# Township of Uxbridge
# Public Library Board Meeting Agenda

**Date: Thursday, February 20th, 2025 @ 7:00 PM**
**Location: Uxbridge Public Library**

1. **Call to order -** Dave
    - First Nations Land Acknowledgement
2. **Announcements and Guest speakers**
    - Round table
3. **Disclosure of Pecuniary Interest and General Nature thereof.**
4. **Approval of Agenda**
5. **Approval of** January **Minutes**
6. **Committees:**

    **6.1 Governance and HR Committee**
    - 2024 Strategic Plan achievements / report card.

    **6.2 Finance**
    - December accounts
    - January accounts

    **6.3 Community Committee**
    - OLA Summary
        - Andrea S
        - Cathy R
        - Leslie F
        - Corrinne M
    - Resource Sharing Policy (ILLO) – Final

7. **New Business**
8. **Ongoing Business / Action item**
9. **Correspondence**
10. **Date of the Next Board Meeting:** Thursday, March 20th, 2025, at 7:00 pm

# Township of Uxbridge
# Public Library Board Meeting Agenda

**Date: Thursday, February 20th, 2025 @ 7:00 PM**
**Location: Uxbridge Public Library**

**11. Adjournment**

# Township of Uxbridge
# Public Library Board Meeting Minutes

**Date: Thursday, January 16th, 2025 @ 7:00 PM**
**Location: Uxbridge Public Library**

**Present:** Dave Phillips, Sheldon Wolfson, Amanda Ferraro, Corrinne Morrison, Kate Devine, Agnes Croxford, Cathy Peters

**Regrets**: Dwight Clements, Christine McKenzie Tobi Lee, Zed Pickering, Gord Shreeve

**Guests:** Marlene Riddle, Janet Betts, Leslie Nagle

1. **Dave called the meeting to Order at 7:00 pm.**
    - First Nations Land Acknowledgement - Dave

2. **Announcements / Round table**
    - N/A

3. **Disclosure of Pecuniary interest and the General Nature thereof.**
    ✓ *No disclosures*

4. **Approval of Agenda**
    - Adding Clock to Ongoing Business and a donation to Correspondence
    ✓ *As amended, Approved, moved by Agnes, seconded by Kate; carried.*

5. **Approval of** December **Minutes**

    ✓ Approved, moved by Sheldon, seconded by Dave; carried.

6. **Committees:**

    **6.1 Governance and HR Committee**

    - Updated Resource Sharing Policy (ILLO)
        - With the amendment " ILLO loans will not be available for patrons with non-resident cards".

    ✓ Approved as amended, moved by Sheldon, seconded by Cathy; carried.

# Township of Uxbridge
# Public Library Board Meeting Minutes

**Date: Thursday, January 16th, 2025 @ 7:00 PM**
**Location: Uxbridge Public Library**

- Room Rental Policy (review)
  - Book exhibition that did not abide by the room rental policy and are asking to rent again . Decision to re-iterate the rules and give them one last chance.
  - Action – to review flyers and promotional material prior to rental and to review rental after the event.

- 2024 Strategic Plan achievements.
  - Draft report card was presented to the board with the staff goals imbedded into the "achieved" goals for 2024.
  - Final version to be reviewed by the Strategic plan sub-committee prior to adding to the Agenda in February.

### 6.2 Finance

- November accounts

✓ Approved, moved by Sheldon, seconded by Kate; carried.

### 6.3 Community Committee

- Holiday programs success
  - 150 personal coloured Christmas cards were delivered and was well received.
  - The Gingerbread making program was well received.
  - Holiday Open House was well attended and enjoyed. One of the library students played Christmas Carols for the event.

## 7. New Business

- N/A

## 8. Ongoing Business / Action item

- Clock – engaged a clock repair person and this will be done in 2025.

## 9. Correspondence

- Estate donation of genealogy family research.

# Township of Uxbridge
# Public Library Board Meeting Minutes

**Date: Thursday, January 16th, 2025 @ 7:00 PM**
**Location: Uxbridge Public Library**

10. **Date of the Next Board Meeting:** Thursday, February 20th, 2025, at 7:00 pm
11. **Adjournment 7:52 pm**

