

AGENDA

Tuesday November 12, 2024, 6:45pm | Hybrid Meeting



1. Call to Order and Land Acknowledgment – M. Corbett
2. Chairperson’s Remarks
3. Declarations of Pecuniary Interest and the General Nature Thereof
4. Approval of the Agenda
5. Delegations
6. Approval of the minutes of the meeting of October 8, 2024
7. Approval of the minutes of the Closed Session of October 8, 2024
8. Business arising from the minutes
9. Board Education
 - 9.1. OLA Super Conference Library Trustee Bootcamp – February 1, 2025
 - 9.2. PCIN Strategic Plan – E. Perin
10. Business of the Board
 - 10.1. Report from PCIN – E. Perin, M. Corbett
 - 10.2. Report from OLS – D. Mackey
 - 10.3. Report from City Council – J. Burbach
 - 10.4. Library Space Ad Hoc Committee
 - 10.5. 2025 Schedule of Board Meetings
 - 10.6. 2025 Schedule of Library Closures
 - 10.7. Library Board Governance ByLaws
11. CEO Reports
 - 11.1. Monitoring Report and Financial Report YTD
 - 11.2. Draft 2025 Workplan
12. Closed Session
 - 12.1. Contract Negotiations
13. Correspondence
14. Other Business
15. Confirmation of date and time of next meeting: December 12, 2024 at 6:45pm
16. Adjournment

MINUTES



Tuesday, October 9, 2024 6:45pm | Hybrid Meeting

MEMBERS OF THE BOARD PRESENT

Laurie Brown, Jo-Dee Burbach, Philip Connolly, Michael Corbett, Mackenzie Kipfer, Kaitlyn Kochany (zoom), Patty Lewis, David Mackey, Emma Perin, Arnab Quadry, Chris Zonneville

REGRETS

MEMBERS OF STAFF PRESENT

Krista Robinson, CEO; Cathy Perreault, Recording Secretary; Brandi Gillett, Community Engagement Supervisor; Brooke Windsor, Teen Services Librarian

1. Call to Order and Land Acknowledgment

The meeting was called to order at the Stratford Public Library by Chair M. Corbett at 6:45 pm.

2. Chairperson’s Remarks

3. Declarations of Pecuniary Interest and the General Nature Thereof
None

4. Approval of the Agenda

Item 8.1 moved to closed session

2024-50 Moved by E. Perin, seconded by J. Burbach to approve the agenda as amended.

CARRIED

5. Delegations

5.1. Jane Marie Mitchell – Satellite Library Location

Ms. Mitchell reviewed locations in our community that she believes would be suitable satellite locations for SPL while we await a permanent solution to the library’s space issues.

6. Approval of the minutes

2024-51 Moved by D. Mackey, seconded by E. Perin that the minutes of the meeting of September 10, 2024 be approved.

CARRIED

7. Approval of the minutes of the Closed Session

2024-52 Moved by C. Zonneville, seconded by P. Connolly that the minutes of the meeting of September 10, 2024 be approved.

CARRIED

8. Business arising from the minutes



8.1. Perth South Update: To be discussed in closed session.

9. Board Education:

9.1. Brooke Windsor – Teen Services at SPL: An overview of teen programs and services at SPL was provided. She emphasized the importance of maintaining and building on the success of children programming and creating a path forward to adult programming.

9.2. Ontario Library Service Virtual Conference: Momentum – October 24, 6-9: Please register if you are interested in attending.

10. Business of the Board

10.1. Report from PCIN: E. Perin reported that the PCIN budget was approved at the September PCIN meeting. She will be doing a presentation at the November SPL Board meeting on the new PCIN strategic plan and priorities.

10.2. Report from OLS: D. Mackey reminded board of the Momentum conference on October 24 and of the Board Assembly on November 13, 2024.

10.3. Report from City Council: J. Burbach reported that council will be receiving a key partnership report next week from the Grand Trunk advisory committee.

