

London Public Library Board Meeting - Public Session Agenda

March 26, 2026 5:30pm - 7:30pm EDT

Friends of LPL Boardroom

5:30pm

1. **Call to Order**

2. **Apologies**

3. **Disclosures of Interest**

4. **Changes to and Adoption of Agenda(s)**

5. **Approval of Minutes** - February 19, 2026

 [2026 02 19 LPL Board Meeting Public Session Minutes DRAFT.pdf](#)

6. **Business Arising from the Minutes**

7. **Report on Matters from Confidential Session** - February 19, 2026

8. **Consent Items**

a. **Draft Agenda - April 2026 Board Meeting**

 [2026 04 23 LPL Board Meeting Public Session Agenda - DRAFT.pdf](#)

9. **Delegations and Presentations**

a. **Facilities Master Plan Draft**

Presented by Monteith Brown

 [LPL_Board Meeting_Draft FMP_Mar26_Final.pdf](#)

b. **CULC Social Impact Study**

 [2026 03 29 CULC Social Impact Study.pdf](#)

10. Reports from Committees, Members and Staff Requiring Board Action

a. Policy Review

i. Naming and Gift Acceptance Policy Review Deferral

 [2026 03 26 LPL Board Meeting - Policy Deferral - Gift Acceptance and Naming Policies.pdf](#)

ii. Equitable Access and the Library's Right of Refusal for Use and Rental of Meeting and Community Display Space Policy

 [2026 03 26 LPL Board Meeting - Policy Review - Use and Rental of Meeting and Community Display Space Policy.pdf](#)

b. Approval of Capital Funding for Humidification

 [2026 03 26 LPL Board Meeting - Approval of Capital Funding for Humidification.pdf](#)

c. Return of Trust Fund Supplement

 [2026 Mar 26 LPL Board Meeting - Return of Trust Fund Supplement.pdf](#)

d. Assessment Growth Business Case Approval

 [2026 03 26 LPL Board Meeting - Assessment Growth Business Case Approval.pdf](#)

e. Fall 2026 Sunday Hours Approval

 [2026 03 26 LPL Board Meeting - Fall 2026 Sunday Hours Approval.pdf](#)

f. Strategic Planning Process Endorsement

 [2026 03 26 LPL Board Meeting - Strategic Planning Process Endorsement.pdf](#)

11. Updates from Other Boards and Commissions

a. Friends of LPL

12. Inquiries and Other Business

a. Concerns about effects of closing Carepoint Consumption and Treatment Service on LPL facilities and operations

b. Upcoming Events

13. Adjournment to Confidential Session

The Board will adjourn to a confidential session to discuss matters related to Sections 16.1 (4)(a) and (b) of the Public Libraries Act: labour relations or employee negotiation; and personal matters about an identifiable individual.

14. Meeting Adjournment

END
7:30pm

REGULAR BOARD MEETING

February 19, 2026

PUBLIC SESSION MINUTES

From the Board: B. Allison, S. Desserud, H. Jack (Chair), J. McCall (virtual), Councillor S. Trosow

From Management: C. Abraham, M. Ciccone, A. Co-Dyre, L. Guar, E. Hobin, B. Holme, J. Macdonald, E. Sutter

Guests: C. Sprovieri (Friends of LPL), C. Davies (Friends of LPL), C. Strickland (Friends of LPL), K. Caschera (Supervisor, CIF), N. Palmer (staff)

Minutes Taken by: J. Hodgins

1. **Call to Order** at 5:31pm

2. **Friends of the London Public Library Cheque Presentation** – C. Sprovieri and Friends

5:46pm C. Sprovieri, C. Davies, C. Strickland left the meeting.

3. **Apologies:**

a. B. Gibson, S. Collyer, Mayor Morgan, Z. Hashmi

4. **Disclosure of Interest**

a. none

5. **Changes to and Adoption of Agenda(s)**

a. MOTION: To amend the agenda to correct date on item 6. Approval of Minutes. –
MOVED by: B. Allison
SECONDED by: S. Desserud
CARRIED

b. MOTION: To approve the agenda as amended.
MOVED by: S. Trosow
SECONDED by: S. Desserud
CARRIED

6. **Approval of Minutes**

- a. Jan. 22, 2026

MOTION: To approve the Jan.22, 2026 Public Session Meeting Minutes as presented.

MOVED by: S. Desserud

SECONDED by: B. Allison

CARRIED

7. Business Arising From the Minutes

- a. none

8. Report on Matters from Confidential Session – January 22, 2026

H. Jacks reported that in the Jan. 22, 2026 Confidential Session matters were discussed relating to Sections 16.1 (4) (a), (b), (c) and (d) of the Public Libraries Act:

(a) the security of the property of the board;

(b) personal matters about an identifiable individual;

(c) a proposed or pending acquisition or disposition of land by the board;

(d) labour relations or employee negotiations.

9. Consent Items

- a. Draft Public Session Agenda – March 26, 2026

- b. February 2026 Staff Activity and Community Impact Report

MOTION: To approve the consent items as presented.

MOVED by: S. Desserud

SECONDED by: S. Trosow

CARRIED

10. Delegations and Presentations

- a. Central Library Presentation – K. Caschera, Central Information & Fiction, Supervisor

11. Reports from Committees, Members and Staff Requiring Board Action

- a. Policy Review

- i. Delegations & Public Participation Policy Review – presented by M.Ciccone

- Amendments were suggested to correct punctuation and clarify wording

MOTION: To approve the amendments to the Delegations & Public Participation Policy.

MOVED by: S. Trosow

SECONDED by: S. Desserud

CARRIED

MOTION: To approve the Delegations & Public Participation Policy as amended.

MOVED by: S. Trosow

SECONDED by: S. Desserud

CARRIED

b. 2026 Budget Approval - presented by M.Ciccione

MOTION: To approve the 2026 Operating Budget and Capital Plan as presented.

MOVED by: S. Desserud

SECONDED by: B. Allison

CARRIED

c. 2025 Year End Statistics - presented by M.Ciccione

- Discussion of stats showing visits for borrowing vs. value added services and other measures being shown.
- M. Ciccione will be presenting CULC study results to the Board in March which will highlight value added services.
- It was suggested to send to City Councillors LPL stats.

MOTION: To receive the 2025 Statistics Report as presented.

MOVED by: S. Desserud

SECONDED by: B. Allison

CARRIED

d. Requests for Reconsideration/Collection Challenges 2025 - presented by M.Ciccione

- It was noted that the results are low and questioned how LPL numbers compare to other libraries; national statistics can be found on the CFE-CFLA/FCAB Canadian Library Challenges Database.

MOTION: To receive the 2025 Requests for Reconsideration of Library Materials Report as presented.

MOVED by: S. Desserud

SECONDED by: S. Trosow

CARRIED

12. Updates from Other Boards and Commissions

- a. Friends of LPL – S. Desserud shared that Friends of LPL Feb. 3 and set the date for the 2026 book sale as Oct 16-18.
- b. Historic Sites Committee – J. Hodgins shared that the Historic Sites Committee met on Feb. 4. Unveilings are planned for the London Cricket Club (May 2026) and Wonderland Gardens (June 21, 2026)

13. Inquiries and other Business

a. none

14. Adjournment to Confidential Session

The Board will adjourn to a confidential session to discuss matters related to Section 16.1 (4)(d) of the Public Libraries Act: labour relations or employee negotiations.

MOTION: To adjourn to the Confidential Session of the meeting.

MOVED by: S. Trosow

SECONDED by: S. Desserud

CARRIED at 6:35pm

15. Meeting Adjournment

MOTION: To adjourn the meeting.

