

TOMPKINS COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, May 28, 2024 4:00

CALL TO ORDER	4:00 PM
A. APPROVAL OF AGENDA	DOC 24-28
B. PUBLIC COMMENTS	
C. ACTION ITEMS	4:10 PM
1. Draft Minutes of April 23, 2024	DOC 24-29
2. Audit of Bills and report by Treasurer	
i. Operating Budget in the amount of \$ _____	
3. Acceptance of the Annual Audit (sent under separate cover)	DOC 24-30
4. Approval of Gift and Donation Policy	DOC 24-31
5. Approval of Card and Lending Guidelines	DOC 24-32
C. DIRECTOR'S REPORT	4:30 PM
D. UPDATES FROM THE PRESIDENT AND VICE PRESIDENT	4:40 PM
1. Director's Evaluation Presentation Summary	DOC 24-33
E. PRESENTATION ON THE OPEN MEETING LAW (Murphy)	4:45PM
F. REVIEW OF CURRENT STRATEGIC PLAN	4:55PM
1. 2020 – 2025 Strategic Plan	DOC 24-34
G. LIAISON REPORTS	5:00 PM
1. County – Rich John	
2. Foundation – Kerry Barnes	
3. Friends – Nina Scholtz	
H. WRITTEN REPORTS	5:10 PM
1. May Staff Report	DOC 24-35
2. April Monthly Statement	DOC 24-36
3. Executive Committee	
a. Minutes of April 23, 2024	DOC 24-37
b. Minutes of May 17, 2024	DOC 24-38
c. Next Meeting July 23, 2024	
4. Finance & Personnel Committee	
a. Minutes of May 21, 2024	DOC 24-39
b. Next Meeting June 18, 2024	

5. Library Service & Policy Committee

- a. Minutes of May 2, 2024
- b. Next Meeting June 6, 2024

DOC 24-40

6. Community Relations and Outreach Committee

- a. May meeting canceled
- b. Next meeting June 4, 2024

I. EXECUTIVE SESSION on a personnel matter

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

June 25, 2024

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

TCPL Board Members Present: Melisa Sidle, President; Blixey Taetzsch, Liam Murphy, Lis Chabot, Shelley Wong, Kathy Weinberg, Mimi Townsend, Darrel Long, Nina Scholtz, Christina Brewington

Board Members excused: Marli Stahler, Jason Moore

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

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

CALL TO ORDER

APPROVAL OF AGENDA DOC 24-23

A **MOTION** was made by N. Scholtz and seconded by B. Taetzsch to approve the agenda. Approved unanimously.

APPROVAL OF MARCH 26, 2024, MINUTES DOC 24-24

A **MOTION** was made by L. Chabot and seconded by S. Wong to approve the minutes. Approved unanimously.

APPROVAL OF THE BILLS

I, Treasurer, Blixey Taetzsch, in keeping with New York State Education Law, certify that I have reviewed payroll #7 dated 4/4/24 and #8 dated 4/18/24 totaling \$121,584.96. 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 April 2024 bills in the amount of \$241,756.65 as listed in Abstracts #10, #11 and #12.

DIRECTOR'S REPORT

A huge thank you to Principal Account Clerk, Connie Clark, she does an amazing job! The big event this month was our RFID Ribbon Cutting on Friday, April 12th. Tabor thanked the Trustees, Foundation Directors, Friends, elected officials and more who showed up to celebrate the completion of our project.

Kerry and I had a professional development opportunity, we attended NY Council of Nonprofits Executive Director retreat. NYCON are leaders in delivering top-rate, innovative programs in almost every area of nonprofit operations and governance, helping nonprofits achieve sustainability and growth.

Friday I am participating in a Right to Read Panel at Cornell. I will be presenting my Annual Evaluation to staff in the May all staff meeting, Melisa Sidle and Lis Chabot in attendance.

UPDATES FROM THE PRESIDENT & VICE PRESIDENT

President Sidle – Lis and I will be attending the May all staff meeting to gauge how staff take in what is being presented and get a chance to see Leslie in action. Sidle reminded trustees of the annual training of two hours, FLLS has great resources for continuing education.

Lis welcomed Christina and led a round of introductions around the room. Chabot mentioned they are responsible for the committee meetings roster and asked new trustees to think about which committee they would like to join.

LIAISON REPORTS

County – John will sign the Conflict-of-Interest form. TCPL will be attending the Government Operations Committee on May 2nd. April 30th kicks off the budget season.

Foundation – Readathon 2024 is on till the end of April. This year’s event is smaller than usual, as we figure out a sustainable format and plan for future Readathons. We’re pleased to have attracted some new reader-fundraisers, while keeping longtime readers engaged.

The inaugural Silent Reading Party was a grand success! Feedback has been overwhelmingly positive and we were practically accosted by attendees asking us when the next one will be. The Events Committee is meeting next week to decide this and also fine-tune fundraising events plans for the remainder of the year.

The Rosen Fund, or Library Grant Cycle fund, for Summer Reading Program, administered by the Community Foundation of Tompkins County is woefully behind. Notification of grant awards has never taken place this late in the year. An e-newsletter went out last Friday from the Community Foundation announcing that the grant process is finished and listed the grant recipients on their website but no one from TCPL or the Foundation were notified or told the amount we were granted. After we inquired about this, Community Foundation staff informed us that they are “still in the process of processing applications and results will be sent in the next week or two.” Regardless, the Foundation is committed to providing support for Summer Reading.

Our audit is finally done and our financials have been shared with the Library’s auditors. It took longer than anticipated- our endowed donor funds are a real challenge to understand- but everything’s completed now.

Leslie and I learned a great deal and were sufficiently overwhelmed with valuable information at NYCON’s Executive Director’s retreat last week. Beyond the fat folder of resources we received and the other directors we met and interacted with, it was a good refresher on what NYCON can provide for its members. (The Foundation is a paid member of NYCON and we’re allowed to include Leslie in our membership.)

Friends – Tomorrow is library day at the booksale, libraries can go to the booksale and pick up books and the second day is for the school libraries, all books are free.

A **MOTION** was made by B. Taetzsch and seconded by L. Chabot to adjourn at 4:43 pm.
Approved unanimously.

Minutes gathered by Mary McKeon
Administrative Manager

Endorsed by Liam Murphy
Secretary

TOMPKINS COUNTY PUBLIC LIBRARY

Gift and Donation Policy

The Tompkins County Public Library (TCPL) does not accept direct donations. TCPL partners with two supporting organizations that receive gift materials and monetary donations on behalf of the Library: the Friends of the Tompkins County Public Library and the Tompkins County Public Library Foundation. Both the Foundation and the Friends of the Library raise money for TCPL, but in different ways. The Foundation serves as the fundraising arm of the Library, while the Friends grant money from the proceeds of the Book Sales to TCPL and the Finger Lakes Library System, as well as supporting area literacy initiatives. The Friends and the Foundation reserve the right to refuse any gift.

