

**QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, SEPTEMBER 24, 2020**

Virtual
89-11 Merrick Boulevard, Jamaica, NY 11432

AGENDA

6:00 PM BOARD OF TRUSTEES REGULAR MEETING

I. ROLL CALL

II. APPROVAL OF BOT MINUTES

A. Board of Trustees Meeting - June 25, 2020

1. Approval of Minutes of the Board - June 25, 2020 (ID # 2311)

III. AGENDA

A. Action Item(s)

1. Approval of the Audit Committee Report (ID # 2334)
2. CMW - Professional Services Contract FY2021 (ID # 2290)
3. Parkside Group Professional Services Contract – FY2021 (ID # 2291)
4. Furniture and Shelving Dealer Services - Contract Authorization (ID # 2337)
5. State Aid for Public Library Construction (ID # 2327)
6. Approval of Bills for the Month of August 2020 (ID # 2346)
7. Approval of Bills for the Month of July 2020 (ID # 2343)
8. Approval of Bills for the Month of June 2020 (ID # 2340)
9. Acceptance of Financial Reports for the Period Ending August 2020 (ID # 2344)
10. Acceptance of Financial Reports for the Period Ending July 2020 (ID # 2341)
11. Acceptance of Financial Reports for the Period Ending June 2020 (ID # 2338)

B. Report Item(s)

1. Personnel Report - August 2020

2. Personnel Report- July 2020

3. Payroll for the Month of August 2020 (ID # 2345)
4. Payroll for the Month of July 2020 (ID # 2342)
5. Payroll for the Month of June 2020 (ID # 2339)
6. Purchases Over \$5K Report - August 2020 (ID # 2336)
7. Purchases Over \$5K - June 2020 (ID # 2335)

IV. REPORT OF THE CHAIR OF THE BOARD

V. PRESIDENT'S REPORT

1. Key Performance Indicators Report - August 2020 (ID # 2314)
2. Key Performance Indicators Report - July 2020 (ID # 2313)
3. Key Performance Indicators Report - June 2020 (ID # 2312)

VI. OTHER BUSINESS

1. Motion to Go into Executive Session (ID # 2331)
2. Motion to Return to Public Session (ID # 2332)

VII. ADJOURNMENT

1. Motion to Adjourn (ID # 2317)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 24, 2020

ITEM ID #: 2311

AGENDA: Approval of Minutes of the Board - June 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: September 24, 2020

ITEM ID #: 2334

AGENDA: Approval of the Audit Committee Report

Recommended Motion for Consideration by the Board of Trustees:

I move that the report item(s) of the committee meeting be accepted and the action item(s) be approved as presented.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 24, 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: September 24, 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: September 24, 2020

ITEM ID #: 2337

AGENDA: Furniture and Shelving Dealer Services - Contract Authorization

Background:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees for the Library to enter into four contracts with the Library Interiors, Inc., Office Resources, Inc., Waldner's Business Environments and W.B. Mason Co., Inc. for furniture and shelving dealer services.

The Board's approval is required pursuant to the Library's Purchasing Policy, which states, in pertinent part that, "Purchases of furniture or equipment at a price in excess of \$20,000 for the total order shall be awarded only after soliciting sealed competitive bids", and, "shall be awarded by the Board of Trustees," and:

Purchases are to be made through New York State, New York City, or other blanket government requirement contracts, whenever such purchases are in the best interest of the Library. In using such requirements contracts for an order in excess of \$20,000, written price quotations shall be solicited from at least three vendors and the written quotations shall be maintained on file for six years in the Purchasing Division. Where government requirement contracts offer a lower price, the Library Director may authorize a purchase under such contract without Board of Trustee approval when budget appropriations previously approved by the Board of Trustees are available.

The Library does not presently have requirement contracts for furniture and shelving dealer services and has been awarding contracts by bid or by utilizing a government contract.

Current Status:

On January 21, 2020, the Library issued a Request for Proposals ("RFP") for Furniture and Shelving Dealer Services. RFP #0120-1 was advertised in the New York City Record, BidNet and New York State Contract Reporter, posted on the Library's website, and notification of the solicitation was sent to over three hundred (300) firms on the Library's internal bidders' list, including two hundred (200) New York State certified M/WBE firms, forty-three (43) New York

City certified M/WBE firms, and thirty-five (35) New York State Certified Service Disabled Veteran Owned Businesses.

The RFP stated that the Library was seeking a wide range of services including:

- Sales of furniture by specific manufacturers and other manufacturers, Montel shelving, other shelving, delivery, inside delivery, and installation;
- Design, support, drawings, related CAD services, specification recommendations, and reconfigurations;
- Project management, including but not limited to managing delivery and installations, space planning, warehousing, and storage and project coordination;
- Furniture and shelving rentals;
- Furniture and shelving repairs;
- As required moving services, including the moving of furniture, shelving, books, computers, and all other library items; and
- Other related furniture and shelving dealer services.

The RFP specified that the Successful Proposers would sell specified manufacturers of furniture or shelving and other furniture and shelving manufacturers to the Library in accordance with an applicable NYS Office of General Services contract or City of New York Contract or other government contract that is determined by the Library as available and acceptable. This includes selling furniture and shelving at or below contract rates and provide installation and delivery including inside delivery in accordance with the contract. In the event that the government contract does not cover installation, at the direction of the Library either the “Successful Proposers Installation Fee - Maximum Percentage Mark-up of Product to be Installed fee (Subject to Prevailing Wage),” would apply or the “Successful Proposer(s) Maximum Hourly Rates- Installation, Labor and Moving Services (Subject to Prevailing Wage),” would apply.

The RFP also stated that if delivery is not covered by a government contract or if a purchase is not made off of a government contract, market rates would apply for delivery. In the event that the Library requests the Successful Proposers to sell non-government contract furniture or shelving, the Successful Proposers’ “Non-Government Contract Purchases-Minimum Percentage Discount from Manufacturer Suggested Retail Price,” shall apply.

For the above non-professional scope of services, the RFP stated that Library anticipates awarding work through competition among the Successful Proposers.

In addition, the RFP stated that the Library may require the Successful Proposer to provide professional services such as design, support, drawings, related CAD services, specification recommendations and reconfigurations, and project management and space planning. At the direction of the Library, such professional services shall be in accordance with the Successful Proposer’s “Maximum Hourly Rates - Professional Services.” For professional services, the Library may award work directly to a Successful Proposer or the Library may conduct competition among the Successful Proposers.

Seven (7) firms submitted timely proposals with seven (7) firms proposing for Scope A. Furniture and six (6) firms proposing for Scope B. Shelving. These firms responded to the following scope of services areas:

	Scope A: Furniture	American Library & School Services	Creative Office Concepts DBA Creative Library Concepts	Lakeshore Learning Materials	Library Interiors	ORI	Waldners	W.B Mason
1	Sales of furniture, delivery, inside delivery and installation.	N/A	Yes	Yes	Yes	Yes	Yes	Yes
2	Design, support, drawings, related CAD services, specification recommendations and reconfigurations.	N/A	Yes	Yes	Yes	Yes	Yes	Yes
3	Project management, including but not limited to managing delivery and installations, space planning, warehousing and storage and project coordination.	N/A	Yes	Yes	Yes	Yes	Yes	Yes
4	Furniture rentals.	N/A	No	No	No	Yes	Yes	Yes
5	Furniture repairs.	N/A	No	No	Yes	Yes	Yes	Yes
6	As required moving services including the moving of furniture, shelving, books, computer and all other library items.	N/A	Yes	No	Yes	Yes	Yes	Yes
7	Other related furniture dealer services.	N/A	Yes	Yes	Yes	Yes	Yes	Yes

	Scope B: Shelving	American Library & School Services	Creative Office Concepts DBA Creative Library Concepts	Library Interiors	ORI	Waldners	W.B Mason
1	Sales of Montel shelving, other shelving, delivery, inside delivery and installation.	N/A	Yes other shelving but not Montel.	Yes	Yes	Yes	Yes other shelving but not Montel.
2	Design, support, drawings, related CAD services, specification recommendations and reconfigurations.	N/A	Yes	Yes	Yes	No	Yes
3	Project management, including but not limited to managing delivery and installations, space planning, warehousing	N/A	Yes	Yes	Yes	Yes	Yes

	and storage and project coordination.						
4	Shelving rentals.	N/A	No	No	Yes	Yes	Yes
5	Shelving repairs.	N/A	No	Yes	Yes	No	Yes
6	As required moving services including the moving of furniture, shelving, books, computer and all other library items.	N/A	Yes	Yes	Yes	Yes	Yes
7	Other related shelving dealer services.	N/A	Yes	Yes	Yes	Yes	Yes

A selection committee comprised of Library Capital Management staff, Library Facilities and Environmental Services staff and Procurement staff determined that each of the proposal met the RFP threshold criteria of:

1. Proposer must have provided furniture or shelving to a library, school, or government entity within the last three (3) years.
2. Proposer must have successfully provided furniture or shelving under a New York State Office of General Services contract or a City of New York contract within the last three years.

As such, the selection committee evaluated the proposals, utilizing the cost and technical evaluation criteria set forth in the RFP. The results were as follows:

Scope A: Furniture		
Vendor Name	Combined Technical and Cost Score	M/WBE SDVOB
Waldner's Business Environments	80.77	NYS & NYC WBE
Office Resources, Inc.	73.13	
W.B. Mason Co., Inc.	73.11	
Library Interiors, Inc.	62.83	
Creative Office Concepts DBA Creative Library Concepts	53.98	
Lakeshore Equipment Company dba Lakeshore Learning Materials	39.10	
American Library and School Services, Inc.	31.80	NYS SDVOB

Scope B. Shelving		
Vendor Name	Combined Technical and Cost Score	M/WBE SDVOB
Waldner's Business Environments	76.31	NYS & NYC WBE
W.B. Mason Co., Inc.	63.17	
Library Interiors, Inc.	62.23	
Office Resources, Inc.	62.00	
Creative Office Concepts DBA Creative Library Concepts	49.55	
American Library and School Services, Inc.	24.63	NYS SDVOB

For Scope A. Furniture and Scope B. Shelving, the selection committee recommends awards to Waldner's Business Environments (“Waldners”), Office Resources, Inc. (“ORI”), W.B. Mason Co. (“W.B. Mason”), Inc. and Library Interiors, Inc. (“Library Interiors”), which are the top scoring firms for each scope.

The Library thoroughly reviewed each vendor’s experience, furniture and shelving manufacturer offerings, financial stability, references, background, completed vendor responsibility questionnaire, and the PASSPort database in assessing the vendor’s responsibility. This review did not identify any negative findings or raise any integrity issues that would adversely affect an award to any of the selected firms.

Waldners has provided and continues to provide quality goods and services to the Library and most recently provided the shelving for the Hunters Point Community Library and was awarded the shelving contract for the upcoming Far Rockaway project. In its dealings with the Library, Waldners has been fully responsive and has provided all contractually-required services in a timely fashion. Waldners is listed in the NYC PASSPort (the successor to VENDEX) system without any cautions and submitted an acceptable Vendor Responsibility Questionnaire in response to the bid, neither of which discloses any performance or integrity issues. According to the City Comptroller’s web page CheckbookNYC.com (“Checkbook NYC”), Waldners has provided over \$2 million worth of goods and services to various City agencies and entities.

W.B. Mason provided furniture for the Hunters Point Community Library and performed well. They were also recently awarded the bid for Library uniforms. The Library has utilized W.B. Mason for small purchases for furniture and office supplies and it has performed well. W.B. Mason is listed in the NYC PASSPort system without any cautions and its completed Vendor Responsibility Questionnaire in response to the bid did not disclose any performance or integrity issues. According to the City Comptroller’s web page Checkbook NYC, W.B. Mason has provided over \$65 million worth of goods and services to various City agencies and entities.

ORI has provided and continues to provide quality goods and services to the Library and was awarded the furniture contract for the upcoming Far Rockaway project and provided Knoll brand furniture for the Hunters Point Community Library. ORI also provided furniture and shelving at the Elmhurst Library and furniture for Kew Garden Hills Library. In its dealings with the Library, ORI has been fully responsive and has provided all contractually-required services in a timely fashion. ORI’s Vendor Responsibility Questionnaire to the Library did not disclose any performance or integrity issues and ORI is listed in the NYC PASSPort system without any cautions. According to the City Comptroller’s web page Checkbook NYC, ORI has provided over \$600,000 worth of goods and services to various City agencies and entities.