MOVED by: S. Desserud

SECONDED by: B. Allison

CARRIED at 6:45pm

Signature (Chair)

Signature (Secretary)



London Public Library Board Meeting Public Session Agenda

April 23, 2026 5:30pm - 7:30pm
Friends of LPL Boardroom

1. Call to Order
2. Apologies
3. Disclosures of Interest
4. Changes to and Adoption of Agenda(s)
5. Approval of Minutes
6. Business Arising from the Minutes
7. Report on Matters from Confidential Session
8. Consent Items
9. May 2026 Agenda
10. Delegations and Presentations
11. Beacock and Carson Branch Presentation
12. Reports from Committees, Members and Staff Requiring Board Action
 - a. Policy Review
 - i. EDI Policy
 - ii. Gift Acceptance Policy
 - iii. Naming Policy
 - b. 2025 Audited Financial Statements
13. Updates from Other Boards and Commissions
14. Inquiries and Other Business
15. Adjournment to Confidential Session
16. Matters to be Reported From Confidential Session
17. Meeting Adjournment

The Impact of Canadian Public Libraries*

* Summary report based on the national study investigating the Impact of Canadian Urban Libraries, led by the Canadian Urban Libraries Council/Conseil des Bibliothèques Urbaines du Canada (CULC/CBUC).

Overview



Initiated by Canadian Urban Libraries Council (CULC), of which LPL is a member.



Inspired by Toronto Public Library's Social Impact Study completed in 2023, working with the same firm.



First to measure social impact using data and metrics for an empirical assessment.



Positions CULC and its member libraries to participate in local, provincial, national and global discussions around community well-being and global determiners of health.

Study facts



Conducted May – July 2025 among the general population as well as among library users.



Data was captured from 53 CULC library systems across the country, gathering input from a total of 18,315 respondents from all over Canada.



10 library systems participated in the study steering group, directing the research, and acting as sites for interviewee recruitment.



16 other library systems distributed the survey among their users (LPL was one).

LPL Demographics

410 respondents (max allotment)

All are current library users

82% identify as White/Caucasian/European descent

74% identify as women.

75% were born in Canada
17% have lived in Canada more than 10 years.

Over 50% are retired.

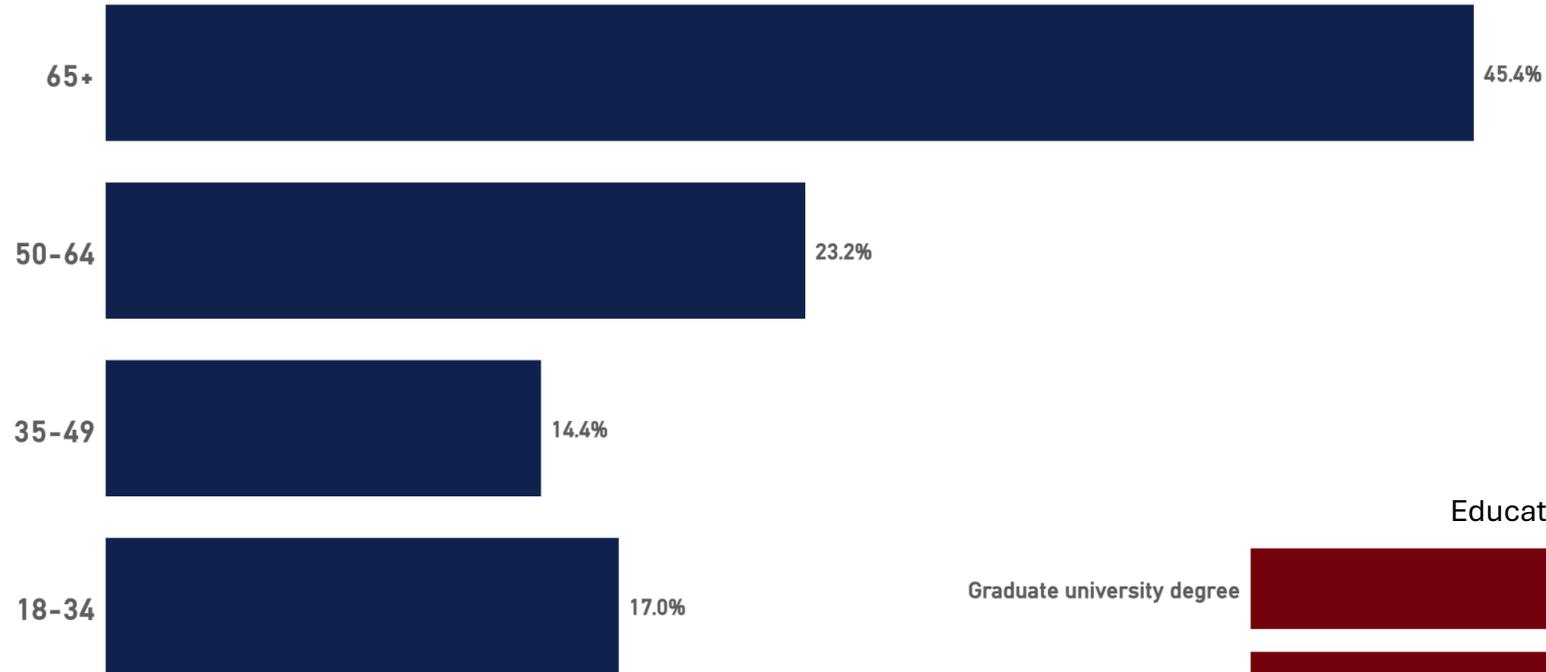
13% have children at home under the age of 18.

19% identify as a person with a disability.

8% identify as 2SLGBTQIA+.

56% are currently living with their spouse
28% are live alone.

