

QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, DECEMBER 15, 2022

Central Library
89-11 Merrick Boulevard, Jamaica, NY 11432

AGENDA

6:45 PM BOARD OF TRUSTEES REGULAR MEETING

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Approval of Minutes of the Special Board of Trustees Meeting - October 19, 2022 (ID # 2794)
2. Approval of Minutes of the Board - September 8, 2022 (ID # 2775)

III. COMMITTEE REPORTS

A. Approval of Buildings & Grounds Committee Report - December 15, 2022

1. Approval of the Buildings & Grounds Committee Report (ID # 2813)

B. Approval of Programming Committee Report - December 15, 2022

1. Approval of the Programming Committee Report (ID # 2783)

C. Approval of Nominating Committee Report - November 16, 2022

1. Approval of the Nominating Committee Report (ID # 2793)
2. Motion to Close Nominations (ID # 2795)

IV. AGENDA

A. Action Item(s)

1. Approval of Bills for the Month of November 2022 (ID # 2787)
2. Approval of Bills for the Month of October 2022 (ID # 2767)
3. Approval of Bills for the Month of August 2022 (ID # 2756)
4. Approval of Bills for the Month of September 2022 (ID # 2761)
5. Acceptance of Financial Reports for the Period Ending November 2022 (ID # 2789)

6. Acceptance of Financial Reports for the Period Ending October 2022 (ID # 2769)
7. Acceptance of Financial Reports for the Period Ending September 2022 (ID # 2759)
8. Acceptance of Financial Reports for the Period Ending August 2022 (ID # 2758)

B. Report Item(s)

1. Payroll for the Month of November 2022 (ID # 2788)
2. Payroll for the Month of October 2022 (ID # 2768)
3. Payroll for the Month of September 2022 (ID # 2760)
4. Payroll for the Month of August 2022 (ID # 2757)
5. Purchases Over \$50K - October 2022 (ID # 2792)
6. Purchases Over \$50K - November 2022 (ID # 2798)
7. Purchases Over \$50K - September 2022 (ID # 2791)
8. Purchases Over \$50K - August 2022 (ID # 2790)
9. Personnel Report - November 2022 (ID # 2796)
10. Personnel Report - October 2022 (ID # 2779)
11. Personnel Report - September 2022 (ID # 2780)

V. REPORT OF THE CHAIR

VI. PRESIDENT'S REPORT

1. Key Performance Indicators Report - October 2022 (ID # 2786)
2. Key Performance Indicators Report - September 2022 (ID # 2785)
3. Key Performance Indicators Report - August 2022 (ID # 2784)

VII. OTHER BUSINESS

1. Mobile Library Vehicles - Contract Amendment Authorization (ID # 2806)
2. Election of New Members to Queens Public Library Foundation Board of Directors (ID # 2801)
3. 2023 BOT Calendar of Meetings (ID # 2800)
4. Anti-Racism, Diversity, Equity, & Inclusion (A DEI) Presentation W/ UPD Consulting, LLC (ID # 2797)
5. Motion to Go into Executive Session (ID # 2776)
6. Motion to Return to Public Session (ID # 2781)

VIII. ADJOURNMENT

1. Motion to Adjourn (ID # 2778)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2794

AGENDA: Approval of Minutes of the Special Board of Trustees Meeting -
October 19, 2022

Recommended Motion for Consideration:

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

Attachments:

Special Meeting of the Board - Oct. 19, 2022

(PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2775

AGENDA: Approval of Minutes of the Board - September 8, 2022

Recommended Motion for Consideration:

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2813

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: December 15, 2022

ITEM ID #: 2783

AGENDA: Approval of the Programming 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: December 15, 2022

ITEM ID #: 2793

AGENDA: Approval of the Nominating 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:

Nominating Committee Minutes - Nov. 16, 2022 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2795

AGENDA: Motion to Close Nominations

Recommended Motion for Consideration:

I move that the Board of Trustees close the nominations for officers of the Library for calendar year 2023.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2787

AGENDA: Approval of Bills for the Month of November 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 \$4,674,086 being the amount of November 2022 bills vouchered and paid consisting of \$1,019,843 in City Funds, \$307,146 in Federal & State Funds, \$3,309,501 in Trust & Agency Funds, \$19,763 in Board-Designated & Private Grants Funds, and \$17,833 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 November 2022 bills in the aggregate sum of \$4,674,086.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2767

AGENDA: Approval of Bills for the Month of October 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 \$4,258,692 being the amount of October 2022 bills vouchered and paid consisting of \$1,007,971 in City Funds, \$650,141 in Federal & State Funds, \$2,525,962 in Trust & Agency Funds, \$39,978 in Board-Designated & Private Grants Funds, and \$34,640 from the Workers' Compensation Reserve Fund. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the October 2022 bills in the aggregate sum of \$4,258,692.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2756

AGENDA: Approval of Bills for the Month of August 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 \$5,065,503 being the amount of August 2022 bills vouchered and paid consisting of \$2,286 in Fines & Fees Funds, \$1,586,949 in City Funds, \$306,408 in Federal & State Funds, \$3,114,527 in Trust & Agency Funds, \$24,663 in Board-Designated & Private Grants Funds, and \$30,670 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 August 2022 bills in the aggregate sum of \$5,065,503.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2761

AGENDA: Approval of Bills for the Month of September 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 \$5,167,045 being the amount of September 2022 bills vouchered and paid consisting of \$12,348 in Fines & Fees Funds, \$1,223,315 in City Funds, \$584,073 in Federal & State Funds, \$3,295,399 in Trust & Agency Funds, \$8,120 in Board-Designated & Private Grants Funds, and \$43,790 from the Workers' Compensation Reserve Fund. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the September 2022 bills in the aggregate sum of \$5,167,045.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2789

AGENDA: Acceptance of Financial Reports for the Period Ending November 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 November 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 November 30, 2022.

Attachments:

11_22 Financial Statements (DOCX)

QUEENS PUBLIC LIBRARY

FINANCIAL STATEMENTS

AS OF NOVEMBER 30, 2022

FINANCE & INVESTMENT COMMITTEE MEETING

DECEMBER 15, 2022

Attachment: 11_22 Financial Statements (2789 : Acceptance of Financial Reports for the Period Ending November 2022)

City General Fund
Budget Report as of November 30, 2022

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
City Appropriations	\$ 115,107	\$ 111,998	\$ 42,446	-	\$ 69,552	62%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	4,380	4,380	4,380	-	-	0%
City Funded Programs	5,200	4,362	4,362	-	-	0%
Heat, Light, & Power	3,399	3,447	-	-	3,447	100%
Interest Income/ Sundry Revenues	1	6	2	-	4	67%
Total Revenues	\$ 130,079	\$ 126,185	\$ 53,182	\$ -	\$ 73,003	58%
<u>Appropriations</u>						
Personal Services	\$ 71,053	\$ 67,191	\$ 23,656	-	\$ 43,535	65%
Health & Welfare Fund	20,651	20,651	8,305	-	12,346	60%
Other Fringe Benefits	5,111	5,111	1,819	-	3,292	64%
Training	221	221	7	19	195	88%
General Supplies	907	849	237	131	481	57%
Maintenance & Custodial Supplies	528	521	72	68	381	73%
Equipment	553	555	116	112	327	59%
Furniture	-	52	46	5	1	2%
Library Materials	5,052	5,058	818	618	3,622	72%
Contractual Services	2,604	3,187	1,012	742	1,433	45%
Postage	90	90	30	8	52	58%
Telecommunications	719	629	165	11	453	72%
Carfare, Travel & Mileage	41	41	7	-	34	83%
Maintenance & Repairs - Vehicles	146	146	27	-	119	82%
Maintenance & Repairs - Buildings	3,122	3,559	476	1,721	1,362	38%
Information Systems Services	1,432	1,440	537	546	357	25%
Rentals - Land/Buildings	1,505	1,405	644	-	761	54%
Heat, Light, and Power	3,412	3,412	3	-	3,409	100%
P & C Insurance Premiums	1,360	1,333	1,328	4	1	0%
Adult Literacy	1,992	1,992	739	19	1,234	62%
City Council (One-Time)	4,380	4,380	428	3,208	744	17%
City Funded Programs	5,200	4,362	328	205	3,829	88%
Total Appropriations	\$ 130,079	\$ 126,185	\$ 40,800	\$ 7,417	\$ 77,968	62%
Net Income/(Loss)	\$ -	\$ -	\$ 12,382	\$ -	\$ (4,965)	

Attachment: 11_22 Financial Statements (2789 : Acceptance of Financial Reports for the Period Ending November 2022)

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

In thousands

<u>Estimated Revenues</u>	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Fines on Overdue Items	\$ 303	\$ 303	\$ 65	-	\$ 238	79%
Lost Library Cards	20	20	10	-	10	50%
Lost & Damaged Items Fees	128	128	37	-	91	71%
Interest Income- Fines/Fees	5	5	4	-	1	20%
Scanstation	17	17	6	-	11	65%
Total Revenues	\$ 473	\$ 473	\$ 122	-	\$ 351	74%
<u>Appropriations</u>						
Training	-	-	\$ (5)	6	(1)	100%
Library Materials	166	166	-	166	-	0%
Contractual Services	307	307	44	32	231	75%
Total Appropriations	\$ 473	\$ 473	\$ 39	\$ 204	\$ 230	49%
Net Income/(Loss)	\$ -	\$ -	\$ 83	\$ -	\$ 121	

Attachment: 11_22 Financial Statements (2789 : Acceptance of Financial Reports for the Period Ending November 2022)

**Federal General Fund
Budget Report as of November 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	\$ 644	\$ 644	153	-	\$ 491	76%
Total Revenues	\$ 644	\$ 644	153	-	\$ 491	76%
<u>Appropriations</u>						
Telecommunications	644	644	277	-	367	57%
Total Appropriations	\$ 644	\$ 644	\$ 277	\$ -	\$ 367	57%
Net Income/(Loss)	\$ -	\$ -	\$ (124)	\$ -	\$ 124	

Attachment: 11_22 Financial Statements (2789 : Acceptance of Financial Reports for the Period Ending November 2022)

**State General Fund
Budget Report as of November 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	\$ 3,865	\$ 3,865	-	-	3,865	100%
Consolidated Systems Aid	1,550	1,550	-	-	1,550	100%
FY 22 Carry Forward	2,288	2,288	1,198	-	1,090	48%
Total Revenues	\$ 7,703	\$ 7,703	\$ 1,198	\$ -	\$ 6,505	84%
<u>Appropriations</u>						
Personal Services	\$ 1,205	\$ 1,205	\$ 417	\$ -	\$ 788	65%
Health & Welfare Fund	132	132	45	-	87	66%
Other Fringe Benefits	92	92	32	-	60	65%
Training	29	29	-	4	25	86%
General Supplies	20	23	8	4	11	48%
Equipment	673	629	76	235	318	51%
Furniture	55	55	2	19	34	62%
Library Materials	1,419	1,419	339	-	1,080	76%
Contractual Services	110	154	65	39	50	32%
Maintenance & Repairs - Buildings	1,096	1,096	221	512	363	33%
Information Systems Services	2,872	2,869	713	862	1,294	45%
Total Appropriations	\$ 7,703	\$ 7,703	\$ 1,918	\$ 1,675	\$ 4,110	53%
Net Income/(Loss)	\$ -	\$ -	\$ (720)	\$ -	\$ 2,395	

