

**QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, JANUARY 21, 2021**

Central Library via WebEx

AGENDA

6:00 PM BOARD OF TRUSTEES REGULAR MEETING

I. ROLL CALL

II. APPROVAL OF MINUTES

1. Approval of Minutes of the Board - December 17, 2020 (ID # 2400)

III. AGENDA

A. Action Item(s)

1. Election of Officers - 2021 (ID # 2408)
2. Calendar of Meeting Dates January 2021 through December 2021 (ID # 2391)
3. Resolution – President & CEO Salary Increase (ID # 2409)
4. FY 2022 Holiday Schedule (ID # 2407)
5. Approval of Bills for the Month of December 2020 (ID # 2414)
6. Acceptance of Financial Reports for the Period Ending December 2020 (ID # 2411)

B. Report Item(s)

1. Payroll for the Month of December 2020 (ID # 2410)
2. FY'21 Bi-Annual Credit Card Usage Summary (ID # 2412)
3. Property/Casualty Insurance Program (ID # 2406)
4. QPL Workers' Compensation Self-Insurance Program Update (ID # 2405)
5. Purchases Over \$5K - December 2020 (ID # 2403)
6. Personnel Report - December 2020 (ID # 2402)

IV. REPORT OF THE CHAIR OF THE BOARD

V. PRESIDENT'S REPORT

1. Key Performance Indicators Report - December 2020 (ID # 2401)

VI. ADJOURNMENT

1. Motion to Adjourn (ID # 2404)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 21, 2021

ITEM ID #: 2400

AGENDA: Approval of Minutes of the Board - December 17, 2020

Recommended Motion for Consideration:

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

Attachments:

BOT Minutes - December 17, 2020 (PDF)

QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, DECEMBER 17, 2020
MINUTES

A meeting of the Board of Trustees was held virtually, via WebEx, on Thursday, December 17, 2020. The meeting was called to order at 5:37 PM by Chair of the Board, Haeda Mihaltses.

I. ROLL CALL

Attendee Name	Title	Status	Arrived
Haeda Mihaltses	Chair of the Board	Present	
Robert Santos, Esq.	Vice Chair of the Board	Excused	
Earl G. Simons, Ed. D.	Secretary	Present	6:30 PM
Eli Shapiro, Ed. D., LCSW	Assistant Treasurer	Excused	
Judy E. Bergtraum, Esq.	Board Member	Present	
Julissa Gutierrez	Board Member	Present	
Matthew M. Gorton	Board Member	Present	
James M. Haddad, Esq.	Board Member	Present	
Pauline Healy	Board Member	Present	
Rev. Richard Hogan	Board Member	Present	5:57 PM
Andrew P. Jackson	Board Member	Present	
Carl S. Koerner, Esq.	Board Member	Present	
Michael E. Rodriguez, Esq.	Board Member	Present	
George Russo, Esq.	Board Member	Excused	
Edward Sadowsky, Esq.	Board Member	Excused	
Terri Thomson	Board Member	Present	
Eve Cho Guillergan, Esq.	Rep - Speaker	Present	6:01 PM
Elizabeth Guzman, Esq.	Rep - Public Advocate	Present	5:43 PM

Attachment: BOT Minutes - December 17, 2020 (2400 : Approval of Board Minutes - December 17, 2020)

Board of Trustees Minutes

December 17, 2020

Kapil Longani, Esq.	Rep - Mayor's Office	Present	
Allan Swisher, Esq.	Rep - Borough President	Present	5:43 PM
Jimmy Yan, Esq.	Rep - Comptroller	Present	
Dennis M. Walcott	President & CEO	Present	
Nick Buron	Chief Librarian & Sr. VP	Present	
Justin Deabler, Esq.	General Counsel & Sr. VP	Present	
Sung Mo Kim, Esq.	Chief Operating Officer & Sr. VP	Present	
Gitte Peng	Chief of Staff & Sr. VP.	Present	
Michael Tragale	Chief Financial Officer & Sr. VP	Present	
Jonathan Chung	Director of Government Affairs	Present	
Justin Carroll, Esq.	Associate General Counsel	Present	
Vishnu Dawah	Controller, Finance	Present	
William Funk	Director of Procurement	Present	
William Goldband	VP, Information, Technology & Development	Present	
Sara Hausner-Levine, Esq.	Deputy General Counsel	Present	
John Katimaris	VP, Capital Projects	Present	
Jacqueline Martinez	Director, Human Resources	Present	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
Laniece Ince	Executive Assistant to President and CEO	Present	
Danielle Walsh	Community Library Manager, South Jamaica	Present	

Attachment: BOT Minutes - December 17, 2020 (2400 : Approval of Board Minutes - December 17, 2020)

December 17, 2020

II. APPROVAL OF MINUTES**1. Approval of Minutes of the Board - November 19, 2020 (ID # 2383)****Recommended Motion for Consideration:**

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

RESULT:	ADOPTED [Unanimous]
MOVER:	James M. Haddad, Esq.
SECONDER:	Andrew P. Jackson
AYES:	Mihaltses, Simons, Ed. D, Bergtraum, Esq., Gutierrez, Gorton, Haddad, Esq., Healey, Jackson, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Santos, Esq., Shapiro, Ed. D., LCSW, Hogan, Russo, Esq., Sadowsky, Esq.

III. COMMITTEE REPORT**1. Approval of Nominations Committee Report (ID # 2384)****Recommended Motion for Consideration:**

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

RESULT:	ADOPTED [Unanimous]
MOVER:	Matthew M. Gorton
SECONDER:	Andrew P. Jackson
AYES:	Mihaltses, Simons, Ed. D, Bergtraum, Esq., Gutierrez, Gorton, Haddad, Esq., Healey, Jackson, Koerner Esq., Rodriguez Esq., Thomson
EXCUSED:	Santos Esq., Shapiro Ed. D LCSW, Hogan, Russo Esq, Sadowsky Esq.

2. Motion to Close Nominations (ID # 2385)**Recommended Motion for Consideration:**

I move that the Board of Trustees close the nominations for officers of the Library for calendar year 2021.

RESULT:	ADOPTED [Unanimous]
MOVER:	Haeda Mihaltses
SECONDER:	Andrew P. Jackson
AYES:	Mihaltses, Simons Ed. D, Bergtraum Esq., Gutierrez, Gorton, Haddad Esq., Healey, Jackson, Koerner Esq., Rodriguez Esq., Thomson
EXCUSED:	Santos Esq., Shapiro Ed. D LCSW, Hogan, Russo Esq, Sadowsky Esq.

IV. AGENDA

A. Action Items

1. Calendar of Meeting Dates January 2021 through December 2021 (ID #2391)

Board Chair Haeda Mihaltses reported that the by-laws require the board to conduct six meetings. In order to streamline this process, she asked that this item be tabled and discussed prior to approval of the proposed calendar dates.

