



CALMAR PUBLIC LIBRARY **PLAN OF SERVICE**

2022-2027

**APPROVED BY THE
TOWN OF CALMAR
LIBRARY BOARD
MAY 26, 2022**

APPROVAL

The document was presented to the Town of Calmar Library Board for approval on May 26, 2022 and given the motion to forward it to Public Library Services Branch to complete the grant process.




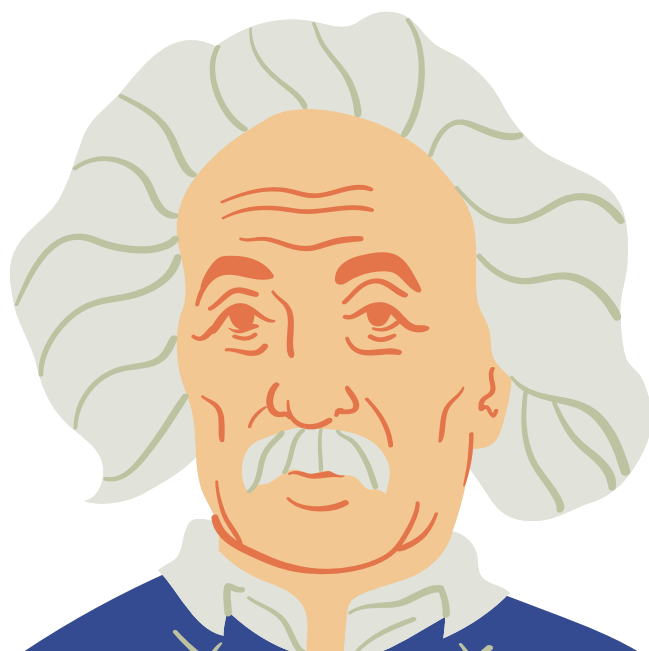


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The only thing you absolutely have
to know is the location of the library.

—Albert Einstein





VISION STATEMENT

Our Library is not just a reflection of the community, but a reflection of the best our community can be.

MISSION STATEMENT

The Town of Calmar Library provides free & equitable access to services which meet the changing needs of our community. We are a strong partner in our community providing programs and services that bring people together, foster creativity, and encourage lifelong learning.

INTRODUCTION: 2016-2021 PLAN OF SERVICE REVIEW

During the 2016–2021 Plan of Service, the Calmar Public Library saw significant changes and several accomplishments—even with the challenges presented by the COVID-19 pandemic. Prior to the pandemic we were able to reach our goal of 8 adult programs a year, and were on track with a 54% increase in program attendance. We were fortunate to bring in several different cultural displays and give our community the opportunity to see some incredible expressions of art. We saw an increase of 196% in our Overdrive usage! We also added 5 Early Literacy kits to our collection. These kits provide parents and caregivers with different tools to increase literacy and instill the passion for lifelong learning in our young. With the pandemic came challenges, particularly surrounding our programming. CPL staff developed Take & Make kits, which we gave out monthly to residents in the community. These kits have been so well received that we plan to continue to offer them if funding is available.

One of the most significant changes was the addition of a program room, magazine area, storage-room, and office space. The program room has made it possible for the room to be used strictly for programming without disturbing others in the library.

Overall, we are very happy with the results of the 2016–2021 Plan of Service and look forward to the new challenges and directions that 2022-2027 will bring.

CALMAR PUBLIC LIBRARY

2021 YEAR IN REVIEW

The Library Board and Staff would like to thank the Town of Calmar, the Leduc County Library Board, and Public Library Services Branch for their continued funding.

Without you the services we offer would not be possible.



