

**Board Meeting Agenda**

**Tuesday, February 17, 2026**

**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 November 18, 2025

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

**4. Communications**

4.1 Emails, Letters and Media

4.2 Usage Statistics for December 2025

**5. Presentations/Delegations**

**6. Administrative Reports**

6.1 CEO Report

6.2 2025 Statistics Report

6.3 Annual Review – Adult Literacy Program

6.4 Annual Review – Central & Digital Branch

**7. Confirm & Ratify Email Poll**

**8. New Business**

**9. Next Meeting**

Annual General Meeting Tuesday, April 21, 2026, at 4:30 o'clock p.m.

350 City Hall Square W – Room 204

Regular Meeting to follow

**10. Adjournment**

**11. In Camera**

**Board Meeting Minutes**  
**Tuesday, November 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 Renaldo Agostino  
Councillor Kieran McKenzie  
Delia Greco (arrives at 4:32 o'clock p.m.)  
John Coleman  
Marko Jovanovic  
Massimo De Menech

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

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  
Karen Kadour, Committee Coordinator

**1. Call to Order**

The Chair calls the meeting to order at 4:31 o'clock p.m. and the Windsor Public Library Board considers the agenda being Schedule A attached hereto, matters which are dealt with as follows:

**2. Disclosure of Pecuniary Interest**

None disclosed.

**3. Adoption of the Minutes**

**3.1 Regular Meeting Minutes**

Moved by: Massimo De Menech  
Seconded by: Councillor Renaldo Agostino

**Decision Number: WPL46/2025**

That the minutes of the Windsor Public Library Board of its meeting held September 16, 2025, **BE ADOPTED** as presented.

### **3.2 In-Camera Meeting Minutes**

Moved by: Massimo De Menech

Seconded by: Councillor Renaldo Agostino

#### **Decision Number: WPL47/2025**

That the In-Camera minutes of the Windsor Public Library Board of its meeting held September 16, 2025, **BE ADOPTED** as presented.

Carried.

## **4. Communications**

### **4.1 Emails, Letters and Media**

Councillor Kieran McKenzie requests that Administration respond to the letter from the Windsor Historic Sites Association and the issues that were raised. Jen Knights, CEO, Windsor Public Library, remarks that the letter was received and acknowledged. She reports that this organization wanted to ensure that the Windsor Public Library was formally aware that they are interested in space in the future as space is limited for their collection.

### **4.2 September 2025 Usage Statistics**

### **4.3 October 2025 Usage Statistics**

Moved by: Councillor Kieran McKenzie

Seconded by: Marko Jovanovic

#### **Decision Number: WPL48/2025**

That item 4.1 Emails, Letters and Media; item 4.2 Usage Statistics for September 2025; and item 4.3 Usage Statistics for October 2025 **BE RECEIVED** as presented.

Carried.

## **5. Presentations and Delegations**

None.

## **6. Administrative Reports**

### **6.1 CEO Report**

Jen Knights provides an overview of the CEO Report as follows:

- Completion of the 2026 Public Libraries Operating Grant (PLOG) application which was due on October 15, 2025. Will likely hear about funding in mid-December.
- The Ministry recently released their Community Museum Operating Grant Funding and adds that libraries are next on their list for consideration.
- Discussion with staff regarding the Customer Use Index (CUI) and a suggestion to add additional metrics to track.
- Will include additional CUI metrics if requested by the WPL Board.

- Launched the “What Are You Doing This Weekend?” Campaign.
- Information regarding FRED will be provided at each Board meeting.
- Staff were interviewed on a few media outlets regarding a Local History Branch podcast that was released prior to Remembrance Day entitled “Those Who Serve”.

Councillor Kieran McKenzie refers to FRED and asks if there are opportunities for consultation with some of the neighbourhood user groups. Jen Knights responds that this is doable and would be a great way to continue to expand.

Delia Greco asks if consideration has been given to bring FRED to Devonshire Mall. Nicole Hayward, Manager Public Services, remarks that they set up FRED at the Roundhouse Centre once a month.

Delia Greco advises that she was recently visiting a hospital and saw a sign that said, “looking for books”. She suggested if there are excess books, that consideration be given to bring books to the hospital.

Moved by: John Coleman

Seconded by: Delia Greco

**Decision Number: WPL 49/2025**

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

Carried.

**6.2 Financial Report as at October 31, 2025**

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Renaldo Agostino

**Decision Number: WPL 50/2025**

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.

Carried.

**6.3 Triennial Policy Review – Foundation Policies – Final Acceptance**

Moved by: Councillor Renaldo Agostino

Seconded by: Massimo De Menech

**Decision Number: WPL 51/2025**

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

Carried.

**6.4 2026 Proposed Annual Board Meeting Schedule**

Moved by: John Coleman

Seconded by: Marko Jovanovic

**Decision Number: WPL 52/ 2025**

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

Carried.

**6.5 Facilities Report**

Daryl Hermann, Supervisor of Facilities, provides a brief overview as follows:

- Fire safety plans are waiting for Windsor Fire to do their walkthroughs and to prove approvals.
- Undertook an overhaul of their Material Safety Data Sheets (MSDS) books with alphabetical tabbing.
- People counter gate system upgrades completed at Chisholm, Central Forest Glade and Budimir – The remainder of the branches are expected to be completed by year’s end.

In response to question asked by Councillor Renaldo Agostino regarding complaints received regarding parking at the Central Branch, Daryl Hermann responds they have a lease agreement for five parking spaces for staff and one accessible parking space, the remainder is used by the contractors.

Moved by: Delia Greco

Seconded by: Marko Jovanovic

**Decision Number: WPL 53/ 2025**

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

Carried.

**6.6 Public Information Centre and Survey Update**

Jen Knights advises that the information session was held at the end of September 2025 with 31 sign-ins. She states approximately 350 people completed the survey and adds that folks are looking for something that is community centred, using the library as a hub offering a welcoming and safe environment. Design elements include seating, lighting, open layouts with easy access once in the building, accessibility and transportation, public computers, Wi-Fi and the ability to host programming and events for people of all ages. Options include a stand-alone Branch, a Branch with Administration or an all-in-one Branch with Administration, Archives, Adult & Deaf Literacy and Local History. She remarks that the survey results show the all-in-one Branch design is the option of choice.

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Kieran McKenzie

**Decision Number: WPL 54/ 2025**

That the report of the Manager of Marketing and Communications and WPL Chief Executive Officer dated November 12, 2025, entitled “Public Information Centre and Survey Update” **BE RECEIVED** as presented; and further,

That Administration **BE REQUESTED** to prepare a report to City Council on the “All in One Option” for the new Central Branch along with data on the other two options.  
Carried.