Recommended Motion for Consideration by the Board of Trustees:

I move that the calendar of Board of Trustees and Committee meeting dates for 2021 be approved as presented.

RESULT:	TABLED [Unanimous]
MOVER:	Judy E. Bergtraum Esq.
SECONDER:	Haeda Mihaltses
AYES:	Mihaltses, Simons Ed. D, Bergtraum Esq., Gutierrez, Gorton, Haddad Esq., Healey, Jackson, Koerner Esq., Rodriguez Esq., Thomson
EXCUSED:	Santos Esq., Shapiro Ed. D LCSW, Hogan, Russo Esq, Sadowsky Esq.

2. Approval of Bills for the Month of November 2020 (ID # 2395)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the November 2020 bills in the aggregate sum of \$3,312,649.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Judy E. Bergtraum Esq.
AYES:	Mihaltses, Simons Ed. D, Bergtraum Esq., Gutierrez, Gorton, Haddad Esq., Healey, Jackson, Koerner Esq., Rodriguez Esq., Thomson
EXCUSED:	Santos Esq., Shapiro Ed. D LCSW, Hogan, Russo Esq, Sadowsky Esq.

3. Acceptance of Financial Reports for the Period Ending November 2020 (ID # 2396)

Michael Tragale, Chief Financial Officer and Sr. VP reported that the NYC Office of Management and Budget (OMB) advised that the Library would be included in the January Savings Plans, which is also known as Programs to Eliminate the Gaps (PEG). This plan includes budget cuts for FY'21 and FY'22 of approximately \$1.22 million and \$2.96 million, respectively. Mr. Tragale reported that the Library is prepared for both City and State budget cuts and is confident that the Library is able to cover cuts to funding. OMB will announced the PEG in January 2021.

Mr. Tragale also reported that the Library paid the NYS Retirement Pension balance in advance of the December due date and as a result, the Library saved \$83,000.

Attachment: BOT Minutes - December 17, 2020 (2400 : Approval of Board Minutes - December 17, 2020)

December 17, 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 November 30, 2020.

RESULT:	ADOPTED [Unanimous]
MOVER:	Terri Thomson
SECONDER:	Michael E. Rodriguez, Esq.
AYES:	Mihaltses, Simons, Ed. D, Bergtraum, Esq., Gutierrez, Gorton, Haddad, Esq., Healey, Hogan, Jackson, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Robert Santos, Esq., Eli Shapiro, Ed. D., LCSW, George Russo, Esq., Edward Sadowsky, Esq.

B. Report Items**1. Payroll for the Month of November 2020 (ID # 2394)**

RESULT:	PRESENTED
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2. Investment Performance Reports (ID # 2392)

The Finance and Investment Committee has typically met with investment managers in the late winter/early spring (e.g., March). This year, that timing coincided with the first wave of the COVID-19 pandemic and the Library's temporary closure of physical operations. In lieu of this typical annual meeting, the investment managers provided the Library their customary investment performance reports for calendar year 2019, as well as detailed talking points providing the substance of what they would have stated at their in-person presentations. The Library's plan is to resume investment manager meetings with the Committee in spring 2021. Should trustees have questions about the calendar year 2019 results or written presentation, the Library's Chief Financial Officer Michael Tragale can direct those questions to the investment managers, or trustees can inquire of the managers directly at their presentations in spring 2021.

RESULT:	PRESENTED
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3. Personnel Report - November 2020 (ID # 2386)

RESULT:	PRESENTED
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4. Purchases Over \$5K - November 2020 (ID # 2393)

RESULT:	PRESENTED
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V. REPORT OF THE CHAIR OF THE BOARD

Board Chair Haeda Mihaltses thanked the staff for their continued service to support and provide services to Queens. Mr. Walcott thanked Ms. Mihaltses for her service and leadership as Board Chair during the pandemic, and her support for the Library.

VI. PRESIDENT'S REPORT

Dennis M. Walcott, President and CEO, reported that since September 2020, the Library has made the following additional COVID-19 related emergency purchases:

- 800 desktop wellness screens - \$181,348;
- 150 self-standing wellness screens - \$95,850;

The Library has also contracted additional security services to provide at the 35 open library locations. Mr. Walcott also reported that approximately 26,000 customers have been tested by Health & Hospital Corporation (HHC) at the Kew Gardens Hills, Windsor Park, Lefferts, and Ozone Park locations. The Library has played an exceptional role in assisting the City with administering COVID-19 testing.

Mr. Walcott asked Sung Mo Kim, Chief Operating Officer and Sr. VP, to report on the status of the libraries. Mr. Kim reported that the NYC Department of Citywide Administrative Services (DCAS) has contracted to use the Library as Learning Labs. These labs will be located at the South Hollis, McGoldrick, and South Jamaica locations and funded through non-profit organizations, Black Spectrum Theatre, YWCA, and New York Edge, respectively.

Board Trustee Judy Bergtraum asked if the Library is considered an essential service by City and State and if we are required to stay open and/or provide services that are servicing children. Mr. Kim responded that with respect to any City and/or State COVID-19 shutdown, the Library is not considered an essential service. However, the Learning Labs, UPK Programs, and NYC Health & Hospital sites will remain open based on the guidelines provided by the City and/or State. Mr. Walcott stated that if the City shuts down, the Library would resume back to fully remote virtual programs and services.

Nick Buron, Chief Librarian and Sr. VP, reported that although most people have computers, printing services are not as available for our customers. The Library now offers remote printing services for customers at the 35 open locations. Mr. Buron reported that customers are able to upload up to 20 pages to a third-party vendor and choose their pickup location. Staff will then print the documents and inform customers within two days that their documents are ready for pickup. Customers are pleased with the library offering this service. He also reported although circulation is down 70%, approximately 6,000 downloads are completed daily, 32,000 books and other materials are provided for to-go services. The Library continues to provide programs and services that positively affect the Queens community.

Gitte Peng, Chief of Staff and Sr. VP, reported that the Foundation's primary focus is end-of-year fundraising at this time. She also reported that the Foundation is currently brainstorming programs and ideas to promote programs such as a hotspot and laptop campaign for the community. This program will be essential, especially for older adults to have access to basic services, such as internet services, remote learning, and staying connected with family and friends during the COVID-19 pandemic.

Sung Mo Kim also reported that the Library will meet with the NYC Office of Management and Budget (OMB) on Friday, December 18 to submit the 10-year capital plan. Mr. Kim asked John Katimaris, VP of Capital Projects give the board a brief report on the upcoming OMB meeting. Mr. Katimaris reported that the Library will submit the 10-Year Library capital plan and capital needs for FY'22 - FY'31. The total cost of the library capital needs is approximately \$435 million, with high priority capital projects totaling \$62 million. Mr. Katimaris reported that the plan is well-structured and concise and hopes that the submitted plan is accepted in order to continue the current active renovation projects with locations such as Far Rockaway, Steinway, Glendale, and Sunnyside. These projects are slated to be completed in FY'21. Mr. Walcott reported that the Library would keep the board updated on the 10-year capital plan.

