Oakville Public Library Board
Regular Meeting

AGENDA

Date: Thursday, March 20, 2025
Time: 7:00 p.m.
Location: Council Chamber

Town Hall is open to the public and live streaming video is available on https://opl.ca/About-OPL/Library-Board/Board-Agendas-and-Minutes or at the town's YouTube channel at https://www.youtube.com/user/TownofOakvilleTV. For further information go to https://opl.ca/About-OPL/Library-Board.

Recommendation:
That the OPL 2024 CEO Performance Evaluation Process report be received for information.

6.   Confidential Consent Item(s)

There are no confidential consent items.

7.   Discussion Item(s)

Recommendation:
That the Dress Code and Staff Identification Policy be received for feedback.

Recommendation:
That the 2025 Fundraising Plan Report be received for feedback.

Recommendation:
That the Potential US Tariffs Impacts report be received for information.

Recommendation:
That the Halton Information Providers (HIP) Update report be received for information

Recommendation:
That CEO Update report be received for information.

8.   Confidential Discussion Item(s)

There are no confidential discussion items.

9.   New Business

10.   Date and Time of Next Meeting

       Thursday April 17, 2025

       Oakville Municipal Building

       Council Chamber - 7:00 p.m.

11.   Adjournment

Oakville Public Library Board

MINUTES

Date: February 20, 2025
Time: 7:00 p.m.
Location: Council Chamber

Board Members Present:	Councillor Knoll, Chair
	Meredith Burke
	Avis Maher
	Rebecca Mayville
	Celso Mello
	Roderick Sawyer
	Bill Smith
Regrets:	Andrew Cashman
	Councillor Chisholm
Staff Present:	T. Wong, CEO of Oakville Public Library
	P. Damaso, Commissioner of Community Services
	D. Stancovici, Manager Financial Planning & Policy
	C. Hicks, Director of Customer Experience
	M. Socol, Interim Director, Innovation and Integration
	N. Coric, Council and Committee Coordinator

A meeting of the Oakville Public Library Board was held on Thursday February 20, 2025 in the Council Chamber of the Oakville Municipal Building, 1225 Trafalgar Road, commencing at 7:00 p.m.

_____

1.   Territory Acknowledgement

2.　Regrets

As noted above.

3.　Declarations of Pecuniary Interest

No declarations of pecuniary interest were declared.

4.　Confirmation of Minutes of the Previous Regular Meeting of the Board

4.1　Minutes of the Regular Meeting of the Board, JANAUARY 16, 2025

Moved by Roderick Sawyer
Seconded by Rebecca Mayville

That the minutes of the Regular Meeting of Oakville Public Library Board dated January 16, 2025, be approved.

CARRIED

5.　Consent Item(s)

5.1　2025 Oakville Public Library (OPL) Board Key Agenda Items – February 20, 2025

Moved by Avis Maher
Seconded by Meredith Burke

That the 2025 OPL Board Key Agenda Items report be received for information.

CARRIED

5.2　Health and Safety Report – February 20, 2025

Moved by Avis Maher
Seconded by Meredith Burke

That the Health and Safety report be received for information.

CARRIED

5.3   2024 Year-End Employee Retention and Turnover Metrics Report – February 20, 2025

Moved by Meredith Burke
Seconded by Rebecca Mayville

That the 2024 Year-End Employee Retention and Turnover Metrics report be received for information.

CARRIED

5.4   OPL Board Procedural Bylaws Update – February 20, 2025

Moved by Avis Maher
Seconded by Meredith Burke

That the updates to the OPL Board Procedural bylaws be approved

CARRIED

5.5   Membership Policy – February 20, 2025

Moved by Avis Maher
Seconded by Meredith Burke

That the Membership Policy be approved.

CARRIED

5.6   Volunteer Policy – February 20, 2025

Moved by Avis Maher
Seconded by Meredith Burke

That the Volunteer Policy be approved.

CARRIED

6.   Confidential Consent Item(s)

6.1   Director, Innovation and Integration - February 20, 2025

Moved by Celso Mello
Seconded by Roderick Sawyer

CLOSED SESSION

That the Oakville Public Library Board resolve into a meeting closed to the public as these matters may be considered in the absence of the public under Section 16.1 (4) of the *Public Libraries Act* with respect to Item 6.1 - Director, Innovation and Integration - February 20, 2025 that deals with the following: b) personal matters about an identifiable individual.

CARRIED

The Oakville Public Library Board resolved into closed session at 7:05 p.m.

The Oakville Public Library Board resolved back into open session at 7:11 p.m.

Moved by Celso Mello
Seconded by Bill Smith

That the recommendation from the CEO of the Oakville Public Library regarding the hiring of a Director of Innovation and Integration be endorsed.

CARRIED

7.   **Discussion Item(s)**

7.1   **Comprehensive Financial Report at December 31, 2024**

Moved by Celso Mello
Seconded by Bill Smith

That the Comprehensive Financial Report at December 31, 2024 be received for information.

CARRIED

7.2   **Prioritization of the Short-Term Parks, Recreation and Library Master Plan Actions – February 20, 2025**

Moved by Rebecca Mayville
Seconded by Avis Maher

That the Prioritization of the Short-term Parks, Recreation and Library Master Plan Actions report be received for feedback.

CARRIED

7.3   Performance and Measures Annual Report 2024 – February 20, 2025

Moved by Rebecca Mayville
Seconded by Meredith Burke

That the Performance and Measures Annual Report 2024 be received for information.

CARRIED

7.4   Customer Satisfaction Survey 2024 Results – February 20, 2025

Moved by Rebecca Mayville
Seconded by Meredith Burke

That the Customer Satisfaction Survey 2024 Results report be received for discussion.

CARRIED

7.5   Q4 2024 OPL Goals Update – February 20, 2025

Moved by Avis Maher
Seconded by Bill Smith

That the Q4 2024 OPL Goals Update be received for information.

CARRIED

7.6   CEO Update – February 20, 2025

Moved by Rebecca Mayville
Seconded by Bill Smith

That CEO Update report be received for information.

CARRIED

8.   Confidential Discussion Item(s)

There were no confidential discussion items.

9.   New Business

There was no new business.

10.   Date and Time of Next Meeting

Thursday March 20, 2025

Oakville, Municipal Building

Council Chamber - 7:00 p.m.

11.   Adjournment

Moved by Celso Mello
Seconded by Roderick Sawyer

That this meeting be adjourned.

CARRIED

The meeting adjourned at 8:34 p.m.

REPORT

Oakville Public Library Board

March 20, 2025

FROM:	Oakville Public Library
DATE:	March 11, 2025
SUBJECT:	**2025 Oakville Public Library (OPL) Board Key Agenda Items – March 20, 2025**

RECOMMENDATION:
That the 2025 OPL Board Key Agenda Items report be received for information.

