

TOMPKINS COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, December 17, 2024  
**4:00 – 6:00 pm**

**CALL TO ORDER**

**4:00pm**

A. **APPROVAL OF THE AGENDA**

DOC 24-82

B. **PUBLIC COMMENT**

C. **ACTION ITEMS**

**4:10pm**

1. Draft Minutes of November 19, 2024 DOC 24-83
2. Audit of Bills  
Operating Budget in the amount \_\_\_\_\_
3. Approval of Proposed 2025 Budget DOC 24-84
4. Approval of December 2024 Budget Amendments DOC 24-85
5. Nominating Committee to present the 2025 Slate of Officers

D. **DIRECTOR'S REPORT**

E. **LIAISON REPORTS**

1. County – Rich John
2. Foundation – Kerry Barnes
3. Friends – Nina Scholtz

F. **WRITTEN REPORTS**

1. December Staff Report DOC 24-86
2. November Monthly Statement DOC 24-87
3. Executive Committee
- a. Minutes of December 10, 2024
4. Finance & Personnel Committee
- a. Minutes of November 10, 2024 DOC 24-88
5. Library Service & Policy Committee
- a. Next meeting January 2, 2025
6. Community Relations and Outreach Committee
- a. Minutes of December 3, 2024 DOC 24-89

G. **EXECUTIVE SESSION** to discuss a personnel matters, grievances, a potential litigation matter and collective bargaining

NOTE: In order to expedite the routine business of the board, please call Director Leslie Tabor (ltabor@tcp1.org) with any questions that you may have about the information items prior to the board meeting.

**REMINDER:**

**DATE OF NEXT BOARD MEETING**

**JANUARY 28, 2025**

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, Blixxy 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, Blixxy 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.

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 2<sup>nd</sup> at Odyssey Bookstore.

The donation kiosk has arrived and is being programmed.

**Friends** – Nina Scholtz – The fall sale was completed on October 29<sup>th</sup>. 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

## HARRIS BEACH

ATTORNEYS AT LAW

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November 12, 2024

### VIA EMAIL ONLY

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

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](mailto: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

**2025 REVENUE, TOMPKINS COUNTY PUBLIC LIBRARY**

<b>Pie Code</b>	<b>Code</b>	<b>Category</b>	<b>Description</b>	<b>Actual 2023</b>	<b>Budget 2024</b>	<b>Proposed 2025</b>	<b>Percent Change</b>	<b>Amount Change</b>	<b>Percent of Total Budget</b>
1	L002A	Tompkins County *	Appropriations *	4,048,954	4,244,682	4,012,448	-5.5%	-232,234	79.3%
4	L002D	City of Ithaca	Negotiated agreement between the City of Ithaca and Tompkins County	35,189	35,190	25,000	-29.0%	-10,190	0.5%
3	L002C	Town of Ithaca	Programming support	15,000	15,000	15,000	0.0%	0	0.3%
2	L3840A1	NYS Local Library Services Aid	General Operating Aid based on per capita	31,363	31,399	31,399	0.0%	0	0.6%
2	L3840A4	Other NYS Aid	Other State Aid	10,000	0	0			
2	L2760	NYS Central Library Development Aid	Aid to strengthen and assist library in its role as central library for the five county Finger Lakes Library System	96,748	96,748	96,748	0.0%	0	1.9%
5	L2755F	Friends of the Library	Collection Support. Grant may be targeted for specific expenditures at the discretion of the Library Director	352,809	230,000	230,000	0.0%	0	4.5%
6	L2755G	TCPL Foundation		176,537	120,358	141,000	16.1%	20,642	2.8%
7	L2690	Replacement Fees		2,967	2,000	1,000	-50.0%	-1,000	0.0%
7	L2401	Interest	From fund balances in TCTC savings account	42,794	40,000	40,000	0.0%	0	0.8%
7	L2360C	Printing & Copying	Receipts from copiers and printing fees	7,389	7,000	5,000	-28.6%	-2,000	0.1%
7	L2770	Reimbursements & Fees	Reimbursements, unanticipated income	63,632	10,666	10,000	-6.2%	-666	0.2%
8	L2850	Appropriated Fund Balance			402,845	450,301	11.8%	47,456	8.9%
			<b>TOTAL REVENUE</b>	<b>4,883,382</b>	<b>5,235,888</b>	<b>5,057,896</b>	<b>-3.4%</b>	<b>-177,992</b>	<b>100.0%</b>

\* Does not include support for maintenance, cleaning and utilities which is in the Tompkins County Facilities budget.



