

TOMPKINS COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 TUESDAY, APRIL 22, 2025
4:00 – 6:00 pm

CALL TO ORDER

4:00pm

A. APPROVAL OF THE AGENDA

DOC 25-22

B. PUBLIC COMMENT

C. CONSENT AGENDA

4:10pm

- | | |
|---|-----------|
| 1. The board ratifies the reclassification of the Business Manager to a 40 hour per week exempt position* | DOC 25-23 |
| 2. A list of staff who have been terminated, resigned, and retired since 2023 | DOC 25-24 |
| 3. Draft Minutes of March 25, 2025 | DOC 25-25 |
| 4. Acceptance of Resignation | DOC 25-26 |
| 5. December 2024 Modifications | DOC 25-27 |
| 6. December 2024 Budget Amendments | DOC 25-28 |
| 7. April 2025 Modifications | DOC 25-29 |
| 8. 2025 Budget Final Expenses | DOC 25-30 |
| 9. 2025 Budget Final Revenue | DOC 25-31 |
| 10. Amended Bylaws | |

D. Audit of Bills

Operating Budget in the amount _____

E. DIRECTOR'S REPORT

4:20pm

F. PRESIDENT'S REEPORT

4:30pm

G. LIAISON REPORTS

4:40pm

1. County – Rich John
2. Foundation – Kerry Barnes
3. Friends – Nina Scholtz

H. WRITTEN REPORTS

- | | |
|---------------------------------------|-----------|
| 1. April Staff Report | DOC 25-32 |
| 2. February Monthly Statement | DOC 25-33 |
| 3. March Monthly Statement | DOC 25-34 |
| 4. Executive Session minutes | |
| a. Minutes of March 11, 2025 | DOC 25-35 |
| 5. Finance & Personnel Committee | |
| a. Minutes of March 18, 2025* | DOC 25-36 |
| b. Minutes of April 15, 2025 | DOC 25-37 |
| 6. Library Service & Policy Committee | |
| a. Next meeting is May 6, 2025 | |

7. Community Relations and Outreach Committee

a. Minutes of April 1, 2025

DOC 25-38

*Distributed at April Board Meeting, included in these revised April materials.

- I. EXECUTIVE SESSION to discuss confidential personnel matters, and collective bargaining

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

REMINDER:

DATE OF NEXT BOARD MEETING
MAY 27, 2025

TCPL Board Resolution

Date: April 22, 2025

Title: Change of Job Title Status

WHEREAS, the Board of Trustees of Tompkins County Public Library has determined that a change in job title status for Business Manager is necessary to ensure optimal performance and alignment with the company's strategic goals; The position has been a 35 hour a week non exempt position.

NOW, THEREFORE, BE IT RESOLVED that the board of Trustees of Tompkins County Public Library hereby approves the following changes to the job title of Business Manager:

40 hour a week exempt position.

Tompkins County Public Library

Employee Information List

DOC 25-24

Last Name	First, MI Name	Position	Hire Date	Termination Date
Brown	Carolyn	Senior Library Clerk	10/28/1988	2/5/2022
Schlossberg	Jennifer P.	Librarian III	8/8/2001	2/10/2023
Ornstein	Ella I.	Library Clerk	8/16/2021	5/17/2023
O'Shea	Sarah E.	Librarian III	10/2/2000	6/16/2023
Honis	Elizabeth C.	Library Clerk	3/3/2014	7/8/2023
Vadakin	Teresa A.	Librarian III	12/2/2013	7/16/2023
Ball	Alice G.	Librarian II	3/12/2018	12/28/2023
Recchia	Richard	Library Clerk	9/12/2000	1/4/2024
Raine	Kathy M.	Admin Asst I	10/22/2018	1/18/2024
Houston	Nancy D.	Library Clerk	1/20/2014	2/1/2024
Ruether-Wu	Marybeth	Library Assistant	7/6/2021	2/7/2024
Benjamin	Michelle E.	Business Manager	7/11/1994	3/15/2024
Corrigan	Makayla G.	Page	2/26/2024	4/16/2024
Tang	Joah W.	Library Assistant	9/3/2013	6/6/2024
Sepos	Alison G.	Library Assistant	10/31/2013	9/4/2024
Buckley	Elizabeth P.	Volunteer Coordinator	3/25/2019	9/7/2024
Werbicky Ehrhardt	Nicholas A.	Page	11/1/2021	10/15/2024
Paling	Stephen W.	Librarian I	12/4/2023	11/22/2024
Van Etten	Keith	Senior Library Clerk	9/17/1990	12/4/2024
Doolittle	Kelly L.	Library Assistant	7/23/2001	1/30/2025
Roberts	Chelsea L.	Library Clerk	7/2/2018	2/10/2025

TOMPKINS COUNTY PUBLIC LIBRARY
DRAFT MINUTES OF THE BOARD OF TRUSTEES
MARCH 25, 2025

TCPL Board Members Present: Kathy Weinberg, President; Lis Chabot, Darrell Long, Shelly Wong, Christina Brewington, Nina Scholtz, Jason Moore

Also Present: Tonya VanCamp, Business Manager; Kerry Barnes, TCPL Foundation Executive Director; Mary McKeon, Administrative Manager; Judd Karlman, AS Dept. Head; K. Savage, YS Dept. Head; Brian Sasser, Communications Manager; Rich John, County Legislator; Susan Currie, County Legislator

With a quorum, the meeting convened at 4:01 p.m.

CALL TO ORDER

APPROVAL OF AGENDA DOC 25-15

A **MOTION** was made by J. Moore and seconded by C. Brewington to approve the agenda. Approved unanimously.

PUBLIC COMMENT

The following attended the meeting and addressed the board:

Rebecca Costello
Charles Wells
Jeremy Jordan
Alison Sepos
Shelby Buche

CONSENT AGENDA

APPROVAL OF LIBRARY STAFF HIRES AND PROMOTIONS 2022-2025 DOC 25-16

APPROVAL OF FEBRUARY 25, 2025 MINUTES DOC 25-17

A **MOTION** was made by J. Moore and seconded by D. Long to approve the consent agenda. Approved unanimously.

