

Dear Patterson Resident,

Thank you for your interest in becoming a member of the Patterson Library Board of Trustees. New trustees have the opportunity to learn about the library from a new perspective.

The Patterson Library is a vital part of our community serving the residents of Patterson and the surrounding areas. We offer a diverse collection of items on our shelves including fiction & nonfiction books for adults and children; dvds and cds; e-resources such as ebooks, downloadable audiobooks and videos and e-magazines; public computers and 24/7 wireless access, public scanning, separate Family Center and Adult Library areas, Café and Community Room, plus personal assistance from our friendly staff.

In addition we offer a wide array of adult and children's programs such as story times, gaming programs, one-on-one technology help, concerts, theatre productions, and presentations on personal finance, local history, travel, recreation and so much more. These are just a few of the wonderful services the Patterson Library provides for our patrons and community and with your help, we can continue to grow and serve the residents of Patterson.

We truly hope you will take this opportunity to play a major role in the future of the library, and submit your application for consideration for a position on the Board of Trustees. If you have any questions please feel free to contact us through the Director.

Sincerely,

The Patterson Library Board of Trustees

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE (HOME): \_\_\_\_\_ CELL: \_\_\_\_\_ WORK: \_\_\_\_\_

EMAIL: \_\_\_\_\_

AVAILABILITY: \_\_\_\_\_  
\_\_\_\_\_

WHAT IS YOUR EDUCATION BACKGROUND? \_\_\_\_\_

DO YOU HAVE ANY SPECIALIZED TRAINING? \_\_\_\_\_

BRIEFLY STATE YOUR EMPLOYMENT HISTORY: \_\_\_\_\_

WHY ARE YOU INTERESTED SERVING ON THE LIBRARY BOARD OF TRUSTEES?  
\_\_\_\_\_  
\_\_\_\_\_

WHAT ARE SOME SPECIFIC TALENTS OR ABILITIES YOU HAVE TO OFFER THE BOARD?  
\_\_\_\_\_  
\_\_\_\_\_

ON WHICH COMMITTEES WOULD YOU PREFER TO WORK?  
\_\_\_\_\_

REFERENCES: PLEASE LIST THREE PEOPLE, OTHER THAN MEMBERS OF YOUR FAMILY, WHO KNOW YOU PERSONALLY.  
PLEASE GIVE COMPLETE INFORMATION.

NAME	ADDRESS	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____

I CERTIFY THAT THE ANSWERS GIVEN ON THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I AUTHORIZE THE INVESTIGATION BY THE PATTERSON LIBRARY AND ITS AGENTS OF ALL STATEMENTS CONTAINED IN THIS APPLICATION AS MAY BE NECESSARY.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE PATTERSON LIBRARY LOCATED AT 1167 RTE 311 PATTERSON, NY 12563**  
**OR MAIL TO THE PATTERSON LIBRARY AT PO BOX 418 PATTERSON, NY 12563.**

## TRUSTEE INFORMATION

---

The Patterson Library Board of Trustees consists of up to fifteen members who serve voluntarily and with no pay for three-year terms. The current board elects new trustees. The duties of the Board of Trustees include developing the mission of the library, hiring a Library Director, securing adequate funding for the library's service program, exercising fiduciary responsibility for the use of public and private funds, adopting policies regarding library governance and use, and maintaining a facility that meets the community's needs.

The trustees base their work on the library's 2022 - 2024 Long Range Plan; which includes a focus on quality of service and a future expansion of the Patterson Library facility.

The library staff currently consists of a full-time Director, Business Manager, Youth Services Coordinator, Youth Services Assistant, Public Relations Coordinator, Public Relations Assistant, Database Control & Circulation Manager, part-time Circulation Clerks and Library Pages. Volunteers also serve the library in various capacities.

### LIBRARY TRUSTEE ROLES

1. To select, hire and support a qualified Library Director
2. To secure adequate funding and facilities for the library's service program
3. To ensure stewardship and accountability in the use of that funding
4. To develop and establish policies and rules regarding the library
5. To develop and implement strategic plans that ensure the long-term relevance and quality of library services
6. To work closely with any architects, financial advisors, and other consultants to achieve library expansion
7. To promote the library in our local community and society in general

### TRUSTEE DUTIES

1. Trustees are responsible for attending regular monthly meetings currently held on the third Tuesday of the month at the library at 6:30 PM. Trustees are responsible for learning about the library, its policies, how it functions, and to promote the library to the community.
2. Trustees are responsible to be an active member of one to two committees. Trustees are expected to work on the committees that best suit their talents, abilities and training, and to take a leadership role when necessary. Each committee typically meets 3 - 6 times per year.

#### *Committees of the Patterson Library Board of Trustees:*

Budget & Finance, Bylaws & Policy, Emergency Management, Expansion of Services, Fundraising,  
Government/Community Outreach, Long Range Planning, Nominating, Personnel, Social Media

3. Committee chairpersons are responsible for holding periodic committee meetings as needed and reporting to the Board of Trustees.
4. Trustees are expected to participate in special Patterson Library projects and to assist with and attend trustee and library events. Trustees are also encouraged to attend at least one of two annual Putnam County trustee meetings, the Mid-Hudson annual meeting, and one trustee training each year.

---

# PATTERSON LIBRARY - FACT SHEET

---

## **What are we?**

The Patterson Library is an independent, 501(C) 3 not-for-profit organization that provides library services to the residents (taxpayers) of the Town of Patterson. As a member library of the Mid-Hudson Library System, we also issue borrowing cards and provide library services to any resident of Putnam, Dutchess, Ulster, Columbia, and Greene Counties. The library is chartered by the State of New York and operates under the authority of the Education Department, Division of Library Development. We are obligated to meet the minimum library standards as defined by the state.

