

**Memorandum of Understanding Between the  
Onondaga County Public Library System  
and its Member Libraries**

**Approved October 20<sup>th</sup>, 2021**

## **Memorandum of Understanding Between the Onondaga County Public Library System and its Member Libraries**

This document reflects an understanding of the major responsibilities of the Onondaga County Public Library System (System) and its Member Libraries (Members) encompassing OCPL City (Central & City Branches) along with Suburban Libraries. These libraries serve the public directly, and the System provides services that support the libraries in that role. Onondaga County Public Library (OCPL) is one of 23 New York State systems chartered by the Board of Regents. OCPL was formed in 1975 with the merger of the Onondaga Library System and the former Syracuse Public Library, anticipating that consolidation of services could result in increased efficiency, lower costs and seamless library services for county residents.

The System stands as a cooperative effort to bring exceptional library services to all people in Onondaga County. The System and Members will support cooperative efforts to allow every library in the System to thrive. Library users and their communities will benefit from this cooperation in the vibrant heart of Central New York.

Therefore, for the purpose of improving library services in Onondaga County, and through cooperation, to reduce costs, to secure state aid, and to accomplish the above without sacrifice of local autonomy, responsibility and initiative, the Onondaga County Public Library System and the Members understand the following:

### **System Services Required Under State Education Law:**

1. The System will provide a means of location of materials available in the libraries of the System ([Title 8, Chapter 2, Part 90, CRR-NY section 90.3](#)).
2. The System will provide Coordinated Outreach Services as mandated by section 90.3 (I) of the Education Commissioner's Regulations.
3. The Central Library will support the residents in the system service area as detailed under [Section 90.4 of the Commissioner's Regulations](#).
4. The System will inform Members of New York State grant opportunities, and will administer any grants received by the System for the benefit of Members as well as provide support for appropriate programs.
5. The System will develop and submit a System Plan of Service to the State Education Department every five years.

6. The System will develop and review the Direct Access Plan to establish and ensure the borrowing rights of residents in the geographic area served by the system and its Members.
7. The System will furnish the Commissioner of Education with information and reports as required to qualify for state aid.
8. In addition to a qualified System Director, the System will employ at least three full-time (or the equivalent) certified public librarians who will be engaged solely in system services, exclusive of librarians employed in technical processing, and one of whom will be designated to serve as administrator of the Outreach Services Program, as required under [CR section 90.3](#). In addition, a full-time member library liaison will be designated as Coordinator for Member Services.

**Member Libraries Services Required Under State Education Law:**

1. Members are expected to maintain and contribute to an up-to-date online catalog of their holdings.
2. Member are expected to provide borrowing privileges to patrons of other libraries in the System. This provision occurs in the OCPL Direct Access Plan. (See Appendix C, Direct Access Policy)
3. Member are expected to provide, in a timely manner, the various reports and data required by the System and the New York State Education Department, Division of Library Development. Annual reports from each Suburban Library are required by New York State should be completed and submitted by March 1 each year.

**Essential Services:** These services are jointly supported and will require a fee or charge to the Members as described in the cost share model included as Appendix B.

1. The System will provide an integrated library system (ILS). The ILS will include a relational database, software to interact with that database, and two graphical user interfaces (one for patrons, one for staff). The following modules will be included; acquisitions, cataloging, circulations, serials. Additional modules may be added as they are developed if they fit the needs of the System.
2. The System will perform the delivery schedule established by the Delivery Task Force's recommendations. Regular communication between the System and Members will be maintained to assure delivery expectations are met.
3. The System will provide training and professional development opportunities for Member staff and trustees.

4. The System will be available for consultation with Member staff and trustees on library issues such as strategic planning, funding strategies, and issues pertaining to general management.
5. The System will support library development and advocacy, and will provide guidance on national, state, and regional issues.
6. The System will secure and support shared digital resources such as Overdrive which will be made available to users at all libraries in the system. This will include cost as well as maintenance ensuring stable and strong access to resources for Onondaga County library users.
7. The System will provide coordinated purchasing for various supplies and materials when deemed appropriate by the System and Members.

**Responsibilities & Expectations of the System:**

1. The System will manage the System infrastructure with transparency and fully engage Members in System budget and decision making processes.
  - a. The OCPL System budget for the upcoming fiscal year will be shared in draft form with the Members at a Member Council meeting each year. Member input on the budget will be incorporated into the final product, which will be brought to the MC meeting for review prior to submission to the county.
  - b. The System Director will share monthly board reports with the Members.
2. The System will maintain open communication between the System and its Members, and will coordinate all system reports and grants.
3. The System will inform all Members in a timely manner when making major decisions which will impact System services, change their physical plant, make significant cuts to budget or staff as compared to the previous year, or will be widely covered in the press.

**Responsibilities & Expectations of the Members:**

1. Through the OCPL Member Council (see Appendix E – Member Council By-Laws), Members are expected to participate in System planning for services and funding. The System and Members will meet in a retreat each January to review the previous year and plan for the next year.

2. Members are expected to participate in financial support for the cost of Essential Services. Cost shares are billed to Members quarterly. (See Appendix B, OCPL Cost Shares)
3. Members are expected to adhere to the OCPL Direct Access Plan of Service. (See Appendix C, Direct Access Policy)
4. Members will honor the holds queue and respect the integrity of the System catalog.
5. Members will encourage their staff to participate in System committees, workgroups and task forces in order to create new services and support current services.
6. Members will inform the System in a timely manner when making large decisions which will impact service, change their physical plant, experience significant cuts to budget and staff, or be widely covered in the press.
7. Members are expected to spend a minimum % of their materials budget on shared e-content for OverDrive. The percent to spend on e-content for the following year will be reviewed on an annual basis at the March Member Council meeting.
8. Members will advocate on a state and county level for System funding.

### **Member Charges and Sharing Costs**

Overall individual Member charges for the calendar year 2022 will be calculated by adding 2% to the total of the Member charges from 2021. Thereafter, individual Member charges will be calculated proportionately, using the average circulation per library for the three year period 2019-2021 as reported in the NYS Annual Report. The baseline circulation average will be reviewed prior to the approval of the 2025 System budget and every other year thereafter.

A 2% increase will be added to the total Member contribution for Essential Services each year until changed by a vote of the Member Libraries. Overall Member charges will be reviewed annually by the MOU Committee. In the event a greater than 2% increase is needed for additional System support for new or enhanced services it will go to the MOU committee for review and a recommendation will be made to the OCPL Member Council for approval by  $\frac{2}{3}$  of the Members.

## **MOU Committee**

A permanent MOU Committee will meet a minimum of twice a year to review shared costs and Member charges.

The MOU committee will include:

- OCPL Executive Director (ex-officio)
- OCPL System staff (non-voting)
  - Administrative Director
  - Coordinator for Member Services
  - Director of Library Information Systems
- OCPL Board President or designee (Non-voting Chair)
- 1 Central Manager & 2 Branch Managers nominated at a OCPL Librarian III meeting
- 4 Suburban Library Directors nominated by Onondaga County Suburban Library Directors (OCSLD)
- 2 Suburban Library trustees from libraries not represented by one of the 4 Suburban Library Directors

## **Effective Date and Termination**

This Memorandum of Understanding must be approved by 75% of Member Library Boards, and by the OCPL Board of Trustees. The effective date will be set by the System Director upon final approval of the OCPL Board. In no case will it be later than November 1, 2021. The MOU committee described above will review and recommend revisions to this document every five years. Those recommendations will be submitted to Member boards and the OCPL Board for approval.

