

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

CALL TO ORDER

**4:00pm**

A. APPROVAL OF THE AGENDA

DOC 25-45

B. PUBLIC COMMENT

C. ACTION ITEMS

**4:10pm**

1. Draft minutes of June 24, 2025 DOC 25-46
2. Audit of Bills  
Operating Budget in the amount \_\_\_\_\_
3. December 2024 Budget Amendment (sent under separate cover) DOC 25-47

D. DIRECTOR'S REPORT

**4:20pm**

E. PRESIDENT'S REPORT

**4:30pm**

F. LIAISON REPORTS

**4:40pm**

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

G. WRITTEN REPORTS

1. July Staff Report DOC 25-48
2. December 2024 Monthly Statement DOC 25-49
3. January Monthly Statement DOC 25-50
4. February Monthly Statement DOC 25-51
5. March Monthly Statement DOC 25-52
6. Finance & Personnel Committee  
a. Minutes of July 15, 2025 DOC 25-53
7. Library Service & Policy Committee  
a. Next Meeting August 12, 2025
8. Community Relations and Outreach Committee  
Minutes of June 10, 2025 DOC 25-54  
Minutes of July 1, 2025 DOC 25-55

H. 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**  
**AUGUST 26, 2025**

TOMPKINS COUNTY PUBLIC LIBRARY  
DRAFT MINUTES OF THE BOARD OF TRUSTEES  
JUNE 24, 2025

TCPL Board Members Present: Kathy Weinberg, President; Lis Chabot, Darrell Long, Sarah Clausen, Shelly Wong, Jason Kovari, Emily Hopkins, Laura Krauss, Carrie Bauer, Reyna Florentino-Gambrell, Beth Osborne

Trustees Excused: Nina Scholtz, Christina Brewington

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

With a quorum, the meeting is convened at 4:00 p.m.

CALL TO ORDER

APPROVAL OF AGENDA DOC 25-39

A **MOTION** was made by D. Long and seconded by E. Hopkins to approve the agenda as amended. Approved unanimously.

PUBLIC COMMENT

The following attended the meeting and addressed the board:

Kelly Doolittle

ACCEPTANCE OF THE ANNUAL AUDIT

Accepted unanimously.

APPROVAL OF THE MAY 27, 2025 MINUTES DOC 25-40

Approval of the minutes with minor corrections.

APPROVAL OF TCPL CARD AND LENDING GUIDELINES POLICY

Approved with modifications to include Read-Along Books and revise the number of automatic renewals allowed for loaned items from six to two, to align with other Finger Lakes Library System members' lending policies.

APPROVAL OF THE BILLS

I, Treasurer, Lisabeth Chabot, in keeping with New York State Education Law, certify that I have reviewed payroll #11 dated 5/29/25 and #12 dated 6/12/25 totaling \$129,126.19. I have reviewed all vouchers presented for payment, and that all disbursements are within the approved operating

budget of the library and therefore recommend that the Board of Trustees approve for payment June 2025 bills in the amount of \$252,725.46 as listed in Abstracts #16, #17 and #18.

### DIRECTOR'S REPORT

We are at the beginning of the annual budget season. Both the Business Manager and I had training from the County Budget office earlier this spring and we are scheduled to meet with the County Administrator later in the summer.

We have two vacancies on the Board of Trustees and will need to form a Nominating Committee to fill the vacancies. We will be working with the Executive Committee to organize that this summer.

The library has been very, very busy this month with TCPL's participation in the Ithaca Festival, the Summer Reading Kickoff, Pride Week, and Southside's Juneteenth Festival, a public reading of the U.S. Constitution along with a number of heavily attended programs. Many thanks to all the staff who put together such wonderful programs for our community.

I continue to work closely with the Finger Lakes Library System and want to thank Meghan Malloy, a librarian in our Adult Services department, for attending the FLLS Directors' June meeting to give an overview of after-hours reference services. The Circulation department have been working to reopen the Circulation desk by ordering needed equipment, etc. We are ordering lamps for the desk as it is somewhat dark, and it may take Facilities a little while to brighten that area more. I also want to thank our Library Pages who have been shifting the print collection to make it more accessible!

We will be undertaking an audit of IT and computers at TCPL. Thank you to Board VP, Darrell Long for his assistance with this.

### PRESIDENT'S REPORT

The Board would like to take a moment to address concerns voiced to the Board about the Harris Beach investigation.

Late last year, in response to concerns raised by external partners and some staff, the Tompkins County Public Library Board of Trustees initiated an impartial, third-party investigation into the Board's and management's oversight of the library.

The Board retained an independent law firm, Harris Beach Murtha, to provide guidance to the Board. The firm reviewed relevant documents and emails and conducted almost 50 interviews. While the firm issued no written report, the firm's observations, based on its investigation, are guiding Board members in carrying out their governance role, including:

- Supervising and evaluating the Library Director,
- Reviewing system security practices,

- Communicating effectively and frequently with the community and partner organizations, and
- Addressing Central Library obligations.

We would also like to clarify that Director Leslie Tabor stepped down voluntarily; there was no termination for cause. The Board thanks Ms. Tabor for her service at the library, and we wish her well as she pursues new employment opportunities.

While the Library is in transition, we have a strong leadership team in place, including Interim Director Susan Currie, dedicated to continuing work to expand Library services for our community, while also defending the right to intellectual freedom and ensuring a culture of trust and accountability. The Board appreciates the library staff's commitment to providing patron-centered services and resources in a welcoming space.

### LIAISON REPORTS

**County-** R. John said the County is waiting to see what NYS is doing as far as the budgets. The reading of the constitution was great! I was the last to read.

**Foundation** – The next Silent Reading Party fundraising event was coming up on Sunday, July 13<sup>th</sup> at the Backyard at Northstar House, and Readathon 2025 is being scheduled for October 11, 2025.

A **MOTION** to adjourn meeting by J. Kovari and seconded by L. Krauss at 5:25 p.m. Carried unanimously.

### EXECUTIVE SESSION

A **MOTION** was made by D. Long and seconded by C. Bauer to move into Executive Session at 5:26pm . Approved unanimously.

No votes took place.

The board came out of Executive Session at 5:37pm.

