

**Warsaw Public Library**  
**Open Meeting of the Board of Trustees**  
**Agenda for Tuesday, January 13, 2026 at 6:00 PM**

**Call to order and roll call:**

**Motion:** Approve/Waive reading of minutes from Tuesday, December 9, 2025 (attached)

**Motion:**

**2<sup>nd</sup>:**

**Ayes:**                **Noes:**                **Absent:**

**Defeated:**                                **Carried:** *If Unanimous, indicate Yes, Unanimously, and list trustees.*

**Finance:**

**1. Motion to Audit and Approve the abstract of audited vouchers**

**# 181- 192 & 1-4      Total Amount: \$    6,948.21**

**Motion:**

**2<sup>nd</sup>:**

**Ayes:**                **Noes:**                **Absent:**

**Defeated:**                                **Carried:** *If Unanimous, indicate Yes, Unanimously, and list trustees.*

**New Business:**

**1. Election of Officers**

A motion was made by \_\_\_\_\_ to nominate \_\_\_\_\_ as WPL Board of Trustees President.

\_\_\_\_\_ seconded the motion.

**Ayes:**                **Noes:**                **Absent:**                **Defeated:**                                **Carried:**

A motion was made by \_\_\_\_\_ to nominate \_\_\_\_\_ as WPL Board of Trustees Vice President.

\_\_\_\_\_ seconded the motion.

**Ayes:**                **Noes:**                **Absent:**                **Defeated:**                                **Carried:**

A motion was made by \_\_\_\_\_ to nominate \_\_\_\_\_ as WPL Board of Trustees Secretary.

\_\_\_\_\_ seconded the motion.

**Ayes:**                **Noes:**                **Absent:**                **Defeated:**                                **Carried:**

**2. Motion to review and approve Conflict of Interest Policy (last reviewed 1/2023/No changes made.)**

**Motion:**

**2<sup>nd</sup>:**

**Ayes:**                **Noes:**                **Absent:**

**Defeated:**                                **Carried:** *If Unanimous, indicate Yes, Unanimously, and list trustees.*

**3. Motion to review and approve Confidentiality of Library Records Policy/Foil Request Form (last reviewed 10 & 11/2024/No changes made)**

**Motion:**

**2<sup>nd</sup>:**

**Ayes:**                **Noes:**                **Absent:**

**Defeated:**                                **Carried:** *If Unanimous, indicate Yes, Unanimously, and list trustees.*

**4. Motion to review and approve Emergency/Disaster Plan including Emergency Closing Policy (to be reviewed annually)**

**Motion:**

2<sup>nd</sup>:

Ayes:

Noes:

Absent:

Defeated:

Carried: *If Unanimous, indicate Yes, Unanimously, and list trustees.*

**Old Business:** Transfer \$30,000.00 from Fund Balance to Maintenance/Repairs line item for shingled roof replacement/roof repair - Tabled pending further information as of 9/4/2025 Board Meeting

**1.Motion:** Declare the tabled motion concerning a thirty-thousand-dollar fund balance transfer for roof repair no longer relevant. The motion directs the Secretary to remove the item from the minutes.

Motion:

2<sup>nd</sup>:

Ayes:

Noes:

Absent:

Defeated:

Carried: *If Unanimous, indicate Yes, Unanimously, and list trustees.*

#### **Notable Discussion/Director Updates:**

- Applied for and received a coordinated outreach services grant for \$1000.00 from OWWL Library System for large print materials.
- Applied for and received a Conable Family Foundation gift for \$2000.00 for teen programming.
- Attended a Friends of the Warsaw Public Library Executive meeting to discuss financial support for 2026.
- Attended the December Town Board Meeting.

**Renovation update:** Attended in person Construction Meetings 12/8 and 1/5. Luke Conley was also in attendance. Will provide updates at board meeting 1/13

**Update to Holiday Hours 2026.** Change hours 12/26 and 12/31. Close Saturday, 12/26 and open Thursday, 12/31 from 10-2, instead of being closed all day.