Gift Materials

Members of the public may give, bequeath, or donate books and materials to the Friends of the Tompkins County Public Library, in accordance with the [Friends' donation guidelines](#), at the Friends' warehouse on 509 Esty Street, Ithaca. Proceeds from the Friends of the Library Book Sales support TCPL's collection development, among other things. For more information about joining the Friends or donating materials visit <https://www.booksale.org/> or email info@booksale.org.

Monetary Donations

The Tompkins County Public Library Foundation raises funds to support the Library's mission and vision. The Foundation cannot accept donations of books for TCPL. The Foundation serves as a bridge between the library and the community, encouraging engagement through philanthropy and participation. Contributions from individuals, foundations, corporations, and organizations help TCPL above and beyond what public funding provides. The Foundation raises awareness of needs, connects library lovers with opportunities for support, and directs funds raised to the Library. For more information about donating to the TCPL Foundation to support the Library visit <https://www.tcplfoundation.org/give-now>.

TOMPKINS COUNTY PUBLIC LIBRARY

Card and Lending Guidelines

Getting a Library Card

Library cards are free. Anyone who lives or works in Tompkins County is eligible for a TCPL library card. Library accounts are active for three years and information is verified at three years to keep cards active. Two things are required to get a card:

1. Photo ID preferred. Patrons without photo ID and/or proof of address may speak with staff about card options.
2. Proof of current address (piece of mail, digital receipt on phone, et al)

Register in person or online at <https://catalog.fls.org/polaris/patronaccount/selfregister.aspx>. Homebound patrons may also call the library at 607 272 4557 to register and receive their card and books by mail.

Children ages birth to 12 must have a parent/responsible adult present to verify their information. Caregivers may opt their children out of Internet access at time of registration.

Using Your Library Card

Please bring your card with you to the library and present it at time of checkout. Replacement cards are free. You may check out a total of 50 items at a time.

Borrowing

	Limit	Holds	Loan Period	Renewals Per Item
Total per Card	50	20	3 weeks	6, if no holds
Books	50	20	3 weeks	6, if no holds
Media (CDs, DVDs, et al)	50	20	3 weeks	6, if no holds
Magazines	20	20	3 weeks	6, if no holds
Library of Things	5	NA	Varies	NA
Finger Lakes Library System Items	20	20	Varies	Varies
Interlibrary Loan (ILL)* <i>*Subject to fines and fees</i>	20	5	Varies	Varies
Libby (digital)	5	5	3 weeks	NA
Hoopla (digital)	5/month	Instant	Books 3 weeks Videos 72 hours Music 1 week	NA
Kanopy (digital)	Unlimited	Instant	48 to 72 hours	NA

Cardholders have unrestricted access to the collections. The library does not act in loco parentis; caregivers are responsible for the choices their children make.

Returns

Material drops are located on the external side of the building along Green Street and inside at the Circulation Desk. You may return TCPL items to any FLLS member library. Member libraries are any public library within our five-county service area consisting of Tompkins, Cayuga, Cortland, Seneca, and Tioga.

Holds

You may borrow items that are currently checked out or from other FLLS libraries by placing a hold. You may place a hold in person, place a hold via our online catalog, or call for assistance. You will receive notification when it is available for pickup.

Hold pickups are self-serve. Materials are arranged in alphabetical order by borrower surname and are located next to the New Books.

Interlibrary Loan (ILL)

Out of System Interlibrary Loans are available. If you would like to renew an ILL, please make your request at least 3 days prior to the due date. Late fees are \$1.00 per day.

Self-Checkout

Self-Checkout stations are available with your library card and PIN. Your account must be in good standing to use self-check service.

Fines and Fees

TCPL is fine free.

Items are considered lost when they are 30 days overdue. Lost items may incur replacement fees. Borrowing privileges may be suspended once an account balance reaches \$25.00 in fees or ten overdue items.

Tompkins County Public Library accepts cash, check, debit card, and credit card as payment.

- Checks can be made payable to "Tompkins County Public Library."
- We accept Visa, MasterCard, and Discover for fees over \$5.
- The replacement cost and processing fees are non-refundable once an item is paid for or replaced.

*Interlibrary loan materials from outside the Finger Lakes Library System are subject to fines and fees at the discretion of the lending/owning library and cannot be waived.

Originally published 10/26/16.

Revised and approved by Board of Trustees 01/22/19, 05/23, XX/24.

Summary of the Director's Evaluation & SMART Goals

Staff Presentation given Wednesday, May 1, 2024.

1. Evaluation Process:

- The evaluation process for the Director includes a 90-day 360 evaluation and an annual evaluation conducted by the Board of Trustees and a 360 consultant.
- The evaluation timeline for the current Director started on November 28, 2022, with the first day in the role, followed by a 90-day evaluation on May 05, 2023, and an annual evaluation on March 12, 2024.
- The most recent evaluation and goals presentation took place on May 01, 2024.

2. Evaluation Takeaways:

- The Board of Trustees has confidence in Leslie's potential to be a transformational leader.
- The Board and the Director are strategic partners.
- Formal internal and external library communication strategies are a priority.
- The success of TCPL depends on staff, the Director, and library partners working together.

3. Moving Forward Together:

- The document emphasizes the importance of celebrating accomplishments, such as promotions, new hires, increased access, project completion, and significant increases in visits and circulation.
- Clear communication of goals and expectations is crucial, with a focus on how decisions and ideas benefit the community and the library.
- Library decisions should be seen as organizational, not personal.
- Continuous improvement is highlighted, with the current Strategic Plan ending in December 2024.

4. SMART Goals:

- The Director has outlined several SMART goals for the short term and short/mid/long term.
- Short-term goals include bringing in a national consultant for staff-wide customer service training and strengths training for all staff.
- The Director also plans to attend PLA and ALA conferences in 2024 to gain a broader view of national public library operations.
- Mid-term goals include developing a shared vision for the library in collaboration with staff, Trustees, and community partners.

- Long-term goals include raising the profile of the library by meeting with strategic people and organizations.

In conclusion, the Director's Evaluation & SMART Goals Update highlights the importance of collaboration, communication, and continuous improvement for the success of TCPL. The Director has set specific goals to develop staff, improve customer service, and raise the profile of the library.

The key takeaways from the evaluation are as follows:

1. **Confidence in the Director's Potential:** The Board of Trustees has confidence in Leslie's potential to be a transformational leader. This indicates that they believe in the Director's abilities and see them as capable of making significant positive changes within the library.
2. **Strategic Partnership:** The Board of Trustees and the Library Director are seen as strategic partners. This suggests that they work closely together and collaborate on important decisions and initiatives for the library.
3. **Communication Strategies:** Formal internal and external library communication strategies are prioritized. This implies that the Board recognizes the importance of effective communication within the organization and with external stakeholders.
4. **Collaboration for Success:** The sustainability and success of TCPL depend on staff, the Director, and library partners figuring out how to move forward together. This emphasizes the need for collaboration and teamwork to achieve the goals and objectives of the library.

Overall, the evaluation highlights the Board's confidence in the Director, the importance of strategic partnership, the emphasis on communication strategies, and the recognition of collaboration as a key factor for the library's success.

