

**QUEENS LIBRARY BOARD  
OF TRUSTEES**

**THURSDAY, APRIL 8, 2021**

via WebEx

**AGENDA**

**6:15 PM BOARD OF TRUSTEES REGULAR MEETING**

**I. ROLL CALL**

**II. APPROVAL OF MINUTES**

1. Approval of Minutes of the Board - March 4, 2021 (ID # 2443)

**III. COMMITTEE REPORT(S)**

**A. Audit Committee - April 7, 2021**

1. Approval of the Audit Committee Report (ID # 2454)

**IV. AGENDA**

**A. Action Item(s)**

1. Approval of Bills for the Month of February 2021 (ID # 2438)
2. Acceptance of Financial Reports for the Period Ending February 2021 (ID # 2437)

**B. Report Item(s)**

1. Payroll for the Month of February 2021 (ID # 2439)
2. Purchases Over \$5K - February 2021 (ID # 2453)
3. Personnel Report - March 2021 (ID # 2447)

**V. REPORT OF THE CHAIR OF THE BOARD**

**VI. PRESIDENT'S REPORT**

1. Key Performance Indicators Report - February 2021 (ID # 2446)

**VII. OTHER BUSINESS**

1. Motion to Go into Executive Session (ID # 2448)
2. Motion to Return to Public Session (ID # 2449)

**VIII. ADJOURNMENT**

1. Motion to Adjourn (ID # 2444)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 8, 2021

*ITEM ID #:* 2443

*AGENDA:* Approval of Minutes of the Board - March 4, 2021

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### **Recommended Motion for Consideration:**

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

Attachments:

BOT Minutes - March 4, 2021 (PDF)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 8, 2021

*ITEM ID #:* 2454

*AGENDA:* Approval of the Audit Committee Report

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

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

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 8, 2021

*ITEM ID #:* 2438

*AGENDA:* Approval of Bills for the Month of February 2021

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### **Background:**

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

### **Current Status:**

The Chief Financial Officer submits for approval bills in the aggregate sum of \$3,927,012 being the amount of February 2021 bills vouchered and paid consisting of \$4,071 in Fines & Fees Funds, \$1,281,342 in City Funds, \$168,583 in Federal & State Funds, \$2,454,001 in Trust & Agency Funds, \$10,702 in Board-Designated & Private Grants Funds, and \$8,313 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 February 2021 bills in the aggregate sum of \$3,927,012.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 8, 2021

*ITEM ID #:* 2437

*AGENDA:* Acceptance of Financial Reports for the Period Ending February 2021

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### **Background:**

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

### **Current Status:**

The Chief Financial Officer submits the Budget Reports attached for Board-approved operating funds and Balance Sheets for all funds as of February 28, 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 February 28, 2021.*

Attachments:

02\_21 Financial Statements (DOCX)

*QUEENS PUBLIC LIBRARY*

**FINANCIAL STATEMENTS**

**AS OF FEBRUARY 28, 2021**

**FINANCE & INVESTMENT COMMITTEE MEETING**

**APRIL 8, 2021**

**City General Fund**  
**Budget Report as of February 28, 2021**

*In thousands*

	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b>Estimated Revenues</b>						
City Appropriations	\$ 112,731	\$ 111,509	\$ 73,725	-	\$ 37,784	34%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	3,320	3,320	2,213	-	1,107	33%
City Funded Programs	1,199	1,199	674	-	525	44%
Heat, Light, & Power	2,939	2,939	-	-	2,939	100%
Interest Income	1	16	13	-	3	19%
Rental	12	12	9	-	3	0%
Sundry Revenues	1	1	-	-	1	0%
<b>Total Revenues</b>	<b>\$ 122,195</b>	<b>\$ 120,988</b>	<b>\$ 78,626</b>	<b>\$ -</b>	<b>\$ 42,362</b>	<b>35%</b>
<b>Appropriations</b>						
Personal Services	\$ 68,648	\$ 66,491	\$ 39,879	-	\$ 26,612	40%
Health & Welfare Fund	21,067	20,269	11,511	-	8,758	43%
Other Fringe Benefits	5,862	6,382	3,466	-	2,916	46%
Workers' Compensation	700	700	-	-	700	0%
Training	65	76	8	-	68	89%
General Supplies	959	854	182	219	453	53%
Maintenance & Custodial Supplies	524	684	195	102	387	57%
Equipment	213	208	56	44	108	52%
Furniture	5	3	-	-	3	100%
Library Materials	5,065	5,065	1,003	171	3,891	77%
Contractual Services	2,902	2,768	964	266	1,538	56%
Postage	90	90	24	2	64	71%
Telecommunications	755	720	285	33	402	56%
Carfare, Travel & Mileage	40	40	3	-	37	93%
Maintenance & Repairs - Vehicles	131	131	82	-	49	37%
Maintenance & Repairs - Buildings	1,696	2,834	771	998	1,065	38%
Information Systems Services	1,223	1,456	923	170	363	25%
Rentals - Land/Buildings	1,517	1,517	996	-	521	34%
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	1,143	15	834	42%
City Council (One-Time)	3,320	3,320	1,819	572	929	28%
City Funded Programs	1,199	1,199	597	37	565	47%
<b>Total Appropriations</b>	<b>\$ 122,195</b>	<b>\$ 120,988</b>	<b>\$ 65,100</b>	<b>\$ 2,629</b>	<b>\$ 53,259</b>	<b>44%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,526</b>	<b>\$ -</b>	<b>\$ (10,897)</b>	

