John C. Hart Memorial Library-Town Coordinated Operations Policy	Positions responsible for compliance: Library Board, Library Director
Adopted on: October 21, 2026	Reviewed by the Library Board: Annually every March Presented to the Town for review and comment: Annually every January

Purpose

The John C. Hart Memorial Library (the "Library") is a municipal public library serving the Town of Yorktown.

As a municipal public library, the Library is a separate corporation governed by a board of trustees. As a separate corporation, it can own property, enter contracts, and have employees separate from the Town. However, as a municipal public library, the Library can coordinate with the Town to avoid duplication of certain services that would cost the taxpayers needless expense (for example: payroll and employee benefits).

The purpose of this Policy is to confirm the details of how the Library's leadership coordinates certain operations with the Town.

A copy of the Library's charter (the document that creates it as a separate entity) is attached as "A".

Policy

1. Library Board of Trustees

The Library Board of Trustees ("Library Board") is the fiduciary body responsible for governance of the Library. This responsibility includes: approving the Library budget, hiring the Library Director, setting all library policy, and ensuring the Library is governed per relevant law and the minimum standards in 8 NYCRR 90.2.

The Library provides its own Directors' & Officers' insurance as a line item in the library's operating budget.

2. Library Building and Grounds

The Library building and grounds are owned by the Library, as shown in the tax map attached as "B."

The Library building and grounds were bequeathed to the Town for the Library by Catherine Dresser in 1919. A copy of the resolution passed by the Town accepting the gift for the Library is attached as "C." All use of the property is for Library purposes.

Installation of memorials and fixtures on the Library property are done with the approval of the Library Board.

To avoid costly redundant services, the Town provides the routine maintenance of the building and grounds, including: snow removal, lawn maintenance (mowing), tree maintenance, landscaping and maintenance of the two memorials on the library property (9/11 and War Memorial), EV Charging Station maintenance and servicing.

Installation of fixtures, art, memorials, and changes to landscaping are at the discretion of the Library Board of Trustees.

Renovations and capital improvements are planned, funded, and approved by the Library; the Town may assist with such funding and planning on an ad hoc basis.

The Town provides the General Premises Liability Insurance for the Library building and grounds.

The Town insures the Library Building at replacement value, and the coverage will provide funds for temporary relocation if the building becomes uninhabitable.

The Library will record all incidents resulting in injury to persons or property and shall share such reports with the Town and collaborate on providing timely notice of claims.

3. Library Employees

The employees of the Library are hired, supervised, evaluated, and terminated per policy set by the Library Board and in compliance with NYS Civil Service Law.

To avoid costly redundant services, the Town provides payroll and benefits administration to the Library. This includes payroll and withholding, unemployment insurance, NYS Retirement, health insurance.

Certain Library employees are in the CSEA union, and their terms of employment are governed by a Collective Bargaining Agreement ("CBA") entered into by the Town. Any term in the CBA that applies to Library employees must be approved by the Library Board.

4. Budget

The Library budget is annually approved by the Library Board every August.

The Town Board determines the amount to include in the Town budget to support the Library.

Library moneys appropriated by the Town are property of the Library and accumulate in a rolling fund balance from year to year.

5. Fiscal

As allowed by Education Law Section 259, the Town serves as the custodian of funds for the Library, keeping custody of the Library's funds in separate accounts.

The Town may only expend (or transfer) library moneys upon properly authenticated vouchers authorized by the Library Board.

The Library Board approves expenditures at its regular meetings, and the Library Director submits them to the Town for payment.

The Library Board requires the Library Director and Library Treasurer to meet with the Town Comptroller no less than annually to confirm the process.

The Town provides view only access to KVS General Ledger Reports. The Library has access to KVS to enter requisitions in the Purchasing module of KVS. The Library Director must approve all requisitions in the KVS Purchasing module before Town Comptroller approval. The Library Board reviews and approves all encumbrances and expenditures monthly based on KVS reports. The Library Director reviews and presents available Year to Date financial information from KVS for routine review by the Board.