**2025 EXPENDITURES, TOMPKINS COUNTY PUBLIC LIBRARY**

Pie Code	Code	Category	Description	Actual 2023	Budget 2024	Projections 2024	Proposed 2025	Percent Change	Amount Change	Percent of Total Budget
1	100	Personnel	Staff Wages	2,280,372	2,670,958	2,390,000	2,333,497	-12.6%	-337,461	46.1%
1			<b>Subtotal Personnel</b>	<b>2,280,372</b>	<b>2,670,958</b>	<b>2,390,000</b>	<b>2,333,497</b>	<b>-12.6%</b>	<b>-337,461</b>	<b>46.1%</b>
2	8810	Retirement	Contributions to NYS Retirement	247,509	265,134	300,000	338,159	27.5%	73,025	6.7%
2	8830	Social Security & Medicare	7.65% of payroll less flexible benefits	166,780	194,328	182,835	178,513	-8.1%	-15,815	3.5%
2	8840	Workers Compensation	Based on NYS Retirement payroll	32,555	40,000	40,000	40,000	0.0%	0	0.8%
2	8845	HRA & FSA Admin	Employee benefit fund	1,928	2,256	2,000	2,256	0.0%	0	0.0%
2	8850	EAP Program	Counseling Services	2,079	2,376	2,376	2,040	-14.1%	-336	0.0%
2	8855	Parking/Mass Transit	Transit Reimbursement	1,876	2,000	2,000	2,000	0.0%	0	0.0%
2	8860	Health Insurance	Consortium	550,968	651,605	530,000	742,830	14.0%	91,225	14.7%
2	8862	HRA	HRA plan employee reimbursements	25,369	20,000	25,000	20,000	0.0%	0	0.4%
2	8865	Disability	Long term and short term for employees	21,107	23,000	25,000	25,000	8.7%	2,000	0.5%
2	8870	Unemployment	Unemployment benefits	0	0	15,000	10,000		10,000	0.2%
2			<b>Subtotal Benefits</b>	<b>1,050,171</b>	<b>1,200,699</b>	<b>1,124,211</b>	<b>1,360,798</b>	<b>13.3%</b>	<b>160,099</b>	<b>26.9%</b>
			<b>TOTAL WAGES &amp; BENEFITS</b>	<b>3,330,543</b>	<b>3,871,657</b>	<b>3,514,211</b>	<b>3,694,295</b>	<b>-4.6%</b>	<b>-177,362</b>	
4	271	Equipment / Capital		173,979	111,391	93,804	120,000	7.7%	8,609	2.4%
4	271	Equipment/Capital	Foundation				55,000			
4			<b>Total Equipment</b>	<b>173,979</b>	<b>111,391</b>	<b>93,804</b>	<b>175,000</b>	<b>7.7%</b>	<b>8,609</b>	<b>3.5%</b>
3	300-410A	Books, Adult	Physical collection, Friends	105,696	112,209	100,500	70,500	-37.2%	-41,709	1.4%
3	300-410AG	Books, Adult	Physical Collection, Foundation	14,243	16,301	16,092	25,000	53.4%	8,699	0.5%
3	300-410J	Books, Youth	Physical Collection, Friends	85,503	93,588	92,629	65,500	-30.0%	-28,088	1.3%
3	300-410JG	Books, Youth	Physical Collection, Foundation	2,928	8,075	4,179	4,557	-43.6%	-3,518	0.1%
3			<b>Subtotal Physical Collection</b>	<b>208,370</b>	<b>230,173</b>	<b>213,400</b>	<b>165,557</b>	<b>-28.1%</b>	<b>-64,616</b>	<b>3.3%</b>
3	300-426C	Collection - Digital - Adult	Digital Collection	104,480	126,618	160,000	214,748	69.6%	88,130	4.2%
3	300-426CY	Collection - Digital - Youth	Digital Collection	79,904	89,221	85,000	20,000	-77.6%	-69,221	0.4%
3	300-426CG	Collection - Digital	Foundation	3,677	20,045	30,000	0	-100.0%	-20,045	0.0%
3			<b>Subtotal Digital Collection</b>	<b>188,061</b>	<b>235,884</b>	<b>275,000</b>	<b>234,748</b>	<b>-0.5%</b>	<b>-1,136</b>	<b>4.6%</b>
			<b>TOTAL LIBRARY COLLECTION</b>	<b>396,431</b>	<b>466,057</b>	<b>488,400</b>	<b>400,305</b>	<b>-14.1%</b>	<b>-65,752</b>	
5	300-430P	Supplies - Marketing	Brochures, ads, fliers, bookmarks, signs,	9,101	28,000	28,000	20,000	-28.6%	-8,000	0.4%
5	300-340P		<b>Subtotal Marketing</b>	<b>9,101</b>	<b>28,000</b>	<b>28,000</b>	<b>20,000</b>	<b>-28.6%</b>	<b>-8,000</b>	<b>0.4%</b>
5	300-430A	Supplies - Office	Supplies for staff & public	8,187	10,000	9,000	20,000	100.0%	10,000	0.4%
5	300-430F	Supplies - FLLS	Library cards & bar codes	18,134	3,500	3,500	2,000	-42.9%	-1,500	0.0%
5	300-430S	Software / Licenses	Software & Licenses	4,404	5,000	3,000	10,000	100.0%	5,000	0.2%
5	300-430PP	Public Programming	Materials & printing	32,873	48,955	48,955	23,500	-52.0%	-25,455	0.5%
5	300-430PP	Public Programming	Foundation				36,000			
	<b>300</b>		<b>Subtotal Supplies</b>	<b>63,598</b>	<b>67,455</b>	<b>64,455</b>	<b>55,500</b>	<b>-17.7%</b>	<b>-11,955</b>	<b>1.1%</b>
5	431	Supplies	Telephone & Internet	13,809	13,280	13,280	14,000	5.4%	720	0.3%
5	433	Postage	General postage	6,169	10,000	6,000	7,500	-25.0%	-2,500	0.1%
			<b>Subtotal Supplies</b>	<b>19,978</b>	<b>23,280</b>	<b>19,280</b>	<b>21,500</b>	<b>-7.6%</b>	<b>-1,780</b>	<b>0.4%</b>
			<b>TOTAL SUPPLIES</b>	<b>92,677</b>	<b>118,735</b>	<b>111,735</b>	<b>97,000</b>	<b>-18.3%</b>	<b>-21,735</b>	<b>1.9%</b>
6	435	Professional Development	Professional Development - Leadership	38,312	90,760	50,000	15,000	-83.5%	-75,760	0.3%
6	435V	Professional Development	Volunteers	1,268	2,500	500	2,500	0.0%	0	0.0%
6	436	Fees - FLLS	Contract with FLLS	68,300	68,300	68,300	65,000	-4.8%	-3,300	1.3%
6	437S	Professional Fees/Contract	IT Support - Synergy	118,782	142,892	85,000	63,000	-55.9%	-79,892	1.2%
6	437	Professional Fees/Contract	Service fees	15,320	24,545	35,000	3,600	-85.3%	-20,945	0.1%
6	437L	Professional Fees/Contract	Legal Fees	24,083	80,000	80,000	225,000	181.3%	145,000	4.4%
6	437G	Professional Fees/Contract	Security Guard	142,831	169,242	155,000	170,000	0.4%	758	3.4%
6	437	Professional Fees/Contract	Public Programs	0	0	0	18,000		18,000	0.4%
6	437	Professional Fees/Contract	Public Programs - Foundation				8,610			
6	438	Membership Fees	Local, regional, state, and national	2,975	3,020	3,020	3,284	8.7%	264	0.1%
			Professional Fees/Contract	Audit	0	0	17,000		17,000	0.3%
6			<b>TOTAL FEES &amp; CONTRACTS</b>	<b>411,871</b>	<b>581,259</b>	<b>476,820</b>	<b>590,994</b>	<b>1.7%</b>	<b>9,735</b>	<b>11.7%</b>
7	439C	Maintenance	Postage Meter and equipment				2,640			0.1%
7	439C	Maintenance	RFID				4,116			0.1%
7	439C	Equipment Repair and Maintenance	Office Copiers				18,000			0.4%

