REPORT TO: STRATFORD PUBLIC LIBRARY
MEETING DATE: SEPTEMBER 5, 2023
FROM: KRISTA ROBINSON, CEO
SUBJECT: CEO MONITORING REPORT: JUNE - AUGUST 2023

FINANCIAL CONDITION

- As of August 31, all 2023 revenues are tracking per estimates. The high variances in legal and contractor are due to issues in relation human resources and are being accounted for in the payroll lines. It is estimated that there will be a small surplus at year end.
- Perth South has confirmed the 2023 contract at the requested rates, and has made the first of two payments.
- The City's budget process for 2023 has begun. Full instructions have been received and draft budgets are to be submitted by September 22. Presentations to council will begin in November and it is anticipated that City Council will approve the 2024 tax levy by-law in late January or early February 2024. The current approach will be to maintain increases at 2% or less

FOR YOUR INFORMATION:

Staffing / Personnel:

- On Monday June 12, we were informed that Library Custodian Perry Wilson had passed away over the weekend. Perry had been with SPL since 1992 and he took great pride in making SPL sparkle. SPL was closed the evening of June 13 to let staff process the news, and again on Monday June 19 to allow staff to attend Perry's celebration of life.
- Neil Mulligan, our part time Janitor has been hired as our full time Custodian duties as of June 22.
- Jordan Bulbrook joined SPL on June 21 as Technology and Operations Manager.
- Library student page Nathan Fopoussi has resigned as he will be attending post-secondary school in September. We wish him the best. Dante Fopoussi has joined SPL as student page as of August 8.
- Public Service Librarian Karen McKnight has resigned as she has moved out of the area and has found a new position. We wish her the best. The position will be posted and filled in the upcoming weeks.

General News:

- SPL's annual Staff Development Day was held on Monday June 12th. That day staff received an overview of the City's DEI initiatives, an overview of the Summer Programming plans, participated in the Moccasin Identifier project, and using city transit, traveled to the Stratford-Perth Museum and the Stratford-Perth Archives for tours.
- The library's popular Wonder Pass program has grown, now including passes to the Stratford Festival for a warehouse and archives tour as well as a set changeover experience, and a pass to the Stratford-Perth Museum. Additionally, we are now circulating Moccasin Identifier kits, climate action robotic kits, and kill-a-watt meters. As part of a PCIN initiative, we are also now circulating PC Connect bus passes.
- This year's children's TD Summer Program registration hit an all-time high with 1,066 participants. This does not include those who attended individual summer programs.

STRATEGIC ACTIVITIES

SPL:

- On June 26, I presented to City Council regarding SPL's 2023-2026 Strategic Plan. While there were no questions from the Council after the presentation, the members present were engaged and attentive. The presentation sparked a number of news stories and conversations regarding the library's space on social media.
- Management conducted an internal review of IDEA initiatives (Inclusion, Diversity, Equity and Accessibility), creating a database to be regularly updated moving forward. The database highlights initiatives completed, in progress, planned for 2023 and ideas for the future.
- 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.
- Staff continue to participate in the municipal Diversity Equity & Inclusion Working Group and are leading the charge in the creation of a webpage highlighting indigenous resources for the National Day of Truth and Reconciliation https://splibrary.ca/national-day-truth-reconciliation

CEO Activities:

- Onboarded and trained the new Technology and Operations Manager
- June 6, attended the PCFDC AGM
- June 7, August 9 PCIN Management Meeting
- July 5-6, attended the Library as Place conference in Hamilton. This year's theme was on Designing Sustainable and Resilient Libraries in Accelerating Times.
- July 20, attended a welcome coffee at the Stratford Pride Community Centre to meet Heather McDowell, the Centre's new executive director
- July 31, attended the PCFDC board meeting
- August 14, attended FMW Budget Software training

SUMMER MEDIA HIGHLIGHTS

New initiative lets you borrow bus pass from the library
Stratford Today, June 8, 2023

Stratford's library should be much bigger, says report
Stratford Today, June 27, 2023

Addressing lack of physical space a major piece of Stratford Public Library strategic plan
Beacon Herald, June 27, 2023

Tips for surviving zombies helps Stratford librarian win award
Stratford Today, July 18, 2023

Public Library on Wheels goes 'round through the town`
Stratford Times, July 28, 2023

