

**QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, DECEMBER 14, 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 - September 13, 2023 (ID # 2988)

III. COMMITTEE REPORT(S)

A. Executive Committee - October 18, 2023

1. Approval of Executive Committee Report - October 18, 2023 (ID # 2990)

B. Nominating Committee - November 7, 2023

1. Approval of Nominating Committee Report - November 7, 2023 (ID # 2989)
2. Motion to Close Nominations (ID # 3000)

IV. AGENDA

A. Action Item(s)

1. Approval of Bills for the Month of September 2023 (ID # 2973)
2. Approval of Bills for the Month of October 2023 (ID # 2978)
3. Approval of Bills for the Month of November 2023 (ID # 2981)
4. Acceptance of Financial Reports for the Period Ending September 2023 (ID # 2975)
5. Acceptance of Financial Reports for the Period Ending October 2023 (ID # 2976)
6. Acceptance of Financial Reports for the Period Ending November 2023 (ID # 2979)

7. Renewal of TD Bank Letter of Credit - Contract Authorization (ID # 3009)
8. Contract Authorization - Window Cleaning Services (ID # 3003)
9. Calendar of Meetings – 2024 (ID # 3001)
10. Election of New Members to Queens Public Library Foundation Board of Directors (ID # 3002)

B. Report Item(s)

1. Payroll for the Month of September 2023 (ID # 2974)
2. Payroll for the Month of October 2023 (ID # 2977)
3. Payroll for the Month of November 2023 (ID # 2980)
4. Purchases Over \$50K -September 2023 (ID # 3004)
5. Purchases Over \$50K - October 2023 (ID # 3005)
6. Purchases Over \$50K - November 2023 (ID # 3006)
7. Personnel Report - August 2023 (ID # 2996)
8. Personnel Report - September 2023 (ID # 2997)
9. Personnel Report - October 2023 (ID # 2998)
10. Personnel Report - November 2023 (ID # 2999)

V. REPORT OF THE CHAIR OF THE BOARD

VI. PRESIDENT'S REPORT

1. Key Performance Indicators Report - August 2023 (ID # 2991)
2. Key Performance Indicators Report - September 2023 (ID # 2992)
3. Key Performance Indicators Report - October 2023 (ID # 2993)

VII. ADJOURNMENT

1. Motion to Adjourn (ID # 2995)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2988

AGENDA: Approval of Minutes of the Board - September 13, 2023

Recommended Motion for Consideration:

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

Attachments:

BOT Minutes - September 13, 2023 (PDF)

Audit Committee Report - September 13, 2023 (PDF)

Labor Relations Report - September 13, 2023 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2990

AGENDA: Approval of Executive Committee Report - October 18, 2023

Recommended Motion for Consideration for the Board of Trustees:

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

Attachments:

Executive Committee Report - October 18, 2023 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2989

AGENDA: Approval of Nominating Committee Report - November 7, 2023

Recommended Motion for Consideration for the Board of Trustees:

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

Attachments:

Nominating Committee Report - November 7, 2023 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 3000

AGENDA: Motion to Close Nominations

Recommended Motion for Consideration:

I move that the Board of Trustees close the nominations for officers of the Library for calendar year 2024.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2973

AGENDA: Approval of Bills for the Month of September 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 \$4,656,609 being the amount of September 2023 bills vouchered and paid consisting of \$7,455 in Fines and Fees Funds, \$1,631,311 in City Funds, \$400,698 in Federal & State Funds, \$2,545,889 in Trust & Agency Funds, \$32,097 in Board-Designated & Private Grants Funds and \$39,159 from the Workers' Compensation Reserve Fund. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the September 2023 bills in the aggregate sum of \$4,656,609.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2978

AGENDA: Approval of Bills for the Month of October 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 \$5,521,630 being the amount of October 2023 bills vouchered and paid consisting of \$22,007 in Fines and Fees Funds, \$1,345,787 in City Funds, \$156,326 in Federal & State Funds, \$3,953,438 in Trust & Agency Funds, \$8,380 in Board-Designated & Private Grants Funds and \$35,692 from the Workers' Compensation Reserve Fund. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the October 2023 bills in the aggregate sum of \$5,521,630.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2981

AGENDA: Approval of Bills for the Month of November 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 \$4,214,950 being the amount of November 2023 bills vouchered and paid consisting of \$6,555 in Fines and Fees Funds, \$1,009,173 in City Funds, \$471,894 in Federal & State Funds, \$2,689,904 in Trust & Agency Funds, \$20,271 in Board-Designated & Private Grants Funds and \$17,153 from the Workers' Compensation Reserve Fund. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the November 2023 bills in the aggregate sum of \$4,214,950.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2975

AGENDA: Acceptance of Financial Reports for the Period Ending September 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 September 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 September 30, 2023.

Attachments:

09_23 Financial Statements (PDF)

Queens Public Library
 City Consolidated Budget Report
 As of September 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	\$ 114,890	\$ 124,016	\$ 25,597	\$ 98,419	\$ (1,403)	\$ 2,615	\$ 4,380	\$ 4,380	\$ 2,121	\$ 2,500	\$ 2,500	\$ 31,074
State of New York	-	-	-	-	-	-	-	-	-	-	-	-
United States of America	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-
Contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-
Contributed services	-	-	(30)	30	-	-	-	-	-	-	-	(30)
Fines and fees	-	-	-	-	-	-	-	-	-	-	-	-
Interest & Dividend Income	5	5	1	4	-	-	-	-	-	-	-	1
Investment (loss) income	2	2	-	2	-	-	-	-	-	-	-	-
Other Revenue	-	-	0	(0)	-	-	-	-	-	-	-	0
FY23 Carry Forward	1,208	1,208	1,208	-	-	-	-	-	-	-	-	1,208
Total Revenue	\$ 116,105	\$ 125,231	\$ 26,775	\$ 98,456	\$ (1,403)	\$ 2,615	\$ 4,380	\$ 4,380	\$ 2,121	\$ 2,500	\$ 2,500	\$ 32,253
Appropriations												
Wages	\$ 72,606	\$ 77,512	\$ 15,221	\$ 62,291	\$ 184	\$ 100	\$ 108	\$ 5	\$ 1,503	\$ 1,592	\$ 248	\$ 15,658
Fringe benefits	26,582	27,064	5,815	21,249	48	9	11	0	332	380	60	5,923
Books and other library materials	3,471	5,088	627	4,461	8	26	116	-	3	5	2	636
Programs (contracted services and exhibits)	434	434	93	341	11	-	-	3	-	-	15	122
Information technology	1,496	1,688	468	1,220	8	-	-	-	40	43	-	476
Building maintenance and renovations	3,188	3,613	662	2,951	(16)	1,396	2,414	98	-	-	-	745
Telecommunications	557	619	102	517	0	-	-	-	-	-	-	103
Building lease	1,555	1,555	421	1,134	-	-	-	-	-	-	-	421
Contractual services	2,008	3,247	698	2,549	0	1,082	1,714	-	224	341	7	706
Supplies, equipment, and furniture	1,148	1,404	141	1,263	11	-	16	1	11	130	42	195
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	23	395	3	2	1	-	8	9	-	26
Total Expenses	\$ 114,897	\$ 124,023	\$ 25,572	\$ 98,451	\$ 257	\$ 2,615	\$ 4,380	\$ 108	\$ 2,121	\$ 2,500	\$ 373	\$ 26,310
	\$ 1,208	\$ 1,208	\$ 1,204	\$ 4	\$ (1,660)	\$ -	\$ 0	\$ 4,273	\$ -	\$ -	\$ 2,127	\$ 5,943

Attachment: 09_23 Financial Statements (2975 : Acceptance of Financial Reports for the Period Ending

Queens Public Library
State Consolidated Budget Report
As of September 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
Estimated Revenues						
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	-	-	-	-	1,981	1,981
United States of America	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	5,939	5,939	1,485	4,454	-	1,485
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	\$ 7,111	\$ 7,111	\$ 2,657	\$ 4,454	\$ 1,981	\$ 4,638
Appropriations						
Wages	\$ 1,314	\$ 1,314	\$ 238	\$ 1,076	\$ 93	\$ 331
Fringe benefits	224	224	50	174	14	64
Books and other library materials	635	680	168	467	142	310
Programs (contracted services and exhibits)	23	23	0	23	25	25
Information technology	2,278	2,278	175	2,103	2	177
Building maintenance and renovations	1,920	1,899	66	1,854	1,007	1,073
Telecommunications	-	-	-	-	-	-
Building lease	-	-	-	-	-	-
Contractual services	129	121	4	125	-	4
Supplies, equipment, and furniture	61	339	3	58	15	18
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-
Other	3	3	-	3	154	154
Total Expenses	\$ 6,587	\$ 6,881	\$ 702	\$ 5,885	\$ 1,452	\$ 2,154
Transfer to QPLF					(215)	(215)
Capital Eligible Expenses					-	-
	\$ 524	\$ 230	\$ 1,954	\$ (1,430)	\$ 314	\$ 2,268

