

TOMPKINS COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, AUGUST 27, 2024
4:00 – 6:00

CALL TO ORDER

4:00 PM

A. **APPROVAL OF AGENDA**

DOC 24-52

B. **INTRODUCTION OF TRUSTEE CANDIDATE**

C. **PUBLIC COMMENTS**

ACTION ITEMS

4:05 PM

1. Draft Minutes of July 23, 2024

DOC 24-53

2. Audit of Bills

Operating Budget in the amount of \$ _____

3. Approval of Workplace Harassment Prevention Policy

DOC 24-54

4. Approval of Computer and Internet Policy

DOC 24-55

5. Approval of Collection Development Plan & Resident
Request for Reconsideration Policy

DOC 24-56

D. **DIRECTOR'S REPORT**

4:15 PM

E. **LIAISON REPORTS**

4:25 PM

County – Rich John

Foundation – Kerry Barnes

Friends – Nina Scholtz

F. **WRITTEN REPORTS**

4:40 PM

1. August Staff Report

DOC 24-57

2. July Monthly Statement

DOC 24-58

3. Finance & Personnel Committee

a. Minutes of August 20, 2024

DOC 24-59

4. Library Service & Policy Committee

a. Minutes of August 8, 2024

DOC 24-60

5. Community Relations and Outreach Committee

a. Minutes of August 6, 2024

DOC 24-61

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

REMINDER:

DATE OF NEXT BOARD MEETING
SEPTEMBER 24, 2024

TOMPKINS COUNTY PUBLIC LIBRARY
DRAFT MINUTES OF THE BOARD OF TRUSTEES
JULY 23, 2024

TCPL Board Members Present: Melisa Sidle, President; Blixly Taetzsch, Lis Chabot, Shelley Wong, Kathy Weinberg, Darrell Long, Jason Moore, Marli Stahler

Board Members Excused: Mimi Townsend, Christina Brewington, Nina Scholtz, Liam Murphy

Also Present: Leslie Tabor, Director; Mary McKeon, Administrative Manager; Kerry Barnes, TCPL Foundation Executive Director; Rich John, County Legislator; Kat Savage, YS Dept. Head; Kate DeVoe, Circ. Dept. Head; Judd Karlman, AS Dept. Head

With a quorum, meeting convened at 3:42 p.m.

CALL TO ORDER

APPROVAL OF AGENDA DOC 24-47

A **MOTION** was made by J. Moore and seconded by D. Long to approve the agenda with the deletion of the Executive Session. Approved unanimously.

INTRODUCTION OF NEW STAFF

L. Tabor introduced the new Business Manager, Tonya VanCamp and Adult Services Department Head, Judd Karlman.

APPROVAL OF JUNE 25, 2024, MINUTES DOC 24-48

A **MOTION** was made by J. Moore and seconded by B. Taetzsch 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 #13 dated 6/27/24 and #14 dated 7/11/24 totaling \$115,299.15. 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 July 2024 bills in the amount of \$235,447.88 as listed in Abstracts #19, #20 and #21.

DIRECTOR'S REPORT

Tabor is meeting with the County Administrator, Lisa Holmes this week. PSA negotiations are starting in August and SSA in September. A lot of collaborating across departments for Summer Reading. Tabor also attended the Town meeting to request funding for Sunday hours. Assemblymember Kelles visited TCPL for a tour and to hear about the RFID and we love the opportunity to answer all the questions. The Opioid Grant is coming along, we have until 2025 to spend the grant. TCPL staff are committed to the public.

PRESIDENT'S REPORT

Board members expressed gratitude for the monthly updates included in the June Packet. Sidle said “shifting of materials will begin, to create better site lines of sight, more front facing materials. They also discussed repurposing unused furniture and the Library Auction process for unused furniture. Sidle updated Tabor on the conversation with Arel LeMaro; Director of Facilities and floated ideas brought up at the June board meeting. Sidle revisited the idea of the Director’s community engagement schedule. Tabor is working towards creating a schedule to be shared with the board and plan to include community engagement visits in Director’s report. Sidle mentioned a possible board retreat, have board members reflect on what led them to joining and talk about what their visions are for the library.

LIAISON REPORTS

County – John reminded trustees that the legislative clerks want more consistent bylaws.

Foundation – The Foundation’s Summer Appeal is out in homes. At its last meeting, the Foundation Board approved an update to the Foundation’s Gift Acceptance Policy that provides more stringent guidelines regarding donor restrictions on gifts. The Library Leaders Circle reception, our annual donor recognition event for donors giving at the \$1,000 level and higher, will be held on August 15th from 6-8pm at the South Hill Business Center Gallery space. Any trustees interested in attending to help talk to donors about the library, guide guests from entry to event space, or staff the registration table should contact Kerry.

Friends – The donations are coming in at a very fast and steady pace. The Friends recently had a new group from the Rotary for one day.

A **MOTION** was made by J. Moore and seconded by M. Stahler at 4:10 pm. Approved unanimously.

Minutes by Mary McKeon
Administrative Manager

Endorsed by Liam Murphy
Secretary

TOMPKINS COUNTY PUBLIC LIBRARY

Workplace Harassment Prevention Policy

Purpose and Goals

The Library seeks to provide a safe, secure, and welcoming environment for patrons and staff. Patrons and staff are expected to follow the Code of Conduct while on Library property. It is the Library's goal to provide a work environment that promotes mutual respect. Harassment of any kind erodes mutual respect and thus damages the workplace and negatively affects morale, motivation, and job performance.

This policy affirms the Library's commitment to the elimination of harassment which limits human potential, or impedes communication, understanding, or access to information. The Library complies with state and federal law.

The Library cannot address harassment unless it knows about it. It is the responsibility of all staff members to:

- Not engage in behavior that constitutes unlawful harassment.
- Fully cooperate in carrying out this policy.
- Communicate any concerns regarding harassment or retaliation to a supervisor.

Application

This policy applies to all employees and covered individuals, such as contractors, subcontractors, vendors, consultants, or anyone providing services in the workplace, and all must follow and uphold this policy.

