



C.E.O. MONITORING REPORT

April 29, 2021

FINANCIAL CONDITION:

- All revenues and expenses are currently at normal ranges for this point in the year.

FOR YOUR INFORMATION:

Pandemic Response and Update:

- Library services moved to “Emergency Brake” response level April 2. A further service change occurred April 17th, following Premier Ford’s order for additional measures to tackle rising Covid variant case numbers. Curbside, phone and e-mail assistance, printing pickup and a robust online program suite continue.
- Public Service staff, along with their PCIN counterparts, continue to help local residents obtain the information, registrations and consent forms required to book Covid-19 vaccinations with the Health Unit. Year to date, the Library has supported 50 individuals in this way.

Staffing / Personnel

- After 8 years here, Relief Custodian Sue Seltzer retired April 1, 2021.
- Sue’s replacement, Neil Mulligan began his SPL orientation April 19th, and will work 15 hours / week.
- Diversity consultant Amanda Fernandez (“*Inclusifyy*”) followed up her SPL December half day workshop April 7th, with a one-hour staff Q & A. The response to both development opportunities has been overwhelmingly positive.
- “*Brain Hurricane: when a brainstorm isn’t enough*,” and “*Be an Action Hero: Live action roleplaying for teens and Tweens*” are Youth Service Librarian Brooke Windsor’s successful session submissions to ALA Conference, June 24-29, 2021.

General News

- The paving project with the City of Stratford (addition of 2 parking spots to the back lot, as well as rerouting of the lot to front sidewalk) is ready to go; last word from the



Building Department puts the start date mid May. As curbside service operates out of that space, staff welcome this slight delay.

- Garden Stratford continues its project to rejuvenate the Library's front green area. 3 designers completed concept drawings April 26; formal review of these documents has not yet been scheduled.
- A redesign of the Lower Floor (children's) Service Desk is underway.
- Staff will consider options for current book drop, after a member of the public was injured returning items. After a thorough review (as well as a follow up with the client by SPL staff), City Insurance personnel closed the file. The structure is approximately 50 years old, and so a review is prudent.
- On April 19th, Stratford-Perth Archives received into their possession several large artifacts from the Library. These items, including the 1935 Andrew Carnegie facsimile portrait, will receive proper care and cataloguing there.
- North Perth Public Library welcomed Interim CEO Ellen Whelan this month; she will be in this position for a year.

STRATEGIC ACTIVITIES

- CEO's activities:
 - Successfully submitted the 2020 Annual Survey of Public Libraries to the Ministry of Heritage, Sport, Tourism and Culture Industries, April 27. This generates the Public Library Operating Grant (\$51,402 received last year).
 - Commissioned webinar, "*Leading during turbulent times*", with specific focus on how to properly conduct mental health discussions with staff, through EFAP provider Homewood. Session to be delivered May 11th to managers.

Prepared by W. Hicks, April 29,2021



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April 28, 2021

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

RE: SPL Financial Status

As Acting Treasurer of the Stratford Public Library Board, I have reviewed the Library's revenue and expenses for the period January 1 to April 28, 2021.

Please be advised that the overall operations of the Library are reasonable based on the budgeted amounts.

Yours truly,

Spencer Steckley, CPA, CA
Acting Treasurer

Stratford Public Library - Year to Date Financials			
		Year to Date	
	2021 Budget	April 26, 2021	25%
Administration			
Revenue Total	-222,613	-74,379	
Expenditure Total	2,738,056	781,411	
Net Total	2,515,445	707,031	28%
Board			
Revenue Total	-	-	
Expenditure Total	6,000	413	
Net Total	6,000	413	7%
Programs			
Revenue Total	-	-	
Expenditure Total	12,000	23,725	
Net Total	12,000	23,725	198%
Building			
Revenue Total	-	-	
Expenditure Total	23,500	13,714	
Net Total	23,500	13,714	58%
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	887,335	
grand net worth	2,566,690	812,955	32%
Capital - Collections			
Revenue Total			
Expenditure Total	230,500	67,174	
Net Total	230,500	67,174	29%
Capital - Projects			
Revenue Total			
Expenditure Total	50,000	-	
Net Total	50,000	-	0%



VOUCHERS
April 1 - April 30, 2021

Library Bound	Books, CDs	7,124.22
Library Services Centre	Books, CDs	2,281.28
Nicolaus Johnston	Mileage	117.93
Trish MacGregor	Program	370.33
Speakers' Spotlight	Program	3,150.00
Kanopy	Electronic Media	730.00
Culligan Water	Building	30.05
Bell Canada	Telephone	56.50
The Corky Couple	Materials	271.20
CDW	Equipment Purchase	778.54
Brooke Windsor	Program	573.74
Beth McEvoy	Program	174.82
Oliva Nesbitt	Office Supplies	25.00
SirsiDynix	Maintenance Contracts	56,579.00
Overdrive	Eaudio	17,414.63
Swan Dust Control	Building	58.89
B&C Landscaping	Lawn	649.75
Stfd Glass and Lock	Materials	40.68
St John Ambulance	Training	280.00
Vista Radio	Advertising	379.68
Globe & Mail	Periodicals	805.33
Brodart	Office Supplies	650.16
Chubb	Building	374.49
Eric Ball	Program	138.60
Robyn Godfrey	Program	16.37

TOTAL	\$ 92,916.22
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GRAND TOTAL	\$ 92,916.22
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