Essential Services as described in this Memorandum of Understanding may be terminated by any Member, by giving at least 30 days written notice of termination prior to the January 1st renewal date of any year to the Library System. Neither the System nor Members will have or make any claim for damages against the terminating party. Libraries terminating their participation in Essential Services will only be provided mandated services as specified under [CR 90.3](#) and not subject to Member charges.

## **Procedure to address complaints or problems concerning the terms of this MOU**

The Coordinator for Member Services will work closely with the Members to find amicable solutions to complaints or problems. In those rare occasions where no resolution can be reached, a written summary of the problem will be sent to the MOU Committee which will consider the issue and make recommendations to the System Director.

It is expected that Suburban Library Boards of Trustees will bring their deliberations on issues that will impact the System and other Members to the MOU Committee for a consideration of implications for MOU compliance.

Issues impacting Onondaga County assets, budget, personnel and financial matters will be referred to the Onondaga County Division of Management and Budget or Onondaga County Law Department.

Those libraries not meeting payment schedules set by Onondaga County for Member Charges may be denied services.

In the event the System fails to fulfill its obligations under this Agreement the MOU Committee will convene to address the issue, consider solutions and report to the Member Libraries.

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# REQUEST FOR APPROVAL

Onondaga County Public Library  
Memorandum of Understanding

The Memorandum of Understanding was presented to the Trustees of the

\_\_\_\_\_

(name of library)

at a legal meeting on \_\_\_\_\_ when the following trustee/board members were present:  
(date)

Names of those present at the meeting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The vote was \_\_\_\_\_ for and \_\_\_\_\_ against.

Print Name of Board President: \_\_\_\_\_

Signature of Board President: \_\_\_\_\_



## **Appendix A**

### **OCPL MOU Definitions**

***Coordinated Outreach Services:*** NYS Education Law, section 90.3 states coordinated outreach services shall mean a planned and integrated program of library services designed to identify, contact and serve persons who are educationally disadvantaged, members of ethnic or minority groups in need of special library services, unemployed and in need of job placement assistance, living in areas underserved by a library, blind, physically disabled, developmentally or learning disabled, aged or residents of institutions. [90.3 \(l\) of the Education Commissioner's Regulations.](#)

***Coordinator for Member Services:*** OCPL System staff member dedicated to providing services and assistance to the member libraries. Duties would include, but not limited to, assistance with state grant applications; annual report guidance; continuing education, board development, liaison between DLD and Suburban Libraries.

***Direct Access Plan:*** Direct access means the ability of an individual, who resides within the boundaries of a public library system and who has a valid borrower's card issued by the system or any member library in the system, to borrow materials for home use directly from the premises of any library that is a member of the public library system on the same basis as that specified for cardholders in each individual library. The public library system reviews their direct access plans every five years.

***Division of Library Development (DLD):*** Library Development is a major unit of the New York State Library. Organizationally, the New York State Library is located within the Office of Cultural Education within the New York State Education Department and is headed by the State Librarian and Assistant Commissioner for Libraries. The New York State Library has two divisions, Library Development and the Research Library. Both serve the people and the libraries of the State. <https://www.nysl.nysed.gov/libdev/>

***ILS (Integrated Library System):*** Integrated library systems provide libraries with a variety of automated functions including cataloging, circulation, the online catalog (OPAC), acquisitions, serials and electronic resource management.

***Literacy Library Services Program:*** The program consists of two separate grants, which are subject to continued NYS Funding:

- Adult Literacy Grant - annual grant for approved expenses for library-based programs conducted by public library systems and public and free association libraries which are members of a public library system to assist adults to increase their literacy skills.

- Family Literacy Grant - annual grant for approved expenses for library-based family literacy programs for preschool and school age children and their parents conducted by public library systems and public libraries and free association libraries which are members of a public library system.

**Member Library:** Member libraries are free-standing, legal entities that pay into the system. Member Libraries are the public libraries in the library system's service area chartered by the Board of Regents of the State of New York to provide public library service to the residents of their chartered service areas within Onondaga County. This includes OCPL City.

See the below list.

#### **List of Member Libraries**

- Onondaga County Public Library "City"
  - inclusive of Central, 8 Branches, and 2 Community Center Libraries
- Baldwinsville Public Library
- Community Library of DeWitt & Jamesville
- East Syracuse Free Library
- Elbridge Free Library
- Fairmount Community Library
- Fayetteville Free Library
- Jordan Bramley Library
- Lafayette Public Library
- Liverpool Public Library
- Manlius Library
- Marcellus Free Library
- Maxwell Memorial Library
- Minoa Library
- Northern Onondaga Public Library
  - inclusive of Brewerton, Cicero, and North Syracuse Libraries
- Onondaga Free Library
- Salina Library
- Skaneateles Library
- Solvay Public Library
- Tully Free Library

**Member Charges:** The supplemental contribution charged to OCPL member libraries for essential services beyond those mandated in CR 90.3. Each member's annual contribution is determined as their proportion of a three year average of circulation of all members as reported in the N.Y.S. Annual report.

**OCPL Board of Trustees:** The OCPL System and City are governed by an eleven-member Board of Trustees appointed by the County Executive and confirmed by the Onondaga County Legislature.

**OCPL City:** This entity provides library services to the City of Syracuse. It is made up of the Central Library, 8 Branches, and 2 Community Center Libraries. It has its own budget and organizational structure. It shares a Board of Trustees, some staff, and an Executive Director with the OCPL System. It is a Member Library.

Central Library: The Robert P. Kinchen Library located at 447 South Salina Street in the heart of downtown Syracuse, serves as the Central Library for the Onondaga County Library System. As such, it receives extra funding and performs a special role in serving all residents of the County. It offers materials to function as a research hub, houses local history & special collections, and also the transit and sorting hub for the Onondaga County Library System. Its budget, staff, and organizational structure are part of OCPL City.

Branch Libraries: These libraries are free standing buildings in various neighborhoods within the City of Syracuse. They provide essential point of service contact within the community. Their budget, staff, and organizational structure are part of OCPL City. The Branch Libraries are:

- Beauchamp Branch Library
- Betts Branch Library
- Hazard Branch Library
- Mundy Branch Library
- Paine Branch Library
- Petit Branch Library
- Soule Branch Library
- White Branch Library

Community Center Libraries: Are small satellite libraries housed within community centers. They are staffed with Branch staff. Their budget, staff, and organizational structure are part of OCPL City. The Community Center Libraries are:

- Northeast Community Center Library
- Southwest Community Center Library

**OCPL Executive Director:** The OCPL Executive Director shall provide leadership to both the OCPL City and the OCPL System.

**OCPL Member Council (MC):** The Member Council serves as a platform for Member Libraries (City and Suburban) to exchange ideas and address system wide concerns.

**OCPL System:** The Onondaga County Public Library System provides general overarching services and support for its member libraries. It has its own budget, and it shares its Board of Trustees, staff, and Executive Director with the OCPL City Libraries. Its funding consists of monies from Onondaga County, New York State Aid, and the Member Charges. It is not a Member Library, instead it provides services for the Member Libraries, as outlined in the MOU.