The Town uses precise systems and GAGAS to track and report on expenditures. The Library will in general use the Town's budget codes, systems, and procedures for tracking budget lines and expenses, but only the Library Board can authorize budget line transfers and expenditures, including allocation of the rolling fund balance.

6. Computer Hardware, Software and Internet Service

Library records, including digital records, are confidential by law. The Library determines and procures its own computer hardware, software, internet service (using federal e-rate), and IT services, which is included in the Library's operating budget.

7. Trustee Appointments

There is a range of 5 - 7 Trustees.

The Town Board appoints the Library Trustees on a rolling basis every September.

Library trustees serve 5-year terms that expire on a rolling basis. Terms run from September 1 through August 31.

Trustees must be at least 18 years of age and reside within the Town.

Every September, the Library sends the Town Board a list of slots to fill for the upcoming year, together with nominations of qualified and willing potential trustees.

A sample resolution to appoint a trustee is:

WHEREAS the John C. Hart Memorial Library is a town public library with trustees appointed by the Town Board; and

WHEREAS such trustees serve 5-year terms; and

WHEREAS such trustees govern the Library, making decisions about budget, policy, and library employees; and

WHEREAS public library trustees are required by law to attend no less than two hours of library trustee training from an accredited provider; and

WHEREAS public library trustees must be at least 18 years of age, reside within the Town of Yorktown, serve without a conflict of interest, and take an oath of office within 30 days of the start of their term;

BE IT RESOLVED that NAME is appointed as a library trustee, with a term to start on September 1, 20__.

8. Long-range Plan, Annual Report, and Report to the Community

As required by law and regulation, the Library Board must maintain a Long-range Plan that sets out how it will serve the residents of the Town of Yorktown. From time to time, the Library Board will send a representative to present this Plan to the Town Board.

As required by law and regulation, the Library Board must submit an annual report to the New York State Education Department, attesting to meeting the minimum standards for operation and the fiscal health of the Library. The Library Board will send a representative to present the Annual Report to the Town Board.

As required by law and regulation, the Library Board must create and publish an annual "Report to the Community" setting out how the Library is serving the community. The Library Board will send a representative to present the Annual Report to the Community to the Town Board.

9. Ongoing Communication and Planning

The Library Board will ensure routine attendance at meetings of the Town Board so the Town's leadership is apprised of operations of the Library.

The Town Board designates a liaison to the Library Board and the Library Board welcomes the liaison to all Board of Trustee Meetings.

10. Revising this Policy

The Library Board shall annually review this policy with the Town Board every January and shall consider and as needed adopt revisions every March, or as otherwise warranted.

When the Town alters supports listed herein, the Policy shall be amended accordingly.

The University of the State of New York

Charter of

John C. Hart Memorial Library

This instrument witnesseth. That the Regents of the University of the State of New York have granted this charter incorporating

Francis B. Chedsey, James C. Fowler, Charles W. Carpenter,
Jonathan B. Currey, Charlotte Martens and George W. Salter

as a free public library under the corporate name of John C. Hart Memorial Library, to be located in the town of York town, in the county of Westchester and State of New York, with the corporate purpose of making use as a free public library of the property devised and bequeathed thereto by the late Catherine M. Drowne; the library to have, as provided by law, six trustees, to be at first the persons named herein as incorporators, who are the duly elected library trustees of the said town of York town and are to hold, as determined by lot, in the order of their naming, two for terms expiring at the end of the year 1924; two for terms expiring at the end of the year 1923; and two for terms expiring at the end of 1925; the successors of each trustee to hold for terms of six years, beginning on the January 1st succeeding their election, and to be chosen, in conformity to law, two at each regular biennial town meeting in the said town.

