

TOMPKINS COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 24, 2024
4:00 – 6:00

CALL TO ORDER

4:00 PM

A. **APPROVAL OF AGENDA**

DOC 24-62

B. **PUBLIC COMMENTS**

ACTION ITEMS

4:05 PM

1. Draft Minutes of August 27, 2024

DOC 24-63

2. Audit of Bills

Operating Budget in the amount of \$ _____

3. Nominating Committee Report

C. **DIRECTOR'S REPORT**

4:15 PM

D. **LIAISON REPORTS**

4:25 PM

County – Rich John

Foundation – Kerry Barnes

Friends – Nina Scholtz

E. **WRITTEN REPORTS**

4:40 PM

1. September Staff Report

DOC 24-64

2. August Monthly Statement

DOC 24-65

3. Finance & Personnel Committee

a. Minutes of September 17, 2024

DOC 24-66

4. Library Service & Policy Committee

a. Next Meeting is October 3, 2024

5. Community Relations and Outreach Committee

a. Minutes of September 3, 2024

DOC 24-67

NOTE: In order to expedite the routine business of the board, please email Director Leslie Tabor (ltabor@tcpl.org) with any questions that you may have about the information items prior to the board meeting.

REMINDER:

DATE OF NEXT BOARD MEETING
OCTOBER 22, 2024

TOMPKINS COUNTY PUBLIC LIBRARY
DRAFT MINUTES OF THE BOARD OF TRUSTEES
AUGUST 27, 2024

TCPL Board Members Present: Lis Chabot, Vice President; Blixxy Taetzsch, Shelley Wong, Kathy Weinberg, Jason Moore, Marli Stahler, Mimi Townsend, Nina Scholtz, Christina Brewington, Liam Murphy

Board Members Excused: Melisa Sidle, Darrell Long

Also Present: Leslie Tabor, Director; Tonya VanCamp, Business Manager, Mary McKeon, Administrative Manager; Kerry Barnes, TCPL Foundation Executive Director

With a quorum, meeting convened at 4:02 p.m.

CALL TO ORDER

APPROVAL OF AGENDA DOC 24-52

A **MOTION** was made by J. Moore and seconded by N. Scholtz to approve the agenda. Approved unanimously.

INTRODUCTION OF TRUSTEE CANDIDATE

Lis Chabot introduced Sarah Clausen, she has a passion for community engagement and help foster inclusivity.

APPROVAL OF JULY 23, 2024, MINUTES DOC 24-53

A **MOTION** was made by M. Stahler and seconded by C. Brewerton to approve the minutes. Approved unanimously.

APPROVAL OF THE BILLS

I, Treasurer, Blixxy Taetzsch, in keeping with New York State Education Law, certify that I have reviewed payroll #15 dated 7/25/24, #16 dated 8/8/24 and #17 dated 8/22/24 totaling \$186,495.17. I have reviewed all vouchers presented for payment, and that all disbursements are within the approved operating budget of the library, and therefore recommend that the Board of Trustees approve for payment August 2024 bills in the amount of \$319,095.02 as listed in Abstracts #22, #23, #24 and #25.

DIRECTOR'S REPORT

The 2024 Summer Reading Program; "Adventure Begins at Your Library, has ended. Many thanks to Kat Savage, Youth Services Department and the SRP committee. We are in the fourth week of collective bargaining, it is progressing very well.

There are three "Save the Dates" they are:

9/24 Tompkins County Expanded Budget

9/24 Silent Reading Party
10/18 FLLS 66th Annual Meeting

The Volunteer Coordinator accepted another job, the volunteer program is on pause, we are assessing areas of growth. We are preparing a press release.

VICE PRESIDENT'S REPORT

Negotiations are going well, cleaning up the language and taking out Civil Service language out of the contract. PSA negotiations are done next moving on to SSA negotiations.

LIAISON REPORTS

Foundation – The Library Leaders Circle donor recognition event on August 15th went very well. We honored long-time co-chairs Barry Chester and Elissa Cogan for their service. Cogan and Chester are stepping down as co-chairs, which is the perfect time for the Foundation to rethink this event. Considerations are being made for smaller, more intimate donor gatherings that will include a wider variety of donors than just dollar amount given.

Tickets for the next Silent Reading Party have been selling well already. We are proud to partner with WSKG as our media sponsor.

Friends – We are accepting donations until September 21st.

A **MOTION** was made by S. Wong and seconded by J. Moore at 4:31 pm. Approved unanimously.

