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)
   
   **Director:** Gisela Vella
   
   (845) 254-4222
   
   gisela@library@gmail.com

   a. Request for Variance from Standard Number: 7.3
   
   b. What is current status? (Please attach explanation.)

2. **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.

3. **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.)

4. **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)
   
   System.

   System Director Date System Board President Date

For SED Use Only: __ Variance request is approvable; Variance granted until: ____________

   __ Variance request is not approvable because:

   Reviewed By: __________________
Variance Request Form (Annual Report 2019)

Morton Memorial Library (Pine Hill)
Gisela Vella
(845) 254-4222
pihlibrary@gmail.com

2b) / 3
2019 was the first complete year that I had worked as a new director. In 2018 I had taken over the position in April, so I wasn't aware of the process and if and how the annual report was presented to the public.

4
The library plans on launching a quarterly newsletter starting in April 2020. The annual report will be published in the first newsletter. We are also planning on putting the annual report on our website at around the same time.