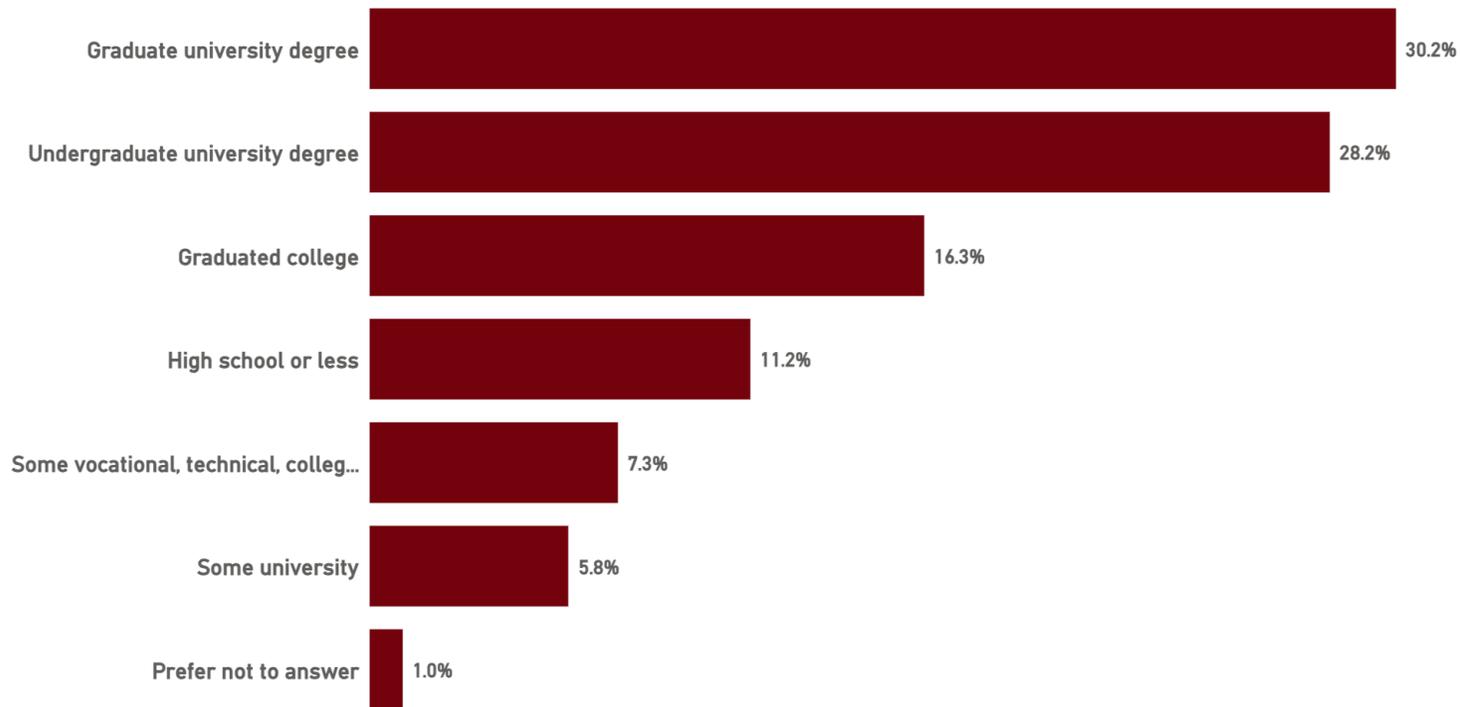
Age Range



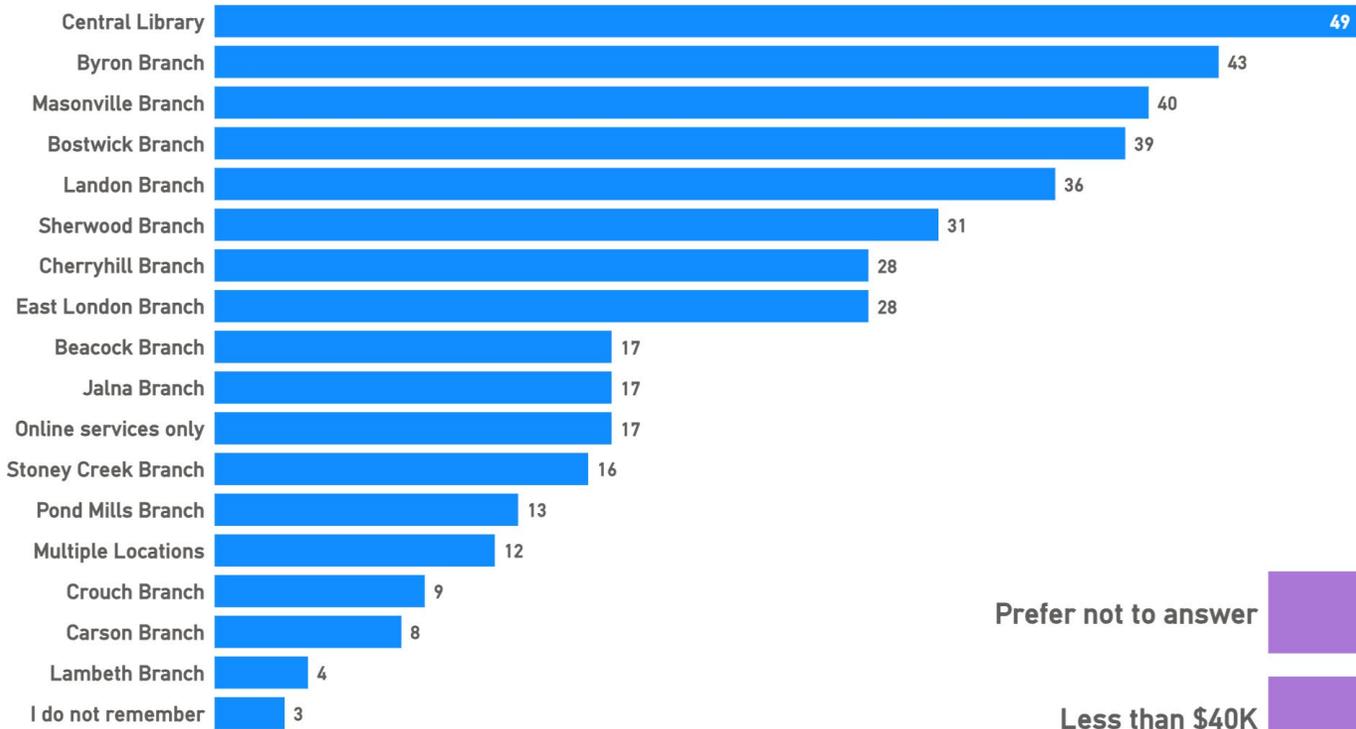
69% of respondents were 50 years old or older.

58% had a university degree or higher.

