

**The City of Kawartha Lakes
Public Library**

**Public Library Board Meeting
Minutes**

Thursday, December 4, 2025 at 5:00 p.m.

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

190 Kent St W, Lindsay, ON

Members

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

Members Absent

Vanessa Doucet-Roche

1. Call to Order

The Chair called the meeting to order at 5:00p.m. with the following members present: Coun. D. Joyce, S. Ferguson, Z. Miller (left at 6:05pm), J. Mior, P. Noble, S. Norman, H. Stauble. V. Doucet-Roche was absent. Staff present were J. Anderson, M. Junkin (notetaker) and CAO Ron Taylor of City of Kawartha Lakes.

2. Chairs Remarks

P. Noble 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 December 4, 2025 be adopted with the amendment of having **items be addressed in the following order:**

Section 9.2 was moved up to allow Z. Miller participate before leaving for a prior engagement.

Moved: S. Norman

Second: Z. Miller

CARRIED

4. Declaration of Pecuniary Interest

None

5. Deputations / Presentations

CAO Ron Taylor – City of Kawartha Lakes

CAO Taylor began by stating that dialogue between him and the library has been constant. He last attended a Board meeting in June 2023 at which time he provided the status of City strategic planning, corporate priorities and what the City was collaborating on with the library. CAO Taylor added that Library CEO/Director J. Anderson also has a strong voice on the CKL Senior Management Committee.

CAO Taylor stated that the process for 2026 budget is now complete. The budget sets the service level city-wide. CAO Taylor noted that collectively, CKL is a substantive machine with the municipality's population and budget being 37th in Ontario and 50th in Canada.

CAO Taylor and Director Beukeboom have been working with J. Anderson to incorporate the library budget into new iterations of the city's budget process. The 2026 library budget was approved with no changes from its original presentation. A new library staffing position will be implemented in 2026.

CAO Taylor noted that, based on previous years' surpluses, the library accumulated +/- \$700,000 in its reserves. Over the past few years, draws have been made. For example, in 2026 \$200,00 has been committed to special projects. The anticipated Library reserves balance at the end of 2026 would be about \$313,000. This amount remains intact and is committed for the library to draw on it in coming years.

CAO Taylor reported that he is going to council with a long-term plan that lays out 10 years of forecasted expenditures. This plan will include various strategies on debt, reserves, commitments to various funds, and how reserves should be replenished annually.

With regards to draws on library reserves, CAO Taylor indicated it is his opinion these should be mid-project category draws in nature that are not related to operating costs or toward large capital projects.

The City proposes that the library continue to draw on its reserves for special projects and estimates about \$100,000 would be a good benchmark for annual special projects. CAO Taylor acknowledged that at some point, this will exhaust remaining reserves. CAO Taylor advised that the city would like to maintain a forecasted number of reserves for the library as part of its long-term financial planning.

CAO Taylor suggested the library include special project requests in its annual budgets and also develop financial plans that extend five to ten years into the future.

S. Norman asked if the city feels it has the power to request library reserves be spent on something that falls outside the scope of library services, or if the City can deny the

library drawing more than \$100,000 a year on its own reserves. CAO Taylor responded that at some point in time the library reserve will be exhausted. He also feels the library should function no different than any other city department. As such, the city wants to plan and forecast library expenditures in the same way it does for other City departments. This would include giving the library the ability to advise of needs to build a new branch. CAO Taylor advised that, all in all, he wants to give library a voice. CAO Taylor cautioned that, in turn, when the city is facing lean times, it will collectively look for savings from all departments.

