C.E.O. MONITORING REPORT
Sept 30, 2021

FINANCIAL CONDITION:

- Janice Beirness, Director of Corporate Services, very sadly passed away at the end of August. She had been appointed in October 2020 after serving as the Manager of Financial Services for 13 years.
- Karmen Krueger has been appointed as the Acting Director of Corporate Services.
- Due to the above, the 2022 budget process has been delayed by several weeks.
- All 2021 revenues and expenses are tracking per estimates, as of September 30.
- Perth South has finalized its contract for 2021 service, in the amount originally requested. The first of two payments has been received.

FOR YOUR INFORMATION:

Pandemic Response and Update:

- No changes this month; pandemic situation remains stable.

- SPL has received and is reviewing the City's Vaccination Policy for staff, volunteers and contractors. In conjunction with the Joint Health & Safety Committee, management is conducting a formal risk assessment to help determine if a similar policy is appropriate at SPL. Public Libraries are not included in any Provincial or Federal guidelines as high-risk workplaces that mandate vaccines for staff or patrons.

Staffing / Personnel:

- Kasia Kocot celebrates 25 years as Library employee this month.

General News:

- For the National Day for Truth & Reconciliation and Orange Shirt Day on September 30th, Library staff have compiled and promoted two main actions/learning opportunities to the public:

    - Messages of Solidarity, a campaign to send postcards to MPs in support of vital steps the government needs to take to support Truth & Reconciliation. The campaign was developed in conversation with Indigenous community members in Stratford. Many community members have taken postcards to send, and Stratford District Secondary School has printed 1,000 for their students to use.

    - Orange Shirt Day Learning Kits, for meaningful discussions about the effects and legacies of Residential Schools. There has also been significant interest in these kits, with teachers from 7 schools, many individual families, and multiple other community groups requesting the information.

- Over 1,000 vaccination passports have been printed and laminated, to date. Many residents have expressed their appreciation for this service, and many people have come to the Library who have never been, or not for a long time – including a City Councillor!

- Parking lot construction has not yet been completed due to site-preparation delays.

- Garden Stratford hosted a successful plant sale on September 25th, raising nearly $2,000 to contribute to the garden rejuvenation project. Site preparation continues in anticipation of an October/November installation (Phase 1).

- Temporary staffing for the PCIN van has been found through the Municipality of North Perth and the regular materials delivery schedule has resumed.

- The doors at the rear of the building leading to/from the parking lot have had automated openers installed. This is a major improvement to Accessibility in the building as it co-locates the Accessible parking space with the automated door function.

STRATEGIC ACTIVITIES

- CEO's activities:
  - Sept 21, attended Post-Pandemic Planning for Employers with Aird & Berlis LLP
  - Sept 23, attended How to Be a White Manager/Leader Who Is Inclusive & Anti-Racist workshop with Inclusifyy
  - Sept 24, Federation of Ontario Public Libraries Board meeting.
  - Sept 27, Perth Community Futures Development Corporation Board meeting.
  - Sept 28, presentation to Canadian Federation of University Women.
  - Sept 29, attended National Day for Truth & Reconciliation Storytelling Session

Prepared by J. Merritt, September 30, 2021

Stratford Public Library - Year to Date Financials			
		Year to Date	
	2021 Budget	September 29, 2021	75%
Administration			
Revenue Total	-222,613	-181,143	
Expenditure Total	2,738,056	1,861,802	
Net Total	**2,515,445**	**1,680,658**	67%
Board			
Revenue Total	-	-	
Expenditure Total	6,000	854	
Net Total	**6,000**	**854**	14%
Programs			
Revenue Total	-	-	
Expenditure Total	12,000	29,778	
Net Total	**12,000**	**29,778**	248%
Building			
Revenue Total	-	-	
Expenditure Total	23,500	18,135	
Net Total	**23,500**	**18,135**	77%
PCIN			
Revenue Total	-214,790	- 215,211	
Expenditure Total	214,790	225,735	
Net Total	**-**	**10,524**	
transfer to reserve	5,000		
transfer to reserve	4,747		
grand total revenue	-437,403	-396,354	
grand total expenditure	3,004,093	2,136,302	
grand net worth	**2,566,690**	**1,739,948**	68%
Capital - Collections			
Revenue Total			
Expenditure Total	230,500	131,660	
Net Total	**230,500**	**131,660**	57%
Capital - Projects			
Revenue Total			
Expenditure Total	50,000	5,090	
Net Total	**50,000**	**5,090**	10%

VOUCHERS
September 3 - September 30, 2021

Library Bound	Books, CDs	10,036.79
Library Services Centre	Books, CDs	2,445.26
Blowes Stationery	Office Supplies	263.63
Culligan Water	Building	28.32
Postmedia	Advertising	154.91
CDW	Equipment Purchase	109.60
Oxford	Electronic Media	557.09
City of Stratford	Internet	401.61
Brodart	Office Supplies	166.72
Swan Dust Control	Building	41.81
Robyn Godfrey	Program	68.62
Krista Robinson	Equipment Purchase	82.85
Miinikaan Inovation and Design	Program	200.00
Bell Canada	Building	37.56
Stratford Printing and Graphics	Printing	902.87
Brooke Windsor	Program	61.20
Overdrive	Eaudio	143.98
Vista Radio	Advertising	379.68
Toshiba	Photocopier	478.72

TOTAL **$ 16,561.22**

GRAND TOTAL **$ 16,561.22**

Stratford PUBLIC LIBRARY

September 2021 Library Usage

Borrowers

6,183 active card holders

135 new card holders

2,837 digital content users

Digital Collection Usage

3,850
ebooks
10% ↓

2,137
audiobooks
3% ↑

597
magazines
40% ↑

497
videos
0.6% ↑

Changes noted are over Sepember 2020

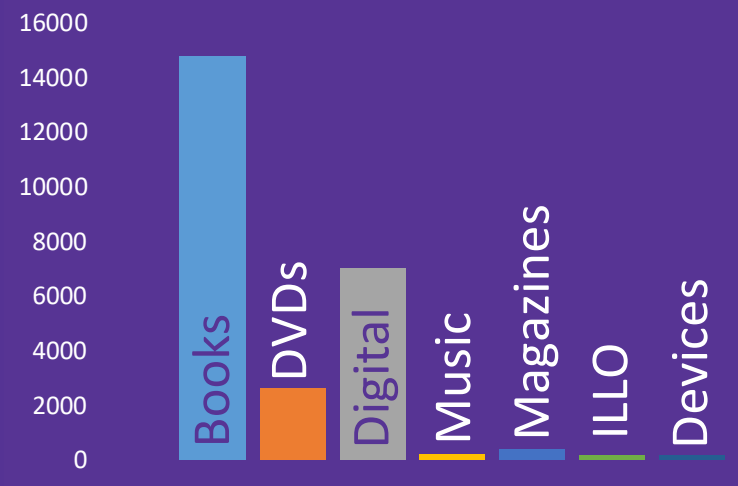
Physical Collection Usage

18,381 items checked out
73 checkouts per hour open

6,860 requests filled

1,701 SPL items shared across PCIN

Circulation by format



Vaccination Receipts

1,568 people helped

Programs

48 Programs
1,425 Participants

48% Kids
8% Teens
44% Adults

Visitors to the Library

4,879 people through our doors