C.E.O. MONITORING REPORT
December 2020

FINANCIAL CONDITION:

- The 2021 budget process is approaching conclusion. To date, the Library has not been asked to reduce its original request, which was finalized at 2.37%.
- Financial expenses and revenues are within normal and adjusted ranges for 2020. There will be a small surplus which will be redirected to the City's overall budget.

FOR YOUR INFORMATION:

- On Giving Tuesday, The Rotaract Club of Stratford gave $500 to the SPL Foundation.
- Carpet was installed on the Children's Floor, in the Picture Book and staff areas on December 7th. The 2021 Capital budget will allow us to replace the rest in 2021. Many thanks to the staff who gave up their weekend to move the collections and shelving in preparation for the install.
- SPL Sparkles, the Library's Shareable Moment in the Lights On festival, launched on December 16th. By connecting to the Library's wi-fi, people can change the colour, pattern, and speed of the display. The display covers all the windows on the front of the building.
- In January we will say goodbye to Sally Hengeveld, who is retiring after nearly 40 years as the Children's Librarian at SPL.
- Service Updates: In accordance with the Province's directions for Shutdown Dec 26 – Jan 23, SPL will remain open 6 days a week for:
    - Curbside services & drop box 24/7
    - Online staff-led programming
    - And of course, all online collections & services

  Computer appointments, and in-house browsing are not currently permitted. We are petitioning the Province to be able to be allowed to include computer appointments, as the latest data on this service indicated that prior to the pandemic, over 50% of people accessing library technology were only able to access these tools at the physical

library building.

Staff are working at home as practicable however, the majority are needed on-site to manage the curbside service, as it is more labour-intensive than the regular circulation function.

STRATEGIC ACTIVITIES

- Strategic Plan:
  - PCIN:
    - Charles Fitzsimmons, Chair of the West Perth Public Library Board and long-time advocate for PCIN, has announced his retirement from the Board effective Dec 31, 2020.
    - collectionHQ work continues; entering year 2 of a 3-year contract.
- CEO's activities:
  - Dec 4th, AMPLO networking meeting for CEOs.

Prepared by J. Merritt, December 31, 2020

Stratford Public Library - Year to Date Financials			
		Year to Date	
	2020 Budget	December 29, 2020	98%
Administration			
Revenue Total	-234,260	-194,282	
Expenditure Total	2,687,070	2,371,862	
Net Total	**2,452,810**	**2,177,580**	89%
Board			
Revenue Total	-	-	
Expenditure Total	6,000	2,791	
Net Total	**6,000**	**2,791**	47%
Programs			
Revenue Total	-	-	
Expenditure Total	12,000	5,084	
Net Total	**12,000**	**5,084**	42%
Building			
Revenue Total	-	-	
Expenditure Total	25,200	15,226	
Net Total	**25,200**	**15,226**	60%
PCIN			
Revenue Total	-212,120	- 209,428	
Expenditure Total	212,120	184,937	
Net Total	**-**	**- 24,491**	
transfer to reserve	5,000	5,000	
transfer to reserve	4,690	4,690	
grand total revenue	-446,380	-403,710	
grand total expenditure	2,952,080	2,589,590	
grand net worth	**2,505,700**	**2,185,880**	87%
Capital - Collections			
Revenue Total			
Expenditure Total	246,000	187,829	
Net Total	**246,000**	**187,829**	76%
Capital - Projects			
Revenue Total			
Expenditure Total	50,000	31,068	
Net Total	**50,000**	**31,068**	62%

VOUCHERS
November 26 - December 28, 2020

Library Bound	Books, CDs	4,233.46
Library Services Centre	Books, CDs	1,946.26
Ebsco	Electronic Resources	2,514.25
Tumbleweed	Electronic Resources	2,076.04
CDW	Equipment Purchase	214.68
Fundamentals	Books, CDs	173.16
Blowes Stationery	Office Supplies	44.27
TMP International	Advertising	85.32
Chubb Security	Building	748.98
Swan Dust Control	Building	59.89
RTM North Ltd.	Office Supplies	440.70
Kate Schillings	Office Supplies	101.04
The Corky Couple	Office Supplies	596.64
Trish MacGregor	Program supplies	25.14
Dell	Capital - Computer	1,685.43
Stratford Printing & Graphics	Printing	623.20
Orange Boy	Advertising	3,500.00
Gale	Electronic Resources	4,880.07
Shauna Costache	Office Supplies	50.00
Eric Ball	Program supplies	86.86
SOLS	Electronic Resources	13,155.84
TOTAL	**$**	**37,241.23**
GRAND TOTAL	**$**	**37,241.23**