The board identified the need to amend the March 25, 2025 minutes to reflect the actions taken in March.

A **MOTION** was made by D. Long to adjourn the meeting and seconded by K. Weinberg at 5:52pm.

Minutes by Mary McKeon  
Administrative Manager

Endorsed by  
Secretary

# JULY MONTHLY STAFF REPORT

## Director's Report

*Susan Currie*

July has been another busy month with Summer Reading programs, Makerspace activities, book clubs, and a summer poetry writing group. We also hosted three sessions with the Finger Lakes Library System for library selector training in ordering and processing new materials.

On July 9, the TCPL executive committee, Attorney, Business Manager and I had a positive, productive meeting with counterparts at FLLS and a representative from the NY State Library to review budgets, including use of Central Library Services Aid, staffing, and requirements of TCPL as Central Library for the system. We are analyzing staffing needs across the library to ensure adequate staff for ordering and processing new materials as well as staffing all service points. A needed, large collection shifting project was completed resulting in a more accessible collection.

The Circulation staff have been working with FE Technology to acquire, program and set up the equipment needed for reopening the Circulation Desk. Lamps have been ordered and are in place to help with the lighting needed in that area. Facilities have been made aware of the need for improved lighting.

We have hosted space and times for community members to meet with U.S. Congressman Josh Riley, and also with NY State Senator, Leah Webb.

We will be meeting with the County Historian and others for a possible program in celebration of Constitution Day in September. Also in the planning stage is a creative writing workshop. The Circulation staff will attend new student orientations at TC3, Cornell and Ithaca College for library card signup.

On July 25, the Business Manager and I will meet with the County Administrator to learn more about the 2026 budget.

## Adult Services

*Judd Karlman*

**Adult Services  
Department  
Board Report**

### The Collection

The Tech Services Team has added **844** physical items to the collection in June.

## July 2025



Viewing *Alternative Press* (2016) by Samuel Levi Jones, a work comprised of deconstructed encyclopedias, law books, and African American reference books.

Sophia is in the midst of taking a Fundamentals of Cataloging e-course through the American Library Association about cataloging in order to support her increased duties processing books with the Tech Services team.

Since she started cataloging for Tech Services, Sophia has taken web courses to refresh and explore topics like the Dewey Decimal System, but really wanted to take something more comprehensive to expand her skills. It has been helpful to take a more in-depth look, especially since she now has practical experience with the concepts, so they are now easier to understand. Sophia's ability to pivot to these new duties has been an important part of keeping the processing of new books moving during these past months.

### Book Club at Cayuga Addiction Recovery Services

We had our first CARS book club meeting on July 10 and our second, this morning, on July 17. The **19** participants (**9** on the first day and **10** on the second) were very engaged and had a lot to say about Jack Reacher. Most of them had finished the book prior to the first meeting, even though they'd only been asked to read up to Chapter 18. We had a lively discussion that ranged from the book we are reading, to other books by Lee Child, to film and television adaptations, and even how it related (or didn't relate) to their own lives. Looking forward to the next meetings and the fall and winter clubs, too.

### Tours

Asia hosted a Johnson Museum tour with our program partner, Seraphina Catherine Masters. **11** patrons showed up, plus one baby. Patrons commented they had been on the tour before but learn something new each time. Excitement is growing for the upcoming Lab of Ornithology tour on July 23.



This Grocery bag holder is a 3D printed ergonomic aid created by teens in the MakerSpace for a school project.

Below are more items made in the MakerSpace. The cups were not made here but the pattern was laser cut here (the frog pattern below is an example).



The Mister and Missus were wedding decorations made here in the library

### Panel by Panel Book Club

On 7/14, the Panel by Panel Book Club met and 7 people attended. The group read George Takei's new graphic biography, *It Rhymes with Takei*, which covers his acting career, civic work, and lifelong feeling of alienation from living in the closet for decades. He finally came out publicly at age 68 in 2005 to speak out for marriage equality, using his stardom and popularity on social media to bring awareness and allies to the cause. This book pairs well with his previous graphic memoir, *They Called Us Enemy*, which describes the portion of his early childhood spent in a Japanese internment camp during WWII. I highly recommend both books, and they are particularly accessible for younger audiences.

### Makerspace

**187** people attended the MakerSpace's open hours and MakerSpace 1 on 1's in June.

For the past month the machine that takes coins and bills for our printer and photocopier was not working. A MakerSpace Posse (Cady, Josh and George) looked it over and using parts from another machine in storage, fixed the problem so that our two printers are up and working again.

### Summer Reading

So far we've had **271** sign-ups and **71** reviews for 2025 Summer Reading for Adults and Teens. In 2024 we had **202** sign-ups and **200** reviews total.

Thank you to Random House and the Friends of the Library for donating books for our giveaways.



## Access Services

Kate DeVoe

### Lobby Desk Reopening!



The Circulation Department coordinated with our vendor, FE Technologies, on the final installation of the new RFID pads at the Lobby Desk. We can tentatively reopen the Lobby Desk on Monday, July 21<sup>st</sup>! We are doing some final troubleshooting with receipt printers and would like to test run check-in and check-out processes before we officially open for business. Special thanks to Librarian Tom Fredette for his tech expertise and thank you to Interim Director Susan Currie for her support with furnishing the desk: additional lamps for warm lighting, anti-fatigue mats, and additional scanners.

Library Assistant Melisa Crumrine is working on book-themed dioramas for the shelves behind the desk, to make the space feel warmer and more fun!

Pictured here, Clerk Shelby Buche shows their excitement for our revamped Desk!

### Outreach

- **Loaves & Fishes**

Library Assistant Melisa Crumrine and Clerk Sam MacQueen visited Loaves & Fishes for their lunch service on June 25, talked with 25 people, handed out 15 free summer reading books, plus pencils, stickers and tote bags! Mel added, "I am really looking forward to going back. I got to chat with so many regular patrons and new folks. It was an uplifting way to spend two and half hours." After the meal, a volunteer approached us to say, "I love your Instagram posts! Whoever does those is so funny and creative!" They especially liked the "Jaws" video. Library Assistant Ally True and Page Ellen Hersey returned on June 26 and talked to 24 people during the Loaves & Fishes dinner service. We will be back every second Friday of the month, as a collaborative Outreach effort between Adult Services and Circulation.



