

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

CALL TO ORDER **3:30 PM**

A. APPROVAL OF AGENDA DOC 24-47

B. INTRODUCTION OF NEW STAFF **3:35 PM**

C. PUBLIC COMMENTS

ACTION ITEMS **3:45 PM**
DOC 24-48

1. Draft Minutes of June 25, 2024
2. Audit of Bills
Operating Budget in the amount of \$ _____

D. PRESIDENT’S REPORT **3:55 PM**

E. LIAISON REPORTS **4:05 PM**
County – Rich John
Foundation – Kerry Barnes
Friends – Nina Scholtz

F. WRITTEN REPORTS **4:20 PM**
DOC 24-49
DOC 24-50
DOC 24-51

1. July Staff Report
2. June Monthly Statement
3. Finance & Personnel Committee
a. Minutes of July 16, 2024
4. Library Service & Policy Committee
a. Next meeting August 8, 2024
5. Community Relations and Outreach Committee
a. Next meeting August 6, 2024

G. JOINT MEETING OF THE TCPL BOARD OF TRUSTEES, TCPL
FOUNDATION BOARD OF DIRECTORS, AND FRIENDS OF THE TCPL BOARD **4:30 PM**

H. EXECUTIVE SESSION to discuss personnel matters **5:30 PM**

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
AUGUST 27, 2024

TOMPKINS COUNTY PUBLIC LIBRARY
DRAFT MINUTES OF THE BOARD OF TRUSTEES
JUNE 25, 2024

TCPL Board Members Present: Melisa Sidle, President; Blixxy Taetzsch, Liam Murphy, Lis Chabot, Shelley Wong, Kathy Weinberg, Darrell Long, Nina Scholtz

Board Members Excused: Mimi Townsend, Christina Brewington, Jason Moore, Marli Stahler

Also Present: Kate DeVoe, Head of Circulation; Kerry Barnes, TCPL Foundation Executive Director; Rich John, County Legislator; Arel LeMaro, Director of Facilities

With a quorum, meeting convened at 4:06 p.m.

CALL TO ORDER

APPROVAL OF AGENDA DOC 24-40

A **MOTION** was made by L. Murphy and seconded by B. Taetzsch to approve the agenda with the addition of Executive Committee meeting date and the addition of Arel LeMaro's Report. Approved unanimously.

APPROVAL OF MAY 28, 2024, MINUTES DOC 24-41

A **MOTION** was made by B. Taetzsch and seconded by K. Weinberg 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 #12 dated 6/13/24, totaling \$60,043.61. 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 June 2024 bills in the amount of \$121,797.01 as listed in Abstracts #17 & #18.

APPROVAL OF TCPL FUND BALANCE POLICY DOC 24-42

A **MOTION** was made by S. Wong and seconded by D. Long to approve the TCPL Fund Balance with a minor correction. Approved unanimously.

RATIFY ANNUAL AUDIT DOC 24-30

A **MOTION** was made by B. Taetzsch and seconded by S. Wong to ratify the Annual Audit. Approved unanimously.

DIRECTOR'S REPORT

Tabor was called away unexpectedly for an emergency, DeVoe presented an oral report to supplement the report given in the June Board Materials. TCPL is participating in the FLX Road Trip which will add magazines to the Libby App. The Summer Reading Program kicked off on June 15th. TCPL is expecting the usual summer surge of patrons as school ends and are arranging extra staffing for welcoming patrons. The Library Assistant civil service list is re-opening and TCPL is offering workshops to help ensure a diverse group of candidates can be successful on that test.

REPORT BY AREL LEMARO, TOMPKINS COUNTY FACILITIES DIRECTOR

John introduced LeMaro, noting his long tenure with the County and his valued key role in ensuring County physical facilities are well-cared for. LeMaro shared that he had been involved with the design of the Library when he first came to his current position over 20 years ago. The building is in need of exterior maintenance. The Board had a wide-ranging discussion with LeMaro discussing graffiti, lighting, cameras, solar panels, impact of lost parking because of inter-city buses, trash and appropriate facilities for waiting passengers. The County is already looking into renovating the façade, working on the sidewalks and car port in the rear of the building and related repairs. The Board asked LeMaro to coordinate with Director Tabor and staff on color choices (if any) and scheduling for work. LeMaro and the Board discussed the possibility of having murals on the building and partnering in finding grant funding for such work.

PRESIDENT'S REPORT

Sidele encouraged Board members to focus on Director Tabor's report on the Community and Staff input being gathered for the re-vamping of the Circulation Desk area with a view to sharing ideas in the July meeting. Sidele may not be able to attend the July and August meetings.

LIAISON REPORTS

County – Rich John, having brought Mr. LeMaro, John shared he had no other updates

Foundation – The Foundation has been busy updating policies, writing up procedures, organizing files, and other miscellaneous housekeeping.

The next Silent Reading Party will be held on September 24th at South Hill Cider. Tickets will go on sale in early August.

Please save the date for our annual Donor Recognition Event, our Library Leaders Circle reception, which will be held on Thursday, August 15th at the South Hill Business Campus Gallery.

