



Dear Pawling Community Member,

Thank you for your interest in becoming a member of the Pawling Library's Board of Trustees. New trustees are invaluable to our library as they bring fresh perspective, experiences, and skills. Public libraries serve the community. The quality of that service depends on the Library Director, who oversees the day-to-day operation of the library, and the Board of Trustees, who set vision, develop policy and provide fiscal oversight, which is critical to the health and direction of the library. Working together, the Library Director and the Board of Trustees have a positive impact on the communities they serve.

The Pawling Library is a gathering place for our community and has been for nearly 90 years. During 2017, we had over 65,000 visits to our library, over 125,000 visits to our website and offered 274 programs for young adults, 363 for adults, and 399 for children. Our public computers are in high demand with usage growing by 69% in 2017.

In our building we have approximately 24,000 books and 3,000 movies and other circulating materials. Plus, we share items with the 66 libraries of the Mid-Hudson Library System, giving us access to over 3.2 million total items. Besides print materials, we also offer eBooks and downloadable audiobooks you can access from anywhere using your library card with Overdrive.

We truly hope you will take this opportunity to play a major role in the future of the Pawling Library and submit your application for consideration for a position on the Board of Trustees. If you have any questions, please contact Stephanie McLaughlin, President of the Board of Trustees, at stephaniejanemcl@gmail.com.

Again, thank you for your interest in serving on the Board of Trustees at the Pawling Library.

With appreciation,

The Pawling Library Board of Trustees

the PAWLING library

Come GROW With Us

Some Background Information

The Pawling Library Board of Trustees consists of not more than 15 and no less than 7 adults residing or owning property within the geographical limits of the library district. Trustees are volunteers who receive no pay and serve five-year terms. Any vacancies on the Board are filled by application and reviewed by the present Board members. The candidate's approval will be voted upon by the membership. A candidate will only be appointed a trustee if a majority of the trustees approve the nomination. This is fairly common practice for not-for-profits and most community boards operate in this way. The remaining Board members may consider reappointment of trustees one month prior to the expiration of their term. There are no term limits for trustees.

The trustees base their work on our most recent long-range plan, which includes a focus on quality of service, a plan to increase funding for our library, and a future expansion/possible relocation of the Pawling Library.

The library staff currently consists of one full-time director, one full-time Adult Programming coordinator, one full-time Children's Services Programming Coordinator, one full-time Young Adult Programming Coordinator, one full-time Circulation Manager, as well as part-time circulation clerks and library pages.

1. The library receiving an award for community engagement



2. The library's full-time program coordinators

3. Trustees talking to Senator Murphy



Here's What We Do

- Shape the mission of the library;
- Adopt policies and rules that govern the library;
- Regularly plan and evaluate the library's service program;
- Exercise fiduciary responsibility for the use of public and private funds;
- Hire and regularly evaluate the library director;
- Secure adequate funding for the library;
- Maintain a facility that meets the library's and community's needs;
- Promote the library in the local community and in society in general;
- Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, the staff, and public.



Here's How We Do It

1. Trustees attend regular meetings that are held on the second Thursday of the month at 6:45 PM in the library's annex building. Trustees are expected to learn about the library and its policies, how it functions, and to promote the library to the community.
2. Trustees are responsible for being an active member of our board's committees. Trustees are expected to work on committees that best suit their talents, abilities, and training and to take a leadership role when necessary. Committees meet throughout the year on a needs basis. Standing committees of the Pawling Library are as follows: Finance, Personnel, Buildings and Grounds, Public Relations, Book Sale, and Long Range Planning.
3. Trustees are expected to participate in special Pawling Library events and to assist with and attend library events such as the annual book sale.

Some Things You Need To Know

What are we?

The Pawling Library is an independent, 501(c) 3 not for profit organization that provides library services to the residents of the town of Pawling (taxpayers). As a member library of the Mid-Hudson Library system, we also provide 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. We are obligated to meet the minimum library standards as defined by the state.

What is the Pawling Library's Mission Statement?

The Pawling Free Library seeks to serve the greater Pawling community. The Library provides high quality materials free of charge, for the purpose of personal enjoyment, self-improvement or academic inquiry. By meeting the community member's personal needs, we encourage enthusiastic readers of all ages. The Pawling Library is a community center, dedicated to enrichment, learning and growth.

When were we founded and where are we located?

The Pawling Library was founded in 1928, when it was located on the second floor of the Pawling Firehouse. Today, the Pawling Library occupies two buildings on Broad Street: its main building, which was renovated in 2002 and the "Yellow House" next door, which is used for library programs and meetings.

How are we governed?

The Pawling Library Board of Trustees is composed of seven 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?

The library is funded by tax dollars as well as individual donations given through our annual appeal, small grants that fund specific programs, fundraising efforts such as our annual and holiday book sale, and proceeds from minor program utilization costs (fines, printing and copying services, etc.). The responsibility of fundraising falls directly on our board of trustees and our Library Director and Trustees. Chapter 414 of the laws of 1995 in New York State enables libraries of any type to put their budget up for a public vote, held on Election Day, to establish the municipal budget appropriation for the library. Should the vote pass, the municipality will fund the library at the approved level. The Pawling Library exercised this right in 2001 and 2009 and currently receives \$390,000 annually from the taxpayers of Pawling.