



C.E.O. MONITORING REPORT October 31, 2021

FINANCIAL CONDITION:

- The capital and operating budgets were submitted to the City for its October 22nd deadline. The senior leadership will be reviewing all the submissions through November, and the first presentation to City Council will occur in December.
- All 2021 revenues and expenses are tracking per estimates, as of September 30.
- The Development Charges by-law update process is ongoing; the consultant has identified several additional areas for the Library to submit data that weren't being collected before. A new by-law is expected for 2022.

FOR YOUR INFORMATION:

Pandemic Response and Update:

- No changes this month; pandemic situation remains stable.
- Based on the Province's announcement on October 22nd detailing the Province's Exit Strategy from the pandemic through Spring 2022, the following is the anticipated next steps for the Library:
 - No major changes to our operations are anticipated between now and the end of January.
 - Capacity limits will likely begin to be lifted for us at the end of January, or in February. As SPL does not require Proof of Vaccination, this will be later than some other sectors. Our capacity for people in the building is currently set at 100, this is as high as we will be able to go until the Province lifts physical distancing restrictions. This number should allow the majority of library business to take place.



- Until such time as physical distancing requirements are lifted, programs will continue to be primarily online/outside, with some limited/select in-person programs.
- Pending no major hiccups, the Province's anticipated date for **all** pandemic-related measures to be lifted, **including masks**, is March 28, 2022.
- Based on the JH&SC's formal risk assessment, and examination of other policies for public service organizations, SPL will be implementing a bi-weekly testing policy for unvaccinated staff.

Staffing / Personnel:

- SPL has hired two Library Assistants in October:
 - Isaac Demeester will be our new Permanent Library Assistant.
 - Rebecca Bomasuit will be joining us as a Casual Library Assistant

General News:

- Printing of vaccine passports is ongoing, however the number has slowed down since the release of the QR code version. Due to logistical challenges, the Library is no longer offering lamination but is still printing and re-sizing.
- Parking lot construction began the week of October 18th. As of this writing the parking lot has not been completed, however the side patio and walkway have been. (The patio and walkway were crumbling and in need of repair to remove tripping hazards.)
- Garden Stratford has completed consultation with the Accessibility Advisory Committee; no major changes to the garden's design were requested. Construction of the first phase (digging out the walkway and laying down the stonedust and rock wall seating) is still being planned for this year.

STRATEGIC ACTIVITIES

- CEO's activities:
 - October 25, Perth Community Futures Development Corporation Board meeting.



- October 29, Federation of Ontario Public Libraries Board Meeting

Prepared by J. Merritt, October 29, 2021

Stratford Public Library - Year to Date Financials			
		Year to Date	
	2021 Budget	October 20, 2021	80%
Administration			
Revenue Total	-222,613	-203,788	
Expenditure Total	2,738,056	1,980,421	
Net Total	2,515,445	1,776,633	71%
Board			
Revenue Total	-	-	
Expenditure Total	6,000	854	
Net Total	6,000	854	14%
Programs			
Revenue Total	-	-	
Expenditure Total	12,000	30,886	
Net Total	12,000	30,886	257%
Building			
Revenue Total	-	-	
Expenditure Total	23,500	19,260	
Net Total	23,500	19,260	82%
PCIN			
Revenue Total	-214,790	-	215,540
Expenditure Total	214,790		225,929
Net Total	-	10,389	
transfer to reserve	5,000		
transfer to reserve	4,747		
grand total revenue	-437,403	-419,329	
grand total expenditure	3,004,093	2,257,349	
grand net worth	2,566,690	1,838,021	72%
Capital - Collections			
Revenue Total			
Expenditure Total	230,500	138,524	
Net Total	230,500	138,524	60%
Capital - Projects			
Revenue Total			
Expenditure Total	50,000	5,090	
Net Total	50,000	5,090	10%



VOUCHERS
October 1 - October 29, 2021

Library Bound	Books, CDs	11,682.50
Library Services Centre	Books, CDs	1,193.36
Judy Tremblay	Books, CDs	22.72
Williams HR Law	Legal	166.68
Postmedia	Advertising	395.50
B&C Landscapes	Lawn	113.00
Bell Mobility	Internet	1,932.31
Overdrive	Eaudio	15,401.78
Ebsco	Periodicals	316.97
Swan Dust Control	Building	41.81
Chubb	Building	391.36
Cathy Perreault	Office Supplies	406.80
City of Stratford	Internet	401.61
The Flag Shop	Equipment Purchase	4,238.57
Stfd Home Hardware	Materials	53.84
Bell Canada	Building	37.56
Melanie Kindrachuk	Office Supplies	50.00
TOTAL		\$ 31,224.82
GRAND TOTAL		\$ 31,224.82