



Long Hill Township Public Library
Administrative Policy Manual

April 26, 2018

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1.00 GUIDING PRINCIPLES

Approved 7/2007, Revised 12/2013

1.10 Mission Statement

Revised 12/2013

The Long Hill Township Public Library's Mission is to:

Inspire lifelong learning, advance knowledge, and foster community spirit in a welcoming environment.

1.20 Vision

Added 12/2013

Our vision is: Be the community's best source for inspiration, knowledge and ideas.

1.30 Strategic Plan

Added 12/2013

A strategic plan for the Library was developed to provide the Long Hill Township community with the information resources it needs for educational, leisure, and business purposes, to chart a course for the future and to allow the Library to react to changes affecting it. The Strategic Planning Committee evaluated the Library's strengths and weaknesses, and gathered and analyzed data from a variety of local and national sources, all with the aim of aligning its services with community goals and needs.

As a result, the Library is undertaking the following three strategic objectives:

1. Improve the Library's resources
2. Raise the profile of the Library in the community
3. Build the foundation to secure our future

A copy of the complete Strategic Plan is available at the Library and on the Library's website.

2.00 LIBRARY SERVICES

Approved 7/2007

2.10 Hours and Holidays

Revised 1/2013

Monday, Tuesday, Wednesday and Thursday	10:00 AM to 9:00 PM
Friday	10:00 AM to 5:00 PM
Saturday	10:00 AM to 2:00 PM
Sunday	1:00 PM to 5:00 PM
	(Closed Sundays in July & August)

The library is closed on the following days: New Year's Day, President's Day, Easter Sunday, the Sunday before Memorial Day, Memorial Day, Independence Day, the Sunday before Labor Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day.

On Thanksgiving eve, the library closes at 5:00 pm and on New Year's Eve, the library closes at 2:00 pm.

2.20 Library Cards

Revised 7/2012

Any person living or owning property in Long Hill Township is eligible for a free library card. Appropriate proof of eligibility such as a valid NJ driver's license or a current utility/tax bill must be shown when registering for a library card. Children aged five through seventeen must bring a parent or guardian when applying for a card.

Courtesy cards can be issued to people who work or attend school in Long Hill Township. Proof of eligibility (such as a pay stub or a report card with the person's name and work or school address) must be shown along with the home library card or documentation that shows the person's home address. Courtesy cards may only be used to borrow materials owned by the Long Hill Township Library.

If an out-of-township patron's home library belongs to the MUF (Morris Union Federation) consortium or participates in an open borrowing program, a courtesy card will not be issued. The patron can borrow materials owned by the Long Hill Township Library by showing their home library card.

Normally, a patron must present a library card or valid photo ID in order to borrow library materials. The Director may waive this policy.

Library cards for Long Hill residents are valid for three years and can be renewed, assuming the individual continues to meet the above eligibility requirements.

2.30 Lending Policy

Most materials owned by the Long Hill Township Library are loaned without charge. However, fines will be charged for all overdue materials. The Director may designate a limited number of high-demand materials for rental by patrons.

The library's audio-visual and downloadable materials (such as DVDs, music CDs, downloadable audiobooks or e-books) are licensed for non-commercial, private use. Any other use or copying is strictly prohibited. Federal law provides severe criminal penalties for the unauthorized reproduction, distribution or exhibition of copyrighted materials.

Waiver of Liability: The library assumes no responsibility for damage by library materials to electronic equipment owned by library patrons.

2.40 Reserving Items

Books and other materials may be reserved. Reservations may be made in person, by phone or online.

2.50 Renewals

All materials may be renewed unless they are on reserve. Renewal period may vary depending on lending library or type of material. Renewals may be made in person, by phone or online.

2.60 Inter Library Loan

Through Inter Library Loan, the Long Hill Township Library may obtain books for patrons from public, university and special library collections on a local, regional, state and national level.

Patrons are responsible for all charges they may incur from other libraries; such charges cannot be absorbed by the Long Hill Township Library. Charges incurred by the Long Hill Township Library from another library (or outside agency or organization) in the performance of a library service for a specific patron may be passed along to that patron at the discretion of the Director. In such cases where charges may be assessed, the patron will be notified of the potential cost when the service is requested.

2.70 Fines and Fees

Revised 9/2011, 9/2014

Fines will be charged for overdue items. Refer to the Fine and Fee Schedule, available on the Library's website and at the circulation desk.

As long as total fines are under five dollars, patrons may check out and renew materials.

Staff members and current Trustees are excused from fines for overdue material. Courtesy to borrowers dictates that this policy not be abused. Staff members and current Trustees are not excused from rental fees, personal photocopy charges, or charges for lost or damaged items.

2.80 Lost and Damaged Materials

Revised 9/2011, 9/2014

Patrons who lose library materials shall reimburse the Library for the current retail price of the item or a suitable replacement.

When an item is returned damaged, a determination will be made by the Director as to whether it may be repaired or must be replaced. If the repairs are costly, a charge will be made. If the item must be replaced, the patron shall reimburse the Library.

See also: *Fee Schedule* for lost and damaged items, available on the Library's website and at the circulation desk.

2.90 Library-Sponsored Programs

Revised 9/2011

All library programs are open to the general public; however, programs of high interest will be offered first to Township residents. Non-residents are not guaranteed admission.

3.00 USE OF THE LIBRARY

3.10 Patron Code of Conduct

Revised 11/2011, revised 2/2017

3.11 Overview

Long Hill Township Library is a shared public space and an active center of information, cultural activities, entertainment, recreation and learning. Patrons are expected to respect the Library in order to maintain the premises as a community center where all feel welcome.

The Library Board of Trustees has adopted a Library Code of Conduct to ensure a comfortable and safe environment for all library patrons. This policy is intended to provide clear and reasonable rules to guide patron behavior while in the library and on library premises.

3.12 Code of Conduct:

- a. Patrons are expected to be courteous and respectful to library staff and other patrons.
- b. The children's room of the library is for the exclusive use of parents, caregivers, and the children in their care, or adults using resources that are only available in that area.
- c. Patrons are required to wear a shirt and shoes in the library. Patrons shall maintain a generally accepted standard of personal hygiene. Patrons whose bodily hygiene is offensive as to constitute a nuisance to other persons shall be required to leave the building.
- d. All bags and other articles are subject to inspection by library staff members. The library reserves the right to limit the size and number of items brought into the library. Library management has the discretion to discard personal items left unattended on library property in order to preserve a safe environment for library patrons, volunteers and staff.

Unacceptable behavior includes actions in the library or on library premises that interfere with the use of the library by other patrons, create a risk of injury to other patrons or library staff, inhibits the work of library staff, disrupts the peaceful enjoyment of the library, or creates a risk of damage to library, patron or staff property.

For those reasons the Library Code of Conduct is to be observed by all library patrons.

3.13 Unacceptable patron behavior in the library or on library grounds includes, but is not limited to:

- a. Engaging in any activity in violation of federal, state, local or other applicable law or library policy.
- b. Behavior disruptive to the legitimate use of the library. This includes disorderly conduct, noise or activity, whether intentional or inadvertent, that interferes with the rights of others; physical abuse; abusive or threatening language; and misuse of library equipment or furnishings.

- c. Any behavior that harasses or annoys others, such as, staring at another person, following another person around the building, singing or talking to others or in monologues, or behaving in a manner which could reasonably be expected to disturb others.
- d. Using audio devices without headphones or with headphones set at a volume that disturbs others.
- e. Entering staff-only areas.
- f. Interfering with library staff in the performance of their work (e.g. monopolizing).
- g. Using cell phones and other communication devices in a manner that disturbs others.
- h. Any behavior that presents an eminent danger to the life or safety of others, including intentional non-emergency activation of alarmed exits or fire alarms.
- i. Carrying a weapon into the library or onto library grounds, unless authorized by law to do so.
- j. Soliciting, gambling, panhandling, distributing printed materials, signing petitions, conducting surveys unless authorized by the library.
- k. Sleeping, except for young children under the supervision of the parent or caregiver.
- l. Leaving children, or adults who are in need of supervision, unattended.
- m. Littering.
- n. Using tobacco products.
- o. Bringing animals into the library, except for service animals or as authorized by the Library Director.
- p. Using wheeled devices in the library or on library grounds, except assistive devices such as wheelchairs, walkers and strollers.
- q. Using the library restrooms for anything other than ordinary and usual use. Bathing, shaving, hair washing, and laundering clothes are specifically not permitted.
- r. Photographing library patrons or staff without permission.
- s. Leaving personal objects unattended.
- t. Defacing or damaging library materials.
- u. Exhibiting any threatening or intimidating behaviors (e.g. abusive language, staring, and harassment).
- v. Refusing to leave the library at closing time.
- w. Possessing, distributing, or using alcohol except at authorized library events.
- x. Possessing, distributing or using controlled substances.

