

Warsaw Public Library
Open Meeting of the Board of Trustees
Agenda for Tuesday, March 10, 2026 at 6:00 PM

Call to order and roll call:

Motion: Approve/Waive reading of minutes from Tuesday, February 10, 2026 (attached)

Motion:

2nd:

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

19- 34 Total Amount: \$ 6,573.99

Motion:

2nd:

Ayes: Noes: Absent:

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

New Business:

1. Motion to affirm that the library is in full compliance with the NYS Minimum Standards for Public and Association Libraries.

- Selection of library materials and reconsideration of such selection
- Public usage of library space and meeting rooms
- Codes of conduct
- Confidentiality of library records
- Personnel policy/employee handbook (compliant with NYS DOL
- Disaster preparedness
- Financial control policies (i.e., Audit/Review Schedule, Claims Audit Process, Credit Card, Data Security, Disposition of Surplus Property, Friends Group Memo of Understanding, Fundraising/Gift Acceptance, Inventory/Fixed Assets, Investments, Online Banking & Wire Transfers, Petty Cash, Purchasing/Procurement, Reserve Funds, Travel & Conference

1. 1. **MOTION ##:* [TRUSTEE NAME] moves that the [Library Name] Board of Trustees affirms that the library is in full compliance with the New York State Minimum Standards for Public and Association Libraries as outlined in Commissioner's Regulation §90.2, and further directs [INSERT NAME] to email the Executive Director of the OWWL Library System a link to the board meeting minutes once they are posted to the library's website, within two weeks of the meeting, in accordance with the New York State Open Meetings Law. [TRUSTEE NAME] seconds, and the motion passes unanimously.*

2nd:

Ayes: Noes: Absent:

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

Old Business:

Motion to Adjourn:

Board Signature _____

Lisa compiled historic newspaper articles after digging through the archives, and can now report with certainty that the Warsaw Public Library officially opened its doors to the public on Saturday, July 7, 1906 at 3:00 pm! We have gathered articles from the planning stages in 1904 through completion in 1906. The Warsaw Public Library at 130 North Main received its official charter in 1904, and with the help of 10K from Andrew Carnegie and the Town of Warsaw, NY, the first sod was turned for construction on June 15, 1905 with building completion in May/June, 1906 and opening on July 7th.

We have added to our Adventure Pass Program and now patrons can borrow family passes to the Memorial Art Gallery and The National Warplane Museum, in addition to our current passes including RMSC, GCVM (both of which have reciprocal membership to many other museums), Empire Passes and Backyard Barnyard.

Lisa attended the town board meeting in February and will do so in March.

**Warsaw Public Library Open Meeting of the Board of Trustees
Minutes for Tuesday, February 10, 2026 at 6:00 PM**

Call to order and roll call: The meeting was called to order at 6:03 p.m. by President, Shani Jones. Along with Shani also present were Trustees: Sue Schell, John Rutledge, Liz Fox; Library Director: Lisa Gricius and Warsaw Town Board member: Travis Jones. Absent: Jason Linderman

Motion: Approve/Waive reading of minutes from Tuesday, January 13, 2026 (attached)

Motion: Shani Jones

2nd: John Rutledge

Ayes: 4 Noes: 0 Absent: 1 Jason Linderman

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

Finance:

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

5-18_Total Amount: \$ 7,986.08

Motion: Sue Schell

2nd: Liz Fox

Ayes: 4 Noes: 0 Absent: 1 Jason Linderman

Defeated: No Carried: Yes, unanimously: Shani Jones, John Rutledge, Sue Schell, and Liz Fox

New Business:

1. Motion to review/approve updated Employee Handbook

Motion: John Rutledge

2nd: Shani Jones

Ayes: 4 Noes: 0 Absent: 1 Jason Linderman

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

2. Motion to review/approve Employee Agreements for the following employees:

Library Director; Lisa Gricius

Librarian, Luke Conley

Library Assistant, Mary Conable

Motion: Sue Schell

2nd: Liz Fox

Ayes: 4 Noes: 0 Absent: 1 Jason Linderman

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

Motion to Adjourn: Shani Jones at 6:32 p.m.