**Queens Public Library
Federal Consolidated Budget Report
As of September 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	727	727	-	727	97		97	
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	\$ 97		\$ 97	
Appropriations								
Wages	\$ -	\$ -	\$ -	\$ -	\$ 322	\$ 322		
Fringe benefits	-	-	-	-	95	95		
Books and other library materials	-	-	-	-	-	-		
Programs (contracted services and exhibits)	-	-	-	-	39	39		
Information technology	-	-	-	-	4	4		
Building maintenance and renovations	-	-	-	-	-	-		
Telecommunications	727	727	114	613	-	114		
Building lease	-	-	-	-	-	-		
Contractual services	-	-	-	-	72	72		
Supplies, equipment, and furniture	-	-	-	-	-	-		
Use of contributed facilities	-	-	-	-	-	-		
Use of contributed services	-	-	-	-	-	-		
Property and casualty insurance	-	-	-	-	-	-		
Depreciation	-	-	-	-	-	-		
Bad Debt Expense	-	-	-	-	-	-		
Other	-	-	-	-	4	4		
Total Expenses	\$ 727	\$ 727	\$ 114	\$ 613	\$ 535		\$ 648	
	\$ -	\$ -	\$ (114)	\$ 114	\$ (438)		\$ (551)	

Attachment: 09_23 Financial Statements (2975 : Acceptance of Financial Reports for the Period Ending

Queens Public Library
 Other Consolidated Budget Report
 As of September 30, 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	-	-	-	-	-	-	-	-	-	-	-	-	(154)
Fines and fees	-	-	-	-	325	325	97	228	-	-	-	-	-
Interest & Dividend Income	250	250	69	181	6	6	1	5	-	-	-	-	17
Investment (loss) income	209	209	32	177	-	-	-	-	-	-	-	-	11
Other Revenue	-	-	1	(1)	18	18	-	18	650	650	-	650	43
FY23 Carry Forward	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	\$ 459	\$ 459	\$ 102	\$ 357	\$ 349	\$ 349	\$ 99	\$ 250	\$ 650	\$ 650	\$ -	\$ 650	\$ (73)
Appropriations													
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74	\$ 74	\$ 15	\$ 59	\$ -
Fringe benefits	-	-	-	-	-	-	3	(3)	328	328	91	237	-
Books and other library materials	-	-	-	-	166	166	105	61	-	-	-	-	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	69	256	183	183	17	166	123	123	20	103	6
Supplies, equipment, and furniture	11	11	0	11	-	-	0	-	-	-	-	-	0
Use of contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-	-	-	122	122	104	18	-
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	36	36	6	30	-	-	-	-	3	3	0	3	(154)
Total Expenses	\$ 400	\$ 400	\$ 75	\$ 325	\$ 349	\$ 349	\$ 125	\$ 224	\$ 650	\$ 650	\$ 231	\$ 419	\$ (147)
	\$ 59	\$ 59	\$ 27	\$ 32	\$ -	\$ -	\$ (26)	\$ 26	\$ -	\$ -	\$ (231)	\$ 231	\$ 75

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	22,793
Accounts receivable		(923)
Grants and Contracts Receivable		1,774
Contributions receivable		0
Prepaid Expenses		-
Leases - ROU		8,604
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		9,378
Interfund Transfer		7,385
Security Deposits		-
Total Assets	\$	49,011
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	1,157
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		8,785
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		-
Deferred revenue		-
Other liabilities		1,563
Total Liabilities		11,505
Without Donor Restriction:		
Board designated		-
Others		37,155
With Donor Restriction		352
Total Net Assets		37,506
Total Liabilities and Net Assets	\$	49,011

Attachment: 09_23 Financial Statements (2975 : Acceptance of Financial Reports for the Period Ending September 2023)

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	6,378
Accounts receivable		1,499
Grants and Contracts Receivable		41
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		24,842
Fixed Assets, Net		35,434
Interfund Transfer		-
Security Deposits		26
Total Assets	\$	68,220
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	123
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		8,372
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		6,697
Deferred revenue		-
Other liabilities		-
Total Liabilities	\$	15,193
Without Donor Restriction:		
Board designated		-
Others		52,874
With Donor Restriction		154
Total Net Assets		53,028
Total Liabilities and Net Assets	\$	68,220

Attachment: 09_23 Financial Statements (2975 : Acceptance of Financial Reports for the Period Ending September 2023)

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	85
Accounts receivable		31
Grants and Contracts Receivable		699
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		169
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	985
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	16
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		1,349
Deferred revenue		-
Other liabilities		-
Total Liabilities		1,365
Without Donor Restriction:		
Board designated		-
Others		49
With Donor Restriction		(429)
Total Net Assets		(380)
Total Liabilities and Net Assets	\$	985

Attachment: 09_23 Financial Statements (2975 : Acceptance of Financial Reports for the Period Ending September 2023)

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	700
Accounts receivable		18
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		10,133
Fixed Assets, Net		854
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	11,705
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	(0)
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		352
Deferred revenue		-
Other liabilities		-
Total Liabilities		352
Without Donor Restriction:		
Board designated		11,053
Others		-
With Donor Restriction		301
Total Net Assets		11,353
Total Liabilities and Net Assets	\$	11,705

Attachment: 09_23 Financial Statements (2975 : Acceptance of Financial Reports for the Period Ending September 2023)

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	3,345
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		309
Security Deposits		-
Total Assets	\$	3,672
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	(0)
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		(0)
Without Donor Restriction:		
Board designated		-
Others		3,672
With Donor Restriction		-
Total Net Assets		3,672
Total Liabilities and Net Assets	\$	3,672

Attachment: 09_23 Financial Statements (2975 : Acceptance of Financial Reports for the Period Ending September 2023)

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	1,880
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	\$	2,609
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	(0)
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	\$	807
Without Donor Restriction:		
Board designated		-
Others		1,801
With Donor Restriction		-
Total Net Assets		1,801
Total Liabilities and Net Assets	\$	2,609

Attachment: 09_23 Financial Statements (2975 : Acceptance of Financial Reports for the Period Ending September 2023)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2976

AGENDA: Acceptance of Financial Reports for the Period Ending October 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 October 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 October 31, 2023.

Attachments:

10_23 Financial Statements (PDF)

Queens Public Library
 City Consolidated Budget Report
 As of October 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	\$ 36,532	\$ 87,484	\$ (1,215)	\$ 2,615	\$ 4,380	\$ 4,380	\$ 2,121	\$ 2,500	\$ 2,500	\$ 42,198
State of New York	-	-	-	-	-	-	-	-	-	-	-	-
United States of America	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-
Contributed facilities	-	-	-	-	20	-	-	-	-	-	-	20
Contributed services	-	-	0	(0)	(41)	-	-	-	-	-	-	(41)
Fines and fees	-	-	-	-	-	-	-	-	-	-	-	-
Interest & Dividend Income	5	5	6	(1)	28	-	-	-	-	-	-	35
Investment (loss) income	2	2	-	2	-	-	-	-	-	-	-	-
Other Revenue	-	-	16	(16)	-	-	-	-	-	-	-	16
FY23 Carry Forward	1,208	1,208	1,208	-	-	-	-	-	-	-	-	1,208
Total Revenue	\$ 116,105	\$ 125,231	\$ 37,763	\$ 87,468	\$ (1,207)	\$ 2,615	\$ 4,380	\$ 4,380	\$ 2,121	\$ 2,500	\$ 2,500	\$ 43,436
Appropriations												
Wages	\$ 72,606	\$ 77,512	\$ 20,740	\$ 56,772	\$ 223	\$ 100	\$ 108	\$ 7	\$ 1,503	\$ 1,592	\$ 344	\$ 21,314
Fringe benefits	26,582	27,064	7,759	19,305	66	9	11	1	332	380	83	7,909
Books and other library materials	3,471	5,088	872	4,216	12	26	116	30	3	5	2	916
Programs (contracted services and exhibits)	434	434	130	304	23	-	-	6	-	-	21	180
Information technology	1,496	1,688	717	971	8	-	-	-	40	43	-	726
Building maintenance and renovations	3,188	3,613	1,145	2,468	(166)	1,396	2,414	123	-	-	-	1,102
Telecommunications	557	619	164	455	0	-	-	-	-	-	-	164
Building lease	1,555	1,555	581	974	-	-	-	-	-	-	-	581
Contractual services	2,008	3,247	924	2,323	0	1,082	1,714	-	224	341	7	932
Supplies, equipment, and furniture	1,148	1,404	179	1,225	33	-	16	3	11	130	45	261
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	29	389	3	2	1	-	8	9	0	32
Total Expenses	\$ 114,897	\$ 124,023	\$ 34,541	\$ 89,482	\$ 203	\$ 2,615	\$ 4,380	\$ 170	\$ 2,121	\$ 2,500	\$ 502	\$ 35,416
	\$ 1,208	\$ 1,208	\$ 3,221	\$ (2,013)	\$ (1,411)	\$ -	\$ 0	\$ 4,211	\$ -	\$ -	\$ 1,998	\$ 8,019

