

AGENDA

Tuesday February 11, 2025 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 January 14, 2025
7. Business arising from the minutes
 - 7.1. Library Investment
8. Board Education
 - 8.1. OLA Takeaways
9. Business of the Board
 - 9.1. Report from PCIN – E. Perin, M. Corbett
 - 9.2. Report from OLS – D. Mackey
 - 9.3. Report from City Council – J. Burbach
 - 9.4. Report from Library Space Committee
 - 9.5. Report from CEO Performance Review Committee
 - 9.6. Library Finance Oversight Committee
 - 9.6.1. Library Finance Oversight Committee Terms of Reference
 - 9.6.2. Committee Selection
10. CEO Reports
 - 10.1. Monitoring Report and Financial Report YTD
 - 10.2. Policies: Room Booking
11. Correspondence
12. Other Business
13. Confirmation of date and time of next meeting: April 8, 2025 at 6:45pm
14. Adjournment

MINUTES



Tuesday, January 14, 2025 6:45pm | Hybrid Meeting

MEMBERS OF THE BOARD PRESENT

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

REGRETS

MEMBERS OF STAFF PRESENT

Krista Robinson, CEO; Cathy Perreault, Recording Secretary; 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 CEO Krista Robinson at 6:48pm.

2. Election of Chair and Vice Chair

2025-01 Moved by C. Zonneville, seconded by E. Perin to nominate Michael Corbett as Chair

CARRIED

2025-02 Moved by D. Mackey to nominate Mackenzie Kipfer as Vice Chair

CARRIED

3. Chairperson's Remarks

Michael expressed his gratitude for the honour of this position. He is looking forward to the upcoming term. He also acknowledged the strength of the organization and staff.

4. Declarations of Pecuniary Interest and the General Nature Thereof

None

5. Approval of the Agenda

2025-03 Moved by E. Perin, seconded by L. Brown to approve the agenda.

CARRIED

6. Delegations

None



7. Approval of the minutes

2025-04 Moved by K. Kochany, seconded by C. Zonneville that the minutes of the meeting of December 10, 2024 be approved as amended

CARRIED

8. Business arising from the minutes

8.1. Library Board Investments

An investment policy will be created by the Finance Ad Hoc Committee for review by the board in April. As an intermediate step the following motion was made:

2025-05 Moved by A. Quadry, seconded by D. Mackey that \$50,000 of the funds held in the Libro bank account be invested in a 1 year GIC at Libro Credit Union.

CARRIED

8.2. The book, "A Winning Campaign", donated at Decembers' meeting by Jane Marie Mitchell has been added to the collection.

9. Board Education:

9.1. Governance Hub: Year 3 Assessing & Planning for the Future

Article was discussed. Board indicated a stronger focus needed to be on board succession planning.

10. Business of the Board

10.1. Report from PCIN: Next meeting will be in February.

10.2. Report from OLS: David and Michael will be attending OLA SuperConference.

10.3. Report from City Council: J. Burbach gave a brief update on upcoming meetings with Grand Trunk and council.

10.4. Library Space Ad Hoc Committee: Meetings with key partners are continuing.

10.5. Performance Review Committee: Board members will be receiving a survey with appraisal questions soon and direct reports will be meeting with appraisal committee at the end of the month.

11. CEO Reports

11.1. Monitoring Reports and Financials

2025-06 Moved by D. Mackey, seconded by P. Connolly to accept the CEO Monitoring Reports.

CARRIED

11.2. 2024 Strategic Actions Report



2025-07 Moved by E. Perin, seconded by M. Kipfer to approve the 2024 Strategic Action Report as presented.

CARRIED

11.3. 2024 Q4 and Annual Statistics

2025-08 Moved by P. Lewis, seconded by K. Kochany to accept the 2024 Q4 and Annual Statistics Report as presented.

CARRIED

12. Correspondence: None

13. Other Business: None

14. Confirmation of date and time of next meeting: February 11, 2025 at 6:45pm.

15. Adjournment

2025-09 Moved D. Mackey, seconded by J. Burbach that the meeting adjourned at 8:30 pm.

