



C.E.O. MONITORING REPORT August 2020

FINANCIAL CONDITION:

- The 2021 budget process has started. Individual departments are preparing their estimates through August and September, with corporate review in October. City Council will begin deliberating in December and formal approval is anticipated for January 2021. A decision for the SPL budget is needed from the Board, and is included in a separate report.
- Financial expenses and revenues remain within adjusted 2020 parameters.

FOR YOUR INFORMATION:

- Resumption of Services: Since the August Board meeting, the following has been implemented:
 - Curbside services expanded to 6 days per week, total number of service hours now at 84% of regular hours.
 - Computer and Wi-Fi/Chromebook appointments have been launched. Initial use has been slow and staff are extending the amount of time for all bookings to 105 minutes each.
 - Participation in the Inter-Library Loan program has resumed. University libraries are not currently participating but there is access to a growing number of public libraries.

Under way for September:

- In-person browsing and photocopier appointments will begin Tuesday, September 1st. Appointments will be 30 minutes each in length and one social bubble per appointment.
- Book club kits are being booked again, using the new software KitKeeper which allows book clubs to manage their own booking schedule. KitKeeper was purchased by PCIN in January and originally planned for rollout in April 2020; it allows all book club kits across PCIN to be seen at once, and removes all manual spreadsheet coordination for the 50+ clubs across the county.
- MakerSpace appointments will begin on September 8th.
- Staff are working to re-start home delivery services, volunteer availability permitting.



- Staff are continuing to develop additional programs for children and youth, for the fall months.

STRATEGIC ACTIVITIES

- Strategic Plan:
 - SPL:
 - Space Needs Analysis Study: the Library has been notified that its application to the Service Delivery & Efficiency Grant was not successful, and that the unspent funds from the Library's 2019 operating budget have been reallocated by the City. If the Board wishes to proceed with this assessment at this time the Library's operational reserve fund, or submission in the 2021 budget, would be the remaining options.
 - Future MakerSpace expansion: in partnership with the Perth Community Futures Development Corporation, the Library will be expanding the hours of the MakerSpace and provide additional programming related to supporting small businesses and entrepreneurs in Stratford/Perth County. The PFCDC is making a \$20,000 donation to the Library to use between September 2020 – March 2021.
 - PCIN:
 - Work with collectionHQ has restarted; the libraries are proceeding with the next set of tasks to clean up their collections, and will be proceeding with an internal report to describe all of the processes for purchasing and records loading, with the intent of examining these processes for shared efficiencies.
 - There are now five CEOs in place in PCIN; the announcement for the new CEO for West Perth is expected in September (Caroline Shewberg retiring).
- CEO's activities:
 - Continuing with both the Economic Response and Recovery Task Force and City Initiatives committees.

Stratford Public Library - Year to Date Financials			
		Year to Date	
	2020 Budget	August 26, 2020	67%
Administration			
Revenue Total	-234,260	-80,673	
Expenditure Total	2,687,070	1,548,253	
Net Total	2,452,810	1,467,580	60%
Board			
Revenue Total	-	-	
Expenditure Total	6,000	2,113	
Net Total	6,000	2,113	35%
Programs			
Revenue Total	-	-	
Expenditure Total	12,000	1,054	
Net Total	12,000	1,054	9%
Building			
Revenue Total	-	-	
Expenditure Total	25,200	9,461	
Net Total	25,200	9,461	38%
PCIN			
Revenue Total	-212,120	-	
Expenditure Total	212,120	69,510	
Net Total	-	69,510	
transfer to reserve	5,000	5,000	
transfer to reserve	4,690	4,690	
grand total revenue	-446,380	-80,673	
grand total expenditure	2,952,080	1,640,081	
grand net worth	2,505,700	1,559,409	62%
Capital - Collections			
Revenue Total			
Expenditure Total	246,000	89,425	
Net Total	246,000	89,425	36%
Capital - Projects			
Revenue Total			
Expenditure Total	50,000	-	
Net Total	50,000	-	0%



VOUCHERS

Library Bound	Books, CDs	3,439.01
Library Services Centre	Books, CDs	2,405.03
Stfd. Home Hardware	Materials	32.53
Stfd. Glass and Lock	Office Supplies	101.70
RTM North Ltd	Office Supplies	3,017.10
Brodart	Office Supplies	382.98
CDW	Equipment Purchase	927.52
Toshiba	Photocopier	205.69

TOTAL	\$	10,511.56
--------------	-----------	------------------

GRAND TOTAL	\$	10,511.56
--------------------	-----------	------------------