

TOMPKINS COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, MARCH 26, 2024  
**4:00 – 6:00**

CALL TO ORDER

**4:00 PM**

A. APPROVAL OF AGENDA

DOC 24-14

B. PUBLIC COMMENTS

ACTION ITEMS

**4:10 PM**

1. Draft Minutes of February 27, 2024
2. Audit of Bills

DOC 24-15

Operating Budget in the amount of \$ \_\_\_\_\_

3. Approval of the Bylaws
4. Nominating Committee Report

DOC 24-16

C. DIRECTOR'S REPORT

**4:30 PM**

D. PRESIDENT'S REPORT

**4:40 PM**

E. VICE PRESIDENT'S REPORT

**4:50 PM**

- 2024 Committee Roster

DOC 24-17

F. LIAISON REPORTS

**5:00 PM**

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

G. WRITTEN REPORTS

**5:10 PM**

1. March Staff Report
2. February Monthly Statement
3. Finance & Personnel Committee
  - a. Minutes of March 19, 2024
4. Library Service & Policy Committee
  - a. Minutes of March 7, 2024
5. Community Relations and Outreach Committee
  - a. Minutes of March 5, 2024

DOC 24-18

DOC 24-19

DOC 24-20

DOC 24-21

DOC 24-22

NOTE: In order to expedite the routine business of the board, please call Director Leslie Tabor ([ltabor@tcpl.org](mailto: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**  
**APRIL 23, 2024**

TOMPKINS COUNTY PUBLIC LIBRARY  
DRAFT MINUTES OF THE BOARD OF TRUSTEES  
FEBRUARY 27, 2024

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

Board Members excused: Marli Stahler, Jamila Walida Simon, Nina Scholtz, Darrell Long, Mimi Campbell

Also Present: Leslie Tabor, Director; Mary McKeon, Administrative Manager; Michelle Benjamin, Business Manager; Laura Larson, TCPL Foundation Board President;

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

CALL TO ORDER

APPROVAL OF AGENDA DOC 24-08

A **MOTION** was made by S. Wong and seconded by B. Taetzsch to approve the agenda with the addition of Bylaw discussion. Approved unanimously.

PUBLIC COMMENTS

Rebecca Costello – referenced a prior meeting, noting several people expressed concerns with the weeding and the presence of a video game system. In sum, she expressed her love for the library, but her disappointment in a feeling of “us vs. them.” People expressing displeasure are not anti-progress, but expressing their views of how they want to use the library.

APPROVAL OF JANUARY 23, 2024, MINUTES DOC 24-06

A **MOTION** was made by J. Moore and seconded by S. Wong 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 #3 dated 2/8/24 and #4 dated 2/22/24 totaling \$126,750.57. 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 February 2024 bills in the amount of \$219,864.49 as listed in Abstracts #4, #5 and #6.

2023 YEAR END BUDGET AMENDMENTS DOC 24-07

Approved unanimously.

2024 BUDGET AMENDMENTS DOC 24-08

Approved unanimously.

ACCEPTANCE OF THE NYS ANNUAL REPORT DOC 24-09

Accepted unanimously.

NOMINATING COMMITTEE REPORT

Lis Chabot recommended Melisa Sidle be reappointed to a second, three-year term. Chabot also recommended the following for a first, three-year term; Mimi Townsend, Kathy Weinberg and Darrel Long. Approved unanimously.

BYLAW DISCUSSION

M. Sidle led an in-depth discussion regarding the bylaws and the changes the county recommended. A brief discussion ensued.

DIRECTOR'S REPORT

Director Tabor announced we received an Opioid Settlement Grant of \$37,000 for educational resources in our collection, related programs Narcan training for the public and a vending machine for Narcan, fentanyl test strips and menstrual supplies. We are the frontline, unfortunately we have seen our fourth overdose in the last six months. Tabor stated we review Narcan, Active Shooter training and review our mission at our monthly staff meetings.

LIAISON REPORTS

**Foundation** – Laura Larson, TCPL Foundation Board President spoke on behalf of Kerry Barners, TCPL Foundation Executive Director. Kerry and Leslie visited Kendal on Jan. 26<sup>th</sup> and Leslie was a bona fide hit. Kerry received this note from a donor living at Kendal:

“Thanks so much for your friendly note.

We were sorry to miss Leslie Tabor's talk on January 26. However, we discovered that it is available to watch on channel 1340, our Kendal TV channel. We watched Leslie's interesting and informative talk **twice**. We plan to learn how to use Libby, Hoopla, and Kanopy.

Libraries are important. We are happy to have our small Kendal library. In addition, we are thrilled to have TCPL and all the resources it makes available.

The TCPL Foundation is important too. We hope you have a great year in 2024 for library activities and fundraising.”

The Foundation Events Committee met for the first time, did some brainstorming, and are putting plans in place for our first Silent Reading Party to be held in April at Argos Warehouse. More details to come!

Dominick Recckio, Foundation Board member and County Communications Director, met with Leslie, Kerry, Susanna, Department Heads, and Mary to discuss Library communications. On his recommendation, Kerry attended the monthly Communications Roundtable that Dominick hosts

for County staff in communications roles. She will continue to attend until a library staff person is selected to attend.

The Foundation Board held a successful retreat on Friday, Feb. 9 that delved into organizational history, roles, relationships, strategic planning, and mission statement rethinking.

Kerry successfully reconnected with a major donor who had not been communicated with for some time (notes to the donor were returned “unable to deliver” and there was no contact info outside of a mailing address on record for him.) After a lively and enjoyable video chat, the Foundation and the donor are looking forward to new ways to stay in touch and share the impact his gift has had on the Library and community. Another major donor is scheduled to join Kerry, Leslie, and Library staff to discuss the impact of their fund and future gift restrictions.