10.4. Library Space Ad Hoc Committee: The Grand Trunk partnership working group met with K. Robinson this week for a tour and information session. A webpage has been created to share SPL's vision for the future. It can be found at <https://splibrary.ca/visionofthefuture>.

10.5. CEO Performance Appraisal Ad Hoc Committee:

2024-53 Moved by P. Lewis, seconded by C. Zonneville that the Board accepts the change to the CEO Performance Appraisal timeline for 2024 and 2025.

CARRIED

11. CEO Report

11.1. Monitoring Reports and Financials

2024-54 Moved by M. Kipfer, seconded by J. Burbach to accept the CEO Monitoring Reports.

CARRIED

11.2 Q3 Work Plan Update and Statistics

12. Closed Session:

12.1 Labour relations; Personal information regarding an identifiable individual.

12.2 Contract Negotiations

2024-55 Moved by P. Lewis, seconded by C. Zonneville to move to closed session (8:15pm)

CARRIED

2024-56 Moved by E. Perin, seconded by D. Mackey to return to open session. (8:37pm)

CARRIED



13. Correspondence: None

14. Other Business: None

15. Confirmation of date and time of next meeting: November 12, 2024 at 6:45pm

16. Adjournment

2024-57 Moved C. Zonneville that the meeting adjourned at 8:38pm.

CARRIED

Krista Robinson, CEO

Michael Corbett, Chair

PCIN Strategic Plan 2024 – 2027

Mission

Connecting community collaboratively across the Perth County network of libraries by leveraging our strengths.

Vision

Beyond the Traditional

Values

Opportunity; Lifelong Learning; Partnerships; Community; Inclusivity; Social Investment; Innovation; Connection; Literacy; Discovery

Priorities

Grow the PCIN Brand

Raise the level of public awareness of what PCIN is and does, through joint marketing and outreach initiatives that showcase the breadth of resources we provide together.

Support each Library's Voice

Ensure that each PCIN library is equitably included in decisions affecting system-wide resources. Our libraries contribute valuable perspectives unique to our individual communities that improve access for all.

Build the Sprit of Community

Foster organizational partnerships that allow everyone to explore and enjoy the varied resources in and around Perth County.

Sustain PCIN as an Entity

Invest in PCIN libraries through staff training, enhanced technologies and expanded collections. Our combined efforts provide our patrons and visitors with maximum access to current resources relevant to their needs and interests.



SPL Report to the Board



MEETING DATE: NOVEMBER 12, 2024
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: 2025 PROPOSED SCHEDULE OF LIBRARY BOARD MEETINGS

Recommendation

THAT the Library Board review and approve the 2025 Proposed Library Board Meeting Schedule.

Background

According to Library Bylaws, the Library Board must have a minimum of seven regular meetings each year. Traditionally the Library Board has held ten meetings annually, with no meetings in July and August. Meetings are currently held the second Tuesday of the month at 6:45pm with the option of in-person or virtual attendance.

Discussion

Below are two options for the 2025 Library Board meeting schedule.

In 2024, the City of Stratford budget schedule was adjusted, requiring a Board approved draft budget to be submitted by August 2. The Board may want to consider altering their regular meeting schedule to allow for budget approvals before submission.

The **Traditional Schedule** provides the regular meeting schedule as in 2024. In this situation, the Board will not have approved the budget before submission.

The **Proposed Schedule** provides two changes from the Traditional Schedule:

- In 2025, March Break is March 10 – 14. The proposed schedule does not include a March meeting as it falls during this time.
- A July meeting has been added to allow for approval of the library budget before submission.

In 2025, the November Library Board meeting falls on November 11, a day where the Library is closed. In both schedules, the third Thursday has been recommended as an alternate meeting date.

