

**QUEENS LIBRARY  
BOARD OF TRUSTEES  
THURSDAY, NOVEMBER 19, 2020**

Virtual via WebEx

**AGENDA**

**5:30 PM BOARD OF TRUSTEES REGULAR MEETING**

**I. ROLL CALL**

**II. APPROVAL OF MINUTES**

1. Approval of Minutes of the Board - September 24, 2020 (ID # 2361)

**III. AGENDA**

**A. Action Items**

1. State Aid for Public Library Construction - Woodside Library (ID # 2371)
2. Lease Extension - Fresh Meadows Library (ID # 2370)
3. Selection of Nominating Committee for Election of Officers 2021 (ID # 2373)
4. Next Generation Integrated Library System (ID # 2360)
5. Queens Defenders - Contract Authorization for IMLS Grant (ID # 2374)
6. Approval of Bills for the Month of October 2020 (ID # 2363)
7. Approval of Bills for the Month of September 2020 (ID # 2365)
8. Acceptance of Financial Reports for the Period Ending October 2020 (ID # 2364)
9. Acceptance of Financial Reports for the Period Ending September 2020 (ID # 2367)
10. Proposed Amendment to FY 2021 Holiday Schedule (ID # 2372)

**B. Report Items**

1. Personnel Report - October 2020 (ID # 2357)
2. Personnel Report - September 2020 (ID # 2356)
3. Payroll for the Month of October 2020 (ID # 2362)
4. Payroll for the Month of September 2020 (ID # 2366)
5. Purchases Over \$5K - October 2020 (ID # 2369)

6. Purchases Over \$5K - September 2020 (ID # 2368)

**IV. REPORT OF THE CHAIR OF THE BOARD**

**V. PRESIDENT'S REPORT**

1. Key Performance Indicators Report - October 2020 (ID # 2359)
2. Key Performance Indicators Report - September 2020 (ID # 2358)

**VI. OTHER BUSINESS**

1. Motion to Go into Executive Session (ID # 2354)
2. Motion to Return to Public Session (ID # 2355)

**VII. ADJOURNMENT**

1. Motion to Adjourn (ID # 2353)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* November 19, 2020

*ITEM ID #:* 2361

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

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**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:* November 19, 2020

*ITEM ID #:* 2371

*AGENDA:* State Aid for Public Library Construction - Woodside Library

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### **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 \$143,199.

### **Current Status:**

The Library proposes to apply the grant to the Woodside Community Library, to conduct lead abatement aimed precisely at locations where moisture has caused the spalling of interior surfaces. This project was chosen in order to safeguard the health and safety of the staff and of the public. As part of the grant submission and approval process, the State requires that the Board of Trustees reads and adopts the 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 read and adopt the enclosed assurances that accompany the State construction grant application in the amount of \$143,199, as well as approve the signing of the Assurances by the Chair of the Board of Trustees, for the lead abatement project at the Woodside Community Library.*

Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* November 19, 2020

*ITEM ID #:* 2370

*AGENDA:* Lease Extension - Fresh Meadows Library

**Background:**

The Library currently leases space for the Fresh Meadows Community Library located at 193-20 Horace Harding Expressway, Flushing, New York 11365. The rental facility is approximately seven thousand nine hundred thirty-four (7,934) square feet. The Library and the landlord (“Street Retail, Inc,”) entered into a lease in July 1996 and subsequently extended the lease in July 2010 and, most recently, in September 2019. The term of the current extension expires on December 31, 2030. The present rental payment is \$296,493.58 annually (\$24,707.80 monthly).

**Current Status:**

At the September 24, 2020 Board of Trustees meeting, the Board approved the State construction grant application in the amount of \$1,210,449, as well as approved 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. As indicated at the September meeting, in order to obtain the above-described grant, the term of the Library’s lease for the premises must be for a minimum of ten (10) years from the date of anticipated completion of the project. The Library anticipates completing the above-described project by no later than December 31, 2023, and thus needed to extend the present lease term to December 31, 2033, to reflect a minimum of ten (10) years’ lease term from the date of anticipated completion of the project. As also indicated at the September meeting, the Library staff and the landlord’s representative negotiated an additional three (3) year extension, with a 4% annual rent increase during that period, consistent with annual increases in the current lease. The key terms are as follows:

1. An additional three (3) year extension, beginning January 1, 2031 and expiring on December 31, 2033.
2. The rental payments are as follows:
  - 01/01/2031 to 12/31/2031 \$\$469,772.14 annually (\$39,147.68 monthly)
  - 01/01/2032 to 12/31/2032 \$488,575.72 annually (\$40,714.64 monthly)
  - 01/01/2033 to 12/31/2033 \$508,093.36 annually (\$42,341.11 monthly)

3. Except an additional requirement that the Library conduct accessibility inspections of the premises at least once every five (5) years, virtually all other terms and conditions of the original lease and subsequent extensions remain the same.

Library staff recommends approval of the negotiated terms and an execution of a lease extension that reflects the above terms for the Fresh Meadows Community Library.

**Recommended Motion for Consideration by the Board of Trustees:**

*I move that the Board of Trustees authorize the President & CEO to execute a lease extension agreement for the Fresh Meadows Community Library located at 193-20 Horace Harding Expressway, Flushing, New York 11365, as described above.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* November 19, 2020

*ITEM ID #:* 2373

*AGENDA:* Selection of Nominating Committee for Election of Officers 2021

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### **Background:**

Pursuant to the By-Laws, a Nominating Committee must be elected no later than November of each year and must prepare and submit to the Board of Trustees at least ten (10) days prior to the board's regular meeting in December (currently scheduled for December 17, 2020) the slate of candidates for the officers of the Library for the forthcoming year. The By-Laws call for the Chair of the Board to appoint two of the five members to the Nominating Committee and for the Board to elect the other three members.

The date of the Nominating Committee meeting is currently scheduled for December 3, 2020.

### **Recommended Motion for Consideration by the Board of Trustees:**

*I move to accept the Chair of the Board's appointment and the Board's election of the following trustees to the Nominating Committee:*

*Chair of the Board appointed:*

[1]

[2]

*Board elected:*

[3]

[4]

[5]

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* November 19, 2020

*ITEM ID #:* 2360

*AGENDA:* Next Generation Integrated Library System

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### **Background:**

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees for the Library to enter into a contract with Sirsi Corporation, DBA SirsiDynix ("Sirsi") to provide the Library with its integrated library system. The Board's approval is required pursuant to the Library's Purchasing Policy, which states, in pertinent part, that contracts for professional services with an annual cost in excess of \$35,000 must be approved by the Board of Trustees.

The Library's current integrated library system was implemented over twelve years ago and the Library now requires a new system to maintain its standing as an advanced and innovative library system and to keep up with modern technology and efficiencies. The current system is a Virtua Integrated Library System, which is presently maintained by Innovative Interfaces Incorporated. The Library, to assist in ascertaining the marketplace and the Library's specific needs, issued a Request for Information for a new integrated library system. In addition, with the Board's approval, the Library also entered into a professional services agreement with Rob McGee of Wilmington, North Carolina, to conduct a needs assessment with respect to procuring a new integrated library system and assisting with the development of a Request for Proposals for the library's next generation integrated library system.

### **Current Status:**

On August 23, 2019, the Library issued a Request for Proposals ("RFP") for Next Generation Integrated Library System ("NGILS"). RFP #0819-1 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 five (5) firms on the Library's internal bidders' list. The RFP stated that firms were permitted to submit more than one proposal for each of its proposed solution such as an on-premise solution, software as a service solution, or a hybrid solution.



The RFP stated that the Library is seeking a proposer to provide a full featured NGILS to replace the Library’s current Virtua Integrated Library System that includes all features of a traditional ILS, a web client and staff mobile interfaces, improved search and discovery, and improved access to digital resources. In addition, the RFP stated that the Library was interested in a NGILS that also includes events management, an acquisition module with possible integration with SAP, and a customer mobile app. The Successful Proposer’s NGILS was expected not only to include the Library’s current ILS functionality, but also to provide innovative features that aim to enhance the Library’s staff and customer experiences. Additionally, the RFP stated that proposals should provide training of key Library staff, maintenance and support of the proposed NGILS, as well as professional services for customizations and enhancements.

The RFP cost document required proposers to provide its five-year costs and stated that annual maintenance prices for years six through fifteen would be subject to the annual regional Consumer Price Index, not to exceed three percent each year. The RFP cost document also required proposers to provide professional services hourly rates which would remain fixed and firm for the first two years of the contract and would annually increase subject to the annual regional Consumer Price Index, not to exceed three percent each year.

The RFP also stated that the term of the awarded contract will be for a five-year period with two five-year options to renew at the Library’s sole discretion and that the Library could terminate the contract at any time, in its sole discretion, upon written notice.

Three firms submitted five timely proposals as detailed in the table below. A selection committee comprised of Community Library Services staff, Information Technology and Development staff, and Procurement staff determined that each of the proposal met the RFP threshold criteria of:

- a. Proposer must have provided ILS products and/or related services for a minimum of three years.
- b. Proposer must have successfully implemented an ILS system in a library system that has a minimum of 10 million in annual material circulation. Proposer to provide name of the library system, its annual circulation, and identify the year of circulation.