CARRIED

Krista Robinson, CEO

Michael Corbett, Chair

LIBRARY SPACE ADHOC COMMITTEE MINUTES

Friday January 17, 4:00pm | In Person Meeting



MEMBERS OF THE COMMITTEE PRESENT

Philip Connolly, Michael Corbett, Kaitlyn Kochany, David Mackey

MEMBERS OF STAFF PRESENT

Krista Robinson, CEO

1. New Business

1.1. Grand Trunk Renewal Update

Emily Robson, Corporate Initiatives Lead for the City of Stratford provided the committee with an overview of the work done to date of the Grand Trunk Ad Hoc Committee and associated working groups. She discussed next steps in relation to upcoming City Council requests and the general workplan for 2025. The committee had the opportunity to ask questions and there was discussion of advocacy efforts.


2. Upcoming Events

- GTR Ad Hoc meeting, Tuesday February 11, 4pm City Hall Auditorium
- City Council, Monday February 24, 7pm, Council Chambers or online

3. Next Meeting

- TBD

4. Adjournment

	COMMITTEE: Library Financial Oversight Committee	
	CATEGORY: Terms of Reference	LAST REVIEW / REVISION DATE: FEBRUARY 11, 2025

Library Financial Oversight Committee

Purpose

The Finance Committee is charged with assisting the Board in its oversight of:

- Proposed operating and capital budget for approval by the Board
- Proposed major allocations and compliance for the trust funds
- The integrity of the Library’s financial statements and other financial information
- Library Policies related to finance and financial risk management

Membership

- Membership will consist of three (3) Board members, with at least one being a Officer of the Board
- Members of the Committee will be appointed by the Board for a one-year term
- The CEO will be a non-voting member, with the CEO being the official connection to the operational organization

Meetings

The Committee will meet at least once per quarter. Additional meetings of the Committee may be called by the Committee Chair or two members of the Committee.

Quorum

A majority of Board Committee members will constitute a quorum.

Reporting

The Committee Chair or their designate will report to the Board on material matters arising at Committee meetings and, where applicable, present the Committee’s recommendation to the Board for its approval.

ORIGINAL DATE ADOPTED	
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SPL Report to the Board

MEETING DATE: FEBRUARY 11, 2025
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: CEO MONITORING REPORT

Financial Condition

- The 2025 City of Stratford Budget has been sent to City Council for consideration at the February 10 City Council meeting.
- The 2024 year end accounts have closed and staff anticipate a budget surplus which will be placed in the Library's reserve account. An update will be provided once all submissions have been processed.
- The first installment of Perth South's annual service agreement has been received.

For Your Information

Staffing Updates

- 9 staff were able to participate in the OLA Super Conference in Toronto. 7 attended in person and 2 attended virtually. Trish MacGregor and Brooke Windsor each presented at the conference, and Lorraine Gordon and Sherri Bennewies, received the OLA Technical Services Award and Brandi Gillett received her APLL certificate during the Award Gala.
- The library is currently recruiting for two Summer Program Coordinators. One of these positions is dependent on funding through a Young Canada Works grant.
- Our Co-op student from Stratford & District Secondary School concluded their placement working with the library Outreach team in January.
- A teachers college student from Nipissing University is doing a Community Leadership placement at SPL, working primarily with the PLOW & Children's Librarian. The 60-hour placement will take place over a 3-month period.
- Some staff are participating in the Coldest Night of the Year on February 22. Their team is called the Page Turners.
- Cold and flu season has prompted a number of short-term staff absences.

General News

- BiblioLanguages has been implemented in the online catalogue. BiblioLanguages allows interface of BiblioCommons to be converted into 9 different languages including French, Spanish, Filipino, Vietnamese, Korean, Simplified and Traditional Chinese and Russian. A PCIN wide promotion of this new service will be underway in the coming weeks.
- The Staff Intranet redesign project has been completed, moving the Staff Intranet from a Drupal website to a SharePoint site hosted on the Library's Microsoft 365 platform. This change enables more staff to contribute to the site's maintenance and upkeep. This migration has saved SPL \$500 in hosting as well as additional support costs. Feedback from staff has been very positive.
- SPL has partnered with Early Literacy Resource Consultants from the City of Stratford Social Services department. One consultant will be available on the children's floor to help parents and caregivers with their children's literacy development and another will work with the Settlement Services consultant to provide similar assistance but specifically with new Canadians.



