

**QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, SEPTEMBER 8, 2022**

Virtual via Zoom

AGENDA

6:30 PM BOARD OF TRUSTEES REGULAR MEETING

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Approval of Minutes of the Board - June 23, 2022 (ID # 2720)

III. COMMITTEE REPORTS

A. Approval of the Audit Committee Report(s) - September 7 and 8, 2022

1. Approval of the Audit Committee Report (ID # 2732)
2. Approval of the Audit Committee Report (ID # 2748)

B. Approval of the Labor Relations Committee Report - September 8, 2022

1. Approval of the Labor Relations Committee Report (ID # 2733)

C. Approval of the Buildings & Grounds Committee Report - September 7, 2022

1. Approval of the Buildings & Grounds Committee Report (ID # 2731)

D. Approval of the Executive Committee Report - August 11, 2022

1. Approval of the Executive Committee Report (ID # 2754)

IV. AGENDA

A. Action Item(s)

1. Selection of Nominating Committee for Election of Officers 2023 (ID # 2744)
2. Print Media Delivery Services - Contract Authorization (ID # 2738)
3. Urban Archive, Inc. to Provide Services for Queens Monuments Project Contract Authorization (ID # 2737)
4. Childcare Specialist Training Program - Contract Authorization (ID # 2753)
5. Approval of Bills for the Month of July 2022 (ID # 2714)
6. Approval of Bills for the Month of June 2022 (ID # 2712)
7. Acceptance of Financial Reports for the Period Ending July 2022 (ID # 2715)
8. Acceptance of Financial Reports for the Period Ending June 2022 (ID # 2711)

B. Report Item(s)

1. Payroll for the Month of July 2022 (ID # 2667)
2. Payroll for the Month of June 2022 (ID # 2710)
3. Personnel Report - August 2022 (ID # 2727)
4. Personnel Report - July 2022 (ID # 2726)
5. Personnel Report - June 2022 (ID # 2725)

V. REPORT OF THE CHAIR

VI. PRESIDENT'S REPORT

1. Key Performance Indicators Report - July 2022 (ID # 2728)
2. Key Performance Indicators Report - June 2022 (ID # 2722)

VII. OTHER BUSINESS

1. Motion to Go into Executive Session (ID # 2723)
2. Motion to Return to Public Session (ID # 2724)

VIII. ADJOURNMENT

1. Motion to Adjourn (ID # 2717)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2720

AGENDA: Approval of Minutes of the Board - June 23, 2022

Recommended Motion for Consideration:

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

Attachments:

BOT Minutes - June 23, 2022(PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2732

AGENDA: Approval of the Audit Committee Report (9/8/22)

Recommended Motion for Consideration by the Board of Trustees:

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2748

AGENDA: Approval of the Audit Committee Report (9/7/22)

Recommended Motion for Consideration by the Board of Trustees:

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2733

AGENDA: Approval of the Labor Relations Committee Report

Recommended Motion for Consideration by the Board of Trustees:

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2731

AGENDA: Approval of the Buildings & Grounds Committee Report

Recommended Motion for Consideration by the Board of Trustees:

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2754

AGENDA: Approval of the Executive Committee Report

Recommended Motion for Consideration by the Board of Trustees:

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

Attachments:

Executive Committee Report - August 11, 2022 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2744

AGENDA: Selection of Nominating Committee for Election of Officers 2023

Background:

Pursuant to the By-Laws, a Nominating Committee must be elected no later than November of each year and must prepare and submit to the Board of Trustees at least ten (10) days prior to the Board's regular meeting in December (presently scheduled for December 15, 2022) the slate of candidates for the officers of the Library for the forthcoming year. The By-Laws call for the Chair of the Board to appoint two of the five members to the Nominating Committee and for the Board to elect the other three members.

The date of the Nominating Committee meeting is scheduled for November 17, 2022.

Recommended Motion for Consideration by the Board of Trustees:

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

Chair of the Board appointed:

[1]

[2]

Board elected:

[3]

[4]

[5]

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2738

AGENDA: Print Media Delivery Services - Contract Authorization

Background:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees for the Library to enter into a contract with A.M. Newspaper Delivery Services Inc., D/B/A Mitchell's ("Mitchell's") for print media delivery services. The Board's approval is required pursuant to the Library's Purchasing Policy, which provides, in pertinent part, that contracts for such services with an annual cost in excess of \$50,000 must be approved by the Library President and CEO and the Board of Trustees.

Mitchell's is the Library's incumbent provider of print media delivery services and received Board approval to provide services in 2017. The contract is set to expire in October.

The Library provides information to the public in many formats, including daily and weekly newspapers. Prior to the award to Mitchell's, the Library provided newspapers to community libraries either via standard newspaper delivery service or by sending Library staff to local stores to purchase newspapers. Both of these options had significant disadvantages. Newspapers delivered via standard delivery were left outside the libraries but were not secured, leading to sporadic loss or theft. In addition, standard newspaper delivery was not available at some library locations. In other instances, the Library used local post office to ensure safe delivery of newspapers; however, the newspapers were delivered a day after publication. Furthermore, when staff members were sent out to purchase newspapers, they often had to visit several different stores, and in some cases the newspapers are not available. This old process took staff away from their primary duties and offered inconsistent quality of services.

For these reasons, the Library continues to require a delivery service that has access to a wide range of print media and can deliver newspapers to all community libraries in a secure, timely, and consistent manner, either through the Library's self-check-in and automated materials handling system ("AMH") or, where AMH is not available, at a predesignated secure location.

Current Status:

The Library issued an RFP # 0222-2 on January 11, 2022 for print media delivery service, whereby the Library would pay the cover price for each newspaper, plus a per-delivery fee that would be fixed for the first two years and increase in years three, four, and five by the regional

Consumer Price Index, but not to exceed five percent. The RFP was advertised in the New York City Record, Bid Net, the New York State Contract Reporter, and posted on the Library's website. Notification of the RFP was sent to over 50 firms, including New York City and New York State MWBE firms and NYS SDVOB firms.

Mitchell's, submitted a timely and responsive proposal. Mitchell's is a Queens-based firm that, unlike many other newspaper delivery firms that limit their deliveries to newsstands and other retailers, delivers newspapers to hotels and offices throughout New York City. A selection committee comprised of Library staff evaluated the proposal, utilizing the cost and technical evaluation criteria set forth in the RFP, and interviewed the firm. The results were as follows:

	AM Newspaper Delivery Service, Inc. D/B/A Mitchell's
Technical and Cost Scores:	91.00
Per location delivery fee:	\$4.75

Mitchell's proposal was deemed by the selection committee to be a viable proposal. In addition, the proposed per location delivery fee of \$4.75 is the current the fee for services, and as such the selection committee determined the fee to be fair and reasonable. Based on an estimated number of 16,848 deliveries per year at \$4.75 per delivery, the projected annual costs are \$80,028 for the delivery services plus the cost for the print media.

Mitchell's is located in Long Island City. It was established in 1946 as a small candy store on First Avenue and 50th Street and grew into the largest independently-owned newspaper home delivery service in the United States.

