

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

CALL TO ORDER

4:00 PM

A. **APPROVAL OF AGENDA**

DOC 24-05

B. **PUBLIC COMMENTS**

ACTION ITEMS

4:10 PM

1. Draft Minutes of January 23, 2024 DOC 24-06
2. Audit of Bills
 Operating Budget in the amount of \$ _____
3. 2023 Year End Budget Amendments DOC 24-07
4. 2024 Budget Amendments DOC 24-08
5. Acceptance of NYS Annual Report (sent under separate cover) DOC 24-09
6. Nominating Committee Report

C. **DIRECTOR’S REPORT**

4:30 PM

D. **LIAISON REPORTS**

4:40 PM

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

E. **WRITTEN REPORTS**

4:50 PM

1. February Staff Report DOC 24-10
2. December Monthly Statement DOC 24-11
3. January Monthly Statement DOC 24-12
4. Finance & Personnel Committee
 a. Minutes of February 20, 2024 DOC 24-13
5. Library Service & Policy Committee
 a. Next meeting is March 7, 2024
6. Community Relations and Outreach Committee
 a. Next meeting

H. EXECUTIVE SESSION

5:00 PM

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

REMINDER:

DATE OF NEXT BOARD MEETING
MARCH 26, 2024

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

TCPL Board Members Present: Melisa Sidle, President; Blixxy Taetzsch, Jason Moore, Liam Murphy, Lis Chabot, Shelley Wong, Nina Scholtz, Kathy Weinberg, Mimi Campbell

Board Members attending virtually: Jamila Walida Simon

Board Members excused: Marli Stahler

Also Present: Leslie Tabor, Director; Mary McKeon, Administrative Manager; Michelle Benjamin, Business Manager; Kerry Barnes, TCPL Foundation Director; Rich John, Tompkins County Legislator

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

CALL TO ORDER

APPROVAL OF AGENDA DOC 24-01

A **MOTION** was made by L. Murphy and seconded by B. Taetzsch to approve the agenda with corrections. Approved unanimously.

PUBLIC COMMENTS

APPROVAL OF DECEMBER 12, 2023, MINUTES DOC 24-01

A **MOTION** was made by S. Wong and seconded by J. Moore 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 #26 dated 12/28/23 totaling \$57,051.93. I have reviewed all vouchers presented for payment, and that all disbursements are within the approved operating budget of the library, and therefore recommend that the Board of Trustees approve for payment December 2023 Year End bills in the amount of \$246,652.45 as listed in Abstracts #38 and #39.

APPROVAL OF THE BILLS

I, Treasurer, Blixxy Taetzsch, in keeping with New York State Education Law, certify that I have reviewed payroll #1 dated 1/11/24 and #2 dated 1/25/24 totaling \$147,310.66. I have reviewed all vouchers presented for payment, and that all disbursements are within the approved operating budget of the library, and therefore recommend that the Board of Trustees approve for payment January 2024 bills in the amount of \$160,905.53 as listed in Abstracts #1, #2 and #3.

BOARD COMMITTEE OPPORTUNITIES

M. Sidle suggested introductions around the room to meet our new county liaison and new board members. Sidle gave a brief overview of the subcommittees and their roster and asked new members to join a subcommittee. Sidle spoke about a board orientation for newer members, more details to come.

DIRECTOR'S REPORT

Tabor said the word for the year is "Joy"! TCPL put in a lot of work last year and we are looking to a bright future. Tabor welcomed our new county liaison; Rich John and our new board members.

RFID is going really well, youth and teen services is already tagged which is about 50% of tagging. Staff are now tagging in adult services, starting in biography. Our new gates have been installed and in order for them to operate we also have a self-check kiosk; patrons are already checking out books. We will have a soft launch in March and a big celebration in May.

Tabor gave staff update; Business Manager is retiring in March, we hired two clerks, part time page promotion to full time, and looking for three ten-hour pages. Librarian I's have been promoted to Librarian III's, there will be a librarian I exam in March.

