

TOMPKINS COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

AGENDA

Tuesday, January 28, 2025 – 4:00pm
BorgWarner Room

- A. Call to Order
- B. Roll Call & Icebreaker
- C. Introduction of Library Counsel
- D. Approval of the Agenda DOC 25-01
- E. Public Comment
- F. Approval of Board Minutes from December 17, 2024 DOC 25-02
- G. Audit of Bills – Operating Budget in the amount of _____
- H. Approval of Nominated Officers
- I. Approval of Municipal Cooperative Agreement DOC 25-03
- J. Reports
 - 1. Director
 - 2. Staff
 - 3. President
 - 4. County Liaison – Rich John
 - 5. TCPL Foundation – Kerry Barnes
 - 6. Friends of the Library – Nina Scholtz
 - 7. January Staff Report DOC 25-04
 - 8. December Monthly Statements DOC 25-05
 - 9. Comm Rel & Outreach Committee Minutes 01/07/25 DOC 25-06
 - 10. Finance & Personnel Committee Minutes 01/21/25 DOC 25-07
- K. Executive Session to discuss confidential personnel matters
- L. Adjournment

February Meeting Dates

- 1. Community Relations & Outreach February 4
- 2. Services & Policy February 11
- 3. Finance & Personnel February 18
- 4. Board of Trustees February 25

NOTE: To expedite the routine business of the Board, please email boardpresident@tcpl.org with any questions you have about the agenda at least 24 hours prior to the board meeting.

TOMPKINS COUNTY PUBLIC LIBRARY Board of Trustees Public Comment Policy

The purpose of this policy is to allow interested parties representing various points of view an opportunity to present their views, while permitting the Board to conduct their meeting in an efficient and effective manner.

Public comments are permitted during the public comments portion of the meeting agenda.

The Board President determines the order in which speakers are recognized.

When recognized by the Board President, a person may speak a maximum of three minutes. Speakers may not speak a second time. The Board President may grant a request to address the Board during other portions of the meeting.

Speakers must share their name and, if applicable, the name of the group they are representing.

Comments shall be brief, to the point, and about library business only. Personal attacks on Library Board Members or staff members will not be tolerated, nor will language that is considered offensive, harassing, or profane.

The Board shall not be compelled to act on any presented items.

Meeting minutes are a formal record of the Board's discussion and actions. As such, speaker requests to introduce written statements or correspondence into the existing record cannot be honored; written materials presented to the Board during the meeting will be included in the Library's files rather than the minutes. A list of those who speak during the public comments portion of the meeting agenda will be included in the minutes.

Approved by Board of Trustees 03/27/18. Revised and approved 2023.

TOMPKINS COUNTY PUBLIC LIBRARY
DRAFT MINUTES OF THE BOARD OF TRUSTEES
DECEMBER 17, 2024

TCPL Board Members Present: Lis Chabot, Liam Murphy, Darrell Long, Shelly Wong, Blix Taetzsch, Mimi Townsend, Christina Brewington, Marli Stahler, Kathy Weinberg

Board Members Excused: Nina Scholtz, Jason Moore

Also Present: Leslie Tabor, Director; Tonya VanCamp, Business Manager, Kerry Barnes, TCPL Foundation Executive Director, Mary McKeon, Administrative Manager; Kate DeVoe, Circulation Manager; Kat Savage, YS Dept. Head; Judd Karlman, AS Dept. Head, Rich John; County Legislature Liaison

With a quorum, meeting convened at 4:04 p.m.

CALL TO ORDER

APPROVAL OF AGENDA DOC 24-82

A **MOTION** was made by S. Wong and seconded by D. Long to approve the agenda. Approved unanimously.

PUBLIC COMMENT

The following attended the meeting and addressed the board:

1. Jeremy Jordan
2. Shelby Buche

APPROVAL OF NOVEMBER 19, 2024 MINUTES DOC 24-83

A **MOTION** was made by B. Taetzsch and seconded by S. Wong to approve the minutes. Approved unanimously.

APPROVAL OF THE BILLS

I, Treasurer, Blix Taetzsch, in keeping with New York State Education Law, certify that I have reviewed payroll #24 dated 11/27/24 and #25 dated 12/12/24 totaling \$126,013.91. 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 December 2024 bills in the amount of \$509,026.88 as listed in Abstracts #35, #36, and #37.

APPROVAL OF PROPOSED 2025 BUDGET DOC 24-84

Approved unanimously.

APPROVAL OF DECEMBER 2024 BUDGET AMENDMENTS DOC 24-85

Approved unanimously.

NOMINATING COMMITTEE REPORT

L. Chabot made a recommendation for the 2025 Slate officers on behalf of the Nominating Committee. As President – Kathy Weinberg; Vice President – Darrell Long; Treasurer – L. Chabot. The position of secretary is vacant.

Approved unanimously.