**7. New Business**

None.

**8. Date of Next Meeting**

The next meeting if the Windsor Public Library Board will be held on Tuesday, February 17, 2026, 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 5:00 o'clock p.m.

**10. In Camera**

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Councillor Mark McKenzie  
Windsor Public Library Board Chair

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Jen Knights  
CEO, Windsor Public Library

**IN CAMERA**

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

**Members in attendance:**

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

**Also in attendance:**

Jen Knights, CEO, Windsor Public Library  
Daryl Hermann, Supervisor of Facilities  
Karen Kadour, Committee Coordinator

**Call to Order**

**The Chair calls the In Camera meeting to order at 5:01 o'clock p.m.**

Moved by: Massimo De Menech  
Seconded by: John Coleman

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

- | <b>Item No.</b> | <b>Subject &amp; Section – Pursuant to Public Libraries Act 16.1 (4)</b>                                    |
|-----------------|---|
| 3.1             | Section 16.1(4)(d) – labour relations or employee negotiations  |
| 3.2             | Verbal Update – Section 16.1 (4)(c) – a proposal or pending acquisition or disposition of land by the board |
| 3.3             | 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 5:20 o'clock p.m.

Carried.

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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 November 18, 2025, directly to the Windsor Public Library Board for consideration at the next Regular Meeting.

Carried.

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Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Renaldo Agostino

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

Carried.

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Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Renaldo Agostino

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.

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Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Renaldo Agostino

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.

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Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Kieran McKenzie

That the In Camera meeting of the Windsor Public Library Board held November 18, 2025, **BE ADJOURNED** at 5:26 o'clock p.m.

Carried.

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Councillor Mark McKenzie  
Windsor Public Library Board Chair

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Jen Knights  
CEO, Windsor Public Library

Windsor Public Library Board  
**Emails, Letters and Media**  
Tuesday, February 10, 2026

**Media**

- [Windsor fans of Scotland's bard gather for Robbie Burns Day celebration](#) –Windsor Star –January 26, 2026
- [Windsor Public Library admin staff relocating from Paul Martin Building to site near city hall](#) – CTV News –January 21, 2026
- [Expanded hours boost Windsor library use; future of Central Branch remains uncertain](#) – CTV News –January 12, 2026
- [These were the 10 most borrowed books from the Windsor Public Library in 2025](#) – CBC – December 26, 2025
- [Hotel construction on Paul Martin Building causes small disruptions to library](#) – CTV News – December 21, 2025
- [Paul Martin Building hotel renovations reach Central Branch library space](#) – CBC – December 17, 2025

Windsor Public Library Board  
**Usage Statistics for December 2025**  
Tuesday, February 10, 2026

**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	December 2025	December 2024	Variance
Gate Count	33,199	35,923	-8%
Website & Social Media	193,102	101,357	91%
In-house Usage	11,509	12,919	-11%
Circulation	101,820	105,517	-4%
Public Service	4,079	5,367	-24%
<b>CUI Total</b>	<b>343,709</b>	<b>261,083</b>	<b>32%</b>
<b>CUI per open hour</b>	<b>152</b>	<b>128</b>	<b>19%</b>

**Notes:** December 2025 had 2,224 open hours, which is 9.3% more than the 2,034 open hours in December 2024. The ILS migration disrupted some services (e.g., eResources, public internet) from December 8th–16th, 2025.

**Gate Counts**

Customers Entering	December 2025	December 2024	Variance
Central*	4,958	6,276	-21%
Budimir	6,736	8,180	-18%
Riverside	4,487	6,420	-30%
Forest Glade	3,488	2,578	35%
Chisholm*	3,213	3,613	-11%
Fontainebleau	2,685	1,848	45%
Bridgeview	3,181	3,280	-3%
Seminole	1,727	1,393	24%
John Muir	1,675	2,250	-26%
Local History	448	85	427%
FRED	601	N/A	N/A
<b>Total</b>	<b>33,199</b>	<b>35,923</b>	<b>-8%</b>

**Notes:** \*Estimates for CEN & CHI in November 2024.

**Website and Social Media**

Category	December 2025	December 2024	Variance
Website*	74,426	61,129	22%
Catalogue Sessions	40,992	17,052	140%
WPL Mobile Sessions	12,391	9,715	28%
Social Media Engagement	65,293	13,461	385%
<b>Total</b>	<b>193,102</b>	<b>101,357</b>	<b>91%</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	December 2025 Total	December 2024 Total	Variance
Central	1,056	2	269	1,327	1,900	-30%
Budimir	262	-	1,956	2,218	3,229	-31%
Riverside	239	-	1,309	1,548	2,106	-26%
Forest Glade	98	3	991	1,092	624	75%
Chisholm	112	-	1,234	1,346	1,487	-9%
Fontainebleau	140	3	559	702	1,221	-43%
Bridgeview	237	-	981	1,218	1,396	-13%
Seminole	294	-	689	983	356	176%
John Muir	158	-	470	628	581	8%
Local History	N/A	N/A	151	151	43	251%
FRED	N/A	-	296	296	N/A	N/A
<b>Total</b>	<b>2,596</b>	<b>8</b>	<b>8,905</b>	<b>11,509</b>	<b>12,943</b>	<b>-11%</b>

Notes: The ILS migration disrupted some services (e.g., public internet) from December 8th–16th, 2025.

## Circulation

Location	December 2025	December 2024	Variance	2024 Total
Central	5,928	7,323	-19%	98,316
Budimir	11,924	13,427	-11%	154,777
Riverside	9,704	11,019	-12%	135,361
Forest Glade	5,698	5,382	6%	67,952
Chisholm	7,603	6,942	10%	90,383
Fontainebleau	4,017	4,088	-2%	53,783
Bridgeview	4,153	4,294	-3%	47,169
Seminole	3,269	3,428	-5%	43,991
John Muir	2,218	2,231	-1%	29,014
Local History*	28	N/A	N/A	N/A
FRED	328	N/A	N/A	N/A
<b>Total Physical Circ</b>	<b>54,870</b>	<b>58,134</b>	<b>-6%</b>	<b>720,746</b>
<b>eResources</b>	<b>46,950</b>	<b>47,383</b>	<b>-1%</b>	<b>589,270</b>
<b>Total</b>	<b>101,820</b>	<b>105,517</b>	<b>-4%</b>	<b>1,310,016</b>

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

The ILS migration disrupted some services (e.g., public internet) from December 8th–16th, 2025.