The Finance Committee met with our new representative at Tompkins Financial to discuss our investment strategy.

The Rosen Fund grant for Summer Reading Programs has been submitted. We now cross our fingers and wait for good news.

As suggested by a long-time donor and former Foundation board member, Kerry and Susanna are crafting an op/ed piece on libraries that will be signed by Foundation Board President Laura Larson and Library Trustees President Melisa Sidle.

The Foundation’s audit is progressing quickly and in its final stages. Working with Kurt Behrenfeld has been a pleasure.

**Friends** – The friends are working on getting Narcan training. Weinberg said they are looking to expand their services to getting foreign language books to teachers or patrons who would enjoy books in their native languages and expand beyond Tompkins County not-for-profits. We are working on finding someone to manage their social media. The friends updated their tote bags, which you can purchase at the circulation desk.

#### EXECUTIVE SESSION

A **MOTION** was made by S. Wong and seconded by B. Taetzsch to adjourn to Executive Session at 5:27 p.m. to discuss a personnel matter and board orientation.

There being no further business, a **MOTION** was made by B. Taetzsch and seconded by K. Weinberg to end Executive Session at 6:07 p.m. Approved unanimously.

A **MOTION** was made by L. Chabot and seconded by S. Wong to adjourn the meeting at 6:08 pm. Approved unanimously.

Recorded by Mary McKeon  
Administrative Manager

Endorsed by Liam Murphy  
Secretary

BYLAWS OF THE BOARD OF TRUSTEES  
OF THE TOMPKINS COUNTY PUBLIC LIBRARY  
Draft Revision for consideration 3/2024

ARTICLE I - NAME AND AUTHORIZATION

The name of this organization is the Board of Trustees of the Tompkins County Public Library (the “Library”), located in the City of Ithaca, County of Tompkins, State of New York. The Board of Trustees exists and functions by virtue of the provisions of New York State Education Law, Section 255 and Article 28 of the Tompkins County Charter, which are appended to these Bylaws, and assumes the responsibilities delegated to it by the Legislature of the County of Tompkins.

ARTICLE II – PURPOSE

The Board of Trustees of the Tompkins County Public Library will provide administrative oversight of the Library’s operations on behalf of the people in Tompkins County. Consistent with the Library’s Mission and Values, the Board will:

- 1) supervise the Director of the Library,
- 2) promote the best possible use of all Library resources,
- 3) review and consider improvements to existing services,
- 4) review and formulate policy, as necessary and,
- 5) Approve the budget as presented by the Director and considered by the Finance and Personnel Committee that:
  - a) requests adequate funds from the Tompkins County Legislature for good Library service,
  - b) applies for state and federal funds when available,
  - c) establishes private fundraising priorities, and,
  - d) supports philanthropic initiatives.

ARTICLE III - BOARD OF TRUSTEES

Section 1 - Members

- a) There shall be no fewer than nine (9) nor more than fifteen (15) members, all to be residents of Tompkins County at the time of their appointment and during their tenure.
- b) The Board Development and Nominating Committee shall recommend candidates to the Board for consideration.
- c) Candidates selected by the Board shall be submitted to the Tompkins County Legislature for approval and formal appointment and shall take office upon submission of the appropriate oath of office.
- d) Members will be expected to attend all meetings, regularly review documents circulated for the Board to be well-informed at meetings, complete such continuing education requirements as may be set by the State of New York and/or the Board and to serve on one or more Committees of the Board.
- (e) The board shall include a member of the Tompkins County Legislature. The County Legislature liaison seat shall be non-voting, but shall be provided financial reports, minutes

of meetings, Director's reports, and any other information as the County may request. The liaison shall be included in communications and emails and be afforded the opportunity to attend executive sessions.

Section 2 - Term of Office - To comply with Tompkins County Charter Article 28, Trustees shall be appointed for an initial three (3) year term. No Trustee may serve more than two full consecutive terms. Membership may not be automatically extended upon term expiration. A Trustee may be reappointed after serving two consecutive terms following a lapse of at least one full term off the Board. Should a Trustee be unable to serve a complete three-year term, the Board may propose an individual to serve the remainder of the unexpired term. The completion of an unexpired term shall not be counted toward the two-term limit. Any member appointed with less than one-half the term remaining shall be considered to have served a partial term. Partial terms do not count against a term limit, should one exist.

### Section 3 - Disqualifications and Vacancies

- a) A Trustee who moves out of Tompkins County shall be deemed to have resigned.
- b) The Board may declare a position vacant when a Trustee:
  - 1. fails to attend three consecutive regular meetings of the Board, or,
  - 2. fails to participate in Committee assignments, or,
  - 3. fails to complete any continuing education requirement set by the Board or by the State of New York
- c) The Board may decline to declare such a vacancy for good cause.
- d) The Board shall notify the Nominating Committee and the Clerk of the Tompkins County Legislature whenever a vacancy occurs. The Board shall nominate a new Board Member to fill the vacancy in accordance with Article III, Section 1.

Section 4 - Leaves of Absence - The Board may grant a Trustee a leave of absence from regular Board meetings for a period of from three to five consecutive regular meetings. No Trustee shall be granted a leave of absence more than once during a three-year term of office.

Section 5 - Key Expectations for the Board of Trustees - Consonant with the Library's Mission and Values, the Board shall:

- a) Operation
  - 1. Regularly review the Mission and Values of the Library
  - 2. Regularly review the needs of the Library collections to see that they meet the requirements of the Library program
  - 3. Establish policies for the operation of the Library that are designed to promote efficient and effective procedures.
  - 4. Regularly review the needs of the physical plant and building needs to see that they meet the requirements of the Library program.
  - 5. Report to and liaise with the Tompkins County Legislature on Library matters, including the physical plant and building needs.
- b) Personnel
  - 1. Appoint a Director of the Library whenever that position shall become vacant.
  - 2. Establish employment policies and procedures for Library personnel in accordance with the New York State Civil Service Law.

