

# AGENDA



Tuesday June 9, 2026 6:45pm | Hybrid Meeting

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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 May 12, 2026
7. Business arising from the minutes
8. Board Education
  - Alberta Bill 28 and Intellectual Freedom
  - This report and accompanying links are for information purposes. Please read and be prepared for a short discussion*
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. Finance Committee – M. Kipfer
    - 9.4.1 Community Foundation Agreement
  - 9.5. Election of Vice Chair – M. Corbett
  - 9.6. Board Succession Planning Discussion – M. Corbett
  - 9.7. Reaffirmation of CFLA’s Statement on Intellectual Freedom and Libraries and OLA’s Statement on Intellectual Freedom and the Intellectual Rights of the Individual
10. CEO Reports
  - 10.1. CEO Monitoring Report and YTD Financial Report
  - 10.2. Q2 Statistics and CEO Mid-year Workplan Review
  - 10.3. Q1 2026 Variance Report
  - 10.4. Q2 Fund Development Workplan Update Report
  - 10.5. Transition to Zeffy Report
11. Correspondence
12. Other Business
13. Confirmation of date and time of next meeting:
  - 13.1. 2027 Budget Planning Meeting, June 23 at 6:45pm, The Grove, 315 Front Street
  - 13.2. September 8, 2026
14. Adjournment



# MINUTES

Tuesday May 12, 2026 6:45pm | Hybrid Meeting

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## MEMBERS OF THE BOARD PRESENT

Laurie Brown, Philip Connolly, Michael Corbett, Mackenzie Kipfer, Kaitlyn Kochany, David Mackey, Arnab Quadry, Chris Zonneville

## REGRETS

Jo-Dee Burbach, Patty Lewis, Emma Perin

## 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

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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  
Addition of 10.6 Board Succession Planning  
2026-28 Moved by K. Kochany, seconded by C. Zonneville to approve the agenda as amended.  
CARRIED
5. Delegations  
None.
6. Approval of the minutes of the meeting of April 14, 2026  
2026-29 Moved by D. Mackey, seconded by K. Kochany to approve the minutes of April 14, 2026.  
CARRIED
7. Business arising from the minutes
  - 7.1. FOPL: Advocacy Campaign Brief  
Emma has drafted a letter which will be sent to MPP Rae.
  - 7.2. Strategic Planning Workshop  
The next planning session will take place in mid to late September.
8. Approval of the Closed minutes of the meeting of April 14, 2026  
2026-30 Moved by P. Connolly, seconded by L. Brown to approve the closed minutes of the meeting of April 14, 2026.



## 9. Board Education

### 9.1. Municipal Elections and Libraries

Krista reviewed the Board Policy on Use of Municipal Resources During an Election. She has been given direction that the call for Board members will not happen until after the election.

## 10. Business of the Board

### 10.1. Report from PCIN – E. Perin, M. Corbett

Items on the agenda for May 13<sup>th</sup> meeting include PC Votes, PC Reads and budget.

### 10.2. Report from OLS – D. Mackey

D. Mackey reported that OLBA will have a Board Assembly on May 14 and an ONLibChat also on May 14 with the topic of board succession.

### 10.3. Report from City Council – J. Burbach

No update.

### 10.4. Board Job Description Review

2026-31 Moved by K. Kochany, seconded by A. Quadry to approve the recommend changes to LB 03, Board Job Description policy as amended.

CARRIED

### 10.5. Library Space Ad Hoc Committee

This committee will stay in place until the end of the Board's term. It will continue to support Krista in work regarding the new building. The terms of reference will be reviewed and updated with the new term of the Board.

### 10.6. Board Succession Planning

2026-32 Moved by A. Quadry, seconded by L. Brown that the Board Succession Planning report be received and that the Stratford Public Library Board undertake the process of completing a skills analysis and legacy document and that the results of this work be presented to the Library Board at their regular September meeting.

CARRIED

K. Kochany will review the skills matrix and D. Mackey will focus on the legacy document.

Board members will be requested to state their intention for applying to sit on the Library Board for the 2026-2030 term at the June Board meeting.

## 11. CEO Reports

### 11.1. CEO Monitoring Report and Financial Report

2026-33 Moved by C. Zonneville, seconded by A. Quadry to accept the CEO Reports.

CARRIED

### 11.2. Grand Trunk Update

Krista will be meeting on May 22 to discuss next steps with City and YMCA staff.

## 12. Correspondence

Krista shared letters that Romeo Public School have written in support of the library needing more space.

## 13. Other Business

## 14. Confirmation of date and time of next meeting:

### 14.1. Board Meeting – June 9, 2026 at 6:45

2027 Budget Planning Meeting – June 23, 2026 at 6:45, The Grove, 315 Front Street



15. Adjournment

2026-34 Meeting adjourned at 8:23 by Chair M. Corbett

CARRIED

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Krista Robinson, CEO

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Michael Corbett, Chair

# SPL Report to the Board



MEETING DATE: JUNE 9, 2026  
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR  
SUBJECT: ALBERTA BILL 28 AND THE FREEDOM OF INFORMATION

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## **Recommendation: to receive this report for information.**

### Report

Freedom of information is a core principle of public libraries in Canada. Public libraries are democratic institutions, and no individual or minority group should be allowed to limit the community's intellectual freedom. Libraries strive to preserve and promote universal access to materials and services. Stratford Public Library has adopted the Canadian Federation of Library Association's Statement on *Intellectual Freedom* and the Ontario Library Association's Statement on *Intellectual Freedom and the Intellectual Rights of the Individual* to demonstrate its position on the topic.

Despite the significant advocacy efforts of the public library sector, Alberta's Bill 28, the Municipal Affairs and Housing Statutes Amendment Act, 2026, received Royal Assent on May 14, 2026. This legislation addresses several areas of municipal governance, including significant changes to the Alberta Libraries Act. Bill 28 shifts the authority currently granted to community-appointed boards and trained staff to the Ministry of Municipal Affairs, including:

- Allowing the Minister to appoint inspectors to enter any public library and inspect library property, including collections and board records, and requires library employees to answer questions and provide information. Such inspections may result in any order the Minister considers appropriate. Previous legislation allowed only for inspection of board records.
- Providing the Minister with power to make regulations, restricting who can access or borrow library materials based on age. Details of what materials would be restricted; what age thresholds would apply or how restrictions may be enforced have yet to be confirmed.
- Empowering the Minister to issue guidelines on how libraries are to interpret and apply future regulations.

While this legislation does not impact Ontario public libraries directly, it does demonstrate a further erosion of intellectual freedom within Canada, mirroring trends seen south of the border in recent years.

The Federation of Ontario Public Libraries (FOPL) has been advocating to the Minister of Municipal Affairs on behalf of Ontario Public Libraries in response to Bill 28. They have also issued a statement on the continued protection of Canadian Public Libraries in response to this legislation. Both documents are attached to this report.

FOPL is recommending that Library Boards reaffirm their Intellectual Freedom policies and position statements through formal processes.

For more information about Intellectual Freedom, review the resources developed by both the Centre for Free Expression (CFE) and the Canadian Federation of Library Associations' Intellectual Freedom Committee (CFLA IFC). These resources provide guidance on intellectual freedom principles, censorship challenges, governance, and responding to material challenges within public libraries.

Some additional resources can be accessed here:



- [CFLA-FCAB Alberta Bill 28 and Public Libraries](#)
- [CFLA Intellectual Freedom Toolkit](#)
- [CFE Promoting Libraries and Intellectual Freedom](#)
- [CFE Intellectual Freedom Resources](#)
- [CFE Rising Demands for Censorship: Final Report on Challenges Faced by Canadian Libraries in 2025](#)

May 8, 2026

The Honourable Dan Williams  
Minister of Municipal Affairs  
320 Legislature Building,  
10800 - 97 Avenue,  
Edmonton, AB T5K 2B6

**Subject: Opposition to Bill 28 and Defense of Local Library Governance**

Dear Premier Smith and Minister Williams,

On behalf of the Federation of Ontario Public Libraries, I am writing to urge you to stand in defense of intellectual freedom and democratic local governance in the face of unprecedented provincial overreach occurring in Alberta. The Federation of Ontario Public Libraries (FOPL) represents over 350 library systems in Ontario, with over 1100 branches in nearly every community in the province. We write to express our unwavering support for the position statements of the Coalition of Alberta Public Libraries (CAP Libraries) and the Canadian Federation of Library Associations-Federation canadienne des associations de bibliothèques (CFLA-FCAB) regarding Alberta's Bill 28.

As FOPL has strongly affirmed, local governance, trained library professionals, and community accountability are what make public libraries successful, and trust must be earned through consistency and transparency, not government overreach. This provincial legislation fundamentally undermines freedom of expression, local decision-making, and the privacy of citizens.

Granting a single provincial minister sweeping, discretionary authority, with insufficient safeguards, to bypass local library boards and deploy inspectors to examine library records is a direct threat to the democratic institutions that Canadians rely on.

From beyond Alberta's borders, we stand in solidarity with the Coalition of Alberta Public Libraries (CAP Libraries) in affirming that public trust is built through consistency and transparency — never through government overreach. We urge the Government of Alberta to

withdraw all provisions of Bill 28 that pertain to the Libraries Act. Public libraries must remain free from partisan interference and continue to serve as spaces where every person can freely access information and ideas without fear or restriction.

