

DAVID KNIPE MEMORIAL LIBRARY

PLAN OF SERVICE

2019 – 2023



203 Hanson Street
Bawlf, Alberta

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Service Responses approved by the Village of Bawlf Library Board January 09, 2019

Plan of Service 2019-2023 approved by the Village of Bawlf Library Board March 13, 2019

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2018
DAVID KNIPE MEMORIAL LIBRARY
ANNUAL REPORT



Our Mission

David Knipe Memorial Library strives to provide friendly service and a safe relaxing space for our community members and patrons to enjoy up-to-date educational, recreational and technological services within the community.

Our Vision

We want to provide a cultural hub within our community where access to materials, computers, lifelong learning and fun activities, will be enjoyed by all community members of all ages.

Financial and Business Highlights

- Bank account balance as of December 31, 2018 was 23,674.97; cash on hand was \$220.
- Continue to offer cookbooks for sale.

Service Highlights

- Served 133 patrons.
- Circulated 2,622 items in 2018.
- Our patrons borrowed 1,003 items through interlibrary loans.
- Our library lent 2,290 items through interlibrary loans. This was an increase of over 700 items from last year.
- Our collection total contains 6,030 items.

- Our public Wi-Fi sessions totaled 3,478 visits.

Program Highlights

- A six-week yoga class was available to young adults and adults. The Bawlf and District Recreation Association worked together with the library to offer this program to the community.
- One week was set up for drop in Mother's Day Card making for all ages.
- We offered a four-day Summer Reading program in July.
- We held a Kite making day for all ages in August.
- An essential oil Make and Take class took place in the fall.
- In December, we held a Christmas Children's program.

Other Highlights

- We continue to proctor exams.
- We continue to offer digitized historical local newspapers for viewing.



W: <http://bawflibrary.prl.ab.ca/> E:bawflibrary@prl.ab.ca/T:twitter@bawflibrary



P: 780-373-3882/ Location: 203 Hanson Street / Hours: M, W and F-10am-5pm, Thur-3pm-7pm

1.

COMMUNITY PROFILE

We would like to provide you with some background on our library and the communities we serve.

David Knipe Memorial Library:

- We have five board members and a part time staff of two with one casual staff.
- We are the home library for the Village of Bawlf, Village of Rosalind and some Camrose County residents.
- We are open four days a week with library hours Monday, Wednesday and Friday 10am-5pm and Thursday 3pm-7pm.
- We currently have 133 patrons.
- A "Friends of the Bawlf Public Library" lends support to the library.

Village of Bawlf:

- The population of the Village of Bawlf is 422 residents and there are 174 dwellings.
- English is the major language.
- Population age ranges are from 0-14 = 70 residents, 15-64 = 275 residents and 65+ = 75 residents.

Village of Rosalind:

- The population of the Village of Rosalind is 188 residents and there are 95 dwellings.
- English is the major language.
- Population age ranges are from 0-14 = 35 residents, 15-64 = 110 residents and 65+ = 45 residents.

Camrose County

- The population for the Camrose County is 8458 residents and there are 3492 dwellings.
- English is the major language with 240 residents that have English and French and 30 residents that have no English or French.
- Population age ranges are from 0-14 = 1660 residents, 15-64 = 5525 residents and 65+ = 1275 residents.

2.

Our Mission:

David Knipe Memorial Library aims to provide our community members and patrons with exemplary service. We want to maintain a welcoming environment where the latest in resources, technological services and an enjoyable recreational experience is available.

Our Vision:

David Knipe Memorial Library wants to continue to provide up-to-date resource and recreational materials, free computer access and programming to benefit all ages of community members. We strive to maintain a comfortable environment for all.

Needs Assessment:

A Needs Assessment meeting took place on October 25, 2018 with seven community members representing groups from: Bawlf Fire Department, Bawlf School, Lions Club, Seniors Group, Legion, Friends of the Bawlf Library and Village Council in attendance. A community member, a Bawlf Recreation Association member and a young mother completed questionnaires to express their personal and organization's needs.

After working through challenges and goals at the Community Planning Committee meeting, and including statements through a questionnaire, the following responses for "How can the library assist in achieving these goals for the future?" is listed below. Questionnaire answers are in idyllic form to differentiate between the meeting responses and the questionnaires.

- The school would like to work together with the library to provide them with extra materials. Also to work together to promote literacy.
- *The Rec Board directors are all County residents and we have never been successful in recruiting Village residents to be board members. As the Library serves a more diverse group, you may be more aware of recreational programming that may be desired by the community. The Rec Board is open to any programming suggestions and wish to work with the Library to provide additional programs to residents.*
- *Continue to offer programs that bring people together and getting to know each other.*
- Maybe the library could maintain a list of volunteers to fulfill community needs.
- Assist fire department in advertising and word of mouth for fire department activities.
- *Provide more programming.*
- Help with bringing community members together by providing a space and programming where they can socialize.

3.

