

**Board Meeting Agenda**  
**Tuesday, November 19, 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 meeting held October 3, 2024

3.2 Adoption of the minutes of the In-Camera meeting held October 3, 2024

**4. Communications**

4.1 Media, Letters and Emails

**5. Presentations/Delegations**

**6. Administrative Reports**

6.1 Financial Report as at October 31, 2024

6.2 Triennial Policy Review – Operational Policies – Final Acceptance Report

6.3 2025 Proposed Annual Board Meeting Schedule

6.4 Facilities Report

**7. New Business**

8. In Camera – *attached*

**9. Next Meeting**

Tuesday, February 18, 2025, at 4:30 o'clock p.m.

350 City Hall Square W – Room 204

**10. Adjournment**

**Board Meeting Minutes  
Thursday, October 3, 2024  
350 City Hall Square West – Room 140**

A meeting of the Windsor Public Library Board is held this day commencing at 4:30 o'clock p.m. in Room 140, 350 City Hall Square West, there being present the following members:

Councillor Mark McKenzie, Chair  
Councillor Kieran McKenzie, Vice Chair  
Councillor Renaldo Agostino  
John Coleman  
Massimo De Menech  
Delia Greco  
Marko Jovanovic

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

Ray Mensour, Commissioner, Community & 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  
Sue Perry, Manager of Public Services – Central  
Daryl Hermann, Supervisor of Facilities  
Dan Seguin, Deputy Treasurer, Financial Accounting  
Karen Kadour, Committee Coordinator, Council Services

**1. Call to Order**

The Chair calls the meeting to order at 4:31 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 Regular Meeting Minutes**

Moved by: Massimo De Menech  
Seconded by: Marko Jovanovic

**Decision Number: WPL 41/2024**

That the minutes of the Windsor Public Library Board of its meeting held August 13, 2024 **BE ADOPTED** as presented.

#### 4. Communications

##### 4.1 Media communications, letters and emails

Moved by: John Coleman  
Seconded by: Delia Greco

**Decision Number: WPL 42/2024**

That the Media communications, letters and e-mails **BE RECEIVED**.  
Carried.

##### 4.2 Usage Statistics for August 2024

Moved by: Councillor Kieran McKenzie  
Seconded by: John Coleman

**Decision Number: WPL 43/2024**

That the Usage Statistics for August 2024 **BE RECEIVED** for information.  
Carried.

#### 5. Presentations and Delegations

None.

#### 6. Administrative Reports

##### 6.1 Marketing Verbal Update – Library Month

Jason Moore, Manager, Marketing & Communications provides the following update relating to marketing and Library Month:

- The first month of his new appointment has been a combination of analysing what we must do in learning the various technical systems; acting on what was needed when we could and, planning for the action needed in the future.
- The analysis and learning thus far go together with the processes and procedures of the day-to-day happenings, including the website, social media and the media relations.
- Planning for the future includes the changes to the hours of operation.
- October is Library Month, and an announcement will be made on October 20, 2024.
- Branding a new website.

Michael Chantler states that the new Bookmobile is expected to arrive within the next week and adds that there will be an unveiling announcement. Ray Mensour advises that he can arrange a walkthrough of the Bookmobile for the WPL Board.

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

**Decision Number: WPL 44/2024**

That the verbal updates relating to marketing, Library Month and the arrival of the new Bookmobile **BE RECEIVED**.

Carried.

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

Moved by: Delia Greco

Seconded by: Councillor Kieran McKenzie

**Decision Number: WPL 45/2024**

That the report of the Manager of Financial Accounting dated September 26, 2024, entitled "Financial Report as at August 31, 2024" **BE RECEIVED** as presented.

Carried.

**6.3 Triennial Policy Review – Operational Policies – In Principle**

Michael Chantler reports there is a Triennial Review Policy in place, and each year a review is completed of the Governance, Foundation or Operational Policies. This year, the Operational Policies are being reviewed to ensure that they are current and to determine if anything requires an amendment. He suggests pulling the policy that relates to "volunteers" as they are looking to review how they recruit onboard volunteers and to bring that information back to the Board.

Moved by: Massimo De Menech

Seconded by: Marko Jovanovic

**Decision Number: WPL 46/2024**

That #O-19 Volunteer Policy noted in the Operational Policies **BE RESCINDED**

Carried.

Councillor Kieran McKenzie remarks in reviewing the policies, there were housekeeping legislation change in some of the policies and others that are informed by other sources. He refers to the Child-Minding Policy and asks where this came from. Michael Chantler responds that this Policy refers to the "caregiver" which can take on multiple meanings and determined that the term "caregiver" should be replaced with the "supervising person who is 13 years of age or older". This can be enforced on site and provides a level of care that they are comfortable with if a child is unattended. Councillor Kieran McKenzie asks about liability if the supervising person is for example 12 years of age, and something happens. Michael Chantler responds that it is a city policy to allow a person who is 13 years of age or older to supervise and has been vetted through the Legal Department.

Moved by: Councillor Kieran McKenzie

Seconded by: Marko Jovanovic

**Decision Number: WPL 47/2024**

That the Windsor Public Library Board **APPROVES** *in Principle* the recommended amendments to the Operational Policies as presented.

Carried.

**7. New Business**

None.

**8. In Camera – *separate agenda***

**9. Date of Next Meeting**

The next meeting will be held on Tuesday, November 19, 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 4:45 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**  
**Thursday, October 3, 2024**  
**350 City Hall Square West – Room 140**

**Members in attendance:**

Councillor Mark McKenzie, Chair  
Councillor Kieran McKenzie, Vice Chair  
Councillor Renaldo Agostino  
John Coleman  
Massimo De Menech  
Delia Greco  
Marko Jovanovic

**Also in attendance:**

Michael Chantler, CEO (A)  
Ray Mensour, Commissioner, Corporate Services  
Dan Seguin, Deputy Treasurer  
Karen Kadour, Committee Coordinator, Council Services

**Call to Order**

**The Chair calls the In Camera meeting to order at 4:46 o'clock p.m.**

Moved by: Councillor Renaldo Agostino

Seconded by: Massimo De Menech

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 personal matters about an identifiable individual – Section 16.1 (4)(b)**

**3.2 the security of the property of the board – Section 16.1(4)(a)**

Carried.

**Disclosure of Pecuniary Interest**

None disclosed.

**Discussion on the item of business**

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Renaldo Agostino

To move back into public session at 6:55 o'clock p.m.

Carried.