We have also completed our Annual Report (different from the one the Library is required to do!) and should have our Summer Appeal in homes in the next two weeks.

Friends – Nina Scholtz - Friends are accepting donations now. Anne Nevink and Chris Hallam are coordinating the Fall Sale

EXECUTIVE SESSION

A **MOTION** was made by S. Wong and seconded by B. Taetzsch to adjourn to Executive Session to discuss a personnel matter at 5:05 pm. Approved unanimously.

There being no further business, a **MOTION** was made by S. Wong and seconded by K. Weinberg at 5:40 to adjourn. Approved unanimously.

Minutes by Mary McKeon
Administrative Manager

Endorsed by Liam Murphy
Secretary

JULY MONTHLY STAFF REPORT

Director's Report

Leslie Tabor

GENERAL

July was exhausting but full of good progress. Most importantly, our new Business Manager and Adult Services Manager began on July 8 and have hit the ground running!

The Director appreciates the condolences on the loss of her father-in-law and regrets missing the June Board meeting due to bereavement travel.

The new Fund Balance Policy that was approved in the June Board meeting was shared with staff following the June meeting.

SAVE THE DATE – YOU'RE INVITED

Assemblymember Anna Kelles will visit TCPL on Monday, July 22nd at 1 p.m. Senator Kelles allocated \$8,000 in Bullet Aid for TCPL in the 2024 State Budget. Staff will show her the new RFID system and discuss increased accessibility made possible by changes to the library over the past 18 months.

2025 BUDGET

The Library's second 2025 Tompkins County Budget reflecting 5% cuts was submitted on July 8.

- \$4,032,448 down from \$4,244,682 (- \$212,234)
 - The potential impact of the 5% cut includes accounting for unapproved Over Target Requests from the 0% Maintenance of Effort budget, so the library will potentially need to reduce the budget by approximately \$520,632. The exact number will be determined, in part, by wages negotiated in collective bargaining with both staff associations.

The Leadership Team will attend the July 22nd Town of Ithaca meeting to discuss the 2024 fiscal year and answer questions about the 2025 budget request of \$15,000.

The Director will meet with the County Administrator on July 25th at 10 a.m. for the annual County operating budget meeting, which is a routine budget cycle meeting.

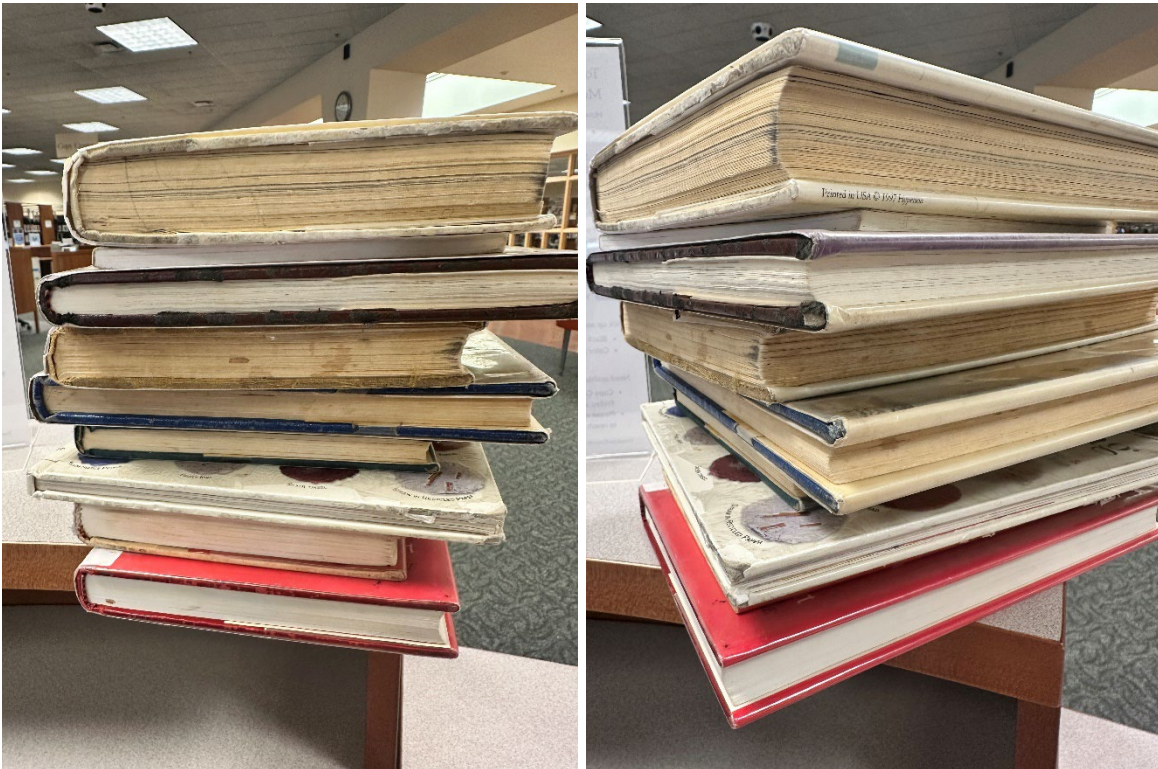
DIRECTOR OUTREACH LOG

The Director is trying to stay on top of the digital outreach log, which can be accessed via this link: [Director Outreach Log.xlsx](#)

WEEDING PHOTOS

I found these photos from some weeding in February 2024 that show the types of materials that get “hand weeded” out of the collection. They may not have shown up on a list, but when you physically take them off the shelf, you can see the age, yellowing, damage, and wear.