Submitted by Melisa Sidle, President, TCPL Board of Trustees

TOMPKINS COUNTY PUBLIC LIBRARY STRATEGIC PLAN 2020-25

DOC 24-34

To our Tompkins County Public Library Community –

We are pleased to share our strategic plan to guide our service to the community for the next five years. Through the planning process, we have reaffirmed our core principles, while also imagining how we can grow and evolve.

Guided by the input of current patrons and non-users alike, the library's Board of Trustees and Strategic Plan Committee have crafted a new mission and vision which put our patrons front and center. Our organization's first-ever equity statement demonstrates our unwavering commitment to ensuring TCPL is a place for everyone, and our values express that which we hold most dear. Upon these foundations, we have arrayed a set of strategic goals, unified around the theme of sustaining our current work, and building upon it to welcome and serve even more people, how and where they need us.

Tompkins County Public Library is a reflection of our community's ideals. We are privileged to provide the services people have always treasured, as well as new offerings in response to our changing world. With the continued support of our County Legislature, committed staff, Friends of the Library, supporters of the Tompkins County Public Library Foundation, volunteers, library users, and all county citizens, we strive to remain an essential community hub. Thank you for joining us in this work.

Annette Birdsall, Director
Tompkins County Public Library



Mission

Tompkins County Public Library strives to meet and celebrate the aspirations of our community. We foster **opportunities for people of all ages** to discover, connect, and create throughout Tompkins County.

Vision

We envision a library where everyone can belong and find **joy in learning, discovery, and personal growth.**

Equity Statement

Tompkins County Public Library believes that **the library is for everyone.** We value diverse opinions and respect free speech. Different points of view are allowed and welcomed.

TCPL also supports patrons' rights to a library environment free of harassment and intimidation. TCPL views all manifestations of prejudice and intolerance that target particular individuals or interfere with patrons' ability to use the library as contradictory to our mission and violations of our Code of Conduct. We expect patrons and staff to contribute to a welcoming environment.



Tompkins County Public Library
101 East Green Street
Ithaca, New York 14850
(607) 272-4557
www.tcpl.org



VALUES

DOC 24-34

Accessibility



Freedom to Read



Intellectual Freedom



Lifelong Learning



Leadership



Welcoming Environment



Well-maintained Facility



Community



Privacy & Confidentiality



Diversity, Equity & Inclusion



GOAL: Improve Access

TCPL seeks to make it easier to use the library, to strengthen and expand upon relationships with our partner organizations, and to bring library services beyond the confines of the facility.

- Remove and respond to barriers including policies and procedures, physical and virtual spaces, and service awareness
- Collaborate with cultural, educational, human services and other organizations to extend our reach
- Implement outreach strategies rooted in relationship-building, to reach individuals and communities currently underserved

GOAL:

Sustain Valued Programs and Services

TCPL seeks to provide collections, ongoing services and year-round programs that are aligned with community needs.

- Maintain the quality of highly-used and greatly-valued services
- Enhance civic participation and agency
- Integrate outcomes measurement
- Sustain the commitment to staff professional development

GOAL:

Encourage Belonging

TCPL seeks to foster a culture where all feel seen, heard and valued.

- Provide services and experiences which honor the range of backgrounds and needs represented among the Tompkins County community
- Foster a more diverse workforce
- Promote pathways to deeper library involvement

MAY MONTHLY STAFF REPORT

Director's Report

Leslie Tabor

GENERAL

May was a very busy month and June is shaping up to be the same.

On May 20 the Director was directed by the Executive Committee of the Board of Trustees to revise/expand the monthly Director's Report in the monthly board packet. Verbal direction included:

- Change the narrative and what is reported.
- Move away from bullet points and the information categories from previous reports (Director's Outreach and Professional Development, Personnel, Staff Professional Development, Ongoing Projects, Of Note, Evaluation Follow-Up, and Save the Dates).
- Reduce the number of emails sent throughout the month and add those types of notifications into the monthly report.

This report is a first attempt to meet the requests for revisions to the Director's report and feedback immediately following the May board meeting would be appreciated to confirm that the Director is on the right track.

2025 COUNTY BUDGET

The Library Director and Board Treasurer attended the Tompkins County 2025 Budget Launch on Thursday, May 23 at 10:30 a.m.

All Tompkins County departments and agencies must submit **TWO** budgets this year:

1. A standard Maintenance of Effort Budget with OTRs
2. An agency budget with 5% cuts reflected, which may also include OTRs

The County is not factoring in any COLA this year (0%).

The Maintenance of Effort budgets must be entered by June 14. The reduced budget is due July 8.

All departments and agencies are required to present to the expanded budget committee this year. Last year (2024), only departments and agencies requesting OTRs were required to present. The Library Director presented last year and was accompanied by the TCPL Foundation Director, a Trustee and Friend, and a Library Assistant.

2025 letters to the City and Town for annual support are being drafted. 2025 letters to state representatives for Bullet Aid are being drafted.

SMART GOALS

On May 20, the Executive Committee directed the Director to create a specific action plan regarding the second SMART goal as presented on May 01 to “submit to the board next week.”

SMART Goal 3 (Short Term)

•Goal Area: Develop Staff

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

SMART (Specific Measurable, Achievable, Relevant, Timely) Goal 3

- *By the end of fall 2024, I will bring in a Strengthsfinder trainer to provide strengths training to all staff. This training will help staff find common language for successful goal setting, teamwork, and problem solving.*
 - This goal reflects the recommendations of Blix Taetzsch and Bruce Ryan to implement Strengthsfinder as part of TCPL culture. The leadership team went through Strengthsfinder via book in 2023, but this will expand upon that and provide the opportunity to all staff.
1. Discussed facilitation opportunity with Deb Mohlenhoff, who facilitates for Leadership Tompkins and is Strengthsfinder certified on May 09.
 2. Met with Deb 1:1 to talk through strategy and options for Strengthsfinder facilitation on May 13.
 3. Deb confirmed Thursday, July 11 for two sessions (morning and afternoon).
 4. Will pay with TCPL credit card, use professional development funds, and staff will get digital codes and access (there is also a great app).
 5. Additional sessions to check in and continue to develop culture and knowledge.
 6. Have discussed initial strategies to make part of language:
 - a. Highlighting in all-staff meetings
 - b. Asking people how they used their strengths today
 - c. Desk signage and/or email signatures

Remaining Steps:

- Communication with staff to notify
- Purchase of codes, sending of codes
- Assessments of staff online
- SignUp Genius to determine attendance for morning and afternoon sessions
- Training session reminders
- Follow-up and feedback after sessions

CHOSEN COMMUNICATION COACH

On May 20, the Executive Committee directed the Director to find a communications coach and “submit to the board next week.”

Communication issues the Executive Committee highlighted to address with a coach are:

- “Word choice,
- Tone choice*,
- Coordination with department heads, and
- Communications to the Board (content of Director’s report).”

On May 20, the Director reached out to Dominick Recckio, Tompkins County Communications Director, and Mickie Quinn, Manager of Park Promotions at Ithaca College, for referrals.