Attachment: 02\_21 Financial Statements (2437 : Acceptance of Financial Reports for the Period Ending February 2021)



**Fines and Fees Fund**  
**Budget Report as of February 28, 2021**

*In thousands*

	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b><u>Estimated Revenues</u></b>						
Fines on Overdue Items	\$ 907	\$ 907	\$ 44	-	\$ 863	95%
Lost Library Cards	46	46	1	-	45	98%
Lost & Damaged Items Fees	174	174	10	-	164	94%
Interest Income- Fines/Fees	25	25	3	-	22	88%
Scanstation	17	17	1	-	16	94%
<b>Total Revenues</b>	<b>\$ 1,169</b>	<b>\$ 1,169</b>	<b>\$ 59</b>	<b>-</b>	<b>\$ 1,110</b>	<b>95%</b>
<b><u>Appropriations</u></b>						
Training	133	133	\$ 13	2	118	89%
General Supplies	2	2	-	-	2	100%
Equipment	1	1	-	-	1	100%
Library Materials	307	307	2	-	305	99%
Contractual Services	721	721	106	24	591	82%
Maintenance & Repairs - Buildin	1	1	-	-	1	100%
Information System Services	4	4	4	-	-	0%
<b>Total Appropriations</b>	<b>\$ 1,169</b>	<b>\$ 1,169</b>	<b>\$ 125</b>	<b>\$ 26</b>	<b>\$ 1,018</b>	<b>87%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (66)</b>	<b>\$ -</b>	<b>\$ 92</b>	

Attachment: 02\_21 Financial Statements (2437 : Acceptance of Financial Reports for the Period Ending February 2021)

**Federal General Fund  
Budget Report as of February 28, 2021**

*In thousands*

	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b><u>Estimated Revenues</u></b>						
Federal USDF Program Refunds	\$ 880	\$ 880	340	-	\$ 540	61%
<b>Total Revenues</b>	<b>\$ 880</b>	<b>\$ 880</b>	<b>340</b>	<b>-</b>	<b>\$ 540</b>	<b>61%</b>
<b><u>Appropriations</u></b>						
Telecommunications	\$ 880	\$ 880	\$ 410	\$ -	\$ 470	53%
<b>Total Appropriations</b>	<b>\$ 880</b>	<b>\$ 880</b>	<b>\$ 410</b>	<b>\$ -</b>	<b>\$ 470</b>	<b>53%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (70)</b>	<b>\$ -</b>	<b>\$ 70</b>	

Attachment: 02\_21 Financial Statements (2437 : Acceptance of Financial Reports for the Period Ending February 2021)

