



Oakville Public Library Board
Regular Meeting

AGENDA

Date: Thursday, April 16, 2026
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>.

	Pages
1. Territory Acknowledgement	
2. Regrets	
3. Declarations of Pecuniary Interest	
4. Confirmation of Minutes of the Previous Regular Meeting of the Board	
4.1 Minutes of the Regular Meeting of the Board, February 19, 2026	4 - 8
Recommendation: That the minutes of the Regular Meeting of the Oakville Public Library Board dated February 19, 2026 be approved.	
5. Consent Item(s)	
5.1 2026 Oakville Public Library (OPL) Board Key Agenda Items – April 16, 2026	9 - 10
Recommendation: That the 2026 OPL Board Key Agenda Items report be received for information.	
5.2 Health and Safety Report – April 16, 2026	11 - 12
Recommendation: That the Health and Safety report be received for information.	

5.3 Q1 2026 Employee Retention and Turnover Metrics Report – April 16, 2026 13 - 15

Recommendation:

That the Q1 2026 Employee Retention and Turnover Metrics report be received for information.

6. Confidential Consent Item(s)

There are no confidential consent items.

7. Discussion Item(s)

7.1 YTD Financial Status Indicators – February 2026 16 - 20

Recommendation:

That the Year-to-date (YTD) Financial Status Indicators report as of February 28, 2026 be received for information.

7.2 New Central Library Concept – April 16, 2026 21 - 25

Recommendation:

That the New Central Library Concept report and presentation be received

7.3 Service Strategy and 2027-2030 Strategic Plan Overview – April 16, 2026 26 - 29

Recommendation:

That the Service Strategy and 2027-2030 Strategic Plan Overview be received for information.

7.4 CEO Update - April 16, 2026 30 - 33

Recommendation:

That the CEO Update 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, May 21, 2026
Oakville Municipal Building
Council Chamber - 7:00 p.m.

11. Adjournment

Recommendation:
That this meeting be adjourned.

Oakville Public Library Board

MINUTES

Date: February 19, 2026
Time: 7:00 p.m.
Location: Council Chamber

Board Members Present: Councillor Knoll, Chair

Councillor Chisholm
Meredith Burke
Avis Maher
Rebecca Mayville
Celso Mello
Roderick Sawyer
Bill Smith

Regrets: Andrew Cashman

Staff Present: P. Damaso, Commissioner of Community Services
T. Wong, CEO of Oakville Public Library
C. Hicks, Director of Customer Experience
M. Socol, Director, Innovation and Integration
M. Logan, Manager of Community Development and Engagement
B. Wiersma, Senior Financial and Policy Analyst
L. Harris, Council and Committee Coordinator

A meeting of the Oakville Public Library Board was held on February 19, 2026, in the Council Chamber of the Oakville Municipal Building, 1225 Trafalgar Road, commencing at 7:00 p.m.

1. Territory Acknowledgement

Chair J. Knoll provided a 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, January 15, 2026

Moved by Councillor Chisholm
Seconded by Roderick Sawyer

That the minutes of the Regular Meeting of the Oakville Public Library Board dated January 15, 2026 be approved.

CARRIED

4.2 Confidential Minutes of the Closed Session of the Board, January 15, 2026

Moved by Councillor Chisholm
Seconded by Roderick Sawyer

That the minutes of the closed session meeting of the Oakville Public Library Board dated January 15, 2026 be approved.

CARRIED

5. Consent Item(s)

5.1 2026 Oakville Public Library (OPL) Board Key Agenda Items – February 19, 2026

Moved by Rebecca Mayville
Seconded by Meredith Burke

That the 2026 OPL Board Key Agenda Items report be received for information.

CARRIED

5.2 Health and Safety Report – February 19, 2026

Moved by Rebecca Mayville
Seconded by Meredith Burke

That the Health and Safety report be received for information.

CARRIED

5.3 Political Use of Space and Resources Policy – February 19, 2026

Moved by Rebecca Mayville
Seconded by Meredith Burke

That the Political Use of Space and Resources policy be approved.

CARRIED

5.4 2025 Year-End Employee Retention and Turnover Metrics Report – February 19, 2026

Moved by Rebecca Mayville
Seconded by Meredith Burke

That the 2025 Year-End Employee Retention and Turnover Metrics report be received for information.

CARRIED

5.5 Respectful Conduct Policy – February 19, 2026

Moved by Rebecca Mayville
Seconded by Meredith Burke

That the Respectful Conduct Policy be approved.

CARRIED

6. Confidential Consent Item(s)

There were no confidential consent items.

7. Discussion Item(s)

7.1 Comprehensive Financial Report at December 31, 2025

Moved by Councillor Knoll, Chair
Seconded by Bill Smith

That the Comprehensive Financial Report at December 31, 2025 be received for information.

CARRIED

7.2 2025 Q4 OPL Goals – February 19, 2026

Moved by Rebecca Mayville

Seconded by Avis Maher

That the 2025 Q4 OPL Goals be received for discussion.

CARRIED

7.3 Performance and Measures 2025 Annual Report – February 19, 2026

Moved by Rebecca Mayville

Seconded by Avis Maher

That the Performance and Measures 2025 Annual Report be received for information.

CARRIED

7.4 Halton Information Providers Update – February 19, 2026

Moved by Meredith Burke

Seconded by Avis Maher

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

CARRIED

7.5 Indigenous Knowledge Guide Initiative Report – February 19, 2026

Moved by Councillor Chisholm

Seconded by Celso Mello

That the Indigenous Knowledge Guide Initiative Report be received for information.

CARRIED

7.6 Fundraising Plan Report – February 19, 2026

Moved by Roderick Sawyer
Seconded by Bill Smith

That the 2025 Fundraising Plan Report be received for feedback.

CARRIED

7.7 CEO Update – February 19, 2026

Moved by Celso Mello
Seconded by Meredith Burke

That the 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 19, 2026
Oakville Municipal Building
Council Chamber - 7:00 p.m.