DIRECTOR'S REPORT

L. Tabor thanked TCPL board of trustees for their service to the community. Another life saved with Narcan, thank you Paul Piccolo and Mary McKeon! What we do here matters. Tabor asked the trustees to think of the positive; April Ribbon Cutting (RFID) and November Ribbon Cutting (NARCAN Vending Machine)!

Tabor thanked TC Legislature and Rich John and the Town of Ithaca for their constant support and the city of Ithaca, Lea Webb and Anna Kelles for the Bullet Aid and for showing up at our events. She also thanked the Friends of the Library funding and the Foundation for our blossoming relationship. Finally she thanked the outgoing board members.

LIAISON REPORTS

County – R. John informed the board the Legislature voted to change our bylaws to require fifteen trustees. We raised the issue that the Legislature does not have the authority with R. John, we also decided to send the message that we would be willing to compromise and move to twelve trustees and fifteen in 2026.

Foundation – Year-end giving is in full swing and going well.

Media coverage of the Narcan vending machine ribbon cutting resulted in an anonymous donor reaching out to us and making a significant gift to enable the Information Saves Lives project to continue beyond the grant funding. The coverage also brought us to the attention of a Pulitzer Prize winner author interested in speaking at TCPL- plans are in progress for a program with them in February.

At our annual meeting earlier this month, the Foundation shared our gratitude and appreciation for outgoing board member, Dominick Recckio, and voted to add new members Heather Furnas and Shaunessy Bordas. We also offer our thanks to Marli Stahler for her service as Trustees liaison- we've enjoyed having her on our team. We welcome any trustee interested in serving as liaison to the Foundation board and of course, you are always welcome to attend our meetings, which will be held on the second Monday (mostly) of the month from 12:00-1:30pm.

Our audit has already begun and we've completed all work on it that we can until the year is closed out.

A **MOTION** was made by B. Taetzsch and seconded by S. Wong to adjourn to Executive Session to discuss a personnel matter, grievances, a potential litigation matter and collective bargaining at 5:41 pm. Approved unanimously.

EXECUTIVE SESSION

A **MOTION** was made by B. Taetzsch and seconded by C. Brewington to adjourn Executive Session at 6:25pm. Approved unanimously.

PUBLIC SESSION

A **MOTION** was made by B. Taetzsch and seconded by M. Stahler to authorize the director to work with current labor counsel at Bond, Schoeneck & King, PLCC to file a charge against the PSA with the PERB based on the conduct of the recent negotiations. Approved unanimously.

A **MOTION** was made by B. Taetzsch and seconded by Weinberg to move into Executive Session at 6:35pm. Approved unanimously.

A **MOTION** was made by Wong and seconded by Brewington to adjourn Executive Session at 7:15pm. Approved unanimously.

A **MOTION** was made by Weinberg and seconded by Taetzsch to adjourn the meeting at 7:16pm. Approved unanimously.

Minutes by Mary McKeon
Administrative Manager

Endorsed by
Secretary

RESOLUTION AND SIGNATURE DOCUMENT TO APPROVE MCA YEARLY

Page 1 of 2

RESOLUTION: XXX Approval of the 2025 Amendment to the Municipal Cooperative Agreement for the Greater Tompkins County Municipal Health Insurance Consortium

WHEREAS, the _____ (municipality) is a Participant in the Greater Tompkins County Municipal Health Insurance Consortium (the "Consortium"), a municipal cooperative organized under Article 47 of the New York Insurance Law, and

WHEREAS, the municipal participants in the Consortium, including this body, have approved and executed a certain Municipal Cooperation Agreement (the "Agreement"; effective date of October 1, 2010), and

WHEREAS, Article 47 of the New York Insurance Law (the "Insurance Law") and the rules and regulations of the New York State Department of Financial Services set forth certain requirements for governance of municipal cooperatives that offer self-insured municipal cooperative health insurance plans, and

WHEREAS, the Agreement sets forth in Section Q2 that continuation of the Consortium under the terms and conditions of the Agreement, or any amendments or restatements thereto, shall be subject to Board review and upon acceptance of any new Participant hereafter, and

WHEREAS, the Municipal Cooperative Agreement requires that amendments to the agreement be presented to each participant for review and adopted by a majority vote by its municipal board, and

WHEREAS, the _____ (municipality) is in receipt of the proposed amended Agreement and has determined that it is in the best interest of its constituents who are served by the Consortium to amend the Agreement as set forth in the Amended Municipal Cooperative Agreement, now therefore be it

RESOLVED, that upon receipt and review of the amended Agreement, the _____ (municipality) approves at a meeting of the governing body held on _____ (date) and authorizes the Chief Elected Official to sign the **2025** Amendment to the Municipal Cooperative Agreement (Effective 1.1.25) of the Greater Tompkins County Municipal Health Insurance Consortium as recommended by the Board of Directors.

* * * * *

PLEASE NOTE:

- **The resolution and the signature page must be sent back to the Consortium (consortium@tompkins-co.org) as separate attachments. Please do not combine the resolution and the signature page on one sheet.**
- **The signature page cannot be e-signed**
- **The signature page must be signed by your chief elected official.**

We appreciate your assistance.