KEY FACTS:
The following are key points for consideration with respect to this report:

- The OPL Board Key Agenda Items list provides an overview of all the annual and regular reports (statistics reports, financial reports etc.) provided to the Board and the month they are expected to be brought forward.

- Items have been adjusted to reflect the actual schedule of board meetings.

BACKGROUND:
N/A

COMMENT/OPTIONS:
N/A

APPENDICES:
Appendix A – OPL Board Key Agenda Items 2025

Prepared and submitted by:
Tara Wong, CEO

OPL BOARD KEY AGENDA ITEMS 2025

Oakville Public Library

Governance: Legislative, Regulatory, Policy Accountability	Jan 16	Feb 20	Mar 20	Apr 17	May 15	Jun 19	July 17	Aug 21 (if need)	Sept 18	Oct 16	Nov 20
Annual Agenda/Periodic/Outstanding report timelines											
Strategic Plan Process – progress on action plans – included in CEO update and other presentations	T	T	T	T	T	T	T		T	T	T
CEO Annual, Strategic Goals				R Q1			R Q2			R Q3 2025 R 2026	A 2026
Capital Projects Updates	T	T	T	T	T	T	T		T	T	T
CEO Evaluation				T	R	A					
Comprehensive Financial Report (quarterly) – Y/E Projections to Budget Operating & Capital, Fundraising, Reserve funds		R Q4 2024			R Q1 2025				R Q2 2025		R Q3 2025
Annual Financial Statements and Audit Findings – External Auditors in Attendance					R/A						
HIP Updates – Strategic Progress			R							R	
Annual Budget Town Guidelines /Submission Approval							T		R	A	
Fundraising Strategy Updates–Development Funds & Endowment (Development Strategy Update)			R							R	
Audit and Financial Review (Including OCF funds)					R						
Audit Plan for 2026 – Appointment of Auditors											R/A
Annual Board Evaluation											T
Regular Agenda Items	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov
CEO Update report	R	R	R	R	R	R	R		R	R	R
Monthly Health & Safety Report	R-2024	R	R	R	R	R	R		R	R	R
Quarterly Employee and Turnover Metrics report		R Q4 2024		R Q1 2025			R Q2 2025			R Q3 2025	
Performance and Measures Report		R Q4 2024			R Q1 2025				R Q2 2025		R Q3 2025
Financial Variance Reports – Operating and Capital				R		R				R	
Legend: A = Approve R = Receive T = Task(updates as required)											

REPORT

Oakville Public Library Board

March 20, 2025

FROM:	Oakville Public Library
DATE:	March 11, 2025
SUBJECT:	**Health and Safety Report – March 20, 2025**

RECOMMENDATION:
That the Health and Safety report be received for information.

KEY FACTS:
The following are key points for consideration with respect to this report:

- There was one incident to report for the month of February 2025.

- To date, Oakville Public Library (OPL) is reporting similar staff injuries/incidents to the previous years in the same reporting period.

- OPL will continue to monitor staff injuries/incidents to identify trends and to maintain a safe and healthy workplace.

BACKGROUND:
OPL has one incident to report for the month of February 2025. The reporting period is from January 1 – February 28 for each of the years indicated below.

The incident was reviewed by management and corrective actions took place to prevent future incidents.

Staff Injuries			
	2023	**2024**	**2025**
No Time Loss	0	1	1
Time Loss	0	0	0
Total Injuries for the Reporting Period	**0**	**1**	**1**
Annual Total Injuries*	**16**	**7**	**1**

Total annual injuries for 2025 is based on year-to-date (reporting period).

Joint Health & Safety Committee

The Joint Health & Safety Committee (JHSC) meets regularly to identify potential health and safety issues and bring them to the employer's attention and kept informed of health and safety developments in the workplace by the employer. The JHSC did not meet in February 2025 as quorum was not met. OPL schedules more JHSC meetings annually than required under the *Occupational Health & Safety Act* (OHSA) to cover for unexpected meeting cancellations.

All site inspections were completed in February 2025.

Site inspections are completed at each branch site by the JHSC committee member in conjunction with a leader on-site. The monthly workplace site inspections are to identify hazards within the worksite. If a hazard is identified, OPL JHSC will notify Facilities which will complete any corrective actions that may need to take place.

The next Joint Health & Safety Committee monthly meeting will be held on virtually on March 20, 2025.

APPENDICES:
N/A

Prepared by:
Tricia Agnew, Human Resources Manager

Submitted by:
Tara Wong, CEO

REPORT

Oakville Public Library Board

March 20, 2025

FROM:	Community Services Commission
DATE:	March 20, 2025
SUBJECT:	**OPL 2024 CEO Performance Evaluation Process**

Recommendation:

That the OPL 2024 CEO Performance Evaluation Process report be received for information.

Key Facts:

The following are key points for consideration with respect to this item:

- The current CEO has been in place since November 25, 2018.

- The responsibility for leading the CEO's annual performance review process, on behalf of the OPL Board, is delegated to the Commissioner of Community Services.

- The CEO evaluation is comprised of a competencies rating survey, that is completed by the Board, as well as an evaluation of key CEO accomplishments for the year.

- A timeline for completing the evaluation initiatives is outlined within this report and the final CEO evaluation report and compensation adjustment recommendation will be presented to the OPL Board on May 15, 2025.

Background:

The CEO was hired permanently on November 25, 2018. On behalf of and with direction from the Board, the CEO is responsible for: ensuring efficient and comprehensive library operations; leading the strategic planning process and developing annual action plans that reflect the strategic plan (as approved by the Board); monitoring the budget, including variance reports and forecasts; advocating on behalf of the Library for provincial and federal funding; and working with the Town on joint initiatives.

Within the Library's Memorandum of Understanding, with the Town of Oakville, the CEO is identified as a member of the Town's senior management team and has a

_____

liaison relationship with the Town's Commissioner of Community Services and the Commissioner of Corporate Services with respect to Town delivered services. The responsibility for leading the CEO's annual performance review process is delegated by the Board to the Commissioner of Community Services.

Comment/Options:

Annual Evaluation Process

The annual evaluation process for the CEO is comprised of the following initiatives:

- A survey is conducted by the Town's Commissioner of Community Services with members of the Board who were in place during the evaluation year (2024). The survey seeks Board input on evaluating the CEO for seven (7) key competencies: strategic thinking; innovative solutions and ideas; collaboration and partnership; achieving results; people leadership; resource management and financial accountability; and personal leadership. Competencies are rated using a three (3) point scale to measure performance (See Appendix A).

- The second evaluation initiative involves a review of key accomplishments, which are submitted by the CEO for the Board's consideration. The accomplishments are aligned to the annual goals and priorities that are approved by the Board for the evaluation year.

Results of the competency survey and annual accomplishments review provide the basis for evaluating the CEO performance with one of five (5) possible ratings for the year: Not Achieving; Progressing/Partial Success; Fully Successful; Highly Successful; or Exceptional.

