

**Board Meeting Agenda**

**Tuesday, November 18, 2025**

**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 September 16, 2025

3.2 Adoption of the minutes of the In-Camera meeting held September 16, 2025

**4. Communications**

4.1 Emails, Letters and Media

4.2 Usage Statistics for September 2025

4.3 Usage Statistics for October 2025

**5. Presentations/Delegations**

**6. Administrative Reports**

6.1 CEO Report

6.2 Financial Report as at October 31, 2025

6.3 Triennial Policy Review – Foundation Policies – Final Acceptance

6.4 2026 Proposed Annual Board Meeting Schedule

6.5 Facilities Report

6.6 Public Information Centre and Survey Update

**7. New Business**

**8. Next Meeting**

Tuesday, February 17, 2026, at 4:30 o'clock p.m.

350 City Hall Square W – Room 204

**9. Adjournment**

**10. In Camera**

**Board Meeting Minutes**  
**Tuesday, September 16, 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 Renaldo Agostino  
Delia Greco (via conference phone)  
John Coleman  
Marko Jovanovic  
Massimo De Menech

***Regrets received from:***

Councillor Kieran McKenzie

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

Michael Chantler, Commissioner, Community Services  
Jen Knights, CEO, Windsor Public Library  
Jason Moore, Manager Marketing and Communication  
Julie Catenacci, Manager, Public Services  
Leisa Pieczonka, Manager, Public Services  
Nicole Hayward Manager, Public Services  
Daryl Hermann, Supervisor of Facilities  
Tracy McManus, Manager, Operations  
Dan Seguin, Deputy Treasurer - Financial Accounting and Corporate Controls  
Carrie McCrindle, Manager of Financial Accounting  
Karen Kadour, Committee Coordinator

***Guests in attendance:***

Katie Vlanich, President CUPE Local 2067 regarding Item 6.5

**1. Call to Order**

The Chair calls the meeting to order at 4:30 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: Marko Jovanovic  
Seconded by: John Coleman

#### Decision Number: WPL 38/2025

That the minutes of the Windsor Public Library Board of its meeting held August 26, 2025, **BE ADOPTED** as presented.

### 3.2 In-Camera Meeting Minutes

Moved by: Massimo De Menech  
Seconded by: Marko Jovanovic

#### Decision Number: WPL 39/2025

That the In-Camera minutes of the Windsor Public Library Board of its meeting held August 26, 2025, **BE ADOPTED** as presented.  
Carried.

## 4. Communications

### 4.1 July 2025 Usage Statistics and 4.2 August 2025 Usage Statistics

Moved by: John Coleman  
Seconded by: Marko Jovanovic

#### Decision Number: WPL 40/2025

That the Usage Statistics for July 2025 and August 2025 **BE RECEIVED** as presented.  
Carried.

## 5. Presentations and Delegations

See item 6.5: Updated Sunday Summary and 2026 Hours of Operation

## 6. Administrative Reports

### 6.1 CEO Report

Jen Knights, Windsor Public Library Chief Executive Officer advises that a request for data on "FRED" was received from Councillor Kieran McKenzie. She reports that currently they have collected two months of data; the numbers are exceptionally good and adds that FRED will join the folks at Open Streets on September 21, 2025.

The Chair asks if FRED will be available at the Bright Lights event or any other events. Nicole Hayward, Manager of Public Services responds that Bright Lights is on the agenda along with regular visits to the schools. She remarks that a form is available on the Windsor Public Library's website if there is interest in inviting FRED to their school.

Moved by: Councillor Renaldo Agostino  
Seconded by: Marko Jovanovic

**Decision Number: WPL41/2025**

That the report of the WPL Chief Executive Officer entitled “CEO Report” dated September 9, 2025, **BE RECEIVED** as presented.

Carried.

**6.2 Triennial Policy Review – Foundation Policies – In Principle**

Jen Knights, CEO advises most of the updates noted in the Foundation Policies are administrative in nature to ensure consistency, clarity and to follow the same format through all the policies.

Moved by: John Coleman

Seconded by: Massimo De Menech

**Decision Number: WPL42/2025**

That the Windsor Public Library Board **APPROVE** in Principle the recommended amendments to the Foundation Policies.

Carried.

**6.3 Financial Report as at August 31, 2025**

Moved by: Councillor Renaldo Agostino

Seconded by: Massimo De Menech

**Decision Number: WPL43/2025**

That the report of the Manager of Financial Accounting dated September 9, 2025, entitled “Financial Report as at August 31, 2025” **BE RECEIVED** as presented.

Carried.

**6.4 Annual Fine-Free Update**

Jen Knights, CEO advises there has been membership growth, and due to the fine-free atmosphere, folks are not fearful of coming to the library and being impacted by the imposing of fines. She advises that research continues to show if there are fines, one statistic revealed for every \$5.00 in fines, it costs up to \$5.95 in staff labour to recuperate that fine.

In response to a question asked by Councillor Renaldo Agostino regarding video games not being returned, Jen Knights responds if the payment is not provided it will proceed to collections.

Massimo De Menech indicates that under the membership growth, there were 6,000 new members in the first six months of 2025 which is a positive.

Moved by: John Coleman

Seconded by: Marko Jovanovic

**Decision Number: WPL44/2025**

That the report of the Manager of Public Services dated September 9, 2025, entitled “Annual Fine-Free Update” **BE RECEIVED** as presented.

Carried.

## 6.5 Updated Sunday Summary and 2026 Hours of Operation

Katie Vlanich, President CUPE Local 2067 appears before the Windsor Public Library Board regarding the Sunday hours. The following comments are provided:

- The Union maintains their position that having additional Sunday hours can be a positive, but the members like our patrons want a library system that provides excellent service to our communities, and which utilizes the limited resources that they have responsibly and effectively.
- Circulation numbers suggest that Sundays are not contributing to expanding library usage but are, in fact redistributing weekly numbers (i.e. patrons who come in on a Monday morning are now coming in on a Sunday).
- Operating on the current schedule means they do not have the staff or budget to balance providing excellent customer service, organizing and running innovative programming, and participating in essential community outreach activities.
- The streamlining of hours has failed to support the diverse communities, as noted by community members.

The Chair asks Katie Vlanich if there are ways to increase Sunday usage. Katie Vlanich responds that additional staff are required as they are operating at half-staff.

John Coleman asks if a period has been determined to review the success of the Sunday hours. Katie Vlanich acknowledges that it will take some time to review, i.e. one year.

Jen Knights, CEO, Windsor Public Library advises that if they were looking at making changes, they would be looked at across the branches which may result in staff being moved around to different home branches. She notes that change takes time, and it is important to review the impact of the changes and to collect the impact of that data.

Moved by: Councillor Renaldo Agostino

Seconded by: John Coleman

### **Decision Number: WPL 45/ 2025**

That the Windsor Public Library Board **APPROVE** the 2026 schedule for hours of operations of the Windsor Public Library branches.

Carried.

## 7. New Business

The Chair refers to folks being on a wait list for quick read book and rather than being notified that the book is available, it is sitting on a shelf at the library. He notes if there is a wait list, he asks if there is a way to honour those people on the list and asked for a report back.

## 8. Date of Next Meeting

The next meeting if the Windsor Public Library Board will be held on Tuesday, November 18, 2025, at 4:30 o'clock p.m. in Room 204, 350 City Hall Square West.

**9. Adjournment**

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

**10. In Camera**

---

Councillor Mark McKenzie  
Windsor Public Library Board Chair

---

Jen Knights  
CEO, Windsor Public Library

**IN CAMERA**

**Board Meeting Minutes**  
**Tuesday, September 16, 2025**  
**350 City Hall Square West – Room 204**

**Members in attendance:**

Councillor Mark McKenzie, Chair  
Councillor Renaldo Agostino  
John Coleman  
Marko Jovanovic  
Delia Greco (via conference phone)  
Massimo De Menech

**Regrets received from:**

Councillor Kieran McKenzie

**Also in attendance:**

Michael Chantler, Commissioner, Community Services  
Jen Knights, CEO, Windsor Public Library  
Daryl Hermann, Supervisor of Facilities  
Dan Seguin, Deputy Treasurer, Financial Accounting and Corporate Controls  
Carrie McCrindle, Manager of Financial Accounting  
Karen Kadour, Committee Coordinator

**Call to Order**

**The Chair calls the In Camera meeting to order at 5:06 o'clock p.m.**

Moved by: John Coleman

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

Carried.