Could these books still be read? Yes. Does our community deserve materials in better shape than this? Absolutely. Would you want to curl up in bed with these? No.



COLLECTIVE BARGAINING

Collective bargaining with the Professional Staff Association will begin in August.

Collective bargaining with the Support Staff Association will follow the PSA in September.

The negotiating teams are:

- PSA: Asia Bonacci (steward), Kate DeVoe, Tom Fredette, Kat Savage
- SSA: Ellen Hersey (steward), Shelby Buche, Katylyn Dedrick, Alison Sepos
- MGMT: Leslie Tabor, Lis Chabot, Mary McKeon, Tonya VanCamp (observation only)

Director SMART Goal 2024

Goal 1 – Director’s Evaluation Update Presentation - COMPLETE

By the end of Spring 2024, provide an update in a monthly staff meeting (both sessions) on the Director’s evaluation and SMART goals for the rest of the year. The President and Vice President of the Board of Trustees will attend both meetings and have listening sessions with staff.

Goal Area: Develop Self

Term: Short Term

Date Presented: May 1, 2024

Date Completed: May 1, 2024

Process

- After receiving the belated results from the Director’s annual evaluation in March and April 2024, the Board directed the following:
 - A presentation by the Director to all staff explaining changes to the Director’s evaluation, i.e. moving from the 360 model to a SMART goals model
 - An opportunity for Trustees to hear directly from staff about concerns and solutions
- The Director created a PowerPoint presentation, which was reviewed by the Board President and Vice President
- The Board wanted the presentation to staff as soon as possible
- The Director presented on May 1, 2024 at the morning and afternoon all-staff meetings
- The Board President and Vice President held listening sessions after each staff meeting
- The Board President included a summary for the Board in the May 28th Board Packet

Goal self-assessment

This was a tough goal. Public speaking is a skill I possess, but it was very awkward to present my own evaluation to my own staff, to what felt like very hostile people. It became clear that many staff have limited understanding of Board governance and that there are many misconceptions about what a Board does (governs, stewards finances) and what a Director does (oversees the operations of the library).

Here are my top three takeaways:

First, the presentation allowed me to be radically transparent and model professional behaviors to staff, which is positive. I feel that it’s very helpful for staff to see that SMART goals are a normal part of work performance and that they are not punitive. Since TCPL does not currently have employee evaluations except for the Director,

SMART goals are a simple and elegant way to help staff track their work performance, growth, and accomplishments. It's also important for staff to see professional presentations so that when we represent the Library in the community, we are organized and polished.

Second, it is essential that TCPL implement employee evaluations. There seems to be confusion about whether they are allowed by the contracts, but PSA Article 26 and SSA Article 28 state that *each employee shall be given copies of all job evaluations*. It seems currently that employees perceive evaluations as negative and punitive, when in professional organizations, Management owes each employee formal feedback on their work performance for the health of the organization and growth of the employee.

Third, TCPL has not yet developed a culture where staff are willing or able to provide ideas for solutions along with their complaints, nor are they willing to provide feedback in settings that are not confidential or anonymous. In hindsight, the feedback sessions with Trustees were not productive and they re-energized some challenges that were starting to settle down. Staff who support the direction of TCPL reported feeling ignored and angry because they perceive the Board as only believing in or listening to the persistent and vocal minority. Those happy staff feel that the Board is hyper-fixated with the unhappy staff and don't care or appreciate all the hard work positive, uncomplaining staff – who make up most of the library workforce – are doing in service to the library and the community. Library counsel advised that any personnel issues received by Trustees should be left unread and immediately forwarded to the Director. It is critical for the long-term success of the Library that library leadership, Trustees, and union stewards continue to help staff understand Board, Management, and union responsibilities and boundaries. It is also critical that the Library embrace the mantra of “praise in public and give feedback in private.”

I learned a lot from Goal 1 that I try to remember every day I'm in the Library. It was an eye-opening experience and I am happy to discuss.

Director SMART Goal 2024

Goal 3 – Staff Strengthsfinder Professional Development – COMPLETE

By the end of fall 2024, I will bring in a Strengthsfinder trainer to provide strengths training to all willing staff. This training will help staff find common language for successful goal setting, teamwork, and problem solving.

