SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
REGULAR MEETING OF THE BOARD
June 21st 2022 7 pm
AGENDA

1. Land Acknowledgement: We acknowledge that we are gathered on the unceded traditional territory of the Omaamiwininii Anishinaabeg (the Algonquin people). We acknowledge that the Algonquin people have been stewards of this land since time immemorial and as such we treat the land, its plants, animals, stories and people with honour and respect. Today, this land is home to Indigenous people from across Turtle Island, as well as many non-Indigenous peoples, and we acknowledge the shared opportunity to live and work within this beautiful territory. All my relations. Chi-miigwetch.
2. Call to Order
3. Approval of Agenda
4. Approval of Minutes: **May 17th 2022**
5. Report of the Chairperson:
6. Business Arising from the Minutes
   6.1. Outreach & Survey:
   6.2. UV window treatments: no updates
   6.3. The International Dyslexia Association Ontario's Library Mini grant: This grant would provide $500 for decodable books for the library that help to promote literacy for all young learners.
   6.4. OLS: Connecting Public Libraries Initiative: This includes Capital costs for fiber optic to library, all equipment and the monthly internet connectivity costs for the first twelve months.
   Plan OLS 50: no data limit, download 50Mbps, upload 10 Mbps, 2 year plan - 159.99mth 3 year plan - 145.99mth. Infrastructure scheduled to start at the end of 2022/beginning 2023.
   6.5. Mileage forms: Submission every 6 months is acceptable. For this year we have been asked to submit in August and year end.
   6.6. Direct Deposit:
   6.7. Madawaska Shelving:
7. New Business:
   7.1. Ancestry.com initiative
   7.2. Museum Passes: Canadian Museum of Nature: 2 Nature Card passes for loaning coming soon.

Have requested to join visitor pass programs at Ingenium - Canada's Museums of Science and Innovation, AGO and the Toronto Zoo. Awaiting responses.

8. Reports
   8.1. Finance: Approval of Outstanding Accounts
   8.2. Librarian's Reports
   8.3. Council Report
9. Governance
   9.1. Policy: Advocacy, Weeding and Weeding Guidelines no edits, Memberships and Fees(additions are in green, removals in red)
   9.2. Strategic Planning/Strategic Doing: Update/next steps
10. Programming:
    10.1. Adam Shoalts - Fall 2022
    10.2. TD Summer Reading Program and Story Walk
    10.2 Other ideas/suggestions: online basics workshops as per Killaloe library

11. Correspondence:
12. Any Other Business
13. In Camera / Out of Camera
14. Next meeting: August 16th 2022
15. Adjournment

Township of South Algonquin Public Library
Minutes of the Meeting Held
May 17th 2022 @ 7:00 PM

Present: Elaine Hare, Jeff Bowman, Sarah Ennor, Carol Peterson, Rose Jessup **Zoom:** Sharon Florent
Staff: Charlene Alexander & Cynthia Haskin **Regrets:** Councilor Dave Harper **Absent:** Vicki Forward

1. **Land Acknowledgement**
2. **Call to Order:** 7:12 pm
3. **Motion # 2022-26**
   Moved by – Carol Peterson Seconded by – Rose Jessup
   To approve the agenda. Carried
4. **Motion # 2022-27**
   Moved by – Rose Jessup Seconded by – Sarah Ennor
   To approve the minutes of **April 19th 2022** Carried
5. **Report of the Chair:** report on Michael Dumas
6. **Business Arising**
   6.1. Fridge Magnets: arrived, begin to distribute.
   6.2. **Outreach & Survey:**
   Motion # 2022-28
   Moved by – Elaine Hare Seconded by – Rose Jessup
   To approve patron letter and survey. Carried

Madawaska branch: we have health/safety concerns regarding some of the railroad displays being unsafe. Adam Ziebarth has secured the display and disposed of lantern fuel.

7. **New Business:**
   7.1 The International Dyslexia Association Ontario's Library Mini-grant: This grant would provide $500 for decodable books for the library that help to promote literacy for all young learners.
   7.2 UV window treatment: Adam Ziebarth has received a quote of $750 for UV window treatments at both branches.
   7.3 Mileage forms: Charlene Alexander will discuss the process for submission with Jennifer Baragar.
8. **Reports**

8.1 Outstanding Accounts:
Motion # 2022-29
Moved by – Elaine Hare Seconded by – Rose Jessup
To approve outstanding accounts. ($885.84) Carried

8.3 Council report: none
9 Governance:
10 Programming:
10.1 **Author/Book Talks:** Kevin Callan Speaking Tour – May 18th, 7pm. Adam Shoalts - Fall 2022.
10.2**TD Summer Reading Program and Story Walk** – we are registered for the program and materials.

Next Meeting: June 21st 2022 @ 7:00 PM
Motion # 2022-25
Moved by – Elaine Hare Seconded by – Sharon Florent
To adjourn 8:45pm Carried

Motion # 2022-32
Moved by – Rose Jessup Seconded by – Elaine Hare
To approve the minutes of **May 17th 2022** Carried

Township of South Algonquin - Monthly Stats
May 2022

	Whitney	Saturday's	Madawaska	Saturday's	Total
Head Count	86	20	74	22	
Circulation	111	15	30	5	
Curbside	4	0	0	0	
WIFI_in Library	19	4	35	8	
Inter Library Loans	22	0	0	0	
New Members	1	0	0	0	
Print/fax/copy	2	0	3	0	
Reference	3	0	0	0	
Tech/media/software support	2	0	2	1	
time spent on above requests	30	0	13	4	
other requests		0	0	0	
Programs		0	0	0	
Outstanding Accounts	none		$203.49		$203.49
Accounts paid with Visa					
Overdrive users					25
Overdrive circulation					198
Vaccine receipts			0	0	
time spent on above requests			0	0	
non members users	4		0	0	

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

BILLS FOR PAYMENT

June

INVOICE #	LIBRARY:	DETAILS	AMOUNT	TAX
#3429228	Madawaska 590	Whitehots - books	$8.86	$0.42
#70738356	Both 590	Pro Quest subscription - ancestry	$194.63	$22.39
	TOTAL		**$203.49**	**$22.81**

Date: _____

Librarian Approval: Charlene Alexander

Motion # 2022-

Moved by – Seconded by –

To approve the outstanding account.

