

AGENDA

Tuesday October 13, 2026 6:45pm | Hybrid Meeting



1. Call to Order and Land Acknowledgment – M. Corbett
2. Chairperson's Remarks
3. Declarations of Pecuniary Interest and the General Nature Thereof
4. Approval of the Agenda
5. Delegations
6. Approval of the minutes of the meeting of September 8, 2026
7. Business arising from the minutes
 - 7.1. Planned Giving Policy
 - 7.2. Legacy Society
 - 7.3. 2024 Audited Statements
8. Business of the Board
 - 8.1. Report from PCIN – E. Perin, M. Corbett
 - 8.2. Report from OLS – D. Mackey
 - 8.3. Report from City Council – J. Burbach
 - 8.4. Strategic Plan Update
 - 8.5. Board Succession Planning Update
 - 8.5.1. Legacy Document
 - 8.5.2. Timelines
 - 8.6. Policies
 - 8.6.1. Computer & Internet Use Policy
 - 8.6.2. Collections Policy
9. CEO Reports
 - 9.1. CEO Monitoring Report and YTD Financial Report
 - 9.2. Q3 CEO Workplan & Statistics Update
 - 9.3. 2026 Summer Programming Report
10. Correspondence
11. Other Business
12. Confirmation of date and time of next meeting:
 - 12.1. November 10, 2026, 6:45pm
13. Adjournment

MINUTES



Tuesday September 8, 2026 6:50pm | Hybrid Meeting

MEMBERS OF THE BOARD PRESENT

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

REGRETS

Emma Perin, Arnab Quadry

MEMBERS OF STAFF PRESENT

Krista Robinson, CEO; Cathy Perreault, Recording Secretary; Jordan Bulbrook, Technology and Operations Manager

1. Call to Order and Land Acknowledgment

The meeting was called to order at the Stratford Public Library by Chair M. Corbett at 6:50 pm.

2. Chairperson's Remarks

Congratulations to the staff for a successful summer – especially noon kazoo!

3. Declarations of Pecuniary Interest and the General Nature Thereof

None.

4. Approval of the Agenda

2026-44 Moved by C. Zonneville, seconded by K. Kochany to approve the agenda.

CARRIED

5. Delegations

None.

6. Approval of the minutes of the meeting of June 9, 2026

2026-45 Moved by D. Mackey, seconded by P. Connolly to approve the minutes of June 9, 2026.

CARRIED

7. Business arising from the minutes

None.

8. Board Education

9. Business of the Board

9.1. Report from PCIN – E. Perin, M. Corbett

No report – meeting September 9, 2026. Let Michael know if you wish to be on the PCIN committee.

9.2. Report from OLS – D. Mackey

No report

9.3. Report from City Council – J. Burbach

Discussion paper #4 of the Official Plan will be discussed at Council next week. Final approval will be by the next Council.

9.4. Strategic Plan Update



- 2026-46 Moved by L. Brown, seconded by M. Kipfer that the Strategic Plan Update report be received and that the Stratford Public Library extend the current Strategic Plan to December 31, 2028 and that the updates to the descriptions for the Strategic Directions be accepted.

CARRIED

9.5. Board Succession Planning

Board composition and Needs distributed and discussed

9.6. Policies

9.6.1. Right to Disconnect

9.6.2. Electronic Monitoring Policy

- 2026-47 Moved by K. Kochany, seconded by D. Mackey that the Library Board approve the recommended changes to LB07, Disconnecting from Work Policy and the recommended changes to HR02 Electronic Monitoring Policy.

CARRIED

9.6.3. Planned Giving Policy and Statement of Intent

After discussion this document will be brought forward again next meeting.

10. CEO Reports

10.1. CEO Monitoring Report and Financial Report

- 2026-48 Moved by P. Connolly, seconded by C. Zonneville to accept the CEO Reports.

CARRIED

10.2. 2027 Budget

- 2026-49 Moved by L. Brown, seconded by D. Mackey the Library Board approve the proposed 2027 Operating and the Capital Program estimates for submission to the City of Stratford.

CARRIED

10.3. 2024 Audited Statements

- 2026-50 Moved by M. Kipfer, seconded by P. Lewis to approve the 2024 Audited Statements.

CARRIED

10.4. Municipal Election Advocacy

Krista has sent all electoral candidates information packages.

11. Correspondence

None.

12. Other Business

13. Confirmation of date and time of next meeting:

- 13.1. October 13, 2026, 6:45pm

14. Adjournment

- 2026-51 Moved by J. Burbach to adjourn at 8:20 pm

CARRIED

Krista Robinson, CEO

Michael Corbett, Chair

SPL Report to the Board

MEETING DATE: OCTOBER 13, 2026
FROM: LINDSEY MARTCHENKO, SPECIAL PROJECTS COORDINATOR
SUBJECT: PLANNED GIVING POLICY REVISIONS



Recommendation

THAT the Library Board adopt the new Planned Giving Policy and Statement of Intent.

Report

Following the September board meeting where the Planned Giving Policy and Statement of Intent were reviewed, the following revisions were made to the Planned Giving Policy under the *Acceptable Planned Gifts* section:

- **Registered Funds:** The wording was adjusted to read “registered funds” versus “registered retirement funds”, as a Tax-Free Savings Account is not considered a retirement fund.
- **Gifts of Securities** were added under a separate section from Registered Funds, as securities can be held in a non-registered account. This section also indicates that gifts of securities will be accepted through a third-party platform, as this could mean the Stratford & Perth County Community Foundation, CanadaHelps, or any other platform we choose to use in the future.
- **Real Estate:** Clarification was added around what type of appraisal is needed, and who is authorized to conduct the appraisal. The questions under the considerations for the acceptance of gifts of real estate were also adjusted to be statements as opposed to questions.

Examples of donations, and the corresponding procedures:

- Donations of securities from a non-registered or registered fund would be handled through the SPCCF, who would handle the tax receipt. They will issue a tax receipt for the closing price of the securities on the day they are received by RBC Dominion securities on behalf of the SPCCF (as indicated on their “Charitable Donation of Securities Share Transfer Authorization Form”).
- Donations of securities that are cashed in prior to transfer to the library would be treated as a cash donation, and tax receipted accordingly.

POLICY: Planned Giving		POLICY NO: OP
POLICY LEVEL: Operational	LAST REVIEW / REVISION DATE:	SCHEDULED REVIEW DATE:

Planned Giving

The purpose of this Planned Giving Policy is to provide clear guidelines for the acceptance, management, and recognition of planned gifts made to SPL. Planned giving allows donors to leave a lasting legacy that supports SPL's mission of creating an equitable, safe, and welcoming community where everyone can explore, learn, create, connect, and be inspired.

Planned giving refers to charitable gifts made as part of a donor's overall financial or estate planning. Planned gifts may include bequests, life insurance, charitable gift annuities, securities, retirement funds, and other forms of deferred giving.

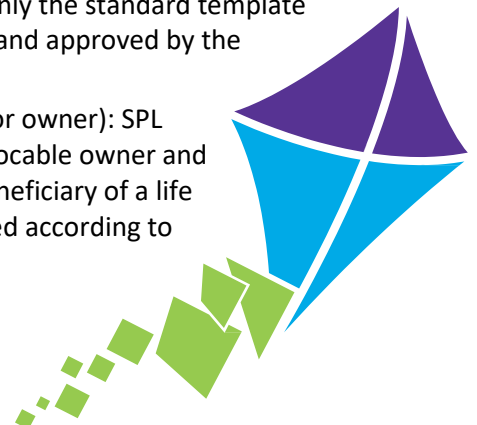
1. Guiding Principles

- All planned gifts will be used to advance SPL's mission and vision.
- SPL will encourage planned gifts that do not conflict with the donor's financial, personal, or philanthropic interests.
- SPL will maintain donor confidentiality and respect donor intentions.
- SPL will recommend that all donors seek independent financial and legal advice before committing to a planned gift.

2. Acceptable Planned Gifts

SPL may accept the following types of planned gifts:

1. **Bequests:** A donor who advises SPL of a proposed testamentary gift, will be asked to provide, if possible, a copy of that section of the will naming SPL which will be held in confidence. SPL and the donor will develop an agreement to use the funds accordingly using the Planned Giving Statement of Intent. SPL will not serve as executor of a donor's will.
2. **Endowments:** SPL works with donors to develop agreements with respect to the name, nature, limits and use of their gifts at the time a gift is made. Fund agreements specify the type of fund created (permanent endowment, flow through fund or non-permanent endowment). Fund agreements will clearly identify that it is the responsibility of the Library CEO, or designate to approve all disbursements of net income from endowed funds. These agreements will be developed where the donor is giving specific recommendations to SPL as to the distribution of the earnings generated by their gift. All fund agreements requiring execution by SPL shall first be reviewed and approved by SPL's legal counsel as needed. Where substantially the same agreement is used repeatedly, only the standard template needs to be approved. All fund agreements must be reviewed and approved by the Library CEO, or designate.
3. **Life Insurance Policies** (naming SPL as irrevocable beneficiary or owner): SPL will accept a life insurance policy as a gift if it is named as irrevocable owner and beneficiary of a paid-up life insurance policy, or named as a beneficiary of a life insurance policy. The tax receiptable amount will be determined according to CRA Guidelines.



