Olean Public Library

Freedom of Information Law (FOIL) – Subject Matter List

Last Updated: October 2026

Adopted: 10/21/2026

In accordance with the New York State Freedom of Information Law (FOIL), the Library maintains the following categories of records. Inclusion of a record category on this list does not guarantee public access; certain records or portions thereof may be exempt from disclosure under statutory provisions of the Public Officers Law or Civil Practice Law and Rules (CPLR) (e.g., patron privacy, personnel privacy, or ongoing litigation).

1. Governance & General Administration

- **Board of Trustees Records:** Meeting agendas, official minutes, board resolutions, trustee bylaws, committee reports, trustee oaths of office, and trustee election/appointment records.
- **Policies & Directives:** Adopted library policies (e.g., Procurement, Material Selection/Reconsideration, Internet Use, Code of Conduct, Personnel Policy).
- **Legal Records:** Intermunicipal agreements, deeds, property titles, easements, litigation files, notices of claim, and legal opinions.
- **Public Relations:** Press releases, promotional materials, public notices, and official newsletters.

2. Fiscal & Financial Operations

- **Budget & Election Records:** Voter-approved annual budgets, tentative/proposed budgets, public hearing records, and election coordination documents with the School District.
- **Financial Reports & Audits:** Independent annual audit reports, New York State Comptroller Annual Financial Reports (AFR), and monthly treasurer reports.
- **Accounting Ledger Categories:** Accounts payable vouchers, purchase orders, invoices, receipts, general ledgers, trial balances, and bank statements.
- **Grants & Funding:** Documentation regarding New York State Construction Grants, Local Sponsor Incentive Aid, Capital campaign records, and private donations/endowments.
- **Tax Documentation:** Tax levy verification records, and IRS 501(c)(3) determination letters (if applicable to an associated Friends/Foundation group).

3. Library Operations & Collections

- **Collection Management:** Master catalog/shelf lists, de-accession (weeding) records, and material purchase orders.
- **Patron Administration:** Blank library card applications, borrowing policy agreements, and patron account status lists *(Note: Specific circulation history and personal information are strictly protected from disclosure under CPLR § 4509)*.

- **Operational Reports:** Annual Reports to the New York State Education Department (NYSED), circulation statistics, and door-count logs.
- **Material Challenges:** Citizen requests for reconsideration of library materials, challenge committee reports, and final Board determinations.

4. Personnel & Human Resources

- **Civil Service Administration:** Roster cards, position classification descriptions, and personnel transaction forms (e.g., MSD-428 or local equivalent).
- **Employee Records:** Personnel files, job applications, resumes, performance evaluations, and resignation/termination letters.
- **Payroll & Benefits:** Payroll registers, time cards, New York State and Local Retirement System (NYSLRS) reporting data, health insurance enrollment records, and W-2/1099 statements.

5. Facilities & Technology

- **Capital Projects & Buildings:** Architectural plans, blueprints, engineering specs, building permits, certificates of occupancy, and contractor bid documents (RFPs).
- **Maintenance & Security:** Maintenance logs, service contracts, safety inspection reports, and facility sign-in sheets.
- **Information Technology:** Hardware/software inventories, network architecture diagrams, and internet filtering compliance logs (CIPA).