

**Board Meeting Agenda**  
**Tuesday, April 15, 2025**  
**5:00 pm – 350 City Hall Square W – Room 204**

**1. Call to Order**

Reading of Land Acknowledgment

*We [!] 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 February 18, 2025

**3.2** Adoption of the minutes of the In-Camera meeting held February 18, 2025

**4. Communications – attached**

**5. Presentations/Delegations**

**6. Administrative Reports**

**6.1** CEO Report

**6.2** Reference Libraries Annual Review

**6.3** Community Libraries Annual Review

**6.4** 2024 Human Resources Annual Review

**6.5** Financial Report as at March 31, 2025

**7. New Business**

**8. In Camera – attached**

**9. Next Meeting**

Tuesday, June 17, 2025, at 4:30 o'clock p.m.  
350 City Hall Square W – Room 2024

**10. Adjournment**

**Board Meeting Minutes**  
**Tuesday, February 18, 2025**  
**350 City Hall Square West – Room 204**

A meeting of the Windsor Public Library Board is held this day commencing at 4:30 o'clock p.m. in Room 204, 350 City Hall Square West, there being present the following members:

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

***Regrets received from:***

Massimo De Menech

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

Ray Mensour, Commissioner, Community & Corporate Services  
Michael Chantler, Senior Executive Director Community Services  
Jen Knights, CEO, Windsor Public Library  
Tracy McManus, Manager Operations  
Jason Moore, Manager Marketing and Communication  
Julie Catenacci, Manager, Public Services  
Leisa Pieczonka, Manager, Public Services  
Daryl Hermann, Supervisor of Facilities  
Dan Seguin, Deputy Treasurer, Financial Accounting  
Carrie McCrindle, Manager of Financial Accounting  
Karen Kadour, Committee Coordinator, Council Services

**1. Call to Order**

The Chair calls the meeting to order at 4:33 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: Councillor Kieran McKenzie

Seconded by: Councillor Renaldo Agostino

**Decision Number: WPL 01/2025**

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

Carried.

**3.2 In-Camera Meeting Minutes**

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Renaldo Agostino

**Decision Number: WPL 02/2025**

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

Carried.

**4. Communications**

Moved by: Councillor Renaldo Agostino

Seconded by: Marko Jovanovic

**Decision Number: WPL 03/2025**

That the Communications **BE RECEIVED** as presented.

Carried.

**5. Presentations and Delegations**

Katie Vlanich, CUPE Local 2067 President appears before the Board regarding Item 6.3 relating to the “Annual Review – Central and Digital Branch” and provides the following comments:

- The potential new location of the Central Library has raised concern and adds that the membership has asked that she speak on their behalf.
- The Central Branch property is 25,000 square feet and there is a concern about a rebuild in this current space and about parking.
- There are safety concerns given that a manager is required at the Central Branch.
- As a small space is theoretically being proposed, it is noted that this cannot encompass the collection that they currently have which includes the basement collection and reference materials. It lacks space for computers, a dedicated staff area and a programming space. The library space has been reduced by 65% from 100,000 square feet to 35,000 square feet and the reduction has generated much attention.
- The Central Library should be a pillar of our system as the main repository for their materials and this proposal undermines its importance.

In response to a question asked by Councillor Renaldo Agostino regarding what space is being referred to, Katie Vlanich responds it is all speculation. It was heard through the media that one of the spaces being considered is the Tourist Centre which would be a reduction in space. Moving forward they want to ensure that the space that they have helps them to do what they do best i.e. programming.

Councillor Kieran McKenzie asks if the Local endorsed the Central Library Functional Plan dated November 2018. Katie Vlanich responds that she was not employed with the Windsor Public Library at that time. Councillor Kieran McKenzie asks that the membership provide comments on the Functional Plan at some point. Katie Vlanich advised that this information will be provided for the next meeting of the Windsor Public Library Board.

## **6. Administrative Reports**

### **6.1 CEO Report**

Jen Knights, CEO, Windsor Public Library thanks the Management Team for their assistance during her learning curve. She provides an overview of the Facilities (Capital Projects), and the Facilities (System-Wide Goals 2024). She reports that the Bookmobile was delivered, they are looking to move it into active service and notes that a soft launch will be held within a month or so. She adds that a marketing and advertising campaign to celebrate the new Bookmobile will be undertaken. She reports that Sunday hours have begun at all the branches along with the new staff schedules. They are continuing to work on processes and procedures as it relates to the staffing changes that occurred. She provides updates relating to human resources, recruitment, event information, and the 20th Birthday of the Fontainebleau Branch.

Councillor Kieran McKenzie asks in terms of the Bright Lights event, what were the interactions with the public. Jen Knights responds that Windsor Public Library was in the chalet where activities were available, i.e. story time. Councillor Kieran McKenzie asks if the Bookmobile could be part of Bright Lights in the future. Jen Knights concurs and adds that the Bookmobile would be a wonderful addition to Bright Lights for the 2025/2026 season.

In response to a question asked by Councillor Kieran McKenzie regarding the expected date for the launch of the Bookmobile, Jen Knights advises in the spring.

Delia Greco questions if the Bookmobile will be going to public events, i.e. Art in the Park. Jen Knights responds affirmatively.

Councillor Renaldo Agostino asks how does one book the Bookmobile. Administration advises that there will be a form online for members of the public to request a stop, as well as an email address on the Windsor Public Library website to which folks can send inquiries. The email address is outreach@windsorpubliclibrary.com. The intention is for the Bookmobile to be on the road 6 days a week.

Councillor Kieran McKenzie asks if the new Sunday hours have affected the Saturday hours. Jen Knights responds that it is too early to provide this information and adds that they are collecting the data.

In response to a question asked by Councillor Kieran McKenzie regarding the Ward 9 Feasibility Study, Jen Knights responds there is no update at this time.

The Chair asks in terms of the marketing campaign to promote the Sunday hours, Jason Moore responds that promotion was provided through posters, the website, and social media. He adds that videos much like the "I love my library" will be available with the new hours. He suggests

holding events at a different library on Sundays. The Chair asks if there is a budget for traditional media. Jason Moore responds that there is a budget which has been utilized for radio advertising, bus ads but was more focused on the general service. For 2025, the budget will be used for social media and radio spots to promote the Sunday hours.

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Renaldo Agostino

**Decision Number: WPL 04/2025**

That the report of the WPL Chief Executive Officer entitled “CEO Report” dated February 11, 2025, **BE RECEIVED** as presented.