- c) Fiscal
  1. Advise the administration in the preparation of the annual budget, approve the budget, recommend its adoption by the Tompkins County Legislature, and make every effort to secure adequate funds to finance Library operation.
  2. Establish policies for purchasing and expenditures for the Library, including the establishment and maintenance of bank accounts.
  3. Establish and maintain accounting procedures in the manner prescribed by the New York State Department of Audit and Control for the financial activities of the Library.
  
- d) Public Relations & Impact
  1. Study and support legislation that will bring about the greatest good to the greatest number of libraries in New York State and the nation.
  2. Cooperate with other public officials and boards and maintain vital public relations.
  
- e) Board Maintenance & Professional Development
  1. Keep abreast of standards and library trends by attending, whenever possible, regional, state, and national Trustees meetings and workshops.
  2. Recommend individuals to the Tompkins County Legislature for membership on the Board of Trustees.

#### Section 6 - Officers

- a) Officers of the Tompkins County Public Library's Board of Trustees shall be a President, a Vice President, a Secretary, and a Treasurer. Each of these offices may be filled by up to two persons as "co-officers." Officers shall be elected for a one-year term at the November Board meeting for the succeeding calendar year. Vacancies in any office shall be filled by a majority vote of the current Board membership at the next regular meeting of the Board after the vacancy occurs.
- b) The duties of the officers shall include, but not be limited to, the following:
  1. The President shall preside at meetings and perform such other duties as custom and regulation may require. In the absence or incapacity of the Treasurer, the President shall sign vouchers for disbursements from the Library fund. The President shall appoint Chairs of standing committees from among the trustees.
  2. The Vice President shall assume the duties of the President in the event of the absence or incapacity of the President or both co-Presidents. The Vice President shall also be responsible for oversight of the Library's committee system.
  3. The Secretary shall endorse an accurate record of all proceedings of Board meetings, shall supervise correspondence of the Board, and shall ensure that proper meeting rules and practices are followed.
  4. The Treasurer shall be responsible for all accounting of Library receipts and expenditures. The Treasurer shall sign all vouchers for disbursement from the Library's funds within the framework of the approved budget and with the approval of a majority of the Board present at a regularly scheduled meeting. The Treasurer shall serve as the Chair of the Finance Committee for the Board.



## ARTICLE IV – COMMITTEES

Section 1 – Standing Committees - The Board of Trustees for the Tompkins County Public Library will usually act as a committee of the whole. Certain functions, however, will be aided by the following standing committees:

- a) The Executive Committee shall include the Board's President, Vice President, Secretary, and Treasurer. The Executive Committee may be expanded to include committee chairs when needed. The Library Director may be asked to serve as an ex officio member of the Executive Committee and act as its recorder. The Executive Committee shall, whenever necessary between regularly scheduled meetings of the full Board, make decisions on behalf of the Board. Those decisions must be reported, in writing, at the next meeting of the Board and are subject to ratification by a majority of the current Board membership at a regularly scheduled meeting. The Executive Committee shall be responsible for coordinating the performance evaluation of the Director. In compliance with New York State Open Meetings Law, notice of Executive Committee meetings will be posted in advance and shall be open to all board members and liaisons, who shall receive notice of such meetings as far in advance as possible.
  
- b) The Finance and Personnel Committee shall
  1. Advise the Director in the preparation of the annual budget and submit the recommended budget to the full board for approval.
  2. Review budget requests to the County, Friends of the Library and the Library Foundation, among others.
  3. Oversee the Library's fiscal affairs and fiscal policy, and its personnel affairs and policies.
  4. Represent the Library management in contract negotiations with the PSA and SSA.
  5. Adjudicate appeals of staff grievance rulings in accordance with procedures in union contracts.
  6. Manage the search process for the Director and assist with the search process for other senior staff.
  7. Manage decisions regarding their compensation and evaluation; and as necessary act on changes to the Director's employment agreement; and,
  8. Meet with the Library's external auditors and respond to audit findings.
  
- c) The Board Development and Nominating Committee shall:
  1. Assess the composition of the Board in terms of community representation and review the trustee membership for needed updates.
  2. Recruit, interview, recommend and advise the full Board regarding selection of new trustees.
  3. Prepare slates of candidates for Board membership as vacancies occur.
  4. Review and recommend processes for the cultivation, training, and involvement of Trustees.
  5. Prepare a slate of officers for a Board vote each November.

- d) The Library Art Committee shall review all proposed gifts and purchases of art and shall recommend their permanent acquisition to the Board and shall also recommend deaccession of permanent art to the Board.
- e) The Library Services and Policy Committee shall provide oversight and review of all Library activities and services, shall review proposed new Library policies or changes to existing policies, and shall recommend action to the Board. The bylaws shall be reviewed every other year by the Library Services and Policy Committee.
- f) The Community Relations and Outreach Committee (“CROC”) shall collaborate with Library staff to establish and/or maintain connections with any group who is interested in or who may benefit from the Library. CROC shall provide advice and feedback on community relations and develop strategies for advocacy for the Library and its staff as well as promote information-sharing with the public, with lawmakers, and with the media. It shall also encourage direct support by the Board with all such efforts.

Section 2 -- Ad Hoc Committees - From time to time, ad hoc committees may be formed for the special study of matters that are not covered in other committee assignments. Such committees shall be appointed by the President, with the approval of a majority of the current Board membership, to serve until the final report for their work has been presented.

#### ARTICLE V – MEETINGS

Section 1 – Regular Meetings - The Board of Trustees for the Tompkins County Public Library shall meet once a month, at a time and place to be determined by the Board with notice to the public as required by Public Officer’s Law, §104.