LIAISON REPORTS

County – John gave a brief overview of the committees he works on; chairing the Public Safety Committee, Government Operations, Budget, Capital and Personnel and Downtown Facilities Special Committee.

Foundation – The Foundation's audit is in full swing.

Our year-end appeal performed very well, meeting our goal. Along the way, we've noticed more new donors, more increased gifts, and many lapsed donors who have returned. Our donor retention rate is 57%, which is wonderful considering that the average donor retention rate across the nonprofit sector hovers between 40% and 45%. In other words, for every 100 donors who give to an organization in a year, only around 40 will return to do the same the next year.

The Foundation has a vigorous work plan for the coming year, including a return to our "Literati" series of fun, literary-themed events designed to raise money and attract new donors.

The Foundation board is excited for our February retreat, where we'll be crafting a new mission statement, working on strategic planning, and enjoying some immersive fundraising training.

We're also kicking off our "Leslie Tabor 2024" tour with a presentation at Kendal this Friday. Please let us know of any suggestions you have for tour stops.

Friends – It is a quiet time at the Friends warehouse in terms of donations. Volunteers are busy in their section getting materials on the shelves. Scholtz said they continue to get donations from TCPL’s weeding project. The spring sale starts the first Saturday in May.

A MOTION was made by J. Moore and seconded by S. Wong to adjourn at 4:55 pm. Approved unanimously.

Recorded by Mary McKeon
Administrative Manager

Endorsed by Liam Murphy
Secretary

2023 YEAR END AMENDMENTS TO BE APPROVED BY THE BOARD OF TRUSTEES FEBRUARY 27, 2024

	Increase Revenue or Adjust Expenses		Increase or Adjust Operating Budget		
	Account	Amount	Account	Amount	
1 Add to budget Opioid Community Recovery Grant via Tompkins County	4L2770	37,500	5271	10,000	Naloxone vending machine
			5430P	10,000	Marketing/advertising
			5435	3,500	Support for staff
			5430PP	7,000	Programming/onsite resources
			5437	<u>7,000</u>	Programming/guest speakers
			37,500		
2 Add to budget Finger Lakes Library System (FLLS) collection development grant	4L2770	2,141	410J	2,141	Juvenile books
3 Add to budget additional Friends Collection grant received in December 2023	4L2755F	7,809	5410L	300	Childhood Literacy
			5410SO	300	Standing Orders
			5410Y	200	Young adult books
			5425J	4,000	Juvenile AV
			5425YA	800	Young adult AV
			5430T	100	Library of Things
			5426C	<u>2,109</u>	Electronic Info Sources
			7,809		
4 Foundation additional miscellaneous restricted gifts received last quarter 2023	4L2755G	3,554	5437	300	Adult programming to support 2023 yoga series
			5430PP	500	Youth programming to support KDT
			5437	600	Adult programming to support 2024 yoga series
			5430PP	25	Donation to support the switch
			5426CG	1,825	Annual Smith Classical donation
			5410J	100	Children's picture books
			5413PG	<u>204</u>	3 year subscriptions of Consumer Reports
5 Interest earnings more than expected. Utilize unexpected revenue to adjust for contractual and other expense lines.	4L2401	6,650	5437L	4,100	Legal fees
			5439C	2,525	Equipment contracts
			5454	<u>25</u>	Insurance
6 Health insurance less than projected. Use savings to adjust other overspent benefit expense lines	58860	17,440	58810	12,400	NYS Retirement
			58845	500	Flexible Benefits
			58862	3,430	HRA Reimbursements
			58865	<u>1,110</u>	Disability