Attachment: 10_23 Financial Statements (2976 : Acceptance of Financial Reports for the Period Ending

Queens Public Library
State Consolidated Budget Report
As of October 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	-	-	-	-	4,933	4,933
United States of America	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	5,939	5,939	1,980	3,959	-	1,980
Contributed facilities	-	-	-	-	-	-
Contributed services	-	-	-	-	(154)	(154)
Fines and fees	-	-	-	-	-	-
Interest & Dividend Income	-	-	-	-	126	126
Investment (loss) income	-	-	-	-	(787)	(787)
Other Revenue	-	-	0	(0)	-	0
FY23 Carry Forward	1,172	1,172	1,172	-	-	1,172
Total Revenue	\$ 7,111	\$ 7,111	\$ 3,152	\$ 3,959	\$ 4,118	\$ 7,269
Appropriations						
Wages	\$ 1,314	\$ 1,314	\$ 337	\$ 977	\$ 10	\$ 348
Fringe benefits	224	224	67	157	(12)	55
Books and other library materials	635	680	253	382	199	452
Programs (contracted services and exhibits)	23	23	8	15	35	43
Information technology	2,278	2,278	391	1,887	5	396
Building maintenance and renovations	1,920	1,899	91	1,829	1,188	1,279
Telecommunications	-	-	-	-	-	-
Building lease	-	-	-	-	-	-
Contractual services	129	121	10	119	39	49
Supplies, equipment, and furniture	61	339	4	57	22	26
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-
Other	3	3	-	3	-	-
Total Expenses	\$ 6,587	\$ 6,881	\$ 1,162	\$ 5,425	\$ 1,487	\$ 2,649
Transfer to QPLF					-	-
Capital Eligible Expenses					-	-
	\$ 524	\$ 230	\$ 1,990	\$ (1,466)	\$ 2,631	\$ 4,621

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

In thousands

	Federal Funds						Unaudited Y-T-D Actual	Unaudited Y-T-D Actual
	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	509	509	509	
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	\$ 509	\$ 509	\$ 509	
Appropriations								
Wages	\$ -	\$ -	\$ -	\$ -	\$ 458	\$ 458	\$ 458	
Fringe benefits	-	-	-	-	131	131	131	
Books and other library materials	-	-	-	-	-	-	-	
Programs (contracted services and exhibits)	-	-	-	-	39	39	39	
Information technology	-	-	-	-	4	4	4	
Building maintenance and renovations	-	-	-	-	-	-	-	
Telecommunications	727	727	212	515	-	212	212	
Building lease	-	-	-	-	-	-	-	
Contractual services	-	-	-	-	73	73	73	
Supplies, equipment, and furniture	-	-	-	-	11	11	11	
Use of contributed facilities	-	-	-	-	-	-	-	
Use of contributed services	-	-	-	-	-	-	-	
Property and casualty insurance	-	-	-	-	-	-	-	
Depreciation	-	-	-	-	-	-	-	
Bad Debt Expense	-	-	-	-	-	-	-	
Other	-	-	-	-	6	6	6	
Total Expenses	\$ 727	\$ 727	\$ 212	\$ 515	\$ 722	\$ 933	\$ 933	
	\$ -	\$ -	\$ (212)	\$ 212	\$ (212)	\$ (424)	\$ (424)	

Attachment: 10_23 Financial Statements (2976 : Acceptance of Financial Reports for the Period Ending

Queens Public Library
 Other Consolidated Budget Report
 As of October 31, 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	-	-	-	-	-	-	-	-	-	-	-	-	9
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributed services	-	-	-	-	-	-	-	-	-	-	-	-	(154)
Fines and fees	-	-	-	-	325	325	129	196	-	-	-	-	-
Interest & Dividend Income	250	250	(30)	280	6	6	46	(40)	-	-	-	-	115
Investment (loss) income	209	209	169	40	-	-	-	-	-	-	-	-	(725)
Other Revenue	-	-	1	(1)	18	18	-	18	650	650	-	650	74
FY23 Carry Forward	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	\$ 459	\$ 459	\$ 139	\$ 320	\$ 349	\$ 349	\$ 175	\$ 174	\$ 650	\$ 650	\$ -	\$ 650	\$ (681)
Appropriations													
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74	\$ 74	\$ 21	\$ 53	\$ -
Fringe benefits	-	-	-	-	-	-	3	(3)	328	328	120	208	-
Books and other library materials	-	-	-	-	166	166	140	26	-	-	-	-	0
Programs (contracted services and exhibits)	-	-	-	-	-	-	-	-	-	-	-	-	1
Information technology	26	26	-	26	-	-	-	-	-	-	-	-	-
Building maintenance and renovations	-	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications	2	2	-	2	-	-	-	-	-	-	-	-	-
Building lease	-	-	-	-	-	-	-	-	-	-	-	-	-
Contractual services	325	325	44	281	183	183	30	153	123	123	31	92	31
Supplies, equipment, and furniture	11	11	1	10	-	-	-	-	-	-	-	-	0
Use of contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-	-	-	122	122	104	18	-
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	36	36	8	28	-	-	-	-	3	3	0	3	(154)
Total Expenses	\$ 400	\$ 400	\$ 54	\$ 346	\$ 349	\$ 349	\$ 173	\$ 176	\$ 650	\$ 650	\$ 277	\$ 373	\$ (121)
	\$ 59	\$ 59	\$ 86	\$ (27)	\$ -	\$ -	\$ 2	\$ (2)	\$ -	\$ -	\$ (277)	\$ 277	\$ (560)

Attachment: 10_23 Financial Statements (2976 : Acceptance of Financial Reports for the Period Ending

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	23,475
Accounts receivable		(891)
Grants and Contracts Receivable		1,797
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		8,604
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		9,378
Interfund Transfer		7,564
Security Deposits		-
Total Assets	\$	49,928
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	211
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		8,785
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		-
Deferred revenue		-
Other liabilities		1,349
Total Liabilities		10,346
Without Donor Restriction:		
Board designated		-
Others		39,010
With Donor Restriction		572
Total Net Assets		39,582
Total Liabilities and Net Assets	\$	49,928

Attachment: 10_23 Financial Statements (2976 : Acceptance of Financial Reports for the Period Ending October 2023)

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	9,676
Accounts receivable		1,994
Grants and Contracts Receivable		6
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		24,086
Fixed Assets, Net		35,434
Interfund Transfer		-
Security Deposits		26
Total Assets	\$	71,222
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	290
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		8,372
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		7,612
Deferred revenue		-
Other liabilities		-
Total Liabilities	\$	16,274
Without Donor Restriction:		
Board designated		-
Others		52,146
With Donor Restriction		2,803
Total Net Assets		54,948
Total Liabilities and Net Assets	\$	71,222

Attachment: 10_23 Financial Statements (2976 : Acceptance of Financial Reports for the Period Ending October 2023)

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	(0)
Accounts receivable		9
Grants and Contracts Receivable		156
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		169
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	334
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	5
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		581
Deferred revenue		-
Other liabilities		-
Total Liabilities		586
Without Donor Restriction:		
Board designated		-
Others		49
With Donor Restriction		(301)
Total Net Assets		(252)
Total Liabilities and Net Assets	\$	334

Attachment: 10_23 Financial Statements (2976 : Acceptance of Financial Reports for the Period Ending October 2023)

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	691
Accounts receivable		20
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		9,591
Fixed Assets, Net		854
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	11,157
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	1
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		410
Deferred revenue		-
Other liabilities		-
Total Liabilities		411
Without Donor Restriction:		
Board designated		10,447
Others		-
With Donor Restriction		299
Total Net Assets		10,746
Total Liabilities and Net Assets	\$	11,157

Attachment: 10_23 Financial Statements (2976 : Acceptance of Financial Reports for the Period Ending October 2023)

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	3,404
Accounts receivable		24
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		8
Interfund Transfer		295
Security Deposits		-
Total Assets	\$	3,731
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	(0)
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		(0)
Without Donor Restriction:		
Board designated		-
Others		3,731
With Donor Restriction		-
Total Net Assets		3,731
Total Liabilities and Net Assets	\$	3,731

Attachment: 10_23 Financial Statements (2976 : Acceptance of Financial Reports for the Period Ending October 2023)

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	1,841
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	\$	2,570
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	7
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	\$	815
Without Donor Restriction:		
Board designated		-
Others		1,755
With Donor Restriction		-
Total Net Assets		1,755
Total Liabilities and Net Assets	\$	2,570

Attachment: 10_23 Financial Statements (2976 : Acceptance of Financial Reports for the Period Ending October 2023)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2979

AGENDA: Acceptance of Financial Reports for the Period Ending November 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 November 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 November 30, 2023.

