REPORT TO: STRATFORD PUBLIC LIBRARY
MEETING DATE: APRIL 4, 2023
FROM: KRISTA ROBINSON, INTERIM CEO
SUBJECT: DRAFT CEO WORKPLAN FOR 2023

The following projects are scheduled to be undertaken in 2023 by the Interim CEO and the senior management team. 2023 will be the start of a new strategic plan, and priorities may change as objectives and action items are refined.

STRATEGIC DIRECTION 1 ALIGN SPACE WITH DEMAND		
TASKS	TIMELINE	STATUS
Adult washroom renovation project to improve access and accessibility	January – March	Completed
Prepare Business Plan for a Fundraising Feasibility Study for budget approval	Fall	
STRATEGIC DIRECTION 2 REACH OUT AND BRING IN		
TASKS	TIMELINE	STATUS
Hire, onboard and coach Community Engagement Supervisor	February	Completed
Hire and assist with the onboarding of a Library Assistant and Library Page	February	Completed
Library Card Campaign	Ongoing	Ongoing
Promotion of library services and programs on City Transit	Ongoing	Completed
Creation of a Marketing Plan	Fall	In Progress
STRATEGIC DIRECTION 3 LEAD GROUNDED PRACTICE		
TASKS	TIMELINE	STATUS
Diversity and Inclusion Policy approved	Fall	
Implement Ryan Dowd Homelessness Training Library Wide	Ongoing	Ongoing
Implement Indigenous Canada training Library Wide	Ongoing	Ongoing
Assess library space to ensure it is welcoming and inclusive, making changes as necessary	Ongoing	
Continue to update the library catalogue with inclusive subject headings	Ongoing	Ongoing
Investigate and implement a community Food Pantry	Summer	In Progress
STRATEGIC DIRECTION 4 BUILD SUSTAINABLE PARTNERSHIPS TO EXPAND CAPACTIY		
TASKS	TIMELINE	STATUS
City Council Orientation	January	Completed
Library Budget Approval	March	Completed

Perth South Budget Approval	Summer	In Progress
Strategic Plan and Space Needs Study to Stratford City Council	Summer	
Compile and submit the 2022 Annual Survey of Public Libraries	April	
Assist with the construction and roll out of the PCIN Strategic Plan	Ongoing	
Hiring, onboard and coach a Fundraiser / Analytics Specialist (contract)	Summer	
Creation of a Donation Framework	Fall	
Marketing Strategy for Donations	Winter	
STRATEGIC DIRECTION 5 INTENTIONALLY SUPPORT OUR TEAM		
TASKS	TIMELINE	STATUS
Hire, onboard and coach Operations Manager	Spring	
Completion of the Cyber Incident Response Plan and associated Playbooks	Summer	In Progress
Implement Ryan Dowd Homelessness Training Library Wide	Ongoing	Ongoing
Implement Indigenous Canada training Library Wide	Ongoing	Ongoing
Create a strong and representative Collection Policy	Summer	
Create a data informed programming strategy	Fall	
OTHER		
TASKS	TIMELINE	STATUS
Maintain library technology support for SPL during Interim role	Ongoing	Ongoing
Maintain Network Administrator role for PCIN during Interim role	Ongoing	Ongoing
Library Board Orientation	December	Ongoing
Upgrade phone system hardware	February	Completed
Upgrade domain controller and library workstations	Ongoing	
Upgrade Self-Checkout technologies	Fall	
Finalize Memorandum of Understanding with the City of Stratford	Fall	