FEBRUARY 2024 PROPOSED BUDGET AMENDMENTS

	Decrease Unreserved Fund Balance		Increase 2024 Operating Budget		
	Account	Amount	Account	Amount	
1 Move remaining 2023 general material funds into 2024 operating budget					
Unreserved Fund Balance	3000	62,264	5410A	21,159	Adult books
			5410J	3,798	Juvenile books
			5413P	1,060	Periodicals
			5426CY	8,129	Youth Electronic Info
			5426C	<u>28,118</u>	Adult Electronic Info
		<u>-</u>			
		62,264		62,264	
2 Move remaining 2023 restricted material funds into 2024 operating budget					
Unreserved Fund Balance	3000	29,855	5410AG	6,203	Adult gift books
			5410JG	3,307	Juvenile gift books
			5410YG	300	Youth gift books
			5425AG	7,830	Adult gift audio visual
			5426CG	<u>12,215</u>	Adult gift electronic resources
		<u>-</u>			
		29,855		29,855	
3 Move remaining 2023 opioid grant funds into 2024 operating budget					
Unreserved Fund Balance	3000	37,500	5271	10,000	Naloxone vending machine
			5430P	10,000	Marketing/advertising
			5435	3,500	Support for Staff
			5430PP	7,000	Programming/onsite resources
			5437	<u>7,000</u>	Programming/guest speakers
		<u>-</u>			
		37,500		37,500	
4 Move remaining 2023 staff development funds into 2024 operating budget (includes bullet aid)					
Unreserved Fund Balance	3000	18,677	5435	18,677	Staff Development
5 Move remaining 2023 equipment funds into 2024 operating budget (RFID project)					
Unreserved Fund Balance	3000	21,860	5271	21,860	Equipment

