

THE THUNDER BAY PUBLIC LIBRARY BOARD
REGULAR BOARD MEETING

Thursday, September 14, 2023 – 5:15 p.m.

Mary J.L. Black Community Hub

AGENDA

We acknowledge that the City of Thunder Bay has been built on the traditional territory of Fort William First Nation, signatory to the Robinson Superior Treaty of 1850. We also recognize the contributions made to our community by the Métis people.

1. **WELCOME AND INTRODUCTIONS (Observers and Invited Guests)**

2. **ADDITIONS TO THE AGENDA**

3. **DECLARATION OF CONFLICT OF INTEREST**

4. **MINUTES**

a) Regular Board Meeting – June 8, 2023

3-5

MOTION: That the Minutes of the Regular Board Meeting held on Thursday June 9, 2023 be adopted as amended/submitted.

5. **CONSENT ITEMS – INFORMATION**

- | | | |
|----|--|------|
| a) | 2024 System Wide Days Closed/Statutory Holidays | 6 |
| b) | Health and Safety Semi-Annual report | 7-10 |
| c) | AODA Training (Board) | N/A |
| d) | Strategic & Action Plan (DRAFT) | N/A |
| e) | Acknowledgment of S. Renaud Retirement (30 years of Service) | 11 |

MOTION: That the Correspondence and Reports be received for action and/or information.

6. DECISION ITEMS

- a) Budget:
 - i. 2024 Operating Budget 12
 - ii. 2024 Capital Budget 13-16
- b) Board Policy 2.13 Accessibility for Ontarians with Disabilities 17-19
- c) Service Agreements
 - i. Lappe and Area Local Services Board 20-21
 - ii. The Municipality of Shuniah 22-23

7. DISCUSSION/OTHER BUSINESS

8. CLOSED SESSION

MOTION: That the Board move into Closed.

MOTION: That the Board move out of Closed Session.

MOTION: That the Board adopt the motions approved in Closed Session.

12. NEXT MEETING DATE

October 12, 2023 5:15 p.m. (Waverley)

13. ADJOURNMENT

MOTION: That the Regular meeting of the Thunder Bay Public Library Board being held on Thursday, September 14, 2023, now adjourn.

**THE THUNDER BAY PUBLIC LIBRARY BOARD
Minutes of the Regular Board Meeting**

**Held on Thursday, June 8, 2023
Waverley Community Hub**

C. Grieve
J. Todd
K. Fettes
C. McCraw
J. Todd
T. Giertuga
S. Kabir (5:25)
S. Lewis (5:45)

Regrets:
G. Saarinen

We acknowledge that the City of Thunder Bay has been built on the traditional territory of Fort William First Nation, signatory to the Robinson Superior Treaty of 1850. We also recognize the contributions made to our community by the Métis people.

CALL TO ORDER

MOTION: 023-054: That the Regular Meeting of the Thunder Bay Public Library Board being held on Thursday, June 8, 2023 now comes to order at 5:18 p.m

1. WELCOME AND INTRODUCTION

Board Chair introduced T. Giertuga, as newly appointed Council Rep and that G. Saarinen would be joining the Board in September

2. ADDITIONS TO THE AGENDA

- 7a) 2024 Budget Timelines
- 7b) Board Policies

MOTION: 023-055: That the Agenda of June 8, 2023 be approved as amended

Moved/seconded by: M. Zussino/T. Giertuga
CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of conflict of interest

4. MINUTES

MOTION: 023-056: That the Minutes of the regular meeting held on Thursday, May 1, 2023 be adopted as submitted.

Moved/Seconded by: M. Zussino/C. McCraw
CARRIED

5. CONSENT ITEMS – INFORMATION

There were no consent items provided for this meeting

6. DECISION ITEMS

a) Board business during summer months

Regular business to let new Board members on how any purchases above \$30,000 are handled during the summer months and how the matter is dealt with should the need arrive

MOTION: 023-057: That the Board approve purchases more than \$30,000 during summer recess by email vote/consensus.