AMEND THE BYLAWS

Amend bylaws from 12 member to 15 members. A **MOTION** was made by S. Clausen and seconded by N. Scholtz. Approved unanimously.

APPROVAL OF THE BILLS

I, Treasurer, Lisabeth Chabot, in keeping with New York State Education Law, certify that I have reviewed payroll #5 dated 3/6/25 and #6 dated 3/20/25 totaling \$119,795.93. I have reviewed all

vouchers presented for payment, and that all disbursements are within the approved operating budget of the library and therefore recommend that the Board of Trustees approve for payment March 2025 bills in the amount of \$163,301.56 as listed in Abstracts #7, #8 and #9.

PRESIDENT'S REPORT

K. Weinberg assured everyone that the board has a timeline for some of the work ahead of them. The interim will start April 1, through September 30th.

VICE PRESIDENT'S REPORT

D. Long reported that he has 25 years of cyber security experience and he will be ensuring that staff have the correct permissions for share point. He looks forward to working with the interim director.

LIAISON REPORTS

County- R. John recommended the board have a resolution for the resignation of Leslie Tabor

Foundation – The annual audit has been completed. Liquid State Brewing Company will host our third Silent Reading Party, April 6th.

Friends – The Friends are coming up to the point in the cycle to begin the sale. They will pause accepting donations and will start accepting donations June 7th. Library Day is April 23 & 24 and the first day of the sale is May 3rd.

MOTION to adjourn meeting by D. Long and seconded by J. Moore at 5:14 p.m. Carried unanimously.

EXECUTIVE SESSION

A **MOTION** was made by S. Wong and seconded by D. Long to move into Executive Session at 4:31pm . Approved unanimously.

A **MOTION** was made by D. Long and seconded by L. Chabot to adjourn Executive Session at 5:33pm. Approved unanimously.

Minutes by Mary McKeon
Administrative Manager

Endorsed by
Secretary

Resolved, that the Board of Trustees of Tompkins County Public Library do hereby accept the resignation submitted by Leslie Tabor from the office of Director of the Tompkins County Public Library, effective March 17, 2025.

GENERAL FUND - A**DECEMBER 2024 BUDGET MODIFICATIONS**

<u>Code</u>	<u>Description</u>	<u>Current Budget</u>	<u>Increase/ (Decrease)</u>	<u>Modified Budget</u>
Expenditures				
5410AG	Phys Collect - Adult Fndtn	\$ 16,301.00	\$ 720.00	\$ 17,021.00
5410JG	Phys Collect - Youth Fndtn	\$ 6,775.00	\$ (770.00)	\$ 6,005.00
5410L	Childhood Literacy	\$ 1,000.00	\$ 50.00	\$ 1,050.00
5426C	Digital Collection - Adult	\$ 144,118.00	\$ (11,000.00)	
5430C	Collection Supplies	\$ 25,000.00	\$ 11,000.00	\$ 36,000.00
5437	Prof fees - Other	\$ 24,454.00	\$ 5,000.00	\$ 29,454.00
5437G	Prof fees - Security	\$ 169,242.00	\$ (5,000.00)	\$ 164,242.00
5439C	Equipment Contracts	\$ 49,940.00	\$ 5,000.00	\$ 54,940.00
5454	Insurance	\$ 20,600.00	\$ 1.00	\$ 20,601.00
58870	Unemployment	\$ 15,000.00	\$ 3,300.00	\$ 18,300.00
5101	Personnel	\$ 2,670,958.00	\$ (3,300.00)	\$ 2,667,658.00
Total Expenditure Adjustments			\$ 5,001.00	
Revenues				
4L002D	City of Ithaca	\$ 35,190.00	\$ (35,190.00)	\$ -
4L2755G	Foundation	\$ 120,358.00	\$ (75,064.00)	\$ 45,294.00
4L2082	Fines	\$ -	\$ 160.70	\$ 160.70
4L2360C	Copier/Printer	\$ 7,000.00	\$ 1,113.70	\$ 8,113.70
4L2401	Interest	\$ 40,000.00	\$ 29,649.99	\$ 69,649.99
4L2690	Lost and Paid	\$ 2,000.00	\$ (907.40)	\$ 1,092.60
4L2755F	Friends	\$ 230,000.00	\$ 13,908.68	\$ 243,908.68
4L2770	Misc	\$ 10,666.00	\$ 2,517.06	\$ 13,183.06
4L2760	NYS CLA	\$ 96,748.00	\$ 223,219.00	\$ 319,967.00
4L384A1	NYS LLSA	\$ 31,399.00	\$ 1,267.90	\$ 32,666.90
Total Revenue Adjustments			\$ 160,675.63	

Description of Proposed Adjustments: Youth physical decreased to increase adult and childhood literacy, with Foundation approval. Digital collection decreased for increase in collection supplies. Professional fees security decreased to increase professional fees other. Personnel decreased to increase unanticipated increase in unemployment. Revenue adjustments reflect amounts actually received in 2024.

