



Winnipeg Public Library Board

General Meeting

Chair's Notes

DATE/TIME Tuesday, February 18, 2025 at 6:00 p.m.
LOCATION Teams
CHAIR Stephen Kennedy

	Present	Regret	Absent		Present	Regret	Absent
Stephen Kennedy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Councillor Dobson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lisa Laker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Councillor Wyatt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kristen Hardy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abimbola Bello	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melanie Ferris	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Andrew McGillivray	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nunziata Masi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jon Lamb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ramy Penner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jude Obidiagha	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karin Borland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ranbir Dhillon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trevor Surgenor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Vacant</i>			

Guests: Cindy Elliott, Ben McGillivray, Dee Wallace, Dale Clark, Celia Rodd

1. **Call to Order** – Stephen Kennedy

Meeting called to order at 6:00 p.m.

2. **Acknowledgment of Indigenous Territory and Homeland** – Stephen Kennedy

Winnipeg is located on Treaty One Territory, the home and traditional lands of the Anishinaabe (Ojibwe), Ininew (Cree), and Dakota peoples, and in the National Homeland of the Red River Métis. Our drinking water comes from Shoal Lake 40 First Nation, on Treaty Three Territory.

3. **Welcome and Roundtable Introductions**

The Winnipeg Public Library Board would like to welcome returning and new members.

The Winnipeg Public Library Board would like to welcome returning and new Library Advisory Committee Chairs.

4. **Agenda** – Stephen Kennedy

See Appendix A for motion

5. **Minutes** – Stephen Kennedy

See Appendix A for motion

6. **Manager's Report** – Karin Borland

See Appendix B for report

7. Chair's Report – Stephen Kennedy

7.1 2025 Schedule and Year-at-Glance

Summary

- 2025 schedule distributed
- Meetings are every other month except for January and July
- Staggered schedule should allow for members to complete work and provide updates at meetings
- August and September months are important as there might be budget/operating grant items on the agenda

7.2 Administrative Support and Accountant

Summary

- At the January 28, 2025 Executive Committee, Assistant's contract was extended until June 30, 2025
- Work to create knowledge transfer documents and continuity plan after June 2025 is in progress
- Awaiting accountant's decision if will be continuing for 2025

7.3 Committee Sign-Ups

Summary

- Memo and committee guideline document was circulated
- Executive Committee will review submissions and make final selections

7.4 2024 Audited Financial Statements

Summary

- All documents were circulated prior to meeting
- Documents prepared by Scott Smith from Scarrow and Donald LLP
- Audited financial documents is a requirement of the 2024 operating grant and needs to be submitted to the City of Winnipeg' Corporate Finance and City Clerk's department
- Audited financial statements are included with the annual report and is required to process the operating grant of 2025
- See appendix A for motion

7.5 Yearly Annual Report

Summary

- As part of our annual grant agreement, a written annual report is required
- Assistant will be working on this report with to Interim Chair to submit to City Clerk's early March

7.6 2025 Draft Budget & Expenditures to date

Summary

- Draft 2025 draft budget circulated however is incomplete
- With carryover it is projected that the 2025 budget would be \$102,826.17
- Once year-end report is done can make adjusted and circulate to the Board for review and approval

8. Funding Request

8.1 Winnipeg Public Library CULC Survey

Summary

- Memo circulated prior to meeting
- Executive Committee reviewed the request at the January 28, 2025 meeting and recommends the Library Board approve request
- See appendix A for motion
- Before we move to questions, I invite Karin to talk about the survey and the request

8.2 EKT LAC Funding Request

Summary

- Memo circulated prior to meeting
- Cindy Elliott, Chair of EKT LAC provide verbal summary of request
- Total request for \$500
- See appendix A for motion

9. Administrative Updates – Annabel Perez

9.1 DRAFT Funding Request Form

Summary

- Table item – 1st introduction
- Form is formatted document from work done in 2024 for the LACs
- Needs to be reformatted and incorporate LAC Chair comments
- Will redistribute for review in future

9.2 Orientation

Summary

- Request to move orientation date from March 15 to April 12
- See appendix A for motion

9.3 Website Update

Summary

- The current website is out of date and there are many broken links
- Winnipeg Public Library is renovating the website however can add some content back

Summary

- | |
|---|
| <ul style="list-style-type: none">• Will be working with Winnipeg Public Library's marketing team to update |
|---|

9.4 Upcoming Training

Summary

- | |
|---|
| <ul style="list-style-type: none">• Memo sent prior to meeting• Deadline to indicate interest other than Manitoba library Association conference is Sunday Feb 23.• Executive will make a decision by early March |
|---|

<i>Post meeting update:</i> no requests have been received; MLA Conference call has been issued

