

Olean Public Library

Annual Report For Public And Association Libraries - 2024

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

- | | | |
|-----|---|---------------------------------------|
| 1.1 | Library ID Number | 1200044760 |
| 1.2 | Library Name | OLEAN PUBLIC LIBRARY |
| 1.3 | Name Status (State use only) | 00 (for no change from previous year) |
| 1.4 | Structure Status (State use only) | 00 (for no change from previous year) |
| 1.5 | Community | Olean * |
| 1.6 | Beginning Fiscal Reporting Year | 01/01/2024 |
| 1.7 | Ending Fiscal Reporting Year | 12/31/2024 |
| 1.8 | Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report? | No |
| 1.9 | If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8. | N/A |

1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2024
1.12	Ending <u>Local</u> Fiscal Year	12/31/2024
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	134 NORTH SECOND STREET
1.15	City	OLEAN
1.16	Zip Code	14760
1.17	Mailing Address	134 NORTH SECOND STREET
1.18	City	OLEAN
1.19	Zip Code	14760
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(716) 372-0200
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(716) 372-8651
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	info@oleanlibrary.org
1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	www.oleanlibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	15,247

- 1.25 Indicate the type of library as stated in the library's charter (select one): PUBLIC
- 1.26 Indicate the area chartered to serve as stated in the library's charter (select one): School District
- 1.27 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No. N
- 1.28 Indicate the type of charter the library currently holds (select one): Absolute
- 1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter 12/13/1906
- 1.30 Date the library was last registered 10/17/1907
- 1.31 Federal Employer Identification Number 166000661
- 1.32 County CATTARAUGUS
- 1.33 School District Olean City
- 1.34 Town/City Olean
- 1.35 Library System Chautauqua-Cattaraugus Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

- 1.36a President/CEO Name
- 1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

- | | | |
|------|---|--------------------------|
| 1.37 | First Name of Library Director/Manager | Michelle |
| 1.38 | Last Name of Library Director/Manager | La Voie |
| 1.39 | NYS Public Librarian Certification Number | 21149 |
| 1.40 | What is the highest education level of the library manager/director? | Master's Degree |
| 1.41 | If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? | Y |
| 1.42 | Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. | Y |
| 1.43 | E-mail Address of the Director/Manager | mlavoie@oleanlibrary.org |
| 1.44 | Fax Number of the Director/Manager | (716) 372-8651 |
| 1.45 | Does the library charge fees for library cards to people residing outside the system's service area? | N |

Public Votes / Contracts

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. Y

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote Olean City School District

Note: Vote was held at the Olean Public Library.

2. Indicate the type of municipality or district holding the public vote School District

3. Date the vote was held (mm/dd/2024) 05/07/2024

4. Was the vote successful? Y/N Y

5. What type of public vote was it? budget vote (school district public library only)

6a. Most recent prior year approved appropriation from a public vote: \$1,098,796

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: \$25,867

6c. Total proposed appropriation (manually sum of 6a and 6b): \$1,124,663

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding N
from an appropriation which was
approved by public vote in a prior year?
(Prior to Calendar Year 2024) Enter Y
for Yes, N for No. If Yes, complete one
record for the vote from each funding
source. If No, go to question 1.48.

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district N/A
holding the public vote

2. Indicate the type of municipality N/A
or district holding the public vote

3. Date the last successful vote was N/A
held (mm/dd/yyyy)

4. What type of public vote was it? N/A

5. What was the total dollar N/A
amount of the appropriation from tax
dollars resulting from the last successful
vote?

Unusual Circumstances

1.48 Does the reporting library have N
a contractual agreement with a
municipality or district to provide
library services to residents of an area
not served by a chartered library? Enter
Y for Yes, N for No. If yes, please
complete one record for *each* contract.
If no, go to question 1.49.

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting N/A
municipality or district

2. Is this a written contractual N/A
agreement?

- | | | |
|----|---|-----|
| 3. | Population of the geographic area served by this contract | N/A |
| 4. | Dollar amount of contract | N/A |
| 5. | Enter the appropriate code for range of services provided (select one): | N/A |

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

2. LIBRARY COLLECTION

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	38,088
2.2	Adult Non-fiction Books	53,215
2.3	Total Adult Books (Total questions 2.1 & 2.2)	91,303

2.4	Children's Fiction Books	18,182
2.5	Children's Non-fiction Books	8,287
2.6	Total Children's Books (Total questions 2.4 & 2.5)	26,469
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	117,772

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	1,969

Note: MICROFORM 1,095

2.10	All Other Print Materials	601
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Note: 176 Pamphlets. No new items were added or weeded from this category.

2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	2,570
2.12	Total Print Materials (Total questions 2.7 and 2.11)	120,342

ALL OTHER MATERIALS

2.13	Audio - Physical Units	4,686
2.14	Video - Physical Units	8,685
2.15	Other Circulating Physical Items	762

Note: Item Type Count Description J_KIT 4 1 Music backpack ; 3 Parent-Child packets MAP 2 MUSEUMPASS 52 PUZZLE 30 REF_BOOK 64 64 Art prints TECH_EQUIP 3 1 Kindle ; 2 Nooks TOYS 10 VIDEOGAME 597 Total 762

2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	14,133
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Grand Total / Additions to Holdings

2.17 **GRAND TOTAL HOLDINGS** 134,475
(Total questions 2.12 and 2.16)

Note: Electronic materials are no longer reported in this section.

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18 Cataloged Books 4,352

2.19 All Other Print Materials 222

Note: MICROFORM 11

2.20 All Other Materials 574

2.21 **Total Additions** (Total questions 2.18 through 2.20) 5,148

Note: Electronic materials are no longer included in this section, so the number is lower than in 2023.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1 Library visits (total annual attendance) 95,213

3.1a Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks? CT - Annual Count

3.2 Registered resident borrowers 14,137

3.3 Registered non-resident 9,719
borrowers

Please report information on WRITTEN POLICIES as of 12/31/24.

WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4 Does the library have an open Y
meeting policy?

