

Terms of Reference of the Ontario Public Library Guidelines Monitoring and Accreditation Council April 2021

Name:

Ontario Public Library Guidelines Monitoring and Accreditation Council (Council) /
Conseil de l'agrément et du contrôle des Lignes directrices pour les bibliothèques publiques de l'Ontario

Purpose of Council:

All Ontarians, regardless of where in Ontario they live and work, have a right to public library service that meets basic, widely accepted norms of library practice and service. The Ontario Public Library Guidelines (Guidelines) offer a method for libraries throughout the province to meet basic service levels and to develop and grow to meet the ever-changing needs of their communities.

Council will:

- a) Implement the Guidelines by selecting audit teams to conduct peer audits of public libraries in Ontario at the request of the library system and report the results to Council for evaluation;
- b) Accredite public libraries as appropriate under the current guidelines upon consideration of an audit team report and their recommendations;
- c) Monitor the continuing effectiveness of the Guidelines as a useful peer audit tool for provincial public libraries-and to advocate for accreditation and use of the Guidelines as an effective planning tool in Ontario public libraries;
- d) Revise and/or update as a whole, or in part the Guidelines as required;
- e) Publish the Guidelines in English and in French;
- f) Maintain an online presence via an official website and/or other platforms to provide current and relevant information in relation to the Guidelines.

Membership:

Representatives as recommended by appropriate parent organizations shall reflect interests under the following categories (members of currently accredited libraries, or those actively working towards accreditation, are preferred):

- First Nation (Called for through OLS – Ontario Library Service)
- Francophone (Called for through OLS – Ontario Library Service)
- Large / Urban (appointed by CELUPL - Chief Executives of Large Urban Public Libraries)
- Medium (appointed by AMPLO – Association of Medium Public Libraries in Ontario)
- Northern (Small) (Called for through OLS – Ontario Library Service)
- OLBA (appointed by Ontario Library Boards' Association)
- OLS x 2 (appointed by Ontario Library Service)
- Ontario Ministry of Heritage, Sport, Tourism and Culture Industries
- OPLA (appointed by the Ontario Public Library Association)
- Rural (appointed by ARUPLO - Administrators of Rural and Urban Public Libraries of Ontario)
- Southern (Small) (Called for through OLS – Ontario Library Service)

Duties of Council Members:

In performing their duties, the members of the Council will provide knowledge and expertise by way of fairly representing the member interests that they were appointed to represent. They will take into account the scope of all matters relating to the governance, operations and functions of public libraries in the province of Ontario.

Statement of Confidentiality:

In performing their duties, the members of the Council will exercise due diligence to maintain ultimate confidentiality of all proceedings, discussions and details pertaining to the work, activities, reports and decisions of Council. All questions, communications and official comments regarding any or all Council business will be brought to Council. All official comments, statements, testimonials or other details will be addressed by the Chair of Council or authorized designate.

Term:

Members' appointments are subject to the procedures of their parent organization, which may be subject to term limits. Members may serve subsequent terms with no limit.

Removal and Vacancies:

The Council may remove any member of the Council if any one of the following applies:

- a) the member has been absent without just cause from three consecutive meetings of the Council and is deemed to have resigned and such absence constitutes his/her resignation;
- b) the parent organization whose interests the member represents ceases to exist;
- c) the member no longer meets the membership criteria for the Council via the Terms of Reference herein;
- d) a member is found by the Council to be in breach of the Terms of Reference and may be removed with cause;
- e) the parent organization revokes the appointment of the sitting member.

A Council member ceases to be a member when any one of the following apply:

- a) the member ceases to be a member of their parent organization (and alerts both the parent organization and Council of the pending vacancy);
- b) the parent organization changes the member to be appointed;
- c) the member is unable to act due to incapacity or illness;
- d) the member resigns, in which case the resignation is effective on the later of the day on which the resignation is given to the Council, or the day specified in the resignation.

If a vacancy occurs during the course of a term of Council, Council will address appropriate procedures to advertise and collect interest for participants to fill the vacancy from the appropriate partner group or at large from the greater Ontario Public Library community with the intent of appointing a new member.

If a vacancy occurs of a Council member who is an elected Officer of the Council (Chair, Vice-Chair) three months or more before the expiry of the term, the Council will conduct an election process to replace the position declared vacant with another Council member for the remainder of the original officer's term. If less than three months of the term remains, the vacancy will not be filled, and the appropriate duties will be redistributed to the other elected members of Council.

Meetings:

As often as necessary, meetings are held by electronic means such as teleconference or other appropriate technology to connect members. Meetings will be called as required by the Chair of Council and arranged by the OLS Representative(s), who shall be Council members appointed by the OLS.

