

**The City of Kawartha Lakes  
Public Library**

**Public Library Board Meeting**

**Minutes**

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**Thursday, November 6, 2025 at 6:00 p.m.**

**Online via Video Conferencing  
& Meeting Room  
Lindsay Branch**

**190 Kent St W, Lindsay, ON**

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**Members**

Vanessa Doucet-Roche via video-conferencing  
Coun. Dan Joyce  
Susan Ferguson  
Joseph Mior via video-conferencing  
Shirley Norman  
Heather Stauble via videoconferencing

**Members Absent**

Zac Miller  
Pamela Noble

## 1. Call to Order

The Chair called the meeting to order at 6:01p.m. with the following members present in person: Coun. D. Joyce, S. Ferguson, S. Norman. V. Doucet-Roche, H. Stauble and J Mior joined via video-conferencing.

Absent: Z. Miller and P. Noble

J. Anderson and M. Junkin (notetaker) were the staff present at the meeting.

## 2. Chairs Remarks

The Chair noted that Kate Winn has resigned from the Board due to other commitments. The Chair noted that her input and efforts were highly valued and her presence at Board meetings would be missed.

S. Norman read the following Land Acknowledgement:

*The Kawartha Lakes Public Library respectfully acknowledges that we are situated on Mississauga lands and the traditional territory covered by the Williams Treaties.*

*We are grateful for the opportunity to work here and we thank all the generations of people who have taken care of this land - for thousands of years. We recognize and deeply appreciate their historic connection to this place. We also recognize the contributions of Métis, Inuit, and other Indigenous peoples, both in shaping and strengthening this community and country as a whole. This recognition is connected to our collective commitment to make the promise and the challenge of Truth and Reconciliation real in our community.*

S. Norman posed the following question to all in attendance: *What do you remember as your first experience with the library as a child?* Responses included participating in story time events, having the library serve as a welcoming third space, exploring the vast collection of material available, and being ecstatic at the prospect of taking home as many books home as one wanted.

**3. Adoption of the Agenda**

**RESOLVED THAT** the agenda for the City of Kawartha Lakes Public Library Board Meeting of November 6, 2025 be adopted as circulated.

Moved: S. Norman  
Seconded: H. Stauble

**CARRIED**

**4. Declaration of Pecuniary Interest**

**NONE**

**5. Deputations / Presentations**

**NONE**

**Consent Agenda**

**6. Minutes**

6.1 Draft Library Board Minutes of the August 7, 2025 Meeting

**7. Correspondence**

7.1 Friends of the Lindsay Library – Executive Meeting Minutes – September 16, 2025

7.2 Friends of the Lindsay Library – Autumn Newsletter

**Consent Agenda End**

**RESOLVED That** the Consent Agenda be approved as circulated.

Moved: H. Stauble  
Seconded: V. Doucet-Roche

**CARRIED**

## **8. Reports**

### **8.1 Library Financial Statement – September 2025 – J. Anderson – Written Report**

J. Anderson reported that the budget for 2025 is on track as expected

J. Anderson noted that to the end of September, library spending was fairly close to the target for overall spending for 2025.

S. Norman inquired on the cost of e-books. J. Anderson advised that electronic material is generally three times the price of physical items. Licensing can either be for a timed period, or per-use and these licenses are determined by the publisher. J. Anderson noted that the library is seeing more and more back-catalogue and back-list material being opened to a perpetual license.

S. Ferguson inquired which type of license was preferred. J. Anderson replied that for our library system, it seemed that a license that covered number of uses was better than one that covers a period of time.

Coun. D. Joyce questioned why library operations had a lower than anticipated balance. J. Anderson noted this was the result of a refund issued for the Omemee snow removal overcharge.

### **8.2 Library CEO's Report – August 2025 - J. Anderson – Written Report**

### **8.3 Library CEO's Report – September/October 2025 - J. Anderson – Written Report**

J. Anderson reported that the new library website is up and running. A short tour was given and J. Anderson noted that the vast majority of users access the website via their phone so the design is mindful of how things display on that smaller screen. J. Anderson noted that users are more interested searching information on the website by tasks rather than having material sorted by age groups.