Any premiums due are the responsibility of the donor. If the insurance policy lapses for non-payment prior to maturity because a donor fails to provide for premium payments, SPL may:

- convert the policy to paid up insurance; or
- surrender the policy for its current cash value.

When a life insurance policy is absolutely assigned to SPL, any consent that is required by provincial regulations to change a beneficiary must be signed before the transfer represents a valid charitable donation.

4. **Registered Funds (RRSPs, RRIFs, TFSAs)** (naming SPL as beneficiary): SPL will accept the proceeds of a registered fund as a gift if it is named as beneficiary. The tax receiptable amount will be determined according to CRA Guidelines.
5. **Gifts of Securities:** SPL will accept gifts of securities through a third-party platform. A tax receipt will be issued for the closing price of the securities on the day they are received.
6. **Charitable Remainder Trusts:** SPL will accept a charitable remainder trust as a gift if it is named as capital beneficiary. The tax receiptable amount will be determined according to CRA Guidelines.
7. **Real Estate:** All gifts of real estate are subject to review by the Library CEO who will consult with legal counsel and the Library Board as necessary. Prior to acceptance of any gift of real estate, SPL shall require an initial Fair Market Value (FMV) appraisal performed by a qualified, independent third-party professional, such as an appraiser that is a member in good standing of the Appraisal Institute of Canada (AIC) or the Canadian National Association of Real Estate Appraisers (CNAREA). In the event that the initial review reveals a potential problem, the organization may retain a qualified firm to conduct a further inspection. Consideration for acceptance of gifts of real estate include:
 - The property's usefulness for the organization's purposes
 - The property's marketability
 - Any covenants, conditions, restrictions, reservations, easements, encumbrances, environmental considerations, or other limitations associated with the property
 - Any carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property
 - Any damage to the property or remediation requirements identified through the property review

Other types of gifts will be reviewed on a case-by-case basis and require approval by the Library Board.

3. Confidentiality & Donor Privacy

Any information learned by a representative of SPL about a donor or proposed donor that is not required to be public will be treated as confidential unless the donor advises otherwise. From time to time, donors will also request SPL to treat their gifts as made anonymously and SPL will honor such requests.

All information concerning donors or prospective donors, including their names, addresses and telephone numbers, the names of their beneficiaries, the amount of their gift, etc., shall be kept strictly confidential by SPL, its staff and volunteers, unless permission is obtained from donors to release such information.

SPL adheres to all regulated provincial and federal privacy legislation, including the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).



4. Conflict of Interest

In all matters involving the donor, the interest and well-being of the donor must take priority. In cases of a potential conflict of interest, those acting on behalf of SPL must declare the conflict and allow an impartial individual to act for SPL.

5. Donor Recognition

SPL is prepared to provide donors with recognition in a degree consistent with the recognition afforded donors of gifts of similar magnitude, immediacy of effect and degree of restriction. The levels of donor recognition are outlined in the Donor Recognition & Stewardship Policy.

6. Donor Engagement Process

If a donor wishes to make a gift, they will be provided with SPL's official legal name and charitable registration number. The donor will be asked to sign a Planned Giving Statement of Intent.

Routine planned gifts (bequests, life insurance, retirement funds, publicly traded securities) may be accepted by the Library CEO (or designate). Gifts involving real estate, closely held securities, or other non-traditional assets require review by the Library CEO and approval by the Library Board.

7. Use of Funds

Donors may wish to designate their gift to a specific program at SPL. Restricted gifts must be reviewed by the Library CEO and, where appropriate, approved by the Library Board to ensure alignment with organizational priorities. All undesignated gifts will be directed to the highest priority need of SPL.

8. Reporting

Records of all planned giving commitments (expectancies), as well as all realized gifts (bequest received, securities transferred, etc.) will be maintained in the donor database. A report will be prepared for the Library Board on an annual basis summarizing the number of commitments and realized gifts.

References:

- OP 12 Donor Recognition and Stewardship Policy

ORIGINAL DATE ADOPTED		Review Cycle	
REVIEW/APPROVAL HISTORY			



SPL Report to the Board

MEETING DATE: SEPTEMBER 8, 2026
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: STRATEGIC PLAN UPDATE



Recommendation

THAT the Strategic Plan Update report be received.

Background

The Library's Strategic Plan was adopted in early 2023 and expires at the end of 2026. At the September 2026 Board meeting, the Board agreed to extend the current Strategic Plan to December 31, 2028 with some minor description changes.

The next step for the Strategic Planning process was for staff to draft an objective for each strategic direction and set of actions to achieve that objective. The Board had also requested a tracking mechanism for metrics to gauge objective success.

Report

Staff have reviewed the updated strategic directions and drafted an overarching objective for each direction and three general actions. See below:

1. Align Space with Demand

When faced with societal shifts and rapidly changing needs, SPL stepped up to support and provide care to the Stratford community. Community members find the Library to be a strong source of joy, an important way to connect, and a resource to meet everyday needs.

With increasing and evolving community demands, SPL will plan for the space and resources needed to accommodate the programs, services, and collections offered, with room for the Library to continue to grow in the future. Through thoughtful planning and advocacy, we will pursue sustainable solutions that support the long-term needs of our community.

This is a vital component of the Library's future as we continue to intentionally nurture community connection, learning, and belonging in all we do.

Strategic Outcome: Plan for population growth and service expansion.

Actions:

- Advance progress towards the new library facility at the Grand Trunk site
- Conduct inclusive community engagement to guide future library development
- Explore innovative service models to provide library service in the community

2. Reach Out and Bring In

The Library plays a vital role in creating spaces for all members of the Stratford community to be welcomed as they are. This is embedded throughout the Library in our collections, programs, team, and mission.

As a community-focused organization, we take the sentiment of feeling at home in our space sincerely. To ensure all members of the community see themselves reflected in the Library, we will prioritize equitable



community outreach, engagement, and communications by intentionally connecting with people where they are and reducing barriers to participation.

As Stratford continues to grow and evolve, we will strive to ensure the Library remains welcoming, responsive, and reflective of the diverse needs of our community

Strategic Outcome: Foster belonging through inclusive spaces and services

Actions:

- Modernize the library's web presence
- Provide a collection that is relevant, well maintained, and responsive to community needs and interests
- Reduce and remove barriers to belonging and promote inclusion

3. Lead Grounded Practice

To be a voice in the community advocating for equity,* we need to lead by example. The many ways we interact with the community support the idea that we have an opportunity to be a role model in this space.

As a leader in the Stratford community, we will strive to be role models for equitable practices, diversity and equity advocacy, intellectual freedom, and environmental sustainability. As information and technology continue to evolve, we will support our community in accessing and navigating the information ecosystem with confidence.

On our journey to better represent the voices of Stratford, we will strive to achieve an undeniable sense of belonging for all members of the community at the Library.

**Equity: The removal of systemic barriers and biases enabling all individuals to have the same opportunities.*

Strategic Outcome: Empower the community with tools for learning and success

Actions:

- Stay responsive to evolving community trends shown in census data and local insights to shape collections, programs and services
- Foster digital literacy and lifelong learning opportunities
- Promote a culture of reading and discovery

4. Build Sustainable Partnerships to Expand Capacity

The Stratford community is bursting with innovation. By recognizing opportunities to collaborate, we will create and strengthen partnerships to work alongside the many experts in our community. Fostering these strong partnerships is important to the growth and sustainability of the Library. This is our path to uplifting the incredible work of our community partners, expanding our collective capacity, while exceeding the expectations of the Stratford community.

Strategic Outcome: Strengthen partnerships, awareness, and investment for sustainable growth.

Actions:

- Leverage foundational partnerships for joint benefit of all partners
- Raise awareness of the library's role as a trusted community resource
- Engage Our Community in Building the Library of the Future



5. Intentionally Support our Team

Our staff are the faces of SPL and largely contribute to making sure the community feels welcomed and at home at the Library. We will equip our staff with the partnerships that can support community members, respond to evolving needs, and nurture a sense of belonging. We also commit to providing our staff with professional development and/or training opportunities to invest in their growth, wellbeing, and readiness for change. This will support and empower staff with feelings of confidence and capacity to continue being great stewards in our community.