On May 21, Recckio responded with three recommendations:

1. Gwen Webber-Mcleod
2. John Chilkotowski
3. Amy Kohut

On May 22, the Board President sent two recommendations:

1. Amy Kohut
2. Christa Downey

The Director will begin requesting new client interviews with the above recommended coaches after the Memorial Day holiday.

**The Library Director notes that “tone” and “tone choice” have been used consistently by staff and the Board of Trustees verbally and in writing over the past 18 months to criticize the Director’s perceived communication. Tone policing is an acknowledged and researched tactic that is prevalently used against women of color, especially non-white females in leadership positions, to undermine, gaslight, and discredit them.*

REVIEW OF OPERATIONAL AND PHYSICAL CHANGES IN THE LIBRARY THUS FAR AND DETAILED PROPOSAL FOR FUTURE CHANGE – ARTICULATE VISION TO THE BOARD

On May 20, the Executive Committee directed the Director to provide a review of operational and physical changes in the library thus far and detailed proposal for future change – articulate to the vision to the Board and “submit to the board next week.”

The Director has not completed this review yet and will provide under separate cover before the May board meeting.

LIBRARY SERVICE HIGHLIGHTS

2024 Volunteer Tax Help Outcomes

In 2024, TCPL’s VITA tax help had a huge impact on our community, as evidenced by the numbers below. Kudos to Tom and Meghan for their coordination with the VITA volunteers. Tom also does a great job organizing tax forms every year.

Total Clients Served	556
Total Returns Filed	1,118
Total Community Impact	\$ 820,419

2024 Library Clerk Workshop Outcomes

TCPL continues to build a strong partnership with the Tompkins County Civil Service Office. In 2024, the Circulation department, led by Kate, has helped increase awareness of the Civil Service and how it works. Below is an email from the County about the recent Library Clerk exam workshops.

“Good afternoon Kate,
I wanted to reach out to share some data following the Library Clerk exam. We had 26 candidates appear for the test. Of those 26 candidates 12 of them attended at least one of the workshops. Of those 12, 11 of those candidates scored a 90 or higher.

These workshops had a direct impact on candidate performance, and I wanted to extend a huge thank you for requesting and providing an opportunity for our office to hold them.

It was a pleasure partnering with you on these and I hope the TCHR team will be able to hold more in the future.

Thank you again! I hope you have a lovely afternoon.

Best,
Ashley Siegard”

DIRECTOR OUTREACH AND COMMUNITY WORK HIGHLIGHT

May 2024 CARS Visit

On May 15, the Library Director and Administrative Manager visited the Cayuga Addiction Recovery Services (CARS) Men’s Residential Facility to present about how libraries support recovery, specifically what services and programs may be of help after exiting residential treatment. The group was widely attended by residents and there is potential for future partnerships. This visit was another step in showing the community that the Library is on the frontlines helping to reduce harm and support recovery. An email from the vocational counselor is below.

“Leslie,

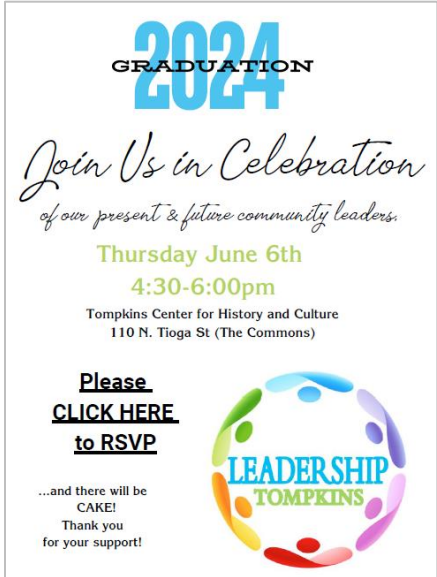
What a pleasure to meet you and Mary yesterday! Thank you for coming in. I think it was an amazingly successful presentation.

Thanks again,
Lisa

Lisa Ellin, M.A; M.Ed; CASAC-A
Vocational Counselor
Cayuga Addiction Recovery Services (CARS) Men’s Residential Facility”

TRUSTEE INVITATIONS

Trustees are invited to attend the Library Director and TCPL Foundation Executive Director’s Leadership Tompkins graduation reception on Thursday, June 6 at 4:30 p.m.



Trustees are invited to be present in the Library on Saturday, June 15 for [Pride Family Storytime at 11 a.m.](#) and Summer Reading Kick-Off. Trustee attendance will help with public safety during Pride month activities.

Trustees are invited to attend the Community Foundation's annual [Community Celebration](#) on Tuesday, June 18 at 5 p.m.

DIRECTOR ACTIVITY REVIEW – May 2024 Highlights

1. May 01
 - a. Adult services department manager interview (Supervisory)
 - b. Director Evaluation presentation (Director/Human Resources – Board)
 - c. Adult services department manager interview with department heads and lunch (Supervisory)
 - d. Hoopla Flex account meeting (Collections and Services)
 - e. Director Evaluation presentation (Director/Human Resources – Board)
2. May 02
 - a. Government Operations Committee (Director – County, Board)
 - b. Vacation May 02 p.m. through May 06
3. May 07
 - a. 1:1 Circulation Manager (Supervisory – Leadership)
 - b. 1:1 Youth Services Manager (Supervisory – Leadership)
 - c. Santa Cruz library director recruitment and reference discussion (Director)
 - d. RFID De-Brief working lunch (Supervisory, Project Management, Collections and Services)
 - i. Minutes and Action Items (Project Management)
 - e. Business manager search discussion (Director, Supervisory)
4. May 08
 - a. Working lunch (Supervisory)
 - b. Meeting with Board of Trustees President and Vice President (Director – Board)
5. May 09
 - a. Last Leadership Tompkins session at Cayuga Medical (Director – Leadership, Outreach)
6. May 10
 - a. Off for Saturday 05/11
7. May 11
 - a. Saturday rotation, Youth and Teen desks mostly (Frontline Customer Service)
8. May 13
 - a. Circulation manager on PTO – serve as acting manager (Supervisory)
 - b. Meeting with City Manager Deb Mohlenhoff (Director – Leadership, Outreach, City)
 - c. Weekly department head meeting (Supervisory – Leadership)

