REPORT TO: STRATFORD PUBLIC LIBRARY
MEETING DATE: APRIL 4, 2023
FROM: KRISTA ROBINSON, INTERIM CEO
SUBJECT: CEO MONITORING REPORT – MARCH 2023

FINANCIAL CONDITION

- The Library budget was passed on March 27. The 2023 Library budget includes a 2.53% increase over 2022, most of which covers a 2% COLA for staff and a 2% increase to collections.
- As of March 30, all 2023 revenues and expenses are tracking per estimates.
- At this time, no further information has been received from Perth South regarding its 2023 contract.

FOR YOUR INFORMATION:

Staffing / Personnel:

- Staff are currently advertising to hire a Summer Programmer to run the library's popular Summer Reading Program.

General News:

- The library restroom renovations on both floors have now been completed. Feedback has been very positive. One such comment received by staff: *"New upper washroom amazing, great lighting & spacious. Good job!"* The Quiet Study Room reopened now that construction has been completed.
- Two of the library's heat exchange units on the roof were found to need replacement during an inspection in early March. They were replaced in mid-March.
- Scholastic Canada has donated 75 books to SPL in memory of Gary O'Connell of Fundamentals Books and Toys. These books will be given to participants of the Baby Time and Story Starters programs.
- March Break was a huge success this year. 974 people attended the 18 programs offered. During that one week, over 4000 people visited SPL and 9,254 physical items were checked out. One visitor shared, *"I look around and there's a different set of chaos in every corner. It's great!"* Another comment received online *"Such fun! We are extremely blessed to have such a wonderful library with exceptional staff."*
- The MakerSpace ran a new program called "Beer & Bots" in partnership with JobSite Brewing. The program gave adults and opportunity to play with robots with out their children. It was very popular, with over 60 people in attendance and many requests for the program to be offered again.

STRATEGIC ACTIVITIES

SPL:

- The final edits to the 2023-2026 Strategic Plan was received. The plan will be rolled out to staff in an all staff meeting on April 28.
- Management has decided to make sure that all staff have received Ryan Dowd's Homelessness Training as well as Indigenous Canada training and have begun to roll that out. Previously, it was only required for public service staff.
- All staff are in the midst of updating their WHMIS certification

PCIN:

- Management have been coordinating an onboarding presentation for the April PCIN Board meeting. Of the 10 board members, 9 are new.

CEO Activities:

- March 8, PCIN Management meeting
- March 9, Participated in the Welcoming Community Discussion meeting
- March 27, Perth Community Futures Development Corporation Board meeting

MARCH MEDIA HIGHLIGHTS

Queer Book of the Month
My Stratford Now, March 13, 2023

STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT- DRAFT

For period ending March 30, 2023

	2023 Actual	2023 Budget	2023 Variance
REVENUE			
CANADA GRANTS	-	6,620	- 6,620
ANNUAL PROVINCIAL FUNDING	-	57,272	- 57,272
OTHER MUNICIPALITIES	-	44,156	- 44,156
FINES & FEES	- 671	8,500	- 7,829
DONATIONS	- 565	5,000	- 4,435
RECOVERABLES	- 105	100,521	- 100,416
Total REVENUE	**- 1,340**	**222,069**	**- 220,729**
EXPENSES			
WAGES & BENEFITS	439,952	2,356,314	1,916,362
BUILDING EXPENSES	13,534	68,300	54,766
COMMUNICATIONS & INTERNET	4,569	20,300	15,731
VEHICLES	-	2,750	2,750
MEMBERSHIPS	2,100	2,970	870
TRAINING	804	22,000	21,196
COLLECTION MAINTENANCE	943	2,500	1,557
OFFICE SUPPLIES	4,199	26,500	22,301
ADVERTISING & PRINTING	2,165	15,000	12,835
MAINTENANCE CONTRACTS	420	70,487	70,067
SUPPLIES & EQUIPMENT	3,382	18,000	14,618
MILEAGE	-	3,000	3,000
LEGAL FEES	927	5,000	4,073
PROGRAMMING & MAKERSPACE	2,916	13,000	10,084
CONTRACTORS	5,055	15,500	10,445
BOARD EXPENSES	68	6,000	5,932
RESERVES	-	282,966	282,966
			-
Total EXPENSES	**481,035**	**2,647,621**	**2,166,586**
TOTAL	**482,376**	**2,869,690**	**2,387,314**
PCIN			
TOTAL REVENUE	-	203,020	- 203,020
TOTAL EXPENSES	1,435	203,020	201,585
Total PCIN	**1,435**	**-**	**- 1,435**
CAPITAL			
COLLECTIONS	42,424	239,200	196,776
TECHNOLOGY	0	34,000	34,000
Total CAPITAL	**42,424**	**273,200**	**230,776**

VOUCHERS
March 3 - March 30, 2023

Library Bound	Books, CDs	9,748.04
Library Services Centre	Books, CDs	718.90
Unique	PCIN	140.80
Culligan	Building	28.32
William G. Bailey	Program	100.00
Cathy Nesbitt	Program	150.00
Hannah Lukings	Program	100.00
Catherine McGill	Program	150.00
Postmedia	Advertising	232.23
Perth East Public Library	Office Supplies	165.00
Brodart	Equipment Purchase	2,277.70
Homewood Health	Payroll - EAP	1,210.23
Trish MacGregor	Program	53.65
Swan Dust Control	Building	80.79
Gotech	Contractor	3,534.64
Bell Mobility	Internet	2,078.94
Stratford Printing	Printing	412.45
Swish	Building	374.27
Brooke Windsor	Program	216.09
Ontario Library Services	Electronic Media	14,881.89
Vista Radio	Advertising	397.76
Blowes Stationery	Office Supplies	115.65
Robyn Godfrey	Program	117.25
	GRAND TOTAL	**$ 37,284.60**