Strategic Outcome: Ensure library employees have the skills and capacity to meet the needs of a growing Stratford

Actions:

- Invest in the development of all employees to build the necessary knowledge, skills, and confidence to guide and support library users
- Support employee progression through the organization's structure and ensure business continuity
- Evaluate our internal practices through departmental task assessments

Additionally, staff were asked to create a KPI tracking form to assess the strategic plan progress. This tracking form (Appendix A) will be reported on quarterly starting in 2027. Operational progress on the strategic directions and the actions will be reported on as part of the monthly CEO report. This new reporting format will begin in January 2027.

Strategic Assessment and Evaluation Plan

Outcomes	Key Performance Measures	Baseline	Target	Timeline	2027 YE Status
1. Align Space with Demand					
Advance progress towards the new library facility at the Grand Trunk site	Grand Trunk Project Milestone Completion (%)				
Conduct inclusive community engagement to guide future library development	Community Engagement Participation (# residents engaged)				
Explore innovative service models to provide library service in the community	Community-Based Service Reach (# users served outside the main library)				
2. Reach out and Bring In					
Modernize the library's web presence	Website Page View Growth (%)				
Provide a collection that is relevant, well maintained, and responsive to community needs and interests	Collection circulation per capita				
Reduce and remove barriers to belonging and promote inclusion	Community Belonging Score (%)				
3. Lead Grounded Practice					
Stay responsive to evolving community trends shown in census data and local insights to shape collections, programs and services	Print collection reflects diverse ethnicities, cultures and lived experiences. (%)				
Foster digital literacy and lifelong learning opportunities	Number of participants in tech-based programs (#)				
Promote a culture of reading and discovery	Circulation per capita (#)				
4. Build Sustainable Partnerships					
Leverage foundational partnerships for joint benefit of all partners	Number of programs, services, events, or projects delivered annually in collaboration with community partners. (#)				
Raise awareness of the library's role as a trusted community resource	New Library Card Registrations (#)				
Engage Our Community in Building the Library of the Future	Annual value of grants, sponsorships, donations, fundraising revenue, and in-kind contributions secured. (\$)				
5. Intentionally Support our Team					
Invest in the development of all employees to build the necessary knowledge, skills, and confidence to guide and support library users	Employees complete at least one professional development, training, certification, conference, or skills-building opportunity annually (%)				
Support employee progression through the organization's structure and ensure business continuity	Employees have the skills needed to perform their role effectively (%)				
Evaluate our internal practices through departmental task assessments	Departmental assessment reviews completed (%)				

SPL Report to the Board

MEETING DATE: OCTOBER 14, 2026
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: COMPUTER AND INTERNET ACCESS
AND COLLECTION DEVELOPMENT POLICIES



Recommendation

THAT the Library Board approve the recommended changes to OP 07, Computer and Internet Access Policy and the recommended changes to OP 08, Collection Development Policy.

Background

It is the responsibility of the Library Board to periodically review the policies that governs it, the CEO, and the Library. Prompted by the Board's schedule for evaluation of existing policies, the Right to Disconnect Policy and the Electronic Monitoring Policy have been reviewed. Both of these policies are operational policies and were last updated in 2023.

Report

OP 07 Computer and Internet Access

This policy covers the rules and expectations associated with use of the library's public computers and internet. there is only one change being recommended:

- **Body:** Change the term support to endorse in relation to the Ontario Library Association's Statement on the Intellectual Rights of the Individual.

OP 08 Collection Development

The Collection Development policy provides an overview of the strategies and criteria used when building the library collection of materials. Changes recommended:

- **Body:**
 - o Under criteria, change space priorities to space and shelving considerations.
 - o Under criteria, added a point related to considering the amount of AI content in an item
 - o Added a note that SPL supports materials provided through other consortium libraries and our digital providers but that acknowledge that these materials may not align with our criteria for selection.
 - o Added a new section on Artificial Intelligence in Collections, detailing that the Library respects human authors and creators, and will make reasonable efforts not to purchase AI-generated content.

POLICY: Computer and Internet Access		POLICY NO: OP 07
POLICY LEVEL: Operational	LAST REVIEW / REVISION DATE:	SCHEDULED REVIEW DATE: OCTOBER 2026

Computer and Internet Access

The Stratford Public Library provides public access to the internet to foster an individual's education, cultural, recreational, literacy and information needs. The Library ~~supports~~ endorses the Ontario Library Association's [Statement on the Intellectual Rights of the Individual](#) and maintains a commitment to providing free and safe access to the internet. Stratford Public Library takes reasonable measures to ensure the privacy and confidentiality of internet users.

The Library's computers are located in public areas shared by Library users of all ages, backgrounds and sensibilities. The Library offers unfiltered access to the internet.

- Individuals are expected to respect other library users when using library computers or tablets, or their own devices in the Library, including appropriate volume, content of material and appropriate viewing and listening behavior.
- Parents or guardians are responsible for guiding their child's use of a library computer and/or the internet.
- Customers use their own library card to access the adult computers. Visitors can obtain daily passes to access computers.
- Stratford Public Library prohibits use of its computers and network for illegal purposes. Access to the internet must not be used to post or transmit unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic or similar material.
- The Stratford Public Library also prohibits damaging or modifying the Library's computer equipment, software, or network, and accessing confidential information.
- Customers must agree to the library's conditions of use to access the Library's internet service through public computers and/or its wireless network.
- Customers assume total responsibility and risk for access to and use of the Library's equipment, network, and internet service. The Library assumes no liability for claims of loss from use of Library computers or devices, the Library's internet service, and/or the Library's network.

The Library reserves the right to:

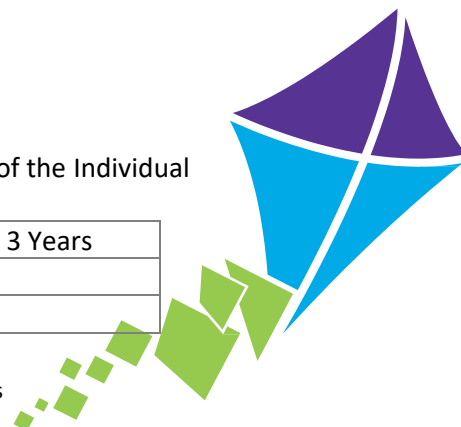
- Limit computer and internet use in terms of the amount of time used and/or network load.
- Terminate an internet session at any time.

Failure to comply with SPL's Public Internet Access Policy and the prohibited activities listed above will result in loss of computer and internet access and possible banning from the Library. Unlawful activities may result in prosecution.

References:

- Public Libraries Act, RSO 1990
- Customer Code of Conduct, OP 04
- Ontario Library Association's Statement on the Intellectual Rights of the Individual

ORIGINAL DATE ADOPTED	October 16, 2023	Review Cycle	3 Years
APPROVAL HISTORY			
DEVELOPED BY	Krista Robinson		



POLICY: Collection Development		POLICY NO: OP 08
POLICY LEVEL: Operational	LAST REVIEW / REVISION DATE: OCTOBER 16, 2023	SCHEDULED REVIEW DATE: OCTOBER 2026

Collection Development

The Stratford Public Library is an equitable, safe and welcoming environment where anyone can explore, learn, create, connect, and be inspired. To accomplish this, the Library provides a broad range of print and digital resources for users of every age and ability.

Through its collections, the Library encourages reading, helps develop literacy skills, and fosters life-long learning. The collections inform, entertain, enhance and enrich individual lives. The collections:

- support informational and recreational reading, viewing, listening and engagement
- stimulate the imagination and empower creativity
- increase an individual's ability to succeed and participate actively in the community

The Library's collection development strategies are aligned with the values set out in the Library's Strategic Plan and with the goal of ensuring that the breadth and depth of the Library's collections are both reflective and inclusive of the diversity within our community. To ensure that content is discoverable, accessible, and responsive to different needs, the Library continually seeks new ways of making resources available, by evaluating and implementing emerging formats, technologies, and curation strategies.

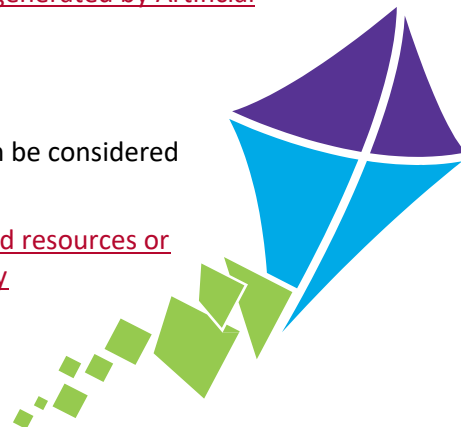
In considering resources for inclusion in the collection, Library staff exercise their professional judgment, using criteria such as currency, accuracy, availability, imaginative quality, appeal and the unique contribution that each resource makes to the overall collection. When making selection decisions, the whole of a work or a resource is always considered rather than a part.