Attachment: 11_22 Financial Statements (2789 : Acceptance of Financial Reports for the Period Ending November 2022)

**Board-Designated Fund
Budget Report as of November 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	\$ 250	\$ 129	-	\$ 121	48%
Gains (Losses) on Investments	209	209	565	-	(356)	-170%
Total Revenues	\$ 459	\$ 459	\$ 694	-	\$ (235)	-51%
<u>Appropriations</u>						
Training	\$ 7	\$ 9	\$ 2	\$ -	\$ 7	78%
General Supplies	13	14	1	1	12	86%
Contractual Services	386	383	108	25	250	65%
Telecom	6	6	-	-	6	100%
Carfare, Travel & Mileage	21	21	9	-	12	57%
Information Systems Services	26	26	13	-	13	50%
Total Appropriations	\$ 459	\$ 459	\$ 133	\$ 26	\$ 300	65%
Net Income/(Loss)	\$ -	\$ -	\$ 561	\$ -	\$ (535)	

Attachment: 11_22 Financial Statements (2789 : Acceptance of Financial Reports for the Period Ending November 2022)

Workers' Comp Fund
Budget Report as of November 30, 2022

In thousands

<u>Estimated Revenues</u>	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Interfund Transfers	700	700	-	-	700	100%
Total Revenues	700	700	-	-	700	100%
<u>Appropriations</u>						
Personal Services	\$ 67	\$ 67	\$ -	-	\$ 67	100%
Health & Welfare Fund	29	29	-	-	29	100%
Other Fringe Benefits	6	6	-	-	6	100%
Workers' Compensation	350	350	90	-	260	74%
Training	3	3	-	-	3	100%
Contractual Services	123	123	21	7	95	77%
P & C Insurance Premiums	122	122	79	-	43	35%
Total Appropriations	\$ 700	\$ 700	\$ 190	7	\$ 503	72%
Net Income/(Loss)	\$ -	\$ -	\$ (190)	\$ -	\$ 197	

Attachment: 11_22 Financial Statements (2789 : Acceptance of Financial Reports for the Period Ending November 2022)

BALANCE SHEET – FINES & FEES FUND GROUP

At November 30, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 705,937
Money Market Accounts	2,817,292
Repurchase Agreements	-
On Hand	26,709
Accounts Receivable	
Accounts Receivable and Employee Advances	10,122
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	16,136
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	39,675
TOTAL ASSETS	\$ 3,615,871

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ (128)
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	3,615,999
Current Restricted	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,615,871

Attachment: 11_22 Financial Statements (2789 : Acceptance of Financial Reports for the Period Ending November 2022)

BALANCE SHEET – CITY FUNDS GROUP

At November 30, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 12,736,342
Money Market Accounts	17,631,158
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	18,476
Grants and Contracts Receivable	
New York City	3,085,297
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	(2,384,215)
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	\$ 36,928,477

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 242,990
Accrued Payroll & Related Expense	300,000
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	3,159,631
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	33,110,515
Restricted - Other	115,341
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 36,928,477

Attachment: 11_22 Financial Statements (2789 : Acceptance of Financial Reports for the Period Ending November 2022)

BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At November 30, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 7,935,296
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	14,857
Grants and Contracts Receivable	
New York City	-
New York State	973,518
Federal Government	37,449
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	4,505,293
Certificates of Deposit	-
Investments	13,483,488
Security Deposits	25,667
Property & Equipment (net of depreciation)	32,178,155
TOTAL ASSETS	\$ 59,153,723

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 140,509
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	48,238,597
Restricted - Other	3,205,251
TOTAL LIABILITIES AND FUND BALANCES	\$ 59,153,723

Attachment: 11_22 Financial Statements (2789 : Acceptance of Financial Reports for the Period Ending November 2022)

BALANCE SHEET – TRUST & AGENCY FUND

At November 30, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 3,323,180
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	\$ 3,323,180

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ (868,926)
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	3,074,077
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	1,118,029
Restricted – Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,323,180

Attachment: 11_22 Financial Statements (2789 : Acceptance of Financial Reports for the Period Ending November 2022)

BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND

At November 30, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 915,776
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	9,130,954
Property & Equipment (net of depreciation)	893,020
	-
TOTAL ASSETS	\$ 10,948,341

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ -
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	1,710,805
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	8,913,548
Unrestricted - Other	-
Restricted - Other	323,988
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 10,948,341

Attachment: 11_22 Financial Statements (2789 : Acceptance of Financial Reports for the Period Ending November 2022)

BALANCE SHEET – WORKERS’ COMPENSATION FUND

At November 30, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 2,358,913
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	4,496
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 2,363,409

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 8,432
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	682,601
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,672,376
Restricted - Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,363,409

Attachment: 11_22 Financial Statements (2789 : Acceptance of Financial Reports for the Period Ending November 2022)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2769

AGENDA: Acceptance of Financial Reports for the Period Ending October 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 October 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 October 31, 2022.

Attachments:

10_22 Financial Statements (DOCX)

QUEENS PUBLIC LIBRARY

FINANCIAL STATEMENTS

AS OF OCTOBER 31, 2022

FINANCE & INVESTMENT COMMITTEE MEETING

DECEMBER 15, 2022

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

<u>Estimated Revenues</u>	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
City Appropriations	\$ 115,107	\$ 115,107	\$ 31,209	-	\$ 83,898	73%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	4,380	4,380	4,380	-	-	0%
City Funded Programs	5,200	5,200	5,200	-	-	0%
Heat, Light, & Power	3,399	3,399	-	-	3,399	100%
Interest Income/ Sundry Revenues	1	1	2	-	(1)	-100%
Total Revenues	\$ 130,079	\$ 130,079	\$ 42,783	\$ -	\$ 87,296	67%
<u>Appropriations</u>						
Personal Services	\$ 71,053	\$ 70,252	\$ 18,635	-	\$ 51,617	73%
Health & Welfare Fund	20,651	20,651	6,868	-	13,783	67%
Other Fringe Benefits	5,111	5,111	1,429	-	3,682	72%
Training	221	221	6	19	196	89%
General Supplies	907	845	183	209	453	54%
Maintenance & Custodial Supplies	528	521	61	50	410	79%
Equipment	553	555	100	137	318	57%
Furniture	-	52	15	37	-	0%
Library Materials	5,052	5,057	631	416	4,010	79%
Contractual Services	2,604	3,187	834	689	1,664	52%
Postage	90	90	18	-	72	80%
Telecommunications	719	629	128	13	488	78%
Carfare, Travel & Mileage	41	41	5	-	36	88%
Maintenance & Repairs - Vehicles	146	146	21	-	125	86%
Maintenance & Repairs - Buildings	3,122	3,559	434	1,650	1,475	41%
Information Systems Services	1,432	1,440	508	527	405	28%
Rentals - Land/Buildings	1,505	1,405	543	-	862	61%
Heat, Light, and Power	3,412	3,412	3	-	3,409	100%
P & C Insurance Premiums	1,360	1,333	1,328	5	-	0%
Adult Literacy	1,992	1,992	567	19	1,406	71%
City Council (One-Time)	4,380	4,380	65	1,686	2,629	60%
City Funded Programs	5,200	5,200	211	77	4,912	94%
Total Appropriations	\$ 130,079	\$ 130,079	\$ 32,593	\$ 5,534	\$ 91,952	71%
Net Income/(Loss)	\$ -	\$ -	\$ 10,190	\$ -	\$ (4,656)	

Attachment: 10_22 Financial Statements (2769 : Acceptance of Financial Reports for the Period Ending October 2022)

Fines and Fees Fund
Budget Report as of October 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	\$ 49	-	\$ 254	84%
Lost Library Cards	20	20	8	-	12	60%
Lost & Damaged Items Fees	128	128	31	-	97	76%
Interest Income- Fines/Fees	5	5	2	-	3	60%
Scanstation	17	17	5	-	12	71%
Total Revenues	\$ 473	\$ 473	\$ 95	-	\$ 378	80%
<u>Appropriations</u>						
Training	-	-	\$ (5)	6	(1)	100%
Library Materials	166	166	-	-	166	100%
Contractual Services	307	307	40	32	235	77%
Total Appropriations	\$ 473	\$ 473	\$ 35	\$ 38	\$ 400	85%
Net Income/(Loss)	\$ -	\$ -	\$ 60	\$ -	\$ (22)	

Attachment: 10_22 Financial Statements (2769 : Acceptance of Financial Reports for the Period Ending October 2022)

**Federal General Fund
Budget Report as of October 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	153	-	\$ 491	76%
Total Revenues	\$ 644	\$ 644	153	-	\$ 491	76%
<u>Appropriations</u>						
Telecommunications	644	644	222	-	422	66%
Total Appropriations	\$ 644	\$ 644	\$ 222	\$ -	\$ 422	66%
Net Income/(Loss)	\$ -	\$ -	\$ (69)	\$ -	\$ 69	

Attachment: 10_22 Financial Statements (2769 : Acceptance of Financial Reports for the Period Ending October 2022)

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

In thousands

<u>Estimated Revenues</u>	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Basic Grant Revenues	\$ 3,865	\$ 3,865	-	-	3,865	100%
Consolidated Systems Aid	1,550	1,550	-	-	1,550	100%
FY 22 Carry Forward	2,288	2,288	1,198	-	1,090	48%
Total Revenues	\$ 7,703	\$ 7,703	\$ 1,198	\$ -	\$ 6,505	84%
<u>Appropriations</u>						
Personal Services	\$ 1,205	\$ 1,205	\$ 323	\$ -	\$ 882	73%
Health & Welfare Fund	132	132	36	-	96	73%
Other Fringe Benefits	92	92	25	-	67	73%
Training	29	29	-	4	25	86%
General Supplies	20	23	8	4	11	48%
Equipment	673	629	23	288	318	51%
Furniture	55	55	2	10	43	78%
Library Materials	1,419	1,419	335	-	1,084	76%
Contractual Services	110	154	25	76	53	34%
Maintenance & Repairs - Buildings	1,096	1,096	221	518	357	33%
Information Systems Services	2,872	2,869	577	922	1,370	48%
Total Appropriations	\$ 7,703	\$ 7,703	\$ 1,575	\$ 1,822	\$ 4,306	56%
Net Income/(Loss)	\$ -	\$ -	\$ (377)	\$ -	\$ 2,199	

Attachment: 10_22 Financial Statements (2769 : Acceptance of Financial Reports for the Period Ending October 2022)

**Board-Designated Fund
Budget Report as of October 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	\$ 95	-	\$ 155	62%
Gains (Losses) on Investments	209	209	(75)	-	284	136%
Total Revenues	\$ 459	\$ 459	\$ 20	-	\$ 439	96%
<u>Appropriations</u>						
Training	\$ 7	\$ 9	\$ 1	\$ 2	\$ 6	67%
General Supplies	13	14	-	2	12	86%
Contractual Services	386	383	73	35	275	72%
Telecom	6	6	-	-	6	100%
Carfare, Travel & Mileage	21	21	7	-	14	67%
Information Systems Services	26	26	13	-	13	50%
Total Appropriations	\$ 459	\$ 459	\$ 94	\$ 39	\$ 326	71%
Net Income/(Loss)	\$ -	\$ -	\$ (74)	\$ -	\$ 113	