10. Library Advisor Committee Updates

Summary

Assiniboia	<ul style="list-style-type: none">• Contacted City Councillor's re: Community Connection space funding; received one response from a Councillor• Charleswood Library celebrated its 10th year anniversary on January 18; had 1 volunteer help during the festivities
City Centre	<ul style="list-style-type: none">• Meeting held on January 13• Attended a pop-up event on February 13 with LAC Liaison; there may be more events in June• Next meeting is scheduled for April 14
EKT	<ul style="list-style-type: none">• Thanks given to the Library Board for adding their support to funding the Community Connections space• Meeting held on Feb 6 and had full attendance; discussed funding request and other ideas such as presentations and programs• Will be meeting with Kathleen Williams on February 19 to go over programming and planning ideas• Next meeting is on April 3 and will have elections• Transcona Library is where the City's public consultation for the East of the Red RecPlex Engage Winnipeg will be held on Feb 18 and 19
LSWK	No update
Riel	<ul style="list-style-type: none">• Dale Clark has agreed to be interim Chair• Assistant will be supporting LAC until first meeting

11. Former Community Connections

11.1 EPC Letter Update and Protocol – Stephen Kennedy

Summary

- Thanks given to all the delegations that appeared at SPC, EPC, and Council' and those who attended extra meetings to find funding for the Community Connections
- Thanks given to Nunizata for the work that was put in the letters and for the Library Board members attention to this matter
- There was a protocol error and the letter that Library Board approved was submitted under Interim Chairs name and information for the EPC budget delegation meeting
- The City's Manager of Decision Making System had notified Assistant that any Board recommendations must go to the Standing Policy Committee on Community Services and LACs to their respective community committee if submitted as a group; individuals may submit or appear in delegations through the regular processes but must acknowledge their ideas and opinions are their own
- Going forward we will diarize this protocol in a document as per the City Clerk's direction

11.2 Winnipeg Public Library Update – Karin Borland

Verbal update received

12. Adjournment

Next meeting April 1, 2025

In person | TBD

Teams | Link to be provided

The meeting be adjourned at 7:41 pm

1st Stephen Kennedy

2nd Melanie Ferris

NEXT MEETING

April 1, 2025

Hybrid – location TBD

Appendix A: Motions | February 18, 2025

MOTION	1 st	2 nd	DISPOSITION
That the Winnipeg Public Library Board approve the agenda as distributed	Stephen Kennedy	Lisa Laker	Carried
That the Winnipeg Public Library Board approve the December 3, 2025 minutes with the following changes: <ul style="list-style-type: none">• Item 9: Assiniboia LAC report - Chair sends requests change to Chair sends regrets• Item 12: Closing remarks - Linda wished well outgoing members and luck to future Library Board change to Linda	Stephen Kennedy	Lisa Laker	Carried

MOTION	1st	2nd	DISPOSITION
wished outgoing members well and luck to future Library Board			
That the Winnipeg Public Library Board approve the 2024 audited Financial Statements as approved	Stephen Kennedy	Ramy Penner	Carried
That the Winnipeg Public Library's request of \$2,000 to participate in the Canadian Urban Library Council's (CULC) consultant study be approved; and that the Assistant do all things necessary to execute the intent of the foregoing.	Stephen Kennedy	Kristen Hardy	Carried
That the Winnipeg Public Library Board approve the East Kildonan-Transcona LAC request of \$500 to support drop-ins and outreach activities namely for prizes and refreshments.	Stephen Kennedy	Ramy Penner	Carried
That the Winnipeg Public Library Board move the orientation date from March 19 to April 12	Stephen Kennedy	Lisa Laker	Carried

Appendix B: Manager's Report | February 18, 2025

1. Facilities

Northwest Library – No update

Charleswood Library

Charleswood Library celebrated its 10th year anniversary at its new location on January 18, 2025. Over 470 people visited the branch:

- 39 attended the Family Storytime in the morning
- 82 attended the Folk Festival performance in the afternoon
- 200+ people played games, created crafts, and children coloured their favorite memory of the library and placed them on our large tree.

Thank you to the Winnipeg Public Library Board for the flowers and the Assiniboia Library Advisory Committee for sponsoring the refreshments.

Thank you also to Charleswood Florist for their donation of the balloons.

Millennium Library Lobby Redesign – No update

Millennium Library – Security

As of December 31, 2024, the contract with Blackbird Security for provision of security services at Millennium Library ended. During the month of January, Impact provided interim Security services, and as of Saturday, February 1, 2025, GardaWorld Security is now the provider of Security services at Millennium Library. GardaWorld retained many of the guards from the previous contracted provider, which plays a key role in ensuring continuity of service for Library staff and customers.

Millennium Library – Community Connections space

Thank you to all individuals and groups that wrote and appeared in January delegations in support of continued funding.

At the January 29, 2025 Council special budget meeting, the following was adopted from the Executive Policy Committee's January 24, 2025 final budget recommendations:

EE. That the Downtown Community Safety Partnership (DCSP) be offered the vacant space at Millennium Library to provide its Community Outreach Advocacy Resource, as well as provide a satellite space for the other DCSP Teams, for an initial pilot project from April 1, 2025 to May 31, 2025 to allow DCSP to identify required resources and needs of the space, with the option to extend the use of the space to March 31, 2027.

