

AGENDA

Tuesday May 12, 2026 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 April 14, 2026
7. Business arising from the minutes
 - 7.1. FOPL: Advocacy Campaign Brief
 - 7.2. Strategic Planning Workshop
8. Approval of the Closed minutes of the meeting of April 14, 2026
9. Board Education
 - 9.1. Municipal Elections and Libraries
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. Board Job Description Review
 - 10.5. Library Space Ad Hoc Committee
11. CEO Reports
 - 11.1. CEO Monitoring Report and YTD Financial Report
 - 11.2. Grand Trunk Update
12. Correspondence
13. Other Business
14. Confirmation of date and time of next meeting: June 9, 2026 at 6:45pm
 - 14.1. 2027 Budget Planning Meeting, June 23 at 6:45pm, The Grove, 315 Front Street
15. Adjournment

MINUTES

Tuesday April 14, 2026 6:45pm | Hybrid Meeting



MEMBERS OF THE BOARD PRESENT

Laurie Brown, Philip Connolly, Michael Corbett, Mackenzie Kipfer, Kaitlyn Kochany, Patty Lewis, David Mackey, Emma Perin, Chris Zonneville

REGRETS

Jo-Dee Burbach, Arnab Quadry

MEMBERS OF STAFF PRESENT

Krista Robinson, CEO; Cathy Perreault, Recording Secretary; Shauna Costache, Public Service Supervisor, Brandi Gillett, Community Engagement Supervisor; Jordan Bulbrook, Technology and Operations Manager

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
None.
3. Declarations of Pecuniary Interest and the General Nature Thereof
None.
4. Approval of the Agenda
2026-21 Moved by K. Kochany, seconded by C. Zonneville to approve the agenda.
CARRIED
5. Delegations
None.
6. Approval of the minutes of the meeting of March 10, 2026
7. Business arising from the minutes
8. Board Education
 - 8.1. Lindsey Marchenko, Special Projects Coordinator
L. Marchenko provided the board with a very thorough update on her work since joining the library in February. She has conducted a fundraising audit and set goals and an action plan for 2026.
 - 8.2. FOPL: Advocacy Campaign
E. Perin will compile a draft response by adapting the form letter for the May meeting.
9. Business of the Board
 - 9.1. Report from PCIN – E. Perin, M. Corbett
No update.
 - 9.2. Report from OLS – D. Mackey
D. Mackey reported that OLBA will have a Board Assembly in May.
 - 9.3. Report from City Council – J. Burbach
No update.



9.4. Policy Review:

9.4.1. LG 06 Use of Municipal Resources During an Election

2026-22 Moved by C. Zonneville, seconded by L. Brown to approve the recommend changes to the Use of Municipal Resources During an Election policy, including updating the name to The Library and Political Elections.

CARRIED

9.5. Strategic Planning

9.5.1. Meeting on April 25, 10 am

Meeting will be at the Library in the auditorium. It will be led by Rosanne Renzitti.

10. CEO Reports

10.1. CEO Monitoring Report and Financial Report

2026-23 Moved by E. Perrin, seconded by C. Zonneville to accept the CEO Reports.

CARRIED

10.2. Review of Q1 Statistics and CEO Workplan

10.3. Review of 2025 Annual Report and 2025 VOLT Results

10.4. Policy Review:

10.4.1. OP# Fundraising and Gift Acceptance

10.4.2. OP# Donor Recognition and Stewardship

10.4.3. OP# Naming

2026-24 Moved by P. Lewis, seconded by E. Perrin to adopt the new Fundraising and Gift Acceptance Policy, Donor Recognition and Stewardship Policy, and Naming Policy.

CARRIED

11. Closed Session

11.1. CEO Performance Review – Adjournment into closed session

2026-24 Moved by K. Kochany, seconded by D. Mackey to move to closed session at 8:03 pm.

CARRIED

2026-25 Moved by P. Lewis, seconded by P. Connolly to move to open session at 8:15 pm.

CARRIED

2026-26 Moved by K. Kochany, seconded by M. Kipfer to accept motions made in camera.

CARRIED

12. Correspondence

13. Other Business

14. Confirmation of date and time of next meeting:

14.1. Board Meeting – April 14, 2026 at 6:45 pm

15. Adjournment

2026-27 Moved by C. Zonneville to adjourn at 8:17 pm

CARRIED

Krista Robinson, CEO

Michael Corbett, Chair



SPL Report to the Board



MEETING DATE: MAY 12, 2026
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: LIBRARY BOARD JOB DESCRIPTION POLICY

Recommendation

THAT the Library Board approve the recommended changes to LB 03, Board Job Description policy.