11. Adjournment

Moved by Councillor Chisholm
Seconded by Roderick Sawyer

That this meeting be adjourned.

CARRIED

The meeting adjourned at 9:17 p.m.

REPORT

Oakville Public Library Board

April 16, 2026

FROM: Oakville Public Library

DATE: April 7, 2026

SUBJECT: 2026 Oakville Public Library (OPL) Board Key Agenda Items – April 16, 2026

RECOMMENDATION:

That the 2026 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 2026

Prepared and submitted by:
Tara Wong, CEO

OPL BOARD KEY AGENDA ITEMS 2026

Governance: Legislative, Regulatory, Policy Accountability	Jan 15	Feb 19	Mar 19	Apr 16	May 14	Jun 18	July 16	Sept 18	Oct 15	Nov 19
<i>Annual Agenda/Periodic/Outstanding report timelines</i>										
Strategic Plan Process – progress on action plans – included in CEO update and other presentations	T	T		T	T	T	T	T	T	T
CEO Annual, Strategic Goals		R Q4 2025			R Q1			R Q2	R 2027	R Q3 2026 A 2027
Capital Projects Updates	T	T		T	T	T	T	T	T	T
CEO Evaluation				R	A					
Comprehensive Financial Report (quarterly) – Y/E Projections to Budget Operating & Capital, Fundraising, Reserve funds		R Q4 2025			R Q1 2026			R Q2 2026		R Q3 2026
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
<i>Regular Agenda Items</i>	Jan	Feb	Mar	Apr	May	Jun	Jul	Sept	Oct	Nov
CEO Update report	R	R		R	R	R	R	R	R	R
Monthly Health & Safety Report	R-Q4 2025	R		R	R	R	R	R	R	R
Quarterly Employee and Turnover Metrics report		R Q4 2025		R Q1 2026			R Q2 2026			R Q3 2026
Performance and Measures Report		R Q4 2025			R Q1 2026			R Q2 2026		R Q3 2026
Financial Indicators Report				Feb 2026		May 2026				R
Legend: A = Approve R = Receive T = Task(updates as required)										

REPORT

Oakville Public Library Board

April 16, 2026

FROM: Oakville Public Library

DATE: April 7, 2026

SUBJECT: Health and Safety Report – April 16, 2026

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 were four incidents to report for the months of February and March 2026.
- To date, Oakville Public Library (OPL) is reporting higher number of 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 four incidents to report for the months of February and March 2026. The reporting period is from January 1 – March 31 for each of the years indicated below.

OPL is reporting a higher number of staff injuries/incidents to previous years. However, the type of injuries/incidents being reported are for minor first aid. The leading injury are cuts to fingers which required in-house first aid.

All incidents were reviewed by management and corrective actions took place to prevent future incidents.

Staff Injuries	2024	2025	2026
No Time Loss	1	2	4
Time Loss	0	0	1

Total Injuries for the Reporting Period	1	2	5
Annual Total Injuries*	7	13	5

**Total annual injuries for 2026 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 met on February 26 and March 26, 2026. The JHSC had discussions on opening of Sixteen Mile, revisions to H&S procedures, and completed a roundtable discussion that provided each representative an opportunity to share health & safety activities within their individual sites.

Site inspections were 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 April 30, 2026.

APPENDICES:

N/A

Prepared by:
Tricia Agnew, Human Resources Manager

Submitted by:
Tara Wong, CEO

REPORT

Oakville Public Library Board

Meeting Date: April 16, 2026

FROM: Oakville Public Library

DATE: April 7, 2025

SUBJECT: Q1 2026 Employee Retention and Turnover Metrics Report – April 16, 2026

RECOMMENDATION:

That the Q1 2026 Employee Retention and Turnover Metrics report be received for information.

KEY FACTS:

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

- The Oakville Public Library (OPL) regularly reviews employee retention and turnover to support its commitment to attracting and retaining talent.
- OPL’s turnover rate for Q1 2026 is consistent with the previous two years.
- OPL continues to monitor natural attrition projections to support workforce planning.

BACKGROUND:

As of Q1 2026, two employees have separated from OPL, as illustrated in Chart 2.

No discernible trends in the reasons for separation have emerged to date.

With the recruitment of staff for Sixteen Mile branch operations and the resulting internal movement, OPL anticipates a modest reduction in total separations in 2026 compared to the previous year. Notwithstanding this projection, OPL recognizes that a degree of natural attrition is expected, reflecting the part-time nature of roles within the sector.