## Public Services

Category	December 2025	December 2024	Variance
Reference Questions*	273	229	19%
Program Attendance**	2,890	3,080	-6%
Outreach Attendance	62	548	-89%
School Visit Attendance	394	692	-43%
Accessibility Circulation	460	818	-44%
<b>Total</b>	<b>4,079</b>	<b>5,367</b>	<b>-24%</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	December 2025 New	December 2025 Purged	December 2025 Total
Central	166	(129)	20,099
Budimir	103	(53)	12,390
Riverside	100	(39)	10,831
Forest Glade	70	(57)	7,320
Chisholm	40	(20)	6,989
Fontainebleau	45	(22)	4,746
Bridgeview	41	(43)	5,587
Seminole	60	(15)	5,193
John Muir	62	(37)	4,709
FRED	3	-	525
<b>Total</b>	<b>690</b>	<b>(415)</b>	<b>78,389</b>

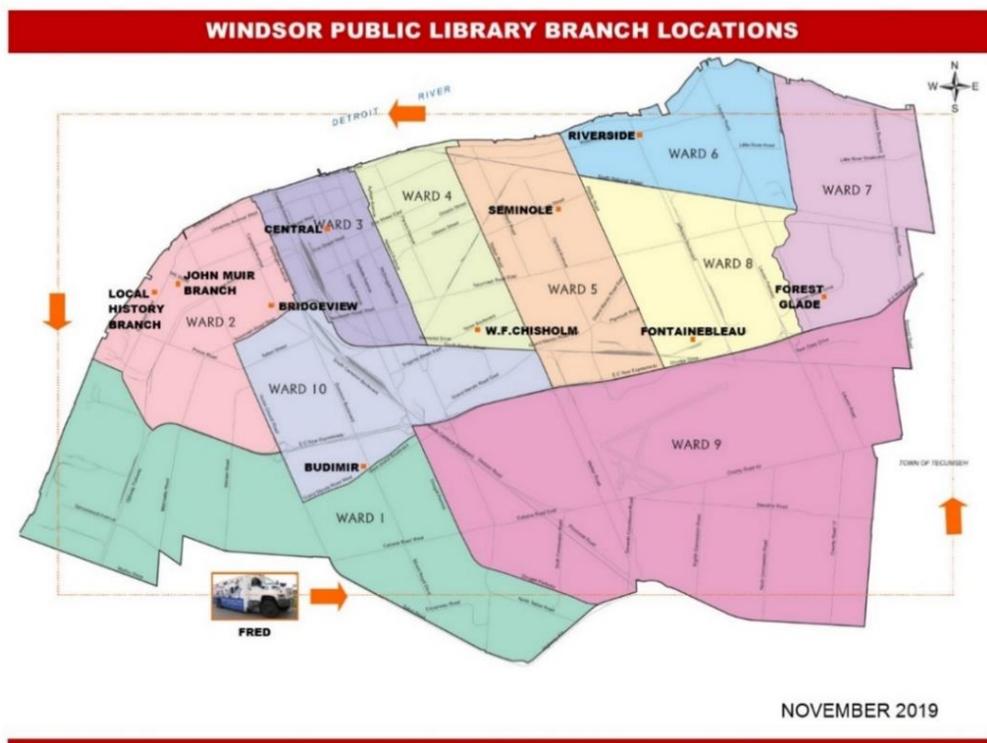
**Notes:** Of the 690 new memberships, 112 (16%) were ecards. In total, 6,654 members (8.5%) hold ecards.

## 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**

Tuesday February 10, 2026

**1. ADMINISTRATION**

**Move to 185 City Hall Square South**

The lease for the new location was finalized on January 12, 2026, followed by an email communique to all staff on January 15, 2026. The transition is scheduled to begin later this month, starting with members of the administrative team and continuing with a gradual shift of other staff and services currently operating from the second floor of the Paul Martin Building. Operations on the first floor of the Central Branch will continue.

A dedicated first-floor staff area is being created at the PMB, which will include workspace, a washroom, and a kitchenette for use when staff are not actively engaged in public service.

In addition, a *Frequently Asked Questions* document is currently being drafted to address staff inquiries about the process.

Work completed to date at 185 CHSS includes cleaning, establishing internet access, re-keying locks, and installing both security cameras and swipe access systems.

**Realignment in CCW Finance and Budget**

In late November 2025, the position of Manager – Finance was replaced by a Financial Planning Administrator (FPA) position. We are pleased to welcome Josie Gualtieri to WPL along with support from Senior Manager Mark Spizzirri.

We will miss former Managers Rachel Chesterfield and Carrie McCrindle and wish them well in their new roles.

We continue to work through the reallocation of some of the duties of the former Manager role.

2026 Operating and Capital Budget deliberations took place on Monday, January 26, 2026. We are waiting for confirmation of final budget details from the City's Finance Department. It was a challenging budget year for everyone including ABCs.

**Labour Management Committee Work**

As per 7:05 of the Collective Agreement, WPL has a Labour Management Committee, consisting of representatives of the Union and representatives of the Employer.

“The Committee shall concern itself with problem solving by:

- Considering constructive suggestions so that better relations shall exist between the Employer and the employees.

- Reviewing suggestions from employees, questions of working conditions and service (but not grievances concerned with service).
- Discussing conditions giving rise to grievances and misunderstandings and to make recommendations for resolution.

The Committee has the power to make recommendations to the Union and the Employer with respect to its discussions and conclusions.”

Recent discussions have included ways to measure branch effectiveness, how to enhance communication, staff recognition, the use of generative artificial intelligence at WPL and the move to 185 City Hall Square South.

### **Staff Survey – Communication, Artificial Intelligence and Staff Recognition**

As a result of the discussions at Labour Management Committee, a staff survey was developed to gather feedback from staff on how we communicate, staff familiarity with artificial intelligence and ways to recognize staff. As of writing, 71 responses have been received.

Information from the survey will be used to update and improve communication methods, shape future policy and procedure development, guide training needs and broaden staff recognition.

### **Full Staff Training**

Planning for our annual full staff training session has begun, to be scheduled in late May.

### **Annual Survey of Public Libraries**

Each year, WPL – along with all public libraries and First Nation public libraries must complete the Annual Survey of Public Libraries (ASPL).

The ASPL requires libraries to report on several key metrics including the use of technology and digital services, and the types of activities and programs they offer.

The government publishes reports on the survey results through the Ontario public library statistics program and is updated annually to capture changes in the public library sector. The submission deadline is April 30, 2026, and the administrative team will be working on this over the next two months.