Summer-reading program participation skyrocketing at Stratford Public Library
Beacon Herald, August 1, 2023

New Tales and Trail program promotes literacy, physical activity
Stratford Today, August 18, 2023

STRATFORD PUBLIC LIBRARY MONTHLY STATEMENT- DRAFT

# of months YTD: 8

For period ending AUGUST 31, 2023 (66% of year)

	YTD ACTUAL	YTD BUDGET (straight line)	VARIANCE ($)	VARIANCE (%)	2023 BUDGET	%
MUNICIPAL FUNDING	1,805,680	1,805,680			2,708,520	
REVENUE			$ -			
CANADA GRANTS	-	4,413	- 4,413	0%	6,620	0%
ANNUAL PROVINCIAL FUNDING	-	38,181	- 38,181	0%	57,272	0%
OTHER MUNICIPALITIES	-	29,437	- 29,437	0%	44,156	0%
FINES & FEES	5,318	5,667	- 348	94%	8,500	63%
DONATIONS	940	3,333	- 2,393	28%	5,000	19%
RECOVERABLES	13,409	4,333	9,076	309%	6,500	206%
RECOVERABLE - PCIN to SPL	91,434	62,681	28,753	146%	94,021	97%
Total REVENUE	$ 1,916,781	$ 1,953,726	-$ 36,945	98%	$ 2,930,589	65%
EXPENSES						
WAGES & BENEFITS	1,483,094	1,570,876	- 87,782	94%	2,356,314	63%
BUILDING EXPENSES	40,841	45,533	- 4,692	90%	68,300	60%
COMMUNICATIONS & INTERNET	11,212	13,533	- 2,321	83%	20,300	55%
VEHICLES	230	1,833	- 1,604	13%	2,750	8%
MEMBERSHIPS	2,450	1,980	470	124%	2,970	82%
TRAINING	8,325	14,667	- 6,342	57%	22,000	38%
COLLECTION MAINTENANCE	2,534	1,667	867	152%	2,500	101%
OFFICE SUPPLIES	13,850	17,667	- 3,816	78%	26,500	52%
ADVERTISING & PRINTING	7,779	10,000	- 2,221	78%	15,000	52%
MAINTENANCE CONTRACTS	420	280	140	150%	420	100%
MAINTENANCE CONTRACTS - SPL to PCIN	69,832	46,711	23,121	149%	70,067	100%
SUPPLIES & EQUIPMENT	10,081	12,000	- 1,919	84%	18,000	56%
MILEAGE	512	2,000	- 1,488	26%	3,000	17%
LEGAL FEES	5,236	3,333	1,902	157%	5,000	105%
PROGRAMMING & MAKERSPACE	10,338	8,667	1,671	119%	13,000	80%
CONTRACTORS	19,210	10,333	8,876	186%	15,500	124%
BOARD EXPENSES	2,447	4,000	- 1,553	61%	6,000	41%
RESERVES	141,486	188,644	- 47,158	75%	282,966	50%
Total EXPENSES	$ 1,829,877	$ 1,953,725	-$ 123,848	94%	$ 2,930,587	62%
SURPLUS/(DEFICIT)	$ 86,905		$ 86,903			
CAPITAL						
COLLECTIONS	142,348	159,467	- 17,118	89%	$ 239,200	8.2%
TECHNOLOGY	20,987	22,667	- 1,680	93%	$ 34,000	1.2%
PROJECT						
Total CAPITAL EXPENSES	$ 163,335	$ 182,133	-$ 18,798	90%	$ 273,200	60%

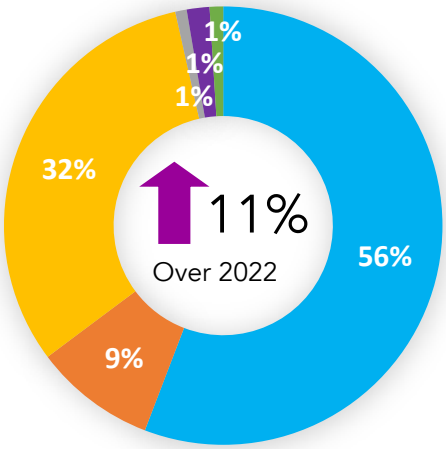
BALANCE SHEET	**ASSETS**
LIBRO	$ 69,119
STRATFORD PERTH COMMUNITY FOUNDATION	$ 240,710
Total CASH ASSETS	$ 309,829

