

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) 486-5252
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)

Director: Gisela Vella
(845) 254-4222
pnhlibrary@gmail.com

Morton Memorial Library
22 ELM STREET
PINE HILL, NY
•12465•

2a. Request for Variance from Standard Number: 7.3

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.)

Gisela Vella 2-25-20
Library Director Date

[Signature] 2/27/20
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: _____

Variance Request Form (Annual Report 2019)

Morton Memorial Library (Pine Hill)

Gisela Vella

(845) 254-4222

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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.

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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.