	<b>Firm</b>	<b>Configuration</b>
1.	Innovative Interfaces Incorporated	On-Premise
2.	Sirsi Corporation DBA "SirsiDynix"	Software as a Service
3.	Sirsi Corporation DBA "SirsiDynix"	Hybrid

4.	The Library Corporation	On-Premise
5.	The Library Corporation	Software as a Service

As such, the selection committee evaluated the proposals, utilizing the cost, technical evaluation, and interview criteria set forth in the RFP. The RFP stated that the Library would consider responsive proposals and that proposals that received a passing technical score would be further considered by the Library. The results were as follows:

1	2	3	4	5
<b>Innovative Interfaces Incorporated</b>	<b>Sirsi Corporation DBA "SirsiDynix"</b>	<b>Sirsi Corporation DBA "SirsiDynix"</b>	<b>The Library Corporation</b>	<b>The Library Corporation</b>
Non- Responsive	Responsive	Responsive	Responsive	Responsive
Technical Score:	55.57	55.57	25	25
Cost Score	30.00	25.70	Proposal did not receive a passing technical score.	Proposal did not receive a passing technical score.
Interview Score	26.10	20.74		
<b>Total:</b>	<b>111.67</b>	<b>102.01</b>		

Innovative Interfaces Incorporated (“Innovative”) stated in its proposal that the proposal and the Library’s RFP would not be incorporated into a final contract between the Library and Innovative. The Library’s RFP specifically states that non-responsive proposals include, but are not limited to, those that do not conform to the RFP requirements and instructions, are conditional, or contain material omissions. The Library notified Innovative that its proposal was non-responsive due to its nullification of the RFP and proposal; that it did not adhere to the RFP requirements and instructions; and that its proposal was conditional.

The selection committee evaluated the software as a service and the on-premise proposals submitted by The Library Corporation (“TLC.”) Each proposal received a technical score of twenty-five (25) points out of seventy (70) points. The Library’s RFP stated that the Library would assess costs for proposals that received a passing technical evaluation, which is at the sole discretion of the Library. Prior to the receipt of the proposals, the Library established the technical score of thirty-nine (39) as the passing score. The Library sent notification to TLC for each of its proposals that it did not receive a passing evaluation and that the Library will no longer consider each proposal.

Sirsi submitted a proposal for a hybrid solution and a proposal for a software as a service solution. The costs for each proposal is as follows:

<b>Vendor</b>	<b>Solution Type</b>	<b>Year 1 - Implementation</b>	<b>Maintenance – Year 2-5 Costs</b>	<b>Estimated 5 Year Cost</b>
<b>Sirsi</b>	<b>Software as a Service</b>	\$1,924,915.00	\$1,520,557.07	<b>\$3,445,472.07</b>
<b>Sirsi</b>	<b>Hybrid</b>	\$1,054,210.00	\$1,799,289.87	<b>\$2,853,499.87</b>

Each proposal runs on Sirsi’s Symphony platform. In addition to the traditional Symphony desktop WorkFlows staff client, Symphony has a web browser-based version that it is a full HTML multi-tenant browser-based version that removes the need to install the desktop version on each staff computer. Symphony also includes staff MobileCirc that is available both through a web browser and as a downloadable app for iOS and Android devices. MobileCirc allow staff to perform circulation tasks (including checkouts, checkins, renewals, marking items as used, hold lists management, patron registration, etc.) and inventory from mobile devices, such as tablets and/or smartphones. MobileCirc can be used online or offline which make it very useful for community outreach programs and service for homebound patrons. Symphony also allows the library to exposes the library’s collection to global discovery and makes it available for Semantic Web technologies. It establishes geo-location relationship between the libraries’ resources and the library for location-aware discovery.

Symphony Outreach automates processes allowing homebound patrons to request items based on interest categories and to deliver the selected items to patron homes. Symphony Serials module manages the prediction, receipt, and routing of all serial subscriptions. Managing orders and renewals are fully integrated with SirsiDynix Symphony Acquisitions. As the library receives individual issues, Serials automatically predicts the next expected issue based on the serials publication pattern. Combined issues, special issues, missing issues, or other irregularities are handled easily and efficiently.

Symphony Acquisitions module has online tracking of materials from ordering through claiming, receiving, invoicing, and processing. Firm orders, subscriptions, approval, and standing orders are all accommodated and can be tracked separately or together. Symphony Debt Collection Agency Interface includes debt collection reports that output information on overdue fines and bills, which interfaces directly with Unique Management. Symphony also has BLUEcloud Analytics which is a powerful reporting and business intelligence tool. It includes dashboards that can incorporate any combination of data and present it in multiple ways. It allows library staff to interactively view data, and see multiple summaries.

Through interaction with Sirsi during the interview phase of the RFP, the selection committee liked the Sirsi system because of the overall functionality offered, with greater flexibility and robustness than the other solutions. The selection committee liked the hybrid solution better because of the potential performance concerns identified with a SASS implementation.

The Library requested that Sirsi provide a best and final offer for it hybrid solution and that it work with Library staff to provide a professional service scope of work based on proposed hourly rates. The results of the best and final offer is as follows:

Sirsi	Hybrid Original	Hybrid best and final offer	Notes:
Production and Licenses Cost	\$705,972.00	\$705,972.00	
Circulation Development and Community Engagement Platform	\$116,257.07	\$437,276.00	<i>The Library has requested additional professional services.</i>
Maintenance YR 2-5	\$1,389,312.00	1,288,834.00	<i>\$100,478 in initial savings.</i>
Hardware	\$641,958.81	<i>The Library intends to use and maintain its own hardware.</i>	
Community Engagement Platform		\$182,000.00	<i>The Library has requested additional professional services.</i>
<b>Estimated Total:</b>	<b>\$2,853,499.87</b>	<b>\$2,614,082.00</b>	

Sirsi’s best and final offer includes increasing professional services for circulation development and community engagement platform (“CEP”) development at an estimated year one cost of \$437,276 and an estimated year two cost of \$182,000 for a combined estimated cost of \$619,276. The CEP enhancements will enable the Library to have staff log in to the system so they are automatically assigned to their work location. It will streamline the patron registration process including customer PIN management and will reduce manual data entry by staff. In addition, it will allow staff access to additional data fields in the system, by adding additional indices so that those fields are searchable. The system would have advanced customer fine capabilities and would detail correct fine assessment, permit customers to renew library materials and when necessary freeze customer accounts.

The community engagement platform will enable the Library to replace its current Library and Marketing Program System (“LAMPS”) system and adding functionality. The additional functions include support for bi-lingual programs with translations provided by staff, the ability

to support multiple types of virtual programming, including programs for homebound customers, and allow registration for non-library cardholders. The platform has the capability to send email confirmation of program registration and reminders and add waitlist capability, notification, and automatic transfer when meetings spaces are available. In addition, the platform would allow customers to manage both registered and unregistered programs in their accounts and allow them to delete or cancel programs. Other functions include marketing of approved programs that can be displayed on the Library's website, and the tracking of the development of a program.

The Library thoroughly reviewed Sirsi's experience, 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.

Sirsi Corporation developed a Unix-based library automation system for the Georgia Institute of Technology in 1981, and offered it as a turnkey system to other libraries beginning in 1983. Also in 1983, Dynix Corporation first partnered with libraries to spearhead the development of Integrated Library Systems (ILS) technology. Both companies evolved steadily over the next thirty years strengths and were combined when Sirsi Corporation and Dynix merged in 2005. Sirsi is a global leader in library automation, management and user experience solutions, and has over 3,700 library clients around the world serving more than 200 million people through more than 23,000 library outlets. Sirsi's clients include County of Los Angeles Public Library, Toronto Public Library, Houston Area Library Automated Network, South Australian Public Library, Network Libraries of Northern Ireland, and System Wide Automation Network, a consortium consisting of 77 library systems in the Chicago area. Other clients include the Louisiana Library Network, a consortium of public and private colleges and universities in Louisiana, Mississippi Library Partnership, a statewide consortium that includes Mississippi State University and community colleges and public libraries, Stanford University, and NEOS Library Consortium, a consortium that includes the University of Alberta as well as a wide variety of government, hospital, college, and university libraries.

According to the NYS Comptroller's webpage, Sirsi have been awarded over \$1.6 million in contracts with the State Education Department since 2011. According to the City Comptroller's web page CheckbookNYC.com ("Checkbook NYC"), Sirsi has provided over \$89,000 in services since 2011.

The Library's selection committee arranged a conference call with the Cleveland Public Library System ("CPL"), which is one of Sirsi's references. The selection committee asked CPL representatives about their experiences related to the implementation strategy, data migration, overall vendor's support, and training program. The selection committee also asked about CPL's overall experiences using the system, software performance, reliability, infrastructure, and data security. Representatives from CPL stated that they had a very positive experience with Sirsi. CPL described the system as very flexible and robust. CPL's experiences with Sirsi's support has

been positive as well, and CPL felt that Sirsi always valued the relationship. According to CPL representatives, the migration to the Sirsi Symphony product proceeded relatively smoothly.

A reference from the South Australian Public Library Network indicated that Sirsi performed well for the library system's 130 location and that they were impressed with Sirsi's work and efficiency. The reference stated that Sirsi was very responsive and did all they needed to address any issues. A reference from the LA County Library stated that they have worked on several projects with Siri since 2006 and has provided the library with an ILS system since 2006. The reference also stated that they would recommend Sirsi and that Sirsi's implementation, ongoing support, and consulting software customization services are especially strong.

