

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) Hudson Falls Free Library
Kay Diefner, Director
518 747 6406
- 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.)

Kay Diefner 10/15/24 ARLENE BAKER 10/15/24
 Library Director Date Library Board President Date
approved by phone

System Comment and Review: Variance request

may be approvable may not be approvable
 (Please include explanation.)

This variance request was reviewed at the November 19, 24 meeting of the Board of Trustees of
 (Month/Day) the Southern Adirondack Library System 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: _____

Note from 2023 NYS Annual Report Annotation

"In Nov. 2024 [sic 2023] we obtained a variance for 2022 that included the following plan to complete the Strategic Plan in 2024: "We had hoped the first-ever master plan by the Town of Kingsbury and the first-ever strategic plan by the Hudson Falls Central School District—our two largest funders—would be finished by the time we did launched [sic] our own first-ever strategic planning process. While Kingsbury has issued an interim "vision report," it's clear that we cannot wait for these major plans to be completed.

Note: 2023 has been a year of major unexpected turnover on our board. While recruiting and incorporating new perspectives and new voices will be of benefit as we look toward the library's future, the library is experiencing a time of transition and challenge."

Current Status 10/15/24

At our June 12 board meeting we organized a plan to spend the summer canvassing the local population but our director, who was finalizing the survey and procedures, went on unexpected medical leave for a kidney transplant and didn't come back until early September.

We finalized the survey at our October 9, 2024 meeting (attached). Our course of action right now is to include our survey in the annual appeal slated to go out by November 1. There will be an online option to fill out as well as a box in the library to fill out and return them. Returns will be requested back by 12/31/24. We'll look at the results in mid-January and aim to come up with a strategic plan as soon in the year as possible, hopefully before the 2024 annual report is due but unfortunately not by the end of 2024.

Hudson Falls Free Library Strategic Plan Survey

The mission of the Hudson Falls Free Library is to provide quality materials and services which fulfill educational, informational, cultural and recreational needs of the entire community in an atmosphere that is welcoming and respectful.

Please take a few minutes to answer this survey about the library and our community.

Your responses will provide us with insight into how we can better meet the needs and expectations of you and your family in the future. We appreciate your time and careful consideration of the questions. **All responses are optional.**

This survey can alternately be completed **online** at: [link + QR code]

Paper Surveys can be returned to Hudson Falls Free Library as follows:

By mail—Hudson Falls Free Library, 220 Main St, Hudson Falls, NY 12839

Outside the library—In our book return outside the front entrance

Inside the library—In the boxes located near the Public Service Desks (upstairs or down)

- What is your age? ____
- Please enter the number of people in your household according to their age(s).
 __age 0-5 __age 6-11 __age 12-19 __age 20-39 years __age 40-59 __age 60+
- Do you live in Hudson Falls/Kingsbury? __Yes __No
 If Yes, how long have you lived here? ____ years
- What do you like most about living in the Hudson Falls/Kingsbury area?

- What would make the Hudson Falls/Kingsbury area a better place to live?

- Do you have a library card? __Y __N __Not sure
- Approximately how often do you visit the HUDSON FALLS FREE LIBRARY?
 __Weekly __Monthly __Every 3-6 Months __Once a Year __Never
- Approximately how often do you visit OTHER LIBRARIES?
 __Weekly __Monthly __Every 3-6 Months __Once a Year __Never
- Which OTHER LIBRARIES do you visit most often? _____
- Are there any barriers, physical or otherwise, keeping you (or someone in your household) from utilizing the Hudson Falls Free Library? __Yes __No
 If Yes, please share the specifics:

- What one or two words would you use to describe the Hudson Falls Free Library?

Please see other side →

- What do you value most about the Hudson Falls Free Library?
- In your opinion, how does our library benefit the community?
- How could the Hudson Falls Free Library better serve you and/or the community?
- Please mark any library services that you are currently using *or* have used in the past.
 - Check out books
 - Check out DVDs
 - Check out CD audiobooks
 - Check out museum passes
 - Download something from Libby/Overdrive
 - Download something from Hoopla
 - Use the public computer
 - Print something out
 - Have something faxed
 - Have something copied
 - Receive tutoring
 - Give tutoring
 - Participate in a book club
 - Attend a Hooks & Needles yarn craft group meeting
 - Attend a children/teen/family program
 - Attend an adult/general program
 - Access our free Wi-Fi
 - Study or work
 - Buy something in the Book Nook (our book sale area in the basement)
- Is there anything in the list above that you have NOT used previously but would be interesting in using in the future? If so, please list below:
- Do you have any suggestions of programs or services we could provide in the future?

Would you be willing to accept a phone call from us to go over your responses further?
 If so, please give us your name and phone number:

(optional) Name: _____ Phone: _____

Demographic info (optional):

What is your gender? Female Male Other _____

What is your ethnicity? _____

What language(s) other than English are spoken/read in your home? _____