3.13.1 Children's Policy

The Library welcomes children to use its facilities and services. Library personnel attempt to ensure the safety of everyone in the building, but the responsibility for the care, safety and behavior of children using the Library rests with the parent/guardian or caregiver. The library is an open, public building, and the well-being of children left alone is a serious concern. The library does not accept responsibility for the supervision of unattended children.

- Children under 10 must have an attentive parent or caregiver in the immediate vicinity.
- Children age 10 and above may use the library unattended for an amount of time appropriate to their age and maturity so long as they are able to observe proper conduct during the entirety of such time.

- Staff members have the discretion to require that a parent or caregiver accompany a child at all time, regardless of age.
- A staff member who discovers an unattended child under the age of 10 will attempt to contact the parent or guardian of the child. For the child's protection, if a parent or guardian cannot be reached promptly, the library staff will notify the police department.
- When the library closes, staff will attempt to contact the parent or guardian of any unattended child. If a parent or guardian cannot be located or contacted within fifteen minutes, the police department will be notified.
- Dirty diapers should be changed promptly and properly disposed of outside of the library. The bathroom in the Children's Room is for young children only. Adults should use the bathroom in the hallway. Young children must be supervised in the bathroom.
- Sick children should remain at home and not be brought into the library, especially into the Children's Room or during children's programming where illness may easily be spread to other children.

3.14 Enforcement:

Library patrons unable or unwilling to abide by the Library Code of conduct may be required to leave the library. The Board of Trustees authorizes library staff to suspend the library privileges of and/or eject the patron whose behavior prevents or interferes with the effective use of the library by other patrons.

Any person who repeatedly violates these rules, or any person who commits a single, serious violation of the rules, in addition to being required to leave the library, may not be allowed to return into the library until s/he agrees to abide by the code of conduct.

- In the event that a patron violates any of these rules, a staff member will assess the situation. If the staff member feels threatened, or the patron is involved in an illegal activity, the staff member will call the police. In a non-threatening situation the staff member will inform the individual that his/her behavior violates the Patron Code of Conduct, and that it must stop.
- If the individual continues the behavior, the supervisor on duty will inform the patron that he/she will be asked to leave the library if the behavior does not stop immediately.
- If the behavior persists, staff will ask the patron to leave the library for the day. If he/she refuses, staff will contact the police for assistance.
- The staff member who deals with the patron, and any staff members who witness the interaction, will complete an incident report and notify the Director.

Multiple activities violating the patron code of conduct by the same offender will be considered the second or third offense, even if the action is different. Multiple offenses may result in a patron being banned from using the library for a specific amount of time.

The patron will be notified in writing of the suspension of privileges, and of the process for appealing the decision.

3.15 Cell Phones

The use of cell phones in the library may be disruptive to patrons and staff. Library patrons are encouraged to set their phones to vibrate when in the building, to answer calls in a quiet voice and to keep calls within the library very brief. When receiving a call one should move to a more public area such as the Atrium at the entrance of the library.

3.16 Food and Drink

Limited drinking and snacking is permitted in the Library. Care should be taken not to place drinks near keyboards, furniture, or in other locations where spills are likely to occur.

- Snacks are permitted but not messy or aromatic foods
- Non-alcoholic beverages in spill-proof containers are allowed
- Food and drink pose a potential risk to other patrons and to library collections, equipment and furnishings. We therefore ask that you act responsibly when consuming food and drink in the Library.
- Library staff reserves the right to request that library users refrain from eating or drinking or leave the Library if their food is disturbing others.

3.20 Policy for Public Use of Computers and the Internet

Approved 9/2007; revised 11/2011, 9/2014

3.21 Overview

The Long Hill Township Library provides free access to computers and the Internet, in keeping with its mission to serve the community's educational, informational, cultural and recreational needs and its vital role in providing access to electronic information.

Library computers are located in public areas that are shared by people of all ages and backgrounds. Therefore, all library users are expected to show consideration for others when using computers and the Internet. Display or transmission of sexually explicit graphics or materials that are violent, obscene, pornographic or harmful to minors is strictly prohibited in the library.

3.22 Use of Computers by Children

Parents or guardians, not the library or its staff, are responsible for determining and monitoring their minor child's use of library computers and the Internet. Parents who believe that their child cannot responsibly use the library's computers and Internet access must monitor their child's access. Minors are defined here as children and young people under the age of 18 years.

3.23 Internet Code of Conduct

All library users are expected to show consideration for others when viewing Internet sites. No person shall use a computer in a way that disturbs or interferes with other users, employees or operation of the library.

All federal, state and local laws are in effect while library patrons are using computers in the library. Examples include laws governing copyright, gambling, and display of pornographic materials. Anyone who breaks any law using a computer in the library may be banned from using the library and/or library computers, and may also be subject to criminal prosecution.

3.24 Patrons who use computers in the library are required to:

- a. respect the privacy of other library patrons during their computer sessions
- b. refrain from illegal or unethical use of computers or the Internet
- c. refrain from sending lewd or threatening email messages, or sending unsolicited email messages to large numbers of people
- d. refrain from hacking or attempting to circumvent or compromise the security of any local computer or Internet host, network or account
- e. refrain from vandalism to computer hardware or software
- f. refrain from displaying content considered inappropriate, or harmful to minors
- g. refrain from unlawfully downloading or distributing copyrighted material

3.25 Limit of Liability

The library endeavors to provide access to information of the highest quality, but library personnel have no control over the quality of information on the Internet. Because Internet content is not managed or governed by any single entity, library users are encouraged to exercise critical judgment and consider the validity and reliability of the source of information when accessing Internet sites.

The library assumes no liability for direct, indirect or consequential damages related to use of the library's computers and/or Internet connection. The library is not responsible for loss of data or damage to users' storage media or computers, or for the security of information transmitted and received while using the library's wireless network or public computers.

Software and information downloaded from any source, including the Internet, may contain computer viruses. Patrons are advised to use virus checking software.

3.26 Failure to Comply

In the event that a patron violates this policy, a staff member will inform the individual that his/her behavior violates the Internet Code of Conduct, and that it must stop.

Library employees are authorized to terminate the computer session of anyone who fails to comply with the Internet Code of Conduct.

Continued violations will be considered a violation of the library's Patron Code of Conduct and will be treated accordingly.

3.30 Children in the Library

The Library welcomes children to use its facilities and services. However, the responsibility for the care, safety and behavior of children using the Library rests with the parent/guardian or caregiver. While the staff attempts to ensure the safety of everyone in the building, staff members have primary duties that prevent them from closely supervising each child.

Children under age 10 must have a parent or caregiver in the immediate vicinity. Children age 10 and above may use the library unattended for an amount of time appropriate to their age and maturity.

The policies and rules for disruptive behavior as stated in section 3.13 (Conduct not acceptable in the Library), also apply to children. Staff members will ask children who are being disruptive to stop the behavior. Staff members will then inform the parent or caregiver that the child is disturbing others and that the behavior must cease or they will have to leave the Library.

At closing time, Library staff will attempt to contact any unattended child's parent or caregiver. If a child has not been picked up within 15 minutes after closing, the police will be called. Two staff members will remain with the unattended child until a parent or the police pick up the child.

Staff members who remain with the child will be compensated for their time.

See also 3.22, Children's Use of Computers and the Internet.

