



# 2019-2023 Plan of Service



**Approved by the Hay Lakes Municipal Library Board:**

# Table of Contents

**Message from the Chair.....3**

**Hay Lakes Municipal Library Board and Staff Listing 2019.....4**

**Vision and Mission Statement .....5**

**Community Profile.....5**

**Library Background.....6**

**Library Statistics.....7-8**

**Library Programs.....8-10**

**Plan of Service Purpose and Process.....11**

**Library Service Responses for 2019-2023.....12-16**

**Contact Information.....17**

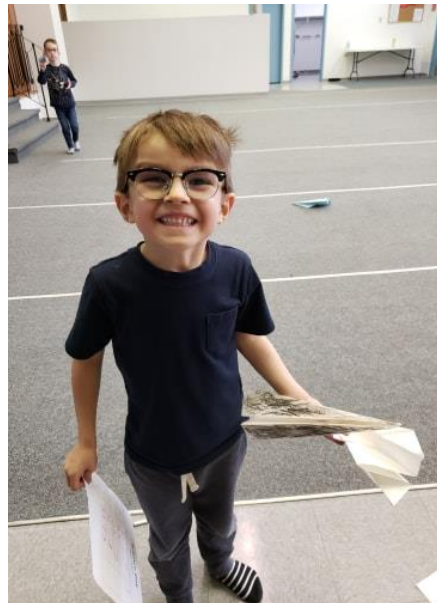
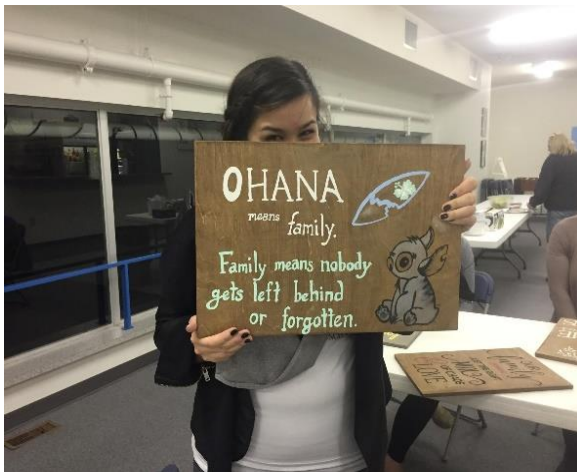




## Message from the Chair

**The Hay Lakes Municipal Library Board and Staff are excited to present this Plan of Service. This Plan of Service is filled with photos that portray the energy, excitement and fun that community members experience when they come in to the Hay Lakes Municipal Library. Over the next five years, the Hay Lakes Library aims to continue the programs, events and friendly service that create the safe and inviting environment that is our library. In keeping with our service goals, we communicate and listen to the needs of our patrons of all ages for them to create opportunities of exploration in literacy, creativity and expression. With this in mind, our Board and our staff have created a hub within the Hay Lakes community, truly making us “The Little Library with a Big Heart”.**

**Charissa Scott  
Chair of the Board  
December 2018**



## Hay Lakes Municipal Library Board and Staff Listing 2019

### Library Board:

**Chair: Phoenix O'Flaherty**

**Vice Chair: Mindy Kennett**

**Treasurer: Charissa Scott**

**Secretary: Stacie Arellano**

**Village Representative: Faye Leicht**

**Leah Gaasbeek**

**Kate Ratcliff**

### Library Staff:

**Manager: Amanda Barth**

**Program Co-ordinator: Lainey Smith**

**Material Specialist: Sherry Krozser**



### Friends of the Library:

**Chair: Amanda Barth**

**Vice Chair : Charissa Scott**

**Treasurer: Mindy Kennett**

**Secretary: Stacie Arellano**

**Irene Scott**

**Caroline Gibson**

**Melanie Borys**

**Jody Huebner**





**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 495 (2016 census data), an increase of 16.5% from 2011. From the 2016 census data, we can also note that Hay Lakes has a very young population compared to other communities in Alberta. In 2016, 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**

