

TOMPKINS COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, OCTOBER 22, 2024
4:00 – 6:00

CALL TO ORDER

4:00 PM

A. **APPROVAL OF AGENDA**

DOC 24-68

B. **PUBLIC COMMENTS**

ACTION ITEMS

4:10 PM

1. Draft Minutes of August 27, 20224
2. Draft Minutes of September 24, 2024
3. Audit of Bills

DOC 24-63

DOC 24-69

Operating Budget in the amount of \$ _____

4. Ratify the August bills by Executive Committee
5. Nominating Committee
 - Nominee Candidate

C. **DIRECTOR’S REPORT**

4:30 PM

D. **UPDATE FROM PRESIDENT**

4:40 PM

E. **LIAISON REPORTS**

4:50 PM

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

F. **WRITTEN REPORTS**

5:00 PM

1. October Staff Report
2. September Monthly Statement
3. Executive Committee
 - a. Minutes of October 11, 2024
4. Finance & Personnel Committee
 - a. Minutes of October 15, 2024
5. Library Service & Policy Committee
 - a. Next meeting November 7, 2024
5. Community Relations and Outreach Committee
 - a. Minutes of October 1, 2024

DOC 24-70

DOC 24-71

DOC 24-72

DOC 24-73

DOC 24-74

G. **EXECUTIVE SESSION**

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

REMINDER:

DATE OF NEXT BOARD MEETING
NOVEMBER 12, 2024

TOMPKINS COUNTY PUBLIC LIBRARY
DRAFT MINUTES OF THE BOARD OF TRUSTEES
SEPTEMBER 24, 2024

TCPL Board Members Present: Melisa Sidle: President, Lis Chabot, Liam Murphy, Kathy Weinberg, Marli Stahler, Nina Scholtz

Board Members Excused: Darrell Long, Jason Moore, Shelly Wong, Blixxy Taetzsch, Mimi Townsend

Also Present: Leslie Tabor, Director; Tonya VanCamp, Business Manager, Kerry Barnes, TCPL Foundation Executive Director

Without a quorum, meeting convened at 4:06 p.m.

CALL TO ORDER

APPROVAL OF AGENDA DOC 24-68

PUBLIC COMMENT

The following attended the meeting and addressed the board:

1. Vickie Greenhouse
2. James Oaklan

NOMINATING COMMITTEE REPORT

Chabot introduced Sarah Clausen who is being proposed as a new trustee.

APPROVAL OF AUGUST 27, 2024, MINUTES DOC 24-63

Without a quorum the vote is tabled for the next meeting.

APPROVAL OF THE BILLS

Melisa Sidle read the recommended approval for payment for payment of the August 224 bills. Without a quorum the vote will take place in Executive Committee and ratified at the next meeting.

DIRECTOR'S REPORT

In addition to her written report, Director Tabor noted she would make a presentation to the Legislature on the Library's budget that evening at 6pm. She noted the current fiscal reality that the County is asking all budget entities to reduce their budgets by 5%. The unfortunate result of that request is that the Library might well have to reduce services as a result. Director Tabor also noted that the Library is seeking a Communications Director who may be able to take on some of the role of the former Volunteer Coordinator. Finally, she noted that she had been appreciating the sessions she has had with a consultant to help her consider various communications issues.

LIAISON REPORTS

County - Legislator John could not attend because of the Legislature's ongoing budget presentations

Foundation – The Foundation is hosting its second Silent Reading Party fundraising event tonight, Sept. 24, at South Hill Cider. We sold 70 tickets at the first Silent Reading Party; this one has increased to 100. We're also excited to have media sponsorship from WSKG.

In addition to preparing for our end of year asks, we've been visiting with major donors. We're excited to order a new donation box this month, one that will facilitate credit card giving as well as cash, in time for end of year giving.

The Foundation board has finished their evaluation of Director Kerry Barnes and have stated they are pleased with her progress and the direction of the organization. The Foundation board also approved a Document Retention Policy at their last meeting.

Friends – Scholtz noted the October sale will start on the weekend of October 11, 2024 and continue for 3 weekends – Board members are encouraged to volunteer.

Minutes gathered by Mary McKeon
Administrative Manager

Endorsed by Liam Murphy
Secretary

OCTOBER MONTHLY STAFF REPORT

Director’s Report

Leslie Tabor

GENERAL

Lots of wonderful things are going on this fall! October kicks off our *Information Saves Lives* opioid settlement grant programming. Please join me in congratulating project manager Sasha Raffloer (youth services library assistant) for an amazing job leading the project committee!

The Library’s Harm Reduction Resource Fair took place Thursday, October 17 from 4:30 to 7:00 with many partner non-profits joining the event to connect the public with harm reduction resources. Many thanks to Tompkins County Communications for filming part of the event and interviewing Sasha.