Goal Area: Develop Staff

Term: Short Term

Date Presented: May 1, 2024

Date Completed: July 11, 2024

Process

- Determine facilitator and confirm willingness and availability
- Confirm date of staff workshops
 - Reserve rooms
- Communicate with all staff about professional development opportunity
- Coordinate digital codes and payment for online staff assessments
- Coordinate reminders and troubleshoot leading up to workshops
- Coordinate desk schedules to allow all willing staff to participate
 - Cover desks if needed
- Meet facilitator day-of and help with room setup and snacks 😊
- Participate in workshops – both would be ideal
- Integrate into library practices (ongoing)
- Provide additional training for staff who are interested and engaged (ongoing)
- Share information with teams (pending receipt from facilitator)

Goal self-assessment

I was only able to attend the morning session so that I could help cover desks in the afternoon and have been told the morning and afternoon sessions were very different. The morning session was full of curious people, with a mix of introverts, extroverts, learning types, job titles, and staff associations. The morning session was full of laughter, questions, aha moments, and applause. It felt wonderful to see people making connections about themselves, be able to share fears and concerns in a safe space and build rapport with our facilitator. I really appreciate that everyone in the morning session gave the workshop a chance and participated to the best of their ability. Moving forward, we will integrate talking about our strengths into our meetings and project planning and implementation. There are also many staff who have requested additional training, which is exciting.

I learned a lot from the Staff Strengthsfinder goal. Here are my top three takeaways: First, I learned that there are a lot of staff hungry for exposure to tools and metrics that provide context and understanding in the workplace, both for themselves and for their interactions with colleagues. Strengthsfinder, which is based on years of living data from

Gallup, a trusted polling resource, provides a positive framework to highlight the power of *differences* on teams; it allows conflict to be viewed through a neutral, non-personal lens, and, at its best, provides explanations for miscommunication and disagreements. I was very pleased to see people approach Strengthsfinder with open minds and a healthy dose of skepticism. I also appreciated that the facilitator told staff to approach it “like a buffet” – take what you like and leave the rest. This approach aligns with the Buddhist axiom to “take what’s useful and leave the rest.”

Second, I was reminded that it is important to provide library-wide opportunities like Strengthsfinder to allow staff who are interested in promoting and taking on more responsibility a chance to develop and shine. I was reminded multiple times by multiple people throughout this goal that not everyone wants to be a leader, nor is everyone interested in professional development. This is helpful information as TCPL experiences historic opportunities for internal promotion and innovation. Hunger for development, along with overall work performance and professionalism, are key factors when making hiring decisions.

Lastly, I was reminded that building trust is an ongoing process. I received emails from a department head that their staff didn’t trust the research, didn’t want to participate, and didn’t want to share their strengths with others. They were suspicious that the online assessment asked for their zip code. I heard from others that some staff think I am using Strengthsfinder as a mechanism to terminate employees. I was especially saddened by that information, and, quite frankly, surprised. What I intended as a fun investment in the development of staff was instead received with suspicion and derision and I was very caught off-guard. Part of this may be because I was trying to get everything organized while on bereavement leave, but it caught me completely flat footed.

Moving forward, we will be more intentional about how professional development is rolled out and continue to focus on departmental communication in an effort for news and updates to be better heard by staff.

I am glad that I successfully completed Goal 3 and am happy to discuss.

DIRECTOR ACTIVITY REVIEW – July 2024

1. July 1
 - a. ALA in San Diego (Director – Professional Development)
2. July 2
 - a. ALA in San Diego (Director – Professional Development)
3. July 3
 - a. ALA in San Diego (Director – Professional Development)
4. July 4
 - a. Library CLOSED for Holiday
5. July 5
 - a. Day Off
6. July 8
 - a. New Librarian III begins (Director – Supervisory)
 - b. New Business Manager begins (Director – Supervisory)
 - c. Weekly department head meeting (Supervisory – Leadership)
 - d. Monthly Synergy call (Director – IT, Vendor Management)
7. July 9
 - a. 1:1 Circulation Manager (Director – Supervisory)
 - b. New Leadership orientation session (Director – Supervisory, Leadership)
 - c. Visit from Cady Library Director (Director – FLLS)
 - d. Safety & Security committee meeting (Director – Committee)
8. July 10
 - a. New Librarian I begins (Director – Personnel)
 - b. New Leadership orientation session (Director – Supervisory, Leadership)
 - c. Bi-monthly meeting with Board of Trustees President (Director – Board)
9. July 11
 - a. Strengthsfinder Workshop with Deb Mohlenhoff (Director – Professional Development, SMART Goal 3)
 - b. Reference desk staffing for afternoon Strengthsfinder workshop (Frontline Customer Service)
 - c. Friends of the TCPL Board meeting (Director – Friends)
10. July 12
 - a. Covid
11. July 12
 - a. Covid
12. July 13
 - a. Covid
13. July 14
 - a. Covid
14. July 15
 - a. Covid
15. July 16
 - a. 1:1 Youth Services Manager (Director – Supervisory)

