

**Board Meeting Agenda**  
**Tuesday, June 18, 2024**  
**4:30 pm – 350 City Hall Square W – Room 204**

**1. Call to Order**

Reading of Land Acknowledgment

*We [I] acknowledge that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. The Windsor Public Library honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land.*

**2. Disclosure of Pecuniary Interest**

**3. Minutes**

**3.1** Adoption of the minutes of the Annual General meeting held April 16, 2024

**3.2** Adoption of the minutes of the Regular meeting held April 16, 2024

**3.3** Adoption of the minutes of the In-Camera meeting held April 16, 2024

**4. Communications – see attached**

**5. Presentations/Delegations**

**5.1** KMPG Presentation of the Draft Audit Findings Report for the year ended December 31, 2023 – *separate attachment*

**6. Administrative Reports**

**6.1** Preliminary Financial Results of the Year Ended December 31, 2023

**6.2** Financial Report as at May 31, 2024

**6.3** Neighbourhood Libraries Annual Review

**6.4** Local History Branch & Windsor Municipal Archives Annual Review

**6.5** Facility Projects Update

**7. New Business**

**8. In Camera – agenda attached**

**9. Next Meeting**

Tuesday, August 13, 2024, at 4:30 o'clock p.m.  
350 City Hall Square W – Room 204

**10. Adjournment**

**Annual General Meeting Minutes  
Tuesday, April 16, 2024  
Budimir Branch – 1310 Grand Marais Rd. W**

The Annual General Meeting of the Windsor Public Library Board is held this day commencing at 4:32 o'clock p.m. at the Budimir Library Branch, there being present the following members:

Councillor Mark McKenzie, Chair  
Councillor Kieran McKenzie, Vice Chair  
Councillor Renaldo Agostino  
John Coleman  
Massimo De Menech

***Regrets received from:***

Marko Jovanovic  
Nicole Daignault

***Also present are the following from Administration:***

Ray Mensour, Commission of Corporate Services  
Michael Chantler, CEO (A)  
Tracy McManus, Manager Operations  
Christine Rideout-Arkell, Manager of Public Services, System-Wide Services  
Leisa Pieczonka, Manager of Public Services – Branches  
Rachel Chesterfield, Manager of Financial Accounting  
Dan Seguin, Deputy Treasurer, Financial Accounting  
Karen Kadour, Committee Coordinator, Council Services

**1. Call to Order**

The Chair calls the meeting to order at 4:32 o'clock p.m. and the Windsor Public Library Board considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

**2. Presentations and Delegations**

Two brief videos produced by the Windsor Public Library digital branch are viewed entitled "[Letters to an Elder Program](#)" and "[WPL Presents: The Dictionary: The Movie](#)".

**3. Windsor Public Library 2023 Annual Report**

Michael Chantler, CEO (A) provides the highlights of the Annual Report and refers to the commitment of the various community partners. The Report also includes the Top 5 items

borrowed – Books, eBooks, eAudiobooks; the number of card holders, digital and print circulation, and the 2023 Budget.

Councillor Kieran McKenzie refers to the customer use index and asks how close we are to where we were prior to the onset of the pandemic.

Christine Rideout-Arkell responds that the circulation in 2019 was 1.27 M and in 2024 is 1.21 M.

Massimo De Menech remarks that the Library team does a great job through the digital branch, social media, and planned events all of which brings people back to the library.

Moved by: Councillor Kieran McKenzie

Seconded by: Massimo De Menech

**Decision Number: WPL 08/2024**

That the Windsor Public Library 2023 Annual Report **BE RECEIVED.**

Carried.

**4. Adjournment**

There being no further business, the meeting is adjourned at 4:43 o'clock p.m.

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Councillor Mark McKenzie  
Windsor Public Library Board Chair

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Michael Chantler  
CEO (A), Windsor Public Library

**Board Meeting Minutes  
Tuesday, April 16, 2024  
Budimir Branch – 1310 Grand Marais Rd. W.**

A meeting of the Windsor Public Library Board is held this day commencing at 4:43 o'clock p.m. at the Budimir Library Branch, there being present the following members:

Councillor Mark McKenzie, Chair  
Councillor Kieran McKenzie, Vice Chair  
Councillor Renaldo Agostino  
John Coleman  
Massimo De Menech

***Regrets received from:***

Marko Jovanovic  
Nicole Daignault

***Also present are the following from Administration:***

Ray Mensour, Commission of Corporate Services  
Michael Chantler, CEO (A)  
Tracy McManus, Manager Operations  
Christine Rideout-Arkell, Manager of Public Services, System-Wide Services  
Leisa Pieczonka, Manager of Public Services – Branches  
Rachel Chesterfield, Manager of Financial Accounting  
Dan Seguin, Deputy Treasurer, Financial Accounting  
Karen Kadour, Committee Coordinator, Council Services

**1. Call to Order**

The Chair calls the meeting to order at 4:43 o'clock p.m. and the Windsor Public Library Board considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

**2. Disclosure of Pecuniary Interest**

None disclosed.

**3. Adoption of the Minutes**

**3.1** Adoption of the minutes of the Windsor Public Library Board of its meeting held February 19, 2024

Moved by: Councillor Renaldo Agostino  
Seconded by: John Coleman

**Decision Number: WPL 09/2024**

That the minutes of the Windsor Public Library Board of its meeting held February 19, 2024

**BE ADOPTED** as presented.

Carried.

**3.2** Adoption of the In Camera minutes of the Windsor Public Library Board of its meeting held February 19, 2024

Moved by: Councillor Renaldo Agostino

Seconded by: John Coleman

**Decision Number: WPL 10/2024**

That the In Camera minutes of the Windsor Public Library Board of its meeting held February 19, 2024 **BE ADOPTED** as presented.

Carried.

**4. Communications**

Moved by: Councillor Renaldo Agostino

Seconded by: John Coleman

**Decision Number: WPL 11/2024**

That the Media communications and letters received regarding the Buzzed Bee Library event and the “Letters to an Elder Initiative” **BE NOTED AND FILED.**

Carried.

**5. Presentations and Delegations**

None.

**6. Administrative Reports**

**6.1 Communities Libraries Annual Review**

Leisa Pieczonka, Manager of Public Services – Branches provides the following remarks as it relates to the Community Libraries Annual Review:

- 2023 was a successful year for the Windsor Public Library with three Community branches growing and thriving in many ways.
- Dedicated staff at all three locations fully engaged with customers without any pandemic limitations.
- All locations saw a surge in visitors seeking public computer access, Wi-Fi, study space and community engagement.
- A review of the facilities, collection and programming at the Chisholm, Forest Glade and Fontainebleau branches is provided.

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Renaldo Agostino

**Decision Number: WPL 12/2024**

That the report of the Manager of Public Services – Branches dated April 9, 2024 entitled “Community Libraries Annual Review” **BE RECEIVED** as presented.  
Carried.