Other criteria include:

- the expressed and anticipated needs and interests of Stratford's diverse community
- recommendations made by critics, reviewers, industry journals and other authorities
- the suitability of the subject, style, presentation and reading level to the intended audience
- representation of Canadian and local perspectives
- representation of important movements, genres or trends
- supports SPL's commitment to learning and action for Truth and Reconciliation
- supports equitable access to individuals with disabilities
- insight into the human condition and social realities
- cost and availability
- space priorities and shelving considerations
- availability of the material elsewhere
- percentage of content or images that is known or suspected to be generated by Artificial Intelligence (AI)
- the suitability of the form for library use
- copyright and rights management

Requests by individual patrons for the inclusion of particular resources can be considered by the Library through the application of the criteria in this policy.

The Library will support acquisitions made through digital providers, shared resources or consortium purchasing as a means of providing a greater breadth of library



resources. Stratford Public Library acknowledges that purchases made by the consortium or provided by digital vendors, while conforming with the consortium guidelines, may or may not align with SPL's criteria for selection.

Ultimate responsibility for the policy that determines and guides selection and access of materials rests with the Board. The task of selection is delegated to the Chief Executive Officer who directs this activity to qualified and knowledgeable staff.

The Board recognizes that this policy is carried out in compliance and with due regard for all applicable legislation.

Intellectual Freedom

- Stratford Public Library endorses the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries (Appendix A). The Stratford Public Library selects materials based on the belief that individuals have the right to access all expressions of knowledge, opinion and creativity. Such freedom of access to information is essential to the health and development of a democratic society.
- We acquire and make available a wide range of materials, representing all significant points of view, including those which express controversial or unpopular ideas. Inclusion in the collection does not constitute endorsement by the Library.
- While recognizing the right of individuals and groups to criticize selections, we must not allow the freedom of choice within the Library to be limited by the personal views of any group or individual.

Artificial Intelligence in Collections

The Library respects the intellectual property of human authors and creators. The Library will make reasonable efforts not to purchase AI-generated content, or AI-generated audio editions of human-created works. AI-generated content inadvertently added to the collection will be labeled as such in the catalogue record. AI-assisted content is permitted in the library collection, subject to the same requirements and criteria as wholly human-authored works. AI-assisted content is work that is written by a human but the author may have used AI tools to edit, refine, or error-check the work.

The Library may not have control of content within the materials available through subscriptions to digital resources; some third-party providers may include AI generated content within their catalogue without identifying it as such.

Parental Responsibility

Responsibility for children's or teens' choice and use of resources rests with their parent(s) or legal guardian(s). Selection for the adult collection is not restricted by the possibility that children or teens may access resources their parent(s) or legal guardian(s) may consider inappropriate. The Library believes in the freedom of the individual and the right and obligation of parent(s) or legal guardian(s) to guide, develop, interpret, and maintain their own code of values in their family. The Library will not limit individuals' access to content included in its collections.

Resource Sharing and Interlibrary Loans

The Library participates in resource sharing initiatives and Interlibrary Loans to ensure members have the greatest possible access to resources of interest to them.

Deselection



Deselection is a vital part of building and maintaining a living and responsive collection. The Library actively and continuously tracks and appraises the performance of our collections, to balance both immediate demand and long-term user needs. Removal of items from the collection through active weeding is integral to this process. Material of local historical importance and interest is retained where the content has enduring worth.

Gifts and Donation

The Library may accept donations of books, CDs and DVDs by local authors and creators and other materials that offer a perspective on Stratford and region if it is cost-effective to do so. Donated materials would be reviewed and may be added to the Library's collections in accordance with this Collections Development policy.

Reconsideration of Library Materials

Library staff will review the selection of specific materials upon written request from any member of the public. A completed copy of the form, "Request for Reconsideration of Library Material" (Appendix B) is reviewed by the appropriate librarian(s) in light of the criteria outlined in this policy. A written response will be provided to the originator of the request. A member may appeal the decision to the CEO.

Related Documents:

- Canadian Library Association's Statement on Intellectual Freedom and Libraries
- Public Library Act, R.S.O. 1990
- LB 05 Delegation of Authority

ORIGINAL DATE ADOPTED	October 16, 2023	Review Cycle	Three Years
APPROVAL HISTORY			
DEVELOPED BY	Krista Robinson		



APPENDIX A

Canadian Federation of Library Associations

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.

Endorsed by Stratford Public Library Board on June 9, 2026.



APPENDIX B

Material Reconsideration Form

Stratford Public Library, recognizing that it serves a varied community with a wide diversity of tastes and convictions, welcomes expressions of concern about the content of items held in its collection.

We ask you to please complete all sections of the form below so that we can fully understand your specific concerns regarding the item.

The item in question will be submitted for review. Library professionals will evaluate the item and examine published reviews assessing its merit. You will receive a written reply detailing the Library's considered decision and any action that may have resulted from your request as soon as possible.

Material for Reconsideration

Date: _____
Title: _____
Author: _____
Publisher: _____
Type of Material: _____

Your Information

Name: _____
Address: _____
Phone: _____
Email: _____

Are you speaking for:

- ☐ Yourself
☐ On behalf of an Organization

Please provide the name of the organization: _____

What concerns you about this work?

Are there specific pages, or a timestamp for video or audio, to which you object?

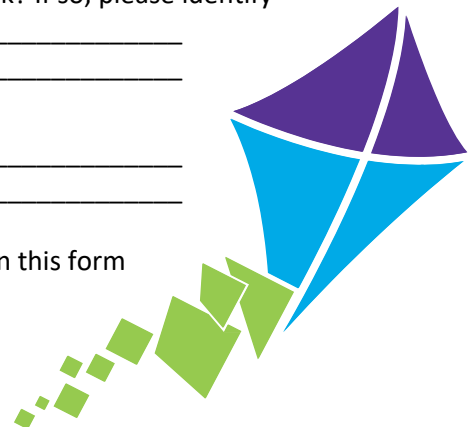
Did you read, watch, or listen to the entire work?

- ☐ yes ☐ no

Have you seen / heard any promotions or read any reviews about this work? If so, please identify

Are there any additional comments you would like to make?

Thank you for taking the time to express your concerns to us. Please return this form to the Stratford Public Library or email it to us at collections@splibrary.ca



SPL Report to the Board

MEETING DATE: OCTOBER 13, 2026
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: CEO MONITORING REPORT



Financial Condition

- Year to Date Financials for 2026 are included in this package. The majority of budget lines are trending as expected.
- The provincial government has issued a Buy Ontario directive for municipalities, and by extension, the Library Board is impacted. At this point, the directive primarily relates to the purchase of fleet and capital infrastructure.
- The City is finalizing its new procurement policy and library has been asked to participate in a procurement policy working group.

General News

- The exterior door in the emergency stairwell which leads to the ramp behind the library was in poor repair and replaced in September. Work was facilitated by the City of Stratford.
- The CEO provided an overview of the Library for City Staff who were participating in a City Facility Bus Tour on Sept 23.
- The library requested that the City of Stratford proclaim Ontario Public Library Week in Stratford and that request was successful, with the proclamation being approved on Sept 28.

Staffing News

- Collection responsibilities have been shifted amongst the Librarian staff. This will lighten the workload of those with large collections while extending collection experience to those who have not been responsible for a collection. Orientation and training will occur in October.

Programming Highlights

- On September 10, the library offered a session by a Halyna Patryliak on Vyshyvank embroidery. Halyna shared a beautiful post on social media afterwards about the impact of the library on her life as a newcomer:

"I Once Came Here to Print My Resume. Today, I Brought My Culture.

When I first arrived in Stratford, this library was one of the very first places I walked into — searching for a new beginning in a new country. Every single time, the staff greeted me with such warmth and patience. I remember watching people come and go — borrowing books, reading quietly, learning something new. On weekends, I'd see cars pulling up, people leaving finished books in the little return bins outside. Later, I started reading about all the events happening here. Today, I stood in this very building — not to print a resume, but to share something deeply personal: the vyshyvanka, a symbol of Ukrainian culture and identity. The world truly is big, but sometimes roads lead us right back to where we started. I had the pleasure of meeting Krista Robinson, CEO and Library Director, whose leadership and warmth reflect everything this library stands for. My heart was also so full seeing Melanie Kindrachuk wearing a vyshyvanka today. And somehow, I already had a feeling — her roots trace back to Halychyna, Ukraine. Ukrainian roots have a way of finding each other, no matter where in the world we are. I was touched by how curious and open everyone was — and even more moved to see another guest arrive wearing her own vyshyvanka. Thank you, Stratford Public Library — to Krista Robinson, Melanie Kindrachuk, and the entire team — for the invitation, for the opportunity to share my culture, and for the incredible care you show this community every single day. This library isn't just a building full of books — it's a home for connection, for stories, and, today, for a little piece of Ukraine."



