REPORT TO: STRATFORD PUBLIC LIBRARY BOARD
MEETING DATE: DECEMBER 5, 2023
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: CEO MONITORING REPORT: OCTOBER/NOVEMBER 2023

FINANCIAL CONDITION

- As of November 29th, all 2023 revenues and expenditures are tracking per estimates with a small surplus forecasted. As per our MOU with the City of Stratford any surplus will be placed in the library reserve account.
- The City's budget process for 2024 has begun. The Library had its budget review with the CAO and Director of Corporate Services on October 17th. At this point, December 14 and 15 will be the preliminary budget meetings with a budget overview and departmental presentations.
- In October, the Public Library Operating Grant (PLOG) request was submitted. The PLOG amount has not increased since 1995 and FOPL is advocating to the provincial government for an increase to the PLOG amount. SPL receives $51,400 annually. See FOPL's Advocacy Priority Report under Board Education.

FOR YOUR INFORMATION:

Staffing / Personnel:

- Emma Brommer has accepted a permanent part-time position at SPL as a Public Service Librarian (PSL). Previously, Emma had been a PSL on a casual basis.
- Laurie Macklin has accepted a permanent relief custodian position at SPL.
- The onset of cold and flu season, in tandem with COVID, continue to prompt occasional short-term staff absences.

General News:

- As of October 16th, SPL joined all other libraries in Perth County and Huron County in offering period supplies in their washrooms. This pilot project, in partnership with the Huron-Perth Period Poverty Task Force, will help ensure equitable access to quality menstrual products for all who need them.
- Ontario Caregivers are providing office hours in the library to provide support and information to caregivers in our community (pilot project). They are at SPL the last Tuesday of the month from 1-3.
- In partnership with the Stratford Perth Museum and the Rotary Club of Stratford, a full day of activities was run at the Museum for the October 20th school PD Day. The events were centered around the Tales and Trails story walk which runs until November 30th.
- The Library is now providing space in the Auditorium for Citizenship Ceremonies to be held. They will be held on the third Monday of the month.
- Throughout November, staff attended ten Calling All Three Year Old events in partnership with the two local school boards.
- SPL partnered with the Provocation Ideas Festival to hold two events on Artificial Intelligence:
    - AI's Impact on Stratford: A panel discussion exploring the impact of artificial intelligence on Stratford's arts and culture, healthcare and manufacturing/agriculture sectors.
    - Inspiring the Next Generation with Author Cory Doctorow – a talk to grade 7 and 8 students
- For Giving Tuesday, SPL promoted the community to support the Snack Stop program. 76 food items were donated, $65 was received towards the Snack Stop and $180 was donated to the Library for general purposes.

- Staff were successful in obtaining a $500 grant from Dyslexia Canada to create a Decodable Book collection. Decodable books are simple books for beginner readers, allowing them to develop segmenting and blending skills, helping to recognize words quickly and effortlessly.
- The roof work at the library has been completed. This project was a maintenance project of the Community Services department and had no financial impact on the library.
- SPL participated in the Winter Wander-land initiative of the BIA by providing a Gnome Scavenger Hunt.
- SPL staff will be participating in the Stratford Parade of Lights on December 3.

STRATEGIC ACTIVITIES

SPL:

- The final draft of the Memorandum of Understanding with the City of Stratford passed the Community Services Sub Committee and will be going for final City Council approval on Monday December 11.
- An updated 2023 CEO Workplan is attached for information on projects completed to date.

Select CEO Activities:

- October 19, City of Stratford's Strategic Priorities Workshop
- November 8, PCIN Board meeting
- November 15, Perth County Municipal Day
- November 22, Home is Where our Story Begins: Housing Symposium
- November 27, Perth Community Futures Development Corporation Board meeting
- December 1, downloadLibrary Consortium meeting

SPL IN THE NEWS

Free menstrual products coming to local libraries
Stratford Today | October 15, 2023

Stratford Residents can Celebrate their Local Public Library
Stratford Today | October 18, 2023

Library Board establishes committee to address space-deficit
Stratford Today | October 18, 2023

Provocation Ideas festival to explore intersection of art and AI in Stratford
Beacon Herald | October 18, 2023

October 2023 Statistics

Stratford PUBLIC LIBRARY

CIRCULATION
39,860

ANNUAL circulation

CUSTOMER use

	2022 OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	2023 SEP	OCT	%Change
Active Card Holders	6,539	6,638	6,719	6,901	7,019	7,138	7,225	7,292	7,426	7,601	7,687	7,750	7,755	19%
Monthly Active Users	3,164	3,194	3,071	3,403	3,254	3,549	3,344	3,375	3,355	3,725	3,846	3,497	3,371	7%
Walk In Traffic	10,039	7,703	9,241	11,237	9,892	12,684	11,063	10,600	10,484	12,534	12,947	10,810	11,746	17%

program ATTENDANCE

85 programs were attended by 2,066 people

Did you KNOW?