Mr. Walcott also reported that on Tuesday, December 22, he will be conducting a Facebook Live Interview with NYC Health Commissioner, Dr. Dave A. Chokshi. He will be discussing the COVID-19 vaccines and the concerns of communities of color, and his perspective on global health concerns and issues related to COVID-19.

1. Key Performance Indicators Report - November 2020 (ID # 2387)

RESULT:	PRESENTED
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VII. OTHER BUSINESS

1. Motion to Go into Executive Session (ID # 2388)

Recommended Motion for Consideration:

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

RESULT:	ADOPTED [Unanimous]
MOVER:	Haeda Mihaltses
SECONDER:	Michael E. Rodriguez, Esq.
AYES:	Mihaltses, Simons, Ed. D, Bergtraum, Esq., Gutierrez, Gorton, Haddad, Esq., Healey, Hogan, Jackson, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Robert Santos, Esq., Eli Shapiro, Ed. D., LCSW, George Russo, Esq., Edward Sadowsky, Esq.

2. Motion to Return to Public Session (ID # 2389)

Recommended Motion for Consideration:

December 17, 2020

I move that the meeting return to Public Session.

RESULT:	ADOPTED [Unanimous]
MOVER:	Judy E. Bergtraum, Esq.
SECONDER:	Carl S. Koerner, Esq.
AYES:	Mihaltses, Simons, Ed. D, Bergtraum, Esq., Gutierrez, Gorton, Haddad, Esq., Healey, Hogan, Jackson, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Robert Santos, Esq., Eli Shapiro, Ed. D., LCSW, George Russo, Esq, Edward Sadowsky, Esq.

VIII. ADJOURNMENT

1. Motion to Adjourn (ID # 2390)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

RESULT:	ADOPTED [Unanimous]
MOVER:	Judy E. Bergtraum, Esq.
SECONDER:	Carl S. Koerner, Esq.
AYES:	Mihaltses, Simons, Ed. D, Bergtraum, Esq., Gutierrez, Gorton, Haddad, Esq., Healey, Hogan, Jackson, Koerner, Esq., Rodriguez, Esq., Thomson
EXCUSED:	Robert Santos, Esq., Eli Shapiro, Ed. D., LCSW, George Russo, Esq, Edward Sadowsky, Esq.

The meeting was closed at 7:00 PM.

Secretary

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 21, 2021

ITEM ID #: 2408

AGENDA: Election of Officers - 2021

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the resolution on election of officers as presented:

RESOLUTION

WHEREAS, at the Board's regularly scheduled meeting held on Thursday, December 17, 2020, the Nominating Committee recommended the following slate of officers of the Library for calendar year 2021:

Chair of the Board:	Michael Rodriguez, Esq.
Vice Chair:	Earl Simons, Ed. D.
Secretary:	Eli Shapiro, Ed. D., LCSW
Treasurer:	Julissa Gutierrez
Assistant Treasurer:	Pauline Healy

WHEREAS, at the December 17, 2020 meeting, the Trustees were asked if they would like to nominate any other officers and no other nominations were offered; and the Board unanimously approved a motion to close nominations for officers of the Library for calendar year 2021.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees that, after due deliberation, the following Trustees are elected as the officers of the Library for calendar year 2021 and shall continue in office until their successors shall have been elected and qualified:

Chair of the Board:	Michael Rodriguez, Esq.
Vice Chair:	Earl Simons, Ed. D.
Secretary:	Eli Shapiro, Ed. D., LCSW
Treasurer:	Julissa Gutierrez
Assistant Treasurer:	Pauline Healy

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 21, 2021

ITEM ID #: 2391

AGENDA: Calendar of Meeting Dates January 2021 through December 2021

Background:

Dates for Committee and Board of Trustees meetings have been approved through December 2020.

Current Status:

The Chair of the Board proposes the following dates for Committee and Board of Trustees meetings for the period of January 2021 through December 2021.

Recommended Motion for Consideration by the Board of Trustees:

I move that the calendar of Board of Trustees and Committee meeting dates for 2021 be approved as presented.

Attachments:

Calendar of Meeting Dates- Jan - Dec 2021 (PDF)

**CALENDAR OF COMMITTEE &
BOARD OF TRUSTEES MEETINGS¹**
January through December 2021

Thursday, January 21, 2021	
Thursday, March 4, 2021	
Tuesday, April 6, 2021²	
Thursday, June 24, 2021	
Thursday, September 9, 2021³	
Thursday, November 18, 2021⁴	Thursday, December 16, 2021

¹ *Relevant committee meetings will be held on the dates listed and precede full Board meetings.*

² *April 6 – Includes Public Hearing Date (Location TBD) followed by full Board meeting.*

³ *September 9 – Includes the Audit Committee & full Board meeting to accept report of the Audit Committee.*

⁴ *November 18 – Meeting of the Nominating Committee*

Attachment: Calendar of Meeting Dates- Jan - Dec 2021 (2391 : Calendar of Meeting Dates January 2021 through December 2021)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 21, 2021

ITEM ID #: 2409

AGENDA: Resolution – President & CEO Salary Increase

Background:

Pursuant to the Library's By-Laws, the Labor Relations Committee shall annually review and make recommendations to the Board of Trustees regarding the compensation arrangements for the President and Chief Executive Officer.

Current Status:

At its December 17, 2020 meeting, the Board of Trustees reviewed the performance of President & CEO Dennis M. Walcott and determined that he should receive a salary increase of 3%, which Mr. Walcott has declined.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the following resolution as presented:

WHEREAS, the Library's By-Laws provide, in pertinent part, that the Labor Relations Committee shall annually review and make recommendations to the Board of Trustees regarding the compensation arrangement for the President and CEO; and

WHEREAS, in light of the COVID-19 pandemic, most Committee work has been undertaken by the full Board of Trustees, including the aforementioned annual review of the compensation arrangement for the President and CEO.

NOW, THEREFORE, BE IT RESOLVED that: (i) after obtaining and considering appropriate data of similar salaries paid to similar executives at comparable organizations; (ii) evaluating the President and CEO's performance in light of the goals and objectives relevant to his compensation, and the Library's performance relative to the Library's mission; and (iii) evaluating the President and CEO's contribution to the Library's purposes and activities, and how his qualifications contribute to his achievement of such goals, the Board of Trustees has determined that Mr. Walcott's salary be increased by 3%, which comports with the increase that other eligible key executive employees have received, effective as of the fourth anniversary date of his employment. However, given that Mr. Walcott has advised the Board of Trustees that he has graciously declined to receive any salary increase for the relevant period of time, his salary shall remain the same.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 21, 2021

ITEM ID #: 2407

AGENDA: FY 2022 Holiday Schedule

Recommended Motion for Consideration:

I move that the Board of Trustees approve the fiscal year 2022 holiday schedule as presented.