Library Interiors has provided and continues to provide quality goods and services to the Library and was awarded the furniture contract for the upcoming Steinway project through its NYS Office of General Services government contract and has provided furniture and shelving for the Elmhurst Community Library and furniture for the Peninsula Community Library. Library Interiors is listed in the NYC PASSPort system without any cautions and submitted an acceptable Vendor Responsibility Questionnaire in response to the bid, neither of which discloses any performance or integrity issues. According to the City Comptroller’s web page Checkbook NYC, Library Interiors has provided over \$600,000 worth of goods and services to various City agencies and entities.

Recommended Motion for Consideration by the Buildings and Grounds Committee:

I move that the Buildings and Grounds Committee recommend to the Board of Trustees that the President and CEO be authorized to execute contracts with Library Interiors, Inc., Office Resources, Inc., Waldner’s Business Environments and W.B. Mason Co., Inc. for furniture and shelving dealer services for a three-year term with two one- year options to renew at the Library’s sole discretion at the rates and fess proposed herein.

Scope A. Furniture	Library Interiors	ORI	W.B Mason	Waldners
Scope A. Furniture Installation Fee - Maximum Percentage Mark-up of Product to be Installed (Subject to Prevailing Wage)	40%	20%	24%	35%
Scope A. Furniture Non- Government Contract Purchases - Minimum Percentage Discount from Manufacturer Suggested Retail Price	0%	45%	38%	50%

Library Interiors			
Scope A. Furniture Maximum Hourly Rates - Professional Services			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Principal Designer / Prj Manager	Space Planning FFE Consulting & Planning	\$165.00
2	Associate Designer / Prj Manager	Space Planning FFE Consulting & Planning	\$135.00

3	Interiors Specialist	FFE Selection / Style Consultant	\$105.00
4	CAD Associate	Floorplan & Specifications	\$ 57.00
5	Admin	Document Preparations / Accounting	\$49.00

ORI- No Professional Services
Waldners
Scope A. Furniture Maximum Hourly Rates - Professional Services

	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Account Manager	Manage Account Activity	\$155.00
2	Administrator	Order Processing	\$135.00
3	Design	Furniture Specification	\$135.00
4	Project Manager	Manage Delivery & Installation	\$130.00
5	Field Project Manager	Onsite Supervision	\$125.00

W.B Mason
Scope A. Furniture Maximum Hourly Rates - Professional Services

	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	WB Mason Project Manger	Manages project from order placement through final punch list items	\$0
2	WB Mason Design	Person who will space plan and specify furniture required areas.	\$0

Library Interiors
Scope A. Furniture Maximum Hourly Rates- Installation, Labor and Moving Services (Subject to Prevailing Wage)

	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Installer	Installer/Furniture	\$145.00
2	Laborer	Receiver/Handler	\$131.00

ORI
Scope A. Furniture Maximum Hourly Rates- Installation, Labor and Moving Services (Subject to Prevailing Wage)

	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
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1	Carpenter ST		\$145.00
2	Teamster ST		\$75.00
3	Truck & Driver ST		\$135.00
4	Refinisher ST		\$100.00
5	Carpenter OT		\$195.00
6	Teamster OT		\$90.00
7	Truck & Driver OT		\$172.50
8	Refinisher OT		\$150.00
9	Carpenter DT		\$210.00
10	Teamster DT		\$110.00
11	Truck & Driver DT		\$210.00
12	Refinisher DT		\$200.00

Waldners			
Scope A. Furniture Maximum Hourly Rates- Installation, Labor and Moving Services (Subject to Prevailing Wage)			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Foreperson	Field Management and Supervision	\$190.00
2	Carpenter	Furniture Assembly	\$175.00
3	Carpenter Apprentice	Furniture Assembly	\$165.00
4	Mover	Furniture handling	\$90.00
5	Laborer	Misc. Packing and Debris	\$88.00

W.B Mason			
Scope A. Furniture Maximum Hourly Rates- Installation, Labor and Moving Services (Subject to Prevailing Wage)			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Atlas Furniture Installation Project Manager	Worker who supervises and directs other workers on installation site.	\$70.50
2	Atlas Furniture Installation Installer	Person who fixes equipment or places furniture in position ready for use	\$70.59
3	Atlas Furniture Installation Helper	Person learning a trade from a skilled employer on site	\$52.90
4	Atlas Furniture Installation Driver/Mover	Drives a delivery vehicle that holds the product being moved or shipped to designated site	\$52.90
5	Elite Furniture Installation Foreman	Supervises and directs other workers on installation site.	\$167.00
6	Elite Furniture Installation Journeyman	Person who fixes equipment or places furniture in position ready for use	\$164.70
7	Elite Furniture Installation Apprentice	Person learning a trade from a skilled employer on site	\$129.40
8	Elite Furniture Installation Driver/Mover	Drives a delivery vehicle that holds the product being moved or shipped to designated site	\$70.50

Scope B. Shelving	Library Interiors	ORI	W.B Mason	Waldners
Scope B. Shelving Installation Fee - Maximum Percentage Mark-up of Product to be Installed (Subject to Prevailing Wage)	40%	0%	34%	35%
Scope B. Shelving Non- Government Contract Purchases - Minimum Percentage Discount from Manufacturer Suggested Retail Price	0%	N/A	41%	50%

Library Interiors			
Scope B. Shelving Maximum Hourly Rates - Professional Services			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Principal Designer / Prj Manager	Space Planning FFE Consulting & Planning	\$165.00
2	Associate Designer / Prj Manager	Space Planning FFE Consulting & Planning	\$135.00
3	Interiors Specialist	FFE Selection / Style Consultant	\$105.00
4	CAD Associate	Floorplan & Specifications	\$57.00
5	Admin	Document Preparations / Accounting	\$49.00

ORI			
Scope B. Shelving Maximum Hourly Rates - Professional Services			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	The Lucia Group	Installer/Shelving	\$132.45

Waldners			
Scope B. Shelving Maximum Hourly Rates - Professional Services			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Account Manager	Manage Account Activity	\$155.00
2	Administrator	Order Processing	\$135.00
3	Design	Furniture Specification	\$135.00
4	Project Manager	Manage Delivery & Installation	\$130.00
5	Field Project Manager	Onsite Supervision	\$125.00

W.B Mason			
Scope B. Shelving Maximum Hourly Rates - Professional Services			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	PSI/WB Mason Project Mänge	Manages project from order placement through final punch list items	\$65.00
2	PSI/WB Mason Design	Person who will space plan and specify shelving required area	\$0.00

Library Interiors			
Scope B. Shelving Maximum Hourly Rates- Installation, Labor and Moving Services (Subject to Prevailing Wage)			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Installer	Installer/Furniture	\$145.00
2	Laborer	Receiver/Handler	\$131.00

ORI			
Scope B. Shelving Maximum Hourly Rates- Installation, Labor and Moving Services (Subject to Prevailing Wage)			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	The Lucia Group	Installer/Shelving	\$132.45

Waldners			
Scope B. Shelving Maximum Hourly Rates- Installation, Labor and Moving Services (Subject to Prevailing Wage)			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	Foreperson	Field Management and Supervision	\$190.00
2	Carpenter	Furniture Assembly	\$175.00
3	Carpenter Apprentice	Furniture Assembly	\$165.00
4	Mover	Furniture Handling	\$90.00
5	Laborer	Misc. Packing and Debris	\$88.00

W.B Mason			
Scope B. Shelving Maximum Hourly Rates- Installation, Labor and Moving Services (Subject to Prevailing Wage)			
	Firm and Firm's Subcontractor's Titles	Title Description	Firm Firm's Subcontractor's Hourly Rates
1	PSI Furniture Installation Project Manager	A worker who supervises and directs other workers on installation site.	\$70.50
2	PSI Furniture Installation Installer	A person who fixes equipment or places furniture in position ready for use	\$70.59
3	PSI Furniture Installation Helper	Person learning a trade from a skilled employer on site	\$52.90
4	PSI Furniture Installation Driver/Mover	Someone who drives a delivery vehicle that holds the product being moved or shipped to designated site	\$52.90
5	PSI Furniture Installation Foreman	Worker who supervises and directs other workers on installation site.	\$167.00
6	PSI Furniture Installation Journeyman	Person who fixes equipment or places furniture in position ready for use	\$164.70

7	PSI Furniture Installation Apprentice	Person learning a trade from a skilled employer on site	\$129.40
8	PSI Furniture Installation Driver/Mover	Someone who drives a delivery vehicle that holds the product being moved or shipped to designated site	\$70.50

Furniture and Shelving Manufacturers

Library Interiors			
	Furniture/ Shelving Manufacturer (* Shelving)	Indicate Yes or No If your firm is able to sell manufacturer's products.	Is your firm able to sell manufacturer's product off a government contract? If yes indicate which government contract.
1	Agati	Yes	No
2	Alias	Yes	No
3	Arper	Yes	NYS OGS
4	Arcadia	Yes	No
5	Artek	Yes	No
6	Best-Rite	Yes	No
7	Bretford/Herman Miller	Yes	No
8	Coalesse	Yes	NYS OGS
9	Davis Furniture Industries	Yes	No
10	Debourgh	Yes	No
11	Dzine Elements	Yes	No
12	EcoTots	Yes	No
13	Egan Visual Inc	Yes	No
14	Global Furniture Group	Yes	NYS OGS
15	Gordon International	Yes	No
16	Herman Miller	Yes	NYS OGS
17	Hightower	Yes	No
18	Hon	Yes	NYS OGS
19	Humanscale	Yes	NYS OGS
20	ICF	Yes	No
21	Jack Cartwright	Yes	No
22	Keilhauer	Yes	NYS OGS
23	KI	Yes	NYS OGS
24	Knoll	Yes	NYS OGS
25	Magnuson	Yes	No
26	Metro	Yes	No
27	Muuto	Yes	No
28	Naughtone	Yes	No
29	Nevins	Yes	No

30	Office Specialty	Yes	NYS OGS
31	Palmieri	Yes	NYS OGS
32	Peerless	Yes	No
33	Quinze & Milan	Yes	No
34	Republic Storage	Yes	No
35	Sandusky	Yes	No
36	Studio TK	Yes	No
37	Stylex	Yes	NYS OGS
38	Surfaceworks	Yes	No
39	TMC Furniture	Yes	No
40	Vitra	Yes	No
41	Worden	Yes	NYS OGS
42	* Montel	Yes	No
43	3Branch	Yes	NYS OGS
44	Leland/Fresh Coast	Yes	NYS OGS
45	LII Millwork	Yes	NYS OGS
46	Tennsro/Estey	Yes	NYS OGS
47	Gressco	Yes	NYS OGS
48	Creative Arts	Yes	NYS OGS
49	Main Branch	Yes	NYS OGS
50	Auemuir	Yes	No
51	Arconas	Yes	NYS OGS
52	JSI/Community	Yes	NYS OGS
53	Sironi/Exemplis	Yes	NYS OGS
54	Tenjam	Yes	No
55	ERG International	Yes	NYS OGS
56	Liat	Yes	NYS OGS
57	Media Technologies	Yes	No
58	Claridge	Yes	NYS OGS
59	Spec	Yes	NYS OGS
60	Jasper Chair	Yes	No
61	Steelcase	Yes	NYS OGS
62	Aurora Storage	Yes	NYS OGS

ORI

	Furniture/ Shelving Manufacturer (* Shelving)	Indicate Yes or No If your firm is able to sell manufacturer's products.	Is your firm able to sell manufacturer's product off a government contract? If yes indicate which government contract.
1	Agati	Yes	NYS OGS
2	Alias	Yes	
3	Arper	Yes	
4	Arcadia	Yes	NYS OGS
5	Artek	Yes	
6	Best-Rite	Yes	
7	Bretford/Herman Miller	Yes	
8	Coalesse	Yes	
9	Davis Furniture Industries	Yes	
10	Debourgh	Yes	
11	Dzine Elements	Yes	
12	EcoTots	Yes	
13	Egan Visual Inc	Yes	
14	Global Furniture Group	Yes	NYS OGS
15	Gordon International	Yes	
16	Herman Miller	No	
17	Hightower	Yes	
18	Hon	Yes	NYS OGS
19	Humanscale	Yes	NYS OGS
20	ICF	Yes	
21	Jack Cartwright	Yes	
22	Keilhauer	Yes	NYS OGS
23	KI	Yes	NYS OGS
24	Knoll	Yes	NYS OGS
25	Magnuson	Yes	
26	Metro	No	
27	Muuto	Yes	NYS OGS
28	Naughtone	Yes	
29	Nevins	Yes	
30	Office Specialty	Yes	
31	Palmieri	Yes	NYS OGS
32	Peerless	Yes	
33	Quinze & Milan	Yes	
34	Republic Storage	Yes	
35	Sandusky	Yes	