- Adult Learning Programs of Perth is visiting SPL once a month to help residents prepare for employment, apprenticeship, secondary school credit and more. [Details available here.](#)
- SPL has received 12 kits from Kid's First Huron and Perth that are themed around the Charter of Rights for Children and Youth. Each kit is themed around one of the rights and contains a copy of the Charter, a few books on the subject, and activities. These kits will circulate and "float" across PCIN.

Programming News

- Family Literacy Day was held on January 27 and the 2025 theme was "Learn to be Green, Together." SPL had a number of activities all week long to pay tribute to this important week: a scavenger hunt, a "go green" Whale of a Tale storytime, recycled and upcycled craft station, unplugged games, Picture a Tree story walk at Stratford Winterfest, and a junior Tinker Lab.
- A new story walk was installed at the Stratford Perth Museum. The new book on display is called "Do You Wonder" by Wallace Edwards. Story walks are a partnership with Stratford Perth Museum and the Rotary Club of Stratford.
- "Very Self Care, Very Mindful" kits were created for teens to help defeat Exam Stress. These free kits had de-stress goodies, snacks, meditation exercises and mental health resources.

Select CEO Activities

- January 9: Meeting – Budget Meeting
- January 16: Meeting – Budget Meeting
- January 16: Meeting – Public Meeting on the Normal School
- January 17: Meeting – Library Space AdHoc Committee
- January 22: Professional Development – Women Leading Boldly: Strategies for Success
- January 24: Meeting – TCI Consultant meeting regarding Stratford Arts & Culture Collective
- January 29: Meeting – AMPLO meeting
- January 30-31: Training – OLA Super Conference

News and Coming Events

SPL in the News

- [Wander and wonder this winter with Tales and Trails](#) Jan 13, My Stratford Now
- [Celebrate Family Literacy Day with a week of fun at the Library](#) Jan 20, My Stratford Now
- [Library launches database to aid youth with English Development](#) Jan 21, My Stratford Now
- [Local library technicians honoured at awards gala](#) Feb 4, Stratford Today

Upcoming Events

- Family Day – Closed February 16 & 17
- Drop n Swap: Accessories – February 14 & 15

STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT

For period ending

December 31, 2024 - NOT FINAL

January 31, 2025

	December 31, 2024 - NOT FINAL			January 31, 2025				
	2024 BUDGET	2024 ACTUAL	VARIANCE (\$)	2025 BUDGET	2025 YTD BUDGET (straight line)	2025 YTD ACTUAL	VARIANCE (\$)	VARIANCE (%)
MUNICIPAL FUNDING	2,913,558	2,913,558	-	3,059,777	254,981	254,981	-	-92%
REVENUE								
CANADA GRANTS	8,180	8,872	692	8,796	733	-	733	-100%
ANNUAL PROVINCIAL FUNDING	57,202	51,402	- 5,800	57,402	4,784	-	4,784	-100%
OTHER MUNICIPALITIES	45,480	26,713	- 18,767	-	-	-	-	
FINES & FEES	8,500	12,959	4,459	10,000	833	836	3	-92%
DONATIONS	5,000	12,453	7,453	6,000	500	115	385	-98%
RECOVERABLES	9,348	15,651	6,303	11,008	917	7,866	6,949	-29%
RECOVERABLE - PCIN to SPL	96,631	96,631	-	96,169	8,014	-	8,014	-100%
Total REVENUE	\$ 3,143,899	\$ 3,138,239	- 5,660	\$ 3,249,152	270,763	\$ 263,798	-\$ 6,964	-92%
EXPENSES								
WAGES & BENEFITS	2,411,970	2,297,037	- 114,934	2,428,669	202,389	155,449	46,940	-94%
BUILDING EXPENSES	95,163	71,186	- 23,977	94,530	7,878	31,996	24,119	-66%
COMMUNICATIONS & INTERNET	20,000	15,535	- 4,465	20,000	1,667	657	1,010	-97%
VEHICLES	2,750	651	- 2,099	2,750	229	-	229	-100%
MEMBERSHIPS	2,750	2,839	89	2,750	229	2,100	1,871	-24%
TRAINING	22,000	15,025	- 6,975	22,000	1,833	123	1,710	-99%
COLLECTIONS	2,500	3,848	1,348	70,005	5,834	41,764	35,930	-40%
OFFICE SUPPLIES	25,840	24,011	- 1,829	25,900	2,158	63	2,095	-100%
ADVERTISING & PRINTING	16,000	19,292	3,292	17,325	1,444	268	1,176	-98%
MAINTENANCE CONTRACTS	380	420	40	935	78	420	342	-55%
MAINTENANCE CONTRACTS - SPL to PCIN	75,926	75,926	-	80,502	6,709	-	6,709	-100%
SUPPLIES & EQUIPMENT	18,450	7,951	- 10,499	19,000	1,583	-	1,583	-100%
MILEAGE	3,080	1,474	- 1,606	2,000	167	-	167	-100%
LEGAL FEES	5,000	12,230	7,230	5,000	417	-	417	-100%
PROGRAMMING & MAKERSPACE	13,845	22,446	8,601	14,323	1,194	975	219	-93%
CONTRACTORS	15,500	38,336	22,836	52,000	4,333	-	4,333	-100%
BOARD EXPENSES	6,530	6,861	331	6,568	547	-	547	-100%
RESERVES	406,210	304,658	- 101,552	384,895	32,075	-	32,075	-100%
Total EXPENSES	\$ 3,143,894	\$ 2,919,725	- 224,169	\$ 3,249,152	\$ 270,763	\$ 233,815	-\$ 36,948	-93%
SURPLUS/(DEFICIT)		\$ 218,514	218,509			\$ 29,984	\$ 29,984	
CAPITAL - subset of Reserves								
COLLECTIONS	\$ 227,170	\$ 224,482		\$ 169,744		\$ 6,956		
TECHNOLOGY	\$ 49,200	\$ 42,222		\$ 31,000				
FORECAST PROJECTS				\$ 174,256				
Total CAPITAL EXPENSES	\$ 276,370	\$ 266,704		\$ 375,000		\$ 6,956		

BALANCE SHEET	
LIBRO ACCOUNT (December 31, 2024)	\$ 104,641
LIBRO INVESTMENT	
STRATFORD PERTH COMMUNITY FOUNDATION	\$ 254,366
	\$ 359,007

FUNDS	
UNAUDITED LIBRARY RESERVE	\$ 342,840
PCIN CAPITAL RESERVE (SPL CONTRIBUTION)	\$ 36,467
UNAUDITED DEVELOPMENT CHARGE LIBRARY	\$ 1,241,404
PCIN OPERATIONAL RESERVE (PCIN PROJECTS)	\$ 11,394
	\$ 1,632,105

SPL Report to the Board



MEETING DATE: FEBRUARY 11, 2025
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
POLICY REVIEW COMMITTEE
SUBJECT: POLICY REVIEW FEBRUARY 2025

Recommendation

THAT the Library Board approve the recommended changes to the Room Rental policy and approve the new room rental fees.

Background

It is the responsibility of the Library Board to periodically review the policies that governs it, the CEO, and the Library. Prompted by the Board’s schedule for evaluation of existing policies, the Room Rental has been reviewed. This is an Operational Policy of the Library.

Report

OP 01 Room Rental Policy

This policy was last fully updated in 2015, however in 2022, rental fees were updated.

The Room Rental policy has been updated and expanded to reflect the Board’s new policy format and current best practices. Language surrounding freedom of expression, human rights, as well as reasons to deny a rental has been expanded and made stronger. There are new sections on event promotion and signage, equipment, parking, and how to rent the space.

While the fees were updated in 2022, a recommendation to change from a half day and full day rental to an hourly and full day rental is being recommended. In a comparison of similar sized libraries, our fees for half day were quite low while full day rentals were on par. See below or the new proposed rental rates.