TOMPKINS COUNTY PUBLIC LIBRARY
STATEMENT OF REVENUES AND EXPENDITURES
MONTH ENDING: December 31, 2023

100 % of Budget Year

REVENUE:		ORIGINAL	AMENDED	DEC	RECEIVED	PERCENT	ANTICIPATED
		BUDGET	BUDGET	RECEIPTS	TO DATE	OF BDGT	RECEIPTS
L002A	Tompkins County Appropriations	4,048,954	4,048,954	0	4,048,954	100.0%	0
L002C	Town of Ithaca	15,000	15,000	0	15,000	100.0%	0
L002D	City of Ithaca Sales Tax	32,893	32,893	25,095	35,189	107.0%	2,296
L2082	Fines	0	0	2	86		86
L2360	Copier / Printcard	7,000	7,000	365	7,389	105.6%	389
L2401	Interest	35,000	41,650	4,893	42,794	102.7%	1,144
	Lost and Paid Library Materials	5,000	5,000	481	2,881	57.6%	(2,119)
	Friends of the Library	230,000	352,809	7,809	352,809	100.0%	0
	TCPL Foundation	170,358	176,536	90,754	176,536	100.0%	0
L2770	Miscellaneous	8,845	59,940	50,327	63,632	106.2%	3,692
L2760	NYS Central Library Aid	96,748	96,748	96,748	96,748	100.0%	0
L3840A1	NYS Local Library Services Aid	31,330	31,330	3,104	31,363	100.1%	33
L3840A4	Other State Aid	0	10,000	10,000	10,000	100.0%	0
L4840	Federal Aid	0	0	0	0		0
TOTAL REVENUE		4,681,128	4,877,860	289,578	4,883,382	100.1%	5,522
EXPENSES:		ORIGINAL	AMENDED	DEC	EXPENDED	PERCENT	INENCUMBERE
		BUDGET	BUDGET	EXPENSES	TO DATE	OF BDGT	BALANCE
100	PERSONNEL	2,566,772	2,566,772	214,498	2,280,372	88.8%	286,400
271	EQUIPMENT	200,289	247,970	14,980	173,979	70.2%	73,991
300	SUPPLIES AND MATERIALS						
410A	Books, Adult	70,000	130,305	25,836	84,451	64.8%	45,854
410AG	Books, Adult, Gifts & Memorials	10,098	22,334	7,126	12,978	58.1%	9,356
410J	Books, Juvenile	60,000	66,646	19,712	62,848	94.3%	3,798
410JG	Books, Juvenile, Gifts & Memorials	3,468	5,528	1,751	2,196	39.7%	3,332
5410L	Childhood Literacy	1,000	1,300	329	1,272	97.8%	28
410SO	Books, Standing Orders	1,000	1,300	542	1,292	99.4%	8
410Y	Books, Young Adult	10,000	10,504	2,028	10,480	99.8%	24
410YG	Books, Young Adult, Gifts & Memo	1,564	1,018	732	732	71.9%	286
413P	Periodicals, Print	5,000	5,000	3,630	3,940	78.8%	1,060
413PG	Periodicals, Print, Gifts & Memorial	0	664	663	663	99.9%	1
413PY	Periodicals, Print Young Adult	1,300	1,300	1,230	1,265	97.3%	35
424	Other NonBooks/Bindings	200	200	0	0	0.0%	200
425A	AV Adult	35,000	40,500	10,701	38,356	94.7%	2,144
425AG	AV Adult, Gifts & Memorials	0	8,288	1,402	1,916	23.1%	6,372
425J	AV Juvenile	15,000	24,000	12,312	23,831	99.3%	169
425JG	AV Juvenile, Gifts & Memorials	0	0	0	0		0
425YA	AV Young Adult	10,000	15,800	5,914	15,790	99.9%	10
425YG	AV Young Adult, Gifts & Memorial:	0	0	0	0		0
426C	Electronic Info. Sources	58,000	66,929	14,725	66,124	98.8%	805
426CY	Youth Electronic Info. Sources	46,092	48,412	15,053	40,283	83.2%	8,129
426CG	Electronic Info. Sources, Gifts	0	12,215	1,761	1,761	14.4%	10,454
430A	Supplies - Staff	7,200	7,200	679	4,265	59.2%	2,935
430B	Supplies - Public	5,000	5,000	471	3,922	78.4%	1,078
430C	Supplies - Collection	25,000	25,000	7,256	22,754	91.0%	2,246
430F	FLLS Polaris Supplies	19,092	19,092	1,853	18,134	95.0%	958
430P	Publicity and Printing	18,000	28,000	0	9,101	32.5%	18,899
430PP	Public Programming	38,591	50,346	5,189	32,873	65.3%	17,473
430S	Software / Licenses	5,000	5,000	0	4,404	88.1%	596
430T	Library of Things	3,000	3,500	1,850	3,481	99.5%	19
TOTAL 300 ACCOUNT EXPENSES		448,605	605,381	142,743	469,113	77.5%	136,268
400	CONTRACTUAL AND OTHER EXPENSES						
431	Telecommunications	19,195	19,195	611	13,809	71.9%	5,386
433	Postage	7,000	7,000	(435)	6,169	88.1%	831
435	Staff Development	16,989	60,489	4,173	38,312	63.3%	22,177
435	Volunteer Development	2,500	2,500	1,172	1,268	50.7%	1,232
436	FLLS Circ Auto Csts	70,780	70,780	34,150	68,300	96.5%	2,480
437	Professional Fees - Other	17,545	26,045	1,300	15,320	58.8%	10,725
437G	Prof Fees - Security Guard	158,484	158,484	22,030	142,831	90.1%	15,654
437L	Prof Fees - Legal & filing fees	10,000	24,100	6,525	24,083	99.9%	18
437S	Prof Fees - Computing Center	137,919	137,919	22,363	118,782	86.1%	19,137
438	Library Membership Dues	3,020	3,020	0	2,975	98.5%	45
439C	Equipment Contracts	44,110	46,635	5,347	46,631	100.0%	4
439S	Equipment Service/Repairs	5,300	5,300	0	1,317	24.8%	3,983
454	Insurance	20,000	20,025	0	20,001	99.9%	24
472	Misc. / Contingency	6,500	6,500	2,922	4,544	69.9%	1,956
490	Legal Adv./Collection/Refunds/Bk	5,000	5,000	573	2,347	46.9%	2,653
TOTAL 400 ACCOUNT EXPENSES		524,342	592,992	100,730	506,687	85.4%	86,305
800	EMPLOYEES' BENEFITS						
8810	Retirement	235,134	247,534	247,509	247,509	100.0%	25
8830	Social Security	186,358	186,358	15,795	166,780	89.5%	19,578
8840	Workers' Compensation	37,988	37,988	32,555	32,555	85.7%	5,433
8845	Flexible Benefits	1,475	1,975	117	1,928	97.6%	47
8850	Employee Assistance Program	2,079	2,079	0	2,079	100.0%	0
8855	Parking/Mass Transit	4,000	4,000	324	1,876	46.9%	2,124
8860	Health Insurance	640,099	622,659	4,973	550,988	88.5%	71,671
8862	HRA Reimbursement & Admin	21,940	25,370	3,437	25,369	100.0%	1
8865	Disability	20,000	21,110	1,797	21,107	100.0%	3
8870	Unemployment	0	0	0	0		0
TOTAL 800 EXPENSES		1,149,073	1,149,073	306,508	1,050,191	91.4%	98,882
TOTAL EXPENSES		4,889,081	5,162,188	779,459	4,480,341	86.8%	681,847
FUND BALANCE CHANGE		(207,953)	(284,328)	(489,881)	403,041		687,369

