



C.E.O. MONITORING REPORT March 2022

FINANCIAL CONDITION:

- As of March 31st, all 2022 revenues and expenses are tracking per estimates.
- At this time, no further information has been received from Perth South regarding its 2022 contract.

FOR YOUR INFORMATION:

Pandemic Response and Update:

- Following the Province's March 9th announcement, the Library has enacted the following:
 - Effective March 21st, patrons do not need to wear a mask in the Library
 - The Library strongly recommends that staff continue to wear their own masks in the coming weeks, especially if they are on the floor and cannot maintain their physical distance.
 - Screening – active employee screening will end as of March 21st.
 - Plexiglass – will remain in place for now and will be reassessed in the spring.
 - Isolation – staff only need to isolate if they are sick. It is not required to isolate if someone in the household is sick, unless the employee is unvaccinated.
 - The Auditorium will begin to be used for limited in-house programs, starting in late March. The Auditorium will also be used for civil marriage ceremonies conducted by the City of Stratford while the City Hall elevator is out of service, so it will not be available for members of the public to book.
 - On March 25th, the Library was able to secure and distribute 5 rapid tests to each employee for their personal use.

Staffing / Personnel:

- The Health Spending Account system was launched to all permanent part-time staff in mid-March.



General News:

- The Children's Floor carpet project was completed, and a number of new stack-ends were added to both the Children's and Adult floors, providing more face-out display space which is best for showcasing the collection.
- 2 new Early Literacy Stations have been installed on the Children's Floor. These stations replace the iPads which were previously in that location.
- The Library Settlement Services Program (in partnership with the YMCA of Three Rivers) will resume in-person services on March 3.
- The Seed Library has resumed service to the public. This is partnership between the Library and the Local Community Food Centre.
- After much consideration regarding staffing workspaces, the Children's Floor Program Room is set to become a communal office for May 1. This will allow the Supervisor of Public Service, who supervises 20 staff, to have a private office space. Following this move, the Quiet Study Room will be reopened for public use.

STRATEGIC ACTIVITIES

- On April 4th the PCIN will be officially launching its Fines-Free initiative. All 5 libraries will be fines-free for the core collections. Some special items will still have fines attached, such as Wi-Fi hotspots and Parks Ontario passes.
- CEO's activities:
 - Mar 25, Federation of Ontario Public Libraries Board Meeting.
 - Mar 28, Perth Community Futures Development Corporation Board Meeting.

Prepared by J. Merritt, March 31, 2022

Stratford Public Library - Year to Date Financials			
		Year to Date	25%
	2022 Budget		
Administration			
Revenue Total	-215,398	-869	
Expenditure Total	2,797,402	536,418	
Net Total	2,582,004	535,549	21%
Board			
Revenue Total	-	-	
Expenditure Total	6,000	286	
Net Total	6,000	286	5%
Programs			
Revenue Total	-	-	
Expenditure Total	13,000	1,151	
Net Total	13,000	1,151	9%
Building			
Revenue Total	-	-	
Expenditure Total	23,500	7,671	
Net Total	23,500	7,671	33%
PCIN			
Revenue Total	-213,083	-	
Expenditure Total	213,083	69,040	
Net Total	-	69,040	
transfer to reserve	5,000		
transfer to reserve	4,740		
grand total revenue	-428,481	-869	
grand total expenditure	3,062,725	614,566	
grand net worth	2,634,244	613,697	23%
Capital - Collections			
Revenue Total			
Expenditure Total	255,100	67,084	
Net Total	255,100	67,084	26%
Capital - Projects			
Revenue Total			
Expenditure Total	-	5,871	
Net Total	-	5,871	



VOUCHERS

March 1 to March 31, 2022

Library Bound	Books, CDs	8,245.86
Library Services Centre	Books, CDs	703.18
Swan Dust Control	Building	125.43
Bell Canada	Telephone	56.50
Blowes	Office Supplies	202.78
Toshiba	Photocopier	651.15
Kanopy	Electronic Media	597.00
GOTECH	Contractor	2,449.84
Culligan	Building	28.32
Marshall Workplace Law	Legal	4,203.60
Harriet Irving Library	Books, CDs	16.00
Brodart	Office Supplies	161.64
Envisionware	Computer	957.54
The Beacon Herald	Periodicals	600.60
Vista Radio	Advertising	759.36
Ann Reed Custom Upholstery	Equipment Purchase	444.09
True North HR Consulting	Contractor	1,412.50
Robyn Godfrey	Program	93.82
University of Guelph	Books	10.00
University of Montreal	Books	25.00
Brooke Windsor	Program	343.00
University of Toronto	Books	35.00
Bell Mobility	Internet	2,013.81
Bell Canada	Building	40.99
York University	Books	12.00
CDW	Equipment Purchase	335.20

TOTAL \$ **24,524.21**

GRAND TOTAL \$ **24,524.21**