

## **OPLA CHILD AND YOUTH SERVICES COMMITTEE**

### **Governance and Structure**

#### **Background**

With the dissolution of the OLA's Children's Services Guild and in the absence of any other formal group to deal with children's services issues, a resolution was passed at the OPLA AGM in November 1995 creating the Task Force on Children's Services. The Task Force reported directly to the OLA Board of Directors.

From this group came the first "Survey of Children's Services in Public Libraries in Ontario", the publication of "Children's Services Benchmarks and Statistical Report", and the "Children's Rights in the Public Library" statement and companion document "Kids Need Libraries, Libraries Need Kids".

In 2002, the Task Force, with one original member and four new members, was reactivated under the umbrella of OPLA and youth services added to its focus. In 2004, it was made a committee of OPLA and increased to 6 members.

#### **Purpose**

The committee will serve as the vehicle through which children's and youth services in the public library may be analyzed, understood and proactively planned for.

#### **Principal Functions**

- \* To provide a forum through which children's and youth services staff can meet, exchange ideas, and promote services
- \* To honour excellence in service to children and youth
- \* To ensure educational opportunities (workshops, seminars, Superconference sessions) are provided for library staff working with children and youth
- \* To advocate on behalf of children and youth in public libraries
- \* To raise the standards and strengthen the guidelines for children's and youth services province-wide
- \* To explore and encourage connections with other organizations which provide services for children and youth

#### **Membership**

Members belong to the Ontario Library Association and OPLA and will be drawn from the public library community at large. It is expected that members of the committee be involved in the organization, management or provision of public library service to children and/or youth.

The committee will have a Chair, an alternate (Vice Chair) and Secretary. Members will

be selected from across the province and will, if possible, reflect the regional destinations of Council as follows:

East  
Central East  
Central West  
Mid Central  
Toronto  
South West  
North West  
North East

The committee will be composed of 8 members. It is important that all sizes of libraries be represented on the committee, if possible. Library sizes are designated as follows: Small – under 25,000; Medium – 25,000 to 100, 000; Large – 100,000+. Priority for selecting members will be regional representation, size of library and a balance of those working with both children and youth. Vacancies on the committee will be advertised through the OLA and OLA avenues.

#### **Term Limits**

Members will serve for a minimum of one three-year term. Members may choose to serve a second three-year term.

The positions of Chair, Vice Chair and Secretary are to be determined by the Committee with the approval of Council. They will serve for a minimum of one two-year term. The Chair and/or Vice Chair may choose to serve a second two-year term with the approval of the Committee and Council. It is not necessary for the Vice-Chair to assume the position of Chair at the end of the current Chair's term.

#### **Minutes**

The Secretary will be responsible for taking minutes. Minutes will be sent to committee members and uploaded to a web-based service for reference.

#### **Subcommittees**

Ad hoc subcommittees or working groups can be struck on an as needed basis.

#### **OPLA Council**

The OPLA Council is responsible for the Committee and as such the Committee is required to report to Council and gain approval for program initiatives and the annual budget. OPLA Council designates a Councilor to be liaison with the committee.

Council liaison will:

- \* Represent Council at Committee meetings
- \* Represent the Committee at Council meetings
- \* Report back to Council on important decisions and directions that Committee is recommending

- \* Seek Council approval for annual budgets and major initiatives
- \* Conduct work on behalf of the Committee

### **Meetings**

The Committee will meet no less than four times per year with one meeting being conducted in person. The committee members are required to be at all meetings if possible. Members missing more than 2 consecutive meetings may be required to vacate the Committee. The Committee will apply to Council to have absentee members replaced.

### **Work of the Committee**

The Child and Youth Services Committee is a working committee. Members can expect to be assigned responsibilities on an as needed basis.

### **Report for the Annual General Meeting**

Each year the Committee will submit an Annual Report for the OPLA Council for the OPLA AGM.

### **Meeting Expenses**

OPLA will pay travel expenses for regular (3 by teleconference and one in person) meetings up to the budgeted amount. If additional meetings are required to plan events such as workshops, conferences etc., it is expected that these be paid for from the budget for that event.