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)

   Fort Edward Free Library 23 East St. Fort Edward, NY 12828
   Vicki Plude / Library Manager 518-747-6743

2a. **Request for Variance from Standard Number:** _11_

 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.)**

Victoria Plude	10/24/22	_Jann Dom_	10/24/22
Library Director	Date	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: _____

Date: _10 - 24 - 22_

1. Library Information: Fort Edward Free Library

   Contact Person: Victoria Plude, Library Manager

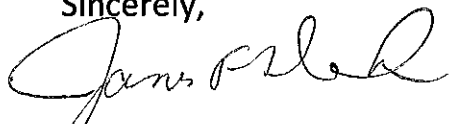   James F. Donahue: Library Board President

2a. Request for Variance from Standard Number: <u>11</u>

   b. Excuse of Default current Status:

At this time, Victoria Plude is pursuing her studies at SUNY Adirondack and is receiving support and mentoring from the Southern Adirondack Library System. Mrs. Plude has taken the required one course in the Fall semester and one in the Spring Semester each year until she completes her studies or retires, per the agreement with the Library Development at the NYS Library. ✴ See attached

The Fort Edward Free Library Board understands that all future library mangers for the Fort Edward Free Library must meet minimum qualifications according to the population of the charted service area and minimum standards for public libraries in New York State. The chartered service area, the current minimum required education level for a library manager is two academic years of study at an approved college of university.

Sincerely,

Mr. James F. Donahue

FEFL Board of Trustees President

October 24, 2022

To the NYS Education Department and Southern Adirondack Library System:

Since the Fall of 2019 through the Fall of 2022, our library manager Victoria Plude has taken the required one course in the Fall and one course in the Spring at Suny Adirondack per NYS Ed. and Sals until she completes her studies or retires.

Up until taking **the _22 FA Office Productivity 13265 course this past Fall,_** Victoria has done exceedingly well in each of her previous courses. However, this last course proved quite the challenge when she tried to navigate a new online site at SUNY ADK. It began 5 days prior of beginning her course when she could not get into her Student Account. On September 1, after many failed attempts and still not able to get into her account, she then contacted SUNY ADK. She was told that it may not be possible to access her account until the day her class was to begin on 9/7/2022. On Tuesday September 6th, which followed the long holiday weekend, students received notification from SUNY ADK. stating there was a glitch in the system and apologies given for those not able to access their student accounts.
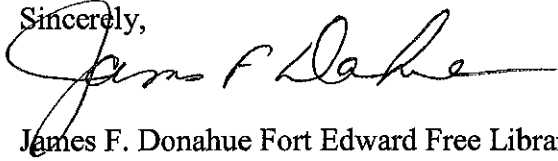
Never using Bright Space to navigate her course work at SUNY ADK. and her class to begin the next day, Victoria contacted the registrar's office inquiring of assistance in using this site. Victoria was told by the registrar's office that she needed to contact an advisor and due to the volume of new students, she would need to call back. She did try a few more times and then reached out to her Professor through e-mail and by phone and he did help with questions she had.

The description of the course when Victoria registered was an overview of what was expected in the class. However, when she was finally able to read the syllabus, it was much more detailed than what she had ever anticipated. In the course description and regarding what books were needed for studying, it only gave the option of purchasing an e-book. In the syllabus, it stated that she could purchase a textbook along with the e-book. On September 6th, she tried to purchase a textbook and there was none available to buy or rent and had to use the e-book. When the e-book she purchased would not allow her into the course work, she contacted the professor and she was given a link to the e-book for a twenty-one day use and suggested she contact the book store and have them order another e-book.

Although she was able to submit her first week's course work, she found herself feeling overwhelmed. Had she had a textbook along with the e-book, she felt that the information would have been much easier and distractions less. Although today's world is digital, format is key to many in learning. Having very good grades and not wanting to jeopardize her GPA, she and the library board felt it best to drop the course and find some type of course work even if it was non-credit hours. Victoria is currently taking two certificate courses which are: A-Z Grant Writing and in Excel 2019. Both are non-credit hours through SUNY ADK. These two prerequisites will better prepare her for being successful in taking the Office Productivity course in the Spring of 2023. The board feels this course will be very beneficial to the management of the library. Victoria was hoping to take a winter course at SUNY ADK. but none are offered.