**Tompkins County Public Library
Operating Fund
Balance Sheet**

DOC 24-11

As of December 31, 2023

ASSETS

Petty Cash	550
Cash in Checking	45,091
Cash in Savings	430,730
Cash in Investments	1,004,019
Accounts Receivable	
Due From Foundation - unrestricted, collection, etc	90,754
CLDA - Fiscal year 2022 & 2023	193,496
Other Misc - Opioid, City, LSA, Bullet Aid, etc	78,237
Prepaid Expenses - NYS Retirement	66,500
Prepaid Expenses - Jan Actives Health Ins	46,821

TOTAL ASSETS

1,956,197

LIABILITIES & FUND BALANCE

Current Liabilities

Accounts Payable	159,000
Accounts Payable - Payroll Liabilities	10,565
Accrued Wages	46,224
Accrued Payroll Tax Expense	3,536

219,325

Fund Balance 2023

Beginning Fund Balance	
HRA Reserve	126,000
Technology Reserve	0
Equipment Reserve	0
Current Year Operating Budget	284,328
Future Year Operating Budget	0
Nonspendable (NYS Retirement)	66,500
Unreserved (includes \$550 Petty Cash)	857,004

1,333,832

Year to Date Net Income (Loss)	403,041
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Total Fund Balance-Current Month

