

Return this form by email to  
the New York State Library at:  
[MINSTAN@nysed.gov](mailto: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)

Ballston Spa Public Library  
Andrea Simmons  
(518) 885-5022

**2a. Request for Variance from Standard Number:** 3

**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.)**

Andrea Simmons 11/7/24  
Library Director Date

Andrea Klein 11/7/24  
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: \_\_\_\_\_



November 7, 2024

To New York State Library Development,

Since the initial review of the Ballston Spa Public Library's website, the Report to the Community was added (Standard Number 3). The updated Report was added in April 2024. The library is now in compliance.

Sincerely,

A handwritten signature in cursive script that reads 'Andrea Simmons'.

Andrea Simmons

Library Director