**Disclosure of Pecuniary Interest**

None disclosed.

**Discussion on the items of business**

Moved by: Councillor Renaldo Agostino

Seconded by: Marko Jovanovic

To move back into public session at 5:10 o'clock p.m.

Carried.

---

Moved by: Massimo De Menech

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 September 16, 2025, directly to the Windsor Public Library Board for consideration at the next Regular Meeting.

Carried.

---

Moved by: John Coleman

Seconded by: Marko Jovanovic

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.

---

Moved by: Massimo De Menech

Seconded by: Marko Jovanovic

That the In Camera meeting of the Windsor Public Library Board held September 16, 2025, **BE ADJOURNED** at 5:15 o'clock p.m.

Carried.

---

Councillor Mark McKenzie  
Windsor Public Library Board Chair

---

Jen Knights  
CEO, Windsor Public Library

Windsor Public Library Board  
**Emails, Letters and Media**  
Wednesday, November 12, 2025

**Emails & Letters**



254 Pitt Street West  
Windsor, Ontario N9A 5L5

---

**WINDSOR HISTORIC SITES ASSOCIATION**

Established 1940

June 17, 2025

**RE : New Shared Storage facility for Library and Museum use**

**Councillor Mark McKenzie, Chairperson and Windsor Public Library Board Members**

Further to our letter attached dated October 4, 2023, we still have concern regarding storage. Please be advised that Windsor Historic Sites Association (WHSA) have been involved with Windsor historic buildings since 1948. The WHSA is the owner of the historic Francois Baby House at 254 Pitt St W utilized as part of the municipal museum. WHSA has an arrangement that has been in place for over 15 years and has been beneficial for both the City for use as a museum as well for the long term maintenance of the historic 1812 Francois Baby House. Most of the City's collection is stored within the underground storage at 254 Pitt St W.

It has been brought forward numerous times in the last few years, that there is a growing concern that our museum facility is almost at capacity and there is a lack of museum quality storage for artifacts and other important historical materials. This could be very detrimental in these times when a great number of potential donations could be lost due to lack of adequate storage space. It has been determined that there is only a two year capacity to accept further artifacts and that planning for future storage should be planned.

We understand that the Library is proposing the creation/build of additional storage space and we are requesting consideration be given to including a joint shared storage facility for use of both the Library and Museum artifact storage use. In addition, it is our understanding that the museum is already in conversation with the Library about this matter and Windsor Historic Sites Association fully supports this joint initiative for improved storage space.

Thank you for your consideration on this matter in advance.

Don Wilson  
President Windsor Historic Sites Association

cc City Council

## Media

- [Windsor Second World War veterans featured in public library podcast](#) – CBC – November 11, 2025
- [Those Who Served: Stories from Windsor's WWII Veteran's](#) –iHeart Radio –November 11, 2025
- [Public consultation to be held regarding future Central Branch location](#) –CTV News –September 18, 2025
- [Windsor Public Library seeks feedback on future of Central Branch](#) –AM800 News – September 19, 2025
- [Windsor Public Library receives donation of Ukrainian book collection](#) – CTV News, September 12, 2025

Windsor Public Library Board  
**Usage Statistics for September 2025**  
Wednesday, November 12, 2025

**Customer Use Index**

The Customer Use Index (CUI) aggregates five use factors and is particularly useful in tracking the number of customer interactions per open hour.

Use Factors	September 2025	September 2024	Variance
Gate Count	45,276	38,428	18%
Website & Social Media	195,329	137,857	42%
In-house Usage	15,116	13,655	11%
Circulation	110,199	110,372	0%
Public Service	6,009	4,752	26%
<b>CUI Total</b>	<b>371,929</b>	<b>305,064</b>	<b>22%</b>
<b>CUI per open hour</b>	<b>170</b>	<b>151</b>	<b>13%</b>

Notes: September 2025 had 2,184 open hours, which is 12% more than the 1,942 open hours in September 2024.

**Gate Counts**

Customers Entering	September 2025	September 2024	Variance
Central	6,552	6,899	-5%
Budimir	8,889	8,017	11%
Riverside	6,113	5,533	10%
Forest Glade*	6,589	3,751	76%
Chisholm	4,387	3,513	25%
Fontainebleau	2,923	2,326	26%
Bridgeview	3,756	4,209	-11%
Seminole	1,865	1,604	16%
John Muir	2,838	2,455	16%
Local History	167	121	38%
FRED	1,197	N/A	N/A
<b>Total</b>	<b>45,276</b>	<b>38,428</b>	<b>18%</b>

Notes: \*The book sale at FGL from 26–28 September led to limited public services but increased foot traffic

**Website and Social Media**

Category	September 2025	September 2024	Variance
Website*	80,659	73,978	9%
Catalogue Sessions	27,188	19,408	40%
WPL Mobile Sessions	14,606	9,935	47%
Social Media Engagement	72,876	34,536	111%
<b>Total</b>	<b>195,329</b>	<b>137,857</b>	<b>42%</b>

Notes: \*Website count includes WPL’s website, Digi Branch, Learn@Home, Obituaries, and Digital Exhibits. Digital Exhibits views were estimated in September 2025.

## In-House Usage

Location	Public Internet (in hours)	Netbook Circulation	Items Used	September 2025 Total	September 2024 Total	Variance
Central	976	2	691	1,669	1,469	14%
Budimir	261	-	2,412	2,673	2,588	3%
Riverside	344	-	1,928	2,272	2,120	7%
Forest Glade*	154	3	1,216	1,373	1,096	25%
Chisholm	186	-	1,879	2,065	1,820	13%
Fontainebleau	235	1	938	1,174	1,403	-16%
Bridgeview	294	-	1,282	1,576	1,782	-12%
Seminole	292	-	799	1,091	696	57%
John Muir	136	-	511	647	506	28%
Local History	N/A	N/A	229	229	175	31%
FRED	N/A	-	347	347	N/A	N/A
<b>Total</b>	<b>2,878</b>	<b>6</b>	<b>12,232</b>	<b>15,116</b>	<b>13,655</b>	<b>11%</b>

Notes: \*The book sale at FGL from 26–28 September led to limited public services but increased foot traffic.

## Circulation

Location	September 2025	September 2024	Variance	2024 Total
Central	7,758	8,005	-3%	98,316
Budimir	13,418	12,557	7%	154,777
Riverside	11,830	10,565	12%	135,361
Forest Glade*	6,570	5,787	14%	67,952
Chisholm	8,784	7,402	19%	90,383
Fontainebleau	4,229	4,433	-5%	53,783
Bridgeview	4,214	4,252	-1%	47,169
Seminole	4,086	3,803	7%	43,991
John Muir	2,358	2,367	0%	29,014
Local History**	44	N/A	N/A	N/A
FRED	541	N/A	N/A	N/A
<b>Total Physical Circ</b>	<b>63,832</b>	<b>59,171</b>	<b>8%</b>	<b>720,746</b>
eResources	46,367	51,201	-9%	589,270
<b>Total</b>	<b>110,199</b>	<b>110,372</b>	<b>0%</b>	<b>1,310,016</b>

Notes: \* The book sale at FGL from 26–28 September led to limited public services but increased foot traffic.

\*\*In June 2025, Local History began circulating items from displays.

## Public Services

Category	September 2025	September 2024	Variance
Reference Questions*	266	170	56%
Program Attendance**	4,935	3,513	40%
Outreach Attendance	31	440	-93%
School Visit Attendance	397	251	58%
Accessibility Circulation	380	378	1%
<b>Total</b>	<b>6,009</b>	<b>4,752</b>	<b>26%</b>

Notes: \*Reference Questions include reference interactions tracked by Ask a Librarian, Local History, Digital Media, and—as of February 23rd, 2025—at service desks systemwide.

\*\*Program Attendance includes Take & Make kits, online live programming, and in-person programming.

