

Board Meeting Agenda

Tuesday, April 21, 2026

5:00pm – 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 February 17, 2026

3.2 Adoption of the minutes of the In-Camera meeting held February 17, 2026

4. Communications

4.1 Emails, Letters and Media

5. Presentations/Delegations

6. Administrative Reports

6.1 CEO Report

6.2 Financial Report as at March 31, 2026

6.3 Annual Review – Community Libraries

6.4 Annual Review – Reference Libraries

6.5 Proposed Amendments to the Materials Selection Policy

7. New Business

8. Next Meeting

Tuesday, June 16, 2026, at 4:30 o'clock p.m.
350 City Hall Square W – Room 204

9. Adjournment

10. In Camera

Board Meeting Minutes
Tuesday, February 17, 2026
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
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
Dan Seguin, Deputy Treasurer
Josie Gualtieri, Financial Planning Administrator
Mark Spizziri, Senior Manager, Financial Planning
Karen Kadour, Committee Coordinator

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: Councillor Kieran McKenzie
Seconded by: Marko Jovanovic

Decision Number: WPL01/2026

That the minutes of the Windsor Public Library Board of its meeting held November 18, 2025, **BE ADOPTED** as presented.

3.2 In-Camera Meeting Minutes

Moved by: Councillor Kieran McKenzie

Seconded by: Marko Jovanovic

Decision Number: WPL 02/2026

That the In-Camera minutes of the Windsor Public Library Board of its meeting held November 18, 2025, **BE ADOPTED** as presented.

Carried.

4. Communications

4.1 Emails, Letters and Media

Moved by: Massimo De Menech

Seconded by: Councillor Renaldo Agostino

Decision Number: WPL 03/2026

That the Emails, Letters and Media **BE RECEIVED** as presented.

Carried.

4.2 December 2025 Usage Statistics

Jen Knights, Chief Executive Officer, Windsor Public Library indicates that the usage statistics are being monitored carefully, particularly the physical collection versus the digital interest which tends to ebb and flow.

Councillor Kieran McKenzie refers to the 21% variance noted in the report and questions if there are impacts from the ongoing construction work at the Central Branch. Jen Knights notes the construction may be a factor and notes that parking changes at the Central Branch, where the library no longer has access to its former lot may also have had an impact.

Moved by: Councillor Kieran McKenzie

Seconded by: Marko Jovanovic

Decision Number: WPL 04/2026

That the Usage Statistics for December 2025 **BE RECEIVED** as presented.

Carried.

5. Presentations and Delegations

None.

6. Administrative Reports

6.1 CEO Report

Jen Knights, CEO, Windsor Public Library provides an overview of the CEO Report as follows:

- Move to 185 City Hall Square South –the lease was finalized on January 12, 2026.
- A few administrative staff will be transitioned over to the new site in the near future.
- Space on the first floor of 185 Ouellette will be renovated to allow for break rooms, washrooms and a kitchenette.
- In terms of the Labour Management Committee, suggestions will be reviewed from employees as it relates to working conditions and service. The Committee has the power to make recommendations to the Union and the Employer with respect to its discussions and conclusions.
- A survey was launched for staff to gather feedback on how we communicate, staff familiarity with Generative AI and ways to recognize staff. 71 responses were received to date.
- Each year, all public libraries and First Nation public libraries must complete the Annual Survey of Public Libraries. This will be submitted by April 30, 2026.
- Bookmobile Update – FRED continues to be in demand and made appearances over the last couple of months at various locations.
- Reviews programming highlights at the Branches.

Councillor Kieran McKenzie asks if a report will be provided to the WPL Board as it relates to the use of AI and the environmental scan about the libraries, along with an update regarding the Labour Management Committee. The CEO responds that the City of Windsor is working on an AI Policy and strategy and once finalized, it will come back to the Board for their review and direction.

Jen Knights advised that WPL and the City of Windsor has been working on a partnership with LinkedIn Learning bringing in City staff and having our Windsor Public Library staff provide information on what is available on the LinkedIn Learning platform as well as signing people up for a library card.

Moved by: Councillor Renaldo Agostino
Seconded by: John Coleman

Decision Number: WPL 05/2026

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

6.2 2025 Statistics Report

Massimo De Menech commends the staff of the Windsor Public Library for adding 13,000 new members to the Windsor Public Library.

Moved by: Massimo De Menech
Seconded by: Marko Jovanovic

Decision Number: WPL 06/2026

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

Carried.

6.3 Annual Review – Adult Literacy Program

Julie Catenacci, Manager, Public Service reports that the Program is funded by the Ministry of Labour, Immigration, Training and Skills Development. 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 program offers day, evening, and weekend classes held at the Windsor International Aquatic and Training Centre.

In response to question asked by Councillor Kieran McKenzie regarding the current leased space, Jen Knights responds the space is adequate for now but will be looking for a location that may be more amendable to the type of environment that they want to create for the program.

John Coleman inquires if a review is done of those who attended the program the previous year to determine how they are proceeding down their path. Julie Catenacci responds that different people have different paths through the program and they set a goal to achieve. Once they have achieved their goals, there is a 3-month, 6-month and 12-month follow-up.

Delia Greco refers to the report and asks what would an apprenticeship be? Kristin Raymond, Adult Literacy Coordinator responds that the apprenticeship would entail a referral to St. Clair College.

Moved by: John Coleman

Seconded by: Councillor Renaldo Agostino

Decision Number: WPL 07/2026

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

Carried.

6.4 Annual Review – Central and Digital Branch

Moved by: Massimo De Menech

Seconded by: Councillor Agostino Renaldo

Decision Number: WPL 08/2026

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

Carried.

