



2023-2026 LIBRARY BOARD
LEGACY DOCUMENT
Kawartha Lakes Public Library



Table of Contents

• Vision and Mission Statements	Page 3
• Preamble	Page 4
• Board Member Profiles and Recognition	Page 5
• Board Strengths	Page 6
• Major Accomplishments	Page 7
• Challenges Faced	Page 10
• Recommendations for the Incoming Board	Page 11
• Overview of the Library Board Trustee Role	Page 12
• Information on Becoming a Library Board Member	Page 13



*Millions of Opportunities.
One Exceptional Library.*

Our Vision

The Kawartha Lakes Public Library will be a true community hub, supporting the needs of our communities to achieve their fullest potential. The library belongs to the community and everyone in the community belongs in the library

Our Mission

Through its strong network of community branches, the Kawartha Lakes Public Library provides residents with easy access to a wide range of:

- Information resources
- Programs and services
- Equipment and technology

We foster multiple forms of literacy and learning while supporting community-based educational, cultural, and recreational experiences.





Preamble

This legacy document has been prepared by the current Library Board (2023–2026) to provide a record of the accomplishments achieved during our term and to share our perspective on the key opportunities and challenges that may face the incoming Board. The document focuses primarily on governance matters rather than operational activities and reflects input from all Board members, as well as the CEO, Jamie Anderson.

This legacy document provides a record of our accomplishments and shares our perspective on the opportunities and challenges that may face the incoming Board.

A successful transition to the new Board (2027–2030) will rely on the continued support and collaboration of the CEO, returning Board members, and library staff. It is our hope that this document will serve as a valuable resource, helping to ensure continuity and support informed decision-making as the new Board begins its term.

This document will also act to inform potential candidates who wish to serve on the Library Board about the Library and what to expect if appointed.



Top Row: Councillor Dan Joyce, Jamie Anderson (CEO)
Bottom Row: Joseph Mior, Heather Stauble (Vice Chair), Shirley Norman, Susan Ferguson (Chair), Pamela Noble
Not pictured: Vanessa Doucet-Roche, Zac Miller

Library Board 2023 - 2026

- Vanessa Doucet-Roche
- Susan Ferguson (Chair)
- Zac Miller
- Joseph Mior
- Pamela Noble
- Shirley Norman
- Heather Stauble (Vice-Chair)
- Kate Winn 2023-2025
- Councillor Dan Joyce (City Council Representative)

Ex Officio Members

- Jamie Anderson (CEO/Library Director and Secretary)
- Carolyn Daynes (Treasurer)



Library Specialist – Outreach and Community Engagement Jacqueline Chartier

Strengths

The Library continues to expand its collection of resources for recreational, and lifelong learning in a variety of formats. As more online content becomes fragmented and moves behind paid subscriptions, the Library provides free access to information, entertainment, and digital resources that are increasingly important during times of economic uncertainty.

Using the Valuing Ontario Libraries Toolkit (VOLT), in 2024 the Library was found to generate more than \$13 million in social value for the community through its free collections, programs, services, and resources.

The Board continued to meet on a regular basis in-person, and made use of Zoom technology to allow trustees and guests to virtually attend. This hybrid meeting model gives trustees flexibility in the way they are able to participate.

2023-2026 Library Board Achievements

Library Facilities

- Opening of the relocated Bobcaygeon branch in late 2022.
- Revitalization of the Coboconk branch.
- Ongoing revitalization of the Fenelon Falls branch.
- Additional improvements and renovations completed at Bethany, Oakwood, and Lindsay branches.

Staffing Growth and Expansion of Open Hours

- Addition of four new full-time positions
- Increase in overall staffing complement and expanded public service hours at Bobcaygeon, Dalton and Norland branches.

Strategic Planning and Governance

- Completion of a three-year Strategic Plan for 2023 - 2025
- Launch of a new Strategic Plan for 2026 - 2028.
- Completion in 2026 of the 10-Year Growth Management Plan.
- Comprehensive review of all Library Board policies
- Ongoing Board self-evaluations.

Municipal Relations

- Strengthened relations with the City.
- Library CEO is now a member of the City's Senior Management Team.
- Review of the current Memorandum of Understanding with CKL regarding Library Services.



Parent and child from the community reading a book together in the Bobcaygeon branch.