Tompkins County Public Library
Posted Budget Transactions
100 - Operating Fund

DOC 25-28

Effective Date	Session ID	GL Code	Document Number	GL Title	Transaction Description	Increase	Decrease
12/31/2024	123124BA	5101	123124BAPer	Personnel - Professionals	Decrease Personnel		3,300.00
12/31/2024	123124BA	5271	123124BAOp	Equipment	Decrease equipment		5,001.00
12/31/2024	123124BA	5410G	123124BAColl	Phys Coll - Foundation	Phys Collection Adult Increase	720.00	
12/31/2024	123124BA	5410JG	123124BAColl	Phys Coll - Youth - Foundation	Phys Collection Youth Decrease		770.00
12/31/2024	123124BA	5410L	123124BAColl	Childhood Literacy	Childhood Literacy Increase	50.00	
12/31/2024	123124BA	5426C	123124BAColl	Digital Collection - Adult	Digital Collection Adult Decrease		11,000.00
12/31/2024	123124BA	5430C	123124BAColl	Collection Supplies	Collection Supplies Increase	11,000.00	
12/31/2024	123124BA	5437	123124BAOp	Professional Fees - Other	Increase Prof Fees other	5,000.00	
12/31/2024	123124BA	5437G	123124BAOp	Prof fees - Security Guard	Decrease Prof Fees security		5,000.00
12/31/2024	123124BA	5439C	123124BAOp	Equipment Contracts	Increase Equipment contracts	5,000.00	
12/31/2024	123124BA	5454	123124BAOp	Insurance	Increase insurance	1.00	
12/31/2024	123124BA	58870	123124BAPer	Unemployment	Increase Unemployment	3,300.00	
12/31/2024	123124BAADJ	5101	123124BAPer	Personnel - Professionals	Decrease Personnel		3,300.00
12/31/2024	123124BAADJ	5271	123124BAOp	Equipment	Decrease equipment		5,001.00
12/31/2024	123124BAADJ	5410AG	123124BAColl	Phys Coll - Adult - Foundation	Phys Collection Adult Increase	720.00	
12/31/2024	123124BAADJ	5410JG	123124BAColl	Phys Coll - Youth - Foundation	Phys Collection Youth Decrease		770.00
12/31/2024	123124BAADJ	5410L	123124BAColl	Childhood Literacy	Childhood Literacy Increase	50.00	
12/31/2024	123124BAADJ	5426C	123124BAColl	Digital Collection - Adult	Digital Collection Adult Decrease		11,000.00
12/31/2024	123124BAADJ	5430C	123124BAColl	Collection Supplies	Collection Supplies Increase	11,000.00	
12/31/2024	123124BAADJ	5437	123124BAOp	Professional Fees - Other	Increase Prof Fees other	5,000.00	
12/31/2024	123124BAADJ	5437G	123124BAOp	Prof fees - Security Guard	Decrease Prof Fees security		5,000.00
12/31/2024	123124BAADJ	5439C	123124BAOp	Equipment Contracts	Increase Equipment contracts	5,000.00	
12/31/2024	123124BAADJ	5454	123124BAOp	Insurance	Increase insurance	1.00	
12/31/2024	123124BAADJ	58870	123124BAPer	Unemployment	Increase Unemployment	3,300.00	
12/31/2024	123124BAREV	5101	123124BAPer	Personnel - Professionals	Decrease Personnel	3,300.00	
12/31/2024	123124BAREV	5271	123124BAOp	Equipment	Decrease equipment	5,001.00	
12/31/2024	123124BAREV	5410G	123124BAColl	Phys Coll - Foundation	Phys Collection Adult Increase		720.00
12/31/2024	123124BAREV	5410JG	123124BAColl	Phys Coll - Youth - Foundation	Phys Collection Youth Decrease	770.00	
12/31/2024	123124BAREV	5410L	123124BAColl	Childhood Literacy	Childhood Literacy Increase		50.00
12/31/2024	123124BAREV	5426C	123124BAColl	Digital Collection - Adult	Digital Collection Adult Decrease	11,000.00	
12/31/2024	123124BAREV	5430C	123124BAColl	Collection Supplies	Collection Supplies Increase		11,000.00
12/31/2024	123124BAREV	5437	123124BAOp	Professional Fees - Other	Increase Prof Fees other		5,000.00
12/31/2024	123124BAREV	5437G	123124BAOp	Prof fees - Security Guard	Decrease Prof Fees security	5,000.00	
12/31/2024	123124BAREV	5439C	123124BAOp	Equipment Contracts	Increase Equipment contracts		5,000.00
12/31/2024	123124BAREV	5454	123124BAOp	Insurance	Increase insurance		1.00
12/31/2024	123124BAREV	58870	123124BAPer	Unemployment	Increase Unemployment		3,300.00
					Total 100 - Operating Fund	75,213.00	75,213.00

Tompkins County Public Library
 Posted Budget Transactions
 100 - Operating Fund

Effective Date	Session ID	GL Code	Document Number	GL Title	Transaction Description	Increase	Decrease
Report Total						75,213.00	75,213.00

GENERAL FUND - A		APRIL 2025 BUDGET MODIFICATIONS		
<u>Code</u>	<u>Description</u>	<u>Current Budget</u>	<u>Increase/ (Decrease)</u>	<u>Modified Budget</u>
<u>Expenditures</u>				
<u>5437I</u>	Prof fees - Legal	\$ 225,000.00	\$ - \$ (36,000.00)	\$ 189,000.00
Total Expenditure Adjustments			\$ -	
<u>Revenues</u>				
Total Revenue Adjustments			\$ -	

Description of Proposed Adjustments: Decrease legal to compensate for oversight of calculating error in original budget.

2025 EXPENDITURES, TOMPKINS COUNTY PUBLIC LIBRARY					
Pie Code	Code	Category	Description	Proposed 2025	Percent Change
1	100	Personnel	Staff Wages	2,333,497	-12.6%
1			Subtotal Personnel	2,333,497	-12.6%
2	8810	Retirement	Contributions to NYS Retirement	338,159	27.5%
2	8830	Social Security & Medicare	7.65% of payroll less flexible benefits	178,513	-8.1%
2	8840	Workers Compensation	Based on NYS Retirement payroll	40,000	0.0%
2	8845	HRA & FSA Admin	Employee benefit fund	2,256	0.0%
2	8850	EAP Program	Counseling Services	2,040	-14.1%
2	8855	Parking/Mass Transit	Transit Reimbursement	2,000	0.0%
2	8860	Health Insurance	Consortium	742,830	14.0%
2	8862	HRA	HRA plan employee reimbursements	20,000	0.0%
2	8865	Disability	Long term and short term for employees	25,000	8.7%
2	8870		Unemployment benefits	10,000	
2			Subtotal Benefits	1,360,798	13.3%
			TOTAL WAGES & BENEFITS	3,694,295	-4.6%
4	271	Equipment / Capital		120,000	7.7%
4	271	Equipment / Capital	Foundation	55,000	
4			Total Equipment	175,000	7.7%
3	5410A	Books, Adult	Physical Collection, Friends	70,500	-37.2%
3	5410G	Books, Adult	Physical Collection, Foundation	25,000	53.4%
3	5410J	Books, Youth	Physical Collection, Friends	65,500	-30.0%
3	5410JG	Books, Youth	Physical Collection, Foundation	4,557	-43.6%
3			Subtotal Physical Collection	165,557	-28.1%
3	5426C	Digital, Adult	Digital Collection	214,748	69.6%
3	5426CY	Digital, Youth	Digital Collection	20,000	-77.6%
3	5426CG	Digital	Digital Collection - Foundation	0	-100.0%
3			Subtotal Digital Collection	234,748	-0.5%
			TOTAL LIBRARY COLLECTION	400,305	-14.1%
5	5430P	Supplies - Marketing	Brochures, ads, fliers, bookmarks, signs	20,000	-28.6%
5			Subtotal Marketing	20,000	-28.6%
5	5430A	Supplies - Office	Supplies for staff & public	20,000	100.0%
5	5430F	Supplies - FLLS	Library cards & bar codes	2,000	-42.9%
5	5430S	Software / Licenses	Software & Licenses	10,000	100.0%
5	5430PP	Public Programming	Materials & printing	23,500	-52.0%
5	5430PP	Public Programming	Foundation	36,000	

