



**Regular Meeting of the Milton Public Library Board
March 19, 2025 at 7:00 PM
Main Boardroom**

Mission Statement

The Milton Public Library empowers the community to: Read. Learn. Create. Connect.

Agenda

Members: Sana Malik (Chair), Councillor Colin Best, Councillor Rick Malboeuf, Councillor Sarah Marshall, Ragy Sharkawy, Sibyl Shen, Karen Wolnik

Staff: Sarah Douglas-Murray, Chris Dorscht, Kanta Kapoor, Fajar Parvez

Guests:

1. Land Acknowledgement

All

Milton Public Library operates on treaty lands and the traditional territory of the Mississaugas of the Credit First Nation, Neutral, Huron-Wendat and Haudenosaunee people.

As we centre the truth and support reconciliation across Milton, our commitment to provide the highest quality service for all is inspired by First Peoples traditional knowledge, laws, and philosophies

2. Convene and Confirm Agenda

All

3. Declaration of Interest

All

4. Consent Agenda

Chair

4.1. Approval of the Minutes of January 15, 2025

4.2. Preliminary 2024 Year End Operating and Capital Report

4.3. Month End Operating and Capital Report to February 28, 2025

4.4. Contract Award: Supply of Physical Library Materials and All Related Services

4.5. 2025 Fees and Fines

4.6. Integrated Library System (ILS) – Post Launch Report

5. Discussion Items

- | | |
|---|-------|
| 5.1. 2025 Marketing and Communications Plan | CD/FP |
| 5.2. Policy Review and Updates | SDM |
| 5.3. CEO & Chief Librarian Report | SDM |

6. Confidential Session

None

7. Reports and Updates

- 7.1. Committee Updates
- 7.2. Council Updates

8. Other Business

9. Future Meeting and Events

Next Board Meeting: Wednesday May 21, 2025, 7:00 p.m.

Job Fair – April 1

Tea Fest – May 3

Garden Opening – May 10

10. Adjournment



**Regular Meeting of the Milton Public Library Board
January 15, 2025 at 7:00 PM
Main Boardroom**

Mission Statement

The Milton Public Library empowers the community to: Read. Learn. Innovate. Connect.

Minutes

Members: Sana Malik (Chair), Councillor Colin Best, Councillor Rick Malboeuf, Councillor Sarah Marshall, Ragy Sharkawy, Sibyl Shen, Karen Wolnik

Staff: Sarah Douglas-Murray, Chris Dorscht

Guests:

Anand Desai, Associate Planner, Monteith Brown Planning Consultants

Janine Gallagher, Director Human Resources, Town of Milton

Priti Pabla, Learning & Organizational Development Specialist, Town of Milton

1. Land Acknowledgement

2. Approval of Agenda

Motion #25-1963

That the Milton Public Library Board approve the Agenda of the January 15th Meeting

Moved by *Councillor Colin Best*, **Seconded by** *Councillor Rick Malboeuf*, **Carried**

3. Declaration of Interest: none

4. Chair/Vice Chair Election

Motion #25-1964

That the Milton Public Library Board Elects Sana Malik Chair of the MPL Board for 2025; and

That the Milton Public Library Board Elects Sibyl Shen Vice -Chair of the MPL Board for 2025

Moved by *Councillor Colin Best*, **Seconded by** *Councillor Rick Malboeuf*, **Carried**

5. Consent Agenda

- 5.1 Approval of the Minutes of November 27, 2024
- 5.2 Monthly Operating and Capital Variance Report to December 31
- 5.3 ILS Account Management
- 5.4 Policy Review Schedule
- 5.5 2025 Cost of Living Increase
- 5.6 2025 Approved Operating and Capital Budget

Motion #25-1965

That the Milton Public Library Board approve the Consent Agenda of the January 15th Meeting

Moved by *Councillor Colin Best*, **Seconded by** *Councillor Rick Malboeuf*, **Carried**

6. Discussion Items

6.1 MPL Strategic Master Plan

Anand Desai and Sarah Douglas-Murray presented the Milton Public Library Strategic Master Plan for Board approval.

Motion # 25-1966

That the Milton Public Library Board receive the Milton Public Library Strategic Master Plan report; and

That the Milton Public Library Strategic Master Plan 2024 - 2029 be approved.

Moved by: *Councillor Colin Best*, **Seconded by** *Councillor Rick Malboeuf*, **Carried.**

6.2 HR Updates

Janine Gallagher and Priti Pabla presented to the Board and update on Human Resources activities be undertaken with the Town the Library in 2025.

Motion #25-1967

That the Milton Public Library Board receive the report entitled “Strategic Workforce Plan and 2025 Human Resources Initiatives” as information.

Moved by: *Councillor Colin Best*, **Seconded by** *Councillor Rick Malboeuf*, **Carried.**

6.3 Remote Hold Lockers at Milton Sports Centre and Mattamy National Cycling Centre

Sarah Douglas-Murray presented to the Board the Council approved updated budget allocation to introduce two new hold lockers to the Milton community in mid-2025 and related staffing implications.

Motion # 25-1968

That the Milton Public Library Board receive the report entitled "Remote Hold Lockers at Milton Sport Centre and Mattamy National Cycling Centre"; and

That the Milton Public Library Board approve the purchase of Remote Hold Lockers based on the budget approved by the Town Council; and

THAT the Milton Public Library Board approve awarding the Hold Lockers implementation contract to Bibliotheca Inc., as the sole-source provider; and

THAT the CEO/Chief Librarian be authorized to increase the new capital project budget by 15% i.e., up to \$204,488 plus HST, if required for contingencies or value-added enhancements; and

THAT the CEO/Chief Librarian be authorized to execute the resulting purchase order in accordance with the current Milton Public Library purchasing policy.

Moved by: *Ragy Sharkawy*, Seconded by *Councillor Sarah Marshall*, **Carried.**

6.4 2024 Year End Quarterly Report

Chris Dorscht presented to the Board an overview of 2024 library statistics.

Motion # 25-1969

That Milton Public Library Board receive the report entitled "Q4 Departmental Quarterly Report," for its information.

Moved by: *Councillor Colin Best*, Seconded by *Sana Malik*, **Carried.**

6.5 CEO & Chief Librarian Report

Motion # 25-1970

That the Milton Public Library Board receive the CEO & Chief Librarian Report for January 2025

Moved by: *Councillor Colin Best*, Seconded by *Sana Malik*, **Carried.**

6.6 2025 Work Plan

Motion # 25-1971

That the Milton Public Library Board endorse the 2025 Work Plan.

Moved by: *Ragy Sharkawy*, Seconded by *Councillor Colin Best*, **Carried.**

7. Closed Session for Confidential Items

The motion was passed to initiate the Confidential Session to deal with sensitive personal matters about an identifiable individual, including Board members.

Motion #25-1972

It was Moved by *Councillor Colin Best* **Seconded by** *Karen Wolnik*, **to move into the Confidential Session at 8:04 pm. Carried**

It was Moved by; *Councillor Colin Best* **Seconded by** *Karen Wolnik*, **to move out of the Confidential Session at 8:10 pm. Carried**

Motion #25-1973

It was Moved by *Karen Wolnik* **Seconded by** *Sana Malik*, **to approve the CEO 2025 Goals as discussed in the Confidential Session. Carried**

8. Reports and Updates

8.1 Committee Updates: none

8.2 Council Updates: none

9. Other Business: none

Committee Adjourned: 8:12pm

Next Meeting: Wednesday, March 19, 2025, 7:00pm

Signed: _____

Sana Malik, Chair
Milton Public Library Board

Signed: _____

Sarah Douglas Murray, CEO
Milton Public Library Board

Consent Agenda 4.2

Report to: Milton Public Library Board
From: Sarah Douglas Murray, CEO & Chief Librarian
Date: March 19, 2025
Subject: Preliminary 2024 Year End Operating and Capital Report

Recommendation:

That the Milton Public Library Board receives the Preliminary 2024 Year End Operating and Capital Report.

Background:

The Milton Public Library Board is accountable to the Town of Milton Council and, through them, the community of Milton for the Library's financial affairs. In accordance with the *Public Libraries Act*, the Milton Public Library's financial affairs will be managed responsibly to ensure that the Board meets its fiduciary responsibilities, with due caution, using ethical and honest practices.

Report:

2024 Year End accounting has been completed and the 2024 Year End Milton Public Library Operating Variance report is included as Attachment 1 to this report. The preliminary unaudited results of the 2024 Operating Budget resulted in a surplus of \$194,584. Main drivers of the operating surplus were the gapping for a Librarian and Manager Finance positions as well as accumulated saving across a variety of expense lines.

The purpose of the Library Tax Rate Stabilization Reserve is to stabilize revenue streams and provide resources to respond to extraordinary events. The reserve is used to moderate fluctuations in the Library Tax Levy during preparation of the annual operating budget and to protect the Library against unforeseen expenditures or unanticipated deficits that may occur in the fiscal year. As the Library is in a surplus position for the 2024 fiscal year the surplus will be transferred to the Library Tax Rate Stabilization Reserve in accordance with policy. The Library Tax Rate Stabilization Reserve has a balance of \$735,179 at December 31, 2024, which is slightly higher than the target balance of \$590,155.

2024 Year End Capital is included as Attachment 2. The following three projects will be closed as they are now complete.

- C80010023 AUTOMATION REPLACEMENT
- C80011124 LIBRARY SERVICES MASTER PLAN
- C80012123 COLLECTION - REPLACEMENT

The remaining Capital Projects are still in process and will be reviewed throughout 2024. The audit of the 2024 financial position is scheduled to begin in April 2024 and final results will be presented at the June Board meeting.

As such, this fulfils the following 2025 MPL Strategic Pillar & Objective:

Pillar: Creating a Robust & Resilient Organization

Objective: Provide a framework for strong governance.

Recommendation:

That the Milton Public Library Board receives the Preliminary 2024 Year End Operating and Capital Report.

TOWN OF MILTON
MONTHLY FINANCIAL REPORT
December 2024

LIBRARIES

	MTD ACTUAL	YTD ACTUAL	ANNUAL BUDGET	FORECAST CHANGES	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
LIBRARY							
LIBRARY							
8025 LIBRARIES							
EXPENDITURES							
3005 Salaries Full Time	203,905	1,930,151	2,456,495	-200,740	2,255,755	325,604	85.57%
3020 Hourly Part Time	77,858	1,077,961	1,105,499	36,356	1,141,855	63,894	94.40%
3023 Overtime Pay		1,404				-1,404	#DIV/0!
3025 Employee Benefits	66,532	815,374	779,830	-56,228	723,602	-91,772	112.68%
3027 Staff Gapping				-57,400	-57,400	-57,400	
3120 Memberships	4,624	14,286		3,250	3,250	-11,036	439.57%
3125 Mileage/Car Allowance	552	3,056	6,902		6,902	3,846	44.28%
3130 Professional Development	4,006	38,028	59,150	-14,000	45,150	7,122	84.23%
3135 Recognition Plan Awards	575	1,097		750	750	-347	146.27%
3205 Bank Charges	1,084	6,232	6,500		6,500	268	95.88%
3292 Transfer to Reserve		710,139	710,139		710,139		100.00%
3310 Equip-Data	1,847	44,043	38,539	3,000	41,539	-2,504	106.03%
3330 Copies	2,857	22,452	14,275		14,275	-8,177	157.28%
3335 Electronic Products	30,272	236,477	255,750	-6,000	249,750	13,273	94.69%
3375 Office Equipment		511	10,393	-8,000	2,393	1,882	21.35%
3380 Office Supplies	600	10,151	4,255	8,000	12,255	2,104	82.83%
3400 Materials & Supplies	1,907	10,573	11,375		11,375	802	92.95%
3410 Program Expenses	15,520	149,842	94,192	35,000	129,192	-20,650	115.98%
3474 Region Garbage Tags Expense	850	2,820		3,601	3,601	781	78.31%
3610 Advertising	1,717	50,938	40,958	10,000	50,958	20	99.96%
3630 Audit			8,446		8,446	8,446	
3635 Automation Equip Maint	31,695	165,006	136,715		136,715	-28,291	120.69%
3650 Board Expenses		5,779	12,000	-7,000	5,000	-779	115.58%
3670 Bldg Maintenance	20,843	34,253	14,666		14,666	-19,587	233.55%
3726 Telecommunications	5,588	72,417	72,875		72,875	458	99.37%
3740 Contracts	2,579	51,269	37,400	24,219	61,619	10,350	83.20%
3799 Insurance		10,720	9,160	1,560	10,720		100.00%
3825 Lease-Other		218	531		531	313	41.05%
3868 Facility Rental Expense		1,557	5,115		5,115	3,558	30.44%
3895 Postage	17	2,545	2,239		2,239	-306	113.67%
3900 Printing/Stationery		14,592	11,902		11,902	-2,690	122.60%
3905 Processing	7,509	107,613	94,124	3,000	97,124	-10,489	110.80%
3910 Professional Fees		811	31,480	-15,000	16,480	15,669	4.92%
3945 Service Agreements		1,018	3,694		3,694	2,676	27.56%
3950 Shipping & Courier	2,631	17,928	15,652	3,000	18,652	724	96.12%
4010 Subscriptions		19,217	18,162		18,162	-1,055	105.81%
4050 Utilities-Gas/Oil	1,774	6,796	7,424		7,424	628	91.54%
4053 Utilities - Hydro	3,094	20,501	17,994		17,994	-2,507	113.93%
4057 Utilities - Water	834	3,230	2,520		2,520	-710	128.17%
6805 CS Infrast. Reallocated Exp	177,463	383,766	412,605		412,605	28,839	93.01%
Total EXPENDITURES	668,733	6,044,771	6,508,956	-232,632	6,276,324	231,553	96.31%
REVENUE							
5050 Tax Levy		-5,933,370	-6,190,338	256,968	-5,933,370		100.00%
5230 Other Grants		-500				500	#DIV/0!
5234 Public Library Operating Grant	-52,429	-52,429	-52,429		-52,429		100.00%
5235 Public Library Pay Equity Gran	-3,275	-3,275	-3,275		-3,275		100.00%
5250 Canada Summer Jobs		-18,184	-1,850	-16,686	-18,536	-352	98.10%
5252 Young Canada Works	-15,764	-23,990		-17,820	-17,820	6,170	134.62%
5270 New Horizons for Seniors	19,752	-5,248	-23,734	8,734	-15,000	-9,752	34.99%
5300 Recoveries from Others		-3,181				3,181	#DIV/0!
5315 Fundraising and Donations	-15,060	-15,974	-5,722	-7,495	-13,217	2,757	120.86%
5365 Salaries & Benefits Recovered	-450	-5,223	-8,874		-8,874	-3,651	58.86%
5400 Fees & Service Charges	-646	-7,711	-53,307	40,000	-13,307	-5,596	57.95%
5407 Administration Fees	-18	-344		-540	-540	-196	63.70%
5493 Region Garbage Tags Revenue	-102	-1,836		-3,061	-3,061	-1,225	59.98%
5665 Stat-Fines	-8,645	-91,491	-131,839	40,000	-91,839	-348	99.62%
5666 Stat-Lost Items	-926	-7,391	-9,925		-9,925	-2,534	74.47%
5667 Stat-Book Sales	-3	-4,332	-3,737		-3,737	595	115.92%
5668 Photocopies	-6,598	-35,509	-2,229	-30,000	-32,229	3,280	110.18%
5700 Vending Machine Revenue	-1,581	-5,745		-4,500	-4,500	1,245	127.67%
5901 Contribution from Capital		-23,622	-21,696	-1,926	-23,622		100.00%
Total REVENUE	-85,745	-6,239,355	-6,508,955	263,674	-6,245,281	-5,926	99.91%
Total 8025 LIBRARIES	582,988	-194,584	1	31,042	31,043	225,627	(626.82%)
Total LIBRARY	582,988	-194,584	1	31,042	31,043	225,627	(626.82%)
Total LIBRARY	582,988	-194,584	1	31,042	31,043	225,627	(626.82%)
Total LIBRARIES	582,988	-194,584	1	31,042	31,043	225,627	(626.82%)

**Milton Public Library
December 31 Capital Variance Statement**

Project ID	LIFE -TO-DATE ACTUALS-SPENT	APPROVED BUDGET	LIFE-TO-DATE VARIANCE	
C80010023 AUTOMATION REPLACEMENT	234,741	235,448	707	<i>TO BE CLOSED</i>
C80010024 AUTOMATION REPLACEMENT	249,089	272,863	23,774	<i>Spending in progress.</i>
C80010317 COLLECTION - NEW	821,352	931,586	110,234	<i>Spending in Progress</i>
C80010318 COLLECTION - NEW	32,562	950,219	917,657	<i>Spending in Progress</i>
C80011124 LIBRARY SERVICES MASTER PLAN	76,525	66,950 -	9,575	<i>TO BE CLOSED</i>
C80012123 COLLECTION - REPLACEMENT	470,397	476,866	6,469	<i>TO BE CLOSED</i>
C80012124 COLLECTION - REPLACEMENT	257,061	535,607	278,546	<i>Spending in Progress</i>
C80131124 FURNITURE REPLACEMENT	90,665	103,000	12,335	<i>Some minor Q1 spend</i>
C80131221 LIBRARY SERVICE DELIVERY STRATEGY IMPLEMENTATION	259,943	840,377	580,434	<i>Spending in Progress</i>
C80131424 INTEGRATED LIBRARY SYSTEM	40,526	103,000	62,474	<i>Spending in progress.</i>
Grand Total	2,161,810	4,478,720	2,568,238	

Consent Agenda 4.3

Report to: Milton Public Library Board
From: Sarah Douglas Murray, CEO & Chief Librarian
Date: March 18, 2025
Subject: Month End Operating and Capital Report to February 28, 2025

Recommendation:

That the Milton Public Library Board receives the Month End Operating and Capital Report to February 28, 2025.

Background:

The Milton Public Library Board is accountable to the Town of Milton Council and, through them, the community of Milton for the Library's financial affairs. In accordance with the *Public Libraries Act*, the Milton Public Library's financial affairs will be managed responsibly to ensure that the Board meets its fiduciary responsibilities, with due caution, using ethical and honest practices.

Report:

The Operating and Capital Monthly Financial Year to Date Variance Reports results now reflects revenues and expenses as of February 28, 2025

As such, this fulfils the following 2025 MPL Strategic Pillar & Objective:

Pillar: Creating a Robust & Resilient Organization
Objective: Provide a framework for strong governance.