1,736,873

TOTAL LIABILITIES & FUND BALANCE

1,956,197

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

8.33 % of Budget Year

REVENUE:		ORIGINAL	AMENDED	JAN	RECEIVED	PERCENT	ANTICIPATED
		BUDGET	BUDGET	RECEIPTS	TO DATE	OF BDGT	RECEIPTS
L002A	Tompkins County Appropriations	4,244,682	4,244,682	1,061,171	1,061,171	25.0%	(3,183,512)
L002C	Town of Ithaca	15,000	15,000	0	0	0.0%	(15,000)
L002D	City of Ithaca Sales Tax	35,190	35,190	0	0	0.0%	(35,190)
L2082	Fines	0	0	21	21		21
L2360	Copier / Printcard	7,000	7,000	369	369	5.3%	(6,631)
L2401	Interest	40,000	40,000	4,577	4,577	11.4%	(35,423)
	Lost and Paid Library Materials	2,000	2,000	53	53	2.6%	(1,947)
	Friends of the Library	230,000	230,000	0	0	0.0%	(230,000)
	TCPL Foundation	120,358	120,358	0	0	0.0%	(120,358)
L2770	Miscellaneous	10,666	10,666	0	0	0.0%	(10,666)
L2760	NYS Central Library Aid	96,748	96,748	0	0	0.0%	(96,748)
L3840A1	NYS Local Library Services Aid	31,399	31,399	0	0	0.0%	(31,399)
L3840A4	Other State Aid	0	0	0	0		0
L4840	Federal Aid	0	0	0	0		0
TOTAL REVENUE		4,833,043	4,833,043	1,066,191	1,066,191	22.1%	(3,766,852)
EXPENSES:		ORIGINAL	AMENDED	JAN	EXPENDED	PERCENT	INENCUMBERE
		BUDGET	BUDGET	EXPENSES	TO DATE	OF BDGT	BALANCE
100	PERSONNEL	2,670,958	2,670,958	168,551	168,551	6.3%	2,502,407
271	EQUIPMENT	79,531	79,531	779	779	1.0%	78,752
300	SUPPLIES AND MATERIALS						
410A	Books, Adult	68,040	68,040	3,239	3,239	4.8%	64,801
410AG	Books, Adult, Gifts & Memorials	10,098	10,098	64	64	0.6%	10,034
410J	Books, Juvenile	68,040	68,040	2,115	2,115	3.1%	65,925
410JG	Books, Juvenile, Gifts & Memorials	3,468	3,468	67	67	1.9%	3,401
5410L	Childhood Literacy	1,000	1,000	0	0	0.0%	1,000
410SO	Books, Standing Orders	1,000	1,000	0	0	0.0%	1,000
410Y	Books, Young Adult	10,000	10,000	10	10	0.1%	9,990
410YG	Books, Young Adult, Gifts & Memo	1,000	1,000	49	49	4.9%	951
413P	Periodicals, Print	5,000	5,000	20	20	0.4%	4,980
413PG	Periodicals, Print, Gifts & Memorial	0	0	0	0		0
413PY	Periodicals, Print Young Adult	1,300	1,300	5	5	0.4%	1,295
424	Other NonBooks/Bindings	200	200	0	0	0.0%	200
425A	AV Adult	40,500	40,500	0	0	0.0%	40,500
425AG	AV Adult, Gifts & Memorials	0	0	0	0		0
425J	AV Juvenile	20,000	20,000	0	0	0.0%	20,000
425JG	AV Juvenile, Gifts & Memorials	0	0	0	0		0
425YA	AV Young Adult	0	0	0	0		0
425YG	AV Young Adult, Gifts & Memorial:	0	0	0	0		0
426C	Electronic Info. Sources	58,000	58,000	0	0	0.0%	58,000
426CY	Youth Electronic Info. Sources	61,092	61,092	0	0	0.0%	61,092
426CG	Electronic Info. Sources, Gifts	0	0	0	0		0
430A	Supplies - Staff	5,000	5,000	232	232	4.6%	4,768
430B	Supplies - Public	5,000	5,000	65	65	1.3%	4,935
430C	Supplies - Collection	25,000	25,000	794	794	3.2%	24,206
430F	FLLS Polaris Supplies	3,500	3,500	0	0	0.0%	3,500
430P	Publicity and Printing	18,000	18,000	10,010	10,010	55.6%	7,990
430PP	Public Programming	39,155	39,155	0	0	0.0%	39,155
430S	Software / Licenses	5,000	5,000	0	0	0.0%	5,000
430T	Library of Things	3,000	3,000	0	0	0.0%	3,000
TOTAL 300 ACCOUNT EXPENSES		452,393	452,393	16,670	16,670	3.7%	435,723
400	CONTRACTUAL AND OTHER EXPENSES						
431	Telecommunications	13,280	13,280	2,247	2,247	16.9%	11,033
433	Postage	10,000	10,000	0	0	0.0%	10,000
435	Staff Development	68,583	68,583	249	249	0.4%	68,334
435	Volunteer Development	2,500	2,500	0	0	0.0%	2,500
436	FLLS Circ Auto Csts	68,300	68,300	0	0	0.0%	68,300
437	Professional Fees - Other	17,545	17,545	400	400	2.3%	17,145
437G	Prof Fees - Security Guard	169,242	169,242	5,214	5,214	3.1%	164,028
437L	Prof Fees - Legal & filing fees	80,000	80,000	0	0	0.0%	80,000
437S	Prof Fees - Computing Center	142,892	142,892	3,801	3,801	2.7%	139,091
438	Library Membership Dues	3,020	3,020	0	0	0.0%	3,020
439C	Equipment Contracts	49,940	49,940	2,127	2,127	4.3%	47,814
439S	Equipment Service/Repairs	5,000	5,000	0	0	0.0%	5,000
454	Insurance	20,600	20,600	0	0	0.0%	20,600
472	Misc. / Contingency	6,500	6,500	0	0	0.0%	6,500
490	Legal Adv./Collection/Refunds/Bk	5,000	5,000	128	128	2.6%	4,872
TOTAL 400 ACCOUNT EXPENSES		662,402	662,402	14,165	14,165	2.1%	648,237
800	EMPLOYEES' BENEFITS						
8810	Retirement	265,134	265,134	0	0	0.0%	265,134
8830	Social Security	194,328	194,328	12,268	12,268	6.3%	182,060
8840	Workers' Compensation	40,000	40,000	0	0	0.0%	40,000
8845	Flexible Benefits	2,256	2,256	0	0	0.0%	2,256
8850	Employee Assistance Program	2,125	2,125	2,376	2,376	111.8%	(251)
8855	Parking/Mass Transit	2,000	2,000	195	195	9.8%	1,805
8860	Health Insurance	651,605	651,605	89,066	89,066	13.7%	562,539
8862	HRA Reimbursement & Admin	20,000	20,000	1,432	1,432	7.2%	18,568
8865	Disability	23,000	23,000	1,865	1,865	8.1%	21,135
8870	Unemployment	0	0	0	0		0
TOTAL 800 EXPENSES		1,200,448	1,200,448	107,202	107,202	8.9%	1,093,246
TOTAL EXPENSES		5,065,732	5,065,732	307,367	307,367	6.1%	4,758,365
FUND BALANCE CHANGE		(232,689)	(232,689)	758,823	758,823		991,512