13,652

TOTAL CIRCULATION



14,624

TOTAL ITEMS IN
THE COLLECTION



970

REGISTERED PATRONS

8,930

ITEMS LENT TO
OTHER LIBRARIES



OUR SERVICE IS
DELIVERED BY 5
DEDICATED STAFF

6,431

ITEMS BROUGHT IN
FROM OTHER LIBRARIES



1308

CONNECTIONS
TO OUR WI-FI



3,303

WEBSITE VISITORS

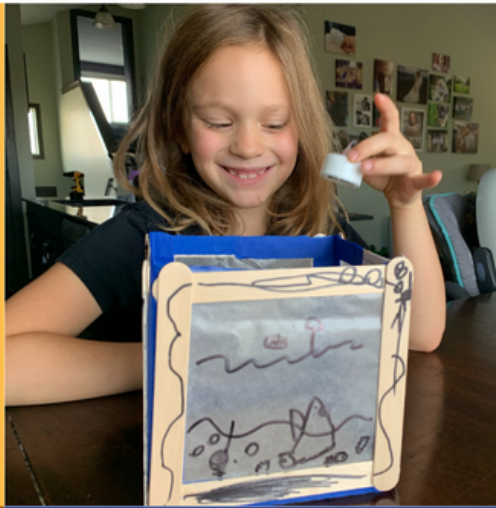


4

COMPUTERS
FOR PUBLIC USE



TAKE & MAKE KITS
FOR KIDS, TEENS,
ADULTS, FAMILIES



8
EARLY LITERACY
OR INTEREST KITS



1,235
PROGRAM
PARTICIPANTS



51
BOOK CLUB KITS
FOR VARYING AGES



1
IN-HOUSE
WORM FARM

2021: THE KEY POINTS

The COVID-19 pandemic resulted in closures and changing restrictions, but the Library adapted as needed and offered our community the following services:

- Curbside Pick-Up
- Reading Bags
- Take & Make Kits
- Online Escape Rooms
- Video Book Talks

HISTORY: THE LIBRARY OF THE PAST

In 1972 Calmar Mayor Neil McKerracher and elementary school teacher and local resident Hilda Karbonik believed strongly that every community needed a library, and this included the Town of Calmar. After approaching Edmonton Public Library to donate their discarded books, the Town of Calmar Library journey began. The Town of Calmar Library Board (CBL) was formed on March 20th, 1973. The Library began in the Council Chambers in the Town of Office and was completely dependent on volunteers to run the operation. This did not hinder the growth of the Library, as it quickly outgrew the Council Chambers and was relocated to the old meat market on Main Street. Remaining at the old meat market for several years, the Library eventually moved back into the Town Office. In 1994 the Library made its last move, relocating to the old liquor store on Main Street where it has remained ever since.

The Calmar Public Library (CPL) has been a member of the Yellowhead Regional Library (YRL) for over 35 years. Joining YRL has enabled the patrons of CPL to have access to electronic resources and a variety of material from all over the province.

The Library has been an active member of the community for 49 years and continues to grow with the evolving needs of the community.



HISTORY: THE LIBRARY OF THE PRESENT

The Calmar Public Library serves a population of 4,440. This includes the 2,465 residents of the Town of Calmar and 1,975 from the surrounding area.

The Calmar Public Library is situated on Main Street in a 3,690 square foot building and houses a collection of 14,624 items that includes books, DVDs, magazines, and CDs in a variety of genres. The Library has a dedicated program room, a children's room, 4 public computers, and a magazine area with a reading space that includes a fireplace for users to curl up in front of while reading a book or a magazine, or just enjoying a cup of coffee.

We are a busy little library with lots of character!



ABOUT THE PLAN OF SERVICE

In 1907 The Alberta Libraries Act, which defines public library services, was formed. The Alberta Libraries Act states that the Library Board is a corporation that has full management and control of the Library.

It also charges Library Boards to provide "comprehensive and efficient service" to their communities, while still being adaptable and responsive to the unique needs of the community. This document, the Plan of Service, is a legal requirement to obtain Provincial funding and also a valuable strategic tool for the Library to recognize and respond to the needs of the residents it services.