**2024-2026 Construction Aid Update:** Aid monies are being released to System shortly for construction aid granted to replace our shingled roof. I sent system the signed FS 10 Forms which indicated the project had to be started 7/1/2024 and completed by 6/30/2026. The roof project must be completed by that deadline. As per system, if it is not, there will most likely be a penalty or legal issues since the library board filed assurances stating that the project would be done by that date. Since this application is complicated by the insurance claim, and the town taking over payment/billing, this could affect the closeout, and I expressed my concerns to Travis who contacted Shane at Over-the-Top Roofing to re-iterate the necessity that this project is completed by June.

**Personnel Handbook** is being revised for approval in February to reflect new 2026 federal/state laws being implemented.

**Long Range Plan 2022-2026** Board should review our current plan and evaluate its goals and work on any not met in preparation for the 2027 Cohort at System. Director spoke to Ron at system who stated that closer to the end of the year the board can pass a resolution to extend our current plan for one year, then we can join the System's 2027 planning cohort and build a new long-range plan in 2027 for 2028+. This will also give us time to get settled in to the renovated building and work with the community on how we can better meet their needs in the new space, and what goals we need to work on for the future.

\*Board members complete conflict of interest form for 2026\*

**Motion to Adjourn:**

**Board Signature** \_\_\_\_\_



**BUDGET REPORT  
TOWN OF WARSAW  
2025**

ACCOUNT NAME		ORIGINAL BUDGET	REVISED BUDGET				YTD		% of Budget
ACCT. #		BUDGET	BUDGET	OCT	NOV	DEC	Total Ytd	Bud. Var.	Used
Revenues:									
L1001	Property Tax	222,326.00	222,326.00				222,326.00	0.00	100.00%
L2082B	Lib Charges - Book Sales	0.00	0.00				0.00	0.00	#DIV/0!
L2082C	- Copies	1,500.00	1,500.00	117.15	38.95	46.75	1,459.95	-40.05	97.33%
L2082F	- Fines	500.00	500.00	6.00	17.00	21.00	349.59	-150.41	69.92%
L2360	Warsaw Central School	47,821.00	47,821.00		47,821.00		47,821.00	0.00	100.00%
L2401	Interest Earnings	7,318.00	7,318.00	1,231.06	1,102.15	1,107.32	16,080.57	8,762.57	219.74%
L2701	Refund of Prior Yr Exp.	0.00	0.00				93.73	93.73	#DIV/0!
L2705	Gifts & Donations	7,500.00	7,500.00	650.00	100.00		12,947.65	5,447.65	172.64%
L2760	Gallivan Grant	0.00	0.00				0.00	0.00	#DIV/0!
L2760L	Library Systems Grant	1,700.00	1,700.00				2,411.00	711.00	141.82%
L2760	CCSI Grant	0.00	0.00				0.00	0.00	#DIV/0!
L2760P	PLS PR Grant	0.00	0.00			1,000.00	1,000.00	1,000.00	#DIV/0!
L2760T	Travel Grant	0.00	0.00				0.00	0.00	#DIV/0!
L2760	Arts Council Grant	0.00	0.00				5,000.00	5,000.00	#DIV/0!
L2760	Grants	0.00	0.00				0.00	0.00	#DIV/0!
L3840	State Aid	0.00	0.00				0.00	0.00	#DIV/0!
LAUB	Unexp. Balance	0.00	0.00				0.00	0.00	#DIV/0!
TOTAL REVENUES		288,665.00	288,665.00	2,004.21	49,079.10	2,175.07	309,489.49	20,824.49	107.21%
Appropriations:									
L7410.1	Library Director	61,200.00	61,200.00	4,707.68	4,707.68	4,707.84	61,200.00	0.00	100.00%
L7410.1A	Clerks/Assts/Page	93,730.00	93,730.00	6,267.00	6,473.25	6,685.00	84,001.14	9,728.86	89.62%
L7410.2	Library Equipment	3,000.00	3,000.00				0.00	3,000.00	0.00%
L7410.4	OWWL Accessories	7,000.00	7,000.00	5,571.00			5,571.00	1,429.00	79.59%
L7410.4A	Acquisitions	25,000.00	25,000.00	1,455.00	3,125.81	3,020.04	25,689.87	-689.87	102.76%
L7410.4B	Conference	0.00	0.00				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	1,468.57	290.00	435.10	13,864.49	6,135.51	69.32%
L7410.4E	Overdrive	3,385.00	3,385.00				3,380.00	5.00	99.85%
L7410.4F	PLS Telecommunications	285.00	285.00	284.95			284.95	0.05	99.98%
L7410.4G	Programs	3,000.00	3,000.00	187.41	60.00		6,663.09	-3,663.09	222.10%
L7410.4H	Publicity	500.00	500.00	137.67	88.20	79.50	1,337.32	-837.32	267.46%
L7410.4I	Supplies	3,500.00	3,500.00	192.05	107.89	124.59	2,297.13	1,202.87	65.63%
L7410.4J	Maint/Repairs Contr.	17,000.00	17,000.00				2,225.15	14,774.85	13.09%
L7410.4K	Postage	250.00	250.00	78.00	33.40		257.40	-7.40	102.96%
L7410.4M	Travel/Mileage/CE	5,000.00	5,000.00	2,396.15	364.00		4,249.15	750.85	84.98%
L7410.4N	Trustee Expenses	0.00	0.00				0.00	0.00	#DIV/0!
L7410.4O	Utilities	12,000.00	12,000.00	625.57	442.73	1,321.40	11,529.54	470.46	96.08%
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	884.17	899.98	916.17	11,643.38	744.62	93.99%
L9055.8	Disability Insurance	145.00	145.00				0.00	145.00	0.00%
L9060.8	Hospital/Medical Ins	7,000.00	7,000.00	583.33	583.33	583.37	7,000.00	0.00	100.00%
TOTAL APPROPRIATIONS		288,665.00	288,665.00	24,838.55	17,176.27	17,873.01	255,475.61	33,189.39	88.50%