The NARCAN vending machine ribbon cutting is Wednesday, October 23rd at 11:30 a.m., co-hosted by the DIA. Everyone is welcome to help us launch our new machine, which will provide FREE testing strips and NARCAN to the community.

BUDGET

The Director viewed the October 15th legislative session via YouTube because there was potential for the library budget to come up. It was not brought up and it appears the legislature is getting closer to an approved budget. It is possible for a public hearing to take place in the coming weeks. The 5% cut is likely, but we will not know our exact appropriation until the final budget is approved.

Thus far, other department and agency cuts have resulted in amendments to:

- Exclude the library audit from the County’s budget for 2025 – an estimated \$17,000 expense for the Library to carry. An annual audit is required by the County.
- Remove \$20,000 from the budgeted amount to support TCPL and allocate that funding to be spread across rural libraries.

The Director offered budget discussion with staff during the October all-staff meetings on the 2nd and a second informal budget chat on the 9th. This is in addition to all-staff budget training and budget updates including:

- 2025 Budget Process Kick-Off and Summary email on May 8th
- Budgetpalooza on May 22nd @ 10 a.m.
- Budgetpalooza on May 22nd @ 3 p.m.
- Budget Article email on June 13th
- Circulation Budgetpalooza on August 8th @ 11 a.m.
- Youth Services Budgetpalooza on August 13th @ 2 p.m.
- County Highlights email on September 9th
- County Highlights email on September 18th
- County Highlights email on September 23rd

- County Highlights email on September 24th with reminder about Library presentation
- Budget Presentation Summary email on September 25th
- County Highlights email on October 2nd
- County Highlights email on October 8th
- County Highlights email on October 9th
- County Highlights email on October 11th
- Budget Chat Summary on October 11th
- County Administrator Message email on October 15th

FALL SUNDAYS

Fall Sundays continue through November 10. The library is open from 1 to 5 p.m. on Sundays.

DIRECTOR ACTIVITY HIGHLIGHTS

- The Director participated in a Project Management Institute professional development day at Hotel Ithaca on Tuesday, October 8th. Presentations provided information about social justice and equity (organizations are encouraged to no longer use the term *stakeholder*), growing as a leader, the science behind people saying yes to requests, and forecasting project challenges. It was inspiring to meet other project managers from the Rochester and Ithaca areas. Trustee Mimi Townsend also happened to attend!
- The Director and Foundation Executive Director attended the Executive Exchange annual retreat on Thursday, October 10th at La Tourelle Hotel & Spa. It was great to connect with other local non-profit Directors and hear about benefits management, employee engagement, and leadership development. Everyone reported a downturn in fundraising for the year, which will impact services and grant opportunities.
- The Director spoke to a class of CUNY Queens College master’s students about public library funding and collection development on Tuesday, October 15th. Many thanks to Miriam Tuliao, Library Marketing Manager at Penguin Random House for the invitation to connect with her MLS students!
- On October 30th, the Director will join the Ithaca College librarian for the Ithaca College Thrive event to talk with students about library services.

COLLECTIVE BARGAINING

PSA bargaining is paused and SSA bargaining has not begun.

SAVE THE DATE

11/12/24 @ 6 p.m. – Free screening of *Butterfly in the Sky* @ Cinemapolis in partnership with Cinemapolis and WSKG

HOLIDAY SCHEDULE REMINDER

Don’t forget that Board and Committee meetings are early in November and December due to the holidays:

- November 12 – Board meeting
- December 5 – Friends of the Library Annual Meeting (everyone invited)

- December 10 – Board meeting

DIRECTOR ACTIVITY REVIEW – October 2024

10/01 – Vacation
 10/02 – October All-Staff Meetings (Vacation)
 10/03 – Vacation
 10/07 – Vendor meeting
 10/07 – Summary to Board President re: Executive Coaching
 10/07 – TCPL Foundation Board meeting
 10/08 – PMI professional development day
 10/08 – Safety and Security meeting
 10/09 – Staff Budget Chat
 10/10 – Executive Exchange Annual Retreat
 10/11 – Cornell General Counsel meeting
 10/11 – Executive Committee meeting
 10/12 – **Fall Booksale** Volunteer!
 10/15 – Finance & Personnel committee
 10/15 – CUNY Queens College
 10/17 – Tompkins County Civil Service / HR meeting
 10/17 – **Information Saves Lives Harm Reduction Fair!**
 10/18 – Finger Lakes Library System Annual Meeting
 10/18 – Vacation (wedding anniversary!)
 10/22 – Board of Trustees meeting
 10/23 – **Information Saves Lives NARCAN Vending Machine Ribbon Cutting!**
 10/24 – Executive Coaching
 10/25 – Tri-Board TCPL Messaging meeting
 10/25 – SSA Grievance Mediation
 10/27 – Ithaca College FOL Booksale Interview
 10/30 – Ithaca College THRIVE
 10/30 – Human Services Coalition meeting
 10/31 – Happy Halloween!

