

**QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
WEDNESDAY, SEPTEMBER 13, 2023**

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

AGENDA

6:30 PM BOARD OF TRUSTEES REGULAR MEETING

I. ROLL CALL

II. APPROVAL OF BOT MINUTES

1. Approval of Minutes of the Board - June 22, 2023 (ID # 2944)

III. COMMITTEE REPORTS

A. Audit Committee - September 13, 2023

1. Approval of Audit Committee Report - September 13, 2023 (ID # 2945)

B. Labor Relations Committee - September 13, 2023

1. Approval of Labor Relations Committee Report - September 13, 2023 (ID # 2946)

IV. AGENDA

A. Action Item(s)

1. Approval of Bills for the Month of August 2023 (ID # 2943)
2. Approval of Bills for the Month of July 2023 (ID # 2940)
3. Approval of Bills for the Month of June 2023 (ID # 2935)
4. Acceptance of Financial Reports for the Period Ending August 2023 (ID # 2941)
5. Acceptance of Financial Reports for the Period Ending July 2023 (ID # 2938)
6. Acceptance of Financial Reports for the Period Ending June 2023 (ID # 2937)
7. FY'24 City Fund Budget Modification (ID # 2952)
8. State Aid for Public Library Construction (ID # 2960)

September 13, 2023

9. Central Library Cooling Tower Replacement Project - Contract Authorization (ID # 2962)
10. Children's Library Discovery Center Ceiling Repair Project at the Central Library - Contract Authorization (ID # 2959)
11. Glass Replacement Services & New Installations - Contract Authorization (ID # 2965)
12. System-Wide Roofing Repair Services & New Installations - Contract Authorization (ID # 2961)
13. Strategic Planning Consultant - Contract Authorization (ID # 2953)
14. Selection of Nominating Committee for Election of Officers - 2024 (ID # 2966)

B. Report Item(s)

1. Payroll for the Month of August 2023 (ID # 2942)
2. Payroll for the Month of July 2023 (ID # 2939)
3. Payroll for the Month of June 2023 (ID # 2936)
4. Purchases Over \$50K - August 2023 (ID # 2956)
5. Purchases Over \$50K - July 2023 (ID # 2955)
6. Purchases Over \$50K - June 2023 (ID # 2954)

V. REPORT OF THE CHAIR OF THE BOARD

VI. PRESIDENT'S REPORT

1. Key Performance Indicators Report - July 2023 (ID # 2948)
2. Key Performance Indicators Report - June 2023 (ID # 2947)

VII. ADJOURNMENT

1. Motion to Adjourn (ID # 2949)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2944

AGENDA: Approval of Minutes of the Board - June 22, 2023

Recommended Motion for Consideration:

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

Attachments:

BOT Minutes - June 22, 2023 (PDF)

B & G Agenda Report - June 22, 2023 (PDF)

F & I Committe Report - June 22, 2023 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2945

AGENDA: Approval of Audit Committee Report - September 13, 2023

Recommended Motion for Consideration for the Board of Trustees:

I move that the action items of the Audit Committee meeting be approved as submitted.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2946

AGENDA: Approval of Labor Relations Committee Report - September 13, 2023

Recommended Motion for Consideration for the Board of Trustees:

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2943

AGENDA: Approval of Bills for the Month of August 2023

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 \$4,861,961 being the amount of August 2023 bills vouchered and paid consisting of \$1,808,849 in City Funds, \$119,260 in Federal & State Funds, \$2,883,579 in Trust & Agency Funds, \$11,889 in Board-Designated & Private Grants Funds and \$38,384 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 2023 bills in the aggregate sum of \$4,861,961.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2940

AGENDA: Approval of Bills for the Month of July 2023

Background:

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

Current Status:

The Chief Financial Officer submits for approval bills in the aggregate sum of \$10,328,556 being the amount of July 2023 bills vouchered and paid consisting of \$3,296 in Fines and Fees Funds, \$4,767,090 in City Funds, \$832,207 in Federal & State Funds, \$4,562,363 in Trust & Agency Funds, \$26,803 in Board-Designated & Private Grants Funds and \$136,797 from the Workers' Compensation Reserve Fund. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the July 2023 bills in the aggregate sum of \$10,328,556.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2935

AGENDA: Approval of Bills for the Month of June 2023

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 \$8,081,301 being the amount of June 2023 bills vouchered and paid consisting of \$2,496 in Fines and Fees Funds, \$2,494,598 in City Funds, \$320,712 in Federal & State Funds, \$5,203,260 in Trust & Agency Funds, \$27,287 in Board-Designated & Private Grants Funds and \$32,948 from the Workers' Compensation Reserve Fund. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the June 2023 bills in the aggregate sum of \$8,081,301.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2941

AGENDA: Acceptance of Financial Reports for the Period Ending August 2023

Background:

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

Current Status:

The Chief Financial Officer submits the Budget Reports attached for Board-approved operating funds and Balance Sheets for all funds as of July 31, 2023.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the Budget Reports for Board-approved operating funds and Balance Sheets for all funds as of July 31, 2023.

Attachments:

08_23 Financial Statements (PDF)

Queens Public Library
 City Consolidated Budget Report
 As of August 31, 2023
 In thousands

	City Funds												
	Operating				Grants	City Council			Teen Blueprint			Grand Total	
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Original Budget	Current Budget	Unaudited Y-T-D Actual	Original Budget	Current Budget	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual	
Estimated Revenues													
City of New York	\$ 114,890	\$ 124,016	\$ 14,661	\$ 109,355	\$ -	\$ 2,615	\$ 4,380	\$ 4,380	\$ 2,121	\$ 2,500	\$ 2,500	\$ 21,542	
State of New York	-	-	-	-	-	-	-	-	-	-	-	-	
United States of America	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-	
Contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	
Contributed services	-	-	-	-	-	-	-	-	-	-	-	-	
Fines and fees	-	-	-	-	-	-	-	-	-	-	-	-	
Interest & Dividend Income	5	5	0	5	-	-	-	-	-	-	-	0	
Investment (loss) income	2	2	-	2	-	-	-	-	-	-	-	-	
Other Revenue	-	-	0	(0)	-	-	-	-	-	-	-	0	
FY23 Carry Forward	-	-	-	-	-	-	-	-	-	-	-	-	
Total Revenue	\$ 114,897	\$ 124,023	\$ 14,662	\$ 109,361	\$ -	\$ 2,615	\$ 4,380	\$ 4,380	\$ 2,121	\$ 2,500	\$ 2,500	\$ 21,542	
Appropriations													
Wages	\$ 72,606	\$ 77,512	\$ 9,838	\$ 67,674	\$ 113	\$ 100	\$ 108	\$ 2	\$ 1,503	\$ 1,592	\$ 160	\$ 10,114	
Fringe benefits	26,582	27,064	3,242	23,822	27	9	11	0	332	380	33	3,302	
Books and other library materials	3,471	5,088	349	4,739	5	26	116	-	3	5	2	355	
Programs (contracted services and exhibits)	434	434	72	362	7	-	-	3	-	-	12	94	
Information technology	1,496	1,688	220	1,468	8	-	-	-	40	43	-	228	
Building maintenance and renovations	3,188	3,613	333	3,280	525	1,396	2,414	95	-	-	-	953	
Telecommunications	557	619	78	541	0	-	-	-	-	-	-	78	
Building lease	1,555	1,555	220	1,335	-	-	-	-	-	-	-	220	
Contractual services	2,008	3,247	455	2,792	-	1,082	1,714	-	224	341	2	457	
Supplies, equipment, and furniture	1,148	1,404	77	1,327	7	-	16	(0)	11	130	10	93	
Use of contributed facilities	11	13	-	13	-	-	-	-	-	-	-	-	
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	
Property and casualty insurance	1,503	1,368	1,301	67	-	-	-	-	-	-	-	1,301	
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	
Other	338	418	7	411	0	2	1	-	8	9	-	7	
Total Expenses	\$ 114,897	\$ 124,023	\$ 16,190	\$ 107,833	\$ 692	\$ 2,615	\$ 4,380	\$ 100	\$ 2,121	\$ 2,500	\$ 218	\$ 17,200	
	\$ -	\$ -	\$ (1,528)	\$ 1,528	\$ (692)	\$ -	\$ 0	\$ 4,280	\$ -	\$ -	\$ 2,282	\$ 4,342	

Attachment: 08_23 Financial Statements (2941 : Acceptance of Financial Reports for the Period Ending

**Queens Public Library
State Consolidated Budget Report
As of August 31, 2023
In thousands**

	State Funds					
	Operating				Grants	Total
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual
Estimated Revenues						
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	1,478	1,478	990	488	783	1,773
United States of America	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	3,937	3,937	-	3,937	-	-
Contributed facilities	-	-	-	-	-	-
Contributed services	-	-	-	-	-	-
Fines and fees	-	-	-	-	-	-
Interest & Dividend Income	-	-	-	-	-	-
Investment (loss) income	-	-	-	-	-	-
Other Revenue	-	-	0	(0)	-	0
FY23 Carry Forward	1,172	1,172	1,172	-	-	1,172
Total Revenue	\$ 6,587	\$ 6,587	\$ 2,162	\$ 4,425	\$ 783	\$ 2,945
Appropriations						
Wages	\$ 1,314	\$ 1,314	\$ 157	\$ 1,157	\$ 64	\$ 221
Fringe benefits	224	224	31	193	9	39
Books and other library materials	635	635	160	475	83	243
Programs (contracted services and exhibits)	23	23	-	23	13	13
Information technology	2,278	2,278	12	2,266	2	14
Building maintenance and renovations	1,920	1,920	3	1,917	-	3
Telecommunications	-	-	-	-	-	-
Building lease	-	-	-	-	-	-
Contractual services	129	129	4	125	-	4
Supplies, equipment, and furniture	61	61	3	58	0	3
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-
Other	3	3	-	3	-	-
Total Expenses	\$ 6,587	\$ 6,587	\$ 369	\$ 6,218	\$ 170	\$ 539
Transfer to QPLF					-	-
Capital Eligible Expenses					-	-
	\$ -	\$ -	\$ 1,793	\$ (1,793)	\$ 613	\$ 2,406

Attachment: 08_23 Financial Statements (2941 : Acceptance of Financial Reports for the Period Ending

**Queens Public Library
Federal Consolidated Budget Report
As of August 31, 2023**

In thousands

	Federal Funds					
	Operating				Grants	Total
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual
Estimated Revenues						
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	-	-	-	-	-	-
United States of America	727	727	-	727	(19)	(19)
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	-	-	-	-	-	-
Contributed facilities	-	-	-	-	-	-
Contributed services	-	-	-	-	-	-
Fines and fees	-	-	-	-	-	-
Interest & Dividend Income	-	-	-	-	-	-
Investment (loss) income	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
FY23 Carry Forward	-	-	-	-	-	-
Total Revenue	\$ 727	\$ 727	\$ -	\$ 727	\$ (19)	\$ (19)
Appropriations						
Wages	\$ -	\$ -	\$ -	\$ -	\$ 212	\$ 212
Fringe benefits	-	-	-	-	57	57
Books and other library materials	-	-	-	-	-	-
Programs (contracted services and exhibits)	-	-	-	-	39	39
Information technology	-	-	-	-	4	4
Building maintenance and renovations	-	-	-	-	-	-
Telecommunications	727	727	103	624	-	103
Building lease	-	-	-	-	-	-
Contractual services	-	-	-	-	60	60
Supplies, equipment, and furniture	-	-	-	-	-	-
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-
Other	-	-	-	-	1	1
Total Expenses	\$ 727	\$ 727	\$ 103	\$ 624	\$ 373	\$ 476
	\$ -	\$ -	\$ (103)	\$ 103	\$ (392)	\$ (495)

Attachment: 08_23 Financial Statements (2941 : Acceptance of Financial Reports for the Period Ending

Queens Public Library
 Other Consolidated Budget Report
 As of August 31, 2023
 In thousands