Background

It is the responsibility of the Library Board to periodically review the policies that governs it, the CEO, and the Library. While the LB 03 Board Job Description policy is not set for review until 2027, the revision was prompted by the upcoming 2026 municipal election which will initiate recruitment for the 2027-2030 Library Board. The Board requested that the policy be reviewed and updated prior to the upcoming Board Recruitment.

This is a Board Policy of the Board and was last updated September 5, 2023.

Report

LB 03 Board Job Description Policy

The **Board Job Description policy** has a number of changes being recommended:

- **Introduction:** The second sentence has been broken up and reworded to include reference that the Board serves a 4-year term concurrent with Council.
- **2. General Accountability:** A new statement has been added regarding meetings being held in public as per the OLS Sample Policy.
- **6. Planning:** Removed reference that the Strategic Plan is *approved annually* and *posted on the website*.
- **8. Political Advocacy and Communications:** Updated the phrasing of the final point to make it more inclusive.
- **9. Recognition:** Removed recognition of *community members* and added recognition of *staff*.
- **References:** Added references to new policies in place since the policy was last updated.



POLICY: Board Job Description		POLICY NO: LB 03
POLICY LEVEL: Library Board	LAST REVIEW / REVISION DATE: SEPTEMBER 5, 2023	SCHEDULED REVIEW DATE: MAY 2027

Board Job Description

The Public Libraries Act provides for the provision of library services within municipalities. [Appointed by Stratford City Council](#), ~~the Stratford Public Library Board is appointed by Stratford City Council~~ [serves a four-year term concurrent with Stratford City Council](#), ~~every four years, and~~ [The Library Board](#) is responsible for libraries within its jurisdiction, and for the delivery and quality of library programs and services. Legal accountability for Library Board decisions applies to the Library Board as a corporate entity rather than to individual members. Through policy, the Library Board delegates administrative authority and responsibility to the Chief Executive Officer (CEO), subject to the provisions and restrictions of the Public Library Act and Regulations.

The major areas of responsibility for members Stratford Public Library Board are as follows:

1. Accountability to the Community for Provision of Excellent Library Services

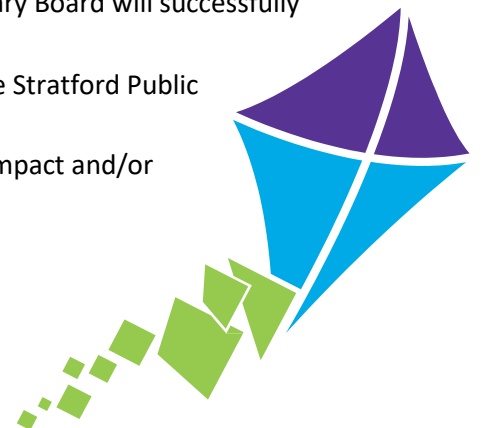
- Promote a culture that supports excellent library services.
- Promote clear and consistent expectations to ensure that effective library services are available for all library patrons.
- Make decisions that reflect Stratford Public Library Board's mission, vision, and values, and strategic plan.
- Establish processes that provide the community with opportunities for input.
- Communicate plans and results routinely to Stratford City Council.
- Model a culture that reflects the Board Member's Code of Conduct (Policy LB 06).

2. General Accountability

- Act in accordance with the Public Library Act, Regulations, and other statutory requirements.
- Perform the functions of a member of the Stratford Public Library Board as required by provincial legislation, municipal policies and Board policy.
- Provide advice to the City of Stratford regarding implications of City of Stratford decisions that impact the library.
- [Hold all meetings in public unless closed for a special purpose within the framework of Section 16.1 of the *Public Libraries Act*.](#)

3. Policy Development, Implementation and Review

- Develop governing policies that outline how Stratford Public Library Board will successfully function.
- Approve policy statements that meet the criteria identified by the Stratford Public Library Board.
- Regularly review policies to ensure that they reflect the desired impact and/or purpose.



4. Board / Chief Executive Officer Relations

- Appoint and evaluate a competent and qualified CEO.
- Provide the CEO with a clear job description and corporate direction.
- Through policy, delegate administrative authority and responsibility, subject to the provisions and restrictions of the Public Library Act, Regulations and other statutory requirements.
- Evaluate the CEO in the first year of service and annually or biannually thereafter. Use the CEO's job description and the successful implementation of the strategic plan as the basis for the evaluation.
- Provide the CEO with an opportunity to meet alone with the Board in closed session at the CEO's request.
- Periodically review the compensation of the CEO.
- Promote a positive working relationship with the CEO.

