

**QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, JUNE 22, 2023**

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

AGENDA

6:30 PM BOARD OF TRUSTEES REGULAR MEETING

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Approval of Minutes of the Board - April 20, 2023 (ID # 2896)

III. COMMITTEE REPORT(S)

1. Approval of Buildings & Grounds Committee Report - June 22, 2023 (ID # 2913)
2. Approval of Finance & Investment Committee Report - June 22, 2023 (ID # 2912)

IV. AGENDA

A. Action Item(s)

1. Approval of the Proposed QPL Foundation - FY'24 Budget (ID # 2919)
2. Sole Source Contract with Online Computer Library Center, Inc. for an Annual Subscription for Metadata and Remote Access Services Contract Authorization (ID # 2911)
3. Mobile Library Vehicle - Contract Authorization (ID # 2922)
4. Motion to Go into Executive Session (ID # 2915)
5. Motion to Return to Public Session (ID # 2917)

B. Report Item(s)

1. Purchases Over \$50K - May 2023 (ID # 2908)
2. Purchases Over \$50K - April 2023 (ID # 2909)
3. Personnel Report - May 2023 (ID # 2907)

4. Personnel Report - April 2023 (ID # 2906)

V. REPORT OF THE CHAIR OF THE BOARD

VI. PRESIDENT'S REPORT

1. Key Performance Indicators Report - May 2023 (ID # 2918)
2. Key Performance Indicators Report - April 2023 (ID # 2910)

VII. ADJOURNMENT

1. Motion to Adjourn (ID # 2897)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 22, 2023

ITEM ID #: 2896

AGENDA: Approval of Minutes of the Board - April 20, 2023

Recommended Motion for Consideration:

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

Attachments:

BOT Minutes - April 20, 2023 (PDF)

F & I Committee Report - April 20, 2023 (PDF)

Audit Committee Report - April 20, 2023 (PDF)

Programming Committee Report - April 20, 2023 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 22, 2023

ITEM ID #: 2913

AGENDA: Approval of Buildings & Grounds Committee Report - June 22, 2023

Recommended Motion for Consideration for the Board of Trustees:

I move that the report and action items of the Buildings & Grounds Committee meeting be accepted and approved as submitted.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 22, 2023

ITEM ID #: 2912

AGENDA: Approval of Finance & Investment Committee Report - June 22, 2023

Recommended Motion for Consideration for the Board of Trustees:

I move that the report and action items of the Finance and Investment Committee meeting be accepted and approved as submitted.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 22, 2023

ITEM ID #: 2919

AGENDA: Approval of the Proposed QPL Foundation - FY'24 Budget

Background:

Pursuant to the Queens Public Library Foundation By-Laws, the operating budget approved by the Foundation's Board of Directors must also be approved by the Library Board of Trustees. All individual contributions, foundation and corporate grants, endowments and revenue generated by fundraising events will be recorded by the Foundation. Government grant revenue will be recorded by the Library.

Current Status:

At its quarterly board meeting on June 13, 2023, the Foundation's Board of Directors approved the Fiscal Year 2024 budget reflected in the attached document. Estimated revenues total \$1,983,700. Proposed appropriations equal \$1,641,400.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the adoption of the Fiscal Year 2024 Queens Public Library Foundation General Fund Budget, which was previously approved by the Foundation's Board of Directors on June 13, 2023.

Attachments:

FY24 QPLF Budget Memo FINAL (PDF)

FY24 QPLF Budget - Final (PDF)



QUEENS PUBLIC LIBRARY

MEMORANDUM

TO: Board of Directors – Queens Public Library Foundation

CC: Dennis Walcott, President and CEO, Queens Public Library
Gitte Peng, Chief of Staff, Queens Public Library
Susan Latham, Executive Director, Queens Public Library Foundation

FROM: Stephen Mack, Chief Financial Officer

DATE: June 13, 2023

SUBJECT: Proposed FY24 QPLF Budget

OVERVIEW

Enclosed please find the Proposed FY24 Budget for the Queens Public Library Foundation (“QPLF”).

The proposed budget only includes unrestricted revenues and expenses and does not include grants or other private donations that are restricted for a dedicated purpose by the donor. It should also be noted that the budget does not include any government grants that are raised by QPLF on behalf of the Library.

In total, the FY24 budget consists of five distinct funds as follows:

General Operating

The budgeted revenues for this fund represent (1) general donations to QPLF that are not restricted by the donor and for which QPLF has complete discretion on how to use, and (2) indirect expenses/overhead charged to private grants (when allowed by the donor). Expenses include general administrative and operating expenses for QPLF, including salaries and related benefits for QPLF employees, accounting and software fees, and other administrative expenses. It also includes an occupancy charge for the space used by QPLF at the Central Library, which is approximately \$30k for FY24 and is offset by corresponding Contributed Facilities revenue item. Lastly, a Management Fee of approximately \$211k represents the fee charged to QPLF by the Library for providing back-end office support services such as accounting, legal, IT, HR, etc. The charge along with the expenses for salaries and benefits are offset by a corresponding Contributed Services revenue item.

It should be noted that for QPLF employees that spend time working on government grants for the Library, the portion of time they spend on these activities is ‘charged back’ to the Library and as such,



QUEENS PUBLIC LIBRARY

MEMORANDUM

the amounts shown as salary and benefits in the budget are net figures. We expect a net surplus of approximately \$83k in this fund.

Gala

The budget revenues and expenses for this fund represent the expected contributions and expenses related to having the annual fundraising gala. We expect a net surplus of approximately \$262k in this fund.