3.40 Appropriate Material for Children and Teens

Responsibility for the selection of appropriate materials suitable for patrons under the age of eighteen rests with the child's parent or guardian. The Library will not restrict these patrons in the selection of materials.

3.50 Confidentiality of Patron Information

The Board of Trustees believes that it is the basic right of every individual to read what he or she wishes without fear of censure or legal consequence. It also affirms the right of every person to privacy. The Library will do all in its power to protect each user's right to privacy with respect to all information required for registration and for information sought or received, and materials consulted, borrowed or acquired. Such records will not be made available to any individual, organization or government agency except pursuant to N.J.S.A. 18A:73-43.2 which reads: "Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances:

- a. The records are necessary for the proper operation of the library;
- b. Disclosure is requested by the user; or
- c. Disclosure is required pursuant to a subpoena issued by a court or court order.

L.1985, c 172, s. 2, eff. May 31, 1985."

The Library will immediately comply with the terms of a legally issued search warrant. Any process order or subpoena will be referred to the Director or Board President, who may consult with legal counsel prior to complying.

All library employees and volunteers shall be required to comply with this policy.

3.60 Distribution of Free Materials

The Library provides space to distribute free materials that are of general interest to the community. Distribution of free materials must be approved by the Director.

3.70 Solicitations

The Long Hill Township Library Board of Trustees has adopted the following policy for individuals or groups wishing to circulate petitions, conduct surveys, sell goods or services, or collect donations at the library.

Community-sponsored flyers for local non-profit organizations must be approved by the library before being placed on the Community Bulletin Board.

Solicitation of the public, patrons or the staff is not permitted on library property or property

under the control of the library by the public or by members of the library staff.

The only exceptions to the non-solicitation policy are the following:

- Those requests authorized and directed by the Library Director for projects that benefit the library or larger community.
- Fundraising projects conducted by the Friends of the Long Hill Township Library, the Board of Trustees or the Library Foundation on behalf of the library.
- Solicitation projects connected with the work of the library (e.g. voter registration, book donations, patron surveys, etc.)
- Library book sales, as long as the proceeds directly benefit the library.
- Sales of materials by a library-sponsored performer or author in conjunction with an event.

3.80 Bulletin Board Policy

Approved 4/2013

The Long Hill Township Library provides community space for the display and dissemination of materials for community activities and events, as well as public service notices of community interest. This service is in keeping with the library's overall philosophy of providing access to a wide range of information sources.

The community bulletin board may be used for posting the following types of information:

1. Postings of forthcoming or continuing educational, social, civic, charitable, cultural, or recreational activities.
2. Announcements or schedules by nonprofit organizations, groups, or agencies, or by any federal, state, or local government agency pertaining to services provided by the government to citizens.
3. Materials announcing community services and volunteer opportunities.

Items that do not meet the above criteria will not be posted, including material such as personal or commercial notices, and notices containing religious or political messaging. Meeting notices of religious or political community activities are acceptable. A commercial concern may post a notice of a charitable event.

All items must be reviewed and posted by library staff. Staff may discard items not approved for placement.

Due to limited display space, the library reserves the right to restrict the size, number, and location of display materials. Flyers or posters are to be no larger than 8 ½" x 11". Larger items will be posted only if space is readily available. Some approved items may not be posted due to space restrictions. Priority in posting will be given to announcements from Long Hill Township organizations, and to events being held in Long Hill Township. Approved items will be posted on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups represented.

Items that become dated will be removed from the bulletin boards and will be disposed of as deemed appropriate. Items will be removed after thirty days, unless there is space available and the item is considered to be of general interest. The length of time an item is posted may be restricted to 14 days prior to the event, if space is limited. Items directly concerned with the library will be displayed as long as appropriate.

Long Hill Township Library does not assume responsibility for materials damaged or stolen.

The Library does not advocate or endorse the viewpoints, beliefs, or activities of any organization or event that is publicized on the community bulletin board, nor will the Library accept responsibility for the accuracy of the statements made in such materials.

4.00 MATERIALS SELECTION

Approved 10/2007

4.10 Introduction

Library books and materials are selected to meet the educational, informational, cultural, and recreational needs of the community.

The inclusion of a book or material in the library's collection does not in any way constitute an endorsement of its content or ideology. Some works on certain subjects may not meet the approval of all members of the community; however, if the library is to fulfill its public obligation and social responsibility these works still may be included in the collection.

Responsibility for materials selection rests with the Director.

4.20 Criteria for Selection of Materials

Selection of materials is based on one or more of the following:

- Importance of the subject to the balance of the collection
- Potential use and interest in the community
- Popular appeal
- Permanent value
- Literary and artistic quality
- Accuracy of information
- Authoritativeness of author and publisher
- Scarcity of material on the subject
- Accessibility of material in other libraries
- Format
- Reviews from reputable sources
- Cost of item

Requests for specific materials will be given consideration.

4.30 Selection of Children's Materials

Selection of children's materials is also based on the suitability of content and vocabulary to the age and ability of the readers. The Library selects materials that meet the general demands of the majority of children, along with materials whose qualities make them valuable to children with special needs, talents, problems, or interests.

The Library's goal is to make available a collection that helps children through age 13 fulfill their intellectual, emotional, cultural, and recreational needs.

4.40 Selection of Teen Materials

Teen materials for ages about 14-18 years are selected taking into consideration this group's wide variety of interests, backgrounds, reading skills, and developmental levels. Teens may also use the adult and children's collections as well.

4.50 Textbooks

No attempt will be made to provide textbooks, but a book will not be excluded because it is a textbook.

4.60 Maintenance of Collection

The collection will be reviewed, weeded, and added to regularly.

4.70 Reconsideration of Materials

Complaints concerning the content of material will be given formal recognition when the complainant completes and submits a Request for Reconsideration form, which is available at the circulation desk.

When such a completed and signed form has been received, the Director will form a committee composed of the Director, at least one staff member, and at least one member of the Board of Trustees. This committee will review the material, gather all pertinent reviews and information and determine whether the material meets the selection criteria outlined above, and whether it is appropriate to the collection. The committee will inform the complainant of its decision.

5.00 EXHIBITS AND DISPLAYS

Approved 10/2007

5.10 Purpose

Revised 9/2011

The library provides display cases for exhibits. The library welcomes exhibits and displays that further its educational, informational, cultural and recreational objectives. Library displays take precedence in the selection and scheduling of exhibits. All are welcome to sign up to use the display cases by the circulation desk, but the display case in the children's room is reserved for displays and collections of and by Long Hill children.

5.20 Who May Exhibit

The Library supports local talent and culture and, therefore, extends its preference in scheduling of exhibits and displays to residents. However, any artist, collector, crafter or hobbyist, as well as art associations and civic and community organizations, may propose exhibits and displays.

5.30 Decision as to Suitability

The Library Director will determine the suitability of each exhibit and display by considering the form and content of its objects in light of the building's facilities, the suggested audience, and the exhibitor's intention, as well as the Library's objectives. The Library reserves the right to refuse any exhibit.

5.40 Liability

The Library will make reasonable efforts to protect objects on display but cannot be held responsible for loss or damage to anything exhibited. Exhibitors who assign high monetary value to materials on display are advised to carry their own insurance, and such insurance should indemnify them for the entire value of the objects exhibited. Every exhibitor must sign an Exhibits and Displays Agreement which is available at the circulation desk.

5.50 Exhibitor's Information

Exhibitor's information may be left on top of the display case. The Library staff is not responsible for the sale of works on display.

5.60 Procedures for Permission to Exhibit

- a. The prospective exhibitor will contact the Director with an exhibit or display proposal.
- b. If the Director accepts the proposal, he/she will determine when the exhibit or display may be shown, the time period, and the location.
- c. The exhibitor will sign a release form as noted above under Liability.
- d. The Director will determine procedures for setting up and dismantling exhibits and displays.

5.70 Additional Display Space

Space is available for announcements of library and cultural events, and civic programs. Anything to be posted must first be approved by the Director. The Library will not exhibit any poster or display that advocates a political or religious cause or solicits consideration of any product or item sold by any commercial or charitable enterprise. However, posters announcing bazaars or programs sponsored by local organizations, which are open to all, may be displayed.