Policy

The Library is committed to maintaining a workplace free from harassment. The Library prohibits any form of workplace or sexual harassment that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.

All employees are expected to act in a professional manner that acknowledges and respects diversity and maintains a harassment-free work environment. They should exercise good judgment and avoid engaging in conduct that could be reasonably perceived as harassment.

Examples of Harassment

Examples of harassment include, but are not limited to:

- making repeated sexual comments or innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats, or suggestive or insulting sounds

- displaying derogatory posters, cartoons, drawings or emails; suggestive objects or pictures; making graphic commentaries; leering; or making obscene gestures
- making unwanted physical contact including touching, interfering with an individual's normal work movement or assault
- making or threatening reprisals as a result of a negative response to other conduct
- engaging in a pattern of repeated and unwanted attention, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear

This list is illustrative only, and not exhaustive. The Library's Sexual Harassment and Discrimination Prevention Policy has further information on what constitutes sexual harassment.

Complaint Procedure

Any employee who believes that they have experienced harassment should report it to their supervisor or the Director. The Library encourages employees to use this policy without worrying about whether the conduct involved is considered harassment in a legal sense. Any manager who receives such a complaint should report it to the Director immediately. Upon receipt of a complaint, the Library will investigate and take appropriate corrective action as may be warranted, up to and including termination. The Library prohibits retaliation or adverse action against employees because of their good faith report of harassment or participation in an investigation regarding the same.

TOMPKINS COUNTY PUBLIC LIBRARY

Harassment Complaint Form

If you believe that you have been subjected to harassment, you are encouraged, but not required, to complete this form and submit it to your supervisor or the Director. No employee will be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy, and follow its harassment prevention policy by investigating the claims as outlined at the end of this form.

COMPLAINANT INFORMATION

Name: _____ Title: _____

Work Address: _____

Work Phone: _____ Email: _____

Preferred Communication Method: Email Phone In Person

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____

Title: _____ Work Phone: _____

Work Address: _____

COMPLAINT INFORMATION

1. Your complaint of harassment is made about:

Name: _____ Title: _____

Work Address: _____

Relationship to You: Supervisor Subordinate Coworker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) harassment occurred:

Is the harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

Question 5 is optional but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information:

Signature: _____

Date: _____

Instructions for Employers

If you receive a complaint about alleged harassment, follow your harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Harassment occurs on a spectrum and employers are encouraged to view all potential allegations with an open mind. Disciplinary action should meet the severity of the alleged actions.

Employers should document the findings of the investigation and basis for your decision along with any corrective actions taken. Notify the employee and the individual(s) against whom the report was made of the investigation's outcome and corrective actions taken. This may be done via email.

TOMPKINS COUNTY PUBLIC LIBRARY

Computers & Internet Policy

At TCPL, all library users may access computers and Wi-Fi. Patrons are encouraged to sign up for a library card, but guest passes are available. Computers are available on a first come, first served basis. All users must follow federal law, state law, and the Library's Code of Conduct.

Youth Services internet stations are accessible only to children ages five to twelve (5 - 12). Teen Center computers are accessible only to teens ages twelve to seventeen (12 - 17).

The Library provides access to all constitutionally protected information with unlimited access to materials, and with no attempt to prevent patrons from legally viewing materials or to prevent patrons from viewing materials some individuals may find offensive. It is the individual's responsibility to choose which resources to access. Since the Library has no control over its content, individuals access the internet at their own risk. We caution patrons to access and evaluate materials online as they would any printed source.

*Computers and Internet Policy approved and adopted by Board of Trustees 12/12/17.
Revisions approved 08/27/24.*

TOMPKINS COUNTY PUBLIC LIBRARY

Collection Development Plan

Tompkins County Public Library and the Finger Lakes Library System

As the Central Library for the Finger Lakes Library System (FLLS), Tompkins County Public Library (TCPL, the Library) also serves libraries in the counties of Cayuga, Cortland, Tioga, and Seneca. TCPL is the largest and busiest public library within the five-county region. Resource sharing through FLLS delivery and interlibrary loan enables virtually unlimited access to other library collections in FLLS and across the country.

Objectives of the Collection

Public libraries are responsible for providing materials to patrons of all ages, backgrounds, and opinions. The collection serves the general educational interest, recreational, and entertainment needs of the public, and reflects the racial, ethnic, and cultural diversity of the community.

Widespread interest and usage are the most powerful influences on TCPL's collections. The collection is presented to provide individual access to information, materials in various formats, and to serve a wide variety of needs:

1. To encourage and enhance personal, artistic, and intellectual growth
2. To educate and to inform
3. To promote the joy and fun of reading
4. To encourage lifelong learning

TCPL neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political, or social views of the author. Selection of materials does not mean the library endorses the content or the views expressed in those materials.

Selection

Collection management decisions are the responsibility of Library staff. Collection development supports TCPL's mission statement and strategic plan.

Selection of materials is based primarily on positive reviews in credible sources, such as trade and popular journals, magazines, and subject bibliographies. All collection materials are evaluated according to the following criteria:

1. Appeal to community needs and interests
2. Support or enhance library collections, programs, and services
3. Literary and artistic merit
4. Authority, accuracy, clarity, and integrity of content
5. Author / publisher reputation and significance to a wide audience
6. Persistent and/or timely value

7. Suitable and generally accessible format for library and/or home use
8. Quality and suitability of the physical format and medium
9. Cost proportionate to expected use and ability to collect on item loss
10. Availability from member libraries in the Finger Lakes Library System

The Library encourages and welcomes public suggestion of items and subjects to be considered for the collection. Suggestions can be made through the library's website or by visiting a service desk.

Access

The Library considers reading, listening, and viewing to be individual, private matters. The Library believes that full, confidential, and unrestricted access to information is essential. While anyone is free to select or reject materials for themselves or minors in their care, the freedom of others to read or inquire will not be restricted. The Library does not act in loco parentis.