**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 Sirsi Corporation DBA SirsiDynix for a (5) five-year term with (2) two (5) five-year options to renew at the Library's sole discretion, at the rates and fess proposed herein.*

## Sirsi Corporation DBA SirsiDynix

	YR1	YR2	Estimated 5 Year Cost
Production and Licenses Cost	\$705,972.00		\$705,972.00
Circulation Development and Community Engagement Platform	\$437,276.00		\$437,276.00
Maintenance YR 2-5		\$1,288,834.00	\$1,288,834.00
Community Engagement Platform		\$182,000.00	\$182,000.00
<b>Estimated Total:</b>	<b>\$1,143,248.00</b>	<b>\$1,470,834.00</b>	<b>\$2,614,082.00</b>

Title	Senior Resource (10+ years)	Standard Resource (3-10 years)
	Hourly Rate	Hourly Rate
System Administrator	\$200.00	\$150.00
Network Administrator	\$300.00	\$300.00
Database Administrator	\$250.00	\$175.00
Enterprise System architect	\$400.00	\$300.00
Network System Security specialist	\$300.00	\$300.00
Business analyst	\$250.00	\$150.00
Application Specialist	\$200.00	\$150.00
Front End web developer	\$300.00	\$200.00
Back-end developer	\$300.00	\$200.00
API developer	\$400.00	\$300.00
Mobile Developer (IOS)	\$300.00	\$200.00

Mobile Developer (Android)	\$300.00	\$200.00
Quality assurance analyst	\$250.00	\$150.00
Quality assurance Tester	\$250.00	\$150.00
AVG	\$285.71	\$208.93



## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* November 19, 2020

*ITEM ID #:* 2374

*AGENDA:* Queens Defenders - Contract Authorization for IMLS Grant

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### **Background:**

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees to enter into a memorandum of understanding with Queens Defenders, by which the Library will direct an estimated \$176,420 of federal grant funds to Queens Defenders. Such approval is required pursuant to the Library's Purchasing Policy, which states, in pertinent part, that "[p]rofessional service contracts with an annual cost in excess of \$35,000 must be approved by the Board of Trustees."

The Library and Queens Defenders together applied for and received a \$330,000 federal CARES Act grant for museums and libraries to launch the "Immediate Access: Technology Re-entry Program." The program will assist 75 individuals who have been recently released from prison. The grant period runs from October 1, 2020 through September 30, 2022.

The Library and Queens Defenders will work together to recruit parolee participants and provide them with a smartphone and support system to access all the benefits that the device can provide, including access to local community resources that are digitally accessible during this time of limited in-person contact. The program's purpose is to equip the re-entry population with the information, skills, and connections to resources needed to reintegrate successfully.

### **Current Status:**

Founded in 1996 with eight attorneys and a small support staff, Queens Defenders has grown to a staff of over 160 attorneys, social workers, investigators, support staff, and other professionals. Its highly skilled attorneys have represented over 450,000 Queens residents in matters ranging from major trials and homicides, cases involving domestic violence, youth charged with felonies, immigrants facing criminal charges, and Queens treatment courts.

The Library has worked with Queens Defenders on a number of prior initiatives, including the Youth Justice Court, which empowers youths while they help their peers from the community avoid school suspension, criminal and family court appearances, and potential violations of

probation. The program, offered at four library locations – Cambria Heights, Laurelton, Central and the Queens Public Library for Teens in Far Rockaway – resumed virtually in November.

Queens Defenders proposes the following pay structure for the MOU. Four payments will be made by the 30th of the month in the following months from December 2020 through May 2022:

1. December 2020: \$43,477.50
2. May 2021: 43,477.50
3. November 2021: \$44,732.50
4. May 2022: \$44,732.50

These distributions of grant funds will cover the following program expenses, which chiefly cover the salaries and associated benefits for technology Navigators and other personnel that Queens Defenders will hire to partner with program participants and assist participants with the technological aspects of their re-entry:

Queens Defenders Expenses	Two-Year Total	Year 1	Year 2
2 Half-time (0.5 FTE) Navigators (tech support, community connectors, case management) over two years	\$101,500	\$50,000	\$51,500
Queens Defenders, Navigator Supervisor, 0.10 FTE	\$17,255	\$8,500	\$8,755
Fringe Benefits @ 30% of salaries	\$35,627	\$17,550	\$18,077
Supplies	\$6,000	\$3,000	\$3,000
Indirect Costs, 10% of direct costs	\$16,038	\$7,905	\$8,133
<b>TOTAL</b>	<b>\$176,420</b>	<b>\$86,955</b>	<b>\$89,465</b>

Separate from funds distributed to Queens Defenders, the Library will purchase 85 Samsung Galaxy A20 smartphones, and will then distribute 75 to program participants and three to the Digital Literacy Navigators. The Library will keep seven phones as backup in case any of the other 78 phones are damaged, lost, or stolen. The Library will also purchase three Microsoft Surface Tablets and distribute them to the Navigators to assist them in performing their work.

**Recommended Motion for Consideration by the Board of Trustees:**

*I move that the Board of Trustees authorize the President and CEO to enter into a memorandum of understanding with Queens Defenders, our co-grantee for the IMLS grant, which will permit the transfer of an estimated \$176,420 to our co-grantee, to cover the costs of staff, fringe benefits, supplies, and other indirect costs.*



## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* November 19, 2020

*ITEM ID #:* 2363

*AGENDA:* Approval of Bills for the Month of October 2020

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### **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 \$2,952,706 being the amount of October 2020 bills vouchered and paid consisting of \$1,253 in Fines & Fees Funds, \$719,248 in City Funds, \$69,738 in Federal & State Funds, \$2,122,362 in Trust & Agency Funds, \$10,660 in Board-Designated & Private Grants Funds, and \$29,445 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 October 2020 bills in the aggregate sum of \$2,952,706.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* November 19, 2020

*ITEM ID #:* 2365

*AGENDA:* Approval of Bills for the Month of September 2020

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### **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 \$3,831,861 being the amount of September 2020 bills vouchered and paid consisting of \$33,322 in Fines & Fees Funds, \$876,216 in City Funds, \$102,591 in Federal & State Funds, \$2,794,800 in Trust & Agency Funds, \$4,434 in Board-Designated & Private Grants Funds, and \$20,498 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 September 2020 bills in the aggregate sum of \$3,831,861.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* November 19, 2020

*ITEM ID #:* 2364

*AGENDA:* Acceptance of Financial Reports for the Period Ending October 2020

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### **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 October 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 October 31, 2020.*

### **Attachments:**

10\_20 Financial Statements (DOCX)

*QUEENS PUBLIC LIBRARY*

**FINANCIAL STATEMENTS**

**AS OF OCTOBER 31, 2020**

**FINANCE & INVESTMENT COMMITTEE MEETING**

**NOVEMBER 19, 2020**

Attachment: 10\_20 Financial Statements (2364 : Acceptance of Financial Reports for the Period Ending October 2020)

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

*In thousands*

	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b>Estimated Revenues</b>						
City Appropriations	\$ 112,731	\$ 112,731	\$ 36,608	-	\$ 76,123	68%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	3,320	3,320	1,107	-	2,213	67%
City Funded Programs	1,199	1,199	428	-	771	64%
Heat, Light, & Power	2,939	2,939	-	-	2,939	100%
Interest Income	1	10	6	-	4	40%
Rental	12	12	2	-	10	0%
Sundry Revenues	1	1	-	-	1	0%
<b>Total Revenues</b>	<b>\$ 122,195</b>	<b>\$ 122,204</b>	<b>\$ 40,143</b>	<b>\$ -</b>	<b>\$ 82,061</b>	<b>67%</b>
<b>Appropriations</b>						
Personal Services	\$ 68,648	\$ 68,648	\$ 18,824	-	\$ 49,824	73%
Health & Welfare Fund	21,067	21,067	5,395	-	15,672	74%
Other Fringe Benefits	5,862	5,862	1,464	-	4,398	75%
Workers' Compensation	700	700	-	-	700	0%
Training	65	76	4	-	72	95%
General Supplies	959	965	94	88	783	81%
Maintenance & Custodial Supplies	524	524	63	34	427	81%
Equipment	213	213	7	77	129	61%
Furniture	5	5	-	-	5	100%
Library Materials	5,065	5,065	263	346	4,456	88%
Contractual Services	2,902	2,566	349	559	1,658	65%
Postage	90	90	2	6	82	91%
Telecommunications	755	755	132	26	597	79%
Carfare, Travel & Mileage	40	40	1	-	39	98%
Maintenance & Repairs - Vehicles	131	131	33	-	98	75%
Maintenance & Repairs - Buildings	1,696	2,050	287	654	1,109	54%
Information Systems Services	1,223	1,230	540	298	392	32%
Rentals - Land/Buildings	1,517	1,517	507	-	1,010	67%
Heat, Light, and Power	2,979	2,979	1	-	2,978	100%
P & C Insurance Premiums	1,243	1,210	1,192	-	18	1%
Adult Literacy	1,992	1,992	509	33	1,450	73%
City Council (One-Time)	3,320	3,320	519	1,179	1,622	49%
City Funded Programs	1,199	1,199	323	5	871	73%
<b>Total Appropriations</b>	<b>\$ 122,195</b>	<b>\$ 122,204</b>	<b>\$ 30,509</b>	<b>\$ 3,305</b>	<b>\$ 88,390</b>	<b>72%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,634</b>	<b>\$ -</b>	<b>\$ (6,329)</b>	

Attachment: 10\_20 Financial Statements (2364 : Acceptance of Financial Reports for the Period Ending October 2020)