2025 Municipal Cooperative Agreement (MCA) Signature

MCA Effective Date: January 1, 2025

IN WITNESS WHEREOF, the undersigned has caused this Agreement to be executed as of the date adopted by the Greater Tompkins County Municipal Health Insurance Consortium Board of Directors and subsequently adopted by the Municipal Corporation named below. (Note: E-Signatures are not accepted)

Municipality

Printed Name of Chief Elected Official or Chief Officer

Title

Signature

Date

MONTHLY STAFF REPORT

Director’s Report

Leslie Tabor

January 2025 Director’s Report

GENERAL

Happy 2025! I’m thankful for another year ahead of us for serving our community.

- Welcome Brian Sasser, TCPL’s new Communications Manager! We are thrilled to have Brian with us, and he’s already been hard at work since his first day on January 6. He recently got a tour of the Friends warehouse. Kerry and I have already felt immediate relief now that we have a communications professional on board. Thank you, Trustees, for recognizing the value of this role for the long-term success of TCPL.
- Along with Brian, we’ve hired two new Library Assistants. With those three positions filled, our personnel roster per the 2025 budget is full.
- The 2024 NY State Public Library Annual Report is underway! So far, the initial data shows that we exceeded 2023 numbers in most areas! Total circulation counts are still pending.

Category	2023	2024
Library Visits	176,521	177,303
Cardholders	33,450	36,738
Computer Use	15,682	19,873
Wireless Sessions	6,622	8,808
Reference Transactions	23,500	37,424
# of Print Books – Adult	193,983	222,282
# of Print Books – Youth	249,071	279,605

- **The 2024 NY State Public Library Annual Report must be approved by the Board at the February Board meeting to make the State deadline. The document will be circulated when ready under separate cover.**

PULITZER PRIZE-WINNING AUTHOR JONATHAN EIG EVENT MONDAY, FEBRUARY 10 @ 6

- Please mark your calendars to join us on Monday, February 10th at 6 p.m. for an author event with Jonathan Eig! Many thanks to our amazing TCPL Foundation for making this event happen.
- Cornell University Librarian Elaine Westbrook will join us to introduce Jonathan.

- I've included the flyer at the end – please help us spread the word by sharing with your networks and posting at your local haunts.

DIRECTOR

- Work with my executive coach wraps up in Jan/Feb. We will engage in Leadership Team coaching in Feb/Mar.
- Kerry and I have officially joined Rotary, and our Rotary mentor is Angela Sullivan. I hope to invite Trustees as my guests throughout the year!
- I am out of the office beginning January 27 and will return to the Library on February 3.

EIG

ON

MLK

AT

TCPL



ACCORDING TO THE PULITZER PRIZES:
In this revelatory new portrait of the preacher and activist who shook the world, the bestselling biographer gives us an intimate view of the courageous and often emotionally troubled human being who demanded peaceful protest for his movement but was rarely at peace with himself.

JONATHAN EIG
AUTHOR OF KING: A LIFE
2024 PULITZER PRIZE IN BIOGRAPHY
02.10.2025 6:00 PM
BORGWARNER COMMUNITY ROOM
TCPL 101 E GREEN ST ITHACA NY

