

- h. Cooling the Library to an adequate temperature, no warmer than twenty-six (26) degrees Celsius;
- i. Removal of garbage and recyclable materials;
- j. Snow and ice removal;
- k. Insurance on the building or facility, including liability insurance;
- l. Security of the building, which may or may not include key control policy, alarm system, video surveillance, and any associated alarm monitoring;
- m. Preventative maintenance and other repairs, renovations, and improvements as deemed necessary by both parties;
- n. Grounds maintenance;
- o. Utility expenses.

B. The Huron County Library Board shall be responsible for:

- a. Approval of all facilities for each Branch Library;
- b. Establishing the annual grant to be paid to each host municipality;
- c. Establishing the hours each Branch Library is open;
- d. Staffing the library;
- e. A delivery system to all branches;
- f. Furnishings and equipment;
- g. Library materials and services;
- h. Surveillance of interior spaces of the library, as deemed necessary;
- i. Insurance on the materials, furnishings and equipment, including liability insurance;
- j. Inspecting the branches periodically and reporting on findings when necessary.

C. Health Emergency

- a. Notwithstanding anything in this agreement to the contrary, if a Health Emergency or Health Order exists, the Municipality and the Library agree as follows:
 - i. The Municipality shall take actions as necessary to comply with the public health requirements and recommendations of the Health Authority and with Health Orders so that the Library may continue to provide library services from the branch;
 - ii. The Library Board shall be entitled to close all or any part of the branch without such closure being mandated by a Health Authority if the Library determines that a closure is in the best interest of protecting the health and safety of Library staff and/or patrons.

- D. Any new facilities or major renovations or improvements to present facilities shall be initially discussed at a staff level and jointly planned between the Municipality and the Library Board.

- E. Prior to any planned work that may impact the library's ability to be open to the public, the local municipality will provide the library with at least seven (7) days notice when possible.
- F. Prior to any planned work requiring municipal and/or contracted work arranged by the municipality, the library will provide municipal facilities staff with at least seventy-two (72) hours notice, except in the case of an emergency.
- G. The Municipality and the Library Board hereby agree that the parties shall act reasonably throughout this agreement. Any unresolved dispute shall be submitted to the Library Board and/or local Council for consideration and resolution.
- H. The Municipality and the Library Board hereby agree that either party to this agreement may terminate the agreement upon providing to the other party no less than six (6) months written notice of its intention to do so.
- I. The Municipality and the Library Board hereby agree that this agreement shall come into effect on the first day of January 2025 and shall continue until such time as either party terminates this agreement in accordance with the provisions of paragraph F.

This MOU is hereby executed

By the Municipality of: _____

Mayor _____ **Date** _____

Clerk _____ **Date** _____

By the Board

Library Board Chair _____ **Date**

Chief Executive Officer _____ **Date** _____

Schedule A

Custodial Services: Comprehensive Branch (Alice Munro, Clinton, Exeter, Goderich, Seaforth)

This schedule indicates the minimum frequency with which the following services should be provided.

Items listed as semi-weekly should be adjusted based on the frequency in which the library is open (that is, up to daily).

- A. Semi-weekly:
 - a. Clean and sanitize all washrooms;
 - b. Empty waste and recycling;
 - c. Vacuum carpet;
 - d. Sweep floors;
 - e. Wash floors;
 - f. Spot clean doors, light switches, door handles;
- B. Weekly:
 - a. Dust sills, ledges, frames, light fixtures, drapes/blinds, and shelves;
 - b. Wipe glass surfaces;
- C. Monthly:
 - a. Dust all surfaces not completed weekly;
- D. Annually:
 - a. Clean carpets;
 - b. Wash windows;
- E. As required:
 - a. Sweep sidewalks;
 - b. Snow removal;
 - c. Ice removal.

Custodial Services: Neighbourhood Enhanced Branch (Bayfield, Brussels, Zurich)

This schedule indicates the minimum frequency with which the following services should be provided.

Items listed as weekly should be adjusted based on the frequency in which the library is open (that is, up to several instances per week).

F. Weekly:

- a. Clean and sanitize all washrooms;
- b. Empty waste and recycling;
- c. Vacuum carpet;
- d. Sweep floors;
- e. Wash floors;
- f. Spot clean doors, light switches, door handles
- g. Dust sills, ledges, frames, light fixtures, drapes/blinds, and shelves;
- h. Wipe glass surfaces;

G. Monthly:

- a. Dust all surfaces not completed weekly;

H. Annually:

- a. Clean carpets;
- b. Wash windows;

I. As required:

- a. Sweep sidewalks;
- b. Snow removal;
- c. Ice removal.

Custodial Services: Neighbourhood Branch (Blyth, Hensall, Howick, Kirkton)

This schedule indicates the minimum frequency with which the following services should be provided.

J. Weekly:

- a. Clean and sanitize all washrooms;
- b. Empty waste and recycling;
- c. Vacuum carpet;
- d. Sweep floors;
- e. Wash floors;
- f. Spot clean doors, light switches, door handles
- g. Dust sills, ledges, frames, light fixtures, drapes/blinds, and shelves;

K. Monthly:

- a. Dust all surfaces not completed weekly;

L. Annually:

- a. Clean carpets;
- b. Wash windows;

M. As required:

- a. Sweep sidewalks;
- b. Snow removal;
- c. Ice removal.