Chart 1: Q1 Turnover Rate

Turnover Rate % (as of March 31)	
2024	2.16%
2025	2.08%

2026	1.37%
------	-------

Chart 2: Q1 Reasons for Turnover

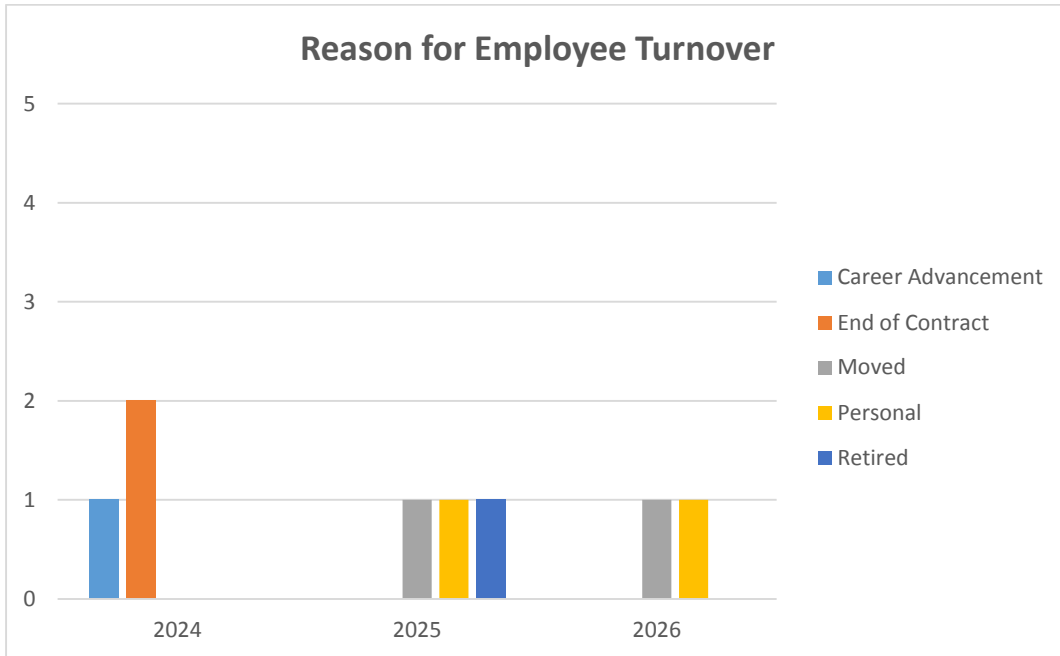


Chart 3: Employment Status/Turnover Rate

Employment Status	
Full-time	2%
Part-time	1%
Casual	0%

Chart 4: Retention

Retention Rate % (Q1 2026)
88%

Definitions

- Retention Rate % calculation - # of staff with 1+ years *100/# of employees at the beginning of a period (January 1)
- Turnover rate % calculation - # of employees separated/# of employees at the beginning of a period (January 1)
- Personal – Defined based on Service Canada’s Record of Employment (ROE) with the exception of Career and Retired
- Employment status/turnover rate % calculation - # of employees separated/# of employees at the beginning of a period (January 1)

Reference

Prepared by:
Tricia Agnew, Manager, Human Resources

Submitted by:
Tara Wong, CEO

REPORT

Oakville Public Library Board

Meeting Date: April 16, 2026

FROM: Oakville Public Library

DATE: April 7, 2026

SUBJECT: YTD Financial Status Indicators – February 2026

RECOMMENDATION:

That the Year-to-date (YTD) Financial Status Indicators report as of February 28, 2026 be received for information.

KEY FACTS:

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

- On-going monitoring of financial reports are important to give an indication of the financial status of the Oakville Public Library (OPL) and provide opportunity to mitigate potential variances in a timely manner.
- The Board is provided with detailed quarterly financial projections on operating results, and reports on capital spending and reserve funds.
- The monthly update is at a point in time, and it is staff's responsibility to bring any potential concerns to the Board's attention.

BACKGROUND:

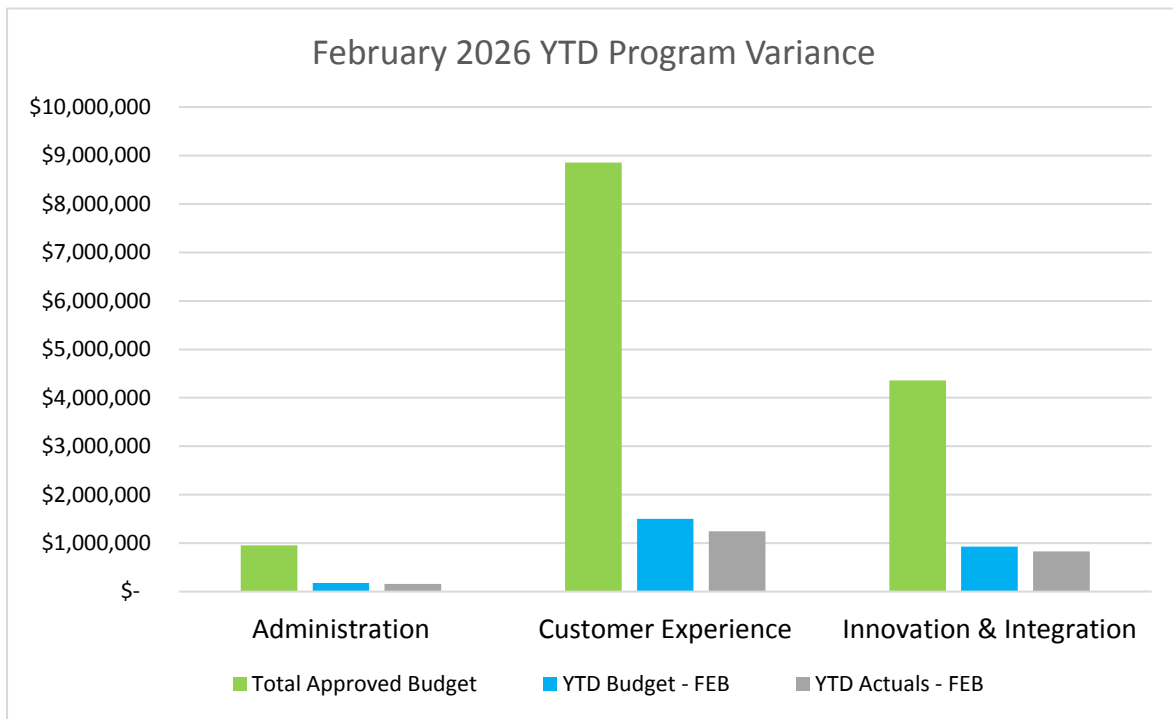
It is important that financial reports are monitored monthly to give an indication of the financial status and sustainability of the OPL and provide opportunity to mitigate potential variances in a timely manner. It is staff's responsibility to monitor the detailed financial activity on an on-going basis throughout the year and update the Board with any concerns.

To keep the Board informed, staff provide the Board high-level financial status updates regularly, and a detailed comprehensive report on a quarterly basis. The quarterly report includes an overview of all financial related matters including operating, capital and reserve funds and provides the Board with a clear picture of the year end expected financial outcome. The monthly update is a point in time.

COMMENT/OPTIONS:

The following charts provide an overview of the current financial status of the budgeted programs for the OPL. The results are based on February 28, 2026, year-to-date actuals (YTD Actuals) compared to the “anticipated” budget typically incurred as of February (YTD Budget). In addition, for information purposes, the total approved budget for 2026 has also been included.

