

# REPORT

## Oakville Public Library Board

**Meeting Date: August 21, 2025**

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**FROM:** Oakville Public Library

**DATE:** August 12, 2025

**SUBJECT: Professional Development and Educational Assistance Policy  
– August 21, 2025**

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### **RECOMMENDATION:**

That the Professional Development and Education Assistance Policy be received for feedback.

### **KEY FACTS:**

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

- The Oakville Public Library (OPL) recommends that the Professional Development and Educational Assistance Policy be updated to recognize broader job-related professional development opportunities including but not limited to participating in internal working groups and external committees.
- OPL has been introducing working groups over the last several years, including Readers Advisory Working Group and DEI Employee Resource Group, to support employee professional growth and employee participation in achieving organizational goals. With the success of the working groups, OPL has created an Organizational Group Procedure to provide a framework for establishing and participating in organizational groups.
- The noted policy last was approved in March 2024 by the OPL Board. At that time, the policy had been reviewed against the Town of Oakville's policy for alignment.

### **BACKGROUND:**

OPL has been piloting working groups over the last two years, including the Readers Advisory working group and IDEA employee resource group, to much success. With this success, OPL has created an Organizational Group Procedure to provide a framework for establishing and participating in organizational groups offered by OPL and, where applicable, with the Town of Oakville. The

Organizational Group Procedure will fall under the Professional Development and Educational Assistance Policy.

The Professional Development and Educational Assistance Policy (Appendix B) was previously approved by the OPL Board in March 2024. The policy was reviewed against the Town of Oakville's policy for alignment as per our standard practice.

OPL recommends changes to the definition of job-related professional development opportunities of the Professional Development and Educational Assistance (Appendix A) policy. The update to the definition provides clarity and recognition of broader internal professional development opportunities beyond seminars, conferences, or other educational based learning.

**COMMENT/OPTIONS:** N/A

**APPENDICES:**

Appendix A – HR-004 Professional Development and Educational Assistance Policy (2025)

Appendix B – HR-004 Professional Development and Educational Assistance Policy (2024)

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