Carried.

**6.2 2024 Statistics Report**

In response to a question asked by Councillor Kieran McKenzie regarding what is driving the decline on the website usage, Julie Catenacci responds that people are looking at the apps directly, rather than the website. She adds that folks are using internet browsers less and less.

Councillor Kieran McKenzie asks if the Windsor Public Library is below the average in terms of the online usage and asks if there is an aspect of service that we are missing. Julie Catenacci responds that they will look at trends and report back.

The Chair asks if people are getting away from their screens. Julie Catenacci responds that their vendors are pivoting towards providing different mediums that are more digital in nature and do not require a person to interact with the internet.

Moved by: Councillor Renaldo Agostino

Seconded by: Marko Jovanovic

**Decision Number: WPL 05/2025**

That the report of the Manager, Public Service dated February 11, 2025, entitled “2024 Statistics Report” **BE RECEIVED** as presented.

Carried.

**6.3 Annual Review – Central and Digital Branch**

Moved by: Delia Greco

Seconded by: John Coleman

**Decision Number: WPL 06/2025**

That the report of the Manager, Public Service dated February 11, 2025, entitled “Annual Review – Central and Digital Branch” **BE RECEIVED** as presented.

Carried.

**6.4 Annual Review – Adult Literacy Program**

In response to a question asked by the Chair regarding what the response has been from the public since locating the Adult Literacy Program to the Aquatic Centre, Jen Knights responds

there has been an increase in the number of participants in the program. There are still challenges with the location in terms of keeping the area quiet and conducive to learning based on the needs of the participants. She adds that Jason Moore and his team will market that the program exists.

Moved by: Councillor Kieran McKenzie  
Seconded by: Marko Jovanovic

**Decision Number: WPL 07/2025**

That the report of the Manager, Public Service dated February 11, 2025, entitled “Annual Review – Adult Literacy Program” **BE RECEIVED** as presented.

Carried.

**7. Confirm and Ratify Email Poll**

Moved by: Councillor Renaldo Agostino  
Seconded by: Marko Jovanovic

**Decision Number: WPL 08/2025**

That the results of the email poll conducted by the Committee Coordinator on January 8, 2025, approving the following recommendation **BE CONFIRMED AND RATIFIED:**

December 2025/ January 2026 Holiday Hours noted in the attached table

Date	Regular Hours	Proposed Hours	Date	Regular Hours	Proposed Hours
Sun Dec 21	10 am – 6 pm	10 am – 6 pm	Sun Dec 28	10 am – 6 pm	10 am – 6 pm
Mon Dec 22	12 pm – 8 pm	<b>10 am – 6 pm</b>	Mon Dec 29	12 pm – 8 pm	<b>10 am – 6 pm</b>
Tues Dec 23	10 am – 6 pm	10 am – 6 pm	Tues Dec 30	10 am – 6 pm	10 am – 6 pm
Wed Dec 24	9 am – 1 pm	9 am – 1 pm	Wed Dec 31	9 am – 5 pm	9 am – 5 pm
Thurs Dec 25	CLOSED	CLOSED	Thurs Jan 1	CLOSED	CLOSED
Fri Dec 26	CLOSED	CLOSED	Fri Jan 2	10 am – 6 pm	10 am – 6 pm
Sat Dec 27	10 am – 6 pm	10 am – 6 pm	Sat Jan 3	10 am – 6 pm	10 am – 6 pm

Carried.

**8. New Business**

Moved by: Delia Greco  
Seconded by: Councillor Renaldo Agostino

**Decision Number: WPL 09/2025**

That Administration **BE DIRECTED** to prepare a Consultation Plan on the Central Library Functional Plan dated November 2018, and to include a Communication Plan for consideration by the Windsor Public Library Board.

Carried.

**9. In Camera – separate agenda**

**10. Date of Next Meeting**

The Annual General Meeting with the Regular Meeting to follow will be held on Tuesday, April 15, 2025, at 4:30 o'clock p.m. in a location to be determined.

**11. Adjournment**

There being no further business, the meeting is adjourned at 5:24 o'clock p.m.

---

Councillor Mark McKenzie  
Windsor Public Library Board Chair

---

Jen Knights  
CEO, Windsor Public Library

**IN CAMERA**

**Board Meeting Minutes  
Tuesday, February 18, 2025  
350 City Hall Square West – Room 204**

**Members in attendance:**

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

**Regrets received from:**

Massimo De Menech

**Also in attendance:**

Ray Mensour, Commissioner, Corporate Services  
Michael Chantler, Senior Executive Director Community Services  
Jen Knights, CEO, Windsor Public Library  
Dan Seguin, Deputy Treasurer, Financial Accounting  
Karen Kadour, Committee Coordinator, Council Services

**Call to Order**

**The Chair calls the In Camera meeting to order at 5:25 o'clock p.m.**

Moved by: Councillor Renaldo Agostino

Seconded by: Marko Jovanovic

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 a proposal or pending acquisition or disposition of land by the board – Section 16.1 (4)(c)**

Carried.

**Disclosure of Pecuniary Interest**

None disclosed.

**Discussion on the item of business**



Moved by: Councillor Renaldo Agostino  
Seconded by: John Coleman  
To move back into public session at 6:30 o'clock p.m.  
Carried.

---

Moved by: Councillor Renaldo Agostino  
Seconded by: John Coleman  
That the Clerk **BE DIRECTED** to transmit the recommendation(s) contained in the report(s) discussed at the In Camera Meeting held February 18, 2025, directly to the Windsor Public Library Board for consideration at the next Regular Meeting.  
Carried.

---

Moved by: Councillor Renaldo Agostino  
Seconded by: John Coleman

**Decision Number: WPLIC 01/2025**

That the In Camera verbal update relating to a proposal or pending acquisition or disposition of land by the board **BE RECEIVED** and further, that Administration **BE REQUESTED** to proceed with the verbal direction of the Windsor Public Library Board.

Carried.  
Councillor Kieran McKenzie voting nay.

---

Moved by: Councillor Kieran McKenzie  
Seconded by: Marko Jovanovic

That the In Camera meeting of the Windsor Public Library Board held February 18, 2025, **BE ADJOURNED** at 6:35 o'clock p.m.  
Carried.