Minutes by Mary McKeon
Administrative Manager

Endorsed by Liam Murphy
Secretary

MONTHLY STAFF REPORT

Director's Report

Leslie Tabor

GENERAL

The Library is still in the middle of budget season. The budget and collective bargaining are the two biggest things on the Director's plate currently.

The Library's presentation to the County expanded budget committee is Tuesday, September 24 at 5:45 p.m. in legislative chambers.

The TCPL Foundation's second Silent Reading Party is Tuesday, September 24 from 6 to 9 p.m. at South Hill Cider.

Fall Sundays began on September 15 and end after November 10. The library is open from 1 to 5 p.m. on Sundays

DIRECTOR ACTIVITY HIGHLIGHTS

- TCPL was featured at the Ithaca Rotary Club's lunch meeting on September 18. Director Tabor shared information about library card sign-up month, programs, and services.
- The TCPL Foundation plans to sponsor the Library Director and Foundation Executive Director's Rotary membership.
- TCPL's opioid grant project manager and the Director presented a grant update to the county legislature's Health and Human Services Committee on September 18.
- Assemblymember Kelles held a library bullet aid celebration at Groton Library on September 19. Director Tabor gave brief remarks at the request of the Assemblymember's office.

FACILITY UPDATES

- County facilities installed new bathroom floors and cove base in the youth services bathroom on September 17 and 18.
- An external façade refresh is planned to happen within the next 12 months and will include façade EIFS refinishing, power washing of brick, new paint, and updated awnings.
- We are grateful for the supportive partnership we have with County Facilities.

COLLECTIVE BARGAINING

UAW leadership is now engaged with the PSA and SSA and bargaining is at a standstill until Management receives notice from the teams.

PERSONNEL

- The Business Manager completed intensive MIP software training on Sept 16-18.
- The Youth Services Manager attended a youth services conference in Denver Sept 19-21.

SAVE THE DATE

- Fingers Lakes Library System 66th Annual Meeting – October 18
 - 9:30 to 1:00
 - Downtown Conference Center
 - Trustees are encouraged to attend

DIRECTOR ACTIVITY REVIEW – September 2024

- 09/03 – Community Relations committee
- 09/04 – All-Staff meetings
- 09/04 – Grievance hearing
- 09/05 – Grievance hearing
- 09/06 – Vendor meeting
- 09/09 – TCPL Foundation Board
- 09/10 – IT Vendor meeting
- 09/10 – Safety and Security meeting
- 09/11 – Vendor meeting
- 09/12 – Vendor meeting
- 09/12 – Executive coaching
- 09/12 – FOL Board meeting
- 09/13 – Vacation day
- 09/17 – Finance & Personnel committee
- 09/18 – Rotary presentation
- 09/18 – Health & Human Services committee – opioid grant update
- 09/19 – Assemblymember Kelles bullet aid celebration
- 09/24 – Board meeting
- 09/24 – Budget presentation to County expanded budget committee
- 09/25 – Kids Discover the Trail executive board meeting
- 09/27 – Monthly leadership team meeting
- 09/27 – Executive coaching
- 09/30 – 10/02 – Planned time off

Other work:

- Weekly department head meetings
- Weekly direct report 1:1 meetings
- Confidential personnel/Human resources
- PSA / SSA

- 2025 County Budget presentation
- 2025 Budget assessment and planning
- County Opioid grant coordination
- SMART Goals
- Business Manager onboarding
- Adult Services Manager onboarding
- Review and sign vouchers
- Professional development request approvals
- Annual report tracking
- Friends of the Library Board report
- Board report
- Vendor management
- Communication drafts, messages, et al

Adult Services

Judd Karlman

Adult Services Department Board Report September 2024



A slight shift in the way our new books are displayed offers more cover-facing books to the Avenue of Friends and makes new Large

The Makerspace

We shifted a few simple things in the schedule so that open hours in the Makerspace run from Tuesday to Friday. Patrons have commented that consistency makes it easier to come in and get work done. Cady Fontana, Melissa Crumrine and Josh Burns support the Makerspace programming.

Attendance for Makerspace Open Hours was 128 in July, 106 in August and so far in September 97 patrons have attended with another 10 days to go.

Yesterday I stopped by the Makerspace’s open hours and asked a patron what he was working on. Tracy showed me the laser cutter, etching the Finger Lakes’ silhouette into a piece of wood. Tracy explained that he is a woodworker; he takes these home and enamels them before selling them. He can barely keep up with the demand.