2024 CEO Evaluation Timeline

Timing	Evaluation Initiative
March 24, 2025 – April 11, 2025	Board survey completion.
April 14, 2025 – May 6, 2025	Survey compilation, CEO key accomplishments review, overall evaluation recommendation and drafting of the final evaluation report to the OPL Board.
May 15, 2025	OPL CEO Evaluation report and salary adjustment recommendation is

_____

	presented to the OPL Board for approval.

Appendices:

Appendix A – Oakville Public Library CEO Performance Review Template

Prepared by:
Paul Damaso, Town of Oakville
Commissioner of Community Services

Oakville Public Library CEO Performance Review

COMPETENCY FEEDBACK

In addition to the summary of achievements outlined in the attached briefing note, the OPL Board will review competencies. Competencies measure how you do your job and <u>not what you do</u>. The following 7 competencies are to be measured for the CEO.

RATING STANDARDS
1 – ***Occasionally*** displays behaviour at expected level although requires guidance
2 – ***Regularly*** displays behaviour at expected level
3 – ***Always*** displays behaviour above expected level; considered a leader in this competency

CORE COMPETENCIES

	1.	2.	3.
Strategic Thinking • You lead the OPL towards the long-term vision established by the Board • You lead with a strategic lens and corporate perspective. Program services are aligned with the Board's strategic direction • Using data, you identify patterns, connections, opportunities or barriers and address key underlying issues • You demonstrate political acuity and an understanding of the political and administrative environment that affects the organization	☐	☐	☐

	1.	2.	3.
Innovative Solutions and Ideas • You encourage continuous improvement, develop new insights and apply innovative solutions to improve the organization and generate efficiencies • You undertake a client-centric approach to services provided by the OPL • You build a shared vision and provide ongoing guidance and support which will generate and maintain enthusiasm and commitment to the change process	☐	☐	☐

	1.	2.	3.
Collaboration and Partnership • You identify and initiate partnerships with both the town and public, developing and maintaining them in a way that is of mutual benefit to both parties • You demonstrate an understanding of the diversity of business and customer needs and expectations • You collaborate with other people, town departments or organizations, and build relationships in pursuit of a commonly identified goal • You believe that the ideas, comments and opinions of everyone involved in a project are valued in the achievement of common goals	☐	☐	☐

Achieve Results	1.	2.	3.
• You deliver, execute and achieve results • You mobilize and manage resources to deliver services, improving outcomes and adding value • You consider context, priorities, risks and business intelligence to support high-quality and timely decisions	☐	☐	☐

People	1.	2.	3.
• You inspire, manage and motivate the people you lead • You manage performance, provide constructive and respectful feedback to encourage and enable performance excellence	☐	☐	☐

Resources and Financial Accountability	1.	2.	3.
• You manage financial and organizational resources through fiscal responsibility and prudence • You understand the financial (budgetary) implications of decision making and adjust/react accordingly • You prioritize, quantify, monitor and control resources and costs within budget	☐	☐	☐

Personal Leadership	1.	2.	3.
• You demonstrate commitment to openness, honesty, inclusiveness, loyalty, high standards and quality output • You behave consistently with the town's values and act with integrity, respect and accountability • You establish and maintain personal credibility and commit to personal growth and ongoing learning and development • You value the well-being of self and manage a healthy work-life balance	☐	☐	☐

COMMENTS

Confidential When Completed

PERFORMANCE MANAGEMENT SUMMARY

The performance rating is the overall rating that best represents the overall performance for the period. The rating is determined by the summary of achievements and the competency feedback.

☐	**NOT ACHIEVING** – performs below expectations for quality and quantity of work and/or requires more than normal guidance and supervision. Requires immediate improvement in performance.
☐	**PROGRESSING/PARTIAL SUCCESS** – requires further development to meet performance standards. May be new in position or displays inconsistent performance. Behaviours displayed are approaching but below expected level.
☐	**FULLY SUCCESSFUL** – consistently demonstrates performance at the expected level. Is fully competent in the position. Meets and occasionally exceeds key objectives set. Demonstrates behaviour at the expected level on a consistent basis.
☐	**HIGHLY SUCCESSFUL** – consistently demonstrates performance above the expected level. Frequently performs above the requirements for the position. Work is of high quality, produced without guidance. Most objectives are "exceeded".
☐	**EXCEPTIONAL** – significantly exceeds performance expectations. Results attained are far superior to goals set. Performs exceptionally on a consistent basis over the entire review period. Results attained are highly visible, measurable and contribute significantly to the division/department's success. All key objectives are "exceeded". Behaviours demonstrated far exceed expectations.

Signatures:

OPL Board Chair: _____   Date signed: _____

CEO: _____   Date signed: _____

REPORT

Oakville Public Library Board

Meeting Date: March 20, 2025

FROM:	Oakville Public Library
DATE:	March 11, 2025
SUBJECT:	**Dress Code and Staff Identification Policy – March 20, 2025**

RECOMMENDATION:
That the Dress Code and Staff Identification Policy be received for feedback.

KEY FACTS:
The following are key points for consideration with respect to this report:

- The Oakville Public Library (OPL) reviewed the following policy to ensure continued compliance with legislative requirements and alignment with the Town of Oakville's policies and/or procedures.

    o Dress Code and Staff Identification Policy (HR-008) - (Appendix B)

- OPL recommends changing the purpose statement for the Dress Code and Staff Identification Policy (Appendix A) to further reflect OPL's commitment to an inclusive workplace while maintaining a safe and healthy environment.

BACKGROUND:
OPL has an ongoing review process for Human Resource policies and related procedures. OPL continues the practice to align Human Resource policies and procedures to the Town of Oakville where appropriate.

OPL recommends changing the purpose statement for Dress Code and Staff Identification Policy (Appendix A) to reflect our commitments to an inclusive workplace and to maintaining a safe and healthy environment for staff to come to work every day.

By using OPL's Inclusion Policy and associated Town of Oakville's Inclusion Lens to guide policy review, OPL updated the Dress Code and Staff Identification Policy to reflect its commitment to inclusion in the purpose statement to ensure all staff and volunteers can feel a sense of belonging when they come to work.

_____

In addition, OPL the policy was updated to highlight that a safe and healthy environment is a priority for not only ensuring compliance to the *Occupational Health and Safety Act* but to recognize the need for a secure environment. To help achieve a more secure environment across all facilities, OPL has updated the policy to require that staff identification must be worn at all times while working to ensure staff are identifiable while working on or off premise.

All related procedures to the Dress Code and Staff Identification Policy will be updated to align with the revised language in the policy following approval by the board.

