

Return this form by email to
the New York State Library at:
MINSTAN@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 1, 2021). **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. The library system submits all variance request forms to Library Development. No variance granted by Library Development 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)

2a. Request for Variance from Standard Number: 8
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.)**

Kimberly Benjamin 3/11/25
Library Director Date

Kathy Jackson 3-12-25
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: _____

Library standards variance

Standard #8: Maintains a facility to meet community needs, as outlined in the library's long-range plan of service, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom.

D. R. Evarts Library accessibility

The D.R. Evarts Library is currently unable to provide programming to address all community needs due to its inaccessibility; any mobility challenged residents or caregivers with strollers are unable to participate in our extensive calendar of programs at the library because they can't access the building.

Over the past seven years, we have been working feverishly toward our goal of library accessibility for all. We have made progress with renovations of an accessible restroom and built an exterior ramp. We are in the midst of construction of a small addition with an elevator. Construction was able to commence in Fall 2024. Construction is expected to be completed this summer (Summer 2025). Indispensably together, the ramp, addition, & elevator would allow all patrons access to our library as well as our program room

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

2a. Request for Variance from Standard Number: 9

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.)

Kimberly Benjamin 3/11/25
Library Director Date

Kathy Jackson 3-12-25
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: _____

Library standards variance

Standard #9: Provides programming to address community needs, as outlined in the library's long-range plan of service.

D. R. Evarts Library accessibility

The D.R. Evarts Library is currently unable to provide programming to address all community needs due to its inaccessibility; any mobility challenged residents or caregivers with strollers are unable to participate in our extensive calendar of programs at the library because they can't access the building.

Over the past seven years, we have been working feverishly toward our goal of library accessibility for all. We have made progress with renovations of an accessible restroom and built an exterior ramp. We are in the midst of construction of a small addition with an elevator. Construction was able to commence in Fall 2024. Construction is expected to be completed this summer (Summer 2025). Indispensably together, the ramp, addition, & elevator would allow all patrons access to our library as well as our program room

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

Cairo Public Library Corinne Tatavitto (845) 430-1373

2a. Request for Variance from Standard Number: 11

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

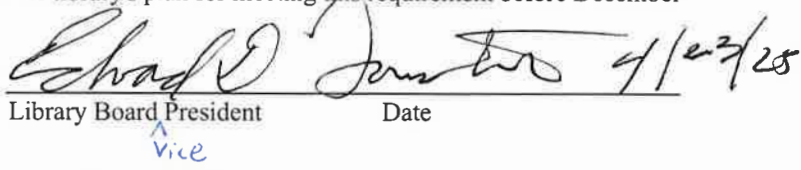
3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance. Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in *Commissioner's Regulations 90.2*. Attach documentation to demonstrate that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


Library Director

Date

3/20/25


Library Board President

Date

↑
Vice

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: _____

2b. what is the current status?

The following items were found to be missing from the library website :

Bi-laws

Minutes and board agendas

Long Range Plan

Budget

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

N/A

4. Plan for Compliance.

The library plans to have this completed by November 2025

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

North Chatham Free Library
Shea West, Library Director 518-766-3211

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.)**

Shea West 3/28/2025
Library Director Date

Kim Andrew 3/28/2025
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: _____

	the understanding of library services, operation and governance; information provided online shall include the standards in paragraphs (1) through (5) of this subdivision;
12	Employs a paid director in accordance with the provisions of section 90.8 of the Regulations of the Commissioner of Education
13	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service; and
14	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

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 written bylaws define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law;																
2	Has a community-based, board approved, written long-range plan of service developed by the library board of trustees and staff;																
3	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service;																
4	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law;																
5	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service;																
6	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service;																
7	<p>Is open the following scheduled hours:</p> <table> <tr> <th><u>Population</u></th><th><u>Minimum Weekly Hours Open</u></th></tr> <tr> <td>Up to 500</td><td>12</td></tr> <tr> <td>500 - 2,499</td><td>20</td></tr> <tr> <td>2,500 - 4,999</td><td>25</td></tr> <tr> <td>5,000 - 14,999</td><td>35</td></tr> <tr> <td>15,000 - 24,999</td><td>40</td></tr> <tr> <td>25,000 - 99,999</td><td>55</td></tr> <tr> <td>100,000 and above</td><td>60</td></tr> </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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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	Maintains a facility to meet community needs, as outlined in the library's long-range plan of service, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom;																
9	Provides programming to address community needs, as outlined in the library's long-range plan of service;																
10	Provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information;																
11	Provides access to current library information in print and online, facilitating																

New York State Library
22 Madison Ave.
Albany, NY 12230

North Chatham Free Library
4287 NY Rt. 203
PO Box 907
North Chatham, NY 12132

Shea Wert, Library Director
director@northchathamlibrary.org

Variance Request

2a. Request for Variance from Standard Number:

2. Has a community-based, board approved, written long-range plan of service developed by the library board of trustees and staff.

2b. Current Status:

On February 9th of 2017, the Board of Trustees of the North Chatham Free Library adopted a long-range plan of service developed by the Board and library staff. The plan was adopted for 2017-2022. The plan is therefore in need of updating.

Attached Supporting Documentation: NCFL - Long Range Plan of Service 2017-2022

3. Barriers to Compliance:

North Chatham Free Library (NCFL) is a small association library with less than 2 full-time staff members and was in the midst of a change at the Director position and Board President position. A search for a new director began in 2023. Director Wert was hired in December of 2023 and Kim Grethen was voted in as Board President to begin January of 2024.

Attached Supporting Documentation: NCFL - Annual Board Meeting Minutes for December 13, 2023.

In 2024 Director Wert was made aware of gaps in the library's policies and plans and rather than hastily renewing expired documents decided to, with the Board's support, undertake a full reconsideration of the long-range plan as well as Library policies.

4. Plan for Compliance:

NCFL has created a long-range planning working group composed of board members and staff. The group meets regularly and in March of 2025 met individually with Board Members to gather information about their hopes for the library's plans, their opinion on gathering community input, etc.

Attached Supporting Documentation: NCFL - Board Meeting Minutes from March 2025.