7. Confirm & Ratify Email Poll

Moved by: Councillor Renaldo Agostino

Seconded by: Delia Greco

Decision Number: WPL 09/2026

That the results of the email poll conducted by the Deputy City Clerk on December 30, 2025, approving the following recommendation as amended **BE CONFIRMED AND RATIFIED:**

December 2026/January 2027 Holiday Hours

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	CLOSED
Mon Dec 21	12 pm - 8 pm	10 am - 6 pm	Mon Dec 28	12 pm - 8 pm	10 am - 6 pm
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	10 am - 6 pm	Wed Dec 30	12 pm - 8 pm	10 am - 6 pm
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	CLOSED

8. New Business

None.

9. Date of Next Meeting

The Annual General Meeting of the Windsor Public Library Board will be held on Tuesday, April 21, 2026, at 4:30 o'clock p.m. in Room 204, 350 City Hall Square West, Regular Meeting to follow.

10. Adjournment

There being no further business, the meeting is adjourned at 4:53 o'clock p.m.

11. In Camera

Councillor Mark McKenzie
Windsor Public Library Board Chair

Jen Knights
CEO, Windsor Public Library

IN CAMERA

**Board Meeting Minutes
Tuesday, February 17, 2026
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
Tracy McManus, Manager, Operations
Karen Kadour, Committee Coordinator

Call to Order

The Chair calls the In Camera meeting to order at 4:55 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 | 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 |

Carried.

Disclosure of Pecuniary Interest

None disclosed.

Discussion on the items of business

Moved by: Delia Greco
Seconded by: Councillor Kieran McKenzie

To move back into public session at 5:20 o'clock p.m.

Carried.

Moved by: Delia Greco

Seconded by: John Coleman

That the Clerk **BE DIRECTED** to transmit the recommendation(s) contained in the report(s) discussed at the In Camera Meeting held February 17, 2026, directly to the Windsor Public Library Board for consideration at the next Regular Meeting.

Carried.

Moved by: Delia Greco

Seconded by: Councillor Kieran McKenzie

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.

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.

Moved by: Massimo De Menech

Seconded by: Marco Jovanovic

That the In Camera meeting of the Windsor Public Library Board held February 17, 2026, **BE ADJOURNED** at 5:45 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
Tuesday, April 14, 2026

Media

- [Windsor had a plan for a new central library open in 2026. Here's what's happening now](#) – April 10, 2026, CBC News
- [City considers former downtown tourism site for future library](#) – April 10, 2026, Windsor News Today
- [Interest in digital books is growing — and it's increasing costs for the Windsor Public Library](#) – February 28, 2026 – CBC News
- [Windsor Public Library's 'Fred 2.0' bookmobile sees strong demand in 2025](#) – February 19, 2026, AM800 News
- [Library admin staff set to move as search continues for new Central Branch home](#) – February 18, 2026, AM800 News

Windsor Public Library Board

CEO Report

Tuesday April 14, 2026

1. ADMINISTRATION

A. Move to 185 City Hall Square South

As of writing, WPL is on schedule to vacate the 2nd floor of the PMB by Friday, April 17, 2026. A dedicated first-floor staff area has been created at the PMB including workspaces, a washroom and a kitchenette. It also includes a separate workspace for the Team Leader and a transient workspace for a manager.

The move was a team effort with special thanks to the staff at Central for their flexibility and to our BIB Services staff, as well as Daryl Hermann, Brynn Kibble and the Caretaking team for the incredible effort needed to make the move happen.

B. Labour Management Committee (LMC)

Due to scheduling challenges, the LMC has not met since the February WPL Board Meeting.

C. Retirees

Long-tenured WPL LSR Len Hayward retired on Thursday, March 12, 2026. Len was famous for his annual reading of The Night Before Christmas over the PA-system at 850 Ouellette and will be missed! Happiness and health, Len!

2. EVENT, OUTREACH AND PROGRAMMING INFORMATION

A. FRED

FRED experienced a pause in service following the discovery of a repair needed to the battery compartment on the underside of the vehicle. This necessitated the return of FRED to Overland Custom Coach in late March. FRED came back to Windsor on Monday, April 13, 2026. A heartfelt thank you to the CCW Operations (Fleet) Department who assisted us with troubleshooting!

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

B. March Break at the Branches

During March Break, our library branches displayed impressive creativity and commitment by providing a wide range of engaging programs. Activities included creative crafts, science-based events, celebrations of local history, and opportunities for artistic expression. Each branch offered its own distinctive style for learning and enjoyment. These varied programs sparked curiosity and imagination in participants of all ages, while also helping to build the lively community spirit that defines our libraries.

Bridgeview: Annual PJs and Pancakes Party

Budimir: March Break STEM Scavenger Hunt

Central: Suncatcher and Windcatcher crafts to celebrate World Meteorological Day

Fontainebleau: Window Wednesday Stained-Glass Window Art

Forest Glade: Alien Invasion Drop in Craft

John Muir: Dinosaur Drop In Crafts and Activities

Local History: Vintage Craft Series – Collage Homage to Female Artists

Riverside: Drop In Paper Airplanes

Seminole: Animal Dot Painting

W.F. Chisholm: Dr. Seuss Day Event with themed crafts and activities

C. Grow with Us – Seed Library:

Spring is here and it's time to get planting. Our annual seed library launched at Seminole, W.F. Chisholm, and John Muir branches on Tuesday, April 7, 2026. Visit one of those branches to pick up 5 free seed packets including flowers, herbs, vegetables and fruit!

3. RECOMMENDATION:

That the report of the WPL Chief Executive Officer entitled "CEO Report" dated April 14, 2026, **BE RECEIVED** as presented.

Prepared by:

Jennifer Knights, WPL Chief Executive Officer

jknights@citywindsor.ca

Windsor Public Library Board
Financial Report as at March 31, 2026
Tuesday, April 14, 2026

1. OBJECTIVE:

To inform the Windsor Public Library Board of the operating results of the organization for the three months ending March 31, 2026. 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 2026 operating budget was developed in the summer/fall of 2025 by Administration using the best information available at the time and was subsequently approved by both the Windsor Public Library Board and the City of Windsor. All efforts are made to operate within the budget allotments, and offsetting savings are sought where budget deficits do occur. Actual results will be influenced by many factors including staffing trends, grant and donation levels, foreign exchange fluctuations and other events which impact revenue streams or expenditure levels.