5			Subtotal Supplies	91,500	35.6%
5	431	Supplies	Telephone & Internet	14,000	5.4%
5	433	Postage	General postage	7,500	-25.0%
5			Subtotal Supplies	21,500	-7.6%
			TOTAL SUPPLIES	133,000	12.0%
6	435	Professional Development	Professional Development - Leadership	15,000	-83.5%
6	435V	Professional Development	Volunteers	2,500	0.0%
6	436	Fees - FLLS	Contract with FLLS	65,000	-4.8%
6	437S	Professional Fees/Contract	IT Support - Synergy	63,000	-55.9%
6	437	Professional Fees/Contract	Service fees	3,600	-85.3%
6	437L	Professional Fees/Contract	Legal Fees	189,000	136.3%
6	437G	Professional Fees/Contract	Security Guard	170,000	0.4%
6	437	Professional Fees/Contract	Public Programs	18,000	
6	437	Professional Fees/Contract	Public Programs - Foundation	8,610	
6	438	Membership Fees	Local, regional, state, and national	3,284	8.7%
6	437	Professional Fees/Contract	Audit	17,000	
6			TOTAL FEES & CONTRACTS	554,994	-4.5%
7	439C	Maintenance	Postage Meter and equipment	2,640	
7	439C	Maintenance	RFID	4,116	
7	439C	Equipment Repair and Maintenance	Office Copiers	18,000	
7	439S	Equipment Repair and Maintenance	Technology Items & misc maintenance and agreements	9,937	
7	439CP	Equipment Repair and Maintenance	Software Maintenance contracts	33,109	
7	439C		Subtotal Equipment Repairs and Maintenance	67,802	23.4%
7	454	Insurance	Centrally Distributed Item, Tompkins County: employee dishonesty bond, valuable papers, excess liability, risk management services	21,000	1.9%
7	472	Miscellaneous / Contingency Fund	Events, mileage, other supplies not applicable to other categories. Other contingencies.	6,500	4.0%
7	490	Charges	Ads, bank charges, refunds	5,000	0.0%
			Subtotal Insurance & Misc	32,500	2.0%
			GRAND TOTALS	5,057,896	-3.4%

2025 REVENUE, TOMPKINS COUNTY PUBLIC LIBRARY					
Pie Code	Code	Category	Description	Proposed 2025	Percent Change
1	L002A	Tompkins County *	Appropriations *	4,012,448	-5.5%
4	L002D	City of Ithaca	Negotiated agreement between the City of Ithaca and Tompkins County	25,000	-29.0%
3	L002C	Town of Ithaca	Programming support	15,000	0.0%
2	L3840A1	NYS Local Library Services Aid	General Operating Aid based on per capita	31,399	0.0%
2	L3840A4	Other NYS Aid	Other State Aid	0	
2	L2760	NYS Central Library Development Aid	Aid to strengthen and assist library in its role as central library for the five county Finger Lakes Library System	96,748	0.0%
5	L2755F	Friends of the Library	Collection Support. Grant may be targeted for specific expenditures at the discretion of the Library Director	230,000	0.0%
6	L2755G	TCPL Foundation		141,000	16.1%
7	L2690	Replacement Fees		1,000	-50.0%
7	L2401	Interest	From fund balances in TCTC savings account	40,000	0.0%
7	L2360C	Printing & Copying	Receipts from copiers and printing fees	5,000	-28.6%
7	L2770	Reimbursements & Fees	Reimbursements, unanticipated income	10,000	-6.2%
8	L2850	Appropriated Fund Balance		450,301	11.8%
			TOTAL REVENUE	5,057,896	-3.4%

* Does not include support for maintenance, cleaning and utilities which is in the Tompkins County Facilities

APRIL MONTHLY STAFF REPORT

Director's Report

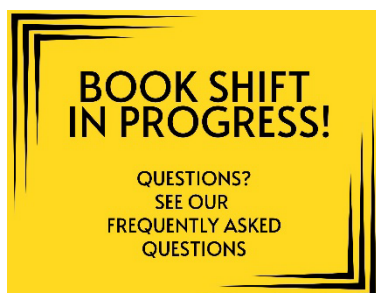
Susan Currie

I began as Interim Director on April 1, 2025 and have been taking this first month to connect with staff and learn about changes in the library since I last worked here. I have been learning about the RFID system for circulation, and attended a Circulation department meeting where there was a robust and interesting discussion about procedures for "in-transit", lost items and claims returned items. There was also an update about the Library of Things, which is very popular. I also had the opportunity to observe the Discovery Trail's program in Youth Services and in meeting with the Head of YS, learned about the planning for the Summer Reading program. I have also been learning about the upgrades and changes in technology at TCPL. I have been working with department heads on what's new in their departments, and we have had a number of productive leadership team meetings. I will be meeting with every staff member to learn more about their duties and to hear what questions they have. I have also worked with the Finance & Personnel Committee on their planning for the search for the next director. The Business Manager and I have met frequently on the implementation of Forework and finances in general, particularly in reviewing CLA and collections purchasing.

Adult Services

Judd Karlman

Adult Services Department Board Report April 2025



On the Shelves

Sophia McKissick started processing materials in March. Since then, she has cleared out the backlog of AV materials and adult graphic novels: 128 DVDs/Blu-rays, 38 CDs, 28 audiobooks, and 125 graphic novels. She is now working her way through the backlog of YA graphic novels.