Moved/Seconded: C. McCraw/J. Todd
CARRIED

b) CEO request to attend CULC (Oct 22 – 24, 2023)

The CEO explained his request to attend the above conference, Board member inquired about the cost.

MOTION: 023-058: That the Board approve the request for the CEO to attend the CULC (Canadian Urban Libraries Council) Oct 22-24, 2023

Moved/Seconded:
CARRIED

7. DISCUSSION OTHER BUSINESS

a) 2024 Budget Timeline

The CEO explained the City's Budget timeline and the implications that it has on the Facilities Plan.

b) Update of Policy/By-Laws

The Board Committee chairs will coordinate with management on a schedule for reviewing all board policies.

c) Board Development Sessions

Board Chair proposed a Board Development Session for Oct/Nov meetings(s), Board members are asked to supply Chair with items they would like to be covered. OLS to supply session.

M. Akis left at 5:33 p.m.

S. Lewis arrived at 5:45 (Closed Session)

8. CLOSED SESSION

MOTION: THAT the Board move into Closed Session.

MOTION: THAT the Board move out of Closed Session.

MOTION: THAT the Board approves the motions passed in Closed Session

9. NEXT MEETING DATE: September 14 - Mary J.L. Black Community Hub

12. ADJOURNMENT

That the Regular meeting of the Thunder Bay Public Library Board being held on, June 8, 2023, now adjourn @ 6:20 p.m.

**THUNDER BAY PUBLIC LIBRARY
2024 System Wide Days Closed/Statutory Holidays**

MONTH	SIGNIFICANCE	DATES CLOSED
January	New Year's Day Staff Forum (branches closed from 9:30 to 1 pm)	1 19 (branches open 1-5 pm)
February	Family Day	19
March	Good Friday Easter Sunday	29 31
April	Easter Monday	1
May	Victoria Day	20
June	Staff Forum (branches closed from 9:30 to 1 pm)	14 (branches open 1-5 pm)
July	Canada Day	1
August	Civic Holiday	5
September	Labour Day Staff Development Day National Day for Truth & Reconciliation	2 20 30
October	Thanksgiving	14
November	Remembrance Day	11
December	Christmas Day, Boxing Day,	25, 26
TOTAL		15 + two half days

Holiday Hours – 2024

We will operate with regular hours of operation at all four locations until Monday, December 23, 2024.

December 24, 2024 - all locations will be open from 9:30 am to 1 pm (staff work 9 - 1)
County Park and Brodie will be closed from December 24 at 1 pm until January 2, 2025

Waverley and Mary J.L. Black will be open:

- December 27 & 28 from 9:30 am to 5 pm
- December 30 & 31 from 9:30 am to 5 pm

All locations will be closed January 1, 2025. Regular hours will resume at all locations on January 2, 2025



Health and Safety Semi-Annual

Report to the Board

September - 2023

1) Committee:

The management members of the Joint Occupational Health and Safety Committee are C. Braye and K. Gunn (with C. Gratton as a guest). S. Kosoris and C. Cernjul-Marsonet represent CUPE Local 3120. A. Ongaro represents CUPE Local 87-18 until the end of 2023. AETS personnel K. Maletta will be in attendance of the JOHSC monthly meetings. V. Zachariasz is the Health and Safety Secretary. The co-chairs are alternating between K. Gunn and A. Ongaro until December 2023.