Attachment: 10_22 Financial Statements (2769 : Acceptance of Financial Reports for the Period Ending October 2022)

Workers' Comp Fund
Budget Report as of October 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%
<u>Appropriations</u>						
Personal Services	\$ 67	\$ 67	\$ -	-	\$ 67	100%
Health & Welfare Fund	29	29	-	-	29	100%
Other Fringe Benefits	6	6	-	-	6	100%
Workers' Compensation	350	350	122	-	228	65%
Training	3	3	-	-	3	100%
Contractual Services	123	123	21	7	95	77%
P & C Insurance Premiums	122	122	29	-	93	76%
Total Appropriations	\$ 700	\$ 700	\$ 172	7	\$ 521	74%
Net Income/(Loss)	\$ -	\$ -	\$ (172)	\$ -	\$ 179	

Attachment: 10_22 Financial Statements (2769 : Acceptance of Financial Reports for the Period Ending October 2022)

BALANCE SHEET – FINES & FEES FUND GROUP

At October 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 652,427
Money Market Accounts	2,816,736
Repurchase Agreements	-
On Hand	27,533
Accounts Receivable	
Accounts Receivable and Employee Advances	24,632
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	14,869
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	39,675
TOTAL ASSETS	\$ 3,575,872

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ (128)
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	3,576,000
Current Restricted	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,575,872

Attachment: 10_22 Financial Statements (2769 : Acceptance of Financial Reports for the Period Ending October 2022)

BALANCE SHEET – CITY FUNDS GROUP

At October 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 15,173,719
Money Market Accounts	17,631,158
Repurchase Agreements	-
On Hand	(40)
Accounts Receivable	
Accounts Receivable and Employee Advances	13,743
Grants and Contracts Receivable	
New York City	3,073,981
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	\$ 38,231,736

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 1,197,876
Accrued Payroll & Related Expense	300,000
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	5,657,183
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	30,831,010
Restricted - Other	245,667
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 38,231,736

Attachment: 10_22 Financial Statements (2769 : Acceptance of Financial Reports for the Period Ending October 2022)

BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At October 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 8,615,252
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	14,857
Grants and Contracts Receivable	
New York City	-
New York State	677,418
Federal Government	37,449
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	4,848,018
Certificates of Deposit	-
Investments	13,001,560
Security Deposits	25,667
Property & Equipment (net of depreciation)	32,178,156
TOTAL ASSETS	\$ 59,398,377

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 135,963
Accrued Payroll & Related Expense	-
Line of Credit Payable	-
Compensated Absences Payable	7,544,073
Deferred Revenue	-
Other Liabilities and Interfund Payables	25,294
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	48,583,339
Restricted - Other	3,109,708
TOTAL LIABILITIES AND FUND BALANCES	\$ 59,398,377

Attachment: 10_22 Financial Statements (2769 : Acceptance of Financial Reports for the Period Ending October 2022)

BALANCE SHEET – TRUST & AGENCY FUND

At October 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 367,680
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable	-
Grants and Contracts Receivable	
New York City	-
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Health Insurance	-
Other Assets	
Interfund Receivables	468,436
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 836,116

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ -
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	836,116
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 836,116

Attachment: 10_22 Financial Statements (2769 : Acceptance of Financial Reports for the Period Ending October 2022)

BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND

At October 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 936,828
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	8,787,132
Property & Equipment (net of depreciation)	893,019
	-
TOTAL ASSETS	\$ 10,625,570

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 416
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	2,192,733
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	8,106,910
Unrestricted - Other	-
Restricted - Other	325,511
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 10,625,570

Attachment: 10_22 Financial Statements (2769 : Acceptance of Financial Reports for the Period Ending October 2022)

BALANCE SHEET – WORKERS’ COMPENSATION FUND

At October 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 2,376,746
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	4,497
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 2,381,243

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 6,851
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	682,601
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,691,791
Restricted - Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,381,243

Attachment: 10_22 Financial Statements (2769 : Acceptance of Financial Reports for the Period Ending October 2022)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2759

AGENDA: Acceptance of Financial Reports for the Period Ending September 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 September 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 September 30, 2022.

Attachments:

09_22 Financial Statements (DOCX)

QUEENS PUBLIC LIBRARY

FINANCIAL STATEMENTS

AS OF SEPTEMBER 30, 2022

FINANCE & INVESTMENT COMMITTEE MEETING

DECEMBER 15, 2022

Attachment: 09_22 Financial Statements (2759 : Acceptance of Financial Reports for the Period Ending September 2022)

City General Fund						
Budget Report as of September 30, 2022						
<i>In thousands</i>						
	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
City Appropriations	\$ 115,107	\$ 115,107	\$ 20,763	-	\$ 94,344	82%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	4,380	4,380	4,380	-	-	0%
City Funded Programs	5,200	5,200	4,763	-	437	8%
Heat, Light, & Power	3,399	3,399	-	-	3,399	100%
Interest Income/ Sundry Revenues	1	1	-	-	1	100%
Total Revenues	\$ 130,079	\$ 130,079	\$ 31,898	\$ -	\$ 98,181	75%
<u>Appropriations</u>						
Personal Services	\$ 71,053	\$ 70,929	\$ 13,758	-	\$ 57,171	81%
Health & Welfare Fund	20,651	20,651	4,607	-	16,044	78%
Other Fringe Benefits	5,111	5,111	686	-	4,425	87%
Training	221	221	6	9	206	93%
General Supplies	907	895	116	181	598	67%
Maintenance & Custodial Supplies	528	521	45	48	428	82%
Equipment	553	555	91	116	348	63%
Furniture	-	52	-	47	5	10%
Library Materials	5,052	5,052	469	609	3,974	79%
Contractual Services	2,604	2,736	647	590	1,499	55%
Postage	90	90	7	1	82	91%
Telecommunications	719	719	93	13	613	85%
Carfare, Travel & Mileage	41	41	4	-	37	90%
Maintenance & Repairs - Vehicles	146	146	30	-	116	79%
Maintenance & Repairs - Buildings	3,122	3,071	222	1,623	1,226	40%
Information Systems Services	1,432	1,440	497	501	442	31%
Rentals - Land/Buildings	1,505	1,505	443	-	1,062	71%
Heat, Light, and Power	3,412	3,412	1	-	3,411	100%
P & C Insurance Premiums	1,360	1,360	1,328	4	28	2%
Adult Literacy	1,992	1,992	409	10	1,573	79%
City Council (One-Time)	4,380	4,380	(15)	1,742	2,653	61%
City Funded Programs	5,200	5,200	58	76	5,066	97%
Total Appropriations	\$ 130,079	\$ 130,079	\$ 23,502	\$ 5,570	\$ 101,007	78%
Net Income/(Loss)	\$ -	\$ -	\$ 8,396	\$ -	\$ (2,826)	

Attachment: 09_22 Financial Statements (2759 : Acceptance of Financial Reports for the Period Ending September 2022)

Fines and Fees Fund
Budget Report as of September 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	\$ 303	\$ 303	\$ 37	-	\$ 266	88%
Lost Library Cards	20	20	6	-	14	70%
Lost & Damaged Items Fees	128	128	23	-	105	82%
Interest Income- Fines/Fees	5	5	1	-	4	80%
Scanstation	17	17	3	-	14	82%
Total Revenues	\$ 473	\$ 473	\$ 70	-	\$ 403	85%
<u>Appropriations</u>						
Training	-	-	\$ (5)	6	(1)	100%
Library Materials	166	166	-	-	166	100%
Contractual Services	307	307	35	32	240	78%
Total Appropriations	\$ 473	\$ 473	\$ 30	\$ 38	\$ 405	86%
Net Income/(Loss)	\$ -	\$ -	\$ 40	\$ -	\$ (2)	

Attachment: 09_22 Financial Statements (2759 : Acceptance of Financial Reports for the Period Ending September 2022)

**Federal General Fund
Budget Report as of September 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	\$ 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: 09_22 Financial Statements (2759 : Acceptance of Financial Reports for the Period Ending September 2022)

**State General Fund
Budget Report as of September 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	\$ 3,865	\$ 3,865	-	-	3,865	100%
Consolidated Systems Aid	1,550	1,550	-	-	1,550	100%
FY 22 Carry Forward	2,288	2,288	1,198	-	1,090	48%
Total Revenues	\$ 7,703	\$ 7,703	\$ 1,198	\$ -	\$ 6,505	84%
<u>Appropriations</u>						
Personal Services	\$ 1,205	\$ 1,205	\$ 231	\$ -	\$ 974	81%
Health & Welfare Fund	132	132	27	-	105	80%
Other Fringe Benefits	92	92	17	-	75	82%
Training	29	29	-	4	25	86%
General Supplies	20	23	7	5	11	48%
Equipment	673	673	22	67	584	87%
Furniture	55	55	-	11	44	80%
Library Materials	1,419	1,419	328	1	1,090	77%
Contractual Services	110	110	8	49	53	48%
Maintenance & Repairs - Buildings	1,096	1,096	147	591	358	33%
Information Systems Services	2,872	2,869	212	1,238	1,419	49%
Total Appropriations	\$ 7,703	\$ 7,703	\$ 999	\$ 1,966	\$ 4,738	62%
Net Income/(Loss)	\$ -	\$ -	\$ 199	\$ -	\$ 1,767	

Attachment: 09_22 Financial Statements (2759 : Acceptance of Financial Reports for the Period Ending September 2022)

**Board-Designated Fund
Budget Report as of September 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	\$ 250	\$ 50	-	\$ 200	80%
Gains (Losses) on Investments	209	209	1,146	-	(937)	-448%
Total Revenues	\$ 459	\$ 459	\$ 1,196	-	\$ (737)	-161%
<u>Appropriations</u>						
Training	\$ 7	\$ 9	\$ 1	\$ -	\$ 8	89%
General Supplies	13	14	-	1	13	93%
Contractual Services	386	383	37	36	310	81%
Telecom	6	6	-	-	6	100%
Carfare, Travel & Mileage	21	21	5	-	16	76%
Information Systems Services	26	26	13	-	13	50%
Total Appropriations	\$ 459	\$ 459	\$ 56	\$ 37	\$ 366	80%
Net Income/(Loss)	\$ -	\$ -	\$ 1,140	\$ -	\$ (1,103)	

Attachment: 09_22 Financial Statements (2759 : Acceptance of Financial Reports for the Period Ending September 2022)

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

<u>Estimated Revenues</u>	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Interfund Transfers	700	700	-	-	700	100%
Total Revenues	700	700	-	-	700	100%
<u>Appropriations</u>						
Personal Services	\$ 67	\$ 67	\$ -	-	\$ 67	100%
Health & Welfare Fund	29	29	-	-	29	100%
Other Fringe Benefits	6	6	-	-	6	100%
Workers' Compensation	350	350	99	-	251	72%
Training	3	3	-	-	3	100%
Contractual Services	123	123	7	7	109	89%
P & C Insurance Premiums	122	122	79	-	43	35%
Total Appropriations	\$ 700	\$ 700	\$ 185	7	\$ 508	73%
Net Income/(Loss)	\$ -	\$ -	\$ (185)	\$ -	\$ 192	

