

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 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)

Stillwater Public Library  
Sara Kipp (518) 464-6255

**2a. Request for Variance from Standard Number:** 8C

**b. What is current status? (Please attach explanation.)** in process

**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.)

Sara L. Kipp 10/24/2022  
Library Director Date

Heather Tull 10/24/22  
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: \_\_\_\_\_



If the light's on, we're home...

# Stillwater Public Library

Monday through Thursday 10am-8pm  
Friday and Saturday 10am-3pm

662 Hudson Avenue  
PO Box 485  
Stillwater, NY 12170  
518.664.6255  
STILIB@SALS.EDU  
<http://Stillwater.suls.edu>

22 Feb 2022

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## 8c Shelving

*Circumstances under which the library has no control that are barriers to compliance:*

*The Stillwater Public Library is housed in a building built in 1874, purchased in 1959, with an addition built in 1979. We do not have a handicap accessible children's or teen section. Our collection is severely limited by our capacity to store items.*

*Plan for compliance:*

*In May of 2021, we placed a referendum before the public to purchase and renovate a former factory in town as a new library space. The vote passed and we expect to be in the new facility by December of 2023.*

*Heather Seal*



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PO Box 485  
Stillwater, NY 12170  
518.664.6255  
STILIB@SALS.EDU  
<http://Stillwater.sals.edu>

24 October 2022

RE: Variance Request for Standard 8C: shelving

Circumstances under which the library has no control that are barriers to compliance:  
The Stillwater Public Library does not have a facility with room for adequate shelving.

Plan for compliance:

We are confident the new facility which should open in 2023 will have adequate shelving.