---

Councillor Mark McKenzie  
Windsor Public Library Board Chair

---

Jen Knights  
CEO, Windsor Public Library

Windsor Public Library Board  
**Communications**  
Tuesday, April 8, 2025

**Media**

- [Construction Planned at Riverside Library Branch](#) –windsoriteDOTca –March 21, 2025
- [Letters: Windsor Star readers weigh in on some of the pro's and con's of search for new downtown library site](#) –Windsor Star –March 20, 2025
- [Windsor Public Library sees overall increases in usage throughout 2024](#) –AM800 –February 18, 2025
- [Exclusive: Source reveals downtown property eyed for new Windsor library](#) – Windsor Star – February 14, 2025
- [The Windsor Public Library's Central branch needs a new home — and soon](#) – CBC News – February 13, 2025
- [Central library branch asked to leave Paul Martin Building in downtown Windsor](#) –CTV News – February 13, 2025
- [Central library branch needs new temporary location](#) –Windsor News Today –February 13, 2025

Windsor Public Library Board

**CEO Report**

Tuesday, April 8, 2025

**1. FACILITIES (Capital Projects):**

The following is a summary of project status:

**Bridgeview Branch**

- Parking lot replacement is scheduled for tender in 2025 with capital funding through Corporate Projects

**Budimir Branch**

- Window replacement – 6 units (east wall – Heritage Area) is 25% completed, waiting on additional materials
- Solar panel project in conjunction with Asset Planning (Energy Initiatives) is approximately 80% complete

**Chisholm Branch**

- Solar panel project in conjunction with Asset Planning (Energy Initiatives) is approximately 65% complete
- Outdoor shed installation is in progress
- Security system replacement being coordinated with Optimist Community Centre and has gone to quote

**Forest Glade Branch**

- HVAC Exhaust Fan replacement is complete
- Solar panel project in conjunction with Asset Planning (Energy Initiatives) is approximately 65 % complete

**John Muir Branch**

- Stucco deficiencies are under investigation by consultants – with assistance from Corporate Projects and Heritage Planning

**Riverside Branch**

- AHU rooftop condenser replacement is approximately 80% complete with Capital Funding through Corporate Projects
- Parking lot replacement is scheduled for tender in 2025 with capital funding through Corporate Projects

**Seminole Branch**

- Parking lot replacement is scheduled for tender in 2025 with Capital Funding through Corporate Projects
- Service area renovations and interior paint scheduled for 2025 (\$46K) is at the review stage

## 2. SERVICES:

### A. Bookmobile

The new Bookmobile launch is still pending following an unexpected recruitment for the Bookmobile Driver/Clerk position. Onboarding for that position is imminent.

### B. Sunday Hours

A snapshot of Sunday use is noted below:

	Gate Total	Circulation Total	Computer Use Total
05-Jan	758	652	63:03
12-Jan	789	692	82:37
19-Jan	782	793	76:40
26-Jan	926	819	81:34
02-Feb	798	628	72:19
09-Feb	865	725	80:05
23-Feb	926	828	64:26
02-Mar	1019	795	80:02
09-Mar	1029	838	75:46
16-Mar	941	913	82:30
23-Mar	1070	997	94:24
<b>TOTAL</b>	<b>9903</b>	<b>8680</b>	<b>853:32</b>

### C. CloudLibrary App

Digital magazines (and streaming video) are now available in the CloudLibrary App. Starting April 2, 2025, WPL discontinued access to digital magazines on Libby.

This decision was made as many of our customers were already using CloudLibrary for eBooks & eAudiobooks and consolidating multiple formats into a single app is beneficial both for customers and staff.

These changes were communicated to staff and references to Libby on the WPL website and our socials will be replaced with CloudLibrary Newsstand. Staff are prepared to assist customers who need to create an account the first time they access CloudLibrary Newsstand if they are new to the App.

## 3. STAFFING:

### Recruitment Updates

The following recruitments are complete or are in progress:

- Caretaker (RPT) – complete
- Caretaker (Supply) – reposting
- Library Service Representative (RFT) – complete
- Public Service Librarian (RFT) and Public Service Librarian (TFT) – complete
- Public Service Librarian (RPT) – complete
- Shipper Receiver – onboarding

- Bookmobile Driver/Clerk –complete –onboarding (t)

#### 4. EVENT INFORMATION:

##### A. Elections Canada

The Fontainebleau Branch will host an advanced polling station for the federal election from Friday April 18, 2025, through Monday, April 21, 2025.

##### B. Birding Backpacks

Pelee Island Bird Observatory has generously donated several additional birding backpacks to our collection, and we now have its available with materials in Panjabi, Arabic, English, and Spanish.

##### C. Summer Reading Program (SRP) Monday, July 7 – Saturday, August 16, 2025

Join us on Monday, July 7, 2025, from 2 pm –4 pm at the W.F. Chisholm Branch for our kickoff party! Our theme this year is “*Read, Learn and Discover with WPL*” and a minimum of 3 programs will be offered each week at each Branch.

#### 5. RECOMMENDATION:

THAT the report of the WPL Chief Executive Officer entitled “CEO Report” dated April 8, 2025, **BE RECEIVED** as presented.

Prepared by:

Jennifer Knights, WPL Chief Executive Officer

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

Windsor Public Library Board  
**Reference Libraries Annual Review**  
Tuesday, April 8, 2025

**1. OBJECTIVE:**

To provide the Windsor Public Library Board with a review of the facilities, collection and programming at the Budimir and Riverside Branches for the period of January to December 2024.

In 2024, both of our Reference branches continued to grow and thrive, remaining active community destinations for those who work, live and study in these areas. Despite staffing changes at both locations this year, the branches continued to thrive, with new team members quickly adapting and collaborating effectively to maintain a friendly and welcoming environment for customers. Our talented programming staff at both locations continued to offer high-quality and creative programming options for all interests and ages with each branch having a unique focus. Both Budimir and Riverside saw an increase in circulation of print materials that far surpassed their goal of a 5% increase over 2023. We also saw increases for each location in customers entering the branch and those accessing public internet stations in 2024, resulting in another busy and successful year for our Reference branches.

Regular 2024 Hours of Operation at Budimir and Riverside 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	10-9	10-9	10-9	10-6	9-5	9-5	1-5	61 hrs.

