REPORT TO: STRATFORD PUBLIC LIBRARY BOARD
MEETING DATE: NOVEMBER 28, 2023
FROM: KRISTA ROBINSON, CEO
SUBJECT: CEO WORKPLAN FOR 2023

The following projects and achievements were undertaken by the CEO and the senior management team in 2023

Originally Planned | Originally Planned but Deferred | New Projects in the Year

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	Deferred
Investigated participation in the Grand Trunk Community Hub; formal request made to the municipality	Summer – December	Ongoing
Completion of the Library Garden Renewal project and celebration	Summer	Completed
Creation of the Tinker Table to off set MakerSpace space/age challenges	Summer	Completed

STRATEGIC DIRECTION 2 REACH OUT AND BRING IN		
TASKS	TIMELINE	STATUS
Hire, onboard and coach Community Engagement Supervisor	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
Integrated Strategic Directions to program planning	Summer	Ongoing
Increased Summer Reading Club participation (1,066 participants or 1/3 of the youth in Stratford)	Summer	Completed
Requested Ontario Public Library Week be proclaimed in the City of Stratford	Fall	Completed

STRATEGIC DIRECTION 3 LEAD GROUNDED PRACTICE		
TASKS	TIMELINE	STATUS
Diversity and Inclusion Policy approved	Fall	Deferred to 2024
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	Ongoing
Continue to update the library catalogue with inclusive subject headings	Ongoing	Ongoing
Investigate and implement a community Food Pantry	Summer	Completed
Created an EDI Database to track internal work	Summer	Ongoing
Oversaw two successful Drag Story Times	May - Present	Completed
Participated in the Period Poverty pilot project initiative across Perth and Huron Counties	Fall	Ongoing

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	Completed
Strategic Plan and Space Needs Study to Stratford City Council	Summer	Completed
Compile and submit the 2022 Annual Survey of Public Libraries	April	Completed
Assist with the construction and roll out of the PCIN Strategic Plan	Ongoing	Ongoing
Hiring, onboard and coach a Fundraiser / Analytics Specialist (contract)	Summer	Deferred
Creation of a Donation Framework	Fall	Deferred
Marketing Strategy for Donations	Winter	Deferred
Participated in an OLA session with PCIN partners for the 2023 OLA SuperConference	Winter	Completed
Created numerous new partnerships: Stratford Perth Museum, Stratford Festival, Stratford Rotary Club, YMCA of Three Rivers, Connection Centre, Provocation Ideas Festival, Stratford Pride Community Centre, Conestoga College	Ongoing	Ongoing
Submitted the Public Library Operating Grant	Fall	Completed
Prepared the 2024 Library Budget for submission	Fall	Completed
Prepared the 2024 PCIN Budget for submission	Summer	Completed
Obtained a $10,000 grant from PCFDC to expand MakerSpace staffing (2023)	Ongoing	Completed
Obtained a $500 grant from Dyslexia Canada to create a Decodable Book Collection	Fall	Completed
Obtained a $8,404 grant from Young Canada Works to fund a Summer Student position	Summer	Completed
Obtained a $1,000 grant from Launch Waterloo to fund a coding program	Summer	Completed

STRATEGIC DIRECTION 5 INTENTIONALLY SUPPORT OUR TEAM		
TASKS	TIMELINE	STATUS
Hire, onboard and coach Operations Manager	Spring	Completed
Completion of the Cyber Incident Response Plan and associated Playbooks	Summer	Completed
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	Completed
Create a data informed programming strategy	Fall	Ongoing
Nominated our Teen Librarian for the Children and Youth Librarian of the Year Award (and won)	Spring	Completed
Planned and oversaw the 2023 Staff Development Day	Summer	Completed
Managed the staff after the loss of a coworker	Summer	Ongoing
Beyond the two senior managers hired, hired 8 additional staff, 3 of which were internal applicants providing opportunities to grow in the organization	Ongoing	Ongoing
Creation of a MakerSpace Plan	Fall	Ongoing

OTHER		
TASKS	TIMELINE	STATUS
Maintain library technology support for SPL during Interim role	Ongoing	Completed
Maintain Network Administrator role for PCIN during Interim role	Ongoing	Completed
Library Board Orientation	December	Ongoing
Upgrade phone system hardware	February	Completed
Upgrade domain controller and library workstations	Ongoing	Completed
Upgrade Self-Checkout station	Fall	Ongoing
Finalize Memorandum of Understanding with the City of Stratford	Fall	Ongoing
Created a database of SPL's policies, creating a framework and schedule for review	Winter	Completed
Compiled annual statistics and prepared the 2022 Annual Report	Winter	Completed
Oversaw the resolution of two significant HR situations	Spring	Completed
Arranged for and oversaw the installation of updated wireless network at SPL and PEPL	Spring	Completed
Implemented MulitFactor Authentication across PCIN	Fall	Completed