

Board Meeting Agenda

Tuesday, June 16, 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 Annual General Meeting held April 21, 2026

3.2 Adoption of the minutes of the meeting held April 21, 2026

3.3 Adoption of the minutes of the In-Camera meeting held April 21, 2026

4. Communications

4.1 Emails, Letters and Media

4.2 Usage Statistics for April 2026

5. Presentations/Delegations

5.1 KPMG Draft Audit Presentation – *separate attachment*

6. Administrative Reports

6.1 Preliminary Financial Results for the year ended December 31, 2025

6.2 Financial Report as at May 31, 2026

6.3 CEO Report

6.4 Annual Review – Human Resources

6.5 Annual Review – Neighbourhood Libraries

6.6 Annual Review – Local History Branch & Windsor Municipal Archives

6.7 Materials Selection Policy Amendments

7. New Business

8. Next Meeting

Tuesday, September 22, 2026, at 4:30 o'clock p.m.

350 City Hall Square W – Room 140

9. Adjournment

10. In Camera

**Annual General Meeting Minutes
Tuesday, April 21, 2026
350 City Hall Square West – Room 204**

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

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

Also present are the following from Administration:

Michael Chantler, Commissioner, Community Services
Jen Knights, CEO, Windsor Public Library
Tracy McManus, Manager Operations
Jason Moore, Manager Marketing and Communication
Julie Catenacci, Manager, Public Services
Leisa Pieczonka, Manager, Public Services
Nicole Hayward, Manager, Public Services
Daryl Hermann, Supervisor of Facilities
Josie Gualtieri, Financial Planning Administrator
Mark Spizziri, Senior Manager, Financial Planning
Karen Kadour, Committee Coordinator, Council Services

1. Call to Order

The Chair calls the meeting to order at 4:32 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. Presentations/ Delegations

None.

3. Windsor Public Library Annual Report

The Chair thanks the staff, the patrons and the community for an incredible year.

Councillor Kieran McKenzie advises he enjoyed reviewing this report; and the culmination of all the work that has been done over the year. He commends the staff for continuing through challenging times to deliver great services that the community enjoys.

Councillor Renaldo Agostino asks if the 2025 Annual Report will be available at the various libraries. It is noted that the 2025 Annual Report is or will be available at the libraries and is also available online.

Massimo De Menech states the library has done a commendable job in engaging the community both with card holders coming back and through social media. He notes he enjoys the scavenger hunts held throughout the library.

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

Decision Number: WPL 10/2026

That the Windsor Public Library 2025 Annual Report **BE RECEIVED** as presented.
Carried.

4. Adjournment

There being no further business, the meeting is adjourned at 4:34 o'clock p.m.

Councillor Mark McKenzie
Windsor Public Library Board Chair

Jen Knights
CEO, Windsor Public Library

Board Meeting Minutes
Tuesday, April 21, 2026
350 City Hall Square West – Room 204

A meeting of the Windsor Public Library Board is held this day commencing at 4:35 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 (via conference phone)
John Coleman
Marko Jovanovic
Massimo De Menech

Also present are the following from Administration:

Michael Chantler, Commissioner, Community Services
Jen Knights, CEO, Windsor Public Library
Jason Moore, Manager Marketing and Communication
Julie Catenacci, Manager, Public Services
Leisa Pieczonka, Manager, Public Services
Nicole Hayward Manager, Public Services
Daryl Hermann, Supervisor of Facilities
Tracy McManus, Manager, Operations
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 4:35 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 Renaldo Agostino
Seconded by: Marko Jovanovic

Decision Number: WPL 11/2026

That the minutes of the Windsor Public Library Board of its meeting held February 17, 2026, **BE ADOPTED** as presented.

3.2 In-Camera Meeting Minutes

Moved by: Councillor Renaldo Agostino

Seconded by: Marko Jovanovic

Decision Number: WPL 12/2026

That the In-Camera minutes of the Windsor Public Library Board of its meeting held February 17, 2026, **BE ADOPTED** as presented.

Carried.

4. Communications

4.1 Emails, Letters and Media

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Renaldo Agostino

Decision Number: WPL 13/2026

That the Emails, Letters and Media **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:

- Staff have been relocated to 185 City Hall Square South and administrative staff are officially moved from the Paul Martin Building
- FRED 2.0 took a hiatus from late March to early April to allow for some repairs. Bookings for April have now resumed
- During the month of March, approximately 4,000 children participated in the various programs that are available in the libraries

The Chair thanks Daryl Hermann, Supervisor of Facilities, for assisting with the move from the Paul Martin Building to 185 City Hall Square South.

Moved by: Councillor Renaldo Agostino

Seconded by: John Coleman

Decision Number: WPL 14/2026

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

Carried.

6.2 Financial Report as at March 31, 2026

Councillor Kieran McKenzie refers to the lack of donations for this year and asks if it is unusual to have received nothing at this point. Jen Knights responds it is natural for the donations to ebb and flow and have found in the past that the donations come in chunks.

Councillor Kieran McKenzie questions if there is a corporate strategy around fund development. Jen Knights responds that will be looked at and reviewed this year.

Moved by: Massimo De Menech

Seconded by: Marko Jovanovic

Decision Number: WPL 15/2026

That the report of the SRManager –Financial Planning (ABC Finance & City Treasurer) dated April 14, 2026, entitled “Financial Report as at March 31, 2026” **BE RECEIVED** as presented.

Carried.

6.3 Annual Review –Community Libraries

Moved by: Massimo De Menech

Seconded by: Councillor Renaldo Agostino

Decision Number: WPL 16/2026

That the report of the Manager, Public Service dated April 14, 2026, entitled “Annual Review –Community Libraries” **BE RECEIVED** as presented.

Carried.

6.4 Annual Review –Reference Libraries

The Chair remarks that the Budimir Branch welcomed approximately 102,889 visitors in 2025.

Moved by: John Coleman

Seconded by: Massimo De Menech

Decision Number: WPL 17/2026

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

Carried.

6.5 Proposed Amendments to the Materials Selection Policy

Councillor Kieran McKenzie remarks he is interested in receiving feedback from the “local author community” to which this policy may be more restrictive. He is pleased that the policy will be provided to the community and will then come back.

Jen Knights states there are different layers to this, i.e. the changes and the way recycling is handled in the city has made a dramatic impact on what they are able to manage staff-wise and volume-wise as far as donations go. As far as the limits of what folks can drop off, oftentimes this is exceeded by actual physical costs that they must incur.

Moved by: John Coleman
Seconded by: Massimo De Menech

Decision Number: WPL 18/2026

That the report of the Manager, Public Service 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, Public Service, to the “Materials Selections Policy” **BE APPROVED IN PRINCIPLE.**

Carried.

7. New Business

None.

8. Date of Next Meeting

The next meeting of the Windsor Public Library Board will be held on Tuesday, June 16, 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 4:55 o'clock p.m.

10. In Camera

Councillor Mark McKenzie
Windsor Public Library Board Chair

Jen Knights
CEO, Windsor Public Library

IN CAMERA

Board Meeting Minutes

Tuesday, April 21, 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 (via conference phone)
Massimo De Menech

Also in attendance:

Michael Chantler, Commissioner, Community Services
Jen Knights, CEO, Windsor Public Library
Daryl Hermann, Supervisor of Facilities
Mark Spizziri, Senior Manager, Financial Planning
Josie Gualtieri, Financial Planning Administrator
Karen Kadour, Committee Coordinator

Call to Order

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

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

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

Item No. Subject & Section – Pursuant to Public Libraries Act 16.1 (4)

- 3.1 Section 16.1(4)(c) – a proposed 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: Massimo De Menech
Seconded by: Marko Jovanovic

To move back into public session at 5:08 o'clock p.m.
Carried.

Moved by: John Coleman
Seconded by: Councillor Renald Agostino

That the Clerk **BE DIRECTED** to transmit the recommendation(s) contained in the report(s) discussed at the In Camera Meeting held April 21, 2026, directly to the Windsor Public Library Board for consideration at the next Regular Meeting.
Carried.

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

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

Moved by: Massimo De Menech
Seconded by: Marko Jovanovic

That the In Camera meeting of the Windsor Public Library Board held April 21, 2026, **BE ADJOURNED** at 5:11 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, June 9, 2026

Media

- [Star readers: Downtown Windsor library; jobs; Gordie bridge](#) – May 4, 2026, Windsor Star
- [Windsor library vacating parts of downtown building as search continues for permanent home](#) – April 23, 2026 – CTV News

Emails and Letters

From: Kaschak, Gary <gkaschak@citywindsor.ca>
Sent: Tuesday, April 21, 2026 9:10 AM
To: ██████████ Knights, Jen (She/Her) <jknights@citywindsor.ca>; McKenzie, Mark <mmckenzie@citywindsor.ca>
Subject: RE: Appreciation for Library Programs

Good Morning ██████████

I'm very proud of our Windsor Public Library system & our Staff.