Section 2 – Special Meetings - Special meetings for the Board of Trustees may be called by the President, or upon the request of any three (3) Trustees, provided that notice in writing is given to every Trustee at least three (3) calendar days before the proposed meeting and shall be posted consistent with Article 7 of the Public Officers Law. This notice shall state the time and place of the special meeting and the purpose for which it is being held.

Section 3 – Quorum – A quorum for the transaction of business shall consist of a majority of the current Board membership.

Section 4 – Voting - An affirmative vote of a majority of those present is required to approve any motion before the Board at any meeting.

Section 5 – Rules of Order - The current edition of Robert’s Rules of Order, plus common sense and a commitment that all board members’ views shall be solicited and heard, shall govern the parliamentary procedures of all meetings.

## ARTICLE VI - LIBRARY DIRECTOR AND STAFF

The Board of Trustees for the Tompkins County Public Library is charged with the responsibility of appointing a qualified Library Director (“Director”) who shall be the administrative officer of the Library committed to the Library’s Mission and Values under the Board’s review and direction. The Director shall recommend to the Board the appointment of other staff, shall specify the duties of such staff, and shall be responsible for the direction and supervision of such staff. The Director is also responsible for the care and maintenance of Library property, for the selection and care of materials in keeping with Board policies, for the fiscal operation of the Library within the stated limitations of the budget, for the efficiency of Library services to the public served by the Library, and for the development of a first draft of an annual budget for the consideration of the Finance and Personnel Committee before presentation to the full Board. The Director shall present the proposed budget to the Tompkins County Legislature. The Director is responsible for the implementation of the policies established by the Board. The Director, or the Director’s designee, is expected to attend all regular and special Board meetings, unless otherwise specifically stated by the President of the Board.

## ARTICLE VII – AMENDMENTS

Proposed amendments to the bylaws shall be presented to the Board at a regularly scheduled meeting for consideration by the Board at its next regular meeting. A two-thirds vote of the current Board membership is required for passage.

Original - August 27, 1985

Amended November 24, 1998

Amended May 22, 2007

Amended October 26, 2010

Amended November 25, 2014, Approved August 3, 2015

Amended and Approved March 22, 2016

Approved November 15, 2022

## TCPL BOARD COMMITTEES 2024

COMMITTEE	TRUSTEES	Term Expires	OTHERS (Staff, Foundation, Community Members)
EXECUTIVE Meets quarterly	<u>M. Sidle – Chair</u> L. Chabot B. Taetzsch L. Murphy	2026 2024 2024 2024	L. Tabor – S
FINANCE AND PERSONNEL Meets the third Tuesday of each month 4pm	<u>B. Taetzsch – Chair</u> L. Chabot J. Moore M. Sidle	2024 2024 2025 2026	L. Tabor – S
LIBRARY SERVICES AND POLICY Meets the first Thursday of each month 4pm	<u>N. Scholtz – Chair</u> S. Wong L. Chabot L. Murphy	2025 2025 2024 2024	L. Tabor – S M. McKeon – S J. Jordan – S
BOARD DEVELOPMENT AND NOMINATING Meets as needed; has been meeting at 3:15 the fourth Tuesday of each month just before Board meeting	<u>L. Chabot – Chair</u> J. Moore B. Taetzsch	2023 2025 2024	L. Tabor – S
COMMUNITY RELATIONS & OUTREACH Meets the first Tuesday of each month 4pm	<u>- Chair</u> M. Stahler M. Townsend	2024 2026	L. Tabor – S E. Buckley – S K. DeVoe – S S. Buche – S S. McKissick – S K. Barnes – F

## MARCH MONTHLY STAFF REPORT

[Click here to enter text.](#)

### Director's Report

*Leslie Tabor*

March came in like a lion!

#### *Director's Outreach*

- March 1 – Participated in Senator Webb's [press conference](#) about library funding in Binghamton
- March 1 – Networked with Broome County Public Library Director Josias Bartram, Broome County's Board President Kate Miller-Corcoran, and Cortland Library Board Vice President John Hoeschle
- March 7 – Met with First Generation and Low-Income student program staff from Cornell about how library can connect with students – possible orientation sessions
- March 8 – Leadership Team day with Finger Lakes: tour of FLLS, lunch, tour of TCPL (Sarah Glogowski, Jenny Shonk, Heidi Eckerson, Deb Geier, Carlos Perez)
- March 8 – Board Orientation session
- March 9 – Board Orientation session
- March 13 – Department Head and Trustee tour of Friends of the Library Warehouse hosted by trustee Kathy Weinberg
- March 14 – Leadership Tompkins monthly session at BorgWarner, Ithaca airport, and ReUse
- March 15 – Met with History Center, Cornell, other stakeholders for pilot downtown AAPI month celebration
- March 18 – TST BOCES intern interview (on-camera)
- March 20 – Donor meeting with Aneja family
- March 22 – Met with Sciencenter Director Michelle Kortenaar to discuss operations and union collaboration

#### *Personnel*

- Library Business Manager Search
- Librarian I exam closes March 31
- Grievance mediation on March 21 with FMCS

#### *Professional Development*

- This month professional development requests were approved for:
  - ALA 2024 in San Diego (Director will also attend)
  - ALSC in Denver
  - Antiracism 201 webinar
  - Difficult Conversations webinar
  - Department Heads attended communication training via HSC at Longview

#### *Ongoing Projects*

- RFID Implementation
- IT Managed Service contract transition

- SharePoint development
- Opioid Settlement Grant
- 2023 State Annual Report
- 2023 Financial Audit
- Board Orientation