The following chart illustrates spending by service area, budget compared to actuals, as of February 28, 2026:

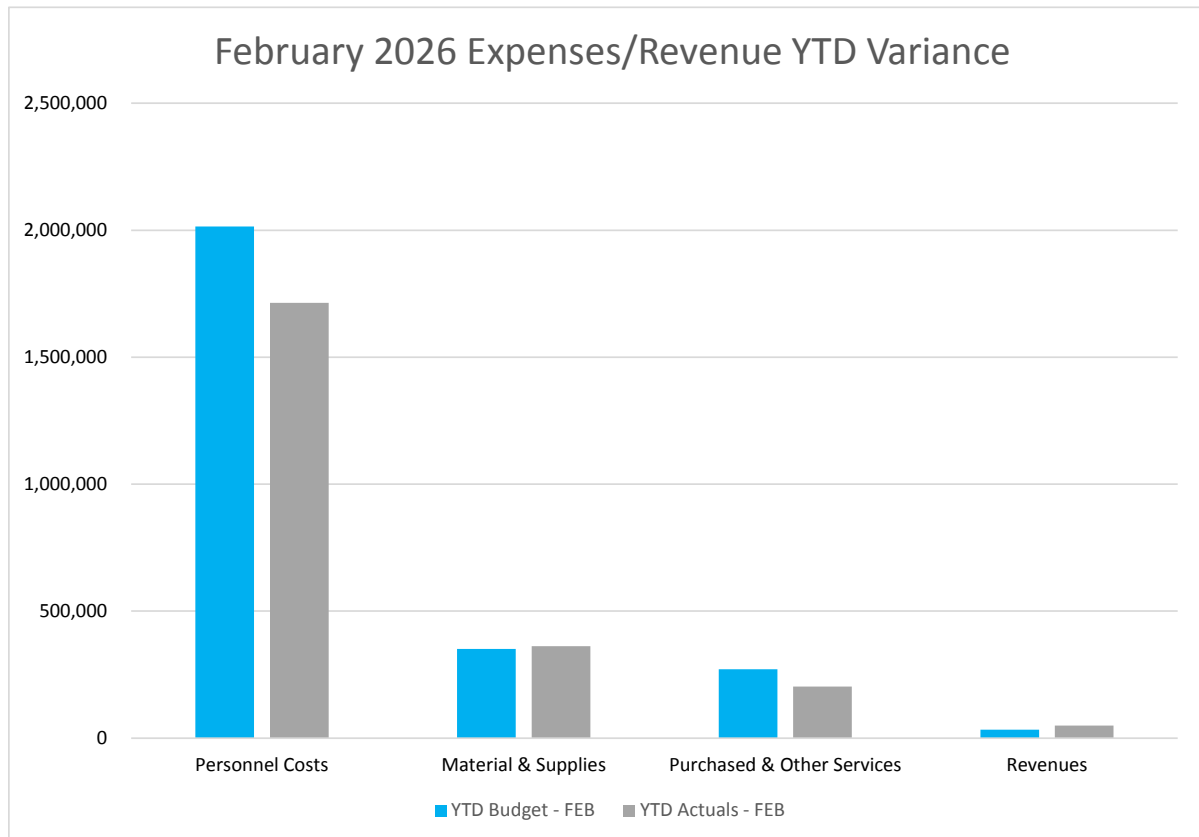


Administrative Services is on track and within budget for the first two months of the year.

Customer Experience is showing savings year-to-date due to vacancies in full-time and part-time personnel services and benefits, primarily for Sixteen Mile branch. There has been a cascade effect of vacancies in other branches with some staff moving into roles at Sixteen Mile branch. Staff are actively working on filling these vacant positions.

Innovation and Integration is also showing savings year-to-date, primarily due to vacancies in the Marketing and Technology and Projects sections. These positions are also in active recruitment.

The following chart illustrates expenditures by type and revenues, budget compared to actuals, as of February 28, 2026:

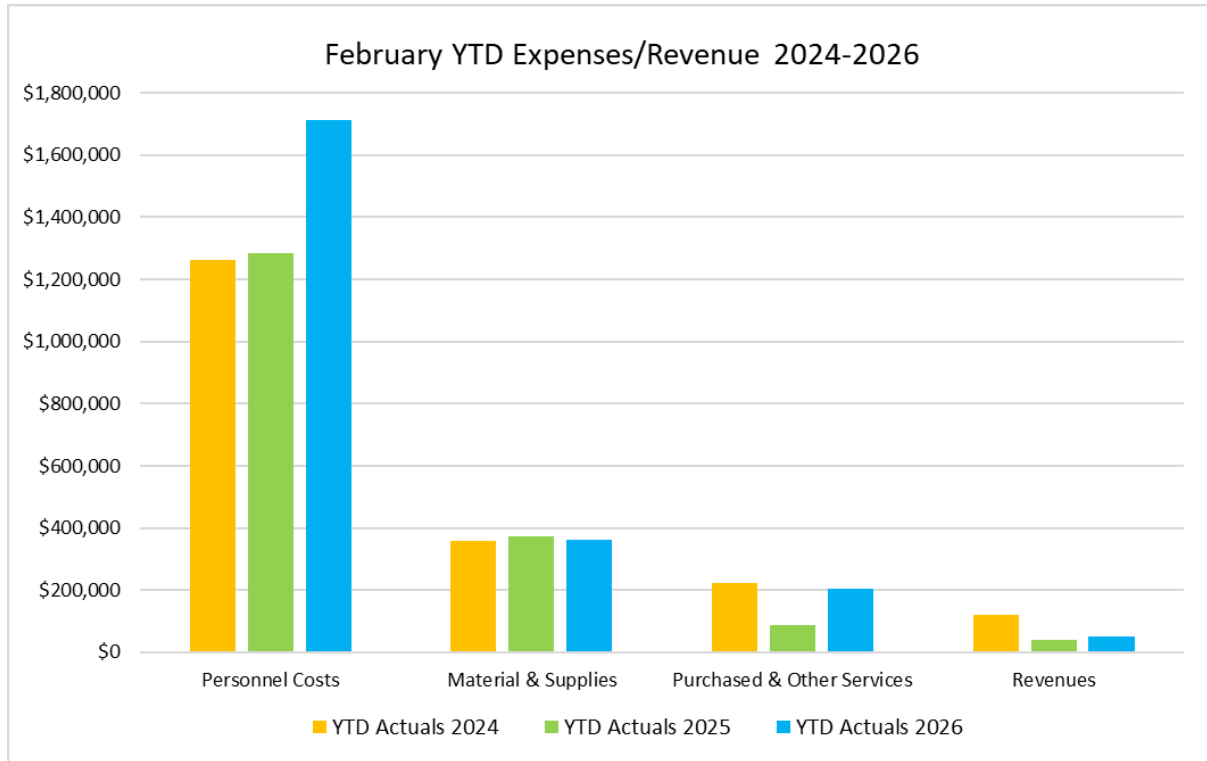


Personnel costs are showing savings year-to-date compared to budget due to some vacancies in both full and part-time positions. As staff have been filling positions for Sixteen Mile branch, it has created a cascade of vacancies across branches. Staff are working to fill these vacancies.

Materials and supplies spending is slightly higher than budget due to spending on collections purchases being slightly higher than normal to February. Purchased services is showing savings primarily in contracted services. Savings in maintenance contracts for library software and building repairs and maintenance year-to-date drive the savings for the first two months of the year and are due to the timing of contracts being paid and maintenance work needed.

Finally, revenues to February 28th are doing well compared to budget. Unbudgeted grant revenues of approximately \$17,000 that were received in 2025 and rolled over to be spent in 2026, also drive the higher revenue. These funds are for the Woodside Multi-sensory room, the Summer Reading Club, the Bronte Book Bike and the Indigenous Knowledge Guide program.

The following chart compares February YTD expenditures and revenues to previous years:



Personnel costs continue to increase due to inflation and staffing increases for the Sixteen Mile branch. However, personnel costs are significantly higher than previous years-to-date as there were seven pays for hourly employees to the end of February, compared to six the previous two years. Purchased and other services spending is lower year-to-date in 2025 due to the Bibliotheca contract of approximately \$100,000 being paid in March that year, while it was paid in the first two months of 2024 and 2026. Revenues for 2024 were higher due to receipt of the unbudgeted Indigenous Knowledge Guide grant funds of approximately \$105,000. Otherwise, revenues are trending upward for 2026.

APPENDICES:

Appendix A – February 2026 Results

Prepared by:
Belinda Wiersma CPA CA Senior Financial Analyst

Submitted by:
Tara Wong CEO, OPL

Appendix A

February 2026 Year-to-Date Actuals by Program Area

	Feb 2026	Feb 2026	2026	2026	2026
	Year-to-Date	Year-to-Date	Year-to-Date	Year-to-Date	Annual
	Budget	Actuals	Variance (\$)	Variance (%)	Budget
Oakville Public Library					
Administrative Services	175,200	155,227	19,973	11.4%	950,600
Customer Experience	1,501,985	1,243,408	258,577	17.2%	8,858,300
Innovation and Integration	926,565	830,745	95,820	10.3%	4,358,400
Total Oakville Public Library	2,603,750	2,229,380	374,370	14.4%	14,167,300

February 2026 Year-to-Date Actuals by Cost Category

	Feb 2026	2026	2026	2026	2026
	Year-to-Date	Year-to-Date	Year-to-Date	Year-to-Date	Annual
	Budget	Actuals	Variance (\$)	Variance (%)	Budget
EXPENSES					
Personnel Services & Benefits	2,014,227	1,714,203	300,024	14.9%	11,301,700
Materials & Supplies	348,253	360,918	(12,665)	(3.6%)	1,740,800
Capital out of Operations	2,415	724	1,691	70.0%	38,000
Purchased Services	239,606	198,740	40,866	17.1%	1,377,200
Payments & Grants	2,873	662	2,211	77.0%	13,500
Internal Expenses & Transfers	28,956	3,649	25,307	87.4%	408,900
Total EXPENSES	2,636,330	2,278,896	357,434	13.6%	14,880,100
REVENUES					
External Revenues	(29,547)	(49,516)	19,969	(67.6%)	(426,100)
Internal Recovery & Fund Transfers	-3,033		-3,033	1	(286,700)
Total REVENUES	(32,580)	(49,516)	16,936	(52.0%)	(712,800)
Total Oakville Public Library	2,603,750	2,229,380	374,370	14.4%	14,167,300

REPORT

Oakville Public Library Board

Meeting Date: April 16, 2026

FROM: Oakville Public Library

DATE: April 7, 2026

SUBJECT: **New Central Library Concept – April 16, 2026**

RECOMMENDATION:

That the New Central Library Concept report and presentation be received for feedback.

KEY FACTS:

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

- OPL is in the process of designing a new Central Library at 193 Church Street which will include the adaptive reuse of the existing Post Office building.
- 193 Church Street is a listed heritage building and it sits within the Downtown Oakville Heritage Conservation District, contributing to the streetscape and heritage character of the district.
- A structural review of the Post Office was completed in Spring 2025 and highlighted several issues with the existing building, including concerns about the ability to support the floor weight requirements of a public library. The basement of the existing building will require extensive modifications to accommodate any parking.
- The project team developed 3 design concepts for consideration by Oakville Council that address the key factors brought forward in the community consultation summary reports, the structural review and the heritage designation documentation.
- On February 23, 2026 Town Council selected Option 2 as the preferred option for further development for the proposed new Oakville Public Library (OPL) Central Library and approved the removal of underground parking from the project.
- Perkins&Will have developed full exterior concepts based on the direction provided and they will be presented to the OPL board at the April 16 board meeting.
- Round 2 of public consultation will begin following the presentation of the concepts to the OPL board.