	Non-Profit		For Profit	
	Hourly/Half Day	Full Day	Hourly/Half Day	Full Day
Current Rates	\$50 / half day	\$75	\$100 / half day	\$150
Proposed Rates	\$15 / hour	\$75	\$30 / hour	\$150



POLICY: Meeting Room Rentals		POLICY NO: OP 01
POLICY LEVEL: Operational	LAST REVIEW / REVISION DATE: December 10, 2024	SCHEDULED REVIEW DATE: December 2025

Meeting Room Rentals

The Library views its meeting room space as an important part of our vision to create an informed, engaged and connected community. The primary purpose of the Library’s meeting space is to provide space for Library programs or events, delivered by Library staff or in partnership with individuals and organizations. A secondary purpose is to provide accessible and affordable meeting spaces for use by the public.

All activities, programs or meetings conducted in the Library are subject to the general rules and regulations of the Stratford Public Library as reflected in the Library’s Customer Code of Conduct. Further, all renters agree not to contravene the Criminal Code of Canada and all other applicable laws and statutes during the course of their rental.

Permission to use library meeting room will be denied to an organization or individual when its purpose is illegal, conduct may interfere with the proper functioning of the Library, or the activity does not have the sponsorship or presence of a legally responsible adult aged 18 years or older.

By offering Library space for short-term rental to the public, SPL does not endorse or imply agreement with the ideas, policies, messages, or activities of any group or individual using the space. We acknowledge that Library meeting room may be used by those who hold and express ideas contrary to SPL’s vision and values.

SPL supports the right of free expression by making available its meeting space available to individuals, groups and organizations whose programs are consistent with the intent of the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and all other applicable laws and statutes.

Conditions of Use

- Room rentals are available during the hours the Library is open.
- All meetings must be conducted in a manner consistent with the Library’s Customer Code of Conduct, and in accordance with the Terms and Condition of use, as they may be amended from time-to-time
- Activities in or related to rented spaces must not unreasonably disrupt Library operations or use of general Library space and services by other customers. Activities that are likely to pose a safety hazard to event attendees, Library staff, or the public, or cause misuse or damage to Library property are not permitted.
- Library staff must have access to facilities at all times and may attend for free-of-charge any event, meeting or course held on Library premises for the purpose of auditing or reviewing compliance with Library policies and the conditions of use.
- Sales of goods are not permitted unless authorized by the Library except for:
 - Food and non-alcoholic drink refreshments
 - Books sold at author readings or book signings
- Permission to serve alcohol during room rental events is considered on a case-by-case basis. If permission is granted, the user is responsible for obtaining the liquor license and following all associated regulations. A copy of the license must be provided to SPL in advance of the event.



- All meeting room activities must be confined to the meeting room rented, and not to any other part of the library building.
- Maximum capacity of the meeting space is 80 people. The maximum capacity of the meeting space must not be exceeded.
- The Library is not responsible for personal injury or damage, nor for the theft or loss of clothing or equipment of the applicant or anyone attending a program or meeting.
- The renter will be responsible for clearing the meeting room during a drill or fire alarm according to the approved library fire plan.
- The applicant must agree to indemnify and save harmless the Library Board in regards to all claims, costs and damages in any way arising out of the application and/or use of the facilities by the applicant, and anyone in attendance including, without limitation, damage or destruction of property, personal injury, infringement of royalty rights, defamation and public disturbance.

Denial of Use

The Library is committed to ensuring the dignity and safety of the public and staff without disruption to Library services, and to maintaining the security of Library property.

The Library reserves the right to deny or cancel a booking when it reasonably believes:

- Use by any individual or group for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor.
- Use by any individual or group for a purpose or action, that is contrary to the law or any of the Library's policies or Rules of Conduct, including violent, threatening, abusive, harassing, disruptive or intrusive language or conduct.
- There is a likelihood of physical hazard to participants or audiences or a misuse of the premises or equipment. Past misuse or nonpayment of fees is sufficient grounds for denial of an application.
- Use by individuals, clubs, groups and organizations intending to establish the Library as a permanent location for their activities, including establishing offices in the Library meeting rooms.
- Use will include gaming or games of chance, including bingo and lotteries.