*Of Note*

- Director additional workdays
  - RFID
    - Sunday 02/25
    - Sunday 03/03
    - Sunday 03/10
  - Rotation coverage in Youth Services and Circulation (Grievances)
    - Saturday 02/17
    - Saturday 02/16
  - Board orientation
    - Saturday 03/09

*Evaluation Follow-Up*

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

*Save the Dates*

- March 27 @ 10:30 – Longview visit and presentation with Foundation
- March 31 – Library closed for Easter Sunday
- April 2 to 6 – Director and Circulation Manager to PLA 2024 in Columbus
- April 12 @ 2:30 – RFID Ribbon Cutting with Tompkins County Chamber of Commerce
- May 3 to 6 – Director PTO

**Youth Services**

*Kat Savage*

**Youth Services**  
**Department**  
 Board Report  
 March 2024



Family Storytime with Woody



Mythaca Tiny Golf

Your friend did more than just sleep during our Library sleepover!

Look, we caught Kitty-Horsie playing with the other farm animals!




Attendees at Animal Storytime got a report of their own about what their friend got up to!

<b>Total Programs Offered to Youth</b>	<b>49</b>	
<b>Total Attendance</b>	<b>2,243</b>	
	Programs	Attendance
First Five Years	12	466
Children (5-11)	22	1221
Teen (12-18)	13	132
General Interest	2	424

### Coming Up in April

The **Cayuga Chamber Orchestra** will offer a special **Early Childhood Edition** for babies, toddlers, and preschoolers ages 0-5 with Cellist Zach Sweet, on April 11<sup>th</sup>.

Patrons can assemble and decorate their own DIY **Take and Make Eclipse Viewers** the weekend before the eclipse. Materials designed and fabricated in the Makerspace!

Award-winning indie rockers **Rolie Polie Guacamole** will tour the Finger Lakes Region and will stop at TCPL on April 7<sup>th</sup>.

In recognition of ALA’s national initiative El día de los niños/El día de los libros, TCPL will present a **Multicultural Family Storytime** on April 27<sup>th</sup>, featuring guests, multilingual stories and songs.

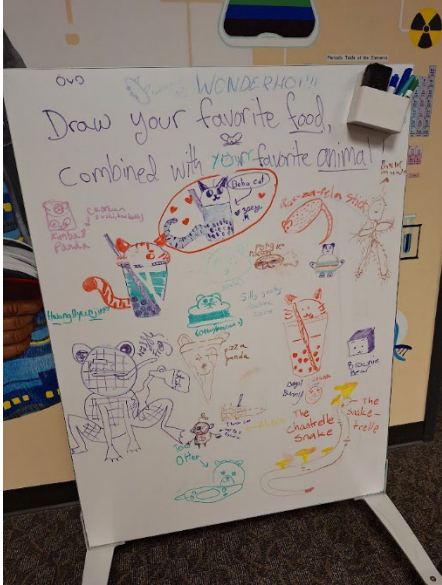
**Kids Discover the Trail** visits continue through early May. Kindergarten classes will visit the library for a lively reading of a picture book, a poetic guessing game, a tour of the children’s room, and more. We are excited to welcome the class of 2036 to TCPL!

The **Tween Book Club** will meet to discuss *Inside Out and Back Again* by Thannha Lai, an award-winning novel in verse in celebration of Poetry Month, April 25<sup>th</sup>.

Beginning March 30 and continuing through June 1, kids and teens can challenge themselves on a monthly Saturday **Robot Racing Challenge**.

### Staff Highlights

**Cassie** reports that Library Lover’s Crafternoon saw over 60 attendees at six craft stations and the Animal Sleepover Storytime saw fourteen participants and an exponentially large number of giggles. (A certain department head may or may not have donned a banana suit.) In addition,



*Creativity in the Teen Center*



she attended SLJ’s Middle Grade Magic to support her collection responsibilities and readers’ advisory, and recommends new books coming out by Lisa Yee, Dan Santat, Kimberly Brubaker Bradley, Ann and Ben Brashares, Gayle Foreman, Katherine Applegate.

**Kai’s** programs remain well attended, including Sit Stay Read, which saw a record of 60 participants during the ICSD Winter Break. She and Cassie attended the Children’s Summer Reading Program workshop presented by the state library. In addition, she is serving on the first-round interview panel for our Librarian I openings.

**Woody** led their first Saturday Family Storytime, reading books and teaching fingerplay rhymes. They also spent time tagging and linking the collection for RFID implementation, and reviewed the YS AV circulation to help inform their ordering and marketing strategies.

**Sasha** reports strong attendance right out of the gate of 25 humans at the first monthly Rainbow Family Friday. One patron told him that it was very refreshing to get to talk to other parents of LGBTQ+ children, and that next month's meeting couldn't come soon enough! In addition, the Teen Writing Workshop is fully subscribed at 8 attendees, and passive programming via the Teen Center whiteboards has been sparking conversation and many creative drawings. This month, prompts included the best pie flavor in honor of Pi Day, draw your favorite animal combined with your favorite food, and what do you like best about the library.

**Kelly** organized Mythaca Tiny Golf during the ICSD Winter Break, working with a volunteer to have 36 attendees putt-putt their way to fun. She is also preparing to present on Sensory Storytimes at the in-person Summer Reading FLLS meeting



**Joah's** curriculum for the current iteration of Robotics Club was featured on Instructables.com and has been attracting 50 attendees at each session so far. In addition, he presented to member FLLS libraries and other libraries in the state about coding and robotics in Teen Programming.

**Kat** began scheduling Summer Reading visits to schools, toured the Friends of the Library warehouse with Leslie, Jeremy, Kate, and Liz Chabot, and attended professional development session Team Building for Leaders, streamlined program reporting mechanisms, and dressed up like a banana.