## **2. EVENT, OUTREACH AND PROGRAMMING INFORMATION**

### **FRED 2.0 – Our Bookmobile**

FRED continues to be in demand and made appearances over the last couple of months at the locations noted below:

- Parks including Walker Homesite, Willistead, Oakwood, Captain Wilson, Meadowbrook, Dieppe, AKO, Malden, and Alexander
- Kensington Court Retirement Residence
- Bright Lights Windsor and Walkerville Brewery Nostalgic Book Fair
- Princess Elizabeth EarlyON
- Stops at the Ska:na Learning Centre and Reginald Community Housing Corporation

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

<b>Gate Count</b>	<b>2018</b>	<b>2019</b>	<b>2025</b>
Average per Month	646	803	894
Highest Monthly	1229	1479	1197
Lowest Monthly	177	176	537

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

### **Recent Programming Highlights at the Branches:**

#### **Bridgeview:**

- Learn to Knit Program for Adults made its debut
- A Wii 'Just Dance' Program helped kids stave off boredom for the PA Day

#### **Budimir:**

- The branch was a gathering place and popular study spot for nearby high school students prepping for exams

#### **Central:**

- Not Your Average Book Club
- Winter/Christmas craft programs (Snow Globe Bookmarks; TREE-mendous Crafts), and Casual Resume Clinic

#### **Fontainebleau:**

- The branch continued to provide opportunities for community socialization with regular programs like 'Let's Talk English' and 'Espresso Yourself'

#### **Forest Glade:**

- The branch hosted community group visits from College Boreal and the Multicultural Council
- S.T.E.A.M. Club continues to be extremely popular
- "Rec and Read" story time is planned alongside Forest Glade Community Centre's recreation program

#### **John Muir:**

- The branch participated in the Miracle in Sandwich (coordinated by Sandwich BIA)
- Remembrance Day Poppy Wall
- Accessing Authors: Memoir Writing

#### **Local History:**

- As featured in *The Windsor Star*, our very own Local History Branch hosted Poet Laureate Peter Hrastovec along with poet and short fiction writer Laurie Smith and local poet Robert Stewart to celebrate Robbie Burns Day with treats, crafts, music, and poetry

#### **Riverside:**

- On January 28th, the Riverside Chess Club celebrated 50 years of meeting at the Riverside Library! Members enjoyed sharing memories and photos of the Club's gathering over the years

**Seminole:**

- '47 Cats and Mouse' launched at the branch encouraging customers to add their own creative spin on this fun community art project

**W.F. Chisholm:**

- The branch embraced the cold with lots of winter-inspired crafts

**3. RECOMMENDATION**

That the report of the WPL Chief Executive Officer entitled "CEO Report" dated February 10, 2026, **BE RECEIVED** as presented.

Prepared by:

Jennifer Knights, WPL Chief Executive Officer

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

Windsor Public Library Board  
**2025 Statistics Report**  
Tuesday, February 10, 2026

**1. OBJECTIVE:**

To provide a comprehensive review of WPL's performance in 2025, including data and analysis to support WPLB and staff data-driven decision making.

**2. BACKGROUND:**

The Ministry of Tourism, Culture and Gaming administers the *Public Libraries Act* and publishes the annual *Ontario Public Library Statistics*, using data collected through the Annual Survey of Public Libraries (ASPL). The ASPL requires libraries to report on key performance indicators, including the use of technology and digital services, as well as the types of programs and activities offered.

Windsor Public Library (WPL) collects statistics to meet ASPL requirements, as well as to track additional Key Performance Indicators (KPI) that reflect patron use of library resources and spaces. Several tools are used to collect KPI data, including, but not limited to:

- SirsiDynix Symphony usage statistics
- CollectionHQ evidence-based metrics on collection usage
- People counters
- Usage statistics from electronic resources (e.g., CloudLibrary, hoopla, PressReader)
- Public internet usage tracking
- Manual counts of reference questions, program attendance, and items used in-house
- WPL website and social media analytics
- WPL app and catalogue analytics

**3. 2025 RESULTS:**

**Population**

Windsor population statistics are from the [2021 Census](#) count of 229,660 residents.

**Membership**

*Library membership is defined as having an account in our library system that has been active at some point in the last three years. Membership is either through a standard library card with full borrowing privileges, or an eCard which allows users to access digital content only and can be obtained remotely.*

In 2025, the library welcomed 13,101 new members, including 1,686 eCard registrations, representing 13% of all new users. As of December 31, 2025, the total number of active library card holders stood at 78,389.

System-wide, WPL averaged approximately 1,100 new memberships per month in 2025, representing a 10% increase over 2024. Central, Budimir, Riverside, and Forest Glade recorded the highest volumes of new registrations, with peak registrations occurring in September and October.

## Circulation

Library Circulation is defined as the lending of library materials to library members through either a library card or eCard. The circulation of physical items is easy to track through our Integrated Library System (ILS) software with one circulation counted for each individual item checked out. The circulation or usage of eResources is much more complicated to track since vendors define and measure usage in diverse ways.

### Circulation of Physical Materials

In 2025, physical circulation increased system-wide by 4.2%, with Forest Glade, Bridgeview, and Chisholm reporting the strongest gains. Budimir and Riverside continued to see the most items borrowed. While the Local History collection remains non-circulating, the branch began rotating circulating materials into public displays to complement program offerings and increase visibility of the broader collection. Our bookmobile FRED returned to service in July and averaged just under 500 checkouts per month, with the highest activity recorded in October and November.

Across all locations, library staff planned engaging programs and created eye-catching displays that highlighted unique collection items and showcased the full range of book and non-book formats available for borrowing. At Forest Glade Library, staff also expanded their Library of Things to include a microscope, a telescope, and other non-traditional physical materials.

Location	2023	2024	2025	% Change 2025 over 2024
Central	94,945	98,316	88,545	-10%
Budimir	143,150	154,777	157,887	2%
Riverside	115,497	135,361	137,667	2%
Bridgeview	35,844	47,169	53,947	14%
Chisholm	77,700	90,383	100,765	11%
Forest Glade	55,065	67,952	80,283	18%
Fontainebleau	47,908	53,783	52,286	-3%
Muir	25,522	29,014	29,662	2%
Seminole	34,955	43,991	46,593	6%
FRED*	-	-	2,853	Starting in July
Local History*	-	-	290	Starting in July
<b>TOTAL</b>	<b>630,586</b>	<b>720,746</b>	<b>750,778</b>	<b>4%</b>

### Circulation of Online Materials

WPL's eResource collection is divided into two categories:

- 1. Access eResources** are mainly online databases that allow people to search for and access newspapers, periodical articles, or online courses.
- 2. Download eResources** are digital platforms that allow users to either download or stream content such as eBooks, eAudiobooks, TV shows, magazines, music, movies, etc.

