REPORT TO: STRATFORD PUBLIC LIBRARY
MEETING DATE: MAY 2, 2023
FROM: KRISTA ROBINSON, CEO
SUBJECT: CEO MONITORING REPORT – APRIL 2023

FINANCIAL CONDITION

- As of April 30, 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:

Staffing / Personnel:

- Staff have hired two Summer Programmers to run the library's popular Summer Reading Program, one of which is funded through Young Canada Works. Both Erin Kuepfer and Hannah Lawrence will be starting on May 8.
- Nawal Sachani started as a casual Library Assistant on April 24.
- The Operations Manager position has been posted and will close on May 10.

General News:

- The SPL Garden Renewal project will be 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.
- During National Volunteer Week which ran April 16-22, we celebrated and recognized our dedicated and committed volunteers. In-library displays, a website feature and social media marketing posts also recognized and celebrated the work our volunteers do for the library each and every day.
- SPL participated in the 2nd Annual Earth Day Street party held at Factory 163 on April 22. 160 people visited the library booth to make or renew library cards, check out seeds from the seed library and make a special edition Earth Day button.
- The MakerSpace has been tailoring impromptu After School maker programs for teen patrons who are looking for a safe place to be while they wait for a ride. Teen Makers have been working on everything from Clone Trooper helmets, functional Harry Potter wands, DND miniatures painters and a Monday afterschool Battle Botts program creating bots and challenging each other in the Arena. This has created a group of regulars who have a keen interest in becoming our next round of young volunteers.
- Paintings by local artist Karen Johansson Mussen were on display at SPL until April 8. A group of students from UWaterloo Stratford School of Interaction Design and Business discovered her art show on our website and have since created a short documentary about her. https://www.youtube.com/watch?v=TCmPfxAopSk

STRATEGIC ACTIVITIES

SPL:

- The 2023-2026 Strategic Plan was rolled out to staff in an all staff meeting on April 28
- The Annual Survey of Public Libraries submitted on April 18
- Attended a webinar on "A Better Fundraising Feasibility Study Method: How to Plan and Ensure a

Successful Campaign" with Capital Campaign Pro
- Rolled out Ryan Dowd Homelessness Training to all staff

PCIN:

- Management provided an onboarding presentation at the PCIN Board meeting on April 12.

CEO Activities:

- April 4, PCIN Management meeting
- April 20, Chamber of Commerce Mayoral Breakfast
- April 24, Perth Community Futures Development Corporation Board meeting
- April 25, Rotary of Festival City, presented on SPL and Challenges of Libraries
- April 28, South Western Ontario Library Association meeting

APRIL MEDIA HIGHLIGHTS

Volunteering Makes Our Community Better
Beacon Herald, April 14, 2023

STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT- DRAFT

For period ending April 25, 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	- 1,738	8,500	- 6,762
DONATIONS		5,000	- 5,000
RECOVERABLES	- 1,100	100,521	- 99,421
Total REVENUE	**- 2,838**	**222,069**	**- 219,231**
EXPENSES			
WAGES & BENEFITS	564,832	2,356,314	1,791,482
BUILDING EXPENSES	17,889	68,300	50,411
COMMUNICATIONS & INTERNET	4,620	20,300	15,680
VEHICLES	57	2,750	2,693
MEMBERSHIPS	2,100	2,970	870
TRAINING	972	22,000	21,028
COLLECTION MAINTENANCE	1,270	2,500	1,230
OFFICE SUPPLIES	4,845	26,500	21,655
ADVERTISING & PRINTING	2,628	15,000	12,372
MAINTENANCE CONTRACTS	420	70,487	70,067
SUPPLIES & EQUIPMENT	3,382	18,000	14,618
MILEAGE	-	3,000	3,000
LEGAL FEES	992	5,000	4,008
PROGRAMMING & MAKERSPACE	3,138	13,000	9,862
CONTRACTORS	8,066	15,500	7,435
BOARD EXPENSES	68	6,000	5,932
RESERVES	-	282,966	282,966
			-
Total EXPENSES	**615,278**	**2,930,587**	**2,315,309**
TOTAL	**612,440**	**2,708,518**	**2,096,078**
PCIN			
TOTAL REVENUE	-	203,020	- 203,020
TOTAL EXPENSES	1,812	203,020	201,208
Total PCIN	**1,812**	**-**	**- 1,812**
CAPITAL			
COLLECTIONS	50,811	239,200	188,389
TECHNOLOGY	7,854	34,000	26,146
Total CAPITAL	**58,665**	**273,200**	**214,535**

VOUCHERS
April 3 - April 28, 2023

Library Bound	Books, CDs	10,085.57
Library Services Centre	Books, CDs	797.49
Kanopy	Electronic Media	670.00
Culligan	Building	28.32
Bell Canada	Telephone	101.21
GOTECH	Contractor	3,797.94
Mississaugas of the Credit First Nation	Training	100.00
University of Calgary	Books, CDs	10.00
Winnipeg Public Library	Books, CDs	54.30
Williams HR Law	Legal	72.32
Toshiba	Photocopier	1,425.05
Swan Dust Control	Building	34.80
Unique	PCIN	166.40
Queen's University	Books, CDs	80.00
Brodart	Office Supplies	864.76
Postmedia	Advertising	254.26
Trish MacGregor	Mileage	34.02
	Program	55.84
Robyn Godfrey	Mileage	94.00
AMPLO	Membership	100.00
Overdrive	Eaudio	15,346.90
The Globe and Mail	Periodicals	941.89
City of Stratford	Internet	401.61
Brooke Windsor	Program	80.47
Comfort Painting	Building	967.24
Tercan Equipment	Materials	305.83
Bell Mobility	Internet	949.44
Krista Robinson	Mileage	200.97
Chubb Security	Building	391.33
Michael Corbett	Board	66.78
Stfd. Home Hardware	Building	44.21

GRAND TOTAL $ 38,522.95