REPORT TO: STRATFORD PUBLIC LIBRARY
MEETING DATE: JUNE 6, 2023
FROM: KRISTA ROBINSON, CEO
SUBJECT: CEO MONITORING REPORT – MAY 2023

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**FINANCIAL CONDITION**

- As of May 31, all 2023 revenues are tracking per estimates. Due to gapping of certain staff positions, it is estimated that there will be a small surplus at year end.
- At this time, no further information has been received from Perth South regarding its 2023 contract.

**FOR YOUR INFORMATION:**

### Staffing / Personnel:

- In March, I nominated Brooke Windsor, SPL's Youth Services Librarian, for the 2023 Ontario Public Library Association's Children's or Youth Services Librarian of the Year Award. In May, we learned that we were successful in our nomination. Brooke will be presented her award at the Child and Youth EXPO in November.

### General News:

- Scholastic Canada donated a number of books to SPL in memory of the late Gary O'Connell. Gary, who passed away in 2022, was the owner of Fundamental Books and Toys. The books were distributed to children at story time programs in May. His wife Beth assisted in the distribution.
- The SPL Garden Renewal project was celebrated on Monday May 29 at 6pm. The Stratford and District Horticultural Society and Library staff will be sharing a few words about the garden renewal project. Following the speeches, the Whale of a Tale program will be held in the garden. Members of the library board are invited to attend if they are available.
- SPL will be Closed on Monday June 12 for our annual Staff Development Day

**STRATEGIC ACTIVITIES**

### SPL:

- Met with City CAO to provide an overview of SPL's 2023-2026 Strategic Plan
- Attended a webinar on "Materials You'll Need for your Capital Campaign" with Capital Campaign Pro
- UPCOMING, June 26, Delegation to Council on SPL's 2023-2026 Strategic Plan
- Interviewed candidates for the Operations Manager position

### CEO Activities:

- May 4, Chamber of Commerce Business Excellence Awards, presented as Head Judge
- May 9, Filmed a segment for "What's Up Stratford"
- May 17, PCIN Management Meeting

**MAY MEDIA HIGHLIGHTS**

Former Systems Librarian Appointed as New Stratford Public Library CEO
Beacon Herald, May 12, 2023

Entrepreneurial Teens to Sell Their Artistic Creations at New Vendor Show
Beacon Herald, May 17, 2023

Toronto's Provocation Ideas Festival Expands to Stratford
Beacon Herald, May 17, 2023

Sharing Stories
Beacon Herald, May 19, 2023

Celebration: Library's Garden Renewal Comes to an End
Stratford Today, May 24, 2023

Gardens and Gardening: Stratford Public Library's Garden Renewal
Beacon Herald, May 25, 2023

Stratford Public Library set to host its first Drag Story Time
Stratford Today, May 31, 2023

Gmail

**Congrats to the 2023 OPLA Award Recipients!**
1 message

12 May 2023 at 16:09

/ ola
:. ontario library association

EDUCATION events + webinars | MEMBERSHIP benefits + perks | STORE books + swag | FOREST of Reading | ADVOCACY issues + initiatives

# The Ontario Library Association Announces 2023 OPLA Award Recipients

The Ontario Library Association (OLA) is proud to celebrate the achievements of Ontario Public Library Association (OPLA) members through the OPLA Children's or Youth Services Librarian of the Year Award and the OPLA Leadership in Adult's Readers' Advisory Award.

These award winners are passionate about promoting library services within the community, whether through readers' advisory or children and youth services, while

also improving the overall work experience of their fellow colleagues. Their unwavering dedication and commitment to their work is **truly inspiring**.

OPLA Leadership in Adult's Readers' Advisory Award was presented at the RA in a Day Event on April 24th. OPLA Children's or Youth Services Librarian of the Year Award will be presented at the Child and Youth EXPO in November 2023.

The Association is pleased to announce the recipients of the following awards:

## 2023 OPLA Children's or Youth Services Librarian of the Year Award

**WINNER:** Brooke Windsor, Stratford Public Library
Since joining Stratford Public Library in 2021, Brooke has made an incredible impact on the community through her exceptional work in youth programming. Her ability to connect with youth has allowed her to create programming that resonates with them. She is a regular guest at local schools where she uses her "Zombie Apocalypse" program to teach research skills. Brooke is passionate about reading engagement and ensuring that the local teen population can relate to the books and resources found in their library. Through her work, she has increased the local teen collection by 60%. Brooke is a passionate librarian who is always willing to share and collaborate with others

## 2023 OPLA Children's or Youth Services Librarian of the Year Award

**WINNER:** Serena McGovern, Barrie Public Library
Serena has been an exceptional Child and Youth Librarian at Barrie Public Library. She has gone above and beyond to provide exceptional children's programming for the library community. Serena has delivered a multitude of children's programs for her community including a district-wide Battle of the Books, an adaption of online and low-sensory summer reading clubs, and her creation of a barrier-breaking Baby Card. Serena is a dynamic and innovative library professional who brings energy and enthusiasm to everything she does.