Granted September 3, 1920, by the Regents of the University of the State of New York assembled under their seal and recorded in their office. November 2008

Secretary

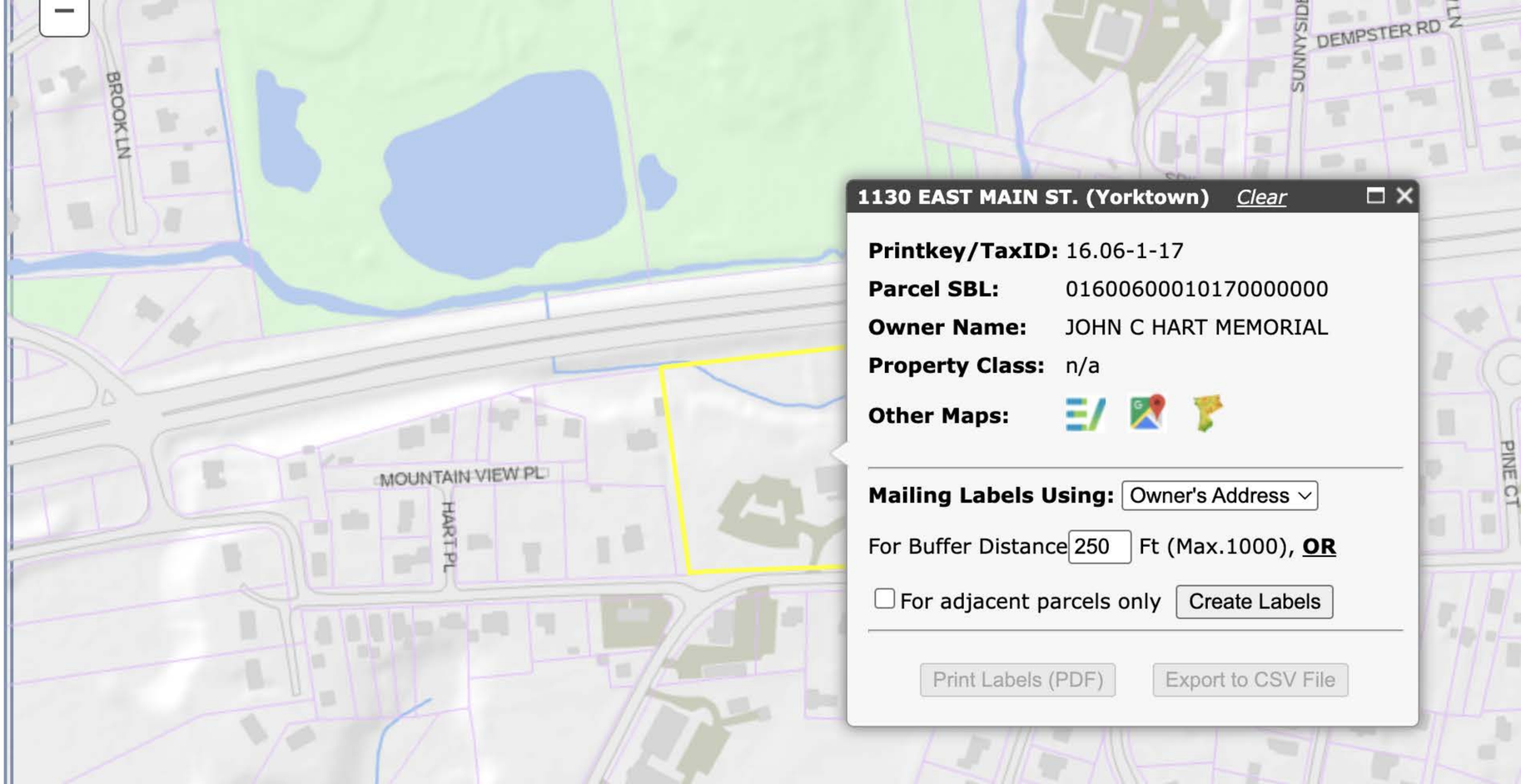
President of the University

JOHN C HART MEMORIAL

Search

2 parcels found. Click row for map. Clear

Owner	Prop Address	Printkey
JOHN C HART MEMORIAL	Null	16.06-2-2
JOHN C HART MEMORIAL	1130 EAST MAIN ST.	16.06-1-17