Another patron told me about how she had been working on a quilt for over ten years and the sense of community at the Makerspace helped her finally finish it.

Book Clubs

Sophia McKissick read *Ducks: two years in the oil sands* by Kate Beaton for the Panel by Panel book club – 6 attended on September 16th.

Type books more visible and accessible. This is especially important given the recent work we've put into the Large Type collection.

When I first met Joyce Wheatley her first question was about getting the Four Seasons Book Club going. This book club returns on October 28th, reading *Hesther* by Laurie Lico Albanese.

And in conjunction with the Opioid Grant, Asia Bonacci has set up a Non-Fiction Book Club, reading *Raising Lazarus* by Beth Macy.

Volunteers

The department heads met before our weekly Leadership Meeting to discuss the volunteer program. We are excited to create opportunities for members of the Tompkins County community to share their passions and expertise, and refocus on impactful programming support, using volunteer support for things like technology classes and training.

Access Services

Kate DeVoe

Programming and Outreach (Or, "Mel and Friends!")

Circulation Library Assistant, **Melisa Crumrine**, Circulation Librarian, **Tom Fredette**, attended the Cornell Graduate Student Resource Fair on August 22, signed up over 94 people for Library Cards, and talked to over 150 people overall.



Mel also joined Youth Services Librarian, **Kai Zhang**, at the Hasbrouck Welcome event on August 27th! Mel reports that she saw some of the same faces from the Cornell Welcome Event on August 22nd (early literacy science, plus Coca Cola marketing, tells us that repetition is important for human brains to start seeing patterns 😊). Mel also reports that the Sweater Dragon craft was a huge hit.

Melisa is also hosting a **Zombie Prom** program in October for young adults - costumes, zombie make-up and plenty of snacks will be available to all.

Post-Labor Day Book Mountain

Our patrons did a lot of reading this summer, as evidenced by our post-Labor Day Book Mountain! Page Gabriel Boloix Vera, and Clerk Sam MacQueen, made quick work of it.



Digital Collections

Librarian II **Tom Fredette** and I met with **Heidi Eckerson**, Member Services Librarian at FLLS, to talk about eContent for the system, as supported by TCPL as the Central Branch. We're working on a survey to learn more about how our patrons use OverDrive so we can balance their needs with our realities. Our goal is to have something ready to launch for February 2025 during Library Lovers month. Digital content enthusiast and Clerk, **Shelby Buc**he, had some great suggestions for the survey including:

- *Do you ever place simultaneous holds for digital content and physical content?*
- *Do you place holds or prefer digital content that is available immediately?*
- *How satisfied are you with hold wait times?*
- *How important is digital content to the value of your library card?*
- *What alerts you to new digital content?*

Shelby also contributed policy wording for the Services & Policy Committee last month and we are grateful for their thoughtful approach to Library services! We've invited them to be part of our eContent Meetings with FLLS going forward.

Customer Service



Circulation Staff across titles continue to act as Lobby Greeters, talking through changes with patrons and meeting their information needs. This month, Mel got creative, using her Greeting shift to demonstrate crochet skills that patrons can learn during her Makerspace Open Hours (Tuesdays from 3:30 – 5:30):

Kat Savage

Youth Services

Youth Services Department Board Report September 2024

August Statistics	Programs	Attendance
Totals	48	1,450
First Five Years	14	397
Children (5-11)	21	789
Teen (12-18)	6	66
General Interest	7	198



Kai and Mel at the Hasbrouck Welcome, sharing information about TCPL to families of graduate and post-doc students at Cornell.

Coming Up

Our **Tween** and **Teen Book Clubs** return, which means we offer book clubs for children and teens from grades K-12. The **Early Reader Book Club** will read *Orris and Timble* by Kate DiCamillo, the **Tween Book Club** will read *A Tale Dark & Grimm* by Adam Gidwitz, and the **Teen Book Club** will read *She Is A Haunting* by Trang Thanh Tran.

We're introducing two new regular programs, **Story + Craft**, where we'll read a story and do a related art or craft project for children ages 5 and up, and **8 to 108 Board Game Club** for all those ages 8 to 108 – a cross-generation program we're excited to offer in conjunction with the Adult Services Department.

Special programs also abound! **Spanish Storytime** returns and will be held on the last Friday of the month. On October 24, our families are invited to



Cirque-US presented a pop-up offering of juggling workshops and acrobatic performances, closing out our summer season with a twist.