**State General Fund  
Budget Report as of February 28, 2021**

*In thousands*

	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b>Estimated Revenues</b>						
Basic Grant Revenues	\$ 3,813	\$ 3,813	-	-	3,813	100%
Consolidated Systems Aid	1,744	1,744	-	-	1,744	100%
FY 20 Carry Forward	1,500	1,500	1,500	-	-	0%
<b>Total Revenues</b>	<b>\$ 7,057</b>	<b>\$ 7,057</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 5,557</b>	<b>79%</b>
<b>Appropriations</b>						
Personal Services	\$ 1,121	\$ 1,121	\$ 667	\$ -	\$ 454	40%
Health & Welfare Fund	109	109	57	-	52	48%
Other Fringe Benefits	76	76	45	-	31	41%
Training	29	29	2	-	27	93%
General Supplies	18	18	5	1	12	67%
Equipment	173	173	8	8	157	91%
Furniture	19	21	3	1	17	81%
Library Materials	1,459	1,459	253	-	1,206	83%
Contractual Services	1,613	1,599	23	13	1,563	98%
Maintenance & Repairs - Buildings	259	271	184	63	24	9%
Information Systems Services	2,181	2,181	734	500	947	43%
<b>Total Appropriations</b>	<b>\$ 7,057</b>	<b>\$ 7,057</b>	<b>\$ 1,981</b>	<b>\$ 586</b>	<b>\$ 4,490</b>	<b>64%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (481)</b>	<b>\$ -</b>	<b>\$ 1,067</b>	

Attachment: 02\_21 Financial Statements (2437 : Acceptance of Financial Reports for the Period Ending February 2021)

**Board-Designated Fund**  
**Budget Report as of February 28, 2021**

*In thousands*

	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b><u>Estimated Revenues</u></b>						
Interest & Dividend Income	\$ 250	\$ 250	\$ 138	-	\$ 112	45%
Gains (Losses) on Investments	210	210	1,873	-	(1,663)	-792%
<b>Total Revenues</b>	<b>\$ 460</b>	<b>\$ 460</b>	<b>\$ 2,011</b>	<b>-</b>	<b>\$ (1,551)</b>	<b>-337%</b>
<b><u>Appropriations</u></b>						
Training	\$ 8	\$ 8	\$ 1	\$ -	\$ 7	88%
General Supplies	21	15	1	-	14	93%
Contractual Services	389	389	92	9	288	74%
Telecom	1	6	3	-	3	50%
Carfare, Travel & Mileage	21	21	14	4	3	14%
Information Systems Services	20	21	4	13	4	19%
<b>Total Appropriations</b>	<b>\$ 460</b>	<b>\$ 460</b>	<b>\$ 115</b>	<b>\$ 26</b>	<b>\$ 319</b>	<b>69%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,896</b>	<b>\$ -</b>	<b>\$ (1,870)</b>	

Attachment: 02\_21 Financial Statements (2437 : Acceptance of Financial Reports for the Period Ending February 2021)

**Workers' Comp Fund**  
**Budget Report as of February 28, 2021**

*In thousands*

<b><u>Estimated Revenues</u></b>	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
Interfund Transfers	700	700	-	-	700	100%
<b>Total Revenues</b>	<b>700</b>	<b>700</b>	<b>-</b>	<b>-</b>	<b>700</b>	<b>100%</b>
<b><u>Appropriations</u></b>						
Personal Services	\$ 65	\$ 65	\$ 41	-	\$ 24	37%
Health & Welfare Fund	21	21	6	-	15	71%
Other Fringe Benefits	8	8	3	-	5	63%
Workers' Compensation	414	411	190	-	221	54%
Training	-	3	3	-	-	0%
Contractual Services	113	113	55	-	58	51%
P & C Insurance Premiums	79	79	79	-	-	0%
<b>Total Appropriations</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ 377</b>	<b>-</b>	<b>\$ 323</b>	<b>46%</b>
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (377)</b>	<b>\$ -</b>	<b>\$ 377</b>	

Attachment: 02\_21 Financial Statements (2437 : Acceptance of Financial Reports for the Period Ending February 2021)

# BALANCE SHEET – FINES & FEES FUND GROUP

At February 28, 2021

## Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 602,306
Money Market Accounts	2,345,724
Repurchase Agreements	-
On Hand	31,988
<b>Accounts Receivable</b>	
Accounts Receivable and Employee Advances	-
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Others	-
<b>Other Assets</b>	
Interfund Receivables	605,813
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	154,575
<b>TOTAL ASSETS</b>	<b>\$ 3,740,406</b>
<b>Liabilities and Fund Balances</b>	
<b>Liabilities</b>	
Accounts Payable	\$ 6,357
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	154,575
Unrestricted - Other	3,579,474
Current Restricted	-
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 3,740,406</b>

Attachment: 02\_21 Financial Statements (2437 : Acceptance of Financial Reports for the Period Ending February 2021)