FREE!
BOOK TALK
Q & A
BOOK SIGNING





Event Sponsors *M*

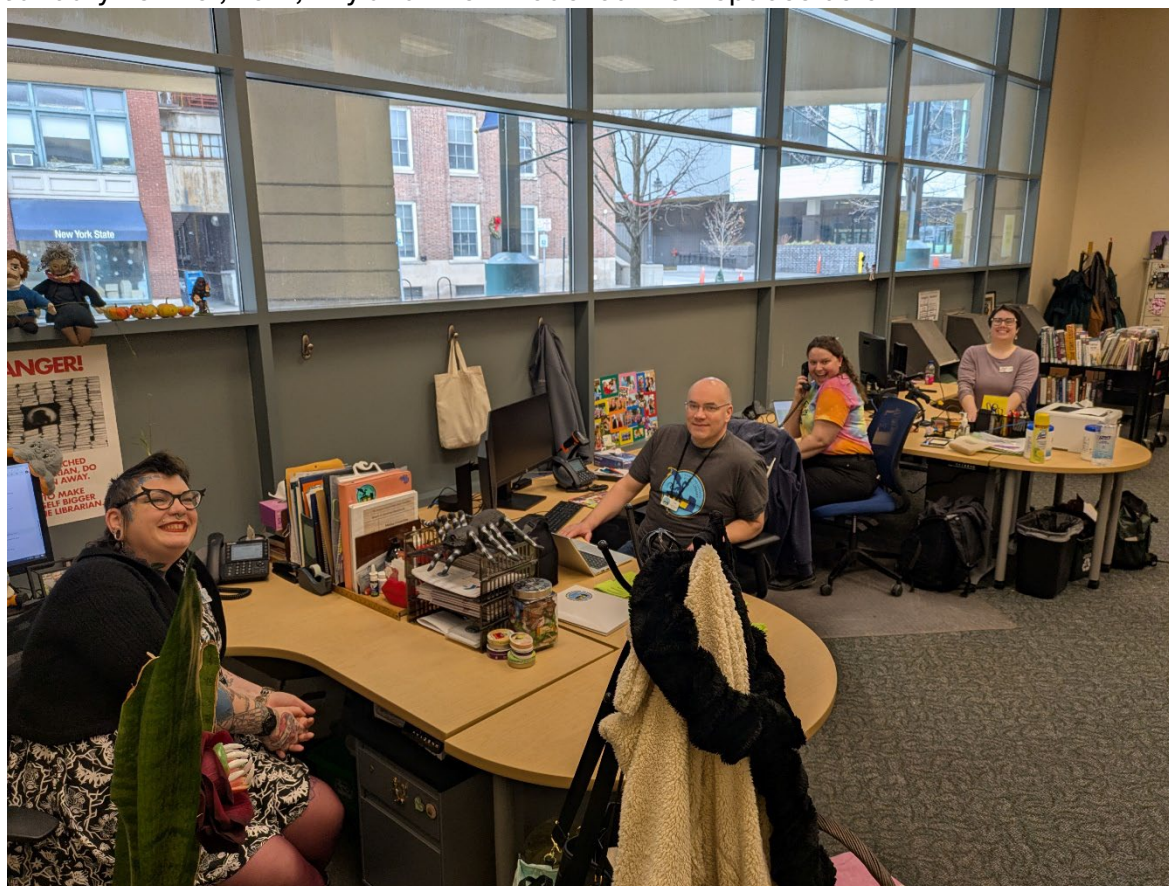
Access Services

Kate DeVoe

Staff Updates

Alison (Ally) True was promoted from part time Page to Library Assistant! Ally previously served as Circulation Desk Manager at Ithaca College. On their first day as an LA, a patron came in needing assistance navigating his driving school's website. He spoke little English, and Ally was able to help him in Spanish. Ally reports that it was “awesome” knowing that other native Spanish speakers from Circ would be willing to jump in without hesitation. The patron was teary at the end of the interaction and told Ally they are a tesoro (treasure). We agree!

Growing the Circulation Department meant updating our furniture to modern, more accessible, and more equitable desk space! Our Circulation workroom was refreshed on January 23. Mel, Tom, Ally and Ellen model our new spaces below:



Programming

- Tom Fredette, Melisa Crumrine and Katylyn Dedrick will visit Lifelong, Kendal and McGraw house through the winter to teach digital literacy skills. They had a great visit to Lifelong on January 21 teaching Android OS Basics, and shared this photo:



- And returned to Lifelong January 23 to teach iOS with over a dozen attendees:



They have a busy outreach schedule this winter and spring:

- Thursday, 1/23: Apple iOS Basics at Lifelong
- Monday, 1/27: TCPL General Information Session at Kendal
- Wednesday, 2/12: TCPL General Information Session at McGraw House
- Tuesday, 2/25: Videoconferencing (Zoom) Basics at Lifelong
- Wednesday, 3/12: Cybersecurity Basics at McGraw House
- Tuesday, 3/25: Libby at Lifelong

- Tuesday, 4/22: hoopla and Kanopy at Lifelong

Customer Service

We’ve relocated the Greeter Desk closer to the front doors! From Ally: *A patron said hello to me while I was greeting, and then went on what he called a ‘rant’ but what I would call an explosion of happiness: he talked to me for a very solid five minutes about how awesome Inter-Library Loans are. He had a couple in his arms and was showing me how one was from Maine, one was from Cortland, and how he had gotten one from Wisconsin at one point. He was always so impressed by the fact that books just zipped around the country and praised the accessibility that comes with that.*

Youth Services

Kat Savage

**Youth Services
Department
Board Report
January 2025**

December 2024 Statistics	Programs	Attendance
Totals	33	964
First Five Years	7	158
Children (5-11)	17	639
Teen (12-18)	6	72
General Interest	3	95

Department Update

We are thrilled to welcome Library Assistant **Julia Calagiovanni** to the team! Julia is a recent MLIS graduate from the University at Buffalo, and a long-time TCPL volunteer.

We have refreshed the toys in our play area, which support language development and early literacy in babies, toddlers, and preschoolers, including a **Puppet Theater**, which will prompt dramatic play.

Coming Up

Winter Reading continues! By reviewing books, kids will get a free book of their choice to keep while supplies last; they can also enter a raffle to win a grand prize, a jumbo stuffed corgi named Regina II.



Winter Reading reviews (featuring Regina II)



Lunar New Year decorations in the Children's Room



We were so excited about our puppet theater we had to tell the world about it!