7	439C	Equipment Repair and Maintenance	Technology Items & misc maintenance and agreements				9,937			0.2%
7	439C	Equipment Repair and Maintenance	Software Maintenance contracts				33,109			0.7%
7	439C		<b>Subtotal Equipment Repairs and Maintenance</b>	<b>47,948</b>	<b>54,940</b>	<b>51,500</b>	<b>67,802</b>	<b>23.4%</b>	<b>12,862</b>	<b>1.3%</b>
7	454	Insurance	Centrally Distributed Item, Tompkins County: employee dishonesty bond, valuable papers, excess liability, risk management services	20,001	20,600	20,600	21,000	1.9%	400	0.4%
7	472	Miscellaneous / Contingency Fund	Events, mileage, other supplies not applicable to other categories. Other contingencies.	4,544	6,249	5,000	6,500	4.0%	251	0.1%
7	490	Charges	Ads, bank charges, refunds	2,347	5,000	3,000	5,000	0.0%	0	0.1%
			<b>Subtotal Insurance &amp; Misc</b>	<b>26,892</b>	<b>31,849</b>	<b>28,600</b>	<b>32,500</b>	<b>2.0%</b>	<b>651</b>	<b>0.6%</b>
			<b>GRAND TOTALS</b>	<b>4,480,341</b>	<b>5,235,888</b>	<b>4,765,070</b>	<b>5,057,896</b>	<b>-3.4%</b>	<b>-177,992</b>	<b>100.0%</b>

Budgeted 2024	5,235,888
Projected 2024	4,765,070
Surplus	470,818

**DECEMBER 2024 BUDGET MODIFICATIONS**

<u>Code</u>	<u>Description</u>	<u>Current Budget</u>	<u>Increase/ (Decrease)</u>	<u>Modified Budget</u>
<u>Expenditures</u>				
8810	Retirement	\$ 265,134.00	\$ 35,000.00	\$ 300,134.00
8862	HRA	\$ 20,000.00	\$ 5,000.00	\$ 25,000.00
8865	Disability	\$ 23,000.00	\$ 2,000.00	\$ 25,000.00
8870	Unemployment	\$ -	\$ 15,000.00	\$ 15,000.00
8860	Health Insurance	\$ 651,605.00	\$ (57,000.00)	\$ 594,605.00
300-413PG	Periodicals, Gifts and Memorials	\$ -	\$ 700.00	\$ 700.00
300-425AG	AV, Adult, Gifts & Memorials	\$ 7,830.00	\$ (7,830.00)	\$ -
300-426C	Electronic Info Sources - Adult	\$ 104,118.00	\$ 40,000.00	\$ 144,118.00
300-426CY	Electronic Info Sources -Gift & Mem	\$ 12,215.00	\$ 10,000.00	\$ 22,215.00
435	Staff Development	\$ 90,760.00	\$ (40,000.00)	\$ 50,760.00
437S	Prof fees - Computing	\$ 142,892.00	\$ (2,870.00)	\$ 140,022.00
Total Expenditure Adjustments			\$ -	

Description of Proposed Adjustments: These budget adjustments address final adjustments needed to cover spending through the end of the 2024 budget year. Increases were made to retirement, HRA, Disability, and unemployment due to end of year projections. Overage from health insurance is adjusted to cover these expenses. Collection adjustments reflect the increase in spending on the digital collection.

# MONTHLY STAFF REPORT

## Director's Report

*Leslie Tabor*

### GENERAL

Time seems to speed up in November and December. Since our last meeting on November the 19<sup>th</sup>, a lot has happened:

- 11/19/24 The Tompkins County Legislature approved their 2025 Budget. The Library's appropriation reflects a 5% reduction and an additional \$20,000 reallocation to rural libraries as proposed by Randy Brown.
  - The Library's 2025 appropriation from the County is \$4,012,448.
  - Library Management respects the difficult decisions the Tompkins County Legislature must make in challenging budget years. We are thankful to receive County appropriations that fund most annual operation costs.
- 12/02/24 Huge thanks to the TCPL Foundation for another wonderful tri-board holiday gathering. A wonderful time was had by all attendees and special thanks to Laura Larson for hosting at Odyssey (after hours!).
- 12/05/24 The Annual Friends of the Library Board Meeting took place virtually (due to weather) and featured Bob Proehl. Bob's message was especially timely and inspiring, and I've included it at the end of my report.
- 12/09/24 Thanks to everyone who attended our holiday brunch at Hound & Mare. It was wonderful to spend time with representatives from all three boards and enjoy treats. (Photos at the end of my report)

Many thanks to Liam Murphy and Blix Taetzsch for their many years of service as Trustees. Bookplates have been added to materials in our collection in your honor!

My words for 2025 are Unity, Mission, and Resilience.

### PERSONNEL

- Hiring panels completed first round interviews for Library Assistant positions and the Communications Coordinator position. Final interviews for the Communications Coordinator are Friday, December 13.

### BUDGET

The County, Friends, and Foundation have approved their 2025 budgets.

- 2025 Tompkins County Allocation = \$4,012,488
- 2025 Friends Allocation = \$230,000 for collections and programs
  - Plus \$35,000 for 25<sup>th</sup> Anniversary + Community Read
- 2025 Foundation Restricted Funds Allocation = \$48,740

- Plus \$20,000 for Summer Reading
- Plus \$20,000 for 25<sup>th</sup> Anniversary + Community Read

### **TCPL HOLIDAY CLOSURES**

- December 24 – 26, open the 27<sup>th</sup>
- December 31 – January 1, open the 2<sup>nd</sup>

### **DIRECTOR**

- I met with my Executive Coach on 11/15, 11/25, and 12/10. We will continue through January.
- I attended Rotary on 12/04/24 and Kerry and I will join in 2025 through the generosity of the TCPL Foundation.
- I will be out of the office beginning December 20 and will return on January 6.

### **BONUS CONTENT: Bob Proehl's Address to the Friends 12/05/24**

When KC asked me to speak this evening, I wasn't sure in what capacity I was being asked. As an author, a long-time supporter of TCPL, or someone from a mission-adjacent organization with WSKG. I figured the best place to start would be with my connection to public libraries in general.

I grew up not here in Ithaca, with universities looming on either hill, and not visiting TCPL, but in suburban Buffalo. Cheektowaga. Land of the Crabapple, is the translation of my town's name. There was a mall. Technically there were two malls. That was...sort of it.

But we did have a library. For me, the closest was the Reinstein library, which was about ten minutes on my bike. It was perfectly nice, sort of the airport bookstore of libraries. Once I'd read through all their Stephen King, I'd exhausted my options.

If I went ten minutes in the other directions, there was the Williamsville Branch Library. Williamsville was Cheektowaga's richer, snootier neighbor, and I always felt like the librarians, who were all middle-aged suburban white ladies, were judging me when I checked out with my Cheektowaga library card. Their book selection wasn't any better, but they had really good CDs, so I would go and max out on CDs and then dub them to tape and feel very punk about myself.

In tenth grade, we went on a field trip to the Buffalo and Erie County Public Library, or the Downtown Branch, or as I still call it, The Big Library.