3.5 Does the library have a policy Y
protecting the confidentiality of library
records?

3.6 Does the library have an Internet Y
use policy?

3.7 Does the library have a disaster Y
plan?

3.8 Does the library have a board- Y
approved conflict of interest policy?

3.9 Does the library have a board- Y
approved whistle blower policy?

3.10 Does the library have a board- Y
approved sexual harassment prevention
policy?

Please report information on ACCESSIBILITY as of 12/31/24.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11 Does the library provide service Y
to persons who cannot visit the library
(homebound persons, persons in nursing
homes, persons in jail, etc.)?

3.12 Does the library have assistive Y
devices for persons who are deaf and
hearing impaired (TTY/TDD)?

3.13 Does the library have large print books? Y

3.14 Does the library have assistive technology for people who are visually impaired or blind? Y

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA No

refreshable Braille commonly referred to as a refreshable Braille display No

screen magnification software, such as Zoomtext Yes

Note: Zoomtext on 4 public computers

electronic scanning and reading software, such as OpenBook Yes

Note: The library has a scanner that works with Zoomtext to read documents.

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? Y

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

- A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
- Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
- Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17a Number of Sessions Targeted at 103
Children Ages 0-5

3.17b [Attendance at Sessions Targeted](#) 1,720
[at Children Ages 0-5](#)

3.18a Number of Sessions Targeted at 83
Children Ages 6-11

Note: Our Reading Can Be Ruff/Waggy Tails Book Club programs had far fewer sessions because there were fewer therapy dogs available to come read with the children. In previous years, two dogs were available. In 2024 there was only one. These are regular library programs and the shortage of dogs resulted in fewer program sessions than last year.

3.18b [Attendance at Sessions Targeted](#) 1,917
[at Children Ages 6-11](#)

Note: We had a new staff member responsible for running after-school programs for this age group. She made some changes to the offerings by replacing a few regular programs that had low attendance with new ones. Additionally, she organized some fun special events. As a result, these new programs were more popular and attracted more children than the previous year.

3.19a Number of Sessions Targeted at 110
Young Adults Ages 12-18

3.19b Attendance at Sessions Targeted at Young Adults Ages 12-18 920

3.20a Number of Sessions Targeted at Adults Age 19 or Older 143

3.20b Attendance at Sessions Targeted at Adults Age 19 or Older 1,715

Note: We offered more program sessions for adults so attendance increased.

3.21a Number of General Interest Program Sessions 26

Note: This number is correct.

3.21b Attendance at General Interest Program Sessions 3,365

3.22 Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a) 465

3.23 Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b) 9,637

Live Programs Categorized by Venue

3.24a Total Live Onsite Program Sessions 460

3.24b Total Live Onsite Program Attendance 9,386

3.25a Total Live Offsite Program Sessions 5

Note: Our Outreach librarian went to Total Senior Care and ran some craft classes. This was new for 2024.

3.25b Total Live Offsite Program Attendance 251

Note: Attendance at offsite programs was lower in 2024 due to smaller programs and fewer people attending large programs. Three programs were craft programs at the senior center that attracted between 9 and 30 people each time. In 2024 the weather was much colder for the library event at the local farmer's holiday market, so fewer people came out.

3.26a Total Live Virtual Program Sessions 0

Note: No virtual programs offered in 2024.

3.26b Total Live Virtual Program Attendance 0

Note: No virtual programs offered in 2024.

3.27 Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a) 465

3.28 Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b) 9,637

Prerecorded and One-on-One Programs

3.29 Total Number of Prerecorded Program Presentations 0

3.30 Total Views of Prerecorded Program Presentations within 30 Days 0

3.31 One-on-One Program Sessions 80

Note: 68 one-on-one technology tutoring sessions, 12 take home crafts. Our Technology Engagement and Outreach librarians both offered more technology tutoring sessions last year than in 2023, as there were more requests for help. We also offered some take-home crafts this year. These were not offered in 2023.

3.32 Attendance at One-on-One 80
Program Sessions

Note: 68 one-on-one technology tutoring sessions, 12 take home crafts. Our Technology Engagement and Outreach librarians both offered more technology tutoring sessions last year than in 2023, as there were more requests for help. We also offered some take-home crafts this year. These were not offered in 2023.

Teen-Led / Promotion / Summer Reading

3.33 Did your library offer teen-led Y
activities during the 2024 calendar year?

3.34a Do library staff, trustees and/or Yes
volunteers reach outside of the library to
promote library programs and services
through group presentations,
information tables and/or other similar
educational activities sponsored by the
Library?

3.34b Does your library use Facebook Yes
for promotion?

3.34c Does your library use Instagram Yes
for promotion?

3.34d Does your library use Twitter/X Yes
for promotion?

3.34e Does your library use TikTok Yes
for promotion?

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

3.35 Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.36 Library outlets offering the summer reading program 1

3.37 Children registered for the library's summer reading program 214

Note: Children ages 0-5: 70; ages 6-11: 144

3.38 Young adults registered for the library's summer reading program 47

Note: More teens were drawn to the program by the prizes they could win by participating. More opportunities to win prizes were available than in 2023. The teen advisory board helped pick out the prizes, resulting in things that were very popular with the teens.

3.39 Adults registered for the library's summer reading program 137

Note: A new staff ran the program. She set it up with more opportunities to win prizes and offered more and better prizes than the previous year. Prize incentives enticed more adults to register for the program.

3.40 Total number registered for the library's summer reading program (total 398
3.37 + 3.38 + 3.39)

Note: Though we saw a decrease in children registering for the program, more young adults and adults registered than the previous year. Prize incentives drew more interest from these age groups.

3.41a Children's program sessions - Summer 2024 49

Note: children ages 0-5: 20; ages 6-11: 29 Children's programs typically run for a few weeks, followed by a break before the next series begins. In 2024, the series of children's summer programs lasted only 4 weeks, a reduction from 5 weeks in 2023. Additionally, the absence of one of the therapy dogs for the Waggy Tails book club further decreased the number of program sessions.

3.41b Children's program attendance - Summer 2024 1,763

Note: children ages 0-5: 752; ages 6-11: 1,011 Though there were fewer program sessions, programs were much better attended in 2024 than in 2023. In 2024 we had a new staff running the after-school programs. She made changes to the programs that were popular with children.

