

OCEAN COUNTY LIBRARY COMMISSION

Tuesday, December 12, 2017

AGENDA

1. Open Public Meetings Act
2. Pledge of Allegiance
3. Roll Call and Announcements
4. Approval of Minutes, Regular Meeting, November 14, 2017
5. Approval of Financial Statement, November, 2017
6. Personnel Actions
7. Action on Bill List # 12
8. Ratification of Salary Expenditures
9. Director's Report
10. Communications
11. New Business

Resolutions

- A. Honoring Linda Feaster, Librarian 3, Long Beach Island Branch Manager as she retires on January 1, 2018, after 18 years of dedicated service to the Ocean County Library;
- B. Honoring Nancy Stewart, Librarian 3, Collections Department as she retires on January 1, 2018, after 28 years of dedicated service to the Ocean County Library;
- C. Honoring Carol Prendergast, Senior Library Assistant, Little Egg Harbor Branch as she retires on January 1, 2018, after 21 years of dedicated service to the Ocean County Library;
- D. Authorizing the 2018 Temporary Operating Budget;
- E. Approving the 2018 Annual Budget;
- F. Approving the Library's pension liability with the County of Ocean in the amount of \$1,917,329.00;
- G. Closing out the Reserve Account for encumbrances against the 2016 Budget in the amount of \$541,169.21 by a transfer from (209-290-0028) to the General Library Account (209-290-0029);
- H. Establishing the Reserve Account for encumbrances against the 2017 Budget in the amount of \$2,228,916.00 by a transfer from the General Library Account (209-290-0029) to the Reserve Account (209-290-0028);

- I. Resolutions for Transfers:
 - 1. Authorizing transfer of \$10,000.00 from the General Library Account (209-290-0029) to the Sick Pay at Retirement Account (209-290-0049);
 - 2. Authorizing transfer of \$60,000.00 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 \$43,612.92 from the Grant Account (209-290-0040) to the Salaries and Wages line item in the General Library Account (209-290-0029) to reimburse for the New Jersey Libraries New Jersey Career Connections Grant for Uniform Career Guidance and Job Search Assistance Services initiative expenditures;
 - 4. Authorizing transfer of \$140,000.00 from the Technology line items in the General Library Account (209-290-0029) to the Automation Account (209-290-0030) for Security Camera Upgrades/Additions in various branches, and technology requirements for the Manchester and Point Pleasant Boro branch renovation projects;
 - 5. Authorizing transfer of \$50,000.00 from the Equipment line item (209-290-0029) to the Building Improvement Fund (209-290-0045) to support the future purchase of a book sorter;
- J. Approving the establishment of petty cash funds for 2018 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);
- K. Authorizing execution of a 2018 Intergovernmental Service Agreement with the County of Ocean for Vehicle Maintenance and Repair at a cost not to exceed \$110,000.00;
- L. Approving the submission of a preliminary 2018 Capital Budget request to the County of Ocean;
- M. Authorizing the award of contract for the provision of print and electronic books, materials and resources under Various Exempt Services in accordance with N.J.S.A.19:44A-20.4 et. Seq. as described in the bid for Request for Qualifications;
- N. Approving the renewal of the Hoopla Services Agreement with Midwest Tape for a twelve (12) month period beginning on December 21, 2017 for an amount of \$120,000 to be applied to future purchases;
- O. Authorizing a resolution for the Library to apply for the American Library Association's American Dream grant in the amount of \$10,000.00 for English as a Second Language programs and collections;

Bid Awards / Change Orders / Contracts

Approvals

- P. Establishing Library Commission January Reorganization and Regular meeting dates for 2018;
- Q. Approving the 2018 Ocean County Library Holiday schedule;
- R. Approving the 2018 Library Fund Accounts, Line Item Categories and Cost Centers;

- S. Approving the Tuckerton Branch to be open after hours on Thursday, April 26, 2018, for the Tuckerton Library Association's annual open house;
- T. Approving the Toms River Branch to be open after hours on Saturday, April 28, 2018 from 5:00 p.m. to 10:00 p.m. for the 12th Annual Student Film Festival.

Donations

- U. Accepting a donation of \$200.00 from the Friends of the Beachwood Library for the Beachwood Branch;
- V. Accepting a donation of \$200.00 from Michael & Carol Longo, Frank & Sarah Wells, Joel & Meredith Atkinson in Memory of Pete Rowe.

12. Old Business

13. Public Comment

14. Closed Session: land acquisition.

15. Adjourn