

TOMPKINS COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

AGENDA

Tuesday, February 25, 2025 – 4:00pm
BorgWarner Room

- A. Call to Order
 - B. Roll Call & Icebreaker
 - C. Approval of the Agenda DOC 25-08
 - D. Public Comment
 - E. Approval of Board Minutes from January 28, 2025 DOC 25-09
 - F. Approval of amended Board Minutes from November 19, 2024 DOC 24-83
 - G. Audit of Bills – Operating Budget in the amount of _____
 - H. Approval of 2024 NY State Annual Report (from committee) DOC 25-10
 - I. Approval of Trustee Candidates (from committee)
 - J. Reports
 - 1. Director
 - 2. Staff – Circulation Team
 - 3. President
 - 4. County Liaison – Rich John
 - 5. TCPL Foundation – Kerry Barnes
 - 6. Friends of the Library – Nina Scholtz
 - 7. January Staff Report DOC 25-11
 - 8. January Monthly Statements DOC 25-12
 - 9. Finance & Personnel Committee Minutes 02/18/25 DOC 25-13
 - 10. Comm Rel & Outreach Committee Minutes 02/20/25 DOC 25-14
 - K. Executive Session with Staff to discuss confidential personnel matters
 - L. Adjournment
- March Meeting Dates
- 1. Community Relations & Outreach March 4
 - 2. Services & Policy March 11
 - 3. Finance & Personnel March 18
 - 4. Board of Trustees March 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
JANUARY 28, 2025

TCPL Board Members Present: Kathy Weinberg, President; Lis Chabot, Darrell Long, Shelly Wong, Christina Brewington, Nina Scholtz, Jason Moore

Board Members Excused: Mimi Townsend, Sarah Clausen

Also Present: 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, Anthony Elia, Library Counsel;

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

CALL TO ORDER

INTRODUCTION OF LIBRARY COUNSEL

Kathy Weinberg introduced Anthony Elia.

APPROVAL OF AGENDA DOC 25-01

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

PUBLIC COMMENT

The following attended the meeting and addressed the board:

Andre Barvinchak

APPROVAL OF DECEMBER 17, 2024 MINUTES DOC 25-02

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

APPROVAL OF THE BILLS

I, Treasurer, Lisabeth Chabot, in keeping with New York State Education Law, certify that I have reviewed payroll #26 dated 12/23/24 totaling \$56,409.52. 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 Year End bills in the amount of \$112,605.87 as listed in Abstracts #38 and #39.

APPROVAL OF MUNICIPAL COOPERATIVE AGREEMENT

K. DeVoe brought to the boards attention, we are under the umbrella of the county and they approve and sign the agreement.

APPROVAL OF BILLS

I, Treasurer, Lisabeth Chabot, in keeping with New York State Education Law, certify that I have reviewed payroll #1 dated 1/9/25 and #2 dated 1/23/25 totaling \$136,162.30. 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 January 2025 bills in the amount of \$172,150.24 as listed in Abstracts #1, #2 and #3.

DIRECTOR'S REPORT

Kate DeVoe reported on behalf of the director. Kate announce the positions that have been filled; Communications Manager; Brian Sasser brings a lot of experience, L. Tabor and K. Barnes are setting up a brunch to meet with the media. Ally True, Circulation Library Assistant, brings experience from Ithaca College library and Julia Calagiovanni the Youth Services Library Assistant longtime KDT volunteer brings a lot of talent. All positions are filled.

YOUTH SERVICES

Kat Savage spoke about winter reading for kids. Book reviews on acorns, Squishmallow drawing on March 15

ADULT SERVICES

Judd Karlman spoke about the winter reading for adults, Asia Bonacci and Cady Fontana designed the Haiku book review and are displayed on the Avenue and there is a prize drawing.

LIAISON REPORTS

Foundation – The Foundation's year-end fundraising went very well, especially considering a climate of difficult fundraising and following a turbulent election. Our donor retention rate continues to stay high at 58% (industry-wide, organizations are struggling to reach 40%.) Our appeal response rate jumped significantly to 25.1% (a good direct mail response rate is 2.7% – 4.4%. Our average return rate is usually 12%), the average gift size has increased, and a significant number of 2020 “pandemic” donors were recaptured, returning to give in 2024. Once our books are closed we will finish our audit- preliminary work was begun in November. We are being trained on customizing the donation kiosk interface, ironing out kinks in the process, and hope to have it ready to use on the library floor by the end of the month. We're beginning work on Readathon 2025 and the next Silent Reading Party fundraising event, happening in March. And of course, we're thrilled to make possible Pulitzer Prize-winning author Jonathan Eig's program on February 10th.

Friends – The Friends are in the spring sale cycle, regular donations are coming in, usually lighter in the spring. Donations are Tuesday, Wednesday, Thursday and Saturday 9:00 – 12:00.

MOTION to adjourn meeting by S. Wong and seconded by J. Moore at 4:38 p.m. Carried unanimously.

EXECUTIVE SESSION

A **MOTION** was made by D. Long and seconded by S. Wong to move into Executive Session at 4:39pm . Approved unanimously.

A **MOTION** was made by S. Wong and seconded by J. Moore to adjourn Executive Session at 5:17pm. Approved unanimously.

A **MOTION** was made by L. Chabot and seconded by C. Brewington to adjourn the meeting at 5:18pm. Approved unanimously.

Minutes by Mary McKeon
Administrative Manager

Endorsed by
Secretary

TOMPKINS COUNTY PUBLIC LIBRARY
DRAFT MINUTES OF THE BOARD OF TRUSTEES
NOVEMBER 19, 2024

TCPL Board Members Present: Lis Chabot, Liam Murphy, Nina Scholtz, Darrell Long, Jason Moore, Shelly Wong, Blixly Taetzsch, Mimi Townsend, Christina Brewington

Board Members Excused: Kathy Weinberg

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; Anthony Elia, Library Counsel

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

CALL TO ORDER

APPROVAL OF AGENDA DOC 24-75

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

PUBLIC COMMENT

The following attended the meeting and addressed the board:

1. Jeremy Jordan
2. Shelby Buche
3. Cassie Shortle

APPROVAL OF OCTOBER 23, 2024 MINUTES DOC 24-76

A **MOTION** was made by D. Long and seconded by C. Brewington to approve the minutes. Approved unanimously.

APPROVAL OF THE BILLS

I, Treasurer, Blixly Taetzsch, in keeping with New York State Education Law, certify that I have reviewed payroll #22 dated 10/31/24 and #23 dated 11/14/24 totaling \$131,329.40. 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 November 2024 bills in the amount of \$184,213.47 as listed in Abstracts #32, #33, and #34.

APPROVAL OF AMENDED BYLAWS IN LINE WITH THE LEGISLATURE'S COMMENTS

A **MOTION** was made by L. Murphy and seconded by D. Long. Approved unanimously.

DIRECTOR'S REPORT

Please join us for the Narcan Vending Machine ribbon cutting tomorrow at 11:30.

VICE PRESIDENT'S REPORT

L. Chabot made a recommendation for the 2025 Slate of Officers on behalf of the Nominating Committee. As Vice President – Darrell Long; Treasurer – Lis Chabot; Secretary – Kathy Weinberg. Melisa Sidle, President resigned as of today. L. Chabot nominated Mimi Townsend for President, she will think about it.

