

AGENDA

Tuesday April 9, 2024, 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 March 19, 2024
7. Business arising from the minutes
8. Board Education
 - 8.1. Adult Outreach – R. Godfrey
9. Business of the Board
 - 9.1. Report from PCIN – M. Corbett, E. Perin
 - 9.2. Report from OLS – D. Mackey
 - 9.3. Report from City Council – J. Burbach
 - 9.4. Space Sub Committee
 - 9.5. Contract with Perth South
 - 9.6. Policy Updates
 - 9.6.1. Purchasing Policy
 - 9.6.2. Emergency Preparedness Policy
 - 9.7. Q1 Board Workplan Update
10. CEO Reports
 - 10.1. Monitoring Report and Financials
 - 10.2. Q1 Statistics
 - 10.3. Q1 CEO Workplan Update
11. Correspondence
12. Other Business
13. Confirmation of date and time of next meeting: May 14, 2024 at 6:45pm
14. Adjournment

MINUTES

Tuesday, March 19, 2024 6:45pm | Hybrid Meeting



MEMBERS OF THE BOARD PRESENT

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

REGRETS

Chris Zonneville

MEMBERS OF STAFF PRESENT

Krista Robinson, CEO; Cathy Perreault, Recording Secretary; Brandi Gillett, Community Engagement Supervisor; Jordan Bulbrook, Technology and Operations Manager

1. Call to Order and Land Acknowledgment
The meeting was called to order at the Stratford Rotary Complex by Chair M. Corbett at 6:47 pm.
2. Chairperson’s Remarks
None
3. Declarations of Pecuniary Interest and the General Nature Thereof
None
4. Approval of the Agenda
2024-13 Moved by L. Brown, seconded by K. Kochany to approve the agenda as amended.
CARRIED
5. Delegations
None
6. Approval of the minutes
2024-14 Moved by E. Perin, seconded by D. Mackey that the minutes of the meeting of February 13, 2024 be approved as amended.
CARRIED
7. Business arising from the minutes
None
8. Board Education
 - 8.1. Trish MacGregor, PLOW and Children’s Librarian gave an overview of children’s programming, focusing on connecting families and children to Stratford Public Library. The board commended her for such innovative and successful programs.
9. Business of the Board
 - 9.1. Report from PCIN: The next meeting will be focusing on the strategic plan.
 - 9.2. Report from OLS: David attended a session entitled Good Governance Through the Lens of the Public Libraries Act on March 19th and advised the board of the upcoming board assembly on May 2nd.



9.3. Report from City Council: J. Burbach encouraged board members to review the Engage Stratford (engagestratford.ca) website to see the latest developments on the Grand Trunk Renewal project. There are two upcoming committee meetings posted that require pre-registration. There is also a link to the City of Stratford Strategic Priorities which board members are encouraged to participate.

9.4. Space Sub Committee: The committee will be touring two London library locations on Saturday, March 23rd. Other dates of interest are Monday, March 25 a presentation to City Council and Monday, April 15th a presentation to the Ad Hoc Grand Trunk Committee. There will also be an advocacy session with Jamie Hardie of Hardie and Company on Saturday, April 27th.

9.5. Policy Updates

9.5.1. Purchasing Policy
Motion deferred to April meeting

9.5.2. Sale and Disposition of Land
2024-15 Moved by J. Burbach, seconded by D. Mackey to approve the Sale and Disposition of Land policy as amended.
CARRIED

10. CEO Report

10.1 Monitoring Reports and Financials

2024-16 Moved by K. Kochany, seconded by P. Connolly to accept the CEO Monitoring Reports.
CARRIED

10.2 2021 Audited Financial Report for review and approval

2024-17 Moved by A. Quadry, seconded by M. Kipfer to approve the 2021 Audited Financial Report
CARRIED

10.3 2023 Annual Report: Reviewed, no action required.

10.4 Resolution from Town of Lincoln: Reviewed, J. Burbach will bring forward to Council.

10.5 Perth South: Discussion regarding 2024 contract.

11. Correspondence

None

12. Other Business

None

13. Confirmation of date and time of next meeting: April 9, 2024 at 6:45pm.

14. Adjournment

2024-18 Moved P. Connolly, seconded by K. Kochany that the meeting adjourned at 8:48pm.
CARRIED

Krista Robinson, CEO

Michael Corbett, Chair

Certificate of Dissolution

Certificat de dissolution

Not-for-Profit Corporations Act, 2010

Loi de 2010 sur les organisations sans but lucratif

THE STRATFORD PUBLIC LIBRARY FOUNDATION

Corporation Name / Dénomination sociale

1311106

Ontario Corporation Number / Numéro de société de l'Ontario

This is to certify that these articles are effective on

La présente vise à attester que ces statuts entreront en
vigueur le

March 13, 2024 / 13 mars 2024

V. Quintanilla W.

Director / Directeur

Not-for-Profit Corporations Act, 2010 / Loi de 2010 sur les organisations sans but lucratif

The Certificate of Dissolution is not complete
without the Articles of Dissolution

Certified a true copy of the record of the
Ministry of Public and Business Service Delivery.

V. Quintanilla W.

Director/Registrar



Le certificat de dissolution n'est pas complet s'il ne
contient pas les statuts de dissolution

Copie certifiée conforme du dossier du
ministère des Services au public et aux
entreprises.

V. Quintanilla W.

Directeur ou registrateur

SPL Report to the Board



MEETING DATE: APRIL 9, 2024
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: POLICY REVIEW APRIL 2024

It is part of 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 and its workplan for the creation of new policies, the following policies were reviewed or were created.

The revised / new policies, once approved, will be shared with staff, posted on the Library’s website and made available in print upon request.

LG 04 – PURCHASING POLICY – LAST UPDATED NOVEMBER 2018

Upon further consultation with the City of Stratford regarding questions pertaining to the Purchasing Policy, it was recommended to put off further updating of this policy until the City completes the update of their Purchasing Policy (currently underway).

LG 08 – EMERGENCY PREPAREDNESS POLICY – LAST UPDATED MARCH 2020

The spirit of this policy has remained the same, however a few adjustments have been made:

- Policy Statement: expanded the coverage to include impacts to the library, and the CEO’s responsibilities.
- Authority to Act: Added who in the CEO’s absence has the authority to enact a plan. Also removed point 2 regarding meetings via telecommunications, as they are allowed by the PLA and special meetings are described in the Board’s Bylaws.
- Emergency Response Plans: Expanded the review of the plan to include post-emergency event. Expanded who communications will be with. Also simplified the text under assessing priority services/functions.