Digital resources are delivered through more than 20 vendors, and because usage data is reported differently by each, activity cannot be attributed to individual branches. Digital use is therefore reported system-wide.

### Usage of E-Resources

In 2025, PressReader remained WPL's most heavily used eResource, with Windsor Star continuing to be the most accessed publication. eBooks and eAudiobooks on CloudLibrary and hoopla together

accounted for 41% of all digital downloads, underscoring continued strong demand for digital reading formats. LinkedIn Learning, Kanopy, and the New York Times all experienced increased usage compared to 2024, reflecting sustained interest in lifelong learning, streaming media, and digital news resources.

The overall decrease in eResource downloads can largely be attributed to the reduction of hoopla borrowing limits from 15 to 5 borrows per month. This change was implemented for budgetary sustainability, as hoopla operates on a pay-per-use model.

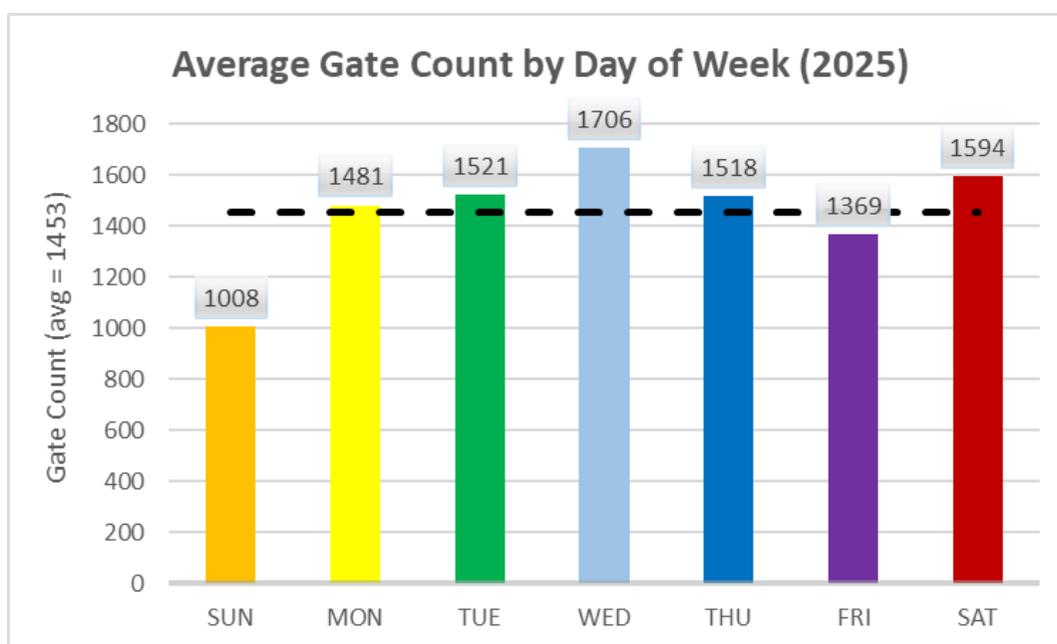
Overall, usage of WPL’s eResource collection remained stable from 2024 to 2025. January was the busiest month, while November saw the lowest usage. Digital circulation represented 44% of total circulation, highlighting the continued importance of digital collections alongside physical materials.

Type of Use	2023	2024	2025	% Change 2025 over 2024
Access eResources	67,315	63,563	73,509	14%
Download eResources	519,951	525,737	519,814	-1%
TOTAL	587,266	589,300	593,323	1%

### Gate Count

*Gate Count is defined as the number of people entering a branch through a main or designated entrance. Gate counts (also known as traffic or footfall) are captured using sensors mounted at these entrances linked to people-counting software. In Fall of 2025 WPL installed new people counters at all locations.*

In 2025, total gate count reached 509,707, representing a 3.3% increase over 2024. Wednesdays were the busiest day of the week, followed by Saturdays. Forest Glade recorded the largest growth in foot traffic, with an increase of 45%, followed by Local History at 38%. Central experienced the greatest decline, with a decrease of 12%. System-wide, July was the busiest month with 48,055 visits, while December was the slowest with 33,199 visits.



**In-House Usage**

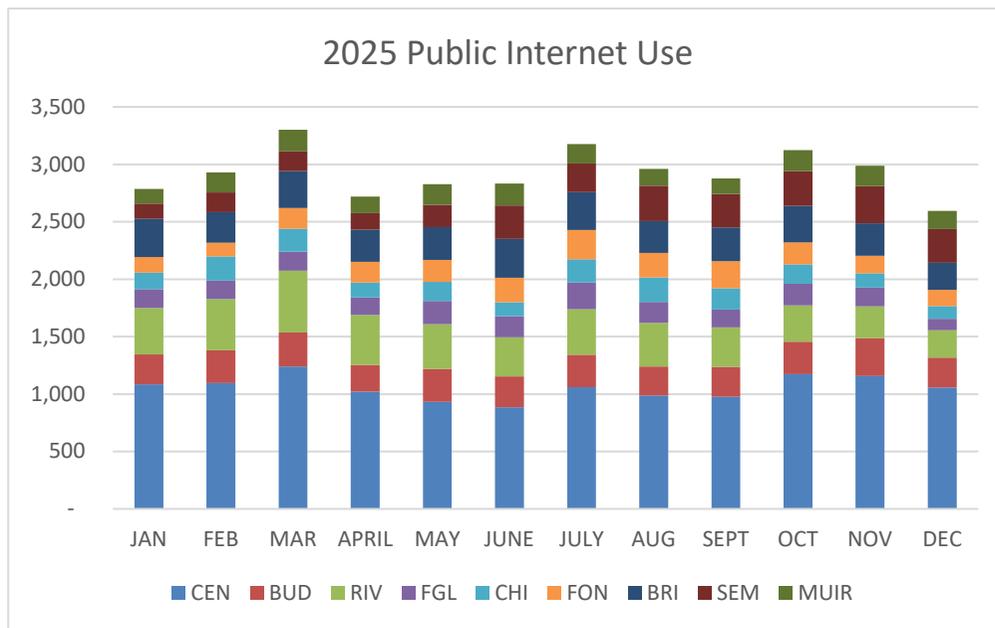
*In-house usage measures the use of physical material inside the library, including books, magazines and newspapers. Customers without a library card are more likely to read books in-house. Reference collections, like Local History or the Automotive Archives, are mainly in-house use only. In-house usage records only physical items: electronic resources, even when used within the library, do not contribute to this figure.*

Throughout 2025, customers used 152,868 items within WPL branches, representing a 7% decrease compared to 2024. In-house use continues to be strongly influenced by class visits, which encourage students to explore library materials and engage their curiosity. Changes to service hours in 2025 resulted in fewer class visits and are likely a contributing factor to the overall decline in in-branch item use.