Proposed Library Board Meeting Schedule

| Month | Traditional Schedule | Proposed Schedule |
|-----------|----------------------|--------------------|
| January | January 14 | January 14 |
| February | February 11 | February 11 |
| March | March 11 | No Meeting |
| April | April 8 | April 8 |
| May | May 13 | May 13 |
| June | June 10 | June 10 |
| July | No Meeting | July 8 |
| August | No Meeting | No Meeting |
| September | September 9 | September 9 |
| October | October 14 | October 14 |
| November | November 18 | November 18 |
| December | December 9 | December 9 |

SPL Report to the Board



MEETING DATE: NOVEMBER 12, 2024
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: DRAFT 2025 PUBLIC HOLIDAYS AND SCHEDULED CLOSURES

Recommendation

THAT the Library Board approve the Draft 2025 Public Holidays and Scheduled Closures.

Background

The Library traditionally closes on all provincial and federal statutory holidays throughout the year. Should the day of observance fall on a Monday, the Library closes on the Sunday before. Also included is the annual June Staff Development Day.

Proposed Public Holidays and Scheduled Closures

| | |
|-----------------------|--|
| New Year's Day | Wednesday, January 1, 2025 |
| Family Day | Sunday, February 16 Monday, February 17 |
| Good Friday | Friday, April 18 |
| Easter Sunday | Sunday, April 20 |
| Easter Monday | Monday, April 21 |
| Victoria Day | Sunday, May 18 Monday, May 19 |
| Staff Development Day | Monday, June 9 |
| Canada Day | Tuesday, July 1 |
| Civic Holiday | Sunday, August 3 Monday, August 4 |
| Labour Day | Sunday, August 31 Monday, September 1 |
| Thanksgiving | Sunday, October 12 Monday, October 13 |
| Remembrance Day | Tuesday, November 11 |
| Christmas Eve | Wednesday, December 24 (noon) |
| Christmas Day | Thursday, December 25 |
| Boxing Day | Friday, December 26 |
| New Year's Eve | Wednesday, December 31 (noon) |
| New Year's Day | Thursday, January 1, 2025 |

SPL Report to the Board

MEETING DATE: NOVEMBER 12, 2024
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: CEO MONITORING REPORT



Financial Condition

- As of October 31, all 2024 expenses are tracking per estimates. Items of note:
 - There is an anticipated favorable variance in Wages and Expenses
 - There is a variance in Legal Fees and Contractor, however these are anticipated and will be offset through variances in other accounts.
- The 2025 Budget schedule has been set and there will be meetings on November 28, December 3, and December 9. Since the budget submission, there has been a change in how municipal contributions to the library building maintenance is presented. As of 2025, this will be shown as an interdepartmental maintenance transfer, increasing our budget by just under \$70,000, increasing the increase over 2024 from 5.02% to 7.42%. Total interdepartmental costs represent 3% of the Library budget.

For Your Information

Staffing Updates

- SPL has hired a new MakerSpace Assistant and they are expected to start on November 20. This position will fill the MakerSpace open lab shifts previously covered by the Marketing and MakerSpace Librarian and assist with programming.
- The Marketing and Communications Coordinator position has been posted with an anticipated start date of January 6.
- Two Public Service Librarians presented at BiblioCon in October, a conference focused on BiblioCommons, the library catalogue. Their presentation was on "STAR: featuring BiblioCommons in our Summer Adult Reading Challenge".
- SPL's Teen Outreach and Collections Librarian presented at OLA's Child and Youth Expo. Their presentation was entitled "It's a Brain Hurricane!" and led the group on an exercise to brainstorm new and unique children and teen programs.

General News

- The City of Stratford proclaimed October 20-26 Ontario Public Library Week in the City of Stratford. The week was filled with a variety of programs and service highlights. Many thanks to the Library Board members who helped to serve coffee and treats each morning.
- LED lighting upgrades continued throughout the month of October. Due to the vast number of lights on the adult floor, the library closed the adult floor to the public on a few mornings to allow the contractor to increase the number of lights worked on. Work is anticipated to be completed by the end of November.
- The library has partnered with Invest Stratford for Small Business Week to make an online small business course available with a library card. The course is called "[Get Found Online: Actionable strategies and Tips for Local Small Businesses](#)" and normally costs \$59. This course will be available until January 20, 2025. The course has been checked out 8 times since it was launched in mid-October.
- SPL and Destination Stratford (organizing committee) Destination Stratford and the Stratford Public Library (organizing committee) have partnered on a three-year Poet Laureate pilot program. The pilot is scheduled to launch on December 2, 2024 and run through December 31, 2027. The program introduces



the positions of Poet Laureate and Youth Poet Laureate to showcase creative literary artists and ideas through innovative events and initiatives that connect the community to this program and literacy.