The Library requires potential users of library rental space to confirm that they will not be conducting any business or activities that are in violation of this policy, the Criminal Code of Canada (including hate propaganda laws) or the Ontario Human Rights Code.

Applicants who are denied permission to use library facilities may have the decision reviewed by the CEO upon written request. The decision of the CEO shall be final.

Event Promotion and Signage

Approval from SPL to rent the space is not an endorsement of the user or event. Promotional materials must not communicate or imply library endorsement of or affiliation with the event or organization.



Users are not permitted to post directional or promotional signage outside the rented space without SPL consent. Users are not permitted to solicit or direct general Library visitors to participate in or attend activities in a rented space.

- SPL's logo or image(s) may not be used in communication or promotional material without prior written consent from SPL
- Communication and/or promotion may not state or imply that SPL is a partner, sponsor, or supporter of the event(s), without prior written consent
- SPL reserves the right to request room renters include a disclaimer of non-affiliation on marketing and communication material for events occurring in rented spaces

Equipment and Technology

The meeting space is equipped with rolling flip top tables and lightweight stacking chairs. The renter is responsible for set up of the space.

The Library Auditorium is equipped with a smart screen available for use at no charge. When available, Library staff will provide orientation for the usage of library equipment. Any additional equipment requirements are the responsibility of the user, including connectivity of personal equipment to library equipment or technical assistance with personal equipment. If asked to provide technical assistance with renter's equipment, the Library assumes no responsibility for the safety, security, damage or loss of files, information or data stored, or damage to a renter's personal device, and does not accept any liability for handling personal equipment.

A sound system is available to be rented from the Library or may be supplied by the renter.

Parking

No dedicated event parking is provided on Library property. Paid public parking is available on St. Andrew Street and in the Erie Street lot.

Renting of Library Space

Room rentals are accepted on a first come, first-serve basis, no more than 60 days in advance.

- Rentals of the meeting room is done during regular business hours by the Executive Assistant, typically Monday to Friday from 8:00 am to 4:00 pm, telephone # 519-271-0220 x113
- The Renter must be 18 years of age or older and must remain on the premises during the booking period.
- Any group, organization or individual who rents a meeting room must carry and provide proof of valid liability insurance coverage in the amount of 5 million dollars, naming the City of Stratford as "Additional Insured". If the renter does not have insurance, they may be able to purchase it through the Library.

Room Rental Fees and Charges

In the interest of promoting community involvement, the Library has established a preferential rate structure for different classes of groups:

- Co-sponsored organizations, City of Stratford or County of Perth may use library space without charge.
- Non-Profits are community service providers, clubs, official non-profit organizations where no financial profit is made or intended (for



example, a bereavement support group) or registered charities.

- All other renters include individuals and businesses. This includes for profit groups hosting free events.

Renter Type	Hourly Fee	Full Day
Co-Sponsored, City of Stratford, or County of Perth	Free	Free
Non-Profit	\$15	\$75
Private or Commercial	\$30	\$150

Equipment	Fee
Smart Board	Free
Microphone and Speakers	\$40 flat rate

Payment is due at the time of rental confirmation.

References:

- Canadian Charter of Rights and Freedoms
- Ontario Human Rights Code
- OP 02 Partnership Policy

ORIGINAL DATE ADOPTED	June 17, 2015	Review Cycle	4 years
REVIEW/APPROVAL HISTORY	June 2017, December 2022		





Room Rentals

Legal References: Canadian Charter of Rights and Freedoms;
Ontario Human Rights Code

Policy References: OP 002 Partnership Policy

This policy establishes the relationship between the Stratford Public Library (SPL, or the Library) and the Renter of a room at SPL.

1.0 Definitions

- 1.1 “Renter” signifies an organization or individual who has contracted with the Library for the use of space.
- 1.2 “Event” signifies the purpose for which the room is being used by the Renter.