Sara Dallas told the library board of trustees, and Victoria, that she wishes there was a clone of Victoria (Vicki). Although Victoria may not have a degree as yet, she goes above and beyond to promote this library and the importance it is to our community.

Sincerely,

James F. Donahue Fort Edward Free Library Board President

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	0.000	0.000	0.000	0.000	0.00	0.00
Cumulative:	0.000	0.000	0.000	0.000	0.00	0.00

Unofficial Transcript

Term: Summer 2019 Non-Credit
Academic Standing:

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
CPRP	132	NC	Navigating Diversity (WFD)	NC	0.000	0.00	
CPRP	324	NC	Preventing Harassment (WFD;W)	NC	0.000	0.00	

Term Totals (Non Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	0.000	0.000	0.000	0.000	0.00	0.00
Cumulative:	0.000	0.000	0.000	0.000	0.00	0.00

Unofficial Transcript

Term: Fall 2019
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
ENG	101	CR	Introduction to College Writing	B+	3.000	9.90	

Term Totals (ACC Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	3.000	9.90	3.30
Cumulative:	3.000	3.000	3.000	3.000	9.90	3.30

Unofficial Transcript

Term: Spring 2020
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
ASL	101	CR	Elem American Sign Lang I	B-	3.000	8.10	

Term Totals (ACC Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	3.000	8.10	2.70
Cumulative:	6.000	6.000	6.000	6.000	18.00	3.00

Unofficial Transcript

Term: Fall 2020
Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
SPH	111	CR	Introduction to Public Speaking	A	3.000	12.00	

Term Totals (ACC Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	3.000	12.00	4.00

Cumulative:	9.000	9.000	9.000	9.000	30.00	3.33

Unofficial Transcript

Term: Spring 2021
Academic Standing: Good Standing

Subject Course Level Title	Grade	Credit Hours	Quality Points	R
PSY 101 CR General Psychology	A	3.000	12.00	

Term Totals (ACC Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	3.000	12.00	4.00
Cumulative:	12.000	12.000	12.000	12.000	42.00	3.50

Unofficial Transcript

Term: Fall 2021
Academic Standing: Good Standing

Subject Course Level Title	Grade	Credit Hours	Quality Points	R
BUS 262 CR Organizational Behavior	A	3.000	12.00	

Term Totals (ACC Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	3.000	12.00	4.00
Cumulative:	15.000	15.000	15.000	15.000	54.00	3.60

Unofficial Transcript

Term: Spring 2022
Academic Standing: Good Standing

Subject Course Level Title	Grade	Credit Hours	Quality Points	R
MUS 160 CR History of Rock Music	B	3.000	9.00	

Term Totals (ACC Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	3.000	9.00	3.00
Cumulative:	18.000	18.000	18.000	18.000	63.00	3.50

Unofficial Transcript

TRANSCRIPT TOTALS (ACC CREDIT)   -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	18.000	18.000	18.000	18.000	63.00	3.50
Total Transfer:	0.000	0.000	0.000	0.000	0.00	0.00
Overall:	18.000	18.000	18.000	18.000	63.00	3.50

Unofficial Transcript

TRANSCRIPT TOTALS (NON CREDIT)   -Top-

	Attempt	Passed	Earned	GPA	Quality	GPA

GPA Calculator   X

Graduation Calculator	Term Calculator	Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA *
3.50

Credits remaining *

Credits remaining is required and must be a number.

Credits required *

Credits required is required and must be a number.

Desired GPA *

Desired GPA is required and must be a number.

CALCULATE

Academic Transcript

▰▰▰▰▰ Victoria H. Plude
Oct 20, 2022 12:08 pm

🖫 This is not an official transcript. Courses which are in progress may also be included on this transcript.

Institution Credit   Transcript Totals   Courses in Progress

Transcript Data
STUDENT INFORMATION

Name :   Victoria H. Plude
Birth Date: Feb 26, 1958   **ID:** ▰▰▰▰▰
Curriculum Information

Current Program
Undeclared
Program: Undeclared Major
College: No ACC College
                           Designated
Campus: Queensbury Campus
Major: Undeclared
Advisor: Ethan J. Gunty

***Transcript type:WEB WEB Transcript is NOT Official ***

DEGREES AWARDED

Sought: Undeclared   **Degree Date:**
Curriculum Information

Primary Degree
Program: Non-Credit
College: ACC Center
Campus: Queensbury Campus
Major: Undeclared

