

Hay Lakes Library



Reading makes your world bigger!

2024-2027

Hay Lakes Municipal Library

Plan of Service

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Greetings from the Board

The Hay Lakes Municipal Library Board and staff are excited to present this Plan of Service. We aim to provide a safe, welcoming, and engaging space for community members of all ages; over the last year we have expanded our library space as well as the available programming. We hope to enhance our library space further to make it more enticing for the teenage population; including seating, games, and study spaces.

This Plan of Service reflects what we believe to be the current needs of our community, according to feedback received through an online survey. We enjoy serving our small community and surrounding area, we look forward to continuing to do so in the future.

We may be a small library; however, we can have a big impact on our community and their opportunities to continue to learn and intellectually grow throughout their lives.



Statement of Approval and Accountability

For the public libraries in Alberta, planning is mandated. Libraries Regulation, Section 13 states the following.

- (1)** In managing and controlling a municipal library, a municipal board shall
 - (a)** Within 3 years of being established, develop and file with the Minister plan of service with a mission statement, goals and objectives based on needs assessment of the municipality, and
 - (b)** Annually review its plan of service.

- (2)** A Municipal board shall file with the Minister a copy of its current plan of service with goals and objectives not less frequently than every 5 years the following date on which plan was previously filed with the Minister.

The Plan of Service for 2024-2027 has been prepared by the Hay Lakes Library board following the Alberta Libraries Regulation AR 141/98.

The Board and staff of the library are committed to implementing this plan of service, reviewing it regularly to monitor progress in achieving goals, and updating the plan as needed.

“Motion to adopt the plan of service.”

Motion made by:

Motion seconded by:

Date of Board Meeting:

Hay Lakes Municipal Library Mission Statement

The mission of the Hay Lakes Municipal Library is to: provide access to informational, educational, cultural, and recreational library materials and services in a variety of formats and technologies; to respond to the public library needs of the community; and to uphold the public's freedom of access to information.

Hay Lakes Municipal Library History

The first library in Hay Lakes was officially opened on February 1st, 1957. The library was originally in the old schoolhouse. It was operated by volunteers. In 1976 the library was moved to the Hay Lakes Recreation Center.

In 2023 the Library has once again expanded and has acquired an adjoining space within the Recreation Center. The new space has a bright and exciting energy. The library has enjoyed success over the years thanks to countless volunteers and their dedication to literacy and community advocacy.

The Hay Lakes Municipal Library is currently a vibrant part of the community. The library is an inviting space where people of all ages are welcome to come in and participate in the different programs provided. As well as use the computers, visit with peers, and check out books.

Hay Lakes Municipal Library started with just 257 books in 1957, and in 2023 we had 5,250 books in the collection. We now also lend movies, video games, and magazines.

Library Profile

Library Hours

Monday: 9 a.m.-5 p.m.

Tuesday: 9 a.m.-5 p.m.

Wednesday: 9 a.m.-5 p.m.

Thursday: 10 a.m.-6 p.m.

Closed: 12 p.m.-1 p.m. (Lunch)

Governance

Hay Lakes Municipal Library is governed by

a volunteer board consisting of;

Chair: Carley Matson

Vice-Chair: Misty Duckett

Secretary: Melissa Redmond

Treasurer: Mindy Kennett

Village Council member: Paige Berkholtz

We offer volunteer opportunities to the local students of the Hay Lakes school and community members.

We currently have one paid staff member who works 32 hours a week.

The Village of Hay Lakes is located on HWY 21, approximately 30 minutes from Camrose and approximately 50 minutes from Edmonton. Hay Lakes is located in Camrose County. The village has a population of approximately 500 people.



The Hay Lakes Municipal Library has had several different community partnerships. The Hay Lakes Village Office, the Hay Lakes School (Grades 1-12), the Hay Lakes ECS, The Hay Lakes Play School, and the Hay Lakes and District Recreation Association.

Library Programs and Events

We aim to encourage both young and old community members to come into the library and enjoy our beautiful new space.

The Hay Lakes Municipal Library runs an early literacy program for parents and children from 0-36 months of age. Our Library Manager also has weekly visits from the Hay Lakes Playschool, where attendees have story time and can take out books, and once a month come in to do a craft.

We have our popular after-school program for children who are 6 to 12 years of age, where we play games, read books, and do different arts and crafts activities. We run this program three days a week. The library also runs a summer program, starting in July and running until the end of August. We spend as much of our summer program outside on the beautiful green space we have available to use.

We try and have a few events planned for the kids to look forward to such as entertainers, virtual tours of the Edmonton Zoo, and movie days.

For our older population, the library hosts different kinds of events of clubs. We currently have an in-person book club that meets once a month. We host paint nights or other types of craft nights and look forward to having more community events.

Needs Assessment

We conducted an online community needs survey to better understand what our community wants from the library here in the village of Hay Lakes. This survey was held from November 15, 2023 – January 31, 2024. We reviewed the survey responses on February 13, 2024. Some requests are unfortunately unattainable for a library of our size. We are however taking the steps needed to respond to the attainable concerns.



2024-2027 Plan of Service

The Plan of Service is reviewed annually and may be modified to adapt to emergent situational changes or to take advantage of innovation or new opportunities and strategic alliances. Detailed action plans are short-term emergent strategies at the operational level that are part of library operations and are therefore not included in this document.

Library Service Response 1 - Visit a Comfortable Place: Physical and Virtual Spaces

Goal 1: Over the next three years, the library will set up a designated space and environment to encourage our teenage population to use the library.

Objective 1: Create the space in our loft area with some comfortable seating, and shelving to hold different board games or activities for them to use at their leisure.

Objective 2: Set up a gaming computer that they can access after school or during days when there is no school. Host events that may interest teens.

Goal 2: Increase the number of seniors using the library by 10% over the course of the current Plan of Service.

Objective 1: Hold events that will interest our senior community members.

Objective 2: Create a poll that offers the seniors the ability to decide what kind of activities they want within the library.

Library Service Response - Advocate and Promote the Library

Goal 1: To increase patron accessibility to and knowledge of the Hay Lakes Municipal Library.

Objective 1: Before the current Plan of Service is up, we will purchase an outdoor drop box, giving patrons the ability to drop off books when the library is closed.

Objective 2: Over the course of the next three years, we will purchase better signage for our building so our patrons and community members can easily locate the library.

Goal 2: We would like to increase the number of new library members over the course of the next three years by 5%.

Objective 1: We will continue to offer free library memberships annually during the month of October.

Objective 2: To help promote a lifelong love for reading, we will be offering free memberships for all school-age children and seniors (65+) who want a library card.

