

MEETING MINUTES
Olean Public Library Board of Trustees
February 4, 2026
5:30 P.M. – Story Time Room

The mission of the Olean Public Library is to assist all people with their educational, informational and recreational needs.

Call to Order by Committee Chair Patty Shumway at 5:30 p.m. In attendance were trustees Shumway, Waterman, McElfresh, Copella, Treasurer Steffen, and from the Library, Angell, and La Voie (via Zoom).

1. 2027 budget planning

a.) Three wage increase options were presented:

1. Option #1 – a 3.5% increase for all staff, with appropriated fund balance usage of \$45,000 and a 2% tax increase.
2. Option #2 – a 2% increase for all staff, except salaried employees at the NYS minimum (those employees are calculated with a 3% increase). Appropriated fund balance usage of \$35,000 and a 2% tax increase.
3. Option #3 – a 2% increase for all staff, appropriated fund balance usage of \$30,000, and a 2% tax increase.
4. Adding in a daytime cleaner for 12 hours would cost between \$13,220 and \$13,414 depending on the wage increase chosen.
5. Expense Discussion
 - i. Health insurance cost includes 7 employees with 6 currently participating
 - ii. Potential Worker’s Comp cost increase
 - iii. Short Term Disability & Paid Family Leave - small increase likely due to inflation.
 - iv. Microfilm - \$3,000 will still cover a 5% annual increase which is the average trend
 - v. Periodical prices are increasing. Periodicals are circulated to other system libraries. 2025 actual was lower than budgeted due to a few of the larger periodical renewals falling in the beginning of 2026.
 - vi. Circulating video games budget dropped down, as not as many are purchased (they are a high theft or non-returned items). Video games for teens in the Teen Room are still being purchased; those expenses fall under Library Supplies.
 - vii. Electronic resources increased by the \$14,000 removed from physical books plus an additional \$4,109. With the upcoming building project, orders of physical materials will pose storage/shelving challenges, so a temporary shift to more e-materials makes sense. Electronic resources such as e-books and e-audio are also gaining in popularity. An increase to the physical book budget will be re-visited upon completion of the capital project.
 - viii. DVD expenditures have been reduced, as they are increasingly harder to purchase and people are leaning more towards streaming services.
 - ix. Fuel and Utilities 2026 is 12% above prior year actual, and 2027 is forecasted to be 5% above the 2026 budget.
 - x. Insurance may see a large increase due to potential donated property.
 - xi. Operations and maintenance increased slightly as costs have been pushing close to the budget in this line year after year. Additional upkeep & maintenance of donated property, such as plowing, shoveling, and lawn care would be included here.
 - xii. Computer Supplies increased slightly to account for rising costs on toner and paper.
 - xiii. Telephone - slight increase, as it is expected that telephone service provider costs will increase.
 - xiv. Postage increased to account for rising costs.
 - xv. Publicity & printing increased in case of any additional advertising and flyer printing.
 - xvi. Fundraising is an allowable operating budget cost that is newly added to the budget.

- xvii. Outreach program supplies is a very valuable line in the budget that was subject to cuts in prior years. This increase will allow for additional promotional items, programs, and attendance at markets & fairs to promote literacy and use of the library.
- xviii. Travel is consistent with prior year budgets. This budget line is for staff to attend trainings, conferences, and visit other libraries to gain valuable insight and combat tunnel vision on library processes and programs.
- xix. Rental equipment slight increase in the event that older equipment is swapped out with newer leased models. Current rentals include copiers, postage machine, a scannx machine, as well as parking spots in the neighboring lot.
- xx. Professional fees & resources budget line includes auditor, presenters, staff-utilized software, legal, & professional resources like SHRM. The costs of these items are increasing, along with the desire to offer more outside presenter programs.
- xxi. Other Admin Expenses budget line small increase to allow for additional staff morale-boosting activities during construction.
- xxii. Technology and equipment budget line increased, as technology-related grants exhausted.
- xxiii. Income discussion
 - 1. PILOTS increased consistent with known amount to be received in 2026.
 - 2. Earnings from investments calculated at a return of 3% for expected investment terms and amounts.
 - 3. Gifts, grants, & donations includes Friends contributions, O'Connell, Burdus, and all other recurring annual amounts. Increased to a more realistic amount consistent with prior year trends. The Thomas Barnes Fund with an annual distribution would be posted on this budget line.
 - 4. The annual library system grant that has been discontinued has been removed.
- 6. Additional discussion points:
 - i. NYS minimum wage for 2027 will be tied to 3-year average of the CPI. This amount will not be finalized until October 1st 2026. Preliminary calculations indicate a 3.6% increase.
 - ii. Fund balance carryover to 2026 is \$1,081,217. FY 2024 budgeted fund balance of \$203,423; actual was \$112,218. FY 2025 budgeted fund balance of \$208,110; actual was \$82,938. There is a current capital reserve of \$350,000; to date, \$350,297.89 has been spent on the capital project. This is eligible for reimbursement from bond proceeds as preliminary expenditures.
- 7. Items to follow up on:
 - i. Insurance questions related to coverage options for possible donated property. Can a percentage of insurance costs be reimbursed from bond proceeds if used for construction staging? Need an estimate of construction-related insurance. Ask insurance agent to review COI from the various contractors to ensure adequate insurance coverage.
 - ii. Ask financial advisor of potential for reimbursement, through bond, for increased utility expenses during construction.
- 8. Final Budget recommendation
 - i. The board does not wish to pierce the tax cap.
 - ii. Include the daytime cleaner position with 12 hours/week.
 - iii. Two percent salary increase for all staff, except for 3 staff at the NYS minimum exempt salary, who will receive a four percent increase
 - iv. Reduction in DVDs, electronic resources, operations/maintenance, & audio books to maintain appropriated fund balance usage of \$45,000 or less. Total budget of \$1,678,977.

2. Capital Project

MOTION (R. McElfresh, G. Copella): To enter executive session at 6:49pm to discuss additional work being performed by certain employees involved in capital project-related work. The motion passed unanimously.

No actions were taken during executive session. A recommendation will be made at the regular February Board meeting.

MOTION (L. Waterman, G. Copella): To leave executive session at 7:11pm. The motion passed unanimously.

3. Annual evaluation of Treasurer

MOTION (R. McElfresh, G. Copella): To enter executive session at 7:16pm to discuss annual evaluation of the Treasurer. The motion passed unanimously.

No actions were taken during executive session.

MOTION (R. McElfresh, L. Waterman): To leave executive session at 7:56pm. The motion passed unanimously.

MOTION TO ADJOURN (G. Copella, L. Waterman): Meeting adjourned at 7:56P.M. The motion passed unanimously.

Respectfully submitted,

Heather Angell (in place of Secretary Laura Whitford who was not present at the meeting)