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

That the Clerk **BE DIRECTED** to transmit the recommendation(s) contained in the report(s) discussed at the In Camera Meeting held October 3, 2024, directly to the Windsor Public Library Board for consideration at the next Regular Meeting.  
Carried.

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

**Decision Number: WPL IC 04/2024**

That the In Camera verbal update relating to a personal matter about an identifiable individual **BE RECEIVED** and further, that Administration **BE REQUESTED** to proceed with the verbal direction of the Windsor Public Library Board.  
Carried.  
John Coleman voting nay.

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

**Decision Number: WPL IC 05/2024**

That the In Camera verbal update relating to the security of the property of the board **BE RECEIVED** and further, that Administration **BE REQUESTED** to proceed with the verbal direction of the Windsor Public Library Board.  
Carried.

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

That the In Camera meeting of the Windsor Public Library Board held October 3, 2024, **BE ADJOURNED** at 6:57 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  
**Media, Letters and Emails**  
Tuesday, November 12, 2024

**Media**

- [Windsor Public Library names city culture head as new CEO](#) – Windsor Star, October 9, 2024
- [New library CEO named as part of City Hall shuffle](#) – Windsor News Today, October 8, 2024
- [Library board member weighs in on drug use at Windsor, Ont., libraries](#) – CBC, October 4, 22, 2024

**Letters and Emails**



**Lifelong Learning**  
**UNI-COM: Retirement Learning Centre**  
401 Sunset Avenue, Windsor  
Ontario, Canada N9B 3P4  
[www.uwindsor.ca/unicom](http://www.uwindsor.ca/unicom)

Oct. 15, 2024

Dear Janet,

On behalf of UNI-COM: Lifelong Learning, I wish to thank you for the very important contribution you recently made to our program.

The visit of our Poetry Class to the John Muir Library proved to be a wonderful experience for our Seniors' Group. We learned so much from your guided tour.

It was very interesting to become more familiar with the history of the Sandwich Area, the Fire Hall and the Library. The explanations you gave, with such enthusiasm, were excellent.

We look forward to partnering with you to provide our group with more educational opportunities.

Sincerely,

A handwritten signature in black ink, appearing to read 'George Plantus'.

George Plantus  
Coordinator  
UNI-COM (University-Community): Lifelong Learning)



Windsor Public Library Board  
**Financial Report as at October 31, 2024**  
Tuesday, November 12, 2024

**1. OBJECTIVE:**

To inform the Windsor Public Library Board of the operating results of the organization for the eight months ending October 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 October 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 October 31, 2024 | Actual      | Surplus (Deficit) | % Budget Spent |
|---------------------|-------------|----------------------------|-------------|-------------------|----------------|
| Revenue             | \$9,068,428 | \$7,557,023                | \$7,581,173 | -\$1,487,255      | 84%            |
| Salaries & Benefits | \$6,315,557 | \$5,262,964                | \$5,171,243 | \$1,144,314       | 82%            |
| Other Expenses      | \$2,752,871 | \$2,294,059                | \$2,313,045 | \$439,826         | 84%            |
| Net Surplus         |             |                            |             | \$96,885          |                |

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 November 12<sup>th</sup>, 2024 entitled “Financial Report as at October 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 OCTOBER 31, 2024**

| CATEGORIES                             | 2024 ANNUAL BUDGET | 2024 YTD ACTIVITY | 2024 YTD VARIANCE Surplus (Deficit) | % UTILIZED | 2024 BUDGET TO OCT 31 | 2024 PRORATED VARIANCE AT OCT 31 |
|--|--------------------|-------------------|-------------------------------------|------------|-----------------------|----------------------------------|
| <b>Revenue:</b>                        |                    |                   |                                     |            |                       |                                  |
| Municipal Funding                      | 8,196,393          | 6,830,328         | (1,366,066)                         | 83%        | 6,830,328             | -                                |
| Provincial Funding                     | 630,023            | 479,714           | (150,309)                           | 76%        | 525,019               | 45,305                           |
| Donations                              | 25,712             | 65,263            | 39,551                              | 254%       | 21,427                | (43,836)                         |
| Transfers from Reserves                | -                  | 5,099             | 5,099                               | -          | -                     | (5,099)                          |
| Miscellaneous Income                   | -                  | 16,814            | 16,814                              | -          | -                     | (16,814)                         |
| Fees Revenue                           | 66,300             | 58,957            | (7,343)                             | 89%        | 55,250                | (3,707)                          |
| Expense Recoveries                     | 150,000            | 125,000           | (25,000)                            | 83%        | 125,000               | -                                |
| <b>Total Revenue</b>                   | <b>9,068,428</b>   | <b>7,581,173</b>  | <b>(1,487,255)</b>                  | <b>84%</b> | <b>7,557,023</b>      | <b>(24,150)</b>                  |
| <b>Expenses</b>                        |                    |                   |                                     |            |                       |                                  |
| <b>Salaries &amp; Benefits:</b>        |                    |                   |                                     |            |                       |                                  |
| Salaries & Wages                       | 4,681,363          | 3,833,680         | 847,683                             | 82%        | 3,901,136             | 67,456                           |
| Employee Benefits                      | 1,245,624          | 1,013,755         | 231,869                             | 81%        | 1,038,020             | 24,265                           |
| Wages and Benefits - CCW staff         | 388,570            | 323,808           | 64,762                              | 83%        | 323,808               | -                                |
| <b>Total Salaries &amp; Benefits</b>   | <b>6,315,557</b>   | <b>5,171,243</b>  | <b>1,144,314</b>                    | <b>82%</b> | <b>5,262,964</b>      | <b>91,721</b>                    |
| <b>Other Expenses:</b>                 |                    |                   |                                     |            |                       |                                  |
| Professional Services & Consulting     | 40,700             | 28,354            | 12,346                              | 70%        | 33,917                | 5,563                            |
| Information Resources                  | 961,989            | 860,280           | 101,709                             | 89%        | 801,658               | (58,622)                         |
| Information Communication & Technology | 235,630            | 170,716           | 64,914                              | 72%        | 196,358               | 25,643                           |
| Furniture & Equipment                  | 19,550             | 5,559             | 13,991                              | 28%        | 16,292                | 10,733                           |
| Building & Property                    | 460,742            | 386,355           | 74,387                              | 84%        | 383,952               | (2,403)                          |
| Operating Supplies                     | 38,000             | 20,345            | 17,655                              | 54%        | 31,667                | 11,322                           |
| Postage & Freight                      | 30,455             | 35,591            | (5,136)                             | 117%       | 25,379                | (10,212)                         |
| Conference & Education Assistance      | 30,000             | 18,430            | 11,570                              | 61%        | 25,000                | 6,570                            |
| Communications & Development           | 22,204             | 18,504            | 3,700                               | 83%        | 18,503                | (0)                              |
| Charges Against Donations              | -                  | 65,263            | (65,263)                            | -          | -                     | (65,263)                         |
| Charges Against Literacy               | 268,142            | 134,249           | 133,893                             | 50%        | 223,452               | 89,203                           |
| Charges Against Ward Funds             | -                  | 4,578             | (4,578)                             | -          | -                     | (4,578)                          |
| Rent, Insurance, Taxes & Security      | 216,935            | 234,089           | (17,154)                            | 108%       | 180,779               | (53,310)                         |
| Utilities                              | 193,900            | 154,818           | 39,082                              | 80%        | 161,583               | 6,766                            |
| Program Expenses                       | 188,324            | 143,813           | 44,511                              | 76%        | 156,937               | 13,123                           |
| Fees Offset Expenses                   | 39,300             | 27,003            | 12,297                              | 69%        | 32,750                | 5,747                            |
| Transfer to Operations Reserve         | 7,000              | 5,099             | 1,901                               | 73%        | 5,833                 | 735                              |
| <b>Total Other Expenses</b>            | <b>2,752,871</b>   | <b>2,313,045</b>  | <b>439,826</b>                      | <b>84%</b> | <b>2,294,059</b>      | <b>(18,986)</b>                  |
| <b>Total Expenses</b>                  | <b>9,068,428</b>   | <b>7,484,288</b>  | <b>1,584,140</b>                    | <b>83%</b> |                       |                                  |
| <b>Net Budget Surplus (Deficit)</b>    | <b>-</b>           | <b>96,885</b>     | <b>96,885</b>                       |            |                       | <b>96,885</b>                    |