**BUDGET REPORT  
TOWN OF WARSAW  
2025**

ACCT. #	ACCOUNT NAME	ORIGINAL BUDGET	REVISED BUDGET	OCT	NOV	DEC	YTD		% of Budget Used
							Total Ytd	Bud Var	
12/31/2024									
	Emergency Reserves	50,000.00							
	Petty Cash	25.00							
	Checking/NYCLASS	275,838.23		363,672.22	395,575.05	379,877.11			
	Accounts Receivable	0.00		0.00	0.00	0.00			
	Prepays	0.00		0.00	0.00	0.00			
	Due From	0.00		0.00	0.00	0.00			
	<b>TOTAL ASSETS</b>	325,863.23		363,672.22	395,575.05	379,877.11			
	Accounts Payable	0.00		0.00	0.00	0.00			
	Accrued Liabilities	1,683.65		1,683.65	1,683.65	1,683.65			
	Due to Retirement	10,711.50		10,711.50	10,711.50	10,711.50			
	<b>TOTAL LIABILITIES</b>	12,395.15		12,395.15	12,395.15	12,395.15			
	Emergency Reserves	50,000.00		50,000.00	50,000.00	50,000.00			
	Appropriated Fund Balance	0.00		0.00	0.00	0.00			
	Fund Balance	263,468.08		301,277.07	333,179.90	317,481.96			
	Non Spendable	0.00		0.00	0.00	0.00			
	<b>TOTAL LIAB. &amp; FUND BALANCE</b>	325,863.23		363,672.22	395,575.05	379,877.11			

## WPL Programming Report/December 2025

### Programs

Mary offered four story times, with a total attendance of 28.

Mary offered a program, "Tinker Tuesday" during the school's winter break for children 8 and up. Nine people registered, but only 4 attended (probably due to weather).

Luke offered 4 teen programs during the month. With a total attendance of 16.

Luke offered a Wicked Sing-Along for older children and teens during winter break, but due to lack of registration, weather and scheduling, this program did not occur and will be held at a later time.

The Conable Family Foundation invited the library to apply for their 2025 Gifting Cycle.