The Poet Laureate program will be in support the City of Stratford Municipal Cultural Plan. On November 12, the Community Services department will be requesting that the City of Stratford officially endorse the program.

Programming News

- Library staff have been working with the City of Stratford and a number of other area organizations to develop an initiative called Welcome to Stratford – A Guide for New Residents. This initiative includes a library hosted webpage, brochure, and a package of resources all of which include information relevant to new residents of Stratford. The webpage is now live and the packages are available for pickup at the Library. To complement the welcome package and webpage, staff collaborated with community partners in hosting a newcomer breakfast and community celebration on October 5.
<https://splibrary.ca/welcome-stratford>
- On October 23, staff ran its popular Boo Bash for families. This annual program included an evening of crafts, games, and a Zombie Walk on the streets around the library. This year featured ghost readings and book signings from Haunted Canada, author Joel Sutherland. Over 250 people participated in this popular event.

PCIN News

- Perth County Reads events concluded November 2. In total, 11 programs were held, including 4 events with Drew Hayden Taylor, the author of Cold. PCIN staff will be debriefing on the program and assess whether or not a similar program will occur in 2025.

Select CEO Activities

- October 7: Meeting – CAO / Library meeting
- October 8: Advocacy - Grand Trunk Ad Hoc Committee Library Space Tour
- October 10: Advocacy – Mayor’s Community Breakfast
- October 17: Webinar – Critical Termination: Mitigating Risks and Ensuring Compliance
- October 21: Meeting: Grand Trunk Renewal Committee
- October 23/24: Webinar – OLS Virtual Conference
- October 30: Webinar - Pitching the Conversation Right: Managing Competing Interests & Needs
- November 1: Meeting – South Western Ontario Library Assembly

News and Coming Events

SPL in the News

- [SPL ‘Wonder Pass’ program offers natural opportunities to patrons](#)
Oct 9 | Stratford Today
- [Ontario’s public libraries: books and a whole lot more](#)
Oct 19 | Stratford Today
- [Have a Library Card? You can take a free small business course](#)
Oct 21 | Stratford Today
- [Spooky fun had at Stratford Public Library’s Boo Bash & Zombie Walk](#)
Oct 24 | Stratford Today



Upcoming Events

- Swiftie Party – November 13 (family event)
- Start Stratford Holiday Art Sale – November 16-17 (donations will support the Library MakerSpace)
- Hungry Minds Food Drive – Dec 2 – 8 (donations to be collected for the Snack stop)
- Reimagining Stratford: Designing the Future City as part of the Provocation Festival – November 30 (SPL is hosting in partnership with investStratford)

STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT

For period ending October 31, 2024

| | YTD ACTUAL | YTD BUDGET (straight line) | VARIANCE (\$) | VARIANCE (%) | 2024 BUDGET | % |
|---|---------------------|-------------------------------|--------------------|--------------|---------------------|-------------|
| MUNICIPAL FUNDING | 2,427,965 | 2,427,965 | - | 0% | 2,913,558 | -17% |
| REVENUE | | | \$ - | | | |
| CANADA GRANTS | 8,872 | 6,817 | 2,055 | 30% | 8,180 | 8% |
| ANNUAL PROVINCIAL FUNDING | - | 47,668 | -47,668 | -100% | 57,202 | -100% |
| OTHER MUNICIPALITIES | 25,513 | 37,900 | -12,387 | -33% | 45,480 | -44% |
| FINES & FEES | 11,025 | 7,083 | 3,942 | 56% | 8,500 | 30% |
| DONATIONS | 6,554 | 4,167 | 2,387 | 57% | 5,000 | 31% |
| RECOVERABLES | 15,651 | 7,790 | 7,861 | 101% | 9,348 | 67% |
| RECOVERABLE - PCIN to SPL | 96,631 | 80,526 | 16,105 | 20% | 96,631 | 0% |
| Total REVENUE | \$ 2,592,211 | \$ 2,619,916 | -\$ 27,705 | -1% | \$ 3,143,899 | -18% |
| EXPENSES | | | | | | |
| WAGES & BENEFITS | 1,859,299 | 2,009,975 | -150,676 | -7% | 2,411,970 | -23% |
| BUILDING EXPENSES | 55,114 | 79,303 | -24,188 | -31% | 95,163 | -42% |
| COMMUNICATIONS & INTERNET | 12,910 | 16,667 | -3,756 | -23% | 20,000 | -35% |
| VEHICLES | 570 | 2,292 | -1,721 | -75% | 2,750 | -79% |
| MEMBERSHIPS | 2,839 | 2,292 | 547 | 24% | 2,750 | 3% |
| TRAINING | 10,821 | 18,333 | -7,513 | -41% | 22,000 | -51% |
| COLLECTION MAINTENANCE | 3,320 | 2,083 | 1,237 | 59% | 2,500 | 33% |
| OFFICE SUPPLIES | 16,368 | 21,533 | -5,165 | -24% | 25,840 | -37% |
| ADVERTISING & PRINTING | 17,103 | 13,333 | 3,770 | 28% | 16,000 | 7% |
| MAINTENANCE CONTRACTS | 420 | 317 | 103 | 33% | 380 | 10% |
| MAINTENANCE CONTRACTS - SPL to PCIN | 75,926 | 63,272 | 12,654 | 20% | 75,926 | 0% |
| SUPPLIES & EQUIPMENT | 4,248 | 15,375 | -11,127 | -72% | 18,450 | -77% |
| MILEAGE | 91 | 2,567 | -2,475 | -96% | 3,080 | -97% |
| LEGAL FEES | 14,888 | 4,167 | 10,722 | 257% | 5,000 | 198% |
| PROGRAMMING & MAKERSPACE | 29,112 | 11,538 | 17,574 | 152% | 13,845 | 110% |
| CONTRACTORS | 28,572 | 12,917 | 15,655 | 121% | 15,500 | 84% |
| BOARD EXPENSES | 5,555 | 5,442 | 114 | 2% | 6,530 | -15% |
| RESERVES | 304,658 | 338,508 | -33,851 | -10% | 406,210 | -25% |
| Total EXPENSES | \$ 2,441,815 | \$ 2,619,912 | -\$ 178,096 | -7% | \$ 3,143,894 | -22% |
| SURPLUS/(DEFICIT) | \$ 150,396 | | \$ 150,391 | | | |
| CAPITAL - subset of Reserves | | | | | | |
| COLLECTIONS | 200,167 | 189,308 | 10,859 | 6% | \$ 227,170 | -12% |
| TECHNOLOGY PROJECT | 30,674 | 41,000 | -10,326 | -25% | \$ 49,200 | -38% |
| Total CAPITAL EXPENSES | \$ 230,841 | \$ 230,308 | \$ 533 | 0% | \$ 276,370 | -16% |
| BALANCE SHEET | | | | | | |
| LIBRO (as of September 30, 2024) | \$ 116,309 | | | | | |
| STRATFORD PERTH COMMUNITY FOUNDATION | \$ 254,366 | | | | | |
| Total CASH ASSETS | \$ 370,675 | | | | | |
| FUNDS | | | | | | |
| UNAUDITERD LIBRARY RESERVE FUND | \$ 379,307 | | | | | |
| UNAUDITERD DEVELOPMENT CHARGE LIBRARY FUND (as of December 31, 2023) | \$ 1,241,404 | | | | | |