Mitchell's provides newspaper delivery service to the Queens County District Attorney's Office, NYC Department of Law, and the NYC Public Advocate. A review of Checkbook NYC website indicates that Mitchell's has been providing services to various City agencies since 2010 including NYPD, the Law Department, and Department of Social Services. In addition, Mitchell's has performed well for the Library.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to execute a contract with A.M. Newspaper Delivery Services INC., D/B/A Mitchell's for a term of three years with an option to extend for two one-year periods at the proposed per delivery fee plus the cover price for the print media, as described above.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2737

AGENDA: Urban Archive, Inc. to Provide Services for Queens Monuments
Project Contract Authorization

Background

This is an action item seeking approval from the Queens Public Library’s Board of Trustees to enter into a contract for \$75,000 with Urban Archive, Inc. (“Urban Archive”), to design and develop a comprehensive online platform for the Queens Memory Monuments Project, integrated into Urban Archive’s existing interactive NYC map. The Board’s approval is required pursuant to the Library’s Procurement Policy, which states, in pertinent part, that contracts for professional services with an annual cost in excess of \$50,000 must be approved by the Library President and CEO and the Board of Trustees.¹

I. The Mellon Foundation Monuments Project

The Library has received a grant in the amount of \$150,000 from the Mellon Foundation (“Mellon”), as part of Mellon’s nationwide Monuments Project. The Monuments Project is a \$250 million commitment by Mellon to transform the nation’s commemorative landscape by supporting public projects that more completely and accurately represent the multiplicity and complexity of American stories. Launched in 2020, the Monuments Project builds on Mellon’s efforts to express, elevate, and preserve the stories of those who have often been denied historical recognition, and explores how to foster a more complete telling of who we are as a nation. Mellon awards grants under the Monuments Project to publicly oriented initiatives that will be accessible to everyone and promote stories that are not already represented in commemorative spaces, as well as efforts to contextualize or recontextualize existing

¹ The Library’s current Procurement Policy, adopted in September 2021, states that the procurement of professional services with an annual cost of more than \$50,000 shall require the issuance of a Request for Proposal (“RFP”); however, a department head may request that the Library President and CEO waive the requirement of an RFP, thus allowing for the selection of a vendor for professional services or leases without competition, or permitting less formal competition than that of an RFP. In conformity with the Policy, the Chief Librarian requested, and received, a waiver of the RFP requirement from the Library’s President and CEO. The basis of the waiver was the unique nature of Urban Archive’s services, which cannot be provided by any other vendor, and the fact that the successful grant application to the Mellon Foundation contemplated the Library’s partnership with Urban Archive specifically.

commemorative sites and to uplift knowledge-bearers who can tell stories that have not yet been told.

II. The Library's Mellon Grant Application Made in Collaboration with Urban Archive

The Library applied for the Mellon grant in collaboration with Urban Archive, proposing the implementation of the "Queens Memory Monuments Project," an initiative to promote equity and inclusion in the documentation and discussion of monuments, memorials, and named spaces across the diverse borough of Queens. The grant proposal entailed an allocation of \$75,000 to Urban Archive for creation of an all-in-one online platform that will make it easy for Queens residents to record, share, and comment on the role that monuments play in their local communities. The Library in turn would use the remaining \$75,000 to hire separate consultants to conduct an inventory of monuments, memorials, and named streets, parks and other public places in Queens; seed the platform with existing Library archival content about the named items in the inventory; and gather more artifacts about the named inventory items through public programming, partnerships with scholars and community leaders, and a general call to the public to contribute content to the platform.

III. Urban Archive's Unique Position

Urban Archive is uniquely positioned to provide the product at the center of the Queens Memory Monuments Project. There are no other technology products that occupy this niche in terms of function, design and content. Urban Archive has been developing the design of its site for over six years and working out bugs with the help of a community of site users, so the Library is benefiting from a platform that is more developed and advanced than anything the Library or another vendor could build as a one-off website.

Thus, while all new archival assets and knowledge gathered during this initiative would get a home in the Library's digital archives, being able to share these materials on Urban Archive's interactive map of New York City provides a unique opportunity for these materials to be in conversation with collections from other cultural organizations across the city. In this way, the Library can provide permanent digital preservation and access while leveraging the Urban Archive platform to showcase these items in an appealing and accessible way. This widespread access is a fundamental of the Mellon Foundation's Monuments Project.

Current Status

The Urban Archive Queens Memory Monuments Project team is composed of a Project Manager, Designer, and Developer. The scope of services for each team member is as follows:

The Project Manager will:

- Set up the Queens Monuments project page with the aid of Library staff and the Designer;
- Define workflows for exporting public submissions from the project page and onto an external, preservation platform already utilized by the Library;

- collaborate with Urban Archive’s development team to define data standardization procedures for the Library’s Data Specialists and identify NYC open datasets that are eligible for integration;
- set up project page analytics to ensure the collection of proper project reporting;
- load the preliminary project data onto the Urban Archive map;
- feed submissions and project content into Urban Archive’s marketing channels (including social media, newsletters, and Facebook ads);
- support Library staff in generating user stories and curating project content to be utilized in promotional materials;
- deliver project analytics, reporting on metrics such as total users, views, and impressions on the project page; and
- establish logistics needed for public campaign to vote for nominated place with Library staff.

The Designer will:

- set up the Queens Monuments project page with the aid of Library staff and the Project Manager;
- generate graphic design templates, utilizing Library branding, for use in social media and other marketing channels;
- use demographic comparisons (developed by the project’s Data specialist) between the individuals represented in named places and the people who live in Queens today to produce visualizations and other outputs to communicate findings with the team and with the public.

The Developer will:

- integrate open data and the datasets generated by the Library’s Data Specialist. This includes surfacing and visualizing relevant data on the project page including ways to display geospatial data, which can include, NY City Council districts, QPL locations, and community board districts as well as a set of icons for different types of named places (streets, schools, statues, etc)

Urban Archive has provided stellar services for the Library for its COVID-19 and 125th Anniversary Projects. Furthermore, Urban Archive has worked with over 50 New York City cultural institutions. Organizations that have collaborated with Urban Archive and contributed data for the interactive platform include: BPL, NYPL, Brooklyn Historical Society, Columbia University Libraries, Historic Districts Council, Metropolitan Museum of Art, Municipal Art Society of New York, Museum of Chinese in America, Museum of the City of New York, New York Historical Society, New York Landmarks Conservancy, NYC Department of Housing Preservation and Development, NYC Department of Records, NYC Department of Sanitation, NYC LGBT Historic Sites Project, and NYC Public Design Commission.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to enter into a contract with Urban Archive, Inc. to design and develop a comprehensive online platform for the Queens Memory Monuments Project, for a term not to exceed a year, and a cost not to exceed \$75,000.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2753

AGENDA: Childcare Specialist Training Program - Contract Authorization

Background:

This is an action item seeking approval from the Queens Borough Public Library’s Board of Trustees to enter into a contract with International Development Institute, Inc. (“IDI”) to provide a childcare specialist training program. The Board’s approval is required pursuant to the Library’s Procurement Policy, which states, in pertinent part, that contracts for professional services with an annual cost in excess of \$50,000 must be approved by the Library President and CEO and the Board of Trustees.

The New York State Education Department (“NYSED”) received significant funding from the federal government to implement programs that integrate services for immigrants—including English literacy classes, civics education, and workforce development activities—through the federal Workforce Innovation and Opportunity Act (“WIOA”).

Under WIOA’s Integrated English Literacy and Civics Education (“IELCE”) initiative, the Library received three grant awards totaling \$6 million from NYSED, to facilitate programs that connect the residents of Queens to careers in healthcare, childcare, and technology. The program serves to connect immigrants with employment-based training and English classes to improve their educational and employment outcomes, become self-sufficient, and support the educational development of their children. The grants will fund this childcare specialist training program. Since 2018, the Library has been a leading force in IELCE programming in New York City, receiving an initial \$4 million in funding and training for more than 150 Home Health Aides and 200 Computer Support Specialists and Office Support Staff; most recently, the Library graduated its first cohort of Childcare Specialists.

IDI has successfully provided the Library with childcare specialist training program services, graduating nine students this summer. The success of this training set a clear trajectory for students to meet the education requirement for the nationally recognized Child Development Associate (“CDA”) certification as specified in the Library’s WIOA contract.

IDI is a private career school founded in 1993. The school is licensed and registered by NYSED, the University of the State of New York, and the Bureau of Proprietary School Supervision. The school was founded to provide students with diverse career training programs at both the

technical and vocational levels. These programs have been designed to help students obtain knowledge that will ensure a sustainable future. IDI is committed to providing a learning environment that affords people of all ethnic and cultural backgrounds opportunities to achieve their educational goals.