**6.2 Reference Libraries Annual Review**

Leisa Pieczonka, Manager of Public Services – Branches provides the following remarks as it relates to the Reference Libraries Annual Review:

- 2023 was a successful year for the Windsor Public Library and our two reference branches were certainly no exception.
- Dedicated staff at all three locations fully engaged with customers without any pandemic limitations offering a wide range of creative programming options for all ages.
- Both locations (Budimir Branch and Riverside Branch) saw a surge in visitors seeking public computer access, study space for both solo and group study and room bookings.

Moved by: Councillor Kieran McKenzie  
Seconded by: Councillor Renaldo Agostino

**Decision Number: WPL 13/2024**

That the report of the Manager of Public Services – Branches dated April 9, 2024 entitled “Reference Libraries Annual Review” **BE RECEIVED** as presented.  
Carried.

**6.3 2023 Human Resources Annual Review**

In response to a question asked by Councillor Kieran McKenzie regarding some of the open positions, Tracy McManus responds with the following remarks:

- New Manager of Marketing and Communications position is currently being evaluated by the non-union JJE committee and will be posted as soon as results are received
- Adult Literacy Instructor positions have been through the union JJE process and will be posted shortly
- The two part-time Bookmobile Driver/Clerk positions will be posted in the next few weeks

Moved by: Councillor Kieran McKenzie  
Seconded by: Massimo De Menech

**Decision Number: WPL 14/2024**

That the report of the Manager of Operations dated April 9, 2024 entitled “2023 Annual Human Resources Review” **BE RECEIVED** as presented.  
Carried.

#### **6.4 Financial Report as at March 31, 2024**

In response to a question asked by Councillor Kieran McKenzie regarding if the WPL will land in a surplus position, Rachel Chesterfield, Manager of Financial Accounting responds affirmatively. She adds that they have been using the budget within the parameters of the library, and there should not be any type of deficit. Dan Seguin, Deputy Treasurer, Financial Accounting advises that the spending is up and down throughout the year, however, no red flags have been identified. He adds it is early to consider a surplus, but there are no concerns at all.

Moved by: Councillor Renaldo Agostino

Seconded by: John Coleman

#### **Decision Number: WPL 15/2024**

That the report of the Manager of Financial Accounting dated April 9, 2024 entitled “Financial Report as at March 31, 2024” **BE RECEIVED** as presented.

Carried.

### **7. New Business**

#### **7.1 Board Orientation and Training**

Michael Chantler suggests the implementation of training for members of the Windsor Public Library Board as it relates to Governance, Freedom of Information and Protection of Privacy Act, (MFIPPA), Conflict of Interest, and the Respectful Workplace Policy. The training can be accomplished in a Special Meeting of the WPL Board or, it can be added to the June 18, 2024 meeting.

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Kieran McKenzie

#### **Decision Number: WPL 16/2024**

That the Members of the Windsor Public Library Board **BE REQUESTED** to attend an Orientation Training Session on a date to be determined at the call of the Chair.

Carried.

#### **7.2 Bookmobile Verbal Update**

Christine Rideout-Arkeill advises the Bookmobile purchased from Overland Trucking Company is currently on the production line in Columbus, Ohio; will come off the line in June; the graphic designs will be added and will be shipped to Thorndale, Ontario and should arrive in Windsor in late July/early August 2024.

Moved by: Councillor Kieran McKenzie

Seconded by: Massimo De Menech

#### **Decision Number: WPL 17/2024**

That the verbal update regarding the status of the Bookmobile **BE RECEIVED**.

Carried.

### **7.3 Ward 9 Feasibility Study Update Request**

Councillor Kieran McKenzie asks for an update on the Ward 9 Feasibility Study. Michael Chantler indicates that they are in Phase 2 which represents 70% completion and adds they he will be meeting with the Architect in the near future.

### **8. In Camera (Separate Agenda)**

### **9. Date of Next Meeting**

The next meeting will be held on Tuesday, June 18, 2024 at 4:30 o'clock p.m. in room 204, 350 City Hall Square West.

### **10. Adjournment**

There being no further business, the meeting is adjourned at 5:05 o'clock p.m.

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Councillor Mark McKenzie  
Windsor Public Library Board Chair

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Michael Chantler  
CEO (A), Windsor Public Library



**IN CAMERA**

**Board Meeting Minutes**

**Tuesday, April 16, 2024**

**Budimir Branch – 1310 Grand Marais Rd. W**

**Members in attendance:**

Councillor Mark McKenzie, Chair  
Councillor Kieran McKenzie, Vice Chair  
Councillor Renaldo Agostino  
John Coleman  
Massimo De Menech

**Regrets received from:**

Marko Jovanovic  
Nicole Daignault

**Also in attendance:**

Michael Chanter, CEO (A)  
Ray Mensour, Commissioner, Corporate Services  
Dan Seguin, Deputy Treasurer, Financial Accounting  
Rachel Chesterfield, Manager of Financial Accounting  
Karen Kadour, Committee Coordinator, Council Services

**Call to Order**

**The Chair calls the In Camera meeting to order at 5:05 o'clock p.m.**

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Renaldo Agostino,

That the In Camera Agenda **BE APPROVED** and to move In Camera for the purpose of consideration of the items of business:

**Item No. Subject & Section - Pursuant to *Public Libraries Act 16.1 (4)***

**3.1 labour relations or employee negotiations – Section 16.1 (4)(d)**

Carried.

**Disclosure of Pecuniary Interest**

None disclosed.

**Discussion on the item of business**

Verbal Motion is presented by Councillor Renaldo Agostino, seconded by Massimo De Menech to move back into public session at 6:30 o'clock p.m.

Carried.

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Moved by: Councillor Kieran McKenzie,  
Seconded by: Councillor Renaldo Agostino

That the Clerk **BE DIRECTED to** transmit the recommendation(s) contained in the report(s) discussed at the In Camera Meeting held April 16, 2024 directly to the Windsor Public Library Board for consideration at the next Regular Meeting.

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Moved by: Councillor Kieran McKenzie  
Seconded by: Councillor Renaldo Agostino

**Decision Number: WPL IC 02/2024**

That the In Camera verbal update relating to labour relations or employee negotiations by the Board **BE RECEIVED** and further, that Administration **BE REQUESTED** to proceed in accordance with the verbal direction of the Windsor Public Library Board.

Carried.

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Moved by: Councillor Kieran McKenzie  
Seconded by: Councillor Renaldo Agostino

That the In Camera meeting of the Windsor Public Library Board held April 16, 2024 **BE ADJOURNED** at 6:35 o'clock p.m.

Carried.