COMMENT/OPTIONS: N/A

APPENDICES:
Appendix A – HR-008 Dress Code and Staff Identification Policy (2025)
Appendix B – HR-008 Dress Code and Staff Identification Policy (2019)

Prepared by:
Tricia Agnew, Manager, Human Resources

Submitted by:
Tara Wong, Chief Executive Officer

Appendix A

Dress Code & Staff Identification Policy

Policy Number:	**HR-008**
Policy Category:	**Human Resources**
Approved by:	OPL Board
Accountability:	CEO
Approval Date:	
Effective date:	
Next Review Date:	**2028**
Supersedes:	**2021**

PURPOSE STATEMENT:

~~Oakville Public Library (OPL) employees contribute to the library's culture and reputation in the way they present themselves. A professional appearance is essential to a positive impression with customers and reflect employee pride and inspire confidence on the part of such persons.~~

Oakville Public Library is committed to maintaining a professional, respectful, and inclusive workplace. The purpose of this policy is to ensure our dress code and identification reflects these values by supporting a safe, healthy, and positive work environment while upholding the library's public image.

SCOPE:

This policy applies to all library employees and volunteers ~~(including but not limited to full-time, part-time, students, volunteers, interns).~~

POLICY STATEMENT:

Oakville Public Library (OPL) employees and volunteers will maintain a professional appearance at work. All employees are required to~~should~~ contribute to a positive impression of the Library while adhering to the following principles:

- Incorporate occupational health and safety recommendations for appropriate attire;

- Dress in such a way that work can be completed efficiently;

- Dress appropriate to the work situation while recognizing cultural norms and religious requirements;

- Dress in a neat and tidy manner;

- Dress to portray a competent professional image through workplace attire;

- Wear appropriate staff identification to be identifiable at all times while working on or off-site.

RESPONSIBILITES

Employer:

- Leaders will discuss the dress and identification policy with the new employee at the time of hire.
- Leaders are responsible for the monitoring and reinforcing the dress code and staff identification policy and procedure.

Employees:

- Employees are responsible to dress in an appropriate manner for the work situation while recognizing cultural norms, religious requirements, and health & safety requirements.

- Employees are expected to wear staff identification at all times when in a physical OPL building or working at off-site locations.

-

REFERENCES:

Occupational Health and Safety Act (OHSA)

Ontario Human Rights Code

Page **2** of **2**

Appendix B

Dress Code & Staff Identification Policy

Policy Number:	**HR-008**
Policy Category:	**Human Resources**
Approved by:	OPL Board
Accountability:	CEO
Approval Date:	**November 22, 2018**
Effective date:	**January 1, 2019**
Next Review Date:	**November 2021**
Supersedes:	**Dress Code**

PURPOSE STATEMENT:

Oakville Public Library (OPL) employees contribute to the library's culture and reputation in the way they present themselves. A professional appearance is essential to a positive impression with customers and reflect employee pride and inspire confidence on the part of such persons.

SCOPE:

This policy applies to all library employees and volunteers.

POLICY STATEMENT:

Oakville Public Library (OPL) employees and volunteers will maintain a professional appearance at work. All employees should contribute to a positive impression of the Library while adhering to the following principles:

- Incorporate occupational health and safety recommendations for appropriate attire;

- Dress in such a way that work can be completed efficiently;

- Dress appropriate to the work situation while recognizing cultural norms and religious requirements;

- Dress in a neat and tidy manner;

- Dress to portray a competent professional image through workplace attire;

- Wear appropriate staff identification.

RESPONSIBILITES

The manager/supervisor will discuss the dress and identification policy with new employees at the time of hire.

Managers and supervisors are responsible for monitoring and reinforcing the dress code and

staff identification policy.

REPORT

Oakville Public Library Board

Meeting Date: March 20, 2025

FROM:	Oakville Public Library
DATE:	March 11, 2025
SUBJECT:	**Fundraising Plan Report – March 20, 2025**

RECOMMENDATION:

That the 2025 Fundraising Plan Report be received for feedback.

KEY FACTS:

The following are key points for consideration with respect to this report:

- Oakville Public Library's (OPL) fundraising revenue for a full year in 2023 was roughly $132,000.
- With a 2024 goal of $83,000, Oakville Public Library achieved a total revenue of approximately $108,467, with $78,113 driven by strong performances in personal philanthropy, book sales, campaigns, sponsorships, and grants, and $30,354 in Oakville Community Foundation (OCF) funds from endowments.
- OPL has set a fundraising goal of $135,000 for 2025.
- In 2025, OPL will develop an enhanced Fundraising Strategy, building on the success of new tactics introduced in late 2024.
- These new tactics will be integrated into OPL's upcoming Central capital campaign, which is currently in development.

BACKGROUND:

The Oakville Public Library (OPL) is a registered charity that relies primarily on public funding, with approximately 94% of its operational and core expenses supported by the Town of Oakville. Contributions from individuals, corporations, foundations, and other organizations further enable OPL to enhance its programs, collections, and services.

Despite operating without a Fund Development Coordinator for the first five months of 2024, OPL successfully maintained its grassroots fundraising efforts to replenish its development fund.

_____

Through 2025, OPL is continuing the development of a comprehensive capital fundraising campaign to support the enhancement of its new central library branch. This initiative is vital to improving community services, expanding the library's collection, and ensuring the new branch offers a modern, accessible space for all residents. The capital fundraising plan will focus on targeted marketing campaigns designed to attract new donors and raise awareness about the positive impact the new facility will have on the Oakville community.

COMMENT/OPTIONS:

2024 Fundraising Reporting
Oakville Public Library's fundraising revenue for 2024 was roughly $108,467, with $78,113 in combined fundraising funds and $30,354 in OCF funds from endowments.

Personal philanthropy performed strongly, with $31,724 received, and the Friends of Library Book sales exceeded expectation of $5,000 per sale, with a recognized revenue at $24,698 from the four sales throughout the year.

Campaigns and sponsorships generated $6,691 and $5,000 respectively, and grants contributed $10,000. OCF funds contributed $30,354 from endowments.

Overall, while the organization demonstrated effective fundraising efforts across categories.

	2024 Actual Received	2024 Financial Recognized
Personal Philanthropy	$31,724	$34,694
OCF Funds (retrieved from endowments)	$30,354	$17,685
Book Sales	$24,698	$24,698
Section Total	**$86,776**	**$77,076**
Campaigns (e.g. Give Oakville)	$6,691	$0
Sponsorship	$5,000	$0
Grants	$10,000	$7,761
Section Total	**$21,691**	**$7,761**
TOTAL	**$108,467**	**$84,837**

_____

The difference in received vs recognized is the difference in deferred revenue for restricted donations (received in prior years and recognized in current year when expenses are incurred). For example, the Amica Senior Lifestyles sponsorship of $5,000 was received in 2024 for the first session of 2025 Book Clubs.

2025 Fundraising Plan
In 2025, OPL aims to update the fundraising strategy building on the success of a few strategic initiatives aimed at strengthening individual giving and enhancing corporate partnerships.

