

REPORT TO: STRATFORD PUBLIC LIBRARY
MEETING DATE: JANUARY 3, 2023
FROM: KRISTA ROBINSON, INTERIM CEO
SUBJECT: CEO MONITORING REPORT – DECEMBER 2022

FINANCIAL CONDITION

- As of December 28, all 2022 revenues and expenses are tracking per estimates. Staff anticipate that there will be a modest surplus for 2022. This surplus will now be held in a library reserve.
- The schedule for the 2023 budget deliberations has been released; meetings will take place in January and February, with the adoption of the by-law expected in March.
- Stratford had received their final 2022 payment from Perth South. Perth South and St. Marys are having a dispute regarding payments for services, including the library contract. This may have implications for negotiations and payment in 2023. As Stratford and St. Marys are inextricably linked as part of the PCIN, we will have to ensure that negotiations are conducted in tandem, so that the payment for services received remains fair and consistent. Perth South budget presentation will be in early January.

FOR YOUR INFORMATION:

Pandemic Response and Update:

- No major changes to report. Since the start of the school year, rates of illness have increased, however staffing remains at manageable levels.

Staffing / Personnel:

- In December SPL posted for a Community Engagement Supervisor, a full-time administrative position that oversees the Outreach Team, MakerSpace, and Volunteer management. This position will operate as the externally-focused counterpart to the Public Service Supervisor, and will replace the former Deputy CEO position. Interviews will be happening in mid-January.
- In December SPL posted for a permanent part-time Library Assistant position. Interviews will be happening in mid-January.
- In December SPL's Network Technician went on medical leave. We have contracted GoTech Networking Solutions again to assist with technical support for SPL and PCIN beginning in January.
- December 30 marked the last working day for Kate Schillings, Volunteer and Home Delivery Coordinator. Kate retired after providing 18 years of service at SPL.
- December 23 marked the last working day for SPL CEO Julia Merritt. Krista Robinson has been named Interim CEO until March 31, 2022.

General News:

- Outreach Staff have seen a large increase in the number of class visit requests. Staff are investigating alternate options to traditional class visits for the 2023/24 school year to make it more manageable.
- Work on the Children's Floor bathrooms has been mostly completed however as of submission of this report, occupancy has yet to be returned to the library. There are some minor deficiencies which will be completed in the coming weeks. Work on the Adult Floor washroom is set to begin early January.
- Due to extreme poor weather conditions, management made the decision to close the Library on December 23 and December 24.

STRATEGIC ACTIVITIES

- Overlap facilitated the development of the Strategic Plan on December 9th and 10th. There were four streams of focus established:
 - Plan Space Needs to Meet Demand
 - Reach Out / Bring In
 - Lead Good Practice
 - Create Multi-Year Funding and Efficiencies Partnerships
- The draft Strategic Plan will be received in January. Following this, the Board will review, amend, and approve the Plan at its February / March meetings.

CEO ACTIVITIES

- Filmed a presentation for the 2023 OLA SuperConference with the other 4 PCIN CEOs: Small Public Library Perspectives: A Panel of Perth County Libraries.

Stratford Public Library - Year to Date Financials			
		Year to Date	98%
	2022 Budget		
Administration			
Revenue Total	-215,380	-144,915	
Expenditure Total	2,804,052	2,614,425	
Net Total	2,588,672	2,469,510	95%
Board			
Revenue Total	-	-	
Expenditure Total	6,000	2,675	
Net Total	6,000	2,675	45%
Programs			
Revenue Total	-	-	
Expenditure Total	13,000	10,802	
Net Total	13,000	10,802	83%
Building			
Revenue Total	-	-	
Expenditure Total	23,500	20,759	
Net Total	23,500	20,759	88%
PCIN			
Revenue Total	-213,080	-	212,967
Expenditure Total	213,080		191,758
Net Total	-	-	21,209
transfer to reserve	5,000	3,750	
transfer to reserve	4,750	3,564	
grand total revenue	-428,460	-357,882	
grand total expenditure	3,059,635	2,847,732	
grand net worth	2,631,175	2,489,851	95%
Capital - Collections			
Revenue Total			
Expenditure Total	233,318	216,337	
Net Total	233,318	216,337	93%
Capital - Projects			
Revenue Total			
Expenditure Total	-	52,349	
Net Total	-	52,349	

November 2022 Library Usage

Borrowers

6,638 active card holders

169 new card holders

2,792 digital content users



Digital Collection Usage

Changes noted are
over November 2021



3,882

ebooks

1% ↓



2,408

audiobooks

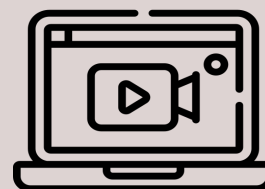
9% ↑



1,122

magazines

37% ↑



474

videos

29% ↓

Physical Collection Usage

24,543 items checked out
123 checkouts per hour open

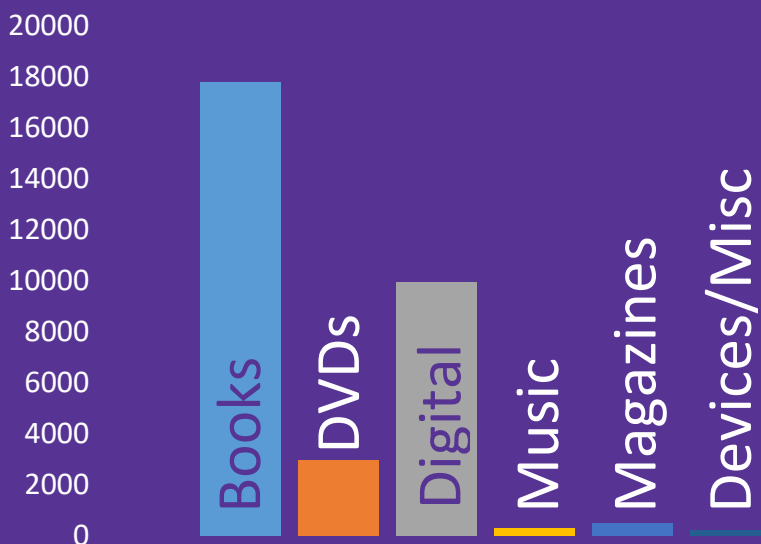
↑ 30%
over Nov 2021

1,818 items shared with
PCIN libraries

2,084 items used
in the library only

5,936 requests filled
at SPL

2,471 items borrowed from
PCIN libraries



1,655 Questions asked

Programs

- 67 programs
1,729 participants
- 17 makerspace labs
177 makers

34% Kids
49% Teens
17% Adults

7,703 Visitors to SPL

SPL was closed Nov 20 - 28 due to building upgrades