Sincerely,



Dine Stevens, Executive Director  
Federation of Ontario Public Libraries  
Toronto, Ontario  
[dinastevens@fopl.ca](mailto:dinastevens@fopl.ca)

Distribution:           The Honourable Danielle Smith, Premier of Alberta  
                                  Megan Ginther, President, Library Association of Alberta  
                                  Pilar Martinez, CEO, Edmonton Public Library  
                                  Sarah Meilleur, CEO, Calgary Public Library



## Statement of the Federation of Ontario Public Libraries (FOPL) on the Continued Protection of Canadian Public Libraries in response to Alberta's Bill 28

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**May 11, 2026**

WHEREAS public libraries across Canada are founded on the principles of free and open access to information as a cornerstone of a democratic society, respecting the rights of individuals to privacy, intellectual freedom, and choice;

WHEREAS public libraries are locally governed institutions, supported by municipalities and guided by trained professionals who apply evidence-based policies and practices to collection development and access;

WHEREAS the Federation of Ontario Public Libraries has taken a strong stand in support of Intellectual Freedom, as reflected in FOPL's [Intellectual Freedom Position Statement](#); and,

WHEREAS the proposed amendments to the Alberta Libraries Act through Bill 28 represent a significant departure from long-standing Canadian public library principles, including independent local governance and professional, community-responsive decision-making;

WHEREAS national library organizations have raised serious concerns that legislated restrictions on access to library materials constitute censorship, erode intellectual freedom, weaken personal privacy protections, and diminish public trust in libraries;

FOPL affirms that decisions regarding library collections and access must remain at the local level, guided by professional expertise, community needs, and accountable governance structures - not political direction or legislative overreach;

FOPL further affirms that protecting the privacy of library users is essential to maintaining public trust and ensuring that libraries remain safe and inclusive spaces for all;

THEREFORE BE IT RESOLVED that FOPL expresses its strong support for the positions advanced by the [Canadian Federation of Library Associations \(CFLA-FCAB\)](#), the [Canadian Urban Libraries Council \(CULC\)](#), and the [Coalition of Alberta Public Libraries](#).

BE IT FURTHER RESOLVED that FOPL calls on governments across Canada, library boards and library professionals to uphold the principles of intellectual freedom, local governance, and user privacy, to advocate for the autonomy and integrity of the public library in their communities, and to reject legislative approaches that enable censorship or political interference in public libraries.

# SPL Report to the Board



MEETING DATE: JUNE 9, 2026  
FROM: LIBRARY FINANCE COMMITTEE  
SUBJECT: COMMUNITY FOUNDATION AGREEMENT

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## Recommendation

**THAT** the Library Board receive this report as information

**AND THAT** the Library Board Chair sign an updated agreement with the Community Foundation to open up the Stratford Public Library Fund to accept public donations.

## Background

The Library Board has a fund with the Stratford Perth Community Foundation called the Stratford Public Library Fund. Monies in this fund are products of past substantial donations and bequests to the Library. Unlike other funds in the Community Foundation, the Library fund is owned by the Library. The investment is pooled with other funds, enabling SPL to grow its fund at a greater rate.

Prior to the Library Foundation dissolving, in 2021, the Foundation's two funds, a literacy fund and a building fund, were merged into a single Library fund meant to support the activities of the Library. As of March 31, 2026, the unaudited balance of the Library Fund was \$302,138.26 (principal being \$212,877.38). The library pays a 3% fee annually to the Community Foundation.

## Report

As the Library Board moves towards a capital fundraising campaign, it will need to prepare to accept substantial donations. Donations may come in many forms: cash, stocks, property, insurance. While the library can easily accept cash donations, the donations of more complex gifts are not something staff have the expertise to manage.

At this time, the Stratford Public Library Fund held at the Community Foundation can only accept donations made by the Stratford Public Library Board. Staff are recommending that the Board open the fund up to additional donors. The Library Finance Advisory Committee have discussed this at their May 27<sup>th</sup> meeting and are also recommending this change.

There are a number of benefits to opening up the fund to additional donors:

- Many community donors are familiar with SPCF and already donate through this platform
- The fund is professionally managed and there is a higher rate of interest earned
- The Community Foundation can easily accept non-cash gifts

In order to make this change, an updated agreement with the Community Foundation will need to be signed. The only change to the contract would be to clause 2.b. The changes would be as follows:

- a. The Foundation will issue a letter of acknowledgement and a **non-charitable receipt to the Organization, and a charitable tax receipt to any member of the general public, for all funds received. The Organization and members of the general public may make contributions to the Fund.**

# SPL Report to the Board



MEETING DATE: JUNE 9, 2026  
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR  
SUBJECT: POSITION STATEMENTS ON INTELLECTUAL FREEDOM

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## Recommendation

**THAT** the Library Board reaffirm its endorsement of the Canadian Federation of Library Association’s *Statement on Intellectual Freedom* and the OLA’s Statement on Intellectual Freedom and the Intellectual Rights of the Individual.

## Background

It is the responsibility of the Library Board to periodically review the policies that govern the Board, the CEO, and the Library. In some cases, rather than adopting a standalone policy, a board may choose to adopt an established policy or position statement.

In December 2000, the Stratford Public Library adopted the Canadian Federation of Library Associations’ (CFLA) *Statement on Intellectual Freedom*. The Board most recently reaffirmed this endorsement in 2021. The Library Board also adopted the Ontario Library Association’s Statement on Intellectual Freedom and the Intellectual Rights of the Individual, and reaffirmed this endorsement in 2020.

## Report

Intellectual freedom is a fundamental principle of professional librarianship in Canada. Libraries in many jurisdictions, particularly in the United States and western Canada, have encountered a marked increase in “challenges” to materials within their collections. These challenges range from calls to remove or restrict access to materials, to more serious actions including attempts to criminalize access or impose broad bans.

These developments highlight that the principles libraries uphold cannot be taken for granted, and they underscore the importance of ongoing vigilance. Public libraries play a vital role in supporting democratic society by enabling individuals to think, read, write, and express themselves freely. These values are central to our collections, programming, and service philosophy.

Reaffirming the endorsement of these Statements will signal the Board’s continued commitment to intellectual freedom and will support staff in upholding these principles as they navigate an increasingly complex social and regulatory environment.

In addition to reaffirming the noted endorsements, staff additionally recommend that in 2027 as part of the Board’s policy review schedule, that the Board formalize its own Intellectual Freedom policy which can include the endorsement of the noted statements. As well, it would be prudent to develop a formal process for reaffirming any other endorsement Statements.



## Intellectual Freedom

STATEMENT NO:

**ST 01**

POLICY LEVEL:

**Governance**

LAST ENDORSED DATE:

**June 9, 2026**

# Intellectual Freedom

The Stratford Public Library Board endorses the Statement on Intellectual Freedom and Libraries as set out by the Canadian Federation of Library Association (CFLA) and the Ontario Library Association (OLA) Statement on the Intellectual Freedom and the Intellectual Rights of the Individual.

## Canadian Federation of Library Association's Statement on Intellectual Freedom and Libraries

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

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

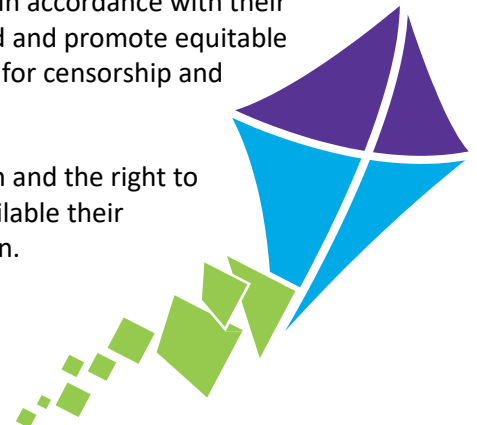
In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts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

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

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

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

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





Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

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

Approved by Executive Council ~ June 27, 1974 Amended June 27, 1974 Amended November 17, 1983; November 18, 1985; and September 27, 2015, reviewed April 12, 2019

## Ontario Library Association's Statement on Intellectual Freedom and the Intellectual Rights of the Individual

### Introduction

The Ontario Library Association and its divisions are committed to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms. Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinion, even when viewed as unconventional or unpopular. The Ontario Library Association declares its acceptance of the following principles for libraries:

1. Equitable access to library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
2. Intellectual freedom requires freedom to critically examine and create other ideas, opinions, views, and philosophy of life, other than those currently approved by the local community or by society in general and including those ideas and interpretations which may be unconventional, uncommon or unpopular.
3. The free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen, view, and create is fundamental to such free traffic.
4. Library governance ensures that the principles of intellectual freedom and expression of thought are upheld.

### Library Service, Collections and Resources:

5. It is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, and other materials including the provision of access to electronic sources of information and access to the internet. Materials are not excluded from library collections based on race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, sex, and sexual orientation.
6. It is part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate, censor or curtail access to information, the freedom to read,



view, listen or participate by demanding the removal of, or restrictions to library information sources in any format.

#### Library Programming, Events, and Space Bookings

7. It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within the public space of the library including rented public space by individuals and community organizations.
8. Libraries create welcoming community spaces where community members are free from discrimination and may engage in peaceful assembly. Libraries may cancel or deny permits to individuals or organizations when speech or displays are used in a way that is unlawful.