LIAISON REPORTS

Foundation – The Foundation is preparing our year-end appeal for mailing. Thank you to Trustee Marli Stahler for writing customized notes and for her service as liaison to the Foundation.

We are finalizing our plans for next year, including voting in a slate of officers and welcoming new members at our annual meeting next month.

Reminder that we are holding our annual tri-boards holiday gathering after our meeting on December 2nd at Odyssey Bookstore.

The donation kiosk has arrived and is being programmed.

Friends – Nina Scholtz – The fall sale was completed on October 29th. The friends had 228,052 items for sale, sold and donated 182,692 with 3,149 to public and school libraries, 1,446 to Not-For-Profit organizations. 12,050 number of visits. The first Friends Book Sale was held in 1947. The net proceeds of \$450.00 were used to purchase a phonograph and records for the Tompkins County Public Library.

A **MOTION** was made by J. Moore and seconded by L. Murphy to adjourn to Executive Session at 4:45 pm. Approved unanimously.

EXECUTIVE SESSION

6:21pm – Taetzsch moved to end the executive session, Moore seconded – motion passed unanimously and the Board resumed its public session.

Taetzsch moved to send a response to the October 18, 2024 confidential letter received from the Finger Lakes Library System as drafted, providing the Board with the opportunity to suggest changes on or before November 21, 2024 with the further understanding that the Board could suggest changes and agree to the content of the response by email on or before the November 21, 2024 date and that the Secretary be authorized to sign and send the resulting letter on or before November 22, 2024. Long seconded and the motion passed unanimously.

Wong moved that, because the Board is aware of concerns relating to its governance and management - including (but not limited to) the issues expressed in a confidential letter, dated

October 18, 2024 from the Finger Lakes Library System and an email received on November 3, 2024 - but has made no finding into these concerns other than a determination they require a review by an independent, neutral party; the law firm of Harris Beach PLLC has expertise in conducting such reviews and Harris Beach PLLC has submitted a proposed engagement and retainer agreement on terms acceptable to Board, which proposal is attached to this Resolution as Exhibit A, the Board should engage Harris Beach PLLC to conduct a neutral and impartial review of the concerns, and to advise the Board on any corrective action, if necessary and that Secretary, Liam Murphy, is authorized to sign the resolution on behalf of the Board. Taetzsch seconded and the motion passed unanimously.

In response to a question from Murphy, Taetzsch noted that, earlier in the meeting, a member of the public cited a figure of \$2.8 million as the “fund balance” available to help close any budget gap and that such figure is an accurate statement of the Fund balance shown on the Balance Sheet in this month’s board packet, but citing the \$2.8 million does not take into account the Library had just received its quarterly allocation of \$1.1 million from the County, meaning the actual fund balance available is, at most, \$1.7 million. Moreover, both the Finance & Personnel Committee and the Executive Committee have already stated several times that the Library’s proposed budget should use the Fund Balance to help close any budget gaps.

At 6:30pm, Moore moved to adjourn. Wong seconded and the motion unanimously passed.

Minutes by Mary McKeon
Administrative Manager

Endorsed by Liam Murphy
Secretary

Exhibit A

APPROVED BY TCPL BOARD RESOLUTION \\
DATED NOVEMBER 19, 2024

November 12, 2024

VIA EMAIL ONLY

Liam Murphy, Secretary
Tompkins County Public Library
101 East Green Street
Ithaca, NY 14850

HARRIS BEACH PLLC
ATTORNEYS AT LAW

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585.419.8800

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MEMBER
DIRECT: 585.419.8556
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ITARIQ@HARRISBEACH.COM

RE: Engagement Letter for Legal Services Between Harris Beach PLLC and
Tompkins County Public Library

Dear Liam:

This letter summarizes the proposed terms of Harris Beach PLLC's (the "Firm") representation of Tompkins County Public Library ("Client"), including the scope of services the Firm will provide Client pursuant to this engagement and the agreed-upon fee and billing arrangements. Unless otherwise set forth herein, the Firm's representation will be limited to Client only, and does not extend to any separate or differing interests of Client's officers, directors, owners, subsidiaries, affiliates, agents, employees, or family members, or to any other potentially interested or related parties (individually "Affiliate," and collectively, "Affiliates").

Scope of Engagement. The Firm agrees to provide legal counsel to Client with regard to the following (the "Matter"): Personnel Investigation. The Firm will represent Client to the best of its ability but does not guarantee any particular result.

This engagement letter constitutes the entire agreement between the Firm and Client regarding the Matter described herein and supersedes any prior written or oral statements or agreements made by the Firm or Client. If Client desires legal counsel on an issue outside the scope of the Matter, or to change any other terms of this letter, the Firm may agree to provide such counsel or different terms, but only after executing a separate agreement with Client (which may be communicated by e-mail). Unless expressly included in the foregoing description of the Matter, the Matter does not include any appeals that may arise from the Matter or advice regarding compliance with the Corporate Transparency Act ("CTA"), including the reporting requirements set forth in 31 C.F.R. § 1010.380. If the Matter does expressly include advice regarding the CTA, the Firm undertakes no obligation to update any of Client's CTA filings unless such services are first confirmed in a writing signed by the Firm. Please also note that the Firm does not engage in lobbying activities on behalf of any client.

Client agrees that the Firm may disclose the fact of its representation of Client, including in materials that the Firm uses to describe its practices and expertise.

Firm Personnel; Principal Contact. I will be responsible for the supervision of the Matter, but Client is engaging the Firm as a whole and not any individual attorney. I can be reached at 585-419-8556 or itariq@harrisbeach.com. As necessary or appropriate, the Firm will draw upon the talents and experience of other Firm attorneys, professionals, and staff in providing services

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relating to the Matter, and from time-to-time may also utilize the services of contract lawyers or third-party consultants. These individuals will be billed at their standard hourly rates unless otherwise stated below.

Fee Arrangement. The Firm's fee is based on the time spent by the attorneys and legal assistants who work on the Matter. Currently, our hourly rates generally range from \$380-\$750 for members and senior counsel, \$280-\$455 for associates and other attorneys, and \$115-\$240 for paralegals. These rates are subject to change annually. Additionally, for some work or attorneys, the rate may be higher if highly specialized matters are involved. My current hourly rate for the Matter is \$400 and the rate for any associates who work on the Matter will be \$300. Client is responsible for payment of all legal fees, expenses, and disbursements, regardless of the ultimate outcome of the Matter.

We will charge for all time spent representing Client's interests, including, by way of example, telephone and office conferences with Client or Client's representatives, co-counsel, opposing counsel, fact witnesses, consultants (if any), and others; conferences among our legal and paralegal personnel; participation in discovery; factual investigation; legal research; responding to Client requests for additional information; preparation of letters, pleadings, and other documents; and attendance at depositions, hearings, mediations, closings, trials, or other proceedings; and travel (both local and out of town). Hourly charges are applied to total time devoted to client representation, including travel time (when necessary) and reasonable time spent waiting for in-person and virtual court appearances to begin.

We will, at Client's request, provide fee estimates. However, such estimates are provided only for Client's information; they are not guarantees and are not binding on the Firm. Actual costs might be higher or lower than the estimated amount depending on a host of factors, including, for example, number and types of motions filed; whether proceedings such as trials, hearings, or closings are delayed or postponed; scope and extent of discovery; and the amount of assistance Client is able to provide the Firm in areas such as collection of information, documents, and electronically stored information, the location of witnesses, etc. In the event a dispute arises between Client and the Firm regarding fees, Client may have the right to arbitrate that dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to Client upon request.

