Warsaw Public Library Open Meeting of the Board of Trustees Agenda for Tuesday, August 12, 2025 at 6:00 PM

Board Signature___

Call to order	and roll call:	
Motion: Appr Motion: 2 nd :	rove/Waive rea	ding of minutes from Tuesday, June 10, 2025 (attached)
Ayes: Defeated:	Noes:	Absent: Carried: If Unanimous, indicate Yes, Unanimously, and list trustees.
Finance: 1. Motion to A # 91-107 Total	Audit and Appro al Amount: \$	ove the abstract of audited vouchers 5,637.29 &
# <u>108-123</u> To	tal Amount: <u>\$</u>	5,288.06
Motion: 2 nd : Ayes: Defeated:	Noes:	Absent: Carried: If Unanimous, indicate Yes, Unanimously, and list trustees.
New Busines	ss:	ournous in originations, indicate res, originationsly, and list trustees.
1. Present An shall be appo	nended Bylaws inted by the Bo	for review to align with approved charter dated 7/14/2025 to specify that trustees pard of the Town of Warsaw NEXT BOARD MEETING
2. Motion: Ap	prove Fine For	giveness Policy
Ayes: Defeated:	Noes:	Absent: Carried: <i>If Unanimous, indicate Yes, Unanimously, and list trustees.</i>
3. Motion: App	prove Lending	Policy
Ayes: Defeated:	Noes:	Absent: Carried: If Unanimous, indicate Yes, Unanimously, and list trustees.
4. Motion: 'Re' 2 nd :	view and Appro	ove bids for shingled roof replacement/roof repair proposals
Ayes: Defeated:	Noes:	Absent: Carried: If Unanimous, indicate Yes, Unanimously, and list trustees.
Old Business	S:	
1. Motion: 2 nd :		
Ayes: Defeated:	Noes:	Absent: Carried: If Unanimous, indicate Yes, Unanimously, and list trustees.
Motion to Ad	journ:	

Warsaw Public Library Open Meeting of the Board of Trustees Minutes for Tuesday, July 08, 2025 at 6:00 PM

Call to order and roll call: 6:02 p.m. Due to lack of quorum no meeting was held for July 2025. All items tabled to August 2025 meeting. (Present were: Trustees: Sue Schell and Liz Fox, Library Director Lisa Gricius, and Town Board member Travis Jones.).

Motion: App Motion: 2 nd :	prove/Wa	aive reading of n	ninutes from Tuesday, June 10, 2025 (attache	ed)
Ayes: Defeated:	Noes:	Absent: Carried:		
Deleated.		Cameu.		
Finance:				
		nd Approve the a unt: <u>\$ 5,637.29</u>	abstract of audited vouchers	
Ayes: Defeated:	Noes:	Absent: Carried:		
Motion to A	djourn: 6	6:03 p.m.	•	
Board Signa	ture			

Warsaw Public Library Open Meeting of the Board of Trustees Minutes for Tuesday, June 10, 2025 at 6:00 PM

Call to order and roll call: The meeting was called to order at 6:02 p.m. by President, Shani Jones. Along with Shani also present were Trustees: Susan Schell, Liz Fox and Jason Linderman, and Library Director: Lisa Gricius. Absent: John Rutledge.

man
nan
man

Board Signature_

Abstract of Audited Vouchers

Warsaw Public Library
Town of Warsaw County of Wyoming New York State
Date of Audit: 8/12/2025

Voucher #		Appropriation Code		Amount	Check #
	Frontier Telephone PrePay	Utilities	\$	271.13	6506
	NYSEG PrePay	Utilities	\$	394.46	6503
	Village of Warsaw PrePay	Utilities	\$	82.20	6505
111	Cardmember Servces PrePay 167.77	Programs	\$	103.84	6504
		Supplies	\$	38.98	6504
		Acquisitions	\$	24.95	6504
112	Toshiba Financial PrePay	Contractual	\$	129.48	6508
113	Direct Energy PrePay	Utilities	\$	356.93	6507
	Ingram	Acquisitions	\$	216.68	
115	Baker &Taylor Pr 1386.96 AV 87.74	Acquisitions	\$	1,474.70	
116	Midwest Tape	Acquisitions	\$	395.85	
117	Warsaw Dry Cleaners	Contractual	\$	75.00	
118	RG&E	Utilities	\$	22.84	
119	Shani Jones	Contractual	\$	220.00	· · · · · · · · · · · · · · · · · · ·
	Wood Library	Acquisitions	\$	60.00	~
121	Warren's Commercial Cleaning	Contractual	\$	750.00	
122	Harvey Strassner Contracting	Maint/Repairs	\$	527.57	
123	Cardmember Servces 143.45	Programs	\$	52.90	
		Supplies	\$	45.94	
		Acquisitions	\$	44.61	****
		W-W-			

					NI.

