

**QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, MARCH 4, 2021**

via Teleconference

AGENDA

6:00 PM BOARD OF TRUSTEES REGULAR MEETING

I. ROLL CALL

II. APPROVAL OF MINUTES

1. Approval of Minutes of the Board - January 21, 2021 (ID # 2421)

III. AGENDA

A. Investment Managers Report

1. Investment Performance Reports (ID # 2436)

B. Action Item(s)

1. Approval of Bills for the Month of January 2021 (ID # 2432)
2. Acceptance of Financial Reports for the Period Ending January 2021 (ID # 2431)
3. FY'21 City Fund Budget Modifications (ID # 2430)
4. FY'21 Non-City Fund Budget Modifications (ID # 2429)
5. Committee Assignments (ID # 2427)

C. Report Item(s)

1. Payroll for the Month of January 2021 (ID # 2433)
2. Purchases Over \$5K - January 2021 (ID # 2428)
3. Personnel Report - February 2021 (ID # 2435)
4. Personnel Report - January 2021 (ID # 2422)

IV. REPORT OF THE CHAIR OF THE BOARD

V. PRESIDENT'S REPORT

1. Key Performance Indicators Report - January 2021 (ID # 2423)

VI. OTHER BUSINESS

1. Motion to Go into Executive Session (ID # 2424)
2. Motion to Return to Public Session (ID # 2425)

VII. ADJOURNMENT

1. Motion to Adjourn (ID # 2426)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 4, 2021

ITEM ID #: 2421

AGENDA: Approval of Minutes of the Board - January 21, 2021

Recommended Motion for Consideration:

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

Attachments:

BOT Minutes - January 21, 2021 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 4, 2021

ITEM ID #: 2436

AGENDA: Investment Performance Reports

Attachments:

2020 Investment Performance Reporting Data - Summary (PDF)

Investment Fees Analysis (PDF)

**Asset Allocations Broken Down by Queens Library Funds
For the Period Ending 12/31/20**

	<u>Board Designated</u>		<u>State Funds</u>		<u>Elmezzi</u>		<u>Foundation</u>		<u>Total All Funds</u>	
	Amt.	%	Amt.	%	Amt.	%	Amt.	%		
Cash										
Wilmington	\$ 101,849	1%	\$ 117,964	1%	\$ 82,350	1%	\$ 85,102	1%	\$ 387,265	
TD Bank	\$ 67,582	1%	\$ 71,091	1%	\$ 61,912	1%	\$ 75,445	1%	\$ 276,029	
JP Morgan	\$ 55,917	1%	\$ 53,800	1%	\$ 69,008	1%	\$ 97,435	1%	\$ 276,161	
Total	\$ 225,349	2%	\$ 242,854	2%	\$ 213,270	2%	\$ 257,982	2%	\$ 939,456	
Global Equity										
Wilmington	\$ 2,072,286	21%	\$ 2,081,112	21%	\$ 1,964,784	21%	\$ 2,461,514	22%	\$ 8,579,695	
TD Bank	\$ 1,863,868	19%	\$ 1,936,961	19%	\$ 1,681,790	18%	\$ 2,092,012	18%	\$ 7,574,631	
JP Morgan	\$ 1,823,008	18%	\$ 1,783,561	18%	\$ 1,666,903	18%	\$ 1,832,661	16%	\$ 7,106,134	
Total	\$ 5,759,163	58%	\$ 5,801,634	58%	\$ 5,313,477	58%	\$ 6,386,187	56%	\$ 23,260,460	
Global Fixed Income										
Wilmington	\$ 880,065	9%	\$ 886,414	9%	\$ 850,162	9%	\$ 1,047,607	9%	\$ 3,664,249	
TD Bank	\$ 831,065	8%	\$ 841,884	8%	\$ 729,983	8%	\$ 908,397	8%	\$ 3,311,330	
JP Morgan	\$ 853,495	9%	\$ 846,794	8%	\$ 789,184	9%	\$ 1,085,470	10%	\$ 3,574,943	
Total	\$ 2,564,625	26%	\$ 2,575,093	26%	\$ 2,369,329	26%	\$ 3,041,475	27%	\$ 10,550,522	
Alternative Investments										
Wilmington	\$ 397,282		\$ 396,607		\$ 380,211		\$ 470,978		\$ 1,645,078	
Hedge Fund	\$ 282,277	3%	\$ 280,977	3%	\$ 277,724	3%	\$ 356,214	3%	\$ 1,197,192	
Real Estate	\$ 115,006	1%	\$ 115,630	1%	\$ 102,487	1%	\$ 114,764	1%	\$ 447,886	
Other										
TD Bank	\$ 654,523		\$ 672,131		\$ 587,392		\$ 731,088		\$ 2,645,134	
Hedge Fund	\$ 469,563	5%	\$ 484,674	5%	\$ 424,728	5%	\$ 529,006	5%	\$ 1,907,972	
Real Estate									\$ -	
Other	\$ 184,959	2%	\$ 187,456	2%	\$ 162,664	2%	\$ 202,082	2%	\$ 737,162	
JP Morgan	\$ 403,837		\$ 384,951		\$ 375,561		\$ 448,576		\$ 1,612,927	
Hedge Fund	\$ 228,184	2%	\$ 219,484	2%	\$ 220,398	2%	\$ 284,356	3%	\$ 952,422	
Real Estate	\$ 62,819	1%	\$ 61,494	1%	\$ 49,439	1%	\$ 59,033	1%	\$ 232,785	
Other	\$ 112,834	1%	\$ 103,973	1%	\$ 105,725	1%	\$ 105,188	1%	\$ 427,720	
Total	\$ 1,455,642	15%	\$ 1,453,689	14%	\$ 1,343,164	15%	\$ 1,650,642	15%	\$ 5,903,139	
Total*	\$ 10,004,779	100%	\$ 10,073,270	100%	\$ 9,239,240	100%	\$ 11,336,286	100%	\$ 40,653,576	

*Must reflect the December 31, 2020 investment statement balances.

Fund	Bank	Reconciliation			Variance
		Template	Statement		
Board	Wilmington	3,451,482	3,451,482	-	
	TD	3,417,039	3,417,039	-	
	JPM	3,136,258	3,136,258	-	
State	Wilmington	3,482,097	3,482,097	-	
	TD	3,522,067	3,522,067	-	
	JPM	3,069,106	3,069,106	-	
Elmezzi	Wilmington	3,277,508	3,277,508	-	
	TD	3,061,077	3,061,077	-	
	JPM	2,900,656	2,900,656	-	
QLF	Wilmington	4,065,200	4,065,200	-	
	TD	3,806,942	3,806,942	-	
	JPM	3,464,143	3,464,143	-	
		40,653,575	40,653,575	-	

Attachment: 2020 Investment Performance Reporting Data - Summary (2436 : Investment Performance

Consolidated Performance Report (for aggregate of all Queens Library funds)

Reported performance must be net of fees.