Attachments:

FY 2022 Holiday Schedule (PDF)

To: All Agencies
 From: Dennis M. Walcott, President & CEO
 Subject: Fiscal Year 2022 HOLIDAY SCHEDULE
 Date:

Independence Day	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021 ♦
Columbus Day	Monday, October 11, 2021
Veterans Day	Thursday, November 11, 2021
Thanksgiving Day	Thursday, November 25, 2021
Christmas Day	Friday, December 24, 2021 ▪
New Year’s Day	Friday, December 31, 2021 ◆
Martin Luther King, Jr. Day	Monday, January 17, 2022
Presidents’ Day	Monday, February 21, 2022
Memorial Day	Monday, May 30, 2022
Election Day ♦	Tuesday, November 2, 2021 (Floating Holiday – Library Open)
Lincoln’s Birthday ♦	Saturday, February 12, 2022 (Floating Holiday – Library Open)

- ♦ The Library system will be closed on Saturday, September 4, 2021, and Sunday, September 5, 2021 for the Labor Day Holiday.
- The Library system will be closed on Saturday, December 25, 2021 for the Christmas Holiday.
- ◆ The Library system will be closed on Saturday, January 1, 2022 for the New Year’s Holiday.
- ✧ Floating holidays must be taken by June 30th immediately following the holiday(s).

Attachment: FY 2022 Holiday Schedule (2407 : FY 2022 Holiday Schedule)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 21, 2021

ITEM ID #: 2414

AGENDA: Approval of Bills for the Month of December 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 \$5,382,107 being the amount of December 2020 bills vouchered and paid consisting of \$5,917 in Fines & Fees Funds, \$1,100,933 in City Funds, \$255,895 in Federal & State Funds, \$3,967,216 in Trust & Agency Funds, \$11,574 in Board-Designated & Private Grants Funds, and \$40,572 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 December 2020 bills in the aggregate sum of \$5,382,107.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 21, 2021

ITEM ID #: 2411

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

Attachments:

12_20 Financial Statements (DOCX)

QUEENS PUBLIC LIBRARY

FINANCIAL STATEMENTS

AS OF DECEMBER 31, 2020

FINANCE & INVESTMENT COMMITTEE MEETING

JANUARY 21, 2021

Attachment: 12_20 Financial Statements (2411 : Acceptance of Financial Reports for the Period Ending December 2020)

**City General Fund
Budget Report as of December 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	\$ 55,778	-	\$ 56,953	51%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	3,320	3,320	1,660	-	1,660	50%
City Funded Programs	1,199	1,199	546	-	653	54%
Heat, Light, & Power	2,939	2,939	-	-	2,939	100%
Interest Income	1	10	9	-	1	10%
Rental	12	12	9	-	3	0%
Sundry Revenues	1	1	-	-	1	0%
Total Revenues	\$ 122,195	\$ 122,204	\$ 59,994	\$ -	\$ 62,210	51%
Appropriations						
Personal Services	\$ 68,648	\$ 67,433	\$ 30,430	-	\$ 37,003	55%
Health & Welfare Fund	21,067	21,067	8,954	-	12,113	57%
Other Fringe Benefits	5,862	5,862	2,322	-	3,540	60%
Workers' Compensation	700	700	-	-	700	0%
Training	65	76	7	-	69	91%
General Supplies	959	965	131	89	745	77%
Maintenance & Custodial Supplies	524	665	78	45	542	82%
Equipment	213	213	49	48	116	54%
Furniture	5	5	-	-	5	100%
Library Materials	5,065	5,065	573	287	4,205	83%
Contractual Services	2,902	2,768	630	345	1,793	65%
Postage	90	90	19	4	67	74%
Telecommunications	755	751	199	40	512	68%
Carfare, Travel & Mileage	40	40	3	-	37	93%
Maintenance & Repairs - Vehicles	131	131	60	-	71	54%
Maintenance & Repairs - Buildings	1,696	2,730	530	574	1,626	60%
Information Systems Services	1,223	1,426	654	252	520	36%
Rentals - Land/Buildings	1,517	1,517	734	-	783	52%
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	898	5	1,089	55%
City Council (One-Time)	3,320	3,320	1,453	882	985	30%
City Funded Programs	1,199	1,199	443	5	751	63%
Total Appropriations	\$ 122,195	\$ 122,204	\$ 49,360	\$ 2,576	\$ 70,268	58%
Net Income/(Loss)	\$ -	\$ -	\$ 10,634	\$ -	\$ (8,058)	

Attachment: 12_20 Financial Statements (2411 : Acceptance of Financial Reports for the Period Ending December 2020)

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

In thousands

<u>Estimated Revenues</u>	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Fines on Overdue Items	\$ 907	\$ 907	\$ 32	-	\$ 875	96%
Lost Library Cards	46	46	6	-	40	87%
Lost & Damaged Items Fees	174	174	-	-	174	100%
Interest Income- Fines/Fees	25	25	2	-	23	92%
Scanstation	17	17	1	-	16	94%
Total Revenues	\$ 1,169	\$ 1,169	\$ 41	-	\$ 1,128	96%
<u>Appropriations</u>						
Training	133	133	\$ 10	1	122	92%
General Supplies	2	2	-	-	2	100%
Equipment	1	1	-	-	1	100%
Library Materials	307	307	2	-	305	99%
Contractual Services	721	721	90	22	609	84%
Maintenance & Repairs - Buildin	1	1	-	-	1	100%
Information System Services	4	4	3	-	1	25%
Total Appropriations	\$ 1,169	\$ 1,169	\$ 105	\$ 23	\$ 1,041	89%
Net Income/(Loss)	\$ -	\$ -	\$ (64)	\$ -	\$ 87	

Attachment: 12_20 Financial Statements (2411 : Acceptance of Financial Reports for the Period Ending December 2020)

**Federal General Fund
Budget Report as of December 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	177	-	\$ 703	80%
Total Revenues	\$ 880	\$ 880	177	-	\$ 703	80%
<u>Appropriations</u>						
Telecommunications	\$ 880	\$ 880	\$ 293	\$ -	\$ 587	67%
Total Appropriations	\$ 880	\$ 880	\$ 293	\$ -	\$ 587	67%
Net Income/(Loss)	\$ -	\$ -	\$ (116)	\$ -	\$ 116	

Attachment: 12_20 Financial Statements (2411 : Acceptance of Financial Reports for the Period Ending December 2020)