Whitehots Inc.

205 Industrial Parkway North, Unit #3, Aurora, ON, L4G 4C4, Canada TEL: (905) 727-9188 FAX: (905) 727-8756

INVOICE

3429228

SOLD TO:

MADAWASKA PUBLIC LIBRARY - TWNSHP OF S. ALGONQUIN
26A MAJOR LAKE ROAD
PO BOX 130
MADAWASKA, ON
K0J 2C0
CANADA

SHIP TO:

MADAWASKA PUBLIC LIBRARY - TWBSHP OF S. ALGO
26A MAJOR LAKE ROAD
PO BOX 130
MADAWASKA, ON
K0J 2C0
CANADA

Customer:	FOB:	Terms:	Packing Slip:	Page:	Invoice Date:	Invoice Number:
M802 01	Customer	Net 30 Days Order	49583-8000-566133	1	12/20/21	**3429228**

PO/Ref	Qty	Item	Description	Tax	Price	Disc	Net Amount
P.O. Box 130	**1**	**9781538734759**	**SCANDAL**	**G**	**12.99**	**35.0**	**8.44**
239715 *			MARSH, NICOLA MM		8.444	:N	

The Following Items are Cancelled:

P.O. Box 130	**1**	**9780736920193**	**SUPER INCREDIBLE KNOCK-KNOCK JOKES FOR K**
Ref: 239715		Out of stock - Cancelled	
P.O. Box 130	**1**	**9780968355817**	**J. R. BOOTH : THE LIFE AND TIMES OF AN O**
Ref: 239715		Out of stock - Cancelled	

Subtotal for BOOK SALES: 8.44

Twp South Algonquin	DATE	INITIALS
Goods rec'd in good order		CH
Approved by Dep't Head		
G/L ACCOUNT#	590	
Clerically accurate		
Paid by Cheque#		
Approved by C... ...ril		

Qty: 1 Items: 1 KGS: 0

GST # 896669835RT0001
CAN
(Total Tax: $.42)

Sub Total	**8.44**
Freight	**0.00**
GST (G)	**0.42**
TOTAL (CAD)	**8.86**

ProQuest LLC
C/O Lockbox 915070
P.O. Box4090 STN A
Toronto ON M5W 0E9
Canada
Telephone (800) 521-0600 ;(734)761-4700
GST No: 85630 2690 RT0001

Invoice

SHIP TO : Township of South Algonquin Library
26A Major Lake Rd, PO Box 130
Madawaska ON K0J 2C0
Canada

BILL TO : Township of South Algonquin Library
26A Major Lake Rd, PO Box 130
Madawaska ON K0J 2C0
Canada

Invoicing and Renewing Simplified

Input from librarians like you has led to streamlined invoices and a new service to simplify your workload: the ProQuest Invoice Portal. It's the new online resource for your ProQuest products and services when it comes to invoicing and the status of your spend. You can view and download a two-year history of your ProQuest invoices and submit an inquiry or dispute directly to ProQuest. Register today at https://invoices.proquest.com. Plus, take advantage of EasyRenew if you haven't already. Learn more at http://www.proquest.com/go/easyrenew

SUMMARY TOTALS FOR INVOICE NUMBER: **70738356**

DATE: **10-Jun-2022**

INVOICE DUE DATE: **10-Jul-2022**

SUB-TOTAL:	$ 172.24
SHIPPING & HANDLING:	$ 0.00
TAX:	$ 22.39
INVOICE TOTAL:	$ 194.63
PAYMENTS/CREDITS:	$ 0.00
AMOUNT DUE (CAD):	**$ 194.63**

Twp South Algonquin	DATE	INIT
Goods rec'd in good order		CH
Approved by Dep't Head		
G/L ACCOUNT#	590	
Clerically accurate		
Paid by Cheque#		
Approved by Council on		

CARR McLEAN
Proudly Canadian Fièrement canadien

June 14, 2022

Quotation No: CM220610-1-R1

The Township of South Algonquin Public Library
26 A Major Lake Road
P.O. Box 130
Madawaska, ON, K0J 2C0
T: 613-637-1099
E: madawaskalibrary@gmail.com

Attention: Cynthia Haskin

Thank you for the opportunity to provide a quote for your library. If you have any questions, please do not hesitate to contact me.

Montel Aetnastak Shelving

A) 66"H frames, 5-tier with 10"D low back shelves

Qty 10 D/F, 36"W Bay

Qty 7 S/F, 36"W Bay

Total A: $8,650.00

B) Freight from Montel to our warehouse in Toronto

Total B: $345.00

Total A & B: $8,995.00

Add $475.00 for delivery to site, truck with tailgate

Colour: Pearl Grey

This quote is valid for 30 days

HST extra

Estimated delivery: 8 -10 weeks after receipt of order

Quotation prepared and approved by:

Craig Martin, Sales Consultant

ADVOCACY POLICY STATEMENT

The Library Boards Role in Advocacy

The Library Board shall ensure that:

1. The community is aware of the importance of the library
2. The municipal council and administration fully understand the important role played by the library in the community
3. Support provincial and federal library-related organizations to ensure Provincial and federal legislators respond to the needs of the public library community

Advocacy Targets

1. Community:
   The Library board shall endeavour to build and maintain good relationships with patrons and with community organizations which use library services to ensure their continued support.

2. Municipal Council:
   The Library Board shall endeavour to represent the community's needs for public library service to municipal council on a continuous and consistent basis.

3. Provincial and Federal library-related organizations:
   The Library Board shall endeavour to represent the community's needs for public library service to provincial and federal library-related organizations.

Date of Last Review: 2011, 2019, 2022 Approval Date: June 21st 2022
Chairperson: Jeff Bowman CEO: Charlene Alexander

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

COLLECTION MAINTENANCE/WEEDING POLICY

In order to maintain an active working collection of high standards, materials shall be withdrawn from the collection on a regular and systematic basis for the following reasons:

1. To remove materials which are no longer relevant to the collection
2. To remove materials whose contents are out-of-date and therefore potentially misleading
3. To remove materials which are no longer of interest to the community
4. To remove damaged or worn-out materials
5. To make room for new materials coming into the collection
6. To maintain reliability and credibility
7. To increase circulation
8. Special consideration materials:
    - Local history
    - Out of print but still useful
    - Publications needed to maintain a balanced viewpoint on a particular subject

The on-site librarians shall have overall responsibility for the materials withdrawn from the collection. The on-site librarians shall have full discretion to retain books that would otherwise be weeded from the collection.