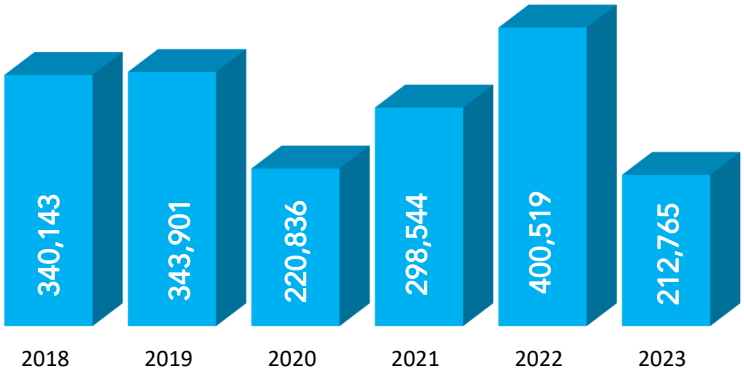
June 2023 Statistics

Stratford PUBLIC LIBRARY

CIRCULATION

34,178



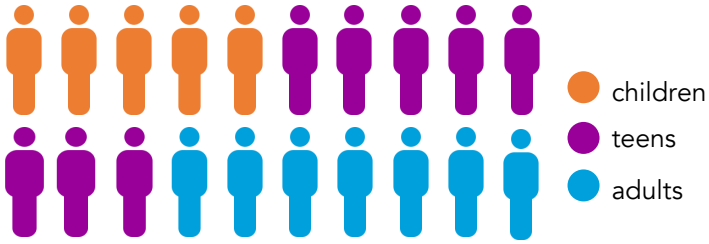


ANNUAL circulation

CUSTOMER use

	2022 JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023 JAN	FEB	MAR	APR	MAY	JUN	%Change
Active Card Holders	5,801	6,087	6,315	6,447	6,539	6,638	6,719	6,901	7,019	7,138	7,225	7,292	7,426	28%
Monthly Active Users	2,936	3,399	3,464	3,251	3,164	3,194	3,071	3,403	3,254	3,549	3,344	3,375	3,355	14%
Walk In Traffic	9,657	10,582	11,493	9,401	10,039	7,703	9,241	11,237	9,892	12,684	11,063	10,600	10,484	9%

program ATTENDANCE



38 programs were attended by 911 people

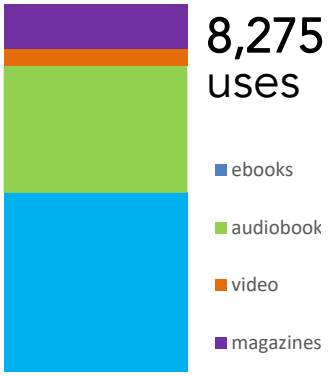
Did you KNOW?

- In June, 23 volunteers provided 92 hours of service to support the library
- Over 110 staff hours were spent answering just under 2,000 questions in June
- 1,877 students and educators were reached through 57 class visits

INTRALIBRARY loans

Checkout Location \ Item Location	npat	npli	npmo	pel	sma	str	wpl	Total
npat	319	14	0	5	9	2	5	354
npli	21	6,340	23	122	188	455	81	7,230
npmo	0	2	348	6	22	41	8	427
pel	24	140	4	2,587	86	153	39	3,033
sma	11	243	18	125	5,635	542	121	6,695
str	84	734	66	461	622	20,920	375	23,262
wpl	19	238	13	134	258	409	3,040	4,111
Total	478	7,711	472	3,440	6,820	22,522	3,669	45,112

digital USAGE



8,275 uses

IMPACT numbers

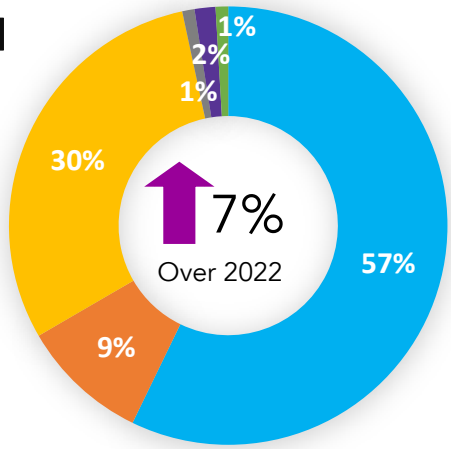
154 new card holders
145 cards renewed
8,384 requests placed
1,973 reference questions were asked
2,566 items used in-library
147 items checked out per hour open
1,102 wifi connections
737 public internet sessions
43 hotspot checkouts