IDI trainings are approved and recognized by the following government agencies:

- NYSED
- New York State Department of Criminal Justice Services
- New York State Department of State, Division of Licensing Services
- New York State Department of Social Services
- New York City Department of Environmental Protection
- New York City Fire Department
- New York City Workforce Investment Board

Current Status:

Funding received by the Library from IELCE will provide sector-contextualized English as a second language instruction, early childhood education, and a pathway to obtaining a Child Development Associate Credential. Training and instruction will run concurrently as participants will be enrolled in contextualized English Language Learning classes and 120 hours of formal early childhood education. The program will be delivered in two groups. Classes will meet two days/week for contextualized English Language classes (provided by the Library) and two days/week for childhood education training (provided by IDI).

The proposal from IDI is to provide a child care specialist training program for twenty-five (25) participants. The cost for the proposed services from IDI is \$62,500. IDI will provide instruction on-site at designated Library locations. This course will prepare participants to work with children of all ages in childcare centers, nursery schools, preschools, public schools, private households, family childcare homes, and before- and after-school programs. Federal law requires that providers of training services for WIOA participants be state-certified as Eligible Training Providers; IDI is so certified.¹

IDI's training meets the necessary education requirement for the nationally recognized Child Development Associate, covering the following topics:

- Principles of child growth and development
- Planning a safe, healthy learning environment
- Promoting children's physical and intellectual development
- Observing & recording children's behavior
- Supporting children's social and emotional development

¹ The Library's current Procurement Policy, adopted in September 2021, states that the procurement of professional services with an annual cost of more than \$50,000 shall require the issuance of an Request for Proposal ("RFP"); however, a department head may request that the Library President and CEO waive the requirement of an RFP, thus allowing for the selection of a vendor for professional services or leases without competition, or permitting less formal competition than that of an RFP. In conformity with the new Procurement Policy, the Vice President of Programs and Services requested, and received, a waiver of the RFP requirement from the Library's President and CEO. The basis of the waiver was the experience of the firm providing services, its prior successful work with NYS and NYC agencies, including the Library, and the limited number of appropriately certified credential-granting schools in the Library's service areas.

- Establishing productive relationship with families
- Managing an effective program operation
- Maintaining a commitment to professionalism
- Preparing for final assessment as a Child Development Associate
- How to develop a child care plans
- Operating a Child Care Program
- How to start your own Day Care Center
- CPR for child care workers

IDI has previously demonstrated to the Library a commitment to provide students with high-quality training and education opportunities.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to execute a contract with International Development Institute, Inc. to provide a childcare specialist training program for a term to conclude on June 30, 2023 at a cost of \$62,500.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2714

AGENDA: Approval of Bills for the Month of July 2022

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 \$10,652,418 being the amount of July 2022 bills vouchered and paid consisting of \$36,101 in Fines & Fees Funds, \$3,452,337 in City Funds, \$1,575,130 in Federal & State Funds, \$5,454,570 in Trust & Agency Funds, \$11,825 in Board-Designated & Private Grants Funds, and \$122,455 from the Workers' Compensation Reserve Fund. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the July 2022 bills in the aggregate sum of \$10,652,418.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2712

AGENDA: Approval of Bills for the Month of June 2022

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 \$9,130,810 being the amount of June 2022 bills vouchered and paid consisting of \$8,199 in Fines & Fees Funds, \$1,571,342 in City Funds, \$3,863,417 in Federal & State Funds, \$3,550,236 in Trust & Agency Funds, \$24,290 in Board-Designated & Private Grants Funds, and \$113,326 from the Workers' Compensation Reserve Fund. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the June 2022 bills in the aggregate sum of \$9,130,810.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2715

AGENDA: Acceptance of Financial Reports for the Period Ending July 2022

Background:

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

Current Status:

The Chief Financial Officer submits the Budget Reports attached for Board-approved operating funds and Balance Sheets for all funds as of July 31, 2022.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the Budget Reports for Board-approved operating funds and Balance Sheets for all funds as of July 31, 2022.

Attachments:

07_22 Financial Statements (DOCX)

QUEENS PUBLIC LIBRARY

FINANCIAL STATEMENTS

AS OF JULY 31, 2022

FINANCE & INVESTMENT COMMITTEE MEETING

SEPTEMBER 8, 2022

City General Fund
Budget Report as of July 31, 2022
In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remainin
Estimated Revenues						
City Appropriations	\$ 115,107	\$ 115,107	\$ 7,993	-	\$ 107,114	93'
Adult Literacy	1,992	1,992	1,992	-	-	0'
City Council (One-Time)	4,380	4,380	365	-	4,015	92'
City Funded Programs	5,200	5,200	-	-	5,200	100'
Heat, Light, & Power	3,399	3,399	-	-	3,399	100'
Interest Income/ Sundry Revenues	1	1	-	-	1	100'
Total Revenues	\$ 130,079	\$ 130,079	\$ 10,350	\$ -	\$ 119,729	92'
Appropriations						
Personal Services	\$ 71,053	\$ 71,053	\$ 4,076	-	\$ 66,977	94'
Health & Welfare Fund	20,651	20,651	1,180	-	19,471	94'
Other Fringe Benefits	5,111	5,111	314	-	4,797	94'
Training	221	221	2	4	215	97'
General Supplies	907	892	4	169	719	81'
Maintenance & Custodial Supplies	528	528	4	42	482	91'
Equipment	553	555	4	125	426	77'
Furniture	-	17	-	288	(271)	-1594'
Library Materials	5,052	5,052	(21)	328	4,745	94'
Contractual Services	2,604	2,609	110	942	1,557	60'
Postage	90	90	4	-	86	96'
Telecommunications	719	719	10	23	686	95'
Carfare, Travel & Mileage	41	41	1	-	40	98'
Maintenance & Repairs - Vehicles	146	146	(12)	-	158	108'
Maintenance & Repairs - Buildings	3,122	3,105	(65)	1,640	1,530	49'
Information Systems Services	1,432	1,440	(11)	693	758	53'
Rentals - Land/Buildings	1,505	1,505	245	-	1,260	84'
Heat, Light, and Power	3,412	3,412	-	-	3,412	100'
P & C Insurance Premiums	1,360	1,360	1,278	51	31	2'
Adult Literacy	1,992	1,992	89	36	1,867	94'
City Council (One-Time)	4,380	4,380	(31)	408	4,003	91'
City Funded Programs	5,200	5,200	14	26	5,160	99'
Total Appropriations	\$ 130,079	\$ 130,079	\$ 7,195	\$ 4,775	\$ 118,109	91'
Net Income/(Loss)	\$ -	\$ -	\$ 3,155	\$ -	\$ 1,620	

Attachment: 07_22 Financial Statements (2715 : Acceptance of Financial Reports for the Period Ending July 2022)

Fines and Fees Fund
Budget Report as of July 31, 2022

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
Fines on Overdue Items	\$ 303	\$ 303	\$ 11	-	\$ 292	96%
Lost Library Cards	20	20	2	-	18	90%
Lost & Damaged Items Fees	128	128	8	-	120	94%
Interest Income- Fines/Fees	5	5	-	-	5	100%
Scanstation	17	17	1	-	16	94%
Total Revenues	\$ 473	\$ 473	\$ 22	-	\$ 451	95%
<u>Appropriations</u>						
Training	-	-	\$ (9)	12	(3)	100%
Library Materials	166	166	-	-	166	100%
Contractual Services	307	307	15	32	260	85%
Total Appropriations	\$ 473	\$ 473	\$ 6	\$ 44	\$ 423	89%
Net Income/(Loss)	\$ -	\$ -	\$ 16	\$ -	\$ 28	

Attachment: 07_22 Financial Statements (2715 : Acceptance of Financial Reports for the Period Ending July 2022)