5. Board Development

- Annually review the Board's effectiveness and performance in relation to the mission, vision and values of the library.
- Develop an annual plan for trustee development (both collectively and individually) by increasing knowledge of a) Role, b) Processes, and c) Issues.
- Use the expertise of the CEO and other organizations to help develop and support the board members' development plan.

6. Planning

- Provide overall direction for Stratford Public Library.
- Establish the mission and vision.
- ~~Annually approve the strategic plan.~~ ~~and post same on web site.~~
- Annually use the strategic plan to drive the budget process.
- Monitor the effectiveness of library services.

7. Fiscal Responsibility

- Annually approve the budget to ensure that the financial resources are allocated to achieve the desired results.
- Monitor the financial status of the library based on reports from the CEO as directed.

8. Political Advocacy and Communication

- Annually develop a plan for Stratford Public Library Board advocacy. Consider in the plan the focus, key messages and advocacy mechanisms.
- Ensure that advocacy includes communication with City Council and other applicable government organizations to identify, discuss, and find solutions to issues facing the library.
- Use advertising for the purposes of informing ~~and educating~~ the public, ~~and to create~~ ~~creating~~ awareness of library programs, services, issues, events and community activities of specific interest or benefit to ~~patrons of the library~~ Stratford and area residents.


9. Recognition

- Ensure that the Library Board develops mechanisms to recognize [community members and staff and](#) volunteers.

References:

- Public Libraries Act, R.S.O. 1990
- LB 04 CEO Job Description
- LB 05 Delegation of Authority
- LB 06 Board Members' Code of Conduct
- [LB 08 Strategic Plan](#)
- [LB 09 Policy Development](#)
- [LB 10 CEO Performance Review](#)

ORIGINAL DATE ADOPTED	January 20, 2009
APPROVAL HISTORY	December 9, 2014, November 6, 2018, September 5, 2023

	COMMITTEE: Library Space Ad Hoc Committee	
	CATEGORY: Terms of Reference	LAST REVIEW / REVISION DATE: OCTOBER 11, 2023

Library Space Committee

The Library Space Committee is an ad hoc committee of the Board.

Purpose

- Review consultant reports as required
- Assist with advocacy work regarding the library’s space needs with City Council and the public
- Provide governance advice and/or recommendations to the Board

Membership

- The Library Space Committee will be comprised of three trustees appointed by the Library Board
- The Board Chair is an ex officio member of the Committee
- The CEO, the Technology and Operations Manager, and other Library staff will assist the Committee as required

Meetings

The Committee will meet as deemed necessary by the Committee. The Committee will also conduct business via other modes of communication, including but not limited to e-mail, telephone, or virtual meeting.

Reporting

A record of meetings will be kept and minutes distributed to Committee members. Minutes will also be available to all Board members. The Committee shall produce reports for the Board as required

ORIGINAL DATE ADOPTED	October 11, 2023
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SPL Report to the Board

MEETING DATE: May 12, 2026
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: CEO MONITORING REPORT



Financial Condition

- Year to Date Financials for 2026 are included in this package. The majority of budget lines are trending as expected.
- The Library Board has received a \$13,728 donation from an anonymous donor, with the purpose of being “the highest priority needs of your organization.”
- The Library was successful in its application to the TD Bank and has received \$5,000 towards prizes and swag for the TD Summer Reading Club.
- The Library was not successful in its application to Young Canada Works. This grant would have provided the funding to cover the wages for its second summer programmer.

General News

- On April 27, Stratford City Council voted in favour of the motions that:
 - Council commit a City of Stratford capital allocation of up to \$15 million toward the development of a shared community facility on the Grand Trunk site to advance the partnership with the YMCA of Three Rivers and the Stratford Public Library to be included in the financial strategies of the 2027 and subsequent operating budget, capital forecasts and Asset Management Plan considerations
 - Staff be directed to formalize partnerships with the YMCA of Three Rivers and the Stratford Public Library through Memoranda of Understanding
 - Staff be directed to undertake the next phase of work on a shared community facility, including design, governance and ownership models, and operating and funding strategies, with details to be brought forward for Council consideration through future reports.

City, Library and YMCA staff will be meeting later in May to discuss next steps.