RECOMMENDATION

THAT the Library Board postpone the updating the Purchasing Policy until the updated City of Stratford’s Purchasing Policy is received;

AND THAT

The and Emergency Preparedness Policy be approved as submitted.



March 27, 2020

DRAFT SPL Emergency Preparedness Policy

Policy Statement

The Stratford Public Library, as a key public service to the City of Stratford and the Perth County Information Network, and as a major community hub, ~~shall will~~ participate in the response to public health and safety emergencies, including those due to natural disasters, terrorism, ~~or~~ epidemics/pandemics, or a catastrophic event such as a fire affecting SPL's location and services. The Library CEO is responsible for creating and maintaining Emergency Response Plans and the supporting procedures and protocols.

Purpose of an Emergency Response Plan

The objective of the Plan is to determine how Stratford Public Library will maintain essential community services/functions during an established public health and safety emergency.

An Emergency Response Plan can:

1. Reduce the chance of harm to staff;
2. Reduce the chance of harm throughout the community;
3. Provide clear direction to those in times of emergent crisis, and to subordinate staff who may be required to take on the ~~role~~s if the CEO becomes sick or incapacitated;
4. Support the provision of services when limitations are in place;
5. Allow for normal operations to continue, where and when appropriate, when many people may be sick or absent;
6. Provide direction on considerations prior to making decisions to cancel services, reallocate services or to reinstate services;
7. Reallocate ~~tion of~~ staff duties and roles to continue serving the community in accordance with the mandate of the SPL.

Stratford Public Library www.splibrary.ca
19 St. Andrew Street 519-271-0220
Stratford Ontario N5A 1A2 askspl@pcin.on.ca





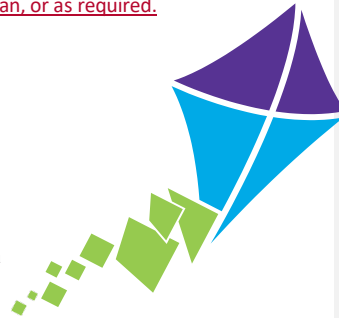
Authority to Act

1. In the event of an established public health and safety emergency, the CEO may enact the Emergency Response Plan. In the CEO's absence, the Manager of Technology and Operations has the authority to enact the Emergency Response Plan.
 2. ~~The Board may conduct business, at the Call of the Chair or any two members, for emergency-related or time sensitive business via telecommunication or off-site meetings. The CEO shall make available options for telecommunication which meets the needs of all board members and which does not put any financial burden on any members.~~
 - 2.1. ~~Meetings shall be considered Special Meetings and only emergency business shall be conducted via distance.~~
 - 2.2. ~~At such time as the province enacts temporary measures for conducting open Public Library Board meetings, via teleconferencing, while the meeting is physically closed to public participation, within the Public Libraries Act, Municipal Act, or other provincial emergency legislation; then the Board may continue with Regular Board Meeting Business.~~
- ~~3.2.~~ The ~~plan~~Plan, when enacted by the Board, gives authority for a period up to 45 days, renewable upon board approval, to conduct time-sensitive library business to the SPL Chair, and/or Vice-Chair ~~AND and~~ the SPL-CEO as the SPL Corporate Steering Committee.

Commented [KR1]: Ability to conduct business via off site / telecommunications is allowed by the PLA. Special meeting details are laid in out in the bylaws

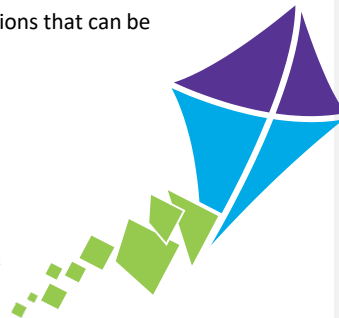
SPL Emergency Response Plan

1. The SPL Emergency Response Plan may be part of any SPL emergency internal action plan(s) or be a stand-alone document.
2. The Board ~~shall will~~ review and approve a SPL Emergency Response Plan at least once per term, or as part of a post-event review to any enactment of the Emergency Response Plan, or as required.





3. The Emergency Response Plan includes, but is not limited to:
 - 3.1. Communication with the Board, City of Stratford CAO/Council, SPL Staff and Volunteers, library patrons, PCIN Board and Management, and the general community of StratfordCommunity;
 - 3.2. Levels of staffing required and how a lack of staffing will trigger shut down;
 - 3.3. Closure of SPL physical infrastructure;
 - 3.4. Staff training and protection measures;
 - 3.5. Delegation of Authority in the event the CEO becomes sick, incapacitated, or dies;
 - 3-5-3.6. Essential Services;
 - 3-6-3.7. Business Continuity;
 - 3-7-3.8. Re-allocation and/or prioritization of services;
 - 3-8-3.9. Impact of emergency to the community, staff and services;
 - 3-9-3.10. Human Resources and re-deployment procedures during an emergency;
 - 3-10-3.11. Recovery and mechanism for reopening;
 - 3-11-3.12. Developing “terms of reference” of the Corporate Steering Committee above.
4. While the Huron Perth Health Unit or other governing body may provide support and information which may be included in the Plan, this Plan is specific to SPL services and staff, and should not rely directly on the larger municipal, county or Provincial plans.
5. SPL, when the Plan is enacted, will:
 - 5.1. Identify any “surge activities” that may be created or increased as a result of the emergency;
 - 5.2. Identify any services that may be done from home and/or by external sources (contracted out);
 - 5.3. Sort the services/functions by department/division and/or the business unit into three categories:
 - a) Priority A: The first category should contain the essential services/functions (Priority A);
 - b) Priority B: The second category should contain the services/functions (Priority B) that can be suspended for a short period of time (for example, services that can be suspended i.e. for one month);
 - c) Priority C: The third category should contain services/functions that can be





Stratford

PUBLIC LIBRARY

suspended for an extended period of time ~~(Priority C)~~. This may require a corporate overview.