Luke presented a proposal requesting \$2000.00 to support teen programs, including supplies and acquisitions for Anime Club and Dungeons and Dragons. The Conable Family accepted our request and we received a gift of \$2000.00. This gift was deposited in January, to be expended in 2026.

Luke's Sci-Fi/Fantasy Book group held their annual holiday potluck with a discussion of *The Lion, The Witch, and the Wardrobe*, which tied in to the school's production. 20 were in attendance.

Lisa held a community forum to provide renovation updates. 4 attended.

We are offering a Winter Reading Challenge for all ages, "Read Across America" December-March. This initiative celebrates the 2026 American Semiquincentennial. This challenge invites readers of all ages to Read books set within the regions of America.

The OWWL Library Tour concluded 12/31/2025. This year-long program was well received by patrons across our four-county system and very successful. Warsaw saw approximately 600 patrons participate. We also welcomed many patrons completing the tour in our temporary location September-December. Patrons from all over were very interested in learning about our renovation plans and have plans to visit this summer when the building is complete so they can see the transformation. System is preparing final statistics now.

### Outreach

Mary visited three Headstart classes, Ms. Jean's preschool class, and Warsaw Elementary School classes for story times. Total attendance was 402.

We participated in Moonlight Magic with a reading of *How the Grinch Stole Christmas* at Studio Café, along with a meet and greet of the Grinch. This program continues to be very popular and draw a large crowd. This year, attendance was at least 132, with participants continuing to come throughout. We will be looking for a venue in the future that can safely accommodate the number of young families attending.

Early Literacy: 8 programs; attendance of 67

School Age: 8 programs; attendance of 367

Teen: 4 programs; attendance of 16

Family: 132

Adult: 24

**Warsaw Public Library  
Open Meeting of the Board of Trustees  
Minutes for Tuesday, December 9, 2025 at 6:00 PM**

**Call to order and roll call:** The meeting was called to order at 6:11 p.m. By President Shani Jones. Also present were Trustees: Susan Schell, Jason Linderman, John Rutledge and Liz Fox, and Library Director Lisa Gricius.

**Motion:** Approve/Waive reading of minutes from **Monday, November 10, 2025 (attached)**

Motion: Jason Linderman

2<sup>nd</sup>: John Rutledge

Ayes: 5      Noes: 0      Absent:0

Defeated: No      Carried: Yes, unanimously: Shani Jones, Susan Schell, Jason Linderman, John Rutledge, and Liz Fox.

**Finance:**

**1. Motion to Audit and Approve the abstract of audited vouchers**

**# 167- 180      Total Amount: \$      4220.67**

Motion: Shani Jones

2<sup>nd</sup>: Susan Schell

Ayes: 5      Noes: 0      Absent:0

Defeated: No      Carried: Yes, unanimously: Shani Jones, Susan Schell, Jason Linderman, John Rutledge, and Liz Fox

**New Business:**

**1. New Business: Motion: Transfer Funds**

Allocation	Description	Amount
Transfer to: L7410.4G	Programs	3664.00
L7410.4H	Publicity	758.00
L7410.4K	Postage	8.00

**1. Motion:** Liz Fox

2<sup>nd</sup>: Jason Linderman

Ayes: 5      Noes: 0      Absent:0

Defeated: No      Carried: Yes, unanimously: Shani Jones, Susan Schell, Jason Linderman, Liz Fox and John Rutledge.

**2. Motion to approve TK Elevator Elevated Service Agreement** effective for 60 months starting January 01, 2026. (Attached)

Motion: Susan Schell

2<sup>nd</sup>: John Rutledge

Ayes: 5      Noes: 0      Absent:0

Defeated: No      Carried: Yes, unanimously: Shani Jones, Susan Schell, Jason Linderman, Liz Fox and John Rutledge.

**Old Business:** Motion: Transfer \$30,000.00 from Fund Balance to Maintenance/Repairs line item for shingled roof replacement/roof repair - Tabled pending further information as of 9/4/2025 Board Meeting

**1. Motion:** Shani Jones

2<sup>nd</sup>: Susan Schell

Ayes: 5      Noes: 0      Absent: 0

Defeated: No      Carried: Yes, unanimously: Shani Jones, Susan Schell, John Rutledge, Jason Linderman and Liz Fox.