Other work:

- Weekly department head meetings
- Weekly direct report 1:1 meetings
- Confidential personnel/Human resources
- UAW communication
- Review of UAW grievances (10/07 SSA, 10/07 PSA, 10/11 SSA, 10/11 PSA)
- UAW mediation coordination and preparation
- Legislative sessions
- 2025 Budget assessment and planning
- County Opioid grant coordination
- SMART Goals
- Business Manager onboarding
- Adult Services Manager onboarding

- Review and sign vouchers
- Professional development request approvals
- Annual report tracking
- Friends of the Library Board report
- Board report
- Vendor management

Communication drafts, messages, et

Adult Services

Judd Karlman

Adult Services Department Board Report October 2024



*One of the many beautiful quilts
adorning the library's walls in the
latest exhibit, Heroes Sung and
Unsung: Quilts by Alice Grant.*

Quilts on the Walls

Last week Asia and Cady with help from all over the library (thank you, Keith, Heather and Mitchell for the help getting the exhibit up and running) for a beautiful exhibit on the walls. From the Avenue of Friends to the Gallery Wall to the North Reading Room the library feels warmer and more colorful.

Other Programs

Since the last report, the Makerspace has hosted more than a hundred patrons between the One-on-Ones and the Open Hours. The open hours seem to either have 4 or 5 people or 15 to 20 and almost nothing in between.

Cornell University's Girls Who Code group taught an eager class of 8 scholars about coding and will continue for 2 more Saturdays this month. We are already discussing hosting more educational tech programs by this group because they were so excited about the library's excited patrons.

Access Services

Kate DeVoe

The Circulation Manager enjoyed a two-week vacation to Europe in September. Special thanks to Librarian Tom Fredette, for holding down the fort! Special thanks to TCPL for our wonderful paid time off!



Programming and Outreach

Circulation Clerk, Katylyn, joined Youth Services Librarian, Milly, for a second grade visit from Northeast Elementary School. Here is Katylyn providing the kids with a behind-the-scenes tour of Circulation!

Circulation Librarian, Tom, resumed outreach visits to [Lifelong](#) to train their community members on various aspects of digital literacy skills, such as Cybersecurity Basics. We're proud to see Tom's programming listed on their monthly events calendar!

Circulation Page, Gabriel, along with Katylyn and Kate, visited GIAC and were treated to a tour of their new Rec Center. We are always inspired by the pride GIAC takes in their organization, the unity they display across staff and community members, and the sense of welcoming as soon as you walk in their doors. We were *also* inspired by their swag display (see photo - we would love to work with the Foundation on something similar for our lobby!). We've also had follow-up meetings with GIAC staff to further develop our Let's Read partnership.





Our staff are fully in the Halloween spirit! Library Assistant Melisa, Clerks Sam and Katylyn, Librarian Tom, and Page Ellen are transforming the Library Lobby for the season! Stop by and visit!

Clerk Chelsea is buddying-up with Youth Services Librarian Milly to attend a Racker Trunk or Treat Event later this month! Tom and Melisa are also partnering with Youth Services staff on our annual Pumpkin Carving and Decorating party. Can you tell that Halloween is our favorite holiday?

Inventory!

Circulation Staff, led by Senior Clerk Keith Van Etten, completed our first full round of inventory, post-RFID. Keith and the Circ staff that he cleaned up encoding errors, recovered missing items, caught items still “In-Process,” and any other issues that would deter access.

Youth Services
Kat Savage

Youth Services Department Board Report October 2024



Tween Book Club read A Tale Dark and Grimm by Adam Gidwitz and voted on their December pick!



The Cayuga Chamber Orchestra Family Concert in October featured a brass quintet with a reading of Earworm by Jo Knowles

September Statistics	Programs	Attendance
Totals	30	1,003
First Five Years	8	366
Children (5-11)	15	573
Teen (12-18)	6	56
General Interest	1	8

Coming Up

Save the date for our **Winter Crafternoon** on December 5th! Multiple stations throughout the Youth Services Department will be open for children, teens, and families to create their own seasonal decorations and gifts.

Our partnership with Chemists for Outreach and Graduate Inclusion resumes in November. **Families Learning Science Together** program will be offered the second Saturday of each month through the end of the school year.

In partnership with Cinemapolis and WSKG, we will also present a **free screening of *Butterfly in the Sky***, the Reading Rainbow documentary. Library staff will be on-hand at Ithaca’s own independent movie theater to sign folks up for library cards and share information about resources before the screening.

Book Club Update

November 12: **Teen Book Club** will meet to discuss *Gather* by Kenneth M. Cadow, which is also part of our programming funded by TCPL's Opioid Grant Project: Information Saves Lives.