Unrestricted Program and Services Contributions

The budget revenues and expenses for this fund represent projected unrestricted corporate, foundation and individual donations, and anticipated program expenditures to be applied against the monies raised. We expect a net surplus of approximately \$66k in this fund.

Branch Allocations

In FY24, and for the third year in a row, QPLF expects to provide up to \$150k of mini-grants to the various Library branches. The \$50k in revenue shown will be transferred to this fund from one of the other unrestricted funds. The remaining \$100k was raised in FY23. Due to accounting requirements, this \$100k donation will be recorded on the FY23 financial statements as a restricted contribution. As a result of this timing difference (i.e. amounts raised in FY23 but spent in FY24) this fund shows a \$100k deficit for FY24.

Direct Mail

The revenues and expenses for this fund represent the expected amounts from our Direct Mail donor solicitation campaigns. We expect a net surplus of approximately \$40k in this fund.

Combining the activity for all the funds noted above, for FY24 QPLF is budgeting a net surplus of approximately \$342k as shown in the table below.



QUEENS PUBLIC LIBRARY

MEMORANDUM

Category	General Operating	Gala	Unrestricted Contributions	Branch Allocations	Direct Mail	Total
Revenues	\$ 1,138,900	\$ 350,000	\$ 176,000	\$ 50,000	\$ 268,800	\$ 1,983,700
Expenses	(1,055,500)	(97,500)	(109,800)	(150,000)	(228,600)	\$ (1,641,400)
Surplus / (Deficit)	\$ 83,400	\$ 252,500	\$ 66,200	\$ (100,000)	\$ 40,200	\$ 342,300

Attachment: FY24 QPLF Budget Memo FINAL (2019 : Approval of the Proposed QPL Foundation - FY'24 Budget)

The Queens Public Library Foundation
Proposed FY24 Budget

Description	Fund					Total
	General Operating	Gala	Unrestricted Contributions	Branch Allocations	Direct Mail	
Revenue						
Restricted Contributions - Corporate	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Unrestricted Contributions - Corporate	100,000	100,000	79,000	-	100	279,100
Restricted Contributions - Foundations	15,000	-	-	-	-	15,000
Unrestricted Contributions - Foundations	60,000	250,000	97,000	-	700	407,700
Unrestricted Contributions Individuals	-	-	-	-	268,000	268,000
Interfund Revenue	-	-	-	50,000	-	50,000
Contributed Facilities	30,200	-	-	-	-	30,200
Contributed Services	928,700	-	-	-	-	928,700
Total Revenue	1,138,900	350,000	176,000	50,000	268,800	1,983,700
Expenses						
Personal Services						
Salaries	(530,900)	-	-	-	-	(530,900)
Fringe Benefits	(186,100)	-	-	-	-	(186,100)
Total Personal Services	(717,000)	-	-	-	-	(717,000)
OTPS						
Materials, General	-	-	-	(50,000)	-	(50,000)
Programs, General	-	-	(50,000)	(50,000)	-	(100,000)
Software	(30,000)	-	-	-	-	(30,000)
Accounting Service	(40,000)	-	-	-	-	(40,000)
Banking Services	(7,500)	-	-	-	-	(7,500)
Food Service Contr	-	(50,000)	-	-	-	(50,000)
Direct Mail/Phones	(4,000)	-	-	-	(105,000)	(109,000)
Contractual	(800)	(40,000)	(9,000)	-	(123,600)	(173,400)
Special Events	(2,000)	-	-	-	-	(2,000)
Conference/Training	(1,000)	-	-	-	-	(1,000)
Contributed Facilities	(30,200)	-	-	-	-	(30,200)
Membership Dues	(3,000)	-	-	-	-	(3,000)
Travel & Parking	(300)	-	-	-	-	(300)
Printing	(6,500)	(5,000)	-	-	-	(11,500)
Supplies-General	(1,500)	(2,500)	(800)	(50,000)	-	(54,800)
	(126,800)	(97,500)	(59,800)	(150,000)	(228,600)	(662,700)
Management Fee	(211,700)	-	-	-	-	(211,700)
Total Expense	(1,055,500)	(97,500)	(59,800)	(150,000)	(228,600)	(1,591,400)
Interfund Transfer	-	-	(50,000)	-	-	(50,000)
Surplus / (Deficit)	\$ 83,400	\$ 252,500	\$ 66,200	\$ (100,000)	\$ 40,200	\$ 342,300

Attachment: FY24 QPLF Budget - Final (2019) : Approval of the Proposed QPL Foundation - FY24 Budget

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 22, 2023

ITEM ID #: 2911

AGENDA: Sole Source Contract with Online Computer Library Center, Inc. for an Annual Subscription for Metadata and Remote Access Services Contract Authorization

Background:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees for the Library to enter into a contract with Online Computer Library Center, Inc. ("OCLC") for a term of one year at a cost of \$226,711.32 for metadata and remote access services. The Board's approval is required pursuant to the Library's Procurement Policy, which states, in pertinent part, that sole source contracts for equipment may occur without formal competitive bids if only one vendor can supply the commodities or services required by the Library. In these instances, the Vice President of Procurement shall negotiate best pricing and approval shall be subject to the Library President and CEO and the Board of Trustees, and the selection criteria shall be noted with the minutes of the Board of Trustees meeting in which the sole source purchase was authorized.

OCLC is a not-for-profit computer service and research organization that provides shared technology services, as well as original research and community programs for its membership and the library community at large. OCLC's systems help libraries locate, acquire, catalog, and lend library materials.

The Library has, for many years, subscribed to OCLC services and, in particular, its cataloging and metadata subscription services whereby the Library obtains and uses existing catalog records from OCLC and contributes to and shares with OCLC original catalog records that it creates. This means that when the Library buys a book that already has a catalog record created by another library, the Library simply downloads it from OCLC's database and adds it to the Library catalog. When the Library creates a catalog record that does not yet exist in OCLC's database, it uploads the record to OCLC for other libraries to use.

