



Agenda
Orangeville Public Library Board

Wednesday, January 25, 2023, 5:00 p.m.
The Corporation of the Town of Orangeville

NOTICE

Due to the Mill Library Renovations this meeting will be held at Alder Recreation Centre, TD Canada Trust Room 209 at 5:00 p.m.

Prior to the meeting, written comments may be sent to the Secretary of the Orangeville Public Library Board by email to jmoule@orangeville.ca. Such written comments will become part of the public record. Members of the public may access the meeting on the above-noted date and time by telephone (audio only) at [+1 289-801-5774](tel:+12898015774) Phone Conference ID: [379 257 321#](tel:+12898015774) . Please note that your full name and comments will be part of the public record and will be included in the minutes of the meeting.

Accessibility Accommodations

If you require access to information in an alternate format, please contact the Clerk's division by phone at 519-941-0440 x 2256 or via email at clerksdept@orangeville.ca

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2. Disclosures of (Direct or Indirect) Pecuniary Interest	
3. Adoption of Minutes of Previous Meeting	3
Recommendations: That the minutes of the November 23, 2022 meeting be approved.	
4. Presentations	
5. Information Items	
Recommendations: That the information items be received.	
5.1 CEO Report	6
5.2 Library Service Index - 2022	12
6. Staff Reports	

6.1 Report 23-01 Updated Dates for 2023 Holidays and Closures 13

Recommendations:

That report 23-01, dated January 25, 2023, with respect to the updated statutory holidays and library closures for 2023, be received;

And that the statutory holidays and library closures for 2023 be adopted as presented.

7. Correspondence

Recommendations:

That the correspondence be received.

7.1 Executed 2023 Collection Agreement from Amaranth 16

7.2 Executed 2023 Collection Agreement from East Garafraxa 19

8. New Business

8.1 Update and discussion of 2023 Budget Deliberations

9. Date of Next Meeting

The next meeting is scheduled for Wednesday February 22, 2023.

10. Adjournment



**Minutes of Orangeville Public Library Board
The Corporation of the Town of Orangeville**

**November 23, 2022, 5:00 p.m.
In-Person Participation
The Corporation of the Town of Orangeville
Town Hall Opera House - 87 Broadway
Orangeville, Ontario**

Members Present: G. Peters
S. Bergant
S. Marks
P. Neely
B. Rea

Members Absent: L. Post

Staff Present: D. Fraser, CEO
J. Moule, Administrative Assistant
K. Carson, Collections and System Librarian
R. Medeiros, Financial Analyst - Operations

Staff Absent: N. Syed, Treasurer

1. Call to Order

Chair B. Rea called the meeting to order at 5:05 p.m. Chair B. Rea noted that both S. Bergant and P. Neely are attending the meeting remotely. Chair B. Rea also noted a member of the public in attendance.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Adoption of Minutes of Previous Meeting

Recommendation: 2022:28

Moved by P. Neely
Seconded by S. Bergant

That the minutes of the meeting on Wednesday September 28, 2022 are approved.

Carried

4. Presentations

None.

5. Information Items

Recommendation: 2022:29

Moved by G. Peters
Seconded by P. Neely

That the information items be received.

Carried

5.1 CEO Report

5.2 Library Service Index

5.3 OLA & FOPL Response: 22-MMAH015 - Proposed Minister's Regulations to help bring the Strong Mayors, Building Homes Act, 2022 into effect

CEO D. Fraser noted 5.3 has an incorrect attachment. J. Moule will fix after the meeting and post an addendum of the board package online.

5.4 Canadian Federation of Library Associations Calls for the Release of all Outstanding Residential School Records

6. Staff Reports

6.1 Report 22-10 Revised Draft Capital Budget 2023-2032

Recommendation: 22:30

Moved by G. Peters
Seconded by P. Neely

That report 22-10, dated November 23, 2022, with respect to the Draft Capital Budget 2023-2032, be received;

And that the proposed 2022-2032 Capital Budget requests be forwarded to Council for their consideration.

