

AGENDA

Tuesday November 18, 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 October 14, 2025
7. Business arising from the minutes
8. Board Education
 - 8.1. OLS Virtual Conference, Nov 19, 6-8pm
Register: <https://resources.olservice.ca/conference/2025>
Session on what constitutes Conflict of Interest with Benjamin Miller from the Ontario Nonprofit Network and VOLT 2.0 with OLS staff.
 - 8.2. OLA Super Conference, Library Board Trustee Boot Camp, Jan 31 9am-4pm <https://olasc26.vfairs.com>
The 2026 Library Trustee Boot Camp will open with a Spotlight Talk by Dr. James Turk from the Centre for Free Expression, and will include a full slate of topics of interest to library boards, and will touch on topics of reconciliation, capital projects, and advocacy. Lunch is included.
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 Library Finance Committee
 - 9.6. 2026 Schedule of Board Meetings
 - 9.7. Strategic Planning Risk Mapping
10. CEO Reports
 - 10.1. Monitoring Report and Financial Report
 - 10.2. 2026 Schedule of Library Closures
 - 10.3. 2026 CEO Workplan
11. Correspondence
12. Other Business
13. Confirmation of date and time of next meeting:
 - 13.1. Board Meeting – December 9, 2025 at 6:45pm
14. Adjournment

MINUTES



Tuesday, October 14, 2025 5:30pm | Hybrid Meeting

MEMBERS OF THE BOARD PRESENT

Laurie Brown, Michael Corbett, Mackenzie Kipfer, Kaitlyn Kochany, Patty Lewis, Emma Perin (zoom), Chris Zonneville

REGRETS

Jo-Dee Burbach, Philip Connolly, David Mackey, Arnab Quadry

MEMBERS OF STAFF PRESENT

Krista Robinson, CEO; Cathy Perreault, Recording Secretary

1. Call to Order and Land Acknowledgment

The meeting was called to order at the Stratford Public Library by Chair M. Corbett at 6:47 pm.

2. Chairperson's Remarks

3. Declarations of Pecuniary Interest and the General Nature Thereof

None

4. Approval of the Agenda

2025-52 Moved by C. Zonneville, seconded by L. Brown to approve the agenda.

CARRIED

5. Delegations

None

6. Approval of the minutes

2025-53 Moved by K. Kochany, seconded by C. Zonneville that the minutes of the meeting of September 9, 2025 be approved.

CARRIED

7. Approval of the closed minutes

2025-54 Moved by M. Kipfer, seconded by K. Kochany that the minutes of the closed meeting of September 9, 2025 be approved.

CARRIED

8. Business arising from the minutes

9. Board Education

Federation of Ontario Public Library's 2025-2029 Strategic Plan presented for information only.



10. Business of the Board

- 10.1. Report from PCIN: Meeting to take place November 12, 2025.
- 10.2. Report from OLS: No report.
- 10.3. Report from City Council: No report.
- 10.4. Report from Library Space Committee: Krista is continuing conversations with key agencies.
- 10.5. Report from the Finance Committee:

10.5.1. Committee Minutes of October 9, 2025

- 2025-55 Moved by C. Zonneville, seconded by L. Brown to accept the minutes of October 9, 2025.

CARRIED

10.5.2 2023 Audited Financial Statements

- 2025-56 Moved by C. Zonneville, seconded by K. Kochany to approve the 2023 audited financial statements as presented.

CARRIED

11. CEO Reports

11.1. Monitoring Reports and Financials

- 2025-57 Moved by M. Kipfer, seconded by C. Zonneville to accept the CEO Monitoring Reports.

CARRIED

11.2. 2025 Summer Reading Program Report: Presented for information purpose.

11.3. 2025 Q3 Statistics and CEO Workplan Review: Presented for information purpose.

12. Correspondence: None

13. Other Business: Reminder that Ontario Public Library Week will be taking place the week of October 20th.

14. Confirmation of date and time of next meeting

- 14.1. Strategic Planning Workshop – November 1, 2025 10 – 12am Library Auditorium
- 14.2. Board Meeting – November 18, 2025 at 6:45

15. Adjournment

- 2025-58 Moved you K. Kochany that the meeting adjourn at 8:40 pm.

CARRIED

Krista Robinson, CEO

Michael Corbett, Chair



SPL Report to the Board

MEETING DATE: NOVEMBER 19, 2025
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: 2026 PROPOSED SCHEDULE OF LIBRARY BOARD MEETINGS

Recommendation

THAT the Library Board review and approve the 2026 Proposed Library Board Meeting Schedule.