Other Charges. In addition to the Firm's fees for rendering professional services, Client shall be responsible for, and Firm invoices will include, separate charges for performing services such as delivery charges, specialized computer applications, travel, preparing responses to Client's auditors, and other expenses and services incurred incidentally to the performance of the Firm's legal services. Client shall also be responsible for payment of any expenses and disbursements incurred by the Firm on Client's behalf (*i.e.*, transcription fees, filing fees, expert witness fees, etc.), which will be billed to Client with the Firm's invoice. Based on the nature of the expense, the Firm may also request that Client pay or advance the fee directly to the person/entity requesting/charging the same. The Firm shall promptly notify Client of any significant expense that is incurred in connection with the Matter. Client shall be responsible for the cost of any

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vendors or third parties the Firm hires to carry out its services in the Matter, regardless of whether the Firm or Client executes the agreement for the vendor's or third party's services.

Should Client ever issue a litigation hold to the Firm for a matter unrelated to the Firm (*e.g.*, due to a subpoena or litigation/threatened litigation in which the Firm is not a party or potential party), Client shall reimburse the Firm for its reasonable costs expended in complying with such litigation hold.

Billing Cycle and Retainer. The Firm generally requires its clients to deposit a retainer for legal services against which the Firm bills and collects fees and disbursements. The Firm requires that Client pay a retainer of \$5,000.00 for the Matter, payable at the commencement of our engagement (the "Retainer"). The Firm shall maintain the Retainer in its law firm trust account and shall have no right to the Retainer until it renders services to Client, at which time the Firm will apply the Retainer to amounts due for such services and/or expenses incurred in connection with such services. Client expressly understands that the Firm will be under no obligation to commence legal services unless and until Client pays to the Firm the Retainer. The Retainer is not an estimate of the total fees and disbursements that may be billed over the course of the Matter. A statement of fees for legal services and other charges billed and collected against the Retainer will be provided monthly and sent to Client at the address set forth above unless Client requests it be sent to a different address. If the Matter is concluded and the amount billed by the Firm is less than the Retainer, then the unearned portion of the Retainer will be returned to Client. If the fees and disbursements exceed the Retainer, Client shall promptly pay that additional amount.

Should Client's account remain unpaid after 30 days, a late-payment fee of 0.75% per month, or 9.00% per annum, will be added to the amount due. If Client's account becomes delinquent by more than 90 days, the Firm will contact Client about making arrangements to bring the account and Client's retainer deposit current. It is our hope that, by addressing payment issues promptly, we can avoid any misunderstanding. However, as a condition to the Firm's continued representation of Client, Client must remain current in Client's payments to the Firm for services and expenses. Should a delinquency continue and satisfactory payment terms not be arranged, Client shall not object if the Firm decides to withdraw from its representation of Client. In such an event, Client shall be responsible for the cost of collecting the debt, including court costs, filing fees, and reasonable attorneys' fees incurred by the Firm for the collection.

If Client ever overpays an invoice, Client agrees that the Firm may apply such overpayment to any outstanding fees and expenses or to Client's next bill, with notice to Client as to how the Firm applied the overpayment. If there are no outstanding fees or expenses and no work in progress, the Firm shall refund the overpayment to Client.

If Client has any questions relating to the Firm's services or the charges, we will be pleased to discuss them with Client at the earliest possible time after receipt of the billing statement, since the matters will be freshest in our memory at that time. Accordingly, Client agrees to notify us in writing or email within 30 days of receiving our billing statement if Client disputes any entry for legal services or charges on any billing statement. In the absence of any written objections thereto

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within 30 days of Client's receipt of a billing statement, Client will be deemed to have accepted and acknowledged the billing statement as correct through the period covered by the billing statement.

Termination of Engagement. Either party may terminate the engagement described herein at any time for any reason by providing the other party written notice, subject, on the Firm's part, to the rules of professional conduct. No such termination, however, will relieve Client of the obligation to pay the legal fees owed to the Firm for services performed and other charges owed to the Firm through the date of termination. After the Firm's completion of legal services to Client, changes may occur in applicable laws or regulations that could have an impact upon Client's future rights and liabilities. Unless Client engages the Firm after completion of the Matter to provide additional advice on issues relating specifically to the Matter, the Firm has no continuing obligation to advise Client with respect to future legal developments, whether relating to the Matter or otherwise.

Conclusion of Representation; Disposition of Client Documents. Unless previously terminated, the Firm's representation of Client with respect to the Matter will conclude when the Firm sends Client the last invoice for services rendered in the Matter. If the scope of the Matter contemplates an ongoing relationship wherein Client seeks advice from the Firm on discrete matters on an as-needed basis, Client shall be deemed a current client of the Firm for purposes of conflicts of interest while the Firm is in the process of answering such discrete questions, and the attorney-client relationship between the Firm and Client shall conclude once the Firm has answered Client's question. The attorney-client relationship will then resume the next time the Client seeks advice from the Firm.

Following such conclusion, any otherwise nonpublic information Client has supplied to the Firm that is retained by the Firm will be kept confidential in accordance with applicable rules of professional conduct. At Client's request, the Firm will return Client's papers and property promptly after receipt of payment for any outstanding fees and costs. If Client does not make such a request within 90 days following the conclusion of the engagement set forth herein, Client agrees and understands that any materials left with the Firm after the engagement ends may be retained or destroyed at the Firm's discretion.

Please note that "materials" include paper files and information in other storage media, including, but not limited to, voicemail, e-mail, and other electronic files, printer files, copier files, video files, and other formats. The Firm reserves the right to make, at its expense, copies of all documents generated or received by the Firm in the course of its representation. The Firm will retain its files pertaining to the Matter. These Firm files include, for example, Firm administrative records; internal lawyers' work product, such as drafts, notes, and internal memoranda; and legal and factual research, including memos and investigative reports prepared by or for the internal use of lawyers. The Firm will retain all remaining documents for a certain period of time, but reserves the right for various reasons, including the minimization of unnecessary storage expenses, to destroy or otherwise dispose of them within a reasonable time after the conclusion of the engagement set forth herein. This paragraph also applies to any client materials being held or stored by a third-party vendor.

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Client Cooperation. Client agrees to cooperate fully with the Firm and to provide promptly all information known or available to Client relevant to the Firm's representation of Client, as well as any updates or changes to Client's contact information. Such cooperation is essential, as the Firm will, of necessity, be relying on the completeness and accuracy of the information Client provides to the Firm when performing services on Client's behalf. Should Client not fully cooperate with the Firm, both the efficiency and economy of the Firm's representation of Client may suffer.

Communication with Client and Confidentiality. Unless Client directs otherwise, the Firm will use unencrypted e-mail as the primary means of communication with Client, and Client shall inform the Firm of which e-mail address(es) the Firm should use for such communication. The Firm may also use cellular telephones (including smart phones) and facsimile machines to communicate with Client. Texting is not a preferred method of communication but may be used on a limited basis to communicate non-sensitive information to Client. The Firm will take reasonable steps to protect the confidentiality of Firm-Client communications, but, unless applicable law provides otherwise, the Firm will not be responsible for disclosures of Client's confidential information occurring from the use of such communication technologies. Client agrees to notify the Firm if Client has any requests or requirements regarding the Firm's methods of communication with Client that differ from the foregoing.

