

PUBLIC LIBRARY SYSTEMS should return this form to:

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Division of Library Development
New York State Library
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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)

Rociff Jansen Community Library
Tamara Gaskell, director, 518-325-4101

2a. **Request for Variance from Standard Number:** 3

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.)

Tamara J Gaskell 2/13/19
Library Director Date

Patricia J. Plummer 2-15-19
Library Board President Date

System Comment and Review: Variance request

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

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: _____

MINIMUM PUBLIC LIBRARY STANDARDS

Commissioner's Regulation 90.2 Standards for registration of public, free association and Indian libraries. (c) *Variances.* If circumstances over which any public, free association or Indian library has no control prevent it from meeting one or more of the standards of service set forward in subdivision (a) of this section, such library may apply for a variance for such standard(s). The application for such variance shall be submitted for such library by the public library system of which such library is a member, in a form prescribed by the commissioner. No variance granted pursuant to this subdivision 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.

Listed in the table below are descriptions of each standard and the schedule for compliance as outlined in Commissioner's Regulation 90.2.

STANDARD NUMBER	MINIMUM PUBLIC LIBRARY STANDARDS DESCRIPTION																
1	Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees;																
2	Has a board-approved, written long-range plan of service;																
3	Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives;																
4	Has board-approved written policies for the operation of the library;																
5	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	Periodically evaluates the effectiveness of the library's collection and services in meeting community needs;																
7	Is open the following scheduled hours: <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;"><u>Population</u></th> <th style="text-align: center; padding: 5px;"><u>Minimum Weekly Hours Open</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px 5px;">Up to 500</td> <td style="text-align: center; padding: 2px 5px;">12</td> </tr> <tr> <td style="text-align: center; padding: 2px 5px;">500 - 2,499</td> <td style="text-align: center; padding: 2px 5px;">20</td> </tr> <tr> <td style="text-align: center; padding: 2px 5px;">2,500 - 4,999</td> <td style="text-align: center; padding: 2px 5px;">25</td> </tr> <tr> <td style="text-align: center; padding: 2px 5px;">5,000 - 14,999</td> <td style="text-align: center; padding: 2px 5px;">35</td> </tr> <tr> <td style="text-align: center; padding: 2px 5px;">15,000 - 24,999</td> <td style="text-align: center; padding: 2px 5px;">40</td> </tr> <tr> <td style="text-align: center; padding: 2px 5px;">25,000 - 99,999</td> <td style="text-align: center; padding: 2px 5px;">55</td> </tr> <tr> <td style="text-align: center; padding: 2px 5px;">100,000 and above</td> <td style="text-align: center; padding: 2px 5px;">60</td> </tr> </tbody> </table>	<u>Population</u>	<u>Minimum Weekly Hours Open</u>	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
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100,000 and above	60																
8	Maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;																
9	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	Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number;																
11	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.																

Variance Request, Roeliff Jansen Community Library

2b: The Roeliff Jansen Community Library experienced a number of staffing changes in 2018, including hiring a new director, and we failed to produce an annual report for the community.

4: The board intends to send out a 2018 report early in 2019 and to submit an annual report to the community yearly going forward. The report will be sent by direct mail to all addresses in our service area.