Windsor Public Library Board  
**Triennial Policy Review – Operational Policies**  
**Final Acceptance Report**  
Tuesday, November 12, 2024

**1. OBJECTIVE:**

To complete the Windsor Public Library Board’s triennial review of WPL policies discussed reviewed, and accepted “in principle” at the October 3, 2024, WPLB meeting.

**2. BACKGROUND:**

All WPL [policies](#) are based on the [Public Libraries Act, R.S.O.1990, C.p44](#), and appropriate City of Windsor [policies](#).

In October, the WPLB discussed and accepted “in principle”

- Triennial review and acceptance “in principle” of the WPL Operational Policies, with no recommended changes.

The [proposed policies](#) as per WPL Governance Policy *G-5 3.2 - Policy Development*, were publicly posted for 21 days on the WPL website requesting public comment.

Seven (7) public comments were received regarding policy number 0-22 Finance Policy Section 3.8.1(b)

**Recommended at October Board meeting:**

**3.8.1 b)** Financial Transactions - two of the following are designated as signing authorities with respect to any financial transactions: ~~CEO, Director of Corporate Services, Manager of Finance, Manager of Collections or Manager of Board Operations~~ Mayor and City Treasurer (or one of four deputies in the City Treasurer’s place).

Based on public comments and a review by Administration, an amended recommendation to O-22 Finance Policy Section 3.8.1 (b) is being made:

**3.8.1 b)** Financial Transactions - two of the following are designated as signing authorities with respect to any financial transactions: CEO, ~~WPL Treasurer, Director of Corporate Services, Manager of Finance, Manager of Collections or Manager of Board Operations,~~ ~~Mayor and City Treasurer~~ (or one of four deputies in the City Treasurer’s place).

A 2/3 majority of the votes cast at a duly constituted WPLB meeting is required for final acceptance.

**3. RECOMMENDATION:**

THAT the Windsor Public Library Board **APPROVE** the amendment to O-22 Finance Policy Section 3.8.1 (b); and,

THAT the Windsor Public Library Board **APPROVE** the proposed additions and revisions to the Windsor Public Library Operational Policies as presented/amended.

Prepared by:

Jennifer Knights, CEO

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

**Windsor Public Library Board  
2025 Proposed Annual Board Meeting Schedule  
Tuesday, November 12, 2024**

The *Public Libraries Act* requires a Board to hold at least seven (7) regular meetings in each year. Below is a general guideline outlining the meeting schedule and proposed agenda items: information is subject to change without notice.

| Date & Location  | Proposed Agenda   |
|--|---|
| <b>Tues Feb 18, 2025</b><br>Board Meeting<br>4:30pm – 5:30 pm<br>350 City Hall Square W<br>Room 204                  | <b>Reports:</b> <ul style="list-style-type: none"> <li>▪ 2024 Statistics Report</li> <li>▪ Central &amp; Digital Branch Annual Review</li> <li>▪ Adult Literacy Annual Report</li> </ul>  |
| <b>March 2025</b>  | <b>No meeting scheduled</b>   |
| <b>Tues April 15, 2025</b><br><i>Annual General Meeting</i><br>4:30pm – 4:55pm<br>350 City Hall Square W<br>Room 204 | <b>Reports:</b> <ul style="list-style-type: none"> <li>▪ 2024 Annual Report</li> </ul>  |
| <b>Tues April 15, 2025</b><br>Board Meeting<br>5:00pm – 6:00pm<br>350 City Hall Square W<br>Room 204                 | <b>Reports:</b> <ul style="list-style-type: none"> <li>▪ Budimir, Riverside, Bridgeview, Fontainebleau &amp; Forest Glade Annual Review</li> <li>▪ Annual HR Review</li> <li>▪ Financial Report as at March 31, 2025</li> </ul>   |
| <b>May 2025</b>  | <b>No meeting scheduled</b>   |
| <b>Tues June 17, 2025</b><br>Board Meeting<br>4:30pm – 5:30pm<br>350 City Hall Square W<br>Room 204                  | <b>Reports:</b> <ul style="list-style-type: none"> <li>▪ 2024 KPMG Audit Presentation</li> <li>▪ Preliminary Financial Results for the year ended December 31, 2024</li> <li>▪ Financial Report as at May 31, 2025</li> <li>▪ Chisholm, Seminole, Muir, Local History &amp; Community Archives Annual Review</li> </ul> |
| <b>July 2025</b>   | <b>No meeting scheduled</b>   |
| <b>Tues Aug 19, 2025</b><br>Board Meeting<br>4:30pm – 5:30pm<br>350 City Hall Square W<br>Room 204                   | <b>Reports:</b> <ul style="list-style-type: none"> <li>▪ 2025 Hours of Operation Report</li> <li>▪ Proposed 2025 Capital Budget &amp; Reserve Fund Report</li> <li>▪ Proposed 2025 Operating Budget</li> <li>▪ Financial Report as at July 31, 2025</li> </ul>  |
| <b>Tues Sept 16, 2025</b><br>Board Meeting<br>4:30pm – 5:30pm<br>350 City Hall Square W<br>Room 204                  | <b>Reports:</b> <ul style="list-style-type: none"> <li>▪ Financial Report as at August 31, 2025</li> <li>▪ Triennial Policy Review – 1st Reading</li> <li>▪ Fine-free Progress Update</li> </ul>  |