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Councillor Mark McKenzie  
Windsor Public Library Board Chair

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Michael Chantler  
CEO (A) Windsor Public Library

Windsor Public Library Board  
**Communications**  
Tuesday, June 11, 2024

**Media**

- [New Windsor Public Library bookmobile hits road this summer](#) – Windsor Star, April 17, 2024
- [Usage levels up across the board at WPL branches](#) – AM800, April 21, 2024
- [Pagination 4<sup>th</sup> Issue Launch Party](#) – Arts Council Windsor & Region, May 4, 2024
- [Ojibway on the go – partnership with Windsor Public Library](#) – iHeart Radio, May 7, 2024

**Letters/Emails**

**Sent:** Tuesday, April 30, 2024 7:44 PM  
**To:** Customer Service <[customerservice@windsorpubliclibrary.com](mailto:customerservice@windsorpubliclibrary.com)>  
**Subject:** Helpful Employee

I have been in twice in the last week and was helped by an amazing library employee. We were looking for park passes, and she not only helped us with that, but suggested museum and art gallery passes as well. Our walking group enjoyed the museum and art gallery, and this employee also told us about the tool lending at the library. We would have been unaware of these things if not for her. I did not catch her name, but it was the central branch at rear of Paul Martin building. I just want it known how much these two older ladies appreciated her help. Well done!

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**From:** Erin Ritchie  
**Sent:** Saturday, May 4, 2024 1:57 PM  
**To:** Library Staff  
**Subject:** WPL is amazing

Hi everyone!

Our [WPL Instagram](#) account reached 5,000 followers so we ran a little [giveaway](#).

Participants had to comment something that they love about WPL. I loved reading so many amazing comments about the work we do and services we offer every day.

A list of the 100+ things users love about WPL can be found here: [WPL Instagram Comments](#)

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**Sent:** Friday, May 10, 2024 7:41 PM  
**To:** Chantler, Michael  
**Subject:** Positive feedback

Hello Michael,

Just a quick note about my app press reader.

Today I went to the Forest Glade Library to ask for help. I believe Alyssa ... not sure on spelling. She worked for over half an hour to get it working. She did try phoning the tech guy but he wasn't available so she kept trying different ways to get it working. After many tries ... new library card ... new email address ... she finally got it working! Yeah.

I was so impressed and pleased with her helping me and finally getting it to work!!!!  
An impressive young woman. She was alone so she did excuse herself to help doing checkouts.

Windsor Public Library Board  
**Preliminary Financial Results of the Year Ended December 31, 2023**  
Tuesday, June 11, 2024

**1. OBJECTIVE:**

To provide the Windsor Public Library Board (WPLB) with the preliminary year-end operating budget results for the year ended December 31, 2023.

**2. BACKGROUND:**

The 2023 operating budget was developed in the summer/fall of 2022 by Administration using the best information available at the time and was subsequently approved by both the Windsor Public Library Board and the City of Windsor. All efforts are made to operate within the budget allotments, and offsetting savings are sought where budget deficits do occur. This report brings forward the 2023 year-end operating budget variance by the traditional board-reporting categories.

**3. ANALYSIS:**

The Windsor Public Library Board ended 2023 with an operating surplus of \$112,150. Line-item variances are provided in **Appendix A** and discussed throughout this report.

Description	Budget	Actual	Surplus (Deficit)	% Budget Spent
Revenue	\$9,210,381	\$9,159,763	(\$50,618)	99%
Salaries & Benefits	\$6,467,234	\$6,215,856	\$251,378	96%
Other Expenses	\$2,743,147	\$2,831,757	\$(88,610)	103%
Net Surplus			\$112,150	

**Revenue**

The operating budget is funded primarily by the municipality and the province but also by various grants, donations, and user fees. Revenue experienced a deficit of (\$50,618) in 2023, with the significant categories contributing to this deficit outlined in the sections below.

**Provincial Funding (\$122,884)**

This budget line contains the annual Public Library Operating Grant (PLOG) and the literacy grant funding provided by the Province each year. The recorded budget deficit of (\$122,884) arises from the Literacy Program's partial operation in 2023. This program only resumed in March 2023, following a suspension in previous years due to COVID-19 and related restrictions. This deficit is offset by a budget surplus in the Charges against Literacy budget category noted in the expenses section below.

**Transfers from Reserves \$171,218**

The transfer from reserves surplus is mainly contributed to Board approved funding for various initiatives take on by WPL throughout 2023.

**Fees Revenue (\$115,003)**

In 2023, WPL ended with a deficit of (\$115,003) in lost user fees due to reduced revenue earned in user fees and fees & service charges. Fee revenue sources include fines for late returns of books and other resources, room rentals, public copier and personal computer usage, and other equipment and service fees. The Windsor Public Library Board approved the elimination of late fines as of August 2023.

## **Expenses**

The expense accounts with significant variances which resulted in the total expenses surplus of \$162,768 are outlined below.

### **Salaries & Wages, Other Personnel & Benefits \$251,378**

The Windsor Public Library ended 2023 with a surplus of \$251,378 in salary and benefits. Similar to previous years, salary and wage costs for WPL employees remained below budget due to the historical surplus from the move from 850 Ouellette to the Paul Martin Building. The Central location operated with fewer staff, although the budget was not adjusted in anticipation of a new Central branch being built, requiring the recall of additional staff. Vacancies in the permanent staff establishment, gaps, and unpaid leaves of absence also contributed to the surplus. The timing of the new bookmobile delivery led to delays in hiring driver positions. Additionally, with retirements in various positions, recruitment to fill these positions has not been completed. Gaps in other roles within WPL also contributed to the overall surplus in Salaries and Benefits. However, the surplus was significantly reduced due to some salary overlapping.

### **Information Resources (\$177,230)**

The Information Resources accounts experienced an overall (\$177,230) deficit for 2023. \$100,000 of this deficit is offset through Board approved funding as noted in the Transfer from Reserve revenue category. The remaining deficit is mainly due to the rising costs of books and their associated processing fees, as well as the cost of digital resources, including eBooks and databases.

### **Building and Property (\$124,796)**

A portion of the deficit in this category results from unbudgeted additional hours required for the WPL Supervisor to adequately oversee all Windsor Public Library (WPL) locations. This position has been restructured for 2024 and is now fully funded by the WPL Operating budget. The remaining deficit is primarily attributed to increased building and property maintenance and repairs throughout 2023. This includes funding for various new initiatives, such as the installation of water bottle fill stations at John Muir and Bridgeview, as well as new landscaping at Fontainebleau.

### **Charges Against Literacy \$155,625**

The Library administers Adult Literacy and Deaf Literacy programs on behalf of the Ministry of Labour, Training, and Skills Development, operating on a program year basis from April 1 to March 31. In 2023, these programs resumed following a hiatus due to COVID-19. The re-initiation required extensive preparation, resulting in a delayed onboarding of learners for the program. Additionally, the absence of hired instructors in 2023 further limited the program's capacity to operate at full scale, therefore leading to reduced expenses. This financial surplus

is offset by a corresponding reduction in funding received, as noted under the revenue, Provincial Funding category above.

#### Fees Offset Expenses \$48,773

The surplus of \$48,773 in the Fees Offset Expenses line is primarily attributable to the reduced costs incurred by WPL in 2023, stemming from the temporary suspension of patron account referrals to an external collection agency while fines were on hold. Following the newly Board-approved policy to eliminate fines, WPL has reinstated the practice of referring patron accounts to collections under specified criteria for unreturned books, as approved by the WPL Board. This surplus partially mitigates the deficit observed in the Fees Revenue line noted above.

