REPORT TO: STRATFORD PUBLIC LIBRARY BOARD
MEETING DATE: OCTOBER 16, 2023
FROM: KRISTA ROBINSON, CEO
SUBJECT: CEO MONITORING REPORT: SEPTEMBER / EARLY OCTOBER 2023

FINANCIAL CONDITION

- As of October 10, all 2023 revenues are tracking per estimates. The high variances in legal and contractor lines are due to issues in relation to human resources and are being accounted for in the payroll lines. It is estimated that there will be a small surplus at year end.
- The City's budget process for 2024 has begun. I adjusted the budget as per recommendations of the Board at the September board meeting. The municipality has also changed how insurance is distributed across departments, and as a result, our contribution has increased to $27,363. The budget has been submitted at an overall increase of 7.56%. A budget review meeting has been scheduled for October 17 with the CAO and the city Treasurer.

FOR YOUR INFORMATION:

Staffing / Personnel:

- Emma Brommer has accepted a permanent part-time position at SPL as a Public Service Librarian. Previously, Emma had been a PSL on a casual basis.

General News:

- On September 18, the library launched a pilot "Snack Stop" on the adult floor of the library. The Snack Stop is a spot where those in the community who are hungry can find a quick bite to eat while in the library, or supplies which they can take for personal use. The shelf is being funded through financial donations at this point.
- In an attempt to help divert items from the landfill, SPL has been hosting a number of Drop and Swaps. In September we hosted a craft material swap and on October 19/20/21, there will be a book swap in partnership with Stratford Reads.
- In partnership with Perth Community Futures and Stratford-Perth Centre for Business, SPL hosted an event called "Demystifying AI", all about navigating artificial intelligence for small business. The talk discussed how tools like ChatGPT and Midjourney can strategically enhance content creation and customer engagement.
- Truth and Reconciliation Day was marked on September 30 by a variety of educational opportunities for staff and the public:
    - Staff were invited to attend daily Lunch and Learns webinars offered by the National Centre for Truth and Reconciliation September 25-29
    - Self directed activities and book displays on the children's floor to learn about Orange Shirt Day and Residential Schools in age appropriate ways
    - Self-directed Moccasin Identifier activity and book displays on the adult floor and reading lists shared online
    - The Orange Shirt Story by Phyllis Webstad was displayed in a storywalk in the front garden
    - Participation in the creation of and hosting of the Equity Community Collective's Truth and Reconciliation Resource Hub https://splibrary.ca/national-day-truth-reconciliation
- On October 10, the mayor proclaimed October 16-20 as Ontario Public Library Week in Stratford. This

year's OPLW theme is Libraries for Life. Throughout the week, SPL will be highlighting impacts of libraries and promoting our readers advisory service.

- As of October 16, SPL joins all other libraries in Perth County and Huron County in offering period supplies in their washrooms. This pilot project, in partnership with the Huron-Perth Period Poverty Task Force, will help ensure equitable access to quality menstrual products for all who need them.
- The library had rolled out multifactor authentication as well as a cyber incident plan and associated playbooks to bolster our security measures.
- Due to decreasing interaction on Twitter / X, SPL will be ceasing use of it as a means of communication.

STRATEGIC ACTIVITIES

SPL:

- Participated in a number of conversations with the City of Stratford regarding departmental space needs at the Grand Trunk's Community Hub.
- Continued work on the Memorandum of Understanding with the City of Stratford. A final draft will be coming to the Board in October for review and signing.

Select CEO Activities:

- September 20, FOPL's Furthering Truth and Reconciliation in Libraries (webinar)
- September 25, attended the Perth Community Futures Development Corporation Board meeting
- September 27, OLS Stronger Libraries Stronger Communities for staff (virtual conference)
- September 28, OLS Stronger Libraries Stronger Communities for board members (virtual conference)
- October 2, Corporate Leadership Team Joint Meeting
- October 5, attended the Mayor's Community Breakfast
- October 12, OLA Community Led Think Tank
- October 13, OLS Regional CEO Meeting at Bruce County Public Library in Walkerton

PRAISE FOR SPL

From Facebook:

"I LOVE THIS LIBRARY. I wish I had one like this growing up. I also wish that dad's get more involved and take their kids, since moms could use a break. This is an incredible privilege, that most countries don't have. Well done♡" N.P.

"We have the BEST library in the country! 😉" K.W.

From Instagram:

Re: Snack Shelf - "What a great idea! And as always your library is displaying your support for your community. 💚" M.D.

Re: New Neighbour Night - "This library builds real community! So appreciate you guys 👀" J.G.

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October 11, 2023

Sent via email: krobinson@splibrary.ca

Stratford Public Library
c/o Krista Robinson

Dear Ms. Robinson:

Please be advised that Stratford City Council, in session on October 10, 2023, adopted the following resolution:

THAT Stratford City Council hereby proclaims October 16 to 20, 2023 as "Ontario Public Library Week" in the City of Stratford and encourages all residents of Stratford to discover all of the services and resources the Library offers to the community.

If you wish to have a proclamation published, please make arrangements directly with the publication as the City of Stratford does not publish proclamations on behalf of organizations. Please note that the City's Coat of Arms or logo cannot be included with your proclamation for publication.