All collection maintenance will be done in accordance with the Township of South Algonquin Public Library weeding guidelines chart.

Shelves shall be weeded on an ongoing basis so that all shelves will be reviewed at least annually.

Withdrawn materials should be sold, if possible, to produce extra income for the Library.

Materials which remain unsold should be donated e.g., Seniors Centre, hospital etc., or depending on condition, destroyed.

Date of Last Review: July 2011 Approval Date: June 21st 2022
Chairperson: Jeff Bowman CEO:Charlene Alexander

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

MEMBERSHIP & FEES

Books and other materials are available for loan to all persons with a valid membership card. Public Libraries are required by law to adhere to the Public Libraries Act, Revised Statutes of Ontario, 1990, chapter P44 which states in Section 23 that Library Boards shall allow the public to reserve and borrow circulation material free of charge. The public includes all residents within the Municipality for which the Library Board is established. Persons residing outside the area but owning property, working in, or attending schools in the area, shall be considered residents. Library access is available to persons other than property owners on the terms described below.

Membership

Resident Membership
Library membership is free to residents of, and property owners in, the Township of South Algonquin.

Junior Membership
Residents 12 years of age and under will be registered as junior members of South Algonquin Public Library. Parents or Guardians must co-sign the membership to acknowledge responsibility for use of library services and borrowed materials. Junior membership allows use of all aspects of the library's collections and services.

Non-Resident Memberships
Membership may be given to persons from surrounding areas and to temporary, seasonal or holiday visitors. Non-Resident memberships are available for $30 for the year, this amount is based on the per household annual contributions to the library and is non-refundable.

Past Due/Lost/Damaged Materials
If items are retained by the borrower past the due date, they will be requested by phone call or email, to return them. If the materials are not returned a written notice will be mailed to the patron. We are a fine - free Library, that being said, if an item has not been returned by the 1 year anniversary of the due date, the item will be processed as lost and the borrower will be responsible for the replacement, approved substitution (as determined by Librarian), and/or costs associated with replacement materials plus a $5 processing fee. A written notice will be mailed.
In the case of interlibrary loan (ILL), any charges made by the lending library will be the responsibility of the borrower. This will be stated to patrons upon pick up of Inter Library Loan items.
In the case of the refusal to return items, to pay the replacement fees or to provide an approved replacement, borrowing privileges will be suspended (including access to Overdrive), until the material is returned/replaced and/or fees paid.

Borrowers who lose or damage library materials shall be required to contribute to the cost of replacing the item(s). Charges will be assessed by the librarian and based on the actual replacement cost plus a $5.00 processing fee.

Date of Last Review: 2011 Approval Date: June 21st 2022
Chairperson: Jeff Bowman CEO: Charlene Alexander

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
Weeding Guidelines Chart 2022

Subject	Copyright Date(in years)	Last Circulation(in years)
Fiction	N/A	10
Philosophy/Psychology 100-199	10	10
Religion 200-299	10	10
Social Sciences: In general	5	5
300 Sociology	10	10
320 Political Science	5	5
340 Law	5	5
370 Education	10	10
Languages 400-499	10	10
Sciences: In general	10	10
510 Math	10	10
570 Natural history	10	10
580 Botany	10	10
590 Zoology	20	10
Technology: In general	5	5
610 Medical	5	5
620 Engineering	5	5
630 Agriculture	10	10
640 Cookbooks	N/A	Weed as needed
650 Management	10	10
690 Building	10	10
Arts & Recreation 700-799	N/A	Weed as needed
Literature 800-899	N/A	Weed as needed
History/Geography: In general	15	10
910 Travel	10	10
920 Biographies	N/A	Weed as needed
Reference Books	20	Weed as needed
Local History	N/A	Weed as needed

SWOT Analysis - South Algonquin Public Library

Strengths

Do we have adequate number of Staff to do the job we are asking? Are they getting the training they need?

Adequate number of experienced, knowledgeable librarians with Excel Small Library Management Diplomas and two experienced occasional staff. Training is on-going and as needed, provided by either the Township or Ontario Library Service.

How do we compare with other libraries?

- For libraries serving similar population sizes, we have similar or slightly less staffing and hours.
- Well maintained collections that are growing and weeded on a regular basis. Collections are inclusive and diverse.
- Responsive delivery system (eg. covid curbside service)

How satisfied are our users?

- User survey will be distributed in 2022 to access our user's needs.

What shape is our facility in?

- Both facilities are well maintained and in good condition. New roof in Whitney 2021, air purifier 2022. New signage at libraries and throughout the township.

Are we making the best use of available technology?

- All computers/ software are current 2021.

Weaknesses

Do we have adequate number of Staff to do the job we are asking? Are they getting the training they need?

- Only 1 part time staff per location.
- Limited hours.
- lack of volunteers
- lack of funding for more staff
- community seems to want more hours/programming but currently don't have membership base to warrant this.
- occasional staff is too occasional; may need to up training opportunities
- lack of robust funding for staff/programming hindering growth.
- limited training opportunities/approvals/funds
- limited board member engagement
- board managing rather than governing

How do we compare with other libraries?

Many small libraries have 2 - 5 staff per location.

What shape is our facility in?

- Whitney location is out of the way. Visibility of the library is lacking. New Township signage will help this.
- Not much room to grow and or use the library for a community gathering place in Whitney
- Whitney location: heating upgrade. Ramp will need future repairs; this is being monitored by Adam Ziebarth and Dave Gatley.
- printer/fax/copier to be updated in 2023 in Whitney.

Opportunities

What community partnership exist for the library?

- Local Schools, Daycare, Resource Centre, Friends of Algonquin, Training and Learning Centre(Renfrew), Whitney Seniors New Outlook, Barry's Bay/Bancroft Libraries.
- Opportunity to build relationships with local businesses (programming) to support entrepreneurs and artists in the area and the financial health of the community.
- Continue to develop community partnerships.