**Public Internet Usage**

WPL continues to provide access to internet, printing and other computer software at all locations. For residents without a computer or printer, this is a very important service. WPL has 64 computers available for public internet use across all branches and offers free access to Wifi for customers who bring their own devices.

WPL saw an increase in public internet usage in 2025, up 4.4% over 2024 for a total of 35,119 hours used throughout the year. 36% of that usage took place at the downtown Central Branch, followed by Riverside (13%), and Bridgeview (10%). March saw the most sessions, while December saw the fewest. Customers connected to library Wi-Fi on their own devices are not reflected in these figures.



**Public Service**

*WPL defines public service as any interaction between staff and customers, excluding general circulation, but including Program and Outreach attendance, School visits and Accessibility Circulation/Delivery.*

Category	2023	2024	2025		Notes
Program attendance	43,188	60,237	59,334	-1.5%	
Outreach attendance	4,383	7,094	3,242	-74.5%	Now recorded through FRED.
School visit attendance	7,763	9,280	7,561	-20.4%	
Accessibility circulation	11,126	8,823	5,987	-38.2%	Borrows shifting to online.
<b>TOTAL</b>	<b>66,460</b>	<b>85,434</b>	<b>76,124</b>	<b>-11.5%</b>	

Public Service activity remained strong; however, staffing new service hours at select branches reduced opportunities to deliver in-branch programs and accommodate school visits.

The decline in reported outreach figures does not reflect a reduction in community engagement. Outreach activity increasingly occurred through visits to FRED, which are tracked under a different metric and reported elsewhere in this report. As a result, outreach totals in this section are not fully representative of overall outreach efforts.

Accessibility Services continue to be in high demand. The Accessibility Services Librarian provides ongoing support to help patrons access and use digital materials on personal devices, including audiobooks and e-books. As online collections expand, many print titles can also be converted into large print or enhanced through built-in accessibility features within library apps. When patrons access digital resources online, it is not possible to differentiate between Accessibility Services patrons and other customers within usage statistics.

### Online Usage

*Online usage refers to customer interactions with our various online platforms including our website, catalogue, library app and social media platforms. Website usage includes page views of our main website, the Digital Branch, Learn@Home portal, Obituary index and Digital Exhibits. The social media statistics combine interactions on our Facebook, Instagram, and YouTube accounts.*

Category	2023	2024	2025	Notes
<b>Website</b>	1,002,561	866,912	943,130	9%
<b>Social media</b>	436,801	331,560	530,740	60%
<b>Catalogue</b>	243,210	238,358	295,575	24%
<b>WPL mobile app</b>	122,672	95,823	158,316	65%
<b>TOTAL ONLINE</b>	<b>1,805,244</b>	<b>1,532,653</b>	<b>1,927,761</b>	<b>26%</b>

WPL saw strong engagement across all digital platforms in 2025. Social media performance was particularly notable, with several posts achieving viral reach. Mobile app usage remained stable throughout the year. Usage data continues to reflect broader digital trends, with customers favouring mobile devices over desktop computers.

Customers continue to enjoy visiting our Digital Branch to access video content produced by WPL staff. The most popular content comes from people looking for instruction on using library resources.

Digital Library Visits	Views
Library Catalogue (How-to Video)	2413
e-Resources – Books, Movies, Music and More! (Link to website)	1613
Indigenous Peoples in Ontario – Demographics	1107
Services We Offer	614
Using the Library	543

## Customer Use Index

The Customer Use Index (CUI) aggregates five use factors and is particularly useful in tracking usage trends and shifts in use. WPL interacted with customers 150 times per open hour, which is a slight increase from 2024. Alongside strong in-person visitation, WPL is also seeing significant engagement through its website, social media platforms, and podcasts.

Use Factor	2023	2024	2025	Notes
Gate Count	466,957	489,062	509,707	4.1%
Website & Social Media	1,805,244	1,535,653	1,927,761	22.6%
In-House Usage	109,530	163,554	188,047	13.9%
Circulation	1,210,852	1,310,016	1,324,632	1.1%
Public Service	66,460	81,829	79,698	-2.6
<b>CUI Gross</b>	<b>3,659,043</b>	<b>3,580,114</b>	<b>4,047,845</b>	<b>12.2</b>
<b>Total Open Hours</b>	<b>25,424</b>	<b>25,330</b>	<b>26,828</b>	<b>5.7%</b>
CUI by Open Hour	143.9	141.3	150.8	6.5%

## 4. SUNDAY SUMMARY:

Sunday’s usage rose slightly compared to other days in the final month of the year, though it remained below its October peak. This occurred because Sunday declined less than other days, leading to a relative increase.

Category	Gate	Circulation	Computer Use
<b>Sunday Total 2025</b>	46,203	40,130	3770:51:00
<b>Sunday Average 2025</b>	1,004	872	82:00:00

While the expansion has introduced some staffing challenges—including absenteeism and scheduling complexities—Administration continues to monitor and mitigate these issues with care and diligence. Our team remains committed to maintaining high-quality service while supporting staff wellness. Administration will continue to monitor Sunday hours specifically and generate solutions to mitigate the impact on outreach and school visits specifically.

## 5. 2025 SUMMARY:

Producing an annual statistical report with comparative data and meaningful analysis has equipped the WPL Board and staff with a far stronger foundation for identifying trends, optimizing performance, and responding to the evolving needs of our customers.

In 2025, Windsor Public Library continued to see positive trends across core service areas, including growth in membership, circulation, in-branch visits, public internet use, and online engagement. Customer behaviour increasingly reflects a shift toward digital and mobile access, with strong performance across social media, the library app, and eResources. Physical collections and library spaces remain well used. Changes in some public service measures reflect revised service hours, evolving service delivery models, and shifts in how customers interact with the library rather than reduced community demand.

## 6. RECOMMENDATION:

THAT the report of the Manager, Public Service dated February 10, 2026, entitled “2025 Statistics Report” **BE RECEIVED** as presented.