**State General Fund
Budget Report as of December 31, 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	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%
<u>Appropriations</u>						
Personal Services	\$ 1,121	\$ 1,121	\$ 530	\$ -	\$ 591	53%
Health & Welfare Fund	109	109	48	-	61	56%
Other Fringe Benefits	76	76	35	-	41	54%
Training	29	29	-	-	29	100%
General Supplies	18	18	5	2	11	61%
Equipment	173	173	7	8	158	91%
Furniture	19	21	2	1	18	86%
Library Materials	1,459	1,459	221	21	1,217	83%
Contractual Services	1,613	1,604	17	18	1,569	98%
Maintenance & Repairs - Buildings	259	266	182	53	31	12%
Information Systems Services	2,181	2,181	505	518	1,158	53%
Total Appropriations	\$ 7,057	\$ 7,057	\$ 1,552	\$ 621	\$ 4,884	69%
Net Income/(Loss)	\$ -	\$ -	\$ (52)	\$ -	\$ 673	

Attachment: 12_20 Financial Statements (2411 : Acceptance of Financial Reports for the Period Ending December 2020)

**Board-Designated Fund
Budget Report as of December 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	\$ 66	-	\$ 184	74%
Gains (Losses) on Investments	210	210	1,478	-	(1,268)	-604%
Total Revenues	\$ 460	\$ 460	\$ 1,544	-	\$ (1,084)	-236%
<u>Appropriations</u>						
Training	\$ 8	\$ 8	\$ -	\$ -	\$ 8	100%
General Supplies	21	15	-	-	15	100%
Contractual Services	389	389	57	6	326	84%
Telecom	1	6	2	-	4	67%
Carfare, Travel & Mileage	21	21	11	6	4	19%
Information Systems Services	20	21	-	-	21	100%
Total Appropriations	\$ 460	\$ 460	\$ 70	\$ 12	\$ 378	82%
Net Income/(Loss)	\$ -	\$ -	\$ 1,474	\$ -	\$ (1,462)	

Attachment: 12_20 Financial Statements (2411 : Acceptance of Financial Reports for the Period Ending December 2020)

Workers' Comp Fund
Budget Report as of December 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	\$ 31	-	\$ 34	52%
Health & Welfare Fund	21	21	5	-	16	76%
Other Fringe Benefits	8	8	2	-	6	75%
Workers' Compensation	414	411	102	-	309	75%
Training	-	3	3	-	-	0%
Contractual Services	113	113	39	-	74	65%
P & C Insurance Premiums	79	79	79	-	-	0%
Total Appropriations	\$ 700	\$ 700	\$ 261	-	\$ 439	63%
Net Income/(Loss)	\$ -	\$ -	\$ (261)	\$ -	\$ 261	

BALANCE SHEET – FINES & FEES FUND GROUP

At December 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 591,216
Money Market Accounts	2,345,092
Repurchase Agreements	-
On Hand	31,965
Accounts Receivable	
Accounts Receivable and Employee Advances	4,173
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	605,281
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	179,416
TOTAL ASSETS	\$ 3,757,143

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)	179,416
Unrestricted - Other	3,577,419
Current Restricted	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,757,143

Attachment: 12_20 Financial Statements (2411 : Acceptance of Financial Reports for the Period Ending December 2020)

BALANCE SHEET – CITY FUNDS GROUP

At December 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 5,051,868
Money Market Accounts	11,076,681
Repurchase Agreements	-
On Hand	(28)
Accounts Receivable	
Accounts Receivable and Employee Advances	11,919
Grants and Contracts Receivable	
New York City	4,481,673
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	(3,502,244)
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Prepaid Rent	-
Other Assets	
Interfund Receivables	-
Security Deposit	-
Investments	-
Property & Equipment (net of depreciation)	4,339,790
TOTAL ASSETS	\$ 21,459,659

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 124,384
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	8,600,507
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	4,339,790
Unrestricted - Other	10,139,375
Restricted - Other	(1,744,397)
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 21,459,659

Attachment: 12_20 Financial Statements (2411 : Acceptance of Financial Reports for the Period Ending December 2020)

BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At December 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 10,507,637
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	14,128
Grants and Contracts Receivable	
New York City	462,567
New York State	1,827,186
Federal Government	205,650
Contributions Receivable	
From New York State	1,223,670
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	4,930,427
Certificates of Deposit	-
Investments	9,738,804
Security Deposits	25,667
Property & Equipment (net of depreciation)	27,179,421
TOTAL ASSETS	\$ 56,115,157

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 176,296
Accrued Payroll & Related Expense	-
Line of Credit Payable	-
Compensated Absences Payable	9,256,213
Deferred Revenue	-
Other Liabilities and Interfund Payables	25,293
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	27,179,421
Unrestricted - Other	14,005,010
Restricted - Other	5,472,924
TOTAL LIABILITIES AND FUND BALANCES	\$ 56,115,157

Attachment: 12_20 Financial Statements (2411 : Acceptance of Financial Reports for the Period Ending December 2020)

BALANCE SHEET – TRUST & AGENCY FUND

At December 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 1,253,345
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	\$ 1,253,345

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 100,583
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	1,152,762
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 1,253,345

Attachment: 12_20 Financial Statements (2411 : Acceptance of Financial Reports for the Period Ending December 2020)

BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND

At December 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 1,056,640
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	9,672,241
Property & Equipment (net of depreciation)	960,765
	-
TOTAL ASSETS	\$ 11,698,237

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 1,300
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	350,336
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	960,765
Unrestricted - Other	9,994,315
Restricted - Other	391,521
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 11,698,237

Attachment: 12_20 Financial Statements (2411 : Acceptance of Financial Reports for the Period Ending December 2020)

BALANCE SHEET – WORKERS’ COMPENSATION FUND

At December 31, 2020

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 2,014,768
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	\$ 2,014,768

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	3,562
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,406,622
Restricted - Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,014,768

Attachment: 12_20 Financial Statements (2411 : Acceptance of Financial Reports for the Period Ending December 2020)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 21, 2021

ITEM ID #: 2410

AGENDA: Payroll for the Month of December 2020

Payroll for the Month of December 2020

The Chief Financial Officer reports the payrolls paid during the month of December 2020 in the aggregate sum of \$7,784,487 consisting of \$7,437,492 in City Funds, \$339,685 in Federal & State Funds, and \$7,310 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: January 21, 2021

ITEM ID #: 2412

AGENDA: FY'21 Bi-Annual Credit Card Usage Summary

Background:

In accordance with the Library’s Credit Card Policy Section F, #12, bi-annual summaries regarding Credit Card or Purchasing card usage will be provided.

The Queens Library permits the use of credit cards by authorized Library employees to pay for actual and necessary expenses incurred on behalf of the Library. Purchases made on Library Credit Cards must be made in accordance with the Library’s Policies and within budget limits. The Library’s authorized credit card programs are as follows:

General Purpose credit cards, which the Library has with Chase and American Express, are issued in the name of the Library and the authorized user. It allows for general purpose usage. Vendor specific credit cards, which the Library currently has with Home Depot, are issued in the name of the Library and the authorized users. These cards are typically issued for vendors who provide maintenance supplies.