#### Other Expenses \$9,019

Offsetting variances less than \$50,000 in the remainder of the accounts netted a surplus of \$9,019 overall.

#### **Conclusion**

An operating budget surplus of \$112,150 has been earned for the fiscal year ended December 31, 2023. In accordance with Board Resolution 65-19, the operating surplus of \$112,150 is transferred to the Library's Operation Expenditure Reserve Fund 204; designated by the WPLB to be used for the planning and development of a new Central Library.

#### **4. RECOMMENDATION:**

THAT the report of the Manager of Financial Accounting dated June 11, 2024, entitled "Preliminary Financial Results of the Year Ended December 31, 2023" **BE RECEIVED** as presented

Prepared by:

Rachel Chesterfield, Manager of Financial Accounting

[rchesterfield@citywindsor.ca](mailto:rchesterfield@citywindsor.ca)

**OPERATING RESULTS FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2023**

	<b>2023 ANNUAL BUDGET</b>	<b>2023 YTD ACTIVITY</b>	<b>2023 YTD VARIANCE Surplus (Deficit)</b>	<b>% UTILIZED</b>
<b>Revenue:</b>				
Municipal Funding	8,249,186	8,249,186	-	100%
Provincial Funding	629,183	506,299	(122,884)	80%
Grant Revenue	-	17,041	17,041	-
Fundraising Revenue	-	-	-	-
Donations	25,712	24,452	(1,260)	95%
Transfers from Reserves	-	171,218	171,218	-
Miscellaneous Income	-	269	269	-
Fees Revenue	156,300	41,298	(115,003)	26%
Expense Recoveries	150,000	150,000	-	100%
<b>Total Revenue</b>	<b>9,210,381</b>	<b>9,159,763</b>	<b>(50,618)</b>	<b>99%</b>
<b>Expenses</b>				
<b>Salaries &amp; Benefits:</b>				
Salaries & Wages & Other Personnel	5,176,056	5,058,306	117,750	98%
Employee Benefits	1,291,178	1,157,550	133,628	90%
<b>Total Salaries &amp; Benefits</b>	<b>6,467,234</b>	<b>6,215,856</b>	<b>251,378</b>	<b>96%</b>
<b>Other Expenses:</b>				
Professional Services & Consulting	40,000	25,539	14,461	64%
Information Resources	961,989	1,139,219	(177,230)	118%
Information Communication & Technology	233,630	210,770	22,860	90%
Furniture & Equipment	19,550	1,437	18,113	7%
Building & Property	361,594	486,390	(124,796)	135%
Operating Supplies	38,000	54,159	(16,159)	143%
Postage & Freight	47,000	28,105	18,895	60%
Conference & Education Assistance	35,000	15,613	19,387	45%
Communications & Development	22,204	18,614	3,590	84%
Charges Against Donations	-	24,452	(24,452)	-
Charges Against Literacy	267,302	111,677	155,625	42%
Rent, Insurance, Taxes & Security	173,832	216,228	(42,396)	124%
Utilities	272,385	269,397	2,988	99%
Grant Expenses	-	15,142	(15,142)	-
Program Expenses	188,324	181,140	7,184	96%
Fees Offset Expenses	75,337	26,564	48,773	35%
Transfer to Operations Reserve	7,000	7,310	(310)	104%
<b>Total Other Expenses</b>	<b>2,743,147</b>	<b>2,831,757</b>	<b>(88,610)</b>	<b>103%</b>
<b>Total Expenses</b>	<b>9,210,381</b>	<b>9,047,613</b>	<b>162,768</b>	<b>98%</b>
<b>Net Budget Surplus (Deficit)</b>	<b>-</b>	<b>112,150</b>	<b>112,150</b>	



Windsor Public Library Board  
**Financial Report as at May 31, 2024**  
Tuesday, June 11, 2024

**1. OBJECTIVE:**

To inform the Windsor Public Library Board of the operating results of the organization for the three months ending March 31, 2024. This report is based on the:

- [Public Libraries Act, R.S.O.1990, chapter P.44](#) as amended 2019, CH14, Sched.12
- WPL [Financial Policy O-22](#)

The Windsor Public Library also abides by the following City of Windsor Policies: Accounts Receivable Billing Policy, Purchasing Bylaw, Cash Receipts Control Policy, Purchasing Card Program Policies, Tangible Capital Assets Policy, Travel and Business Expense Policy and Fraud and the Misuse of Assets Policy.

**2. BACKGROUND:**

The 2024 operating budget was developed in the summer/fall of 2023 by Administration using the best information available at the time, and was subsequently approved by both the Windsor Public Library Board and the City of Windsor. All efforts are made to operate within the budget allotments, and offsetting savings are sought where budget deficits do occur. Actual results will be influenced by many factors including staffing trends, grant and donation levels, foreign exchange fluctuations and other events which impact revenue streams or expenditure levels.

**3. ANALYSIS:**

**Results at May 31, 2024**

A high-level summary of the operating results is provided in the table below and actuals by category are compared to budget in **Appendix A**.

Description	Budget	Budget to May 31, 2024	Actual	Surplus (Deficit)	% Budget Spent
Revenue	\$9,068,428	\$3,778,512	\$3,779,705	(\$5,288,723)	42%
Salaries & Benefits	\$6,315,557	\$2,631,482	\$2,365,003	\$3,950,554	37%
Other Expenses	\$2,752,871	\$1,147,030	\$1,166,914	\$1,585,957	42%
Net Surplus				\$247,788	

Revenue and expenditures have seasonal variations, and the current surplus is not an indication of the organization’s year-end position.

In accordance with Board resolution 65.19, any final year-end operating variance will be transferred to / from Operations Reserve Fund 204, which has been committed in its entirety to fund planning and development costs for a new Central Library.