BACKGROUND:

The new Central Library will be located at 193 Church Street, a former Canada Post building with a heritage designation. The property and building were acquired by the town in April 2012 as a potential site for a parking garage. The building is approximately 40,290 square feet in size on two levels above grade and 15,000 square feet in the basement. The project scope states that the new Central Library have the same or greater functions in general terms of amenities as the current facility with a minimum of 57 parking spaces and be approx. 47,000 square feet in size. It has a current approved project budget of \$76,224,900, which includes the cost of land for the site.

The new Central Library will include the following amenities:

- Study/work and collaboration spaces
- Children's area
- Event space
- Creation Zone
- Oakville Room (local history space)
- Teen area
- Administration/staff spaces
- Upper floor outdoor space
- Children's outdoor space
- Used bookstore and/or café space

In June 2024, the architecture firm of Perkins & Will, in partnership with Smoke Architecture, was retained by the Town of Oakville for the detailed design of the new Central Library.

The project started with a comprehensive public engagement process including dedicated consultation with the Indigenous community. This initial public engagement portion for the New Central Library ran from September to December 2024.

Engagement Overview and Results

Extensive pre-design engagement was undertaken between September and December 2024 and produced clear, consistent direction from residents, library users, community organizations, youth, library staff, donors, and Indigenous community members regarding expectations and aspirations for the new Central Library.

More than 1,000 survey responses, along with public open houses, focus groups, stakeholder workshops, and dedicated Indigenous engagement sessions, show strong public enthusiasm for a renewed Central Library and a shared desire for a facility that acts as a civic landmark downtown. Participants emphasized the importance of honouring the heritage character of the former post office while

reimagining the site to better connect with Sixteen Mile Creek and Town Square to create an inviting public presence.

Across engagement activities, the strongest program priorities were a significantly expanded children's area, improved and dedicated youth spaces, and flexible community rooms that support meetings, cultural events, and indigenous gatherings. Respondents also highlighted the value of strong indoor-outdoor connections, including terraces, seating areas, and outdoor programming zones that help the library function as an active community destination. Sustainability, natural materials, improved accessibility, and opportunities for café/food service were also regularly cited.

Indigenous engagement identified design and programming elements that support Truth and Reconciliation commitments and must be embedded early in project development. These include space for ceremony, gathering areas shaped by Indigenous teachings, water-related interpretive elements, opportunities for Indigenous art and storytelling.

Heritage Designation

193 Church St. is included in the Downtown Oakville Heritage Conservation District (HCD), which was approved by council on March 9, 2013. The area is predominantly recognized for its nineteenth and twentieth century building stock, the commercial streetscape of Lakeshore Road East, and its proximity to the Sixteen Mile Creek and Oakville Harbour.

The Post Office building is listed on the Town of Oakville's heritage register, and of most significant interest are the public-facing elevations on Church and George Streets.

Structural Review

An initial concept was created and reviewed by OPL/Town staff and structural project partners. Concerns were flagged over whether the current building structure could accommodate the load requirements of a public library as well as the addition of a third floor. The design was paused pending a full structural review of the post office, which was completed in April 2025. The report highlighted several issues with the existing building, including its inability to support the load requirements of the public library and the addition of a 3rd floor without significant reinforcement work. Additionally, the basement of the existing building would also require extensive modifications to accommodate any parking including dealing with a high-water table.

Given the challenges identified from the structural review, Oakville Town Council was presented with 3 concept options to review as well as a proposed change in scope for on-site parking for the project.

Option 1 – Full Façade Retained

Option 1 provides a conservative approach centered on fully preserving the Post Office’s existing façades along Church Street, George Street, and the laneway. While this option maintains strong alignment with heritage objectives and introduces several appealing features—such as a northside timber addition, outdoor public space, below grade parking for 57 vehicles, and terraces with river and downtown views—the design is constrained by the existing building footprint and structural constraints noted above. These limitations reduce flexibility for interior programming and may restrict the Library’s ability to accommodate future service and space needs.

Option 2 – Partial Façade Retained

Option 2 offers the strongest balance between heritage preservation, design flexibility, and long-term functionality. By retaining the key heritage facades and structural bays along George Street and the laneway while selectively reconstructing three central bays with a modern timber structure, this option achieves both architectural continuity and significant improvements in usable interior space. The design supports 57 below grade parking spaces, a northside ground floor addition, and a new third story that expands program capacity without compromising heritage character. The inclusion of a prominent Church Street entry plaza creates a highly visible and welcoming presence, while multiple outdoor public spaces—including a grade level plaza and second floor river terrace—strengthen community connection and support a wide range of programming. Overall, Option 2 delivers the most adaptable, future ready layout and the strongest integration of heritage, access, and public realm objectives.

Option 3 – New Building

Option 3 proposes the full demolition of the Post Office building and construction of a completely new three-storey timber facility. While this option maximizes design freedom, it eliminates the heritage asset entirely and results in the highest level of cost, disruption, and schedule risk. The proposal includes an at grade entry plaza and outdoor spaces with river and city views, as well as a single level of underground parking; however, these benefits are offset by the need for full site clearance, environmental and demolition considerations, and a longer construction timeline. Additionally, the loss of the heritage structure significantly reduces the project’s cultural and historical value, making this option the least aligned with community feedback emphasizing preservation and downtown identity.

Parking Alternative

In parallel with assessing onsite parking across all three design options, the project team also examined an alternative parking solution to accommodate not only the library but other downtown parking needs. The town is completing a study on downtown land management and parking allocation, and draft findings indicate an opportunity to re-focus parking capacity closer to the Lakeshore corridor, while potentially re-purposing more distant parking lots for alternative land uses. In

addition, the future demand for parking related to downtown growth and the planned Downtown Cultural Hub provides an opportunity to address a parking solution that not only meets the needs of the new central library but the future and current needs of downtown Oakville.

Preliminary work, including the findings from a 2015 council report that identified Lot 2 as a potential location for a downtown parking structure - shows that building a separate parking facility offers much better value than placing underground parking directly beneath the new library. A standalone structure is typically more cost effective, easier to design and construct, and avoids adding complexity and risk to the Central Library site. It would also provide more flexibility to support long-term parking needs across the entire downtown.