2023-2026 Library Board Achievements Continued

Programs and Community Impact

- Significant increase in program attendance, now approximately double pre-pandemic levels.
- Growth in library-led and community-supported book clubs across the municipality. The Library now hosts 25 library-led book clubs at 9 branches.
- Expansion of partnerships with community organizations. New partnerships since 2023:
 - Bird Friendly Kawartha Lakes
 - New Canadians Centre – PTBO/CKL
 - Trent Severn Waterway – Parks Canada
 - Children’s Aid Society
 - Fenelon Falls Chamber of Commerce (150 Anniversary)
 - Bobcaygeon Chamber of Commerce (150 Anniversary)
 - Salvation Army community tax clinics
- Significant expansion of our Library of Things
- Expansion of our community passes, including:
 - Kawartha Settlers Village
 - Lang Pioneer Village
 - Kawartha Lakes Museum and Archives
 - CKL Parks and Recreation (skating and swimming passes)
 - Royal Ontario Museum
 - Toronto Zoo
 - Canadian Canoe Museum
 - Ontario Parks

Board Practices and Governance

- Introduction of rotating Land Acknowledgements and icebreakers at each Board meeting to encourage trustee engagement.
- Improved communication with Council through CEO reports and regular Library updates delivered during Council meetings.
- A Library Trustee elected to the Ontario Library Service board.
- Rotation of the Board Meeting locations between Lindsay, Fenelon Falls and Bobcaygeon branches.
- A self-evaluation process was designed and implemented for the Board and will continue every 2 years. This will assist the Board members in determining improvements that can be made to our processes and training.

Challenges Faced

Increased Incidents and Conflicting Space Use

Many individuals facing mental health, substance use, housing, and other socio-economic or health challenges increasingly rely on public spaces such as the Library for support and refuge. While incident volumes have grown, the Library has strengthened its approach to incident management through staff training, policies, and operational practices that support both staff and the public.

This trend also reflects the broader challenge of balancing the diverse ways community members use the Library. Visitors come to the Library to study, work, attend programs, connect with others, access technology, seek information, or simply find a safe and welcoming place to spend time. These different uses are all consistent with the Library's public service mandate, but they can sometimes create competing expectations for shared spaces.

Looking ahead, this will remain an important governance consideration for the incoming Board. Supporting policies, strategic planning, advocacy efforts, and appropriate resource allocation will be essential to ensure the Library continues to provide safe, inclusive, and welcoming spaces, while meeting the evolving needs of the community.



Ongoing Challenges

The 2025 Board Self-Evaluation identified the following areas that will require continued attention by future Boards.

Challenge	Description
Long-Term Financial Sustainability	Work with the City to establish a long-term reserve fund agreement that supports the Library's future capital and operational needs.
Board Development	Develop a more effective and sustainable approach to Board orientation, education, and ongoing governance training.
Board Diversity	Continue efforts to recruit and retain a Library Board that better reflects the diversity of the communities it serves.
Partnerships	Build and maintain strong collaborative relationships with the City and community organizations to advance shared goals and strengthen library services.

Board Recommendations

While significant progress was made during the 2023–2026 Board term, several initiatives remain important opportunities for the next Board. These recommendations are intended to support continuity and future planning.

Continuing Priorities for 2027–2030

The Board identified the following initiatives for future consideration:



Governance

Strengthen Board Governance

Develop a formal approach to Board education and ongoing governance training.

Next Steps:

- Create Board orientation
- Provide ongoing governance training



Strategic Leadership

Guide the Library's Future

Review the Strategic Plan regularly and complete CEO performance evaluations to support accountability and organizational success.

Next Steps:

- Review Strategic Plan annually
- Complete CEO evaluations in 2028 and 2030



Advocacy

Library Growth

Continue engaging with the community and City Council to identify and advocate for the Library's future service and facility needs.

Next Steps:

- Assess service and building needs
- Engage the community in planning
- Advocate with City Council



Partnerships

Expand Community Partnerships

Continue building relationships with community organizations to strengthen library services, programming, and advocacy.

Next Steps:

- Identify new partnership opportunities
- Maintain and strengthen existing partnerships
- Support collaborative initiatives

These recommendations are respectfully submitted to support the continued growth, sustainability, and success of the Library and its future Board.

How to Become a Board Member

Public libraries in Ontario operate under the authority of the Ontario Public Libraries Act, R.S.O. 1990, c. P44. City Council appoints Board members for a 4-year term that is concurrent with Council's elected term of office. Applications are sought by the City Clerk's Department and appointments are made shortly after Council holds its first official meeting after the municipal election.

Applications will be available online at www.kawarthalakeslibrary.ca/libraryboard starting in October, 2026.

Selection Committee may ask applicants for an interview or for further information.

Board members are appointed by the newly elected Council at its first meeting in December 2026.