6.00 PUBLIC USE OF MEETING SPACES

Approved 6/2007; revised 9/2008, revised 11/2010, revised 9/2011; revised 8/2012 revised 9/2013; revised 4/2015, revised 4/2018

6.10 General

The library has several meeting rooms: the community room, the conference room, and two study rooms. These rooms are available to the public, subject to the conditions and limitations described below that are designed to allow equitable availability for groups and individuals.

The community room has a capacity of 80 people. The conference room capacity is 12. The study rooms seat up to 4 people.

In this policy, the word “event” is used to include meetings, seminars, concerts and other entertainment, receptions, children’s and adult activity sessions, workshops, education and training sessions, collaborative group study, or any other public gathering of a civic, cultural, vocational or educational nature which is of benefit and value to Long Hill Township residents. Access will be provided on equal terms, regardless of the beliefs or affiliations of the organization or individual requesting use of the meeting rooms. The library does not advocate or endorse the viewpoints of any organization or individual using the rooms. No commercial enterprises are permitted. The Board of Trustees by resolution may grant an exception to commercial enterprises in recognition of their sponsorships.

Fundraising events are permitted only if sponsored by the library, Friends of the library or other organizations affiliated with the library.

Any organization or individual (sponsor) desiring to schedule the use of a room must complete the Meeting Room Application (available on the library’s website or at the circulation desk). Applicants who have filled out a form and need to cancel an event are requested to notify the library as soon as possible. Long Hill Township municipal-sponsored groups may schedule events without completing this form, but must check with library staff to ensure that the room is available on the date and time they wish to meet.

Priority in scheduling is given to library-sponsored events or events sponsored by the Friends of the library.

For non-library sponsored programs, permission to use the rooms includes ordinary use of the furniture and fixtures, including chairs, tables, projector screen, wireless network and electrical lines. All other items may be provided by the organization or individual reserving the room if approved by appropriate library personnel. Use of library AV/IT equipment and the wired network is not provided.

Only residents or property owners in Long Hill Township may reserve rooms. Proof of residency or property ownership is required if the person making the reservation is not in the Library computer system. Reservations for all four rooms may be made by phone or in person, but are subject to room availability on a first come-first served basis, and time restrictions (see sections

6.20 and 6.30).

While the Library does not charge a fee for the use of its meeting spaces, donations are gratefully accepted.

6.20 Community and Conference Rooms

Revised 08/2012, 9/2014, 5/2015, 4/2018

The community room and conference room can be reserved together for the same date and time by a sponsoring organization/individual no more than once in a 3-month period. The rooms can be reserved separately no more than twice a month by an organization/individual. More than two separate room uses per month may be permitted only if the room is still available 24-hours prior to the desired date and time. At that time a reservation may be made for the next day. In addition, if the room is empty and not reserved, a resident may reserve it for one two-hour block. If the rooms are not requested after that block, users may remain but must vacate the room if another group/individual requests use of the room.

The Library requests a twenty-four hour cancellation notice prior to the reservation date if the room(s) will not be used at the reserved date and time.

The sponsoring organization/individual agrees to abide by the policies and regulations governing the use of the library meeting rooms. A Long Hill Township resident or property owner who has signed the Meeting Room Application must be present at the event(s) and is responsible for ensuring compliance with applicable policies and regulations.

Events must begin by 8:00 PM on nights when the library is open and must end 15 minutes prior to the regular closing time unless prior arrangements are made with the Director.

The sponsoring organization/individual agrees to indemnify and save harmless the Township of Long Hill and the Long Hill Township Library, its officers, employees and agents from any loss, damage, liability, costs and/or expenses that may arise during or be caused in any way by their use of the library facilities and equipment. The library assumes no liability for personal injury or damage to property.

The sponsor may arrange food and beverage service in the meeting rooms, but no food or drink may be carried inside the library or into the study rooms.

At the conclusion of the event the sponsor shall promptly clean up any debris and remove from the premises all materials and equipment provided by the sponsor. The room must be left in the same condition as found at the beginning of the event. Trash must be bagged and placed where directed. Kitchen facilities must be left clean. All costs to the library to repair damages to the room, its furnishings and fixtures or any other library property or property on loan to the library, beyond ordinary wear and tear, will be charged to the sponsor.

Events may not disrupt other library patrons. Event attendees are subject to all library rules and regulations and may be asked to leave if they do not abide by them. The sponsor is responsible

for maintaining proper order on the part of all participants. At least one responsible adult (18 or older) must always be present.

The organization/individual will adhere to all Township ordinances. Alcoholic beverages are prohibited by local ordinance. Use of open flames or candles in the meeting room is prohibited. Smoking is not permitted in the library.

No admission fee may be charged, other than at fundraisers held by the Foundation and Friends of the Long Hill Township Public Library. All events must be open to the general public, and attendees are not required to be members of the sponsoring organization or group. Advertising of any event held at the library will make clear that any such event/activity is not sponsored by the Long Hill Township Library.

Copyrighted materials may be used when permission to do so has been secured from the holder of the copyright and presented to appropriate library personnel prior to the meeting or when such use falls within the Fair Use standards of the U.S. copyright law.

The library reserves the right to refuse permission for use of the rooms to any group or individual that does not meet these requirements.

6.30 Study Rooms

The library has two Study Rooms. These rooms are intended for study and research by no more than 4 persons. All users, with or without an advance reservation, must check in with a library staff member. Rooms are available for use from library opening until 15 minutes prior to closing.

The library reserves the right to refuse a reservation request when it would monopolize the rooms for one group at the expense of others. Library needs take priority over other uses, as when the library serves as proctor for a test. In this case, the library does the scheduling for the test-taker.

Use of the Study Rooms may not disrupt other library patrons. Users are subject to all library rules and regulations and may be asked to leave if they do not abide by them.

Study rooms may be pre-reserved four times in a calendar month for no more than two hours each time. Rooms may be pre-reserved by Long Hill residents only. Study Rooms may be reserved up to one month in advance from the current date. Reservations may be cancelled if not claimed within 15 minutes of the reservation time.

Rooms not previously reserved are available on a first-come, first-served basis.

Users of the study rooms must sign up at the desk to assure availability. Use of the study rooms is limited to one 2-hour block per day for residents, and one 1-hour block per day for non-residents. However, if the rooms are not scheduled by other groups/individuals, users may remain, but must vacate if another group/individual requests use of the room or has a prior

reservation. Long Hill Township residents will not be asked to leave a room for non-residents. The Library reserves the right to adjust the amount of block time during periods of heavy demand.

The person who reserves the room is responsible for any damage to the room or its furnishings.

7.00 GIFTS AND MEMORIALS

Approved 10/2007; revised 6/2012

The Library welcomes gifts of library materials, money, securities, or tangible property. The Library may accept gifts that include restrictions, such as memorial gifts, at the discretion of the Library Director or Board of Trustees. If the Library accepts a gift with restrictions, the restrictions will be followed. If the Library cannot accommodate the restriction, the Director will discuss alternatives with the giver and, if appropriate, decline the gift. Non-restricted gifts will be used, sold, or disposed of in the best interest of the Library.

Gifts of library material must meet the same criteria as applies to purchased material (see section 4.00, Materials Selection). Gifts will be deaccessioned as described in section 4.60 (Maintenance of Collection). The Library does not accept responsibility for notifying donors of the disposition of gift items.

If asked, the Library will furnish a receipt for tax purposes, but the Library will not place a financial value on donated items.

8.00 FINANCES

Approved 1/08; revised 11/2008; 12/2009; 5/2010, 5/2012, 6/2012, 12/2013, 5/2014, 9/2014, 10/2014

The Library will conduct its financial operations according to the regulations governing us, to the extent that they are currently known.

8.01 Accounts and Audits

Revised 5/2012, 5/2014

The accounts of the Library will be maintained on a modified accrual basis.

A final version of the previous year's annual financial reports should be approved by the Board of Trustees during the first quarter, in the form of an Operating Budget and income statement and balance sheets for each fund. Copies of these reports will be attached to the minutes of the meeting at which the Board of Trustees approves these reports.

