



C.E.O. MONITORING REPORT November 2022

FINANCIAL CONDITION:

- As of November 30th all 2022 revenues and expenses are tracking per estimates.
- The schedule for the 2023 budget deliberations has been released; meetings will take place in January and February, with the adoption of the by-law expected in March.
- Perth South and St Marys are having a dispute regarding payments for services, including the library contract. Although this should not impact the remaining 2022 payment to Stratford, it may have implications for negotiations and payment in 2023. As Stratford and St Marys are inextricably linked as part of the PCIN, we will have to ensure that negotiations are conducted in tandem, so that the payment for services received remains fair and consistent.

FOR YOUR INFORMATION:

Pandemic Response and Update:

- No major changes to report. Since the start of the school year, rates of illness have increased, however staffing remains at manageable levels.

Staffing / Personnel:

- There will be a vacant permanent part-time Library Assistant position to be posted shortly, as the incumbent has accepted a full-time job at a different library.
- SPL has posted for a Community Engagement Supervisor, which will be a full-time administrative position that oversees the Outreach Team, MakerSpace, and Volunteer management. This position will operate as the externally-focused counterpart to the Public Service Supervisor, and will replace the former Deputy CEO position.

General News:

- The Municipal Election website for PCIN was well-received. In total, there were 5,330 views of the 7 pages created. The Stratford-specific election page received 3,855 views and over 15,300 link clicks.
- Benches for the garden have been delivered and assembled and the garden rejuvenation project is now officially complete. Garden Stratford is planning on hosting a formal celebration in mid-2023 after the plants have had the chance to grow more fully.
- Work on the Children's Floor bathrooms continues, although past the original completion date. Work on the Adult Floor washroom cannot begin until the Children's Floor washrooms are complete. After this project, the only remaining area of the Library that has not been upgraded is the Staff Washroom, which is on the Capital budget plan for 2024.
- The planned carpet replacement and Children's Floor desk installation was completed on schedule. There is a small portion of carpet left to replace on the Adult Floor, as an ordering error meant that the Children's Floor carpet colours were ordered for the Adult Floor and there was therefore not enough carpet to complete the entire room. Additional carpet in the new colour has been ordered and will be installed at no cost to the Library when it arrives in 2023.
- The Perth Community Futures Development Corporation has confirmed that it will continue to provide funding for staffing and equipment in the MakerSpace in 2023.
- SPL is partnering with the BIA for Winter Wander-land celebrations. Visitors will try activities and browse displays that highlight different cultural or religious wintertime festivities. Completing activities will earn you a sticker on the Winter Wander-land Guide which, once filled, can be entered into a draw for prizes.



STRATEGIC ACTIVITIES

- Overlap will be facilitating the development of the Strategic Plan on December 9th and 10th. Following this, the Board will review, amend, and approve the Plan at its Jan/Feb meetings.
- The PCIN Board had a preliminary strategic planning conversation on November 09, to capture the perspective of the outgoing Board and provide a starting point for the incoming Board. The results of the initial conversation is attached in a separate report. Many thanks go to SPL's Robyn Godfrey, who facilitated the session skillfully.
- Following up from the release of the Facilities Study, Julia and Krista attended a preliminary meeting with the new owners of the Festival Marketplace, to discuss potential future programming and building partnerships.
- The Library has completed multiple interviews/requests for information made by STEPS Public Art as part of their Municipal Cultural Planning process.
- Nov 18th, attended the Federation of Ontario Public Libraries Board meeting. FOPL has been lobbying to amend *Bill 23, More Homes Built Faster Act* as the proposed legislation would weaken or remove the requirement for builders to pay development charges. This would in turn reduce the ability of municipalities including Stratford to collect money to pay for expanded/new infrastructure to serve their increased populations. The Library also communicated this impact to the City of Stratford for a staff report to Council.
- Krista Robinson will be appointed to the Board of the Perth Community Futures Development Corporation in 2023.

Prepared by J. Merritt, November 30, 2022

Stratford Public Library - Year to Date Financials			
		Year to Date	90%
	2022 Budget		
Administration			
Revenue Total	-215,380	-144,786	
Expenditure Total	2,804,052	2,523,654	
Net Total	2,588,672	2,378,869	92%
Board			
Revenue Total	-	-	
Expenditure Total	6,000	2,586	
Net Total	6,000	2,586	43%
Programs			
Revenue Total	-	-	
Expenditure Total	13,000	10,638	
Net Total	13,000	10,638	82%
Building			
Revenue Total	-	-	
Expenditure Total	23,500	19,301	
Net Total	23,500	19,301	82%
PCIN			
Revenue Total	-213,080	-	212,967
Expenditure Total	213,080		190,670
Net Total	-	-	22,297
transfer to reserve	5,000	3,750	
transfer to reserve	4,750	3,564	
grand total revenue	-428,460	-357,753	
grand total expenditure	3,059,635	2,754,164	
grand net worth	2,631,175	2,396,411	91%
Capital - Collections			
Revenue Total			
Expenditure Total	255,100	216,337	
Net Total	255,100	216,337	85%
Capital - Projects			
Revenue Total			
Expenditure Total	-	22,057	
Net Total	-	22,057	



VOUCHERS
November 1 - December 1, 2022

Library Bound	Books, CDs	5,381.97
Library Services Centre	Books, CDs	1,390.82
Toshiba	Photocopier Expense	736.81
Stratford City Centre	Board	1,200.00
Blowes Stationery	Office Supplies	21.11
GOTECH	Contractor	932.25
Vista Radio	Advertising	854.28
Overdrive	Eaudio	1,625.50
Toronto Star	Periodicals	794.98
Township of Perth South	Board	30.00
Williams HR Law	Legal	3,062.30
Stfd. Home Hardware	Building	41.66
Bell Canada	Telephone	56.50
Monteith Ritsma	Legal	1,779.75
Stratford Printing	Printing	429.40
Dell Canada	Capital	3,613.74
Twin City Tile	Capital	30,024.10

TOTAL **\$ 51,975.17**

GRAND TOTAL **\$ 51,975.17**