				(
					···

		· · · · · · · · · · · · · · · · · · ·			
		TOTAL	_	5,288.06	

To the Treasurer of the above municipality:

The above listed claims having been presented to the Town of Warsaw of the above-named Municipality, and having been duly audited and allowed in the amounts as shown on the above-mentioned date, you are hereby authorized and directed to pay to each of the listed claimants the amount allowed upon this claim appearing opposite the name.

In Witness wherepf, I have hereunto set r	my hand as Director of the ab	ove . A /
Date: 8/12/25	Signature :	Jest Grus

BUDGET REPORT TOWN OF WARSAW 2025

	AGGOIONEI NAME		REWISED:						% of Budget
ACCL #	THE CONTRACTOR AND THE SECOND	**************************************	indideni-	MANY C	MARKETUN S	1015	Fotal Vid	Budyar	See Used 4
	t .								
Th.									
Revenues: L1001	Property Tax	222,326.00	222 227 00				202 224 221	0.00	400.000/
L2082B	Lib Charges - Book Sales	0.00	222,326.00	•			222,326.00	0.00	100.00%
L2082D	- Copies	1,500.00	0.00 1,500.00	429.05		070.45	0.00	0.00	#DIV/0!
L2082C	- Copies - Fines	500.00	500.00			279.45	1,094.10	-405.90	72.94%
L2360	Warsaw Central School	47,821.00	47,821.00	24.00		153.94	256.89	-243.11	51.38%
L2401	Interest Earnings	7,318.00	7,318.00	1,596.95	1,479.53	1 450 01	0.00	-47,821.00	0.00%
L2701	Refund of Prior Yr Exp.	0.00	0.00	1,590.95	1,479.55	1,459.01	9,945.73	2,627.73	135.91%
L2701 L2705	Gifts & Donations	7,500.00	7,500.00	6 116 EO		E04.05	0.00	0.00	#DIV/0!
L2760	Gallivan Grant	0.00	0.00	6,116.50		524.25	11,811.35	4,311.35	157.48%
L2760L	Library Systems Grant	1,700.00	1,700.00				0.00	0.00	#DIV/0!
L2760L	CCSI Grant	0.00	0.00				800.00 0.00	-900.00	47.06%
L2760P	PLS PR Grant	0.00	0.00				0.00	0.00	#DIV/0!
L27601	PLS Systems Grant	0.00	0.00				0.00	0.00	#DIV/0! #DIV/0!
L2760T	Travel Grant	0.00	0.00				0.00		#DIV/0! #DIV/0!
L2760	Arts Council Grant	0.00	0.00				0.00	0.00	#DIV/0!
L2760	Grants	0.00	0.00				0.00	0.00	#DIV/0! #DIV/0!
L3840	State Aid	0.00	0.00				0.00	0.00	#DIV/0! #DIV/0!
LAUB	Unexp. Balance	0.00	0.00				0.00	0.00	#DIV/0!
TOTAL RE		288,665.00	288,665.00	8,166.50	1,479.53	2,416.65	246,234.07	-42,430.93	#D1 v / 0! 85.30%
10111111		200,005.00	200,005.00	0,100.50	1,477.55	2,710.03	240,234.07	-42,430.93	65.50 /6
Appropriati	ions:		•						
L7410.1	Library Director	61,200.00	61,200.00	4,707.68	4,707.68	4,707.68	35,307.60	25,892.40	57.69%
L7410.1A	Clerks/Assts/Page	93,730.00	93,730.00	6,308.38	6,240.75	6,667.13	47,650.76	46,079.24	50.84%
L7410.2	Library Equipment	3,000.00	3,000.00	0,000.00	0,	0,007.75	0.00	3,000.00	0.00%
L7410.4	OWWL Accessories	7,000.00	7,000.00				0.00	7,000.00	0.00%
L7410.4A	Acquisitions	25,000.00	25,000.00	2,615.22	2,456.24	2,496.71	14,577.22	10,422.78	58.31%
L7410.4B	Conference	0.00	0.00	_,0 _0	_, .00	2,770771	0.00	0.00	#DIV/0!
L7410.4C	Librarica	0.00	0.00				0.00	0.00	#DIV/0!
L7410.4D	Library Contra	20,000.00	20,000.00	1,245.68	1,094.48	1,416.14	9,482.67	10,517.33	47.41%
L7410.4E	Overdrive	3,385.00	3,385.00	-,- 10100	2,02 10	1,110.11	3,380.00	5.00	99.85%
L7410.4F	PLS Telecommunications	. 285.00	285.00				0.00	285.00	0.00%
L7410.4G	Programs	3,000.00	3,000.00	199.90	5,580.00	503.84	6,362.78	-3,362.78	212.09%
L7410.4H	Publicity	500.00	500.00	159.00	159.50	379.00	697.50	-197.50	139.50%
L7410.4I	Supplies	3,500.00	3,500.00	262.10	399.08	274.57	1,530.76	1,969.24	43.74%
L7410.4J	Maint/Repairs Contr.	17,000.00	17,000.00	1,450.00	222.00	100.00	1,550.00	15,450.00	9.12%
L7410.4K	Postage	250.00	250.00	-,	73.00		146.00	104.00	58.40%
L7410.4M	Travel/Mileage/CE	5,000.00	5,000.00		1,489.00		1,489.00	3,511.00	29.78%
L7410.4N	Trustee Expenses	0.00	0.00		_, _,		0.00	0.00	#DIV/0!
L7410.4O	Utilities	12,000.00	12,000.00	824.16	673.74	1,127.60	7,120.58	4,879.42	59.34%
L9010.8	Retirement	14,282.00	14,282.00			-,	14,282.00	0.00	100.00%
L9030.8	Social Security	12,388.00	12,388.00	887.34	882.17	914.82	6,658.70	5,729.30	53.75%
L9055.8	Disability Insurance	145.00	145.00			-11.02	0.00	145.00	0.00%
L9060.8	Hospital/Medical Ins	7,000.00	7,000.00	583.33	583.33	583.33	4,083.31	2,916.69	58.33%
	PROPRIATIONS	288,665.00	288,665.00	19,242.79	24,338.97	19,170.82			53.46%
TOTAL AP	TROPKIATIONS	288,665.00	288,665.00	19,242.79	24,338.97	19,170.82	154,318.88	134,346.12	53.4