Consistent with applicable rules of professional conduct, the Firm will employ reasonable physical, technical, and administrative safeguards to protect the confidentiality of all information related to the Matter. The Firm utilizes a document management system that stores electronic information in the cloud and that employs industry standard safeguards to protect that information. By agreeing to the terms of this engagement letter, Client consents to the Firm storing Client's files in the cloud and acknowledges that, as with any technology, such storage creates some risk of inadvertent or unauthorized disclosure of confidential information (e.g., bad acts perpetrated by cyber criminals). Any processing of Client's data by the Firm is for the purpose of providing legal services to Client or furthering the legitimate interests of the Firm related to such services. Additional terms governing the Firm's use of Client data are set forth in its privacy policy, available at <https://www.harrisbeach.com/privacy-policy/>.

Should any information related to the Matter be subject to protection under the European General Data Protection Regulation ("GDPR"), the Firm shall abide by the terms of Standard Contractual Clauses ("SCCs") that have been approved by the European Commission, as may be updated by the Commission from time-to-time. The Firm and Client shall complete the applicable Annexes to the SCCs after Client signs this letter.

Possible Conflicts. Conflicts of interest will be handled as required by applicable rules of professional conduct. Unless otherwise agreed, for the purpose of determining whether a conflict of interest exists, it is only Client that the Firm represents, and not any of its Affiliates. Client agrees not to give the Firm any confidential information regarding any Affiliate unless: (a) that Affiliate has separately engaged the Firm to perform services on that Affiliate's behalf; or (b) such information is essential to the engagement set forth herein. There are no intended third-party beneficiaries to this engagement letter.

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Prospective Conflict Waiver. The Firm serves clients across a wide range of industries and geographic locations. As such, it is important for the Firm to take steps to ensure that it remains able to serve all of its current and future clients to the greatest extent possible, and also important to the Firm's clients (including you) that we take steps to ensure we are able to represent our clients when they ask us to. Client understands that the Firm may have previously been adverse to Client in litigation and transactional matters prior to establishing an attorney-client relationship with Client, and that the Firm may be asked by other clients to represent them in matters adverse to Client in the future. Such other clients may include, without limitation, Client's or its affiliates' debtors and creditors, as well as companies that operate in the same areas of business in which Client operates or may operate in the future. The Firm recognizes that it shall be disqualified from representing any other client that the Firm determines in its reasonable discretion to have interests materially adverse to Client (1) in any matter which in our judgment is substantially related to our representation of Client described in this letter; and (2) with respect to any matter in which there is a reasonable probability that confidential information Client furnished to us could be used to Client's material disadvantage. Client understands and agrees that, with those exceptions, the Firm is free to represent other clients, including clients whose interests may conflict with Client's in litigation and any other matters of any kind. Client agrees that our representation of Client in this Matter will not prevent or disqualify us from representing clients adverse to Client in other matters of any kind excepted as otherwise stated above and Client consents in advance to our undertaking such adverse representations.

In considering this prospective waiver, please know that the Firm owes you (and all our clients) various duties, including duties of care, loyalty, and confidentiality. Your consent to the above-noted prospective conflict waiver will in no way impact our obligation to fulfill those duties, and we will continue to provide you with competent and diligent representation. We encourage you to consult with independent counsel about this prospective waiver, and by consenting to it you acknowledge that you have had adequate opportunity to do so. Your consent to this waiver is entirely voluntary.

Use of Artificial Intelligence. To provide you with efficient and cost-effective legal services, the Firm is continually evaluating both established and emerging technologies to enhance our representation, including artificial intelligence (AI) platforms or tools. If we use any AI platform or tool, that use will be limited to specific tasks that are suited to its capabilities, and will not replace the diligence, expertise, or judgment of the Firm's lawyers. Should you have any questions or concerns, please contact me.

Choice of Law and Venue. Both the terms of this engagement letter and the attorney-client relationship it creates between Client and Harris Beach shall be governed by the laws of the State of New York (including the New York Rules of Professional Conduct), without giving effect to the conflicts of law principles thereof. Any claim, suit, action, dispute, or proceeding arising out of, or with respect to, this engagement letter or the legal services provided hereunder (collectively, for purposes of this paragraph only, "claim") shall be brought in a New York State court situated

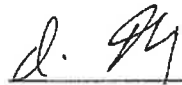
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in Monroe County, New York, or in the United States District Court for the Western District of New York, and no other. Client hereby consents to personal jurisdiction and venue in those courts for the purpose of any claim and waives Client's rights to bring any claim in any other court or jurisdiction. However, this Paragraph shall not interfere with Client's right to pursue fee arbitration as permitted by Part 137 of the Rules of the Chief Administrator of the Courts.

Please contact me directly with any questions regarding this engagement letter. Otherwise, if this proposal is acceptable, please so indicate by returning a countersigned copy of this engagement letter and a Retainer check payable to Harris Beach PLLC. Consistent with its policy, the Firm reserves the right to delay commencement of work on this Matter until Client has signed and returned this engagement letter to us, along with Client's Retainer payment. However, any services rendered by the Firm in connection with the Matter prior to Client signing below shall be governed by the terms of this letter.

I very much look forward to working with you in this Matter.

Sincerely,



Ibrahim Tariq

Agreed and Accepted
this 19th_ day of _November_, 2024__

TOMPKINS COUNTY PUBLIC LIBRARY

By: 
Liam G.B. Murphy

Title: Secretary

MONTHLY STAFF REPORT

Director's Report

Leslie Tabor

GENERAL

I'm still celebrating the success of our spectacular large events since the new year:

- Over **340** people attended our Lunar New Year Lion Dance event, with over **500** people total participating in our Lunar New Year programming. The year of the snake is one for the record books!
- **100+** people came to the Library to hear Pulitzer Prize-winning author Jonathan Eig talk about his book *King: A Life*. Another **250+** people have watched online and clips from the event have reached more than **2,000** people.
 - We garnered strong local coverage, including several Ithaca College students who wrote an outstanding article for [The Ithacan](#). Writer Kaleigh Banda has offered her time as a Foundation volunteer to support Brian!
 - I was very moved by this quote from Jon: *"It's amazing to walk into a library and see every seat filled," Eig said. "I think it's a sign that people really have a great hunger for moral leadership. They want to hear stories about leaders who were not in it for themselves or money or in it for fame. King is really somebody who speaks to our highest ideals. And I think there's a real yearning for that today."*
 - Jon was especially complimentary of our promotion of his event, saying "The event was everywhere – I saw it everywhere!" Great job, Brian!

FEDERAL ADMINISTRATION IMPACTS & GOVERNING BOARDS

The Finance & Personnel committee recommends that we keep up with library impacts by staying updated on legal updates from the Finger Lakes Library System, such as their *Ask a Librarian* emails. This month's FLLS communication included answers to questions about the [Top Ten Risk Management Exercises for Governing Boards of Libraries & Cultural Institutions During the 2025 Federal Shift](#). Hard copies are available if desired.