BALANCE SHEET – FINES & FEES FUND GROUP

At September 30, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 619,158
Money Market Accounts	2,816,109
Repurchase Agreements	-
On Hand	26,592
Accounts Receivable	
Accounts Receivable and Employee Advances	10,122
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	14,454
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	39,675
TOTAL ASSETS	\$ 3,526,110

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ (128)
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	3,526,238
Current Restricted	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,526,110

Attachment: 09_22 Financial Statements (2759 : Acceptance of Financial Reports for the Period Ending September 2022)

BALANCE SHEET – CITY FUNDS GROUP

At September 30, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 12,673,672
Money Market Accounts	17,630,287
Repurchase Agreements	-
On Hand	(3)
Accounts Receivable	
Accounts Receivable and Employee Advances	13,743
Grants and Contracts Receivable	
New York City	3,041,820
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	\$ 35,698,694

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 285,216
Accrued Payroll & Related Expense	300,000
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	5,575,512
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	28,996,825
Restricted - Other	541,141
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 35,698,694

Attachment: 09_22 Financial Statements (2759 : Acceptance of Financial Reports for the Period Ending September 2022)

BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At September 30, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 9,463,031
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	14,857
Grants and Contracts Receivable	
New York City	-
New York State	658,457
Federal Government	37,449
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	4,090,657
Certificates of Deposit	-
Investments	13,864,771
Security Deposits	25,667
Property & Equipment (net of depreciation)	32,178,157
TOTAL ASSETS	\$ 60,333,045

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 407,517
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	49,157,783
Restricted - Other	3,198,379
TOTAL LIABILITIES AND FUND BALANCES	\$ 60,333,045

Attachment: 09_22 Financial Statements (2759 : Acceptance of Financial Reports for the Period Ending September 2022)

BALANCE SHEET – TRUST & AGENCY FUND

At September 30, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 559,310
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	255,971
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 815,280

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ -
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	815,280
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 815,280

Attachment: 09_22 Financial Statements (2759 : Acceptance of Financial Reports for the Period Ending September 2022)

BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND

At September 30, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 977,996
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	9,414,692
Property & Equipment (net of depreciation)	893,019
	-
TOTAL ASSETS	\$ 11,294,299

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 5,025
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	1,329,522
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	9,632,868
Unrestricted - Other	-
Restricted - Other	326,884
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 11,294,299

Attachment: 09_22 Financial Statements (2759 : Acceptance of Financial Reports for the Period Ending September 2022)

BALANCE SHEET – WORKERS’ COMPENSATION FUND

At September 30, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 2,361,386
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	4,497
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 2,365,883

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 5,596
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	682,601
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,677,686
Restricted - Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,365,883

Attachment: 09_22 Financial Statements (2759 : Acceptance of Financial Reports for the Period Ending September 2022)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2758

AGENDA: Acceptance of Financial Reports for the Period Ending August 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 August 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 August 31, 2022.

Attachments:

08_22 Financial Statements (DOCX)

QUEENS PUBLIC LIBRARY

FINANCIAL STATEMENTS

AS OF AUGUST 31, 2022

FINANCE & INVESTMENT COMMITTEE MEETING

DECEMBER 15, 2022

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

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Estimated Revenues						
City Appropriations	\$ 115,107	\$ 115,107	\$ 14,296	-	\$ 100,811	88%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	4,380	4,380	730	-	3,650	83%
City Funded Programs	5,200	5,200	4,763	-	437	8%
Heat, Light, & Power	3,399	3,399	-	-	3,399	100%
Interest Income/ Sundry Revenues	1	1	-	-	1	100%
Total Revenues	\$ 130,079	\$ 130,079	\$ 21,781	\$ -	\$ 108,298	83%
Appropriations						
Personal Services	\$ 71,053	\$ 71,045	\$ 8,908	-	\$ 62,137	87%
Health & Welfare Fund	20,651	20,651	2,553	-	18,098	88%
Other Fringe Benefits	5,111	5,111	686	-	4,425	87%
Training	221	221	9	4	208	94%
General Supplies	907	895	68	151	676	76%
Maintenance & Custodial Supplies	528	528	21	52	455	86%
Equipment	553	555	79	126	350	63%
Furniture	-	52	-	300	(248)	-477%
Library Materials	5,052	5,052	236	482	4,334	86%
Contractual Services	2,604	2,613	458	728	1,427	55%
Postage	90	90	4	5	81	90%
Telecommunications	719	719	48	23	648	90%
Carfare, Travel & Mileage	41	41	1	-	40	98%
Maintenance & Repairs - Vehicles	146	146	3	-	143	98%
Maintenance & Repairs - Buildings	3,122	3,071	73	1,721	1,277	42%
Information Systems Services	1,432	1,440	437	501	502	35%
Rentals - Land/Buildings	1,505	1,505	344	-	1,161	77%
Heat, Light, and Power	3,412	3,412	-	-	3,412	100%
P & C Insurance Premiums	1,360	1,360	1,324	4	32	2%
Adult Literacy	1,992	1,992	271	13	1,708	86%
City Council (One-Time)	4,380	4,380	(19)	1,742	2,657	61%
City Funded Programs	5,200	5,200	58	76	5,066	97%
Total Appropriations	\$ 130,079	\$ 130,079	\$ 15,562	\$ 5,928	\$ 108,589	83%
Net Income/(Loss)	\$ -	\$ -	\$ 6,219	\$ -	\$ (291)	

Attachment: 08_22 Financial Statements (2758 : Acceptance of Financial Reports for the Period Ending August 2022)

Fines and Fees Fund
Budget Report as of August 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	\$ 25	-	\$ 278	92%
Lost Library Cards	20	20	4	-	16	80%
Lost & Damaged Items Fees	128	128	16	-	112	88%
Interest Income- Fines/Fees	5	5	-	-	5	100%
Scanstation	17	17	2	-	15	88%
Total Revenues	\$ 473	\$ 473	\$ 47	-	\$ 426	90%
<u>Appropriations</u>						
Training	-	-	\$ (5)	6	(1)	100%
Library Materials	166	166	-	-	166	100%
Contractual Services	307	307	20	32	255	83%
Total Appropriations	\$ 473	\$ 473	\$ 15	\$ 38	\$ 420	89%
Net Income/(Loss)	\$ -	\$ -	\$ 32	\$ -	\$ 6	

Attachment: 08_22 Financial Statements (2758 : Acceptance of Financial Reports for the Period Ending August 2022)

**Federal General Fund
Budget Report as of August 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	103	-	541	84%
Total Appropriations	\$ 644	\$ 644	\$ 103	\$ -	\$ 541	84%
Net Income/(Loss)	\$ -	\$ -	\$ (103)	\$ -	\$ 103	

Attachment: 08_22 Financial Statements (2758 : Acceptance of Financial Reports for the Period Ending August 2022)

**State General Fund
Budget Report as of August 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	\$ 3,865	-	-	3,865	100%
Consolidated Systems Aid	1,550	1,550	-	-	1,550	100%
FY 22 Carry Forward	2,288	2,288	1,198	-	1,090	48%
Total Revenues	\$ 7,703	\$ 7,703	\$ 1,198	\$ -	\$ 6,505	84%
Appropriations						
Personal Services	\$ 1,205	\$ 1,205	\$ 143	\$ -	\$ 1,062	88%
Health & Welfare Fund	132	132	15	-	117	89%
Other Fringe Benefits	92	92	11	-	81	88%
Training	29	29	-	-	29	100%
General Supplies	20	23	3	7	13	57%
Equipment	673	673	8	59	606	90%
Furniture	55	55	-	11	44	80%
Library Materials	1,419	1,419	188	133	1,098	77%
Contractual Services	110	110	-	51	59	54%
Maintenance & Repairs - Buildings	1,096	1,096	126	391	579	53%
Information Systems Services	2,872	2,869	76	757	2,036	71%
Total Appropriations	\$ 7,703	\$ 7,703	\$ 570	\$ 1,409	\$ 5,724	74%
Net Income/(Loss)	\$ -	\$ -	\$ 628	\$ -	\$ 781	

Attachment: 08_22 Financial Statements (2758 : Acceptance of Financial Reports for the Period Ending August 2022)

Board-Designated Fund
Budget Report as of August 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	\$ 30	-	\$ 220	88%
Gains (Losses) on Investments	209	209	1,774	-	(1,565)	-749%
Total Revenues	\$ 459	\$ 459	\$ 1,804	-	\$ (1,345)	-293%
<u>Appropriations</u>						
Training	\$ 7	\$ 9	\$ 1	\$ -	\$ 8	89%
General Supplies	13	14	-	1	13	93%
Contractual Services	386	383	29	42	312	81%
Telecom	6	6	-	-	6	100%
Carfare, Travel & Mileage	21	21	4	-	17	81%
Information Systems Services	26	26	13	-	13	50%
Total Appropriations	\$ 459	\$ 459	\$ 47	\$ 43	\$ 369	80%
Net Income/(Loss)	\$ -	\$ -	\$ 1,757	\$ -	\$ (1,714)	

Workers' Comp Fund
Budget Report as of August 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	77	-	273	78%
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	\$ 160	11	\$ 529	76%
Net Income/(Loss)	\$ -	\$ -	\$ (160)	\$ -	\$ 171	

Attachment: 08_22 Financial Statements (2758 : Acceptance of Financial Reports for the Period Ending August 2022)

BALANCE SHEET – FINES & FEES FUND GROUP

At August 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 550,082
Money Market Accounts	2,815,606
Repurchase Agreements	-
On Hand	27,099
Accounts Receivable	
Accounts Receivable and Employee Advances	21,813
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	64,016
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	39,675
TOTAL ASSETS	\$ 3,518,291

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ (4)
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	3,518,295
Current Restricted	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,518,291

Attachment: 08_22 Financial Statements (2758 : Acceptance of Financial Reports for the Period Ending August 2022)

BALANCE SHEET – CITY FUNDS GROUP

At August 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 10,389,483
Money Market Accounts	17,629,844
Repurchase Agreements	-
On Hand	(68)
Accounts Receivable	
Accounts Receivable and Employee Advances	7,659
Grants and Contracts Receivable	
New York City	3,158,914
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	\$ 33,525,007

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 800,919
Accrued Payroll & Related Expense	300,000
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	4,986,880
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	27,208,270
Restricted - Other	228,938
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 33,525,007

Attachment: 08_22 Financial Statements (2758 : Acceptance of Financial Reports for the Period Ending August 2022)

BALANCE SHEET – STATE & FEDERAL FUNDS GROUP*At August 31, 2022***Assets**

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 9,814,677
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	48,395
Grants and Contracts Receivable	
New York City	-
New York State	671,784
Federal Government	77,963
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	3,110,527
Certificates of Deposit	-
Investments	14,289,750
Security Deposits	25,667
Property & Equipment (net of depreciation)	32,178,157
TOTAL ASSETS	\$ 60,216,920