12/31/2024				
50,000.00				
25.00		,		
275,838.23		457,392.03	434,532.59	417,778.42
0.00		0.00	0.00	0.00
0.00		0.00	0.00	0.00
0.00		0.00	0.00	0.00
325,863.23		457,392.03	434,532.59	417,778.42
0.00		0.00	0.00	0.00
1,683.65		1,683.65	1,683.65	1,683.65
10,711.50		10,711.50	10,711.50	10,711.50
12,395.15		12,395.15	12,395.15	12,395.15
50,000.00		50,000.00	50,000.00	50,000.00
0.00		0.00	0.00	0.00
263,468.08		394,996.88	372,137.44	355,383.27
0.00		0.00	0.00	0.00
325,863.23		457,392.03	434,532.59	417,778.42
	50,000.00 25.00 275,838.23 0.00 0.00 0.00 325,863.23 0.00 1,683.65 10,711.50 12,395.15 50,000.00 0.00 263,468.08 0.00	50,000.00 25.00 275,838.23 0.00 0.00 0.00 325,863.23 0.00 1,683.65 10,711.50 12,395.15 50,000.00 0.00 263,468.08 0.00	50,000.00 25.00 275,838.23 457,392.03 0.00 0.00 0.00 0.00 325,863.23 457,392.03 0.00 0.00 1,683.65 1,683.65 10,711.50 10,711.50 12,395.15 12,395.15 50,000.00 50,000.00 0.00 394,996.88 0.00 0.00 263,468.08 394,996.88 0.00 0.00	50,000.00 25.00 275,838.23 457,392.03 434,532.59 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 325,863.23 457,392.03 434,532.59 0.00 0.00 0.00 1,683.65 1,683.65 1,683.65 10,711.50 10,711.50 10,711.50 12,395.15 12,395.15 12,395.15 50,000.00 50,000.00 50,000.00 0.00 0.00 0.00 263,468.08 394,996.88 372,137.44 0.00 0.00 0.00

JUL Total Yid Bud Var Used



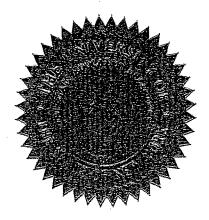
WARSAW PUBLIC LIBRARY

AMENDMENT OF CHARTER

This Instrument Witnesseth That the Board of Regents for and on behalf of the Education Department of the State of New York at their meeting of July 14, 2025,

An application having been made by and on behalf of the trustees of Warsaw Public Library, for an amendment of its charter, it was

<u>Voted</u>, that the absolute charter of the Warsaw Public Library, located in Warsaw, county of Wyoming, state of New York, which was granted by action of the Board of Regents on April 26, 1904 and amended on December 14, 2010 be, and the same hereby is, amended to specify that trustees shall be appointed by the Board of the Town of Warsaw.