Adult Services staff, led by Meghan Molloy, are making great progress on The Shift – we are currently working on getting the 700s into the alcove and it's looking nice!

MakerSpace

The first two sessions of the Makerspace Mending Meet Up led by Dr Susan Ashdown have gone well, welcoming 13 people the first time, and 7 the next. Cady has overheard patrons raving about the sessions to other patrons in the library! There is one additional session in May.

The new Wednesday session in the Makerspace from 11-1 has been joyfully received by older patrons. We thought that this

The signs we have up to explain temporarily empty shelves from The Shift.

population would appreciate a daytime session, and we were right! Lots of sewing, laughs, and laser cutting has been done. Several residents of McGraw House have joined for multiple weeks in a row, having learned about the session from Cady and Meghan's Maker on the Move project.

Josh Burns offered a few items he helped patrons create, illustrating the amazing array of creative endeavors supported in the MakerSpace:

- Helped a patron sew a zipper back on their jacket.
- Assisted a patron with 3-D printing parts for a device that helps regulate water distribution for crops.
- Laser etched aluminum mugs for a local business owner.

Access Services

April 2025 - Circulation Board

Report Kate DeVoe, Circulation

Manager Programming & Outreach

Tom brought back our Technology Basics One-on-One program on April 1! Tom is coordinating the program with two skilled program partners to offer help with basic technology topics, such as using email, searching the internet, or borrowing eBooks. We're currently offering three one-hour sessions per week.

Ally is hard on work on the Gay Agenda: a series of Pride events kicking off June 7 with a Gender Affirming Closet program and Resource Fair, followed up by a series of events June 9 – 11 focusing on allyship and support with Ithaca College, gender-affirming care with Planned Parenthood, and identification with LawNY. TCPL is for everyone and remains a safe and supportive space for ALL.

Mel, Brian, and Kate are planning a Library Design Contest to celebrate TCPL's 25th anniversary on Green Street. We will hold a contest for youth and adult card designs, to run concurrently with the Summer Reading Program. Voting will take place in fall, with the winners revealed at the 25th anniversary celebrations.

Customer Service

Ally will be training all staff on inventory using made possible by our RFID system! We are able to “wand” the collection to look for and resolve problems. In this photo, wonderful Mel displays our RFID wand! Shout out to Page Mitchell working in the background.

Katylyn shared this customer service success story:

Ellen found a hand cross-stitched Winnie the Pooh bookmark that had been accidentally returned in a book. We looked up the patron, who happened to be a library by mail user, and we were able to get it sent back home! Fast-forward to this afternoon, that patron called us here at the library, with a very heartfelt and appreciative thank you to the staff (Us!). She told me her friend had made it for her, and she was so beside herself, thinking it was gone for good. Her call brought some sunshine to my day, and a great reminder that attention to the little things, and great teamwork can really change someone's whole day. I'm as grateful for y'all as that patron is for her bookmark!

Youth Services

Kat Savage

Youth Services Department

Board Report April 2025

March 2024 Statistics	Programs	Attendance
Totals	87	2,343
First Five Years	15	686
Children (5-11)	25	1,010
Teen (12-18)	39	425
General Interest	8	222

Coming Up

Youth Services is currently preparing for **Summer Reading!** Save the date for our Kickoff event, which will be Friday, June 13, from 3-5pm.

We are also thrilled to offer **Building a Strong Foundation: Early Literacy at Home**, a workshop



Some of our trans and nonbinary staff with our very successful Trans Readathon Display in the Teen Center (March 21-31).



The Ithaca Youth Bureau Recreation Support Services was one of the many organizations tabling at our Carl the Collector event...



...along with Tompkins County Whole Health, Finger Lakes Independence Center, Healthy Families Tompkins/Schuyler, and Racker.

for parents and caregivers! The early literacy framework is used in all our first five year programming – and we'll be sharing information and simple ways a child's parent can support their child's development.

In addition to ongoing weekly and monthly offerings, other upcoming special events include:

- College Prep with **Project Level The Field**
- Science Fairs with the **Steminist Movement**
- **Teen Creative Writing Workshops**
- **Tune Together:** Family Concert by IHS Students

Book Club Update

Early Reader Book Club will read *Fergus and Zeke* by Kate Messner and Heather Ross; the **Tween Book Club** will meet to discuss *Max in the House of Spies* by Adam Gidwitz.

Staff Highlights

Cassie helped kick off our first few Kids Discover the Trail! visits, including our adapted tour model. Healthy Families Schuyler/Tompkins visited a recent Baby and Toddler Storytime to provide resources to participants. Cassie also wrote a return letter to Lansing elementary school student, who wrote to us asking what the most popular books are and what we think makes a good writer. (We had to dust off our business-letter writing skills and find a stamp to return the response in kind!)

Kai, the KDT Mini-Committee, and YS Staff have already welcomed over 170 kindergarten students from five schools across two districts. She also led our storytime for Fairy Festival, which welcomed over 50 little fairies and their grown-ups for a truly enchanting storytime. Early Reader Book Club read *Starla Jean* and participated in a chicken-hunting



Bugs inspired by This is NOT My Lunch Box from one of our Story + Craft programs.



The annual downtown Fairy Fest inspired a magical storytime and a faerie house craft!



March Monster Madness: The Babadook most popular monster among TCPL's teens for 2025!

activity. Activities such as these help beginning readers make connections to stories and real life!

Milly led our April Animal Sleepover Storytime, and especially enjoyed thinking about what adventures the stuffies should have after hours. Milly is also our Non-Fiction Selector, a deeply nuanced collection that also requires reporting to various gift donors who help support us. Lastly, she also attended a ESLN webinar educating library workers about current events impacting our patrons, and shared information at multiple department meetings.

Woody arranged and led our first Family Film Screening in late March, and 28 people of all ages came out to watch *Bad Guys*. I heard a lot of positive feedback from families who were excited for a different kind of “screen time” that they could share with others. In addition, the first session of Family Friendly Tabletop Role Playing Games was a success. Players had fun, used a lot of critical thinking and imagination to win the day. One parent who thanked Woody for having something for his “in between” age kid who is just starting to get into tabletop role-playing games.

