



## **C.E.O. MONITORING REPORT July 2020**

### **FINANCIAL CONDITION:**

- Perth South has paid the first half of the proposed contract for 2020 library service, with no changes to the amount requested. The second installment is due in December.
- Financial expenses and revenues are within adjusted 2020 parameters.

### **FOR YOUR INFORMATION:**

- Curbside Service
  - Curbside service continues to function smoothly and the response from the public has been very positive. This service is scheduled to be expanded.
  - The Library has re-opened the drop box for the ability to return materials 24/7.
  - Inter-Library Loan services are scheduled to resume during the week of August 10<sup>th</sup>
  - Preparations for implementation of computer access are under way; see separate report for discussion of Stage 3 plans.
- ConnectedCommunity: the partners for this project have collectively decided to conclude this pilot. There have not been enough donations to fulfill the requests, and there have been relatively few requests for technology in general (24 altogether). The Library has applied to and been approved for funds from the United Way's Urgent Needs Fund in order to buy devices for the outstanding requests (5), and then this portion of the project will end. Rhyzome has confirmed that it will leave the wifi connections live at no-charge until September. In total 24 people will receive a usable device, plus several more will have been helped with a wifi connection. The main learning was that almost everyone has at least a smart phone – it is the bigger hardware that's needed, as well as the affordable/reliable internet connection.
- Borrow the Internet: a miscommunication has been discovered and the request for funding from the Community Foundation was indeed approved. A grant for \$13,550 has been issued to the SPLF which will allow SPL to purchase an additional 10 hotspot units, replace the stolen/broken ones from the previous cohort, and cover the internet connectivity costs



for all 20 units through 2020 and the first portion of 2021. The new hotspots are planned to be live for September 1.

- A previously-planned partnership with the Perth Community Futures Development Corporation to extend the capacity for the Library's MakerSpace is in discussion to be re-started in September
- Staffing changes are precipitating a review of the task allocation among some of the library staff; a minor reorganization will likely take place at the end of 2020/early 2021.

## **STRATEGIC ACTIVITIES**

- Strategic Plan:
  - SPL:
    - The following projects are currently paused due to the workload associated with the pandemic:
      - Space Needs Analysis Study
      - Future MakerSpace expansion
  - PCIN:
    - PCIN libraries are in regular communication regarding their plans for Stage 3. As with Stage 2, each library is planning for different levels of service based on staffing availability, physical configuration, and demand.
- CEO's activities:
  - Continuing with Economic Response and Recovery Task Force and City Initiatives committees.
  - July 28<sup>th</sup>, participated on a panel for the Overlap Associates webinar "Building Better Municipalities Through Human-Centred Design".

Prepared by J. Merritt, July 31st, 2020



## VOUCHERS JULY 3 - JULY 30

### Administration

Library Bound	Books, CDs	1,535.46
Library Services Centre	Books, CDs	3,287.07
ISA Cybersecurity	Equipment Purchase	3,967.54
Overdrive	Eaudio	60.00
CDW	Equipment Purchase	44.06
Postmedia	Advertising	211.88
Chubb	Office Supplies	6.78
Bell Telephone	Telephone	113.00
Stephanie Park	Office Supplies	60.00
City of Stratford	Internet	401.61
Perth East Public Library	Books	31.00
Vista Radio	Advertising	379.68
Toshiba	Photocopier	55.68

<b>TOTAL</b>	<b>\$</b>	<b>10,153.76</b>
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<b>GRAND TOTAL</b>	<b>\$</b>	<b>10,153.76</b>
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Stratford Public Library - Year to Date Financials			
		Year to Date	
	2020 Budget	July 29, 2020	58%
<b>Administration</b>			
Revenue Total	-234,260	-29,271	
Expenditure Total	2,687,070	1,395,083	
<b>Net Total</b>	<b>2,452,810</b>	<b>1,365,812</b>	56%
<b>Board</b>			
Revenue Total	-	-	
Expenditure Total	6,000	1,638	
<b>Net Total</b>	<b>6,000</b>	<b>1,638</b>	27%
<b>Programs</b>			
Revenue Total	-	-	
Expenditure Total	12,000	988	
<b>Net Total</b>	<b>12,000</b>	<b>988</b>	8%
<b>Building</b>			
Revenue Total	-	-	
Expenditure Total	25,200	8,965	
<b>Net Total</b>	<b>25,200</b>	<b>8,965</b>	36%
<b>PCIN</b>			
Revenue Total	-212,120	-	
Expenditure Total	212,120	67,010	
<b>Net Total</b>	<b>-</b>	<b>67,010</b>	
transfer to reserve	5,000	5,000	
transfer to reserve	4,690	4,690	
<b>grand total revenue</b>	<b>-446,380</b>	<b>-29,271</b>	
<b>grand total expenditure</b>	<b>2,952,080</b>	<b>1,483,375</b>	
<b>grand net worth</b>	<b>2,505,700</b>	<b>1,454,104</b>	58%
<b>Capital - Collections</b>			
Revenue Total			
Expenditure Total	246,000	81,114	
<b>Net Total</b>	<b>246,000</b>	<b>81,114</b>	33%
<b>Capital - Projects</b>			
Revenue Total			
Expenditure Total	50,000	-	
<b>Net Total</b>	<b>50,000</b>	<b>-</b>	0%