

**The City of Kawartha Lakes  
Public Library**

**Public Library Board Meeting**

**Minutes**

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**Thursday, August 7, 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**

Coun. Dan Joyce  
Susan Ferguson  
Zac Miller  
Joseph Mior  
Pamela Noble  
Shirley Norman  
Heather Stauble  
Kate Winn

**Members Absent**

Vanessa Doucet-Roche

**Meeting #LB2025-05**

**1. Call to Order**

The Chair called the meeting to order at 6:00p.m. with the following members present in person: Coun. D. Joyce, S. Ferguson, Z. Miller, P. Noble, S. Norman, H. Stauble, K. Winn. J. Mior joined via video-conferencing.

Absent: V. Doucet-Roche

Library staff J. Anderson and M. Junkin (notetaker)

**2. Chairs Remarks**

The Chair asked that H. Stauble 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.*

**3. Adoption of the Agenda**

**RESOLVED THAT** the agenda for the City of Kawartha Lakes Public Library Board Meeting of August 7, 2025 be adopted as circulated.

Moved: K. Winn  
Seconded: S. Norman

**CARRIED**

**4. Declaration of Pecuniary Interest**

NONE

**5. Deputations / Presentations**

NONE

## Consent Agenda

### 6. Minutes

6.1 Draft Library Board Minutes of the June 5, 2025 Meeting

### 7. Correspondence

7.1 Friends of the Lindsay Library – Executive Meeting Minutes – April 8, 2025

7.2 Friends of the Lindsay Library – Executive Meeting Minutes – May 12, 2025

7.3 Friends of the Lindsay Library – Summer Newsletter

7.4 Friends of the Kinmount Library – Meeting – July 10, 2025

## 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 – June 2025 – J. Anderson – Written Report**

J. Anderson reported that the budget for 2025 is on track as expected. J. Anderson noted that the red figure listed under Electronic Resources was a corrective journal entry as another entry was coded to this line in error.

J. Anderson noted that due to journal entries regarding the overcharge of contracted snow plow services at Omemee branch, this budget line will come under budget this year. S. Norman inquired how much the library was refunded in this matter. J. Anderson advised it was about \$19,000.00

S. Ferguson inquired on the different figures listed under grants and donations. J. Anderson replied that it appears he transposed the budgeted amount for this line and it should be \$274,733.00. J. Anderson will confirm this and correct for next meeting.

D. Joyce noted that the computer software/hardware line was underspent, and asked if any large purchases were anticipated. J. Anderson responded yes.

## **8.2 Library CEO's Report – June/July 2025 - J. Anderson – Written Report**

J. Anderson noted that Summer Reading Club was going well with 725+ registrants, making 2025 the library's best year. J. Anderson noted that the library was really starting to build momentum in partnerships with other groups and especially City departments this summer.

J. Anderson reported that the Art Gallery is now closed to the public and are currently clearing out their storage room. The Gallery still plans to move out in September.

J. Anderson noted that the library website would move over to the new platform in September. J. Anderson noted that the new website currently uses stock photos but that the library's Marketing Assistant is replacing almost all with our own images.

S. Ferguson asked if library branches were designated as cooling centres during recent hot weather periods. J. Anderson reported that only the Lindsay Rec Centre is a designated cooling centre but that library was noted as air-conditioned City facilities that the public could access. S. Ferguson noted that the lack of water stations at library branches is what prevents library branches from designation as cooling centres.

## **8.3 Performance Indicators – June 2025 & Q2 Comparators - J. Anderson – Written Report**

J. Anderson noted that overall performance indicators were slightly down from this point last year.

J. Anderson reported that the library's X/Twitter account has been cancelled and that Facebook has stopped tracking page "likes". Z. Miller noted that the library can still report on Facebook followers. J. Anderson will ask the Marketing Assistant to gather these figures and will retro input those numbers back to January 2025.

J. Anderson noted that Q3 comparators are down slightly, and attributed this to closures and public difficulty in travelling to library branches after the spring ice storm.

J. Anderson noted that July SRC program attendance was over 5,000 while overall SRC attendance in July and August 2024 was 6,500.

**9. New Business**

**9.1 2026 Draft Operating Budget – J. Anderson – Written Report LIBR2025-12**

**RESOLVED THAT** the Kawartha Lakes Public Library Board approves the **2026 Draft Operating Budget** as outlined in this report.

Moved: Z. Miller  
Seconded: S. Norman

**CARRIED  
LIB2025-13**

**Discussion:**

S. Norman asked if the Supervisor position was included in the 2025 budget proposal. J. Anderson replied that the Board had decided to move the request to the 2026 budget.

J. Anderson noted that he meet with CEO Taylor and Director Beukeboom next week to finalize how this position will be bundled into the overall City request for new positions. This new method will hopefully allow this position to get passed.

J. Anderson noted that wages are completely out of the library's control.

D. Joyce noted that the City's asset management plan will establish reserves for all departments and he believe the goal is to include the library into this plan.