November 19: **Tween Book Club** will meet to discuss *Troublemaker* by John Cho.

November 26: **Early Reader Book Club** will meet to discuss and explore themes in *Monti and Leo: A Newcomer in Pocketville* by Sylvie Kantorovitz.

Staff Highlights

Sasha and the Opioid Grant Committee have laid the groundwork for our campaign “Information Saves Lives.” Kicking off with a



Story + Craft has launched and is building up a steady audience of participants



Kelly presented a Felt Board Training for the department – here she is showing off storytime materials she’s created over the years!



An owl inspired by Orris and Timble: The Beginning by Kate DiCamillo from the October meeting of the Early Reader Book Club

Harm Reduction Fair on October 17, elements of the project include information posted in local business’s restrooms and other discreet locations informing members of the public of harm reduction resources. Three members of Youth Services serve on this working committee, and we are proud of the important work **Sasha, Steve, Woody**, and the rest of the committee have accomplished thus far.

Sasha shared a craft based on *Mr. Bat Wants a Hat* at a recent Family Storytime, and it so captivated a young attendee that their caregiver provided this feedback: "Thank you SO much. This is the perfect craft. It was so simple, but those Velcro hats are going to keep her entertained for HOURS."

Kelly led an internal staff training on one of her areas of expertise – felt boards in storytime! The Youth Services department learned about ways to integrate this engaging method to help children in their first five years build early literacy skills via the Every Child Ready to Read framework and a STEAM lens.

Milly and Kelly hosted the Northeast Elementary second grade, sharing *Read the Book, Lemmings* with the help of the Circulation Department’s **Tom Fredette**; the children had a behind the scenes tour of how a book journeys through a library – from the shelf to checkout, and then back through the return slot and through circulation! 60 students and 3 teachers were in attendance.

Kai reports that students in the Early Reader Book Club had a wonderful time discussing Kate DiCamillo’s *Orris and Timble* and creating crafts – check out the photo to the left! In more craft-related news, her edition of Story + Craft celebrated the coming fall weather. Lastly, the Sit, Stay, Read program has outgrown its puppy days with record attendance, prompting us to expand the



Kai pictured with the Early Reader Book Club October pick – 5 spooky stories!



A young board gamer showing pirate creativity at the 8 to 108 Board Game Club.



Baby and Toddler Storytime meets outside until the end of October, and continues to draw enthusiastic crowds.

program window and move it to a larger meeting room.

Cassie continues to lead Baby and Toddler Storytime outside while the weather holds. She recently received props from a retired speech pathologist who attended with their tiny charge, and another community member who emailed the department head with accolades for a “wonderfully done” program that helps their children love the library.

Cassie also identified a need while weeding the J Fiction collection for more shelf space; after assessing circulation, linear feet, and projected growth, she spearheaded a shifting project with the help of **Woody, Milly** and **Kai**.

Woody led Teen Book Club in a discussion of *She is a Haunting* by Trang Thanh Trans; while the group was small, the discussion was spirited. The teen attendees are looking to read a murder mystery set in the winter, telling us: “Murders don’t just happen in the summer, you know. We want something a little more cozy, but not a cozy mystery.”

The 8 to 108 Board Game Club, led by **Woody** in collaboration with **Jeremy Jordan** of Adult Services, is off to a great start with an average attendance of 9. Feedback at the club has been positive, and we hope to see it grow this fall as word of mouth gets ‘round.

Milly led her first Tween Book Club with seven kids in attendance discussing *A Tale Dark and Grimm* by Adam Gidwitz. She is also diligently caring for her collections, which include unique items as our growing read-along book collection and circulating STEM kits. Both collections have strong circulation numbers, especially with the STEM kits in a new, more accessible location.

Steve continues to host Maker Mondays for kids ages 12-16 in the Makerspace, supporting

attendees in their self-directed STEM projects with his expertise. Attendance holds strong at an average of 12 each week. He's looking forward to presenting a 3D printed ghost project at an upcoming Story + Craft.

Your Moment of Joy

At the children's desk, a young patron came up with a half-dozen paper flowers they made for us! They explained how they made them and we got a little vase to put them in.

A patron attending the 8 to 109 Board Game Club told us our library has such wonderful people working in our kids' department, and we are so great with kids and it's apparent we love our jobs as well as working with kids and the public.

