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Long Hill Township Public Library
Administrative Policy Manual

January 1, 2015

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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)

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

163
164 On Thanksgiving eve, the library closes at 5:00 pm and on New Year's Eve, the library closes at
165 2:00 pm.

167 **2.20 Library Cards**

168 *Revised 7/2012*

169
170 Any person living or owning property in Long Hill Township is eligible for a free library card.
171 Appropriate proof of eligibility such as a valid NJ driver's license or a current utility/tax bill
172 must be shown when registering for a library card. Children aged five through seventeen must
173 bring a parent or guardian when applying for a card.

174
175 Courtesy cards can be issued to people who work or attend school in Long Hill Township. Proof
176 of eligibility (such as a pay stub or a report card with the person's name and work or school
177 address) must be shown along with the home library card or documentation that shows the
178 person's home address. Courtesy cards may only be used to borrow materials owned by the
179 Long Hill Township Library.

180
181 If an out-of-township patron's home library belongs to the MUF (Morris Union Federation)
182 consortium or participates in an open borrowing program, a courtesy card will not be issued.
183 The patron can borrow materials owned by the Long Hill Township Library by showing their
184 home library card.

185
186 Normally, a patron must present a library card or valid photo ID in order to borrow library
187 materials. The Director may waive this policy.

188
189 Library cards for Long Hill residents are valid for three years and can be renewed, assuming the
190 individual continues to meet the above eligibility requirements.

191 192 **2.30 Lending Policy**

193
194 Most materials owned by the Long Hill Township Library are loaned without charge. However,
195 fines will be charged for all overdue materials. The Director may designate a limited number of
196 high-demand materials for rental by patrons.

197
198 The library's audio-visual and downloadable materials (such as DVDs, music CDs,
199 downloadable audiobooks or e-books) are licensed for non-commercial, private use. Any other
200 use or copying is strictly prohibited. Federal law provides severe criminal penalties for the
201 unauthorized reproduction, distribution or exhibition of copyrighted materials.

202
203 Waiver of Liability: The library assumes no responsibility for damage by library materials to
204 electronic equipment owned by library patrons.

205

206 **2.40 Reserving Items**

207

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

210

211 **2.50 Renewals**

212

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

215

216 **2.60 Inter Library Loan**

217

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

220

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

227

228 **2.70 Fines and Fees**

229 *Revised 9/2011, 9/2014*

230

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

233

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

235

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

239

240 **2.80 Lost and Damaged Materials**

241 *Revised 9/2011, 9/2014*

242

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

245

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

249

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

252

253 **2.90 Library-Sponsored Programs**

254 *Revised 9/2011*

255

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

258

259 **3.00 USE OF THE LIBRARY**

260
261 **3.10 Patron Code of Conduct**

262 *Revised 11/2011*

263
264 **3.11 Overview**

265
266 Long Hill Township Library is a shared public space and an active center of information, cultural
267 activities, recreation and learning. All patrons are expected to respect this and help us to
268 maintain the library as a community center where all feel welcome. Please refrain from
269 behaviors or actions that others might find offensive or a nuisance, such as clipping your nails,
270 putting your feet on the table, etc.

271
272 The Library Board of Trustees has established certain standards of acceptable behavior, in order
273 to maintain an atmosphere which promotes the use and enjoyment of the resources and services
274 of the library and which protects the safety of the general public, the library staff, and the
275 equipment and materials of the library.

276
277 Patrons shall engage in activities associated with the use of a public library. Any activity which
278 interferes with the rights of other patrons to use the library, which could result in physical,
279 emotional or mental injury to oneself or others, or could result in damage to the facilities,
280 equipment, materials or library property and grounds, will be considered disruptive and
281 unacceptable.

282
283 **3.12 Standards:**

- 284
- 285 a. Patrons are required to wear a shirt and shoes in the library. Patrons shall maintain a
286 generally accepted standard of personal hygiene. Patrons whose bodily hygiene is
287 offensive as to constitute a nuisance to other persons shall be required to leave the
288 building.
 - 289 b. All bags and other articles are subject to inspection by library staff members. The library
290 reserves the right to limit the size and number of items brought into the library. Library
291 management has the discretion to discard personal items left unattended on library
292 property in order to preserve a safe environment for library patrons, volunteers and staff.
 - 293 c. The children’s room of the library is for the exclusive use of parents and their children or
294 adults using resources that are only available in that area.
 - 295 d. Non-alcoholic beverages in covered containers are permitted.
- 296

297 **3.13 Conduct not acceptable in the library or on library grounds includes, but is not**
298 **limited to:**

- 299
- 300 a. Engaging in any activity in violation of federal, state, local or other applicable law or
301 library policy.
 - 302 b. Behavior disruptive to the legitimate use of the library. This includes disorderly conduct,
303 noise or activity, whether intentional or inadvertent, that interferes with the rights of
304 others; physical abuse; abusive or threatening language; and misuse of library equipment
305 or furnishings.

