

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)

Catskill Public Library
Caroline Ford
518-943-4230

2a. Request for Variance from Standard Number: 2

b. What is current status? (Please attach explanation.) As of 12/31/22 the Catskill Library has no long range plan & previous LRPs did not have community input

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.
The Library did not have a library director from 5/2021 to June 2022. Additionally, there was not a full staff to assist the Interim Director in a Long Range Plan

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.) We are planning on participating in Mid-Hudson Library System Turning Outward program and completing a long range plan that includes community input by 12/31/2023

Caroline Ford 3/22/2023 _____ 3/22/2023
Library Director Date Alexis Topp 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 style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Population</u></th> <th style="text-align: center;"><u>Minimum Weekly Hours Open</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Up to 500</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">500 - 2,499</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">2,500 - 4,999</td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">5,000 - 14,999</td> <td style="text-align: center;">35</td> </tr> <tr> <td style="text-align: center;">15,000 - 24,999</td> <td style="text-align: center;">40</td> </tr> <tr> <td style="text-align: center;">25,000 - 99,999</td> <td style="text-align: center;">55</td> </tr> <tr> <td style="text-align: center;">100,000 and above</td> <td style="text-align: center;">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 |
| <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 | | | | | | | | | | | | | | | | |

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| | 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. |