

Terms of Reference
Ontario Public Library Guidelines Monitoring and Accreditation Council
Approved April 2024

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 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 demonstrate that they 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, and 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
- d. Advocate for accreditation and the use of the Guidelines as an effective planning tool in Ontario public libraries;
- e. Revise and/or update as a whole, or in part, the Guidelines as required;
- f. Publish the Guidelines in English and in French;
- g. 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 (appointed by Ontario Library Service)
- Ministry of Tourism, Culture and Sport
- 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)

Appointment of Council Members

Members appointed by a parent organization shall follow that organization's appointment process. Council members that do not have a parent organization shall be appointed by Council. In seeking these members, a call for nominations shall be distributed and a statement of interest will be required to be submitted by every nominated person. Council will review the statements and select a member. When reviewing statements, Council may consider accreditation status of the library of the applicant and relevant experience.

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 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.

All members of Council are expected to participate regularly in OPLG audits with the exception of the Ministry representative.

As much as practical, Council members will seek or maintain accreditation for their public libraries and act as ambassadors of the program.

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.

Terms:

Members shall serve on Council for a three-year term. Terms are renewed automatically unless the parent organization or member advises Council to the contrary. Members and parent organizations are encouraged to advise Council of non-renewal six months in advance of the end of the term.

Information about current terms will be listed on the Council website.

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 notification from three consecutive meetings of the Council and is deemed to have resigned and such absence constitutes their resignation;
- b. the member ceases to be a member of their parent organization;
- c. the member no longer meets the membership criteria for the Council via the Terms of Reference;
- d. a member is found by the Council to be in breach of the Terms of Reference;
- e. the parent organization revokes the appointment of the sitting member.

If a member resigns, the resignation is effective on the day on which the resignation is given to the Council, or the day specified in the resignation.

If a vacancy occurs, Council will address appropriate procedures to advertise and collect interest for participants to fill the vacancy from the appropriate parent organization or at large from the greater Ontario public library community.

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:

Meetings are held monthly or will be called for as required by the Chair of Council. The OLS representative on Council will book the meetings.

Quorum:

A quorum shall be a simple majority of appointed members.

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 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. Elections will take place in January prior to the start of the meeting. For electoral purposes, the OLS representative 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.

The OLS representative will not hold an executive role within Council.

Administration:

OLS will act as the administrative support for the Council in the following areas:

- Financial administration and financial records.
- Website hosting with website maintenance, including keeping content up to date.
- Secretarial responsibilities (i.e. minutes).
- Facilitating audit registration and scheduling.
- Maintenance of both current and historical records of all matters relating to Council business.
- OLS staff will, from time to time, be asked to participate in accreditation audit processes, at the request of Council.
- Council shall request further administrative assistance from OLS when needed.

The Ministry representative will act as the provider for accreditation certificates, as requested by Council.

Special Project Funding:

Specific projects, such as translation, marketing, and similar activities related to Council's business or work, will be funded by Council using funds from peer audits. Council may seek out additional funding sources as necessary.

Funding of Peer Audits:

The Council shall set the fees on an annual basis for auditing and extensions based on the number of branches and days required for auditing. These fees shall be posted on the Council website. (See Appendix "A", Fee Schedule.)

The peer audits shall be funded by the fees levied.

OPL 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, 2021, Approved

Revised and updated by OPLG Council April 10, 2024, 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 by filling out the Self Evaluation Tool to ensure their documentation and support materials are in proper order before requesting an audit. If a library has any questions they can reach out to guidelinescouncil@olservice.ca.

Under certain circumstances (e.g. if there are multiple locations to be peer audited), an additional day or days may be required. In-person audits can be requested and Council will consider the request and determine associated fees on a case-by-case basis.

Virtual Audit	\$200
Additional Branches(es) audited within the five-year term	\$100

Deadlines

Audits must be scheduled prior to September 15th and completed prior to November 15th.

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. Requests for extensions shall be reviewed, considered and approved by Council via motion, after the receipt of a written request is submitted to Council. No extension will be granted for any period greater than 12 calendar months.

Honorarium

Where applicable, an honorarium of \$100.00 per day will be given to any auditor whose parent organization is not paying their daily wages during the course of an Accreditation Audit.