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Ralph S. Bingham III, Executive Director

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To: LibraryLinkNJ Membership  
From: Ralph S. Bingham III, Executive Director  
Date: May 23, 2025  
Re: **Notice of Proposed Bylaw Changes**

Dear LibraryLinkNJ Members,

I hope this message finds you well. I am writing to inform you of proposed changes to the LibraryLinkNJ Bylaws recommended by our Bylaws Committee and Executive Board.

Below you will find a summary of the proposed changes, the rationale for each, and a side-by-side comparison of the existing and updated bylaws language. We value your participation and invite you to review these changes ahead of our Spring Membership Meeting on June 18, 2025, where members will have the opportunity to discuss and vote on these amendments.

### **Existing Bylaws Language: ARTICLE X – FINANCES**

- a. The Fiscal year of the Cooperative shall be from July 1 through June 30.
- b. The conduct of financial matters of the Cooperative, including the power to incur expenses within the limits of the annual budget and in accordance with the policies of the Cooperative, the keeping of financial records, the power to disburse funds, and the preparation and submission of financial reports shall be carried out by the Executive Director under the direction of the Treasurer and the Executive Board.
- c. Authorization to sign checks on behalf of the Cooperative includes all officers and the Executive Director.
- d. Two signatures shall be required on all checks issued of more than \$3,000 and which are not routine expenses.
- e. A licensed auditing agency shall annually review and submit a written report on the finances of the Cooperative. A copy shall be made available to the Membership and a copy shall be sent to the New Jersey State Librarian.
- f. Beginning, January 1, 2020 no fee or cost share required of LLNJ Members may increase by more than 2% in any fiscal year.

## **Updated Bylaws Language: ARTICLE X – FINANCES (Proposed)**

- a. The Fiscal year of the Cooperative shall be from July 1 through June 30.
- b. The conduct of financial matters of the Cooperative, including the power to incur expenses within the limits of the annual budget and in accordance with the policies of the Cooperative, the keeping of financial records, the power to disburse funds, and the preparation and submission of financial reports shall be carried out by the Executive Director under the direction of the Treasurer and the Executive Board.
- c. Authorization to sign checks on behalf of the Cooperative includes all officers and the Executive Director.
- ~~d. Two signatures shall be required on all checks issued of more than \$3,000 and which are not routine expenses.~~
- e. A licensed auditing agency shall annually review and submit a written report on the finances of the Cooperative. A copy shall be made available to the Membership and a copy shall be sent to the New Jersey State Librarian.
- ~~f. Beginning, January 1, 2020 no fee or cost share required of LLNJ Members may increase by more than 2% in any fiscal year.~~

*Note: Items d and f are proposed for removal as detailed below.*

## **Summary of Proposed Bylaw Changes**

### **1. Removal of Two-Signature Check Requirement (Item d)**

Current Bylaws Language:

*d. Two signatures shall be required on all checks issued of more than \$3,000 and which are not routine expenses.*

### **Reason for the Change:**

In July 2023, the Executive Board adopted a new *Finance Policies and Procedures* manual that fully incorporates this requirement, along with other best practices for financial oversight. As a result, this language is now redundant and no longer necessary in the bylaws. Removing it streamlines our governing documents while maintaining our commitment to strong financial controls and transparency.

### **What This Means:**

- The policy of requiring two signatures on checks over \$3,000 for non-routine expenses remains in effect as part of our *Finance Policies and Procedures*.
- This change simply removes duplicate language from the bylaws, ensuring our governing documents are clear and up to date.

## **2. Removal of 2% Cap on Fee or Cost Share Increases (Item f)**

Current Bylaws Language:

*f. Beginning, January 1, 2020 no fee or cost share required of LLNJ Members may increase by more than 2% in any fiscal year.*

### **Reason for the Change:**

The 2% annual cap on fee or cost share increases does not provide LLNJ with the flexibility needed to keep pace with inflation or to respond to reasonable increases in costs from our vendor partners. Removing this cap will allow the organization to responsibly manage finances and ensure the continued quality and sustainability of the services we provide to our members.

### **What This Means:**

- Any future adjustments to member fees or cost shares will be determined by the Executive Board, with careful consideration of actual cost increases and the financial health of LLNJ.
- The organization remains committed to transparency and will continue to communicate any proposed changes in fees or cost shares to members in advance.

Your feedback and participation are vital to the strength and success of LibraryLinkNJ. Thank you for your continued engagement and commitment to our cooperative and to the library community across New Jersey.

If you have any questions or would like further clarification, please do not hesitate to contact me directly at [ralph@librarylinknj.org](mailto:ralph@librarylinknj.org) or (732) 752-7720, option 4.

With appreciation,

Ralph S. Bingham III  
Executive Director  
LibraryLinkNJ – The New Jersey Library Cooperative