3. ANALYSIS:

Results at March 31, 2026

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

Description	Budget	Budget to Mar 31, 2025	Actual	Surplus (Deficit)	% Budget Spent
Revenue	\$9,445,248	\$2,361,312	\$2,296,033	(\$65,279)	24%
Salaries & Benefits	\$7,115,295	\$1,778,824	\$1,595,698	\$183,126	22%
Other Expenses	\$2,329,953	\$582,488	\$448,401	\$134,087	19%
Net Surplus (Deficit)				\$251,935	

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

Revenue and expenditure 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 SR Manager – Financial Planning (ABC Finance & City Treasurer) dated April 14, 2026, entitled “Financial Report as at March 31, 2026” **BE RECEIVED** as presented.

Prepared by:

Mark Spizzirri, SR Manager – Financial Planning (ABC Finance & City Treasurer)

mspizzirri@citywindsor.ca

OPERATING RESULTS FOR THE MONTH ENDING MARCH 31, 2026

CATEGORY	2026 ANNUAL BUDGET	2026 YTD ACTUALS	2026 PRORATED BUDGET AS OF MAR 31	ADJ2026 YTD ACTIVITY AS OF MAR 31	2026 YTD VARIANCE (Surplus/Deficit)	% UTILIZED
Revenue:						
Municipal Funding	8,561,036	2,140,259	2,140,259	2,140,259	-	25%
Provincial Funding	625,912	99,828	156,478	99,828	(56,650)	16%
Donations	35,000	-	8,750	-	(8,750)	0%
Transfers from Reserves		-	-	-	-	-
Miscellaneous Income		381	-	381	381	-
Fees Revenue	73,300	18,066	18,325	18,066	(259)	25%
Expense Recoveries	150,000	-	37,500	37,500	-	25%
Total Revenue	9,445,248	2,258,533	2,361,312	2,296,033	(65,279)	24%
Expenses						
Salaries & Benefits:						
Salaries & Wages	5,280,397	1,286,396	1,320,099	1,286,396	33,703	24%
Employee Benefits	1,534,898	174,284	383,725	244,284	139,441	16%
Wages and Benefits - CCW staff	300,000	349	75,000	65,018	9,982	22%
Total Salaries & Benefits	7,115,295	1,461,029	1,778,824	1,595,698	183,126	22%
Other Expenses:						
Professional Services & Consulting	32,000	1,466	8,000	1,466	6,534	5%
Information Resources	1,081,166	242,454	270,292	242,454	27,838	22%
Information Communication & Technology	302,230	8,013	75,558	8,013	67,544	3%
Furniture & Equipment	5,000	-	1,250	-	1,250	0%
Building & Property	226,178	43,645	56,545	43,645	12,899	19%
Operating Supplies	30,850	4,582	7,713	4,582	3,131	15%
Postage & Freight	21,408	7,058	5,352	7,058	(1,706)	33%
Conference & Education Assistance	21,500	9,542	5,375	9,542	(4,167)	44%
Communications & Development	11,500	295	2,875	295	2,580	3%
Charges Against Donations		5,816	-	5,816	(5,816)	-
Charges Against Literacy	264,031	74,047	66,008	74,047	(8,039)	28%
Charges Against Ward Funds		-	-	-	-	-
Rent, Insurance, Taxes & Security		-	-	-	-	-
Utilities	99,890	32,763	24,973	32,763	(7,790)	33%
Program Expenses	185,200	6,193	46,300	6,193	40,107	3%
Fees Offset Expenses	41,500	9,859	10,375	9,859	516	24%
Transfer to Operations Reserve	7,500	2,670	1,875	2,670	(795)	36%
Total Other Expenses	2,329,953	448,401	582,488	448,401	134,087	19%
Total Expenses	9,445,248	1,909,430	2,361,312	2,044,099	317,213	22%
Net Budget Surplus (Deficit)	-	349,104	-	251,935	251,935	

Windsor Public Library Board
Annual Review – Community Libraries
Tuesday, April 14, 2026

1. OBJECTIVE:

To provide the Windsor Public Library Board with a review of the facilities, collection and programming at the Chisholm, Forest Glade, and Fontainebleau branches for the period of January to December 2025.

The year saw an increase in visitors across all three Community branches, with a notable bump in internet usage in particular. All Community branches are consistently filled with families, students, and other visitors taking advantage of the community space, library resources, and vibrant program offerings. Staff continue to build positive relationships with local stakeholders and residents through their creativity and commitment to excellent customer service.

2024 Hours of Operation at Chisholm, Forest Glade and Fontainebleau Branches

Term	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Summer	Closed	12-8	10-6	12-8	10-6	9-5	9-5	48 hours
Winter	Closed	12-8	10-6	12-8	10-6	9-5	9-5	48 hours

2025 Hours of Operation at Chisholm, Forest Glade and Fontainebleau Branches

Term	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Annual	10-6	12-8	10-6	12-8	10-6	10-6	10-6	56 hours

2. CHISHOLM BRANCH

The W.F. Chisholm Branch saw many positive gains in 2025, with impressive increases in print circulation (11%), public internet use (15.7%) and overall visitors to the branch (6.7%). Chisholm was the third highest circulating branch in the system and the highest overall amongst our three community branches.

Local gardeners took home 608 seed packets from Chisholm’s branch of the Seed Library, helping home gardeners to supplement their produce needs or beautify their properties. The branch had the opportunity to share their love of gardening with customers as they took on a Community Garden plot in Optimist Park.

The Chisholm branch staff remain dedicated and enthusiastic programmers, continuing to offer a well-rounded roster of programs for those of a variety of ages and interests. The team fosters a warm, inviting atmosphere that encourages return patronage at this the thriving branch.