Carried

6.2 Report 22-11 Program Framework

Recommendation: 22:31

Moved by S. Bergant
Seconded by G. Peters

That report 22-11, dated November 23, 2022, with respect to the Program Framework, be received;

And that the board adopt the program framework as presented in Appendix A and direct staff to begin implementation immediately.

Carried

7. Correspondence

7.1 Letter to Township of Amaranth regarding 2023 Collection Agreement

7.2 Letter to Township of East Garafraxa regarding 2023 Collection Agreement

7.3 Letter to Town of Mono regarding 2023 Collection Agreement

8. New Business

9. Date of Next Meeting

The next meeting is scheduled for Wednesday January 25, 2023.

10. Adjournment

Meeting was adjourned at 5:42 p.m.

Darla Fraser, CEO

Bill Rea, Board Chair



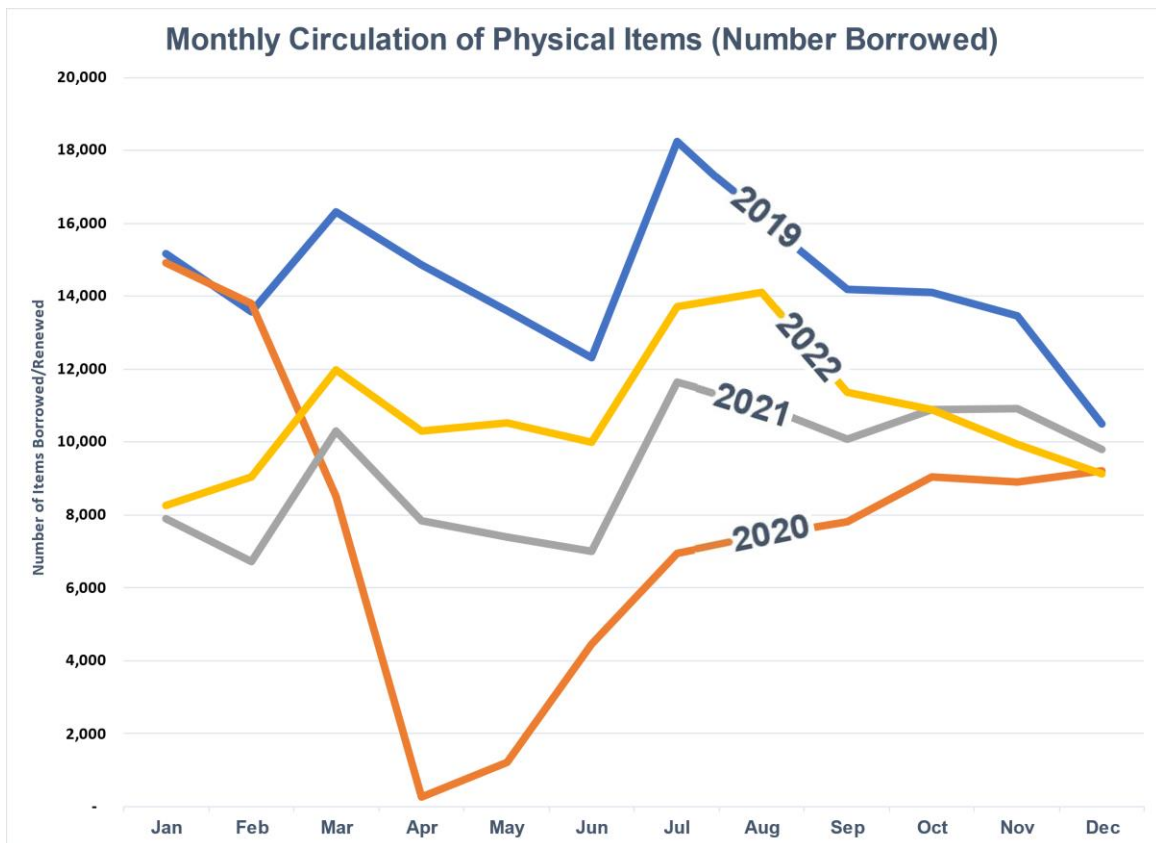
CEO Report – January 2023

Happy New Year!