Join us for a **Parasol Dance and Lion Dance** celebrating the Year of the Snake on February 1. Other February special programs include:

- **Animal Sleepover Storytime:** a cozy and fun evening of early literacy featuring books, songs, and stuffed animals!
- A **Mario Kart Tournament** during the ICSD winter break; community partner **Learning Web** will also table during the event, providing information about their career exploration programs for children and teens ages 11 and up.
- The **Cayuga Chamber Orchestra** will return with a Family Storytime and Concert. After the program, children will have an opportunity to try the instruments.

Book Club Update

Early Reader Book Club will read *Starla Jean: Which Came First: The Chicken or the Friendship?* by Elana K. Arnold and A. N. Kang; the **Tween Book Club** will meet to discuss *Nic Blake and the Remarkables* by Angie Thomas (author of the YA bestseller *The Hate U Give*).

Staff Highlights

As we are starting another amazing year, please allow me to introduce the **Youth Services Department** team to you in this space. Read on:

Cassie: As a Youth Services librarian, I absolutely love sharing the joy of reading and early literacy with kids and grownups! It's so delightful when kids jump up and down when we find just the right book for them! For the past 10 years, I've been sharing a weekly Baby (now Baby & Toddler) Storytime each Friday. It is the highlight of my week! My favorite picture books are *A House in the Woods* by Inga Moore and *Just Only John* by Jack Kent. In my spare time I love to hike, bike, play board games with my family, craft and read.



A 3D articulated hand created during our teen Makerspace hours (Maker Monday)



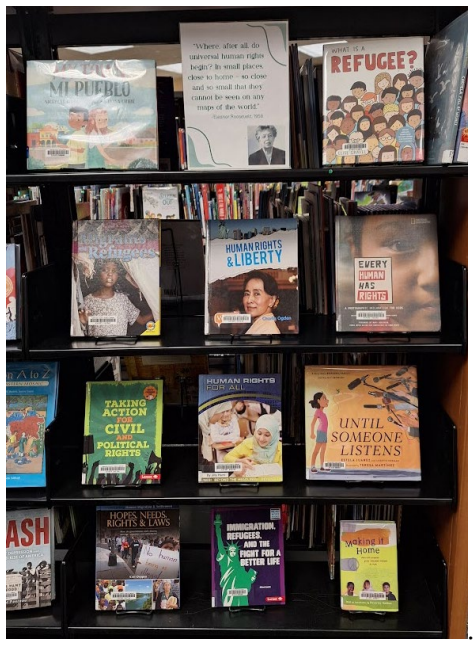
A Teen Center display about current events...

Kai: It’s important to me to create a welcoming and positive environment for everyone at the library. I feel most fulfilled when a patron says, “Oh, that’s the perfect book we’ve been looking for!” after a Reader Advisory session. I also love leading storytime; during those thirty minutes of reading books, singing songs, and watching the kids have fun, I’m able to forget about all the troubles in the world. Something most people don’t know about me: For the past seven years, I’ve volunteered for the Ithaca Community Garden, where I’ve managed communication with new applicants and handled the subscriber list.

Woody: A thing I love about working at TCPL is the conversations I get to have with patrons. They range from me giving book recommendations, to kids explaining why they love skeletons, to hearing families tell me why the library is so important to them. A thing people never believe about me is that I actually love having alone time. It is so hard to convince people I enjoy being alone with a jigsaw puzzle and a podcast (or audiobook) for hours! In 2025 I have a goal of learning the Hello & Goodbye song at storytime so I don’t have to look at the screen when I lead it.

Sasha: Working with our youth community members is incredibly enriching, and I especially love working in our Teen Center. Days when I have a Teen Desk shift after school lets out are some of my favorites - the room is so full of life. Recent YA books I've loved are *Ocean's Echo* by Everina Maxwell and *A Strange and Stubborn Endurance* by Foz Meadows, which are political dramas that feature queer characters. Outside of work, my ideal day is one spent with my partner Lucas and our two cats, Andi and Ember. I also love to crochet, handwrite letters to my best friend or my mom (there's nothing quite like getting snail mail!), and bake.

Milly: Although I've only been at TCPL six months, I feel like I've finally found my professional home.



... and a corresponding children’s non-fiction display. Libraries can help families talk about complicated events.

At work, I love singing with the toddlers, leading behind-the-scenes library tours, and taping the flaps back onto lift-the-flap board books. At home, I can usually be found reading a book with my dog on my lap. Two things most people don't know about me are that I have had some amazing sailing adventures (crewing on small boats to Greenland and the Caribbean) and that I am excellent at standing on my head.

Julia: Hi! I joined the YS department as a library assistant earlier this month. I started volunteering at TCPL in 2022, and I'm so excited to now be working in the part of the library with the most cat-related content. My favorite thing about the library is that we're an accessible and nonjudgmental space, especially for young people and their families. When I'm not at work, I enjoy thrifting, crafting, crossword puzzles, and spending time with my cats (Alfie Apples & Peanut Meow Meow).