## 2023 OPLA'S Leadership in Adult's Readers' Advisory Award

**WINNER:** Ann Archer, Ottawa Public Library
Ann has made a lasting impact on the library community through her various Readers' Advisory and library collection work including Canada's One eRead/Un Livrel, her participation on CBC's All in a Day book panel and her work chairing for the Ottawa Public Library nomination for the Dublin Literary Award. While her national and international activities are impressive, Ann's contributions to her local Reader's Advisory community of practice at Ottawa Public Library include her contributions to blogs, booklists and social media and training for all levels of staff. Ann's passion for readers' advisory is an inspiration. She has helped countless people find the perfect book at the perfect time.

Congratulations to all our award recipients! **Click here** for more information on awards.

**About the Ontario Library Association:** The Ontario Library Association (OLA) is a centre of excellence for the library and information sector, with nearly 4,000 members who work in

public, schools, academic and special libraries. OLA enables members to advocate for the right of individuals to have free and equitable access to information. Our members research, develop and participate in educational programs designed to provide exemplary library services. Signature OLA events include the annual Super Conference and the Forest of Reading® program.

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**STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT- DRAFT**

**For period ending May 31, 2023**

| | 2023 Actual | 2023 Budget | 2023 Variance |
|---|---|---|---|
| **REVENUE** | | | |
| CANADA GRANTS | - | 6,620 | - 6,620 |
| ANNUAL PROVINCIAL FUNDING | - | 57,272 | - 57,272 |
| OTHER MUNICIPALITIES | - | 44,156 | - 44,156 |
| FINES & FEES | - 2,181 | 8,500 | - 6,319 |
| DONATIONS | - 350 | 5,000 | - 4,650 |
| RECOVERABLES | - | 100,521 | - 100,521 |
| **Total REVENUE** | **- 2,531** | **222,069** | **- 219,538** |
| | | | |
| **EXPENSES** | | | |
| WAGES & BENEFITS | 923,356 | 2,356,314 | 1,432,958 |
| BUILDING EXPENSES | 24,493 | 68,300 | 43,807 |
| COMMUNICATIONS & INTERNET | 7,437 | 20,300 | 12,863 |
| VEHICLES | 173 | 2,750 | 2,577 |
| MEMBERSHIPS | 2,450 | 2,970 | 520 |
| TRAINING | 1,777 | 22,000 | 20,223 |
| COLLECTION MAINTENANCE | 1,785 | 2,500 | 715 |
| OFFICE SUPPLIES | 7,828 | 26,500 | 18,672 |
| ADVERTISING & PRINTING | 3,579 | 15,000 | 11,421 |
| MAINTENANCE CONTRACTS | 420 | 70,487 | 70,067 |
| SUPPLIES & EQUIPMENT | 5,221 | 18,000 | 12,779 |
| MILEAGE | 197 | 3,000 | 2,803 |
| LEGAL FEES | 3,591 | 5,000 | 1,409 |
| PROGRAMMING & MAKERSPACE | 7,793 | 13,000 | 5,207 |
| CONTRACTORS | 10,903 | 15,500 | 4,597 |
| BOARD EXPENSES | 279 | 6,000 | 5,721 |
| RESERVES | - | 282,966 | 282,966 |
| | | | - |
| **Total EXPENSES** | **1,001,282** | **2,930,587** | **1,929,305** |
| **TOTAL** | **998,750** | **2,708,518** | **1,709,768** |
| | | | |
| **PCIN** | | | |
| TOTAL REVENUE | - | 203,020 | - 203,020 |
| TOTAL EXPENSES | 4,507 | 203,020 | 198,513 |
| **Total PCIN** | **4,507** | **-** | **- 4,507** |
| | | | |
| **CAPITAL** | | | |
| COLLECTIONS | 97,821 | 239,200 | 141,379 |
| TECHNOLOGY | 7,073 | 34,000 | 26,927 |
| **Total CAPITAL** | **104,894** | **273,200** | **168,306** |

