

**QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, JUNE 25, 2020**

Virtual via WebEx

AGENDA

5:30 PM BOARD OF TRUSTEES REGULAR MEETING

I. Roll Call

II. Approval of BOT Minutes

1. Approval of Board Minutes - May 21, 2020 (ID # 2267)

III. Agenda

A. Action Item(s)

1. Approval of Bills for the Month of May 2020 (ID # 2299)
2. Acceptance of Financial Reports for the Period Ending May 2020 (ID # 2300)
3. Property Casualty Insurance - June 2020 (ID # 2284)
4. FY'21 State General Fund Budget (ID # 2298)
5. FY'21 Workers' Compensation Fund Budget (ID # 2297)
6. FY'21 Board Designated Budget (ID # 2295)
7. FY'21 Federal General Fund Budget (ID # 2296)
8. FY'21 City General Fund Budget (ID # 2294)
9. FY'21 Fines & Fees Budget (ID # 2293)
10. Approval of the Proposed QPL Foundation - FY 2021 Budget (ID # 2292)
11. CMW - Professional Services Contract FY2021 (ID # 2290)
12. Parkside Group Professional Services Contract – FY2021 (ID # 2291)
13. Online Computer Library Center, Inc. - Annual Subscription (ID # 2286)

B. Report Item(s)

1. Payroll for the Month of May 2020 (ID # 2301)
2. Workers' Compensation Self-Insurance Program (ID # 2287)
3. Purchases Over \$5K Report - May 2020 (ID # 2285)
4. Personnel Report - June 2020 (ID # 2289)

5. Personnel Report - May 2020 (ID # 2288)

IV. President's Report

1. Key Performance Indicators Report - May 2020 (ID # 2270)

V. Report of the Chair of the Board

VI. Adjournment

1. Motion to Adjourn (ID # 2268)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2267

AGENDA: Approval of Minutes of the Board - May 25, 2020

Recommended Motion for Consideration:

I move that the Minutes of the Board of Trustees meeting be approved as submitted.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2299

AGENDA: Approval of Bills for the Month of May 2020

Background:

In accordance with New York State Law, the Board of Trustees has sole authority over the expenditure of funds appropriated for library purposes and must have a method in place for the review and approval of all expenditures.

Current Status:

The Chief Financial Officer submits for approval bills in the aggregate sum of \$3,460,304 being the amount of May 2020 bills vouchered and paid consisting of \$10,131 in Fines & Fees Funds, \$903,440 in City Funds, \$191,880 in Federal & State Funds, \$2,311,813 in Trust & Agency Funds, \$20,060 in Board-Designated & Private Grants Funds, and \$22,980 from the Workers' Compensation Reserve Fund. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the May 2020 bills in the aggregate sum of \$3,460,304.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2300

AGENDA: Acceptance of Financial Reports for the Period Ending May 2020

Background:

In accordance with Library By-Laws, the Library's financial statements shall be reviewed on a regular basis.

Current Status:

The Chief Financial Officer submits the Budget Reports attached for Board-approved operating funds and Balance Sheets for all funds as of May 31, 2020.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the Budget Reports for Board-approved operating funds and Balance Sheets for all funds as of May 31, 2020.

Attachments:

05_20 Financial Statements (DOCX)

QUEENS PUBLIC LIBRARY

FINANCIAL STATEMENTS

AS OF MAY 31, 2020

FINANCE & INVESTMENT COMMITTEE MEETING

JUNE 25, 2020

Attachment: 05_20 Financial Statements (2300 : Acceptance of Financial Reports for the Period Ending May 2020)

City General Fund
Budget Report as of May 31, 2020
In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Estimated Revenues						
City Appropriations	\$ 112,197	\$ 112,350	\$ 110,324	-	\$ 2,026	2%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	3,906	3,906	3,906	-	-	0%
City Funded Programs	875	1,558	1,384	-	174	11%
Heat, Light, & Power	3,120	3,120	-	-	3,120	100%
Interest Income	-	67	64	-	3	4%
Rental	-	24	22	-	2	0%
Sundry Revenues	1	1	1	-	-	0%
Total Revenues	\$ 122,091	\$ 123,018	\$ 117,693	\$ -	\$ 5,325	4%
Appropriations						
Personal Services	\$ 68,491	\$ 66,648	\$ 57,821	-	\$ 8,827	13%
Health & Welfare Fund	22,237	22,237	16,314	-	5,923	27%
Other Fringe Benefits	5,867	5,865	4,525	-	1,340	23%
Workers' Compensation	700	700	700	-	-	0%
Training	63	65	25	-	40	62%
General Supplies	972	929	689	144	96	10%
Maintenance & Custodial Supplies	471	1,124	365	220	539	48%
Equipment	89	366	107	234	25	7%
Furniture	5	5	4	-	1	20%
Library Materials	3,063	4,565	2,147	323	2,095	46%
Contractual Services	3,797	2,946	1,203	148	1,595	54%
Postage	90	90	76	7	7	8%
Telecommunications	755	755	520	53	182	24%
Carfare, Travel & Mileage	40	40	27	-	13	33%
Maintenance & Repairs - Vehicles	131	161	125	-	36	22%
Maintenance & Repairs - Buildings	1,651	2,007	1,096	655	256	13%
Information Systems Services	1,110	1,227	791	345	91	7%
Rentals - Land/Buildings	1,505	1,529	1,120	-	409	27%
Heat, Light, and Power	3,160	3,160	(1)	-	3,161	100%
P & C Insurance Premiums	1,121	1,143	1,115	-	28	2%
Adult Literacy	1,992	1,992	1,654	20	318	16%
City Council (One-Time)	3,906	3,906	2,326	351	1,229	31%
City Funded Programs	875	1,558	1,128	124	306	20%
Total Appropriations	\$ 122,091	\$ 123,018	\$ 93,877	\$ 2,624	\$ 26,517	22%
Net Income/(Loss)	\$ -	\$ -	\$ 23,816	\$ -	\$ (21,192)	

Attachment: 05_20 Financial Statements (2300 : Acceptance of Financial Reports for the Period Ending May 2020)

Fines and Fees Fund
Budget Report as of May 31, 2020

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
Fines on Overdue Items	\$ 907	\$ 907	\$ 673	-	\$ 234	26%
Lost Library Cards	46	46	32	-	14	30%
Lost & Damaged Items Fees	174	174	166	-	8	5%
Interest Income- Fines/Fees	25	25	8	-	17	68%
Scanstation	8	17	15	-	2	12%
Total Revenues	\$ 1,160	\$ 1,169	\$ 894	-	\$ 275	24%
<u>Appropriations</u>						
Training	137	133	75	2	56	42%
General Supplies	2	2	2	-	-	0%
Equipment	1	1	-	-	1	100%
Library Materials	307	307	85	90	132	43%
Contractual Services	708	721	355	20	346	48%
Maintenance & Repairs - Buildin	1	1	-	-	1	100%
Information System Services	4	4	2	-	2	50%
Total Appropriations	\$ 1,160	\$ 1,169	\$ 519	\$ 112	\$ 538	46%
Net Income/(Loss)	\$ -	\$ -	\$ 375	\$ -	\$ (263)	

Attachment: 05_20 Financial Statements (2300 : Acceptance of Financial Reports for the Period Ending May 2020)

**Federal General Fund
Budget Report as of May 31, 2020**

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
Federal USDF Program Refunds	\$ 784	\$ 784	614	-	\$ 170	22%
Total Revenues	\$ 784	\$ 784	614	-	\$ 170	22%
<u>Appropriations</u>						
Telecommunications	\$ 784	\$ 784	\$ 683	\$ -	\$ 101	13%
Total Appropriations	\$ 784	\$ 784	\$ 683	\$ -	\$ 101	13%
Net Income/(Loss)	\$ -	\$ -	\$ (69)	\$ -	\$ 69	

Attachment: 05_20 Financial Statements (2300 : Acceptance of Financial Reports for the Period Ending May 2020)

**State General Fund
Budget Report as of May 31, 2020**

In thousands

<u>Estimated Revenues</u>	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Basic Grant Revenues	\$ 3,813	\$ 3,813	-	-	3,813	100%
Consolidated Systems Aid	1,744	1,744	-	-	1,744	100%
FY 19 Carry Forward	551	551	551	-	-	0%
Total Revenues	\$ 6,108	\$ 6,108	\$ 551	\$ -	\$ 5,557	91%
<u>Appropriations</u>						
Personal Services	\$ 972	\$ 972	\$ 954	\$ -	\$ 18	2%
Health & Welfare Fund	110	110	91	-	19	17%
Other Fringe Benefits	75	75	67	-	8	11%
Training	29	33	14	10	9	27%
General Supplies	17	18	14	3	1	6%
Equipment	183	185	157	16	12	6%
Furniture	19	32	23	8	1	3%
Library Materials	1,459	1,459	1,033	50	376	26%
Contractual Services	625	605	45	26	534	88%
Maintenance & Repairs - Buildings	436	438	96	323	19	4%
Information Systems Services	2,183	2,181	1,416	408	357	16%
Total Appropriations	\$ 6,108	\$ 6,108	\$ 3,910	\$ 844	\$ 1,354	22%
Net Income/(Loss)	\$ -	\$ -	\$ (3,359)	\$ -	\$ 4,203	