Kat: As Department Head, I love supporting the most dedicated and creative librarians you'll ever meet. Whether I'm in the middle of a spreadsheet or a storytime, I look forward to coming to work daily to serve my community. My favorite picture books are *In the Night Kitchen* by Maurice Sendak and *The Monster at the End of This Book*. I love riding my bike, playing vintage video games, reading (of course!) and spending time with my partner and our two cats, Buster and Bix.

We're all thrilled to be part of what makes Tompkins County Public Library great. Drop by and say hi anytime!

Tompkins County Public Library

Balance Sheet
As of 12/31/2024

		<u>Current Year</u>
Assets		
Checking	1000	71,339.61
Savings	1100	965,559.46
Investments	1200	1,049,325.99
Petty Cash	1300	550.00
Ithaca Hours	1400	0.00
Accounts Receivable	1500	52,341.88
Prepaid Expenses	1600	0.00
Total Assets		<u><u>2,139,116.94</u></u>
Liabilities		
Accounts Payable - Vendors	2000	6,279.90
Account Payable - Payroll Liab	2110	13,283.68
Accrued Wages	2300	0.00
Accrued Payroll Tax Expense	2400	0.00
Total Liabilities		<u>19,563.58</u>
Fund Balance		
Beginning Fund Balance		
FB Unreserved (Unassigned)	3000	1,208,027.65
Appropriated Fund Balance	3100	402,845.00
Assigned-Non Spendable	3175	0.00
FB Assigned - HRA Reserve	3200	126,000.00
Total Beginning Fund Balance		1,736,872.65
Year To Date Net Income (Loss)		382,680.71
Total Year To Date Net Income (Loss)		<u>382,680.71</u>
Total Fund Balance		<u><u>2,119,553.36</u></u>
Total Liabilities & Fund Balance		<u><u>2,139,116.94</u></u>

Tompkins County Public Library
Statement of Revenues and Expenditures
From 12/1/2024 Through 12/31/2024

	Total Budget \$ - Original	Total Budget \$ - Revised	Current Period Actual	Current Year Actual	Total Budget Variance	Percent Total Budget Remaining
REVENUE						
Tompkins County Appropriations						
	4,244,682.00	4,244,682.00	0.00	4,244,682.00	0.00	0.00%
Total Tompkins County Appropriations	4,244,682.00	4,244,682.00	0.00	4,244,682.00	0.00	0.00%
Town of Ithaca						
	15,000.00	15,000.00	0.00	15,000.00	0.00	0.00%
Total Town of Ithaca	15,000.00	15,000.00	0.00	15,000.00	0.00	0.00%
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	0.00	149.70	149.70	0.00%
Total Fines	0.00	0.00	0.00	149.70	149.70	0.00%
Copier/Printcard						
	7,000.00	7,000.00	0.00	7,280.35	280.35	4.00%
Total Copier/Printcard	7,000.00	7,000.00	0.00	7,280.35	280.35	4.00%
Interest						
	40,000.00	40,000.00	0.00	60,973.60	20,973.60	52.43%
Total Interest	40,000.00	40,000.00	0.00	60,973.60	20,973.60	52.43%
Lost and Paid						
	2,000.00	2,000.00	0.00	999.65	(1,000.35)	(50.01)%
Total Lost and Paid	2,000.00	2,000.00	0.00	999.65	(1,000.35)	(50.02)%
Friends of the Library						
	230,000.00	230,000.00	0.00	243,908.68	13,908.68	6.04%
Total Friends of the Library	230,000.00	230,000.00	0.00	243,908.68	13,908.68	6.05%
TCPL Foundation						
	120,358.00	120,358.00	0.00	45,294.00	(75,064.00)	(62.36)%
Total TCPL Foundation	120,358.00	120,358.00	0.00	45,294.00	(75,064.00)	(62.37)%
Miscellaneous						
	10,666.00	10,666.00	0.00	13,183.06	2,517.06	23.59%
Total Miscellaneous	10,666.00	10,666.00	0.00	13,183.06	2,517.06	23.60%
NYS Central Library Aid						
	96,748.00	96,748.00	0.00	349,335.00	252,587.00	261.07%
Total NYS Central Library Aid	96,748.00	96,748.00	0.00	349,335.00	252,587.00	261.08%
NYS Local Library Services Aid						
	31,399.00	31,399.00	0.00	3,298.90	(28,100.10)	(89.49)%
Total NYS Local Library Services Aid	31,399.00	31,399.00	0.00	3,298.90	(28,100.10)	(89.49)%
Total REVENUE	4,833,043.00	4,833,043.00	0.00	4,984,104.94	151,061.94	3.13%
EXPENSES						
Personnel						
	2,670,958.00	2,670,958.00	170,940.43	2,330,048.85	340,909.15	12.76%
Total Personnel	2,670,958.00	2,670,958.00	170,940.43	2,330,048.85	340,909.15	12.76%

Tompkins County Public Library
Statement of Revenues and Expenditures
From 12/1/2024 Through 12/31/2024