Background

According to the Public Library Act and the Stratford Public Library Bylaws, the Library Board must have a minimum of seven regular meetings each year. The Stratford Public Library Board has traditionally held ten meetings annually, with no meetings in July and August. As a result, regular meetings cancelled due to weather, holiday, or lack of quorum need not be rescheduled, though the Board may elect to do so.

In 2025, the Board elected to not hold a March meeting and add a draft budget overview meeting in June to accommodate budget discussions.

Meetings are currently held the second Tuesday of the month at 6:45pm with the option of in-person or virtual attendance. In cases where the majority of members have requested remote access, the CEO will consult with the Board Chair to determine if the meeting should be hosted fully online.

Discussion

The below proposed schedule provides 10 meetings. An additional draft budget meeting has been proposed for June 23.

The municipal election is scheduled for October 26, 2026. While Board appointments align with the term of Council, the Public Libraries Act confirms that trustees remain on the Board “until a successor is appointed”. Timing of previous recruitments would suggest that appointments to the next term of the Board will not be confirmed until late January. As such, it is anticipated that the January 2027 meeting will be the last meeting of the current term.

Proposed 2026 Library Board Meeting Schedule

Month	Meeting Date
January	January 13
February	February 10
March	March 10
April	April 14
May	May 12
June	June 9
	June 23 (Draft Budget Overview)
July	No Meeting
August	No Meeting
September	September 8
October	October 13
November	November 10
December	December 8
January	January 12, 2027

SPL Report to the Board

MEETING DATE: NOVEMBER 18, 2025
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: CEO MONITORING REPORT



Financial Condition

- Year to Date Financials for 2025 are included in this package. One item of note:
 - The positive variance expected will not be as large as originally forecasted due to the increased number of digital subscriptions being captured under operating vs capital budgets and a small number of unbudgeted projects (CHUBB security upgrade, Staff Manual legal review).
- 2026 Budget presentations for departments and outside boards will occur on November 27. Staff have been directed to prepare a short 5-minute presentation on the coming year's request.

Staffing Updates

- The Special Projects Coordinator position has been reposted and is open until the end of December.
- A number of library staff have submitted proposals for sessions at OLA and have had their presentations accepted.
 - Brooke Windsor: Going on Tour: Rocking Outreach in Secondary Schools
 - Melanie Kindrachuk & Brandi Gillett: We Persist Joyfully: Bringing Joy to our Community with Library Happy Hours
 - Melanie Kindrachuk & Eric Ball: We Persist Poetically: Hands-on Haiku and TinkerCad for Gardening Joy
 - Brandi Gillett & Jordan Bulbrook: Showing Up, Holding On: Persistence in Practice for Library Leaders

General News

- Ontario Public Library Week was a great success with a number of initiatives:
 - City of Stratford proclaimed Oct 19-25 as Ontario Public Library Week in Stratford
 - Library Board members served coffee and drinks to library visitors each morning
 - A library themed scavenger hunt was offered throughout the library
 - Prize draw for those using the library that week
 - A tour was offered to City Council, 3 council members, the Mayor and the new CAO attended the tour
 - Fun social media engagement
- The library hosted a Silent Disco for the Communities in Bloom national symposium on Oct 16.
- The library hosted the Stratford Perth Archives for a tour on Oct 20.
- A new Business Resource webpage was launched to highlight the myriad of library resources available to business people in Stratford and area. <https://splibrary.ca/business-resources>
- SPL offered three tours to newcomers through the local Settlement Services and ESL Classes.

Programming News

- A new initiative called the Thursday Night Writing Club is being offered on Thursday evenings on the adult floor. It is a drop-in space to work on any writing one may be doing in a social environment. Snacks are provided.



- Perth County Reads 2025 wrapped up with two author visits by Dan Needles, one in St. Mary and one in Milverton. Staff are reviewing the program and will be assessing capacity to run it in 2026.
- The library collaborated with the Provocation Ideas Festival (PIF) in a speaker's panel, a week of creating a multiverse, and a public exhibition at Knox Church.
- Betty-Jo Belton from the Stratford-Perth Archives provided a talk on "A House Held up by Books: John Davis Barnett and his Extraordinary Library". The program was very well received with over 25 attendees.
- Much fun was had for Halloween again this year:
 - Trick or Treat location for the BIA
 - Zombie survival night
 - Boo Bash
 - Pumpkin design contest
- The Poppy Project has concluded for 2025 and was a huge success with thousands of poppies made this year. Poppies are on display on William Hutt Bridge and the bushes around the cenotaph for Remembrance Day.
- An event on GenAI was held on Oct 30 to help educate and inform the public on what AI is and how to spot AI in use.