	Board Designated Fund				Other Funds				Workers' Comp Fund				All Other
	Operating				Fines & Fees Fund				Operating				Grants
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual
Estimated Revenues													
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	-	-	-	-	-	-	-	-	-	-	-	-	-
United States of America	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-	9
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines and fees	-	-	-	-	325	325	68	257	-	-	-	-	-
Interest & Dividend Income	250	250	39	211	6	6	0	6	-	-	-	-	10
Investment (loss) income	209	209	367	(158)	-	-	-	-	-	-	-	-	98
Other Revenue	-	-	1	(1)	18	18	-	18	650	650	-	650	28
FY23 Carry Forward	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	\$ 459	\$ 459	\$ 407	\$ 52	\$ 349	\$ 349	\$ 69	\$ 280	\$ 650	\$ 650	\$ -	\$ 650	\$ 145
Appropriations													
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74	\$ 74	\$ 10	\$ 64	\$ -
Fringe benefits	-	-	-	-	-	-	-	-	328	328	67	261	-
Books and other library materials	-	-	-	-	166	166	70	96	-	-	-	-	0
Programs (contracted services and exhibits)	-	-	-	-	-	-	-	-	-	-	-	-	-
Information technology	26	26	-	26	-	-	-	-	-	-	-	-	-
Building maintenance and renovations	-	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications	2	2	-	2	-	-	-	-	-	-	-	-	-
Building lease	-	-	-	-	-	-	-	-	-	-	-	-	-
Contractual services	325	325	36	289	183	183	11	172	123	123	20	103	5
Supplies, equipment, and furniture	11	11	0	11	-	-	-	-	-	-	-	-	0
Use of contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-	-	-	122	122	104	18	-
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	36	36	4	32	-	-	-	-	3	3	-	3	-
Total Expenses	\$ 400	\$ 400	\$ 40	\$ 360	\$ 349	\$ 349	\$ 81	\$ 268	\$ 650	\$ 650	\$ 201	\$ 449	\$ 6
	\$ 59	\$ 59	\$ 367	\$ (308)	\$ -	\$ -	\$ (13)	\$ 13	\$ -	\$ -	\$ (201)	\$ 201	\$ 139

Queens Public Library
City Consolidated Statement of Financial Position
As of July 31, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	31,223
Accounts receivable		(923)
Grants and Contracts Receivable		1,770
Contributions receivable		-
Prepaid Expenses		100
Leases - ROU		8,604
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		9,378
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	50,152
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	844
Accrued payroll and related expenses		-
NYS Employee Retirement System		1,754
Lease Liability		8,785
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		3,428
Deferred revenue		-
Other liabilities		(366)
Total Liabilities		14,446
Without Donor Restriction:		
Board designated		-
Others		35,794
With Donor Restriction		(88)
Total Net Assets		35,706
Total Liabilities and Net Assets	\$	50,152

Attachment: 08_23 Financial Statements (2941 : Acceptance of Financial Reports for the Period Ending August 2023)

Queens Public Library
State Consolidated Statement of Financial Position
As of July 31, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	5,519
Accounts receivable		1,005
Grants and Contracts Receivable		39
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		
Long-Term Investments, at Fair Value		15,070
Fixed Assets, Net		35,435
Interfund Transfer		4,055
Security Deposits		26
Total Assets	\$	61,150
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	43
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		
Compensated Absences Payable		8,372
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		-
Deferred revenue		-
Other liabilities		-
Total Liabilities	\$	8,416
Without Donor Restriction:		
Board designated		-
Others		52,650
With Donor Restriction		84
Total Net Assets		52,734
Total Liabilities and Net Assets	\$	61,150

Attachment: 08_23 Financial Statements (2941 : Acceptance of Financial Reports for the Period Ending August 2023)

Queens Public Library
Federal Consolidated Statement of Financial Position
As of July 31, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	73
Accounts receivable		30
Grants and Contracts Receivable		991
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		169
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	1,263
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	45
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		1,541
Deferred revenue		-
Other liabilities		-
Total Liabilities		1,586
Without Donor Restriction:		
Board designated		-
Others		49
With Donor Restriction		(372)
Total Net Assets		(323)
Total Liabilities and Net Assets	\$	1,263

Attachment: 08_23 Financial Statements (2941 : Acceptance of Financial Reports for the Period Ending August 2023)

Queens Public Library
Board Designated Consolidated Statement of Financial Position
As of July 31, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	733
Accounts receivable		18
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		
Long-Term Investments, at Fair Value		10,294
Fixed Assets, Net		854
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	11,899
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	-
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		124
Deferred revenue		-
Other liabilities		-
Total Liabilities		124
Without Donor Restriction:		
Board designated		11,474
Others		-
With Donor Restriction		301
Total Net Assets		11,775
Total Liabilities and Net Assets	\$	11,899

Attachment: 08_23 Financial Statements (2941 : Acceptance of Financial Reports for the Period Ending August 2023)

Queens Public Library
Fines & Fees Consolidated Statement of Financial Position
As of July 31, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	3,386
Accounts receivable		10
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		8
Interfund Transfer		273
Security Deposits		-
Total Assets	\$	3,677
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	6
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		-
Deferred revenue		-
Other liabilities		-
Total Liabilities		6
Without Donor Restriction:		
Board designated		-
Others		3,671
With Donor Restriction		-
Total Net Assets		3,671
Total Liabilities and Net Assets	\$	3,677

Attachment: 08_23 Financial Statements (2941 : Acceptance of Financial Reports for the Period Ending August 2023)

Queens Public Library
Workers' Comp Consolidated Statement of Financial Position
As of July 31, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	1,926
Accounts receivable		-
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		-
Interfund Transfer		729
Security Deposits		-
Total Assets	\$	2,655
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	17
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		807
Interfund Transfer		-
Deferred revenue		-
Other liabilities		-
Total Liabilities	\$	824
Without Donor Restriction:		
Board designated		-
Others		1,831
With Donor Restriction		-
Total Net Assets		1,831
Total Liabilities and Net Assets	\$	2,655

Attachment: 08_23 Financial Statements (2941 : Acceptance of Financial Reports for the Period Ending August 2023)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2938

AGENDA: Acceptance of Financial Reports for the Period Ending July 2023

Background:

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

Current Status:

The Chief Financial Officer submits the Budget Reports attached for Board-approved operating funds and Balance Sheets for all funds as of July 31, 2023.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the Budget Reports for Board-approved operating funds and Balance Sheets for all funds as of July 31, 2023.

Attachments:

07_23 Financial Statements (PDF)

Queens Public Library
 City Consolidated Budget Report
 As of July 31, 2023
 In thousands

	City Funds												
	Operating				Grants	City Council			Teen Blueprint			Grand Total	
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Original Budget	Current Budget	Unaudited Y-T-D Actual	Original Budget	Current Budget	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual	
Estimated Revenues													
City of New York	\$ 114,890	\$ 124,016	\$ 7,848	\$ 116,168	\$ -	\$ 2,615	\$ 4,380	\$ -	\$ 2,121	\$ 2,500	\$ 2,121	\$ 9,969	
State of New York	-	-	-	-	-	-	-	-	-	-	-	-	
United States of America	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-	
Contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	
Contributed services	-	-	-	-	-	-	-	-	-	-	-	-	
Fines and fees	-	-	-	-	-	-	-	-	-	-	-	-	
Interest & Dividend Income	-	-	0	(0)	-	-	-	-	-	-	-	0	
Investment (loss) income	5	5	-	5	-	-	-	-	-	-	-	-	
Other Revenue	2	2	-	2	-	-	-	-	-	-	-	-	
FY23 Carry Forward	-	-	-	-	-	-	-	-	-	-	-	-	
Total Revenue	\$ 114,897	\$ 124,023	\$ 7,848	\$ 116,175	\$ -	\$ 2,615	\$ 4,380	\$ -	\$ 2,121	\$ 2,500	\$ 2,121	\$ 9,969	
Appropriations													
Wages	\$ 72,606	\$ 77,512	\$ 4,455	\$ 73,057	\$ 53	\$ 100	\$ 108	\$ 1	\$ 1,503	\$ 1,592	\$ 66	\$ 4,575	
Fringe benefits	26,582	27,064	1,416	25,648	12	9	11	0	332	380	14	1,441	
Books and other library materials	3,471	5,088	91	4,997	1	26	116	-	3	5	1	93	
Programs (contracted services and exhibits)	434	434	29	405	2	-	-	-	-	-	-	31	
Information technology	1,496	1,688	-	1,688	-	-	-	-	40	43	-	-	
Building maintenance and renovations	3,188	3,613	34	3,579	-	1,396	2,414	(5)	-	-	-	29	
Telecommunications	557	619	11	608	0	-	-	-	-	-	-	11	
Building lease	1,555	1,555	110	1,445	-	-	-	-	-	-	-	110	
Contractual services	2,008	3,247	125	3,122	-	1,082	1,714	-	224	341	-	125	
Supplies, equipment, and furniture	1,148	1,404	7	1,397	-	-	16	(0)	11	130	1	9	
Use of contributed facilities	11	13	-	13	-	-	-	-	-	-	-	-	
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	
Property and casualty insurance	1,503	1,368	1,300	68	-	-	-	-	-	-	-	1,300	
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	
Other	338	418	0	418	0	2	1	-	8	9	-	0	
Total Expenses	\$ 114,897	\$ 124,023	\$ 7,577	\$ 116,446	\$ 68	\$ 2,615	\$ 4,380	\$ (4)	\$ 2,121	\$ 2,500	\$ 82	\$ 7,723	
	\$ -	\$ -	\$ 271	\$ (271)	\$ (68)	\$ -	\$ -	\$ 4	\$ -	\$ -	\$ 2,040	\$ 2,246	

Attachment: 07_23 Financial Statements (2938 : Acceptance of Financial Reports for the Period Ending

**Queens Public Library
State Consolidated Budget Report
As of July 31, 2023
In thousands**

	State Funds					
	Operating				Grants	Total
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual
Estimated Revenues						
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	1,478	1,478	495	983	783	1,278
United States of America	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	3,937	3,937	-	3,937	-	-
Contributed facilities	-	-	-	-	-	-
Contributed services	-	-	-	-	-	-
Fines and fees	-	-	-	-	-	-
Interest & Dividend Income	-	-	-	-	-	-
Investment (loss) income	-	-	-	-	-	-
Other Revenue	-	-	0	(0)	-	0
FY23 Carry Forward	1,172	1,172	1,172	-	-	1,172
Total Revenue	\$ 6,587	\$ 6,587	\$ 1,667	\$ 4,920	\$ 783	\$ 2,450
Appropriations						
Wages	\$ 1,314	\$ 1,314	\$ 74	\$ 1,240	\$ 27	\$ 101
Fringe benefits	224	224	15	209	4	19
Books and other library materials	635	635	160	475	9	169
Programs (contracted services and exhibits)	23	23	-	23	-	-
Information technology	2,278	2,278	-	2,278	-	-
Building maintenance and renovations	1,920	1,920	-	1,920	-	-
Telecommunications	-	-	-	-	-	-
Building lease	-	-	-	-	-	-
Contractual services	129	129	-	129	-	-
Supplies, equipment, and furniture	61	61	2	59	-	2
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-
Other	3	3	-	3	-	-
Total Expenses	\$ 6,587	\$ 6,587	\$ 250	\$ 6,337	\$ 40	\$ 290
Transfer to QPLF					-	-
Capital Eligible Expenses					-	-
	\$ -	\$ -	\$ 1,417	\$ (1,417)	\$ 743	\$ 2,159

Attachment: 07_23 Financial Statements (2938 : Acceptance of Financial Reports for the Period Ending