Attachment: 05_20 Financial Statements (2300 : Acceptance of Financial Reports for the Period Ending May 2020)

Board-Designated Fund
Budget Report as of May 31, 2020

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
Interest & Dividend Income	\$ 250	\$ 250	\$ 232	-	\$ 18	7%
Gains (Losses) on Investments	210	210	(503)	-	713	340%
Total Revenues	\$ 460	\$ 460	\$ (271)	-	\$ 731	159%
<u>Appropriations</u>						
Training	\$ 8	\$ 8	\$ 3	\$ -	\$ 5	63%
General Supplies	18	21	15	-	6	29%
Contractual Services	393	389	255	32	102	26%
Telecom	-	1	1	-	-	0%
Carfare, Travel & Mileage	21	21	17	4	-	0%
Information Systems Services	20	20	8	-	12	60%
Total Appropriations	\$ 460	\$ 460	\$ 299	\$ 36	\$ 125	27%
Net Income/(Loss)	\$ -	\$ -	\$ (570)	\$ -	\$ 606	

Attachment: 05_20 Financial Statements (2300 : Acceptance of Financial Reports for the Period Ending May 2020)

Workers' Comp Fund
Budget Report as of May 31, 2020

In thousands

<u>Estimated Revenues</u>	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Interfund Transfers	536	700	700	-	-	0%
Total Revenues	536	700	700	-	-	0%
<u>Appropriations</u>						
Personal Services	\$ 87	\$ 87	\$ 54	-	\$ 33	38%
Health & Welfare Fund	21	21	8	-	13	62%
Other Fringe Benefits	8	8	4	-	4	50%
Workers' Compensation	250	414	250	-	164	40%
Contractual Services	110	110	69	-	41	37%
P & C Insurance Premiums	60	60	55	-	5	8%
Total Appropriations	\$ 536	\$ 700	\$ 440	-	\$ 260	37%
Net Income/(Loss)	\$ -	\$ -	\$ 260	\$ -	\$ (260)	

Attachment: 05_20 Financial Statements (2300 : Acceptance of Financial Reports for the Period Ending May 2020)

BALANCE SHEET – FINES & FEES FUND GROUP

At May 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 687,605
Money Market Accounts	2,341,937
Repurchase Agreements	-
On Hand	40,469
Accounts Receivable	
Accounts Receivable and Employee Advances	1,395
Grants and Contracts Receivable	
New York City	-
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Others	-
Other Assets	
Interfund Receivables	363,297
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	234,223
TOTAL ASSETS	\$ 3,668,926

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 565
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	234,223
Unrestricted - Other	3,434,138
Current Restricted	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,668,926

Attachment: 05_20 Financial Statements (2300 : Acceptance of Financial Reports for the Period Ending May 2020)

BALANCE SHEET – CITY FUNDS GROUP*At May 31, 2020***Assets**

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 1,968,600
Money Market Accounts	18,065,639
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	4,984
Grants and Contracts Receivable	
New York City	4,258,436
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	50,982
Prepaid Rent	-
Other Assets	
Interfund Receivables	-
Security Deposit	-
Investments	-
Property & Equipment (net of depreciation)	7,438,925
TOTAL ASSETS	\$ 31,787,566

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 392,698
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	9,447,597
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	7,438,925
Unrestricted - Other	21,623,029
Restricted - Other	(7,114,683)
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 31,787,566

Attachment: 05_20 Financial Statements (2300 : Acceptance of Financial Reports for the Period Ending May 2020)

BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At May 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 6,042,673
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	14,128
Grants and Contracts Receivable	
New York City	463,203
New York State	1,169,438
Federal Government	666,780
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	2,837,407
Certificates of Deposit	-
Investments	8,248,113
Security Deposits	25,667
Property & Equipment (net of depreciation)	27,739,771
TOTAL ASSETS	\$ 47,207,180

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 278,623
Accrued Payroll & Related Expense	-
Line of Credit Payable	-
Compensated Absences Payable	6,558,562
Deferred Revenue	-
Other Liabilities and Interfund Payables	1,339
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	27,739,771
Unrestricted - Other	10,138,563
Restricted - Other	2,490,322
TOTAL LIABILITIES AND FUND BALANCES	\$ 47,207,180

Attachment: 05_20 Financial Statements (2300 : Acceptance of Financial Reports for the Period Ending May 2020)

BALANCE SHEET – TRUST & AGENCY FUND

At May 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 1,070,556
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable	-
Grants and Contracts Receivable	
New York City	-
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Health Insurance	-
Other Assets	
Interfund Receivables	-
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 1,070,556

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 133,180
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	937,376
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 1,070,556

Attachment: 05_20 Financial Statements (2300 : Acceptance of Financial Reports for the Period Ending May 2020)

BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND

At May 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 1,169,810
Money Market Accounts	-
On Hand	-
Accounts Receivable	
Accounts Receivable	8,591
Grants and Contracts Receivable	
New York City	-
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	1,224,958
Certificates of Deposit	-
Investments	8,193,222
Property & Equipment (net of depreciation)	980,958
	-
TOTAL ASSETS	\$ 11,577,539

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 1,483
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	980,958
Unrestricted - Other	10,280,377
Restricted - Other	314,721
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 11,577,539

Attachment: 05_20 Financial Statements (2300 : Acceptance of Financial Reports for the Period Ending May 2020)

BALANCE SHEET – WORKERS’ COMPENSATION FUND

At May 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 2,314,282
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable	-
Grants and Contracts Receivable	
New York City	-
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Health Insurance	-
Other Assets	
Interfund Receivables	3,058
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 2,317,340

Liabilities and Fund Balances

Liabilities	\$ 479
Accounts Payable	-
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	482,024
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,834,837
Restricted - Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,317,340

Attachment: 05_20 Financial Statements (2300 : Acceptance of Financial Reports for the Period Ending May 2020)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2284

AGENDA: Property Casualty Insurance - June 2020

BACKGROUND:

At the Finance and Investment Committee meeting held on February 27, 2020, Library staff advised the Committee that the Library intended on renewing the existing policies, absent extraordinary circumstances, such as a carrier declining renewal of coverage or a significant increase in the cost of coverage.

Within a few weeks of that meeting, the Library closed all of its locations to slow the spread of the coronavirus. Thus, this year's renewal is coming on the heels of a major insurable event and an unknown future. Major catastrophes and downturns typically result in employers and insurance carriers being inundated with lawsuits and claims. Although the COVID-19 pandemic is in the infancy stage, insurance carriers are anticipating the worst-case scenarios, that is, numerous lawsuits and claims stemming from the coronavirus pandemic.

In addition, other market trends include an upward trend in claims frequency and defense costs for claims related to sexual harassment, molestation, cyber, privacy, opioid, accidents (fire and safety), environmental, and business practices. Consequently, carriers are responding to current events by reducing capacity, increasing an insured's retention and premiums, and incorporating pandemic, privacy, layoff and downsizing exclusions.

The following is a description of the Library's current Property and Casualty Insurance Program and renewal quotes obtained by the broker. The opening of Hunters Point and the East Elmhurst branches this past year required those branches to be added to the Library's property and liability policies.

Commercial General Liability

Library coverage includes General Liability (GL), Auto and Umbrella policies that are purchased as part of a Commercial Coverage package being provided by the incumbent carrier, Chubb.

The CGL policy includes coverage found in typical liability policies such as fire damage, injury and medical costs, while also maintaining required coverage for the Library's Pre-K programs and in-house security guard program.

We maintain a separate policy for sexual abuse and molestation (SAM) through the Lexington/AIG Insurance Company. The Library must maintain coverage, or have no exclusions in a policy, for abuse and molestation in order to protect the organization as well as be eligible for multiple grants from agencies, including DYCD, that require this coverage.

The 2019-2020 limits are depicted in the table below:

General Liability	\$1M/\$2M aggregate / location
Auto	\$1M
Umbrella	\$20M
Sexual Abuse and Molestation	\$6M / \$50,000 Deductible

Directors and Officers/Employment Practices

Directors and Officers (D&O) insurance is intended to provide coverage for the Library, Board of Trustees and employees from errors and omissions associated with the Library’s governance and management. The most frequent types of claims covered under such policies are those alleging poor governance and the failure to perform three basic fiduciary duties owed to the organization; specifically, the duties of care, loyalty and obedience. Wrongful Acts include actual or alleged acts, and errors or omissions on the part of those covered. Defense costs erode the limits.

Employment Practices Liability Insurance (EPLI) is intended to cover the organization for claims alleging wrongful acts arising from employment practices. The most frequent types of claims filed under such policies include claims for wrongful termination, discrimination, retaliation, defamation, invasion of privacy, failure to promote, deprivation of a career opportunity, and sexual harassment. EPLI claims can be brought not only by employees, but third parties as well. Defense costs erode the policy limits.