## Memberships

Location	September 2025 New	September 2025 Purged	September 2025 Total
Central	300	(193)	20,116
Budimir	224	(91)	12,233
Riverside	164	(111)	10,733
Forest Glade	156	(116)	7,252
Chisholm	125	(40)	6,811
Fontainebleau	163	(72)	4,743
Bridgeview	102	(39)	5,566
Seminole	107	(61)	5,147
John Muir	101	(40)	4,695
FRED	29	(9)	307
<b>Total</b>	<b>1,471</b>	<b>(772)</b>	<b>77,603</b>

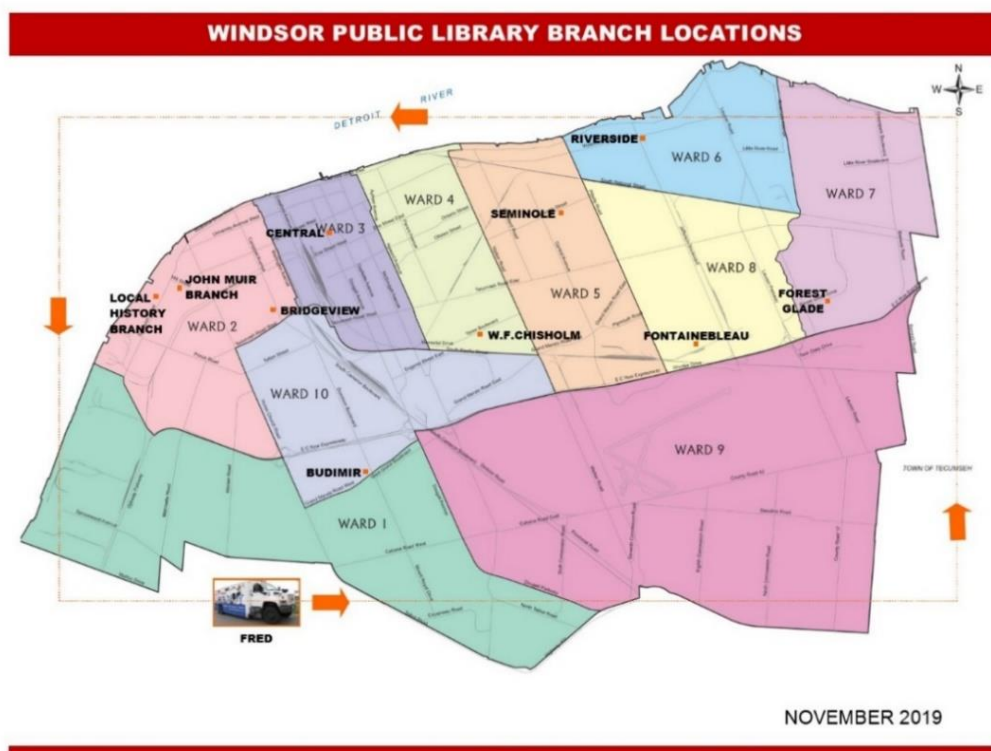
**Notes:** Of the 1,471 new memberships, 162 (11%) were ecards. In total, 6,681 members (8.6%) hold ecards.

## Annual Memberships

Year	Total	% of Total Population
2024	88,374	38%
2023	98,129	43%
2022	95,886	42%
2021	98,944	43%
2020	93,709	43%

**Notes:** Like all large public libraries in Canada, every year WPL removes memberships that have not been active in three years. Due to the pandemic this was not done in 2021; it was resumed in 2022. In January 2025, 10,956 such memberships were removed. Starting in February 2025, we now purge smaller batches of memberships monthly, rather than one large batch annually.

Population of Windsor per the 2021 Census = 229,660; Population of Windsor per the 2016 Census = 217,188



Windsor Public Library Board  
**Usage Statistics for October 2025**  
Wednesday, November 12, 2025

**Customer Use Index**

The Customer Use Index (CUI) aggregates five use factors and is particularly useful in tracking the number of customer interactions per open hour.

Use Factors	October 2025	October 2024	Variance
Gate Count	45,342	45,012	1%
Website & Social Media	165,968	126,746	31%
In-house Usage	14,964	16,176	-7%
Circulation	110,786	116,969	-5%
Public Service	7,813	7,875	-1%
<b>CUI Total</b>	<b>344,873</b>	<b>312,778</b>	<b>10%</b>
<b>CUI per open hour</b>	<b>152</b>	<b>140</b>	<b>9%</b>

**Notes:** October 2025 had 2,270 open hours, which is 1.3% more than the 2,240 open hours in October 2024.

**Gate Counts**

Customers Entering	October 2025	October 2024	Variance
Central	6,661	7,238	-8%
Budimir	9,111	9,985	-9%
Riverside	6,027	6,569	-8%
Forest Glade	5,778	4,151	39%
Chisholm	4,424	4,833	-8%
Fontainebleau	2,905	2,802	4%
Bridgeview	4,241	4,834	-12%
Seminole	1,926	1,775	9%
John Muir	3,215	2,718	18%
Local History	151	107	41%
FRED	903	N/A	N/A
<b>Total</b>	<b>45,342</b>	<b>45,012</b>	<b>1%</b>

**Website and Social Media**

Category	October 2025	October 2024	Variance
Website*	76,375	73,489	4%
Catalogue Sessions	34,261	19,275	78%
WPL Mobile Sessions	14,339	10,002	43%
Social Media Engagement	40,993	23,980	71%
<b>Total</b>	<b>165,968</b>	<b>126,746</b>	<b>31%</b>

**Notes:** \*Website count includes WPL's website, Digi Branch, Learn@Home, Obituaries, and Digital Exhibits.

## In-House Usage

Location	Public Internet (in hours)	Netbook Circulation	Items Used	October 2025 Total	October 2024 Total	Variance
Central	1,173	2	694	1,869	1,703	10%
Budimir	283	-	2,059	2,342	4,175	-44%
Riverside	315	-	1,836	2,151	2,080	3%
Forest Glade	188	3	1,484	1,675	972	72%
Chisholm	171	-	1,747	1,918	2,523	-24%
Fontainebleau	190	1	943	1,134	1,953	-42%
Bridgeview	318	-	1,314	1,632	1,765	-8%
Seminole	304	-	574	878	381	130%
John Muir	182	-	438	620	475	31%
Local History	N/A	N/A	364	364	149	144%
FRED	N/A	-	381	381	N/A	N/A
<b>Total</b>	<b>3,124</b>	<b>6</b>	<b>11,834</b>	<b>14,964</b>	<b>16,176</b>	<b>-7%</b>

## Circulation

Location	October 2025	October 2024	Variance	2024 Total
Central	7,758	8,005	-3%	98,316
Budimir	13,418	12,557	7%	154,777
Riverside	11,830	10,565	12%	135,361
Forest Glade	6,570	5,787	14%	67,952
Chisholm	8,784	7,402	19%	90,383
Fontainebleau	4,229	4,433	-5%	53,783
Bridgeview	4,214	4,252	-1%	47,169
Seminole	4,086	3,803	7%	43,991
John Muir	2,358	2,367	0%	29,014
Local History*	44	N/A	N/A	N/A
FRED	541	N/A	N/A	N/A
<b>Total Physical Circ</b>	<b>63,832</b>	<b>59,171</b>	<b>8%</b>	<b>720,746</b>
eResources	46,367	51,201	-9%	589,270
<b>Total</b>	<b>110,199</b>	<b>110,372</b>	<b>0%</b>	<b>1,310,016</b>

Notes: \*In June 2025, Local History began circulating items from displays.

## Public Services

Category	October 2025	October 2024	Variance
Reference Questions*	262	240	9%
Program Attendance**	6,023	5,123	18%
Outreach Attendance	155	178	-13%
School Visit Attendance	776	1,412	-45%
Accessibility Circulation	597	922	-35%
<b>Total</b>	<b>7,813</b>	<b>7,875</b>	<b>-1%</b>

Notes: \*Reference Questions include reference interactions tracked by Ask a Librarian, Local History, Digital Media, and—as of February 23rd, 2025—at service desks systemwide.

\*\*Program Attendance includes Take & Make kits, online live programming, and in-person programming.