Saying hello to a lizard at Meet the Animals, presented by the Sciencenter.

join our annual **Pumpkin Carving & Decorating Party**, where they'll get a free pumpkin (while gourds last) to decorate. The **Cayuga Chamber Orchestra Family Concert** will return on October 10th for a reading and concert.

Staff Highlights

Kat is still celebrating the achievements of the Summer Reading Committee and all staff on a wildly successful Summer Reading program! It was so fantastic to embark on the adventure. We learned a lot and have a lot of great information for 2025... which is right around the corner. Prepare yourself for a particularly *colorful* theme. By the numbers:

- **205** adult sign-ups
- **257** teen sign-ups
- **2,339** child sign-ups
- **228** adult raffle entries
- **62** teen raffle entries
- **113** child raffle entries
- **Over 3,782** attendees at programs in June, July, and August

Milly is settling in at TCPL and we are thrilled to have her as part of the team. She has filled in for Cassie at Baby and Toddler Storytime, which is seeing attendance between 50-60 patrons each week. She has also worked on our circulating Storytime and STEM Kits, replacing broken elements and getting our backlog of incomplete kits back into circulation. The kits are now more prominently displayed in the department.

Cassie continues to lead Baby and Toddler Storytime outside while the weather holds; we expect to continue to host it outside through the end of October. She was also happy to hear from a patron who has been using one of her diaper-changing songs. The song has been life-changing for making diaper-time a breeze and bringing early literacy into the routine! Back in the library, she has reorganized the children's graphic novel collection with our newly reconfigured shelving.

Kai coordinated with the Sciencenter to bring us our last big Summer Reading program, Meet the Animals, where children had close contact with snakes, lizards, stick bugs, and cockroaches. She also represented during the Hasbrouck Welcoming Event, signing new residents up for library cards and



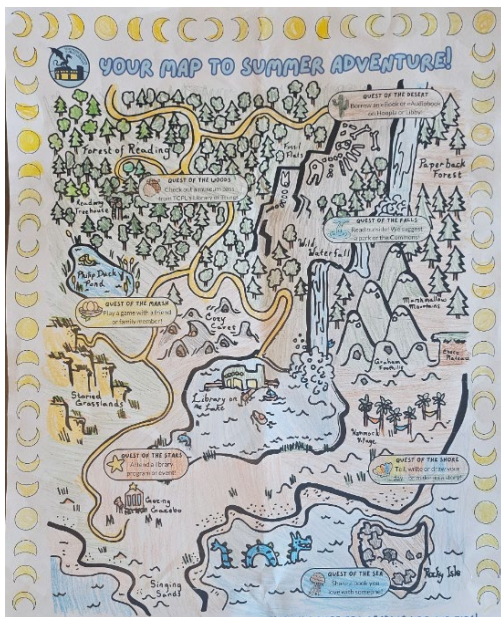
Kids “meeting” a violin after a performance by the Cayuga Chamber Orchestra. The 2024-2025 season marks the 11th year of our partnership with CCO to present this series of live family storytimes and concerts!

introducing them to library resources and family programs. In celebration of the Mid-Autumn Moon Festival, she led a Moon-themed Family Storytime featuring books by Grace Lin, and discussed the history and traditions related to this festival, which is significant to some Asian cultures.

Woody wrapped up the pilot of the Family Board Game Club, which met every other week over the summer. Based on the modest success of the program, they will co-lead the 8 to 108 Board Game Club, which will meet weekly. Their recent Family Storytime was tied in with late-summer rainy weather, with the Itsy-Bitsy Spider prominently featured.

Kelly presented her last Stories in the Park program; as she prepares for retirement, she was thrilled to have a lovely day and a strong turnout. In addition, Kelly will begin to prepare the department for her retirement and is planning an internal training and workshop for us to explore some of the tested and true tools of the trade, including felt boards to assist in early literacy programming.

Sasha took point on informing Summer Reading raffle winners of their prizes – it was a pleasure to call and email folks who were excited to learn they won, just by reading all summer long! He led Rainbow Family Fridays with a LEGO twist in August, in which families collaborated on creating and building together. In addition to his responsibilities in the Youth Services Department, Sasha is also chairing the Opioid Grant Committee. The grant will enable us to offer programming and circulating materials to help understand the epidemic of opioid addiction in our region and country.



A completed adventure map chronicling this young reader’s adventures all summer long!