- 306 c. Any behavior that harasses or annoys others, such as staring at another person with the
- 307 intent to annoy that person, following another person around the building with the intent
- 308 to annoy that person, singing or talking to others or in monologues, or behaving in a
- 309 manner which could reasonably be expected to disturb others.
- 310 d. Using audio devices without headphones or with headphones set at a volume that disturbs
- 311 others.
- 312 e. Using cell phones and other communication devices in a manner that disturbs others.
- 313 f. Any behavior that presents an eminent danger to the life or safety of others, including
- 314 intentional non-emergency activation of alarmed exits or fire alarms.
- 315 g. Carrying a weapon into the library or onto library grounds, unless authorized by law to do
- 316 so.
- 317 h. Soliciting, gambling or panhandling, including distributing printed materials, signing
- 318 petitions or conducting surveys unless authorized by the library.
- 319 i. Sleeping, except for young children under the supervision of the parent or caregiver.
- 320 j. Neglecting to provide proper supervision of children.
- 321 k. Littering.
- 322 l. Smoking, chewing and other tobacco use.
- 323 m. Bringing animals into the library, except for service animals or as authorized by the
- 324 Library Director.
- 325 n. Using wheeled devices in the library or on library grounds, except assistive devices such
- 326 as wheelchairs, walkers and strollers.
- 327 o. Using the lavatory facilities other than for ordinary and usual use. Bathing and
- 328 laundering clothes are specifically not permitted.
- 329 p. Consuming food in open areas of the library, except in the context of library programs
- 330 and special events.

331
332 **3.14 Remedies:**
333

334 In the event that a patron violates any of these standards or rules, a staff member will inform the
335 individual that his/her behavior violates the Patron Code of Conduct, and that it must stop.
336

337 If the individual continues the behavior, the supervisor on duty will inform the patron that he/she
338 will be asked to leave the library if the behavior does not stop immediately.
339

340 If the behavior persists, staff will ask the patron to leave the library for the day. If he/she refuses,
341 staff will contact the police for assistance.
342

343 The staff member who deals with the patron, and any staff members who witness the interaction,
344 will complete an incident report and notify the Director.
345

346 Multiple activities violating the patron code of conduct by the same offender will be considered
347 the second or third offense, even if the action is different. Multiple offenses may result in a
348 patron being banned from using the library for a specific amount of time. The patron will be
349 notified in writing of the suspension of privileges, and of the process for appealing the decision.
350

351 **3.20 Policy for Public Use of Computers and the Internet**

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

353

354 **3.21 Overview**

355

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

359

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

365

366 **3.22 Use of Computers by Children**

367

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

372

373 **3.23 Internet Code of Conduct**

374

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

378

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

383

384 **3.24 Patrons who use computers in the library are required to:**

385

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

395

396 **3.25 Limit of Liability**

397

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

403

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

408

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

411

412 **3.26 Failure to Comply**

413

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

416

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

419

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

422

423 **3.30 Children in the Library**

424

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

429

430 Children under age 10 must have a parent or caregiver in the immediate vicinity. Children age
431 10 and above may use the library unattended for an amount of time appropriate to their age and
432 maturity.

433

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

438

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

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

443

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

445

446 **3.40 Appropriate Material for Children and Teens**

447

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

451

452 **3.50 Confidentiality of Patron Information**

453

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

463

- 464 a. The records are necessary for the proper operation of the library;
- 465 b. Disclosure is requested by the user; or
- 466 c. Disclosure is required pursuant to a subpoena issued by a court or court order.
467 *L.1985, c 172, s. 2, eff. May 31, 1985.*"

468

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

472

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

474

475 **3.60 Distribution of Free Materials**

476

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

479

480 **3.70 Distribution, Solicitation and Sales**

481

482 No individual or group is permitted to engage in distribution, solicitation or sales in the Library
483 building or on the grounds, unless permission is sought and granted prior to the event by the
484 Director.

485

486 **3.80 Bulletin Board Policy**

487 *Approved 4/2013*

488

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

493

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

495

496 1. Postings of forthcoming or continuing educational, social, civic, charitable, cultural, or
497 recreational activities.

498 2. Announcements or schedules by nonprofit organizations, groups, or agencies, or by any
499 federal, state, or local government agency pertaining to services provided by the
500 government to citizens.

501 3. Materials announcing community services and volunteer opportunities.

502

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

507

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

510

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

518

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

524

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

526

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

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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.

575 **4.40 Selection of Teen Materials**

576

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

580

581 **4.50 Textbooks**

582

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

585

586 **4.60 Maintenance of Collection**

587

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

589

590 **4.70 Reconsideration of Materials**

591

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

595

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

601

5.00 EXHIBITS AND DISPLAYS

Approved 10/2007

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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.

649 **5.70 Additional Display Space**

650

651 Space is available for announcements of library and cultural events, and civic programs.

652 Anything to be posted must first be approved by the Director. The Library will not exhibit any

653 poster or display that advocates a political or religious cause or solicits consideration of any

654 product or item sold by any commercial or charitable enterprise. However, posters announcing

655 bazaars or programs sponsored by local organizations, which are open to all, may be displayed.