- b. 1:1 Adult Services Manager (Director – Supervisory)
 - c. Adult Services Manager office setup
 - d. Business Manager office setup
 - e. SSA Steward meeting (Director – Union)
 - f. Finance & Personnel committee (Director – Board, Committee)
16. July 17
- a. New employee Circulation training (Director – Supervisory, Training)
 - b. Noon Rotary Club visit (Director – Outreach)
 - c. Reference desk staffing (Frontline Customer Service)
 - d. New employee LEAP training (Director – Supervisory, Training)
17. July 18
- a. Meeting with Foundation President and Sciencenter Executive Director (Director – Foundation, Discovery Trail, Outreach)
 - b. Synergy marketing meeting (Director – Vendor Management, Outreach)
 - c. Insero marketing meeting (Director – Vendor Management, Outreach)
18. July 19
- a. AV Corps BorgWarner service call (Director – Vendor Management)
 - b. Policy meeting with Cinemapolis Executive Director (Director – Outreach)
 - c. Budgetpalooza with new leadership (Director – Supervisory, Finance)
 - d. Circulation timecard review (Director – Supervisory)
19. July 22
- a. 1:1 Business Manager Manager (Director – Supervisory)
 - b. Weekly department head meeting (Supervisory – Leadership)
 - c. Assemblymember Kelles visit (Director – Outreach, Finance)
 - d. 1:1 Administrative Manager (Director – Supervisory)
 - e. Town of Ithaca Budget Meeting (Director – Finance, Outreach)
20. July 23
- a. 1:1 Youth Services Manager (Director – Supervisory)
 - b. Cross-department program brainstorm (Director – Leadership)
 - c. 1:1 Adult Services Manager (Director – Supervisory)
 - d. Personnel Meeting (Director – Human Resources)
 - e. Monthly Board of Trustees meeting (Director – Board)
 - f. 2nd Annual Tri-Board meeting (Director – Board, Foundation, Friends, Finance)
21. July 24
- a. Monthly Leadership Team meeting *with complete team!* (Director – Leadership, Supervisory)
22. July 25
- a. Annual Tompkins County Operating Budget meeting with County Administrator (Director – Finance, Outreach)
 - b. Meeting with Heather Buck, Deputy Commissioner of Human Resources (Director – Outreach, Human Resources, Civil Service)
23. July 26
- a. First executive coaching session (Director – Professional Development, Board)

Other work:

- 2025 5% reduced County Budget submission
- 2025 City Support Request Letter revisions
- UAW Grievance ARBITRATION coordination
- SMART Goals work
- Employee unpaid medical leave request
- Contract negotiation coordination
- UAW Local 2300 president communication
- Processing callouts, time off requests, tardies, etc. for adult services
- Purchase approvals
- Review and sign vouchers
- Professional development request approvals
- Community Relations committee recruitment
- New Librarian III preparation
- New Business Manager preparation
- Annual report tracking
- Budget tracking
- Friends of the Library Board report
- Board report
- New Business Manager introductions

Adult Services

Judd Karlman

**Adult Services
Department
Board Report
July 2024**

Introductions

The Adult Services Department’s dynamic staff are getting to know me, Judd Karlman, as their new Department Head. It is exciting getting to know the team through department meetings and talking to individuals about their workflows in our 1 on 1’s.

The Makerspace

The Makerspace’s Open Hours have been successful with 82 participants over 5 sessions in May and 85 participants over 5 sessions in April. Cady Fontana is happy to report that the Open Hours have brought in new faces and groups that are incredibly diverse.

One patron has downsized into a studio and no longer has space to keep a sewing machine. She came to the Makerspace and we figured out how to set her up in a comfortable space for her walker and ergonomic needs, taught her to use a modern sewing machine, and gave input as she completed a project she started 20 years ago. This patron talked about how the sense of community



Cady Fontana, showing off the Adult Summer Reading Reviews display. So far we have collected 73 reviews and 121 adults have signed up.

in the Makerspace’s Open Hours helped her complete the decades long project.

Museum Tour

Asia Bonacci hosted a very enthusiastic group of 9 TCPL patrons for a Johnson Museum tour, led by the wonderful Seraphina. Knowing that we are a literary group and that this program was part of our Adult Summer Reading event lineup, Seraphina focused the hour-long tour on a few pieces from the museum’s permanent collection that highlighted books and/or literacy. We hope to offer more of these opportunities!

Coming Soon


Here are some ideas that have come out of the first few 1 on 1 meetings:

- Analyzing statistics to take a deeper look into what our community is using in our collection and making more adept book selection decisions in the future.
- Distributing a survey to help our team make changes that are welcome and will help Tompkins County readers find the books that they are looking for.
- Analyzing with a critical eye the way the books are catalogued so the collection is organized on the shelves in a way that reflects Tompkins County’s diversity.
- Organizing a non-fiction book group to support the community’s harm reduction efforts.


We’re looking forward to sharing more as the team and I gain momentum together.

Adventure Begins at Your Library

Enter our prize giveaways with a title and brief review!



Teen & Adult Summer Reading



Name:

Email or Phone:

Circle one: Teen Adult

Return as many entries as you'd like by August 15th!

We'd love to post trustee recommendations as we know you all are avid readers. Please fill it out with your favorite summer read and hand it in at any of the service points on your way out. Unfortunately, I don't believe board members can be entered into the raffle. Audiobooks, books read to loved ones and graphic novels all count as reading!