3.42a Young adult program sessions - 26
Summer 2024

Note: We had a new librarian in charge of teen programs. She held more meetings with the teen advisory board, using their input to plan more programs of interest.

3.42b Young adult program attendance 160
- Summer 2024

Note: There were more program sessions, so attendance increased. Also, more opportunities to win summer reading prizes encouraged teens to participate in activities. There were more activities of interest, such as Jackbox games and a Teen Amazing Race that attracted more teens.

3.43a Adult program sessions - 26
Summer 2024

Note: We added new programs in 2024 such as a series of photography classes, an estate planning presentation and a puzzle race.

3.43b Adult program attendance - 239
Summer 2024

Note: We had more program sessions in 2024 than in 2023 so attendance increased. We also saw increased attendance at regular programs such as Brown Bag Book Club.

3.44 Total program sessions - 101
Summer 2024 (total 3.41a + 3.42a +
3.43a)

3.45 Total program attendance - 2,162
Summer 2024 (total 3.41b + 3.42b +
3.43b)

Note: More program sessions were offered, so attendance increased. Some of the programs were very popular and drew more people than last year.

3.46 Did the library use the Summer Y
Reading at New York Libraries name
and/or logo?

3.47 Did the library use the Y
Collaborative Summer Library Program
(CSLP) Manual, provided through the
New York State Library?

COLLABORATORS

3.48 Public school district(s) and/or BOCES 1

Note: Olean City School District elementary schools.

3.49 Non-public school(s) 2

Note: New Christian Life School, Olean Area Homeschool Group.

3.50 Childcare center(s) 2

Note: Immanuel Christian Child Care, YMCA Child Care

3.51 Summer camp(s) 0

3.52 Municipality/Municipalities 1

Note: Olean Recreation Center

3.53 Literacy provider(s) 0

3.54 Other (describe using the State note) 0

3.55 **Total Collaborators (total 3.48 through 3.54)** 6

Early Literacy

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

EARLY LITERACY PROGRAMS

3.56 Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.57a Focus on birth - school entry (kindergarten) sessions 0

3.57b	Focus on birth - school entry (kindergarten) attendance	0
3.58a	Focus on parents & caregivers sessions	0
3.58b	Focus on parents & caregivers attendance	0
3.59a	Combined audience sessions	103
3.59b	Combined audience attendance	1,720
3.60	Total Sessions	103
3.61	Total Attendance	1,720

3.62 - Collaborators (check all that apply):

a. Childcare center(s) Yes

Note: Immanuel Christian Child Care

b. Public School District(s) and/or BOCES No

c. Non-Public School(s) Yes

Note: Homeschool Group

d. Health care providers/agencies Yes

Note: Southern Tier Health Care System-Safe Kids Initiative; Brush, Book, Bed Program: Dr. Gengo and Valley View Dental offices.

e. Other (describe using the State note) Yes

Note: Olean Charter for Compassion; Friends of the Olean Library Born to Read Program

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

3.64a Total group program sessions

3.64b [Total group program attendance](#)

3.65a Total one-on-one program sessions

3.65b [Total one-on-one program attendance](#)

3.66 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America) No

b. Public School District(s) and/or BOCES No

c. Non-Public Schools No

d. Other (see instructions and describe using Note) No

ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for N
Speakers of Other Languages (ESOL)
programs in 2024? (Enter Y for Yes, N
for No) If entering no, proceed to the
next section.

3.68a Children's program sessions

3.68b [Children's program attendance](#)

3.69a Young adult program sessions

3.69b [Young adult program attendance](#)

3.70a Adult program sessions

3.70b [Adult program attendance](#)

3.71 **Total program sessions (total** 0
3.68a + 3.69a + 3.70a)

3.72 **Total program attendance (total** 0
3.68b + 3.69b + 3.70b)

3.73a One-on-one program sessions

3.73b [One-on-one program attendance](#)

3.74 - Collaborators (check all that apply):

a. Literacy NY (Literacy No
Volunteers of America)

b. Public School District(s) and/or No
BOCES

c. Non-Public School(s) No

d. Other (describe using the Note) No

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

3.75 Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.76a Total group program sessions 14

3.76b Total group program attendance 107

Note: There were more program sessions in 2024. The library offered a popular digital photography class series that was well attended.

3.77a Total one-on-one program sessions 68

Note: Our Technology Engagement and Outreach librarians both offered one-on-one technology tutoring to fill an increased need.

3.77b Total one-on-one program attendance 68

Note: Our Technology Engagement and Outreach librarians both offered one-on-one technology tutoring to fill an increased need.

4. LIBRARY TRANSACTIONS

Circulation / Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1 Adult Fiction Books 31886

4.2	Adult Non-fiction Books	13136
4.3	Total Adult Books (Total questions 4.1 & 4.2)	45,022
4.4	Children's Fiction Books	19158
4.5	Children's Non-fiction Books	5630
4.6	Total Children's Books (Total questions 4.4 & 4.5)	24,788
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	69,810

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	25,432
4.9	Circulation of Children's Other Materials	2,913
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	28,345
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	98,155
4.12	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	Yes

Note: The library does not charge overdue fines, but does charge fees for overdue notices. Patrons are assessed a .75 fee for each overdue notice that is mailed and \$1 for each bill that is mailed. This helps cover the cost of postage. There are no daily fines or charges for email notices.

4.13 Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur. Yes

REFERENCE TRANSACTIONS

4.14 Total Reference Transactions 4,285

4.14a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? CT - Annual Count

4.15 Does the library offer virtual reference? Y

Interlibrary Loan / E-Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16 TOTAL MATERIALS RECEIVED 6,144

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17 TOTAL MATERIALS PROVIDED 6,641

E-RATE

4.18 Does the library file for E-rate benefits? N

4.19 Is the library part of a consortium for E-rate benefits? Y

4.20 If yes, in which consortium are you participating? Chautauqua-Cattaraugus Library System

5. ELECTRONIC USE

Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to Yes
e-books purchased solely by the library?