FF. That authority be delegated to the Chief Administrative Officer to negotiate and approve the terms and conditions of a use agreement for the vacant space at the Millennium Library with the Downtown Community Safety Partnership and such other terms and conditions deemed necessary by the Director of Legal Services and City Solicitor to protect the interests of the City

In addition, Councillor Gilroy at the same meeting put forward the below motion. Motion was defeated.

"That Recommendations 1.EE. and 1.FF. be deleted and replaced with the following: "EE. That the \$614,000.00 and 4.2 FTEs required to fund the Community Connections Space at the Millennium Library be restored for 2025, to be funded by a portion of the grant to Economic Development Winnipeg funded from the 6% Accommodation Tax.

That Recommendation 1.N.i. be deleted and replaced with the following: "i. That a grant be provided annually to Economic Development Winnipeg in an amount equal to the greater of \$2 million or 35% of the annual Accommodation Tax revenue up to a maximum of \$3.85 million, minus the \$614,000.00 allocated to the Community Connections Space, excluding accommodation tax revenue generated from short-term rentals;"

For more information about Council's decisions please visit [SPECIAL MEETING - Council, Wednesday, January 29, 2025, 9:30 a.m. - 6 p.m. - Council & Committee meetings | City of Winnipeg](#)

2. Budget - FTE and Provincial Grant

Changes to our FTEs from 2024 can be explained as follows:

- Increased FTEs directly related to the expansion of library hours effective Sept 2024 (not including NW branch): **11**

- New NW library (prorated to start in Sept 2025, total FTE seen in the 2026 budget): **3 in 2025; 6 more in 2026 for a total of 9 FTE by 2026**
- Decreased FTEs directly related to closing Community Connections (funded in 2024 only): **(4)**

$11 + 3 - 4 = 10$ FTE increase (the change for 2025).

The annual Library Provincial Grant is calculated using a formula as follows:

- 15% of expenditures in the prior year on Library Services salaries (not including benefits – CPP, EI, etc.),
- 15% of expenditures in the prior year on library collection materials,
- Additional \$10,000 for each credentialed Librarian position (FTE) employed in the prior year

The maximum grant amount per year is capped at \$4 million. The number of library branches is not a factor in determining the level of funding to be received annually. The Province does not earmark funds in the Grant for any specific expenditure; e.g., positions, services, training.

3. Recruitment

Winnipeg Public Library continues to fill vacancies. Current opportunities can be found on the city of Winnipeg's website <https://legacy.winnipeg.ca/hr/default.stm>

4. Upcoming Reports

[March 5, 2025](#) – Standing Policy Committee on Community Services meeting | Quarterly attendance and incident report

5. Professional Development Day

The inaugural professional development was held on December 4, 2024 and had 85% of staff attend. Most of sessions were staff-led but also had external trainers. General feedback from staff were positive but also had some take aways for improvement. Our next professional development day is being planned for fall 2025.

6. Youth Services Update

The Winter Early Literacy Session is under way running from January 13 - March 17. It will include 74 early literacy sessions (Baby Rhyme Time, Toddler Time, Family Story Time). So far there have been 322 programs this session with 5,280 children and their families in attendance.

In January Youth Services held two sessions of the Enhancing Child Safety (C3P) Course, which is taken by all library staff in their first year of employment. 36 staff attended these training sessions.

February is I Love to Read Month and performers and author visits are taking place at each library branch. Highlights of the February programming include author visits from Marika Schalla and Tasha Spillett, hoop dancing with Brian Clyne, and an online children's program with John-Paul

Chalykoff and his puppet Baabii featuring stories and songs for children in Anishinaabe and English. So far 445 children and their families have taken part in I Love to Read Month programs at the Library.

Spring Break programming will be taking place from March 29 - April 6 this year. There will be 53 programs for children, families, and teens during Spring Break, including 3 online science programs presented by Scientists in Schools. Programming highlights include Wild Art for Teens, Reading with Wildlife, the Manitoba Chamber Orchestra and WISE Kid-Netic Energy from the University of Manitoba.

7. Adult Programming and Outreach Update

There have been many new programs and series scheduled for February through spring, 2025. There are 118 events for adults in February alone (including series such as book and craft clubs, English Conversation Groups). Did you know? WPL staff currently run 29 monthly book clubs for adults and seniors. Every branch has at least 1 club.

- Once again, Millennium Library is hosting Seedy Saturday on March 8 with workshops, a seed swap and vendor area. This event is a community partnership. Poster can be found here: <https://wpl.winnipeg.ca/library/pdfs/posters/marapr/2025-SeedySaturday.pdf>
- We will be announcing our new Maker-in-Residence the week of February 24. This maker will be in place from March - June. A callout for applications for the next residencies will be done in early spring.
- Offsite Outreach Services events include visits to RB Russell school fair, Oak Table, Lord Selkirk Park adult literacy centre, Bright Start Westbrook, Pimicikamak Wellness Centre, 1 Just City in West Broadway, Adolescent Parent Centre, Addictions Foundation of MB and Neeginan Education, Training and Employment Services. Branches also visit local communities, day cares and schools.

Please check the [online Programs & Events calendar](#) for schedule details.
Feel free to share [Programs & Events Posters](#) with your contacts.