		Total Budget \$ - Original	Total Budget \$ - Revised	Current Period Actual	Current Year Actual	Total Budget Variance	Percent Total Budget Remaining
Equipment		79,531.00	111,391.00	13,515.55	91,502.93	19,888.07	17.85%
Total Equipment		79,531.00	111,391.00	13,515.55	91,502.93	19,888.07	17.85%
Supplies & Materials							
Adult Books	5410A	68,040.00	89,399.00	8,815.79	85,323.19	4,075.81	4.55%
Adult Books - Gifts & Memorial	5410AG	10,098.00	16,301.00	898.45	16,538.49	(237.49)	(1.45)%
Juvenile Books	5410J	68,040.00	71,838.00	4,697.35	59,507.01	12,330.99	17.16%
Juvenile Books Gifts&Memorials	5410JG	3,468.00	6,775.00	220.61	3,998.90	2,776.10	40.97%
Childhood Literacy	5410L	1,000.00	1,000.00	534.11	941.43	58.57	5.85%
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	945.71	9,034.87	965.13	9.65%
Young Adult Bks-Gifts&Memorial	5410YG	1,000.00	1,300.00	756.12	805.24	494.76	38.05%
Periodicals, Print	5413P	5,000.00	6,060.00	516.04	5,133.92	926.08	15.28%
Periodicals Gifts & Memorials	5413PG	0.00	700.00	0.00	682.70	17.30	2.47%
Periodicals, Print Youth	5413PY	1,300.00	1,300.00	0.00	1,140.71	159.29	12.25%
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	1,778.30	14,688.89	7,811.11	34.71%
Adult AV Gifts & Memorials	5425AG	0.00	0.00	0.00	0.00	0.00	0.00%
Juvenile AV	5425J	20,000.00	13,500.00	372.84	6,198.76	7,301.24	54.08%
Electronic Info. Sources	5426C	58,000.00	144,118.00	6,308.83	119,090.79	25,027.21	17.36%
Elec Info Sources Gifts & Mem	5426CG	0.00	22,215.00	0.00	19,997.02	2,217.98	9.98%
Electronic Info - Youth	5426CY	61,092.00	75,721.00	0.00	74,649.81	1,071.19	1.41%
Staff Supplies	5430A	5,000.00	5,000.00	284.24	3,406.09	1,593.91	31.87%
Public Supplies	5430B	5,000.00	5,000.00	188.69	2,773.58	2,226.42	44.52%
Collection Supplies	5430C	25,000.00	25,000.00	2,915.75	33,185.58	(8,185.58)	(32.74)%
FLLS Polaris Supplies	5430F	3,500.00	3,500.00	2,085.23	2,085.23	1,414.77	40.42%
Publicity & Printing	5430P	18,000.00	28,000.00	4,200.00	25,416.39	2,583.61	9.22%
Public Programming Sup & Pub	5430PP	39,155.00	46,155.00	798.12	35,578.27	10,576.73	22.91%
Software / Licenses	5430S	5,000.00	5,000.00	0.00	1,565.00	3,435.00	68.70%
Library of Things	5430T	3,000.00	3,000.00	0.00	1,340.96	1,659.04	55.30%
Total Supplies & Materials		452,393.00	604,382.00	36,316.18	523,098.63	81,283.37	13.45%
Contractual & Other Expenses							
Telephone	5431	13,280.00	13,280.00	911.04	12,140.22	1,139.78	8.58%
Postage	5433	10,000.00	10,000.00	0.00	6,633.48	3,366.52	33.66%
Staff Development	5435	68,583.00	50,760.00	490.43	46,283.11	4,476.89	8.81%
Volunteer Development	5435V	2,500.00	2,500.00	0.00	245.76	2,254.24	90.16%
FLLS Circ Automation Cost	5436	68,300.00	68,300.00	0.00	68,300.00	0.00	0.00%
Professional Fees - Other	5437	17,545.00	24,545.00	300.00	29,545.00	(5,000.00)	(20.37)%
Prof fees - Security Guard	5437G	169,242.00	169,242.00	11,486.00	152,537.00	16,705.00	9.87%
Prof fees-Legal & filing fees	5437L	80,000.00	80,000.00	17,338.00	46,288.00	33,712.00	42.14%
Prof fees-Synergy IT	5437S	142,892.00	140,022.00	6,602.50	81,677.30	58,344.70	41.66%
Library Membership Dues	5438	3,020.00	3,020.00	0.00	2,349.00	671.00	22.21%

Tompkins County Public Library
Statement of Revenues and Expenditures
From 12/1/2024 Through 12/31/2024