**Federal General Fund
Budget Report as of July 31, 2022**

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
Federal USDF Program Refunds	\$ 644	\$ 644	-	-	\$ 644	100%
Total Revenues	\$ 644	\$ 644	-	-	\$ 644	100%
<u>Appropriations</u>						
Telecommunications	644	644	3	-	641	100%
Total Appropriations	\$ 644	\$ 644	\$ 3	\$ -	\$ 641	100%
Net Income/(Loss)	\$ -	\$ -	\$ (3)	\$ -	\$ 3	

Attachment: 07_22 Financial Statements (2715 : Acceptance of Financial Reports for the Period Ending July 2022)

**State General Fund
Budget Report as of July 31, 2022**

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Estimated Revenues						
Basic Grant Revenues	\$ 3,865	\$ 4,318	-	-	4,318	100%
Consolidated Systems Aid	1,550	1,608	-	-	1,608	100%
FY 22 Carry Forward	2,288	1,198	1,198	-	-	0%
Total Revenues	\$ 7,703	\$ 7,124	\$ 1,198	\$ -	\$ 5,926	83%
Appropriations						
Personal Services	\$ 1,205	\$ 1,205	\$ 61	\$ -	\$ 1,144	95%
Health & Welfare Fund	132	132	7	-	125	95%
Other Fringe Benefits	92	92	5	-	87	95%
Training	29	29	-	-	29	100%
General Supplies	20	23	-	7	16	70%
Equipment	673	673	(5)	78	600	89%
Furniture	55	55	-	11	44	80%
Library Materials	1,419	1,419	158	1	1,260	89%
Contractual Services	110	110	-	32	78	71%
Maintenance & Repairs - Buildings	1,096	1,096	-	506	590	54%
Information Systems Services	2,872	2,290	(29)	740	1,579	69%
Total Appropriations	\$ 7,703	\$ 7,124	\$ 197	\$ 1,375	\$ 5,552	78%
Net Income/(Loss)	\$ -	\$ -	\$ 1,001	\$ -	\$ 374	

Attachment: 07_22 Financial Statements (2715 : Acceptance of Financial Reports for the Period Ending July 2022)

**Board-Designated Fund
Budget Report as of July 31, 2022**

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	\$ -	-	\$ 250	100%
Gains (Losses) on Investments	209	209	-	-	209	100%
Total Revenues	\$ 459	\$ 459	\$ -	-	\$ 459	100%
<u>Appropriations</u>						
Training	\$ 7	\$ 7	\$ 2	\$ -	\$ 5	71%
General Supplies	13	13	-	1	12	92%
Contractual Services	386	386	4	39	343	89%
Telecom	6	6	-	-	6	100%
Carfare, Travel & Mileage	21	21	-	-	21	100%
Information Systems Services	26	26		13	13	50%
Total Appropriations	\$ 459	\$ 459	\$ 6	\$ 53	\$ 400	87%
Net Income/(Loss)	\$ -	\$ -	\$ (6)	\$ -	\$ 59	

Attachment: 07_22 Financial Statements (2715 : Acceptance of Financial Reports for the Period Ending July 2022)

Workers' Comp Fund
Budget Report as of July 31, 2022
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	\$ 67	\$ 67	\$ -	-	\$ 67	100%
Health & Welfare Fund	29	29	-	-	29	100%
Other Fringe Benefits	6	6	-	-	6	100%
Workers' Compensation	350	350	23	-	327	93%
Training	3	3	-	-	3	100%
Contractual Services	123	123	4	11	108	88%
P & C Insurance Premiums	122	122	79	-	43	35%
Total Appropriations	\$ 700	\$ 700	\$ 106	11	\$ 583	83%
Net Income/(Loss)	\$ -	\$ -	\$ (106)	\$ -	\$ 117	

BALANCE SHEET – FINES & FEES FUND GROUP

At July 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 516,915
Money Market Accounts	2,815,337
Repurchase Agreements	-
On Hand	28,276
Accounts Receivable	
Accounts Receivable and Employee Advances	12,892
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	64,047
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	39,675
TOTAL ASSETS	\$ 3,477,142

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 1,120
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)	-
Unrestricted - Other	3,476,022
Current Restricted	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,477,142

Attachment: 07_22 Financial Statements (2715 : Acceptance of Financial Reports for the Period Ending July 2022)

BALANCE SHEET – CITY FUNDS GROUP

At July 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 8,457,409
Money Market Accounts	17,629,844
Repurchase Agreements	-
On Hand	(148)
Accounts Receivable	
Accounts Receivable and Employee Advances	7,625
Grants and Contracts Receivable	
New York City	3,117,034
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)	5,841,419
TOTAL ASSETS	\$ 31,550,939

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 1,193,038
Accrued Payroll & Related Expense	300,000
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	4,995,590
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	24,752,346
Restricted - Other	309,965
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 31,550,939

Attachment: 07_22 Financial Statements (2715 : Acceptance of Financial Reports for the Period Ending July 2022)

BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At July 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 9,505,310
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	48,395
Grants and Contracts Receivable	
New York City	5,378
New York State	1,037,042
Federal Government	403,747
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	4,783,921
Certificates of Deposit	-
Investments	12,792,868
Security Deposits	25,667
Property & Equipment (net of depreciation)	31,178,156
TOTAL ASSETS	\$ 60,780,484

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 459,147
Accrued Payroll & Related Expense	-
Line of Credit Payable	-
Compensated Absences Payable	7,544,073
Deferred Revenue	-
Other Liabilities and Interfund Payables	25,293
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	49,960,116
Restricted - Other	2,791,855
TOTAL LIABILITIES AND FUND BALANCES	\$ 60,780,484

Attachment: 07_22 Financial Statements (2715 : Acceptance of Financial Reports for the Period Ending July 2022)

BALANCE SHEET – TRUST & AGENCY FUND

At July 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 834,966
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	207,091
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 1,042,057

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 261,190
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	780,867
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 1,042,057

Attachment: 07_22 Financial Statements (2715 : Acceptance of Financial Reports for the Period Ending July 2022)

BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND

At July 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 993,449
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	9,212,830
Property & Equipment (net of depreciation)	893,020
	-
TOTAL ASSETS	\$ 11,107,890

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 3,635
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	2,382,654
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	8,388,382
Unrestricted - Other	-
Restricted - Other	333,219
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 11,107,890

Attachment: 07_22 Financial Statements (2715 : Acceptance of Financial Reports for the Period Ending July 2022)

BALANCE SHEET – WORKERS’ COMPENSATION FUND

At July 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 2,444,103
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	\$ 2,444,103

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ (129)
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	682,601
Deferred Revenue	-
Other Liabilities and Interfund Payables	3,764
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,757,867
Restricted - Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,444,103

Attachment: 07_22 Financial Statements (2715 : Acceptance of Financial Reports for the Period Ending July 2022)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2711

AGENDA: Acceptance of Financial Reports for the Period Ending June 2022

Background:

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

Current Status:

The Chief Financial Officer submits the Budget Reports attached for Board-approved operating funds and Balance Sheets for all funds as of June 30, 2022.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the Budget Reports for Board-approved operating funds and Balance Sheets for all funds as of June 30, 2022.