**Queens Public Library
Federal Consolidated Budget Report
As of July 31, 2023**

In thousands

	Federal Funds					
	Operating				Grants	Total
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual
Estimated Revenues						
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	-	-	-	-	-	-
United States of America	727	727	-	727	(19)	(19)
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	-	-	-	-	-	-
Contributed facilities	-	-	-	-	-	-
Contributed services	-	-	-	-	-	-
Fines and fees	-	-	-	-	-	-
Interest & Dividend Income	-	-	-	-	-	-
Investment (loss) income	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
FY23 Carry Forward	-	-	-	-	-	-
Total Revenue	\$ 727	\$ 727	\$ -	\$ 727	\$ (19)	\$ (19)
Appropriations						
Wages	\$ -	\$ -	\$ -	\$ -	\$ 85	\$ 85
Fringe benefits	-	-	-	-	27	27
Books and other library materials	-	-	-	-	-	-
Programs (contracted services and exhibits)	-	-	-	-	22	22
Information technology	-	-	-	-	4	4
Building maintenance and renovations	-	-	-	-	-	-
Telecommunications	727	727	47	680	-	47
Building lease	-	-	-	-	-	-
Contractual services	-	-	-	-	5	5
Supplies, equipment, and furniture	-	-	-	-	-	-
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expenses	\$ 727	\$ 727	\$ 47	\$ 680	\$ 143	\$ 190
	\$ -	\$ -	\$ (47)	\$ 47	\$ (162)	\$ (209)

Attachment: 07_23 Financial Statements (2938 : Acceptance of Financial Reports for the Period Ending

Queens Public Library
 Other Consolidated Budget Report
 As of July 31, 2023
 In thousands

	Board Designated Fund				Other Funds				Workers' Comp Fund				All Other
	Operating				Operating				Operating				Grants
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual
Estimated Revenues													
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	-	-	-	-	-	-	-	-	-	-	-	-	-
United States of America	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines and fees	-	-	-	-	325	325	34	291	-	-	-	-	-
Interest & Dividend Income	250	250	39	211	6	6	0	6	-	-	-	-	10
Investment (loss) income	150	150	367	(217)	-	-	-	-	-	-	-	-	98
Other Revenue	-	-	-	-	18	18	-	18	650	650	-	650	16
FY23 Carry Forward	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	\$ 400	\$ 400	\$ 407	\$ (7)	\$ 349	\$ 349	\$ 35	\$ 314	\$ 650	\$ 650	\$ -	\$ 650	\$ 123
Appropriations													
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74	\$ 74	\$ 4	\$ 70	\$ -
Fringe benefits	-	-	-	-	-	-	-	-	328	328	27	301	-
Books and other library materials	-	-	-	-	166	166	-	166	-	-	-	-	-
Programs (contracted services and exhibits)	-	-	-	-	-	-	-	-	-	-	-	-	-
Information technology	26	26	-	26	-	-	-	-	-	-	-	-	-
Building maintenance and renovations	-	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications	2	2	-	2	-	-	-	-	-	-	-	-	-
Building lease	-	-	-	-	-	-	-	-	-	-	-	-	-
Contractual services	325	325	25	300	183	183	6	177	123	123	20	103	5
Supplies, equipment, and furniture	11	11	0	11	-	-	-	-	-	-	-	-	0
Use of contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-	-	-	122	122	88	34	-
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	36	36	2	34	-	-	-	-	3	3	-	3	-
Total Expenses	\$ 400	\$ 400	\$ 27	\$ 373	\$ 349	\$ 349	\$ 6	\$ 343	\$ 650	\$ 650	\$ 140	\$ 510	\$ 6
	\$ -	\$ -	\$ 380	\$ (380)	\$ -	\$ -	\$ 29	\$ (29)	\$ -	\$ -	\$ (140)	\$ 140	\$ 118

Queens Public Library
City Consolidated Statement of Financial Position
As of July 31, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	27,572
Accounts receivable		(930)
Grants and Contracts Receivable		3,290
Contributions receivable		-
Prepaid Expenses		100
Leases - ROU		8,637
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		9,378
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	48,048
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	903
Accrued payroll and related expenses		-
NYS Employee Retirement System		1,754
Lease Liability		8,785
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		3,457
Deferred revenue		-
Other liabilities		(128)
Total Liabilities		14,772
Without Donor Restriction:		
Board designated		-
Others		33,069
With Donor Restriction		207
Total Net Assets		33,276
Total Liabilities and Net Assets	\$	48,048

Attachment: 07_23 Financial Statements (2938 : Acceptance of Financial Reports for the Period Ending July 2023)

Queens Public Library
State Consolidated Statement of Financial Position
As of July 31, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	5,466
Accounts receivable		509
Grants and Contracts Receivable		347
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		
Long-Term Investments, at Fair Value		15,070
Fixed Assets, Net		35,435
Interfund Transfer		4,029
Security Deposits		26
Total Assets	\$	60,882
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	22
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		
Compensated Absences Payable		8,372
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		-
Deferred revenue		-
Other liabilities		-
Total Liabilities	\$	8,395
Without Donor Restriction:		
Board designated		-
Others		52,274
With Donor Restriction		213
Total Net Assets		52,488
Total Liabilities and Net Assets	\$	60,882

Attachment: 07_23 Financial Statements (2938 : Acceptance of Financial Reports for the Period Ending July 2023)

Queens Public Library
Federal Consolidated Statement of Financial Position
As of July 31, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	(113)
Accounts receivable		45
Grants and Contracts Receivable		1,420
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		169
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	1,522
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	65
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		1,494
Deferred revenue		-
Other liabilities		-
Total Liabilities		1,559
Without Donor Restriction:		
Board designated		-
Others		49
With Donor Restriction		(86)
Total Net Assets		(37)
Total Liabilities and Net Assets	\$	1,522

Attachment: 07_23 Financial Statements (2938 : Acceptance of Financial Reports for the Period Ending July 2023)

Queens Public Library
Board Designated Consolidated Statement of Financial Position
As of July 31, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	745
Accounts receivable		9
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		
Long-Term Investments, at Fair Value		10,294
Fixed Assets, Net		854
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	11,902
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	-
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		125
Deferred revenue		-
Other liabilities		-
Total Liabilities		125
Without Donor Restriction:		
Board designated		11,485
Others		-
With Donor Restriction		292
Total Net Assets		11,777
Total Liabilities and Net Assets	\$	11,902

Attachment: 07_23 Financial Statements (2938 : Acceptance of Financial Reports for the Period Ending July 2023)

Queens Public Library
Fines & Fees Consolidated Statement of Financial Position
As of July 31, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	3,408
Accounts receivable		10
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		8
Interfund Transfer		273
Security Deposits		-
Total Assets	\$	3,699
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	-
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		-
Deferred revenue		-
Other liabilities		-
Total Liabilities		-
Without Donor Restriction:		
Board designated		-
Others		3,699
With Donor Restriction		-
Total Net Assets		3,699
Total Liabilities and Net Assets	\$	3,699

Attachment: 07_23 Financial Statements (2938 : Acceptance of Financial Reports for the Period Ending July 2023)

Queens Public Library
Workers' Comp Consolidated Statement of Financial Position
As of July 31, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	1,971
Accounts receivable		-
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		-
Interfund Transfer		737
Security Deposits		-
Total Assets	\$	2,709
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	9
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		807
Interfund Transfer		-
Deferred revenue		-
Other liabilities		-
Total Liabilities	\$	816
Without Donor Restriction:		
Board designated		-
Others		1,893
With Donor Restriction		-
Total Net Assets		1,893
Total Liabilities and Net Assets	\$	2,709

Attachment: 07_23 Financial Statements (2938 : Acceptance of Financial Reports for the Period Ending July 2023)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2937

AGENDA: Acceptance of Financial Reports for the Period Ending June 2023

Background:

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

Current Status:

The Chief Financial Officer submits the Budget Reports attached for Board-approved operating funds and Balance Sheets for all funds as of June 30, 2023.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the Budget Reports for Board-approved operating funds and Balance Sheets for all funds as of June 30, 2023.

Attachments:

06_23 Financial Statements (PDF)

Queens Public Library
 City Consolidated Budget Report
 As of June 30, 2023
 In thousands

	City Funds												
	Operating				Grants	City Council			Teen Blueprint			Grand Total	
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Original Budget	Current Budget	Unaudited Y-T-D Actual	Original Budget	Current Budget	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual	
Estimated Revenues													
City of New York	\$ 115,107	\$ 111,998	\$ 121,340	\$ (9,342)	\$ 13,410	\$ 4,380	\$ 4,380	\$ 4,380	\$ 4,500	\$ 3,661	\$ 3,513	\$ 142,643	
State of New York	-	-	-	-	-	-	-	-	-	-	-	-	
United States of America	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-	
Contributed facilities	3,399	3,687	-	3,687	32,342	-	-	-	-	-	-	32,342	
Contributed services	-	-	257	(257)	-	-	-	-	-	-	-	257	
Fines and fees	-	-	-	-	-	-	-	-	-	-	-	-	
Interest & Dividend Income	2	8	5	3	-	-	-	-	-	-	-	5	
Investment (loss) income	-	-	-	-	-	-	-	-	-	-	-	-	
Other Revenue	-	-	(697)	697	(3)	-	-	-	-	-	-	(701)	
FY22 Carry Forward	-	-	-	-	-	-	-	-	-	-	-	-	
Total Revenue	\$ 118,508	\$ 115,693	\$ 120,905	\$ (5,212)	\$ 45,748	\$ 4,380	\$ 4,380	\$ 4,380	\$ 4,500	\$ 3,661	\$ 3,513	\$ 174,547	
Appropriations													
Wages	\$ 71,053	\$ 65,501	\$ 72,822	\$ (7,321)	\$ 952	\$ 162	\$ 103	\$ 69	\$ 2,043	\$ 577	\$ 596	\$ 74,439	
Fringe benefits	25,762	25,762	27,410	(1,648)	8,877	14	11	7	596	218	128	36,423	
Books and other library materials	5,052	5,061	5,006	55	102	84	120	116	3	242	346	5,570	
Programs (contracted services and exhibits)	397	397	434	(37)	214	40	40	133	20	20	148	928	
Information technology	1,432	1,659	2,483	(824)	84	-	-	1	60	128	1,181	3,749	
Building maintenance and renovations	3,796	5,301	3,271	2,030	(2,367)	2,580	2,916	2,886	600	180	166	3,956	
Telecommunications	719	619	524	95	0	-	-	-	-	-	-	524	
Building lease	1,505	1,405	955	450	-	-	-	-	-	-	-	955	
Contractual services	2,208	2,419	2,093	326	14	1,485	1,173	1,136	402	227	97	3,340	
Supplies, equipment, and furniture	1,460	2,206	978	1,228	(275)	13	16	32	758	2,053	839	1,574	
Use of contributed facilities	3,412	3,652	-	3,652	32,294	-	-	-	-	-	-	32,294	
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	
Property and casualty insurance	1,360	1,333	1,329	4	-	-	-	-	-	-	-	1,329	
Depreciation	-	-	-	-	704	-	-	-	-	-	-	704	
Bad Debt Expense	-	-	(1,454)	1,454	(1,118)	-	-	-	-	-	-	(2,572)	
Other	352	378	151	227	0	2	1	-	18	16	13	165	
Total Expenses	\$ 118,508	\$ 115,693	\$ 116,003	\$ (310)	\$ 39,483	\$ 4,380	\$ 4,380	\$ 4,380	\$ 4,500	\$ 3,661	\$ 3,513	\$ 163,379	
	\$ -	\$ -	\$ 4,902	\$ (4,902)	\$ 6,266	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ 11,168	

Attachment: 06_23 Financial Statements (2037 : Acceptance of Financial Reports for the Period Ending

Queens Public Library
State Consolidated Budget Report
As of June 30, 2023
In thousands