Background:

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

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

The branch is located at [1075 Ypres Avenue](#), in Ward 4 and serves a catchment area with a population of 25,366. This year saw the addition of the [315 bus](#) route, bringing visitors to the nearby intersection of Ypres Blvd and Forest Ave.

The W.F. Chisholm Branch has 28,838 items in its collection, including the 4,600 volume Automotive Archive, and accounts for 13.4% of WPL’s total annual print circulation. Adjustments have been made to meet the community borrowing patterns at this new branch with the addition of shelving for more juvenile materials, especially picture books.

Annual Statistical Review:

Measurable	2025	2024	Notes For 2025
Print Circulation	100,765	90,383	11% increase
Gate Count	53,559	50,162	6.7% increase
New Membership	1,202	1,210	8.9% of all WPL users
Total Memberships	6,989	7,420	
Internet Use (hours)	1,987	1,716	15.7% increase
Program Attendance	3,360	3,498	3.9% decrease
# Programs	165	207	

Programming Review:

In 2025, branch staff collaborated to offer an array of programming options that encouraged customers to grab the opportunity to read, learn or discover something new. Program attendance at the Chisholm branch remained relatively steady as compared to 2024. Chisholm hosted a total of 165 programs throughout the year, reaching 1,381 adults, 188 young adults and 1,791 children.

A creative variety of children’s program offerings remained a popular option for families visiting the branch. An array of themed scavenger hunts from *Where’s Waldo* to *Star Wars* were well-attended, as were a range of crafts, both led and drop-in, encouraging participants to embrace and explore their creativity. *Mini Makers* and *Switch it Up* offered collaborative tech-centered ways to engage. Abundant opportunities were available for early learning and literacy support for children and their caregivers with *Mom & Baby Book Café*, *Morning Storytime* and *Learn & Discover Storytime* welcoming a total of 160 children and 152 adults over the course of the year.

Staff continued to focus on offering tweens and teens a space to build and strengthen a sense of community along with their peers. *Tween Writing and Illustrating Club* and the *Teen Advisory Group*, encouraged participants to hone their writing skills or share their favourite reads with others, and allowed them to feel a sense of pride and ownership at their local branch.

Ongoing adult programming favourites included *Creative Cards* and *Let’s Talk Tarot*, both of which allow attendees to continue developing in their chosen area of interest.

3. FOREST GLADE BRANCH

2025 was a year of continued growth and community connection for the Forest Glade branch, which is reflected by consistently high usage. Building on the momentum of upgrades to the

branch over the last several years, the Forest Glade staff have strengthened its role as a welcoming and vibrant community hub. The statistics show the popularity of the branch, with a 45% increase in gate count and an 18% increase in circulation. Families, students, and residents can frequently be found gathering around a table or taking part in a program.

Forest Glade staff have continued to develop a strong relationship with the connected Community Centre, through ongoing visits from day camps as well as the new “Rec & Read” program, which combines literacy and recreation in an engaging way. As well, the branch serves as the home base for FRED, the library’s bookmobile, helping to expand the library’s reach. In September 2025, Forest Glade hosted a large-scale book sale, drawing strong community participation and reinforcing visibility of the branch.

Background:

The Forest Glade Branch opened in 1988 to serve the Forest Glade community and was built as an addition to the Forest Glade Community Centre, adjacent to the Forest Glade arena. It is located next to a city park with tennis and pickleball courts, five ball diamonds, a skateboard park and splash pad. There are five nearby elementary schools, most of them within walking distance. The 5,500 SF facility is situated in Ward 7 and is located on the Transit Windsor route. In 2021 the branch received a renovation that included new carpeting, paint and exterior windows. Washrooms were updated in 2024.

The Forest Glade Branch is home to over 28,500 volumes and serves a catchment area of approximately 19,600 people. It accounts for 10.7% of Windsor Public Library’s total annual print circulation. The Forest Glade Branch is considered a member of the Community Library family of branches, which includes similarly sized Chisholm and Fontainebleau branches.

According to 2021 Census Canada data, the Forest Glade planning district has an almost equal number of residents 0-14 years (18%) and 65-85 years (19%). The top non-official language spoken at home is Arabic.

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

Annual Statistical Review

Measurable	2025	2024	Notes for 2025
Print Circulation	80,283	67,952	18% increase
Gate Count	62,545	43,071	45% increase
New Memberships	1,409	1,025	37% increase
Total Memberships	7,320	8,151	9.3% of all WPL users
Internet Use (hours)	2,040	1,722	18.4% increase in internet use
Program Attendance	19,807	7,716	156% increase
# Programs	334	222	

Programming Review:

Throughout 2025, Forest Glade branch staff built on the success of passive programs, particularly their regular scavenger hunts. These passive offerings saw a huge increase in participation, accounting for the large jump in program attendance at the branch.

In-person active programming continued to be popular, including the S.T.E.A.M. Club, the Video Game program, Let’s Talk English, and the branch’s monthly book club. Regular Storytimes were offered at the branch, helping to build early learning and literacy skills for children and families.

Forest Glade staff welcomed numerous students and adults through class visits from schools and community agencies. The seed library also received a warm response, with 621 seed packets given out in the spring and summer of 2025.

4. FONTAINEBLEAU BRANCH

Fontainebleau saw several positive increases in areas of measure in 2025 including a 16.7% increase in internet use; 7.3% increase in visitors to the branch and 5.7% in new memberships. Staff also continued to strengthen positive relationships with local schools through regular class visits which drew in a total of 3,036 children, 25 teens, and 261 adults. 2025 was also an exciting year for the Fontainebleau branch with the celebration of the branch’s 20th birthday in February. Staff celebrated this milestone by throwing a special birthday party attended by 164 community members, where many memories were shared along with themed crafts and refreshments. The show of support for the branch’s anniversary helped to reiterate the importance of the library as a community hub for so many in this tight-knit community, offering a place to gather, socialize, or study.