On occasion, to address specific needs, the Chair of Council may request from the OLS to hold a face to face meeting for the purposes of conducting regular or special business of Council. Travel, accommodations, and logistical support for any face to face meeting will be reviewed and approved on a case by case basis by the CEO of the OLS.

Quorum:

A quorum shall be a simple majority of appointed members.

While Council members are expected to attend all Council meetings, if a member is unable to attend a meeting, notification should be provided to Council at least 24 hours ahead of any scheduled meeting to ensure quorum. No alternates are permitted to be sent to replace any sitting Council members.

Non-Member Attendance and Delegations:

Delegations or guests who are not members of the Council may request time (15 minutes) on the agenda to address a specific topic or aspect of the work of the Council. Council may extend the time limits as appropriate with consensus.

Officers:

The Council shall select from its members a Chair and a Vice Chair, who shall serve concurrent two-year terms. For electoral purposes, the OLS representative(s) shall act as returning officer for both elections. The Chair shall preside at all meetings of the Council, sign correspondence on behalf of the Council, and otherwise carry out such duties as are customary in such an office. The Vice-Chair shall preside at any meeting at which the Chair is not present and shall carry out such other duties of the Chair as may be necessitated by the absence of the Chair.

Administration:

OLS acts as the administrative body for the Council in the following areas:

- Financial administration and financial records
- Website hosting and social media development
- Secretarial responsibilities (e.g. minutes) and facilitates audit registration and scheduling
- Maintains both current and historical records of all matters relating to Council

The Ministry acts as the provider for accreditation certificates.

Special Project Funding:

Specific projects, such as funding for translation, marketing, and similar activities related to Council's business or work, may be funded by any or all of the following sources: the OLS; the Ministry of Heritage, Sport, Tourism and Culture Industries; other governmental ministries and agencies both federal and provincial in jurisdiction including the Ontario Trillium Foundation; private sector partners as invited or initiated by Council; and contributions from the organizations represented within Council's membership; as agreed upon by Council and the OLS.

Funding of Peer Audits:

- a) The Council shall set the fees on an annual basis for auditing, pre-auditing, and extensions based on number of branches and days required for auditing. These fees shall be posted on the Council website. (See Appendix "A", Fee Schedule.)
- b) The peer audits shall be funded by the fees levied. Given the current auditing structure in place by Council, the OLS shall provide staff to the Council to conduct audits in their respective geographic areas to assist with Council's work. These allocations shall be done in-kind to the Council.

Ontario Public Library Guidelines Monitoring & Accreditation Council – Terms of Reference

Approved November 2004

Revised and approved September 2009

Revised and edited upon transfer of Council to OLS-North November 2012, Approved

Revised and updated by Council and OLS-North November 2015, Approved

Revised and updated by OLS-North August 2016, Approved

Revised and updated by OLS-North & the OPLG Council January 2018, Approved

Revised and updated by OPLG Council February 20, 2019, Approved

Revised and updated by OPLG Council April 10, 2019, Approved

Revised and updated by OPLG Council April 14 and 30, 2021, Approved

APPENDIX "A"

Fee Schedule

Fees:

A fee as outlined in the chart below to cover the cost of an audit team of two persons will be charged to all Library Systems seeking accreditation. Fees will be charged via invoice from the OLS on behalf of the Council.

Experience has shown one day to be adequate for a library system which has properly prepared itself for peer audit. We encourage all libraries seeking accreditation to take part in a pre-audit exercise with the OLS to ensure their documentation and support materials are in proper order before requesting an audit.

Under certain circumstances (e.g. if there are multiple locations to be peer audited), an additional day or days may be required. Approval of additional days will be authorized by Council on a case by case basis.

This fee is inclusive and no additional charges would be levied for transportation costs, accommodation, meals, honoraria or any other costs to the Library System seeking accreditation.

Audit Day One	\$200
Audit Per Additional Day	\$100
Additional Branch(es) audited within the five-year term	\$100

Extension Fees:

An additional fee of **\$50 per audit** request will be charged to any library requesting (re) accreditation who voluntarily chooses to extend the period of their current accreditation period or applies after the deadline set by Council. Requests for extensions shall be reviewed, considered and approved by Council via motion, after the receipt of a written request is submitted to the Coordinating Secretary and forwarded to Council. No extension will be granted for any period greater than 12 calendar months.

Ref: (Motion 13-29), as of January 1, 2014, all libraries who were duly informed of their upcoming expiry of their current accreditation, will be charged a \$50 fee for the purposes of extending their current accreditation period. This fee would be added to the assigned and acknowledged audit fee, whether it is a one or two day audit process.

Honorarium:

Where applicable, an honorarium of \$50.00 per day will be covered by the daily fee for any auditor who is not employed by the OLS or whose parent organization is not paying their daily wages during the course of an Accreditation Audit period.