

PUBLIC LIBRARY SYSTEMS should return this form to:

Kimberly Anderson, EPA I
Division of Library Development
New York State Library
10B41 CEC
Albany NY 12230
(518) 488-5252
Kimberly.Anderson@nysed.gov

Variance Request Form



Commissioner's Regulation 90.2 - Standards for Registration of Public, Free Association and Indian Libraries

Instructions: Use this form to request a variance from the requirements of Commissioner's Regulations 90.2, Standards for Registration of Public, Free Association and Indian Libraries (effective January 29, 1999). If the library is not in compliance with one or more of these Standards, request a variance on a separate form for each standard with which the library fails to comply. The Library Director, the Library Board President, the System Director and the System Board President sign each variance request form. Attach any information that will strengthen the request. Libraries must return this form directly to their Public Library System who will review and forward to the New York State Library. No variance granted by the New York State Library shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.

1. Library Information (Name of library, contact person, phone number)

D.R Everts Library, Tim Furgal, 518-945-1417

2a. Request for Variance from Standard Number: 11
b. What is current status? (Please attach explanation.)

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance. Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in *Commissioner's Regulations 90.2*. Attach documentation to demonstrate that the library has no control over the circumstances.

4. Plan for Compliance. Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. (Please attach documentation.)

Timothy A. Furgal 4/10/18
Library Director Date

Rathyn Jackson 4/10/18
Library Board President Date

System Comment and Review: Variance request

may be approvable may not be approvable
(Please include explanation.)

The Mid-Hudson library System recognizes the Board of Trustees of the D.R. Everts Library has hired a Director, who started in March 2018 and who complies with Standard #1.

This variance request was reviewed at the _____ meeting of the Board of Trustees of the _____ (Month/Day) _____ System.

System Director Date System Board President Date

FOR SED USE ONLY: _____ Variance request is approvable; Variance granted until: _____ (Month/Day/Year)

_____ Variance request is not approvable because:

Reviewed By: _____



D. R. Evarts Library District, Inc.

80 Second Street Athens, New York 12015

Tel: 518.945.1417 Email: director@drevartslibrary.org Fax: 518.945.1725

Library Staff

Timothy Furgal
Director

Lene Cameron
Clerk

Mary Jo Cords
Clerk

Roxanne Dancer
Clerk

Lee Anne Morgan
Clerk

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New York State Library
222 Madison Avenue, 7th Floor
Albany, New York 12230

Dear Sir/Madam:

Below are the D.R. Evarts Library's detailed *Variance Request* responses:

2a. Request for Variance from Standard Number: 11

b. What is current status?

On December 31, 2017, Lene Cameron was the Interim Library Director and did not meet the educational requirement standard. In March 2018 the Board hired a Director who does meet the educational requirement standard.

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance

There are no circumstances over which the library has no control that are barriers to the compliance with the educational requirement standard.

4. Plan for Compliance

The Board has hired a Director, who started in March 2018 and who complies with Standard Number 11.

If you require any further documentation, please notify me accordingly. Thank you.

Sincerely,

Timothy J. Furgal
Library Director
D.R. Evarts Library

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1. Library Information (Name of library, contact person, phone number)

PATTERSON LIBRARY - PATTI HAAR - (845) 878-6121 x14

2a. Request for Variance from Standard Number: 11

b. What is current status? (Please attach explanation.)

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance. Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in *Commissioner's Regulations 90.2*. Attach documentation to demonstrate that the library has no control over the circumstances.

4. Plan for Compliance. Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. **(Please attach documentation.)**

Patricia Haar 02/20/2018
Library Director Date

Don W. Ferro 2/20/2018
Library Board President Date

System Comment and Review: Variance request

may be approvable may not be approvable
(Please include explanation.)

The Mid-Hudson Library System recognizes the Board of Trustees of the Patterson Library will comply with Standard Number 11 when employing the next Director of the Patterson Library.