Moreover, OCLC and its member libraries cooperatively produce and maintain WorldCat, the largest online public access catalog in the world. The WorldCat catalog contains more than 435 million records, representing over 2.7 billion physical and digital assets in 491 languages. The WorldCat catalog brings together items from the collections of approximately 73,000 libraries in

180 countries and territories that participate in the OCLC global cooperative. It is the world's largest bibliographic database and the sole source of this size collection of MARC catalog records, which libraries create and use to show the public what materials are available in their collections. Libraries around the world contribute to, and use content from, OCLC.

In FY2017, the Library restored its pre-2008 OCLC subscription services. In 2008, when the Library implemented budget cuts, it limited its OCLC subscription to the bare minimum of cataloging and metadata subscription services and discontinued its WorldCat subscription. These minimum services included:

- Cataloging services – This service allows the Library to download catalog records for books in its collections instead of having to create them.
- Interlibrary loans – This service allows the Library to work in cooperation with other libraries around the world to send and retrieve books to customers who request them.
- WebDewey – An online version of the Dewey Decimal Classification system that is easy to navigate, streamlines call number creation, and receives regular updates and replaces the print version, which is no longer available.

Because the Library renewed its WorldCat subscription in 2017, its holdings are now visible with WorldCat.org, which allows the Library's customers and WorldCat.org users to obtain accurate information about all of the Library's collections. For example, persons using WorldCat to search for a popular book are now able to see whether a Queens Public Library branch near them has copies of the book.

The Library's Technical Services Department has also been able to leverage back office efficiencies using OCLC's services. By registering the Library's book suppliers with OCLC, records for the books that the Library purchases can be automatically delivered through OCLC's WorldShare platform in one combined file that our catalogers can run through our custom scripts and then load into our catalog for completion.

The Library has also overhauled its monthly data synchronization processes, making the Library's WorldCat holdings more accurate. Continuing the subscription to OCLC's WorldCat services will ensure that the Library's catalog is in synchronization with WorldCat's catalog and that the Library's holdings are optimized to appear in web browser searches. The Library's continued full participation in WorldCat makes it as easy as possible for Library customers to search its collections and find items they want to borrow.

Current Status:

The cost for services last year was \$209,101.32 and was a four (4) percent increase from the cost from the prior year. Separately, the Library's Information Technology and Development department ("ITD") identified a need for OCLC's EZproxy service that enables remote access to the Library's digital resources. EZproxy acts as a secure gateway allowing Library customer to access online databases, journals, and e-books from their own devices, regardless of physical location. The Library's implementation of EZproxy allows Library customers convenient and seamless access to various digital materials. In addition, EZproxy ensures user data's privacy and

security while helping maintain control over licensing agreements and usage restrictions for their digital resources. The cost last year for EZproxy was \$2,157.85 for implementation fees and \$8,890.34 for services for a total cost of \$11,048.19. The cost for all OCLC services was \$217,991.66

This year OCLC indicated that its pricing would increase by four and a quarter (4.25) percent, but ultimately agreed to an increase of four (4) percent for a cost of \$217,465.37 for metadata services and \$9,245.95 for EZproxy services for a total cost of \$226,711.32.

The table below details pricing for the OCLC services:

Cataloging and Metadata Subscription	\$157,631.82
WorldShare ILL Subscription	\$6,993.26
WorldCat Subscription / FirstSearch	\$52,017.39
WebDewey Subscription	\$822.90
Metadata Total:	\$217,465.37
EZproxy Hosted	\$9,245.95
Full Total:	\$226,711.32

OCLC is a one-of-a-kind vendor that has and continues to provide valuable services to the Library. OCLC has been responsive and has provided all contractually required services and a background check did not reveal any adverse findings.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to enter into an agreement with Online Computer Library Center, Inc. in the amount of \$226,711.32 for the services described above, for a one-year period.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 22, 2023

ITEM ID #: 2922

AGENDA: Mobile Library Vehicle - Contract Authorization

Background:

This is an action item seeking approval from the Queens Borough Public Library’s Board of Trustees to enter into a contract with First Priority Emergency Vehicles, Inc. for a sprinter van mobile library vehicle. The Board’s approval is required pursuant to the Library’s Procurement Policy, which states, in pertinent part, that contracts for equipment with a cost in excess of \$50,000 must be approved by the Library President and CEO and the Board of Trustees.

The Library presently has two mobile library vehicles that bring books and library services to neighborhoods across the borough. The mobile library vehicles are also able to respond to disasters or other emergencies by providing free WiFi and charging stations, first-aid supplies, health informational brochures, and Federal Emergency Management Agency applications. During COVID-19, the mobile libraries have served patrons by delivering books and other library materials, and vital information to neighborhoods across Queens.

The Library has received acknowledgment and support for the mobile library program from the community and from elected leaders who would like to see the Library expand the program. These elected leaders have secured City capital funding to enable the Library to purchase three mobile library vehicles.

To assist the Library in identifying its mobile library vehicle requirements, the Library retained the professional services of Specialty Vehicle Services, LLC. (“SVS”), a Wisconsin-based firm with experience in providing specialty vehicle consulting services. The project leader from SVS was Michael Swendrowski, former Chairman of the American Library Association’s Subcommittee on Bookmobiles, long-standing Board member of the Association of Bookmobile and Outreach Services, and over thirty years’ experience with the specialty vehicle industry and a focus on library outreach and other technologically-advanced vehicles. SVS met with Library staff from various departments—including Community Library Services, Programs and Services, Information Technology, Government and Community Affairs, Materials Management, Investigations and Security, Risk Management, Facilities, and Procurement—to identify the types of mobile library vehicles that the Library needs, and the specifications for each vehicle for the purpose of the Library issuing a Request for Proposals.