| Date & Location  | Proposed Agenda  |
|--|--|
| <b>October 2025</b>  | <b>No meeting scheduled</b>  |
| <b>Tues Nov 18, 2025</b><br>Board Meeting<br>4:30pm – 5:30pm<br>350 City Hall Square W<br>Room 204 | <b>Reports:</b> <ul style="list-style-type: none"> <li>▪ Financial Report as at October 31, 2025</li> <li>▪ Triennial Policy Review – Final Acceptance</li> <li>▪ Facilities Report</li> </ul> |
| <b>December 2025</b>   | <b>No meeting scheduled</b>  |

If you cannot attend a meeting, we appreciate knowing 24 hours in advance when possible, to ensure we have quorum.

**Board Meeting Package**

- The Board package is prepared and emailed to Board members approximately one week prior to the meeting.
- Board packages are posted on the WPL website [www.windsorpubliclibrary.com](http://www.windsorpubliclibrary.com) for the public approximately one week before the meeting.

Windsor Public Library Board  
**Facilities Report**  
Tuesday, November 12, 2024

**1. OBJECTIVE:**

To provide the Windsor Public Library Board with an annual update on the current year to date facility maintenance, repair plans, condition, and future project overview of all the WPL branches.

**2. BACKGROUND:**

Since Windsor's first public library came into existence in 1894, Windsor has had 19 branch locations spread across the city. *See **Appendix A** for WPL facilities details and their history.*

Currently, WPL operates ten (10) branches, one (1) archive facility and one (1) adult literacy location, totaling 103,734 Square Feet of public and administrative space:

- 1952 – **Seminole Branch**, Windsor's first suburban public library opened
- 1966 – **Nikola Budimir Branch** was built
- 1988 – **Forest Glade Branch** opened as part of the Forest Glade Community Centre
- 1995 – **Riverside Branch** was built
- 2002 – **Bridgeview Branch** was built on land leased from the school board
- 2005 – **Fontainebleau Branch** opened
- 2017 – **W.F. Chisholm Branch** opened as part of the Optimist Community Centre
- 2019 – **Local History Collection** relocated next to the General Brock School
- 2019 – **John Muir Branch** opened in the renovated fire hall
- 2020 – **Central Branch** relocated into the Paul Martin Building
- 2020 – **Central Archives** operates on the 1<sup>st</sup> floor of the Pitt-Goyeau parking garage
- 2023 – **Adult Literacy** operates out of the 2<sup>nd</sup> floor of the Aquatic Centre

The building maintenance group of jobs is overseen by one (1) full time Facility Supervisor, and 8 unionized staff consisting of: one (1) full time maintenance person, six (6) full time caretakers & one (1) part time caretaker. There is also a compliment of supply caretakers which are non-union positions. The supply pool staffing can vary but typically consist of 2-4 positions but no less than 2 in total. Each full-time caretaker is responsible for the day-to-day caretaking responsibilities of 1-3 branches based on usage, locations, and size of building. These positions are funded through the WPL Salaries and Wages except for the Facility Supervisor.

### 3. FACILITIES CAPITAL BUDGET:

Funds to support WPL facilities are accessed from the annual Capital Budget process which forecasts capital based on a 10-year plan. There are five (5) proposed projects supported with capital funds: Branch Refurbishments, Exterior Digital Signage, Material Acquisitions ILS / Self-Checkout Units, and Equipment Upgrades.

The following projects have been approved in principle for years 2025 through 2033, and 2034 will be brought forward through the capital budget process. Note: there is a separate ongoing project ID for John Muir Branch due to construction deficiencies.

| Project                     | 2025              | 2026              | 2027              | 2028              | 2029              |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Branch Refurbishments       | \$ 46,000         | \$ 31,000         | \$ 48,000         | -                 | -                 |
| Exterior Digital Signage    | -                 | -                 | -                 | -                 | \$ 90,000         |
| Materials Acquisitions      | \$ 150,000        | \$ 150,000        | \$ 133,000        | \$ 200,000        | \$ 200,000        |
| Library Self-Checkout Units | -                 | -                 | -                 | \$ 40,000         | \$ 40,000         |
| Equipment Upgrades          | -                 | -                 | \$ 17,000         | -                 | -                 |
| ***John Muir Exterior***    | \$ 250,000        |                   |                   |                   |                   |
| <b>Total</b>                | <b>\$ 446,000</b> | <b>\$ 181,000</b> | <b>\$ 198,000</b> | <b>\$ 240,000</b> | <b>\$ 330,000</b> |

| Project                     | 2030             | 2031              | 2032              | 2033              | 2034                |
|-----------------------------|------------------|-------------------|-------------------|-------------------|---------------------|
| Branch Refurbishments       | -                | \$ 138,000        | \$ 98,000         | \$ 100,000        | \$ 100,000          |
| Exterior Digital Signage    | -                | \$ 92,000         | \$ 68,000         | -                 |                     |
| Materials Acquisitions      | -                | \$ 150,000        | \$ 225,000        | \$ 150,000        | \$ 150,000          |
| Library Self-Checkout Units | \$ 80,000        | \$ 55,000         | \$ 150,000        | -                 |                     |
| Equipment Upgrades          | -                | -                 | \$ 25,000         | -                 |                     |
| <b>Total</b>                | <b>\$ 80,000</b> | <b>\$ 435,000</b> | <b>\$ 566,000</b> | <b>\$ 250,000</b> | <b>\$ 250,000**</b> |

\*\*Request has not yet been approved

Public Libraries are critical community hubs that help act as change agents to meet the diverse needs of individuals and the community - fostering literacy, lifelong learning, and discovery. They provide a variety of information and entertainment resources plus support new Canadians and job seekers. WPL bridges the digital divide by providing equitable access as Windsor transitions to a global knowledge-based economy. Library facilities experience significant “wear and tear” from repeated continuous public usage and require regular refurbishment to maintain a safe and clean environment. WPL Administration requests in the annual capital budget funding to refurbish and repair branch interiors on an 8-to-10-year refurbishment cycle to protect the capital investments and assure sustainability. WPL Administration maintains a refurbishment plan and carries out priorities based on the capital budget allocation provided by the City of Windsor.