**Your Moment of Joy**

Teen walking out of Big Brother/Big Sister coding event in the Digital Lab:  
"I learned like 20 things in that. I didn't know you could learn that many things in one sitting!"

---

**Volunteer Coordinator**

*Elizabeth Buckley*

**VOLUNTEER COORDINATOR**  
**Elizabeth Buckley**

Most recently, all Circulation Assistant volunteers are receiving training and up-to-date information to share with patrons regarding procedural changes with the service desks and self-checkout locations, as well as other programs and services offered, and where in the library these programs and services can be found. The pride they take in their strengthened role in serving the public has been tangible. Earlier in March, we finished the volunteer portion of RFID sticker placement—volunteers had been assigned to place them on all audiovisual materials. A special thanks to GIAC, the APO fraternity, and the Tompkins County Mental Health PROS program for finding us groups of volunteers who had time slots dedicated to helping us finish tagging large portions of the collection. These collaborations helped us work through tagging our collection much more efficiently, and strengthening community ties is a great bonus.



**TOMPKINS COUNTY PUBLIC LIBRARY**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**MONTH ENDING: February 29, 2024**

16.7 % of Budget Year

REVENUE:		ORIGINAL	AMENDED	FEB	RECEIVED	PERCENT	ANTICIPATED
		BUDGET	BUDGET	RECEIPTS	TO DATE	OF BDGT	RECEIPTS
L002A	Tompkins County Appropriations	4,244,682	4,244,682	0	1,061,171	25.0%	(3,183,512)
L002C	Town of Ithaca	15,000	15,000	0	0	0.0%	(15,000)
L002D	City of Ithaca Sales Tax	35,190	35,190	0	0	0.0%	(35,190)
L2082	Fines	0	0	50	71		71
L2360	Copier / Printcard	7,000	7,000	704	1,073	15.3%	(5,927)
L2401	Interest	40,000	40,000	5,288	9,864	24.7%	(30,136)
	Lost and Paid Library Materials	2,000	2,000	60	113	5.6%	(1,887)
	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	10	10	0.1%	(10,656)
L2760	NYS Central Library Aid	96,748	96,748	0	0	0.0%	(96,748)
L3840A1	NYS Local Library Services Aid	31,399	31,399	0	0	0.0%	(31,399)
L3840A4	Other State Aid	0	0	0	0		0
L4840	Federal Aid	0	0	0	0		0
<b>TOTAL REVENUE</b>		<b>4,833,043</b>	<b>4,833,043</b>	<b>6,111</b>	<b>1,072,302</b>	<b>22.2%</b>	<b>(3,760,741)</b>
EXPENSES:		ORIGINAL	AMENDED	FEB	EXPENDED	PERCENT	INENCUMBERE
		BUDGET	BUDGET	EXPENSES	TO DATE	OF BDGT	BALANCE
<b>100</b>	<b>PERSONNEL</b>	<b>2,670,958</b>	<b>2,670,958</b>	<b>184,284</b>	<b>352,835</b>	<b>13.2%</b>	<b>2,318,123</b>
<b>271</b>	<b>EQUIPMENT</b>	<b>79,531</b>	<b>111,391</b>	<b>17,097</b>	<b>17,876</b>	<b>16.0%</b>	<b>93,515</b>
<b>300</b>	<b>SUPPLIES AND MATERIALS</b>						
410A	Books, Adult	68,040	89,399	208	3,447	3.9%	85,952
410AG	Books, Adult, Gifts & Memorials	10,098	16,301	131	195	1.2%	16,106
410J	Books, Juvenile	68,040	71,838	1,246	3,361	4.7%	68,477
410JG	Books, Juvenile, Gifts & Memorials	3,468	6,775	19	86	1.3%	6,689
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	68	77	0.8%	9,923
410YG	Books, Young Adult, Gifts & Memo	1,000	1,300	0	49	3.8%	1,251
413P	Periodicals, Print	5,000	6,060	20	40	0.7%	6,020
413PG	Periodicals, Print, Gifts & Memorial	0	0	0	0		0
413PY	Periodicals, Print Young Adult	1,300	1,300	0	5	0.4%	1,295
424	Other NonBooks/Bindings	200	0	0	0		0
425A	AV Adult	40,500	40,500	5,603	5,603	13.8%	34,897
425AG	AV Adult, Gifts & Memorials	0	7,830	0	0	0.0%	7,830
425J	AV Juvenile	20,000	13,500	418	418	3.1%	13,082
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	86,118	13,212	13,212	15.3%	72,906
426CY	Youth Electronic Info. Sources	61,092	75,721	1,802	1,802	2.4%	73,919
426CG	Electronic Info. Sources, Gifts	0	12,215	0	0	0.0%	12,215
430A	Supplies - Staff	5,000	5,000	483	715	14.3%	4,285
430B	Supplies - Public	5,000	5,000	250	315	6.3%	4,685
430C	Supplies - Collection	25,000	25,000	456	1,250	5.0%	23,750
430F	FLLS Polaris Supplies	3,500	3,500	0	0	0.0%	3,500
430P	Publicity and Printing	18,000	28,000	304	10,314	36.8%	17,686
430PP	Public Programming	39,155	46,155	3,260	3,260	7.1%	42,895
430S	Software / Licenses	5,000	5,000	18	18	0.4%	4,982
430T	Library of Things	3,000	3,000	0	0	0.0%	3,000
<b>TOTAL 300 ACCOUNT EXPENSES</b>		<b>452,393</b>	<b>561,512</b>	<b>27,497</b>	<b>44,167</b>	<b>7.9%</b>	<b>517,345</b>
<b>400</b>	<b>CONTRACTUAL AND OTHER EXPENSES</b>						
431	Telecommunications	13,280	13,280	188	2,436	18.3%	10,844
433	Postage	10,000	10,000	2,869	2,869	28.7%	7,131
435	Staff Development	68,583	90,760	1,434	1,683	1.9%	89,077
435	Volunteer Development	2,500	2,500	29	29	1.2%	2,471
436	FLLS Circ Auto Csts	68,300	68,300	0	0	0.0%	68,300
437	Professional Fees - Other	17,545	24,545	4,200	4,600	18.7%	19,945
437G	Prof Fees - Security Guard	169,242	169,242	15,680	20,894	12.3%	148,348
437L	Prof Fees - Legal & filing fees	80,000	80,000	2,680	2,680	3.4%	77,320
437S	Prof Fees - Synergy IT	142,892	142,892	19,839	23,640	16.5%	119,252
438	Library Membership Dues	3,020	3,020	600	600	19.9%	2,420
439C	Equipment Contracts	49,940	49,940	2,488	4,614	9.2%	45,326
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	0	0	0.0%	6,249
490	Legal Adv./Collection/Refunds/Bk	5,000	5,000	206	334	6.7%	4,666
<b>TOTAL 400 ACCOUNT EXPENSES</b>		<b>662,402</b>	<b>691,328</b>	<b>50,214</b>	<b>64,379</b>	<b>9.3%</b>	<b>626,949</b>
<b>800</b>	<b>EMPLOYEES' BENEFITS</b>						
8810	Retirement	265,134	265,134	0	0	0.0%	265,134
8830	Social Security	194,328	194,328	13,433	25,700	13.2%	168,628
8840	Workers' Compensation	40,000	40,000	0	0	0.0%	40,000
8845	Flexible Benefits	2,256	2,256	383	383	17.0%	1,873
8850	Employee Assistance Program	2,125	2,376	0	2,376	100.0%	0
8855	Parking/Mass Transit	2,000	2,000	165	360	18.0%	1,640
8860	Health Insurance	651,605	651,605	48,455	137,521	21.1%	514,084
8862	HRA Reimbursement & Admin	20,000	20,000	752	2,184	10.9%	17,816
8865	Disability	23,000	23,000	2,258	4,123	17.9%	18,877
8870	Unemployment	0	0	0	0		0
<b>TOTAL 800 EXPENSES</b>		<b>1,200,448</b>	<b>1,200,699</b>	<b>65,445</b>	<b>172,647</b>	<b>14.4%</b>	<b>1,028,052</b>
<b>TOTAL EXPENSES</b>		<b>5,065,732</b>	<b>5,235,888</b>	<b>344,537</b>	<b>651,904</b>	<b>12.5%</b>	<b>4,583,984</b>
<b>FUND BALANCE CHANGE</b>		<b>(232,689)</b>	<b>(402,845)</b>	<b>(338,426)</b>	<b>420,398</b>		<b>823,243</b>