## Memberships

Location	October 2025 New	October 2025 Purged	October 2025 Total
Central	271	(222)	20,099
Budimir	162	(113)	12,285
Riverside	147	(135)	10,725
Forest Glade	164	(101)	7,281
Chisholm	119	(51)	6,866
Fontainebleau	83	(64)	4,720
Bridgeview	115	(56)	5,585
Seminole	83	(74)	5,145
John Muir	77	(99)	4,656
FRED	167	(16)	457
<b>Total</b>	<b>1,388</b>	<b>(931)</b>	<b>77,819</b>

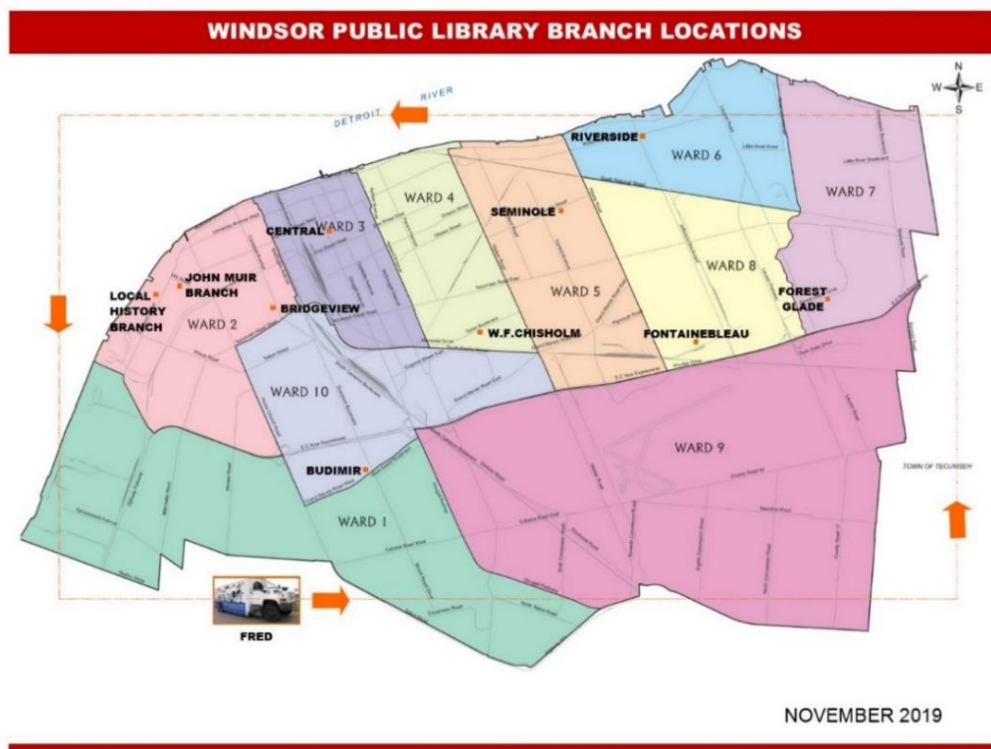
**Notes:** Of the 1,388 new memberships, 140 (10%) were ecards. In total, 6,681 members (8.6%) hold ecards.

## Annual Memberships

Year	Total	% of Total Population
2024	88,374	38%
2023	98,129	43%
2022	95,886	42%
2021	98,944	43%
2020	93,709	43%

**Notes:** Like all large public libraries in Canada, every year WPL removes memberships that have not been active in three years. Due to the pandemic this was not done in 2021; it was resumed in 2022. In January 2025, 10,956 such memberships were removed. Starting in February 2025, we now purge smaller batches of memberships monthly, rather than one large batch annually.

Population of Windsor per the 2021 Census = 229,660; Population of Windsor per the 2016 Census = 217,188



Windsor Public Library Board  
**CEO Report**  
Wednesday November 12, 2025

**1. ADMINISTRATION**

It has been a busy fall including the completion of our 2026 **Public Libraries Operating Grant (PLOG)** application, which was due October 15, 2025. Last year we were informed of our 2025 funding in mid-December.

Our **Typical Week Survey** aka “Stats Week” will take place November 16 – 22, 2025, and is a requirement by the Ministry of Tourism, Culture and Gaming. It is also used in the Annual Survey of Public Libraries.

**Customer Use Index (CUI)**

The WPL Management Team has had several discussions around the CUIs we currently collect. At our most recent management team meeting we included Greg Nightingale, our Digital Media Librarian, to discuss potential changes and enhancements. With the installation of SenSource people counters at several branches, and the remainder to follow shortly, we are looking forward to accurate gate counts with downloadable metrics that will allow us to track trends by location, by day and hourly.

We are looking to set targets or Key Performance Indicators (KPIs) for key metrics and use that information as a comparator to similar library systems.

We welcome suggestions from the WPLB. New CUIs we are looking to report on include:

- WPL Hotspot usage
- Physical and digital usage by item type/category
- Collection percentage by item type/category
- Cardholders by residence (e.g., Windsor, Essex County, and non-resident)
- Usage analysis by customer age ranges

**2. MARKETING AND COMMUNICATIONS**

Over the past two months, and in addition to our daily Marketing and Communication efforts, we have focused on promoting extended hours and seven-day service through a campaign titled “**What Are You Doing This Weekend?**”

This is our second hours-and-days campaign in 2025; while the first focused on **raising awareness** of the new schedule, this campaign aims to **inspire action** by encouraging people to make the library part of their weekend plans. We have leveraged social media, traditional media, and our website to highlight the many great experiences our libraries offer.

To amplify reach, two paid advertising campaigns—one on AM800 CKLW, the region’s top station for local information, and another with windsorite.ca, a leading online platform—are running from October through December.

At year’s end, we will evaluate success by tracking visit trends and reviewing performance metrics from both media partners and our social channels. Encouragingly, our own social media engagement continues to grow, confirming that our efforts are resonating with the community.

### 3. EVENT, OUTREACH AND PROGRAMMING INFORMATION

#### FRED 2.0

As noted at our last WPLB meeting we will report on FRED at each meeting. FRED continues to be “out and about” –recent highlights include:

- Forest Glade Book Sale
- Open Streets and the Windsor International Film Festival
- The City of Windsor Employee and Family Appreciation Event
- Visits to Talbot Trail, St. Joseph’s, and St. John Vianney schools
- Stops at the UHC Hub of Opportunities, as well as the Reginald and Lauzon Community Housing Corporation locations
- Willistead, Walker Homesite, Mic Mac, Jackson, Elizabeth Kishkon, Alexander, and Oakwood Parks

Information on FRED gate counts for 2018, 2019 and 2025 (July, August, and September only) are noted below:

Gate Count	2018	2019	2025
Average Gate Count per Month	646	803	922
Highest Monthly Gate Count	1229	1479	1197
Lowest Monthly Gate Count	177	176	537

Administration will continue to report on FRED at each Board meeting through the CEO Report.

#### Programming Highlights in November:

**Bridgeview:** Family Story Time, English Conversation Circle, Inclusive Bookworm Club

**Budimir:** Teen Book Club, Morning Storytime, Chess Club

**Central:** LEGO Free Build, Game Night for Kids, Let’s Talk Movies, Not Your Average Book Club

**Fontainebleau:** Just Bead It!, Walk and Talk, Ojibway on the Go, Whiz Kids

**Forest Glade:** STEAM Club, Board Game Night, Let’s Talk English, Drop-In Craft: Silly Monsters

**John Muir:** Puzzle Swap; Art Starts at Muir, Writers – Write-In, Create and Chat

**Local History:** Vintage Craft Series, Historical Fiction Book Club, Author Talk, Historic Ghost Walk of Sandwich Town

**Riverside:** The New Yorker Roundtable, Adult Sensory Reading Circle, WPL Film Discussion

**Seminole:** Adult Colouring Therapy, Thought Box Crafting, Storytime, LEGO Free Play

**WF Chisholm:** Tween Writing & Illustrating Club, Creative Cards, Mom and Baby Book Cafe

**LinkedIn Learning Powered by WPL**

WPL has partnered with the CCW Human Resources Department to “power” this staff development opportunity. City staff members, using their Windsor Public Library card, can access LinkedIn Learning, offering thousands of expert-led courses in business, technology, creative skills, and personal development.

**4. RECOMMENDATION:**

That the report of the WPL Chief Executive Officer entitled “CEO Report” dated November 12, 2025, **BE RECEIVED** as presented.

