



C.E.O. MONITORING REPORT December 2021

FINANCIAL CONDITION:

- The first City Council budget was held on December 14th, and the Library's proposed budget was presented. There were no questions. The next meeting will be on January 17th.
- All 2021 revenues and expenses are tracking per estimates, as of December 31st. Staff anticipate that there will be a modest surplus for 2021.

FOR YOUR INFORMATION:

Pandemic Response and Update:

- Due to a number of (non-library-related) Covid exposures and/or illnesses on staff in the second half of December, the Library is unable to maintain the 7-day/week, 2-floor service anymore. Fortunately, there are no actual confirmed Covid cases on staff, however the combination of Covid-like-symptoms, 10-day isolation periods, contact-tracing-related isolations, and week-long delays in getting PCR tests means that a large section of staff is being affected.

The Board Chair & Vice-Chair have reviewed and agreed that the Library's next steps, effective Dec 29, are to be:

- Transition to curbside service only
- Reduce hours to Tuesday-Saturday (closing Sunday and Monday)
- Reduce staffing needs to one floor – suspending computer and MakerSpace appointments at this time

The goal with these changes is to reduce the services to a manageable level so that we can commit to offering them without any further reductions during this period. We have sent all staff who are able to home to work, and these will operate as our backup staff to perform the curbside service, should more public service staff be affected.

These changes will be in effect until January 14, and reviewed at that time.



Staffing / Personnel:

- No changes this month.

General News:

- SPL has launched a new video game collection for teens/youth. Due to space and budget restrictions it will be small but is anticipated to circulate well. St Marys is the only other library in PCIN that has video games for loan; they find it an extremely popular collection.
- Programming staff have been working on planning digital programs for the winter months, to continue to provide this service during anticipated Covid-related restrictions.

STRATEGIC ACTIVITIES

- CEO's activities:
 - Dec 16 & 17 completed Part 2 (of 2) of the Joint Health and Safety Committee training & certification.

Prepared by J. Merritt, December 31, 2021

Stratford Public Library - Year to Date Financials			
		Year to Date	
	2021 Budget	December 23, 2021	88%
Administration			
Revenue Total	-222,613	-211,758	
Expenditure Total	2,738,056	2,604,198	
Net Total	2,515,445	2,392,440	95%
Board			
Revenue Total	-	-	
Expenditure Total	6,000	950	
Net Total	6,000	950	16%
Programs			
Revenue Total	-	-	
Expenditure Total	12,000	33,662	
Net Total	12,000	33,662	281%
Building			
Revenue Total	-	-	
Expenditure Total	23,500	21,776	
Net Total	23,500	21,776	93%
PCIN			
Revenue Total	-214,790	-	228,118
Expenditure Total	214,790		227,500
Net Total	-	-	619
transfer to reserve	5,000	3,750	
transfer to reserve	4,747	3,561	
grand total revenue	-437,403	-439,876	
grand total expenditure	3,004,093	2,895,396	
grand net worth	2,566,690	2,455,520	96%
Capital - Collections			
Revenue Total			
Expenditure Total	230,500	208,118	
Net Total	230,500	208,118	90%
Capital - Projects			
Revenue Total			
Expenditure Total	50,000	5,090	
Net Total	50,000	5,090	10%



TOTAL	\$ 101,196.85
GRAND TOTAL	\$ 101,196.85