36	Studio TK	Yes	
37	Stylex	Yes	NYS OGS
38	Surfaceworks	Yes	
39	TMC Furniture	Yes	
40	Vitra	Yes	
41	Worden	Yes	
42	* Montel	Yes	NYS OGS

Waldners			
	Furniture/ Shelving Manufacturer (* Shelving)	Indicate Yes or No If your firm is able to sell manufacturer's products.	Is your firm able to sell manufacturer's product off a government contract? If yes indicate which government contract.
1	Agati	Yes	NYS Contract
2	Alias	Yes	Not on Contract
3	Arper	Yes	Not on Contract
4	Arcadia	Yes	NYS Contract
5	Artek	Yes	Not on Contract
6	Best-Rite	Yes	Not on Contract
7	Bretford/Herman Miller	Yes	NCPA
8	Coalesse	Yes	NYS Contract
9	Davis Furniture Industries	Yes	Not on Contract
10	Debourgh	Yes	Not on Contract
11	Dzine Elements	Yes	Not on Contract
12	EcoTots	No	Not on Contract
13	Egan Visual Inc	Yes	Not on Contract but they mirrors NYS discounting
14	Global Furniture Group	Yes	NYS Contract
15	Gordon International	Yes	NYS Contract
16	Herman Miller	No	Capitalized manufacturer
17	Hightower	Yes	Not on Contract
18	Hon	Yes	NYS Contract
19	Humanscale	Yes	NYS Contract
20	ICF	Yes	Not on Contract
21	Jack Cartwright	Yes	Not on Contract
22	Keilhauer	Yes	NYS Contract
23	KI	Yes	NYS Contract
24	Knoll	Yes	Yes but knoll studio only
25	Magnuson	Yes	Not on Contract

26	Metro	Yes	Not on Contract
27	Muuto	Yes	Not on Contract
28	Naughtone	Yes	Not on Contract
29	Nevins	Yes	GSA
30	Office Specialty	Yes	NYS Contract
31	Palmieri	Yes	NYS Contract
32	Peerless	No	
33	Quinze & Milan	Yes	Not on Contract
34	Republic Storage	Yes	Not on Contract
35	Sandusky	Yes	Not on Contract
36	Studio TK	Yes	NYS Contract
37	Stylex	Yes	NYS Contract
38	Surfaceworks	Yes	NCPA
39	TMC Furniture	Yes	NYS Contract
40	Vitra	Yes	Not on Contract
41	Worden	Yes	NYS Contract
42	* Montel	Yes	NYS Contract

W.B Mason			
	Furniture/ Shelving Manufacturer (* Shelving)	Indicate Yes or No If your firm is able to sell manufacturer's products.	Is your firm able to sell manufacturer's product off a government contract? If yes indicate which government contract.
1	Agati	Yes	
2	Alias	Yes	
3	Arper	Yes	
4	Arcadia	Yes	NYS Contract
5	Artek	Yes	
6	Best-Rite	Yes	NASSAU BOCES
7	Bretford	Yes	
8	Coalesse	No	
9	Davis Furniture Industries	Yes	
10	Debourgh	Yes	
11	Dzine Elements	Yes	
12	EcoTots	Yes	
13	Egan Visual Inc	Yes	
14	Global Furniture Group	Yes	
15	Gordon International	Yes	
16	Herman Miller	No	
17	Hightower	Yes	
18	Hon	Yes	Eastern Suffolk BOCES, NASSAU BOCES, NYS OGS Contract
19	Humanscale	Yes	NYS Contract
20	ICF	Yes	
21	Jack Cartwright	Yes	
22	Keilhauer	Yes	
23	KI	Yes	NASSAU BOCES
24	Knoll	No	
25	Magnuson	Yes	
26	Metro	Yes	
27	Muuto	Yes	
28	Naughtone	Yes	
29	Nevins	Yes	
30	Office Specialty	Yes	
31	Palmieri	Yes	NYS Contract
32	Peerless	Yes	

33	Quinze & Milan	Yes	
34	Republic Storage	Yes	
35	Sandusky	Yes	Eastern Suffolk BOCES, NASSAU BOCES
36	Studio TK	Yes	
37	Stylex	Yes	NASSAU BOCES, NYS Contract
38	Surfaceworks	Yes	NYS Contract
39	TMC Furniture	Yes	
40	Vitra	Yes	
41	Worden	No	
42	* Montel	No	
43	9-5 Seating	Yes	NYS Contract
44	Allermuir	Yes	NYS Contract
45	All Steel	Yes	Eastern Suffolk BOCES, NASSAU BOCES, NYS OGS Contract
46	Biblo Model	Yes	
47	Borroughs	Yes	
48	Colecraft	Yes	NYS Contract
49	Community	Yes	NASSAU BOCES
50	Great Openings	Yes	NYS Contract
51	Gunlocke	Yes	NASSAU BOCES, NYS Contract
52	Hale	Yes	Eastern Suffolk BOCES, NASSAU BOCES, NYS OGS Contract
53	Haskell	Yes	NASSAU BOCES, NYS Contract
54	Liat	Yes	NYS Contract
55	Logiflex	Yes	NYS Contract
56	Mien	Yes	
57	Palmer Hamilton	Yes	Eastern Suffolk BOCES, NASSAU BOCES
58	Paragon	Yes	NASSAU BOCES, NYS OGS CONTRACT
59	Platnum Visual	Yes	Eastern Suffolk BOCES, NASSAU BOCES
60	Versteel	Yes	NYS Contract

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 24, 2020

ITEM ID #: 2327

AGENDA: State Aid for Public Library Construction

Background:

The Library has the opportunity to receive State Construction Aid (SCA) from the New York State Education Department (NYSED) under the Public Library Construction FY 21 Grant Program. Eligible projects include the acquisition, construction and renovation, or rehabilitation of a facility. Funds are available for a maximum of seventy-five percent of the total approved costs of a project. If approved, the Library would receive a maximum of \$1,210,449.

Current Status:

The Library proposes to apply the grant to the Fresh Meadows community library, specifically:

A. Replacement of Roof Mounted HVAC Equipment

Provide labor, material, equipment, and protection to furnish and install (1) 27 ton (324K BTU/hr) gas-fired rooftop unit (Carrier or suitable alternative as a basis for design) with related electrical, piping, and insulation. Upon completion of the work, remove all protection, equipment, debris, excess material, and demobilize from the site.

B. Replacement of Roof

Provide labor, material, equipment, and protection to furnish and install approximately 9,100 SF of 25-year 2-PLY SBS (Styrene-Butadiene-Styrene) cold-applied roofing (Siplast or suitable alternative as a basis for design) including substrate board over metal decking, vapor barrier, tapered insulation, cover-board, coping, blocking, and flashing. Upon completion of the work, remove all protection, equipment, debris, excess material, and demobilize from the site.

C. Replacement of Interior Suspended Ceilings

Provide labor, material, equipment and protection to furnish and install approximately 8,100 square feet of suspended acoustic tile ceilings (Armstrong or suitable alternative as a basis for design) including hangars, edge moldings, main beams, cross beams, tile and approximately 800 square feet of acoustic batt insulation (Owens Corning Sonobatts or

suitable alternative as a basis for design). Upon completion of the work, remove all protection, equipment, debris, excess material, and demobilize from the site.

This project was chosen because the roof-mounted HVAC equipment, roof system, and interior suspended ceilings are well beyond their utility and useful life.

As part of the grant submission and approval process, the State requires that the Board of Trustees read and adopt assurances that accompany the grant application as listed in the document, "ASSURANCES: Public Library Construction Grant Program." Once read and approved, the assurances must be signed by the Chair of the Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees adopt the assurances that accompany the State construction grant applications in the amount of \$1,210,449, as well as approve the signing of the Assurances by the Chair of the Board of Trustees, for the replacement of roof mounted HVAC equipment, replacement of the roof, and replacement of interior suspending ceilings at the Fresh Meadows Community Library.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 24, 2020

ITEM ID #: 2346

AGENDA: Approval of Bills for the Month of August 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 \$3,214,343 being the amount of August 2020 bills vouchered and paid consisting of \$69,168 in Fines & Fees Funds, \$512,713 in City Funds, \$114,906 in Federal & State Funds, \$2,495,423 in Trust & Agency Funds, \$10,814 in Board-Designated & Private Grants Funds, and \$11,319 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 August 2020 bills in the aggregate sum of \$3,214,343.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 24, 2020

ITEM ID #: 2343

AGENDA: Approval of Bills for the Month of July 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 \$8,828,049 being the amount of July 2020 bills vouchered and paid consisting of \$10,414 in Fines & Fees Funds, \$2,884,364 in City Funds, \$409,588 in Federal & State Funds, \$5,371,236 in Trust & Agency Funds, \$32,558 in Board-Designated & Private Grants Funds, and \$119,889 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 July 2020 bills in the aggregate sum of \$8,828,049.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 24, 2020

ITEM ID #: 2340

AGENDA: Approval of Bills for the Month of June 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 \$6,016,326 being the amount of June 2020 bills vouchered and paid consisting of \$565 in Fines & Fees Funds, \$1,936,965 in City Funds, \$121,758 in Federal & State Funds, \$3,915,362 in Trust & Agency Funds, \$20,175 in Board-Designated & Private Grants Funds, and \$21,501 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 June 2020 bills in the aggregate sum of \$6,016,326.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 24, 2020

ITEM ID #: 2344

AGENDA: Acceptance of Financial Reports for the Period Ending August 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 August 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 August 31, 2020.

Attachments:

08_20 Financial Statements (DOCX)

QUEENS PUBLIC LIBRARY

FINANCIAL STATEMENTS

AS OF AUGUST 31, 2020

FINANCE & INVESTMENT COMMITTEE MEETING

SEPTEMBER 24, 2020

**City General Fund
Budget Report as of August 31, 2020**

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Estimated Revenues						
City Appropriations	\$ 112,731	\$ 112,731	\$ 17,437	-	\$ 95,294	85%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	3,320	3,320	553	-	2,767	83%
City Funded Programs	1,199	1,199	72	-	1,127	94%
Heat, Light, & Power	2,939	2,939	-	-	2,939	100%
Interest Income	1	10	2	-	8	80%
Rental	12	12	2	-	10	0%
Sundry Revenues	1	1	-	-	1	0%
Total Revenues	\$ 122,195	\$ 122,204	\$ 20,058	\$ -	\$ 102,146	84%
Appropriations						
Personal Services	\$ 68,648	\$ 68,648	\$ 9,314	-	\$ 59,334	86%
Health & Welfare Fund	21,067	21,067	2,449	-	18,618	88%
Other Fringe Benefits	5,862	5,862	630	-	5,232	89%
Workers' Compensation	700	700	-	-	700	0%
Training	65	65	-	-	65	100%
General Supplies	959	959	19	127	813	85%
Maintenance & Custodial Supplies	524	524	44	42	438	84%
Equipment	213	213	-	43	170	80%
Furniture	5	5	-	-	5	100%
Library Materials	5,065	5,065	100	211	4,754	94%
Contractual Services	2,902	2,911	141	666	2,104	72%
Postage	90	90	-	8	82	91%
Telecommunications	755	755	49	26	680	90%
Carfare, Travel & Mileage	40	40	-	-	40	100%
Maintenance & Repairs - Vehicles	131	131	1	-	130	99%
Maintenance & Repairs - Buildings	1,696	1,696	29	767	900	53%
Information Systems Services	1,223	1,223	142	382	699	57%
Rentals - Land/Buildings	1,517	1,517	310	-	1,207	80%
Heat, Light, and Power	2,979	2,979	-	-	2,979	100%
P & C Insurance Premiums	1,243	1,243	1,181	-	62	5%
Adult Literacy	1,992	1,992	234	3	1,755	88%
City Council (One-Time)	3,320	3,320	141	799	2,380	72%
City Funded Programs	1,199	1,199	81	40	1,078	90%
Total Appropriations	\$ 122,195	\$ 122,204	\$ 14,865	\$ 3,114	\$ 104,225	85%
Net Income/(Loss)	\$ -	\$ -	\$ 5,193	\$ -	\$ (2,079)	

Attachment: 08_20 Financial Statements (2344 : Acceptance of Financial Reports for the Period Ending August 2020)