D&O and EPLI coverage is currently provided by Allied (\$5M primary limit) and Great American (\$5M limit excess of \$5M). Deductibles are: Directors and Officers - \$100,000 / Employment Practices - \$150,000.

Property

The Library has strived to maintain certain levels of coverage on library materials, furniture and equipment. The property program was remarketed twice, post-Hurricane Sandy, based on non-renewals and premium increases by former carriers. Coverage, through Arch Specialty, is depicted in the table below:

Property Limit	\$20M	Deductible \$500K
Sublimit Flood	\$10M	Deductible \$500K
Sublimit Flood Zone	\$2M	Deductible \$500K

Crime

Crime coverage, depicted in the table below, is currently provided by Travelers:

Faithful Performance	\$3M	Deductible \$50K
Funds Transfer Fraud	\$1M	Deductible \$50K
Forgery/Alteration	\$100K	Deductible \$5K
On Premises	\$50K	Deductible \$1K

Accidental Death & Dismemberment (AD&D)

The AD&D coverage, offered by Chubb, provides different layers of protection with \$100,000 minimum coverage for employees and Trustees. The policy, which pays benefits to the beneficiary if the cause of death or dismemberment of an employee or Trustee is an accident, is in the second year of a 3-year policy effective through June 2022.

CURRENT STATUS:

The following programs are being presented for the 2020-2021 renewal.

The negotiated broker fees, several of which are below the industry standard fee of 15% - 20%, are also listed below:

Coverage	Carrier	Commission
General Liability	Chubb	12.5%
Auto	Chubb	12.5%
Umbrella Excess	Chubb	15%
SAM	AIG	12.5%
D&O/EPLI Primary	Allied	11%
D&O/EPLI Excess	XL Group	10%
Cyber	Chubb	17.5%
Property	Arch	15%
Crime	Travelers	20%
AD&D	Chubb	15%

Renewal Quotes

The Library worked with its broker, Arthur J. Gallagher & Co., to renew existing programs and provide for a July 1st renewal so as to coincide with the Library's fiscal year. Premium increases for the Library reflect a more difficult market in the Excess, Sexual Molestation Liability and D&O/EPLI sectors. The overall increase in renewal premiums is 6.67%.

Directors and Officers/Employment Practices

The Library's current D&O/EPLI primary carrier, Allied World, offered a quote that initially reflected a 37% increase as well as an increase in the EPLI deductible. In addition, they added exclusions such as class action and decreased sub-limits such as workplace violence. We also

marketed and received over 20 declinations or no responses. Premiums and deductibles have increased but we ultimately negotiated a 20% increase and will maintain our limit of coverage:

	ALLIED (Expiring)	ALLIED (Quoted)
Premium	\$50,260	\$61,005
EPLI / D&O Limit Primary	\$5M	\$5M
Deductible D&O	\$100,000	\$100,000
Deductible EPLI	\$150,000	\$175,000

The Library’s current Excess carrier, Great American offered a renewal quote of \$27,000. We marketed and received an additional quote for \$26,196 from XL Group. Coverage limit is \$5M excess \$5M.

Sexual Abuse and Molestation (SAM)

The Library’s current (SAM) carrier, Allied World, offered a quote that we ultimately negotiated for a 7.23% increase and will maintain our limit of coverage.

We also marketed and received an additional quote for \$160,843 from Lloyd’s.

Cyber

As the insurance landscape changes for claims and underwriting so must the thought process for the insured. As stated above, carriers are responding to current events by reducing capacity, increasing retention and premiums, and incorporating communicable disease, civil authority, pandemic, privacy, layoff and downsizing exclusions. As for CYBER coverage, this is no exception. Exposures are increasing as more employees will be working remotely. With time on their hands, along with economic downturn, more offenders may be looking to infiltrate networks and entities as their sophistication grows. This will drive up the cost and reduce the coverage/capacity a carrier is willing to offer.

To capitalize on the current program, our broker obtained a CYBER quote from our liability carrier, Chubb, after a tedious underwriting exercise. We purchased the coverage now especially in light of the fact that all of our employees have been working remotely for over 3 months and we are expanding our on-line services to customers - trends that will remain. The Library will also continue to pursue the vulnerability assessment and associated recommendations.

Our broker, Gallagher has a CYBER division (*they have been hosting many CYBER and pandemic webinars*) and our highly rated carrier is the incumbent for GL, Auto and Umbrella so it brings economies of scale as respects premium. This policy has the desired coverage in the event of an incident that requires filing a claim as well as access to industry mitigation experts at panel rates. Highlights of coverage currently in place are listed below:

Premium (13.5 month policy)	\$20,473
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Premium (annualized)	\$18,848
CYBER Single Limit	\$3M
CYBER Aggregate Limit	\$3M
Deductible	\$15,000
Commission	17.5%

A summary of the Library's expiring policies and premiums (Chart 1) and the recommendation for renewal quotes (Chart 2) is as follows:

EXPIRING

Coverage (Chart 1)	Carrier	Expiring Premium 2019-2020
General Liability	Chubb	\$310,646
Auto	Chubb	\$151,087
Umbrella - XS \$20M	Chubb	\$126,220
SAM - \$6M	Lexington/AIG	\$121,929
D&O/EPLI \$5M	Allied	\$50,789
D&O/EPLI XS \$5M	Great American	\$25,000
Crime	Travelers	\$8,734
Property	Arch	\$312,495
AD&D	Chubb	\$7,938
TOTAL PREMIUM		\$1,114,838

RENEWAL

Coverage (Chart 2)	Carrier	Renewal Quotes 2020-2021
General Liability	Chubb	\$330,192
Auto	Chubb	\$158,625
Umbrella - \$20M	Chubb	\$138,862
SAM - \$6M	Lexington/AIG	\$130,750
D&O/EPLI \$5M	Allied World	\$61,005

D&O/EPLI XS \$5M	XL	\$26,196
Cyber	Chubb	\$20,473
Crime	Travelers	\$8,738
Property	Arch	\$326,875
AD&D	Chubb	\$7,938
TOTAL PREMIUM		\$1,209,654

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees award the Property and Casualty Insurance Program provided above to Arthur J. Gallagher & Co., effective July 1, 2020 through June 30, 2021.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2298

AGENDA: FY'21 State General Fund Budget

Background:

New York State provides unrestricted support to all public library systems in the State on a calendar year basis. Generally, the amount of Library Aid is first proposed by the Governor and then negotiated with the Legislature when the State Budget is adopted. Given the timing of the State Budget, the funding is typically received after July of each year (6 months late).

Estimated State Aid for the 2020/21 State Budget is estimated to provide the Queens Library with Local Consolidated Systems Aid of \$1.7 million and Basic Grant Aid of \$3.8 million.

This funding supports program expenses, one-time renovation projects, equipment purchases, library materials, and technology expenses.

Current Status:

The attached budget document provides a detailed review of the proposed FY'21 State General Fund Budget. Estimated revenues total \$5,546,471. Proposed appropriations equal \$5.5 million.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the adoption of the FY'21 State General Fund Budget as detailed in the Fiscal Year 2021 State General Fund Budget document dated June 25, 2020, and adopt the budget amounts as indicated in the Fiscal Year 2021 State General Fund Budget document.

Attachments:

FY21 State Budget (DOC)

Queens Public Library

FISCAL YEAR

2021

**STATE
GENERAL FUND
BUDGET**

Basic Grant Aid

Local Consolidated Systems Aid

June 25, 2020

Attachment: FY21 State Budget (2298 : FY'21 State General Fund Budget)

Fiscal Year 2021 State General Fund Budget

State General Fund

In Thousands

<u>See</u> <u>Note</u>	<u>Estimated Revenues</u>	FY20 Adopted Budget	FY20 Current Budget	FY20 Actual 5/31/20	FY21 Proposed Budget	Dollar Change
1	Basic Grant Aid	3,813	3,813	-	3,813	-
2	Local Consolidated Systems Aid	1,744	1,744		1,744	-
3	FY 20 Carry Forward	551	551	551	1,000	449
	Total Estimated Revenues	<u>6,108</u>	<u>6,108</u>	<u>551</u>	<u>6,557</u>	<u>449</u>
	<u>Appropriations</u>					
4	Personal Services	\$ 972	972	954	1,020	48
5	Employee Benefits	110	110	91	350	240
6	Social Security	75	75	67	75	-
7	Employee Welfare Fund				1	1
8	Training	29	33	24	33	-
9	General Supplies	17	18	17	18	-
10	Equipment	183	185	173	173	(12)
11	Furniture	19	32	31	32	-
12	Library Materials	1,459	1,459	1,083	1,459	-
13	Contractual Services	625	605	71	850	245
14	Maintenance & Repairs - Buildings	436	438	419	365	(73)
15	Information Systems Services	2,183	2,181	1,824	2,181	-
	Total Appropriations	<u>6,108</u>	<u>6,108</u>	<u>4,754</u>	<u>6,557</u>	<u>449</u>
	Appropriated Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (4,203)</u>	<u>\$ -</u>	<u>-</u>

Attachment: FY21 State Budget (2298 : FY'21 State General Fund Budget)

Fiscal Year 2021 State General Fund Budget Notes

ESTIMATED REVENUES

1. Basic Grant Aid - unrestricted State Aid for general operating purposes which is calculated based on a state-wide Library Aid formula. The funding period for this aid is January 1 through December 31.
2. Local Consolidated Systems Aid - unrestricted State Aid for general operating purposes which is calculated based on a state-wide Library Aid formula. The grant period for this aid is January 1 through December 31.