2) Training:

- The Drill Procedure 4.11 was approved in July 2023. The Power Outage, Suspicious Packages/Materials, Robbery, Threats to Individuals, Bomb Threat and Hostage will now be held on a two year rotation at all branches. An annual Lockdown and Fire Drill will be held at all Branches. The First Aid Drill was removed from the rotation.
- The Fire Safety Plan Guidelines are also under review.
- Fire Extinguisher Training was also assigned via HR Downloads.
- The annual review of the Board Policy on Workplace Violence and Harassment has been sent via HR Downloads to be reviewed and completed by all staff.
- The Board Policy on Health and Safety will be reviewed by all staff via HR Downloads.
- In addition, the following policies have been reviewed by all staff: Workplace Harassment Descriptors, Workplace Violence and Harassment Training, the AODA Refresher Training, and 16 Top Tips to Become a Team Player at Work. The Confidentiality Agreement has also been reviewed by all staff.
- The annual WHMIS review will be assigned to all staff for completion as per our 2023 Goals and Priorities List.

- First Aid training and renewals are ongoing and multiple staff at all 4 locations have completed training in January 2023.

- Mental Health First Aid training is also ongoing to ensure staff remains current.

3) Procedures:

- The 2023 list of Goals and Priorities is reviewed at each JOH&SC meeting throughout the year in order to ensure that all goals and priorities have been met.

- The Emergency Contact List for the Fire Safety Plan remains current and updates have been added to the Floor Plans of each branch. Waverley ground floor is now completed with all updates. Brodie's Floor plan is in the process of being updated as Friends of the Library has relocated there.

- The Health and Safety Manual has been reviewed and is being updated on an ongoing basis. Many procedures have been reviewed. In addition, all Emergency Kits have been updated including the most current manual procedures within the kits.

- Additionally, with the update of the First Aid Procedure (4.1), WSIB forms are no longer being stored at work areas, but will be printed on an as-needed basis.

4) Facility:

- The on-line Walkabout logbook is being used to track monthly H&S inspections in all work areas. Walkabouts continue to include a monthly check of all mugger stoppers and flashlights. The CUPE Local 3120 members of the JOHSC review the Walkabout logbook entries prior to each JOHSC meeting and report on any issues arising from these reviews. The JOHSC co-chairs also review the entries for any system-wide or Management-related issues. A formal procedure for workspace inspection and completing the Walkabout log book was completed in July 2023 and made available to staff for review.

- An annual complete-building Health and Safety inspection will be scheduled in the second half of the year at each branch. Brodie's Building Audit has been completed.

- Health & Safety and Maintenance related items are being addressed as time and budgets allow.

- Fire Inspections are also forthcoming.

- Seating has been re-organized in certain areas to ensure that there are no blind spots. Additional security cameras and mirrors have been installed at Waverley and the Brodie Libraries to better ensure safer zones for everyone and to eliminate the potential consumption of alcohol and/or drugs. The Mary J L Black Library also had a newer camera installed equipped with audio function. These additions will ensure proper monitoring areas.

- The Ministry of Labour completed a field visit at the County Park branch on April 5. No orders were issued.

5) Incident Report Analysis:

- There is a quarterly report to track and document Patron Incidents for trends. This report is reviewed and tracked at the Health and Safety meeting.

- Recommendations from this report have been made to re-instate the use of id when accessing library services, specifically public computers, in order to properly track incidents should the need arise. In the meantime, E-Service cards are being issued and also names are being referenced to the Sierra database.

- There is also a live google document, The Occurrence Report Sheet, that is used by all Branches to track and monitor low risk incidents.

- Staff continue to be debriefed when necessary, depending on the nature of Incidents.

6) Other Activities:

- Self screening remains in effect. When staff are sick, they should stay home. Supervisors can also send staff home if they come to work sick.

- Staff newsletters are used to broadcast Health and Safety messages and reminders on an as-needed basis.

- The 2023 Health & Safety Effectiveness Survey will be presented to all staff in the fall. This survey helps gauge the effectiveness of the JOHSC through qualitative and quantitative results to improve the workplace.

7) Statistics:

- The Statistical table will be under review by the JOSHC in order to revamp and report more information.

- Management and the JOH&S review and respond as required to this report.

Respectfully submitted,

Kim Gunn

A handwritten signature in black ink, appearing to be 'KG' with a stylized flourish.