**Onondaga County Suburban Library Directors (OCSLD):** The mission of this group is to maximize the potential of each member to provide the best possible public library service in all libraries represented by the membership. Membership is made up of a director from each of the 19 suburban libraries.

**Suburban Libraries:** These libraries serve towns, villages, and school districts in Onondaga County. They each have their own budget, Board of Trustees, staff, organizational structure, and Director. They get their funding from a variety of public funding streams.

**System Catalog (Union Catalog):** Public library systems are mandated by the state to provide a list of the combined holdings of the libraries in their service area.

**System Plan of Service (POS):** The system Plan of Service is a planning document which identifies, organizes, and provides an overview of the library system's service program including intended changes in services or priorities. The Plan emphasizes what the library system proposes to accomplish and whom the library system serves. The Plan demonstrates how the library system anticipates it will fulfill the major roles expected of library systems. The public library system reviews and creates a new POS every five years.



## **Appendix B**

### **OCPL Member Library Cost Sharing Model<sup>1</sup>**

For the past fifteen years the methodology for determining each member library's share of support of System-wide "Essential Services"; (those not stipulated under CR 90.3 as mandated with annual System state aid) for OCPL member libraries has been determined by their percentage of overall county circulation averaged over a three year period. This includes the Central Library and City branches. The individual library circulation was based on the "Total Circulation" as reported in the N.Y.S. Annual Report<sup>2</sup>.

The last formally approved OCPL MOU utilized the 2008-2010 circulation figures for each library and the county as a whole. This baseline was not adjusted in subsequent years since no provision was made in the MOU.

The MOU Committee requested an evaluation of the readjustment of member contributions using the past five years and three years in light of the 2020 disruption of service.

The attached spreadsheet illustrates that the pandemic did not significantly affect the individual library percentages of circulation. But it does demonstrate a decade-long adjustment of county circulation share.

It is recommended that the implementation of this formula be postponed until budget year 2023 and adjusted annually thereafter.

#### **Reviewing the Spreadsheet**

The first ten columns bring us up to date. Columns M, O & Q provide scenarios with more recent circulation data. Three year and five year data are shown here. The grayed out columns, S, T & U, detail the existing formula percentages and 2021 contributions that are based on the average circulation statistics from 2008-2010. Again, these percentages have not been updated since then.

By comparing the present library percentage in column S with the previous three columns you can see how each library's percentage changed for each scenario. Interestingly, the 2020 pandemic year did not have a significant impact on the statistical relationships as we had feared.

For that reason Mark considered the three year average 2018-2020 in Column Q (sticking with the three year precedent) in determining the final scenario for 2021 member library percentages and cost share in orange shaded Column W. The difference between each member's 2021 contribution and its projected 2022 contribution is shown in Column X.

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<sup>1</sup> Please refer to *OCPL Member Cost Sharing Historical and Projected Spreadsheet* as reference.

<sup>2</sup> This includes digital circulation of System supported services; but also includes circulation of local library purchased digital resources.

*Since this amount (no matter which recent years it is based on) deviates significantly for a few members and several members have already voted on their 2022 budgets, it is recommended to delay the implementation of this adjusted formula until calendar years 2023.*

**Summary explanation of Member charges from 2022-2026**

Depending on the decision of the MOU committee, we will review and update the circulation numbers either annually or every other year. The committee also needs to decide whether they want an average of three years or 5 years for circulation numbers. Below is a scenario of looking using a three-year average and updating the numbers every other year.

**2022** – A 2% increase will be added to the total Member charges number from 2021. No update of the circulation numbers.

**2023** – The circulation numbers will be updated using the years 19/20/21 along with a 2% increase.

**2024** – A 2% increase will be added to the total Member charges from 2023. No update of the circulation numbers.

**2025** – The circulation numbers will be updated using the years 20/21/22 along with a 2% increase.

**2026** – A 2% increase will be added to the total Member charges from 2025 along with a 2% increase.



## Appendix C

### **2021 OCPL System Budget Narrative**

The revenues and expenditures below represent the current 2021 OCPL **System** Budget. Onondaga County funds OCPL through a Library Fund, which OCPL divides into three Program Tracks: **Central**, **City** and **System**. The **System** Budget reflects the library funds adopted by the County prior to the start of the 2021 fiscal year for system-wide services to Suburban Member Libraries, Central Library and City Branches<sup>3</sup> as defined in the Memorandum of Understanding. This budget is supported by State, County and Member Library funding, all of which flows through, and is managed by, Onondaga County. Though state and county revenues are budgeted they are subject to revenue shortfalls and unilateral reductions by the state and county as recently evidenced.

The accompanying Financial FAQs (Appendix D) provide supplementary information regarding the OCPL budgetary process.

#### **OCPL 2021 System Budget**

Adopted December 2020

##### Revenues

<b>N.Y. State Aid</b>	\$885,593.00	55%
<b>Member Contributions</b>	\$287,216.00	18%
<b>OCPL City E-rate</b>	\$98,337.00	6%
<b>City Branch Contributions</b>	\$70,297.00	4%
<b>Central Library Contributions</b>	\$30,303.00	2%
<b>Appropriated Fund Balance<sup>4</sup></b>	\$14,043.00	1%
<b>Onondaga County Funds</b>	\$230,365.00	14%
<b><u>Total Revenues</u></b>	<b><u>\$1,616,154.00</u></b>	

##### Expenditures

<b>Wages</b>	\$632,382.00	Staff salaries dedicated to System
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<sup>3</sup> Note: Central and City Library contributions are shown separately from "Member" Contributions.

<sup>4</sup> Fund balance from 2019. see FAQs for fund balance discussion (Appendix D).

<b>Employee Benefits</b>	\$270,741.00	Associated System employee benefits
<b>Supplies</b>	\$8,325.00	Supplies and materials
<b>Books &amp; Materials</b>	\$93,830.00	Includes e-books, and Databases and other library materials
<b>Maintenance &amp; Repairs</b>	\$1,389.00	Standard wear & tear of equipment
<b>Cash Grants to Members</b>	\$10,000	County Legislative grants to individual Member Libraries
<b>Rents</b>	\$17,086.00	Galleries, copiers, postage machine
<b>Telecom</b>	\$183,740.00	Internet, Networking, Ethernet, WiFi Packs, Chromebooks (County funded)
<b>Software licenses</b>	\$17,450.00	General use software licensing
<b>Software support &amp; Maintenance</b>	\$208,323.00	Includes \$133,000 for Polaris <sup>5</sup>
<b>Professional Services</b>	\$4,400.00	Outside vendors for expertise
<b>Software Training</b>	\$2,500.00	Continuing Ed for member library staff
<b>Memberships</b>	\$2,123.00	PULISDO, CLRC, NYLA, etc.
<b>Audit Expenses</b>	\$126.00	Billed cost of annual County audit <sup>6</sup> .
<b>Postage</b>	\$16,486.00	Includes ILL shipping.
<b>Taxes</b>	\$925.00	Taxes as necessary.
<b>Traveling and Training</b>	\$4,050.00	Training and travel for System staff.
<b>Interdepartmental Charges<sup>7</sup></b>	\$142,278.00	County IT, Legal, Purchasing, Finance Ops, Vehicle Maintenance.
<b><u>Total Expenditures</u></b>	<b><u>\$1,616,154.00</u></b>	