- **Foodnet**

- **Titus Towers:** Melisa and Kate visited Titus Towers during Foodnet's meal service on June 26. We spoke to 18 residents, signed up two people for new Library cards, and one person for our Library by Mail service! One diner asked if we could bring a book club to Titus Towers. We'd love to!
- **Slaterville Springs Fire Co.:** Melisa and Ally visited Slaterville Springs Fire Department for Foodnet's community dining event on July 1. They shared table space with our friends from 211, including our former Page, Yamilka, and spoke with 13 people!
- **Upcoming Outreach:**
  - July 23 – Titus Towers with Foodnet
  - July 25 – Loaves & Fishes
  - July 29 – Slaterville Springs with Foodnet
  - August 18 – Ithaca College Resource Fair (day 1)
  - August 20 – Ithaca College Resource Fair (day 2)
  - August 21 – Cornell University Graduate Resource Fair
  - August 23 – TC3 Resource Fair

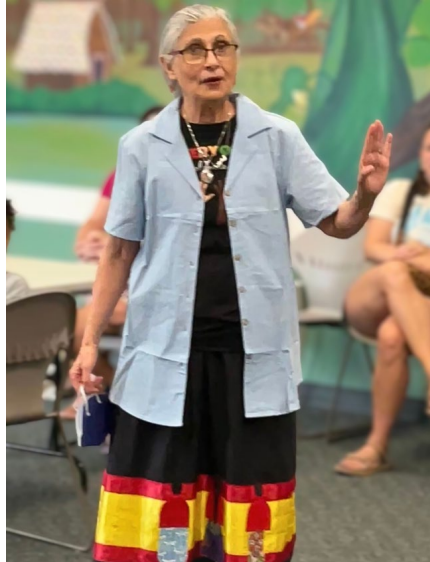
## Youth Services

*Kat Savage*

## Youth Services Department

### Board Report

### July 2025



Teaching Artist Yvonne Wakim Dennis from OJI:SDA<sup>1</sup> taught families about the importance of storyteller bags to the Lenni Lenape people. Participants heard storytelling and had the opportunity to create their own storytelling bags.



Sit, Stay, Read continues to draw large numbers of readers. Here's one of Cornell Companions' "listeners," Piper.

June 2025 Statistics	Programs	Attendance
<b>Totals</b>	<b>77</b>	<b>4,200</b>
First Five Years	11	297
Children (5-11)	26	548
Teen (12-18)	11	558
General Interest	29	2797

\*Children and Teen numbers reflect school visits in June.

**Summer Reading** continues! In addition to our ongoing weekly programs and end-of-July special events reported on last month (still to come in July: Circus Culture, Tanglewood Nature Center, and the Sciencenter), here are special events coming up in August:

- A four-week series, **Preschool Art Studio**, featuring various open-ended art projects to support early literacy skills.
- Local performer **Tom Sieling** will present an interactive concert for young children, **Take a Tromp through the Swamp!**
- **Lilly Silly Puppet Show & Workshop** will include behind-the-scenes information and the opportunity to create puppets.
- Our **Ice Cream Reading Celebration** on **Saturday, August 23<sup>rd</sup>** will feature free ice cream from **Cayuga Creamery**, raffle prize drawings, and more.
- Our fall programming will have a soft launch with an Intro to Chess with James Stone, to be followed by a four-week chess series in September.

#### Book Club Update

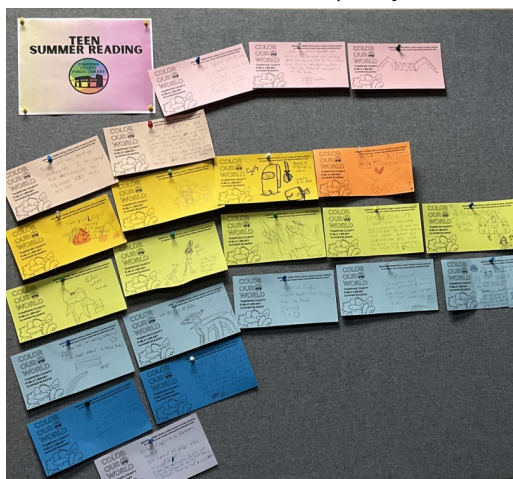
The **Early Reader Book Club** will read *Wallace and Grace Take the Case* by Heather Alexander and Laura Zarrin, and the **Tween Book Club** will meet to discuss *The Vanquishers* by Kalynn Bayron.



*Children had fun creating artwork with just forks and pom-poms with Cassie after a recent farm-themed Family Storytime!*



*Some of the Teen Center YA book display themes offered this past month, which have our team busy refilling displays as the books are quickly borrowed!*



*A rainbow of teen reviews already received so far.*

## Staff Highlights

**Cassie** continues to receive wonderful qualitative feedback from patrons who attend Baby and Toddler Storytime; recently, one parent related how her toddler brings the song-sheet Cassie creates (and, helpfully, the parent's reading glasses) to her throughout the week after storytime.

**Kai** welcomed GIAC Summer Campers to their first session of the summer Let's Read program, teaching rising fourth-and-fifth graders how to use the catalog and locate books. Reports Kai, "It was rewarding to see their enthusiasm when they recognized and found books they loved." Sit, Stay, Read has a new listener: Gable the puppy. He is already working hard listening to children practice their reading skills!

**Woody** has been marketing the YA collection to great success with creative book display themes, like "Sapphic Summer," "Unreliable Narrators," and "I Know What UFO Did Last Summer." 8 to 108 Board Game Club's summer session continues strong, drawing cross-generational participants.

**Milly, Julia, and Sasha** are on leave at "press time." Some of their many successes include Julia starting an in-depth Supercharged Storytime asynchronous class and Milly continuing summer visits to Racker and leading "sold-out" Tween Book Clubs. We look forward to Sasha's return from leave in late July.

## Your Moment of Joy

*From a caregiver while borrowing books:* "We didn't know we were coming... it's my daughter's birthday and I thought she would want to get ice cream, but she said she wanted to go to the library!"