5.2 Did the library provide access to Yes
e-books purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.3 Did the library provide access to No
e-books provided by the New York State
Library at no or minimal cost to the
library?

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to Yes
e-serials purchased solely by the
library?

Note: This line should be Yes because OLE helps pay for Booklist Online. md

5.5 Did the library provide access to Yes
e-serials purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.6 Did the library provide access to No
e-serials provided by the New York
State Library at no or minimal cost to
the library?

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7 Did the library provide access to Yes
e-audio purchased solely by the library?

Note: This line should be Yes because all members pay for digital audiobooks from OverDrive. I asked the State Library if this is correct. They said yes. md

5.8 Did the library provide access to Yes
e-audio purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.9 Did the library provide access to No
e-audio provided by the New York State
Library at no or minimal cost to the
library?

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10 Did the library provide access to Yes
e-videos purchased solely by the
library?

5.11 Did the library provide access to Yes
e-videos purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? (Do
not include New York State Library-
provided content here; that should be
entered in 5.12.)

5.12 Did the library provide access to No
e-videos provided by the New York
State Library at no or minimal cost to
the library?

Databases / Online Learning / E-Material Circulation

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13 Did the library provide access to Yes
research databases purchased solely by
the library?

Note: Candid Foundation Directory

5.14 Did the library provide access to Yes
research databases purchased via a
consortium, cooperative, or other
similar group at the local, regional, or
state level?

Note: Ancestry Library Edition

5.15 Did the library provide access to Yes
research databases provided by the New
York State Library at no or minimal cost
to the library (e.g., NOVELny)?

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to Yes
online learning platforms purchased
solely by the library?

Note: Craftsy, The Great Courses. Northstar

5.17 Did the library provide access to Yes
online learning platforms purchased via
a consortium, cooperative, or other
similar group at the local, regional, or
state level?

Note: Tech-Talk

5.18 Did the library provide access to No
online learning platforms provided by
the New York State Library at no or
minimal cost to the library?

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books 10,156
during the reporting period

5.20 The total circulation of e-serials 0
during the reporting period.

5.21 The total circulation of e-audio 8,398
during the reporting period

5.22 The total circulation of e-videos 500
during the reporting period.

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per 37.5
workweek used to compute FTE for all
paid library personnel in this section.

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified) 1

6.3 Vacant Library Director (certified) 0

6.4 Library Manager (not certified) 0

6.5 Vacant Library Manager (not certified) 0

6.6 Librarian 4

Note: We currently have 4 full-time librarians. In 2023 we had a vacant position that we filled in 2024.

6.7 Vacant Librarian 0

Note: The vacant librarian position was filled in 2024.

6.8 Library Specialist/Paraprofessional 2.76

Note: One full-time and 4 part-time Library Assistants.

6.9 Vacant Library Specialist/Paraprofessional 0

6.10 Other Staff 7.88

Note: Clerk, pages, building monitors, cleaner and business office staff. Part time cleaner returned from sick leave and the open part time page position was filled.

6.11 Vacant Other Staff 0

Note: One part-time page position has been filled. One part-time cleaner has returned to work.

6.12 **TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)** 15.64

6.13 **VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)** 0.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1
6.15	Salary - Library Director (certified)	\$99,606
Note: 3.5% salary increase		
6.16	FTE - Library Manager (not certified)	0
6.17	Salary - Library Manager (not certified)	\$0
6.18	FTE - Librarian	1
6.19	Salary - Librarian	\$58,461

Note: Annual NYS minimum salary increase.

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2024**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y

4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y

5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y

6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y

7. Is open the minimum standard number of public service hours for population served. (see instructions) Y

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a. space Y

8b. lighting Y

8c. shelving Y

8d. seating Y

8e. power infrastructure Y

8f. data infrastructure Y

8g. public restroom Y

9. Provides programming to address community needs, as outlined in the library's long-range plan of service. Y

10. Provides

10a. a circulation system that facilitates access to the local library collection and other library catalogs Y

10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information. Y

11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. Y

12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. Y

13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. Y

14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1 Main Library 1

8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - 57.00
Main Library

8.7 Minimum Weekly Total Hours - 0.00
Branch Libraries

8.8 Minimum Weekly Total Hours - 0.00
Bookmobiles

8.9 **Minimum Weekly Total Hours - 57.00
Total Hours Open (Total questions 8.6 -
8.8)**

8.10 Annual Total Hours - Main 3,265.00
Library

8.11 Annual Total Hours - Branch 0.00
Libraries

8.12 Annual Total Hours - 0.00
Bookmobiles

8.13 **Annual Hours Open - Total 3,265.00
Hours Open (Total questions 8.10
through 8.12)**

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed*, *will reopen* or *Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link](#) to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5–6, 11–14, and 20–23 should be locked.

- | | | |
|----|-----------------------------------|-------------------------|
| 1. | Outlet Name | OLEAN PUBLIC LIBRARY |
| 2. | Outlet Name Status | 00 (for no change) |
| 3. | Street Address | 134 NORTH SECOND STREET |
| 4. | Outlet Street Address Status | 00 (for no change) |
| 5. | City | OLEAN |
| 6. | Zip Code | 14760 |
| 7. | Phone (enter 10 digits only) | (716) 372-0200 |
| 8. | Fax Number (enter 10 digits only) | (716) 372-8651 |
| 9. | E-mail Address | info@oleanlibrary.org |

10.	Outlet URL	www.oleanlibrary.org
11.	County	CATTARAUGUS
12.	School District	Olean
13.	Library System	Chautauqua-Cattaraugus Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	3,265
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	361
Note: More nonprofit organizations met at the library in 2024 and used our meeting space. Nonprofit organizations and agencies do not have meeting space available so they use the library for their meetings.		
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1973

24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2017
25.	Square footage of the outlet	19,500
26.	Number of Internet Computers Used by General Public	22
27.	Number of uses (sessions) of public Internet computers per year	7,603
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	Other (specify using the State note)

Note: At the local police department's request, we turn off our WiFi off during the hours of 10pm and 6am. There was a lot of illegal drug activity on library property during the evening hours when the library was closed. Free WiFi access was part of the attraction to using library property. Since we made this change, things have improved.