From: [Tatiana Dafoe](#)
To: [Krista Robinson](#)
Cc: [Lindsay Van Gestel](#); [Mike Beitz](#); [Miranda Franken](#); [Audrey Pascual](#)
Subject: Council Decision -Ontario Public Library Week
Date: October 17, 2024 2:24:52 PM
Attachments: [devolutions_logo_6063bd4a-fbc5-4c3e-89c4-9ee599718f21.png](#)

Good afternoon,

At the October 15, 2024, Regular meeting, Council adopted the following resolution:

THAT Stratford City Council hereby proclaims October 20 to 26, 2024 as Ontario Public Library Week in the City of Stratford and encourages all residents of Stratford to show support for our local public library by visiting the library year round to utilize the wide variety of services offered.

If you wish to have a proclamation published, please make arrangements directly with the publication as the City of Stratford does not publish proclamations on behalf of organizations. Please note that the City's Coat of Arms or logo cannot be included with your proclamation for publication.

Thank you for all that you and your team do at the Library. It is a wonderful resource in our community and your staff are amazing.

Sincerely,

Tatiana Dafoe, MA (she/her)

City Clerk
Corporate Services

The Corporation of the City of Stratford

P.O. Box 818, 1 Wellington Street
Stratford, ON, N5A 6W1

P: 519-271-0250 ext. 5329

E: TDafoe@stratford.ca

W: www.stratford.ca



If you have received this message in error and are not the intended recipient or their authorized agent, please immediately delete or destroy all copies of this message and attachments received and notify me immediately.

We acknowledge that Stratford is positioned on the traditional territory of the **Haudenosaunee, Anishinaabe and the Neutral (Attawandaron) peoples**. As we gather, we are reminded that the City of Stratford is situated on treaty land that is steeped in rich Indigenous history and home to many First Nations, Métis, and Inuit peoples today. We acknowledge that Stratford is situated on land that was shared between the **Haudenosaunee, Anishinaabe and the Neutral (Attawandaron) peoples**. We are grateful to have the opportunity to live, work, and play on this land.



MANAGEMENT REPORT

Date: November 12, 2024
To: Mayor and Council
From: Alanna Bowes, Culture, Sport and Sponsorship Coordinator
Report Number: COU24-132
Attachments: None.

Title: Stratford Poet Laureate and Youth Poet Laureate Program

Objective: To outline the details and receive endorsement from Council to create the Stratford Poet Laureate and Youth Poet Laureate Program.

Background: In collaboration with Destination Stratford and the Stratford Public Library, staff are pleased to introduce a new three-year pilot program, scheduled to launch on December 2, 2024, establishing two key posts: Poet Laureate and Youth Poet Laureate. These roles will be instrumental in supporting and showcasing Stratford's literary and spoken word communities while also encouraging dialogue and cultural expression across generations. The positions of Poet Laureate and Youth Poet Laureate are honours bestowed and do not represent a position of employment with The Corporation of the City of Stratford.

Creators in these roles will share stories through poetry, literature, spoken word, oral history, music, and/or the performing arts, helping to deepen the public's connection to literature, storytelling, culture, and heritage. Through this program, we aim to gather, preserve and share unique Stratford and area stories that shape our community both now and in the future.

Analysis: The program will serve as a platform for artistic innovation, public storytelling, and cultural engagement, culminating in a series of public presentations, community collaborations, and educational initiatives. The resulting works of this program will be added to the Stratford Public Library's permanent and evolving collection for present and future members of the public to access.

Poet Laureate Position

The Poet Laureate position will serve to honour a poet (aged 25 years and older) who writes excellent poetry and focuses on themes that are relevant to the people who live in Stratford and area. As an ambassador for poetry and literature, the Poet Laureate will

be invited to attend events to share works and raise the profile of the literary arts in Stratford and area.