Review Cycle

~~The Emergency Preparedness Policy will be reviewed in the first year of the Board's cycle, or as required.~~

DRAFT

Stratford Public Library www.splibrary.ca
19 St. Andrew Street 519-271-0220
Stratford Ontario N5A 1A2 askspl@pcin.on.ca





POLICY: Emergency Preparedness		POLICY NO: LG 08
POLICY LEVEL: Library Board	LAST REVIEW / REVISION DATE: April 9, 2024	SCHEDULED REVIEW DATE: February 2028

Emergency Preparedness

The Stratford Public Library, as a key public service to the City of Stratford and the Perth County Information Network, and as a major community hub, will participate in the response to public health and safety emergencies, including those due to natural disasters, terrorism, epidemics/pandemics, or a catastrophic event such as a fire affecting SPL's location and services. The Library CEO is responsible for creating and maintaining Emergency Response Plan(s) and the supporting procedures and protocols.

1. Purpose of an Emergency Response Plan

The objective of the Plan is to determine how Stratford Public Library will maintain essential community services/functions during an established public health and safety emergency.

An Emergency Response Plan can:

- Reduce the chance of harm to staff
- Reduce the chance of harm throughout the community
- Provide clear direction to those in times of emergent crisis, and to subordinate staff who may be required to take on the roles if the CEO becomes sick or incapacitated
- Support the provision of services when limitations are in place
- Allow for normal operations to continue, where and when appropriate, when many people may be sick or absent
- Provide direction on considerations prior to making decisions to cancel services, reallocate services or to reinstate services
- Reallocate staff duties and roles to continue serving the community in accordance with the mandate of the SPL

2. Authority to Act

In the event of an established public health and safety emergency, the CEO may enact the Emergency Response Plan. In the CEO's absence, the Manager of Technology and Operations has the authority to enact the Emergency Response Plan.

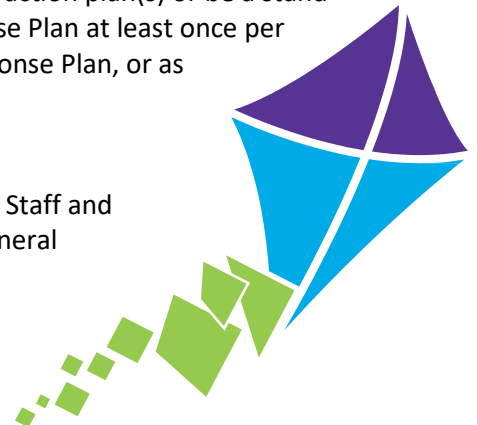
The Plan, when enacted by the Board, gives authority for a period up to 45 days, renewable upon board approval, to conduct time-sensitive library business to the SPL Chair, and/or Vice-Chair AND and the CEO as the SPL Corporate Steering Committee.

3. SPL Emergency Response Plan

The SPL Emergency Response Plan may be part of any SPL emergency internal action plan(s) or be a stand-alone document. The Board will review and approve a SPL Emergency Response Plan at least once per term, as part of a post-event review to any enactment of the Emergency Response Plan, or as required.

The Emergency Response Plan includes, but is not limited to:

- Communication with the Board, City of Stratford CAO/Council, Library Staff and volunteers, Library patrons, PCIN Board and Management, and the general community of Stratford



- Levels of staffing required and how a lack of staffing will trigger shut down;
- Closure of SPL physical infrastructure;
- Staff training and protection measures;
- Delegation of Authority in the event the CEO becomes sick, incapacitated, or dies;
- Defining Essential Services;
- Business Continuity;
- Re-allocation and/or prioritization of services;
- Impact of emergency to the community, staff and services;
- Human Resources and re-deployment procedures during an emergency;
- Recovery and mechanism for reopening;
- Developing “terms of reference” of the Corporate Steering Committee above.

While the Huron Perth Health Unit or other governing body may provide support and information which may be included in the Plan, this Plan is specific to SPL services and staff, and should not rely directly on the larger municipal, county or Provincial plans.

SPL, when the Plan is enacted, will:

- Identify any “surge activities” that may be created or increased as a result of the emergency;
- Identify any services that may be done from home and/or by external sources (contracted out);
- Sort the services/functions by department/division and/or the business unit into three categories:
 - Priority A: essential services/functions
 - Priority B: services/functions that can be suspended for a short period of time (ie. for one month)
 - Priority C: services/functions that can be suspended for an extended period of time. This may require a corporate overview.

Related Documents

- SPL Governance By-Laws LB 02
- Delegation of Authority LB 05

ORIGINAL DATE ADOPTED	March 27, 2020	Review Cycle	4 Years
REVIEW/APPROVAL HISTORY			

STRATFORD PUBLIC LIBRARY BOARD

2024 Annual Agenda / Workplan



Month	Governance / Strategic Issues <small>(activities in order to fulfill accountability obligations policy development, review and revision, financial oversight, connections with council and community, monitoring and evaluation, committee work e.g. CEO appraisal, facility planning, recruitment)</small>	Information Needed <small>(reports and monitoring documents and additional information required to support discussion of and action on strategic issues)</small>	Board Actions <small>(proposed actions as a result of governance and / or strategic issue and discussion)</small>
January	<ul style="list-style-type: none"> ✓ Review of 2023 Strategic Actions Completed ✓ 2024 Policy Review Schedule ✓ CEO 2024 Workplan 	<ul style="list-style-type: none"> ✓ 2023 Strategic Actions Completed Report ✓ 2024 Policy review schedule report 	<ul style="list-style-type: none"> ✓ OLA Super Conference / OLBA Boot Camp attendance ✓ Policy Review Selection
February	<ul style="list-style-type: none"> ✓ Review of 2023 Annual Statistics ✓ Review of Customer Code of Conduct ✓ New Video Surveillance Policy ✓ CEO Performance Review Committee 	<ul style="list-style-type: none"> ✓ 2023 Year End Statistics Report ✓ Drafted Policies ✓ OLA Conference Feedback ✓ CEO Performance Review Committee Terms of Reference 	<ul style="list-style-type: none"> ✓ Selection of CEO Performance Review Committee
March	<ul style="list-style-type: none"> ✓ Review of 2023 Annual Report • Review of Purchasing Policy ✓ Review of Sale and Disposition of Land Policy 	<ul style="list-style-type: none"> ✓ Drafted Annual Report ✓ Drafted Policies 	<ul style="list-style-type: none"> ✓ Presentation to Council requesting to be considered at the Grand Trunk site
April	<ul style="list-style-type: none"> • Socio-Economic Impact of SPL • Emergency Preparedness Policy 	<ul style="list-style-type: none"> • Drafted Socio-Economic Impact • Drafted Policies 	<ul style="list-style-type: none"> • Presentation of the 2023 Annual Report to Council
May	<ul style="list-style-type: none"> • Review of SPL Governance Bylaws • Review of Land Acknowledgement 	<ul style="list-style-type: none"> • Drafted Bylaws • Updated Land Acknowledgement 	<ul style="list-style-type: none"> • Presentation of the Socio-Economic Impact of SPL to Council
June	<ul style="list-style-type: none"> • Review Staff Manual • CEO Mid-year Review 	<ul style="list-style-type: none"> • Drafted Polices • Mid-year review update 	
July	No regular meeting scheduled		
August	No regular meeting scheduled		

