

Staff Report

Report To: Council
Report From: Kerri Mighton, Director of Finance/Treasurer
Meeting Date: November 18, 2025
Subject: Neustadt Library Repairs

Recommendations:

THAT in consideration of staff report 'Neustadt Library Repairs', Council approves the completion of the soffit, fascia, and library interior repairs in 2025, to be funded from the General Capital Reserve.

Highlights:

- The contractor hired for the Neustadt Library repairs has requested Council consideration to complete all the work at the same time in 2025.
- Previously, Council had approved the roof repairs to be completed in 2025, and soffit, fascia, and library interior to be completed in 2026.

Previous Report/Authority:

[2025-10-07 Staff Report: Neustadt Library – Facility Condition and Usage](#)

Analysis:

At the October 7, 2025, Council meeting, motion R-251007-007 was passed:

THAT in consideration of staff report 'Neustadt Library – Facility Condition and Usage', Council:

1. *Directs staff to engage a contractor to undertake immediate roof repairs of the Neustadt Library.*
2. *Approves roof repairs to an upset limit of \$16,000 (excluding HST) to be funded from the Municipality's General Capital Reserve.*
3. *Requests that the Mayor consider the inclusion of ice damage remediation repairs to the building's soffit, fascia, and the library interior to the 2026 capital budget.*

The contractor engaged for the Neustadt Library repairs has requested that Council consider completing the entire scope of work in 2025, rather than deferring a portion to 2026. Completing all repairs concurrently would enhance operational efficiencies and require only one closure of the library branch for renovations. The 2026 capital budget originally allocated funds for repairs to soffit, fascia, and interior building damage. Should Council approve the completion of the remaining work in 2025, the funding designated in the 2026 budget would be transferred back to the General Capital Reserve in 2026.

Financial and Operational Implications:

The 2026 budget includes \$28,000 for repairs to the soffit, fascia, and interior building damage at the Neustadt Library. If the work is completed in 2025, the 2026 budget would transfer the funds back into the General Capital Reserve.

Climate and Environmental Implications:

None.

Communication Plan:

The contractor and West Grey Public Library CEO will be advised of council's decision.

Consultation:

CEO, West Grey Public Library

Attachments:

None.

Recommended by:

Kerri Mighton, Director of Finance/Treasurer

Submission approved by:

Michele Harris, Chief Administrative Officer

For more information on this report, please contact Kerri Mighton, Director of Finance/Treasurer at kmighton@westgrey.com or 519-369-2200 ext. 223.