Such refurbishments include but not limited to painting, flooring, adult customer seating and tables, children’s area seating and tables, study areas, shelving, service areas, self-checkouts, public computer workstations, study areas, general interior upgrades and washrooms.

### 4. FACILITIES OPERATIONS BUDGET:

Historically, the WPL facilities budget allocated to maintain 10 branches has averaged approximately 7% of the total overall operating budget. However, in 2024 there was an



addition of a 100% funded Facility Supervisor position, where in prior years the position was only 50% funded. This position is absorbed within the building operations budget.

Considering inflation, facilities is proving to be fiscally responsible. Control measures have been put in place to keep the budget healthy. Facilities continually looks at ways to reduce costs such as evaluating utility consumptions and the implementation of enhanced building automation controls and programming, sequences of operations, temperature deltas and system schedules. Increased preventive maintenance schedules also keep equipment operating longer with increased lifespans.

Note: During the pandemic, operational costs were reduced as a result of branch closures, restricted hours and reduced access.

### Facilities Budget Overview

| Year  | WPL Budget  | Building Operations Budget | Utilities | Building + Utilities % of total Budget |
|-------|-------------|----------------------------|-----------|--|
| 2019  | \$9,271,926 | \$377,782                  | \$307,797 | 7.39%                                  |
| 2020  | \$9,276,250 | \$376,594                  | \$303,153 | 7.33%                                  |
| 2021  | \$9,302,368 | \$361,594                  | \$260,886 | 6.69%                                  |
| 2022  | \$9,284,880 | \$361,594                  | \$207,831 | 6.13%                                  |
| 2023  | \$9,210,381 | \$361,594                  | \$272,385 | 6.88%                                  |
| 2024* | \$9,068,428 | \$460,742**                | \$193,900 | 7.22%                                  |

\*Year-to-Date

\*\*WPL is funding 100% of the Facility Supervisor position (prior 50% funding)

### Heritage Maintenance – John Muir Branch

To maintain the historical features of the John Muir Library Branch as per the heritage requirements, maintenance is required to be completed every three years on certain features, and every five years on others, to maintain the historical features of the building. The Windsor Public Library in collaboration with the City of Windsor Heritage Planning and Corporate Projects Departments are currently discussing the necessary steps moving forward to provide the required Capital Funding to complete this ongoing maintenance work per the required intervals outlined below.

| 2026     | 2028      | 2029     | 2032     | 2033     |
|----------|-----------|----------|----------|----------|
| \$22,000 | \$ 25,000 | \$22,000 | \$22,000 | \$25,000 |

## 5. FACILITY SYSTEM WIDE IMPROVEMENTS AND ACTIONS:

Throughout 2022, facilities staff were in a ‘maintenance mode’ – addressing the many small, but important projects, which required attention. During that time staff investigated larger items of concern and began to implement corrective actions. In 2023-2024, WPL facility services staff have resumed normal operations as all branches have fully opened service to the public. In 2024, facilities has worked to identify areas for improvement on overall uniformity throughout the branches while increasing efficiency, saving costs, creating standards, and increasing safety for staff and the public. Such items identified are:

### System Wide (Improvements & Projects)

- Fire Safety Plans, Emergency Evacuation Plans, Security
  - Library Facilities is undergoing a comprehensive review of each Branch

- Ensure Building & Fire code compliance, inventory of fire safety equipment and devices,
- Updating documents, plans, contact information.
- Liaising with Windsor Fire & Rescue Service Fire Prevention Department on installation of Fire Department key boxes
- Implementation of fixed and wireless duress systems
- Creating training videos and documentation
- Consolidation of Custodial Consumables & Supplies
  - To become more cost efficient, eco-friendly, uniform and standard at all sites, facilities are undergoing a review of all consumables
    - Completed changeover of all paper towel dispensers and sharps containers
    - Purchased carpet runner mats vs previously renting mats due to cost savings evaluation
    - Purchasing Herby Curby's vs rentals due to cost savings evaluation
    - Next Steps – toilet paper dispensers, hand soap/sanitizer dispensers, 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 Orders (service records and preventative maintenance)
    - Manufacturer recommendations, lifecycle, end of service, end of support
    - Technical Standards and Code Compliances

**6. FACILITIES PREVENTATIVE – REACTIVE MAINTENANCE PLANS:**

The Facility Supervisor works in collaboration with the City of Windsor Facilities Department to manage and oversee the work order system for the library group of properties. Each library facility has a comprehensive schedule of assigned routine preventative maintenance at various frequency intervals depending on the facility, equipment, device, or other requirements identified or need per manufacturer or legislative regulations. This work order system is updated on a regular basis as assets are replaced, changed, or disposed of. The work performed is executed with our internal staffing compliment and/or through contracted vendors depending on the requirements, licenses and needs. The summary below shows the work orders that were performed per facility\*.

| <b>Branch / Facility</b> | <b>Preventative Maintenance</b> | <b>Reactive Maintenance and/or Repairs</b> | <b>Projects</b> |
|--------------------------|---------------------------------|--|-----------------|
| Bridgeview               | 39                              | 12   | 1               |
| Central Branch           | 50                              | 9  | 1               |
| Fontainebleau            | 49                              | 13   | 1               |
| Forest Glade             | 39                              | 5  | 1               |
| John Muir                | 78                              | 17   | 2               |
| Local History            | 24                              | 3  | 0               |
| Budimir                  | 63                              | 15   | 1               |
| Riverside                | 81                              | 25   | 3               |
| Seminole                 | 47                              | 10   | 1               |
| Chisholm                 | 23                              | 3  | 1               |
| <b>Totals</b>            | <b>493</b>                      | <b>112</b>                                 | <b>12</b>       |

\*Table includes all Work Orders from January 01, 2024, to October 31, 2024

## 7. BUILDING CONDITION ASSESSMENTS:

The Facility Supervisor works in collaboration with the City of Windsor Corporate Projects Department to perform building condition assessments either internally by examining work orders, write ups from contracted vendors and/or externally through consulting firms. These reports provide a general overview of the building components and systems, including but not limited to a commentary on the mechanical, electrical, structural and architectural components. The reports assist in identifying conditions observed which may result in future capital expenditures above those associated with routine maintenance. This aids in capital project funding requirements within the budget process.

Appendix B – contains a detailed report on the current condition of all facilities.