33.	Wireless Sessions	10,104
-----	-------------------	--------

Note: Increase due to upgrades to our WiFi. The upgrades expanded the range of the signal and allowed more people to connect at one time.

33a	Reporting Method for Wireless Sessions	CT - Annual Count
-----	--	-------------------

34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? Y
35. Is every public part of the outlet accessible to a person in a wheelchair? Y
36. Does your **outlet** have a Makerspace? N
37. *LIBID* 1200044760
38. *FSCSID* NY0037
39. *Number of Bookmobiles in the Bookmobile Outlet Record* 0
40. *Outlet Structure Status* 00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2024 to December 31, 2024) 17

Note: 12 regular meetings, 5 special meetings.

NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A. 5-15

10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A. 7

10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. N/A

10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)**? If a term length is not stated, please explain in a Note. 5 years

10.6 I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note. Y

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one): EP - board members are elected in a public election

List Officers and Board Members as of February 1 of the CURRENT year.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#) . Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

- | | | |
|----|----------------------------|-------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Gretchen |
| 3. | Last Name of Board Member | Copella |
| 4. | Mailing Address | 401 King St |
| 5. | City | Olean |

- | | | |
|-----|---|---------------------------|
| 6. | Zip Code (5 digits only) | 14760 |
| 7. | E-mail address | Trustee1@oleanlibrary.org |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2024 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2029 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/19/2024 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/24/2024 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|----|----------------------------|---------------------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Laura |
| 3. | Last Name of Board Member | Whitford |
| 4. | Mailing Address | 246 E. Riverside Dr |

- | | | |
|-----|---|---------------------------|
| 5. | City | Olean |
| 6. | Zip Code (5 digits only) | 14760 |
| 7. | E-mail address | Trustee3@oleanlibrary.org |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2023 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2028 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/12/2023 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/17/2023 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|----|----------------------------|----------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Jennifer |
| 3. | Last Name of Board Member | Mahar |

- | | | |
|-----|---|---------------------------|
| 4. | Mailing Address | 2909 W. River Rd |
| 5. | City | Olean |
| 6. | Zip Code (5 digits only) | 14760 |
| 7. | E-mail address | Trustee2@oleanlibrary.org |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2021 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2026 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/21/2021 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/26/2021 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|----|----------------------------|--------|
| 1. | Status | Filled |
| 2. | First Name of Board Member | Reed |

- | | | |
|-----|---|--------------------------------|
| 3. | Last Name of Board Member | McElfresh |
| 4. | Mailing Address | 101 Virginia St |
| 5. | City | Olean |
| 6. | Zip Code (5 digits only) | 14760 |
| 7. | E-mail address | vicepresident@oleanlibrary.org |
| 8. | Office Held or Trustee | Vice President |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2021 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2026 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/21/2021 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/26/2021 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |

- | | | |
|-----|----------------------------|----------------------------|
| 2. | First Name of Board Member | Ann |
| 3. | Last Name of Board Member | Tenglund |
| 4. | Mailing Address | 101 N. 21st St |
| 5. | City | Olean |
| 6. | Zip Code (5 digits only) | 14760 |
| 7. | E-mail address | secretary@oleanlibrary.org |
| 8. | Office Held or Trustee | Secretary |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2021 |
| 11. | Term Expires | June |
| 12. | Term Expires - Year (yyyy) | 2025 |

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

Note: Tenglund was elected to fill the remaining term of Earl McElfresh, who resigned. McElfresh's term was July 1, 2020-June 30, 2025.

- | | | |
|-----|--|------------|
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/21/2021 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/26/2021 |

16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Patricia
3.	Last Name of Board Member	Shumway
4.	Mailing Address	1804 Johnson St
5.	City	Olean
6.	Zip Code (5 digits only)	14760
7.	E-mail address	financeofficer@oleanlibrary.org
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2022
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2027
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/28/2022

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/29/2022

16. Is this a brand new trustee? N

1. Status Filled

2. First Name of Board Member Lanna

3. Last Name of Board Member Waterman

4. Mailing Address 305 W. Sullivan St

5. City Olean

6. Zip Code (5 digits only) 14760

7. E-mail address boardpresident@oleanlibrary.org

8. Office Held or Trustee President

9. Term Begins - Month July

10. Term Begins - Year (year) 2022

11. Term Expires June

12. Term Expires - Year (yyyy) 2027

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

14. The date the Oath of Office 07/11/2022
(mm/dd/yyyy) was taken

15. The date the Oath of Office was 07/13/2022
filed with town or county clerk
(mm/dd/yyyy)

16. Is this a brand new trustee? N

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash
Grants / Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any Y
local public funds? If yes, complete one
record for each taxing authority; if no,
go to question 11.3.

Please Note: last year's answers for repeating groups cannot be displayed.

1. Source of Funds School District

2. Name of funding County, Olean City School District
Municipality or School District

3. Amount \$1,126,606

Note: \$1,942.80 PILOTS (payment in lieu of taxes) \$1,124,663 Tax

4. Subject to public vote held in Y
reporting year or in a previous reporting
year(s).

5. Written Contractual Agreement N

11.2	TOTAL LOCAL PUBLIC FUNDS	\$1,126,606
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SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$7,638
------	-----------------------------------	---------

Note: 10% LLSA \$737.70 (2023) 90% LLSA \$6,900.30 (2024)

11.4	Record all Central Library Services Aid monies received from system headquarters	\$50,671
------	--	----------

Note: \$35,139.80 CLDA \$15,531.25 CBA

11.5	Additional State Aid received from the System	\$0
------	---	-----

11.6	Federal Aid received from the System	\$0
------	--------------------------------------	-----

11.7	Other Cash Grants	\$11,350
------	-------------------	----------

Note: \$250 SRP \$800 NYLA Travel Grant \$10,000 Material Plan \$300 Love Your Library

11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$69,659
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OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
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Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
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11.11	Other Federal Aid	\$0
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11.12 **TOTAL FEDERAL AID** (Add \$0
Questions 11.10 and 11.11)

11.13 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$0

OTHER RECEIPTS

11.14 Gifts and Endowments \$56,282

Note: \$4,505.23 general donations, \$20,233.94 Friends of the Library, \$4,167.69 Memorials, \$10,481 Francis Bean O'Connell, \$5,000 Manley Grant, \$5,000 John Henry Eldred Jr Foundation, \$6,893.85 Marjory Burdus Endowment distributions Increase from 2023 is due to receiving more memorials, and two new Grants (Manley & John Henry)

11.15 Fund Raising \$0

11.16 Income from Investments \$54,910

Note: Increase due to investing funds that are not immediately needed into short term CDs at rates ranging from 3-5%.