Facilities

- New flooring tiles have been installed in the lower floor MakerSpace and Technical Services offices. This is a project of the City of Stratford.
- The library was notified that the infrastructure for the library's security system was out of date and needed replacement in order to maintain communications. The work was completed in Oct to ensure building security however the \$7,600 upgrade was not budgeted for in 2025.

Select CEO Activities

Meetings

- Oct 15: Grand Trunk meeting with Svec Group
- Oct 17: CAO meeting
- Oct 27: Grand Trunk meeting with Svec Group
- Nov 1: Strategic Planning Workshop
- Nov 5: PCIN Management
- Nov 7: Grand Trunk Strategy Session
- Nov 12: PCIN Board

Professional Development

- Oct 10: Leading through Workplace Transformation
- Oct 22: Tapping into Monthly Giving Momentum
- Nov 6: Leading for Safety: Creating a Respectful and Psychologically Safe Workplace

Advocacy

- Nov 6: Business Excellence Awards

News and Coming Events

SPL in the News

- [Stories, spooks and smiles, Halloween at the Library](#), Oct 13, StratfordToday
- [Library unveils online hub to support local entrepreneurs](#), Oct 21, StratfordToday
- [A peek into the future: PIF imagines Stratford's future self](#), Oct 20, StratfordToday
- [Stratford Public Library honours Ontario Public Libraries Week with chances to interact with its space](#),



Oct 23, Stratford Times

- [Enter county-wide Every Voice poetry contest](#), Oct 23, Stratford Times
- [Teens tackle hate with paintbrushes in new CMHA initiative](#), Oct 28, StratfordToday
- [Stratford seeks new youth poet laureate](#), Nov 4, StratfordToday

Upcoming Events

- Municipal Day, November 19
- City Council, November 24
- Finance & Labour Relations Committee: Nov 27, Dec 1, 2, 15

STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT

For period ending	December 31, 2024 - UNAUDITED			October 31, 2025						
				2025 YTD						
	2024 BUDGET	2024 ACTUAL	VARIANCE (\$)	2025 BUDGET	BUDGET (straight line)	2025 YTD ACTUAL	VARIANCE (\$)	VARIANCE (%)		
MUNICIPAL FUNDING	2,913,558	2,913,558	-	3,093,129	2,577,608	2,577,608	-	515,522	-17%	
REVENUE										
CANADA GRANTS	8,180	8,872	692	8,800	7,333	6,859	-	1,941	-22%	
ANNUAL PROVINCIAL FUNDING	57,202	57,632	430	57,400	47,833	500	-	56,900	-99%	
OTHER MUNICIPALITIES	45,480	26,713	-18,767	35,000	29,167	50,000	15,000	43%		
FINES & FEES	8,500	12,959	4,459	10,000	8,333	11,717	1,717	17%		
DONATIONS	5,000	12,453	7,453	6,000	5,000	8,524	2,524	42%		
TRANSFER FROM RESERVE				20,000	16,667	-	20,000	-100%		
RECOVERABLES	9,348	26,781	17,433	11,011	9,176	58,947	47,936	435%		
RECOVERABLE - PCIN to SPL	96,631	96,631	-	96,169	80,141	96,169	-	0%		
Total REVENUE	\$ 3,143,899	\$ 3,155,599	11,700	\$ 3,337,509	2,781,258	\$ 2,810,323	-\$ 527,186	-16%		
EXPENSES										
WAGES & BENEFITS	2,411,970	2,297,037	-114,934	2,428,670	2,023,892	1,964,727	-463,943	-19%		
BUILDING EXPENSES	95,163	82,327	-12,836	94,529	78,774	71,437	-23,092	-24%		
INTERFUNCTIONAL MAINTENANCE				68,310	56,925	-	68,310	-100%		
COMMUNICATIONS & INTERNET	20,000	15,903	-4,097	20,000	16,667	12,475	-7,525	-38%		
VEHICLES	2,750	651	-2,099	2,750	2,292	124	-2,626	-96%		
MEMBERSHIPS	2,750	2,839	89	2,750	2,292	2,861	111	4%		
TRAINING	22,000	17,553	-4,447	22,000	18,333	20,730	1,270	-6%		
COLLECTIONS	2,500	3,860	1,360	90,000	75,000	126,470	36,470	41%		
OFFICE SUPPLIES	25,840	24,654	-1,186	25,900	21,583	14,841	-11,059	-43%		
ADVERTISING & PRINTING	16,000	19,332	3,332	17,330	14,442	14,480	2,850	-16%		
MAINTENANCE CONTRACTS	380	420	40	938	782	420	518	-55%		
MAINTENANCE CONTRACTS - SPL to PCIN	75,926	75,926	-	80,502	67,085	83,484	2,982	4%		
SUPPLIES & EQUIPMENT	18,450	9,179	-9,271	19,000	15,833	7,685	-11,315	-60%		
MILEAGE	3,080	1,474	-1,606	2,000	1,667	327	-1,673	-84%		
LEGAL FEES	5,000	12,230	7,230	5,000	4,167	5,222	222	4%		
PROGRAMMING & MAKERSPACE	13,845	33,090	19,245	14,370	11,975	16,327	1,957	14%		
CONTRACTORS	15,500	38,336	22,836	52,000	43,333	42,342	-9,658	-19%		
BOARD EXPENSES	6,530	8,028	1,498	6,570	5,475	4,483	-2,087	-32%		
RESERVES	406,210	406,210	-	384,890	320,742	-	384,890	-100%		
Total EXPENSES	\$ 3,143,894	\$ 3,049,049	-94,845	\$ 3,337,509	\$ 2,781,258	\$ 2,388,434	-\$ 949,075	-28%		
SURPLUS/(DEFICIT)		\$ 106,550	106,545			\$ 421,889	\$ 421,889			
CAPITAL - subset of Reserves										
COLLECTIONS	\$ 247,170	\$ 245,368		\$ 169,744		\$ 116,497				
TECHNOLOGY	\$ 49,200	\$ 42,222		\$ 31,000		\$ 24,808				
FORECAST PROJECTS				\$ 174,256						
Total CAPITAL EXPENSES	\$ 296,370	\$ 287,590		\$ 375,000		\$ 141,305				