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 537,326
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	49,588,257
Restricted - Other	2,521,971
TOTAL LIABILITIES AND FUND BALANCES	\$ 60,216,920

Attachment: 08_22 Financial Statements (2758 : Acceptance of Financial Reports for the Period Ending August 2022)

BALANCE SHEET – TRUST & AGENCY FUND

At August 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 478,092
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	393,671
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 871,764

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ -
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	871,764
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 871,764

Attachment: 08_22 Financial Statements (2758 : Acceptance of Financial Reports for the Period Ending August 2022)

BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND

At August 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 968,654
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	9,725,074
Property & Equipment (net of depreciation)	893,019
	-
TOTAL ASSETS	\$ 11,595,338

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 2,470
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	886,399
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	10,375,642
Unrestricted - Other	-
Restricted - Other	330,827
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 11,595,338

Attachment: 08_22 Financial Statements (2758 : Acceptance of Financial Reports for the Period Ending August 2022)

BALANCE SHEET – WORKERS’ COMPENSATION FUND

At August 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 2,413,436
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	\$ 2,413,436

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 23,487
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	682,600
Deferred Revenue	-
Other Liabilities and Interfund Payables	3,764
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,703,585
Restricted - Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,413,436

Attachment: 08_22 Financial Statements (2758 : Acceptance of Financial Reports for the Period Ending August 2022)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2788

AGENDA: Payroll for the Month of November 2022

Payroll for the Month of November 2022

The Chief Financial Officer reports the payrolls paid during the month of November 2022 in the aggregate sum of \$5,497,127 consisting of \$5,261,014 in City Funds and \$236,113 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: December 15, 2022

ITEM ID #: 2768

AGENDA: Payroll for the Month of October 2022

Payroll for the Month of October 2022

The Chief Financial Officer reports the payrolls paid during the month of October 2022 in the aggregate sum of \$5,317,553 consisting of \$5,089,600 in City Funds and \$227,953 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: December 15, 2022

ITEM ID #: 2760

AGENDA: Payroll for the Month of September 2022

Payroll for the Month of September 2022

The Chief Financial Officer reports the payrolls paid during the month of September 2022 in the aggregate sum of \$5,258,754 consisting of \$5,027,410 in City Funds and \$231,344 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: December 15, 2022

ITEM ID #: 2757

AGENDA: Payroll for the Month of August 2022

Payroll for the Month of August 2022

The Chief Financial Officer reports the payrolls paid during the month of August 2022 in the aggregate sum of \$5,254,743 consisting of \$5,031,535 in City Funds and \$223,208 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: December 15, 2022

ITEM ID #: 2792

AGENDA: Purchases Over \$50K - October 2022

Current Status:

Pursuant to the Library's Procurement Policy, as revised in September 2021, the Procurement Department shall submit to the Library's Board of Trustees a report of all Library, Foundation, and capital purchase orders issued and valued at more than \$50,000, which includes the vendor name, dollar value, description, and transaction type-*i.e.*, government contract, requirements contract, technical service, exceptions.

This report covers purchase orders for the period from October 1, 2022 through October 31, 2022.

Library:

1. **Varsity Plumbing & Heating Co.** was issued a purchase order in the amount of \$64,495 for its contract for Central Library's sprinkler construction project and the obtaining of required permits.
2. **Insight Public Sector** was issued a purchase order under its NYS Office of General Services contract in the amount of \$83,218.75 for TBS Simple Scan annual maintenance for the public scanner machines.
3. **Aggreko, LLC.** was issued a purchase order in the amount of \$489,400.00 under its emergency contract to provide and install temporary heating system for the Flushing library.
4. **Micro Systems Support Corp.** was issued a purchase order under its NYS Office of General Services contract in the amount of \$199,998 to purchase 92 terabytes HPE Nimble array storage.
5. **MGT of America Consulting, LLC** was issued a purchase order in the amount of \$299,000 for its disparity study consulting services contract.

6. **The Hackett Group, Inc.** was issued an amended purchase order with an increase of \$266,030 for a total of \$1,337,160.60 under its Federal General Services Administration services contract to provide information technology consulting services to implement the Library's Kronos timekeeping system. The current contract value is \$2,306,905.23.

7. **Gryphon Construction Inc.** was issued an amended purchase order with an increase of \$126,885.44 for asbestos abatement for the Bay Terrace construction project. The purchase order and contract value is \$4,010,885.44.

Foundation: N/A

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2798

AGENDA: Purchases Over \$50K - November 2022

Current Status:

Pursuant to the Library's Procurement Policy, as revised in September 2021, the Procurement Department shall submit to the Library's Board of Trustees a report of all Library, Foundation, and capital purchase orders issued and valued at more than \$50,000, which includes the vendor name, dollar value, description, and transaction type-*i.e.*, government contract, requirements contract, technical service, exceptions.

This report covers purchase orders for the period from November 1, 2022 through November 30, 2022.

Library:

1. **A.M. Newspaper Delivery Services Inc., D/B/A Mitchell's** was issued a purchase order in the amount of \$312,000 for print media delivery services and for print media.
2. **Mac Contractor Inc.**, was issued a Statement of Work ("SOW") under its requirements contract for general construction services in the amount of \$57,820 to provide exterior brick work including replacement and repointing at the Woodhaven Library.
3. **C.D.E. Air Conditioning Co., Inc.**, was issued a purchase order in the amount of \$1,045,726 for its construction contract for the Laurelton library.
4. **International Development Institute**, was issued a purchase order in the amount of \$62,500 under its professional services agreement to provide a child care specialist training program.
5. **Universal Protection Service, LLC, dba Allied Universal**, the Library's security guard requirements contractor was issued a revised purchase order adding \$949,000. The total for the purchase order is \$1,649,000.

6. **Applied Design Initiative, LLC** received a revised purchase order under its architectural professional services requirements contract for exterior sign design services. The increase was \$88,945 and the total purchase order value is \$196,667.

Foundation: N/A

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2791

AGENDA: Purchases Over \$50K - September 2022

Current Status:

Pursuant to the Library's Procurement Policy, as revised in September 2021, the Procurement Department shall submit to the Library's Board of Trustees a report of all Library, Foundation, and capital purchase orders issued and valued at more than \$50,000, which includes the vendor name, dollar value, description, and transaction type-*i.e.*, government contract, requirements contract, technical service, exceptions.

This report covers purchase orders for the period from September 1, 2022 through September 30, 2022.

Library:

1. **UPD Consulting, LLC** was issued a purchase order in the amount of \$175,295 under its professional services agreement to provide diversity, equity and inclusion consulting services.
2. **Urban Archive Inc.** was issued a purchase order in the amount of \$75,000 under its professional services agreement to develop a comprehensive online platform for the Queens Memory Monuments Project.
3. **Cameron Engineering & Associates LLC** was issued a statement of work ("SOW") under its engineering professional services requirements contract in the amount of \$101,038 to provide construction administration and management services for the Flushing HVAC construction project.
4. **Lyngsoe Systems Inc.** was issued a purchase order in the amount of \$254,850.00 under its contract to provide maintenance services for the Library's automated materials handling system.

5. **Kronos Incorporated** was issued a purchase order under its NYS Office of General Services contract in the amount of \$52,292.17 to provide Kronos time-keeping software support and educational services.

Foundation: N/A

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2790

AGENDA: Purchases Over \$50K - August 2022

Current Status:

Pursuant to the Library's Procurement Policy, as revised in September 2021, the Procurement Department shall submit to the Library's Board of Trustees a report of all Library, Foundation, and capital purchase orders issued and valued at more than \$50,000, which includes the vendor name, dollar value, description, and transaction type-*i.e.*, government contract, requirements contract, technical service, exceptions.

This report covers purchase orders for the period from August 1, 2022 through August 31, 2022.

Library:

1. **The NYC Department of Administrative Services /NYC Fleet** was issued a purchase order in the amount of \$65,000 to provide the Library with vehicle fuel services.
2. **Insight Public Sector** was issued a purchase order in the amount of \$134,061.73 under its NYS Office of General Services ("OGS") contract to provide Darktrace software. Darktrace software will help ITD to discover, contain, and investigate unknown or fast-moving threats, such as potential ransomware, cloud account takeover, cloud software misconfigurations, crypto jacking, IP or data theft, and internet enabled device corruption or misuse wherever they emerge in the library's network.
3. **BDO USA, LLP.** was issued a purchase order in the amount of \$170,000 under its professional services agreement to provide audit services.
4. **Konica Minolta Business Solutions U.S.A., Inc.** was issued a purchase order in the amount of \$195,000 to provide managed print services under its Sourcewell cooperative purchasing contract. As a service cooperative, Sourcewell is a local government unit, public corporation and public agency pursuant to the Minnesota Constitution and enabling law Minn. Stat. § 123A.21.

5. **Innovative Interfaces, Inc.** was issued a purchase order in the amount of \$203,416.12 to provide software maintenance and support services for its Integrated Library System.
6. **C.D.E. Air Conditioning Co., Inc.** was issued a purchase order in the amount of \$4,391,799 for its HVAC construction services for Flushing.
7. **PNP Staffing** was issued a revised purchase order increasing the amount to \$64,167.27 under its professional services agreement for temporary staffing services.

Foundation: N/A

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2796

AGENDA: Personnel Report - November 2022

PERSONNEL REPORT - 10/16/2022 - 11/15/2022

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

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

Attachments:

Personnel Report - November 2022 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2779

AGENDA: Personnel Report - October 2022

PERSONNEL REPORT - 9/16/2022 - 10/15/2022

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

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

Attachments:

Personnel Report - October 2022 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2780

AGENDA: Personnel Report - September 2022

PERSONNEL REPORT - 8/16/2022 - 9/15/2022

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

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

Attachments:

Personnel Report - September 2022 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2786

AGENDA: Key Performance Indicators Report - October 2022

Attachments:

Key Performance Indicators Report - October 2022 (PDF)