Sought: Undeclared   **Degree Date:**
Curriculum Information

Primary Degree
Program: Undeclared Major
College: No ACC College Designated
Campus: Queensbury Campus
Major: Undeclared

INSTITUTION CREDIT   -Top-

Term: Spring 2019 Non-Credit
Academic Standing:

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
CPRP	215	NC	Customer Service Trg (WFD SALS	NC	0.000	0.00	
CPRP	229	NC	Conflict Res & Med (WFD)	NC	0.000	0.00	

Term Totals (Non Credit)

SUNY Adirondack

Student name	Plude, Victoria Helen
Student ID	
Degree	Undeclared
Audit date	09/17/2022 5:15 PM

Level ACC Credit **Classification** Freshman **Major** Undeclared **Program** Undeclared Major **College** No ACC College Designated

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Degree Not Yet Declared   INCOMPLETE

Catalog year: 2019 - 2020   GPA: 0.00

○ No Degree Audit Available   **Still needed:**   Degree Works audits are only available to students who have declared a major. You are welcome to use the What-If, GPA Calculators, and Planner functionality of this program. If you wish to declare a major please contact the Office of Admissions.

Fall Through   Credits applied: 18   Classes applied: 7

Course	Title	Grade	Credits	Term
ASL 101	Elem American Sign Lang I	B-	3	Spring 2020
BUS 262	Organizational Behavior	A	3	Fall 2021
CIS 125	Office Productivity Software	REG	(0)	Fall 2022
ENG 101	Intro to College Writing	B+	3	Fall 2019
MUS 160	History of Rock Music	B	3	Spring 2022
PSY 101	General Psychology	A	3	Spring 2021
SPH 111	Intro to Public Speaking	A	3	Fall 2020

In-progress   Credits applied: 0   Classes applied: 1

Course	Title	Grade	Credits	Term
CIS 125	Office Productivity Software	REG	(0)	Fall 2022

Legend

⊘	Complete	○	Not complete
◑	Complete (with classes in-progress)	ⓘ	Nearly complete - see advisor
☑	Prerequsite	@	Any course number

 Gmail   **Victoria Frawley Plude <tutuplude2010@gmail.com>**

Enrollment Confirmation – Order Number 6171883

1 message

Laura Scott via ed2go <ed2go.no-reply@cengage.com>   Wed, Sep 14, 2022 at 12:39 PM
Reply-To: Laura Scott <scottl@sunyacc.edu>
To: Vicki Plude <tutuplude2010@gmail.com>

Thank you for your enrollment through SUNY Adirondack at https://www.ed2go.com/adirondack/. We have received your payment.

Please see the important access information listed for the course(s) below in the Enrollment Detail section. You may also log in at any time at https://www.ed2go.com/adirondack/ to view your course access status.

Thank you for your registration. You will soon be receiving course and login information from Ed2Go via email. We hope you enjoy your online course!

Please contact our office with any questions.

Thank you,

SUNY Adirondack

Office of Continuing Education

CALL: 518.743.2238

EMAIL: conted@sunyacc.edu

Student Name: Vicki Plude
E-mail: tutuplude2010@gmail.com
Address: 43 State Rt. 197 P O Box 142
City, State Zip: Fort Edward, NY 12828 US
Phone: 5187473940
Birth Date: 2/26/1958

Enrollment Confirmation
Payment Method: Online Pay

Order Number: 6171883
Transaction ID: 6631735374376281604283
Order Date: 9/14/2022 9:38:57 AM
Order Total: $258.00 (USD)
Subtotal: $258.00 (USD) Payment Amount: $258.00 (USD)

Please note: This course is non-refundable after 13 calendar days.

Enrollment Detail
Item #: 1
Title: A to Z Grantwriting
Course Code: gw1
Product Type: Instructor-led Course
Start Date: October 12, 2022
Retail Price: $129.00 (USD)
Note: Review course orientation to learn how and when to access your course(s), how to communicate with your instructor, and how quizzes and final exams work.

Orientation

Item #: 2
Title: Introduction to Microsoft Excel 2019/Office 365
Course Code: ix9
Product Type: Instructor-led Course
Start Date: November 16, 2022
Retail Price: $129.00 (USD)
Note: Review course orientation to learn how and when to access your course(s), how to communicate with your instructor, and how quizzes and final exams work.
Orientation

Important Links
My Classroom
Contact
Help

Please print this page for your records.