Good things are happening there & thanks for reaching out to advise of your appreciation. Always great to hear feedback.

Gary Kaschak
City Councillor – Ward 8

From:
Sent: April 20, 2026 6:49 PM
To: Knights, Jen (She/Her) <jknights@citywindsor.ca>; McKenzie, Mark <mmckenzie@citywindsor.ca>; Kaschak, Gary <gkaschak@citywindsor.ca>
Subject: Appreciation for Library Programs

Hello Jen, Councillors McKenzie and Kaschak,

I would like to let you know how much I appreciate the library services that are available to citizens of Windsor. Specifically I want to express my appreciation for the Riverside Library's programs. I partake of the New Yorker Discussion group on Wednesdays, and also the Novella Discussion group and Film Discussion group (held once monthly). These programs help build community and a safe place to engage in lively discussion.

Best

My son [REDACTED] was about 3.5 years old when we walked into forest glade library for the first time.

We were immediately greeted by friendly staff, who directed us to the children's section and offered to participate in a scavenger hunt. Walking around the library, eagerly searching and celebrating with each picture we found! All the while, familiarizing with all the different sections of the library.

We didn't know it at the time, but that day marked the beginning of a beautiful routine, excitedly heading to the library to return our books and jump into the new scavenger hunt together! Senan would bring his completed paper to the front desk, and he would be offered the choice of a sticker or lollipop. Naturally, my son always chose sweets.

He would sit and enjoy his well-earned treat while I would choose our books for the upcoming week. I read to my son almost every night. Two years have passed since then and still we continue to anticipate our next trip to the library. New books to discover, new scavenger hunts to solve and the simple but sweet adventure of it all.

Reading is more than an activity, it is character building, problem solving, learning that you can find friendships in the most unlikely of places. Teaching bravery, honesty, perseverance, and to never stop exploring. These lessons in empathy and acceptance.

All these things are the foundations of shaping a new person. A young mind that will one day impact the world around him.

It wasn't until I became a mother that I realized what a gift the library is, the luxury of being able to borrow books rather than deciding on only picking one because that's all you can afford in store. We are very grateful for everything forest glade library has offered us, all the initiatives for children, STEM nights and more.

For us, it all started with a scavenger hunt and a lollipop.

That is why I donate. Yesterday I was the first-time mom, walking through the door with a vision of story time to come. Tomorrow will be another mother for her first time and maybe that lollipop treat, the small gesture of kindness that brings them back and welcomes them into the journey of lifelong reading.

Thank you,

Windsor Public Library Board
Usage Statistics for April 2026
Tuesday, June 9, 2026

Customer Use Index

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

Use Factors	April 2026	%	April 2025	%	Variance
Gate Count	40,485	12%	41,904	13%	-3%
Public Services	6,049	2%	6,841	2%	-12%
In-house Usage	14,663	4%	16,219	5%	-10%
Physical Checkouts	32,769	10%	34,642	11%	-5%
CUI in person	93,966	29%	99,606	32%	-6%
CUI in person per open hour	46		49		-7%
Websites & Social Media	154,692	47%	132,250	42%	17%
eResources	52,226	16%	51,068	19%	2%
Renewals of Physical Items	26,537	8%	28,574	9%	-7%
CUI Digital	233,455	71%	211,892	68%	10%
CUI Total	327,421		311,498		5%
CUI Total per open hour	159		153		4%

Notes: April 2026 had 2,057 open hours, which is 1.3% more than the 2,031.5 open hours in April 2025. FRED was off the road for repairs from March 20th–April 14th, 2026.

Gate Counts

Location	April 2026	%	April 2025	%	Variance
Central	5,562	14%	6,418	15%	-13%
Budimir	7,564	19%	8,629	21%	-12%
Riverside	5,320	13%	5,814	13%	-8%
Forest Glade	5,214	13%	5,415	13%	-4%
Chisholm	3,978	10%	4,520	11%	-12%
Fontainebleau	3,874	10%	2,910	7%	33%
Bridgeview	3,505	9%	3,614	9%	-3%
Seminole	2,130	5%	1,761	4%	21%
John Muir	2,281	6%	2,673	6%	-15%
Local History	403	1%	150	0%	169%
FRED	654	2%	N/A	N/A	N/A
Total	40,485		41,904		-3%

Website and Social Media

Category	April 2026	%	April 2025	%	Variance
WPL Website Views	66,568	43%	56,934	43%	17%
Obituary Views	1,745	1%	3,093	2%	-44%
Digital Branch Views	2,165	1%	2,409	2%	-10%
Learn@Home Views	1,794	1%	2,390	2%	-25%
Catalogue Sessions	14,321	9%	13,203	10%	8%

Category	April 2026	%	April 2025	%	Variance
WPL Mobile Sessions	34,520	22%	18,362	14%	88%
Social Media Engagement	15,488	10%	12,225	9%	27%
Total	18,091	12%	23,634	18%	-23%

Public Services

Category	April 2026	%	April 2025	%	Variance
Reference Questions	350	6%	425	6%	-18%
Program Attendance	4,987	82%	5,452	80%	-9%
Outreach Attendance	159	3%	148	2%	7%
School Visit Attendance	553	9%	816	12%	-32%
Total	6,049		6,841		-12%

In-House Usage

Location	Public Internet (in hours)	%	Items Used	%	April 2026 Total	%	April 2025 Total	%	Variance
Central	952	36%	575	5%	1,527	10%	1,560	10%	-2%
Budimir	291	11%	2,149	18%	2,440	17%	3,293	20%	-26%
Riverside	418	16%	1,542	13%	1,960	13%	2,906	18%	-33%
Forest Glade	151	6%	1,399	12%	1,550	11%	1,750	11%	-11%
Chisholm	143	5%	2,163	18%	2,306	16%	2,153	13%	7%
Fontainebleau	181	7%	684	6%	865	6%	1,466	9%	-41%
Bridgeview	158	6%	1,132	9%	1,290	9%	1,452	9%	-11%
Seminole	162	6%	941	8%	1,103	8%	771	5%	43%
John Muir	157	6%	825	7%	982	7%	574	4%	71%
Local History	N/A	N/A	257	2%	257	2%	294	2%	-13%
FRED	N/A	N/A	383	3%	383	3%	N/A	N/A	N/A
Total	2,613		12,050		14,663		16,219		-10%

Circulation: Checkouts

Location	April 2026	%	April 2025	%	Variance
Central	3,313	4%	3,982	5%	-17%
Budimir	6,792	8%	6,777	8%	0%
Riverside	5,995	4%	6,677	4%	-10%
Forest Glade	3,540	4%	3,700	4%	-4%
Chisholm	4,515	5%	4,466	5%	1%
Fontainebleau	2,702	3%	2,711	3%	0%
Bridgeview	1,961	2%	2,459	3%	-20%
Seminole	2,258	3%	2,309	3%	-2%
John Muir	1,476	2%	1,561	2%	-5%
Local History*	14	0%	N/A	N/A	N/A
FRED	203	0%	N/A	N/A	N/A
Total Physical Checkouts	32,769	39%	34,642	40%	-5%
eResources Access	8,909	10%	5,643	7%	58%
eResources Downloads	43,317	51%	45,425	53%	-5%
Total eResources	52,226	61%	51,068	60%	2%
Total	84,995		85,710		-1%

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

Circulation: Renewals of Physical Items

Location	April 2026	%	April 2025	%	Variance
Central	2,732	10%	3,253	11%	-16%
Budimir	6,029	23%	6,122	21%	-2%
Riverside	4,786	11%	5,243	11%	-9%
Forest Glade	2,907	11%	3,145	11%	-8%
Chisholm	3,489	13%	3,865	14%	-10%
Fontainebleau	1,824	7%	2,026	7%	-10%
Bridgeview	1,808	7%	2,335	8%	-23%
Seminole	1,443	5%	1,423	5%	1%
John Muir	1,269	5%	1,162	4%	9%
Local History*	2	0%	N/A	N/A	N/A
FRED	248	1%	N/A	N/A	N/A
Total	26,537		28,574		-7%

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

Memberships

Location	April 2026 New	%	April 2026 Purged	%	April 2026 Active	%	April 2026 Total	%
Central	212	20%	(44)	20%	7,483	20%	20,643	25%
Budimir	135	13%	(24)	11%	6,616	17%	12,795	16%
Riverside	150	14%	(33)	15%	5,890	15%	11,297	14%
Forest Glade	70	7%	(23)	10%	3,799	10%	7,452	9%
Chisholm	122	12%	(14)	6%	3,975	10%	7,332	9%
Fontainebleau	57	5%	(19)	8%	2,559	7%	4,873	6%
Bridgeview	87	8%	(17)	8%	2,464	6%	5,790	7%
Seminole	103	10%	(27)	12%	2,678	7%	5,415	7%
John Muir	63	6%	(11)	5%	2,311	6%	4,919	6%
FRED	44	4%	(12)	5%	565	1%	730	1%
Total	1,043		(224)		38,340		81,246	

Notes: Of the 1,043 new memberships, 144 (14%) were ecards. In total, 6,697 members (8.2%) hold ecards.

