REPORT TO: STRATFORD PUBLIC LIBRARY
MEETING DATE: MARCH 7, 2023
FROM: KRISTA ROBINSON, INTERIM CEO
SUBJECT: CEO MONITORING REPORT – FEBRUARY 2023

FINANCIAL CONDITION

- Finance subcommittee meetings to address the 2023 City budget are ongoing. An additional budget meeting was added for March 7th. It is anticipated the budget will be passed in March.
- As of February 28th, all 2023 revenues and expenses are tracking per estimates.
- At this time, no further information has been received from Perth South regarding its 2023 contract.

FOR YOUR INFORMATION:

Pandemic Response and Update:

- No major changes to report.

Staffing / Personnel:

- In February, Brandi Gillet, the library's new Community Engagement Supervisor began as did Ian Murray, our Library Assistant.
- Julie McEvoy will has accepted the position of a permanent part-time Circulation Aide (Page) position and will be starting in mid-March.

General News:

- The library had to make an emergency closure on Wednesday February 8 and February 21 due to the public restrooms being out of operation. The closure time was minimal in both situations. The cause of the problem is being investigated by the project's engineering team.
- A successful "Book Drop n Swap" was held in partnership with Stratford Reads on Saturday February 10. Over 200 people participated in the book swap. Planning has begun for another event this Fall.
- A story walk was offered at Stratford Winterfest on February 18 featuring Jan Brett's adaptation and illustrations of the Ukrainian folktale "The Mitten".
- The library paid tribute to Freedom to Read Week February 19-25. Staff offered book displays of banned and challenged books, engaged in a radio interview discussing the importance of engaging your right to intellectual freedom.
- Two Maker Fairs were held at area high schools, bringing fun maker technologies and activities to the students, promoting engagement with the library. Just under 500 students were reached in those two events.

STRATEGIC ACTIVITIES

- The final draft of the 2023-2026 Strategic Plan was received. Overlap will present the Strategic Plan and year one objectives at the March Board meeting.

CEO ACTIVITIES

- Feb 10, 16, 23 provided "behind the scenes" of the library tours for library board members

- February 23, Period Poverty Conversation with the United Way and community leaders
- February 27, Perth Community Futures Development Corporation Board Meeting

FEBRUARY MEDIA HIGHLIGHTS

Library highlights range of resources this Black History month
Stratford Today, February 2, 2023

Stratford-area 2SLGBTQIA+ advocates focus on Black-queer stories in February social media campaign
Beacon Herald, February 13, 2023

Robyn Godfrey and Blind Date with a Book
My Stratford Now, February 16, 2023

Looking for family friendly fun in Stratford? We've got you covered
Beacon Herald, February 17, 2023

International Women's Day panel discussion to focus on misinformation, disinformation
Beacon Herald, February 23, 2023

Stratford Public Library - Year to Date Financials

		Year to Date	
	2023 Budget	**February 28, 2023**	**16%**
Administration			
Revenue Total	-222,069	0	
Expenditure Total	2,877,337	348,361	
Net Total	**2,655,268**	**348,361**	13%
Board			
Revenue Total	-	-	
Expenditure Total	6,000	-	
Net Total	**6,000**	**-**	0%
Programs			
Revenue Total	-	-	
Expenditure Total	13,000	1,247	
Net Total	**13,000**	**1,247**	10%
Building			
Revenue Total	-	-	
Expenditure Total	24,500	3,660	
Net Total	**24,500**	**3,660**	15%
PCIN			
Revenue Total	-203,020	-	
Expenditure Total	203,019	991	
Net Total	**- 1**	**991**	
transfer to reserve	5,000		
transfer to reserve	4,750		
grand total revenue	-425,089	0	
grand total expenditure	3,059,635	354,258	
grand net worth	**2,634,546**	**354,258**	13%
Capital - Collections			
Expenditure Total		17,200	
Capital - Projects			
Expenditure Total			

STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT- DRAFT

For period ending February 28, 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	-	8,500	- 8,500
DONATIONS	-	5,000	- 5,000
RECOVERABLES	-	100,521	- 100,521
Total REVENUE	**-**	**222,069**	**- 222,069**
EXPENSES			
WAGES & BENEFITS	335,619	2,356,314	2,020,695
BUILDING EXPENSES	3,676	68,300	64,624
COMMUNICATIONS & INTERNET	1,926	20,300	18,374
VEHICLES	-	2,750	2,750
MEMBERSHIPS	2,050	2,970	920
TRAINING	92	22,000	21,908
COLLECTION MAINTENANCE	682	2,500	1,818
OFFICE SUPPLIES	2,590	26,500	23,910
ADVERTISING & PRINTING	1,291	15,000	13,709
MAINTENANCE CONTRACTS	420	70,487	70,067
SUPPLIES & EQUIPMENT	462	18,000	17,538
MILEAGE	-	3,000	3,000
LEGAL FEES	927	5,000	4,073
PROGRAMMING & MAKERSPACE	1,247	13,000	11,753
CONTRACTORS	2,287	15,500	13,213
BOARD EXPENSES	-	6,000	6,000
RESERVES	-	282,966	282,966
			-
Total EXPENSES	**353,267**	**2,647,621**	**2,294,354**
TOTAL	**353,267**	**2,869,690**	**2,516,423**
PCIN			
TOTAL REVENUE	-	203,020	- 203,020
TOTAL EXPENSES	991	203,020	202,029
Total PCIN	**991**	**-**	**- 991**
CAPITAL			
COLLECTIONS	17,199.69	239200	222,000
TECHNOLOGY	0	34000	34,000
Total CAPITAL	**17,200**	**273,200**	**256,000**

VOUCHERS
February 1 - March 2, 2023

Library Bound	Books, CDs	7,338.40
Library Services Centre	Books, CDs	1,113.14
Robyn Godfrey	Program	136.48
Bell Canada	Building	101.21
Swish Maintenance	Building	159.65
Stratford Pride	Program	154.33
City of Stratford	Internet	401.61
Swan Dust Control	Building	91.98
Postmedia	Advertising	226.00
York University	Books, CDs	24.00
GOTECH	Equipment Purchase	454.26
Brodart	Office Supplies	415.84
Monteith Ritsma Phillips	Legal	875.75
Williams HR Law	Legal	729.98
Stratford Home Hardware	Building	73.83
Early Literacy Stations Canada	Equipment Purchase	58.76
Stratford Printing and Graphics	Printing	429.40
Blowes Stationery	Office Supplies	116.52
Heather Lister	Program	87.58
Easy Way	Building	205.60
Vista Radio	Advertising	397.76
Human Resources Network of Ontario	Membership	50.00
Brooke Windsor	Program	164.68
Toshiba	Photocopier Expense	739.16
Tercan	Materials	368.36
Kanopy	Electronic Media	655.00
Public Services Health&Safety	Training	791.00
	GRAND TOTAL	**$ 16,360.28**

February 2023 Statistics

Stratford PUBLIC LIBRARY

CIRCULATION

31,971

- Books
- DVDs
- Digital
- Music
- Magazines
- Devices/Other

ANNUAL circulation

CUSTOMER use

	2022 FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023 JAN	FEB	%Change
Active Card Holders	5,394	5,272	5,445	5,606	5,801	6,087	6,315	6,447	6,539	6,638	6,719	6,901	7,019	30%
Monthly Active Users	2,922	3,129	2,941	2,989	2,936	3,399	3,464	3,251	3,164	3,194	3,071	3,403	3,254	11%
Walk In Traffic	6,148	8,575	8,447	7,978	9,657	10,582	11,493	9,402	10,039	7,703	9,241	11,237	9,892	61%

program ATTENDANCE

72 programs were attended by 2,128 people

Did you KNOW?

- The number of customers using their cards for digital uses only was up 7% over February 2021
- 47 people came into the library for each hour open
- 191 packages of seeds were borrowed in February
- 62,449 articles were opened in PressReader
- 215 attended 18 MakerSpace Open Labs

INTRALIBRARY loans

Checkout Location \ Item Location	npat	npli	npmo	pel	sma	str	wpl	Total
npat	252		1	7	12	14	11	297
npli	7	6,653	7	190	290	698	117	7,962
npmo	2	2	738	9	12	54	11	828
pel	11	120	15	3,042	107	197	44	3,536
sma	52	263	29	206	6,348	655	135	7,688
str	87	982	103	536	919	22,771	414	25,812
wpl	19	257	22	149	260	505	3,390	4,602
Total	430	8,277	915	4,139	7,948	24,894	4,122	50,725

digital USAGE

8,092 uses

IMPACT numbers

124 new card holders
124 cards renewed
5,455 requests filled

15,514 searches in BiblioCommons
2,513 items used in-library
101 items checked out per hour open

839 wifi connections
398 public internet sessions
55 hotspot checkouts