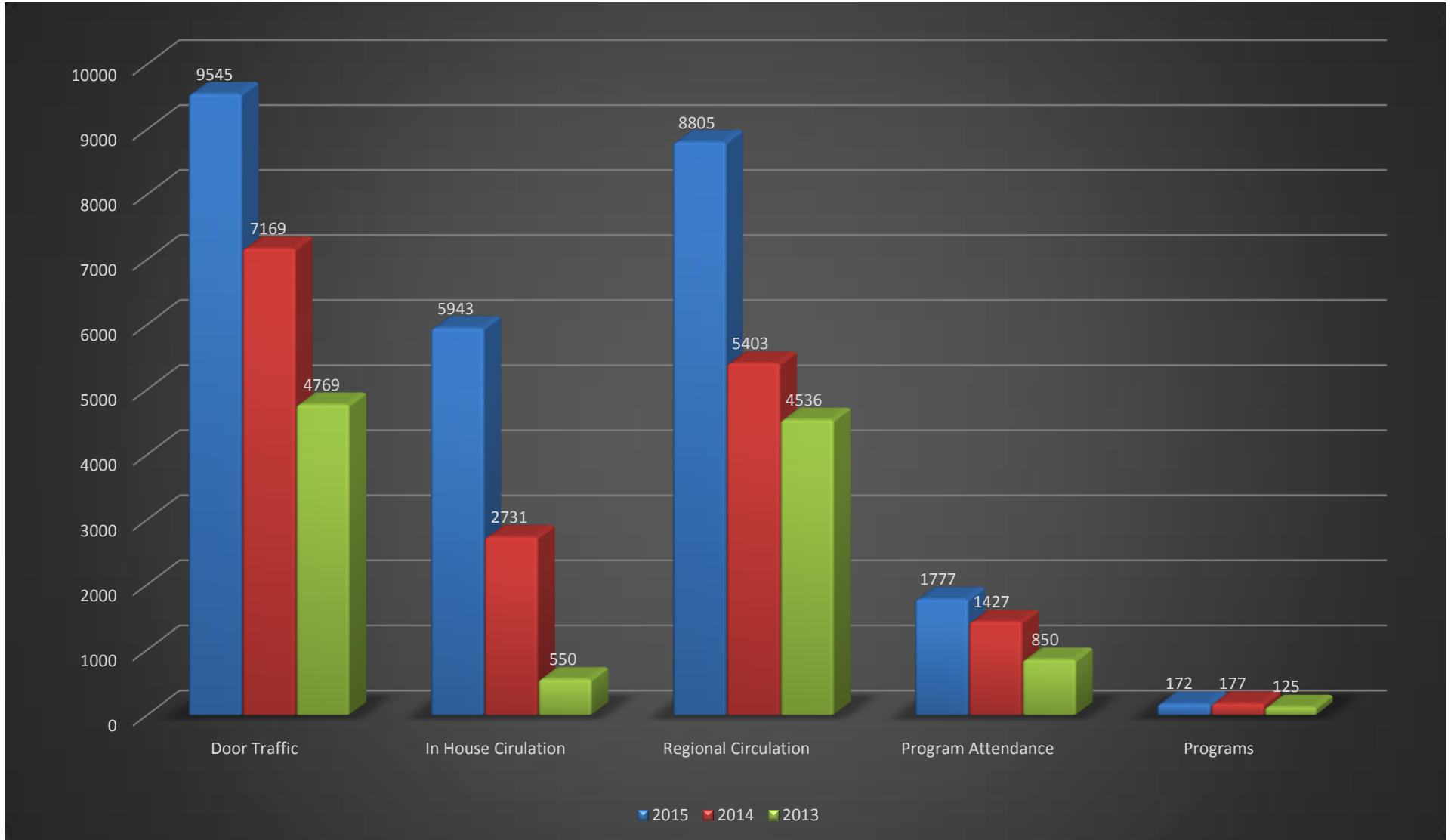
In 1961, the library was moved to the newly opened Hay Lakes School Library. The library had grown considerably by 1976, and more space was needed to house the burgeoning collection. It was felt that the Municipal Library would be more beneficial to Hay Lakes and Area residents if it were located on Main Street. An opportunity arose when a multi-use complex was added onto the Hay Lakes Community Hall (now the Recreation Center), and space was dedicated to house the library.