Annual Memberships

Year	Total	% of Total Population
2025	78,389	34%
2024	88,374	38%
2023	98,129	43%
2022	95,886	42%
2021	98,944	43%

Notes: Like all large public libraries in Canada, WPL removes memberships that have been expired for three years. Due to the pandemic this was not done in 2021. Since February 2025, we now purge smaller batches of memberships monthly, rather than a single 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
Preliminary Financial Results of the Year Ended December 31, 2025
Tuesday, June 9, 2026

1. OBJECTIVE:

To provide the Windsor Public Library Board (WPLB) with the preliminary year-end operating budget results for the year ended December 31, 2025.

2. BACKGROUND:

The 2025 operating budget was developed in the summer/fall of 2024 by Administration using the best information available at the time and was subsequently approved by both the Windsor Public Library Board and the City of Windsor. All efforts are made to operate within the budget allotments, and offsetting savings are sought where budget deficits do occur. This report brings forward the 2025 year-end operating budget variance by the traditional board-reporting categories.

3. ANALYSIS:

The Windsor Public Library Board ended 2025 with an operating deficit of (\$281,002) which was funded by way of a transfer from the Library's Operation expenditure reserve. Line-item variances are provided in **Appendix A** and discussed throughout this report.

Description	Budget	Actual	Surplus (Deficit)	% Budget Spent
Revenue	\$9,428,960	\$9,470,242	\$41,282	100%
Salaries & Benefits	\$6,668,895	\$6,987,393	(\$318,498)	105%
Other Expenses	\$2,760,065	\$2,763,850	(\$3,785)	100%
Net Deficit			(\$281,002)	

Revenue

The operating budget is funded primarily by the municipality and the province but also by various grants, donations, and user fees. Revenue experienced a surplus of \$41,282 in 2025, with significant categories contributing to this surplus outlined in the sections below.

Provincial Funding \$16,320

This budget line contains the annual Public Library Operating Grant (PLOG) and the literacy grant funding provided by the province each year. The recorded budget surplus of \$16,320 arises from the Literacy Program's cost recovery portion of the grant in 2025.

Donations \$15,833

This budget line includes transfer from donations to cover purchases for specific donations. This surplus is offset by a budget deficit in charges against donations.

Miscellaneous Income \$9,129

Of the surplus in miscellaneous income, approximately \$2,380 is attributed to the funds received from the replacement of damaged/lost books and the remaining amount is due to an increase in other general revenue.

Expenses

The expense accounts with significant variances resulting in the total expenses deficit of (\$322,284) are outlined below:

Salaries & Wages, Other Personnel & Benefits (\$318,498)

The Windsor Public Library ended in 2025 with a deficit of (\$318,498) in salary and benefits. The deficit was primarily driven by unfunded salary provision, market-based salary review of payments for non-union staff, and costs associated with salary continuance. Also included as part of the deficit are increased overtime expenditures (\$124,050) following the Windsor Public Library's transition to a seven-day operating model.

Other Expenses (\$3,785)

Overall, the Windsor Public Library was able to mitigate and maintain their other expenses to a minor deficit of (\$3,785) for 2025.

Conclusion

An operating budget deficit of (\$281,002) has been incurred for the fiscal year ended December 31, 2025. In accordance with Board Resolution 65-19, the operating deficit of (\$281,002) is funded from the Library's Operation Expenditure Reserve Fund 204; designated by the WPLB to be used for the planning and development of a new Central Library. It should be noted that as of April 30, 2026, the reserve fund has an available balance (net of encumbrances) of \$2,480,563.

4. RECOMMENDATION:

THAT the report of the Sr. Manager Financial Planning (ABC Finance & City Treasurer) dated June 9, 2026, entitled "Preliminary Financial Results of the Year Ended December 31, 2025" **BE RECEIVED** as presented.

Prepared by:

Mark Spizzirri, Sr. Manager Financial Planning (ABC Finance & City Treasurer)

mspizzirri@citywindsor.ca

OPERATING RESULTS FOR THE YEAR ENDING DECEMBER 31, 2025

CATEGORY	2025 ANNUAL BUDGET	2025 YTD ACTIVITY	2025 YTD VARIANCE (Surplus/Deficit)	% UTILIZED
Revenue:				
Municipal Funding	8,561,036	8,561,036	-	100%
Provincial Funding	625,912	642,232	16,320	103%
Donations	25,712	41,545	15,833	162%
Transfers from Reserves	-	-	-	-
Miscellaneous Income	-	2,380	2,380	-
Fees Revenue	66,300	73,049	6,749	110%
Expense Recoveries	150,000	150,000	-	100%
Total Revenue	9,428,960	9,470,242	41,282	100%
Expenses				
Salaries & Benefits:				
Salaries & Wages	5,085,994	5,458,739	(372,745)	107%
Employee Benefits	1,231,718	1,200,002	31,716	97%
Wages and Benefits - CCW staff	351,183	328,652	22,531	94%
Total Salaries & Benefits	6,668,895	6,987,393	(318,498)	105%
Other Expenses:				
Professional Services & Consulting	40,700	33,135	7,565	81%
Information Resources	888,989	1,392,119	(503,130)	157%
Information Communication & Technology	309,630	80,450	229,180	26%
Furniture & Equipment	18,920	4,049	14,871	21%
Building & Property	523,975	300,307	223,668	57%
Operating Supplies	38,000	30,236	7,764	80%
Postage & Freight	23,725	29,138	(5,413)	123%
Conference & Education Assistance	38,500	21,028	17,472	55%
Communications & Development	21,704	12,857	8,847	59%
Charges Against Donations	-	41,545	(41,545)	-
Charges Against Literacy	264,031	252,067	11,964	95%
Charges Against Ward Funds	-	-	-	-
Rent, Insurance, Taxes & Security	172,067	304,226	(132,159)	177%
Utilities	185,200	208,288	(23,088)	112%
WPL Board Expenditures				
Grant Expenses	-	474	(474)	-
Program Expenses	152,500	33,274	119,226	22%
Fees Offset Expenses	75,124	12,377	62,747	16%
Transfer to Operations Reserve	7,000	8,280	(1,280)	118%
Total Other Expenses	2,760,065	2,763,851	(3,786)	100%
Total Expenses	9,428,960	9,751,244	(322,284)	103%
Net Budget Surplus (Deficit)	-	(281,002)	(281,002)	

Windsor Public Library Board
Financial Report as at May 31, 2026
Tuesday, June 9, 2026

1. OBJECTIVE:

To inform the Windsor Public Library Board of the operating results of the organization for the five (5) months ending May 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 May 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 May 31, 2026	Actual	Surplus (Deficit)	% Budget Spent
Revenue	\$9,445,248	\$3,935,250	\$3,847,249	(\$88,271)	41%
Salaries & Benefits	\$7,115,295	\$2,964,706	\$2,928,887	\$35,819	41%
Other Expenses	\$2,329,953	\$970,814	\$876,589	\$94,225	38%
Net Surplus (Deficit)				\$41,773	

Revenue and expenditures have seasonal variations, and the current surplus is not an indication of the organization's year-end position.

In accordance with Board resolution 65.19, any final year-end operating variance will be transferred to / from Operations Reserve Fund 204, which has been committed in its entirety to fund planning and development costs for a new Central Library.