Attachments:

06_22 Financial Statements (DOCX)

QUEENS PUBLIC LIBRARY

FINANCIAL STATEMENTS

AS OF JUNE 30, 2022

FINANCE & INVESTMENT COMMITTEE MEETING

SEPTEMBER 8, 2022

Attachment: 06_22 Financial Statements (2711 : Acceptance of Financial Reports for the Period Ending June 2022)

City General Fund
Budget Report as of June 30, 2022
In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
City Appropriations	\$ 110,590	\$ 111,335	\$ 111,335	-	\$ -	0%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	3,906	3,906	3,906	-	-	0%
City Funded Programs	987	987	987	-	-	0%
Heat, Light, & Power	3,035	3,035	3,035	-	-	0%
Contributed Facilities	-	26,813	26,813	-	-	0%
Interest Income	1	5	5	-	-	0%
Sundry Revenues	1	173	173	-	-	0%
Total Revenues	\$ 120,512	\$ 148,246	\$ 148,246	\$ -	\$ -	0%
<u>Appropriations</u>						
Personal Services	\$ 68,406	\$ 63,365	\$ 61,972	-	\$ 1,393	2%
Health & Welfare Fund	19,227	22,053	21,409	-	644	3%
Other Fringe Benefits	6,049	5,900	5,560	-	340	6%
Training	75	130	102	-	28	22%
General Supplies	981	1,037	739	-	298	29%
Maintenance & Custodial Supplies	683	450	337	-	113	25%
Equipment	204	502	387	-	115	23%
Furniture	-	314	26	-	288	92%
Library Materials	4,126	5,844	5,647	-	197	3%
Contractual Services	2,876	2,476	1,645	-	831	34%
Postage	90	102	96	-	6	6%
Telecommunications	719	701	543	-	158	23%
Carfare, Travel & Mileage	40	41	15	-	26	63%
Maintenance & Repairs - Vehicles	131	190	190	-	-	0%
Maintenance & Repairs - Buildings	2,673	3,184	2,057	-	1,127	35%
Information Systems Services	1,457	2,383	2,213	-	170	7%
Rentals - Land/Buildings	1,505	1,505	1,324	-	181	12%
Heat, Light, and Power	3,056	29,855	29,851	-	4	0%
P & C Insurance Premiums	1,330	1,330	1,250	-	80	6%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	3,906	3,906	3,906	-	-	0%
City Funded Programs	986	986	986	-	-	0%
Total Appropriations	\$ 120,512	\$ 148,246	\$ 142,247	\$ -	\$ 5,999	4%
Net Income/(Loss)	\$ -	\$ -	\$ 5,999	\$ -	\$ (5,999)	

Attachment: 06_22 Financial Statements (2711 : Acceptance of Financial Reports for the Period Ending June 2022)

Fines and Fees Fund
Budget Report as of June 30, 2022

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
Fines on Overdue Items	\$ 906	\$ 906	\$ 72	-	\$ 834	9
Lost Library Cards	46	46	16	-	30	6
Lost & Damaged Items Fees	174	174	87	-	87	5
Interest Income- Fines/Fees	25	25	4	-	21	8
Scanstation	17	17	9	-	8	4
Total Revenues	\$ 1,168	\$ 1,168	\$ 188	-	\$ 980	8
<u>Appropriations</u>						
Training	133	133	\$ 42	-	91	6
General Supplies	2	2	-	-	2	10
Equipment	1	1	-	-	1	10
Library Materials	307	307	48	-	259	8
Contractual Services	721	721	109	-	612	8
Information System Services	4	4	-	-	4	10
Total Appropriations	\$ 1,168	\$ 1,168	\$ 199	\$ -	\$ 969	8
Net Income/(Loss)	\$ -	\$ -	\$ (11)	\$ -	\$ 11	

Attachment: 06_22 Financial Statements (2711 : Acceptance of Financial Reports for the Period Ending June 2022)

**Federal General Fund
Budget Report as of June 30, 2022**

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
Federal USDF Program Refunds	\$ 704	\$ 817	681	-	\$ 136	17%
Total Revenues	\$ 704	\$ 817	681	-	\$ 136	17%
<u>Appropriations</u>						
Equipment	\$ -	\$ 75	\$ -	\$ -	\$ 75	100%
Telecommunications	704	742	681	-	61	8%
Total Appropriations	\$ 704	\$ 817	\$ 681	\$ -	\$ 136	17%
Net Income/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	

Attachment: 06_22 Financial Statements (2711 : Acceptance of Financial Reports for the Period Ending June 2022)

State General Fund
Budget Report as of June 30, 2022
In thousands

<u>Estimated Revenues</u>	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Basic Grant Revenues	\$ 3,866	\$ 4,318	4,318	-	-	0%
Consolidated Systems Aid	1,551	1,608	1,608	-	-	0%
FY 21 Carry Forward	2,080	2,080	2,080	-	-	0%
Sundry	-	7	7			
Total Revenues	\$ 7,497	\$ 8,013	\$ 8,013	\$ -	\$ -	0%
<u>Appropriations</u>						
Personal Services	\$ 1,197	\$ 1,197	\$ 1,073	\$ -	\$ 124	10%
Health & Welfare Fund	100	109	109	-	-	0%
Other Fringe Benefits	95	95	81	-	14	15%
Training	29	24	13	-	11	46%
General Supplies	19	20	13	-	7	35%
Equipment	173	173	123	-	50	29%
Furniture	54	92	75	-	17	18%
Library Materials	1,459	1,419	1,367	-	52	4%
Contractual Services	1,419	653	23	-	630	96%
Maintenance & Repairs - Buildings	121	1,355	1,355	-	-	0%
Information Systems Services	2,831	2,876	2,583	-	293	10%
Total Appropriations	\$ 7,497	\$ 8,013	\$ 6,815	\$ -	\$ 1,198	15%
Net Income/(Loss)	\$ -	\$ -	\$ 1,198	\$ -	\$ (1,198)	

**Board-Designated Fund
Budget Report as of June 30, 2022**

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
Interest & Dividend Income	\$ 250	\$ 303	\$ 303	-	\$ -	0%
Gains (Losses) on Investments	210	210	(3,804)	-	4,014	1911%
Total Revenues	\$ 460	\$ 513	\$ (3,501)	-	\$ 4,014	782%
<u>Appropriations</u>						
Training	\$ 8	\$ 8	\$ 2	\$ -	\$ 6	75%
General Supplies	14	13	2	-	11	85%
Contractual Services	389	433	196	-	237	55%
Telecom	6	6	-	-	6	100%
Carfare, Travel & Mileage	21	27	22	-	5	19%
Information Systems Services	22	26	26	-	-	0%
Total Appropriations	\$ 460	\$ 513	\$ 248	\$ -	\$ 265	52%
Net Income/(Loss)	\$ -	\$ -	\$ (3,749)	\$ -	\$ 3,749	

Attachment: 06_22 Financial Statements (2711 : Acceptance of Financial Reports for the Period Ending June 2022)

Workers' Comp Fund
Budget Report as of June 30, 2022
In thousands

Estimated Revenues	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Interfund Transfers	850	850	804	-	46	5%
Total Revenues	850	850	804	-	46	5%
<u>Appropriations</u>						
Personal Services	\$ 66	\$ 66	\$ 63	-	\$ 3	5%
Health & Welfare Fund	21	23	23	-	-	0%
Other Fringe Benefits	8	8	5	-	3	38%
Workers' Compensation	517	517	513	-	4	1%
Training	3	3	-	-	3	100%
Contractual Services	110	111	103	-	8	7%
P & C Insurance Premiums	125	122	70	-	52	43%
Total Appropriations	\$ 850	\$ 850	\$ 777	-	\$ 73	9%
Net Income/(Loss)	\$ -	\$ -	\$ 27	\$ -	\$ (27)	

BALANCE SHEET – FINES & FEES FUND GROUP*At June 30, 2022***Assets**

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 549,331
Money Market Accounts	2,815,087
Repurchase Agreements	-
On Hand	27,778
Accounts Receivable	
Accounts Receivable and Employee Advances	12,627
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	61,415
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	39,675
TOTAL ASSETS	\$ 3,505,913

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 36,818
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	9,485
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	3,459,610
Current Restricted	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,505,913

Attachment: 06_22 Financial Statements (2711 : Acceptance of Financial Reports for the Period Ending June 2022)

BALANCE SHEET – CITY FUNDS GROUP

At June 30, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 9,114,476
Money Market Accounts	17,629,401
Repurchase Agreements	-
On Hand	(130)
Accounts Receivable	
Accounts Receivable and Employee Advances	4,222
Grants and Contracts Receivable	
New York City	3,694,789
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	144,339
Other Assets	
Interfund Receivables	675,380
Security Deposit	-
Investments	-
Property & Equipment (net of depreciation)	5,841,419
TOTAL ASSETS	\$ 33,601,651