Management Representative

Amy Ongaro

A handwritten signature in black ink, appearing to be 'Amy Ongaro' in a cursive script.

Worker Representative



S. Renaud for (30) years of dedication to the Thunder Bay Public Library, we wish you the very best on your retirement.

Thunder Bay Public Library
2024 Operating Budget Recap

Financial Resources	2023		2024		2023		2024		2023		2024		2024 Base		2024		2024		2024 vs		2024 vs		2024 vs	
	FT	FTE	FT	FTE	PT	FTE	FT	FTE	PT	FTE	PT	FTE	FT	FTE	Approved Budget	Estimated Actuals	Base	2024	% increase	One Time	Expansion	Requested Budget	\$ Change	% Change
Personnel Services	59		13.5	59		13.5		59	13.5		13.5		5,895.5		5,929.0	5,895.5	6,180.0		4.2%			6,180.0	251.00	4.2%
Purchases Services													675.0		515.2	675.0	658.7		27.9%			658.7	143.50	27.9%
Rents & Financial Expense													147.0		136.1	147.0	140.6		3.3%			140.6	4.50	3.3%
Materials													498.3		454.0	498.3	469.0		3.3%			469.0	15.00	3.3%
Gross Expenditures													7,215.8		7,034.3	7,215.8	7,448.3		5.9%			7,448.3	414.0	5.9%
Other Revenues													(402.0)		(400.5)	(402.0)	(400.5)		0.0%			(400.5)	-	0.0%
Subtotal													6,813.8		6,633.8	6,813.8	7,047.8		6.2%			7,047.8	414.0	6.2%
Transfers to Own Funds													-		-	-	-					-	-	
Net Cost (Income)													6,813.8		6,633.8	6,813.8	7,047.8		6.2%			7,047.8	414.0	6.2%

CITY OF THUNDER BAY
Capital Project Detail Sheet
2024 - 2026 Capital Budget Forecast

Project Name :	Building Maintenance & Repair	Project ID : OSB-LIB-0010-LB
Department :	OSB Outside Boards & Other Agencies	Parent ID : OSB-LIB-0010-LB
Division :	Thunder Bay Public Library	Requested Year : 2024
Divisional Category :	Thunder Bay Public Library	Completion Year : 2024
Project Classification :	Asset Maintenance	

PROJECT DETAILS

Project Description and Justification

With the endorsement by City Council of the MFP, major capital renewal will focus on Waverley and MJLB. However, basic maintenance standards will be followed for Brodie to ensure the safety and functionality of the infrastructure. High priority work identified from TBT Engineering condition assessments relate to the end of life replacements for Waverley including replacing the key electrical system and fire alarm and sprinkler system upgrades. MJLB work includes LED lighting upgrades to meet new energy standards and ceiling and beam repairs. This work ensures the safety of our staff and patrons and maintains structural integrity.

Consequences of Not Funding

Structural integrity would not be maintained.

PROJECT BUDGET

	2024	2025	2026	Total
Expenditures	315,000	333,000	387,700	1,035,700
Financing				
Tax - Capital Out of Revenue	315,000	333,000	387,700	1,035,700
Financing Total	315,000	333,000	387,700	1,035,700

OPERATING EXPANSION

No Operating Impact

CITY OF THUNDER BAY
Capital Project Detail Sheet
2024 - 2026 Capital Budget Forecast

Project Name :	Core Public Service Infrastructure	Project ID : OSB-LIB-0011-LB
Department :	OSB Outside Boards & Other Agencies	Parent ID : OSB-LIB-0011-LB
Division :	Thunder Bay Public Library	Requested Year : 2024
Divisional Category :	Thunder Bay Public Library	Completion Year : 2024
Project Classification :	Asset Maintenance	

PROJECT DETAILS

Project Description and Justification

This category includes all of the essential items that Library patrons and staff use on a regular basis and which suffer from a high degree of wear and tear. This includes all of our books and multimedia items. All of our public and staff furniture, maintenance equipment, signage, audio-visual equipment and microfilm readers for research needs are also funded. Fees for major consulting projects that have impacts over multiple years are also included. Lastly, this category includes Library vehicles which are used to transport equipment and supplies between branches. Reducing this budget will severely impact the service we provide.