**Tompkins County Public Library**  
**Operating Fund**  
**Balance Sheet**  
**As of February 2024**

DOC 24-19

**ASSETS**

Petty Cash	550
Cash in Checking	45,848
Cash in Savings	732,317
Cash in Investments	1,012,362
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	66,060
Prepaid Expenses - NYS Retirement	66,500

**TOTAL ASSETS**

**2,167,133**

**LIABILITIES & FUND BALANCE**

**Current Liabilities**

Accounts Payable	0
Accounts Payable - Payroll Liabilities	9,862
Accrued Wages	0
Accrued Payroll Tax Expense	0

**9,862**

**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)	420,398
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**Total Fund Balance-Current Month**

**2,157,270**

**TOTAL LIABILITIES & FUND BALANCE**

**2,167,133**

Finance and Personnel Committee  
3/19/24

Attending in person: Jason, Melisa, Lis, Blixxy, Leslie  
Call to order 4:08

- February monthly statements: Blixxy reviewed the financial statements with the committee. We discussed where we are so far with revenues and expenses – things seem to be on track so far. In review of the balance sheet, we discussed again the need for fund balance policy. We think this will protect the County, and also justify what we need to safeguard the library.
- State AFR Review: Blixxy talked about the AFR filing and requirements – the Treasurer is the CFO/certifying officer, and the Business Manager is the preparer.
- State Annual Report update: Leslie reported that it is now submitted – approved by the board last month.
- 2023 Audit update: Leslie met with auditors to discuss timing of meetings with auditors – either April or May F&P meeting date.
- Preliminary discussion/planning re 2025 County Budget Ask: The way we build our budget has been influenced by the categories the annual report has required. So, our line-by-line budget could be simplified based on current requirements rather using historical break downs that have been required in the annual report.

Leslie described the budget process as being in two big buckets – the structural part with the County data input; the presentation to the County.

Strategy for how we would approach the budget with positions we need. Leslie would like to add a communications person and an HR person. What might our strategy be with asking for an OTR? We will also be in negotiations this year, so need to be aware of how that might impact our budget process.

- Update on Business Manager Search: Blixxy and Leslie provided an update on the search; we have now hired Insero as a professional search firm.
- Staffing update: Library I search is underway. After March 31 we will have our scored list for the search committee. Leslie shared that we train new folks as generalists, but they are asked preference of what department they would like to work in during the search process.
- Move into exec session at 5:15 to discuss personnel matters.
- Adjourn exec session at 5:30
- Adjourn meeting at 5:35

TCPL Library Services and Policy Committee  
March 7, 2024 4pm

Attending: Lis Chabot, Jeremy Jordan, Mary McKeon, Liam Murphy, Nina Scholtz, Leslie Tabor, Shelley Wong

Nina Scholtz was renominated by the Committee to be Chair for the coming year.

