

# 2024 Implementation Plan



## Introduction:

This Implementation Plan outlines the goals and actions required to meet the strategic directions and priorities set by the Board. Whereas the Plan of Service stretches over a four-year time frame this implementation plan identifies how we aim to accomplish its priorities over the next year. This plan outlines our goals or actions, how they contribute to our strategic priorities, the timetables for each, and identifies responsible individuals. Greater specificity on each action or goal will be found in department plans, project reports and plans, needs assessments, and the individual goals of staff members.

An implementation plan is the core document used to evaluate the performance of the Executive Director. As such, it is important that the Executive Committee review the plan and sign off on its adoption. As the implementation plan covers a single year, choices must be made on which strategic directions will take precedence in the year, recognizing that some things must be done in order.

The Implementation Plan reflects the organization and strategic priorities of the Plan of Service. Board members are encouraged to review the Plan of Service with the implementation plan for context.



## Strategic Areas

2024-2026 Plan of Service



Visit a  
Comfortable  
and Safe  
Place

Know Your  
Community

Create  
Lifelong  
Learners

Stimulate  
Imagination

Physical and Virtual Spaces – Patrons will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.



## Visit a Comfortable and Safe Place

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- ★ Fundraise for a Patron Coffee Bar.
- ★ Focus staff training on diversity and awareness.
- ★ Make physical improvements to the children's area to make it more inviting and engaging.
- ★ The library will provide a comfortable atmosphere and safe space for all patrons, including minority and 2SLGBTQI+ communities.
- ★ Increase engagement in our social media, including Facebook, Instagram, TikTok and twitter by 10% by consistently posting twice a week.
- ★ Provide bulletin boards in the bathrooms with pertinent information on it from FCSS, Camrose Women's Shelter and Alberta Health Services, including phone numbers of crisis lines and other supports.





Community Resources and Services  
– Patrons will have a central source for information about the wide variety of programs, services and activities provided by community agencies and organizations, allowing all to feel welcome in their community.



## Know Your Community

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- ★ Participate in community events, such as trunk or treat, Promenade, and Winterfest.
- ★ Partner with the Tofield Museum and Nature Centre to provide access to reference materials.
- ★ Host events for groups that do not have a space, including CALP tutoring, FCSS information and training nights, and MS awareness group.
- ★ Outreach to promote the library's approachability by joining the Chamber of Commerce, FCSS, Tofield Interagency, schools, and other organizations. Visit schools at least twice a year to encourage students to visit the library and participate in programming.
- ★ Continue to bring the library to the Sunshine Villa and Tofield Lodge. Additionally, partner with Meals on Wheels to provide book access to homebound individuals.
- ★ Provide shelving in the library and a bulletin board in the entrance way to showcase events happening in the area. Share social media postings from our partner organizations to help them promote their events and resources.
- ★ Create outdoor programs, such as story walks and scavenger hunts.



Patrons of all ages will have support in literacy and homework and development of life skills. Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write and listen. Students older than five will have resources they need to succeed in school. Adults will have resources to help enjoy lifelong learning.



## Create Lifelong Learners

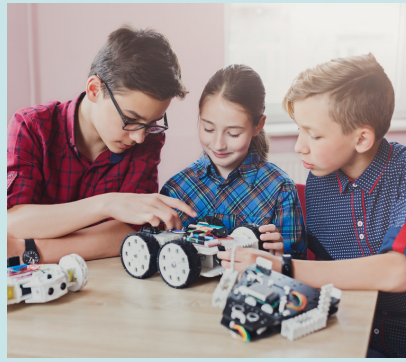
3

- ★ Highlight availability of wi-fi and e-resources.
- ★ Staff will visit schools at start of year to promote homework help.
- ★ Provide area for students to meet with tutors. Reach out to CALP and other tutors to encourage their use of the library.
- ★ Continue the 'Reading Buddies' program.
- ★ Provide 'lunch and homework help' to students as a program.
- ★ Create a space for students to work together on projects. Invite youth to create art to display in the youth area.
- ★ Continue to partner with The Dolly Parton Imagination Library to provide books to kids birth to age five. Increase the number of kids using the program to 60 in 2024.
- ★ Provide programming for adults including book club and event nights.
- ★ Continue to visit seniors' facilities to share resources and provide programming.





Patrons will have collection and programs to stimulate their imagination. They will have opportunities to explore topics of interest and create and share content in the real-world or online environment.



## Stimulate Imagination

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- ★ Create a mural in the skylight to promote imagination and creativity.
- ★ Facilitate reading challenges throughout the year.
- ★ Provide a wide range of programming to all ages. Bring in special guests to present in their field.
- ★ Create special displays in our non-fiction section to make browsing that section easier. Some examples include biography, cooking, and classics.
- ★ Host a book and writing club for teens.
- ★ Continue to host a book club for adults.
- ★ Provide STEM (Science, Technology, Engineering, and Mathematics) programming.