Granted, July 14, 2025 by the Board of Regents of The University of the State of New York, for and on behalf of the State Education Department, and executed under the seal of said University and recorded as Number 27,904.

ENTN Change

Chancellor

President of the University and Commissioner of Education

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office of Counsel Tel. 518-474-6400 occorporations@nysed.gov

July 15, 2025

Lisa Gricius Warsaw Public Library 130 North Main Street Warsaw, New York 14569

Re: Warsaw Public Library

Dear Lisa Gricius:

I am pleased to advise you that the Board of Regents, at its meeting today, formally approved/voted your charter application. You may view the item voted on by visiting the Regents website at http://www.regents.nysed.gov/meetings and under the "Agenda Items", normally on the second day of the meeting, view the link "Meeting of the Board of Regents" and choose the link "Charter Applications" to view your respective item.

The formal charter document will be prepared and forwarded to you by the Secretary to the Board of Regents.

Sincerely,

Justine DiCio Office of Counsel

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK



SECRETARY, BOARD OF REGENTS Rm. 110, State Education Building Albany, New York 12234 Tel. (518)474-5889 E-mail: regentsoffice@nysed.gov

Lisa Gricius Warsaw Public Library 130 North Main Street Warsaw, New York 14569

RE:

Enclosures

Document No. 27,904 Warsaw Public Library Amendment of Charter

Date of Action: July 14, 2025

To Whom it May Concern:

The enclosed document was granted by the Regents of The University of the State of New York. Kindly acknowledge receipt of this document by completing the bottom section of this letter and returning the letter by e-mail, fax or mail to the Regents Office, Room 110, State Education Building, Albany, New York 12234. Thank you.

Sincerely,

Malon / Halper

Chris Halpin

2.10/004100			
		•	
RECEIVED BY:		 	
	V		
DATE RECEIVED:			





TO:

The Honorable Members of the Board of Regents

FROM:

Daniel Morton-Bentley

SUBJECT:

Charter Applications

DATE:

July 11, 2025

AUTHORIZATION(S):

SUMMARY

Issue for Decision

Should the Board of Regents approve the charter applications?

Reason(s) for Consideration

Required by State statute (Education Law §216).

Proposed Handling

This issue will come before the Full Board for action at its July meeting.

Approval in accordance with the respective recommendations prepared by the program offices which are contained in the attached summary table of charter applications.

Procedural History

Not applicable.

Background Information

Not applicable.

Related Regents Items

Not applicable.

Summary Table

Name of Institution	Program Area	County (City/Town) of Location	Description of Charter Action(s)
1941 Historical Aircraft Group Museum	CE	Livingston (Geneseo)	Extend provisional charter for five years.
Haxton Memorial Library	CE	Genesee (Oakfield)	Dissolve charter and approve distribution of remaining assets to Haxton Memorial Public Library.
Millbrook Historical Society	CE	Dutchess (Millbrook)	Grant absolute charter in the first instance.
Red Jacket Community Library	CE ,	Ontario (Shortsville)	 Amend charter to: Change the trustee term length from five years to three years; and Specify that vacancies due to cause other than expiration of term shall be filled by the board of trustees until the next election.
The Town of Pleasant Valley Historical Society	CE	Dutchess (Pleasant Valley)	Amend charter to change the corporate name to "Pleasant Valley Historical Society" and extend provisional charter for five years.
Warsaw Public Library	CE	Wyoming (Warsaw)	Amend charter to specify that trustees shall be appointed by the Board of the Town of Warsaw.
Hilbert College	HE	Erie (Hamburg)	Amend charter to add authority to confer the Master of Arts (M.A.) degree.
Siena College	HE/	Albany (Loudonville)	Amend charter to change the corporate name to "Siena University".
The Juilliard School	HE	New York (New York)	Merge with "Institute of Musical Art of the City of New York", an education corporation, with "The Juilliard School" as the survivor.
The Rensselaer Newman Foundation	HE	Rensselaer (Troy)	Amend charter to add upon dissolution how assets will be relinquished.
Touro University	HE	New York (New York)	Consent to filing of certificate of assumed name "Touro University Jacob D Fuchsberg Law Center."
D'Youville University	HE OP	Erie (Buffalo)	Amend charter to add authority to confer the Doctor of Medical Science (Med.Sc.D.) degree.
The South Shore Institute for Mental Health	OP	Nassau (Wantagh)	Extend provisional charter for five years.