Fines and Fees Fund
Budget Report as of August 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	\$ 10	-	\$ 897	99%
Lost Library Cards	46	46	2	-	44	96%
Lost & Damaged Items Fees	174	174	-	-	174	100%
Interest Income- Fines/Fees	25	25	1	-	24	96%
Scanstation	17	17	-	-	17	100%
Total Revenues	\$ 1,169	\$ 1,169	\$ 13	-	\$ 1,156	99%
<u>Appropriations</u>						
Training	133	133	\$ 3.00	1	129	97%
General Supplies	2	2	-	-	2	100%
Equipment	1	1	-	-	1	100%
Library Materials	307	307	1	-	306	100%
Contractual Services	721	721	35	50	636	88%
Maintenance & Repairs - Buildir	1	1	-	-	1	100%
Information System Services	4	4	-	-	4	100%
Total Appropriations	\$ 1,169	\$ 1,169	\$ 39	\$ 51	\$ 1,079	92%
Net Income/(Loss)	\$ -	\$ -	\$ (26)	\$ -	\$ 77	

Attachment: 08_20 Financial Statements (2344 : Acceptance of Financial Reports for the Period Ending August 2020)

**Federal General Fund
Budget Report as of August 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	\$ 880	\$ 880	-	-	\$ 880	100%
Total Revenues	\$ 880	\$ 880	-	-	\$ 880	100%
<u>Appropriations</u>						
Telecommunications	\$ 880	\$ 880	\$ 121	\$ -	\$ 759	86%
Total Appropriations	\$ 880	\$ 880	\$ 121	\$ -	\$ 759	86%
Net Income/(Loss)	\$ -	\$ -	\$ (121)	\$ -	\$ 121	

Attachment: 08_20 Financial Statements (2344 : Acceptance of Financial Reports for the Period Ending August 2020)

State General Fund
Budget Report as of August 31, 2020
In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Estimated Revenues						
Basic Grant Revenues	\$ 3,813	\$ 3,813	-	-	3,813	100%
Consolidated Systems Aid	1,744	1,744	-	-	1,744	100%
FY 20 Carry Forward	1,500	1,500	1,500	-	-	0%
Total Revenues	\$ 7,057	\$ 7,057	\$ 1,500	\$ -	\$ 5,557	79%
Appropriations						
Personal Services	\$ 1,121	\$ 1,121	\$ 145	\$ -	\$ 976	87%
Health & Welfare Fund	109	109	12	-	97	89%
Other Fringe Benefits	76	76	11	-	65	86%
Training	29	29	-	-	29	100%
General Supplies	18	18	2	5	11	61%
Equipment	173	173	7	9	157	91%
Furniture	19	19	2	1	16	84%
Library Materials	1,459	1,459	57	-	1,402	96%
Contractual Services	1,613	1,613	3	22	1,588	98%
Maintenance & Repairs - Buildings	259	259	-	245	14	5%
Information Systems Services	2,181	2,181	158	389	1,634	75%
Total Appropriations	\$ 7,057	\$ 7,057	\$ 397	\$ 671	\$ 5,989	85%
Net Income/(Loss)	\$ -	\$ -	\$ 1,103	\$ -	\$ (432)	

Board-Designated Fund
Budget Report as of August 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	\$ 17	-	\$ 233	93%
Gains (Losses) on Investments	210	210	519	-	(309)	-147%
Total Revenues	\$ 460	\$ 460	\$ 536	-	\$ (76)	-17%
<u>Appropriations</u>						
Training	\$ 8	\$ 8	\$ -	\$ -	\$ 8	100%
General Supplies	21	21	-	-	21	100%
Contractual Services	389	389	16	5	368	95%
Telecom	1	1	1	-	-	0%
Carfare, Travel & Mileage	21	21	4	12	5	24%
Information Systems Services	20	20	-	-	20	100%
Total Appropriations	\$ 460	\$ 460	\$ 21	\$ 17	\$ 422	92%
Net Income/(Loss)	\$ -	\$ -	\$ 515	\$ -	\$ (498)	

Attachment: 08_20 Financial Statements (2344 : Acceptance of Financial Reports for the Period Ending August 2020)

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

In thousands

<u>Estimated Revenues</u>	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Interfund Transfers	700	700	-	-	700	100%
Total Revenues	700	700	-	-	700	100%
<u>Appropriations</u>						
Personal Services	\$ 65	\$ 65	\$ 9	-	\$ 56	86%
Health & Welfare Fund	21	21	1	-	20	95%
Other Fringe Benefits	8	8	1	-	7	88%
Workers' Compensation	414	414	25	-	389	94%
Contractual Services	113	113	14	-	99	88%
P & C Insurance Premiums	79	79	79	-	-	0%
Total Appropriations	\$ 700	\$ 700	\$ 129	-	\$ 571	82%
Net Income/(Loss)	\$ -	\$ -	\$ (129)	\$ -	\$ 129	

BALANCE SHEET – FINES & FEES FUND GROUP

At August 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 573,887
Money Market Accounts	2,343,619
Repurchase Agreements	-
On Hand	34,893
Accounts Receivable	
Accounts Receivable and Employee Advances	4,455
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	603,672
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	204,257
TOTAL ASSETS	\$ 3,764,783

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 1,072
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)	204,257
Unrestricted - Other	3,764,783
Current Restricted	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,764,783

Attachment: 08_20 Financial Statements (2344 : Acceptance of Financial Reports for the Period Ending August 2020)

BALANCE SHEET – CITY FUNDS GROUP

At August 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 2,696,013
Money Market Accounts	7,070,180
Repurchase Agreements	-
On Hand	(207)
Accounts Receivable	
Accounts Receivable and Employee Advances	89
Grants and Contracts Receivable	
New York City	6,101,615
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	(3,502,244)
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)	4,361,910
TOTAL ASSETS	\$ 16,778,338

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 82,678
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	9,856,407
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	4,361,910
Unrestricted - Other	4,807,537
Restricted - Other	(2,330,194)
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 16,778,338

Attachment: 08_20 Financial Statements (2344 : Acceptance of Financial Reports for the Period Ending August 2020)

BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At August 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 6,312,604
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	14,128
Grants and Contracts Receivable	
New York City	529,323
New York State	2,003,227
Federal Government	1,254,392
Contributions Receivable	
From New York State	2,795,072
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	5,434,622
Certificates of Deposit	-
Investments	9,080,311
Security Deposits	25,667
Property & Equipment (net of depreciation)	27,437,563
TOTAL ASSETS	\$ 54,886,909

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 128,852
Accrued Payroll & Related Expense	-
Line of Credit Payable	-
Compensated Absences Payable	9,269,644
Deferred Revenue	-
Other Liabilities and Interfund Payables	21,922
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	27,437,563
Unrestricted - Other	15,145,361
Restricted - Other	2,883,567
TOTAL LIABILITIES AND FUND BALANCES	\$ 54,886,909

Attachment: 08_20 Financial Statements (2344 : Acceptance of Financial Reports for the Period Ending August 2020)

BALANCE SHEET – TRUST & AGENCY FUND

At August 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 1,032,100
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	\$ 1,032,100

Liabilities and Fund Balances

Liabilities	
Accounts Payable	-
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	\$ 1,032,100
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 1,032,100

Attachment: 08_20 Financial Statements (2344 : Acceptance of Financial Reports for the Period Ending August 2020)

BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND*At August 31, 2020***Assets**

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 1,097,862
Money Market Accounts	-
On Hand	-
Accounts Receivable	
Accounts Receivable	8,641
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	-
Certificates of Deposit	-
Investments	9,018,703
Property & Equipment (net of depreciation)	970,444
	-
TOTAL ASSETS	\$ 11,095,650

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 3,110
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	1,008,829
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	970,444
Unrestricted - Other	8,708,688
Restricted - Other	404,579
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 11,095,650

Attachment: 08_20 Financial Statements (2344 : Acceptance of Financial Reports for the Period Ending August 2020)

BALANCE SHEET – WORKERS’ COMPENSATION FUND

At August 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 2,140,427
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	2,507
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 2,142,934

Liabilities and Fund Balances

Liabilities	
Accounts Payable	-
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	\$ 604,584
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,538,350
Restricted - Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,142,934

Attachment: 08_20 Financial Statements (2344 : Acceptance of Financial Reports for the Period Ending August 2020)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 24, 2020

ITEM ID #: 2341

AGENDA: Acceptance of Financial Reports for the Period Ending July 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 July 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 July 31, 2020.

Attachments:

07_20 Financial Statements (DOCX)

QUEENS PUBLIC LIBRARY

FINANCIAL STATEMENTS

AS OF JULY 31, 2020

FINANCE & INVESTMENT COMMITTEE MEETING

SEPTEMBER 24, 2020

**City General Fund
Budget Report as of July 31, 2020**

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Estimated Revenues						
City Appropriations	\$ 112,731	\$ 112,731	\$ 7,694	-	\$ 105,037	93%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	3,320	3,320	277	-	3,043	92%
City Funded Programs	1,199	1,199	52	-	1,147	96%
Heat, Light, & Power	2,939	2,939	-	-	2,939	100%
Interest Income	1	1	1	-	-	0%
Rental	12	12	2	-	10	0%
Sundry Revenues	1	1	-	-	1	0%
Total Revenues	\$ 122,195	\$ 122,195	\$ 10,018	\$ -	\$ 112,177	92%
Appropriations						
Personal Services	\$ 68,648	\$ 68,648	\$ 4,484	-	\$ 64,164	93%
Health & Welfare Fund	21,067	21,067	1,167	-	19,900	94%
Other Fringe Benefits	5,862	5,862	260	-	5,602	96%
Workers' Compensation	700	700	-	-	700	0%
Training	65	65	-	-	65	100%
General Supplies	959	959	1	99	859	90%
Maintenance & Custodial Supplies	524	524	40	210	274	52%
Equipment	213	213	-	43	170	80%
Furniture	5	5	-	-	5	100%
Library Materials	5,065	5,065	68	115	4,882	96%
Contractual Services	2,902	2,902	94	686	2,122	73%
Postage	90	90	-	7	83	92%
Telecommunications	755	755	9	26	720	95%
Carfare, Travel & Mileage	40	40	-	-	40	100%
Maintenance & Repairs - Vehicles	131	131	1	-	130	99%
Maintenance & Repairs - Buildings	1,696	1,696	8	675	1,013	60%
Information Systems Services	1,223	1,223	(35)	555	703	57%
Rentals - Land/Buildings	1,517	1,517	209	-	1,308	86%
Heat, Light, and Power	2,979	2,979	-	-	2,979	100%
P & C Insurance Premiums	1,243	1,243	1,181	-	62	5%
Adult Literacy	1,992	1,992	108	3	1,881	94%
City Council (One-Time)	3,320	3,320	33	386	2,901	87%
City Funded Programs	1,199	1,199	40	3	1,156	96%
Total Appropriations	\$ 122,195	\$ 122,195	\$ 7,668	\$ 2,808	\$ 111,719	91%
Net Income/(Loss)	\$ -	\$ -	\$ 2,350	\$ -	\$ 458	

Attachment: 07_20 Financial Statements (2341 : Acceptance of Financial Reports for the Period Ending July 2020)

Fines and Fees Fund
Budget Report as of July 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	\$ 5	-	\$ 902	99%
Lost Library Cards	46	46	1	-	45	98%
Lost & Damaged Items Fees	174	174	-	-	174	100%
Interest Income- Fines/Fees	25	25	-	-	25	100%
Scanstation	17	17	-	-	17	100%
Total Revenues	\$ 1,169	\$ 1,169	\$ 6	-	\$ 1,163	99%
<u>Appropriations</u>						
Training	133	133	\$ -	1	132	99%
General Supplies	2	2	-	-	2	100%
Equipment	1	1	-	-	1	100%
Library Materials	307	307	-	-	307	100%
Contractual Services	721	721	(3)	62	662	92%
Maintenance & Repairs - Buildir	1	1	-	-	1	100%
Information System Services	4	4	2	-	2	50%
Total Appropriations	\$ 1,169	\$ 1,169	\$ (1)	\$ 63	\$ 1,107	95%
Net Income/(Loss)	\$ -	\$ -	\$ 7	\$ -	\$ 56	

