

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)

see attached

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 Hafner 11/8/2023
Library Director Date

Arlene W. Baker 11-8-2023
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: _____

2022 NYS Annual Report
Variance Request Form
Response

1. Library Information

Hudson Falls Free Library
220 Main St.
Hudson Falls, NY 12839
(518) 747-6406

Kay Hafner, Director
khafner@sals.edu

2a. Request for Variance from Standard Number: 2

2b. What is current status?

The library does not yet have a community based strategic plan.

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance.

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 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.

4. Plan for Compliance—See attached draft of timetable for our Strategic Plan planning process (will be refined when a committee is established in February). We are ready to push on with renewed focus and complete our own research and planning in 2024, regardless of where our other stakeholders are in their own planning efforts. We can then offer any insights we glean to them (while still being ready to take into consideration the results from these other efforts, if they are finished, when we create our own final plan).

Hudson Falls Free Library Draft Timetable for Developing a Community Based Strategic Plan

Nov. 8, 2022—Board meeting. Review Strategic Plan resources from the new 2023 Trustees Handbook and discuss video from Trustees Handbook Book Club. Discuss timetable laid out below.

Feb. 8, 2024—Board meeting. Officially select member of Board and member of Staff to be part of Planning Committee. *Recruit member of Public to be on Planning Committee. Begin Board portion of planning.*

Feb. #—Committee meets to firm up plans and refine timetable. Discuss survey questions and format.

Mar. 13—Board meeting. Continue board portion of planning.

Mar. #—Committee meets to finalize survey. Survey asks for permission to contact to ask follow up questions by phone. We will then ask these people to be on a focus group. Discuss plans for focus group(s).

Apr. 10—Board meeting. Continue board portion of planning.

Apr #—Survey mailed and distributed as follows:

Mail: Include a response envelope. Include Survey Monkey link. Deadline: one month

--Mail to donors list,

--Mail to funders (school board, village board, town board)

--Mail to organizations we have partnered with in the past (LEAP, UMC Church, Audubon, Feeder Canal Alliance, SHAC, Cornell CE etc)

--Mail to other nonprofits (HF Rotary, Broadway Upstate, Senior Center, etc.)

Digital: Include Survey Monkey link

--Send to email list

--Post on social media

--Post on website

Physical: Hand out to patrons and have for pick up at desk and other places in library

May 8—Board meeting. Continue board portion of planning.

May #—Committee meets to discuss initial survey responses and approve plan for focus groups. Divide up responses so everyone has follow-up calls to make.

Jun. #—Committee meets to discuss follow up call responses and finalize plans for focus groups.

June—Focus groups held. Goal of at least two. At least two committee members attending at each.

July and August—Committee/Board interviews with stakeholders and members of the community in general. Also short, informal interviews with public at misc public places/functions.

Sept./Oct #—Follow up with board and staff to discuss results of survey, follow up calls and focus groups. Formulate and synthesize insights and priorities. Begin drafting strategic plan.

Oct. #—Committee meets to go over draft plan.

Oct./Nov. #—Committee meets to finalize Plan.

Nov. 13—Board meeting. Plan presented to Board for approval.

Dec. 11—Board meeting. Plan discussion and approval.