Bishop Kearney High School	P-12	Kings (Brooklyn)	Dissolve charter and approve storage of student records with Sisters of St. Joseph, Brentwood, New York.
Hicksville Nursery School	- P-12	Nassau (Hicksville)	Dissolve charter and approve storage of student records with Hicksville United Methodist Church.
Notre Dame Catholic Academy of Ridgewood	P-12	Queens (Ridgewood)	Grant an absolute charter.
Pinnacle Organization	P-12	Oswego (Mexico)	Dissolve charter and approve storage of student records with CANI Management.
Rainbow House Community School	P-12	Erie (Buffalo)	Grant provisional charter for three years.
The Gamut School	P-12	New York (New York)	Amend charter to change the purposes, change the corporate address, and extend provisional charter for three years.
Variety Child Learning Center	P-12	Nassau (Syosset)	Amend charter to expand the corporate address and purposes to establish and operate daycare centers.

(20)

WARSAW PUBLIC LIBRARY BYLAWS OF THE BOARD OF TRUSTEES

Article I: Preamble

The Board of Trustees (hereinafter designated as the "Board") of the Warsaw Public Library, created under Charter #1655 under Section 253 of the New York State Education Law by the Board of Regents of the State of New York on April 26, 1904, shall be governed by the laws of New York State, the regulations of the Commissioner of Education, and by the following Bylaws.

Article II: Name

a. The name of the organization shall be the Warsaw Public Library.

Article III: Purpose

a. The mission of the Warsaw Public Library is to provide a welcoming destination that supports life-long learning for all ages. The Library strives to be a place where the community has access to quality materials, engaging resources, and enriching services. The Library promotes the joy of reading and fosters the pursuit of knowledge to enrich lives in the community.

Article IV: Fiscal Year

a. The fiscal year of the Library shall be January 1 through December 31.

Article V: Board of Trustees

- a. The Library shall be governed by a Board of Trustees consisting of no fewer than five (5) and no more than fifteen (15) members, with the current number set at five (5).
- b. Trustees shall be appointed by the Board of the Town of Warsaw.
- c. Trustees must reside within the Town of Warsaw and be at least 18 years of age.
- d. Trustees shall serve three (3) year terms, with a maximum of two (2) consecutive terms.
- e. In the event of a vacancy, the Board may recommend a candidate to the Town Board to fill the unexpired term.
- f. In accordance with New York State Public Officers Law §30(1)(h), each Trustee must file a notarized Oath of Office within thirty (30) days of the start of their appointed or reappointed term. Trustees may not vote or participate in Board business until the Oath is properly filed. The Oath of Office may be administered by any authorized official,

- d. Trustees who miss three (3) consecutive meetings without notice or who are repeatedly absent may be subject to removal from the Board, in accordance with Education Law §226(4) and applicable Board policies.
- e. Meeting materials, including the agenda and packet, shall be distributed by the Library Director no later than five (5) days prior to each scheduled meeting. The meeting will proceed as scheduled unless officially cancelled by the President due to lack of quorum or other circumstances.

Article XI: Trustee Education

a. In accordance with Education Law §260-d, each Trustee shall complete a minimum of two (2) hours of continuing education annually. Local implementation of this law shall follow the Library's Trustee Education Policy.

Article XII: Amendments

- a. Amendments to these Bylaws may be proposed at any regular meeting and voted upon at the next regular meeting. Written notice shall be provided to absent members at least ten (10) days prior to the vote. A majority of the whole Board (including vacancies) is required for adoption.
- b. Procedural rules and resolutions of the Board, not including those required by law or the Library's charter, may be temporarily suspended for the business at hand by a two-thirds vote of Trustees present at a meeting, provided at least two-thirds of the full Board is in attendance.

Updated: [8/12/2025] *Approved:* 9/9/2025

Warsaw Public Library Fine Forgiveness Policy

Purpose

Warsaw Public Library does not charge overdue fines for library materials. However, patrons remain responsible for the items they borrow. This policy outlines the procedures for forgiving fines or fees under specific conditions to ensure consistency, transparency, and compassion in our service.