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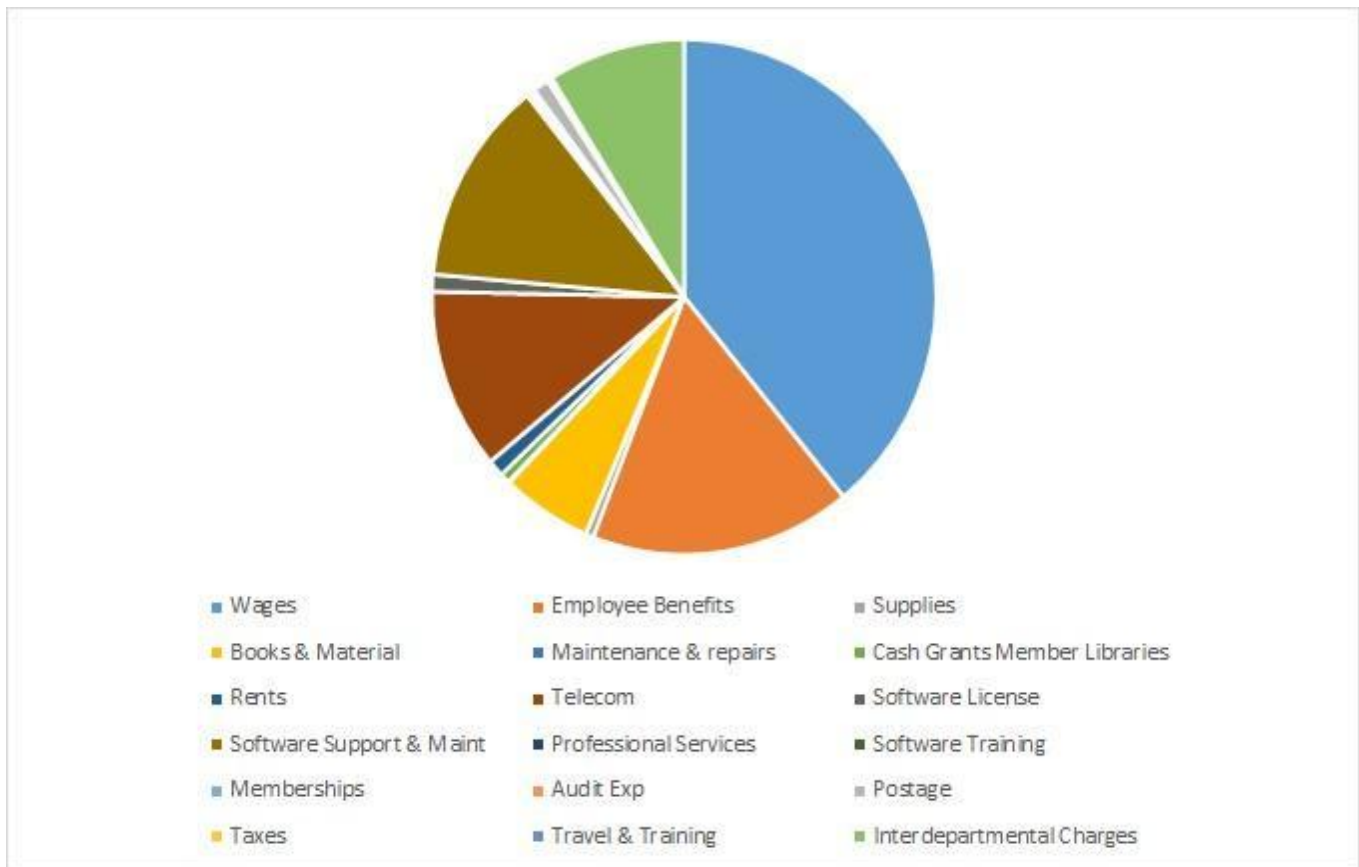
<sup>5</sup> Overall Polaris costs discussed in FAQs

<sup>6</sup> Discussed in FAQs

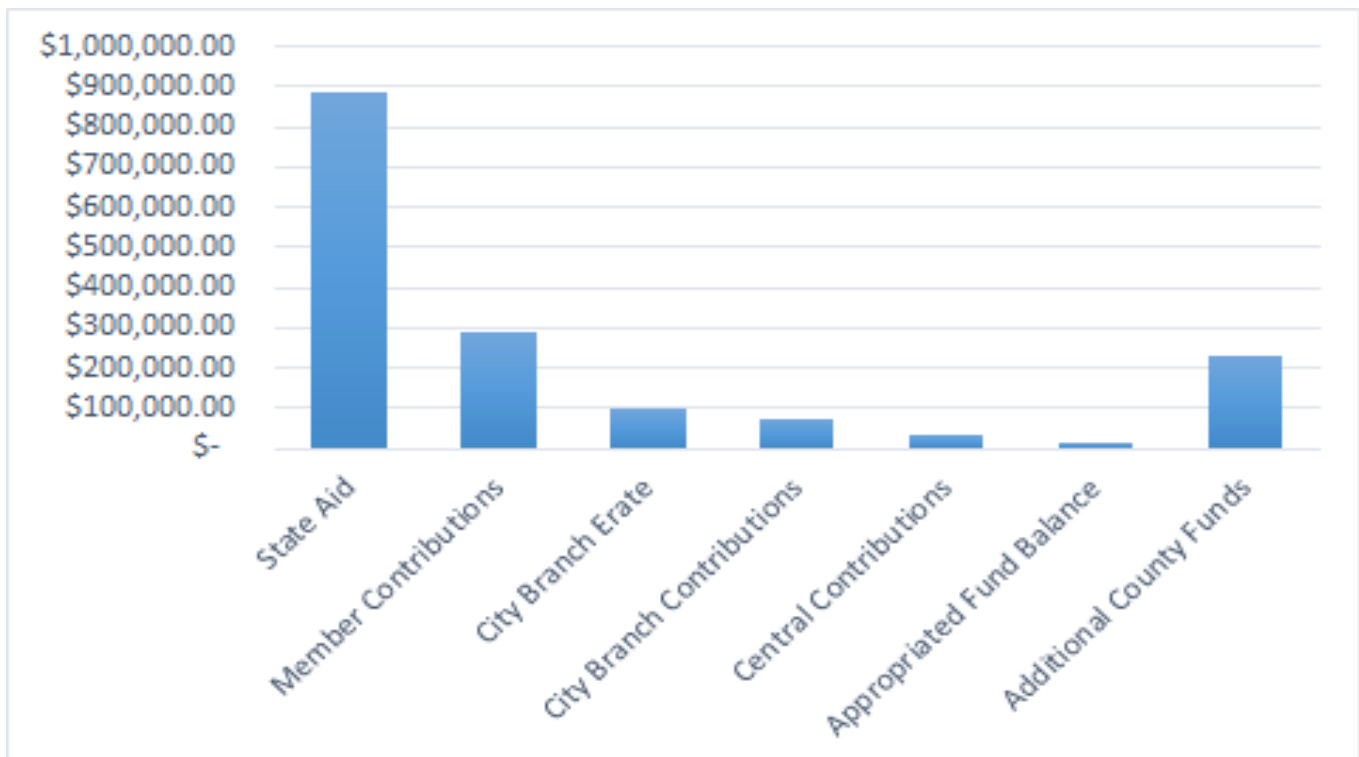
<sup>7</sup> Discussed in FAQs



## OCPL System Costs By Type



## Revenue Sources



## **Appendix D**

### **OCPL System Financial FAQs**

Below is a sampling of common questions regarding the financial operations of “System” services of the Onondaga County Public Library, as distinct from “City Branches” and “Central Library” operations.