From the South Central Regional Library Council: *This document is especially relevant for governing boards and leadership of libraries and cultural institutions. It provides a breakdown of 10 exercises a board can do to assess the ongoing impacts of recent changes in federal policy in 2025.*

The document is long but is carefully organized in plain language to provide guidance to all sizes of organizations. Along with common risk factors, it lists possible actions a board can take to assess and mitigate negative impacts on mission, funding, programming, and the workplace. It also points out where the current changes may create opportunities and lists impacts to special libraries, such as law libraries and those within government agencies, hospitals, and prisons.

As fiduciaries, the governing boards of New York’s libraries, museums, archives, historical societies—as well as the boards of larger organizations housing libraries—are there to provide leadership during times of change. SCRLC and (if you are a public library or school library) your library systems are there to support you in this work.

Please let me know if this resource is helpful and what else you need. Also remember that the Ask the Lawyer service is available to all members of SCRLC and their component libraries, free of charge.

*Mary-Carol Lindbloom, Executive Director
South Central Regional Library Council
Phone: 607-273-9106 ext. 203
she/her/hers*

2024 ANNUAL REPORT

Board approval is needed for TCPL’s 2024 Annual Report so that we can submit it to FLLS, who then shares it with the State.

- Brian reviewed multiple years of data from past reports and the numbers are exciting. As you review the report you will see growth in key areas including the number of cardholders, attendance, programs, and material circulation. Most categories show library numbers at their highest level in years.
- The table below shows data from 2018 to 2024. The green boxes note the highest number within the time range of the comparison.
- **Overall circulation rose to the highest level since 2004** – highest circ in 20 years!
- **Digital use reached an all-time high** and is increasing by 20% year over year.
- **Reference interactions with our staff rose to their highest number since 2004** – highest in 20 years!

	2024	2023	2022	2021	2020	2019	2018
Annual Library Visits	177,303	176,521	141,179	112,983	77,697	418,625	439,316
Total Cardholders	36,738	33,450	32,569	37,811	35,210	38,633	38,019
Programs	1,120	597	967	566	486	1,483	1,870
Program Attendees	30,791	16,952	19,343	12,794	11,609	34,691	42,994
Summer Reading Programs	158	126	237	131	81	410	336
Summer Reading Attendance	4,970	3,497	5,855	4,151	2,693	10,193	8,045
Reference Interactions	37,424	23,500	23,096	18,096	9,387	33,946	31,957
Print Materials Use	599,233	536,654	504,729	418,427	267,523	688,524	701,371
Digital Materials Use	278,723	232,142	109,259	114,892	116,643	94,566	75,934
Total Materials Use	877,956	768,796	613,988	533,319	384,166	783,090	777,305

DIRECTOR

Thank you for your continued service as volunteer trustees after an especially challenging week following the *Ithaca Voice* article. I remain committed to the public library mission and am heartened by what the data shows us about TCPL’s utilization and value in our community. I believe that all of us are united in our passion for the Tompkins County Public Library and want to ensure that it is sustainable for the future. Public libraries are more important than ever and TCPL’s future remains bright.

Adult Services

Judd Karlman

**Adult Services
Department
Board Report
February 2025**

The Collection

The Tech Services Team has added **789** physical items to the collection so far this year.

Sophia McKissick and Jeremy Jordan both attended item maintenance training with the Finger Lakes Library System so that they can contribute to processing new books and getting them to waiting patrons more efficiently.

Asia Bonacci ordered **23** additional world literature and translated works this month using the Reddington Gift Fund, making sure the Tompkins County community has access to diverse voices in our fiction collection.

Late in 2024 the Adult Services Department shifted the Over-sized collection to a new location where these beautiful big books can show off their gorgeous covers in the North Reading Room. Checkouts in the Oversized Collection has gone up **32%** since this move, proving that we need to continue to rethink and reinvent how we display our books to the community. There are so many hidden treasures like this that we have to make let shine so our patrons can discover them more easily.



February's Queer Craft Club, getting together to make bath bombs, bath salts, sugar scrubs and community.

As we add new books and make the collection more accessible, we also look at the shelves with a critical eye, weeding when necessary, so that the books remain relevant, informative and fresh.

Queer Joy at the Library

Ithaca can be a challenging city for people who are not associated with Ithaca College or Cornell to make friends, especially for older folks. Community members often comment that Queer Craft Club is one of the very few LGBTQ+ oriented social events in Ithaca that is held in a sober space. February's Queer Craft Club welcomed 19 attendees this month where attendees made their own relaxing accessories for baths and self-care. One of the patrons was attending for the first time and was so excited they offered to lead a workshop next month on mending. We love when patrons share their expertise.



Cookbook holder made on one of TCPL's 3-D printers.

A Book Club Problem

Joyce Wheatley emailed me with a serious problem concerning the Four Seasons Book Club, that will be discussing *James* by Percival Everett on February 27. She informed me that 36 people have signed up to attend, far more than usual and too many to hold a manageable book discussion for one librarian. We are discussing videoconferencing options and asking a colleague to step in and read this award-winning novel before February 27th so that we can conduct this book discussion in two groups.

Makerspace

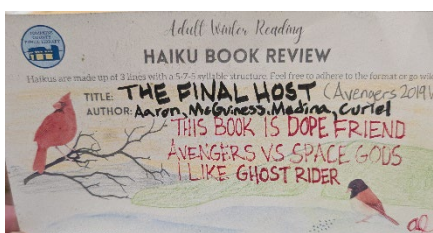
75 people attended the MakerSpace's open hours in the first half of February. Josh Burns reported that every single MakerSpace one-on-one has been filled this month; these are tutorials between a patron and a library-worker in which a specific MakerSpace-related skill can be requested, helping patrons plan their creative projects. One of the items Josh helped a patron

create was a 3D printed robot hand for a high school project that was completed over the course of several weeks.

Cady Fontana reports that a longtime helper and expertise-sharer in the MakerSpace reported that she got a job working with a laser-cutter business using skills she learned here in the library.

Little Moments Beyond Numbers

One of the nice things about keeping an eye out for moments to share for this report is that it encourages us to watch out for delightful interactions with the community we serve.



One of the 46 Haiku Book Reviews completed for Winter Reading.

*THIS BOOK IS DOPE FRIEND
AVENGERS VS SPACE GODS
I LIKE GHOST RIDER*

We have helped people find housing by supporting them while they navigated paperwork and bureaucracy.

We've used our French language skills with a patron new to the area and in doing so found a language conversation buddy.

This month we've helped an elderly patron on the phone who used to live in Ithaca and though she no longer lives here, she still thought of TCPL when she needed help finding a Jewish Holocaust survivor she worked for when she was in college.

We have stuck our heads into study rooms when we have seen teens playing D&D there to let them know that we have a wonderful role-playing game collection in YA's Non-Fiction collection under the Dewey Decimal Number, **793.93**. Made it clear that we are glad they are using the library's safe space to visit fictional places with their friends.

When we were engaged in outreach at the Cayuga Addiction Recovery Services, the Vocational Counselor told me that a client had overdosed in this library and

their life had been saved by one of our colleagues utilizing Narcan and their training. She talked about how special it made this client feel that the library cared enough to have Narcan on hand.

Youth Services
Kat Savage

**Youth Services
Department**
Board Report
February 2025

January 2024 Statistics	Programs	Attendance
Totals	36	1,071
First Five Years	11	317
Children (5-11)	18	678
Teen (12-18)	5	62
General Interest	2	14



One of two Lions performing in the Avenue to ring in the Year of the Snake!