**Tompkins County Public Library**

Balance Sheet  
As of 12/31/2024

		Current Year
<b>Assets</b>		
Checking	1000	73,867.44
Savings	1100	965,559.46
Investments	1200	1,049,325.99
Petty Cash	1300	550.00
Ithaca Hours	1400	0.00
Accounts Receivable	1500	170,764.23
Prepaid Expenses	1600	75,482.08
Total Assets		<u>2,335,549.20</u>
<b>Liabilities</b>		
Accounts Payable - Vendors	2000	91,763.66
Account Payable - Payroll Liab	2110	13,283.68
Accrued Wages	2300	58,464.96
Accrued Payroll Tax Expense	2400	4,472.57
Total Liabilities		<u>167,984.87</u>
<b>Fund Balance</b>		
Beginning Fund Balance		
FB Unreserved (Unassigned)	3000	939,049.57
Appropriated Fund Balance	3100	402,845.00
Assigned-Non Spendable	3175	75,482.08
FB Assigned - HRA Reserve	3200	126,000.00
Total Beginning Fund Balance		1,543,376.65
Year To Date Net Income (Loss)		<u>624,187.68</u>
Total Year To Date Net Income (Loss)		<u>624,187.68</u>
Total Fund Balance		<u>2,167,564.33</u>
Total Liabilities & Fund Balance		<u>2,335,549.20</u>

**Tompkins County Public Library**  
Statement of Revenues and Expenditures  
From 12/1/2024 Through 12/31/2024

DOC 25-49

		Total Budget \$ - Original	Total Budget \$ - Revised	Current Period Actual	Current Year Actual	Total Budget Variance	Percent Total Budget Remaining
<b>REVENUE</b>							
Tompkins County Appropriations		4,244,682.00	4,244,682.00	0.00	4,244,682.00	0.00	0.00%
Town of Ithaca		15,000.00	15,000.00	15,000.00	15,000.00	0.00	0.00%
City of Ithaca		35,190.00	35,190.00	35,190.00	35,190.00	0.00	0.00%
Fines		0.00	0.00	0.00	149.70	149.70	0.00%
Copier/Printcard		7,000.00	7,000.00	675.55	7,280.35	280.35	4.00%
Interest		40,000.00	40,000.00	1,443.76	60,973.60	20,973.60	52.43%
Lost and Paid		2,000.00	2,000.00	3,115.14	4,087.79	2,087.79	104.38%
Friends of the Library		230,000.00	230,000.00	0.00	243,908.68	13,908.68	6.04%
TCPL Foundation		120,358.00	120,358.00	82,936.00	125,294.00	4,936.00	4.10%
Miscellaneous		10,666.00	10,666.00	0.00	13,183.06	2,517.06	23.59%
NYS Central Library Aid		96,748.00	96,748.00	175,699.00	513,463.00	416,715.00	430.72%
NYS Local Library Services Aid		31,399.00	31,399.00	3,263.00	32,666.90	1,267.90	4.03%
Total REVENUE		4,833,043.00	4,833,043.00	317,322.45	5,295,879.08	462,836.08	9.58%
<b>EXPENSES</b>							
Supplies & Materials							
Phys Collect - Adult	5410A	68,040.00	89,399.00	12,231.92	88,739.32	659.68	0.73%
Phys Coll - Adult - Foundation	5410AG	10,098.00	17,021.00	1,380.53	17,020.57	0.43	0.00%
Phys Coll - Foundation	5410G	0.00	0.00	0.00	0.00	0.00	0.00%
Phys Collect - Youth	5410J	68,040.00	71,838.00	9,940.42	64,750.08	7,087.92	9.86%
Phys Coll - Youth - Foundation	5410JG	3,468.00	6,005.00	(424.39)	3,353.90	2,651.10	44.14%
Childhood Literacy	5410L	1,000.00	1,050.00	642.46	1,049.78	0.22	0.02%
Standing Orders	5410SO	1,000.00	1,000.00	299.44	315.24	684.76	68.47%
Young Adult Books	5410Y	10,000.00	10,000.00	1,686.82	9,775.98	224.02	2.24%
Young Adult Bks-Gifts&Memorial	5410YG	1,000.00	1,300.00	826.29	875.41	424.59	32.66%
Periodicals, Print	5413P	5,000.00	6,060.00	516.04	5,133.92	926.08	15.28%
Periodicals Gifts & Memorials	5413PG	0.00	700.00	0.00	682.70	17.30	2.47%
Periodicals, Print Youth	5413PY	1,300.00	1,300.00	0.00	1,140.71	159.29	12.25%
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	3,485.95	16,396.54	6,103.46	27.12%
Adult AV Gifts & Memorials	5425AG	0.00	0.00	0.00	0.00	0.00	0.00%
Juvenile AV	5425J	20,000.00	13,500.00	1,591.53	7,417.45	6,082.55	45.05%
Digital Collection - Adult	5426C	58,000.00	133,118.00	6,744.52	119,526.48	13,591.52	10.21%
Digital Collection-Foundation	5426CG	0.00	22,215.00	0.00	19,997.02	2,217.98	9.98%
Digital Collection - Youth	5426CY	61,092.00	75,721.00	0.00	74,649.81	1,071.19	1.41%
Supplies - Office	5430A	5,000.00	5,000.00	520.12	3,641.97	1,358.03	27.16%
Public Supplies	5430B	5,000.00	5,000.00	188.69	2,773.58	2,226.42	44.52%
Collection Supplies	5430C	25,000.00	36,000.00	5,358.24	35,628.07	371.93	1.03%
FLLS Polaris Supplies	5430F	3,500.00	3,500.00	2,085.23	2,085.23	1,414.77	40.42%
Supplies - Marketing	5430P	18,000.00	28,000.00	4,200.00	25,416.39	2,583.61	9.22%