Recommendation:

That the Milton Public Library Board receives the Month End Operating and Capital Report to February 28, 2025

TOWN OF MILTON
MONTHLY FINANCIAL REPORT
February 2025

LIBRARY

	MTD ACTUAL	YTD ACTUAL	ANNUAL BUDGET	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
LIBRARY						
LIBRARY						
8025 LIBRARIES						
EXPENDITURES						
3005 Salaries Full Time	155,100	333,293	2,320,145	2,320,145	1,986,852	14.37%
3020 Hourly Part Time	75,411	173,664	1,084,237	1,084,237	910,573	16.02%
3023 Overtime Pay		216			-216	#DIV/0!
3025 Employee Benefits	54,977	122,949	843,029	843,029	720,080	14.58%
3120 Memberships		5,550	15,330	15,330	9,780	36.20%
3125 Mileage/Car Allowance	199	210	4,801	4,801	4,591	4.37%
3130 Professional Development	117	1,048	60,451	60,451	59,403	1.73%
3135 Recognition Plan Awards			1,600	1,600	1,600	
3205 Bank Charges	15	14	6,500	6,500	6,486	0.22%
3292 Transfer to Reserve			753,543	753,543	753,543	
3310 Equip-Data	28,285	34,319	129,881	129,881	95,562	26.42%
3330 Copies	85	11,536	18,907	18,907	7,371	61.01%
3335 Electronic Products	28,176	59,105	273,863	273,863	214,758	21.58%
3375 Office Equipment	31	31	10,220	10,220	10,189	0.30%
3380 Office Supplies	322	1,870	12,525	12,525	10,655	14.93%
3400 Materials & Supplies	260	1,244	11,625	11,625	10,381	10.70%
3410 Program Expenses	8,878	28,010	111,264	111,264	83,254	25.17%
3474 Region Garbage Tags Expense			3,601	3,601	3,601	
3610 Advertising	3,994	5,138	41,860	41,860	36,722	12.27%
3630 Audit			8,599	8,599	8,599	
3635 Automation Equip Maint		49,436	147,970	147,970	98,534	33.41%
3650 Board Expenses			3,066	3,066	3,066	
3670 Bldg Maintenance	6,641	6,641	14,666	14,666	8,025	45.28%
3726 Telecommunications	936	6,494	74,478	74,478	67,984	8.72%
3740 Contracts	3,043	4,450	38,224	38,224	33,774	11.64%
3799 Insurance			11,283	11,283	11,283	
3825 Lease-Other			531	531	531	
3868 Facility Rental Expense			5,115	5,115	5,115	
3895 Postage	18	97	3,373	3,373	3,276	2.88%
3900 Printing/Stationery	219	2,732	12,164	12,164	9,432	22.46%
3905 Processing	1,267	11,497	76,650	76,650	65,153	15.00%
3910 Professional Fees			20,440	20,440	20,440	
3945 Service Agreements			3,694	3,694	3,694	
3950 Shipping & Courier	1,430	1,452	25,656	25,656	24,204	5.66%
4010 Subscriptions		1,376	2,044	2,044	668	67.32%
4050 Utilities-Gas/Oil			7,424	7,424	7,424	
4053 Utilities - Hydro			20,253	20,253	20,253	
4057 Utilities - Water			3,624	3,624	3,624	
6805 CS Infrast. Reallocated Exp			420,766	420,766	420,766	
Total EXPENDITURES	369,404	862,372	6,603,402	6,603,402	5,741,030	13.06%
REVENUE						
5050 Tax Levy			-6,312,940	-6,312,940	-6,312,940	
5234 Public Library Operating Grant			-52,429	-52,429	-52,429	
5235 Public Library Pay Equity Gran			-3,275	-3,275	-3,275	
5300 Recoveries from Others	-2,522	-2,523			2,523	#DIV/0!
5315 Fundraising and Donations	-991	-10,991	-5,000	-5,000	5,991	219.82%
5400 Fees & Service Charges	-187	-552	-43,307	-43,307	-42,755	1.27%
5407 Administration Fees	-9	-44	-540	-540	-496	8.15%
5493 Region Garbage Tags Revenue	-51	-247	-3,061	-3,061	-2,814	8.07%
5665 Stat-Fines	-286	-6,856	-100,000	-100,000	-93,144	6.86%
5666 Stat-Lost Items	-21	-698	-4,880	-4,880	-4,182	14.30%

TOWN OF MILTON
MONTHLY FINANCIAL REPORT
February 2025

LIBRARY

	MTD ACTUAL	YTD ACTUAL	ANNUAL BUDGET	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
5667 Stat-Book Sales			-1,887	-1,887	-1,887	
5668 Photocopies	-4,659	-7,436	-40,000	-40,000	-32,564	18.59%
5686 Ticket Sales	-4,577	-4,577			4,577	#DIV/0!
5700 Vending Machine Revenue			-13,200	-13,200	-13,200	
5901 Contribution from Capital			-22,884	-22,884	-22,884	
Total REVENUE	-13,303	-33,924	-6,603,403	-6,603,403	-6,569,479	0.51%
Total 8025 LIBRARIES	356,101	828,448	-1	-1	-828,449	#####
Total LIBRARY	356,101	828,448	-1	-1	-828,449	#####
Total LIBRARY	356,101	828,448	-1	-1	-828,449	#####
Total LIBRARY	356,101	828,448	-1	-1	-828,449	#####

TOWN OF MILTON
Capital Variance Statement 2025
Variance at February 2025

Library

Run Date: 3/4/25 12:39 PM

	LTD ACTUALS	APPROVED BUDGET	% Weight of Approved Budget	VARIANCE LTD	% SPENT LTD
Library					
Library					
Library					
C80010023 AUTOMATION REPLACEMENT					
C80010023 AUTOMATION REPLACEMENT					
2030 Funding					
8520 Library Capital Works Reserve	(\$234,741)	(\$235,448)	100.00%	\$0	100.00%
Total 2030 Funding	(\$234,741)	(\$235,448)	0.00%	\$0	100.00%
A1640 Libraries - TCAs					
7140 Computer Equipment	\$227,883	\$228,590	97.09%	\$0	100.00%
I A1640 Libraries - TCAs	\$227,883	\$228,590	0.00%	\$0	100.00%
N1640 Libraries - Non-TCAs					
7830 Capital Surcharge	\$6,858	\$6,858	2.91%	\$0	100.00%
#1640 Libraries - Non-TCAs	\$6,858	\$6,858	0.00%	\$0	100.00%
Total C80010023 AUTOMATION REPLACEMENT					#DIV/0!
C80010024 AUTOMATION REPLACEMENT					
C80010024 AUTOMATION REPLACEMENT					
2030 Funding					
8520 Library Capital Works Reserve	(\$272,863)	(\$272,863)	100.00%	\$0	100.00%
Total 2030 Funding	(\$272,863)	(\$272,863)	0.00%	\$0	100.00%
A1640 Libraries - TCAs					
7140 Computer Equipment	\$241,867	\$264,916	97.09%	\$23,049	91.30%
I A1640 Libraries - TCAs	\$241,867	\$264,916	0.00%	\$23,049	91.30%
N1640 Libraries - Non-TCAs					
7830 Capital Surcharge	\$7,947	\$7,947	2.91%	\$0	100.00%
#1640 Libraries - Non-TCAs	\$7,947	\$7,947	0.00%	\$0	100.00%
Total C80010024 AUTOMATION REPLACEMENT	(\$23,049)			\$23,049	#DIV/0!
C80010025 AUTOMATION REPLACEMENT					
C80010025 AUTOMATION REPLACEMENT					
2030 Funding					
8520 Library Capital Works Reserve	\$0	(\$284,753)	100.00%	(\$284,753)	0.00%
Total 2030 Funding	\$0	(\$284,753)	0.00%	(\$284,753)	0.00%
A1640 Libraries - TCAs					
7140 Computer Equipment	\$0	\$276,459	97.09%	\$276,459	0.00%
I A1640 Libraries - TCAs	\$0	\$276,459	0.00%	\$276,459	0.00%
N1640 Libraries - Non-TCAs					
7830 Capital Surcharge	\$0	\$8,294	2.91%	\$8,294	0.00%
#1640 Libraries - Non-TCAs	\$0	\$8,294	0.00%	\$8,294	0.00%
Total C80010025 AUTOMATION REPLACEMENT					#DIV/0!
C80010317 COLLECTION - NEW					
C80010317 COLLECTION - NEW					
2030 Funding					
8505 Capital Provision Reserve	(\$46,579)	(\$46,579)	5.00%	\$0	100.00%
8520 Library Capital Works Reserve	(\$46,580)	(\$46,580)	5.00%	\$0	100.00%
8605 Library Res DC Fund	(\$702,256)	(\$796,506)	85.50%	(\$94,250)	88.17%
8606 Library Non-Res DC Fund	(\$36,961)	(\$41,921)	4.50%	(\$4,960)	88.17%
Total 2030 Funding	(\$832,375)	(\$931,586)	0.00%	(\$99,211)	89.35%
A1640 Libraries - TCAs					
7140 Computer Equipment	\$1,833	\$0	0.00%	(\$1,406)	428.99%
7180 Hardcover Books	\$462,785	\$598,941	64.29%	\$136,156	77.27%
7181 Paperback Books	\$212,760	\$119,789	12.86%	(\$92,971)	177.61%
7182 DVDs	\$91,026	\$119,789	12.86%	\$28,763	75.99%
7183 Recordings	\$32,741	\$82,931	8.90%	\$49,762	39.68%
7184 Kits	\$1,841	\$0	0.00%	(\$1,841)	#DIV/0!
7185 Electronic Books	\$28,755	\$0	0.00%	(\$28,755)	#DIV/0!
I A1640 Libraries - TCAs	\$831,741	\$921,450	0.00%	\$89,709	90.26%
N1640 Libraries - Non-TCAs					
7830 Capital Surcharge	\$10,136	\$10,136	1.09%	\$0	100.00%
#1640 Libraries - Non-TCAs	\$10,136	\$10,136	0.00%	\$0	100.00%
Total C80010317 COLLECTION - NEW	\$9,502			(\$9,502)	#DIV/0!
C80010318 COLLECTION - NEW					
C80010318 COLLECTION - NEW					
2030 Funding					
8505 Capital Provision Reserve	(\$47,511)	(\$47,511)	5.00%	\$0	100.00%
8520 Library Capital Works Reserve	(\$47,511)	(\$47,511)	5.00%	\$0	100.00%
8605 Library Res DC Fund	(\$27,841)	(\$812,437)	85.50%	(\$784,597)	3.43%
8606 Library Non-Res DC Fund	(\$1,465)	(\$42,760)	4.50%	(\$41,295)	3.43%
Total 2030 Funding	(\$124,328)	(\$950,219)	0.00%	(\$825,891)	13.08%
A1640 Libraries - TCAs					
7130 Equipment	\$102	\$0	0.00%	\$29,898	0.34%
7140 Computer Equipment	\$10	\$0	0.00%	\$49,990	0.02%
7180 Hardcover Books	\$0	\$610,920	64.29%	\$452,520	0.00%
7181 Paperback Books	\$6,823	\$122,185	12.86%	\$115,362	5.58%
7182 DVDs	\$0	\$122,185	12.86%	\$92,185	0.00%
7183 Recordings	\$0	\$84,590	8.90%	\$84,590	0.00%
7185 Electronic Books	\$15,911	\$0	0.00%	\$92,489	14.68%
I A1640 Libraries - TCAs	\$22,847	\$939,880	0.00%	\$917,033	2.43%

TOWN OF MILTON
Capital Variance Statement 2025
Variance at February 2025

Library

Run Date: 3/4/25 12:39 PM

	LTD ACTUALS	APPROVED BUDGET	% Weight of Approved Budget	VARIANCE LTD	% SPENT LTD
N1640 Libraries - Non-TCAs					
7830 Capital Surcharge	\$10,339	\$10,339	1.09%	\$0	100.00%
I1640 Libraries - Non-TCAs	\$10,339	\$10,339	0.00%	\$0	100.00%
Total C80010318 COLLECTION - NEW	(\$91,142)			\$91,142	#DIV/0!
C80011124 LIBRARY SERVICES MASTER PLAN					
C80011124 LIBRARY SERVICES MASTER PLAN					
2030 Funding					
8520 Library Capital Works Reserve	(\$19,131)	(\$16,737)	25.00%	\$0	100.00%
8609 Admin. Res DC Fund	(\$41,898)	(\$36,655)	54.75%	\$0	100.00%
8610 Admin Non-Res DC Fund	(\$15,497)	(\$13,558)	20.25%	\$0	100.00%
Total 2030 Funding	(\$76,525)	(\$66,950)	0.00%	\$0	100.00%
N1640 Libraries - Non-TCAs					
7290 Other Professional Fees	\$74,575	\$65,000	97.09%	\$0	100.00%
7830 Capital Surcharge	\$1,950	\$1,950	2.91%	\$0	100.00%
I1640 Libraries - Non-TCAs	\$76,525	\$66,950	0.00%	\$0	100.00%
Total C80011124 LIBRARY SERVICES MASTER PLAN					#DIV/0!
C80012123 COLLECTION - REPLACEMENT					
C80012123 COLLECTION - REPLACEMENT					
2030 Funding					
8520 Library Capital Works Reserve	(\$470,397)	(\$476,866)	100.00%	\$0	100.00%
Total 2030 Funding	(\$470,397)	(\$476,866)	0.00%	\$0	100.00%
A1640 Libraries - TCAs					
7130 Equipment	\$76,476	\$0	0.00%	\$0	100.00%
7140 Computer Equipment	\$45,261	\$0	0.00%	\$0	100.00%
7180 Hardcover Books	\$124,271	\$305,565	64.08%	\$0	100.00%
7181 Paperback Books	\$55,053	\$55,557	11.65%	\$0	100.00%
7182 DVDs	\$27,000	\$64,817	13.59%	(\$0)	100.00%
7183 Recordings	\$85,418	\$37,038	7.77%	\$0	100.00%
7185 Electronic Books	\$43,027	\$0	0.00%	\$0	100.00%
I A1640 Libraries - TCAs	\$456,508	\$462,977	0.00%	\$0	100.00%
N1640 Libraries - Non-TCAs					
7830 Capital Surcharge	\$13,889	\$13,889	2.91%	\$0	100.00%
I1640 Libraries - Non-TCAs	\$13,889	\$13,889	0.00%	\$0	100.00%
Total C80012123 COLLECTION - REPLACEMENT					
C80012124 COLLECTION - REPLACEMENT					
C80012124 COLLECTION - REPLACEMENT					
2030 Funding					
8520 Library Capital Works Reserve	(\$535,607)	(\$535,607)	100.00%	\$0	100.00%
Total 2030 Funding	(\$535,607)	(\$535,607)	0.00%	\$0	100.00%
A1640 Libraries - TCAs					
7130 Equipment	\$2,498	\$0	0.00%	\$17,502	12.49%
7140 Computer Equipment	\$25,939	\$0	0.00%	\$24,061	51.88%
7180 Hardcover Books	\$93,059	\$343,206	64.08%	\$90,147	50.79%
7181 Paperback Books	\$40,282	\$62,400	11.65%	\$22,118	64.56%
7182 DVDs	\$25,454	\$72,801	13.59%	\$7,347	77.60%
7183 Recordings	\$5,390	\$41,600	7.77%	\$16,210	24.96%
7184 Kits	\$1,649	\$0	0.00%	(\$1,649)	#DIV/0!
7185 Electronic Books	\$77,980	\$0	0.00%	\$72,020	51.99%
I A1640 Libraries - TCAs	\$272,253	\$520,007	0.00%	\$247,754	52.36%
N1640 Libraries - Non-TCAs					
7830 Capital Surcharge	\$15,600	\$15,600	2.91%	\$0	100.00%
I1640 Libraries - Non-TCAs	\$15,600	\$15,600	0.00%	\$0	100.00%
Total C80012124 COLLECTION - REPLACEMENT	(\$247,754)			\$247,754	#DIV/0!
C80012125 COLLECTION - REPLACEMENT					
C80012125 COLLECTION - REPLACEMENT					
2030 Funding					
8520 Library Capital Works Reserve	\$0	(\$560,207)	100.00%	(\$560,207)	0.00%
Total 2030 Funding	\$0	(\$560,207)	0.00%	(\$560,207)	0.00%
A1640 Libraries - TCAs					
7130 Equipment	\$0	\$20,000	3.57%	\$20,000	0.00%
7140 Computer Equipment	\$0	\$50,000	8.93%	\$50,000	0.00%
7180 Hardcover Books	\$0	\$150,114	26.80%	\$150,114	0.00%
7181 Paperback Books	\$0	\$65,266	11.65%	\$65,266	0.00%
7182 DVDs	\$0	\$40,000	7.14%	\$40,000	0.00%
7183 Recordings	\$0	\$33,510	5.98%	\$33,510	0.00%
7184 Kits	\$0	\$10,000	1.79%	\$10,000	0.00%
7185 Electronic Books	\$0	\$175,000	31.24%	\$175,000	0.00%
I A1640 Libraries - TCAs	\$0	\$543,890	0.00%	\$543,890	0.00%
N1640 Libraries - Non-TCAs					
7830 Capital Surcharge	\$0	\$16,317	2.91%	\$16,317	0.00%
I1640 Libraries - Non-TCAs	\$0	\$16,317	0.00%	\$16,317	0.00%
Total C80012125 COLLECTION - REPLACEMENT					#DIV/0!
C80012318 NEW BRANCH COMPUTER EQUIPMENT					
C80012318 NEW BRANCH COMPUTER EQUIPMENT					
2030 Funding					
8505 Capital Provision Reserve	(\$41,744)	(\$30,330)	50.00%	\$0	100.00%
8520 Library Capital Works Reserve	(\$41,743)	(\$30,330)	50.00%	\$0	100.00%

TOWN OF MILTON
Capital Variance Statement 2025
Variance at February 2025

Library

Run Date: 3/4/25 12:39 PM

	LTD ACTUALS	APPROVED BUDGET	% Weight of Approved Budget	VARIANCE LTD	% SPENT LTD
8605 Library Res DC Fund	(\$209,109)	\$0	0.00%	\$0	100.00%
8606 Library Non-Res DC Fund	(\$11,006)	\$0	0.00%	\$0	100.00%
Total 2030 Funding	(\$303,601)	(\$60,660)	0.00%	\$0	100.00%
A1640 Libraries - TCAs					
7140 Computer Equipment	\$281,819	\$60,000	98.91%	\$0	100.00%
I A1640 Libraries - TCAs	\$281,819	\$60,000	0.00%	\$0	100.00%
N1640 Libraries - Non-TCAs					
7140 Computer Equipment	\$21,123	\$0	0.00%	\$0	100.00%
7830 Capital Surcharge	\$660	\$660	1.09%	\$0	100.00%
N1640 Libraries - Non-TCAs	\$21,783	\$660	0.00%	\$0	100.00%
Total C80012318 NEW BRANCH COMPUTER EQUIPME					#DIV/0!
C80131124 FURNITURE REPLACEMENT					
C80131124 FURNITURE REPLACEMENT					
2030 Funding					
8520 Library Capital Works Reserve	(\$103,000)	(\$103,000)	100.00%	\$0	100.00%
Total 2030 Funding	(\$103,000)	(\$103,000)	0.00%	\$0	100.00%
A1640 Libraries - TCAs					
7120 Furniture & Fixtures	\$89,370	\$100,000	97.09%	\$10,630	89.37%
I A1640 Libraries - TCAs	\$89,370	\$100,000	0.00%	\$10,630	89.37%
N1640 Libraries - Non-TCAs					
7830 Capital Surcharge	\$3,000	\$3,000	2.91%	\$0	100.00%
N1640 Libraries - Non-TCAs	\$3,000	\$3,000	0.00%	\$0	100.00%
Total C80131124 FURNITURE REPLACEMENT	(\$10,630)			\$10,630	#DIV/0!
C80131125 FURNITURE REPLACEMENT					
C80131125 FURNITURE REPLACEMENT					
2030 Funding					
8520 Library Capital Works Reserve	\$0	(\$105,266)	100.00%	(\$105,266)	0.00%
Total 2030 Funding	\$0	(\$105,266)	0.00%	(\$105,266)	0.00%
A1640 Libraries - TCAs					
7120 Furniture & Fixtures	\$0	\$102,200	97.09%	\$102,200	0.00%
I A1640 Libraries - TCAs	\$0	\$102,200	0.00%	\$102,200	0.00%
N1640 Libraries - Non-TCAs					
7830 Capital Surcharge	\$0	\$3,066	2.91%	\$3,066	0.00%
N1640 Libraries - Non-TCAs	\$0	\$3,066	0.00%	\$3,066	0.00%
Total C80131125 FURNITURE REPLACEMENT					#DIV/0!
C80131221 LIBRARY SERVICE DELIVERY STRATEGY IMPLEMENTATION					
C80131221 LIBRARY SERVICE DELIVERY STRATEGY IMPLEMENTATION					
2030 Funding					
8520 Library Capital Works Reserve	(\$840,377)	(\$840,377)	100.00%	\$0	100.00%
Total 2030 Funding	(\$840,377)	(\$840,377)	0.00%	\$0	100.00%
A1640 Libraries - TCAs					
7120 Furniture & Fixtures	\$0	\$744,500	88.59%	\$506,545	0.00%
7130 Equipment	\$0	\$25,500	3.03%	\$25,500	0.00%
7180 Hardcover Books	\$0	\$30,600	3.64%	\$30,600	0.00%
7182 DVDs	\$0	\$15,300	1.82%	\$15,300	0.00%
I A1640 Libraries - TCAs	\$0	\$815,900	0.00%	\$577,945	0.00%
N1640 Libraries - Non-TCAs					
7230 Legal	\$87,955	\$0	0.00%	\$0	100.00%
7290 Other Professional Fees	\$147,511	\$0	0.00%	\$2,489	98.34%
7830 Capital Surcharge	\$24,477	\$24,477	2.91%	\$0	100.00%
N1640 Libraries - Non-TCAs	\$259,943	\$24,477	0.00%	\$2,489	99.05%
Total C80131221 LIBRARY SERVICE DELIVERY STRATEGY	(\$580,434)			\$580,434	#DIV/0!
C80131424 INTEGRATED LIBRARY SYSTEM					
C80131424 INTEGRATED LIBRARY SYSTEM					
2030 Funding					
8520 Library Capital Works Reserve	(\$103,000)	(\$103,000)	100.00%	\$0	100.00%
Total 2030 Funding	(\$103,000)	(\$103,000)	0.00%	\$0	100.00%
A1640 Libraries - TCAs					
7140 Computer Equipment	\$51,475	\$100,000	97.09%	\$48,525	51.47%
I A1640 Libraries - TCAs	\$51,475	\$100,000	0.00%	\$48,525	51.47%
N1640 Libraries - Non-TCAs					
7830 Capital Surcharge	\$3,000	\$3,000	2.91%	\$0	100.00%
N1640 Libraries - Non-TCAs	\$3,000	\$3,000	0.00%	\$0	100.00%
Total C80131424 INTEGRATED LIBRARY SYSTEM	(\$48,525)			\$48,525	#DIV/0!
C80131525 REMOTE HOLD LOCKERS					
C80131525 REMOTE HOLD LOCKERS					
2030 Funding					
8520 Library Capital Works Reserve	\$0	(\$17,781)	10.00%	(\$17,781)	0.00%
8605 Library Res DC Fund	\$0	(\$152,032)	85.50%	(\$152,032)	0.00%
8606 Library Non-Res DC Fund	\$0	(\$8,002)	4.50%	(\$8,002)	0.00%
Total 2030 Funding	\$0	(\$177,815)	0.00%	(\$177,815)	0.00%
A1640 Libraries - TCAs					
7090 Contingency	\$0	\$10,986	6.18%	\$10,986	0.00%
7120 Furniture & Fixtures	\$0	\$155,000	87.17%	\$155,000	0.00%
7140 Computer Equipment	\$0	\$1,550	0.87%	\$1,550	0.00%
7181 Paperback Books	\$0	\$5,100	2.87%	\$5,100	0.00%
I A1640 Libraries - TCAs	\$0	\$172,636	0.00%	\$172,636	0.00%

TOWN OF MILTON
Capital Variance Statement 2025
Variance at February 2025

Library

Run Date: 3/4/25 12:39 PM

	LTD ACTUALS	APPROVED BUDGET	% Weight of Approved Budget	VARIANCE LTD	% SPENT LTD
N1640 Libraries - Non-TCAs					
7830 Capital Surcharge	\$0	\$5,179	2.91%	\$5,179	0.00%
N1640 Libraries - Non-TCAs	\$0	\$5,179	0.00%	\$5,179	0.00%
Total C80131525 REMOTE HOLD LOCKERS					#DIV/0!
Total Library	(\$992,033)			\$992,033	-54,537,576,638,224,300,000
Total Library	(\$992,033)			\$992,033	-54,537,576,638,224,300,000
Total Library	(\$992,033)			\$992,033	-54,537,576,638,224,300,000
Total Library	(\$992,033)			\$992,033	-54,537,576,638,224,300,000

Consent Agenda 4.4

Report to: Milton Public Library Board

From: Sarah Douglas-Murray, CEO and Chief Librarian
Kanta Kapoor, Director, Support Services

Date: March 19, 2025

Re: Contract Award: Supply of Physical Library Materials and All Related Services

Recommendation:

THAT the Milton Public Library Board receive the report entitled "Contract Award: Supply of Physical Library Materials and Related Services."