By written resolution and recorded vote, the Board of Trustees will designate an auditor. The Director will notify the Long Hill Township Municipal Clerk of the designated auditor.

The Library will submit its approved financial statements to the appointed auditor. The audit will occur on a schedule mutually acceptable to the Library Treasurer and the appointed auditor.

The draft audit findings will be made available to all Trustees, and will be reviewed by the Finance Committee, which will prepare a response for approval by the Board. After approval, the response will be forwarded by the Treasurer to the auditor, for incorporation in the final audit report. The final audit report will be filed with the minutes. A copy will be forwarded to the Long Hill Township Municipal Clerk.

8.02 Discretionary Accounts

Revised 5/2012, 5/2014

The Librarian's Discretionary checking account holds \$1,300.00. These disbursements will be reviewed, and the account replenished at the next regular Board meeting. The Director has authority to write checks from the Librarian's Discretionary account at any time. The Director may designate other staff members to write checks from the Discretionary Account.

The Library also maintains a Petty Cash fund of \$200.00 for small expenditures. Disbursements will be approved, and the fund replenished at the next regular Board meeting.

These accounts allow the Director to make timely payments between Board meetings and the expenses will be charged to the appropriate Operating Budget line.

8.03 Operating Fund

Revised 5/2012, 5/2014

Annual operating expenditures are established by the Budget (8.06 below), and are paid for out of the Operating Funds. Expenditures and commitments are under the day-to-day control of the Director.

Restricted Funds that are allocated by the annual budget process and approved by the Board of Trustees are treated as approved Operating Funds.

Disbursements from the Operating Funds are approved by the Board of Trustees at their regular meetings, and disbursements are made after each Board meeting.

In any month in which the Board does not meet, two authorized check signers (Section 8.08) will review the monthly bill list and sign checks so that the Library can meet its financial obligations. That month's bill list will be approved by the Trustees at their next regular meeting.

See also 8.09, Contracting and Purchasing

8.04 Restricted Funds

Revised August 2010, 5/2012, 12/2013, 5/2014

In this policy statement, *Restricted Fund(s)* means any monies specifically held outside the Operating Budget for purposes designated when the fund was created.

The release of any Restricted funds shall be approved by the Board of Trustees. Expenditures that were originally charged to operating accounts may be re-charged to Restricted Funds.

See also 8.09, Contracting and Purchasing

8.05 Immediate Approval of Expenditures

Revised 11/2011, 5/2012, 5/2014

Immediate disbursements, such as payments for unexpected and critical building repairs or technology replacements, can be made with the approval of a minimum of one officer of the Board and one other Board member. These disbursements will be reviewed by the Board at the next meeting.

See also 9.32, Building and Grounds Committee

8.06 Budget

Revised 5/2012, 12/2013, 5/2014

The Operating Budget includes income to be received from the Library Tax and state aid. Income anticipated from circulation desk sources, gifts, and grants will also be included in the annual Operating Budget, and will be applied toward Library operational expenses.

The Director shall propose and distribute a preliminary annual Operating Budget at the January meeting of the Board of Trustees. This proposal will include a salary/wage recommendation for every employee. The Director will also supply a review of the Restricted Funds, noting any anticipated expenditures for the upcoming year.

The final budget and salary/wage recommendations will be approved by recorded vote no later than the March meeting of the Board of Trustees.

The Director is authorized to expend or commit Operating Funds between January 1 and the approval of the budget, as if the preliminary budget were approved.

At any time, if a projected expenditure will exceed the budgeted line item by the larger of 10% or \$1,000, the expenditure must first be approved by the Board.

8.07 Salaries

Revised 11/2011, 5/2012

Full time employees' salaries are set by the Board.

The Director will set the wages for part time employees consistent with experience, qualifications, wages in effect for similar positions, and additional restrictions imposed by the Board. The Director will report such wages to the Board of Trustees, and the Board, by recorded vote, will confirm those wages.

The Library Director will notify the Township CFO any time salary rates are modified, and submit employee time reports on a schedule agreed to with the CFO.

8.08 Banking

Revised 12/2011, 5/2012, 12/2013

The Library notes that there are a large number of banks in town, and it is the policy that the Library's funds will be distributed among them. Library funds will be deposited in at least three Long Hill Township banks. Deposits shall be made by the Director or his or her designee, in consultation with the Treasurer.

The Board of Trustees will designate the depository banks by annual resolution. The Board will establish the signature requirements for each account, and will pass such resolutions as may be required to designate signatories in a standard long format acceptable to the banks.

Checks in payment of approved expenditures must be signed by any two of four Trustees designated by resolution at the Board's January meeting. The Trustees so designated shall include the Treasurer, and the President.

The Treasurer shall ensure that financial obligations can be met on time, while retaining only a reasonable minimum amount of the library's funds in liquid form. One checking account will be used to pay bills from all the operating and restricted funds and will be maintained at a level sufficient to meet current obligations. All other monies will be retained in Certificates of Deposit or Money Market accounts.

Any of the following events will be included in the Finance Committee Report, to be approved by recorded vote:

- The establishment or dissolution of any individual bank account or CD.
- Purchase, rollover or early withdrawal of CD's or other instruments permitted by law.
- Transfers to or from CDs when they are rolled over.

8.09 Contracting and Purchasing

Revised 5/2012, 10/2014

Within the approved Operating Budget, (a) the Director may enter into a contract, program expenditure and/or purchase not exceeding \$5,000, and (b) employees who are designated as authorized purchasers by the Director may authorize a purchase or program expenditure up to \$1,000. All contracts or expenditures above \$5,000, even if within the Operating Budget, shall be approved by the Board. The Library shall keep copies of all contracts and expenditure receipts for a period of 7 years. The Director shall use his or her discretion to consult with the Board, individual members of the Board, or the Library's counsel about contractual provisions relating to the liability of the Library for contracts less than \$5,000. The Library shall abide by any applicable laws and regulations with respect to contracts and purchases.

8.10 Financial Transactions with the Township

Revised 12/2011, 5/2012, 5/2014

The Library receives the majority of its funding through a Library Tax which appears as a line item on the property tax bill. The Library Tax rate is set by state statute and this tax levy is referred to as "the millage".

The Township of Long Hill will pay the Library four quarterly payments of the annual Library tax

The Township will furnish the Library with a statement of the costs incurred by the Township on the Library's behalf during each calendar quarter. These may include, but are not limited, to:

- Salaries and wages paid to employees through the Township's payroll vendor.
- Employer share of all government employment-related taxes.
- A reasonable pro-rata share of the administrative charges from the payroll vendor.
- Premiums paid for health insurance, or payments made in lieu thereof, to employees eligible under Township and Library Personnel Policies.
- The employer's contribution for employees enrolled in the Public Employees Retirement System (PERS) (or equivalent), or in the alternative, an appropriate pro-rata share of the Township's annual statutory contribution to PERS.
- Pro rata share of gas, water and electric bills incurred for the Municipal Complex.
- Incidental services rendered by the Township for the benefit of the Library, upon written request to the appropriate Township Official by the Library Director.
- Other obligations pre-approved by the Board of Trustees.

This statement of costs will be accepted by the Board of Trustees at its regular meeting, and the Library will reimburse the Township by check from the operating fund. *See Section 8.05.*

All payments to the Township will be paid from the calendar year budget in which the expenses are obligated. Specifically, fourth quarter expenses will be accrued in the appropriate operating expense accounts in anticipation of payments actually made in the first quarter of the following year.

The Treasurer will monitor this process and negotiate minor adjustments with the Township CFO.

8.11 Donations and Grants

Revised 5/2012, 6/2012

The Treasurer and Director will assure that all restricted donations and grants are expended for the purpose intended by the donor.

- a. Cash donations and unrestricted grants of \$2,500 or less, and grants of \$2,500 or less which have restrictions that can be satisfied within the current budget year, shall be deposited in the operating income fund and expended within the approved Operating Budget.
- b. Grants of \$2,500 or less which cannot be expended in the current budget year shall be treated as a balance sheet liability and not included in the operating budget. The Director is authorized to expend these grants within the restrictions placed by the grantor, without further action by the Board, and shall report to the Trustees quarterly on the progress toward liquidating this liability.
- c. Other grants and donations may be credited to Restricted Funds or treated in accordance with a. or b. above, at the discretion of the Board.

