

**TOWN OF MIDDLETON
CODE C - COMMUNITY & ECONOMIC DEVELOPMENT**

Subject: Library

Number: 2.1

Coverage: Staff, Council, & Library Board

Approved by: Council & CAO

Effective Date : April 1, 1996

Revision Date: September 5, 2006

Rationale

The following policy establishes the division of costs between the Town and the Library Board for the maintenance of the Rosa M. Harvey Memorial Library.

Policy Statement

- 1) Council shall be responsible for providing the use and upkeep of library building and grounds which includes the following expenditures:
 - a) utilities,
 - b) janitorial maintenance,
 - c) snow removal, and
 - d) repair and replacement of permanent building structure.
- 2) The Library Board is to be responsible for operational equipment and expenses such as:
 - a) office supplies,
 - b) furniture and equipment,
 - c) supplies or costs directly related to the provision of library services.
- 3) Existing equipment currently purchased/donated in this area will continue to be assets of the Town until future replacement is required, at which time, the new pieces of equipment will become assets of the Board. Ongoing operational costs of these pieces of equipment will be the responsibility of the Board.
- 4) Where the Library Board's Policy is in conflict with the Town's Policy regarding ownership/maintenance, the Library shall request the Town to supply this equipment and, if refused by the Town, shall then determine if it is a piece of equipment that the Board feels is appropriate to own and would then proceed to acquire as an asset of the Board, giving notice to the Town of its intent to purchase.
- 5) Donations made by the Friends of the Library Society, that will contribute to any of the two areas of responsibility, must be dealt with by the appropriate authority, in terms of accepting responsibility for any donations and the upkeep/replacement of same, namely - any planned improvements to land and building shall be dealt with through the Town of Middleton; operational supplies and equipment such as office supplies and equipment shall be dealt with through the Library Board.

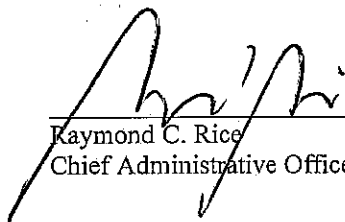
Previous Policies

The previous policy 6/16 "Branch Library Policy" passed by council April 1, 1996 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 5th day of September, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 5th day of March, 2007



Raymond C. Rice
Chief Administrative Officer