COMMENT/OPTIONS:

On February 23, 2026, Oakville Council approved that That Option 2 – Partial Façade Retained be selected as the preferred option for further development for the proposed new Central Library, based on its superior balance of heritage preservation, design flexibility, program capacity, and long-term operational value and that onsite parking be removed from the proposed OPL Central Library project.

Following those decisions, OPL and Facilities Services regrouped with Perkins&Will to restart the project and make the necessary adjustments to the project plan and option 2 concept. Since then, Perkins&Will have been working to confirm a high-level space breakdown-based option 2 and develop a fulsome slate of exterior concept drawings. These drawings and the interior space breakdown will be presented to the OPL board at the April 16th board meeting.

Following the presentation of the full concepts, OPL will re-engage public and indigenous consultation to validate that the information gathered in Fall 2024, assuring that it aligns with the proposed concept from the public's perspective. To do this, OPL will:

- host an Open House on April 21 from 6-8 at Central Branch to present the images to the community.
- release a short survey to reach a wider audience
- re-engage the established indigenous consultation group with the support of Smoke Architecture.

An overview of the resulting feedback and any corresponding impacts will be presented to the OPL Board at the May 21 board meeting.

Prepared and submitted by:
Tara Wong, CEO

REPORT

Oakville Public Library Board

Meeting Date: April 16, 2026

FROM: Oakville Public Library

DATE: April 7, 2026

**SUBJECT: Service Strategy and 2027-2030 Strategic Plan Overview –
April 16, 2026**

RECOMMENDATION:

That the Service Strategy and 2027-2030 Strategic Plan Overview be received for information.

KEY FACTS:

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

- Oakville Public Library has completed the RFP process to retain a consultant to undertake a comprehensive Service Strategy and Strategic Plan, designed as a single, integrated initiative.
- The project is scheduled to run from May to November.
- This report is designed to provide the board with an overview of the project and highlight the anticipated input points for board engagement and involvement in the various phases.
- The Board will be most actively engaged during the Strategic Planning phase, which will translate long-term service planning into a focused and implementable 4-Year Strategic Plan (2027–2030).
- The specific timing and format of Board engagement will be confirmed once the consultant is on-boarded and a detailed project work plan and timelines are finalized.

BACKGROUND:

Oakville is experiencing sustained population growth, increased density, and growing demographic diversity. These changes are reshaping community expectations of public services and require OPL to ensure its service offerings, delivery models, and strategic priorities are positioned to scale effectively and respond to emerging needs.

As part of the 2025 budget process the OPL Board approved the Service Strategy and Strategic Plan project. The project combined the previous Parks, Recreation and Library Master Plan (PRLMP) Strategies project and the Strategic Plan project. Both were previously listed as separate capital projects in the Oakville Public Library's 10-Year Capital Forecast, with initial timing projected for 2026.

With merging of the two projects, OPL will undergo a comprehensive exercise that connects research, service review, impact articulation, and long-term planning into a single, coherent process.

At its core, this project asks fundamental questions of the Library and the wider community:

- What impact does OPL intend to have in Oakville?
- How well does current service delivery support that impact?
- And how should services, priorities and resources be aligned over the next decade to respond to a growing and changing community?

In early 2026, OPL released an RFP for a consultant to lead the comprehensive service review and develop a new strategic plan. The driving purpose of the project is to ensure that OPL's future direction is grounded in:

- Evidence and data
- Community and stakeholder input
- A clear understanding of organizational capacity and impact
- Strong governance leadership

The consultant will deliver three tightly linked outcomes:

1. **A Service Delivery Review and Service Strategy**, defining OPL's core services, recommended service levels, and delivery models over a 10-year horizon
2. **A 10-Year Service Model Framework** with a clear implementation and performance measurement approach
3. **A 4-Year Strategic Plan (2027–2030)** that reflects Board priorities and positions OPL for long-term impact

The work is expected to be completed via the following 3 phases:

Phase 1 – Establishing the Foundation

Project initiation, research, environmental scan and engagement with a goal of building a shared evidence-base and understanding

Phase 2 – Defining Impact and Shaping 10-Year Service Framework

Service delivery review and impact modeling to define core services, identify opportunities for improvement, and establish a long-term service framework

Phase 3 – Translating Direction into a 4-year Strategic Plan

Strategic planning to translate long term directions into practical implementable 4-year plan.

COMMENT/OPTIONS:

The project is scheduled to kick-off in late April/early May with a goal to bring the 2027-2030 Strategic Plan to the OPL Board for approval in November. The project is being structured to ensure appropriate Board involvement across all phases, with engagement aligned to governance responsibilities including strategic priorities and objectives.

During the Service Review and Service Strategy phases, Board members will be engaged through the consultation process to provide insight and perspective on community needs, service priorities, and long-term direction. Input from Board members will be considered alongside feedback from other stakeholders and will inform the overall evidence base used by the consultant and staff.

As the work progresses, key findings from consultation, environmental and jurisdictional scanning, and research activities will be brought forward to the Board for review and endorsement. In addition, the 10-Year Service Model Framework will be presented to the Board to provide visibility into proposed long-term service direction and alignment with OPL's mandate and governance priorities.

The Board's primary area of influence will be during the Strategic Planning phase, where the recommended long-term direction established through the Service Model Framework and early-phase findings is translated into a focused and implementable 4-Year Strategic Plan. In this phase, the Board will work closely with the consultant and OPL leadership to establish the following:

- mission, vision, values, and guiding principles

- strategic priorities that outline high-level goals
- strategic objectives tied to clear outcomes
- actions to help OPL reach each objective, covering a 4-year planning horizon
- performance measures framework that outlines key performance indicators by which to measure and track the progress of initiatives.

The Strategic Plan is intended to be Board-led, with the consultant supporting the process through facilitation, synthesis of evidence, and strategic guidance. As indicated during the February board presentation for the Q4 2025 Performance Measures report, a performance measurement framework will also be developed to support monitoring and reporting on progress against the Strategic Plan.