	Assets (\$MM)	% Total	3 Mos	YTD	1 Yr	3 Yrs	5 Yrs	Since Inception
Wilmington								
Total Portfolio Net of Fees	14,276,287	100%	10.0%	15.0%	15.0%	8.9%	9.6%	7.0%
Cash	387,265	3%	0.0%	0.3%	0.3%	1.2%	0.9%	0.6%
Manager A								
Manager B								
Global Equity	8,579,695	60%	15.6%	23.8%	23.8%	14.1%	15.0%	11.4%
Manager A								
Manager B								
Global Fixed Income	3,664,249	26%	1.8%	8.1%	8.1%	5.6%	4.9%	3.4%
Manager A								
Manager B								
Alternative Investments								
<i>Hedge Funds</i>	1,197,192	8%	5.2%	1.1%	1.1%	1.0%	2.3%	1.8%
Manager A								
Manager B								
<i>Real Estate</i>	447,886	3%	8.4%	-1.9%	-1.9%	3.1%	4.1%	2.0%
Manager A								
Manager B								
<i>Other</i>								
Manager A								
Manager B								
TD Bank								
Total Portfolio Net of Fees	13,807,125	100%	9.33%	12.90%	12.90%	7.44%	7.77%	5.79%
Cash								
TD Wealth Bank Deposit	276,029	2%						
Global Equity								
<i>US Large Cap</i>								
FIDELITY 500 INDEX FUND	4,174,498	30%	11.91%	16.88%	16.88%	12.12%		11.14%
FIDELITY 500 INDEX FUND			11.91%	16.88%	16.88%			
<i>US SMID Cap</i>								
ISHARES TR RUSSELL 2000 ETF	457,800	3%	30.67%	18.47%	18.47%	9.96%		8.39%
ISHARES TR RUSSELL 2000 ETF			30.64%	18.42%	18.42%	9.82%		
<i>International</i>								
EUROPACIFIC GROWTH FUND CLASS F-2	1,013,031	7%	17.74%	8.49%	8.49%	3.89%		4.76%
EUROPACIFIC GROWTH FUND CLASS F-2			19.54%	23.78%	23.78%	10.36%		
HARDING LOEVNER INTERNATIONAL EQUITY PORTFOLIO INSTITUTIONAL CLASS	808,691	6%	-	-	-	-		
<i>Emerging Markets</i>								
JPMORGAN EMERGING MARKETS EQUITY FUND CLASS I	1,120,611	8%	21.09%	25.24%	25.24%	10.19%		15.90%
JPMORGAN EMERGING MARKETS EQUITY FUND CLASS I			21.08%					
Global Fixed Income								
<i>Intermediate Bonds</i>								
METROPOLITAN WEST TOTAL RETURN BOND FUND CLASS I	1,927,799	14%	1.16%	8.94%	8.94%	5.96%		3.69%
METROPOLITAN WEST TOTAL RETURN BOND FUND CLASS I			1.17%	8.95%	8.95%	5.95%		
<i>Short Term Bonds</i>								
VANGUARD SHORT-TERM BOND INDEX FUND ADMIRAL SHARES	794,891	6%	0.27%	4.69%	4.90%	3.58%		3.23%
VANGUARD SHORT-TERM BOND INDEX FUND ADMIRAL SHARES			0.28%	4.69%	4.69%	3.58%		
<i>Other Fixed Income</i>								
EATON VANCE FLOATING RATE FUND (INSTITUTIONAL SHARES)	196,052	1%	4.92%	4.45%	4.45%	4.28%		3.38%
EATON VANCE FLOATING RATE FUND (INSTITUTIONAL SHARES)			3.61%	2.48%	2.48%	3.41%		
FIDELITY HIGH INCOME FUND	195,251	1%	4.97%	-	-	-		
FIDELITY HIGH INCOME FUND			4.97%	-	-	-		
NUVEEN PREFERRED SECURITIES AND INCOME FUND CLASS I	197,336	1%	6.18%	-	-	-		
NUVEEN PREFERRED SECURITIES AND INCOME FUND CLASS I			6.18%	-	-	-		
Alternative Investments								
<i>Hedge Funds</i>								
THE ARBITRAGE FUND CLASS I	719,465	5%	3.11%	5.62%	5.62%	3.89%		
THE ARBITRAGE FUND CLASS I			3.11%	5.62%	5.62%	3.89%		
THE MERGER FUND INVESTOR CLASS	719,906	5%	3.13%	4.78%	4.78%	6.06%		
THE MERGER FUND INVESTOR CLASS			3.13%	4.78%	4.78%	6.06%		
GOLDMAN SACHS ABSOLUTE RETURN TRACKER FD INSTL CL	468,600	3%	6.44%	3.57%	3.57%	3.82%		
GOLDMAN SACHS ABSOLUTE RETURN TRACKER FD INSTL CL			6.44%	3.57%	3.57%	3.82%		
<i>Other</i>								
SPDR GOLD TR GOLD SHS	737,162	5%	0.66%					2.68%
SPDR GOLD TR GOLD SHS			0.66%					

Attachment: 2020 Investment Performance Reporting Data - Summary (2436 : Investment Performance

Consolidated Performance Report (for aggregate of all Queens Library funds)

Reported performance must be net of fees.

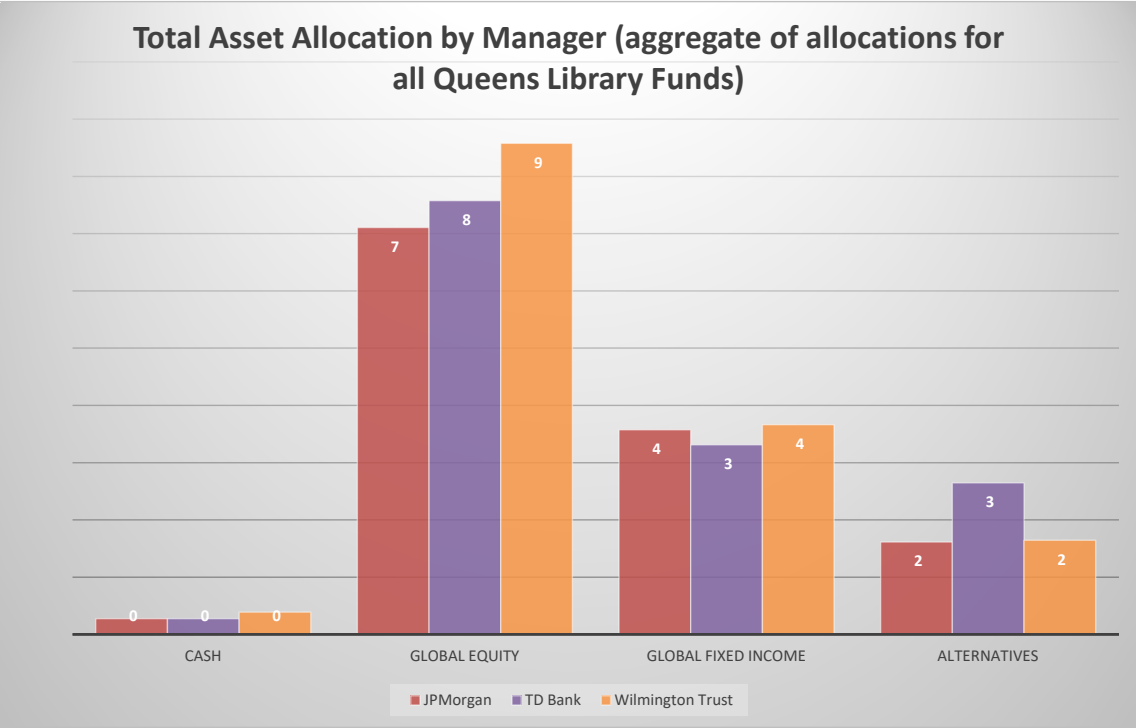
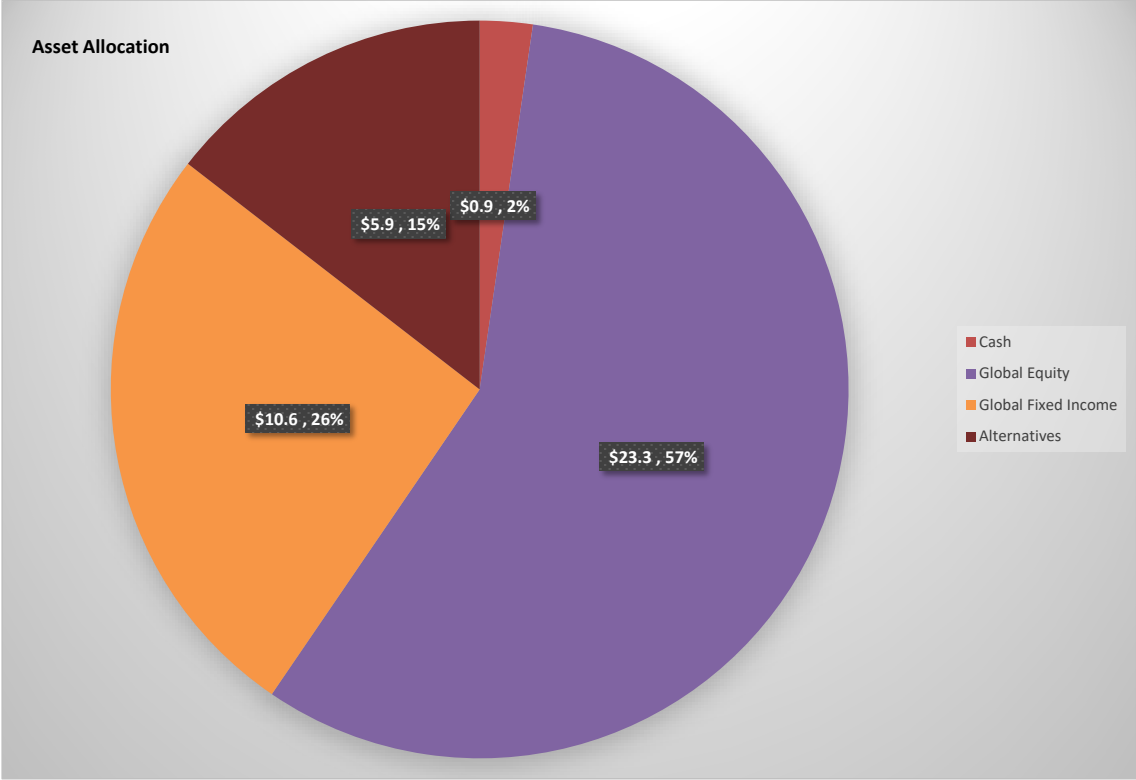
	Assets (\$MM)	% Total	3 Mos	YTD	1 Yr	3 Yrs	5 Yrs	Since Inception
JP Morgan								
Total Portfolio Net of Fees	12,570,164							
Cash	276,168	2.2	0	0.5	0.5	1.5	1.1	0.7
Global Equity		56.4						
Fidelity 500 Index Fund	1,503,710	12.0	12.2	17.9	17.9			14.3
Invesco QQQ Trust	521,122	4.1	13.3	50.2	50.2			36.3
Edgewood Growth Fund	440,213	3.5	12.4					39.8
iShares Core MSCI EM ETF	431,922	3.4	18.9	16.4	16.4			11.3
Health Care Sel Sect SPDR ETF	381,385	3.0	8.0	14.0	14.0			16.5
iShares MSCI Asia ex-Japan ETF	333,976	2.7	17.0	27.3	27.3	7.7	13.1	13.1
MFS International Value Fund	317,617	2.5	10.0	21.0	21.0	11.6	12.9	10.9
Vanguard Financials ETF	303,493	2.4	25.4	-4.8	-4.8			1.9
Fidelity Intl Idx Fund	296,558	2.4	15.8	7.9	7.9			3.1
iShares Russell 1000 Value ETF	278,382	2.2	12.6					18.0
iShares MSCI Japan ETF	256,390	2.0	14.8	-17.6	-17.6			5.7
VanEck Vcts Gold Miners ETF	225,989	1.8	-7.5	23.3	23.3			31.1
Oakmark International Fund	206,327	1.6	31.6	7.9	7.9	1.0		4.3
Trowe New Asia Fund	180,313	1.4	17.0					36.0
Trowe Japan Fund	164,280	1.3	16.0					49.4
JPM US Lge Cap Core Plus Fd	152,140	1.2	12.0	-25.9	-25.9	15	15.2	14.4
Matthews China Fund	150,690	1.2	12.7					41.2
Parnassus Core Equity Fund	139,137	1.1	11.3	-22.6	-22.6	17.2	15.8	14.8
iShares MSCI Brazil Index ETF	127,706	1.0	35.1					29.9
iShares MSCI India ETF	125,808	1.0	18.9	-14.7	-14.7	4.7	8.9	6.2
iShares MSCI EAFE Intl Index Fund	118,757	0.9	16.0	8.1	8.1	5.1		8.8
iShares Global Infra ETF	110,674	0.9	14.8					31.2
Vanguard Mid-Cap ETF	102,144	0.8	17.8	-16.3	-16.3			12.3
Delaware Emerging Markets Fund	84,883	0.7	18.2	25.5	25.5	7.6	15.8	7.5
NB Multi-Cap Opp Fund	70,969	0.6	15.3	15.0	15.0	12	14.7	13.0
NB Greater China Fund	49,287	0.4	10.7	20.1	20.1	7.4	14.6	14.0
AMG Mgrs Pictet Intl Fund	32,258	0.3	22.9	6.9	6.9	1.9		8.3
Global Fixed Income		28.5						
Vanguard Total Bd Mkt Idx Fd	1,756,985	14.0	0.7	7.8	7.8	5.4		4.0
PIMCO TR Fund	452,510	3.6	1.1	8.9	8.9			8.3
Dodge & Cox Inc Fund	361,799	2.9	2.5	8.9	8.9	6.0	5.6	4.7
PIMCO IG Corp Bond Fund	339,311	2.7	3.3					9.8
Schwab US TIPs ETF	281,595	2.2	1.7	-10.9	-10.9	5.6		5.3
DoubleLine TR Bond Fund	214,300	1.7	0.5	4.0	4.0	3.8	3.5	3.1
BLK High Yield Fund	79,951	0.6	6.3	5.9	5.9	6.0	7.9	5.6
JPM Managed Income Fund	61,076	0.5	0.1	1.3	1.3			2.1
JPM Short Dur Bond Fund	33,153	0.3	0.7	4.5	4.5	3.4	2.4	1.7
Alternative Investments								
<i>Hedge Funds</i>		12.9						
Blackstone Alt Multi Strategy	676,752	5.4	5.3	-1	-1	1.4		1.5
Neuberger Berman Alternativ Fd	275,670	2.2	4.9	15.3	15.3	7.8		8.4
<i>Real Estate</i>								
Cohen & Steers Real Estat	232,785	1.9	10.7					4.3
<i>Other</i>								
iShares Gold Trust	311,056	2.5	0.8	23.3	23.3			12.8
Pimco Comm Plus Strategy Fds	116,663	0.9	16.1					8.6