**Fines and Fees Fund**  
**Budget Report as of October 31, 2020**

*In thousands*

	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b><u>Estimated Revenues</u></b>						
Fines on Overdue Items	\$ 907	\$ 907	\$ 22	-	\$ 885	98%
Lost Library Cards	46	46	4	-	42	91%
Lost & Damaged Items Fees	174	174	-	-	174	100%
Interest Income- Fines/Fees	25	25	1	-	24	96%
Scanstation	17	17	-	-	17	100%
<b>Total Revenues</b>	<b>\$ 1,169</b>	<b>\$ 1,169</b>	<b>\$ 27</b>	<b>-</b>	<b>\$ 1,142</b>	<b>98%</b>
<b><u>Appropriations</u></b>						
Training	133	133	\$ 5	1	127	95%
General Supplies	2	2	-	-	2	100%
Equipment	1	1	-	-	1	100%
Library Materials	307	307	1	-	306	100%
Contractual Services	721	721	72	21	628	87%
Maintenance & Repairs - Buildin	1	1	-	-	1	100%
Information System Services	4	4	3	-	1	25%
<b>Total Appropriations</b>	<b>\$ 1,169</b>	<b>\$ 1,169</b>	<b>\$ 81</b>	<b>\$ 22</b>	<b>\$ 1,066</b>	<b>91%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (54)</b>	<b>\$ -</b>	<b>\$ 76</b>	

Attachment: 10\_20 Financial Statements (2364 : Acceptance of Financial Reports for the Period Ending October 2020)

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

*In thousands*

	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b><u>Estimated Revenues</u></b>						
Federal USDF Program Refunds	\$ 880	\$ 880	-	-	\$ 880	100%
<b>Total Revenues</b>	<b>\$ 880</b>	<b>\$ 880</b>	<b>-</b>	<b>-</b>	<b>\$ 880</b>	<b>100%</b>
<b><u>Appropriations</u></b>						
Telecommunications	\$ 880	\$ 880	\$ 234	\$ -	\$ 646	73%
<b>Total Appropriations</b>	<b>\$ 880</b>	<b>\$ 880</b>	<b>\$ 234</b>	<b>\$ -</b>	<b>\$ 646</b>	<b>73%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (234)</b>	<b>\$ -</b>	<b>\$ 234</b>	

Attachment: 10\_20 Financial Statements (2364 : Acceptance of Financial Reports for the Period Ending October 2020)

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

*In thousands*

	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b>Estimated Revenues</b>						
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%
<b>Total Revenues</b>	<b>\$ 7,057</b>	<b>\$ 7,057</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 5,557</b>	<b>79%</b>
<b>Appropriations</b>						
Personal Services	\$ 1,121	\$ 1,121	\$ 307	\$ -	\$ 814	73%
Health & Welfare Fund	109	109	29	-	80	73%
Other Fringe Benefits	76	76	22	-	54	71%
Training	29	29	-	-	29	100%
General Supplies	18	18	5	1	12	67%
Equipment	173	173	7	9	157	91%
Furniture	19	19	2	1	16	84%
Library Materials	1,459	1,459	67	-	1,392	95%
Contractual Services	1,613	1,606	14	21	1,571	98%
Maintenance & Repairs - Buildings	259	266	-	235	31	12%
Information Systems Services	2,181	2,181	302	270	1,609	74%
<b>Total Appropriations</b>	<b>\$ 7,057</b>	<b>\$ 7,057</b>	<b>\$ 755</b>	<b>\$ 537</b>	<b>\$ 5,765</b>	<b>82%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 745</b>	<b>\$ -</b>	<b>\$ (208)</b>	

Attachment: 10\_20 Financial Statements (2364 : Acceptance of Financial Reports for the Period Ending October 2020)

**Board-Designated Fund  
Budget Report as of October 31, 2020**

*In thousands*

	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b><u>Estimated Revenues</u></b>						
Interest & Dividend Income	\$ 250	\$ 250	\$ 42	-	\$ 208	83%
Gains (Losses) on Investments	210	210	687	-	(477)	-227%
<b>Total Revenues</b>	<b>\$ 460</b>	<b>\$ 460</b>	<b>\$ 729</b>	<b>-</b>	<b>\$ (269)</b>	<b>-58%</b>
<b><u>Appropriations</u></b>						
Training	\$ 8	\$ 8	\$ -	\$ -	\$ 8	100%
General Supplies	21	21	-	-	21	100%
Contractual Services	389	389	27	17	345	89%
Telecom	1	1	1	-	-	0%
Carfare, Travel & Mileage	21	21	8	9	4	19%
Information Systems Services	20	20	-	-	20	100%
<b>Total Appropriations</b>	<b>\$ 460</b>	<b>\$ 460</b>	<b>\$ 36</b>	<b>\$ 26</b>	<b>\$ 398</b>	<b>87%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 693</b>	<b>\$ -</b>	<b>\$ (667)</b>	

Attachment: 10\_20 Financial Statements (2364 : Acceptance of Financial Reports for the Period Ending October 2020)

**Workers' Comp Fund**  
**Budget Report as of October 31, 2020**  
*In thousands*

<b><u>Estimated Revenues</u></b>	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
Interfund Transfers	700	700	-	-	700	100%
<b>Total Revenues</b>	<b>700</b>	<b>700</b>	<b>-</b>	<b>-</b>	<b>700</b>	<b>100%</b>
<b><u>Appropriations</u></b>						
Personal Services	\$ 65	\$ 65	\$ 19	-	\$ 46	71%
Health & Welfare Fund	21	21	3	-	18	86%
Other Fringe Benefits	8	8	1	-	7	88%
Workers' Compensation	414	411	63	-	348	85%
Training	-	3	-	3	-	0%
Contractual Services	113	113	31	-	82	73%
P & C Insurance Premiums	79	79	79	-	-	0%
<b>Total Appropriations</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ 196</b>	<b>3</b>	<b>\$ 501</b>	<b>72%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (196)</b>	<b>\$ -</b>	<b>\$ 199</b>	

## BALANCE SHEET – FINES & FEES FUND GROUP

At October 31, 2020

### Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 596,246
Money Market Accounts	2,344,235
Repurchase Agreements	-
On Hand	33,096
Accounts Receivable	
Accounts Receivable and Employee Advances	3,903
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	603,598
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	204,257
<b>TOTAL ASSETS</b>	<b>\$ 3,785,335</b>

### Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 308
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	3,580,770
Current Restricted	-
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 3,785,335</b>

Attachment: 10\_20 Financial Statements (2364 : Acceptance of Financial Reports for the Period Ending October 2020)

## BALANCE SHEET – CITY FUNDS GROUP

At October 31, 2020

### Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 3,570,085
Money Market Accounts	12,071,688
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	32
Grants and Contracts Receivable	
New York City	6,184,636
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
<b>TOTAL ASSETS</b>	<b>\$ 22,739,089</b>

### Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 383,799
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	10,477,781
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	4,361,910
Unrestricted - Other	9,132,900
Restricted - Other	(1,617,301)
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 22,739,089</b>

Attachment: 10\_20 Financial Statements (2364 : Acceptance of Financial Reports for the Period Ending October 2020)

## BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At October 31, 2020

### Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 8,339,906
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	14,128
Grants and Contracts Receivable	
New York City	473,312
New York State	2,678,154
Federal Government	93,041
Contributions Receivable	
From New York State	1,223,670
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	5,307,452
Certificates of Deposit	-
Investments	9,206,653
Security Deposits	25,667
Property & Equipment (net of depreciation)	27,437,563
<b>TOTAL ASSETS</b>	<b>\$ 54,799,546</b>

### Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 196,478
Accrued Payroll & Related Expense	-
Line of Credit Payable	-
Compensated Absences Payable	9,256,213
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	14,803,058
Restricted - Other	3,084,312
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 54,799,546</b>

Attachment: 10\_20 Financial Statements (2364 : Acceptance of Financial Reports for the Period Ending October 2020)



## BALANCE SHEET – TRUST & AGENCY FUND

At October 31, 2020

### Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 544,403
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	485,346
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
<b>TOTAL ASSETS</b>	<b>\$ 1,029,749</b>

### Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 175,521
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	845,228
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 1,029,749</b>

Attachment: 10\_20 Financial Statements (2364 : Acceptance of Financial Reports for the Period Ending October 2020)

## BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND

At October 31, 2020

### Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 1,080,304
Money Market Accounts	-
On Hand	-
Accounts Receivable	
Accounts Receivable	8,726
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	9,144,535
Property & Equipment (net of depreciation)	970,444
	-
<b>TOTAL ASSETS</b>	<b>\$ 11,204,009</b>

### Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 4,195
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	882,487
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	970,444
Unrestricted - Other	8,950,129
Restricted - Other	396,754
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 11,204,009</b>

Attachment: 10\_20 Financial Statements (2364 : Acceptance of Financial Reports for the Period Ending October 2020)

## BALANCE SHEET – WORKERS’ COMPENSATION FUND

At October 31, 2020

### Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 2,079,576
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	2,183
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
<b>TOTAL ASSETS</b>	<b>\$ 2,081,759</b>

### Liabilities and Fund Balances

Liabilities	\$ 5,454
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	1,471,721
Restricted - Other	-
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 2,081,759</b>

Attachment: 10\_20 Financial Statements (2364 : Acceptance of Financial Reports for the Period Ending October 2020)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* November 19, 2020

*ITEM ID #:* 2367

*AGENDA:* Acceptance of Financial Reports for the Period Ending September 2020

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### **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 September 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 September 30, 2020.*

Attachments:

09\_20 Financial Statements (DOCX)

*QUEENS PUBLIC LIBRARY*

**FINANCIAL STATEMENTS**

**AS OF SEPTEMBER 30, 2020**

**FINANCE & INVESTMENT COMMITTEE MEETING**

**NOVEMBER 19, 2020**

Attachment: 09\_20 Financial Statements (2367 : Acceptance of Financial Reports for the Period Ending September 2020)