✓ **Approved, moved by Agnes, seconded by Cathy; carried.**

| **2024 – 2026 Strategic Plan – Report Card** | IP - In Progress A -Achieved | | |
|---|---|---|---|
| **Library Board** | 2024 | 2025 | 2026 |
| Deliver a high standard of customer service.<br>*Measure with statistics, surveys, social media following, attendance, logbook comments.<br>• Although this was not a "goal" for everyone, I believe that a high standard of customer services is provided by all staff<br>• Excel spreadsheets for all programming staff to fill in throughout the year to aid in Annual Survey completion<br>• Learn how to change/add content on the Uxbridge Library website, particularly our program promotional material. | A (Everyone) | | |
| Identify strategic technologies and process modernization to deliver improved services and programs.<br>Foster a culture of continuous learning and literacy with staff and Library Board education.<br>• Initiate and streamline a process for obtaining and retaining Photo Release Forms that is in keeping with the Photography and Videorecording in the Library Policy recently approved by the Library Board.<br>• Have all on-order items input in Insignia Acquisitions module for improved tracking of all collection budget lines by the end of 2024.<br>• Use our existing software (Insignia) to better track and capture donated items that can be used as replacements for existing library items when they become tired/damaged.<br>• Begin cataloging and processing Zephyr magazines that are mailed to Zephyr in 2024. This will reduce staff time, transit time and will mean that the magazines are available to Zephyr patrons in a much more timely manner<br>• Learn how to add programs to Insignia so that they appear on our online calendar and so that patrons can register online from home.<br>• Start a Tik Tok account with participation from TAB (had to be abandoned due to recent Township Policy on Tik Tok) | A (5) | | |
| Create an inclusive culture where everyone is respected and valued.<br>• Recognize the Library's many volunteers during Volunteer Week by hosting a Volunteer Tea. To be done in partnership with one other staff member<br>• Provide opportunities for staff to grow and develop with the goals of staff retention and succession planning.<br>• Enhance Library Board Engagement | A (3) | | |
| Build retention, recruitment, succession planning, knowledge and skill transfer, staff training and development.<br>• Complete four of the required 10 courses within the OLS Excel Certificate Program.<br>• Provide opportunities for staff to grow and develop with the goals of staff retention and succession planning. | A (5) | | |

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| • Learn enough about Battle of the Books Durham to be able to take the lead role for 2025.<br>• To participate in a minimum of two workshops/courses in 2024.<br>• To complete 4 of the OLS Excel Certificate courses on or before December 31, 2024. The remaining 6 courses required for the Excel Certificate are to be completed in 2025 and 2026.<br>• Show staff interested in cataloging how to order, input orders into acquisitions, and receive items through acquisitions to maintain accurate budget reading. Teach that staff member how to receive orders and funding codes.<br>• Utilize Niche Academy, in particular focus on Safety while alone courses and dealing with difficult behaviours/patrons | | | |
| Consult stakeholders and work collaboratively to address needs of the community.<br>Identify opportunities to diversify.<br>• Create a Suggestion Box for the Children's Dept to collect patron feedback on programming and the collection.<br>• To review current library policies for the purpose of creating master list with priorities for the Library Board to review/revise. | A (2) | | |
| **Partnerships** | 2024 | 2025 | 2026 |
| Identify opportunities and collaborate with Indigenous neighbours. | | | |
| Enhance cultural and tourism partnerships to inform and enhance programs and services.<br>• Create new partnerships and strengthen existing partnerships with other agencies. (Heat Pumps, UnHackable)<br>• Encourage community and tourist engagement by highlighting the Library's heritage features on social media<br>• Encourage community engagement by sharing Library Services and Programming information using the 4 Little Free Libraries as delivery agents | A (2) | | |
| Identify opportunities to strengthen existing partnerships with government at all levels, as well as business/industry, community organizations and volunteers.<br>• Organize and schedule regular meetings with other Insignia cataloguers. Increase group membership by 100% (currently 6 members)<br>• Create new partnerships and strengthen existing partnerships with other agencies. (CRA, Durham Region) | A (2) | | |
| Identify opportunities to partner with the BIA and be part of the downtown as a whole.<br>• Support the efforts of the LMM Society in celebrating what would be her 150th birthday this year. Nod to Maud. Birthday is November 30th. | A (1) | | |

| **Engagement** | 2024 | 2025 | 2026 |
|---|---|---|---|
| Identify opportunities to enhance community and stakeholder engagement.<br>• Increase knowledge of the variety of apps/databases available to library patrons ex. PressReader, Global Road Warrior, Canva (already proficient with Libby)<br>• Encourage community engagement by sharing Library Services and Programming information using the 4 Little Free Libraries as delivery agents<br>• Add a lecture series to the seed library<br>• Use a variety of strategies to increase the circulation of YA materials.<br>• Overseeing/delegating volunteer recruitment to TAB<br>• Learn enough about Battle of the Books Durham to be able to take the lead role for 2025. | A (5) | | |
| Identify opportunities to keep our technology current and promote availability.<br>• Use our existing software (Insignia) to better track and capture donated items that can be used as replacements for existing library items when they become tired/damaged.<br>• Not listed as a goal but I meet with IT regularly to decide what equipment needs to be upgraded/replaced | A (1) | | |
| Use technology to support different types of learning. Identify volunteers and service partners for STEAM (science, technology, engineering, arts and math) programs.<br>• To utilize our existing STEAM kits and tools more in our Children's Dept. particularly at the literacy centre next to the circulation desk.<br>• To utilize existing STEAM kits and tools from Uxbridge branch in the Zephyr Children's area.<br>• Add a lecture series to the seed library | A (3) | | |
| Seek to broadly share information relative to the Public Library through social media, print and various other avenues of communication.<br>• Use Social Media to promote items and activities of the Zephyr Branch. To do this I will need to learn to use Canva as well.<br>• Learn how to change/add content on the Uxbridge Library website, particularly our program promotional material.<br>• Learn how to add programs to Insignia so that they appear on our online calendar and so that patrons can register online from home.<br>• Encourage community engagement by sharing Library Services and Programming information using the 4 Little Free Libraries as delivery agents<br>• Encourage community and tourist engagement by highlighting the Library's heritage features on social media | A (3) | | |

