

TOMPKINS COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, APRIL 23, 2024
4:00 – 6:00

CALL TO ORDER

4:00 PM

A. **APPROVAL OF AGENDA**

DOC 24-23

B. **PUBLIC COMMENTS**

ACTION ITEMS

4:10 PM

1. Draft Minutes of March 26, 2024
2. Audit of Bills

DOC 24-24

Operating Budget in the amount of \$ _____

C. **DIRECTOR’S REPORT**

4:30 PM

D. **UPDATES FROM THE PRESIDENT AND VICE PRESIDENT**

4:40 PM

E. **LIAISON REPORTS**

5:00 PM

County – Rich John
Foundation – Kerry Barnes
Friends – Nina Scholtz

F. **WRITTEN REPORTS**

5:10 PM

1. April Staff Report
2. March Monthly Statement
3. Finance & Personnel Committee
 - a. Minutes of April 16, 2024
4. Library Service & Policy Committee
 - a. Next meeting is May 14, 2024
5. Community Relations and Outreach Committee
 - a. Next meeting is May 15, 2024

DOC 24-25

DOC 24-26

DOC 24-27

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

REMINDER:

DATE OF NEXT BOARD MEETING
MAY 28, 2024

TOMPKINS COUNTY PUBLIC LIBRARY
DRAFT MINUTES OF THE BOARD OF TRUSTEES
MARCH 26, 2024

TCPL Board Members Present: Melisa Sidle, President; Blixly Taetzsch, Jason Moore, Liam Murphy, Lis Chabot, Shelley Wong, Kathy Weinberg, Mimi Townsend, Darrel Long, Nina Scholtz, Marli Stahler

Also Present: Leslie Tabor, Director; Kerry Barnes, TCPL Foundation Executive Director; Rich John, County Legislator

With a quorum, meeting convened at 4:05 p.m.

CALL TO ORDER

APPROVAL OF AGENDA DOC 24-14

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

PUBLIC COMMENTS

Caroline Alemany thanked the library for its work, she recently moved to the area and feels the library is exceptional, complementing in particular for the Library of Things and the Makerspace. She suggested the library add a YMCA membership and a drone to the Library of Things.

APPROVAL OF FEBRUARY 26, 2024, MINUTES DOC 24-15

A **MOTION** was made by B. Taetzsch and seconded by J. Moore 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 #5 dated 3/7/24 and #6 dated 3/21/24 totaling \$136,141.36. 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 March 2024 bills in the amount of \$196,895.34 as listed in Abstracts #7, #8 and #9.

APPROVAL OF THE BYLAWS DOC 24-16

A **MOTION** was made by M. Stahler and seconded by S. Wong to approve the Bylaws. Approved unanimously. The Board then had the following discussion:

- Wong moved to amend Article III.1.3 to “Candidates selected by the Board shall be presented to the [Legislature] ... and shall take office upon taking the appropriate oath of office.” Weinberg seconded and the change was unanimously approved

- The Board discussed the distinction between Standing and Ad Hoc Committees and how that status might impact the regularity of their meetings. Wong noted the importance of asking each committee, particularly the Community Relations and Outreach Committee, to regularly revisit its charter.

- John raised the question of the number of trustees and the importance the County has in requiring a single set number of trustees rather than even the smaller range proposed. In discussion, the Board noted the importance of the need to be able to continue to conduct business even if a member resigns (thereby rendering the board out of compliance with the by-laws). John noted that there are other corporations in similar partnerships with the Legislature and the Board committed to review their solutions to this problem if they will share. The Board generally indicated its willingness to consider alternate language as used in other corporations connected with the County.

- John suggested an amendment to Article VII to add a closing paragraph stating “These bylaws when approved by the Tompkins County Legislature shall be come adopted.” Taetzsch so moved, Moore seconded, Approved unanimously.

- Discussion then closed and the Board approved the By-laws, as changed, unanimously.

NOMINATING COMMITTEE REPORT

L. Chabot made a recommendation for nominee Christina-Marie Brewington for a three-year term as trustee. Approved unanimously.

