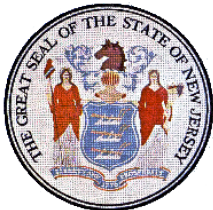


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New Jersey Library Law Resources

The establishment and operation of libraries in New Jersey is provided for in the state statutes. The Library Laws of New Jersey are available online at <http://bit.ly/1oZtqa8>

Because public libraries are supported by public tax dollars, they are subject to numerous laws and regulations. Library directors and trustees are responsible for being aware of these laws and understanding their consequences. When dealing with legal issues, the library board should consult with an attorney representing the library for interpretation of the law. The lawyer should be familiar with library law, as well as personnel issues. A recommended best practice is for the library to retain its own attorney to represent the board.



Library Law – Who needs to know?

- Directors, Trustees, and Library Commissioners of municipal, joint and county libraries **MUST** keep informed and follow all pertinent library laws.
- Directors and Trustees of association libraries should know and follow library laws as a best practice.

Resources Available On Our Website

- The Law & Libraries Archived Webinar
- Establishment of Municipal Libraries (NJSA 40:54-2) and Joint Libraries (NJSA 40:54-29.6)
- Maintenance of Municipal and Joint Public Libraries (NJAC 15:21-12.1 et sec)
- Establishment of County Libraries (NJSA 40:33-2)
- Transfer of Excess Library Funds to the Municipality – Return of Funds Law (NJSA 40:54-15)
- Return of Funds procedure and forms
- Directory of Libraries
- Public Library Map

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Strategic Planning

<http://bit.ly/1BC2xTZ>

The New Jersey State Library supports strategic planning as a management tool to determine a library's mission, vision, values, goals and objectives, roles and responsibilities, and to determine benchmarks and timelines that will shape the library's future. All libraries should have an updated strategic plan of three to five years, initiated by the Board of Trustees.

The Strategic Plan charts the library's direction for the future. To provide the best outcome for the provision of effective and efficient library service, it is strongly recommended that the process be guided by someone with experience in facilitating strategic plans for public library service.

Resources on the NJSL website include presentations on how to write a strategic plan, required components and sections, information on organizing community focus groups, how to conduct leadership interviews, and discussion guides for different demographics.

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Capital Planning

<http://bit.ly/1pMJCQQ>

If trustees reserve funding for Capital expense using funds from the annual mandatory library appropriation, it is required by NJAC 15:21-12.5 (c) that the trustees have a plan of at least Three years, and that the plan will be made available to the State Librarian upon request. Capital Planning information is referenced in the resolution to reserve capital funds. Regardless of the size of the project, all plans show that the capital expense will contribute to the provision of efficient and effective library service. Find a PowerPoint presentation on Capital Planning on the NJSL website under Library Trustee Online Resources & Reference Center.

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Basic Elements of a Capital Plan:

- A brief history of the library
- Site Requirements (if applicable)
- Documentation that the project is necessary, including a description of the present condition of the library, projected population in 10 years, analysis of minimum square footage requirements and how this project will impact on library service.
- Description of how the project will be funded and a cost estimate
- Service roles of the library (may refer to the Strategic plan) and how they will be addressed by the resulting facility
- Will the facility be efficient, secure, and easy to use from a patron's point of view? Provide for the efficient use of personnel? Permit interior flexibility to adapt to changing service needs and future expansions as appropriate?
- Community analysis (may refer to the Strategic plan)
- Initial floor plans and concept drawings

An excellent book of lists is *Checklist of Library Building Design Considerations* by William W. Sannwald, Fifth Edition, January 1, 2009.