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| Evaluate the material needs of our residents and curate our collections to match.<br>• Create a Suggestion Box for the Children's Dept to collect patron feedback on programming and the collection<br>• Relocate items in the Zephyr Library to accommodate patron needs and popularity of items, specifically, make room for puzzles in a more user friendly location and display room for children's books requested most often by parents<br>• Use a variety of strategies to increase the circulation of YA materials. | A (3) | | |
| Offering relevant, well rounded, diverse, and supportive programming.<br>• Learn enough about Battle of the Books Durham to be able to take the lead role for 2025.<br>• Increase Teen Takeover participant from average of 4 to 8<br>• Overseeing/delegating volunteer recruitment to TAB | A (3) | | |
| **Well-Being** | 2024 | 2025 | 2026 |
| Continue to review community needs for Library services and programs to provide learning opportunities across the Township.<br>• Create a Suggestion Box for the Children's Dept to collect patron feedback on programming and the collection<br>• | A (1+) | | |
| Seek means to reduce our carbon footprint and find energy efficiencies.<br>• Energy Audit – significant progress on a long term goal | IP | | |
| Advocate for and support community health and social service programs.<br>• Create new partnerships and strengthen existing partnerships with other agencies (Alzheimers, UnHackable) | A (1+) | | |
| Advocate for community-wide accessibility improvements through programming, communication, collection development and building improvements.<br>• Accessible washroom upgrades<br>• 2025 Accessibility Audit planned for Uxbridge | A | | |
| Identify opportunities to enhance community facilities, i.e. Zephyr Library and expansion for Uxbridge Public Library.<br>• To work with CEO and Library Board on enhancing current Uxbridge and Zephyr Library buildings | A (1+) | | |