**2. BUDIMIR BRANCH**

In 2024, Budimir remained the busiest branch in the system, seeing the highest number of visitors by more 23,000 individuals and the highest print circulation by nearly 20,000 items. From its April launch date to mid-fall, Budimir staff worked diligently to fulfill the highest number of orders for the Seed Library to date, with 910 packages of seeds heading to homes across Windsor-Essex County. Class visits from nearby schools remained very popular over the past year, with staff welcoming over 2,300 children in over the course of the year, helping to foster a lifelong love of reading. Staff at this bustling branch continue to build strong, positive relationships with customers of all ages, ensuring that this South Windsor community hub remains a destination for residents to read, learn and discover.

**Background:**

The Budimir Branch is a resource library located at the corner of Dominion Boulevard and Grand Marais Road on land donated by Nikola Budimir in 1966. Designed by Johnson and McWhinnie, at the time of its construction, the Budimir Library was the only library in the township of Sandwich West. The building was expanded in 1982 to 9,385 SF. In 2019, it underwent a \$2,917,000, 6,000 square foot expansion, which included enhanced features such as a Tech Space, refillable water bottle station, comfortable seating, improved sightlines and an art

installation by local artist, Nancy Johns. The Budimir Branch sits on the borders of Wards 1 and 10 and is serviced by Windsor Transit's [Dominion 5](#) bus. It is adjacent to both commercial and residential areas.

Budimir holds almost 43,500 items in its collection and serves a catchment area of 45,259 people. In 2024, it accounted for 21.47% of Windsor Public Library's total print circulation.

According to 2016 Census Canada data, an average of 15% of the population in the surrounding Planning Districts of [South Windsor](#), [Roseland](#) and [Devonshire](#) are between the ages of 10 and 19 years. This proportion of youths and teenagers is one of the highest in the city. As a result, Budimir has the largest collection of Young Adult books outside of the Central Library as well as a large number of children's materials. It is also considered a study branch, with study carrels and tables full after school and on weekends.

### Annual Statistical Review:

Measurable	2024	2023	2022	Notes for 2024
Print Circulation	154,777	143,150	138,051	8% increase in print circulation
Gate Count	108,505	103,172	83,662	5.2% increase
Membership				
New	1,824	1,886	1,510	3.3% decrease in new memberships
Total	13,619	14,565	14,038	Budimir accounts for 15.4% of all WPL users
Internet Use (hours)	4,172	4,058	2,754	2.8% increase
Program				
Attendance	6,729	7,200	4,085	6% decrease in program attendance
# Programs	416	443	254	

### Programming Review:

In 2024, the Budimir Branch staff offered an exciting year of programming focused on providing opportunities for those of all ages to read, learn and discover together. A total of 416 programs over the course of the year were enjoyed by 2,457 adults, 253 young adults and 4,019 children.

Branch staff offered an array of unique and engaging programs for children with a focus on S.T.E.A.M programs for school-aged children including *Check the Tech*, *Rainforest Science* and *Art Club for Kids*. The *Kids Cooking Club* allowed children to learn age-appropriate cooking skills that could be practiced at home. The annual *March Break Talent Show* made its return and was attended by a full house of parents and supporters. Summer Programming focused on an Olympic theme with a host of exciting programs including both a *Chocolate Olympics* and *LEGO Olympics*.

A weekly *Morning Storytime* gathered caregivers and little ones to learn valuable early literacy skills in a social environment.

Programs for adults remained popular at the branch including the long running staples like, '*Let's Talk English on Zoom*' and the Budimir Book Club.

Budimir also collaborated on a variety of community programs including a well-attended April session with Steve Pellarin of the Royal Astronomical Society presenting '*Learn About the Solar Eclipse*' and the popular weekly *VON SMART Exercise program*.

### 3. Riverside Branch

The Riverside Branch had another successful year with positive increases in all areas of measurement, including a 17% increase in print circulation and a 34% increase in program attendance over the course of the year. The Seed Library at the branch saw a total of 629 packages of seeds being distributed to local amateur gardeners, an increase of 151% over 2023 distribution numbers. Refurbishment of the branch’s well-used study carrels was completed, providing customers with a bright and welcoming space to gather. In the fall of 2024, Riverside became a drop-off location for materials donations for the Windsor-Essex Fidget Makers, an organization that provides free fidget aprons to those living with dementia. The dedicated and inventive staff at Riverside have built a reputation for offering unique events like *Twin Peaks Day*, as well as novel and thought-provoking displays, ensuring that visitors to busy this East End branch are always enlightened and entertained.

#### Background:

The Riverside Branch is a resource library located at the corner of Wyandotte Street and Victor Drive near Jefferson Boulevard in the Riverside neighbourhood along a mixed-use corridor. In 1995, the existing facility replaced the original Riverside Library, which had been absorbed into the Windsor Public Library system when the town of Riverside was amalgamated in 1966. It is accessible via the [Crosstown 2](#) and [Ottawa 4](#) buses and is located in Ward 6.

The Riverside Branch is now the third largest facility in the Windsor Public Library system at 14,160 SF and is home to almost 44,500 volumes and accounts for 18.8% of the total circulation. It serves a catchment area of 34,728 people. According to 2016 Census Canada data, an average of 23% of the population in the surrounding Planning Districts of [Riverside](#) and [East Riverside](#) are 65 years or older. This proportion of seniors is one of the highest in the city. [New residential developments as well as the rapidly growing population of the Windsor area](#) indicates there are changes in the surrounding demographics and the potential for an influx of young families into the Riverside area.

Riverside Branch receives one of the largest rotations of Large Print and recorded books. It also carries a large selection of adult and children’s non-fiction materials to meet reader demand.

#### Annual Statistical Review:

Measurable	2024	2023	2022	Notes for 2024
Print Circulation	135,361	115,497	94,783	17% increase in print circulation
Gate Count	76,911	73,375	54,367	4.8% increase in attendance
Membership				8% increase in new memberships
New	1,649	1,524	1,085	
Total	12,100	13,412	13,000	Riverside accounts for 13.7% of all WPL users
Internet Use (hours)	4,834	4,663	3,068	3.7% increase in public internet usage
Program Attendance	15,689	11,674	3,372	34% increase in program attendance
# Programs	529	504	192	



### **Programming Review:**

Riverside customers were able to enjoy a host of programming options for every age group with a total of 519 programs offered, attracting a total of 7,150 adults, 404 young adults and 8,135 children. Programs had a particular focus on self-directed offerings including *The Funning Table*, for which staff work together to come up with fun monthly activity for both individuals and families. Scavenger Hunts continued to be hugely popular at the branch with regulars eagerly awaiting a new challenge each month.