## **What is our mission?**

*The Patterson Library provides materials, information services and programs to promote informed citizenship and lifelong learning. The library is committed to meeting the personal and professional needs of the community residents.*

## **Where are we located?**

The Patterson Library is located at 1167 Route 311 in Patterson, NY. The library opened in this facility in September 1996 and purchased the building from the town in August of 2007. The Town of Patterson Justice Court was relocated near Town Hall. In 2012, a full renovation of the expanded library was completed. This included new collection spaces for adults, a new family center, children's program area, a café, new staff offices and an updated community room.

## **What is our history?**

The original Patterson Library was established in the late 1780's and thrived until 1837. In 1937, the library began anew and in 1945, a Library Committee was formed of representatives from local organizations. Dr. Julian Harvey Swann was appointed librarian and at his suggestion, the interest of Charles S. Irish crystallized in the gift of his South Street home as a library building. In March 1946, the Library Association was formed and chartered by the State of New York in 1947. For nearly 50 years, the Patterson Library provided service to a growing community from this location, expanding within the structure many times. By 1994, the 1,400 square feet of space had been maximized and the library was relocated into 2,500 sq. ft. of the Town Court facility. The 2012 renovation expanded the library to 7,500 sq. ft. of service space.

## **How are we governed?**

The Patterson Library Board of Trustees is composed of up to fifteen self-appointed members. The Board provides policy and direction to the Library Director. The Director manages the library and the staff.

## **How are we funded?**

In 2001, the Board of Trustees exercised NYS Education Law Section 259, Chapter 414 to initiate the first public library budget vote in Patterson, held at the general election in November. This proposition was passed by the voters and established a minimum, secured funding level for the first time in the library's fifty-year existence. In November 2004, voters approved an increase in annual town library funding to expand services and the library facility. In 2007, a proposed increase to library funding was narrowly defeated; meanwhile, the library purchased the building from the Town. Residents approved budget increases in 2009/2011/2013/2016/2021.

Putnam County libraries lobby annually for helpful funding from the county. New York State provides a small amount of direct Local Library Aid to the Patterson Library, and also provides funding to the Mid-Hudson Library System for important services such as delivery of shared materials. The Brewster School District also provides a small amount of annual funding to the Patterson Library.

Tax deductible donations are welcomed from individuals and businesses, and the library is the recipient of occasional major gifts and planned estate bequests. We also have been awarded a number of grants, which provided funds for some of the library renovation, special projects and major events.

# Types of Libraries - A Comparison

	ASSOCIATION LIBRARIES	PUBLIC LIBRARIES		
	[Patterson, Carmel, Cold Spring, Putnam Valley, and Garrison Libraries]	Municipal Public Library [Kent and Brewster Libraries]	School District Public Library [Mahopac Library]	Special District Public Library [Carmel Library]
HOW ESTABLISHED	By vote of association members or as trustees operating under a will or deed of trust.	By vote of county, city, town or village board; or by petition and referendum.	By vote of school district voters.	By special act of State legislature and vote of special district voters.*
CHARTER	Regents incorporate by charter.	Regents incorporate by charter.	Regents incorporate by charter.	Regents incorporate by charter.
REGISTRATION	Education Department registers. Must meet minimum standards in order to receive public funds.	Education Department registers. Must meet minimum standards in order to receive public funds.	Education Department registers. Must meet minimum standards in order to receive public funds.	Education Department registers. Must meet minimum standards in order to receive public funds.
TAX FUNDS	May receive appropriation from units of government. Also tax levy by vote of municipal or school district voters. Library should sign contract with appropriating unit. May petition municipal and/or school district tax payers for funds.	Budget approved by county, city, town, or village board. Also tax levy by vote of municipal or school district voters. May petition municipal and/or school district tax payers for funds.	Budget approved by school district voters. May also petition for a tax levy from municipalities.	Budget approved by district voters. May also petition for a tax levy from municipalities, unless enactment legislation specifies otherwise.
BONDING AUTHORITY	Not permitted. Requires a special act of legislation through Dormitory Authority of the State of New York (DASNY)	Municipal government may bond if it owns the library building.	School district may bond if it owns the library building.	A municipality may bond on behalf of district if legislation allows.*
BOARD OF TRUSTEES	Number: 5-25. Elected by association members. Term of office: set by charter.  Responsible to association membership and to Regents. Residential requirements may be established in bylaws.	Number: 5-15. Approved by municipal governing board; term of office: three or five years if established after 1921.** Responsible to municipal government, public, and Regents. Must be residents of municipality (except village library).	Number: 5-15. Elected by school district voters. Term of office: three or five years (if established after 1921).** Responsible to school district voters and Regents. Must be residents of school district.	Number: determined by enabling legislation. Elected by residents of special district. Term of office: five years or as defined by legislation. Responsible to special district voters and Regents. Residency requirements determined by enabling legislation.
COMMUNITY INVOLVEMENT	Public can join association and may vote for trustees.	Public "owns" library; votes for elected officials who are sympathetic to library needs.	Public "owns" library and votes directly for trustees and budget.	Public "owns" library and votes directly for trustees and budget.
RETIREMENT BENEFITS	May purchase retirement benefits from private vendor. Some may be in State Retirement System if specified in statute.	State Retirement System benefits through municipality.	State Retirement System benefits through school district or in dependently.	State Retirement System benefits if library district opts to participate.
CIVIL SERVICE	Employees not covered by Civil Service.	Employees subject to Civil Service Law.	Employees subject to Civil Service Law.	Employees subject to Civil Service Law.

\* Special library districts are created by act of the New York State Legislature. Each one is different and reflects the particular needs and needs situation of that district. There is no comprehensive legal definition of a special library district.

\*\* Became effective January 1, 1999.