| Date | Vendor ID | Vendor Check Name | Invoice Number | Invoice Description | Amount $ |
|---|---|---|---|---|---|
| 2024-12-04 | CIB003 | CIBC VISA | OCT 25 TO NOV 24/24 | EXPENSES-OCT 25-NOV 24/24 | $1,653.13 |
| 2024-12-12 | BLU001 | BLUE HERON BOOKS | 399629 | BOOKS | $91.54 |
| 2024-12-12 | BLU001 | BLUE HERON BOOKS | 399684 | BOOKS | $20.96 |
| 2024-12-12 | FIB003 | FIBERNETICS CORPORATION | 717536 | TELEPHONE-DEC | $141.13 |
| 2024-12-12 | HYD005 | HYDRO ONE NETWORKS INC. | 200072033278/NOV2024 | HYDRO-OCT 4 TO NOV 6 | $223.10 |
| 2024-12-12 | MEE001 | MEEK ELECTRIC | 9864 | MAINTENANCE | $2,147.00 |
| 2024-12-12 | PHA001 | PHANTOM SECURITY GROUP | 2024-629 | SERVICE | $350.30 |
| 2024-12-12 | PHA001 | PHANTOM SECURITY GROUP | 2024-640 | SECURITY SERVICE-2025 | $1,666.12 |
| 2024-12-12 | PHA001 | PHANTOM SECURITY GROUP | 2024-652 | SECURITY SERVICE-2025 | $1,156.13 |
| 2024-12-12 | VER001 | ELEXICON ENERGY INC. | 51001548-02/NOV2024. | HYDRO-OCT 8 TO NOV 8 | $840.16 |
| 2024-12-12 | WHI007 | WHITEHOTS INC | 3554067 | BOOKS | $186.28 |
| 2024-12-12 | WHI007 | WHITEHOTS INC | 3561412 | BOOKS | $187.86 |
| 2024-12-12 | WHI007 | WHITEHOTS INC | 3560604 | BOOKS | $421.35 |
| 2024-12-12 | WHI007 | WHITEHOTS INC | 3561730 | BOOKS | $410.58 |
| 2024-12-12 | WHI007 | WHITEHOTS INC | 3561458 | BOOKS | $64.19 |
| 2024-12-12 | WHI007 | WHITEHOTS INC | 3557446 | BOOKS | $351.97 |
| 2024-12-12 | XER001 | XEROX CANADA LTD. | P63288937 | COPIES-OCT 27 TO NOV 26 | $93.07 |
| 2024-12-12 | DEL002 | DE LAGE LANDEN | 9912544 | COPIER-1/1/25-1/31/25 | $202.29 |
| 2024-12-18 | WHI007 | WHITEHOTS INC | 3562157 | BOOKS | $19.10 |
| 2024-12-19 | MIN003 | MINISTER OF FINANCE | EHT-DEC/2024 | EHT-DEC/2024 | $780.82 |
| 2024-12-20 | ENB001 | ENBRIDGE | 113542251003/DEC2024 | ACTUAL-NOV 19 TO DEC 16 | $981.66 |
| 2024-12-20 | SNO001 | SNOW WRANGLER | 1354R-LIBRARY | SNOW REMOVAL-DEC-LIBRARY | $508.51 |
| 2024-12-20 | XER001 | XEROX CANADA LTD. | P63145789 | COPIES-SEPT 25-OCT 27 | $63.01 |
| 2024-12-20 | XER001 | XEROX CANADA LTD. | P62983852 | COPIES-AUG 27-SEPT 25 | $70.17 |
| 2024-12-20 | XER001 | XEROX CANADA LTD. | 9L0878510 | FEE | $2.42 |
| 2024-12-20 | COR001 | CORRINNE MORRISON | 45642 | MILEAGE/EXPENSES-OCT TO DEC | $245.22 |
| 2024-12-20 | HYD005 | HYDRO ONE NETWORKS INC. | 200072033278/DEC2024 | HYDRO-NOV 8 TO DEC 4 | $313.70 |
| 2024-12-20 | BEL001 | BELL CANADA | 9054732375/DEC2024 | TELEPHONE-DECEMBER | $140.67 |
| 2024-12-20 | BEL001 | BELL CANADA | 9058529748/DEC2024 | TELEPHONE-DECEMBER | $76.87 |
| 2024-12-20 | BLU001 | BLUE HERON BOOKS | 401525 | BOOKS | $1,222.64 |
| 2024-12-20 | BLU001 | BLUE HERON BOOKS | 401365 | BOOKS | $28.52 |
| 2024-12-20 | BLU001 | BLUE HERON BOOKS | 399799 | BOOKS | $25.18 |
| 2024-12-20 | BOE001 | BOERHOF WELDING LTD. | 6169 | WELDING | $1,039.60 |

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| 2024-12-24 | CIB003 | CIBC VISA | NOV 25-DEC 24/24/LIB | NOV 25 TO DEC 24/24 | $3,609.42 |
| | | | | | **$19,334.67** |