Withdrawal of Materials

The Library recognizes that withdrawing materials from (weeding) the collection is an important part of collection development and maintenance. Withdrawal of Library materials is the responsibility of staff. The Library's withdrawal criteria shall be based upon the same factors as the selection criteria.

Gifts and Donations

TCPL partners with two supporting organizations that receive gift materials and monetary donations on behalf of the Library: the Friends of the Tompkins County Public Library and the Tompkins County Public Library Foundation. Please see the Gift and Donation Policy for more information.

Additional Resources

[ALA Library Bill of Rights](#)

[ALA Freedom to Read Statement](#)

[ALA Statement on Book Censorship](#)

*Collection Development Plan approved by Board of Trustees on 09/24/2019.
Request for Reconsideration of Library Materials Policy adopted by Board of Trustees 03/2005.
Revised 2019, 2023, 2024.*

TOMPKINS COUNTY PUBLIC LIBRARY

Resident Request for Reconsideration of Library Materials Policy

Materials reflecting the diversity of values and viewpoints present in our society are included in the collection. The public library is a forum for information and ideas. The Tompkins County Public Library (TCPL) provides books and other library resources for the interest, information, and enlightenment of all people of the community.

TCPL will not remove an item unless it can be shown to be in violation of the collection policy. To request the reconsideration of an item in the collection, patron must submit a completed Request for Reconsideration Form. If the item is deemed to have been properly selected by the terms of the collection policy, public use of it shall not be denied, restricted, or abridged in any way, nor shall the item be relocated. An item is evaluated as a whole work, not by excerpts.

TOMPKINS COUNTY PUBLIC LIBRARY

Resident Request for Reconsideration of Library Materials Form

Date: _____

Name (please print): _____

Address: _____

Email: _____

Phone: _____

- 1. Title, author, and call number of the item:**

- 2. Please state your comment, suggestion, or criticism of the material as specifically as possible:**

3. Did you read, see, listen, or otherwise use the material in its entirety? If not, which parts:

4. Additional comments:

The Tompkins County Public Library appreciates your interest. Email this form to help@tcpl.org or mail *Tompkins County Public Library, 101 E Green St, Ithaca, NY 14850.*

AUGUST MONTHLY STAFF REPORT

Director's Report

Leslie Tabor

GENERAL

Summer Reading officially ended on August 15. We are still reviewing participation numbers but anecdotally believe we exceeded previous years' numbers.

SAVE THE DATE – YOU'RE INVITED

- TCounty Expanded Budget Committee Meeting Library Presentation – September 24
 - 5:45 (20 minutes) (following the September Board meeting)
 - “The Tompkins County Legislature requests that every Department and Agency present their budgets during the annual Expanded Budget Committee Meetings.”

- TCPL Foundation Silent Reading Party – September 24
 - 6:00 to 9:00
 - Tickets available at https://secure.ggiv.com/for/libraryleaderscircleappreciationevent/event/silentreadingpartyii/?blm_aid=0

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

COLLECTIVE BARGAINING

Professional Staff Association negotiations continue the week of August 26. Negotiations thus far have been friendly, collaborative, and successful.

PERSONNEL

The Business Manager and Adult Services Manager continue onboarding. We appreciate the balance, experience, and perspective they're contributing.

The volunteer services coordinator received a job offer from Cornell and their last day is September 7. During the interim, we will review and assess our volunteer program to see what's going well and what needs to be improved. We plan to share a press release so that the community is aware of this update.

A library assistant in adult services resigned to start a small business.

DIRECTOR ACTIVITY REVIEW – August 2024

1. August 1
 - a. Tompkins County Whole Health meeting
 - b. Executive coaching
2. August 2
 - a. Library furnishings review
 - b. Library Counsel meeting
 - c. Opioid grant meeting
 - d. Business Manager orientation session with Trustees
3. August 4 (Sunday)
 - a. Management team negotiations preparation session with Treasurer
4. August 5
 - a. Weekly 1:1 Business Manager
 - b. IT on-site visit
 - c. Weekly department head meeting
 - d. Monthly IT contract review meeting
 - e. Weekly 1:1 Administrative Manager
 - f. After hours with Friends board president
5. August 6
 - a. Weekly 1:1 Circulation Manager
 - b. Professional Staff Association (PSA) negotiations begin
 - c. Community Relations Committee meeting
6. August 7
 - a. Weekly 1:1 Adult Services Manager
 - b. Monthly all-staff meeting (morning)
 - c. Vendor meeting
 - d. PSA negotiations
 - e. Monthly all-staff meeting (afternoon)
7. August 8
 - a. Youth Services office furniture installation
 - b. Outreach vehicle exploratory committee
 - c. Circulation department meeting – Budgetpalooza presentation
 - d. PSA negotiations
 - e. Library Services & Policy Committee meeting
 - f. Monthly Friends of the TCPL board meeting
8. August 9
 - a. Executive coaching stakeholder feedback sessions
 - b. Management negotiation team meeting
9. August 12
 - a. Weekly 1:1 Business Manager
 - b. Weekly department head meeting

- c. Kids Discover the Trail board of directors meeting
 - d. Weekly 1:1 Administrative Manager
10. August 13
- a. Weekly 1:1 Circulation Manager
 - b. Weekly 1:1 Youth Services Manager
 - c. Administrative Meeting – policy and procedure
 - d. Downtown Ithaca Conference Center Ribbon Cutting
 - e. Youth Services department meeting – Budgetpalooza presentation
 - f. PSA negotiations
 - g. GIAC Family Cookout
11. August 14
- a. Weekly 1:1 Adult Services Manager
 - b. PSA negotiations
12. August 15
- a. TCPL Foundation Executive Director annual review feedback session with Foundation Board of Directors
 - b. Executive coaching stakeholder feedback sessions
 - c. PSA negotiations
 - d. TCPL Foundation Library Leaders Circle event
13. August 16
- a. Executive coaching
14. August 19
- a. Weekly 1:1 Business Manager
 - b. Weekly department head meeting
15. August 20
- a. Weekly 1:1 Circulation Manager
 - b. PSA negotiations
 - c. Finance and Personnel Committee meeting
16. August 21
- a. Weekly 1:1 Adult Services Manager
 - b. PSA negotiations
17. August 22
- a. PSA negotiations
18. August 23
- a. Tompkins County Facilities Division Director meeting
19. August 26
- a. Weekly 1:1 Business Manager Manager
 - b. Weekly department head meeting
 - c. Monthly Leadership roundtable
 - d. Weekly 1:1 Administrative Manager
20. August 27
- a. Weekly 1:1 Circulation Manager
 - b. Weekly 1:1 Youth Services Manager
 - c. Monthly Board of Trustees meeting