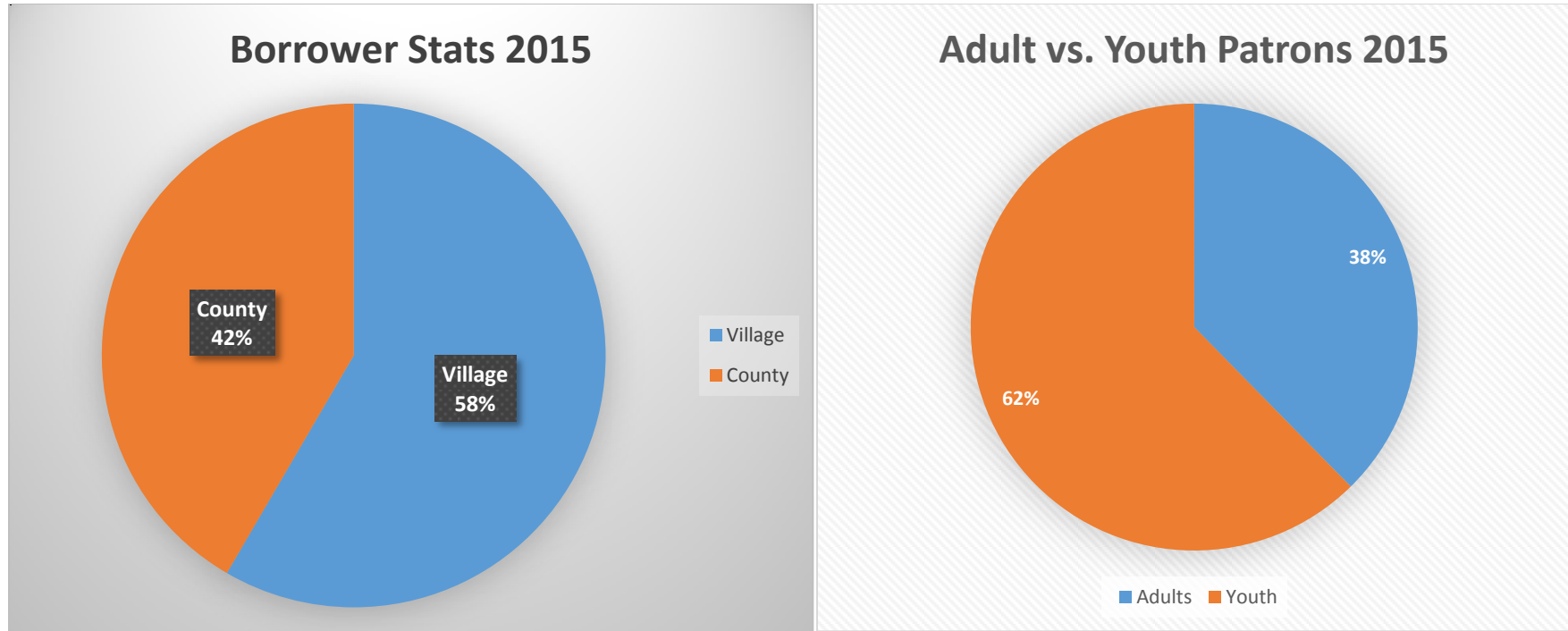
The Hay Lakes Municipal Library has seen many changes since its inception, but still remains a central part of the community. The collection has expanded from a few hundred books, to a modern library that includes DVDs, High Speed Internet access, and books of all genres in any format desired. The library is run by a volunteer Board of Directors and operated by competent library staff that can assist patrons with their needs through our affiliation with the Parkland Regional Library System and The Alberta Library. The library's Annual Slip and Bloomer Plant Sale continues to draw big crowds every year for bedding plants, baking, and gently used book sales. Another main fundraiser is the Toy Bingo held every November. The library has enjoyed success over the years thanks to countless volunteers and their dedication to literacy and community advocacy.

As of 2015, the Hay Lakes Municipal Library is a vibrant part of the community. Services have significantly expanded in the last three years. The library currently has three staff members and is open 33 hours a week. It remains a welcoming and inviting environment where patrons from a variety of age groups and interests can use the computers, search for materials, visit with each other, or just sit down and browse through collections. The Hay Lakes Municipal Library remains a small, but mighty part of one of Alberta's friendliest communities.

Library Statistics

Annual Statistics Chart





Library Programs:

After School Reading Program (Kindergarten to Grade 6)

Children come after school from 3:30-5:00. The program is broken down as follows: Tuesday (Kindergarten to Grade 2), Wednesday (Grades 3&4), Thursday (Grades 5&6). Engaging stories, fun games and exciting crafts are planned for attendees each day.

Summer Reading Program (children entering Grades 1-6)

A fun and intense 8 week program that runs July to August. Children come from Tuesday-Thursday for two hours each day. Depending on which days of the week children attend, they participate in either a craft, movie, or outdoor activity. All attendees keep a reading log during the program and the one who reads the most wins a fantastic prize at the end. The children all look forward to this and spend a lot of time reading at the library!

Early Literacy (Birth to -5 years)

Children, along with their parents and care-givers, come every Wednesday morning from 10:15-11:00. They enjoy Story Time with Ms. Amanda and a fun age appropriate craft. This program helps children to develop listening skills while being read to. Children are given the opportunity to build and explore their imagination through crafts and sensory games. It also promotes social skills for both children and parents.

Tween and Teen Game/Movie Nights (13-18 years)

These programs give the Tweens and Teens a chance to have the library to themselves. They have the opportunity to engage in age appropriate books, crafts, and movies. This allows attendees to feel important and more willing to stay connected to the library and its programs.