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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 April 2015

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).

704 **6.20 Community and Conference Rooms**

705 *Revised 08/2012, 9/2014 704*

706

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

715

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

718 The sponsoring organization/individual agrees to abide by the policies and regulations governing
719 the use of the library meeting rooms.

720

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

723

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

729

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

732

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

739

740 Events may not disrupt other library patrons. Event attendees are subject to all library rules and
741 regulations and may be asked to leave if they do not abide by them. The sponsor is responsible
742 for maintaining proper order on the part of all participants. At least one responsible adult (18 or
743 older) must always be present.

744

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

748

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

754
755 Copyrighted materials may be used when permission to do so has been secured from the holder
756 of the copyright and presented to appropriate library personnel prior to the meeting or when such
757 use falls within the Fair Use standards of the U.S. copyright law.

758
759 The library reserves the right to refuse permission for use of the rooms to any group or individual
760 that does not meet these requirements.

761

762 **6.30 Study Rooms**

763
764 The library has two Study Rooms. These rooms are intended for study and research by no more than
765 4 persons. All users, with or without an advance reservation, must check in with a library staff
766 member. Rooms are available for use from library opening until 15 minutes prior to closing.

767
768 The library reserves the right to refuse a reservation request when it would monopolize the rooms for
769 one group at the expense of others. Library needs take priority over other uses, as when the library
770 serves as proctor for a test. In this case, the library does the scheduling for the test-taker.

771
772 Use of the Study Rooms may not disrupt other library patrons. Users are subject to all library rules
773 and regulations and may be asked to leave if they do not abide by them.

774
775 Study rooms may be pre-reserved four times in a calendar month for no more than two hours each
776 time. Rooms may be pre-reserved by Long Hill residents only. Study Rooms may be reserved up to
777 one month in advance from the current date. Reservations may be cancelled if not claimed within 15
778 minutes of the reservation time.

779
780 Rooms not previously reserved are available on a first-come, first-served basis.

781
782 Users of the study rooms must sign up at the desk to assure availability. Use of the study rooms is
783 limited to one 2-hour block per day for residents, and one 1-hour block per day for non-residents.
784 However, if the rooms are not scheduled by other groups/individuals, users may remain, but must
785 vacate if another group/individual requests use of the room or has a prior reservation. Long Hill
786 Township residents will not be asked to leave a room for non-residents. The Library reserves the
787 right to adjust the amount of block time during periods of heavy demand.

788
789 The person who reserves the room is responsible for any damage to the room or its furnishings.

790

791

792 **7.00 GIFTS AND MEMORIALS**

793 *Approved 10/2007; revised 6/2012*

794

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

801

802 Gifts of library material must meet the same criteria as applies to purchased material (see section
803 4.00, Materials Selection). Gifts will be deaccessioned as described in section 4.60
804 (Maintenance of Collection). The Library does not accept responsibility for notifying donors of
805 the disposition of gift items.

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

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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.

853 **8.03 Operating Fund**

854 *Revised 5/2012, 5/2014*

855

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

859

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

862

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

865

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

869

870 *See also 8.09, Contracting and Purchasing*

871

872 **8.04 Restricted Funds**

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

874

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

877

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

880

881 *See also 8.09, Contracting and Purchasing*

882

883 **8.05 Immediate Approval of Expenditures**

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

885

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

890

891 *See also 9.32, Building and Grounds Committee*

892

893 **8.06 Budget**

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

895

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

899

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

904

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

907

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

910

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

913

914 **8.07 Salaries**

915 *Revised 11/2011, 5/2012*

916

917 Full time employees' salaries are set by the Board.

918

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

923

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

926

927 **8.08 Banking**

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

929
930 The Library notes that there are a large number of banks in town, and it is the policy that the
931 Library's funds will be distributed among them. Library funds will be deposited in at least three
932 Long Hill Township banks. Deposits shall be made by the Director or his or her designee, in
933 consultation with the Treasurer.

934
935 The Board of Trustees will designate the depository banks by annual resolution. The Board will
936 establish the signature requirements for each account, and will pass such resolutions as may be
937 required to designate signatories in a standard long format acceptable to the banks.

938
939 Checks in payment of approved expenditures must be signed by any two of four Trustees
940 designated by resolution at the Board's January meeting. The Trustees so designated shall
941 include the Treasurer, and the President.

942
943 The Treasurer shall ensure that financial obligations can be met on time, while retaining only a
944 reasonable minimum amount of the library's funds in liquid form. One checking account will
945 be used to pay bills from all the operating and restricted funds and will be maintained at a level
946 sufficient to meet current obligations. All other monies will be retained in Certificates of
947 Deposit or Money Market accounts.

948
949 Any of the following events will be included in the Finance Committee Report, to be approved
950 by recorded vote:

- 951
- 952 • The establishment or dissolution of any individual bank account or CD.
 - 953 • Purchase, rollover or early withdrawal of CD's or other instruments permitted by law.
 - 954 • Transfers to or from CDs when they are rolled over.