APPROPRIATIONS

3. Personal Services – personal service cost for Foundation and government grant personnel was budgeted using the Basic Grant Aid funds.
4. Employee Benefits – reflects the cost of benefits for full-time personnel eligible for benefits and social security at 7.65% of wages.
5. Training – professional development for employees budgeted to this fund only.
6. General Supplies – Supplies for program services included in this fund.
7. Equipment - funds for technology equipment needs system wide.
8. Furniture – replacement furniture as needed.
9. Library Materials - funding for library materials in print and non-print formats. Decrease is a result of a corresponding increase in other funds.
10. Contractual Services – contractual service for technology initiatives.

11. Carfare, Travel & Mileage – travel expenses, not budgeted in this fund for FY 21.
12. Maintenance & Repairs - Buildings – funding for architect/engineering fees, funding for costs to support DDC-managed projects and capital projects system-wide, now funded in City Budget appropriations in FY 21.
13. Information Systems Services - software development and maintenance and annual software licenses. One-time technical costs for mobile applications, enterprise system (SAP), website, employee self-service, automated time and scheduling, library circulation system, asset management system and text messaging services.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2297

AGENDA: FY'21 Workers' Compensation Fund Budget

Background:

In 1995, the Library implemented a self-insurance program to fulfill its legal obligation to provide workers' compensation benefits to employees. Prior to this, workers' compensation insurance had been purchased from the State Insurance Fund.

As premiums increased, service provided to Library staff by the carrier was minimal and remained stable. By improving safety and internal claims management, the Library believed it could improve service to our employees while achieving substantial savings.

Revenues include interest income on fund balances and intercompany transfers.

Expenses include required assessments by the State Workers' Compensation Board, third-party administrator fees to manage claims, excess insurance, and the payment of claims as approved by the State Workers' Compensation Board.

Current Status:

The attached budget document provides a detailed review of the proposed FY'21 Workers' Compensation Fund Budget. Estimated revenues total \$700,000. Proposed appropriations equal \$700,000.

The FY '21 budget reflects an intercompany transfer of funds to the Workers' Compensation Fund for payment of claims. Transfers are calculated based on the state insurance workers' compensation funding model with rates provided by the third-party administrator.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the adoption of the FY'21 Workers' Compensation Fund Budget as detailed in the Fiscal Year 2021 Workers' Compensation Fund Budget document dated June 25, 2020.

Attachments:

FY21 Workers Comp Fund Budget (DOC)

Queens Public Library

FISCAL YEAR

2021

WORKERS' COMPENSATION FUND

BUDGET

June 25, 2020

Attachment: FY21 Workers Comp Fund Budget (2297 : FY'21 Workers' Compensation Fund Budget)

Workers' Compensation Fund							
<i>In Thousands</i>							
			FY'20	FY'20	FY'20	FY'21	
See			Adopted	Current	Actual	Proposed	Dollar
Note	Estimated Revenues		Budget	Budget	5/31/20	Budget	Change
1	Interfund Transfer		536	700	700	700	-
	Total Estimated Revenues		536	700	700	700	-
	Appropriations						
1	Personal Services		87	87	54	66	(21)
2	Employee Benefits		29	29	12	28	(1)
3	Workers' Compensation		250	414	250	414	-
4	Contractual Services		110	110	69	113	3
5	P & C Insurance Premiums		60	60	55	79	19
	Total Appropriations		536	700	440	700	-
	Appropriated Fund Balance		-	-	260	-	-

Attachment: FY21 Workers Comp Fund Budget (2297 : FY'21 Workers' Compensation Fund Budget)

Fiscal Year 2021 Workers' Compensation Fund Budget Notes

ESTIMATED REVENUES

1. Investment Earnings - the budget reflects projected interest earnings on cash balances in the Workers' Compensation Fund during the year.
2. Interfund Transfers- self-insured inter-fund workers compensation funding transfers based on state insurance workers compensation funding models for the payment of all workers' compensation claims.

APPROPRIATIONS

3. Personal Services - estimated cost of wages for one employee who manages this program.
4. Employee Benefits - includes health insurance, social security tax, welfare fund benefits and projected pension contributions for staff paid from this fund.
5. Workers' Compensation - projected cost of claims paid during the year.
6. Contractual Services - includes third-party administrator to administer claims; banking services; assessments and fees.
7. P & C Insurance Premiums - annual insurance premium for excess catastrophic insurance for this program.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2295

AGENDA: FY'21 Board-Designated Budget

Background:

The Queens Library's Board-Designated Fund contains a fund balance of approximately \$6.9 million. An allocation is established from annual investment earnings on these funds to fund operating expenses.

This budget includes funding for expense allocations for Board of Trustees expenses and other Library expenses.

Current Status:

The attached budget document provides a listing of Estimated Revenues for the FY'21 Board-Designated Fund Budget. Total Estimated Revenues are \$460,639. Budget appropriations are proposed in the amount of \$460,639.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the adoption of the FY'21 Board-Designated Fund Budget as detailed in the Fiscal Year 2021 Board-Designated Fund Budget document dated June 25, 2020.

Attachments:

FY21 Board Designated (DOC)

FISCAL YEAR

2021

BOARD-DESIGNATED FUND

Corporate Budget

June 25, 2020

Attachment: FY21 Board Designated (2295 : FY'21 Board-Designated Budget)

Board-Designated Fund						
<i>In Thousands</i>						
See		FY'20	FY'20	FY'20	FY'21	
Note	Estimated Revenues	Adopted	Current	Actual	Proposed	Dollar
		Budget	Budget	5/31/20	Budget	Change
1	Interest & Dividend Income	250	250	232	250	-
2	Gains (Losses) on Investments	210	210	(503)	210	-
	Total Estimated Revenues	460	460	(271)	460	-
	<u>Appropriations</u>					
3	Training	8	8	3	8	-
4	General Supplies	18	21	15	21	-
6	Contractual Services	393	389	287	389	-
7	Telecom	-	1	1	1	-
8	Carfare, Travel & Mileage	21	21	21	21	-
9	Information Systems Services	20	20	8	20	-
	Total Appropriations	460	460	335	460	-
	Appropriated Fund Balance	-	-	(606)	-	-

Attachment: FY21 Board Designated (2295 : FY'21 Board-Designated Budget)

Fiscal Year 2021 Board-Designated Fund Budget Notes

ESTIMATED REVENUES

1. Interest & Dividend Income - projected interest and dividend income on State, Federal, and Board-Designated Funds balances.
2. Gains (Losses) on Investments - projected gains on long-term investments from the Board-Designated Fund portfolio of stocks and bonds, and investment income on unrestricted State and Federal fund group balances.

APPROPRIATIONS

3. Training - conference training for the Board of Trustees.
4. General Supplies - budget allocations for library merchandise purchases; trustees meeting expenses; other trustee expenses; government and community affairs, and sundry supplies.
5. Contractual Services - budget allocations for investment advisory services; legislative representation in Albany and The City of New York; trustee attendance at networking events; bank and financial services and annual Legislative Day in Albany.
6. Carfare, Travel & Mileage - parking for senior managers approved by the Board of Trustees in 1991.
7. Information Systems Services- annual license fee for board agenda software.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2296

AGENDA: FY'21 Federal General Fund Budget

Background:

The Federal Universal Services Discount Fund (USDF) program provides discounts to public schools and libraries for telecommunications and network-related costs. The Library has participated in the program since its inception in fiscal year 1999.

Current Status:

The attached budget document provides an overview of the proposed FY'21 Federal General Fund Budget for this program. Estimated revenues total \$880,909. Proposed appropriations equal \$880,909. The budget provides for system-wide telecommunications costs that are in the process of being approved and funded at a variable percentage discount rate.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the adoption of the FY'21 Federal General Fund Budget as detailed in the Fiscal Year 2021 Federal General Fund Budget document dated June 25, 2020.

Attachments:

FY21 Federal General Fund Budget (DOC)

Queens Public Library

FISCAL YEAR

2021

**FEDERAL
GENERAL FUND
BUDGET**

June 25, 2020

Attachment: FY21 Federal General Fund Budget (2296 : FY'21 Federal General Fund Budget)

Federal General Fund

In Thousands

<u>See</u>		FY'20	FY'20	FY'20	FY'21	Dollar
<u>Note</u>	<u>Estimated Revenues</u>	<u>Budget</u>	<u>Budget</u>	<u>5/31/20</u>	<u>Budget</u>	<u>Change</u>
1	Federal USDF Program Refunds	784	784	614	880	96
	Total Estimated Revenues	784	784	614	880	96

<u>Appropriations</u>						
2	Telecommunications	784	784	683	880	96
	Total Appropriations	784	784	683	880	96

Attachment: FY21 Federal General Fund Budget (2296 : FY'21 Federal General Fund Budget)

Fiscal Year 2021 Federal General Fund Budget Notes

ESTIMATED REVENUES

1. Federal USDF Program Refunds - estimated revenues based upon USDF reimbursement funding request for estimated telecommunications costs at a percentage discount (refund) rate depending on the type of services from the Federal Universal Services Discount Fund.