Sasha had a busy month, leading multiple programs each week and helping to fill in to ensure our Makerspace Open Hours are offered consistently without cancellations. He has also created a Summer Reading raffle-prize collection receptacle while hosting Maker Mondays and Open Hours in the Makerspace, engaging with patrons about the process and types of projects the Makerspace can support. Lastly, he led the creation and organization of a different type of March Madness bracket – the Monster March Madness on the Teen Center passive program bulletin board. Over 400 votes were cast and the



The beginning of the Summer Reading raffle ticket receptacle...



...and the finished creation!

Babadook is the 2025 Monster of the Year as voted by TCPL's teens!

Julia was the day-of point person for our collaboration with WSKG, a sensory-friendly screening of Carl the Collector with tabling from 6 local organizations. This celebration of neurodiversity was accompanied by crafts and an in-depth book display. We loved seeing families we knew well *and* new friends who had traveled to TCPL especially for this event. Julia is also beginning to work on identifying Early Reader Non-Fiction for cataloging, as the department works to reorganize this section for improved discoverability and alignment with current pedagogy.

Your Moment of Joy

Read on only if puns bring you joy:

Staff: "Sorry, our system is down... [explaining work-arounds, etc...]"

Patron: "I wonder if your system repair people are *booked*."

Tompkins County Public Library
Statement of Revenues and Expenditures
From 2/1/2025 Through 2/28/2025

DOC 25-33

		Total Budget - Original	Total Budget - Revised	Current Period Actual	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
REVENUE							
Tompkins County Appropriations		4,012,448.00	4,012,448.00	0.00	0.00	(4,012,448.00)	(100.00)%
Town of Ithaca		15,000.00	15,000.00	0.00	0.00	(15,000.00)	(100.00)%
City of Ithaca		25,000.00	25,000.00	0.00	0.00	(25,000.00)	(100.00)%
Copier/Printcard		5,000.00	5,000.00	777.15	1,610.50	(3,389.50)	(67.79)%
Interest		40,000.00	40,000.00	4,420.71	13,097.10	(26,902.90)	(67.26)%
Lost and Paid		1,000.00	1,000.00	43.00	43.00	(957.00)	(95.70)%
Friends of the Library		230,000.00	230,000.00	0.00	35,000.00	(195,000.00)	(84.78)%
TCPL Foundation		141,000.00	141,000.00	1,550.00	1,550.00	(139,450.00)	(98.90)%
Miscellaneous		10,000.00	10,000.00	0.00	103.95	(9,896.05)	(98.96)%
NYS Central Library Aid		96,748.00	96,748.00	0.00	0.00	(96,748.00)	(100.00)%
NYS Local Library Services Aid		31,399.00	31,399.00	0.00	0.00	(31,399.00)	(100.00)%
Total REVENUE		4,607,595.00	4,607,595.00	6,790.86	51,404.55	(4,556,190.45)	(98.88)%
EXPENSES							
Supplies & Materials							
Phys Collect - Adult	541...	70,500.00	70,500.00	4,896.02	10,834.54	59,665.46	84.63%
Phys Coll - Adult - Foundation	541...	25,000.00	25,000.00	618.02	684.75	24,315.25	97.26%
Phys Collect - Youth	5410J	65,500.00	65,500.00	4,547.64	6,686.52	58,813.48	89.79%
Phys Coll - Youth - Foundation	541...	4,557.00	4,557.00	325.57	603.67	3,953.33	86.75%
Digital Collection - Adult	542...	214,748.00	214,748.00	70,000.00	71,674.09	143,073.91	66.62%
Digital Collection - Youth	542...	20,000.00	20,000.00	20,000.00	20,000.00	0.00	0.00%
Supplies - Office	543...	20,000.00	20,000.00	1,637.45	2,505.36	17,494.64	87.47%
FLLS Polaris Supplies	543...	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00%
Supplies - Marketing	543...	20,000.00	20,000.00	88.00	4,138.00	15,862.00	79.31%
Public Programs - Things	543...	59,500.00	59,500.00	2,290.77	2,746.49	56,753.51	95.38%
Software / Licenses	543...	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%
Total Supplies & Materials		511,805.00	511,805.00	104,403.47	119,873.42	391,931.58	76.58%
Equipment		175,000.00	175,000.00	10,000.00	10,000.00	165,000.00	94.29%
Contractual & Other Expenses							
Telephone & Internet	5431	14,000.00	14,000.00	205.16	2,619.26	11,380.74	81.29%
Postage	5433	7,500.00	7,500.00	(1,144.21)	(1,144.21)	8,644.21	115.26%
Staff Development	5435	15,000.00	15,000.00	1,156.45	4,471.45	10,528.55	70.19%
Volunteer Development	543...	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00%
FLLS Contract - Fees	5436	65,000.00	65,000.00	17,075.00	17,075.00	47,925.00	73.73%
Professional Fees - Other	5437	30,210.00	30,210.00	4,100.00	15,860.00	14,350.00	47.50%