Prepared by:

Jennifer Knights, WPL Chief Executive Officer

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

Windsor Public Library Board  
**Financial Report as at October 31, 2025**  
Wednesday, November 12, 2025

**1. OBJECTIVE:**

To inform the Windsor Public Library Board of the operating results of the organization for the ten months ending October 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 October 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 Oct 31, 2025	Actual	Surplus (Deficit)	% Budget Spent
Revenue	\$9,428,960	\$7,857,467	\$7,849,284	(\$1,579,676)	83%
Salaries & Benefits	\$6,668,895	\$5,557,413	\$5,626,387	\$1,042,508	84%
Other Expenses	\$2,760,065	\$2,300,054	\$2,143,632	\$616,433	78%
Net Surplus				\$79,265	

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, 2025 entitled "Financial Report as at October 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 OCTOBER 31, 2025**

CATEGORY	2025 ANNUAL BUDGET	2025 YTD ACTIVITY	2025 YTD VARIANCE Surplus (Deficit)	% UTILIZED	2025 BUDGET TO OCT 31	2025 PRORATED VARIANCE AT OCT 31
<b>Revenue:</b>						
Municipal Funding	8,561,036	7,134,197	(1,426,839)	83%	7,134,197	-
Provincial Funding	625,912	475,026	(150,886)	76%	521,593	(46,567)
Donations	25,712	47,237	21,525	184%	21,427	25,810
Transfers from Reserves	-	-	-	-	-	-
Miscellaneous Income	-	1,590	1,590	-	-	1,590
Fees Revenue	66,300	66,234	(66)	100%	55,250	10,984
Expense Recoveries	150,000	125,000	(25,000)	83%	125,000	-
<b>Total Revenue</b>	<b>9,428,960</b>	<b>7,849,284</b>	<b>(1,579,676)</b>	<b>83%</b>	<b>7,857,467</b>	<b>(8,183)</b>
<b>Expenses</b>						
<b>Salaries &amp; Benefits:</b>						
Salaries & Wages	5,085,994	4,307,302	778,692	85%	4,238,328	(68,974)
Employee Benefits	1,231,718	1,026,432	205,286	83%	1,026,432	-
Wages and Benefits - CCW staff	351,183	292,653	58,530	83%	292,653	-
<b>Total Salaries &amp; Benefits</b>	<b>6,668,895</b>	<b>5,626,387</b>	<b>1,042,508</b>	<b>84%</b>	<b>5,557,413</b>	<b>(68,974)</b>
<b>Other Expenses:</b>						
Professional Services & Consulting	40,700	30,296	10,404	74%	33,917	3,621
Information Resources	888,989	1,062,710	(173,721)	120%	740,824	(321,886)
Information Communication & Technology	309,630	78,488	231,142	25%	258,025	179,537
Furniture & Equipment	18,920	2,841	16,079	15%	15,767	12,926
Building & Property	523,975	217,057	306,918	41%	436,646	219,589
Operating Supplies	38,00	31,853	6,147	84%	31,667	(186)
Postage & Freight	23,725	23,976	(251)	101%	19,771	(4,205)
Conference & Education Assistance	38,500	21,099	17,401	55%	32,083	10,984
Communications & Development	21,704	7,299	14,405	34%	18,087	10,788
Charges Against Donations	-	47,237	(47,237)	-	-	(47,237)
Charges Against Literacy	264,031	163,244	100,787	62%	220,026	56,782
Charges Against Ward Funds	-	-	-	-	-	-
Rent, Insurance, Taxes & Security	172,067	267,925	(95,858)	156%	143,389	(124,536)
Utilities	185,200	154,333	30,867	83%	154,333	-
Program Expenses	152,500	27,037	125,463	18%	127,083	100,046
Fees Offset Expenses	75,124	8,237	66,887	11%	62,603	54,366
Transfer to Operations Reserve	7,000	-	7,000	0%	5,833	5,833
<b>Total Other Expenses</b>	<b>2,760,065</b>	<b>2,143,632</b>	<b>616,433</b>	<b>78%</b>	<b>2,300,054</b>	<b>156,422</b>
<b>Total Expenses</b>	<b>9,428,960</b>	<b>7,770,019</b>	<b>1,658,941</b>	<b>82%</b>	<b>7,857,467</b>	<b>87,448</b>
<b>Net Budget Surplus (Deficit)</b>	<b>-</b>	<b>79,265</b>	<b>79,265</b>			<b>79,265</b>

Windsor Public Library Board  
**Triennial Policy Review – Foundation Policies**  
**Final Acceptance Report**  
Wednesday, November 12, 2025

**1. OBJECTIVE:**

To complete the Windsor Public Library Board’s triennial review of WPL policies discussed reviewed, and accepted “in principle” at the September 16, 2025, 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 September, the WPLB discussed and accepted “in principle”

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

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

No public comments were received.

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 proposed additions and revisions to the Windsor Public Library Foundation Policies as presented.

Prepared by:

Jennifer Knights, CEO

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

Windsor Public Library Board  
**2026 Proposed Annual Board Meeting Schedule**  
 Wednesday, November 12, 2025

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 17, 2026</b> Board Meeting 4:30pm – 5:30 pm 350 City Hall Square W Room 204	<b>Reports:</b> <ul style="list-style-type: none"> <li>• 2025 Statistics Report</li> <li>• Central &amp; Digital Branch Annual Review</li> <li>• Adult Literacy Annual Report</li> </ul>
<b>March 2026</b>	<b>No meeting scheduled</b>
<b>Tues April 21, 2026</b> Annual General Meeting 4:30pm – 4:55pm 350 City Hall Square W Room 204	<b>Reports:</b> <ul style="list-style-type: none"> <li>• 2025 Annual Report</li> </ul>
<b>Tues April 21, 2026</b> Board Meeting 5:00pm – 6:00pm 350 City Hall Square W Room 204	<b>Reports:</b> <ul style="list-style-type: none"> <li>• Community Libraries Annual Review</li> <li>• Reference Libraries Annual review</li> <li>• Human Resources Annual Review</li> <li>• Financial Report as at March 31, 2026</li> </ul>
<b>May 2026</b>	<b>No meeting scheduled</b>
<b>Tues June 16, 2026</b> Board Meeting 4:30pm – 5:30pm 350 City Hall Square W Room 204	<b>Reports:</b> <ul style="list-style-type: none"> <li>• 2025 KPMG Audit Presentation</li> <li>• Preliminary Financial Results for the year ended December 31, 2025</li> <li>• Financial Report as at May 31, 2026</li> <li>• Neighbourhood Libraries Annual Review</li> <li>• Local History &amp; Community Archives Annual Review</li> </ul>
<b>July 2026</b>	<b>No meeting scheduled</b>
<b>August 2026</b>	<b>No meeting scheduled</b>
<b>Tues Sept 22, 2026</b> Board Meeting 4:30pm – 5:30pm 350 City Hall Square W Room 204	<b>Reports:</b> <ul style="list-style-type: none"> <li>• 2026 Hours of Operation Report</li> <li>• Proposed 2027-2035 Capital Budget &amp; Reserve Fund &amp; 2027 Plan</li> <li>• Proposed 2027 Operating Budget</li> <li>• Financial Report as at July 31, 2026</li> </ul>
<b>Tues Oct 20, 2026</b> Board Meeting 4:30pm – 5:30pm 350 City Hall Square W Room 204	<b>Reports:</b> <ul style="list-style-type: none"> <li>• Financial Report as at August 31, 2026</li> <li>• Triennial Policy Review – 1st Reading</li> <li>• Annual Fine-Free Update</li> </ul>

Date & Location	Proposed Agenda
<b>Tues Nov 17, 2026</b> Board Meeting 4:30pm – 5:30pm 350 City Hall Square W Room 204	<b>Reports:</b> <ul style="list-style-type: none"> <li>• Financial Report as at October 31, 2026</li> <li>• Triennial Policy Review – Final Acceptance</li> <li>• Facilities Report</li> </ul>
<b>December 2026</b>	<b>No meeting scheduled</b>

**Quorum**

- The presence of a majority of the Board is necessary for the transaction of business at a meeting. Board members who are unable to attend a scheduled meeting are requested to provide a minimum of 24 hours’ notice to the Board Secretary to ensure quorum requirements are met.