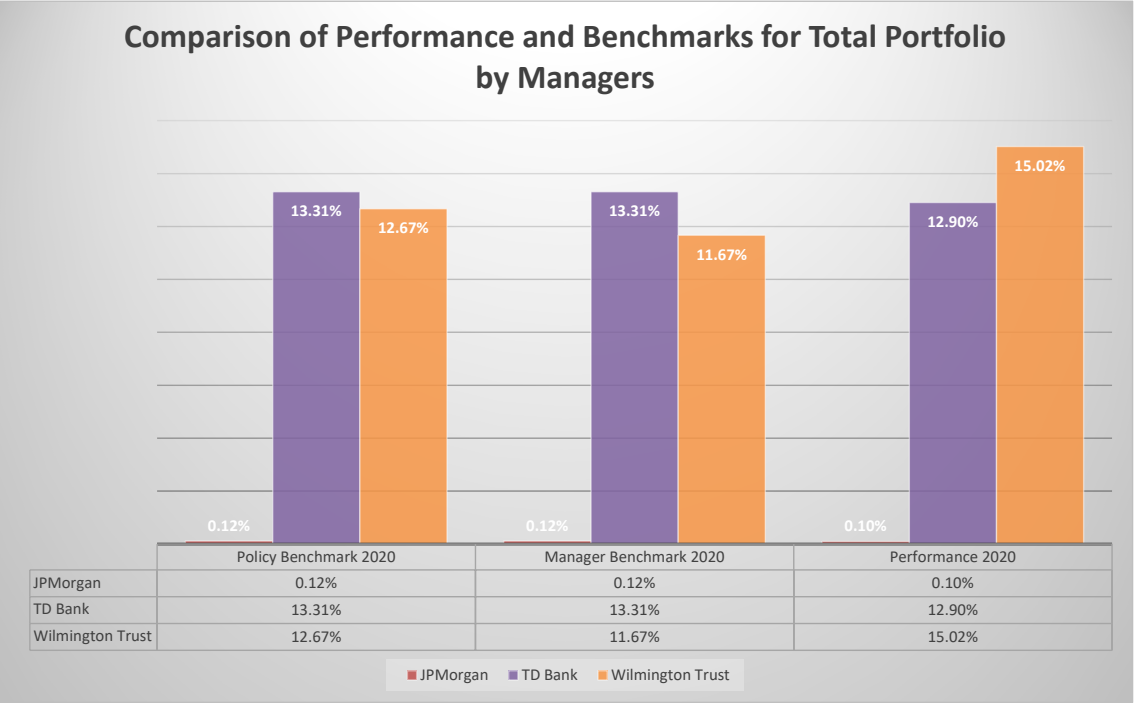
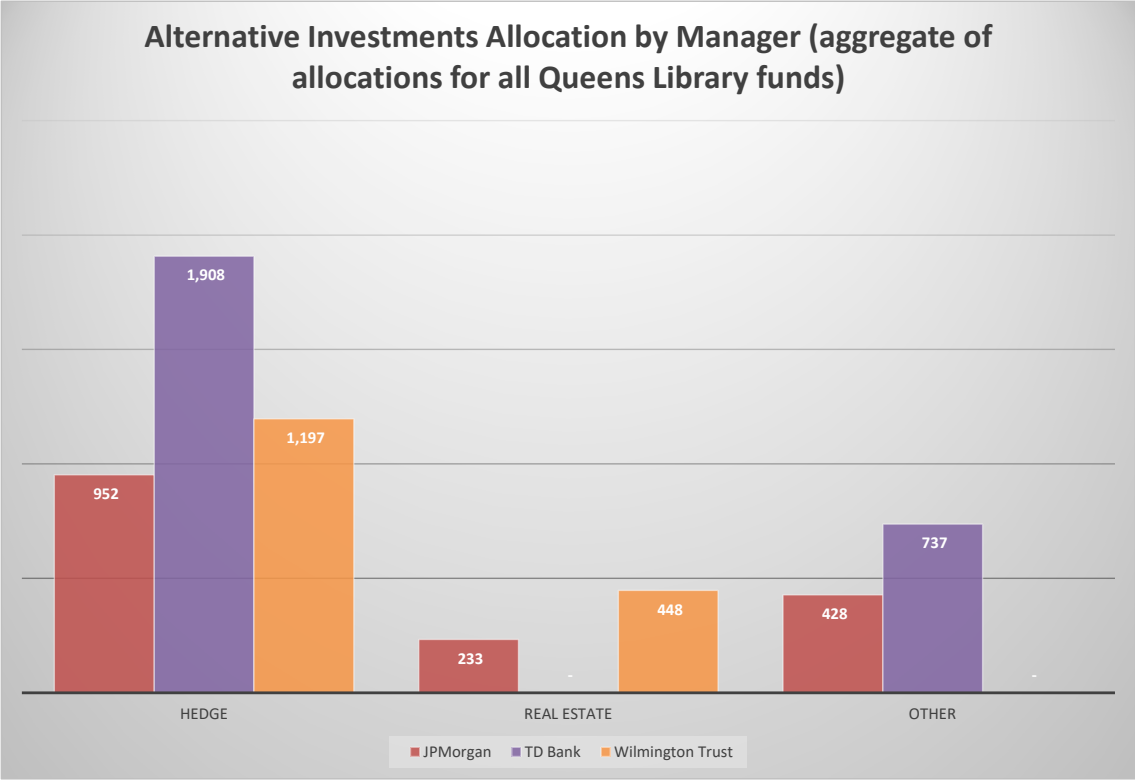
Attachment: 2020 Investment Performance Reporting Data - Summary (2436 : Investment Performance