Tompkins County Public Library
Statement of Revenues and Expenditures
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Total Budget - Revised	Current Period Actual	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Prof fees - Security Guard	543...	170,000.00	170,000.00	12,544.00	20,894.00	149,106.00	87.71%
Prof fees - Legal	5437L	225,000.00	189,000.00	9,451.25	9,451.25	215,548.75	95.80%
Prof fees-Synergy IT	543...	63,000.00	63,000.00	5,971.00	11,428.50	51,571.50	81.86%
Library Membership Dues	5438	3,284.00	3,284.00	0.00	1,246.00	2,038.00	62.06%
Equipment Contracts	543...	24,756.00	24,756.00	2,921.01	5,524.15	19,231.85	77.69%
Equipment Service / Repairs	543...	9,937.00	9,937.00	0.00	0.00	9,937.00	100.00%
Insurance	5454	21,000.00	21,000.00	0.00	0.00	21,000.00	100.00%
Misc / Contingency	5472	6,500.00	6,500.00	19.60	47.59	6,452.41	99.27%
Legal Adv/Refunds/Bk Fees	5490	5,000.00	5,000.00	461.95	849.57	4,150.43	83.01%
Total Contractual & Other Expenses		662,687.00	626,687.00	52,761.21	88,322.56	574,364.44	86.67%
Personnel		2,333,497.00	2,333,497.00	181,043.68	379,476.99	1,954,020.01	83.74%
Employee Benefits							
Retirement	588...	338,159.00	338,159.00	0.00	0.00	338,159.00	100.00%
Social Security	588...	178,513.00	178,513.00	13,285.99	27,855.86	150,657.14	84.40%
Workers' Compensation	588...	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00%
Flexible Benefits	588...	2,256.00	2,256.00	102.00	470.00	1,786.00	79.17%
Employee Assistance Program	588...	2,040.00	2,040.00	2,079.00	2,079.00	(39.00)	(1.91)%
Parking/Mass Transit	588...	2,000.00	2,000.00	174.52	210.52	1,789.48	89.47%
Health Insurance	588...	742,830.00	742,830.00	45,651.53	87,709.26	655,120.74	88.19%
HRA Reimburse & Administration	588...	20,000.00	20,000.00	439.84	2,059.57	17,940.43	89.70%
Disability	588...	25,000.00	25,000.00	1,837.13	3,534.13	21,465.87	85.86%
Unemployment	588...	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%
Total Employee Benefits		1,360,798.00	1,360,798.00	63,570.01	123,918.34	1,236,879.66	90.89%
Total EXPENSES		5,043,787.00	5,007,787.00	411,778.37	721,591.31	4,322,195.69	85.69%
REVENUE LESS EXPENSES		(436,192.00)	(400,192.00)	(404,987.51)	(670,186.76)	(233,994.76)	53.64%

Tompkins County Public Library
Statement of Revenues and Expenditures
From 3/1/2025 Through 3/31/2025

DOC 25-34

		Total Budget - Original	Total Budget - Revised	Current Period Actual	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
REVENUE							
Tompkins County Appropriations		4,012,448.00	4,012,448.00	1,003,112.00	1,003,112.00	(3,009,336.00)	(75.00)%
Town of Ithaca		15,000.00	15,000.00	0.00	0.00	(15,000.00)	(100.00)%
City of Ithaca		25,000.00	25,000.00	0.00	0.00	(25,000.00)	(100.00)%
Fines		0.00	0.00	23.00	23.00	23.00	0.00%
Copier/Printcard		5,000.00	5,000.00	903.45	2,513.95	(2,486.05)	(49.72)%
Interest		40,000.00	40,000.00	4,145.24	17,242.34	(22,757.66)	(56.89)%
Lost and Paid		1,000.00	1,000.00	0.00	43.00	(957.00)	(95.70)%
Friends of the Library		230,000.00	230,000.00	0.00	35,000.00	(195,000.00)	(84.78)%
TCPL Foundation		141,000.00	141,000.00	0.00	1,550.00	(139,450.00)	(98.90)%
Miscellaneous		10,000.00	10,000.00	0.00	103.95	(9,896.05)	(98.96)%
NYS Central Library Aid		96,748.00	96,748.00	0.00	0.00	(96,748.00)	(100.00)%
NYS Local Library Services Aid		31,399.00	31,399.00	0.00	0.00	(31,399.00)	(100.00)%
Total REVENUE		<u>4,607,595.00</u>	<u>4,607,595.00</u>	<u>1,008,183.69</u>	<u>1,059,588.24</u>	<u>(3,548,006.76)</u>	<u>(77.00)%</u>
EXPENSES							
Supplies & Materials							
Phys Collect - Adult	541...	70,500.00	70,500.00	4,766.82	15,601.36	54,898.64	77.87%
Phys Coll - Adult - Foundation	541...	25,000.00	25,000.00	723.39	1,408.14	23,591.86	94.37%
Phys Collect - Youth	5410J	65,500.00	65,500.00	5,680.11	12,366.63	53,133.37	81.12%
Phys Coll - Youth - Foundation	541...	4,557.00	4,557.00	1,638.93	2,242.60	2,314.40	50.79%
Digital Collection - Adult	542...	214,748.00	214,748.00	0.00	71,674.09	143,073.91	66.62%
Digital Collection - Youth	542...	20,000.00	20,000.00	0.00	20,000.00	0.00	0.00%
Supplies - Office	543...	20,000.00	20,000.00	653.85	3,159.21	16,840.79	84.20%
FLLS Polaris Supplies	543...	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00%
Supplies - Marketing	543...	20,000.00	20,000.00	0.00	4,138.00	15,862.00	79.31%
Public Programs - Things	543...	59,500.00	59,500.00	6,068.91	8,815.40	50,684.60	85.18%
Software / Licenses	543...	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%
Total Supplies & Materials		<u>511,805.00</u>	<u>511,805.00</u>	<u>19,532.01</u>	<u>139,405.43</u>	<u>372,399.57</u>	<u>72.76%</u>
Equipment		175,000.00	175,000.00	0.00	10,000.00	165,000.00	94.29%
Contractual & Other Expenses							
Telephone & Internet	5431	14,000.00	14,000.00	921.84	3,541.10	10,458.90	74.71%
Postage	5433	7,500.00	7,500.00	0.00	(1,144.21)	8,644.21	115.26%
Staff Development	5435	15,000.00	15,000.00	1,150.00	5,621.45	9,378.55	62.52%
Volunteer Development	543...	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00%
FLLS Contract - Fees	5436	65,000.00	65,000.00	0.00	17,075.00	47,925.00	73.73%

Tompkins County Public Library
Statement of Revenues and Expenditures
From 3/1/2025 Through 3/31/2025

