



C.E.O. MONITORING REPORT November 2021

FINANCIAL CONDITION:

- The first City Council budget meeting for 2022 will be held on December 14th.
- All 2021 revenues and expenses are tracking per estimates, as of November 30th.

FOR YOUR INFORMATION:

Pandemic Response and Update:

- No changes this month; pandemic situation remains stable. Management is following the Omicron variant and the recent conversations about upgrading all masks to KN95 versions.

Staffing / Personnel:

- No changes this month.

General News:

- In partnership with Stratford-Perth Pride, CJCS 107.1 Juice FM, and The Stratford Times, SPL is launching a “Queer Book of the Month” initiative, to promote LGTBQ+ materials available in the Library’s collection. The first book review was released on November 9th. Staff do find that book reviews that get press/social media coverage do experience a spike in holds being placed.
- Parking lot construction has been completed. Staff are working to connect with legal counsel to proceed with the first draft of an updated memorandum of understanding.
- The first phase of the garden construction has been completed. The paths and large seating rocks have been installed, and the garden beds have been outlined and filled

with soil. The second phase will begin in spring 2022 and will involve the sourcing and planting of trees/shrubs, perennials, and annuals.

- SPL will be participating in Lights On Stratford for the 2021/22 season. Last year's design has been updated, and the key feature remains that anyone with a smartphone will be able to connect to the Library's Wi-Fi and then control the light display.
- Based on its work to update the catalogue in 2019/2020, BookNet Canada has approached SPL with a request to participate in their 2022 project to update the subject heading classifications related to Indigenous-related works. These subject headings, known as BISAC headings, are different from those used by libraries; they are used by book publishers and retailers. Once completed, these recommendations would form the basis for how commercially produced items are classified in Canada. SPL will be participating in this project.
- The liner notes that accompany the Willie Dunn Anthology album *Creation Never Sleeps, Creation Never Dies* have been nominated for a 2022 Grammy Award. They provide an extensively researched overview of the late Willie Dunn's work and legacy, complete with interviews with Dunn, his friends, family members and peers. The liner notes were a tireless project by producer Kevin Howes and completed in the SPL MakerSpace. This long-term project consisted of countless hours of research and use of the Adobe Creative Cloud software on the Digital Design computers at the library.

STRATEGIC ACTIVITIES

- In preparation for the formal fines-free rollout (with hopefully all of the other PCIN libraries), all PCIN libraries have switched to the auto-renewal process. This means that all items which have not been returned by their due date will be renewed if they are eligible to do so. This will ensure that borrowers are able to keep the items should they wish, and will not start the "overdue/lost" process until the eligible checkout periods have been used up. There are multiple categories of items which are not eligible for auto-renewals, including any item with a hold on it, Wi-Fi hotspots, and Xpress items.
- Staff are investigating the firms available, and cost to complete, a Diversity, Equity, and Inclusion audit at SPL. Staff believe this would be an appropriate next step to be able to understand the structural components that need to be addressed in order to excel in this area.



- CEO's activities:
 - In collaboration with a CEO colleague, Julia has been accepted to make a presentation at the 2022 OLA Superconference, titled "Library Leadership Problems Come in Patterns: Predicting the Path Forward".

Prepared by J. Merritt, November 30, 2021

Stratford Public Library - Year to Date Financials			
		Year to Date	
	2021 Budget	November 29, 2021	88%
Administration			
Revenue Total	-222,613	-208,473	
Expenditure Total	2,738,056	2,415,677	
Net Total	2,515,445	2,207,204	88%
Board			
Revenue Total	-	-	
Expenditure Total	6,000	854	
Net Total	6,000	854	14%
Programs			
Revenue Total	-	-	
Expenditure Total	12,000	32,623	
Net Total	12,000	32,623	272%
Building			
Revenue Total	-	-	
Expenditure Total	23,500	20,763	
Net Total	23,500	20,763	88%
PCIN			
Revenue Total	-214,790	- 228,118	
Expenditure Total	214,790	227,192	
Net Total	-	- 926	
transfer to reserve	5,000	3,750	
transfer to reserve	4,747	3,561	
grand total revenue	-437,403	-436,591	
grand total expenditure	3,004,093	2,704,420	
grand net worth	2,566,690	2,267,829	88%
Capital - Collections			
Revenue Total			
Expenditure Total	230,500	194,054	
Net Total	230,500	194,054	84%
Capital - Projects			
Revenue Total			
Expenditure Total	50,000	5,090	
Net Total	50,000	5,090	10%



VOUCHERS
November 1 - November 30, 2021

Library Bound	Books, CDs	19,068.66
Library Services Centre	Books, CDs	1,382.28
Blowes Stationery	Office Suppliesq	697.01
Pressreader	Electronic Media	10,102.20
Kanopy	Electronic Media	729.00
Ebsco Canada	Periodicals	1,008.38
Vista Radio	Advertising	474.60
Isaac Demeester	Office Suppliesq	50.00
Stratford Glass and Lock	Building	96.05
Swan Dust Control	Building	83.62
Culligan Water	Building	28.32
Trish MacGregor	Program	153.29
Brett Bakker	Program	640.00
Emma Brommer	Program	147.01
Robyn Godfrey	Program	473.31
Bell Canada	Building	155.38
City of Stratford	Internet	401.61
Gale	Electronic Media	5,124.08
FOPL	Membership	2,050.00
Toshiba	Photocopier	480.82
Dell Canada	Equipment Purchase	38.22
Stfd Home Hardware	Building	108.33
Toronto Star	Periodicals	764.40

TOTAL	\$	33,608.18
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GRAND TOTAL	\$	33,608.18
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