**Tompkins County Public Library**  
Statement of Revenues and Expenditures  
From 12/1/2024 Through 12/31/2024

DOC 25-49

		Total Budget \$ - Original	Total Budget \$ - Revised	Current Period Actual	Current Year Actual	Total Budget Variance	Percent Total Budget Remaining
Public Programs - Things	5430PP	39,155.00	46,155.00	1,486.12	36,266.27	9,888.73	21.42%
Software / Licenses	5430S	5,000.00	5,000.00	0.00	1,565.00	3,435.00	68.70%
Library of Things	5430T	<u>3,000.00</u>	<u>3,000.00</u>	<u>910.47</u>	<u>2,251.43</u>	<u>748.57</u>	<u>24.95%</u>
Total Supplies & Materials		452,393.00	604,382.00	53,670.40	540,452.85	63,929.15	10.58%
Equipment		79,531.00	106,390.00	13,515.55	91,502.93	14,887.07	13.99%
Contractual & Other Expenses							
Telephone & Internet	5431	13,280.00	13,280.00	911.04	12,140.22	1,139.78	8.58%
Postage	5433	10,000.00	10,000.00	(254.72)	6,489.27	3,510.73	35.10%
Staff Development	5435	68,583.00	50,760.00	1,048.43	46,841.11	3,918.89	7.72%
Volunteer Development	5435V	2,500.00	2,500.00	0.00	245.76	2,254.24	90.16%
FLLS Contract - Fees	5436	68,300.00	68,300.00	0.00	68,300.00	0.00	0.00%
Professional Fees - Other	5437	17,545.00	29,545.00	300.00	29,545.00	0.00	0.00%
Prof fees - Security Guard	5437G	169,242.00	164,242.00	19,307.00	160,358.00	3,884.00	2.36%
Prof fees - Legal	5437L	80,000.00	80,000.00	29,863.77	58,813.77	21,186.23	26.48%
Prof fees-Synergy IT	5437S	142,892.00	140,022.00	6,602.50	81,677.30	58,344.70	41.66%
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	54,940.00	7,850.57	54,328.99	611.01	1.11%
Equipment Service / Repairs	5439S	5,000.00	5,000.00	149.00	707.99	4,292.01	85.84%
Insurance	5454	20,600.00	20,601.00	0.00	20,601.00	0.00	0.00%
Misc / Contingency	5472	6,500.00	6,249.00	1,002.00	2,117.11	4,131.89	66.12%
Legal Adv/Refunds/Bk Fees	5490	<u>5,000.00</u>	<u>5,000.00</u>	<u>148.61</u>	<u>2,692.97</u>	<u>2,307.03</u>	<u>46.14%</u>
Total Contractual & Other Expenses		662,402.00	653,459.00	66,928.20	547,207.49	106,251.51	16.26%
Personnel		2,670,958.00	2,667,658.00	229,405.39	2,388,513.81	279,144.19	10.46%
Employee Benefits							
Retirement	58810	265,134.00	300,134.00	226,446.25	292,946.21	7,187.79	2.39%
Social Security	58830	194,328.00	194,328.00	17,005.18	175,689.30	18,638.70	9.59%
Workers' Compensation	58840	40,000.00	40,000.00	34,931.21	34,931.21	5,068.79	12.67%
Flexible Benefits	58845	2,256.00	2,256.00	93.00	1,535.00	721.00	31.95%
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	400.00	1,506.52	493.48	24.67%
Health Insurance	58860	651,605.00	594,605.00	6,880.34	533,755.42	60,849.58	10.23%
HRA Reimburse & Administration	58862	20,000.00	25,000.00	1,608.21	21,208.91	3,791.09	15.16%
Disability	58865	23,000.00	25,000.00	1,764.64	21,856.51	3,143.49	12.57%
Unemployment	58870	0.00	18,300.00	5,105.24	18,209.24	90.76	0.49%
Total Employee Benefits		<u>1,200,448.00</u>	<u>1,203,999.00</u>	<u>294,234.07</u>	<u>1,104,014.32</u>	<u>99,984.68</u>	<u>8.30%</u>
Total EXPENSES		<u>5,065,732.00</u>	<u>5,235,888.00</u>	<u>657,753.61</u>	<u>4,671,691.40</u>	<u>564,196.60</u>	<u>10.78%</u>
REVENUE LESS EXPENSES		<u>(232,689.00)</u>	<u>(402,845.00)</u>	<u>(340,431.16)</u>	<u>624,187.68</u>	<u>1,027,032.68</u>	<u>(254.94)%</u>



**Tompkins County Public Library**

## Balance Sheet

As of 1/1/2025

		<u>Current Year</u>
<b>Assets</b>		
Checking	1000	73,867.44
Savings	1100	965,559.46
Investments	1200	1,049,325.99
Petty Cash	1300	550.00
Ithaca Hours	1400	0.00
Accounts Receivable	1500	170,764.23
Prepaid Expenses	1600	75,482.08
Total Assets		<u>2,335,549.20</u>
<b>Liabilities</b>		
Accounts Payable - Vendors	2000	91,763.66
Account Payable - Payroll Liab	2110	13,283.68
Accrued Wages	2300	58,464.96
Accrued Payroll Tax Expense	2400	4,472.57
Total Liabilities		<u>167,984.87</u>
<b>Fund Balance</b>		
Beginning Fund Balance		
FB Unreserved (Unassigned)	3000	1,610,693.25
Appropriated Fund Balance	3100	355,389.00
Assigned-Non Spendable	3175	75,482.08
FB Assigned - HRA Reserve	3200	126,000.00
Total Beginning Fund Balance		<u>2,167,564.33</u>
Total Fund Balance		<u>2,167,564.33</u>
Total Liabilities & Fund Balance		<u>2,335,549.20</u>