**City General Fund  
Budget Report as of September 30, 2020**

*In thousands*

	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b>Estimated Revenues</b>						
City Appropriations	\$ 112,731	\$ 112,731	\$ 27,023	-	\$ 85,708	76%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	3,320	3,320	830	-	2,490	75%
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	3	-	7	70%
Rental	12	12	2	-	10	0%
Sundry Revenues	1	1	-	-	1	0%
<b>Total Revenues</b>	<b>\$ 122,195</b>	<b>\$ 122,204</b>	<b>\$ 29,922</b>	<b>\$ -</b>	<b>\$ 92,282</b>	<b>76%</b>
<b>Appropriations</b>						
Personal Services	\$ 68,648	\$ 68,648	\$ 14,070	-	\$ 54,578	80%
Health & Welfare Fund	21,067	21,067	4,120	-	16,947	80%
Other Fringe Benefits	5,862	5,862	1,103	-	4,759	81%
Workers' Compensation	700	700	-	-	700	0%
Training	65	76	4	-	72	95%
General Supplies	959	965	57	110	798	83%
Maintenance & Custodial Supplies	524	524	50	46	428	82%
Equipment	213	213	1	47	165	77%
Furniture	5	5	-	-	5	100%
Library Materials	5,065	5,065	114	356	4,595	91%
Contractual Services	2,902	2,566	227	624	1,715	67%
Postage	90	90	1	7	82	91%
Telecommunications	755	755	87	26	642	85%
Carfare, Travel & Mileage	40	40	1	-	39	98%
Maintenance & Repairs - Vehicles	131	131	21	-	110	84%
Maintenance & Repairs - Buildings	1,696	2,050	154	697	1,199	58%
Information Systems Services	1,223	1,230	369	395	466	38%
Rentals - Land/Buildings	1,517	1,517	408	-	1,109	73%
Heat, Light, and Power	2,979	2,979	-	-	2,979	100%
P & C Insurance Premiums	1,243	1,210	1,192	-	18	1%
Adult Literacy	1,992	1,992	360	34	1,598	80%
City Council (One-Time)	3,320	3,320	392	884	2,044	62%
City Funded Programs	1,199	1,199	188	75	936	78%
<b>Total Appropriations</b>	<b>\$ 122,195</b>	<b>\$ 122,204</b>	<b>\$ 22,919</b>	<b>\$ 3,301</b>	<b>\$ 95,984</b>	<b>79%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,003</b>	<b>\$ -</b>	<b>\$ (3,702)</b>	

Attachment: 09\_20 Financial Statements (2367 : Acceptance of Financial Reports for the Period Ending September 2020)

**Fines and Fees Fund**  
**Budget Report as of September 30, 2020**  
*In thousands*

	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b><u>Estimated Revenues</u></b>						
Fines on Overdue Items	\$ 907	\$ 907	\$ 17	-	\$ 890	98%
Lost Library Cards	46	46	3	-	43	93%
Lost & Damaged Items Fees	174	174	-	-	174	100%
Interest Income- Fines/Fees	25	25	1	-	24	96%
Scanstation	17	17	-	-	17	100%
<b>Total Revenues</b>	<b>\$ 1,169</b>	<b>\$ 1,169</b>	<b>\$ 21</b>	<b>-</b>	<b>\$ 1,148</b>	<b>98%</b>
<b><u>Appropriations</u></b>						
Training	133	133	\$ 4	1	128	96%
General Supplies	2	2	-	-	2	100%
Equipment	1	1	-	-	1	100%
Library Materials	307	307	1	-	306	100%
Contractual Services	721	721	69	21	631	88%
Maintenance & Repairs - Buildin	1	1	-	-	1	100%
Information System Services	4	4	-	-	4	100%
<b>Total Appropriations</b>	<b>\$ 1,169</b>	<b>\$ 1,169</b>	<b>\$ 74</b>	<b>\$ 22</b>	<b>\$ 1,073</b>	<b>92%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (53)</b>	<b>\$ -</b>	<b>\$ 75</b>	

**Federal General Fund  
Budget Report as of September 30, 2020**

*In thousands*

	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b><u>Estimated Revenues</u></b>						
Federal USDF Program Refunds	\$ 880	\$ 880	-	-	\$ 880	100%
<b>Total Revenues</b>	<b>\$ 880</b>	<b>\$ 880</b>	<b>-</b>	<b>-</b>	<b>\$ 880</b>	<b>100%</b>
<b><u>Appropriations</u></b>						
Telecommunications	\$ 880	\$ 880	\$ 177	\$ -	\$ 703	80%
<b>Total Appropriations</b>	<b>\$ 880</b>	<b>\$ 880</b>	<b>\$ 177</b>	<b>\$ -</b>	<b>\$ 703</b>	<b>80%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (177)</b>	<b>\$ -</b>	<b>\$ 177</b>	

Attachment: 09\_20 Financial Statements (2367 : Acceptance of Financial Reports for the Period Ending September 2020)



**State General Fund  
Budget Report as of September 30, 2020**

*In thousands*

<b><u>Estimated Revenues</u></b>	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
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%
<b>Total Revenues</b>	<b>\$ 7,057</b>	<b>\$ 7,057</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 5,557</b>	<b>79%</b>
<b><u>Appropriations</u></b>						
Personal Services	\$ 1,121	\$ 1,121	\$ 224	\$ -	\$ 897	80%
Health & Welfare Fund	109	109	22	-	87	80%
Other Fringe Benefits	76	76	17	-	59	78%
Training	29	29	-	-	29	100%
General Supplies	18	18	3	4	11	61%
Equipment	173	173	7	9	157	91%
Furniture	19	19	2	1	16	84%
Library Materials	1,459	1,459	63	-	1,396	96%
Contractual Services	1,613	1,613	6	28	1,579	98%
Maintenance & Repairs - Buildings	259	259	-	235	24	9%
Information Systems Services	2,181	2,181	158	397	1,626	75%
<b>Total Appropriations</b>	<b>\$ 7,057</b>	<b>\$ 7,057</b>	<b>\$ 502</b>	<b>\$ 674</b>	<b>\$ 5,881</b>	<b>83%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 998</b>	<b>\$ -</b>	<b>\$ (324)</b>	

Attachment: 09\_20 Financial Statements (2367 : Acceptance of Financial Reports for the Period Ending September 2020)

**Board-Designated Fund  
Budget Report as of September 30, 2020**

*In thousands*

	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b><u>Estimated Revenues</u></b>						
Interest & Dividend Income	\$ 250	\$ 250	\$ 25	-	\$ 225	90%
Gains (Losses) on Investments	210	210	965	-	(755)	-360%
<b>Total Revenues</b>	<b>\$ 460</b>	<b>\$ 460</b>	<b>\$ 990</b>	<b>-</b>	<b>\$ (530)</b>	<b>-115%</b>
<b><u>Appropriations</u></b>						
Training	\$ 8	\$ 8	\$ -	\$ -	\$ 8	100%
General Supplies	21	21	-	-	21	100%
Contractual Services	389	389	19	5	365	94%
Telecom	1	1	1	-	-	0%
Carfare, Travel & Mileage	21	21	5	12	4	19%
Information Systems Services	20	20	-	-	20	100%
<b>Total Appropriations</b>	<b>\$ 460</b>	<b>\$ 460</b>	<b>\$ 25</b>	<b>\$ 17</b>	<b>\$ 418</b>	<b>91%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 965</b>	<b>\$ -</b>	<b>\$ (948)</b>	

Attachment: 09\_20 Financial Statements (2367 : Acceptance of Financial Reports for the Period Ending September 2020)

**Workers' Comp Fund**  
**Budget Report as of September 30, 2020**  
*In thousands*

<b><u>Estimated Revenues</u></b>	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
Interfund Transfers	700	700	-	-	700	100%
<b>Total Revenues</b>	<b>700</b>	<b>700</b>	<b>-</b>	<b>-</b>	<b>700</b>	<b>100%</b>
<b><u>Appropriations</u></b>						
Personal Services	\$ 65	\$ 65	\$ 14	-	\$ 51	78%
Health & Welfare Fund	21	21	2	-	19	90%
Other Fringe Benefits	8	8	1	-	7	88%
Workers' Compensation	414	414	46	-	368	89%
Contractual Services	113	113	14	-	99	88%
P & C Insurance Premiums	79	79	79	-	-	0%
<b>Total Appropriations</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ 156</b>	<b>-</b>	<b>\$ 544</b>	<b>78%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (156)</b>	<b>\$ -</b>	<b>\$ 156</b>	

## BALANCE SHEET – FINES & FEES FUND GROUP

At September 30, 2020

### Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 588,136
Money Market Accounts	2,343,861
Repurchase Agreements	-
On Hand	33,252
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	603,672
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	204,257
<b>TOTAL ASSETS</b>	<b>\$ 3,773,093</b>

### Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 732
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	3,568,104
Current Restricted	-
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 3,773,093</b>

Attachment: 09\_20 Financial Statements (2367 : Acceptance of Financial Reports for the Period Ending September 2020)

## BALANCE SHEET – CITY FUNDS GROUP

At September 30, 2020

### Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 735,822
Money Market Accounts	12,071,643
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	32
Grants and Contracts Receivable	
New York City	6,084,723
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	(3,502,244)
From Individuals, Corporations and Foundations	116
Prepaid Expenses	
Prepaid Other	50,982
Prepaid Rent	-
Other Assets	
Interfund Receivables	-
Security Deposit	-
Investments	-
Property & Equipment (net of depreciation)	4,361,910
<b>TOTAL ASSETS</b>	<b>\$ 19,802,984</b>

### Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 312,607
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	10,291,946
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	4,361,910
Unrestricted - Other	6,722,219
Restricted - Other	(1,885,698)
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 19,802,984</b>

Attachment: 09\_20 Financial Statements (2367 : Acceptance of Financial Reports for the Period Ending September 2020)

## BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At September 30, 2020

### Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 8,650,665
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	14,128
Grants and Contracts Receivable	
New York City	473,312
New York State	1,987,479
Federal Government	93,041
Contributions Receivable	
From New York State	1,223,670
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	5,123,807
Certificates of Deposit	-
Investments	9,382,535
Security Deposits	25,667
Property & Equipment (net of depreciation)	27,437,563
<b>TOTAL ASSETS</b>	<b>\$ 54,411,867</b>

### Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 70,914
Accrued Payroll & Related Expense	-
Line of Credit Payable	-
Compensated Absences Payable	9,256,213
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	15,054,403
Restricted - Other	2,570,852
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 54,411,867</b>

Attachment: 09\_20 Financial Statements (2367 : Acceptance of Financial Reports for the Period Ending September 2020)

## BALANCE SHEET – TRUST & AGENCY FUND

At September 30, 2020

### Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 579,651
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	306,786
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
<b>TOTAL ASSETS</b>	<b>\$ 886,437</b>

### Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 41,268
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	845,169
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 886,437</b>

Attachment: 09\_20 Financial Statements (2367 : Acceptance of Financial Reports for the Period Ending September 2020)

## BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND

At September 30, 2020

### Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 1,091,611
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	9,316,528
Property & Equipment (net of depreciation)	970,444
	-
<b>TOTAL ASSETS</b>	<b>\$ 11,387,174</b>

### Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 2,361
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	706,604
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	970,444
Unrestricted - Other	9,307,111
Restricted - Other	400,654
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 11,387,174</b>

Attachment: 09\_20 Financial Statements (2367 : Acceptance of Financial Reports for the Period Ending September 2020)



## BALANCE SHEET – WORKERS’ COMPENSATION FUND

At September 30, 2020

### Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 2,113,542
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)	-
<b>TOTAL ASSETS</b>	<b>\$ 2,116,049</b>

### Liabilities and Fund Balances

Liabilities	
Accounts Payable	-
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	\$ 604,583
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,511,466
Restricted - Other	-
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 2,116,049</b>

Attachment: 09\_20 Financial Statements (2367 : Acceptance of Financial Reports for the Period Ending September 2020)

### Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* November 19, 2020

*ITEM ID #:* 2372

*AGENDA:* Proposed Amendment to FY 2021 Holiday Schedule

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At the February 27, 2020, Board of Trustees meeting, the Board approved the below-described holiday schedule for December 2020.

DAY	DATE	LIBRARY SCHEDULE
Christmas Eve	Thursday, Dec. 24	Close at 1:00 PM
Christmas Day	Friday, Dec. 25	Close
New Year’s Eve	Thursday, Dec. 31	Close at 1:00 PM
New Year’s Day	Friday, Jan. 1	Close

The Library further recommends that the Board of Trustees approve the library system to close on Saturday, December 26, 2020 and Saturday, January 2, 2021. As previously indicated, customer activity during these days is extremely slow because of the holidays. Moreover, based on both dates falling on Saturdays and the present circumstances of Covid-19, it may be that the customer activity on the 26<sup>th</sup> and 2<sup>nd</sup> will be even slower than previously anticipated.

**Recommended Motion for Consideration by the Board of Trustees:**

*I move that the Board of Trustees approve the library system to close on Saturday, December 26, 2020, and Saturday, January 2, 2021.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* November 19, 2020

*ITEM ID #:* 2357

*AGENDA:* Personnel Report - October 2020

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### ***PERSONNEL REPORT - 9/16/20 - 10/15/20***

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

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

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

- *Promotions*

#### Attachments:

Personnel Report - October 2020 (PDF)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* November 19, 2020

*ITEM ID #:* 2356

*AGENDA:* Personnel Report - September 2020

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### ***PERSONNEL REPORT - 8/16/20 - 9/15/20***

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

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

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

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

Attachments:

Personnel Report - September 2020 (PDF)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* November 19, 2020

*ITEM ID #:* 2362

*AGENDA:* Payroll for the Month of October 2020

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### **Payroll for the Month of October 2020**

The Chief Financial Officer reports the payrolls paid during the month of October 2020 in the aggregate sum of \$5,187,687 consisting of \$4,957,113 in City Funds, \$225,700 in Federal & State Funds, and \$4,874 in Workers' 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:* November 19, 2020

*ITEM ID #:* 2366

*AGENDA:* Payroll for the Month of September 2020

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### **Payroll for the Month of September 2020**

The Chief Financial Officer reports the payrolls paid during the month of September 2020 in the aggregate sum of \$5,168,054 consisting of \$4,947,237 in City Funds, \$215,343 in Federal & State Funds, \$600 in Board-Designated & Private Grants Funds, and \$4,874 in Workers' 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:* November 19, 2020

*ITEM ID #:* 2369

*AGENDA:* Purchases Over \$5K - October 2020

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### **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 October 1, 2020 and October 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.

Central/Flushing	J.C. Broderick and Associates, Inc. was issued a purchase order against its requirements contract for environmental consulting services for cooling tower services.	\$8,500
Astoria	Prestige Plumbing and Heating Inc., was issued a Statement of Work ("SOW") under its requirements contract to repair a gas line.	\$7,620
Bellerose	Prestige Plumbing and Heating Inc., was issued an SOW under its requirements contract to install a zipper drain, which required excavation, waterproofing, backfill, and restoration.	\$14,715
Central	Stewart and Stevenson Power Products LLC was issued a technical services contract to replace the fuel gauging equipment for the emergency generator.	\$23,350

Central	Stewart and Stevenson Power Products LLC was issued a purchase order against its generator maintenance contract. \$6,850
Forest Hills	P&M Electrical Contracting Corp. was issued an SOW under its Electrician A requirements contract to provide labor and materials for the replacement of overloaded feeder and disconnect switch. \$6,330.72
Rego Park	P&M Electrical Contracting Corp. was issued an SOW under its Electrician A requirements contract to provide labor and materials for the replacement of overloaded feeder and disconnect switch. \$14,942.74
Steinway	Precision Signs.com, Inc. was awarded a contract to furnish and install interior signs. \$23,791.00
Corona	Cameron Engineering & Associates LLP was issued an SOW to provide the additional services of land use approvals and Phase I environmental site assessment for the proposed branch expansion. \$41,950.00



## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* November 19, 2020

*ITEM ID #:* 2368

*AGENDA:* Purchases Over \$5K - September 2020

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### **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 September 1, 2020 and September 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.

Forest Hills	Prestige Plumbing and Heating Inc., was issued a Statement of Work ("SOW") under its requirements contract to furnish and install a new sump pump.
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\$10,560.60

Hunters Point	Quality Facility Solutions Corp., under its requirements contract for window cleaning and emergency remedial services, was issued a Statement of Work ("SOW") to perform exterior and interior window cleaning services.
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\$18,565.25

South Hollis	The Library entered into an emergency contract amendment for all other non-maintenance north and south regions HVAC services including new installations with Kelair Inc. ("Kelair"). Kelair is the Library's requirements vendor for heating and air conditioning services and preventative maintenance services for all of the branches, excluding Flushing. This contract is for maintenance service only and does not include other HVAC services including new installations.
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HVAC work other than preventative maintenance services has been awarded to Kelair 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 for determining a bid, during the pandemic. 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 Kelair to furnish and install a 20-ton compressor.

\$11,370.00

Rego Park

Kelair, under its contract amendment, was issued an SOW to furnish and install a ceiling cassette variable refrigerant flow ("VRF") system for a meeting room.

\$11,730.00

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* November 19, 2020

*ITEM ID #:* 2359

*AGENDA:* Key Performance Indicators Report - October 2020

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### Attachments:

Key Performance Indicators Report - October 2020 (PDF)