H. Stauble noted that for the library to determine how much reserve it needs, it needs information from the Growth Management Plan about future needs.

Z. Miller asked what is the likelihood of council demanding that the library use its reserves? Coun. Joyce noted that Director Beukeboom was supposed to give the library a draft reserve plan in June – this has not yet been received. Coun. Joyce will email tomorrow asking for status of that so that the Board has an idea of what kind of reserve plan is coming to the library.

H. Stauble requested the budget proposal mention the draw on reserves for the 2025 budget as well as the library's established policy on reserves. J. Anderson noted that he would do everything in his power to not access reserves for 2026 because this will drain existing reserves and leave the library in a position of coming to Council with a \$500,000 deficit in 2027 budget.

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

J. Anderson noted that work on this was progressing and was on time and on target as per the schedule. Consultants had completed all the public engagement and received some 250 surveys. They had also conducted interviews with staff, community partners, as well as City staff and Council.

## **9.3 Board Self-Evaluations (Areas of Focus) – S. Ferguson – Written Report LIBR2025-08**

S. Ferguson noted that the report compiled the few questions that had at least one score of 6 or lower.

S. Norman recommended that Board meetings start with an icebreaker or board development activity at the beginning of each meeting – this might help build a stronger team approach. S. Ferguson noted that she had done this a couple times over the past year but will endeavor to take this on in a more frequent basis. S. Norman offered to come up with a question for Board members ahead of next meeting.

## **9.4 Board Assembly Meeting Notes – S. Norman – Written Report**

S. Norman reported that they found it interesting to interact with other library systems and hear about the different issues they are facing

## **10. Policy Review**

### **10.1 Donations Policy– J. Anderson – Written Report LIBR2025-13**

**RESOLVED THAT** the Kawartha Lakes Public Library Board adopts the ***Donations Policy*** as amended and outlined in this report.

Moved: S. Norman  
Seconded: P. Noble

**CARRIED  
LIB2025-14**

**10.2 Sponsorship and Fundraising Policy – J. Anderson – Written Report  
LIBR2025-13**

**RESOLVED THAT** the Kawartha Lakes Public Library Board adopts the ***Sponsorship and Fundraising Policy*** as amended and outlined in this report.

Moved: K. Winn  
Seconded: S. Norman

**CARRIED  
LIB-2025-15**

**10.3 Naming Rights Policy – J. Anderson – Written Report LIBR2025-13**

**RESOLVED THAT** the Kawartha Lakes Public Library Board adopts the ***Naming Rights Policy*** as amended and outlined in this report.

Moved: J. Mior  
Seconded: K. Winn

**CARRIED  
LIB2025-16**

**11. Closed Session**

None

**12. Business Arising From Closed Session**

None

**13. Adjournment**

H. Stauble moved to adjourn the meeting at 7:40pm

**14. Next Meeting**

The next scheduled meeting of the City of Kawartha Lakes Public Library Board is to be held on November 6 at 6:00 p.m. in the Meeting Room of the Lindsay Branch (190 Kent St W) and via webconferencing.

*The September 4 Board meeting has been cancelled. In its place, the Library Board will meet with the consultants from Nordicity for the next phase of the Growth Management Plan. This facilitated meeting will take place in the Meeting Room of the Lindsay Branch (190 Kent St W) on September 4 at 5:00 p.m.*

## Attachments

### Consent Agenda

- A. Draft Minutes of the Library Board Meeting – June 5, 2025
- B. Friends of the Lindsay Library – Executive Meeting Minutes – April 8, 2025
- C. Friends of the Lindsay Library – Executive Meeting Minutes – May 13, 2025
- D. Friends of the Lindsay Library – Summer Newsletter
- E. Friends of the Kinmount Library – Meeting – July 10, 2025
  
- F. Financial Statement – June 2025
- G. CEO Report – June/July 2025
- H. Performance Indicators and Q2 Comparators – June 2025
- I. 2026 Draft Operating Budget – Report LIBR2025-12
- J. Board Self Evaluations (Areas of focus) – Report LIBR2025-08
- K. Board Assembly Meeting Notes Slides (*sent as a separate attachment*)
- L. Donations / Sponsorship and Fundraising / Naming Rights Policies – Report LIBR2025-13
- M. Media Releases
  - a. Summer Reading Club – May 23, 2025
  - b. KLPL Celebrates Pride Month – June 6, 2025
  - c. Library Survey – June 25, 2025
  - d. Water Safety Starts at the Library – July 23, 2025
- N. Library in the Media
  - a. Lindsay Advocate – What is Happening at the Library – June 2025
  - b. Lindsay Advocate – What is Happening at the Library – July 2025
  - c. Kawartha Lakes Weekly – Library Launches 2025 Summer Reading Club – June 9, 2025
  - d. Kawartha Lakes Weekly – Library partners to provide free menstrual products – June 9, 2025
  - e. Kawartha Now – Pride Week in Kawartha Lakes – July 6, 2025
  - f. Kinmount Gazette – Library Column – July 2025