4. RECOMMENDATION:

THAT the report of the Manager of Financial Planning dated June 9, 2026, entitled "Financial Report as at May 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 MAY 31, 2026

CATEGORY	2026 ANNUAL BUDGET	2026 PRORATED BUDGET AS OF MAY 31	ADJ2026 YTD ACTIVITY AS OF MAY 31	2026 YTD VARIANCE (Surplus/Deficit)	% UTILIZED
Revenue:					
Municipal Funding	8,561,036	3,567,098	3,567,098	-	42%
Provincial Funding	625,912	260,797	172,289	(88,508)	28%
Donations	35,000	14,583	5,721	(8,862)	16%
Transfers from Reserves	-	-	-	-	-
Miscellaneous Income	-	-	10,361	10,361	-
Fees Revenue	73,300	30,542	29,280	(1,262)	40%
Expense Recoveries	150,000	62,500	62,500	-	42%
Total Revenue	9,445,248	3,935,520	3,847,249	(88,271)	41%
Expenses					
Salaries & Benefits:					
Salaries & Wages	5,280,397	2,200,165	2,279,354	(79,189)	43%
Employee Benefits	1,534,898	639,541	518,653	120,888	34%
Wages and Benefits - CCW staff	300,000	125,000	130,880	(5,880)	44%
Total Salaries & Benefits	7,115,295	2,964,706	2,928,887	35,819	41%
Other Expenses:					
Professional Services & Consulting	32,000	13,333	22,482	(9,149)	70%
Information Resources	1,081,166	450,486	385,711	64,775	36%
Information Communication & Technology	302,230	125,929	77,801	48,128	26%
Furniture & Equipment	5,000	2,083	-	2,083	0%
Building & Property	226,178	94,241	93,929	312	42%
Operating Supplies	30,850	12,854	26,315	(13,461)	85%
Postage & Freight	21,408	8,920	11,525	(2,605)	54%
Conference & Education Assistance	21,500	8,958	16,569	(7,611)	77%
Communications & Development	11,500	4,792	559	4,233	5%
Charges Against Donations	-	-	8,928	(8,928)	-
Charges Against Literacy	264,031	110,013	107,838	2,175	41%
Charges Against Ward Funds	-	-	-	-	-
Rent, Insurance, Taxes & Security	99,890	41,621	55,206	(13,585)	55%
Utilities	185,200	77,167	47,593	29,574	26%
Program Expenses	41,500	17,292	16,252	1,040	39%
Fees Offset Expenses	7,500	3,125	5,881	(2,756)	78%
Transfer to Operations Reserve	-	-	-	-	-
Total Other Expenses	2,329,953	970,814	876,589	94,225	38%
Total Expenses	9,445,248	3,935,520	3,805,476	130,044	40%
Net Budget Surplus (Deficit)	-	-	41,773	41,773	

Windsor Public Library Board

CEO Report

Tuesday June 9, 2026

1. ADMINISTRATION

A. Move to 185 City Hall Square South (CHSS)

The move to 185 CHSS is complete and the first phase of renovations has wrapped up with Shipping and Receiving, Graphic Design, Finance/Accounting, Book Buddy, and Bib Services all now residing in their newly renovated space. Phase two of renovations began Monday, May 25, 2026, and is scheduled to wrap up in early July.

B. Work at 185 Ouellette (Paul Martin Building)

Renovation work at the Paul Martin Building is ongoing, with current activity focused on the second floor. Construction bins have been temporarily placed in the parking lot to support debris removal. To enhance safety, the book drop has been temporarily closed, and fencing has been installed to separate the removal area from the staff and customer entrance. In addition, an industrial hygienist was brought in to perform particulate matter testing, and noise testing was performed through the City of Windsor Health and Safety Department, both resulting in acceptable levels. Staff continue to demonstrate flexibility while working through these temporary disruptions.

C. Labour Management Committee (LMC)

Labour Management Committee met on Thursday, May 21, 2026. It was a productive meeting with good discussion. Agenda items included the Internal Reporting System (IRS), staff consultation practices, transparency and communication, cash procedures, and media image/concerns.

Updates on previous topics including staff recognition, use of generative AI, and ways to increase communication were discussed at full staff training which was held on June 4, 2026.

The Committee is scheduled to meet again on July 23, 2026.

D. Retirees

WPL Bookmobile Driver Clerk Robert Davis retired in April 2026 after almost 10 years of dedicated service to Windsor Public Library. We thank Robert for his contributions and wish him all the best in his retirement.

2. EVENT, OUTREACH AND PROGRAMMING INFORMATION

A. FRED

As noted at the April 2026 WPLB Meeting, FRED experienced a pause in service following the discovery of a repair needed to the battery compartment on the underside of the vehicle. Once back on the road in mid-April FRED saw a strong 654 visits with 203 checkouts and 44 new memberships.

In June 2026, FRED is scheduled to visit several parks, community centres and join the exceedingly popular Meet-A-Machine event on June 13, 2026. Administration will continue to report on FRED at each Board meeting through the CEO Report.

B. Summer Programming at the Branches

We are pleased to announce that the official kickoff for our Summer Reading Program –featuring the theme “*Read, Learn and Discover with WPL*” will be on Tuesday, July 7, 2026, at the W.F. Chisholm branch from 2 p.m. to 4 p.m.

The program will run until Saturday, August 15, 2026, with a minimum of three programs including drop-in crafts and activities on a weekly basis, all discoverable on our online events calendar and through promotional materials including posters and bookmarks with a QR code that will take customers directly all programs tagged as 'Summer Reading'. This information is being shared with the school boards and additional content is being developed via our social media team.

Board members are welcome to join us at the kickoff on July 7, 2026, at 2 p.m. Please let Krystal Jarrold (kjarrold@windsorpubliclibrary.com) if you are able to attend.

C. May and June Programming Highlights:

- **Bridgeview:** Family Story Time, English Conversation Circle, Art Club
- **Budimir:** Live Poet’s Society, Chess Club, Morning Story Time
- **Central:** Let’s Talk English –Beginners and Intermediate/Advanced, Comic Book Day
- **Fontainebleau:** May the Fourth –Star Wars Papercrafts, Walk and Talk, Gaming and Tech Workshop
- **Forest Glade:** Board Game Night, Video Games at FGL, Story Window
- **John Muir: S.A.S.S. –**Savvy Adults and Seniors Social, Write-In
- **Local History:** Short Film Showcase, Historic Walking Tour of Sandwich Town
- **Riverside:** Riverside Colouring Club, Riverside Chess Club, Paint a Pot
- **Seminole:** Lego Free-Play, DIY Stickers
- **W.F. Chisholm:** Mom and Baby Book Café, My Little Garden

D. Get SET Program –Adult and Deaf Literacy/ Education:

Based on the results of our latest Activity Report, the Adult Literacy program has exceeded its performance commitments in key areas including customer satisfaction, service coordination, program effectiveness, and learner progress.

The Deaf Literacy program has achieved 90% of its learner target and has shown strong progress in the “In Progress” category, reaching 167% of the target. The program also met or exceeded expectations in other key areas, including customer satisfaction, service coordination, and suitability.

Thank you to Kristin, Amy, Katrina, and Chioma for their outstanding work in strengthening and advancing these programs.

E. Urban Explorers and Future Architects Map Contest:

Throughout the month of May and into early June, the Windsor Regional Society of Architects (WRSA) teamed up with WPL to offer a contest opportunity for the next generation of creative thinkers. The contest, which closed on June 5, 2026, invited young participants to create a map by choosing a place they think is cool, fun, or meaningful, such as a park, building, mural, or favourite hangout—and then show the walking or biking route connecting their local library to that place.

Marketing tactics executed to support the contest included a social media campaign with eighteen posts being published across WPL channels, partner amplification through WRSA and local school boards, website promotion including a home page marquee feature and blog post, in-branch promotion through staff and print materials.

WRSA has generously donated two bikes and two helmets for this amazing initiative and select maps will be featured at Seminole Library in the Architects Area and on both WPL and WRSA social media. We had a number of talented and creative submissions for WRSA to consider! An event will be held later this month to award the bicycles. Details still to come!

3. PROVINCIAL AND FEDERAL ADVOCACY

WPL is a member of **The Federation of Ontario Public Libraries (FOPL)**. This spring, FOPL engaged members and sector stakeholders to confirm advocacy priorities and identify key pressures affecting public libraries across Ontario.

Common themes included sustainable provincial funding, safety and security, intellectual freedom, governance, and the growing operational impacts of complex social issues within library spaces.

As a member of the **Canadian Urban Libraries Council (CULC)**, WPL receives updates on advocacy efforts in Canada and the United States related to digital library access and e-book and audiobook pricing. In response to rising demand, budget pressures, and longer wait times for readers, CULC and the Urban Libraries Council (ULC) have issued a joint statement calling for changes to digital content licensing.

