

**LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT**  
**PO Box 148, Port Loring, Ontario P0H 1Y0**

**Bylaw 2023-08:**

The Members of the Local Services Board of Loring, Port Loring and District enact as follows:

A bylaw to:

1. Accept the Library agreement between NNDSB and the LSB until March 29, 2028 unless terminated by either parties. The Board to review the agreement yearly.
2. This bylaw shall be effective upon date of enactment.

Passed at a meeting of the Local Services Board of Loring, Port Loring and District on the 20th day of April 2023.

SIGNING AUTHORITY: Paula deKoter

BOARD MEMBER NAME: PAMELA deKOTER

SECRETARY: Peggy Whitehead



## **LIBRARY SERVICES AGREEMENT**

Dated this 29<sup>th</sup> day of March 2023.

**BETWEEN:**     **Local Services Board of Loring, Port Loring and District**  
                  ("the LSB")

**AND:**           **The Near North District School Board**  
                  ("the Board")

**PURPOSE:**     This Agreement has been enacted to ensure the continued presence of the Argyle Community Library within Argyle Public School, where both collections are housed in the same area. This Agreement shall be effective on the date of signing of this agreement and shall continue in full force until the same day and month in 2028, unless terminated by either party.

Either party may terminate this agreement upon ninety (90) days written notice if, for any reason, either party fails to comply with the terms of the agreement. This agreement may also be terminated at any time at the option of either party, without cause, upon three hundred and sixty-five (365) days written notice, or upon agreement by both parties.

In this agreement:

- "the school" refers to Argyle Public School, owned by the Board.
- "the library" refers to the library space within Argyle Public School, jointly used by the school and by the Community Library.
- "ACLB" refers to the Argyle Community Library Board, the body that operates the community library under the authority of the LSB. The LSB has "power of library" in the community.

The LSB and the Board mutually agree as follows:

1. The Principal of the school and the Board's librarian at the school will be members of the ACLB.
2. The Board will share with the LSB a total of approximately 1100 sq. ft. within the existing library are in the school.
3. The Board will provide all building maintenance and repairs including replacement of major building components such as roofs, windows, heating systems, electrical systems and structure.
4. The Board assumes all responsibility for caretaking and janitorial services.
5. The Board will pay for the provision of all utilities.
6. The Board agrees to provide grounds maintenance/snow removal as is provided on a regular basis to the rest of the school.



7. Any modifications to the library require approval of the Board and will be arranged by the Board. Costs of such modifications must be discussed in advance with the LSB and an agreement regarding shared costs must be made before the modifications will be made.
8. The LSB agrees that the collection will not be moved from the school for the term of this agreement.
9. Authority within the building:
  - Ultimate responsibility for the facility resides with the school principal. Ultimate responsibility for the students during school hours resides with the school principal.
  - Ultimate authority over anyone in the school at any time resides with the school principal.
10. Communication concerning this agreement during its term will be through the Library Liaison of the LSB and the Principal of the school. Any items of concern will be brought forward in a timely fashion and dealt with in a cooperative manner.
11. The Board and the LSB shall each maintain comprehensive general liability and property damage insurance in the amount of at least 5 million dollars per incident in which each party shall name the other as an additional insured with respect to their individual obligations under this agreement.
12. A sign-in system will be used for the general public that use the library. The system must be in effect due to the Ontario Safe Schools Act. The system is to be established by the ACLB, the Board librarian (s) and the principal of the school.
13. Public access to the library is through the main entrance during school hours and the designated east entrance only during non-school hours. Keys for after hour access are held by the custodian, principal, or designate.
14. Volunteers and/or Patrons may only use the individual washrooms located in the staff room or across from the office.
15. Health and Safety:
  - All volunteers in the school require criminal reference checks in order to work on Board property. These checks are to be provided at the expense of the LSB or its volunteers.
  - All volunteers in the school require WHMIS training. This training can be provided through the Board at no cost to the volunteers.
  - Books in both collections will be inspected for mould regularly. Any items in the Board's collection showing signs of mould will be bagged and disposed or according to Board requirements. Any items in the community library collection will be disposed of according to ACLB and LSB direction. Any books that have been wet are particularly susceptible to mould and must be properly dried and then monitored carefully. Under no conditions may mouldy items be permitted to reside in the library.
16. The Board's emergency response plan will be followed during the school day. In-service will be provided for all school and ACLB volunteers.