At its meeting in June 2021, the Board of Trustees authorized the President and CEO to execute contracts with Farber Specialty Vehicles, Inc. (“Farber”) for a mobile library truck and a mobile library cutaway van, and with TechOps Specialty Vehicles, LLC (“TechOps”) for a mobile library sprinter van.

As reported to the Board at its December 2022 meeting, funding for each vehicle came from City capital funds. The Library was not able to fully access these funds until September 2022. Farber and TechOps notified the Library that 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.

Also at its December 2022 meeting, the Board authorized the Library to contract with Farber for two vehicles at its revised pricing. Farber’s contract with the Library has been registered by the City Comptroller’s office. The December Board action item also stated that the Library terminated negotiations with TechOps, and that the Library would be issuing a new solicitation for the Sprinter van.

Current Status:

On April 21, 2023, the Library issued a Request for Proposals (“RFP”) for a mobile library vehicle. RFP # 0423-1 was advertised in the New York City Record, BidNet, and New York State Contract Reporter, and was posted on the Library’s website; notification of the solicitation was also sent to nine (9) firms on the Library’s internal bidders’ list. The RFP stated that the Library intends to award a contract for Scope C. Sprinter Van.

The RFP detailed the requirements, drawings, specifications, and delivery period for the vehicle, and asked that proposers identify any exceptions or substitutions to the requirements and demonstrate their experience and qualifications in providing mobile library vehicles. The following four (4) firms submitted timely proposals:

Scope C. Sprinter Van- 280 days for delivery of vehicle from the date of the issuance of a purchase order plus warranty period.				
Firm:	Farber Specialty Vehicles, Inc.	First Priority Emergency Vehicles, Inc.	Don Brown Bus Sales, Inc.	TechOps Specialty Vehicles, LLC
All Costs:	\$241,000.00	\$248,319.08	\$280,145.00	\$240,376.47
Projected delivery timeline in calendar days:	360	280	120	365

A selection committee comprised of Community Library Services, Materials Management, Information Technology, and Procurement staff evaluated the proposals, utilizing the cost, technical evaluation, and interview criteria set forth in the RFP. The RFP stated that the Library would consider responsive proposals. The results were as follows:

Scope C. Sprinter Van- 280 days for delivery of vehicle from the date of the issuance of a purchase order plus warranty period.				
Firm:	Farber Specialty	First Priority Emergency Vehicles, Inc.	Don Brown	TechOps

	Vehicles, Inc.		Bus Sales, Inc.	Specialty Vehicles, LLC
All Costs:	\$241,000.00	\$248,319.08	\$280,145.00	\$240,376.47
Projected delivery timeline in calendar days:	360	280	120	365
Technical Score:	53.00	62.00	Non-Responsive	25.33
Cost Score:	29.92	29.04		30.00
Total Score:	82.92	91.04		55.33

Don Brown Bus Sales, Inc. (“Don Brown”) only provided RFP forms and cost information. Don Brown did not provide a proposal that responded to the RFP requirements, including information about the firm’s experience and qualifications, financial stability, and any indication of the firm’s acceptance of or exceptions to the vehicle specifications and requirements. Don Brown was notified that its proposal was non-responsive due to its failure to conform to the RFP requirements and instructions, and the fact that it contained material omissions.

First Priority Emergency Vehicles, Inc. (“First Priority”) located in Manchester New Jersey, provided the highest combined technical and cost score proposal for Scope C. Sprinter Van. The van is a Mercedes Sprinter 2500 high roof van, approximately twenty-four feet in length, with a wheelchair lift and an interior that can accommodate a collection of technical equipment and other outreach materials, shelving system, interior LED lighting, exterior awning, Wi-Fi system, and upgraded power system.

The Library thoroughly reviewed First Priority’s experience financial stability, references, background, the NYC PASSPort database, and completed vendor responsibility questionnaire in assessing the vendor’s responsibility. This review did not identify any negative findings or raise any integrity issues that would adversely affect an award. First Priority has been awarded contracts by the New York Public Library for two mobile libraries, and one from the Morristown & Morris Township Library. First Priority has also provided vehicles to the New York City Fire and Police Departments. A reference from NYPD Fleet Services indicated that First Priority does good work and that the firm is more than capable of providing any build-outs the Library may desire. A reference from NYPL stated their experience with First Priority was very positive and that they were very happy with the three customized vehicles provided by First Priority.

The Library’s selection committee, along with SVS, met with a representatives from First Priority to discuss the firm’s proposal and to confirm the Library’s understanding of it. The selection committee was satisfied with the discussion and confirmed its support for an award for the one mobile library vehicle.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to execute a contract with First Priority Emergency Vehicles, Inc. for a mobile library vehicle at a price of \$248,319.08.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 22, 2023

ITEM ID #: 2915

AGENDA: Motion to Go into Executive Session

Recommended Motion for Consideration:

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 22, 2023

ITEM ID #: 2917

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: June 22, 2023

ITEM ID #: 2908

AGENDA: Purchases Over \$50K - May 2023

Current Status:

Pursuant to the Library's Procurement Policy, 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 May 1, 2023 through May 31, 2023.