2023 promises to be an exciting year for the Orangeville Public Library. The completion of the renovations at Mill Street, implementation of the new strategic plan, and establishing a Makerspace are just a few of the significant milestones to come.

Looking back over 2022, staff are collecting and summarizing operational statistics which will be published as an annual review next month. At a first glance, key performance metrics indicate an increase over last year (despite the Mill closure) but have not yet returned to pre-COVID levels.

Figure 1: Monthly Circulation of Physical Items (2019-2022)



Ontario Library Association - OLA Super Conference

This is the first year since 2020 that the conference will be offered hybrid – that is, complete with an in-person component. A few staff and one board member will be attending in Toronto.

Governance

After a municipal election, it can take time for new members of a library board to be appointed by Council. The existing Board remains in place during this transition period. Council representation (2018-2022) is lost when the previous municipal term ends, but those members can remain on the Board as public members until the first meeting of the new Board.

Although Council has identified the council members (Councillor Tess Prendergast and Councillor Rick Stevens) assigned to the library board, the selection of new public members will not happen until late February or March.

Some public members serving on the current board have expressed their intention to re-apply to continue their commitment to the library. The [application](#) deadline for the 2022-2026 Council term is February 7, 2023 at 4:30 p.m.

Budget

As approved by the board, the budget estimates were created to operationalize the actions in the adopted implementation plan to deliver the new Strategic Vision and Plan.

Based on the deliberations at Town Council on the proposed 2023 Budget submission thus far, it is highly unlikely that the library will be awarded the additional funds requested for another full-time staff member. The next budget meeting is scheduled for Tuesday, January 24, 2023.



Our approach to the Makerspace will need to change. Based on the current budget realities we will be extremely challenged to meet our makerspace program goals. I have concerns about the success of this initiative in the 2023 timelines. I will be proposing to the new board the following:

A Digital Transformation Committee – to lead the Makerspace Project.

Size and membership to be determined. May include Board members, librarians, rep from IT division, community volunteer, subject matter expertise, as required.

Although the creation of a dedicated space is the end goal, a phased approach will allow the library to move forward with introducing new technology gradually to enhance programs and support outreach.

Each new piece of technology will require an implementation plan to outline tasks and requirements from procurement to procedures, training, documentation for maintenance and safety, insurance implications, operational costs, staffing and integration with programs.

Staff will continue to seek funding opportunities and/or suitable student placement and/or internship for assistance.

Renovations

The latest video update will be published shortly. Contractors are moving out of the demolition phase and into construction in some areas. A new shaft is being built. The project is currently on schedule and on budget. Fingers crossed that progress continues at this current rate. Further changes to the Alder library floor plan are being explored.



Neighbouring Municipalities

Fees for members residing in the neighbouring municipalities are invoiced by the board directly to the municipality through a collection agreement. Annual collection agreements are being formalized. Fully executed documents from Amaranth and East Garafraxa are included – and we anticipate Mono's response this month.

Staffing

A RZone incident recently took place which resulted in a three month ban for a known patron of the library. Aggressive behaviour will not be tolerated and unfortunately, we are seeing an increase in challenging behaviours. A review of security procedures and appropriate responses is underway.

Our first courses on Truth & Reconciliation (Four Seasons Training) – 3 hours in 10 modules was completed by 95% of staff in 2022. To continue this important learning follow-up discussions and readings will be assigned this year.

As we work to implement the many action items of the new strategic plan, staff are reviewing the service delivery model and job descriptions to ensure an efficient and effective workflow and distribution of tasks across the entire team. Annual workplans and goals are being established in each area: Public Service, Collection & Systems and Program & Research.