See: Director's Report (p.1) and Strategic Planning (p.3)

Following these interviews the working group will perform outreach to the community to solicit input on the plan. The group, and Library Board, are aware that the plan must be completed this year and it is a stated priority by the Director and Board President.

NORTH CHATHAM FREE LIBRARY

LONG-RANGE PLAN 2017-2022

**Presented to the
North Chatham Free Library Board of Trustees
Annual Meeting February 9th, 2017**

HISTORY OF THE LIBRARY

The North Chatham Free Library dates back to 1886 when a local resident, Bessie Peck, was instrumental in the formation of a Chautauqua Society.

MISSION STATEMENT

The North Chatham Free Library serves to enrich the quality of life for a diverse and growing community of all ages. Our library is dedicated to encouraging a love of learning and an appreciation of libraries.

The library does this by providing resources, services, and programs, which enhance literacy, education, and life skills, as well as promoting arts and culture. The Library's programs are provided free or for a nominal cost to patrons.

LONG-RANGE PLAN DEVELOPMENT PROCESS

The library undertook development of a long-range plan in 2014, appointing a committee including Library Director Vicki Kurashige, Assistant to the Director Victoria Wills, and the following members of the Board of Trustees:

Rick Werwaiss, President
Dorothy Cummings, Vice President
Kim Grethen
Julie Kabat
Lucinda Buckley
The late Christine Stephenson

The Mid-Hudson Library System, of which the NCFL is a member, provided guidelines and consultation as needed. Rebekkah Aldrich was consistently accessible and supportive.

The initial phase involved gathering information related to the community's experience of NCFL – asking what people liked about our library, didn't like, wanted to see in the future etc. We reached out in two ways:

1. A SURVEY (attached) was dispensed through bulk mailing, the library email and website, availability at the library front desk, 4 local post offices and a local non-library community event. Overall 207 surveys were returned.
2. FOCUS GROUPS- Nine small group meetings were held, which included members of the community involved in a variety of organizations; parents; teens; long-time residents; members of the North Chatham Fire Company; NCFL staff and volunteers; local school personnel at Ichabod Crane and New Lebanon. In all, 57 people attended these focus groups.

Using information gleaned from the surveys and focus groups, the next steps in creating the long-range plan were:

1. DEVELOPING GOALS AND OBJECTIVES – The committee decided upon seven Goals and Objectives
2. SEEKING BOARD INPUT- A meeting was held with the entire Board with the purpose of sharing the Goals and Objectives and asking for ideas and suggestions to identify the Tasks necessary to carry them out.
3. FINAL REVIEW -- The committee finalized the list of Goals, Objectives, and Tasks, and presented to the Board for approval.
4. WITH BOARD APPROVAL -- the long-range plan was adopted at the Annual Meeting of the Board on February 9, 2017.

GOAL I.

NORTH CHATHAM FREE LIBRARY WILL PROVIDE POPULAR AND ENGAGING PROGRAMS TO SUPPORT LEARNING BY MEMBERS OF THE COMMUNITY

OBJECTIVES:

A. Deliver programs for all ages that speak to diversity in culture, learning, and skill development

B. Explore opportunities to work with other organizations to develop programming

TASKS:

1. The Board should develop a 3-year plan to diversify and expand programming.

a. Areas for consideration include:

- Programs for young children
- Programs for teens, including hands-on
- history programs
- hands-on programs (nuts and bolts, how to...)
- more governmental programs (such as DEC, Dept. of Health, Cornell Cooperative Extension, etc.)
- skill-enhancing programs (such as electronics, finance, auto repair, cooking, etc.)

2. The Board should find funding sources for the above.

GOAL II.

NORTH CHATHAM FREE LIBRARY WILL ENSURE THAT ITS PHYSICAL PLANT AND FACILITY ARE DEVELOPED AND MAINTAINED TO THE HIGHEST LEVEL

OBJECTIVES:

- A) Develop a plan to ensure comfortable and adequate space on both levels for all patrons (including easy access, determining if an additional bathroom is needed or office for the library director, dedicated areas for reading and technology, etc.)**

TASKS

- 1. The Board should form a Space Committee to assess space needs of the library and make recommendations.**

a. The committee's charge should include making all areas handicapped accessible.

b. The Space Committee should consider the attached Addendum. *

- B) The Board should develop a Capital Plan in order to address the long-term maintenance and physical needs of the library.**

GOAL III.

NORTH CHATHAM FREE LIBRARY WILL ENSURE THAT ITS PERSONNEL ARE FULLY ENABLED TO FUNCTION AT THE HIGHEST LEVEL.

OBJECTIVE:

Ensure that Board, Staff, and Volunteers are provided training, guidance, and support

TASKS

- 1. The Board should develop an annual training and support plan for all board and staff members and volunteers.**
- 2. The Board should consider the following:**
- a. Training for Board Members - Board responsibilities, Fiduciary responsibilities**

Goal III (continued)

- b. Taking advantage of MHLS training
- c. Developing a manual and meeting for new board members to explain Board and Committee structure and explain library staff involvement.
- d. Volunteer recruitment and retention
- e. Annual training and socializing for staff and volunteers, including internal and external options (such as , in-house review, MHLS classes, etc.)
- f. Annual training and socializing for every committee

GOAL IV.