1130 EAST MAIN ST. (Yorktown) *Clear*

Printkey/TaxID: 16.06-1-17

Parcel SBL: 01600600010170000000

Owner Name: JOHN C HART MEMORIAL

Property Class: n/a

Other Maps:

Mailing Labels Using: Owner's Address

For Buffer Distance 250 Ft (Max.1000), **OR**

For adjacent parcels only Create Labels

Print Labels (PDF) Export to CSV File

Extract from Will of Mrs. Catherine M. Dresser

Third. All the rest residue and remainder of my property of whatsoever kind or nature, I give, devise and bequeath to my executors and trustees, hereinafter named, to get in and possess themselves thereof, and hold the same in trust, nevertheless to invest and re-invest the same, and pay over the income therefrom to my husband, George D. Dresser, in semi-annual payments during his lifetime; and on his death I give, devise and bequeath the principal of said fund, together with any and all real estate which may be held by my trustees at the time of his death to the Town of Yorktown, in the County of Westchester and State of New York, or the political body which may succeed the same, to be used for the establishment of a library near the Village of Shrub Oak to be known as the "John C. Hart Memorial Library," the said Town to expend whatever may be necessary out of principal for the construction and erection of a proper building, if necessary, and the balance of the principal to be held as a fund, the income from which shall be expended for the purposes, uses and maintenance of said library. Should my trustees at the time of the death of my husband, hold the house now owned by me at Shrub Oak, it is my desire, although not my intention, to hereby bind the Town of Yorktown, or its successors, that the said house be used, if possible, as the library building, and if not possible, that the new library building be located on the land owned by me, or a portion thereof if so owned at the time of my death.

NOTICE OF TOWN MEETING

To the Electors of the Town of Yorktown in the County of Westchester:

WHEREAS, the Town Board of the Town of Yorktown, in the County of Westchester, State of New York, did on the 14th day of October, 1919, duly adopt the following resolution:

"Whereas under the provisions of the Will of Catherine M. Dresser, deceased, the Town of Yorktown has become the beneficiary of a certain tract of land consisting of about forty acres, house and other buildings, situated on the County Road No. 1309 at Shrub Oak;

And Whereas, in accordance with certain stipulations and provisions of said Will of Catherine M. Dresser pertaining to the establishment and maintenance of a free public library to be known as the "John C. Hart Memorial Library";

And Whereas, under a resolution adopted by the Town Board at a meeting held Sept. 5, 1916, the Town Board accepted this property under the provisions of the will;

Therefore, Be It Resolved, that the question of establishing a free public library for the Town of Yorktown to be known as the "John C. Hart Memorial Library" be submitted to the qualified electors of the Town of Yorktown at the biennial town meeting to be held on the 4th day of November, 1919;

And be it Further Resolved, that Charles W. Carpenter, Jonathan B. Currey, Francis B. Chedsey, Charlotte Martens, James C. Fowler and George W. Salter be named as a Board of Trustees of such free public library in accordance with Section 1123 of the Education Law."

NOW, THEREFORE, NOTICE is hereby given pursuant to Section 48 of the Town Law that the following propositions will be submited to the qualified electors of the Town of Yorktown at a Town Meeting for said Town to be held in the several polling places in said Town on the 4th day of November, 1919.

FIRST RESOLUTION

RESOLVED, that a free public library to be known as the "John C. Hart Memorial Library" be established by the Town of Yorktown.

SECOND RESOLUTION

RESOLVED, that Charles W. Carpenter, Jonathan B. Currey, Francis B. Chedsey, Charlotte Martens, James C. Fowler and George W. Salter be elected Trustees of the John C. Hart Memorial Library in accordance with Section 1123 of the Educational Law.

Dated Yorktown Heights, N. Y., October 25, 1919.

EDWARD L. DUNNING,
Town Clerk.