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

DOC 25-50

		Total Budget - Original	Total Budget - Revised	Current Period Actual	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
<b>REVENUE</b>							
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	833.35	833.35	(4,166.65)	(83.33)%
Interest		40,000.00	40,000.00	8,676.39	8,676.39	(31,323.61)	(78.31)%
Lost and Paid		1,000.00	1,000.00	0.00	0.00	(1,000.00)	(100.00)%
Friends of the Library		230,000.00	230,000.00	35,000.00	35,000.00	(195,000.00)	(84.78)%
TCPL Foundation		141,000.00	141,000.00	0.00	0.00	(141,000.00)	(100.00)%
Miscellaneous		10,000.00	10,000.00	103.95	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)%
<b>Total REVENUE</b>		<b>4,607,595.00</b>	<b>4,607,595.00</b>	<b>44,613.69</b>	<b>44,613.69</b>	<b>(4,562,981.31)</b>	<b>(99.03)%</b>
<b>EXPENSES</b>							
Supplies & Materials							
Phys Collect - Adult	5410A	70,500.00	70,500.00	5,938.52	5,938.52	64,561.48	91.58%
Phys Coll - Adult - Foundation	5410AG	25,000.00	25,000.00	66.73	66.73	24,933.27	99.73%
Phys Collect - Youth	5410J	65,500.00	65,500.00	2,138.88	2,138.88	63,361.12	96.73%
Phys Coll - Youth - Foundation	5410JG	4,557.00	4,557.00	278.10	278.10	4,278.90	93.90%
Digital Collection - Adult	5426C	214,748.00	214,748.00	1,674.09	1,674.09	213,073.91	99.22%
Digital Collection - Youth	5426CY	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%
Supplies - Office	5430A	20,000.00	20,000.00	867.91	867.91	19,132.09	95.66%
FLLS Polaris Supplies	5430F	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00%
Supplies - Marketing	5430P	20,000.00	20,000.00	4,050.00	4,050.00	15,950.00	79.75%
Public Programs - Things	5430PP	59,500.00	59,500.00	455.72	455.72	59,044.28	99.23%
Software / Licenses	5430S	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%
<b>Total Supplies &amp; Materials</b>		<b>511,805.00</b>	<b>511,805.00</b>	<b>15,469.95</b>	<b>15,469.95</b>	<b>496,335.05</b>	<b>96.98%</b>
Equipment		175,000.00	175,000.00	0.00	0.00	175,000.00	100.00%
Contractual & Other Expenses							
Telephone & Internet	5431	14,000.00	14,000.00	2,414.10	2,414.10	11,585.90	82.76%
Postage	5433	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00%
Staff Development	5435	15,000.00	15,000.00	3,315.00	3,315.00	11,685.00	77.90%
Volunteer Development	5435V	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	0.00	65,000.00	100.00%
Professional Fees - Other	5437	30,210.00	30,210.00	11,760.00	11,760.00	18,450.00	61.07%

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

DOC 25-50

		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	5437G	170,000.00	170,000.00	8,350.00	8,350.00	161,650.00	95.09%
Prof fees - Legal	5437L	225,000.00	189,000.00	0.00	0.00	225,000.00	100.00%
Prof fees-Synergy IT	5437S	63,000.00	63,000.00	5,457.50	5,457.50	57,542.50	91.34%
Library Membership Dues	5438	3,284.00	3,284.00	1,246.00	1,246.00	2,038.00	62.06%
Equipment Contracts	5439C	24,756.00	24,756.00	2,603.14	2,603.14	22,152.86	89.48%
Equipment Service / Repairs	5439S	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	27.99	27.99	6,472.01	99.57%
Legal Adv/Refunds/Bk Fees	5490	5,000.00	5,000.00	387.62	387.62	4,612.38	92.25%
Total Contractual & Other Expenses		662,687.00	626,687.00	35,561.35	35,561.35	627,125.65	94.63%
Personnel		2,333,497.00	2,333,497.00	198,433.31	198,433.31	2,135,063.69	91.50%
Employee Benefits							
Retirement	58810	338,159.00	338,159.00	0.00	0.00	338,159.00	100.00%
Social Security	58830	178,513.00	178,513.00	14,569.87	14,569.87	163,943.13	91.84%
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	368.00	368.00	1,888.00	83.69%
Employee Assistance Program	58850	2,040.00	2,040.00	0.00	0.00	2,040.00	100.00%
Parking/Mass Transit	58855	2,000.00	2,000.00	36.00	36.00	1,964.00	98.20%
Health Insurance	58860	742,830.00	742,830.00	42,057.73	42,057.73	700,772.27	94.34%
HRA Reimburse & Administration	58862	20,000.00	20,000.00	1,619.73	1,619.73	18,380.27	91.90%
Disability	58865	25,000.00	25,000.00	1,697.00	1,697.00	23,303.00	93.21%
Unemployment	58870	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	60,348.33	60,348.33	1,300,449.67	95.57%
Total EXPENSES		5,043,787.00	5,007,787.00	309,812.94	309,812.94	4,733,974.06	93.86%
REVENUE LESS EXPENSES		(436,192.00)	(400,192.00)	(265,199.25)	(265,199.25)	170,992.75	(39.20)%

**Tompkins County Public Library**

## Balance Sheet

As of 2/28/2025

		Current Year
<b>Assets</b>		
Checking	1000	82,939.44
Savings	1100	205,905.88
Investments	1200	1,060,885.23
Petty Cash	1300	550.00
Ithaca Hours	1400	0.00
Accounts Receivable	1500	170,764.23
Prepaid Expenses	1600	75,482.08
Total Assets		<u>1,596,526.86</u>
<b>Liabilities</b>		
Accounts Payable - Vendors	2000	22,364.44
Account Payable - Payroll Liab	2110	13,847.32
Accrued Wages	2300	58,464.96
Accrued Payroll Tax Expense	2400	4,472.57
Total Liabilities		<u>99,149.29</u>
<b>Fund Balance</b>		
Beginning Fund Balance		
FB Unreserved (Unassigned)	3000	1,610,693.25
Appropriated Fund Balance	3100	355,389.00
Assigned-Non Spendable	3175	75,482.08
FB Assigned - HRA Reserve	3200	126,000.00
Total Beginning Fund Balance		2,167,564.33
Year To Date Net Income (Loss)		(670,186.76)
Total Year To Date Net Income (Loss)		<u>(670,186.76)</u>
Total Fund Balance		<u>1,497,377.57</u>
Total Liabilities & Fund Balance		<u>1,596,526.86</u>