#### Applicable Legislation:

- Canadian Charter of Rights and Freedoms: Section 2(b) of the Charter of Rights and Freedoms protects “freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication”.
- Criminal Code: Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda.
- Ontario Human Rights Code: Sub-section 13 pertains to infringing on freedom from discrimination.

Revision approved at the OLA AGM, January 30, 2020

# SPL Report to the Board

MEETING DATE: June 9, 2026  
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR  
SUBJECT: CEO MONITORING REPORT



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## Financial Condition

- Year to Date Financials for 2026 are included in this package. The majority of budget lines are trending as expected.
- The Library was successful in receiving a monthly donation of \$500 for the next year from the Kinsmen Club in support of the Snack Stop.
- The Library received a grant of \$500 from Destination Stratford for the Happy Hour programs this summer.

## General News

- The elevator modernization project has been completed two weeks ahead of schedule. The elevator contains increased accessibility and emergency features such as verbal floor indicators and a security camera.
- The library merchandising strategy is continuing to grow. A small batch of mugs are being created, some of which will be for sale at three local coffee shops. Mugs will sell for \$25 each. A web portal is also being developed through Mosaic Outfitters where t-shirts, sweatshirts and bags will also be for sale. Unlike the tote bags and mugs, the online portal does not require any financial output, however the Library will receive approximately 50% from all sales.

## Staffing News

- Staff Development Day will be held on Monday June 8. The library will be closed to accommodate. Staff will be hearing from the new Employments Services Team of the YMCA of Three Rivers, learning about the upcoming Summer program initiatives, and will be hearing from James Turk of the Centre for Free Expression to learn more about censorship and upholding the freedom of information.
- Owen Shantz and Emilie Stanley have joined the library as Summer Programmers and will be organizing a summer full of activities for youth and their families.

## Programming Highlights

- The Stratford Film Festival showed the film, The Librarians, on May 9. The Adult Services Librarian participated through a display and Q&A post film.
- Staff participated with World Migratory Bird Day on May 9, joining Destination Stratford in sharing information on birds and migration.
- The library will continue to build on its relationship with Perth Community Futures Development Corporation and will be offering a number of programs this Fall and Winter for entrepreneurs. They will be providing the funding to execute the events. One special event will be a session with Avery Swartz on AI and Employment.
- SPL staff celebrated Pride on May 31 at the Perth County Pride Festival. They hosted a booth with other local ally resource groups, offering card registrations, a draw for a prize, free period products, and a craft for anyone to enjoy.
- Planning for the TD Summer Reading Program and all the other additional summer programs are underway. The theme for this year's program is Dive In!



## Perth County Information Network

- The Perth County Information Network has launched the Perth County Votes Election Candidate platform which compiles details for all candidates by area for the upcoming municipal elections - <https://perthcountylibraries.ca/pcvotes26>

## Grand Trunk Community Hub

Staff met with representatives from the City of Stratford and the YMCA of Three Rivers on May 22 to begin planning for our next steps in moving towards a new community facility.

Immediate next steps include the:

- Develop a MOU between the three parties
- Determine internal project team
- Develop and issue a Request for Expressions of Interest for additional partners

A first draft of Library Development Criteria including planning principles have been created and are attached as information.

## Select CEO Activities

### Meetings

- May 7: PCIN Management meeting
- May 10: PCIN Board meeting
- May 22: GTR Staff Planning meeting
- May 25: Perth CFDC Board meeting
- May 27: Library Finance Advisory Committee meeting

### Advocacy

- May 26: City Council, Delegation on 2025 in Review
- May 29: Men's Breakfast Group at River Garden Retirement Residence
- June 3: Helper at Chamber of Commerce Golf Tournament

### Professional Development

- May 14: Municipal Relations and Your Library (webinar)
- May 19: State of Engagement 2026, What this Moment Requires (webinar)
- May 26: Naloxone Awareness

## News and Coming Events

### SPL in the News

- [Stratford embraces Asian Heritage Month](#) May 4, Beacon Herald
- [A stake in the ground – at last.](#) May 7, Beacon Herald
- [Destination Stratford selects 17 projects for music pop-up program](#) May 25, StratfordToday
- [SPL Annual Report makes the case for a new library home](#) Jun 1, StratfordToday

### Upcoming Events

- Jun 19, 7-9: Library Happy Hour, June edition, featuring York Street Thought Process
- Jul 24, 7-9: Library Happy Hour, July edition
- Aug 21, 7-9: Library Happy Hour, August edition
- Oct 24: Silent Disco fundraiser

# STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT

For period ending	December 31, 2025 - not final			May 31, 2026			
	2025 BUDGET	2025 ACTUAL	2026 BUDGET	2026 YTD BUDGET	2026 YTD ACTUAL	YTD VARIANCE (\$)	YTD VARIANCE (%)
<b>MUNICIPAL FUNDING</b>	3,093,129	3,093,129	3,262,660	1,359,442	1,359,442	-	0%
<b>REVENUE</b>							
CANADA GRANTS	8,800	9,146	9,150	3,813	-	-3,813	-100%
ANNUAL PROVINCIAL FUNDING	57,400	59,210	57,600	24,000	-	-24,000	-100%
OTHER MUNICIPALITIES	35,000	35,000	52,500	21,875	25,625	3,750	17%
FINES & FEES	10,000	14,623	16,000	6,667	4,499	-2,167	-33%
DONATIONS	6,000	14,387	10,000	4,167	8,006	3,839	92%
TRANSFER FROM RESERVE	20,000	-	20,000	8,333	-	-8,333	-100%
RECOVERABLES	11,011	65,208	7,494	3,123	57,741	54,619	1749%
RECOVERABLE - PCIN to SPL	96,169	96,169	101,616	42,340	-	-42,340	-100%
<b>Total REVENUE</b>	<b>\$ 3,337,509</b>	<b>\$ 3,386,872</b>	<b>\$ 3,537,020</b>	<b>\$ 1,473,758</b>	<b>\$ 1,455,312</b>	<b>-\$ 18,446</b>	<b>-1%</b>
<b>EXPENSES</b>							
WAGES & BENEFITS	2,428,670	2,400,978	2,612,330	1,088,471	1,032,806	-55,665	-5%
BUILDING EXPENSES	94,529	90,622	94,780	39,492	13,260	-26,232	-66%
INTERFUNCTIONAL MAINTENANCE	68,310	68,310	64,350	26,813	-	-26,813	-100%
COMMUNICATIONS & INTERNET	20,000	15,927	18,300	7,625	6,950	-675	-9%
VEHICLES	2,750	171	2,500	1,042	28	-1,014	-97%
MEMBERSHIPS	2,750	2,861	3,000	1,250	3,161	1,911	153%
TRAINING	22,000	25,965	22,000	9,167	10,548	1,382	15%
COLLECTIONS	90,000	156,347	100,200	41,750	94,986	53,236	128%
OFFICE SUPPLIES	25,900	21,924	26,600	11,083	6,923	-4,160	-38%
ADVERTISING & PRINTING	17,330	21,297	19,400	8,083	4,207	-3,876	-48%
PCIN MAINTENANCE CONTRACTS	80,502	83,484	85,411	35,588	-	-35,588	-100%
SUPPLIES & EQUIPMENT	19,000	10,589	18,000	7,500	5,536	-1,964	-26%
MILEAGE	2,000	736	2,000	833	235	-599	-72%
LEGAL FEES	5,000	15,520	5,000	2,083	1,121	-962	-46%
PROGRAMMING & MAKERSPACE	14,370	22,128	14,700	6,125	9,788	3,663	60%
CONTRACTORS	52,000	52,645	40,000	16,667	12,573	-4,093	-25%
BOARD EXPENSES	6,570	10,161	6,610	2,754	6,940	4,185	152%
RESERVES	384,890	384,890	386,080	160,867	-	-160,867	-100%
<b>Total EXPENSES</b>	<b>\$ 3,336,571</b>	<b>\$ 3,384,556</b>	<b>\$ 3,521,261</b>	<b>\$ 1,467,192</b>	<b>\$ 1,209,063</b>	<b>-\$ 258,129</b>	<b>-18%</b>
<b>SURPLUS/(DEFICIT)</b>		<b>\$ 2,315</b>			<b>\$ 246,249</b>		
<b>CAPITAL - subset of Reserves</b>							
COLLECTIONS	\$ 169,744	\$ 152,186	\$ 173,139		\$ 58,973		
TECHNOLOGY	\$ 31,000	\$ 28,491	\$ 31,000		\$ 3,526		
FORECASTED PROJECTS	\$ 174,256	\$ 194,322	\$ 170,861				
<b>Total CAPITAL EXPENSES</b>	<b>\$ 375,000</b>	<b>\$ 375,000</b>	<b>\$ 375,000</b>		<b>\$ 62,499</b>		

## BALANCE SHEET

LIBRO ACCOUNT (April 30, 2026)	\$ 68,070
LIBRO INVESTMENT	\$ 75,000
STRATFORD PERTH COMMUNITY FOUNDATION	\$ 281,847
	<b>\$ 424,917</b>

## SPL FUNDS

UNAUDITED LIBRARY RESERVE (2024)	\$ 644,266
PLOW VAN RESERVE	\$ 53,172
UNAUDITED DEVELOPMENT CHARGES	\$ 1,241,404
	<b>\$ 1,938,842</b>