Library:

1. **Kronos Incorporated**, was issued a purchase order under its NYS Office of General Services ("NYS OGS") contract in the amount of \$81,071.48 to provide Kronos time-keeping software and equipment support and educational services.
2. **Mythics, Inc.** was issued a purchase order in the amount of \$103,295.62 under its NYS OGS contract to provide annual Oracle software maintenance that is used to support various applications in the ITD department. Mythics, Inc. is an authorized reseller under Oracle's NYS OGS contract.
3. **Networks 2000 Inc.** was issued a purchase order in the amount of \$133,248.30 to provide annual maintenance renewal for Hewlett Packard Enterprise Company ("HPE") hardware and software. Networks 2000 Inc. is an authorized reseller under HPE's NYS OGS contract.

4. **Kelair Inc.**, was issued a purchase order in the amount of \$54,506.00 under its HVAC requirements contract to provide three condensing units for the Rochdale Village library.

5. **Tequipment Inc.**, was issued a purchase order in the amount of \$82,141.74 under its NYS OGS contract to provide twenty-five Sphero bolt power packs and thirty-eight Sphero craft packs. The educational robots and education kits are for the Teen Initiative Tech Labs at Queens Public Library.

6. **Dell Marketing L.P.**, was issued a purchase order in the amount of \$78,079.00 under its NYS OGS contract to provide fifty Dell Latitude 7430 laptops. The laptops will replace outdated laptops at ALP centers that are used for taking GED and other assessment tests. In addition, the ALP centers will be able to provide training on Microsoft and other applications with these laptops. These new laptops will allow a faster and efficient way of conducting these programs for public.

Foundation: N/A

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 22, 2023

ITEM ID #: 2909

AGENDA: Purchases Over \$50K - April 2023

Current Status:

Pursuant to the Library's Procurement Policy, 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 April 1, 2023 through April 30, 2023.

Library:

1. **SLSCO, LP.**, was issued a purchase order in the amount of \$498,752 under its awarded construction project for expansion of the Mitchell Linden library.
2. **Kelair Inc.**, was issued a purchase order in the amount of \$164,300 under its HVAC requirements contract to furnish and install a 15-ton HVAC unit at the Ridgewood library.
3. **Aggreko LLC**, was issued a purchase order in the amount of \$207,217.26 under its emergency contract to provide a temporary chiller system for the Flushing library.
4. **The Gates Preserve LLC**, received a revised purchase order for its contract amendment adding \$50,000 under its professional services agreement to create hip hop programming and digital archives for the Fiftieth Anniversary of Hip Hop festivities. The revised contract value is \$145,000.

5. **Farber Specialty Vehicles Inc.**, was issued a capital funded purchase order in the amount of \$736,747 to provide two mobile library vehicles.

Foundation: N/A

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 22, 2023

ITEM ID #: 2907

AGENDA: Personnel Report - May 2023

PERSONNEL REPORT - 4/16/2023 - 5/15/2023

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of April 16, 2023 - May 15, 2023:

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

Attachments:

Personnel Report - May 2023 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 22, 2023

ITEM ID #: 2906

AGENDA: Personnel Report - April 2023

PERSONNEL REPORT - 3/16/2023 - 4/15/2023

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of March 16, 2023 - April 15, 2023:

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

Attachments:

Personnel Report - April 2023 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 22, 2023

ITEM ID #: 2918

AGENDA: Key Performance Indicators Report - May 2023

Attachments:

Key Performance Indicators - May 2023 (PDF)

President's Report: May 2023

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Arverne	8,016	-13.52%	5,084	-5.76%	758	232.46%	1,116	3387.50%	
Astoria	7,774	35.62%	7,266	51.47%	752	27.03%	1,938	109.97%	
Auburndale	7,569	0.05%	4,661	9.05%	623	80.58%	1,351	-15.03%	
Baisley Park	1,627	991.95%	2,630	2110.08%	367	263.37%	1,160	400.00%	2
Bayside	14,204	-11.97%	9,077	21.40%	1,415	255.53%	1,677	-10.94%	
Bay Terrace	12	-96.87%	0	0.00%	0	-100.00%	0	0.00%	1,2
Bellerose	5,077	-0.16%	4,360	28.80%	466	107.11%	1,167	∞	
Briarwood	5,299	-3.85%	7,075	26.16%	788	75.11%	2,116	96.47%	
Broadway	14	-93.43%	0	0.00%	0	0.00%	0	0.00%	1,2
Broad Channel	3,063	23.01%	1,261	26.23%	33	175.00%	100	17.65%	
Cambria Heights	2,541	-9.89%	6,470	26.64%	2,257	139.85%	769	18.31%	
Corona	4,956	7.72%	8,930	29.68%	3,619	500.17%	620	199.52%	
Court Square	0	-100.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	5,661	31.16%	4,271	39.80%	1,437	69.26%	1,795	34.96%	
East Elmhurst	2,690	-6.50%	4,122	26.99%	634	24.31%	620	48.33%	
East Flushing	5,206	-2.95%	5,017	24.86%	1,480	212.24%	1,436	-4.07%	
Elmhurst	20,507	-4.03%	15,934	6.00%	1,984	187.12%	2,114	-10.08%	2
Far Rockaway	2,565	22.84%	3,933	58.27%	1,232	445.13%	3,686	561.76%	
Forest Hills	16,010	4.35%	16,931	27.45%	6,070	523.84%	2,071	-37.51%	
Fresh Meadows	16,844	76.01%	9,312	198.75%	1,298	759.60%	1,680	280.09%	1,2
Glen Oaks	12,325	3.09%	9,686	48.54%	3,399	112.84%	3,855	2.88%	
Glendale	5,823	9.93%	3,811	72.83%	755	2.72%	334	234.00%	2
Hillcrest	200	-97.48%	0	-100.00%	0	-100.00%	0	-100.00%	1
Hollis	3,323	27.12%	3,995	39.64%	263	415.69%	613	99.67%	
Howard Beach	4,639	14.71%	5,631	33.18%	665	123.91%	1,343	239.14%	
Hunters Point	23,701	-0.30%	14,401	26.99%	2,553	143.84%	3,340	2.74%	
Jackson Heights	14,191	167.70%	17,269	606.30%	755	1410.00%	1,246	1332.18%	2
Kew Gardens Hills	13,713	12.75%	13,154	22.02%	1,508	162.26%	1,343	201.80%	
Langston Hughes	2,059	-15.55%	6,521	42.44%	1,956	24.98%	437	-29.40%	
Laurelton	186	-91.85%	317	-92.33%	9	-98.37%	0	-100.00%	1
Lefferts	2,483	12.61%	4,991	50.06%	887	223.72%	1,406	1024.80%	
Lefrak City	31	-35.42%	0	-100.00%	0	0.00%	0	0.00%	1,2
Long Island City	3,988	11.27%	8,120	44.25%	1,416	403.91%	867	-57.79%	
Maspeth	7,244	12.34%	5,961	27.84%	1,429	79.30%	1,300	1.33%	
McGoldrick	6,648	31.96%	6,900	28.25%	206	-63.92%	2,577	15.35%	
Middle Village	4,356	13.38%	4,538	40.50%	1,089	552.10%	811	-14.90%	
Mitchell-Linden	8,600	-15.71%	7,855	14.27%	650	11.49%	738	-51.92%	
North Forest Park	5,521	29.75%	5,558	49.97%	186	195.24%	204	-41.21%	