	2025 Target	2024 Actual Received
Personal Philanthropy	$46,000	$31,724
OCF Funds (*retrieved from endowments*)	$35,000	$30,354
Events	$1,500	$0
FOL Book Sales	$25,000	$24,698
Section Total	**$107,500**	**$86,776**
Campaigns	$15,000	$6,691
Sponsorship	$10,000	$5,000
Grants	$5,000	$10,000
Section Total	**$30,000**	**$21,691**
TOTAL	**$137,500**	**$108,467**

The first corporate partnership with Amica Senior Lifestyles has secured $5,000 sponsorship of our Adult Book Clubs running from January to April 2025, at 4 branch locations (Woodside, Glen Abbey, Central & Sixteen Mile). OPL aims to create a focus area as part of 2025 Fundraising Plan aiming to increase the corporate sponsorships for OPL, to support dedicated library services like Summer Reading Program prizing.

Despite the Canada Post mail strike during OPL's winter campaign, the Fundraising Coordinator in collaboration with OPL Marketing Department, engaged in creative ways to reach out to donors either through email and online campaigns or personal calling, resulting in $12,578.21 (40% increase from the spring 2023 mailer campaign).

In 2025, OPL will streamline the monthly giving process by integrating all donors into one platform and eliminated the second Moneris platform. This will result in reduced data entry and monitorization by the Fundraising coordinator, reduces cost

_____

(eliminate one platform) and increased service for donors with accurate online tax receipt process.

The Special Events will be reintroduced in 2025, with the potential of bringing back the popular event "Evening for Book Lovers" to engage with donors and customers.

The Friends of Library Book Sales will continue to be a strong contributor to OPL's fundraising efforts, with a target of $25,000.

Central Branch Capital Campaign
The New Central Project Capital Campaign is a multi-year initiative aimed at supporting the development of Oakville Public Library's (OPL) new Central Branch.

In 2024, OPL prepared the groundwork for this campaign by revising fundraising policies and introducing a dedicated campaign website (https://opl.ca/About-OPL/newcentral), aligning with the Town's Downtown Cultural Hub project. The year also saw significant efforts in prospect research, particularly among corporate and individual donors, following a successful launch event and public consultations that provided valuable community feedback.

Moving into 2025, OPL's team is developing a comprehensive campaign strategy that will define fundraising goals, audience segments, key messaging, and a detailed action plan. This strategy will also focus on nurturing relationships with potential donors and corporations, further advancing the campaign's objectives.

APPENDICES:
N/A

Prepared by:
Monica Socol, Director, Innovation & Integration

Submitted by:
Tara Wong, CEO

REPORT

Oakville Public Library Board

Meeting Date: March 20, 2025

FROM:	Oakville Public Library
DATE:	March 11, 2025
SUBJECT:	**Potential US Tariffs Impacts – March 20, 2025**

RECOMMENDATION:
That the Potential US Tariffs Impacts report be received for information.

KEY FACTS:
The following are key points for consideration with respect to this report:
- In March, the the U.S. government implemented 25% tariffs on key Canadian imports prompting the Canadian government to respond with retaliatory tariffs on goods and services with additional tariffs expected in late March.
- The US has stated that further tariffs will be imposed in early April.
- As a result, Oakville Public library is planning for potential supply chain disruptions and increased costs in US sourced materials.
- On February 4th, Mayor Burton issued directive to Town of Oakville staff to form a task force to explore all feasible municipal actions to mitigate negative impacts as a result of the tariffs.
- OPL has taken an initial review of potential risk points and is actively working with the Town of Oakville and identified vendors to mitigate the impacts where possible.

BACKGROUND:

In early 2025, trade relations between Canada and the United States entered a period of heightened tension. On February 1, U.S. President Donald Trump announced the imposition of 25% tariffs on all Canadian imports, excluding energy products, which were subjected to a 10% tariff. He later delayed these until March 4, 2025 with further adjustments a few days later.

The stated justification for these measures was to address concerns over illegal immigration and drug trafficking, particularly fentanyl, into the United States. In response, Canada implemented retaliatory tariffs of 25% on a range of U.S. goods, including liquor, vegetables, clothing, shoes, and perfume, aiming to pressure the

_____

U.S. administration to reconsider its stance. A second round of retaliatory tariffs on US goods are expected near the end of March with the US responding in early April.

The economic ramifications of Canada/US trade dispute are significant. Industries on both sides of the border are experiencing increased costs and supply chain disruptions. For instance, the construction sector faces higher prices for materials like lumber, as Canadian softwood lumber exports are heavily impacted by U.S. tariffs. This will impact construction on both sides of the border.

The current tariff issues between Canada and the United States have introduced economic uncertainties and strained political relations. The unfolding scenario requires careful navigation to mitigate adverse effects on both economies and maintain the longstanding partnership between the two nations.

Key Impacts:
- **Supply Chain Disruptions:** The integration of U.S. and Canadian supply chains means that any tariff escalation could lead to delays and increased costs in the procurement of essential goods and services.
- **Increased Cost Pressures:** With tariffs likely to be passed along to the purchaser, prices may face upward pressure.
- **Strategic Response:** In response to these challenges, it is imperative to explore alternative sourcing strategies, enhance vendor engagement, and work closely with industry associations and policymakers to mitigate adverse impacts.

On February 4th, Mayor Burton issued directive to Town of Oakville staff to form task force to explore all feasible municipal actions to mitigate negative impacts. The Mayor's mayoral direction statement can be found here:
https://www.oakville.ca/town-hall/mayor-council-administration/mayoral-direction/

By working with the Town of Oakville's Task Force to identify and stay ahead of these key impacts and actively managing OPL's exposure, OPL hopes to safeguard its interests and position the organization for resilience in an increasingly complex trade environment.

COMMENT/OPTIONS:
Starting in February, OPL performed an initial review of potential risk points (see below) and is actively working with the Town of Oakville and identified vendors to mitigate the impacts where possible.

_____

Identified Risk Points:

Technology:
- OPL is working with vendors to identify products potentially impacted by tariffs for our equipment coming from US vendors or transiting through the US.

Collections:
- Currently books imported from the US are excluded from tariffs. This area will continue to be monitored closely.
- Vendors have expressed concerns about the cost and availability of some of their processing supplies, which could impact OPL's processing costs and throughput of new materials.

Materials/Supplies:
- OPL is reviewing its list of materials/supplies that are either purchased via a US company and/or made in the US (e.g. RFID tags, paper, creation zone materials etc.) to identify potential Canadian sources for future purchases.
- OPL is working with the Town of Oakville on materials/supplies supported via Town departments to identify risk for increased costs and to identify potential Canadian sources for future purchases.

New Sixteen Mile Construction Project
- OPL is working with vendors to identify US based products to understand and mitigate possible impacts (e.g. laptop dispensers).
- Sixteen Mile shelving will not be impacted as it is made in Canada from Canadian steel.

In light of these challenges, it is essential that libraries remain proactive in their risk mitigation as well as their advocacy efforts. Continued engagement with policymakers, vendors, and the public will be critical in navigating the evolving tariff landscape while maintaining robust and accessible library services.