## PCIN RESERVE FUNDS

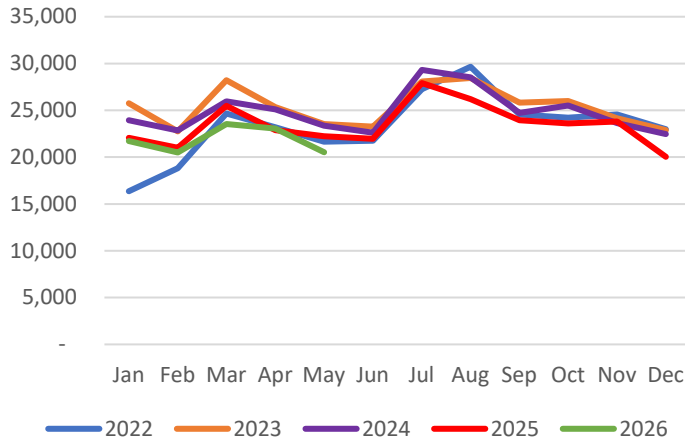
PCIN OPERATIONAL RESERVE (PCIN PROJECTS)	\$ 17,237
PCIN CAPITAL RESERVE (SPL CONTRIBUTION)	\$ 47,515
	<b>\$ 64,752</b>

# SPL Report to the Board

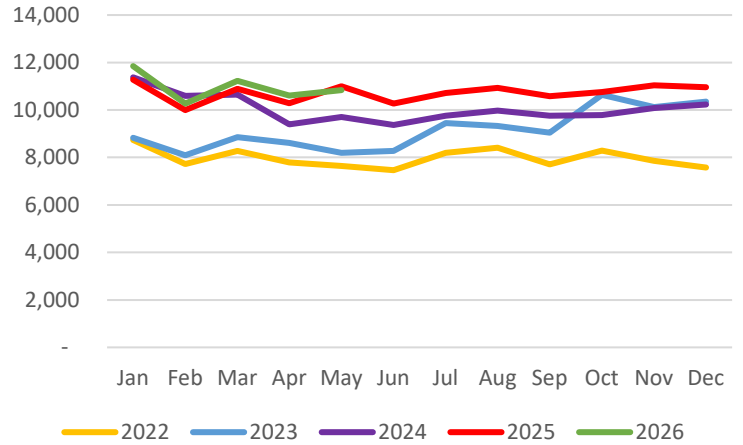
MEETING DATE: June 9, 2026  
 FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR  
 SUBJECT: 2026 Q2 STATISTICS AND PERFORMANCE INDICATORS



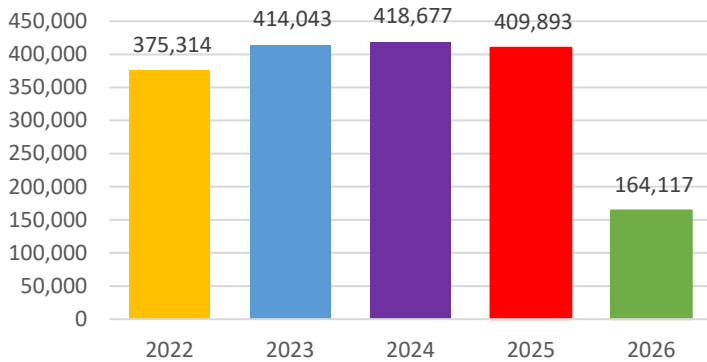
### Monthly Physical Circulation



### Monthly Digital Circulation



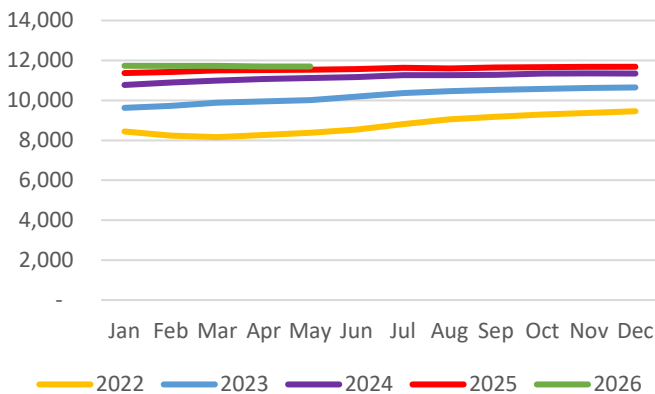
### Total Annual Circulation



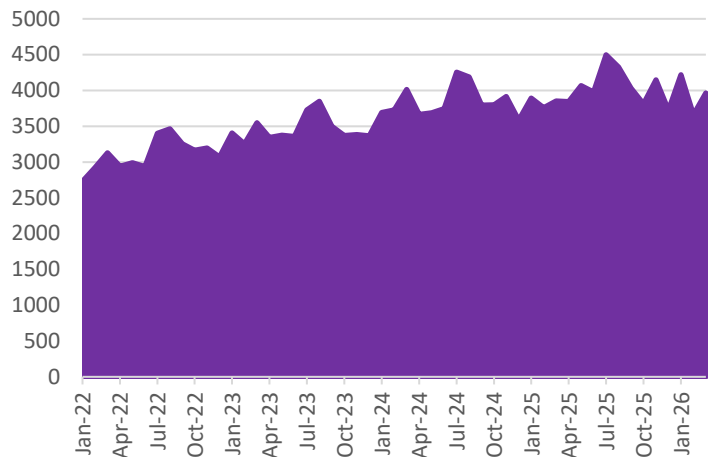
### Circulation by Format

	Q2 2025	Q2 2026	% Change
<b>Books</b>	36,909	38,260	4%
<b>Movies</b>	7,740	4,765	-38%
<b>Music</b>	406	376	-7%
<b>Magazines</b>	6,158	5,912	-4%
<b>Library of Things</b>	1,411	991	-30%
<b>eTitles</b>	14,580	14,813	2%
<b>Total</b>	<b>100,770</b>	<b>99,167</b>	<b>-3%</b>