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

DOC 24-12

ASSETS

Petty Cash	550
Cash in Checking	45,867
Cash in Savings	1,074,892
Cash in Investments	1,008,187
Accounts Receivable	
Due From Foundation - one time collection	50,000
CLDA - Fiscal year 2022 & 2023	193,496
Other Misc - Opioid, City, LSA, Bullet Aid, etc	66,620
Prepaid Expenses - NYS Retirement	66,500
Prepaid Expenses - Jan Actives Health Ins	0
	0

TOTAL ASSETS

2,506,111

LIABILITIES & FUND BALANCE

Current Liabilities

Accounts Payable	0
Accounts Payable - Payroll Liabilities	10,415
Accrued Wages	0
Accrued Payroll Tax Expense	0
	0

10,415

Fund Balance 2023

Beginning Fund Balance	
HRA Reserve	126,000
Technology Reserve	0
Equipment Reserve	0
Current Year Operating Budget	232,689
Future Year Operating Budget	0
Nonspendable (NYS Retirement)	66,500
Unreserved (includes \$550 Petty Cash)	1,311,684
	1,736,873

Year to Date Net Income (Loss)	758,823
	758,823

Total Fund Balance-Current Month

2,495,696

TOTAL LIABILITIES & FUND BALANCE

2,506,111

Finance Committee Notes – 2/20/2024 (bkt)

