

**The City of Kawartha Lakes  
Public Library**

**Public Library Board Meeting**

**Minutes**

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**Thursday, March 7, 2024 at 6:00 p.m.**

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

**190 Kent Street West, Lindsay, ON K9V 2Y6**

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**Members**

Vanessa Doucet-Roche  
Susan Ferguson  
Coun. Dan Joyce  
Zac Miller  
Joseph Mior  
Shirley Norman via video-recording  
Heather Stauble  
Kate Winn

**Members Absent**

Pamela Noble

**Meeting #LB2024-02**

**1. Call to Order**

The Chair called the meeting to order at 6:01p.m. with the following members present: V. Doucet-Roche, S. Ferguson, D. Joyce, Z. Miller, J. Mior, S. Norman, H. Stauble, K. Winn

Absent: P. Noble

Staff present: J. Anderson, M. Junkin (Notetaker), C. Danes (Treasurer)

**2. Chairs Remarks**

**NONE**

**3. Adoption of the Agenda**

**RESOLVED THAT** the agenda for the City of Kawartha Lakes Public Library Board Meeting of 7 March, 2024 be adopted as circulated.

Moved: Z. Miller  
Seconded: H. Stauble

**CARRIED**

**4. Declaration of Pecuniary Interest**

**NONE**

**5. Deputations / Presentations**

C. Danes (Library Board Treasurer) gave a presentation on the 2023 budget. It was noted that \$3,644.00 was taken from Library Reserves to balance the 2023 budget. A Public Library Operating Grant in the amount of \$178,000.00 is received from the provincial government each year, C. Daynes noted the amount of this grant has not changed in her time with CKL.

C. Daynes reviewed the Reserve history. Currently there is \$865,642.00 in reserve. The majority of this balance is due to significant surpluses in 2020 and 2021 due to COVID and staff gapping. C. Daynes noted that past two budget years have been more in line with pre-pandemic budgets with very little variance in actual spending versus budgeted amounts. C. Daynes remarked that library wages were very well managed.

S. Norman asked if the current amount of the Library Reserve was considered large in comparison to other departments. C. Daynes replied only the Library has an operating reserve.

D. Joyce inquired to the changed amounts in the "User Fees and Fines" line. J. Anderson replied that this was the result of Overdue Fines no longer being levied and said that the line should be renamed "User Fees". There is a growing revenue through public use of library printers and photocopiers that has been noted in this line.

In conclusion, C. Daynes stated that she had no concerns with the library budget and advised the Board that J. Anderson was doing an excellent job in this regard.

S. Ferguson invited C. Daynes to attend Board Meetings whenever she could.

### **Consent Agenda**

**6. Minutes**

6.1 Draft Library Board Minutes of the 1 February, 2024 Meeting

**7. Correspondence**

NONE

### **Consent Agenda End**

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

Moved: K. Winn  
Seconded: V. Doucet-Roche

**CARRIED**

## **8. Reports**

### **8.1 Library Financial Statement – January 2024 – J. Anderson – Written Report**

J. Anderson noted there was not much to add beyond C. Daynes' presentation. Current spending is in line with anticipations. Electronic Resources is mostly spent for the year.

### **8.2 Library CEO's Report – February 2024 - J. Anderson – Written Report**

J. Anderson noted that CKL bus passes have been sold by Lindsay branch for about one year now. About 160 passes are sold each month. While this brings in no revenue to the library an additional 4 hour shift is added most months to handle extra time needed to assist with these sales. H. Stauble noted that the sale of bus passes did bring in more members of the public to this location.

S. Ferguson asked where the report was distributed. J. Anderson replied that this was only circulated as part of the Board package. D. Joyce inquired if it could be distributed amongst CKL councilors via email. J. Anderson will edit report to a two paged document and share with D. Joyce.

D. Joyce reported that as part of his monthly announcement at CKL Council Meetings, he will include a short piece on library news and upcoming events.

### **8.3 Performance Indicators – January 2024, 2023 Patron Interactions - J. Anderson – Written Report**

D. Joyce noted that while numbers for 2022 and 2023 were extremely positive, it should be anticipated that these may plateau or slide in 2024.

H. Stauble added that a plateau should be expected after the post COVID surge. If there is a trend in any direction, there should be an examination of what factors are at play.

J. Anderson remarked that 2023 Patron Interactions were included and noted the number of people who connect with the Library virtually.

S. Ferguson inquired on the value of Hoopla database and asked how many patrons accessed it as she had heard many complaints from patrons who were not able to download material from this database.