President's Report: October 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	9,643	-7.70%	5,109	7.88%	273	-54.58%	19	-72.86%	
Astoria	4,656	-31.97%	3,991	-19.70%	715	144.86%	510	-54.10%	
Auburndale	7,625	2.17%	4,415	6.00%	297	36.24%	1,640	52.70%	
Baisley Park	1,998	2144.94%	2,576	638.11%	512	∞	1,628	∞	2
Bayside	16,105	2.89%	8,857	6.65%	584	98.64%	1,574	22.30%	
Bay Terrace	33	-99.09%	0	-100.00%	30	-94.92%	0	-100.00%	1,2
Bellerose	5,112	1.01%	3,861	24.15%	227	∞	0	-100.00%	
Briarwood	5,846	-10.30%	7,543	32.66%	775	265.57%	1,704	83.03%	
Broadway	30	-99.55%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
Broad Channel	2,757	0.22%	1,231	7.32%	344	∞	44	∞	
Cambria Heights	2,615	-0.27%	5,364	39.65%	1,578	580.17%	823	-17.12%	
Corona	4,816	5.34%	9,369	64.80%	1,642	472.13%	957	26.92%	
Court Square	2	-77.78%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	5,170	17.42%	4,085	17.83%	1,036	56.50%	2,667	17.85%	
East Elmhurst	2,558	-15.07%	3,588	48.82%	703	4921.43%	367	-10.71%	
East Flushing	6,227	21.31%	4,650	24.46%	619	28.42%	1,377	30.27%	
Elmhurst	19,642	173.30%	15,373	276.42%	2,430	∞	1,846	216.10%	2
Far Rockaway	2,958	41.46%	3,601	26.17%	895	3791.30%	2,333	356.56%	
Forest Hills	15,626	-10.83%	15,376	-0.96%	1,682	850.28%	2,512	-10.51%	
Fresh Meadows	220	-98.92%	2,034	-78.54%	4	-98.82%	0	-100.00%	1,2
Glen Oaks	12,929	-2.11%	7,644	23.21%	1,334	187.50%	3,195	12.14%	
Glendale	5,512	608.48%	3,305	1185.99%	420	79.49%	85	-49.70%	2
Hillcrest	9,012	21.70%	5,530	21.54%	316	-23.49%	669	169.76%	
Hollis	2,902	-17.56%	3,622	-1.44%	213	1675.00%	743	63.66%	
Howard Beach	4,912	10.06%	4,828	26.72%	367	117.16%	939	145.81%	
Hunters Point	23,888	-8.07%	13,785	38.10%	1,906	83.45%	2,345	-29.98%	
Jackson Heights	14,430	-12.04%	16,415	3.87%	1,099	∞	293	-73.82%	2
Kew Gardens Hills	12,527	-10.46%	10,150	18.76%	686	1300.00%	784	-15.43%	
Langston Hughes	2,287	-7.82%	6,604	118.89%	3,888	5702.99%	600	-45.90%	
Laurelton	2,773	-3.61%	4,164	16.54%	116	-55.89%	414	762.50%	
Lefferts	2,514	10.07%	4,521	37.21%	457	1135.14%	928	∞	
Lefrak City	53	-88.94%	0	-100.00%	0	0.00%	0	0.00%	1,2
Long Island City	3,908	3.14%	6,544	63.64%	797	55.66%	675	6.47%	
Maspeth	6,400	-21.20%	5,496	-0.02%	3,111	∞	194	106.38%	
McGoldrick	5,196	8.32%	6,156	8.00%	289	67.05%	2,528	91.52%	
Middle Village	4,381	10.88%	3,811	59.99%	454	120.39%	1,980	271.48%	
Mitchell-Linden	9,518	-14.42%	7,368	0.96%	793	662.50%	915	60.53%	
North Forest Park	5,029	9.37%	4,647	40.78%	201	318.75%	217	93.75%	

Attachment: Key Performance Indicators Report - October 2022 (2786 : Key Performance Indicators

President's Report: October 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	4,550	8.05%	5,134	9.49%	606	445.95%	521	-18.47%	
Ozone Park	3,111	13426.09%	4,744	-59.74%	922	∞	170	∞	2
Peninsula	6,435	-2.66%	7,320	36.39%	640	285.54%	878	-54.79%	
Pomonok	3,560	1127.59%	3,341	204.56%	187	∞	245	∞	
Poppenhusen	3,674	-0.94%	3,808	34.80%	2,030	844.19%	716	-1.10%	
Queensboro Hill	5,132	-29.09%	8,920	19.01%	2,571	554.20%	328	∞	
Queens Village	2,876	447.81%	2,976	74.04%	248	6100.00%	230	180.49%	
Rego Park	8,486	-9.57%	8,039	-15.58%	645	220.90%	213	∞	
Richmond Hill	7,344	32.80%	5,188	20.90%	916	6.26%	1,042	434.36%	
Ridgewood	6,750	-3.17%	15,467	42.83%	1,580	444.83%	2,055	-5.30%	
Rochdale Village	3,212	-13.05%	4,910	18.17%	741	38.50%	1,059	-48.91%	
Rosedale	1,948	0.72%	3,284	17.88%	417	487.32%	2,132	485.71%	
Seaside	3,512	6.85%	4,096	0.56%	129	207.14%	1,650	∞	
South Hollis	1,889	-14.25%	4,792	64.56%	1,359	2091.94%	190	9400.00%	
South Jamaica	2,199	43.16%	3,257	58.11%	100	-48.72%	32	-80.00%	
South Ozone Park	2,493	-11.47%	3,875	12.06%	329	291.67%	1,348	-8.92%	
St. Albans	2,815	-1.78%	3,723	5.29%	790	1310.71%	208	-23.53%	
Steinway	9,657	19214.00%	13,606	643.90%	1,115	∞	343	∞	2
Sunnyside	7,819	-4.31%	9,945	37.10%	768	473.13%	1,733	17.02%	
Whitestone	6,787	4.51%	4,990	58.61%	493	195.21%	1,564	-3.04%	
Windsor Park	7,808	36.19%	5,883	44.05%	688	1463.64%	1,353	∞	
Woodhaven	5,685	22.76%	4,401	17.20%	1,129	66.03%	24	-96.49%	
Woodside	4,917	24.54%	6,990	52.19%	864	464.71%	1,660	68.36%	
Community Libraries Total	354,469	0.09%	354,302	20.78%	50,060	285.11%	57,199	19.74%	

Central Library Adult Learning Center	8	-11.11%	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	5	-50.00%	2,902	94.24%	1,360	132.08%	N/A	N/A	
Elmhurst Adult Learning Center	48	433.33%	N/A	N/A	0	-100.00%	N/A	N/A	3
Flushing Adult Learning Center	113	5550.00%	0	0.00%	1,287	41.12%	404	∞	
Jackson Heights Adult Learning Center	69	18.97%	N/A	N/A	1,009	1.92%	41	86.36%	3
Peninsula Adult Learning Center	0	-100.00%	N/A	N/A	1,187	28.19%	N/A	N/A	3
Rochdale Adult Learning Center	11	-82.54%	N/A	N/A	732	-31.40%	N/A	N/A	3
Adult Learning Center Total	254	64.94%	2,902	94.24%	5,575	14.10%	445	1922.73%	

Central Adult Fiction	3,861	3.68%
Central Adult Fiction - Ask at Desk	2,605	-3.20%
Central Adult Non-Fiction	7,776	-5.03%
Central Adult Non-Fiction - Ask at Desk	5,546	-1.30%

Attachment: Key Performance Indicators Report - October 2022 (2786 : Key Performance Indicators

President's Report: October 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	797	-16.89%							
Central International Languages - Ask at Desk	150	-23.08%							
Central Library Current Collection	1,349	13.74%							
Central Library Fine Arts/Media Center	9,543	3.51%							
Central Library Others	935	5.29%							
Central Library Hot Picks	393	-55.29%							
Central Library Interloan	172	31.30%							
Central Library Job Info Center	14	-17.65%							
Central Library Young Adult Room	1,952	-3.37%							
Children's Library Discovery Center	7,484	-2.44%	9,764	21.73%	865	-43.98%	1,135	103.04%	
Central Total	42,577	-1.87%	49,786	32.10%	4,538	-8.45%	8,658	-19.73%	

Flushing	25,685	4414.06%							
Flushing IRC	18	∞							
Flushing Job Info Center (JIC)	0	-100.00%							
Flushing Media Center	4,284	14180.00%							
Flushing Total	29,987	4889.52%	56,105	8963.81%	1,838	∞	10,162	∞	2

E-book and E-Magazines	155,842	42.04%
Virtual Music and Movies	42,510	-16.02%
Culture Pass reservations	1,103	N/A
Online Learning Services usage	15,625	N/A
Virtual Library Total	215,080	34.14%
Langston Hughes Black Heritage	170	-26.41%
Queens Village Mail-A-Book	2,698	79.63%
Mobile Library	891	732.71%
Correctional Outreach	368	∞
Other Total	28	-6.67%

4,202	-18.63%	896	N/A
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1,005	23.77%	0	0.00%
1,435	355.56%	N/A	X
409	-27.22%	33	-71.55%

System Total	646,522	15.35%	464,879	39.38%	66,561	137.51%	77,393	32.12%
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Website Visits	257,685	-16.55%
Wireless use	44,938	81.19%
Computer Sessions	59,028	38.20%

- 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 - October 2022 (2786 : Key Performance Indicators

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2785

AGENDA: Key Performance Indicators Report - September 2022

Attachments:

Key Performance Indicators Report - September 2022 (PDF)

President's Report: September 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	9,426	-11.69%	5,747	52.16%	466	∞	0	-100.00%	
Astoria	5,587	-17.02%	4,891	8.59%	677	46.54%	709	-22.09%	
Auburndale	8,271	14.13%	4,488	3.13%	448	192.81%	1,709	36.18%	
Baisley Park	2,048	488.51%	2,151	528.95%	422	∞	1,458	∞	2
Bayside	15,620	14.42%	8,847	47.01%	605	620.24%	1,431	18.46%	
Bay Terrace	42	-98.94%	0	-100.00%	118	-40.10%	0	-100.00%	1,2
Bellerose	5,393	11.33%	3,762	19.66%	233	∞	568	6.57%	
Briarwood	5,777	-10.24%	6,532	22.03%	397	305.10%	2,270	101.96%	
Broadway	48	-99.30%	0	-100.00%	0	-100.00%	1	-99.51%	1,2
Broad Channel	2,803	6.74%	1,248	-1.96%	24	∞	136	13500.00%	
Cambria Heights	3,312	29.22%	4,747	44.02%	1,069	409.05%	827	172.04%	
Corona	4,417	2.79%	8,254	58.58%	754	756.82%	387	-39.15%	
Court Square	4	-50.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	5,298	22.38%	3,719	38.77%	925	37.44%	1,991	16.09%	
East Elmhurst	2,733	-1.37%	3,238	25.21%	503	286.92%	489	40.92%	
East Flushing	5,249	7.69%	4,328	30.05%	299	-6.85%	1,054	19.91%	
Elmhurst	19,869	173.26%	18,098	2424.13%	376	∞	1,722	1040.40%	2
Far Rockaway	2,865	57.68%	3,736	52.93%	550	433.98%	2,007	573.49%	
Forest Hills	15,808	-3.23%	14,544	3.63%	1,443	561.93%	2,939	9.38%	
Fresh Meadows	214	-98.98%	2,323	-73.78%	1	-99.44%	35	-98.22%	1,2
Glen Oaks	12,500	4.22%	7,525	32.65%	945	156.10%	3,237	8.08%	
Glendale	5,213	5757.30%	3,086	∞	404	417.95%	119	∞	2
Hillcrest	8,883	21.79%	5,557	33.36%	136	23.64%	374	63.32%	
Hollis	2,841	-15.32%	3,325	-7.79%	89	36.92%	670	-15.19%	
Howard Beach	4,484	-4.39%	4,573	-3.26%	235	∞	735	104.74%	
Hunters Point	23,808	2.27%	14,484	55.76%	3,500	34900.00%	2,568	3.13%	
Jackson Heights	14,606	-7.69%	16,274	21.42%	409	424.36%	179	-87.79%	2
Kew Gardens Hills	12,056	-12.08%	10,398	41.09%	1,107	∞	753	0.40%	
Langston Hughes	1,974	-13.31%	4,677	54.00%	3,224	1107.49%	374	-27.24%	
Laurelton	2,812	-5.38%	4,141	29.41%	187	26.35%	0	-100.00%	
Lefferts	2,755	25.40%	4,874	35.50%	538	∞	738	720.00%	
Lefrak City	42	-96.55%	0	-100.00%	0	0.00%	0	-100.00%	1,2
Long Island City	3,502	1.80%	5,877	57.98%	1,036	551.57%	1,067	12.08%	
Maspeth	6,571	1.31%	4,978	20.42%	924	∞	276	1004.00%	
McGoldrick	5,033	12.19%	6,383	7.62%	622	568.82%	2,864	183.56%	
Middle Village	4,070	7.62%	3,712	34.98%	290	97.28%	1,926	151.44%	
Mitchell-Linden	9,901	13.79%	7,343	14.93%	531	1227.50%	890	38.85%	
North Forest Park	5,287	-2.24%	4,697	27.26%	68	∞	398	∞	