APPENDICES:
N/A

Prepared and submitted by:
Tara Wong, CEO

REPORT

Oakville Public Library Board

Meeting Date: March 20, 2025

FROM:	Oakville Public Library
DATE:	March 11, 2025
SUBJECT:	Halton Information Providers Update – March 20, 2025

RECOMMENDATION:

That the Halton Information Providers (HIP) Update report be received for information

KEY FACTS:

The following are key points for consideration with respect to this report:

- Oakville Public Library (OPL) leads the Halton Information Providers (HIP) joint venture, overseeing the Halton Community Services Directory (hipinfo.ca) working with Burlington Public Library, Halton Hills Public Library, Milton Public Library, and The Halton Resource Connection.
- The Halton Community Services Directory is a vital resource used by local agencies, municipalities, and nonprofits to provide information and referrals, supporting services like healthcare, housing, mental health, and emergency assistance across the region.
- The IRCC grant supporting the Halton Newcomer InfoPods will conclude on March 31, 2025, with OPL working to fulfill contract requirements and submit a final report to the Ministry by June 2025.

BACKGROUND:

The Halton Information Providers (HIP), under the leadership of the Oakville Public Library and in partnership with public libraries in Burlington, Milton, and Halton Hills, along with the Halton Resource Connection, manage the Halton Community Services Directory (hipinfo.ca). This platform offers extensive access to community and social service information across the Halton Region, encompassing healthcare, emergency services, food assistance, housing, employment, and more. Local certified Information & Referral (I&R) Specialists and Database Curators ensure that data on community services is accurate and up to date for various agencies, including those serving youth and seniors. They support other I&R staff by providing

_____

the latest accurate information and culturally sensitive referrals to Halton residents when they need it most.

Halton-based agencies have long relied on the Halton Community Services Directory to provide information and referrals to their clients. Organizations such as Service Oakville, 311 Halton (Access Halton), HMC, Achev, CMHA, ROCK, Halton Region Public Health, and Halton Regional Police Service use the database to connect individuals with essential services. The Halton Community Service Directory is widely integrated across the community, appearing on municipal, regional, nonprofit, and business websites, with many agencies embedding a customized search widget for direct access to services.

All listings for services located in Halton Region are sent to Ontario 211, supporting its telephone, chat, and email services across the province, as well as its online platform 211ontario.ca. Ontario 211 also shares HIP data with various regional 211 service portals, such as 211 North, 211 Central, and Niagara 211, ensuring broader access to essential community resources across Ontario. Additionally, a monthly export of all listings in the Halton Community Services Directory serving Oakville is provided to the Town of Oakville for inclusion in its Open Data Portal, enhancing public access to local service information

COMMENT/OPTIONS:

Halton Community Services Directory 2024

Following up on a board member question about the increase in sessions from 2023 from the February board meeting, HIP data is regularly searched by bots and crawlers resulting in inflated session counts and misrepresenting real user engagement. Before 2024, a filtering mechanism excluded bot traffic, but the transition from Universal Analytics (UA) to Google Analytics 4 (GA4) disabled this function. As a result, 2024 reporting includes bot activity listed under "Undisclosed/Other Locations".

Starting with January 2025, the HIP Database administrator has implemented a new performance metrics framework, based on Google Analytics Data. Data for 2024 has been recalculated using the new framework, for year over year comparison purposes.

Chart from Q4 2024 Performance Measures

HIP Usage by Municipality	2019 Q4 YTD	2023 Q4 YTD	2024 Q4 YTD	% Change 2019/2024	% Change 2023/2024
Oakville	103,636	79,432	75,174	**-27%**	**-5%**
Burlington	82,469	57,017	55,376	**-33%**	**-3%**

_____

Halton Hills	25956	23271	24468	**-6%**	**5%**
Milton	49004	35311	36987	**-25%**	**5%**
Undisclosed/Other Locations	716635	678189	1809011	**152%**	**167%**
Total Halton Sessions	261,065	195,031	192,005	**-26%**	**-2%**
Unique Visitors	39774	48525	49180	**24%**	**1%**
All Database Sessions	977,700	873,220	2,001,016	**105%**	**129%**
Sessions Per Unique Visitor	24.6	18.0	40.7	**66%**	**126%**

Updated graph with performance metrics framework

Sessions	Jan-Feb 2024	Jan-Feb 2025	2024-2025 Comparison
HIP Oakville Sessions	13,665	10,212	**-25.27%**
HIP Burlington Sessions	9,579	8,666	**-9.53%**
HIP Halton Hills Sessions	3,692	3,637	**-1.49%**
HIP Milton Sessions	5,907	5,146	**-12.88%**
Total Halton Sessions	32,843	27,661	**-15.78%**
Undisclosed/Other locations	71,157	54,339	**-23.64%**
All Database Sessions	104,000	82,000	**-21.15%**
Unique Visitors	79,000	61,000	**-22.78%**

The session statistics for January - February 2024 compared to January - February 2025 reveal a notable decline in engagement across all categories. Total sessions for Halton dropped by 15.78%, with Oakville showing the largest decrease at 25.27%. This warrants further investigation to identify and address the factors driving this significant drop, especially in engagement from Oakville residents.

In terms of pageviews and search focus, the Halton Community Services Directory recorded 833,270 total pageviews in 2024.

Month (2024 - Pageviews)	Default Search View	Childcare View	Seniors View	Newcomers View	Youth View	Parenting View
January	74,725	3,080	2,845	2,468	925	3,141
February	83,214	3,358	2,775	2,276	966	580
March	98,541	2,714	2,785	2,350	1,039	564
April	85,825	4,167	2,903	2,065	1,126	518
May	82,239	2,961	2,961	1,651	1,099	521
June	71,452	2,872	2,423	1,953	832	673

_____

July	61,383	2,403	2,307	2,685	1,318	751
August	54,861	2,507	2,579	2,667	1,037	553
September	55,683	2,262	2,689	2,605	1,442	731
October	57,451	2,846	2,609	2,341	1,150	610
November	59,944	2,883	2,582	2,365	1,069	778
December	47,952	1,174	1,870	2,110	855	521
Total	**833,270**	**33,227**	**31,328**	**27,536**	**12,858**	**9,941**

View Descriptions

Default Public	Default search on main HIP page through all community services, programs, and organizations available to residents of Halton Region
Seniors View	Services of interest for Older adults and their caregivers
Newcomers View	Services of interest to Newcomers to assist with their transition into Halton community
Youth View	Services tailored to the needs of young people in Halton region
Parenting View	Services for parents, caregivers, and families to find information on services and programs related to parenting, children, and family life
Childcare View	Services for parents to locate licensed child care centres in Halton

The majority of searches (74% of total pageviews) occurred through the Default Search View, which provides comprehensive access to all community services and programs.