PLAN OF SERVICE: OVERVIEW OF THE PROCESS

On the recommendation of Alberta Municipal Affairs and the Public Library Services Branch, The Calmar Public Library used Sandra Nelson's *Strategic Planning for Results* process to ensure the plan of service addresses the community's needs. Throughout the year residents share ideas and suggestions with CPL staff, which are then shared during the Plan of Service process. CPL also established a Community Planning Executive Committee, consisting of three Library Board members and the Director of Library Services. A Community Planning Committee was formed, comprised of a facilitator from Public Library Services Branch, the Chair of the Library Board, the Director of Library Services, and members of the community who represented an important voice in Calmar's demographics.

The Community Planning Committee met March 30, 2022 to discuss the ideal future for the community, identify needs that must be addressed to reach that future, and what role the Library could play in fulfilling those needs.

The Calmar Planning Executive Committee met April 25, 2022 to analyze the information collected and any trends in the data. This meeting resulted in identifying three Priority Services, which were sent to the Director of Library Services and Library staff to establish the goals, objectives, and activities necessary to ensure these Priority Services can be achieved—and community needs be met.

2022–2027 PRIORITY SERVICES

1. **Know Your Community**
2. **Satisfy Curiosity**
3. **Celebrate Diversity**





1. KNOW YOUR COMMUNITY

GOAL: The Library will strive to be the central source for information regarding the wide variety of programs, services, and activities offered by community organizations and agencies.

OBJECTIVE ONE

Calmar Public Library will develop a system for the Library to manage community resource information to help staff direct residents to needed outside organizations.

STRATEGIES

- Engage with the Town of Calmar administration to determine who the library could most effectively share community information with
- Establish relationships with other community agencies to become more familiar with the services that they offer
- Dedicate one bulletin board at the Calmar Public Library to be used by community agencies
- Create a page on the Calmar Public Library's website dedicated to promoting events, programs, resources, and services offered by other organizations





1. KNOW YOUR COMMUNITY

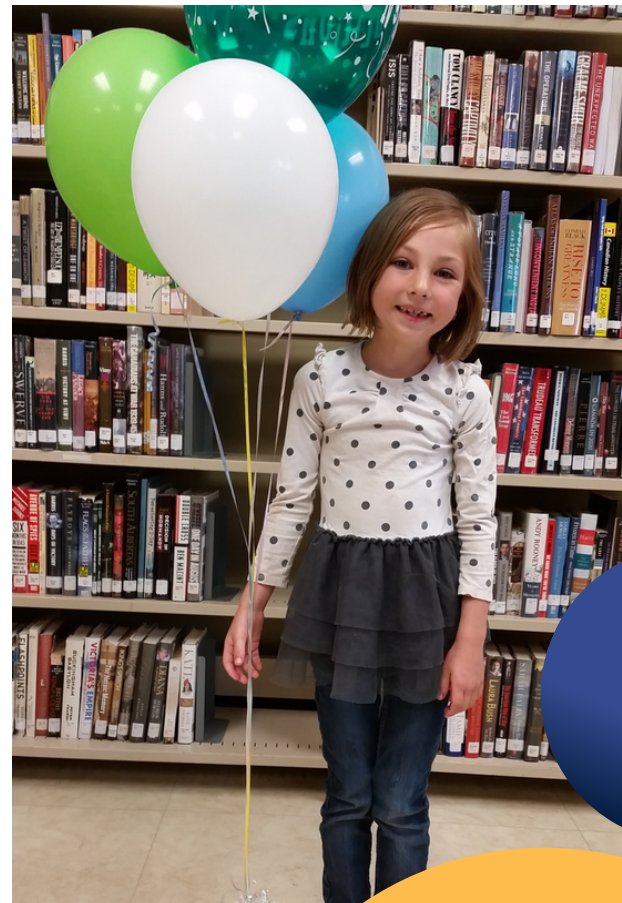
GOAL: The Library will strive to be the central source for information regarding the wide variety of programs, services, and activities offered by community organizations and agencies.

OBJECTIVE TWO

Improve our Public Relations and Marketing strategies and practices to increase the community's awareness of the Library, and the services and programs that it has to offer.