Attachment: Key Performance Indicators Report - September 2022 (2785 : Key Performance Indicators

President's Report: September 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	4,899	16.87%	5,361	35.93%	659	1167.31%	792	30.05%	
Ozone Park	2,484	7205.88%	3,949	-70.99%	599	∞	373	∞	2
Peninsula	5,667	-20.94%	6,632	26.11%	225	181.25%	527	-67.75%	
Pomonok	3,760	999.42%	3,541	484.32%	183	∞	324	∞	
Poppenhusen	4,109	4.71%	3,453	26.11%	2,423	∞	717	58.98%	
Queensboro Hill	4,657	-32.44%	7,996	28.57%	1,856	846.94%	298	3625.00%	
Queens Village	2,736	3700.00%	3,063	793.00%	343	∞	408	∞	
Rego Park	8,148	-7.91%	7,914	-10.25%	152	50.50%	0	0.00%	
Richmond Hill	6,405	16.41%	5,217	29.55%	1,414	134.49%	1,069	187.37%	
Ridgewood	6,737	-2.39%	15,748	69.19%	2,393	1999.12%	2,154	9.45%	
Rochdale Village	3,033	-10.13%	4,534	41.73%	763	686.60%	657	-36.71%	
Rosedale	2,075	8.19%	3,493	25.92%	600	∞	2,893	894.16%	
Seaside	3,352	4.26%	4,556	6.18%	143	∞	1,450	-51.84%	
South Hollis	1,706	-1.22%	3,951	55.61%	929	∞	138	1280.00%	
South Jamaica	2,180	617.11%	2,641	78.21%	78	∞	126	-21.25%	
South Ozone Park	2,315	-9.32%	4,228	22.80%	298	250.59%	1,573	32.18%	
St. Albans	2,786	4.70%	3,616	4.48%	132	277.14%	256	64.10%	
Steinway	9,254	27117.65%	11,338	570.49%	910	∞	483	∞	2
Sunnyside	8,379	4.74%	9,115	32.08%	696	171.88%	1,909	43.64%	
Whitestone	6,534	14.41%	4,905	70.31%	289	201.04%	2,074	52.28%	
Windsor Park	7,476	39.30%	5,719	40.34%	422	∞	1,343	∞	
Woodhaven	4,782	2.44%	4,488	11.12%	1,009	65.68%	0	-100.00%	
Woodside	4,840	16.80%	6,570	47.87%	832	436.77%	1,690	60.80%	
Community Libraries Total	349,436	3.59%	344,585	28.08%	40,903	469.44%	58,155	31.35%	

Central Library Adult Learning Center	36	1700.00%	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	5	-16.67%	2,378	79.88%	489	102.07%	N/A	N/A	
Elmhurst Adult Learning Center	29	866.67%	N/A	N/A	567	5570.00%	N/A	N/A	3
Flushing Adult Learning Center	123	12200.00%	0	0.00%	635	84.06%	450	∞	
Jackson Heights Adult Learning Center	56	7.69%	N/A	N/A	545	38.32%	33	266.67%	3
Peninsula Adult Learning Center	2	-50.00%	N/A	N/A	588	186.83%	N/A	N/A	3
Rochdale Adult Learning Center	18	-62.50%	N/A	N/A	418	21.87%	N/A	N/A	3
Adult Learning Center Total	269	131.90%	2,378	79.88%	3,242	110.66%	483	5266.67%	

Central Adult Fiction	3,911	12.42%
Central Adult Fiction - Ask at Desk	2,656	0.15%
Central Adult Non-Fiction	7,710	2.34%
Central Adult Non-Fiction - Ask at Desk	5,766	4.02%

President's Report: September 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	793	3.80%							
Central International Languages - Ask at Desk	141	-11.88%							
Central Library Current Collection	1,362	63.90%							
Central Library Fine Arts/Media Center	9,425	11.91%							
Central Library Others	953	-2.66%							
Central Library Hot Picks	305	-67.27%							
Central Library Interloan	216	86.21%							
Central Library Job Info Center	14	-6.67%							
Central Library Young Adult Room	2,258	6.86%							
Children's Library Discovery Center	6,233	-1.31%	8,191	13.17%	1,875	518.81%	127	-77.36%	
Central Total	41,743	4.73%	44,684	44.02%	5,277	41.89%	7,605	-29.62%	

Flushing	25,058	3552.77%							
Flushing IRC	9	∞							
Flushing Job Info Center (JIC)	5	∞							
Flushing Media Center	5,234	13673.68%							
Flushing Total	30,306	4085.91%	53,507	56822.34%	2,045	∞	11,141	∞	2

E-book and E-Magazines	146,158	37.32%
Virtual Music and Movies	39,782	-13.46%
Culture Pass reservations	996	N/A
Online Learning Services usage	10,476	N/A
Virtual Library Total	197,412	29.53%
Langston Hughes Black Heritage	205	-15.29%
Queens Village Mail-A-Book	2,820	188.93%
Mobile Library	777	1626.67%
Correctional Outreach	868	∞
Other Total	33	43.48%

2,200	-74.23%	846	N/A
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632	-20.50%	0	0.00%
938	38.96%	N/A	X
605	-16.32%	41	-63.72%

System Total	623,869	17.33%	448,041	48.51%	54,384	159.23%	78,271	42.08%
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Website Visits	270,434	-10.41%
Wireless use	56,984	92.72%
Computer Sessions	58,440	59.29%

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: December 15, 2022

ITEM ID #: 2784

AGENDA: Key Performance Indicators Report - August 2022

Attachments:

Key Performance Indicators Report - August 2022 (PDF)

President's Report: August 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	10,804	2.29%	5,515	67.37%	945	1353.85%	204	240.00%	
Astoria	6,417	-9.39%	5,307	19.85%	710	39.76%	1,075	-3.59%	
Auburndale	9,045	4.23%	5,506	22.30%	927	215.31%	1,625	-24.21%	
Baisley Park	2,007	64.64%	2,340	90.86%	925	∞	1,338	810.20%	2
Bayside	18,753	16.21%	11,067	51.15%	1,456	577.21%	2,121	8.83%	
Bay Terrace	67	-98.11%	0	-100.00%	23	-91.25%	0	-100.00%	1,2
Bellerose	6,102	-3.54%	4,457	19.88%	730	116.62%	620	-19.27%	
Briarwood	6,548	-5.29%	7,750	48.10%	1,839	969.19%	3,556	135.19%	
Broadway	53	-99.21%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
Broad Channel	2,913	22.55%	1,246	-21.44%	0	0.00%	170	1600.00%	
Cambria Heights	2,936	6.96%	3,929	36.19%	703	405.76%	402	-39.55%	
Corona	5,289	21.06%	8,682	69.90%	1,934	176.29%	208	-41.90%	
Court Square	4	-63.64%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	5,418	18.37%	3,666	39.02%	895	-16.82%	2,066	35.21%	
East Elmhurst	3,451	2.86%	4,331	78.82%	2,119	∞	520	33.33%	
East Flushing	6,312	22.71%	5,430	68.48%	667	161.57%	1,204	12.73%	
Elmhurst	23,780	-3.27%	21,610	47.09%	1,592	280.86%	2,707	-17.14%	2
Far Rockaway	2,729	83.77%	4,262	93.46%	811	129.75%	2,057	415.54%	
Forest Hills	16,932	-3.34%	16,189	10.74%	2,934	986.67%	4,068	125.12%	
Fresh Meadows	299	-98.69%	3,032	-63.57%	0	-100.00%	5	-99.78%	1,2
Glen Oaks	14,407	1.65%	7,647	40.70%	1,224	134.03%	3,781	11.17%	
Glendale	5,983	14145.24%	2,922	∞	981	775.89%	236	∞	2
Hillcrest	10,403	17.53%	6,672	45.30%	462	139.38%	1,107	∞	
Hollis	3,377	-3.65%	3,949	15.64%	107	132.61%	397	-17.63%	
Howard Beach	4,774	-8.54%	4,708	48.56%	321	328.00%	800	4.17%	
Hunters Point	26,624	11.76%	16,997	63.07%	1,562	144.44%	2,862	3.55%	
Jackson Heights	16,605	-0.89%	17,484	44.06%	993	∞	358	-61.91%	2
Kew Gardens Hills	13,000	10.15%	12,299	55.02%	1,469	517.23%	1,278	54.35%	
Langston Hughes	1,963	-26.73%	4,018	36.07%	2,976	2319.51%	498	-23.97%	
Laurelton	3,266	10.41%	4,681	52.67%	303	68.33%	58	∞	
Lefferts	2,994	22.65%	5,540	58.06%	503	∞	1,098	2578.05%	
Lefrak City	49	-98.78%	116	-97.13%	0	-100.00%	0	-100.00%	1,2
Long Island City	3,812	13.28%	5,273	79.66%	915	113.29%	1,342	46.03%	
Maspeth	6,236	-17.18%	4,195	-2.03%	780	∞	951	4905.26%	
McGoldrick	5,638	42.66%	7,458	26.54%	540	800.00%	2,573	130.56%	
Middle Village	4,523	14.42%	4,357	42.06%	651	232.14%	1,850	329.23%	
Mitchell-Linden	11,370	6.69%	8,199	44.27%	844	427.50%	980	52.17%	
North Forest Park	5,474	-4.03%	4,978	46.07%	138	100.00%	514	756.67%	

Attachment: Key Performance Indicators Report - August 2022 (2784 : Key Performance Indicators