Sincerely,

Tatiana Dafoe
Clerk

/vt

STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT

For period ending SEPTEMBER 30, 2023 (75% of year)

	YTD ACTUAL	YTD BUDGET (straight line)	VARIANCE ($)	VARIANCE (%)	2023 BUDGET	%
MUNICIPAL FUNDING	2,031,470.25	2,031,470			2,708,627	
REVENUE			$ -			
CANADA GRANTS	-	4,965	- 4,965	-100%	6,620	-100%
ANNUAL PROVINCIAL FUNDING	-	42,954	- 42,954	-100%	57,272	-100%
OTHER MUNICIPALITIES	21,983	33,117	- 11,134	-34%	44,156	-50%
FINES & FEES	6,249	6,375	- 126	-2%	8,500	-26%
DONATIONS	990	3,750	- 2,760	-74%	5,000	-80%
RECOVERABLES	13,900	4,875	9,025	185%	6,500	114%
RECOVERABLE - PCIN to SPL	91,434	70,516	20,918	30%	94,021	-3%
Total REVENUE	**$ 2,166,027**	**$ 2,198,022**	**-$ 31,995**	**-1%**	**$ 2,930,696**	**-26%**
EXPENSES						
WAGES & BENEFITS	1,695,332	1,767,236	- 71,903	-4%	2,356,314	-28%
BUILDING EXPENSES	41,928	51,225	- 9,297	-18%	68,300	-39%
COMMUNICATIONS & INTERNET	13,123	15,225	- 2,102	-14%	20,300	-35%
VEHICLES	230	2,063	- 1,833	-89%	2,750	-92%
MEMBERSHIPS	2,450	2,228	223	10%	2,970	-18%
TRAINING	8,845	16,500	- 7,655	-46%	22,000	-60%
COLLECTION MAINTENANCE	3,023	1,875	1,148	61%	2,500	21%
OFFICE SUPPLIES	16,127	19,875	- 3,748	-19%	26,500	-39%
ADVERTISING & PRINTING	9,809	11,250	- 1,441	-13%	15,000	-35%
MAINTENANCE CONTRACTS	420	315	105	33%	420	0%
MAINTENANCE CONTRACTS - SPL to PCIN	69,832	52,553	17,280	33%	70,070	0%
SUPPLIES & EQUIPMENT	10,773	13,500	- 2,727	-20%	18,000	-40%
MILEAGE	612	2,250	- 1,638	-73%	3,000	-80%
LEGAL FEES	5,885	3,750	2,135	57%	5,000	18%
PROGRAMMING & MAKERSPACE	13,069	9,750	3,319	34%	13,000	1%
CONTRACTORS	23,842	11,625	12,217	105%	15,500	54%
BOARD EXPENSES	2,447	4,500	- 2,053	-46%	6,000	-59%
RESERVES	141,486	212,228	- 70,742	-33%	282,970	-50%
Total EXPENSES	**$ 2,059,232**	**$ 2,197,945**	**-$ 138,714**	**-6%**	**$ 2,930,594**	**-30%**
SURPLUS/(DEFICIT)	**$ 106,795**		**$ 106,718**			
CAPITAL - subset of Reserves						
COLLECTIONS	153,058	179,400	- 26,342	-15%	$ 239,200	-36%
TECHNOLOGY	25,794	25,500	294	1%	$ 34,000	-24%
PROJECT						
Total CAPITAL EXPENSES	**$ 178,852**	**$ 204,900**	**-$ 26,048**	**-13%**	**$ 273,200**	**-35%**
BALANCE SHEET	**ASSETS**					
LIBRO	$ 69,165					
STRATFORD PERTH COMMUNITY FOUNDATION	$ 240,710					
Total CASH ASSETS	$ 309,875					

September 2023 Statistics

Stratford PUBLIC LIBRARY

CIRCULATION
37,220

ANNUAL circulation

CUSTOMER use

	2022 SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	2023 AUG	SEP	%Change
Active Card Holders	6,447	6,539	6,638	6,719	6,901	7,019	7,138	7,225	7,292	7,426	7,601	7,687	7,750	20%
Monthly Active Users	3,251	3,164	3,194	3,071	3,403	3,254	3,549	3,344	3,375	3,355	3,725	3,846	3,497	8%
Walk In Traffic	9,401	10,039	7,703	9,241	11,237	9,892	12,684	11,063	10,600	10,484	12,534	12,475	10,810	15%

program ATTENDANCE

45 programs were attended by **782** people

Did you KNOW?

- Over **1,380** people have gotten a new library card this year?
- **117** physical items were checked out each hour open
- **26** volunteers provided **103** hours of service to support the library this month
- **56,024** articles read in Press Reader in **1,197** sessions

INTRALIBRARY loans

Checkout Location \ Item Location	npat	npli	npmo	pel	sma	str	wpl	Total
npat	492	4	2	20	26	106	14	664
npli	12	7,293	17	155	246	545	115	8,383
npmo	0	9	403	22	26	48	8	516
pel	15	138	12	2,983	76	163	57	3,444
sma	28	265	27	169	5,381	472	175	6,517
str	73	962	108	475	791	23,041	376	25,826
wpl	17	188	24	145	251	447	3,427	4,499
Total	637	8,859	593	3,969	6,797	24,822	4,172	49,849

digital USAGE

11,393 uses

IMPACT numbers

120 new card holders
225 cards renewed
8,820 requests placed
1,689 reference questions were asked
1,575 items used in-library
576 videos watched on Kanopy
1,024 wifi connections
874 public internet sessions
41 hotspot checkouts