Queens Borough Public Library
Benchmarks and Fees
 At December 31, 2020

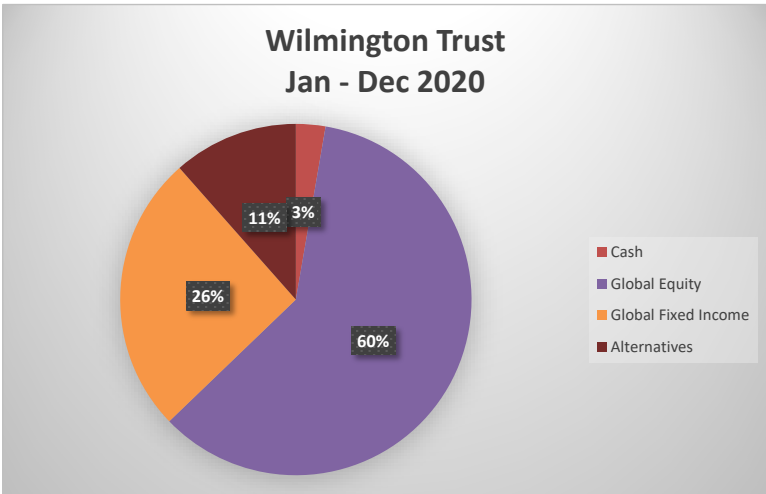
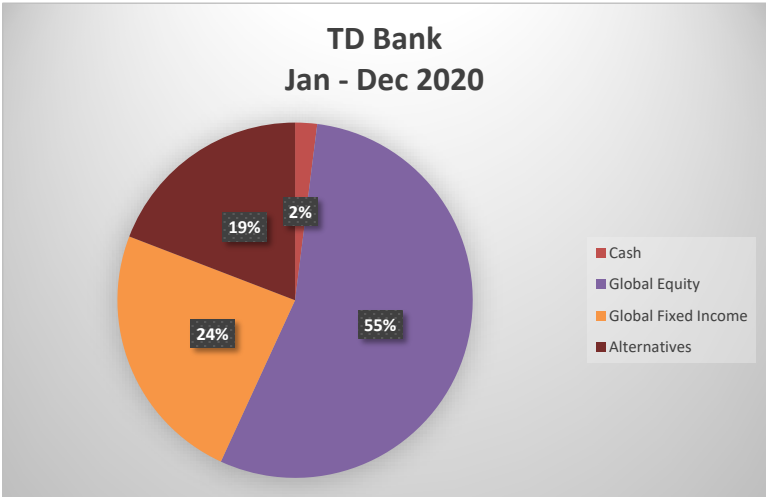
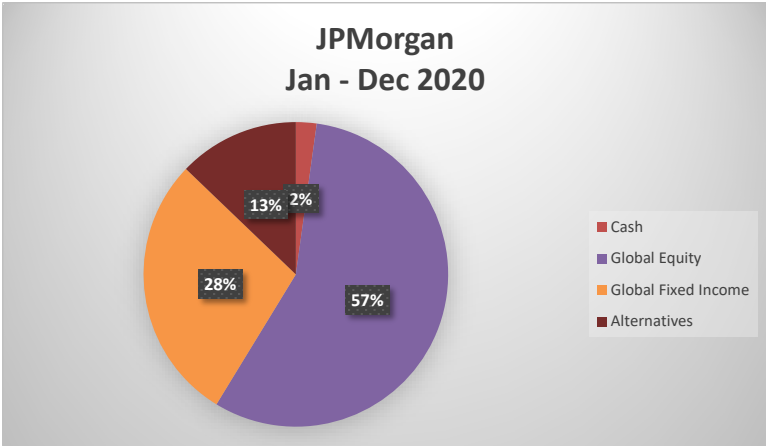
	<u>Wilmington Trust</u>	<u>TD Bank Asset Classes</u>	<u>TD Bank</u>	<u>JPMorgan</u>
Policy Benchmark 12/31/20	12.67%		13.31%	11.90%
Manager Benchmark 12/31/20	11.67%		13.31%	11.90%
Performance 12/31/20	15.02%		12.90%	9.70%
Oversight Fees		Oversight Fees		
Cash	0.50%	Cash	0.566%	6.50%
Global Equity	0.50%	US Large Cap Equities	0.566%	6.50%
Global Fixed Income	0.50%	US Small Cap Equities	0.566%	6.50%
Alternative Investments	0.50%	International	0.566%	6.50%
		Emerging Markets	0.566%	
		Bonds	0.566%	
		Alternatives	0.566%	
Manager Fees		Manager Fees		
Cash	0.00%	Cash	0.00%	0.00%
Global Equity	0.55%	US Large Cap Equities - Fidelity 500 Index (FXAIX)	0.015%	0.31%
Global Fixed Income	0.47%	US Small Cap Equities - iShares Russell 2000 ETF (IWM)	0.19%	0.30%
Alternative Investments	1.29%	International - American Funds Europacific Growth F2 (AEPFX)	0.58%	1.65%
		International - Harding Louvner International Portfolio (HLMIX)	0.81%	
		Emerging Markets - JP Morgan Emerging Markets Equity Fund (JEMSX)	0.99%	
		Intermediate Bonds - Metropolitan West Total Return Bond Fund (MWTIX)	0.46%	
		Short Term Bonds - Vanguard Short-Term Bond Index Adm (VBIRX)	0.07%	
		Other Fixed Income - Eaton Vance Floating Rate (EIBLX)	0.77%	
		Other Fixed Income - Fidelity High Income (SPHIX)	0.69%	
		Other Fixed Income - Nuveen Preferred Securities (NPSRX)	0.78%	
		Alternatives -Merger Investor (MERFX)	2.01%	
		Alternatives - Arbitrage I (ARB NX)	1.69%	
		Alternatives - Goldman Sachs Absolute Ret Tracker Institutional (GJRTX)	0.71%	
		Alternatives - SPDR Gold Trust (GLD)	0.40%	

Attachment: 2020 Investment Performance Reporting Data - Summary (2436 : Investment Performance