We got the full tour, including The Stacks. Because only a third of the Big Library's collection was circulating. The rest was in the Stacks, and if you asked for something, the library staff, who were mostly kids from the university and not suburban white ladies who gave me the stink-eye and tried to argue that a double CD set counted as two CDs, would summon it through a system of pneumatic tubes. We toured the Stacks and it was so cool. It felt like any book I could imagine would be on one of those shelves. It felt like an archive of the whole world.

The next weekend I asked my dad to drive me back there. It wasn't so I could go again. It was so I could memorize the route. We didn't have Google Maps, or even that version of MapQuest where you get the directions and print them out.

We learned the path by going.

If I'd been smarter, I would have thought about the fact that the path, in this case, was the Kensington Expressway, and that another thing we didn't have back then were bike lanes. But I was not smarter, so I learned the route, and figured ten minutes by car couldn't be THAT much longer on a bike.

On Saturdays, I'd tell my parents I was going to a friend's house, I strapped on my empty backpack. And I rode my bike on the shoulder of the Kensington Expressway with cars and buses whizzing past me, for an hour, to the Big Library.

I spent whole days scanning the shelves. And if I didn't find what I wanted, I requested it from the Stacks and wait for the suction noise as the pneumatic tube served it up. I listened to records, because they kept vinyl in the stacks—although we didn't call it vinyl at the time—and you could request those too and listen to them in dark quiet corners of the library. I remember spending a whole day listening to the entire Anthology of American Folk Music, an artifact I'd only read about. I wasn't able to listen to it again in its entirety for thirty years. At about four o'clock, I would bike home with my backpack full and at dinner I would say I had a great time at my friend's house and that was how I spent my Saturdays.

I want to stress that this was not a good idea, or a safe idea. A fact which was driven home, so to speak, when I came out of the library one day to find my bike stolen, and had to bum a quarter off the librarian to call home and get my folks to come pick me up from the Big Library downtown.

Now I know what you're thinking. Wow, clearly Bob was a really cool and popular kid, with lots of friends.

But I'm not telling you this story so that you know how cool and popular I clearly was.

I'm telling you this to express what a public library meant to a nerdy, weird, suburban kid in the 1990s, a time before the internet.

It meant access to things there was literally nowhere else for me to get. It was the door to a larger, weirder world than the one I had at home.

But this is no longer the central role of a public library. It's no longer primarily an archive, because that archive exists elsewhere. Everything is available, searchable, findable. You don't need to hand an index card to a librarian and have it fired up to you via pneumatic tube from the Stacks.

So what should a public library be now? What can make it unique?

I think about similar questions a lot, working at a place that is ostensibly in the business of public broadcasting. I work down the hall from actual television and radio studios. My second week on the job, I went with our engineering team to our main transmitter tower site, which involved a teeth-rattling van ride on a dirt road up a hill overlooking Binghamton to find this shaft of metal with its top obscured by fog, attached to a system of copper pipes, because, I have learned, broadcasting involves copper pipes. There were computers and things out of a seventies movie where a nuclear reactor melts down, and lots of copper pipes. It was cool, the way being in the Stacks was cool when I was a kid. But it also felt like a relic. It was a system of communication invented over a hundred years ago, and my job is to convince people not only that it's still relevant, but that it's worthy of their attention, their patronage both as audience and as donors.

But what broadcasting matter in a moment when almost no one I know, myself included, watches television or radio on broadcast?

What does a library do when every book and album and movie can be downloaded or same-day shipped?

What does it mean to be a public library or public broadcasting, if half of the label we put on ourselves feels outdated?

My thought is that we look to that first word, the one we hold in common.

Public.

The thing that sets us apart is that our organizations exist for the public good. And, I humbly suggest, we exist for a vision of the public good that supersedes politics. You know and I know this isn't always true. The nature of what we do and the temperature of the national discourse means that some of the basic tenets we hold—all people are welcome, kindness is a virtue—will somehow, bizarrely, find opponents willing to shout these ideas down. But let's assume the world is made up of rational actors. Let's assume it if only to will that world into being. Most people believe that access to information is good, and even better if that information is true. Most people would say it is good that children can learn, and have the resources and the space to be safe, and to realize their fullest potential, which is infinite.

We start, I think, from here. From the assumption that there is such a thing as the public good, which is good for everyone even if to some folks it is good for them in the way that broccoli is good for them, and they would rather guzzle a gallon of vitriol than consume a spoonful of kindness. Let's assume that we, as institutions, serve that public good, and have for a very long time.

What does it mean to serve the public good?

Luckily for you, you've invited an absolute authority on this question. Because as some of you know, I am and for a long time have been, a huge nerd for superhero comics. Certainly anyone who has access to my Interlibrary Loan Requests can confirm this. Superhero comics are full of

answers to this question. In a lot of ways, every superhero is defined by the way they answer it. Captain America is defined by a sense of duty to an ideal concept of nationhood. Spider-Man is bound by the great responsibility engendered by his great power. Batman is a sad rich orphan who likes to punch crime.

But my favorite has always been the X-Men. The X-Men is a story about discovering your fellow weirdos and protecting them, but also using your gifts, whatever it is that you have in you that makes you special, to protect others. For decades, the tagline for the X-Men, their equivalent of Truth, Justice, and the American way, was that they fought to protect a world that feared and hated them.

And yes, that is a vision of what it means to serve the public good. It's the ideal of non-violence where you fight intolerance with absolute tolerance. You throw kindness at your enemies until they become your friends.

A couple years ago in comic book publishing, the X-Men decided to become more proactive. They decided that the world that feared and hated them was not a thing to be protected. It was a thing to be changed.

When that happened, there was a line that stuck with me, and I have it on my wall at work.

We are building a better world, and every who would live in it owes something.

I think about this line a lot, because it talks about two things interest me. One is the possibility of a better world. The other is what we might owe to it.

Because the implication of connecting those is that a better world might be possible, might be accessible, for anyone who is willing to put in the work. Like that stranger world became accessible to me when I was willing to ride my bike down the shoulder of the Kensington Expressway like an idiot. And that the possibility of that better world creates a debt for any who want it.

If we would build a better world, what do we owe?

Notice the verb formations. Would build, a conditional mood. Imagining, aspirational. Do owe, a preexisting condition.

Here another, classier literary reference than the X-Men occurs to me. There's a poem called Fiddler Jones by Edgar Lee Masters, from his Spoon River Anthology, which is a collection of poems spoken by the dead, buried on the hill that overlooks the town of Spoon River. Fiddler Jones is one of those dead, and what we know about him from the title is that his vocation has become his identity. He pops up in several poems in the collection, but we never get his first name. His poem opens like this.

