SPL Report to the Board

MEETING DATE: JANUARY 9, 2024
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: CEO MONITORING REPORT: DECEMBER 2023

FINANCIAL CONDITION

- All 2023 revenues and expenditures are tracking per estimates with a small surplus forecasted. 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 library received notice in early January that we have been approved for the 2023 Public Library Operating Grant (PLOG). The PLOG amount is $51,400.
- Stratford received their final 2023 payment from Perth South.
- The City Council Finance Sub Committee budget presentations were held on December 14 and 15. The library's proposed budget was presented. A couple questions were asked in relation to library space options. The next meeting will be on January 16. Two items of note are that the staff restroom project was transferred to the Community Services budget for 2024 and under recommendations by the Director of Corporate Services, the Building Study capital project has been changed to a reserve for expenses related to future building needs allowing more flexibility in its use.
- The proposed 2024 contract for library service to Perth South was presented on January 9th in partnership with Sarah Andrews, CEO of St. Marys Public Library, and Beth Rumble, County Librarian for Huron County Library. A 3% increase has been added to the 2024 contract fee.

FOR YOUR INFORMATION:

Staffing Updates

- Cold and flu season, in tandem with COVID, continue to prompt a number of short-term staff absences.

General News:

- During the opening night of Lights On Stratford, the library partnered with Lights On and Stratford District Secondary School where teens from SDSS put sticky notes with their wishes for the Stratford community over their phone flashlights and then participate in a moving art piece flash(light) mob at the Dandelion sculpture. You can see this event in the final moments of the following Lights On video: https://www.youtube.com/watch?v=LRUnIUzU7yQ and in more detail here https://www.youtube.com/watch?v=0IVQ2brF4KU
- On January 4th, the library partnered with the Stratford Perth Museum, Lights On Stratford, and Rotary Club of Stratford to offer Nightlight Stories, an illuminated story trail a the Museum. The story trail is featuring Picture a Tree by Barbara Reid until March 31.
- During the winter break, the library offered a week of activities for families including Marble Mania, STEAM Team Challenge and Simply Storytelling.
- The library was approved for cyber insurance through Orr Insurance and have begun the process of setting up our coverage. The coverage is for a $3,000,000 limit and which would cover Stratford, West Perth and Perth East libraries. This cost will shared among the libraries.

- In mid-December, PCIN was alerted that PC Connect would be cancelling the pilot project where bus passes could be borrowed from libraries. The program was very successful however not financially sustainable for PC Connect. PCIN will be investigating options to continue this program when we meet in January.
- SPL has subscribed to a number of new databases for 2024:
    - National Geographic Virtual Library (full-text National Geographic magazines from 1888-present, national geographic ebooks and many images, maps and videos)
    - National Geographic Kids (information on science, nature, culture, archaeology and space for youth 6-12)
    - Teen Health and Wellness (information for middle and high school students on diseases, drugs, alcohol, nutrition, mental health, suicide, bullying, LGBTQ+ issues, etc)
    - Pronunciator (language lessons for over 300 languages including ESL, indigenous languages, sign languages.) This is in partnership with PCIN.
    - Press Reader (newspapers and magazines from over 100 countries in various languages. Includes the Beacon Herald, Toronto Star and National Post.) This tool has been renewed through a new partnership with PCIN.

STRATEGIC ACTIVITIES

SPL:

- The Memorandum of Understanding with the City of Stratford was passed by council on December 11
- Presented to Stratford City Council on our proposed 2024 operating and capital budget
- Presented to Perth South Council on our proposed 2024 contract for library service. Perth South does not have their own public library and contracts library service between Stratford, St. Marys and Huron County Libraries.
- Submitted our biennial Accessibility Compliance Report

Select CEO Activities:

- December 14 and 15, attended the City of Stratford's budget deliberations
- December 18, PCIN Management meeting
- January 3, provided an orientation to new board member Patty Lewis

SPL IN THE NEWS

Perth County Libraries nourish both minds and bodies with free food services
CTV News | December 19, 2023

PC Connect free transit pass program at libraries ending December 31
Stratford Times | December 22, 2023

What's happening at the Library this Holiday Season
Stratford Times | December 22, 2023

November 2023 Statistics

Stratford PUBLIC LIBRARY

CIRCULATION

37,130

ANNUAL circulation

CUSTOMER use

	2022 NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	2023 OCT	NOV	%Change
Active Card Holders	6,638	6,719	6,901	7,019	7,138	7,225	7,292	7,426	7,601	7,687	7,750	7,755	7,765	17%
Monthly Active Users	3,194	3,071	3,403	3,254	3,549	3,344	3,375	3,355	3,725	3,846	3,497	3,371	3,382	6%
Walk In Traffic	7,703	9,241	11,237	9,892	12,684	11,063	10,600	10,484	12,534	12,947	10,810	11,746	11,217	46%

program ATTENDANCE

90 programs were attended by 1,955 people

Did you KNOW?