J. Anderson reported that the new Events Calendar module is causing some headaches at present, and not operating the way we want it.

J. Mior asked how the library gets permission from patrons and visitors to take their photo. J. Anderson advises that the library has a media release form. Library Staff will also announce when they are taking photos, and a photography and video notice is up at all branches.

S. Norman expressed pleasure at the new book exchange program set up at Adelaide and asked for details. M. Junkin explained that this was essentially a pop-up library and that books were checked out to an account looked after by the home's Activity Director.

#### **8.4 Summer Reading Club 2025 – J. Anderson – Written Report LIBR2025-14**

J. Anderson reported that 2025 was the best year ever with really positive numbers for attendance. J. Anderson noted that the library has transitioned away from paid performers, so that we are actually spending less now on summer events yet getting much higher attendance.

#### **8.5 Performance Indicators – September 2025 & Q3 Comparators - J. Anderson – Written Report**

J. Anderson noted that performance indicators are slightly off from 2024 but that the Q3 (summer) comparators are on par with 2024.

### **9. New Business**

#### **9.1 2026 Budget Update – J. Anderson – Verbal Report**

J. Anderson reported that the 2026 budget is in a fairly good place, all things considered.

J. Anderson advised that he presented to the Budget Committee on September 29. While library wage increases were high, this is being seen across all City departments. J. Anderson reported there was no push back on the proposed new Supervisor position. The presentation and the library's 2026 budget were received by the committee as presented.

J. Anderson further reported that on October 9, the Budget Committee recommended all the operating budgets to the Mayor, with the understanding that City staff will incorporate various cost-saving strategies to ensure the overall operating budget comes in the Mayor's requested tax-levy target of 3.75%.

J. Anderson reported that the following cost saving strategies will directly affect the library:

- A delayed start date of the new position to at least July 1 was included in the original budget presented
- The City requested all divisions support a need to recover a \$7 million overage in 2025 spending. Apportioned amounts requested were based on a division's percentage of the overall City operating budget. For the library, this accounts to

roughly 2% of the operating budget and as such the library will need to find “efficiencies” totaling \$160,000

- A small amount can come from budget gapping and further delaying the new supervisor position to start October 1, which will see further savings.
- J. Anderson expects to be able to find other small efficiencies within the budget over the course of the year
- The library can also fall back of reserves to cover the amount requested by the City.

H. Stauble asked if the \$7million is the city’s budget deficit, or the library’s. J. Anderson confirmed this is the City’s deficit.

J. Anderson noted that he met with CAO Taylor and Corporate Services Director Beukeboom in late August to discuss incorporating the Library into the City’s reserve policy. J. Anderson clarified that the end result may not be an actual Policy in the broad sense, but may be part of a Management Directive.

Going forward, the Library will include any minor capital projects as a single line item in the annual budget and then indicate that will draw down from reserves so it is a net zero impact on the overall budget. J. Anderson noted that he did this with \$200k in the 2026 budget (Lindsay Creativity Lab and Fenelon Falls renovation – FFE for both projects)

J. Anderson noted that the discussion included indexing a tax stabilization reserve for the library that would be pegged to a percentage of overall expenditures (7-10%, about 250-300k to start). Once the current library reserves fall below this amount it will trigger the tax stabilization reserve.

J. Anderson noted that he asked CAO Taylor to outline their proposal in a letter to the Board and that CAO Taylor will be invited to the December Board meeting.

H. Stauble asked if the reserve will be administrative or be established by council. J. Anderson noted it would be administrative. H. Stauble expressed concern at this.

Coun. D Joyce suggested that the Board proceed to have CAO Taylor attend and present at the December meeting. The Board can come to an agreement at that time. Coun. D Joyce can then present a resolution at council to further cement the agreement.

S. Norman asked if with the new reserve policy, could the city still come and demand we draw on it. J. Anderson replied that there is nothing stopping Council demanding all reserves be used.

## **9.2 Growth Management Plan update – J. Anderson – Verbal Report**

J. Anderson reported that he has received the second draft of the Growth Management Plan from the consultants, along with the implementation plan. The Implementation Plan is detailed and contains some 35-40 objectives for the next 10 years.