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 4,685,228
Accrued Payroll & Related Expense	4,672,654
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	2,645,541
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	21,203,256
Restricted - Other	394,972
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 33,601,651

Attachment: 06_22 Financial Statements (2711 : Acceptance of Financial Reports for the Period Ending June 2022)

BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At June 30, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 5,440,361
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	48,395
Grants and Contracts Receivable	
New York City	5,378
New York State	1,526,729
Federal Government	791,265
Contributions Receivable	
From New York State	5,926,239
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	153,927
Other Assets	
Interfund Receivables	4,951,089
Certificates of Deposit	-
Investments	12,792,868
Security Deposits	25,667
Property & Equipment (net of depreciation)	32,178,157
TOTAL ASSETS	\$ 63,840,075

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 2,451,762
Accrued Payroll & Related Expense	184,951
Line of Credit Payable	-
Compensated Absences Payable	7,544,073
Deferred Revenue	3,017,975
Other Liabilities and Interfund Payables	155,219
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	50,157,168
Restricted - Other	328,927
TOTAL LIABILITIES AND FUND BALANCES	\$ 63,840,075

Attachment: 06_22 Financial Statements (2711 : Acceptance of Financial Reports for the Period Ending June 2022)

BALANCE SHEET – TRUST & AGENCY FUND

At June 30, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 4,657,775
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	\$ 4,657,775

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 602,123
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	4,055,652
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 4,657,775

Attachment: 06_22 Financial Statements (2711 : Acceptance of Financial Reports for the Period Ending June 2022)

BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND

At June 30, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 1,008,392
Money Market Accounts	-
On Hand	-
Accounts Receivable	
Accounts Receivable	8,606
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	9,212,830
Property & Equipment (net of depreciation)	893,019
	-
TOTAL ASSETS	\$ 11,122,847

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 13,096
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	2,383,282
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	8,393,000
Unrestricted - Other	-
Restricted - Other	333,469
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 11,122,847

Attachment: 06_22 Financial Statements (2711 : Acceptance of Financial Reports for the Period Ending June 2022)

BALANCE SHEET – WORKERS’ COMPENSATION FUND

At June 30, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 2,566,558
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	\$ 2,566,558

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 17,835
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	682,601
Deferred Revenue	-
Other Liabilities and Interfund Payables	3,518
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,862,604
Restricted - Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,566,558

Attachment: 06_22 Financial Statements (2711 : Acceptance of Financial Reports for the Period Ending June 2022)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2667

AGENDA: Payroll for the Month of July 2022

Payroll for the Month of July 2022

The Chief Financial Officer reports the payrolls paid during the month of July 2022 in the aggregate sum of \$7,868,605 consisting of \$7,545,115 in City Funds and \$323,490 in Federal & State Funds. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2710

AGENDA: Payroll for the Month of June 2022

Payroll for the Month of June 2022

The Chief Financial Officer reports the payrolls paid during the month of June 2022 in the aggregate sum of \$5,237,872 consisting of \$5,004,808 in City Funds, \$227,658 in Federal & State Funds, and \$5,406 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: September 8, 2022

ITEM ID #: 2727

AGENDA: Personnel Report - August 2022

PERSONNEL REPORT - 7/16/2022 - 8/15/2022

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of July 16, 2022 - August 15, 2022:

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

Attachments:

Personnel Report - August 2022 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2726

AGENDA: Personnel Report - July 2022

PERSONNEL REPORT - 6/16/2022 - 7/15/2022

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of June 16, 2022 - July 15, 2022:

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

Attachments:

Personnel Report - July 2022 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2725

AGENDA: Personnel Report - June 2022

PERSONNEL REPORT - 5/16/2022 - 6/15/2022

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of May 16, 2022 - June 15, 2022:

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

Attachments:

Personnel Report - June 2022 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2728

AGENDA: Key Performance Indicators Report - July 2022

Attachments:

Key Performance Report - July 2022 (PDF)

President's Report: July 2022

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	8,932	-14.62%	5,207	46.51%	317	7.09%	346	260.42%	
Astoria	6,207	-13.31%	4,968	10.38%	592	50.64%	898	-32.07%	
Auburndale	8,677	6.44%	4,797	17.34%	743	146.03%	1,549	-27.21%	
Baisley Park	1,832	-22.01%	1,959	-0.76%	578	∞	932	183.28%	2
Bayside	17,907	16.19%	9,718	25.67%	1,229	143.37%	2,010	0.50%	
Bay Terrace	77	-95.90%	0	-100.00%	104	-80.71%	0	-100.00%	1,2
Bellerose	5,688	-14.67%	4,198	17.49%	633	-10.34%	904	-32.59%	
Briarwood	5,901	-17.93%	6,370	25.62%	1,742	496.58%	4,056	191.59%	
Broadway	45	-98.45%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
Broad Channel	2,864	149.26%	1,083	-15.85%	44	∞	126	∞	
Cambria Heights	3,135	-7.06%	3,682	47.58%	556	3.73%	324	-32.64%	
Corona	4,707	87.98%	7,091	262.71%	959	∞	219	21800.00%	
Court Square	4	-75.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	4,743	5.52%	3,337	40.45%	1,116	113.38%	2,467	75.34%	
East Elmhurst	3,357	-0.97%	3,776	49.96%	829	52.67%	443	55.44%	
East Flushing	6,253	20.44%	5,227	74.29%	657	31.14%	1,173	16.60%	
Elmhurst	23,994	8.40%	20,084	57.51%	1,646	106.52%	2,704	11.92%	2
Far Rockaway	2,353	227.26%	3,292	118.74%	684	∞	1,571	1156.80%	
Forest Hills	15,588	-3.19%	14,131	-1.04%	1,576	168.03%	3,861	∞	
Fresh Meadows	740	-96.73%	336	-95.93%	0	-100.00%	52	-98.30%	1,2
Glen Oaks	13,916	4.33%	7,617	45.00%	1,174	51.29%	3,495	35.05%	
Glendale	5,464	14667.57%	2,280	∞	886	906.82%	167	∞	2
Hillcrest	9,494	-0.97%	6,007	16.60%	465	52.96%	1,543	621.03%	
Hollis	2,837	-27.65%	3,494	8.01%	432	242.86%	421	15.98%	
Howard Beach	4,601	1.72%	4,029	39.36%	387	85.17%	642	191.82%	
Hunters Point	23,220	4.29%	11,575	20.76%	1,501	65.49%	3,036	42.67%	
Jackson Heights	14,551	-10.71%	15,612	50.64%	701	∞	666	-33.53%	2
Kew Gardens Hills	13,130	109.51%	11,175	114.99%	1,636	∞	1,059	46.27%	
Langston Hughes	1,402	-50.44%	3,309	-7.88%	2,419	387.70%	239	∞	
Laurelton	2,909	-9.29%	3,773	15.67%	522	56.29%	557	7857.14%	
Lefferts	2,892	168.52%	4,410	85.29%	463	∞	735	3768.42%	
Lefrak City	57	-98.44%	80	-97.12%	0	-100.00%	0	-100.00%	1,2
Long Island City	3,746	-5.14%	4,848	69.93%	342	-43.66%	1,427	138.23%	
Maspeth	6,459	-10.17%	4,606	25.10%	662	967.74%	470	∞	
McGoldrick	4,700	207.79%	6,286	65.03%	787	∞	1,679	1998.75%	
Middle Village	4,197	17.93%	4,001	74.56%	321	9.18%	1,268	417.55%	
Mitchell-Linden	10,872	12.26%	7,976	63.74%	1,064	124.95%	1,193	189.56%	
North Forest Park	4,830	9.15%	3,972	62.39%	546	287.23%	364	82.00%	