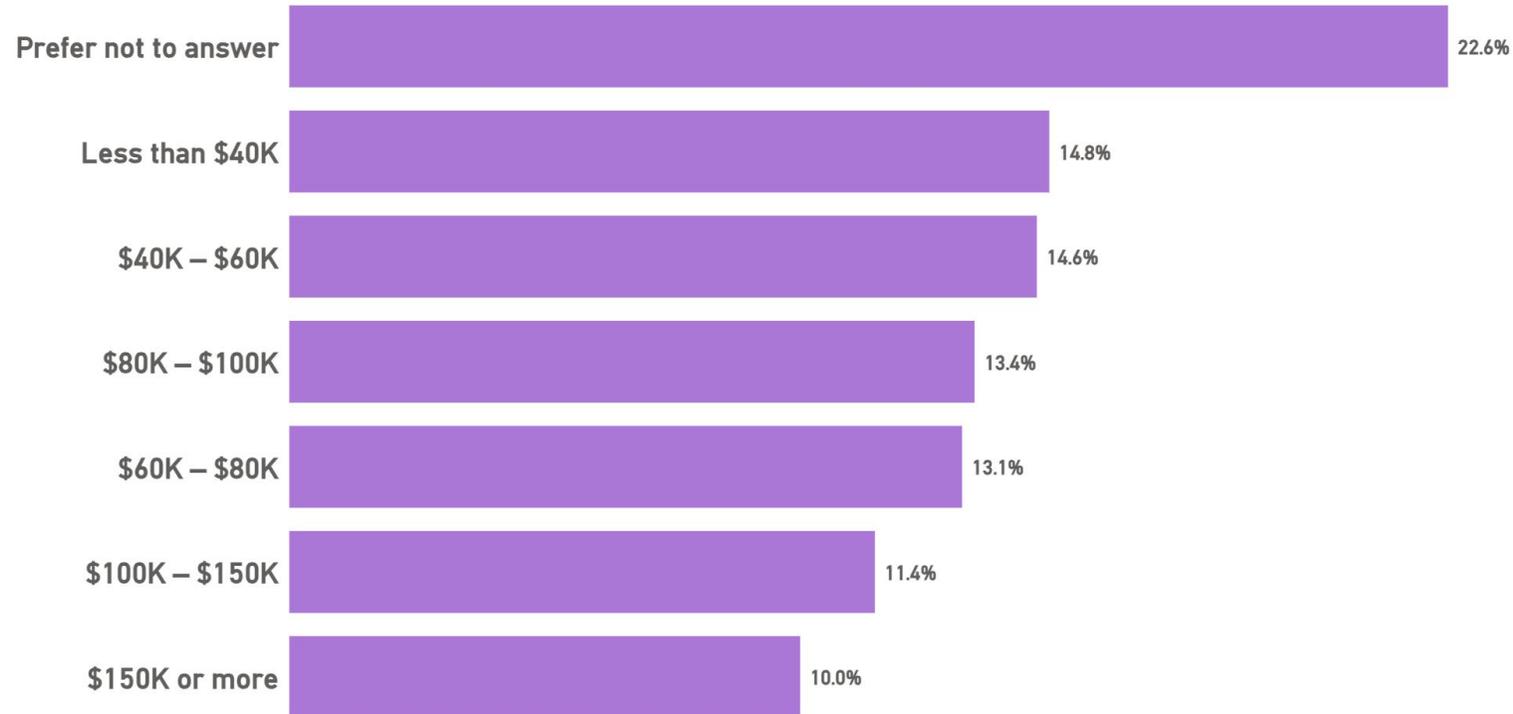
Education



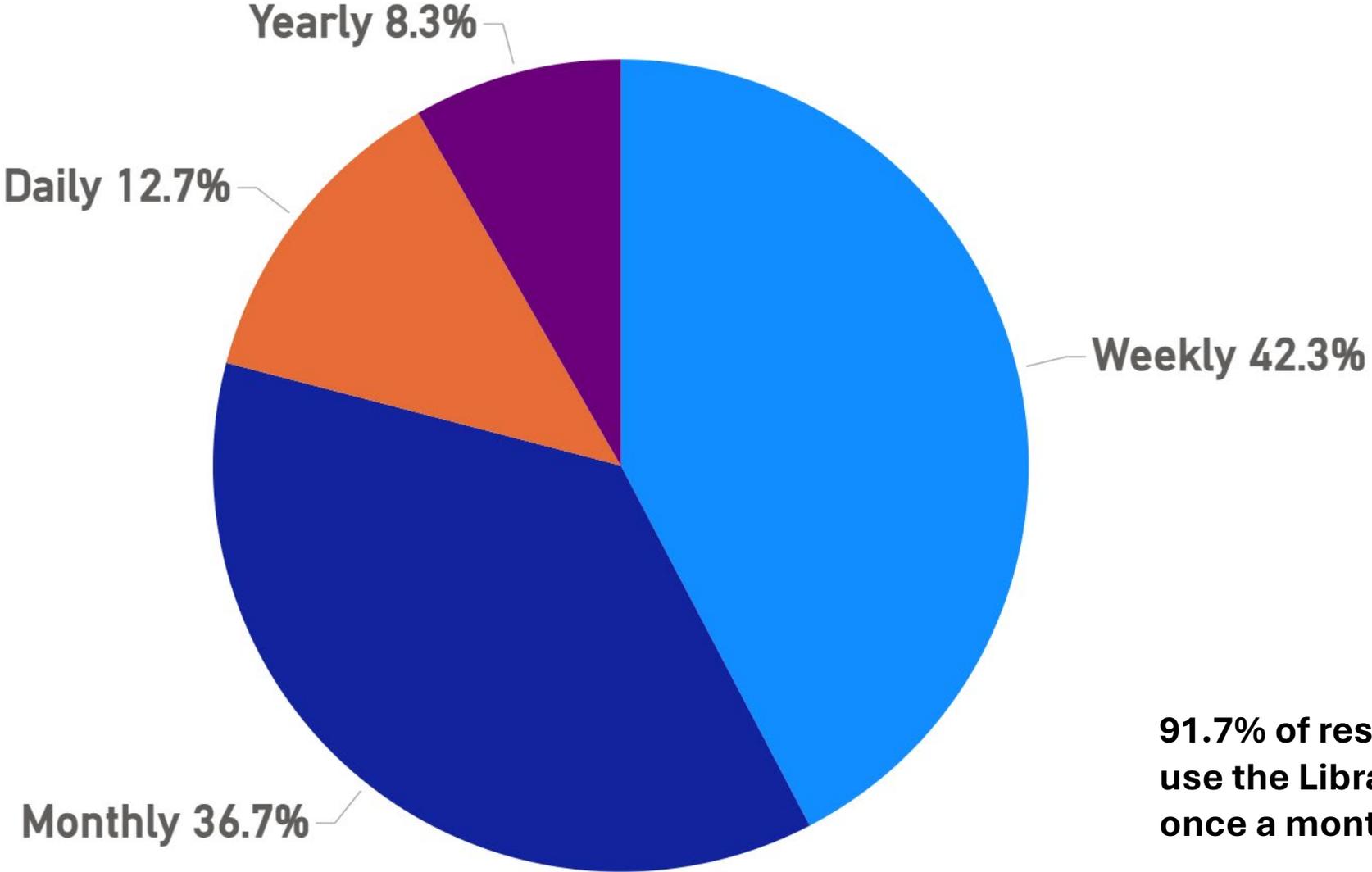
Branch Most Frequented



Income



LPL: How often do you use Library services?



91.7% of respondents use the Library at least once a month.

Main takeaways from report (All libraries)

Libraries matter to individuals, communities, and society

Libraries deliver impact across four dimensions: emotional, intellectual, creative and social

Collections is still a core library service

Broad support among nonusers

The experience of impact differs across different user segments (all libraries)

Youth (18-25): Tend to use Spaces more than the average user.

Parents: Tend to use all library services more than the average user – and Spaces and Programs much more.

Seniors (65+): Tend to use Spaces and Programs less than the average user – indicating a more Collection focused use of libraries.

Indigenous and Newcomers: Tend to use Spaces, Programs, and Staff more than the average user.

Public libraries offer various digital and technological services. To what extent do you believe that these services have a positive impact for people in your community?



LPL: 79%

**Online
resources**



LPL: 77%

**Equipment
and Wi-Fi**



LPL: 75%

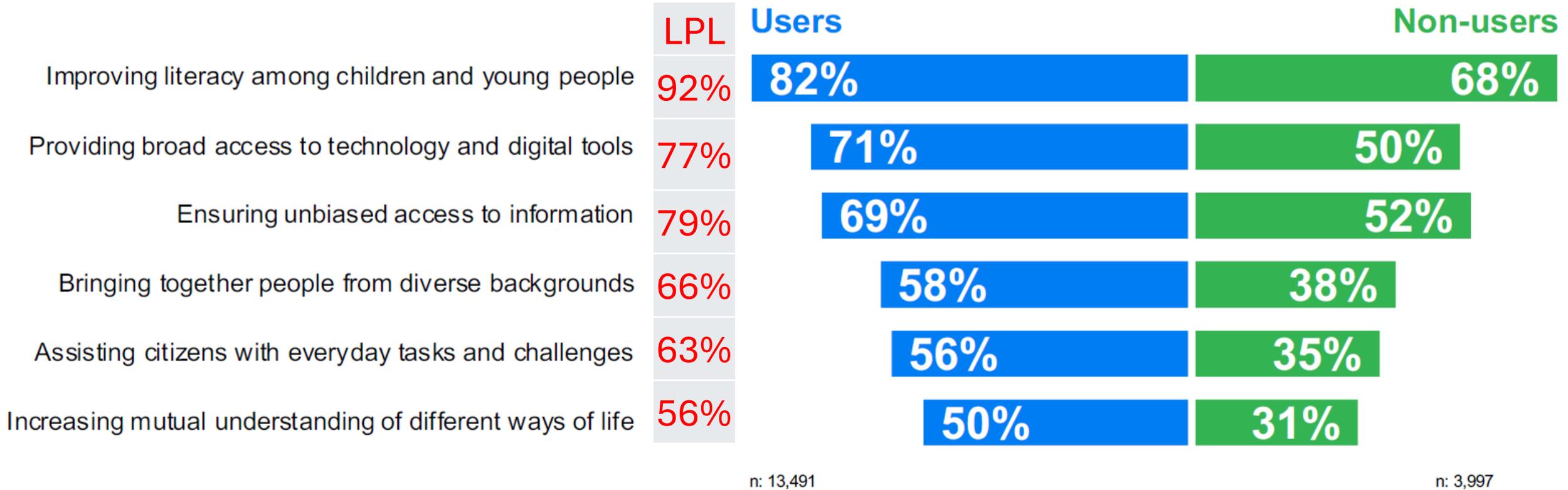
**Technical
support**



LPL: 61%

**Training
classes**

**In which of the following areas do you believe that public libraries have significant positive impact?
Please select all that apply:**