The weekly *Morning Storytime* remained a branch favourite with families wishing to strengthen early literacy skills. Our talented branch staff offered opportunities for Olympic-sized fun during Summer Reading with unique programs such as *Olympic Gold Slime* and *Pool Noodle Javelin*. Staff were excited to host music-lovers of all ages for the well-attended *Taylor Swift Eras Celebration* in November.

Riverside staff worked hard to ensure there were a host of enticing offerings for adults including the popular community *Plant Swap*, the weekly *New Yorker Discussion Group* and a *Film Discussion Club* that allows film buffs to gather monthly to discuss a chosen film. An *English Conversation Circle* was launched in 2024, welcoming newcomers seeking to practice their English skills with others in a laid-back social environment.

Community collaborations included the long-running *Riverside Chess Club*, the *VON SMART Exercise* program for seniors and in May, a visit from Steve Pellarin of the Royal Astronomical Society for, “*Learn About the Solar Eclipse.*”

### **4. ACTIONS IN 2025:**

In the coming year, the Budimir and Riverside Branches will continue to contribute to the overall success of the Windsor Public Library in the following ways:

- Seek to better understand customer use patterns by actively soliciting feedback to ensure customer satisfaction
- Continue to foster a love of reading and learning through book clubs, school visits and the expansion of the 1,000 Books to Kindergarten program
- Continue to promote new branch hours

### **5. RECOMMENDATION:**

THAT the report of the Manager of Public Services – Branches dated April 8<sup>th</sup>, 2025, entitled “Reference 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  
**Community Libraries Annual Review**  
Tuesday, April 8, 2025

**1. OBJECTIVE:**

To provide the Windsor Public Library Board with a review of the facilities, collection and programming at the Chisholm, Forest Glade, and Fontainebleau branches for the period of January to December 2024.

2024 was another operationally successful year for our three Community branches as all locations continued to see positive growth in many areas of measure. Program attendance, public internet access and print circulation steadily increased over 2023 numbers, with all three branches far surpassing the year’s target of 5% growth in print circulation. Staff continue to work diligently to build strong positive relationships with their local communities, with each providing a unique experience for customers who visit where they live, work and play.

Our passionate and creative Community branch staff continued to provide unique and entertaining programs for all ages with each branch offering something for everyone. Class visits from neighbouring schools and community centre day camps remained popular once again at all locations as branch staff shared all that Windsor Public Library offers to help young visitors read, learn and discover. 2024 was another busy and productive year for the dedicated staff at all three locations.

Regular 2024 Hours of Operation at Chisholm, 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. CHISHOLM BRANCH**

In 2024, The W.F. Chisholm branch was once again the busiest of our three community branches overall with both the highest number of visitors to the branch and highest print circulation in this category. Branch staff created an impressive number of new memberships in 2024, seeing a 34% increase in new library card holders over the course of the year.

Chisholm’s branch of the WPL Seed Library distributed 604 packages of seeds to local gardeners, helping to enhance home gardens in Windsor-Essex. The creative and imaginative team at Chisholm continued to offer a variety of innovative and engaging programs for all ages to enjoy. The dedicated and passionate staff at the W.F. Chisholm maintain a friendly and welcoming environment at this thriving, and well-attended branch.

**Background:**

Opened in October 2017, the W.F. Chisholm Branch, designed by Achitectura Inc., the \$2.7M, 6,500 SF facility has a distinctly automotive theme and connects to the west end of the Optimist

Community Centre. The Branch is named after [W.F. Chisholm](#), a local automotive executive and founder of Rose City Ford Sales Limited.

The branch is located at [1075 Ypres Avenue](#), in Ward 4 and serves a catchment area with a population of 25,366. While there is currently no bus route that goes directly to the library, the [1A](#), [1C](#) and [Walkerville-8](#) routes do stop along nearby Howard, Tecumseh and Lincoln streets, respectively.

According to the 2016 Census, the top two non-official languages spoken at home in the planning districts of South Walkerville, Remington Park, Devonshire and Walkerville are Arabic and Italian. W.F. Chisholm does have small deposit collects in both languages to support community need.

The W.F. Chisholm Branch has 27,559 items in its collection, including the 4,600 volume Automotive Archive, and accounts for 12.4% of WPL’s total annual print circulation. Adjustments have been made to meet the community borrowing patterns at this new branch with the addition of shelving for more juvenile materials, especially picture books.

**Annual Statistical Review:**

Measurable	2024	2023	2022	Notes For 2024
Print Circulation	90,383	77,700	70,392	16% increase in print circulation
Gate Count	50,162	48,538	32,763	3.3% increase in attendance
Membership				
New	1,210	898	748	34% increase in new memberships
Total	7,420	7,593	7,083	Chisholm accounted for 8.3% of all WPL users at the end of Dec 2024
Internet Use (hours)	1,716	1,631	1,363	5% increase in public internet use
Program				
Attendance	3,498	3,378	3,054	3.5% increase in program attendance
# Programs	207	204	169	

**Programming Review:**

In 2024, the Chisholm staff worked together to offer a wide range of exciting, entertaining and educational programs for all ages exploring a variety of interests from crafting to gaming to science and art. The branch hosted a total of 207 programs during the year with 2198 children, 344 young adults and 956 adults in attendance.

Popular programs for children included self-directed Scavenger Hunts and Story Windows that encouraged children and caregivers to explore the library and surrounding areas at their own pace. Branch staff continued to promote early literacy and learning opportunities through *Morning Storytime* and the always popular *Story Walks in the Park*. *PeeWee Painters* offered little artists the chance to explore their creativity in a fun and engaging format, as did regular themed crafts such as *Pinecone Birds* and *Dinomite Dinosaurs*. The annual *Summer Reading Program* saw staff hosting a bevy of fun events like *Gold Medal Gaming* and the *Popcorn Olympics*.

Staff continued to focus on creating a fun and inviting space for teens at the branch. Programs like *Teen and Tween Scene*, *The Teen Advisory Group* and the *Teen Murder Mystery* allowed young library goers to gather with likeminded individuals to socialize, talk books and have a hand in planning events for other teens.

Programs for crafty adults are always a hit at the branch and include *Creative Cards* and *Crafting and Creativity for Adults*.

Branch staff worked in collaboration with the Optimist Community Centre and Ojibway Nature Centre on the *Nature in Your Neighbourhood* series of programs which offered the opportunity for children and caregivers to explore their local environment and enjoy related stories.

