

# OCEAN COUNTY LIBRARY COMMISSION

Tuesday, December 13, 2016

## AGENDA

1. Open Public Meetings Act
2. Roll Call and Announcements
3. Approval of Minutes, Regular Meeting, November 15, 2016
4. Approval of Financial Statement, November, 2016
5. Personnel Actions
6. Action on Bill List # 12
7. Ratification of Salary Expenditures
8. Director's Report
  - 2017 Budget
9. Communications
10. New Business

### Resolutions

- A. Establishing Library Commission January Reorganization and Regular meeting dates for 2017;
- B. Approving the 2017 Ocean County Library Holiday schedule;
- C. Authorizing the 2017 Temporary Operating Budget;
- D. Approving the 2017 Annual Budget Request;
- E. Approving the Library's 2017 pension liability with the County of Ocean in the amount of \$1,764,013.00;
- F. Close out Reserve Account for encumbrances against the 2015 Budget in the amount of \$449,145.85 by a transfer to the General Library Account (209-290-0029);
- G. Establishing the Reserve Account for encumbrances against the 2016 Budget in the amount of \$2,411,173.13 by a transfer from the General Library Account (209-290-0029) to the Reserve Account (209-290-0028);
- H. Resolutions for Transfers:
  1. Authorizing transfer of \$25,000.00 from the General Library Account (209-290-0029) to the Sick Pay at Retirement Account (209-290-0049);
  2. Authorizing transfer of \$120,000.00 from the Sick Pay at Retirement line item (209-290-0049) to the Salaries and Wages line item in the General Library Account (209-290-0029);
  3. Authorizing transfer of \$100,000.00 from the Maintenance Building and Grounds line item in the General Library Account (209-290-0029) to the Building Improvement Fund (209-290-0045);

4. Authorizing transfer of \$50,000.00 from the Materials line item in the General Library Account (209-290-0029) to the Technology line item in the General Library Account (209-290-0029) to support the purchase of collectionsHQ;
5. Authorizing transfer of \$25,000.00 from the Technology line items in the General Library Account (209-290-0029) to the Automation Account (209-290-0030);
- I. Approving the establishment of petty cash funds for 2017 for Toms River (\$200.00), Lakewood (\$100.00), Brick, Jackson, Manchester and Stafford (\$75.00 each), and Barnegat, Beachwood, Berkeley, Island Heights, Lacey, Little Egg Harbor, Long Beach Island, Plumsted, Point Pleasant Beach, Point Pleasant Borough, Tuckerton, Upper Shores and Waretown (\$50.00);
- J. Authorizing the extension of a Lease with Paramount Realty Services, Inc. for the Whiting Reading Center;
- K. Authorizing the recycling of malfunctioning technology items as on the enclosed list;
- L. Authorizing the acceptance of a grant from the New Jersey Council for the Humanities and the Smithsonian Institution for the Water / Ways portable exhibition developed by the Smithsonian's Museum on Main Street Traveling Exhibition Service that will be held in the Atrium at the Toms River Branch from August 19, 2019, through September 28, 2019, and ratifying the actions of administration in signing the grant agreement to meet the deadline of November 28, 2016;
- M. Approving the renewal of the Hoopla Services Agreement with Midwest Tape for a twelve (12) month period beginning on December 21 2016;

### **Bid Awards / Change Orders / Contracts**

#### **Approvals**

- N. Approving the 2017 Library Fund Accounts, Line Item Categories and Cost Centers;
- O. Approving the Toms River Branch to be open after hours on Saturday, April 22, 2017, from 5:00 p.m. to 10:00 p.m. for the Ocean County Library's 11<sup>th</sup> Annual Student Film Festival;
- P. Approving the Tuckerton Branch to be open after hours on Thursday, April 20, 2017, for the Tuckerton Library Association's annual open house;
- Q. Approving an Institutional Library Card for Allies Barnegat Shore Day Program;

#### **Donations**

- R. Accepting a donation of \$614.00 from the Friends of the Point Pleasant Boro Library to purchase Demco Book Trucks.

11 Old Business

12. Public Comment

13. Closed Session for the purpose of Labor Counsel's review of collective bargaining contractual matters, a personnel matter related to recruitment, and Parking Authority negotiations.

14. Adjourn