Also see Section 7.00.

8.12 Management of Assets

Approved 5/2012, revised 12/2013, 9/2014

Long Hill Township owns the Library building. Historically, the Library has maintained the building using its Building Maintenance restricted fund. This arrangement covers major and minor repairs, rearrangement and replacement of all building structural and utility systems. The building and its contents are insured through the Morris County Joint Insurance Fund. Capital assets purchased by the Library that are valued at over \$5,000 shall be identified and recorded in continuing property records. The assets' expected life and the depreciation methods used are assigned according to Generally Accepted Accounting Principles. The removal or disposition of capital assets purchased with taxpayer funds will be initiated by the Director, recommended by an appropriate Board Committee, and approved by the Board. The Board will specify the fund which will receive any salvage value. The Board may assign authority to dispose of capital assets to the Director, through the adoption of defined programs for the replacement and disposal of specific types of assets.

8.13 Treasurer's Report

Revised 5/2012

The following materials should be included in the Treasurer's Report and should be included with the pre-meeting materials that are sent to the Trustees before each Board meeting:

- Balance sheet for the Operating Fund and each Restricted Fund.
- YTD Income and expense-vs.-budget statement for the Operating Fund and each Restricted Fund.
- Librarian's Discretionary Account and Petty Cash Disbursement Report
- Bill Lists to be approved, and related transfers of funds
- Other financial materials intended for discussion and for recorded vote (such as budget materials, resolutions related to matters of finance, and other items listed in this finance policy)

9.00 BOARD OF TRUSTEES

Approved 11/2009

9.10 General

Revised 1/2014

This section expands on the duties, responsibilities and authorities granted to Board of Trustees officers and Committees by the Bylaws of the corporation. *See Appendix 2 for the Library Bylaws.*

The Library Board of Trustees is the governing and policy-making body of the Library. The Board is responsible for the use of the library building and property, for personnel policies, and for the preparation and control of the budget.

The Board meeting schedule is set by resolution at the January Reorganization Meeting, posted on the Township and Library Bulletin Boards, on the Library website and printed in the township calendar. Meetings are conducted according to the New Jersey Sunshine Law and are open to the public.

The minutes of Board meetings constitute public information and are available at the Library and on the Library's website.

9.20 Officers of the Board of Trustees

9.21 Officer Term Limits

Revised 11/2011, 12/2014

Officers are elected annually for one year terms. The term is served from the Annual Meeting at which the officers are elected to the following Annual Meeting. They may serve no more than three consecutive terms in the same office. An officer elected to fill a mid-term vacancy shall be deemed to have served a full term only if elected at or before the June meeting of the Board.

9.22 Duties of the President

Revised 6/2013 Added 10/2011

The President

- Presides at all meetings of the board and is a voting member.
- Insures that all Trustees and officers take an oath (or affirmation) of office when required, and that all Trustees and required employees submit Financial Disclosure forms on the schedule requested by the Municipal Clerk.
- May call special meetings of the board.
- Appoints trustees to all regular and *ad hoc* committees with the exception of the Nominating Committee.
- Is an *ex officio* non-voting member of all committees except the Nominating Committee.
- Acts as primary liaison between the director and the board.
- Signs all reports that are required by law.
- Reports monthly to the board.

- Is a spokesperson for the Library.
- Consults with the Director on emergency closings.
- Coordinates oversight of relationships between the library and the Township, the Friends, and local and state organizations.

9.23 Duties of Vice President

Added 10/2011

The Vice President, in the absence of the President or his or her inability or refusal to act, assumes all of the duties of the President.

9.24 Duties of the Treasurer

Specific duties are enumerated within section 8.00 – Finances

9.25 Duties of the Secretary

Revised 6/2013

The Secretary shall perform or, working with the Library Director, ensure the following is performed on a **monthly** basis:

1. Circulate an “Agenda Call” to all Trustees, soliciting items for the agenda of the next meeting, at least nine days prior to every regular meeting.
2. Prepare and circulate a board packet at least five calendar days before every meeting, to include (but not limited to): Copies of the minutes of the prior meeting(s), agenda to be discussed at the scheduled meeting, financial reports and bill list for approval by the Board, Director’s Report and periodic circulation statistics, reports prepared by the Board’s committees, when appropriate, any reports essential to consideration of the agenda, and additional items of old and new business proposed by any Trustee, along with attachments submitted by any Trustee.
3. Keep an accurate record of all Library Board meetings (including the Reorganization Meeting) showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member, and any information required to be shown in the minutes by law.
4. Provide a Board Packet to the Mayor of Long Hill Township and to the Superintendent of Schools. Send them an email notification when the final meeting minutes are available on the library website. Ensure that a paper copy of the approved minutes with attachments is filed in the Library.

The Secretary shall perform or, working with the Library Director, ensure the following is performed on an **annual** basis:

1. Within seven days following the annual reorganization meeting, prepare and post a dated notice of the annual schedule of regular meetings of the Board of Trustees.
2. Post and date notices on the public bulletin boards at Town Hall and at the Library, and submit for publication in two newspapers of general local circulation, said local newspapers to be established annually by resolution of the Board.

3. Obtain the names of newly-appointed Trustees from the Long Hill Township Municipal Clerk and the Superintendent of Schools, and advise the Director of the membership of the Board of Trustees, prior to the annual Reorganization meeting.

The Secretary shall perform or, working with the Library Director, ensure the following is performed **as needed**:

1. Post notices concerning cancellation or rescheduling of regular meetings, notices of special meetings, within seven days of Board approval or revision of meeting dates.
2. Call special meetings of the Board of Trustees at the direction of the President or upon written request of three members. Per the Bylaws of the Library, special meetings are called to discuss specific business stated in the call for the meeting, and (except in an emergency), are called on not less than three calendar day's notice. Post and publish public notice of special meetings as described above.
3. Prepare and sign correspondence as directed by the President and Board of Trustees, with a copy to the Board President, and other incidental correspondence on behalf of the Library when required.
4. Sign or counter-sign other documents and/or contracts on behalf of the Board of Trustees, when required.
5. Maintain an archive of all contracts, agreements and copies of official correspondence of the Board of Trustees, and all contracts of more than one year duration executed by officers or the Director.
6. Be custodian of the Library's corporate seal, which shall be housed within the Library building at a location selected by the Director.
7. Coordinate with the Director to prepare the required annual written resolutions for the Reorganization meeting and such additional written resolutions as may be required to facilitate the orderly actions of the Board of Trustees at its regular meetings.
8. Notify the Long Hill Township Municipal Clerk (or the Superintendent of Schools if appropriate) of vacancies that occur during the year, and annually in November, of the names of Trustees whose term of appointment is due to expire at the conclusion of the calendar year.
9. Serve as Custodian of Records for the corporate and financial records of the Library. Coordinate with the Director to insure that all such corporate records are maintained in proper order at a secure location within the Library, and that records are maintained in accordance with federal and state records retention requirements, and insure that destruction of records is carried out in accordance with state law and appropriate procedural requirements. When required, in conjunction with the Board, engage legal counsel for guidance in matters of the scope of corporate records, records retention and destruction, and public access to records.

9.26 Duties of the Superintendent's and Mayor's Representatives

Added 6/2013

The Superintendent's and Mayor's Representatives shall have periodic communication with the Superintendent and Mayor, respectively, to discuss Library issues, policies and events.

9.30 Board Committees

Approved 10/2009; revised 4/2010, 11/2011, 12/2013

9.31 General

The Board of Trustees will be assisted in its work by committees of trustees. Committees will study relevant issues, coordinate with the Director and other trustees, and prepare appropriate recommendations for action by the Board. Committees have no authority to make final decisions in the name of the Board or to authorize expenditure of library funds, except as noted herein or as granted elsewhere in this Administrative Policy Manual or by resolution of the Board.