Tompkins County Public Library
Statement of Revenues and Expenditures
From 9/1/2024 Through 9/30/2024

DOC 24-71

	Total Budget \$ - Original	Total Budget \$ - Revised	Current Period Actual	Current Year Actual	Total Budget Variance	Percent Total Budget Remaining
REVENUE						
Tompkins County Appropriations						
	4,244,682.00	4,244,682.00	0.00	3,183,511.50	(1,061,170.50)	(25.00)%
Total Tompkins County Appropriations	4,244,682.00	4,244,682.00	0.00	3,183,511.50	(1,061,170.50)	(25.00)%
Town of Ithaca						
	15,000.00	15,000.00	0.00	0.00	(15,000.00)	(100.00)%
Total Town of Ithaca	15,000.00	15,000.00	0.00	0.00	(15,000.00)	(100.00)%
City of Ithaca						
	35,190.00	35,190.00	0.00	0.00	(35,190.00)	(100.00)%
Total City of Ithaca	35,190.00	35,190.00	0.00	0.00	(35,190.00)	(100.00)%
Fines						
	0.00	0.00	0.50	144.60	144.60	0.00%
Total Fines	0.00	0.00	0.50	144.60	144.60	0.00%
Copier/Printcard						
	7,000.00	7,000.00	749.40	5,134.20	(1,865.80)	(26.65)%
Total Copier/Printcard	7,000.00	7,000.00	749.40	5,134.20	(1,865.80)	(26.65)%
Interest						
	40,000.00	40,000.00	5,699.55	47,110.84	7,110.84	17.77%
Total Interest	40,000.00	40,000.00	5,699.55	47,110.84	7,110.84	17.78%
Lost and Paid						
	2,000.00	2,000.00	123.00	877.65	(1,122.35)	(56.11)%
Total Lost and Paid	2,000.00	2,000.00	123.00	877.65	(1,122.35)	(56.12)%
Friends of the Library						
	230,000.00	230,000.00	0.00	128,908.68	(101,091.32)	(43.95)%
Total Friends of the Library	230,000.00	230,000.00	0.00	128,908.68	(101,091.32)	(43.95)%
TCPL Foundation						
	120,358.00	120,358.00	0.00	42,358.00	(78,000.00)	(64.80)%
Total TCPL Foundation	120,358.00	120,358.00	0.00	42,358.00	(78,000.00)	(64.81)%
Miscellaneous						
	10,666.00	10,666.00	8.00	11,183.06	517.06	4.84%
Total Miscellaneous	10,666.00	10,666.00	8.00	11,183.06	517.06	4.85%
NYS Central Library Aid						
	96,748.00	96,748.00	0.00	173,636.00	76,888.00	79.47%
Total NYS Central Library Aid	96,748.00	96,748.00	0.00	173,636.00	76,888.00	79.47%
NYS Local Library Services Aid						
	31,399.00	31,399.00	0.00	35.90	(31,363.10)	(99.88)%
Total NYS Local Library Services Aid	31,399.00	31,399.00	0.00	35.90	(31,363.10)	(99.89)%
Total REVENUE	4,833,043.00	4,833,043.00	6,580.45	3,592,900.43	(1,240,142.57)	(25.66)%
EXPENSES						
Personnel						
	2,670,958.00	2,670,958.00	187,056.82	1,699,207.34	971,750.66	36.38%
Total Personnel	2,670,958.00	2,670,958.00	187,056.82	1,699,207.34	971,750.66	36.38%

