



## **C.E.O. MONITORING REPORT December 2019**

### **FINANCIAL CONDITION:**

- The 2019 budget revenues and expenses continue to be within normal ranges. The projected surplus has been identified as the result to changes in the budgeting method, with respect to staffing costs. A more detailed report will follow after the final accounting takes place in 2020.

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.

- A presentation to Perth South regarding the 2020 budget is scheduled for Tuesday, January 7<sup>th</sup>. SPL staff will be presenting on behalf of Stratford, St Marys, and Huron County.

### **FOR YOUR INFORMATION:**

- Nathan Fopoussi has started at SPL as the new Student Page.
- Both Wendy Hicks and Krista Robinson will be presenting on panels at the Ontario Library Association Superconference. Wendy will be sharing SPL's successful approach to off-site programming, and Krista will be providing an overview of maintaining network integrity (she has experienced 3 network attacks in her time at SPL).
- SPL was host to a student-teacher placement from Western University, who did an audit of the Library's STEAM resources, worked with the teacher-librarian at SESS, and created a curriculum of STEAM outreach materials for teens. SPL staff will be working to expand this school connection.
- The Library received a positive review from some American STEM curriculum writers and educators. See attached.
- Using some operational funds, the programmer's office has undergone a makeover with replacement carpet and paint, and reconfigured desk layout. The office houses up to 5 staff and all the programming supplies.



## **STRATEGIC ACTIVITIES**

- Strategic Plan:
  - SPL:
    - The staff will be investigating a lead from the RFI process to train staff on understanding consumer behaviour and enhancing the SPL space. (For staff development day 2020.)
  - PCIN:
    - The purchase process of the PCIN van is under way and the fully-outfitted van should be delivered in January. NPPL is preparing to undertake the job posting for delivery driver in January as well.
    - The Management Committee has submitted its information package to PA Pang and MPP Pettapiece, as requested in October. See attached documents.
    - 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:
  - December 6, Administrators of Medium Public Libraries of Ontario meeting
  - Registered for the Canadian Urban Libraries Council Study Tour in April 2020, to visit libraries in Norway, Finland, and Denmark. Participants will be meeting with architects and senior library staff to learn about the successful elements of these Scandinavian libraries that could be applied to current and future SPL scenarios.

Prepared by J. Merritt, December 31, 2019

Stratford Public Library - Year to Date Financials			
		Year to Date	
	2019 Budget	December 23, 2019	98%
<b>Administration</b>			
Revenue Total	-225,890	-225,539	
Expenditure Total	2,624,050	2,532,631	
<b>Net Total</b>	<b>2,398,160</b>	<b>2,307,092</b>	96%
<b>Board</b>			
Revenue Total	-	-	
Expenditure Total	6,000	7,845	
<b>Net Total</b>	<b>6,000</b>	<b>7,845</b>	131%
<b>Programs</b>			
Revenue Total	-	-	
Expenditure Total	9,000	6,676	
<b>Net Total</b>	<b>9,000</b>	<b>6,676</b>	74%
<b>Building</b>			
Revenue Total	-	-	
Expenditure Total	24,700	15,698	
<b>Net Total</b>	<b>24,700</b>	<b>15,698</b>	64%
<b>PCIN</b>			
Revenue Total	-164,520	-	164,521
Expenditure Total	164,520		183,374
<b>Net Total</b>	<b>-</b>	<b>18,853</b>	
transfer to reserve	6,270		
transfer to reserve	5,000		
<b>grand total revenue</b>	<b>-390,410</b>	<b>-390,060</b>	
<b>grand total expenditure</b>	<b>2,839,540</b>	<b>2,746,224</b>	
<b>grand net worth</b>	<b>2,449,130</b>	<b>2,356,164</b>	96%
<b>Capital - Collections</b>			
Revenue Total			
Expenditure Total	246,000	216,823	
<b>Net Total</b>	<b>246,000</b>	<b>216,823</b>	88%
<b>Capital - Projects</b>			
Revenue Total			
Expenditure Total	50,000	5,928	
<b>Net Total</b>	<b>50,000</b>	<b>5,928</b>	12%



**VOUCHERS**  
**December 1 - December 24, 2019**

**Administration**

Library Services Centre	Books, CDs, DVDs	7,253.15
Library Bound	Books, CDs	2,780.87
Blowes Stationery	Office Supplies	189.89
University of Windsor	Books	20.00
Kate Schillings	Office Supplies	25.00
Lillian Wyatt	Books	20.00
Elaine Cougler	Books	25.00
Grey-Bruce/Huron-Perth Boomers	Advertising	360.47
Kanopy	Electronic Media	594.00
Stratford Printing and Graphics	Printing	63.28
Ebsco Canada	Electronic Media	2,440.80
AB Corp	Office Supplies	2,290.51
Nicolaus Johnston	Mileage	202.77
Robyn Godfrey	Mileage	12.72
Robyn Godfrey	Program	401.15
Rhyme	Internet	565.00
Toshiba	Photocopier	742.14
Postmedia	Advertising	428.84
Chubb	Office Supplies	13.56
Canadian Urban Libraries Council	Training	5,910.00
Elizabeth Bernal	Program	100.00
SirsiDynix	Maintenance Contract	55,478.63
Globe and Mail	Periodicals	764.37
FOPL	Membership	1,550.00
OLA	Membership	250.00
Fundamentals	Books	191.47
Trish MacGregor	Program	44.13
Brodart	Office Supplies	264.83
Overdrive	Eaudio	45.10
SOLS	Electronic Media	13,155.84
Orange Boy	Equipment Purchase	3,500.00
Ariva	Office Supplies	981.06
Nikathone Webase Consulting	Equipment Purchase	254.25
Palmieri	Equipment Purchase	5,408.25
Blowes Stationery	Equipment Purchase	1,047.51

**TOTAL** **\$ 107,374.59**

**Building**

Swan Dust Control Mat Rental	Building	124.30
Culligan	Building	28.32
Swish	Building	738.32
Bell Canada	Building	126.84
Twin City Tile	Building	2,802.40
Stratford Home Hardware	Building	18.29

**TOTAL** **\$ 3,838.47**

**Capital**

CDW	Computer	459.91
<b>TOTAL</b>		<b>\$ 459.91</b>

**GRAND TOTAL** **\$ 111,672.97**