| Date | Vendor ID | Vendor Check Name | Invoice Number | Invoice Description | Amount $ |
|---|---|---|---|---|---|
| 2025-01-09 | BEL001 | BELL CANADA | 9058529748/JAN2025 | TELEPHONE-JAN | $76.86 |
| 2025-01-09 | DUR013 | DURHAM REGION -UTILITY FINANCE | 7884100000/DEC2024 | WATER AND SEWER-OCT24-NOV25 | $207.26 |
| 2025-01-09 | BLU001 | BLUE HERON BOOKS | 402194 | BOOKS | $20.79 |
| 2025-01-09 | BLU001 | BLUE HERON BOOKS | 402399 | BOOKS | $41.58 |
| 2025-01-09 | BLU001 | BLUE HERON BOOKS | 402138 | BOOKS | $549.43 |
| 2025-01-09 | BLU001 | BLUE HERON BOOKS | 401660 | BOOKS | $445.56 |
| 2025-01-09 | FIB003 | FIBERNETICS CORPORATION | 721759 | TELEPHONE-JAN | $141.13 |
| 2025-01-09 | DEL002 | DE LAGE LANDEN | 9963600 | COPIER-2/1/25-2/28/25 | $209.68 |
| 2025-01-09 | HEA002 | HEAT-AIR MECHANICAL LTD. | 42460 | SERVICE | $1,235.09 |
| 2025-01-09 | BEL001 | BELL CANADA | 9054732375/JAN2025 | TELEPHONE-JAN | $140.66 |
| 2025-01-09 | CAN014 | CANADA POST CORPORATION ** | #279-RENEW-2025 | POSTAL BOX # 279-RENEW-2025 | $370.64 |
| 2025-01-09 | EBS001 | EBSCO CANADA LTD. | 9966823 | COVERAGE-2025 | $817.34 |
| 2025-01-09 | MEE001 | MEEK ELECTRIC | 9939 | SMOKE DETECTORS | $2,028.40 |
| 2025-01-09 | PEG001 | PEGGY KENNEDY | PETTY CASH-12/18 | PETTY CASH-SUPPLIES | $277.25 |
| 2025-01-09 | WHI007 | WHITEHOTS INC | 3563765 | BOOKS | $74.05 |
| 2025-01-09 | WHI007 | WHITEHOTS INC | 3564877 | BOOKS | $71.27 |
| 2025-01-09 | WHI007 | WHITEHOTS INC | 3563289 | BOOKS | $116.64 |
| 2025-01-09 | WHI007 | WHITEHOTS INC | 3562157 | BOOKS | $155.92 |
| 2025-01-09 | VER001 | ELEXICON ENERGY INC. | 51001548-02/DEC2024 | HYDRO-NOV 8 TO DEC 8 | $880.24 |
| 2025-01-15 | CIB003 | CIBC VISA | 7412-ANNUAL FEE/25 | ANNUAL FEE | $120.00 |
| 2025-01-23 | ENB001 | ENBRIDGE | 113542251003/JAN2025 | ESTIMATE-DEC 17 TO JAN 16 | $1,463.20 |
| 2025-01-23 | LAK003 | LAKERIDGE HEALTH | B9357-Q32024LIBRARY | CARDIAC SAFE-OCT TO DEC 24 | $282.50 |
| 2025-01-23 | RON001 | RONA INC. | 33220-14364451 | SUPPLIES | $21.88 |
| 2025-01-23 | SNO001 | SNOW WRANGLER | 1355R-LIBRARY | SNOW REMOVAL-JAN-LIB | $508.51 |
| 2025-01-23 | BLU001 | BLUE HERON BOOKS | 403481 | BOOKS | $95.90 |
| 2025-01-23 | BLU001 | BLUE HERON BOOKS | 403480 | BOOKS | $57.33 |
| 2025-01-23 | DUR013 | DURHAM REGION -UTILITY FINANCE | 7884100000/JAN2025 | WATER AND SEWER-NOV25-JAN2 | $246.85 |
| 2025-01-23 | HYD005 | HYDRO ONE NETWORKS INC. | 200072033278/JAN2025 | HYDRO-DEC 4 TO JAN 7 | $585.92 |
| 2025-01-24 | CIB003 | CIBC VISA | DEC 25-JAN 24/25 | DEC 25 TO JAN 24/25 | $3,873.28 |
| 2025-01-29 | CDW001 | CDW CANADA INC. | JX60803 | PRINTER | $527.60 |
| 2025-01-29 | VER001 | ELEXICON ENERGY INC. | 51001548-02/JAN2025 | HYDRO-DEC 9 TO JAN 8 | $945.24 |
| 2025-01-29 | XER001 | XEROX CANADA LTD. | P63452788 | COPIES-NOV 26 TO DEC 25/24 | $61.00 |
| 2025-01-30 | MIN003 | MINISTER OF FINANCE | EHT-JAN/2025 | EHT-JANUARY -LIBRARY | $1,187.66 |

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| | **$17,836.66** |

Hi Corrinne,

Here is a summary of the workshops I attended this year. Please let me know if you have any questions or would like additional information.

**Interlacing Stories, Building Connections**
This session was not overly informative. It outlined the co-operative relationship between a few different government agencies. Library & Archives Canada (LAC) has been working with the Indigenous Initiatives Division, Youth Advisory Council, and 1 eRead Canada.

I am interested in potentially promoting the 1 eRead Canada program which supplies patrons across the country with the same book to read at the same time. I believe this year's book is Valid by Chris Bergeron but the website hasn't announced it yet so don't quote me. Here is more information if you are interested: https://1ereadlivrelcanada.ca/

**Outreach Programming: The Bridge to Everywhere**
This was a very inspiring program about a library on wheels. This librarian drove around town doing storytime in unlikely places. She would go to the people which may have meant a church for the local mennonite community, local park or a McDonalds Playplace. She told stories about her successes using this program to inspire young readers and make the library less intimidating to new Canadians or people who weren't comfortable with libraries. She talked about methods to remove barriers like overdue fees or parents that work long hours. She walked us through the Outcome Based Planning Process for programming that begins by looking at the impact of a program.

From this session I thought that we could take the library to Elgin Park in the summer to run a storytime weekly. I will also be considering her planning method in the future.

**Beyond LEGO & OZOBOTS: Elevating Digital Literacy Delivery with Competitive Robotics**

This session was an introduction to competitive robotics. Apparently Ontario is a powerhouse for this activity. Vaughn Library introduced this program a couple of years ago and it has become their most popular program. They rotate the program throughout their branches and run them in 4 week sessions.

The cost for this would be significant. I wonder if this is something that could be shared with different libraries with a rotating use. The initial cost is about $4000. If you are interested in hearing more please let me know.