President's Report: May 2023

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	5,046	20.23%	6,114	21.19%	509	-42.22%	928	27.65%	
Ozone Park	3,834	54671.43%	6,087	33716.67%	811	∞	180	∞	2
Peninsula	5,217	-10.96%	7,665	33.86%	453	65.33%	1,209	225.00%	
Pommonok	2,833	0.93%	3,775	32.13%	248	281.54%	522	88.45%	
Poppenhusen	3,370	-2.97%	3,966	33.00%	2,018	22.60%	1,235	79.77%	
Queensboro Hill	3,981	-30.12%	8,470	19.51%	2,316	223.92%	122	-74.37%	
Queens Village	2,399	18.00%	3,367	46.01%	760	7500.00%	98	∞	
Rego Park	8,383	18.19%	8,510	18.13%	596	124.91%	2,634	1097.27%	
Richmond Hill	7,417	12.12%	5,553	13.58%	1,676	22.87%	1,120	30.23%	
Ridgewood	6,590	4.70%	16,757	49.62%	1,621	181.91%	2,402	17.57%	
Rochdale Village	3,852	17.08%	5,553	46.29%	1,172	14.23%	672	-64.16%	
Rosedale	2,462	44.06%	4,158	79.07%	663	452.50%	2,246	669.18%	
Seaside	3,386	14.86%	5,282	35.19%	180	143.24%	2,928	∞	
South Hollis	2,563	61.09%	7,550	105.00%	1,830	229.73%	388	284.16%	
South Jamaica	2,133	2.25%	4,740	120.57%	211	19.89%	71	69.05%	
South Ozone Park	2,583	7.67%	5,790	37.01%	1,123	105.68%	923	-25.50%	
St. Albans	2,354	-10.83%	4,492	39.63%	565	378.81%	361	231.19%	
Steinway	1,366	-83.49%	1,528	-82.38%	0	-100.00%	0	-100.00%	1,2
Sunnyside	7,496	-7.87%	10,664	25.15%	1,267	173.06%	1,742	11.31%	
Whitestone	6,553	4.23%	5,150	75.65%	1,024	450.54%	3,256	107.26%	
Windsor Park	8,157	42.03%	6,411	46.04%	1,183	210.50%	2,226	106.11%	
Woodhaven	6,605	60.20%	5,337	15.07%	1,681	-17.15%	858	972.50%	
Woodside	5,248	23.31%	8,761	61.31%	1,893	145.21%	1,543	20.92%	
Community Libraries Total	352,494	6.22%	380,722	34.80%	66,739	115.13%	73,494	46.04%	

Central Library Adult Learning Center	21	600.00%	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	8	-27.27%	3,977	97.47%	1,667	-0.71%	N/A	N/A	
Elmhurst Adult Learning Center	38	-34.48%	N/A	N/A	791	-1.74%	N/A	N/A	3
Flushing Adult Learning Center	162	88.37%	0	0.00%	1,558	25.75%	0	-100.00%	
Jackson Heights Adult Learning Center	37	-40.32%	N/A	N/A	1,137	-11.86%	0	0.00%	3
Peninsula Adult Learning Center	4	33.33%	N/A	N/A	1,448	23.87%	N/A	N/A	3
Rochdale Adult Learning Center	20	-9.09%	N/A	N/A	1,077	-21.10%	N/A	N/A	3
Adult Learning Center Total	290	18.37%	3,977	97.47%	7,678	1.74%	0	-100.00%	

Central Adult Fiction	3,794	3.15%
Central Adult Fiction - Ask at Desk	2,926	31.45%
Central Adult Non-Fiction	7,851	4.28%
Central Adult Non-Fiction - Ask at Desk	5,101	-2.99%

President's Report: May 2023

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	592	-28.16%							
Central International Languages - Ask at Desk	86	-45.22%							
Central Library Current Collection	1,094	-17.74%							
Central Library Fine Arts/Media Center	9,853	-3.86%							
Central Library Others	925	-5.42%							
Central Library Hot Picks	272	-9.93%							
Central Library Interloan	215	49.31%							
Central Library Job Info Center	12	100.00%							
Central Library Young Adult Room	1,472	-16.13%							
Children's Library Discovery Center	7,741	35.12%	10,240	30.83%	3,223	428.36%	2,562	5469.57%	
Central Total	41,934	4.40%	57,719	42.79%	11,246	181.93%	11,369	9.89%	