How will Municipal Council budget decisions affect the library?

- municipal council budget heavily affects the library
- township strategic plan activities may impact demographics, tourism, etc opportunities

How is the population changing?

- new families moving into the area, taking advantage of remote work opportunities and rural living. Fresh opportunity for membership.
- opportunity to increase programming to attract youth and lifelong library users (may be a particular opportunity as "city kids" move to the area)
- opportunity to build relationships with local businesses (programming) to support entrepreneurs and artists in the area and the financial health of the community.
- better promotion of the library (hours and location) to attract new members/users.
- potential to apply for further grants to allow expansion (but requires manpower).

International DYSLEXIA Association® Ontario

Library Mini-grant Contract Form

Library Name: Township of South Algonquin Public

Mailing Address: P.O. Box 208

City: Whitney

Postal Code: K0J 2H0

Contact: Charlene Alexander

IDA Ontario Library Mini-Grant Agreement

The International Dyslexia Association Ontario (IDA Ontario) Library Mini-Grant Program is intended to provide funding to Ontario public libraries to help promote dyslexia awareness and add resources to their collections. All funds received from the grant must be used to purchase books and resources from the list provided by IDA Ontario.

This grant contract is effective as of the date signed below. It represents an agreement between the listed Libraries and IDA Ontario. The terms are considered binding unless an amendment is added and agreed upon by both parties.

Terms:

- IDA Ontario will provide the Library $500.
- The Library will spend at least $500 to purchase books and resources from the list of vetted titles provided by IDA Ontario.
- If the Library wishes to use grant funds to purchase books or resources not on the pre-approved list they will obtain prior written approval from IDA Ontario.
- The Library will work to build dyslexia awareness in their community during dyslexia awareness month in October.

- The Library will complete and return the grant follow-up package by **December 31st, 2022**. This includes:
    - Providing receipts and a list of titles purchased from each library to account for the $500 provided by IDA Ontario.
    - Providing photos, screen shots or links to information about the dyslexia awareness activities and/or promotion from each library conducted during October.
    - Completing a short survey about the mini-grant program.

Termination

This agreement shall be in effect until The Library has completed the follow-up package and provided receipts for the resources purchased using the full amount of funds provided. Should the library wish to terminate the agreement without completion of the follow up package, the library will provide written notice to IDA Ontario and return the $500 grant to IDA Ontario within 14 days.

Please sign below.

Charlene Alexander
Library Representative

Alicia Smith, *IDA Ontario President*

Date: June 2nd 2022

Date: _____

Community Network Partners Inc.
Member of The Crown Capital Telecom Group
460 Admiral Blvd
Mississauga, ON L5T 3A3

Phone: 905.828.3557 / 1.877.473.4487
Email: support@communitybroadband.ca
Website: www.communitybroadband.ca

COMMUNITY NETWORK PARTNERS INC.

Group 1-2

FOR OFFICIAL USE ONLY	
ISR:	
RM:	
Account #:	
Site ID:	

SUBSCRIBER BILLING ADDRESS INFORMATION

Customer Name:		
Account Contact Name:		
Address:		Phone Number:
City:		Alternate Phone Number:
Province:	Postal Code:	E-Mail Address:

SERVICE ADDRESS INFORMATION

Site Name:		
Address:		Site Contact Name:
City:		Phone Number:
Province:	Postal Code:	E-mail Address:

NOTIFICATION EMAIL ADDRESS

COMMENTS

STEP 1: Please select an Internet service plan (all prices in CAD$)

INTERNET PLANS AVAILABLE	THROUGHPUT		24 - Month Contract *(per month)*	36 - Month Contract *(per month)*
NO DATA LIMIT	**Download**	**Upload**		
OLS - Internet 50	50 Mbps	10 Mbps	☐ $159.99	☐ $145.99
OLS - Internet 150	150 Mbps	50 Mbps	☐ $249.99	☐ $224.99
OLS - Internet 300	300 Mbps	100 Mbps	☐ $349.99	☐ $314.99
OLS - Internet 1000	1000 Mbps	250 Mbps	☐ $499.99	☐ $449.99
Add on Services				

STEP 2: Please complete the 'Payment Options,' then agree to the Terms and Conditions by signing page 4

PAYMENT OPTIONS		
By signing below, I authorize Community Network Partners on a monthly basis to debit the amount due from my Credit Card or Pre-authorized Payment.		
☐ Credit Card (VISA, MasterCard or American Express)		
Card Number:		CCV:
Signature:	Exp. Date:	Name on Card:
☐ Pre-authorized Payment from bank account. Please attach/email a copy of a void cheque.		
Transit #:		
Signature:	Bank #:	Account #:

Terms & Conditions

Thank-You for choosing Community Network Partners; your locally-owned internet service provider.

AGREEMENT: These terms and conditions ("Terms") are between you the undersigned subscriber and Community Network Partners ("CNP"). These Terms set forth the general terms and conditions of your use of any of CNP's Internet service offerings (the "Service"). By signing below, or by creating an account and using the Service, you agree to be bound by these Terms as well as the Acceptable Use Policy (Appendix A as outlined below) (collectively, the "Agreement"). This Agreement may be changed by CNP at any time without providing prior notice to you. If you disagree with the changes, you accept that your sole and exclusive remedy is to stop using the Service. In such case, you agree to notify CNP that you are terminating the Agreement. Your continued use of the Service after any changes to the Agreement shall be deemed as your acceptance of the changed Agreement.

SERVICE: The Service includes the services specified on your Retail Subscriber Agreement. The service plan selected on the Retail Subscriber Agreement will be the service plan provided by CNP for the duration of the Term (as defined below) unless otherwise agreed by you and CNP in writing. CNP cannot guarantee upload or download speeds. The speed will vary depending on location, weather, wiring, internet traffic, content of a particular website, program or application, as well as overall performance and configuration of your computer or local network. Multiple concurrent users may reduce speeds and performance.

TECHNICAL SUPPORT: Included in the fees paid for the Service, CNP shall provide you with telephonic or email technical support during CNP's business hours by calling 905.828.3557 or toll free 1.877.473.4487 or by emailing support@communitybroadband.ca.