BALANCE SHEET	
LIBRO ACCOUNT (September 30, 2025)	\$ 64,696
LIBRO INVESTMENT	\$ 50,000
STRATFORD PERTH COMMUNITY FOUNDATION	\$ 281,847
	\$ 396,543

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	
PCIN OPERATIONAL RESERVE (PCIN PROJECTS)	\$ 16,584
PCIN CAPITAL RESERVE (SPL CONTRIBUTION)	\$ 42,533
	\$ 59,117

SPL Report to the Board

MEETING DATE: NOVEMBER 19, 2025
 FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
 SUBJECT: 2026 SCHEDULE OF LIBRARY CLOSURES

Recommendation

THAT the Library Board review and approve the 2026 Schedule of Library Closures.

Background

According to the Library Staff Manual, the Library will observe the following holidays and will be closed on:

- New Year's Day
- Family Day
- Good Friday
- Easter Sunday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Remembrance Day
- ½ day on Christmas Eve
- Christmas Day
- Boxing Day
- ½ day on New Year's Eve

Since 2014, the Library has additionally closed on the Sunday before a public holiday.

In addition to the above noted holidays, the Library Board additionally closes the Library for a minimum of one day each year for an annual staff development event which all staff are required to attend.

Discussion

Below is the 2026 Public Holidays and Scheduled Closures. * Indicates the Sunday prior to a Public Holiday

Date	Reason
January 1	New Year's Day
February 15*	Family Day
February 16	Family Day
April 3	Good Friday
April 5	Easter Sunday
April 6	Easter Monday
May 17*	Victoria Day
May 18	Victoria Day
June 8	Staff Development Day
July 1	Canada Day
August 2*	Civic Holiday
August 3	Civic Holiday
September 6*	Labour Day
September 7	Labour Day
October 11*	Thanksgiving
October 12	Thanksgiving
November 11	Remembrance Day
December 24 (at noon)	Christmas Eve



December 25	Christmas Day
December 26	Boxing Day
December 31 (at noon)	New Year's Eve
January 1	New Year's Day

CEO Workplan for 2026

The following objectives and actions are scheduled to be undertaken by the CEO and the senior management team in 2026.