ENHANCE THE POSITION OF NORTH CHATHAM FREE LIBRARY AS A CENTER OF OUR ENTIRE COMMUNITY

OBJECTIVES:

- A. Continue to build on current social, cultural and fund-raising events

TASKS

1. The Board should consider:

- a. Increasing collaborations with other community organizations, such as Fire Department, Malden Bridge Community Center, Powell House, senior citizen groups, health providers
- b. Community Events, such as our annual picnic and holiday parties

We already offer the summer picnic and holiday party but as good-will programs, not fundraisers

- c. Bike race or run (*fundraiser*)

Goal IV (continued)

B. Develop a comprehensive Marketing Plan for the Library, to be revised annually

TASKS:

1. The Board should create a Marketing Committee to develop and implement a marketing plan.

2. In developing that plan, the committee should:

- a. Consult with staff to understand what is already being done.**
- b. Consult with experts for leadership, perhaps a retired person with marketing expertise, or use an intern from Siena College.**
- c. Use Social Media and traditional outreach methods**
- d. Consider whether and how to pursue joint marketing efforts with other community organizations**
- e. Decide where to advertise (such as the Crandell, Lord's Acre Auction, churches, synagogue, and Tendai Buddhist temple)**
- f. Review library membership and registration campaign**
- g. Collect and Manage Data**
 - 1) Develop and maintain a comprehensive marketing list of users**
 - i. Program attendees**
 - ii. Local taxpayers**
 - iii. Registered Voters**
 - 2) Identify most productive methods of contact**
 - i. Collect and evaluate marketing plans used by others**
 - ii. Identify target audiences (Create categories for data spreadsheet.)**

Goal IV (continued)

C. The Library should build on its history of giving volunteers a venue to give back to the Community and to share their passions and expertise with the Community. The Board will take steps to ensure that Volunteers - front desk, programs, committees, building & grounds, and events - are valued and meaningfully engaged by the Library.

TASKS

1. Staff and Executive Committee will compile a master-list of all volunteers. Staff will keep the list current.
2. The Board will develop recognitions for volunteers such as an annual picnic or other social gathering for all volunteers, an annual award to the most active volunteer, parking spot for the volunteer of the month, etc.
3. The annual marketing plan should include a call for volunteers as a regular component of our community outreach.

GOAL V.**NORTH CHATHAM FREE LIBRARY WILL MAINTAIN A CURRENT AND ENGAGING COLLECTION****OBJECTIVES:**

A. The Library will be a “window to learning” for preschoolers and early readers by maintaining materials that develop an interest in the world around them and in reading.

TASKS

1. The Director will maintain a high standard of current literature for children, in order to promote early literacy and love of reading.
2. The Director will evaluate resources toward adding a morning story hour during the week.

B. The Library’s collection will include high-demand, high-interest materials in a variety of formats for all patrons.

TASKS

1. The Director will maintain a collection for adults that is both engaging and informative; choosing from best sellers, in-demand

Goal V (continued)

books on the Mid-Hudson site, Kirkus Review, starred reviews in periodicals etc.

2. The Director/staff will consider ways to revise the Reference Section.
3. The Director will purchase DVDs, including popular items, some foreign films and documentaries.
4. The Director will ensure that the library stays current with electronic formats.

C. The Director will purchase new items yearly and weed outdated or unused items from the collection.

TASKS

1. The Director/staff will weed annually, especially those items in science, medicine and inventions, which have a shelf life of five years.
2. The Director/staff will stay informed about changes in Mid Hudson's policies as the vision of libraries moves forward.

GOAL VI.

NORTH CHATHAM FREE LIBRARY WILL HELP MEET THE TECHNOLOGY NEEDS OF MEMBERS OF THE COMMUNITY

OBJECTIVES:

A. North Chatham Free Library will maintain computing devices and software to allow patrons free access to current technology

TASKS

1. Update computer operating system to keep it current.
2. Provide free access to at least one widely used word processing program and several other programs (such as photo editing, search engines, data, as demanded).
3. Maintain a detailed inventory of all computer equipment on each computer and provide an annual budget with recommendations to the Finance Committee.

Goal VI (continued)

4. **Maintain all equipment in good condition for public use (such as, scanner, copier, fax, laptop, and projector).**

B. North Chatham Free Library will provide basic instruction on the use of computing devices, internet and software

TASKS

1. **Staff will offer individual instruction on computer use (such as on/off, mouse operation, accessing programs) and the rudimentary knowledge necessary to enjoy Library computers.**
2. **Staff will arrange space for study and interactive learning, such as webinars.**
3. **Staff will offer coaching on the use of Mid-Hudson services, such as downloading audio books, use of catalogue and accessing patron accounts.**
4. **Staff will evaluate the demand for basic technology courses and endeavor to offer such.**

C. North Chatham Free Library will support the Columbia County Broadband initiative

TASKS

1. **Staff will keep abreast of, and inform patrons about, the expanding services and the timetable.**
2. **Library will advocate on behalf of its patrons and the community for adequate access, reliable equipment at reasonable cost, and installation of high-speed Internet access for its patrons.**
3. **A representative of the Library will be involved in the Columbia County Broadband initiative.**

VII. NORTH CHATHAM FREE LIBRARY WILL BE ADEQUATELY FUNDED FOR ALL FACETS OF ITS OPERATIONS

OBJECTIVES

A. North Chatham Free Library will balance the annual operating budget through

TASKS

- 1. Board and staff will be disciplined in budgeting and spending**
- 2. Board will ensure raising sufficient philanthropic support for staffing, programming and space needs**
- 3. Board will take steps to maintain current and future 414 income, including Town Board presentations, Letters to the Editor at Town budget time, etc.**

B. North Chatham Free Library will create and deploy a capital budget to ensure ongoing maintenance and upkeep of the facilities. (See Goal II.)

TASKS

- 1. Building and Grounds Committee and Executive Committee will create a draft budget for full Board review and approve.**
- 2. Building and Grounds will work with the Finance Committee to implement any necessary changes to future annual operating budgets**

C. North Chatham Free Library will develop and implement a Capital Campaign Plan for any future space/facility additions and modifications indicated by the rest of the Strategic Plan. (See Goal II.)

TASKS

- 1. Fundraising Committee and Executive Committee will undertake a feasibility study once future space needs are better defined to understand the level of support in the Community and Government Agencies and to set the table for philanthropic requests and grant applications.**
- 2. Full Board will approve any Capital Campaign undertaking and endorse a plan to raise the necessary funds.**

*** ADDENDUM FOR SPACE COMMITTEE**

1. Work up basic information

- a) Develop interior plan for Lower Level, such as community space, center for school age children and teens, workshop space, etc.
- b) Get North Chatham Free Library “footprint” – architectural rendering of dimensions, square footage, electrical and plumbing, interior
- c) Do investigative research to see other libraries

2. Develop multiple design plans for review and budgeting purposes

- Consult with Staff on needs
- Provide for a Librarian’s space with unobstructed view of first floor
- Consider layout such as technology center, comfy and quiet area for reading, more spacious children’s area
- Raise roof of existing building for second floor?
- Additional parking
- Move and/or attach small library
- All plans to be assessed with current plant needs in mind (roof, windows, etc.)