**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 prior to the meeting.

**RECOMMENDATION:**

**THAT** the Windsor Public Library Board **APPROVE** the 2026 Proposed Annual Board Meeting Schedule as presented.

Windsor Public Library Board

**Facilities Report**

Wednesday, November 12, 2025

**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 – **Community Archives** operate 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 Windsor International Aquatic and Training Centre

The building maintenance group of jobs is overseen by one (1) full time Facility Supervisor, and 12 unionized staff consisting of: one (1) full time maintenance person, six (6) full time caretakers, two (2) part time caretakers, one (1) full time shipper/receiver, and two (2) part time shipper/receiver/driver positions. There is also a compliment of supply caretakers which are non-union positions. Supply pool staffing varies but typically consists 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:

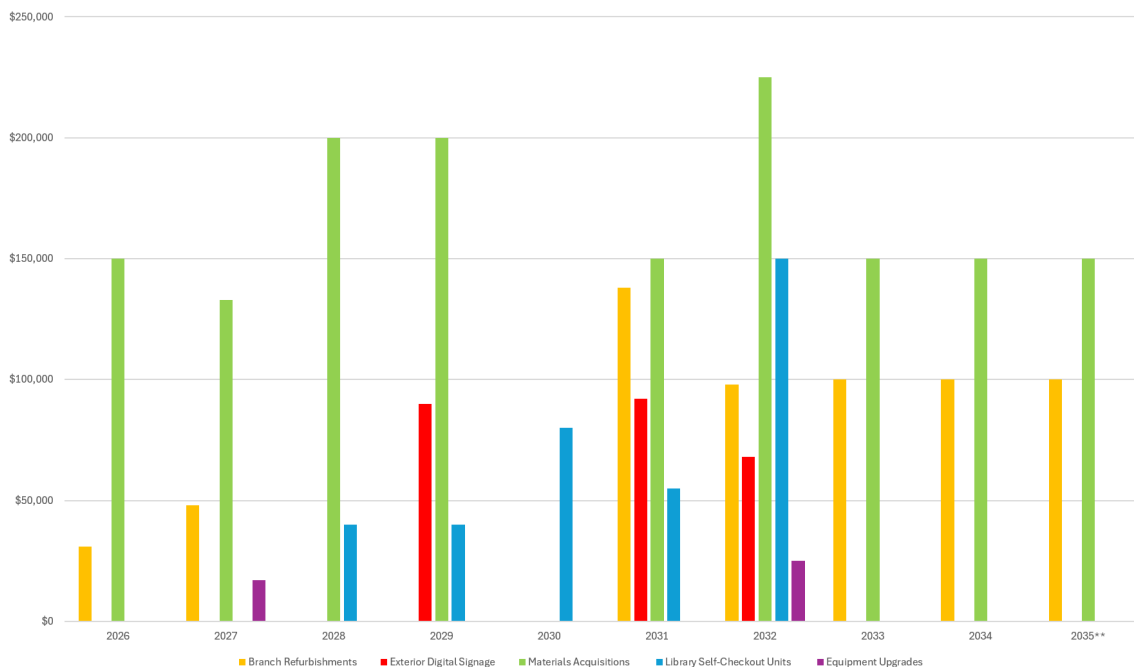
Funds to support WPL facilities are accessed from the annual Capital Budget process which forecasts capital based on a 10-year plan. There are five (5) proposed projects supported with capital funds: Branch Refurbishments, Exterior Digital Signage, Material Acquisitions Integrated Library System (ILS)/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

The following projects have been approved in principle for years 2026 through 2034, and 2035 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	2026	2027	2028	2029	2030
Branch Refurbishments	\$ 31,000	\$ 48,000	-	-	-
Exterior Digital Signage	-	-	-	\$ 90,000	-
Materials Acquisitions	\$ 150,000	\$ 133,000	\$ 200,000	\$ 200,000	-
Library Self-Checkout Units	-	-	\$ 40,000	\$ 40,000	\$ 80,000
Equipment Upgrades	-	\$ 17,000	-	-	-
<b>Total</b>	<b>\$ 181,000</b>	<b>\$ 198,000</b>	<b>\$ 240,000</b>	<b>\$ 330,000</b>	<b>\$ 80,000</b>

Project	2031	2032	2033	2034	2035**
Branch Refurbishments	\$ 138,000	\$ 98,000	\$ 100,000	\$ 100,000	\$ 100,000
Exterior Digital Signage	\$ 92,000	\$ 68,000	-		
Materials Acquisitions	\$ 150,000	\$ 225,000	\$ 150,000	\$ 150,000	\$ 150,000
Library Self-Checkout Units	\$ 55,000	\$ 150,000	-		
Equipment Upgrades	-	\$ 25,000	-		
<b>Total</b>	<b>\$ 435,000</b>	<b>\$ 566,000</b>	<b>\$ 250,000</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 a 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.

Refurbishment projects undertaken as part of WPL’s capital planning cycle encompass a wide range of interior upgrades designed to maintain functionality, safety, and aesthetic appeal across all branches. These improvements include, but are not limited to:

- **Interior Finishes:** Painting, flooring replacement, and general aesthetic upgrades.
- **Exterior Finishes & Landscaping:** Maintenance and upgrades to building façades, windows, doors, exterior lighting, signage, walkways, green spaces, and parking areas to ensure curb appeal, safety, and compliance with municipal property standards.
- **Public and Staff Furnishings:** Adult and children’s seating and tables, study areas, furniture, and service counters.
- **Technology and Service Infrastructure:** Self-checkout stations, public computer workstations, people/gate counters, and associated cabling and power requirements.
- **Shelving and Collections Areas:** Replacement or reconfiguration of shelving units to support accessibility and collection management.
- **Washroom Facilities:** Upgrades to fixtures, partitions, and finishes to meet accessibility standards and improve hygiene.
- **Safety and Accessibility Enhancements:** Improvements aligned with the Accessibility for Ontarians with Disabilities Act (AODA), Ontario Building Code, and applicable municipal standards.

Major building capital project budgets, particularly those involving large-scale infrastructure components, are managed by the City of Windsor’s Corporate Projects Department. These capital items typically include building envelope elements such as roofing systems, windows, doors, exterior cladding, parking infrastructure, and HVAC systems. Windsor Public Library (WPL) Facilities collaborates with Corporate Projects through quarterly meetings and additional sessions as required to review building conditions, assess needs, and coordinate planning for asset replacement and lifecycle upgrades. This process ensures that WPL facilities remain safe, accessible, and operationally efficient, while protecting public investment and supporting long-term sustainability.

#### **4. FACILITIES OPERATIONS BUDGET:**

The Facilities Department continues to demonstrate fiscal responsibility in managing operations across 10 active branch locations. Despite inflationary pressures and rising costs in utilities, materials, and contracted services, Facilities has consistently maintained its operational expenditures at approximately 7% of the total WPL operating budget.

To ensure long-term budget sustainability, facilities continuously examine various ways to reduce costs and implement control measures, such examples are: evaluating utility consumptions and the implementation of enhanced building automation controls and programming, sequences of operations, temperature deltas and system schedules. Increased preventive maintenance scopes, schedules, and activities also aid to extend the service life of mechanical, electrical, and plumbing systems, which reduce emergency repairs, and improve overall asset reliability.

### 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	\$504,242	\$178,900	7.53%
2025	\$9,428,960	\$500,575	\$170,200	7.11%

### Heritage Maintenance – John Muir Branch

The John Muir Library Branch, as per heritage requirements, requires maintenance to be completed every three years on certain features, and every five years on others. 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:

In 2024-2025, the Facilities team has continued to build momentum, prioritizing system-wide improvements aimed at enhancing uniformity, operational efficiency, cost-effectiveness, and safety across all locations. System wide we have completed the following:

- Security Systems
  - Implementation of fixed and wireless duress systems to improve staff and public safety
  - Creating training videos and documentation
- Consolidation of Custodial Consumables & Supplies
  - A full audit of custodial consumables has been conducted to improve cost efficiency, environmental sustainability, and consistency across branches. Completed initiatives include standardizing all products, dispensers, chemicals, supplies and equipment.
- Comprehensive Health & Safety Review – WHMIS:
  - Updated all MSDS binder documentation, including index tabs to provide documentation by alphanumerical order for quick access and identification in emergency situations.

- Audit of all WHMIS products used at all facilities, updating product data sheets and removal of all discontinued products.