J. Anderson noted that the library allocates 10% of their annual Collections budget towards items accessed through Hoopla. To ensure that items are accessible throughout the year, monthly and then daily spending limits are set.

With a maximum pay per use cost of \$3.99 per item, the Hoopla daily budget is usually taken up with about 45 items borrowed on average per day.

The library made a decision to have the Hoopla daily spending limit reset at midnight. This timeline favours night hawks and early birds but up until recently, it took many hours before the daily spending limit was met. There were particular times of year and occasions when the daily spending limit was met within a few short hours but it was not until a few months ago that this started happening on a daily basis. The library could consider changing the time of day this reset happens but it is felt that there would never be a time of day that suited all library users.

This library also monitors who accesses Hoopla. Library users are each limited to borrow a maximum of 7 items through Hoopla. The majority of KLPL users do NOT borrow their max 7 titles for the month. Usage seems to be evenly spread amongst a large amount of library patrons.

If the library were to increase the Hoopla budget, it would require a reduction in the amount of spending in other parts of the library collection. These all remain popular in their own right and so it has not felt it prudent to reduce spending in those areas in favour of increasing the Hoopla budget.

J. Anderson noted that he will seek to reduce the number of circulations per month each patron can have on the Hoopla database and will reduce the maximum cost of item to \$3.49. He will also look into having Hoopla titles removed from the general library catalogue.

D. Joyce noted that the issue truly centred on the number of complaints received on an ongoing basis from patrons when spending limits were reached before they could download Hoopla titles.

## **9. New Business**

### **9.1 Training – Review of Cut to the Chase document – J. Anderson**

*Postponed to next meeting*

### **9.2 LibStaffer demonstration – M. Junkin – Verbal Report**

M. Junkin gave a demonstration on LibStaffer, a scheduling software that was rolled out this year.

J. Anderson noted that implementation of this software saved a lot of staff time and maintains our requirement to have a system for offering last minute shifts in a fair and equitable manner to all part time staff.

### **9.3 Kawartha Lakes Art Gallery update – J. Anderson – Verbal Report**

J. Anderson reported that the Gallery has been offered a lease on another building in the Lindsay downtown area. This creates a potential opportunity for the library to take over the space the Gallery has been using at 190 Kent St South. J. Anderson is looking at options on how to use the space.

D. Joyce noted that the potential Gallery move will give them a more visible location in the community. The increased space for the library can be used to accommodate the projected growth in population of Lindsay until a second location can be found for a library branch.

S. Ferguson asked that this topic be added to the agenda for the next Library Board meeting.

### **Policy Review**

#### **10.1 Children’s Services Policy – J. Anderson – Written Report LIBR2024-05**

**RESOLVED THAT** the Kawartha Lakes Public Library Board re-adopts the *Children’s Services Policy* as outlined in this report.

Moved: H. Stauble  
Seconded: J. Mior

**CARRIED  
LIB2024-03**

### **Discussion**

D. Joyce sought clarification on the phrase “*equal access to the full range of services and materials available to other customers*” and how that pertained to children.

J. Anderson replied that it was a parent’s responsibility to supervise what material their children selected.

**10.2 Safety and Conduct of Children in the Library Policy – J. Anderson –  
Written Report LIBR2024-06**

**RESOLVED THAT** the Kawartha Lakes Public Library Board re-adopts the *Safety and Conduct of Children in the Library Policy* as outlined in this report.

Moved: H. Stauble  
Seconded: K. Winn

**CARRIED  
LIB2024-04**

**11. Closed Session**

None

**12. Business Arising From Closed Session**

None

**13. Adjournment**

**RESOLVED THAT** the Library Board adjourns at 7:40p.m.

Moved: H. Stauble

**14. Next Meeting**

The next scheduled meeting of the City of Kawartha Lakes Public Library Board is to be held on 2 May at 6:00 p.m. in the Meeting Room of the Bobcaygeon Branch (123 East St S) and via webconferencing.

## Attachments

### Consent Agenda

- A. Draft Minutes of the Library Board Meeting – 1 February, 2024
- B. Financial Statement – January 2024
- C. CEO Report – February 2024
- D. Performance Indicators – January 2023, Patron Interactions 2023
- E. Cut to the Chase
- F. Children’s Services Policy – Report LIBR2024-05
- G. Children’s Safety Policy – Report LIBR2024-06
- H. Media Releases
  - a. Black History Month in Kawartha Lakes – 1 February, 2024
- I. Library in the Media
  - a. Lindsay Advocate – What’s Happening at the Library – February 2024
  - b. Kinmount Gazette – Library Column – February 2024
  - c. Woodville Newsletter – Library Column – March 2024