Impact Measured in Four Categories

Collections

Programs

Spaces

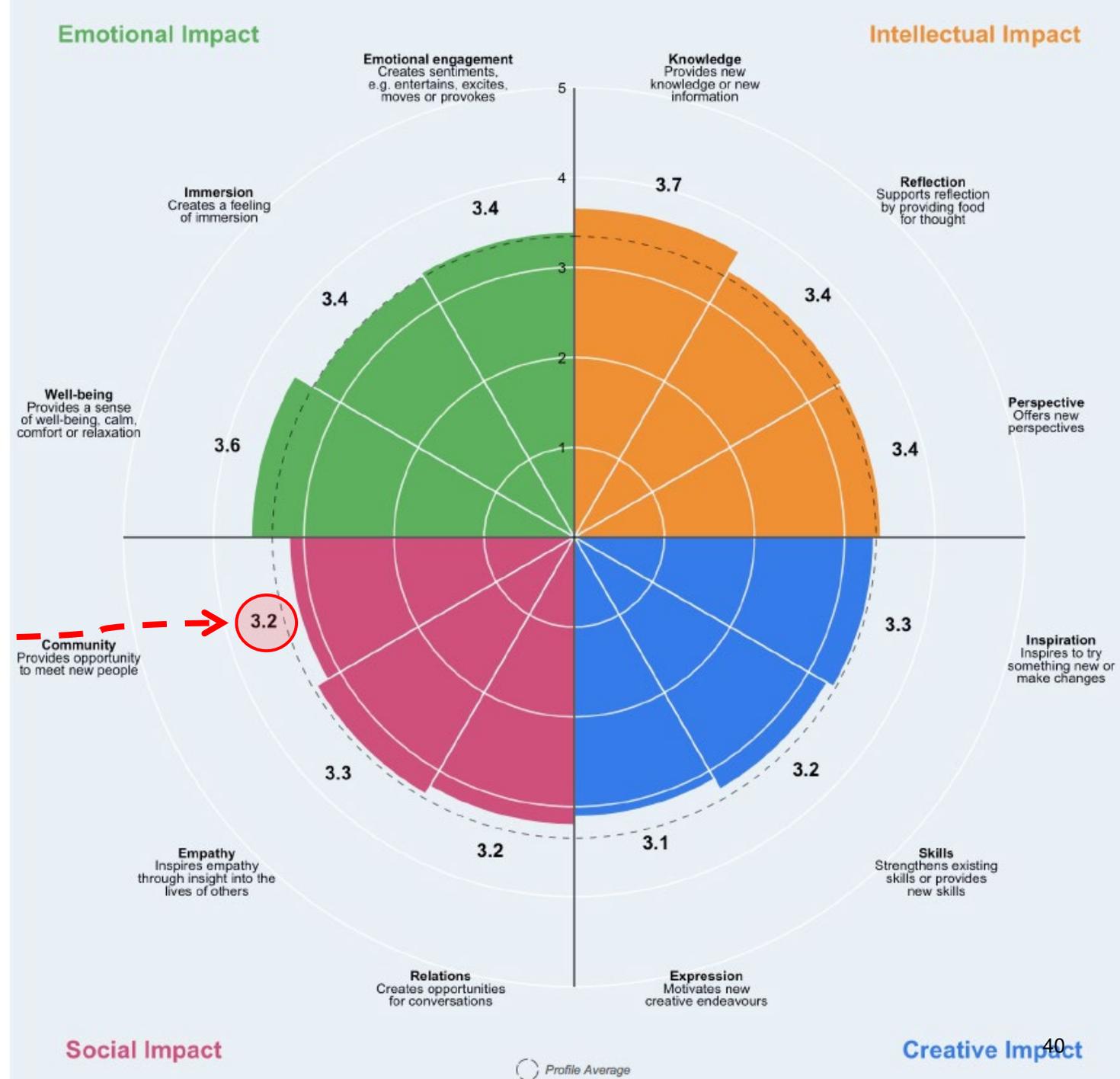
Staff

Engagement within the previous year

All	In the last year:	LPL
91%	Used Collections	87%
57%	Used Spaces	49%
35%	Attended Programs	21%
66%	Received Staff Guidance	53%

Measuring Impact - Overview

- By placing the individual experience at the heart of the inquiry, the rich results of this study map several key outcomes around the four dimensions - emotional impact, social impact, intellectual impact and creative impact - with 3 parameters each, designed to capture different aspects of the library experience.
- There is a study map for the Overall score and each of the areas of focus: Collections, Spaces, Programs and Staff.
- Participants scored each parameter on a scale from “Not at all” (1) to “To a very large extent” (5).
- Parameters measure the presence or absence of positive impact.
- A score of 1 indicates that all users responded “Not at all”, whereas a score of 5 indicates that all users report the maximum rating.
- In practice, these extremes are unlikely to occur. Ratings usually vary between scores of 2-4.



Initial Takeaways

Consistently, LPL scored higher on Emotional and Intellectual Impact.

Under Emotional Impact, Well-being consistently rated high (overall 3.5).

Under Intellectual Impact, Knowledge consistently rated high (overall 3.5).

Creative and Social Impact rated higher for Programs than other categories.

In almost every instance, the “18-34” age group and the “non-white” census group rated impacts higher than the aggregate scores for LPL and for the full survey.

How Will We Use this Information?



Advocacy: provides a compliment to the standard data that we traditionally share.



Fund Development: assists in articulating our value to potential donors.



Strategic Planning: well-timed with our 2027-30 process just beginning. Plan.

REPORT TO LIBRARY BOARD

MARCH 26, 2026

SUBJECT: Deferral of Policy Review: Gift Acceptance and Naming Policies
PURPOSE: For Approval
PREPARED BY: Michael Ciccone - CEO
PRESENTED BY: Michael Ciccone - CEO

RECOMMENDATION

It is recommended that the Library Board approve the deferral of the policy review for the Library's *Gift Acceptance Policy and Naming Policy* until April 2026

BACKGROUND

Staff would like to ensure these policies are in alignment. Further research and consultation is needed before finalizing the revisions of these policies which cover major aspects of the Library's fund development efforts

NEXT STEPS

Upon approval, staff will reschedule the review until April 2026.

REPORT TO THE LIBRARY BOARD

MARCH 26, 2026

SUBJECT: Use and Rental of Meeting and Community Display Space Policy

PURPOSE: For Approval

PREPARED BY Staff

PRESENTED BY: Michael Ciccone - CEO

RECOMMENDATION:

It is recommended that the Library Board approve the revisions to the *Equitable Access and the Library's Right of Refusal for Use and Rental of Meeting and Community Display Space Policy* which includes a name consolidation to the *Use and Rental of Meeting and Community Display Space Policy*.

BACKGROUND:

The *Equitable Access and the Library's Right of Refusal for Use and Rental of Meeting and Community Display Space Policy* expanded upon language previously contained in the Library's operational policy governing use of this space when first approved by the Board in 2022. The name consolidation is being recommended for both identifying the rationale for the policy and finding and/or referencing the policy.