APPROPRIATIONS

2. Telecommunications - telecommunication costs system-wide at a variable percentage of projected total QPL expenses for FY'21 as per the application submitted to Schools & Libraries.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2294

AGENDA: FY'21 City General Fund Budget

Background:

Following negotiations with the Mayor, the City Council recently adopted the City Budget for fiscal year 2021. The City Budget covers the operating costs necessary to provide public service to the residents of Queens based on the historic Carnegie Agreement between the Library and the City of New York.

Current Status:

The attached budget document provides a detailed review of the Queens Library's proposed FY'21 City General Fund Budget based upon the funding allocation announced by the City Council.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the adoption of the FY'21 City General Fund Budget as detailed in the Fiscal Year 2021 City General Fund Budget document dated June 25, 2020, and adopt the budget amounts as indicated in the Fiscal Year 2021 City General Fund Budget document.

Attachments:

FY21 Budget City Fund Budget (DOC)

Queens Public Library

FISCAL YEAR

2021

CITY GENERAL FUND BUDGET

Based on the

City

Adopted Budget

Proposal

June 25, 2020

Attachment: FY21 Budget City Fund Budget (2294 : FY'21 City General Fund Budget)

City General Fund
In Thousands

See		FY'16	FY'17	FY'18	FY'19	FY'20	FY'20	FY'21
<u>Note</u>	<u>Estimated Revenues</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Current</u>	<u>Actual</u>	<u>City</u>
						<u>5/31/2020</u>	<u>Y-T-D</u>	<u>Budget</u>
1	City Appropriations	100,647	102,371	105,416	142,493	122,926	117,606	117,857
2	Interest Income	17	8	10	1	67	64	1
3	Reader/Printer Receipts	7	-	-	-	-	-	-
4	Rental/Sundry	81	46	36	36	25	23	13
5	Legal Settlements/Insurance Proceeds	-	-	-	-	-	-	-
	Total Estimated Revenues	100,752	102,425	105,462	142,530	123,018	117,693	117,871
	Appropriations							
6	Personal Services	56,458	62,701	63,856	65,641	66,648	57,821	68,648
7	Employee Benefits	22,640	22,385	24,007	25,889	28,802	21,539	29,631
8	Training	47	12	105	127	65	25	65
9	General Supplies	992	1,346	1,094	884	929	833	959
10	Maintenance & Custodial Supplies	592	626	532	455	1,124	585	524
11	Equipment	1,193	246	222	236	366	341	213
12	Furniture	56	43	155	51	5	4	5
13	Library Materials	4,766	2,076	2,181	2,444	4,565	2,470	3,065
14	Contractual Services	2,537	2,178	1,922	3,357	2,946	1,351	2,902
15	Postage	125	162	90	88	90	83	90
16	Telecommunications	684	644	657	630	755	573	755
17	Carfare, Travel & Mileage	39	38	42	42	40	27	40
18	Maintenance & Repairs - Vehicles	142	142	161	129	161	125	131
19	Maintenance & Repairs - Buildings	1,405	1,534	1,321	2,696	2,007	1,751	1,696
20	Information Systems Services	2,505	1,518	1,178	1,175	1,227	1,136	1,223
21	Rentals - Land/Buildings	1,271	1,314	1,398	1,522	1,529	1,120	1,516
22	P & C Insurance Premiums	575	738	967	1,019	1,143	1,115	1,242
23	Adult Literacy Program	1,799	1,660	1,915	1,936	1,992	1,674	1,992
24	Local Initiatives	230	135	728	712	1,558	1,252	195
25	City Council (one-time)					3,906	2,677	
	Cash Fund Total	98,056	99,498	102,531	109,033	119,858	96,502	114,892
26	Heat, Light & Power	2,696	2,927	2,931	2,948	3,160	(1)	2,979
27	Contributed Facilities				28,670			
28	Straightline Lease				692			
	Total Appropriations	100,752	102,425	105,462	141,343	123,018	96,501	117,871
	Net Budgeted Results	-	-	-	1,187	-	21,192	-

Attachment: FY'21 Budget City Fund Budget (2294 : FY'21 City General Fund Budget)

Fiscal Year 2021 City General Fund Budget Notes

ESTIMATED REVENUES

1. City Appropriations - funding appropriated to the Library in the City's FY21 Budget.
2. Rental/Sundry Revenues - rental income is from a commercial tenant renting space in the Library's Mitchell Linden condominium units. The lease is in effect until 2020.

APPROPRIATIONS

3. Personal Services – reflects the cost of system-wide personnel totaling \$68.6 million.
4. Employee Benefits – reflects the cost of benefits including health insurance; social security at 7.65% of wages; unemployment costs; health and welfare benefits for employees and retirees at City-negotiated premium rates; statutory short-term disability insurance for staff not covered by the DC 37 Welfare Fund, long term disability and life insurance; and estimated cost to fund the Self-Funded Workers' Compensation Insurance Fund based on budgeted salaries.
5. Training – the cost paid to the DC 37 Education Fund as per the City-Wide Union Contract and workforce development training for non-union staff is included in this budget.
6. General Supplies - the estimated cost for general supplies.
7. Maintenance & Custodial Supplies - contains funds for the cost of cleaning, custodial and maintenance supply items.
8. Equipment - the annual cost of replacement equipment for the self-check systems, security, network and custodial equipment.
9. Furniture - the cost of new and replacement furniture system-wide.

10. Library Materials - this budget includes the cost of library materials in print and electronic formats.
11. Contractual Services - includes costs for programs, recruitment, advertising, audit services, theft detection systems contract, leased equipment, outside printing costs, materials processing, volunteer services, maintenance contracts, copiers, security services, interest expense, contingency funds, and other contractual items.
12. Postage - includes the cost of general postage and mail-a-book postage.
13. Telecommunications - includes funds for voice and data telecommunications circuits, communications equipment installations and maintenance contracts, and telecommunications consulting. The City budget reflects the Library's total cost for telecommunications since the budget assumes that the remaining percentage will be reimbursed through the Federal Universal Services Discount Fund (E-Rate) program.
14. Carfare, Travel and Mileage - reflects the cost of staff travel while on Library business in the metropolitan area (primarily travel among branches).
15. Maintenance and Repairs - Vehicles - funds for repairs to the Library's fleet.
16. Maintenance and Repairs - Buildings - includes the cost of maintenance and repairs to roofs, doors, windows, paving, painting, floor coverings, electrical repairs, HVAC contracts and repairs, and other building maintenance items. It does not include renovations of facilities.
17. Information Systems Services - includes the cost of hardware and software service contracts for computer systems, software licenses, and self-check maintenance contracts.
18. Rentals - Land/Buildings - reflect the estimated cost for nine leased properties (Far Rockaway, Fresh Meadows, Glendale, Lefrak City, Middle Village, Mitchell-Linden, Pomonok, Queensbridge and Ravenswood) and depreciation expenses.
19. P & C Insurance Premiums - the budget for Property & Casualty Insurance is based upon current insurance renewal rates.
20. Adult Literacy Program - Adult Literacy Program - this budget includes

costs associated for the Adult Literacy program, such as staff, library materials, supplies and equipment.

21. Local Initiatives - City funding sponsored by Council Members. Prior year budgets included a one-time funding for early learning initiatives, adult literacy, training programs, technology upgrades for community libraries, afterschool programs, and general program support.
22. Heat, Light and Power - the Heat, Light, and Power budget does not represent actual dollars paid to the Library from the City of New York. The utility bills for all City-owned buildings are mailed to the City, and the City pays the bills directly. There is a portion that is allocated for the warehouse and where Library is a tenant expense.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2293

AGENDA: FY'21 Fines & Fees Budget

Background:

Receipts from fines and fees, and interest earnings on Fines & Fees Fund cash balances, are recorded in the Queens Library's Fines & Fees Fund.

This budget funds materials, programs, professional development and contractual expenses for public service related expenses.

Current Status:

The attached budget document provides a listing of the estimated revenues for the FY'21 Fines & Fees Fund budget. Total estimated revenues are \$ \$1.1 million. Budget appropriations are proposed in the amount of \$1.1 million and include program materials and recognition events for staff.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the adoption of the FY'21 Fines & Fees Fund Budget as detailed in the Fiscal Year 2021 Fines & Fees Fund Budget document dated June 25, 2020.