In their submission through pre-budget consultations in advance of the 2026 Federal Budget, CULC included five (5) recommendations:

- That the Government of Canada work with Canada's public libraries to create a dedicated funding program to increase access to technology, connectivity, digital literacy, AI literacy, and learning tools that support innovation in communities across Canada.
- That the Government of Canada recognize the significant impact of mental health, addictions, homelessness, and toxic drug harms in Canadian communities, and work with provincial, territorial, municipal, and Indigenous governments to appropriately fund community based mental health, addictions, housing, and crisis-response services so that critical services are available to those in need.

- That the Government of Canada make the Equitable Access to Reading Program permanent, indexed to the cost of living, and sufficiently flexible to fund the full equitable reading lifecycle through organizations with demonstrated national capacity, including CELA, NNELS, and other accessible reading service providers.
- That the Government of Canada work with public libraries, publishers, authors, provinces, and territories to improve fair, affordable, and sustainable public library access to digital publications, including e-books, e-audiobooks, and other licensed digital content.
- That the Government of Canada create a national Public Library Intellectual Freedom, Privacy, and Equitable Access Fund to support public libraries in defending intellectual freedom, protecting patron privacy, maintaining locally governed collections, and responding to censorship pressures, including those raised by Alberta's Bill 28.

Future CEO reports will advise the Board on Provincial and Federal advocacy.

4. RECOMMENDATION:

That the report of the WPL Chief Executive Officer entitled “CEO Report” dated June 9, 2026, **BE RECEIVED** as presented.

Prepared by:

Jennifer Knights, WPL Chief Executive Officer

jknights@citywindsor.ca

Windsor Public Library Board
Annual Review – Human Resources
 Tuesday, June 9, 2026

1. OBJECTIVE:

To present the Windsor Public Library Board (WPLB) with an annual update on Human Resources related statistics as of December 31, 2025.

2. BACKGROUND:

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

Internal Systems	External Systems
Workforce Management (WFM) – Time and Attendance System	The Corporation of the City of Windsor
PeopleSoft – Time and Attendance System/Payroll (HRMS/Financials)	Southern Ontario Library Services (SOLS)
JazzHR – Recruitment / Applicant Tracking System	Canadian Urban Libraries Council (CULC)
Absorb eLearn – Online Training Database	Statistics Canada

3. WPL HUMAN RESOURCES 2025:

Wages and Salaries

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

Category	2025 Actuals	2024 Actuals	2023 Actuals
Salaries, Wages, Benefits	\$6,862,112	\$5,910,099	\$6,215,855
% of total Expensed	70.37%	64.86%	68.71%

Staff Complement

WPL employs a combination of Full-Time, Part-Time and Casual employees at 11 locations throughout the City of Windsor and includes both Union and Non-Union employees. The normal workweek for a Full-Time (FT) employee is thirty-five (35) hours in five (5) days, and Part-Time (PT) is no more than twenty-four (24) hours in five (5) days.

2025 Budget Staff Complement*

Full-Time	Part-Time	Full-Time Equivalent (FTE)
66	23	78.5

**Based on total scheduled hours worked by all regular employees*

While the Staff Complement uses total hours worked to determine the budget FTE, the headcount summarizes the actual number of individuals employed by WPL. The total headcount for all CUPE 2067.1 employees, Administration, Supply and Pages, as of December 31, 2025, was 124.

Canadian Union of Public Employees – CUPE 2067.1

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

The current Collective Agreement expires December 31, 2026, as such the Bargaining Committee for CUPE 2067.1 and the Employer, with the assistance of Employee Labour Relations, will commence negotiations at the beginning of 2027.

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

Joint Job Evaluation Triennial Review

The Joint Job Evaluation (JE) Committee is made up of three (3) union representatives, three (3) management representatives, and the Total Compensation Specialist from the City of Windsor, who is a neutral party providing administrative support to the process. The next triennial review of positions will begin in the first quarter of 2027.

Employee Length of Service

The average length of service for all WPL permanent employees (both full and part-time) as of December 31, 2025, was 10.5 years.

Retirements remain the primary driver of employee turnover. Administration anticipates that the number of retirements will increase, given the demographics of the current workforce. Accordingly, we recognize the importance of effective knowledge transfer and succession planning.

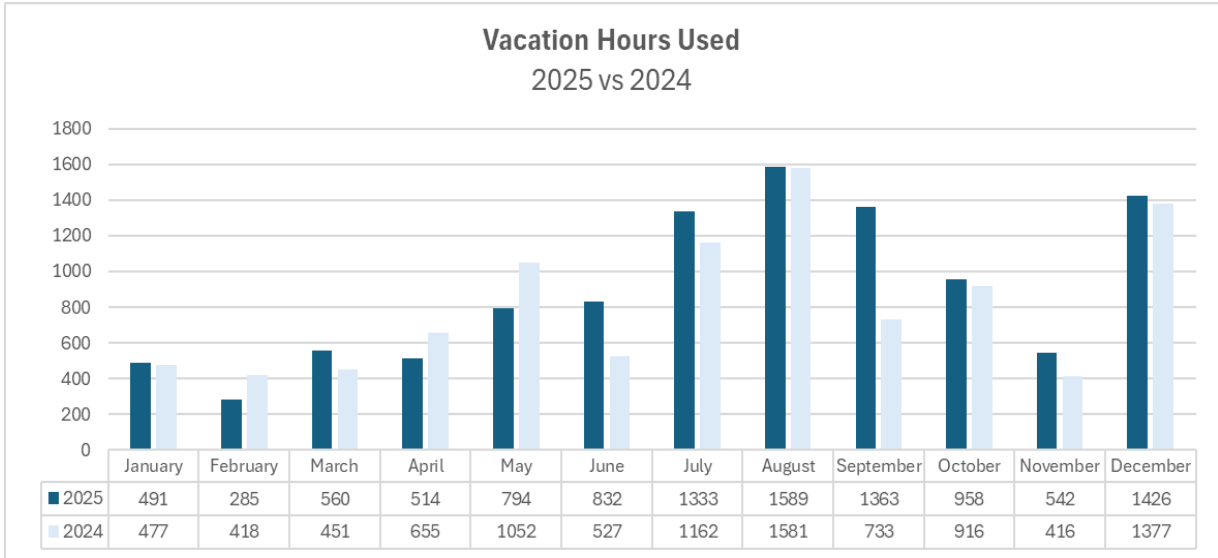
Recruitment

In 2025, the following number of positions were filled:

Administration	CUPE 2067.1	Supply and Pages	Grand Total
2	19	11	32

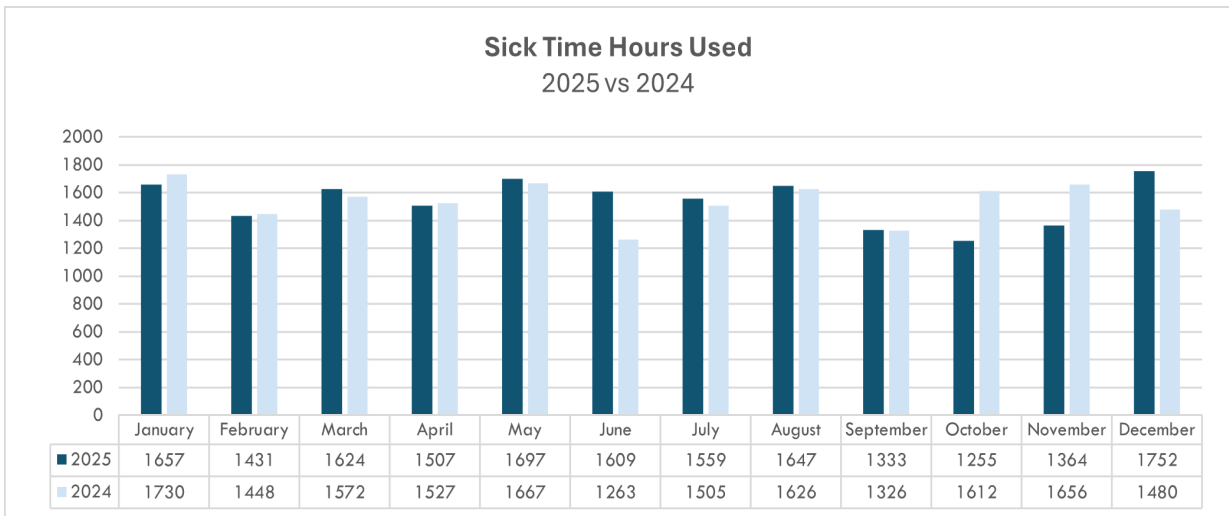
Vacation Time

WPL employees are entitled to paid vacation time, and their annual entitlement grows based on their years of service. Annual entitlement ranges from 15 to 32 vacation days per year. Work-life balance is very important at WPL, so staff are encouraged to use their vacation entitlement each year and minimize carry-over. Total hours taken for the year is 10,687 hrs equivalent to \$330K, with the highest number of days taken in August.



