AGENDA

September 9, 2026

Whippanong Library Association

*REMEMBERING BILL KUEHNER

- Roll Call
- Sunshine Law Compliance
- Planning Ahead File for October:
  -Treasurer, Director and Finance Manager present proposed budget to Board for revision and/or approval.
  -Director submits to Board to review furniture, fixtures, computer and new library needs.
  -Board approves Holiday gifts.

* Secretary's Report-Dottie

* Treasurer's Report-Jennifer

*Liaison's Report-Ron

- Director's Report-Amy
- Committee Reports: *Friends of the Library-Carol
  *Petit Gallery-Valerie
  *Sunshine Committee-Angie/Grace
  *Hospitality-Angie/Dottie
- Other Business
- Adjournment-Next Meeting-October 14,2026

AGENDA

June 10, 2026

Whippanong Library Association

- Roll Call
- Sunshine Law Compliance
- Planning Ahead File for September:
  -Director determines following year's holiday schedule.
  -Director prepares needs list for September meeting.
  -Library participates in Hanover Township Day.
  -Treasurer, Director and Finance manager start budget preparations for the October presentation to the Board; use Township format.

*Secretary's Report- Dottie

*Treasurer's Report- Bill/Jennifer

*Liaison Report -Ron

- Director's Report- Amy
- Committee Reports: *Friends of the Library- Carol
  *Petit Gallery-Valerie
  *Sunshine Committee-Angie/Grace
  *Hospitality-Angie/Dottie
- Other Business
- Adjournment-Next Meeting-September 9, 2026.

AGENDA

May 13, 2026

Whippanong Library Association

- Role Call
- Sunshine Law Compliance
- Planning Ahead File for June:
  - Board decides whether to participate in Hanover Township Day
  - Finance Manager electronically submits New Jersey Annual Report and statistics to NJ Division of Revenue with $25 filing fee by June 30th.
  - Treasurer submits CRI-200 and $30 check to NJ Division of Consumer Affairs

*Secretary's Report- Dottie

*Treasurer's Report- Bill/Jennifer

*Liaison Report -Ron

- Director's Report- Amy
- Committee Reports: *Friends of the Library- Carol
  *Petit Gallery-Valerie
  *Sunshine Committee-Angie/Grace
  *Hospitality-Angie/Dottie
- Other Business- Voting of Officers
- Adjournment-Next Meeting- June 10, 2026

AGENDA

April 8, 2026

Whippanong Library Association

- Roll Call
- Sunshine Law Compliance
- Planning Ahead File for May:
  -Treasurer submits form I-990
  -Director obtains salary approval from Board. Board determines if raises are equal to those for the township employees and determines course of action, if needed.

*Secretary's Report- Dottie

*Treasurer's Report- Bill/Jennifer

*Liaison Report -Ron

- Director's Report- Amy
- Committee Reports: *Friends of the Library- Carol
  *Petit Gallery-Valerie
  *Sunshine Committee-Angie/Grace
  *Hospitality-Angie/Dottie
- Other Business- Voting of Officers
- Adjournment-Next Meeting- May 13, 2026

AGENDA

March 11, 2026

Whippanong Library Association

- Roll Call
- Sunshine Law Compliance
- Planning ahead file for April

  -Finance Manager prepares the State Aid report and statistics, due in June.

  -Submit to Township Administrator and local Newspapers Board meeting times for the year to comply with the Sunshine Law.

  -Review furniture, computer and new library needs.

  - Director advises NJ Library Trustee Association of name and address of Board President.
  - Election of officers for the coming year. Update Township Administrator.
  - Election/re-election of Trustees for the next 3 years. Update Township Administrator.
  - Board updates Payroll Check and Bill Payment Check signature cards if there's a change in officers. New officers must sign cards.
  - Treasurer finalizes Charity Registration Form, CRI-200, due by June 30.

- Finance Manager submits Annual Report to New Jersey Department of Labor, division of Revenue, and notifies Board.
- Finance Manager prepares form I-990, due May 15. Submits to Treasurer for review; Treasurer, President and Director sign.
- Treasurer, Finance Manager and Director adjust budget if township revises its own budget.

*Secretary's Report- Dottie

*Treasurer's Report-Bill/Jennifer

*Liaison Report-Ron

- Director's Report-Amy
- Committee Reports: *Friends of the Library- Carol

  *Petit Gallery-Valerie

  *Sunshine Committee-Angie/Grace

  *Hospitality-Angie/Dottie
- Other Business
- Adjournment- Next meeting- April 8,2026

AGENDA

February 11, 2026

Whippanong Library Association

- Roll Call
- Sunshine Law Compliance
- Planning Ahead File for February:
  -Finance Manager prepares New Jersey Annual for electronic filing. Includes Certificate of Liability Insurance. Due to NJ Division of Revenue with $25 filing fee by June 30.
  -Township Administrator emails NJ Ethics Law Financial Disclosure reports for all Board Members and Director to complete March/April timeframe.
  Nominating Committee is appointed and presents the slate and Board votes.
  -Finance Manager prepares Charity Registration Form CRI-200, due June 30. Treasurer reviews, approves and signs.
  -Election of officers for coming year. Update Township Administrator.
  -Election/re-election of Trustees for next 3 years. Update Township Administrator.

*Secretary's Report- Dottie

*Treasurer's Report- Bill/Jennifer

*Liaison Report -Ron

- Director's Report- Amy
- Committee Reports: *Friends of the Library- Carol
  *Petit Gallery-Valerie

*Sunshine Committee-Angie/Grace

*Hospitality-Angie/Dottie

- Other Business
- Adjournment-Next Meeting-March 11, 2026

AGENDA

January 14, 2026

Whippanong Library Association

- Roll Call
- Sunshine Law Compliance
- Planning Ahead File for February:
  -Director begins State Annual Survey, due mid-March
  -Renew Employee Theft and Bond policy via e-mail
  -Treasurer submits to Board signed copy of Profit and Loss Report for the prior year
  -Chief Municipal Financial Officer submits state aid report
  -Board Nominating Committee appoints officers and three Members
  -Director submits State Annual Survey and supporting documentation by March 15

*Secretary's Report- Dottie

*Treasurer's Report- Bill/Jennifer

*Liaison Report -Ron

- Director's Report- Amy
- Committee Reports: *Friends of the Library- Carol
  *Petit Gallery-Valerie
  *Sunshine Committee-Angie/Grace
  *Hospitality-Angie/Dottie
- Other Business- Book Clubs
- Adjournment-Next Meeting- February 11, 2026