Federation of Ontario Public Libraries (FOPL)

The cost of membership to this important organization is one of the first fee changes based on our new population figures (2021 Census = 30,167) which moves us from one price band to the next. Annual fees increased from \$900 to \$2,000. The full impact of the population change should be minimal as many price points break at 50,000, not 30,000.

FOPL continues to speak as the voice of public libraries and their advocacy work includes:



Excerpt from latest update:

[The Standing Committee Finance and Economic Affairs](#) will be meeting in January and February across the province. The purpose of this committee is to hear deputations from various parties in advance of the provincial budget requests in February. FOPL and a few of our members have applied to attend 6 of the 9 committee meetings across the province, in Sudbury, Sault Ste Marie, Timmins, Kingston, Barrie and Queens Park. We will hopefully get a few slots and provide appropriate library sector representation! FOPL will be submitting a formal budget request after the committee meetings to the Minister of Finance.

FOPL will attend both the Rural Ontario Municipal Association (ROMA) Conference in Toronto from January 22 to 24, and the OLA Super Conference from February 1 to 4.

New Board

At the inaugural meeting of the board there will need to be elections:

- Election of Library Board Chair
- Election of Library Board Vice-Chair

For those new members we will begin with an orientation and review of the By-Laws. Adjustments to the by-laws may include (but not limited to) meeting times and locations along with the other changes to the meeting structure and agenda going forward.

Based on the strategic plan and action items for the new board, I will be recommending the following revisions:

Addition of a Land Acknowledgement to the agenda.

Establishing the following sub-committees/working groups:

- Digital Transformation Committee
- Finance Committee – Self generated revenue (non-resident and fines)
- Succession Planning – CEO Replacement

Up and Coming Program and Events

- Orangeville Library will celebrate the annual [Family Literacy Day](#) on Saturday, January 28 with a 10 a.m. guest storytime with local author Mary Scattergood for the younger audiences, and a Comic Art/Writing workshop at 11 a.m. for school age children
- The [After Hours Write Club](#) continues to meet bi-weekly with upcoming meetings on January 24 and February 7
- A winter series of virtual Coding Livestream sessions will be offered to grades 1 to 6 through the University of Waterloo Engineering [Science Quest](#) starting February 7
- The library will pilot a series of French School-age workshops called **Autour du monde en Français** starting February 11 where children ages 10 to 12 will discover French speaking countries around the world
- The February 28 **Storytelling Series** program will feature Juli-Ann and Andrew James, founders of Stream Community Hub, on February 28
- Planning for **March Break** Entertainment shows and in-house programs for school age children is underway with the break from school scheduled for March 13-17
- Tentative [Battle of the Books](#) dates have been set for Wednesday, April 26 (Intermediate) and Wednesday, May 3 (Junior) to take place in-person at the Alder Recreation Centre

Pictures of Recent Library Programs

Stories with Santa was well attended on December 2nd



A BIG congratulations to the winners of our holiday colouring contest:



A roaring good time was had by all who attended the Jurassic Park Escape rooms over the holiday break:



2022 - 2019 Library Services Index Monthly Average

A. Member Activity		Total	2022		Total	2021		% of Total	2020		% of Total	2019		% of Total
			Point in Time	Monthly Average		Monthly Average	% of Total		Monthly Average	% of Total		Monthly Average	% of Total	
A.1	Active Memberships		5,279		Point in Time	5,956		Point in Time	7,277		Point in Time	7,743		
	Adult Books	46,584	3,882	36%	41,248	3,437	37%	35,219	2,935	38%	62,721	5,227	36%	
	Kids Books	65,140	5,428	50%	54,517	4,543	49%	40,183	3,349	43%	70,858	5,905	41%	
	Magazines	2,096	175	2%	2,165	180	2%	1,561	130	2%	3,690	308	2%	
	Books to listen to	4,729	394	4%	3,577	298	3%	2,643	220	3%	5,344	445	3%	
	Movies & TV shows	9,913	826	8%	9,339	778	8%	12,640	1,053	14%	29,550	2,463	17%	
	Cool Stuff - not books	744	62	1%	549	46	0%	139	12	0%	255	21	0%	
A.2	Physical Collection	129,206	10,767	100%	111,395	9,283	100%	92,385	7,699	100%	172,418	14,368	100%	
	Adult eBooks	29,845	2,487	41%	Not available			Not available			Not available			
	Kids eBooks	4,057	338	6%										
	eMagazines & Newspapers	17,262	1,439	23%										
	eAudio	21,065	1,755	29%	ebooks	38,152	3,179	67%	35,509	2,959	69%	25,145	2,095	64%
	eVideo	1,264	105	2%	eAudio	18,417	1,535	33%	16,207	1,351	31%	13,859	1,155	36%
A.3	Electronic books/audio	73,493	6,124	100%	56,569	4,714	100%	51,716	4,310	100%	39,004	3,250	100%	
A.4	Electronic Resources	1,057	88		11,270	939		15,124	1,260		2,320	193		
A.5	Items Reserved	32,882	2,740		44,265	3,689		32,169	2,681		29,259	2,438		

B. Community Use		2021		2020		2019	
		Total	Monthly Average	Total	Monthly Average	Total	Monthly Average
B.1	Program and Events	364	30	278	23	538	45
	Attendance	6,159	513	3,992	333	9,850	821
	Kits	728	61				
	Outreach	62	5				
	Attendance	1,766	147				
B.2	Foot Counter	161,373	13,448	116,222	9,685	369,961	30,830
B.3	Public computer use	2,890	241	1,196	100	11,040	920
	Unique Users	1,646	137	Point in Time	Point in Time	Point in Time	419
B.4	Hours Open to the Public	4,020	335	2,457	205	5,454	455

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: January 25, 2023
Report #: 23-01
Subject: **Updated** Statutory Holidays and Library Closures for 2023

Recommendation:

That report 23-01, dated January 25, 2023, with respect to the updated statutory holidays and library closures for 2023, be received;

And that the statutory holidays and library closures for 2023 be adopted as presented.

Purpose:

The purpose of this report is to provide the board with an **updated** list of dates detailing when the library will be closed to the public. The list originally presented at the September 28, 2022 meeting in Report #22-08 has been updated.

The updates are cosmetic in nature and do not impact the figures used in development of the 2023 operational budget for hours of operation.

Background:

Each year library staff review the statutory holidays and other library closings. The library closes on Sundays of long weekends and no additional funding has been included in the 2023 budget to accommodate opening on these days.

As in previous years, the Alder Street Branch will open on Monday, February 20 for potential activities in community events, the Train Station will be closed. All other departmental and full-time staff will be off.

The Human Resources Division has reviewed the holiday list below and advised that the town is investigating the implementation of a statutory holiday policy that will create rules moving forward so that annual approvals of exact dates will be redundant. This list may require modifications should the proposed policy be adopted in 2023.

2023 Statutory Holidays (orange) GLAD Days (blue) and special closures (black)

Sunday	February	19	Family Day weekend
Monday	February	20	Family Day – Train Station Closed, Alder open 11 - 4 pm
Monday	March	27	GLAD Day
Friday	April	7	Good Friday
Sunday	April	9	Easter Sunday
Monday	April	10	Easter Monday
Sunday	May	21	Victoria Day weekend
Monday	May	22	Victoria Day
Monday	Jun	12	GLAD Day
Friday	Jun	30	Canada Day weekend
Saturday	July	1	Canada Day
Sunday	August	6	Civic Holiday weekend
Monday	August	7	Civic Holiday
Sunday	September	3	Labour Day weekend
Monday	September	4	Labour Day
Sunday	October	8	Thanksgiving weekend
Monday	October	9	Thanksgiving Holiday
Monday	November	20	GLAD Day
Sunday	December	24	Christmas Eve
Monday	December	25	Christmas Day
Tuesday	December	26	Boxing Day
Sunday	December	31	New Year's Holiday
Monday	January	1	New Year's Day (2024)

Financial Impact:

The impact on hours of operation has been reflected in 2023 operating budget estimates.