	State Funds					
	Operating				Grants	Total
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual
<u>Estimated Revenues</u>						
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	1,550	1,550	5,939	(4,389)	6,149	12,088
United States of America	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	3,865	3,865	-	3,865	-	-
Contributed facilities	-	-	-	-	-	-
Contributed services	-	-	-	-	-	-
Fines and fees	-	-	-	-	-	-
Interest & Dividend Income	-	-	-	-	-	-
Investment (loss) income	-	-	-	-	-	-
Other Revenue	-	-	-	-	(2)	(2)
FY22 Carry Forward	2,288	2,288	1,198	1,090	-	1,198
Total Revenue	\$ 7,703	\$ 7,703	\$ 7,137	\$ 566	\$ 6,146	\$ 13,284
<u>Appropriations</u>						
Wages	\$ 1,205	\$ 1,205	\$ 1,104	\$ 101	\$ 564	\$ 1,668
Fringe benefits	224	224	215	9	103	318
Books and other library materials	1,421	1,421	1,443	(22)	723	2,166
Programs (contracted services and exhibits)	42	42	29	13	140	169
Information technology	3,017	3,017	3,059	(42)	197	3,257
Building maintenance and renovations	1,086	1,086	570	516	4,107	4,677
Telecommunications	-	-	-	-	2	2
Building lease	-	-	-	-	-	-
Contractual services	171	171	113	58	50	164
Supplies, equipment, and furniture	518	518	82	436	252	334
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	1,199	1,199
Bad Debt Expense	-	-	-	-	600	600
Other	19	19	6	13	1,048	1,054
Total Expenses	\$ 7,703	\$ 7,703	\$ 6,622	\$ 1,081	\$ 8,985	\$ 15,607
Transfer to QPLF					(220)	(220)
Capital Eligible Expenses					(4,608)	(4,608)
	\$ -	\$ -	\$ 516	\$ (516)	\$ (7,666)	\$ (7,151)

**Queens Public Library
Federal Consolidated Budget Report
As of June 30, 2023**

In thousands

	Federal Funds							
	Operating				Grants	Total		
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual		
Estimated Revenues								
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
State of New York	-	-	-	-	-	-	-	
United States of America	753	753	716	37	2,611	3,327		
Contributions from individuals, corporations and foundations	-	-	-	-	-	-		
Contributions from New York State	-	-	-	-	-	-		
Contributed facilities	-	-	-	-	-	-		
Contributed services	-	-	-	-	-	-		
Fines and fees	-	-	-	-	-	-		
Interest & Dividend Income	-	-	-	-	-	-		
Investment (loss) income	-	-	-	-	-	-		
Other Revenue	-	-	-	-	(8)	(8)		
FY22 Carry Forward	-	-	-	-	-	-		
Total Revenue	\$ 753	\$ 753	\$ 716	\$ 37	\$ 2,602	\$ 3,318		
Appropriations								
Wages	\$ -	\$ -	\$ -	\$ -	\$ 1,713	\$ 1,713		
Fringe benefits	-	-	-	-	549	549		
Books and other library materials	-	-	-	-	0	0		
Programs (contracted services and exhibits)	-	-	-	-	52	52		
Information technology	71	71	71	0	152	223		
Building maintenance and renovations	-	-	-	-	15	15		
Telecommunications	682	682	645	37	2	647		
Building lease	-	-	-	-	-	-		
Contractual services	-	-	-	-	220	220		
Supplies, equipment, and furniture	-	-	-	-	11	11		
Use of contributed facilities	-	-	-	-	-	-		
Use of contributed services	-	-	-	-	-	-		
Property and casualty insurance	-	-	-	-	-	-		
Depreciation	-	-	-	-	6	6		
Bad Debt Expense	-	-	-	-	-	-		
Other	-	-	-	-	28	28		
Total Expenses	\$ 753	\$ 753	\$ 716	\$ 37	\$ 2,746	\$ 3,462		
	\$ -	\$ -	\$ -	\$ 0	\$ (144)	\$ (144)		

Attachment: 06_23 Financial Statements (2937 : Acceptance of Financial Reports for the Period Ending

Queens Public Library
 Other Consolidated Budget Report
 As of June 30, 2023
 In thousands

	Other Funds															
	Board Designated Fund				Fines & Fees Fund				Workers' Comp Fund				All Other			
	Operating				Operating				Operating				Grants			
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual			
Estimated Revenues																
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
State of New York	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
United States of America	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-	-	11		
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-	(726)		
Fines and fees	-	-	-	-	451	451	345	106	-	-	-	-	-	-		
Interest & Dividend Income	250	250	544	(294)	5	5	7	(2)	-	-	-	-	-	141		
Investment (loss) income	209	209	1,978	(1,769)	-	-	-	-	-	-	-	-	-	314		
Other Revenue	-	-	0	(0)	17	17	-	17	700	700	736	(36)	-	163		
FY22 Carry Forward	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Revenue	\$ 459	\$ 459	\$ 2,523	\$ (2,064)	\$ 473	\$ 473	\$ 352	\$ 121	\$ 700	\$ 700	\$ 736	\$ (36)	\$ (97)			
Appropriations																
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67	\$ 67	\$ 25	\$ 42	\$ -			
Fringe benefits	-	-	-	-	-	-	3	(3)	385	385	399	(14)	-			
Books and other library materials	-	-	-	-	166	166	164	2	-	-	-	-	6			
Programs (contracted services and exhibits)	-	-	-	-	-	-	-	-	-	-	-	-	38			
Information technology	26	26	26	(0)	-	-	-	-	-	-	-	-	-			
Building maintenance and renovations	-	-	-	-	-	-	-	-	-	-	-	-	0			
Telecommunications	6	6	-	6	-	-	-	-	-	-	-	-	-			
Building lease	-	-	-	-	-	-	-	-	-	-	-	-	-			
Contractual services	388	388	243	145	307	307	120	187	123	123	63	60	29			
Supplies, equipment, and furniture	9	9	9	0	-	-	-	-	-	-	-	-	5			
Use of contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-			
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	323			
Property and casualty insurance	-	-	-	-	-	-	-	-	122	122	80	42	-			
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	70			
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-			
Other	30	30	31	(1)	-	-	(3)	3	3	3	0	3	(1,048)			
Total Expenses	\$ 459	\$ 459	\$ 308	\$ 151	\$ 473	\$ 473	\$ 283	\$ 190	\$ 700	\$ 700	\$ 567	\$ 133	\$ (578)			
	\$ -	\$ -	\$ 2,214	\$ (2,214)	\$ -	\$ -	\$ 69	\$ (69)	\$ -	\$ -	\$ 170	\$ (170)	\$ 481			

Attachment: 06_23 Financial Statements (2937 : Acceptance of Financial Reports for the Period Ending

Queens Public Library
City Consolidated Statement of Financial Position
As of June 30, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	30,406
Accounts receivable		(925)
Grants and Contracts Receivable		6,480
Contributions receivable		0
Prepaid Expenses		100
Leases - ROU		8,670
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		9,864
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	54,595
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	5,833
Accrued payroll and related expenses		1,446
NYS Employee Retirement System		1,754
Lease Liability		8,831
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		3,638
Deferred revenue		-
Other liabilities		321.67
Total Liabilities		21,824
Without Donor Restriction:		
Board designated		-
Others		30,760
With Donor Restriction		2,011
Total Net Assets		32,771
Total Liabilities and Net Assets	\$	54,595

Attachment: 06_23 Financial Statements (2037 : Acceptance of Financial Reports for the Period Ending June 2023)

Queens Public Library
State Consolidated Statement of Financial Position
As of June 30, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	816
Accounts receivable		14
Grants and Contracts Receivable		1,698
Contributions receivable		5,939
Prepaid Expenses		159
Leases - ROU		-
Long-Term Investments, at Fair Value		14,786
Fixed Assets, Net		35,435
Interfund Transfer		4,271
Security Deposits		26
Total Assets	\$	63,145
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	1,125
Accrued payroll and related expenses		14
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		8,372
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		-
Deferred revenue		2,133
Other liabilities		-
Total Liabilities	\$	11,645
Without Donor Restriction:		
Board designated		-
Others		52,030
With Donor Restriction		(529)
Total Net Assets		51,500
Total Liabilities and Net Assets	\$	63,145

Attachment: 06_23 Financial Statements (2037 : Acceptance of Financial Reports for the Period Ending June 2023)

Queens Public Library
Federal Consolidated Statement of Financial Position
As of June 30, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	(3)
Accounts receivable		44
Grants and Contracts Receivable		1,443
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		169
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	1,653
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	176
Accrued payroll and related expenses		36
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		1,269
Deferred revenue		-
Other liabilities		-
Total Liabilities		1,481
Without Donor Restriction:		
Board designated		-
Others		49
With Donor Restriction		123
Total Net Assets		172
Total Liabilities and Net Assets	\$	1,653

Attachment: 06_23 Financial Statements (2037 : Acceptance of Financial Reports for the Period Ending June 2023)

Queens Public Library
Board Designated Consolidated Statement of Financial Position
As of June 30, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	776
Accounts receivable		9
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		10,088
Fixed Assets, Net		854
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	11,727
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	23
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		408
Deferred revenue		-
Other liabilities		-
Total Liabilities		431
Without Donor Restriction:		
Board designated		11,003
Others		-
With Donor Restriction		292
Total Net Assets		11,295
Total Liabilities and Net Assets	\$	11,727

Attachment: 06_23 Financial Statements (2037 : Acceptance of Financial Reports for the Period Ending June 2023)

Queens Public Library
Fines & Fees Consolidated Statement of Financial Position
As of June 30, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	3,373
Accounts receivable		10
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		8
Interfund Transfer		272
Security Deposits		-
Total Assets	\$	3,663
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	8
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		-
Deferred revenue		-
Other liabilities		-
Total Liabilities		8
Without Donor Restriction:		
Board designated		-
Others		3,655
With Donor Restriction		-
Total Net Assets		3,655
Total Liabilities and Net Assets	\$	3,663

Attachment: 06_23 Financial Statements (2023) : Acceptance of Financial Reports for the Period Ending June 2023

Queens Public Library
Workers' Comp Consolidated Statement of Financial Position
As of June 30, 2023
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	2,115
Accounts receivable		-
Grants and Contracts Receivable		-
Contributions receivable		0
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		-
Interfund Transfer		737
Security Deposits		-
Total Assets	\$	2,853
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	11
Accrued payroll and related expenses		1
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		807
Interfund Transfer		-
Deferred revenue		-
Other liabilities		-
Total Liabilities	\$	820
Without Donor Restriction:		
Board designated		-
Others		2,032
With Donor Restriction		-
Total Net Assets		2,032
Total Liabilities and Net Assets	\$	2,853

Attachment: 06_23 Financial Statements (2023) : Acceptance of Financial Reports for the Period Ending June 2023

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2952

AGENDA: FY'24 City Fund Budget Modification

Background:

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

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

Recommended Motion for Consideration by the Board of Trustees:

Below is a summary of the FY224 PEG restoration. I move that the Board of Trustees modify the Fiscal Year 2024 City Fund Budget as follows:

City General Fund

Estimated Revenues

City Appropriations	+	<u>11,270</u>
Total Revenues	+	<u><u>11,270</u></u>

Appropriations

Personal Services	+	5,027
Other Fringe Benefits	+	531
Library Materials	+	1,709
Contractual Services	+	1,955
Maintenance & Repairs - Buildings	+	1,017
Other OTPS	+	<u>1,031</u>
Total Appropriations	+	<u><u>11,270</u></u>

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2960

AGENDA: State Aid for Public Library Construction

Background:

The Library has the opportunity to receive State Construction Aid (“SCA”) from the New York State Education Department (“NYSED”) under the Public Library Construction FY24 Grant Program. Eligible projects include the acquisition, construction, and renovation or rehabilitation of a facility. Funds are available for a maximum of seventy-five percent of the total approved costs of a project. If approved, the Library would receive a maximum of \$3,020,945.

Current Status:

The Library proposes to apply the grant to the Central Library for the purposes of funding two projects: the Central HVAC cooling tower replacement project, and the Children’s Library Discovery Center ceiling repair project.