955 **8.09 Contracting and Purchasing**

956 *Revised 5/2012, 10/2014*

957
958 Within the approved Operating Budget, (a) the Director may enter into a contract, program
959 expenditure and/or purchase not exceeding \$5,000, and (b) employees who are designated as
960 authorized purchasers by the Director may authorize a purchase or program expenditure up to
961 \$1,000. All contracts or expenditures above \$5,000, even if within the Operating Budget, shall
962 be approved by the Board. The Library shall keep copies of all contracts and expenditure
963 receipts for a period of 7 years. The Director shall use his or her discretion to consult with the
964 Board, individual members of the Board, or the Library's counsel about contractual provisions
965 relating to the liability of the Library for contracts less than \$5,000. The Library shall abide by
966 any applicable laws and regulations with respect to contracts and purchases.

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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.

1005 **8.11 Donations and Grants**

1006 *Revised 5/2012, 6/2012*

1007
1008 The Treasurer and Director will assure that all restricted donations and grants are expended for
1009 the purpose intended by the donor.

- 1010
- 1011 a. Cash donations and unrestricted grants of \$2,500 or less, and grants of \$2,500 or less
1012 which have restrictions that can be satisfied within the current budget year, shall be
1013 deposited in the operating income fund and expended within the approved Operating
1014 Budget.
 - 1015 b. Grants of \$2,500 or less which cannot be expended in the current budget year shall be
1016 treated as a balance sheet liability and not included in the operating budget. The Director
1017 is authorized to expend these grants within the restrictions placed by the grantor, without
1018 further action by the Board, and shall report to the Trustees quarterly on the progress
1019 toward liquidating this liability.
 - 1020 c. Other grants and donations may be credited to Restricted Funds or treated in accordance
1021 with a. or b. above, at the discretion of the Board.
- 1022

1023 *Also see Section 7.00.*

1024

1025

1026 **8.12 Management of Assets**

1027 *Approved 5/2012, revised 12/2013, 9/2014*

1028

1029 Long Hill Township owns the Library building. Historically, the Library has maintained the
1030 building using its Building Maintenance restricted fund. This arrangement covers major and
1031 minor repairs, rearrangement and replacement of all building structural and utility systems. The
1032 building and its contents are insured through the Morris County Joint Insurance Fund.
1033 Capital assets purchased by the Library that are valued at over \$5,000 shall be identified and
1034 recorded in continuing property records. The assets' expected life and the depreciation methods
1035 used are assigned according to Generally Accepted Accounting Principles.
1036 The removal or disposition of capital assets purchased with taxpayer funds will be initiated by
1037 the Director, recommended by an appropriate Board Committee, and approved by the Board.
1038 The Board will specify the fund which will receive any salvage value. The Board may assign
1039 authority to dispose of capital assets to the Director, through the adoption of defined programs
1040 for the replacement and disposal of specific types of assets.

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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

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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.

- 1105 • Is a spokesperson for the Library.
- 1106 • Consults with the Director on emergency closings.
- 1107 • Coordinates oversight of relationships between the library and the Township, the Friends,
- 1108 and local and state organizations.

1109

1110 **9.23 Duties of Vice President**

1111 *Added 10/2011*

1112

1113 The Vice President, in the absence of the President or his or her inability or refusal to act,
1114 assumes all of the duties of the President.

1115

1116 **9.24 Duties of the Treasurer**

1117

1118 Specific duties are enumerated within section 8.00 – Finances

1119

1120 **9.25 Duties of the Secretary**

1121 *Revised 6/2013*

1122

1123 The Secretary shall perform or, working with the Library Director, ensure the following is
1124 performed on a monthly basis:

- 1125 1. Circulate an “Agenda Call” to all Trustees, soliciting items for the agenda of the next
1126 meeting, at least nine days prior to every regular meeting.
- 1127 2. Prepare and circulate a board packet at least five calendar days before every meeting, to
1128 include (but not limited to): Copies of the minutes of the prior meeting(s), agenda to be
1129 discussed at the scheduled meeting, financial reports and bill list for approval by the
1130 Board, Director’s Report and periodic circulation statistics, reports prepared by the
1131 Board’s committees, when appropriate, any reports essential to consideration of the
1132 agenda, and additional items of old and new business proposed by any Trustee, along
1133 with attachments submitted by any Trustee.
- 1134 3. Keep an accurate record of all Library Board meetings (including the Reorganization
1135 Meeting) showing the time and place, the members present, the subjects considered, the
1136 actions taken, the vote of each member, and any information required to be shown in the
1137 minutes by law.
- 1138 4. Provide a Board Packet to the Mayor of Long Hill Township and to the Superintendent of
1139 Schools. Send them an email notification when the final meeting minutes are available on
1140 the library website. Ensure that a paper copy of the approved minutes with attachments is
1141 filed in the Library.