H. Stauble noted that the current library reserve policy is that it is to be used for small capital projects and emergencies. Libraries are a vulnerable community asset and protection should be in place to withstand winds of change. H. Stauble noted that at present, the library has a good working relationship with City, and that the Library Board wants to make sure that whatever is established ensures that the library board, its operations and budgets can withstand political pressures. H. Stauble would prefer that the reserve policy have stability and ensure that library reserves don't go to another area of city services. H. Stauble also asked how the Library Board can ensure that situations like union wage negotiations - that place unexpected pressure on library budget - don't happen again? CAO Taylor responded that if the library is ever in a deficit situation, the city will cover that. He acknowledged that it would be a fine balance to ensure that risk is shared. The library would be able to make recommendations to things like the City's Capital Contingency Fund.

CAO Taylor stated that he is not looking to write a new reserve policy but rather is looking at a reserve *strategy* that will speak to how we manage reserves, how we manage offset and how we manage capital. This will also address how the library will be supported when the existing reserve is exhausted.

CAO Taylor suggested that he draft up a proposal that board can provide input on. The Board can also, through the Library CEO/Director, provide the City with information on its 5-10 year forecasted spending. In the meantime, CAO Taylor suggested the library develop a 3-year transition plan for existing reserves.

H. Stauble asked if will this be a council document that gets approved. CAO Taylor responded that it would.

S. Norman asked what would happen if unexpected expenses, such as a new boiler came up. J. Anderson noted that the library is a tenant in city-owned building and so expenses such as these would be addressed by the CKL Building and Property division.

M. Junkin asked if there possibly could be truly catastrophic events that the library would solely be responsible to fund on its own? Both J. Anderson and R. Taylor replied that they could not think of any.

CAO Taylor congratulated the library on its Growth Strategy Report and appreciated the collaboration and consultation with many city staff in its development. CAO Taylor feels this will be a good informing piece for next 10 years of library planning

CAO Taylor noted that the Memo of Understanding involves him meeting with J. Anderson quarterly. Next year they will be targeting an extensive review of the MOU and will bring back any proposed changes to the future Library Board and Council to review more formally with those parties.

S. Ferguson added that she appreciates the friendly, open relationship between the library and CKL and noted that it is not adversarial. J. Anderson agreed and said that the planning and approval of the 2026 budget was a smooth and transparent process, with everything on the table. D. Joyce noted that no Councilors came to him during the budget process looking to cut projects from library budget. H. Stauble noted that through the pandemic, the library had a re-birth, with the public now using the library like they haven't before. All in all, the library is a good news message for the City to celebrate.

Consent Agenda

6. Minutes

6.1 Draft Library Board Minutes of the November 6, 2025 Meeting

7. Correspondence

7.1 Friends of the Lindsay Library – Executive Meeting Minutes – October 14, 2025

Consent Agenda End

RESOLVED That the Consent Agenda be approved as circulated.

Moved: P. Noble
Second: H. Stauble

CARRIED

8. Reports

8.1 Library Financial Statement – October 2025 – J. Anderson – Written Report

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

The 2026 library budget was passed as presented. The new supervisor position was approved but will not be filled until later in 2026 as a cost saving measure.

8.2 Library CEO's Report – November 2025 - J. Anderson – Written Report

J. Anderson noted that a Mayor's Levee will be held Sunday January 4, 2026 from 2:00-4:00pm at the Lindsay Armoury. J. Anderson will send formal invitations out to Board members when received at the library.

The opening of the 25 year Time Capsule located in front of Lindsay branch will take place Tuesday December 16.

In May 2026 a Kawartha Lakes volunteer appreciation event will take place at the Lindsay Armoury. This event is to honour volunteers for working with various agencies, boards and committees of council. J. Anderson will ensure that former Library Board members are invited.

8.3 Performance Indicators – October - J. Anderson – Written Report

J. Anderson noted that performance indicators are slightly off from 2024.

9. New Business

9.1 2026 Budget Update – J. Anderson – Verbal Report

J. Anderson reported that the 2026 library budget was passed as presented

The new supervisor position was approved but will not be filled later in 2026 as a cost saving measure.