Among specialized views, the Childcare View saw the highest engagement, followed by significant activity in the Seniors View and Newcomers View, reflecting strong demand for childcare resources and tailored services for older adults and newcomers. These insights demonstrate the directory's critical impact in addressing diverse community needs and guiding resource prioritization.

Oakville's top searches focused on practical services like the DriveTest Centre and local donation options, while senior searches emphasized transportation and accessibility, and newcomer searches centered on general information and driver licensing.

TOP 5 General Oakville Searches	Pageviews
DriveTest Centre, Oakville, Driver Examination Centre	5,009
Used Appliances, Clothing, Furniture, and Household Goods - Where to Donate, Oakville	2,604
Halton Healthcare, Oakville Trafalgar Memorial Hospital, Volunteer Services	2,409

Oakville. Recreation and Culture, Oakville Trafalgar Community Centre, Recreation Facilities & Programs	2,405
Oakville. Recreation and Culture, Seniors Programs	2,368

| TOP 5 Senior Searches	Pageviews
HSR Public Transit, HSR Customer Centre Services	798
Ontario. Ministry of Transportation, Senior Driver Renewal Program	719
Used Wheelchairs and Assistive Equipment - Where to Donate, Burlington	705
Burlington. Recreation, Community and Culture, Burlington Seniors' Centre	529
Halton Hills. Recreation & Parks, Georgetown Hillsview Active Living Centre, 50 Plus Services	514

TOP 5 Newcomer Searches	Pageviews
Information Oakville	147
DriveTest Centre, Oakville, Driver Examination Centre	138
Information Burlington	129
Ontario. Ministry of the Solicitor General, Maplehurst Correctional Complex	119
Information Milton	116

In 2024, extensive training on the use of HCSD CIOC software was provided to a wide range of community agencies, enhancing their ability to access and utilize critical service information. Organizations such as United Way, the Centre for Skills Development, Halton District School Board, Parents for Children's Mental Health, Stride, Support House, Summit Housing & Outreach Programs, and One-Link benefited from these sessions. Additionally, key partners like Halton Regional Police Services, Oakville Public Library branches, John Howard Society, Vanier/Maplehurst Correctional Facilities, and several health and social service networks, including CCHOHT, Halton Newcomer Strategy, and the Halton Suicide Prevention Coalition, were equipped with the knowledge to better support their clients. This training initiative strengthened community collaboration and improved service accessibility across Halton.

_____

<u>Virtual Community Information Board</u>

Information Oakville continues to provide a virtual community information board, offering an additional platform to promote services and programs. The board displays event and program flyers, along with readable and downloadable brochures. This resource is gaining momentum and receiving positive feedback from our community partners. Visit: *oakvilleinfo.ca*

Sessions by Page Title

_____
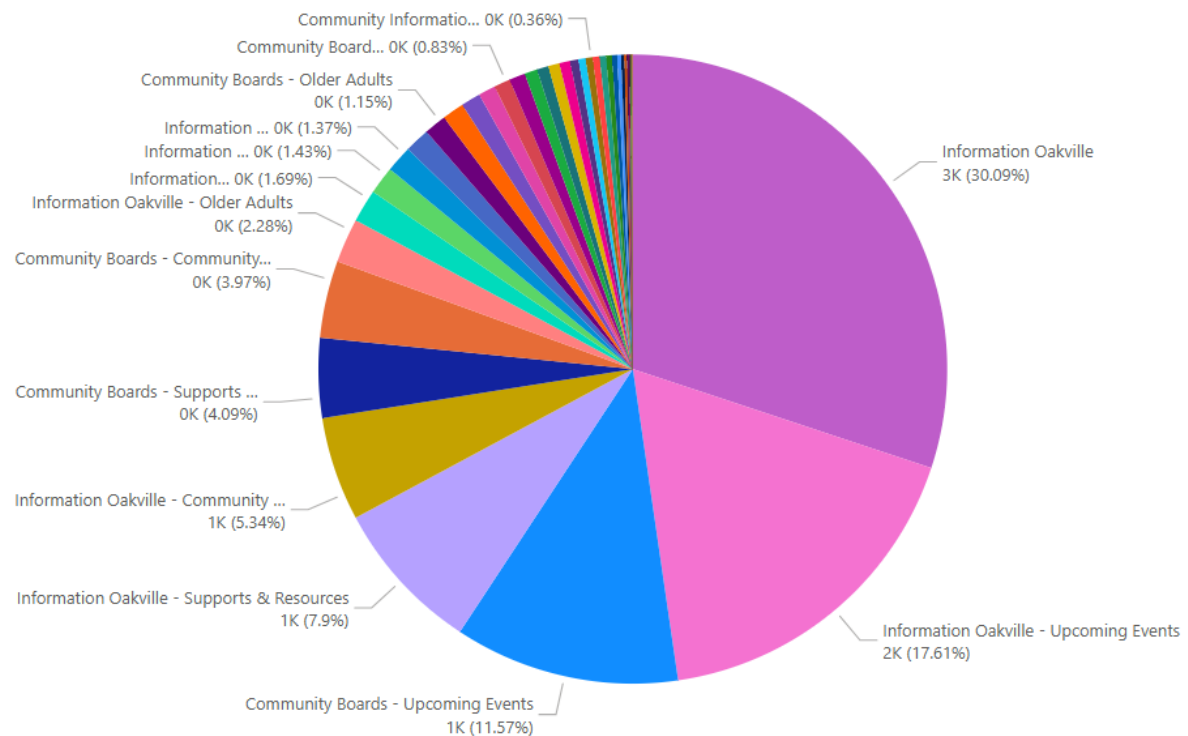
Page Title

● Information Oakville

● Information Oakville - Upcoming Events

● Community Boards - Upcoming Events

● Information Oakville - Supports & Resources

● Information Oakville - Community Information

● Community Boards - Supports & Resources

● Community Boards - Community Information

● Information Oakville - Older Adults

● Information Oakville - Newcomers

● Information Oakville - Mental Health & Addiction

● Information Oakville - Youth

● Community Information

HIP Revenue Forecast

Marcus Logan, Manager, Community Engagement and Development has established communication with Gillian Mosher, the new Director of Communications and Customer Service at the Halton Region, and a meeting is scheduled for late March to present the HIP Joint Venture. This meeting aims to discuss a potential updated service agreement that includes an increase in the Region's contribution to HIP. Initial discussions have been positive, with mutual agreement on continuing the partnership.

Additionally, changes in the provincial funding model for the Information and Retrieval sector for 2026 may provide opportunities for HIP to secure funding from provincial sources.

The Halton Region Police Service Community Fund is also being explored as a potential funding avenue.

Regarding expenses, OPL will be moving the following costs to contributing organizations as appropriate:
- Certification for new staff ($400)
- Re-certifications for current Database Curators ($360)
- Conference registrations for I&R staff.

Contributing agencies will continue to provide in-kind staff time to curate local community information, ensuring the ongoing success of the HIP initiative.