# BALANCE SHEET – CITY FUNDS GROUP

At February 28, 2021

## Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 1,462,726
Money Market Accounts	18,080,997
Repurchase Agreements	-
On Hand	-
<b>Accounts Receivable</b>	
Accounts Receivable and Employee Advances	14,141
<b>Grants and Contracts Receivable</b>	
New York City	4,464,781
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	(3,502,244)
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Other	-
Prepaid Rent	-
<b>Other Assets</b>	
Interfund Receivables	-
Security Deposit	-
Investments	-
Property & Equipment (net of depreciation)	4,305,353
<b>TOTAL ASSETS</b>	<b>\$ 24,825,754</b>

## Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ 184,572
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	8,961,555
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	4,305,353
Unrestricted - Other	13,055,684
Restricted - Other	(1,681,410)
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 24,825,754</b>

Attachment: 02\_21 Financial Statements (2437 : Acceptance of Financial Reports for the Period Ending February 2021)

# BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At February 28, 2021

## Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 9,912,199
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
<b>Accounts Receivable</b>	
Accounts Receivable and Employee Advances	55,878
<b>Grants and Contracts Receivable</b>	
New York City	494,925
New York State	1,827,186
Federal Government	64,610
<b>Contributions Receivable</b>	
From New York State	1,223,670
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Other	-
<b>Other Assets</b>	
Interfund Receivables	4,473,682
Certificates of Deposit	-
Investments	10,037,724
Security Deposits	25,667
Property & Equipment (net of depreciation)	27,146,922
<b>TOTAL ASSETS</b>	<b>\$ 55,262,463</b>

## Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ 117,354
Accrued Payroll & Related Expense	-
Line of Credit Payable	-
Compensated Absences Payable	9,256,213
Deferred Revenue	-
Other Liabilities and Interfund Payables	25,293
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	27,146,922
Unrestricted - Other	13,576,553
Restricted - Other	5,140,128
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 55,262,463</b>

Attachment: 02\_21 Financial Statements (2437 : Acceptance of Financial Reports for the Period Ending February 2021)



# BALANCE SHEET – TRUST & AGENCY FUND

At February 28, 2021

## Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 417,227
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
<b>Accounts Receivable</b>	
Accounts Receivable	-
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Health Insurance	-
<b>Other Assets</b>	
Interfund Receivables	448,193
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
<b>TOTAL ASSETS</b>	<b>\$ 865,420</b>

## Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ (273)
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	865,693
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 865,420</b>

Attachment: 02\_21 Financial Statements (2437 : Acceptance of Financial Reports for the Period Ending February 2021)

## BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND

At February 28, 2021

### Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 1,021,843
Money Market Accounts	-
On Hand	-
<b>Accounts Receivable</b>	
Accounts Receivable	33,166
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Other	-
<b>Other Assets</b>	
Interfund Receivables	-
Certificates of Deposit	-
Investments	9,970,839
Property & Equipment (net of depreciation)	951,087
	-
<b>TOTAL ASSETS</b>	<b>\$ 11,976,935</b>

### Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ 1,800
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	51,416
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	951,087
Unrestricted - Other	10,565,724
Restricted - Other	406,908
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 11,976,935</b>

Attachment: 02\_21 Financial Statements (2437 : Acceptance of Financial Reports for the Period Ending February 2021)

# BALANCE SHEET – WORKERS’ COMPENSATION FUND

At February 28, 2021

## Assets

### Cash & Cash Equivalents

Checking Accounts – Interest Bearing	\$ 1,952,935
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-

### Accounts Receivable

Accounts Receivable	-
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### 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	-
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### Other Assets

Interfund Receivables	-
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-

### TOTAL ASSETS

**\$ 1,952,935**

## Liabilities and Fund Balances

### Liabilities

	\$ 42,060
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	1,290,847
Restricted - Other	-
Permanently Restricted (Endowments)	-

### TOTAL LIABILITIES AND FUND BALANCES

**\$ 1,952,935**

Attachment: 02\_21 Financial Statements (2437 : Acceptance of Financial Reports for the Period Ending February 2021)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 8, 2021

*ITEM ID #:* 2439

*AGENDA:* Payroll for the Month of February 2021

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### **Payroll for the Month of February 2021**

The Chief Financial Officer reports the payrolls paid during the month of February 2021 in the aggregate sum of \$5,108,506 consisting of \$4,884,907 in City Funds, \$217,126 in Federal & State Funds, \$1,600 in Board Designated 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:* April 8, 2021

*ITEM ID #:* 2453

*AGENDA:* Purchases Over \$5K - February 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 February 1, 2021 and February 28, 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.