**TD Summer Reading Club**

This session walked us through the website that launched in 2024. There is only one person per library system able to interact with the website. Is this you for Uxbridge?

If you are interested in walking through the site please let me know.

Thanks,

Andrea

**OLA 2025**
**Building Bridges**
**Cathy Reesor**

Thank you for the opportunity to attend the conference. It is always a great opportunity to meet others in the field and listen to what is happening in other libraries.

I was able to attend 4 sessions, as well as the Expo. I ended the day listening to the keynote speakers who happened to be two Canadian authors. As usual, I learned a lot and came back feeling excited about what we offer our communities as libraries.

The theme of the conference Building Bridges was also very relevant for all the things that are happening in our world. I feel like it is a great theme to keep in mind as we collectively serve the people in our community.

The 4 sessions I attended were:

**1. Let's Talk Tech Toys STEM Learning in Libraries**

This was more of a discussion time but I did learn about some new Tech Toys and about what other libraries are doing with regards to STEM. I was able to share that we have STEM kits that we lend out, and the many ways that we use STEM and STEAM in our library. One thing that was shared is that STEM doesn't always have to be about robotics.

TAKEAWAYS:

It would be nice to offer a STEM Storytime to maybe JK to Grade 2 a lot of people just use the technology as a lending service, not necessarily as a program. Could this be one of the Summer programs?

Some libraries weigh their games and puzzles.

**Challenges for libraries:**

- Losing parts
- Battery life
- Staff training

**2. Imaginative Connections: Engage your Audience with Innovative and Dynamic Story Time Tools**

This session was presented by two program associates from the Oshawa Public Library. They shared ways that they elevate their story time by incorporating apps and other nontraditional resources into their story time to help children build critical literacy skills.

TAKEAWAYS:

- Apps they use are endless alphabet, novel affect, tumblebooks
- Lego, Ozobots, and magna tiles can be incorporated into story time for fun

**3. Climate and Wellbeing in Your Children's Collection**

The main question asked during this session was **How do we provide reliable climate resources for children, without prompting anxiety or despair?** The presenter of this session led us through exercises which helped us to think about the world we live in and how we can help children feel hopeful about an ever changing world. I personally think of this question every time I order books for kids.

We learned about some new titles and authors that we could add to our collection. These books can empower children to make a difference in our world. **It was one of my favourite sessions**, as it seems very relevant with all the fires etc.. that are going on around us.

TAKEAWAY:

- We have a wonderful opportunity to teach children about relevant topics by the books we buy and add to our collection. I feel it is quite a privilege to be able to consider books for our collection.

**4. Less Can be More: Conquering Weeding Worries to Create Streamlined Collections and Enhance Resource Access**

I had higher hopes for this session as it is a very important part of what I do here, unfortunately it did pertain more to College and University libraries. I did however enjoy the discussion of how people make decisions, and it was interesting to note many librarians have many of the same worries about weeding collections as I do.

TAKEAWAY:

- Weeding is essential for maintaining healthy library collections. It ensures access to current and relevant materials that are on the shelf.

- Raised the question of what parts of our children's collection should we be prioritizing e-resources? Should we be using more budget towards audio books on Libby for children as CD's are becoming harder to purchase and becoming very expensive to purchase.

Thank you again!

Cathy Reesor

# OLA Conference 2025

## (Friday January 31st session)

## Leslie Ferguson

## SESSION 1: MAKER'S SPACE ROUNDTABLE DISCUSSION

This session was for libraries with new or established Maker's Spaces. I was interested in this topic to see if I could get ideas from other smaller libraries such as ours as to how they established a Maker's Space with space, budget and technology restrictions.

Unfortunately (for me), those present all seemed to have existing, large Maker's Spaces in larger libraries which had a devoted space or room for the endeavor.

The spaces had devoted Maker's Space library technicians as well as assistants employed by the library. Interesting concepts such as sound recording equipment, green screens, laser and 3D printers, sewing machines, Cricut machines, sticker making machines and normal printers were all part of the tech used.

As this was a discussion session, I left early as my input was limited.

My takeaway was that we could use existing tech that we own such as the 3D printer, Cricut and are normal Xerox printer to engage in specific programming in the Compton Room. Some ideas are: "Make your own superhero figurine", "Design your own vinyl stickers", "print your own Manga or Graphic Novel cover page" or "make your own book journal".

I, myself would have limited knowledge on some of these topics but would love to explore a program where I guide a group in creating and engaging in their own book and reading journals.

## SESSION 2: DEALING WITH BURNOUT

As I left the Maker's Space workshop early, I joined the session about workplace burnout.