1142

1143 The Secretary shall perform or, working with the Library Director, ensure the following is
1144 performed on an annual basis:

- 1145 1. Within seven days following the annual reorganization meeting, prepare and post a dated
1146 notice of the annual schedule of regular meetings of the Board of Trustees.
- 1147 2. Post and date notices on the public bulletin boards at Town Hall and at the Library, and
1148 submit for publication in two newspapers of general local circulation, said local
1149 newspapers to be established annually by resolution of the Board.

- 1150 3. Obtain the names of newly-appointed Trustees from the Long Hill Township Municipal
1151 Clerk and the Superintendent of Schools, and advise the Director of the membership of
1152 the Board of Trustees, prior to the annual Reorganization meeting.
1153

1154 The Secretary shall perform or, working with the Library Director, ensure the following is
1155 performed **as needed**:

- 1156 1. Post notices concerning cancellation or rescheduling of regular meetings, notices of
1157 special meetings, within seven days of Board approval or revision of meeting dates.
- 1158 2. Call special meetings of the Board of Trustees at the direction of the President or upon
1159 written request of three members. Per the Bylaws of the Library, special meetings are
1160 called to discuss specific business stated in the call for the meeting, and (except in an
1161 emergency), are called on not less than three calendar day's notice. Post and publish
1162 public notice of special meetings as described above.
- 1163 3. Prepare and sign correspondence as directed by the President and Board of Trustees, with
1164 a copy to the Board President, and other incidental correspondence on behalf of the
1165 Library when required.
- 1166 4. Sign or counter-sign other documents and/or contracts on behalf of the Board of Trustees,
1167 when required.
- 1168 5. Maintain an archive of all contracts, agreements and copies of official correspondence of
1169 the Board of Trustees, and all contracts of more than one year duration executed by
1170 officers or the Director.
- 1171 6. Be custodian of the Library's corporate seal, which shall be housed within the Library
1172 building at a location selected by the Director.
- 1173 7. Coordinate with the Director to prepare the required annual written resolutions for the
1174 Reorganization meeting and such additional written resolutions as may be required to
1175 facilitate the orderly actions of the Board of Trustees at its regular meetings.
- 1176 8. Notify the Long Hill Township Municipal Clerk (or the Superintendent of Schools if
1177 appropriate) of vacancies that occur during the year, and annually in November, of the
1178 names of Trustees whose term of appointment is due to expire at the conclusion of the
1179 calendar year.
- 1180 9. Serve as Custodian of Records for the corporate and financial records of the Library.
1181 Coordinate with the Director to insure that all such corporate records are maintained in
1182 proper order at a secure location within the Library, and that records are maintained in
1183 accordance with federal and state records retention requirements, and insure that
1184 destruction of records is carried out in accordance with state law and appropriate
1185 procedural requirements. When required, in conjunction with the Board, engage legal
1186 counsel for guidance in matters of the scope of corporate records, records retention and
1187 destruction, and public access to records.
1188

1189 **9.26 Duties of the Superintendent's and Mayor's Representatives**

1190 *Added 6/2013*

1191
1192 The Superintendent's and Mayor's Representatives shall have periodic communication with the
1193 Superintendent and Mayor, respectively, to discuss Library issues, policies and events.
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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.

- 1243 The **Personnel Committee** will
- 1244 • Review and recommend amendments to the Personnel Policy Manual as required, and
 - 1245 conduct a complete review every third year,
 - 1246 • Review and recommend amendments to the Director’s Job Description and Evaluation
 - 1247 Form,
 - 1248 • Develop annual goals with the Director and present them to the Trustees for adoption,
 - 1249 • Liaise with the Director on personnel issues as needed. The Director will meet with the
 - 1250 committee at the invitation of the Chair.

1251

1252 The **Nominating Committee** shall consist of the Mayor's Representative, the Superintendent's

1253 Representative, and one additional trustee, chosen by lot from the trustees who a) are not current

1254 officers and b) whose term extends beyond the current calendar year. The President and Director

1255 are not ex-officio members of this committee. This committee will prepare and propose a slate

1256 of officers for the following January's Annual Meeting, and will convene to propose a

1257 replacement should an officer vacancy occur during the year.

1258

1259 The **Administrative Policy Manual and Bylaws Committee** will review and recommend

1260 amendments to the documents as necessary.

1261

1262 The **Strategic Planning Committee** will review the plan and recommend any necessary

1263 changes. A full assessment of the plan will occur every three years. The committee shall include

1264 members of the board and community.

1265

1266 The **Technology Committee** works with the director to evaluate the technological needs of the

1267 library.

1268

1269 **9.33 Other Committees**

1270

1271 Other temporary committees may be established by the President or by vote of the Board to

1272 investigate relevant issues. All the provisions of Section 9.31 will apply, except as may be

1273 amended in the Board’s specific enabling resolution.

1274

1275 **9.40 Relationship between the Board, the Library Director and the Library Staff**

1276 *Added 10/2012*

1277

1278 The board hires a director with qualifications and experience necessary for the position of

1279 administering the library. As part of the hiring process the board conveys to the director the

1280 library's needs. The board evaluates and offers support to the director.