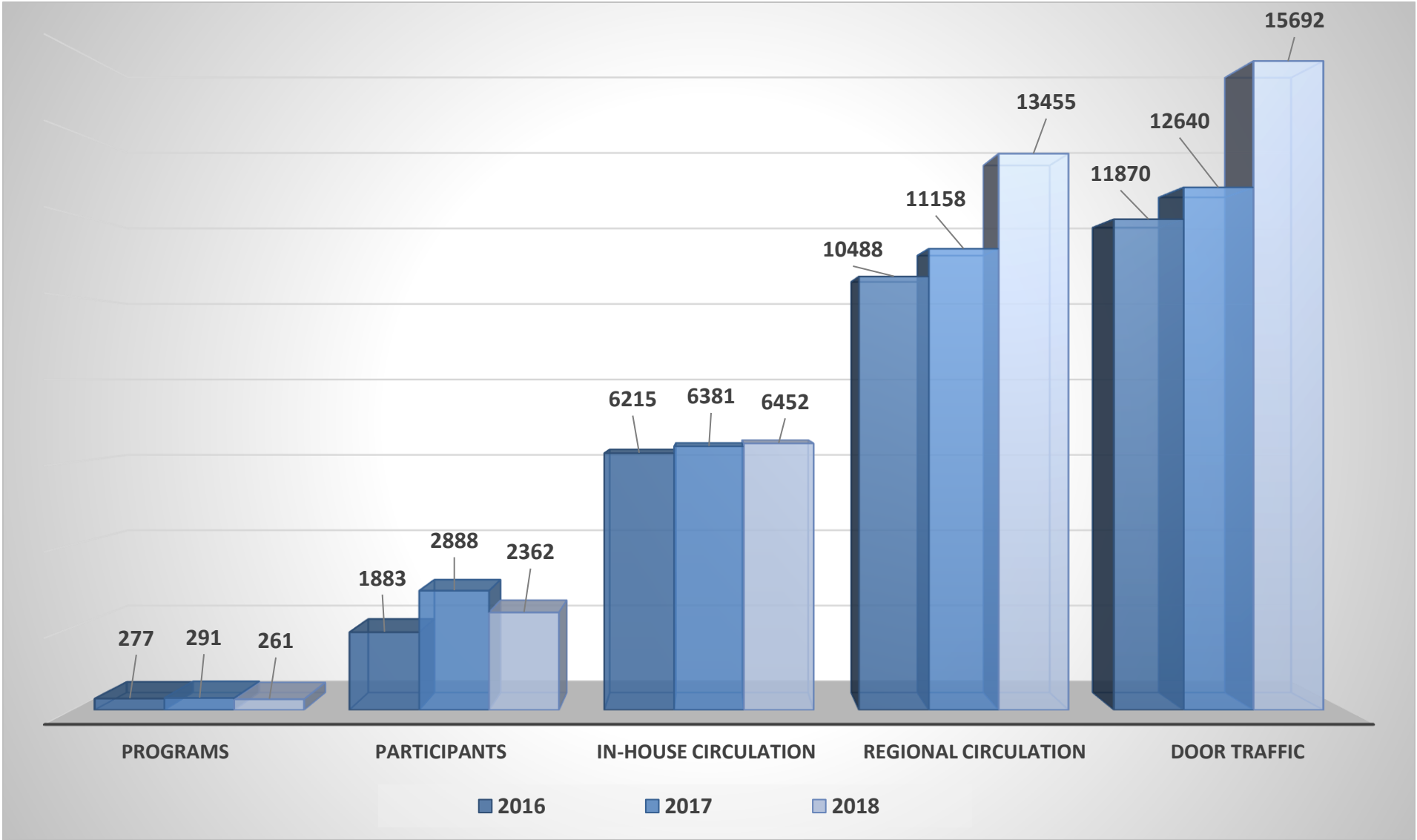
**The first public library in Hay Lakes officially opened on February 1<sup>st</sup>, 1957 and was originally housed in an old classroom of a vacant four-room schoolhouse. It was operated by volunteers every Friday, and consisted of a collection of 257 books.**