This was an informative discussion with the leaders specifically talking about burnout in the academic library setting but was relevant for ALL workplaces. Topics such as the ones listed below were covered:

Burnout = Exhaustion, cynicism, disconnection and loss of feelings of personal accomplishment.

Doing more with less

Managing other's emotions along with your own.

Coping strategies = Ownership of time, autonomy of role, support from admin, recognition and turning to the supports in the workplace that are available.

## SESSION 3: THE RELATIONSHIP BRIDGE – TRUST AND CONNECTION IN A CHANGING WORKPLACE

This session spoke to the shifts in hierarchy, management and roles within the public library system.

The speaker had great personal examples of her journey from Library Assistant to ultimately a director role.

She provided questions to ask ourselves when we are navigating tricky relationships such as:

1. What do you want…
    - For me? For the other person? For the relationship? For the organization?

She gave solutions such as:

1. Accept change
2. Communicate
3. Understand and respect external factors
4. Build Trust

## SESSION 4: PLAIN LANGUAGE IN THE WORKPLACE

This session spoke about using what is referred to as “plain language”.

This is was basically “getting to the point” when writing with a user or audience in mind.

This was good information (I believe I already try to employ the technique) however, it was hard to understand the speaker at times as she spoke extremely fast. Her overheads were tiny and therefore the audience couldn’t read them and she hadn’t uploaded the information to the app.

She introduced the idea of CARP when writing or creating visual content for an audience.

C – Contrast

A – Alignment

R – Repetition

P – Proximity (grouping like items together)

## SESSION 5: TECH HELP WITH EMPATHY

This interactive session focused on providing technology help to patrons (specifically seniors).

Key takeaways:

1. Build Trust – address anxiety, make small talk and jokes to alleviate jitters. Relate to them and their questions. Keep things casual
2. Slow Down – go at their pace, repeat, repeat, repeat, ask if they understood, let them do it themselves with your guidance. Break down in small steps
3. Recognize their inherit challenges –undiagnosed neurodivergence, physical, emotional, technical and financial barriers. If they own outdated tech, do what you can with what they have. Meet them where they are on their journey
4. Use jargon free language
5. Use positive reinforcement
6. Meet one on one and make time for follow up communication
7. Take small breaks
8. Send home handouts
9. Meet in a welcoming, distraction free space – don't refer to patrons as "seniors".
10. 1 hour sessions are useful. Less time is usually not fruitful

A very useful takeaway about an issue that most libraries seem to encounter was the barrier of technology knowledge in their actual staff.

- Bridging this gap included – training and professional development, recognizing lack of updated skills, an expectation from management that staff need to "buy in" to the relevant tech both at work and with what they may have to help patrons with and the ability to be trained on this during work hours and not to have to navigate it on their own.

At our own library I can see us using more available sources such as Niche Academy, Linkedin Learning and Apple Forums.

# 2025 OLA Super Conference Report – Corrinne Morrison

## 1. Aligning Library Strategy with OKRs: A New Approach to Annual Planning

**Summary:**
A presentation by Overlap Associates on using your Strategic Plan to transform your annual planning process by integrating OKRs (Objectives and Key Results) framework. The approach is said to help bridge the gap between lofty goals and day-to-ay operations.

**Key Takeaways:**

- The Township SRP Plan is very similar to this and it was reassuring to feel that we are on a similar path
- Drilling down on the Key Results and Key Initiatives is critical for success
- Timing was perfect as staff have been working on 2025 Goals but this gave me a better understanding of how to make the goals more measurable and attainable while still ensuring that the goals they set relate to our Strategic Plan

## 2. Public Library Collections Meetup

**Summary:**
A session open for any staff that work with collections in a public library. Large group so we split up into groups to discuss a variety of related topics which included: Library of Things (my group), Intellectual Freedom, eBooks and eAudiobooks, AI material starting to show up and what to do with it

**Key Takeaways:**

- We will NOT be adding telescopes or sewing machines to our "Library of Things"
- If we every add power tools, gardening tools or anything else with a propensity for harm to our Library of Things, we will be asking patrons to sign a waiver
- I have joined the Google Group as an additional resource for myself and other staff who purchase for us

## 3. Annual Update: Canadian Federation of Library Associations

**Summary:**
This was a report from Laura Winton and Andrea Cecchetto on the 2024 achievements of the CFLA and the priorities/opportunities for 2025.

**Key Takeaways:**

- More advocacy is needed to highlight the critical role that libraries play in communities esp. in this time of unstable politics
- This organization would like to see (and help structure) a more unified approach to messaging and advocacy
- This group has been advocating for more manageable price structuring for eBooks/eAudiobooks for libraries

## 4. A Not-So-Typical Week Survey

**Summary:**
Mississauga Public Library presented on an overhaul of the Annual "Counting" Week that they recently completed. Counting week has traditionally been a paper and pencil tally of all things "Library" in a week each October. Every library keeps multiple sheets at each desk and circulation staff mark each time a question is asked, a book looked at but not checked out etc. Mississauga's goal was to reduce paper consumption, increase accuracy and reduce staff time. They created a new system using their ILS and barcode scanners to streamline the entire process.