Background:

Built in 2005, the 8,200 SF Fontainebleau Branch serves Ward 8. It is located along the [Ottawa4 Windsor Transit](#) route in a city park and is within walking distance of both W.J. Langlois Catholic School and William G. Davis Public School. In 2024, Fontainebleau was the first WPL branch to receive solar panels.

The Fontainebleau Branch has a collection of over 31,000 items and accounts for roughly 7% of WPL’s total annual print circulation. The Fontainebleau Branch is considered a member of the Community Library family of branches, which includes similarly sized Chisholm and Forest Glade branches. Since the 2019 relocation of the Central Branch, the Fontainebleau Branch has been home to WPL’s Accessibility Services Department and its approximately 8,000 volumes.

The Fontainebleau Branch contains large children’s collections to support the two adjacent schools. The branch also contains several language deposits, including Arabic and a children’s French collection.

Annual Statistical Review:

Measurable	2025	2024	Notes for 2025
Print Circulation	52,286	53,783	2.7% decrease
Gate Count	32,124	29,923	7.3% increase
New Memberships	863	816	5.7% increase
Total Memberships	4,746	5,594	6% of all WPL cardholders
Internet Use (hours)	2,204	1,888	16.7% increase
Program Attendance	8,867	10,056	11% decrease
# Programs	437	496	

Programming Review:

Fontainebleau's dedicated and creative programming staff continued to offer a host of educational and entertaining programs to appeal to those of all ages. Over the course of the year, staff hosted a total of 437 programs enjoyed by 2,350 adults, 180 teens and 6,157 children.

After-school programs remained a staple at the branch, with many children visiting from nearby schools during the after-school hours. Long-running favourites include popular monthly scavenger hunts, drop-in crafts and gaming, as well as the weekly *Whiz Kids* trivia challenge. In addition to regular programs, a number of special programs for children were offered including *Dog Man Day*, *Bad Guys: Crack the Code* and the very popular *K-Pop Demon Hunters Celebration* which drew in 60 children and 35 adults. Weekly Storytimes provided an opportunity for children and caregivers to focus on developing and strengthening early learning and literacy skills.

Staff again focused on offering adult programs that serve to entertain, enlighten and foster a strong sense of community. Long-term programs continued to be popular with customers including *Espresso Yourself* and *Let's Talk English* conversation circle. The *Social Justice Book Club* was introduced in the summer of 2025 as an option for those looking to read and discuss titles that invite thoughtful discussion.

Community collaborations included the Friends of Fontainebleau sponsored *March Break Magic Show* and an *Outdoor Movie Night* in August, featuring 'Moana 2'.

5. ACTIONS IN 2026:

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

- Seek to better understand customer use patterns by actively soliciting feedback to ensure customer satisfaction
- Work to increase overall program attendance by 5% by delivering diverse, relevant offerings for all ages
- Continue to foster positive, mutually beneficial relationships with local schools and other community organizations

6. RECOMMENDATION:

THAT the report of the Managers of Public Services – Branches dated April 14th, 2026, entitled "Annual Review – Community Libraries" **BE RECEIVED** as presented.

Prepared by:

Nicole Hayward, Manager of Public Service – Branches
nhayward@windsorpubliclibrary.com

Leisa Pieczonka, Manager of Public Services – Branches
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Windsor Public Library Board
Annual Review – Reference Libraries
Tuesday, April 14, 2026

1. OBJECTIVE:

To provide the Windsor Public Library Board with a review of the facilities, collection and programming at the Budimir and Riverside Branches for the period of January to December 2026.

2025 was a year of transition for our Reference branches as both staff and the public adjusted to new operating hours. A change in overall branch staff complements for both locations led to a natural adjustment period for regular and ongoing activities including programs and class visits. Despite these challenges, Budimir and Riverside remain among the most well-used branches in the system, with both seeing an increase in overall circulation and new memberships over the course of the year. Staff at both branches continue to work together to seek creative solutions in an effort help grow programs and attendance to the branch moving forward. Budimir and Riverside remain lively and dynamic destinations for residents of all ages who wish to read, learn and discover in a safe and welcoming environment.

2024 Hours of Operation at Budimir and Riverside Branches

Term	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Summer	Closed	12-8	10-6	12-8	10-6	9-5	9-5	48 hours
Winter	1 - 5	10-9	10-9	10-9	10-6	9-5	9-5	61 hours

2025 Hours of Operation at Budimir and Riverside Branches

Term	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Annual	10 - 6	12-8	10-6	12-8	10-6	10 – 6	10 – 6	56 hours

2. BUDIMIR BRANCH

In 2025, Budimir recorded the highest print circulation in the system, exceeding the next-closest branch by more than 20,000 items and welcomed 102,889 visitors, the highest total attendance system-wide. The branch continues to be a popular destination for afterschool study and gathering, with seating areas frequently at capacity and many customers using public WiFi. Staff conducted regular school visits throughout the year, welcoming 1,094 children, 40 teens, and 98 adults. Budimir staff also continued their role as stewards of the WPL Seed Library, preparing seed kits for distribution across locations and circulating 498 packets to gardeners in South Windsor. Budimir remains a vibrant, heavily used branch, with staff committed to meeting the needs of those who live, work, and spend time in the area.

Background:

The Budimir Branch is a resource library located at the corner of Dominion Boulevard and Grand Marais Road on land donated by Nikola Budimir in 1966. Designed by Johnson and McWhinnie, at the time of its construction, the Budimir Library was the only library in the township of

Sandwich West. The building was expanded in 1982 to 9,385 SF. In 2019, it underwent a \$2,917,000, 6,000 square foot expansion, which included enhanced features such as a Tech Space, refillable water bottle station, comfortable seating, improved sightlines and an art installation by local artist, Nancy Johns. The Budimir Branch sits on the borders of Wards 1 and 10 and is serviced by Windsor Transit's [Dominion 5](#) bus. It is adjacent to both commercial and residential areas.