DOC 25-34

		Total Budget - Original	Total Budget - Revised	Current Period Actual	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Professional Fees - Other	5437	30,210.00	30,210.00	0.00	15,860.00	14,350.00	47.50%
Prof fees - Security Guard	543...	170,000.00	170,000.00	12,153.00	33,047.00	136,953.00	80.56%
Prof fees - Legal	5437L	225,000.00	189,000.00	5,440.00	14,891.25	210,108.75	93.38%
Prof fees-Synergy IT	543...	63,000.00	63,000.00	5,428.50	16,857.00	46,143.00	73.24%
Library Membership Dues	5438	3,284.00	3,284.00	0.00	1,246.00	2,038.00	62.06%
Equipment Contracts	543...	24,756.00	24,756.00	4,424.72	9,948.87	14,807.13	59.81%
Equipment Service / Repairs	543...	9,937.00	9,937.00	0.00	0.00	9,937.00	100.00%
Insurance	5454	21,000.00	21,000.00	0.00	0.00	21,000.00	100.00%
Misc / Contingency	5472	6,500.00	6,500.00	0.00	47.59	6,452.41	99.27%
Legal Adv/Refunds/Bk Fees	5490	5,000.00	5,000.00	440.66	1,290.23	3,709.77	74.20%
Total Contractual & Other Expenses		662,687.00	626,687.00	29,958.72	118,281.28	544,405.72	82.15%
Personnel		2,333,497.00	2,333,497.00	172,728.22	552,205.21	1,781,291.79	76.34%
Employee Benefits							
Retirement	588...	338,159.00	338,159.00	0.00	0.00	338,159.00	100.00%
Social Security	588...	178,513.00	178,513.00	12,660.83	40,516.69	137,996.31	77.30%
Workers' Compensation	588...	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00%
Flexible Benefits	588...	2,256.00	2,256.00	90.00	560.00	1,696.00	75.18%
Employee Assistance Program	588...	2,040.00	2,040.00	0.00	2,079.00	(39.00)	(1.91)%
Parking/Mass Transit	588...	2,000.00	2,000.00	15.00	225.52	1,774.48	88.72%
Health Insurance	588...	742,830.00	742,830.00	46,239.33	133,948.59	608,881.41	81.97%
HRA Reimburse & Administration	588...	20,000.00	20,000.00	488.87	2,548.44	17,451.56	87.26%
Disability	588...	25,000.00	25,000.00	1,800.81	5,334.94	19,665.06	78.66%
Unemployment	588...	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%
Total Employee Benefits		1,360,798.00	1,360,798.00	61,294.84	185,213.18	1,175,584.82	86.39%
Total EXPENSES		5,043,787.00	5,007,787.00	283,513.79	1,005,105.10	4,038,681.90	80.07%
REVENUE LESS EXPENSES		(436,192.00)	(400,192.00)	724,669.90	54,483.14	490,675.14	(112.49)%



Meeting Minutes

Call to order

A meeting of TCPL Board of trustees was held at 391 Pinetree Rd. Ithaca, NY on March 11, 2025.

Attendees

Attendees included

Kathy Weinberg

Lis Chabot

Darrell Long

Nina Schultz

Shelly Wong

Mimi Townsend

Sarah Clausen

Members not in attendance

Members not in attendance included

Christina Brewington

Jason Moore

Meeting Called to order at 5:02PM by Board President

Approval of agenda

Unanimous

Long moved, Chabot Second

Public Comments:

None

Move to executive Session

Wong moved, Chabot Second at 5:04PM

No Votes

The Board came out of executive session at 7:30 PM

The meeting was moved to adjournment by Wong seconded by Clausen

Meeting adjourned at: 731pm

Townsend moved, Long Seconded

Darrell Long

Vice President

3/11/2025

Date of approval

TCPL Finance & Personnel Committee

Meeting Notes Prepared by Lis Chabot, Chair

March 18, 2025

4:00 pm

Borg Warner West

Attending: Lis Chabot, Darrell Long, Kathy Weinberg, Tonya Van Camp

Guest: Anthony Elia, Library Council

Meeting Called to Order at 4:00pm

Approval of the Agenda

Current Financial Matters – The annual audit is in progress. The books will be closed at the completion of the audit. Monthly financial statements will be prepared as time permits.

Executive Session - The committee discussed confidential matters. No vote was taken.

Meeting Adjourned at 5:30 pm

TCPL Finance & Personnel Committee Meeting
Notes prepared by Lis Chabot, Chair
April 15, 2025 4:00 p.m.
Schwarz Jacobson Room

Attending: L. Chabot, T. VanCamp, S. Currie

Guests: B. Sasser

Meeting called to order: 4:03 pm

Approval of the Agenda: The agenda approved with no changes

2025 Financial Statements: Statements will be distributed at the April Board meeting. The committee will review the 2024 and 2025 budget amendments prior to the April Board meeting, for subsequent review and approval by the full Board.

2025 Tompkins County Living Wage: The committee discussed the living wage status and related budgetary impacts

Staffing Updates: The TCPL Director position is posted on the Tompkins County Human Resources website and will remain posted until May 14. The position will be posted on additional professional websites. Applicants will have until the end of June 2025 to complete New York State's Civil Service Training and Experience Exam. A search committee will be formed, with a goal of having a new director in place by October 1, 2025.

Executive Session: The committee adjourned to executive session at 4:45 pm to discuss collective bargaining and personnel matters.

Executive session adjourned at 5:25 pm.

Meeting adjourned at 5:30 pm.

CRC Committee Meeting Notes

April 1st, 2025

Attendees: Mimi Townsend, Sarah Clausen, Brian Sasser, Christina Brewington, Kate DeVoe, Milly Stephenson, Kerry Barnes

Committee met to discuss the Strategic Plan and 25th Anniversary. Mimi circulated a sign-up sheet so that members could sign up for sub-groups prior to the next meeting. The group agreed to use Teams folders for documents, notes, ideas, etc.

Sarah shared her draft of the Strategic Plan and asked for feedback from the group. The group was in agreement on adopting it as a starting point. Some ideas raised were –

- Adding a timeline as a guidepost
- Including a year 5 assessment, as well as a mid-year check in to track progress
- Ensure legacy work will continue as committee members change
- Move community engagement to the the top
- Noted the need for a public input in the process, via surveys or focus groups. The draft of the plan can be sent to the community as a test run, to get feedback
- Develop a QR code for community partners to scan for link to a survey

Karry led the discussion on plans for the 25th Anniversary. The slogan is “Cheers to another 25 years”. Mimi will ask Tonya about a budget for graphics (May 1st deadline). The group discussed the June 13th Summer Reading Kick Off, as well as other event ideas, like Tiny Desk. The group discussed planning a gala in November to mark the Anniversary. Venue ideas were circulated, notably the Library itself, the conference center and Argos Warehouse.

It was decided that the committee should also have a vice-chair, and Sarah Clausen agreed to serve in this role.