The passionate and creative Chisholm branch staff consistently strive to ensure that their programs remain engaging, exciting and relevant to the local community.

### **3. FOREST GLADE BRANCH**

2024 was an exciting year for Forest Glade branch, with staffing changes, new programs and construction projects including renovations to the public washrooms, roof repair and installation of solar panels. The reinvigoration of the branch is reflected in the statistics, including an 8.7% increase in foot traffic and a large increase in programming numbers. The branch aesthetic improvements make the space an attractive place for families, students and members of the community to gather, and as you will see most tables filled during the week.

Forest Glade branch staff have forged a relationship with staff at the City of Windsor's Community Center, working together to bring their day camp charges to visit the library during after school camps, March Break and throughout the summer, introducing many new users to our services. Foot traffic continued to remain extremely high on Saturdays, with the heavy use of the community center and arena.

#### **Background:**

The Forest Glade Branch opened in 1988 to serve the Forest Glade community and was built as an addition to the Forest Glade Community Centre, adjacent to the Forest Glade arena. It is located next to a city park with tennis courts, five ball diamonds, a skateboard park and splash pad. There are five nearby elementary schools, most of them within walking distance. The 5,500 SF facility is situated in Ward 7 and is located on the Transit Windsor route. In 2021 the branch received a renovation that included new carpeting, paint and exterior windows.

The Forest Glade Branch is home to over 28,500 volumes and serves a catchment area of approximately 18,240 people. It accounts for 9.4% of Windsor Public Library's total annual print circulation. The Forest Glade Branch is considered a member of the Community Library family of branches, which includes similarly sized branches Chisholm and Fontainebleau.

According to 2016 Census Canada data, the Forest Glade planning district has one of the lowest proportions of seniors and a higher proportion of youth. The top non-official language spoken at home is Arabic.

The collection at the Forest Glade Branch includes several large and diverse language deposits, including Arabic, as well as a children's French collection.

## Annual Statistical Review

Measurable	2024	2023	2022	Notes for 2024
Print Circulation	67,952	55,065	49,130	23% increase in print circulation
Gate Count	43,071	39,601	28,458	8.7% increase in gate count
Membership				3.8% in new memberships
New	1,025	987	999	Forest Glade accounts for 9.2% of all WPL users
Total	8,151	9,143	8,970	
Internet Use (hours)	1,722	1,260	967	37% increase in internet use
Program Attendance	7,716	3,416	2,376	125% increase in program attendance
# Programs	222	191	130	

### Programming Review:

To accommodate the increase in large groups of children attending the branch at once, staff increased their efforts to continually offer passive programs. Users of all ages are excited to explore the branch through their creative scavenger hunts, quizzes, and dinosaur tracking.

In-person active programming also saw the reintroduction of the S.T.E.A.M. club, which regularly pulls a great number of attendees eager to learn about technology, robots and coding. In addition to dedicated children's programs of story times and holiday-themed programs, adults in the community regularly attend Let's Talk English and book clubs with enthusiasm.

Forest Glade staff also welcomed 324 children, 44 young adults and 64 adults through 26 class visits from schools and community agencies.

The dedication and creativity of the staff cannot be undervalued when examining the continued success and improvement of program offerings and attendance at Forest Glade.

Regular *Storytimes* were offered at the branch, helping to build early learning and literacy skills for children and families. *Storytimes* were enjoyed by 164 children and 123 adults over the course of the year.

## 4. FONTAINEBLEAU BRANCH

The Fontainebleau branch remains a popular community hub for customers of all ages offering a place to engage with friendly and welcoming staff, enjoy a safe and enriching environment for after-school activities and an option for those seeking a place to work or study. Staff continue to build on existing positive relationships with local schools through regular class visits, welcoming more than 3,700 students over the course of the year. In May of 2024, branch staff were excited to help promote strong community ties as they welcomed Councilor Gary Kaschak and members of the Windsor Police Service for *Coffee with a Cop*. Branch staff continue to work diligently year-round to offer new and inventive programming options to residents, further strengthening community ties and building positive relationships with regular customers.

### Background:

Built in 2005, the 8,200 SF Fontainebleau Branch serves ward 8. It is located along the [Ottawa 4 Windsor Transit](#) route in a city park and is within walking distance of both W.J. Langlois Catholic School and William G. Davis Public School. In 2024, Fontainebleau was the first WPL branch to receive solar panels.

The Fontainebleau Branch has a collection of 29,000 items and accounts for roughly 7.5% of WPL’s total annual print circulation. The Fontainebleau Branch is considered a member of the Community Library family of branches, which includes similarly sized branches Chisholm and Forest Glade. Since the 2019 relocation of the Central Branch, the Fontainebleau Branch has been home to WPL’s Accessibility Services Department and its approximately 8,000 volumes.

According to 2016 Census Canada data, the top non-official language spoken at home in both surrounding planning districts of Fontainebleau and Walker Farm is Arabic. The Fontainebleau Branch contains large children’s collections to support the two adjacent schools. The branch also contains several language deposits, including Arabic and a children’s French collection.

**Annual Statistical Review:**

Measurable	2024	2023	2022	Notes for 2024
Print Circulation	53,783	47,908	40,652	12% increase in print circulation
Gate Count	29,923	29,820	23,423	0.3% increase in attendance
Membership New	816	846	578	3.5% decrease in new memberships Fontainebleau accounts for 6.3% of all WPL cardholders
Total	5,594	5,919	5,549	
Internet Use (hours)	1,888	1,886	1,079	0.1% increase in internet use
Program Attendance	10,056	9,058	3,169	11% increase in attendance
# Programs	496	397	160	

**Programming Review:**

In 2024, Fontainebleau branch continued to see positive increases in program attendance as the creative and community-minded staff planned and executed a host of entertaining and educational programs appealing to a wide variety of customer interests. Staff hosted a total of 496 programs and class visits, welcoming 3,387 adults, 103 young adults and 6,566 children, over the course of the year.

After-school programs remained popular with children who stop in regularly to enjoy a positive afternoon diversion with peers. Offerings included the incredibly popular monthly scavenger hunts, drop-in gaming and weekly Whiz Kids trivia challenges. Branch staff presented several programs designed to help foster early literacy and learning, including a well-attended weekly *Storytime* as well as special programs focusing on popular children’s authors such as Mo Willems. In November *Crafts, Cookies and Stories with a Cop* offered children and caregivers the opportunity to visit with local community helpers. Summer Reading was a success at the branch with programs such as the *Outdoor Olympics* and *Sporty Sidekicks: Adopt at Reading Buddy*.