- Over 1,500 people have gotten a new library card this year!
- 229 makers created projects in the 20 Open Labs
- 1,487 people used downloadLibrary in October
- 80,432 articles read in Press Reader in 1,410 sessions
- 44 volunteers volunteered 100 hours of their time

INTRALIBRARY loans

Checkout Location \ Item Location	npat	npli	npmo	pel	sma	str	wpl	Total
npat	464	2	0	23	35	92	25	641
npli	13	6,939	5	132	257	591	175	8,112
npmo	0	9	398	25	22	49	20	523
pel	15	152	4	3,168	81	245	51	3,716
sma	23	322	37	157	5,416	534	143	6,632
str	105	839	93	470	742	21,472	425	24,146
wpl	14	218	33	116	187	410	3,136	4,114
Total	634	8,481	570	4,091	6,740	23,393	3,975	47,884

digital USAGE

13,501 uses

IMPACT numbers

120 new card holders
190 cards renewed
9,341 requests placed
3,685 reference questions were asked
2,317 items used in-library
25,081 web pages viewed
1,024 wifi connections
947 public internet sessions
47 hotspot checkouts

STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT

For period ending NOVEMBER 30, 2023 (91% of year)

	YTD ACTUAL	YTD BUDGET (straight line)	VARIANCE ($)	VARIANCE (%)	2023 BUDGET	%
MUNICIPAL FUNDING	2,031,470.25	2,482,908			2,708,627	
REVENUE			$ -			
CANADA GRANTS	6,217	6,068	148	2%	6,620	-6%
ANNUAL PROVINCIAL FUNDING	-	52,499	- 52,499	-100%	57,272	-100%
OTHER MUNICIPALITIES	21,983	40,476	- 18,493	-46%	44,156	-50%
FINES & FEES	8,680	7,792	888	11%	8,500	2%
DONATIONS	2,566	4,583	- 2,017	-44%	5,000	-49%
RECOVERABLES	15,428	5,958	9,470	159%	6,500	137%
RECOVERABLE - PCIN to SPL	91,434	86,186	5,248	W	94,021	-3%
Total REVENUE	**$ 2,177,778**	**$ 2,686,471**	**-$ 57,256**	**-19%**	**$ 2,930,696**	**-26%**
EXPENSES						
WAGES & BENEFITS	2,060,741	2,159,955	- 99,213	-5%	2,356,314	-13%
BUILDING EXPENSES	57,345	62,608	- 5,263	-8%	68,300	-16%
COMMUNICATIONS & INTERNET	14,912	18,608	- 3,696	-20%	20,300	-27%
VEHICLES	312	2,521	- 2,209	-88%	2,750	-89%
MEMBERSHIPS	2,671	2,723	- 52	-2%	2,970	-10%
TRAINING	10,714	20,167	- 9,453	-47%	22,000	-51%
COLLECTION MAINTENANCE	3,676	2,292	1,384	60%	2,500	47%
OFFICE SUPPLIES	19,774	24,292	- 4,518	-19%	26,500	-25%
ADVERTISING & PRINTING	16,438	13,750	2,688	20%	15,000	10%
MAINTENANCE CONTRACTS	420	385	35	9%	420	0%
MAINTENANCE CONTRACTS - SPL to PCIN	69,832	64,231	5,601	9%	70,070	0%
SUPPLIES & EQUIPMENT	12,383	16,500	- 4,117	-25%	18,000	-31%
MILEAGE	798	2,750	- 1,952	-71%	3,000	-73%
LEGAL FEES	5,886	4,583	1,302	28%	5,000	18%
PROGRAMMING & MAKERSPACE	15,139	11,917	3,222	27%	13,000	16%
CONTRACTORS	26,852	14,208	12,643	89%	15,500	73%
BOARD EXPENSES	2,547	5,500	- 2,953	-54%	6,000	-58%
RESERVES	212,229	259,389	- 47,160	-18%	282,970	-25%
Total EXPENSES	**$ 2,532,668**	**$ 2,686,378**	**-$ 153,710**	**-6%**	**$ 2,930,594**	**-14%**
SURPLUS/(DEFICIT)	**-$ 354,890**		**$ 96,454**			
CAPITAL - subset of Reserves						
COLLECTIONS	211,070	219,267	- 8,197	-4%	$ 239,200	-12%
TECHNOLOGY	25,794	31,167	- 5,373	-17%	$ 34,000	-24%
PROJECT						
Total CAPITAL EXPENSES	**$ 236,864**	**$ 250,433**	**-$ 13,570**	**-5%**	**$ 273,200**	**-13%**

BALANCE SHEET	**ASSETS**
LIBRO	$ 69,223
STRATFORD PERTH COMMUNITY FOUNDATION	$ 240,710
Total CASH ASSETS	$ 309,933