Fuels cards are issued by the Department of Citywide Administrative Services and are assigned to each Library vehicle. PIN numbers are issued to authorized drivers in order to use the Fuel card. The gas card can be used to purchase fuel only for Library owned vehicles.

Current Status:

Below is a comparative summary of the Credit Card Usage that has occurred from FY 2020 (January 2020 to June 2020) to FY 2021 (July 2020 to December 2020).

General Purpose Credit Cards

Chase	2020	2021
Board of Trustees	3,326	31
Branch	9,240	1,415
Central Program	6,504	384
Collections	200	390
Employee Health/Safety	14,380	1,157

Finance		1,867
General Budget	6,561	4,757
Information Technology Dept.	9,688	4,139
Job Business Academy	437	
Legal	50	
Marketing	220	
Purchasing	750	
Queens Library Foundation	2,004	25
Security	323	
Shipping		424
Grand Total	53,683	14,589

American Express	2020	2021
Central Program	1,269	50
Collections	377	879
Human Resource	5,008	2,270
Marketing	12,726	12,924
Queens Library Foundation	4,000	1,279
Grand Total	23,380	17,402

Vendor Specific Cards

Home Depot	2020	2021
Facilities & Environmental Services	24,410	3,685
Grand Total	24,410	3,685

Fuel Cards

Fuel	2020	2021
Shipping	16,842	17,862

Grand Total	16,842	17,862
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Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 21, 2021

ITEM ID #: 2406

AGENDA: Property/Casualty Insurance Program

BACKGROUND:

The insurance policies specified below, which were previously approved by the Board of Trustees in June 2020 (see attachment), became effective July 1, 2020 and will provide coverage through June 30, 2021.

Overall, premiums increased in 2020-21 by 9.75% with the added coverage for Hunters Point, East Elmhurst, and Cyber Risk accounting for approximately one-third (\$36,000) of the total increase. CGL coverage encompasses general liability (including professional liability for in-house security guards), auto, umbrella, and more recently, a separate sexual abuse and molestation policy.

A summary of the Library's 2020-21 and 2019-20 renewal premiums are as follows:

Insurance Policy	Carrier 2020-21	Premium 2020-21	Premium 2019-20
*General Liability	Chubb – Federal	\$330,192	\$298,618
*Auto	Chubb – Great Northern	\$158,625	\$151,087
*Umbrella - \$20M	Chubb – Federal	\$138,863	\$126,220
*Abuse (A&M)- \$6M	AIG – Lexington	\$130,750	\$121,929
D&O/EPLI - \$5M	Allied	\$61,005	\$50,789
D&O/EPLI - XS \$5M	Great American	\$26,196	\$25,000
Crime	Travelers	\$8,738	\$8,734
Property	Arch	\$326,875	\$306,121
AD&D	Chubb	\$7,938	\$7,938
CYBER	Chubb	\$17,548	+ \$2,925
TOTAL PAID		\$1,206,730	\$1,099,361

* CGL Coverage

+ 2 months coverage

The Library continues to work collaboratively with its CGL carrier (Chubb) and broker (Gallagher) with respect to the handling of claims. Below is a loss ratio analysis of the last eight policy years of CGL coverage, which includes liability and auto claims. Carriers view this ratio as a measure of profitability. The loss ratio and total losses (paid and reserved) are improving under the current carrier and claims handling as depicted below:

Policy Year	Carrier	CGL Premium	Total Losses	Loss Ratio	*Total Premium
2020-21	CHUBB	\$627,680	\$0	0 %	\$758,430
2019-20	CHUBB	\$575,925	\$84,473	14.67%	\$697,854
2018-19	CHUBB	\$538,797	\$68,284	12.67%	\$648,014
2017-18	CHUBB	\$499,346	\$249,926	50.07%	\$599,943
CHUBB	TOTAL	\$2,241,748	\$402,683	17.96%	\$2,704,241

Policy Year	Carrier	CGL Premium	Total Losses	Loss Ratio	*Total Premium
2016-17	Hanover	\$381,284	\$401,190	105.22%	\$381,284
2015-16	Hanover	\$346,101	\$396,640	114.60%	\$346,101
2014-15	Hanover	\$316,916	\$103,269	32.59%	\$316,916
2013-14	Hanover	\$281,487	\$199,592	70.91%	\$281,487
HANOVER	TOTAL	\$1,325,788	\$1,100,691	83.02%	\$1,325,788

* Total CGL premium includes GL, Auto, Umbrella and Abuse (SAM)

Given the above, the Library intends on renewing the existing policies, absent extraordinary circumstances, such as a carrier declining renewal of coverage or a significant increase in the cost of coverage.

Attachments:

P & C Insurance Report - June 25, 2020 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2284

AGENDA: Property Casualty Insurance - June 2020

BACKGROUND:

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

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

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

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

Commercial General Liability

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

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

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

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

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

Directors and Officers/Employment Practices

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

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

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

Property

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

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

Crime

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

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

Accidental Death & Dismemberment (AD&D)

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

CURRENT STATUS:

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

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

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

Renewal Quotes

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

Directors and Officers/Employment Practices

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

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

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

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

Sexual Abuse and Molestation (SAM)

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

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

Cyber

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

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

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

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

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

EXPIRING

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

RENEWAL

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

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

Recommended Motion for Consideration by the Board of Trustees:

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 21, 2021

ITEM ID #: 2405

AGENDA: QPL Workers' Compensation Self-Insurance Program Update

BACKGROUND:

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

In accordance with standard practice in the industry, the annual contributions to the Library’s designated workers’ compensation fund have been based on what the estimated cost of financing this risk with an insurer would have been using the New York State Workers’ Compensation and Ratings Board formulas and rates and applying them to the Library’s payroll.

FCS Administrators, Inc. (FCS) is the Library’s current Third Party Administrator (TPA) responsible for administering the Library’s workers’ compensation program. This vendor was selected, with the Board’s approval, as the result of a competitive RFP process that the Library undertook in 2016. The services provided by the TPA include claims processing, medical reviews, completing and filing reports, providing information for assessments, projecting funding needs, annual reporting, medical claims management, loss control and consulting services, excess insurance analysis and placement and general program management. The TPA’s services also include conducting investigations, arranging independent medical exams and providing legal representation before the Workers’ Compensation Board. FCS is commencing the fifth year of its five-year contract with the Library.