Youth Services

Kat Savage
[Click here to enter text.](#)

Youth Services Department

Board Report July 2024

June Statistics	Programs	Attendance
Totals	65	3,643
First Five Years	10	283
Children (5-11)	34	2,049*
Teen (12-18)	16	489
General Interest	5	822

*Includes Summer Reading class visits

Coming Up in August
Summer Reading continues! Kids are tracking their reading with our map and reviews by teen readers



Welcome Milly!



The Teen Center's Summer Reading Dragon guarding its horde of books and book reviews!



Warming up for the Teen Super Smash Bros. Tournament on the big projector

continue to come in, which we're adding to our Teen Center's dragon's treasure horde.

Upcoming single-day events in August:

- **Live performance by PBS's Dusty and Dott**
- **Kids and Tweens Super Smash Bros. Tournament**
- **Meet the Animals with the Sciencenter**
- **CirqueUs/Hupstate Performance in the Stacks**
- The **Early Reader Book Club** will read *Ava Lin, Best Friend!* By Vicky Fang.

Staff Highlights

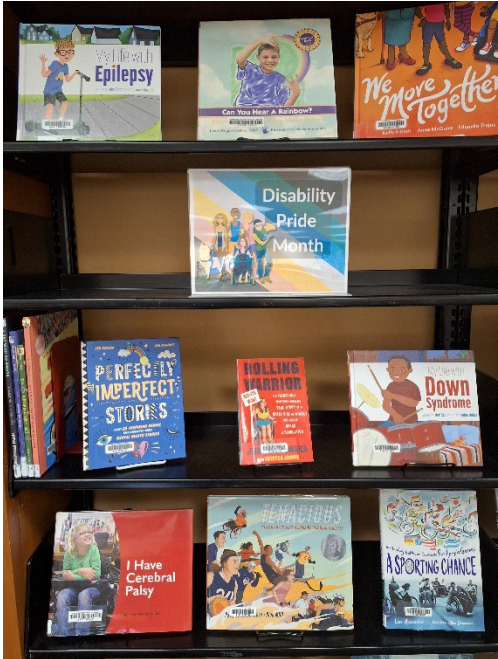
Welcome Librarian **Milly Stephenson!** Milly joins us after serving for ten years as Caroline Elementary's school librarian. We're so happy that she's joined the team!

Kelly shared the Summer Reading activity and information with the Racker preschool at one of her regular visits. She also is working to help maintain the board and picture book collection.

Steve has adopted Maker Mondays, and attendance has averages 20+ patrons each week. He is also working on several programs for the fall. The first is aimed at teens who are interested in building and programming a maze-navigating robot. The second is a Halloween-themed, 3D-printed craft project aimed at younger patrons.

Sasha is overseeing the Teen Creative Writing Workshop, which has resumed for a summer session with regular attendance each week of half a dozen teens exploring their skills. He continues to lead LGBTQ+ Youth Group, whose core participants are beginning to come up with new names for the group – evidence that the teens are taking ownership of their library programs and engaging with our mission! Sasha also taught a teen how to sew on a Makerspace sewing machine, who is excited to learn and create even more.

Woody attended the ALA Annual Conference in late June – their first professional library conference – and participated in workshops, attended panels, and met library folks from across the country. They continue to lead Family Board Game Club, which is picking up steam with more participants each session as word gets out.



Celebrating Disability Pride Month with themed displays in the children's room

Kat is thrilled to report that the summer Smash Bros. video game tournament for teens was a success, with good sportsmanship all around and a strong turnout of ten engaged and happy teenagers.

Moments of Joy

From a caregiver: "I just want to tell you – this [Summer Reading] map has made my daughter the happiest I've ever seen her in the summer! She is reading like crazy and loving it, and I'm taking another one for my son now!"

From a child: "How many items can I check out at a time? FIFTY!?! At my school it's only three!"

From a child: "I loooooove libraries. I'm sooooo happy you are open because right now my school library has closed! Do you know when the Wings of Fire graphic novel number 8 is coming out?"

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TOMPKINS COUNTY PUBLIC LIBRARY
STATEMENT OF REVENUES AND EXPENDITURES
MONTH ENDING: June 30, 2024