For the remainder of 2025 into 2026, the department will focus on continuing to complete:

**System Wide (Improvements & Projects)**

- Fire Safety Plans, Emergency Evacuation Plans, Security
  - Library Facilities is finalizing the 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 mobile phone communication for emergency use

**People Counter/ Gate System Upgrades**

- SenSource People Counting Sensors:
  - Industry-leading accuracy
  - Precision foot traffic measurement
  - Advanced software analytics and statistical data

**Asset/ Lifecycle Plan**

- 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

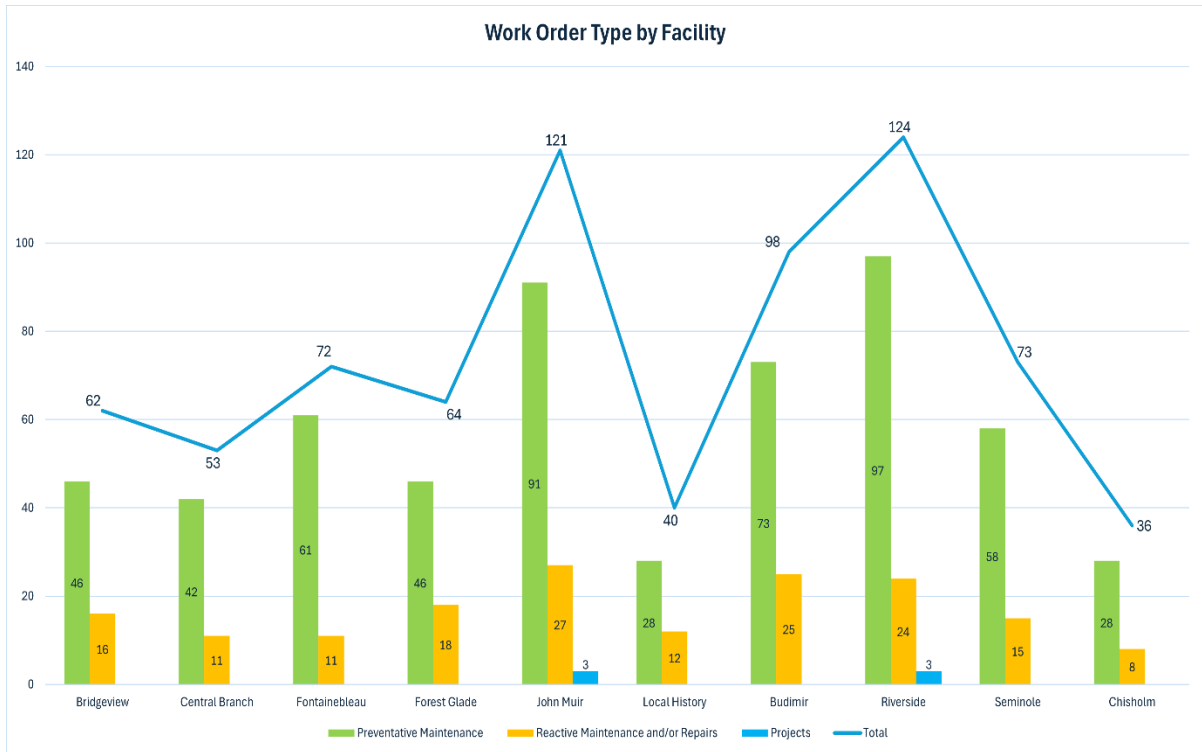
**6. FACILITIES PREVENTATIVE – REACTIVE MAINTENANCE PLANS:**

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\*.

Branch / Facility	Preventative Maintenance	Reactive Maintenance and/ or Repairs	Projects	Totals
Bridgeview	46	16	-	62
Central Branch	42	11	-	53

Branch / Facility	Preventative Maintenance	Reactive Maintenance and/or Repairs	Projects	Totals
Fontainebleau	61	11	-	72
Forest Glade	46	18	-	64
John Muir	91	27	3	121
Local History	28	12	-	40
Budimir	73	25	-	98
Riverside	97	24	3	124
Seminole	58	15	-	73
Chisholm	28	8	-	36
<b>Totals</b>	<b>570</b>	<b>167</b>	<b>6</b>	<b>743</b>

\*Table includes all Work Orders from October 01, 2024, to September 30, 2025 (12 Months)



## 7. BUILDING CONDITION ASSESSMENTS:

Windsor Public Library (WPL) Facilities, under the supervision of the Facility Supervisor, works in close collaboration with the City of Windsor Corporate Projects Department to conduct regular **Building Condition Assessments (BCAs)**. These assessments are performed through a combination of internal reviews—such as analysis of work orders, vendor service reports, and maintenance logs—and external evaluations conducted by qualified consulting firms.

The resulting reports provide a comprehensive overview of each facility's physical condition, covering key building systems and components, including but not limited to a commentary on the mechanical, electrical, structural and architectural components.

These assessments are instrumental in identifying deficiencies, deferred maintenance items, and components nearing end-of-life. Findings are used to forecast future capital expenditures beyond routine maintenance, ensuring that WPL can proactively plan for infrastructure renewal

and avoid costly emergency repairs. 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 2024-2025 and plans for 2025 and beyond are 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 2024-2025**

- Administration Move – Completed
- SenSource People Counter System – Completed

#### **In Progress**

- Minimal projects slated due to temporary location.

#### **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 2024-2025**

- Window Replacement (Heritage Area)
  - West Wall Completed 2024
  - East Wall Completed 2025
- BAS – Control Board Replacement
- Card Access Install – Additional 2 Doors
- Electrical Systems
  - Main Service Feed Replacement (Enwin)
  - Main Breaker Replacement and ESA Code Upgrade Requirements (WPL)
- Fire Department – Exterior Key Box
- Security System & CCTV Signs – Install signs on exterior of building

#### **In Progress**

- Solar Panel Project
  - System installation in final stages (with Energy Dept.)

- Master Fire Safety Plan
  - Awaiting approval with WFRS
- SenSource People Counter System

**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 2024-2025**

- AHU Roof Top Condenser Replacement
- Fire Department – Exterior Key Box
- Parking Lot
  - Exterior Line Painting
- Parking Lot Lighting Upgrades
- Security System & CCTV Signs – Install signs on exterior of building

**In Progress**

- Master Fire Safety Plan
  - Awaiting approval with WFRS
- SenSource People Counter System
- Parking Lot Bollards (2)
- 2026 – Parking Lot Replacement – Currently creating Tender Specs
  - Capital Funding by Corporate Projects

**Capital Budget Placeholder**

- 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 2024-2025**

- HVAC Rooftop Condenser – Repairs
  - Repairs to keep unit running.
  - Note this unit needs to be replaced as it is near end of life
- Fire Department – Exterior Key Box
- Interior Lighting Upgrades
- Security System & CCTV Signs – Install signs on exterior of building

### **In Progress**

- Master Fire Safety Plan
  - Awaiting approval with WFRS
- SenSource People Counter System
- Card Access Upgrades
- 2026 – 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 2024-2025**

- Interior Lighting – Bulb & Ballast replacements
- Fire Department – Exterior Key Box
- Mechanical Exhaust Fan – Ventilation Upgrades
- Security System & CCTV Signs – Install signs on exterior of building

### **In Progress**

- Master Fire Safety Plan
  - Awaiting approval with WFRS
- SenSource People Counter System
- Outdoor Shed Installation – Delayed

### **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**

- HVAC Exhaust Fans
- BAS – Independent Electrical Power Supply
- SenSource People Counter System – 1 Unit
- Network Wiring Upgrades - Various technology equipment within the branch
- Security System & CCTV Signs – Install signs on exterior of building

### **In Progress**

- Solar Panel Project – Started system installation (with Energy Dept.)
- Master Fire Safety Plan

- In Development with Consultant
- Then approval with WFRS
- Outdoor Shed Installation – Delayed
- Hot Water System – Unit Replacement (End of Life)

**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 2024-2025**

- Replace Security & Fire Monitoring System – Dual Zone System with Community Center
- SenSource People Counter System – 1 Unit
- Fire Department – Exterior Key Box
- Security System & CCTV Signs – Install signs on exterior of building

**In Progress**

- Solar Panel Project – Started system installation (with Energy Dept.)
- Outdoor Shed Installation – Delayed
- Master Fire Safety Plan
  - Awaiting approval with WFRS

**Capital Budget Placeholder**

- None

**SEMINOLE BRANCH**

4285 Seminole Street

Opened: 1953

Size: 4,092 Square Feet

**Completed Items in 2024-2025**

- Alley Closure & Land Transfer of Ownership
  - Deed Registered
- HVAC – Exhaust Fan – Repairs to unit
- HVAC – Radiators – Replace control valve
- Security System & CCTV Signs – Install signs on exterior of building
- Fire Department – Exterior Key Box
- Exterior Receptacle – High Security Vandal Resistant Enclosure

**In Progress**

- Master Fire Safety Plan
  - Awaiting approval with WFRS
- SenSource People Counter System
- 2026 – Parking Lot Replacement – Currently creating Tender Specs
  - Capital Funding by Corporate Projects

### **Capital Budget Placeholder**

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

### **JOHN MUIR BRANCH**

363 Mill Street

Opened: 2019

Size: 7,400 Square Feet

#### **Completed Items in 2024-2025**

- Elevator Shaft Cladding
  - With assistance from Corporate Capital Projects & Heritage Planning
- Fire Department – Exterior Key Box
- Exterior Receptacle – High Security Vandal Resistant Enclosure
- Security System & CCTV Signs – Install signs on exterior of building