9.2 Growth Management Plan update – J. Anderson – Verbal Report (this portion of meeting occurred after section 5)

J. Anderson noted that the Growth Management Plan has two overarching lenses that provide a consistent frame of reference for decision-making across the Growth Strategy:

1. Equitable Services Delivery
2. Growth Grounded in Continuity (we are a community of communities)

Furthermore, there are three strategic growth priorities:

1. Build capacity
2. Enhance services
3. Improve and expand spaces

J. Anderson noted that he shared the second draft of the Growth Strategy Plan and the Implementation Plan in November. This plan will be guiding our work over the next 10 years and beyond.

All in all, the consultants have confirmed that we have been going in the right direction and they are encouraging us to continue moving forward in this direction.

This Plan will be presented to the Mayor and Council in the new year, with the goal of getting at least 1 new library branch placed into the City's long-term Capital planning.

Following the final presentation by Nordicity to the Library Board in January, J. Anderson will have physical copies of the full plan and Implementation Plan printed off for Board members. Additional copies will be provided to the next Library Board as well.

Discussion:

S. Ferguson noted that the plan doesn't seem to address how the library will market to newcomers. M. Junkin responded that the library is currently stretched serving existing population. Without preparing for growth, the library will not be in a position to adequately serve the proportional rise in patrons expected with any population growth.

H. Stauble stressed the need to market to the school board.

Z. Miller appreciated section three's emphasis on community equitability but doesn't think the library should focus exclusively on collaborating with other city builds. J. Anderson will look the language of that section again and consider rephrasing.

S. Norman noted that she hasn't heard of any infrastructure being developed to address increased population. D. Joyce replied that the City is establishing settlement areas, and that TLDSB has redrawn school catchment areas. The City also has Master Plans for parks, transit and active transportation that all intersect.

J. Anderson advised that once the plan was complete, he will work with the Board to determine how it will inform his workplan.

**9.3 Draft 2026-28 Strategic Plan – J. Anderson and M. Junkin – Written Report
LIBR2025-18**

Resolved That the Kawartha Lakes Public Library Board adopts the **2026-28 Strategic Plan** as outlined in this report.

Moved: J. Mior
Second S. Norman

CARRIED LIB2025-19

Discussion:

None

10 Policy Review

**10.1 Library Board Meeting Dates 2026 – J. Anderson – Written Report
LIBR2025-16**

Resolved That the Kawartha Lakes Public Library Board approves the **2026
*Library Board Meeting dates*** as outlined in this report.

Moved: J. Mior
Seconded: H. Stauble

CARRIED LIB2025-20

Discussion:
None

10.2 Library Closure Dates 2026 – J. Anderson – Written Report LIBR2025-17

Resolved That the Kawartha Lakes Public Library Board adopts the **2026
*Library Closure Dates*** as outlined in this report.

Moved: S. Norman
Seconded: P. Noble

CARRIED LIB2025-21

Discussion:
None

11. Closed Session

None

12. Business Arising From Closed Session

None

13. Adjournment

Resolved That the Board adjourn at 7:27pm

Moved: H. Stauble

14. Next Meeting

The next scheduled meeting of the City of Kawartha Lakes Public Library Board is to be a *Special Meeting* held on January 8 at 6:00 p.m. in the Meeting Room of the Lindsay Branch (190 Kent St W) and via webconferencing.

Attachments

Consent Agenda

- A. Draft Minutes of the Library Board Meeting – November 6, 2025
- B. Friends of the Lindsay Library – Executive Meeting Minutes – October 14, 2025
- C. Financial Statement – October 2025
- D. CEO Report – November 2025
- E. Performance Indicators– October 2025
- F. Draft 2026-28 Strategic Plan – J. Anderson and M. Junkin – Written Report
LIBR2025-18
- G. Library Board Meeting Dates 2026 – Report LIBR2025-16
- H. Library Closure Dates 2026 – Written Report LIBR2025-17
- I. Article of interest – The Library is not a department – Municipal World November 2025