		Total Budget \$ - Original	Total Budget \$ - Revised	Current Period Actual	Current Year Actual	Total Budget Variance	Peercent Total Budget Remaining
Equipment Contracts	5439C	49,940.00	49,940.00	4,411.08	50,889.50	(949.50)	(1.90)%
Equipment Service / Repairs	5439S	5,000.00	5,000.00	0.00	558.99	4,441.01	88.82%
Insurance	5454	20,600.00	20,600.00	0.00	20,601.00	(1.00)	0.00%
Misc / Contingency	5472	6,500.00	6,249.00	0.00	1,115.11	5,133.89	82.15%
Legal Adv/Refunds/Bk Fees	5490	5,000.00	5,000.00	148.61	2,692.97	2,307.03	46.14%
Total Contractual & Other Expenses		<u>662,402.00</u>	<u>648,458.00</u>	<u>41,687.66</u>	<u>521,856.44</u>	<u>126,601.56</u>	<u>19.52%</u>
Employee Benefits							
Retirement	58810	265,134.00	300,134.00	301,928.33	368,428.29	(68,294.29)	(22.75)%
Social Security	58830	194,328.00	194,328.00	12,532.61	171,216.73	23,111.27	11.89%
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	93.00	1,535.00	721.00	31.95%
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	330.00	1,436.52	563.48	28.17%
Health Insurance	58860	651,605.00	594,605.00	6,880.34	533,755.42	60,849.58	10.23%
HRA Reimburse & Administration	58862	20,000.00	25,000.00	1,608.21	21,208.91	3,791.09	15.16%
Disability	58865	23,000.00	25,000.00	1,764.64	21,856.51	3,143.49	12.57%
Unemployment	58870	0.00	15,000.00	0.00	13,104.00	1,896.00	12.64%
Total Employee Benefits		<u>1,200,448.00</u>	<u>1,200,699.00</u>	<u>325,137.13</u>	<u>1,134,917.38</u>	<u>65,781.62</u>	<u>5.48%</u>
Total EXPENSES		<u>5,065,732.00</u>	<u>5,235,888.00</u>	<u>587,596.95</u>	<u>4,601,424.23</u>	<u>634,463.77</u>	<u>12.12%</u>
REVENUE LESS EXPENSES		<u>(232,689.00)</u>	<u>(402,845.00)</u>	<u>(587,596.95)</u>	<u>382,680.71</u>	<u>785,525.71</u>	<u>(194.99)%</u>

TCPL Finance & Personnel Committee
Meeting Notes prepared by Lis Chabot, Chair
January 21, 2025- 4:00 p.m.
Borg Warner West

Attending: Jason Moore, Darrell Long, Lis Chabot, Leslie Tabor, Tonya VanCamp, Kathy Weinberg

Guests: Kerry Barnes, Anthony Elia, Brian Sasser

Meeting called to order: 4:03 pm

Approval of the Agenda: The agenda approved with no changes

Leslie introduced Brian Sasser, the Library's new Communications Coordinator.

December 2024 Financials: The committee reviewed the December financial statements provided by Tonya. The expense for circulation area furniture was noted.

Amendments to the 2024 final budget will address additional costs related to retirement and a reduction in cost for health insurance. The projection and previously made amendment for unemployment was in line with the final figure.

Final budget amendments for 2024 will be brought to the board in February for approval and the books will be closed thereafter. Tonya is implementing coding changes to make it easier to track expenses and plans to utilize additional functionality in the accounting software.

Report from Tompkins Financial Relationship Meeting: Tonya and Leslie met with Tompkins Financial staff to review the library's accounts and discuss best practices. A separate checking account will be set up for payroll as these funds are restricted. The library is working with Forework to outsource payroll.

Update on Organizational Credit Cards: Department heads will be issued credit cards to use for department expenses – this will create a more secure and trackable system, replacing the current single credit card used by multiple staff.

Staffing Updates: Leslie reported that two Library Assistant and the Communications Coordinator positions have been filled.

Executive Session: The committee adjourned to executive session at 4:30 pm to discuss collective bargaining and personnel matters.

Executive session adjourned at 4:44 pm.

Meeting adjourned at 4:47 pm.

TCPL Community Relations Committee Minutes

Tuesday, January 7, 2024 @ 4 p.m.

Schwarz Jacobson Room

Present: Barnes, Brewington, Clausen, DeVoe, Haltom, Sasser, Tabor, Townsend

Excused: Crumrine, Dedrick, MacQueen, Moedon, Stephenson, Tompkins, Weinberg

Agenda

1. Approval of the Agenda
2. Public comment – no members of the public attended
3. New Business
 - a. Introduction of new Communications Manager, Brian Sasser
 - b. Introduction of new members
 - c. Review of last year’s work
 - d. Mimi to send out poll for 25th Anniversary tagline (complete)
 - e. Mimi to send planning sheet for 25th Anniversary (complete)
 - f. Sarah to prepare Strategic Planning sheet
4. Old Business
 - a. Discussion of Library Lover’s Month in February – a good time to invite electeds?
 - b. Group had wondered if Welcome Wagon (?) via Chamber is still a thing. It is! Welcome Home Wednesdays hosted by the Chamber
<https://business.tompkinschamber.org/events/details/live-in-ithaca-welcome-home-wednesday-at-new-roots-charter-school-193586>
5. Adjournment - Meeting adjourned at 5:00 p.m.

Next meeting in February 20 @ 4 p.m.