**Discussion/Updates:**

Moonlight Magic

Resignation of Valerie Helm as of 12/1/2025

Capital Project Updates

**Motion to Adjourn: John Rutledge at 6:54 p.m.**

**Board Signature**\_\_\_\_\_



## **CONFLICT OF INTEREST POLICY OF WARSAW PUBLIC LIBRARY**

### **Article I Purpose**

The purpose of this conflict of interest policy (this "Policy") is to protect the Warsaw Public Library's (the "Library") interest when it is contemplating entering into a transaction, agreement or other arrangement that might benefit the private interest of an officer, trustee or Key Employee (as such term is defined herein) of the Library or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **Article II Definitions**

1. "Interested Person" means any trustee, officer or Key Employee who has a Financial Interest (as such term is defined below).
2. "Financial Interest" means, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which the Library has a transaction or arrangement;
  - b. A compensation arrangement with any entity or individual with which the Library has a transaction or arrangement; or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Library is negotiating a transaction or arrangement.
3. "Key Employee" means any person who is in a position to exercise substantial influence over the affairs of the Library. The term Key Employee expressly includes the Director.
4. "Related Party" means any (a) any trustee, officer or Key Employee of the Library or any Affiliate of the Library, (b) any Relative of any trustee, officer or Key Employee of the Library or any Affiliate of the Library or (c) any entity in which any individual described in (a) or (b) above has a thirty-five percent (35%) or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent (5%).
5. "Related Party Transaction" means any transaction, agreement or any other arrangement in which a Related Party (as such term is defined herein) has a financial interest and in which the Library or any Affiliate of the Library is a participant.

6. "Relative" of an individual means his or her spouse, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren and spouses of brothers, sisters, children, grandchildren and greatgrandchildren and domestic partner.

7. "Affiliate" of the Library means any entity controlled by, in control of, or under common control with the Library.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A Financial Interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a Financial Interest may have a conflict of interest only if the Library's board of trustees (the "Board") or an authorized committee thereof decides that a conflict of interest exists.

### **Article III Procedures**

#### **1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the Board and any authorized committee considering the proposed transaction or arrangement.

#### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the Financial Interest and all material facts, and after any discussion with the Interested Person, he/she shall leave the Board or committee meeting while the determination of a conflict of interest is deliberated and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

#### **3. Procedures for Addressing the Conflict of Interest**

a. An Interested Person may make a presentation at the Board or committee meeting, but after the presentation, he/she shall leave the meeting during the deliberation of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The Interested Person shall not attempt to improperly influence the deliberation of or vote on the matter giving rise to the potential conflict of interest.

b. The chairperson of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the Board or committee shall determine whether the Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in the Library's best interest, for its own benefit, and whether it is fair and reasonable. In conformity

with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### **4. Violations of the Conflicts of Interest Policy**

- a. If the Board or committee has reasonable cause to believe a person has failed to disclose an actual or possible conflict of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board or committee determines the person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Article IV** **Records of Proceedings**

The minutes of the Board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest, the nature of the Financial Interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Article V** **Compensation**

- a. No member of the Board may receive direct compensation from the Library. A voting member of the Board who receives compensation from the Library for services, indirectly, is precluded from voting on matters pertaining to that member's compensation. For purposes of this article, reimbursement of reasonable expenses incurred in performance of duties as a trustee is not compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Library for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Library, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Article VI**  
**Annual Statements**

**1. Annual Statements**

Each trustee, officer, and key employee shall annually sign a statement (the "Annual Statement") which affirms such person:

- a. Has received a copy of the Policy,
- b. Has read and understands the Policy,
- c. Has agreed to comply with the Policy,
- d. Understands the Library is charitable and in order to maintain its tax exempt status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes, and
- e. Has set forth existing potential conflicts of interest.

A form of Annual Statement for use by the Library is attached as Appendix A.

**2. Statement Required Prior to Initial Election of any Trustee**

Each potential trustee of the Library shall be required to complete, sign and submit the Annual Statement to the Secretary of the Library prior to any initial election of such trustee to the Board.