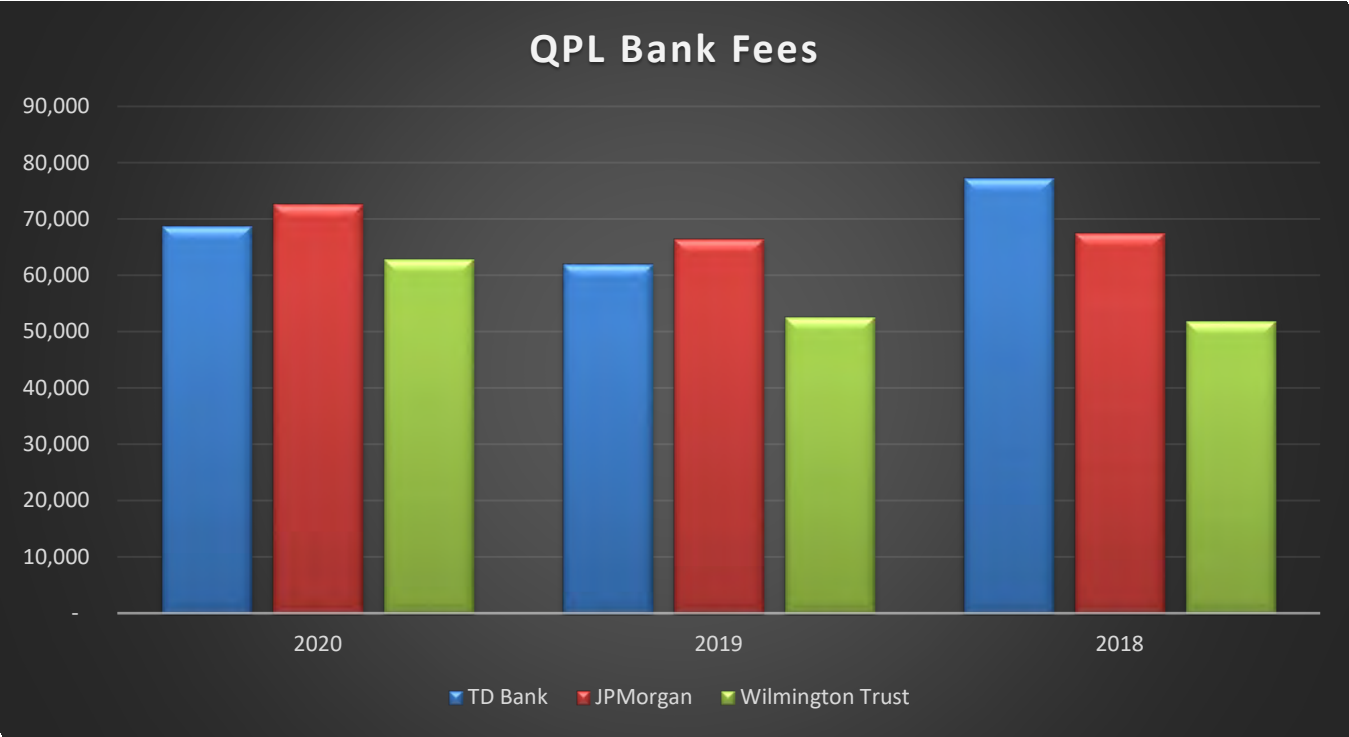
Attachment: 2020 Investment Performance Reporting Data - Summary (2436 : Investment Performance Reports)



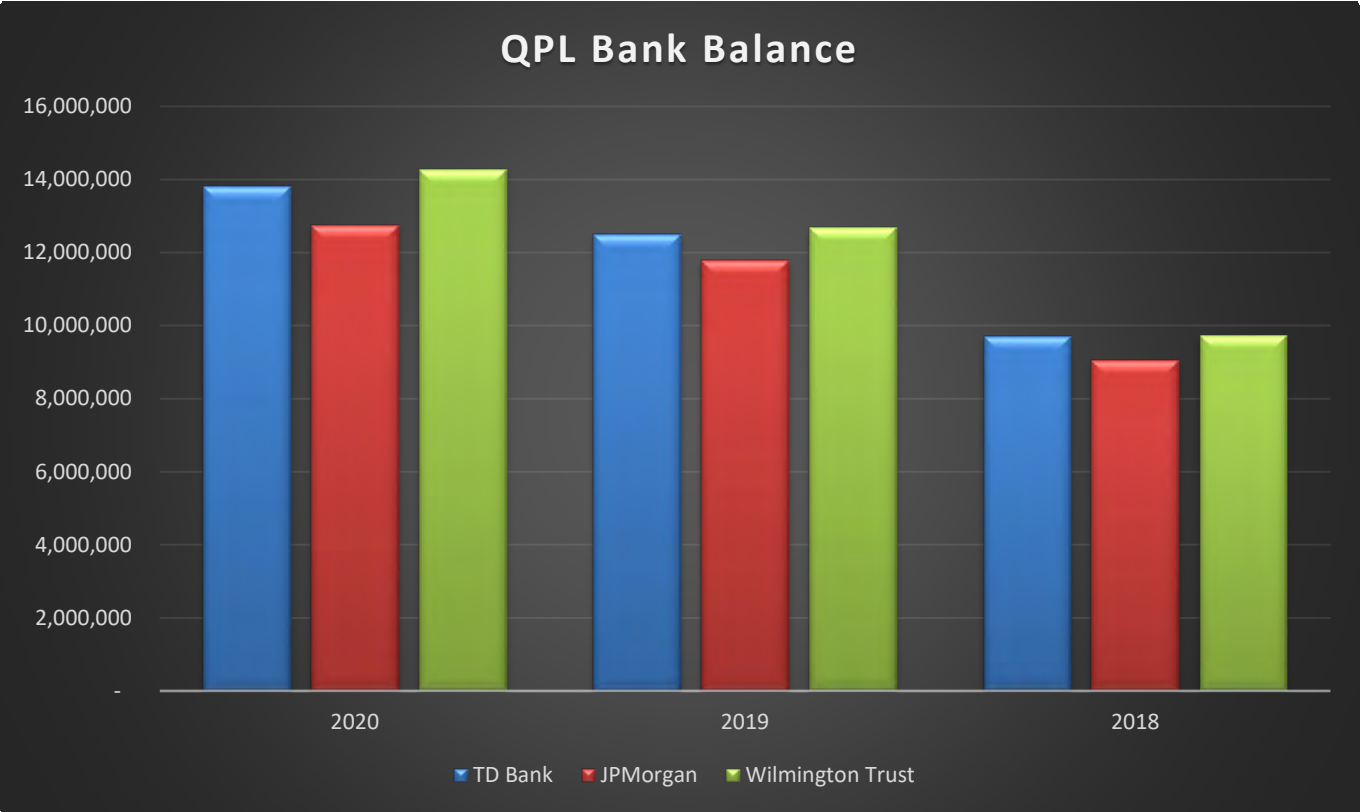
Queens Borough Public Library Investment Fees and Account Balances Calendar Year Analysis

<u>Bank</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
TD Bank			
Bank Fees	68,699	61,946	77,305
Bank Balance	13,807,272	12,512,741	9,721,024
JPMorgan			
Bank Fees	72,654	66,355	67,553
Bank Balance	12,750,172	11,788,704	9,049,278
Wilmington Trust			
Bank Fees	62,787	52,608	51,925
Bank Balance	14,276,287	12,689,277	9,725,060

Attachment: Investment Fees Analysis (2436 : Investment Performance Reports)



Attachment: Investment Fees Analysis (2436 : Investment Performance Reports)



Attachment: Investment Fees Analysis (2436 : Investment Performance Reports)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 4, 2021

ITEM ID #: 2432

AGENDA: Approval of Bills for the Month of January 2021

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 \$3,596,489 being the amount of January 2021 bills vouchered and paid consisting of \$2,435 in Fines & Fees Funds, \$876,675 in City Funds, \$196,769 in Federal & State Funds, \$2,459,080 in Trust & Agency Funds, \$16,862 in Board-Designated & Private Grants Funds, and \$44,668 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 January 2021 bills in the aggregate sum of \$3,596,489.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 4, 2021

ITEM ID #: 2431

AGENDA: Acceptance of Financial Reports for the Period Ending January 2021

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 January 31, 2021.

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 January 31, 2021.

Attachments:

01_21 Financial Statements (DOCX)

QUEENS PUBLIC LIBRARY

FINANCIAL STATEMENTS

AS OF JANUARY 31, 2020

FINANCE & INVESTMENT COMMITTEE MEETING

MARCH 4, 2021

**City General Fund
Budget Report as of January 31, 2021**

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Estimated Revenues						
City Appropriations	\$ 112,731	\$ 111,509	\$ 65,363	-	\$ 46,146	41%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	3,320	3,320	1,937	-	1,383	42%
City Funded Programs	1,199	1,199	607	-	592	49%
Heat, Light, & Power	2,939	2,939	-	-	2,939	100%
Interest Income	1	16	11	-	5	31%
Rental	12	12	9	-	3	0%
Sundry Revenues	1	1	-	-	1	0%
Total Revenues	\$ 122,195	\$ 120,988	\$ 69,919	\$ -	\$ 51,069	42%
Appropriations						
Personal Services	\$ 68,648	\$ 66,491	\$ 35,166	-	\$ 31,325	47%
Health & Welfare Fund	21,067	20,869	10,238	-	10,631	51%
Other Fringe Benefits	5,862	5,782	2,923	-	2,859	49%
Workers' Compensation	700	700	-	-	700	0%
Training	65	76	8	-	68	89%
General Supplies	959	971	151	159	661	68%
Maintenance & Custodial Supplies	524	675	114	174	387	57%
Equipment	213	213	54	44	115	54%
Furniture	5	5	-	-	5	100%
Library Materials	5,065	5,065	815	254	3,996	79%
Contractual Services	2,902	2,756	789	244	1,723	63%
Postage	90	90	24	2	64	71%
Telecommunications	755	751	255	33	463	62%
Carfare, Travel & Mileage	40	40	3	-	37	93%
Maintenance & Repairs - Vehicles	131	131	66	-	65	50%
Maintenance & Repairs - Buildings	1,696	2,730	664	1,091	975	36%
Information Systems Services	1,223	1,426	738	221	467	33%
Rentals - Land/Buildings	1,517	1,517	843	-	674	44%
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	1,020	7	965	48%
City Council (One-Time)	3,320	3,320	1,550	847	923	28%
City Funded Programs	1,199	1,199	510	45	644	54%
Total Appropriations	\$ 122,195	\$ 120,988	\$ 57,124	\$ 3,121	\$ 60,743	50%
Net Income/(Loss)	\$ -	\$ -	\$ 12,795	\$ -	\$ (9,674)	