DIRECTOR’S REPORT

Tabor reported that the auditors recommend we resume signing conflict of interest waivers. Tabor has started to attend the Legislator’s Government Operations Committee meetings. Tabor reminded trustees of the need to complete at least two hours of trustee training each calendar year. She invited trustees to a ribbon cutting celebrating the completion of the RFID project on April 12 at 2:30.

PRESIDENT’S REPORT

Side confirmed the Director’s 360 review was completed and she is working with Tabor on a series of action items suggested in that process. Trustee, Jamila Walida-Simon resigned as a trustee. She welcomes suggestions for members of the board noting that we have a predominance of female-oriented voices and suggestions for other voices. The Executive Committee will convene on a quarterly basis in conformance with the Open Meetings Law in April. Side and Chabot will meet Tabor in April and attend an upcoming all staff meeting.

VICE PRESIDENT’S REPORT

Chabot is staffing the Board Committees and circulated the roster of members, she encouraged trustees to volunteer for at least one committee.

LIAISON REPORTS

County – The Legislature has been busy and will be starting the budget process in April.

Foundation – A little more than half of the tickets for the Silent Reading Party fundraising event have sold as of today. Tickets are \$35 for the event taking place on April 10th from 6-9pm at Argos Warehouse. Most of the ticket purchasers so far are new to the Foundation, which is the primary goal for this event- to obtain new donors and then retain them.

Readathon 2024 is also bringing in some new faces. This year's event is video-only; reader-fundraisers have the entire month of April to fundraise and record their reads which will be available on the Foundation's YouTube channel at the end of the month for donors to view. There's still time to sign up if you'd like to participate. We may also need trustees and Foundation board members to sponsor a library team if there's interest. We'll also be reaching out to see if anyone's interested in helping with National Library Workers Appreciation day.

We're excited to bring Leslie to Longview tomorrow morning (March 27.) We need all our boards' help with recommendations for future community visits as well as connections to make those visits happen. You're welcome to send those recommendations or offer up connections to Kerry to facilitate.

Friends – The Friends are gearing up for the May sale, last donations accepted on April 16th . Trustees are welcome as volunteers.

A **MOTION** was made by L. Murphy and seconded by S. Wong to adjourn at 5:28 pm.
Approved unanimously.

Minutes gathered by Mary McKeon
Administrative Manager

Endorsed by Liam Murphy
Secretary

APRIL MONTHLY STAFF REPORT

Director's Report

Leslie Tabor

April is one for the history books! The big event this month was our RFID Ribbon Cutting on Friday, April 12 at 2:30. Warmest thanks to all Trustees, Foundation Directors, Friends, elected officials, and more who showed up to celebrate the completion of our project! The circulating collection is tagged, and we will have a mobile app very soon. All four self-checks are utilized daily and we are receiving consistent visitor counts via the new gates. The adjustable height kiosk in the children's room is a very big hit and every Kindergarten KDT class visit is learning to use the new self-check.



Director's Outreach and Professional Development

- March 26 – Interview with Cornell Sun (eclipse)
- March 27 – Visit to Longview to promote digital resources
- March 28 – Lunch with Mary-Carol Lindbloom, SCRLC
- April 2 to 6 – Public Libraries Association Conference in Columbus (WOW!)
- April 17 to 19 – NY Council of Nonprofits Executive Director retreat (WOW!)

Personnel

- Library Business Manager interviews April 24
- Librarian I interviews in next two weeks
- Library Assistant FMCS grievance mediation pending

Professional Development

- Approved professional development requests:
 - ALA 2024 in San Diego
 - Customer Service webinar

- Serving Deaf Communities webinar
- Professional Development requests under review:
 - ILR Steward Training

Ongoing Projects

- Board Orientation 03/27, 03/29, 04/23
- RFID Mobile App
- IT Managed Service contract transition
- SharePoint development
- Opioid Settlement Grant
- 2023 State Annual Report
- 2023 Financial Audit
- Adult Services collection shifting *new

Of Note

- RFID Ribbon Cutting Friday 04/12
 - ~100 in attendance, coverage from WENY
- Director additional workdays
 - Rotation coverage in Youth Services and Circulation (Grievances)
 - Saturday 04/13

Evaluation Follow-Up

- Received comments from Trustees on March 6 and March 13
- Working on follow-up items pertaining to Library communication, Director SMART goals, and planning/vision
- Sent presentation outline on April 8
- Will present information to staff on May 1 with President and Vice President in attendance

Save the Date

- April 26 – *A Right to Read* Panel, Cornell University
- May 3 to 6 – Director PTO
- May 9 – Last Leadership Tompkins session (graduation in June)
- May 19 – FOL Booksale volunteer shift

Adult Services

Jeremy Jordan

The AS Department continues to be involved in the RFID project, which is currently nearing completion, with the Ribbon Cutting event scheduled for April 12th.