Your Moment of Joy

Overheard at the self-check: "Mom, you have to get a receipt! That's how we get money!" "This is the library...we don't get money here." "Yes, Mom, you have to get a receipt to get money!" Think the kid was thinking about the line where the receipt says how much patrons save.



A portion of the returned Adult Summer Reading review cards

Tompkins County Public Library
Statement of Revenues and Expenditures
From 8/1/2024 Through 8/31/2024

	<u>Total Budget \$ - Original</u>	<u>Total Budget \$ - Revised</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget Variance</u>	<u>ercent Total Budget Remaining</u>
REVENUE						
Tompkins County Appropriations						
	4,244,682.00	4,244,682.00	0.00	3,183,511.50	(1,061,170.50)	(25.00)%
Total Tompkins County Appropriations	4,244,682.00	4,244,682.00	0.00	3,183,511.50	(1,061,170.50)	(25.00)%
Town of Ithaca						
	15,000.00	15,000.00	0.00	0.00	(15,000.00)	(100.00)%
Total Town of Ithaca	15,000.00	15,000.00	0.00	0.00	(15,000.00)	(100.00)%
City of Ithaca						
	35,190.00	35,190.00	0.00	0.00	(35,190.00)	(100.00)%
Total City of Ithaca	35,190.00	35,190.00	0.00	0.00	(35,190.00)	(100.00)%
Fines						
	0.00	0.00	5.00	144.10	144.10	0.00%
Total Fines	0.00	0.00	5.00	144.10	144.10	0.00%
Copier/Printcard						
	7,000.00	7,000.00	551.05	4,366.75	(2,633.25)	(37.61)%
Total Copier/Printcard	7,000.00	7,000.00	551.05	4,366.75	(2,633.25)	(37.62)%
Interest						
	40,000.00	40,000.00	6,220.83	41,411.29	1,411.29	3.52%
Total Interest	40,000.00	40,000.00	6,220.83	41,411.29	1,411.29	3.53%
Lost and Paid						
	2,000.00	2,000.00	44.94	754.65	(1,245.35)	(62.26)%
Total Lost and Paid	2,000.00	2,000.00	44.94	754.65	(1,245.35)	(62.27)%
Friends of the Library						
	230,000.00	230,000.00	0.00	128,908.68	(101,091.32)	(43.95)%
Total Friends of the Library	230,000.00	230,000.00	0.00	128,908.68	(101,091.32)	(43.95)%
TCPL Foundation						
	120,358.00	120,358.00	0.00	42,358.00	(78,000.00)	(64.80)%
Total TCPL Foundation	120,358.00	120,358.00	0.00	42,358.00	(78,000.00)	(64.81)%
Miscellaneous						
	10,666.00	10,666.00	5.00	11,175.06	509.06	4.77%
Total Miscellaneous	10,666.00	10,666.00	5.00	11,175.06	509.06	4.77%
NYS Central Library Aid						
	96,748.00	96,748.00	0.00	173,636.00	76,888.00	79.47%
Total NYS Central Library Aid	96,748.00	96,748.00	0.00	173,636.00	76,888.00	79.47%
NYS Local Library Services Aid						
	31,399.00	31,399.00	0.00	35.90	(31,363.10)	(99.88)%
Total NYS Local Library Services Aid	31,399.00	31,399.00	0.00	35.90	(31,363.10)	(99.89)%
Total REVENUE	4,833,043.00	4,833,043.00	6,826.82	3,586,301.93	(1,246,741.07)	(25.80)%
EXPENSES						
Personnel						
	2,670,958.00	2,670,958.00	179,641.88	1,512,150.52	1,158,807.48	43.38%
Total Personnel	2,670,958.00	2,670,958.00	179,641.88	1,512,150.52	1,158,807.48	43.39%

Tompkins County Public Library
Statement of Revenues and Expenditures
From 8/1/2024 Through 8/31/2024