21. August 28
 - a. Weekly 1:1 Adult Services Manager
 - b. SSA Steward meeting
 - c. PSA negotiations
22. August 29
 - a. PSA negotiations
23. August 30
 - a. Executive coaching

Other work:

- Confidential personnel/Human resources
- PSA contract negotiation coordination
- 2025 County Budget presentation
- 2025 Budget assessment and planning
- County Opioid grant coordination
- UAW Grievance ARBITRATION coordination
- SMART Goals
- SMART Goals
- Business Manager onboarding
- Adult Services Manager onboarding
- Purchase approvals
- Review and sign vouchers
- Professional development request approvals
- Annual report tracking
- Friends of the Library Board report
- Board report
- Vendor management
- Facilities coordination

Communication drafts, messages

Adult Services

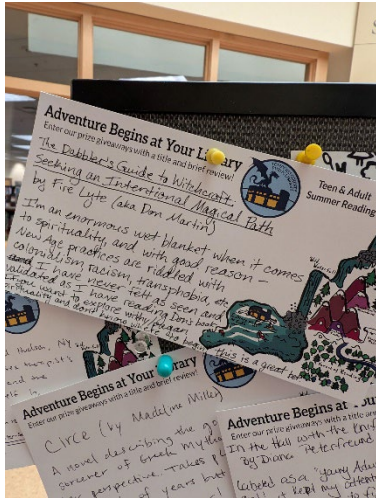
Judd Karlman

Adult Services Department Board Report August 2024

1 on 1's

Our first round of 1 on 1's is complete and the second round will begin next week. Discussing collection development in a 1 on 1 with Regina DeMauro led to the Adult Services Team presenting our Oversized Collection's rising stats to the Director in order to obtain funds to improve that collection. Those books are being purchased now and will lead to a nice update and freshening up for the Oversized Collection.

During meetings, we keep track of any action items that come up and work on them before the next meeting so that these discussions lead to actionable changes that improve the library.



One of our 230+ reviews received for the Adult Summer Reading.

Another Successful Summer Reading

We had more than 230 reviews handed in for the Adult Summer Reading with more than 400 patrons signed up.

At this week's Adult Services Department Meeting we discussed why this year had so much participation and so many reviews turned in compared to previous years. Asia Bonacci and Cady Fontana spear-headed the department's summer reading efforts. We believe the program's success was not only because the handout with Kat Savage's dynamic art was so inviting but also because our summer reading process made it easier for patrons to participate with hand-written reviews in any genre and free books from Buffalo Street Books for signing up.

During the brainstorming process, the summer reading team had considered using the contents of the reviews to make a kind of D&D character out of said reviews with a game session at the end of the summer. This was a fun idea but it might have alienated readers without a gaming background and would have meant reading each review very carefully to discern character qualities that could be gleaned from it. During this laborious process, the reviews would not have been shared with the community.

It is a good lesson to carry forward – sometimes even fun ideas need to be set aside to keep our work accessible.

The 3-Legged Stool

During leadership meetings we are asked to think of library operations as a 3-legged stool upon which success can balance – Public Service, Collections and Programming. The Adult Services Team is talking about ways to preserve the overall balance that allows us to think critically about TCPL's collection while also staffing the service points that put us in a position to serve the community's information needs directly. We will staff the vital desks that give the community we serve access to the amazing information professionals in our department while also slowly and carefully looking at ways to increase Makerspace availability and get upcoming book clubs on the calendar.

Library Dragon

When I asked colleagues in the department to share any anecdotes that they thought might highlight our offerings and expertise, Cady shared a story about Alex. Alex used the 3D printer in the Makerspace to make a prosthetic tail of her own design for her pet bearded dragon, Stumpy.

Access Services

Kate DeVoe

Programming and Outreach

Circulation staff - **Ellen Hersey, Gabriel Boloix Vera, Katylyn Dedrick, Melisa Crumrine** and **Yamilka Portorreal** – partnered with our friends at GIAC (should out to Trustee Christina Brewington) to help organize GIAC’s Library collection! Katylyn pitched an idea for TCPL to offer regular library services at GIAC during the school year.

Circ also visited GIAC summer campers weekly this summer for the “Let’s Read!” initiative. We were treated to a tour of their building, met many of their wonderful staff, and are hoping they will have us volunteers for their Haunted House this fall!



The Bookmobile Exploratory Committee (**Melisa Crumrine, Katylyn Dedrick, Gabriel Boloix Vera, Mitchell Hall, and Milly Stephenson**), is ready for the big leagues, and our new Committee Proposal process will help them formalize the committee, set goals, and draft proposals for review. Our rising superstars in Circ are excited to get some project management and committee work under their belts! We can’t wait to bring TCPL all over the County.

Staffing

Our Library Assistant Hiring panel has come together with support from TCPL here and fan favorite, **Woody Chichester**, as well as first-time interviewers, **Sam MacQueen** from Circulation, and **Milly Stephenson**, from Youth Services. We are all so excited for even more hiring and promotional opportunities! Our Library Assistant cohort grows ever stronger.

Collections

Long-time Senior Clerk and tech genius **Keith Van Etten** has completed our first inventory since RFID implementation. He is training all Circulation staff with the goal of continuous inventory. Keith has caught encoding errors, long missing books, and other small issues that nevertheless can interrupt patron access. Keith and **Katylyn Dedrick** will present on our new Inventory procedures at the next All Staff! Our collections get better and better.