# President's Report: October 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	6,101	-68.33%	1,808	-77.06%	8	-99.06%	150	-95.16%	Group 3
Astoria	3,710	-55.48%	3,696	-50.69%	124	-55.23%	618	-66.38%	Group 2
Auburndale	1,794	-84.74%	2,045	-67.27%	0	-100.00%	506	-79.45%	Group 3
Baisley Park	14	-99.59%	46	-99.24%	0	-100.00%	0	-100.00%	2
Bayside	4,909	-78.42%	6,143	-57.13%	192	-90.51%	2,091	-52.67%	Group 1
Bay Terrace	13	-99.82%	50	-99.20%	0	-100.00%	0	-100.00%	
Bellerose	3,596	-58.31%	3,127	-60.71%	26	-96.91%	2,061	-18.34%	Group 1
Briarwood	119	-98.89%	51	-99.55%	46	-98.68%	0	-100.00%	
Broadway	8	-99.95%	115	-99.46%	138	-97.44%	0	-100.00%	
Broad Channel	53	-99.02%	39	-97.87%	0	-100.00%	0	-100.00%	
Cambria Heights	2,468	-48.78%	2,152	-82.28%		-100.00%	162	-83.64%	Group 2
Corona	56	-99.53%	195	-98.96%	207	-93.61%	0	-100.00%	
Court Square	7	-99.86%	0	-100.00%	0	-100.00%	0	-100.00%	2
Douglaston	4	-99.96%	66	-99.19%	6	-99.60%	0	-100.00%	2
East Elmhurst	3,249	-21.06%	1,720	-76.74%	0	-100.00%	24	-98.35%	Group 1
East Flushing	25	-99.67%	102	-98.48%	212	-87.75%	0	-100.00%	
Elmhurst	30	-99.92%	88	-99.78%	80	-96.13%	0	-100.00%	
Far Rockaway	24	-99.46%	5	-99.93%	0	-100.00%	0	-100.00%	
Forest Hills	1,525	-94.59%	3,533	-86.03%	95	-96.67%	19	-99.90%	Group 3
Fresh Meadows	3,888	-88.49%	3,710	-78.52%	75	-97.12%	145	-98.02%	Group 3
Glen Oaks	101	-99.53%	109	-99.23%	7	-99.88%	0	-100.00%	
Glendale	39	-99.04%	0	-100.00%	114	-79.53%	0	-100.00%	
Hillcrest	2,604	-77.90%	2,640	-70.28%	226	50.67%	548	-84.93%	Group 3
Hollis	10	-99.83%	41	-99.49%	62	-95.14%	0	-100.00%	
Howard Beach	20	-99.76%	116	-98.30%	0	-100.00%	0	-100.00%	
Hunters Point	120	-99.40%	222	-99.09%	0	-100.00%	0	-100.00%	
Jackson Heights	2,743	-88.39%	22,559	-26.14%	0	-100.00%	1,428	-72.91%	Group 2
Kew Gardens Hills	1,853	-92.20%	3,347	-78.63%	0	-100.00%	98	-95.86%	Group 1
Langston Hughes	2,503	-46.04%	1,559	-86.42%	155	-97.24%	3	-99.89%	Group 3
Laurelton	2,370	-55.06%	2,471	-70.06%	10	-99.16%	67	-96.93%	Group 1
Lefferts	110	-98.60%	1,420	-86.61%	52	-96.34%	0	-100.00%	
Lefrak City	50	-99.33%	48	-99.57%	80	-93.21%	0	-100.00%	
Long Island City	2,343	-65.13%	2,790	-72.13%	649	-62.33%	900	-67.60%	Group 1
Maspeth	32	-99.77%	123	-98.55%	0	-100.00%	0	-100.00%	
McGoldrick	10	-99.90%	131	-98.76%	79	-95.13%	0	-100.00%	
Middle Village	1	-99.99%	0	-100.00%	0	-100.00%	0	-100.00%	2
Mitchell-Linden	12	-99.93%	70	-99.46%	0	-100.00%	0	-100.00%	
North Forest Park	83	-99.26%	75	-99.10%	0	-100.00%	0	-100.00%	

Attachment: Key Performance Indicators Report - October 2020 (2359 : Key Performance Indicators

# President's Report: October 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	20	-99.75%	62	-99.29%	0	-100.00%	0	-100.00%	
Ozone Park	615	-92.20%	2,598	-75.59%	74	-95.08%	4	-99.64%	Group 3
Peninsula	5,054	-60.51%	2,924	-77.84%	55	-94.35%	324	-85.21%	Group 1
Pommonok	41	-99.37%	60	-99.11%	0	-100.00%	0	-100.00%	
Poppenhusen	42	-99.38%	61	-99.21%	0	-100.00%	0	-100.00%	
Queensboro Hill	2,198	-71.96%	2,154	-80.95%	137	-93.71%	30	-97.55%	Group 2
Queens Village	458	-92.47%	553	-92.05%	70	-96.69%	0	-100.00%	
Rego Park	2,277	-74.07%	2,348	-73.41%	0	-100.00%	213	-42.28%	2, Group 2
Richmond Hill	11	-99.88%	89	-99.06%	0	-100.00%	0	-100.00%	
Ridgewood	3,106	-72.90%	7,271	-67.73%	190	-95.58%	391	-92.73%	Group 2
Rochdale Village	4	-99.93%	74	-99.32%	726	79.70%	0	-100.00%	
Rosedale	60	-98.57%	62	-98.91%	0	-100.00%	0	-100.00%	
Seaside	64	-99.01%	151	-97.82%	0	-100.00%	0	-100.00%	
South Hollis	7	-99.87%	69	-99.36%	0	-100.00%	0	-100.00%	
South Jamaica	5	-99.85%	76	-98.92%	0	-100.00%	0	-100.00%	
South Ozone Park	1,630	-62.68%	2,491	-57.07%	0	-100.00%	176	-94.73%	2, Group 2
St. Albans	67	-98.55%	78	-99.01%	0	-100.00%	0	-100.00%	
Steinway	92	-87.08%	0	0.00%	0	0.00%	0	0.00%	2
Sunnyside	2,461	-83.94%	2,437	-86.29%	171	-90.14%	439	-91.34%	Group 3
Whitestone	3,170	-69.45%	2,512	-67.79%	0	-100.00%	0	-100.00%	
Windsor Park	71	-99.42%	5,269	-51.13%	0	-100.00%	0	-100.00%	
Woodhaven	15	-99.85%	72	-99.33%	43	-98.31%	0	-100.00%	
Woodside	88	-99.04%	226	-98.23%	59	-97.28%	0	-100.00%	
<b>Community Libraries Total</b>	<b>68,153</b>	<b>-89.44%</b>	<b>98,049</b>	<b>-85.44%</b>	<b>4,168</b>	<b>-96.29%</b>	<b>10,397</b>	<b>-95.21%</b>	

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	2	-98.10%	20	-99.41%	712	#DIV/0!	N/A	N/A	
Elmhurst Adult Learning Center	0	-100.00%	N/A	N/A	643	-52.82%	N/A	N/A	3
Flushing Adult Learning Center	0	-100.00%	0	-100.00%	1,659	-10.32%	0	-100.00%	
Jackson Heights Adult Learning Center	9	-89.66%	N/A	N/A	652	-46.91%	0	0.00%	3
Peninsula Adult Learning Center	4	-87.88%	N/A	N/A	998	-57.51%	N/A	N/A	3
Rochdale Adult Learning Center	0	-100.00%	N/A	N/A	29	-97.59%	N/A	N/A	3
<b>Adult Learning Center Total</b>	<b>15</b>	<b>-98.49%</b>	<b>20</b>	<b>-99.82%</b>	<b>4,693</b>	<b>-41.95%</b>	<b>0</b>	<b>-100.00%</b>	

Central Adult Fiction	2,159	-63.47%
Central Adult Fiction - Ask at Desk	2,479	-11.37%
Central Adult Non-Fiction	3,261	-77.02%
Central Adult Non-Fiction - Ask at Desk	3,945	-46.37%

Attachment: Key Performance Indicators Report - October 2020 (2359 : Key Performance Indicators

# President's Report: October 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	273	-78.16%							
Central International Languages - Ask at Desk	172	-18.87%							
Central Library Current Collection	75	-97.86%							
Central Library Fine Arts/Media Center	3,115	-86.12%							
Central Library Others	214	-96.26%							
Central Library Hot Picks	298	-92.59%							
Central Library Interloan	37	-77.30%							
Central Library Job Info Center	1	-98.00%							
Central Library Young Adult Room	539	-85.48%							
Children's Library Discovery Center	1,387	-92.20%	1,061	-95.65%	0	-100.00%	1	-99.98%	
<b>Central Total</b>	<b>17,955</b>	<b>-79.85%</b>	<b>1,468</b>	<b>-98.69%</b>	<b>540</b>	<b>-94.74%</b>	<b>5,023</b>	<b>-87.42%</b>	

Flushing	5,046	-91.50%							
Flushing IRC	5	-99.32%							
Flushing Job Info Center (JIC)	4	-85.19%							
Flushing Media Center	2,294	-88.71%							
<b>Flushing Total</b>	<b>7,349</b>	<b>-90.86%</b>	<b>315</b>	<b>-99.78%</b>	<b>0</b>	<b>-100.00%</b>	<b>0</b>	<b>-100.00%</b>	

E-book and E-Magazines	114,384	91.85%
Virtual Music and Movies	70,696	30.74%
Virtual Library Total	185,080	62.79%
Langston Hughes Black Heritage	188	-60.67%
Queens Village Mail-A-Book	2,137	-46.56%
Mobile Library	4	-99.81%
Correctional Outreach	0	-100.00%
Other Total	5	-96.38%

8,927	N/A
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423	-23.65%	62	-89.67%
3	-99.79%	N/A	X
1,023	976.84%	0	-100.00%

<b>System Total</b>	<b>280,886</b>	<b>-70.01%</b>	<b>99,868</b>	<b>-89.40%</b>	<b>19,271</b>	<b>-86.86%</b>	<b>15,482</b>	<b>-94.58%</b>	
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Website Visits	224,133	-53.27%
Wireless use	34,885	-27.41%
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:* November 19, 2020

*ITEM ID #:* 2358

*AGENDA:* Key Performance Indicators Report - September 2020

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### Attachments:

Key Performance Indicators Report - September 2020 (PDF)

