



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

### **FINANCIAL CONDITION:**

- The 2019 accounts have closed and staff have made a request to move \$50,000 of the surplus to the Library's general reserve fund for the purposes of completing a facility needs assessment in 2020. Final information about the status of the Library's 2019 budget, and the request for transfer is not yet available.
- On January 7<sup>th</sup> a joint presentation was made to Perth South Council for the 2020 library contract for SPL, St Marys, and Huron County Libraries. Only general questions were received; council deliberations are ongoing.

### **FOR YOUR INFORMATION:**

- The Library's high school co-op student from SES has completed the editing of several 30-second promotional videos, filmed by Brittlestar and featuring SPL staff. Topics of the videos are: wi-fi hotspots, downloadLibrary, and the MakerSpace. The videos will be launched in February at Stratford Cinemas, Queen of the Square, and other locations across town that feature TV screens such as Bentley's restaurant.
- New equipment has been added in the MakerSpace: a laminator, and a heat press for vinyl (donated).
- The Library is working with the Kitchener-Waterloo YMCA to host a settlement services worker in the Library. This program already partially operates out of the Stratford YMCA, however the program is looking to expand its reach. The current plan is to have the service available one afternoon per week, beginning in March. Staff are looking forward to having this resource available in-house as they think a number of community members will benefit.
- Staff have been organizing additional activities, on strike days, to help families with the disruption.



## **STRATEGIC ACTIVITIES**

- Strategic Plan:
  - SPL:
    - Staff are working ahead or waiting for information on a number of projects already in process.
  - PCIN:
    - The hiring process for the PCIN driver is under way and SPL will be contributing staff to this process as the NPPL CEO is currently away.
    - The van has been upfitted and staff are making arrangements to complete the final payments and pickup.
    - collectionHQ software training is continuing and the Management Committee is working on an appropriate strategy for maximizing cHQ in 2020. Staff at all libraries are in the process of cleaning up the database using shared parameters so that the data collected in the future is accurate.
- CEO's activities:
  - January 27, Perth Community Futures Development Corporation Board meeting.
  - January 30, FOPL AGM and Minister's Gala @ OLA Superconference

Prepared by J. Merritt, January 31, 2020



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January 30, 2020

Zac Gribble, Chair  
Stratford Public Library Board  
19 St Andrew Street  
Stratford ON N5A 1A2

**RE: SPL Financial Status**

As Treasurer of the Stratford Public Library Board, I have reviewed the Library's revenue and expenses for the period January 1 to December 31, 2019.

Please be advised that all accounts are within acceptable ranges.

Yours truly,

Michael Humble, CPA, CGA  
Director of Corporate Services  
& Treasurer

Stratford Public Library - Year to Date Financials			
		Year to Date	
	2020 Budget	January 27, 2020	8%
<b>Administration</b>			
Revenue Total	-234,260	-2,690	
Expenditure Total	2,687,070	115,085	
<b>Net Total</b>	<b>2,452,810</b>	<b>112,396</b>	5%
<b>Board</b>			
Revenue Total	-	-	
Expenditure Total	6,000	-	
<b>Net Total</b>	<b>6,000</b>	<b>-</b>	0%
<b>Programs</b>			
Revenue Total	-	-	
Expenditure Total	12,000	307	
<b>Net Total</b>	<b>12,000</b>	<b>307</b>	3%
<b>Building</b>			
Revenue Total	-	-	
Expenditure Total	25,200	388	
<b>Net Total</b>	<b>25,200</b>	<b>388</b>	2%
<b>PCIN</b>			
Revenue Total	-212,120	-	
Expenditure Total	212,120	65,715	
<b>Net Total</b>	<b>-</b>	<b>65,715</b>	
transfer to reserve	5,000		
transfer to reserve	4,690		
<b>grand total revenue</b>	<b>-446,380</b>	<b>-2,690</b>	
<b>grand total expenditure</b>	<b>2,952,080</b>	<b>181,496</b>	
<b>grand net worth</b>	<b>2,505,700</b>	<b>178,807</b>	7%
<b>Capital - Collections</b>			
Revenue Total			
Expenditure Total	246,000	4,831	
<b>Net Total</b>	<b>246,000</b>	<b>4,831</b>	2%
<b>Capital - Projects</b>			
Revenue Total			
Expenditure Total	50,000	-	
<b>Net Total</b>	<b>50,000</b>	<b>-</b>	0%



**VOUCHERS**  
**January 1 - January 31, 2020**

**Administration**

Library Services Centre	Books, CDs, DVDs	4,549.73
Library Bound	Books, CDs	1,473.21
Blowes Stationery	Office Supplies	2,020.61
CDW Canada	Equipment Purchase	772.58
Leisure Activity	Advertising	50.00
City of Stratford	Internet	803.22
Access Copyright	Maintenance Contract	423.75
Stephanie Park	Advertising	33.67
Melanie Kindrachuk	Training	206.79
Heather Lister	Office Supplies	25.00
Beverley's Painting & Books	Books	20.00
MacLean Cabinetry	Equipment Purchase	6,864.75
Bibliocommons	Maintenance Contract	16,385.00
Kanopy	Electronic Media	640.00
Sally Hengeveld	Mileage	24.38
Drache Aptowitzer LLP	Legal	1,179.16
Gale	Electronic Media	4,986.69
Human Resources Network of Ontario Libraries	Membership	50.00
Richmond Hill Public Library	Books	32.21
Mandel Newman Associates	Training	1,017.00
New York Times	Periodicals	1,026.48
Toshiba	Photocopier	557.20
Tina Williams	Program	100.00
Dr. Michael Arntfield	Program	65.00
Charlotte Munro	Program	150.00
Shauna Costache	Office Supplies	108.45
Stratford Cinemas	Advertising	508.50
Jaden Entertainment	Advertising	565.50
Vista Radio	Advertising	361.60
Bell Canada	Phone	56.50
<b>TOTAL</b>		<b>\$ 45,056.98</b>

**Building**

Swan Dust Control Mat Rental	Building	119.78
Culligan	Building	28.32
Easyway	Building	387.03
Bell Canada	Building	126.96
Swish	Building	550.03
Chubb	Building	358.37
Stratford Home Hardware	Building	86.44
<b>TOTAL</b>		<b>\$ 1,656.93</b>

**Capital**

CDW	Computer	1,264.45
Dell Canada	Computer	15,717.00
<b>TOTAL</b>		<b>\$ 1,264.45</b>

**GRAND TOTAL                   \$   47,978.36**