J. Anderson will send out the Executive Summary, the Growth Strategy and the Implementation plan on Friday.

J. Anderson asked board members to please start to review the documents. Feedback will be discussed at the December 4 Board meeting. The consultants will then prepare the final version of the documents for December 17.

J. Anderson requested that the Board meet January 8 with the sole purpose of the consultants presenting the strategy virtually. This will be the same presentation as they will do for Mayor and Council with a target to present at the February Committee of the Whole (February 10 2026) but if not, it would be put off until the April Committee of the Whole.

J. Anderson reported that he was very happy with the work and information that we have received. It has confirmed that we have been heading in the right direction and he thinks it will give the library a solid foundation to move forward with.

## **9.3 Lindsay Library Branch Creation Lab (Art Gallery) update – J. Anderson – Verbal Report**

J. Anderson advised that there is still no definite date on when the Gallery will move out.

J. Anderson reported that the Art Gallery and Library sign on exterior windows has been removed. New graphics will go up in spring

## **9.4 Fenelon Falls renovations update – J. Anderson – Verbal Report**

J. Anderson advised that the planned work is moving forward. New HVAC units have been installed and the roofing repairs are complete so the project can now move on to the interior.

J. Anderson advised that the project budget is about \$400k and should happen entirely in 2026. While this is a considerable amount of funds, it is a rather small project overall. The purpose of the project is to allow the library to make better use of the former Adult Education side as multifunctional programming space.

The library met with the design team last week and walked them through the project. A list of priority areas has been provided. The designers will work their way down until the funds are spent.

**10. Policy Review**

**10.1 Privacy Policy– J. Anderson – Written Report LIBR2025-15**

**Resolved That** the Kawartha Lakes Public Library Board re- adopts the ***Privacy Policy*** as outlined in this report.

Moved: J. Mior  
Seconded: H. Stauble

**CARRIED  
LIB2025-17**

**10.2 Board Succession Policy – J. Anderson – Discussion**

**Resolved That** the Kawartha Lakes Public Library Board re-adopts the ***Library Board Succession Policy*** as outlined in the report.

Moved: H. Stauble  
Seconded: V. Doucet-Roche

**CARRIED  
LIB-2025-18**

**Discussion:**

S. Ferguson noted that at the May 2026 meeting she will go around the table and determine which members will be staying on for the next term.

Prospective candidates can be invited to attend a Board meeting.

Between now and the fall of 2026, the library will have brochures out at library events to solicit interest for new members.

J. Anderson noted that new council has 60 days to approve new members after their first Council Meeting of the new Council.

**11. Closed Session**

**None**



**12. Business Arising From Closed Session**

**None**

**13. Adjournment**

**Resolved That** the Board adjourn at 7:48p.m.

Moved: Coun. D. Joyce

**14. Next Meeting**

The next scheduled meeting of the City of Kawartha Lakes Public Library Board is to be held on December 4 at 5:00 p.m. in the Meeting Room of the Lindsay Branch (190 Kent St W) and via web conferencing.

**Attachments**

**Consent Agenda**

- A. Draft Minutes of the Library Board Meeting – August 7, 2025
- B. Friends of the Lindsay Library – Executive Meeting Minutes – September 16, 2025
- C. Friends of the Lindsay Library – Autumn Newsletter
- D. Financial Statement – September 2025
- E. CEO Report – August 2025
- F. CEO Report – September/October 2025
- G. Summer Reading Club 2025 – Report LIBR2025-14
- H. Performance Indicators and Q2 Comparators – September 2025
- I. Privacy Policy – Report LIBR2025-15
- J. Board Succession Policy – governance policy for discussion
- K. Library in the Media
  - a. Lindsay Advocate – What is Happening at the Library – August 2025
  - b. Lindsay Advocate – What is Happening at the Library – September 2025
  - c. Lindsay Advocate – What is Happening at the Library – October 2025
  - d. Kinmount Gazette – Library Column – August 2025
  - e. Kinmount Gazette – Library Column – September 2025
  - f. Kinmount Gazette – Library Column – October 2025
  - g. The Standard – Library Presents Budget – October 6, 2025
  - h. Kawartha Lakes Weekly – Library Municipal Ad – October 23, 2025