Youth Services

Kat Savage

Youth Services Department |

Board Report August 2024



Cassie leading Baby and Toddler Storytime at the Henry St. John Building Playground



Summer Reading finishers returning their raffle tickets for completing their Adventure Map

July Statistics	Programs	Attendance
Totals	57	1,284
First Five Years	16	360
Children (5-11)	23	744
Teen (12-18)	14	150
General Interest	4	30

Coming Up in September

We will introduce a new program - **Story + Craft** – on Thursday afternoons. At Story + Craft, children will hear a book read out loud and create a related craft or art project.

Based on feedback and increasing attendance at our pilot Family Board Game program this summer, we will offer a weekly **8 to 108 Board Game Club** on Thursday evenings from 5-7. As a collaboration between Youth and Adult Services, we’re excited to reach a wide range of patrons.

The **Cayuga Chamber Orchestra Family Concert** will return on September 12th for a reading and live concert and the **Early Reader Book Club** will read Kate DiCamillo’s *Orris and Timble*.

Department Highlights

Our Adventure is concluded – for this summer! Summer Reading officially ended on 8/15. We’re excited to tally up the finishers, review the surveys, and draw winners for our raffle. Raffle prizes support our locally owned businesses.

We’ve also done some rearranging of our shelving. We invite you to drop by the Children’s Room and see our revamped Biography, Book on CD, Story and STEM Kit, and Graphic Novel sections. Our Teen Center has also seen a small but impactful tweak, which improves shelf space and display for our increasingly popular Manga collection.

We also replaced our set of four Early Literacy Station childhood computers, which feature various activities that help build skills in reading, phonics, art, music, science, history, and more for children ages 3-8. The upgraded machines are Bilingual English/Spanish.



Summer Art Fun with Stiller Zusman



Repurposed shelves in the children's room create more light and sight lines and better highlight Oversize, Biography, Books and CD, and more.

Staff Highlights

Cassie reports that Summer Art Fun with Stiller Zusman for children ages 3-6 continues to be a seasonal hit – 98 participants across 4 sessions explored artmaking through collage, nature sculptures, hat-making, and printmaking. She has also placed our 2025 magazines subscription order, invigorated by the over 100% increase in circulation after we revamped our display of the collection in November 2023. New titles in the collection include *Honest History*, *Ranger Rick Dinos*, *Curious Jane*, *Otaku*, and *Phoenix Comics*.

Kai completed the Kids Discover the Trail Educator Survey, providing feedback to KDT and reporting on TCPL's successes. She attended a webinar on weeding and will present at our next Department meeting the latest best practices for this essential library service.

Steve hosted two camp visits from GIAC; at the first, he presented a Robot Petting Zoo in which children had the opportunity to see some of our educational robots in action and have a chance to program and operate them on their own. He is also preparing for STEM programming in the fall.

Milly has been working on our Story and STEM Kit collection, assessing 12 kits that had fallen into disrepair, and returned all twelve to circulation. As she settles in here at TCPL, she has retained connections with her former students at Caroline, at least one of which is a new patron at the public library. Plus, on her very first day, she weathered an unexpected tornado warning and early closure with aplomb!

Kelly led a camp visit from IC3, presenting stories and a STEAM-based project to children ages 5-12 years old. She also updated the Visual Guide to TCPL to assist children with autism and sensory processing disorders. The updated guide is available on our website and in physical form at our Sensory Tools table just inside the entrance to the department.

Moments of Joy



*We were at capacity for the Super Smash Bros.
Tournament for kids 8-12!*

Child balancing an armful of Wimpy Kid and Dog Man books, plus a scavenger hunt: "May I have a writing utensil to complete the scavenger hunt?"

11 year-old child: "How old do you have to be to volunteer here? Can you make an exception for a really big book worm?"

Caregiver: "I just think the Wonder Books are so awesome - even the littles can understand how to use it!"

Volunteer Coordinator

Elizabeth Buckley

Volunteers completed 754.43 hours of volunteer service, a high for the year that was greatly contributed to by our summer Youth Employment Service workers. They have been recording Tompkins County births from the 1920s and 1930s in our archives, retrieving and organizing books and other returned items in our Circulation Department, shelving audiovisual items, organizing books on the shelves (especially in busy Youth Services), and filling book displays. Our garden is also thriving thanks to volunteer work this summer! Other routine tasks have been going pretty smoothly; regular toy-cleaning and one-on-one tech help has been happening on an ongoing basis, which is really helpful to our patrons.

Tompkins County Public Library
Statement of Revenues and Expenditures
From 7/1/2024 Through 7/31/2024