A small friend examining felt lions used for a song during Sasha's Family Storytime



Create and Celebrate: Lunar New Year crafts and decoration making throughout the children's department

Coming Up

Spanish Storytime has resumed! This storytime, presented entirely in Spanish, is offered every other Friday. **8 to 108 Board Game Club** has also returned – this cross-generational program for in-person gaming for all ages meets every Thursday evening.

Special programs in March:

- **Celebrating Will Eisner Week:** Ithaca College's Graphic Novel Advisory Board presents **Comics, Crafts, and Superheroes** and our own Woody Chichester leads **Collage-a-Comic**.
- **Science Fair with the Steminist Movement** presented by undergraduate students in STEM at Cornell features hands-on experiments for kids to try.
- **Girls Who Code: Coding Workshop for Tweens and Teens** presented by Women in Computing Cornell, a one-off beginner's workshop where participants can learn to create their own version of Flappy Bird.
- **Creative Writing with Art** presented by the **Johnson Museum** (two sessions: one for kids, one for teens) will explore creative writing using art as inspiration.
- **Family Movie: The Bad Guys.** Starting in March, we'll offer monthly Saturday movie screenings in Thaler/Howell! We kick off with this animated adaptation of the book by Aaron Blabey.
- **The Cayuga Chamber Orchestra** will return for a March concert, closing out their 11th season of the Family Concert and Storytime series.

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**



Chinese lantern painting table during Create and Celebrate. Check out the pink rainbow lantern!



Your friends did more than just sleep during our Library sleepover! Look, we caught Stardrop & Midnight making midnight snacks for their new friends!

Animal Sleepover Storytime features staged photos of children's stuffed toys doing various activities in the library "overnight." Children get postcards of activities when they pick their friend up the next day.

Book Club will meet to discuss *You Are Here: Connecting Flights*, edited by Ellen Oh.

Staff Highlights

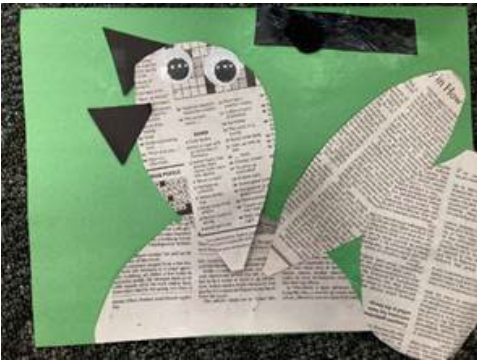
Cassie led Animal Sleepover Storytime, which has resumed as a quarterly special program! Children received a special postcard commemorating their stuffed friend's overnight visit to the library. New magazine subscriptions have started to arrive, with a revamped display system set up to highlight new additions to the collection, such as *The Week Junior*, *Honest History*, and *Ranger Rick: Dinosaurs*.

Kai organized and coordinated two amazing events celebrating Lunar New Year. On Saturday, January 25, attendees created crafts and decorations to celebrate the Year of the Snake, and on Saturday, February 1, the Cornell Lion Dance Club and the Cornell Illumination Chinese Cultural Dance Troupe presented traditional live performances. (Record attendance at both events – over 200 came to create crafts, and over 300 were present for the Lion Dance.) In addition, Kai led **Teachers Discover the Trail**, a professional development workshop for ICSD teachers featuring a guided tour and hands-on time in the Makerspace.

Our monthly visits to Racker preschool classrooms have resumed, with **Milly** taking the lead. Milly has also taken on selection responsibilities for our children's non-fiction section, a major part of our collection.

Woody led a raccoon-themed Story + Craft, reading *Revenge of the Raccoons*, creating our own raccoons out of newsprint and construction paper, and sharing facts about these nocturnal creatures. They've also resumed the 8 to 108 Board Game Club.

Sasha created a "You Belong Here" book display in the Teen Center, highlighting materials that provide information on immigration and other current events



Making newspaper racoons in Story + Craft!



22 racers competed in our game tournament on the big screen during the school break!

that young adults may wish to delve into. The display was shared on social media and was positively engaged with. He also attended Southside Community Center’s Reparations Townhall as a representative of TCPL Youth Services, as we continually seek to strengthen our connection with our community members throughout downtown Ithaca.

Julia continues to settle in as she finishes her second month as part of the YS team! She has already made changes, improving the flow, signage, and organization of our Holiday collection in the children’s room and created a cart of kid-friendly activities for families waiting for tax help with our partners VITA.

Kat hosted the GIAC’s Let’s Read group for their monthly visit, exploring different questions we can ask ourselves before we read, while we read, and after we read to become more curious readers, assisted by Circulation’s **Katylyn**. Also with the help of **Mitchell** from the Circulation team and by popular demand, she hosted a youth Mario Kart tournament during the ICSD winter break.

Your Moment of Joy

From Milly: “I was chatting with a mom who was checking out books with her toddler. She said that the public library is her favorite place, and she’d love to work in a library someday. She wanted to know what education is required to be a librarian and what other library jobs exist for people without that credential. We had a good talk. I would not be at all surprised if we wind up interviewing her for a job in the future. (This same conversation in Ann Arbor, MI 20 years ago was the start of my path toward librarianship, so full circle!)”

Circulation
Kate DeVoe

Outreach & Programming

Tom Fredette, Melisa (Mel) Crumrine and Katylyn Dedrick visited Kendal on January 27 for a TCPL General Information Session. We partner with Kendal on weekly book deliveries to their residents and look forward to expanding Library card sign-ups, and overall usage, with our friends at Kendal.

Mel partnered with Eden Strachan from Black Girls Don't Get Love (blackgirlsdontgetlove.com) on a Mini-Writers Room Session on February 8! Mel also hosted a Valentine's themed LGBTQ+ Youth Group on February 12. The kids made Mel a Valentine, and one person attended even though they haven't moved to Ithaca yet! They're moving with the family from Ohio, and attended Youth Group while their parents moved stuff into their new home.

Ally True, who has been a Library Assistant for just over a month, wasted no time jumping in to help spread Library Love. Ally is working closely with Brian on media coverage, including the Lion Dance program, our event with Jonathan Eig, visits from GIAC, and more! Ally is putting her film degree to good use, and we are so lucky to have them. Finally, we are all relishing cross-departmental joy and collaboration -- even Paul Piccolo got in on the fun this month when Katylyn, Mitchell, Woody & Guard Paul were testers and co-hosts for the Mario Kart Tournament with YS!