Attachment: 01_21 Financial Statements (2431 : Acceptance of Financial Reports for the Period Ending January 2021)

Fines and Fees Fund						
Budget Report as of January 31, 2021						
<i>In thousands</i>						
	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Estimated Revenues						
Fines on Overdue Items	\$ 907	\$ 907	\$ 39	-	\$ 868	96%
Lost Library Cards	46	46	9	-	37	80%
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	\$ 51	-	\$ 1,118	96%
Appropriations						
Training	133	133	\$ 11	1	121	91%
General Supplies	2	2	-	-	2	100%
Equipment	1	1	-	-	1	100%
Library Materials	307	307	2	-	305	99%
Contractual Services	721	721	95	20	606	84%
Maintenance & Repairs - Buildin	1	1	-	-	1	100%
Information System Services	4	4	4	-	-	0%
Total Appropriations	\$ 1,169	\$ 1,169	\$ 112	\$ 21	\$ 1,036	89%
Net Income/(Loss)	\$ -	\$ -	\$ (61)	\$ -	\$ 82	

**Federal General Fund
Budget Report as of January 31, 2021**

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	\$ 351	\$ -	\$ 529	60%
Total Appropriations	\$ 880	\$ 880	\$ 351	\$ -	\$ 529	60%
Net Income/(Loss)	\$ -	\$ -	\$ (174)	\$ -	\$ 174	

Attachment: 01_21 Financial Statements (2431 : Acceptance of Financial Reports for the Period Ending January 2021)

**State General Fund
Budget Report as of January 31, 2021**

In thousands

Estimated Revenues	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Basic Grant Revenues	\$ 3,813	\$ 3,813	-	-	3,813	100%
Consolidated Systems Aid	1,744	1,744	-	-	1,744	100%
FY 20 Carry Forward	1,500	1,500	1,500	-	-	0%
Total Revenues	\$ 7,057	\$ 7,057	\$ 1,500	\$ -	\$ 5,557	79%
Appropriations						
Personal Services	\$ 1,121	\$ 1,121	\$ 598	\$ -	\$ 523	47%
Health & Welfare Fund	109	109	52	-	57	52%
Other Fringe Benefits	76	76	40	-	36	47%
Training	29	29	2	-	27	93%
General Supplies	18	18	5	2	11	61%
Equipment	173	173	8	8	157	91%
Furniture	19	21	3	1	17	81%
Library Materials	1,459	1,459	247	-	1,212	83%
Contractual Services	1,613	1,604	20	17	1,567	98%
Maintenance & Repairs - Buildings	259	266	184	51	31	12%
Information Systems Services	2,181	2,181	572	488	1,121	51%
Total Appropriations	\$ 7,057	\$ 7,057	\$ 1,731	\$ 567	\$ 4,759	67%
Net Income/(Loss)	\$ -	\$ -	\$ (231)	\$ -	\$ 798	

Attachment: 01_21 Financial Statements (2431 : Acceptance of Financial Reports for the Period Ending January 2021)

**Board-Designated Fund
Budget Report as of January 31, 2021**

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	\$ 131	-	\$ 119	48%
Gains (Losses) on Investments	210	210	1,917	-	(1,707)	-813%
Total Revenues	\$ 460	\$ 460	\$ 2,048	-	\$ (1,588)	-345%
<u>Appropriations</u>						
Training	\$ 8	\$ 8	\$ 1	\$ -	\$ 7	88%
General Supplies	21	15	1	-	14	93%
Contractual Services	389	389	70	15	304	78%
Telecom	1	6	3	-	3	50%
Carfare, Travel & Mileage	21	21	11	7	3	14%
Information Systems Services	20	21	-	13	8	38%
Total Appropriations	\$ 460	\$ 460	\$ 86	\$ 35	\$ 339	74%
Net Income/(Loss)	\$ -	\$ -	\$ 1,962	\$ -	\$ (1,927)	

Attachment: 01_21 Financial Statements (2431 : Acceptance of Financial Reports for the Period Ending January 2021)

Workers' Comp Fund
Budget Report as of January 31, 2021
In thousands

Estimated Revenues	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%
Appropriations						
Personal Services	\$ 65	\$ 65	\$ 36	-	\$ 29	45%
Health & Welfare Fund	21	21	6	-	15	71%
Other Fringe Benefits	8	8	3	-	5	63%
Workers' Compensation	414	411	140	-	271	66%
Training	-	3	3	-	-	0%
Contractual Services	113	113	55	-	58	51%
P & C Insurance Premiums	79	79	79	-	-	0%
Total Appropriations	\$ 700	\$ 700	\$ 322	-	\$ 378	54%
Net Income/(Loss)	\$ -	\$ -	\$ (322)	\$ -	\$ 322	

BALANCE SHEET – FINES & FEES FUND GROUP

At January 31, 2021

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 599,540
Money Market Accounts	2,345,465
Repurchase Agreements	-
On Hand	31,874
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	604,874
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	154,575
TOTAL ASSETS	\$ 3,736,328

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 224
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)	154,575
Unrestricted - Other	3,581,529
Current Restricted	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,736,328

Attachment: 01_21 Financial Statements (2431 : Acceptance of Financial Reports for the Period Ending January 2021)

BALANCE SHEET – CITY FUNDS GROUP

At January 31, 2021

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 766,027
Money Market Accounts	18,078,916
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	10,634
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)	4,305,353
TOTAL ASSETS	\$ 24,140,359

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 265,265
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	8,886,390
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	4,305,353
Unrestricted - Other	12,304,999
Restricted - Other	(1,621,648)
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 24,140,359

Attachment: 01_21 Financial Statements (2431 : Acceptance of Financial Reports for the Period Ending January 2021)

BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At January 31, 2021

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 10,216,262
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	4,356,877
Certificates of Deposit	-
Investments	10,073,273
Security Deposits	25,667
Property & Equipment (net of depreciation)	27,146,922
TOTAL ASSETS	\$ 55,552,202

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 86,483
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)	27,146,922
Unrestricted - Other	13,826,446
Restricted - Other	5,210,845
TOTAL LIABILITIES AND FUND BALANCES	\$ 55,552,202

Attachment: 01_21 Financial Statements (2431 : Acceptance of Financial Reports for the Period Ending January 2021)

BALANCE SHEET – TRUST & AGENCY FUND

At January 31, 2021

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 512,102
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	468,451
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 980,553

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 126,886
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	853,667
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 980,553

Attachment: 01_21 Financial Statements (2431 : Acceptance of Financial Reports for the Period Ending January 2021)

BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND

At January 31, 2021

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 1,038,948
Money Market Accounts	-
On Hand	-
Accounts Receivable	
Accounts Receivable	8,736
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	10,004,781
Property & Equipment (net of depreciation)	951,087
	-
TOTAL ASSETS	\$ 12,003,552

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 694
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	15,867
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	951,087
Unrestricted - Other	10,648,183
Restricted - Other	387,721
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 12,003,552

Attachment: 01_21 Financial Statements (2431 : Acceptance of Financial Reports for the Period Ending January 2021)

BALANCE SHEET – WORKERS’ COMPENSATION FUND

At January 31, 2021

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 1,967,150
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	\$ 1,967,150

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	15,444
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,347,122
Restricted - Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 1,967,150

Attachment: 01_21 Financial Statements (2431 : Acceptance of Financial Reports for the Period Ending January 2021)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 4, 2021

ITEM ID #: 2430

AGENDA: FY'21 City Fund Budget Modifications

Background:

In accordance with the Library’s Budget Management Policy, increases in total budget revenues or expenses require Board of Trustees approval.

Budget modifications are necessary in the City Fund Budget to update previous budget estimates.

