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## Plan of Service

2025 - 2030

The Elnora Public Library is dedicated to the education, recreation, cultural enlightenment and freedom to read by all citizens. By providing a warm and welcoming environment the Elnora Public Library strives to foster an informed and literate community.

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# **Elnora Public Library**

## **MISSION STATEMENT**

**The Elnora Public Library is dedicated to education, recreation, cultural enlightenment, and freedom to read and learn by all citizens, as well as providing comprehensive information in a wide variety of formats.**

## **VISION STATEMENT**

**By providing a warm and welcoming environment for people of all ages, and through a variety of resources and fun, creative programs, Elnora Public Library strives to foster an informed and literate community.**

## **COMMUNITY PROFILE**

The Village of Elnora is located in the County of Red Deer, in the rolling hills of Central Alberta. It is situated about 75 km southeast of Red Deer. Just over 300 hundred people now reside in our quaint little village. We are home to a large senior population and becoming a popular bedroom community in Red Deer County and Innisfail for families. There is also a large number of rural residents who support our local businesses, are members of our many community groups, and utilize our facilities.

## **LIBRARY PROFILE**

The library is open 4 days per week at various hours and during weekends for special events and programs. These hours may change due to demand and seasonal requirements in the future but remain flexible.

### **Library Staff**

It is mandatory that each member of the board, staff, or volunteers has completed a criminal record check and vulnerable sector check prior to working/volunteering in the library and that staff members hold valid and current first aid training.

Manager – Mitch Munday

Mitch has been our Manager since February 2023 and is available during the library hours of operation. Mitch is responsible for the day-to-day running of the library, liaison between the Library Board and Friends of the library as well as providing computer and technical training, and all aspects of library services.

Assistant Manager – Susan Tyndall

Susan is a well-known member of the community. She is responsible for ordering books and implementing new reading programs for seniors, children, and teens. Susan also assists with the creation of programs and other library duties as required.

Librarian – Shirley Neelin

Shirley is a recent member to the community and has been employed at the library since November 2024. Shirley helps run the front desk, has undertaken all training provided by Parkland Library System, and currently is involved with the creation of programs.

Volunteers - There are a number of local residents and board members who volunteer in the library. They assist with all areas of the library operation

Summer students and interns – When possible, the Elnora Library tries to recruit summer students and interns. At present we have very few people in the community that fulfil the age, educational requirements or who have not already undertaken such a program. This will be improving over the next couple of years as some of the younger members of the community grow older.

The Elnora Library will be running a number of programs throughout the term of this plan to employ local students, with funding from the Friends of Elnora Library, to enable students to gain valuable experience in a real-world working environment before leaving school.

## **Brief Summary of Annual Report 2025**

Library Memberships – 81

Library Visits –2143

Total 2025 Circulation – 3489

## **Resource Sharing**

Items Borrowed 1411

Items Loaned 2857

The library has 4 public computers with high-speed access. Wireless access is available for use for those using their own devices during library hours. High-speed wireless internet access is also available outside the library 24/7.

## **Priority Services Responses**

### **Know Your Community Resources and Services**

#### **GOAL**

Provide current and new residents with a warm and welcoming environment to relax and obtain information regarding the community.

#### **OBJECTIVES**

Each year, library staff will make available up-to-date information packages to new residents in the community and surrounding area.

- The library will provide current library information, brochures and Newsletters to the community

## **Between 2025 and 2030, at least 70% of all new residents will have a library membership**

- The library will provide each new household a free 1 year library membership in the information package
- The library staff will ensure that the Village of Elnora, and our local FCSS inform all new residents that the library now offers free memberships.

## **Visit a Comfortable Place: Physical and Virtual Spaces**

### **GOAL**

Community members will have a central location where everyone can find community information alongside any programs and information offered by the Village.

### **OBJECTIVES**

By the end of 2030, there will be an increase in the total annual number of visits to the library website by 30% from our current 2025 total of 4239.

- The new Library Domain Elnoralibrary.ca has been acquired and is now in use A link has been added to the Village of Elnora website and to Elnora Library website and vice versa.
- Full implantation of social media platforms i.e. Facebook to promote events and programs while improving our general overall internet presence.
- Although the AB YI program is no longer funded, continue to encourage youth to help community members with current technology. Youth, as well as library staff, continue to promote the library website.
- Website access numbers are available and will be tracked on a yearly basis.

## **Every year, participate in at least four community meetings to update and share library information.**

- Promote sharing of information with other community organizations such as volunteers needed for events, additional board members required, services the library offers, job opportunities, etc.
- Link to other organizations through our website and through Parkland Regional Library Service conferences, training days, and online coffee meetings for managers.
- Events include FCSS Gab Sessions, Markets, and Elnora School events

## **Stimulate Imagination:**

## **With Reading, Viewing, Information Technology, and Listening for Pleasure**

### **GOAL**

Families will have a variety of affordable activities available to them in which all members may participate

### **OBJECTIVE**

The Library will promote/provide at least 4 family-oriented activities per year

- Easter Egg Hunt for younger children
- Comic Day and Duct Tape Mania for children
- Prize Wheel for Adults and Children at Brahma Rama
- Work with Friends of the Library to host a Seniors Event

- Movie nights every two weeks revolving between adult and children movies.

## **OVERVIEW OF THE PLANNING PROCESS**

### **PLAN OF SERVICE**

#### **Purpose and process of the Elnora Public Library Plan of Service**

The purpose of preparing a regular long-range plan is to both satisfy the requirement to do so by the Ministry of Municipal Affairs for Alberta and, to give the library, its Board, and staff direction in their efforts to best serve the needs of the Elnora and area community.

#### **The Elnora Public Library 2025 – 2030 Plan of Service is based on input from:**

- Community members of Elnora and the rural County of Red Deer
- Library Board members
- Library Staff

As part of the process to complete the Plan of Service, the Elnora Public Library Board designed a survey that was included in the monthly Elnora Village Advance. The survey targeted residents, business owners, and members of the rural community. Meetings were held with two board members to amalgamate the data collected from the survey. Further meetings were held with the Library Manager and Board members to incorporate the information into the Plan of Service.

### **CONCLUSION**

The Elnora Public Library Board and staff continue to make every effort to meet the Government of Alberta and Municipal Affairs Standards and Best Practices for Libraries



in Alberta. We appreciate the support of the Village of Elnora, Parkland Regional Library System, and Red Deer County, which enable the library to provide a high level of service to the community and surrounding area.

We are grateful to the members of the community, the Library Board, and the library staff who provided input and assistance with this process.

The Elnora Public Library 2025-2030 Plan of Service has been approved by the Elnora Public Library Board.

Date: June 6th 2025