



# Onondaga County Public Library Board Policy

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## Memorandum of Understanding

1<sup>st</sup> Consideration: 9/11/13  
Resolution #: 13-25  
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This document reflects an understanding of the major responsibilities of the Onondaga County Public Library system (System) and its Member Libraries (Members). These libraries along with the Central Library and the Syracuse City Branches 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 Syracuse Public Library, anticipating that consolidation of services could result in increased efficiency, lower costs and seamless library services for county residents.

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 independent suburban libraries (Members) agree to the following:

### **SYSTEM RESPONSIBILITIES**

**The System will develop and follow a member and New York State approved Plan of Service which details the following System responsibilities:**

1. The System will provide delivery service for the distribution of materials to support resource sharing throughout the System
2. The System will provide access to an integrated online library system, supporting circulation and patron database management and other functions
3. The System will survey the member library directors during the third year of each Plan of Service to evaluate satisfaction with system services and progress toward successful completion of elements of the Plan of Service
4. The System will provide Outreach Services which include direct service to special client groups
5. The System will support the Central Library as required to qualify for state aid
6. The System will furnish the Commissioner of Education with information and reports as required to qualify for state aid
7. In addition to a qualified director, the System will employ at least three full-time (or the equivalent)

certified public librarians who shall be engaged in system services

8. One of the above librarians will serve as a full-time member library liaison
9. The System will inform members of State grant opportunities and will administer any grants received by the System for the benefit of members
10. The System will facilitate workshops and other training opportunities to the extent determined by funding and staffing levels
11. The System will systematically assist member libraries in the development of long range funding strategies

## **MEMBER LIBRARY RESPONSIBILITIES**

1. Member libraries will assist in the development of the Plan of Service
2. Member libraries will maintain and contribute to an up-to-date catalog of their holdings for a union catalog
3. Member libraries will comply with the System's current Free Direct Access Plan
4. Member libraries will honor the holds queue
5. Member libraries will require photo ID when issuing an OCPL card to adults and positive ID when issuing a card to a minor
6. Member libraries will comply with the current Onondaga County Public Library System Library Card Policy
7. Member libraries will provide reports as required by the New York State Library, meeting all deadlines set by the System and will provide information needed by the System to fulfill its administrative functions
8. Member libraries will encourage their staff to participate in System committees and workgroups and task forces
9. OCSLD will establish a procedure for selecting formal representatives for major committees
10. Member libraries will participate to the fullest extent possible in System continuing education and training opportunities including trustee training
11. Member libraries will assist in the planning for such voluntary or collaborative services as they use and will comply with any agreements jointly developed such as funding obligations, promotion and training
12. Member libraries will inform their trustees about System services and initiatives and will keep the System informed about member library concerns
13. Member libraries will make every reasonable effort to secure support from local funds with the goal of providing a consistent level of library services in Onondaga County, realizing that decreasing levels of support jeopardizes state aid to the System

## **MEMBER CHARGES AND SHARING COSTS**

Total Member Charges for the calendar year 2013 will be calculated by adding 2% to the total of the Member Charges (which includes the Member Libraries, the Central Library and the City Branches) that is in the OCPL System Budget for 2012. For each of the next two (2) years that this MOU covers, the Member Charges will be calculated by adding 2 % to the Member Charges in the OCPL System Budget for the previous year.

Member Charges for each Member Library will be a percentage of the total Member Charges. The percentage for each Member Library will be determined by averaging each library's Polaris annual circulation for 2009, 2010 and 2011 and dividing by the total circulation.

The same methodology will be used for dividing the costs of voluntary or collaborative services that libraries can choose or not based on their needs.

A permanent **MOU Committee** will meet a minimum of twice a year to recommend priorities for the coming fiscal year, to review fees, shared costs and member charges and to consider proposals developed and submitted by system-wide work groups and committees.

The committee will define those services that will be supported by all member libraries and those that libraries can choose or not based on their needs.

The MOU committee will include:

- Executive Director and staff designated by the Executive Director
- OCPL Board President or other officer
- 2 member library trustees
- 4 member library directors appointed by the Onondaga County Suburban Library Directors

To enable the committee to consider new proposals in context, the OCPL Executive Director will review for this committee the draft System budget prior to submission to the OCPL Board of Trustees.

MOU Committee recommendations will be forwarded to the Onondaga County Suburban Library Directors association and the OCPL Executive Director for needed approvals.

**Effective Date and Termination:**

This Memorandum of Understanding must be authorized by a majority vote of a full quorum of trustees at each library, and lastly by the OCPL Board of Trustees. The effective date will be set by the OCPL Board of Trustees. The Memorandum of Understanding (MOU) committee described above shall Review and recommend revisions to this document every three years. Those Review recommendations will be submitted to the Board of Trustees of each Member Library and the OCPL Board of Trustees for approval.

The Memorandum of Understanding may be terminated by either the Onondaga County Public Library or a Member Library, by either party giving the other at least 30 days written notice of termination prior to the renewal date of any year. Written notification may be served either personally or by mail. Neither the System nor Member Library shall have or make any claim for damages against the terminating party for terminating the MOU. However, libraries terminating their participation in the MOU may be denied services.

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

The member library liaison will work closely with the library directors to find amicable solutions to complaints or problems. In those rare occasions where no resolution can be reached in this way, a written summary of the problem will be sent to the MOU Committee which will consider the issue and make recommendations to the Executive Director of OCPL.

It is expected that Member Library Boards will bring their deliberations on issues that will impact the System and other Member Libraries 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 Onondaga County Division of Management and Budget or Onondaga County Department of Law.

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