17. The Board, the LSB, and the ACLB will all encourage employees and volunteers to get trained in CPR and First Aid. The Board's encouragement will be accompanied by adherence to the existing guidelines concerning such training. Costs will be provided for employees and volunteers by their own respective organizations.
18. Members of the public may be in the school to use only the library, unless they check in with the school office.

19. Hours of operation:

- September through June
  - Mondays 3:30pm – 5:00pm
  - Wednesdays 9:00am – 12:00pm
  - Thursdays 3:30pm – 5:00pm
- July and August
  - Wednesdays 9:00am – 2:00pm
- ACLB volunteers are on duty on a schedule negotiated by the LSB and the Board.
- Members of the public may use the library whenever the library is staffed by either the ACLB volunteers or by the Board librarian.
- Summer hours or hours at any time that the school is normally closed, may be negotiated between the LSB and the Board on the understanding that if costs are incurred, they are the responsibility of the LSB unless funding to cover them is available under the provincial Community Use of Facilities initiative. Summer's hours, if desired, must be negotiated each June and will depend on the maintenance and custodial schedule of the school. Board policy prevents use of school facilities unless a custodian or the principal is on duty.

20. Library Administrative Software:

- The Board shall provide its Library Administrative Software to hold all library databases and provide library functionality contained in the software. Upgrades shall be provided by the Board as they become available.
- Training to use the system shall be provided by the Board.
- Costs of supplies (barcode labels, protectors) shall be borne by the owning library.
- Logins shall be provided to ACLB librarians who are maintaining their database.
- The library that bought the book owns its data. Should the need arise, the Board will provide an export of data to the owning library. That is, if the ACLB wants to extract data, the Board will enable it.

21. Computers:

- Board computers for student use remain in current location within the library. Students may use these computers only during school hours with supervision by either a teacher or the Board librarian. Board policy prevents access to this computer network by the public or by the students outside of regular school hours.
- If an administrative computer is available, the ACLB librarian(s) will have access to it to process books and circulate them to the public.



- Access to computers by school staff continues as at present during regular school hours.
- Printers and scanners for librarian use only will be provided by the Board if they are available.
- The LSB may ask for rights for a limited number of patrons to access the Board's Virtual Library; however, any additional subscription costs shall be charged back to the LSB.
- The Board provides the LSB and its patrons with access to internet resources through the NNDSB network. The internet connection is secured and protected behind the Board firewall and all users of the internet must be authenticated. The Board will provide the LSB with a generic user account that all patrons can use to access internet resources. The password of this generic account will be managed by the Library Technician, principal, or his/her designate and will be changed on a regular basis to maintain and ensure security of the NNDSB network.
- The Board firewall also acts as an internet content filter which blocks access to certain websites in defined categories (i.e., gambling, pornography, etc.). Patrons of the Argyle Public School Library will be subjected to these content filters.

## 22. Book Collections:

- Ownership:** All books purchased by, or donated to, either library collection are to be identified as such and remain the property of that library collection. All current inventory of each library collection at the time of this agreement will remain the property of that library collection and its representatives.
- Purchasing**
  - Responsibility to purchase new materials resides with each library.
  - Librarians are expected to purchase cooperatively to avoid needless duplication and to adequately meet patron needs.
- Cataloguing responsibilities**
  - Each library shall catalogue its own material.
  - The Board shall accept Notepad lists of ISBNs to enter into its system.
- Shelf reading responsibilities**
  - Each librarian shall share in shelf reading duties.
- Inventory responsibilities**
  - Each librarian shall share in inventory duties. The Board will provide the software and barcode scanners.

## 23. Circulation:

- Responsibility to circulate**
  - To the public:** At present, the public frequently signs out its own materials. If an administrative computer becomes available and the public collection is added into a common database, the ACLB will consider implementing a computerized sign-out procedure. If the public wishes to sign out school library material, the computerized sign-out procedure must be followed once an administrative computer is available.
  - To Students:** When an administrative computer becomes available and the school collection is added to the database, all sign-outs will be computerized.
- Responsibility for overdues**
  - ACLB is responsible to collect its own overdues.
  - School is responsible to collect its own overdues.
  - Overdue fine policies and enforcement:



- The Board does not impose fines on students for overdue items.
- The ACLB may set its own policies regarding late fees.