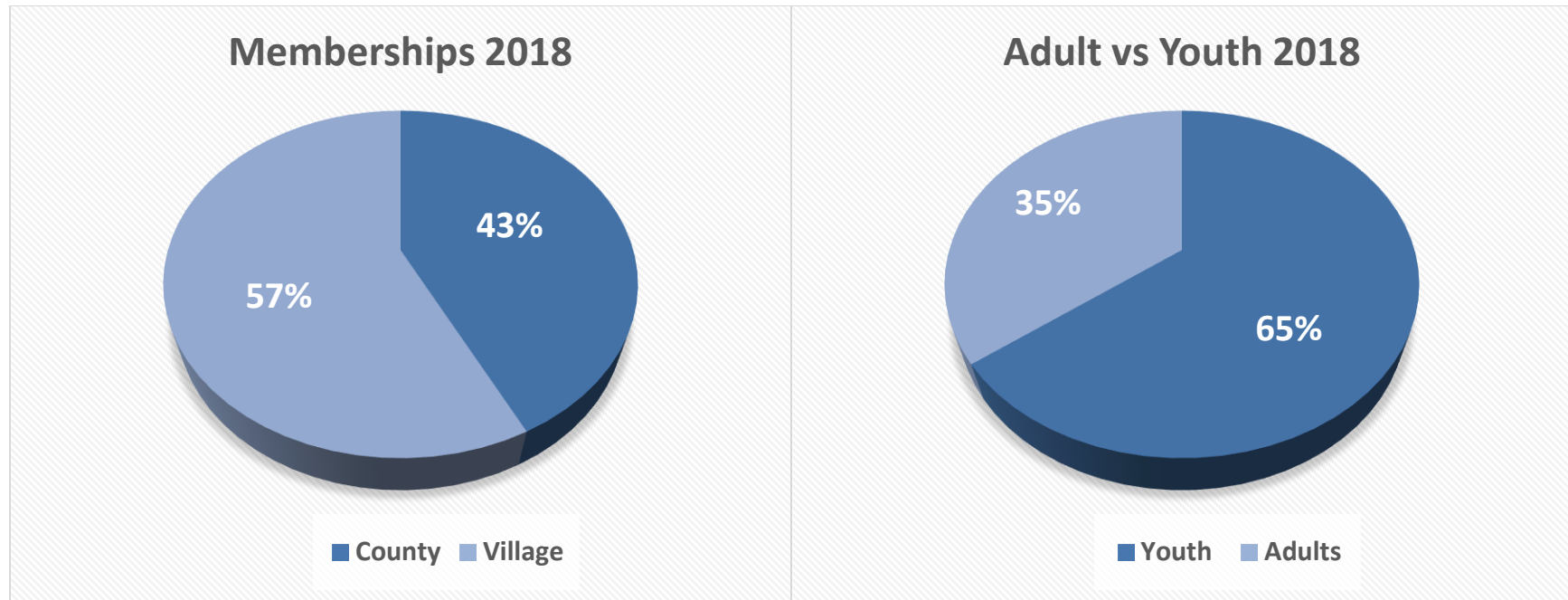
**In 1961, the library was moved to the newly opened Hay Lakes School Library. The library had grown considerably by 1976, and more space was needed to house the burgeoning collection. It was felt that the Municipal Library would be more beneficial to Hay Lakes and Area residents if it were located on 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 2019, the Hay Lakes Municipal Library is a vibrant part of the community. Services have significantly expanded in the last five years. The library currently has three staff members and is open 31 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





### **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 their value and create connections that carry over into school and community environments.**

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

**Throughout the year, special events are held for our adult patrons to create and express their artistic abilities. These include paint nights, tile art and sign creations. These events are a chance for adults to build community and connections with other patrons.**



### **Science Hour (Ages 5-12)**

**Once a month, the Hay Lakes School dismisses early for professional development meetings. The Hay Lakes Library saw this as an opportunity to create another wonderful program for children to explore and experiment with various areas of the STEM field. This program has been well-received and allows children to learn in a fun, messy way.**

### **Dungeons and Dragons (Ages 8-99)**

**Created by one of our community members, this free program introduces participants to the world of role-playing games. Two Thursdays out of the month, there is an average of 10 participants with an average age of 11 who create characters, go on epic adventures and defeat villainous monsters. The free program is loved by all who join in the fun and is a great addition to our program lineup.**