- **Duties and Responsibilities:**
 - Produce at least three original works for specific events or occasions identified by the organizing committee each year.
 - Make public presentations of their work at least three times a year.
 - Collaborate with the Stratford Public Library on at least one literary program or event per year.
 - Mentor the Youth Poet Laureate.
- **Term:** Three years.
- **Honorarium:** The Poet Laureate will receive \$2,500 per year as an honorarium, payable in four equal quarterly installments of \$625 each. Additional funding for literary initiatives is at the discretion of the organizing committee.

Youth Poet Laureate Position

The Youth Poet Laureate position will serve to honour a youth poet (aged 14 to 24 years), who writes excellent poetry and focuses on themes that are relevant to youth who live in Stratford and area. This poet will provide a strong youth voice and will reach out to other youth to inspire interest in poetry and the arts – particularly the literary arts. As an ambassador for youth, poetry, and the arts, the Youth Poet Laureate will be invited to attend events to share works and increase engagement of youth with the arts.

- **Duties and Responsibilities**
 - Produce at least two original works for specific events or occasions identified by the organizing committee each year.
 - Make public presentations of their work at least two times a year.
 - Collaborate with the Stratford Public Library on at least one community youth literary program or event per year.
 - Be mentored by the Poet Laureate.
- **Term:** One year.
- **Honorarium:** The Youth Poet Laureate will receive \$1,000 per year as an honorarium, payable in two equal biannual installments of \$500 each. Additional funding for literary initiatives is at the discretion of the organizing committee.

Selection Process

A selection committee will be formed, with all members chosen jointly by the Stratford Public Library CEO and Destination Stratford Executive Director. The selection committee will consist of five representatives including:

- A member of the staff of the Stratford Public Library.
- A member of the staff of Destination Stratford.
- A member of the City of Stratford Community Services Department.

Two additional representatives will be selected and *may* include:

- An organization or individual member of the local arts community.
- A member of the City of Stratford Diversity, Equity and Inclusion Department.
- A representative of a local arts organization representing collaborative arts groups.
- A member of City Council.

The committee will review applications and select candidates based on artistic experience and merit, contributions to the arts, culture, and heritage community in Stratford and the surrounding area, recognition within their peer community, strength of references, and their ability to serve as ambassadors for the arts. Short-listed candidates will advance to the Interview Phase, with final selections for Poet Laureate and Youth Poet Laureate being made by the selection committee.

Post-Pilot Program Continuation

At the two-year point of the Poet Laureate Program, the organizing committee will evaluate the program's successes and challenges. Based on this evaluation, they will decide whether to continue the program after the third year, make changes to the existing program, expand it to include additional literary positions, or discontinue the program.

Financial Implications:

Financial impact to current year operating budget:

No financial impact to current year operating budget.

Financial impact on future year operating budget:

The program will be funded by Destination Stratford through honorariums of \$2,500 per year for the Poet Laureate and \$1,000 per year for the Youth Poet Laureate, for the three-year pilot program. There is no significant impact expected related to this program based on the Destination Stratford 2025 draft budget that has been submitted for consideration.

Alignment with Strategic Priorities:

Strengthening our Plans, Strategies and Partnerships

This report aligns with this priority as partnering with the community to make plans for our collective priorities in arts, culture, heritage and more. Communicating clearly with the public around our plans and activities.

Work Together For Greater Impact

This report aligns with this priority as it highlights the City's ongoing commitment to strengthening partnerships with local organizations, including Destination Stratford and the Stratford Public Library. This project highlights our collaborative efforts to showcase culture and literature in our community.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Culture and Community

Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.

Staff Recommendation: THAT Council authorize the proposed three-year pilot Poet Laureate and Youth Poet Laureate Program, in partnership with Destination Stratford and the Stratford Public Library.