TERM: This Agreement is effective as of the date your account is created with CNP, and the Service is activated and will continue for the minimum number of months specified on your signed Retail Subscriber Agreement (the "Term"). Upon expiry of the Term, the Service will continue on a month-to-month basis until terminated in accordance with this Agreement. You may choose to renew your subscription for another Term after the initial Term is completed ("Renewal Term") and the then current form of this Agreement will apply to such Renewal Term. If you choose not to subscribe for another Term your monthly service will continue to be billed at the then current month to month rate until terminated by you in accordance with this Agreement.

TERMINATION OF ACCESS TO THE SERVICE: CNP may, in its sole discretion, terminate or suspend your access to all or any part of the Service at any time, with or without notice, for any reason, including, without limitation, breach of this Agreement. Without limiting the generality of the foregoing, any fraudulent, abusive, or otherwise illegal activity, or activity that may otherwise affect the enjoyment of the Service or access to the Service by others, may be grounds for termination of your access to all or part of the Service at the sole discretion of CNP.

CANCELLATION: If you would like to cancel before the initial Term is complete you will be charged a termination fee ("Early Termination Fee"). The Early Termination Fee is the amount of fees owing for the remainder of the Term (the monthly fee for your selected service plan times the number of months remaining). Requests for cancellation, before the initial Term, will not be processed unless the request is received by CNP in writing 30 days prior to deactivation. If you would like to cancel the Service after the initial Term, you must notify CNP in writing 30 days prior to deactivation. If a request to cancel is not received the Service will automatically be renewed on a month-to-month basis.

PAYMENT: The monthly fees are payable when due. You must provide CNP with accurate and complete billing information, as well as the location in which the Service has been installed. If your account is past due it is subject to a late payment fee. Delinquent accounts may be suspended or cancelled at the sole discretion of CNP, however your monthly service charges will continue until your account has been cancelled in writing. A suspended account is subject to the $49.95 processing fee. A minimum period of 1-2 business days is required to re-activate suspended accounts. Payments returned from the bank or credit card company for insufficient funds are subject to a $30.00 service charge. If you are purchasing used equipment, you are responsible to pay all outstanding balances before the system can be re-activated. Prices are subject to change without prior notice to you.

INSTALLATION: You are responsible for all costs related to the inside and outside wiring and mounting of the system. CNP, its agents, employees, representatives, or contractors have no liability for any damage to or loss or destruction of any of your hardware, software, files, data, or any other real or personal property. It is your responsibility to backup all existing files.

CONSENT: Subject to your right to unsubscribe under applicable law, you agree to receive electronic communications from CNP to the email address provided on the Retail Subscriber Agreement as it pertains to Canada's Anti-Spam Legislation (CASL).

RENTAL EQUIPMENT WARRANTY AND TERMS OF USE: If your Service includes a rental modem or equipment included in a service plan or priced separately ("Rental Equipment"), CNP is renting this equipment to you "as is". A refundable deposit for Rental Equipment may be required by CNP. You agree to continue to make payments to CNP for the Service up to the time of termination of this Agreement, regardless of any claims you assert against the manufacturer or supplier of any Rental Equipment. CNP is not liable to you for any loss, cost, expense or damage of any kind caused directly or indirectly by the Rental Equipment or the use, operation, ownership or maintenance of the Rental Equipment or for any loss of business damages whatsoever or however caused. Notwithstanding the foregoing, CNP agrees to repair or replace, as the case may be, at CNP's expense, any Rental Equipment which malfunctions under conditions of normal use. You agree to return any Rental Equipment to CNP upon termination of the Agreement. The cost of returning Rental Equipment to CNP is your responsibility and must be completed within 30 days of deactivation of the Service. Failure to do so will result in an automatic renewal. Rental Equipment must be returned complete with no major damage other than normal wear and tear. If the Rental Equipment is lost or damaged beyond repair you are responsible to pay CNP for the full published retail price of such Rental Equipment at that time. For greater certainty, the Rental Equipment shall at all times remain the sole and exclusive property of CNP. You do not acquire through this Agreement or by payment of any fees under this Agreement any right, title or interest in or to the Rental Equipment, except the right to possess and use the Rental Equipment for the Term, provided you are not in default under this Agreement.

INTELLECTUAL PROPERTY RIGHTS: CNP, or its third-party licensors, own the intellectual property rights in the Service including, without limitation, all rights in user interfaces, design documents, test plans and scripts, technical specifications, manuals, operating procedures and other user documents. Except as otherwise provided herein, nothing in this Agreement vests

or transfers any intellectual property rights in or to you and any use, alteration, or replication of any of CNP's intellectual property is a violation of this Agreement and applicable Canadian and international intellectual property laws. You agree to not take any action to jeopardize, limit or interfere with CNP's intellectual property rights.

PROTECTION OF SYSTEM: CNP reserves the right to: (a) turn off any system operating on the network for an indefinite period in order to comply with governmental requests; (b) to the extent required by law, intercept traffic on the network and route it to Government law enforcement agencies, if requested to do so; (c) suspend or deny Service to any system found to be interfering with network communications; or (d) disclose any information as necessary to satisfy any law, regulation or other governmental or court request.

MONITORING: Please note that CNP reserves the right to monitor and review all communications and data available through the Service for the purposes of managing the Service, investigating incidents, and adding functionality. By accessing the Service, you are expressly consenting to these monitoring activities.

PRIVACY AND CONFIDENTIALITY: By agreeing to this Agreement, you are also agreeing to CNP's Privacy Policy, which is available on the CNP website www.communitybroadband.ca .The Privacy Policy should be reviewed prior to using the Service, as it contains authorizations and consents for CNP's use and protection of your personal information and information relating to your device(s) used to access the Service. When you have notified CNP of a problem, CNP may need to access or use your personal information in order to diagnose and fix any issues that are preventing you from using the Service. This will be done by a data repair technician who will only access what is necessary to complete the requested support services.

SEASONAL HOLDS: Seasonal holds are not available.

