C.E.O. MONITORING REPORT
May 2022

FINANCIAL CONDITION:

- As of May 31st all 2022 revenues and expenses are tracking per estimates.
- At this time, no further information has been received from Perth South regarding its 2022 contract.

FOR YOUR INFORMATION:

Pandemic Response and Update:

- No major changes to report during May.

Staffing / Personnel:

- Nothing to report.

General News:

- The remainder of the garden construction has been completed: the paths have been rolled, the rocks moved, the soil graded, trees planted, and grass seed spread. Planting is anticipated to start shortly. Library staff hope to be able to use the space for programming by August.

- New Neighbour Night has historically been a "slow" program, with few attendees but deep connections often being made. This spring, we are seeing a different dynamic. Outcomes from the May 19th New Neighbour Night:
    - 11 people attended
    - a new partnership with Conestoga College Career Centre!
    - 2 new neighbours made a coffee date – one is caring for her mom and the other is a former nurse who recognized the caregiver needed someone to talk to (the librarian also referred the caregiver to the Time to Talk group)

- 3 appointments made for jobseekers with Conestoga Career Centre
- 2 new volunteers for ReLeaf's tree planting campaign
- 5 folks going on the Field Naturalists Sunday morning walk this week in TJ Dolan
- 2 attendees are recent immigrants and were made to feel SO welcome by everyone else (and were thrilled to learn about PressReader and to get the Immigrant Settlement Services Officer's business card)
    - one person shared that newcomers to Canada can get a 3-month membership to the YMCA for free!
- 1 attendee filled out a SPL volunteer application after NNN ended

- May 30th was the first in-person Whale of a Tale family storytime since March 2020. 56 people attended the program in Upper Queen's Park, including an attendee from 2005-2007 who brought her first child.

- SPL has successfully completed the email server migration. All SPL staff now have the same email address format, [name]@splibrary.ca. Microsoft 365 has also been configured and staff are learning how to use it. This will help streamline internal processes and staff collaboration.

STRATEGIC ACTIVITIES

- Lemay has begun working with SPL staff to gather the information needed to make its assessments. An internal working group has been formed and is meeting with Lemay regularly.

- Five Expressions of Interest were received for the Library's Strategic Planning process. A Board subcommittee was formed composed of Michael Corbett, Zac Gribble, Jack Groothuis, and Mackenzie Kipfer. The subcommittee reviewed the submissions and has requested full proposals from three of the firms, with a deadline of June 28th.

  If the Board would like to review the recommendation as a whole, it will need to convene a meeting in July (electronic voting is not permitted in the legislation). Alternatively, the Board may pass a motion to permit the subcommittee to award the contract.

  Draft Motion: That the subcommittee be given the authority to make a final recommendation of the strategic plan consultant, subject to the

opportunity for the rest of the Board to provide feedback via email or phone, with the goal of signing a contract with the chosen consultant in July.

- PCIN sent a letter to all Provincial MPP Candidates, asking for a meeting to orient the candidates to public libraries in their riding and advocate for support on provincial issues. SMPL, SPL, and WPPL were able to meet with the Green Party and NDP candidates. The Conservative candidate was entirely booked, but promised to meet with PCIN if elected. Responses were not received from any other party.

- CEO's activities:
    - May 13, Federation of Ontario Public Libraries Board meeting.
    - May 27, Federation of Ontario Public Libraries Board meeting.
    - May 30, Perth Community Futures Development Corporation Board Meeting.

Prepared by J. Merritt, May 31, 2022

Stratford Public Library - Year to Date Financials			
		Year to Date	42%
	2022 Budget		
Administration			
Revenue Total	-215,398	-12,585	
Expenditure Total	2,797,402	979,050	
Net Total	**2,582,004**	**966,465**	37%
Board			
Revenue Total	-	-	
Expenditure Total	6,000	286	
Net Total	**6,000**	**286**	5%
Programs			
Revenue Total	-	-	
Expenditure Total	13,000	2,558	
Net Total	**13,000**	**2,558**	20%
Building			
Revenue Total	-	-	
Expenditure Total	23,500	11,678	
Net Total	**23,500**	**11,678**	50%
PCIN			
Revenue Total	-213,083	-	
Expenditure Total	213,083	73,273	
Net Total	**-**	**73,273**	
transfer to reserve	5,000		
transfer to reserve	4,740		
grand total revenue	-428,481	-12,585	
grand total expenditure	3,062,725	1,066,845	
grand net worth	**2,634,244**	**1,054,261**	40%
Capital - Collections			
Revenue Total			
Expenditure Total	255,100	127,836	
Net Total	**255,100**	**127,836**	50%
Capital - Projects			
Revenue Total			
Expenditure Total	-	5,871	
Net Total	**-**	**5,871**	

VOUCHERS
May 1 - May 31, 2022

Library Bound	Books, CDs	8,913.25
Library Services Centre	Books, CDs	788.15
Blowes	Office Supplies	75.37
Culligan	Building	28.32
Toshiba	Photocopier	781.89
Swish	Materials	37.57
Robyn Godfrey	Program	61.90
Marshall Workplace Law	Legal	18,938.80
Kanopy	Electronic Media	117.00
True North Consulting	Contractor	1,469.00
Brooke Windsor	Training	491.84
Brodart	Office Supplies	792.57
Waterloo Region Record	Periodicals	393.12
Laurier Library	Books, CDs	20.00
JPW Systems	Building	1,717.04
GOTECH	Contractor	4,596.84
Trish MacGregor	Program	131.26
Brooke Windsor	Program	204.91
Williams HR Law	Legal	2,615.39
Stratford Printing & Graphics	Printing	450.87
Swan Dust Control	Building	41.81
City of Stratford	Internet	401.61
TOTAL	**$**	**43,068.51**
GRAND TOTAL	**$**	**43,068.51**

May 2022 Library Usage

Borrowers

5,606 active card holders

123 new card holders

2,628 digital content users

Digital Collection Usage

Changes noted are over May 2021

3,811 ebooks 15% ↓

2,584 audiobooks 7% ↑

878 magazines 104% ↑

366 videos 52% ↓

Physical Collection Usage

21,653 items checked out
96 checkouts per hour open

2,543 items shared with PCIN libraries

1,895 items used in the library only

10% of the collection is currenlty out

1,694 items brorrowed from PCIN libraries

1,099 Questions asked

Programs

54 Programs
1,772 Participants

43% Kids
28% Teens
29% Adults

2 Class Visists
599 students

2 Community Events
632 reached

7,978 Visitors to SPL