Consequences of Not Funding

Service delivery would be negatively impacted.

PROJECT BUDGET

	2024	2025	2026	Total
Expenditures	404,300	385,000	385,000	1,174,300
Financing				
Tax - Capital Out of Revenue	404,300	385,000	385,000	1,174,300
Financing Total	404,300	385,000	385,000	1,174,300

OPERATING EXPANSION

No Operating Impact

CITY OF THUNDER BAY
Capital Project Detail Sheet
2024 - 2026 Capital Budget Forecast

Project Name :	Digital Infrastructure Maintenance	Project ID : OSB-LIB-0012-LB
Department :	OSB Outside Boards & Other Agencies	Parent ID : OSB-LIB-0012-LB
Division :	Thunder Bay Public Library	Requested Year : 2024
Divisional Category :	Thunder Bay Public Library	Completion Year : 2024
Project Classification :	Asset Maintenance	

PROJECT DETAILS

Project Description and Justification

Expenditures includes items such as staff computers, network infrastructure, cloud computing systems, security hardware and technology, as well as items such as public access computers and printers. The 2024 budget includes an overhaul and rebuild of the TBPL website and a substantial update to our digital infrastructure including our file storage system. The demand for public access computers is extremely high. Without a robust system the public are limited in participating in public life whether it be applying for jobs, connecting with social service and medical providers, pursuing educational opportunities or maintaining critical relationships with family and loved ones.

Consequences of Not Funding

Digital infrastructure would not meet demand.

PROJECT BUDGET

	2024	2025	2026	Total
Expenditures	131,300	165,000	165,000	461,300
Financing				
Tax - Capital Out of Revenue	131,300	165,000	165,000	461,300
Financing Total	131,300	165,000	165,000	461,300

OPERATING EXPANSION

No Operating Impact

CITY OF THUNDER BAY
Capital Project Detail Sheet
2024 - 2026 Capital Budget Forecast

Project Name :	Master Facilities Plan	
Department :	OSB Outside Boards & Other Agencies	Project ID : OSB-LIB-0013-LB
Division :	Thunder Bay Public Library	Parent ID : OSB-LIB-0013-LB
Divisional Category :	Thunder Bay Public Library	Requested Year : 2024
Project Classification :	New Projects	Completion Year : 2024

PROJECT DETAILS

Project Description and Justification

As per Council's direction in the June 26, 2023 Committee of the Whole meeting, the Library is proceeding with phase two of the Master Facilities Plan which involves full costing of the creation of a central library. The major work involves external architectural and design consultants to produce a class A estimate of the renovation costs for the central library branch. The costs for external consultant work on this matter are estimated to be \$150,000.

Consequences of Not Funding

Phase two would not proceed.

PROJECT BUDGET

	2024	2025	2026	Total
Expenditures	150,000			150,000
Financing				
Tax - Capital Out of Revenue	150,000			150,000
Financing Total	150,000			150,000

OPERATING EXPANSION

No Operating Impact

Policy No: 2.13 Accessibility for Ontarians with Disabilities



Type: General Administration

Originated: May 14, 2009

Supercedes: February 18, 2015

Amended: March 12, 2015

PURPOSE

The purpose of this policy is to recognize the Thunder Bay Public Library's obligation to facilitate the implementation of the Accessibility for Ontarians with Disabilities Act 2005 (AODA), and all regulations pursuant to the Act

POLICY STATEMENT

It is the policy of The Thunder Bay Public Library that citizens with disabilities achieve accessibility to facilities, the provision of goods and services by the Library to all persons consistent with the principles of independence, dignity, integration and equality of opportunity as set out in the regulations of the Accessibility for Ontarians with Disabilities Act 2005.

