

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 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)

STILLWATER PUBLIC LIBRARY, SARA KIPP, 518-664-6255

2a. Request for Variance from Standard Number: 8c

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

NON-COMPLIANT

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.
THIS ON-GOING PROJECT TO CORRECT THE SITUATION BEGAN IN NOVEMBER 2019.

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.)**

MOVE INTO THE NEW FACILITY THAT IS 100% COMPLIANT WILL BE 11/6/2023 - 11/10/2023

Sara L. Kipp 10/31/2023
Library Director Date

Heather Ford 10/31/2023
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