The committees are appointed annually (or as required) by the President except as specifically listed below. Committees will consist of up to three trustees, and the President may serve as an additional ex-officio member. The Director may serve as a non-voting ex-officio participant in all committees, except as noted. The President shall appoint the committee chair.

Committees will maintain appropriate records of their work, and prepare final recommendations without relying on the resources of the Director or the Library staff. When deemed applicable by a committee chair, resource documents that contributed to the committee's recommendations will be provided to the Secretary for archiving.

9.32 Standing Committees.

Revised 12/2013

Standing committees are appointed for one year at the Annual Reorganization Meeting, or as soon thereafter as is practical as follows:

The **Finance Committee** shall consist of the Treasurer and two other trustees. The committee shall assist the Director in the preparation of the annual operating budget, monitor fund balances, revenues and expenses, propose banking relationships and investment strategy, review the annual audit, and prepare recommendations to the Board on any financial matters not specifically assigned to the Treasurer or the Director in section 8.00 of this Administrative Policy Manual.

The **Building and Grounds Committee** will study and propose improvements and rearrangements to the Library building initiated by the Director or on their own initiative. The Library building is the property of the Township of Long Hill, and this committee will coordinate with the appropriate Township officials as necessary in the preparation of their recommendations. This Committee has the specific authority to authorize expenditures for emergency repairs and modifications to the Library building in order to keep the building open for scheduled service to the public, within the limitations stated in section 8.00 of these Administrative Policies. At its discretion, the Building and Grounds Committee may designate one or more of its members:

- to meet with prospective contractors to review the job scope and contracting issues, and/or
- to review the final contract language before the contract is accepted, and/or
- to inspect the work and direct additional improvement before final payment.

The **Personnel Committee** will

- Review and recommend amendments to the Personnel Policy Manual as required, and conduct a complete review every third year,
- Review and recommend amendments to the Director's Job Description and Evaluation Form,
- Develop annual goals with the Director and present them to the Trustees for adoption,
- Liaise with the Director on personnel issues as needed. The Director will meet with the committee at the invitation of the Chair.

The **Nominating Committee** shall consist of the Mayor's Representative, the Superintendent's Representative, and one additional trustee, chosen by lot from the trustees who a) are not current officers and b) whose term extends beyond the current calendar year. The President and Director are not ex-officio members of this committee. This committee will prepare and propose a slate of officers for the following January's Annual Meeting, and will convene to propose a replacement should an officer vacancy occur during the year.

The **Administrative Policy Manual and Bylaws Committee** will review and recommend amendments to the documents as necessary.

The **Strategic Planning Committee** will review the plan and recommend any necessary changes. A full assessment of the plan will occur every three years. The committee shall include members of the board and community.

The **Technology Committee** works with the director to evaluate the technological needs of the library.

9.33 Other Committees

Other temporary committees may be established by the President or by vote of the Board to investigate relevant issues. All the provisions of Section 9.31 will apply, except as may be amended in the Board's specific enabling resolution.

9.40 Relationship between the Board, the Library Director and the Library Staff

Added 10/2012

The board hires a director with qualifications and experience necessary for the position of administering the library. As part of the hiring process the board conveys to the director the library's needs. The board evaluates and offers support to the director.

The board governs the library through the board decisions and the standing and temporary committees. The Board agrees on the governance of the library and communicates its decisions to the director. An individual trustee may not circumvent the board's decisions or provide different or contrary orders to the director. The board and the director work together as a team.

The director shares problems with the board and seeks guidance on problem solving. The board expects excellent performance and provides solid support and good working conditions. If a

trustee has concerns about the performance or decisions of the Director, s/he shall bring those concerns to the board for discussion and decision on any resulting action.

The director provides guidance to the board on what is possible to accomplish with current resources. The director provides the board with the information it needs to make timely decisions. The board should be concerned with the library's administration, but is not involved in the day-to-day operations.

The director provides direct leadership and management of the library staff. The director must have the confidence of the board and is given authority to manage library staff and volunteers.

Trustees use the director as the conduit for communications about library operations with staff and volunteers. Trustees do not direct the duties of the staff or volunteers and do not interfere with the operations of the library. If, in the performance of a trustee's duties, special circumstances warrant direct communication between a trustee and a staff member or volunteer, the director should be informed in advance.

9.50 Duties of the Library Director

Added 11/2011, revised 1/2014

The duties of the Library Director are defined in the Library Bylaws, Article V (see Appendix 2) and in the Library Director's Job Description (see Appendix 3)

9.60 Duties of the Assistant Library Director

Added 10/2012, revised 1/2014

The duties of the Assistant Library Director are defined in the Assistant Library Director's Job Description (see Appendix 4).

9.70 Library Communications

Revised 5/2010

To ensure that the Library's public statements are accurate, consistent, and in the best interests of the Library as a whole, the Library Director and the President of the Board of Trustees are specifically authorized to speak on behalf of the Library. They may then designate others to speak on behalf of the library on an as needed basis.

10.00 MISCELLANEOUS

Approved 1/2008

10.10 Operating and Emergency Procedure Manual

The Library will maintain an operating and emergency procedure manual and inform all employees of its existence and location. This manual will be reviewed on an annual basis and updated when necessary.

APPENDIX 1: LOAN PERIODS

Approved by Library Board of Trustees October 21, 2009; revised March 2010, 1/2014

Type of Material	Length of Loan
Audiobooks	
Adult, teen and children's	2 weeks
Books	
Adult books (new)	2 weeks
Adult books (regular)	4 weeks
Teen books	4 weeks
Children's books	4 weeks
Children's holiday books	2 weeks
Children's readalong kits	4 weeks
Computer Games	
All computer games	2 weeks
Kindle	28 days
Magazines	
Back issues	2 weeks
Current issues	Do not circulate
Movies and Videos	
Circuit DVDs	1 week
Children's DVDs	1 week
Feature DVDs	1 week
TV series on DVD	2 weeks
Nonfiction DVDs	2 weeks
Music	
Compact Discs	2 weeks

Reference materials and newspapers do not circulate. The Director may permit certain materials to circulate for longer or shorter periods.

APPENDIX 2: LIBRARY BYLAWS

Revised 12/2013, 1/2014, 3/2015

Article I – Identification

The Board of Trustees of the Long Hill Township Public Library, hereinafter referred to as the Board, exists by virtue of the relevant provisions of the New Jersey Statutes Annotated [N.J.S.A. 40:54] and its certificate of incorporation dated February 11, 1957. It exercises its powers and authority and assumes the responsibilities delegated to it under said statute.

Article II – Membership

The Board consists of the Mayor of Long Hill Township, the Superintendent of Schools of Long Hill Township and five to seven trustees appointed by the Mayor, at least four of whom shall be residents of Long Hill Township. The Mayor and Superintendent may each appoint a representative to vote in their absence and that representative shall serve at the pleasure of the principal official. The other trustees are appointed for terms of five calendar years from their date of appointment or to fill an unexpired term.

Article III – Meetings

The regular meetings of the Board shall be held on the third Wednesday of each month unless otherwise ordered by the trustees.

The regular January meeting shall be known as the Annual Meeting.

Notices of all meetings shall be mailed by the Secretary to all trustees at least five days before the meeting

Special meetings shall be called by the Secretary at the direction of the President or upon written request of three trustees for the transaction of business stated in the call for the meeting. Except in the cases of emergency, at least three days notice shall be given.

A quorum shall consist of a majority of the trustees.

The secretary will post the meeting schedule on the library and municipal bulletin boards, in the municipal clerk's office and in two newspapers of record as per the New Jersey Public Meetings Law.

Time will be set aside on each regular meeting agenda for public comment. Comments will be limited to five minutes per person and ten minutes per organization.

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws, special rules the Board may adopt, or with any statutes of the State of New Jersey.

Article IV – Officers

The Board shall have four officers elected by the trustees at the Annual Meeting. They shall be as follows: President, Vice President [effective January 2010], Secretary, Treasurer.

The President shall preside at all meetings, appoint all committees [except the Nominating Committee as explained in Article VI], call special meetings, and generally perform the duties of a presiding officer.

The Vice President shall assume the duties of the President in the absence of the President.