1281

1282 The board governs the library through the board decisions and the standing and temporary

1283 committees. The Board agrees on the governance of the library and communicates its decisions

1284 to the director. An individual trustee may not circumvent the board’s decisions or provide

1285 different or contrary orders to the director. The board and the director work together as a team.

1286

1287 The director shares problems with the board and seeks guidance on problem solving. The board

1288 expects excellent performance and provides solid support and good working conditions. If a

1289 trustee has concerns about the performance or decisions of the Director, s/he shall bring those
1290 concerns to the board for discussion and decision on any resulting action.

1291
1292 The director provides guidance to the board on what is possible to accomplish with current
1293 resources. The director provides the board with the information it needs to make timely
1294 decisions. The board should be concerned with the library's administration, but is not involved
1295 in the day-to-day operations.

1296
1297 The director provides direct leadership and management of the library staff. The director must
1298 have the confidence of the board and is given authority to manage library staff and volunteers.

1299
1300 Trustees use the director as the conduit for communications about library operations with staff
1301 and volunteers. Trustees do not direct the duties of the staff or volunteers and do not interfere
1302 with the operations of the library. If, in the performance of a trustee's duties, special
1303 circumstances warrant direct communication between a trustee and a staff member or volunteer,
1304 the director should be informed in advance.

1305
1306

1307 **9.50 Duties of the Library Director**

1308 *Added 11/2011, revised 1/2014*

1309
1310 The duties of the Library Director are defined in the Library Bylaws, Article V (see Appendix 2)
1311 and in the Library Director's Job Description (see Appendix 3)

1312
1313

1314 **9.60 Duties of the Assistant Library Director**

1315 *Added 10//2012, revised 1/2014*

1316
1317 The duties of the Assistant Library Director are defined in the Assistant Library Director's Job
1318 Description (see Appendix 4).

1319
1320

1321 **9.70 Library Communications**

1322 *Revised 5/2010*

1323
1324 To ensure that the Library's public statements are accurate, consistent, and in the best interests of
1325 the Library as a whole, the Library Director and the President of the Board of Trustees are
1326 specifically authorized to speak on behalf of the Library. They may then designate others to
1327 speak on behalf of the library on an as needed basis.

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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.

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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.

1384 **APPENDIX 2: LIBRARY BYLAWS**

1385 *Revised 12/2013, 1/2014*

1386

1387 **Article I – Identification**

1388 The Board of Trustees of the Long Hill Township Public Library, hereinafter referred to as the
1389 Board, exists by virtue of the relevant provisions of the New Jersey Statutes Annotated [N.J.S.A.
1390 40:54] and its certificate of incorporation dated February 11, 1957. It exercises its powers and
1391 authority and assumes the responsibilities delegated to it under said statute.

1392

1393 **Article II – Membership**

1394 The Board consists of the Mayor of Long Hill Township, the Superintendent of Schools of Long
1395 Hill Township and five to seven trustees appointed by the Mayor, at least four of whom shall be
1396 residents of Long Hill Township. The Mayor and Superintendent may each appoint a
1397 representative to vote in their absence and that representative shall serve at the pleasure of the
1398 principal official. The other trustees are appointed for terms of five calendar years from their
1399 date of appointment or to fill an unexpired term.

1400

1401 **Article III – Meetings**

1402 The regular meetings of the Board shall be held on the third Wednesday of each month unless
1403 otherwise ordered by the trustees.

1404

1405 The regular January meeting shall be known as the Annual Meeting.

1406

1407 Notices of all meetings shall be mailed by the Secretary to all trustees at least five days before
1408 the meeting

1409

1410 Special meetings shall be called by the Secretary at the direction of the President or upon written
1411 request of three trustees for the transaction of business stated in the call for the meeting. Except
1412 in the cases of emergency, at least three days notice shall be given.

1413

1414 A quorum shall consist of a majority of the trustees.

1415

1416 The secretary will post the meeting schedule on the library and municipal bulletin boards, in the
1417 municipal clerk’s office and in two newspapers of record as per the New Jersey Public Meetings
1418 Law.

1419

1420 Time will be set aside on each regular meeting agenda for public comment. Comments will be
1421 limited to five minutes per person and ten minutes per organization.

1422

1423 The rules contained in the current edition of *Robert’s Rules of Order* shall govern the Board in
1424 all cases to which they are applicable and in which they are not inconsistent with these bylaws,
1425 special rules the Board may adopt, or with any statutes of the State of New Jersey.

1426

1427 **Article IV – Officers**

1428 The Board shall have four officers elected by the trustees at the Annual Meeting. They shall be
1429 as follows: President, Vice President [effective January 2010], Secretary, Treasurer.

1430

1431 The President shall preside at all meetings, appoint all committees [except the Nominating
1432 Committee as explained in Article VI], call special meetings, and generally perform the duties of
1433 a presiding officer.

1434
1435 The Vice President shall assume the duties of the President in the absence of the President.
1436

1437 The Secretary shall keep a true and accurate account of the proceedings of the meetings, issue
1438 notices of all meetings, see that copies of the Minutes and other records of the Board are kept at
1439 the Long Hill Township Public Library, and notify the appointing body of any vacancies on the
1440 Board.