## **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.**

**To ensure the needs of our entire community are identified and met, the Library Manager is essential to the services offered by our library. Every monthly Library Board meeting functions as an avenue to discuss the programs that are working and those that need to be modified to better suit our patrons and community members. Over the last 7 years our staff and board have worked tirelessly to transform our library from “a place that has books” to an inclusive and engaging environment that allows patrons of all ages to get involved, be creative, learn new things and, most of all, carry on the love for books and reading.**

**Our programs and material circulation are what keep our library going and we have created a sustainable system that suits our small space and the population of our little community. As numbers have fluctuated between families moving away and moving in, children growing and new children participating, our Library Board has found our Service Responses to be similar to the past with an intent of fine-tuning, adjusting and adapting to the patrons and community members that frequent our library today and those who come tomorrow. We are proud of the work that has been done and look forward to the opportunity of creating even more possibilities for us to achieve the following goals.**



# Library Service Responses for 2019-2023

**1. Create Young Readers: Early Literacy**

**2. Express Creativity: Create and Share Content**

**3. Satisfy Curiosity: Lifelong Learning**

**4. Visit a Comfortable Place: Physical and Virtual Spaces**



# 1. 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 age five.**

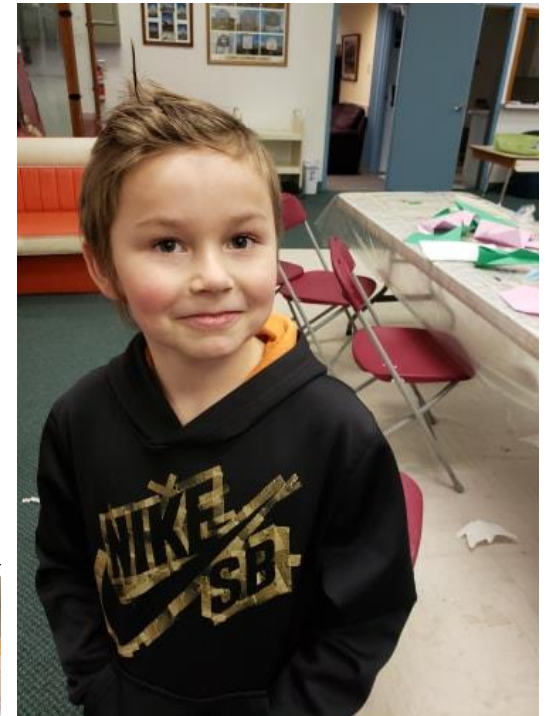
**Benefit: Young children in the community will develop a love of reading, while connecting with their caregivers. This will help foster a lifetime commitment to learning for the young children who attend library programs.**

## Objectives:

**2.1 Each year, at least 5 new children will consistently attend the Early Literacy Program.**

**2.2 Each year, the library will maintain It's ongoing relationship with the Hay Lakes Playschool by continuing to offer weekly library visits and Story Time with Ms. Amanda**

**2.3 By 2021, the Library will create an Outreach Book program for surrounding rural families to ensure all community members have access to literacy materials.**





## **2. Express Creativity: Create and Share Content**

**Goal: To use resources from our community and abroad to enhance current programming to stimulate and re-energize program participation and create an inclusive environment for all artistic expression.**

**Target Audience: Everyone**

**Benefit: Provides new learning opportunities for staff and community members and increases accessibility to creative outlets where there would otherwise be none.**

### **Objectives:**

**1.1 Each year, there will be 4 new programs that introduces fresh and innovative creative outlets for adults and youth.**

**1.2 Create an annual brainstorming session for community members of all ages to have input on what they would like to experience, bring in or see as a program initiative.**

**1.3 Opening and expanding a safe space by partnering with organizations that specialize in inclusive programming and supporting the rural high-risk children.**





### 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, Regional 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, inclusive and welcoming places to meet and interact with others or to sit quietly and read, and will have open and accessible virtual spaces.**

**Target Audience: Everyone**

**Benefit: The community will have enjoyable physical and virtual spaces for everyone to share in an inclusive manner.**

**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 10%.**





# Contact Information

**Hay Lakes Municipal Library**

**Box 69**

**110 Main Street**

**Hay Lakes, AB T0B 1W0**

**Phone: 780-878-2665**

**Email: [haylakeslibrary@prl.ab.ca](mailto:haylakeslibrary@prl.ab.ca)**

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

**Facebook: Hay Lakes Municipal Library**