Policy Overview

- No Overdue Fines: As stated in the Lending Rules Policy, "FINES: There are no fines for overdue library materials, but the user is responsible for all items signed out on their card."
- Integrated Library System (ILS) Clarification: All fines, bills, and checkouts are associated with the library from which the item was *checked out*, not the library that owns the item.
- Annotation Requirement: Any staff member who forgives a fine or fee must include an annotation in the account. The note must include:
 - o A brief explanation of the reason
 - o Staff initials / Date / WAR

Forgiveness Scenarios

1. Fine Issued in Error

- Staff may forgive fines that were incorrectly charged.
- Action:
 - Forgive the fine.
 - Annotation: "Fine issued in error [brief explanation]. [Initials/Date/WAR]"

2. Legacy Fines from Warsaw Public Library

- Patrons may have old fines on their accounts from before Warsaw became fine-free.
- Action:
 - Forgive the fine.
 - Annotation: "We are fine-free. [Initials/Date/WAR]"

3. Fines from Other Libraries

- Warsaw does not collect fines for other OWWL libraries.
- Action:
 - o Inform the patron that they are not required to pay those fines at Warsaw.
 - If the patron insists on paying: Accept the payment and follow standard cashhandling procedures.

4. Inactive Patron Accounts (3+ Years of Inactivity)

ILS accounts are marked inactive after three years of no activity.

- If the items are owned by Warsaw, the Library Director or a designated employee may forgive bills tied to those items.
- Action:
 - Forgive the fines or lost item charges.
 - Annotation: "Account inactive >three years items and bills removed per policy. [Initials/Date/WAR]"
 - o Delete the associated item(s) from the system.

5. Items Lost for Over 3 Years

- Long-lost items may be removed from billing if they were borrowed from Warsaw.
- Action:
 - Forgive the bill if the item is owned by Warsaw.
 - o Annotation: "Item lost >3 years forgiven per policy. [Initials/Date/WAR]"
 - o Delete the item record.

6. Hardship or Catastrophic Events

Examples include fire, flood, eviction, illness, loss of income, or homelessness.

- Action:
 - o Gather relevant details from the patron (verbal explanation is sufficient; documentation is not required).
 - o Refer to the Library Director for review.
 - o If forgiveness is granted:
 - Annotation: "Forgiven due to hardship [brief reason].
 [Initials/Date/WAR]"

7. Patron Disputes Lost Items

- Patrons may dispute responsibility for lost items (e.g., returned but not checked in, claimed never borrowed).
- Action:
 - Document the patron's explanation.
 - o Refer to the Library Director for review.
 - If forgiveness is granted:
 - Annotation: "Lost item disputed forgiven per Director review. [Initials/Date/WAR]"

Staff Guidance

- When in doubt, refer the situation to the Library Director.
- Do not override bills for items owned by other libraries.
- Always act with courtesy and discretion. Our goal is to remove barriers to access.

Approved: [8/12/2025]

WARSAW PUBLIC LIBRARY LENDING RULES/CIRCULATION POLICY

CATEGORIES OF ELIGIBILITY

Persons who reside in the Town of Warsaw & Warsaw Central School district are issued a library card at no charge upon presentation of acceptable proof of residency, in person, as described in the Acceptable Identification Section.

Residents in good standing must have cards renewed every second year at which time residency will be verified. This card may be used at any one of the 42 member libraries in the OWWL Library System. Children must be five years old or older to register for a card. Persons who work, live, full-time or part-time, or pay taxes in either the Town of Warsaw, Warsaw Central School District or service areas within the OWWL Library System are issued a library card, at no charge, upon presentation of acceptable identification as described in the Acceptable Identification Section.

Special permission for obtaining a library card without fulfilling these requirements may be granted by the Library Director.

The Warsaw Public Library Board of Trustees has adopted and declared that it will adhere to and support the Library Bill of Rights adopted by the American Library Association Council that was adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

ACCEPTABLE IDENTIFICATION

When registering for a card, the borrower must provide valid (photo) government issued identification, and proof of current address.

Minors ages 5-17 may register for a library card with parental or legal guardian approval. A parent or legal guardian is required to provide acceptable identification. It is understood that the parent or legal guardian is responsible for all materials borrowed by the minor.

BORROWING LIBRARY MATERIALS

RESPONSIBILITY

In order to borrow library materials, a patron must present a valid library card or acceptable identification, as described above at the time of check out. The patron is responsible for all library materials checked out on their library card. For patrons under the age of eighteen (18), the adult who signed the registration form takes this responsibility. A patron will have his/her library privileges suspended if one or more of the following conditions exists:

- a patron owes \$5.00 or more in replacement costs of materials; or
- another library requests the suspension.