Federal General Fund
Budget Report as of July 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	\$ 880	\$ 880	-	-	\$ 880	100%
Total Revenues	\$ 880	\$ 880	-	-	\$ 880	100%
<u>Appropriations</u>						
Telecommunications	\$ 880	\$ 880	\$ 60	\$ -	\$ 820	93%
Total Appropriations	\$ 880	\$ 880	\$ 60	\$ -	\$ 820	93%
Net Income/(Loss)	\$ -	\$ -	\$ (60)	\$ -	\$ 60	

State General Fund
Budget Report as of July 31, 2020
In thousands

Estimated Revenues	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 20 Carry Forward	1,500	1,500	1,500	-	-	0%
Total Revenues	\$ 7,057	\$ 7,057	\$ 1,500	\$ -	\$ 5,557	79%
Appropriations						
Personal Services	\$ 1,121	\$ 1,121	\$ 65	\$ -	\$ 1,056	94%
Health & Welfare Fund	109	109	6	-	103	94%
Other Fringe Benefits	76	76	5	-	71	93%
Training	29	29	-	-	29	100%
General Supplies	18	18	-	5	13	72%
Equipment	173	173	-	15	158	91%
Furniture	19	19	-	3	16	84%
Library Materials	1,459	1,459	27	-	1,432	98%
Contractual Services	1,613	1,613	-	17	1,596	99%
Maintenance & Repairs - Buildings	259	259	-	245	14	5%
Information Systems Services	2,181	2,181	48	347	1,786	82%
Total Appropriations	\$ 7,057	\$ 7,057	\$ 151	\$ 632	\$ 6,274	89%
Net Income/(Loss)	\$ -	\$ -	\$ 1,349	\$ -	\$ (717)	

Board-Designated Fund
Budget Report as of July 31, 2020
In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Estimated Revenues						
Interest & Dividend Income	\$ 250	\$ 250	\$ -	-	\$ 250	100%
Gains (Losses) on Investments	210	210	-	-	210	100%
Total Revenues	\$ 460	\$ 460	\$ -	-	\$ 460	100%
Appropriations						
Training	\$ 8	\$ 8	\$ -	\$ -	\$ 8	100%
General Supplies	21	21	-	-	21	100%
Contractual Services	389	389	1	5	383	98%
Telecom	1	1	-	-	1	100%
Carfare, Travel & Mileage	21	21	1	14	6	29%
Information Systems Services	20	20	-	-	20	100%
Total Appropriations	\$ 460	\$ 460	\$ 2	\$ 19	\$ 439	95%
Net Income/(Loss)	\$ -	\$ -	\$ (2)	\$ -	\$ 21	

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

In thousands

<u>Estimated Revenues</u>	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Interfund Transfers	700	700	-	-	700	100%
Total Revenues	700	700	-	-	700	100%
<u>Appropriations</u>						
Personal Services	\$ 65	\$ 65	\$ 4	-	\$ 61	94%
Health & Welfare Fund	21	21	1	-	20	95%
Other Fringe Benefits	8	8	-	-	8	100%
Workers' Compensation	414	414	14	-	400	97%
Contractual Services	113	113	14	-	99	88%
P & C Insurance Premiums	79	79	79	-	-	0%
Total Appropriations	\$ 700	\$ 700	\$ 112	-	\$ 588	84%
Net Income/(Loss)	\$ -	\$ -	\$ (112)	\$ -	\$ 112	

BALANCE SHEET – FINES & FEES FUND GROUP

At July 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 642,077
Money Market Accounts	2,343,246
Repurchase Agreements	-
On Hand	34,655
Accounts Receivable	
Accounts Receivable and Employee Advances	-
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	603,361
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	204,257
TOTAL ASSETS	\$ 3,827,596

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 32,785
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)	204,257
Unrestricted - Other	3,590,554
Current Restricted	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,827,596

Attachment: 07_20 Financial Statements (2341 : Acceptance of Financial Reports for the Period Ending July 2020)

BALANCE SHEET – CITY FUNDS GROUP

At July 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ (271,441)
Money Market Accounts	7,068,983
Repurchase Agreements	-
On Hand	(3)
Accounts Receivable	
Accounts Receivable and Employee Advances	3,527
Grants and Contracts Receivable	
New York City	6,101,615
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	(6,061,660)
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)	4,361,910
TOTAL ASSETS	\$ 11,253,913

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 74,814
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	9,780,148
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	4,361,910
Unrestricted - Other	(618,003)
Restricted - Other	(2,344,956)
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 11,253,913

Attachment: 07_20 Financial Statements (2341 : Acceptance of Financial Reports for the Period Ending July 2020)

BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At July 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 4,036,008
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	14,128
Grants and Contracts Receivable	
New York City	511,263
New York State	2,006,793
Federal Government	1,270,767
Contributions Receivable	
From New York State	5,556,478
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	5,787,186
Certificates of Deposit	-
Investments	8,733,175
Security Deposits	25,667
Property & Equipment (net of depreciation)	27,437,563
TOTAL ASSETS	\$ 55,379,028

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 101,522
Accrued Payroll & Related Expense	-
Line of Credit Payable	-
Compensated Absences Payable	9,269,644
Deferred Revenue	-
Other Liabilities and Interfund Payables	37,263
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	27,437,563
Unrestricted - Other	15,392,530
Restricted - Other	3,140,476
TOTAL LIABILITIES AND FUND BALANCES	\$ 55,379,028

Attachment: 07_20 Financial Statements (2341 : Acceptance of Financial Reports for the Period Ending July 2020)

BALANCE SHEET – TRUST & AGENCY FUND

At July 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 1,493,307
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	\$ 1,493,307

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 376,742
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	1,116,565
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 1,493,307

Attachment: 07_20 Financial Statements (2341 : Acceptance of Financial Reports for the Period Ending July 2020)

BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND

At July 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 1,110,898
Money Market Accounts	-
On Hand	-
Accounts Receivable	
Accounts Receivable	8,641
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	-
Certificates of Deposit	-
Investments	8,672,975
Property & Equipment (net of depreciation)	970,444
	-
TOTAL ASSETS	\$ 10,762,958

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 495
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	1,355,965
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	970,444
Unrestricted - Other	8,020,300
Restricted - Other	415,754
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 10,762,958

Attachment: 07_20 Financial Statements (2341 : Acceptance of Financial Reports for the Period Ending July 2020)

BALANCE SHEET – WORKERS’ COMPENSATION FUND

At July 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 2,157,648
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	2,507
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 2,160,155

Liabilities and Fund Balances

Liabilities	
Accounts Payable	-
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	\$ 604,584
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,555,571
Restricted - Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,160,155

Attachment: 07_20 Financial Statements (2341 : Acceptance of Financial Reports for the Period Ending July 2020)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 24, 2020

ITEM ID #: 2338

AGENDA: Acceptance of Financial Reports for the Period Ending June 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 June 30, 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 June 30, 2020.

Attachments:

06_20 Financial Statements (DOCX)

QUEENS PUBLIC LIBRARY

FINANCIAL STATEMENTS

AS OF JUNE 30, 2020

FINANCE & INVESTMENT COMMITTEE MEETING

SEPTEMBER 24, 2020

Attachment: 06_20 Financial Statements (2338 : Acceptance of Financial Reports for the Period Ending June 2020)

City General Fund
Budget Report as of June 30, 2020
In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
City Appropriations	\$ 112,197	\$ 112,669	\$ 112,669	-	\$ -	0%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	3,906	3,906	3,906	-	-	0%
City Funded Programs	875	1,567	1,567	-	-	0%
Heat, Light, & Power	3,120	1,896	1,896	-	-	0%
Interest Income	-	67	67	-	-	0%
Rental	-	24	24	-	-	0%
Sundry Revenues	1	1	1	-	-	0%
Total Revenues	\$ 122,091	\$ 122,122	\$ 122,122	\$ -	\$ -	0%
<u>Appropriations</u>						
Personal Services	\$ 68,491	\$ 66,929	\$ 66,594	-	\$ 335	1%
Health & Welfare Fund	22,237	19,870	19,719	-	151	1%
Other Fringe Benefits	5,867	5,249	5,249	-	-	0%
Workers' Compensation	700	593	593	-	-	0%
Training	63	236	236	-	-	0%
General Supplies	972	763	763	-	-	0%
Maintenance & Custodial Supplies	471	848	848	-	-	0%
Equipment	89	482	482	-	-	0%
Furniture	5	520	520	-	-	0%
Library Materials	3,063	4,364	4,364	-	-	0%
Contractual Services	3,797	1,475	1,475	-	-	0%
Postage	90	87	87	-	-	0%
Telecommunications	755	635	635	-	-	0%
Carfare, Travel & Mileage	40	29	29	-	-	0%
Maintenance & Repairs - Vehicles	131	163	163	-	-	0%
Maintenance & Repairs - Buildings	1,651	5,478	5,478	-	-	0%
Information Systems Services	1,110	2,836	2,836	-	-	0%
Rentals - Land/Buildings	1,505	1,061	1,061	-	-	0%
Heat, Light, and Power	3,160	1,896	1,896	-	-	0%
P & C Insurance Premiums	1,121	1,143	1,143	-	-	0%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	3,906	3,906	3,906	-	-	0%
City Funded Programs	875	1,567	1,565	-	2	0%
Non-cash Items:						
Contributed Facilities	-	26,642	26,642	-	-	0%
Bad Debt Expense	-	4,438	4,438	-	-	0%
Total Appropriations	\$ 122,091	\$ 122,122	\$ 121,634	\$ -	\$ 488	0%
Net Income/(Loss)	\$ -	\$ -	\$ 488	\$ -	\$ (488)	

Attachment: 06_20 Financial Statements (2338 : Acceptance of Financial Reports for the Period Ending June 2020)

Fines and Fees Fund
Budget Report as of June 30, 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	\$ 680	-	\$ 227	25%
Lost Library Cards	46	46	32	-	14	30%
Lost & Damaged Items Fees	174	174	167	-	7	4%
Interest Income- Fines/Fees	25	25	8	-	17	68%
Scanstation	8	17	16	-	1	6%
Total Revenues	\$ 1,160	\$ 1,169	\$ 903	-	\$ 266	23%
<u>Appropriations</u>						
Training	137	133	-	-	133	100%
General Supplies	2	2	-	-	2	100%
Equipment	1	1	-	-	1	100%
Library Materials	307	307	\$ 196	-	111	36%
Contractual Services	708	721	213	-	508	70%
Maintenance & Repairs - Buildir	1	1	-	-	1	100%
Information System Services	4	4	-	-	4	100%
Total Appropriations	\$ 1,160	\$ 1,169	\$ 409	\$ -	\$ 760	65%
Net Income/(Loss)	\$ -	\$ -	\$ 494	\$ -	\$ (494)	

Federal General Fund
Budget Report as of June 30, 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	763	-	\$ 21	3%
Total Revenues	\$ 784	\$ 784	763	-	\$ 21	3%
<u>Appropriations</u>						
Telecommunications	\$ 784	\$ 784	\$ 763	\$ -	\$ 21	3%
Total Appropriations	\$ 784	\$ 784	\$ 763	\$ -	\$ 21	3%
Net Income/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	

State General Fund
Budget Report as of June 30, 2020
In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
Basic Grant Revenues	\$ 3,813	\$ 3,813	3,813	-	-	0%
Consolidated Systems Aid	1,744	1,744	1,744	-	-	0%
FY 19 Carry Forward	551	551	551	-	-	0%
Total Revenues	\$ 6,108	\$ 6,108	\$ 6,108	\$ -	\$ -	0%
<u>Appropriations</u>						
Personal Services	\$ 972	\$ 2,830	\$ 2,830	\$ -	\$ -	0%
Health & Welfare Fund	110	106	106	-	-	0%
Other Fringe Benefits	75	270	270	-	-	0%
Training	29	-	-	-	-	0%
General Supplies	17	-	-	-	-	0%
Equipment	183	-	-	-	-	0%
Furniture	19	-	-	-	-	0%
Library Materials	1,459	1,402	1,402	-	-	0%
Contractual Services	625	1,500	-	-	1,500	100%
Maintenance & Repairs - Buildings	436	-	-	-	-	0%
Information Systems Services	2,183	-	-	-	-	0%
Total Appropriations	\$ 6,108	\$ 6,108	\$ 4,608	\$ -	\$ 1,500	25%
Net Income/(Loss)	\$ -	\$ -	\$ 1,500	\$ -	\$ (1,500)	