**Key Takeaways:**

- We can do this for 2025!
- Mississauga PL has way more resources (400 staff) than us so I really appreciate that they shared this game changer!

## 5. How to Harness the Power of Data Analysis to Boost Member Engagement and Retention

**Summary:**
TPL presented on how they use data to help shape future decisions. Example was two outreach programs for Library Card registration (CNE and a Poetry event?). Although the initial data showed more cards were registered at the CNE, further data analysis showed that more staff and time were needed for the CNE and less of those cards were used afterwards so maybe it wasn't the best outreach for them.

**Key Takeaways:**

- TPL also has a lot more staff and money than we do…
- The concept of looking at all aspects of an event/program/decision not just the initial numbers was very good. Dig deeper!

## 6. EXPO

**Summary:**
This is the marketplace of OLA Super Conference. This year I wanted to target STEM toys/materials and I found some really exciting new products (but I didn't find any lost money).

Key Takeaways:

- 2025 Fundraising Goal??

## 7. Thursday Keynote: Jael Richardson in Conversation with Catherine Hernandez

Summary: This presentation included several OLA awards at the beginning and then the vast majority of the time was dedicated to J. Richardson's interview of C. Hernandez. This is one of the really fun parts/perks of going to Super Conference. I loved this session and am excited to read C. Hernandez's new book ***Behind You.*** Ironically, one of the Library Book Clubs (with several Board members, recently read her book ***The Story of Us***.

Adopted: September, 2014
Updated: December, 2024

# Uxbridge Public Library
# Resource Sharing Policy (ILLO)

## Policy Statement

Resource sharing through the provincial interlibrary loan network is a primary service that supports the mission of the library by providing enhanced access to library materials and information. By participating in resource sharing, the Township of Uxbridge Public Library provides library users with access to shared collections, the collections of other libraries, and makes its collections available to other libraries. This policy establishes a commitment to resource sharing partnerships.

1. The library will participate in resource sharing opportunities by:

    a) joining collaborative initiatives such as material pools, and the provincial interlibrary loan network
    b) using resource sharing as an adjunct to, not a substitute for, the library's collection
    c) purchasing frequently requested titles
    d) offering provincial interlibrary loan service to library members in good standing.

2. Interlibrary loan is a transaction in which the Township of Uxbridge Public Library borrows materials directly from another library on behalf of a user, or another library borrows materials from the Township of Uxbridge Public Library on behalf of its library member through OCLC WorldShare The library will:

    a) adhere to the provincial interlibrary loan policies and participation standards
    b) make its database of holdings available to the provincial interlibrary loan network
    c) promote awareness of the interlibrary loan service
    d) request materials not owned by the library or missing from the library's collection
    e) request printed library materials needed for the purpose of study, instruction, information, recreation, or research
    f) not request items owned by the library and temporarily in use or on reserve
    g) strictly observe any conditions for use of loaned materials that are imposed by a lending library

h) not charge users a fee for borrowing via interlibrary loan unless there is a charge imposed by the lending library.
i) consult with library member in advance regarding fees charged by lending libraries
j) be responsible for materials borrowed on behalf of library members and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan
k) charge overdue rates to the borrowing patron at the “Bestseller” rate and will be charged replacement cost for damaged and/or lost materials at the discretion of the loaning library.

Non-Resident patrons will be referred to their “home” library for ILLO requests
Uxbridge Public Library will not request ILLO items for patrons with Non-Resident cards.

Uxbridge Public Library reserves the right to refuse ILLO service to patrons who have repeatedly requested items and not picked them up OR have repeatedly lost or damaged items.

3. Interlibrary loan service is offered to other libraries that abide by the provincial interlibrary loan policies and participation standards. The library will:

a) make available the broadest range of materials for interlibrary loan with the following exceptions:
   i. equipment
   ii. materials limited by licensing agreements
   iii. materials designated as non-circulating
   iv. special collections items such as items located in the Genealogy Room, DVDs, Blu-Rays, CDs, magazines, puzzles, book club sets,
   v. loan any printed item that is not already on reserve or loan to an Uxbridge or Zephyr patron but reserves the right to limit this at any time to items greater than 1 year old dependent on demand
b) reserve the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials lent
c) respond to requests within 4 days unless the system is shut down due to holidays and/or staffing time off.
d) circulate items for the same period of time as for regular circulation with a maximum of one renewal.
e) grant renewals unless the material is needed for another user of the library
f) charge for overdue, damaged or lost materials based on the Township of Uxbridge Public Library Circulation Policy.