	<u>Total Budget \$ - Original</u>	<u>Total Budget \$ - Revised</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget Variance</u>	<u>Percent Total Budget Remaining</u>
REVENUE						
Tompkins County Appropriations						
	4,244,682.00	4,244,682.00	1,061,170.50	3,183,511.50	(1,061,170.50)	(25.00)%
Total Tompkins County Appropriations	4,244,682.00	4,244,682.00	1,061,170.50	3,183,511.50	(1,061,170.50)	(25.00)%
Town of Ithaca						
	15,000.00	15,000.00	0.00	0.00	(15,000.00)	(100.00)%
Total Town of Ithaca	15,000.00	15,000.00	0.00	0.00	(15,000.00)	(100.00)%
City of Ithaca						
	35,190.00	35,190.00	0.00	0.00	(35,190.00)	(100.00)%
Total City of Ithaca	35,190.00	35,190.00	0.00	0.00	(35,190.00)	(100.00)%
Fines						
	0.00	0.00	17.00	139.10	139.10	0.00%
Total Fines	0.00	0.00	17.00	139.10	139.10	0.00%
Copier/Printcard						
	7,000.00	7,000.00	636.75	3,815.70	(3,184.30)	(45.49)%
Total Copier/Printcard	7,000.00	7,000.00	636.75	3,815.70	(3,184.30)	(45.49)%
Interest						
	40,000.00	40,000.00	5,537.08	35,190.46	(4,809.54)	(12.02)%
Total Interest	40,000.00	40,000.00	5,537.08	35,190.46	(4,809.54)	(12.02)%
Lost and Paid						
	2,000.00	2,000.00	121.00	709.71	(1,290.29)	(64.51)%
Total Lost and Paid	2,000.00	2,000.00	121.00	709.71	(1,290.29)	(64.51)%
Friends of the Library						
	230,000.00	230,000.00	0.00	128,908.68	(101,091.32)	(43.95)%
Total Friends of the Library	230,000.00	230,000.00	0.00	128,908.68	(101,091.32)	(43.95)%
TCPL Foundation						
	120,358.00	120,358.00	0.00	42,358.00	(78,000.00)	(64.80)%
Total TCPL Foundation	120,358.00	120,358.00	0.00	42,358.00	(78,000.00)	(64.81)%
Miscellaneous						
	10,666.00	10,666.00	8,758.58	11,170.06	504.06	4.72%
Total Miscellaneous	10,666.00	10,666.00	8,758.58	11,170.06	504.06	4.73%
NYS Central Library Aid						
	96,748.00	96,748.00	29,368.00	173,636.00	76,888.00	79.47%
Total NYS Central Library Aid	96,748.00	96,748.00	29,368.00	173,636.00	76,888.00	79.47%
NYS Local Library Services Aid						
	31,399.00	31,399.00	0.00	35.90	(31,363.10)	(99.88)%
Total NYS Local Library Services Aid	31,399.00	31,399.00	0.00	35.90	(31,363.10)	(99.89)%
Total REVENUE	4,833,043.00	4,833,043.00	1,105,608.91	3,579,475.11	(1,253,567.89)	(25.94)%
EXPENSES						
Personnel						
	2,670,958.00	2,670,958.00	174,770.07	1,332,508.64	1,338,449.36	50.11%
Total Personnel	2,670,958.00	2,670,958.00	174,770.07	1,332,508.64	1,338,449.36	50.11%

Tompkins County Public Library
Statement of Revenues and Expenditures
From 7/1/2024 Through 7/31/2024

		Total Budget \$ - Original	Total Budget \$ - Revised	Current Period Actual	Current Year Actual	Total Budget Variance	Percent Total Budget Remaining
Equipment		<u>79,531.00</u>	<u>111,391.00</u>	<u>9,708.00</u>	<u>37,644.69</u>	<u>73,746.31</u>	<u>66.20%</u>
Total Equipment		79,531.00	111,391.00	9,708.00	37,644.69	73,746.31	66.20%
Supplies & Materials							
Adult Books	5410A	68,040.00	89,399.00	7,328.67	37,146.52	52,252.48	58.44%
Adult Books - Gifts & Memorial	5410AG	10,098.00	16,301.00	5,055.25	11,346.68	4,954.32	30.39%
Juvenile Books	5410J	68,040.00	71,838.00	4,329.80	33,180.10	38,657.90	53.81%
Juvenile Books Gifts&Memorials	5410JG	3,468.00	6,775.00	556.19	935.36	5,839.64	86.19%
Childhood Literacy	5410L	1,000.00	1,000.00	0.00	53.48	946.52	94.65%
Standing Orders	5410SO	1,000.00	1,000.00	0.00	15.80	984.20	98.42%
Young Adult Books	5410Y	10,000.00	10,000.00	248.97	4,423.97	5,576.03	55.76%
Young Adult Bks-Gifts&Memorial	5410YG	1,000.00	1,300.00	0.00	49.12	1,250.88	96.22%
Periodicals, Print	5413P	5,000.00	6,060.00	24.00	148.00	5,912.00	97.55%
Periodicals, Print Youth	5413PY	1,300.00	1,300.00	4.99	19.96	1,280.04	98.46%
Other NonBooks / Bindings	5424	200.00	0.00	0.00	0.00	0.00	0.00%
Adult AV	5425A	40,500.00	22,500.00	1,005.18	7,540.89	14,959.11	66.48%
Adult AV Gifts & Memorials	5425AG	0.00	7,830.00	0.00	0.00	7,830.00	100.00%
Juvenile AV	5425J	20,000.00	13,500.00	1,326.87	3,764.40	9,735.60	72.11%
Electronic Info. Sources	5426C	58,000.00	104,118.00	7,284.59	83,783.13	20,334.87	19.53%
Elec Info Sources Gifts & Mem	5426CG	0.00	12,215.00	0.00	19,997.02	(7,782.02)	(63.70)%
Electronic Info - Youth	5426CY	61,092.00	75,721.00	5,048.57	31,012.96	44,708.04	59.04%
Staff Supplies	5430A	5,000.00	5,000.00	26.48	2,204.40	2,795.60	55.91%
Public Supplies	5430B	5,000.00	5,000.00	38.00	1,162.73	3,837.27	76.74%
Collection Supplies	5430C	25,000.00	25,000.00	3,395.72	17,511.28	7,488.72	29.95%
FLLS Polaris Supplies	5430F	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00%
Publicity & Printing	5430P	18,000.00	28,000.00	2,315.20	19,367.95	8,632.05	30.82%
Public Programming Sup & Pub	5430PP	39,155.00	46,155.00	1,446.04	30,970.36	15,184.64	32.89%
Software / Licenses	5430S	5,000.00	5,000.00	0.00	1,315.00	3,685.00	73.70%
Library of Things	5430T	3,000.00	3,000.00	0.00	1,340.96	1,659.04	55.30%
Total Supplies & Materials		<u>452,393.00</u>	<u>561,512.00</u>	<u>39,434.52</u>	<u>307,290.07</u>	<u>254,221.93</u>	<u>45.27%</u>
Contractual & Other Expenses							
Telephone	5431	13,280.00	13,280.00	187.72	7,583.67	5,696.33	42.89%
Postage	5433	10,000.00	10,000.00	26.97	2,804.41	7,195.59	71.95%
Staff Development	5435	68,583.00	90,760.00	14,604.98	35,111.06	55,648.94	61.31%
Volunteer Development	5435V	2,500.00	2,500.00	0.00	176.79	2,323.21	92.92%
FLLS Circ Automation Cost	5436	68,300.00	68,300.00	17,075.00	34,150.00	34,150.00	50.00%
Professional Fees - Other	5437	17,545.00	24,545.00	1,040.00	15,635.00	8,910.00	36.30%
Prof fees - Security Guard	5437G	169,242.00	169,242.00	12,015.00	87,313.50	81,928.50	48.40%
Prof fees-Legal & filing fees	5437L	80,000.00	80,000.00	4,690.00	10,105.00	69,895.00	87.36%
Prof fees-Synergy IT	5437S	142,892.00	142,892.00	5,625.00	52,019.80	90,872.20	63.59%
Library Membership Dues	5438	3,020.00	3,020.00	288.00	2,349.00	671.00	22.21%
Equipment Contracts	5439C	49,940.00	49,940.00	2,385.98	31,883.38	18,056.62	36.15%

