C.E.O. MONITORING REPORT
May 2020

FINANCIAL CONDITION:

- As of May 15th, the SPL budget expenses were within normal-low parameters for the percentage of the year completed. Reduction of expenses will begin to be reflected by the end of May. Operational revenue from major funding sources other than the City (PCIN, Province) are expected to remain stable for 2020.
- No further information has been received from Perth South regarding its 2020 budget at this time.

FOR YOUR INFORMATION:

- ConnectedCommunity: in the first week of the program there have been 10 devices committed to donate and 9 people registered to receive them. Those registered include clients referred from the Emily Murphy Centre and the Talking Circle. Interviews with the Beacon Herald and the radio station have been given. It will likely be another 1-2 weeks before the devices and wifi are connected with program registrants due to the technical maintenance being performed on the devices, and delivery coordination.

- Borrow the Internet: the corporate sponsorship request has made no progress. SPL staff are working on an application to the Stratford Perth Community Foundation for funding through the Emergency Community Support Fund. This fund is intended to support organizations and programs that provide service to people who are vulnerable during the COVID-19 pandemic.

- Due to the implementation of bookdrop and curbside pickup service, the following digital service projects have been cancelled or reduced:
    - Blog for Adult/Children's/Teen content
    - Curated online calendar
    - Storytime #2, per week
    - United Way FB page moderation

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
      - Internal assessment of resource allocation
  - PCIN:
    - PCIN is now working to coordinate its re-opening dates and customer-facing processes as closely as possible, to maintain consistency of service across the county. There has been an increase in the filled positions at the CEO level so the PCIN Management group should be close to its operational capacity for the near future.
- CEO's activities:
  - May 20, began work on investStratford's Economic Response and Recovery Task Force. Currently leading the Business Intelligence Committee for the Hospitality, Retail, and Tourism sector. This Committee will be responsible for supporting this sector with collected best practices and regulations for operating during the pandemic and multiple stages of re-opening.
  - May 25, Perth Community Futures Development Corporation Board meeting.
  - May 26, begin attending City Initiatives Team meetings. This team is responsible for reviewing and facilitating ideas submitted to the City to have city space or facilities used to encourage tourism this summer. Its work is intended to dovetail with that of the Economic Response and Recovery Task Force.

Prepared by J. Merritt, May 29, 2020

Stratford Public Library - Year to Date Financials			
		Year to Date	
	2020 Budget	May 29, 2020	42%
Administration			
Revenue Total	-234,260	-8,636	
Expenditure Total	2,687,070	873,072	
Net Total	**2,452,810**	**864,436**	35%
Board			
Revenue Total	-	-	
Expenditure Total	6,000	1,687	
Net Total	**6,000**	**1,687**	28%
Programs			
Revenue Total	-	-	
Expenditure Total	12,000	849	
Net Total	**12,000**	**849**	7%
Building			
Revenue Total	-	-	
Expenditure Total	25,200	8,216	
Net Total	**25,200**	**8,216**	33%
PCIN			
Revenue Total	-212,120	-	
Expenditure Total	212,120	66,139	
Net Total	**-**	**66,139**	
transfer to reserve	5,000		
transfer to reserve	4,690		
grand total revenue	-446,380	-8,636	
grand total expenditure	2,952,080	949,963	
grand net worth	**2,505,700**	**941,327**	38%
Capital - Collections			
Revenue Total			
Expenditure Total	246,000	63,107	
Net Total	**246,000**	**63,107**	26%
Capital - Projects			
Revenue Total			
Expenditure Total	50,000	-	
Net Total	**50,000**	**-**	0%

VOUCHERS MAY 1 - MAY 27, 2020

Administration

Library Bound	Books, CDs		1,553.94
Time Magazine	Periodicals		83.20
Bell Canada	Telephone		113.00
Postmedia	Advertising		536.75
JSCM	Equipment Purchase		112.50
Zoobean Inc	Contractor		995.00
Overdrive	Eaudio		16,558.05
Toshiba	Photocopier		244.56
Rhyzome	Internet		565.00
Brodart	Equipment Purchase		781.68
Vista Radio	Advertising		379.68
Kanopy	Electronic Media		904.00
Ebsco Canada	Periodicals		6,275.23
Cathy Perreault	Periodicals		50.61
Blowes Stationery	Office Supplies		28.48
City of Stratford	Internet		401.61
Eric Ball	Equipment Purchase		45.18
Stratford Printing and Graphics	Printing		394.37
Stratford & District Chamber of Commerce	Membership		245.00
Uline	Office Supplies		267.41
	TOTAL	**$**	**30,535.25**

Building

Culligan	Building		28.32
Dominion	Building		182.38
Bell Canada	Building		123.15
Swish	Building		158.38
	TOTAL	**$**	**492.23**

Capital

	TOTAL	**$**	**-**
	GRAND TOTAL	**$**	**31,027.48**