Library privileges will be restored when accounts have been cleared and/or updated.

LOAN PERIODS AND LIMITS

Loan periods and limits are designed to balance the individual user's needs against those of the user community. The Board of Trustees sets these loan periods and limits.

The majority of items within the library's collection may be borrowed for twenty-one (21) days. If the due date falls on a holiday when the library is closed, then the loan period will be extended until the next day that the library is open. Loan periods for materials from other libraries will be adjusted, whenever possible, to conform with Warsaw Public Library's loan periods.

Special periods have been established for the following library materials:

- DVDs: seven (7) days.
- TV Series DVDs: twenty-one (21) days.

Borrowing privileges are suspended when a user owes \$5.00 or more

RENEWALS

A circulating item may be renewed twice (excluding special items) if it is not on hold for another patron. Current renewal periods are outlined below. Items may be renewed in the library, via the OWWL System website or by telephone. Items renew automatically if no one is waiting for them.

- Books two (2) renewals.
- Magazines two (2) renewals.
- Books on CD two (2) renewals.
- DVDs 1 renewal.

RETURN OF ITEMS

Items may be returned to any library in the OWWL Library System (excluding special items).

OVERDUE NOTICES

In order to remind users that they have overdue items, notices will be sent out when an item is approximately 7 and 14 days late, via email or phone. A bill for the value of the outstanding item(s) is sent out after the item(s) is twenty-eight (28) days late. At that time item(s) are considered lost. The user is responsible for all applicable fees, unless the material is returned.

EQUIPMENT

The library does not accept any responsibility for damage caused to patrons' equipment as a result of using borrowed media.

CHARGES AND FEES

FINES

There are no fines for overdue library materials, but the user is responsible for the return in good condition of all items signed out on their card.

FEES

Lost library cards: \$1.00

Lost or damaged items are assessed at their current, full replacement costs. The library does not accept replacement materials unless a special arrangement is made with the Director.

The Director or designated employee has the option of waiving or reducing charges on lost and damaged items. Refer to fine forgiveness policy.

SPECIAL SERVICES

RESERVES OR SYSTEM HOLDS

Library users may place a reserve or hold on circulating items within the OWWL Library System. Patrons may reserve these materials at any OWWL Library System library, in the library, via the OWWL System website, or by telephone. There are no applicable charges.

INTERLIBRARY LOAN REQUESTS

The OWWL Library System may offer to attempt to locate and borrow for a patron's use a specific book or magazine article that is not available in the OWWL Library System. The system sets the condition and fees associated with this service.

Approved: [8/12/2025]



FOR IMMEDIATE RELEASE: RENOVATIONS TO BEGIN AT WARSAW PUBLIC LIBRARY IN SEPTEMBER WARSAW, NY, AUGUST 11, 2025

Just as summer comes to a close, the Warsaw Public Library is set to begin its long-awaited renovation project.

The project promises an improved layout and increased resources for patrons, including an expanded second floor, a community meeting room with brand-new presentation and video equipment, and improved interior finishes that honor the historic character of the library. The second floor will be extended all the way to the building's southeast curved wall, allowing the nonfiction section to be moved there. The circulation desk will be repositioned closer to the southeast wall for better flow, and the existing flooring of the children's section will be replaced and leveled with the rest of the floor.

All told, the project will add more than 2,000 square feet total to the library.

"We're so excited to increase the functionality of the space while focusing on the historic nature of the building," said Lisa Gricius, the library's executive director. "We're taking special care to not only maintain the existing historic architecture, but also to restore many of the classic designs of the space with complementary paint colors, wallpaper, and a carpet design in the main rotunda based on the original blueprints for the building."

Of course, the project is no small undertaking. The renovation is slated to begin Sept. 22, and while construction is ongoing, the library will have a temporary location for its most essential services and resources. Although some of the book collection will go into storage, Gricius said the library would maintain its programming — including Story Time with Miss Mary, various book clubs, interlibrary loans, and more — as well as regular hours.

"We are working on creative ways to continue to provide library services for the community throughout the course of the project. We will share updates on our website and social media," Gricius said.

The library's last major update was in 1988, when 2,530 square feet were added to the original 4,320 square-foot structure built in 1906. In the years since, programming has become a major focus of the library's operations, with 273 programs — including crafting hours, science demonstrations, Teen Anime Club, art and writing classes, author visits, and trivia nights — and more than 3,400 attendees in 2024 alone. Although digital resources are a popular option, the number of physical circulations still outstripped digital circulations by more than three times in 2024 —28,586 to 9,291, respectively.