September	<ul style="list-style-type: none"> • 2025 Budget Proposal • New Diversity and Inclusion Policy • Review Accessible Customer Service Policy 	<ul style="list-style-type: none"> • Draft 2025 Budget • Drafted Policies 	
October	<ul style="list-style-type: none"> • New Donation Policy • New Fundraising and Gift Acceptance Policy 	<ul style="list-style-type: none"> • Drafted Policies 	<ul style="list-style-type: none"> • Decide on Holiday celebrations
November	<ul style="list-style-type: none"> • 2025 Schedule of Board Meetings • 2025 Schedule of Library Closures • CEO Workplan for 2025 	<ul style="list-style-type: none"> • Drafted Policies • 2025 CEO Workplan 	<ul style="list-style-type: none"> • Presentation of Budget to Council
December	<ul style="list-style-type: none"> • Review Health and Safety Policy • Review Respect in the Workplace Policy • CEO Annual Performance Evaluation • OLA Conference Attendance Confirmation • Year End Review • Workplan Review for coming year 	<ul style="list-style-type: none"> • Drafted Policies • 2025 Library Board Workplan 	

SPL Report to the Board

MEETING DATE: APRIL 9, 2024
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: CEO MONITORING REPORT



Financial Condition

- As of April 2, all 2024 expense are tracking per estimates.
- All 2023 expenses and revenues have now been posted by the City of Stratford. The Library's departmental surplus / deficit close amount is \$110,801. This amount has been transferred to the Library's reserve account.
- The library has received funding from Young Canada Works to help fund one of our Summer Program Coordinator positions this summer. The amount received is \$8796.16.
- A \$10,000 donation has been made to the Library Board though the estate of the late Thomas Coulter.
- An additional \$400 donation has been received from the Teahan Family Nutrition and Wellbeing Fund held within the Stratford Perth Community Foundation for the Snack Stop food pantry.
- The Stratford Public Library Fund Statement (unaudited) of the investment held in the Community Foundation has been received. The fund saw a growth of \$20,028.91 in 2023, and after fees, the ending balance is \$254,366.41, an increase of \$13,655.59.

For Your Information

Staffing Updates

- The library has hired a new Casual Public Service Librarian and they are expected to start on April 15, 2024.
- The library has hired two Summer Program Coordinators. One of these positions is dependent on funding through a Young Canada Works grant. They are both anticipated to start on May 6.
- Cold and flu season, in tandem with COVID, continue to prompt a number of short-term staff absences.

General News

- As of March 21, SPL will be partnering with Partners in Employment to provide a new service called "Career Connect" They will be working alongside the YMCA Settlement Services worker, providing assistance to newcomers seeking employment.
- The Library distributed over 260 pairs of solar eclipse viewers to library card holders. One viewer was provided per household on a first come first serve basis to library card holders. The library did see a small rise in new card registrations in the leadup to the distribution.
- A new storywalk featuring Tokyo Digs a Garden has been put in place at the Stratford Perth Museum. On April 21st, a special launch party featuring the author Jon-Erik Lappano will be held. The storywalk has been put on in partnership with the Museum and the Rotary Club of Stratford.
- The Annual Survey of Public Libraries for 2023 has been completed and was filed on March 28 on behalf of Stratford Public Library. The survey covers key metrics for libraries including the use of technology and digital services, and the types of activities and programs they offer. Completion of this survey is required for libraries to obtain the Public Library Operating Grant (PLOG). Past year's survey results are available online at <https://www.ontario.ca/page/ontario-public-library-statistics>



STRATEGIC ACTIVITIES

- SD1 – Presented to City Council, requesting to be considered as an anchor tenant at the Grand Trunk Renewal Site
- SD2 – Marketing Plan has been created and begun to be implemented

Select CEO Activities

- March 23: Library Space Committee tours of YMCA / Library Community Centres in London
- March 25: At Your Service: Building a Functional Library Program Design Document” webinar
- March 28: PCIN Management meeting
- April 4: Met with CAO for our regular check in meeting

News and Coming Events

SPL in the News

- [Protect your vision during the solar eclipse \(pages 8 & 9\)](#)
March 22 | Stratford Times
- [Stratford Public Library celebrates a record-breaking year](#)
March 22 | Stratford Today
- [Library wants to be part of Grand Trunk redevelopment plans](#)
March 25 | Stratford Today
- [Stratford Public Library to be considered an anchor tenant for Grand Trunk Community Hub](#)
April 4 | Stratford Times (yahoo! news)
- [Over 1,700 new library cards issued during record-breaking year at SPL in 2023](#)
April 4 | Stratford Times (Hamilton Spectator)

Upcoming Events:

- April 13, [Family Amazing Race](#)
- May 15, [2024 Stratford Festival Sneak Peek “A World Elsewhere”](#)
- May 17, [Hungry Minds Food Drive, Zehrs](#)

STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT

For period ending DECEMBER 31, 2023

	YTD ACTUAL	YTD BUDGET (straight line)	VARIANCE (\$)	VARIANCE (%)	2023 BUDGET	%
MUNICIPAL FUNDING	2,708,627	2,708,627	-	0%	2,708,627	
REVENUE			\$ -			
CANADA GRANTS	8,405	6,620	1,785	27%	6,620	27%
ANNUAL PROVINCIAL FUNDING	57,687	57,270	417	1%	57,270	1%
OTHER MUNICIPALITIES	43,966	44,156	- 190	0%	44,156	0%
FINES & FEES	10,208	8,500	1,708	20%	8,500	20%
DONATIONS	8,283	5,000	3,283	66%	5,000	66%
RESERVES	43,691		43,691			
RECOVERABLES	19,781	6,500	13,281	204%	6,500	204%
RECOVERABLE - PCIN to SPL	91,434	94,021	- 2,587	-3%	94,021	-3%
Total REVENUE	\$ 2,992,082	\$ 2,930,694	\$ 61,388	2%	\$ 2,930,694	
EXPENSES						
WAGES & BENEFITS	2,283,715	2,356,314	- 72,599	-3%	2,356,314	-3%
BUILDING EXPENSES	69,898	68,300	1,598	2%	68,300	2%
COMMUNICATIONS & INTERNET	17,566	20,300	- 2,734	-13%	20,300	-13%
VEHICLES	534	2,750	- 2,216	-81%	2,750	-81%
MEMBERSHIPS	2,671	2,970	- 299	-10%	2,970	-10%
TRAINING	17,246	22,000	- 4,754	-22%	22,000	-22%
COLLECTION MAINTENANCE	4,385	2,500	1,885	75%	2,500	75%
OFFICE SUPPLIES	25,361	26,600	- 1,239	-5%	26,600	-5%
ADVERTISING & PRINTING	18,771	15,000	3,771	25%	15,000	25%
MAINTENANCE CONTRACTS	420	420	-	0%	420	0%
MAINTENANCE CONTRACTS - SPL to PCIN	69,832	70,070	- 238	0%	70,070	0%
SUPPLIES & EQUIPMENT	19,397	18,000	1,397	8%	18,000	8%
MILEAGE	1,114	3,000	- 1,886	-63%	3,000	-63%
LEGAL FEES	7,346	5,000	2,346	47%	5,000	47%
PROGRAMMING & MAKERSPACE	19,271	13,000	6,271	48%	13,000	48%
CONTRACTORS	37,433	15,500	21,933	142%	15,500	142%
BOARD EXPENSES	3,349	6,000	- 2,651	-44%	6,000	-44%
RESERVES	282,970	282,970	-	0%	282,970	0%
Total EXPENSES	\$ 2,881,280	\$ 2,930,694	-\$ 49,414	-2%	\$ 2,930,694	-2%
SURPLUS/(DEFICIT)	\$ 110,802					
CAPITAL - subset of Reserves						
COLLECTIONS	232,366	239,200	- 6,834	-3%	\$ 239,200	-3%
TECHNOLOGY PROJECT	29,854	34,000	- 4,146	-12%	\$ 34,000	-12%
Total CAPITAL EXPENSES	\$ 262,220	\$ 273,200	-\$ 10,980	-4%	\$ 273,200	-4%
BALANCE SHEET						
LIBRO (December 31, 2023)	\$ 69,955					
STRATFORD PERTH COMMUNITY FOUNDATION	\$ 240,710					
Total CASH ASSETS	\$ 310,665					

STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT

For period ending March 31, 2024

	YTD ACTUAL	YTD BUDGET (straight line)	VARIANCE (\$)	VARIANCE (%)	2024 BUDGET	%
MUNICIPAL FUNDING	728,390	728,390	-	0%	2,913,558	-75%
REVENUE			\$ -			
CANADA GRANTS	-	2,045	- 2,045	-100%	8,180	-100%
ANNUAL PROVINCIAL FUNDING	-	14,301	- 14,301	-100%	57,202	-100%
OTHER MUNICIPALITIES	-	11,370	- 11,370	-100%	45,480	-100%
FINES & FEES	2,452	2,125	327	15%	8,500	-71%
DONATIONS	195	1,250	- 1,055	-84%	5,000	-96%
RECOVERABLES	-	2,337	- 2,337	-100%	9,348	-100%
RECOVERABLE - PCIN to SPL	-	24,158	- 24,158	-100%	96,631	-100%
Total REVENUE	\$ 731,036	\$ 785,975	-\$ 54,939	-7%	\$ 3,143,899	-77%
EXPENSES						
WAGES & BENEFITS	500,748	602,993	- 102,245	-17%	2,411,970	-79%
BUILDING EXPENSES	6,162	23,791	- 17,629	-74%	95,163	-94%
COMMUNICATIONS & INTERNET	3,923	5,000	- 1,077	-22%	20,000	-80%
VEHICLES	-	688	- 688	-100%	2,750	-100%
MEMBERSHIPS	2,200	688	1,513	220%	2,750	-20%
TRAINING	2,715	5,500	- 2,785	-51%	22,000	-88%
COLLECTION MAINTENANCE	954	625	329	53%	2,500	-62%
OFFICE SUPPLIES	4,245	6,460	- 2,215	-34%	25,840	-84%
ADVERTISING & PRINTING	2,946	4,000	- 1,054	-26%	16,000	-82%
MAINTENANCE CONTRACTS	420	95	325	342%	380	10%
MAINTENANCE CONTRACTS - SPL to PCIN	-	18,982	- 18,982	-100%	75,926	-100%
SUPPLIES & EQUIPMENT	1,031	4,613	- 3,582	-78%	18,450	-94%
MILEAGE	91	770	- 679	-88%	3,080	-97%
LEGAL FEES	195	1,250	- 1,055	-84%	5,000	-96%
PROGRAMMING & MAKERSPACE	2,986	3,461	- 475	-14%	13,845	-78%
CONTRACTORS	5,740	3,875	1,865	48%	15,500	-63%
BOARD EXPENSES	1,292	1,633	- 341	-21%	6,530	-80%
RESERVES	-	101,553	- 101,553	-100%	406,210	-100%
Total EXPENSES	\$ 535,648	\$ 785,974	-\$ 250,325	-32%	\$ 3,143,894	-83%
SURPLUS/(DEFICIT)	\$ 195,387		\$ 195,386			
CAPITAL - subset of Reserves						
COLLECTIONS	58,305	56,793	1,513	3%	\$ 227,170	-74%
TECHNOLOGY PROJECT	-	12,300	- 12,300	-100%	\$ 49,200	-100%
Total CAPITAL EXPENSES	\$ 58,305	\$ 69,093	-\$ 10,787	-16%	\$ 276,370	-79%
BALANCE SHEET						
LIBRO (as of February 29, 2024)	\$ 71,601					
STRATFORD PERTH COMMUNITY FOUNDATION	\$ 254,366					
Total CASH ASSETS	\$ 325,967					



ANNUAL FUND STATEMENT Stratford Public Library Fund

For activity from January 01, 2023 through December 31, 2023

Fund Balance

Beginning Balance	240,710.82
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Additions to the Fund