Attachments:

11_23 Financial Statements (PDF)

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	26,316
Accounts receivable		(894)
Grants and Contracts Receivable		1,797
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		8,604
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		9,378
Interfund Transfer		7,356
Security Deposits		-
Total Assets	\$	52,558
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	470
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		8,785
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		-
Deferred revenue		-
Other liabilities		1,386
Total Liabilities		10,641
Without Donor Restriction:		
Board designated		-
Others		41,027
With Donor Restriction		889
Total Net Assets		41,917
Total Liabilities and Net Assets	\$	52,558

Attachment: 11_23 Financial Statements (2979 : Acceptance of Financial Reports for the Period Ending November 2023)

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	8,668
Accounts receivable		1,994
Grants and Contracts Receivable		6
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		25,076
Fixed Assets, Net		35,434
Interfund Transfer		-
Security Deposits		26
Total Assets	\$	71,204
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	2,409
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		8,372
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		7,362
Deferred revenue		-
Other liabilities		-
Total Liabilities	\$	18,144
Without Donor Restriction:		
Board designated		-
Others		52,685
With Donor Restriction		375
Total Net Assets		53,060
Total Liabilities and Net Assets	\$	71,204

Attachment: 11_23 Financial Statements (2979 : Acceptance of Financial Reports for the Period Ending November 2023)

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	(2)
Accounts receivable		9
Grants and Contracts Receivable		133
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		169
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	308
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	(40)
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		658
Deferred revenue		-
Other liabilities		-
Total Liabilities		618
Without Donor Restriction:		
Board designated		-
Others		49
With Donor Restriction		(359)
Total Net Assets		(310)
Total Liabilities and Net Assets	\$	308

Attachment: 11_23 Financial Statements (2979 : Acceptance of Financial Reports for the Period Ending November 2023)

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	679
Accounts receivable		10
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		10,216
Fixed Assets, Net		854
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	11,759
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	12
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		410
Deferred revenue		-
Other liabilities		-
Total Liabilities		422
Without Donor Restriction:		
Board designated		11,040
Others		-
With Donor Restriction		297
Total Net Assets		11,338
Total Liabilities and Net Assets	\$	11,759

Attachment: 11_23 Financial Statements (2979 : Acceptance of Financial Reports for the Period Ending November 2023)

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	3,472
Accounts receivable		26
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		8
Interfund Transfer		296
Security Deposits		-
Total Assets	\$	3,802
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	2
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		2
Without Donor Restriction:		
Board designated		-
Others		3,800
With Donor Restriction		-
Total Net Assets		3,800
Total Liabilities and Net Assets	\$	3,802

Attachment: 11_23 Financial Statements (2979 : Acceptance of Financial Reports for the Period Ending November 2023)

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	1,814
Accounts receivable		-
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		-
Interfund Transfer		732
Security Deposits		-
Total Assets	\$	2,546
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	4
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	\$	812
Without Donor Restriction:		
Board designated		-
Others		1,734
With Donor Restriction		-
Total Net Assets		1,734
Total Liabilities and Net Assets	\$	2,546

Attachment: 11_23 Financial Statements (2979 : Acceptance of Financial Reports for the Period Ending November 2023)

Queens Public Library
 City Consolidated Budget Report
 As of November 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	\$ 114,890	\$ 118,595	\$ 48,468	\$ 70,127	\$ (777)	\$ 2,615	\$ 3,380	\$ 3,380	\$ 2,121	\$ 2,500	\$ 2,500	\$ 53,571
State of New York	-	-	-	-	-	-	-	-	-	-	-	-
United States of America	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-
Contributed facilities	-	-	-	-	20	-	-	-	-	-	-	20
Contributed services	-	-	0	(0)	(51)	-	-	-	-	-	-	(51)
Fines and fees	-	-	-	-	-	-	-	-	-	-	-	-
Interest & Dividend Income	5	5	1	4	95	-	-	-	-	-	-	97
Investment (loss) income	2	2	-	2	-	-	-	-	-	-	-	-
Other Revenue	-	-	16	(16)	-	-	-	-	-	-	-	16
FY23 Carry Forward	1,208	1,208	1,208	-	-	-	-	-	-	-	-	1,208
Total Revenue	\$ 116,105	\$ 119,810	\$ 49,693	\$ 70,117	\$ (712)	\$ 2,615	\$ 3,380	\$ 3,380	\$ 2,121	\$ 2,500	\$ 2,500	\$ 54,861
Appropriations												
Wages	\$ 72,606	\$ 73,160	\$ 26,133	\$ 47,027	\$ 288	\$ 100	\$ 108	\$ 12	\$ 1,503	\$ 1,504	\$ 443	\$ 26,876
Fringe benefits	26,582	27,064	9,721	17,343	83	9	11	1	332	380	109	9,914
Books and other library materials	3,471	4,088	1,177	2,911	14	26	116	46	3	10	2	1,239
Programs (contracted services and exhibits)	434	434	146	288	39	-	-	7	-	-	47	239
Information technology	1,496	1,690	739	951	8	-	-	-	40	72	-	747
Building maintenance and renovations	3,188	4,726	1,553	3,173	(166)	1,396	1,414	171	-	-	-	1,558
Telecommunications	557	619	207	412	0	-	-	-	-	-	-	207
Building lease	1,555	1,555	743	812	-	-	-	-	-	-	-	743
Contractual services	2,008	3,031	1,160	1,871	0	1,082	1,714	4	224	330	48	1,212
Supplies, equipment, and furniture	1,148	1,643	319	1,324	45	-	17	3	11	162	50	417
Use of contributed facilities	11	13	-	13	-	-	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-
Property and casualty insurance	1,503	1,368	1,306	62	-	-	-	-	-	-	-	1,306
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-
Other	338	419	46	373	3	2	-	-	8	42	0	50
Total Expenses	\$ 114,897	\$ 119,810	\$ 43,250	\$ 76,560	\$ 314	\$ 2,615	\$ 3,380	\$ 245	\$ 2,121	\$ 2,500	\$ 698	\$ 44,508
	\$ 1,208	\$ -	\$ 6,443	\$ (6,443)	\$ (1,026)	\$ -	\$ 0	\$ 3,135	\$ -	\$ -	\$ 1,802	\$ 10,354

Attachment: 11_23 Financial Statements (2979 : Acceptance of Financial Reports for the Period Ending

Queens Public Library
State Consolidated Budget Report
As of November 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
Estimated Revenues						
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	-	-	-	-	4,933	4,933
United States of America	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	5,939	5,939	1,980	3,959	-	1,980
Contributed facilities	-	-	-	-	-	-
Contributed services	-	-	-	-	(266)	(266)
Fines and fees	-	-	-	-	-	-
Interest & Dividend Income	-	-	-	-	126	126
Investment (loss) income	-	-	-	-	203	203
Other Revenue	-	-	0	(0)	-	0
FY23 Carry Forward	1,172	1,172	1,172	-	-	1,172
Total Revenue	\$ 7,111	\$ 7,111	\$ 3,152	\$ 3,959	\$ 4,996	\$ 8,147
Appropriations						
Wages	\$ 1,314	\$ 1,312	\$ 429	\$ 883	\$ (40)	\$ 388
Fringe benefits	224	226	84	142	(27)	57
Books and other library materials	635	680	264	416	316	580
Programs (contracted services and exhibits)	23	23	13	10	41	54
Information technology	2,278	2,052	623	1,429	81	704
Building maintenance and renovations	1,920	2,175	179	1,996	3,369	3,548
Telecommunications	-	-	-	-	-	-
Building lease	-	-	-	-	-	-
Contractual services	129	121	17	104	39	56
Supplies, equipment, and furniture	61	346	4	342	22	27
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-
Other	3	10	-	10	-	-
Total Expenses	\$ 6,587	\$ 6,945	\$ 1,613	\$ 5,332	\$ 3,802	\$ 5,415
Transfer to QPLF					-	-
Capital Eligible Expenses					-	-
	\$ 524	\$ 166	\$ 1,539	\$ (1,373)	\$ 1,194	\$ 2,733

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

In thousands

	Federal Funds						Unaudited Y-T-D Actual	Unaudited Y-T-D Actual
	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	663	663	663	663
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	\$ 663	\$ 663	\$ 663	\$ 663
Appropriations								
Wages	\$ -	\$ -	\$ -	\$ -	\$ 619	\$ 619	\$ 619	\$ 619
Fringe benefits	-	-	-	-	167	167	167	167
Books and other library materials	-	-	-	-	-	-	-	-
Programs (contracted services and exhibits)	-	-	-	-	39	39	39	39
Information technology	-	-	-	-	4	4	4	4
Building maintenance and renovations	-	-	-	-	-	-	-	-
Telecommunications	727	727	223	504	-	223	223	223
Building lease	-	-	-	-	-	-	-	-
Contractual services	-	-	-	-	75	75	75	75
Supplies, equipment, and furniture	-	-	-	-	12	12	12	12
Use of contributed facilities	-	-	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-	-
Other	-	-	-	-	6	6	6	6
Total Expenses	\$ 727	\$ 727	\$ 223	\$ 504	\$ 922	\$ 1,145	\$ 1,145	\$ 1,145
	\$ -	\$ -	\$ (223)	\$ 223	\$ (258)	\$ (482)	\$ (482)	\$ (482)