The planning for a shifting of the Adult Non-Fiction ranges is currently being planned, which will rebalance the non-fiction ranges, adjust the height of the shelving to better accommodate the public, and should particularly benefit people with mobility challenges. The Adult Fiction, Mystery, and Science Fiction/Fantasy sections will also be similarly rebalanced, and their

shelves adjusted to be more accessible, with a possible switch in the order in which they are arranged.

The Maker Space hours have been stabilized and expanded to include Wednesday evening open hours' time, and it has seen 87 participants in their last 7 sessions. The Makerspace has also been providing 1-1 tech assistance for patrons for general computer use and software support through our digital lab, in addition to providing training for Maker Space equipment. The Cornell Women Engineers club will be touring the facility, and the digital lab will be hosting a SNAP informational session.

Improvements continue in Technical Services, with the stated goal of reducing the amount of time it takes from when a book is selected to when it reaches the shelf. Processing times have dramatically improved (materials are now generally processed within 3-5 days from delivery) due to changes in handling practices, staffing, vendor processing, and leadership. The unit celebrated processing our last fiction order in a single day, which is a new record for processing time.

Programming is still limited while we are finishing the RFID project and is expected to continue to be limited while we complete the upcoming shifting project. However, April is national poetry month, and we have had (and will continue to have) several poetry related programs throughout April.

Access Services

Kate DeVoe

Programming & Outreach

- We again collaborated with the **Tompkins County Department of Human Resources** to offer two Library Clerk Workshops on April 4 and April 11. Our efforts to promote Library employment and demystify Civil Service have already seen results: we had a record number of 101 people apply for the Clerk exam, up from 76 applicants in 2022, and 87 applicants in 2023.

Training

- Circulation staff are engaged in Professional Development that runs the gamut of library services. The Leadership Team improved the Professional Development Process from request to reporting earlier this year. Here are some examples of what staff are learning and sharing out:
 - **Melisa Crumrine** completed a three-hour course on **Serving Deaf Patrons** through the American Library Association. A few highlights from her training: "One way to evaluate your library is to ascertain if you have both technology of sound (hearing / blind friendly) and technology of sight (deaf friendly) ... One great resource is live transcribing, available on most cellphones. ... The most important factor in creating a successful library experience for deaf patrons (and arguably, all patrons) is attitude. ... Turn on captions and provide

closed captions for all video and website media. ... Write a clear, succinct accessibility statement.”

- **Ellen Hersey** completed a three-week online course on **Strategies for Managing Conflict with Colleagues and Patrons** through Library Journal and School Library Journal. A few highlights from her classwork: “Center humanity, pay attention to yourself, show respect, practice patience, and ask for help. ... Key focus is LASER: Listen, Acknowledge, Share, Empower, Return. ... Prep a list, know what you want to discuss, know what to steer away from. Most importantly do not avoid difficult conversations. Secondly, gather resources; relevant documents, what other people may need to be in the loop, personal information, and understand the power dynamics going on.”
- The Circulation Department also attended a **Difficult Conversations** training through the Finger Lakes Library System. They learned tips such as how to move a conversation to a quieter area with fewer stressors, asking permission to paraphrase what you’re hearing, and how to set boundaries if a person is crossing the line.
- At the request of staff, we’re hosting training sessions on Libby and Kanopy the week of April 22.