Tompkins County Public Library
Statement of Revenues and Expenditures
From 7/1/2024 Through 7/31/2024

		Total Budget \$ - Original	Total Budget \$ - Revised	Current Period Actual	Current Year Actual	Total Budget Variance	Percent Total Budget Remaining
Equipment Service / Repairs	5439S	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00%
Insurance	5454	20,600.00	20,600.00	0.00	0.00	20,600.00	100.00%
Misc / Contingency	5472	6,500.00	6,249.00	0.00	784.63	5,464.37	87.44%
Legal Adv/Refunds/Bk Fees	5490	5,000.00	5,000.00	152.12	1,621.29	3,378.71	67.57%
Total Contractual & Other Expenses		<u>662,402.00</u>	<u>691,328.00</u>	<u>58,090.77</u>	<u>281,537.53</u>	<u>409,790.47</u>	<u>59.28%</u>
Employee Benefits							
Retirement	58810	265,134.00	265,134.00	0.00	0.00	265,134.00	100.00%
Social Security	58830	194,328.00	194,328.00	12,807.62	97,683.63	96,644.37	49.73%
Workers' Compensation	58840	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00%
Flexible Benefits	58845	2,256.00	2,256.00	99.00	1,037.00	1,219.00	54.03%
Employee Assistance Program	58850	2,125.00	2,376.00	0.00	2,376.00	0.00	0.00%
Parking/Mass Transit	58855	2,000.00	2,000.00	112.50	842.00	1,158.00	57.90%
Health Insurance	58860	651,605.00	651,605.00	51,212.89	362,193.51	289,411.49	44.41%
HRA Reimburse & Administration	58862	20,000.00	20,000.00	2,253.17	11,267.05	8,732.95	43.66%
Disability	58865	23,000.00	23,000.00	1,697.67	12,693.33	10,306.67	44.81%
Unemployment	58870	0.00	0.00	6,552.00	8,064.00	(8,064.00)	0.00%
Total Employee Benefits		<u>1,200,448.00</u>	<u>1,200,699.00</u>	<u>74,734.85</u>	<u>496,156.52</u>	<u>704,542.48</u>	<u>58.68%</u>
Total EXPENSES		<u>5,065,732.00</u>	<u>5,235,888.00</u>	<u>356,738.21</u>	<u>2,455,137.45</u>	<u>2,780,750.55</u>	<u>53.11%</u>
REVENUE LESS EXPENSES		<u>(232,689.00)</u>	<u>(402,845.00)</u>	<u>748,870.70</u>	<u>1,124,337.66</u>	<u>1,527,182.66</u>	<u>(379.09)%</u>

Tompkins County Public Library
 Balance Sheet
 As of 7/31/2024

		Current Year
Assets		
Checking	1000	48,962.17
Savings	1100	1,669,885.62
Investments	1200	1,032,212.15
Petty Cash	1300	550.00
Ithaca Hours	1400	0.00
Accounts Receivable	1500	54,955.81
Prepaid Expenses	1600	66,499.96
Total Assets		2,873,065.71
Liabilities		
Accounts Payable - Vendors	2000	201.22
Account Payable - Payroll Liab	2110	11,654.18
Accrued Wages	2300	0.00
Accrued Payroll Tax Expense	2400	0.00
Total Liabilities		11,855.40
Fund Balance		
Beginning Fund Balance		
FB Unreserved (Unassigned)	3000	1,141,527.69
Fund Balance-Operating Budget	3100	402,845.00
Assigned-Non Spendable	3175	66,499.96
FB Assigned - HRA Reserve	3200	126,000.00
Total Beginning Fund Balance		1,736,872.65
Year To Date Net Income (Loss)		1,124,337.66
Total Year To Date Net Income (Loss)		1,124,337.66
Total Fund Balance		2,861,210.31
Total Liabilities & Fund Balance		2,873,065.71

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

Attending: Lis, Darrell, Leslie, Tonya, Blixxy
Excused: Melisa, Jason

Meeting called to order: 4:05pm

No suggested changes or additions to agenda

1. July 2024 Financial Statements:

The committee started with a review of the balance sheet. We have received the third quarter funding from the County, and a check from FLLS. It was noted that the financial statement reports the committee will be reviewing are directly from the MIP accounting system. These are a little more detailed than the summaries that the committee has received in the past.

Leslie had a question about expenditures: She shared that we are purchasing updated furnishings and supplies to support programmatic needs, workflow, efficiency, access, etc. How does this relate to the budget, and the Committee/Board role in approving budget amendments? We discussed the need for the Board to approve the budget amendments as well as following purchasing procedures at the County and General Municipal Law. A review of the income statement as of July 31, 2024, shows that we are within budget parameters. Leslie will bring to the F&P committee any large purchases or planned budget adjustments as we progress through the year. It is likely that amendments will occur closer to the end of the fiscal year as we see how spending plays out.

There was also further discussion about the General Municipal Law and purchasing requirements. Purchases of items over \$20k, or aggregate purchases of like items of over \$20k require public bids or purchasing from State or County Contracts (where those entities have conducted public bid processes). The library does frequently use state contracts for purchasing.