- A session called *AI for Everyday* was held on Sept 16. This session provided an introduction to AI, giving guidance on how it can help with everyday tasks, spark creativity, and boost productivity.
- SPL partnered with the Stratford Writer's Festival the weekend of Sept 25. A poetry labyrinth walk was held in the auditorium, as well as a poetry panel and podcast recording.
- SPL recognized the National Day of Truth and Reconciliation in various ways:
 - Offered lunch and learn video sessions offered by the National Centre for Truth and Reconciliation in the auditorium the week
 - Partnered with the Downtown Stratford BIA and the City of Stratford to present three short films from the National Film Board
 - Storywalk in the front garden on *The Orange Shirt* story
- The *Language of Birds* by Jon-Erik Lappano is the fall Storywalk story being displayed along the Heritage Trails at the Stratford Perth Museum.
- Fall storytime sessions have now begun, programs include Baby Steps and Story Starter. Reading Buddies is on hiatus until the new year.

Perth County Information Network

- The PC Votes web portal was officially launched with a press release being issued. In September there were 1,651 page views. <https://perthcountylibraries.ca/pcvotes26>
- PC Reads programming has begun, and the series will finish during OPLW. SPL is participating with a zoom presentation about Chatelaine in the 1950s and 60s. <https://perthcountylibraries.ca/pcr2026>

Grand Trunk Community Facility

- Meetings continue to discuss the possibility of an additional community partner in the community facility.
- Library staff have been organizing a silent disco fundraiser to support the new build. Additionally, they have been working on organizing donation tiers, aligning them with those with the YMCA.

Select CEO Activities

Meetings

- Sept 3: PCIN Management
- Sept 9: PCIN Board
- Sept 28: Grand Trunk
- Sept 28: PCFDC Board
- Sept 30: CAO Check In

Advocacy

- Sept 14: Council attendance
- Sept 23: Met with a Mayor candidate
- Sept 24: BIA Coffee Club at YMCA
- Sept 28: Council attendance
- Sept 29: Women's Candidates Debate

Professional Development

- Sept 22: Trends on Intellectual Freedom & Lessons from Alberta (webinar)

News and Coming Events

SPL in the News

- [Learn more about the upcoming election with online portal](#), Sept 14, StratfordToday



- [Stratford Library program offers kids books in several languages](#), Sept 16, Beacon Herald
- [Library announces Perth County Reads selection](#), Sept 16, StratfordToday
- [Aging with Optimism gets people in the know](#), Sep 19, StratfordToday

Upcoming Events

- Oct 18-24: Ontario Public Library Week
- Oct 24: [Silent Disco fundraiser](#)
- Nov 18: [OLS Virtual Conference](#) (no board session this year)

STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT

For period ending

December 31, 2025 - not final

	2025 BUDGET	2025 ACTUAL	2026 BUDGET	2026 YTD BUDGET	2026 YTD ACTUAL	YTD VARIANCE (\$)	YTD VARIANCE (%)
MUNICIPAL FUNDING	3,093,129	3,093,129	3,262,660	2,446,995	2,446,995	-	0%
REVENUE							
CANADA GRANTS	8,800	9,146	9,150	6,863	-	-6,863	-100%
ANNUAL PROVINCIAL FUNDING	57,400	59,210	57,600	43,200	-	-43,200	-100%
OTHER MUNICIPALITIES	35,000	35,000	52,500	39,375	51,250	11,875	30%
FINES & FEES	10,000	14,623	16,000	12,000	8,587	-3,413	-28%
DONATIONS	6,000	14,387	10,000	7,500	24,012	16,512	220%
TRANSFER FROM RESERVE	20,000	20,000	20,000	15,000		-15,000	-100%
RECOVERABLES	11,011	66,408	7,494	5,621	71,365	65,745	1170%
RECOVERABLE - PCIN to SPL	96,169	96,169	101,616	76,212	101,616	25,404	33%
Total REVENUE	\$ 3,337,509	\$ 3,408,072	\$ 3,537,020	\$ 2,652,765	\$ 2,703,824	\$ 51,059	2%

EXPENSES							
WAGES & BENEFITS	2,428,670	2,400,978	2,612,330	1,959,248	1,938,226	-21,022	-1%
BUILDING EXPENSES	94,529	93,590	94,780	71,085	45,096	-25,989	-37%
INTERFUNCTIONAL MAINTENANCE	68,310	68,310	64,350	48,263	32,174	-16,089	-33%
COMMUNICATIONS & INTERNET	20,000	15,927	18,300	13,725	11,907	-1,818	-13%
VEHICLES	2,750	171	2,500	1,875	215	-1,660	-89%
MEMBERSHIPS	2,750	2,861	3,000	2,250	18,787	16,537	735%
TRAINING	22,000	25,965	22,000	16,500	14,981	-1,519	-9%
COLLECTIONS	90,000	156,347	100,200	75,150	102,560	27,410	36%
OFFICE SUPPLIES	25,900	21,924	26,600	19,950	17,178	-2,772	-14%
ADVERTISING & PRINTING	17,330	21,297	19,400	14,550	7,033	-7,517	-52%
PCIN MAINTENANCE CONTRACTS	80,502	83,484	85,411	64,058	85,411	21,353	33%
SUPPLIES & EQUIPMENT	19,000	10,589	18,000	13,500	9,388	-4,112	-30%
MILEAGE	2,000	736	2,000	1,500	484	-1,016	-68%
LEGAL FEES	5,000	15,520	5,000	3,750	2,534	-1,216	-32%
PROGRAMMING & MAKERSPACE	14,370	22,128	14,700	11,025	13,427	2,402	22%
CONTRACTORS	52,000	52,645	40,000	30,000	25,537	-4,463	-15%
BOARD EXPENSES	6,570	10,161	6,610	4,958	7,361	2,403	48%
RESERVES	384,890	384,890	386,080	289,560	-	-289,560	-100%
Total EXPENSES	\$ 3,336,571	\$ 3,387,524	\$ 3,521,261	\$ 2,640,946	\$ 2,332,299	-\$ 308,647	-12%

SURPLUS/(DEFICIT) \$ 20,547 \$ 371,525

CAPITAL - subset of Reserves

COLLECTIONS	\$ 169,744	\$ 153,930	\$ 173,139	\$ 105,678
TECHNOLOGY	\$ 31,000	\$ 35,337	\$ 31,000	\$ 19,137
FORECASTED PROJECTS	\$ 174,256	\$ 194,322	\$ 170,861	
Total CAPITAL EXPENSES	\$ 375,000	\$ 383,588	\$ 375,000	\$ 124,814

BALANCE SHEET		
LIBRO ACCOUNT (August 31, 2026)	\$	72,668
LIBRO INVESTMENT	\$	75,000
STRATFORD PERTH COMMUNITY FOUNDATION	\$	299,175
	\$	446,843

SPL FUNDS		
UNAUDITED LIBRARY RESERVE (2025)	\$	1,003,352
PLOW VAN RESERVE	\$	58,172
UNAUDITED DEVELOPMENT CHARGES	\$	1,241,404
	\$	2,302,928

PCIN RESERVE FUNDS		
PCIN OPERATIONAL RESERVE (PCIN PROJECTS)	\$	16,584
PCIN CAPITAL RESERVE (SPL CONTRIBUTION)	\$	48,613
	\$	65,197

CEO Workplan for 2026 – Q3 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	✓	- 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) - PD Day events were held in the community and at the Rotary Complex (Q2).
	Using library statistics and usage patterns, assess current library space and adjust layout of collections as needed	Q4	Assessed music junior CD usage, weeded both junior CD and DVD collections, combining the CDs and DVDs, freeing up space for other uses. (Q1)
	Use the current library space in new and creative ways	Q4	- After hour Happy Hours offered in Feb, Jun, Jul, Aug (Q3) - Used the front garden as a location for Noon Kazoo programming and silent disco during Swiftie Summer Party (Q3)
Ensure library facilities meet community needs	Confirm municipal commitment regarding the Grand Trunk Community Facility	✓	- Presented to City Council in a Special Meeting on February 26 on the importance of social infrastructure in a community. Meetings are ongoing. (Q1) - Municipal agreement to contribute up to \$15 million towards a new community facility including the YCMA and Library on April 27. (Q2)
	Recruit and support a fundraiser and advocacy specialist	✓	A Special Projects Coordinator: Fund Development and Advocacy was hired in January 2026, starting in February. (Q1)
	Investigate alternate locations for a new library facility	✓	A spreadsheet created detailing locations in Stratford that are desirable or currently available, and their ability to meet SPL’s needs. (Q1)
	Create a comprehensive Statement of Requirements (SOR) for a future library facility to guide collaboration with the City and developers	Q4	In progress
	Create a Fund Development strategy for both operational and capital needs	Q4	- 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) - Policies drafted and approved including: Fundraising and Gift Acceptance, Naming, and Donor Recognition and Stewardship. (Q2) Planned Giving policy approved. (Q3)