#### ***1. Aren’t OCPL System services funded by NY State aid?***

New York State established public library systems in 1950 and budgeted funding to support their mission to provide public library service to every resident in the state through “System” and “Central Library” funding. The intent was to support all local libraries with robust regional central libraries along with a cooperative structure to share resources. Of course over the years the state has not kept up with its vision of fully supporting such an effort and public library systems continue to struggle with their mission and their funding to meet at the very least the requirements stipulated in the [Education Commissioner’s Regulation 90.3](#) which governs library system operations.

Of course the demand for cooperative services has grown far beyond the original mission articulated by the State decades ago and public library systems have expanded their cooperative services with the financial investment of their members.

It should be noted that State Aid for OCPL System services today is actually less that it was in 2000, over two decades ago in real dollars.

#### ***2. What is the difference between “Required” Services and “Essential” Services and why do we need to pay for Essential Services?***

Library System services stipulated under the Education Commissioner’s Regulations ([CR 90.3](#)) and technically funded by NY State aid are considered to be “required” and available to all libraries in Onondaga County who choose to be members of the OCPL System and abide by the member library responsibilities detailed in the OCPL Memorandum of Agreement.

“Essential” Services are those cooperative services, such as the automated Integrated Library System (ILS) “Polaris” that the member libraries have agreed to support jointly and are managed by the System. These services typically range far beyond what New York State originally envisioned in 1950 and vary greatly among N.Y.S. public library systems. In effect, they are cooperative purchasing agreements managed by the regional Library System. The cost sharing models for such endeavors vary greatly throughout the state.

**3. We understand the budget is developed in the previous summer and fall from “estimated” revenues; especially state aid. Is it amended when the final amounts are established in the spring? If there are unanticipated revenues, are they credited to the Library Fund?**

Once the County determines the Library appropriation and adopts its budget for the coming year it has historically been stable with the exception of years with significant recessions and, of course, 2020.

The New York State budget is not determined until April of the Library’s fiscal year, at the earliest. The Library uses the previous year’s funding as its budget estimate. Last year the State estimated a 22% reduction for 2021; which was factored into the budget estimate. At this time it appears the Library will receive funding similar to previous years.

Once member library and system annual reports have been received and approved by the State, OCPL will receive its 2021 System funding. All such funds will be applied by the County to the “Library Fund”. Any unanticipated revenues will be credited in subsequent years.

**4. How are staff allocated between “System” work and “City Library” work? Who works specifically on “System” tasks helping all member libraries?**

In the 1970’s, when the Onondaga Library System was merged into the Syracuse Public Library and both assumed by Onondaga County, all “System” functions were taken over by the newly created Onondaga County Public Library. The intent was to save money by streamlining administration and combining many library functions. Therefore, many staff serve both the “City Libraries” and the “Member Libraries” in their various capacities. That said, OCPL makes every effort to properly allocate the salaries and benefits of shared staff between the two programs.

However, there are numerous staff solely dedicated to “System” work, including the Coordinator for Outreach Services, the Coordinator for Member Services, Integrated Tech Librarian as well as the various staff dedicated to the Delivery Service (i.e. sorters, drivers, and supervisor).

In addition, the OCPL Executive Director is responsible for the overall administration of the System service program and is available to all member libraries for consultation on library matters.

**5. What materials are purchased using the System budget?**

Historically these State aid funds to both the System and Central Library were used for the purchase of reference material accessible by all member libraries and residents. In the last two decades these funds have migrated to the purchase of database licenses; though a small amount is still dedicated to unique print materials.

**6. What are the Cash Grants to Members?**

These are Legislative Grants to individual member libraries by the County Legislature channeled through the System.

**7. How are the "Telecom" costs divided between the "System" and "City" operations?**

Contracted fiber optic services through Crown Castle are allocated at 55% to the System and 45% towards City operations. Crown Castle internet services are allocated at 48% System and 52% City. Data service for the tech packs are allocated at 50% System and 50% City. Spectrum internet service is charged 100% System.

**8. Who does the annual audit for OCPL? Can the members get a copy?**

Onondaga County manages the finances for OCPL, including the receipt and investment of revenues and the auditing and payment of vouchers. The Library finances are audited as a part of the County's annual audit. Unfortunately, the County does not specifically break out OCPL's finances in their published audit, which is available online. Yet they do charge the Library for its small share of the work.

**9. How much does delivery cost?**

Fleet Maintenance:	\$15,000
Galleries Rent:	\$5,400
Staff:	
1 full time supervisor:	\$48,336
2 full time drivers:	\$70,990
1 part time driver:	\$15,085
3 part time sorters:	\$34,125
<b>Total Delivery:</b>	<b>\$188,936</b>

**10. Does the “System” get to keep its year end surplus? How is that treated?**

Yes. The County applies the surplus “System” funds toward the next year’s budget. However, since this amount is not known until well into the fiscal year (Jan. 1- Dec. 31) the current fund balance is estimated on the previous year’s amount. (i.e. 2019 for 2021).

The “System” fund balance is generally small and, unlike most Library Systems, there is no need to grow the fund balance for cash flow purposes to tide them over until the receipt of State Aid sometime in the late spring. In effect, the County lends the System funds for these months.

Since it appears the System State Aid will not be significantly reduced for 2021, the unanticipated revenues will be credited to the County Library Fund for use in future years.

**11. How much (approximately) does the Polaris ILS (Polaris) actually cost each year; including staff?**

Software: \$139,000 <i>Polaris</i>	
\$ 30,000 <i>OCLC Cataloging &amp; WorldShare ILL Service</i>	
Staffing:	
Director of Info Systems:	\$42,500
Manager (40%):	\$30,470
Clerk 2 catalog (60%):	\$23,613
Librarian 2 ILL (50%):	\$32,272
Librarian 2 Catalog (100%):	\$64,544
Clerk 2 acquisitions (50%):	\$20,343
Clerk 2 ILL (50%):	\$20,343
<b>Total ILS:</b>	<b>\$403,085</b>

**12. What does “Interdepartmental Charges” mean?**

Onondaga County provides nearly all administrative services for OCPL and the OCPL System, including HR, Purchasing, Finance and maintenance of the Delivery Fleet. This represents the “System’s” portion of the “charge back” for County services.

**13. How are the Essential Service costs shared among OCPL members?**

The system costs are covered using funding from State, County and Federal (when applicable) sources along with contributions from all the member libraries (inclusive of the City Branch and Central Libraries). OCPL Member Libraries' overall contribution is distributed amongst each member using their corresponding percentage of total circulation over a multi-year period. This is considered a valid approximation of the use of System services by each library.

**14. Can an OCPL member library choose not to participate and pay for “Essential” Services?**

Yes, but they would only receive those services mandated under [CR 90.3](#). This would mean they would no longer participate in the county-wide Polaris ILS, receive delivery services, nor numerous other services beyond the state requirements.