LOSS REVIEW

There are 22 open claims, of which 18 were filed in the last five policy years:

Policy Year	Claims Filed	Open Claims
2016	24	0
2017	31	3
2018	26	5
2019	25	3
2020	13	5

2021	3	2
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FINANCIAL REVIEW (July 2015 - December 2020)

The annual contributions to the workers’ compensation program for policy year July 1, 2015 through December 30, 2020 total \$3,121,847 as detailed below:

Policy Year	Contribution	Estimated Premium
2016	\$593,786	\$593,786
2017	\$611,638	\$611,638
2018	\$594,571	\$594,571
2019	\$0	\$523,464
2020	\$621,852	\$621,852
2021	\$700,000	\$700,000
Total	\$3,121,847	\$3,645,311

Given the fact that there was \$1.283 million available in the Library’s Workers’ Compensation Fund Balance in 2019, the Library did not commit any additional monies to this fund in FY 19. The estimated premium for 2019 was \$523,464.

A detailed review of the financial aspects of the program from July 1, 2015 through December 31, 2020 is provided below:

Claims Paid and Reserved	\$1,322,633
Program Management	\$158,614
Reinsurance	\$335,720
Assessments/Fees/Studies	\$389,325
Internal Workers Comp Administrator	<u>\$531,630</u>
Total Paid and Reserved Costs	\$2,737,922
Current Change in Claims Reserve Estimate	<u>(\$1,507)</u>
Total Incurred Costs	\$2,736,415

Less: Earned Interest (\$4,483)

Net Paid and Incurred Cost \$2,731,932

The *estimated* cost of commercial insurance premiums that would have been paid to a carrier, in lieu of implementing the self-insurance program over the last six-year period, is **\$3,645,311**. As calculated above, the net cost of self-insuring this risk during the same six-year period is **\$2,731,932**.

Since inception of the self-insured program, the *estimated* cost of commercial insurance premiums is **\$12,859,459**. The net cost of self-insuring this risk during the same twenty-six year period is **\$8,744,180**, resulting in a program savings of **\$4,115,280** since inception of the self-insured program.

Attachments:

Workers' Compensation Self-Insurance Update - June 25, 2020 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 25, 2020

ITEM ID #: 2287

AGENDA: Workers' Compensation Self-Insurance Program

Background:

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

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

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

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

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

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



Current Status:

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

TABLE 1

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

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

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

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

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 21, 2021

ITEM ID #: 2403

AGENDA: Purchases Over \$5K - December 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 December 1, 2020 and December 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 Tecogen Inc. received a purchase order to perform annual maintenance services under its technical services contract for the HVAC Tecochill Engine Driven Chillers.
\$10,354.53

Central and Laurelton
Control Technologies, Inc. received a purchase order to perform annual maintenance services under its technical services contract for the HVAC building management system.
\$8,889.96

Flushing Vertiv Corporation received a purchase order to perform annual maintenance services under its technical services contract for the uninterrupted power supply (“UPS”) battery system.
\$12,639

Flushing Vertiv Corporation received a contract amendment and a purchase order for a full battery replacement of the batteries for the UPS battery system.
\$7,327.34

System-wide

Predator Pest Control Inc. was issued a purchase order under its integrated pest management contract to provide to annual preventive services.

\$14,000

Hunters Point

Stewart & Stevenson Power Products LLC. received a purchase order to perform annual maintenance services under its technical services contract for generator maintenance services.

\$7,900

Broadway

Quality Facility Solutions Corp. was issued was issued a Statement of Work (“SOW”) under its requirements contract to perform extensive grounds cleaning.

\$6,436.59

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 21, 2021

ITEM ID #: 2402

AGENDA: Personnel Report - December 2020

PERSONNEL REPORT - 11/16/20 - 12/15/20

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

§ *Leaves Without Pay*

§ *Separations: Terminations/Resignations*

§ *Returns from Leave*

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

§ *Appointments*

§ *Promotions*

§ *Transfers*

Attachments:

Personnel Report - December 2020.xls (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 21, 2021

ITEM ID #: 2401

AGENDA: Key Performance Indicators Report - December 2020

Attachments:

Key Performance Indicators Report - December 2020 (PDF)

President's Report: December 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	5,817	-61.81%	2,048	-69.54%	8	-99.31%	51	-97.04%	
Astoria	3,208	-53.44%	3,028	-49.28%	40	-96.03%	648	-54.94%	
Auburndale	1,785	-81.90%	1,993	-57.94%	0	-100.00%	491	-76.57%	
Baisley Park	19	-99.38%	59	-98.40%	0	-100.00%	0	-100.00%	2
Bayside	4,441	-77.47%	4,272	-64.28%	343	-78.40%	1,235	-66.04%	
Bay Terrace	89	-98.61%	97	-98.10%	0	-100.00%	0	-100.00%	
Bellerose	3,187	-59.27%	2,529	-64.28%	0	-100.00%	1,083	-14.79%	
Briarwood	1,967	-80.28%	1,617	-82.25%	21	-99.05%	36	-98.48%	
Broadway	102	-99.19%	237	-98.64%	68	-98.48%	0	-100.00%	
Broad Channel	81	-97.92%	34	-97.56%	0	-100.00%	0	-100.00%	
Cambria Heights	1,898	-49.44%	1,286	-87.38%	0	-100.00%	132	-90.62%	
Corona	80	-99.06%	0	-100.00%	121	-92.94%	0	-100.00%	
Court Square	12	-99.74%	0	-100.00%	0	-100.00%	0	-100.00%	2
Douglaston	34	-99.57%	47	-99.30%	0	-100.00%	0	-100.00%	2
East Elmhurst	2,133	-33.55%	1,257	-77.02%	126	-89.57%	119	-85.52%	
East Flushing	1,255	-79.86%	1,476	-71.75%	123	-86.97%	90	-92.05%	
Elmhurst	3,302	-90.75%	2,351	-93.10%	96	-92.12%	131	-97.19%	
Far Rockaway	5	-99.87%	3	-99.95%	0	-100.00%	2	-99.83%	
Forest Hills	2,304	-90.63%	6,947	-68.10%	63	-97.49%	26	-99.88%	
Fresh Meadows	3,882	-87.43%	5,309	-63.61%	49	-94.94%	758	-85.92%	
Glen Oaks	3,585	-79.38%	2,140	-79.34%	24	-99.40%	370	-96.12%	
Glendale	75	-97.96%	0	-100.00%	78	-71.22%	0	-100.00%	
Hillcrest	2,643	-73.90%	2,603	-60.17%	532	30.39%	659	-89.20%	
Hollis	1,183	-74.39%	1,431	-76.09%	34	-95.56%	73	-95.42%	
Howard Beach	58	-99.05%	60	-98.85%	0	-100.00%	0	-100.00%	
Hunters Point	10,119	-63.24%	2,868	-80.83%	0	-100.00%	528	-92.45%	
Jackson Heights	2,235	-89.08%	4,036	-83.73%	0	-100.00%	333	-94.27%	
Kew Gardens Hills	277	-98.60%	10,898	-21.27%	0	-100.00%	0	-100.00%	
Langston Hughes	1,898	-46.25%	1,363	-87.13%	325	-95.66%	0	-100.00%	
Laurelton	1,955	-53.32%	2,433	-57.41%	0	-100.00%	2	-99.87%	
Lefferts	107	-98.24%	21,952	153.52%	21	-98.52%	0	-100.00%	
Lefrak City	1,356	-76.89%	1,493	-83.93%	54	-96.79%	6	-99.31%	
Long Island City	1,741	-71.18%	1,499	-81.03%	478	-34.79%	436	-68.11%	
Maspeth	2,131	-83.74%	1,610	-81.30%	0	-100.00%	109	-96.57%	
McGoldrick	94	-98.88%	361	-96.26%	39	-96.02%	0	-100.00%	
Middle Village	3	-99.59%	0	-100.00%	0	0.00%	0	0.00%	2
Mitchell-Linden	2,190	-84.96%	2,169	-77.46%	0	-100.00%	98	-97.32%	
North Forest Park	1,494	-84.54%	745	-87.85%	0	-100.00%	0	-100.00%	