The scope of work for the planned cooling tower replacement project at the Central Library consists of the replacement of the existing end-of-life cooling tower associated with the HVAC system. Work includes the removal of the existing cooling tower, piping, and accessories, and its replacement with a new 600-ton open cooling tower with new piping, wiring controls, and accessory devices, including a new bypass filtration unit. The existing steel and reinforced concrete structural support for the tower also must be repaired and complemented with the installation of additional steel framing and a new access ladder and platform. The new unit will provide consistent, reliable cooling and air flow throughout the library.

The scope of work for the planned ceiling repair project for the Children’s Library Discovery Center at the Central Library includes ceiling repair work for water damage on the first and second floors of the center caused by a plumbing connection failure. This work also includes the removal of all items that interfere with contract work, reinstallation after completion of contract work, and modification (if required) for proper installation, which consists of the repair and restoration of existing Baswa acoustical ceiling assembly; the moving, repair, and (re)installation

of existing or new furniture, fixtures, and equipment; and the restoration of the floor and floor graphics.

As part of the grant submission and approval process, the State requires that the Board of Trustees read and adopt assurances that accompany the grant application as listed in the document, “ASSURANCES: Public Library Construction Grant Program.” Once read and approved, the assurances must be signed by the Chair of the Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees adopt the Assurances that accompany the State Construction Aid grant applications in the amount of \$3,020,945, as well as approve the signing of the Assurances by the Chair of the Board of Trustees, for the construction projects at the Central Library, a copy of which Assurances are included in this item.

ASSURANCES Public Library Construction Grant Program FY24 (PDF)

ASSURANCES
State Aid for Library Construction Program (FY 2023-2024)

The applicant hereby gives assurances of the following:

SECTION 1: ALL LIBRARIES (ALL BOXES MUST BE CHECKED)

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- The project will begin land acquisition, construction or continue construction work in the case of a project that has begun but it not complete as the date of the application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding has been met.
- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.

SECTION 2: FOR LIBRARIES ACQUIRING REAL ESTATE (FIRST 3 BOXES MUST BE CHECKED IF ACQUIRING REAL PROPERTY)

For any project involving the acquisition of real estate (vacant land, or land and a building), the applicant certifies the following:

- The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
- The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
- State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
- Check if applicable:** The real property to be acquired in whole or part with the State Aid for Library Construction funds is currently owned or has been acquired from the State of NY or a State related entity (e.g. an entity formed under Chapter 43-A of the Public Authorities Law, SUNY colleges and Universities, etc.).
- Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraisal in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.

SECTION 3: ALL LIBRARIES (MUST CHECK 1 BOX)

- The library building or site of the construction project is or will be owned by the applicant or the school district and is, or will be, open to the public.

OR

- The library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

SECTION 4: ALL LIBRARIES (MUST CHECK 1 BOX)

- Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) funding is used as match for any component of the State Aid for Library Construction [Education Law §273-a] project described within this project application.

OR

- If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

SECTION 5: ALL LIBRARIES (BOX MUST BE CHECKED)

- The Library affirmatively states that each of the costs to be funded with award proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:
- Financing/interest fees or costs
 - Retirement of long-term debt even if the debt was originally interim short-term financing (i.e., must be retired in less than one year)
 - Rental or leased equipment
 - Warranties (other than the manufacturer’s warranty customarily provided with such product)
 - Recurring maintenance fees
 - Recurring repair costs
 - Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
 - Recurring software licenses, hosting, maintenance, or training fees
 - Internal labor costs
 - Training end users

AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction aid award to be administered in accordance with the requirements of Education Law §273-a and Commissioner’s Regulations §90.12 was read and duly adopted by the Board of Trustees of the

Queens Borough Public Library at a legal meeting
on _____ 2023.

Signature of President, Library Board of Trustees: _____

Name of President (type or print): _____

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2962

AGENDA: Central Library Cooling Tower Replacement Project - 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 Framan Mechanical Inc. to complete the Central Library cooling tower replacement project. The Board’s approval is required pursuant to the Library’s Purchasing Policy, which provides, in pertinent part, that contracts for construction valued at more than \$50,000 shall require a formal competitive bid and be awarded to the responsive and responsible low bidder.

The original Queens Central Library building was constructed on Parsons Boulevard in Jamaica in 1930 and expanded using Works Progress Administration funds in 1941 into a four story, Renaissance Revival building. The public demand for library services required a larger building and a new, larger building was constructed in its present location on Merrick Boulevard in Jamaica. That building was renovated and expanded in 1989 and additional modernization work was performed between 2012 and 2014.

The current library air conditioning system is served by a 600-ton, open cooling tower located on the roof. The cooling tower has reached the end of its useful life and must be replaced. This project is intended to remove the existing cooling tower, piping, and accessories and replace it with a new, 600-ton open cooling tower with new piping, wiring controls, and accessory devices including a new by-pass filtration unit. The existing steel and reinforced concrete structural support for the tower will be repaired and complemented with additional steel framing and a new access ladder and platform will be installed.

Current Status:

The Library issued a competitive bid, Invitation to Bid #0623-1, which was advertised in the New York City Record, BidNet and New York State Contract Reporter, and posted on the Library’s website. Notification of the bid was emailed to over 71 firms, including New York State and New York City Minority and Women Business Enterprises (“MWBE”) and New York State Certified Service Disabled Veterans Owned Businesses (“SDVOB.”)

Nine (9) firms responded to the bid and provided pricing as outlined in the table below:

Firm Name	MWBE	Bid Amount
PGA Mechanical Contractors Inc.	NYC MBE	\$ 1,694,500
The Metro Group		\$ 1,809,825
C.D.E. Air Conditioning Co., Inc.		\$ 2,172,383
Framan Mechanical Inc.		\$ 2,293,500
Boilermatic Welding Industries, Inc.		\$ 2,400,000
ACS Systems	NYS & NYC MBE	\$ 2,775,000
Intricate Tech Solutions		\$ 2,950,000
Pen Enterprises Inc.		\$ 3,000,000
Lanmark Group, Inc.		\$ 4,499,000

PGA Mechanical Contractors Inc. provided the lowest price; however, there was a discrepancy with the firm's lump sum bid price and its total of its schedule of values. In addition, the bid did not demonstrate that the firm successfully completed a project valued at \$1,000,000 or more and the bid did not include information about the firm's ability to secure a performance bond and experience in securing a performance bond. In addition, the bid did not include a brief description of the firm, its history and ownership structure, and its number of employees. The firm was notified that its bid was non-responsive.

The Metro Group, Inc. provided the second lowest price; however, its bid did not conform with the requirements of the bid because the firm provided its own terms and conditions, including scope of work, payment terms, non-prevailing wage, and other items. The firm was notified that its bid was non-responsive.

C.D.E. Air Conditioning Co., Inc. provided the third lowest price; however, the firm stated in its bid that it would provide the major equipment cooling towers in thirty-two (32) weeks, which exceeds the bid-specified six (6) month substantial completion period. The firm was notified that its bid was non-responsive.

Framan Mechanical Inc. ("Framan") submitted the lowest responsive bid. Its bid was evaluated by the Library based on a review of compliance with the bid specifications, including completion of the Bidder Qualification provisions, quality, experience, financial stability, references, price, background review, and the firm's completed vendor responsibility questionnaire, which did not disclose any adverse integrity issues.

According to the NYC Comptroller's webpage Checkbook NYC, Framan has been awarded over \$40 million in contracts from various City agencies since 2010, including from the Department

of Design and Construction, New York City Housing Authority, School Construction Authority and the Department of Correction.

A reference from the New York City Housing Authority stated that Framan was awarded two contracts valued at over \$29 million and that Framan is well-positioned to complete the work outlined in the contracts. The reference also stated that Framan has a very strong field management team that is technically proficient, and keeps a tight ship on oversight of its subcontractors and interfaces well with external entities such as Con Edison. A reference from Jacobs, a construction management firm, stated that Framan exceeded expectations on various projects.

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 Framan Mechanical Inc. in the amount of \$ 2,293,500 for the Central Library cooling Tower Replacement Project.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2959

AGENDA: Children's Library Discovery Center Ceiling Repair Project at the Central Library - 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 Lanmark Group, Inc. to complete the Children's Library Discovery Center ceiling repair project at the Central Library. The Board's approval is required pursuant to the Library's Purchasing Policy, which provides, in pertinent part, that contracts for construction valued at more than \$50,000 shall require a formal competitive bid and be awarded to the responsive and responsible low bidder.

The Children's Library Discovery Center ("CLDC"), located at the Central Library, is a 22,000 square foot facility that began construction in 2008 and opened to the public in 2011. The CLDC includes hands-on interactive exhibits and learning labs staffed by the Library's own Discovery Team dedicated to enabling children ages 3-12 to find information and to inspire interest in books, reading, and learning. The CLDC features faceted Baswa acoustic plaster ceilings, a 3mm thick DynaDeco floor graphic, and informational representations and icons suspended from the ceiling. The CLDC also includes information desks, interactive displays, exhibits, kiosks, book stacks, book displays, audio and video equipment, security cameras, and suspended linear lighting.

As the 2016 calendar year came to a close, portions of the first and second levels of the CLDC (totaling approximately 4,600 square feet) experienced water damage due to the failure of mechanical equipment-related plumbing connections. The cascading water ruined the Baswa ceiling and compromised adjacent items and equipment. Baswa is a multi-layer wet applied proprietary seamless acoustic system with a smooth, durable marble plaster finish that requires installation exclusively by certified installers.

To ensure minimum disruption of public service during construction, the work would be strategically executed in phases. Temporary partitions on both levels shall separate the staff / public from the areas of active construction. The passenger elevator and convenience stair will remain in service for public use during the execution of the work. As many as four areas in the Central Library lobby have been identified as locations where interim public accessible book stacks will accommodate select material relocated from the CLDC due to the planned construction.

Current Status:

The Library issued a competitive bid, Invitation to Bid #0523-1, which was advertised in the New York City Record, BidNet, and New York State Contract Reporter, and posted on the Library's website. Notification of the bid was emailed to over 100 firms, including New York State and New York City Minority and Women Business Enterprises ("MWBE") and New York State Certified Service Disabled Veterans Owned Businesses ("SDVOB.")

Two (2) firms responded to the bid and provided pricing as outlined in the table below:

Firm Name	MWBE	Bid Amount
Mamais Contacting Corp.	NYS & NYC WBE	\$1,499,954
Lanmark Group, Inc.		\$1,934,000

Mamais Contacting Corp. provided the lowest price; however its bid did not acknowledge the posted addenda and did not include a response to Bid Section III, Bidder Qualifications, which includes the requirement to provide financial information and information about the firm's ability to secure a performance bond and past experience in securing a performance bond. Accordingly, Mamais's bid was deemed non-responsive.

Lanmark Group, Inc. ("Lanmark") submitted the lowest responsive bid and its bid was evaluated by the Library based on a review of compliance with the bid specifications, including completion of the Bidder Qualification provisions, quality, experience, financial stability, references, price, background review, and the firm's completed vendor responsibility questionnaire, which did not disclose any adverse integrity issues.

According to the NYC Comptroller's webpage Checkbook NYC, Lanmark has been awarded over \$118 million in contracts from various City agencies since 2007, including from the Department of Design and Construction ("DDC") and the Department of Correction. DDC awarded Lanmark a construction contract of over \$6 million to install a new passenger elevator in the interior of the Flushing library and to modernize the existing passenger elevator—the former being a remarkably complex endeavor given the structural characteristic of the library. Because of the Flushing library's HVAC system failure, DDC recommended that the Library contract with Lanmark to perform general contracting work at the location to prepare the location for a temporary boiler and a temporary air-condition system. The Library contracted with Lanmark on an emergency basis and was satisfied with the firm's performance.

A reference from the LiRo group stated that they have worked with Lanmark on several projects and that Lanmark always met and sometimes exceeded expectations. A reference from DDC stated that Lanmark has been highly responsive on several of its projects and that Lanmark is diligent with its paperwork and submittals. A reference from the Dormitory Authority for the State of New York stated that Lanmark was awarded an interior renovation project that includes the abatement of hazardous material and that the firm meets and at times exceeds expectations. Library Capital Project Management and Procurement staff met with representatives from Lanmark to discuss its bid and bid price and requested that Lanmark provide a best and final offer. Lanmark responded by reducing its bid price of \$1,934,000 by \$287,000 for a total price of \$1,647,000.