The earth keeps some vibration going  
There in your heart, and that is you.



And if the people find you can fiddle,  
Why, fiddle you must, for all your life.

Let's do some literary analysis, because I have a graduate degree in English and it ought to be good for something.

There is talent in us, and it is sustained by our connection to the world. It is who we are. When that gift, that talent, that value, is made manifest—when it becomes public—fiddle we must, for all our lives.

What do we owe to the better world?

Everything.

So we serve the public good by offering up the best vision, the best version, of that better world. We look first to kids, because all possibilities begin in unspoiled earth. A public library is one of the few places that a kid can simply exist without buying anything. It's a space that says, we ask nothing of you and we put no responsibility on you. The stereotype of the librarian as a scold, shushing children who dare to sneeze isn't just outdated, it's the opposite of reality. The kids section at TCPL on a Saturday is noisy and boisterous and it's public in that no one is turned away because they can't buy a cup of coffee, or pay for admission.

But there's this other thing. Because also, being a parent is largely terrifying. Especially when they're little, there is no greater sense of imposter syndrome than the one that comes when you look at your tiny, fragile child and realize you have made a claim to the universe that you are qualified not just to keep this thing alive but to develop it into a functional human. How do you do that, when clearly you are not, yourself, a fully functional human but a collection of anxieties and pop culture references in a skin sack?

This is where public libraries, and public media too, step in. We can empower a parent, show them that they already have the tools to do connect with their child, teach them, move them one step farther down the path to being that fully functional human.

So, a public library serves the public good by helping little kids and parents. Great, cool, good, we're doing the work. We're supplement to schools, public and private. Well done.

But is that enough?

At this point, a person or an organization might look at themselves, and say, what more can we do? They might assess their capacity, or consider reallocation of resources. They might start with themselves and expand outward from there. And in doing this, they would do good.

But TCPL is not just a good library. It's an excellent library. Rather than start within the limits of your current capacity, you start with the needs of your community. Not what can we do, but what do they need? You begin from those answers, and ask, What do we need to become to meet those needs?

Those needs are constantly evolving. Not because of a seismic shift in what humans need to survive, but because more and more, the people and the places and the organizations and the governments that used to provide those things have decided they no longer need to provide. They no longer owe anything. They've decided they don't need to build a better world, because they have built one that is just fine, and the only downside is that it's small, and you can only maintain it by locking everyone else out.

For these people, the word public holds no meaning. Or if it does, it's as a threat, an other, a thing that lurks outside.

For us, it's who we serve, to their betterment and to ours. It's half the name we give ourselves, and it's the stronger half. Those who would work with us, to build a better world, understand the good that we do. And if the people find we can do good, then do good we must, for all our lives.

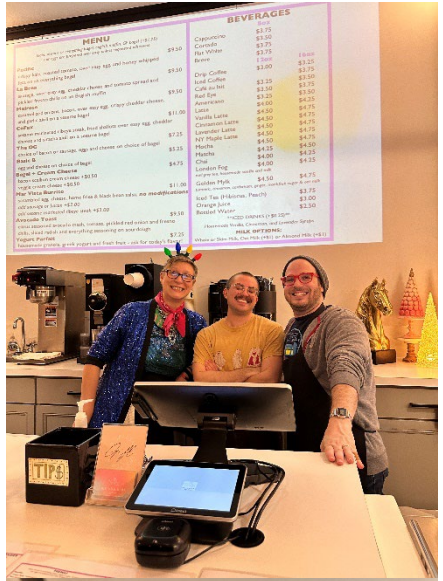
It's the thing we owe.

– Bob Proehl

**BONUS CONTENT: Festive Holiday Brunch Photos 12/09/24**







**Youth Services**  
*Kat Savage*

**Youth Services Department**  
 Board Report  
 November 2024

November Statistics	Programs	Attendance
<b>Totals</b>	<b>48</b>	<b>1,717</b>
First Five Years	13	453
Children (5-11)	21	865
Teen (12-18)	7	71
General Interest	7	328



*Winter Crafternoon*



*New furniture in the J Graphic Novel area provides a cozy reading spots*

### Coming Up

Youth Services is excited for the start of 2025!

**Winter Reading** begins this month; kids can review books and have them posted on our windows. For each review, kids will get a free book of their choice to keep while supplies last; they can also enter to win a grand prize, a jumbo Squishmallow.

We will continue offering **Story + Craft**, moving the start time to 4pm to better suit our community, including GIAC participants. **8 to 108 Board Game Club** will resume in late February 2025, after a successful pilot this fall. Other planned events include **Animal Sleepover Storytime** and a range of STEM programs from organizations associated with Cornell University planned, including from **Chemists for Outreach and Graduate Inclusion (CoRGI)**, **The Steminist Movement**, and **Women in Coding Cornell**.

### Book Club Update

In January, Early Reader Book Club will read *Lone Wolf Goes to School* by Kiah Thomas and K-Fai Steele and the Tween Book Club will meet to discuss *The War that Saved My Life* by Kimberly Brubaker Bradley.

### Staff Highlights

**Kat** is pleased to report that the presentation of “Calvin’s Comic Adventures” by the Ithaca College Graphic Novel Advisory Board is a great success. Led by Professor Katharine Kitterage, over 50 children and their grown-ups participated in activities inspired by the popular comic *Calvin and Hobbes*. In addition, the final pieces of our furniture order have arrived – two soft curved benches that have created a new reading space near the children’s graphic novels.

**Cassie** led the planning and execution of Crafternoon on December 5<sup>th</sup>, which saw approximately 80 attendees, who made seasonal crafts and gifts, from decorations and cards. Several staff members heard anecdotally from attendees that they make a point to come every year! We’re so happy that this TCPL event is a part of our community’s winter routine.



*Sleepover Spanish Storytime.*



*"Hidden Gems" display of picture books*



**Woody** took on the role of host for Winter Crafternoon, handing out craft lists and welcoming kids and their caregivers in. They also hosted the final Ages 8 to 108 Board Game Club for 2024 with colleague Jeremy from Adult Services. This pilot program met 8 times this fall and had a grant total of 78 attendees. One parent who attended regularly shared that the club means so much to her son, and she has seen how the club has helped him feel more relaxed in social situations, be more focused, and just be able to have fun.

Another patron told us it's awesome to be able to meet people and play games while they are waiting for their bus. "This is much more fun than scrolling in my phone, you guys are cool."