Prepared by:

Julie Catenacci, Manager, Public Service

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

Windsor Public Library Board  
**Annual Review – Adult Literacy Program**  
Tuesday, February 10, 2026

**1. OBJECTIVE:**

To provide the WPL Board with an overview and analysis of the Adult Literacy (Get SET) Program.

**2. BACKGROUND:**

Windsor Public Library's Adult Literacy Program began in 1980 as a grassroots, volunteer driven initiative. The Deaf Literacy Program was added in 2011 to support Deaf adults in improving their literacy and American Sign Language (ASL) skills. Both programs are now funded by the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) through Employment Ontario. The programs are staffed by a full-time Adult Literacy Coordinator, two part-time Adult Literacy Instructors, and one part-time Deaf Literacy Instructor.

The Literacy and Basic Skills Program, rebranded in 2025 as Get Skills Education Training (Get SET), supports Ontario adults (18+) in upgrading their reading, writing, math, and digital skills to pursue employment, independence, or further education.

The Ontario Adult Literacy Curriculum Framework (OALCF) is a competency-based curriculum designed to help adults build proficiency in reading, writing, numeracy, digital literacy, communication, and engaging with others. OALCF Level 3+ is considered ideal for stable employment, independent daily living, and success in postsecondary education. Many WPL learners enter the program at levels 1 or 2. Instructors work with learners to build skills aligned with their individual goal paths and to support successful transitions to community partners for employment, training services, volunteer roles and independent living.

Learners remain in the program for varying lengths of time: some progress quickly while others, particularly those with precarious employment or with unidentified intellectual disabilities, require long-term support.

Windsor Public Library remains one of the few service providers in the region that accepts and supports pre-literate and level 1 learners, filling a critical gap in community literacy services.

Classes are currently held in the Whale Room at the Windsor International Aquatic and Training Centre (WIATC). All classes and learning materials are provided free of charge. Additional support, such as transit cards preloaded with rides, may be offered to reduce barriers to participation.

The 2025–2026 budget allocation was \$139,472 for the Adult Literacy Program and \$129,440 for the Deaf Literacy Program, for a combined total of \$268,912.

### 3. LEARNER MAKEUP & PROGRAM METRICS

Goal Path	Get SET – Anglophone	Get SET - ASL
Employment	49.2%	22.2%
Apprenticeship	0	0
Secondary School Credit	13.6%	0
Post Secondary	5.1%	0
Independence	32.2%	77.8%

#### Participants as of January 29, 2026:

- Number of learners in Adult Literacy Program: **47** | Ministry Target = 76
- Number of learners in Deaf Literacy Program: **9** | Ministry Target = 10
- Number of volunteers: **8**

#### Performance Measures

*As outlined in the Employment Ontario Information System Literacy & Basic Skills Detailed Service Quality Report (64):*

#### Customer Satisfaction

Current Score: 100% | Ministry Target: 90%

*Customer Satisfaction is a measure of feedback from learners about their satisfaction with the LBS Program based on a questionnaire administered upon program exit.*

#### Suitability of Service

Current Score: 37% | Ministry Target: 30%

*Suitability is a measure of who is being served. It examines and quantifies identified client barriers to learning. This measure ensures that LBS service providers are providing services to the clients who can most benefit from the Get SET Program.*

#### Progress

Current Score: 81% | Ministry Target: 60%

*Milestones are goal-related assessment tasks that demonstrate a learner's ability to perform real-world tasks aligned with their goals. Learners and instructors select milestones that are meaningful and appropriate to the learner's skill level and objectives.*

### 4. 2025 Highlights & Challenges:

#### Highlights

- Developed and/or strengthened partnerships with multiple community agencies, including the GECDSEB, Windsor Women Working with Immigrant Women (W5), Community Living, Unemployed Help Centre, Mental Health Connections, Women's Enterprise Skills Training of Windsor Inc. (WEST), and Family Services Windsor Essex.
- Became active members of Community Literacy Ontario, Laubach Literacy Ontario, Silent Voice, the Windsor Regional Employment Network: Community Advisory Board, and the Windsor Essex Employment Group.
- Hired and trained part-time instructors.
- Offered day, evening, and weekend classes.

- Delivered offsite instruction at Mental Health Connections to reduce access barriers and meet learners where they already receive support.
- Expanded digital skills programming in response to community demand.
- Offered workshops focused on employability skills, directly addressing learner interest in workforce readiness training.

### Challenges

- Historically, the program has experienced ongoing difficulty in meeting Ministry targets.
- Several challenges are shared with other service providers in the region, including:
  - Competition for learners among similar service organizations, affecting referral flows in and out of the program.
  - Ministry funding levels that limit instructor capacity to deliver the recommended number of instructional hours per learner.
- The program also faces challenges specific to its current location at the WIATC:
  - The classroom space was not designed for instructional use: limited electrical outlets restrict the effective delivery of digital learning, and acoustics can be challenging due to the high level of activity in the building.
  - Parking and classroom access can be difficult, particularly on weekends and during large events
- When the program was previously located within the library, it experienced stronger outcomes, supported by direct referrals and access to a space designed for learning and engagement.

### 5. ACTIONS FOR 2026 – 2027

- Maintain day, evening, and weekend class offerings, an option not available in all programs, which ensures learners can access instruction at times that suit their schedules.
- Continue welcoming independent and life skills learners while increasing efforts to diversify the learner base and attract individuals seeking to strengthen digital literacy and employability skills.
- Explore opportunities to relocate to a larger, more suitable space with expanded classroom capacity, a dedicated digital learning lab, and proximity to partner organizations offering complementary services while being accessible to transit routes and appropriate learning space(s). The WIATC lease expires in November 2026.

### 6. RECOMMENDATION:

THAT the report of the Manager, Public Service dated February 10, 2026, entitled “Annual Review – Adult Literacy Program” **BE RECEIVED** as presented.

Prepared by:

Julie Catenacci, Manager, Public Service

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

Windsor Public Library Board  
**Annual Review – Central & Digital Branch**  
Tuesday, February 10, 2026

**1. OBJECTIVE:**

To provide the WPLB with a review of the Central & Digital Branch activities from January to December 2025.

**2. BACKGROUND:**

From January 2020 through December 2025, the Central Library has been located inside the Paul Martin Building (PMB) Annex at 185 Ouellette Avenue, occupying 27,000 sf across the basement, first and second floors. During this time, the library has operated as the downtown community branch, and has also housed Administration, Collection Services, Facilities and Delivery, the Finance Department, and the Digital Branch.

According to the most recently available Census data (2021), found on the City of Windsor’s website, the ward in which the Central library is located (Ward 3) has a population of 23,783. Sixty-eight (68%) percent of the population is between the ages of 15 and 64 years old. Seventy percent (70%) live in rented housing. The average income is \$60,872.