THAT the contract for Milton Public Library Collection and Processing Services be awarded to the two leading vendors, Whitehots Inc. and Library Bound Inc., as detailed in this report.

THAT the term of the contract be for three (3) years, from March 20, 2025, to March 19, 2028. The contracts will remain in force until Milton Public Library issues a new RFP to terminate the agreements.

THAT the CEO/Chief Librarian be authorized to execute the resulting agreement in accordance with MPL's current purchasing policy.

Background

Milton Public Library's annual budget for physical materials is approximately \$560,000 annually. The library currently sources materials, including books, audiobooks, video games, DVDs, CDs, and all related processing services, from selected vendors.

Report

To ensure optimal use of funds and high-quality collections, MPL continuously reviews vendor capabilities to meet demand and respond to changing needs. Staff also aim to maximize return on investment for collection expenditures.

In January 2025, MPL issued a Request for Proposal (RFP) divided into five categories:

Category	Item	Approx. Expenditure
Category A	Adult Books	\$130,000
Category B	Children Books	\$140,000
Category C	Multilingual Items	\$40,000
Category D	Media Collection	\$45,000
Category E	Video Games	\$35,000

To ensure service continuity in unforeseen situations, the RFP stipulated that Categories A and B would not be awarded to the same vendor. This ensures MPL retains at least two vendors for its collection needs.

Evaluation Criteria:

Proposals were assessed based on the following criteria:

- Company Profile and Experience
- Project Team Qualification and Experience
- Interface with Integrated Library System
- Physical Processing
- Cataloguing
- Invoicing and Shipping
- Proposal Cost

Evaluation Process:

The evaluation was facilitated by the Manager of Procurement at the Town of Milton. The evaluation team included:

- Sarah Douglas-Murray, CEO\Chief Librarian
- Kanta Kapoor, Director, Support Services
- Anah Mustapha, Collection Librarian, Adult

Library Bound Inc. demonstrated strong capabilities across all categories, while Whitehots Inc. closely matched Library Bound's performance in the Adult Collection category.

Award Recommendation

Based on the evaluation, the following contract awards are recommended:

Whitehots Inc.: Category A – Adult Books

Library Bound Inc.:

- Category B – Children’s Books
- Category C – Multilingual Items
- Category D – Media Collection
- Category E – Video Games

These vendors were selected based on their ability to meet MPL's needs, ensuring quality service, cost efficiency, metadata, cataloguing standards, and adaptability to evolving patron requirements. The combination of vendors provides flexibility, maximizes return on investment, and strengthens MPL’s vendor relationships.

Report:

As such, this fulfils the following 2025 MPL Strategic Pillar & Objective:

Pillar: Creating a Robust & Resilient Organization

Objectives: Provide a framework for strong governance.

Pillar: Delivering Quality Services

Objectives:

Use data and metrics to build both physical and digital collections that meet community needs and keep pace with Milton’s population growth.

Explore and implement innovative models and ensure Milton residents have access to exceptional library service.

Recommendation:

THAT the Milton Public Library Board receive the report entitled "Contract Award: Supply of Physical Library Materials and Related Services."

THAT the contract for Milton Public Library Collection and Processing Services be awarded to the two leading vendors, Whitehots Inc. and Library Bound Inc., as detailed in this report.



THAT the term of the contract be for three (3) years, from March 20, 2025, to March 19, 2028. The contracts will remain in force until Milton Public Library issues a new RFP to terminate the agreements.

THAT the CEO/Chief Librarian be authorized to execute the resulting agreement in accordance with MPL's current purchasing policy.

Report to: Milton Public Library Board
From: Kanta Kapoor, Director, Support Services
Date: March 19, 2025
Subject: Fines & Fee Review 2025

Recommendation:

That Milton Public Library Board approve the Fines & Fees for 2025 as outlined in this report.

Background

Staff conduct an annual review of the Fines and Fee Structure at MPL, in which they assess the following:

1. Daily item fines
2. Annual non-resident fees
3. Maximum fines per item
4. Maximum fines per card
5. Fees for lost and damaged items
6. Photocopying fees
7. Printing fees, including 3D printing
8. Fees for proctoring exams

In undertaking the review, staff compare Milton Public Library's Fines and Fee structure with other public libraries in the Halton region and other municipalities to evaluate the fairness of MPL's fines and fee structure.

MPL's revenue structure is comprised of many fines and fees, and a summary chart of them all is presented in this report.

Report

As a result of the 2025 review, staff is recommending that the following Fines and Fees be implemented:

1. Regular Items:

Based on the approved budget, staff are recommending that the status quo be continued for 2025 and are not recommending changes to fines on regular items.

Item	Fine
DVD	\$1 Max \$10
Regular materials (Adults)	\$0.25 Max \$10
Regular materials (Children)	\$0.25 Max \$10
Frequent flyer DVD	\$2 Max \$20
Frequent flyer books	\$1 Max \$10
Expired hold	\$1 per item
ILLO non-pickup of hold	\$1 per item
Lost or stolen: child card	\$0
Lost or stolen adult card	\$0
Library of Things Items	\$5 Max \$50
Waive fine: Waive fines for children and youth patrons after they turn 18.	\$8,300 in fines were waived in 2024.

2. Services:

As a result of the 2025 review, staff is not recommending any amendments to the fees for the following services. These fees are in alignment with the neighboring libraries (See the table below):

- Non-resident membership fee - \$55
- Exam proctoring fee - \$45

	Milton	Toronto	Hamilton	Burlington	Oakville	Mississauga	Halton Hills
Non-resident	\$55	\$120	\$100	\$57	\$55	\$40	\$32

	Milton	Toronto	Hamilton	Burlington	Oakville	Mississauga	Halton Hills
Exam proctoring	\$45 + HST	Not available	Not available	Not available	\$45.20 tax included	\$50 (+tax)	\$50 (+ tax)

3. Printing/Photocopying Charges

As a result of the 2025 review, staff is not recommending any changes to printing service fees, except for an increase in color printing from \$0.40 to \$0.50 to align with neighboring libraries. This adjustment will help offset the rising costs of printing services (see table below).

	Milton	Hamilton	Burlington	Oakville	Mississauga	Halton Hills
B/W	\$0.20	\$0.10	\$0.20	\$0.25	\$0.15	\$0.20
Colour	\$0.50	\$0.25	\$0.40	\$0.50	0.50	\$0.50
3D prints	\$1.50/ 15 mins + \$1 set-up charges	\$0.10/gram - \$0.30 per gram of resin	\$2.50/30 mins	\$0.10/ per gram	\$2.00 set- up fee plus \$0.08 or \$0.21 per gram	\$2.00 plus \$0.50/ 15 mins
Scan to Email	\$0	\$0	\$0	\$0.10	\$0	\$0
Lamination Services	\$1.00 cost for an 8.5x11 pouch	\$1.00 cost for an 8.5x11 pouch	N/A	N/A	N/A	N/A

4. Cost Recovery for Specialised Services & Programs

Certain services, such as the use of specialized technology at the Sherwood Tech Hub, may incur costs. Staff recommends that the Board approve the authorization of the CEO to establish fees for specialized services and programming, on a cost-recovery basis.

Upon approval by the Board, the MPL fines and fees as outlined in this report will be effective immediately. MPL's fines and fee structure will continue to be evaluated annually.

As such, this fulfils the following 2025 MPL Strategic Pillar & Objective:

Pillar: Creating a Robust & Resilient Organization

Objective: Provide a framework for strong governance.

Recommendation: That Milton Public Library Board approve the Fines & Fees for 2025 as outlined in this report.

Report to: Milton Public Library Board

From: Sarah Douglas-Murray, CEO and Chief Librarian
Kanta Kapoor, Director, Support Services

Date: March 19, 2025

Re: Integrated Library System (ILS) – Post Launch Report

Recommendation:

That Milton Public Library Board receives the Integrated Library System (ILS) – Post Launch Report.

Background:

Following the Milton Public Library Board's approval to award the contract to Innovative Interfaces Inc. for the supply of a new Integrated Library System (ILS) / Library Services Platform (LSP), the Milton Public Library (MPL) successfully launched its new Integrated Library System (ILS) on February 6, 2025. This report provides an overview of the implementation process, system performance post-launch, staff and patron feedback, and recommendations for future enhancements.

Report:

The transition from the previous ILS to Polaris by Innovative Interfaces Inc. followed an extensive planning and testing phase. Key milestones included:

- **Data Migration:** Successfully extracted and transferred all bibliographic, circulation, and patron data.
- **Offline Data Load:** Successfully imported about 20,000 transactions during the downtime period into the production server.
- **Items Processing from Downtime period:** Staff processed over 12,500 items just in three days after the Go Live.
- **System Testing:** Ensured data integrity and operational stability across cataloging, circulation, and patron access.
- **Training & Change Management:** Conducted structured training sessions for staff, including department-specific workshops and hands-on simulations.
- **Patron Awareness Campaign:** Implemented a comprehensive communication plan to inform patrons of changes, downtime, and new system features.
- **Launch of New Mobile App & Vega Discover:** Introduced an enhanced mobile app and Vega Discover platform, improving search functionality and user experience.
- **ILS for In-House Item Usage & Hold Pickup Processing:** The new system has automated





Post-Launch System Performance

Since the go-live date, the system has been operating efficiently, with minimal disruptions. The integration of self-checkout machines and the mobile app has provided a seamless user experience, while the enhanced online catalog and discovery service, powered by Vega Discover, has improved search capabilities, filtering options, and user accessibility. Around 300,000 requests were made just within two weeks of launch of the mobile app from Feb 6th to Feb 21st with over 17,000 page views.

Third-party integrations, including digital collections, automated materials handling (AMH), and payment processing systems, have functioned successfully. Additionally, the ILS now supports automated tracking of in-house item usage, reducing staff workload and improving reporting accuracy. Hold pickup processing using tablets has significantly improved efficiency, reducing wait times and enhancing overall service quality.

Staff Feedback:

Staff reported high confidence in using the new system following training. Some minor workflow adjustments were required, particularly in patrons' block, hold management and offline checkouts during brief downtimes. Continued vendor support is available to troubleshoot and refine operations.

Lessons Learned

The implementation of the new ILS provided several key takeaways. Effective staff training and communication were crucial in ensuring a smooth transition. While the majority of workflows were successfully migrated, minor technical adjustments were necessary to optimize system functionality. The importance of proactive patron education was reinforced, as some users required additional guidance on new features such as the mobile app and Vega Discover. Additionally, ensuring technology compatibility with existing infrastructure remains a priority, as catalogue computers will require upgrades for optimal performance. RFID pads required software updates, and online payments experienced challenges during the initial setup. Furthermore, catalogue computers were found to be incompatible with Vega Discover, prompting staff to plan for necessary technology upgrades. Moving forward, continuous evaluation and incremental improvements will be essential in maximizing the benefits of the new system.

Next Steps & Recommendations

To ensure continued success, the management team will provide ongoing staff support through refresher training sessions and targeted troubleshooting assistance. Patron engagement efforts will be expanded with additional help resources, including video tutorials and in-branch demos, to maximize the benefits of the new system. Staff will continue to work closely with Innovative Interfaces Inc. to monitor system performance and implement necessary enhancements. Additionally, staff are working to upgrade catalogue computers to ensure full compatibility with



Vega Discover. A six-month review will be conducted to evaluate the overall impact and identify further improvement opportunities.

Conclusion:

The launch of MPL’s new ILS marks a significant step in enhancing service efficiency and patron experience. The smooth transition and positive early feedback indicate a well-managed implementation process. Continuous monitoring and optimization will ensure that MPL maximizes the benefits of this new system.

Report:

As such, this fulfils the following 2025 MPL Strategic Pillar & Objective:

Pillar: Delivering Quality Services

Objectives:

Leverage MPL’s community-led approach to service in the creation of inclusive, equitable and responsive programming and facilities for all members of the community.

Use data and metrics to build both physical and digital collections that meet community needs and keep pace with Milton’s population growth.

Explore and implement innovative models and ensure Milton residents have access to exceptional library service.

Recommendation:

That the Milton Public Library Board receives this report as information and endorses the proposed next steps for system optimization and ongoing support.

Report to: Milton Public Library Board

From: Chris Dorscht, Director, Customer Experience
Fajar Parvez, Manager, Marketing & Communications

Date: March 19, 2025

Subject: Marketing and Communications Strategy & Plan 2025

Recommendation:

That Milton Public Library Board receive the report entitled “Marketing and Communications Strategy & Plan 2025” for its information.

Background

The annual Marketing and Communications Plan supports Milton Public Library’s commitment to advancing the priorities outlined in its Strategic Master Plan (2025-2029). This plan is reviewed and refined annually to ensure it remains responsive to the evolving needs of the community and aligned with MPL’s strategic objectives. The Marketing and Communications Plan serves as a framework to guide MPL’s efforts in raising awareness of its services, programs, and resources, while also strengthening its position as an innovative and community-focused library.

Report

The 2025 Marketing and Communications Plan provides a strategic framework to guide all internal and external marketing and communications activities with key stakeholders. It fosters a shared understanding of marketing and communications priorities across the organization, while supporting both short-term actions and long-term goals. The plan outlines clear objectives, key messages, deliverables, timelines, a calendar of activities, and evaluation measures — all aligned with Milton Public Library’s Purpose, Vision, and Values as outlined in the Strategic Master Plan.

In 2025, Milton Public Library’s marketing and communications efforts will focus on the following key projects:

- **Website Content Audit:** Review and refine website content to enhance clarity, accuracy, and usability to deepen MPL’s engagement with the community.
- **Crisis Communication Plan:** Develop a plan to ensure clear, timely, and coordinated communication during emergencies, including defined roles, key messages, and communication channels.
- **Branding & Training:** Standardize event listings in programming schedule and provide staff with training on consistent branding, formatting, and best practices.

- **Telling Our Story Page:** Launch a dedicated webpage to highlight and celebrate MPL’s recent achievements on a quarterly basis.
- **Photography:** Partner with a local photographer to capture high-quality, updated images of all MPL branches. These photos will highlight the library’s vibrant, welcoming spaces and help visually tell the story of how MPL supports learning, connection, and community engagement.

As such, this fulfills the 2025 MPL Pillar and Objectives:

Pillar: Telling Our Story

Objective: Celebrate and amplify MPL’s successes while demonstrating the value of libraries to the community.

Recommendation:

That Milton Public Library receive the attached “Marketing and Communications Strategy & Plan 2025” for its information.



Milton Public Library

Marketing and Communications Strategy & Plan

March 2025



Purpose

Milton Public Library (MPL) is an award-winning public library system that serves one of the fastest-growing municipalities in North America. MPL is dedicated to innovation, accessibility, and service excellence.

The Marketing & Communications Plan is designed to support MPL's strategic objectives as outlined in the 2025-2029 Library Strategic Master Plan. It ensures that all marketing and communications efforts align with the library's overarching vision and purpose. The plan provides a strategic roadmap for how MPL will tell its story, build community connections, and demonstrate the value of library services.

Through intentional and strategic marketing, MPL aims to:

- Increase engagement and awareness of MPL's services and programs.
- Foster strong relationships with stakeholders and the community.
- Strengthen MPL's brand and impact within the Town of Milton.
- Advocate for library funding, transparency, and accountability.

MPL empowers the community to: Read. Learn. Innovate. Connect.

Marketing & Communications Principles

To achieve its objectives, the Marketing & Communications Plan is built upon the following guiding principles:

1. Telling Our Story

- Deepen MPL's engagement with the community by sharing success stories and the impact of library services.
- Highlight the role of MPL as a trusted community resource and advocate for intellectual freedom, accessibility, and lifelong learning.
- Use diverse and inclusive storytelling methods to reach all segments of Milton's population.

2. Building a Strong Brand

- Maintain a clear and recognizable MPL brand identity, internally and externally.
- Consistently use MPL's tagline: Be Inspired.
- Ensure all communication materials reflect MPL's commitment to accessibility and inclusivity.



3. Community Engagement & Partnerships

- Strengthen relationships with stakeholders, including Milton Town Council, community organizations, schools, and businesses.
- Foster community-driven collaborations to expand MPL’s outreach and impact.
- Engage in direct conversations with underrepresented communities to ensure equitable access to services.

4. Data-Driven Decision Making

- Use benchmarking, analytics, and community insights to refine marketing efforts.
- Track and evaluate key performance indicators (KPIs) to measure the effectiveness of communication strategies.

5. Digital First Approach

- Expand MPL’s digital marketing efforts, including social media, website optimization, and email marketing.
- Continue growing MPL’s online presence through interactive content and real-time engagement.
- Implement cutting-edge marketing technologies, including SMS marketing, to enhance patron engagement.

MPL Goals	High-Level Marketing and Communications Activities & Tactics
Advocacy & Awareness	<ul style="list-style-type: none"> ○ Develop a public-facing marketing campaign to educate residents on the importance of libraries in a growing community. ○ Leverage data storytelling to demonstrate the library’s impact on the local economy, education, and community well-being
Telling Our Story	<ul style="list-style-type: none"> ○ Create a year-long content plan showcasing MPL’s role in innovation, digital equity, and literacy. ○ Feature patron testimonials, success stories, and user-generated content.
Strengthening Community Connections	<ul style="list-style-type: none"> ○ Expand partnerships with schools, colleges, and cultural organizations to increase library membership and program participation.
Digital & Social Media Marketing	<ul style="list-style-type: none"> ○ Develop a comprehensive digital engagement strategy, increasing website traffic and social media engagement



	<ul style="list-style-type: none"> ○ Expand video content, including virtual tours, author talks, and behind-the-scenes features. ○ Introduce SMS marketing as a new engagement tool.
Enhancing Accessibility & Inclusivity	<ul style="list-style-type: none"> ○ Promote Accessible services and programs available to the community to increase awareness ○ Enhance and promote MPL’s Truth and Reconciliation efforts through digital channels. ○ Strengthen outreach to underserved communities, newcomers, and marginalized groups.
Marketing Support for New Infrastructure & Services	<ul style="list-style-type: none"> ○ Develop targeted marketing strategies for upcoming library projects, including alternative service models (bookmobile, kiosks, holds lockers). ○ Engage residents in consultations about new library spaces and initiatives

Marketing & Communications Strategic Objectives

MPL’s Marketing and Communications objectives for 2025 align with the library’s Strategic Pillars:

OBJECTIVES
<p>1. Telling Our Story</p> <ul style="list-style-type: none"> • Strengthen MPL’s brand recognition and value within the community. • Develop an advocacy toolkit to support stakeholder engagement. • Increase public awareness of MPL’s impact through storytelling and multimedia campaigns.
<p>2. Building Strong Infrastructure</p> <ul style="list-style-type: none"> • Ensure timely updates and clear communication about service enhancements and alternative service models.
<p>3. Creating a Robust & Resilient Organization</p>



- Provide ongoing communications training for staff to ensure consistent messaging and service excellence.
- Develop internal marketing resources to support MPL’s strategic initiatives.

4. Delivering Quality Services

- Use market research and patron feedback to inform new programming and resource allocation.
- Implement targeted marketing campaigns to promote underutilized services and collections.

Target Audiences

MPL has a broad and diverse target market of all Miltonians for its marketing and communications efforts. Although market segmentation is an optimal marketing strategy, the Public Library Act and Libraries as a whole require and value accessibility (providing free and equitable access to all) and inclusivity (empowering Milton’s diverse community), which makes it more difficult to pinpoint primary and secondary target audiences as is traditionally defined in the marketing world.

Primary Target Market – Traditional Marketing Definition

A primary target market is the segment of a marketplace a business believes will give it the best chance to “sell”. A primary target market may not be the largest segment of a marketplace.

Secondary Target Market – Traditional Marketing Definition

A secondary target audience is simply the second most important consumer segment you'd like to target. It's not your primary customer base, and may have less money or fewer demands for your product(s)/service(s).

Tertiary Target Market – Traditional Marketing Definition

A tertiary target audience is simply the third most important consumer segment you'd like to target.