Tompkins County Public Library
 Balance Sheet
 As of 1/31/2025

		Current Year
Assets		
Checking	1000	78,277.19
Savings	1100	622,215.03
Investments	1200	1,056,971.50
Petty Cash	1300	550.00
Ithaca Hours	1400	0.00
Accounts Receivable	1500	52,341.88
Prepaid Expenses	1600	0.00
Total Assets		1,810,355.60
Liabilities		
Accounts Payable - Vendors	2000	9,610.57
Account Payable - Payroll Liab	2110	13,477.35
Accrued Wages	2300	0.00
Accrued Payroll Tax Expense	2400	0.00
Total Liabilities		23,087.92
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)		15,395.03
Total Year To Date Net Income (Loss)		15,395.03
Total Fund Balance		1,752,267.68
Total Liabilities & Fund Balance		1,775,355.60

Tompkins County Public Library
Statement of Revenues and Expenditures
From 1/1/2025 Through 1/31/2025

DOC 25-12

	Total Budget - Original	Current Period Actual	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
REVENUE					
Tompkins County Appropriations	4,012,448.00	0.00	0.00	(4,012,448.00)	(100.00)%
Total Tompkins County Appropriations	4,012,448.00	0.00	0.00	(4,012,448.00)	(100.00)%
Town of Ithaca	15,000.00	0.00	0.00	(15,000.00)	(100.00)%
Total Town of Ithaca	15,000.00	0.00	0.00	(15,000.00)	(100.00)%
City of Ithaca	25,000.00	0.00	0.00	(25,000.00)	(100.00)%
Total City of Ithaca	25,000.00	0.00	0.00	(25,000.00)	(100.00)%
Copier/Printcard	5,000.00	0.00	0.00	(5,000.00)	(100.00)%
Total Copier/Printcard	5,000.00	0.00	0.00	(5,000.00)	(100.00)%
Interest	40,000.00	0.00	0.00	(40,000.00)	(100.00)%
Total Interest	40,000.00	0.00	0.00	(40,000.00)	(100.00)%
Lost and Paid	1,000.00	0.00	0.00	(1,000.00)	(100.00)%
Total Lost and Paid	1,000.00	0.00	0.00	(1,000.00)	(100.00)%
Friends of the Library	230,000.00	0.00	0.00	(230,000.00)	(100.00)%
Total Friends of the Library	230,000.00	0.00	0.00	(230,000.00)	(100.00)%
TCPL Foundation	141,000.00	0.00	0.00	(141,000.00)	(100.00)%
Total TCPL Foundation	141,000.00	0.00	0.00	(141,000.00)	(100.00)%
Miscellaneous	10,000.00	0.00	0.00	(10,000.00)	(100.00)%
Total Miscellaneous	10,000.00	0.00	0.00	(10,000.00)	(100.00)%
NYS Central Library Aid	96,748.00	0.00	0.00	(96,748.00)	(100.00)%
Total NYS Central Library Aid	96,748.00	0.00	0.00	(96,748.00)	(100.00)%
NYS Local Library Services Aid	31,399.00	0.00	0.00	(31,399.00)	(100.00)%
Total NYS Local Library Services Aid	31,399.00	0.00	0.00	(31,399.00)	(100.00)%
Total REVENUE	4,607,595.00	0.00	0.00	(4,607,595.00)	(100.00)%
EXPENSES					
Personnel	2,333,497.00	198,433.31	198,433.31	2,135,063.69	91.50%
Total Personnel	2,333,497.00	198,433.31	198,433.31	2,135,063.69	91.50%
Equipment	175,000.00	0.00	0.00	175,000.00	100.00%

Tompkins County Public Library
Statement of Revenues and Expenditures
From 1/1/2025 Through 1/31/2025

		Total Budget - Original	Current Period Actual	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Total Equipment		175,000.00	0.00	0.00	175,000.00	100.00%
Supplies & Materials						
Phys Collect - Adult	5410A	70,500.00	3,681.17	3,681.17	66,818.83	94.78%
Phys Coll - Adult - Foundation	5410AG	0.00	66.73	66.73	(66.73)	0.00%
Phys Coll - Foundation	5410G	25,000.00	0.00	0.00	25,000.00	100.00%
Phys Collect - Youth	5410J	65,500.00	1,642.05	1,642.05	63,857.95	97.49%
Phys Coll - Youth - Foundation	5410JG	4,557.00	225.31	225.31	4,331.69	95.06%
Young Adult Books	5410Y	0.00	389.39	389.39	(389.39)	0.00%
Young Adult Bks-Gifts&Memorial	5410YG	0.00	52.79	52.79	(52.79)	0.00%
Periodicals, Print	5413P	0.00	24.00	24.00	(24.00)	0.00%
Periodicals, Print Youth	5413PY	0.00	4.99	4.99	(4.99)	0.00%
Adult AV	5425A	0.00	865.65	865.65	(865.65)	0.00%
Juvenile AV	5425J	0.00	102.45	102.45	(102.45)	0.00%
Digital Collection - Adult	5426C	214,748.00	1,674.09	1,674.09	213,073.91	99.22%
Digital Collection - Youth	5426CY	20,000.00	0.00	0.00	20,000.00	100.00%
Supplies - Office	5430A	20,000.00	762.33	762.33	19,237.67	96.19%
Public Supplies	5430B	0.00	105.58	105.58	(105.58)	0.00%
Collection Supplies	5430C	0.00	1,308.20	1,308.20	(1,308.20)	0.00%
FLLS Polaris Supplies	5430F	2,000.00	0.00	0.00	2,000.00	100.00%
Supplies - Marketing	5430P	20,000.00	0.00	0.00	20,000.00	100.00%
Public Programs - Things	5430PP	59,500.00	455.72	455.72	59,044.28	99.23%
Software / Licenses	5430S	10,000.00	0.00	0.00	10,000.00	100.00%
Total Supplies & Materials		511,805.00	11,360.45	11,360.45	500,444.55	97.78%
Contractual & Other Expenses						
Telephone & Internet	5431	14,000.00	2,414.10	2,414.10	11,585.90	82.76%
Postage	5433	7,500.00	0.00	0.00	7,500.00	100.00%
Staff Development	5435	15,000.00	3,315.00	3,315.00	11,685.00	77.90%
Volunteer Development	5435V	2,500.00	0.00	0.00	2,500.00	100.00%
FLLS Contract - Fees	5436	65,000.00	0.00	0.00	65,000.00	100.00%
Professional Fees - Other	5437	30,210.00	0.00	0.00	30,210.00	100.00%
Prof fees - Security Guard	5437G	170,000.00	8,350.00	8,350.00	161,650.00	95.09%
Prof fees - Legal	5437L	225,000.00	0.00	0.00	225,000.00	100.00%
Prof fees-Synergy IT	5437S	63,000.00	5,457.50	5,457.50	57,542.50	91.34%
Library Membership Dues	5438	3,284.00	1,246.00	1,246.00	2,038.00	62.06%
Equipment Contracts	5439C	24,756.00	2,603.14	2,603.14	22,152.86	89.48%
Equipment Service / Repairs	5439S	9,937.00	0.00	0.00	9,937.00	100.00%
Insurance	5454	21,000.00	0.00	0.00	21,000.00	100.00%
Misc / Contingency	5472	6,500.00	27.99	27.99	6,472.01	99.57%
Legal Adv/Refunds/Bk Fees	5490	5,000.00	387.62	387.62	4,612.38	92.25%
Total Contractual & Other Expenses		662,687.00	23,801.35	23,801.35	638,885.65	96.41%
Employee Benefits						

Tompkins County Public Library
Statement of Revenues and Expenditures
From 1/1/2025 Through 1/31/2025

