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# MANNING MUNICIPAL LIBRARY

*Plan of Service 2021-2023*

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## **VISION STATEMENT**

To be the welcoming heart of our community where all come to learn, discover, create and connect.

## **MISSION STATEMENT**

Providing our patrons impartial and inclusive access to encourage literacy and lifelong learning.

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# **PLAN OF SERVICE PROCESS AND HISTORY**

## ***PLAN OF SERVICE***

The purpose of the Plan of Service is to not only fulfill our legal requirement as a library board, but also to produce a working document we can use to better serve the needs of our community. The process began in November 2020 with a Plan of Service sub-committee consisting of two board members and the library manager. Due to the Covid-19 pandemic and subsequent shutdowns of all libraries as well as the in-person gathering restrictions that were put in place, our ability to host focus groups was hindered. Instead, we created a survey to distribute to the public for their input. Our input was received from:

- Library Patrons
- Library Board and Staff
- County of Northern Lights Representatives
- Town of Manning Representatives
- Seniors
- Students
- Teachers

## ***HISTORY***

In 1965, the Royal Canadian Legion Ladies' Auxiliary decided the Town of Manning needed a library. The Auxiliary ladies went to work and collected books from community members. The Town of Manning gave them a small space to open a library, and it was then operated by dedicated volunteers. Two short years later, the Town of Manning took over the library and in 1968, a new library space was opened. In 1986 the Manning Municipal Library joined the Peace Library System. Over the years the building received many upgrades and updates. In 1993 the basement area was upgraded to be used as a children's library and two new washrooms were also installed. Between 1996-2003 four free public access computers were added and the Peace Library System networked all the regions to make inter-library loans easier. In 2002 a 16-foot addition and wheel chair access were added to create a large and more accessible space for patrons.

Water runoff in the spring of 2014 resulted in the library basement being flooded. Staff, board members and community members came together to clean up and move all the furniture, books, and craft supplies upstairs from the basement. Shortly after, the library was closed indefinitely due to concerns with air quality and mold. The board and staff did not have chance to find a new space, or to pack the library collection and furniture before the closure. The senior's center next door generously let the library staff operate interlibrary loans out of their building. In December, the town of Manning purchased a building for the library to move into. With the help of staff, board members and community volunteers, the library was able to open in February 2015.

Unfortunately, this new location was much smaller (we could only hold a dozen people at a time), and required an expansion in order to properly serve our community for programming and events. In 2018 we began our extensive renovation and added 2,000 square feet of space, enough room to incorporate new shelving, equipment, proper sectioning, and space for kids' programming. We were also able to connect to Alberta Super-Net, for improved digital capabilities, and to procure all-new furniture for the entire space.

Reopened in January 2019, our revamped library is able to provide improved services to our community while increasing the longevity and sustainability of library operations. The Manning Library is visited more than 10,000 times each year, and we expect this number to continue to grow as we expand our services and programs.

## **LIBRARY PROFILE, STATISTICS & INFORMATION**

### ***HOURS OF OPERATION***

We are open to the public Monday-Saturday, year around with the exception of statutory holidays, for a total of 45 hours per week.

### ***STAFF***

Paid Staffing: Library Manager: 30-40 hours/week, Processor 21 hours/week, Program Coordinator 14 hours/week, and 3 students who cover 15 hours/week.

Volunteers: Friends of the Library fundraise on our behalf through casinos.

### ***GOVERNANCE***

The Manning Municipal Library is governed by a volunteer board

Chair: Andrew Bullen

Vice Chair: Dorothy Dillman

Treasurer: Sunni-Jeanne Walker

Terry Ungarian

Greg Pasichnuk

Julie Gummesen

Georgina Supernault

### ***PATRON BASE***

We have a current membership of 1,072.

### ***LIBRARY COLLECTION***

- Number of items in the collection: 12,646
- Total items circulated: 17,800
- Resource sharing through TRACpac: 6,344 items borrowed & 1,775 items loaned.

### ***PUBLIC COMPUTERS AND INTERNET ACCESS***

6 Desktop terminals and 5 iPads available for public use logged 102.85 total hours. Wi-Fi had 726 log-in sessions.

### ***PROGRAMS***

In a normal year, we offer 5 regular programs and 4 seasonal programs, with 2 soon-to-be regular teen programs being added.

Regular programs: Bookworm Buddies, Kids Picks, Adult Art Night, Books on Wheels and School Visits.

Seasonal programs: TD Summer Fun Reading Program, PJ Time at the Library, Family Story-time and You & Me & a Christmas Tree.

We have begun the process of starting Teen Programs as well including: After school drop-in video games, and a Movie & Book club.

## **SERVICE RESPONSES**

After reviewing the focus group feedback, the Manning Municipal Library Board has chosen three library survey responses to focus on from 2021-2023.

### ***GREATER VARIETY OF PROGRAMMING***

The Manning Municipal Library has been working on developing new programming for all age groups. Late 2019 saw the development of Adult Art Night; which is a monthly craft aimed at adults. In the summer of 2020 we learned that we were successful in our application to the North Recreation Board for funding new equipment that would be used to create new Young Adult programs. In the summer of 2019 we created a new weekly program, Family Story Time, which was aimed at infants and toddlers. This program included; reading books, singing songs, and performing interactive dances. Because of the current Covid-19 pandemic, we have had a lot of feedback requesting online programs. We will reformat our programs to ensure that we are flexible in providing these programs to the community. The Library will also work on building partnerships with other community organizations to enhance services, programs, and events. We will focus on the following;

- **Children/Youth Programming:** We currently offer two reading and craft programs for children; Bookworm Buddies for ages 3-6 and Kid's Picks for ages 6-12. We will be expanding these programs to include the Teen Space; which will be used for video games, movies, board games, and a book club. We will also be re-instating the Family Story Time for the infants and toddlers.
- **Adult Programming:** In addition to our monthly Adult Book Club, we had been offering a monthly evening craft program for adults. We will expand this to include weekends to ensure that we are available for all members of our community. This program will also be re-vamped to include a greater variety of crafts for all skill-levels and interests.
- **Indigenous Programming:** Based on the results from our survey, we have had a lot of interest in Indigenous Programming. We will look at providing a series of events or programs that would support this interest from the community. Some suggestions have included bringing in Elders to share their stories, or other Indigenous events.

### ***LEARNING OPPORTUNITIES***

The library should be a place of life-long learning. In support of that, the Manning Municipal Library currently offers several online educational resources such as LinkedIn Learning (formally known as Lynda), Niche Academy, Pronunciator, Solaro, Transparent Language Online and more. To further develop on this, we will look at offering in-person courses from various artisans and experts. Some of these could include knitting, beadwork, writing workshops, etc.

### ***DISPLAY AREAS***

After we completed our renovation in 2018, we have had quite a bit of space to grow and fill out our collections. One of the ideas that we had been working on is various display areas to showcase local talent and history.

- **Battle River Museum:** We have been working on collaborating with the Battle River Museum on a rotating display showcasing the history of Manning and area. This is a display that would be organized by the Museum, but monitored by the library.
- **Local History:** We are in the process of creating a local history shelf which would include genealogy books, history of the Manning area and neighboring communities as well as the works of local authors.
- **Art Gallery:** We have been trying to collect a rotating display from the various artists around town in an effort to promote local pride and showcase the talent that is in our community.

Statement of Approval

June 8<sup>th</sup>, 2021

Plan of Service Motion

Move to approve the 2021-2023 Plan of Service: Andrew Bullen

Seconded by: Georgina Supernault