STRATEGIES

- Increase presence with community and county organizations through attending regular meetings to share information and resources
- Update electronic and physical platforms regularly to ensure that current and accurate information regarding library programs and services is available to the public
- Ensure information on the Town of Calmar website regarding the Library is current and correct
- Monitor the number of hits on the Library's website and social media
- Partner with local groups and organizations to offer four unique programs a year
- Have a minimum of one Board and/or staff member attend a minimum of **two** community events annually to ensure the Library has a visual presence





1. KNOW YOUR COMMUNITY

GOAL: The Library will strive to be the central source for information regarding the wide variety of programs, services, and activities offered by community organizations and agencies.

OBJECTIVE THREE

Celebrate the 50th anniversary of the Library with the community.

STRATEGIES

- Create a new logo
- Celebrate throughout the year through programming, internet, and other methods





2. SATISFY CURIOSITY

GOAL: The Library will become an essential part of our community's pursuit for knowledge by providing programs, resources, and services that will encourage, enlighten, and foster continued lifelong learning.

OBJECTIVE ONE

Promote lifelong learning by presenting four unique programs on a variety of different subjects and topics each year.

STRATEGIES

- Offer programs that appeal to a wide variety of interests and age groups
- Investigate passive programming or activities that require less staff involvement and supervision to expand services and engagement in the Library
- Seek out community experts to offer new programs and information sessions
- Continue to offer monthly Take & Make Kits to include the younger population in the community to engage in their curiosity and introduce them to new ideas and projects
- Create five unique kits that engage the population of tweens and older audiences to explore new ideas, try new things, and find new passions





2. SATISFY CURIOSITY

GOAL: The Library will become an essential part of our community's pursuit for knowledge by providing programs, resources, and services that will encourage, enlighten, and foster continued lifelong learning.

OBJECTIVE TWO

Increase circulation 5% by 2027.

STRATEGIES

- Purchase a variety of new materials for all collections to ensure the collection is current and appealing
- Library staff and the Director of Library Services will investigate object and equipment collections to learn more about how these types of physical collections could meet the needs of the community





3. CELEBRATE DIVERSITY

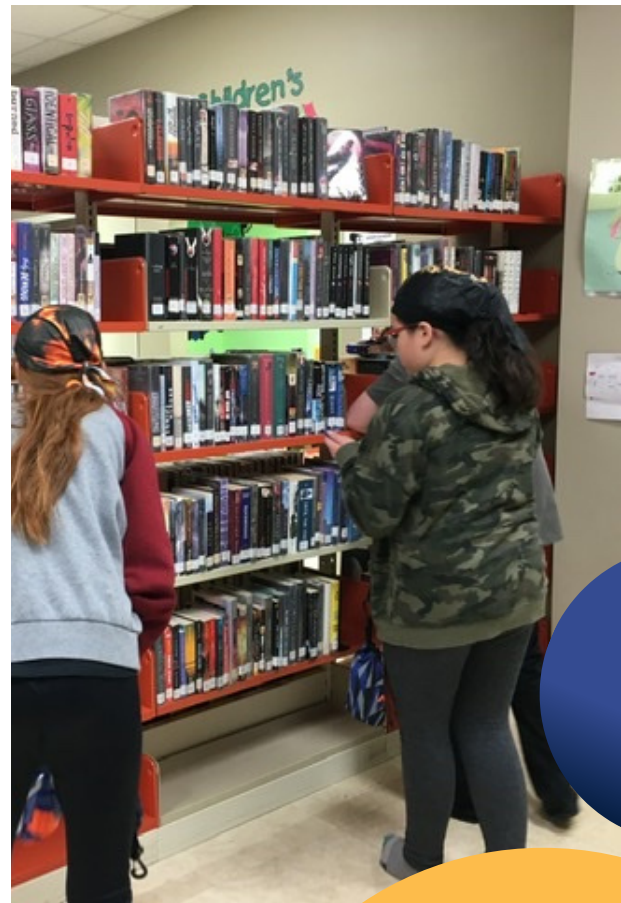
GOAL: Offer a welcoming, inclusive space by developing services that embrace diversity while fostering and encouraging acceptance, appreciation, and recognition of the diversity in our community.