IMPLEMENTATION

Guide Dogs/Service Animals

If a person with a disability is accompanied by a guide dog or other service animal, the Library will permit the person to enter the premises with the animal and keep it with him or her, unless the animal is otherwise excluded by law from the premises. If the service animal or guide dog is excluded by law from the premises, the Library will look to other available measures to enable the person with a disability to obtain, use or benefit from the Library's goods and services.

Support Persons

If a person with a disability is accompanied by a support person, they are permitted to enter the premises together and are not prevented from having access to each other while on the premises. The Library may require a person with a disability to be accompanied by a support person while on its premises, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises.

Feedback Process

The Library will have a mechanism to allow the public to provide feedback on the accessibility of the provision of goods and services.

Assistive Devices

If a person with a disability requires assistive devices to access goods or services of the Library, they are allowed to use such devices.

Training

The Library will provide training, to its staff and volunteers, about the provision of its goods and services to persons with disabilities. All Library employees and volunteers, who deal with the public or other third parties, and those involved in developing customer service policies, practices, and procedures, will receive Accessibility Awareness Training as soon as practicable after beginning their employment. The Library will also provide ongoing training with respect to changes in its policies, practices, and procedures to those individuals who require such training as soon as practicable. The Library will keep records of the training provided.

Agents and contractors of the Thunder Bay Public Library who deal with the public during their work for the Library will provide proof of 'Accessibility Awareness' training (as part of their contractual agreement with the Library) prior to their work for the Library. If the agent or contractor is required to meet the requirements of Regulation 429/07 on or after January 1, 2012 the Library may, at its discretion, provide the necessary training prior to January 1, 2012. If the agent or contractor is not required to meet the requirements of Regulation 429/07, the Library may, at its discretion, provide the necessary training. A record of all training must be sent to Human Resources.

Operational Procedures

Feedback Mechanism

The public can provide feedback on the accessibility of the provision of goods and services by the Library:

- (a) by mail addressed to: Director of Communities
- (b) by phone: @ 684-6813
- (c) in person at Waverley Resource Library, 285 Red River Road
- (d) or by email at: comments@tbpl.ca

Feedback will be responded to within two weeks of its receipt by the Library.

Assistive Devices

The Library provides assistive devices at some of its facilities. Information about these devices is available on the Library's website.

Disruption of Services

If there is a temporary disruption in a particular facility or service used to allow a person with a disability to access goods or services, the Library will give notice of the disruption to the public by posting the reason for the disruption, the anticipated duration of the disruption, and alternative facilities or services that may be available. This posting will be in a conspicuous place on the premises of the Library, or by other reasonable methods in the circumstances. If the disruption is anticipated, the Library will provide a reasonable amount of advance notice of the disruption. If the disruption is unexpected, notice will be provided as soon as possible.

Accessibility Plan

The Accessibility Plan will be maintained accordingly and posted publicly on the TBPL's website.

Training

Human Resources will keep records of the training provided including the dates on which the training is provided and the number of persons trained.

Accessibility Awareness Training will include the following:

- a. How to provide goods and services in a manner that respects the dignity and independence of persons with disabilities.
- b. How to interact and communicate with persons in a manner that takes into account their disabilities.
- c. The process for people to provide feedback to the Library about its provision of goods and services to persons with disabilities, and how the Library responds to the feedback and takes action on any complaint; How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog, service animal or a support person to access goods and services.
- d. Information on other Library policies, practices, and procedures dealing with the AODA.
- e. A review of the purposes of the AODA and the requirements of the customer service standard.
- f. How to use equipment or devices available on Library premises or provided by the Library that may help with the provision of goods and services.
- g. What to do if a person with a disability is having difficulty accessing the Library's goods and services.