**Milly** reports that school visits are one of her favorite events at the library, and the Fall Creek 5th grade visit on November 13th was no exception. About 44 people visited, including adults. Kai and Milly teamed up to provide a story and activity, a behind-the-scenes library tour, and a scavenger hunt. Feedback from the teachers and school librarian was very positive. They plan to return in the spring with an increased focus on the teen room and makerspace (just in time for the transition to middle school.) One of Milly's goals for next year is to increase these types of school visits in addition to the KDT visits in the spring.

**Kai** reports that Spanish Storytime wrapped up the year with an animal sleepover theme, one of the favorite storytime themes. Children received printed cards showing what their stuffed animal friends were up to during their overnight adventure at the library. She also set up the **Hidden Gem Book Display**, which highlights wonderful picture books that haven't been checked out in a while, with the goal of helping patrons rediscover just how great these titles are! The effort was a success-- many of the featured books were quickly checked out and patrons are now enjoying these books!



*Board Game Club*

**Sasha** as the Opioid Grant Chair cut the ribbon on the library’s NARCAN vending machine, which has been getting fantastic response – recently, Sasha was recognized at a local store, and told Sasha how grateful she was that TCPL has a free NARCAN vending machine, and that she and her whole church group had gone together to receive NARCAN training. Our community is with us in this endeavor to reduce harm.

**Your Moment of Joy**

We made a new library card for a 4th grader who has been using her dad's card. Big excitement to get her own. She says she already has a fancy wallet to hold it!

**Tompkins County Public Library**

Balance Sheet  
As of 11/30/2024

		<u>Current Year</u>
<b>Assets</b>		
Checking	1000	55,993.82
Savings	1100	1,362,768.54
Investments	1200	1,049,325.99
Petty Cash	1300	550.00
Ithaca Hours	1400	0.00
Accounts Receivable	1500	52,341.88
Prepaid Expenses	1600	0.00
Total Assets		<u><u>2,520,980.23</u></u>
<b>Liabilities</b>		
Accounts Payable - Vendors	2000	201.22
Account Payable - Payroll Liab	2110	12,783.52
Accrued Wages	2300	0.00
Accrued Payroll Tax Expense	2400	0.00
Total Liabilities		<u><u>12,984.74</u></u>
<b>Fund Balance</b>		
<b>Beginning Fund Balance</b>		
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)		<u>771,122.84</u>
Total Year To Date Net Income (Loss)		<u>771,122.84</u>
Total Fund Balance		<u><u>2,507,995.49</u></u>
Total Liabilities & Fund Balance		<u><u>2,520,980.23</u></u>



**Tompkins County Public Library**  
Statement of Revenues and Expenditures  
From 11/1/2024 Through 11/30/2024

DOC 24-87

	Total Budget \$ - Original	Total Budget \$ - Revised	Current Period Actual	Current Year Actual	Total Budget Variance	Percent Total Budget Remaining
<b>REVENUE</b>						
Tompkins County Appropriations	4,244,682.00	4,244,682.00	0.00	4,244,682.00	0.00	0.00%
Total Tompkins County Appropriations	4,244,682.00	4,244,682.00	0.00	4,244,682.00	0.00	0.00%
Town of Ithaca	15,000.00	15,000.00	0.00	0.00	(15,000.00)	(100.00)%
Total Town of Ithaca	15,000.00	15,000.00	0.00	0.00	(15,000.00)	(100.00)%
City of Ithaca	35,190.00	35,190.00	0.00	0.00	(35,190.00)	(100.00)%
Total City of Ithaca	35,190.00	35,190.00	0.00	0.00	(35,190.00)	(100.00)%
Fines	0.00	0.00	5.00	149.70	149.70	0.00%
Total Fines	0.00	0.00	5.00	149.70	149.70	0.00%
Copier/Printcard	7,000.00	7,000.00	994.90	6,604.80	(395.20)	(5.64)%
Total Copier/Printcard	7,000.00	7,000.00	994.90	6,604.80	(395.20)	(5.65)%
Interest	40,000.00	40,000.00	6,197.25	59,529.84	19,529.84	48.82%
Total Interest	40,000.00	40,000.00	6,197.25	59,529.84	19,529.84	48.82%
Lost and Paid	2,000.00	2,000.00	67.00	972.65	(1,027.35)	(51.36)%
Total Lost and Paid	2,000.00	2,000.00	67.00	972.65	(1,027.35)	(51.37)%
Friends of the Library	230,000.00	230,000.00	117,000.00	245,908.68	15,908.68	6.91%
Total Friends of the Library	230,000.00	230,000.00	117,000.00	245,908.68	15,908.68	6.92%
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	0.00	11,183.06	517.06	4.84%
Total Miscellaneous	10,666.00	10,666.00	0.00	11,183.06	517.06	4.85%
NYS Central Library Aid	96,748.00	96,748.00	0.00	173,636.00	76,888.00	79.47%
Total NYS Central Library Aid	96,748.00	96,748.00	0.00	173,636.00	76,888.00	79.47%
NYS Local Library Services Aid	31,399.00	31,399.00	0.00	35.90	(31,363.10)	(99.88)%
Total NYS Local Library Services Aid	31,399.00	31,399.00	0.00	35.90	(31,363.10)	(99.89)%
<b>Total REVENUE</b>	<b>4,833,043.00</b>	<b>4,833,043.00</b>	<b>124,264.15</b>	<b>4,785,060.63</b>	<b>(47,982.37)</b>	<b>(0.99)%</b>
<b>EXPENSES</b>						
Personnel	2,670,958.00	2,670,958.00	182,368.14	2,159,108.42	511,849.58	19.16%
Total Personnel	2,670,958.00	2,670,958.00	182,368.14	2,159,108.42	511,849.58	19.16%