		Total Budget \$ - Original	Total Budget \$ - Revised	Current Period Actual	Current Year Actual	Total Budget Variance	Percent Total Budget Remaining
Equipment		<u>79,531.00</u>	<u>111,391.00</u>	<u>14,099.03</u>	<u>51,743.72</u>	<u>59,647.28</u>	<u>53.54%</u>
Total Equipment		79,531.00	111,391.00	14,099.03	51,743.72	59,647.28	53.55%
Supplies & Materials							
Adult Books	5410A	68,040.00	89,399.00	10,865.98	48,012.50	41,386.50	46.29%
Adult Books - Gifts & Memorial	5410AG	10,098.00	16,301.00	3,092.29	14,438.97	1,862.03	11.42%
Juvenile Books	5410J	68,040.00	71,838.00	6,216.04	39,396.14	32,441.86	45.15%
Juvenile Books Gifts&Memorials	5410JG	3,468.00	6,775.00	616.53	1,551.89	5,223.11	77.09%
Childhood Literacy	5410L	1,000.00	1,000.00	0.00	53.48	946.52	94.65%
Standing Orders	5410SO	1,000.00	1,000.00	0.00	15.80	984.20	98.42%
Young Adult Books	5410Y	10,000.00	10,000.00	1,668.83	6,092.80	3,907.20	39.07%
Young Adult Bks-Gifts&Memorial	5410YG	1,000.00	1,300.00	0.00	49.12	1,250.88	96.22%
Periodicals, Print	5413P	5,000.00	6,060.00	24.00	172.00	5,888.00	97.16%
Periodicals, Print Youth	5413PY	1,300.00	1,300.00	4.99	24.95	1,275.05	98.08%
Other NonBooks / Bindings	5424	200.00	0.00	0.00	0.00	0.00	0.00%
Adult AV	5425A	40,500.00	22,500.00	1,752.10	9,292.99	13,207.01	58.69%
Adult AV Gifts & Memorials	5425AG	0.00	7,830.00	0.00	0.00	7,830.00	100.00%
Juvenile AV	5425J	20,000.00	13,500.00	277.40	4,041.80	9,458.20	70.06%
Electronic Info. Sources	5426C	58,000.00	104,118.00	19,023.54	102,806.67	1,311.33	1.25%
Elec Info Sources Gifts & Mem	5426CG	0.00	12,215.00	0.00	19,997.02	(7,782.02)	(63.70)%
Electronic Info - Youth	5426CY	61,092.00	75,721.00	9,483.16	40,496.12	35,224.88	46.51%
Staff Supplies	5430A	5,000.00	5,000.00	328.45	2,532.85	2,467.15	49.34%
Public Supplies	5430B	5,000.00	5,000.00	352.62	1,515.35	3,484.65	69.69%
Collection Supplies	5430C	25,000.00	25,000.00	4,019.00	21,530.28	3,469.72	13.87%
FLLS Polaris Supplies	5430F	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00%
Publicity & Printing	5430P	18,000.00	28,000.00	270.00	19,637.95	8,362.05	29.86%
Public Programming Sup & Pub	5430PP	39,155.00	46,155.00	485.77	31,456.13	14,698.87	31.84%
Software / Licenses	5430S	5,000.00	5,000.00	250.00	1,565.00	3,435.00	68.70%
Library of Things	5430T	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>1,340.96</u>	<u>1,659.04</u>	<u>55.30%</u>
Total Supplies & Materials		452,393.00	561,512.00	58,730.70	366,020.77	195,491.23	34.82%
Contractual & Other Expenses							
Telephone	5431	13,280.00	13,280.00	918.75	8,502.42	4,777.58	35.97%
Postage	5433	10,000.00	10,000.00	1,000.00	3,804.41	6,195.59	61.95%
Staff Development	5435	68,583.00	90,760.00	3,849.60	38,960.66	51,799.34	57.07%
Volunteer Development	5435V	2,500.00	2,500.00	39.98	216.77	2,283.23	91.32%
FLLS Circ Automation Cost	5436	68,300.00	68,300.00	17,075.00	51,225.00	17,075.00	25.00%
Professional Fees - Other	5437	17,545.00	24,545.00	11,900.00	27,535.00	(2,990.00)	(12.18)%
Prof fees - Security Guard	5437G	169,242.00	169,242.00	15,599.50	102,913.00	66,329.00	39.19%
Prof fees-Legal & filing fees	5437L	80,000.00	80,000.00	2,240.00	12,345.00	67,655.00	84.56%
Prof fees-Synergy IT	5437S	142,892.00	142,892.00	5,657.50	57,677.30	85,214.70	59.63%
Library Membership Dues	5438	3,020.00	3,020.00	0.00	2,349.00	671.00	22.21%
Equipment Contracts	5439C	49,940.00	49,940.00	1,668.56	33,551.94	16,388.06	32.81%

Tompkins County Public Library
Statement of Revenues and Expenditures
From 8/1/2024 Through 8/31/2024