Prepared and respectfully submitted by,
Darla Fraser,
Chief Executive Officer



374028 6TH LINE • AMARANTH ON • L9W 0M6

December 16, 2022

William Rea
Orangeville Public Library Board Chair
1 Mill Street
Orangeville, ON
L9W 2M2

Re: Orangeville Public Library Board Agreement

Dear Mr Rea:

Please find enclosed two copies of the signed Orangeville Public Library Board Agreement for 2023. If you could please have both copies signed and return one copy to our office at your earliest convenience it would greatly appreciated. I have also enclosed a list of the 2023 Council Meeting dates as your letter indicated you would like to attend a Council meeting to discuss the library strategic plan. Please let me know when you would like to attend and provide a copy of the report or presentation so I can add it to the agenda.

Thank you in advance.

Sincerely,

Holly Boardman
hboardman@amaranth.ca
Administrative Assistant
Township of Amaranth

cc. Darla Fraser, Orangeville Public Library, CEO

COLLECTION AGREEMENT
BETWEEN
THE CORPORATION OF THE TOWNSHIP OF AMARANTH
AND
THE ORANGEVILLE PUBLIC LIBRARY BOARD
2023

Whereas the Orangeville Public Library Board wishes to enter into an agreement with the Corporation of the Township of Amaranth to invoice for the non-resident fees levied on households interested in membership with the Orangeville Public Library.

Therefore, be it resolved that the Corporation of the Township of Amaranth and the Orangeville Public Library Board agree to the following:

1. The Orangeville Public Library Board shall provide all services in accordance with the Public Libraries Act, R.S.O., 1990, c.P.44;
2. The Corporation of the Township of Amaranth agrees to pay the Orangeville Public Library Board directly for residents seeking membership with the Orangeville Public Library. The rate per household has been set at \$ 185.00 for 2023;
3. The Orangeville Public Library Board agrees to invoice the Corporation of the Township of Amaranth three time per year on April 30, August 31, and December 31;
4. Each invoice will provide details per household including name and civic address and a copy of a signed MFIPPA release form;
5. The Corporation of the Township of Amaranth will not be represented on the Library Board;
6. This agreement will expire December 31, 2023 and can be terminated with 60 days written notice by either party prior to the end date.

Dated the 17 day of January, ²⁰²³~~2022~~.



Chair, Orangeville Public Library Board



Mayor, Township of Amaranth



CEO, Orangeville Public Library Board



CAO, Township of Amaranth



Township of Amaranth Council Meeting Dates for 2023

Council Meetings – MORNING	Council Meetings – EVENING
Wednesday, January 11, 2023 – 9:00 a.m.	
Wednesday, February 1, 2023 – 9:00 a.m.	Wednesday, February 15, 2023 – 6:00 p.m.
Wednesday, March 1, 2023 - 9:00 a.m.	Wednesday, March 15, 2023 – 6:00 p.m.
Wednesday, April 5, 2023 – 9:00 a.m.	Wednesday, April 19, 2023 – 6:00 p.m.
Wednesday, May 3, 2023 – 9:00 a.m.	Wednesday, May 17, 2023 – 6:00 p.m.
Wednesday, June 7, 2023 – 9:00 a.m.	Wednesday, June 21, 2023 – 6:00 p.m.
Wednesday, July 5, 2023 – 9:00 a.m.	Wednesday, July 19, 2023 – 6:00 p.m.
Wednesday, August 9, 2023 – 9:00 a.m.	
Wednesday, September 6, 2023 – 9:00 a.m.	Wednesday, September 20, 2023 – 6:00 p.m.
Wednesday, October 4, 2023 – 9:00 a.m.	Wednesday, October 18, 2023 – 6:00 p.m.
Wednesday, November 1, 2023 – 9:00 a.m.	Wednesday, November 15, 2023 – 6:00 p.m.
Wednesday, December 6, 2023 – 9:00 a.m.	