Budimir holds approximately 42,500 items in its collection and serves a catchment area of 45,597 people. In 2025, it accounted for 21% of Windsor Public Library's total print circulation.

According to 2021 Census Canada data, an average of 14% of the population in the surrounding Planning Districts of [South Windsor](#), [Roseland](#) and [Devonshire](#) are between the ages of 10 and 19 years. This proportion of youths and teenagers is among the highest in the city. As a result, Budimir has the largest collection of Young Adult books outside of the Central Library as well as many children's materials. It is also considered a study branch, with study carrels and tables full after school and on weekends. Additional seating was added in 2025 to accommodate additional users.

Annual Statistical Review:

Measurable	2025	2024	Notes for 2025
Print Circulation	157,887	154,777	2% increase
Gate Count	102,889	108,505	5.2% decrease
New Memberships	1,935	1,824	6% increase
Total Memberships	12,390	13,619	15.8% of all WPL users
Internet Use (hours)	3,229	4,172	22% decrease
Program Attendance	4,044	6,729	39% decrease
# of Programs	243	416	

Programming Review:

In 2025, Budimir Branch staff hosted a range of educational and entertaining programs for all ages, offering a total of 243 programs and reaching 2339 children, 189 young adults and 1516 adults, over the course of the year. The branch saw a significant decrease in program attendance which can be partially attributed to a decrease in class visits during the year.

Children's programming continued to focus on the importance of early learning and literacy with offerings such as the well-loved *Morning Storytime*, enjoyed by 95 children and 75 adults. PA Day Drop-In Crafts, Scavenger Hunts and STEM options including *Build. Learn. Imagine. K'Nex*, helped to round out Budimir's regular offerings for our school-aged customers. 225 children and adults participated in our yearly Summer Reading Program 'Read, Learn and Discover with WPL!'

Familiar staples for adults remained popular at the branch including the long-running *Budimir Book Club*, *Let's Talk English on Zoom* and *Que Pasa* Spanish Conversation Circle.

The Community-partnered weekly Chess Club grew in 2025, welcoming 185 adults, 135 young adults and 1,094 children during the year.

3. RIVERSIDE BRANCH

In 2025, the Riverside Branch performed well across several measures, including a 1.7% increase in print circulation and a 4% rise in new memberships. The branch welcomed 73,092 visitors and remained a popular destination for public computer and internet access, with 4,507 customers using these services. Recently refurbished study carrels continued to be in high demand as work and study spaces.

Riverside branch staff continued to offer their trademark roster of thoughtful and inventive programs for all ages and worked diligently to maintain a physical collection that is visually appealing and easily accessible to visitors in this well-used East End location.

Background:

The Riverside Branch is a resource library located at the corner of Wyandotte Street and Victor Drive near Jefferson Boulevard in the Riverside neighbourhood along a mixed-use corridor. In 1995, the existing facility replaced the original Riverside Library, which had been absorbed into the Windsor Public Library system when the town of Riverside was amalgamated in 1966. The branch has received several facelifts over the years; the most recent updates include carpeting in 2022 and newly refurbished study carrels in 2024. It is accessible via the [Crosstown 2](#) and [Ottawa 4](#) buses and is located in Ward 6.

The Riverside Branch is now the third largest facility in the Windsor Public Library system at 14,160 SF and is home to just over 45,000 volumes and accounts for 18.3% of the total circulation. It serves a catchment area of 36,812 people. According to 2021 Census Canada data, an average of 24% of the population in the surrounding Planning Districts of [Riverside](#) and [East Riverside](#) are 65 years or older. This proportion of seniors is one of the highest in the city. New residential developments as well as the rapidly growing population of the Windsor area indicates there are changes in the surrounding demographics and the potential for an influx of young families into the Riverside area.

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

Annual Statistical Review:

Measurable	2025	2024	Notes for 2025
Print Circulation	137,667	135,361	1.7% increase
Gate Count	73,092	76,911	4.9% decrease
New Memberships	1,717	1,649	4% increase
Total Memberships	10,831	12,100	13.8% of all WPL users
Internet Use (hours)	4,507	4,834	6.7% decrease
Program Attendance	14,466	15,689	7% decrease
# of Programs	449	529	

Programming Review:

Riverside library staff once again demonstrated their passion for programming by offering a combination of library favourites, and inventive new options with something for everyone. 449

programs were hosted in 2025 which were attended by 6,439 adults, 145 young adults, and 7,822 children.

Self-directed programs remain popular options for children and families, including monthly *Scavenger Hunts* and the *Funning Table*, which offers a new community-focused activity each month.

Over the course of the year, branch staff offered a variety of early learning and literacy opportunities for children and caregivers including weekly *Morning Storytime*, *Sunday Storytime* and their special *Freedom to Read Storytime* series. Other children's programs included *My First Library Bag*, *Make Your Own Comics*, *Pigeon Finger Puppets* and *Pizza Box Games*.

Staff expanded their roster of popular programs for adults in 2025, with new options such as the *Novella Book Club* and *(F)arts and Crafts* crafting circle, joining returning favourites like *The New Yorker Roundtable* and *WPL Film Discussion Club*, helping to create a space to enjoy and strengthen community connections.

Community led programs including the long running Riverside Chess Club and VON Smart Exercise Class remained well attended, welcoming 1670 and 423 attendees, respectively.

4. ACTIONS IN 2026:

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

- Seek to better understand customer use patterns by actively soliciting feedback to ensure customer satisfaction
- Work to increase program attendance by 5% overall by delivering diverse, relevant programs for all ages
- Continue to foster positive mutually beneficial relationships with local schools and other community organizations

5. RECOMMENDATION:

THAT the report of the Manager of Public Services – Branches dated April 14, 2026, entitled “Annual Review – Reference Libraries” **BE RECEIVED** as presented.