**Article VII**  
**Periodic Reviews**

To ensure the Library operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status or are otherwise unlawful, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, or other arrangements conform to the Library's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Article VIII**  
**Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Library may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

**Article IX**  
**Related Party Transactions**

**1. In General**

The Library shall not enter into a Related Party Transaction (as such term is defined in Article II, Section 5 of this Policy) unless such transaction is determined by the Board to be fair, reasonable and in the Library's best interest at the time of such determination. Any trustee, officer or Key Employee who has an interest in a Related Party Transaction shall disclose in good faith to the Board, or an authorized committee thereof, the material facts concerning such interest.

**2. Procedure**

Except as otherwise provided herein, the procedure for disclosing, addressing and documenting a Related Party Transaction shall be in accordance with the procedures set forth in Article III Section I, Article III Section 3 and Article IV of this Policy, respectively.

**3. Extraordinary Related Party Transactions**

With respect to any Related Party Transaction in which a Related Party has a substantial financial interest, the Board, or an authorized committee thereof, shall:

- a. Prior to entering into the transaction, consider alternative transactions to the extent available;
- b. Approve the transaction by not less than a majority vote of the Board or committee members present at the meeting; and
- c. Contemporaneously document in writing the basis for the Board's or authorized committee's approval, including its consideration of any alternative transactions

Appendix A

CONFLICT OF INTEREST POLICY OF  
WARSAW PUBLIC LIBRARY

Annual Statements by Trustees, Officers and Key Employees

The undersigned, a trustee, potential trustee, officer and/or key employee of the Warsaw Public Library (the "Library"), affirms that:

- a. I have received a copy of the Library's Conflict of Interest Policy (the "Policy");
- b. I have read and understand the Policy;
- c. I agree to comply with the Policy;

d. To the best of my knowledge, below is a list of every entity in which I am an officer, trustee, member, owner or employee and with which the Library has, or may have, a relationship:

☐ NONE \_\_\_\_\_

e. To the best of my knowledge, below is list of any transaction in which the Library is a participant and in which I might have a conflicting interest:

☐ NONE \_\_\_\_\_

f. I understand the Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**THIS FORM MUST BE DIRECTED TO THE SECRETARY OF THE LIBRARY, WHO MUST PROVIDE A COPY TO THE LIBRARY'S AUDIT COMMITTEE, OR, IN THE ABSENCE OF AN AUDIT COMMITTEE, TO THE LIBRARY BOARD PRESIDENT.**

Warsaw Public Library Board of Trustees

Adopted: 12/19/2014

Reviewed/Approved: 10/11/2016

Revised/Approved: 2/13/2018

Reviewed/Approved: 1/10/2023

## **WARSAW PUBLIC LIBRARY CONFIDENTIALITY OF LIBRARY RECORDS POLICY & FOIL REQUEST FORM**

Warsaw Public Library upholds the ALA adopted policies on privacy[1], which state that library “users should have the choice to opt-in to any data collection that is not essential to library operations and the opportunity to opt-out again at any future time”; that “libraries should collect and store only personally identifiable data required for specific purposes that are disclosed to the users”; and that “libraries should never share users’ personally identifiable information with third parties or vendors that provide resources and library services, unless the library obtains explicit permission from the user or if required by law or existing contract.”

Warsaw Public Library adheres to New York Civil Practice Law and Rules Section 4509: Library Records.

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

### **Section 4509: Library records, Civil Practice Law & Rules (CVP)**

Warsaw Public Library does not disclose confidential patron records to any agency except under explicit consent of the patron or due process of law and then only upon the advice of the Library’s legal counsel.

Warsaw Public Library adheres to the OWWL Library System’s Systems Access and Confidentiality of Library Records Policy[2] regarding creation and deletion of Authorized User (defined within) accounts, the acknowledgement requirement for authorized users, utilization of secure passwords, electronic and physical access of library systems and devices, and the appropriate dissemination of the personally identifiable information contained in library systems.