A question also came up about the State Library Aid that has now been received from 2022 and 2023. As this was recorded as revenue in the applicable year, the only funds available to spend from those \$ would be included in any fund balance carry over in our 2024 budget. So, this means that there are no “extra” funds available over and above our 2024 approved budget.

Utilizing our accounting software for fixed asset tracking was raised as a possibility. The committee agreed to put this in the parking lot for a future discussion.

2. 2025 Budget Request:

Leslie gave an update on our County budget request. As the committee had reviewed and discussed in recent meetings, two budgets were submitted to County with over target requests (OTR's). Even though we submitted two budgets – one flat and one with 5% cut, we are only being asked to present to the legislature a budget with the 5% cut. In addition, when Leslie and Tonya met with the County Administrator, they strongly recommended adjusting our OTR's.

So, right now, our budget scenario is as follows:

1. We get a flat budget (0%), which would leave us with a deficit of approximately \$216,000 based on our estimates of increased costs to maintain current operations.
2. We get a 5% cut, which would leave us with an increased total deficit of about \$428,000.
3. The OTR recommended by the County Administrator approximates the \$216,000 estimated increase in costs to maintain current operations.
4. If the County does not increase our funding or if they cut our funding, we will likely need to reduce staffing levels.

Leslie will be presenting the budget on the 24th of September at 5:45pm. Committee members observed that it is helpful for Trustees to attend the meeting to show their support. This is the same night as our regularly scheduled Board meeting – so we will need to end early enough to allow Leslie time to prepare for her presentation and for Trustees to be available to attend.

3. Staffing Updates:

Leslie reported that the Library Assistant exam is under way – will be posting anywhere from 1-4 LA's. Once the list is certified, the library will have a clearer understanding of the number of positions we will be filling. Leslie is still working on the job description for communications position – she mentioned an existing title, Communications Coordinator. The committee reviewed the job description and agreed that Leslie should move forward with this, working with Tomkins County HR.

Also reported was the resignation of our Volunteer Coordinator - she is leaving for an opportunity at Cornell. We will be pausing filling this position until we see where budget lands and we have a chance to review how we want to move forward with our volunteer program. Darrell asked a question about how volunteers will be impacted by this, and how will this be perceived by the public in general. After further discussion, the committee recommended that the library issue a press release and generally get the word out to let folks know in advance what will be happening.

4. Executive Session – the Committee voted to enter executive session at 5:21pm, for the purpose of providing an update on negotiations and discussion of confidential personnel matters. The Committee exited executive session at 6:20pm, and with no further business adjourned the public meeting at 6:20pm.

TCPL Library Services and Policy Committee
August 8, 2024 4pm @ Steiner Conference Room

Attending: Lis Chabot, Liam Murphy, Nina Scholtz, Shelley Wong, Leslie Tabor, Ellen Hersey
Excused: M. McKeon

We approved an agenda as follows:

- 1) Approval of Agenda
- 2) Review of minutes
- 3) Public Comment
- 4) Review of Workplace Harassment Prevention Policy
- 5) Review of Request for Reconsideration form
- 6) Review of Computers and Internet Policy

Public Comment - No members of the public attended

Approval of May 2, 2024 Minutes – unanimously approved

Public Comment – there was no public comment

Workplace Harassment Policy

- The discussion revolved around streamlining the policy to eliminate redundancies and to reference rather than repeat other policies.
- The committee reviewed the policy in detail and made line-by-line changes recorded by Nina Scholtz.
- After a read-back of the changes, Wong moved to accept the changes as read and transmit them to the Board for approval, subject to the Committee reviewing the changes as input. Chabot seconded. There was no further discussion and motion passed unanimously.

Request for Reconsideration – the only change was to add the word “resident” to clarify that residents of Tompkins County are those who can request reconsideration. Chabot moved to incorporate that change. Wong seconded. There was no further discussion and the motion passed unanimously.

Computer and Internet Policy – we reviewed the changes to this proposal proposed by staff. Discussion centered on the interaction of this policy with the general code of conduct and the rules surrounding access to computers in Youth Services. Chabot moved to accept the policy as amended. Wong seconded. There was no further discussion and the motion passed unanimously.

New Business – the Committee discussed policies that are coming up for review, including the Library Spaces Policy which we agreed would be on the agenda for September 5. We agreed to move the October 3 meeting to October 10 because Scholtz will be away from Ithaca.

There being no further business, Tabor moved to adjourn. Hersey seconded. the Committee adjourned at approximately 5pm.

Submitted,
Liam G.B. Murphy, Secretary

TCPL Community Relations Committee Minutes

Tuesday, August 6, 2024 @ 4 p.m.

Schwarz Jacobson Room

Present: Kerry Barnes, Christina Brewington, Elizabeth Buckley, Kate DeVoe, Sophia McKissick, Leslie Tabor, Mimi Townsend

Absent: Shelby Buche, Marli Stahler, Leah Tompkins

Agenda:

1. Committee Mission Statement
2. 2025 Celebration planning
3. Recruiting new committee members
4. Upcoming events and opportunities for participation
5. Next meeting: Tuesday, September 3rd @ 4 p.m.

Public Comment – no members of the public attended

Approved committee mission statement

- *CRC partners with Library staff to connect to the community, advocate for the Library, and share information with the public. Let's support and promote the Library together!*

2025 Celebration planning

- 12-month celebration
- Kick off with summer reading 2025
- Initially identified partners: Library, Foundation, Friends, History Center, ICSD, KDT, community at-large
- General ideas
 - Kickoff event
 - Card design contest
 - Art exhibit(s)
 - Commemorative reading list
 - Community read
 - Foundation events
 - Scavenger hunt
 - Promote at schools
- Marketing & Merch
 - Logo design
 - Shirts
 - Hoodies
 - Stickers
 - Buttons
 - Bags
 - Umbrellas
 - Magnets
 - Bookmark
 - Ornaments
 - Water Bottles
 - Pen/Pencil
 - Coasters
 - Banner
- Key Preparation
 - Downtown business outreach
 - Overall planning
 - Community input

Meeting adjourned at 5 p.m.