2023 Calendar - Canada

January						
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February						
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October						
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November						
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December						
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31						



TOWNSHIP OF EAST GARAFRAXA
065371 DUFFERIN COUNTY ROAD 3 • UNIT 2
EAST GARAFRAXA • ON • L9W 7J8
T: 226-259-9400 • TOLL FREE: 877-868-5967 • F: 1-226-212-9812
www.eastgarafraxa.ca

December 20, 2022

Mr. William Rea, Chair
Orangeville Public Library Board
1 Mill Street
Orangeville, ON L9W 2M2

Dear Mr. Rea,

Re: Orangeville Public Library Board Collection Agreement 2023

At the Electronic Council Meeting held on December 13, 2022, the following resolution was passed:

Moved By Zukowski Seconded By Banfield

Be it resolved that:

Council do hereby receive the Orangeville Public Library correspondence dated November 23, 2022 regarding the 2023 rate for non-resident membership of \$185.00 per membership effective as of January 1, 2023, to which East Garafraxa will reimburse the Orangeville Public Library Board one membership per household annually;

And further that the Mayor and CAO are authorized to execute the 2023 Collection Agreement. **Carried.**

Enclosed is an executed copy of the Collection Agreement between the Township and the Orangeville Public Library Board for the year 2023. Please forward a fully executed copy once available.

With respect to the Board presenting its new strategic plan, Township of East Garafraxa Council meet at 2:00 p.m. on the following dates, Tuesday, February 14th and 28th, and Tuesday, March 14th and 28th. At this time, it is anticipated that meetings will continue to be held virtually/electronically, however, we will advise if this changes. Please let us know which of the above noted dates would work for the Board.

Do not hesitate to contact our office if you have any questions.

Yours truly,

**Corporation of the
Township of East Garafraxa**

A handwritten signature in blue ink that reads "Susan M. Stone".

Susan M. Stone, AMCT, CAO

CC: Darla Fraser, Orangeville Library Chief Executive Officer

COLLECTION AGREEMENT
BETWEEN
THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA
AND
THE ORANGEVILLE PUBLIC LIBRARY BOARD
2023

Whereas the Orangeville Public Library Board wishes to enter into an agreement with the Corporation of the Township of East Garafraxa to invoice for the non-resident fees levied on households interested in membership with the Orangeville Public Library.

Therefore, be it resolved that the Corporation of the Township of East Garafraxa and the Orangeville Public Library Board agree to the following:

1. The Orangeville Public Library Board shall provide all services in accordance with the Public Libraries Act, R.S.O., 1990, c.P.44;
2. The Corporation of the Township of East Garafraxa agrees to pay the Orangeville Public Library Board directly for residents seeking membership with the Orangeville Public Library. The rate per household has been set at \$ 185.00 for 2023;
3. The Orangeville Public Library Board agrees to invoice the Corporation of the Township of East Garafraxa three time per year on April 30, August 31, and December 31;
4. Each invoice will provide details per household including name and civic address and a copy of a signed MFIPPA release form;
5. The Corporation of the Township of East Garafraxa will not be represented on the Library Board;
6. This agreement will expire December 31, 2023 and can be terminated with 60 days written notice by either party prior to the end date.

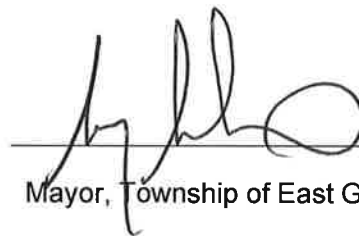
Dated the 17 day of January, ²⁰²³~~2022~~.



Chair, Orangeville Public Library Board



CEO, Orangeville Public Library Board



Mayor, Township of East Garafraxa



CAO, Township of East Garafraxa