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 Lanmark Group, Inc. in the amount of \$1,647,000 for the Children's Library Discovery Center ceiling repair project at the Central Library.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2965

AGENDA: Glass Replacement Services & New Installations - 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 Certified Glass Corp. to provide glass replacement services and new installations. The Board's approval is required pursuant to the Library's Purchasing Policy, which provides, in pertinent part, that contracts for construction valued at more than \$50,000 shall require a formal competitive bid and be awarded to the responsive and responsible low bidder.

Certified Glass Corp. ("Certified") has been a long-term provider of glass replacement and installation services to the Library. In 2017, Certified was awarded a contract for glass services and it performed well during the five-year term.

In 2021, the Library issued a bid for glass replacement services and no firms responded to the bid. In 2022, the Library reissued the bid and received one response from A&J Construction of NY, Inc. ("A&J"). Due to the limited bid responses and the Library's lack of familiarity with A&J, the Library awarded A&J a limited-term contract with a contract value to not exceed \$50,000. During the contract term, A&J was not able to complete all assignments.

Current Status:

On July 11, 2023, the Library issued an Invitation for Bids, Bid Number 0723-1, for system-wide glass replacement services and new installations. The bid was advertised in the New York City Record, BidNet, and New York State Contract Reporter, posted on the Library's website, and notification of the solicitation was sent to over a hundred (100) firms using the NYC M/WBE directory, the NYS Service-Disabled Veteran-Owned Business Directory and a bidder's list compiled by the Library.

The bid stated that the Library was seeking to engage qualified vendors to provide glass replacement services and new installations throughout the Library system for projects ranging from a single hour up to a maximum amount of \$200,000 per project. Bidders were required to provide a maximum hourly rate and its per occurrence flat rate for board-up services, and to confirm that these rates be inclusive of all overhead, profit, and payment of the prevailing wage rate and benefits rate of \$53.55 and be fixed for the first

year of the contract. Bidders were informed that the weighted score for maximum hourly rate is 90 points and the weighted score for the per occurrence flat rate for board-up services was 10 points.

The following two firms submitted timely bids:

Bidder	Maximum Straight Hourly Rate	Weighted Score	Per Occurrence Flat Rate for Board-Up Services	Weighted Score	Total Score
Certified Glass Corp.	\$77.51	90.00	\$900.00	10.00	100.00
A & J Construction of NY, Inc.	\$110.00	63.42	*\$110 per hour.	0.00	63.42

A&J did not provide a flat rate for board-up services and instead provided an hourly rate that did not conform with the bid requirements; as such, A&J received zero points for this category. Certified submitted the lowest responsive bid and received a cost score of 100 points. Certified has performed well in the past and has provided quality services to the Library. The Library has also reviewed Certified’s experience, financial stability, references, background, completed vendor responsibility questionnaire, and the PASSPort database in assessing the vendor’s responsibility. This review did not result in any negative findings or raise any integrity issues.

A reference from Pavarini McGovern, a construction management firm, stated that Certified has been used by the firm as a subcontractor and that Certified is a family-run multi-generational company that takes the utmost pride in the performance of its work, and it shows. A reference from TNT Industries, a general construction firm, stated that Certified has been a reliable sub-contractor on many projects and that the firm has exceeded expectations.

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 Certified Glass Corp. for a term of three years with an option to extend for two one-year periods at the rates proposed herein.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2961

AGENDA: System-Wide Roofing Repair Services & New Installations -
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 system-wide roofing repair services and new installations contract with Barrett Inc. ("Barrett").

The Board's approval is required pursuant to the Library's Procurement Policy, which provides, in pertinent part that contracts for construction, building services and maintenance contracts in excess of \$50,000 require the issuance a competitive bid for construction, and permits the issuance of a competitive bid or a request for proposal for building services and maintenance contracts, followed by authorization by the Library's Board of Trustees. The Library's existing contract with Barrett is set to expire on October 11, 2023.

Current Status:

On May 24, 2023, the Library issued an Invitation for Bids, Bid Number #0523-2, for system-wide roofing repair services and new installations. The bid was advertised in the New York City Record, BidNet, and New York State Contract Reporter, posted on the Library's website, and notification of the solicitation was sent to over four hundred (400) firms using the NYS and NYC M/WBE directory, the NYS Service-Disabled Veteran-Owned Business Directory, and a bidder's list compiled by the Library.

The bid specified that the Library requires system-wide roofing repair services and new installations for projects throughout the Library system and that the Successful Bidder is to accept work assignments at hourly rates not to exceed their Maximum Straight Hourly Rate and not exceeding \$500,000 per project. Bidders are required to provide their single Maximum Straight Hourly Rate for Roofing Services. Bidders Maximum Straight Hourly Rate is to cover the full range of roofing services, inclusive of all overhead, profit, and prevailing wage requirements and it is to be fixed for the first year of the contract and shall then increase by

three percent (3%) each year of the contract. During the term of the contract, material, equipment, and subcontracting of other trade work shall not exceed twenty percent (20%) mark-up. The following firms submitted bids:

Bidder	M/WBE	Maximum Straight Hourly Rate
A & J Construction of NY, Inc.		\$125.00
Barrett Inc.		\$147.50
ZHL Group Inc.		\$164.78
Preet & B Construction, Corp	NYS MBE	\$465.00

A & J Construction of NY, Inc., submitted the lowest bid; however, it did not provide a response to the bidder qualifications section of the bid, including information on the firm’s experience and qualifications as well as its financial information. As such, the firm was notified that its bid was non-responsive.

Barrett submitted the lowest responsive bid. Barrett has been providing service for the Library since 2018 and has performed well. A background check revealed that Barrett recently received two serious OSHA violations. Barrett provided the Library with information that these violations were attributable to an individual employee’s error for not fully extending a ladder in accordance with proper safety standards. Barrett provided documentation detailing that the employee received additional safety training. A further review of Barrett’s vendor’s experience, financial stability, references, and PASSPort database did not identify any negative findings or raise any integrity issues that would adversely affect an award to Barrett.

A reference from Sciame Construction, LLC, stated that Barrett has been a subcontractor to them and that they were very satisfied with their work. A reference from Cross Management Corp., stated that Barrett has been a subcontractor and that Barrett exceeded expectations. A reference from the New York Botanical Gardens stated that Barret exceeds expectations each time as they not only do the job very competently, but also improve upon it—either by saving money, minimizing the work to what is really needed, or building it to last much longer than the design they were hired to do.

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 Barrett Inc. for a term of three years with an option to extend for two one-year periods at the rates proposed herein.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2953

AGENDA: Strategic Planning Consultant - 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 Julia Ritchie Consulting for a strategic planning engagement. Board approval is required pursuant to the Library's Procurement Policy, which states, in pertinent part, that contracts for professional services with an annual cost in excess of \$50,000 must be approved by the Library President and CEO and the Board of Trustees.

Queens Public Library last engaged in a comprehensive strategic planning process in 2016-2017, which included extensive stakeholder engagement through surveys, focus groups, community conversations, and strategy sessions; data collection for use in an environmental scan; a review and update of vision, mission, and values; and the development of goals and strategies. The resulting five-year strategic plan launched in 2018, and while the plan officially expires in 2023, much of the work, including the vision, mission, values and goals, remains relevant.

The plan outlined the following five overarching strategic goals:

1. Advance literacy and lifelong learning through outstanding collections, programs, and services.
2. Deliver exceptional customer experience with world-class staff.
3. Strengthen Queens Public Library's role as the center of community life.
4. Expand and facilitate access to enhanced digital content and technology.
5. Provide inspiring, safe, and functional spaces for the public and staff.

The COVID-19 pandemic upended our world and the Library's approach to the strategic plan. Still, the Library successfully pivoted its services while advancing its strategic goals, *e.g.*, by delivering virtual programming, expanding digital content, and establishing testing and vaccination sites in partnership with the City. Additionally, in response to the systemic inequities brought into sharp focus by the pandemic, the Library built on its equity, diversity, and inclusion work, eliminating late fines, developing targeted programs and resources, increasing digital inclusion, and creating the President's Council on Racial Equity to help deepen the Library's efforts in anti-racism.

The Library now seeks to refresh the strategic plan in light of the current context and an understanding of the continually evolving world in which we work.

Current Status:

The Library would like to engage in the development and prioritization of new, creative strategies that are grounded in our mission, that are feasible, and that will help us achieve our stated goals. This approach will support an ongoing culture of strategy and implementation that is collaborative, adaptive, focused, energized, innovative, and impactful.

The team began researching consultants to work with the Library on a strategic plan refresh. While there are many firms that provide strategic planning services, there were only a handful that would consider or had experience updating an existing strategic plan and could offer the desired services within the Library's price range, below \$85,000. The Library team conducted multiple interviews with four consultants, and three provided written proposals. The Library team learned during the interviews that only two firms had actual experience working on the refresh of an existing strategic plan.

One of these consultants has significant experience working with multiple and diverse stakeholders on idea generation, using a framework that solicits ideas that meet pre-determined criteria to ensure their feasibility, and employing techniques to involve the larger community. As such, the Library team is recommending Julia Ritchie Consulting for the strategic plan refresh. Julia Ritchie Consulting has experience with the strategic plan refresh process and has demonstrated a clear understanding of the Library's needs.¹

¹ The Library's Procurement Policy states that the procurement of professional services with an annual cost of more than \$50,000 shall require the issuance of a Request for Proposal ("RFP"); however, a department head may request that the Library President and CEO waive the requirement of an RFP, thus allowing for the selection of a vendor for professional services or leases without competition, or permitting less formal competition than that of an RFP. In conformity with the new Procurement Policy, the Chief of Staff, Senior Vice President requested, and received, a waiver of the RFP requirement from the Library's President and CEO. The basis of the waiver was the firm's unique experience with the

Julia Ritchie Consulting has proposed collaborating with the Library to:

1. Use Library data and information to update the environmental scan and develop a set of shared hypotheses to guide strategy development.
2. Embed the Library's anti-racism, equity, diversity, and inclusion principles and priorities into the strategic plan recommendations.
3. Develop an updated five-year strategic framework that includes specific, measurable, achievable, relevant, and time-bound ("SMART") strategies for advancing QPL's strategic goals.
4. Work with Library leadership to feel equipped with tools and resources to translate the five-year strategies into actionable work plans.

A background check on Julia Ritchie Consulting did not reveal any adverse findings. The Library spoke with references from two organizations, Dorot and Pennsylvania Partnerships for Children, both of which had worked with Julia Ritchie Consulting for a strategic plan refresh. Both commented on her flexibility and willingness to adapt the planning process to meet their organizations' unique needs, and on how valuable her guidance was to helping staff integrate strategic planning goals into their daily operations. One said that Julia was an expert and a delight to work with, and the other said Julia was the best strategic planning consultant they had ever worked with.

The estimated cost for Julia Ritchie Consulting to provide strategic plan refresh consulting services is \$82,500 and excludes travel and other related expenses.

Recommended Motion for Consideration by the Board of Trustees:

I move that the President and CEO be authorized to contract with Julia Ritchie Consulting to provide strategic planning refresh consulting services at the estimated cost of \$82,500 plus travel and other related expenses.

strategic refresh process—as opposed to an engagement requiring the development of an entirely new strategic plan—and a demonstrated understanding of the Library and its needs.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2966

AGENDA: Selection of Nominating Committee for Election of Officers 2024

Background:

Pursuant to the By-Laws, a Nominating Committee must be elected no later than November of each year and must prepare and submit to the Board of Trustees at least ten (10) days prior to the Board’s regular meeting in December (scheduled for December 14, 2023) the slate of candidates for the officers of the Library for the forthcoming year. The By-Laws call for the Chair of the Board to appoint two of the five members to the Nominating Committee and for the Board to elect the other three members.