Attachment: 11_23 Financial Statements (2979) : Acceptance of Financial Reports for the Period Ending

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

	Other Funds															
	Board Designated Fund				Fines & Fees Fund				Workers' Comp Fund				All Other Grants			
	Operating				Operating				Operating				Unaudited Y-T-D Actual			
	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	-	-	-	-	-	-	-	-	-	-	-	-	(154)			
Fines and fees	-	-	-	-	325	325	158	167	-	-	-	-	-			
Interest & Dividend Income	250	200	(30)	230	6	6	84	(78)	-	-	-	-	115			
Investment (loss) income	209	200	169	31	-	-	-	-	-	-	-	-	(100)			
Other Revenue	-	-	1	(1)	18	18	-	18	650	650	-	650	90			
FY23 Carry Forward	-	-	-	-	-	-	-	-	-	-	-	-	-			
Total Revenue	\$ 459	\$ 400	\$ 139	\$ 261	\$ 349	\$ 349	\$ 241	\$ 108	\$ 650	\$ 650	\$ -	\$ 650	\$ (40)			
Appropriations																
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74	\$ 74	\$ 26	\$ 48	\$ -			
Fringe benefits	-	-	-	-	-	-	3	(3)	328	328	136	192	-			
Books and other library materials	-	-	-	-	166	166	147	19	-	-	-	-	0			
Programs (contracted services and exhibits)	-	-	-	-	-	-	-	-	-	-	-	-	3			
Information technology	26	26	14	12	-	-	-	-	-	-	-	-	-			
Building maintenance and renovations	-	-	-	-	-	-	-	-	-	-	-	-	-			
Telecommunications	2	2	-	2	-	-	-	-	-	-	-	-	-			
Building lease	-	-	-	-	-	-	-	-	-	-	-	-	-			
Contractual services	325	325	57	268	183	183	37	146	123	123	31	92	31			
Supplies, equipment, and furniture	11	11	2	9	-	-	-	-	-	-	-	-	0			
Use of contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-			
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-			
Property and casualty insurance	-	-	-	-	-	-	-	-	122	122	104	18	-			
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-			
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-			
Other	36	36	12	24	-	-	-	-	3	3	0	3	(154)			
Total Expenses	\$ 400	\$ 400	\$ 85	\$ 315	\$ 349	\$ 349	\$ 186	\$ 163	\$ 650	\$ 650	\$ 298	\$ 352	\$ (119)			
	\$ 59	\$ -	\$ 54	\$ (54)	\$ -	\$ -	\$ 55	\$ (55)	\$ -	\$ -	\$ (298)	\$ 298	\$ 79			

Attachment: 11_23 Financial Statements (2979) : Acceptance of Financial Reports for the Period Ending

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 3009

AGENDA: Renewal of TD Bank Letter of Credit - Contract Authorization

Background:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees to enter into a First Amendment to the Amended and Restated Loan and Security Agreement ("Renewal Agreement") with TD Bank, N.A. ("TD Bank") for access to up to \$10 million in a revolving line of credit ("Line of Credit") secured by the Library's investment portfolio.

The original Board-authorized Loan and Security Agreement with TD Bank for a \$10 million Line of Credit was entered into on December 22, 2009 and incrementally renewed until October 31, 2022.

The Board then authorized an Amended and Restated Loan and Security Agreement ("Amended Agreement") with TD Bank, which re-established the \$10 million Line of Credit with an interest rate of the Library's choice of either (1) the Term SOFR Reference Rate for the Interest Period therefor plus one hundred fifty (150) basis points, or (2) a "Base Rate" equal to the greater of zero (0%) percent and the then-current rate of interest published by *The Wall Street Journal* from time to time as the U.S. "Prime Rate" less one (1.0%) percent. The Amended Agreement extended the Line of Credit from November 1, 2022 to October 31, 2023.

Current Status:

The Renewal Agreement proposed by TD Bank extends the \$10 million revolving Line of Credit from November 1, 2023 to October 31, 2024, on the same terms as the prior Amended Agreement.

Recommended Motion for Consideration by the Board of Trustees:

I recommend that the Board of Trustees authorize the President & CEO to execute the First Amendment to the Amended and Restated Loan and Security Agreement with TD Bank, extending until October 31, 2024 a line of credit in the amount of ten million dollars, secured by the Library's investment portfolio, on the same terms as the prior agreement.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 3003

AGENDA: Contract Authorization - Window Cleaning Services

Background:

This is an action item seeking approval from the Queens Borough Public Library’s Board of Trustees to enter into a contract with Quality Facility Solutions Corporation for window cleaning services. The Board’s approval is required pursuant to the Library’s Purchasing Policy, which provides, in pertinent part, that contracts for building services and maintenance valued at more than \$50,000 shall require a formal competitive bid and be awarded to the responsive and responsible low bidder.

Quality Facility Solutions Corporation (“Quality Facilities Solutions”) has been a prior provider of window cleaning services to the Library. In 2017, the Library awarded Quality Facility Solutions its last contract, and the firm performed well during the five-year term. In 2022, the Library issued a bid for window cleaning and, due to a limited response, canceled the bid. The Library awarded a limited term agreement with a contract value not to exceed \$50,000 to Cristi Cleaning Service Corporation.

Current Status:

On September 28, 2023, the Library issued an Invitation for Bids, Bid Number #0923-2, for window cleaning services. 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 five hundred (500) 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 sought to engage the expertise of qualified firms to provide window cleaning services at specific locations. The bid also specified that the Library reserves the right to schedule or not to schedule locations, and that the Library has the right to not proceed with a window cleaning in a given year, or to schedule multiple cleanings per year. Additionally, the Library reserves the right to add other library locations during the term of agreement. The following firms submitted bids:

Firm	M/WBE- SDVOB	5 Year total price
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Cristi Cleaning Service Corp.	Port Authority M/WBE	\$197,046.00
Quality Facility Solutions Corp.	NYS & NYC WBE	\$207,045.90
VIP Special Services, llc	NYS SDVOB	\$268,150.00
Guardian Service Industries		\$336,514.07
Delta Reliable Maintenance Corp.		\$508,558.53
Paramount Services Group, Inc.		\$638,930.48
Made 2 Shine Cleaning Inc.		\$675,175.00
Pristine Janitorial Inc.		\$890,880.00
Sierra Contractors Corp	NYS & NYC MBE	\$2,442,002.00
New York Crystal Cleaning Corp	NYC WBE	\$3,960,000.00
Northshore Industries INC		\$6,648,930.00
LN Pro Services LLC		\$6,856,484.98

Cristi Cleaning Service Corporation did not provide its required vendor qualification information with its bid and, as such, the firm was deemed non-responsive and notified of this determination. Quality Facility Solutions submitted the lowest responsive bid. The Library thoroughly reviewed the firm’s experience, financial stability, references, background, completed vendor responsibility questionnaire, and the PASSPort database in assessing the vendor’s responsibility. This review did not identify any negative findings or raise any integrity issues that would adversely affect an award to the firm.

According to the NYC Comptroller’s web page, CheckBook NYC, Quality Facility Solutions has been awarded over \$15 million in contracts since 2018 from various City agencies including the Department of Design and Construction, Department of Citywide Administrative Services, Department of Education, and Department of Environmental Protection.

A references provided by Quality Facility Solutions indicated that the firm performed well. A reference from NY Developers and Management, a construction management firm, indicated that Quality Facilities Solutions has performed over \$2 million in services each year for several years and that they were very satisfied with the performance of the firm. A reference from Ray Builders Inc., a general contractor and construction management firm, stated that Quality Facility Solutions performs work in a professional and qualified manor and has always met 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 Quality Facility Solutions Corporation for window cleaning services for a three-year term with two one-year options to renew at the Library’s sole discretion, at the attached rates.