50.0 % of Budget Year

REVENUE:	ORIGINAL BUDGET	AMENDED BUDGET	June RECEIPTS	RECEIVED TO DATE	PERCENT OF BDGT	ANTICIPATED RECEIPTS
L002A Tompkins County Appropriations	4,244,682	4,244,682	0	2,122,341	50.0%	(2,122,341)
L002C Town of Ithaca	15,000	15,000	0	0	0.0%	(15,000)
L002D City of Ithaca Sales Tax	35,190	35,190	0	0	0.0%	(35,190)
L2082 Fines	0	0	24	122		122
L2360 Copier / Printcard	7,000	7,000	356	3,179	45.4%	(3,821)
L2401 Interest	40,000	40,000	4,494	29,653	74.1%	(10,347)
Lost and Paid Library Materials	2,000	2,000	65	589	29.4%	(1,411)
Friends of the Library	230,000	230,000	115,000	128,909	56.0%	(101,091)
TCPL Foundation	120,358	120,358	0	42,358	35.2%	(78,000)
L2770 Miscellaneous	10,666	10,666	1,901	2,411	22.6%	(8,255)
L2760 NYS Central Library Aid	96,748	96,748	144,268	144,268	149.1%	47,520
L3840A1 NYS Local Library Services Aid	31,399	31,399	0	36	0.1%	(31,363)
L3840A4 Other State Aid	0	0	0	0		0
L4840 Federal Aid	0	0	0	0		0
TOTAL REVENUE	4,833,043	4,833,043	266,109	2,473,866	51.2%	(2,359,177)
EXPENSES:	ORIGINAL BUDGET	AMENDED BUDGET	June EXPENSES	EXPENDED TO DATE	PERCENT OF BDGT	INENCUMBERE BALANCE
100 PERSONNEL	2,670,958	2,670,958	169,083	1,157,739	43.3%	1,513,219
271 EQUIPMENT	79,531	111,391	590	27,937	25.1%	83,454
300 SUPPLIES AND MATERIALS						
410A Books, Adult	68,040	89,399	6,407	29,818	33.4%	59,581
410AG Books, Adult, Gifts & Memorials	10,098	16,301	1,140	6,291	38.6%	10,010
410J Books, Juvenile	68,040	71,838	5,361	28,850	40.2%	42,988
410JG Books, Juvenile, Gifts & Memorials	3,468	6,775	216	379	5.6%	6,396
5410L Childhood Literacy	1,000	1,000	0	53	5.3%	947
410SO Books, Standing Orders	1,000	1,000	0	16	1.6%	984
410Y Books, Young Adult	10,000	10,000	833	4,175	41.8%	5,825
410YG Books, Young Adult, Gifts & Memor	1,000	1,300	0	49	3.8%	1,251
413P Periodicals, Print	5,000	6,060	24	124	2.0%	5,936
413PY Periodicals, Print Young Adult	1,300	1,300	0	15	1.2%	1,285
424 Other NonBooks/Bindings	200	0	0	0		0
425A AV Adult	40,500	22,500	1,754	6,536	29.0%	15,964
425AG AV Adult, Gifts & Memorials	0	7,830	0	0	0.0%	7,830
425J AV Juvenile	20,000	13,500	1,291	2,438	18.1%	11,062
426C Electronic Info. Sources	58,000	104,118	20,294	76,499	73.5%	27,619
426CY Youth Electronic Info. Sources	61,092	75,721	12,310	25,964	34.3%	49,757
426CG Electronic Info. Sources, Gifts	0	12,215	0	19,997	163.7%	(7,782)
430A Supplies - Staff	5,000	5,000	477	2,178	43.6%	2,822
430B Supplies - Public	5,000	5,000	199	1,125	22.5%	3,875
430C Supplies - Collection	25,000	25,000	2,930	14,116	56.5%	10,884
430F FLLS Polaris Supplies	3,500	3,500	0	0	0.0%	3,500
430P Publicity and Printing	18,000	28,000	754	17,053	60.9%	10,947
430PP Public Programming	39,155	46,155	4,492	29,524	64.0%	16,631
430S Software / Licenses	5,000	5,000	0	1,315	26.3%	3,685
430T Library of Things	3,000	3,000	75	1,341	44.7%	1,659
TOTAL 300 ACCOUNT EXPENSES	452,393	561,512	58,556	267,856	47.7%	293,656
400 CONTRACTUAL AND OTHER EXPENSES						
431 Telecommunications	13,280	13,280	1,629	7,396	55.7%	5,884
433 Postage	10,000	10,000	(13)	2,777	27.8%	7,223
435 Staff Development	68,583	90,760	5,493	20,506	22.6%	70,254
435 Volunteer Development	2,500	2,500	0	177	7.1%	2,323
436 FLLS Circ Auto Csts	68,300	68,300	0	17,075	25.0%	51,225
437 Professional Fees - Other	17,545	24,545	1,185	14,595	59.5%	9,950
437G Prof Fees - Security Guard	169,242	169,242	14,806	75,299	44.5%	93,944
437L Prof Fees - Legal & filing fees	80,000	80,000	0	5,415	6.8%	74,585
437S Prof Fees - Synergy IT	142,892	142,892	5,170	46,395	32.5%	96,497
438 Library Membership Dues	3,020	3,020	239	2,061	68.2%	959
439C Equipment Contracts	49,940	49,940	3,253	29,497	59.1%	20,443
439S Equipment Service/Repairs	5,000	5,000	0	0	0.0%	5,000
454 Insurance	20,600	20,600	0	0	0.0%	20,600
472 Misc. / Contingency	6,500	6,249	586	785	12.6%	5,464
490 Legal Adv./Collection/Refunds/Bk	5,000	5,000	139	1,469	29.4%	3,531
TOTAL 400 ACCOUNT EXPENSES	662,402	691,328	32,487	223,447	32.3%	467,881
800 EMPLOYEES' BENEFITS						
8810 Retirement	265,134	265,134	0	0	0.0%	265,134
8830 Social Security	194,328	194,328	12,348	84,876	43.7%	109,452
8840 Workers' Compensation	40,000	40,000	0	0	0.0%	40,000
8845 Flexible Benefits	2,256	2,256	99	938	41.6%	1,318
8850 Employee Assistance Program	2,125	2,376	0	2,376	100.0%	0
8855 Parking/Mass Transit	2,000	2,000	92	730	36.5%	1,271
8860 Health Insurance	651,605	651,605	38,341	310,981	47.7%	340,624
8862 HRA Reimbursement & Admin	20,000	20,000	846	9,014	45.1%	10,986
8865 Disability	23,000	23,000	1,691	10,996	47.8%	12,004
8870 Unemployment	0	0	0	1,512		(1,512)
TOTAL 800 EXPENSES	1,200,448	1,200,699	53,417	421,422	35.1%	779,277
TOTAL EXPENSES	5,065,732	5,235,888	314,133	2,098,400	40.1%	3,137,489
FUND BALANCE CHANGE	(232,689)	(402,845)	(48,024)	375,467		778,312