While the overall approach to Board engagement is defined above, the specific touchpoints, workshops, and presentations will be finalized once the consultant is onboarded and the detailed project schedule is confirmed. This will ensure Board involvement is well-timed and aligned with key milestones. A full project timeline will be provided at the May board meeting.

Prepared and submitted by:
Tara Wong, CEO

REPORT

Oakville Public Library Board

Meeting Date: April 16, 2026

FROM: Oakville Public Library

DATE: April 7, 2026

SUBJECT: CEO Update

RECOMMENDATION:

That the CEO Update be received for information.

KEY FACTS:

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

- Sixteen Mile Branch opened on March 31st.
- OPL will host an engaging session on the topic of misinformation and disinformation on April 15 at QEPCCC.
- The Ontario Library Service's Spring 2026 [Board Assembly](#) Meetings will take place in May via Zoom.
- The Federation of Ontario Public Libraries is leading the advocacy campaign for the upcoming provincial budget.
- On April 2, 2026, the Government of Alberta introduced Bill 28, the Municipal Affairs and Housing Statutes Amendment Act, which includes significant amendments to the *Libraries Act* affecting all public libraries in the province.

BACKGROUND:

N/A

COMMENT/OPTIONS:

Opening of Sixteen Mile

OPL was very excited for the soft opening of Sixteen Mile on March 31st. The doors opened at 9:30am and within minutes residents were exploring the space with over 2300 visitors touring the space throughout the day. Initial feedback was very positive with visitors commenting about the natural light and many different areas to study, sit, and/or engage.

Reporters from both [Cogeco](#) and [Oakville News](#) were on-site for the opening and spent over an hour talking with staff and customers about the new space.

Kudos to the project and branch teams on the work to get the branch open for the community.



Sixteen Mile Branch staff

How Did We Get Here: Misinformation and Disinformation in the Canadian Landscape.

OPL will be hosting a session on April 15 @ QEPCCC to look at the rise of misinformation and disinformation in Canada.

From viral hoaxes to algorithm-driven falsehoods, misinformation has rapidly become one of the greatest challenges facing our democracy.

This conversation unpacks what misinformation and disinformation mean, how they spread, and why they're so effective. With a focus on Canadian history and media, including trust in institutions and regional divides, this session sets the foundation for informed discussion and action.

Panelist Bios:

Elamin Abdelmahmoud is the host of CBC's daily arts, entertainment, and pop

culture show Commotion and an award-winning culture writer whose work has appeared in The New York Times, BuzzFeed News, and The Globe and Mail. He is the author of the No. 1 bestselling memoir *Son of Elsewhere*, a New York Times Notable Book and a Globe and Mail Top 100 Book. Please don't ask him about his second book yet.

Ron Kronstein is a veteran broadcast journalist with 35 years of experience in radio and television news, reporting locally, regionally, and nationally for CBC, CTV, and Global affiliates. He has held nearly every newsroom role, including anchor and news director, and also served for 11 years as an Army Public Affairs Officer with the Canadian Armed Forces. Now retired, Ron is pursuing his lifelong passion for painting.

Ontario Library Service (OLS) – Spring Library Board Assembly Meetings

The Spring 2026 [Board Assembly](#) Meetings will take place in May via Zoom with the applicable meeting for OPL being held on Thursday, May 21 from 6-8 pm.

Board Assemblies are an important part of the OLS governance structure. This spring, four OLS Board seats are up for election: two for libraries serving populations under 2,500, one for libraries serving populations 2,500 to 4,999, and one for libraries serving populations 75,000 to 149,999.

Board Assemblies are an important part of the OLS governance structure. This spring, four OLS Board seats are up for election: two for libraries serving populations under 2,500, one for libraries serving populations 2,500 to 4,999, and one for libraries serving populations 75,000 to 149,999.

If you are interested in running for election please check out the OLS Board section: <https://www.olservice.ca/about> or to register for a Board Assembly meeting, please click here: [Meetings - Ontario Library Service](#).

Ontario Budget

The Federation of Ontario Public Libraries (FOPL) is launching an Advocacy Campaign focused on raising government and public awareness about the added pressure facing public libraries across the province.

Beginning in early April, FOPL will launch a public facing campaign that will include media engagement with key spokespeople from FOPL, in addition to published op-eds and a social media push.

Additionally, over the next couple of months, FOPL will be engaging in government meetings with local MPPs and key ministers to highlight the challenges libraries and

library staff are experiencing, particularly due to the mental health, housing, and addictions crisis.

Alberta Libraries Act Amendments (Bill 28)

On April 2, 2026, the Government of Alberta introduced Bill 28, the Municipal Affairs and Housing Statutes Amendment Act, which includes significant amendments to the *Libraries Act* affecting all public libraries in the province. The stated intent of the legislation is to restrict children aged 15 and under from accessing explicit visual depictions of sexual acts in public library materials. While the province has emphasized that this is “not a book ban” and that materials will remain in library collections, the bill enables provincial oversight through minister-initiated reviews and complaints processes, and anticipates operational measures such as physical separation of materials, staff-controlled access, and parental consent requirements for minors. The detailed scope and definitions will be finalized through future regulations and ministerial guidance.

From a public library perspective, the amendments introduce meaningful governance and operational concerns, particularly related to intellectual freedom and local decision-making authority. The legislation marks a departure from long-standing practice whereby professionally developed collection policies, overseen by autonomous local boards, guide access to materials. Library sector organizations, including the Coalition of Alberta Public Libraries and the Canadian Urban Libraries Council, have described the changes as an unprecedented level of provincial intervention in public library governance, raising concerns about censorship, political interference, and the undermining of professional expertise.

Beyond compliance implications, the legislation has broader community and trust implications for public libraries as inclusive institutions. While framed as a child-protection measure, critics note that access restrictions based on content; rather than individualized parental guidance; risk creating a negative effect on lawful materials and disproportionately affecting equity-seeking communities. Public libraries may experience increased public scrutiny, polarized community response, and pressure on boards to clearly articulate the distinction between safeguarding practices and censorship.

Prepared and submitted by:
Tara Wong, CEO