RFID & Buddy System

- On March 18, we combined our service desks and now have Circ staff working alongside Reference staff. Some feedback from Circ staff below:
 - **Gabriel Boloix Vera:** “Everyone is doing a great job communicating with one another.”
 - **Melisa Crumrine:** “I’m really enjoying the Buddy System. My favorite is working with new people and sucking up all their knowledge, plus answering questions I haven’t gotten before, like kids showing off the catapults they just made in Youth Services!”
 - **Olivia Haring:** “It’s very cool that it’s totally different; people are thrust into a new situation, and things are topsy turvey in a good way. It’s a positive version of disarray. It’s exciting and new. I love the consolidation of access points – it’s optimal that people can go to the same place for service.”
 - **Alex Ehrhardt:** “it’s much easier when you’re roving or need to touch base to get help or give help. It feels less disconnected and that’s a relief.”
 - **Shelby Buche:** “I learned from being buddied with Joah that I can use Dark Mode in Microsoft Outlook!”
 - **Tammy Drake:** “I learned about the kids’ Winter Reading Prizes and the different book clubs.”

Youth Services

Kat Savage

Youth Services Department Board Report April 2024



Kai as Papa Chicken and Cassie as Little Chicken during a Kids Discover the Trail field trip.



Author Caron Levis and the Lab of Ornithology's Elephant Listening Project during an author visit and presentation

March Statistics		
Total Programs Offered to Youth	70	
Total Attendance	2,120	
	Programs	Attendance
First Five Years	22	762
Children (5-11)	24	979
Teen (12-18)	19	201
General Interest	4	146

Coming Up in May

Kids Discover the Trail continues through May as 16 kindergarten classes join us this spring to learn about the library! The Youth Services Department is so pleased to welcome these young students to the library.

On May 4th, **Family Storytime** will be presented in both Mandarin and English to kick off **Asian American Pacific Islander Heritage Month**. In addition, the **Tween Book Club** will read *Measuring Up* by Lily Lamotte, about a young Taiwanese immigrant trying to impress kids at her new school and her grandmother by winning a kids' cooking contest.

Educator Sudeshna Pontula will teach **Coding Club: Python Basics** for teens 12-18 every Saturday through June, and Cornell's Chemists for Outreach and Graduate Inclusion (CORGI) will continue their popular monthly drop-in program, **Families Learning Science Together**, in May and June.

Star Wars Day is May 4th, and we're excited to welcome **Ithaca Sabers** back for a lightsaber demonstration, along with a screening of the film that started it all in the Thaler/Howell Room.

The **Early Reader Book Club** is venturing from early readers into transitional chapter books and will read Kate DiCamillo's *Mercy Watson to the Rescue*.

Staff Highlights

Cassie, Kat, and Kai have selected and ordered high-interest books to give away at ICSD Summer Reading books.



Rolie Polie Guacamole had kids and families up and dancing!



The Elephant in the Room... the Lab of Ornithology's Elephant Listening Project's mascot!



Woody emceed the Foundation's Silent Reading fundraiser at Argos Warehouse

Cassie continues to offer combined Baby and Toddler Storytime, and is endlessly amused by one little one who claps their hands nonstop through the program – they’re just so thrilled about storytime!

Kai is in full KDT-mode as all the work of planning and booking the field trips comes to fruition this season. She is also part of the Librarian I interview panel and has been diligently crafting interview questions and more to help select new Youth Services librarians to join our team. She has been attending webinar sessions on AI use in libraries, considering the impact that AI may have on public libraries.

Woody has led two Family Storytimes since our last report, with 40 people attending each time. They have also assisted in training our Circulation Buddies on various Youth Services Department tasks, including helping children with the Switch and how to keep the department looking welcoming with engaging displays.

Sasha is proud of the work that has gone into the RFID project and is glad to have been part of the committee, which worked collaboratively across departments. He also led the way in designing and prepping eclipse viewer boxes, of which over 160 were given away. He is also enjoying the Buddy System, which is enabling us to offer patrons the best of our services and collections with amazing speed.

Kelly presented about Sensory Storytimes at the Finger Lakes annual summer reading meeting with Racker’s Chris Scaglione. Heidi Eckerson from FLLS appreciated Kelly’s modeling approach and how the presentation “generated some great conversation” among the library staff in attendance.

Joah took the Robotics Club on the road once again, this time to Maker Faire in Los Angeles. He connected with over 2,700 people, including folks originally from Ithaca. Closer to home, he



Robotics Club at TCPL...