			- Retail strategy has begun with the sale of book bags and mugs. (Q2) - Adoption of Zeffy as a fee free platform to accept donations in addition to Canada Helps. (Q2) - Silent Disco fundraiser planned for October. (Q3)
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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	✓	- Onboarding emails have been updated and have been rolled out. (Q1) - Educator information emails have been updated and are scheduled to be rolled out three times a school year. (Q2)
	Update outreach collateral materials to align with new marketing (rack cards, popup banners, etc.)	Q4	- Material review complete, costing/quotes requested. (Q1) - New tablecloths have been ordered. (Q2)
	Participate in four community pop ups to engage residents and promote library card registrations	Q4	- Participation in Earth Day Street Party and Pride Community Events. (Q2) - Library pop up table at the Farmers Market on Jul 18 to promote library programs and services, as well as sell book bags. (Q3)
Take the Library Out into the Community	Implement a new service model for the Visiting Library Service	✓	- The program was tested through Q1. - The program 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 goal is to increase efficiencies for both staff and volunteers. (Q2)
	Broaden the reach and visibility of the PLOW service to engage new audiences	Q4	2026/2027 PLOW Plan created and approved for execution. Staff have been updated and programs will roll out as makes sense. (Q2) - Participated in Shakespeare Public School's Snuggle Up and Read Day (Q2) - Participated in World Migratory Bird Day and Stratford Film Fest screening of The Librarians (Q2) - MakerSpace on the Move will be at Brocksden Country School Museum as part of the Old Meets New event on June 6. (Q2) - Summer Programming staff offered 75 class visits to educate local youth about summer activities at the library. (Q3) - Participated in the SLAAA Open House with a library booth. (Q3)
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	- Winter Happy Hour was held. (Feb 13) - 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)

			- Community build of a giant LEGO mosaic called Birds of a Feather. (Q2) - Noon Kazoo program and Acorns and Oak Trees at Anne Hathaway Retirement Residence were both offered as summer programs (Q3) - Community build of a giant LEGO mosaic to celebrate the TD Summer Reading program (Q3)
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	This policy is drafted and will be presented at a future meeting. (Q3)
	Implement programs and resources to combat misinformation, build media literacy skills and encourage identification and critical examination of AI generated content	Q4	- Public Service Librarian staff offered a number of programs including: - o AI and the Environment (Q2) - o HelpNow! Digital Resources for Learning & Homework (Q3) - o AI for Everyday (Q3)
Demonstrate the library's value and impact to key stakeholders	Distribute library information packages to all candidates in the municipal election	✓	An email from the Library Board Chair was distributed to all candidates, inviting them to visit a webpage containing information about the library. (Q3)
	Calculate and communicate the Library's social return on Investment using the Valuing Ontario Library's toolkit (VOLT)	✓	- The VOLT calculations for 2025 have been completed, results show a return of \$5.85 for every municipal dollar invested in the library. (Q1) - The VOLT and the 2025 Annual Report was presented to City Council on May 26. (Q2)
	Other		- Library staff have biweekly weekly interviews on My Stratford Now (Q1) - Adult Services Librarian presented to OneCare and the Lutheran Church about programming and services for adults at the library. (Q2) - Teen Services Librarian participated in the Ontario Library Association's Library Land Loves podcast. (Q2) - CEO presented to the River Garden Men's Breakfast Club about the role the library plays in the community. (Q2) - Community Engagement Librarian has begun writing monthly articles called "Your Library Corner" in the Stratford Times paper. (Q2) - The City of Stratford proclaimed October 17-14 as Ontario Public Library Week in the City of Stratford. (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	2027	Postponed to 2027 due to CEO and management team capacity (Q3)

	Utilize demographic data and community partner expertise to update multilingual material available	Q4	- 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) - World of Words collection soft launched over the summer. (Q3)
Improve usability of the library	Streamline website navigation by reviewing architecture and updating menus for improved usability	✓	Website menus have been updated for usability (Q1)
	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	Staff are investigating the training and orientation required.

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	PCIN Board meeting agendas and minutes have been updated from 1999 to present. A print, digital and cloud copy is now available. (Q1)
	Update the PCIN partnership agreement to reflect the current and evolving nature of the partnership	Q4	Work is ongoing.
	Support the execution of the PCIN Strategic Plan	✓	- Participation in the 3rd Annual PC Reads program, planning and book selection underway. (Q1) - Created a web portal for election details to be compiled. Created a platform for staff data contribution. https://perthcountylibraries.ca/pcvotes26 (Q2) - Both PC Reads and PC Votes programs were launched in Q3. (Q3)
Relationship Building	Identify and develop partnerships to offer in-library mental health resources and support services	✗	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)
	Strengthen and expand partnerships with local organizations to continue offering learning and skill development sessions	Q4	- Conversations have begun with YMCA Employment Services on how we can collaborate to provide joint service to the community. (Q1) - Girl Guide, Your Library Does That and Skill Building (Sewing) Sessions (Q1) - Romeo School, Grade 5, 3D Design Class Visit (Q1) - Woodstock Public Library MakerSpace Mentoring (Q1) - Woodstock Christian School MakerSpace Mentoring (Q1) - YMCA Youth Program team collaboration for upcoming programming (Q2)

			- Formalized partnership with City of Stratford to continue the Millbank Playgroup PLOW program. (Q2) - Third Age Learning (Q3) - New MOU with YMCA Employment Services for regular visits (Q3) - Updated MOU with CAMH for library staff attendance at the Connection Centre (Q3)
Support the Municipality	Collaborate with PCIN to launch a 2026 election information platform that supports civic engagement	✓	- Created a web portal for election details to be compiled. Created a platform for staff data contribution. https://perthcountylibraries.ca/pcvotes26 (Q2) - PC Votes was launched, press release issued (Q3)
	Support priorities in the Stratford Climate Action Plan	Q4	- Staff have completed the first round of removing invasive plants from the front garden. A second round will occur in 2027. (Q2) - Hosted a Climate Adaption and Resilience Strategy feedback display for the City of Stratford (Q3)
	Support priorities in the Stratford Cultural Action Plan	Q4	- New Youth Poet Laureate selected. (Q1) - Expanded the Wonder Pass collection to include: London Children's Museum, Lower Thames Conservation Areas Pass (Q2) - Participated in Doors Open and creation of a Library History webpage (Q2) - Participation in the National Day of Truth and Reconciliation planning committee (Q2) - Red Dress Day display and resource sharing (Q2) - Asian Heritage Month Community Art Exhibit (Q2) - Moccasin Identifier educational programming in high schools (Q2) - Imagination Ignited program with Stratford Festival (Q2) - Sneak peek events for Blythe, Stratford, and Here for Now Theatre (Q2) - Offered 3 Happy Hour programs, celebrating local musicians (Q3) - Vyshyvanka & Ukrainian Embroidery program offered during Ukrainian Heritage Month. (Q3) - Partnered with Stratford Writers Festival, offering a Poetry Labyrinth Walk and a Poetry Panel. (Q3) - Expanded Truth & Reconciliation Programming as a National Centre for T&R streaming partner to broadcast lunch & learns. (Q3) - Launched the World of Words multilingual collection. (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	✓	- Underway - New monthly procedure refresher training imbedded in the staff Intranet. (Q3) - Spreadsheet for staff tracking / certification compiled and updated to date (Q3)
	Update WHMIS training system wide	✓	All staff have completed their WHMIS training. (Q3)
Support work and learning by providing staff with appropriate resources	Update and implement a new reference standard	2027	- Training and resources surrounding AI, Intellectual Freedom, and Community Resources are now on the staff portal (Q1) - Full standard postponed to 2027 due to staffing capacity and changes. (Q3)
	Conduct a staff satisfaction survey to help inform 2027 priorities	✓	27 of 36 employees participated in a staff wide survey looking primarily at the Strategic Direction 5. (Q1)
	Update staff workstations and network equipment	Q4	- Public computers have been upgraded. (Q1) - Updated virus protection to Huntress. (Q3)
	Other	Q4	- Board approved a second staff development day (Q1) - At Staff Development Day had a session on Intellectual Freedom (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	✓	The new pay grid was rolled out in January. (Q1)
	Review and update the performance evaluation manual	2027	Postponed to 2027 due to CEO and management team capacity (Q3)
	Revise and implement updated staff competencies, job descriptions, and employment agreements to reflect evolving roles	2027	Postponed to 2027 due to CEO and management team capacity (Q3)
Policy Review and Development	Creation of new policies / procedures to support staff and the library	Q4	- Rolled out a new procedure and training on Opioid Exposure & Overdose Prevention. (Q1) - New policies: Fundraising and Gift Acceptance, Naming, and Donor Recognition and Stewardship. (Q2) - Updated procedures for online registrations and emergencies (Q2)
	Update policies scheduled for review	Q4	- The Staff Manual, Respect in the Workplace and Health and Safety policies/programs were updated and will be rolled out in April 2026. (Q1) - Updated Investment, Library and Political Elections, and Board Job Description policies. (Q2) - Updated Electronic Monitoring and Disconnect from Work policies. (Q3)
	Develop a comprehensive business continuity plan to safeguard library operations during disruptions	Q4	