- Keep updated with new material, computers and ideas to encourage residents to stay local.
- The library can coordinate with other groups on different projects.
- Have community groups to work together and support each other for different ideas and projects.

Discussion was encouraged through all stages of the meeting. The four service points that addressed the needs of the community members from this meeting were:

1. Continue with programming of different types. Service Point-Satisfy Curiosity: Lifelong Learning would cover this need.
2. Providing a medium and programming where introduction of community members to each other can occur. Service Point-Visit a Comfortable Place: Physical and Virtual Spaces would cover this need.
3. Keep updated materials, computers and ideas. Service Points-Stimulate Imagination: Reading Viewing and Listening for Pleasure and Connect to the Online World: Public Internet Access would both cover this need.
4. Continue working together with other groups to encourage residents to stay in Bawlf. Service Point-Satisfy Curiosity: Lifelong Learning would cover this need.

Village of Bawlf Library Board Approval of Services Responses

The Bawlf Public Library Board at their January 9, 2019 meeting approved four main library service responses that would best cover the needs assessment statements of the community. These are:

- 1. Connect to the Online World: Public Internet Access**
- 2. Satisfy Curiosity: Lifelong Learning**
- 3. Stimulate Imagination: Reading, Viewing and Listening for Pleasure**
- 4. Visit a Comfortable Place: Physical and Virtual Spaces**

4.

**CONNECT TO THE ONLINE WORLD:
PUBLIC INTERNET ACCESS**



GOAL

To provide the community with free internet access in a comfortable, relaxing atmosphere inside and outside the library.

OBJECTIVES TO MEET GOAL

- To stay updated and modern, computer access is vital. We will provide a comfortable area to access the library computers. Provided for community members to use their laptops, are two other areas with comfortable chairs. A previously completed outdoor patio provides community members a comfortable place to sit and work. They can access the wireless Wi-Fi during and after hours in this outside area with table access if needed. Maintenance in these areas will continue.
- We will continue to provide fold out tables if community members need more table room to work on their online projects.
- Proctoring exams will be a service that is continued.
- Online help will continue to be a service we provide.
- Notices will be places in our local community paper to advertise this service is free to the public.

5.

SATISFY CURIOSITY: LIFELONG LEARNING



GOAL

To encourage residents to stay within our community by providing various programming and resources to suit different ages and tastes. Secondary we strive to bring a sense of community back and hope through this to increase the desire for people to feel comfortable to volunteer.

OBJECTIVES TO MEET GOAL

- Work with the local school to provide additional resource materials they do not have. Continue collaborating with the school on group visits from a special needs class and assist with material selection. Work with the school to promote literacy.
- Provide various programs throughout the year for different age groups. Make participants feel welcome. Encourage interaction between program attendees as a way to increase a sense of community. With a sense of community, we are hoping to create potential future volunteers.
- Try to encourage other local groups, such as Playgroup, Playschool and Summer in the Park coordinators to visit the library and access materials.
- Communicate with the residents for input on different programs they would like to see the library coordinate.
- Work with other local groups to coordinate on programming projects.

6.

**STIMULATE IMAGINATION:
READING, VIEWING and LISTENING FOR PLEASURE**



GOAL

To provide our community with current resources over a wide range of topics to accommodate every age group. We strive to keep patrons informed of all the services provided through the library system.

OBJECTIVES TO MEET GOAL

- Purchasing new DVDs every year to keep collection current. The Juvenile DVDs need to be increased and the display area designated to a new area to enable expansion.
- Purchase new books for all categories every year to keep the collection current. We need to focus on Juvenile and Young Adult sections. Graphic Novels in these two sections needs to be increased. Continue to fill the non-fiction areas from suggestions on the last collection report done by Parkland Regional Library as funding permits.
- Complete a weeding within the five-year period.
- Continue to purchase e-library material as funding permits.
- Promote the library services through our local newsletter.

7.

VISIT A COMFORTABLE PLACE:

PHYSICAL AND VIRTUAL SPACES



GOAL

To provide the public with a welcoming, safe, relaxed and comfortable place to visit. Accommodate virtual networking and accommodate small group gatherings.

OBJECTIVES TO MEET GOAL

- Provide friendly, reliable service.
- Inform the community about the library and the functions it provides through reminders in the local newsletter and/or school bulletin.
- Set aside the space for a small group when needed. Provide tables and chairs for the group. Do the best we can in the small space we have.
- Provide a table for virtual networking if they need space for materials used for the networking.
- Offer a safe place for the public. Control any bullying that takes place on library property.
- Encourage the public to sit and relax in our comfortable chairs.

CONCLUSION

We hope to encourage residents to utilize our services and other community services, by following the Needs Assessment suggestions of what residents want to see for the future of Bawlf. David Knipe Memorial Library strives to provide the community with a positive experience with up-to-date resources, easy access to free computer services and a variety of programming. We want to provide a safe and relaxed atmosphere for the public to enjoy. We strive to remain an integral part of the community.