### Active Cards

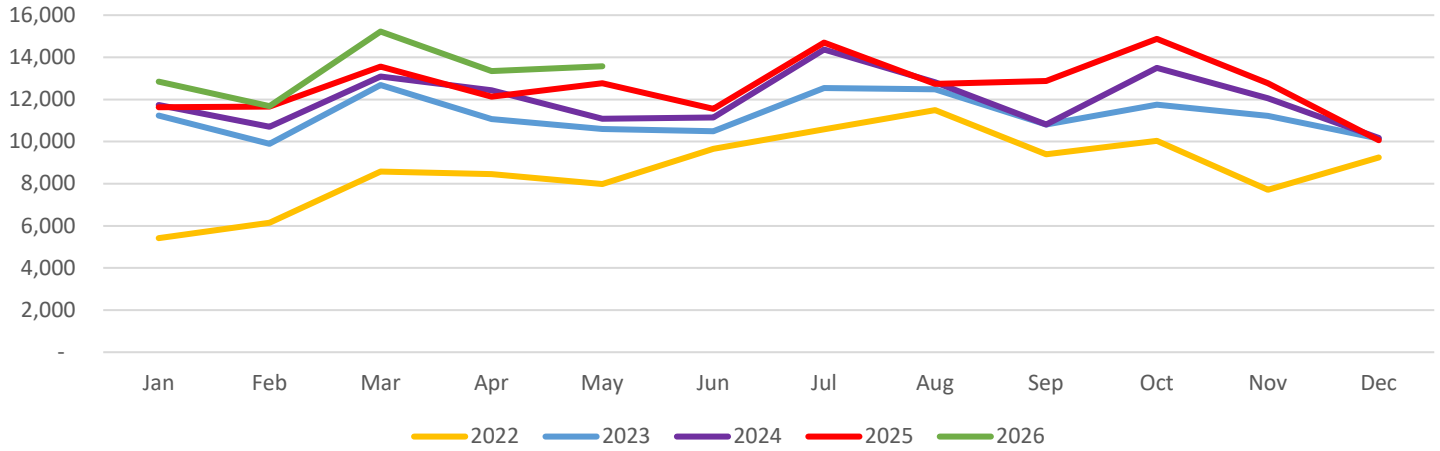


### Monthly Card Usage

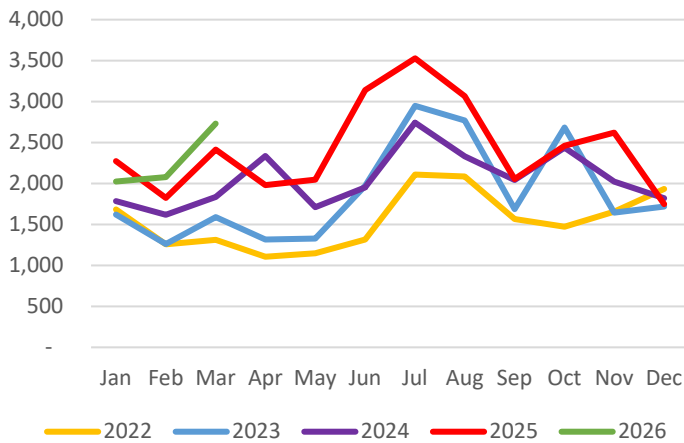




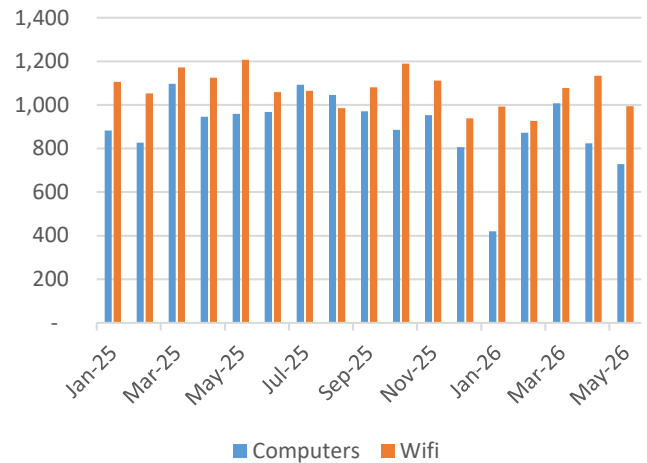
### In Person Visits



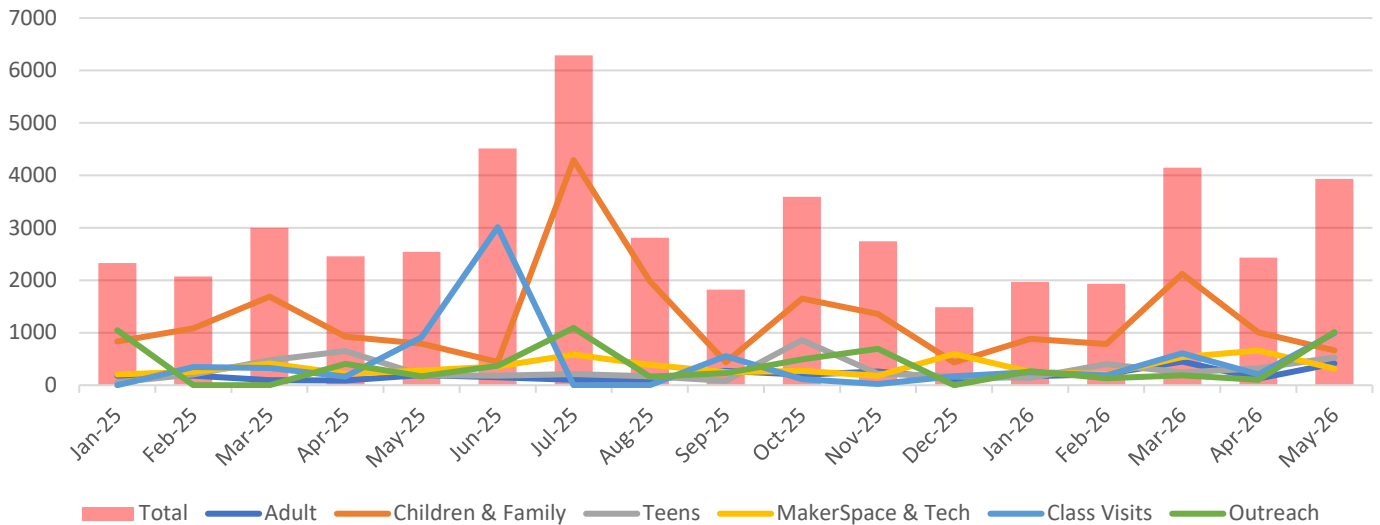
### Reference Questions Asked



### Public Internet and Wifi Usage



### Program Attendance



# CEO Workplan for 2026 – Q2 Update

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	STATUS
Develop Short Term Solutions to Address Current Space Concerns	Identify and secure temporary space for programming and outreach during elevator upgrades	✓	<ul style="list-style-type: none"> <li>Use of the Tim Taylor Lounge and the City Hall Auditorium was arranged for a number of library programs. Others were held virtually or timing adjusted to accommodate the upgrade. (Q1)</li> <li>PD Day events were held in the community and at the Rotary Complex (Q2).</li> </ul>
	Using library statistics and usage patterns, assess current library space and adjust layout of collections as needed	Q4	<ul style="list-style-type: none"> <li>Assessed music junior CD usage, weeded both junior CD and DVD collections, combining the CDs and DVDs, freeing up space for other uses. (Q1)</li> </ul>
	Use the current library space in new and creative ways	Q4	<ul style="list-style-type: none"> <li>Ongoing.</li> </ul>
Ensure library facilities meet community needs	Confirm municipal commitment regarding the Grand Trunk Community Facility	✓	<ul style="list-style-type: none"> <li>Presented to City Council in a Special Meeting on February 26 on the importance of social infrastructure in a community. Meetings are ongoing. (Q1)</li> <li>Municipal agreement to contribute up to \$15 million towards a new community facility including the YCMA and Library on April 27. (Q2)</li> </ul>
	Recruit and support a fundraiser and advocacy specialist	✓	<ul style="list-style-type: none"> <li>A Special Projects Coordinator: Fund Development and Advocacy was hired in January 2026, starting in February. (Q1)</li> </ul>
	Investigate alternate locations for a new library facility	✓	<ul style="list-style-type: none"> <li>A spreadsheet created detailing locations in Stratford that are desirable or currently available, and their ability to meet SPL's needs. (Q1)</li> </ul>
	Create a comprehensive Statement of Requirements (SOR) for a future library facility to guide collaboration with the City and developers	Q4	<ul style="list-style-type: none"> <li>In progress</li> </ul>
	Create a Fund Development strategy for both operational and capital needs	Q4	<ul style="list-style-type: none"> <li>An audit of SPL's fund development practices and procedures was completed and a plan has been developed to create necessary policies, procedures, stewardship, retail strategy etc. (Q1)</li> <li>Policies drafted and approved including: Fundraising and Gift Acceptance, Naming, and Donor Recognition and Stewardship. (Q2)</li> <li>Retail strategy has begun with the sale of book bags and mugs. (Q2)</li> <li>Adoption of Zeffy as a fee free platform to accept donations in addition to Canada Helps. (Q2)</li> </ul>

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	<ul style="list-style-type: none"> <li>Onboarding emails have been updated and have been rolled out. (Q1)</li> <li>Educator information emails have been updated and are scheduled to be rolled out three times a school year. (Q2)</li> </ul>
	Update outreach collateral materials to align with new marketing (rack cards, popup banners, etc.)	Q4	<ul style="list-style-type: none"> <li>Material review complete, costing/quotes requested. (Q1)</li> <li>New tablecloths have been ordered. (W2)</li> </ul>
	Participate in four community pop ups to engage residents and promote library card registrations	Q4	<ul style="list-style-type: none"> <li>Participation in Earth Day Street Party and Pride Community Events. (Q2)</li> </ul>
Take the Library Out into the Community	Implement a new service model for the Visiting Library Service	✓	<ul style="list-style-type: none"> <li>The program has been in testing through Q1. After the website is updated, the program officially will be changed to Home Library Service. Family members will be able to pick up materials selected for patrons. A new onboarding process, delivery schedule and processes have been implemented. The goals are to increase efficiencies for both staff and volunteers.</li> </ul>
	Broaden the reach and visibility of the PLOW service to engage new audiences	Q4	<ul style="list-style-type: none"> <li>2026/2027 PLOW Plan created and approved for execution. Staff have been updated and programs will roll out as makes sense. (Q2)</li> <li>Participated in Shakespeare Public School's Snuggle Up and Read Day (Q2)</li> <li>Participated in World Migratory Bird Day and Stratford Film Fest screening of The Librarians (Q2)</li> <li>MakerSpace on the Move will be at Brocksden Country School Museum as part of the Old Meets New event on June 6. (Q2)</li> </ul>
Develop initiatives to reduce social isolation and foster connection	Build on existing intergenerational programming—such as Chess Knights, Trivia Nights, Writing Club, and Craft n Connect to further strengthen community connections through shared activities and partnerships	Q4	<ul style="list-style-type: none"> <li>Winter Happy Hour was held. (Feb 13)</li> <li>SPL became a Socratica location. Socratica is an open collective of makers, artists, engineers, designers, writers, poets, etc, coming together to work on our passion projects in a co-working atmosphere. (Q1)</li> <li>Community build of a giant LEGO mosaic called Birds of a Feather. (Q2)</li> </ul>
Reinforce the community's view of SPL as a resource for reliable information	Establish an Artificial Intelligence (AI) policy to guide staff in the responsible, secure, ethical and effective use of AI tools and in supporting customers	Q3	
	Implement programs and resources to combat misinformation, build media literacy skills and encourage identification and critical examination of AI generated content	Q4	

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)	✓	<ul style="list-style-type: none"> <li>The VOLT calculations for 2025 have been completed, results show a return of \$5.85 for every municipal dollar invested in the library. (Q1)</li> <li>The VOLT and the 2025 Annual Report was presented to City Council on May 26. (Q2)</li> </ul>
	Other		<ul style="list-style-type: none"> <li>Adult Services Librarian presented to OneCare and the Lutheran Church about programming and services for adults at the library. (Q2)</li> <li>Teen Services Librarian participated in the Ontario Library Association's Library Land Loves podcast. (Q2)</li> <li>CEO presented to the River Garden Men's Breakfast Club about the role the library plays in the community. (Q2)</li> </ul>