Attachment: Key Performance Indicators Report - December 2020 (2401 : Key Performance Indicators

President's Report: December 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	89	-98.77%	88	-98.73%	30	-97.16%	0	-100.00%	
Ozone Park	1,405	-77.86%	2,271	-70.41%	40	-95.16%	30	-97.01%	
Peninsula	3,740	-61.41%	2,128	-77.73%	55	-91.01%	83	-82.64%	
Pommonok	460	-91.31%	817	-85.64%	0	-100.00%	0	-100.00%	
Poppenhusen	82	-98.57%	45	-99.16%	0	-100.00%	0	-100.00%	
Queensboro Hill	1,699	-72.86%	2,149	-74.42%	466	-71.81%	58	-95.04%	
Queens Village	273	-94.04%	34	-99.33%	27	-96.91%	0	-100.00%	
Rego Park	1,912	-83.98%	2,947	-74.66%	0	-100.00%	0	0.00%	2
Richmond Hill	925	-88.12%	1,662	-76.19%	0	-100.00%	96	-96.52%	
Ridgewood	2,654	-71.26%	6,597	-65.83%	353	-88.11%	356	-92.82%	
Rochdale Village	2,355	-43.33%	1,205	-85.03%	40	-91.09%	162	-89.91%	
Rosedale	46	-98.51%	105	-97.78%	24	-94.33%	0	-100.00%	
Seaside	1,894	-61.34%	1,073	-83.77%	0	-100.00%	0	-100.00%	
South Hollis	62	-98.12%	133	-98.24%	0	-100.00%	0	-100.00%	
South Jamaica	17	-99.23%	104	-98.04%	0	-100.00%	0	-100.00%	
South Ozone Park	1,290	-62.87%	1,148	-72.73%	0	-100.00%	96	-96.65%	2
St. Albans	1,673	-51.95%	1,470	-75.40%	0	-100.00%	0	-100.00%	
Steinway	61	-86.38%	0	0.00%	0	0.00%	0	0.00%	2
Sunnyside	579	-95.68%	1,085	-92.41%	100	-91.53%	0	-100.00%	
Whitestone	2,456	-71.07%	2,070	-64.48%	0	-100.00%	0	-100.00%	
Windsor Park	184	-98.29%	8,976	14.83%	0	-100.00%	0	-100.00%	
Woodhaven	64	-99.22%	78	-98.89%	119	-92.65%	0	-100.00%	
Woodside	87	-98.91%	84	-99.17%	23	-99.10%	0	-100.00%	
Community Libraries Total	92,752	-83.28%	128,520	-75.94%	3,920	-95.78%	8,297	-95.19%	

Central Library Adult Learning Center	2	-95.74%	N/A	N/A	0	-100.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	0	-100.00%	20	-99.28%	398	99.00%	N/A	N/A	
Elmhurst Adult Learning Center	0	-100.00%	N/A	N/A	494	-19.94%	N/A	N/A	3
Flushing Adult Learning Center	10	-96.53%	0	-100.00%	677	-25.93%	0	-100.00%	
Jackson Heights Adult Learning Center	5	-93.24%	N/A	N/A	298	-14.61%	0	-100.00%	3
Peninsula Adult Learning Center	0	-100.00%	N/A	N/A	569	-85.85%	N/A	N/A	3
Rochdale Adult Learning Center	1	-97.78%	N/A	N/A	385	16.31%	N/A	N/A	3
Adult Learning Center Total	18	-97.27%	20	-99.77%	2,821	-56.37%	0	-100.00%	

Central Adult Fiction	2,203	-57.14%
Central Adult Fiction - Ask at Desk	2,625	2.14%
Central Adult Non-Fiction	3,459	-73.22%
Central Adult Non-Fiction - Ask at Desk	3,947	-41.61%

Attachment: Key Performance Indicators Report - December 2020 (2401 : Key Performance Indicators

President's Report: December 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	381	-65.08%							
Central International Languages - Ask at Desk	183	-14.88%							
Central Library Current Collection	43	-98.37%							
Central Library Fine Arts/Media Center	3,216	-84.70%							
Central Library Others	236	-95.10%							
Central Library Hot Picks	374	-88.99%							
Central Library Interloan	21	-86.27%							
Central Library Job Info Center	8	-84.00%							
Central Library Young Adult Room	428	-85.68%							
Children's Library Discovery Center	1,439	-90.46%	1,117	-92.82%	51	-98.82%	0	-100.00%	
Central Total	18,563	-76.45%	5,696	-93.43%	976	-91.80%	4,052	-87.17%	

Flushing	5,122	-91.15%							
Flushing IRC	7	-84.78%							
Flushing Job Info Center (JIC)	3	-87.50%							
Flushing Media Center	1,980	-90.19%							
Flushing Total	7,112	-90.89%	2,032	-98.45%	0	-100.00%	274	-99.17%	

E-book and E-Magazines	114,169	100.19%
Virtual Music and Movies	76,114	20.60%
Virtual Library Total	190,283	58.38%
Langston Hughes Black Heritage	151	-64.72%
Queens Village Mail-A-Book	1,653	-61.82%
Mobile Library	6	-99.57%
Correctional Outreach	0	-100.00%
Other Total	0	-100.00%

12,451	N/A
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701	150.36%	0	-100.00%
33	∞	N/A	X
1,613	1916.25%	0	-100.00%

System Total	310,538	-62.98%	136,304	-82.18%	20,701	-83.35%	12,623	-94.71%	
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Website Visits	212,726	-49.23%
Wireless use	32,287	-32.06%
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

Attachment: Key Performance Indicators Report - December 2020 (2401 : Key Performance Indicators

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 21, 2021

ITEM ID #: 2404

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.