

OCEAN COUNTY LIBRARY COMMISSION

Tuesday, December 17, 2024

AGENDA

1. Open Public Meetings Act
2. Pledge of Allegiance
3. Roll Call and Announcements
4. Introduction of:
 - A. 2024 Librarian of Year Diane Musella, Librarian 3, Toms River Branch Adult Services.
 - B. 2024 Support Staff Person of the Year Maggie Williams, Principal Library Assistant, Little Egg Harbor Branch.
 - C. 2024 Director's Award for Excellence: Elizabeth Cronin, Librarian 4, System Coordinator, Information Services, Toms River Branch.
5. Approval of Minutes, Regular Meeting, November 19, 2024
6. Approval of Closed Session Minutes, November 19, 2024
7. Approval of Financial Statement, November, 2024
8. Personnel Actions
9. Action on Bill List # 12
10. Ratification of Salary Expenditures, November, 2024
11. Director's Report
12. Committee Reports
13. Communications
14. New Business

Resolutions

- A. Honoring Judith Clayton, Principal Library Assistant, Toms River Branch Circulation as she retires on January 1, 2025, after twenty-one (21) years of dedicated service to the Ocean County Library;

- B. Honoring Linda Stoddard, Senior Library Assistant, Collections as she retires on January 1, 2025, after twenty-five (25) years of dedicated service to the Ocean County Library;
- C. Establishing the Library Commission January Reorganization and Regular meeting dates for 2025;
- D. Authorizing the 2025 Temporary Operating Budget;
- E. Approving the Library's pension liability for 2025 with the County of Ocean in the amount of \$2,596,974.00;
- F. Closing out the Reserve Account for encumbrances against the 2023 Budget in the amount of \$243,660.49 by a transfer from the Reserve Account (209-290-0028) to the General Library Account (209-290-0029);
- G. Establishing the Reserve Account for encumbrances against the 2024 Budget in the amount of \$3,565,376.00 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 \$51,000.00 from the Sick Pay at Retirement Account (209-290-0049) to the Salaries and Wages line item in the General Library Account (209-290-0029);
 - 2. Authorizing transfer of \$146,000.00 from the Technology line item in the General Library Account (209-290-0029) to the Library Automation Account (209-290-0030) for support with laptops, auto messenger, facilities maintenance software, marketing automation software, and consulting work;
 - 3. Authorizing transfer of \$34,500.00 from the Equipment line item in the General Library Account (209-290-0029) to the Library Building Improvement Fund (209-290-0045) to fund electrical upgrades in the Toms River and Brick buildings;
 - 4. Authorizing transfer of \$75,000.00 from the Maintenance Building and Ground line item in the General Library Account (209-290-0029) to the Library Building Improvement Fund (209-290-0045) to fund electrical upgrades in the Toms River and Brick buildings;
- I. Approving the establishment of petty cash funds for 2025 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);

Bid Awards / Change Orders / Contracts

- J. Authorizing the annual renewal of the agreement with the Toms River Parking Authority to provide free parking on Saturdays in the municipal parking deck for library patrons at a cost of \$10,000.00 for the period of February 1, 2025, through January 31, 2026;
- K. Approving the renewal of the Hoopla Services Agreement with Midwest Tape for a twelve (12) month period beginning on December 18, 2024, for an amount not to exceed \$450,000.00 to be applied to future purchases;

- L. Authorizing the Ocean County Library to purchase the facility maintenance software program from Facility Management Express, LLC (FMX) utilizing the Educational Services Commission of New Jersey (ESCNJ), Contract Number: ESCNJ/AEPA 024-D;
- M. Authorizing execution of a Reciprocal Borrowing Agreement with Monmouth County Library System for a period of one (1) year, January 1, 2025, through December 31, 2025, at a cost of \$1.00 per net loan, amount not to exceed \$10,000.00;
- N. Authorizing execution of a Reciprocal Borrowing Agreement with Burlington County Library for a period of two (2) years, January 1, 2025, through December 31, 2026, at a cost of \$1.00 per net loan, amount not to exceed \$10,000.00 annually;
- O. Approving the second (2nd) year renewal option for landscaping and snow removal services commencing for a one (1) period, April 1, 2025, through March 31, 2026, as follows:
 - Region II (B, P, PX, UP) -yearly cost - \$22,997.00
 - Region III (BD, BGT, BKY, IH, LA, WA) - yearly cost – \$25,725.00
 - Region IV (LBI, LEH, STF, TU) - yearly cost - \$21,290.00
 - Region V (JA, LAK, MA, PL) – yearly cost - \$41,650.00
 - Contract Number: (C-24-03)
- P. Authorizing the Library to begin the Stationhouse Adjustment Pilot Program at the Toms River Branch of the Ocean County Library in partnership with Ocean County Library Teen Services Department and Ocean County Youth Services Commission starting on January 1, 2025, with the rest of the library system to follow in May 2025;
- Q. Award of Bid for Hardware and Software Support for seven (7) Laptop Lending Kiosks for 2024-2024 at a cost of \$37,197.50, and Hardware and Software Support for twelve (12) Laptop Lending Kiosks for 2025 and 2026 at a cost of \$65,910.00 to Java Connections, LLC dba LaptopsAnytime. Contract Number: (C-24-09);
- R. Authorizing the intergovernmental transfer of seventy-five (75) used folding chairs to the Ocean County Health Department for the sum of \$1.00;

Approvals

- S. Approving the 2025 After-Hours Special Events and Community Events;
- T. Approving the 2025 Library Fund Accounts, Line Item Categories and Cost Centers;
- U. Approving holding Staff Development Day on Friday, May 9, 2025;
- V. Approving the closing of the Library System to the public on Friday, May 9, 2025, for Staff Development Day;
- W. Approving the closing of the Lacey Branch on or about January 6, and 7, 2025, for electrical and cabling improvements;
- X. Approving the Point Pleasant Boro Branch to continue their partnership with the Lions Club International / Point Pleasant Borough High School Leo's Club by maintaining an Eyeglass Collection bin in the Point Pleasant Borough Branch from Wednesday, December 18, 2024, through Tuesday, July 1, 2025;

Donations

- Y. Accepting a \$1,000.00 donation from the Ocean County Library Foundation for the 2023 Lacey Branch Mini-Grant;
- Z. Accepting a \$1,000.00 donation from the Ocean County Library Foundation for the 2024 Little Egg Harbor Branch Mini-Grant;
- AA. Accepting a \$1,000.00 donation from The Stokes Family to be used at the discretion of the Long Beach Island Branch.

15. Old Business

16. Public Comment

17. Closed Session for personnel matters related to collective bargaining.

18. Adjourn