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	<ul style="list-style-type: none"> <li>In consultation with staff from the YMCA Settlement Services and the AMDSB Multilingual Language Learner we updated the list of first languages of newcomer youth in our community. These insights have formed the basis of the World of Words collection which will be launched in Q3. (Q2)</li> </ul>
Improve usability of the library	Streamline website navigation by reviewing architecture and updating menus for improved usability	✓	<ul style="list-style-type: none"> <li>Website menus have been updated for usability (Q1)</li> </ul>
	Conduct a comprehensive review of library signage to enhance wayfinding and improve user accessibility	Q4	
Other	Began the process of becoming a Dementia Friendly Communities Supporter	Q4	<ul style="list-style-type: none"> <li>Staff are investigating the training and orientation required.</li> </ul>

STRATEGIC DIRECTION 4 BUILD SUSTAINABLE PARTNERSHIPS TO EXPAND CAPACTIY			
OBJECTIVE	ACTION ITEM	TIMELINE	
Leverage PCIN partnership for joint benefit of all partners	Complete the records management assessment for PCIN	Q2	<ul style="list-style-type: none"> <li>PCIN Board meeting agendas and minutes have been updated from 1999 to present. A print, digital and cloud copy is now available. (Q1)</li> </ul>
	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	<ul style="list-style-type: none"> <li>• Participation in the 3<sup>rd</sup> Annual PC Reads program, planning and book selection underway. (Q1)</li> <li>• Created a web portal for election details to be compiled. Created a platform for staff data contribution. <a href="https://perthcountylibraries.ca/pcvotes26">https://perthcountylibraries.ca/pcvotes26</a> (Q2)</li> </ul>
Relationship Building	Identify and develop partnerships to offer in-library mental health resources and support services	*	<ul style="list-style-type: none"> <li>• Due to capacity of local service agencies and the lack of private workspace at the library, in-library mental health support has not been further organized. Staff will continue to focus on referrals as necessary (Q2)</li> </ul>
	Strengthen and expand partnerships with local organizations to continue offering learning and skill development sessions	Q4	<ul style="list-style-type: none"> <li>• Conversations have begun with YMCA Employment Services on how we can collaborate to provide joint service to the community. (Q1)</li> <li>• Girl Guide, Your Library Does That and Skill Building (Sewing) Sessions (Q1)</li> <li>• Romeo School, Grade 5, 3D Design Class Visit (Q1)</li> <li>• Woodstock Public Library MakerSpace Mentoring (Q1)</li> <li>• Woodstock Christian School MakerSpace Mentoring (Q1)</li> <li>• YMCA Youth Program team collaboration for upcoming programming (Q2)</li> <li>• Formalizing partnership with City of Stratford to continue PLOW programs in Milverton and Millbank. (Q2)</li> </ul>
Support the Municipality	Collaborate with PCIN to launch a 2026 election information platform that supports civic engagement	Q3	<ul style="list-style-type: none"> <li>• Created a web portal for election details to be compiled. Created a platform for staff data contribution. <a href="https://perthcountylibraries.ca/pcvotes26">https://perthcountylibraries.ca/pcvotes26</a> (Q2)</li> </ul>
	Support priorities in the Stratford Climate Action Plan	Q4	<ul style="list-style-type: none"> <li>• Staff have completed the first round of removing invasive plants from the front garden. A second round will occur in 2027. (Q2)</li> </ul>
	Support priorities in the Stratford Cultural Action Plan	Q4	<ul style="list-style-type: none"> <li>• New Youth Poet Laureate selected. (Q1)</li> <li>• Expanded the Wonder Pass collection to include: London Children’s Museum, Lower Thames Conservation Areas Pass (Q2)</li> <li>• Participated in Doors Open and creation of a Library History webpage (Q2)</li> <li>• Participation in the National Day of Truth and Reconciliation planning committee (Q2)</li> <li>• Red Dress Day display and resource sharing (Q2)</li> <li>• Asian Heritage Month Community Art Exhibit (Q2)</li> <li>• Moccasin Identifier educational programming in high schools (Q2)</li> <li>• Imagination Ignited program with Stratford Festival (Q2)</li> <li>• Sneak peek events for Blythe, Stratford, and Here for Now Theatre (Q2)</li> </ul>

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	<ul style="list-style-type: none"> <li>Underway</li> </ul>
	Update WHMIS training system wide	Q4	
Support work and learning by providing staff with appropriate resources	Update and implement a new reference standard	Q3	<ul style="list-style-type: none"> <li>Training and resources surrounding AI, Intellectual Freedom, and Community Resources are now on the staff portal (Q1)</li> <li>27 of 36 employees participated in a staff wide survey looking primarily at the Strategic Direction 5. (Q1)</li> <li>Public computers have been upgraded. (Q1)</li> </ul>
	Conduct a staff satisfaction survey to help inform 2027 priorities	✓	
	Update staff workstations and network equipment	Q4	
Align compensation and role expectations to support staff growth and equity	Implement the new pay grid using the market rate analysis conducted in 2025	✓	<ul style="list-style-type: none"> <li>The new pay grid was rolled out in January. (Q1)</li> </ul>
	Review and update the performance evaluation manual	Q4	
	Revise and implement updated staff competencies, job descriptions, and employment agreements to reflect evolving roles	Q4	
Policy Review and Development	Creation of new policies / procedures to support staff and the library	Q4	<ul style="list-style-type: none"> <li>Rolled out a new procedure and training on Opioid Exposure &amp; Overdose Prevention. (Q1)</li> <li>New policies: Fundraising and Gift Acceptance, Naming, and Donor Recognition and Stewardship. (Q2)</li> <li>Updated procedures for online registrations and emergencies (Q2)</li> <li>The Staff Manual, Respect in the Workplace and Health and Safety policies/programs were updated and will be rolled out in April 2026. (Q1)</li> <li>Updated Investment, Library and Political Elections, and Board Job Description policies. (Q2)</li> </ul>
	Update policies scheduled for review	Q4	
Ensure business continuity by anticipating and mitigating disruption to services	Develop a comprehensive business continuity plan to safeguard library operations during disruptions	Q3	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Training in Q1: AI foundations, AI and Sensitive Information, Using AI wisely at work, Deepfake Social Engineering, Deepfakes, scams and disinformation, AI Chatbots and Risk, New AI Scams, Workplace safety: removable devices, social media use, mobile device.</li> <li>Training in Q2: Defining Human Firewalls, Social Engineering Test, Generative AI: Seeing Through the Deception, Human Firewalls: Thinking Before Clicking</li> </ul>
	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	

**City of Stratford**  
**Q1 Operating Variance Report as at March 31, 2026**

<b>Department</b>	<b>2026 Net Budget Note 1</b>	<b>Unaudited as at March 31, 2026 Note 1</b>	<b>% of Budget Spent</b>	<b>Surplus / (Deficit) FORECASTED Variance As at Dec 31, 2026 Note 2</b>	<b>Variance as a % of Budget</b>	<b>Explanation</b>
<b><i>Mayor/Council/CAO Office</i></b>						
101 - Mayor & Council	\$686,417	<b>\$138,187</b>	20%	<b>\$0</b>	<b>0%</b>	No variance expected at this time, but is dependent upon activities and conferences through the year.
102 - Committees of Council	\$102,605	<b>\$5,127</b>	5%	<b>\$0</b>	<b>0%</b>	No variance expected at this time, but is dependent upon activities and may be balanced through the council committee reserve if required and funds are available.
111 - CAO's Office	\$1,074,275	<b>\$348,057</b>	32%	<b>\$0</b>	<b>0%</b>	No variance expected. Expenditures in special projects made in the first quarter will be balanced by a transfer from reserves.
<b><i>Human Resources</i></b>						
112 - Human Resources	\$1,084,270	<b>\$185,522</b>	17%	<b>\$150,000</b>	<b>14%</b>	A favourable variance is projected due to the timing of the implementation of departmental restructuring.
<b><i>Corporate Services</i></b>						
1010 - Taxation	<b>(\$90,259,507)</b>	<b>(\$43,603,177)</b>	48%	<b>\$0</b>	<b>0%</b>	No variance anticipated all taxes are billed for the year.
100 - General Revenues	<b>(\$2,575,528)</b>	<b>(\$483,916)</b>	19%	<b>\$0</b>	<b>0%</b>	No variance anticipated as Festival Hydro dividends received later in the year.
121 - City Clerk	\$1,062,961	<b>\$210,454</b>	20%	<b>\$10,700</b>	<b>1%</b>	Minor variance anticipated for staff wages and benefits due to a vacancy in the Clerk's Office.
134 - Information Technology	\$0	<b>\$731,217</b>	0%	<b>\$0</b>	<b>0%</b>	No significant variance anticipated. All amounts are charged back to divisions or transferred to IT reserve fund.
135 - Parking	<b>(\$330,210)</b>	<b>(\$25,652)</b>	8%	<b>\$0</b>	<b>0%</b>	No significant variances expected at this time. The budgeted revenue and expenses are forecasted to be in line with budget by the end of the year. The parking reserve fund will balance any other variances if they exist at year-end
136 - Crossing Guards	\$245,950	<b>\$59,559</b>	24%	<b>\$0</b>	<b>0%</b>	No variance expected, any timing differences are due to the seasonality of the school year.
139 - General Financial Services	\$3,478,532	<b>\$884,120</b>	25%	<b>\$0</b>	<b>0%</b>	No variance expected as budgeted expenditures and activities typically occur through the remaining quarters.
513 - Industrial Land Sales	\$0	<b>\$3,937</b>	0%	<b>\$0</b>	<b>0%</b>	No variance expected, any variances are balanced through industrial land reserve.
810 - Requisitions from Others	\$9,104,817	<b>\$2,317,199</b>	0%	<b>\$0</b>	<b>0%</b>	No significant variance expected, timing differences in payments to partner agencies.
872 - Community Supports	\$1,021,870	<b>\$0</b>	0%	<b>\$0</b>	<b>0%</b>	No significant variance expected, timing differences in timing of Bill 23 transfers.
<b><i>Building and Planning Services</i></b>						
250 - Building Permits	\$0	<b>\$111,309</b>	0%	<b>\$0</b>	<b>0%</b>	No significant variance anticipated. Balanced through building permit reserve fund.