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

DOC 25-51

		Total Budget - Original	Total Budget - Revised	Current Period Actual	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
<b>REVENUE</b>							
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)%
<b>Total REVENUE</b>		<b>4,607,595.00</b>	<b>4,607,595.00</b>	<b>6,790.86</b>	<b>51,404.55</b>	<b>(4,556,190.45)</b>	<b>(98.88)%</b>
<b>EXPENSES</b>							
<b>Supplies &amp; Materials</b>							
Phys Collect - Adult	5410A	70,500.00	70,500.00	4,896.02	10,834.54	59,665.46	84.63%
Phys Coll - Adult - Foundation	5410AG	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	5410JG	4,557.00	4,557.00	325.57	603.67	3,953.33	86.75%
Digital Collection - Adult	5426C	214,748.00	214,748.00	70,000.00	71,674.09	143,073.91	66.62%
Digital Collection - Youth	5426CY	20,000.00	20,000.00	20,000.00	20,000.00	0.00	0.00%
Supplies - Office	5430A	20,000.00	20,000.00	1,637.45	2,505.36	17,494.64	87.47%
FLLS Polaris Supplies	5430F	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00%
Supplies - Marketing	5430P	20,000.00	20,000.00	88.00	4,138.00	15,862.00	79.31%
Public Programs - Things	5430PP	59,500.00	59,500.00	2,290.77	2,746.49	56,753.51	95.38%
Software / Licenses	5430S	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%
<b>Total Supplies &amp; Materials</b>		<b>511,805.00</b>	<b>511,805.00</b>	<b>104,403.47</b>	<b>119,873.42</b>	<b>391,931.58</b>	<b>76.58%</b>
Equipment		175,000.00	175,000.00	10,000.00	10,000.00	165,000.00	94.29%
<b>Contractual &amp; Other Expenses</b>							
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	5435V	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

DOC 25-51

		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	5437G	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	5437S	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	5439C	24,756.00	24,756.00	2,921.01	5,524.15	19,231.85	77.69%
Equipment Service / Repairs	5439S	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	58810	338,159.00	338,159.00	0.00	0.00	338,159.00	100.00%
Social Security	58830	178,513.00	178,513.00	13,285.99	27,855.86	150,657.14	84.40%
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	470.00	1,786.00	79.17%
Employee Assistance Program	58850	2,040.00	2,040.00	2,079.00	2,079.00	(39.00)	(1.91)%
Parking/Mass Transit	58855	2,000.00	2,000.00	174.52	210.52	1,789.48	89.47%
Health Insurance	58860	742,830.00	742,830.00	45,651.53	87,709.26	655,120.74	88.19%
HRA Reimburse & Administration	58862	20,000.00	20,000.00	439.84	2,059.57	17,940.43	89.70%
Disability	58865	25,000.00	25,000.00	1,837.13	3,534.13	21,465.87	85.86%
Unemployment	58870	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**  
Balance Sheet  
As of 3/31/2025

		Current Year
<b>Assets</b>		
Checking	1000	74,887.36
Savings	1100	935,058.91
Investments	1200	1,064,433.30
Petty Cash	1300	550.00
Ithaca Hours	1400	0.00
Accounts Receivable	1500	170,764.23
Prepaid Expenses	1600	75,482.08
Total Assets		<u>2,321,175.88</u>
<b>Liabilities</b>		
Accounts Payable - Vendors	2000	22,221.08
Account Payable - Payroll Liab	2110	13,969.80
Accrued Wages	2300	58,464.96
Accrued Payroll Tax Expense	2400	4,472.57
Total Liabilities		<u>99,128.41</u>
<b>Fund Balance</b>		
Beginning Fund Balance		
FB Unreserved (Unassigned)	3000	1,610,693.25
Appropriated Fund Balance	3100	355,389.00
Assigned-Non Spendable	3175	75,482.08
FB Assigned - HRA Reserve	3200	126,000.00
Total Beginning Fund Balance		2,167,564.33
Year To Date Net Income (Loss)		<u>54,483.14</u>
Total Year To Date Net Income (Loss)		<u>54,483.14</u>
Total Fund Balance		<u>2,222,047.47</u>
Total Liabilities & Fund Balance		<u>2,321,175.88</u>

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

DOC 25-52

		Total Budget - Original	Total Budget - Revised	Current Period Actual	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
<b>REVENUE</b>							
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>
<b>EXPENSES</b>							
Supplies & Materials							
Phys Collect - Adult	5410A	70,500.00	70,500.00	4,766.82	15,601.36	54,898.64	77.87%
Phys Coll - Adult - Foundation	5410AG	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	5410JG	4,557.00	4,557.00	1,638.93	2,242.60	2,314.40	50.79%
Digital Collection - Adult	5426C	214,748.00	214,748.00	0.00	71,674.09	143,073.91	66.62%
Digital Collection - Youth	5426CY	20,000.00	20,000.00	0.00	20,000.00	0.00	0.00%
Supplies - Office	5430A	20,000.00	20,000.00	653.85	3,159.21	16,840.79	84.20%
FLLS Polaris Supplies	5430F	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00%
Supplies - Marketing	5430P	20,000.00	20,000.00	0.00	4,138.00	15,862.00	79.31%
Public Programs - Things	5430PP	59,500.00	59,500.00	6,068.91	8,815.40	50,684.60	85.18%
Software / Licenses	5430S	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	5435V	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 25-52

		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	5437G	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	5437S	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	5439C	24,756.00	24,756.00	4,424.72	9,948.87	14,807.13	59.81%
Equipment Service / Repairs	5439S	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	58810	338,159.00	338,159.00	0.00	0.00	338,159.00	100.00%
Social Security	58830	178,513.00	178,513.00	12,660.83	40,516.69	137,996.31	77.30%
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	90.00	560.00	1,696.00	75.18%
Employee Assistance Program	58850	2,040.00	2,040.00	0.00	2,079.00	(39.00)	(1.91)%
Parking/Mass Transit	58855	2,000.00	2,000.00	15.00	225.52	1,774.48	88.72%
Health Insurance	58860	742,830.00	742,830.00	46,239.33	133,948.59	608,881.41	81.97%
HRA Reimburse & Administration	58862	20,000.00	20,000.00	488.87	2,548.44	17,451.56	87.26%
Disability	58865	25,000.00	25,000.00	1,800.81	5,334.94	19,665.06	78.66%
Unemployment	58870	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)%

Tompkins County Public Library  
Finance and Personnel Committee Meeting  
7/15/25  
BorgWarner West  
4:00 - 6:00 pm