We approved an agenda as follows:

- 1) Overview of the committee's business
- 2) Discussion of goals for upcoming meetings
- 3) Review of the proposed Anti-Harassment policy

Given the number of new members, there was a general discussion of how the Committee accomplishes its business. In general, policies are generated by staff and proposed to this Committee. Committee members review these proposals and come to meetings prepared to offer feedback. Meetings are generally run with a sufficient level of informality to promote a general discussion.

In the coming year, we will be sure to post an agenda for each meeting at least a week before our meeting (the next meeting being on April 4, we will post an agenda by March 28).

In discussion, we discussed there are three projects for this Committee to accomplish at this time: 1) a review of the Anti-Harassment Policy; 2) a review of the Meeting Spaces Policy; and, 3) checking for "dead links" on the TCPL.org website.

We reviewed a proposed Anti-Harassment policy as proposed by staff. The Committee expressed overall appreciation for the work shown in the draft and acknowledged the importance of focusing on this topic given the importance of making the Library a welcoming space for the community as well as a safe workspace. The Committee believed the draft needed further work and refinement, particularly as to the following areas:

- The need to coordinate the proposed policy with both the Library's Code of Conduct as well as its Sexual Harassment Prevention Policy, bearing in mind that common definitions should be used across those policies whenever possible to be both transparent and consistent
- The need to be clearer whether the Anti-Harassment Policy would apply only to those who work in and/or for TCPL or whether it would also apply to the public
- The need to be clearer on the line between the use of the Code of Conduct or this policy
- The need to provide clarity concerning appropriate reporting of complaints

The Committee also offered a number of suggested line-edits to the proposal for staff to consider in preparing a revision.

There being no further business, the Committee adjourned at approximately 5pm.

Submitted,  
Liam G.B. Murphy, Secretary

- **CROC Table-Setting (Leslie)**
  - Board Committees where work gets done (vs. Board Meetings which are lined up neatly with pre-work, votes)
  - CROC is an executive committee – empowered to take action
  - Board - “Noses in, hands off” - members as advocates, surrogates
  - CROC – rough history; desire to remake the committee to be fun, visionary, and action-oriented
  - FUTURE THINKING – not reacting, thinking six, nine months ahead. Move forward, dream big!
  - Cycle of the Library like seasons of the year, relate to the community plan, outreach plan, far in advance
  - Marli considering role as Chair
  - Technically follow Robert’s Rules, but does not need to be strict
  - “Activated” committee – here’s how we’re supporting the Community and here’s how the staff can do it. Start small, feel positive, build muscles, sky’s the limit.
  - **Discussion:**
    - When did CROC begin and do we have a mission statement?
      - Began around the time of the Capital Campaign, Board Bylaws, “atrophied” after the capital campaign was done
    - Do we want a mission statement, vision statement?
      - “serves the community and supports the staff in doing so”
    - Needs Assessment?
    - What is outreach? How do we define it?
- **Homework Brainstorm / Discussion Questions (Group)**
  - **1 to 3 actions to increase awareness of the Library Mission, programs, and services**
    - Needs assessment –
      - Target NONUSER – who may look like people around CROC table – busy!
      - Market segmentation areas
      - Census data – languages English, Spanish, Mandarin/Cantonese - reach those groups
    - Leslie “on the road” visiting community partners – additional staff would love to attend
    - Pre-covid had weekly radio time on WHCU
    - Podcast – one cool thing in the Library
    - ASL services, training; Baby & Toddler Storytime as an entry point
    - Newsletter review, consider additional, targeted newsletters? Point raised that newsletter is an investment to receive, read vs. Impactful photo ads, social media posts (ex. Picture on the bus rolling along)
    - Cornell Basketball game – ads there! Those are our nonusers.
  - **1 to 3 community partners you think we should connect with**
    - Mimi part of planning committee with DIA for AAPI – Mental Health services for AAPI community, associated stigma (May 4 is event date)

- Chamber of Commerce
  - Tompkins County
  - TCAT
  - Better understand what we're already doing
  - "Firehose" of partnerships/groups that reach out, Library saying yes to everything vs. Missional, sustainable, selective, proactive process
- **1 to 3 programs or partnerships you think may have run their course**
- **1 to 3 actions you think staff AND Trustees should be doing every day/month/week/quarter/year to enhance the reputation of TCPL**
  - Familiarize yourself with policy, the events calendar, so you can represent TCPL accurately
  - Share events on social media, bring friends to events
- **1 to 3 DREAM library events/programs/services**
  - Social worker in the library / REACH (Shelby raised the possibility in Circ meeting of using lobby space to house social services)
  - Big Author Community Read
  - Bus stop sidewalk – make it more inviting, spaces to sit, plants, more welcoming place to exist, visible from North Reading Room
  - Remote Workers – Library as a space to get a break from home office, meet other remote workers
- **Brass Tacks**
  - **Completion & Celebration of RFID!**
    - Will happen during [National Library Week](#)
    - Shirts!
    - Newsletter will celebrate RFID, "Buddy System" (staff paired on desks for one-stop shopping)
    - Press release
    - Social media takeovers?
    - Promotional videos – using the self check, ease, testimonials. Puppets? Show it can be easy to use
    - "Help Is Here!" for patrons who want a person, not a machine.
    - Amping up volunteers to be more docent like
    - Increased staff roving (new roving desk)
  - **Summer Reading**
    - Trustees, staff, aware and present
  - **Communication - "If there's a void, tell each other that!"**
- **ACTION ITEMS**
  - **Mission Statement**
  - **Getting ready for RFID & Celebrating!**
  - **Secretary** – Kate, will follow up with Leslie about any expectations beyond minutes
  - **Plus / Delta**
    - **Plus** – Friendly, comfortable group of angels and heroes
    - **Plus** – Homework was helpful so folks could come ready
    - **Delta** – Leslie's delta is that she would like for Marli to agree to Chair