

New York State Minimum Standards Variances

On [The Library's] 2021 annual report (submitted last year), [we] reported that [Utica Public Library] did not meet one or more of New York State's minimum standards.

In order for the final State Aid payments to be released for 2022, we will need to submit a variance request form for the following minimum standards we did not meet, as reported on the 2021 Annual Report.

For each standard we do not meet, we will complete a separate variance request form. For each variance, the following information will be included:

- Standard # (included in the description below)
- Current status: are you currently in compliance?
- Are there circumstances over which your library has no control that are barriers to meeting the standard?
- Plan for compliance: how do you plan on meeting this standard by December 31st of this year?

Each variance must be signed by the library director and board president, then sent to Mid York where it must be approved by the Mid York board of trustees. Because of this procedure, Mid York needs to receive our completed variance request forms no later than **Monday May 8, 2023**.

2. has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff;

7. is open the following scheduled hours: 55 hours

9. provides programming to address community needs, as outlined in the library's long-range plan of service;

13. provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service; and

14. establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

The Library is presently in compliance with Standard 7 and has been since January 3, 2022.

For Standards 2, 9, 13 & 14 our variance request will state that we are currently engaged in development of a long-range plan of service and will have said plan completed and approved by the Board of Trustees of Utica Public Library by December 21, 2023.