## 8. BRANCH SUMMARIES:

Completed projects for 2023-2024 and future plans for 2024 and beyond listed by branch below:

### CENTRAL BRANCH

185 Ouellette Avenue

Opened: 2020

Renovated for WPL temporary use: 2020-2027

Public Space: 11,000 Square Feet

System Offices & Storage: 24,060 Square Feet

Total: 35,060 Square Feet



### Completed Items in 2023-2024

- Security System – Changes due to new building ownership
- Fire System – Changes due to new building ownership
- Public Doors – Increased security to building
- CCTV Signs – Install signs on exterior of building RE: CCTV Monitoring

### In Progress

- Administration move project:
  - 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.

### Capital Budget Placeholder

- As this is a temporary location, there are minimal expenditure in the foreseeable future and no Capital Budget placeholders.

## **BUDIMIR BRANCH**

1310 Grand Marais Road West

Opened: 1965

Major Renovation: 2019

Size: 15,385 Square Feet



### **Completed Items in 2023-2024**

- Sump Pumps
  - Tie in high water level sensors to Security Alarm system for 24 hr monitoring and off-site notification.
  - Installed a redundant sump pump system and plumbing improvements to prevent prior ongoing basement flooding issues
  
- HVAC Repairs
  - Exhaust Fans
    - Replaced two (2) roof top exhaust fan
  - Roof Top Units
    - Repairs made to York EX-AC2
  
- Digital Sign network cable replacement due to failure
  
- Security Upgrades – Tie in emergency doors to Alarm System for unapproved exit notification.
  
- Parking Lot – Repaint lines
  
- Flooring – Install transition strip per H&S report (Tile to Carpet)
  
- CCTV Signs – Install signs on exterior of building RE: CCTV Monitoring

### **In Progress**

- Window Replacement – West Wall (Heritage Area)
  - 4 windows need replacement due to failure
  - Materials Ordered with Vendor
  
- Solar Panel Project
  - Started system installation (with Energy Dept.)
  
- Master Fire Safety Plan
  - Final Stages with Vendor, then approval with WFRS

### **Capital Budget Placeholder**

- 2027 – Replace self-checkout machines, additional shelving. Cost: \$48,000

## RIVERSIDE BRANCH

6305 Wyandotte Street East

Opened: 1995

Size: 14,160 Square Feet



### Completed Items in 2023-2024

- Branch Refurbishments to Study Carrels
- Replaced tabletops, lighting, painting
- AHU Roof Top Condenser Repairs
  - Refrigerant leaks repaired – unit currently operating, recommended to have units replace as they are end of life
- Parking Lot
  - Asphalt Depressions repaired
  - Exterior Lighting Replacement – Completed Nov 4th 2024
- Public Entrance
  - Accessible Door Controller Repaired
  - Emergency Exit Crash Bars Replaced
  - Overhang supports sanded & painted
- Elevator Repairs
  - Primary and Secondary elevator control boards repaired
  - ***Controls are at end of life for replacement (repairs only), recommend investigating further into a full elevator control module.***
- CCTV Signs – Install signs on exterior of building RE: CCTV Monitoring

### In Progress

- HVAC – Heat Exchanger Replacement
  - Severe leaks found; recommended replacement cannot repair.
  - Parts ordered

### Capital Budget Placeholder

- 2025 – AHU Roof Top Condenser Replacement – Currently out for tender
  - Capital Funding by Corporate Projects
- 2025 – Parking Lot Replacement – Currently creating Tender Specs
  - Capital Funding by Corporate Projects
- TBD – Elevator Replacement
  - Notified by Elevator Service Vendor that elevator is at end of support, working with capital projects on a replacement budget.

## **BRIDGEVIEW BRANCH**

1295 Campbell Avenue

Opened: 2002

Size: 5,100 Square Feet



### **Completed Items in 2023-2024**

- HVAC Rooftop Condenser – Repairs
  - Repair leaks in system coils and component replacement of staging solenoids & fan blades
  - Note this unit needs to be replaced as it is near end of life
- Security – Tie in emergency doors to Alarm System for unapproved exit notification.
- Accessible Door Operator – Replace Interior Vestibule – Door Control Board
- CCTV Signs – Install signs on exterior of building RE: CCTV Monitoring

### **In Progress**

- 2025 – Parking Lot Replacement – Currently creating Tender Specs
  - Capital Funding by Corporate Projects

### **Capital Budget Placeholder**

- 2027 – Replace self-checkout machines, additional shelving. Cost: \$48,000
- 2032 – Interior paint, replace carpeting, renovate service desk, repair exterior building sign, and replace chairs. Cost: \$98,000

## **FONTAINEBLEAU BRANCH**

3030 Rivard Avenue

Opened: 2005

Size: 8,050 Square Feet



### **Completed Items in 2023-2024**

- South Windows
- Replace 1 window panel due to thermal break failure (condensation)
- Replace all lower window flashing & caulking due to moisture penetrations
- Security Upgrades – Replace 2 Motion Sensors
- CCTV Signs – Install signs on exterior of building RE: CCTV Monitoring
- HVAC Repairs



- Condenser Coil – Found a large refrigerant leak and successfully repaired to extend life of system (Est. Cost Savings \$75k)
- Air Handler – Replaced fan actuator motors & door gaskets
- Solar Panel Project – Completed system installation (with Energy Dept.)

**In Progress**

- Interior Lighting – Bulb & Ballast replacements

**Capital Budget Placeholder**

- 2031 – Interior paint, lower public computer stations, replace seating. Cost: \$43,000

**FOREST GLADE BRANCH**

3211 Forest Glade Drive  
 Opened: 1988  
 Size: 5,500 Square Feet



**Completed Items in 2023-2024**

- Roof Replacement
  - Capital Funding by Corporate Projects
- HVAC – Roof Top Unit Replacement
  - Capital Funding by Corporate Projects
- Accessible Doors – Replaced Interior Vestibule Door Operator
- Security Upgrades – Tie in emergency doors to Alarm System for unapproved exit notification.
- CCTV Signs – Install signs on exterior of building RE: CCTV Monitoring

**In Progress**

- HVAC Exhaust Fans – Replacement due to end of life
- Solar Panel Project – Started system installation (with Energy Dept.)

**Capital Budget Placeholder**

- 2031 – Add security cameras, interior paint, replace self-checkout. Cost: \$95,000.