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Equipment		79,531.00	111,391.00	12,060.13	63,803.85	47,587.15	42.72%
Total Equipment		79,531.00	111,391.00	12,060.13	63,803.85	47,587.15	42.72%
Supplies & Materials							
Adult Books	5410A	68,040.00	89,399.00	5,513.06	53,525.56	35,873.44	40.12%
Adult Books - Gifts & Memorial	5410AG	10,098.00	16,301.00	461.54	14,900.51	1,400.49	8.59%
Juvenile Books	5410J	68,040.00	71,838.00	3,646.20	43,042.34	28,795.66	40.08%
Juvenile Books Gifts&Memorials	5410JG	3,468.00	6,775.00	591.38	2,143.27	4,631.73	68.36%
Childhood Literacy	5410L	1,000.00	1,000.00	288.28	341.76	658.24	65.82%
Standing Orders	5410SO	1,000.00	1,000.00	0.00	15.80	984.20	98.42%
Young Adult Books	5410Y	10,000.00	10,000.00	647.13	6,739.93	3,260.07	32.60%
Young Adult Bks-Gifts&Memorial	5410YG	1,000.00	1,300.00	0.00	49.12	1,250.88	96.22%
Periodicals, Print	5413P	5,000.00	6,060.00	0.00	172.00	5,888.00	97.16%
Periodicals, Print Youth	5413PY	1,300.00	1,300.00	4.99	29.94	1,270.06	97.69%
Other NonBooks / Bindings	5424	200.00	0.00	0.00	0.00	0.00	0.00%
Adult AV	5425A	40,500.00	22,500.00	614.24	9,907.23	12,592.77	55.96%
Adult AV Gifts & Memorials	5425AG	0.00	7,830.00	0.00	0.00	7,830.00	100.00%
Juvenile AV	5425J	20,000.00	13,500.00	1,103.28	5,145.08	8,354.92	61.88%
Electronic Info. Sources	5426C	58,000.00	104,118.00	16,973.98	119,780.65	(15,662.65)	(15.04)%
Elec Info Sources Gifts & Mem	5426CG	0.00	12,215.00	0.00	19,997.02	(7,782.02)	(63.70)%
Electronic Info - Youth	5426CY	61,092.00	75,721.00	0.00	40,496.12	35,224.88	46.51%
Staff Supplies	5430A	5,000.00	5,000.00	287.78	2,820.63	2,179.37	43.58%
Public Supplies	5430B	5,000.00	5,000.00	692.14	2,207.49	2,792.51	55.85%
Collection Supplies	5430C	25,000.00	25,000.00	2,548.34	24,078.62	921.38	3.68%
FLLS Polaris Supplies	5430F	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00%
Publicity & Printing	5430P	18,000.00	28,000.00	0.00	19,637.95	8,362.05	29.86%
Public Programming Sup & Pub	5430PP	39,155.00	46,155.00	1,176.23	32,632.36	13,522.64	29.29%
Software / Licenses	5430S	5,000.00	5,000.00	0.00	1,565.00	3,435.00	68.70%
Library of Things	5430T	3,000.00	3,000.00	0.00	1,340.96	1,659.04	55.30%
Total Supplies & Materials		452,393.00	561,512.00	34,548.57	400,569.34	160,942.66	28.66%
Contractual & Other Expenses							
Telephone	5431	13,280.00	13,280.00	907.60	9,410.02	3,869.98	29.14%
Postage	5433	10,000.00	10,000.00	0.00	3,804.41	6,195.59	61.95%
Staff Development	5435	68,583.00	90,760.00	1,241.10	40,201.76	50,558.24	55.70%
Volunteer Development	5435V	2,500.00	2,500.00	28.99	245.76	2,254.24	90.16%
FLLS Circ Automation Cost	5436	68,300.00	68,300.00	0.00	51,225.00	17,075.00	25.00%
Professional Fees - Other	5437	17,545.00	24,545.00	660.00	28,195.00	(3,650.00)	(14.87)%
Prof fees - Security Guard	5437G	169,242.00	169,242.00	11,854.00	114,767.00	54,475.00	32.18%
Prof fees-Legal & filing fees	5437L	80,000.00	80,000.00	0.00	12,345.00	67,655.00	84.56%
Prof fees-Synergy IT	5437S	142,892.00	142,892.00	7,057.50	64,734.80	78,157.20	54.69%
Library Membership Dues	5438	3,020.00	3,020.00	0.00	2,349.00	671.00	22.21%
Equipment Contracts	5439C	49,940.00	49,940.00	1,554.02	35,105.96	14,834.04	29.70%

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DOC 24-71

		Total Budget \$ - Original	Total Budget \$ - Revised	Current Period Actual	Current Year Actual	Total Budget Variance	Percent Total Budget Remaining
Equipment Service / Repairs	5439S	5,000.00	5,000.00	0.00	62.99	4,937.01	98.74%
Insurance	5454	20,600.00	20,600.00	0.00	0.00	20,600.00	100.00%
Misc / Contingency	5472	6,500.00	6,249.00	47.23	1,086.24	5,162.76	82.61%
Legal Adv/Refunds/Bk Fees	5490	5,000.00	5,000.00	258.89	2,187.68	2,812.32	56.24%
Total Contractual & Other Expenses		<u>662,402.00</u>	<u>691,328.00</u>	<u>23,609.33</u>	<u>365,720.62</u>	<u>325,607.38</u>	<u>47.10%</u>
Employee Benefits							
Retirement	58810	265,134.00	265,134.00	0.00	0.00	265,134.00	100.00%
Social Security	58830	194,328.00	194,328.00	13,737.99	124,570.33	69,757.67	35.89%
Workers' Compensation	58840	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00%
Flexible Benefits	58845	2,256.00	2,256.00	102.00	1,241.00	1,015.00	44.99%
Employee Assistance Program	58850	2,125.00	2,376.00	0.00	2,376.00	0.00	0.00%
Parking/Mass Transit	58855	2,000.00	2,000.00	0.00	902.00	1,098.00	54.90%
Health Insurance	58860	651,605.00	651,605.00	44,206.79	443,600.99	208,004.01	31.92%
HRA Reimburse & Administration	58862	20,000.00	20,000.00	2,126.03	15,778.24	4,221.76	21.10%
Disability	58865	23,000.00	23,000.00	1,797.85	16,562.59	6,437.41	27.98%
Unemployment	58870	0.00	0.00	0.00	8,064.00	(8,064.00)	0.00%
Total Employee Benefits		<u>1,200,448.00</u>	<u>1,200,699.00</u>	<u>61,970.66</u>	<u>613,095.15</u>	<u>587,603.85</u>	<u>48.94%</u>
Total EXPENSES		<u>5,065,732.00</u>	<u>5,235,888.00</u>	<u>319,245.51</u>	<u>3,142,396.30</u>	<u>2,093,491.70</u>	<u>39.98%</u>
REVENUE LESS EXPENSES		<u>(232,689.00)</u>	<u>(402,845.00)</u>	<u>(312,665.06)</u>	<u>450,504.13</u>	<u>853,349.13</u>	<u>(211.83)%</u>