"We are looking forward to a space that will give us more ways to meet people's needs, from formal presentations, to tutoring sessions, to noisy story times," said Mary Conable, the director of children's services at the library.

Technology and internet access make up a huge part of the library's services, including computer use, faxing, printing, and even help with cell phones. This project will increase access with a dedicated media room for state-of-the-art presentation and video equipment, as well as more community meeting space.

More information about the renovation project is available on the library's website, warsawpubliclibrary.org, and more information about the temporary location and construction progress is forthcoming. An informational meeting about the project will be held Wednesday, August 20th at the Warsaw Public Library at 4:30 pm and is open to the public.

CONTACT:
Lisa Gricius
Director
Warsaw Public Library
585-786-5650
lgricius@owwl.org
warsawpubliclibrary.org

Library Director Report-July, 2025

Library Services:

July was a very busy month! Library staff conducted 21 events for all ages, in addition to our summer reading program. This year's summer reading program, "Bookopoly" was our first game-board based program, and one of our more challenging ones. Patron feedback was overwhelmingly positive, and they appreciated the flexibility, challenge, and literary focus. Families appreciated the structure it provided over the summer months, while still being enjoyable for their families. 245 patrons of all ages participated.

We issued cards to 30 new users, which was higher than previous months. Total circulation of physical material borrowed was 2,352 items. 818 Electronic materials were downloaded, including e-books and audiobooks. Statistics highly favor that our patrons prefer to borrow physical items! Sessions on public access computers was 163, while wi-fi usage was 174.

Governance:

The Board of Regents formally approved/voted on our Charter application and granted an Amendment of Charter on July 14, 2025.

Action: Amend charter to specify that trustees shall be appointed by the Board of the Town of Warsaw.

Trustees will now be appointed by the Town of Warsaw in accordance with the library's bylaws. Revised bylaws were presented at the Warsaw Public Library Board of Trustees Meeting on 8/12, with a formal vote following at the September board meeting. An MOU will be developed to outline the trustee appointment procedure with the town going forward. The Library Board will review applications, interview candidates, and motion to appoint a Trustee. Vacancies on the Board shall be filled by submission of a candidate recommended by the majority of the Library Board to the Town Board for appointment. The Trustee's name and application/resume is then forwarded to the Town of Warsaw to approve at their next Board Meeting. Once the Trustee is approved, they take their oath of office with the Town Clerk and notify our Board at the next meeting of the date of their oath and attest to its filing. The Board then motions the oath was taken and date. This process will be better fleshed out in the coming months.

News and Projects:

Roof: I am waiting on updated estimates from Rabers, Mooney, JJM, and Over the Top. We had originally accepted Haitz's replacement quote as part of our 2025 construction aid application, but they will no longer follow through and their bid has been rescinded.

The library board will accept another roofing company to fulfill the obligations of our construction aid, along with the addition of repairs to the roof due to hail damage. An insurance claim was submitted and damages awarded to the town, which will be transferred to the library budget for payment.

The town board rebid the HVAC/Plumbing for our upcoming renovation/capitol project and received several new quotes to choose from. A de-scope meeting was held with the lowest bidder on Thursday, and the town board will award that contract at their meeting on 8/13.

The town board will also approve the surveillance camera upgrade/addition and moving/storage/relocation estimates/quotes at their meeting 8/13.

A lease agreement between the Town of Warsaw and the United Methodist Church is being drafted for approval by the town board on 8/13. The town, as owner/policy holder for the insurance/liability coverage will need to approve the lease agreement. Our property and all other liability/ insurance requirements will be covered while we operate out of our temporary location.

Any press releases regarding our temporary location is pending until we have an approved lease arrangement between the town/church, and Bldgs/Codes has performed a walk through to inspect the space we are using and provide a temporary use certificate. I am hopeful we will have all that in place by 9/1. A scheduled date to move our data system to the church, and Toshiba copier is scheduled for 9/3 & 9/4. Pending approval of the moving estimate on 8/13, Clark Moving and Storage has scheduled us for 9/8-9/10 with 9/11 as a backup day.

A press release (attached) was issued 8/11/2025, outlining renovations slated to begin this fall, with further details regarding library operations to be posted on our website, social media, and other public outlets.

An informational meeting is scheduled for 4:30 pm on Wednesday, 8/20 at the library. Bero should have an architectural rendering completed by this date which will assist us with communicating the building changes to the public.

Respectfully Submitted,