Window Cleaning per occurrence (per job)	Square Footage	Flat Rate/per location YR 1	Flat Rate/per location YR2	Flat Rate/per location YR3	Flat Rate/per location YR4	Flat Rate/per location YR5
--	----------------	-----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

Flushing – interior & exterior	76,000	\$8,468.86	\$8,892.30	\$9,336.92	\$9,803.76	\$10,293.95
Central / CLDC – interior & exterior	239,750	\$2,288.88	\$2,403.32	\$2,523.49	\$2,649.66	\$2,782.15
Glen Oaks – interior, exterior & aluminum frame	18,000	\$915.55	\$961.33	\$1,009.39	\$1,059.86	\$1,112.86
Elmhurst – interior & exterior	32,000	\$2,174.44	\$2,283.16	\$2,397.32	\$2,517.19	\$2,643.05
Hunters Point - interior & exterior	21,880	\$15,655.00	\$16,437.75	\$17,259.64	\$18,122.62	\$19,028.75
Far Rockaway - interior & exterior	18,000	\$3,800.00	\$3,990.00	\$4,189.50	\$4,398.98	\$4,618.92
Sunnyside – interior & exterior	7,500	\$297.67	\$312.55	\$328.18	\$344.59	\$361.82
Middle Village – interior, exterior & aluminum frame	6,000	\$535.80	\$562.59	\$590.72	\$620.26	\$651.27
Broadway – exterior & aluminum frame	15,700	\$1,071.61	\$1,125.19	\$1,181.45	\$1,240.52	\$1,302.55
Cambria Heights – interior, exterior & aluminum frame	18,000	\$833.47	\$875.14	\$918.90	\$964.85	\$1,013.09
Langston Hughes – exterior	23,000	\$595.34	\$625.11	\$656.36	\$689.18	\$723.64
Long Island City – exterior	18,000	\$833.47	\$875.14	\$918.90	\$964.85	\$1,013.09
Total Annual Price:		\$37,470.09	\$39,343.59	\$41,310.77	\$43,376.31	\$45,545.13
5 Year total price		\$207,045.90				

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 3001

AGENDA: Calendar of Meetings – 2024

Background:

Dates for Committee and Board of Trustees meetings have been approved through December 2023.

Current Status:

The Chair of the Board proposes the following dates for Committee and Board of Trustees meetings for the period of January – December 2024.

Recommended Motion for Consideration by the Board of Trustees:

I move that the calendar of Board of Trustees and Committee meeting dates for 2024 be approved as presented.

Attachments:

CALENDAR OF BOT MEETINGS (Jan-Dec 2024)(PDF)

**CALENDAR OF COMMITTEE &
BOARD OF TRUSTEES MEETINGS¹**
January through December 2024

Thursday, January 18, 2024	
Thursday, March 7, 2024	
Thursday, April 18, 2024²	
Thursday, June 20, 2024	
Thursday, September 12, 2024³	
Thursday, November 21, 2024⁴	Thursday, December 12, 2024

¹ *Relevant committee meetings will be held on the dates listed and precede full Board meetings.*
² *April 18 – Includes Public Hearing Date (Location TBD) followed by full Board meeting.*
³ *September 12 – Includes the Audit Committee & full Board meeting to accept report of Audit Committee.*
⁴ *November 21 – Meeting of the Nominating Committee*

Attachment: CALENDAR OF BOT MEETINGS (Jan-Dec 2024) (3001 : 2024 Calendar of Meetings (Jan - Dec 2024))

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 3002

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

Background:

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

Current Status:

The Foundation Board of Directors has elected Travis Hungreder, Nadeem Kilani, and Steven Schneebaum to the Class of 2024. Their elections were approved by the Foundation Board of Directors at its meeting on September 19, 2023. Resumes for Messrs. Hungreder, Kilani, and Schneebaum are attached. Pursuant to the Foundation’s By-Laws, as described above, their elections are subject to the approval of the Library’s Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Library Board of Trustees approve the election of Travis Hungreder, Nadeem Kilani, and Steven Schneebaum to the Class of 2024 of the Queens Public Library Foundation Board of Directors.

Attachments:

Election to QLF BOD item - attachment_Redacted (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2974

AGENDA: Payroll for the Month of September 2023

Payroll for the Month of September 2023

The Chief Financial Officer reports the payrolls paid during the month of September 2023 in the aggregate sum of \$5,818,462 consisting of \$2,500 in Fines & Fees Funds, \$5,582,538 in City Funds, \$227,893 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: December 14, 2023

ITEM ID #: 2977

AGENDA: Payroll for the Month of October 2023

Payroll for the Month of October 2023

The Chief Financial Officer reports the payrolls paid during the month of October 2023 in the aggregate sum of \$5,988,169 consisting of \$5,695,935 in City Funds, \$286,642 in Federal & State Funds and \$5,592 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: December 14, 2023

ITEM ID #: 2980

AGENDA: Payroll for the Month of November 2023

Payroll for the Month of November 2023

The Chief Financial Officer reports the payrolls paid during the month of November 2023 in the aggregate sum of \$5,887,258 consisting of \$5,600,227 in City Funds, \$281,673 in Federal & State Funds and \$5,358 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: December 14, 2023

ITEM ID #: 3004

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

Library:

1. **SHI International Corp.**, a NYC certified M/WBE firm, was issued a purchase order in the amount of \$68,582.25 under its Sourcwell government contract to provide Morphisec Software subscription and user licenses for a 12 month term. Morphisec prevention-first software helps to stop ransomware and other advanced network attacks. Sourcwell is a local government unit, public corporation and public agency pursuant to the Minnesota Constitution and enabling law Minn. Stat. § 123A.21.
2. **Insight Public Sector** was issued a purchase order in the amount of \$134,061.73 under its NYS Office of General Services ("OGS") contract to provide Darktrace software. Darktrace software will help ITD to discover, contain, and investigate unknown or fast-moving threats, such as potential ransomware, cloud account takeover, cloud software misconfigurations, crypto jacking, IP or data theft, and internet enabled device corruption or misuse wherever they emerge in the Library's network.
3. **Plugout, LLC** was issued a purchase order in the amount of \$91,287.69 under its OGS contract to install a security camera system at the Bay Terrace library.

4. **i-Link Solutions, Inc.**, a NYS and NYC M/WBE firm, was issued a purchase order in the amount of \$102,000 under its OGS contract to provide IT consulting services.
5. **Lyngsoe Systems Inc.** was issued a purchase order in the amount of \$289,047 under its contract to provide maintenance services for the Library's automated materials handling system.
6. **Insight Public Sector** was issued a purchase order in the amount of \$139,000 under its Omnia Partners government cooperative contract to provide Darktrace Email Services to respond to cloud and email threats.
7. **The Hackett Group, Inc.** was issued an amended purchase order with an increase of \$355,680.00 for a total of \$2,385,120.60 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 \$3,354,865.20.

Foundation:

N/A

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 3005

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

Library:

1. **ADT Security Corporation** was issued a purchase order in the amount of \$67,309 under its NYS Office of General Services ("OGS") contract to provide system-wide fire alarm monitoring services.
2. **Konica Minolta Business Solutions U.S.A., Inc.** was issued a purchase order in the amount of \$206,280 to provide managed print services under its Sourcewell cooperative purchasing contract. As a service cooperative, Sourcewell is a local government unit, public corporation and public agency pursuant to the Minnesota Constitution and enabling law Minn. Stat. § 123A.21.
3. **Applied Design Initiative, LLC** received a purchase order under its architectural professional services requirements contract in the amount of \$161,434 for renovations to the Richmond Hill library.

4. **Sligo Software Solutions Inc.**, a NYS certified MBE firm, was issued a purchase order in the amount of \$56,756 under its OGS contract to provide IT consulting services for software quality assurance testing for web and mobile applications development.

5. **Aggreko, LLC.**, was issued a purchase order in the amount of \$595,000 under its emergency contract to provide Flushing heating season two equipment, fuel, and services.

Foundation:

N/A

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 3006

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

Library:

1. **Framan Mechanical Inc.** was issued a purchase order in the amount of \$2,293,500 for the Central library cooling tower replacement project.
2. **Barrett Inc.** was issued a statement of work ("SOW") in the amount of \$58,931 under its requirements contract for roofing services to provide repairs to the roof at Long Island City library.
3. **Plugout, LLC.** was issued a purchase order in the amount of \$50,202.36 under its NYS OGS contract for security cameras to provide the Library with Genetec camera system software renewal.
4. **Cameron Engineering & Associates LLP** was issued an SOW under its engineering professional services requirements contract in the amount of \$93,480 to provide

engineering services for the façade, roofing, and waterproofing design and construction-related administrative services for the Broad Channel library.

5. **LiRo Engineers Inc.** was issued an SOW under its engineering professional services requirements contract in the amount of \$143,430 to provide engineering services for the Central library penthouse wall remediation project.