Board Signature _____

BUDGET REPORT
TOWN OF WARSAW
2026

ACCT. #	ACCOUNT NAME	ORIGINAL BUDGET	REVISED BUDGET	JAN	FEB	MAR	YTD		% of Budget Used
							Total Ytd	Bud Var	
Revenues:									
L1001	Property Tax	226,773.00	226,773.00		226,773.00		226,773.00	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	95.00	23.55		118.55	-1,381.45	7.90%
L2082F	- Fines	500.00	500.00	20.00			20.00	-480.00	4.00%
L2360	Warsaw Central School	48,777.00	48,777.00				0.00	-48,777.00	0.00%
L2401	Interest Earnings	8,000.00	8,000.00	1,077.30	1,222.94		2,300.24	-5,699.76	28.75%
L2701	Refund of Prior Yr Exp.	0.00	0.00				0.00	0.00	#DIV/0!
L2705	Gifts & Donations	7,500.00	7,500.00	6,376.80	15,265.00		21,641.80	14,141.80	288.56%
L2760	Gallivan Grant	0.00	0.00				0.00	0.00	#DIV/0!
L2760L	Library Systems Grant	1,700.00	1,700.00				0.00	-1,700.00	0.00%
L2760	CCSI Grant	0.00	0.00				0.00	0.00	#DIV/0!
L2760P	PLS PR Grant	0.00	0.00				0.00	0.00	#DIV/0!
L2760T	Travel Grant	0.00	0.00				0.00	0.00	#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!
L3840	State Aid	0.00	0.00				0.00	0.00	#DIV/0!
LAUB	Unexp. Balance	5,543.00	5,543.00				0.00	-5,543.00	0.00%
TOTAL REVENUES		300,293.00	300,293.00	7,569.10	243,284.49	0.00	250,853.59	-49,439.41	83.54%
Appropriations:									
L7410.1	Library Director	63,000.00	63,000.00	6,999.99	4,666.66		11,666.65	51,333.35	18.52%
L7410.1A	Clerks/Assts/Page	97,396.00	97,396.00	9,672.90	6,621.73		16,294.63	81,101.37	16.73%
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				0.00	7,000.00	0.00%
L7410.4A	Acquisitions	25,000.00	25,000.00	165.96	2,369.07		2,535.03	22,464.97	10.14%
L7410.4B	Conference	0.00	0.00				0.00	0.00	#DIV/0!
L7410.4C	Libranca	0.00	0.00				0.00	0.00	#DIV/0!
L7410.4D	Library Contra	20,000.00	20,000.00	161.28	2,830.80		2,992.08	17,007.92	14.96%
L7410.4E	Overdrive	3,500.00	3,500.00	3,481.00			3,481.00	19.00	99.46%
L7410.4F	PLS Telecommunications	250.00	250.00				0.00	250.00	0.00%
L7410.4G	Programs	3,000.00	3,000.00	235.69	1,039.04		1,274.73	1,725.27	42.49%
L7410.4H	Publicity	500.00	500.00				0.00	500.00	0.00%
L7410.4I	Supplies	3,500.00	3,500.00	47.99	483.20		531.19	2,968.81	15.18%
L7410.4J	Maint/Repairs Contr.	15,000.00	15,000.00				0.00	15,000.00	0.00%
L7410.4K	Postage	250.00	250.00				0.00	250.00	0.00%
L7410.4M	Travel/Mileage/CE	5,000.00	5,000.00		574.27		574.27	4,425.73	11.49%
L7410.4N	Trustee Expenses	0.00	0.00				0.00	0.00	#DIV/0!
L7410.4O	Utilities	12,000.00	12,000.00	1,430.35	2,264.40		3,694.75	8,305.25	30.79%
L9010.8	Retirement	22,482.00	22,482.00	22,482.00			22,482.00	0.00	100.00%
L9030.8	Social Security	12,270.00	12,270.00	1,320.10	908.19		2,228.29	10,041.71	18.16%
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		1,166.66	5,833.34	16.67%
TOTAL APPROPRIATIONS		300,293.00	300,293.00	46,580.59	22,340.69	0.00	68,921.28	231,371.72	22.95%

**BUDGET REPORT
TOWN OF WARSAW
2026**

ACCT. #	ACCOUNT NAME	ORIGINAL BUDGET	REVISED BUDGET	JAN	FEB	MAR	YTD		% of Budget Used
							Total Ytd	Bud Var	
		12/31/2025							
	Emergency Reserves	50,000.00							
	Petty Cash	25.00							
	Checking/NYCLASS	0.00	11,013.51	231,957.31	231,957.31				
	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				
	TOTAL ASSETS	50,025.00	11,013.51	231,957.31	231,957.31				
	Accounts Payable	0.00	0.00	0.00	0.00				
	Accrued Liabilities	0.00	0.00	0.00	0.00				
	Due to Retirement	0.00	0.00	0.00	0.00				
	TOTAL LIABILITIES	0.00	0.00	0.00	0.00				
	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	25.00	-38,986.49	181,957.31	181,957.31				
	Non Spendable	0.00	0.00	0.00	0.00				
	TOTAL LIAB. & FUND BALANCE	50,025.00	11,013.51	231,957.31	231,957.31				