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## **Appendix E**

### **The Value of the Onondaga County Public Library System Services**

All libraries in the OCPL system contribute to the goal of receiving uniform services from the OCPL system. Cost-sharing by the recipients of these services provides an equitable and affordable method for delivery of services that no one library could support on its own.

The services provide value to the libraries and their patrons through a coordinated process that includes:

- the infrastructure that enables partnership among its libraries through sharing of resources using one county-wide library card, shared integrated automation, and a wide variety of digital resources.
- Coordinated Outreach Services directly and through its libraries to community members who can benefit from special library services at different stages in their lives, and those who are most in need of and unable to use traditional library services.
- opportunities for staff and trustees to constantly improve their knowledge, skills, and abilities to ensure that they are meeting the current and future needs of the people they serve.
- professional advice to its libraries through the expertise of System staff. By pooling knowledge, libraries can learn from each other to provide the highest quality library service. OCPL serves as a clearinghouse of best practices, examples, and trend spotting.
- coordinating library services when doing so advances the mission of the system.
- year-round advocacy efforts to educate state and local legislators about the importance of library funding. These efforts help forge strong relationships with elected officials, who develop an understanding of the essential place libraries have in their communities and recognize the value of the shared-services OCPL provides.
- timely and effective communication between all of its libraries.
- the system's ongoing relationship with the other library systems in NYS. Networking among system staff, directors, and trustees assures that OCPL can respond quickly to any changes required to library services due to external forces.
- The State Aid for Public Library Construction Grant Program is a matching grant program that helps libraries fund building projects. System staff help libraries navigate planning the project, the State application process, and the final reporting.

## **Appendix F**

### **Onondaga County Public Libraries: Member Council Bylaws**

*Approved by the OCPL Member Council on 11/7/2017*

*Amended on 11/5/2018*

#### **ARTICLE I - NAME**

The name of this organization is the Onondaga County Public Libraries Member Council (MC), hereafter referred to as the MC.

#### **ARTICLE II - OBJECTIVE**

The MC shall be organized to provide a platform for Central, Branches, and Suburban Libraries (hereafter collectively referred to as member libraries or members) to exchange ideas and address system-wide needs and concerns.

#### **ARTICLE III - PURPOSE**

The role of the MC is to:

- Assist in developing system-wide policies, standards, and guidelines;
- Serve as a forum to raise issues of system-wide concern;
- Bring issues and concerns to the attention of the System Director and OCPL Board;
- Assist in setting system-wide priorities;
- Assist with system-wide initiatives;
- Assist in creating the OCPL Plan of Service;
- Assist in creating the Memorandum of Understanding.

#### **ARTICLE IV - MEMBERSHIP AND VOTING**

Section 1. Membership is open to any library belonging to Onondaga County Public Library System. The Council shall consist of one representative from each member library, with Central and Branches recognized as two separate entities, each having their own vote. The voting representative of each institution shall be the person who directs the Library or their representative in cases where the director cannot attend. The city libraries shall be represented by the Administrator for Central or the Administrator for Branches based on who has a seat on the Executive Committee. All votes in the Council shall be equal in weight.

The Member Council votes on decisions and initiatives that affect the overall system. A majority vote of those in attendance is required to pass a motion. While the member council is the decision-making body for these matters, the budgetary and personnel resources are the purview of the OCPL System Director. The expectation is that the Member Council will work closely with the System Director to identify and negotiate resources to meet Member Council priorities while fulfilling the obligations of the OCPL Plan of Service. If a solution that is agreeable to the Member Council and the System Director cannot be reached, it may be brought to the OCPL Board of Trustees for final resolution.



Section 2. Each director/manager shall have one vote. The director/manager or their representative must be present in order to cast his/her vote. When a library's directorship is vacant, the library may designate a temporary representative, who shall have full voting rights.

Section 3. *Quorum* – Half the full membership plus one (11) shall constitute a quorum for regular business and voting purposes. A simple majority vote is sufficient to pass a motion.

Section 4. *Electronic Voting* – Electronic voting may be used in connection with both meetings of the Council and the solicitation of written consent as follows:

(i) *Meetings.* For purposes of soliciting electronic votes in connection with a meeting of the Council at which a quorum was present, the requisite number of votes that would have been required at such meeting to pass an action shall be required to pass an action via this electronic voting provision. Only those members in attendance of the meeting shall be permitted to vote with respect to Section 1. The deadline for receipt of electronic votes with respect to any such vote shall be no sooner than two (2) weeks from the date of the meeting.

(ii) *Action Without Meeting.* For purposes of taking action without a meeting, solicitation via electronic balloting and voting shall be permitted hereunder. Such procedure shall be initiated by the electronic distribution of ballots and all related materials for consideration by the Council to all of the members at the time of such distribution. Thereafter, such members shall discuss/question and be permitted to cast their votes electronically in response to the distributed ballots/materials. The deadline for receipt of such electronic votes cast by the members shall be no less than two (2) weeks from the date of mailing of the balloting materials, as set forth therein.

Section 5. *Guests* – Meetings are open to all staff from a member library. Permanent guests consist of the System Executive Director, Coordinator for Member Services, Administrator for Central, Administrator for Branches (with the exception of the Administrator with a seat on the Executive Committee) and Coordinators of the working groups. Guests are non-voting participants.

## **ARTICLE V – MEETINGS**

Section 1. The Member Council shall meet every other month. Member libraries will take turns hosting the meetings. The Executive Committee, Working Group Coordinators, Executive Director, Administrator for Branches, Administrator for Central, and Coordinator for Member Services will meet in the months in between the Member Council meetings to plan the agenda for the MC meeting.

The Executive Committee shall have authority to cancel or postpone meetings. The Chair may set a new date if necessary.

Section 2. Special Meetings may be called by the officers for issues that, due to their nature, cannot wait until the next scheduled meeting. One week notice must be given to all members prior to a Special Meeting.

## **ARTICLE VI – COMMITTEES**

Section 1. Executive Committee – The officers of the Council shall be a Chair, Vice-Chair, and 2 Members at Large. The Executive Committee shall be made up of voting members of the Council; at least one member shall represent the city libraries and one shall represent the suburban libraries. Officers shall serve a two-year term.

Section 2. Duties of Officers are as follows:

- (i) The Chair shall preside at all meetings of the Member Council. Act as liaison between the Member Council and the OCPL Board. Call for agenda items prior to the meeting and send the agenda to the members at least one week prior the meeting.
- (ii) The Vice Chair shall have all the responsibilities and perform all the duties of the Chair in the absence of the Chair.
- (iii) The Members at Large shall assist the Chair and Vice Chair in achieving System goals and effecting policies and/or decisions made by the Member Council. The Members at Large shall have charge of the records of the Member Council and shall record and disseminate minutes of the MC meetings. The minutes shall be sent to the members at least one week prior to the meeting.

Section 3. *Nominating Committee* – The purpose of which shall be to nominate one (1) member for each office to serve on the Executive Committee. The Nominating Committee will consist of four (4) members representing at least one city library and one suburban library. These members shall be appointed by the Member Council for a one (1) year term. The committee shall put forth the slate of officers for approval at the November meeting. New officers shall assume their duties at the January meeting.