3. Feasibility study

- a) Town permits
- b) Handicapped accessibility to access lower level
- c) Exterior, such as parking and addition
- d) Budget – cost per project

NCFL– Annual Board Meeting Minutes for December 13, 2023

Board Members Present:

Bob Weiss, Mark Reamer, Kim Grethen, Linda Romeo, Julie Kabat, Kathleen Turley, Randi Walker and Rick Werwaiss, Betsy Winters-Russell, Catherine Forbes, Linda Murawski,

Also present: Vicki Wills, Shea Wert

- Meeting called to order by Rick at 6:07 pm.
- Rick moved to approve the November 2023 minutes. Kathleen seconded. All in favor; motion passed.

Nominating & Governance

- Renew Board Trustee terms for:
 - Rick made a motion to renew Kim Grethen's term for three years. Linda Romeo seconded, all in favor; motion carried. Linda abstained.
 - Rick made a motion to renew Randi Walker's term for three years. Betsy seconded, all in favor; motion carried. Randi abstained.
 - Rick made a motion to renew his term for three years. Randi seconded, all in favor; motion carried. Rick abstained.
 - Rick made a motion to renew Linda Murawski's term for three years. Kim seconded, all in favor; motion carried. Linda abstained.
- Executive positions for the 2024 term.
 - Rick made a motion to nominate Kim Grethen as Board President. Randi seconded, all in favor; motion carried. Kim abstained.
 - Rick made a motion to nominate Linda Romeo as Board Vice-President. Betsy seconded, all in favor; motion carried. Linda abstained.
 - Rick made a motion to nominate Bob Weiss as Treasurer. Betsy seconded, all in favor; motion carried. Bob abstained.
 - Rick made a motion to nominate Randi Walker as Secretary. Catherine seconded, all in favor; motion carried. Randi abstained.
- Rick made a motion to waive the Bylaw officer position, three-year term limit requirement for Randi Walker. Kathleen seconded the motion. All in favor; motion carried. Randi abstained.

Library Director Report

- Shea started on Monday. Vicki remarked that Shea is a great fit for the Library.
- Bob asked Vicki and Shea to consider working on the annual report together even if practicing with last year's data. Bob would like to accelerate the completion of the annual report to ensure information is provided to our bookkeeper in time for required report submissions.
- Vicki conducted a computer inventory.

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- Betsy asked the Board to consider clarifying the responsibilities of the Fundraising Events Committee and her role in terms of fundraising.
- 2024 fundraisers

- Chase the Chill February 16, \$3,000 (estimated revenue). Kim and Liz Smith are the chairs.
- Artist Studio Tour May \$600
- Wine Tasting June \$3,000
- Cocktails in the Garden August \$5,000
- North Chatham Day October \$2,500
- Wreath Sale November \$1,500
- Annual appeals letter – Rick and Kim are targeting a release on March 15.
- Grant writing
 - Linda Murawski updated the Board on the grant package information. She needs the Library Bylaws and a description of the trustee responsibilities to complete the package and would like people to proofread it when completed. The package contains the history of the Library, a factsheet, financial information, and bios for each trustee. She discussed where it could be placed for others to access. Vicki mentioned Google Docs since we already keep Library policies there.
 - Vicki mentioned the Bank of Greene County and Stewarts have easy grant applications. The Board supported having Shea write grant applications to these two venues.

Marketing Committee

Nothing to report

Building & Grounds Committee

Nothing to report

Arts & Culture Subcommittee

Julie provided the following updates:

- NOV. 12 - At John Morra's art studio, "Progress? Is that all there is?" He gave a live-painting demonstration on his use of color, broke for a reception, and then presented a power point showing historical influences and his own methods for creating his "Mertz paintings." #36 attendees.
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Julie submitted the final report for CREATE grant and reported that the Subcommittee is working on next year's grant proposal and developing a list of artists for the open studio fundraiser.

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- Catherine reported on various events that took place at the library in November.
- She discussed upcoming programs:
 - Walking through the fire on January 17th with a disclaimer that some people may experience strong emotions may surface. There was a waiting list the last time. January 18th storm date.
 - Linda Romeo cooking soups. Limited to 20 participants. January 30th at 10 am. January 31st snow date.
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- Tic talk – people and pets
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Personnel Committee

- Kim suggested the Committee meet soon to discuss progress.

Volunteer Committee

- Kim made a plea to get people to sign up on the volunteer form. Kim will send around the link to the database to all Board members to see who else could be added.
- Kim will share a contact with Catherine for the Icabod Crane Honor society students.
- Mark discussed the need for volunteers to help with the buildings and grounds.

New Business

Nothing to report

Executive Committee

Nothing to report

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- The Board went into Executive session to discuss the 2024 budget.
- Bob reported that the finance committee met and are proposing the 2024 budget distributed to all Board members. He reported that we will have a \$19,000 budget deficit. The differential for this year's budget comes from personnel expenditures. He included a 5% increase for salaries. These details are discussed in his memo distributed to the Board. For this year's budget, he's including fundraising expenses to provide a more accurate accounting. Bob asked the Board to consider spending some of the reserve cash. Other expenses for 2024 that are to be determined include additional costs related to increased Library hours and the hiring of an Assistant Library Director. Rick mentioned that Shea needs to define the Library needs including whether there is a need to hire an Assistant Director. Kim reminded the Board that we discussed a key duty of the Assistant Director would be heading up the programs. Linda Romeo asked if budgetary needs and structure are sustainable for the Library. It was suggested that we go back to the community in a few years with a 414 request.

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- Rick will pull together people for the planning of the Library renovations. He suggested Mark, Bob, and Shea work with him. He asked the Board if we wanted to engage Chris Billingham, the architect used previously. Bob asked if we completed a needs analysis. Kim suggested we obtain a requote and then decide whether we need to pair back or not. Rick's role will be shepherding this effort.
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- Bob entered the 2024 budget for Board approval with slight adjustments detailed in his memo and discussed already. Rick seconded. All in favor; motion carried.