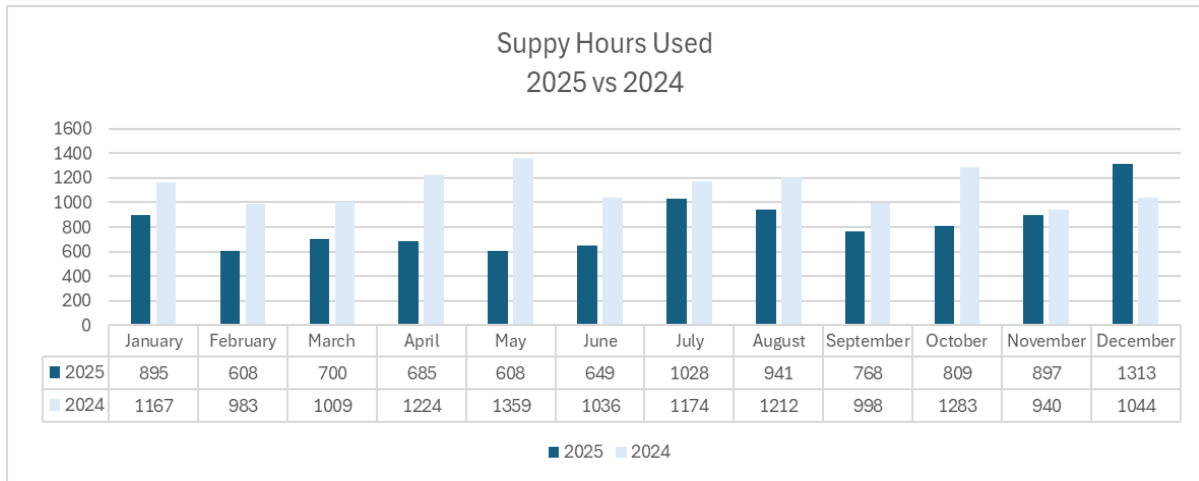
Sick Time

WPL staff accrue paid sick time each month, which is accessed when an employee is absent due to illness. The chart below shows the number of hours staff were absent due to illness in 2025.



Supply Staffing

To ensure WPL continues to provide high-level customer service at all locations, a pool of qualified supply staff is maintained for both Public Service and Caretaking positions. These positions are non-unionized, with no minimum hours; and are used to back fill when regular employees are absent due to scheduled vacations or unplanned absences. Total hours taken for the year is 9,909 hrs, equivalent to \$236K, with the highest month being December.



Health & Safety Training

All new hires are required to complete Online Orientation training through the City of Windsor’s eLearn System prior to their first day, with mandatory H& S online modules being completed by all employees on a regular basis. WPL has a designated Occupational Health and Safety Advisor that we work with to track compliance and to promote health and safety awareness in the organization.

4. ACTIONS:

Administration will prioritize the following items in 2026:

1. Continue to train and develop a viable pool of internal candidates to fill vacancies as they arise and further ahead anticipate succession planning
2. Continue to utilize the new technologies implemented to enhance WPL’s business processes and reporting
3. Prepare for the CUPE 2067.1 and WPL contract negotiations commencing in January 2027
4. Prepare for the 2027 JE Triennial review together with the City of Windsor Compensation Specialist

5. RECOMMENDATION:

THAT the report of the Manager of Operations dated June 9, 2026, entitled “Annual Review – Human Resources” **BE RECEIVED** as presented.

Prepared by:

Tracy McManus, Manager of Operations

tmcmanus@windsorpubliclibrary.com

Windsor Public Library Board
Annual Review – Neighbourhood Libraries
Tuesday, June 9, 2026

1. OBJECTIVE:

To provide the Windsor Public Library Board with a review of the facilities, collection and programming at the Bridgeview, John Muir and Seminole Branches for the period of January to December 2025.

2025 was year of positive growth for our three neighbourhood branches as increases occurred in all measured categories, including print circulation, new memberships and program attendance. Staff at each of our neighbourhood locations remain dedicated to providing sought-after programs and welcoming spaces for all in their communities, ensuring all locations continue to be a popular destination to read, learn and discover.

Regular 2024 Hours of Operation at Bridgeview, John Muir and Seminole Branches

Term	Sun	Mon	Tues	Weds	Thurs	Fri	Sat	TOTAL
Summer	Closed	12 pm – 8 pm	10 am – 6 pm	12 pm – 8 pm	10 am – 6 pm	9 am – 5 pm	9 am – 5 pm	48 hours
Winter	Closed	12 pm – 8 pm	10 am – 6 pm	12 pm – 8 pm	10 am – 6 pm	9 am – 5 pm	9 am – 5 pm	48 hours

Regular 2025 Hours of Operation for Bridgeview, John Muir and Seminole Branches

Sun	Mon	Tues	Weds	Thurs	Fri	Sat	TOTAL
10am – 6pm	12 pm – 8 pm	10am – 6pm	12 pm – 8 pm	10 am – 6 pm	10 am – 6 pm	10 am – 6 pm	56 hours

2. BRIDGEVIEW BRANCH

The Bridgeview Branch enjoyed another successful year in 2025. Those wishing to study, gather, enjoy programming or access public internet stations are met by friendly and knowledgeable staff with a passion for sharing all that WPL has to offer. Bridgeview remains particularly popular with children and teens in the after-school hours, acting as a community gathering place for students from neighbouring schools. Class visits were once again a draw with local schools in 2025, with 984 children and 140 adults visiting to learn about library programs and services.

Background:

Located one block north of Tecumseh Road West and adjacent to West Gate Public School, the Bridgeview Branch was built in 2002 on land leased from the Greater Essex County District School Board and serves wards 2, 3 and 10. The 5,100 SF branch serves a population of 17,840 and is located on Transit Windsor routes [Central 3](#), and [Dominion 5](#).

The Bridgeview Branch is home to over 21,000 volumes and accounted for 7.2% of Windsor Public Library's total annual print circulation in 2025. The Bridgeview Branch is considered a member of the Neighbourhood Library family of branches, which includes the similarly sized branches of John Muir and Seminole.

According to the 2021 Census Canada Data, the surrounding River West neighborhood has 16% of its population between the ages of 20-24 years and 16% between the ages of 25-29 years. The South Cameron neighbourhood has 15% of its population between the ages of 10-19 years of age and 9% between the ages of 20-24. The Bridgeview Branch serves a catchment area of 25,848 people.

Bridgeview Branch is also near Saint-Edmond French Catholic elementary school and has a large children's French collection to support its students.

Annual Statistical Review:

Measurable	2025	2024	Notes for 2025
Circulation - Print	53,947	47,169	14% increase
Gate Count	45,148	42,278	7% increase
New Memberships:	882	868	2% increase in new memberships
Total Memberships:	5,587	6,288	Bridgeview accounts for 7% of all WPL users
Internet Use (hours)	3,560	3,644	2% increase
Program Attendance	10,743	9,963	8% increase
# Programs	490	446	

Programming Review:

2025 was once again a big draw for customers at the Bridgeview branch, which saw an 8% increase in overall attendance. A total of 490 programs were offered, enjoyed by 2038 adults, 846 teens and 7859 children. Staff continued to plan and host a roster of programs geared to the needs of the community with a particular emphasis on activities for the many children and teens attending the branch, both after school and on weekends.

Children's programming at the branch remained popular with staff seeking to offer fun and educational opportunities for positive engagement through self-directed and drop-in programs. These included *Scavenger Hunts*, *LEGO free-play*, *Colouring* and *Puzzles*, which are available for young customers to enjoy at their convenience, making visits extra fun whether solo or with a group. In addition to self-directed options, many hands-on crafts and programs were offered throughout the year. The *Kids Knit* program allowed children to a new, useful skill, and long-time favourites like *Art Club* and *Chess Club* continued to be well-attended by neighbourhood children. Staff provided multiple opportunities for early learning and literacy with regular Storytimes for families, as well as Early-On and class visits with the neighbouring Westgate Public School.