Description	Period Total
Investment Income	20,028.91
Total Additions to the Fund	20,028.91

Distributions from the Fund

Description	Period Total
Investment Management Fee	1,493.03
SPCF Administration Fee (2.0%)	4,880.29
Total Distributions from the Fund	6,373.32

Ending Balance	254,366.41
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Community Grants and Scholarships

For the reporting period January 1, 2023 to December 31, 2023 (as above)

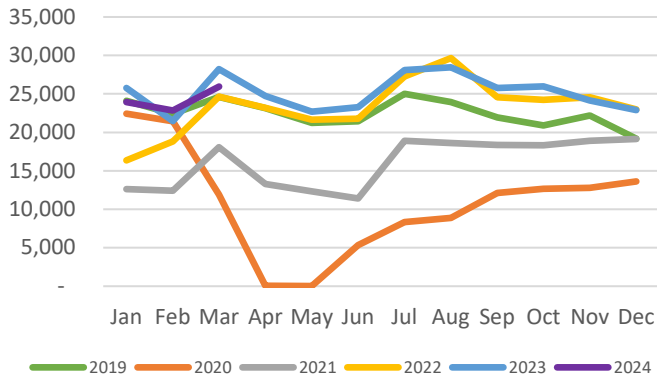
<u>Grantee</u>	<u>Date</u>	<u>Grant Amount</u>
n/a	n/a	n/a

SPL Report to the Board

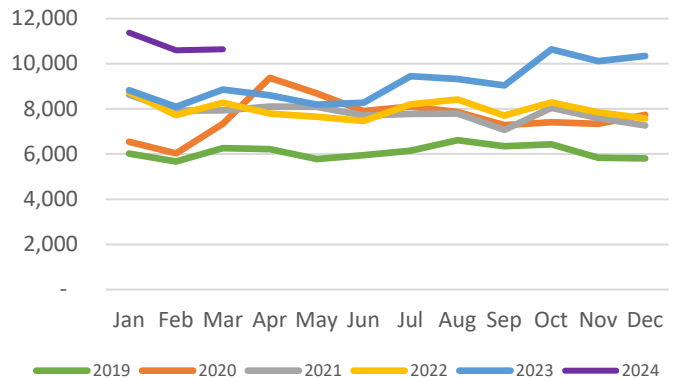
MEETING DATE: APRIL 9, 2024
 FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
 SUBJECT: Q1 STATISTICS AND PERFORMANCE INDICATORS



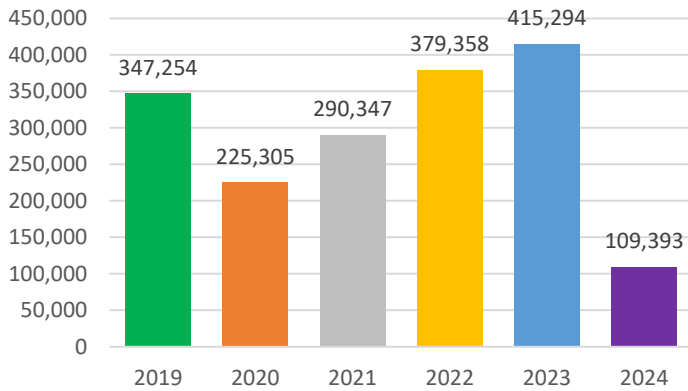
Year Over Year Monthly Physical Circulation



Year Over Year Monthly Digital Circulation



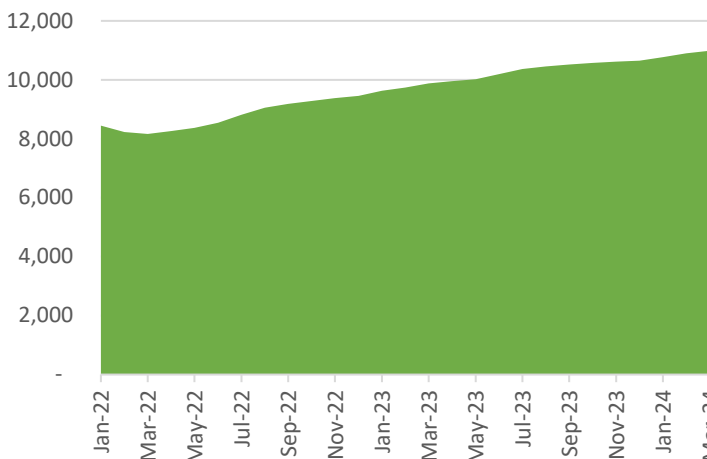
Total Annual Circulation



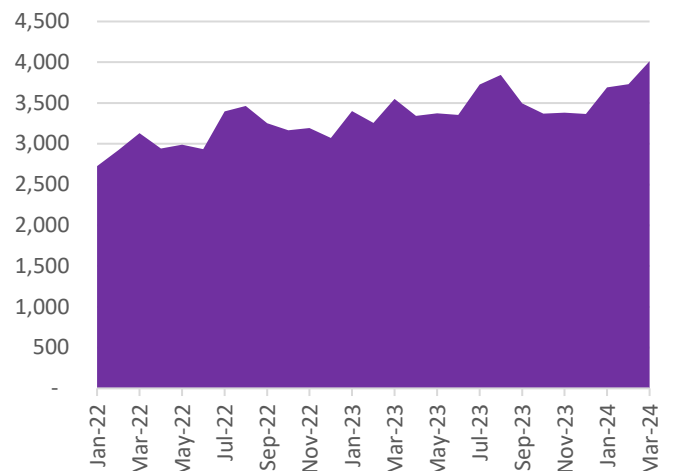
Circulation by Format

	Q1 2023	Q1 2024	% Change
Books	58,587	56,703	-3%
DVDs	12,427	11,708	-6%
Music	973	778	-20%
Magazines	1,756	1,674	-5%
Library of Things	1,279	1,977	55%
Digital	33,409	43,041	29%
Total	108,431	115,881	7%