9. May 14
 - a. Labor Management agenda finalized today (Director - Union)
 - b. Safety & Security Committee (Director, Supervisory)
 - i. Minutes and Action Items (Supervisory)
10. May 15
 - a. Managed IT Service contract check-in with vendor executives (Director)
 - b. Presentation at CARS Trumansburg (Director – Outreach)
 - c. Tompkins Chamber Business After Hours (Director – Leadership, Outreach)
 - d. Ithaca Asian American Pacific Islander community group (Director – Outreach)
11. May 16
 - a. Library Counsel discussion (Director – Legal)
 - b. Opioid grant check-in (Director – Project Management, Supervisory, Finance)
 - c. Kids Discover the Trail Executive Board Meeting (Director – Leadership, Outreach)
 - d. Candor Library shelf pickup (Director – Leadership, Outreach, FLLS)
 - e. Labor Management preparation with management team (Director – Union)
 - f. Staff 1:1 (Supervisory)
12. May 17
 - a. Meeting with Ithaca Community Police Board (Director – Leadership, Outreach, City)
13. May 19
 - a. Volunteer opening shift of Booksale (Director – Friends)
14. May 20
 - a. Weekly department head meeting (Supervisory – Leadership)
 - b. Bi-monthly meeting with Board of Trustees President (Director – Board)
 - c. SharePoint Training (Supervisory, Trainer)
15. May 21
 - a. 1:1 Circulation Manager (Supervisory – Leadership)
 - b. 1:1 Youth Services Manager (Supervisory – Leadership)
 - c. Labor Management Meeting 12 (Director – Union)
 - d. Board Finance & Personnel Committee Meeting (Director – Board, Finance)
 - i. Agenda Preparation (Business Manager)
16. May 22
 - a. Staff Photos (Director)
 - b. Staff Budget Training (Director – Trainer, Finance)
 - c. Budget discussion with department heads and working lunch (Director, Supervisory – Finance)
 - d. Staff Budget Training (Director – Trainer, Finance)
17. May 23
 - a. Tompkins County Budget Launch, in-person (Director – County, Board, Finance)
 - b. Working lunch with Board of Trustees Treasurer (Director – Board, Finance)
 - c. Walkthrough with Syracuse Business Furnishings (Supervisory)

- d. Approval of 32/43 FTE timecards (Supervisory)
- 18. May 24
 - a. Vacation day
 - b. Lunch with Cornell University Librarian (Director – Leadership, Outreach, Cornell)
- 19. May 28
 - a. 1:1 Circulation Manager (Supervisory – Leadership)
 - b. 1:1 Youth Services Manager (Supervisory – Leadership)
 - c. Employee ADA Reasonable Accommodations Meeting (Director – Human Resources)
 - d. Donor Meeting (Director – Outreach, Foundation, Donor)
 - e. Springbrook intern begins (Director – Supervisory, Outreach)
 - f. Board of Trustees monthly meeting (Director – Board)
- 20. May 29
 - a. McGraw House Visit (Director – Outreach, Foundation, Donor)
 - b. FLX Road Trip visit (FLLS)
 - c. Half-day Contract Negotiations Training with Sally Klingel (Director – Union)
- 21. May 30
 - a. Full day Contract Negotiations Training with Sally Klingel (Director – Union)
- 22. May 31
 - a. SharePoint follow-up training (Supervisory, Trainer)
 - b. Business manager search committee, administrative support (Director, Supervisory)

Other work:

- Finalizing 2023 library audit
- Communicate with Assemblymember Kelles’s office about library complaint
- UAW Grievance Mediation coordination
- UAW Grievance #4 (withdrawn)
- ADA Reasonable Accommodations Request (1)
- ADA Reasonable Accommodations Request (2)
- ADA Reasonable Accommodations Request (3)
- Employee unpaid medical leave request
- Voluntary Employee Evaluation (1)
- Voluntary Employee Evaluation (2)
- Contract negotiation coordination
- Processing callouts, time off requests, tardies, etc. for adult services
- Drafting responses to Board feedback
- Librarian I search committee work
- Business manager candidate file management and active recruitment/emails
- Ithaca Festival coordination
- Coordination of Friends delivery schedule
- Response to Community Foundation request

- Coordinating June All-Staff meeting (usually lead them but have Grievance Mediation conflict)
- Working through gift fund confusion, including memorial book plates
- Meet with donor estate and explain gift policy
- Communication about revised incident report and procedure
- Research and discuss County FMLA process
- Approve purchases
- Review and sign vouchers
- Communicate about new FLLS network manager
- Summer reading planning review
- Professional development request approvals

Circulation

Kate DeVoe

Staffing

- **Beatrice Gartenberg** joined our staff in late April! She is a 10 hour a week Page.
- The **Tompkins County Department of Human Resources** shared this follow-up from our Library Clerk Workshop series: “We had 26 candidates appear for the test. Of those 26 candidates 12 of them attended at least one of the workshops. Of those 12, 11 of those candidates scored a 90 or higher. These workshops had a direct impact on candidate performance and I wanted to extend a huge thank you for requesting and providing an opportunity for our office to hold them.” We look forward to working with the County on more workshops, which will help us broaden our applicant pool, demystify the Civil Service process, and improve staff diversity and inclusion.

Programming

- **Melisa Crumrine** is expanding our Makerspace hours with new weekly open hours on Tuesdays from 3:30 - 5:30! Two of our Library Clerks, **Tammy Drake** and **Sam MacQueen**, are currently training to assist with Makerspace programming. Tammy remarked that she’s wanted to help out in the Makerspace since it opened but was never allowed to before. Staff consistently report deeper job satisfaction from more varied cross-departmental duties.
- **Tom Fredette** continued his monthly Digital Literacy programming with [Love Living at Home](#).

Training/Staff Engagement

- Representatives from [Overdrive](#) joined April 22 and 23 for Libby and Kanopy training for all staff!
- Circulation are the first Library staff to pilot and test the new SharePoint! We had an initial training on May 20, now the Circ team will test the new system before following up with their feedback on May 31.
- **Katylyn Dedrick** completed two early literacy trainings: “Putting the Science of Reading Into Practice” and “Libraries, Early Literacy and the Science of Reading.” Katylyn also attended the “Sensory 411” monthly meeting hosted by Racker.

- **Shelby Buche** completed two inclusion trainings, “Making Inclusion Happen at Your Library,” and “Addressing Body Shape and Size Stigma in Libraries: Getting Started.” Shelby also recently joined our Safety and Security Committee (in addition to their work on CROC). Shelby is also working on a proposal to host local social service agencies in our Lobby area (for instance, our partners at REACH).
- **Melisa Crumrine**, who is also part of our Opioid Grant Committee, attended “Supporting Healthy Communities: Public Library Responses to the Opioid Crisis.”
- **Katylyn Dedrick** and **Melissa Crumrine** have also formed a “Bookmobile Exploratory Committee” to research library bookmobile programs, costs, and alternatives. **Sam MacQueen** and **Mitchell Hall** have joined the effort as well!
- **Gabriel Boloix Vera** chaired his first interview committee! We couldn’t be prouder to see Pages and Clerks stepping up to chair essential hiring panels. A candidate shared that “Everything about the interview process set [their] mind at ease,” and that they felt “these are my people.”

Youth Services

Kat Savage

**Youth Services
Department
Board Report
May 2024**

April Statistics		
Total Programs Offered to Youth	61	
Total Attendance	1,821	In person
	<i>2, 775</i>	<i>Virtual</i>
	Programs	Attendance
First Five Years	18	532
Children (5-11)	26	822
Teen (12-18)	13	107
General Interest	4	360
	<i>1</i>	<i>2,775*</i>

**Virtual engagement with TCPL robotics curriculum*

Coming Up in June

Summer Reading is nearly upon us! Staff from all departments will visit all ICSD elementary schools to give away free books and spread the information about the program. We’ll also be dropping by the middle schools, IHS, and LACS this year to sign students up for library cards and share the Teen/Adult challenge!



A portion of the Summer Adventure take-home activity for children and families to engage with all summer long.