Section 4. Working Groups support the priorities set by the MC by sharing professional knowledge and expertise in specific areas. Working Groups may be added and/or disbanded as required to meet system-wide needs. The Working Groups shall make recommendations to the MC for discussion and action. They assist with the implementation of system-wide initiatives and the Plan of Service. The Working Groups report back to the Member Council as necessary with updates and progress reports. Working Groups can submit proposals for new initiatives to the MC by using the OCPL Project Proposal Form. Programs and services that have a system-wide impact must be brought before the MC for discussion and action.

(i) *Coordinators*. Each Working Group will have a Coordinator assigned by the Executive Committee as a liaison between the group and the MC. The Coordinator is responsible for reporting back to the MC with Working Group updates and status reports. The Coordinator is there to support the group and assist in acquiring resources when needed. Coordinators shall serve a two-year term.

From time to time the MC may appoint Ad hoc committees from among its members to work on specific system-wide initiatives and/or priorities that don't fall under one of the Working Groups.

#### **ARTICLE VII - AMENDMENTS**

These bylaws may be amended at any meeting where a quorum is present by a majority vote of the MC present and voting. Proposed amendments shall be submitted at least ten days before the meeting at which they are to be discussed.

#### **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable.

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## **Appendix G**

### **Onondaga County Public Library Free Direct Access Plan 2017 - 2021**

In fulfillment of Commissioner's Regulation 90.3(a) through (d)(4)

Onondaga County Public Library (OCPL) is a federated public library system chartered to serve Onondaga County. As a federated system, it provides services to its 19 independent member libraries as well as being responsible for the 8 library branches and 2 community center libraries, and the Central Library in the city of Syracuse. The Central Library is chartered to serve all residents of Onondaga County.

#### **DEFINITIONS**

**Direct Access** is defined as the ability of an individual, who resides within the boundaries of a public library system and who has a valid borrower's card issued by the system or any member library in the system, to borrow materials for home use directly from the premises of any library that is a member of the public library system on the same basis as that specified for cardholders in each individual library.

**Chartered service area** is defined as the geographic area served by a library as stated in charter documents approved by the Board of Regents and on file with the department. Please note that the phrase "and its environs" or equivalent as contained in any charter document will not be recognized by the commissioner as a valid part of the library's chartered service area. For purposes of this section, the commissioner will not recognize areas served by the library under contract or agreement as a valid part of a library's chartered service area.

**Resident borrower** is defined as an individual who resides within the boundaries of the chartered service area of a public library as defined in section 253 of the Education Law and who is a library card holder at that library.

**Non-resident borrower** is defined as an individual who resides outside the boundaries of the chartered service area of a public library as defined in section 253 of the Education Law and who is a library card holder at that library or at another member library of the public library system or who is a system cardholder. This definition and plan does not include or address individuals residing outside of the boundaries of the Onondaga County Public Library system.

**Library resources** are defined as the print and non-print materials owned by the library and any other services provided by the library to the resident borrowers of the library's chartered service area. Onondaga County Public Library Free Direct Access Plan, 2017-2021 –  
Approved 8/17/16 2

**On-site use** is defined as the ability of an individual to use library resources on the premises of a library.

**Serious inequities and hardships** are defined as those conditions which adversely affect resident borrowers of member libraries, such as when circulation of library materials to non-resident users is excessive and significantly deprives local residents of the opportunity to borrow library materials.

**Unserved** is defined as those individuals residing in geographic areas that are within the boundaries of a public library system but outside the boundaries of a chartered service area of a library which is a member of that system. Note that since the OCPL Central Library is chartered to serve all of Onondaga County there are no unserved individuals in Onondaga County

**Underserved** is defined as those individuals residing in geographic areas that are within the chartered service area of a member library and which the public library system has identified as having an inadequate level of local income to support the delivery of acceptable library services.

**Member Libraries** means the public libraries in the library system's service area chartered by the Board of Regents of the State of New York to provide public library service to the residents of their chartered service areas within Onondaga County (and associated school districts for a school district library). This includes the Syracuse City Branches and the Central library.

**System Meeting** is a meeting called and run by the OCPL system to include representation from all OCPL system members.

**1. Describe how all individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive library services.**

Individuals residing within the boundaries of OCPL but outside a member library's chartered service area will receive library services via:

- Free direct access at any member library
- Intra-system borrowing from any member library
- Downloadable e-content collection access
- Library services provided by the OCPL
- Central Library, chartered to serve all of Onondaga County
- Remote access via the OCPL website and the online catalog

Onondaga County libraries have one card which is honored at all libraries in the system, providing seamless access to all residents of the system charter area. No fees are imposed by any OCPL library on any Onondaga County resident.

**2. Describe how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or where a chartered and registered library was never a member of the system, will be served by the system.**

Individuals residing within the boundaries of Onondaga County in an area where a member library chooses to withdraw from OCPL will continue to receive the same suite of library services available to all residents of the OCPL service area (see #1 above):

- Free direct access at any member library
- Intra-system borrowing from any member library
- Downloadable e-content collection access
- Library services provided by the OCPL Central Library, chartered to serve all of Onondaga County
- Remote access via the OCPL website and the online catalog

**3. Describe what the system considers “serious inequities and hardships” and the criteria used by the system to make the determination.**

Note that OCPL intra-system borrowing via the shared Integrated Library System combined with a system-provided delivery service is highly valued by both staff and patrons of the OCPL libraries.

OCPL member libraries believe serious inequities and hardships are present when circulation of library materials to non-resident users is excessive and significantly deprives local residents of the opportunity to borrow library materials.

**4. Describe what constitutes excessive out of chartered service area borrowing in the system.**

If in the future a difference of more than 10% exists between a library’s borrowing and its lending, the impact on that library and the other member libraries will be examined by System administration and OCPL member libraries. Note that Central Library items are not included in these counts since Central Library items serve all County residents

**5. a) Describe the unserved and the underserved populations within the system.**

Since OCPL Central Library and system is chartered to serve all of Onondaga County, technically there are no unserved areas within the county. Only a small percentage of the county’s residents are not within a specific member’s chartered service area, and those residents are served by whichever library they choose to visit, including the Central Library.

**b) Describe the criteria used by the system to identify libraries as having an inadequate level of local income to support the delivery of acceptable library service (underserved). List those libraries so identified.**

The OCPL criteria for determining an adequate level of support is the member library's ability to comply with minimum standards for public libraries as described in New York State education law and New York State Commissioner's Regulations ([http://www.nysl.nysed.gov/libdev/excerpts/finished\\_regs/902.htm](http://www.nysl.nysed.gov/libdev/excerpts/finished_regs/902.htm)). Each member library reports on their compliance with the NYS minimum standards in the annual report. If the library is in compliance with the minimum standards, or if the Commissioner of Education has granted a waiver from one or more of the standards, the library is deemed to have an adequate level of support.

All libraries in OCPL report compliance with NYS minimum standards or have a waiver granted by the Commissioner of Education.

Thus said, all libraries can benefit from additional sustainable funding. OCPL supports libraries working to achieve this with trustee training sessions, distribution of information from NYS Library DLD and other information sources regarding funding, and through consultation with the OCPL system staff.

**c) Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the system.**

Since the inception of the system in 1976, all member libraries have pointed to one library card as a tangible product of cooperation and collaboration, and all OCPL member libraries all direct or indirect access to their collections by residents of Onondaga County.