FORCE MAJEURE: Neither CNP nor you shall be liable to the other should its performance under this Agreement be prevented, restricted or interfered with by reason of any circumstance or event beyond the reasonable control of the party so affected. A force majeure event includes (i) acts of God, such as fire, flood, earthquake or other natural cause; (ii) terrorist events, riots, insurrections, war, pandemic, epidemic, or national emergency; (iii) strikes, boycotts, lockouts or other labour difficulties, (iv) the lack of or inability to obtain permits or approvals, necessary labour, materials, energy, components of machinery, telecommunication ground failures; (v) satellite or transponder failure, and (vi) judicial, legal or other action of any Governmental Authority.

ASSIGNMENT: You shall not assign any of the rights or obligations under this Agreement without the prior written consent of CNP. CNP may freely assign its rights and obligations under this Agreement.

GOVERNING LAW: This Agreement shall be construed and enforced in accordance with the laws of the **Province of Ontario.** You irrevocably submit to the jurisdiction of the courts of the Province of Ontario, and irrevocably waive any objection at any time to the venue or convenience of forum of any suit, action or proceeding arising out of this Agreement brought in any such court.

WAIVER: No failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement operates, or may be construed, as a waiver thereof. No single or partial exercise of any right, remedy, power, or privilege hereunder precludes any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

ENTIRE AGREEMENT: Unless otherwise provided herein, these Terms together with the Retail Subscriber Agreement, Acceptable Use Policy and any applicable order(s) set forth the entire understanding of the parties with respect to the subject matter of this Agreement and supersede all prior agreements or understandings pertaining to the subject matter hereof.

SEVERABILITY: The provisions of this Agreement are severable from each other. If any provision of this Agreement is held to be invalid or unenforceable, it shall be revised to reflect as closely as possible its originally intended meaning, and the validity or enforceability of any other provisions in this Agreement will not be affected.

DISCLAIMER OF WARRANTIES, LIABILITY AND RESPONSIBILITY. YOU EXPRESSLY AGREE THAT USE OF THE SERVICE IS AT YOUR SOLE RISK. NEITHER CNP NOR ANY OF ITS INFORMATION OR CONTENT PROVIDERS, SERVICE PROVIDERS, LICENSORS, EMPLOYEES, OR AGENTS WARRANT THAT THE SERVICE WILL BE UNINTERRUPTED OR ERROR-FREE; NOR DOES CNP OR ANY OF ITS INFORMATION OR CONTENT PROVIDERS, SERVICE PROVIDERS, LICENSORS, EMPLOYEES, OR AGENTS MAKE ANY WARRANTY AS TO THE RESULTS TO BE OBTAINED FROM USE OF THE SERVICE, INCLUDING ANY MINIMUM UPLOAD OR DOWNLOAD SPEEDS. THE SERVICE IS DISTRIBUTED ON AN "AS-IS" AND "AS-AVAILABLE" BASIS WITHOUT WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF TITLE OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE, EXCEPT FOR THOSE WARRANTIES, IF ANY, WHICH ARE IMPLIED BY, AND INCAPABLE OF, EXCLUSION, RESTRICTION OR MODIFICATION UNDER THE LAWS APPLICABLE TO THIS AGREEMENT. IN PARTICULAR, BECAUSE CNP MAY PROVIDE YOU WITH ELECTRONIC ACCESS TO THE CONTENT AVAILABLE ON THE SERVICE, WHICH CONTENT MAY BE ORIGINATED BY INDEPENDENT PUBLISHERS AND/OR PROVIDERS AND WHICH CONTENT IS NOT AUGMENTED BY CNP, CNP CANNOT AND DOES NOT WARRANT THE ACCURACY OF ANY OF THE INFORMATION AS ORIGINATED BY SAID INDEPENDENT PUBLISHERS AND/OR PROVIDERS, AND CNP SHALL NOT BE LIABLE IN ANY MANNER WHATSOEVER FOR ANY ERRORS, OMISSIONS, OR INACCURACIES RELATING THERETO. IF DEFECTIVE, YOU – NOT CNP, ITS DEALERS, DISTRIBUTORS, AGENTS, EMPLOYEES, OR ANY THIRD-PARTY CONTENT PROVIDER – ASSUME THE CONSEQUENCES RESULTING THEREFROM. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY CNP, ITS DEALERS, DISTRIBUTORS, AGENTS, EMPLOYEES, OR ANY THIRD-PARTY CONTENT PROVIDER SHALL CREATE ANY WARRANTY IN OR TO THE SERVICE OR THE CONTENT THEREIN, AND YOU MAY NOT RELY ON ANY SUCH INFORMATION OR ADVICE.

LIMITATION OF LIABILITY: TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, CNP, ITS INFORMATION OR CONTENT PROVIDERS, SERVICE PROVIDERS, LICENSORS, EMPLOYEES, OR AGENTS AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS SHALL NOT BE LIABLE TO YOU OR ANY THIRD PARTY FOR ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES WHATSOEVER INCURRED THROUGH THE USE OF THE SERVICE. THE AGGREGATE LIABILITY OF CNP, ITS INFORMATION OR CONTENT PROVIDERS, SERVICE PROVIDERS, LICENSORS, EMPLOYEES, OR AGENTS IN CONNECTION WITH THIS AGREEMENT, YOUR USE OF THE SERVICE, OR ANY OTHER CIRCUMSTANCE GIVING RISE TO LIABILITY SHALL BE LIMITED TO DIRECT DAMAGES ONLY AND WILL IN NO CASE EXCEED THE AMOUNT, IF ANY, PAID BY YOU UNDER THIS AGREEMENT IN THE PREVIOUS TWELVE (12) MONTHS.

INDEMNIFICATION: YOU WILL DEFEND, INDEMNIFY AND HOLD HARMLESS CNP, AND ITS INFORMATION OR CONTENT PROVIDERS, SERVICE PROVIDERS, LICENSORS, EMPLOYEES, OR AGENTS, FROM AND AGAINST ALL THIRD PARTY CLAIMS, DEMANDS, DAMAGES, LOSSES, EXPENSES, COSTS (INCLUDING LEGAL FEES ON A SOLICITOR AND OWN CLIENT BASIS), FINES, AND PENALTIES SUFFERED OR INCURRED BY CNP RESULTING FROM OR CONNECTED WITH YOUR USE, MAINTENANCE, OPERATION, OR POSSESSION OF THE RENTAL EQUIPMENT AND YOUR USE OF THE SERVICE OTHER THAN IN ACCORDANCE WITH THIS AGREEMENT GENERALLY, OR OTHERWISE RESULTING FROM ANY NEGLIGENCE OR WILLFUL MISCONDUCT BY YOU (OR ANY PARTY FOR WHICH YOU ARE AT LAW RESPONSIBLE).