Flushing	26,222	34.90%							
Flushing IRC	11	22.22%							
Flushing Job Info Center (JIC)	3	50.00%							
Flushing Media Center	4,579	-16.00%							
Flushing Total	30,815	23.76%	72,991	77.97%	4,772	2129.91%	11,697	250.84%	2

E-book and E-Magazines	158,851	17.22%							
Virtual Music and Movies	60,388	34.75%							
Culture Pass reservations	1,474	N/A							
Online Learning Services usage	11,351	N/A							
Virtual Library Total	232,064	28.69%							
Langston Hughes Black Heritage	183	0.00%							
Queens Village Mail-A-Book	3,153	26.52%							
Mobile Library	841	24.04%							
Correctional Outreach	748	17.43%							
Other Total	23	-36.11%							

5,562	-14.68%	1,747	N/A
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1,918	99.58%	0	0.00%
4,649	421.77%	N/A	X
601	20.68%	65	32.65%

System Total	662,545	14.05%	517,549	39.92%	97,928	95.22%	98,372	52.05%	
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Website Visits	269,169	7.54%							
Wireless use	47,355	-10.38%							
Computer Sessions	66,226	33.72%							

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: June 22, 2023

ITEM ID #: 2910

AGENDA: Key Performance Indicators Report - April 2023

Attachments:

Key Performance Indicators - April 2023 (PDF)

President's Report: April 2023

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Arverne	7,873	-17.88%	4,874	-7.58%	1,681	1051.37%	1,228	662.73%	
Astoria	6,403	8.21%	6,262	22.07%	747	50.91%	2,767	167.34%	
Auburndale	7,680	-5.00%	4,705	8.74%	839	110.80%	1,793	20.99%	
Baisley Park	1,326	18842.86%	2,344	∞	460	∞	1,101	∞	2
Bayside	14,995	-1.60%	9,055	27.00%	1,055	161.79%	2,080	-20.55%	
Bay Terrace	17	-98.93%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
Bellerose	5,056	-1.69%	4,155	10.24%	444	100.90%	1,224	24380.00%	
Briarwood	5,183	-16.12%	6,831	12.72%	771	104.51%	2,077	93.93%	
Broadway	13	-97.86%	0	-100.00%	0	-100.00%	0	0.00%	1,2
Broad Channel	2,791	16.49%	1,260	39.69%	0	0.00%	0	-100.00%	
Cambria Heights	2,387	-0.33%	5,318	9.92%	1,499	47.25%	1,122	-46.72%	
Corona	5,529	11.47%	9,937	58.48%	3,597	139.96%	938	243.59%	
Court Square	0	-100.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	5,470	24.91%	4,018	43.55%	1,035	50.87%	1,361	-23.41%	
East Elmhurst	2,885	-8.53%	3,765	1.84%	404	-10.42%	398	3.65%	
East Flushing	5,267	-9.14%	4,871	20.60%	759	70.56%	1,284	-11.02%	
Elmhurst	19,915	-11.48%	14,296	-10.53%	1,304	82.12%	2,232	-6.22%	2
Far Rockaway	2,820	31.65%	3,575	27.04%	685	312.65%	2,294	273.01%	
Forest Hills	16,931	1.91%	16,410	21.51%	3,013	891.12%	1,576	-60.00%	
Fresh Meadows	16,347	-18.82%	8,829	-4.41%	744	-38.05%	1,628	-16.90%	1,2
Glen Oaks	12,885	1.04%	8,011	21.45%	2,355	122.17%	3,628	2.31%	
Glendale	5,495	8.02%	2,861	64.14%	596	-15.10%	242	8.52%	2
Hillcrest	528	-92.69%	0	-100.00%	0	-100.00%	0	-100.00%	1
Hollis	3,014	3.15%	4,309	42.68%	275	1045.83%	760	102.13%	
Howard Beach	4,703	20.31%	6,044	58.51%	541	85.27%	1,170	41.13%	
Hunters Point	23,273	-8.14%	14,315	22.46%	2,439	179.38%	3,144	-7.69%	
Jackson Heights	13,835	8.23%	17,094	43.89%	524	22.14%	857	6.06%	2
Kew Gardens Hills	13,555	19.31%	11,637	30.87%	1,657	1292.44%	377	-65.12%	
Langston Hughes	2,054	-14.09%	6,400	62.89%	1,622	26.42%	274	-58.55%	
Laurelton	425	-84.06%	15	-99.67%	9	-98.20%	0	-100.00%	1
Lefferts	2,197	-12.85%	4,599	17.23%	514	-29.10%	1,409	318.10%	
Lefrak City	32	-43.86%	0	-100.00%	0	0.00%	0	-100.00%	1,2
Long Island City	3,371	-15.47%	6,935	38.40%	1,096	333.20%	784	-23.36%	
Maspeth	6,901	-2.60%	5,825	15.85%	1,269	48.94%	1,530	11.76%	
McGoldrick	5,954	3.66%	7,299	34.54%	501	288.37%	2,270	-5.30%	
Middle Village	4,390	5.40%	4,283	30.66%	821	281.86%	995	25.31%	
Mitchell-Linden	9,028	-21.53%	7,729	-2.83%	616	10.20%	811	-49.53%	
North Forest Park	5,575	18.31%	5,397	35.23%	234	∞	353	-29.68%	