NEXT STEPS:

Upon approval, Administration will update the Library's *Use and Rental of Meeting and Community Display Space Policy* to incorporate revisions and post online. As part of the Board Policy Revision Cycle, review of this policy is scheduled in March of 2030 unless it is deemed necessary to review sooner.

CURRENT POLICY

PURPOSE:

To state the London Public Library's (Library's) commitment to equitable access as it pertains to the use and/or renting of Meeting Spaces or Community Display spaces and to establish the criteria for the Library's right to refuse this service.

SCOPE:

This policy governs any space, internal or external, designated by the Library as a Meeting Space or Community Display space. This includes:

- community use rooms;
- study, tutorial and practice rooms;
- the Wolf Performance Hall;
- the Rotary Reading Garden; and,
- any ad hoc space.

DEFINITIONS:

- **Community Display:** means a display of information by a non-profit or public agency in an area(s) of the Library visible to the public (excluding bulletin boards), not of a selling or soliciting nature and not sponsored by the Library, that supports a program or initiative.
- **Event:** the purpose for which the Meeting Space is being used by the Renter.
- **Meeting Space:** any space identified by the Library as such.
- **Renter:** an organization or individual who has contracted with the Library for the use of a Meeting Space.

POLICY STATEMENT:

The Library aims to facilitate expressions of knowledge, creativity, ideas, and opinion, and is committed to providing equitable access. To this end, Library Meeting Spaces and Community Display spaces are made available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting use, in accordance with the [*Library's Statement on Intellectual Freedom*](#). Granting permission to use Meeting Space or Community Display space does not imply endorsement by the Library of the aims, policies or activities of any Renter. However, the Library is also committed to upholding the dignity and safety of the public and its staff, and to denouncing and not facilitating or promoting hate speech, discrimination, violence, or other illegal activity. To this end, the Library reserves the right to deny or cancel a booking when the Library reasonably believes that the proposed use will or is likely to include any of the prohibited activities identified below.

The Library reserves the right to refuse, cancel or discontinue, at its sole discretion, a Renter's use of a Meeting Space or Community Display space, without liability to or against the Library. The Library may do so for the following reasons, among others:

- the use of the Meeting Space or Community Display space, Event, and/or the Renter's aims contravene or are likely to contravene municipal, provincial, or federal legislation, including, but not limited to:
 - the [Canadian Charter of Rights and Freedoms](#), Part I of the *Constitution Act, 1982*, being Schedule B to the *Canada Act 1982* (UK), 1982, c 11;
 - the [Copyright Act](#) (Canada), RSC 1985, c. C-42;
 - the [Criminal Code](#) (Canada), RSC 1985, c. C-46, including the sections that make it unlawful to advance or promote genocide, or to incite or wilfully promote hatred against any identifiable group;
 - the [Human Rights Code](#) (Ontario), RSO 1990, c H.19, which prohibits discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability; and, which confirms that it is a violation to publish or display any notice, sign, symbol, emblem, or other similar representation that indicates the intention of the person to discriminate or incite discrimination within the meaning of the [Human Rights Code](#).
- the Renter has misrepresented its aims or intentions for the Event or Display;
- there is a risk or likelihood of physical danger to participants or the audience or misuse of the property or equipment;
- the Renter's primary intent is or appears to be to sell goods or services or recruit clients;
- the Renter's primary intent is or appears to be to provide bingo games, lotteries, or other games of chance, even in cases where money is being raised for a charitable cause;
- the Renter has failed to comply with the terms and conditions of previous use agreements with the Library;
- the Event negatively impacts or is likely to negatively impact the ability of others to enjoy the services and facilities of the Library, or impedes or is likely to impede Library operations; or,
- the Renter or Event content is or is likely to be in violation of Library policy, including, but not limited to, the Library's [Rules of Conduct](#), [Charter of Library Use](#) or [Workplace Harassment and Sexual Harassment Prevention](#) policies.

CHALLENGES:

A Renter or prospective Renter whose request is refused, cancelled, or discontinued in accordance with this policy may challenge the decision by requesting that the matter

be reviewed by the Director, Customer Service and Branch Operations. If denied, a Renter or prospective Renter may request a reconsideration of the decision and that the matter be referred to the Office of the CEO & Chief Librarian. The final decision rests with the CEO & Chief Librarian.

INQUIRIES:

CEO & Chief Librarian

SUMMARY OF SIGNIFICANT CHANGES

Revisions are limited to minor changes to language and format.

REVISED POLICY

PURPOSE:

To state the London Public Library's (Library) commitment to equitable access as it pertains to the use and/or renting of Meeting Spaces or Community Display spaces and to establish the criteria for the Library's right to refuse this service.

SCOPE:

This policy governs any space, internal or external, designated by the Library as a Meeting Space or Community Display space. This includes:

- Community use rooms;
- Study, tutorial and practice rooms;
- Wolf Performance Hall;
- Rotary Reading Garden; and,
- any ad hoc space.

DEFINITIONS:

- **Community Display:** means a display of information by a non-profit or public agency in an area(s) of the Library visible to the public (excluding bulletin boards), not of a selling or soliciting nature and not sponsored by the Library, that supports a program or initiative.
- **Event:** the purpose for which the Meeting Space is being used by the Renter.
- **Meeting Space:** any space identified by the Library as such.
- **Renter:** an organization or individual who has contracted with the Library for the use of a Meeting Space.

POLICY STATEMENT:

The Library aims to facilitate expressions of knowledge, creativity, ideas, and opinion, and is committed to providing equitable access. To this end, Library Meeting Spaces and Community Display spaces are made available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting use, in accordance with the [Library's Policy on Intellectual Freedom](#). Granting permission to use Meeting Space or Community Display space does not imply endorsement by the Library of the aims, policies or activities of any user or Renter. However, the Library is also committed to upholding the dignity and safety of the public and its staff, and to denouncing and not facilitating or promoting hate speech, discrimination, violence, or other illegal activity. To this end, the Library reserves the right to deny or cancel a booking when the Library reasonably believes that the proposed use will or is likely to include any of the prohibited activities identified below.

The Library reserves the right to refuse, cancel or discontinue, at its sole discretion, a

Renters use of a Meeting Space or Community Display space, without liability to or against the Library. The Library may do so for the following reasons, among others:

- the use of the Meeting Space or Community Display space, Event, and/or the Renter's aims contravene or are likely to contravene municipal, provincial, or federal legislation, including, but not limited to:
 - the [Canadian Charter of Rights and Freedoms](#), Part I of the *Constitution Act, 1982*, being Schedule B to the *Canada Act 1982* (UK), 1982, c 11;
 - the [Copyright Act](#) (Canada), RSC 1985, c. C-42;
 - the [Criminal Code](#) (Canada), RSC 1985, c. C-46, including the sections that make it unlawful to advance or promote genocide, or to incite or willfully promote hatred against any identifiable group;
 - the [Human Rights Code](#) (Ontario), RSO 1990, c H.19, which prohibits discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability; and, which confirms that it is a violation to publish or display any notice, sign, symbol, emblem, or other similar representation that indicates the intention of the person to discriminate or incite discrimination within the meaning of the Human Rights Code.
- the Renter has misrepresented its aims or intentions for the Event or Display;
- there is a risk or likelihood of physical danger to participants or the audience or misuse of the property or equipment;
- the Renter's primary intent is or appears to be to sell goods or services or recruit clients;
- the Renter's primary intent is or appears to be to provide bingo games, lotteries, or other games of chance, even in cases where money is being raised for a charitable cause;
- the Renter has failed to comply with the terms and conditions of previous use agreements with the Library;
- the Event negatively impacts or is likely to negatively impact the ability of others to enjoy the services and facilities of the Library, or impedes or is likely to impede Library operations; or,
- the Renter or Event content is or is likely to be in violation of Library policy, including, but not limited to, the Library's [Rules of Conduct](#), [Charter of Library Use](#) or [Workplace Harassment and Sexual Harassment Prevention](#) policies.