2.0 Guiding Principles

- 2.1 Room rentals are a value-added service provided to the community by SPL.
- 2.2 Stratford Public Library offers Auditorium space for rental. Library programs and library co-sponsored programs are given first priority for use of these spaces.
- 2.3 Rental of rooms in the Library encourages community use while at the same time provides the capacity for revenue generation. The rental of facilities constitutes a revenue source that contributes to the overall maintenance and operation of the Library’s facilities and services.

3.0 Room Bookings and Fees

- 3.1 A tiered rental rate schedule reflects the Library’s status as a municipally and provincially funded institution. To encourage the use of meeting facilities, the rental rates are reasonable. Different rate levels are established for:
 - Co-sponsored organizations
 - Nonprofit organizations
 - Private or commercial groups

- 3.2 Rooms are available without charge to co-sponsored groups and programs (see also OP 002 Partnership Policy). City of Stratford and Perth County events may also use Rooms without charge.
- 3.3 Non-profit and commercial groups may use the rooms for a fee if it is not booked by the Library or co-sponsored groups.

4.0 Library's Right of Refusal

- 4.1 The Library reserves the right to refuse or cancel at its sole discretion a Renter's use of Library meeting space, without liability to or against the Library, for the following reasons:
 - The Renter's aims contravene municipal, provincial, or federal legislation.
 - The Renter has misrepresented its aims or intentions with the Event.
 - There is likelihood of physical danger to participants or audience or misuse of the property or equipment.
 - The Renter's primary intent is to sell goods or services or recruit clients.
 - The Renter's primary intent is to provide bingo games, lotteries, or other games of chance.
 - The Renter has failed to comply with terms and conditions of previous Use Agreements.
 - The Event negatively impacts the ability of others to enjoy the services and facilities of the Library or impedes Library operations.
- 4.2 Granting permission to use meeting space does not imply endorsement by the Library of the aims, policies or activities of any Renter.
- 4.3 The Library reserves the right to make adjustments to Use Agreements and Rental Fees in exceptional circumstances, such as:
 - Where there is a significant financial value to the Library.
 - During seasonal low-demand periods.
 - In recognition of sponsorship or donation.
 - Where the Library receives recognition for an Event which will have a significant economic or cultural value to the broader Stratford community.

5.0 Use of the Room

The Library outlines the fees, terms and conditions for renting room at the Stratford Public Library. The individual who represents the person, group, company or organization is responsible for the payment of the invoice and the terms of the agreement, including liability insurance.

- 5.1 Rental fees shall be due on the day of the event.
- 5.2 Booking the Auditorium includes \$2 million liability insurance coverage, as per the SPL's insurance policy.

- 5.3 Renters are responsible for the payment of any damages to the equipment, furnishings or facility. The Renter will be charged for cleaning if the room is not returned to its original condition.
- 5.4 Goods may only be sold as an adjunct to the Event (see 4.0 for restrictions).
- 5.5 The Renter may not sell alcoholic beverages. Alcoholic beverages may be served as an adjunct to the Event, subject to the approval of the Library as well appropriate licensing and insurance coverage.
- 5.6 Tables and chairs are provided in the Auditorium; a smart screen is also available for use at no charge in the Auditorium, providing the Renter supplies their own computer or data files for projection. The microphone system must be rented from the Library or supplied by the Renter.
- 5.7 The Renter is responsible for set-up and take down of furniture and equipment. Instructions for the use of the sound system and smart screen are available.
- 5.8 No kitchen facilities are available. Food may be brought in as an adjunct to the Event.
- 5.9 The Library does not prepare advertising, in any form, for renters. The Library does not provide free space in Library publications for the Renter's Event. The Library will post on its bulletin boards, subject to the availability of space, information about the Event, provided by the Renter. The Library does not assume responsibility for the accuracy of information about the Event. The Library may reject the information if it is incomplete or inconsistent with Library guidelines.
- 5.10 Room rentals are only available during the Library's regular hours or operation.

6.0 Fee Schedule

Renter type	Auditorium
Library event or co-sponsored event	Free
Non Profit	\$75 / day; \$50/ half day or less
Private or Commercial group	\$150 / day, \$100 half day or less

Equipment	Fee
Microphone & speakers	\$40 flat rate (full or half day)