President's Report: April 2023

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	4,911	6.64%	5,086	17.87%	667	-42.99%	823	13.05%	
Ozone Park	3,665	26078.57%	5,905	39266.67%	1,382	∞	121	∞	2
Peninsula	5,552	-11.34%	6,498	19.49%	723	265.15%	1,015	88.31%	
Pommonok	2,929	26.09%	3,512	32.13%	158	∞	0	-100.00%	
Poppenhusen	3,596	-1.56%	3,816	33.38%	615	-44.89%	565	-53.15%	
Queensboro Hill	4,063	-41.92%	7,061	-14.10%	897	-6.47%	174	-77.49%	
Queens Village	2,348	10.70%	3,247	45.67%	541	883.64%	82	446.67%	
Rego Park	7,747	-5.14%	8,443	8.22%	514	197.11%	1,975	∞	
Richmond Hill	7,299	12.36%	5,386	20.74%	1,432	-6.95%	987	-3.80%	
Ridgewood	6,605	1.87%	16,867	48.49%	2,453	423.03%	2,038	0.74%	
Rochdale Village	3,645	-0.44%	5,621	44.09%	890	-6.02%	338	-72.72%	
Rosedale	2,185	23.94%	3,650	37.58%	576	829.03%	1,994	450.83%	
Seaside	3,284	7.18%	4,614	31.42%	135	∞	3,426	893.04%	
South Hollis	2,386	44.96%	5,796	63.64%	1,446	284.57%	395	21.91%	
South Jamaica	2,132	2.75%	3,799	73.15%	55	-91.59%	124	∞	
South Ozone Park	2,750	20.14%	4,656	37.75%	359	-20.58%	1,091	-4.63%	
St. Albans	2,491	-9.65%	3,995	27.84%	412	281.48%	132	3.13%	
Steinway	4,403	-49.00%	3,638	-60.21%	216	-61.70%	90	-71.34%	2
Sunnyside	7,697	-7.58%	10,415	15.59%	1,576	180.43%	1,790	-1.21%	
Whitestone	6,491	-6.77%	5,064	57.76%	493	167.93%	1,050	-32.52%	
Windsor Park	7,362	31.72%	6,245	45.37%	1,177	437.44%	1,808	123.49%	
Woodhaven	5,905	43.53%	5,361	32.83%	1,792	14.29%	880	207.69%	
Woodside	5,164	21.36%	8,377	60.54%	1,656	65.77%	1,583	46.03%	
Community Libraries Total	350,713	-3.99%	360,310	19.72%	54,271	85.77%	66,188	15.23%	

Central Library Adult Learning Center	11	#DIV/0!	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	19	72.73%	3,298	131.93%	944	-45.65%	N/A	N/A	
Elmhurst Adult Learning Center	14	-65.00%	N/A	N/A	808	369.77%	N/A	N/A	3
Flushing Adult Learning Center	178	1171.43%	0	0.00%	818	79.39%	0	-100.00%	
Jackson Heights Adult Learning Center	58	-18.31%	N/A	N/A	799	23.68%	0	-100.00%	3
Peninsula Adult Learning Center	1	0.00%	N/A	N/A	668	17.61%	N/A	N/A	3
Rochdale Adult Learning Center	31	-53.03%	N/A	N/A	736	14.82%	N/A	N/A	3
Adult Learning Center Total	312	53.69%	3,298	131.93%	4,773	13.10%	0	-100.00%	

Central Adult Fiction	3,312	-9.06%
Central Adult Fiction - Ask at Desk	2,602	8.01%
Central Adult Non-Fiction	7,480	-5.98%
Central Adult Non-Fiction - Ask at Desk	4,961	-12.30%

Attachment: Key Performance Indicators - April 2023 (2910) : Key Performance Indicators Report - April

President's Report: April 2023

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	616	-35.02%							
Central International Languages - Ask at Desk	144	-21.31%							
Central Library Current Collection	1,132	-8.86%							
Central Library Fine Arts/Media Center	8,875	-14.22%							
Central Library Others	759	-13.16%							
Central Library Hot Picks	302	-15.41%							
Central Library Interloan	126	-19.75%							
Central Library Job Info Center	13	18.18%							
Central Library Young Adult Room	1,664	-19.03%							
Children's Library Discovery Center	7,367	11.47%	9,030	25.85%	3,745	471.76%	2,407	1140.72%	
Central Total	39,353	-7.29%	51,299	28.69%	7,992	30.33%	10,066	-5.15%	

Flushing	25,803	511.59%							
Flushing IRC	17	750.00%							
Flushing Job Info Center (JIC)	9	∞							
Flushing Media Center	4,708	367.99%							
Flushing Total	30,537	484.22%	67,250	596.67%	2,869	2888.54%	10,851	5829.51%	2

E-book and E-Magazines	155,643	21.97%
Virtual Music and Movies	49,909	15.86%
Culture Pass reservations	1,537	N/A
Online Learning Services usage	13,761	N/A
Virtual Library Total	220,850	29.39%
Langston Hughes Black Heritage	176	-1.68%
Queens Village Mail-A-Book	2,646	2.44%
Mobile Library	922	93.29%
Correctional Outreach	784	213.60%
Other Total	18	-47.06%

3,472	-37.52%	1,587	N/A
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1,187	-6.46%	0	0.00%
1,269	-27.77%	N/A	X
712	35.10%	59	-16.90%

System Total	646,311	10.08%	484,229	36.63%	74,853	63.85%	88,751	29.80%	
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Website Visits	278,688	5.05%
Wireless use	48,383	22.08%
Computer Sessions	63,779	28.27%

- 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 - April 2023 (2910 : Key Performance Indicators Report - April

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 22, 2023

ITEM ID #: 2897

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.