Foundation:

N/A

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2996

AGENDA: Personnel Report - August 2023

PERSONNEL REPORT - 7/16/2023 - 8/15/2023

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

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

Attachments:

Personnel Report - August 2023 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2997

AGENDA: Personnel Report - September 2023

PERSONNEL REPORT - 8/16/2023 - 9/15/2023

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

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

Attachments:

Personnel Report - September 2023 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2998

AGENDA: Personnel Report - October 2023

PERSONNEL REPORT - 9/16/2023 - 10/15/2023

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

- § *Appointments*
- § *Promotions*
- § *Transfers*
- § *Returns from Leave of Absence*
- § *Separations: Terminations/Resignations*

*** Please note that the following items have been omitted due to no updates in reporting status:*

- § *Leaves Without Pay*

Attachments:

Personnel Report - October 2023 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2999

AGENDA: Personnel Report - November 2023

PERSONNEL REPORT - 10/16/2023 - 11/15/2023

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

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

Attachments:

Personnel Report - November 2023 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2991

AGENDA: Key Performance Indicators Report - August 2023

Attachments:

Key Performance Indicators Report - August 2023 (PDF)

President's Report: August 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	8,250	-23.64%	6,322	14.63%	444	-53.02%	1,453	612.25%	
Astoria	8,459	31.82%	8,328	56.92%	876	23.38%	1,890	75.81%	
Auburndale	8,243	-8.87%	5,593	1.58%	1,051	13.38%	1,088	-33.05%	
Baisley Park	2,315	15.35%	3,297	40.90%	898	-2.92%	1,828	36.62%	
Bayside	15,523	-17.22%	11,060	-0.06%	2,411	65.59%	2,293	8.11%	
Bay Terrace	6	-91.04%	0	0.00%	0	-100.00%	0	0.00%	1,2
Bellerose	5,792	-5.08%	4,783	7.31%	1,028	40.82%	886	42.90%	
Briarwood	6,878	5.04%	8,851	14.21%	1,487	-19.14%	2,409	-32.26%	
Broadway	7	-86.79%	0	0.00%	0	0.00%	0	0.00%	1,2
Broad Channel	3,772	29.49%	1,589	27.53%	11	∞	57	-66.47%	
Cambria Heights	3,204	9.13%	5,315	35.28%	647	-7.97%	689	71.39%	
Corona	6,920	30.84%	11,223	29.27%	4,813	148.86%	2,523	1112.98%	
Court Square	0	-100.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	6,539	20.69%	4,899	33.63%	1,562	74.53%	814	-60.60%	
East Elmhurst	3,539	2.55%	5,067	16.99%	1,634	-22.89%	543	4.42%	
East Flushing	5,591	-11.42%	4,910	-9.58%	648	-2.85%	1,303	8.22%	
Elmhurst	23,343	-1.84%	22,295	3.17%	3,337	109.61%	3,159	16.70%	
Far Rockaway	2,652	-2.82%	4,444	4.27%	1,742	114.80%	3,544	72.29%	
Forest Hills	18,035	6.51%	20,016	23.64%	9,754	232.45%	2,117	-47.96%	
Fresh Meadows	18,758	6173.58%	11,134	267.22%	1,271	∞	2,421	48320.00%	2
Glen Oaks	14,551	1.00%	9,530	24.62%	2,369	93.55%	3,815	0.90%	
Glendale	5,833	-2.51%	3,668	25.53%	528	-46.18%	186	-21.19%	
Hillcrest	79	-99.24%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
Hollis	4,191	24.10%	4,970	25.85%	54	-49.53%	988	148.87%	
Howard Beach	5,848	22.50%	7,491	59.11%	580	80.69%	1,081	35.13%	
Hunters Point	14,973	-43.76%	6,949	-59.12%	496	-68.25%	745	-73.97%	1
Jackson Heights	16,099	-3.05%	19,403	10.98%	1,114	12.19%	1,356	278.77%	
Kew Gardens Hills	14,465	11.27%	14,724	19.72%	983	-33.08%	1,198	-6.26%	
Langston Hughes	2,470	25.83%	6,770	68.49%	2,931	-1.51%	0	-100.00%	
Laurelton	60	-98.16%	514	-89.02%	0	-100.00%	0	-100.00%	1,2
Lefferts	3,250	8.55%	6,712	21.16%	804	59.84%	1,611	46.72%	
Lefrak City	42	-14.29%	0	-100.00%	0	0.00%	0	0.00%	1,2
Long Island City	4,647	21.90%	8,082	53.27%	961	5.03%	1,355	0.97%	
Maspeth	7,508	20.40%	5,915	41.00%	1,118	43.33%	2,084	119.14%	
McGoldrick	5,558	-1.42%	8,280	11.02%	639	18.33%	2,330	-9.44%	
Middle Village	4,575	1.15%	5,025	15.33%	964	48.08%	1,638	-11.46%	
Mitchell-Linden	9,647	-15.15%	9,537	16.32%	1,472	74.41%	1,489	51.94%	
North Forest Park	6,330	15.64%	6,621	33.01%	292	111.59%	92	-82.10%	

Attachment: Key Performance Indicators Report - August 2023 (2991) : Key Performance Indicators Report

President's Report: August 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	5,680	6.11%	5,101	12.93%	919	-12.48%	973	-11.63%	
Ozone Park	4,425	105.15%	6,852	84.49%	639	334.69%	247	-25.15%	2
Peninsula	5,888	-10.81%	7,910	7.81%	330	-49.07%	1,115	139.27%	
Pommonok	3,396	0.09%	4,264	13.86%	397	41.28%	305	11.31%	
Poppenhusen	4,507	12.87%	4,456	18.64%	1,907	-35.66%	935	-2.81%	
Queensboro Hill	4,052	-22.98%	7,325	2.86%	1,017	-47.06%	205	-61.17%	
Queens Village	3,037	2.95%	3,523	23.31%	1,120	103.64%	379	9.22%	
Rego Park	8,964	-0.18%	10,869	16.22%	681	37.02%	2,406	∞	
Richmond Hill	7,655	2.46%	6,530	-0.58%	2,267	11.79%	1,948	19.44%	
Ridgewood	7,533	0.03%	13,572	8.52%	2,372	68.71%	2,278	-24.42%	
Rochdale Village	4,260	13.87%	6,449	50.57%	921	0.22%	136	-90.48%	
Rosedale	2,172	-11.96%	3,707	0.82%	943	27.26%	1,981	-21.79%	
Seaside	4,116	8.66%	6,131	18.93%	105	-68.56%	3,385	650.55%	
South Hollis	2,882	39.77%	5,293	58.19%	930	32.67%	191	496.88%	
South Jamaica	2,698	17.92%	3,050	10.23%	113	-77.80%	53	488.89%	
South Ozone Park	3,024	0.73%	5,303	21.74%	431	10.51%	1,971	28.66%	
St. Albans	3,082	-0.90%	4,171	3.86%	719	25.48%	194	-28.41%	
Steinway	73	-99.23%	837	-93.71%	0	-100.00%	0	-100.00%	1,2
Sunnyside	7,970	-8.30%	10,064	10.15%	2,444	223.28%	2,295	18.30%	
Whitestone	7,330	-6.51%	5,962	8.40%	567	-0.35%	3,214	17.64%	
Windsor Park	8,916	6.19%	7,576	12.91%	1,123	142.55%	1,891	29.70%	
Woodhaven	6,664	37.74%	6,543	19.73%	1,547	-8.30%	1,168	1360.00%	
Woodside	6,369	7.48%	9,335	30.69%	1,694	-2.64%	1,725	7.68%	
Community Libraries Total	382,645	-1.79%	408,140	9.67%	72,105	28.18%	77,980	12.98%	

Central Library Adult Learning Center	6	100.00%	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	3	0.00%	3,246	62.38%	639	21.71%	N/A	N/A	
Elmhurst Adult Learning Center	37	32.14%	N/A	N/A	598	188.89%	N/A	N/A	3
Flushing Adult Learning Center	136	37.37%	0	0.00%	898	-22.72%	0	-100.00%	
Jackson Heights Adult Learning Center	15	-69.39%	N/A	N/A	375	-50.13%	0	-100.00%	3
Peninsula Adult Learning Center	0	-100.00%	N/A	N/A	707	20.65%	N/A	N/A	3
Rochdale Adult Learning Center	19	35.71%	N/A	N/A	495	-19.25%	N/A	N/A	3
Adult Learning Center Total	216	8.54%	3,246	62.38%	3,712	-3.46%	0	-100.00%	

Central Adult Fiction	4,405	1.99%
Central Adult Fiction - Ask at Desk	3,282	9.04%
Central Adult Non-Fiction	8,916	7.43%
Central Adult Non-Fiction - Ask at Desk	6,237	5.41%

President's Report: August 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	754	-7.60%							
Central International Languages - Ask at Desk	180	-4.26%							
Central Library Current Collection	1,266	-12.51%							
Central Library Fine Arts/Media Center	10,222	-2.80%							
Central Library Others	752	-19.57%							
Central Library Hot Picks	286	-22.07%							
Central Library Interloan	271	40.41%							
Central Library Job Info Center	22	83.33%							
Central Library Young Adult Room	2,693	0.75%							
Children's Library Discovery Center	9,305	11.61%	13,164	5.67%	2,012	-47.54%	2,890	9222.58%	
Central Total	48,591	3.32%	63,482	19.60%	5,165	-6.28%	12,035	28.02%	

Flushing	30,091	0.76%							
Flushing IRC	10	-41.18%							
Flushing Job Info Center (JIC)	14	133.33%							
Flushing Media Center	5,263	-14.13%							
Flushing Total	35,378	-1.77%	92,924	42.95%	11,135	189.75%	11,474	9.37%	2