CHALLENGES:

A Renter or prospective Renter whose request is refused, cancelled, or discontinued in accordance with this policy may challenge the decision by requesting that the matter be reviewed by the Director, Customer Service and Branch Operations. If denied, a

Renter or prospective Renter may request a reconsideration of the decision and that the matter be referred to the Office of the CEO & Chief Librarian. The final decision rests with the CEO & Chief Librarian.

INQUIRIES:

CEO & Chief Librarian



REPORT TO THE LIBRARY BOARD

MARCH 26, 2026

SUBJECT: Capital Funding Request for Humidification

PURPOSE: For Approval

PREPARED BY Michael Ciccone – CEO, Lakshay Gaur – Director, Finance and Facility Services, Craig Asgby – Manager, Facilities

PRESENTED BY: Michael Ciccone - CEO

RECOMMENDATION:

It is recommended that the Library Board approve the allocation of \$450,000 for the installation of a new steam boiler to interconnect with the Central Library’s existing steam piping system for humidification of the building.

BACKGROUND:

On April 30, 2025, the Library was notified by London District Energy of its intention to decommission the steam system used for heating the Central Library, effective October 31, 2026. Subsequently, on September 23, 2025, London City Council approved a plan to fund the installation of a new heating system for the Library.

The City selected Trane, a thermal management and energy services firm, to manage the project, with the design phase commencing in November 2025. During this process, Trane was advised that the Library possessed existing humidification equipment, although it was not operational at the time. The system required repairs, and, until recently, the Library did not have sufficient budgetary capacity to address these deficiencies. Once the discontinuation of steam heat became imminent, initiating repairs to the existing system was not a cost-effective option.

Given the significance value of the Library’s collections — particularly those housed in the London Room, where stable temperature and humidity levels are critical for preservation — the Library sought to incorporate humidification into the scope of this project by leveraging the existing equipment where possible. It was recognized that humidification was not essential to the primary objectives of the City-funded heating project, and any additional work would likely be the financial responsibility of the Library.

The estimated cost of this work is \$375,000 (excluding HST). To account for contingencies, approval is being requested for a total allocation of \$450,000 from the Library's Capital Lifecycle Renewal Budget. The current balance of this budget is approximately \$8 million.

NEXT STEPS:

Upon approval, Trane will be given approval to continue with humidification as part of the overall project. Construction is due to begin in May and expected to be completed prior to the October 31, 2026 deadline.



REPORT TO THE LIBRARY BOARD

MARCH 29, 2026

SUBJECT: Reversal of Trust Fund Supplement to 24-27 Operational Budget

PURPOSE: For Approval

PREPARED BY: Michael Ciccone – CEO and Chief Librarian

PRESENTED BY: Michael Ciccone

RECOMMENDATION:

It is recommended that the London Public Library Board return the allocation of \$750,000 in discretionary donor funds, originally allocated on May 23, 2024 to possibly supplement Collections purchasing over the length of the 2024-27 Multi-year Budget Cycle, to their original budget lines.

BACKGROUND:

This funding allocation was requested as a precautionary measure to sustain the purchasing of collections at an acceptable level at a time where our operational budget status was uncertain. At this time, none of the funds have been expended.

A combination of the following has led staff to conclude that this allocation is no longer necessary:

- Strategic use our stabilization reserve in 2024 and 2025;
- The cumulative effect of increases to our operational budget over the 2024-27 budget cycle, and
- Approval of our 2026 assessment growth business case for digital collections that adds \$89,687 annually to our collections budget.

FINANCIAL IMPACT:

The trust fund allocation to supplement collections purchasing were dedicated from four primary sources:

Trust Fund Description	Total Allocation
System HPN Fund	\$450,000
Collections HPN Fund	\$180,000
Direct Mail Campaign HPN Fund	\$ 50,000

Branch HPN Funds	\$70,000
TOTAL	\$750,000

NEXT STEPS:

Assuming Board approval, the funds will be returned to their original budget line and will be available to address other organizational needs.

REPORT TO THE LIBRARY BOARD

MARCH 26, 2026

SUBJECT: Assessment Growth Business Case Approved
PURPOSE: For Receipt
PREPARED BY: Michael Ciccone - CEO
PRESENTED BY: Michael Ciccone - CEO

RECOMMENDATION

It is recommended that the Library Board receive this report.

BACKGROUND

Through the City of London's Assessment Growth process, the Library has been allocated an additional \$89,687 annually to our operating budget to meet patron demand for our digital collections starting in 2026.

Assessment growth generally refers to the additional property taxes collected from new and/or expanded homes and businesses. It is the net increase in assessment attributable to new construction. While assessment growth results in additional property taxes collected through the tax levy, these new/expanded homes and businesses expect to receive the same municipal services as existing taxpayers. Assessment growth is used to fund the extension of municipal services provided to the existing property tax base.

While the Library has not recently expanded our reach through the building of new facilities, our digital collections are not constricted by physical limitations and thereby qualify for assessment growth funding. The Library has experienced a sustained annual increase of approximately 8% in demand for digital collections since 2021, with 25% of this growth estimated to be attributable to population increases.

On June 3, 2025, in conjunction with the 2025 Council Policy Review, Council directed:

g) the Civic Administration BE DIRECTED to:

i) continue to work with London Transit Commission and London Public Library to determine appropriate metrics for which these agencies may apply for assessment growth funding;

Soon after, City staff contacted the Library and we collaborated on the Business Case, which was presented to and approved by Council's Strategic Priorities and Policies Committee on February 23, 2026 and, subsequently by City Council on March 3, 2026.

NEXT STEPS

The approved assessment growth funding has been added to our 2026 budget, and the following budget lines have been adjusted:

2026 Operating Budget	Approved	Adjusted
City of London Revenue Allocation	\$ 25,796,000	\$ 25,885,687
Collections Budget	\$ 2,875,711	\$ 2,965,398
Total Budget	\$ 27,922,503	\$ 28,012,190

REPORT TO THE LIBRARY BOARD

MARCH 26, 2026

SUBJECT: Fall 2026 Sunday Hours
PURPOSE: For Approval
PREPARED BY: Executive Team
PRESENTED BY: Adrienne Co-Dyre – Director, Public Service

RECOMMENDATION

It is recommended that the Library Board approve the opening of the Library for Sunday Hours as follows:

- Date Range: Sunday, October 18, 2026 to December 13, 2026
- Hours: 1 pm – 5 pm
- Branches: Bostwick, Sherwood, Stoney Creek

BACKGROUND

We are pleased to offer Sunday service for the first time since Spring of 2024.

As per the current Collective Bargaining Agreement with CUPE Local 217, Sunday service work performed by permanent employees is done on a voluntary basis. When we sought volunteers in 2021 to work at Central, we received little interest (security, safety and parking were cited as concerns). We expect that Sunday opportunities at these branches will be more attractive.

In choosing the three branches, we took into consideration geographic coverage and the traffic at the facility in which they're housed:

- The Bostwick Branch, located in the newly named Startech.com YMCA, Community Centre and Library, has been one of busiest branches in the system since its opening in 2018 and is part of a highly used multi-use facility with extensive weekend activities.
- The Sherwood Branch, located in the Sherwood Forest Mall, has been the second busiest branch in the system since re-opening after renovation, accounting for 11.5% of all system visits in Q4 2025.
- The Stoney Creek Branch, located in the Stoney Creek Community Centre along with the YMCA, has seen steady use since the end of the Pandemic.

