

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)

Hudson Falls Free Library  
220 Main St  
Hudson Falls, NY 12839

Kay Hafner, director  
518 747 6406

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

**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.)**

Kay Hafner 10/14/2025  
Library Director Date

Arlene Baker  
approved by text 10/14/25  
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: \_\_\_\_\_