**4. RECOMMENDATION:**

THAT the report of the Manager of Financial Accounting dated June 11<sup>th</sup>, 2024, entitled “Financial Report as at May 31, 2024” **BE RECEIVED** as presented

Prepared by:

Rachel Chesterfield, Manager of Financial Accounting  
[rchesterfield@citywindsor.ca](mailto:rchesterfield@citywindsor.ca)

**OPERATING RESULTS FOR THE MONTH ENDING May 31, 2024**

	2024 ANNUAL BUDGET	2024 YTD ACTIVITY	2024 YTD VARIANCE Surplus (Deficit)	% UTILIZED	2024 BUDGET TO MAY 31	2024 PRORATED VARIANCE AT MAY 31
<b>Revenue:</b>						
Municipal Funding	8,196,393	3,415,164	(4,781,229)	42%	3,415,164	-
Provincial Funding	630,023	197,681	(432,342)	31%	262,510	(64,829)
Grant Revenue	-	-	-	-	-	-
Fundraising Revenue	-	-	-	-	-	-
Donations	25,712	62,356	36,644	243%	10,713	51,643
Transfers from Reserves	-	2,917	2,917	-	-	2,917
Miscellaneous Income	-	11,056	11,056	-	-	11,056
Fees Revenue	66,300	28,031	(38,269)	42%	27,625	406
Expense Recoveries	150,000	62,500	(87,500)	42%	62,500	-
<b>Total Revenue</b>	<b>9,068,428</b>	<b>3,779,705</b>	<b>(5,288,723)</b>	<b>42%</b>	<b>3,778,512</b>	<b>1,193</b>
<b>Expenses</b>						
<b>Salaries &amp; Benefits:</b>						
Salaries & Wages	4,681,363	1,775,926	2,905,437	38%	1,950,568	174,642
Employee Benefits	1,245,624	443,494	802,130	36%	519,010	75,516
Wages and Benefits - CCW staff	388,570	145,583	242,987	37%	161,904	16,321
<b>Total Salaries &amp; Benefits</b>	<b>6,315,557</b>	<b>2,365,003</b>	<b>3,950,554</b>	<b>37%</b>	<b>2,631,482</b>	<b>266,479</b>
<b>Other Expenses:</b>						
Professional Services & Consulting	40,700	21,268	19,432	52%	16,958	(4,310)
Information Resources	961,989	450,958	511,031	47%	400,829	(50,130)
Information Comm. & Technology	235,630	87,582	148,048	37%	98,179	10,597
Furniture & Equipment	19,550	-	19,550	0%	8,146	8,146
Building & Property	460,742	146,999	313,743	32%	191,976	44,977
Operating Supplies	38,000	19,347	18,653	51%	15,833	(3,514)
Postage & Freight	30,455	16,375	14,080	54%	12,690	(3,686)
Conference & Education Assistance	30,000	12,267	17,733	41%	12,500	233
Communications & Development	22,204	2,186	20,018	10%	9,252	7,065
Charges Against Donations	-	62,356	(62,356)	-	-	(62,356)
Charges Against Literacy	268,142	65,899	202,243	25%	111,726	45,826
Rent, Insurance, Taxes & Security	216,935	147,229	69,706	68%	90,390	(56,839)
Utilities	193,900	68,699	125,201	35%	80,792	12,092
Program Expenses	188,324	56,629	131,695	30%	78,468	21,840
Fees Offset Expenses	39,300	6,201	33,099	16%	16,375	10,174
Transfer to Operations Reserve	7,000	2,917	4,083	42%	2,917	-
<b>Total Other Expenses</b>	<b>2,752,871</b>	<b>1,166,914</b>	<b>1,585,957</b>	<b>42%</b>	<b>1,147,030</b>	<b>(19,885)</b>
<b>Total Expenses</b>	<b>9,068,428</b>	<b>3,531,917</b>	<b>5,536,511</b>	<b>39%</b>	<b>3,778,512</b>	<b>246,595</b>
<b>Net Budget Surplus (Deficit)</b>	<b>-</b>	<b>247,788</b>	<b>247,788</b>		<b>-</b>	<b>247,788</b>

Windsor Public Library Board  
**Neighbourhood Libraries Annual Review**  
Tuesday, June 11, 2024

**1. OBJECTIVE:**

To provide the Windsor Public Library Board with a review of the facilities, collection and programming at the Bridgeview, John Muir and Seminole Branches for the period of January to December 2023.

2023 was a successful year overall for Windsor Public Library and our three neighbourhood branches had a strong showing across the board. Our dedicated and passionate staff at all three locations embraced the opportunity to fully engage with customers without any pandemic-related restrictions, offering a range of creative programming offerings for all ages. 2023 saw our branches once again return to a pre-pandemic sense of normalcy resulting in a busy and productive year for all three locations.

Regular 2023 Hours of Operation at Bridgeview, John Muir and Seminole Branches

Term	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL
Summer	12-8	10-6	12-8	10-6	9-5	9-5	Closed	48 hrs.
Winter	12-8	10-6	12-8	10-6	9-5	9-5	Closed	48 hrs.

**2. BRIDGEVIEW BRANCH**

2023 at the Bridgeview branch saw a return to the space as a bustling community hub once again. Staff welcomed back children and teens from nearby schools during the after school hours, as well as adults during the daytime hours who used the space for study, relaxation and to access public internet. During the course of the year, the branch received improvements including revamped outside landscaping, repair to the façade and a drinking fountain and bottle-filling station. Staff continued to cultivate positive relationships with nearby schools and brought regular class visits back to the branch with a total of 470 children, 6 youth and 66 adults in attendance.

**Background:**

Located one block north of Tecumseh Road West and adjacent to West Gate Public School, the Bridgeview Branch was built in 2002 on land leased from the Greater Essex County District School Board and serves wards 2, 3 and 10. The 5,100 SF branch serves a population of 17,840 and is located on Transit Windsor routes [Central 3](#), and [Dominion 5](#).

The Bridgeview Branch is home to over 20,900 volumes and accounted for 5.6% of Windsor Public Library’s total annual print circulation in 2023. The Bridgeview Branch is considered a member of the Neighbourhood Library family of branches, which includes the similarly sized branches of John Muir and Seminole.

According to 2016 Census Canada data, the top non-official languages spoken at home in the surrounding planning districts of [University](#) and [South Cameron](#) are Mandarin and Arabic,

respectively. The University district has 17% of its population between the ages of 20-24, which is more than double almost any other district in the city.

Bridgeview Branch is also near Saint-Edmond French Catholic elementary school and has a large children’s French collection to support its students.

**Annual Statistical Review:**

Bridgeview saw impressive positive increases in all areas of measure as compared to 2022, having the largest growth in most areas for our Neighbourhood Branch category. Most notable were the 158% increase in program attendance, 86% increase in public internet use and a 44% increase in the number of visitors to the branch.

Measurable	2023	2022	2021	Notes for 2023
Circulation Print	35,844	34,416	28,136	+4% increase in print circulation
Gate Count	34,042	23,619	15,002	+44% increase in attendance
Membership New	813	625	654	+30% increase in new memberships Bridgeview accounts for 7% of all WPL users
Total	6,938	6,677	6,862	
Internet Use (hours)	2,224	1,192	780	+86% in public internet usage
Program Attendance	4,355	1,689	2,043	+158% increase in program attendance
# Programs	290	140	96	

**Programming Review:**

In 2023, Bridgeview Branch staff worked hard to create and offer innovative and educational programming opportunities for customers of all ages with a focus on options for the many neighbourhood children that frequent this location. Staff offered 290 programs throughout the year, attended by 3032 children, 509 young adults and 814 adults.

The ability to once again program without capacity limits allowed staff to welcome back larger groups for their popular weekly programs such as *Art Club* and a wide variety of after school drop-in programs. Nearly 400 children, 51 teens and 96 adults enjoyed art-focused programs and *Drop-In LEGO*, drew a total of 795 children and 200 adults who enjoyed getting creative as they built their own LEGO projects.