Attending in person: Lis, Melisa, Blix, Leslie, and Michelle in person

Attending remotely: Jason

1. 4:08 call to order
2. Briefly discussed meeting planned with Rich John at 3:00pm on Friday, 23rd. Blix, Lis, Melisa, Michelle, Leslie plan to attend.
3. Michelle presented the 2023 year-end budget amendments – Michelle reviewed six budget amendments to close out 2023. This includes allocating Opioid fund from the County; Collection Grants from FLLS and Friends; Foundation gifts; additional interest income used to cover expenses that were over; and the use of savings in health insurance to cover other benefit overages.
4. Michelle reviewed the final statement for 2023, which incorporates the budget modifications proposed. Michelle pointed out that the statements are full accrual, accounts receivable prepaid expenses, and accounts payable are reflected. These can be seen on the December 31, 2023, balance sheet.
5. 2023 Expenditure Review (Michelle) – personnel had a large unspent balance due to vacancies throughout the year. Equipment budget includes unspent RFID, bookmobile, and Friends. Michelle pointed out that we should move on the bookmobile purchase or allocate it to something else. Part of the large amount unspent on adult books is due to last minute donation from Friends. Big savings in employee benefits, particularly in health insurance – this is in large part due to staff vacancies. HRA was new – expenses are very close to what we planned.
6. Michelle then reviewed 2023 balance sheet in detail. She gave an overview of cash and investment in CD. At the end of the year, we had \$159,000 in accounts payable and accrued liabilities. Fund balance categories were then reviewed in some detail.
7. 2024 proposed budget amendments:
 - a. Funds remaining from collection lines in 2023 are appropriated from fund balance to spend in 2024.
 - b. Restricted gifts from 2023 not spent in 2023 are being carried forward to use in 2024.
 - c. Move opioid grant funds from 2023 to 2024 to spend.
 - d. Staff development funds remaining from 2023 moved to 2024.
 - e. Move remaining equipment funds not already in 2024 budget– mostly RFID project.
8. January 2024 financials – Michelle reports not much happening here – we did get our first quarter funds from the County, but not much else. Also, with spending – a lot of January activity actually relates to 2023, so not a lot of 2024 activity reflected yet. Quick review of balance sheet – not a lot to discuss. But Michelle presented a detailed analysis of fund balance.
 - a. Fund balance detail – we added \$687,689 to fund balance in 2023 – bringing total to \$1,736,873. Then Michelle looks at what funds need to be appropriate for planned activity in 2024. Already approved was \$232,689 with the originally approved budget. We are proposing to add \$170,156 to bring the total to \$402,845.
 - b. Further discussion about fund balance and fund balance categories. Unreserved fund balance is important to maintain to some level. This helps a lot with cash flow. We may want to look at a fund balance policy.
9. Jason moved, Lis, seconded – approved 2023 and 2024 budget modifications.

10. Michelle also provided and updated budget with the amendments included for committee reference only – after amendments are approved, a revised budget can be provided to the Board.
11. Michelle provided a list of all positions, and who is in them, and their pay rates, etc. for committee reference as we discuss staff positions and recruitment for vacancies, etc.
12. Annual report for 2023 – Leslie and Michelle presented a draft for our review. Leslie reviewed the report with us and explained some of the differences between 2022 and 2023. The committee recommended distributing the report early under separate cover to give the Board more time to review in advance on next week’s meeting.
13. Audit planning: Michelle reported that Evan (from Insero) had opened the portal link for providing documents. The audit will take place the last week of March. Michelle will be able to provide many of the documents through the portal before she leaves. Fixed assets might be a challenge this year. Michelle is recommending revising capital asset policy. We haven’t had a physical inventory since before COVID.
14. Review of staffing – openings and where we stand with recruiting. Melisa asked if there were standard numbers of staffing in particular positions. Lelise explained a bit about our staffing structure. Youth services needs more staff – waiting for exams to hire in those areas. Still looking at whether some positions might be transitioned to cover other needs – such as HR support.

5:38pm Committee voted to move into executive session to discuss the status of a grievance.

Executive session ended at 6:04; Meeting adjourned at 6:05.