Total Active Memberships

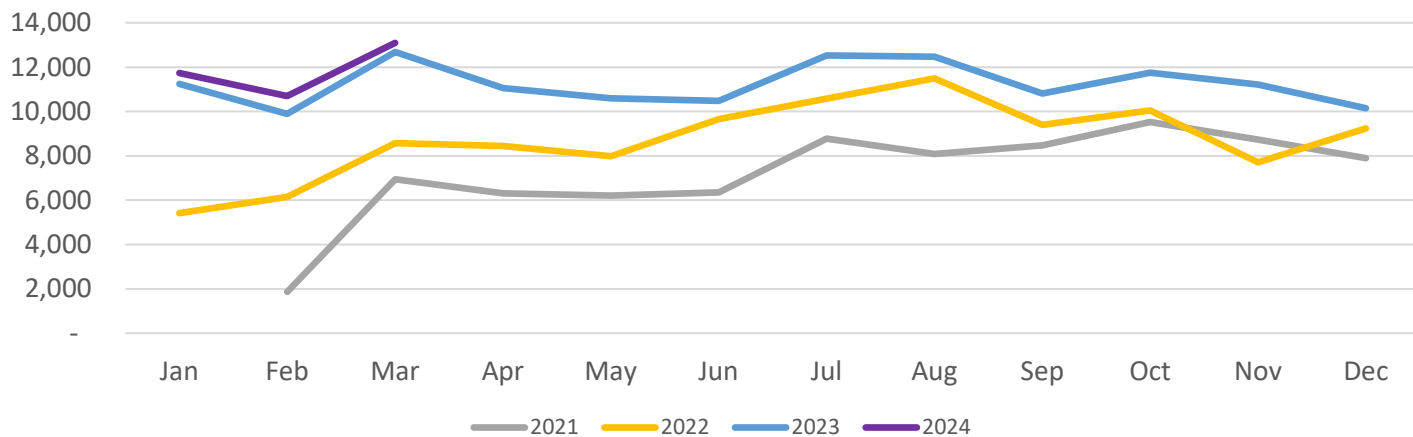


Monthly Card Usage

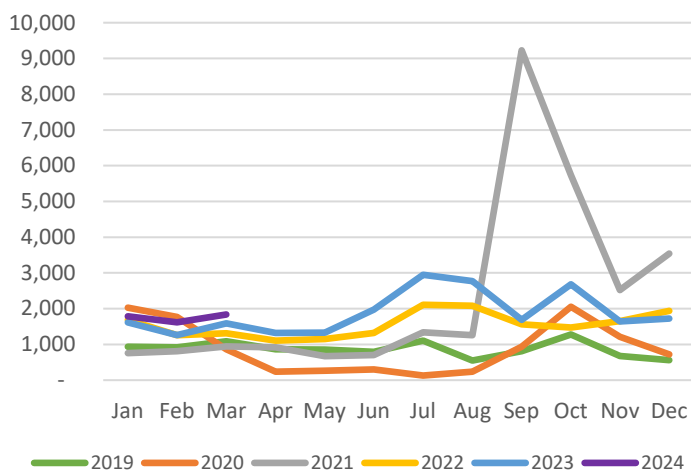




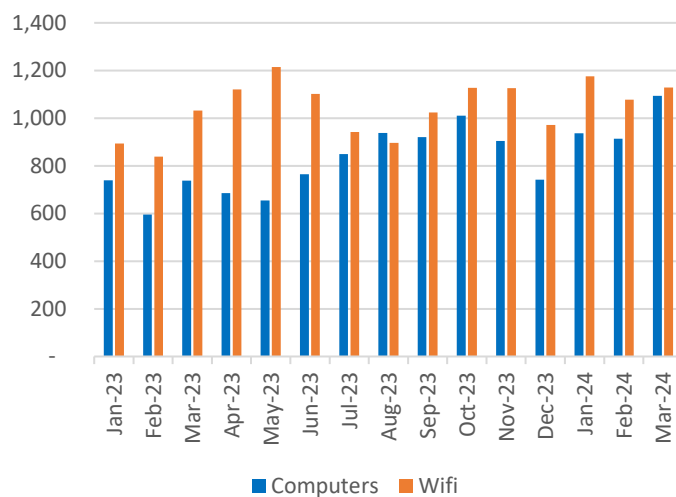
In Person Visits



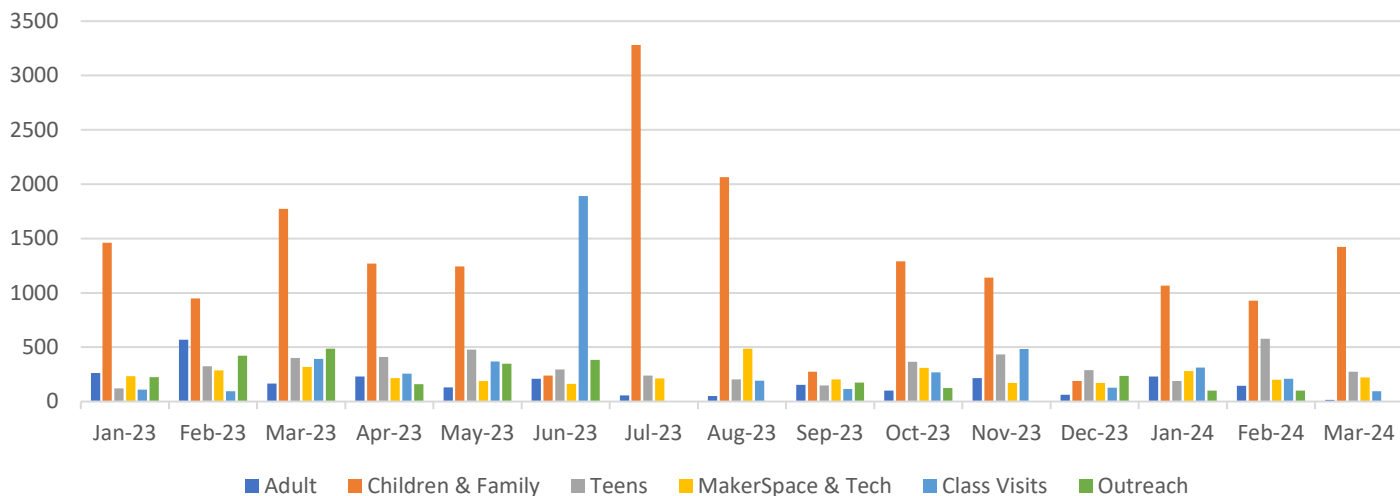
Reference Questions Asked



Public Internet and Wifi Usage



Program Attendance



CEO Workplan for 2024

The following objectives and actions are scheduled to be undertaken by the CEO and the senior management team in 2024.