Elmhurst Mamais Construction Corp. the Library’s secondary general construction requirements vendor, was issued a Statement of Work (“SOW”) to remediate the elevator machine room and the boiler room to remove mold, replace wallboard, paint and to increase ventilation.  
\$31,913.13

Glen Oaks Mamais Construction Corp. the Library’s secondary general construction requirements vendor, was issued was issued an Statement of Work (“SOW”) to remediate and repair water damage and mold removal, patch, install new drywall where required, and paint.  
\$29,820.40

Central Renu Contracting and Restoration Inc. was issued a change order in the amount of \$12,472 for materials and services in connection with satisfying FDNY’s order for additional access panels.

Above change order cost:	\$12,472
Original contract cost:	\$1,584,901.00
All prior change order costs:	\$589,632.27
Total cost with change orders:	\$2,187,005.27

## Elmhurst and Glen Oaks

Automated Logic Corporation was issued a purchase order against its building controls maintenance contract for quarterly services.

\$5,117.91

## Central

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

\$24,631.22

## Flushing

Control Technologies, Inc. received a purchase order under its contract to perform maintenance services under its technical services contract for the HVAC building management system.

\$14,550

## North Hills

Prestige Plumbing and Heating Inc., was issued an SOW under its requirements contract to replace the boiler, make all connections, and to obtain permits.

\$41,088.23

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 8, 2021

*ITEM ID #:* 2447

*AGENDA:* Personnel Report - March 2021

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### ***PERSONNEL REPORT - 2/16/21 - 3/15/21***

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

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

#### Attachments:

Personnel Report - March 2021 (PDF)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 8, 2021

*ITEM ID #:* 2446

*AGENDA:* Key Performance Indicators Report - February 2021

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### Attachments:

Key Performance Indicators Report - Feb. 2021 (PDF)



# President's Report: February 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	5,627	-63.23%	1,729	-73.64%	20	-97.44%	40	-98.09%	
Astoria	3,440	-54.87%	3,194	-51.15%	148	-87.78%	905	-53.80%	
Auburndale	1,628	-84.97%	2,204	-62.68%	0	-100.00%	760	-61.62%	
Baisley Park	39	-98.77%	53	-98.72%	22	-97.40%	0	-100.00%	2
Bayside	4,298	-78.29%	3,820	-69.00%	0	-100.00%	1,449	-67.84%	
Bay Terrace	139	-97.82%	90	-98.38%	0	-100.00%	0	-100.00%	
Bellerose	2,354	-71.91%	2,218	-72.58%	0	-100.00%	1,425	-21.14%	
Briarwood	2,951	-70.23%	2,142	-79.81%	0	-100.00%	255	-92.29%	
Broadway	295	-97.95%	142	-99.29%	13	-99.75%	0	-100.00%	
Broad Channel	76	-98.26%	11	-99.30%	0	-100.00%	0	-100.00%	
Cambria Heights	1,893	-61.74%	1,022	-91.44%	180	-94.55%	211	-86.67%	
Corona	162	-98.61%	0	-100.00%	2,580	-0.46%	0	-100.00%	
Court Square	33	-98.77%	0	-100.00%	0	-100.00%	0	-100.00%	2
Douglaston	69	-99.07%	142	-97.56%	0	-100.00%	0	-100.00%	2
East Elmhurst	2,134	-42.77%	1,098	-82.97%	20	-98.40%	80	-93.33%	
East Flushing	1,939	-71.45%	1,525	-73.95%	28	-96.69%	167	-88.20%	
Elmhurst	4,432	-87.84%	2,498	-93.90%	1,228	8.58%	150	-97.76%	
Far Rockaway	82	-97.95%	32	-99.50%	0	-100.00%	0	-100.00%	
Forest Hills	2,066	-91.51%	6,322	-72.63%	192	-92.42%	0	-100.00%	
Fresh Meadows	4,224	-86.87%	4,072	-74.69%	119	-91.05%	767	-86.96%	
Glen Oaks	5,797	-70.40%	2,107	-83.95%	284	-94.69%	1,112	-89.61%	
Glendale	116	-96.58%	0	-100.00%	86	-80.72%	0	-100.00%	
Hillcrest	2,391	-77.43%	2,345	-69.64%	134	-76.86%	582	-74.30%	
Hollis	1,626	-69.34%	1,261	-83.10%	0	-100.00%	115	-93.22%	
Howard Beach	140	-97.99%	116	-98.29%	0	-100.00%	0	-100.00%	
Hunters Point	15,287	-51.14%	3,060	-81.92%	464	-93.36%	475	-93.90%	
Jackson Heights	3,452	-85.03%	4,932	-82.42%	0	-100.00%	388	-92.75%	
Kew Gardens Hills	220	-98.87%	15,361	-0.66%	0	-100.00%	0	-100.00%	
Langston Hughes	1,901	-53.76%	1,291	-87.74%	69	-98.85%	0	-100.00%	
Laurelton	1,962	-57.27%	2,292	-69.91%	20	-99.04%	0	-100.00%	
Lefferts	157	-97.75%	18,962	104.18%	0	-100.00%	0	-100.00%	
Lefrak City	1,977	-70.04%	1,517	-85.42%	77	-92.80%	3	-99.80%	
Long Island City	2,073	-61.78%	1,468	-83.38%	1,227	72.09%	359	-76.43%	
Maspeth	2,965	-76.00%	2,161	-77.03%	0	-100.00%	0	-100.00%	
McGoldrick	269	-96.94%	901	-91.29%	0	-100.00%	0	-100.00%	
Middle Village	17	-80.90%	0	-100.00%	0	0.00%	0	0.00%	2
Mitchell-Linden	3,402	-77.61%	2,552	-75.08%	0	-100.00%	265	-91.75%	
North Forest Park	2,582	-76.57%	692	-91.12%	0	-100.00%	0	-100.00%	