Onondaga County is a compact geographic area, with most residents within a short distance of a library building where they are welcome, regardless of their physical location within the County.

In addition, the system is pursuing services (such as mobile maker kits and popup library equipment), which can be provided to the smaller libraries and outside of traditional library buildings enabling an increase in library services in areas of any level of service.

**d) Provide a timetable for such actions.**

These actions are ongoing.

**e) Identify who will be responsible for carrying out these actions.**

The OCPL Executive Director, the OCPL Administrator for System and Member Library Service, and the OCPL Member Services Coordinator work with member directors, member library trustees and the OCPL Board and administrators.

**6. Describe the conditions under which modifications to the free direct access plan can be made:**

**a) Without the prior approval of the Commissioner of Education**

Agreements may be made with the approval of the OCPL Administration and a majority of member libraries for certain limitations to the plan. Examples of such modifications are restricting holds on new materials for a specified period of time to local borrowers only and blocking holds on certain popular, expensive, fragile, or rare items if purchased with local funds. Items not holdable may be available for use or borrowing by card holders who go to the holding library (“on-site use”).

It is noted that the access to electronic library materials is at this time being dictated by the vendors of the electronic resources and the access is not under control of the purchasing library. However, in many cases, electronic library materials may be available for on-site use in the owning library by any resident of Onondaga County.

After recommendations from a system-level electronic content committee, certain electronic resources are purchased with system funds for use by all residents of the system. The system also supports consortial platforms for e-content and all member libraries purchase materials for those platforms to be shared by all residents of the system.

**b) With the prior approval of the Commissioner of Education**

Although the system does not anticipate the need for any modifications requiring the prior approval of the Commissioner of Education, the following path may be followed by a member library:

A library may request a waiver from the Commissioner of Education to impose restrictions beyond those mentioned in this plan if a majority of the other member libraries agree to support such a waiver. The request for this waiver will be made in writing to OCPL and must include the following elements:

- Element 1 - Documentation of the serious inequities and hardships affecting the resident borrowers of the member library making the request.
- Element 2 - The proposed restrictions that will be implemented and a description of the anticipated impact on resident and non-resident borrowers.
- Element 3 - Recommendations for remedying the underlying inequity with a proposed timetable for action.



**7. Describe how the system will assure that member libraries are complying with the system free direct access plan approved by a majority of member libraries.**

Upon adoption by the OCPL Board of Trustees and approval by the Commissioner of Education, the OCPL Free Direct Access Plan will be distributed to all member libraries and posted on the OCPL website. OCPL will lead a discussion on the Free Direct Access Plan at a regular OCPL System meeting to review the plan in detail and reinforce the importance of compliance with the plan.

OCPL will be prompt and responsive to any queries or concerns from member libraries regarding compliance with the OCPL Free Direct Access Plan

**8. Describe how the system obtained member library input to the plan for free direct access.**

From the guidelines: A simple majority vote by the member libraries is needed to approve the free direct access portion of the system plan. A copy of the vote results must be attached to the system plan. (<http://www.nysl.nysed.gov/libdev/fda/guidelines.htm>)

Therefore this plan was developed as below:

- Draft plan developed by OCPL staff based on previous Free Direct Access Plan and experiences within OCPL involving resource sharing and free direct access issues.
  - Distributed for review and consideration to the OCPL member directors.
  - Reviewed and discussed at the 5/3/16 OCPL System Meeting.
  - Approved by OCPL Member Directors at the 6/7/16 OCPL System Meeting.
  - Approved by the OCPL Board of Trustees at their 8/17/16 meeting.
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## Appendix H

### Onondaga County Public Library System Structure and Governance

The Onondaga County Library System is one of 23 Public Library Systems in New York State chartered by the Board of Regents and functioning under State Education Law. OCPL is also a coalition of member libraries that includes:

- Baldwinsville Public Library
- Community Library of DeWitt & Jamesville
- East Syracuse Free Library
- Elbridge Free Library
- Fairmount Community Library
- Fayetteville Free Library
- Jordan Bramley Library
- Lafayette Public Library
- Liverpool Public Library
- Manlius Library
- Marcellus Free Library
- Maxwell Memorial Library
- Minoa Library
- Northern Onondaga Public Library
- Onondaga County Public Library (City)
- Onondaga Free Library
- Salina Library
- Skaneateles Library
- Solvay Public Library
- Tully Free Library

Member Libraries are chartered by the New Your State Board of Regents to serve a specific area, are governed by their own Boards of Trustees and funded by local taxes derived from Towns, Villages, County, City of Syracuse or School District.

The Onondaga County Public Library System is governed by a Board of Trustees which is responsible for the fiduciary oversight of the library system, establishing system policy, and supervising & evaluating the OCPL Director. This 11-member board is appointed by the Onondaga County Legislature. System policies are defined as those that affect the entire system and are typically developed by the OCPL Director, with input and endorsement from member library directors, endorsement by member library boards, and ultimate approval by the OCPL Board. Systems qualify for State Aid based on an approved five-year plan of service and annual budgets and reports.

The System administrative structure consists of a System Director, Director of Library Information Systems (Technical Services, Acquisitions, Digital Resources & ILL), Administrative Director (Budget & Finance), Administrator for Public Services (Central & Branches), Administrator for Library Operations (Central & Branches), Communications Director (PR, Social Media & Virtual Branch), Programming and Outreach Coordinator (Outreach Services) and Coordinator for Member Services (Suburban Libraries). These positions directly report to the System Director.

The OCPL Member Council (MC) consisting of System Administrative Team, Central and City Branch Managers and Suburban Member Directors meets six (6) times a year. The OCPL Member Council shall be organized to provide a platform for all OCPL Member Libraries to exchange ideas and address system-wide needs and concerns. The role of the MC is:

- Assist in developing system-wide policies, standards, and guidelines;
- Serve as a forum to raise issues of system-wide concern;
- Bring issues and concerns to the attention of the System Director and OCPL Board;
- Assist in setting system-wide priorities;
- Assist with system-wide initiatives;
- Assist in creating the OCPL Plan of Service;
- Assist in creating the Memorandum of Understanding.

This body will act as a mediator in any dispute regarding system services between a Member Library and the System.

Membership is open to any library belonging to Onondaga County Public Library System. The Council shall consist of one representative from each Member Library, with Central and Branches recognized as one entity, with one vote. The voting representative of each institution shall be the person who directs the Library or their representative in cases where the director cannot attend. OCPL City shall be represented by the Administrator for Central or the Administrator for Branches based on who has a seat on the Executive Committee. All votes in the Council shall be equal in weight.

The Member Council shall have an advisory role in the establishment of procedures, standards, policies, cost allocations, system growth planning and other matters related to network operations. The MC votes on decisions and initiatives that affect the overall system. A majority vote of those in attendance is required to pass a motion. While the Member Council is the decision-making body for these matters, the budgetary and personnel resources are the purview of the OCPL System Director. The expectation is that the Member Council will work closely with the System Director to identify and negotiate resources to meet Member Council priorities while fulfilling the obligations of the OCPL Plan of Service. If a solution that is agreeable to the Member Council and the System Director cannot be reached, it may be brought to the OCPL Board of Trustees for final resolution.