President's Report: August 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	5,353	57.91%	4,517	61.90%	1,050	360.53%	1,101	82.59%	
Ozone Park	2,157	10171.43%	3,714	-73.98%	147	∞	330	∞	2
Peninsula	6,602	4.25%	7,337	89.05%	648	182.97%	466	-73.58%	
Pomonok	3,393	819.51%	3,745	504.03%	281	∞	274	∞	
Poppenhusen	3,993	-4.93%	3,756	44.52%	2,964	1396.97%	962	138.71%	
Queensboro Hill	5,261	-28.25%	7,121	25.59%	1,921	2495.95%	528	∞	
Queens Village	2,950	3177.78%	2,857	4583.61%	550	∞	347	∞	
Rego Park	8,980	8.28%	9,352	12.03%	497	297.60%	0	0.00%	
Richmond Hill	7,471	42.49%	6,568	61.57%	2,028	257.04%	1,631	297.80%	
Ridgewood	7,531	-2.45%	12,506	46.97%	1,406	148.41%	3,014	48.84%	
Rochdale Village	3,741	3.69%	4,283	52.10%	919	2037.21%	1,428	11.74%	
Rosedale	2,467	26.84%	3,677	43.41%	741	714.29%	2,533	340.52%	
Seaside	3,788	4.64%	5,155	11.03%	334	23.25%	451	-86.08%	
South Hollis	2,062	734.82%	3,346	269.32%	701	∞	32	∞	
South Jamaica	2,288	18966.67%	2,767	287.54%	509	96.53%	9	∞	
South Ozone Park	3,002	13.41%	4,356	74.17%	390	413.16%	1,532	82.82%	
St. Albans	3,110	-5.90%	4,016	19.92%	573	105.38%	271	18.34%	
Steinway	9,433	19970.21%	13,310	962.25%	1,401	∞	1,674	∞	2
Sunnyside	8,691	7.59%	9,137	40.70%	756	197.64%	1,940	3.91%	
Whitestone	7,840	21.91%	5,500	93.05%	569	196.35%	2,732	27.96%	
Windsor Park	8,396	90.43%	6,710	45.96%	463	11.03%	1,458	∞	
Woodhaven	4,838	1.04%	5,465	42.88%	1,687	64.59%	80	70.21%	
Woodside	5,926	31.89%	7,143	78.40%	1,740	6592.31%	1,602	32.18%	
Community Libraries Total	389,630	4.11%	372,150	34.88%	56,254	311.24%	69,024	33.30%	

Central Library Adult Learning Center	3	0.00%	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	3	200.00%	1,999	674.81%	525	-25.85%	N/A	N/A	
Elmhurst Adult Learning Center	28	460.00%	N/A	N/A	207	-54.10%	N/A	N/A	3
Flushing Adult Learning Center	99	4850.00%	0	0.00%	1,162	37.51%	380	∞	
Jackson Heights Adult Learning Center	49	-9.26%	N/A	N/A	752	-28.38%	9	-68.97%	3
Peninsula Adult Learning Center	3	∞	N/A	N/A	586	-46.87%	N/A	N/A	3
Rochdale Adult Learning Center	14	-12.50%	N/A	N/A	613	-8.78%	N/A	N/A	3
Adult Learning Center Total	199	145.68%	1,999	674.81%	3,845	-20.38%	389	1241.38%	

Central Adult Fiction	4,319	17.84%
Central Adult Fiction - Ask at Desk	3,010	7.23%
Central Adult Non-Fiction	8,299	8.64%
Central Adult Non-Fiction - Ask at Desk	5,917	2.92%

Attachment: Key Performance Indicators Report - August 2022 (2784 : Key Performance Indicators

President's Report: August 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	816	16.24%							
Central International Languages - Ask at Desk	188	-9.62%							
Central Library Current Collection	1,447	103.80%							
Central Library Fine Arts/Media Center	10,516	14.27%							
Central Library Others	935	-20.49%							
Central Library Hot Picks	367	-49.52%							
Central Library Interloan	193	82.08%							
Central Library Job Info Center	12	-36.84%							
Central Library Young Adult Room	2,673	9.19%							
Children's Library Discovery Center	8,337	16.16%	12,458	39.76%	3,835	1352.65%	31	-42.59%	
Central Total	47,029	11.09%	53,080	69.57%	5,511	411.70%	9,401	-6.33%	

Flushing	29,863	2639.72%							
Flushing IRC	17	∞							
Flushing Job Info Center (JIC)	6	∞							
Flushing Media Center	6,129	8295.89%							
Flushing Total	36,015	2996.73%	65,006	63631.37%	3,843	∞	10,491	∞	2

E-book and E-Magazines	151,476	35.01%
Virtual Music and Movies	43,332	-18.70%
Culture Pass reservations	1,385	N/A
Online Learning Services usage	5,676	N/A
Virtual Library Total	201,869	21.98%
Langston Hughes Black Heritage	158	-40.60%
Queens Village Mail-A-Book	2,696	132.61%
Mobile Library	578	832.26%
Correctional Outreach	417	∞
Other Total	23	155.56%

1,662	-77.48%	858	N/A
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439	-50.95%	0	0.00%
280	11.55%	N/A	X
470	24.34%	11	-89.11%

System Total	678,614	16.04%	494,459	60.71%	71,443	164.95%	90,174	45.80%	
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Website Visits	281,960	-5.52%
Wireless use	48,804	109.00%
Computer Sessions	66,577	91.04%

- 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 - August 2022 (2784 : Key Performance Indicators

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2806

AGENDA: Mobile Library Vehicles - Contract Amendment Authorization

Background:

At the June 2021 meeting of the Board of Trustees, the Board authorized the President and CEO to execute a contract with Farber Specialty Vehicles, Inc. (“Farber”) for a mobile library truck at a price of \$338,372 and a mobile library cutaway van at a price of \$221,885, and a contract with TechOps Specialty Vehicles, LLC (“TechOps”) for a mobile library sprinter van at a price of \$137,361.17.

The selection of these firms was the result of a Request for Proposals (“RFP”) issued on February 5, 2021 with a proposal due date of March 8, 2021. For each vehicle proposed, the Library evaluated the technical and cost proposals to make a best-value determination. The RFP also required proposers to be bound by the terms of the RFP and the proposer’s submission, including pricing, for one year.

Funding for each vehicle is from capital funds from the City of New York. The Library was not able to fully access these funds until September 2022. Farber and TechOps notified the Library that, at that point, they could no longer maintain their pricing for the vehicles. This was due to supply chain issues, inflation, and other market conditions that have changed since the firms submitted pricing in early 2021. Prior to the original award, the Library was able to negotiate a best and final offer (“BAFO”) from Farber. The below details each firm’s proposed increase:

1. Scope A. Mobile Library Vehicle Truck- 420 days for delivery of vehicle from the date of the issuance of a purchase order plus warranty period.					
Farber Specialty Vehicles, Inc	Proposal Price	BAFO	Revised Proposal	Difference from Proposal	Difference from BAFO
All Costs:	\$353,372	\$338,372	\$445,241	\$91,869	\$106,869
Projected delivery timeline in calendar days:	240	240	340	100	100
			Cost Percent Increase:	26%	32%

2. Scope B. Mobile Library Cutaway Van - 365 days for the delivery of vehicle from the date of the issuance of a purchase order

plus warranty period.					
Farber Specialty Vehicles, Inc	Proposal Price	BAFO	Revised Proposal	Difference from Proposal	Difference from BAFO
All Costs:	\$236,885	\$221,885	\$295,666	\$58,781	\$ 73,781
Projected delivery timeline in calendar days:	240	240	340	100	100
				Cost Percent Increase:	25% 33%
3. Scope C. Sprinter Van- 280 days for delivery of vehicle from the date of the issuance of a purchase order plus warranty period.					
TechOps Specialty Vehicles, LLC	Proposal Price	BAFO	Revised Proposal		Difference from Proposal
All Costs:	\$137,361.17	NA	\$188,654.20		\$51,293.03
Projected delivery timeline in calendar days:	240	NA	NA		NA
				Cost Percent Increase:	37%

The combined BAFO costs from Farber for its two vehicles was \$560,257 and is now proposed to increase by \$180,650 for a new total of \$740,907. Farber has also informed the Library that vehicle production from purchase order may increase by 100 days for an anticipated total of 340 days.

TechOps's increase for the Sprinter van, the smallest of the three vehicles, is \$51,293.03 for a total of \$188,654.20. Since TechOps submitted its original proposal, it has experienced a change in leadership and the firm has informed the Library that it cannot meet the terms of the original RFP—*e.g.*, payment terms and delivery requirements—in addition to the payment increase sought. These are items that the Library cannot waive on behalf of the City and, as such, the Library informed TechOps that it has terminated negotiations with this firm.

This contract amendment authorization seeks Board approval to enter into a contract amendment with Farber for the proposed price increases. The Library anticipates issuing a new solicitation for the Sprinter van at a later point.

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 amendment with Farber Specialty Vehicles, Inc. to increase the total contract price to \$740,907.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2801

AGENDA: Election of New Members to Queens Public Library Foundation Board of Directors

Background:

The Queens Public Library Foundation (“Foundation”) Board of Directors elects new directors, subject to the approval of the Queens Borough Public Library’s Board of Trustees. In particular, pursuant to Article III, Section 1 of the Foundation’s By-Laws, the “Board of Directors shall consist of Members, as elected by the Board of Directors, and as approved by a majority of the Board of Trustees of the Queens Library.”

Current Status:

The Foundation Board of Directors has elected Richard David, Hector Herrera, and Michelle Stoddart to the Class of 2023. Their elections were approved by the Foundation Board of Directors at its meeting on December 13, 2022. Biographies for Messrs. David and Herrera and Ms. Stoddart are attached. Pursuant to the Foundation’s By-Laws, as described above, their elections are subject to the approval of the Library’s Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Library Board of Trustees approve the election of Richard David, Hector Herrera, and Michelle Stoddart to the Class of 2023 of the Queens Public Library Foundation Board of Directors.

Attachments:

Hector Herrera - Resume (2022) (PDF)

Michelle Stoddart BIO (2021) (PDF)

Richard David BIO (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2800

AGENDA: 2023 BOT Calendar of Meetings

Background:

Dates for Committee and Board of Trustees meetings have been approved through December 2022.

Current Status:

The Chair of the Board proposes the following dates for Committee and Board of Trustees meetings for the period of January 2023 through December 2023.

Recommended Motion for Consideration by the Board of Trustees:

I move that the calendar of Board of Trustees and Committee meeting dates for 2023 be approved as presented.

Attachments:

PROPOSED CALENDAR OF BOT MEETINGS (Jan-Dec 2023)(revised-jd) (PDF)

**CALENDAR OF COMMITTEE &
BOARD OF TRUSTEES MEETINGS¹**
January through December 2023

Thursday, January 19, 2023	
Thursday, March 9, 2023	
Thursday, April 20, 2023²	
Thursday, June 22, 2023	
Thursday, September 14, 2023³	
Thursday, November 16, 2023⁴	Thursday, December 14, 2023

¹ *Relevant committee meetings will be held on the dates listed and precede full Board meetings.*
² *April 20 – Includes Public Hearing Date (Location TBD) followed by full Board meeting.*
³ *September 14 – Includes the Audit Committee & full Board meeting to accept report of Audit Committee.*
⁴ *November 16 – Meeting of the Nominating Committee*

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2797

AGENDA: Anti-Racism, Diversity, Equity, & Inclusion (ADEI) Presentation W/
UPD Consulting, LLC

Current Status:

Verbal report to be provided at the meeting.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2776

AGENDA: Motion to Go into Executive Session

Recommended Motion for Consideration:

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 15, 2022

ITEM ID #: 2781

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: December 15, 2022

ITEM ID #: 2778

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.