Prepared by:

Leisa Pieczonka, Manager of Public Services – Branches

lpieczonka@windsorpubliclibrary.com

Windsor Public Library Board
Proposed Amendments to the Materials Selection Policy
Tuesday, April 14, 2026

1. OBJECTIVE:

To outline challenges associated with accepting material donations, recommend updates to [F6-Foundation Policy-Materials Selection Policy](#) for Board consideration, and incorporate language addressing the purchase of books from local authors.

2. BACKGROUND:

DONATIONS

Windsor Public Library currently accepts donations of new and gently used materials. Customers may bring in up to two bags of items, provided the materials were published within the last three years, are in excellent condition, and meet the criteria outlined in the Materials Selection Policy. The library does not accept certain materials, including textbooks, encyclopedias, older publications, and outdated media formats such as VHS tapes. Accepted donations are used to replace worn copies or to fill gaps in the collection. Materials not selected for inclusion are sold through the library book sale, recycled, or disposed of.

While the Library appreciates the generosity behind material donations, the storage, processing, and disposal of donated items places a financial burden on the system that outweighs any potential revenue from resale or benefit to the collection. In many cases, donated materials do not meet the established criteria. While historically the library has still accepted unsuitable donations for resale or recycling on behalf of the customer, reduced storage capacity at the Paul Martin Building and changes to Ontario recycling regulations have increased the operational and financial impact of continuing this practice moving forward.

LOCAL AUTHORS

Local authors regularly request that the library purchase copies of their works for inclusion in the collection. Traditionally, authors have submitted a copy for staff review to determine whether it meets the library's selection criteria, after which a purchase may occur. Many local authors are not affiliated with established distributors or able to accept electronic payment, requiring the use of petty cash or the creation of a vendor account to pay the author direct; this is an administratively intensive process for one-time purchases.

The library has seen a notable increase in submissions from local authors, which may be driven by the growth of self-publishing platforms, accessible editing tools, and the use of generative AI. The library's commitment to supporting local authors must be balanced against the responsible use of staff time and financial resources.

To streamline acquisitions and maintain quality control, the library would like to prioritize purchasing locally authored works available through approved suppliers, supporting established

procurement processes and supplier-level vetting. Where a work is not available through approved suppliers, the library would like to accept a single gift copy in a format currently supported by the library, without conditions such as consignment or return. Items not added to the collection would be sold or disposed of in accordance with the Materials Selection Policy.

3. ACTIONS:

Make the following changes to Section 5 of F6 – Foundation Policy – Materials Selection Policy:

DONATIONS, GIFTS, AND BEQUESTS

5.1 The Windsor Public Library **does not accept** the donation, gift or bequest of books and other library material unless:

- a) **The materials meet the criteria of the Local History Collection**
- b) **The materials meet the criteria of the 850 Ouellette Avenue Collection**
- c) **The material is a gift copy from a Local Author**

The Windsor Public Library Board reserves the right to accept or deny any donations, gifts, or bequests without reservation.

5.2 Gift Copies from Local Authors

To support local authors, recording artists, and filmmakers, the library accepts gift copies of their work in formats currently supported by the library. All donated items are assessed according to the library's selection criteria. Items that are not selected for inclusion in the library's collections will not be returned and may be discarded or sold.

5.3 In accepting donations, gifts, or bequests, Windsor Public Library does not:

- a) Evaluate or appraise donations, gifts, or bequests, except for donations to the 850 Ouellette Ave Collection
- b) Provide tax receipts, except for donations to the 850 Ouellette Ave Collection.

5.4 All donations, gifts, and bequests become the property of the Windsor Public Library.

4. SUMMARY:

Windsor Public Library faces increasing operational and financial challenges related to material donations and requests from local authors. The proposed changes to the Materials Selection Policy are intended to balance ongoing community support with responsible use of staff time and operational resources.

5. RECOMMENDATION:

THAT the report of the Manager of Public Services dated April 14, 2026, entitled "Proposed Amendments to the Materials Selection Policy" **BE RECEIVED** as presented; and further,

THAT the recommended amendments from the Manager of Public Services to the Materials Selection Policy **BE APPROVED**.

Prepared by:

Julie Catenacci, Manager of Public Services

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Policy Type: **Foundation**

Policy Number: **F-6**

Policy Title: **Material Selection Policy**

Policy Approved: November 2025
Effective: January 2026 - December 2028

1. PURPOSE

1.1 The Material Selection Policy outlines the principles upon which material selection decisions are made and guides staff in the selection of library materials.

2. SCOPE

2.1 The Windsor Public Library Board within the meaning of the *Public Libraries Act R.S.O. 1990, c. P.44* provides governance and management of public library services in Windsor.

2.2 The Windsor Public Library Board endorses the *Municipal Freedom-of-Information and Protection of Privacy Act (MFIPPA)*, *Copyright Act*, *Canadian Criminal Code*, *Canadian Charter of Rights and Freedoms*, *Ontario Human Rights Code*, *Accessibility for Ontarians with Disabilities Act*, *Accessibility Standards for Customer Service*, *Integrated Accessibility Standards*.

2.3 The Windsor Public Library Board endorses the *OLA Statement on Intellectual Freedom and Rights of the Individual*, *IFLA Statement on Libraries and Intellectual Freedom*, *OLA Children's Rights in the Public Library* and *OLA Teen Rights in the Library* statements.

2.4 The Windsor Public Library Board recognizes and endorses the Operating Agreement of December 9, 2015, and the Amending Agreement of March 21, 2017, with The Corporation of the City of Windsor.

2.5 This policy applies to all services, resources and operations of the Windsor Public Library Board, its customers, volunteers and employees.

3. POLICY

3.1 When selecting and de-selecting material, the following criteria are considered:

- a) Clarity, accuracy, and presentation
- b) Suitability of subject, style and reading level for intended audience
- c) Relevance to community users
- d) Authority and significance of the publisher or producer
- e) Relationship to existing collection
- f) Availability of the material from other sources
- g) Format, durability, storage requirements and ease of access
- h) Purchase price and other budgetary considerations.