The date of the Nominating Committee meeting is presently scheduled for November 16, 2023.

Recommended Motion for Consideration by the Board of Trustees:

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

Chair of the Board appointed:

[1]

[2]

Board elected:

[3]

[4]

[5]

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2942

AGENDA: Payroll for the Month of August 2023

Payroll for the Month of August 2023

The Chief Financial Officer reports the payrolls paid during the month of August 2023 in the aggregate sum of \$5,803,745 consisting of \$5,551,728 in City Funds, \$246,486 in Federal & State Funds and \$5,531 in Workers' Compensation Reserve Funds. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2939

AGENDA: Payroll for the Month of July 2023

Payroll for the Month of July 2023

The Chief Financial Officer reports the payrolls paid during the month of July 2023 in the aggregate sum of \$5,911,829 consisting of \$5,666,504 in City Funds, \$239,794 in Federal & State Funds and \$5,531 in Workers' Compensation Reserve Funds. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2936

AGENDA: Payroll for the Month of June 2023

Payroll for the Month of June 2023

The Chief Financial Officer reports the payrolls paid during the month of June 2023 in the aggregate sum of \$13,185,196 consisting of \$2,500 in Fines & Fees Funds, \$12,706,333 in City Funds, \$468,066 in Federal & State Funds and \$8,297 in Workers' Compensation Reserve Funds. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2956

AGENDA: Purchases Over \$50K - August 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 August 1, 2023 through August 31, 2023.

Library:

1. **Innovative Interfaces, Inc.** was issued a purchase order in the amount of \$209,437.46 to provide software maintenance and support services for its Integrated Library System.
2. **Online Computer Library Center, Inc.** was issued a purchase order in the amount of \$217,465.37 under its sole source contract to provide an annual subscription for metadata services.
3. **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 scanners.
4. **BDO USA, LLP.** was issued a purchase order in the amount of \$153,500 under its professional services agreement to provide audit services.

Foundation:

1. **K2D Strategies**, was issued a purchase order in the amount of \$123,600 for its professional services retainer to provide direct marketing services.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2955

AGENDA: Purchases Over \$50K - July 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 July 1, 2023 through July 31, 2023.

Library:

1. **Arthur J. Gallagher**, was issued a purchase order in the amount of \$1,291,479.35 to provide insurance to the Library.
2. **FCS Administrators, Inc.**, was issued a purchase order in the amount of \$88,000 to provide excess workers' compensation insurance.
3. **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.
4. **Universal Protection Service, LLC., dba Allied Universal**, the Library's security guard requirements contractor was issued a purchase order in the amount of \$1,596,907.

5. **Kelair Inc.**, was issued a purchase order in the amount of \$355,716 under its HVAC requirements contract to provide system-wide maintenance services.

6. **Mythics, Inc.** was issued a purchase order in the amount of \$143,327.00 under its OGS contract to provide an annual software subscription for Oracle Eloqua Marketing for Non-Profits Cloud Service. The Marketing and Communications Department uses this product as its email system to send mass email to Library customers.

Foundation:

1. **Keith D. Balderson, DBA, One Source Productions**, a production partner of K2D Strategies, was issued a purchase order in the amount of \$115,717 to provide production services for the direct marketing program.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2954

AGENDA: Purchases Over \$50K - June 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 June 1, 2023 through June 30, 2023.

Library:

1. **Zones LLC**, was issued a purchase order in the amount of \$82,350 to provide Cisco Access Point hardware and software maintenance. These devices provide reliable network access for Library staff and customers. Zones LLC is an authorized reseller under Cisco's NYS OGS contract.
2. **Dell Marketing L.P.**, was issued a purchase order in the amount of \$254,475 under its NYS OGS contract to provide 225 Dell Latitude 5530 laptops to be used for adult learning programs.
3. **Insight Public Sector**, was issued a purchase order in the amount of \$109,570.87 under its NYS OGS contract to provide Veam software and Stonefly hardware as a data backup solution.

4. **Bibliotheca, LLC**, was awarded a purchase order in the amount of \$89,419.78 under its contract to provide software support for its self-check-out system.

5. **Comprise Technologies, Inc.**, was awarded a purchase order in the amount of \$68,365 under its sole source contract for providing computer content filtering software, associated hardware and the Smart Access Manager (“SAM”) computer reservation system.

6. **The Hackett Group, Inc.** was issued a purchase order in the amount of \$399,885.94 for annual SAP software maintenance under its contract that has been in effect since 1998.

7. **The Hackett Group, Inc.**, was issued an amended purchase order with an increase of \$241,780 for a total of \$2,029,440.60 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 \$2,999,185.20.

8. **Bibliotheca LLC**, was issued a capital funded purchase order in the amount of \$1,923,155.87 under its contract to supply self-check-out equipment.

Foundation: N/A

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2948

AGENDA: Key Performance Indicators Report - July 2023

Attachments:

Key Performance Indicators Report - July 2023 (PDF)

President's Report: July 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	8,205	-8.14%	5,386	3.44%	535	68.77%	1,573	354.62%	
Astoria	7,653	23.30%	7,334	47.62%	1,014	71.28%	1,270	41.43%	
Auburndale	8,155	-6.02%	5,094	6.19%	733	-1.35%	1,215	-21.56%	
Baisley Park	2,122	15.83%	2,941	50.13%	721	24.74%	1,630	74.89%	
Bayside	16,159	-9.76%	10,445	7.48%	2,033	65.42%	2,444	21.59%	
Bay Terrace	13	-83.12%	0	0.00%	0	-100.00%	0	0.00%	1,2
Bellerose	6,160	8.30%	4,561	8.65%	695	9.79%	1,168	29.20%	
Briarwood	6,276	6.35%	7,944	24.71%	1,264	-27.44%	2,031	-49.93%	
Broadway	10	-77.78%	0	0.00%	0	0.00%	0	0.00%	1,2
Broad Channel	3,095	8.07%	1,430	32.04%	74	68.18%	110	-12.70%	
Cambria Heights	3,028	-3.41%	5,081	38.00%	938	68.71%	249	-23.15%	
Corona	5,899	25.32%	8,280	16.77%	4,543	373.72%	1,860	749.32%	
Court Square	0	-100.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	6,224	31.22%	4,306	29.04%	965	-13.53%	1,808	-26.71%	
East Elmhurst	3,721	10.84%	4,184	10.81%	630	-24.00%	639	44.24%	
East Flushing	5,038	-19.43%	4,968	-4.96%	721	9.74%	1,295	10.40%	
Elmhurst	22,216	-7.41%	19,497	-2.92%	2,272	38.03%	3,215	18.90%	
Far Rockaway	2,552	8.46%	4,007	21.72%	1,325	93.71%	2,934	86.76%	
Forest Hills	16,603	6.51%	17,618	24.68%	8,530	441.24%	2,583	-33.10%	
Fresh Meadows	19,146	2487.30%	11,308	3265.48%	1,314	∞	1,948	3646.15%	2
Glen Oaks	14,525	4.38%	9,443	23.97%	2,357	100.77%	3,489	-0.17%	
Glendale	5,310	-2.82%	2,868	25.79%	561	-36.68%	206	23.35%	
Hillcrest	76	-99.20%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
Hollis	4,137	45.82%	4,512	29.14%	491	13.66%	669	58.91%	
Howard Beach	5,550	20.63%	7,097	76.15%	509	31.52%	935	45.64%	
Hunters Point	23,809	2.54%	15,941	37.72%	2,431	61.96%	2,314	-23.78%	
Jackson Heights	15,149	4.11%	18,150	16.26%	952	35.81%	1,331	99.85%	
Kew Gardens Hills	13,866	5.61%	13,976	25.06%	1,091	-33.31%	887	-16.24%	
Langston Hughes	2,181	55.56%	6,981	110.97%	3,772	55.93%	8	-96.65%	
Laurelton	70	-97.59%	320	-91.52%	0	-100.00%	0	-100.00%	1,2
Lefferts	2,949	1.97%	5,871	33.13%	422	-8.86%	1,408	91.56%	
Lefrak City	43	-24.56%	0	-100.00%	0	0.00%	0	0.00%	1,2
Long Island City	3,875	3.44%	7,800	60.89%	1,324	287.13%	1,100	-22.92%	
Maspeth	7,110	10.08%	5,609	21.78%	1,009	52.42%	1,523	224.04%	
McGoldrick	5,531	17.68%	7,983	27.00%	2,062	162.01%	2,674	59.26%	
Middle Village	4,464	6.36%	4,705	17.60%	764	138.01%	1,441	13.64%	
Mitchell-Linden	9,592	-11.77%	8,524	6.87%	973	-8.55%	1,062	-10.98%	
North Forest Park	5,765	19.36%	5,673	42.82%	226	-58.61%	310	-14.84%	

Attachment: Key Performance Indicators Report - July 2023 (2948 : Key Performance Indicators Report -

President's Report: July 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	5,015	10.37%	4,925	25.16%	827	-32.38%	1,141	19.98%	
Ozone Park	4,548	14112.50%	6,814	762.53%	1,531	∞	344	∞	2
Peninsula	5,655	-4.81%	7,088	12.97%	367	-77.01%	976	187.91%	
Pommonok	3,486	5.00%	4,183	28.23%	288	-42.63%	260	-26.35%	
Poppenhusen	3,952	8.33%	4,241	23.21%	2,102	-21.04%	869	-30.76%	
Queensboro Hill	3,857	-21.48%	7,907	18.71%	1,744	51.65%	107	-80.82%	
Queens Village	2,865	10.02%	3,124	25.16%	638	28.89%	239	-60.10%	
Rego Park	8,782	6.19%	9,680	15.17%	659	55.79%	3,077	∞	
Richmond Hill	7,386	9.86%	6,128	11.64%	1,710	-1.55%	984	-1.40%	
Ridgewood	6,838	1.97%	16,725	32.99%	1,501	126.40%	1,681	-9.53%	
Rochdale Village	4,484	33.49%	6,372	51.17%	1,118	14.78%	53	-96.60%	
Rosedale	732	-65.04%	600	-79.80%	0	-100.00%	76	-97.23%	
Seaside	3,699	14.77%	5,724	29.12%	267	50.00%	2,910	147.45%	
South Hollis	2,808	64.89%	5,433	92.18%	661	-4.20%	334	912.12%	
South Jamaica	2,471	8.09%	3,099	33.81%	100	-81.62%	724	1049.21%	
South Ozone Park	3,195	38.31%	4,999	31.62%	939	131.28%	2,141	38.49%	
St. Albans	2,824	2.69%	4,296	14.22%	549	4.17%	163	-65.32%	
Steinway	111	-98.72%	702	-92.56%	0	-100.00%	0	-100.00%	1,2
Sunnyside	7,033	-14.89%	9,530	12.79%	2,410	158.03%	1,285	0.23%	
Whitestone	6,977	-4.12%	5,229	17.29%	611	6.26%	2,926	-14.37%	
Windsor Park	8,717	21.90%	6,988	20.57%	842	75.42%	1,727	33.57%	
Woodhaven	7,233	57.27%	6,471	36.58%	2,187	20.90%	885	329.61%	
Woodside	5,935	26.52%	8,382	47.10%	1,631	62.29%	1,478	19.97%	
Community Libraries Total	374,880	4.90%	388,477	21.20%	69,933	41.79%	71,709	8.45%	

Central Library Adult Learning Center	16	700.00%	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	1	0.00%	3,435	86.68%	801	46.44%	N/A	N/A	
Elmhurst Adult Learning Center	54	217.65%	N/A	N/A	697	-36.64%	N/A	N/A	3
Flushing Adult Learning Center	117	23.16%	0	0.00%	599	-39.25%	0	-100.00%	
Jackson Heights Adult Learning Center	27	-50.91%	N/A	N/A	410	-24.49%	0	-100.00%	3
Peninsula Adult Learning Center	1	-50.00%	N/A	N/A	513	-30.20%	N/A	N/A	3
Rochdale Adult Learning Center	36	227.27%	N/A	N/A	442	-9.61%	N/A	N/A	3
Adult Learning Center Total	252	37.70%	3,435	86.68%	3,462	-21.32%	0	-100.00%	