... and at the LA MakerFaire.

presented the program to librarians across the Finger Lakes region as part of the annual FLLS summer programming meeting. Back at TCPL, the Maker Monday program for teens 12-18, in which the Makerspace is opened just for this age group, has been seeing 15-25 participants, including new folks each week.

Kat and the Summer Reading Committee set dates and preliminary plans for our Summer Adventure, which will officially kick off for children on June 15th and run through August 9th. The Lab of Ornithology and author Caron Levis stopped by with *We're All Ears for Elephants* and storyteller Perry Ground gave us *Native American Eclipse Stories*. Early April was also very musical – the Cayuga Chamber Orchestra presented a special early childhood edition of their program, featuring Cellist Zach Sweet, which allowed babies, toddlers, and preschoolers to experience music and build their early literacy skills. Plus, the band *Rolie Polie Guacamole* stopped by with their spin on high energy, family friendly indie rock.

Moments of Joy

A child noticing the animated graphics on our new self-check machines: "I really like the little polka dots that wave at me!"

Another patron told us they were very impressed with ease of self-checkout, and commended staff's work tagging every item.

"When is the puppet show?" asked a child, after we did the puppet show at KDT this morning. Kai responded that what we did was the puppet show and the child responded, "No, that's the chicken show!"

"My baby sister is seven months old and she's currently pulling all the DVDs off the shelves! Do you want to see?"

Staff: "Which library card design do you want? Elephant, or plain? By plain I don't mean boring, just that the only thing on it is the logo."

Kid: "Plain. Because the elephant one is too fun and the logo makes me know it's important, so I won't lose it."

Volunteer Coordinator

Elizabeth Buckley

There have been many opportunities to work with community partners in the past month. In March, we had a volunteer from BOCES, Erin, taking photos and videos (with permission) of some staff and some volunteers, as well as B-roll footage. These photos will be used to update our stock and promotional photos, including the photos I use to promote the volunteer program at community volunteer events around town. One of these events will take place this week at Lifelong—the first one of the season. I also recently worked with Meghan and a group of Cornell volunteers from the Big Red Raas dance team to measure our shelves and the amount of space the books take up on each shelf.