Bridgeview’s return to fully in-person *Summer Reading Program* was a successful endeavour with more than 900 attendees enjoying a host of activities that enlightened and entertained. The celebratory *End of Summer Party* in August was especially well attended with 55 children and 33 adults stopping in for fun and games.

Staff continued to offer children and caregivers the opportunity to focus on the importance of early literacy and learning with their weekly *Morning Storytime* for young children and caregivers.

The *Let’s Talk English* conversation circle, introduced at the branch in the fall of 2023, allows newcomers to gather and practice English conversation skills in a fun and social environment and was a long-awaited addition to the programming roster.

Bridgeview staff plan several special events for the community during the year including their annual *Holiday Hoopla* celebration in December which was attended by almost 80 children and adults.

The hard work and dedication of the Bridgeview Branch staff in planning a host of fun and entertaining program options for the community was clearly well received as evidenced by their impressive growth in program attendance in 2023.

### **3. JOHN MUIR BRANCH**

2023 saw the John Muir branch continued the same positive trajectory as the previous year, with customers old and new returning to the branch for a host of inventive programs and friendly and attentive service. The bright and spacious branch also remains a popular study space for nearby College and University students. Improvements to the branch in the past year included a new drinking fountain and water bottle filling station, that was a welcome addition for customers and staff alike. John Muir staff continued to offer tours of the award-winning building, proudly providing this guided experience for nearly 400 visitors in 2023.

#### **Background:**

In January 2018, WPL began renovations to the 1921 Sandwich Fire Hall and stable on Mill Street with Architect Jason Grossi of studio g+G Inc. The \$5,482,855 heritage project resulted in a 5,940 SF public library facility, which opened in late September 2019 as the John Muir Branch. John Muir was an educator and community advocate who led efforts to build the original Sandwich Branch in 1999.

The John Muir Branch is located at [363 Mill Street](#) in the historic Old Sandwich neighbourhood of Ward 2 and is accessible via the [Crosstown 2](#) and [Transway 1C](#) Transit Windsor routes. The branch has 15,767 items in its collection and serves a catchment area of 11,000 people. It accounts for 4% of WPL's total annual print circulation and is categorized as a Neighbourhood Library.

According to the 2016 Census Canada, the surrounding Sandwich planning district has 13% of its population between the ages of 20-24. This is second only to the nearby University district and reflects the large number of post-secondary students in the area. A sizeable 16% of the population speak a non-official language at home, with Arabic, Mandarin, and Bengali being the top three.

The John Muir Branch has large children's and adult recreational reading collections to support neighbourhood and University students. Its collection is also strong in Sandwich History resources, reflecting the area's historic importance and contains Arabic and Chinese language collections. A collection of children's books on the theme of firefighting was added to the collection in 2019 to reflect the building's heritage.

#### **Annual Statistical Review:**

The John Muir branch once again saw positive growth in nearly all areas of measure in 2023. Particularly impressive is their 29% increase in print circulation, the highest growth in this area across the Neighbourhood Branch category. Public internet access also remains a popular service at John Muir, with demand having grown 36% over 2022 numbers.

Measurable	2023	2022	2021	Notes For 2023
Circulation Print	25,522	19,721	17,430	+29% in print circulation
Gate Count	29,354	24,748	19,270	+17% increase in gate count
Membership New Total	692 4,992	707 4,635	366 4,341	-2% in new memberships Muir accounted for 5% of all WPL users at the end of Dec 2023
Internet Use (hours)	1,869	1,375	825	+36% increase in internet use
Program Attendance # Programs	3,872 223	3,623 171	1,398 53	+7% increase in program attendance

### Programming Review:

In 2023, John Muir branch continued to plan inventive and exciting programs with a focus on options for adults and more specifically, the arts. 223 programs were hosted last year with 2490 adults, 296 teens and 1086 children participating.

Branch staff eagerly embraced the ability to host musical performances in a space tailor made for this purpose, offering a number of mini concerts, including the *Muir Music Café* and the *Old Time Music Café* series. More than 175 attendees enjoyed live musical performances and talks about the history of various forms of music including blues and folk. The popular *Accessing Authors* series was back at the branch once again, featuring local writers such as Patrick Brode and David Garlick who shared readings and answered questions about their work. Over 200 adults and youth gathered to enjoy the visits.

Other well-attended programs for adults included the monthly virtual *Social Justice Book Club* (84) and in-person *Thursday Tea Time* discussion group (218).

John Muir staff continued to support the WPL's mission to read, learn and discover by offering entertaining and enlightening programs for children including *Family Storytime* (220), a variety of *Take and Make* kits (135) and a successful Summer Reading Program (440) featuring a visit from Parks Canada and friends.

The John Muir staff were pleased to participate in two neighbourhood-wide events planned by the Sandwich Towne BIA. October's *Nightmare in Sandwich* and December's *Miracle in Sandwich* both featured special themed storytimes for children. 142 attendees enjoyed spooky stories for *Nightmare in Sandwich* and 102 attendees joined us for *Storytime with Santa*. Participants also enjoyed accompanying crafts, scavenger hunts and special materials displays.

2023 offered our passionate staff seized the opportunity to try some, exciting new program ideas, which were eagerly embraced but the community.

## 4. SEMINOLE BRANCH

In 2023, the Seminole branch saw a return to the branch as a space for customers to read, learn and discover more readily with an increased number of available computer stations and seating options as restrictions eased.

Upgrades to the branch over the course of the year included more efficient LED lighting throughout the facility and a new, more easily accessible emergency exit.

Staff once again welcomed regular class visits to the branch, namely from nearby Herman, with 244 students and teachers coming in over the course of the year. Seminole staff continued to ensure that the branch remained a welcoming and calm environment for local residents with a large selection of greenery and their friendly and personalized service.

**Background:**

Built in 1953, the Seminole Branch is the oldest library facility in the system. In 2000, the library underwent a 5-month renovation to create an improved children’s section, a reading area, an accessible front entrance and washrooms as well as an enhanced technology centre. In 2015, Seminole was one of the first branches to receive a 3D printer for public use. 2018 upgrades to the library included flexible shelving, new carpeting, the installation of an indoor book return and new public seating.

The 3,800 SF facility is located at [4285 Seminole Street](#) in Ward 5 and is accessible via the [Central 3](#) and [Ottawa 4](#) Transit Windsor routes. Seminole is categorized as a Neighbourhood Library and serves a catchment area of 20,494 people in the East Windsor planning district.

According to 2016 Census Canada data, the top three non-official languages spoken at home in this district are Arabic, Spanish and Serbian. Census data also reported a 10.3% unemployment rate in this district, over a full percentage point over the citywide rate of 9.2%, which is reflected in the branch’s high rate of computer use.

Seminole has 20,417 items in its collection and accounts for 5.5% of WPL’s total annual print circulation. It has a large children’s collection to support class visits, after school visits and weekend drop-ins.