Attachment: Key Performance Indicators Report - Feb. 2021 (2446 : Key Performance Indicators Report -

# President's Report: February 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	152	-98.02%	52	-99.35%	0	-100.00%	0	-100.00%	
Ozone Park	1,423	-78.04%	1,964	-78.68%	156	-80.08%	42	-96.81%	
Peninsula	3,825	-61.05%	1,860	-84.71%	105	-83.49%	292	-77.08%	
Pommonok	432	-92.82%	410	-93.11%	0	-100.00%	0	-100.00%	
Poppenhusen	113	-98.19%	77	-98.70%	0	-100.00%	0	-100.00%	
Queensboro Hill	1,474	-77.33%	1,776	-81.27%	706	-54.66%	0	-100.00%	
Queens Village	148	-97.13%	81	-98.48%	0	-100.00%	0	-100.00%	
Rego Park	2,021	-84.40%	3,234	-75.92%	0	-100.00%	0	-100.00%	2
Richmond Hill	1,476	-82.69%	1,905	-76.94%	30	-98.86%	132	-95.41%	
Ridgewood	2,514	-76.99%	4,783	-75.73%	397	-88.76%	532	-88.32%	
Rochdale Village	3,183	-32.52%	985	-90.29%	27	-93.25%	58	-97.50%	
Rosedale	77	-97.80%	91	-98.34%	0	-100.00%	0	-100.00%	
Seaside	2,499	-51.30%	970	-86.32%	0	-100.00%	41	-97.41%	
South Hollis	79	-97.66%	70	-99.16%	0	-100.00%	0	-100.00%	
South Jamaica	27	-98.89%	109	-98.34%	0	-100.00%	0	-100.00%	
South Ozone Park	1,316	-71.77%	1,707	-67.96%	0	-100.00%	123	-93.20%	2
St. Albans	2,318	-34.32%	1,387	-79.30%	0	-100.00%	0	-100.00%	
Steinway	39	-83.68%	0	0.00%	0	0.00%	0	0.00%	2
Sunnyside	254	-98.27%	780	-95.30%	13	-99.12%	0	-100.00%	1
Whitestone	2,439	-73.88%	1,662	-75.36%	0	-100.00%	0	-100.00%	
Windsor Park	288	-97.57%	7,105	-22.32%	0	-100.00%	0	-100.00%	
Woodhaven	179	-97.85%	92	-98.98%	25	-98.50%	0	-100.00%	
Woodside	187	-98.06%	0	-100.00%	0	-100.00%	0	-100.00%	
<b>Community Libraries Total</b>	<b>110,678</b>	<b>-81.27%</b>	<b>124,432</b>	<b>-79.45%</b>	<b>8,370</b>	<b>-91.01%</b>	<b>10,728</b>	<b>-93.57%</b>	