**TOMPKINS COUNTY PUBLIC LIBRARY
STATEMENT OF REVENUES AND EXPENDITURES
MONTH ENDING: March 31, 2024**

24.8 % of Budget Year

REVENUE:		ORIGINAL	AMENDED	MARCH	RECEIVED	PERCENT	ANTICIPATED
		BUDGET	BUDGET	RECEIPTS	TO DATE	OF BDGT	RECEIPTS
L002A	Tompkins County Appropriations	4,244,682	4,244,682	0	1,061,171	25.0%	(3,183,512)
L002C	Town of Ithaca	15,000	15,000	0	0	0.0%	(15,000)
L002D	City of Ithaca Sales Tax	35,190	35,190	0	0	0.0%	(35,190)
L2082	Fines	0	0	24	95		95
L2360	Copier / Printcard	7,000	7,000	399	1,472	21.0%	(5,528)
L2401	Interest	40,000	40,000	4,664	14,529	36.3%	(25,471)
	Lost and Paid Library Materials	2,000	2,000	168	281	14.0%	(1,719)
	Friends of the Library	230,000	230,000	13,909	13,909	6.0%	(216,091)
	TCPL Foundation	120,358	120,358	42,358	42,358	35.2%	(78,000)
L2770	Miscellaneous	10,666	10,666	0	10	0.1%	(10,656)
L2760	NYS Central Library Aid	96,748	96,748	0	0	0.0%	(96,748)
L3840A1	NYS Local Library Services Aid	31,399	31,399	36	36	0.1%	(31,363)
L3840A4	Other State Aid	0	0	0	0		0
L4840	Federal Aid	0	0	0	0		0
TOTAL REVENUE		4,833,043	4,833,043	61,558	1,133,860	23.5%	(3,699,183)
EXPENSES:		ORIGINAL	AMENDED	MARCH	EXPENDED	PERCENT	INCUMBERED
		BUDGET	BUDGET	EXPENSES	TO DATE	OF BDGT	BALANCE
100	PERSONNEL	2,670,958	2,670,958	197,907	550,741	20.6%	2,120,217
271	EQUIPMENT	79,531	111,391	765	18,641	16.7%	92,750
300	SUPPLIES AND MATERIALS						
410A	Books, Adult	68,040	89,399	6,700	10,147	11.3%	79,252
410AG	Books, Adult, Gifts & Memorials	10,098	16,301	18	213	1.3%	16,088
410J	Books, Juvenile	68,040	71,838	7,952	11,313	15.7%	60,525
410JG	Books, Juvenile, Gifts & Memorials	3,468	6,775	77	163	2.4%	6,612
5410L	Childhood Literacy	1,000	1,000	35	35	3.5%	965
410SO	Books, Standing Orders	1,000	1,000	0	0	0.0%	1,000
410Y	Books, Young Adult	10,000	10,000	1,366	1,443	14.4%	8,557
410YG	Books, Young Adult, Gifts & Memor	1,000	1,300	0	49	3.8%	1,251
413P	Periodicals, Print	5,000	6,060	20	60	1.0%	6,000
413PY	Periodicals, Print Young Adult	1,300	1,300	5	10	0.8%	1,290
424	Other NonBooks/Bindings	200	0	0	0		0
425A	AV Adult	40,500	22,500	(2,944)	2,659	11.8%	19,841
425AG	AV Adult, Gifts & Memorials	0	7,830	0	0	0.0%	7,830
425J	AV Juvenile	20,000	13,500	406	824	6.1%	12,676
426C	Electronic Info. Sources	58,000	104,118	23,014	36,226	34.8%	67,892
426CY	Youth Electronic Info. Sources	61,092	75,721	0	1,802	2.4%	73,919
426CG	Electronic Info. Sources, Gifts	0	12,215	0	0	0.0%	12,215
430A	Supplies - Staff	5,000	5,000	251	967	19.3%	4,033
430B	Supplies - Public	5,000	5,000	485	800	16.0%	4,200
430C	Supplies - Collection	25,000	25,000	3,421	4,670	18.7%	20,330
430F	FLLS Polaris Supplies	3,500	3,500	0	0	0.0%	3,500
430P	Publicity and Printing	18,000	28,000	874	11,188	40.0%	16,812
430PP	Public Programming	39,155	46,155	518	3,778	8.2%	42,377
430S	Software / Licenses	5,000	5,000	1,297	1,315	26.3%	3,685
430T	Library of Things	3,000	3,000	928	928	30.9%	2,072
TOTAL 300 ACCOUNT EXPENSES		452,393	561,512	44,423	88,590	15.8%	472,922
400	CONTRACTUAL AND OTHER EXPENSES						
431	Telecommunications	13,280	13,280	1,508	3,944	29.7%	9,336
433	Postage	10,000	10,000	0	2,869	28.7%	7,131
435	Staff Development	68,583	90,760	1,169	2,852	3.1%	87,908
435	Volunteer Development	2,500	2,500	0	29	1.2%	2,471
436	FLLS Circ Auto Csts	68,300	68,300	0	0	0.0%	68,300
437	Professional Fees - Other	17,545	24,545	1,950	6,550	26.7%	17,995
437G	Prof Fees - Security Guard	169,242	169,242	13,200	34,094	20.1%	135,149
437L	Prof Fees - Legal & filing fees	80,000	80,000	840	3,520	4.4%	76,480
437S	Prof Fees - Synergy IT	142,892	142,892	5,858	29,497	20.6%	113,395
438	Library Membership Dues	3,020	3,020	1,222	1,822	60.3%	1,198
439C	Equipment Contracts	49,940	49,940	1,528	6,142	12.3%	43,798
439S	Equipment Service/Repairs	5,000	5,000	0	0	0.0%	5,000
454	Insurance	20,600	20,600	0	0	0.0%	20,600
472	Misc. / Contingency	6,500	6,249	34	34	0.5%	6,215
490	Legal Adv./Collection/Refunds/Bk	5,000	5,000	602	936	18.7%	4,064
TOTAL 400 ACCOUNT EXPENSES		662,402	691,328	27,909	92,288	13.3%	599,039
800	EMPLOYEES' BENEFITS						
8810	Retirement	265,134	265,134	0	0	0.0%	265,134
8830	Social Security	194,328	194,328	14,522	40,222	20.7%	154,106
8840	Workers' Compensation	40,000	40,000	0	0	0.0%	40,000
8845	Flexible Benefits	2,256	2,256	222	605	26.8%	1,651
8850	Employee Assistance Program	2,125	2,376	0	2,376	100.0%	0
8855	Parking/Mass Transit	2,000	2,000	45	405	20.3%	1,595
8860	Health Insurance	651,605	651,605	44,285	181,806	27.9%	469,799
8862	HRA Reimbursement & Admin	20,000	20,000	1,507	3,691	18.5%	16,309
8865	Disability	23,000	23,000	1,780	5,903	25.7%	17,097
8870	Unemployment	0	0	0	0		0
TOTAL 800 EXPENSES		1,200,448	1,200,699	62,361	235,008	19.6%	965,691
TOTAL EXPENSES		5,065,732	5,235,888	333,365	985,268	18.8%	4,250,619
FUND BALANCE CHANGE		(232,689)	(402,845)	(271,807)	148,591		551,435