STRATEGIC DIRECTION 1 ALIGN SPACE WITH DEMAND			
OBJECTIVE	ACTION ITEM	TIMELINE	STATUS
Develop solutions to address current space concerns	Staff Restroom Renovation project	Q3	
	Finalize and Implement 2024-2026 MakerSpace plan	✓	Completed. The MakerSpace Plan has been approved and has begun to be rolled out.
Investigate Future Space Options, both long and short term	Commitment or not on the Grand Trunk Community Hub	Q2	Presenting to City Council on March 25 to request to be considered as an anchor tenant in the Grand Trunk Renewal Project. The presentation was well received and the library was referred to the Grand Trunk Ad-Hoc Committee for consideration.
	Investigate short term space solution	Q3	Two March Break programs were held at the Stratford Mall to accommodate anticipated attendance numbers.
	Hire, onboard, and coach a fundraiser / advocacy specialist	Q4	
STRATEGIC DIRECTION 2 REACH OUT AND BRING IN			
OBJECTIVE	ACTION ITEM	TIMELINE	STATUS
Raise Profile of SPL	Library Card Campaign to engage non-users	Q4	Sent an eblast to 1,595 recently expired Cardholders on March 6. Message saw 917 unique opens and just over 20 card renewals.
	Creation and implementation of a Marketing Plan	✓	Completed. The Marketing Plan has been approved and begun to be rolled out.
	Provide presentations to municipal council and other stakeholders	Q4	Presentation to City Council on March 25, 2024 regarding Grand Trunk and distributed the 2023 Annual Report. During the presentation, 2023 numbers were highlighted. A press release regarding the Annual Report was distributed to the media.
	Determine economic impact of SPL with the Valuing of Ontario Libraries Toolkit	Q2	
	Reevaluate goals of the PLOW Van outreach program	Q4	
Welcome Newcomers to the Community	Partner in the Welcome to Stratford initiative	Q2	
	Outreach and Investigate partnerships with area newcomer groups	Q4	

STRATEGIC DIRECTION 3 LEAD GROUNDED PRACTICE

OBJECTIVE	ACTION ITEM	TIMELINE	STATUS
Develop Diversity, Equity and Inclusion Strategies	Create a Diversity and Inclusion Policy	Q4	
	Provide staff training in diversity, equity and inclusion <ul style="list-style-type: none"> • Diversity & Inclusion database • Ryan Dowd • Indigenous Canada 	Q4	Subscribed to the Canadian Centre for Diversity and Inclusion database for library staff. Begun monthly email blasts to staff including links to resources on a specific topic. ie March and Women’s History Month.
	Update SPL’s Land Acknowledgement	Q2	
	Moccasin Identifier Installation	Q2	
Ensure all in the community feel welcome in the Library	Assess library space to ensure it is welcoming and inclusive	Q4	
	Assess library space for accessibility	Q4	
	Conduct a Diversity Audit on the collection	Q4	
	Implement Cognitive Care Kits	Q3	
Support the Municipality	Support priorities in the Stratford Climate Action Plan <ul style="list-style-type: none"> • Create SPL focused Action Plan 	Q4	
	Support priorities in the Stratford Cultural Action Plan <ul style="list-style-type: none"> • Community Art • Lights On participation • Grow Wonder Pass collection 	Q4	Two new sport themed Wonder Passes for 2024 including a pass to the Canadian Baseball Hall of Fame and a family pass for the Stratford Warriors Junior B 2024-2025 season.

STRATEGIC DIRECTION 4 BUILD SUSTAINABLE PARTNERSHIPS TO EXPAND CAPACTIY

OBJECTIVE	ACTION ITEM	TIMELINE	STATUS
Leverage PCIN partnership for joint benefit of all partners	Investigate new ways to partner with PCIN partners to further our reach <ul style="list-style-type: none"> Perth County wide reading program Pilot database subscriptions with PCIN partners 	Q4	Stratford, Perth East and West Perth have collectively purchased cyber insurance. These three libraries share the majority of technological infrastructure for PCIN. PCIN libraries have jointly subscribed to two databases for 2024, Pronunciator (language learning) and Press Reader (newspapers and magazines). PCIN has subscribed to BiblioCloud Records, a tool which automates the integration of Overdrive titles into BiblioCommons, alleviating staff from the manual task of loading new and removing weeded titles.
	Support the creation of the PCIN Strategic Plan	Q3	
Inspire collaboration with the community	Build community connections to expand outreach, programming, and service opportunities <ul style="list-style-type: none"> Investigate opportunities for youth programing with SPCC 	Q4	SPL provided a Dungeons and Dragons with SOCC on March 5th, in support of their Generation Rainbow Collective Initiative.
Investigate sustainable funding	Seek sustainable funding sources for Snack Stop and Period Poverty initiatives	Q4	First quarter donations totaling \$1650 were received towards the snack stop. A Period Poverty product drive was held in March. AMDSB donated to PCIN a flat of products.
	Creation of Donation and Fundraising Policies	Q4	
	Marketing Strategy for Donations	Q4	

STRATEGIC DIRECTION 5 INTENTIONALLY SUPPORT OUR TEAM

OBJECTIVE	ACTION ITEM	TIMELINE	STATUS
Ensure Health and Safety of Staff	Revise the Customer Code of Conduct	✓	Completed. Policy was updated and new procedures for upholding the policy were created. All staff are in the process of being trained on the new procedures.
	Provide staff training <ul style="list-style-type: none"> Mental Health First Aid 	Q4	A member of the JH&S Committee has completed part 2 of their certification, making them fully certified. Three staff members have updated their First Aid certification.
	Conduct a Safety Audit	Q3	
Support work and learning by providing staff with appropriate resources	Update staff workstations and network equipment	Q4	
	Improve digital comfort levels among staff	Q4	A monthly Tech Help Time has been arranged for SPL staff. Staff have been polled for topics of interest and March’s session dealt with using Microsoft Teams.
	Implement a new information services standard	Q4	

OTHER

TASKS
<p>New Policies:</p> <ul style="list-style-type: none"> Video Surveillance Policy – Completed February 2024 Diversity and Inclusion Policy Donation Policy Fundraising and Gift Acceptance Policy Annual Board Assessment
<p>Other Tasks:</p> <ul style="list-style-type: none"> Q1: With legal support, updated the Employment Agreement for all new library staff