Attachments:

FY21 Fines Fees Budget (DOC)

Queens Public Library

FISCAL YEAR

2021

FINES & FEES FUND

Corporate Budget

June 25, 2020

Attachment: FY21 Fines Fees Budget (2293 : FY'21 Fines & Fees Budget)

Fines and Fees Fund*In thousands*

	FY 20 Adopted Budget	FY 20 Current Budget	FY 20 Actual	FY 21 Proposed budget	Dollar Change
<u>Estimated Revenues</u>					
Fines on Overdue Items	\$ 907	\$ 907	\$ 673	\$ 907	\$ -
Lost Library Cards	46	46	32	46	\$ -
Lost & Damaged Items Fees	174	174	166	174	\$ -
Scanstation Revenue	8	17	15	17	\$ -
Interest Income- Fines/Fees	25	25	8	25	\$ -
Total Revenues	\$ 1,160	\$ 1,169	\$ 894	1,169	\$ -
<u>Appropriations</u>					
Training	\$ 137	133	77	133	-
General Supplies	2	2	2	2	-
Equipment	1	1	-	1	-
Library Materials	307	307	175	307	-
Contractual Services	708	721	375	721	-
Maintenance & Repairs - Buildin	1	1	-	1	-
Information System Services	4	4	2	4	-
Total Appropriations	\$ 1,160	\$ 1,169	\$ 631	\$ 1,169	\$ -
Net Income/(Loss)	\$ -	\$ -	\$ 263	\$ -	\$ -

Attachment: FY21 Fines Fees Budget (2293 : FY'21 Fines & Fees Budget)

Fiscal Year 2021 Fines & Fees Fund Budget Notes

ESTIMATED REVENUES

1. Fines on Overdue Items, Lost Library Cards, and Lost & Damaged Item Fees - reflects projected revenues based upon current revenue trends and fine schedules. Projected revenue has decreased as a result of decreased fine collection and increased lending of e-books that do not accrue fines.

FY 21 APPROPRIATIONS

2. Training – professional development for employees.
3. General Supplies – supplies for program services included in this budget.
4. Equipment – funds for technology system wide.
5. Library Materials - budget allocation for the purchase of library materials in print and electronic formats.
6. Contractual Services – includes programs, library marketing, and services to aid with collection of overdue fines.
7. Information Systems Services – includes software licensing software.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2292

AGENDA: Approval of the Proposed QPL Foundation - FY 2021 Budget

Background:

Pursuant to the Queens Public Library Foundation By-laws, the operating budget approved by the Foundation's Board of Directors must also be approved by the Library Board of Trustees. All individual contributions, foundation and corporate grants, endowments and revenue generated by fundraising events will be recorded by the Foundation. Government grant revenue will be recorded by the Library.

Current Status:

At its quarterly board meeting on June 15, 2020, the Foundation's Board of Directors approved the Fiscal Year 2021 budget reflected in the attached document. Estimated revenues total \$1,762,743. Proposed appropriations equal \$1,762,743.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the adoption of the Fiscal Year 2021 Queens Public Library Foundation General Fund Budget, which was previously approved by the Foundation's Board of Directors on June 15, 2020.

Attachments:

Proposed QPL Foundation - FY 2021 Budget

(PDF)

FISCAL YEAR

2021

**QUEENS PUBLIC LIBRARY
FOUNDATION**

GENERAL FUND BUDGET

June 15, 2020

Queens Public Library Foundation FY21 Operating Budget

	2021
Revenues, Gains and Other Support	
Contributions from individuals, corporations, and foundations, including unconditional promises to give	\$ 1,761,743
In-kind contributions from Library	-
Sundry	-
Interest and Dividend Income	1,000
Total Revenues, Gains, and Other Support	1,762,743
Expenses	
Salaries	931,819
Fringe Benefits	368,317
Contractual and Services	239,000
Contractual and Services - Accounting & Banking	32,357
Contractual and Services - Advertising	135,000
Supplies, Equipment and Furniture	3,000
Special Events	3,000
Conferences	10,000
Travel	250
Information Technology	40,000
Grants to QBPL	-
Total Expenses	1,762,743
Change in Net Assets Before Other Items	\$ -

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2290

AGENDA: CMW - Professional Services Contract FY2021

Background:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees to enter into a professional services contract with CMW Strategies LLC ("CMW") to provide consulting services to the Library on New York City budget and legislative affairs. The Board's approval is required pursuant to the Library's Purchasing Policy, which states, in pertinent part, that professional services contracts with an annual cost in excess of \$35,000 must be approved by the Library's Board of Trustees.

The Library has historically had outside consultants to provide consulting services on New York City budget and legislative affairs. The Library's engagement with CMW began in January 2015. Working with the Library's Department of Government and Community Affairs ("GCA"), and through targeted advocacy and network building, CMW helped the Library secure funding for various programs and projects. Additionally, CMW has assisted with other budget, legislative, and advocacy-related matters to advance the Library's interests.

Highlights from this past fiscal year include:

- \$3.9 million from the City Council in operating support
- \$4.5 million increase in operating support from the Administration
- \$52 million in capital funding, including \$11.2 million from Members for projects at community libraries
- Over \$220,000 in discretionary aid from Council Members for community libraries

Current Status:

The Library's current contract with CMW expires on June 30, 2020. The Library is seeking to continue its working relationship with CMW and therefore proposes to enter into a one-year professional services contract with CMW, from July 1, 2020 through June 30, 2021, at the rate of \$5,000 per month for a total cost of \$60,000 for the year. This new contract will ensure that CMW's work on behalf of the Library will continue without interruption.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to execute a contract with CMW in the amount of \$60,000 for a term of one year to provide consulting services to the library on City budget and legislative affairs.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2291

AGENDA: Parkside Group Professional Services Contract – FY2021

Background:

This is an action item seeking approval from the Queens Borough Public Library’s Board of Trustees to enter into a professional services contract with the Parkside Group (“Parkside”) to provide consulting services to the Library on New York State budget and legislative affairs. The Board’s approval is required pursuant to the Library’s Purchasing Policy, which states, in pertinent part, that professional services contracts with an annual cost in excess of \$35,000 must be approved by the Library’s Board of Trustees.

The Library has historically had outside consultants to provide consulting services on New York State budget and legislative affairs. The Library’s engagement with Parkside began in February 2016. Working with the Library’s Department of Government and Community Affairs (“GCA”) and through targeted advocacy and network building, Parkside helped the Library secure funding for various programs. Parkside also assists with tracking and developing legislation, as well as other budget-related matters.

Highlights from this past fiscal year include:

- Supporting GCA’s annual Albany Advocacy Day where we meet with the 25 members of the Queens state Assembly and Senate delegation
- Securing \$440,000 in discretionary operating funding from New York State Senate and Assembly Members for various community libraries

Current Status:

The Library’s current contract with Parkside expires on June 30, 2020. The Library is seeking to enter into a one-year professional services contract with Parkside, from July 1, 2020 through June 30, 2021, at the rate of \$4,000 per month for a total cost of \$48,000 for the year. This new contract will ensure that Parkside’s work on behalf of the Library will continue without interruption.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to execute a contract with the Parkside Group in the amount of \$48,000 for a term of one year to provide consulting services to the Library on State budget and legislative affairs.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2286

AGENDA: Online Computer Library Center, Inc. - Annual Subscription

Background:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees to enter into a contract with Online Computer Library Center Inc. ("OCLC") for a term of one year at a cost of \$197,116.62, which approval is required pursuant to the Library's Purchasing Policy. The Policy states, in pertinent part, that "[p]rofessional service contracts with an annual cost in excess of \$35,000 must be approved by the Board of Trustees" and that competitive bidding is not required to award such contracts.

OCLC is a not-for-profit computer service and research organization that provides shared technology services, as well as original research and community programs for its membership and the library community at large. OCLC's systems help libraries locate, acquire, catalog, and lend library materials.

The Library has, for many years, subscribed to OCLC services and, in particular, its cataloging and metadata subscription services whereby the Library obtains and uses existing catalog records from OCLC and contributes to and shares with OCLC original catalog records that it creates. This means that when the Library buys a book that already has a catalog record created by another library, the Library simply downloads it from OCLC's database and adds it to the Library catalog. When the Library creates a catalog record that does not yet exist in OCLC's database, it uploads the record to OCLC for other libraries to use.

Moreover, OCLC and its member libraries cooperatively produce and maintain WorldCat, the largest online public access catalog in the world. The WorldCat catalog contains more than 435 million records, representing over 2.7 billion physical and digital assets in 491 languages. The WorldCat catalog brings together items from the collections of approximately 73,000 libraries in 180 countries and territories that participate in the OCLC global cooperative. It is the world's largest bibliographic database and the sole source of this size collection of MARC catalog records, which libraries create and use to show the public what materials are available in their collections. Libraries around the world contribute to, and use content from, OCLC.