_____

Halton Newcomer InfoPods

The Immigration, Refugee and Citizenship Canada (IRCC) grant supporting the Halton Newcomer InfoPods will conclude on March 31, 2025, with the Oakville Public Library working to fulfill contract requirements and submit a final report to the Ministry by June 2025.

Currently, there are ten InfoPods installed, with six located in Oakville:
- Oakville Public Library - Sixteen Mile Branch
- Oakville Public Library - Glen Abbey Branch
- Oakville Public Library - Iroquois Ridge Branch
- Queen Elizabeth Park Community and Cultural Centre
- Achev Newcomer Center (Oakville)
- Burlington Public Library – Central Branch
- Halton Hills Public Library – Acton Branch
- Halton Hills Public Library – Georgetown Branch
- Milton Community Resource Centre - Main office
- Milton Community Resource Centre - Viola Desmond Childcare Centre

From these 10 InfoPods, community members accessed over 33,000 pages of newcomer information in 2024. The newcomer information can also be accessed via the Halton Community Services Directory website directly.

At a previous board meeting, the board asked for information on the future of the InfoPods once the IRCC grant ends. OPL started to review options by compiling a costing document (Appendix A) that provides an overview of what it costs to set up a new InfoPod as well as an estimated annual cost for supporting InfoPods port installation.

 OPL is now working on drafting an InfoPod Hosting agreement to use for organizations that may be interested in hosting ana InfoPod at their location. OPL will continue to look for granting opportunities to support any InfoPod expansion costs.

APPENDICES:
Appendix A – Halton Newcomer InfoPod Purchase and Service Costing information

Prepared by:
Monica Socol; Director, Innovation and Integration

Submitted by:
Tara Wong, Chief Executive Officer

Halton Information Providers
Halton Newcomer InfoPod Purchase and Service information

Procurement

Electronic Self Service Kiosk device with printer   **$2,650.00 USD**
    CSA Certified
    21.5 inch touch screen
    80mm thermal printer with automatic cutter
    Android 7.1
    DC power supply
    WHFI, Bluetooth, Ethernet
    4GB DDR +16GB emmc
    Floor stand]
    Equipment set up
    Delivery & Physical Install
    Testing & go live

Shipping and handling   **$527 CND**

Printer Development   **$650 CND**

    Java development for printer function

Installation

    IT Set up (local)   **Internal customer expense**
    Internet (hardwire)
    Electrical outlet

    Online Support   **$168/per hour**

    Site Visit   **$228/per hour (minimum 1 hr)**
    $168 assessment and diagnose /$60 Travel

Motherboard replacement   `   **$90.00**

Branding (OPL)   **$500 CDN**

Maintenance (OPL)

    Monitoring & Updating community information   **$2,750/per unit**
    Issues maintenance
    Trouble shooting
    Provide statistics

Terms and Conditions
Rates subject to annual increase of 3% . Hardware prices subject to change. Tax not included on this quote. Prices quoted in USD will be conversated in CDN using the exchange rate of the day of purchase
Customer is responsible for network, data and electrical connections.

REPORT

Oakville Public Library Board

Meeting Date: March 20, 2025

FROM:	Oakville Public Library
DATE:	March 11, 2025
SUBJECT:	**CEO Update – March 20, 2025**

RECOMMENDATION:

That CEO Update report be received for information.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Future of the temporary Sixteen Mile is still being determined as a number of key factors are still uncertain. An update will be provided in Q3 of 2025.
- OPL's 5 Storywalks® are getting their spring refresh in mid-March
- OPL annual Seed Library program launched March 3 for the 2025 growing season.
- OPL in partnership with Oakville Fire will be undergoing an emergency incident exercise in early April to test OPL's draft Cyber Security Response plan.

BACKGROUND:

N/A

COMMENT/OPTIONS:

Future of the temporary Sixteen Mile Branch

As part of the July 2024 OPL Board agenda package, the Sixteen Mile Temporary Library Branch report provided the OPL board with an overview of the work being done to identify the next phase for the temporary facility.

Since July, OPL has been working with Planning, Realty Services to identify possible future locations however there are a number of factors that are still influx

_____

that are needed before a recommendation can be made. The most important factor being the development plans for Palermo which currently sit with a provincial tribunal. The latest update for Palermo will be provided at the March 20th board meeting.

OPL is also working with Facilities Services, Roads and Works and Parks and Open Space departments as a potential use option once OPL has vacated the facilities in 2026 as an interim measure.

OPL had indicated targeting a recommendation for OPL Board consideration regarding the future location of the temporary facility in Q1 2025, however that recommendation is delayed until Q3 2025.

Spring StoryWalks®
OPL's 5 Storywalks® will get their Spring updates starting in mid-March and the the selections are as follows:

- Bronte Heritage Waterfront Park – *Here are the Seeds,* by JaNay Brown-Wood, Olivia Amoah (Ill.)
- Tannery and Waterworks Parks – Tentative: You are Brave, by Margaret O'Hair/ Backup - The Duck Says
- George Savage Park – *The Shape of You,* by Mượn Thị Văn
- **NEW** – Memorial Park – *Fast Friends,* by Heather M. O'Connor, Claudia Dávila (Ill.)

OPL's Seed Library launches for 2025 Growing season
The OPL Seed Library is an educational project that provides customers with the opportunity to grow their own plants, harvest their own food, and participate in a community-wide sharing initiative.

Starting March 3, customers can visit any OPL branch to pick up free seed packets of your choice (while supplies last).

How it works
Borrowing seeds from OPL is simple - no checkout required! Stop by any branch, choose up to three seed packets, and start your home gardening.

The Spring 2025 seed selection includes:

- **Herbs and Vegetables**: Basil, Bush Beans, Chives, Early Cal Wonder Peppers, Kale, Parsley, Pole Beans, Snow Peas (Oregon Sugar Pod II), Squash (Butternut), Tomatoes (Bonny Best, Sweetie - Cherry)

- **Flowers**: Four O'Clocks, Marigold

_____

- **Various Donations**: Limited stock of assorted flowers and vegetables

OPL also offers a variety gardening programs and curated reading lists. Whether customers are introducing little ones to the magic of growing plants or expanding their own knowledge of native wildflowers, OPL has something for everyone:

Emergency Management Exercise
In early April, Oakville Public Library (OPL) will partner with Oakville Fire's Emergency Management team, members of OPL's leadership team, and the Town of Oakville's IT team to conduct a simulated emergency incident exercise.

This exercise is designed to test and refine OPL's draft Cyber Security Response Plan, ensuring a coordinated and effective response to potential cyber threats.

These types of exercises are essential in strengthening OPL's cybersecurity posture by identifying vulnerabilities, improving response protocols, and enhancing collaboration between key stakeholders. By involving OPL leadership and IT staff members, OPL (and the Town of Oakville) will be able to assess decision-making processes, communication strategies, and technical responses in a controlled, real-world scenario.

Prepared and submitted by:
Tara Wong, CEO