**Adult Time (18- 99+ years)**

Adults are welcomed to join us for our Book Talk Club on the first Friday of every month. We also offer an Adult Crafting Time. Every month we offer something a little different. We also offer Family Games Nights, Healthy Living Exchange Programs, and hope to offer more over the coming years.

Plan of Service Purpose and Process

Every 3–5 years Library Boards are required by the Provincial Government to write a strategic plan. The process for preparing a Plan of Service was developed by Sandra Nelson from the American Library Association. As this process is recommended by Alberta Municipal Affairs, Public Library Services Branch for the Alberta Government, it is what the Board utilized for selecting the appropriate Service Responses for our community; out of the 18 proposed by Nelson.

The provincial model invites members of our communities to contribute and actively participate in identifying the needs of the entire community. This is important, as the library exists to serve its community. The Board must know what the needs of the community are if services are to be offered to meet those needs.

The Library Board decided in May 2015, to create and conduct a public survey to determine the four most important Service Responses to focus on. This decision was made based on the conclusion that a survey would generate a large number of responses and reach a wide variety of interested parties and community members. The Board voted on the six most important Service Responses they felt would best meet the needs of the community. The survey asked respondents to select the four most important to them, and rank those in order of importance. There were 236 surveys distributed, with 87 returned. Surveys were distributed to the following:

- **Library patrons**
- **Community business owners**
- **Youth who attend programs**
- **Library Staff**
- **Library Board Members**
- **Non-patron Village and County residents**
- **The Village Office**
- **Hay Lakes School (students and parents)**
- **Friends of the Library Board Members**
- **Seniors Center**

To ensure objectivity, results were tallied and the four responses with the highest rankings were selected as the Service Responses the Library will focus on over the next three years.

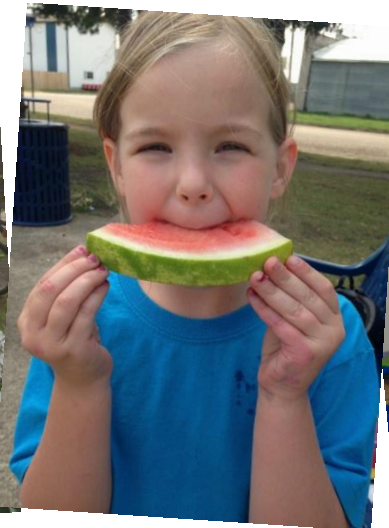
Library Service Responses for 2016-2018

1. Connect to the Online World: Public Internet Access

2. Create Young Readers: Early Literacy

3. Satisfy Curiosity: Lifelong Learning

4. Visit a Comfortable Place: Physical and Virtual Spaces



1. Connect to the Online World: Public Internet Access

Goal: All residents in the community will have high speed access to the digital world, with no unnecessary restrictions or fees, to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.

Target Audience: Everyone

Benefit: All members of the community will have free access to the Internet.

Objectives:

- 1.1 Over the next three years, the number of people who use library provided computers to access the Internet will remain consistent.**
- 1.2 Each year, the average wait time to use a library provided computer for personal, school, or work purposes will remain under 5 minutes.**



2. Create Young Readers: Early Literacy

Goal: All children from birth to five in the community will have programs and services designed to ensure that they will enter school ready to learn to read, write and listen.

Target Audience: Children from birth to five.

Benefit: Young children in the community will develop a love of reading, while connecting with their caregivers. This will help foster a lifetime commitment to learning for the young children who attend library programs.

Objectives:

- 2.1 Each year, at least 5 new children will consistently attend the Early Literacy Program.**
- 2.2 By 2018, the library will offer one additional Early Literacy Program per week.**
- 2.3 Each year, the library will maintain its ongoing relationship with the Hay Lakes Playschool by continuing to offer weekly library visits and Story Time with Ms. Amanda.**



3. Satisfy Curiosity: Lifelong Learning

Goal: All residents in the community will have the resources they need to explore topics of personal interest, and continue to learn throughout their lives.

Target Audience: Children, Teens, Adults

Benefit: Learning is a lifelong process; the library will be available to help meet the needs and interests of all age groups.

Objectives:

3.1 Each year, the library will continue to offer a Free Membership Day in October.

3.2 Each year, In-House Circulation of materials will increase by at least 1,000 items.



4. Visit a Comfortable Place: Physical and Virtual Spaces

Goal: All residents in the community will have safe and welcoming physical places to meet and interact with others or to sit quietly and read, and will have open and accessible virtual spaces the support networking.

Target Audience: Everyone

Benefit: The community will have enjoyable physical and virtual spaces for everyone to share.

Objectives:

4.1 Each year, Door Traffic will increase by at least 2,000 visits.

4.2 Each year, Program Attendance will increase by at least 250 participants.



Contact Information

Hay Lakes Municipal Library

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Hay Lakes, AB T0B 1W0

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Email: haylakeslibrary@prl.ab.ca

Website: <http://haylakeslibrary.prl.ab.ca/>

Facebook: Hay Lakes Municipal Library