Branch staff also focused their efforts on providing options for adults including the long-running *Espresso Yourself* and a popular *Yoga for Adults* program. Newcomers were offered the opportunity to strengthen their English conversation skills through both *Let’s Talk English* and the *Let’s Talk English Reading Circle*.

Community collaborations included an exciting *March Break Magic Show*, courtesy of the Friends of Fontainebleau and *Learn Pickleball for Beginners* from the Windsor Pickleball Club.

## 5. ACTIONS IN 2025:

In the coming year, the Chisholm, Forest Glade and Fontainebleau Branches will continue to contribute to the overall success of the Windsor Public Library in the following ways:

- Seek to better understand customer use patterns by actively soliciting feedback to ensure customer satisfaction
- Continue to foster a love of reading and learning through book clubs, school visits and the expansion of the 1,000 Books to Kindergarten program
- Continue to promote new branch hours

## 6. RECOMMENDATION:

THAT the report of the Managers of Public Services – Branches dated April 8<sup>th</sup>, 2025, entitled “Community Libraries Annual Review” **BE RECEIVED** as presented.

Prepared by:

Sue Perry, Manager of Public Service – Branches

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

Leisa Pieczonka, Manager of Public Services – Branches

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

Windsor Public Library Board  
**2024 Human Resources Annual Review**  
 Tuesday, April 8, 2025

**1. OBJECTIVE:**

To present the Windsor Public Library Board (WPLB) with an annual update on Human Resources related statistics as of December 31, 2024.

**2. BACKGROUND:**

Windsor Public Library uses various measurements to evaluate the overall performance of Human Resources.

**Internal Systems:**

- Workforce Management (WFM) – Time and Attendance System (December 2022 implementation)
- PeopleSoft – Time and Attendance System/Payroll (HRMS/Financials)
- JazzHR – Recruitment / Applicant Tracking System
- Absorb eLearn – Online Training Database

**External Systems:**

- The Corporation of the City of Windsor
- Southern Ontario Library Services (SOLS)
- Canadian Urban Libraries Council (CULC)
- Statistics Canada

**3. WPL HUMAN RESOURCES 2024:**

**Wages and Salaries**

Public libraries are a service provided to our community. Salaries, wages, and benefits comprise a significant portion of the annual budget.

Category	2024 Actuals	2023 Actuals	2022 Actuals
Salaries, Wages, Benefits	\$5,910,099	\$6,215,855	\$5,895,311
% of total Expensed	64.86%	68.71%	67.36%

**Staff Complement**

WPL employs a combination of Full-Time, Part-Time and Casual employees at 11 locations throughout the City of Windsor and includes both Union and Non-Union employees. The normal workweek for a Full-Time (FT) employee is thirty-five (35) hours in five (5) days, and Part-Time (PT) is no more than twenty-four (24) hours in five (5) days. The budgeted staff complement for 2024, which was determined using total hours worked by all regular employees, was 67 FT and 23 PT employees. The budgeted Regular Full Time and Part-Time employee staff complement in 2024



was 79.5 Full-Time Equivalent (FTE). As of December 31, 2024, there was 128 CUPE 2067.1, administration, supply and pages.

### **Canadian Union of Public Employees – CUPE 2067.1**

The WPLB is the employer of record and recognizes CUPE Local 2067.1 as the sole and exclusive bargaining agent for all employees of WPL, except for Administration, Supply, Pages, Special Contract Employees, and Students.

The Bargaining Committee for CUPE 2067.1 and for the Employer, with the assistance of Employee Labour Relations, commenced negotiations at the beginning of 2024 and a new collective agreement was ratified in July 2024. The new contract is for a 3-year term running from January 1, 2024, to December 31, 2026. The new contract included a 9.75% increase over 3 years. In addition to wage increases, there were increases made to the extended benefits offered through Greenshield, and a provision for all permanent employees working 14 hours or more now being eligible for fringe benefits, the previous threshold being 15 hours or more. A summary of the wage increases is noted below.

<b>Date</b>	<b>% Wage Increase</b>
<b>January 1, 2024</b>	<b>1.75</b>
<b>July 1, 2024</b>	<b>1.75</b>
<b>January 1, 2025</b>	<b>3.25</b>
<b>January 1, 2026</b>	<b>3.00</b>

The WPL Management Team continues to work with the CUPE 2067.1 Executive and Member Committees to foster a positive relationship between management and employees. These committees include Labour Management (LM), Joint Job Evaluation (JJE) and Joint Health and Safety (JHS).

### **Joint Job Evaluation Triennial Review**

The Joint Job Evaluation (JJE) Committee is made up of 3 (three) union representatives, 3 (three) management representatives, and the Total Compensation Specialist from the City of Windsor, who is a neutral party providing administrative support to the process. The current triennial review began in the first quarter of 2024 and the Committee is diligently working its way through the job classes that were submitted.

The Committee reviewed the following job classes in 2024:

- Public Service Librarian
- Circulation Service Representative
- Senior Circulation Service Representative
- Accessibility Librarian

The following positions are slated to be reviewed in 2025, and the Committee is on schedule to have reviewed all job classifications submitted by the end of the second quarter of 2025:

- Caretaker
- Maintenance and Repair
- Library Service Representative
- Digital Media Librarian
- Bookbuddy Coordinator
- Adult Literacy Coordinator
- Archivist

### **Employee Length of Service**

The average length of service for WPL employees as of Dec 31, 2024, is approximately 11 years. The main reason for turnover is retirements. Administration anticipates the number of retirements to continue to grow given the average age and length of service of the current workforce. WPL currently has 10 employees that were eligible for retirement as of December 31, 2024.

### **Recruitment**

In 2024, the following number of positions were filled:

<b>Administration</b>	<b>CUPE 2067</b>	<b>Supply and Pages</b>	<b>Grand Total</b>
1	34	13	<b>48</b>

Currently we have no vacant positions per the staff establishment, however we are hiring for the following non-union positions:

- Supply Library Service Representatives (LSR)
- Pages

### **Vacation Time**

WPL staff are entitled to paid vacation time, and their annual entitlement grows based on their years of service. Annual entitlement ranges from 15 to 32 vacation days per year. Work-life balance is very important at WPL, so staff are encouraged to use their vacation entitlement each year and minimize carry-over. The total hours taken for 2024 was 8,415 representing \$302K of the budget. August, December and May are the most popular months for vacation.