11.17 Library Charges \$11,550

Note: \$7,726.23 is from copy/print services. \$3,823.47 is from lost material replacement payments, 3D printing, library card replacement fees, and fax services.

11.18 Other \$3,574

Note: \$1,953.07 NYSIF Worker's Comp dividend for 7/22-7/2023 policy, \$1,520.85 Utica Property & Auto insurance dividend for 2022 policy \$100 Used book sale Amount is much lower in 2024 than 2023 due to not receiving the large Hartford refund that was received in 2023 due to a disability pay out issue that happened in prior years.

11.19 **TOTAL OTHER RECEIPTS** \$126,316
(Add Questions 11.14, 11.15, 11.16,
11.17 and 11.18)

11.20 **TOTAL OPERATING FUND RECEIPTS** \$1,322,581
(Add Questions 11.2, 11.8,
11.9, 11.12, 11.13 and 11.19)

11.21 **BUDGET LOANS** \$0

Transfers / Grand Total

TRANSFERS

11.22 From Capital Fund (Same as Question 14.8) \$2,056

Note: Transfer from capital to operating for expenditures paid out of operating that were originally expected to be paid out of Capital.

11.23 From Other Funds \$0

11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23) \$2,056

11.25 **BALANCE IN OPERATING FUND** - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 12.39 of previous year if fiscal year has not changed) \$2,527,195

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40) \$3,851,832

12. OPERATING FUND DISBURSEMENTS

**Staff / Collection / Capital
Operation and Maintenance**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians \$339,858

Note: 2024 Raise 3.5% Partial year with no one in the programming librarian role.

12.2 Other Staff \$441,406

Note: 2024 Raise 3.5% Staffing hours increased particularly in the library assistant role to hold additional programs.

12.3 **Total Salaries & Wages** \$781,264
Expenditures (Add Questions 12.1 and 12.2)

12.4 **Employee Benefits** \$223,624
Expenditures

Note: \$230 YMCA Employee wellness plan, \$57,146.21 FICA, \$58,048.06 Health Insurance, \$88,496 NYSLRS Pension Annual Invoice, \$12,339.35 PFL/STD Policy, \$7,364.51 Worker's Comp PFL/STD policy cost increased \$8,972 related to enriched policy billing rates. \$4,326 of this increase was for the 2023 policy. Our NYSLR invoice for 2024 came in at \$88,518 for an increase of 36%. This amount is calculated using enrolled employee salaries. We did have at least 3 employees join in 2024. NYSLR also increased the % of salary for each tier. Tier 4 - 14.9% to 17.8%, Tier 5 - 12.9% to 15.3%, Tier 6 - 9.5% to 11.3%. Health insurance policy premiums went up 8%.

12.5 **Total Staff Expenditures** (Add \$1,004,888
Questions 12.3 and 12.4)

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures \$85,483

Note: Total 2024 book purchases of \$72,356.57 (of that amount \$12,644.53 children, \$1,902.74 graphic, \$1,821.26 young adult) Periodicals \$13,126.75

12.7 Electronic Materials \$45,223
Expenditures

Note: E-Audio \$7,451.80 Children E Books \$2,740.02 Adult E Books \$17,171.76 YA E Books \$2,339.67 Kanopy \$817.14 Candid \$2,995 Craftsy & Great Courses \$307.97 Overdrive purchased credit \$9,000 Literacy Minnesota \$400 Core Collection Database \$2,000 Decrease due to prior year having two Overdrive credit purchases totaling \$23,300 and YA & Children Ebook purchases were down.

12.8 Other Materials Expenditures \$16,389

Note: Annual Microfilm subscription \$2,570, DVDs \$8,929.58, Video Games \$1,772.06, CD-Audiobooks \$3,116.84 Decrease due to less spend on audiobooks, electronic format is more popular, and DVDs as more people are streaming.

12.9 **Total Collection Expenditures** \$147,095
(Add Questions 12.6, 12.7 and 12.8)

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds \$0
(71PF)

12.11 From Other Funds (71OF) \$1,979

Note: \$499.95 Lifetime 6 foot rectangle folding tables, \$129.99 Deluxe Drafting Stool Chair 450lb weight capacity, Double sided magnetic sign holder \$659.16, new security camera added to exterior near shed \$690

12.12 **Total Capital Expenditures** \$1,979
(Add Questions 12.10 and 12.11)

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13 From Local Public Funds \$0
(72PF)

12.14 From Other Funds (72OF) \$16,241

Note: \$12,526.50 in rooftop unit HVAC repairs, \$1,658.67 Staff room sink and water fountain repairs, boiler room lighting repair \$255.77, place electrical outlets in teen room \$1,800

12.15 **Total Repairs** (Add Questions 12.13 and 12.14) \$16,241

12.16 Other Disbursements for Operation & Maintenance of Buildings \$71,577

Note: \$1,020.31 Cleaning Supplies, \$1,532.07 for regular maintenance supplies such as ice melt, insect killer, security uniforms, drain snakes, shovel, scoop, \$1,090 for FSC fire alarm annual agreement and monitoring system annual agreement, \$50 Fire extinguisher inspection, \$479 security system maintenance, \$3,545 Carpet cleaning, \$15,840 annual HVAC contract, \$1,135 pest control monthly treatment, \$17,816 electric, \$8,459.37 gas, \$1,433.97 water/sewer, \$2,425 Snow plowing, \$15,308.33 Utica property/auto/liability insurance, \$1,372.88 Hedley Brook Insurance Increase due to carpet cleaning professional service, quarterly maintenance on HVAC unit pricing increased, and insurance policy premiums increased by 27%. \$70 outside flowers

12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) \$87,818

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies \$11,873

Note: \$1,865.68 Bookbinding materials, \$5,088.10 office supplies, \$4,919.26 paper & toner Spent significantly less on paper/toner & office supplies by managing smaller inventories and purchasing from Staples Advantage with government pricing.