Kai and Sasha at BJM's BookFest

Summer Reading officially begins on **June 15** with **Pride Storytime** and a **Kickoff Party** in Borg Warner. Kids can make crafts, eat cupcakes, and take home their Summer Adventure – a map to help them track their reading all summer long, plus additional quests to encourage engagement with library programs and services.

The **Early Reader Book Club** will read *Meet Yasmin* and the **Tween Book Club** will read *Dear Mothman*.

This summer we will also begin a **Family Board Game Club**, a drop-in session featuring card and board games, and one-shot tabletop RPGs.

Robotics Club will have a last hurrah before breaking for the summer with a drop-in race on June 1.

Meanwhile, **Stories in the Park** returns on June 4 for a summer season at the in DeWitt Park. We're excited to partner with Ithaca's Farmer's Market on cross promotion every Tuesday through the end of August!

Rainbow Family Friday will meet on June 14 and continue through the summer on the second Friday of each month.

Staff Highlights

Kelly offered Multicultural Storytime in recognition of el día de los niños/el día de los libros on April 27 – it featured special guests Aloja Airewele, Sylvia Kwakye, and Lucia Cardenas.

Kai and Kelly “baked” no-bake cookies with children at Early Reader Book Club, adding a STEM element to their discussion of the book *King and Kayla and the Missing Dog Treats*.



Joah at Syracuse Maker Faire



The DIY Eclipse Viewer Make and Takes in the children's department the weekend before the eclipse



Meet Timber – the newest dog friend joining Sit Stay Read to support beginning reader's efforts!

Kai has nearly completed KDT 2024, and had been receiving great feedback, such as this from a parent chaperone: “This is such a great program! It is structured but meanwhile the students get to engage with one another and explore the library!”

In addition, Kai also hosted a Chinese-English bilingual family storytime to celebrate Asian-American Pacific Islander Heritage Month.

Kai and Cassie have also brainstormed and test-run new ways to lead KDT tours that feature more interaction with library staff and students’ buddies.

Sasha reports that LGBTQ+ Teen Youth Group is cohering into a supportive space – regular attendees have opted to continue during the summer break. In addition, he has led two class visits, hosting a class from LACS in the Makerspace and New Roots exploring

Joah travelled to the Syracuse Maker Faire to present the Robotics Club, which reached 250 attendees. The spring session of Robotics also ended, which featured collaborations with LACS as well as a drop-in weekly session for kids and teens ages 8 to 18.

Woody led Rainbow Family Friday with a collage project and Saturday Storytime, and is preparing for Pride Storytime in June. They have also been working on a project to select non-fiction for the various Memorial Gift Funds.

Cassie continues to host well-attended Baby and Toddler Storytimes, having a blast with over 40 total attendees each week. She is also reordering damaged materials during a publishing lull of new titles, replacing in-demand books that have reached the end of their usable life.

Kat, Kai and Sasha visited Beverly J. Martin Elementary's Book Fest, spreading library joy and reading a couple of our favorite picture books to all students.

Moments of Joy

Child on their KDT trip: "This is the best day EVER!!!"

"I love the displays [near the children's service desk] with all the different books on the platforms, because they're usually arranged by subject matter....and I really love the way the holds are separated out now. It must be so much easier for you, and I really like picking my holds myself."

A staff member had a conversation with a patron about children's non-fiction books about autism. The patron was really grateful for the updates we've made to the collection, mentioned that they had noticed the collection was out of date before, and would love if we got a wider variety of new and updated materials.

Volunteer Coordinator

Elizabeth Buckley

May and June are always big switchover months in Ithaca between the populations who are available only in the summers and the groups who are available any time other than the summers, so there have been a lot of new faces over the past couple of weeks—some through program partners and some individuals. One of my focuses recently has been on the standardization of putting books on display in the Youth Services Department. I have multiple volunteers working on this at different times of the week, which is great because display books there seem to fly off the shelves. Also within the Youth Services Department, we have a new toy-cleaning volunteer. Our previous one had been cleaning our toys on a volunteer basis every week since early 2022! We're very grateful for her assistance and are happy that we found a new toy-cleaning volunteer without missing a week.

TCPL Foundation*Kerry Barnes*

- Readathon 2024 is on till the end of April. This year's event is smaller than usual, as we figure out a sustainable format and plan for future Readathons. We're pleased to have attracted some new reader-fundraisers, while keeping longtime readers engaged.
- The inaugural Silent Reading Party was a grand success! Feedback has been overwhelmingly positive and we were practically accosted by attendees asking us when the next one will be. The Events Committee is meeting next week to decide this and also fine-tune fundraising events plans for the remainder of the year.
- The Rosen Fund, or Library Grant Cycle fund, for Summer Reading Program, administered by the Community Foundation of Tompkins County is woefully behind. Notification of grant awards has never taken place this late in the year. An e-newsletter went out last Friday from the Community Foundation announcing that the grant process is finished and listed the grant recipients on their website but no one from TCPL or the Foundation were notified or told the amount we were granted. After we inquired about this, Community Foundation staff informed us that they are "still in the process of processing applications and results will be sent in the next week or two." Regardless, the Foundation is committed to providing support for Summer Reading.
- Our audit is finally done and our financials have been shared with the Library's auditors. It took longer than anticipated- our endowed donor funds are a real challenge to understand- but everything's completed now.
- Leslie and I learned a great deal and were sufficiently overwhelmed with valuable information at NYCON's Executive Director's retreat last week. Beyond the fat folder of resources we received and the other directors we met and interacted with, it was a good refresher on what NYCON can provide for its members. (The Foundation is a paid member of NYCON and we're allowed to include Leslie in our membership.)