Tompkins County Public Library

Balance Sheet

As of 9/30/2024

		<u>Current Year</u>
Assets		
Checking	1000	48,766.61
Savings	1100	990,680.46
Investments	1200	1,040,803.46
Petty Cash	1300	550.00
Ithaca Hours	1400	0.00
Accounts Receivable	1500	52,341.88
Prepaid Expenses	1600	<u>66,499.96</u>
Total Assets		<u><u>2,199,642.37</u></u>
Liabilities		
Accounts Payable - Vendors	2000	201.22
Account Payable - Payroll Liab	2110	12,064.37
Accrued Wages	2300	0.00
Accrued Payroll Tax Expense	2400	<u>0.00</u>
Total Liabilities		<u>12,265.59</u>
Fund Balance		
Beginning Fund Balance		
FB Unreserved (Unassigned)	3000	1,141,527.69
Fund Balance-Operating Budget	3100	402,845.00
Assigned-Non Spendable	3175	66,499.96
FB Assigned - HRA Reserve	3200	<u>126,000.00</u>
Total Beginning Fund Balance		1,736,872.65
Year To Date Net Income (Loss)		<u>450,504.13</u>
Total Year To Date Net Income (Loss)		<u>450,504.13</u>
Total Fund Balance		<u><u>2,187,376.78</u></u>
Total Liabilities & Fund Balance		<u><u>2,199,642.37</u></u>

TOMPKINS COUNTY PUBLIC LIBRARY
DRAFT MINUTES OF TCPL EXECUTIVE COMMITTEE
OCTOBER 11, 2024 at 4:00PM – Special Meeting for Budget Concerns

TCPL Board Members Present: Melisa Sidle: President, Lis Chabot, Liam Murphy

Board Members Excused: Blixey Taetzsch

Also Present: Leslie Tabor, Director; Mary McKeon, Administrative Manager; Kerry Barnes, TCPL Foundation Executive Director; Susanna Drbal, TCPL Foundation Assistant Director

With a quorum, meeting convened at 4:09 p.m.

CALL TO ORDER

APPROVAL OF THE FOLLOWING AGENDA

- Public Comment
- Consideration of Budget Issues

A **MOTION** was made by B. Taetzsch and seconded by L. Chabot. Approved unanimously.

PUBLIC COMMENT

The following attended the meeting and addressed the board:

1. Judith Grant
2. Regina DeMauro
3. Jeremy Jordan
4. Cassie Shortle
5. Shelby Buche

CONSIDERATION OF BUDGET ISSUES

Sidle noted that the Legislature requested all entities show how a 5% reduction would do to the services they could provide. A lengthy discussion ensued.

COMMITTEE HOLD AN EXECUTIVE COMMITTEE MEETING OCTOBER 18th at 4pm IN PLACE OF THE AUGUST MEETING

A **MOTION** was made by B. Taetzsch and seconded by L. Chabot seconded. Approved unanimously.

The committee set the agenda as:

- A. Approval of Agenda
- B. Public Comment

- C. Officer Reports
- D. Budget Discussion
- E. Nominating Committee Report
- F. Old Business
- G. New Business
- H. Executive Session to Discuss Personnel Matters

A **MOTION** was made by B. Taetzsch to adjourn and seconded by L. Chabot to adjourn at 5:08pm. Approved unanimously.

Minutes gathered by Mary McKeon
Administrative Manager

Endorsed by Liam Murphy
Secretary

TCPL Finance & Personnel Committee
Meeting Notes, prepared by Blixly Taetzsch
October 15, 2024, 4:00 p.m.
Steiner Conference Room

Attending: Melisa Sidle, Jason Moore, Darrell Long, Lis Chabot, Leslie Tabor, Tonya VanCamp, Blixly Taetzsch

Meeting called to order: 4:05pm

Approval of the Agenda – no changes from the agenda posted, approved.

1. September 2024 Financial Statements:

The Committee started with a review of revenues and expenditures. Total revenues show about 25% remaining to be earned – right on track with the percent of the budget year. The Board then reviewed the status of expenditures in major categories.