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		Total Budget \$ - Original	Total Budget \$ - Revised	Current Period Actual	Current Year Actual	Total Budget Variance	Percent Total Budget Remaining
Equipment		79,531.00	111,391.00	14,183.53	77,987.38	33,403.62	29.98%
Total Equipment		79,531.00	111,391.00	14,183.53	77,987.38	33,403.62	29.99%
Supplies & Materials							
Adult Books	5410A	68,040.00	89,399.00	13,888.43	76,507.40	12,891.60	14.42%
Adult Books - Gifts & Memorial	5410AG	10,098.00	16,301.00	247.93	15,640.04	660.96	4.05%
Juvenile Books	5410J	68,040.00	71,838.00	4,063.67	54,809.66	17,028.34	23.70%
Juvenile Books Gifts&Memorials	5410JG	3,468.00	6,775.00	599.08	3,778.29	2,996.71	44.23%
Childhood Literacy	5410L	1,000.00	1,000.00	0.00	407.32	592.68	59.26%
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	460.45	8,089.16	1,910.84	19.10%
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	4,258.88	4,617.88	1,442.12	23.79%
Periodicals Gifts & Memorials	5413PG	0.00	0.00	682.70	682.70	(682.70)	0.00%
Periodicals, Print Youth	5413PY	1,300.00	1,300.00	1,110.77	1,140.71	159.29	12.25%
Other NonBooks / Bindings	5424	200.00	0.00	0.00	0.00	0.00	0.00%
Adult AV	5425A	40,500.00	22,500.00	978.54	12,910.59	9,589.41	42.61%
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	104.91	5,825.92	7,674.08	56.84%
Electronic Info. Sources	5426C	58,000.00	104,118.00	(6,998.69)	112,781.96	(8,663.96)	(8.32)%
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	10,162.44	74,649.81	1,071.19	1.41%
Staff Supplies	5430A	5,000.00	5,000.00	84.27	3,121.85	1,878.15	37.56%
Public Supplies	5430B	5,000.00	5,000.00	0.00	2,584.89	2,415.11	48.30%
Collection Supplies	5430C	25,000.00	25,000.00	2,590.16	30,269.83	(5,269.83)	(21.07)%
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	88.00	21,216.39	6,783.61	24.22%
Public Programming Sup & Pub	5430PP	39,155.00	46,155.00	899.13	34,780.15	11,374.85	24.64%
Software / Licenses	5430S	5,000.00	5,000.00	0.00	1,565.00	3,435.00	68.70%
Library of Things	5430T	3,000.00	3,000.00	0.00	1,340.96	1,659.04	55.30%
Total Supplies & Materials		452,393.00	561,512.00	33,220.67	486,782.45	74,729.55	13.31%
Contractual & Other Expenses							
Telephone	5431	13,280.00	13,280.00	911.20	11,229.18	2,050.82	15.44%
Postage	5433	10,000.00	10,000.00	3,000.00	6,743.99	3,256.01	32.56%
Staff Development	5435	68,583.00	90,760.00	1,763.26	45,792.68	44,967.32	49.54%
Volunteer Development	5435V	2,500.00	2,500.00	0.00	245.76	2,254.24	90.16%
FLLS Circ Automation Cost	5436	68,300.00	68,300.00	0.00	68,300.00	0.00	0.00%
Professional Fees - Other	5437	17,545.00	24,545.00	200.00	29,245.00	(4,700.00)	(19.14)%
Prof fees - Security Guard	5437G	169,242.00	169,242.00	12,843.00	141,051.00	28,191.00	16.65%
Prof fees-Legal & filing fees	5437L	80,000.00	80,000.00	10,765.00	28,950.00	51,050.00	63.81%
Prof fees-Synergy IT	5437S	142,892.00	142,892.00	5,170.00	75,074.80	67,817.20	47.46%
Library Membership Dues	5438	3,020.00	3,020.00	0.00	2,349.00	671.00	22.21%

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From 11/1/2024 Through 11/30/2024

		Total Budget \$ - Original	Total Budget \$ - Revised	Current Period Actual	Current Year Actual	Total Budget Variance	Percent Total Budget Remaining
Equipment Contracts	5439C	49,940.00	49,940.00	7,607.23	46,478.42	3,461.58	6.93%
Equipment Service / Repairs	5439S	5,000.00	5,000.00	496.00	558.99	4,441.01	88.82%
Insurance	5454	20,600.00	20,600.00	20,601.00	20,601.00	(1.00)	0.00%
Misc / Contingency	5472	6,500.00	6,249.00	28.87	1,115.11	5,133.89	82.15%
Legal Adv/Refunds/Bk Fees	5490	5,000.00	5,000.00	142.69	2,544.36	2,455.64	49.11%
<b>Total Contractual &amp; Other Expenses</b>		<u>662,402.00</u>	<u>691,328.00</u>	<u>63,528.25</u>	<u>480,279.29</u>	<u>211,048.71</u>	<u>30.53%</u>
<b>Employee Benefits</b>							
Retirement	58810	265,134.00	265,134.00	66,499.96	66,499.96	198,634.04	74.91%
Social Security	58830	194,328.00	194,328.00	13,438.91	158,684.12	35,643.88	18.34%
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	1,442.00	814.00	36.08%
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	45.00	1,106.52	893.48	44.67%
Health Insurance	58860	651,605.00	651,605.00	41,968.20	526,875.08	124,729.92	19.14%
HRA Reimburse & Administration	58862	20,000.00	20,000.00	2,193.75	19,600.70	399.30	1.99%
Disability	58865	23,000.00	23,000.00	1,764.64	20,091.87	2,908.13	12.64%
Unemployment	58870	0.00	0.00	0.00	13,104.00	(13,104.00)	0.00%
<b>Total Employee Benefits</b>		<u>1,200,448.00</u>	<u>1,200,699.00</u>	<u>126,009.46</u>	<u>809,780.25</u>	<u>390,918.75</u>	<u>32.56%</u>
<b>Total EXPENSES</b>		<u>5,065,732.00</u>	<u>5,235,888.00</u>	<u>419,310.05</u>	<u>4,013,937.79</u>	<u>1,221,950.21</u>	<u>23.34%</u>
<b>REVENUE LESS EXPENSES</b>		<u>(232,689.00)</u>	<u>(402,845.00)</u>	<u>(295,045.90)</u>	<u>771,122.84</u>	<u>1,173,967.84</u>	<u>(291.41)%</u>

TCPL Finance & Personnel Committee  
Meeting Notes, prepared by Blixxy Taetzsch  
December 10, 2024, 4:00 p.m.  
Borg Warner, Steiner (for executive session)

Attending: Jason Moore, Darrell Long, Lis Chabot, Leslie Tabor, Tonya VanCamp, Blixxy Taetzsch

Guests: Kerry Barnes, Anthony Elia

Public Attending: Jeremy Jordan, Asia Bonacci, Shelby Buche

Meeting called to order: 4:03 pm

Approval of the Agenda: Agenda approved with no changes

Public Comment: Blixxy read the TCPL policy for public comment.

Asia Bonacci: Asia made a brief comment about layoffs – requested in something in writing if the Board has taken a position that there will be no layoffs.

No other public comments.

November Financials: The committee reviewed the November financial statements provided by Tonya. Blixxy noted cleanup of the balance sheet, and the recording of retirement system expenses. Also discussed was whether we would receive fund from City and Town – Leslie will be following up. Deferred more detailed discussion of income statement to later in the agenda.