1441
1442 The Treasurer shall have charge of the Long Hill Township Public Library's funds with the
1443 authorization of the Board and report at each meeting of the state of those funds.
1444

1445 Officers shall serve a term from the Annual Meeting at which they are elected to the following
1446 Annual Meeting. Officers may not serve more than three consecutive terms. The Board will fill
1447 any mid-term officer vacancy.
1448

1449 **Article V – Library Director**

1450 The Board shall appoint a qualified Director to be the executive and administrative officer of the
1451 Library. The Director shall act as professional advisor to the Board. The Director shall attend
1452 all Board meetings except those at which the Director's salary or appointment are to be discussed
1453 or decided. The Director shall have no vote.
1454

1455 **Article VI – Committees**

1456 There shall be the following standing committees: Finance, Building and Grounds, Personnel,
1457 Administrative Policy Manual and Bylaws, Strategic Planning, and Technology. Members of
1458 these committees will be appointed by the President at the Annual Meeting and will serve for one
1459 year.
1460

1461 The Nominating Committee shall consist of the Mayor's Representative, the Superintendent's
1462 Representative, and one additional trustee chosen by lot from the trustees who are not current
1463 officers, and whose term extends beyond the current calendar year.
1464

1465
1466 Other Temporary Committees may be established by the President or by vote of the Board to
1467 investigate relevant issues.
1468

1469 **Article VII - State and Municipal Reporting Requirements**

1470 The Library will comply with reporting requirements outlined in N.J.S.A. for public libraries.
1471 The Library will submit an annual report detailing all income, expenditures, and other required
1472 statistics to the State Librarian, based upon the records and statistics of the preceding calendar
1473 year, as the State Librarian shall require, in accordance with N.J.S.A. 18A-74 et. seq. The
1474 Library will also provide an audit to Long Hill Township each year in accordance with N.J.S.A.
1475 40A:5-4, and an annual report to the Chief Financial Officer of Long Hill Township which shall
1476 include a statement setting forth in detail all public revenues received by the library, all State aid

1477 received by the library, all expenditures made by the library and the balance of funds available in
1478 accordance with N.J.S.A. 40:54-15.

1479

1480 **Article VIII - Dissolution**

1481 In the case of dissolution of the Long Hill Township Free Public Library, the Township of Long
1482 Hill shall assume the assets and liabilities of the library upon the date of dissolution, in
1483 accordance with N.J.S.A. 40:54-7.1 .

1484

1485 **Article IX – Amendment of Bylaws**

1486 These bylaws can be amended. The amendment must be introduced in writing at a regular
1487 meeting of the Board. The amendment can be passed by a majority of trustees at a subsequent
1488 meeting.

1489

1490 *Amended February, 2006; October 21, 2009; April 21, 2010; December 21, 2011; January 16, 2013; March 18,*
1491 *2015*

1492

1493 **APPENDIX 3: Library Director Job Description**

1494 *August 2009, revised 1/2014*

1495

1496 **SUMMARY:**

1497

1498 The Library Director serves as administrator of the library. S/he plans, organizes and
1499 administers the operation of the library according to the policies, rules and authority delegated by
1500 the Board of Trustees. S/he assesses strengths, weaknesses, opportunities and challenges to the
1501 organization, and develops strategies for dealing with them effectively. S/he provides a high
1502 level of customer-service to the community through outreach, positive public relations, and staff
1503 development. S/he hires and supervises all other librarians, assistants and volunteers.

1504

1505

1506 **I. QUALIFICATIONS**

- 1507
- 1508 1. Master's Degree in Library Science from an ALA accredited library school.
 - 1509 2. New Jersey State Certification or eligibility for Certification.
 - 1510 3. Maintenance of required skills and technical knowledge through active participation in
1511 professional library associations and/or continuing education.
 - 1512 4. Three years of progressively responsible public library experience, preferably including
1513 staff supervision, working directly with the public, and working with governing boards or
1514 bodies.

1515

1516 **II. KNOWLEDGE, SKILLS & ABILITIES**

- 1517
- 1518 1. Excellent interpersonal skills.
 - 1519 a. Ability to interact with the public effectively, including providing a visible and
1520 accessible face to the Library, and requesting and responding to feedback from the
1521 public.
 - 1522 b. Ability to effectively communicate ideas and information in both verbal and written
1523 form.
 - 1524 c. Ability to relate to employees and handle personnel issues in a positive and
1525 responsive manner.
 - 1526 d. Ability to work with governing boards, community groups, and elected officials.
 - 1527 2. Ability to oversee and maintain a basic collection development plan.
 - 1528 3. Ability to establish and maintain proper priorities and meet deadlines.
 - 1529 4. Knowledge of library administration and management techniques, including local, state,
1530 and federal laws that affect public library operations.
 - 1531 5. Knowledge of public library philosophy, principles, and procedures.
 - 1532 6. Ability to prepare and present accurate statistical and technical reports.
 - 1533 7. Ability to develop and manage convenient, accessible, and cost-effective services that
1534 promote and support the library's mission and strategic direction.
 - 1535 8. Knowledge of the function and responsibilities of a Library Board of Trustees.