As this is the case, we will define Milton Public Library’s primary, secondary and tertiary target audiences as follows to ensure MPL’s values of accessibility and inclusivity are upheld.

MPL’s Primary Target Audience:

Milton Community / Milton Public, including existing and potential library patrons. This can be further broken down into sub-categories including:

- Children
- Tweens and teens
- Young adults
- Adults



- Seniors
- Caregivers
- Those who are new(er) to Canada and/or Milton
- Social Media followers

MPL's Secondary Target Audience:

Milton Public Library serves several other stakeholders as well, including other government agencies and partners. The purpose of these relationships is to inform, leverage and collaborate. Some of these audiences include:

Boards & Council:

- MPL Board
- MPL staff and management
- Milton Chamber of Commerce
- Milton Town Council and Staff
- Milton and Halton region
- HALINET

Other Stakeholders & Partners:

- Business community
- Milton Centre for the Arts
- Ministry of Tourism, Culture and Sport
- Library Futures
- Internet Archive
- Centre for Free Expression
- OLA, CLA, AMPLO, HRNOL, CELUPL, CULC, ULC
- Local media, such as MyFM, The Milton Canadian Champion, Villager etc.
- Southern Ontario Library Service

MPL's Tertiary Target Audience:

Milton Public Library seeks to partner with local, national and international media to grow our brand visibility among our primary and secondary target audiences, inform the public of key initiatives and practices in a positive, consistent and credible manner and maximize coverage of the organization.

Some of these audiences include:

- Local media (radio stations, newspapers, television, and other new vehicles)
- National media (ex: Globe & Mail, Toronto Star, CHCH CityTV, CBC, Global, CP24, CTV etc.)
- International media (ex: The Atlantic, The Wall Street Journal, New York Times, etc.)



Key Messaging Themes

The key messaging themes for 2025 will focus on:

1. **Libraries as Essential Community Hubs**
 - Highlight MPL’s role as a vital community hub that fosters learning, innovation, and engagement.
 - Showcase MPL as a safe, inclusive, and welcoming space for all residents.
2. **Beyond Books: Expanding Access to Knowledge & Innovation**
 - Promote MPL’s extensive digital resources, technology access, and learning tools.
 - Emphasize access to the Library of Things, creative spaces, and emerging technologies.
3. **Community Connection & Social Impact**
 - Demonstrate how MPL strengthens community partnerships, supports local initiatives, and fosters civic engagement.
 - Highlight initiatives that focus on equity, diversity, and inclusion.
4. **Data-Driven & Future-Focused Library Services**
 - Showcase MPL’s commitment to data-informed decision-making and innovative service delivery models.
 - Communicate ongoing investments in infrastructure, staffing, and technology to meet future needs.
5. **Telling Our Story**
 - Share impactful stories of how MPL services have transformed lives.
 - Use real patron experiences, staff highlights, and behind-the-scenes insights to engage the community.

2025 Key Projects

MPL’s marketing and communications efforts will focus on the following key projects in 2025:

- **Website Content Audit**
 - Audit the library website to identify areas for content improvement, ensuring clarity, accuracy, and user engagement.
- **Crisis Communication Plan**
 - Develop a plan to ensure clear, timely responses during emergencies. It outlines key spokesperson, communication channels, message templates and public notices
- **LibCal Branding & Training**
 - Standardize event entries in LibCal and provide staff training on branding, formatting, and best practices for event listings.
- **Telling our Story Page:**
 - Develop a telling our story webpage which will highlight our achievements over the last quarter.



Overview: 2025 MPL Marketing & Communications Projects

Initiative	Description	Responsibility/Timeline
Branding	Continue to create a distinctive and memorable identity that resonates with the community, enhancing recognition and loyalty. This is achieved through consistent messaging, visual identity, and engagement strategies across all platforms and interactions.	Lead: Manager, Marketing & Communications Throughout 2025
Social Media	Engage the community through informative and interactive content, fostering a connection and increasing service awareness. Effective branding on these platforms is achieved through consistent visual and narrative messaging that aligns with the library's identity and values. Add Bluesky as a new social channel. Evaluate the use of X moving forward as viable channel.	Lead: Marketing & Communications Team Support: Librarians Throughout 2025
Internal Communications/ staff engagement	Assist the CEO and Administration in helping employees connect long-range organizational vision to daily work, ensuring alignment with MPL's strategic direction, and assist in developing and inspiring commitment to a vision of success.	Lead: CEO, Administration and Marketing & Communications Team As required in 2025
Project-specific communications plans	Assist in managing organizational change by developing and executing proactive communication plans in support of key organizational initiatives and share MPL's successes after completion. Continue to develop compelling, intentional, and strategic marketing/communications plans that get "clear on purpose" to build effective two-way relationships targeted at key stakeholders to help achieve MPL goals.	Input and direction provided by CEO, Administration, and Senior Staff to Marketing/ Communications to develop communication plans As required in 2025
Editing/Proofing: MPL Promotional Materials	Continue to make editorial and brand standard suggestions/comments on all staff-produced MPL communications that are public-facing to maintain a professional system-wide standard of communication. Ensure that our	Lead: Manager, Marketing & Communications Throughout 2025



	streamlined and standardized brand guidelines document and brand templates are being used to ensure visually appealing and brand consistent displays.	
Major MPL Events	Assist in organizing 1-3 major events per year to raise the profile of the Library and demonstrate how instrumental MPL is in building the economic, community, social and cultural foundation in Milton. i.e. Beaty Garden Opening and closing ceremonies, One Book One Milton, Tea Fest, Job Fair, etc,	Lead: CE and Marketing & Communications Team Throughout 2025
Outreach Efforts	Assist program staff as needed in pursuing and developing partnerships with community groups and organizations where there is a logical and needed fit with the Library's goals and direction.	Lead: CE, SS and Manager, Marketing & Communications Throughout 2025
Media Releases & Media Advisories	Issue news releases on all significant MPL initiatives and achievements while employing a creative, story-telling approach to external communications/media relations. Continue to liaise and network with local, provincial and national media outlets and strategic partnerships while building a robust media list and deadline schedule.	Lead: Manager, Marketing & Communications Feedback and Approval: CEO/DCE Throughout 2025
MPL Feature Stories	Develop one or two feature articles per quarter about the overall importance of libraries (and/or a specific and unique MPL story) and share with media outlets and partner organizations for publishing in their newsletters including OLA, CLA...etc.	Lead: Manager, Marketing & Communications Feedback and Approval: CEO/DCE Time permitting in 2025
One Book, One Milton	Develop a strategic communications and marketing plan to support the delivery of MPL's Community Reads initiatives and implement all tactics/deliverables.	Lead: Manager, Marketing & Communications Support: CE Throughout 2025
MPL eNewsletter & Eblasts	Create and distribute a MPL monthly eNewsletter (and additional eblasts when necessary) to more effectively communicate with key audiences regarding upcoming programs, services, events, and key news (also web and device friendly).	Lead: Marketing & Communications Team Monthly Throughout 2025



	Continue creating printed Newsletters to also be shared with a list of partners.	
Library Signage	Continue to put thematic wraps in each of the three branches for each quarter (budget permitting) to make it a welcoming and engaging space for all.	Lead: Marketing & Communications Throughout 2025
Website Communications / Content Management	Create campaign/ program specific pages containing collections, programs, services and partnerships. These pages will act as a repository of information for the patrons specific to the campaign. Continue to enhance user experience with easy to access important pages. Analyze page views, bounce rates, load times, traffic to ensure relevant content is being shown to each audience segment.	*As noted in the Master Plan Goal 3: Community Connections and Collaboration Lead: Marketing & Communications Team Monthly Throughout 2025
Search Engine Optimization & Google Ads	Continue an SEO and Google Ads strategy to e gain more visibility on search engines hence increasing brand awareness.	Lead: Manager, Marketing & Communications Monthly Throughout 2025
Media Partnership	Collaborate with FM 101, Inside Halton, Cogeco Halton TV and others to promote library services, events, and resources, increasing community engagement.	Lead: Marketing & Communications February, March, May, June, July, September, November
Library Photoshoot	Update the library's stock photos and videos through a comprehensive new photoshoot, refreshing our visual assets for marketing and communications use.	Lead: Marketing & Communications Team August 2025
TV Network	Run MPL ads on the TV network in Milton in partnership with Roots Marketing	Lead: Marketing & Communications Team Mid 2025

Marketing & Communications Budget and Team Plan

The 2025 Marketing and Communications budget is \$54,024 and covers initiatives for the Main Library, Beaty Branch and Sherwood Branch. It is also used to support the growth of new initiatives planned for 2025. Line items typically supported by the Marketing and



Communications budget include: advertising (Radio partnership, newsletters, photography and videography, paid social, TV network advertising, website content audit, branded items etc.) and printed (the annual report, signage, posters, flyers and several other related initiatives). Review the Marketing & Communications budget for 2025 to maximize library exposure.

The Marketing and Communications team currently has a Manager, Marketing and Communications and Marketing Assistant.

- Marketing Assistant's core accountabilities:
 - Quality & Branding Control
 - Social Media
 - In-library communication and signage
 - External communication executions (newsletters, website, etc.)

- Manager, Marketing & Communications core accountabilities:
 - Management of the Marketing Assistant and approvals
 - Strategic promotional planning
 - Website governance
 - Main point of contact for external and internal stakeholders, strategic partnerships and media
 - Budget monitoring and management

Evaluation

The following actions will be taken to measure and evaluate the success of MPL marketing/communication efforts:

- Media monitoring – Favourable media articles (and whether key messages have been adequately captured), number of news releases picked up by local media vs. number of news releases sent to media as well as number of news releases picked up by national and international media vs. number of news releases sent out.

- Analysis of social media engagement on all channels (Facebook, X, Instagram, BlueSky)

- Program tracking/results – number of people attending programs/events (and specifically those with direct linkages to marketing/communication efforts i.e. advertising).

- Circulation increases specifically those with direct linkages to marketing/communication efforts i.e. advertising

- Formal/informal staff surveys and feedback (internal feedback).



- Website tracking and page views (and subsequent “hits”) – linked to advertising or specific articles.
- Analysis of telephone, email, live web chat, SMS, and personal feedback.
- Monitor “Happy or Not” kiosks in branch for patron feedback.
- Monitor patron / general public polls (external feedback).
- Did media proactively respond to the materials supplied?
- Were communications materials used properly and did they help in creating awareness or understanding?
- Gauge whether our communications were accurate, timely, and appropriate for intended audiences.
- Gauge/evaluate whether the image and reputation of the Milton Public Library changed through a communications / marketing initiative (relative impact).

Discussion Item 5.2

Report to: Milton Public Library Board
From: Sarah Douglas-Murray, CEO & Chief Librarian
Date: March 19, 2025
Subject: Policy Review and Updates

Recommendation:

That the Milton Public Library Board approve the updates to FN-01 Mission Statement – Updated to FN-01 Vision, Purpose, and Values included as Attachment 1 to this report; and

That the Milton Public Library Board approve the updates to FN -04 Intellectual Freedom included as Attachment 2 to this report; and

That the Milton Public Library Board approve the updates to FN-05 Children’s Rights in the library & FN-06 Teens Rights in the Library updated to FN-05 Children’s Rights in the Library and Teens Rights in the Library included as Attachment 3 to this report; and

That the Milton Public Library Board approve the updates to OP-07 Public Internet Access included as Attachment 4 to this report; and

That the Milton Public Library Board approve the updates to OP-11 Circulation included as Attachment 5 to this report; and

That the Milton Public Library Board approve the updates to HR-08 Health and Safety included as Attachment 6 to this report.

Background:

A Policy Review Schedule for the 2023-2027 Board term was approved by the Board at the March 22, 2023 Board Meeting through Motion #23-1853. In June 2023 the Board Initiated a Service Delivery and Organizational Review Process that included a review of all MPL policies and procedures are part of the scope of work. In January 2024 through resolution 24-1908 the MPL Board approved a pause on non-essential Policy Review until the completion of the Service Delivery and Organizational Review and Subsequent Master Plan Process.

The Strategic Master Plan Process is now complete and includes the recommendation to;

Add a standing item on the MPL Board Agenda that undertakes a review of selected MPL Policies twice per year, or other interval set by the Board, as a means to ensure effective Governance.

An Updated Policy Review Timeline was approved by the Board in January 2025 through resolution #25-1965 and included proposed review timelines for all Policies during this Board Term. It identified the following policies to be reviewed in March 2025;

- FN-01 Mission Statement
- FN -04 Intellectual Freedom
- FN-05 Children's Rights in the library
- FN-06 Teens Rights in the Library
- OP-07 Public Internet Access
- OP-11 Circulation
- OP-15 Volunteers

Additionally, it has been identified that per the Occupational Health and Safety Act (OHSA), organizations are required to annually review their Health & Safety Policy Statement document. Consequently, a review of HR-08 Health and Safety has been added.

While staff had been planning to bring and update of OP-15 Volunteers to this meeting further consultation is needed and an updated policy will be brought to the May 2025 Board Meeting.

Report:

A copy of all updated policies has been included as Attachments 1-6 to this report. A summary of updates is included below

FN-01 Mission Statement – Updated to FN-01 Vision, Purpose, and Values

The MPL Strategic Master Plan that was approved by the Board in January 2025 included a slightly updated Vision and Purpose and confirmed the MPL Values. FN-01 Vision, Purpose, and Values has been updated to align with the Strategic Master Plan

FN -04 Intellectual Freedom

The previous FN -04 Intellectual Freedom was high level and included endorsement of the Canadian Federation of Library Associations (CFLA) Statement on Intellectual Freedom and Libraries and the Ontario Library Association (OLA) Statement on the Intellectual Rights of the Individual.

The updated FN -04 Intellectual Freedom continues to include endorse the statements mentioned above has been expanded to include sections on;

- Commitment to Open Access and Expression
- Library Collections and Resources
- Programs, Events, and Public Spaces
- Internet and Digital Access
- Reconsideration of Library Materials and Programs

FN-05 Children’s Rights in the library & FN-06 Teens Rights in the Library

FN-05 Children’s Rights in the library and FN-06 Teens Rights in the Library had been stand alone policies. In reviewing the policies as well as other library best practices it is recommended by staff that they be combined into one policy - FN-05 Children’s Rights in the Library and Teens Rights in the Library.

There are no significant other updates as the updated policy continues to endorse the Children’s Rights in the Public Library adopted by the Ontario Library Association and the Teens Rights in the Public Library adopted at the Ontario Library Association.

OP-07 Public Internet Access

OP-07 Public Internet Access has been updated to include the update Vision, Purpose and Values and has been expanded and fleshed out to ensure clarity and that it is meeting current best practices. The following sections have been added;

- Internet Content & User Responsibility
- Internet Security Controls Children’s Access to the Internet
- Use & Prohibited Activities
- Privacy & Security
- Legal Compliance
- Liability Disclaimer
- Policy Enforcement & Compliance

OP-11 Circulation

The Circulation Policy was reviewed to ensure its alignment with Current practices as well as functionality of the new ILS system. A few updates were made including;

- Clarifying that the policy applies to physical and digital collections
- In Reciprocal Borrowing – Clarifying that The patrons can access Library spaces, services, programming, technology and access to the physical collection as per the agreement
- In Conditions of Membership and Card Use was updated to include that cardholders will be required to renew their Library Card (physical or digital) every two years.
- A section was added related to InterLibrary Loan Services

HR-08 Health and SafetyHR-08 Health and Safety has been slightly reformatted and reworked by the Occupational Health, Safety & Wellness Manager. No substantial changes were included.

As such, this fulfils the following 2025 MPL Strategic Pillar & Objectives:

Pillar: Creating a Robust & Resilient Organization

Objective: Provide a framework for strong governance.

Pillar: Delivering Quality Services

Objective: Collaborate with academic, municipal and community stakeholders for the fulfillment of MPL's vision, mission and values.

Recommendation:

That the Milton Public Library Board approve the updates to FN-01 Mission Statement – Updated to FN-01 Vision, Purpose, and Values included as Attachment 1 to this report; and

That the Milton Public Library Board approve the updates to FN -04 Intellectual Freedom included as Attachment 2 to this report; and

That the Milton Public Library Board approve the updates to FN-05 Children's Rights in the library & FN-06 Teens Rights in the Library updated to FN-05 Children's Rights in the Library and Teens Rights in the Library included as Attachment 3 to this report; and

That the Milton Public Library Board approve the updates to OP-07 Public Internet Access included as Attachment 4 to this report; and

That the Milton Public Library Board approve the updates to OP-11 Circulation included as Attachment 5 to this report; and

That the Milton Public Library Board approve the updates to HR-08 Health and Safety included as Attachment 6 to this report



Policy Type: Foundation

Policy Number: FN - 01

Policy Title: Vision, Purpose and Values

Policy Approval Date: May 2008

Policy Review Date: March 2025

PURPOSE

The Vision, Purpose, and Values statements articulate the shared understanding between the Board and staff regarding the library's Vision, Purpose and Values and those it serves. It serves as an inspiration for all who work on behalf of the library and acts as a guiding framework for decision-making and actions. This policy ensures that the Vision, Purpose, and Values remain relevant and central to the library's operations.

SCOPE

The Vision, Purpose, and Values statement is used as a decision-making framework for the Board and staff. All strategic decisions must align with the library's Vision, Purpose, and Values.

The Board develops, reviews, and revises the Vision, Purpose, and Values statement as part of the library's strategic planning cycle.

The Milton Public Library's Vision and Purpose statements must:

- Be short, clear, and concise.
- Align with the library's strategic direction.
- Be easily understood by both internal and external stakeholders.
- Guide the actions of the Board and staff.

The Milton Public Library's Values must;

- Define Core Principles – They establish the foundational ethical and operational principles that guide the library's culture and decision-making.
- Support Strategic Alignment – They ensure that all actions and policies align with the library's overarching mission and purpose.
- Provide a Decision-Making Framework – They act as guiding principles for the Board and staff in making choices that reflect the library's commitment to intellectual freedom, inclusivity, accessibility, and service.
- Communicate Organizational Identity – They help both internal and external stakeholders understand what the library stands for and prioritizes

- Ensure Accountability – They establish expectations for transparency, fiscal responsibility, and high-quality service.

The Milton Public Library's Vision Purpose and Values follow:

Vision

To inspire through discovery, collaboration, creation and innovation.

Purpose

MPL empowers the community to: Read. Learn. Innovate. Connect.

Values

Intellectual Freedom: Supporting the principles of free thought, belief, and expression.

Inclusivity: Empowering Milton's diverse community.

Accessibility: Providing free and equitable access.

Exceptional Public Service: Ensuring responsive customer service.

Lifelong Learning: Promoting literacy, discovery, and creativity.

Accountability: Prioritizing transparency and fiscal responsibility in decision-making.



Policy Type: **Foundation**

Policy Number: **FN - 04**

Policy Title: **Intellectual Freedom**

Policy Approval Date: May 1987

Policy Review Date: March 2025

PURPOSE

The Milton Public Library (MPL) Board has a fundamental responsibility to uphold and advocate for intellectual freedom. This policy affirms the library's commitment to providing equitable, inclusive, and unrestricted access to information, ensuring that all individuals have the right to explore diverse perspectives without censorship or discrimination.

SCOPE

1. The Board adopts the Canadian Federation of Library Association's **Statement on Intellectual Freedom and Libraries** as per Appendix A
2. The Board further adopts the **Ontario Library Association's Statement on the Intellectual Rights of the Individual** as per Appendix B

I. MPL Board Responsibilities

It is the responsibility of the Board, and those who work in the library, to:

- ensure that all library users have the fundamental right to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly
- guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable while maintaining a welcoming and respectful environment.
- ensure library's public facilities and services are accessible and inclusive for individuals and groups without discrimination. The library provides safe spaces where people can engage with information freely. Make available all of the library's public facilities and services to all individuals and groups who need them.

- resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups
- Intellectual freedom applies to all formats, including digital resources, artificial intelligence applications, and social media.
- directs the Chief Librarian to ensure that the principles of intellectual freedom are integrated into all organizational procedures and practices.

2. Commitment to Open Access and Expression

MPL strives to create opportunities for learning, discussion, and cultural enrichment through programs, events, and exhibits. The library does not discriminate against speakers, performers, or organizations based on their viewpoints, provided their contributions align with MPL's commitment to intellectual freedom and community well-being.

To uphold these principles, MPL:

- Provides equitable access to information in all forms, ensuring that diverse viewpoints are represented.
- Supports the availability of materials that reflect a wide range of experiences, ideologies, and cultural perspectives.
- Maintains a welcoming and inclusive environment where individuals can openly engage with information and express their ideas.
- Physical and digital access to materials is not restricted based on content except when legally mandated.
- MPL affirms that children and youth can freely explore the library's collections. Parents and guardians are responsible for guiding their children's choices in alignment with their family's values.

3. Library Collections and Resources

The MPL strives to meet the informational needs of all ages, backgrounds, and educational levels of our community by providing alternative perspectives and/or opposing views on topics, including those that may be perceived as less popular and/or unorthodox. The collection broadly reflects the diversity that exists in our culture and society. A particular viewpoint in the collection expresses MPL's policy of intellectual freedom, not endorsing that point of view. Access to library collections is not restricted by age. Responsibility for the use of the collection by children rests solely with their parents or legal guardians.