Attending: Lis Chabot, Susan Currie, Tonya VanCamp, Kathy Weinberg, Laura Krauss

Excused: Darrell Long, Emily Hopkins

1. Meeting Called to Order at 4:02 pm
2. Approval of the Agenda – Motion by Kathy, Second by Laura
3. No Public Comment
4. Update on Financial Statements – The financial statements for January – March 2025 are complete; Tonya worked with the auditors to close the books on 2024 and will submit final budget amendments for 2024 to the Board for approval
5. Meeting with FLLS – Tonya, Lis, Susan, Kathy, and Anthony Elia, Library Counsel, met with FLLS staff, board leadership, FLLS Counsel, and a staff member from the NY State Library to discuss TCPL's receipt of and qualified expenditures related to Central Library Aid funds. Tonya will work with FLLS's Business Manager to confirm how CLSA funds are paid and accounted for by TCPL, with a focus on consistency and clarity between the sources of information. FLLS is pleased with the ongoing engagement of TCPL – including training of TCPL staff in acquisitions and technical processing.
6. Director Search Update – Screening Interview questions are being finalized. A writing prompt and presentation topic for the finalists are also in draft form.
7. Executive Session to Discuss Confidential Personnel Matters
8. Meeting Adjourned at 5:30 pm – Motion by Kathy Second by Laura

Notes taken by Lis Chabot

## CRC Committee Meeting

Tue, Jun 10, 2025

### Meeting Summary:

Sarah Clausen led the conversation regarding the draft of the strategic plan and its associated survey, emphasizing the need for a more concise format to enhance response rates. Suggestions from participants focused on reducing the number of questions and prioritizing key topics while considering the inclusion of demographic data for better analysis. The group aimed to create a more accessible survey that would encourage participation.

The meeting also covered plans for community engagement, with Sarah highlighting the importance of gathering diverse feedback through focus groups, potentially hosted at GIAC. Christina volunteered GIAC facilities as a venue for focus groups. Sarah addressed budget constraints for the library's 25th anniversary celebrations, noting that funds had not been allocated for events. Plans for a fundraising event and a birthday celebration in November were discussed, alongside discussions about summer programming and the potential use of the art wall for a historical exhibit. The strategic plan is expected to be finalized by December, and new bus advertisements were announced by Brian, with plans to share visuals for board review.

### Key Topics:

#### Strategic Plan Discussion

Sarah Clausen facilitated a discussion regarding the strategic plan draft and the associated survey, and the group agreed to condense questions to enhance engagement. Suggestions included focusing on fewer questions and simplifying the survey format to encourage participation.

- \* Logistics and methods for distributing the survey to the community.

#### Focus Group Planning and Survey Timeline

Discussions emphasized the importance of having a robust question base for the survey and proposed a deadline for edits to align with Ithaca Fest. Insights from a previous focus group were shared, suggesting that hosting focus groups at GIAC could attract a broader audience. The group discussed strategies for promoting the focus groups to ensure diverse community participation.

- \* Ideas for focus groups to gather community feedback.

### Strategic Planning and 25th Anniversary Budget Discussion

The group highlighted the importance of community feedback for the strategic plan. Regarding the 25th anniversary, Sarah clarified that there was no initial budget for events, but the foundation would provide funding, and she would follow up with Kerry for specific amounts once she returns.

### Planning Events for Library Anniversary

The group discussed ideas for a library fundraising event and a children's birthday themed celebration for the library's anniversary. The importance of understanding the budget to plan effectively was highlighted. The group also considered the feasibility of hosting additional events during the summer, with a suggestion made to focus on fall activities instead.

- \* Suggestions for warm-up events leading up to the anniversary celebrations.

### Updates on Strategic Plan and Marketing Initiatives

Sarah Clausen highlighted that the strategic plan is on track for completion by December, pending confirmation of the budget. It was shared by a conference room participant that new bus ads are now visible on the outside of two buses and inside five others, with plans to share images with the board. Sarah also mentioned that she would update the team on the budget once she receives the dollar amount.

- \* Planning for the 25th anniversary events and budget considerations.

### Action Items:

- \* Brian will send a cleaned-up copy of the strategic plan survey to Sarah Clausen for formatting with the TCPL logo.

- \* Christina will work on securing a space for focus groups and provide date and time options to the team.

- \* Sarah Clausen will liaise with Kerry to clarify the budget amount for the 25th anniversary events and communicate it to the team.

- \* Sarah Clausen will check with Eric Legowski to confirm the deadline for the strategic plan approval.

### Key Questions:

- \* What is the deadline for the strategic plan approval?
- \* What is the exact budget amount available for the 25th anniversary events?

COMMUNITY RELATIONS AND OUTREACH COMMITTEE  
TOMPKINS COUNTY BOARD OF TRUSTEES  
DRAFT MEETING MINUTES – TUESDAY, JULY 1, 2025

TCPL Board members present: Sarah Clausen (committee chair), Christina Brewington (committee vice chair), Kathy Weinberg

Also present: Sam McQueen, Cady Fontana, Brian Sasser, Melisa Crumrine, Judd Karlman

Meeting convened at 4:00 p.m. in Schwarz/Jacobson meeting room.

STRATEGIC PLAN DISCUSSION

- Discussed revisions to community survey draft to streamline questions and reduce time required to fill out survey, while adding questions to identify audience. Melisa Crumrine leading survey effort and revisions.
- Discussed distribution plan.
  - Online, with messaging planned for community listservs and distribution lists as well as social media messaging. Will also explore possibility of making the survey the default home page for public computers in library.
  - Print version in strategic positions of library including all service points as well as available for in-person tabling events and community partner locations.
- Discussed timeline for survey and follow-up focus groups; goal is to launch survey in time for Summer Reading Ice Cream Celebration and Raffle drawing on August 23.

25<sup>TH</sup> ANNIVERSARY OF MOVE TO EAST GREEN STREET

- Finalized plan to hold two celebrations: one a private gala/ fundraiser led by TCPL Foundation, the other a public “birthday party” style celebration.
- Sarah will meet with Kerry Barnes from TCPL Foundation to discuss budget for celebrations.
- Agreed a subcommittee meeting is needed to begin planning in earnest; Kate DeVoe shared poll for available dates with 25<sup>th</sup> Anniversary subcommittee members.

Meeting adjourned at 4:40 p.m.