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

DOC 24-50

ASSETS

Petty Cash	550	
Cash in Checking	44,977	
Cash in Savings	928,659	
Cash in Investments	1,028,081	
Accounts Receivable		
CLDA - Fiscal year 2022 & 2023	0	
Other Misc - Opioid, City, LSA, Bullet Aid, etc	54,956	
Prepaid Expenses - NYS Retirement	66,500	

TOTAL ASSETS

2,123,722

LIABILITIES & FUND BALANCE

Current Liabilities

Accounts Payable	201	
Accounts Payable - Payroll Liabilities	11,181	
Accrued Wages	0	
Accrued Payroll Tax Expense	0	

11,382

Fund Balance 2024

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

1,736,873

Year to Date Net Income (Loss)	375,467	
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Total Fund Balance-Current Month

2,112,340

TOTAL LIABILITIES & FUND BALANCE

2,123,722

TCPL Finance & Personnel Committee
Meeting Notes
July 16, 2024 4:00 p.m.
Steiner Conference Room

Attending: Lis, Jason, Daryll, Leslie, Melisa, Tonya

Meeting called to order: 4:01
No suggested changes or additions to agenda

- Introduce Tonya VanCamp, Business Manager: Tonya and committee members shared about themselves. Leslie expressed how pleased she was to have Tonya aboard. Leslie and Tonya also shared that Tonya has moved into a separate office from Connie in order to have a private space to meet with staff as needed regarding HR matters, and to maintain confidentiality of personnel files. Though Tonya expects to be spending a lot of quality time with Connie regardless of her office location.
- 2024 June monthly statements:
The committee first reviewed and discussed the income statement. Revenues are on track, and we received all the prior year A/R for state aid. The committee observed that current year revenue is recorded, plus accounts receivable is now \$0 on the balance sheet.

Looking at expenditures, personnel costs are 43.3% for the year compared to budget – not far from 50%, which reflects filling most of our open positions. The committee also discussed spending for the collection and other contractual costs. The goal is to fully utilize the budget as much as possible, including the \$400k carried over from prior years (appropriated fund balance). Looking at total supplies and materials, we are at 47.7% spending compared to budget, which is close to the 50% of the year. Contractual and other expenditures are a little further behind, but some is due to timing of expenditures, such as the annual payment of liability insurance. Same is true for employee benefits – retirement costs being an example of something we don't pay until later in the year.

The committee also discussed balance sheet in light of the new fund balance policy. At this time, the Library is in sound financial condition.

Note – when the topic of insurance came up, the committee also had a conversation about the importance of cyber insurance. Leslie/Tonya will follow up with County to gain a better understanding of the coverages extended to the Library through the County policy.

- Budget Update: Both budget scenarios required by the County have been submitted (0% and a 5% reduction). Leslie also submitted updates on the 2023 over target requests that were awarded to the Library – all complete. The annual budget meeting with County Administrator is on 7/25 – Leslie and Tonya will attend (Blixey is available if needed, but now that Tonya is on board does not plan to attend). At this meeting, a more qualitative discussion is had about over target requests, and whether the County Administrator is likely to recommend them as a part of her budget submittal to the Legislature.

Leslie will make a budget presentation to the legislature in September, with approval expected in November – when at which point we will know for sure what our total County funding will be. The Town budget meeting is next week – Leslie and Tonya plus department heads will attend. The City budget request letter has been submitted – the new City Manager recommended that we tie their funding request to City community programming partners.

- Staffing Updates: Business Manager and Department Head positions filled. The only two open positions at this time are two Library Assistants. Leslie would also like to upgrade two additional lines to Library Assistants. She is currently working with department heads about where LA's will be placed. Additionally, we hope to be able to create and fill a position to focus on communications.

Melisa asked about how Strengths Quest training went. There was some pushback from folks not interested in participating in the development activity. This created a different experience between the morning and afternoon sessions offered. Follow up activities will be available for those interested in learning more.

- Executive Session – to discuss confidential personnel matters

The committee voted to move into executive session with staff present (moved by Melisa, second by Darryl) at 5:08. Staff provided confidential personnel updates to committee along with updates regarding contract negotiations.

The Committee adjourned executive session at 5:22.

The Committee adjourned the public meeting at 5:22.