

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 Presidents 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
See attached

2a. Request for Variance from Standard Number: 2

b. What is current status? (Please attach explanation.) See attached

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.

See attached

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.)

See attached

Kay Hagney 11/14/2022
Library Director Date

Debra W. Baker 11-14-2022
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: _____

2021 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 have a community based strategic plan.

As stated in our 2021 NYS Annual Report:

Note: We have not created a strategic plan. In addition to the constrictions of the pandemic and some staffing and board shuffles, our largest funder, the Town of Kingsbury, is currently updating its master plan (for the first time since 1973). It seemed best to wait until that master plan is in effect to do our own planning. At which time we can reconnect fully with the community and see what our constituents really need from us in a post-pandemic world.

The Town of Kingsbury provides more than a third of our municipal funding and the majority of our population so we'd hoped to work closely with them and their momentous new plan when we did our very first-ever strategic plan.

Our understanding at that time was that the Town Master Plan would be available by 3rd quarter of 2022. However, this has not been the case. Therefore, we are prepared to go forward with our process and hope that we can incorporate their Master Plan's most important priorities before our strategic plan is in final form. (See Plans for Compliance).

It is important to mention that the Board of Trustees were not idle in 2022 in terms of connecting with our community.

The major accomplishment for this current year was planning and carrying out our first-ever major fundraising event, held on Oct. 1, 2022. It raised nearly \$5,000 and brought together disparate members of our community.

Given the distance created by the pandemic we feel the relationships created through this fundraiser process will provide a much stronger position for us to now reach out and ask for input and participation in our strategic planning from these and other stakeholders.

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

Lack of Town of Kingsbury Master Plan--their first since 1973--which is still in the works. This was to have been a major component in how we were hoping to structure and build insights for our first-ever strategic plan.

4. Plan for Compliance—See attached draft of timetable for our Strategic Plan planning process (in draft form because committee has not met yet to approve it).

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

Dec. 5, 2022--Board meeting. Begin discussing the process with the Board. Review Strategic Plan Template from SALS and begin discussing concepts of Mission, Vision, Values, Priorities and Goals. Report on progress at each Board meeting thereafter and continue to discuss concepts and planning.

Jan. # 2023--First committee meeting. Goal for next meeting: to create a survey and follow up questions.

Feb. #--Committee meets to discuss and approve survey and follow up questions. Goal for next meeting: Plan focus groups.

Feb. #--Get survey out. 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.

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

Mar. #--Committee meets to discuss survey responses and approve plan for focus groups. Divide up responses so everyone has follow-up calls to make. Emphasize that each conversation ends with an ask to be on a focus group. Goal for next meeting: Discuss results of follow up conversations.

March/April--Committee members conduct follow up questions by phone with those survey responses who volunteered for further discussion.

Apr. # --Committee meets to discuss follow up call responses and finalize plans for focus groups. Goal for next meeting: discuss results of focus groups.

Apr./May--Focus groups held. Goal of at least two. Moderators TBA. At least two committee members observing at each.

May #--Board and Staff Retreat. Hoping to get Robert Arthur Black, or someone he recommends.

Follow up with board and staff to discuss results of survey, follow up calls and focus groups. Formulate and synthesize insights and priorities.

May #--As soon as possible after retreat, committee meets to discuss result of retreat. Time to create draft of strategic plan.

Jun. #--Committee meets to finalize Plan.

Jun. #--Plan presented to Board for approval.