1536 **III. ESSENTIAL FUNCTIONS OF THE JOB**

1537

1538 **Administration/Personnel**

- 1539 1. Recruit, hire, train, supervise, and evaluate all staff including professional, non-
1540 professional and volunteer.
- 1541 2. Effectively delegate to library staff, streamlining library procedures and processes as
1542 needed.
- 1543 3. Establish, formulate and recommend policies to the Library Board.
- 1544 a. Implement library policies, procedure, and practices consistently.
- 1545 b. Review and update policies and procedures when necessary.
- 1546 c. Interpret library policies to library staff and general public.
- 1547 4. Establish and maintain effective working relationships with the Board of Trustees,
1548 Township officials, library staff, community organizations, schools and the general
1549 public.
- 1550 5. Prepare a draft of the annual library budget for Board discussion and approval, and
1551 participate in the presentation of the adopted budget to local officials.
- 1552 6. Receive and expend library funds according to established guidelines, and maintain
1553 accurate and up-to-date records showing the status of library finances.
- 1554 7. Investigate additional sources of funding to supplement the library budget, including
1555 grant opportunities and partnerships with other libraries.
- 1556 8. Maintain communication with other area libraries and the Morris Area Information
1557 Network (M.A.I.N.).
- 1558 9. Require staff to provide friendly and efficient assistance to library users.
- 1559 10. Provide regular opportunities for staff development and training.
- 1560 11. Prepare for and attend Library Board meetings. Provide a director's report, budget and
1561 expenditure reports, and all other necessary library reports.
- 1562 12. Inform Library Board, Township officials, and library staff of legislation and other
1563 information related to public libraries. Initiate response as appropriate.
- 1564

1565 **Collection Management:**

- 1566 1. Periodically review the collection development policy and make recommendations to the
1567 Library Board for revisions.
- 1568 2. Ensure that the library's collection is up to date and meets the needs of the community.
- 1569

1570 **Service to the Public:**

- 1571 1. Develop and execute an array of service programs to address the various needs and
1572 interests of users, and to make the library accessible to all.
- 1573 a. Study the community, evaluate community needs, and direct the development of
1574 library services designed to meet the needs of community members.
- 1575 b. Evaluate existing library programs, services, policies, and procedures, and submit
1576 recommendations for improvements to the Library Board.
- 1577 c. Investigate the value, costs, and logistics of adding library services, new media, and
1578 new technologies.
- 1579 d. Recommend to the Board ways to keep the library current and proactive in the service
1580 it provides to the public.
- 1581 2. Coordinate public relations announcements for library events and services.

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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).

1590 **APPENDIX 4: Assistant Director Job Description**

1591 *October 2012, revised 1/2014*

1592
1593 **SUMMARY:**

1594
1595 Under the direction of the Library Director, the Assistant Director performs professional and
1596 administrative duties in planning, directing, implementing and evaluating library services.
1597

1598 **I. KNOWLEDGE, SKILLS & ABILITIES**

1600 The Assistant Director must have the ability to plan, organize, and administer staff; must
1601 have excellent written and oral communication skills; must be able to set priorities and meet
1602 deadlines. The Assistant Director should have proven skills in establishing and maintaining
1603 effective working relationships with the Director, other staff members, the board, vendors,
1604 technicians, government officials, and the general public.

1605
1606 **II. ESSENTIAL FUNCTIONS OF THE JOB**

- 1607
- 1608 1. Assists the Director in the development of library policy and procedures.
 - 1609 2. Assists in budget preparation, negotiation of expenditures, and grant writing.
 - 1610 3. Assists in the development and training of staff and volunteers.
 - 1611 4. Promotes library services and programs within the library and the community.
 - 1612 5. Supervises cataloging and processing of all library materials.
 - 1613 6. Assists the Director in the collection of pertinent data for reports and the preparation
1614 of monthly, statistical, and special reports.
 - 1615 7. Keeps abreast of new trends in technology and adult services programming and plans
1616 services to improve and enhance library services.
 - 1617 8. Assists in collection development.
 - 1618 9. Provides direct public service, including reference and reader's advisory.
 - 1619 10. Attends workshops, continuing education programs, library conferences, professional
1620 meetings and other professional training opportunities.
 - 1621 11. Evaluates information sources and advises patrons as needed. Assists in the selection
1622 and acquisition of materials.
 - 1623 12. Assists in planning, implementation, and evaluation of long and short term goals and
1624 objectives.
 - 1625 13. Ensures safe conditions for staff, public, and building operation. Takes appropriate
1626 action in building emergencies.
 - 1627 14. Manages effective, cost efficient and timely interlibrary-loan services.
 - 1628 15. Performs other related responsibilities as necessary.
 - 1629 16. In the absence of the Library Director, acts as the Library Director.

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