**VOUCHERS**
**May 1 - June 2, 2023**

| | | |
|---|---|---|
| Library Bound | Books, CDs | 11,623.43 |
| Library Services Centre | Books, CDs | 618.79 |
| Kanopy | Electronic Media | 668.00 |
| Culligan | Building | 56.64 |
| Overdrive | Eaudio | 14,555.00 |
| Blowes Stationery | Office Supplies | 285.57 |
| Monteith Ritsma Phillips Law | Legal | 3,277.00 |
| GOTECH | Contractor | 6,493.27 |
| University of Calgary | Books, CDs | 10.00 |
| Brodart | Equipment Purchase | 390.70 |
| Swan Dust Control | Building | 104.40 |
| Eric Ball | Programs | 215.29 |
| Waterloo Region Record | Periodicals | 406.22 |
| Vista Radio | Advertising | 894.96 |
| Swish | Building | 525.85 |
| University of Alberta | Books, CDs | 20.00 |
| University of Victoria | Books, CDs | 10.00 |
| WHRL | Legal | 116.95 |
| University of Newfoundland | Books, CDs | 8.00 |
| Bell Canada | Building | 101.21 |
| Bell Mobility | Internet | 878.70 |
| City of Stratford | Internet | 401.61 |
| B&C Custom Landscapes | Lawn | 1,519.85 |
| PSHSA | Training | 45.20 |
| St. Marys Public Library | Books, CDs | 82.24 |
| Robyn Godfrey | Programs | 74.10 |
| Dell Canada | Capital Computer | 6,683.62 |
| CDW | Equipment Purchase | 1,326.71 |
| The Globe and Mail | Periodicals | 1,173.90 |
| Kanopy | Electronic Media | 527.00 |
| Angel Ellens | Books, CDs | 82.24 |
| Haldimand County Public Library | Books, CDs | 12.95 |
| **GRAND TOTAL** | **$** | **53,189.40** |

# May 2023 Statistics

Stratford PUBLIC LIBRARY

## CIRCULATION

33,310

ANNUAL circulation

## CUSTOMER use

| | 2022 MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | 2023 JAN | FEB | MAR | APR | MAY | %Change |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Active Card Holders | 5,606 | 5,801 | 6,087 | 6,315 | 6,447 | 6,539 | 6,638 | 6,719 | 6,901 | 7,019 | 7,138 | 7,225 | 7,292 | 30% |
| Monthly Active Users | 2,989 | 2,936 | 3,399 | 3,464 | 3,251 | 3,164 | 3,194 | 3,071 | 3,403 | 3,254 | 3,549 | 3,344 | 3,375 | 13% |
| Walk In Traffic | 7,978 | 9,657 | 10,582 | 11,493 | 9,402 | 10,039 | 7,703 | 9,241 | 11,237 | 9,892 | 12,684 | 11,063 | 11,210 | 41% |

## program ATTENDANCE

84 programs were attended by 2,042 people

## Did you KNOW?

- In May, 42 volunteers provided 144 hours of service to support the library
- 11% of the library collection is currently out
- 386 students and educators were reached through class visits.
- 121 packages of seeds were "borrowed"

## INTRALIBRARY loans

| Checkout Location \ Item Location | npat | npli | npmo | pel | sma | str | wpl | Total |
|---|---|---|---|---|---|---|---|---|
| npat | 185 | 0 | 0 | 2 | 27 | 29 | 1 | 244 |
| npli | 16 | 6,147 | 2 | 183 | 190 | 587 | 126 | 7,251 |
| npmo | 0 | 7 | 250 | 18 | 30 | 60 | 14 | 379 |
| pel | 16 | 156 | 8 | 2,682 | 75 | 163 | 44 | 3,144 |
| sma | 18 | 236 | 21 | 129 | 4,204 | 470 | 123 | 5,201 |
| str | 72 | 848 | 93 | 504 | 735 | 20,184 | 345 | 22,781 |
| wpl | 11 | 213 | 25 | 142 | 224 | 430 | 2,974 | 4,019 |
| Total | 318 | 7,607 | 399 | 3,660 | 5,485 | 21,923 | 3,627 | 43,019 |

## digital USAGE

8,193 uses

## IMPACT numbers

118 new card holders
123 cards renewed
7,838 requests placed
1,326 reference questions were asked
2,309 items used in-library
134 items checked out per hour open
1,215 wifi connections
618 public internet sessions
65 hotspot checkouts