Adopted: 11/12/2024

Reviewed/Approved:01/13/2026

[1] Privacy: An Interpretation of the Library Bill of Rights,  
<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privac>

[2] OWWL Library System Policies, Resolutions, and Bylaws, <https://owwl.org/system>

## FOIL REQUEST FORM

Date: \_\_\_\_\_

Records Access Officer  
Town of Warsaw/Warsaw Public Library  
130 North Main Street  
Warsaw, New York 14569

Re: Freedom of Information Law

Under the provisions of the New York State Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records of the portions thereof pertaining to

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I have been informed that the price per page is .25 cents plus mailing/shipping costs if necessary.

The Freedom of Information Law requires that an agency respond to a request within 5 business days of receiving the request. Therefore, I would appreciate a response as soon as possible.

If for any reason any portion of my request is denied, please inform me of the reasons for denial in writing along with a name and address or body to whom an appeal should be directed.

Sincerely,

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Written Name/Signature

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Printed Name

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Address



# **Warsaw Public Library Emergency/Disaster Plan**

## **Preparation**

- Keep the Disaster Plan available in appropriate locations,
- The staff and director need to be aware of its location and contents.
- Review and update the plan regularly. (Names, addresses and telephone numbers of personnel, service providers and government offices.)
- Keep internal fire doors closed.
- Maintain fire alarms, fire extinguishers, first aid kits, etc.
- Keep access to exits, fire equipment, electrical panels and plumbing valves clear.
- Store valuable records/materials in fire/water proof areas.
- Keep storage cabinets doors/drawers closed when not in use.
- Maintain a disaster kit and update the emergency supply inventory as needed.
- It should include:
  - First Aid Kit
  - Rubber/latex gloves
  - Flashlights
  - Extra batteries
  - Roll of plastic
  - Tape (duct)
  - Scissors
  - Zip-Lock bags
  - Snack Food and Water

## **1. Building Evacuation**

The building should be evacuated whenever remaining in the building becomes dangerous or upon the request of governmental authorities.

- When evacuating persons with disabilities, ask how you can help before giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- Get the attention of a person with a hearing disability by touch and eye contact and clearly state the problem. Gesture and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

## **2. Fire Emergency**

At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire.

- Pull Nearest Fire Alarm (3 located inside at front door, side door, & fire exit door at back of building)
- Call 911 (Fire alarm is connected with local fire dept.)
- Evacuate the building, checking the restrooms and elevator.
- Elevator emergency door key and fire alarm box key are labeled and located in the back of the cash box.
- Close the doors and windows if it can be done safely
- Wait outside for the fire department

- Do not re-enter the building until the Fire Department says it is safe to return.
- Call the library director and Board President

### **3. Health Emergency**

Staff member should exercise caution when administering first aid, even of a minor nature, because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, it is not advisable for the staff to undertake more than keeping the sick or injured patron comfortable until medical help can arrive. Staff member should use their own judgment as to what action is prudent and reasonable. No medication, including aspirin, should ever be dispensed to the public.

- Call 911
- Call the library director/if unavailable, call board president
- Call parent/guardian if it's a minor
- Fill out an accident report

### **4. Snow Emergency**

Closings are at the library director's discretion or their designee. If he/she is unavailable, the staff should use their own judgment

### **5. Severe Storms**

- Close all exterior doors and windows
- Shut down the computers
- Prepare for a power outage

### **6. Tornadoes**

- Do not leave the building. Shut all exterior windows and doors if there is time.
- Go to the basement or an interior room.
- Prepare for a power outage

### **7. Flooding**

- Shut off the water valves, sprinkler valve or the electric to the pump. (*located and labeled in boiler room*)
- Call the plumber
- Call the library director and board president

### **8. Bomb Threat**

#### **If by phone:**

- Keep the caller on the line as long as possible.
- Ask: the caller to repeat the message and try to write down every word he/she says. If the call does not indicate the location of the bomb, or the time of possible detonation, ask for this information.
- Pay attention to peculiar background noises, such as motors running, music, or any other sound that may indicate the location from which the call is originating. Listen closely to the voice (male/female), voice quality (calm/excited), accents, and speech impediments.
- Call 911
- Evacuate building