Board-Designated Fund
Budget Report as of June 30, 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	\$ 258	-	\$ (8)	-3%
Gains (Losses) on Investments	210	210	200	-	10	5%
Total Revenues	\$ 460	\$ 460	\$ 458	-	\$ 2	0%
<u>Appropriations</u>						
Training	\$ 8	\$ 8	\$ 3	-	\$ 5	63%
General Supplies	18	22	16	-	6	27%
Contractual Services	393	400	289	-	111	28%
Telecom	-	1	1	-	-	0%
Carfare, Travel & Mileage	21	21	21	-	-	0%
Information Systems Services	20	8	8	-	-	0%
Total Appropriations	\$ 460	\$ 460	\$ 338	\$ -	\$ 122	27%
Net Income/(Loss)	\$ -	\$ -	\$ 120	\$ -	\$ (120)	

Attachment: 06_20 Financial Statements (2338 : Acceptance of Financial Reports for the Period Ending June 2020)

Workers' Comp Fund
Budget Report as of June 30, 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	\$ 62	-	\$ 25	29%
Health & Welfare Fund	21	21	9	-	12	57%
Other Fringe Benefits	8	8	5	-	3	38%
Workers' Compensation	250	403	403	-	-	0%
Contractual Services	110	73	73	-	-	0%
P & C Insurance Premiums	60	108	55	-	53	49%
Total Appropriations	\$ 536	\$ 700	\$ 607	-	\$ 93	13%
Net Income/(Loss)	\$ -	\$ -	\$ 93	\$ -	\$ (93)	

Attachment: 06_20 Financial Statements (2338 : Acceptance of Financial Reports for the Period Ending June 2020)

BALANCE SHEET – FINES & FEES FUND GROUP*At June 30, 2020***Assets**

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 704,927
Money Market Accounts	2,342,865
Repurchase Agreements	-
On Hand	38,233
Accounts Receivable	
Accounts Receivable and Employee Advances	19,074
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	602,795
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	204,257
TOTAL ASSETS	\$ 3,912,151

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 121,502
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	4,459
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	204,257
Unrestricted - Other	3,581,933
Current Restricted	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,912,151

Attachment: 06_20 Financial Statements (2338 : Acceptance of Financial Reports for the Period Ending June 2020)

BALANCE SHEET – CITY FUNDS GROUP

At June 30, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 400,058
Money Market Accounts	12,067,785
Repurchase Agreements	-
On Hand	(308)
Accounts Receivable	
Accounts Receivable and Employee Advances	5,704
Grants and Contracts Receivable	
New York City	8,928,134
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	(3,502,244)
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	50,982
Prepaid Rent	101,201
Other Assets	
Interfund Receivables	-
Security Deposit	-
Investments	-
Property & Equipment (net of depreciation)	4,361,910
TOTAL ASSETS	\$ 22,413,222

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 3,345,520
Accrued Payroll & Related Expense	4,414,980
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	32,995
Other Liabilities and Interfund Payables	10,249,038
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	4,361,910
Unrestricted - Other	(393,931)
Restricted - Other	402,710
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 22,413,222

Attachment: 06_20 Financial Statements (2338 : Acceptance of Financial Reports for the Period Ending June 2020)

BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At June 30, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 5,573,854
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	14,128
Grants and Contracts Receivable	
New York City	511,263
New York State	2,480,394
Federal Government	1,277,144
Contributions Receivable	
From New York State	5,556,478
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	5,539,825
Certificates of Deposit	-
Investments	8,733,175
Security Deposits	25,667
Property & Equipment (net of depreciation)	27,437,563
TOTAL ASSETS	\$ 57,149,491

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 1,067,302
Accrued Payroll & Related Expense	-
Line of Credit Payable	-
Compensated Absences Payable	9,269,644
Deferred Revenue	3,595,575
Other Liabilities and Interfund Payables	51,996
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	27,437,563
Unrestricted - Other	15,543,936
Restricted - Other	183,475
TOTAL LIABILITIES AND FUND BALANCES	\$ 57,149,491

Attachment: 06_20 Financial Statements (2338 : Acceptance of Financial Reports for the Period Ending June 2020)

BALANCE SHEET – TRUST & AGENCY FUND

At June 30, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 721,290
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	299,283
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 1,020,573

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 171,239
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	849,334
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 1,020,573

Attachment: 06_20 Financial Statements (2338 : Acceptance of Financial Reports for the Period Ending June 2020)

BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND*At June 30, 2020***Assets**

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 1,147,358
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	-
Certificates of Deposit	-
Investments	8,672,975
Property & Equipment (net of depreciation)	970,444
	-
TOTAL ASSETS	\$ 10,799,368

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 28,913
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	1,358,373
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	970,444
Unrestricted - Other	8,022,653
Restricted - Other	418,985
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 10,799,368

Attachment: 06_20 Financial Statements (2338 : Acceptance of Financial Reports for the Period Ending June 2020)

BALANCE SHEET – WORKERS’ COMPENSATION FUND

At June 30, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 2,286,390
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	\$ 2,286,390

Liabilities and Fund Balances

Liabilities	\$ 13,297
Accounts Payable	-
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	604,584
Deferred Revenue	-
Other Liabilities and Interfund Payables	527
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,667,982
Restricted - Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,286,390

Attachment: 06_20 Financial Statements (2338 : Acceptance of Financial Reports for the Period Ending June 2020)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 24, 2020

ITEM ID #: 2345

AGENDA: Payroll for the Month of August 2020

Payroll for the Month of August 2020

The Chief Financial Officer reports the payrolls paid during the month of August 2020 in the aggregate sum of \$5,250,032 consisting of \$5,020,771 in City Funds, \$223,187 in Federal & State Funds, \$1,200 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: September 24, 2020

ITEM ID #: 2342

AGENDA: Payroll for the Month of July 2020

Payroll for the Month of July 2020

The Chief Financial Officer reports the payrolls paid during the month of July 2020 in the aggregate sum of \$8,287,275 consisting of \$7,910,909 in City Funds, \$365,811 in Federal & State Funds, \$3,244 in Board-Designated & Private Grants Funds, and \$7,311 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: September 24, 2020

ITEM ID #: 2339

AGENDA: Payroll for the Month of June 2020

Payroll for the Month of June 2020

The Chief Financial Officer reports the payrolls paid during the month of June 2020 in the aggregate sum of \$5,528,738 consisting of \$5,277,520 in City Funds, \$244,580 in Federal & State Funds, \$1,764 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: September 24, 2020

ITEM ID #: 2336

AGENDA: Purchases Over \$5K Report - August 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 August 1, 2020 and August 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.

Laurelton Prestige Plumbing and Heating Inc., was issued a Statement of Work (“SOW”) under its requirements contract to remove and replace the boiler with all necessary fittings and permits.

\$41,835

Central Spring Scaffolding LLC was issued a change order to its contract to provided scaffolding in front of the entrance to Central Library for the extended period of July 1, 2020 through June 30, 2021. The monthly rental fee remains the same rate at \$1,720.

Original contract amount:	\$33,860
Prior change orders:	\$15,036
Change order amount:	\$20,640
New contract amount:	\$69,536

Flushing

The Library entered into an emergency contract amendment for all other non-maintenance Flushing HVAC services including new installations with High Tech Air Conditioning Services, Inc. High Tech Air Conditioning Services, Inc. (“High Tech”) is the Library’s requirements vendor for heating and air conditioning services and preventative maintenance services for the Flushing branch. This contract is for maintenance service only and does not include other HVAC services including new installations. HVAC work other than preventative maintenance services has been awarded to High Tech under requests for quotations or emergency contracts. The Library was going to issue a bid for the combined HVAC services but did not do so due to the high contact requirements (*i.e.*, site visits with vendors) during the pandemic that the bidding process would have required. For construction contracts in excess of \$35,000, the Library’s Purchasing Policy requires sealed bidding. Exceptions to this requirement are permitted whenever an emergency to health and safety exists or to complete a project immediately because of an actual or anticipated disruption in public service. Under this contract amendment, the Library issued an SOW to High Tech to locate a restriction in tube inside York Chiller number 2.

\$7,200

Long Island City

P&M Electrical Contracting Corp, was issued an SOW under its Electrician A requirements contract to provide labor and material for the replacement of defective devices from the Douglas lighting control panel.

\$25,210.80

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 24, 2020

ITEM ID #: 2335

AGENDA: Purchases Over \$5K - June 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 June 1, 2020 and June 30, 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.

Central Prestige Plumbing and Heating Inc., was issued a Statement of Work (“SOW”) under its requirements contract for plumbing services, to remove six water fountains and install six water bottle filling stations.
\$16,530

Fresh Meadows Prestige Plumbing and Heating Inc., was issued an SOW under its requirements contract for plumbing services, to install a new roof drain.
\$6,900

Arverne Interface Cable Assemblies and Services Corp., the Library’s primary data cabling vendor, was issued an SOW to install a new rack, re-install hardware, patch panels, and install new cables.
\$7,995.52

Court Square Cameron Engineering and Associates, LLP was issued an SOW, under its engineering requirements contract, to provide preliminary design plans for a new location.
\$19,418.00

Central PTS Data Center Solutions Inc., an authorized reseller of Schneider Electric equipment and services, was issued a purchase order under a New York State Office of General Services’ contract to maintain and, as needed, install uninterrupted power source (“UPS”) batteries.

\$11,857.32

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 24, 2020

ITEM ID #: 2314

AGENDA: Key Performance Indicators Report - August 2020

Attachments:

Key Performance Indicator Report - August 2020 (PDF)

President's Report: August 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
Arverne	132	-99.35%	444	-94.77%	32	-96.96%	7	-99.78%	Group 3
Astoria	1,864	-78.86%	2,434	-66.20%	0	-100.00%	419	-47.23%	Group 2
Auburndale	74	-99.42%	309	-95.38%	0	-100.00%	0	-100.00%	Group 3
Baisley Park	2	-93.10%	39	-94.62%	0	0.00%	0	0.00%	2
Bayside	2,495	-90.02%	6,977	-54.88%	0	-100.00%	1,720	-58.02%	Group 1
Bay Terrace	5	-99.94%	106	-98.18%	0	-100.00%	0	-100.00%	
Bellerose	1,991	-79.56%	3,774	-59.48%	54	-96.72%	1,452	-24.06%	Group 1
Briarwood	62	-99.48%	263	-97.72%	0	-100.00%	0	-100.00%	
Broadway	13	-99.91%	42	-99.81%	10	-99.83%	0	-100.00%	
Broad Channel	21	-99.63%	22	-98.90%	0	-100.00%	0	-100.00%	
Cambria Heights	1,233	-75.41%	1,275	-84.67%	95	-97.17%	78	-91.33%	Group 2
Corona	22	-99.84%	42	-99.76%	0	-100.00%	0	-100.00%	
Court Square	2	-99.97%	0	-100.00%	0	-100.00%	0	-100.00%	2
Douglaston	2	-99.98%	44	-99.39%	0	-100.00%	0	-100.00%	2
East Elmhurst	1,527	-66.77%	2,420	-59.60%	0	-100.00%	44	-98.09%	Group 1
East Flushing	1	-99.99%	48	-99.23%	0	-100.00%	0	-100.00%	
Elmhurst	11	-99.98%	74	-99.86%	109	-97.31%	0	-100.00%	
Far Rockaway	18	-99.59%	0	-100.00%	0	-100.00%	0	-100.00%	
Forest Hills	161	-99.42%	459	-98.21%	0	-100.00%	0	-100.00%	Group 3
Fresh Meadows	182	-99.50%	585	-96.50%	0	-100.00%	0	-100.00%	Group 3
Glen Oaks	17	-99.93%	41	-99.70%	0	-100.00%	29	-99.75%	
Glendale	13	-99.65%	64	-99.17%	210	-69.91%	0	-100.00%	
Hillcrest	127	-98.98%	303	-96.73%	0	-100.00%	0	-100.00%	Group 3
Hollis	3	-99.95%	41	-99.43%	0	-100.00%	0	-100.00%	
Howard Beach	9	-99.90%	56	-99.25%	0	-100.00%	0	-100.00%	
Hunters Point	20	1900.00%	96	∞	4	∞	0	0.00%	
Jackson Heights	1,546	-94.75%	2,770	-91.32%	0	-100.00%	154	-97.76%	Group 2
Kew Gardens Hills	2,073	-90.90%	6,388	-62.04%	0	-100.00%	927	-60.94%	Group 1
Langston Hughes	100	-98.03%	256	-97.76%	60	-98.79%	0	-100.00%	Group 3
Laurelton	1,092	-79.20%	2,900	-61.49%	0	-100.00%	132	-94.93%	Group 1
Lefferts	41	-99.53%	145	-98.80%	0	-100.00%	0	-100.00%	
Lefrak City	21	-99.73%	106	-99.23%	0	-100.00%	0	-100.00%	
Long Island City	1,242	-82.70%	2,856	-65.46%	1,399	51.24%	742	-68.73%	Group 1
Maspeth	19	-99.86%	75	-99.16%	0	-100.00%	0	-100.00%	
McGoldrick	3	-99.97%	98	-99.17%	0	-100.00%	0	-100.00%	
Middle Village	1	-99.99%	0	-100.00%	16	-98.23%	0	-100.00%	2
Mitchell-Linden	14	-99.92%	33	-99.75%	0	-100.00%	0	-100.00%	
North Forest Park	13	-99.88%	180	-97.66%	0	-100.00%	0	-100.00%	
North Hills	10	-99.88%	47	-99.28%	0	-100.00%	0	-100.00%	