# President's Report: September 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	3,311	-81.43%	1,328	-83.02%	20	-97.94%	11	-99.62%	Group 3
Astoria	2,409	-70.20%	3,449	-52.04%	0	-100.00%	381	-72.55%	Group 2
Auburndale	1,013	-91.30%	778	-87.29%	0	-100.00%	56	-97.43%	Group 3
Baisley Park	6	-99.74%	40	-98.99%	0	-100.00%	0	-100.00%	2
Bayside	2,963	-85.99%	6,587	-47.90%	27	-96.20%	2,900	-28.59%	Group 1
Bay Terrace	16	-99.77%	74	-98.73%	0	-100.00%	0	-100.00%	
Bellerose	2,231	-73.71%	3,512	-56.33%	0	-100.00%	1,885	-25.29%	Group 1
Briarwood	122	-98.78%	49	-99.51%	26	-98.71%	0	-100.00%	
Broadway	61	-99.57%	76	-99.63%	90	-98.12%	0	-100.00%	
Broad Channel	30	-99.41%	28	-98.30%	0	-100.00%	0	-100.00%	
Cambria Heights	1,563	-69.49%	1,893	-83.19%	20	-99.50%	110	-89.55%	Group 2
Corona	43	-99.62%	56	-99.69%	126	-94.40%	0	-100.00%	
Court Square	5	-99.91%	0	-100.00%	0	-100.00%	0	-100.00%	2
Douglaston	9	-99.89%	100	-98.62%	0	-100.00%	0	-100.00%	2
East Elmhurst	2,039	-49.69%	1,876	-72.70%	0	-100.00%	46	-96.60%	Group 1
East Flushing	38	-99.47%	64	-99.00%	94	-90.87%	0	-100.00%	
Elmhurst	80	-99.80%	52	-99.88%	341	-78.67%	0	-100.00%	
Far Rockaway	20	-99.53%	5	-99.93%	0	-100.00%	0	-100.00%	
Forest Hills	1,377	-94.97%	1,582	-93.41%	56	-97.54%	0	-100.00%	Group 3
Fresh Meadows	2,405	-93.00%	1,263	-91.69%	37	-98.08%	14	-99.78%	Group 3
Glen Oaks	108	-99.48%	42	-99.71%	0	-100.00%	7	-99.93%	
Glendale	47	-98.72%	0	-100.00%	58	-92.95%	0	-100.00%	
Hillcrest	1,447	-87.03%	976	-88.48%	41	-80.19%	19	-98.53%	Group 3
Hollis	15	-99.72%	35	-99.55%	38	-95.73%	0	-100.00%	
Howard Beach	24	-99.70%	67	-99.02%	0	-100.00%	0	-100.00%	
Hunters Point	107	-98.41%	278	-97.53%	0	-100.00%	0	-100.00%	
Jackson Heights	1,941	-91.92%	4,124	-85.47%	13	-99.59%	413	-93.37%	Group 2
Kew Gardens Hills	2,078	-90.37%	5,209	-66.25%	0	-100.00%	558	-77.66%	Group 1
Langston Hughes	1,609	-60.24%	787	-92.58%	112	-98.39%	0	-100.00%	Group 3
Laurelton	1,394	-74.34%	2,570	-66.25%	10	-99.32%	56	-96.87%	Group 1
Lefferts	91	-98.86%	69	-99.35%	29	-96.97%	0	-100.00%	
Lefrak City	32	-99.55%	37	-99.66%	37	-96.93%	0	-100.00%	
Long Island City	1,457	-78.20%	2,398	-73.98%	0	-100.00%	686	-74.08%	Group 1
Maspeth	70	-99.44%	51	-99.42%	0	-100.00%	0	-100.00%	
McGoldrick	21	-99.79%	154	-98.53%	34	-96.32%	0	-100.00%	
Middle Village	3	-99.95%	0	-100.00%	0	-100.00%	0	-100.00%	2
Mitchell-Linden	35	-99.78%	38	-99.67%	0	-100.00%	0	-100.00%	
North Forest Park	66	-99.36%	17	-99.76%	0	-100.00%	0	-100.00%	



# President's Report: September 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	30	-99.62%	114	-98.62%	0	-100.00%	0	-100.00%	
Ozone Park	567	-92.66%	7,914	-22.04%	33	-97.51%	0	-100.00%	Group 3
Peninsula	3,244	-71.81%	2,759	-76.00%	27	-95.20%	386	-82.02%	Group 1
Pommonok	30	-99.51%	13	-99.81%	0	-100.00%	0	-100.00%	
Poppenhusen	46	-99.30%	21	-99.69%	0	-100.00%	0	-100.00%	
Queensboro Hill	1,230	-83.32%	1,993	-81.13%	98	-96.42%	41	-97.27%	Group 2
Queens Village	393	-92.76%	531	-91.50%	31	-97.82%	0	-100.00%	
Rego Park	1,314	-88.49%	3,515	-65.52%	0	-100.00%	194	#DIV/0!	2, Group 2
Richmond Hill	46	-99.49%	60	-99.34%	36	-99.42%	0	-100.00%	
Ridgewood	2,048	-81.78%	5,046	-77.89%	110	-96.79%	389	-92.59%	Group 2
Rochdale Village	20	-99.62%	127	-98.71%	317	-43.59%	0	-100.00%	
Rosedale	38	-99.09%	55	-99.09%	0	-100.00%	0	-100.00%	
Seaside	61	-98.90%	91	-98.63%	0	-100.00%	0	-100.00%	
South Hollis	9	-99.78%	72	-99.18%	0	-100.00%	0	-100.00%	
South Jamaica	3	-99.91%	68	-98.84%	0	-100.00%	0	-100.00%	
South Ozone Park	1,046	-39.36%	3,069	-0.16%	0	-100.00%	310	-75.36%	2, Group 2
St. Albans	54	-98.77%	53	-99.20%	0	-100.00%	0	-100.00%	
Steinway	47	-93.82%	0	0.00%	0	0.00%	0	0.00%	2
Sunnyside	1,564	-89.44%	631	-96.35%	127	-90.47%	31	-99.42%	Group 3
Whitestone	2,128	-79.96%	2,156	-71.70%	0	-100.00%	20	-99.72%	
Windsor Park	73	-99.40%	5,458	-45.47%	0	-100.00%	0	-100.00%	
Woodhaven	31	-99.67%	71	-99.27%	21	-98.70%	0	-100.00%	
Woodside	76	-99.23%	48	-99.62%	46	-97.47%	0	-100.00%	
<b>Community Libraries Total</b>	<b>44,384</b>	<b>-92.75%</b>	<b>73,529</b>	<b>-88.25%</b>	<b>2,055</b>	<b>-97.90%</b>	<b>8,513</b>	<b>-95.22%</b>	

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	2	-97.83%	58	-98.19%	358	#DIV/0!	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%	868	-31.49%	0	-100.00%	
Jackson Heights Adult Learning Center	1	-99.08%	N/A	N/A	353	-53.12%	0	-100.00%	3
Peninsula Adult Learning Center	5	-58.33%	N/A	N/A	649	-54.93%	N/A	N/A	3
Rochdale Adult Learning Center	0	-100.00%	N/A	N/A	0	-100.00%	N/A	N/A	3
<b>Adult Learning Center Total</b>	<b>8</b>	<b>-99.03%</b>	<b>58</b>	<b>-99.40%</b>	<b>2,228</b>	<b>-52.62%</b>	<b>0</b>	<b>-100.00%</b>	

Central Adult Fiction	1,487	-75.41%
Central Adult Fiction - Ask at Desk	1,933	-27.58%
Central Adult Non-Fiction	2,143	-84.95%
Central Adult Non-Fiction - Ask at Desk	2,677	-61.90%

# President's Report: September 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	179	-86.79%							
Central International Languages - Ask at Desk	106	-52.04%							
Central Library Current Collection	7	-99.78%							
Central Library Fine Arts/Media Center	2,106	-90.82%							
Central Library Others	138	-97.16%							
Central Library Hot Picks	206	-94.09%							
Central Library Interloan	12	-94.17%							
Central Library Job Info Center	4	-94.29%							
Central Library Young Adult Room	397	-89.95%							
Children's Library Discovery Center	1,006	-94.17%	1,075	-96.03%	72	-99.25%	4	-99.93%	
<b>Central Total</b>	<b>12,401</b>	<b>-85.84%</b>	<b>1,379</b>	<b>-98.76%</b>	<b>1,188</b>	<b>-91.50%</b>	<b>5,102</b>	<b>-86.15%</b>	

Flushing	3,576	-94.26%							
Flushing IRC	2	-99.74%							
Flushing Job Info Center (JIC)	0	-100.00%							
Flushing Media Center	1,080	-94.72%							
<b>Flushing Total</b>	<b>4,658</b>	<b>-94.42%</b>	<b>275</b>	<b>-99.80%</b>	<b>0</b>	<b>-100.00%</b>	<b>0</b>	<b>-100.00%</b>	

E-book and E-Magazines	108,725	89.20%							
Virtual Music and Movies	60,715	8.27%							
Virtual Library Total	169,440	49.23%							
Langston Hughes Black Heritage	114	-81.49%							
Queens Village Mail-A-Book	1,262	-69.82%							
Mobile Library	4	-99.82%							
Correctional Outreach	0	-100.00%							
Other Total	0	-100.00%							

9,659	N/A
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423	-35.22%	159	-68.14%
0	-100.00%	N/A	X
1,023	1382.61%	0	-100.00%

<b>System Total</b>	<b>232,271</b>	<b>-74.32%</b>	<b>75,254</b>	<b>-91.54%</b>	<b>15,130</b>	<b>-88.20%</b>	<b>13,774</b>	<b>-94.28%</b>	
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Website Visits	234,238	-51.64%							
Wireless use	38,450	-14.40%							
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
- In person visits taken from BW report

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* November 19, 2020

*ITEM ID #:* 2354

*AGENDA:* Motion to Go into Executive Session

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**Recommended Motion for Consideration:**

*I move that the meeting move into Executive Session, to discuss pending litigation.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* November 19, 2020

*ITEM ID #:* 2355

*AGENDA:* Motion to Return to Public Session

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**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:* November 19, 2020

*ITEM ID #:* 2353

*AGENDA:* Motion to Adjourn

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**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*