INQUIRIES: Questions about this Agreement should be directed via email to support@communitybroadband.ca or by calling 905.828.3557 / 1.877.473.4487.

BY SIGNING I AGREE TO THE TERMS & CONDITIONS AND THE ACCEPTABLE USE POLICY.	
Print Name:	Date:
Service Agreement Signature:	

Appendix A – Acceptable Use Policy (AUP)

IF YOU DO NOT AGREE TO BE BOUND BY THE TERMS AND THIS AUP, AS AMENDED FROM TIME TO TIME, YOU SHOULD IMMEDIATELY STOP USING THE SERVICE AND NOTIFY Community Network Partners ("CNP") THAT YOU ARE TERMINATING THE SERVICE.

PROHIBITED ACTIVITIES

Without limitation, you may not use (or allow anyone else to use) the Service to:

1. use, possess, post, upload, transmit, disseminate or otherwise make available content that is unlawful or violates the copyright or other intellectual property rights of others (as described in more detail below);
2. participate in any illegal soliciting or gaming schemes;
3. attempt to use the Service in such a manner so as to avoid incurring charges for usage;
4. participate in any fraudulent activities, including impersonating any person or entity or forging anyone else's digital or manual signature. You assume all risks regarding the determination of whether material is in the public domain;
5. access the Internet via the Service using Internet Protocol (IP) addresses other than the IP address(es) assigned to you by CNP;
6. invade another person's privacy, collect or store personal data about other users, or stalk or harass another person or entity;
7. access any computer, software, data or any confidential, copyright-protected or patent-protected material of any other person, without the knowledge and consent of that person, or use any tools designed to facilitate access, such as "packet sniffers";
8. upload, post, publish, deface, modify, transmit, reproduce, distribute in any way or otherwise make available information, software or other material protected by copyright or other proprietary or contractual right (such as a non-disclosure agreement) or related derivative works, without obtaining permission of the copyright owner or rightsholder;
9. use, reproduce, distribute, sell, resell or otherwise exploit the Service or content CNP provides or which you obtain through the Service for any commercial purposes;
10. copy, distribute, sub-license or otherwise make available any software or content CNP provides or make available to you or which you obtain through the Service, except as authorized by CNP;
11. alter, reproduce, or tamper with the Service or any function, component or identifier of your Rental Equipment, such as the Electronic Serial Number (ESN) or the International Mobile Equipment Identity (IMEI) that is not meant to be altered, reproduced or tampered with;
12. restrict, inhibit or interfere with the ability of any person to access, use or enjoy the Internet, the Service or any equipment used to connect to the Service, or create an unusually large burden on CNP's networks or third party networks for which CNP has roaming or network sharing agreements, including, without limitation, posting, uploading, transmitting or otherwise making available information or software containing a virus, lock, key, bomb, worm, Trojan horse or other harmful, limiting, destructive or debilitating feature, distributing mass or unsolicited e-mail ("spam") or other messages, or otherwise generating levels of traffic sufficient to impede others' ability to send or retrieve information, or to use the Service in an abusive manner in connection with any unlimited packages, options or promotions;
13. disrupt any backbone network nodes or network service, or otherwise restrict, inhibit, disrupt or impede CNP's ability to monitor or deliver the Service, any transmissions or data;
14. interfere with computer networking or telecommunications service to or from any Internet user, host, provider or network, including, without limitation, denying service attacks, overloading a service, improperly seizing or abusing operator privileges ("hacking"), or attempting to "crash" a host;
15. use the Service for anything other than your own personal purposes (such as reselling the Service, providing Internet access or any other feature of the Service to any third party) or share or transfer your Service without CNP's express consent;
16. operate a server in connection with the Service, including, without limitation, mail, news, file, gopher, telnet, chat, Web, or host configuration servers, multimedia streamers or multi-user interactive forums;
17. impersonate any person or entity, including, without limitation, CNP, a CNP official, forum leader, guide or host, or falsely state or otherwise misrepresent your affiliation with a person or entity;
18. forge headers or otherwise manipulate identifiers in order to disguise the origin of any content transmitted through the Service; or
19. port scan a person's computer or wireless device without that person's consent, or use any tools designed to facilitate these scans.

UNLAWFUL OR INAPPROPRIATE CONTENT

CNP reserves the right to move, remove or refuse to post any content, in whole or in part, that it, in its sole discretion, decides is unacceptable, undesirable or in violation of the Terms or this AUP. This includes, without limitation:

1. obscene, profane, pornographic content;
2. defamatory, fraudulent or deceptive statements;
3. threatening, intimidating, abusive or harassing statements;
4. content that violates the privacy rights or intellectual property rights of others;
5. content that unlawfully promotes or incites hatred;
6. content that is otherwise offensive or objectionable; or
7. any transmissions constituting or encouraging conduct that would constitute a criminal offence, give rise to civil liability or otherwise violate any municipal, provincial, federal or international law, order or regulation.

For purposes of this AUP, "content" refers to all forms of communications including, without limitation, text, graphics (including photographs, illustrations, images, drawings, logos), executable programs, audiovisual recordings, and audio recordings.

VIOLATION OF THIS ACCEPTABLE USE POLICY

As set out in the Terms, CNP has the right, but not the obligation, to monitor or investigate any content that is transmitted using the Service or the Rental Equipment; and to access or preserve content or information in accordance with the Terms. CNP prefers to advise subscribers of inappropriate behavior and any necessary corrective action. However, if the Service is used in a way that CNP, in its sole discretion, believe violates this AUP, CNP may take any responsive actions they deem appropriate. Such actions may include, without limitation, temporary or permanent removal of content, cancellation of newsgroup posts, filtering of Internet transmissions, the immediate suspension or termination of all or any portion of the Service or your account, and/or taking appropriate legal action, including without limitation, referral to law enforcement, for any illegal or unauthorized use of the Service.