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

36.38 % of Budget Year

REVENUE:		ORIGINAL BUDGET	AMENDED BUDGET	April RECEIPTS	RECEIVED TO DATE	PERCENT OF BDGT	ANTICIPATED RECEIPTS
L002A	Tompkins County Appropriations	4,244,682	4,244,682	1,061,171	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	0	95		95
L2360	Copier / Printcard	7,000	7,000	495	1,967	28.1%	(5,033)
L2401	Interest	40,000	40,000	5,255	19,783	49.5%	(20,217)
	Lost and Paid Library Materials	2,000	2,000	130	411	20.5%	(1,589)
	Friends of the Library	230,000	230,000	0	13,909	6.0%	(216,091)
	TCPL Foundation	120,358	120,358	0	42,358	35.2%	(78,000)
L2770	Miscellaneous	10,666	10,666	0	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	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	1,067,050	2,200,910	45.5%	(2,632,133)
EXPENSES:		ORIGINAL BUDGET	AMENDED BUDGET	April EXPENSES	EXPENDED TO DATE	PERCENT OF BDGT	INENCUMBER BALANCE
100	PERSONNEL	2,670,958	2,670,958	176,061	726,802	27.2%	1,944,156
271	EQUIPMENT	79,531	111,391	6,411	25,052	22.5%	86,339
300	SUPPLIES AND MATERIALS						
410A	Books, Adult	68,040	89,399	8,063	18,210	20.4%	71,189
410AG	Books, Adult, Gifts & Memorials	10,098	16,301	1,355	1,569	9.6%	14,733
410J	Books, Juvenile	68,040	71,838	5,201	16,515	23.0%	55,323
410JG	Books, Juvenile, Gifts & Memorials	3,468	6,775	0	163	2.4%	6,612
5410L	Childhood Literacy	1,000	1,000	0	35	3.5%	965
410SO	Books, Standing Orders	1,000	1,000	0	0	0.0%	1,000
410Y	Books, Young Adult	10,000	10,000	858	2,301	23.0%	7,699
410YG	Books, Young Adult, Gifts & Memor	1,000	1,300	0	49	3.8%	1,251
413P	Periodicals, Print	5,000	6,060	20	80	1.3%	5,980
413PY	Periodicals, Print Young Adult	1,300	1,300	0	10	0.8%	1,290
424	Other NonBooks/Bindings	200	0	0	0		0
425A	AV Adult	40,500	22,500	1,086	3,745	16.6%	18,755
425AG	AV Adult, Gifts & Memorials	0	7,830	0	0	0.0%	7,830
425J	AV Juvenile	20,000	13,500	191	1,015	7.5%	12,485
426C	Electronic Info. Sources	58,000	104,118	9,674	45,901	44.1%	58,217
426CY	Youth Electronic Info. Sources	61,092	75,721	2,972	4,774	6.3%	70,947
426CG	Electronic Info. Sources, Gifts	0	12,215	0	0	0.0%	12,215
430A	Supplies - Staff	5,000	5,000	350	1,317	26.3%	3,683
430B	Supplies - Public	5,000	5,000	47	847	16.9%	4,153
430C	Supplies - Collection	25,000	25,000	3,370	8,041	32.2%	16,959
430F	FLLS Polaris Supplies	3,500	3,500	0	0	0.0%	3,500
430P	Publicity and Printing	18,000	28,000	5,096	16,284	58.2%	11,716
430PP	Public Programming	39,155	46,155	19,176	22,954	49.7%	23,201
430S	Software / Licenses	5,000	5,000	0	1,315	26.3%	3,685
430T	Library of Things	3,000	3,000	150	1,078	35.9%	1,922
TOTAL 300 ACCOUNT EXPENSES		452,393	561,512	57,612	146,202	26.0%	415,310
400	CONTRACTUAL AND OTHER EXPENSES						
431	Telecommunications	13,280	13,280	911	4,855	36.6%	8,425
433	Postage	10,000	10,000	(59)	2,811	28.1%	7,189
435	Staff Development	68,583	90,760	6,024	8,875	9.8%	81,885
435	Volunteer Development	2,500	2,500	123	152	6.1%	2,348
436	FLLS Circ Auto Csts	68,300	68,300	17,075	17,075	25.0%	51,225
437	Professional Fees - Other	17,545	24,545	5,450	12,000	48.9%	12,545
437G	Prof Fees - Security Guard	169,242	169,242	13,200	47,293	27.9%	121,949
437L	Prof Fees - Legal & filing fees	80,000	80,000	1,480	5,000	6.3%	75,000
437S	Prof Fees - Synergy IT	142,892	142,892	5,358	34,855	24.4%	108,037
438	Library Membership Dues	3,020	3,020	0	1,822	60.3%	1,198
439C	Equipment Contracts	49,940	49,940	13,541	19,683	39.4%	30,257
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	34	0.5%	6,215
490	Legal Adv./Collection/Refunds/Bk	5,000	5,000	199	1,135	22.7%	3,865
TOTAL 400 ACCOUNT EXPENSES		662,402	691,328	63,302	155,590	22.5%	535,738
800	EMPLOYEES' BENEFITS						
8810	Retirement	265,134	265,134	0	0	0.0%	265,134
8830	Social Security	194,328	194,328	12,897	53,118	27.3%	141,210
8840	Workers' Compensation	40,000	40,000	0	0	0.0%	40,000
8845	Flexible Benefits	2,256	2,256	117	722	32.0%	1,534
8850	Employee Assistance Program	2,125	2,376	0	2,376	100.0%	0
8855	Parking/Mass Transit	2,000	2,000	109	514	25.7%	1,487
8860	Health Insurance	651,605	651,605	42,270	224,076	34.4%	427,529
8862	HRA Reimbursement & Admin	20,000	20,000	1,668	5,359	26.8%	14,641
8865	Disability	23,000	23,000	1,675	7,578	32.9%	15,422
8870	Unemployment	0	0	1,512	1,512		(1,512)
TOTAL 800 EXPENSES		1,200,448	1,200,699	60,248	295,256	24.6%	905,443
TOTAL EXPENSES		5,065,732	5,235,888	363,632	1,348,901	25.8%	3,886,987
FUND BALANCE CHANGE		(232,689)	(402,845)	703,418	852,009		1,254,854

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

ASSETS

Petty Cash	550
Cash in Checking	133,234
Cash in Savings	1,122,132
Cash in Investments	1,020,493
Accounts Receivable	
CLDA - Fiscal year 2022 & 2023	193,496
Other Misc - Opioid, City, LSA, Bullet Aid, etc	62,956
Prepaid Expenses - NYS Retirement	66,500

TOTAL ASSETS**2,599,361****LIABILITIES & FUND BALANCE****Current Liabilities**

Accounts Payable	0
Accounts Payable - Payroll Liabilities	10,479
Accrued Wages	0
Accrued Payroll Tax Expense	0

10,479**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) 852,009

Total Fund Balance-Current Month**2,588,881****TOTAL LIABILITIES & FUND BALANCE****2,599,361**

TCPL Executive Committee
April 23, 2024 3pm

Attending: Melisa Sidle, Lis Chabot, Blixy Taetzsch, Liam Murphy

No members of the public attended

We approved an agenda as follows:

- 1) Approval of Agenda
- 2) Review of minutes
- 3) Public Comment
- 4) Meeting Purpose
- 5) Assessing/reviewing current strategic plan
- 6) Setting Goals for upcoming 3d quarter

Agenda – Murphy moved, Taetzsch 2d, Unanimously approved

Public Comment – there was no public comment

Meeting Purpose

- We discussed the general purpose of the Executive Committee was to help focus the Board’s work by bringing topics to attention and scheduling timely discussions for the Board. In particular, this committee should keep a “master calendar” of topics and when they need to be discussed.
- Upcoming discussions should include the Budget process, contract negotiations, goal setting and identifying new officers for 2025
- This Committee should also be a means of reminding the Board to keep staff involved in all such discussions to ensure we coordinate with them, hear from their perspective and can be guided by their expertise

Assessing the Strategic Plan

- We noted the need to hire appropriate professional help in preparing such a plan as the current plan was meant to run through 2025.
- In general, the Strategic Plan should involve TCPL as well as the Foundation and Friends and should be closely coordinated with Director Tabor.
- Whatever plan is put in place will should be susceptible to assessment and set out objectives which can then be converted to actionable goals

Setting Goals

- We discussed asking committee chairs to set goals for each quarter and to work with Director Tabor on doing so as soon as practicable
- We also discussed asking committees to create a work plan for each year by November of each year and to report on their progress on such a work plan to President Sidle by the December meeting.