Attachment: Key Performance Indicator Report - August 2020 (2314 : Key Performance Indicators Report

President's Report: August 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
Ozone Park	128	-98.38%	337	-97.00%	0	-100.00%	0	-100.00%	Group 3
Peninsula	3,026	-77.24%	2,960	-77.70%	13	-98.66%	362	-83.61%	Group 1
Pomonok	14	-99.81%	153	-97.97%	0	-100.00%	0	-100.00%	
Poppenhusen	15	-99.80%	46	-99.27%	0	-100.00%	0	-100.00%	
Queensboro Hill	1,036	-86.96%	1,651	-83.52%	0	-100.00%	3	-99.76%	Group 2
Queens Village	269	-95.46%	517	-91.06%	0	-100.00%	0	-100.00%	
Rego Park	1,136	-91.86%	2,943	-80.52%	0	-100.00%	53	-96.11%	2, Group 2
Richmond Hill	8	-99.91%	53	-99.49%	0	-100.00%	0	-100.00%	
Ridgewood	1,716	-86.21%	4,718	-75.78%	8	-99.76%	103	-97.87%	Group 2
Rochdale Village	5	-99.91%	105	-98.76%	0	-100.00%	0	-100.00%	
Rosedale	10	-99.78%	46	-99.27%	0	-100.00%	0	-100.00%	
Seaside	21	-99.68%	225	-97.12%	0	-100.00%	0	-100.00%	
South Hollis	4	-99.91%	98	-98.54%	0	-100.00%	0	-100.00%	
South Jamaica	7	-99.80%	68	-98.78%	0	-100.00%	0	-100.00%	
South Ozone Park	751	317.22%	1,263	1319.10%	0	0.00%	201	∞	2, Group 2
St. Albans	14	-99.68%	140	-97.73%	0	-100.00%	0	-100.00%	
Steinway	30	-97.04%	0	0.00%	0	0.00%	0	0.00%	2
Sunnyside	154	-99.05%	247	-98.49%	8	-99.40%	0	-100.00%	Group 3
Whitestone	303	-97.25%	772	-90.32%	0	-100.00%	8	-99.89%	
Windsor Park	28	-99.78%	6,648	-37.55%	0	-100.00%	0	-100.00%	
Woodhaven	6	-99.94%	170	-98.21%	0	-100.00%	0	-100.00%	
Woodside	16	-99.84%	33	-99.73%	0	-100.00%	0	-100.00%	
Community Libraries Total	24,879	-96.25%	59,005	-90.79%	2,018	-98.12%	6,434	-96.56%	

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	1	-98.63%	63	-97.19%	0	0.00%	N/A	N/A	
Elmhurst Adult Learning Center	0	-100.00%	N/A	N/A	0	-100.00%	N/A	N/A	3
Flushing Adult Learning Center	0	-100.00%	0	-100.00%	194	-36.60%	0	-100.00%	
Jackson Heights Adult Learning Center	1	-98.48%	N/A	N/A	0	-100.00%	0	-100.00%	3
Peninsula Adult Learning Center	0	-100.00%	N/A	N/A	312	-85.07%	N/A	N/A	3
Rochdale Adult Learning Center	0	-100.00%	N/A	N/A	121	-39.50%	N/A	N/A	3
Adult Learning Center Total	2	-99.71%	63	-99.20%	627	-80.82%	0	-100.00%	

Central Adult Fiction	1,178	-82.00%
Central Adult Fiction - Ask at Desk	1,372	-54.54%
Central Adult Non-Fiction	1,296	-91.17%
Central Adult Non-Fiction - Ask at Desk	1,452	-79.76%
Central International Languages	133	-89.95%
Central International Languages - Ask at Desk	56	-74.89%

President's Report: August 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
Central Library Current Collection	15	-99.51%							
Central Library Fine Arts/Media Center	1,454	-94.16%							
Central Library Others	77	-98.71%							
Central Library Hot Picks	201	-94.01%							
Central Library Interloan	0	-100.00%							
Central Library Job Info Center	1	-98.90%							
Central Library Young Adult Room	317	-92.76%							
Children's Library Discovery Center	802	-95.48%	1,066	-96.87%	94	-96.36%	0	-100.00%	
Central Total	8,354	-90.98%	1,254	-98.98%	1,041	-84.43%	6,162	-82.96%	

Flushing	1,714	-97.45%							
Flushing IRC	1	-99.87%							
Flushing Job Info Center (JIC)	2	-94.29%							
Flushing Media Center	630	-97.29%							
Flushing Total	2,347	-97.43%	300	-99.81%	150	-99.12%	0	-100.00%	

E-book and E-Magazines	111,916	90.90%							
Virtual Music and Movies	65,464	18.98%							
Virtual Library Total	177,380	56.08%							
Langston Hughes Black Heritage	9	-98.53%							
Queens Village Mail-A-Book	1,192	-72.22%							
Mobile Library	0	-100.00%							
Correctional Outreach	0	-100.00%							
Other Total	0	-100.00%							

8,424	N/A
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490	-11.39%	138	-74.54%
0	-100.00%	N/A	X
266	98.51%	0	-100.00%

System Total	214,163	-77.88%	60,623	-93.51%	12,260	-90.92%	12,734	-94.91%	
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Website Visits	179,307	-66.04%							
Wireless use	39,394	-11.52%							
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
- Group 1,2 locations open for "to-go" service
Group 3 locations are staffed as fulfillment centers

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 24, 2020

ITEM ID #: 2313

AGENDA: Key Performance Indicators Report - July 2020

Attachments:

Key Performance Indicator Report - July 2020 (PDF)

President's Report: July 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
Arverne	12	-99.94%	65	-99.24%	20	-97.88%	0	-100.00%	
Astoria	1,153	-86.43%	1,018	-85.56%	0	-100.00%	15	-97.85%	Group 2
Auburndale	9	-99.93%	91	-98.61%	0	-100.00%	0	-100.00%	
Baisley Park	12	-69.23%	35	∞	0	0.00%	0	0.00%	2
Bayside	1,322	-94.90%	5,798	-65.15%	0	-100.00%	466	-89.34%	Group 1
Bay Terrace	2	-99.98%	49	-99.07%	0	-100.00%	0	-100.00%	
Bellerose	900	-91.39%	2,867	-70.83%	38	-97.86%	524	-76.96%	Group 1
Briarwood	10	-99.92%	187	-98.39%	0	-100.00%	0	-100.00%	
Broadway	3	-99.98%	77	-99.65%	0	-100.00%	0	-100.00%	
Broad Channel	16	-99.72%	20	-98.99%	0	-100.00%	0	-100.00%	
Cambria Heights	664	-87.74%	236	-97.53%	15	-99.37%	149	-75.53%	Group 2
Corona	2	-99.99%	45	-99.77%	0	-100.00%	0	-100.00%	
Court Square	0	-100.00%	0	-100.00%	0	-100.00%	0	-100.00%	2
Douglaston	6	-99.94%	38	-99.49%	0	-100.00%	0	-100.00%	2
East Elmhurst	1,093	-72.54%	2,428	-63.59%	0	-100.00%	42	-98.57%	Group 1
East Flushing	4	-99.95%	48	-99.30%	24	-98.19%	0	-100.00%	
Elmhurst	20	-99.96%	181	-99.66%	295	-93.21%	0	-100.00%	
Far Rockaway	4	-99.91%	0	-100.00%	0	-100.00%	0	-100.00%	
Forest Hills	6	-99.98%	123	-99.52%	0	-100.00%	0	-100.00%	
Fresh Meadows	22	-99.94%	75	-99.58%	0	-100.00%	0	-100.00%	
Glen Oaks	32	-99.86%	39	-99.72%	0	-100.00%	19	-99.83%	
Glendale	10	-99.76%	174	-97.57%	228	-67.05%	0	-100.00%	
Hillcrest	10	-99.92%	67	-99.33%	0	-100.00%	0	-100.00%	
Hollis	3	-99.95%	31	-99.57%	0	-100.00%	0	-100.00%	
Howard Beach	8	-99.91%	64	-99.17%	0	-100.00%	0	-100.00%	
Hunters Point	34	3300.00%	140	∞	0	0.00%	0	0.00%	
Jackson Heights	708	-97.69%	184	-99.44%	0	-100.00%	0	-100.00%	Group 2
Kew Gardens Hills	947	-96.02%	4,255	-74.01%	0	-100.00%	366	-83.00%	Group 1
Langston Hughes	7	-99.87%	107	-98.92%	72	-97.55%	0	-100.00%	
Laurelton	799	-84.06%	2,547	-68.14%	0	-100.00%	128	-95.75%	Group 1
Lefferts	3	-99.97%	167	-98.66%	0	-100.00%	0	-100.00%	
Lefrak City	3	-99.96%	137	-98.87%	0	-100.00%	0	-100.00%	
Long Island City	760	-90.70%	2,440	-74.21%	557	-85.40%	444	-87.88%	Group 1
Maspeth	7	-99.95%	43	-99.52%	0	-100.00%	0	-100.00%	
McGoldrick	2	-99.98%	68	-99.44%	0	-100.00%	0	-100.00%	
Middle Village	0	-100.00%	0	-100.00%	0	-100.00%	0	-100.00%	2
Mitchell-Linden	14	-99.92%	52	-99.61%	0	-100.00%	0	-100.00%	
North Forest Park	4	-99.96%	191	-97.55%	0	-100.00%	0	-100.00%	

President's Report: July 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
North Hills	18	-99.80%	40	-99.40%	0	-100.00%	0	-100.00%	
Ozone Park	12	-99.86%	34	-99.70%	0	-100.00%	0	-100.00%	
Peninsula	1,961	-85.59%	2,509	-79.61%	0	-100.00%	218	-91.03%	Group 1
Pommonok	13	-99.82%	420	-94.67%	0	-100.00%	0	-100.00%	
Poppenhusen	6	-99.92%	26	-99.58%	0	-100.00%	0	-100.00%	
Queensboro Hill	582	-93.09%	967	-91.03%	0	-100.00%	0	-100.00%	Group 2
Queens Village	71	-98.85%	537	-91.70%	0	-100.00%	128	-78.60%	
Rego Park	633	-95.56%	1,050	-93.22%	0	-100.00%	0	-100.00%	2, Group 2
Richmond Hill	5	-99.95%	20	-99.81%	0	-100.00%	0	-100.00%	
Ridgewood	868	-92.85%	1,818	-91.66%	0	-100.00%	16	-99.67%	Group 2
Rochdale Village	8	-99.87%	54	-99.36%	19	-96.98%	0	-100.00%	
Rosedale	4	-99.91%	69	-98.98%	0	-100.00%	0	-100.00%	
Seaside	6	-99.91%	357	-95.78%	0	-100.00%	0	-100.00%	
South Hollis	3	-99.93%	20	-99.73%	0	-100.00%	0	-100.00%	
South Jamaica	2	-99.94%	41	-99.27%	0	-100.00%	0	-100.00%	
South Ozone Park	547	168.14%	1,035	∞	0	0.00%	6	∞	2, Group 2
St. Albans	3	-99.93%	179	-97.28%	0	-100.00%	0	-100.00%	
Steinway	7	-99.45%	0	0.00%	0	0.00%	0	0.00%	2
Sunnyside	11	-99.93%	55	-99.67%	38	-97.17%	0	-100.00%	
Whitestone	7	-99.94%	132	-98.41%	0	-100.00%	0	-100.00%	
Windsor Park	6	-99.96%	7,266	-39.09%	0	-100.00%	0	-100.00%	
Woodhaven	2	-99.98%	16	-99.86%	0	-100.00%	0	-100.00%	
Woodside	2	-99.98%	46	-99.64%	0	-100.00%	0	-100.00%	
Community Libraries Total	13,388	-98.04%	40,778	-93.82%	1,306	-98.90%	2,521	-98.75%	