CNP will have no liability for any such responsive actions. The above described actions are not exclusive remedies and CNP may take any other legal or technical action deemed appropriate. Upon termination of an account, CNP is authorized to delete any files, programs, data and e-mail messages associated with such account. The failure to enforce this AUP, for whatever reason, shall not be construed as a waiver of any right to do so at any time. If any portion of this AUP is held invalid or unenforceable, that portion will be construed consistent with applicable law as nearly as possible, and the remaining portions will remain in full force and effect. This AUP shall be exclusively governed by and construed in accordance with the governing law provision set out in the Terms.

ONTARIO LIBRARY SERVICE

Stronger libraries. Stronger communities.

April 6, 2022

RE: ONTARIO LIBRARY SERVICE BROADBAND CONNECTIVITY PROJECT

The Ontario government is investing more than $4.8 million to upgrade broadband internet at select public libraries in unserved and underserved communities.

As part of this governmental initiative, the Ontario Library Service ("**OLS**") intends to fund rural and remote broadband internet projects throughout Ontario (the "**Program**"). The Program has two overall goals:

1. To improve broadband internet connectivity to rural, remote, and First Nations public library branches in unserved and underserved communities in Ontario.
2. To provide greater community access to education and vital services, while creating more economic opportunity for residents as a result of the upgraded connectivity at the public library branches.

OLS is excited to offer Madawaska Library 26A Major Lake Rd. Madawaska, ON [please include address] (the "**Library**") the opportunity to join the Program.

If the Library joins the Program, OLS will fund **one-time capital expenditures** directly related to improving broadband internet services at the Library.

The OLS will also reimburse basic level internet connectivity costs incurred by the Library for 50/10mbs speeds (the "**Covered Internet Costs**") during the first twelve (12) months of the Service Agreement (the "**Covered Period**"). At the end of the Covered Period, the Library will be required to submit, a reimbursement form to the OLS, detailing the Covered Internet Costs incurred by the Library during the Covered Period, along with supporting documentation; OLS will then reimburse the Library through cheque or EFT. Costs for any additional services other than the Covered Internet Costs incurred at any time, plus any Covered Internet Cost incurred after the completion of the Covered Period, will be the sole expense of the Library.

In order to become part of the Program, the Library must enter into a written contract with the qualified contractor chosen by OLS to assist the Library (the "**Service Provider**"). The Library and the Service Provider will be responsible for drafting, negotiating, and finalizing the terms of the contract between them (the "**Service Agreement**"); OLS will not be involved in this process.

The Services Agreement must contain, at a minimum, the following elements:

I. The term of the Services Agreement must be at least two (2) years.
II. The Library must agree to pay all operational costs incurred by the Service Provider relating to the services provided as part of the Program and related to the Library. The Service Provider and the Library can negotiate and agree on the financial details amongst themselves and set out these details in the Services Agreement.

ADDRESS 334 Regent Street, Sudbury, ON P3C 4E2
PHONE 1-800-387-5765
EMAIL info@olservice.ca

OLSERVICE.CA

By signing this Letter, the Library acknowledges and agrees that:

1. OLS will not be a party to the Service Agreement between the Library and the Service Provider. OLS will have no rights and no responsibilities under the Services Agreement. Any disagreements between the Library and the Service Provider will need to be handled between themselves in accordance with the terms of the Services Agreement.
2. Once the Library becomes a part of the Program, OLS will start funding the capital expenses relating to the library and its involvement in the Program. If the Services Agreement is later breached or terminated, OLS could potentially suffer financial losses. By signing this Letter, the Library agrees that if OLS suffers any losses, expenses, or damages, or the Services Agreement is terminated, because of the Library's actions or omissions, OLS will have the right to seek legal recourse.
3. OLS will only be responsible for paying the Service Provider for one-time capital expenditures, and for reimbursing the Covered Internet Costs incurred during the Covered Period, after which the OLS will have no further obligations to pay any costs or expenses incurred by the Service Provider. A separate written agreement will be entered into by OLS and the Service Provider relating to the Program.

If the Library is interested in joining the Program, please sign and return a copy of this Letter to Bailey Urso-Mahy at burso-mahy@olservice.ca as soon as possible.

Once a signed copy of this Letter is received, the OLS will send an introductory e-mail to the chosen service provider on behalf of the Library, and to the Service Provider, so that the Library and the Service Provider can start creating the Services Agreement.

Any questions related to this Letter can be directed to Mellissa D'Onofrio-Jones at mdonofrio.jones@olservice.ca.

Sincerely,

ONTARIO LIBRARY SERVICE

Per: _____
Mellissa D'Onofrio-Jones, CEO

By signing this Letter, the Library acknowledges and agrees to the terms and conditions set out in this Letter.

Library Name: Township of South Algonquin - Madawaska branch.

Per: _____

Name: Charlene Alexandre

Title: CEO / Head Librarian

I am authorized to bind the Library.

Training & Learning Centre

OF RENFREW COUNTY

Learning Your Way

Ontario Trillium Foundation / Fondation Trillium de l'Ontario

An agency of the Government of Ontario
Un organisme du gouvernement de l'Ontario

Eligibility Requirements

- Ontario residents that are 19 years of age or older
- Intake assessment to determine eligibility

Program Options

- In-person or online with a live certified instructor
- Choose your own schedule

Additional Supports Based on Eligibility

- Financial help with travel or other learning barriers
- Computer loans if needed

And it's FREE!

CALL US
613-628-1720

EMAIL US
trainingandlearningcentre@gmail.com

Canada | EMPLOYMENT ONTARIO | Ontario

TLC

Upgrade your essential skills for any of the following goal paths:

- Employment
- Apprenticeship
- Secondary
- Postsecondary
- Independence

We can help!

You can learn math, computer, writing, and other essential skills for your goal path.

Receive a personalized plan and one-on-one support to reach your goals.

Join one of our online targeted training groups!

Get a certificate in:

Soft Skills Solutions
or
Customer Service Excellence

Step 1

call 613-628-1720 to request an appointment

Step 2

complete an intake assessment

Step 3

create a learning plan with your instructor

Step 4

START LEARNING!