The Secretary shall keep a true and accurate account of the proceedings of the meetings, issue notices of all meetings, see that copies of the Minutes and other records of the Board are kept at the Long Hill Township Public Library, and notify the appointing body of any vacancies on the Board.

The Treasurer shall have charge of the Long Hill Township Public Library's funds with the authorization of the Board and report at each meeting of the state of those funds.

Officers shall serve a term from the Annual Meeting at which they are elected to the following Annual Meeting. Officers may not serve more than three consecutive terms. The Board will fill any mid-term officer vacancy.

Article V – Library Director

The Board shall appoint a qualified Director to be the executive and administrative officer of the Library. The Director shall act as professional advisor to the Board. The Director shall attend all Board meetings except those at which the Director's salary or appointment are to be discussed or decided. The Director shall have no vote.

Article VI – Committees

There shall be the following standing committees: Finance, Building and Grounds, Personnel, Administrative Policy Manual and Bylaws, Strategic Planning, and Technology. Members of these committees will be appointed by the President at the Annual Meeting and will serve for one year.

The Nominating Committee shall consist of the Mayor's Representative, the Superintendent's Representative, and one additional trustee chosen by lot from the trustees who are not current officers, and whose term extends beyond the current calendar year.

Other Temporary Committees may be established by the President or by vote of the Board to investigate relevant issues.

Article VII – State and Municipal Reporting Requirements

The Library will comply with reporting requirements outlined in N.J.S.A. for public libraries. The Library will submit an annual report detailing all income, expenditures, and other required statistics to the State Librarian, based upon the records and statistics of the preceding calendar year, as the State Librarian shall require, in accordance with N.J.S.A. 18A-74 et.seq. The Library will also provide an audit to Long Hill Township each year in accordance with N.J.S.A. 40A:5-4, and an annual report to the Chief Financial Officer of Long Hill Township which shall include a statement setting forth in detail all public revenues received by the library, all State aid received by the library, all expenditures made by the library and the balance of funds available in

accordance with N.J.S.A. 40:54-15.

Article VIII – Dissolution

In the case of dissolution of the Long Hill Township Free Public Library, the Township of Long Hill shall assume the assets and liabilities of the library upon the date of dissolution, in accordance with N.J.S.A. 40:54-7.1

Article IX – Amendment of Bylaws

These bylaws can be amended. The amendment must be introduced in writing at a regular meeting of the Board. The amendment can be passed by a majority of trustees at a subsequent meeting.

Amended February, 2006; October 21, 2009; April 21, 2010; December 21, 2011; January 16, 2013

APPENDIX 3: Library Director Job Description

August 2009, revised 1/2014, revised 1/2016

SUMMARY:

The Library Director serves as administrator of the library. S/he plans, organizes and administers the operation of the library according to the policies, rules and authority delegated by the Board of Trustees. S/he assesses strengths, weaknesses, opportunities and challenges to the organization, and develops strategies for dealing with them effectively. S/he provides a high level of customer-service to the community through outreach, positive public relations, and staff development. S/he hires and supervises all other librarians, assistants and volunteers.

I. QUALIFICATIONS

1. Master's Degree in Library Science from an ALA accredited library school.
2. New Jersey State Certification or eligibility for Certification.
3. Maintenance of required skills and technical knowledge through active participation in professional library associations and/or continuing education.
4. Five (5) years of progressively responsible public library experience, including at least three (3) years in a supervisory capacity, working directly with the public, and working with governing boards or bodies.

II. KNOWLEDGE, SKILLS & ABILITIES

1. Excellent interpersonal skills.
 - a. Ability to interact with the public effectively, including providing a visible and accessible face to the Library, and requesting and responding to feedback from the public.
 - b. Ability to effectively communicate ideas and information in both verbal and written form.
 - c. Ability to relate to employees and handle personnel issues in a positive and responsive manner.
 - d. Ability to work with governing boards, community groups, and elected officials.
2. Ability to oversee and maintain a basic collection development plan.
3. Ability to establish and maintain proper priorities and meet deadlines.
4. Knowledge of library administration and management techniques, including local, state, and federal laws that affect public library operations.
5. Knowledge of public library philosophy, principles, and procedures.
6. Ability to prepare and present accurate statistical and technical reports.
7. Ability to develop and manage convenient, accessible, and cost-effective services that promote and support the library's mission and strategic direction.
8. Knowledge of the function and responsibilities of a Library Board of Trustees.

III. ESSENTIAL FUNCTIONS OF THE JOB

Administration/Personnel

1. Recruit, hire, train, supervise, and evaluate all staff including professional, non-professional and volunteer.
2. Effectively delegate to library staff, streamlining library procedures and processes as needed.
3. Establish, formulate and recommend policies to the Library Board.
 - a. Implement library policies, procedure, and practices consistently.
 - b. Review and update policies and procedures when necessary.
 - c. Interpret library policies to library staff and general public.
4. Establish and maintain effective working relationships with the Board of Trustees, Township officials, library staff, community organizations, schools and the general public.
5. Prepare a draft of the annual library budget for Board discussion and approval, and participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Investigate additional sources of funding to supplement the library budget, including grant opportunities and partnerships with other libraries.
8. Maintain communication with other area libraries and the Morris Area Information Network (M.A.I.N.).
9. Require staff to provide friendly and efficient assistance to library users.
10. Provide regular opportunities for staff development and training.
11. Prepare for and attend Library Board meetings. Provide a director's report, budget and expenditure reports, and all other necessary library reports.
12. Inform Library Board, Township officials, and library staff of legislation and other information related to public libraries. Initiate response as appropriate.

Collection Management:

1. Periodically review the collection development policy and make recommendations to the Library Board for revisions.
2. Ensure that the library's collection is up to date and meets the needs of the community.

Service to the Public:

1. Develop and execute an array of service programs to address the various needs and interests of users, and to make the library accessible to all.
 - a. Study the community, evaluate community needs, and direct the development of library services designed to meet the needs of community members.
 - b. Evaluate existing library programs, services, policies, and procedures, and submit recommendations for improvements to the Library Board.
 - c. Investigate the value, costs, and logistics of adding library services, new media, and new technologies.
 - d. Recommend to the Board ways to keep the library current and proactive in the service it provides to the public.
2. Coordinate public relations announcements for library events and services.

Facilities Management:

Oversee the maintenance of the library building and grounds.

1. Regularly review building needs and advise Board of special requirements or changes.
2. Establish and maintain service contracts for facilities maintenance (e.g. cleaning, alarm monitoring, HVAC).

APPENDIX 4: Assistant Director Job Description

October 2012, revised 1/2014

SUMMARY:

Under the direction of the Library Director, the Assistant Director performs professional and administrative duties in planning, directing, implementing and evaluating library services.

I. KNOWLEDGE, SKILLS & ABILITIES

The Assistant Director must have the ability to plan, organize, and administer staff; must have excellent written and oral communication skills; must be able to set priorities and meet deadlines. The Assistant Director should have proven skills in establishing and maintaining effective working relationships with the Director, other staff members, the board, vendors, technicians, government officials, and the general public.

II. ESSENTIAL FUNCTIONS OF THE JOB

1. Assists the Director in the development of library policy and procedures.
2. Assists in budget preparation, negotiation of expenditures, and grant writing.
3. Assists in the development and training of staff and volunteers.
4. Promotes library services and programs within the library and the community.
5. Supervises cataloging and processing of all library materials.
6. Assists the Director in the collection of pertinent data for reports and the preparation of monthly, statistical, and special reports.
7. Keeps abreast of new trends in technology and adult services programming and plans services to improve and enhance library services.
8. Assists in collection development.
9. Provides direct public service, including reference and reader's advisory.
10. Attends workshops, continuing education programs, library conferences, professional meetings and other professional training opportunities.
11. Evaluates information sources and advises patrons as needed. Assists in the selection and acquisition of materials.
12. Assists in planning, implementation, and evaluation of long and short term goals and objectives.
13. Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.
14. Manages effective, cost efficient and timely interlibrary-loan services.
15. Performs other related responsibilities as necessary.
16. In the absence of the Library Director, acts as the Library Director.

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