- The elevator modernization project is going well with minimal disruptions. Work is currently on schedule to be completed in late May. Programming has been adjusted or held off site for the duration.
- An extremely successful Doors Open was held on Saturday April 18, with approximately 500 visitors to the Library. Staff secured library artifacts and memorabilia from the archives and museum, including:
 - a historic library catalogue from 1899
 - a library circulation ledger from 1926–1935
 - the 2003 Centennial celebration quilt
 - a diorama featuring four taxidermized squirrels, from approximately 1924.
- At the request of patrons and a means to begin SPL’s retail strategy, tote bags are now for sale. The branded fabric totes are available for \$15 at the information desk.

Staffing News

- An all staff meeting was held on April 10 to roll out the updated staff manual and updated employment agreements. All acknowledgements to the changes have been signed and returned.
- A job posting is currently up for two student pages in anticipation of our current pages leaving later this summer for post-secondary school.



Programming Highlights

- Through a donation from StartStratford in December 2024, the MakerSpace designed and rolled out a giant Lego mosaic community art project called *Birds of a Feather*. The final art piece contains 576 tiles comprised of 39,872 1x1 LEGO bricks and was put together by members of the community. It is currently on display on the main floor.
- Staff paid tribute to Earth Day in a variety of ways:
 - Participated the Earth Day Street Party with a booth
 - Showed the film *Nettle Dress* at the Rotary Complex
 - Ran a garden haiku workshop, 3D printing poems
- The Children's Librarian attended the annual Snuggle Up and Read Day at Shakespeare Public School on April 17th, providing 7 story times to elementary classes.
- A Hunger Games themed Escape Room was held in the Quiet Study Room April 8-10. 115 participants attempted to escape by solving the riddles.
- Staff attended the Healthnext Symposium, providing an information booth geared to accessible services and seniors.
- A Tax Help for Small Businesses session was held in partnership with the CRA and was very well received.



PCIN Activities

- Compiled the Draft 2027 PCIN Budget for Board consideration on May 13
- Compiled and launched the Perth County Votes Election Candidate platform - <https://perthcountylibraries.ca/pcvotes26>

Select CEO Activities

Meetings

- Apr 2: PCIN Management meeting
- Apr 10: All Staff meeting
- Apr 16: CAO Check-In meeting
- Apr 17: downloadLibrary Consortium meeting
- Apr 23: FOPL AGM
- Apr 25: Library Board Strategic Planning Discussion workshop
- May 1: Hosted the South Western Ontario Library Administrators meeting

Advocacy

- Apr 8: State of the City Breakfast
- Apr 9: GTR Education Session #3
- Apr 15: Home Health Symposium
- Apr 20: City Council, GTR Delegations
- Apr 23: Poetry Contest Book Launch
- Apr 27: City Council

Professional Development

- April 1: Introduction to Responsible AI Governance (webinar)
- Apr 21: Grant Writing Supports Lunch & Learn



News and Coming Events

SPL in the News

- [PIF invites city to reimagine its river](#), Apr 9, Stratford Times
- [Council concludes GTR workshops with recommendations due April 27](#) Apr 13, StratfordToday
- [City's portion of GTR project could equate to 1% yearly tax levy increase](#), Apr 16, Stratford Times
- [Celebrating the heart of our library this Volunteer Appreciation Week](#), Apr 16, Stratford Times
- [Council hears calls to keep Grand Trunk structure as debate grows over next steps](#) Apr 21, Stratford Today
- [200 books down, \\$5K more to go for Izzy the Bookworm](#) Apr 23, Stratford Times
- [Here are the youth, adult winners of the Every Voice poetry contest](#) Apr 28, StratfordToday
- [GTR resolution passes nearly unanimously at Stratford city council](#), Apr 28, StratfordToday
- [Council approves \\$15 million for shared YCMA-library facility](#), Apr 28, Beacon Herald
- [Documentary screening in Stratford will uncover truth behind banned books](#), Apr 29, StratfordToday
- [Stratford Film Festival monthly screening features the documentary, The Librarians](#) Apr 30, Stratford Times
- [A big bite-sized piece: Council commits \\$15M for GTR community hub](#) Apr 30, Stratford Times

Upcoming Events

- The Librarians film showing, City Hall, May 9
- Stratford Pride Festival, Upper Queens Park, May 31
- Library Happy Hour, June edition, June 19

STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT

For period ending

December 31, 2025 - not final

April 30, 2026

	December 31, 2025 - not final		April 30, 2026				
	2025 BUDGET	2025 ACTUAL	2026 BUDGET	2026 YTD BUDGET	2026 YTD ACTUAL	YTD VARIANCE (\$)	YTD VARIANCE (%)
MUNICIPAL FUNDING	3,093,129	3,093,129	3,262,660	1,087,553	1,087,553	-	0%
REVENUE							
CANADA GRANTS	8,800	9,146	9,150	3,050	-	3,050	-100%
ANNUAL PROVINCIAL FUNDING	57,400	59,210	57,600	19,200	-	19,200	-100%
OTHER MUNICIPALITIES	35,000	35,000	52,500	17,500	25,625	8,125	46%
FINES & FEES	10,000	14,623	16,000	5,333	3,381	1,952	-37%
DONATIONS	6,000	14,387	10,000	3,333	2,663	670	-20%
TRANSFER FROM RESERVE	20,000	-	20,000	6,667	-	6,667	-100%
RECOVERABLES	11,011	65,208	7,494	2,498	24,405	21,907	877%
RECOVERABLE - PCIN to SPL	96,169	96,169	101,616	33,872	-	33,872	-100%
Total REVENUE	\$ 3,337,509	\$ 3,386,872	\$ 3,537,020	\$ 1,179,007	\$ 1,143,628	-\$ 35,379	-3%
EXPENSES							
WAGES & BENEFITS	2,428,670	2,400,978	2,612,330	870,777	831,729	39,048	-4%
BUILDING EXPENSES	94,529	90,622	94,780	31,593	11,432	20,161	-64%
INTERFUNCTIONAL MAINTENANCE	68,310	68,310	64,350	21,450	-	21,450	-100%
COMMUNICATIONS & INTERNET	20,000	15,927	18,300	6,100	5,734	366	-6%
VEHICLES	2,750	171	2,500	833	28	805	-97%
MEMBERSHIPS	2,750	2,861	3,000	1,000	2,423	1,423	142%
TRAINING	22,000	25,965	22,000	7,333	3,995	3,339	-46%
COLLECTIONS	90,000	156,347	100,200	33,400	32,093	1,307	-4%
OFFICE SUPPLIES	25,900	21,924	26,600	8,867	4,290	4,577	-52%
ADVERTISING & PRINTING	17,330	21,297	19,400	6,467	1,977	4,489	-69%
MAINTENANCE CONTRACTS	938	420	15,759	5,253	382	4,871	-93%
MAINTENANCE CONTRACTS - SPL to PCIN	80,502	83,484	85,411	28,470	-	28,470	-100%
SUPPLIES & EQUIPMENT	19,000	10,589	18,000	6,000	436	5,564	-93%
MILEAGE	2,000	736	2,000	667	108	559	-84%
LEGAL FEES	5,000	15,520	5,000	1,667	1,005	661	-40%
PROGRAMMING & MAKERSPACE	14,370	22,128	14,700	4,900	2,258	2,642	-54%
CONTRACTORS	52,000	52,645	40,000	13,333	9,914	3,419	-26%
BOARD EXPENSES	6,570	10,161	6,610	2,203	4,593	2,389	108%
RESERVES	384,890	384,890	386,080	128,693	-	128,693	-100%
Total EXPENSES	\$ 3,337,509	\$ 3,384,976	\$ 3,537,020	\$ 1,179,007	\$ 912,396	-\$ 266,611	-23%
SURPLUS/(DEFICIT)		\$ 1,895			\$ 231,232		
CAPITAL - subset of Reserves							
COLLECTIONS	\$ 169,744	\$ 152,186	\$ 173,139		\$ 47,286		
TECHNOLOGY	\$ 31,000	\$ 28,491	\$ 31,000		\$ 3,526		
FORECASTED PROJECTS	\$ 174,256	\$ 194,322	\$ 170,861				
Total CAPITAL EXPENSES	\$ 375,000	\$ 375,000	\$ 375,000		\$ 50,812		

BALANCE SHEET	
LIBRO ACCOUNT (March 31, 2026)	\$ 53,525
LIBRO INVESTMENT	\$ 75,000
STRATFORD PERTH COMMUNITY FOUNDATION	\$ 281,847
	\$ 410,372

SPL FUNDS	
UNAUDITED LIBRARY RESERVE (2024)	\$ 644,266
PLOW VAN RESERVE	\$ 53,172
UNAUDITED DEVELOPMENT CHARGES	\$ 1,241,404
	\$ 1,938,842

PCIN RESERVE FUNDS	
OPERATIONAL RESERVE (PCIN PROJECTS) 2025 YE	\$ 17,237
CAPITAL RESERVE (SPL CONTRIBUTION) 2025 YE	\$ 42,533
	\$ 59,770