Current Status:

In FY2017, the Library restored its pre-2008 OCLC subscription services. In 2008, when the Library implemented budget cuts, it limited its OCLC subscription to the bare minimum of cataloging and metadata subscription services and discontinued its WorldCat subscription. These minimum services included:

- Cataloging services – this service allows the Library to download catalog records for books in its collections instead of having to create them.
- Interlibrary loans – this service allows the Library to work in cooperation with other libraries around the world to send and retrieve books to customers who request them.
- WebDewey – an online version of the Dewey Decimal Classification system that is easy to navigate, streamlines call number creation, and receives regular updates and replaces the print version, which is no longer available.

Because the Library renewed its WorldCat subscription in 2017, its holdings are now visible with WorldCat.org, which allows the Library's customers and WorldCat.org users to obtain accurate information about all of the Library's collections. For example, persons using WorldCat to search for a popular book are now able to see whether a Queens Public Library branch near them has copies of the book.

The Library's Technical Services Department has also been able to leverage back office efficiencies using OCLC's services. By registering the Library's book suppliers with OCLC, records for the books that the Library purchases can be automatically delivered through OCLC's WorldShare platform in one combined file that our catalogers can run through our custom scripts and then load into our catalog for completion.

The Library has also overhauled its monthly data synchronization processes, making the Library's WorldCat holdings more accurate. Continuing the subscription to OCLC's WorldCat services will ensure that the Library's catalog is in synchronization with WorldCat's catalog and that the Library's holdings are optimized to appear in web browser searches. The Library's continued full participation in WorldCat makes it as easy as possible for Library customers to search its collections and find items they want to borrow.

Last year's cost for services was \$222,251.36 (including the subscription of QuestionPoint, which is now provided by the firm Springshare LLC). The cost for the QuestionPoint service was \$32,975.83. This year OCLC has not increased its fees for services and it has worked with the Library to align all of its offerings to commence on July 1, 2020. Last year's fee for the WorldCat Subscriptions was \$39,309 and this year's fee is \$47,150.00. The appearance of an increase is due to the Library working with OCLC to align this service to the same twelve-month period as the other services.

Cataloging and Metadata Subscription	\$142,881.84
WorldShare ILL Subscription	\$6,338.88
WorldCat Subscription	\$47,150.00
Web Dewey Subscription	\$745.90
All Services Total:	\$197,116.62

OCLC is a one-of-a-kind vendor that has and continues to provide valuable services to the Library. OCLC has been responsive and has provided all contractually required services.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to enter into an agreement with OCLC in the amount of \$197,116.62 for the subscription services described above for a one-year period.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2301

AGENDA: Payroll for the Month of May 2020

Payroll for the Month of May 2020

The Chief Financial Officer reports the payrolls paid during the month of May 2020 in the aggregate sum of \$5,506,909 consisting of \$5,230,757 in City Funds, \$270,020 in Federal & State Funds, \$1,258 in Board-Designated & Private Grants Funds, and \$4,874 in Worker's Compensation. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2287

AGENDA: Workers' Compensation Self-Insurance Program

Background:

This is a report regarding the status of the Library's workers' compensation self-insurance program.

In 1995, the Library made an initial contribution of \$564,000 to fund the Library's workers' compensation self-insurance program. The total program funding level through March 31, 2020 was \$11,808,752.

The contributions have been based on what the estimated cost of financing this risk with an insurer would have been using the New York State Workers' Compensation and Ratings Board formulas and rates and applying them to the Library's payroll.

A Third Party Administrator (TPA) has been retained to administer the Library's workers' compensation program. The services provided by the TPA include claims processing, medical invoice reviews, completing and filing reports, providing information for assessments, projecting funding needs, annual reporting, medical claims management, loss control and consulting services, excess insurance analysis, excess insurance coverage placement and general program management. The TPA's services also include conducting investigations, arranging independent medical exams, and providing legal representation at the Workers' Compensation Board.

FCS Administrators, Inc. is in the fourth year (amendment one) of a five-year contract to provide TPA services in support of the Library's self-insured program. The current TPA charges have averaged \$27,377 for the first three years. The former TPA's charges averaged \$60,000 per year.

There are currently 26 open claims since inception of the program.

Current Status:

The annual funding level total for the workers' compensation program from July 1, 2014 through March 31, 2020 is \$3,007,303 as depicted in Table 1:

TABLE 1

Fiscal Year	Funding Level
2015	\$585,456
2016	\$593,786
2017	\$611,638
2018	\$594,571
2019	\$0
2020	\$621,852
Total	\$3,007,303

A detailed review of the financial aspects of the self-insured program from July 1, 2014 through March 31, 2020 is as follows:

Claims Paid and Reserved	\$(1,321,416)
Third Party Administration	\$(198,988)
Reinsurance	\$(310,108)
Assessments/Fees/Studies	\$(418,597)
Internal Workers Comp Administrator	<u>\$(561,282)</u>
Total Paid and Reserved Costs	\$(2,810,391)
Current Change in Claims Reserve Estimate	\$(140,066)
Total Incurred Costs	\$(2,950,457)
Less: Interest Earnings	<u>\$6,110</u>
Net Cost	\$(2,944,347)

The *estimated* cost of commercial insurance premiums that would have been paid to a carrier(s) through six policy years, in lieu of implementing the self-insurance program, is **\$3,530,767**.

As calculated above, the net cost of self-insuring this risk during the same period is **\$2,944,347**.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2285

AGENDA: Purchases Over \$5K Report - May 2020

Current Status:

The Library's Purchasing Policy, approved by the Board of Trustees in September 2011, provides that a monthly informational report itemizing all maintenance, repair, and construction projects approved by the Library's President & CEO in excess of \$5,000 be submitted to the Buildings and Grounds Committee. Accordingly, those maintenance, repair, or renovation purchases awarded between May 1, 2020 and May 31, 2020 in excess of \$5,000 are provided below for informational purposes. Approved procurement procedures were executed in accordance with the Purchasing Policy, including all items purchased utilizing existing Requirements Contracts, Government Requirements Contracts, competitive quotations, or in response to emergency conditions as a matter of health and safety.

Woodside	J.C. Broderick and Associates, Inc. was issued a Statement of Work ("SOW") against its requirements contract for environmental consulting services to perform air sampling and lead investigation.	\$6,715.00
Woodside	The Woodside library was in dire need of repair to its walls and ceilings. This closed library had large chunks of its walls and ceilings falling down. The Library has an existing requirements contract with Modine Contracting Corp ("Modine") for painting and wall repair; however, it was discovered that the existing material at the Woodside library contains lead. Lead abatement work is not within the scope of Modine's current requirements contract with the Library. Addressing the conditions of the walls and ceilings combined with the lead hazard represented an emergency condition at the Woodside library. As such the Library awarded an emergency contract to Modine for painting, wall repair and lead abatement.	\$204,655
System-wide	Slade Industries Inc., the Library's contractor for elevator and lift equipment preventive and corrective maintenance, under its NYS	

General Services contract, was issued a purchase order for May and June services.

\$16,530

Operations Center Mac Contracting Inc., the Library’s primary general construction requirements vendor, was issued an SOW to pave the parking lot.

\$57,348

Elmhurst Mac Contracting Inc., the Library’s primary general construction requirements vendor, was issued an SOW to install 3M Prestige exterior window film to reduce sun glare into the library.

\$33,882.40

Whitestone Barrett Inc. (“Barrett”) was issued an SOW under its requirements contract for roofing services, to remove the roof and metal edge and to replace the roof and new metal edge.

\$23,413

Central Stewart & Stevenson Power Products LLC, the Library’s maintenance contractor for the generator system at Central library, was awarded a technical services contract to repair the fuel tank and fuel system for the generator.

\$22,325

Flushing Hi Tech Air Conditioning Services, Inc. (“Hi Tech”) is the HVAC maintenance services provider for Flushing Library. Hi Tech was awarded a contract for all labor and materials to replace a York Air Modulator.

\$11,930

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2289

AGENDA: Personnel Report - June 2020

PERSONNEL REPORT - 5/16/20 - 6/15/20

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of May 16, 2020 to June 15, 2020:

- *Separations: Terminations/Resignations*

***Please note that the following items have been omitted due to no updates in reporting status:*

- *Appointments*
- *Promotions*
- *Transfers*
- *Leaves Without Pay*
- *Returns from Leave*

Attachments:

Personnel Report - June 2020 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2288

AGENDA: Personnel Report - May 2020

PERSONNEL REPORT - 4/16/20 - 5/15/20

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of April 16, 2020 to May 15, 2020:

- *Leaves Without Pay*
- *Returns from Leave*
- *Separations: Terminations/Resignations*

***Please note that the following items have been omitted due to no updates in reporting status:*

- *Appointments*
- *Promotions*
- *Transfers*

Attachments:

Personnel Report - May 2020 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2270

AGENDA: Key Performance Indicators Report - May 2020

Attachments:

Key Performance Indicators Report - May 2020 (PDF)