STRATEGIC DIRECTION 1 ALIGN SPACE WITH DEMAND		
OBJECTIVE	ACTION ITEM	TIMELINE
Develop Short Term Solutions to Address Current Space Concerns	Using library statistics and usage patterns, assess current library space and adjust layout of collections as needed	Q4
	Use the current library space in new and creative ways	Q4
	Identify and secure temporary space for programming and outreach during elevator upgrades	Q2
Ensure library facilities meet community needs	Confirm municipal commitment regarding the Grand Trunk Community Hub	Q1
	Investigate alternate locations for a new library facility	Q2
	Create a comprehensive Statement of Requirements (SOR) for a future library facility to guide collaboration with the City and developers	Q4
	Recruit and support a fundraiser and advocacy specialist	Q1
	Create a Fund Development strategy for both operational and capital needs	Q4

STRATEGIC DIRECTION 2 REACH OUT AND BRING IN		
OBJECTIVE	ACTION ITEM	TIMELINE
Conduct a Library Card Campaign	Update the library email campaign to card holders, reflecting all stages of their card's life	Q2
	Update outreach collateral materials to align with new marketing (rack cards, popup banners, etc.)	Q4
	Host four community pop ups to engage residents and promote library card registrations	Q4
Take the Library Out into the Community	Implement a new service model for the Visiting Library Service	Q1
	Broaden the reach and visibility of the PLOW service to engage new audiences	Q4
Develop initiatives to reduce social isolation and foster connection	Build on existing intergenerational programming—such as Chess Knights, Trivia Nights, Writing Circle, and Craft n Connect—to further strengthen community connections through shared activities and partnerships	Q4
Reinforce the community's view of SPL as a resource for reliable information	Implement programs and resources to combat misinformation, build media literacy skills and encourage identification and critical examination of AI generated content	Q4
	Establish an Artificial Intelligence (AI) policy to guide staff in the responsible, secure, ethical and effective use of AI tools and in supporting customers	Q2

Demonstrate the library's value and impact to key stakeholders	Distribute library information packages to all candidates in the municipal election	Q3
	Calculate and communicate the Library's social return on Investment using the Valuing Ontario Library's toolkit (VOLT)	Q3

STRATEGIC DIRECTION 3 LEAD GROUNDED PRACTICE		
OBJECTIVE	ACTION ITEM	TIMELINE
Ensure all in the community feel welcome in the Library	Develop and implement a comprehensive strategy for collecting customer feedback	Q4
	Utilize demographic data and community partner expertise to update multilingual material available	Q4
Improve usability of the library	Conduct a comprehensive review of library signage to enhance wayfinding and improve user accessibility	Q4
	Streamline website navigation by reviewing architecture and updating menus for improved usability	Q3

STRATEGIC DIRECTION 4 BUILD SUSTAINABLE PARTNERSHIPS TO EXPAND CAPACITY		
OBJECTIVE	ACTION ITEM	TIMELINE
Leverage PCIN partnership for joint benefit of all partners	Update the PCIN partnership agreement to reflect the current and evolving nature of the partnership	Q4
	Support the execution of the PCIN Strategic Plan	Q4
	Complete the records management assessment for PCIN	Q2
Relationship Building	Strengthen and expand partnerships with local organizations to continue offering learning and skill development sessions	Q4
	Identify and develop partnerships to offer in-library mental health resources and support services	Q2
Support the Municipality	Support priorities in the Stratford Climate Action Plan	Q4
	Support priorities in the Stratford Cultural Action Plan	Q4
	Collaborate with PCIN to launch a 2026 election information platform that supports civic engagement	Q3

STRATEGIC DIRECTION 5 INTENTIONALLY SUPPORT OUR TEAM		
OBJECTIVE	ACTION ITEM	TIMELINE
Ensure Health and Safety of Staff	Create a framework to monitor and track required training	Q1
	Update WHMIS training system wide	Q4
Support work and learning by providing staff with appropriate resources	Update and implement a new reference standard	Q3
	Update staff workstations and network equipment	Q4
	Conduct a staff satisfaction survey to help inform 2027 priorities	Q3
Align compensation and role expectations to support staff growth and equity	Implement the new pay grid using the market rate analysis conducted in 2025	Q1
	Revise and implement updated staff competencies, job descriptions, and employment agreements to reflect evolving roles	Q2

	Review and update the performance evaluation manual	Q2
Policy Review and Development	Creation of new policies / procedures to support staff and the library	Q4
	Update policies scheduled for review	Q4
Ensure business continuity by anticipating and mitigating disruption to services	Perform routine assessments of library systems to identify vulnerabilities and address potential threats proactively	Q4
	Provide ongoing cybersecurity awareness training for staff to recognize phishing attempts, data breaches, and other cyber risks	Q4
	Develop a comprehensive business continuity plan to safeguard library operations during disruptions	Q3