		Total Budget - Original	Current Period Actual	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Retirement	58810	338,159.00	0.00	0.00	338,159.00	100.00%
Social Security	58830	178,513.00	14,569.87	14,569.87	163,943.13	91.84%
Workers' Compensation	58840	40,000.00	0.00	0.00	40,000.00	100.00%
Flexible Benefits	58845	2,256.00	368.00	368.00	1,888.00	83.69%
Employee Assistance Program	58850	2,040.00	0.00	0.00	2,040.00	100.00%
Parking/Mass Transit	58855	2,000.00	36.00	36.00	1,964.00	98.20%
Health Insurance	58860	742,830.00	42,057.73	42,057.73	700,772.27	94.34%
HRA Reimburse & Administration	58862	20,000.00	1,619.73	1,619.73	18,380.27	91.90%
Disability	58865	25,000.00	1,697.00	1,697.00	23,303.00	93.21%
Unemployment	58870	10,000.00	0.00	0.00	10,000.00	100.00%
Total Employee Benefits		<u>1,360,798.00</u>	<u>60,348.33</u>	<u>60,348.33</u>	<u>1,300,449.67</u>	<u>95.57%</u>
Total EXPENSES		<u>5,043,787.00</u>	<u>293,943.44</u>	<u>293,943.44</u>	<u>4,749,843.56</u>	<u>94.17%</u>
REVENUE LESS EXPENSES		<u>(436,192.00)</u>	<u>(293,943.44)</u>	<u>(293,943.44)</u>	<u>142,248.56</u>	<u>(32.61)%</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

Thursday, February 20, 2025 @ 4 p.m.

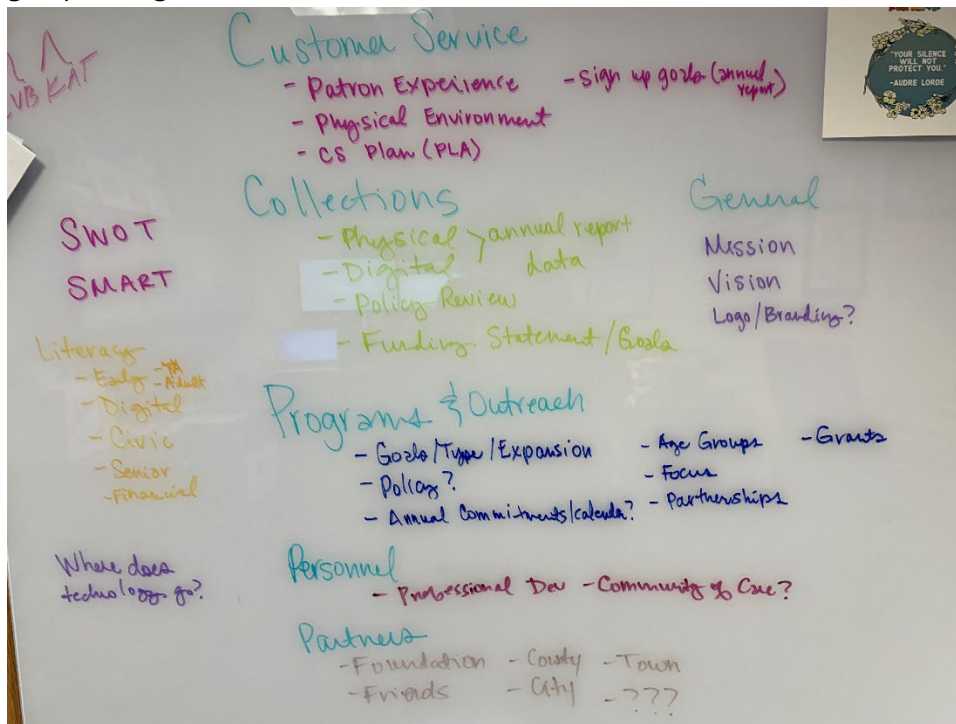
Schwarz Jacobson Room

Present: Clausen, Crumrine, Dedrick, DeVoe, Karlman, MacQueen, Parshall, Sasser, Stephenson, Tabor, Tompkins, Townsend

Excused: Barnes, Brewington, Moedon, Weinberg

Agenda

1. Meeting called to order at 4:03 p.m.
2. Public comment – no members of the public attended
3. Icebreaker: What’s your favorite hot soup?
4. Strategic Planning Discussion
 - a. TCPL’s current Strategic Plan expires at the end of 2025. This committee is tasked with leading the effort to create our next Plan for 2026-2030.
 - b. TCPL will create our own plan without contracting a consultant. This process is to be staff- and community-led!
 - c. Tabor presented a brainstorm of potential Strategic Plan sections/categories and walked the group through the document



- d.
- e. The group discussed the Plan addressing the three major points of library services:
 - i. Customer Service
 - ii. Collections
 - iii. Programs (and Outreach)
- f. The group discussed how personnel, partners, technology, and literacy fit into the Plan – should they be separate categories or woven in under a larger point?
- g. A tool for creating the Plan is the SWOT analysis – strengths, weaknesses, opportunities, and threats

- h. The Plan should include SMART goals – specific, measurable, achievable, relevant, timely goals
 - i. The Plan is a road map for the next five years (though the committee may determine a different timespan) that anyone can pick up, read, and understand what TCPL is about and where we are headed
5. The committee may recommend revised [mission, vision, and equity statements](#) and is free to create any other guiding principle statements they wish. The group discussed **the Library’s commitment to dismantling oppressive systems such as white supremacy, sexism, and fascism.**
- a. One of the goals of the Plan may be to revise Library statements and/or rebrand
6. There are no rules to this process or the Plan. The group discussed the value of the Plan being simple and easy to understand – possibly something that fits on a small document and/or a statement that could be “printed on a t-shirt.” The process is flexible, and the Plan can and probably will change as planning progresses.
7. The group discussed the importance of **inclusion** of staff and the community in the process
- a. How can we best include and support staff in the process?
 - b. What community partners can we connect with?
 - c. What is the best way to seek input from funding partners: Tompkins County, Town of Ithaca, City of Ithaca, Friends of the Library, TCPL Foundation
 - d. How can we connect with the community at-large?
 - e. What questions should we ask if we send out surveys?
 - f. Stephenson volunteered to help roll out the planning process to staff!
8. The group mapped out a general timeline by working backwards from approval by the Board of Trustees in December at the latest, but ideally approval in October for presentation in November:
- a. 12/16/25 Board of Trustees December Meeting
 - b. November 2025 – centerpiece of 25th anniversary celebrations
 - c. 11/18/25 Board of Trustees November Meeting
 - d. 10/28/25 Board of Trustees October Meeting
 - e. 10/24/25 Board Packet Transmitted
 - f. October – Cushion Time if Needed
 - g. 09/30/25 – Final Draft Deadline
 - h. September – Revise Preliminary to Final
 - i. 08/22/25 – Preliminary Draft Deadline (Board Packet for 08/26 meeting)
 - j. June & July – Compose Preliminary Draft
 - k. April & May – Hold Focus Groups
 - l. March – Determine focus/structure and roll out to staff
9. MacQueen stated that the Thursday at 4 p.m. timeframe works well with his schedule
- a. The group discussed ramping up the frequency of meetings
10. The group agreed that they are excited about the future and looking forward to Planning!
11. Action Items
- a. Prepare a list of words that inspire you, illustrate the Library’s mission, and/or that you think should guide the Strategic Plan.
 - b. Prepare a list of community partners/agencies that you’d like to include in our process.
 - c. Prepare a list of strategies or questions that will help the committee engage and support with staff during the process.
12. Meeting adjourned at 5:00 p.m.

Next meeting Tuesday, March 4 @ 4 p.m.