		Total Budget \$ - Original	Total Budget \$ - Revised	Current Period Actual	Current Year Actual	Total Budget Variance	ercent Total Budge Remaining
Equipment Service / Repairs	5439S	5,000.00	5,000.00	62.99	62.99	4,937.01	98.74%
Insurance	5454	20,600.00	20,600.00	0.00	0.00	20,600.00	100.00%
Misc / Contingency	5472	6,500.00	6,249.00	254.38	1,039.01	5,209.99	83.37%
Legal Adv/Refunds/Bk Fees	5490	5,000.00	5,000.00	307.50	1,928.79	3,071.21	61.42%
Total Contractual & Other Expenses		<u>662,402.00</u>	<u>691,328.00</u>	<u>60,573.76</u>	<u>342,111.29</u>	<u>349,216.71</u>	<u>50.51%</u>
Employee Benefits							
Retirement	58810	265,134.00	265,134.00	0.00	0.00	265,134.00	100.00%
Social Security	58830	194,328.00	194,328.00	13,148.71	110,832.34	83,495.66	42.96%
Workers' Compensation	58840	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00%
Flexible Benefits	58845	2,256.00	2,256.00	102.00	1,139.00	1,117.00	49.51%
Employee Assistance Program	58850	2,125.00	2,376.00	0.00	2,376.00	0.00	0.00%
Parking/Mass Transit	58855	2,000.00	2,000.00	60.00	902.00	1,098.00	54.90%
Health Insurance	58860	651,605.00	651,605.00	37,200.69	399,394.20	252,210.80	38.70%
HRA Reimburse & Administration	58862	20,000.00	20,000.00	2,385.16	13,652.21	6,347.79	31.73%
Disability	58865	23,000.00	23,000.00	2,071.41	14,764.74	8,235.26	35.80%
Unemployment	58870	0.00	0.00	0.00	8,064.00	(8,064.00)	0.00%
Total Employee Benefits		<u>1,200,448.00</u>	<u>1,200,699.00</u>	<u>54,967.97</u>	<u>551,124.49</u>	<u>649,574.51</u>	<u>54.10%</u>
Total EXPENSES		<u>5,065,732.00</u>	<u>5,235,888.00</u>	<u>368,013.34</u>	<u>2,823,150.79</u>	<u>2,412,737.21</u>	<u>46.08%</u>
REVENUE LESS EXPENSES		<u>(232,689.00)</u>	<u>(402,845.00)</u>	<u>(361,186.52)</u>	<u>763,151.14</u>	<u>1,165,996.14</u>	<u>(289.44)%</u>

Tompkins County Public Library
Balance Sheet
As of 8/31/2024

		<u>Current Year</u>
Assets		
Checking	1000	46,507.52
Savings	1100	1,309,800.96
Investments	1200	1,036,498.90
Petty Cash	1300	550.00
Ithaca Hours	1400	0.00
Accounts Receivable	1500	52,341.88
Prepaid Expenses	1600	<u>66,499.96</u>
Total Assets		<u><u>2,512,199.22</u></u>
Liabilities		
Accounts Payable - Vendors	2000	201.22
Account Payable - Payroll Liab	2110	11,974.21
Accrued Wages	2300	0.00
Accrued Payroll Tax Expense	2400	<u>0.00</u>
Total Liabilities		<u>12,175.43</u>
Fund Balance		
Beginning Fund Balance		
FB Unreserved (Unassigned)	3000	1,141,527.69
Fund Balance-Operating Budget	3100	402,845.00
Assigned-Non Spendable	3175	66,499.96
FB Assigned - HRA Reserve	3200	<u>126,000.00</u>
Total Beginning Fund Balance		1,736,872.65
Year To Date Net Income (Loss)		<u>763,151.14</u>
Total Year To Date Net Income (Loss)		<u>763,151.14</u>
Total Fund Balance		<u><u>2,500,023.79</u></u>
Total Liabilities & Fund Balance		<u><u>2,512,199.22</u></u>

TCPL Finance & Personnel Committee
Meeting Notes, prepared by Blixxy Taetzsch
August 20, 2024, 4:00 p.m.
Steiner Conference Room

Attending: Leslie, Melisa, Jason, Blixxy
Excused: Lis, Darrell
Meeting called to order: 4:00pm

No suggested changes or additions to agenda

1. August 2024 Financial Statements: Tonya is at training today for MIP, the accounting software that the library uses. She is learning a lot in the training that will help with recording and reporting in the future. Blixxy walked through the financial statements with the committee. The balance sheet is in good shape – we have a good cash position. Keep in mind that the total fund balance includes about \$400k in the appropriated fund balance to be used to fund 2024 expenditures.