Beginning in January 2025, the library system moved to a harmonized schedule across all branches. The Central branch now offers the same hours as all other branches and is open for 56 hours per week. Prior to 2025, the Central branch was open for 68 hours per week during the winter months (defined as September – May) and 60 hours per week during the summer months (June-August).

The sale of Paul Martin Building (PMB) was announced in December 2023. In September 2025, access to the parking lot of the building was restricted. Street and nearby garage parking remain available for visitors who drive to the branch. In January 2026, it was announced that the second floor of the PMB would be vacated by the library to allow the transformation of the property to a boutique hotel to progress.

**3. 2025 STATISTICAL REVIEW:**

The Central Library saw dips in circulation and gate count compared to previous years. As the building has been undergoing a long-term transition, ensuring our customers have awareness of and knowledge of how to access the branch will remain a focus.

Year	Circulation	Gate Count	Public Computer Usage	Program Attendance	Notes
2025	88,545	76,727	12,670	3826	
2024	98,316	85,266	11,259	3991	
2023	94,945	87,317	10,860	6095	
2022	87,760	66,429	9,277	5662	COVID-19
2021	72,890	44,461	5,523	4,000	COVID-19
2020	72,017	59,376	9,382	1,012	March 2020 COVID-19

**Circulation:**

In 2025, Central patrons borrowed a total of 88,545 books, DVDs, and other physical materials, a decrease of 9.94% from the borrowing habits of customers in 2024.

The demand for computer access increased by 12.5%, up from 11,259 hours in 2024 to 12,670 hours in 2025. In the fall of 2025, Central received an upgrade to its computer bank, leading to more fully functional stations available for public use. The Central branch accounted for the largest share of public computer use, making up thirty-six (36%) percent of all users across the library system.

**Program Attendance:**

The 2025 program attendance saw a slight decrease of 4.22% from the level of participation in 2024. Across 235 programs offered, 3826 people attended. Adults continue to make up most users attending programs.

A selection of popular 2025 programs included Free Comic Book Day, Name Our Book Carts, Casual Resume Clinic, Let’s Talk English, Creative Writing, and Not Your Average Book Club. The programming staff at Central continue to show creativity and responsiveness to community needs when generating program plans.

**4. DIGITAL BRANCH:**

The Digital Branch creates, produces, and helps distribute Windsor Public Library’s digital content – videos, podcasts, and social media programming, serving as the library’s online “branch” and central production hub rather than a physical location.

In 2025, the WPL Digital Branch shifted its focus from long-form YouTube videos to short-form videos for other social media platforms. This shift likely explains why YouTube video views have decreased significantly while overall video viewing has increased substantially. The reach of Instagram and Facebook, and the growing appeal of short-form videos may be more attractive to audiences who have more options than ever to capture their attention.

Two extra columns have been added to the annual table provided below, showing engagement on Instagram and Facebook in addition to annual YouTube video data.

Year	Platform	Total Videos Shared	+/-	Total Views	Total Subscribers/Followers
2025	Facebook	120 (combined)	New	217,816	7,254
2025	Instagram	120 (combined)	New	226,387	5,366
2025	YouTube	53	+2	156,327	3,118
2024	YouTube	51	-6	341,901	3,092
2023	YouTube	73	-23	366,143	2,635
2022	YouTube	110	+86	481,600	1,700
2021	YouTube	75	+820	258,000	755
2020	YouTube	5	New	28,800	155

Beyond the numbers, the Digital Branch produced a rich mix of content, from comic skits and historical podcasts to engaging reels, biographies, branch information, and a moving tribute honouring the late Windsor Symphony Orchestra Maestro Robert Franz.

In conclusion, while the Digital Branch was established to address a need during COVID, it remains a relevant and beneficial part of how WPL communicates with our community.

## 5. SUMMARY:

The Central branch continues to be supported by a loyal community of devoted patrons who value its role. At the same time, the branch has experienced several challenges and changes that have had an impact on its operations and overall service environment.

## 6. ACTIONS:

Central staff are adaptable and look forward to the future when they can offer library services in a permanent downtown space that meets the needs of residents.

In 2026, the Central Library will continue to be a vital part of the community by:

- Strengthening partnership networks across the downtown core—including residents, business owners, and municipal partners—to enhance shared community outcomes
- Collaborating with City stakeholders to support the new Central Library planning process
- Leveraging our temporary location creatively to uphold high levels of access, relevance, and customer service

## 7. RECOMMENDATION:

THAT the report of the Manager, Public Service and Manager, Marketing and Communications dated February 10, 2026, entitled “Annual Review – Central & Digital Branch” **BE RECEIVED** as presented.

Prepared by:

Nicole Hayward, Manager, Public Service (Central Branch)

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

Jason Moore, Manager, Marketing and Communications (Digital Branch)

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

Windsor Public Library Board  
**Confirm and Ratify E-mail Poll**  
Tuesday, February 10, 2026

That the results of the email poll conducted by the Committee Coordinator on December 30, 2025, approving the following recommendation, as amended BE CONFIRMED AND RATIFIED:

The dates below have been adjusted to reflect the language in the Collective Agreement, adding in a closure on Sunday, December 27, 2026.

That the December 2026/January 2027 Holiday Hours outlined in the table below BE APPROVED:

Date	Regular Hours	Proposed Hours	Date	Regular Hours	Proposed Hours
Sun Dec 20	10 am - 6 pm	10 am - 6 pm	Sun Dec 27	10 am - 6 pm	<b>CLOSED</b>
Mon Dec 21	12 pm - 8 pm	<b>10 am - 6 pm</b>	Mon Dec 28	12 pm - 8 pm	<b>10 am - 6 pm</b>
Tues Dec 22	10 am - 6 pm	10 am - 6 pm	Tues Dec 29	10 am - 6 pm	10 am - 6 pm
Wed Dec 23	12 pm - 8 pm	<b>10 am - 6 pm</b>	Wed Dec 30	12 pm - 8 pm	<b>10 am - 6 pm</b>
Thurs Dec 24	9 am - 1 pm	9 am - 1 pm	Thurs Dec 31	9 am - 5 pm	9 am - 5 pm
Fri Dec 25	CLOSED	CLOSED	Fri Jan 1	CLOSED	CLOSED
Sat Dec 26	CLOSED	CLOSED	Sat Jan 2	10 am - 6 pm	<b>CLOSED</b>

## **IN-CAMERA AGENDA**

Tuesday, February 17, 2026  
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>
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