Central Library Adult Learning Center	0	-100.00%	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	0	-100.00%	18	-98.53%	327	∞	N/A	N/A	
Elmhurst Adult Learning Center	0	-100.00%	N/A	N/A	0	-100.00%	N/A	N/A	3
Flushing Adult Learning Center	0	-100.00%	0	-100.00%	510	77.08%	0	-100.00%	
Jackson Heights Adult Learning Center	0	-100.00%	N/A	N/A	450	∞	0	0.00%	3
Peninsula Adult Learning Center	0	-100.00%	N/A	N/A	751	∞	N/A	N/A	3
Rochdale Adult Learning Center	0	-100.00%	N/A	N/A	303	∞	N/A	N/A	3
Adult Learning Center Total	0	-100.00%	18	-99.63%	2,341	680.33%	0	-100.00%	

Central Adult Fiction	743	-88.79%
Central Adult Fiction - Ask at Desk	884	-68.51%
Central Adult Non-Fiction	736	-95.13%
Central Adult Non-Fiction - Ask at Desk	752	-89.70%

Attachment: Key Performance Indicator Report - July 2020 (2313 : Key Performance Indicators Report -

President's Report: July 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
Central International Languages	66	-94.97%							
Central International Languages - Ask at Desk	40	-81.65%							
Central Library Current Collection	30	-99.04%							
Central Library Fine Arts/Media Center	621	-97.60%							
Central Library Others	46	-99.00%							
Central Library Hot Picks	116	-96.58%							
Central Library Interloan	4	-97.63%							
Central Library Job Info Center	0	-100.00%							
Central Library Young Adult Room	265	-94.53%							
Children's Library Discovery Center	434	-97.83%	1,198	-97.05%	0	-100.00%	0	-100.00%	
Central Total	4,737	-95.04%	1,467	-98.92%	586	-92.29%	3,768	-89.10%	

Flushing	1,483	-97.80%							
Flushing IRC	3	-99.61%							
Flushing Job Info Center (JIC)	0	-100.00%							
Flushing Media Center	498	-97.81%							
Flushing Total	1,984	-97.82%	321	-99.81%	15	-99.92%	0	-100.00%	

E-book and E-Magazines	110,804	97.52%							
Virtual Music and Movies	67,186	30.24%							
Virtual Library Total	177,990	65.29%							
Langston Hughes Black Heritage	0	-100.00%							
Queens Village Mail-A-Book	791	-81.61%							
Mobile Library	0	-100.00%							
Correctional Outreach	0	-100.00%							
Other Total	4	-94.44%							

5,563	N/A
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286	27.11%	0	-100.00%
0	-100.00%	N/A	X
0	-100.00%	0	-100.00%

System Total	198,894	-79.83%	42,599	-95.61%	9,863	-93.22%	6,289	-97.65%	
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Website Visits	184,407	-65.23%							
Wireless use	39,874	-9.33%							
Computer Sessions	0	-100.00%							

Notes:

- 1 - Library closed for renovation or extended emergency during a portion of the current fiscal year. Group 1 locations opened for "to-go" service on 7/13/20
- 2 - Library closed for renovation or extended emergency during a portion of last fiscal year. Group 2 locations are staffed as fulfillment centers
- 3 - ALCs are not in separate area - accurate gate count not possible. In person visits taken from BW report

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 24, 2020

ITEM ID #: 2312

AGENDA: Key Performance Indicators Report - June 2020

Attachments:

Key Performance Indicators Report - June 2020 (PDF)

President's Report: June 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	8	-99.95%	71	-99.01%	9	-99.11%	0	-100.00%	
Astoria	2	-99.97%	51	-99.10%	0	-100.00%	0	-100.00%	
Auburndale	1	-99.99%	14	-99.76%	0	-100.00%	0	-100.00%	
Baisley Park	0	-100.00%	30	∞	0	0.00%	0	0.00%	1,2
Bayside	1	-100.00%	58	-99.56%	0	-100.00%	0	-100.00%	
Bay Terrace	2	-99.97%	25	-99.57%	0	-100.00%	0	-100.00%	
Bellerose	0	-100.00%	57	-99.26%	57	-96.45%	0	-100.00%	2
Briarwood	24	-99.74%	548	-94.64%	0	-100.00%	0	-100.00%	
Broadway	33	-99.76%	32	-99.83%	56	-99.07%	0	-100.00%	
Broad Channel	1	-99.98%	10	-99.47%	0	-100.00%	0	-100.00%	
Cambria Heights	2	-99.96%	74	-99.67%	95	-97.73%	0	-100.00%	
Corona	5	-99.95%	49	-99.69%	0	-100.00%	0	-100.00%	
Court Square	0	-100.00%	0	-100.00%	0	-100.00%	0	-100.00%	1
Douglaston	3	-99.96%	19	-99.73%	228	-83.19%	0	-100.00%	1
East Elmhurst	2	-99.55%	848	-67.28%	0	-100.00%	0	-100.00%	2
East Flushing	6	-99.92%	11	-99.81%	24	-97.69%	0	-100.00%	
Elmhurst	13	-99.97%	280	-99.34%	442	-81.88%	0	-100.00%	
Far Rockaway	2	-99.95%	0	-100.00%	0	-100.00%	0	-100.00%	2
Forest Hills	4	-99.99%	663	-97.37%	0	-100.00%	0	-100.00%	
Fresh Meadows	18	-99.95%	298	-98.19%	0	-100.00%	0	-100.00%	
Glen Oaks	14	-99.93%	54	-99.61%	0	-100.00%	7	-99.93%	
Glendale	0	-100.00%	19	-99.68%	0	-100.00%	0	-100.00%	
Hillcrest	2	-99.98%	17	-99.81%	0	-100.00%	0	-100.00%	
Hollis	1	-99.98%	17	-99.75%	0	-100.00%	0	-100.00%	
Howard Beach	0	-100.00%	25	-99.61%	0	-100.00%	0	-100.00%	
Hunters Point	9	800.00%	196	∞	0	0.00%	0	0.00%	Opened: 9/24/19
Jackson Heights	12	-99.95%	156	-99.45%	0	-100.00%	0	-100.00%	
Kew Gardens Hills	13	-99.94%	67	-99.58%	0	-100.00%	0	-100.00%	
Langston Hughes	2	-99.95%	22	-99.76%	87	-96.81%	0	-100.00%	
Laurelton	2	-99.95%	73	-99.06%	17	-99.36%	0	-100.00%	
Lefferts	10	-99.87%	619	-93.91%	0	-100.00%	0	-100.00%	
Lefrak City	1	-99.98%	869	-92.21%	0	-100.00%	0	-100.00%	
Long Island City	0	-100.00%	33	-99.63%	302	-92.74%	0	-100.00%	
Maspeth	0	-100.00%	27	-99.69%	0	-100.00%	0	-100.00%	
McGoldrick	1	-99.99%	28	-99.74%	0	-100.00%	0	-100.00%	
Middle Village	0	-100.00%	0	-100.00%	0	-100.00%	0	-100.00%	1
Mitchell-Linden	1	-99.99%	25	-99.79%	0	-100.00%	0	-100.00%	
North Forest Park	4	-99.96%	491	-93.67%	0	-100.00%	0	-100.00%	

President's Report: June 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	2	-99.97%	14	-99.81%	0	-100.00%	0	-100.00%	2
Ozone Park	3	-99.95%	12	-99.87%	0	-100.00%	0	-100.00%	
Peninsula	17	-99.86%	309	-97.53%	0	-100.00%	0	-100.00%	
Pommonok	2	-99.97%	24	-99.63%	0	-100.00%	0	-100.00%	
Poppenhusen	2	-99.97%	33	-99.39%	0	-100.00%	0	-100.00%	
Queensboro Hill	0	-100.00%	50	-99.49%	0	-100.00%	0	-100.00%	
Queens Village	1	-99.98%	39	-99.34%	10	-99.47%	0	-100.00%	
Rego Park	4	-99.97%	71	-99.50%	0	-100.00%	0	-100.00%	1
Richmond Hill	5	-99.94%	13	-99.85%	0	-100.00%	0	-100.00%	
Ridgewood	11	-99.89%	1,258	-93.63%	0	-100.00%	0	-100.00%	
Rochdale Village	3	-99.94%	20	-99.77%	0	-100.00%	0	-100.00%	
Rosedale	1	-99.97%	15	-99.74%	0	-100.00%	0	-100.00%	2
Seaside	1	-99.98%	851	-90.09%	0	-100.00%	0	-100.00%	
South Hollis	0	-100.00%	12	-99.85%	0	-100.00%	0	-100.00%	
South Jamaica	0	-100.00%	14	-99.76%	0	-100.00%	0	-100.00%	2
South Ozone Park	2	-99.58%	185	∞	0	0.00%	0	0.00%	1,2
St. Albans	2	-99.95%	769	-87.80%	0	-100.00%	0	-100.00%	2
Steinway	0	-100.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Sunnyside	10	-99.93%	30	-99.82%	39	-97.71%	0	-100.00%	
Whitestone	2	-99.98%	48	-99.34%	0	-100.00%	0	-100.00%	
Windsor Park	2	-99.98%	4,602	-55.61%	0	-100.00%	0	-100.00%	
Woodhaven	2	-99.98%	23	-99.73%	0	-100.00%	0	-100.00%	
Woodside	12	-99.87%	29	-99.76%	0	-100.00%	0	-100.00%	
Community Libraries Total	283	-99.95%	14,297	-97.62%	1,366	-98.66%	7	-100.00%	

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%	42	-98.23%	237	5825.00%	N/A	N/A	
Elmhurst Adult Learning Center	0	-100.00%	N/A	N/A	0	-100.00%	N/A	N/A	3
Flushing Adult Learning Center	0	-100.00%	0	-100.00%	478	-72.08%	0	-100.00%	
Jackson Heights Adult Learning Center	0	-100.00%	N/A	N/A	329	-50.82%	0	-100.00%	3
Peninsula Adult Learning Center	0	-100.00%	N/A	N/A	504	-77.74%	N/A	N/A	3
Rochdale Adult Learning Center	0	-100.00%	N/A	N/A	265	-73.84%	N/A	N/A	3
Adult Learning Center Total	0	-100.00%	42	-99.62%	1,813	-72.48%	0	-100.00%	

Central Adult Fiction	6	-99.90%
Central Adult Fiction - Ask at Desk	1	-99.96%
Central Adult Non-Fiction	33	-99.76%
Central Adult Non-Fiction - Ask at Desk	7	-99.90%

President's Report: June 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	0	-100.00%							
Central International Languages - Ask at Desk	0	-100.00%							
Central Library Current Collection	3	-99.90%							
Central Library Fine Arts/Media Center	0	-100.00%							
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	1	-99.97%							
Children's Library Discovery Center	15	-99.90%	92	-99.66%	0	-100.00%	0	-100.00%	
Central Total	66	-99.92%	256	-99.76%	47	-99.73%	15	-99.94%	

Flushing	93	-99.85%							
Flushing IRC	0	-100.00%							
Flushing Job Info Center (JIC)	0	-100.00%							
Flushing Media Center	0	-100.00%							
Flushing Total	93	-99.89%	291	-99.81%	0	-100.00%	0	-100.00%	

E-book and E-Magazines	102,322	69.01%
Virtual Music and Movies	79,055	27.32%
Virtual Library Total	181,377	47.90%
Langston Hughes Black Heritage	0	-100.00%
Queens Village Mail-A-Book	0	-100.00%
Mobile Library	0	-100.00%
Correctional Outreach	0	-100.00%
Other Total	0	-100.00%

11,312	N/A
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10	-98.36%	0	-100.00%
0	-100.00%	N/A	X
0	-100.00%	0	-100.00%

System Total	181,819	-79.54%	14,891	-98.30%	14,541	-89.80%	22	-99.99%	
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Website Visits	132,493	-72.14%
Wireless use	37,739	-10.12%
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: September 24, 2020

ITEM ID #: 2331

AGENDA: Motion to Go into Executive Session

Recommended Motion for Consideration:

I move that the meeting move into Executive Session, to discuss pending litigation and proposals concerning real property.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 24, 2020

ITEM ID #: 2332

AGENDA: Motion to Return to Public Session

Recommended Motion for Consideration:

I move that the meeting return to Public Session.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 24, 2020

ITEM ID #: 2317

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.