Attachment: Key Performance Report - July 2022 (2728 : Key Performance Indicators Report - July 2022)

President's Report: July 2022

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	4,544	188.14%	3,935	140.09%	1,223	878.40%	951	140.15%	
Ozone Park	32	-17.95%	790	-90.15%	0	0.00%	0	0.00%	2
Peninsula	5,941	-23.96%	6,274	42.33%	1,596	528.35%	339	-71.15%	
Pommonok	3,320	604.88%	3,262	575.36%	502	∞	353	∞	
Poppenhusen	3,648	82.77%	3,442	84.36%	2,662	811.64%	1,255	656.02%	
Queensboro Hill	4,912	-32.11%	6,661	24.76%	1,150	146.78%	558	∞	
Queens Village	2,604	2963.53%	2,496	1286.67%	495	∞	599	∞	
Rego Park	8,270	0.65%	8,405	0.59%	423	26.27%	0	0.00%	
Richmond Hill	6,723	13.58%	5,489	36.75%	1,737	2795.00%	998	67.73%	
Ridgewood	6,706	-7.58%	12,576	30.90%	663	402.27%	1,858	8.34%	
Rochdale Village	3,359	-19.66%	4,215	78.90%	974	141.09%	1,557	104.60%	
Rosedale	2,094	95.88%	2,971	55.96%	1,028	1457.58%	2,741	502.42%	
Seaside	3,223	7.25%	4,433	31.58%	178	-38.19%	1,176	1351.85%	
South Hollis	1,703	14091.67%	2,827	839.20%	690	∞	33	∞	
South Jamaica	2,286	45620.00%	2,316	470.44%	544	9.24%	63	∞	
South Ozone Park	2,310	-16.46%	3,798	35.59%	406	192.09%	1,546	270.74%	
St. Albans	2,750	-20.01%	3,761	19.78%	527	42.05%	470	104.35%	
Steinway	8,665	25385.29%	9,440	3558.91%	1,406	∞	1,597	∞	2
Sunnyside	8,263	20.49%	8,449	60.81%	934	122.38%	1,282	-27.41%	
Whitestone	7,277	9.17%	4,458	57.36%	575	228.57%	3,417	90.57%	
Windsor Park	7,151	464.40%	5,796	122.67%	480	∞	1,293	∞	
Woodhaven	4,599	202.57%	4,738	167.99%	1,809	∞	206	1371.43%	
Woodside	4,691	22.45%	5,698	73.56%	1,005	20000.00%	1,232	29.68%	
Community Libraries Total	357,352	6.20%	320,536	35.93%	49,320	207.65%	66,120	70.74%	

Central Library Adult Learning Center	2	100.00%	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	1	-66.67%	1,840	543.36%	547	21.56%	N/A	N/A	
Elmhurst Adult Learning Center	17	30.77%	N/A	N/A	1,100	406.91%	N/A	N/A	3
Flushing Adult Learning Center	95	4650.00%	0	0.00%	986	119.11%	604	∞	
Jackson Heights Adult Learning Center	55	89.66%	N/A	N/A	543	3.23%	63	3050.00%	3
Peninsula Adult Learning Center	2	0.00%	N/A	N/A	735	10.53%	N/A	N/A	3
Rochdale Adult Learning Center	11	22.22%	N/A	N/A	489	7.47%	N/A	N/A	3
Adult Learning Center Total	183	210.17%	1,840	543.36%	4,400	59.25%	667	33250.00%	

Central Adult Fiction	4,126	36.80%
Central Adult Fiction - Ask at Desk	2,680	-10.19%
Central Adult Non-Fiction	7,638	19.72%
Central Adult Non-Fiction - Ask at Desk	5,362	-5.63%

President's Report: July 2022

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	688	22.86%							
Central International Languages - Ask at Desk	182	-23.21%							
Central Library Current Collection	1,401	481.33%							
Central Library Fine Arts/Media Center	9,388	40.01%							
Central Library Others	905	48.12%							
Central Library Hot Picks	340	-42.28%							
Central Library Interloan	196	110.75%							
Central Library Job Info Center	8	-33.33%							
Central Library Young Adult Room	2,471	71.48%							
Children's Library Discovery Center	7,611	109.55%	10,792	85.53%	1,569	406.13%	15	-93.15%	
Central Total	42,996	33.60%	45,694	125.25%	2,948	390.52%	9,531	38.94%	

Flushing	27,256	2485.96%							
Flushing IRC	16	∞							
Flushing Job Info Center (JIC)	9	∞							
Flushing Media Center	5,671	3535.26%							
Flushing Total	32,952	2623.31%	58,949	1601.27%	2,151	6226.47%	6,565	∞	2

E-book and E-Magazines	150,012	31.18%							
Virtual Music and Movies	44,112	-16.01%							
Culture Pass reservations	1,134	N/A							
Online Learning Services usage	4,977	N/A							
Virtual Library Total	200,235	19.99%							
Langston Hughes Black Heritage	129	-51.14%							
Queens Village Mail-A-Book	2,915	152.82%							
Mobile Library	771	1229.31%							
Correctional Outreach	390	∞							
Other Total	43	230.77%							

1,752	-76.39%	843	N/A
-------	---------	-----	-----

469	-44.82%	0	0.00%
473	95.45%	N/A	X
378	-3.57%	21	-78.79%

System Total	637,966	18.51%	428,770	64.89%	60,843	126.61%	83,747	83.71%	
---------------------	----------------	---------------	----------------	---------------	---------------	----------------	---------------	---------------	--

Website Visits	268,600	-8.62%							
Wireless use	52,184	106.84%							
Computer Sessions	56,345	133.30%							

Notes:

- 1 - Library closed for renovation or extended emergency during a portion of the current fiscal year.
- 2 - Library closed for renovation or extended emergency during a portion of last fiscal year.
- 3 - ALCs are not in separate area - accurate gate count not possible

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2722

AGENDA: Key Performance Indicators Report - June 2022

Attachments:

Key Performance Report - June 2022 (PDF)