**City of Stratford**  
**Q1 Operating Variance Report as at March 31, 2026**

<b>Department</b>	<b>2026 Net Budget Note 1</b>	<b>Unaudited as at March 31, 2026 Note 1</b>	<b>% of Budget Spent</b>	<b>Surplus / (Deficit) FORECASTED Variance As at Dec 31, 2026 Note 2</b>	<b>Variance as a % of Budget</b>	<b>Explanation</b>
251 - Planning Services	\$910,218	<b>\$208,050</b>	23%	<b>\$0</b>	<b>0%</b>	No variance anticipated at this time as much of the activities and departmental work plans occur in the remaining quarters of the year.
252 - By-Law Enforcement	\$782,348	<b>\$113,671</b>	15%	<b>\$140,000</b>	<b>18%</b>	Variance due to un-spent salaries: new positions (approved in 2025 budget) being onboarded later than expected.
<b><i>Infrastructure Services</i></b>						
310 - Engineering	\$1,391,489	<b>\$258,285</b>	19%	<b>\$0</b>	<b>0%</b>	No significant variance anticipated.
315 - Fleet	\$0	<b>\$873,725</b>	0%	<b>\$0</b>	<b>0%</b>	No variance anticipated. All amounts are charged back to divisions or transferred to fleet reserve fund.
320 - Roads	\$9,549,553	<b>\$1,554,559</b>	16%	<b>(\$200,000)</b>	<b>-2%</b>	A deficit is anticipated due to heavy winter maintenance activity from January to March.
330 - Sanitary	\$0	<b>(\$525,898)</b>	0%	<b>\$0</b>	<b>0%</b>	User-fee division is balanced through reserve funds.
340 - Storm	\$5,141,017	<b>\$430,064</b>	8%	<b>\$0</b>	<b>0%</b>	Expenditures for Q1 are under budget as winter weather limits activity for this department. Expenditures are expected to increase in Q2 as maintenance and contracted work resumes.
350 - Water	\$0	<b>(\$352,207)</b>	0%	<b>\$0</b>	<b>0%</b>	User-fee division is balanced through reserve funds.
360 - Waste	\$1,572,063	<b>(\$166,276)</b>	-11%	<b>\$0</b>	<b>0%</b>	No significant variance anticipated.
<b><i>Fire</i></b>						
211 - Fire	\$10,349,091	<b>\$3,018,005</b>	29%	<b>\$0</b>	<b>0%</b>	The potential for a year end deficit exists due to snow removal expenditures, with the related budget substantially depleted, and increased overtime costs associated with employee medical leaves involving three officers and one firefighter. As it remains early in the fiscal year, this forecast is preliminary and will continue to be monitored as departmental activity and spending progress through the remaining quarters.
512 - Airport	\$61,031	<b>\$61,063</b>	100%	<b>\$0</b>	<b>0%</b>	No variance anticipated.
<b><i>Community Services</i></b>						
141 - City Buildings	\$1,513,966	<b>\$133,703</b>	9%	<b>\$0</b>	<b>0%</b>	No significant variance anticipated.
711 - Parks	\$3,346,172	<b>\$381,602</b>	11%	<b>\$0</b>	<b>0%</b>	No significant variance anticipated.
715 - Facilities	\$3,724,985	<b>\$812,381</b>	22%	<b>\$0</b>	<b>0%</b>	No significant variance anticipated.
721 - Recreation	\$4,841,854	<b>\$559,856</b>	12%	<b>\$0</b>	<b>0%</b>	No significant variance anticipated.
731 - Cemetery	\$709,747	<b>\$105,709</b>	15%	<b>\$0</b>	<b>0%</b>	No significant variance anticipated.
750 - Transit	\$4,196,948	<b>\$479,716</b>	11%	<b>\$0</b>	<b>0%</b>	No significant variance anticipated.
751 - Parallel Transit	\$670,850	<b>\$152,898</b>	23%	<b>\$0</b>	<b>0%</b>	No significant variance anticipated.
752 - Community Transportation	\$135,265	<b>(\$27,904)</b>	0%	<b>\$0</b>	<b>0%</b>	No significant variance anticipated, balanced with community transit funding and partner billings.

**City of Stratford**  
**Q1 Operating Variance Report as at March 31, 2026**

Department	2026 Net Budget Note 1	Unaudited as at March 31, 2026 Note 1	% of Budget Spent	Surplus / (Deficit) FORECASTED Variance As at Dec 31, 2026 Note 2	Variance as a % of Budget	Explanation
<i>Social Services</i>						
610 - Social Services Administration	\$142,470	<b>\$364,878</b>	256%	<b>\$0</b>	<b>0%</b>	In October 2025 council approved the activation of a warming centre at the Connection Centre until April 30, 2026. This has resulted in an unbudgeted expense to date (at March 31st) of \$63,031.09, less donations of \$13,493.62 received. Per council resolution the net expenditure will be funded through funds received from the recent HST review recovery which was put into the Tax Rate Stabilization Reserve. Entries regarding interfunctional revenues and expenditures have not been recorded which has resulted in the year to date number showing over budget. As of March 31st there is no significant variance anticipated.
611 - Ontario Works	\$603,020	<b>\$322,298</b>	53%	<b>\$0</b>	<b>0%</b>	Entries regarding municipal share revenue and administrative interfunctional chargebacks have not yet been entered resulting in a variance to budget showing year to date. As of March 31st there is no significant variance anticipated.
612 - Homelessness	\$381,680	<b>(\$14,855)</b>	-4%	<b>\$0</b>	<b>0%</b>	Entries regarding municipal share revenue and administrative interfunctional chargebacks have not yet been entered resulting in a variance to budget showing year to date. As of March 31st there is no significant variance anticipated.
613 - Anne Hathaway Day Care Centre	\$267,126	<b>(\$23,520)</b>	-9%	<b>\$0</b>	<b>0%</b>	Entries regarding interfunctional chargebacks have not yet been entered resulting in a variance to budget showing Year to date. As of March 31st there is no significant variance anticipated.
614 - Perth & Stratford Housing Corporation	\$2,884,556	<b>\$287,797</b>	10%	<b>\$0</b>	<b>0%</b>	Entries regarding municipal share revenue, administrative interfunctional chargebacks and March operating expenditures have not yet been entered resulting in a variance to budget showing year to date. As of March 31st there is no significant variance anticipated.
615 - Housing Division - Service Manager	\$819,388	<b>(\$794,005)</b>	-97%	<b>\$0</b>	<b>0%</b>	Entries regarding municipal share revenue and administrative interfunctional chargebacks have not yet been entered resulting in a variance to budget showing year to date. As of March 31st there is no significant variance anticipated.
616 - Child Care	\$301,992	<b>\$6,030,665</b>	1997%	<b>\$0</b>	<b>0%</b>	Entries regarding municipal share revenue, administrative interfunctional chargebacks and provincial revenue have not yet been entered resulting in a variance to budget showing year to date. As of March 31st there is no significant variance anticipated.
618 - Affordable Housing	\$900,912	<b>(\$50,451)</b>	-6%	<b>\$0</b>	<b>0%</b>	Entries regarding interfunctional chargebacks have not yet been entered resulting in a variance to budget showing Year to date. As of March 31st there is no significant variance anticipated.

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**Q1 Operating Variance Report as at March 31, 2026**

<b>Department</b>	<b>2026 Net Budget Note 1</b>	<b>Unaudited as at March 31, 2026 Note 1</b>	<b>% of Budget Spent</b>	<b>Surplus / (Deficit) FORECASTED Variance As at Dec 31, 2026 Note 2</b>	<b>Variance as a % of Budget</b>	<b>Explanation</b>
<i>Police</i>						
231 - Police	\$16,843,160	<b>\$3,613,983</b>	21%	<b>\$0</b>	<b>0%</b>	No significant variance anticipated. Any surplus or deficit is managed from the police reserve.
<i>Library</i>						
411 - Library	\$3,262,647	<b>\$808,410</b>	25%	<b>\$0</b>	<b>0%</b>	No significant variance anticipated. Any surplus or deficit is managed through the library reserve.
<b>Total Net Expenses (Revenue)</b>	<b>\$0</b>	<b>(\$20,501,856)</b>		<b>\$100,700</b>		Projected Surplus

**Note 1 - For this column, net expenses are shown as black amounts, and net revenue as red amounts**

**Note 2 - Surplus balances in the FORECASTED Variance column are shown as positive black amounts, and deficits as negative red amounts**

# SPL Report to the Board



MEETING DATE: JUNE 9, 2026  
FROM: LINDSEY MARTCHENKO | SPECIAL PROJECTS COORDINATOR  
SUBJECT: FUND DEVELOPMENT WORKPLAN 2026 UPDATE

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## Fund Development Workplan 2026

### Goal

Support Stratford Public Library’s strategic priorities through thoughtful fundraising, donor stewardship, community partnerships, and innovative engagement opportunities that celebrate the Library’s role as a welcoming, inclusive, and inspiring community hub.