12.19 Telecommunications \$3,735

Note: Broadband (billed by CCLS) \$828 Spectrum \$1,919.52 Pacific Telemanagement \$636 (payphone) CCLS VOIP Supply phone support and CCLS Sangoma phone support Annual \$351

12.21 Professional & Consultant Fees \$36,583

Note: Accurate Now background checks \$1,445.68, SHRM Subscription \$244, Aatrix 1099 electronic file \$105.55, Program presenters \$14,277.65, \$600.39 Election Inspectors, EAP \$225, Auditor \$12,000, \$564.88 Legal Fees, ADP 3,166.65, Third Line Strategies expansion consultant \$2,175, Unique Management \$1,083.50 (fine recovery/collection service) Amount much lower than 2024 due to less legal matters/invoices and the ADP fees were lower. We also didn't have consulting fees for a pension review project.

12.22 Equipment \$22,186

Note: Nintendo Switch \$299, Raspberry Pi (3) \$350.95, Office Desk & Chairs \$579.96, CCLS Phone \$132.04, CCLS Dell Laptop \$1,579.76, CCLS Dell Latitude \$1,046.24, CCLS Poly ATA VOIP adapter \$92, CCLS Optiplex XCTO computers \$2,253, First Citizens Lease on AIO touch screen and Scannx \$1,577.84, UBEQ/Schwab print station contract \$2,536.32, Postage meter lease \$666, Ubeo Saving copier lease \$2,592. Inkjet printer \$72, Brother laser fax \$329.99, Canon printer \$429, 3D maker pro \$531, Freestanding cabinets \$899.98, Laser Engraver \$1,299, Singer Sewing Machines \$1,300.94, CCLS 5 Dell latitude laptops \$3,619.25

12.23 Other Miscellaneous \$45,078

Note: Travel \$1,364.91, Teen Room Supplies \$4,463.39, Teen Program supplies \$1,909.83, Summer Reading \$1,579.55, Shirts/Sweatshirts for staff \$1,266.49, Staff Dinner/appreciation \$960.27, Software \$5,861.97 includes team up, minecraft licenses, deepfreeze, movie license, librarica, canva, box, zoom; Safe Deposit Box \$25, Printing services \$537, Postage \$2,790.22, Parking \$600, Outreach supplies \$2,833.22, NYLA membership & WNY library resource council \$145, Bank/investment Fees \$2,375.73, ILL Charges \$124, give away books \$591.66, general program supplies \$1,982.96, gallery supplies \$699.35, craft program supplies \$3,387.37, Children program supplies \$6,764.81, book club supplies \$222.39, knit and crochet supplies \$14.28, Chamber of commerce \$215, aquarium heater \$41.98, after school supplies \$768.62, advertising \$366.40, AED pads \$156.08, adult program supplies \$3,030.40.

12.24 **Total Miscellaneous Expenses** \$119,455
(Add Questions 12.18, 12.19, 12.21,
12.22 and 12.23)

Contracts / Debt Service / Transfers / Grand Total

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds (73PF) \$0

12.27 From Other Funds (73OF) \$0

12.28 **Total** (Add Questions 12.26 and 12.27) \$0

Other Loans

12.29 Budget Loans (Principal and Interest) \$0

12.30 Short-Term Loans \$0

12.31 **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30) \$0

12.32 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) \$1,361,235

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF) \$0

12.34 From Other Funds (76OF) \$15,000

Note: Transfer to provide funds for capital projects paid from the capital checking account.

12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$15,000
12.36	Transfer to Other Funds	\$0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$15,000
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$1,376,235
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024	\$2,475,597
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$3,851,832

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	02/19/2025
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FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	01/24/2025
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2024-12/31/2024
12.44	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.45 Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources \$0

13.2 All Other Revenues from Local Sources \$0

13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$0

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$61,762

13.5 Other State Aid \$0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$61,762

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

13.8 **Transfer from Operating Fund** (Same as Question 12.35) \$15,000

Note: Transfer from operating to provide funds for capital projects paid from the capital checking account.

13.9 **TOTAL REVENUES** (Add \$76,762
Questions 13.3, 13.6, 13.7 and 13.8)

13.10 **NON-REVENUE RECEIPTS** \$0

13.11 **TOTAL CASH RECEIPTS** \$76,762
(Add Questions 13.9 and 13.10)

13.12 **BALANCE IN CAPITAL** \$265,263
FUND - Beginning Balance for Fiscal
Year Ending 2024 (Same as Question
14.11 of previous year, if fiscal year has
not changed)

13.13 **TOTAL CASH RECEIPTS** \$342,025
AND BALANCE(Add Questions 13.11
and 13.12; same as Question 14.12)

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1 Construction \$0

14.2 Incidental Construction \$48,612

Note: Advent Communications \$6,770.44 Security/Lighting Project Bermann \$22,808.61 schematic design for expansion FSC \$17,907.50 Security/Lighting Project Third Lane Strategies \$1,125 consulting for expansion project

Other Disbursements

14.3 Purchase of Buildings \$0

14.4 Interest \$0

14.5 Collection Expenditures \$0

14.6 **Total Other Disbursements** (Add \$0
Questions 14.3, 14.4 and 14.5)

14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$48,612
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14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$2,056
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Note: Transfer from capital to operating for expenditures paid out of operating that were originally expected to be paid out of Capital.

14.9	NON-PROJECT EXPENDITURES	\$0
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14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$50,668
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14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2024	\$291,357
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14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$342,025
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Note: The cash balance in the capital fund increased in 2024 due to State Aid received for the bathroom renovations project that hasn't been started yet. The state aid received totaled \$61,762. In 2023 we received state aid for security and lighting that totaled \$32,836.