To uphold these principles, MPL:

- Does not exclude materials based on the personal beliefs, background, or political stance of an author.
- Does not restrict access due to the frankness of language or depiction of controversial subjects.

- Does not censor materials because of the potential for content to be perceived as challenging or provocative.
- Does not limit selection based on the language in which the work is written or performed.
- Provides open access to all materials in the collection to users of all ages.

While MPL complies with applicable laws regarding restricted content (e.g., materials deemed illegal under the Criminal Code of Canada).

4. Programs, Events, and Public Spaces

MPL strives to create opportunities for learning, discussion, and cultural enrichment through programs, events, and exhibits. The library does not discriminate against speakers, performers, or organizations based on their viewpoints, provided their contributions align with MPL's commitment to intellectual freedom and community well-being.

To uphold these principles:

- Programs and events are developed to foster open dialogue and exploration of ideas.
- Exhibits and displays aim to represent a broad spectrum of experiences, perspectives, and creative expression.
- MPL may refuse or cancel space bookings for events promoting hate, discrimination, or content violating the Programming Policy and Room and Space Usage Policy.
- The Library guarantees the right of free expression by making available its rooms to all individuals, groups and organizations regardless of the beliefs or affiliations of the individuals or groups requesting their use. These beliefs do not necessarily reflect the opinion of the Milton Public Library Board. The use of Library spaces must not contravene Canadian laws, including the Criminal and Ontario Human Rights Code.

5. Internet and Digital Access

MPL recognizes that intellectual freedom extends to digital spaces and actively works to ensure open access to online information. Free public Wi-Fi and computer access support research, learning, and digital literacy.

The internet is a vast and unregulated space that contains a range of perspectives, including those that may be controversial or offensive. MPL does not filter general internet access but employs safeguards to protect against cybersecurity threats. While the library works to maintain a balance between security and open access, it cannot guarantee that filtering technologies will be entirely effective.

Users are responsible for their own internet activity and are encouraged to exercise critical thinking when evaluating online information. MPL assumes no responsibility for content accessed via its networks.

6. Reconsideration of Library Materials and Programs

MPL respects individuals' right to question or challenge materials, programs, or exhibits. While personal objections to content are valid, intellectual freedom ensures that no individual or group has the right to restrict access to others. If a patron believes that a particular item, program, or exhibit falls outside the library's selection criteria, they may submit a duly filled-in "Request for Program Reconsideration" form or "Request for Reconsideration of Library Materials" for the Library staff to review. The reconsideration process ensures that all concerns are evaluated thoughtfully while reaffirming MPL's commitment to upholding intellectual freedom.

Related Documents:

1. Canadian Federation of Library Associations (CFLA) **Statement on Intellectual Freedom and Libraries** approved by CLA on 27th June 1974; Amended 17th November 1983; 18th November 1985; 27th September 2015 and adopted by CFLA on 26th August 2016. Reviewed 12th April 2019 (**Appendix A**)
2. Ontario Library Association (OLA) **Statement on the Intellectual Rights of the Individual** Updated and Approved, Ontario Library Association Annual General Meeting 7th November 1998 (**Appendix B**)

Related Policies:

OP- 07 Public Internet Access Policy
OP -14 Collection Management Policy
OP - 21 Programming Policy
OP – 23 Room and Space Usage Policy

Appendix A
Canadian Federation of Library Associations
Statement on Intellectual Freedom and Libraries



Approval History: ~ CLA: June 27, 1974. Amended November 17, 1983; November 18, 1985; September 27, 2015. CFLA-FCAB: Adopted August 26, 2016; Reviewed April 12, 2019.

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards,

libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them. Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

Appendix B
Ontario Library Association
Statement on the Intellectual Rights of the Individual

In affirming its commitment to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms, the Ontario Library Association declares its acceptance of the following propositions:

- 1) That the provision of library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
- 2) That intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, and including those ideas and interpretations which may be unconventional or unpopular.
- 3) That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.
- 4) That free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen and view is fundamental to such free traffic.
- 5) That it is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, other materials, and in the provision of access to electronic sources of information, including access to the internet.
- 6) That it is therefore part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate or curtail access to information, the freedom to read, view and listen by demanding the removal of, or restrictions to library information sources in any format.
- 7) That it is equally part of the library's responsibility to its public to ensure that its selection of material is not unduly influenced by the personal opinions of the selectors,

but determined by the application of generally accepted standards of accuracy, style and presentation.

Updated and Approved,
Ontario Library Association
1998 Annual General Meeting: November 7, 1998



Policy Type: **Foundation**

Policy Number: **FN - 05**

Policy Title: **Children's & Teens Rights in the Public Library**

Policy Approval Date: June 1999

Policy Review Date: March 2025

Purpose

Milton Public Library recognizes the needs of children and teens as being important in their own right and fully endorses the Children's Rights in the Public Library adopted by the Ontario Library Association Annual General Meeting, November 1998, and the Teens Rights in the Public Library adopted at the Ontario Library Association General Meeting, June 2010.

Scope

Ontario Library Association's Position on Children's Rights in the Public Library

Children in Public Libraries have the right to:

1. Intellectual freedom.
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

Ontario Library Association's Position on Teen's Rights in the Public Library

Teens in Public Libraries have the right to:

1. Intellectual freedom.

The library establishes clear policy statements concerning the right to free access by young adults to library resources and information sources; and respect for the rights of young adults to select materials appropriate to their needs without censorship. The library's teen collection, policies and services should be consistent with the concepts of intellectual freedom defined by the CLA, OLA and Ontario Human Rights code.

2. Equal access to the full range of materials, services, and programs specifically designed and developed to meet their unique needs.

The Library integrates library service to teens into the overall plan, budget and service program for the library. Library service to teens is integrated with those offered to other user groups.

3. Adequate funding for collections and services related to population, use and local community needs.

The Library incorporates funding for materials and services for teens in the library operating budget and ensures there is equitable distribution of resources to support programs and services for young adults.

4. Collections that specifically meet the needs of teens.

The Library provides a wide spectrum of current materials of interest to young adults to encourage lifelong learning, literacy, reading motivation, and reader development. The library endeavors to develop collections that encourage leisure reading, support homework and school success and responds to gender and cultural diversity. The library provides unfettered access to technology including social networking, licensed databases, and other online library resources for teens.

5. A library environment that complements their physical and developmental stages.

The Library provides identifiable spaces for teens that are separate from children's spaces where possible, reflects their lifestyle and allows for teens to use this library space for leisure or study, either independently or in groups.

6. Welcoming, respectful, supportive service at every service point.

The Library promotes friendly, positive, non-biased customer interactions with teens, providing staff development and training and ensures that services for teens embrace cultural and gender diversity and economic differences. Library staff will endeavor to respect the teen's need for privacy and nonjudgmental service and assist young adults in acquiring the skills to effectively access all library resources and become information literate.

7. Library Programs and Services appropriate for Teens

The Library fosters youth development by providing programs for teens that contribute to literacy, life-long learning and healthy youth development. The library endeavors to provide volunteer opportunities for helping others through community service hours including participating on Library Advisory Boards, and other projects that help develop a sense of responsibility and community involvement. The library's teen services initiatives are effectively managed according to best practices in the field of Youth Services.

8. Trained and knowledgeable staff specializing in teen services.

Library staff is knowledgeable about adolescent development and age appropriate resources for young adults inclusive of those with special needs. The library provides services by teen specialists as well as by others who are trained to serve teens.

9. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of teen services.

The Library works in partnership with other community agencies and organizations to support all aspects of healthy, successful youth development.

10. Library policies are written to include the needs of the youth.

Related Documents:

Ontario Library Association **Children's Rights in the Public Library** 1998

<https://accessola.com/wp-content/uploads/2020/08/1998-OLAChildrensRightsLibrary.pdf>

Ontario Library Association **Teens' Rights in the Public Library** 2010

https://accessola.com/wp-content/uploads/2020/08/2010-OLAPosition_TeenRights.pdf



Policy Type: **Operational**

Policy Number: **OP - 07**

Policy Title: **Public Internet Access Policy**

Policy Approval Date: December 1998

Policy Review Date: March 2025

I. Purpose

Milton Public Library (MPL) provides public access to computers and the Internet in keeping with its mission to "empower the community to: Read. Learn. Innovate. Connect." This policy governs the use of MPL's computing resources and internet services to ensure a safe, equitable, and legally compliant digital environment. The purpose of this Policy is to set out the terms and conditions for public computing at the Library, and to ensure that internet use conforms with all applicable laws and the Library is maintained as a welcoming and supportive environment free from discrimination and harassment.

For the purposes of this policy, "Internet Services" refers to access via MPL's public computers and publicly available wireless connections.

2. Scope

For the purpose of this Policy, public computing is defined as the in-branch hardware, applications, software, and peripherals such as keyboards, mice, and USB devices used by customers to effectively make use of the Library's public computers and/or wired or wireless networks. Internet services are defined as the Library's wired and wireless networks.

The Policy applies to all library users with or without a library card using technology resources and internet services at all Library locations, online, or at an external outreach location.

Internet access provided through the Library's lendable technology equipment (e.g., Wi-Fi Hotspots) is out of scope of this Policy and is covered by the corresponding loan policy and agreement form.

3. General

- 3.1 Computer hardware, software and internet access enables the Library to connect customers to ideas, information, and commentary from around the globe and to offer access to many valuable local, national, and international resources.

- 3.2 Specific software, hardware, and technology resources may vary from branch to branch.
- 3.3 MPL provides equitable access to computing resources, which are available on a first-come, first-served basis and may be subject to time limits.
- 3.4 MPL reserves the right to manage internet use to ensure fair access, including limiting session duration or network bandwidth and terminating an internet and/or computer session at any time.
- 3.5 The Library does not guarantee consistent quality and speed of hardware, software, and internet services across locations.
- 3.6 While every effort is made to have technology resources available for customer use, the Library may, at times, reserve technology resources for specific programs, services, or upgrades and repairs.

4. Internet Content & User Responsibility

- 4.1 The internet is an unregulated environment. It contains information and opinions that range in scope from reliable and authoritative to controversial or extremely offensive.
- 4.2 Some information found on the internet may not be accurate, complete, or current. Users must assess the validity of the information found.
- 4.3 Users should be aware that others might be able to view the information displayed on computer monitors, and that the internet is not secure and third parties may be able to obtain information about users' activities.
- 4.4 Users are responsible for their own information security and should avoid entering sensitive data on public computers. The Library is not responsible for the privacy or security of confidential or sensitive information transmitted over the Internet.

5. Internet Security Controls

- 5.1 While the library employs software tools to reduce exposure to malicious or illegal material, these tools may not always be effective.
- 5.2 The Library assumes no responsibility for loss of data, damage to personal devices, or security and privacy breaches resulting from the use of Library internet services.

6. Children's Access to the Internet

- 6.1 As with other library materials, children's access to the internet is the responsibility of parents or guardians.
- 6.2 The Library does not filter internet access but supports parental supervision and guidance regarding children's online activities.

6.3 Parents and guardians are encouraged to discuss safe internet use with their children.

7. Use & Prohibited Activities

7.1 Use of the Library's computer hardware, software, or internet services for a purpose or action that is, or the Library reasonably believes to be, contrary to the law or any of the Library's Code of Conduct or policies is prohibited.

7.2 Use of MPL's public computing and internet services must comply with all applicable laws and MPL policies, including the Code of Conduct Policy.

7.3 The following activities are prohibited:

7.3.1 **Illegal Activities:** Any use that violates local, provincial, or federal laws, including the Criminal Code of Canada.

7.3.2 **Copyright Infringement:** Downloading, copying, or sharing copyrighted material without permission.

7.3.3 **Unauthorized Access:** Attempting to gain unauthorized access to networks, databases, or accounts.

7.3.4 **Disruptive or Harmful Activities:** Engaging in hacking, spreading malware, or interfering with other users' access to MPL services.

7.3.5 **Inappropriate Use in a Public Space:** Viewing or displaying offensive or disruptive material that may be considered harassment under the Ontario Human Rights Code.

7.4 MPL reserves the right to terminate an internet or computer session if a patron engages in any prohibited activity. Repeated violations may result in suspension of library privileges.

8. Privacy & Security

8.1 MPL does not monitor users' internet activities; however, the Library may be required to cooperate with law enforcement agencies if illegal activities are suspected.

8.2 Public computers are configured to clear browsing history and temporary files after each session.

8.3 Personal devices cannot be physically connected to MPL's network, ensuring the integrity and security of library infrastructure.

8.4 MPL does not provide technical support for personal devices using its wireless network.

9. Legal Compliance

- 9.1 The Library's users are subject to federal, provincial and municipal legislation regulating computer and internet use, including the provisions of the Criminal Code.
- 9.2 Users must comply with copyright laws, privacy laws, licensing agreements, and other intellectual property rights. The Library is not responsible for infringements of these laws.

10. Liability Disclaimer

- 10.1 Users are responsible for any direct or indirect damages resulting from using MPL's public computing or internet services.
- 10.2 MPL is not responsible for financial transactions or personal data breaches while using the Library's internet services.

11. Policy Enforcement & Compliance

- 11.1 Failure to comply with this policy may result in the suspension of internet privileges, banning from library premises, or legal action where applicable.

This policy is subject to review and may be updated as necessary to reflect technological changes, legal requirements, or community needs.

Related Documents:

Milton Public Library. **OP – 01 Confidentiality and the Protection of Privacy Policy**
Milton Public Library. **FN – 04 Intellectual Freedom Policy**



Policy Type: **Operational**

Policy Number: **OP - 11**

Policy Title: **Circulation**

Policy Approval Date: June 2012

Policy Review Date: March 2025

Purpose

The Milton Public Library (The Library) makes materials available to the community equitably to maximize use of the collections. The purpose of this policy is to promote universal access to a broad range of knowledge, experience, information, and ideas, aligning with the Mission, Vision and Values of the Library. Furthermore, this policy aims to protect intellectual freedom and respect an individual's right to privacy and choice, and ensure stewardship of materials, which are public assets. The Milton Public Library Board ensures fair conditions for library membership and borrowing privileges while protecting resources in a responsible manner and under the Public Libraries Act, R.S.O. 1990, c. P44. The policy applies to physical and digital collections.

Scope

The policy applies to all users of Milton Public Library. It covers activities relating to the registration of Library users and the borrowing and use of Library collections and services. It sets:

- Conditions and use of the Library Card
- Borrowing privileges, responsibilities, and restrictions
- Schedule of fines and fees

Policy

I. Library Membership and Borrowing

- No fee is charged for admission to the Library
- Any person who lives, works or goes to school in Milton, or any person who lives on a First Nations reserve in Ontario, is eligible for membership with borrowing privileges without charge, and is entitled to use the Library's services. Non-residents may also become a member by paying the non-resident fee. See Appendix C for fees
- Customer Age Categories
 - A **Child** is an individual from birth up to and including age twelve (12)
 - A **Teen** is an individual from thirteen (13) years up to and including age seventeen (17)
 - An **Adult** is an individual who is eighteen (18) years old and older
- Children under the age of 13 must register for membership accompanied by a parent or

guardian who presents identification with name and address. See Appendix A for acceptable documentation

- Only patrons of the Library in good standing will be allowed to borrow library materials.
- Materials may be borrowed by presenting the membership card. Personal information collected will be subject to policy: OP– 01 Confidentiality and the Protection of Privacy

2. Reciprocal Borrowing Agreements

The Library has reciprocal borrowing agreements with neighbouring libraries Halton Hills, Oakville, Burlington, Hamilton, Guelph, and Wellington County

- As per the reciprocal borrowing agreements, Milton Public Library recognises and accepts library cards from all Halton Region Public Libraries (Halton Hills, Oakville, and Burlington) along with Hamilton Public Library, Guelph Public Library, and Wellington County Library
- Residents of Halton Hills (Acton, Georgetown, and rural areas), Oakville, Burlington, Guelph, or Wellington County must present their library card from their municipality's Library, in addition to name and address identification, in order to have their card added to the Milton Public Library System
- Hamilton residents must present their Hamilton Public Library card and address identification to have their card added to the Milton Public Library System. Our borrowing agreement limits these cards to eight items and two holds
- The patrons can access Library spaces, services, programming, technology and access to the physical collection as per the agreement

3. Non-resident

- An applicant for membership that does not fit into any of the above categories is subject to a non-resident fee for a one-year membership
- An applicant must verify address by showing a document bearing their name and current address. See Appendix A for acceptable documentation
- The membership fee is due each year upon renewal. See Appendix C for fees

4. Conditions of Membership and Card Use

- Membership is non-transferable
- An Adult or Teen cardholder will be required to renew their Library Card (physical or digital) every two years.
- A parent/guardian will be required to renew their Child's library card (digital or physical) every two years.
- An individual is entitled to only one library card
- Change of address, name, email, or phone number must be reported immediately
- Borrowing privileges are suspended when fines exceed \$10.00 and will be reinstated when

- all outstanding accounts are settled
- Membership can be suspended for violating library policies

5. Lost or Stolen Card

- Loss or theft of a library card must be reported immediately. Members are responsible for any materials borrowed on their cards until loss or theft is reported
- If reporting by phone, patrons will be asked to verify the information, the Library has on record, e.g., name, address, date of birth, etc.
- If patrons find their card after reporting it lost and have not yet been issued a new card, they must contact staff to reinstate the original card. Patrons will be asked to verify the information before reinstating the card after it has been reported lost.
- Staff then update the systems to ensure that no one can use their old card number
- The Library issues a replacement card with no fees
- Patrons cannot use the Library services until they get a replacement card, find their old card, and have it reinstated by staff

6. Borrowing

Loans

- A standard loan period of three weeks exists for materials borrowed, except those materials for which special loan periods have been established. See Appendix B
- The Library reserves the right to change the loan period in exceptional circumstances without any prior notice
- Reference works, local history materials, and other special materials for in-house use are not available to borrow
- The total number of items on loan to anyone member will not exceed 50 items. However, the Library reserves the right to impose borrowing limits on specific collections.
- Some digital services may have additional residency restrictions or licensing limits
- Special vacation loan period extensions are available upon request. Extended loans do not apply to new material, DVDs, items on hold or any material that may be popular during the suggested loan period extension. Typically, the extension period does not exceed two weeks

Renewals

- Most items can be renewed two times, as long as there are sufficient copies available and they are not requested by another patron
- Patrons must return the items after two renewals
- If patrons want to return and borrow the same item again, this can be done, as long as no other patrons have requested the item
- Each renewal extends the due date by the same length of time as initially borrowed. See Appendix B for the complete list of loan periods
- Some special items such as Frequent Flyer materials cannot be renewed

- Renewing may happen in person, over the phone during open hours with staff, through "Chat with a Librarian" services, or online through "My Account"
- Patrons who request renewals by phone/chat must indicate their library card number for staff to access their account and perform the renewal. Looking up the account information using a telephone number or last name is not permitted
- For e-resources, Items are automatically returned at the end of the loan period, preventing late fees

Hold/Reserves

- Patrons with a valid Milton Public Library card may place a hold on items
- Patrons can place holds through
 - Online with "My Account"
 - MPL mobile app
 - Contacting staff on an in-person visit to the Library
 - Over the phone
 - "Chat with a Librarian" service
- When the item is available, patrons are notified by email or phone, depending on their chosen preference
- Items will be held for seven days
- Patrons can place a hold on fifty items at one time
- All holds automatically expire after two years
- The Library charges \$1 per item for non-pickup of holds

Cancelling holds

- Patrons can cancel their holds anytime before the expiry day
- The action of canceling a hold cannot be undone
- Canceling a hold deletes patrons' request for the item and removes them from their position on the waiting list

Freezing holds

- Patrons can freeze their holds to delay the delivery
- Patrons cannot freeze their holds if the items are "In Transit" or "Ready to Pickup"
- Patrons do not lose their place in line and will continue to move up on the waiting list during the time their hold is frozen

Returns

- Patrons are required to return materials on or before the due date
- Borrowed items from the Milton Public Library need to be returned to one of the Library's locations
- 24/7 Book Drops are available when the location is closed

- If a Milton Public Library item is returned to another library system in error, the cardholder is responsible for all fines and associated charges

7. InterLibrary Loan Services

Milton Public Library recognizes the value of Interlibrary Loan (ILLO) services in enhancing its collections and meeting the diverse informational needs of its patrons. Through active participation in resource sharing, the Library ensures that customers have efficient access to materials not available within Milton Public Library's collection.

Eligibility:

- Milton Public Library cardholders in good standing may request materials through the Interlibrary Loan service.
- Membership through reciprocal agreements are not eligible to request items on InterLibrary Loan.

Cost:

- Borrowing from other public libraries within Ontario is free of charge.

Loan Periods & Renewals:

- The lending library determines loan periods and may vary. Renewals are subject to the lending institution's policies. Usually, the standard loan period of 21 days applies to most items.

Lost or Damaged Materials:

- Patrons are responsible for any fees or replacement costs imposed by the lending library for lost or damaged items. These charges will be applied to the patron's account.

Request Limitations:

- Certain materials, such as newly released titles, rare items, or reference materials, may not be available for interlibrary loan.

8. Circulation Records

Library Circulation and membership records will be used in accordance with policy:

O.P. – 01 - Confidentiality and the Protection of Privacy Policy.

9. Charges

Damaged/Lost Items

- The Library will charge replacement costs for items that are damaged or lost
- The Library will assess the replacement cost and include the purchase cost and the processing cost of the item.