Tompkins CD: The committee discussed investment in CDs – Jason share that CD rates don't vary that much right now between shorter- and longer-term CDs. He also explained that you can liquidate a portion of the CD if needed. The Committee (and Tonya and Leslie) agreed that Tonya would follow up with our contact at the bank to check on rates and terms. Shorter term CDs would be preferable (maybe six months) then we can reassess.

Update from Foundation: Kerry provided an update on Foundation funding. She also explained that they were going to simplify reimbursements to the library by paying an annual admin fee rather than reimbursing for every small item. The admin fee would be based on average annual costs for the last several years. Kerry spoke about the Foundation's commitment to the library for 2025. Foundation will hold restricted funds until needed or pay directly from the Foundation, depending on the nature of the purchase. The Foundation is also earmarking a specific amount as a capital fund for special projects (such as a bookmobile) – designated in the endowment.

At this time, there was also a discussion about the need to identify and reflect restricted funds in the TCPL financial statements and balance sheet in particular to correctly reflect funds that are not available for general use. Tonya reported that we are looking at restructuring the chart of accounts to utilize our accounting software for tracking funding sources.

Staffing Updates: Leslie reported that the Library Assistant and Communications Coordinator positions finished 1<sup>st</sup> round interviews.

2025 meeting Dates: The committee agreed on the dates proposed by management- a similar schedule to previous years. Darrell suggested that all meetings be sent as electronic invites – board materials could then be added to those invites. He also suggested that we establish a SharePoint folder for document sharing, making it much easier to keep up with important documents and communications.

2025 Budget: The committee reviewed 2024 projections and discussed the 2025 proposed budget.

Blix started by referring to the documents on large paper that had historical budget and actual data back to 2019, up through current year projections. She pointed out to the committee that the library has consistently had budget surpluses in this time frame. In 2020 and 2021, though the library lost County funding, two PPP grants were received that offset the loss of funds.

Blix noted that projections for 2024 show a budget surplus of around \$500k. Tonya pointed out that this might be misleading because budget modifications still need to be completed for 2024. Additionally, it was noted that some of this budget surplus represents unspent restricted funds, which cannot be appropriated for anything but the purpose intended. It will be important to identify all of the restricted funds and make sure that they are properly reflected on the balance sheet in our year-end financial statements.

Following up on Tonya's point about needed budget modifications, it was noted that costs are exceeding the budget plan in retirement system contributions, collections, and a variety of other lines. In some areas there are anticipated budget savings, such as in personnel and contracted IT services. Tonya hopes to have budget modifications drafted, updated 2024 projections, and identification of the restricted funds as soon as possible.

The committee then moved to discussion of the 2025 budget. Tonya started out by explaining that many expenditure accounts have been consolidated in order to simplify the presentation and tracking of contractual spending activity. As mentioned earlier, with the use of fund source coding in the accounting system, many accounts can be consolidated. The spreadsheet provided to the committee has notes and more detailed information to understand the changes. Tonya has also prepared a summary document for presentation to the full Board.

Blixy referred back to the revenue budget, and Tonya realized that she had inadvertently printed an older version of the revenue budget for the committee – she will send the correct updated version for the committee’s review prior to the board meeting. The committee went on to discuss the overall expenditure budget. Blixy commented that the personnel line presented in the draft 2025 budget includes all current staff positions, plus vacant positions that are currently in the process of being filled. Tonya has calculated benefits as appropriate for the personnel lines included in the budget.

Tonya pointed out, as discussed earlier, the proposed contractual budget has lines that represent the consolidation and reclassification of budget lines. For example – accounts that were previously labeled AV, Adult, AV Adult Gifts and Memorial are now combined into one account named Collection – Digital – Adult.

Blixy stated that the bottom line right now between anticipated revenues and expenditures would require the use of about \$450k of fund balance. Because we are anticipating a budget surplus this year, it is unclear whether, or how much, we would dip below our fund balance policy. Blixy also pointed out that use of fund balance is a “one-time” revenue source. Therefore, it will be important to engage in longer term strategic financial planning. Lis pointed out that it would be good to start budget work with the County earlier in the year.

We will know more about the 2024 projections and the 2025 budget once Tonya has a chance to get caught up with budget modifications, identify remaining restricted funds, and finalize proposed 2025 revenue and expenditure documents. Tonya will send documents to the committee for review prior to the board meeting. It is unclear whether we will be able to finalize the budget next week – or whether more time will be needed to further gather and verify data. But we will plan to discuss the budget draft with the Board next week regardless.

Executive Session: The committee adjourned to executive session at 5:00pm to discuss collective bargaining and personnel matters.

Executive session adjourned at 6:15pm

Meeting adjourned: 6:15pm

## TCPL Community Relations Committee Minutes

Tuesday, December 3, 2024 @ 3 p.m.

Schwarz Jacobson Room

**Present:** Kerry Barnes, Shelby Buche, Kate DeVoe, Marli Stahler, Leslie Tabor, Leah Tompkins, Mimi Townsend, Kathy Weinberg

**Absent:** Patricia Ann-Marie Abraham, Christina Brewington, Sarah Clausen, Rachel Moedon

### Agenda

1. Public comment – no members of the public attended
2. Icebreaker: What’s your favorite cookie?
3. TCPL Foundation Successes
  - a. Pulitzer Prize winning author Jonathan Eig coming February 10, 2025! Author of [King: A Life](#)
  - b. \$10k anonymous donation from someone who saw the Narcan vending machine in the news!
  - c. The new donation machine is here! Needs to be set up.
4. Media Updates
  - a. Monthly radio spot on WHCU
5. Increased Awareness
  - a. Card design contest
  - b. Donate to swap out existing card for a new design?
  - c. Naming contest for Foundation donation machine – “Benny” for benefactor was a suggestion
6. Communications Coordinator Interview Updates
  - a. Large pool of very strong applicants (~33 total)
  - b. First round interviews wrapped up 12/4
  - c. Second round recommendations made to Director
  - d. Ideal start date January 2025
7. Board Engagement
  - a. Events for trustees to target
  - b. Board responsibility BINGO
  - c. Expectations are Time; Treasure; Ties; Talent; Testimony
8. Volunteer Opportunities
  - a. Donate graphic design skills
  - b. Videography skills
  - c. Tours / docents
9. Other
  - a. Ithaca Welcome Wagon
  - b. New Neighbors – apartment complexes and housing
  - c. Sign up a friend! Spinning wheel!
  - d. Get newly electeds in for library Lover’s month

THANK YOU MARLI, SHELBY, AND SOPHIA!

Meeting adjourned at 5:00 p.m.

Next meeting in January