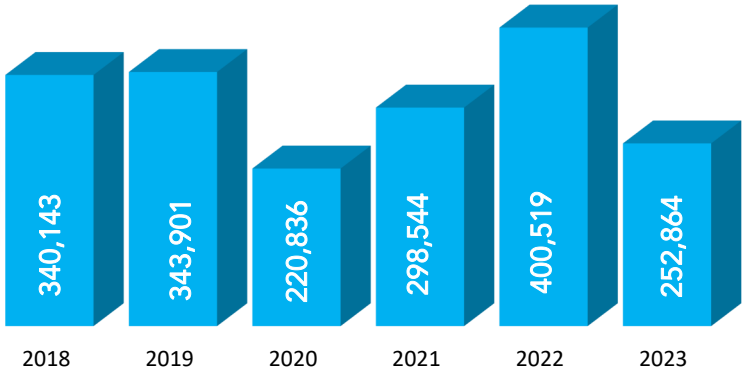
July 2023 Statistics

Stratford PUBLIC LIBRARY

CIRCULATION

40,099



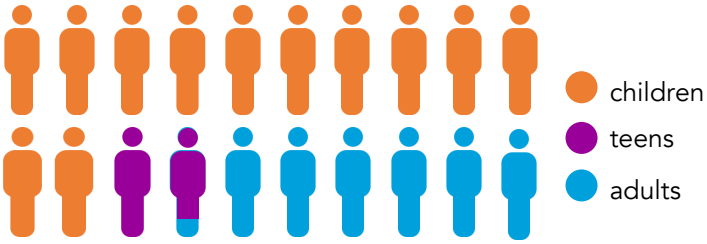


ANNUAL circulation

CUSTOMER use

	2022 JUL	AUG	SEP	OCT	NOV	DEC	2023 JAN	FEB	MAR	APR	MAY	JUN	JUL	%Change
Active Card Holders	6,087	6,315	6,447	6,539	6,638	6,719	6,901	7,019	7,138	7,225	7,292	7,426	7,601	25%
Monthly Active Users	3,399	3,464	3,251	3,164	3,194	3,071	3,403	3,254	3,549	3,344	3,375	3,355	3,725	10%
Walk In Traffic	10,582	11,493	9,401	10,039	7,703	9,241	11,237	9,892	12,684	11,063	10,600	10,484	12,534	18%

program ATTENDANCE



131 programs were attended by 3,787 people

Did you KNOW?

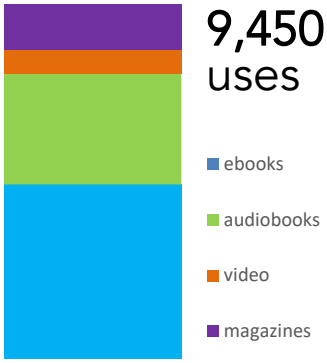
- In July, 49% of active card holders used their card for library services
- 41 volunteers provided 235 hours of service to support the library this month
- Over 31,800+ individual web pages were viewed on the library website in July
- For every hour open, 52 people entered the library

INTRALIBRARY loans

Checkout Location \ Item Location	npat	npli	npmo	pel	sma	str	wpl	Total
npat	577	4	0	8	14	25	9	637
npli	19	8,345	32	165	211	452	110	9,334
npmo	2	3	448	14	22	50	13	552
pel	12	120	9	3,132	112	163	54	3,602
sma	29	296	16	138	6,634	531	98	7,742
str	75	850	78	477	763	25,492	353	28,088
wpl	11	220	28	137	253	408	4,051	5,108
Total	725	9,838	611	4,071	8,009	27,121	4,688	55,063

digital USAGE

9,450 uses



IMPACT numbers

190 new card holders
210 cards renewed
9,702 requests placed
2,948 reference questions were asked
2,667 items used in-library
165 items checked out per hour open
942 wifi connections
811 public internet sessions
46 hotspot checkouts