Central Library Adult Learning Center	2	-90.91%	N/A	N/A	0	-100.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	4	-91.84%	7	-99.75%	1,127	91.34%	N/A	N/A	
Elmhurst Adult Learning Center	6	-94.44%	N/A	N/A	0	-100.00%	N/A	N/A	3
Flushing Adult Learning Center	13	-96.12%	0	-100.00%	1,270	-39.21%	0	-100.00%	
Jackson Heights Adult Learning Center	2	-96.83%	N/A	N/A	814	14.81%	0	-100.00%	3
Peninsula Adult Learning Center	0	-100.00%	N/A	N/A	1,526	-38.59%	N/A	N/A	3
Rochdale Adult Learning Center	1	-98.44%	N/A	N/A	809	-25.30%	N/A	N/A	3
<b>Adult Learning Center Total</b>	<b>28</b>	<b>-95.74%</b>	<b>7</b>	<b>-99.93%</b>	<b>5,546</b>	<b>-33.63%</b>	<b>0</b>	<b>-100.00%</b>	

Central Adult Fiction	2,192	-60.80%
Central Adult Fiction - Ask at Desk	2,683	-6.52%
Central Adult Non-Fiction	4,337	-70.17%
Central Adult Non-Fiction - Ask at Desk	4,772	-35.21%

Attachment: Key Performance Indicators Report - Feb. 2021 (2446 : Key Performance Indicators Report -

# President's Report: February 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	327	-70.62%							
Central International Languages - Ask at Desk	189	-19.92%							
Central Library Current Collection	39	-98.16%							
Central Library Fine Arts/Media Center	3,671	-82.04%							
Central Library Others	185	-96.41%							
Central Library Hot Picks	247	-91.65%							
Central Library Interloan	43	-81.06%							
Central Library Job Info Center	5	-89.58%							
Central Library Young Adult Room	532	-82.85%							
Children's Library Discovery Center	1,387	-91.64%	1,017	-94.70%	0	-100.00%	0	-100.00%	
<b>Central Total</b>	<b>20,609</b>	<b>-74.97%</b>	<b>5,149</b>	<b>-95.01%</b>	<b>2,574</b>	<b>-78.76%</b>	<b>2,998</b>	<b>-91.25%</b>	

Flushing	6,190	-88.43%							
Flushing IRC	5	-77.27%							
Flushing Job Info Center (JIC)	1	-95.24%							
Flushing Media Center	2,284	-88.07%							
<b>Flushing Total</b>	<b>8,480</b>	<b>-88.34%</b>	<b>2,404</b>	<b>-97.96%</b>	<b>343</b>	<b>-96.61%</b>	<b>538</b>	<b>-97.62%</b>	

E-book and E-Magazines	118,891	88.27%
Virtual Music and Movies	60,121	17.15%
Virtual Library Total	179,012	56.39%
Langston Hughes Black Heritage	149	-66.44%
Queens Village Mail-A-Book	1,382	-63.56%
Mobile Library	23	-98.49%
Correctional Outreach	0	-100.00%
Other Total	10	-93.51%

10,720	N/A
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844	47.81%	0	-100.00%
0	0.00%	N/A	X
539	360.68%	0	-100.00%

<b>System Total</b>	<b>320,371</b>	<b>-63.04%</b>	<b>132,002</b>	<b>-84.27%</b>	<b>27,553</b>	<b>-78.02%</b>	<b>14,264</b>	<b>-93.66%</b>	
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Website Visits	222,023	-50.06%
Wireless use	28,946	-27.30%
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 - Feb. 2021 (2446 : Key Performance Indicators Report -

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 8, 2021

*ITEM ID #:* 2448

*AGENDA:* Motion to Go into Executive Session

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**Recommended Motion for Consideration:**

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

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 8, 2021

*ITEM ID #:* 2449

*AGENDA:* Motion to Return to Public Session

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**Recommended Motion for Consideration:**

*I move that the meeting return to Public Session.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 8, 2021

*ITEM ID #:* 2444

*AGENDA:* Motion to Adjourn

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**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*