Bridgeview staff once again pulled out all the stops for their annual parties including *PJs and Pancakes*, a *Halloween Party* and *Holiday Hoopla*, which feature fun and games for the whole family. These gatherings offer an opportunity for the community to come together to enjoy camaraderie and build strong relationships with fellow library-goers and staff alike.

Branch staff offered an array of exciting new adult programs in 2025 including a series on *Plant Propagation*, *The Inclusive Bookworm*, a book club focused on diverse and inclusive titles and *Learn to Crochet/Learn to Knit* for adults. Returning favourites included the well-attended *Let's Talk English* conversation circle, providing newcomers the opportunity to gather weekly to practice their English conversation skills in a friendly and welcoming space.

Bridgeview's staff have a demonstrated passion for offering both fun and meaningful programs that centre the library as a place for continuous community engagement, offering a warm and positive atmosphere for visitors of all ages.

3. JOHN MUIR BRANCH

2025 saw the John Muir branch experiencing growth in usage across all areas, including print circulation, new memberships, and internet use. The branch continues to be a popular spot for students looking for an area to study, and for nearby residents to enjoy a mix of creative programming and welcoming service. In September, the branch unveiled their new Ukrainian Bookshelf within their language collection, consisting of 80 Ukrainian language materials donated by the Consulate General of Ukraine in Toronto.

Background:

In January 2018, WPL began renovations to the 1921 Sandwich Fire Hall and stable on Mill Street with Architect Jason Grossi of studio g+G Inc. The \$5,482,855 heritage project resulted in a 5,940 SF public library facility, which opened in late September 2019 as the John Muir Branch. John Muir was an educator and community advocate who led efforts to build the original Sandwich Branch in 1999.

The John Muir Branch is located at [363 Mill Street](#) in the historic Old Sandwich neighbourhood of Ward 2. The branch has 15,767 items in its collection and serves a catchment area of 11,000 people. It accounts for 3.9% of WPL's total annual print circulation and is categorized as a Neighbourhood Library.

According to the 2021 Census Breakdown, the surrounding Sandwich planning district has 14% of its population between the ages of 20-24, and 15% between the ages of 25-29.

The John Muir Branch has large children's and adult recreational reading collections to support neighbourhood and University students. Its collection is also strong in Sandwich History resources, reflecting the area's historic importance and contains Arabic and Chinese language collections. A collection of children's books on the theme of firefighting was added to the collection in 2019 to reflect the building's heritage.

Annual Statistical Review:

Measurable	2025	2024	Notes For 2025
Print Circulation	29,662	29,014	2% increase
Gate Count	34,225	32,744	4% increase
New Memberships:	970	710	36% increase in new memberships
Total Memberships:	4,709	4,839	Muir accounted for 6% of all WPL users
Internet Use (hours)	1,972	1,732	14% increase
Program Attendance	3,978	3,789	5% increase in program attendance
# Programs	251	239	

Programming Review:

In 2025, John Muir offered an array of programs for people of all ages. The staff continue to engage with the surrounding community to determine what will appeal and provide entertainment and educational opportunities for library visitors.

The branch hosted 251 programs, with 2516 adults, 162 teens, and 1300 children participating. For the adult demographic, the weekly Knit Happens and S.A.S.S. (Savvy Adult and Senior Social) programs continue to be big draws. The popular Accessing Authors program and Adult Book Club returned this year, engaging adults and seniors by sharing different perspectives on the act of writing and the joys of reading. The About Craft Night series allowed adults to tap into their creative sides through such offerings as felt poppy pins and pressed flower bookmarks.

The branch once again participated in the very popular Miracle in Sandwich event in the lead up to the Christmas holiday season, organized by the Sandwich Town BIA. The day brought over 200 people into the branch to enjoy the ambiance and create festive paper sweaters that were then strung together to create a garland for the branch.

4. SEMINOLE BRANCH

In 2025, the Seminole branch saw steady increases across all areas of measure, continuing to build on the successes of recent years. Staff enhanced the already cozy and welcoming atmosphere by offering community-focused programming that encouraged customers to collaborate on shared activities and tasks, leading to a 39% increase in program engagement over 2024. Public internet use, including the use of public printing services, remains a well-used service for Seminole customers, seeing an 8% jump in this area. The branch also saw an impressive 10% increase in library card sign-ups over the course of the year as staff welcomed new members with their usual friendly and personalized service.

Background:

Built in 1953, the Seminole Branch is the oldest library facility in the system. In 2000, the library underwent a 5-month renovation to create an improved children's section, a reading area, an accessible front entrance and washrooms as well as an enhanced technology centre. In 2015, Seminole was one of the first branches to receive a 3D printer for public use. 2018 upgrades to the library included flexible shelving, new carpeting, the installation of an indoor book return and new public seating.

The 3,800 SF facility is located at [4285 Seminole Street](#) in Ward 5 and is accessible via the [Central 3](#) and [Ottawa 4](#) Transit Windsor routes. Seminole is categorized as a Neighbourhood Library and serves a catchment area of 21,373 people in the East Windsor planning district.

According to the 2016 Census Canada data, children between the ages of 0-14 years make up 15% of the population in East Windsor, and a further 5% fall into the 15-19 age range. The area also has a high proportion of seniors with 20% of the population being over the age of 65.

Seminole has 20,137 items in its collection and accounts for 6.2% of WPL's total annual print circulation. It has a large children's collection to support class visits, after school visits and weekend drop-ins.

Annual Statistics Review:

Measurable	2025	2024	Notes for 2025
Circulation Print	46,593	43,991	6% increase
Gate Count	21,752	20,591	6% increase
New Memberships:	980	811	10% increase in new memberships
Total Memberships:	5,193	5,520	Seminole accounted for 6.6% of all WPL users
Internet Use (hours)	2,880	2,662	8% increase
Program Attendance	2,353	1,682	39% increase in program attendance
# Programs	203	144	

Programming Review:

In 2025, the Seminole branch saw an impressive 39% increase in program attendance over the previous year as staff expanded their offerings to include a variety of creative endeavours to appeal to a range of ages. Staff hosted 203 programs, reaching 860 adults, 75 teens and 1418 children.

Programs for children remained a focus at the branch with staff using their creative skills, designing programs to engage children with everything from Scavenger Hunts to crafting to STEAM programs. Offerings included *Craft Club: Zine Machine*, *Summer STEAM: Jurassic Park & Alien Invasion*, *Felt Camp Pennants*, *LEGO Free-Play* & a *Halloween Drawing Contest*. Self-directed programs like *Community College Day*, encouraged families to work together on a craft or task, offering a fun and entertaining activity designed to strengthen bonds and build community ties.

Community-led programs were a popular at Seminole with staff once again welcoming the *Windsor Junior Magic Club* to the branch, allowing children the opportunity to learn a variety of illusions and the science behind what makes them work. The *St. John's Ambulance Therapy Dog Meet & Greet* allowed children to meet therapy dogs and learn how to safely interact with dogs in public settings.

While branch staff focus mainly on intergenerational or children's programs, longtime adult programs were once again offered including Adult Colouring and the Kanopy Klub.

5. ACTIONS IN 2026:

In the coming year, Bridgeview, John Muir, and Seminole Branches will continue to contribute to the overall success of the Windsor Public Library in the following ways:

- Seek to better understand customer use patterns by actively soliciting feedback to ensure customer satisfaction
- Continue to 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 Manager of Public Services – Branches dated June 9, 2026, entitled “Annual Review – Neighbourhood Libraries” **BE RECEIVED** as presented.

Prepared by:

Nicole Hayward, Manager of Public Services

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Leisa Pieczonka, Manager of Public Services

lpieczonka@windsorpubliclibrary.com

Windsor Public Library Board
**Annual Review – Local History Branch
& Windsor Municipal Archives**
Tuesday, June 9, 2026

1. OBJECTIVE:

To provide the Windsor Public Library Board with a review of the facilities, collection and programming at the [Local History Branch](#), located at 3312 Sandwich Street, and the [Windsor Municipal Archives](#), located at 85 Pitt Street East, **for the period January to December 2025.**

2. BACKGROUND:

The Local History Room opened in 2017 at 850 Ouellette, with both the Windsor Municipal Archives and WPL Local History collections gathered in the same location. When plans were developed to move the Central Branch to the Paul Martin Building in early 2020, it was necessary to split the two departments. In September 2019, the WPL Local History Branch moved to the former Sandwich Branch in General Brock school, prior to the opening of the John Muir Branch on Mill Street. The Windsor Municipal Archives moved to 85 Pitt St. East in November of that same year.

