SPL Report to the Board

MEETING DATE: FEBRUARY 13, 2024
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: CEO MONITORING REPORT: JANUARY 2024

Financial Condition

- The 2023 accounts have closed, and as forecasted, a small surplus of just over $7,000. As defined by our MOU with the City of Stratford, any surplus or overage will be added or deducted from the library reserve account.
- The City Council Finance Sub Committee held two meetings in January: January 15 and January 29. The budget has now passed sub committee and will be taken to full Council for by-law approval on February 26.
- SPL has received a $300 grant from the Teahen Family Nutrition and Wellbeing Fund held within the Stratford Perth Community Foundation. The grant is to go towards the Snack Stop food pantry.

For Your Information

Staffing Updates

- After internal competitions, we have filled a Full Time Public Service Librarian (PSL) and a Part Time PSL position.
- We have had a resignation by a casual Library Assistant and a casual Public Service Librarian. We have posted for the casual PSL position and hired a casual LA internally.
- We have posted for two Summer Program Coordinators. One of these positions is dependent on funding through a Young Canada Works grant.
- Cold and flu season, in tandem with COVID, continue to prompt a number of short-term staff absences.

General News

- Throughout 2024, SPL will be programming events and public service initiatives in line with various themes. The theme for January and February is “Be Daring”. The focus is on stepping out of one’s comfort zone, trying new experiences, challenging ideas and begin learning new hobbies and skills. This theme will help tie together various initiatives and dates: Blind Date with a Book, Freedom to Read Week, and Black History Month.
- SPL celebrated 25 years of Family Literacy Day with special daily programming January 22 - January 27. On the 27th, a Family Literacy Day Party with special guest Mayor Ritsma was held. Mayor Ritsma read stories and engaged with the attendees. This event was also offered as an indoor activity for Stratford Winterfest.
- Another popular Drop n Swap was offered January 18 - 20, focusing on Home Décor. Drop n Swaps are programs to promote the reuse of treasures and keeping them out of the landfill. Over 190 people participated.
- In partnership with Perth Community Futures Development Corporation, the MakerSpace is offering Social Media and Marketing drop in hours on Tuesdays until March 12. These drop-in hours are meant to provide business owners in Perth County with free and practical advice to leverage their business’s

social media.

- Six staff attended the Ontario Library SuperConference held January 24-27. Brooke Windsor, Teen Librarian, presented on the topic of "Teen Maker Marketplace", highlighting the program she ran in 2023. Feedback had been extremely positive, with many libraries eager to run their own similar program.

STRATEGIC ACTIVITIES

PCIN

- Three representatives from PCIN met virtually with MPP Matthew Rae to discuss the FOPL and OLA advocacy priorities, particularly the Ontario Digital Public Library. At the end of the meeting, MPP Rae noted that he would support this initiative and send a letter of support to Minister Lumsden.

Select CEO Activities

- January 15, attended the City of Stratford's budget deliberations
- January 16, attended the Grand Trunk Ad Hoc Committee meeting
- January 17, attended a webinar or Asset Management for Libraries
- January 24, attended the AMPLO meeting
- January 24-26, attended the Ontario Library Association's SuperConference
- January 29, attended the PCFDC Board meeting
- February 2, met with Joan Thompson, City CAO

News and Coming Events

SPL in the News

Celebrating 25 years of Family Literacy Day at Stratford Public Library
StratfordToday | January 17, 2024

Upcoming Events:

- February 17 – Winter Birding with David T. Chapman (preregister)
- February 18 & 19 – Family Day Closure
- February 27 | Readers Retreat
- February 12 – 25 | "Picture Yourself", Portraits of seniors, in Partnership with SPL and Anne Hathaway Residence
- March 9 – 15 | March Break programming for children is running all week long including Legomania at the Mall, a PJ party, and a Stuffy Sleepover. Special activities for teens include Take Home Kits for teens, Magic: the Gathering tournament, Percy Jackson's Camp Half Blood, and a Friends (tv) Trivia Night.

STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT

For period ending DECEMBER 31, 2023 NOT YEAR END

	YTD ACTUAL	YTD BUDGET (straight line)	VARIANCE ($)	VARIANCE (%)	2023 BUDGET	%
MUNICIPAL FUNDING	2,486,560	2,486,560	-	0%	2,486,560	
REVENUE			$ -			
CANADA GRANTS	8,405	6,620	1,785	27%	6,620	27%
ANNUAL PROVINCIAL FUNDING	-	57,270	- 57,270	-100%	57,270	-100%
OTHER MUNICIPALITIES	43,966	44,156	- 190	0%	44,156	0%
FINES & FEES	10,173	8,500	1,673	20%	8,500	20%
DONATIONS	8,283	5,000	3,283	66%	5,000	66%
RECOVERABLES	18,788	6,500	12,288	189%	6,500	189%
RECOVERABLE - PCIN to SPL	91,434	94,021	- 2,587	-3%	94,021	-3%
Total REVENUE	**$ 2,667,609**	**$ 2,708,627**	**-$ 41,018**	**-2%**	**$ 2,708,627**	
EXPENSES						
WAGES & BENEFITS	2,223,115	2,356,314	- 133,199	-6%	2,356,314	-6%
BUILDING EXPENSES	61,985	68,300	- 6,315	-9%	68,300	-9%
COMMUNICATIONS & INTERNET	17,396	20,300	- 2,904	-14%	20,300	-14%
VEHICLES	534	2,750	- 2,216	-81%	2,750	-81%
MEMBERSHIPS	2,671	2,970	- 299	-10%	2,970	-10%
TRAINING	14,020	22,000	- 7,980	-36%	22,000	-36%
COLLECTION MAINTENANCE	3,228	2,500	728	29%	2,500	29%
OFFICE SUPPLIES	23,758	26,600	- 2,842	-11%	26,600	-11%
ADVERTISING & PRINTING	18,255	15,000	3,255	22%	15,000	22%
MAINTENANCE CONTRACTS	420	420	-	0%	420	0%
MAINTENANCE CONTRACTS - SPL to PCIN	69,832	70,070	- 238	0%	70,070	0%
SUPPLIES & EQUIPMENT	17,061	18,000	- 939	-5%	18,000	-5%
MILEAGE	956	3,000	- 2,044	-68%	3,000	-68%
LEGAL FEES	7,346	5,000	2,346	47%	5,000	47%
PROGRAMMING & MAKERSPACE	16,752	13,000	3,752	29%	13,000	29%
CONTRACTORS	37,433	15,500	21,933	142%	15,500	142%
BOARD EXPENSES	2,682	6,000	- 3,318	-55%	6,000	-55%
RESERVES	282,970	282,970	-	0%	282,970	0%
Total EXPENSES	**$ 2,800,414**	**$ 2,930,694**	**-$ 130,280**	**-4%**	**$ 2,930,694**	**-4%**
SURPLUS/(DEFICIT)	**-$ 132,805**		**$ 89,262**			
CAPITAL - subset of Reserves						
COLLECTIONS	232,366	239,200	- 6,834	-3%	$ 239,200	-3%
TECHNOLOGY	29,854	34,000	- 4,146	-12%	$ 34,000	-12%
PROJECT						
Total CAPITAL EXPENSES	**$ 262,220**	**$ 273,200**	**-$ 10,980**	**-4%**	**$ 273,200**	**-4%**

BALANCE SHEET	**ASSETS**
LIBRO (December 31, 2023)	$ 69,955
STRATFORD PERTH COMMUNITY FOUNDATION	$ 240,710
Total CASH ASSETS	$ 310,665

STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT

For period ending January 31, 2024

	YTD ACTUAL	YTD BUDGET (straight line)	VARIANCE ($)	VARIANCE (%)	2024 BUDGET DRAFT	%
MUNICIPAL FUNDING		223,599	- 223,599	-100%	2,683,184	-100%
REVENUE			$ -			
CANADA GRANTS	-	682	- 682	-100%	8,184	-100%
ANNUAL PROVINCIAL FUNDING	-	4,767	- 4,767	-100%	57,202	-100%
OTHER MUNICIPALITIES	-	3,790	- 3,790	-100%	45,480	-100%
FINES & FEES	-	708	- 708	-100%	8,500	-100%
DONATIONS	-	417	- 417	-100%	5,000	-100%
RECOVERABLES	-	779	- 779	-100%	9,348	-100%
RECOVERABLE - PCIN to SPL	-	8,053	- 8,053	-100%	96,631	-100%
Total REVENUE	**$ -**	**$ 242,794**	**-$ 19,195**	**-100%**	**$ 2,913,529**	**-100%**
EXPENSES						
WAGES & BENEFITS	218,410	200,998	17,412	9%	2,411,975	-91%
BUILDING EXPENSES	1,058	7,930	- 6,872	-87%	95,163	-99%
COMMUNICATIONS & INTERNET	751	1,667	- 916	-55%	20,000	-96%
VEHICLES	-	229	- 229	-100%	2,750	-100%
MEMBERSHIPS	100	229	- 129	-56%	2,750	-96%
TRAINING	-	1,833	- 1,833	-100%	22,000	-100%
COLLECTION MAINTENANCE	143	208	- 66	-32%	2,500	-94%
OFFICE SUPPLIES	107	2,153	- 2,046	-95%	25,840	-100%
ADVERTISING & PRINTING	640	1,333	- 693	-52%	16,000	-96%
MAINTENANCE CONTRACTS	420	32	388	1226%	380	10%
MAINTENANCE CONTRACTS - SPL to PCIN	-	6,327	- 6,327	-100%	75,926	-100%
SUPPLIES & EQUIPMENT	-	1,538	- 1,538	-100%	18,450	-100%
MILEAGE	-	256	- 256	-100%	3,075	-100%
LEGAL FEES	-	417	- 417	-100%	5,000	-100%
PROGRAMMING & MAKERSPACE	25	1,153	- 1,128	-98%	13,838	-100%
CONTRACTORS	-	1,292	- 1,292	-100%	15,500	-100%
BOARD EXPENSES	-	544	- 544	-100%	6,525	-100%
RESERVES	-	33,850	- 33,850	-100%	406,202	-100%
Total EXPENSES	**$ 221,654**	**$ 261,990**	**-$ 40,336**	**-15%**	**$ 3,143,874**	**-93%**
SURPLUS/(DEFICIT)	**-$ 221,654**	**-$ 19,195**	**$ 21,140**			
CAPITAL - subset of Reserves						
COLLECTIONS	26,004	20,598	5,407	26%	$ 247,170	-89%
TECHNOLOGY	-	4,100	- 4,100	-100%	$ 49,200	-100%
PROJECT						
Total CAPITAL EXPENSES	**$ 26,004**	**$ 24,698**	**$ 1,307**	**5%**	**$ 296,370**	**-91%**

BALANCE SHEET	**ASSETS**
LIBRO (as of January 31, 2024)	$ 71,273
STRATFORD PERTH COMMUNITY FOUNDATION	$ 240,710
Total CASH ASSETS	$ 311,983