#### **If in person:**

- Evacuate building
- Call 911

### **9. Biohazard**

- Leave the suspicious substance where it was found
- Do not take any action that might spread it to another area
- Call 911
- Evacuate the building

#### **10. Infestation**

- Leave the substance where it was found.
- Do not take any action that might spread it to another area
- Call 911
- Evacuate the building

#### **11. Local/National Emergencies:**

- Monitor the news and follow any instructions given
- Call the library director and or board president
- Evacuate the building or remain in a safe area of the building

#### **Phone Numbers**

Library Director: Lisa Gricius 585-993-0157

Library Board President: Shani Jones 585-944-2234

Town Board Liaison: Travis Jones 585-409-5536

Warsaw Town Hall: 585-786-2800

Town Supervisor: Steve Perkins 585-322-2912

Highway Dept. Town: 585-786-2427

Village Office: 585-786-2120

Highway Dept. Village: 585-786-2120

Police: (911) 585-786-2000

Fire: (911) 585-786-2468

Insurance Company: Tompkins 585-344-2713

Plumbing, Heating & Air: Harding's 585 237-5561 After Hours Number 585- 857-3374

Pest Control: TBD

Electrical: Beardsley 585-493-5709

Wyoming County Emergency Services: 585-786-8867

## **EMERGENCY CLOSING POLICY**

### **PURPOSE**

The Warsaw Public Library has adopted this Emergency Closing Policy to ensure a cautionary response to an emergency threatening to impact or immediately impacting the library's facilities, materials, staff, or community members.

The primary goals of Warsaw Public Library's Emergency Closing Policy are to establish

- The types of emergencies which may cause the library to close or suspend services
- The power of the Director to close the library due to an imminent or immediate emergency

If the library's Emergency & Disaster Plan needs to be implemented

The library will make every effort to maintain regular library operating hours in accordance with Minimum Standards for New York's Public and Association Libraries. However, at times, the library may have to close, shorten hours, or cancel programs due to emergency conditions. Staff scheduled to work will be paid for the hours closed if scheduled.

### **ADMINISTRATION**

The Director is empowered by the Board of Trustees to address emergency conditions and may close the Warsaw Public Library for up to 72 hours. For closures lasting beyond 72 hours, the Director will consult with the Board President to determine the library's course of action including the implementation of the library's Emergency & Disaster Plan.

If the Director is not in the building when an emergency or disaster occurs, the staff should immediately contact the appropriate emergency agencies and then contact the Director. If, for any reason, the Director is unable or unavailable, administrative authority shall be passed to library assts.

#### **TYPES OF EMERGENCIES**

The decision to close the library will be made with the health and safety of the library staff and community as the top priority. The following emergency situations may call for closure of the library:

- Severe weather events
- Local or regional declaration of a State of Emergency
- Pests, bugs, or infestation
- Loss of critical utilities
- Gas leak or suspected gas leak
- Water Damage or Flood
- Fire
- Hazardous spill
- Bomb threat
- Active shooter
- Lockdown/Shelter In Place
- Pandemic, serious illness, or public health crisis

Other emergencies may occur that cannot be planned for. The Director will handle such situations in accordance with this policy and the library's Emergency & Disaster Plan and will coordinate response efforts with the In-House Emergency Team in the best interests of the library facility, staff, and community.

#### **COMMUNICATION**

All library closures will be communicated to the public via local news stations and on the library's website, social media accounts, and outgoing voicemail message. The staff will be notified of library closures by the Director or designee of the Director.

#### **PERSONNEL**

If the library is closed due to emergency conditions, staff will be paid for shifts/hours scheduled to work. Staff who were scheduled to be absent due to vacation, illness, or other leave will not receive pay for the time the library is closed.

An interim work or telecommuting schedule may be developed and job descriptions or duties may be temporarily altered or reassigned based on the needs of the library. A reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities.

#### **ONGOING USE EVALUATION**

The Emergency Closing Policy will be evaluated yearly at the Board of Trustees Annual Business Meeting and updated as needed.

Questions or concerns regarding Warsaw Public Library's Emergency Closing Policy should be brought to the Director.