C.E.O. MONITORING REPORT
May 28, 2021

FINANCIAL CONDITION:

- All revenues and expenses are currently at normal ranges for this point in the year.
- No further information from Perth South has been received to date regarding their 2021 budget.

FOR YOUR INFORMATION:

Pandemic Response and Update:

- Based on the Province's new re-opening framework, public libraries are permitted to provide the following:
  - Pre-Step 1 & Step 1 (est. June 14)
    - Curbside pickups for materials
    - Access to computers, photocopiers, and similar services permitted
  - Step 2 (est. July 5)
    - Open with 25% capacity and other restrictions
  - Step 3 (est. July 26)
    - Open, with capacity limited to permit physical distancing of 2 metres and other restrictions

- SPL will be re-opening for appointments for computer and other technology equipment on Monday, May 31st. Once in-person visits are permitted, SPL will remove the requirement for appointments and will return to an open-access system using the new people-counters.

- Based on analysis of the information provided through the ongoing REALM project which has been examining the existence and potential transmission of the COVID-19 virus through library materials, as well as advice from the Public Safety Health Association, the quarantine for materials returned to SPL has been reduced from 72 to 24 hours. This decision was made mid-May in conjunction with the PCIN libraries.

Staffing / Personnel:

- After an internal competition, Kajal Patel was the successful candidate to take on the Permanent LA position left vacant by another internal competition.

- SPL has been approved through the Young Canada Works process to hire two students this summer to assist with the Summer Reading Club Program. Erin Ingoldsby and Samantha Pinckney began on Mary 25th and will work until the end of August.

General News:

- The Chief Building Official is planning to begin the parking lot construction once there are additional options for library service aside from the rear door.

- Garden Stratford is proceeding with its project in the Library's front garden. A separate report is attached.

- On Monday June 14th the Library will be closed for its annual Staff Development Day. This year will include a mental health workshop for staff, training on promoting the most newly published books, as well as group administrative updates.

STRATEGIC ACTIVITIES

- CEO's activities:
    - May 13-14, participated in the interviews for the new FOPL Executive Director.
    - In process to complete the Level 1 of Joint Health & Safety Committee training as legally required of new members on the Committee.

Prepared by J. Merritt, May 28, 2021

Stratford Public Library - Year to Date Financials			
		Year to Date	
	2021 Budget	May 26, 2021	42%
Administration			
Revenue Total	-222,613	-74,379	
Expenditure Total	2,738,056	969,089	
Net Total	**2,515,445**	**894,709**	36%
Board			
Revenue Total	-	-	
Expenditure Total	6,000	513	
Net Total	**6,000**	**513**	9%
Programs			
Revenue Total	-	-	
Expenditure Total	12,000	24,359	
Net Total	**12,000**	**24,359**	203%
Building			
Revenue Total	-	-	
Expenditure Total	23,500	14,284	
Net Total	**23,500**	**14,284**	61%
PCIN			
Revenue Total	-214,790	-	
Expenditure Total	214,790	68,071	
Net Total	**-**	**68,071**	
transfer to reserve	5,000		
transfer to reserve	4,747		
grand total revenue	-437,403	-74,379	
grand total expenditure	3,004,093	1,076,317	
grand net worth	**2,566,690**	**1,001,937**	39%
Capital - Collections			
Revenue Total			
Expenditure Total	230,500	83,537	
Net Total	**230,500**	**83,537**	36%
Capital - Projects			
Revenue Total			
Expenditure Total	50,000	5,090	
Net Total	**50,000**	**5,090**	10%

VOUCHERS
May 1 - May 27, 2021

Library Bound	Books, CDs	5,038.74
Library Services Centre	Books, CDs	1,329.36
Kanopy	Electronic Media	922.00
Culligan	Building	28.32
Blowes	Office Supplies	21.67
The Record	Periodicals	393.12
Liz Anderson	Program	86.38
Envisionware	Capital	1,651.83
Bell Mobility	Internet	913.39
Swan Dust	Building	59.89
Post Media	Advertising	1,118.80
Brooke Windsor	Program	90.78
Kitchener Public Library	Maintenance Contracts	1,730.90
Bell Canada	Building	37.56
St John Ambulance	Training	140.00
Upower Inc	Board	706.25

TOTAL	**$**	**14,268.99**
GRAND TOTAL	**$**	**14,268.99**