OBJECTIVE ONE

The Calmar Public Library will focus on the Library collection to ensure that our material reflects the diversity of our community.

STRATEGIES

- Add 20 new items a year that explore the range and diversity of experiences, voices, and perspectives within different cultures, groups, and marginalized communities





3. CELEBRATE DIVERSITY

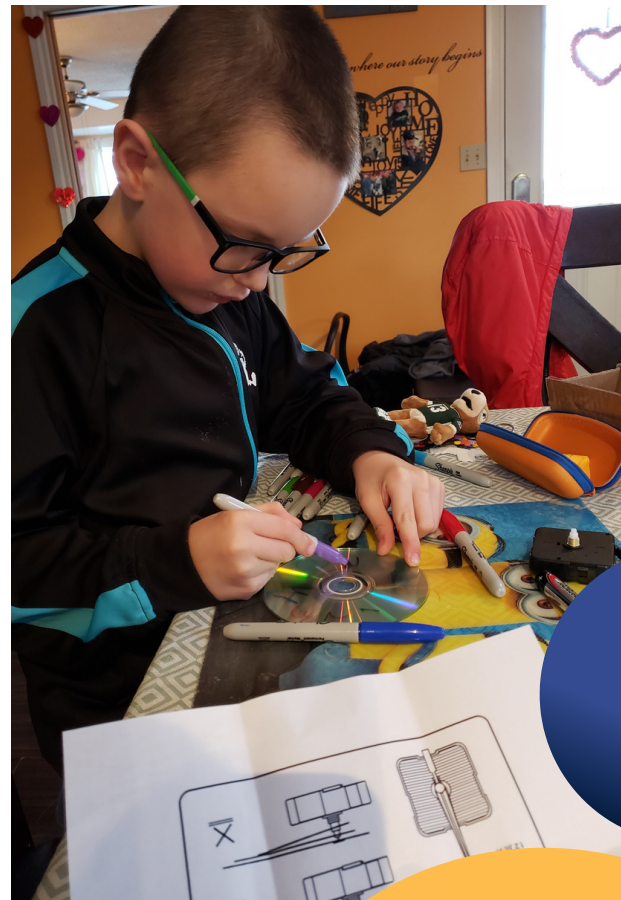
GOAL: Offer a welcoming, inclusive space by developing services that embrace diversity while fostering and encouraging acceptance, appreciation, and recognition of the diversity in our community.

OBJECTIVE TWO

The Calmar Public Library will strive to create and implement an environment that is designed to engage a diverse audience and play an important role in education, social engagement, and global understanding.

STRATEGIES

- Offer two programs a year that encourage education and social engagement regarding diversity in the community and the world



PLAN OF SERVICE: ACKNOWLEDGEMENTS

Without the following committees and individuals this document would not be possible. We thank them for their belief in the importance of public libraries and their place in the community.

The Town of Calmar Library Board for their contributions and dedication throughout the year. The following individuals were members when this document was created:

Chair: George Egler

Vice-Chair: Patricia Hughes-Fuller

Secretary: Cindy Miller

Trustees: Edward Sharpe, Elke Hemmings, Kathy Miller, Georgia Rehill, Jaime McKeag-Reber, and Carey Benson

The Calmar Planning Executive Committee: George Egler, Edward Sharpe, Elke Hemmings, and Susan Parkinson

The Community Planning Committee: George Egler, MacKenzie Martin, Sara Russell, Loretta Hannah, Taylor Thomas, Lee Anne Peel, Jane Mercier, and Rhonda Kanis, with facilitator Jordon DeSousa from Public Library Services Branch

The Calmar Library Staff for their input and feedback and the work they do every day to make the Library a special place to all those who enter.

Library Director: Susan Parkinson

Team: Holly Hughes, Nancy Martin, Trudy Joosse, and Katelyn Smith