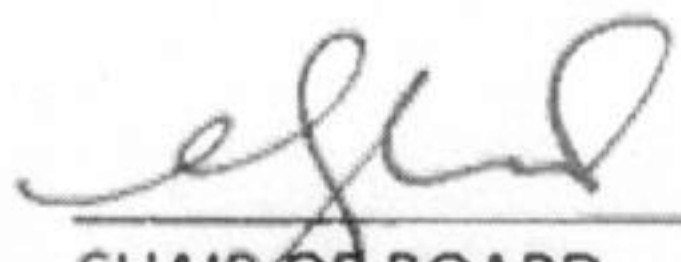
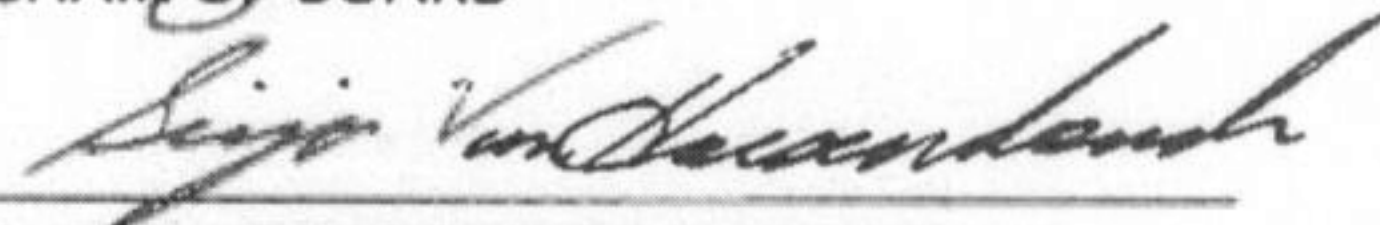
24. Book fairs:

- Purchases resulting from book fair profits will be used to purchase material for the collections. Purchasing plans will be formed by cooperative discussion between the ACLB and Board librarians.
- For purposes of ultimate ownership of materials purchased with book fair proceeds – purchases will be evenly divided according to value by the ACLB and the Board.

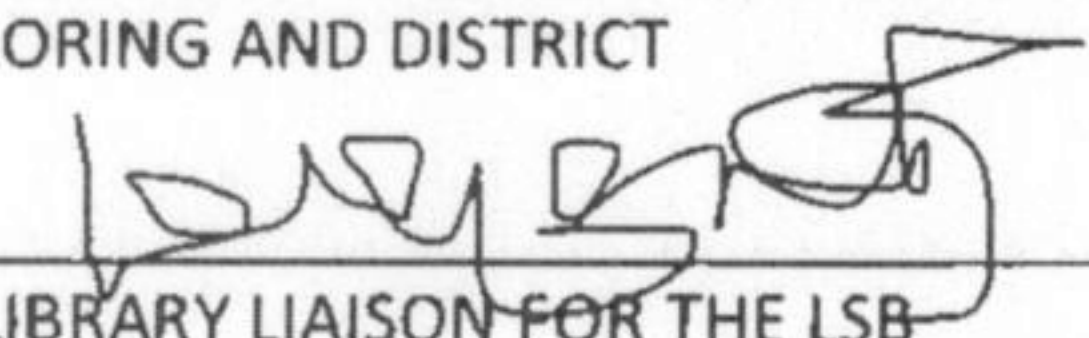
25. Donations: Donors may stipulate whether donations are to go to the ACLB collection or to the school's collection. Library staff and the Principal reserve the right to decline donations.

The foregoing agreement has been attested to by the signatures of the following:

**NEAR NORTH DISTRICT SCHOOL BOARD**

  
 CHAIR OF BOARD  
  
 SUPERINTENDENT OF BUSINESS

**LOCAL SERVICES BOARD OF LORING, PORT**

LORING AND DISTRICT  
  
 LIBRARY LIAISON FOR THE LSB  
 \_\_\_\_\_