This variance request was reviewed at the _____ meeting of the Board of Trustees of the _____ System.

System Director Date System Board President Date

FOR SED USE ONLY: Variance request is approvable; Variance granted until: _____
(Month/Day/Year)

Variance request is not approvable because:

Reviewed By: _____



February 20, 2018

Variance Request Form

2a. Request for Variance from Standard Number: 11

2b. What is the current status?

The Patterson Library currently employs Patti Haar as the Library Director. Ms. Haar previously received a variance from this standard. The Board of Trustees wishes to retain Ms. Haar in this position. The community continues to benefit from her strong leadership, especially from the library's recent renovations, innovations and improvements.

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance.

The circumstances are that the Patterson Library expanded its service area during Ms. Haar's tenure; the current library director's education does not meet the new standard.

4. Plan for Compliance.

When Ms. Haar retires the library will replace her with a director whose education does meet the standard. The Board of Trustees recognizes Standard Number 11 and fully expects the next Director of the Patterson Library to have the appropriate credentials.

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1. Library Information (Name of library, contact person, phone number)

Roeliff Jansen Community Library
Pat Placona 518-329-2206

2a. Request for Variance from Standard Number: 11

b. What is current status? (Please attach explanation.)

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance. Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in *Commissioner's Regulations 90.2*. Attach documentation to demonstrate that the library has no control over the circumstances.

4. Plan for Compliance. Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. (Please attach documentation.)

Carol Briggs 2/23/2018
Library Director Date

Patricia D. Placona 2/24/18
Library Board President Date

System Comment and Review: Variance request

X may be approvable _____ may not be approvable
(Please include explanation.)

The Mid-Hudson Library System recognizes the Board of Trustees of the Roeliff Jansen Community Library has hired a Director, who started in March 2018 and who complies with Standard Number 11.

This variance request was reviewed at the _____ meeting of the Board of Trustees of the _____ System.

System Director Date System Board President Date

FOR SED USE ONLY: ___ Variance request is approvable; Variance granted until: _____
(Month/Day/Year)

___ Variance request is not approvable because:

Reviewed By: _____



BOARD OF TRUSTEES

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The Rev. John P. Thompson
Joan Wallstein

Request for Variance from Standard Number: ~~709~~ //

- 2b. Carol Briggs, our director for 45 years, did not meet the current NYS standards under the mistaken belief that she did qualify because of grandfathering. She opted to retire rather than go back to college.
3. There are no circumstances over which the library has no control that are barriers to compliance as set forward in *Commissioner's Regulations 90.2*
4. A qualified director has been hired and will begin on March 12, 2018.

ADVISORY BOARD

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1. Library Information (Name of library, contact person, phone number)

Tivoli Free Library Michele DelPriore, Director
86 Broadway, PO Box 400 845-757-3771
Tivoli, NY 12583

2a. Request for Variance from Standard Number: 2

b. What is current status? (Please attach explanation.)

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance. Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in *Commissioner's Regulations 90.2*. Attach documentation to demonstrate that the library has no control over the circumstances.

4. Plan for Compliance. Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. (Please attach documentation.)

Michele DelPriore March 5, 2018
Library Director Date

[Signature] March 5, 2018
Library Board President Date

System Comment and Review: Variance request

X may be approvable ___ may not be approvable
(Please include explanation.)

The Mid-Hudson Library System recognizes the Board of Trustees of the Tivoli Free Library are participating in the MHL's Turning Outwards Program and developing a long-range plan to be in place by December 2018.

This variance request was reviewed at the _____ meeting of the Board of Trustees of
(Month/Day)
the _____ System.

System Director

Date

System Board President

Date

FOR SED USE ONLY: ___ Variance request is approvable; Variance granted until: _____
(Month/Day/Year)

___ Variance request is not approvable because:

Reviewed By: _____



86 Broadway, Tivoli, NY 12583
845-787-3771 / www.tivolilibrary.org

Explanations for the following Questions on the Variance Request Form

2b. Current Status

As a new director, upon research and reviewing library records, it was realized that the Tivoli Free Library did not have a long-range plan of service currently in place.