Overdue Fees and Fines

- The Board establishes fines as a deterrent to the late return of materials. See Appendix C for a fine schedule.
- Fines may be waived for unusual or serious circumstances.

Related Documents:

Milton Public Library. O.P. - 01 - Confidentiality and the Protection of Privacy

Appendix A: Acceptable Identification to Verify Name and Address for Membership Registration for Children and Non-Residents of Milton, Ontario.

Documents are used to verify name and address only. No other information on the document(s) presented is kept on record.

Acceptable Proofs (Adults / Teens)

- Drivers' license
- Bank account statement
- Any benefit statement issued by the Govt. of Canada
- Utility bills
- Tax assessment or bill
- Paystub
- Mortgage, rental, or lease agreement
- Insurance policy
- Secondary school, college, or university transcript

Acceptable Proofs (Children)

- Parent's address verification
- Only parents are legal guardians
- Grandparents, Nannies, etc. cannot be legal guardians unless they have documentation to state they are

Appendix B - Loan Periods

Material Type	Loan Period	Optional Renewals
Books except for Frequent Flyers	21 days	2
Books in high demand	14 days	no renewals
Audiobooks	21 days	2
Kits (except book kits)	21 days	2
Book Club Kits	4 weeks	2
DVDs	7 days	2
Electronic Games	7 days	2
Music CDs	21 days	2
Frequent Flyer Books	7 days	no renewals
Frequent Flyer DVDs	2 days	no renewals
Library of Things Materials	21 or 7days	no renewals
E-books and audiobooks	21 days	2
E-Video	3 Days	Not Applicable
E-Music	7 Days	Not Applicable
Digital magazines	No loan limits/ Some loan expires in seven days	Not Applicable
Streaming services	10 Checkouts/ per month	Not Applicable

Appendix C - Fines and Fees

	Fine	Max
Item		
DVD	\$1	\$10
Regular materials (Adults)	\$0.25	\$10
Regular Material (Children)	\$0.25	\$10
Frequent flyer DVD	\$2	\$10
Frequent flyer Books	\$1	\$10
Library of Things	\$5	\$10
Non-pick-up of holds/per item	\$1`	\$10
ILLO non-pickup/per item	\$1	\$10
Black and white printing	\$0.20	
Colour	\$0.50	
3D prints	\$1.50/15 mins.	
Non-resident cards	\$50	
Lost or damaged items	Replacement cost + \$ 5.00 processing fee	
Exam proctoring	\$40+HST	

Appendix D - Borrowing Limits – this is contrary to section 6. Borrowing.

Patron types	Number of items
Most Milton patrons	50 items
HALINET and Wellington County	50 items
Group home/ Shelters	2 items/per card
E.C. Drury Resident Students	5 items/per card
H.P.L. reciprocal borrowers	8 items/per card

Policy Type: **Human Resources**

Policy Number: **HR - 08**

Policy Title: **Health and Safety**

Policy Approval Date: June 2007

Policy Review Date: March 2025

The Milton Public Library Board is dedicated to achieving and maintaining a safe and healthy workplace for all its employees, in compliance with the *Occupational Health and Safety Act*. The achievement of this goal is facilitated through the established Joint Health and Safety Committee of labour and management.

At Milton Public Library, we realize the importance of ensuring that staff remain healthy and productive. The Health and Safety Committee is committed to this goal and will strive to maintain healthy and safe working conditions and practices. It is management's responsibility, with assistance from the Health and Safety Committee, to develop and implement standards that ensure that physical and health hazards are reduced or eliminated.

It is the responsibility of Milton Public Library's supervisory staff to ensure that workers are trained in proper work practices so that optimal accident and injury-free work output is attained. Supervisors must ensure that workers under their direction follow Milton Public Library's health and safety regulations and work methods.

Workers are required to practice safe work procedures, observe all health and safety regulations, and strive to meet the mutual goal - an illness and injury-free workplace.

Contractors, sub-contractors and their workers are required to observe all health and safety regulations and wear the necessary personal protective equipment while working on the premises at Milton Public Library.

MPL is committed to establishing measurable health and safety objectives and targets that are consistent with the policy and the commitment to maintain a safe and health work environment. The evaluation of these targets and objectives will occur at planned intervals together with worker representatives and is done to ensure suitability, adequacy and effectiveness in accordance with changing information and conditions.

Sarah Douglas-Murray
CEO & Chief Librarian Milton Public Library

Discussion Item 5.3

Report to: Milton Public Library Board
From: Sarah Douglas-Murray, CEO & Chief Librarian
Date: March 19, 2025
Subject: CEO & Chief Librarian Monthly Report

Recommendation:

That Milton Public Library Board receives the CEO & Chief Librarian Monthly Report for March 2025.

Background:

The CEO and Chief Librarian produces a monthly report to provide the Board with a summary of current and upcoming projects and initiatives. More detailed quarterly reports are also provided to the Board in April, September, October and January. The reports are organized into sections that align with the Service Areas as outlined in Milton Public Library Strategic Master Plan.

Report:

Advocacy, Governance and Funding

New Horizons for Seniors 2025

MPL has been awarded a grant of \$25,000 through the Government of Canada's New Horizons for Seniors Program. The grant will provide funding for the "Preserving Voices, Empowering Communities" initiative, a multilingual oral history project that aims to document and celebrate the diverse cultural heritage of our community. By capturing oral histories in the native languages of our seniors, this project will not only preserve their unique stories but also enhance cultural understanding across generations. The initiative includes training sessions on interviewing techniques, the creation of a series of podcasts with English captions, and educational sessions on financial fraud prevention. Seniors will be empowered to serve as cultural ambassadors, sharing their stories and safeguarding their communities. The grant funding covers the period of April 1, 2025 – March 31, 2026.

Valued Community Partner Award - Milton Community Resource Centre

Milton Public Library has been recognized with the Valued Community Partner Award from Milton Community Resource Centre (MCRC). The award acknowledges MPL's meaningful partnership, particularly through the Baby Bees program, our ongoing Fill the Crib initiative, and



the many other ways we collaborate to support families in our community. This achievement is a testament to staff member's dedication, hard work, and commitment to making a difference.

Canada Post Community Foundation Grant,

Milton Public Library has applied for \$5000 in funding through the Canada Post Community Foundation Grant, for a project titled "Engaging the Senses: Inclusive Sensory Kits and Programs for Community Well-being,". The project, if funded will expand sensory-friendly programming for children with neurodiverse needs. The project will enhance sensory story times and establish a sensory-friendly drop-in space at all three MPL locations, benefiting children with autism, ADHD, sensory processing disorders, and other developmental challenges. The project will be implemented from October 2025 to September 2026. Funds will be used to purchase specialized sensory kits and equipment to support these initiatives, and the library has partnered with Kerry's Place Autism Services for guidance on program development.

Young Canada Works and Canada Summer Jobs

Applications for Young Canada Works and Canada Summer Jobs have been submitted and staff expect to be notified of Grant funding in April or early May.

Town of Milton 2026 Development Charges (DC) Study and Community Benefits Charge (CBC) Strategy

The Town of Milton has initiated an update to the Development Charges study and Community Benefits Charge Strategy that will be completed in 2026. A consulting team has been hired and background information has been provided by MPL.

Annual Survey of Public Libraries (ASPL)

Each year, public libraries and First Nation public libraries must complete the Annual Survey of Public Libraries (ASPL). The ASPL requires libraries to report on several key metrics including the use of technology and digital services, and the types of activities and programs they offer. The government publishes reports on the survey results through the Ontario Public Library statistics program. The survey is updated every year to reflect changes in the public library sector. This year's submission period is open and staff are completing the survey in advance of the April 30, 2025 deadline.

Communications & Marketing

Happy or Not

The Library is discontinuing the use of the Happy or Not kiosks, located at each branch, as a method for gathering patron feedback. This will be effective April, 2025. Moving forward, the library will rely on an annual survey to collect input from the community. This decision was made to allow for more meaningful and actionable feedback, as the annual survey offers patrons the opportunity to provide detailed responses about their experiences, suggestions, and evolving needs.

Truth & Reconciliation

In consultation with our Indigenous Advisor, a new Truth and Reconciliation page has been added to the MPL website. This page is dedicated to telling our story of incorporating Indigenous voices, stories, and knowledge into its collections, training, and programming. An updated Medicine Learning Garden page has also been added to acknowledge our Indigenous partners, the work undertaken by our volunteers, the meaning of the plants in the garden, and to invite the community to participate and enjoy this special space.

Website Updates

- A “Telling Our Story” webpage is in development to highlight our key achievements over the last quarter and will be kept updated.
- The Accessibility page is being refreshed to serve as a resource for patrons with disabilities, showcasing relevant programs, services, and collections.
- The Book Club page has been revamped to highlight both our book club kits and library-hosted book club programs. [Book Clubs](#).

Social Media:

With the decline in X (formerly Twitter) usage, MPL has launched a presence on [Bluesky](#), a new social media platform to share library news and stories, as the platform continues to gain traction.

Media Coverage Highlight and Tracking Document:

A new media tracking document has been developed and will be shared with the Board as part of the Monthly CEO & Chief Librarian Report. The January and February media coverage is attached.

Spring 2025 Newsletter

The printed newsletters for Spring 2025 will be available in branches next week. A copy is included as an attachment to his report.

Staffing & Training

Supervisor, Finance & Administration Position

The Supervisor, Finance & Administration Position hiring is in progress. We hope to have staff in place in April 2025.

Staff Training and Development Day

The second Staff Training and Development day of 2025 will be held on Monday May, 2025. The half-day session will include Respectful Workplace and Code of Conduct Training Led by HR, Autism Training provided by Reach out Centre for Kids (ROCK), ILS Training and a Quarterly Update.

Staff Training

Five New Ryan Dowd Training Modules have been assigned to and completed by all staff. Eleven new Citation training modules (Leadership) have been completed by all Management staff. A full



day Food Handling course has been scheduled for early April and all FT Librarians, Associates and Managers will attend. Additionally onboarding training has been reviewed with HR and modified to meet Town and Current best practices.

Technology

Online Public Access Catalogue (OPAC)

The existing OPAC stations in all our branches have reached the end of their lifecycle, utilizing outdated technology that does not support Vega Discover. We will be replacing them with high-quality state-of-the-art kiosks equipped with kiosk software and 13-inch iPads.

Tablet Use for Hold Fulfillment

With the roll out of Polaris improved workflow has been created for Hold fulfillment. Previously staff would print off manual lists for holds that needed to be processed, then manually enter the titles in the system. With Polaris this function is now completed digitally directly in Polaris with tablets that can be mounted directly on the carts, streamlining the functionality of the process.

Facilities

Main Branch Lighting

Town of Milton facilities staff have initiated a project to replace all of the Overhead lighting throughout Main Branch with energy efficient LED Lighting. The new lighting provides superior lighting levels. Work has been completed throughout the Main level and back of house areas. Lighting replacement for the second level of the Main Library will be completed by the end of March.

Main Branch – Refurbished Children’s Area

New Children’s furniture has been put into place to refurbish the Children’s area at Main Branch and includes new seating, interactive play area and enhanced shelving for Board Books.

Beaty Branch

An RFP has been released to hire a consultant to develop the plans for renovation of the Beaty Branch lounge and Children’s area. Planning will take place in 2025 with renovations in 2026.

Customer Experience

Book Sale

Milton Public Library is introducing a permanent book sale shelf at the Main Branch to enhance accessibility to affordable reading materials while supporting the library’s sustainability efforts. This initiative will provide gently used books, other withdrawn library materials, and community-donated items for purchase at a nominal cost. Proceeds from the sales will be reinvested into library programs and services, fostering continuous community engagement. The book sale shelf aligns with MPL’s commitment to environmental responsibility by promoting reuse and reducing waste.

Recent and Upcoming Program Highlights

- **2nd Annual Tea Fest (May 3rd, Sherwood):** Aligning with MPL's goal to enhance community engagement and cultural awareness, Tea Fest will celebrate cultural diversity and offer a unique opportunity for residents to connect through shared experiences and traditions.
- **2nd Annual Job Fair (April 1, Arts Centre/Main Library):** Supporting lifelong learning and workforce development, the Job Fair will connect job seekers with local employers, while also offering resume support and career guidance, helping to build skills and confidence within the community.
- **Community Living North Halton – Down Syndrome Program:** In alignment with MPL's commitment to inclusion and accessibility, this 8-week program starting in March will provide meaningful social and developmental opportunities for individuals with Down syndrome. This program is in partnership with Community Living North Halton and the Town of Milton.
- **ROCK Caregiver Café (on-going program):** Supporting the well-being of families and caregivers, this partnership program will equip caregivers with the tools, knowledge, and peer support they need to better navigate the challenges of raising children with autism. Children will also be engaged in literacy and crafting projects during the dual sessions.
- **Kerry's Place (ongoing drop-in program):** Reinforcing MPL's role as a community hub for inclusive programming, this drop-in program will provide a safe and supportive environment for individuals with autism and their families, fostering social connection and skill development.
- **Medicine Learning Garden @ Beaty:** Our lead gardener, Nadette Brady, will be returning this season to support the garden's growth and provide programming to Teen volunteers throughout the spring, summer and early fall. The garden will officially open on May 10th with members of the indigenous community, a new story walk featuring the book *Animal People Chose a Leader* by Indigenous author Richard Wagamese.
- **Author Visit:** Local Children's Author Anitha Rao-Robinson joined all 3 branches for a reading of her book *Sari Sisters*. This beautifully written story by Anitha Rao-Robinson is about the tight-knit bond between sisters as they navigate adolescent milestones and the beauty of updating traditional customs for a modern audience, and features art by Anoosha Syed. Anitha Rao-Robinson is a writer, a conservationist and a former accountant. Her previous books include *A Family for Faru*, *Broken Promises* and *Broken Worlds*.
- **Earth Day 2025.** Free Trees for Kids provided a free sapling to be provided in April. Milton Public Library is partnering with @Neighborhood Forest to provide free trees for kids to plant during Earth Week.

MPL started regularly recurring visits with students from the Trillium school location in Milton. The Trillium school specializes in providing education to students diagnosed with a severe learning disability. The demonstration school placement is a high intensity reading and writing intervention program where students are provided the classroom support needed to foster their success. All students are taught using the Empower reading program developed by the Hospital for Sick Children (SickKids). Intervention programs in mathematics are also provided in the elementary and secondary panels based on student needs. The school had shown interest in having students learn more about the library and our resources and we are happy to have set up these recurring visits. These visits will run from March until June.

Collections

Reciprocal Lending Agreement

The Library entered a new partnership with several Ontario libraries through OverDrive's Reciprocal Lending Agreement for enhancing access to eBooks and Audiobooks for Milton residents. Through this collaboration, MPL patrons can now borrow OverDrive digital materials from Burlington, Hamilton, Kingston Frontenac, London, Mississauga, and Ottawa Public Libraries. This partnership significantly expands the variety of digital collections available, offering more opportunities to discover new books, authors, and genres.

New E-Resources

As per part of the annual review process for e-resources subscription, the staff replaced low-usage e-resources with the following new ones:

- **A to Z World Culture** - This new library resource includes 121 topics for 175 countries. Starting with a country snapshot and cultural overview, topics include: climate; food and recipes; history; language; maps; money and much more
- **A to Z World Travel** - This new library resource includes 202 world city travel guides covering 67 topics each. The travel guides cover a multitude of topics that are of interest to those planning their international travel. Topics include pre-trip planning, points of interest, excursions, neighborhoods, restaurants, nightlife, as well as health and safety.
- **Teen Health and Wellness** - Provides up-to-date, nonjudgmental curricular and self-help support to teens. The resource offers the features counselors and students expect and rely on:
 - Safe, private, and unbiased information
 - Content thoroughly reviewed by leading professionals in medicine, mental health, nutrition, guidance, and career counseling
 - Authentic, first-person teen narratives as well as projects to share personal stories and create PSA videos

Library of Things

The Beaty Library of Things Collection has officially launched, and the Bluetooth speaker and home theatre projector have already circulated. In total, the Library of Things Collection has circulated 85 times since its launch in mid-December, averaging 34 circulations a month. Currently the items have 40 holds and staff is looking to add more items to meet the community's demand.

The most popular items in the Library of Things Collection are the musical instruments, the karaoke machine, the Seasonal Affective Disorder lamp, the board games, and the video game console controllers. S. Albers is continuously monitoring patron demand for the collection and is planning on ordering additional items to supplement the collection and balance out the holds to item ratios on multiple items, including the karaoke machine and Seasonal Affective Disorder lamp.

As such, this fulfils the following 2025 MPL Strategic Pillar & Objective:

Pillar: Telling Our Story

Objective: Celebrate and amplify MPL's successes while demonstrating the value of libraries to the community.

Pillar: Creating a Robust & Resilient Organization

Objective: Provide a framework for strong governance.

Recommendation:

That Milton Public Library Board receives the CEO & Chief Librarian Monthly Report for March 2025.

Press/ Media Hits			
Media/Org/Partner Outlet	Date it appeared/ran	Type of media (online, TV, radio, etc)	Link
Hamilton Spectator	2025-01-05	Online	https://www.thespec.com/news/canada/milton-public-library-to-launch-upgraded-system-in-february/article_1b6d66bc-3b26-5010-8785-4aaf434dc730.html
Inside Halton	2025-01-07	Online	https://www.insidehalton.com/news/4-things-to-know-about-milton-public-library-s-170th-anniversary-kickoff-event-jan-25/article_8ff8a4d5-1e34-5cbc-84e2-301340fc0278.html
Your City Within	2025-01-10	Online	https://www.yourcitywithin.com/things-to-do-this-weekend-in-burlington-milton-and-oakville-jan-10-to-jan-12/
Milton Today	2025-01-10	Online	https://www.miltontoday.ca/local-news/new-to-canada-learn-financing-basics-at-milton-library-sessions-10058254
Milton Today	2025-01-11	Online	https://www.miltontoday.ca/local-news/milton-library-invites-you-to-write-a-valentine-letter-to-a-local-senior-10041127
FM 101 Milton	2025-01-10	Online	https://www.miltonnow.ca/2025/01/10/the-history-behind-miltons-burdock-court-and-strawberry-landing/
FM 101 Milton	2025-01-13	Online	https://www.miltonnow.ca/2025/01/13/126324/
Milton Today	2025-01-13	Online	https://www.miltontoday.ca/local-news/stressed-about-exams-milton-students-can-chill-out-with-therapy-dogs-this-week-10067283
Milton Today	2025-01-14	Online	https://www.miltontoday.ca/local-news/explore-miltons-history-through-arts-and-culture-lens-10046248
Milton Today	2025-01-15	Online	https://www.miltontoday.ca/local-news/find-milton-libraries-golden-tickets-and-win-a-prize-at-170th-anniversary-celebration-10073222
FM 101 Milton	2025-01-16	Online	https://www.miltonnow.ca/2025/01/16/126440/
FM 101 Milton	2025-01-15	Online	https://www.miltonnow.ca/2025/01/15/126408/
Milton Today	2025-01-16	Online	https://www.miltontoday.ca/local-news/whats-happening-in-milton-this-weekend-10065266
Hamilton Spectator	2025-01-16	Online	https://www.thespec.com/news/canada/milton-public-library-celebrates-170-years-of-service-to-community/article_343f2e2f-b7d5-5281-8252-cc2ee0dc8f5b.html
Milton Today	2025-01-16	Online	https://www.miltontoday.ca/local-news/major-milestone-milton-library-celebrating-170th-anniversary-10070165
Milton Today	2025-01-17	Online	https://www.miltontoday.ca/local-news/milton-library-hosting-evening-of-indigenous-music-and-storytelling-10090936
Nation Talk	2025-01-17	Online	https://nationtalk.ca/story/milton-library-hosting-evening-of-indigenous-music-and-storytelling-miltontoday-ca
Your City Within	2025-01-17	Online	https://www.yourcitywithin.com/things-to-do-this-weekend-in-burlington-milton-and-oakville-jan-17-to-jan-19/
Milton Today	2025-01-17	Online	https://www.miltontoday.ca/local-news/milton-library-aiding-side-hustles-and-creativity-with-new-tech-hub-10076265
Milton Today	2025-01-17	Online	https://www.miltonnow.ca/2025/01/17/126475/
Milton Today	2025-01-20	Online	https://www.miltontoday.ca/local-news/bollywood-fans-invited-to-milton-library-trivia-night-10078215
FM 101 Milton	2025-01-22	Online	https://www.miltonnow.ca/2025/01/22/125794/
YourTV Halton	2025-01-22	Online/TV	https://www.youtube.com/watch?v=AMy3slfg5w
Milton Today	2025-01-23	Online	https://www.miltontoday.ca/local-news/grand-celebration-awaits-as-milton-library-marks-170th-anniversary-10112648
Milton Today	2025-01-23	Online	https://www.miltontoday.ca/local-news/whats-happening-in-milton-this-weekend-10098596
FM 101 Milton	2025-01-24	Online	https://www.miltonnow.ca/2025/01/24/124257/
Burlington Today	2025-01-24	Online	https://www.burlingtontoday.com/local-news/woefully-inadequate-halton-calls-for-more-help-on-homelessness-10120626
Milton Today	2025-01-25	Online	https://www.miltontoday.ca/local-news/milton-library-adding-new-features-to-enhance-its-patron-experience-10026674
Milton Today	2025-01-26	Online	https://www.miltontoday.ca/local-news/in-photos-milton-public-library-celebrates-its-170th-anniversary-10132982
FM 101 Milton	2025-01-27	Online	https://www.miltonnow.ca/2025/01/27/126709/
Inside Halton	2025-01-28	Online	https://www.insidehalton.com/things-to-do/heres-10-black-history-month-events-organized-by-the-canadian-caribbean-association-of-halton/article_4f942323-843b-54fe-aa7f-fb9d340d6ab3.html
FM 101 Milton	2025-01-29	Online	https://www.miltonnow.ca/2025/01/29/126761/
Milton Today	2025-01-30	Online	https://www.miltontoday.ca/local-news/whats-happening-in-milton-this-weekend-10124593

