

**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)


Rosendale Library  
Katie Scott-Childress  
845-658-9013


**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.)**

 1/31/2020  
Library Director Date

 Feb. 13, 2020  
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.

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System Director Date System Board President Date

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(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	<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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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.																

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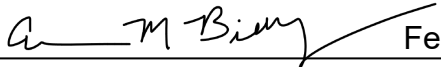
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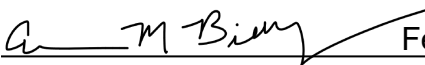
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January 31, 2020

The Rosendale Library is currently not meeting the NY State minimum library standard #(2) "The library has a board-approved, written long-range plan of service."

The library's most current plan of service expired in 2014.

The library's board of trustees took decisive action in the fall of 2019 by hiring a new library director who is experienced in leading library boards through the long-range planning process. The new director enrolled the Rosendale Library in the Mid-Hudson Library System's 2020 Turning Outwards program, which will guide the board and staff through the process of soliciting community feedback, and creating a long-range plan of service.

The Turning Outwards program begins in March 2020, and will involve the library holding community conversations throughout the summer. The library will have a long-range plan of service, based on feedback from the community, in place before the end of 2020.

The Rosendale Library is currently not meeting the NY State minimum library standard #(3) "The library presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives." The library will mail a printed annual report to the community to all of the residents in the library's service area in 2020, and will post the annual report to the community to its website by April 1, 2020.

The Rosendale Library is currently not meeting NY State minimum library standard # (6) "The library periodically evaluates the effectiveness of the library's collection and services in meeting community need." As stated above, the library will be undertaking a series of community conversations in 2020 in order to gather feedback from the community about the library's services.

Katie Scott-Childress  
Library Director