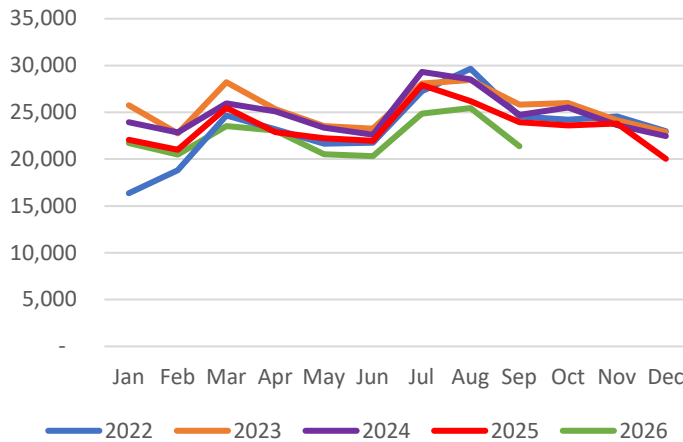
Ensure business continuity by anticipating and mitigating disruption to services	Perform routine assessments of library systems to identify vulnerabilities and address potential threats proactively	Q4	• Ongoing • Updated security software to new system (Q3) • Phishing test (Q3)
	Provide ongoing cybersecurity awareness training for staff to recognize phishing attempts, data breaches, and other cyber risks	Q4	• 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. • Training in Q2: Defining Human Firewalls, Social Engineering Test, Generative AI: Seeing Through the Deception, Human Firewalls: Thinking Before Clicking

SPL Report to the Board

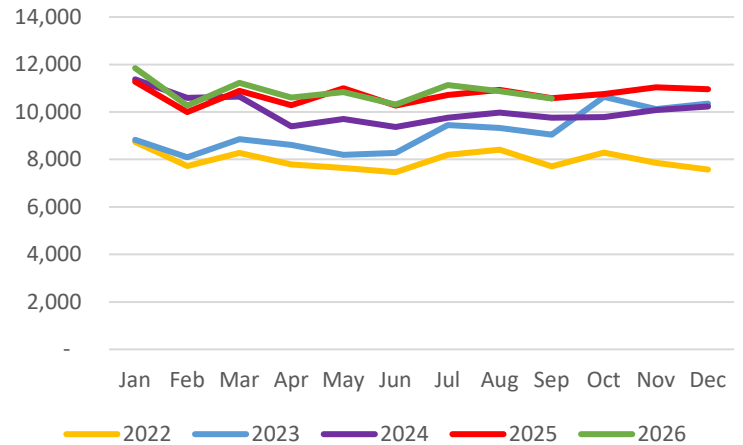
MEETING DATE: OCTOBER 13, 2026
 FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
 SUBJECT: 2026 Q3 STATISTICS AND PERFORMANCE INDICATORS



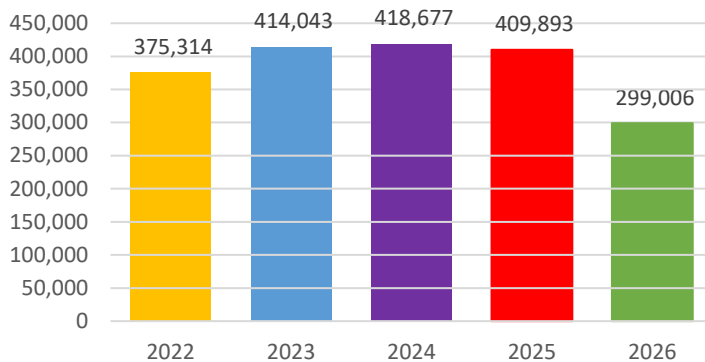
Monthly Physical Circulation



Monthly Digital Circulation



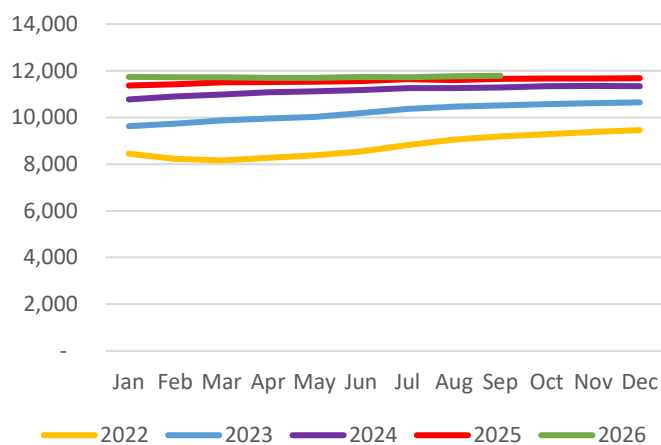
Total Annual Circulation



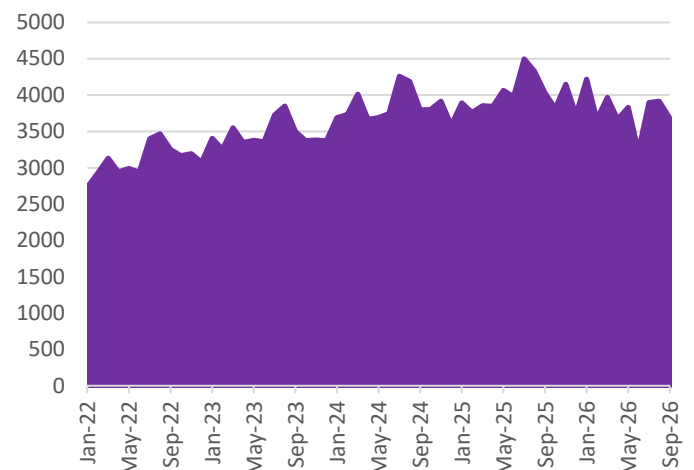
Circulation by Format

	Q3 2025	Q3 2026	% Change
Books	66,042	63,563	-4%
Movies	9,705	6,963	-28%
Music	594	645	9%
Magazines	8,958	8,480	-5%
Library of Things	1,993	1,704	-15%
eTitles	22,983	22,883	0%
Total	110,275	104,238	-5%