Personnel shows 36% unspent, which indicates some small savings from unfilled positions throughout the year, and possibly some timing issues as well in terms of the payroll schedule. Total supplies and materials show 28.66% unspent, which tracks pretty closely with the total budget in this category. However, the Committee noted that budget adjustments among detailed line items are needed, and additional revenue recognized for any new restricted funds received since the budget was approved. Equipment shows 43% unspent, but it was noted that recent purchases of furnishings were not yet reflected in financials.

Contractual and other expenses show 47% unspent, some of which reflect activity planned for later in the year (such as our annual payment for general liability insurance). However, there are some savings anticipated. Leslie reported that there are savings with Synergy (our IT services) due to the vendor-initiated switch to remote support, but we may need to use some of these savings for computer replacements. Employee benefits show 49% unspent, much of which is related to the NYS Retirement System costs which will not be reflected until the end of the year.

The committee then discussed the balance sheet and spent some time on our fund balance categories. Blixly made the observation that the presentation of fund balance showing our restricted, appropriated and reserved fund balances combined with our unreserved, unrestricted fund balance could be misleading to our funders. The Committee discussed possible reformatting to improve understandability.

2. 2025 Budget:

The committee discussed how we want to proceed with the process for the 2025 budget. Now that we understand the County is not likely to consider our OTR, we need to work through the details of that impact. The Committee and staff (Leslie and Tonya) agreed that they would work with the leadership team to develop recommendations for review by the committee. All agreed that we would also need to schedule an additional budget work session for the Finance and Personnel Committee, which will take place on October 29th at 4:00pm. At that meeting, the Committee will be provided with detailed 2024 year-end projections, and a preliminary detailed line-by-line budget, including a detailed staffing plan.

The Committee also spent some time thinking about key messages from the library – and finding productive ways to share information with the legislature going forward. In thinking about timing of this information sharing, early spring, prior to diving into the next budget development cycle might be a good time for follow up and information sharing. Melisa commented that due diligence and proactive communication in the coming year will be important.

3. Staffing Updates:

Leslie provided staffing updates to the Committee. She reported that a Page was terminated for cause based on work performance – not probationary. We currently have a job posting for 1-4 library assistants and the communication coordinator position. The Committee agreed that we would look at the budget big picture before moving forward with filling vacant positions. Volunteer Coordinator position not rehired at this time, but program will be re-examined and likely assigned to existing staff.

4. Executive Session:

The Committee voted to enter executive session at 5:02pm, for the purpose of providing an update on collective bargaining and discussion of confidential personnel matters. The Committee exited executive session at 5:30pm, and with no further business adjourned the public meeting at 5:30pm.

TCPL Community Relations Committee Minutes

Tuesday, October 1, 2024 @ 4 p.m.

Steiner Conference Room

Present: Kerry Barnes, Shelby Buche, Christina Brewington, Kate DeVoe, Marli Stahler, Leslie Tabor, Leah Tompkins, Mimi Townsend

New Members: Patricia Ann-Marie Abraham, Sarah Clausen, Rachel Moedon

Absent: Kathy Weinberg

Agenda

1. Public comment – no members of the public attended
2. Icebreaker: What are you thankful for today?
3. Introduction of new members
4. Community Read: Options for books, review list of past books used in community reads (Leslie/Kerry to provide), event/activity opportunities
 - a. Leslie contacted Emily Henry's people the week of October 7
 - b. Group did not have a decision and will continue to discuss
5. Continue recruiting new members of the community to join CRC and support 25th Celebration planning - anyone who's deeply connected, doer, municipal partners, passionate about community and TCPL
6. Activity/Event planning: start planning logistics/timing/etc. on the first couple of items to kick off the celebration
 - a. Group discussed business outreach
 - b. Group discussed potential retail and food partners
 - c. Leslie to create and share planning document
7. Swag and Logo: Bring in ideas of coloring and images for logo, Pennants from Oxford Pennants
 - a. Awaiting samples
 - b. Sarah offered to sell them at Press Café
 - c. If they are done soon, they could be a part of holiday shopping 2024 in anticipation of 2025
8. Upcoming events and opportunities for participation in October/November
 - a. Mimi shared the event *Case 84 – Adopted in the USA, a Solo Show by Ed Yoo Pokropski* on October 3rd
 - b. **October 17th at 4:30 p.m. is the Harm Reduction Fair and the kickoff of our *Information Saves Lives opioid grant programming!***
 - i. More information available online
 1. <https://www.tcpl.org/opioid-resources>
 2. <https://www.tcpl.org/information-saves-lives-patron-faqs>
 3. <https://www.tcpl.org/event/draft-harm-reduction-resource-fair-48007>

Action Item: Send out survey to vote for taglines

Meeting adjourned at 4:45 p.m.

Next meeting: **Tuesday, November 5th at 3 p.m. Please note earlier start time due to holiday schedules!**