President's Report: May 2020

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes: all locations closed as of 3/16/20
Arverne	25	-99.87%	59	-99.25%	9	-98.96%	0	-100.00%	
Astoria	24	-99.70%	19	-99.70%	0	-100.00%	0	-100.00%	
Auburndale	14	-99.88%	23	-99.62%	0	-100.00%	0	-100.00%	
Baisley Park	13	-93.01%	28	∞	0	0.00%	0	0.00%	1,2
Bayside	73	-99.68%	16	-99.88%	20	-98.68%	0	-100.00%	
Bay Terrace	12	-99.83%	30	-99.53%	0	-100.00%	0	-100.00%	
Bellerose	58	-99.35%	26	-99.67%	60	-92.78%	0	-100.00%	2
Briarwood	18	-99.81%	34	-99.66%	18	-99.24%	0	-100.00%	
Broadway	93	-99.36%	21	-99.89%	23	-99.59%	0	-100.00%	
Broad Channel	7	-99.87%	20	-98.92%	0	-100.00%	0	-100.00%	
Cambria Heights	21	-99.54%	14	-99.91%	131	-96.84%	28	-96.40%	
Corona	12	-99.89%	23	-99.88%	56	-98.41%	0	-100.00%	
Court Square	1	-99.99%	0	-100.00%	0	-100.00%	0	-100.00%	1
Douglaston	4	-99.95%	15	-99.81%	0	-100.00%	0	-100.00%	1
East Elmhurst	1	-96.00%	42	∞	0	0.00%	0	0.00%	2
East Flushing	5	-99.93%	21	-99.68%	108	-91.87%	0	-100.00%	
Elmhurst	169	-99.58%	6	-99.99%	241	-90.86%	0	-100.00%	
Far Rockaway	4	-99.89%	0	-100.00%	0	-100.00%	0	-100.00%	2
Forest Hills	94	-99.67%	49	-99.80%	24	-99.24%	0	-100.00%	
Fresh Meadows	59	-99.83%	5	-99.97%	46	-97.37%	0	-100.00%	
Glen Oaks	67	-99.68%	38	-99.76%	25	-99.70%	111	-99.05%	
Glendale	13	-99.64%	4	-99.93%	0	-100.00%	0	-100.00%	
Hillcrest	16	-99.87%	18	-99.79%	0	-100.00%	0	-100.00%	
Hollis	18	-99.68%	10	-99.87%	81	-90.55%	1	-99.94%	
Howard Beach	27	-99.64%	9	-99.86%	0	-100.00%	0	-100.00%	
Hunters Point	69	1625.00%	16	∞	0	0.00%	0	0.00%	Opened: 9/24/19
Jackson Heights	69	-99.72%	58	-99.80%	0	-100.00%	0	-100.00%	
Kew Gardens Hills	49	-99.79%	25	-99.85%	0	-100.00%	0	-100.00%	
Langston Hughes	4	-99.93%	10	-99.92%	129	-96.38%	0	-100.00%	
Laurelton	8	-99.82%	35	-99.59%	0	-100.00%	0	-100.00%	
Lefferts	21	-99.73%	19	-99.82%	33	-96.48%	0	-100.00%	
Lefrak City	31	-99.51%	14	-99.87%	80	-93.30%	0	-100.00%	
Long Island City	6	-99.92%	5	-99.95%	294	-85.54%	0	-100.00%	
Maspeth	74	-99.43%	15	-99.84%	0	-100.00%	0	-100.00%	
McGoldrick	8	-99.92%	127	-98.78%	48	-96.42%	0	-100.00%	
Middle Village	0	-100.00%	0	-100.00%	0	-100.00%	0	-100.00%	1
Mitchell-Linden	52	-99.67%	12	-99.90%	0	-100.00%	0	-100.00%	
North Forest Park	9	-99.92%	7	-99.90%	0	-100.00%	0	-100.00%	

President's Report: May 2020

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes: all locations closed as of 3/16/20
North Hills	34	-99.59%	70	-99.09%	0	-100.00%	14	-98.88%	2
Ozone Park	72	-98.94%	5	-99.95%	35	-95.06%	0	-100.00%	
Peninsula	16	-99.88%	12	-99.91%	0	-100.00%	0	-100.00%	
Pommonok	6	-99.90%	23	-99.65%	0	-100.00%	0	-100.00%	
Poppenhusen	8	-99.88%	20	-99.64%	0	-100.00%	0	-100.00%	
Queensboro Hill	34	-99.56%	10	-99.91%	36	-97.90%	0	-100.00%	
Queens Village	8	-99.86%	20	-99.71%	47	-98.17%	0	-100.00%	
Rego Park	39	-99.72%	25	-99.84%	13	-98.65%	0	-100.00%	1
Richmond Hill	31	-99.65%	12	-99.87%	0	-100.00%	0	-100.00%	
Ridgewood	25	-99.77%	44	-99.79%	76	-97.47%	0	-100.00%	
Rochdale Village	9	-99.83%	41	-99.63%	22	-97.05%	0	-100.00%	
Rosedale	4	-99.90%	24	-99.59%	0	-100.00%	0	-100.00%	2
Seaside	4	-99.93%	22	-99.68%	0	-100.00%	0	-100.00%	
South Hollis	3	-99.93%	13	-99.86%	0	-100.00%	0	-100.00%	
South Jamaica	14	-99.49%	23	-99.60%	0	-100.00%	0	-100.00%	2
South Ozone Park	18	-98.88%	17	-97.10%	0	-100.00%	0	-100.00%	1,2
St. Albans	9	-99.79%	7	-99.90%	0	-100.00%	0	-100.00%	2
Steinway	0	-100.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Sunnyside	17	-99.89%	8	-99.95%	154	-92.03%	0	-100.00%	
Whitestone	9	-99.91%	16	-99.79%	11	-99.64%	0	-100.00%	
Windsor Park	13	-99.90%	120	-98.96%	0	-100.00%	0	-100.00%	
Woodhaven	17	-99.81%	38	-99.60%	0	-100.00%	0	-100.00%	
Woodside	17	-99.82%	11	-99.91%	144	-93.99%	0	-100.00%	
Community Libraries Total	1,655	-99.73%	1,454	-99.77%	1,964	-98.14%	154	-99.93%	

Central Library Adult Learning Center	0	-100.00%	N/A	N/A	0	-100.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	0	-100.00%	5	-99.85%	224	622.58%	N/A	N/A	
Elmhurst Adult Learning Center	9	-95.63%	N/A	N/A	0	-100.00%	N/A	N/A	3
Flushing Adult Learning Center	6	-98.52%	0	-100.00%	403	-84.29%	0	-100.00%	
Jackson Heights Adult Learning Center	0	-100.00%	N/A	N/A	736	-41.82%	0	-100.00%	3
Peninsula Adult Learning Center	0	-100.00%	N/A	N/A	675	-72.10%	N/A	N/A	3
Rochdale Adult Learning Center	0	-100.00%	N/A	N/A	1,332	12.79%	N/A	N/A	3
Adult Learning Center Total	15	-98.53%	5	-99.96%	3,370	-63.40%	0	-100.00%	

Central Adult Fiction	41	-99.27%
Central Adult Fiction - Ask at Desk	12	-99.55%
Central Adult Non-Fiction	68	-99.53%
Central Adult Non-Fiction - Ask at Desk	19	-99.75%

Attachment: Key Performance Indicators Report - May 2020 (2270) : Key Performance Indicators Report -

President's Report: May 2020

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes: all locations closed as of 3/16/20
Central International Languages	12	-99.06%							
Central International Languages - Ask at Desk	0	-100.00%							
Central Library Current Collection	1	-99.97%							
Central Library Fine Arts/Media Center	12	-99.95%							
Central Library Others	0	-100.00%							
Central Library Hot Picks	0	-100.00%							
Central Library Interloan	0	-100.00%							
Central Library Job Info Center	0	-100.00%							
Central Library Young Adult Room	24	-99.31%							
Children's Library Discovery Center	139	-99.08%	57	-99.77%	0	-100.00%	0	-100.00%	
Central Total	328	-99.62%	81	-99.93%	284	-96.59%		-100.00%	

Flushing	138	-99.77%							
Flushing IRC	0	-100.00%							
Flushing Job Info Center (JIC)	0	-100.00%							
Flushing Media Center	0	-100.00%							
Flushing Total	138	-99.83%	60	-99.96%	117	-99.22%	0	-100.00%	

E-book and E-Magazines	100,442	58.62%
Virtual Music and Movies	93,586	61.58%
Virtual Library Total	194,028	60.04%
Langston Hughes Black Heritage	2	-99.63%
Queens Village Mail-A-Book	9	-99.79%
Mobile Library	0	-100.00%
Correctional Outreach	0	-100.00%
Other Total	6	-92.11%

13,721	N/A
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40	-96.09%	0	-100.00%
0	-100.00%	N/A	X
50	-88.26%	0	-100.00%

System Total	196,181	-78.50%	1,609	-99.82%	19,468	-85.97%	154	-99.94%	
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Website Visits	111,842	-77.28%
Wireless use	40,456	-9.97%
Computer Sessions	0	-100.00%

Notes:

- 1 - Library closed for renovation or extended emergency during a portion of the current fiscal year.
- 2 - Library closed for renovation or extended emergency during a portion of last fiscal year.
- 3 - ALCs are not in separate area - accurate gate count not possible

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2268

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.