Press/ Media Hits			
Media/Org/Partner Outlet	Date it appeared/ran	Type of media (online, TV, radio, etc)	Link
Milton Today	2025-02-04	Online	https://www.milontoday.ca/local-news/explore-black-history-through-milton-library-events-10176285
YourTV/ Halton News	2025-02-05	Online/TV	https://www.youtube.com/watch?v=M4xq2JxAo0
Milton Today	2025-02-06	Online	https://www.milontoday.ca/local-news/whats-happening-in-milton-this-weekend-10167622
FM 101 Milton	2025-02-06	Online	https://www.miltonnow.ca/2025/02/06/127025/
Your City Within	2025-02-07	Online	https://www.yourcitywithin.com/things-to-do-this-weekend-in-burlington-milton-and-oakville-feb-7-to-feb-9/
Milton Today	2025-02-07	Online	https://www.milontoday.ca/local-news/explore-award-winning-artists-work-at-milton-library-10148606
Milton Today	2025-02-10	Online	https://www.milontoday.ca/local-news/hey-kids-get-a-free-tree-to-plant-through-milton-library-project-10210793
YourTV/ Halton News	2025-02-12	Online/TV	https://youtu.be/QzecSiy1IKQ?si=4IP6Oc-PXPsRgjf
FM 101 Milton	2025-02-13	Online	https://www.miltonnow.ca/2025/02/13/127209/
Milton Today	2025-02-13	Online	https://www.milontoday.ca/local-news/whats-happening-in-milton-this-weekend-10207308
FM 101 Milton	2025-02-14	Online	https://www.miltonnow.ca/2025/02/14/127235/
FM 101 Milton	2025-02-14	Online	https://www.miltonnow.ca/2025/02/14/127249/
Milton Today	2025-02-16	Online	https://www.milontoday.ca/good-morning/good-morning-milton-heres-todays-weather-10223226
FM 101 Milton	2025-02-17	Online	https://www.miltonnow.ca/2025/02/17/127294/
Milton Today	2025-02-17	Online	https://www.milontoday.ca/local-news/learn-about-masquerade-masks-and-make-your-own-at-milton-library-10216573
Milton Today	2025-02-18	Online	https://www.milontoday.ca/local-news/is-free-speech-really-free-explore-that-complex-question-at-milton-library-discussion-10186395
Milton Today	2025-02-18	Online	https://www.milontoday.ca/2025-provincial-election-news/milton-advance-polls-open-thursday-for-provincial-election-10245573
Milton Today	2025-02-19	Online	https://www.milontoday.ca/local-news/heres-5-fun-events-going-on-at-milton-library-this-march-break-10251142
Milton Village	2025-02-20	Online/ Magazine	https://www.miltonvillager.com/canadian-childrens-author-gordon-korman-visits-milton/
Milton Today	2025-02-20	Online	https://www.milontoday.ca/local-news/whats-happening-in-milton-this-weekend-10241600
FM 101 Milton	2025-02-21	Online	https://www.miltonnow.ca/2025/02/21/127424/
FM 101 Milton	2025-02-21	Online	https://www.miltonnow.ca/2025/02/21/127436/
Milton Today	2025-02-26	Online	https://www.milontoday.ca/good-morning/good-morning-milton-heres-todays-weather-10277661
Milton Today	2025-02-27	Online	https://www.milontoday.ca/local-news/whats-happening-in-milton-this-weekend-10274369
FM 101 Milton	2025-02-27	Online	https://www.miltonnow.ca/2025/02/27/127585/
Penticton Herald	2025-02-28	Online	https://www.pentictonherald.ca/spare_news/article_1a0bb563-b7ce-5e9d-bc8a-5d29b449b149.html

Be Inspired

Spring 2025



See inside for exciting
programs and services including:

Early Literacy Programming Including Sensory Storytimes
Tea Fest at the Sherwood Community Centre
2nd Annual Mental Health Fair
Summer Reading Club for All Ages

Visit beinspired.ca for more information

A Message from Our CEO!



As we approach summer, there's no better time to explore everything Milton Public Library has to offer. Whether you're looking for a great summer read, fun activities for all ages, or new ways to access library services, we have something for everyone!

We've upgraded to a new Library System and introduced a redesigned mobile app to make it easier than ever to browse, manage your account, and access digital resources. Explore our catalogue online and download our new app today if you haven't already and discover all its features.

Our Library of Things is growing, with dedicated displays now available at our Beaty Branch and Main Library. From household gadgets to park passes, there's something for everyone to borrow and enjoy.

We're also excited to release our Strategic Master Plan for 2025-2029, which will guide our future growth and commitment to Read. Learn. Innovate. Connect. You can view the full plan on our website.

Families visiting the Main Library will love the new furniture in the children's section, creating a fresh, welcoming space for young readers.

Finally, this summer, the TD Summer Reading Club returns with even more fun activities for all ages, and our Read and Ride program will be back, in partnership with the Town of Milton, inspiring a love for reading across the community.

With all of these activities and more planned, we look forward to welcoming you to the library this spring and summer!

Warm Regards,

Sarah Douglas-Murray
CEO & Chief Librarian



Tea Fest on May 3 at the Sherwood Community Centre

Tea lovers of all levels, from beginners to aficionados, are invited to celebrate all things tea! Enjoy tastings from 30+ vendors, watch demos, join workshops, explore tea culture, and shop local teas and teawares while connecting with fellow enthusiasts.



Medicine Learning Garden Reopening – Join Us on May 10

Our Medicine Learning Garden at our Beaty Branch is blooming again! Celebrate its reopening with us on May 10 with fun activities for all ages. Are you a teen interested in volunteering? Help our gardener with planting, weeding, watering, and harvesting. Visit our website for details on how to get involved!

Summer Reading Clubs

Join Us on the Launch of MPL's Summer Reading Clubs!

Join us on June 14th at 1:00 PM at the Main Library for the launch of our Summer Reading Clubs! The event kicks off with a ribbon-cutting, followed by exciting activities like for all ages. Enjoy trivia, language games, take-and-make kits, and fun giveaways. A Milton Transit bus will also be on-site. Don't miss this fun-filled celebration of reading, and community!



For Children: TD Summer Reading Club

MPL is once again hosting Canada's largest bilingual summer reading program, the TD Summer Reading Club! Kids can track their reading progress using Beanstack challenges, earn rewards, and unlock new levels as they go.

For Teens: Read, Ride, and Create

Teens can participate through Beanstack and our Read and Ride sticker program (for youth aged 13-16), offering fun incentives for staying engaged.



For Adults: Read, Learn, Innovate, and Connect

This year, adults will embark on their own reading adventure with a new challenge format. Participants will be completing activities in four categories: Read, Learn, Innovate, and Connect.

Mark your calendars, grab your books, and get ready for a summer full of stories and surprises! Get more details at beinspired.ca.

Children's Storytimes

Early Literacy Registered Storytimes

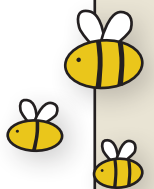
Program	Age	Day & Time	Location
Kindergarten Here I Come!	3-4 years	Tuesdays, Thursdays Apr 8 - May 27, Apr 10 - May 29 10:30 am - 11:15 am	Main Library
Babytime	0-12 months	Thursdays Apr 10 - May 29 10:00 am - 10:30 am	Sherwood Branch
Tales for Two	24-35 months	Fridays Apr 11 - May 30 1:00 pm - 1:30 pm	Sherwood Branch

Register online or in-person. Enjoy stories, rhymes, songs, and finger plays.



Drop-In Storytimes

Program	Age	Day & Time	Location
PJ Storytime	2-6 years	Tuesdays, Wednesdays, Thursdays 6:30 pm - 7:00 pm	Beaty Branch Main Library Sherwood Branch
Family Storytime	0-6 years	Saturdays 9:45 am - 10:15 am 10:15 am - 10:45 am 10:45 am - 11:15 am	Sherwood Branch Main Library Beaty Branch
ABCs and 123s	2-5 years	Mondays Apr 7 - May 26 10:00 am - 10:45 am Tuesdays Apr 8 - May 27 10:30 am - 11:15 am Wednesdays Apr 9 - May 28 10:00 am - 10:45 am	Main Library Beaty Branch Sherwood Branch
Shake Rattle and Read	0-3 years	Mondays Apr 7 - May 26 10:00 am - 10:30 am	Sherwood Branch
Loose Parts Play	3-5 years	Wednesdays Apr 9 - May 28 10:30 am - 11:15 am	Main Library
Parachute Play	3-5 years	Mondays Apr 10 - May 29 11:00 am - 11:30 am Fridays Apr 11 - May 30 10:30 am - 11:00 am	Sherwood Branch Beaty Branch
Jump, Jam, and Read	2-5 years	Fridays Apr 11 - May 30 10:00 am - 10:30 am	Main Library



Children's Programs (Up to 12 years)

Mon & Wed

1:30 pm - 2:30 pm
Main Library
10:30 am - 11:30 am
Beaty Branch

Wed & Thurs

11:30 am - 12:30 pm
Beaty Branch
1:30 pm - 2:30 pm
Sherwood Branch

Wednesdays

2:30 pm - 3:30 pm
Main Library

Wednesdays

4:00 pm - 5:30 pm
Beaty Branch

Wednesdays

Apr 2 - May 21
6:30 pm - 7:10 pm
7:10 pm - 8:00 pm
Beaty Branch

April 4

10:30 am - 11:30 am
Main Library

April 4

1:30 pm - 3:00 pm
Beaty Branch

April 4

2:00 pm - 3:00 pm
Main Library

April 4

3:00 pm - 4:00 pm
Sherwood Branch

Multiple Dates

Various Times
Various Branches

Apr 7 - May 27
Apr 10 - May 29

4:00 pm - 4:45 pm
4:00 pm - 5:00 pm
Main + Sherwood

Mondays

Apr 7 - May 26
6:30 pm - 7:15 pm
Main Library

Tuesdays

Apr 8 - May 27
1:30 pm - 2:15 pm
Main Library

Baby Sing and Connect with EarlyON Milton

This is a sing-a-long, educational parent-child program where participants will engage in a circle time to learn songs, rhymes and finger plays while promoting parent child interaction and early literacy. For children 0-12 months of age.

Baby Toddler Sing and Play with EarlyON Milton

This is a sing-a-long, educational parent-child program where participants will engage in a circle time to learn songs, rhymes, and finger plays while promoting parent child interaction and early literacy. For children 0-24 months of age.

Croque après-midi avec On y va Milton

Le livre prend tout son sens lorsqu'il fait l'objet d'un partage entre l'adulte et le tout-petit! Venez partager ce moment avec nous autour de la lecture et de nombreuses autres activités! Pour les enfant 0 à 6 ans.

MathMania

Drop-in and spend some quality time together engaging with our math toys, activities, and worksheets. Make math fun! This is not a tutoring program. For children 5-12 years of age accompanied by a parent or caregiver.

Reading Buddies

This 40 minute program is designed for readers who have learned reading fundamentals but would benefit from additional practice to improve their skills. Participants will be paired with a teen reading buddy,

Blackout Poetry with Makey Makey

Attention all poets! Join us to create poems out of old book pages and make your poetry interactive using Makey Makey. For children 9-12 years of age.

PA Day Movie: *Harold and the Purple Crayon* (2024)

It's a PA Day, come join us for a viewing of *Harold and the Purple Crayon* (2024, Rated PG). Feel free to bring your own drinks (preferably water) in a spill proof container. Fun for Families. Parents must remain in the room with their child/ren.

Creative Storytelling Workshop with Christy Jordan-Fenton

Join author Christy Jordan-Fenton as she shares the life of Olemaun Margaret Pokiak-Fenton and her time at Residential School through the stories written in *Fatty Legs* and *A Stranger At Home*. For children 8-12 years of age.

Let's Get Crafty: Spring PA Day Edition

Join us for some creative fun and with your artistic talents in a fun and supportive environment! For children 6-12 years of age.

Play Hive

Drop-in for children up to 6 years of age, accompanied by a parent or adult caregiver. Bring your little ones for a fun and interactive play session. Be ready to play explore, discover, and create together using the toys and materials provided.

Marvelous Makers

Each week we will try out a new DIY project and make something amazing to keep or share. Participants are invited to bring their creativity and imagination with them. For children 7-12 years of age.

Game on for Kids!

Drop-in and bring your friends, or make new ones while playing classic board and card games. Checkers, Snakes and Ladders, Scrabble JR, SNAP!, and Crazy Eights, plus lots more. For children 7-12 years of age.

Sensory Storytime

This storytime features: a smaller number of participants, a visual schedule, sensory toys, and an adapted circle time with stories, rhymes, songs and more. For children 3-5 years of age and their parent or caregiver, but all ages welcome.

Register for these exciting programs!

Wednesdays

Apr 9 - May 28
4:00 pm - 5:00 pm
Main Library

After School Tech Drop-in

Explore different types of technologies and engage with others who have similar interests. Experience coding, robots, and many other tech gadgets. For children 7-10 years of age.

April 12

2:00 pm - 2:45 pm
Main Library

Let's Do the Bunnyhop!

Join us for a fun-filled storytime where we'll hop into the magical world of bunnies! Your little ones will be enchanted by these sweet tales, complete with songs and activities. For children 3-7 years of age and their parent or caregiver.

April 12

2:00 pm - 3:30 pm
Beaty Branch

Saturday Movie Afternoon: *Hop* (2011)

Just in time for Easter, come join us for a viewing of *Hop* (2011, Rated G). Feel free to bring your own drinks (preferably water) in a spill proof container. Parents must remain in the room with their child/ren.

Sundays

Apr 13, 27, May 11,
25, Jun 15, 29
2:00 pm - 3:00 pm
Sherwood Branch

Hour of Code

Join us for one hour and have fun learning the basics of coding through engaging activities. For children 7-10 years of age.

Sundays

Apr 13, May 18,
Jun 8
2:00 pm - 2:40 pm
Main Library

Mandarin Storytime

Join us for a Mandarin language storytime facilitated by the Milton Chinese Canadian Association. For children 4-10 years of age, accompanied by a parent or caregiver. This program is suitable for Mandarin speakers.

April 19

1:30 pm - 2:15 pm
Main Library

Earth Day Storytime

In celebration of Earth Day on April 22, we invite you to join us for stories, songs, activities, and an earth friendly craft. For children 3-9 years and their parent or guardian.

Apr 22 - May 27
Apr 24 - May 29

11:00 am - 12:00 pm
Various Branches

STEAM Storytime

Investigate early Science, Technology, Engineering, Arts, and Mathematics concepts through stories, activities and interactive play and exploration. For children 3-5 years of age and their parent or caregiver.

Fridays

Apr 25, May 23,
Jun 20
9:30 am - 1:00 pm
Main Library

Kerry's Place Drop-in

Kerry's Place is Canada's largest Autism services provider to children, teenagers, adults, and families. Receive individualized, short-term support from their expert Autism Consultants.

Saturdays

Apr 26, May 31,
Jun 28
11:00 am - 1:00 pm
Main Library

Look Like Me, Read Like Me with Halton Black Voices

This program will offer kids the chance to see themselves in the stories they hear in order to foster confidence, imagination, and a love for reading and writing. For children 4-8 years of age.

April 26

2:00 pm - 3:00 pm
Main Library

The Science of Bees

Facilitated by Backed by Bees, this workshop is dedicated to the importance of solitary bees, and their unique behaviours. Join us and learn about bees while building simple solitary bee houses. For children 8-12 years of age.

May 1

4:00 pm - 5:00 pm
Sherwood Branch

Turning Journaling into Story Writing with Ambreen Butt-Hussain

Join Ambreen for a fun and interactive session about turning journaling into story writing. Ambreen will read a chapter from *The Unlovable Alina Butt*. For children 9-12 years of age.

May 1

5:00 pm - 6:00 pm
Main Library

Drawing from Nature with Sid Sharp

Join author illustrator Sid Sharp, for a workshop where we look at the pieces of nature that exist all around us and explore ways to lovingly document, preserve, and care for the things we find. For children 7-11 years of age.

Tuesdays

May 6 - Jun 10
4:30 pm - 5:15 pm
Beaty Branch

Story Science

Each week we will discover and explore a different story through crafting, building or science experiments. For children 5-8 years of age.

Children's Programs (Up to 12 years)

<p>May 10 2:00 pm - 3:00 pm Beaty Branch</p>	<p>Tour of the Beehives</p> <p>Join us for a tour of the Beaty Hives by Luc, the Beekeeper, from Humble Bee. For all ages.</p>
<p>May 10 2:00 pm - 3:30 pm Main Library</p>	<p>Tea for You and Me</p> <p>It's time to celebrate our amazing mothers and caregivers who inspire us every day. Join us for a cozy afternoon filled with tea, treats, and engaging activities. For children 3-11 years of age and their parent or caregiver.</p>
<p>Thursdays May 15 - Jun 5 6:30 pm - 7:15 pm Beaty Branch</p>	<p>Little Sparks of Kindness Crew</p> <p>Join this fun and engaging club where participants learn the power of kindness through stories, activities, and hands-on projects that inspire compassion and friendship. For children 6-12 years of age.</p>
<p>June 6 10:30 am - 11:30 am Beaty Branch</p>	<p>LEGO® Drop-in</p> <p>Ready! Set! Build! Come hangout at the library and put your LEGO skills to work. Build and create with your fellow LEGO-maniacs. For children 5 - 12 years of age, accompanied by an adult.</p>
<p>June 6 1:30 pm - 3:00 pm Beaty Branch</p>	<p>PA Day Movie: <i>Raya and The Last Dragon</i> (2021)</p> <p>It's a PA Day, come join us for a viewing of <i>Raya and The Last Dragon</i> (2021, Rated PG). Feel free to bring your own drinks (preferably water) in a spill proof container. Fun for Families. Parents must remain in the room with their child/ren.</p>
<p>June 7 & 21 1:30 pm - 2:15 pm Main Library</p>	<p>Rainbow Reads Storytimes</p> <p>Celebrate love, family, and identity in this inclusive program! Enjoy stories about diverse families and self-expression, sing songs, and create a colorful craft. For children 3-8 years, accompanied by a parent or caregiver.</p>
<p>June 15 1:30 pm - 2:15 pm Main Library</p>	<p>Dad's Day Storytime</p> <p>Join us and celebrate the important fathers, father figures, or other important family members in your life. For children 3-8 years of age and their parent or caregiver.</p>
<p>June 15 2:30 pm - 4:00 pm Main Library</p>	<p>Dadventures and Dragons!</p> <p>Embark on an unforgettable Dungeons & Dragons adventure designed for fathers/caregivers and their kids! For children 10-12 years of age and their parent or caregiver.</p>



Services Available with Your Library Card

- **Library of Things and Book Collection:** Borrow sports equipment, gaming consoles, STEAM technology kits, home safety devices, and sensory kits. Explore our book collection which offers a variety of genres for all ages.
- **Printing, Viewing, and Lamination:** Self-serve printing, 3D printing, microfilm viewing (Main Library), and lamination services are available at all locations.
- **Computers and Internet Access:** Borrow laptops, AWE tablets, use public computers, and enjoy free Wi-Fi at all branches.
- **E-Resources:** Access eBooks, audiobooks, and learning tools online anytime with your library card.
- **MPL Mobile App:** Search the catalogue, manage your account, and explore reading suggestions from your device with our app, available on the App Store and Google Play.

Teen Programs (13 to 17 years)

Tuesdays

Apr 1, 8, 15, 22, 29
4:00 pm - 5:00 pm
Beaty Branch

Warming Hands

In Canada, we can always use a little extra warmth. In this program we'll learn how to knit fingerless gloves. All supplies will be provided.

Thursdays

Apr 3, May 1, Jun 5
4:00 pm - 5:00 pm
Beaty Branch

Teen Advisory Committee

For members of the Teen Advisory Group only. Members advise on the current needs of youth as well as how MPL can work towards fulfilling these needs, assist with programs, and advocate on behalf of MPL within their teen communities.

April 4 & May 17

Various Times
Main Library

3D Printing Workshop

Patrons will design a keychain with their name on it in Tinkercad 3D Design space.

April 5

1:00 pm - 4:00 pm
Beaty Branch

Paint Afternoon

An afternoon of painting fun. Leave with your finished masterpiece. For Teens and Adults. All supplies provided. \$5.00 per person. Please note we will be painting the same picture as in the previous program on November 9, 2024.

April 7

7:00 pm - 8:30 pm
Main Library

Write for Rights

Teens will view a short video synopsis on highlighted cases from Amnesty International. They will then write a letter to help the cause. Participants are eligible to earn volunteer hours.