Recommended Motion for Consideration by the Board of Trustees:

Below is a summary of the budget modifications that have occurred from July 2020 to December 2020 that the Board has approved on the monthly reports. I move that the Board of Trustees modify the Fiscal Year 2021 City Fund Budget as follows:

Estimated Revenues

Appropriations from the City of New York

<i>City Appropriations</i>	-	<i>\$1,223,000</i>
<i>Interest Income</i>	+	<i>15,500</i>
<i>Total Estimated Revenues</i>	-	<i>\$1,207,500</i>

Appropriations

<i>Personal Services & Benefits</i>	-	<i>\$ 4,437,328</i>
<i>Training</i>	+	<i>9,580</i>
<i>General Supplies</i>	+	<i>12,506</i>
<i>Maintenance & Custodial Supplies</i>	+	<i>150,650</i>
<i>Library Materials</i>	+	<i>2,000,000</i>

<i>Contractual Services</i>	-	175,863
<i>Telecommunications</i>	-	3,500
<i>Maintenance & Repairs - Buildings</i>	+	1,033,755
<i>Information Systems Services</i>	+	202,700
	-	<hr/> \$1,207,500 <hr/>

City Council (One Time)

Appropriations

<i>Personal Services & Benefits</i>	+	\$ 1,285,353
<i>General Supplies</i>	+	918
<i>Maintenance & Custodial Supplies</i>	+	844,022
<i>Equipment</i>	+	433,400
<i>Contractual Services</i>	+	24,219
<i>Maintenance & Repairs - Buildings</i>	+	440,842
<i>Information Systems Services</i>	+	291,346
		<hr/> \$3,320,100 <hr/>

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 4, 2021

ITEM ID #: 2429

AGENDA: FY'21 Non-City Fund Budget Modifications

Background:

In accordance with the Library’s Budget Management Policy, increases in total budget revenues or expenses require Board of Trustees approval.

Budget modifications are necessary in Budgets to update previous budget estimates.

Recommended Motion for Consideration by the Board of Trustees:

Below is a summary of the budget modifications that have occurred from July 2020 to December 2020 that the Board has approved on the monthly reports. I move that the Board of Trustees modify the Fiscal Year 2021 Non-City Fund Budgets as follows:

Fines and Fees Fund

Appropriations

<i>General Supplies</i>	+	275
<i>Contractual Services</i>	-	275
	+	\$0

State General Fund

Appropriations

<i>Furniture</i>	+	1,474
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<i>Contractual Services</i>	-	13,946
<i>Maintenance & Repairs - Buildings</i>	+	12,472
		<hr/>
		\$0
		<hr/> <hr/>

Board Designated Fund

Appropriations

<i>General Supplies</i>	-	6,250
<i>Contractual Services</i>	+	250
<i>Telecommunications</i>	+	5,000
<i>Information Systems Services</i>	+	1,000
		<hr/>
		\$0
		<hr/> <hr/>

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 4, 2021

ITEM ID #: 2427

AGENDA: Committee Assignments

Recommended Motion for Consideration:

I move that the Board of Trustees approve the committee assignments for the duration of calendar year 2021 as presented.

Attachments:

BOT Committee Assignment 2021 (PDF)

QUEENS BOROUGH PUBLIC LIBRARY
 BOARD OF TRUSTEES - COMMITTEE ASSIGNMENTS FOR 2021

<p align="center"><u>Executive Committee</u> (at least 7 members; 2 selected by BOT)</p> <p>Haeda Mihaltses, Committee Chair <i>[Immediate Past Chair of BOT]</i></p> <p>Michael Rodriguez <i>[Current Chair of BOT]</i></p> <p>Earl Simons, Ed.D <i>[Current Officer of BOT]</i></p> <p>Julissa Gutierrez <i>[Current Officer of BOT]</i></p> <p>Pauline Healy <i>[Current Officer of BOT]</i></p> <p>Eli Shapiro, Ed.D, LCSW <i>[Current Officer of BOT]</i></p> <p>[] <i>[Selected by BOT]</i></p> <p>[] <i>[Selected by BOT]</i></p> <p>Quorum: 5</p>	<p align="center"><u>Audit Committee</u> (at least 3 members)</p> <p>Carl Koerner, Esq., Committee Chair</p> <p>Judy Bergtraum, Esq. Haeda Mihaltses, Esq. George Russo, Esq. Michael Rodriguez, Esq.</p> <p>Quorum: 3</p>	<p align="center"><u>Buildings and Grounds Committee</u> (at least 3 members)</p> <p>Pauline Healy, Committee Chair</p> <p>Judy Bergtraum, Esq. Andrew Jackson James Haddad, Esq. Theresa Thomson</p> <p>Quorum: 3</p>
<p align="center"><u>Finance & Investments Committee</u> (at least 3 members)</p> <p>Julissa Gutierrez, Committee Chair <i>[Current Treasurer of BOT]</i></p> <p>Matthew Gorton Haeda Mihaltses Edward Sadowsky Earl G. Simons, Ed.D.</p> <p>Quorum: 3</p>	<p align="center"><u>Labor Relations Committee</u> (at least 3 members)</p> <p>George Russo, Esq., Committee Chair</p> <p>Matthew Gorton Pauline Healy Reverend Richard Hogan</p> <p>Quorum: 3</p>	<p align="center"><u>Nominating Committee</u> (5 members selected no later than November)</p> <p>Committee Chair <i>[Selected by Chair]</i></p> <p><i>[Selected by Chair]</i></p> <p><i>[Selected by BOT]</i></p> <p><i>[Selected by BOT]</i></p> <p><i>[Selected by BOT]</i></p> <p>Quorum:</p>

Attachment: BOT Committee Assignment 2021 (2427 : Committee Assignments - 2021)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 4, 2021

ITEM ID #: 2433

AGENDA: Payroll for the Month of January 2021

Payroll for the Month of January 2021

The Chief Financial Officer reports the payrolls paid during the month of January 2021 in the aggregate sum of \$5,109,838 consisting of \$4,901,090 in City Funds, \$203,875 in Federal & State Funds, and \$4,873 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: March 4, 2021

ITEM ID #: 2428

AGENDA: Purchases Over \$5K - January 2021

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 January 1, 2021 and January 31, 2021 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.

Glen Oaks Prestige Plumbing and Heating, Inc. was issued a Statement of Work (“SOW”) under its requirements contract to first attempt to repair existing electric water heater unit. Unit still not properly performing and was replaced with a new electric heater unit.

\$5,310.00

Woodside The Library’s May 2020 Buildings and Grounds report detailed the emergency contract with Modine Contracting Corp. for painting, wall repair, and lead abatement with a cost of \$204,655. Because the work was unable to be completed in the last fiscal year, a new purchase order for this fiscal year was required for the remaining work, in the amount below.

\$172,815.00

Richmond Hill Applied Design Initiative, LLC (“Applied”) was issued a Statement of Work (“SOW”) under its architectural requirements contract to provide design revisions to meet DDC guidelines.

\$294,865.50

Central Renu Contracting and Restoration Inc. was issued a change order in the amount of \$6,386.04 for additional wiring for the ANSUL system on the Cafeteria.

Above change order cost:	\$6,386.04
Original contract cost:	\$1,584,901.00
All prior change order costs:	\$583,246.23
Total cost with change orders:	\$2,174,533.27

Elmhurst Slade Industries, Inc. the Library’s contractor for elevator and lift equipment preventive and corrective maintenance, under its NYS General Services contract, was issued an SOW for elevator repairs.

\$57,681.18

Queens Village Prestige Plumbing and Heating, Inc. was issued an SOW under its requirements contract to replace boiler system.

\$55,635.00

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 4, 2021

ITEM ID #: 2435

AGENDA: Personnel Report - February 2021

PERSONNEL REPORT - 1/16/21 - 2/15/21

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of January 16, 2021 to February 15, 2021:

- *Appointments*
- *Promotions*
- *Transfers*
- *Leaves Without Pay*
- *Separations: Terminations/
Resignations*

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

- *Returns from Leave*

Attachments:

Personnel Report - February 2021 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 4, 2021

ITEM ID #: 2422

AGENDA: Personnel Report - January 2021

PERSONNEL REPORT - 12/16/20 - 1/15/21

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of December 16, 2020 to January 15, 2021:

- *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 - January 2021 (XLSX)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 4, 2021

ITEM ID #: 2423

AGENDA: Key Performance Indicators Report - January 2021

Attachments:

Key Performance Indicators Report - Jan. 2021 (PDF)