Reviewing the revenues and expenditures, keep in mind that we are at about 67% through the year. We have received all but about 25% of our revenues – representing primarily the final quarter payment from the County. In expenditures, it was noted that the personnel spending is a little less than 67% (closer to 57%) due to open positions, many of which have been filled at this time. Employee benefits for retirement and workers compensation are paid closer to the end of the year, so we won't know for a while yet how that will compare to the budget.

Contractual spending for supplies and materials is on track overall with the budget. There are some areas where spending is slower, and others where additional funds might be needed. The committee discussed looking at a budget modification later in the year, when we have a better sense of where there might be savings to provide additional funding in needed areas, such as electronic resources. Other contractual spending is on track with the budget in most areas, understanding that some items (like liability insurance) won't be expended until late in the year.

2. 2025 Budget Request: Leslie reviewed the draft PowerPoint for the County meeting next week. She noted that the format of the presentation was mostly dictated by the County Administrators Office. The Committee offered some suggestions to clarify and some information to the presentation – but overall felt that the content was a good representation of what the County has asked for. There was further discussion about the over target request, and the fact that it only brings us to flat funding from the County – which leaves an approximately \$300k shortfall to maintain our current level of staffing and operations due to increased costs and contractual commitments. The Committee hopes that Leslie can emphasize this at the meeting.

Another topic of discussion around budget that Leslie brought up is that of the fund balance. Given our recently adopted fund balance policy (which is consistent with what the County and many other municipalities also have adopted) we discussed what that would look like in next year's budget. Basically, on a \$5,000,000 budget, we would need to have \$1,250,000 unreserved, unassigned fund balance to maintain the 25% required by the policy. Right now, our balance sheet reflects \$1,140,000.

Leslie will be revising the PowerPoint and sharing it with the Committee prior to the presentation to the County next Tuesday evening. It is helpful for Trustees to attend the meeting in support of Leslie and the library.

3. Credit Card Policy Review: Leslie handed out a proposed new credit card policy that was drafted by Tonya. She is looking for feedback from committee members to recommend to the Board next month. The policy is intended to improve control procedures over credit card purchases and protect the library from credit card fraud.
4. Staffing Updates: Leslie reported that we are waiting on scores from a new Library Assistant list – we will be filling potentially 3 or 4 positions. Leslie also reported on the communications coordinator position – the County has canvassed an existing list, and we must select from the list until unless there are declinations or the list expires.
5. Executive Session – the Committee voted to enter executive session at 5:10pm, for the purpose of providing an update on negotiations and discussion of confidential personnel matters. The Committee exited executive session at 5:40pm, and with no further business adjourned the public meeting at 5:40pm.

TCPL Community Relations Committee Minutes

Tuesday, September 3, 2024 @ 4 p.m.

Steiner Conference Room

Present: Kerry Barnes, Shelby Buche, Christina Brewington, Kate DeVoe, Susanna Drbal, Marli Stahler, Leslie Tabor, Mimi Townsend

Absent: Leah Tompkins, Kathy Weinberg

Agenda

1. 25th Anniversary planning
2. Brainstorm tagline
3. Turnaround time for library cards
4. Book ideas for community read
5. Outreach planning and scheduling
6. Next meeting: Tuesday, October 1st @ 4 p.m.

Public Comment – no members of the public attended

Icebreaker – What are you looking forward to this fall?

25th Anniversary planning

- New members
 - Regional Gimme! Manager (Kate)
 - New trustee (Mimi)
 - Go Ithaca (Kate)
 - Finger Lakes (Kate)
 - Cornell (Leslie)

Tagline brainstorm

- Silver linings
- Thankful for 25 years
- Cheers to another 25 years
- Happy birthday, TCPL!
- Thankful for another chapter

Library card turnaround

- Very fast!
- October 2025 deadline for November turnaround – earlier to be safe if desired

Community Read

- Emily Henry's *The Book Lovers* (Leslie)
- The group discussed having an adult title and youth title

Outreach

- Director and Foundation business outreach
- The group agreed to work on the strategic plan simultaneously because they both require community engagement

Action Items

- Reading list
- Poll staff for tagline
- Keep recruiting new members

Meeting adjourned at 4:50 p.m.