This Agreement is made

For the fiscal year October 1, 2023 to September 30, 2024

Between:

The Thunder Bay Public Library Board

And

The Lappe and Area Local Services Board

The Lappe and Area Local Services Board and the Thunder Bay Library Board agree to the following:

1. Description of Services to Lappe

- 1.1 The Thunder Bay Public Library Board shall endeavor to provide a comprehensive and efficient library service to the residents of the Lappe and Area Local Services Board
- 1.2 The Thunder Bay Public Library Board shall operate its libraries in accordance with the Public Libraries Act, and Ontario Regulation 976, and shall not charge residents of the Board for admission to the library, or for use of the library materials by the said residents.
- 1.3 The Thunder Bay Public Library Board shall allow the residents of the Lappe and Area Local Services Board to:
 - 1.3.1 borrow circulating materials
 - 1.3.2 Use reference and information services as the Thunder Bay Public Library Board considers practicable, without monetary charge.
- 1.4 The Thunder Bay Public Library Board may impose such fees as it considers proper for services not referred to in Sections 1.2 and 1.3.

2. Library Material

The Thunder Bay Public Library Board is a corporation duly established under the Ontario Public Libraries Act and to ensure quality library services under this Agreement shall:

- 2.1 ensure that circulating materials are available for use outside the library except those identified for reference service, rare and fragile items and such other material as deemed advisable by the Thunder Bay Public Library;
- 2.2 apply circulation policies identical to the policies in effect for the City of Thunder Bay residents;
- 2.3 select materials that reflect the needs of the community;
- 2.4 provide information to public library users that is accurate, up to date and is coordinated with other appropriate organizations, subject to budgetary limits;
- 2.5 make library facilities accessible as defined by the standards of accessibility of the Ontario Building Code;
- 2.6 provide resources, programs and services to meet defined community needs.

3. Government subsidies to Lappe and Area Local Services Board/Fee for Service

The Lappe & Area Local Services Board shall award the \$1,491.00 PLOG Grant received to the Thunder Bay Public Library for library services. All monies due under this Agreement are to be paid within the fiscal year in which the services commence.

4. Reports

- 4.1 The Lappe and Area Local Services Board shall make an annual financial report to the Ministry and make any other reports (as required) under the Ontario Public Library Act and regulations related thereto or as requested by the Ministry.

5. Limitation of Liability

- 5.1 The Lappe and Area Local Services Board shall not be liable for any injury, death, or property loss or damage to the Thunder Bay Public Library, its employees or agents or for any claim by any third party against the Thunder Bay Public Library Board, its employees or agents.
- 5.2 The Lappe and Area Local Services Board shall not be liable for any accidental, indirect, special or consequential damages or loss of use, revenue or profit of the Thunder Bay Public Library Board arising out of or in anyway related to this Agreement or the services provided.

6. Term

This Agreement shall come into force October 1, 2023, and shall remain in effect until September 30, 2024. This Agreement shall be renewed on October 1st each year upon the preparation of a new annual agreement.

7. Cancellations

Either the Lappe and Area Local Services Board or the Thunder Bay Public Library Board may terminate this Agreement at any time upon one (1) year of notice.

8. Notices

- 9.1 Notices under this Agreement shall be given in writing by personal delivery or by mail
- 9.2 Notice by mail shall be deemed to have been given on the fourth business day after the date of mailing.

9. Entire Contract:

This Agreement constitutes the entire Agreement between the parties. There are no other agreements or understandings.