President's Report: January 2021

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	7,235	-58.72%	1,967	-72.68%	69	-85.65%	61	-97.66%	
Astoria	4,136	-45.69%	3,592	-47.17%	41	-96.43%	878	-57.58%	
Auburndale	2,440	-78.35%	2,291	-59.74%	0	-100.00%	986	-59.56%	
Baisley Park	172	-95.36%	212	-95.51%	0	-100.00%	0	-100.00%	2
Bayside	6,018	-70.70%	4,624	-63.30%	0	-100.00%	1,319	-65.94%	
Bay Terrace	428	-93.73%	109	-98.14%	0	-100.00%	0	-100.00%	
Bellerose	3,261	-62.40%	2,572	-67.35%	13	-97.74%	1,666	18.41%	
Briarwood	3,570	-65.47%	2,059	-80.40%	94	-96.03%	91	-96.31%	
Broadway	989	-92.96%	31	-99.85%	29	-99.46%	0	-100.00%	
Broad Channel	292	-93.64%	10	-99.37%	0	-100.00%	0	-100.00%	
Cambria Heights	2,484	-43.39%	1,095	-90.12%	15	-99.58%	472	-47.56%	
Corona	462	-95.47%	0	-100.00%	0	-100.00%	0	-100.00%	
Court Square	120	-97.64%	0	-100.00%	0	-100.00%	0	-100.00%	2
Douglaston	447	-94.76%	70	-99.14%	0	-100.00%	0	-100.00%	2
East Elmhurst	2,463	-34.53%	1,293	-77.75%	0	-100.00%	96	-93.33%	
East Flushing	2,622	-60.30%	1,529	-73.69%	56	-94.54%	177	-87.91%	
Elmhurst	6,237	-82.06%	3,064	-91.56%	837	-59.17%	125	-97.51%	
Far Rockaway	227	-94.18%	3	-99.95%	0	-100.00%	0	-100.00%	
Forest Hills	3,425	-86.53%	7,416	-68.05%	0	-100.00%	0	-100.00%	
Fresh Meadows	6,212	-81.14%	5,552	-64.73%	8	-99.47%	623	-87.88%	
Glen Oaks	7,373	-64.11%	2,439	-81.19%	105	-97.76%	918	-90.58%	
Glendale	287	-92.77%	0	-100.00%	88	-82.08%	0	-100.00%	
Hillcrest	3,202	-71.61%	2,661	-67.21%	379	-3.81%	863	-41.21%	
Hollis	1,902	-65.05%	1,511	-80.11%	0	-100.00%	116	-94.03%	
Howard Beach	403	-93.91%	49	-99.23%	0	-100.00%	0	-100.00%	
Hunters Point	17,038	-45.27%	3,365	-79.94%	118	-97.95%	720	-89.35%	
Jackson Heights	3,421	-85.24%	5,105	-82.18%	0	-100.00%	257	-94.79%	
Kew Gardens Hills	727	-96.70%	26,208	59.27%	0	-100.00%	0	-100.00%	
Langston Hughes	2,179	-48.17%	1,334	-86.80%	106	-97.48%	0	-100.00%	
Laurelton	2,379	-50.57%	2,359	-67.15%	14	-99.14%	0	-100.00%	
Lefferts	480	-93.29%	23,771	156.84%	0	-100.00%	0	-100.00%	
Lefrak City	2,383	-63.53%	1,605	-82.68%	0	-100.00%	7	-99.02%	
Long Island City	2,360	-56.51%	1,768	-82.50%	1,786	150.49%	554	-70.72%	
Maspeth	3,819	-70.81%	1,953	-80.49%	4	-99.58%	24	-99.20%	
McGoldrick	788	-90.95%	685	-93.27%	0	-100.00%	0	-100.00%	
Middle Village	64	-73.88%	0	-100.00%	0	0.00%	0	0.00%	2
Mitchell-Linden	4,293	-71.55%	2,998	-71.21%	0	-100.00%	286	-93.04%	
North Forest Park	3,031	-73.17%	793	-89.54%	0	-100.00%	0	-100.00%	

President's Report: January 2021

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	525	-93.12%	57	-99.28%	0	-100.00%	0	-100.00%	
Ozone Park	1,897	-70.03%	2,359	-73.50%	0	-100.00%	49	-93.62%	
Peninsula	4,495	-59.74%	2,121	-83.68%	20	-97.19%	197	-90.12%	
Pommonok	828	-86.60%	758	-88.23%	0	-100.00%	0	-100.00%	
Poppenhusen	398	-93.46%	23	-99.62%	0	-100.00%	0	-100.00%	
Queensboro Hill	1,834	-70.43%	2,182	-77.54%	922	-2.33%	0	-100.00%	
Queens Village	385	-92.92%	16	-99.74%	0	-100.00%	0	-100.00%	
Rego Park	2,561	-79.67%	3,377	-74.75%	0	-100.00%	0	0.00%	2
Richmond Hill	1,955	-78.00%	2,072	-76.42%	0	-100.00%	183	-94.56%	
Ridgewood	3,144	-70.98%	7,230	-68.39%	479	-85.74%	386	-92.85%	
Rochdale Village	3,776	-20.72%	984	-90.40%	10	-97.71%	50	-97.58%	
Rosedale	240	-93.43%	114	-98.00%	0	-100.00%	0	-100.00%	
Seaside	3,040	-43.82%	838	-89.36%	0	-100.00%	35	-97.80%	
South Hollis	222	-93.73%	79	-99.14%	0	-100.00%	0	-100.00%	
South Jamaica	81	-96.65%	163	-97.51%	246	-14.58%	0	-100.00%	
South Ozone Park	1,755	-58.95%	1,269	-74.08%	0	-100.00%	147	-92.39%	2
St. Albans	2,623	-32.43%	1,733	-77.43%	0	-100.00%	5	-99.30%	
Steinway	56	-84.99%	0	0.00%	0	0.00%	0	0.00%	2
Sunnyside	951	-93.61%	1,740	-89.87%	12	-99.37%	0	-100.00%	
Whitestone	3,363	-63.41%	1,799	-73.02%	10	-96.77%	0	-100.00%	
Windsor Park	1,051	-90.66%	8,767	-6.79%	0	-100.00%	0	-100.00%	
Woodhaven	642	-92.35%	71	-99.25%	428	-71.29%	0	-100.00%	
Woodside	465	-95.16%		-100.00%	0	-100.00%	0	-100.00%	
Community Libraries Total	145,656	-75.90%	153,845	-75.07%	5,889	-93.46%	11,291	-93.49%	

Central Library Adult Learning Center	6	-66.67%	N/A	N/A	0	-100.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	0	-100.00%	16	-99.56%	723	3.29%	N/A	N/A	
Elmhurst Adult Learning Center	11	-92.47%	N/A	N/A	0	-100.00%	N/A	N/A	3
Flushing Adult Learning Center	29	-92.20%	0	-100.00%	1,109	-41.42%	0	-100.00%	
Jackson Heights Adult Learning Center	12	-84.62%	N/A	N/A	510	-46.65%	0	0.00%	3
Peninsula Adult Learning Center	0	-100.00%	N/A	N/A	986	-68.99%	N/A	N/A	3
Rochdale Adult Learning Center	30	-65.91%	N/A	N/A	621	-42.45%	N/A	N/A	3
Adult Learning Center Total	88	-88.66%	16	-99.86%	3,949	-52.37%	0	-100.00%	

Central Adult Fiction	2,843	-50.95%
Central Adult Fiction - Ask at Desk	2,891	-3.89%
Central Adult Non-Fiction	5,643	-62.21%
Central Adult Non-Fiction - Ask at Desk	5,345	-28.09%

President's Report: January 2021

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	461	-60.83%							
Central International Languages - Ask at Desk	237	-7.06%							
Central Library Current Collection	119	-95.48%							
Central Library Fine Arts/Media Center	4,395	-79.08%							
Central Library Others	318	-94.68%							
Central Library Hot Picks	393	-89.07%							
Central Library Interloan	64	-65.03%							
Central Library Job Info Center	14	-73.58%							
Central Library Young Adult Room	778	-77.49%							
Children's Library Discovery Center	2,155	-86.65%	1,000	-93.94%	13	-99.58%	0	-100.00%	
Central Total	25,656	-70.05%	6,392	-93.60%	1,351	-88.90%	3,477	-90.48%	

Flushing	9,121	-83.89%							
Flushing IRC	9	-68.97%							
Flushing Job Info Center (JIC)	5	-64.29%							
Flushing Media Center	2,685	-87.84%							
Flushing Total	11,820	-84.99%	2,175	-98.39%	2	-99.98%	194	-99.32%	

E-book and E-Magazines	126,933	112.55%
Virtual Music and Movies	65,047	16.85%
Virtual Library Total	191,980	66.38%
Langston Hughes Black Heritage	202	-51.79%
Queens Village Mail-A-Book	2,412	-32.91%
Mobile Library	82	-94.46%
Correctional Outreach	0	-100.00%
Other Total	17	-89.76%

6,167	N/A
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844	111.00%	0	-100.00%
0	0.00%	N/A	X
375	22.95%	0	-100.00%

System Total	377,913	-57.57%	162,445	-81.27%	17,358	-86.02%	14,962	-93.77%	
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Website Visits	263,188	-43.55%
Wireless use	30,500	-35.37%
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 - Jan. 2021 (2423 : Key Performance Indicators Report -

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 4, 2021

ITEM ID #: 2424

AGENDA: Motion to Go into Executive Session

Recommended Motion for Consideration:

I move that the meeting move into Executive Session, to discuss personnel matters.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 4, 2021

ITEM ID #: 2425

AGENDA: Motion to Return to Public Session

Recommended Motion for Consideration:

I move that the meeting return to Public Session.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 4, 2021

ITEM ID #: 2426

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.