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance

We foresee no barriers to compliance and are already working on meeting this standard.

4. Plan for Compliance with Public Library Minimum Standards

In November, 2017 the Board of Trustees of the Tivoli Free Library formed a Planning Committee consisting of the Library Director and four Trustees to create a long-range plan of service for the Library with the intent that completion would be in 2018.

This committee is also participating in the Turning Outwards Pilot Program that Mid-Hudson Library System is facilitating this year, which will keep us on track to have a long-range plan in place by December 2018.

Minimum Standards for New York's Public Libraries

The New York State Library is committed to improving public library services and works with libraries, library systems, trustees and other library advocates to help assure equivalent levels of access to library services and resources through Minimum Standards for Public Libraries in New York State.

All public and association libraries in New York State must meet 11 minimum standards of service according to Section 90.2 of the Regulations of the Commissioner of Education. These standards support improved public library services for the people of New York and are intended to:

- **promote quality local public library service in all communities within New York State,**
- **empower libraries to strengthen community relations and promote public support for quality library services, and**
- **support a culture of transparency, accountability, and continuous improvement.**

New York's 11 Minimum Standards for Public Libraries

- (1) The library is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees;
- (2) The library has a board-approved, written long-range plan of service;
- (3) The library presents an annual report to the community on the library's progress in meeting its goals and objectives;
- (4) The library has board-approved written policies for its operation;
- (5) The library presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service;
- (6) The library periodically evaluates the effectiveness of the library's collection and services in meeting community needs;
- (7) The library is open the following scheduled hours:

Population	Minimum Weekly Hours Open
Up to 500	12
500 - 2,499	20
2,500 - 4,999	25
5,000 - 14,999	35
15,000 - 24,999	40
25,000 - 99,999	55
100,000 and above	60

- (8) The library maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;
- (9) The library provides equipment and connections to meet community needs including, but not limited to telephone, photocopier, telefacsimile capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information;

(10) The library distributes printed information listing the library's hours open, borrowing rules, services, location and phone number;

(11) The library employs a paid director in accordance with the provisions of Section 90.8 of the Regulations of the Commissioner of Education:

Population	Minimum Education Requirements	
	Member of a Public Library System	Not a Member of a Public Library System
Below 2,500	No requirement.	No requirement.
2,500 to 4,999	2 academic years of study at an approved college or university.	A bachelor's degree from an approved college or university.
5,000 to 7,499	A bachelor's degree from an approved college or university.	A public librarian's professional certificate.
7,500 or more	A public librarian's professional certificate.	A public librarian's professional certificate.

When Must a Library Meet the Minimum Standards?

All of the minimum standards for public libraries must be met at the time of application for a library charter or registration. Education Law requires that a library be chartered and registered in order to legally receive local and State funds. See Chartering a Public Library in New York State for further information.

What if a Library Cannot Meet Minimum Standards?

If a library cannot meet one or more of the minimum standards, the director or board president should contact the library system to discuss available options. Education Law and Commissioner's Regulations provide a process for libraries that cannot meet a particular standard because of circumstances beyond the library board's control.

How do Public Library Systems and the State Library Help Libraries Meet the Minimum Standards?

The Public Library System Directors Organization (PULISDO) and the New York State Library work together in a strong partnership to help public and association libraries meet the minimum standards. See Helpful Information for Meeting Minimum Public Library Standards for further information.

For more information on Minimum Standards for New York's public libraries, contact your public library system, visit the New York State Library web site or contact the Division of Library Development



*The University of the State of New York • The State Education Department
New York State Library • Division of Library Development
Cultural Education Center, Room 10B41, Albany, NY 12230-0001
Telephone: (518) 474-7890; <http://www.nysl.nysed.gov/libdev/>*

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