Tompkins County Public Library
Operating Fund
Balance Sheet
As of March 2024

DOC 24-26

ASSETS

Petty Cash	550	
Cash in Checking	43,879	
Cash in Savings	511,738	
Cash in Investments	1,016,284	
Accounts Receivable		
CLDA - Fiscal year 2022 & 2023	193,496	
Other Misc - Opioid, City, LSA, Bullet Aid, etc	62,956	
Prepaid Expenses - NYS Retirement	66,500	

TOTAL ASSETS

1,895,403

LIABILITIES & FUND BALANCE

Current Liabilities

Accounts Payable	0	
Accounts Payable - Payroll Liabilities	9,939	
Accrued Wages	0	
Accrued Payroll Tax Expense	0	

9,939

Fund Balance 2024

Beginning Fund Balance		
HRA Reserve	126,000	
Technology Reserve	0	
Equipment Reserve	0	
Current Year Operating Budget (Assigned)	402,845	
Future Year Operating Budget	0	
Nonspendable (NYS Retirement)	66,500	
Unreserved (includes \$550 Petty Cash)	1,141,528	

1,736,873

Year to Date Net Income (Loss)	148,591	
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Total Fund Balance-Current Month

1,885,464

TOTAL LIABILITIES & FUND BALANCE

1,895,403

TCPL Finance & Personnel Committee Minutes; prepared by Blix Taetzsch
Tuesday, April 16, 2024, 4:00 p.m.
Steiner Conference Room

Present: Leslie Tabor, Jason Moore, Melisa Sidle, Blix Taetzsch
Excused: Lis Chabot

1. 2024 March monthly statements

The committee reviewed the financial statements that were prepared by Connie. A question was raised by Leslie regarding the income statement format – would it be okay to use the “canned” report from the system rather than a custom spreadsheet that had been done. The committee agreed that the system report is fine for now.

Looking at the balance sheet – cash is in good shape. Any concerns about spending? Spending is on track – particularly electronic materials and promotional materials. Cornell has been supporting publicity – this is the last year of a three-year grant from them. Kerry and Leslie will be meeting with the new Director (Gary Stewart retired) of community relations at Cornell.

It was noted that Michelle left excellent direction for Connie and others for preparing financial reports and a myriad of other details.

2. 2024 Q1 payroll taxes

Connie wanted to let the committee know that she is doing the quarterly payroll taxes, with instructions from Michelle.

3. 2023 Audit update

Audit fieldwork is complete – there are a couple of outstanding items that should be addressed fairly quickly. The auditors will present audit draft to finance and personnel on May 21st. They might also present to the Board.

4. 2023 Annual Financial Report

There are a few remaining numbers to enter – Michelle did the majority of the work before retiring. Blix will wrap up the AFR and certify the report by the April 30th due date.

5. Staffing updates

The Business manager search committee will be interviewing three candidates next week. Librarian 1 list has been scored and canvassed. AS department head is moving into the open Librarian 1 position. We are hiring 2 Librarian 1 positions in youth services – there are a couple of internal candidates reachable on the list and the hiring panel is moving forward with the process.

Committee voted to enter executive session at 4:35.

6. Executive Session to discuss personnel matters.

Exited executive session at 5:10.

Adjourned at 5:10.