## **CHISHOLM BRANCH**

1075 Ypres Avenue

Opened: 2017

Size: 6,500 Square Feet



### **Completed Items in 2023-2024**

- CCTV Signs – Install signs on exterior of building  
RE: CCTV Monitoring

### **In Progress**

- Solar Panel Project – Started system installation (with Energy Dept.)
- Outdoor shed installation
- Replace Security System – Dual System with Community Center

### **Capital Budget Placeholder**

- 2024 – Repair window mural, fence side yard. Cost: \$46,000

## **SEMINOLE BRANCH**

4285 Seminole Street

Opened: 1953

Size: 4,092 Square Feet



### **Completed Items in 2023-2024**

- Bottle Fill Station – Installed
- HVAC – Exhaust Fan – Repairs to unit
- HVAC – Radiators – Replace control valve
- CCTV Signs – Install signs on exterior of building RE: CCTV Monitoring

### **In Progress**

- 2025 – Parking Lot Replacement – Currently creating Tender Specs
  - Capital Funding by Corporate Projects

### **Capital Budget Placeholder**

- 2025 - Interior paint, renovate service area. Cost: \$46,000



## **MUIR BRANCH**

363 Mill Street

Opened: 2019

Size: 7,400 Square Feet



### **Completed Items in 2023-2024**

- Sump Pumps – Tie in BAS water level sensors to Security Alarm system for 24 hr monitoring and off-site notification.
- Glass Tower – Repair leaks in hose/lighting tower due to glazing sealing issues
- Exterior Lighting – Repairs with exterior lighting system not functioning
- Security Upgrades – Tie in emergency doors to Alarm System for unapproved exit notification.
- CCTV Signs – Install signs on exterior of building RE: CCTV Monitoring
- Windows – Replace 1 broken window at front entrance due to vandalism
- Stable Limewashing Maintenance Plan
  - Perform 5-year recoating of Limewash to historic stable (with Capital Projects) Started Oct 9th, 2024, Completed Oct 29th 2024
  - To be monitored in 3 years (2027)

### **In Progress**

- Contractor deficiencies continue to be addressed.
- Snow Melt System
  - Investigating why this system was not finalized during project build
- HVAC Condenser Issues during shoulder months
  - Currently Investigating solutions with mechanical contractors
- Elevator Shaft Cladding
  - Materials ordered (with Corporate Capital Projects & Heritage Planning)

### **Capital Budget Placeholder**

- 2026 - Replace seating, computer chairs, and tables. Cost: \$31,000.
- TBD – Stucco Repairs
  - Investigate Deficiencies with Corporate Capital Projects & Heritage Planning
  - Currently developing a proposal with Engineering Consultant

## LOCAL HISTORY BRANCH

3312 Sandwich Street

Re-opened: 2019 (as Local History Branch)

Size: 2,900 Square Feet



### Completed Items in 2023-2024

- HVAC Upgrades (GECDSB)
- Exterior Door Repairs

### In Progress

- Parking Lot Lighting

### Capital Budget Placeholder

- As this is a temporary location, there are minimal expenditure in the foreseeable future. Capital Budget placeholders will be moved to the budget for the new Central Branch, where the Local History materials will be housed.

## 9. NEW CENTRAL LIBRARY BRANCH:

The Central Library Branch currently occupies leased space in the Paul Martin Building. The lease was signed in January 2024 with a 4-year occupancy term in addition to two (2) one-year options. A study is underway to determine the future of the Central Branch at a permanent site within the leased timeframe.

### RECOMMENDATION:

THAT the report of the Supervisor of Facilities dated November 12, 2024, entitled "Facilities Update" **BE RECEIVED** as presented.

Prepared by:

Daryl Hermann, Supervisor of Facilities






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

WPL Facilities – Appendix A

| Location  | Photo   | Year Built         | Square Feet   | Architect  | Notes  |
|---|---|--------------------|---|--|--|
| <p><b>Central Library<br/>Lambie's Hall</b></p> <p>U of Windsor campus</p>              |    | Dec. 4 1894 - 1903 | unknown   | unknown  | <p>School of Social Work Building renovated with a \$4,000 grant from City Council</p> <p>Housed 5,254 books + 80 newspapers and magazines</p> |
| <p><b>Carnegie Library</b></p> <p>Victoria &amp; Park Ave.</p>                          |    | 1903               | <p>2 floors + annex</p> <p>11,592 SF<br/><u>5,840 SF</u><br/>17,432 SF</p>        | <p>J. Scott</p> <p>\$32,750</p>  | <p>Replaced Lambie's Hall</p> <p>\$27,000 grant from the Carnegie Foundation</p> <p>Demolished April 9 1974</p>                                |
| <p><b>Winsor Public Library<br/>Seminole Branch</b></p> <p>4285 Seminole St.</p>        |   | 1952               | <p>4,090 SF</p> <p>1 Floor</p>  | Shepard and Mason  | Currently Operating  |
| <p><b>Windsor Public Library<br/>Walkerville Branch</b></p> <p>1425 Tecumseh Rd. E.</p> |  | 1959               | <p>4,400 SF</p> <p>1 Floor</p>  | unknown  | <p>Leased storefront \$34,411/yr</p> <p>1959 1,600 SF<br/>1971 3,400 SF</p> <p>CLOSED Jan 2016</p>   |
| <p><b>Nikola Budimir Memorial Public Library</b></p> <p>1310 Grand Marais W.</p>        |  | 1966               | <p>9,385 orig<br/>6,000 reno</p> <p>Total 15,073 SF</p> <p>1 Floor + Basement</p> | <p>1966 Johnson &amp; McWhinnie</p> <p>2019 Architectura</p> <p>Loaring Construction</p> | <p>1964 Nikola Budimir purchased the property and gave it to WPL</p> <p>2019 Renovation: \$2,917,000</p> <p>Currently Operating</p>            |

| Location   | Photo   | Year Built   | Square Feet                     | Architect           | Notes  |
|--|---|--------------|---------------------------------|---------------------|--|
| <b>Central Library</b><br>850 Ouellette Ave                                |    | Nov. 24 1973 | 101,467 SF<br>3 Floors          | Johnson & McWhinnie | Land \$306,000<br>Prof fees \$258,000<br>Construction 2,525,000<br>FF&E 421,000<br>Art \$51,000<br>Incidentals \$49,000<br>\$3,610,000<br><br>Sold Feb 2018<br>\$3,200,000 |
| <b>Windsor Public Library Remington Park Branch</b><br>2710 Lillian Street |    | 1983         | 2,000 SF<br>1 Floor             | Glos Architects     | Remington & Walkerville collections were moved to the new W.F. Chisholm branch.<br><br>CLOSED - 2017   |
| <b>Windsor Public Library Forest Glade Branch</b><br>3211 Forest Glade Dr. |   | 1988         | 5,610 SF<br>1 Floor             | J.G. Hreno          | Attached to the Forest Glade Community Centre<br><br>Currently Operating   |
| <b>Windsor Public Library Riverside Branch</b><br>6305 Wyandotte St. E.    |  | 1995         | 14,155 SF<br>1 Floor + Basement | Montgomery Sisam    | Currently Operating  |
| <b>Windsor Public Library Sandwich Branch</b><br>3312 Sandwich Street      |  | 1999         | 4,130 SF<br>1 Floor             | Greg McLean         | Sandwich Public Library<br>CLOSED 1938-1973<br><br>Ambassador Branch<br>CLOSED 1973 – 1999<br><br>Sandwich Branch<br>CLOSED 1999 -2019<br><br>Local History Branch<br>2019 |



