

REPORT TO: STRATFORD PUBLIC LIBRARY
MEETING DATE: JANUARY 3, 2023
FROM: KRISTA ROBINSON, INTERIM CEO
SUBJECT: DRAFT CEO WORKPLAN FOR 2023

The following projects are scheduled to be undertaken in 2023 by the Interim CEO and the senior management team. 2023 will be the start of a new strategic plan, and priorities may change as objectives and action items are refined.

First Quarter

Library Board Relations

- Library Board orientation
- Final changes to the SPL Strategic Plan

City Council Relations [Create Multi-Year Funding and Efficiency Partnership]

- City Council Orientation
- City of Stratford Budget Presentation
- Perth South Budget Presentation
- Orientation of the SPL Strategic Plan and Space Needs Study to Stratford City Council

Hiring to Ensure Business Continuity [Reach Out, Bring In]

- Hire, onboard and coach Community Engagement Supervisor
- Hire and assist with the onboarding of a Library Assistant and Library Page

Building Projects [Plan Space Needs to Meet Demand]

- Adult washroom renovation project to improve access and accessibility

Advocacy and Marketing [Reach Out, Bring In / Create Multi-Year Funding and Efficiency Partnership]

- Compile and submit the 2022 Annual Survey of Public Libraries
- Compile statistics and write the SPL Annual Report for 2022
- Compile statistics and write the PCIN Annual Report for 2022
- Promotion of library services and programs on City Transit

Technology [Create Multi-Year Funding and Efficiency Partnership]

- Maintain library technology support for SPL and PCIN during Interim role
- Upgrade the library phone system server
- Completion of the Cyber Incident Response Plan and associated Playbooks

Other Key Projects for 2023

- Assist the Board with continuing to develop and refine strategic objectives and action items
- Assist with the construction and roll out of the PCIN Strategic Plan
- Finalize Memorandum of Understanding with the City of Stratford
- Create a strong representative Collection Policy
- Construct a Donation Plan
- Update Library Board policies
- Update Self-Checkout Technologies