Prepared by: Alanna Bowes, Culture, Sport and Sponsorship Coordinator

Recommended by: Tim Wolfe, Director of Community Services

Joan Thomson, Chief Administrative Officer

CEO Workplan for 2025

The following objectives and actions are scheduled to be undertaken by the CEO and the senior management team in 2025.



| STRATEGIC DIRECTION 1 ALIGN SPACE WITH DEMAND | | | |
|--|--|----------|--------|
| OBJECTIVE | ACTION ITEM | TIMELINE | STATUS |
| Develop Short Term Solutions to Address Current Space Concerns | Investigate the opportunity to pilot a mobile library solution | Q3 | |
| | Use library space in new and creative ways | Q4 | |
| | Library reorganization and clean up | Q4 | |
| Investigate future space options for the long term | Obtain commitment or not on the Grand Trunk Community Hub | Q2 | |
| | Hire, onboard, and coach a fundraiser / advocacy specialist | Q1 | |

| STRATEGIC DIRECTION 2 REACH OUT AND BRING IN | | | |
|--|--|----------|--------|
| OBJECTIVE | ACTION ITEM | TIMELINE | STATUS |
| Raise profile of SPL | Library Card Campaign to engage non-users | Q4 | |
| | Expand promotion and profile of core library services in new creative ways | Q4 | |
| | Provide presentations to municipal council and other stakeholders | Q4 | |
| | Determine economic impact of SPL with the Valuing of Ontario Libraries Toolkit | Q2 | |
| Take the Library Out into the Community | Have a library presence at community events | Q4 | |
| | Expand promotion of the library out in the community | Q4 | |
| Build Opportunities for “Joy” with the Community | | Q4 | |

STRATEGIC DIRECTION 3 LEAD GROUNDED PRACTICE

| OBJECTIVE | ACTION ITEM | TIMELINE | STATUS |
|---|---|----------|--------|
| Develop Diversity, Equity and Inclusion Strategies | Provide staff training in diversity, equity, inclusion and accessibility | Q4 | |
| Ensure all in the community feel welcome in the Library | Assess and improve the space for accessibility and neurodiversity | Q4 | |
| | Conduct a Diversity Audit on the collection | Q4 | |
| | Update collections and services to reflect our changing community profile | Q4 | |
| | Address the loneliness pandemic by creating opportunities for social connection | Q4 | |

STRATEGIC DIRECTION 4 BUILD SUSTAINABLE PARTNERSHIPS TO EXPAND CAPACITY

| OBJECTIVE | ACTION ITEM | TIMELINE | STATUS |
|---|---|----------|--------|
| Leverage PCIN partnership for joint benefit of all partners | Investigate new ways to partner with PCIN partners to further our reach | Q4 | |
| | Support the implementation of the PCIN Strategic Plan | Q4 | |
| | Conduct a records management assessment for PCIN | Q3 | |
| Relationship Building | Form strategic partnerships with community organizations | Q4 | |
| | Build community wide support for the Library using a variety of methods | Q4 | |
| | Update partnership framework policy and procedures | Q3 | |
| Support the Municipality | Support priorities in the Stratford Climate Action Plan | Q4 | |
| | Support priorities in the Stratford Cultural Action Plan | Q4 | |
| | Support priorities in the Stratford Sports Tourism Action Plan | Q4 | |

STRATEGIC DIRECTION 5 INTENTIONALLY SUPPORT OUR TEAM

| OBJECTIVE | ACTION ITEM | TIMELINE | STATUS |
|---|--|----------|--------|
| Ensure Health and Safety of Staff | Create an Emergency Procedure Manual | Q1 | |
| | Provide staff training | Q4 | |
| | Conduct a Safety Audit | Q3 | |
| Support work and learning by providing staff with appropriate resources | Transition the Library Staff Portal to SharePoint | Q1 | |
| | Update staff workstations and network equipment | Q4 | |
| | Improve digital comfort levels among staff | Q4 | |
| | Implement new services standards | Q4 | |
| | Improve efficiency through task assessment review | Q2 | |
| Pay Equity Maintenance | Update the staff pay grid | Q3 | |
| | Undergo a salary comparison and update as necessary | Q3 | |
| Policy Review and Development | Creation of new policies and procedures to support staff and the library | Q4 | |
| | Update policies scheduled for review | Q4 | |