### Objectives

1. Develop and implement policies, procedures, and systems that support sustainable fundraising growth and enhance donor confidence and engagement.

This includes:

- Finalizing and implementing internal fundraising procedures
  - Implementing a new CRM system to improve donor tracking and stewardship
  - Developing planned giving policies, procedures, and marketing materials
  - Creating a formal Legacy Giving Program and donor recognition opportunities
  - Establishing stewardship touchpoints including newsletters, donor appreciation initiatives, and impact communications
  - Refreshing the “Support Your Library” webpage to better communicate impact and giving opportunities
2. Develop coordinated fundraising campaigns and communications that encourage community giving throughout the year while aligning with SPL’s values and organizational priorities.

#### Annual & Seasonal Campaigns

- Love Your Library Month campaign
- Giving Tuesday campaign
- Monthly giving campaign
- Planned Giving awareness initiatives

#### Donor Communications

- Quarterly donor and fundraising updates integrated into library newsletters
- Enhanced stewardship and donor recognition communications
- Legacy giving messaging within annual communications

#### Website & Marketing Enhancements

- Improved donor-facing content on SPL’s website
- Development of planned giving and monthly giving messaging
- Incorporation of impact stories and community testimonials



3. Develop fundraising initiatives that increase community engagement, visibility, and diversified revenue opportunities.

This includes:

#### Retail & Merchandise

- Launch and promote branded retail merchandise
- Explore community-inspired merchandise and seasonal campaigns
- Continue partnership with retail suppliers for new fundraising items
- Explore opportunities such as bookmark design contests and limited-edition items

#### Sponsorships & Partnerships

- Identify and pursue sponsorship opportunities for events and programs
- Research and apply for grants and community funding opportunities
- Continue relationship-building with local businesses and community organizations

#### Third-Party & Community Fundraising

- Promote opportunities for community-led fundraisers benefiting SPL
- Explore participation in existing community fundraising initiatives
- Develop and share third-party fundraising resources and agreements

4. Plan and execute engaging fundraising events that build awareness, strengthen community relationships, and generate sustainable revenue.

Potential initiatives include:

- Silent Disco fundraiser
- “Biblio Ball” gala fundraiser
- Volunteer and donor appreciation event

Evaluation metrics for fundraising events will include:

- Net revenue
- Attendance
- Sponsorship participation
- Donor acquisition and retention
- Community engagement

## **Q2 2026 Update**

In Q2 2026, Stratford Public Library continued strengthening its fundraising and donor engagement infrastructure while expanding planning for future campaigns and events.

Significant accomplishments included:

- Approval of key fundraising-related policies by the Board, including:
  - Fundraising and Gift Acceptance Policy
  - Donor Recognition and Stewardship Policy
  - Naming Policy and Naming Rights Agreement
- Ongoing implementation of a new CRM system to improve donor management and stewardship processes
- Advancement of Planned Giving program development, including:
  - Draft Planned Giving policy
  - Legacy program naming concepts



- Statement of Intent documentation for future legacy donors
- Continued updates to the “Support Your Library” webpage to better communicate giving opportunities, impact, and donor engagement options
- Expansion of donor communications through the addition of fundraising content within regular Library newsletters
- Continued planning and promotion for fundraising events and campaigns, including:
  - Silent Disco fundraising initiative
  - Retail merchandise launches
- Progress on retail fundraising initiatives, including collaboration with merchandise suppliers and exploration of new fundraising products
  - Partnership secured with revel, The Livery Yard and Hartman’s to sell branded mugs
- Ongoing discussions regarding future grant opportunities, sponsorship development, and larger-scale fundraising initiatives
- Successful grant application to TD for summer programming (\$5000)
- Successful foundation application to Moez and Marissa Kassam Foundation in support of the Snack Stop (\$5000)
- Successful re-commitment of Kinsmen Club of Stratford for \$500/month towards Snack Stop



## 2026 Workplan

Month	Opportunities / Strategies	Actions	Status
Q1 2026	Fundraising Policy Development	Finalize and approve fundraising and donor stewardship policies	Complete
Q1 2026	Retail Strategy	Research retail pricing and merchandise options	Complete
Q1 2026	Website & Donor Communications	Refresh “Support Your Library” webpage and donor messaging	Complete
Q2 2026	Case for Support	Review and refine case for support materials	In Progress
Q2 2026	CRM & Stewardship	Implement new donor CRM system and stewardship processes	In Progress
Q2 2026	Sponsorship Development	Identify sponsors and partnership opportunities	In Progress
Q2 2026	Retail Merchandise	Launch new merchandise items and seasonal campaigns	In Progress
Q3 2026	Board Engagement	Finalize case for support for Board onboarding and advocacy	Planned
Q3 2026	Love Your Library Campaign	Launch coordinated fundraising and monthly giving campaign	Planned
Q3 2026	Planned Giving Program	Launch planned giving communications and legacy materials	Planned
Q3 2026	Donor Recognition	Organize donor and volunteer appreciation initiatives	Planned
Q4 2026	Giving Tuesday Campaign	Execute Giving Tuesday fundraising and stewardship campaign	Planned
Ongoing	Event Fundraising	Continue planning Silent Disco and future fundraising events	Ongoing
Ongoing	Donor Communications	Add fundraising section to quarterly newsletters	Ongoing
Ongoing	Third-Party Fundraising	Promote community-led fundraising opportunities	Ongoing
Ongoing	Grant Development	Research and pursue grant funding opportunities	Ongoing



## **Key Priorities Moving Forward**

### **Planned Giving & Legacy Giving**

Develop a formal planned giving program that encourages long-term support and recognizes legacy donors through stewardship and recognition opportunities.

### **Monthly Giving**

Build a sustainable monthly donor program that emphasizes community impact and accessible giving opportunities.

### **Community Visibility**

Strengthen SPL's visibility through fundraising events, donor engagement, sponsorships, and branded merchandise initiatives.

### **Stewardship & Donor Experience**

Ensure donors feel valued, informed, and connected to the impact of their support through regular communications, recognition, and engagement opportunities.

# SPL Report to the Board



MEETING DATE: JUNE 9, 2026  
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR  
SUBJECT: DONOR DATABASE - ZEFFY

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## **Recommendation: to receive this report for information.**

### Report

Stratford Public Library has begun a transition from CanadaHelps to Zeffy as the Library's primary online donation platform. This change is being implemented following a review of platform fees, donor experience, administrative functionality, and overall fundraising impact.

While CanadaHelps has provided a reliable and well-established platform for charitable giving, Zeffy offers a fee-free model for registered nonprofits. This model allows for 100% of one-time and recurring donor contributions to go directly to the Library. Zeffy's operating model relies on optional contributions from donors to support the platform. Donors increasingly want assurance that their contributions are going directly toward the cause they support, and by using Zeffy, SPL can communicate clearly that: "100% of your donation supports Stratford Public Library." This messaging strengthens donor confidence and reinforces transparency and stewardship.

Since January 1, 2021, SPL has received \$25,900.55 in donations through Canada Helps. Of that, \$1,022.14 or 4%, was paid to CanadaHelps in service fees.

Zeffy was created in 2016, and is headquartered in Montreal, Quebec. Donor data is housed on servers in Canada, and they have an extensive privacy policy. The platform is gaining in popularity and is being used by many local nonprofits.

In addition to providing a no-fee platform for receiving donations, Zeffy also provides the opportunity to store and manage donor data in a way that can be used for ongoing tracking and reporting. This will streamline the current manual process that is being used for donation tracking. All donations and sponsorships, including those that are received via cash and cheque, can also be tracked in Zeffy to keep all fundraising data in one place. Comparable products for non-profit fundraising, such as DonorPerfect, cost upwards of \$150-\$200 per month.

Zeffy provides a modern and intuitive user experience for both donors and administrators. Benefits include simple donation forms, mobile-friendly design, easy event registration and ticketing (eg. silent disco event), straightforward donor management, and automated receipts and transaction confirmations.

### **Considerations and Risks**

While the transition presents many benefits, there are also potential challenges to be considered.

Some donors may recognize and trust CanadaHelps. They will still have an option to support SPL through the CanadaHelps website, but the donation form on the SPL website will be linked to Zeffy. We will also communicate with donors about the transition of platforms when they are sent a thank



you letter for their donation. The SPL website will also have a note mentioning the change of platforms, and the reason for the change.

Existing recurring donors through CanadaHelps will be contacted directly to be given the option to re-register their gifts through Zeffy. Clear step-by-step instructions will be provided if they wish to make the move, otherwise their gift can remain with CanadaHelps.

### **Financial and Strategic Benefits**

Transitioning to Zeffy will maximize our net fundraising revenue, reduce administrative time spent on manual fundraising processes, consolidate fundraising tools, and support future fundraising expansion by providing scalable tools for campaigns and events.

As Stratford Public Library continues to grow its fundraising efforts and community impact, it is important to ensure that fundraising systems remain cost-effective, donor-friendly, and aligned with organizational priorities. Transitioning to Zeffy provides an opportunity to retain more donor revenue, improve fundraising flexibility, and strengthen stewardship practices. This change positions SPL well for future fundraising growth while ensuring that more donor dollars directly support Library services, programs, and community initiatives.