3.2 The Windsor Public Library collection includes a variety of:

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- a) Formats e.g. print, audiovisual, large print, realia (aka “things”) and digital
- b) Reading, listening and viewing levels e.g. children’s, young adults, ESL
- c) Languages e.g. English, French, Italian, Chinese, Arabic.

3.3 The Windsor Public Library participates in shared collections that may require restricted access e.g. CELA DAISY discs.

3.4 In selecting material staff use professional reviewing and assessment tools, knowledge of the collection and experience as a selector.

3.5 Suggestions for the purchase of library material are welcome and are considered for purchase using the same criteria as all selections.

3.6 Special consideration is given to material with Canadian content or by Canadian authors.

3.7 Windsor Public Library does not keep, acquire, or purchase materials that the Canadian courts have found to be obscene, hate propaganda, or seditious literature.

3.8 No material will be excluded solely because of the race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, political affiliation, disability, language and/or socio-economic status of the creator of the work.

4. SPECIAL COLLECTIONS

The Windsor Public Library has a large fiction and nonfiction collection in a variety of locations plus the following special collections:

4.1 Children’s Collections

Windsor Public Library provides resources for children up to age 13 in a variety of formats, languages and reading levels. Except where limited by law, children have access to all library materials. Parents and legal guardians are responsible for monitoring the access and use of library materials by their children.

4.2 Local History

The Windsor Public Library collects information about the history of Windsor and surrounding areas, in all formats, including books, diaries, original manuscripts, papers, correspondence, logbooks, ledgers, municipal records, maps, drawings, photographs, pictures, microform, audio-visual, newspapers, realia and ephemera about Windsor and Essex County. The Local History collection has a strong focus on genealogical resources.

4.3 Municipal Publications

The Windsor Public Library acquires and maintains municipal publications and documents published by the City of Windsor.

4.4 Automotive Archives

The Windsor Public Library maintains and actively develops a collection of materials in multiple formats devoted to the history of automobile design and manufacture, with a special focus on Windsor and Detroit. This is a non-circulating collection.

4.5 Windsor Authors

The Windsor Public Library maintains and actively develops a collection of works by Windsor authors, in acknowledgement of the area's strong literary history. This is an autographed collection and non-circulating.

4.6 850 Ouellette Avenue Collection

In 2015, the Windsor Public Library established a special local history designation to accommodate donations of rare and valuable material of local and/or national significance. Materials accepted for donation to the *850 Ouellette Avenue Collection*, named in honour of Windsor Public Library's third Central Branch, will be acknowledged with a charitable donation tax receipt. This is a non-circulating collection.

These donations or bequests require:

- a) An appraisal by the Antiquarian Booksellers Association of Canada or designated equivalent
- b) A duly authorized donation contract, as negotiated with the CEO of Windsor Public Library
- c) A tax receipt issued by the Windsor Public Library Board.

4.7 WPL Rare Book Collection

The Windsor Public Library maintains and actively develops a collection of rare books, by a wide range of authors. These very rare books are distinguished by their early print (dated 1585-1899), unique edition or binding, or historic significance. This is a non-circulating collection.

4.8 Film / Video Resources

The Windsor Public Library purchases all licenses for film and video resources, honouring the legal requirements of the *Film Classification Act, 2005, S.O.200, c.17*.

5. DONATIONS, GIFTS, AND BEQUESTS

5.1 The Windsor Public Library **does not** accept the donation, gift or bequest of books and other library appropriate material **unless: ~~In accepting donations or bequests, Windsor Public Library does not:~~**

- a) **The materials meet the criteria of the Local History Collection**
- b) **The materials meet the criteria of the 850 Ouellette Avenue Collection**
- c) **The material is a gift copy from a Local Author**
- d) **Evaluate or appraise donations or bequests, except for donations to the 850 Ouellette Ave Collections**

The Windsor Public Library Board reserves the right to accept or deny any donations, gifts or bequests without reservation.

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~~5.2 The Windsor Public Library Board reserves the right to accept or deny any donations or bequests without reservation.~~

~~5.2 Gift Copies from Local Authors~~

~~To support local authors, recording artists, and filmmakers, the library accepts gift copies of their work in formats currently supported by the library. All donated items are assessed according to the library's selection criteria. Items that are not selected for inclusion in the library's collections will not be returned and may be discarded or sold.~~

~~5.3 In accepting donations, gifts or bequests, Windsor Public Library does not:~~

- ~~a) Evaluate or appraise donations, gifts or bequests, except for donations to the 850 Ouellette Avenue Collection~~
- ~~b) Provide tax receipts, except for donations to the 850 Ouellette Avenue Collection~~

~~5.4 All donations and bequests become the property of the Windsor Public Library.~~

6. CHALLENGES OR COMPLAINTS ABOUT LIBRARY RESOURCES

6.1 The Windsor Public Library recognizes the right of an individual or group to reject library material for personal use but does not accord to any individual or group the right to restrict or censor the freedom of others to make use of that same material.

6.2 Complaints or requests for the re-consideration of or withdrawal of a specific item from the Windsor Public Library collection should be directed to the CEO. Responses to these requests will be in writing and are guided by the Board's position that:

- a) People have the right to reject for themselves material of which they do not approve but they do not have the right to restrict the intellectual freedom of others
- b) It is the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.

7. WITHDRAWAL AND / OR REPLACEMENT OF MATERIAL

7.1 Materials are regularly assessed for their physical condition, accuracy, currency, performance within the context of the collection and relevance to library customers.

7.2 The ongoing process of withdrawal is the responsibility of the CEO. It is a formal process conducted by knowledgeable staff to maintain collection vitality, relevance, size and scope.

7.3 Withdrawn library material may be discarded, recycled or sold.

7.4 The replacement of worn-out library material is dependent on recurring demand, availability of the title or format, budgetary constraints and the extent to which the subject is already covered in the collection.

IN-CAMERA AGENDA

Tuesday, April 21, 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</i> 16.1 (4)
3.1	<i>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