**Annual Statistics Review:**

Seminole branch saw double digit increases in most areas of measurement, demonstrating that customers were eager to return to services at full capacity. Public Internet use increased by 79% as additional computer terminals were opened and program attendance was up by 55% from 2022 numbers.

Measurable	2023	2022	2021	Notes for 2023
Circulation				
Print	34,955	33,161	26,948	+5% increase in print circulation
Gate Count	20,190	16,226	10,868	+24% increase in gate count
Membership				
New	645	541	379	+19% in new memberships
Total	5,875	5,569	5,578	Seminole accounted for 6% of all WPL users as of December 2023
Internet Use (hours)	2,628	1,471	401	+79% increase in public internet usage
Programs				
Attendance	1,600	1,032	1,122	+55% increase in program attendance
# Programs	170	105	73	

**Programming Review:**

In 2023, Seminole branch staff were once again able to welcome customers in for programs at full capacity resulting in double the number of attendees. They continued to offer creative programs and displays with a focus on drop-in and self-directed options for all ages, hosting

a total of 170 programs enjoyed by 806 children, 202 young adults and 592 adults in 2023. Well-attended drop-in programs included the weekly *LEGO Free Play* (170 children; 110 adults).

Regular storytimes for children and caregivers were offered throughout the year, helping to introduce and support a love of literacy at an early age.

Staff and customers at the branch enjoyed the spooky season with October programs for children being some of the most popular offerings of 2023. *Fun Family Friendly Halloween* was attended by 33 people and the *Take and Make Pom Pom Spider* kit went home to 30 households for children and caregivers to enjoy.

The system-wide Summer Reading Program drew the branch's largest number of participants since 2019 with over 220 children, 17 youth and 121 adults taking part in programs like *Adopt a Reading Buddy* (59) and *Un-Bee-Lieveable FUN!* (24).

The Seminole Book Club for adults continued to offer residents the chance to share a conversation about a new fiction title each month.

Staff were happy to once again welcome back members of the Windsor Magic Circle for the monthly, *Junior Magic Club*, which allows aspiring magicians to learn a new skill to add to their repertoire each month. In 2023 Branch staff worked diligently to offer a host of programs to entertain and inform.

## 5. ACTIONS IN 2024:

In the coming year, the Bridgeview, John Muir, and Seminole Branches will continue to contribute to the overall success of the Windsor Public Library in the following ways:

- Seek out opportunities to forge meaningful partnerships with local community groups, businesses, and residents
- Aim to increase overall circulation by 5% over the course of the year
- Continue to collect hourly data to better understand customer use patterns

## 6. RECOMMENDATION:

THAT the report of the Manager of Public Services – Branches dated June 11, 2024, entitled “Neighbourhood Libraries Annual Review” **BE RECEIVED** as presented.

Prepared by:

Leisa Pieczonka, Manager of Public Services – Branches

[lpieczonka@windsorpubliclibrary.com](mailto:lpieczonka@windsorpubliclibrary.com)



Windsor Public Library Board  
**Local History Branch &  
Windsor Municipal Archives Annual Review**  
Tuesday, June 11, 2024

**1. OBJECTIVE:**

To provide the Windsor Public Library Board with a review of the facilities, collection and programming at the [Local History Branch](#), located at 3312 Sandwich Street, and the [Windsor Municipal Archives](#), located at 85 Pitt Street East, **for the period January to December 2023.**

**2. BACKGROUND:**

The Local History Room opened in 2017 at 850 Ouellette, with both the Windsor Municipal Archives and WPL Local History collections gathered in the same location. When plans developed to move the Central Branch to the Paul Martin Building in early 2020, it was necessary to split the two departments. In September 2019, the WPL Local History Branch moved to the former Sandwich Branch in General Brock school, prior to the opening of the John Muir Branch on Mill Street. The Windsor Municipal Archives moved to 85 Pitt St. East in November of that same year.

Located in Ward 2, the Local History Branch, staffed by 2.4 FTE, is home to over 9,600 resources and encompasses 3,200 square feet. Its entire collection is Reference, which means the branch does not circulate items for off-site use. It serves the entire City of Windsor in local historical and genealogical resources.

The hours of operation at the Local History Branch are:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
12-8	10-6	10-6	10-6	9-5*	9-5*	Closed	46 Hours

*\*Closed from 1-2pm*

The Windsor Municipal Archives is staffed by 1.4 FTE and maintains its collection (in-house use only) in 7,500 square feet of space. It houses records of the City of Windsor and the Windsor Star Archives as well as several private collections. The Archives offers services on a by appointment basis Monday thru Thursday and alternating Fridays and Saturdays.

**3. ANNUAL STATISTICAL REVIEW:**

**Local History**

Category	2023	2022	2021
In-person Visits	1,548	1,120	1,292
Offsite Reference Questions	1,327	1,531	1,295
Documents Used	1,552	2,005	591

## Windsor Municipal Archives

Category	2023	2022	2021
In-person Visits	101	35	46
Offsite Reference Questions	291	279	380
Documents Used	634	460	858

## 2022 Offsite Reference Question by Format

Category	Local History Branch	Windsor Municipal Archives
Telephone	424	127
Email	629	164
Social Media/Blogs	274	N/A
<b>TOTAL</b>	<b>1327</b>	<b>291</b>

Both locations experienced more people walking through their doors seeking assistance in 2023 with the Local History Branch seeing a 38% increase and the Archives seeing substantial growth of 189%. While the Archives experienced a small bump of 4% in the number of research questions being posed from offsite sources (email, phone, etc.), the Local History branch did see a decline of 13% in offsite reference questions. This is likely due to the increase in attendance at that location. More than 400 additional people visited the branch in person in 2023 and were able to use reference materials and resources to do their own research.

## 4. HIGHLIGHTS:

One of the Local History Librarians actively participates as a host on WPL's popular historical podcast titled "Stories of Windsor". Staff also appeared in media interviews on a variety of local history topics and provided research for the City of Windsor's Centenarian Celebration.

Throughout 2023, Local History staff continued the work of digitizing its collection and uploaded over 80 works into the WPL online public catalogue, making them more accessible to the public. The items available to download from the catalogue include oral histories, monographs, recipe books and local historic newsletters.

In July 2023, WPL procured the substantial Windsor Star Archives which were added to the Municipal Archives site at 85 Pitt St. E. The Windsor Star Archives collection consists of print photographs and negatives from the early 20<sup>th</sup> Century to approximately 2000, when digital photography replaced film. Digital images saved on over 1,500 CDs and DVDs cover the years from 2000 to 2011. The collection also consists of ledgers containing newspaper circulation figures, framed front pages and photographs, microfilm reels and microfiche of various subjects covered by the newspaper. Staff spent much of the fall of 2023 unpacking and organizing this massive collection and are currently working on indexing the negatives and digital photos.