15. CENTRAL LIBRARIES

CENTRAL LIBRARY SERVICES AID (CLSA)

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b)

Reference: Commissioners Regulations 90.4

Central Library Services Aid is a flat sum of \$0.32 cents per capita of population within the chartered area of service of such library system with a minimum amount of \$105,000, and an additional \$71,500 to each library system for the purchase of books and materials including nonprint materials, as defined in regulations of the commissioner, for its central library.

The fiscal year for Central Library Services Aid is the calendar year. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Library expenditures from Central Library Services Aid may only be used for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2023. Do not report funds spent by the public library system on the Library's behalf.

15.1.1 - 15.1.2 Professional Salaries: Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

15.1.1 Total Full-Time Equivalents .71
(FTE)

15.1.2 Total Expenditure for \$35,151
Professional Salaries

15.1.3 - 15.1.4 Other Staff Salaries: Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.1.3 Total Full-Time Equivalents
(FTE)

15.1.4 Total Expenditures for Other
Staff Salaries

15.1.5 **Employee Benefits:** Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds).

15.1.6 **Purchased Services:** Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No. N

Please Note: last year's answers for repeating groups cannot be displayed.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

- | | | |
|----|----------------------|-----|
| 1. | Expenditure Category | N/A |
| 2. | Provider of Services | N/A |
| 3. | Expenditure | N/A |

15.1.7 **Total Expenditure - Purchased Services** \$0

15.1.8 **Supplies and Materials:** Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. Y

Please Note: last year's answers for repeating groups cannot be displayed.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Non-print resources (electronic content) |
|----|----------------------|--|

2. Expenditure \$5,395

Note: Candid \$2,995 Core Collection Database \$2,000 Literacy Minnesota \$400

1. Expenditure Category Non-print resources (electronic content)

2. Expenditure \$10,125

Note: Overdrive credit \$9,000 purchased in 2024 for use in 2025 Kanopy \$817.14 Craftsy & Great Courses \$307.97

15.1.9 Total Expenditure - Supplies and Materials \$15,520

15.1.10 Travel Expenditures: Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No. N

Please Note: last year's answers for repeating groups cannot be displayed.

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Type of travel N/A

2. Expenditure N/A

15.1.11 Total Expenditures - Travel \$0

15.1.12 Equipment and Furnishings: Did the central/co-central library expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No. N

Please Note: last year's answers for repeating groups cannot be displayed.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1. Type of item N/A

2.	Quantity	N/A
3.	Unit cost	N/A
4.	Expenditure	N/A

15.1.13 **Total Expenditure - Equipment and Furnishings** \$0

15.1.14 **Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13)** \$50,671

15.1.15 **Cash Balance at the Opening of the Fiscal Year** \$0

NOTE: The opening balance must be the same as the closing balance of the previous year.

15.1.16 **Total Allocation received from the system:** \$50,671

Note: CLDA \$35,139.80 CBA \$15,531.25

15.1.17 **Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15)** \$0

15.1.18 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

Fundings used for a portion of the salary of a full-time librarian, databases, and electronic resources.

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1 **Total ALA-MLS** 4.69

16.2 **Total Librarians** 7.28

16.3	All Other Paid Staff	7.39
16.4	Total Paid Employees	14.67
16.5	State Government Revenue	\$58,309
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$137,666

Note: 2024 Increase due to \$26,424 increase in local public funds; substantial increases in interest income from investments, roughly \$17,086, due to higher-than-average money market and CD rates. Gifts and Endowments are up \$10,827 due to an increase in memorials and two grants (Manley & John Henry). The other category is down \$6,801 as less refunds were received in 2024.

16.8	Total Operating Revenue	\$1,322,581
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Note: 2024 Increase due to \$26,424 increase in local public funds; substantial increases in interest income from investments, roughly \$17,086, due to higher-than-average money market and CD rates. Gifts and Endowments are up \$10,827 due to an increase in memorials and two grants (Manley & John Henry). The other category is down \$6,801 as less refunds were received in 2024.

16.9	Other Operating Expenditures	\$207,273
16.10	Total Operating Expenditures	\$1,359,256
16.11	Total Capital Expenditures	\$52,647

Note: 2024 expenditures for the following projects: \$23,933.61 total professional expenditures including schematic design and engineering services for capital expansion project; \$24,677.94 for the outdoor lighting, data cable and security camera capital project \$499.95 Tables, Chairs \$129.99, Double sided magnetic sign holder \$659.16, Exterior security camera near shed \$690 Transfer from capital to operating \$2,055.77

16.12	Print Materials	119,741
16.12a	Total Physical Items in Collection	133,874
16.13	Circulation of Children's Physical Material	27,701
16.14	Total Registered Borrowers	23,856

16.15	Other Capital Revenue and Receipts	\$15,000
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Note: Transfer from operating to provide funds for capital projects paid from the capital checking account.

16.16	Number of Internet Computers Used by General Public	22
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16.17	Total Uses (sessions) of Public Internet Computers Per Year	7,603
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16.18	Wireless Sessions	10,104
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16.19	Total Capital Revenue	\$76,762
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Note: 2024 First 90% NYS Construction Aid for bathroom renovations \$61,762 and \$105,000 transfer from operating funds to Capital.

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	1200044760
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17.2	Interlibrary Relationship Code	ME
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17.3	Legal Basis Code	LD
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17.4	Administrative Structure Code	SO
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17.5	FSCS Public Library Definition	Y
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17.6	Geographic Code	SU1
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17.7	FSCS ID	NY0037
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17.8	SED CODE	042400700009
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17.9	INSTITUTION ID	800000054704
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SUGGESTED IMPROVEMENTS

Library Name: OLEAN PUBLIC LIBRARY

Library System: Chautauqua-Cattaraugus Library System

Name of Person Completing
Form: Kimberly Mahar

Phone Number: (716) 372-0200

I am satisfied that this resource (Collect) is meeting library needs: Agree

Applying this resource (Collect) will help improve library services to the public: Agree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!