The Kawartha Lakes Public Library Board is made up of 8 citizen representatives and 1 member of Council.

Under the Public Libraries Act, a person is qualified to be appointed as a member of the board who is:

- A Canadian citizen or permanent resident
- At least 18 years old
- A resident of Kawartha Lakes
- Not employed by the Kawartha Lakes Public Library or City of Kawartha Lakes
- Former Library employees must wait 24 months from resignation to apply
- Applicants cannot be an immediate family member of a current library employee

Make a Difference in your Community

Most importantly, Board members should be members and users of the Library. You should be passionate about the Library and your community, and be willing to advocate on behalf of both. As a Board member you bring an open mind, willingness to discuss issues, diverse interests and skills, and desire to work as a member of a team that is committed to improving our communities.

Are you:

- Interested in making a positive difference in your community
- Enthusiastic about working with other board members and the Library CEO
- Able to attend 8 meetings per year
- Interested in learning about library services
- Imaginative and creative
- Willing to learn

Do you have some of these skills?

- Business
- Education and literacy
- Financial planning and management
- Human resources
- Information technology
- Labour relations
- Legal expertise
- Management experience
- Marketing and public relations
- Risk management
- Stakeholder engagement
- Succession planning

Library Board Member Job Description

A Board's duty is to provide comprehensive, effective and efficient public library service that reflects the community's needs and builds community capacity.

Today's libraries need strong leadership. Governance must include ongoing budget oversight and a focus on future thinking to plan for a library that delivers on its vision and mission for the community.

Responsibilities

The primary roles of the city of Kawartha Lakes Public Library Board are to:

- Set the vision, mission and strategic direction for the library and, using strategic planning techniques, determine a strategy map to get there;
- Make policy within the framework of government legislation and regulations;
- Oversee the library's finances in accordance with public accounting principles and requirements and within municipal budget policy and procedures;
- Monitor overall effectiveness of the library in meeting community needs in an efficient and effective manner and evaluate progress on the strategic plan;
- Set fees where allowed by the Public Libraries Act;
- Consult with and provide direction to the Chief Executive Officer who is responsible for the implementation of the strategic plan and the management of the day-to-day delivery of public service and daily operations of the library.

The Library Board has the authority to act on behalf of the library. However, individual board members have no authority to act on their own.

Values

As a member of the City of Kawartha Lakes Public Library Board, a trustee must act honestly and in good faith and in the best interests of the Library. This means that the interests of the Library take precedence over personal interests or those of any group with which the trustee is associated.

Trustees are required to conduct themselves in accordance with Kawartha Lakes Public Library Board Members Code of Conduct policy.

In addition, the City of Kawartha Lakes Public Library Board believes that it is the right of all employees, Board members, volunteers and any person having a relationship with the Library to be treated with dignity and respect. The Library is committed to providing a working environment which promotes mutual respect, provides equal opportunities, and is free from harassment.

Essential Competencies and Qualifications

Core competencies and qualifications for a City of Kawartha Lakes Public Library Trustee are:

- Conviction that the public library is essential and uniquely important to the life of all City of Kawartha Lakes residents and communities;
- Commitment to City of Kawartha Lakes and its residents through active service to the community;
- Leadership experience;
- Business acumen;
- Ability to seek and listen to input from all stakeholders;
- Ability to approach people and problems with an open mind;
- Ability to actively participate in discussion and deliberation and to attain positive outcomes

Time Commitment

The Library Board holds a minimum of 7 regular meetings a year. There may be additional meetings as required. The time commitment includes: preparation time to read and consider reports and other information in the meeting package. As well, Board sub-committees may be struck for specific purposes which will require additional time commitment.

At the start of each term, new members will receive a Board orientation.