Rick made a motion to close the meeting. Betsy seconded. All in favor; motion carried. Rick also added that he loves working with and serving on the Board and that it has been a real honor of his life. Board members expressed accolades for all his work as Board President.

Next Library Board meeting January 10, 2024, at 7:00 pm.

NCFL– Board Meeting Agenda for March 12, 2025

Board Members Present:

Betsy Winters-Russell, Mark Reamer, Joe Behn, Julie Kabat, Randi Walker, Kim Grethen, Catherine Forbes, Linda Romeo, Rick Werwaiss, Linda Murawski, and Dale Saylor

Also present: Shea Wert (Library Director), Kathleen Turley participated by Zoom.

- Meeting called to order by Kim at 7:04 pm.
- Kim moved to approve January 2024 minutes. Rick seconded. All in favor; motion passed.

Library Director Report

Shea's report:

- Ongoing programs:
 - Baby and Toddler Storytime – Weekly, average number of attendees – three kids, three adults – New Time – Wed @ 2pm at Trolley Station
 - Knitting with Sandy – Weekly, average number of attendees - four to six
 - Memoir - Monthly, average number of attendees – five (At Trolley Station)
- Upcoming programs:
 - Columbia County Library Association (CCLA) Tech Talks (5 Zoom labs Jan - March)
 - CCLA Book Club - Feb 25.
- The Library's Annual Report was submitted.
- Not a lot going on in the library in march. Preparing the strategic plan. Everyone needs to sign up for a meeting on the plan. Kim and Joe need to sign up.
- Community reads – braiding sweet grass. March April May.
- Seed swap
- inApril making twine session
- We need to update the policies. Kim would like Shea to distribute all policies to the Board. Board reviews the policies ahead of the board meeting. Shea said there are about 12. Randi asked that we add a policy on the use of the Trolley station space. Kim said that we will discuss policies over a couple meetings.
- Shea will present the annual report at the next meeting.

Finance Committee

Report from Bob:

- Our accountants are in the process of loading the 2025 budget into Quickbooks and breaking out year-to-date 2025 Trolley Station expenses, and therefore our customary actual vs budget report is not ready for distribution. First quarter reports will be distributed for the April board meeting.
- Of note, we have received:
 - \$100,000 from the Town
 - \$5,555 bullet payment from NYS (paid through Mid-Hudson Library System)
 - \$1,000 from James Haney (restricted to landscaping). Haney and Eisenhower's gave us a \$1,000 for children's programming.
- There have been no notable expenses.

Fundraising Events

Betsy's report:

- Update on Chase the Chill raised \$4,205 net, 89 tickets sold.

Kim's report:

- Fund raising events: The annual appeal letter raised \$2,200. Allison Marchese will map out a plan for the annual appeal, and guided Kim in each step of the process.

Marketing Committee

Nothing to report

Building & Grounds Committee

Mark's report:

- We received a certificate of compliance from the Building Department and as such the front steps of the library are open for business.

Trolley Station Committee

- If anyone plans on using the Trolley Station, see Mark to discuss the heating system. The building uses both radiant floor heating and forced air.
- Mark mentioned that the Trolley Station has a projector onsite.

Arts & Culture Committee

Report submitted by Julie Kabat:

- We should hear about the arts grant, late March. One program has been scheduled before we are notified.
- Kim Sykes will do her play reading on April 27th at 3 pm. On April 26th, Julie needs lodging for the artists. Kim's reading of *Wondering Lies* will be at the Malden Bridge Community Center. Julie will need a sound system for this.
- Feb. 23, "Memoirama: Everything You Need to Write Memoir" with Marion Roach Smith, a very experienced writer and memoir coach was held in the library. Marion was given a tour of the Trolley Station following the event.
- Our Artist Studio Tour will be either Sept. 7 or 21, depending on artists' availability. We have our list and are now approaching artists. Additionally, on the day of the event, we will have a gallery showing at the Trolley Station. For the fundraiser: Artists who sell any work at their studios will be asked to donate to the library. There will be a 25% commission on all artwork sold by artists at the Trolley Station.

Live and Learn Committee

Report submitted by Catherine Forbes:

- **Next committee meeting:** March 26 (Wednesday) at 10 am
- **Completed:**
 - January 25, (Saturday) 10:00 am: Accessing and Navigating websites: *Maria Consenza, presenter*. Lively discussion and learning with 8 people.
 - February 22, (Saturday) 10:00 am: Microsoft Outlook Tips and Tricks. Instructor *Pam Dolan, presenter*. Successful with 8 people.
 - March 12, (Wednesday) 10:00 am: Wills and Estate Planning – are you prepared? Instructor Louis W Pierro, Esq. 30 people attended.

- **Upcoming events:**

- April 26, (Saturday) 10:00 am: Ergonomics in the Yard/Garden; avoiding injury. Frieda Pierce, presenter.
- May 10 & 17 (Saturdays) 10:00 am: Android/Iphone & you (requested repeat sessions)
- We submitted our follow-up report to the Berkshire Taconic Foundation noting that we did not spend very much of the grant money. After speaking with Leila Kaplan at the Foundation, we are awaiting the Board's decision; Leila indicated that normally in such instances, they allow us to use the money for continuing projects.
- The Board discussed adding a sandwich board advertising programs at the Trolley Station. Another sandwich board will be purchased.

Personnel Committee

Nothing to report.

Volunteer Committee

Nothing to report.

Nominating & Governance

Nothing to report.

Executive Committee

Nothing to report.

Strategic Planning

- The Committee reached out to all Board members to schedule meetings to gather input on the current Plan's goals, objectives and tasks. The Committee is asking all Board members to acquaint/reacquaint yourself with the Strategic Plan that was adopted in 2017 in advance of your meeting. Meeting slots are available March 17, 18 and 22nd. Signup through Google docs link provided by Shea. Board member interviews are a threshold step for our broader community reach-out.

