

**Ontario Library Service Informal Library Chat
Summary Notes
December 2, 2021 10am ET (9am CT)**

OLS Updates

- **Typical Week Survey**
 - Reminder on completing the Typical Week Survey in preparation for the Annual Survey
- **Public Library Operating Grant/Pay Equity Grant/First Nation Salary Supplement Payments**
 - Ministry staff is in the process of reviewing all PLOG/PE/FNSS applications, and any outstanding grants will be paid out shortly
- **Recent topics of conversation in the CEO listserv (summary)**
 - Reserve Funds
 - MOUs with the Municipality
 - Book Challenges
 - Pay Equity
 - Purchasing & Capital Asset Policies

COVID-19 Snapshot of Library Services

- Those in attendance were polled on current service levels for their libraries
- This week's poll included a new question about board meeting format (virtual/in-person/hybrid)
- See the [COVID-19 Snapshot of Library Services](#) document for the poll results, as well as results from previous Informal Library Chat polls.
- Suggestions for revisions to the questions asked in this poll are welcomed and encouraged.

Discussion Topics

Spine labels for Indigenous books

- CEOs discussed the best options for spine labels for Indigenous books
- One library received input from a local Indigenous group to use an orange feather as their spine label (see image below)



Digital Newsletters/Consent to send newsletters

- CEOs discussed digital newsletters and methods for obtaining consent from patrons to send digital newsletters
- Some libraries have included an option for newsletter sign-up on their membership registration form; some libraries include this question as part of membership renewal; some libraries encourage patrons to sign up online for the newsletter
- Libraries that use LibraryAware have the option of doing online registration for newsletters

Paper sign-up forms/how long do they need to be kept

- CEOs discussed paper membership registration forms and how long they need to be kept
- Most libraries don't offer paper registration forms or don't keep them for different reasons: lack of space, registration takes place across multiple branches, privacy (paper forms need to be kept in a locked area)

Printing vaccine passports for patrons

- CEOs discussed the costs associated with printing/laminating vaccination passports, and whether the government will be reimbursing libraries for materials, replacement of equipment, etc.
- Some libraries suggested approaching the municipality to request access to Safe Restart Funds
- Document: [Safe Restart Funds received by municipalities in Ontario](#)

Furniture for children's department

- CEOs discussed where to purchase furniture for children's department
- Suggestions included: Carr McLean, Scholar's Choice, Brodart, Wintergreen, Keebee Play, IKEA (for sensory tables and stools), Costco

Print newsletters

- CEOs discussed print newsletters, and whether libraries are sending them out
- Some libraries send a print newsletter out 3 times a year to target seniors in the community and those who have limited internet access
- Some libraries have their content included in the municipality's print newsletter
- Some libraries do a print newsletter that can be picked up in library only (not mailed out)

The next Informal Library Chat is scheduled for **Thursday, December 16, 2021 at 2pm ET (1pm CT)**.
Connection details will be provided via the CEO distribution group.