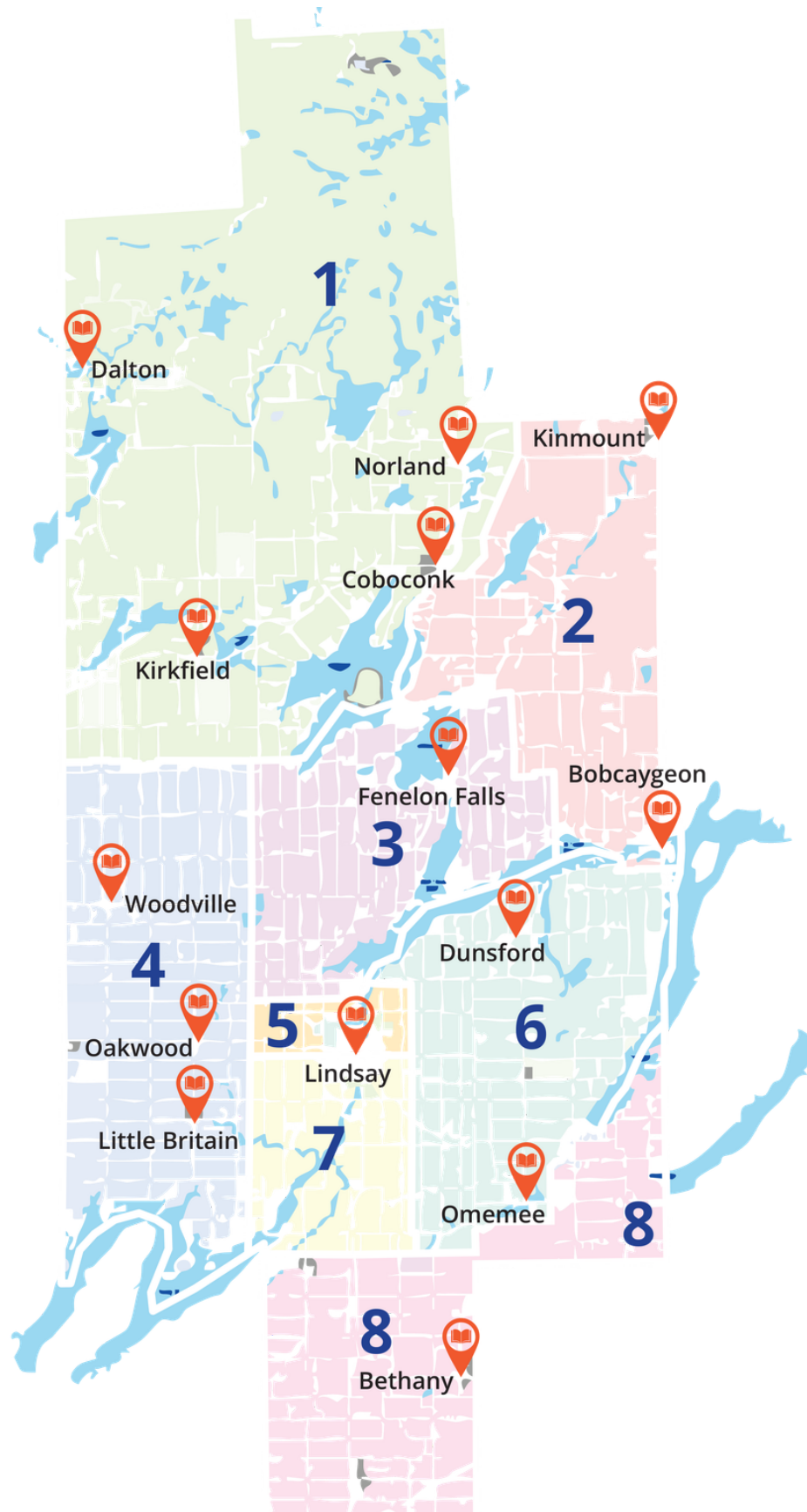
Compensation

Library Board members are volunteers and do not receive pay for their attendance at Board meetings, training, or events.

Library Board members may be compensated for registration, mileage, accommodations, and meals while attending library conferences.



Millions of Opportunities.



One Exceptional Library.



Bethany Branch

1474 Highway 7A, Bethany
705-324-9411 ext. 3544



Bobcaygeon Branch

123 East St. S. Bobcaygeon
705-324-9411 ext. 2088



Coboconk Branch

9 Grandy Rd., Coboconk
705-324-9411 ext. 3504



Dalton Branch

13 Rumohr Dr., Sebright
705-833-2858



Dunsford Branch

26 Community Centre Rd.
Dunsford
705-793-3037



Fenelon Falls Branch

19 Market St., Fenelon Falls
705-887-6300



Kinmount Branch

3980 County Road 121,
Kinmount
705-488-3199



Kirkfield Branch

7 Munroe St., Kirkfield
705-324-9411 ext. 3564



Lindsay Branch

190 Kent Street West,
Lindsay
705-324-9411 ext. 1291



Little Britain Branch

9 Arena Rd. Little Britain
705-324-9411 ext 2727



Norland Branch

3448 County Road 45,
Norland
705-454-8552



Oakwood Branch

932 Highway 7, Oakwood
705-953-9060



Omemee Branch

24 King St. E., Omemee
705-799-5711



Woodville Branch

78 King St., Woodville
705-439-2160

*Millions of Opportunities.
One Exceptional Library.*

September 1, 2026