### **Supply Staffing**

To ensure WPL continues to provide high-level customer service at all locations, a pool of qualified supply staff is maintained for both Public Service and Caretaking positions. These positions are non-unionized with no minimum hours. These staff are used to back-fill when regular staff are absent due to scheduled vacations or other absences. In 2024, total hours taken for the year is 13,068 representing \$344K of the budget.

### **Health & Safety Training**

All new hires are required to complete Online Orientation training through the City of Windsor's eLearn System prior to their first day. This training covers both provincially required health and safety training, as well as City of Windsor specific training. Public Service employees spend their first two weeks in a combination of classroom and job shadow training with a Team Leader prior to working independently.

WPL has a designated Occupational Health and Safety Advisor that we work with to track compliance and to promote health and safety awareness in the organization.

## **4. ACTIONS:**

Administration will prioritize the following items in 2025:

1. Continue to train and develop a viable pool of internal candidates to fill vacancies as they arise.
2. Complete the 2024 Triennial JE Review for all submitted job classes.
3. Continue to utilize the new technologies implemented to enhance WPL's business processes and reporting

4. Investigate the potential to offer Change Management training and/or Mental Health First Aid training to staff.

**5. RECOMMENDATION:**

THAT the report of the Manager of Operations dated April 8, 2025, entitled “2024 Annual Human Resources Review” **BE RECEIVED** as presented.

Prepared by:

Tracy McManus, Manager of Operations

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

Windsor Public Library Board  
**Financial Report as at March 31, 2025**  
Tuesday, April 8, 2025

**1. OBJECTIVE:**

To inform the Windsor Public Library Board of the operating results of the organization for the three months ending March 31, 2025. 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 2025 operating budget was developed in the summer/fall of 2024 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 March 31, 2025**

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 Mar 31, 2025	Actual	Surplus (Deficit)	% Budget Spent
Revenue	\$9,478,144	\$2,369,536	\$2,350,545	(\$7,127,599)	25%
Salaries & Benefits	\$6,711,149	\$1,677,787	\$1,358,594	\$5,352,555)	20%
Other Expenses	\$2,766,995	\$691,749	\$517,307	\$2,249,688	19%
Net Surplus (Deficit)				\$474,645	

*Note: The presented budget is still pending budget adjustments and possible amendments*

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 April 8, 2025, entitled “Financial Report as at March 31, 2025” **BE RECEIVED** as presented

Prepared by:

Carrie McCrindle, Manager of Financial Accounting

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

**OPERATING RESULTS FOR THE MONTH ENDING MARCH 31, 2025**

CATEGORIES	2025 ANNUAL BUDGET	2025 YTD ACTIVITY	2025 YTD VARIANCE Surplus (Deficit)	% UTILIZED	2025 BUDGET TO MAR 31	2025 PRORATED VARIANCE AT MAR 31
<b>Revenue:</b>						
Municipal Funding	8,610,220	2,152,555	(6,457,665)	25%	2,152,555	-
Provincial Funding	625,912	130,211	(495,701)	21%	156,478	(26,267)
Donations	25,712	13,425	(12,287)	52%	6,428	6,997
Transfers from Reserves	-	-	-	-	-	-
Miscellaneous Income	-	112	112	-	-	112
Fees Revenue	66,300	16,742	(49,558)	25%	16,575	167
Expense Recoveries	150,000	37,500	(112,500)	25%	37,500	-
<b>Total Revenue</b>	<b>9478,144</b>	<b>2,350,545</b>	<b>(7,127,599)</b>	<b>25%</b>	<b>2,369,536</b>	<b>(18,991)</b>
<b>Expenses</b>						
<b>Salaries &amp; Benefits:</b>						
Salaries & Wages	5,085,994	1,105,886	3,980,108	22%	1,271,499	165,613
Employee Benefits	1,231,718	154,349	1,077,369	13%	307,930	153,581
Wages and Benefits - CCW staff	393,437	98,359	295,078	25%	98,359	-
<b>Total Salaries &amp; Benefits</b>	<b>6,711,149</b>	<b>1,358,594</b>	<b>5,352,555</b>	<b>20%</b>	<b>1,677,788</b>	<b>319,194</b>
<b>Other Expenses:</b>						
Professional Services & Consulting	40,700	1,524	39,176	4%	10,175	8,651
Information Resources	888,989	238,390	650,599	27%	222,247	(16,143)
Information Communication & Technology	309,630	10,941	298,689	4%	77,408	66,467
Furniture & Equipment	18,920	1,838	17,082	10%	4,730	2,892
Building & Property	523,975	54,754	469,221	10%	130,994	76,240
Operating Supplies	38,00	9,445	28,555	25%	9,500	55
Postage & Freight	21,955	5,296	16,659	24%	5,489	193
Conference & Education Assistance	38,500	6,626	31,874	17%	9,625	2,999
Communications & Development	21,704	100	21,604	0%	5,426	5,326
Charges Against Donations	-	13,425	(13,425)	-	-	(13,425)
Charges Against Literacy	264,031	39740	224,291	15%	66,008	26,268
Charges Against Ward Funds	-	-	-	-	-	-
Rent, Insurance, Taxes & Security	172,067	82,235	89,832	48%	43,017	(39,218)
Utilities	193,900	48,475	145,425	25%	48,475	-
Program Expenses	152,500	3,499	149,002	2%	38,125	34,626
Fees Offset Expenses	75,124	1,019	74,105	1%	18,781	17,762
Transfer to Operations Reserve	7,000	-	7,000	0%	1,750	1,750
<b>Total Other Expenses</b>	<b>2,766,995</b>	<b>517,307</b>	<b>2,249,688</b>	<b>19%</b>	<b>691,750</b>	<b>174,443</b>
<b>Total Expenses</b>	<b>9,478,144</b>	<b>1,875,901</b>	<b>7,602,243</b>	<b>20%</b>		
<b>Net Budget Surplus (Deficit)</b>	<b>-</b>	<b>474,644</b>	<b>474,644</b>			<b>512,628</b>

Note: The presented budget is still pending budget adjustments and possible amendments

## **IN-CAMERA AGENDA**

Tuesday, April 15, 2025  
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***

**3.2            *Verbal Update – Section 16.1(4)(c) – a proposed or pending acquisition or disposition of land by the board***

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

**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**