| Location   | Photo   | Year Built              | Square Feet                       | Architect   | Notes  |
|--|---|-------------------------|-----------------------------------|---|--|
| <b>Windsor Public Library<br/>Bridgeview Branch</b><br>1295 Campbell Ave.  |    | 2002                    | 4,994 SF<br>1 Floor               | Greg McLean   | Currently Operating  |
| <b>Windsor Public Library<br/>Fontainebleau Branch</b><br>3030 Rivard Ave  |    | 2005                    | 8,190 SF<br>1 Floor               | Montgomery Sisam  | Currently Operating  |
| <b>Windsor Public Library<br/>W. F. Chisholm Branch</b><br>1075 Ypres Ave. |   | Oct. 2017               | 6,500 SF<br>1 Floor               | Dan Amicone Architectura  | \$75,000 donation from the Rose City Ford / Chisholm Family<br>Attached to the Optimist Community Centre<br>Currently Operating            |
| <b>Windsor Public Library<br/>John Muir Branch</b><br>363 Mill Street      |  | Sept. 28 2019 - Current | 7,395 SF<br>2 Floors<br>Basement  | Jason Grossi studio g+g i<br><br>Intrepid Const.  | 6,000 SF (1 <sup>st</sup> and 2 <sup>nd</sup> flr)<br><u>1,395 SF Basement</u><br>7,395 Total SF<br><br>\$5,482,855<br>Currently Operating |
| <b>Central Library<br/>Paul Martin Sr. Building</b><br>185 Ouellette Ave   |  | 2020                    | 27,197 SF<br>2 Floors<br>Basement | Gloss Arch.<br><br>Oscar Construction<br>\$2.2 M reno to the 1 <sup>st</sup> and 2 <sup>nd</sup> floors | Temporary Location<br><br>(2020-2024) City Owned<br>(2024-2028) Leasing<br><br>Currently Operating   |

| Facility                                    | Year Built              | Square Feet    | 2023 Operating Costs | Parking Lot | Roof | Landscaping | Exterior Cladding | Doors | Windows | Lighting | HVAC | Plumbing | Electrical | Paint Drywall | Flooring | Washrooms | Elevators | Notes  |
|---|-------------------------|----------------|----------------------|-------------|------|-------------|-------------------|-------|---------|----------|------|----------|------------|---------------|----------|-----------|-----------|--|
| <b>Central</b><br>185 Ouellette Ave         | 2020                    | 27,197         | 178,245.28           | F           | F    | F           | F                 | G     | G       | G        | F    | F        | F          | F             | G        | G         | G         | Leased Space only as of 2024   |
| <b>Budimir</b><br>1310 Grand Marais W.      | Built 1966<br>Reno 2020 | 15,073         | 50,222.08            | G           | G    | G           | G                 | G     | G*P     | G        | G    | G        | G          | G             | G        | G         | **P       | 2024 – Solar Panels<br>*Heritage Area Windows<br>**Should look at Elevator Mod     |
| <b>Riverside</b><br>6305 Wyandotte St E.    | 1995                    | 14,155         | 58,234.41            | F           | F    | F           | F                 | F     | F       | F        | F    | F        | F          | F             | G        | F         | F*P       | 2025 – HVAC RT Condensers<br>2025 – Parking Lot replacement<br>*TBD – Elevator Mod |
| <b>Bridgeview</b><br>1295 Campbell Ave      | 2002                    | 4,994          | 51,941.18            | P           | F    | G           | F                 | F     | G       | F        | F    | F        | F          | F             | F        | F         | N/A       | 2025 – Parking Lot replacement   |
| <b>Fontainebleau</b><br>3030 Rivard Ave     | 2005                    | 8,190          | 66,106.46            | F           | G    | G           | F                 | F     | F       | F        | G    | G        | G          | G             | G        | F         | N/A       | 2019 – Roof Replacement<br>2024 – Solar Panels                                     |
| <b>Forest Glade</b><br>3211 Forest Glade Dr | 1988                    | 5,610          | 25,097.45            | VG          | VG   | F           | F                 | F     | VG      | F        | VG   | F        | F          | F             | VG       | VG        | N/A       | New flooring, roof, HVAC, washrooms<br>2024 – Solar Panels                         |
| <b>Chisholm</b><br>1075 Ypres Ave           | 2017                    | 6,500          | 22,179.01            | G           | G    | G           | G                 | G     | G       | G        | G    | G        | G          | G             | G        | G         | N/A       | 2024 – Solar Panels  |
| <b>Seminole</b><br>4285 Seminole St         | 1952                    | 4,090          | 63,825.83            | P           | F    | F           | F                 | F     | F       | G        | VG   | F        | F          | F             | F        | F         | N/A       | 2021 – HVAC Replaced   |
| <b>John Muir</b><br>363 Mill St             | 2019                    | 7,395          | 64,601.51            | VG          | VG   | G           | G*P               | VG    | VG      | VG       | G    | VG       | VG         | VG            | VG       | VG        | VG        | *Stucco Repairs Needed   |
| <b>Local History</b><br>3312 Sandwich St    | 1999                    | 4,130          | 7,785.25             | F           | G    | *P          | F                 | F     | F       | F        | VG   | F        | F          | F             | **P      | F         | N/A       | *Landscaping Issues<br>**Carpeting in Areas  |
| <b>TOTALS</b>                               |                         | <b>103,734</b> | <b>588,238.46</b>    |             |      |             |                   |       |         |          |      |          |            |               |          |           |           |  |

VG = Good G = Good F = Fair P = Poor VP = Very Poor

## **IN-CAMERA AGENDA**

Tuesday, November 19, 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              *Section 16.1(4)(c) – a proposed or pending acquisition or disposition of land by the board*
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