Archives staff also remained busy with ongoing functions related to archival processes such as arranging and describing items. The Archives received its annual transfer of Assessment Rolls from the City Clerk's Department consisting of 7 boxes of material. An additional of 6 boxes containing newsletters, VHS tape, correspondences, legal documents and meeting minutes were donated by the Canada-Japan Society of Windsor Inc.

Archives staff also indexed over 13,700 Land Registry Deeds and uploaded more than 25,000 records into DB/Textworks, an archival database. The Archives Page and a secondary school co-op student assisted the Archivist in preparing materials for these projects.

Staff at both sites also participated in the City of Windsor's Walkerville Heritage Conservation District study.

Staff at the Local History Branch and the Municipal Archives receive commendations and thanks for their reference work on a regular basis.

Commonly asked types of Reference Questions for 2023 are listed below.

### **Local History**

- Basic family history information including birth/marriage/death records, obituaries, military records, and census data
- City Directory searches – both for research into the history of specific buildings/houses as well as social/community research (since Directories often include not only where people lived but the work they did and who they lived with)
- Research into local labour history, union activities, etc.
- Research into the history of (or changes to) specific communities, neighbourhoods, or municipalities (ex. amalgamation of the town of Riverside)

### **Windsor Municipal Archives**

- Environmental assessment of properties using documents such as Fire Insurance Plans
- Home history research
- Architectural drawings for building refurbishments
- City of Windsor Heritage Department research into historical property designations

## **5. ACTIONS 2024:**

- Continued preservation, indexing and promotions of the Windsor Star Archives with the goal of at least 100 individuals accessing photos from the collection for research or personal interest in 2024.
- The Local History Branch will continue to upload digitized material into the public catalogue with the goal of 500 items entered by the end of the year. This involves the creation of metadata to describe each document as well as research into copyright.
- Efforts continue to increase the profile and use of both locations through social media, programming, outreach and the creation of videos with the WPL Digital Branch.
- Website enhancements will be made to both the LH and Archives pages on the WPL website.

## **6. RECOMMENDATION:**

THAT the report of the Manager of Public Services dated June 11, 2024, entitled "Local History Branch & Windsor Municipal Archives Annual Review" **BE RECEIVED** as presented.

Prepared by:

Christine Rideout-Arkell, Manager of Public Service

[carkell@windsorpubliclibrary.com](mailto:carkell@windsorpubliclibrary.com)

Windsor Public Library Board  
**Facility Project Updates**  
Tuesday, June 11, 2024

**1. OBJECTIVE:**

To provide the Windsor Public Library Board with an update on current WPL Facility Projects.

**2. SUMMARY:**

**Forest Glade Branch**

- Roof Replacement
  - Project Deficiencies have been resolved and repaired – Confirmed June 2024
  - Curbing for heating/cooling roof top unit was completed during HVAC unit replacement.
- HVAC Replacement
  - New Heating and Cooling roof top unit has been installed and has been running for 1 month.



- Washroom Upgrades
  - Public Washrooms have been fully renovated and are now fully accessible.
  - Deficiencies have been resolved and repaired.



### Central Branch

- Near completion of Administration move project:
  - Cubicle Installation – Completed
  - Digital Branch relocation – Completed
  - Board Meeting Room – Completed
  - Networking Wiring (IT) – Completed
  - Secure File Storage – Completed
  - Office Space Improvements – Completed
  - Common Spaces with building owner area – Planning with new owner
  - Book Storage Areas – Started
  - 1st floor Adult Literacy Classroom – Completed (Relocation) waiting on Door Removal and Wall Construction
  - Door Card Access – In Progress of removal and relocation of various door card access.

### **Budimir Branch**

- Installed basement high water level sensor (1) and tied into 24hr alarm monitoring station to proactively monitor any water backups or flooding to building.
- Installed a redundant sump pump system and plumbing improvements to prevent prior ongoing basement flooding issues.

### **Seminole Branch**

- Bottle Fill Station
  - Ward funds by Councillor Ed Sleiman were used to install a bottle fill and drinking fountain. (Prior to installation the public at this branch had no access to public drinking water)



### **John Muir Branch**

- Leaks were identified last year in the glass tower. Worked with Bayview Glass on a resolution. Required two separate visits over the fall of 2023 and spring of 2024. The leaks have been successfully repaired and confirmed no leaks per recent rainfall storm events.
- Installed basement high water level sensors (2) and tied into 24hr alarm monitoring station to proactively monitor any water backups or flooding to building.
- Library Facilities is working with Corporate Projects and Heritage Planning on Stucco Repairs per project deficiency items during construction and Stable Limewashing maintenance plan.

### **Riverside Branch**

- Working with Capital Projects on Roof Top Condenser Replacement (main floor unit is at end of life and 2nd stage cooling is down).
- Notified by Elevator Service Vendor that elevator is at end of support, working with capital projects on a replacement budget.

### **Fontainebleau Branch**

- Working with Energy Dept. on completion of roof top solar panel project

### **System Wide (Improvements & Projects)**

- Library Facilities is undergoing a comprehensive review of each Branch's Fire Safety Plan
  - Ensure Building & Fire code compliance, inventory of fire safety equipment and devices,
  - Updating documents, plans, contact information.

- Liasing with Windsor Fire & Rescue Service Fire Prevention Dept. on installation of FD key boxes
- Consolidation of Custodial Consumables & Supplies to become more cost effective, eco friendly, uniform and standard at all sites.
  - Completed changeover of all paper towel dispensers
  - Next Steps – Toilet Paper dispensers, hand soap/sanitizer dispensers, sharps containers, hygiene dispensers
- Working with Capital Projects to develop and streamline the 10-year capital project budget and replacement program.
  - Consolidate a standard process of assets within each facility and determine life cycle replacement using the following data:
    - Building Condition Assessments
    - Work Order (service records and preventative maintenance)
    - Manufacturer recommendations, lifespans, end of service/support life cycles
    - Technical Standards and Code Compliances

### 3. RECOMMENDATION:

THAT the report of the Supervisor of Facilities dated June 11, 2024, entitled “Facility Project Updates” **BE RECEIVED** as presented.

Prepared by:

Daryl Hermann, Supervisor of Facilities

[dherman@citywindsor.ca](mailto:dherman@citywindsor.ca)

## **IN-CAMERA AGENDA**

Tuesday, June 18, 2024  
350 City Hall Square West – Room 204

1. CALL TO ORDER
2. MOTION TO APPROVE THE AGENDA AND MOVE IN-CAMERA FOR THE PURPOSE OF CONSIDERATION OF THE ITEMS OF BUSINESS
3. AGENDA ITEMS
  - Item No.      Subject & Section - Pursuant to *Public Libraries Act 16.1 (4)*
  - 3.1            *labour relations or employee negotiations – Section 16.1 (4)(d)*
4. DISCLOSURE OF PECUNIARY INTEREST
5. MOTION TO MOVE BACK INTO PUBLIC SESSION FOR THE PURPOSE OF ADOPTING RECOMMENDATIONS AND PROVIDING THE CLERK WITH INSTRUCTIONS
6. MOTION TO ADJOURN