New Business

- Betsy asked how to book the Trolley Station for community meetings. Kim said that it would be booked through Shea. The same community group Betsy referenced, asked if the Trolley Station could be rented. Rick mentioned that the library space can be used for anybody and it's in our policy. Kim said there will be no renting, of the Trolley Station. Some discussion took place about renting the Trolley Station. Kim will speak to Bob but there was agreement that the intent of the gift was not for rental. Mark asked that the Trolley Station Committee meet again soon because a lot activity is taking place there.

Rick made a motion to adjourn. Catherine seconded. All in favor; motion carried.

Next Library Board meeting is April 9, 2025, at 7:00 pm at the Trolley Station.

Return this form by email to
the New York State Library at:
MINSTAN@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 1, 2021). **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. The library system submits all variance request forms to Library Development. No variance granted by Library Development 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)
North Chatham Free Library
Shea Went, Library Director, 518-766-3211
- 2a. Request for Variance from Standard Number: 4
- 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.)

Shea Went 3/28/2025
Library Director Date

Kim M. McKee 3/28/2025
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: _____

New York State Library
22 Madison Ave.
Albany, NY 12230

North Chatham Free Library
4287 NY Rt. 203
PO Box 907
North Chatham, NY 12132

Shea Wert, Library Director
director@northchathamlibrary.org

Variance Request

2a. Request for Variance from Standard Number:

4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law

2b. Current Status:

North Chatham Free Library (NCFL) policies are incomplete. The Library is missing several policies all together, others have never been officially adopted, and others expired in 2023. See complete list in attached documentation.

Attached Supporting Documentation: NCFL - Policies Checklist

3. Barriers to Compliance:

North Chatham Free Library is a small association library with less than 2 full-time staff members and was in the midst of a change at the Director position and Board President position. A search for a new director began in 2023. Director Wert was hired in December of 2023 and Kim Grethen was voted in as Board President to begin January of 2024.

Attached Supporting Documentation: NCFL - Annual Board Meeting Minutes for December 13, 2023.

In 2024 Director Wert was made aware of gaps in the library's policies and plans and rather than hastily renewing expired documents or creating new documents, they decided to, with the Board's support, undertake a full reconsideration of the long-range plan as well as Library policies. This did not provide enough time to accomplish the goal by December 2024.

4. Plan for Compliance:

Director Wert has worked, with help of Mid-Hudson Library System, to evaluate the missing policies. With the help of staff and Board, the Library has now prioritized this project and started to work towards completion.

Attached Supporting Documentation: NCFL - Board Meeting Minutes from March 2025.

See: Director's Report (p. 1)

The goal is that beginning with the May Board Meeting, the Board will take time out of each meeting to discuss, review, and approve policies.

North Chatham Free Library Policies Checklist

	Complete	Date Last Revised
Patron Confidentiality Required by Minimum Standards	Yes	2018
Collection Development Required by Minimum Standards	Yes	2018
-Request for Reconsideration	Yes	2018
-Weeding	Yes	2018
Meeting Space Required by Minimum Standards	Yes	2018
Internet Use Required by Minimum Standards	Yes	2018
Bylaws Required by Minimum Standards	Yes	2021
Long Range Plan Required by Minimum Standards		
Annual Report to the Community Required by Minimum Standards	Yes	2023
Code of Ethics/Conduct Required by Minimum Standards		
Conflict of Interest	Yes	2018
Meeting Procedures Required by Minimum Standards		
Public Comment		
Videoconferencing		
Protests		
Petty Cash Required by Minimum Standards		
Purchasing/Procurement Required by Minimum Standards		
Disaster Preparedness Required by Minimum Standards	Yes	2022
Conflict of Interest Required by Minimum Standards	Yes	2018
Whistleblower Protection Required by Minimum Standards	Yes	2021

NCFL– Annual Board Meeting Minutes for December 13, 2023

Board Members Present:

Bob Weiss, Mark Reamer, Kim Grethen, Linda Romeo, Julie Kabat, Kathleen Turley, Randi Walker and Rick Werwaiss, Betsy Winters-Russell, Catherine Forbes, Linda Murawski,

Also present: Vicki Wills, Shea Wert

- Meeting called to order by Rick at 6:07 pm.
- Rick moved to approve the November 2023 minutes. Kathleen seconded. All in favor; motion passed.

Nominating & Governance

- Renew Board Trustee terms for:
 - Rick made a motion to renew Kim Grethen's term for three years. Linda Romeo seconded, all in favor; motion carried. Linda abstained.
 - Rick made a motion to renew Randi Walker's term for three years. Betsy seconded, all in favor; motion carried. Randi abstained.
 - Rick made a motion to renew his term for three years. Randi seconded, all in favor; motion carried. Rick abstained.
 - Rick made a motion to renew Linda Murawski's term for three years. Kim seconded, all in favor; motion carried. Linda abstained.
- Executive positions for the 2024 term.
 - Rick made a motion to nominate Kim Grethen as Board President. Randi seconded, all in favor; motion carried. Kim abstained.
 - Rick made a motion to nominate Linda Romeo as Board Vice-President. Betsy seconded, all in favor; motion carried. Linda abstained.
 - Rick made a motion to nominate Bob Weiss as Treasurer. Betsy seconded, all in favor; motion carried. Bob abstained.
 - Rick made a motion to nominate Randi Walker as Secretary. Catherine seconded, all in favor; motion carried. Randi abstained.
- Rick made a motion to waive the Bylaw officer position, three-year term limit requirement for Randi Walker. Kathleen seconded the motion. All in favor; motion carried. Randi abstained.

Library Director Report

- Shea started on Monday. Vicki remarked that Shea is a great fit for the Library.
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Marketing Committee

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Personnel Committee

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Nominating & Governance

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Executive Committee

Nothing to report.

Strategic Planning

- The Committee reached out to all Board members to schedule meetings to gather input on the current Plan's goals, objectives and tasks. The Committee is asking all Board members to acquaint/reacquaint yourself with the Strategic Plan that was adopted in 2017 in advance of your meeting. Meeting slots are available March 17, 18 and 22nd. Signup through Google docs link provided by Shea. Board member interviews are a threshold step for our broader community reach-out.