Active Cards

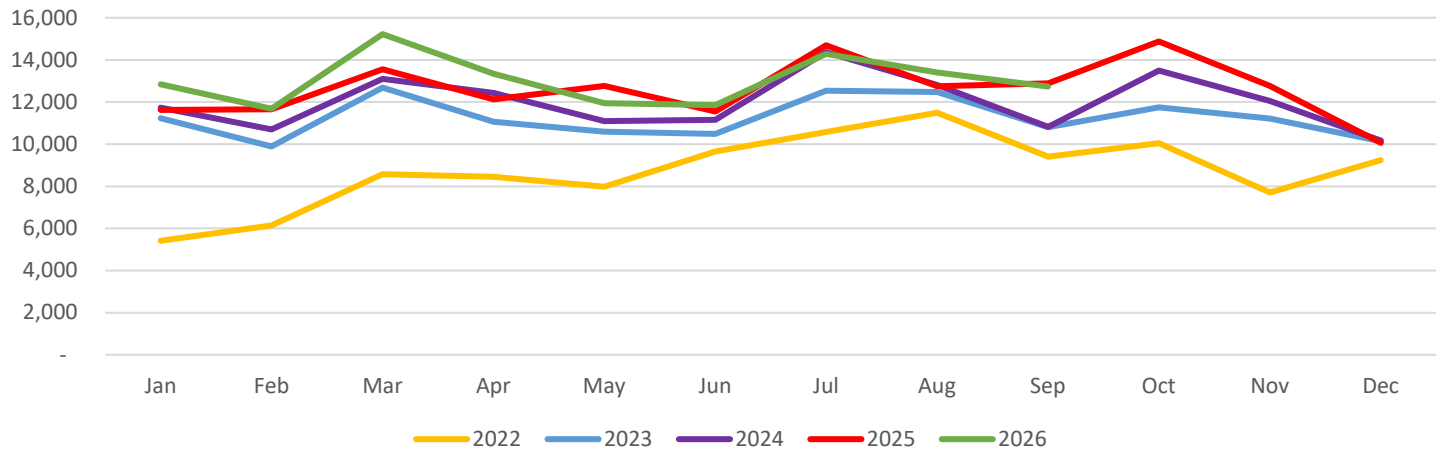


Monthly Card Usage

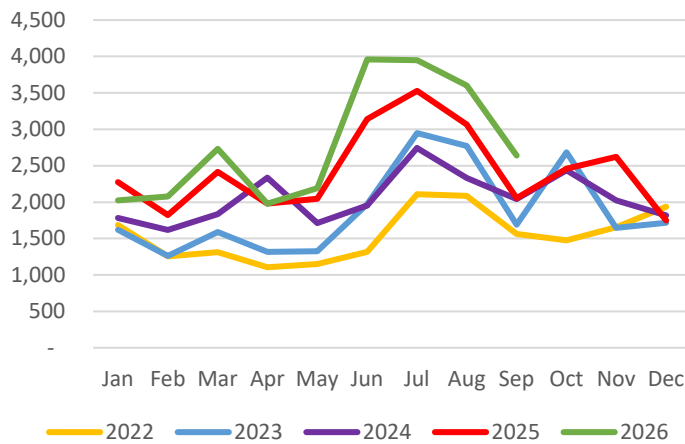




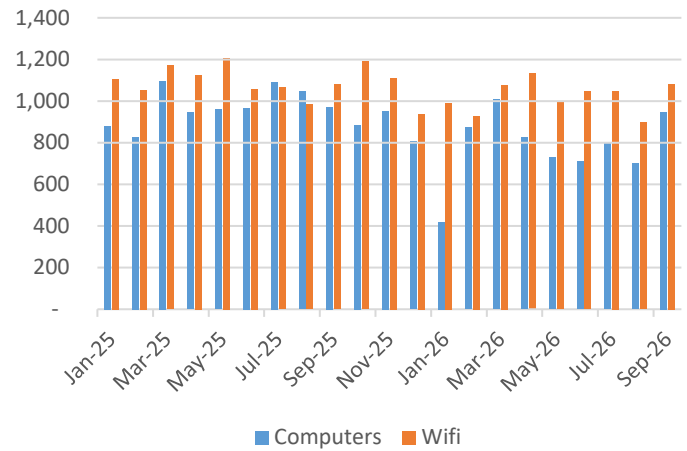
In Person Visits



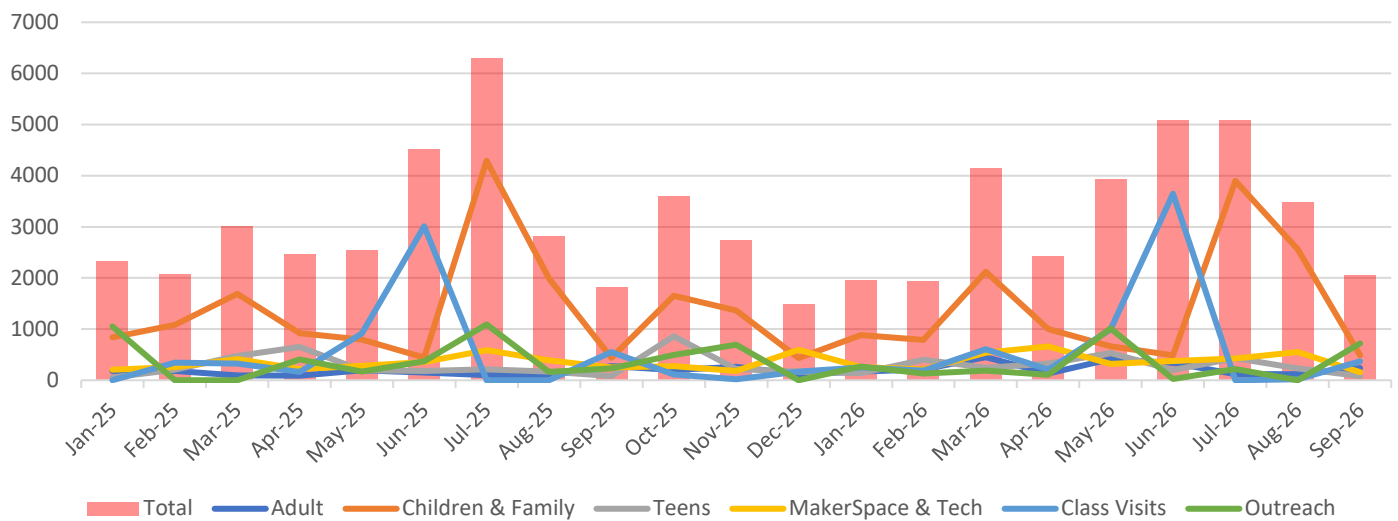
Reference Questions Asked



Public Internet and Wifi Usage



Program Attendance



CHILDREN'S SUMMER PROGRAMMING RECAP

The TD Summer Reading Club is a national program that brings families together to read, sing, play, and create. It encourages children to set goals and find joy in reading throughout the summer. This summer, a record number of children registered for the **TD Summer Reading Club!** Additionally 69 children registered for SPL cards and almost 26,000 children's materials were checked out!

New This Summer

- Our local TD donated \$5,000 towards amazing prizes
- The children's floor was decorated in an underwater theme aligned with the "Dive In" theme
- Daily self-directed discovery stations
- A fun BINGO challenge motivated readers
- Local Community Food Centre and City of Stratford Water Sanitation were new Explore Stratford locations
- New programs geared for ages 7-12 included "Wonder Works" and "Waves of Words"
- Noon Kazoo was a weekly jam session held in the Library's front garden

Thank You To Our Partners!

Lions Pool | Stratford Festival | Anne Hathaway Retirement Residence | St. John Ambulance Therapy Dogs | Perth County EMS | Stratford Public Works | Stratford Transit | Stratford Fire Department | Stratford Police | Local Community Food Centre | Stratford Municipal Airport | Stratford Perth Museum | Gallery Stratford | Ontario Clean Water Agency | Community Services Department | City of Stratford Public Housing

...And To Our Prize Donors!

The Boat House | JENN and Larry's | McDonald's Erie Street | Ivy Rose Creative | Mike's Bowling Lanes | Stratford Dairy Queen | The Little Prince Micro Cinema | Corner Store Candy Co. | NextStrat Gaming • Pursuit Climbing

7,033

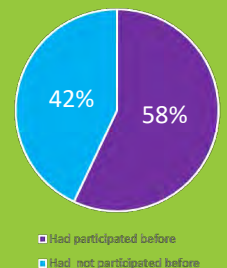
Participants
joined us

185

Free, drop-in
programs

1,242

Children joined
the TD Summer
Reading Club



In June, SPL summer team visited **twelve** elementary schools in Stratford (2,649 students) to promote the Library's summer programs.

"I saw you at my school!" was a popular phrase at SPL this summer!

Meet Marcellus!

When checking out books, children wrote their names on links of paper to add to our Octopus friend Marcellus. Over the summer, Marcellus grew week by week, expanding over the library.



Summer Reading Club 2026

"In the handful of years that we have lived in Stratford, the library has become a place we can depend on. It is always a place of welcome, help and acceptance."



"My kids enjoyed reading more because of the bingo cards and the thought of prizes."

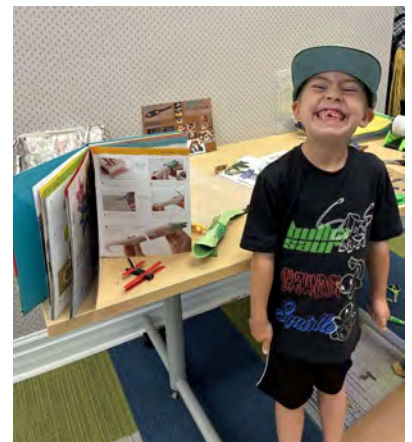
"The staff are amazing. The programs are amazing. They are what makes our summer great in Stratford."



"It doesn't matter your skill level or cognitive function (my daughter & I both have autism) all are welcome. They create fun programs that are skill building and engaging."



"As a first time mother in a town where I was new and didn't know many people, SPL programming was a key pillar in the way that I scheduled our days. I truly don't know another public library like it. "



"There is so much to do, and a wide variety. We're never bored because of SPL!"