Central Adult Fiction	4,117	-0.22%
Central Adult Fiction - Ask at Desk	3,138	17.09%
Central Adult Non-Fiction	8,605	12.66%
Central Adult Non-Fiction - Ask at Desk	5,888	9.81%

President's Report: July 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	726	5.52%							
Central International Languages - Ask at Desk	217	19.23%							
Central Library Current Collection	1,064	-24.05%							
Central Library Fine Arts/Media Center	10,608	13.00%							
Central Library Others	771	-14.81%							
Central Library Hot Picks	259	-23.82%							
Central Library Interloan	200	2.04%							
Central Library Job Info Center	21	162.50%							
Central Library Young Adult Room	2,458	-0.53%							
Children's Library Discovery Center	9,813	28.93%	14,864	37.73%	2,795	78.14%	2,918	19353.33%	
Central Total	47,885	11.37%	62,190	36.10%	4,716	59.97%	11,376	19.36%	

Flushing	28,655	5.13%							
Flushing IRC	11	-31.25%							
Flushing Job Info Center (JIC)	5	-44.44%							
Flushing Media Center	5,123	-9.66%							
Flushing Total	33,794	2.56%	85,615	45.24%	8,305	286.10%	10,635	62.00%	2

E-book and E-Magazines	176,161	17.43%							
Virtual Music and Movies	66,143	49.94%							
Culture Pass reservations	1,783	57.23%							
Online Learning Services usage	14,329	187.90%							
Virtual Library Total	258,416	29.06%							
Langston Hughes Black Heritage	172	33.33%							
Queens Village Mail-A-Book	2,658	-8.82%							
Mobile Library	1,340	73.80%							
Correctional Outreach	127	-67.44%							
Other Total	15	-65.12%							

699	-60.10%	2,114	N/A
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540	15.14%	0	0.00%
408	-13.74%	N/A	X
127	-66.40%	14	-33.33%

System Total	719,539	12.79%	541,021	26.18%	87,893	44.46%	95,848	14.45%	
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Website Visits	266,689	-0.71%							
Wireless use	44,500	-14.72%							
Computer Sessions	70,424	24.99%							

Notes:

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2947

AGENDA: Key Performance Indicators Report - June 2023

Attachments:

Key Performance Indicators Report - June 2023 (PDF)

President's Report: June 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	8,042	-21.50%	6,652	8.32%	705	53.59%	1,774	902.26%	
Astoria	7,576	33.08%	6,842	48.29%	630	0.32%	2,111	151.91%	
Auburndale	7,417	-11.78%	4,936	10.01%	810	48.90%	1,706	-12.74%	
Baisley Park	1,796	59.22%	2,483	69.26%	380	450.72%	1,478	78.29%	2
Bayside	15,821	-8.92%	9,484	13.73%	533	20.59%	1,197	-62.33%	
Bay Terrace	12	-90.32%	0	0.00%	0	-100.00%	0	0.00%	1,2
Bellerose	5,482	2.03%	4,014	17.16%	302	-20.73%	921	41.26%	
Briarwood	5,994	6.20%	7,368	12.82%	1,288	109.09%	1,983	-1.59%	
Broadway	10	-88.76%	0	0.00%	0	0.00%	0	0.00%	1,2
Broad Channel	2,921	12.09%	1,347	21.46%	1	∞	268	446.94%	
Cambria Heights	2,576	-7.80%	5,998	25.98%	2,198	141.80%	199	-12.33%	
Corona	4,944	0.04%	8,855	19.73%	2,083	23.55%	84	-70.93%	
Court Square	1	-50.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	5,561	16.34%	4,256	23.86%	1,075	-18.44%	1,755	-25.06%	
East Elmhurst	3,173	23.75%	4,806	64.14%	1,578	75.14%	668	81.03%	
East Flushing	4,144	-20.55%	3,065	-26.62%	426	16.08%	701	-40.14%	
Elmhurst	20,339	-7.87%	17,033	-5.68%	1,805	64.54%	2,560	9.92%	2
Far Rockaway	2,414	-3.13%	3,504	11.95%	1,074	76.07%	2,743	178.48%	
Forest Hills	16,060	-2.04%	16,828	6.97%	6,096	262.86%	1,664	-38.05%	
Fresh Meadows	17,382	572.42%	9,347	271.80%	1,073	26725.00%	1,777	4836.11%	1,2
Glen Oaks	13,192	3.09%	8,384	15.29%	3,033	71.26%	3,476	-9.90%	
Glendale	5,366	11.49%	3,441	27.26%	654	42.17%	145	-8.81%	2
Hillcrest	157	-98.28%	0	-100.00%	0	-100.00%	0	-100.00%	1
Hollis	3,476	28.03%	3,832	24.58%	94	1466.67%	389	-25.05%	
Howard Beach	5,094	15.59%	5,779	51.52%	361	-14.66%	1,188	84.76%	
Hunters Point	22,668	-4.36%	17,618	17.61%	2,240	87.92%	3,186	-16.81%	
Jackson Heights	14,049	13.16%	16,872	24.82%	936	101.72%	1,006	103.23%	2
Kew Gardens Hills	14,235	8.88%	14,240	26.15%	1,574	5.50%	934	13.63%	
Langston Hughes	1,924	-9.50%	6,267	38.44%	1,802	-17.26%	132	-56.15%	
Laurelton	102	-96.19%	354	-92.14%	10	-98.56%	0	-100.00%	1
Lefferts	2,557	4.45%	5,144	15.86%	493	22.03%	1,296	121.16%	
Lefrak City	40	-41.18%	0	-100.00%	0	0.00%	0	0.00%	1,2
Long Island City	3,991	2.68%	7,812	51.16%	1,207	279.56%	1,120	-46.00%	
Maspeth	6,370	-4.10%	4,986	2.15%	920	27.96%	1,792	33.43%	
McGoldrick	5,398	7.94%	6,648	8.84%	217	-57.95%	2,009	-8.72%	
Middle Village	4,855	16.51%	4,558	30.04%	753	81.45%	1,144	17.94%	
Mitchell-Linden	8,918	-11.63%	7,448	1.75%	343	-58.07%	1,512	66.52%	
North Forest Park	6,232	26.56%	5,519	18.15%	183	-0.54%	318	154.40%	

President's Report: June 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	5,116	12.94%	5,577	-0.50%	747	6.11%	977	2.84%	
Ozone Park	3,858	42766.67%	5,999	4586.72%	711	∞	455	∞	2
Peninsula	5,552	-7.88%	7,591	14.58%	286	-64.47%	1,038	139.17%	
Pommonok	2,909	-8.29%	3,976	21.18%	247	54.38%	362	34.57%	
Poppenhusen	3,353	-8.21%	3,786	22.68%	1,873	-3.95%	668	-51.80%	
Queensboro Hill	4,031	-26.88%	7,140	-0.67%	2,347	104.09%	105	-82.44%	
Queens Village	2,662	15.39%	3,212	34.06%	735	215.45%	77	-73.90%	
Rego Park	8,527	11.22%	8,648	5.77%	658	177.64%	4,090	2663.51%	
Richmond Hill	7,466	12.37%	5,776	8.88%	1,700	2.53%	1,192	31.57%	
Ridgewood	6,267	0.48%	15,726	-1.80%	2,485	466.06%	1,772	-30.04%	
Rochdale Village	3,539	16.99%	5,019	28.59%	1,595	63.59%	517	-71.31%	
Rosedale	2,288	13.10%	3,630	35.30%	494	45.72%	1,901	-11.91%	
Seaside	3,637	15.13%	6,309	17.25%	300	194.12%	2,928	403.09%	
South Hollis	2,295	78.46%	5,632	54.17%	1,225	101.48%	352	300.00%	
South Jamaica	2,269	7.79%	4,067	52.44%	192	-63.71%	12	-78.95%	
South Ozone Park	2,889	32.04%	5,531	44.34%	1,271	186.26%	1,831	31.73%	
St. Albans	2,593	-4.60%	4,635	27.90%	724	162.32%	219	-28.20%	
Steinway	374	-95.45%	1,107	-90.12%	0	-100.00%	0	-100.00%	1,2
Sunnyside	7,675	-2.14%	9,722	2.89%	2,509	284.23%	1,472	8.80%	
Whitestone	6,409	-4.83%	4,765	45.19%	486	8.97%	3,345	44.68%	
Windsor Park	8,208	17.54%	6,552	27.89%	1,015	169.95%	1,527	54.87%	
Woodhaven	5,839	39.02%	5,050	12.82%	2,214	41.56%	833	362.78%	
Woodside	5,435	19.66%	8,174	44.34%	1,532	116.38%	1,345	29.95%	
Community Libraries Total	353,480	2.04%	373,344	13.59%	62,223	57.15%	70,254	13.22%	

Central Library Adult Learning Center	20	233.33%	N/A	N/A	15	∞	N/A	N/A	3
Elmezzi LIC Adult Learning Center	8	700.00%	3,958	138.87%	1,034	-16.61%	N/A	N/A	
Elmhurst Adult Learning Center	71	69.05%	N/A	N/A	898	-40.53%	N/A	N/A	3
Flushing Adult Learning Center	107	-9.32%	0	0.00%	1,429	31.83%	0	-100.00%	
Jackson Heights Adult Learning Center	24	-67.12%	N/A	N/A	652	-12.01%	0	-100.00%	3
Peninsula Adult Learning Center	0	0.00%	N/A	N/A	1,031	30.84%	N/A	N/A	3
Rochdale Adult Learning Center	20	-31.03%	N/A	N/A	909	8.60%	N/A	N/A	3
Adult Learning Center Total	250	-7.06%	3,958	138.87%	5,968	-3.74%	0	-100.00%	

Central Adult Fiction	3,888	3.27%
Central Adult Fiction - Ask at Desk	2,867	16.40%
Central Adult Non-Fiction	7,923	0.79%
Central Adult Non-Fiction - Ask at Desk	5,502	6.57%

President's Report: June 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	704	2.18%							
Central International Languages - Ask at Desk	195	31.76%							
Central Library Current Collection	1,103	-13.42%							
Central Library Fine Arts/Media Center	10,272	9.66%							
Central Library Others	890	5.08%							
Central Library Hot Picks	218	-29.68%							
Central Library Interloan	188	11.24%							
Central Library Job Info Center	19	90.00%							
Central Library Young Adult Room	1,607	-21.49%							
Children's Library Discovery Center	7,344	16.70%	9,981	7.24%	2,826	115.07%	2,400	47900.00%	
Central Total	42,720	5.73%	51,575	18.39%	7,944	-14.00%	10,058	12.22%	

Flushing	26,123	4.60%							
Flushing IRC	12	100.00%							
Flushing Job Info Center (JIC)	1	-75.00%							
Flushing Media Center	4,854	-13.81%							
Flushing Total	30,990	1.22%	71,550	44.88%	3,618	1265.28%	10,489	201.32%	2

E-book and E-Magazines	156,882	16.12%
Virtual Music and Movies	57,861	31.03%
Culture Pass reservations	1,295	N/A
Online Learning Services usage	10,160	N/A
Virtual Library Total	226,198	26.18%
Langston Hughes Black Heritage	182	13.04%
Queens Village Mail-A-Book	3,261	15.68%
Mobile Library	972	-2.31%
Correctional Outreach	688	8.01%
Other Total	17	-39.29%

2,534	-50.52%	1,922	N/A
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1,616	174.36%	0	0.00%
560	14.29%	N/A	X
2,301	291.33%	46	43.75%

System Total	658,758	9.62%	502,574	18.00%	83,317	36.02%	92,769	23.15%
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Website Visits	287,135	12.34%
Wireless use	47,707	-1.95%
Computer Sessions	65,079	20.75%

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 13, 2023

ITEM ID #: 2949

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.