New Business

- Betsy asked how to book the Trolley Station for community meetings. Kim said that it would be booked through Shea. The same community group Betsy referenced, asked if the Trolley Station could be rented. Rick mentioned that the library space can be used for anybody and it's in our policy. Kim said there will be no renting, of the Trolley Station. Some discussion took place about renting the Trolley Station. Kim will speak to Bob but there was agreement that the intent of the gift was not for rental. Mark asked that the Trolley Station Committee meet again soon because a lot activity is taking place there.

Rick made a motion to adjourn. Catherine seconded. All in favor; motion carried.

Next Library Board meeting is April 9, 2025, at 7:00 pm at the Trolley Station.

Return this form by email to
the New York State Library at:

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 1, 2021). **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. The library system submits all variance request forms to Library Development. No variance granted by Library Development 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)

Stone Ridge Library
Gabrielle Esposito (Director) (845) 667-7023 x4

2a. Request for Variance from Standard Number: _____

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.)**

Library Director

Date

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: _____

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

In previous calendar years, the Stone Ridge Library published a *Fast Facts* report to the community, summarizing key data from the Annual Report. However, following the retirement of the previous Library Director in December 2024, a review of past reports was conducted under the leadership of the new Director. During this review, the Board of Trustees determined that prior *Reports to the Community* did not include updates on progress toward the Library's Long Range Plan. As a result, this gap in historical reporting has impacted the ability to fully assess and communicate past efforts in relation to the Library's strategic goals.

4. Plan for Compliance

Effective immediately, the Stone Ridge Library Director will begin compiling key data from the Annual Report to share with the community. Over the next several months, the Director will develop a comprehensive and engaging report that highlights the Library's accomplishments for the 2024 calendar year. This report will provide meaningful insights into the Library's progress and impact. The Library Board will review and vote on the *Annual Report to the Community* in July 2025, with its official release to the public by the end of August 2025.

Return this form by email to
the New York State Library at:
MINSTAN@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 1, 2021). 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. The library system submits all variance request forms to Library Development. No variance granted by Library Development 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)

Town of Ulster Public Library, Alison O'Meara, (845) 338-7881

2a. Request for Variance from Standard Number: 32

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.)

Alison O'Meara 3/11/25
Library Director Date

Rita Joyce 3/17/2025
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 written bylaws define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law;																
2	Has a community-based, board approved, written long-range plan of service developed by the library board of trustees and staff;																
3	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service;																
4	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law;																
5	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service;																
6	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service;																
7	<p>Is open the following scheduled hours:</p> <table> <tr> <th><u>Population</u></th><th><u>Minimum Weekly Hours Open</u></th></tr> <tr> <td>Up to 500</td><td>12</td></tr> <tr> <td>500 - 2,499</td><td>20</td></tr> <tr> <td>2,500 - 4,999</td><td>25</td></tr> <tr> <td>5,000 - 14,999</td><td>35</td></tr> <tr> <td>15,000 - 24,999</td><td>40</td></tr> <tr> <td>25,000 - 99,999</td><td>55</td></tr> <tr> <td>100,000 and above</td><td>60</td></tr> </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
<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																
8	Maintains a facility to meet community needs, as outlined in the library's long-range plan of service, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom;																
9	Provides programming to address community needs, as outlined in the library's long-range plan of service;																
10	Provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information;																
11	Provides access to current library information in print and online, facilitating																

	the understanding of library services, operation and governance; information provided online shall include the standards in paragraphs (1) through (5) of this subdivision;
12	Employs a paid director in accordance with the provisions of section <u>90.8</u> of the Regulations of the Commissioner of Education
13	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service; and
14	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

2b. What is the current status?

The Library Director passed away in early 2024 and for most of 2024 the Library was operating under the direction of an interim director that did not possess the required public librarian certificate. This has been resolved: Alison O'Meara, NYS Public Librarian's Professional Certificate ID:DJEPJBB, became Library Director February 18, 2025.

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

4. Plan for Compliance.

The Library is now in compliance.

Return this form by email to
the New York State Library at:
MINSTAN@nysed.gov

Variance Request Form



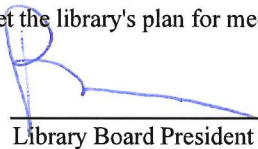
Commissioner's Regulation 90.2 - Standards for Registration of Public, Free Association and Indian Libraries

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1. **Library Information** (Name of library, contact person, phone number)
Woodstock Public Library District
Ivy Gocker, Director
845-679-2213
- 2a. **Request for Variance from Standard Number:** 8
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.)**


Library Director

3/21/25
Date


Library Board President

3/21/2025
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: _____

Variance Request Form
Woodstock Public Library District
Ivy Gocker, Director

2.a: Request for variance from standard number:

8 Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate space, seating, power infrastructure, and data infrastructure.

2.b: What is the current status?

The Woodstock Public Library District's current location at 5 Library Lane fails to provide the type of spaces for collaboration, programs and research outlined in our most recent Plan of Service (2022 – 2026). In particular, the Plan of Service mentions the need for spaces that allow for programming, interaction, and collaboration *without disturbing other library functions*. Given the small size of 5 Library Lane (approximately 4,000 square feet) and its lack of ADA-compliant access to the 2nd floor, we are not able to meet that standard in this building. In May 2022 the town of Woodstock approved a \$3.95 million bond for the library, allowing us to purchase 10 Dixon Avenue and repurpose it into a new library. We purchased the building at the end of June 2022, and have since been working with architects and structural engineers to finalize the plans for the new building. Construction is underway and is expected to be completed by the end of May 2025. We will move into the building the following month and begin public service there as soon as possible this summer.