IN WITNESS WHEREOF the parties hereto have executed this Agreement:

FOR THE LAPPE AND AREA LOCAL SERVICES BOARD

Chairperson

Treasurer

FOR THE THUNDER BAY PUBLIC LIBRARY BOARD

Chairperson

Secretary

This Agreement is made in triplicate this 8th day of AUGUST, 2023 For the fiscal
year October 1, 2023 to September 30, 2024

Between:

The Thunder Bay Public Library Board

and

The Municipality of Shuniah

The "Municipality" and the Thunder Bay Library Board agree to the following:

1. Description of Services to "Municipality"

- 1.1 The Thunder Bay Public Library Board shall endeavor to provide a comprehensive and efficient library service to the residents of the "municipality"
- 1.2 The Thunder Bay Public Library Board shall operate its libraries in accordance with the Public Libraries Act, and Ontario Regulation 976, and shall not charge residents of the Board for admission to the library, or for use of the library materials by the said residents.
- 1.3 The Thunder Bay Public Library Board shall allow the residents of "Municipality of Shuniah" to:
 - 1.3.1 borrow circulating materials
 - 1.3.2 use reference and information services as the Thunder Bay Public Library Board considers practicable, without monetary charge.
- 1.4 The Thunder Bay Public Library Board may impose such fees as it considers proper for services not referred to in Sections 1.2 and 1.3.

2. Library Material

The Thunder Bay Public Library Board is a corporation duly established under the Ontario Public Libraries Act and to ensure quality library services under this Agreement shall:

- 2.1 ensure that circulating materials are available for use outside the library except those identified for reference service, rare and fragile items and such other material as deemed advisable by the Thunder Bay Public Library;
- 2.2 apply circulation policies identical to the policies in effect for the City of Thunder Bay residents;
- 2.3 select materials that reflect the needs of the community;
- 2.4 provide information to public library users that is accurate, up to date and is coordinated with other appropriate organizations, subject to budgetary limits;
- 2.5 make library facilities accessible as defined by the standards of accessibility of the Ontario Building Code;
- 2.6 provide resources, programs and services to meet defined community needs.

3. Government Subsidies to Municipality /Fee for Service

The Municipality shall award the total PLOG Grant received to the Thunder Bay Public Library for library services. All monies due under this Agreement are to be paid within the fiscal year in which the services commence.

4. Reports

- 4.1 The Municipality shall make an annual financial report to the Ministry and make any other reports (as required) under the Ontario Public Library Act and regulations related thereto or as requested by the Ministry.

5. Limitations of Liability

- 5.1 The Municipality shall not be liable for any injury, death, or property loss or damage to the Thunder Bay Public Library, its employees or agents or for any claim by any third party against the Thunder Bay Public Library Board, its employees or agents.
- 5.2 The Municipality shall not be liable for any accidental, indirect, special or consequential damages or loss of use, revenue or profit of the Thunder Bay Public Library Board arising out of or in anyway related to this Agreement or the services provided.

6. Term

This Agreement shall come into force October 1, 2023, and shall remain in effect until September 30, 2024. This Agreement shall be renewed on October 1st each year upon the preparation of a new annual agreement.

7. Cancellations

Either the Municipality or the Thunder Bay Public Library Board may terminate this Agreement at any time upon one (1) year of notice.

8. Notices

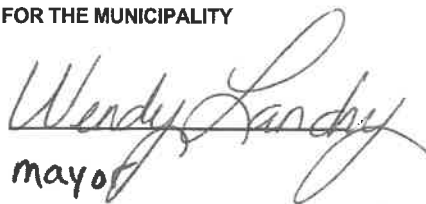
- 8.1 Notices under this Agreement shall be given in writing by personal delivery or by mail
- 8.2 Notice by mail shall be deemed to have been given on the fourth business day after the date of mailing.

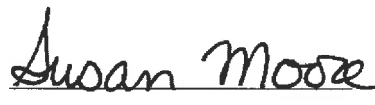
9. Entire Contract

This Agreement constitutes the entire Agreement between the parties. There are no other agreements or understandings.

IN WITNESS WHEREOF the parties hereto have executed this Agreement this 8th day of August 2023.

FOR THE MUNICIPALITY


mayor


Treasurer

FOR THE THUNDER BAY PUBLIC LIBRARY BOARD

Chairperson

Secretary-Treasurer