April 8

7:00 pm - 8:00 pm
Main Library

The Secrets to Scholarship Research & Writing

This presentation by Dr. Christopher Grafos will help empower attendees with information to find and win scholarships for post-secondary education. Teens and parents are welcome to attend.

April 10

4:00 pm - 5:00 pm
Main Library

Project Pen Pal

Project Pen Pal connects teenagers with seniors in a meaningful and thoughtful way by providing them with an opportunity to create a relationship through an old fashioned letter writing process.

April 10

4:00 pm - 6:00 pm
Sherwood Branch

Siblings Forever: Friendship Bracelets

For National Siblings Day on April 10, show the world you're friends as well as siblings and drop in at the library to make friendship bracelets to swap with each other. For ages 5-17, children 10 and under must be supervised.

Thursdays

Apr 10, May 8, Jun 12
6:00 pm - 8:30 pm
Beaty Branch

Pick, Pop, & Play: Movies for Teens

Two movies enter the ring, but only one will emerge victorious! Each month we will offer a choice of two movies, with a poll on our Instagram feed – you pick which one we will show! Popcorn provided, seating first come first served.

Fridays

Apr 11, May 2, 9, 16,
30, Jun 6
10:00 am - 12:00 pm
Main Library

Super Smash Bros Drop-In

An opportunity to show your Super Smash Bros gaming skills to your friends and peers and enjoy playing on the big screen.

April 12

2:00 pm - 4:00 pm
Main Library

Earth Day Trashion Show

Participate in our Trashion show! Use (clean) trash and recyclables to create your own clothes and accessories, and then do a little turn on the catwalk (not a real catwalk) and show them off! Prizes for the most creative and stylish couture.

Mondays

Apr 14, 28, May
12, 26
4:00 pm - 5:00 pm
Main Library

Threaded Totes

Learn the basics of cross-stitch embroidery. Participants will practice stitching techniques and create their own embroidered design on a tote bag to take home. All materials provided—just bring your creativity! Beginners welcome.

April 16

7:00 pm - 8:00 pm
Beaty Branch

White Pine Book Club

The White Pine Award™ from the Forest of Reading program offers teens of all ages the opportunity to read the best of Canada's recent young adult fiction titles.

Register for these exciting programs!

April 17

7:00 pm - 8:00 pm
Beaty Branch

White Pine Book Club

The White Pine Award™ from the Forest of Reading program offers teens of all ages the opportunity to read the best of Canada's recent young adult fiction titles.

April 19

1:00 pm - 4:00 pm
Beaty Branch

Beaty Birdhouses

As a way to make our Medicine Learning Garden more welcoming to the feathered members of the Milton community, we're going to design and decorate birdhouses which will be placed in the garden. Participants will earn volunteer hours.

Wednesdays

Apr 23 - May 28
7:00 pm - 8:30 pm
Main Library

True Crime Teens: Current Events Podcast Club

By listening to podcasts on current events, participating in discussions, and championing for policy change by writing advocacy letters, participants will develop critical thinking skills and deepen their understanding of global issues.

Thursdays

Apr 24, May 22, Jun 5
6:30 pm - 8:00 pm
Main Library

All Together Now: An Intergenerational Games Night for Teens and Seniors

Teens vs seniors at our monthly board game night – who will win? Teens who register and attend are eligible to collect their Community Volunteer Hours.

Saturdays

Starting Apr 26
Various Times
Beaty Branch

Garden Volunteers

Did you know that our Beaty Branch is home to our Medicine Learning Garden? The garden will require care all summer long, so we are looking for teen volunteers to assist our gardener with maintenance.

Wednesdays

Apr 30 - Jun 18
7:00 pm - 8:30 pm
Main Library

Dungeons & Dragons

Have you always wanted to play Dungeons and Dragons? Join our Dungeon Master as he hosts this beginner friendly DnD campaign! Participants will create Dungeons and Dragons characters and play through a fantastic adventure!

May 3

1:00 pm - 4:00 pm
Beaty Branch

Free Comic Book Day

Let's celebrate all things comic at the library, where every day is free comic book day. Borrow a graphic novel, test your comic trivia knowledge, do some fun activities. Drop-ins welcome, especially with costumes. Excelsior!

May 10

2:00 pm - 4:00 pm
Sherwood Branch

2nd Annual Youth Mental Health Fair

Join MPL and local community groups for a Youth Mental Health Fair aimed at bringing people together to learn about local mental health resources for youth. This event is free and drop-ins are welcome.

Sundays

May 11 - 25
1:00 pm - 3:00 pm
Sherwood Branch

Illustrating Graphic Novels Workshop for Teens

In this three-week course, students will learn essential techniques for creating graphic novels, including character design, layout, and world-building. This workshop will be led by artist Sima Naseem.

Saturdays

May 17, 31 Jun 14
2:00 pm - 3:30 pm
Sherwood Branch

Stitched Greeting Cards

Join us as we create stitched greeting cards.

May 24 & 31

2:00 pm - 3:30 pm
Beaty Branch

Air Dry Clay Pottery

Come and make your own creation out of air dry clay. No kiln required! For ages 11-17.

June 12

4:00 pm - 5:00 pm
Main Library

Pride Bracelets

Celebrate Pride by creating a pride flag themed bracelet for yourself or a friend! Materials can be picked up from any of our three locations during June. You can make it yourself at home, or drop-in at the library on June 12.



Adult Programs (18 years and over)

<p>April 1 10:00 am - 4:00 pm FirstOntario Arts Centre</p>	<p>2nd Annual Job Fair Join us at the Job Fair to connect with top employers, explore exciting career opportunities, and network with professionals from various industries.</p>
<p>Various Dates 5:30 pm - 6:30 pm Main Library</p>	<p>Tech Introduction - 3D Printing with TinkerCAD Learn how to create your own 3D print files using TinkerCAD.</p>
<p>Tuesdays Apr 1, May 6, Jun 3 7:00 pm - 8:30 pm Sherwood Branch</p>	<p>Fabrication Frenzy Featuring a different fabrication technique each month. Learn a new skill or brush up!</p>
<p>Tuesdays 5:00 pm - 6:00 pm 6:15 pm - 7:15 pm 7:30 pm - 8:30 pm Main Library</p>	<p>English Conversation Circle: Basic, Intermediate / Advanced, & Advanced Conversation Circles are gatherings where people come together to practice speaking English. Registration required through HMC Connections.</p>
<p>Various Dates Various Times Various Branches</p>	<p>Creative Connections Learn, develop and explore various crafting techniques.</p>
<p>Wednesdays 6:30 pm - 8:30 pm Main Library</p>	<p>Milton Knitting Circle A weekly knitting group for all levels.</p>
<p>Apr 3, 17, May 1, 15, 29, Jun 12, 26 12:00 pm - 1:00 pm Beaty Branch</p>	<p>Hindi Social A meaningful social to meet new people, discuss current events and share life experiences.</p>
<p>Thursdays 5:00 pm - 6:00 pm Sherwood Branch</p>	<p>English Conversation Circle: Intermediate Conversation Circles are gatherings where people come together to practice speaking English. Registration required through HMC Connections.</p>
<p>Fridays 10:00 am - 11:00 am Sherwood Branch</p>	<p>Movement, Memory and Mindfulness Experience the synergy of chair yoga, memory enhancement, and mindfulness in a single session. Registration is \$5 per session.</p>
<p>Fridays Apr 4, May 2, Jun 6 1:00 pm - 2:00 pm Online</p>	<p>Tech Talk Join Tech Coaches for this monthly virtual seminar covering various technology-related topics.</p>
<p>April 4 & April 25 1:00 pm - 3:00 pm Various Branches</p>	<p>Tax Clinic First come, first-served. Must bring identification and all documents. Last intake: 2:30 pm.</p>
<p>Fridays 1:30 pm - 3:00 pm Main Library</p>	<p>Senior Social Drop-in and connect with old friends and meet new ones while playing cards and board games, sharing laughter, reminiscing, and more.</p>
<p>April 5 3:30 pm - 4:30 pm Sherwood Branch</p>	<p>Seeds of Change – Small Space Gardening Learn how to create a garden even in the smallest of spaces. Part of MPL's 2025 Seed Giveaway initiative.</p>

Register for these exciting programs!

April 6

2:00 pm - 3:30 pm
Sherwood Branch

Tuesdays

Apr 8, May 13, Jun 10
7:00 pm - 8:30 pm
Sherwood Branch

Tuesdays

Apr 8, May 6, Jun 3
7:00 pm - 8:00 pm
Main Library

Wednesdays

Apr 9, May 7, Jun 4
5:30 pm - 6:30 pm
Main Library

April 9

6:00 pm - 8:30 pm
Sherwood Branch

Thursdays

Apr 10, May 8, Jun 10
5:00 pm - 7:00 pm
Sherwood Branch

Thursdays

Apr 10, May 8, Jun 5
7:00 pm - 8:00 pm
Main Library

Tuesdays

Apr 15, May 20, Jun 17
7:00 pm - 8:30 pm
Sherwood Branch

Thursdays

Apr 10, May 15,
Jun 12
7:30 pm - 8:30 pm
Sherwood Branch

Tuesdays

Apr 22, May 27, Jun 24
7:00 pm - 8:30 pm
Sherwood Branch

Thursdays

Apr 24, May 22, Jun 19
7:00 pm - 8:00 pm
Main Library

April 26

2:00 pm - 4:00 pm
Sherwood Branch

Mondays

Apr 28, May 26, Jun 23
7:00 pm - 8:00 pm
Main Library

Palettes and Prose

Explore the world of poetic expression, blending visual art with the beauty of words. Using acrylics, create your canvas while drawing inspiration from poetry, allowing art and language to intertwine in a deeply personal, creative experience.

Tech Introduction – Mug Press

Learn how to design and print custom mugs using the mug press machine.

Cook the Book

Each month, participants dive into a new title, share recipes, and connect over their love of cooking and reading.

Tech Introduction – Linoleum Printing

Learn how to design your own stamp and create your own prints.

Sewing for Beginners

This workshop will familiarize participants with sewing machines, teach them basic techniques, and guide them as they make a reusable menstrual pad from scratch.

Halton Community Legal Services On-Site

Free legal help! Stop by and speak with a lawyer or paralegal from Halton Community Legal Services (HCLS) about your problem.

Urdu Social

A meaningful social to meet new people, discuss current events and share life experiences.

Tech Introduction – Sublimation Printer

Learn how to use a sublimation printer by designing and creating your own tote bag.

Mindful Meet-Up

Learn and discuss techniques to cultivate present moment awareness, reduce stress, and enhance overall well-being.

Tech Introduction – Cricut

Learn how to use the cricut.

New Roots, New Recipes

Discover new recipes using Canadian ingredients. Cooking demo by The Joyce of Cooking.

Sew Inspired – Cone Pot Holders

Learn how to use a sewing machine and create your own cone pot holders.

Film Club

Instead of books, a club for film lovers to meet others, discuss and share their thoughts about each month's film selection.

Adult Programs (18 years and over)

<p>Fridays May 2 - 23 1:30 pm - 3:30 pm Beaty Branch</p>	<p>Caring with Confidence – Dementia Education Workshop A 4-part in-person learning series designed specifically for care partners and friends of those living with dementia. Call 1-800-565-4614 ext. 314 or email cait.bowie@alzda.ca to register.</p>
<p>May 3 10:00 am - 5:00 pm Sherwood Community Centre</p>	<p>2nd Annual Tea Fest Celebrate the history and culture of tea with local tea vendors, hands-on workshops, demonstrations and more!</p>
<p>May 4 2:30 pm - 5:00 pm Sherwood Branch</p>	<p>Dear Inner Child... Journaling Workshop This interactive workshop blends nostalgia, reflection, and creative exploration to help you nurture your inner child and invite more lightness into your life.</p>
<p>May 5 7:00 pm - 8:00 pm Main Library</p>	<p>Ready, Set, Hold! - Summer Edition Learn about and discuss upcoming and new releases, author spotlights, celebrity book club picks, backlist titles, book prizes and more! Leave with new suggestions for your hold list.</p>
<p>May 7 7:00 pm - 8:30 pm Sherwood Branch</p>	<p>Drumming and Meditation An evening of music and mindfulness with Kristin Tyrer.</p>
<p>May 9 11:00 am - 12:00 pm Sherwood Branch</p>	<p>Restorative Meditation Let go of stress in this special class led by Milton Academy of Martial Arts.</p>
<p>May 10 3:30 pm - 4:30 pm Beaty Branch</p>	<p>Pollinator Gardening with Humble Bee Learn how to design and cultivate the perfect pollinator garden for your outdoor space.</p>
<p>May 13 6:30 pm - 8:00 pm Sherwood Branch</p>	<p>Cyanotype Photographs Workshop Learn the art of creating stunning blue-toned prints using sunlight and photosensitive materials.</p>
<p>Sundays May 18, Jun 15 3:30 pm - 4:30 pm Sherwood Branch</p>	<p>Antakshari A lively and engaging way to enjoy music, meet new people and test your knowledge of popular tunes!</p>
<p>May 23 TBD Sherwood Branch</p>	<p>Diabetes Health Fair Learn about managing and preventing diabetes. Discover resources, products, and support to help you take control of your health and well-being.</p>
<p>May 31 2:00 pm - 4:00 pm Sherwood Branch</p>	<p>Sew Inspired –Bucket Hats Learn how to make your own bucket hat.</p>
<p>June 4 7:00 pm - 8:00 pm Beaty Branch</p>	<p>Bollywood Trivia Test your knowledge of scenes, plot lines, movie stars, iconic roles, and debut Bollywood films. Bring your family and friends!</p>
<p>June 4 & 18 6:30 pm - 8:30 pm Main Library</p>	<p>Book Arts Circle – Drop-In Relaxed and creative space to explore the art of bookbinding, paper crafting, and other book-related crafts. All levels welcome.</p>

Register for these exciting programs!

June 7 1:00 pm - 4:30 pm Beaty Branch	Garden Walk + Medicine Bag Workshop Walk through the Medicine Learning Garden and learn about the plants and their properties before creating a medicine bag.
June 8 2:00 pm - 3:30 pm Sherwood Branch	Cyanotype Scarves Hands-on workshop making your own fashion scarf.
Fridays June 13, 20, 27 1:00 pm - 3:00 pm Sherwood Branch	Android Fundamentals: A Hands-On Beginner's Course This hands-on beginner's course teaches the essential skills to use your Android device (phone, tablet, laptop) confidently. Participants are to bring their own Adroid device for these sessions.

Newcomer Resources and Programs

As a newcomer to Canada, there are many important steps you need to take to assist with your transition into Canadian life.

Milton Public Library, in collaboration with our community partners, offers a wide arrange of services to help you find everything you need to know to make your transition easier. Services can be accessed with a library card.

This includes:

- English as a Second Language Conversation Circles
- Commissioner of Oath – apply for passport, sign documents, etc.
- Settlement Worker
- Canadian Citizenship Test Prep Kit

eResources

- **Brainfuse:** Access tutoring for students, career coaching, and Canadian citizenship study help.
- **CBC Corner:** Explore news, entertainment, and educational content, including foreign language programs.
- **G1 Practice Tests:** Prepare for the G1 driving exam with online practice tests.
- **Halton Community Services Directory:** Find local services like clinics, food banks, and recreational programs in Halton Region.
- **PressReader:** Access newspapers and magazines from over 140 countries in 60+ languages.
- **Transparent Language Online:** Learn English or other languages with over 100 options available.

One Book, One Milton 2025

An Evening with Heather O'Neill

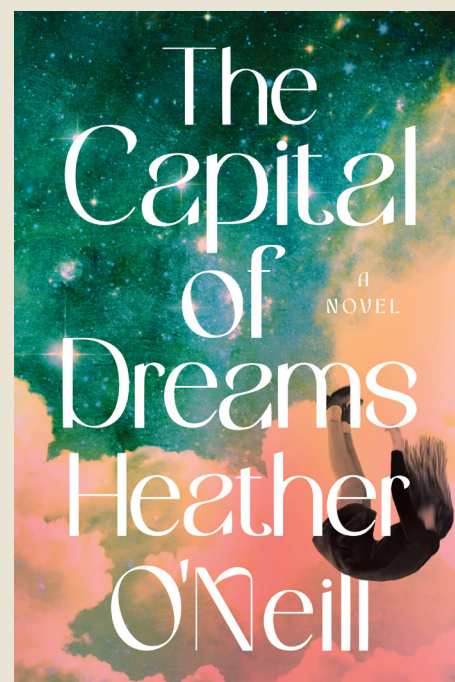
Milton Public Library proudly presents An Evening with Heather O'Neill, celebrating her stunning new novel, *The Capital of Dreams*.

Join us on Wednesday, October 8, at 7PM EST at the FirstOntario Arts Centre Milton for this special conversation where Heather will share the inspirations behind *The Capital of Dreams*, her writing process, and her thoughts on the magic and meaning of storytelling. Whether you're a lifelong fan or discovering her work for the first time, this evening promises to be a celebration of creativity, connection, and the power of a great story.

The Capital of Dreams is a dystopian fairytale about an idyllic country ravaged by war—and a girl torn between safety and loyalty. Heather reveals once again that she is a master of language that is as delicious as cake and serious as a gunshot.

Now in its twelfth year, One Book, One Milton continues to be Milton Public Library's signature annual program having played host to some of Canada's greatest authors and icons. MPL is honoured to add Heather O'Neill and her novel *The Capital of Dreams* to this incredible list.

Get more details at: beinspired.ca/one-book-one-milton or visit any MPL branch near you!



About the Author

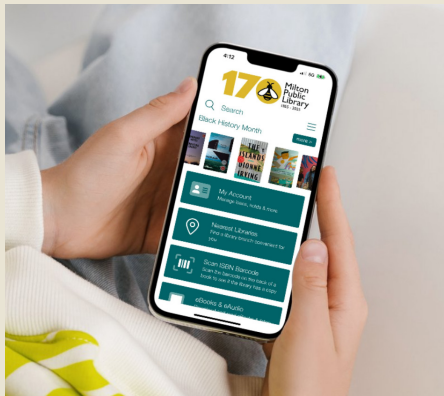
Heather O'Neill is a novelist, short-story writer and essayist. Her previous works include *When We Lost Our Heads*, which was a #1 national bestseller and a finalist for the Grand Prix du Livre de Montréal, and *The Lonely Hearts Hotel*, which won the Paragraphe Hugh MacLennan Prize for Fiction and was longlisted for the Women's Prize for Fiction and CBC's Canada Reads, as well as *Lullabies for Little Criminals*, *The Girl Who Was Saturday Night*, and *Daydreams of Angels*, which were shortlisted for the Governor General's Literary Award for Fiction, the Orange Prize for Fiction and the Scotiabank Giller Prize two years in a row. O'Neill has also won CBC's Canada Reads and the Danuta Gleed Award. Born and raised in Montreal, she lives there today.



News and Updates

Strategic Master Plan 2025-2029

MPL has released its Strategic Library Master Plan 2025-2029, a roadmap for our future growth and our renewed commitment to inspire our community to Read, Learn, Innovate, Connect. Read the full plan on our website and discover what's next for your library!



New Mobile App

MPL has introduced a redesigned mobile app to make managing your account, browsing the catalog, and accessing digital resources easier than ever! If you haven't yet, download the app today and explore all the features designed to enhance your library experience.

Bringing Books to the Special Care Nursery

Families with newborns in the Special Care Nursery at Milton District Hospital now have bedside books to share! Donated by Milton Public Library, these books help promote early literacy and strengthen family bonding during this special time.

MPL Partners with Ontario Libraries to Enhance Digital Access!

Milton Public Library has joined a Reciprocal Lending Agreement for OverDrive with several Ontario libraries, expanding access to eBooks and audiobooks. Patrons can now borrow digital materials from Burlington, Hamilton, Kingston Frontenac, London, Mississauga, and Ottawa Public Libraries. Enjoy a wider selection of digital materials and discover new reads!

AWE Tablets – Learning Made Fun!

Encourage your child's love for learning with our AWE tablets, available at all MPL branches! These interactive tablets are preloaded with over 75 educational programs covering math, reading, and problem-solving. Plus, six new AWE desktop stations are now available at our Main Library! Stop by and check one out today!

Read and Ride Returns in 2025!

Our Read & Ride program is also returning this year. In partnership with Milton Transit, MPL provides youth aged 13-16 with free bus rides, just show your validated library card when boarding. Visit our website for more details.



Upcoming Closures

- Friday, April 18: Good Friday
- Sunday, April 20: Easter Sunday
- Monday, April 21: Easter Monday
- Monday, May 5: Staff Town Hall
Branches open at 12:00 pm
- Monday, May 19: Victoria Day

Scan here for
our full program
calendar:



Hours	Main Library	Sherwood Branch	Beaty Branch
	1010 Main Street East	6355 Main Street West	945 Fourth Line
Mon	9:30 am - 9:00 pm	9:30 am - 9:00 pm	CLOSED
Tues - Thurs	9:30 am - 9:00 pm	9:30 am - 9:00 pm	10:00 am - 9:00 pm
Fri - Sat	9:30 am - 5:00 pm	9:30 am - 5:00 pm	10:00 am - 5:00 pm
Sun	9:30 am - 5:00 pm	9:30 am - 5:00 pm	CLOSED

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