Located in Ward 2, the Local History Branch, staffed by 2.4 FTE, is home to just over 10,000 resources and encompasses 3,200 square feet. The collection reflects the unique and interconnected histories of Windsor-Essex and Kent County, in addition to Michigan stories that relate to our historic cross-border relationship. The collection is mainly Reference, which means most items do not circulate for off-site use and must be used in-house.

In 2025, hours of operation at the Local History Branch were:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
Closed	12 pm – 8 pm	10am – 6pm	12 pm – 8 pm	10 am – 6 pm	10 am – 6 pm	10 am – 6 pm	42 hours

**The branch closes for a one-hour lunch break daily.*

The Windsor Municipal Archives is staffed by 1.0 FTE and a part-time Page and maintains its collection (in-house use only) in 7,500 square feet of space. It houses records of the City of Windsor and the Windsor Star Archives as well as several private collections. The Archives offers services on a by-appointment basis Monday through Thursday and alternating Fridays and Saturdays.

3. ANNUAL STATISTICAL REVIEW:

Local History

Category	2025	2024	2023
In-person Visits	1,975	1,518	1,548
Offsite Reference Questions	1,582	1,743	1,327
Documents Used	3,524	2,348	1,552

Windsor Municipal Archives

Category	2025*	2024	2023
In-person Visits	65	90	101
Offsite Reference Questions	194	287	291
Documents Used	461	1170	634

**The Archives were closed from August 15, 2025, to October 15, 2025, due to extenuating circumstances. For the balance of the year, service was limited to responding to urgent inquiries as required.*

The Local History branch experienced strong growth, with a 30% increase in in-person visits and a 50% rise in document usage. Innovative programming, combined with consistent outreach and promotion, introduced many researchers to the space and its collections for the first time.

Local History staff also played a key role in supporting service gaps at the Archives.

4. HIGHLIGHTS:

Local History

Local History had an exceptionally busy and productive year. Staff represented WPL at the Ontario Library Association’s Annual Super Conference showcasing the Stories of Windsor podcast, which has proven to be an effective channel to highlight unique stories in the Local History collection. Some of the topics featured in 2025 included “Made in Windsor: Factories You Didn’t Know About,” “Those Who Served: Stories from Windsor’s WWII Veterans,” and “Diving the Detroit River.”

Staff also delivered a diverse range of programming for all ages and interests, including a Scanning Party in partnership with the Ontario Genealogical Society and Genealogy for Kids as well as take-and-learn kits for March Break. Staff hosted multiple book club sessions and programs exploring Windsor’s rich history. Notable highlights included an appearance by local author Patrick Brode at the True Crime Discussion Group, and author/speaker Jm Nehmetallah’s presentation on Lebanese Genealogy. One of the most popular Local History program offerings was the Ghost Walks of Historic Sandwich Town, which drew 28 participants in two sessions.

The Local History branch continues to be a trusted resource for local media seeking historical context and insight into Windsor’s past. Media outlets regularly connect with our knowledgeable staff for guidance and support in sharing information related to historically significant events.

Windsor Municipal Archives

This was a challenging year for the Archives, marked by the passing of longtime Archivist Michael Fish. Michael brought extensive knowledge and deep expertise to his work, as well as strong relationships with the many organizations, researchers, and community members who rely on the Archives. Following his passing, many individuals and partners reached out to share their condolences and express appreciation for his lasting contributions.

While access to Archives services was limited at times during the year, staff continued to support core work behind the scenes. This included ongoing efforts to index The Windsor Star photo negative and DVD collections, improving their organization and discoverability for future research.

5. ACTIONS 2026:

- Install a new microfilm reader at Local History to replace units that are aging and are beyond repair.

- Continue to attract new patrons by offering unique programs, book clubs, and collaborations with community groups; use these programs to showcase both local history and archival materials.
- Fill the vacant position in Archives.
- Continue to digitize significant material, with an emphasis on expanding the photograph collections and wide-format drawings.

6. RECOMMENDATION:

THAT the report of the Manager of Public Services dated June 9, 2026, entitled “Annual Review – Local History Branch & Windsor Municipal Archives” **BE RECEIVED** as presented.

Prepared by:

Julie Catenacci, Manager of Public Service

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Windsor Public Library Board
Material Selection Policy Amendments
Final Acceptance Report
Tuesday, June 9, 2026

1. OBJECTIVE:

To complete the Windsor Public Library Board’s review of the Material Selection Policy (F-6), discussed, reviewed, and accepted “in principle” at the April 21, 2026, WPLB meeting.

2. BACKGROUND:

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

In April, the WPLB discussed and accepted “in principle” the Material Selection Policy (F-6) following community consultation including revisiting the local author section to ensure it is not too restrictive.

The proposed policies as per WPL Governance Policy G-5 3.2 – Policy Development, were publicly posted for 21 days on the WPL website requesting public comment.

5 (public) comments were received.

The feedback reflected both support for retaining a limited ability to accept public donations and support for restricting or discontinuing general donations.

Comments noted that donated materials can, on occasion, provide value to the collection, particularly where such donations assist in replacing damaged copies, completing popular series, supporting children’s materials, or adding titles that may be difficult to obtain through regular vendors. These comments also referenced ongoing financial pressures on collection budgets and expressed concern that the elimination of general donations could remove a modest but meaningful means of strengthening physical collections and supporting local authors and community engagement.

One person expressed strong support for the proposed amendments on operational grounds. These comments indicated that most donated items are outdated, damaged, mouldy, or otherwise unsuitable for inclusion in the collection, resulting in a significant expenditure of staff time for review, handling, cataloguing, storage, transport, sale, or disposal. Reduced storage capacity was also noted, the loss of appropriate space for large-scale book sales, and the practical burden placed on branch locations that lack the capacity to manage substantial volumes of donated materials.

Public service considerations were also included in the comments. Some observed that a complete refusal of donations may result in public dissatisfaction, complaints, or materials

being left outside branches or in book return bins. At the same time, others noted that the current policy can be difficult to apply consistently and may contribute to conflict at service points when staff feel compelled to accept unsuitable materials.

Even among those who supported tighter restrictions, some recommended retaining limited staff discretion for exceptional items of clear collection value and providing referral information for alternative organizations that accept book donations. This suggests that implementation should be clear, practical, and consistently communicated, while allowing for reasonable flexibility where warranted.

Administration supports continuing with the proposed amendments. While there is recognition that some donated items may benefit the collection, the comments indicate that such instances are limited in comparison with the overall volume of unsuitable materials received. The proposed amendments are more closely aligned with current operational realities, including reduced staffing capacity, limited storage, constrained processing resources, and the absence of suitable infrastructure to manage large volumes of donated materials effectively.

Proceeding with the proposed amendments would also promote greater consistency in frontline practice. A narrower and clearer policy would provide staff with stronger direction, reduce negotiation and conflict at public service points, and help ensure that staff time and resources remain focused on core library services rather than on sorting, storing, transporting, and disposing of materials that do not advance collection priorities. In this respect, the proposed amendments support both operational efficiency and a more sustainable service model.

The concerns raised by those who support the continued acceptance of some donations can be addressed through implementation measures rather than through the continuation of a broad general donation approach. This includes clear public communication, consistent messaging across branches, a list of alternative community organizations that accept donated books, and limited staff discretion for exceptional materials of evident local or collection value where appropriate under the policy. With these measures in place, WPL can proceed in a manner that is practical, transparent, and responsive to community expectations.

Amendments:

In section 5, Donations, Gifts and Bequests:

- a. **The addition of 5.1 d) The material may be considered exceptional as determined by the Manager –Public Service (Collections)**
- b. **The following edits to 5.2 Gift Copies from Local Authors**

To support local authors, recording artists, and filmmakers, the library **accepts gift copy submissions to the Local Author Collection**. All **gift copies** are assessed according to the **Local Author Collection** selection criteria. Items that are not selected for inclusion in the **collection** will not be returned and may be discarded or sold.

In addition, WPL will provide all branches with information on locations where book donations are accepted in the community.

3. RECOMMENDATION:

THAT the Windsor Public Library Board **APPROVE** the proposed additions and revisions to the WPL Material Selection Policy as amended.

Prepared by:

Jennifer Knights, WPL Chief Executive Officer

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IN-CAMERA AGENDA

Tuesday, June 16, 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)(c) – a proposed or pending acquisition or disposition of land by the board</i>
3.2	<i>Verbal Update – Section 16.1(4)(d) – labour relations or employee negotiations</i>
3.3	<i>Section 16.1(4)(d) – labour relations or employee negotiations</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