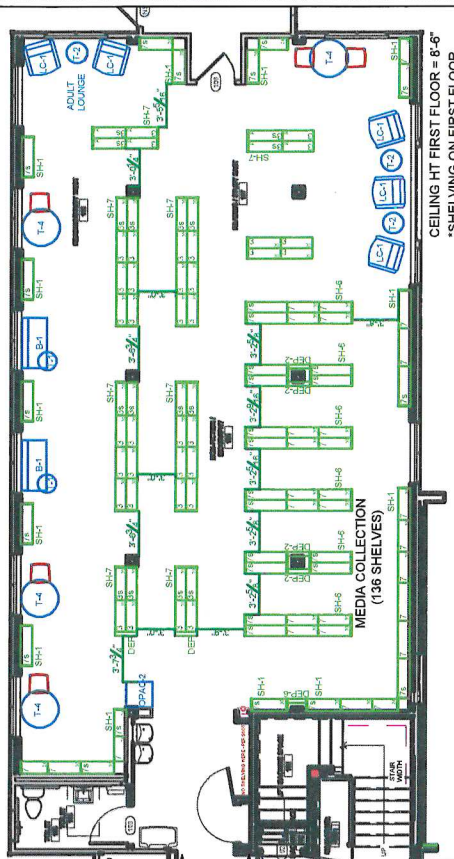
3. Circumstances over which the library has no control that are barriers to compliance.

Construction projects take time and planning, especially when public funds are involved. We have been working to move this project forward but were stalled in late 2022 by a lawsuit brought against the library seeking to reverse the purchase of 10 Dixon Ave. That suit was definitively dismissed in the fall of 2023, and work is proceeding to hire contractors to repurpose 10 Dixon Ave as our new library. Until that new building is finished (anticipated date is May 2025), we continue to offer service in our old library building, which does not fully comply with standard number 8.

4. Plan for compliance.

Interior demolition and reconstruction of 10 Dixon Avenue began in October 2024. We anticipate that the work will be completed by the end of May 2025, and that we can move in shortly after. We expect that we will be open to the public in the new building in the summer of 2025, at which point we will be able to offer dedicated spaces for programming, reservable meeting rooms for public use, comfortable seating throughout the building, and an ADA-compliant lift to the 2nd floor of the building. Floor plans for 10 Dixon Avenue are attached.

ADULT NON-FICTION COLLECTION
(523 SHELVES)



CEILING HT FIRST FLOOR = 8'-6"
*SHELVING ON FIRST FLOOR
NOT TO EXCEED 84"H

FIRST FLOOR

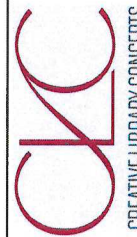
SHELVING KEY

- SH-1 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
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- SH-82 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-83 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-84 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-85 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-86 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-87 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-88 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-89 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-90 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-91 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-92 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-93 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-94 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-95 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-96 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-97 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-98 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-99 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES
- SH-100 8' 7 1/4" (4-HIGH) STEEL SHELVING, 12" DEEP SHELVES, INTEGRAL BACK, ALL STRAIGHT SHELVES

CEP = DISPLAY BIO PANELS

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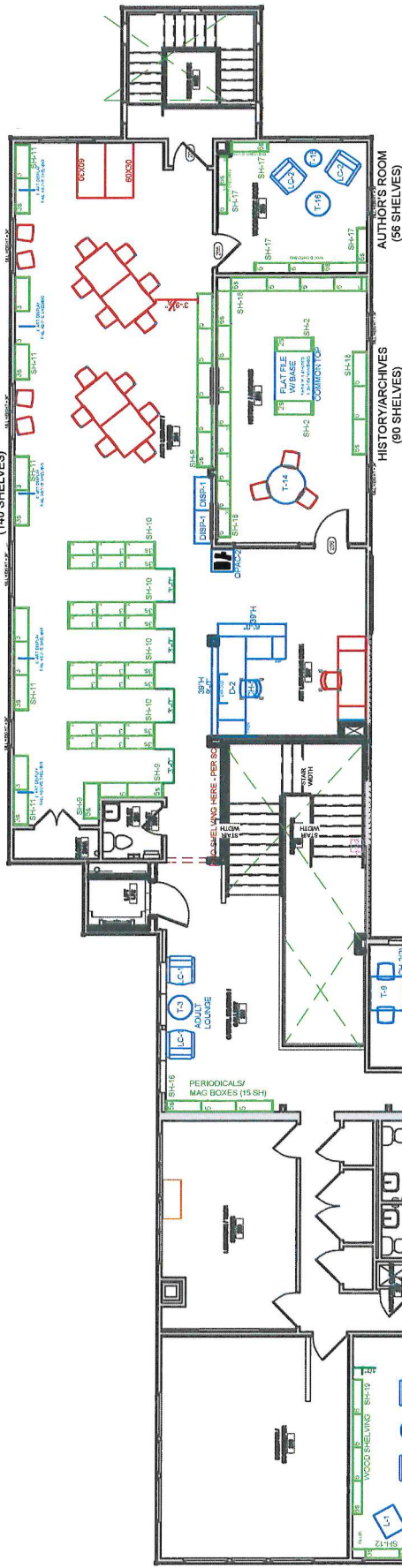
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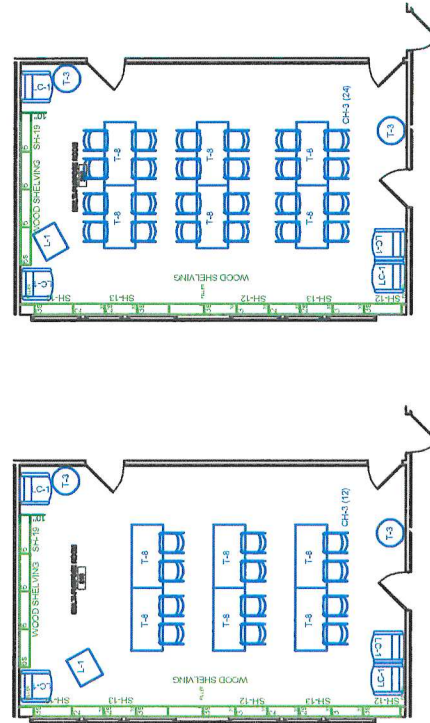
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ART COLLECTION (140 SHELVES)



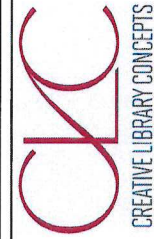
CEILING HT SECOND FLOOR = 8'-0"
*SHELVING ON SECOND FLOOR
NOT TO EXCEED 78" H

SECOND FLOOR



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