President's Report: June 2022

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	10,245	7.94%	6,141	145.05%	459	1334.38%	177	27.34%	
Astoria	5,693	-20.39%	4,614	13.67%	628	23.14%	838	-25.78%	
Auburndale	8,407	29.02%	4,487	30.40%	544	988.00%	1,955	19.72%	
Baisley Park	1,128	-39.09%	1,467	35.96%	69	∞	829	∞	1,2
Bayside	17,370	89.03%	8,339	62.17%	442	784.00%	3,178	102.81%	
Bay Terrace	124	235.14%	0	-100.00%	153	∞	0	0.00%	1
Bellerose	5,373	-2.17%	3,426	23.28%	381	∞	652	-49.06%	
Briarwood	5,644	-2.84%	6,531	67.03%	616	302.61%	2,015	207.16%	
Broadway	89	102.27%	0	-100.00%	0	-100.00%	0	0.00%	1
Broad Channel	2,606	7345.71%	1,109	373.93%	0	0.00%	49	∞	
Cambria Heights	2,794	12.30%	4,761	178.91%	909	82.16%	227	-72.52%	
Corona	4,942	17550.00%	7,396	∞	1,686	-22.66%	289	∞	
Court Square	2	-88.89%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	4,780	90.74%	3,436	174.66%	1,318	586.46%	2,342	1584.89%	
East Elmhurst	2,564	-16.64%	2,928	90.25%	901	∞	369	94.21%	
East Flushing	5,216	71.92%	4,177	101.30%	367	54.85%	1,171	173.60%	
Elmhurst	22,076	38.74%	18,059	200.28%	1,097	∞	2,329	1495.21%	1
Far Rockaway	2,492	17700.00%	3,130	3717.07%	610	∞	985	∞	
Forest Hills	16,394	72.55%	15,732	17.88%	1,680	2170.27%	2,686	1443.68%	
Fresh Meadows	2,585	-83.43%	2,514	-55.54%	4	-96.46%	36	-98.21%	1
Glen Oaks	12,797	52.11%	7,272	128.68%	1,771	666.67%	3,858	178.35%	
Glendale	4,813	26638.89%	2,704	∞	460	∞	159	∞	1,2
Hillcrest	9,146	2.84%	5,803	24.34%	445	34.85%	1,890	340.56%	
Hollis	2,715	12.56%	3,076	23.58%	6	-86.36%	519	652.17%	
Howard Beach	4,407	87.77%	3,814	157.18%	423	∞	643	2472.00%	
Hunters Point	23,702	37.61%	14,980	134.43%	1,192	∞	3,830	218.11%	
Jackson Heights	12,415	14.46%	13,517	82.88%	464	480.00%	495	-17.77%	1
Kew Gardens Hills	13,074	68710.53%	11,288	147.54%	1,492	∞	822	∞	
Langston Hughes	2,126	6.19%	4,527	168.51%	2,178	1381.63%	301	∞	
Laurelton	2,680	-8.72%	4,506	69.14%	693	607.14%	847	∞	
Lefferts	2,448	5221.74%	4,440	-47.32%	404	∞	586	∞	
Lefrak City	68	-97.66%	106	-96.14%	0	-100.00%	0	-100.00%	1
Long Island City	3,887	2.24%	5,168	99.46%	318	-47.95%	2,074	347.95%	
Maspeth	6,642	13.21%	4,881	65.01%	719	∞	1,343	∞	
McGoldrick	5,001	14188.57%	6,108	178.02%	516	∞	2,201	∞	
Middle Village	4,167	70.22%	3,505	261.71%	415	∞	970	1663.64%	
Mitchell-Linden	10,092	48.61%	7,320	126.70%	818	13533.33%	908	150.83%	
North Forest Park	4,924	60.44%	4,671	261.81%	184	∞	125	∞	

Attachment: Key Performance Report - June 2022 (2722 : Key Performance Indicators Report - June 2022)

President's Report: June 2022

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	4,530	10948.78%	5,605	2151.00%	704	∞	950	∞	
Ozone Park	9	-91.09%	128	-98.92%	0	0.00%	0	0.00%	1,2
Peninsula	6,027	-5.35%	6,625	98.41%	805	881.71%	434	-33.54%	
Pommonok	3,172	562.21%	3,281	596.60%	160	∞	269	∞	
Poppenhusen	3,653	45562.50%	3,086	1006.09%	1,950	∞	1,386	∞	
Queensboro Hill	5,513	-3.97%	7,188	99.45%	1,150	350.98%	598	∞	
Queens Village	2,307	1806.61%	2,396	5472.09%	233	∞	295	∞	
Rego Park	7,667	12.77%	8,176	25.28%	237	∞	148	∞	
Richmond Hill	6,644	37.90%	5,305	63.73%	1,658	689.52%	906	156.66%	
Ridgewood	6,237	10.19%	16,014	83.60%	439	47.81%	2,533	145.45%	
Rochdale Village	3,025	-28.97%	3,903	85.95%	975	∞	1,802	162.68%	
Rosedale	2,023	4204.26%	2,683	1566.46%	339	∞	2,158	∞	
Seaside	3,159	47.75%	5,381	137.99%	102	∞	582	∞	
South Hollis	1,286	10616.67%	3,653	2368.24%	608	∞	88	∞	
South Jamaica	2,105	34983.33%	2,668	958.73%	529	∞	57	∞	
South Ozone Park	2,188	-16.68%	3,832	32.69%	444	1544.44%	1,390	685.31%	
St. Albans	2,718	-3.55%	3,624	10.69%	276	961.54%	305	238.89%	
Steinway	8,218	25581.25%	11,201	∞	876	∞	585	∞	1,2
Sunnyside	7,843	51.15%	9,449	162.76%	653	546.53%	1,353	5.37%	2
Whitestone	6,734	28.02%	3,282	28.45%	446	364.58%	2,312	185.78%	
Windsor Park	6,983	19851.43%	5,123	202.06%	376	∞	986	∞	
Woodhaven	4,200	26150.00%	4,476	2904.03%	1,564	391.82%	180	∞	
Woodside	4,542	179.34%	5,663	238.90%	708	∞	1,035	139.03%	
Community Libraries Total	346,411	49.27%	328,675	89.66%	39,594	440.24%	62,050	203.45%	

Central Library Adult Learning Center	6	500.00%	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	1	-83.33%	1,657	1019.59%	1,240	37.93%	N/A	N/A	
Elmhurst Adult Learning Center	42	223.08%	N/A	N/A	1,510	141.21%	N/A	N/A	3
Flushing Adult Learning Center	118	11700.00%	0	0.00%	1,084	1.50%	730	∞	
Jackson Heights Adult Learning Center	73	192.00%	N/A	N/A	741	-8.29%	104	∞	3
Peninsula Adult Learning Center	0	#DIV/0!	N/A	N/A	788	-50.16%	N/A	N/A	3
Rochdale Adult Learning Center	29	3.57%	N/A	N/A	837	14.19%	N/A	N/A	3
Adult Learning Center Total	269	263.51%	1,657	1019.59%	6,200	8.49%	834	∞	

Central Adult Fiction	3,765	52.55%
Central Adult Fiction - Ask at Desk	2,463	-7.93%
Central Adult Non-Fiction	7,861	70.56%
Central Adult Non-Fiction - Ask at Desk	5,163	-0.15%

President's Report: June 2022

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	689	110.06%							
Central International Languages - Ask at Desk	148	-32.42%							
Central Library Current Collection	1,274	3881.25%							
Central Library Fine Arts/Media Center	9,367	157.90%							
Central Library Others	847	266.67%							
Central Library Hot Picks	310	-29.86%							
Central Library Interloan	169	201.79%							
Central Library Job Info Center	10	-9.09%							
Central Library Young Adult Room	2,047	271.51%							
Children's Library Discovery Center	6,293	500.48%	9,307	532.27%	1,314	399.62%	5	∞	
Central Total	40,406	88.17%	43,563	639.61%	9,237	953.25%	8,963	176.81%	

Flushing	24,974	2127.83%							
Flushing IRC	6	∞							
Flushing Job Info Center (JIC)	4	∞							
Flushing Media Center	5,632	3028.89%							
Flushing Total	30,616	2253.27%	49,384	278.31%	265	∞	3,481	∞	1,2

E-book and E-Magazines	135,102	15.14%							
Virtual Music and Movies	44,158	-10.70%							
Virtual Library Total	179,260	7.48%							
Langston Hughes Black Heritage	161	-32.92%							
Queens Village Mail-A-Book	2,819	109.59%							
Mobile Library	995	8191.67%							
Correctional Outreach	486	∞							
Other Total	28	211.11%							

5,121	-26.54%
-------	---------

589	17.80%	0	0.00%
490	-11.87%	N/A	X
588	90.29%	32	-57.33%

System Total	600,965	41.97%	425,915	121.37%	61,254	193.19%	75,328	218.03%	
---------------------	----------------	---------------	----------------	----------------	---------------	----------------	---------------	----------------	--

Website Visits	255,584	-19.44%							
Wireless use	48,657	80.24%							
Computer Sessions	53,894	395.21%							

Notes:

- 1 - Library closed for renovation or extended emergency during a portion of the current fiscal year.
- 2 - Library closed for renovation or extended emergency during a portion of last fiscal year.
- 3 - ALCs are not in separate area - accurate gate count not possible

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2723

AGENDA: Motion to Go into Executive Session

Recommended Motion for Consideration:

I move that the meeting move into Executive Session, to discuss pending litigation and a personnel matter.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2724

AGENDA: Motion to Return to Public Session

Recommended Motion for Consideration:

I move that the meeting return to Public Session.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 8, 2022

ITEM ID #: 2717

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.