- 138 makers created projects in the 18 Open Labs
- 6,096 searches were done in Ancestry in November
- 86,984 articles read in Press Reader in 1,467 sessions. The most popular publications were Toronto Start, Toronto Sun, The Daily Telegraph and The Beacon Herald
- 32 volunteers volunteered 109 hours of their time at the library

INTRALIBRARY loans

Checkout Location \ Item Location	npat	npli	npmo	pel	sma	str	wpl
npat	252	0	1	7	12	14	11
npli	7	6,653	7	190	290	698	117
npmo	2	2	738	9	12	54	11
pel	11	120	15	3,042	107	197	44
sma	52	263	29	206	6,348	655	135
str	87	982	103	536	919	22,771	414
wpl	19	257	22	149	260	505	3,390
Total	430	8,277	915	4,139	7,948	24,894	4,122

digital USAGE

10,123 uses

IMPACT numbers

109 new card holders
191 cards renewed
9,214 requests placed
1,645 reference questions were asked
2,460 items used in-library
25,247 web pages viewed
1,126 wifi connections
841 public internet sessions
43 hotspot checkouts

December 2023 Statistics

Stratford PUBLIC LIBRARY

CIRCULATION

36,291

ANNUAL circulation

CUSTOMER use

	2022 DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	2023 NOV	DEC	%Change
Active Card Holders	6,719	6,901	7,019	7,138	7,225	7,292	7,426	7,601	7,687	7,750	7,755	7,765	7,754	15%
Monthly Active Users	3,071	3,403	3,254	3,549	3,344	3,375	3,355	3,725	3,846	3,497	3,371	3,382	3,367	10%
Walk In Traffic	9,241	11,237	9,892	12,684	11,063	10,600	10,484	12,534	12,947	10,810	11,746	11,217	10,142	10%

program ATTENDANCE

36 programs were attended by 713 people

Did you KNOW?

- 122 makers created projects in the 15 Open Labs
- 54 items were checked out for each hour we were open
- 12% of the physical collection is currently out
- 84,114 articles read in Press Reader in 1,541 sessions. The most popular publications were Toronto Star, Toronto Sun, The Beacon Herald, and the National Post

INTRALIBRARY loans

Checkout Location \ Item Location	npat	npli	npmo	pel	sma	str	wpl	Tota
npat	276	4	6	30	18	92	13	4
npli	14	6,594	11	129	231	559	168	7,7
npmo		9	443	14	23	60	21	5
pel	10	162	12	2,940	83	172	50	3,4
sma	15	247	17	117	4,421	511	145	5,4
str	75	761	91	447	713	20,371	421	22,8
wpl	20	287	20	124	193	392	3,039	4,0
Total	410	8,064	600	3,801	5,682	22,157	3,857	44,5

digital USAGE

10,123 uses

IMPACT numbers

106 new card holders
181 cards renewed
7,826 requests placed
1,719 reference questions were asked
1,567 items used in-library
28,302 web pages viewed
971 wifi connections
713 public internet sessions
47 hotspot checkouts

STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT

For period ending DECEMBER 28, 2023 (99% of year)

	YTD ACTUAL	YTD BUDGET (straight line)	VARIANCE ($)	VARIANCE (%)	2023 BUDGET	%
MUNICIPAL FUNDING	2,031,470	2,708,627	- 677,157	-25%	2,708,627	
REVENUE			$ -			
CANADA GRANTS	6,217	6,620	- 403	-6%	6,620	-6%
ANNUAL PROVINCIAL FUNDING	-	57,270	- 57,270	-100%	57,270	-100%
OTHER MUNICIPALITIES	21,983	44,156	- 22,173	-50%	44,156	-50%
FINES & FEES	9,843	8,500	1,343	16%	8,500	16%
DONATIONS	3,124	5,000	- 1,876	-38%	5,000	-38%
RECOVERABLES	15,428	6,500	8,928	137%	6,500	137%
RECOVERABLE - PCIN to SPL	91,434	94,021	- 2,587	-3%	94,021	-3%
Total REVENUE	**$ 2,179,499**	**$ 2,930,694**	**-$ 74,038**	**-26%**	**$ 2,930,694**	**-26%**
EXPENSES						
WAGES & BENEFITS	2,223,115	2,356,314	- 133,199	-6%	2,356,314	-6%
BUILDING EXPENSES	57,941	68,300	- 10,359	-15%	68,300	-15%
COMMUNICATIONS & INTERNET	16,919	20,300	- 3,381	-17%	20,300	-17%
VEHICLES	534	2,750	- 2,216	-81%	2,750	-81%
MEMBERSHIPS	2,671	2,970	- 299	-10%	2,970	-10%
TRAINING	11,593	22,000	- 10,407	-47%	22,000	-47%
COLLECTION MAINTENANCE	3,200	2,500	700	28%	2,500	28%
OFFICE SUPPLIES	22,533	26,600	- 4,067	-15%	26,600	-15%
ADVERTISING & PRINTING	17,168	15,000	2,168	14%	15,000	14%
MAINTENANCE CONTRACTS	420	420	-	0%	420	0%
MAINTENANCE CONTRACTS - SPL to PCIN	69,832	70,070	- 238	0%	70,070	0%
SUPPLIES & EQUIPMENT	12,985	18,000	- 5,015	-28%	18,000	-28%
MILEAGE	873	3,000	- 2,127	-71%	3,000	-71%
LEGAL FEES	7,281	5,000	2,281	46%	5,000	46%
PROGRAMMING & MAKERSPACE	15,968	13,000	2,968	23%	13,000	23%
CONTRACTORS	32,952	15,500	17,452	113%	15,500	113%
BOARD EXPENSES	2,600	6,000	- 3,400	-57%	6,000	-57%
RESERVES	212,229	282,970	- 70,741	-25%	282,970	-25%
Total EXPENSES	**$ 2,710,814**	**$ 2,930,694**	**-$ 219,880**	**-8%**	**$ 2,930,694**	**-8%**
SURPLUS/(DEFICIT)	**-$ 531,315**		**$ 145,842**			
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 (November 30, 2023)	$ 69,563
STRATFORD PERTH COMMUNITY FOUNDATION	$ 240,710
Total CASH ASSETS	$ 310,273