All three of those locations will be able to provide their community with meeting space and study rooms.

FINANCIAL IMPACT

As per the Collective Agreement; “all authorized time worked for Sunday Service shall be at the overtime rate of time and one half (1½) times regular time. Employees shall receive, at the discretion of the employee, compensation or time-off for time worked.”

The staffing cost for providing 4 hours of Sunday Service for 9 weeks in the Fall of 2026 at three branches is approximately \$40,000 (this cost estimate excludes additional facility operating costs, such as utilities, and security).

NEXT STEPS

Staff will be notified that Sunday Hours are available. We will assess the success of offering services at these three branches prior to seeking approval from the Board for the 2027 Sunday Service schedule.

REPORT TO THE LIBRARY BOARD

MARCH 26, 2026

SUBJECT: Strategic Planning Process

PURPOSE: For Endorsement

PREPARED BY Michael Ciccone - CEO

PRESENTED BY: Board Ad Hoc Strategic Planning Committee

RECOMMENDATION:

It is recommended that the Library Board endorse the workplan for the creation of the Library's 2027-2030 Strategic Plan.

BACKGROUND:

The Library has engaged Monteith Brown (MB) to work with staff and the Library Board in creating its 2027-2030 Strategic Plan. The process commenced in mid-February with the launch of the strategic plan public survey and is scheduled to end with Board endorsement of the Plan at the October 22, 2026 Board meeting.

Previous Strategic Plan

When the Library embarked on its new strategic plan back into 2020, we'd not had an updated plan since the span of the previous plan ended in 2017. We also couldn't have predicted a world-wide pandemic that upended service for the better part of 2 years.

Given the uncertainty created by the pandemic and the importance of staff and community input, Library staff and Board, meeting mostly online, used 2021 to develop a comprehensive 5-year plan that was divided into two parts:

- The first would be in place through 2023, and would focus on immediate issues, aligned to a bigger vision, that would allow the Library to develop business cases and demonstrate value for additional funding (e.g. asset planning, IT and facility infrastructure) for the 2024-27 budget cycle.
- The second, which would be in place from 2024 through 2026, would allow for aspirational planning tied to the groundwork performed in the first part.
- Development of the next plan, a four-year plan (2027-2030), would commence in 2026 and would align with the final of four years of service of the board in place,

and its completion prepares staff for the City of London's strategic planning process and the incoming Board for the City's 2028-31 budget process.

This approach allowed the Library to present a 5-year vision/plan that was aspirational but still addressed the current needs and prepared the organization for the next budget cycle.

The plan was endorsed by the Library Board on October 21, 2021.

The 27-30 Workplan

1. **Strategic Plan Survey:** In collaboration with Counting Opinions, the Library has launched a Strategic Plan Survey to gather input from Londoners. The survey is based on a template provided by Counting Opinions and the participants will have the option of completing a short (~2-3 mins), regular (~7 mins) and in-depth (~15 mins). *The survey will run through Mid-April.*
2. **Project Team Meeting (i.e. Executive Team):** MB will attend an in-person meeting with the Library's Project Team to initiate the planning process, finalize the work program, and confirm the project objectives and timing. *Scheduled for April 7*
3. **Background Document Review:** Relevant reports, studies and plans will be internally summarized to set the context for the planning process. MB will also review the status of initiatives completed for the last Strategic Plan to understand what was completed, deferred or remains ongoing. *Early April*
4. **Demographics, Trends & Analysis:** MB will review the demographics used to underpin the Facilities Master Plan and apply them in the strategic planning context. To ensure that the Strategic Plan's priorities align with current and future expectations, research will be undertaken to evaluate trends and best practices in library service models including collections, programming, technology, staffing, partnerships, library utilization, etc. *Late April*
5. **Library Executive Team & Management Team Roundtable:** MB will facilitate combined session with LPL's Executive Team and Management Team that takes big-picture thinking and allows staff to refine thoughts that ultimately inform the strategic framework. We will also discuss short-term goals and objectives. *Scheduled for April 28*
6. **Library Operations Supervisors Roundtable:** MB will facilitate a session with LPL's Operations Supervisors to explore values and priorities important to them and the library branches that they oversee. *Scheduled for May 1*
7. **Library Board Strategic Planning Session:** Input from the Library Board is critical to the successful development of the Strategic Plan as they will refer to this document for governance and implementation. Input will shape the Library's vision, mission/purpose, and values. MB will engage the Library Board at one of their regularly scheduled meetings to present an overview of the planning

process, highlights from consultations completed to date, and engage in a facilitated discussion. *Scheduled for May 21 Board Meeting*

8. **Library Board Survey:** MB will design an online questionnaire for Library Board members. The Library will be responsible for distributing the survey link while we will design, host and analyze the survey. *TBD*
9. **Strategic Plan Survey Review:** MB will review results from the Counting Opinions survey being undertaken separately by LPL and its third-party supplier. Data is expected to be presented to us in tabulated format to expedite analysis. *Early May*
10. **Feedback from Staff:** Based on results of meeting w Executive/Management and Supervisors, Exec Team will develop engagement opportunity sessions at the Library Staff Development Day on May 8. They may also plan visits to branches for further engagement. *TBD*
11. **Community Open House Support:** The Library will facilitate open houses using its internal staff resources. MB will provide assistance and guidance. *Target: June, possibly July (engagement method and sessions to be scheduled)*
12. **Draft Strategic Values, Priorities & Goals:** MB will work collaboratively with the Library's Executive Team and/or its appointed designates to jointly craft a set of values and priorities to lead the Library forward over the next 4 years. Goals or actions required to implement priorities will also be identified with the assistance of the Executive Team, building on the past Strategic Plan and other key documents. *Summer*
13. **Project Team Meeting #2:** MB will confirm the draft strategic values and priorities with the Project Team. Based on feedback received, we will undertake any changes to set the stage for the development of specific goals/actions in the next task. *Early September*
14. **Draft Strategic Plan:** MB will synthesize the Strategic Framework into a report that reflects the direction desired for LPL's programs, services and spaces. *Mid-September*
15. **Library Board Presentation:** MB will present the Draft Strategic Plan to the Library Board to test the strategic framework and discuss potential areas that may be of concern or require further clarification before the plan is finalized in the tasks ahead. *Scheduled for the September 24 Board Meeting.*
16. **Final Strategic Plan:** The Strategic Plan will be revised based on the feedback from the Library Board. *Early October*
17. **Project Team Meeting #3:** MB will meet with the Project Team to go over the final Strategic Plan. *Early October*
18. **Library Board Presentation:** MB will present the Final Strategic Plan to the Library Board, with a focus on highlighting any changes to the document arising from the previous presentation to them. *Scheduled for October 22 Board Meeting*

Timeline

March

- Strategic Plan Survey launches

April

- Initial Project Team Meeting: (April 7)
- Background Document Review (Early April)
- Demographics, Trends & Analysis (Late April)
- Library Executive Team & Management Team Roundtable (April 28)

May

- Library Operations Supervisors Roundtable (May 1)
- Strategic Plan Survey Review (Early May)
- Feedback from Staff (May 8)
- Library Board Strategic Planning Session (May 21)
- Library Board Survey (May TBD)

June

- Community Open Houses (June, possibly July)

July, August

- Draft Strategic Values, Priorities & Goals (July, August)

September

- Project Team Meeting #2 (Early September)
- Draft Strategic Plan (Mid-September)
- Library Board Presentation (September 24)

October

- Final Strategic Plan Revisions: (Early October)
- Project Team Meeting #3: (Early October)
- Library Board Final Presentation (October 22)