Annual Report of the Staff Development Committee  
February 2009 to February 2010

The Staff Development Committee meets once a month and includes a range of representatives from various staff organizations. The members of the committee are:

Ex-officio: Gabriela Bravo, Scott Hilborn, Edith Sinclair (co-chair)  
Appointed librarians: Carla Hagstrom, Jack Hang-tat Leong, Gail Nichol (co-chair), Christina Tooulias-Santolin  
COCL: Liz Glover  
Professional/Managerial staff: Bill Godoy  
CUPE staff: Maureen Morin, Richard Hydal  
USW: Anna Maria Romano

A list of workshops and events follows:

Health Fair:  
On Thursday, March 19 the 5th annual health fair, titled Life Beyond Work: achieving a work/life balance, was held at Robarts Library. Members of the committee and other UTL staff formed a Health Fair subcommittee to plan and execute the event. The committee would like to thank everyone who participated in this time consuming but very rewarding event. The fashion show that focused on dressing fashionably on a budget was one of the highlights of the day and many people contributed to an exhibition of staff talents.

Focus Groups:  
Three focus groups were held in March and April, 2009 to assist the Staff Development Committee in planning activities. Participants represented the central, campus and suburban libraries. The purpose of the focus groups was to find out from Library staff their ideas for job-related and personal interest activities sponsored by the Staff Development Committee. The final focus group report was presented at the May 6, 2009 meeting of Library Council. The full report is online at: http://discover.library.utoronto.ca/staff-development/

While the Committee is using these results to inform our ongoing planning we recognize that we will not be able to address all the concerns and desires expressed. We also know that there are other committees, departments and individuals that provide training and other learning activities for library staff so we would like to highlight a couple of suggestions from the focus groups that will assist anyone making plans for workshops:

1. Be inclusive - Focus group members suggested that all staff groups, all departments and all libraries should be invited to participate in all sessions wherever possible.
2. Provide time for social exchange - This may be as simple as taking the time for introductions at the beginning of a workshop. For longer events try to include time for participants to chat informally with others, maybe over coffee or tea.
The committee is also encouraging all staff to take advantage of other learning opportunities provided by other groups on campus such as the Organizational Development and Learning Centre, the Centre for Teaching Support and Innovation, and the School of Continuing Studies.

**Learning 2.0:**
The first round of the online Learning 2.0 program ran from January to April, 2009 with 23 participants and 16 peer mentors completing the program. A second session began in February 2010 and is still in session. Students in the program participate in online discussions in Blackboard and complete activities relating to Web 2.0 applications like blogging, Flickr, tagging, Twitter, wikis and social networking.

**Communication Toolkit:**
Mary Harvey facilitated training for 102 staff (including 12 from UTSC) at four workshops in May and June. Staff requested additional training on: conflict resolution, which was provided by Bill Godoy; communicating with co-workers; and work-life balance.

**Meeting is the Message:**
This 75 minute workshop on meeting and organizational communication for UTL staff was held June 8 with 14 people attending. Using humour, small group activities and interactive skits performed by the UTL Players, this workshop encouraged discussion of how we can best contribute to the various meetings in which we all participate.

**Summer Staff Event:**
A barbecue for library staff was held the week of July 15 at the back of Robarts, with food being served from 12:30 – 1:30. Committee members assisted in the planning, setup and serving for this event.

**Staff Exhibition:**
The Staff Exhibition called Art @ Work focused on staff talents and activities in crafts, hobbies and art. The exhibition was displayed on the first floor of Robarts during the summer months.

**Student Training:**
There were five orientation sessions held for new student employees in the fall and another session in February, with a total of 69 students attending. The members of the committee also offered customer service workshops in October and February with a total of 81 participants. These sessions are open to student employees from the campus libraries as well as the central libraries.

**Healthy Workplace Month:**
The events planned by UTL staff were included in the ODLC calendar of events for Health Workplace Month, October 5 to November 1. During the month of October, 127 staff members participated in our program of activities, which included: 5 lunch hour workshops (on Diabetes, Back Care, Holistic allergy Testing/Relief, Heart Disease and Stroke, and Office Ergonomics), a Standard First Aid Course and a Healthy Breakfast.

**Webcasts:**
The committee hosted five webcasts throughout the year. This included booking of rooms and equipment, registering for the event; facilitating registration; and advertising the event.
- November 10, 2009: Bringing Research Data into the Library: Expanding the Horizons of Institutional Repositories.
- December 16, 2009: The Potential of Partnerships: Dissolving Silos for a Successful IR Implementation
- February 17, 2010: Library-press partnerships in action: The new University of California Publishing Services, from SPARC

Respectfully submitted to Library Council on March 24, 2010
By the Staff Development Committee