Taetzsch made a motion at 345pm to enter Executive Session to discuss a personnel matter, Chabot 2d and unanimously agreed.

Murphy made a motion at 4pm to end Executive Session, reenter public session and adjourn the meeting, Chabot seconded and it unanimously passed.

Submitted,
Liam G.B. Murphy, Secretary

TCPL Executive Committee
May 17, 2024 at 330pm

Attending: Melisa Sidle, Lis Chabot, Blixey Taetzsch, Liam Murphy

No members of the public attended

We approved an agenda as follows:

- 1) Approval of Agenda
- 2) Review of minutes
- 3) Public Comment
- 4) Staff Presentation Review

Agenda – Murphy moved, Taetzsch 2d, Unanimously approved

Public Comment – there was no public comment

Staff Presentation Review

Sidle presented an overview of her attendance of a recent Staff meeting.

3:36pm – Murphy moved to enter Executive Session to discuss a personnel matter, Taetzsch 2d and the motion unanimously passed.

5:48pm – Taetzsch moved and Chabot 2d to end the Executive Session.

Murphy moved to add three items to the agenda for the next full Board meeting:

- 1) A presentation on the Open Meetings Law
- 2) Review the current strategic plan and to discuss a process for revising that plan as it ends in 2025
- 3) An executive session on a personnel matter

Chabot seconded and the motion passed unanimously

Taetzsch moved and Murphy seconded to end the meeting at 5:50pm.

Submitted,
Liam G.B. Murphy, Secretary

TCPL Finance & Personnel Committee Notes
 Tuesday, May 21, 2024
 4:00 p.m.
 Steiner Conference Room

Guests from Insero – Evan Cleveland, Nathan Reynolds

Attendees: Darrell Long, Leslie Tabor, Jason Moore, Lis Chabot, Melisa Sidle, Blix Taetzsch

Meeting called to order at 4:05pm

1. 2023 Audit summary by Insero: Evan reviewed the information in the executive summary distributed to the committee. Nate reviewed the financial data in the executive summary. Evan commented that there were a couple of mislabeled descriptions in the financial summary draft – the numbers do not change (investments, prepaid expenses, and accrued liabilities).

There was some further discussion about summary financials and why we had a surplus of \$400k. The reduction of health insurance costs due to change in plans and staffing vacancies contributed to less spending than planned. Also, the RFID project and the delay in purchasing materials for the collection.

Evan – reviewed capital assets on pg. 25 of the financial statements – noting decreases due to disposals in collection. These were all fully depreciated items and did not have an impact on our net fixed assets. Evan also discussed the pension plan disclosures starting on page 27. Evan then discussed OPEB liability – which represents retiree health insurance. This is an actuarial calculation of the total cost of future health benefits discounted back to today's dollars.

Blix asked for a motion to accept the report: Melisa - motion, Jason – second – unanimous approval for accepting the audit. Insero hopes to finalize the audit for the May board meeting – but could be June depending on when they receive outstanding items from Foundation auditor and attorney.

2. 2024 April monthly statements: – The committee discussed cash and investments. What is the CD rate? Should we consider Treasuries? Jason indicated that the CD's are at 3 or 4%. Right now, the committee agreed to stay to CD's. Changing to investing in treasuries might better wait until we have a business manager in place. Discussed accounts receivable from the state – two years in arrears.

Leslie asked about accounting and reporting requirements for grants, Foundation funds, Friends funds, and why all that runs through the library. We had a discussion on what is required, why, and what things might be changed in our procedures to make things easier. Leslie pointed out that the staff tend to be focused on the collections budget that are funded by Friends and Foundation, but not on County budget (our single largest revenue over 85% of total budget) – where all the salaries and benefits come from.

The income statement was also reviewed - we are at 26% of budget year, but only spent 25.8% of budget so far. Leslie commented how pleased she is that funds are available for staff development opportunities that has not been previously available. Motion to accept the April report - Melisa, Second Darrell – unanimous approval.

3. 2023 NYSDOL Survey of Occupational Injuries and Illnesses Complete (County Health & Safety Coordinator) – DOL survey is being processed – there was some kind of an administrative glitch which was resolved.
4. 2025 Budget – Leslie and Blix will be attending County Administrator’s meeting on budget. We will find out at that time what our target will be for 2025, and process for over target requests. 6/14 is the deadline for the request – will need to have some email correspondence with the committee to agree on what is being submitted.

Leslie reported that staff are starting to work on budget development for next year – helping staff learn about what is happening with the budget and what we need going forward. People were nervous about the budget without a business manager, and Leslie is reassuring them that the process will move forward regardless. This is a good opportunity for people to learn and be involved in the process.

5. Negotiations: we hope to start negotiations in early July to get done before the budget is finalized. Liz suggested that we might want to have a fund balance policy prior to negotiations. The committee agreed that we might review a draft for the June meeting.
6. Staffing updates: Librarian III – Judd Carlman has accepted the position in Adult Services and will be starting July 8. Has experience in both public and academic libraries. Comes to us from Broome County Public Library. Leslie is very pleased that he will be joining us.

Final interviews for the 2 librarian 1 positions ended today – Steve Paling – started as Library Assistant and will be promoted. The other candidate, Mildred Stevenson, is an external candidate who currently works at Caroline Elementary.

Leslie is working on HR and Communications positions. Business manager search is ongoing. Leslie commented on the hiring process that the library is using and how well it is working.

Blix asked for a motion to enter executive session to discuss confidential personnel matters. Moved, Lis, second Darrell, at 5:25pm.

Motion to come out of executive session by Melisa, second Darrell, out of exec at 5:50

No further business, Adjourned at 5:50.

TCPL Library Services and Policy Committee
May 2, 2024 4pm

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

No members of the public attended

We approved an agenda as follows:

- 1) Approval of Agenda
- 2) Review of minutes
- 3) Public Comment
- 4) Review of proposed Gift and Donation Policy
- 5) Review of proposed Workplace Harassment Prevention Policy
- 6) Review of proposed Card and Lending Guidelines
- 7) Review of Request for Reconsideration

Approval of Minutes – unanimously approved

Public Comment – there was no public comment

Gift and Donation Policy – we amended the proposal to make it clear that TCPL does not accept direct donations and approved it being proposed to the Board of Trustees

Workplace Harassment Prevention Policy – we acknowledged the substantial work and helpful revisions being proposed by the staff. Those revisions led to a number of further suggested revisions. For that reason, the policy is being held over to our next meeting.

Card and Lending Guidelines – we suggested minor changes to the proposed policy focused on making it clear that patrons can get a library card without a photo id and that caregivers are solely responsible for lending choices made by their children. We approved the policy as amended being proposed to the Board of Trustees.

Request for Reconsideration – we agreed that requests for reconsideration must come from residents of Tompkins County and we approved that amendment being made to the Board. We do, however, have additional changes to be made to the policy and we are holding over the remainder of the revisions to our next meeting.

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

Submitted,
Liam G.B. Murphy, Secretary