#### **In Progress**

- HVAC Condenser Issues during shoulder months
  - Currently Investigating solutions with mechanical contractors
- Master Fire Safety Plan
  - Awaiting approval with WFRS
- SenSource People Counter System

### **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
- 2027-2029 – Stable Limewashing Maintenance Plan (with Capital Projects)
  - 3 Year Monitoring in 2027
  - 5-year recoating of Limewash by 2029

### **LOCAL HISTORY BRANCH**

3312 Sandwich Street

Re-opened: 2019 (as Local History Branch)

Size: 2,900 Square Feet

#### **Completed Items in 2024-2025**

- Landscape Upgrades – GECD SB
- Security System & CCTV Signs – Install signs on exterior of building

#### **In Progress**

- Master Fire Safety Plan
- SenSource People Counter System
- Parking Lot Lighting (ongoing)
- Updated Lease Agreement with GECD SB
- Roof Leak Repair – GECD SB

### **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 continues to operate from leased space in the Paul Martin Building. The lease agreement, initiated in January 2024, includes a four-year occupancy term expiring January 2028 with two (2) additional one-year renewal options for 2029 & 2030. As of November 2025, a comprehensive study remains underway to evaluate long-term site options for the Central Branch, with the objective of identifying a permanent location within the current lease period.

### **RECOMMENDATION:**

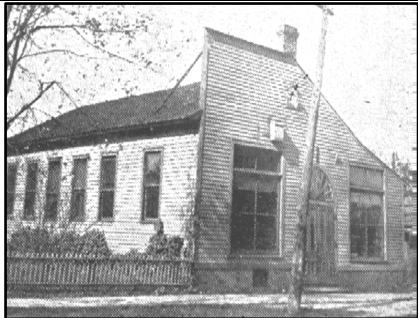




THAT the report of the Supervisor of Facilities dated November 12, 2025, entitled “Facilities Update” **BE RECEIVED** as presented.



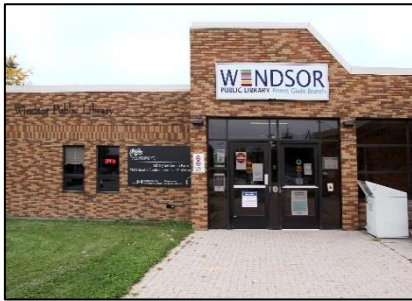


Prepared by:






Daryl Hermann, Supervisor of Facilities

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

WPL Facilities – Appendix A

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

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

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

Facilities Report (as of November 2025) APPENDIX B

Facility	Year Built	Square Feet	Parking Lot	Roof	Landscaping	Exterior Cladding	Doors	Windows	Lighting	HVAC	Plumbing	Electrical	Paint Drywall	Flooring	Washrooms	Elevators	Notes
<b>Central</b> 185 Ouellette Ave	2020	27,197	F	F	F	F	G	G	G	F	F	F	F	G	G	G	Leased Space only as of 2024
<b>Budimir</b> 1310 Grand Marais W.	Built 1966 Reno 2020	15,073	G	G	G	G	G	VG	G	G	G	G	G	G	G	**P	2025 – Heritage Window Replacement 2025 – Solar Panels **Should look at Elevator Mod
<b>Riverside</b> 6305 Wyandotte St E.	1995	14,155	F	F	F	F	F	F	F	G	F	F	F	G	F	F *P	2025 – Cooling System Replacement 2026 – Parking Lot replacement *TBD – Elevator Mod
<b>Bridgeview</b> 1295 Campbell Ave	2002	4,994	P	F	G	F	F	G	F	F	F	F	F	F	F	N/A	2026 – Parking Lot replacement
<b>Fontainebleau</b> 3030 Rivard Ave	2005	8,190	F	G	G	F	F	F	F	G	G	G	G	G	F	N/A	
<b>Forest Glade</b> 3211 Forest Glade Dr	1988	5,610	VG	VG	F	F	F	VG	F	VG	F	F	F	VG	VG	N/A	2025 – Solar Panels
<b>Chisholm</b> 1075 Ypres Ave	2017	6,500	G	G	G	G	G	G	G	G	G	G	G	G	G	N/A	2025 – Solar Panels
<b>Seminole</b> 4285 Seminole St	1952	4,090	P	F	F	F	F	F	G	VG	F	F	F	F	F	N/A	
<b>John Muir</b> 363 Mill St	2019	7,395	VG	VG	G	G *P	VG	VG	VG	G	VG	VG	VG	VG	VG	VG	* Stucco Repairs Needed
<b>Local History</b> 3312 Sandwich St	1999	4,130	F	G	VG	F	F	F	F	VG	F	F	F	*P	F	N/A	2025 – Exterior Landscaping Repairs *Carpeting in Areas
<b>TOTALS</b>		<b>103,734</b>															

VG= Good G= Good F= Fair P= Poor VP= Very Poor Green = Increase in Change

Windsor Public Library Board  
**Public Information Centre and Survey Update**  
Wednesday, November 12, 2025

**1. OBJECTIVE**

To provide the Windsor Public Library Board (WPLB) with an update on the Tuesday, September 23, 2025, Public Information Centre and accompanying survey.

**2. BACKGROUND**

The WPLB requested Administration conduct public consultation including a survey and report back survey results. This report is intended to provide that information.

**3. DISCUSSION**

A Public Information Centre was held on Tuesday, September 23, 2025, from 5:00 p.m. to 7:00 pm at the Windsor International Aquatic and Training Centre atrium. Thirty-one (31) people signed in and viewed the poster boards on display depicting potential designs for a new Central Library Branch.

Options included:

- (a) A building with the Branch, Local History, Adult and Deaf Literacy, Archives and Administration
- (b) A building with the Branch and Administration
- (c) A building with a stand-alone Branch

Paper copies and a link to the survey were also provided and 350 people completed a survey. In addition to the information compiled from the 2025 survey results the information from the 2017 community consultation “We’re All Ears” was referenced. “We’re All Ears” was prepared by Anne MacKay for studio g+G inc., capturing broad community input on the Main Library.

**4. KEY FINDINGS**

**A. Community-Centred Vision**

- Both sets of feedback emphasize:
  - Libraries as community hubs and inclusive spaces
  - The importance of welcoming environments –both inside and outside
  - The desire for flexible, multi-use spaces that accommodate diverse needs (quiet study, events, children’s areas, etc.)

**B. Design Priorities**

- Natural light, comfortable seating and open layouts are recurring themes
- Both reports highlight the importance of non-institutional architecture, greenery and artwork to create an inviting atmosphere

- Wayfinding and signage are noted as essential for accessibility and user comfort

### **C. Accessibility and Transportation**

- Both surveys discuss how people get to the library, with a mix of driving, walking, biking, and public transit
- Accessibility for people with disabilities and safe well-lit entrances are emphasized

### **D. Technology and Resources**

- Strong interest in digital resources, public computers and Wi-Fi
- Desire for maker spaces, 3D printing and tool lending (2025) aligns with 2017's call for tech innovation and Hack forge-style programs

### **E. Programming and Events**

- Both documents show strong community interest in:
  - Children's and family programming
  - Author events, workshops, and movie nights
  - Support for newcomers, seniors, and marginalized groups

## **5. EMERGING THEMES**

- 2025 builds on 2017's vision with more specific service requests (e.g. CAD Software, greater tool lending, etc.)
- The "Living Invitation" concept from 2017 echoes in 2025's emphasis on welcoming design and community engagement
- The desire for an inviting and inclusive building remains with most respondents choosing **Option (a)** - a building with the Branch, Local History, Adult and Deaf Literacy, Archives and Administration located together.

## **6. RECOMMENDATION:**

That the report of the Manager of Marketing and Communication and WPL Chief Executive Officer entitled "Public Information Centre and Survey Update" dated November 12, 2025, **BE RECEIVED** as presented.

Prepared by:

Jason Moore, Manager of Marketing and Communications

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

Jennifer Knights, WPL Chief Executive Officer

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

## **IN-CAMERA AGENDA**

Tuesday, November 18, 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 <i>Public Libraries Act 16.1 (4)</i>
3.1	<i>Section 16.1(4)(d) – labour relations or employee negotiations</i>
3.2	<i>Verbal Update – Section 16.1(4)(c) – a proposed or pending acquisition or disposition of land by the board</i>
3.3	<i>Verbal Update – Section 16.1(4)(c) – a proposed or pending acquisition or disposition of land by the board</i>
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