E-book and E-Magazines	180,173	18.94%
Virtual Music and Movies	64,288	48.36%
Culture Pass reservations	1,845	33.21%
Online Learning Services usage	14,810	160.92%
Virtual Library Total	261,116	29.35%
Langston Hughes Black Heritage	196	24.05%
Queens Village Mail-A-Book	2,795	3.67%
Mobile Library	1,073	85.64%
Correctional Outreach	0	-100.00%
Other Total	11	-52.17%

2,545	53.13%	2,326	N/A
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1,230	180.18%	0	0.00%
480	71.43%	N/A	X
40	-91.49%	5	-54.55%

System Total	732,021	14.74%	569,204	15.12%	95,361	33.48%	103,820	15.13%	
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Website Visits	264,109	-6.33%
Wireless use	47,341	-3.00%
Computer Sessions	77,897	17.00%

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2992

AGENDA: Key Performance Indicators Report - September 2023

Attachments:

Key Performance Indicators Report - September 2023 (PDF)

President's Report: September 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	8,145	-13.59%	5,314	-7.53%	305	-34.55%	1,112	∞	
Astoria	7,485	33.97%	6,892	40.91%	618	-8.71%	2,184	208.04%	
Auburndale	7,175	-13.25%	4,970	10.74%	564	25.89%	1,299	-23.99%	
Baisley Park	2,172	6.05%	2,670	24.13%	375	-11.14%	1,630	11.80%	
Bayside	13,902	-11.00%	9,160	3.54%	744	22.98%	1,152	-19.50%	
Bay Terrace	17	-59.52%	0	0.00%	0	-100.00%	0	0.00%	1,2
Bellerose	4,686	-13.11%	4,452	18.34%	523	124.46%	927	63.20%	
Briarwood	6,308	9.19%	7,431	13.76%	952	139.80%	1,819	-19.87%	
Broadway	5	-89.58%	0	0.00%	0	0.00%	0	-100.00%	1,2
Broad Channel	3,001	7.06%	1,343	7.61%	0	-100.00%	40	-70.59%	
Cambria Heights	3,453	4.26%	6,702	41.18%	2,232	108.79%	289	-65.05%	
Corona	4,419	0.05%	9,445	14.43%	3,026	301.33%	1,951	404.13%	
Court Square	0	-100.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	5,404	2.00%	4,664	25.41%	1,548	67.35%	392	-80.31%	
East Elmhurst	3,247	18.81%	3,545	9.48%	522	3.78%	569	16.36%	
East Flushing	4,725	-9.98%	4,593	6.12%	483	61.54%	1,111	5.41%	
Elmhurst	19,722	-0.74%	15,781	-12.80%	1,015	169.95%	2,717	57.78%	
Far Rockaway	2,425	-15.36%	4,149	11.05%	1,293	135.09%	3,856	92.13%	
Forest Hills	15,697	-0.70%	17,147	17.90%	4,570	216.70%	1,558	-46.99%	
Fresh Meadows	16,171	7456.54%	8,984	286.74%	593	59200.00%	1,924	5397.14%	2
Glen Oaks	12,333	-1.34%	8,118	7.88%	1,437	52.06%	3,550	9.67%	
Glendale	5,189	-0.46%	3,568	15.62%	429	6.19%	85	-28.57%	
Hillcrest	55	-99.38%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
Hollis	3,373	18.73%	4,226	27.10%	157	76.40%	876	30.75%	
Howard Beach	4,827	7.65%	5,969	30.53%	314	33.62%	1,077	46.53%	
Hunters Point	22,542	-5.32%	14,164	-2.21%	3,256	-6.97%	2,266	-11.76%	1
Jackson Heights	13,651	-6.54%	17,007	4.50%	359	-12.22%	987	451.40%	
Kew Gardens Hills	11,750	-2.54%	11,599	11.55%	509	-54.02%	564	-25.10%	
Langston Hughes	1,961	-0.66%	6,695	43.15%	2,778	-13.83%	383	2.41%	
Laurelton	54	-98.08%	308	-92.56%	114	-39.04%	0	0.00%	1,2
Lefferts	2,553	-7.33%	5,081	4.25%	415	-22.86%	910	23.31%	
Lefrak City	29	-30.95%	0	0.00%	0	0.00%	0	0.00%	1,2
Long Island City	4,117	17.56%	7,252	23.40%	587	-43.34%	1,203	12.75%	
Maspeth	6,698	1.93%	5,652	13.54%	1,105	19.59%	2,560	827.54%	
McGoldrick	4,778	-5.07%	6,243	-2.19%	365	-41.32%	1,551	-45.84%	
Middle Village	4,302	5.70%	4,127	11.18%	443	52.76%	1,377	-28.50%	
Mitchell-Linden	8,241	-16.77%	7,239	-1.42%	300	-43.50%	895	0.56%	
North Forest Park	5,412	2.36%	5,889	25.38%	222	226.47%	195	-51.01%	

Attachment: Key Performance Indicators Report - September 2023 (2992) : Key Performance Indicators

President's Report: September 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	5,221	6.57%	6,436	20.05%	587	-10.93%	1,010	27.53%	
Ozone Park	4,024	62.00%	6,113	54.80%	984	64.27%	345	-7.51%	2
Peninsula	5,707	0.71%	7,720	16.41%	560	148.89%	921	74.76%	
Pommonok	3,025	-19.55%	4,051	14.40%	218	19.13%	414	27.78%	
Poppenhusen	3,348	-18.52%	3,387	-1.91%	776	-67.97%	741	3.35%	
Queensboro Hill	3,792	-18.57%	8,156	2.00%	1,288	-30.60%	64	-78.52%	
Queens Village	3,037	11.00%	3,329	8.68%	712	107.58%	408	0.00%	
Rego Park	7,638	-6.26%	8,724	10.24%	490	222.37%	2,187	∞	
Richmond Hill	6,141	-4.12%	5,304	1.67%	1,276	-9.76%	1,110	3.84%	
Ridgewood	6,932	2.89%	16,929	7.50%	1,051	-56.08%	1,541	-28.46%	
Rochdale Village	3,575	17.87%	5,864	29.33%	1,178	54.39%	85	-87.06%	
Rosedale	2,534	22.12%	3,742	7.13%	285	-52.50%	1,684	-41.79%	
Seaside	3,463	3.31%	5,365	17.76%	659	360.84%	3,766	159.72%	
South Hollis	2,272	33.18%	6,192	56.72%	621	-33.15%	112	-18.84%	
South Jamaica	2,353	7.94%	3,543	34.15%	215	175.64%	266	111.11%	
South Ozone Park	2,529	9.24%	4,949	17.05%	865	190.27%	2,053	30.51%	
St. Albans	2,737	-1.76%	3,558	-1.60%	253	91.67%	262	2.34%	
Steinway	51	-99.45%	435	-96.16%	0	-100.00%	0	-100.00%	1,2
Sunnyside	7,278	-13.14%	10,395	14.04%	965	38.65%	1,940	1.62%	
Whitestone	6,286	-3.80%	5,076	3.49%	669	131.49%	2,238	7.91%	
Windsor Park	8,060	7.81%	6,332	10.72%	941	122.99%	1,651	22.93%	
Woodhaven	6,027	26.04%	4,926	9.76%	1,105	9.51%	454	∞	
Woodside	5,139	6.18%	8,299	26.32%	1,656	99.04%	1,978	17.04%	
Community Libraries Total	341,193	-2.36%	369,204	7.14%	49,507	21.04%	68,239	17.34%	

Central Library Adult Learning Center	23	-36.11%	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	5	0.00%	2,936	23.47%	894	82.82%	N/A	N/A	
Elmhurst Adult Learning Center	58	100.00%	N/A	N/A	638	12.52%	N/A	N/A	3
Flushing Adult Learning Center	107	-13.01%	0	0.00%	719	13.23%	0	-100.00%	
Jackson Heights Adult Learning Center	20	-64.29%	N/A	N/A	575	5.50%	0	-100.00%	3
Peninsula Adult Learning Center	2	0.00%	N/A	N/A	492	-16.33%	N/A	N/A	3
Rochdale Adult Learning Center	16	-11.11%	N/A	N/A	0	-100.00%	N/A	N/A	3
Adult Learning Center Total	231	-14.13%	2,936	23.47%	3,318	2.34%	0	-100.00%	

Central Adult Fiction	3,803	-2.76%
Central Adult Fiction - Ask at Desk	2,813	5.91%
Central Adult Non-Fiction	8,256	7.08%
Central Adult Non-Fiction - Ask at Desk	5,731	-0.61%

President's Report: September 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	608	-23.33%							
Central International Languages - Ask at Desk	156	10.64%							
Central Library Current Collection	1,226	-9.99%							
Central Library Fine Arts/Media Center	8,686	-7.84%							
Central Library Others	679	-28.75%							
Central Library Hot Picks	199	-34.75%							
Central Library Interloan	198	-8.33%							
Central Library Job Info Center	14	0.00%							
Central Library Young Adult Room	1,877	-16.87%							
Children's Library Discovery Center	6,616	6.14%	11,257	37.43%	4,329	130.88%	2,379	1773.23%	
Central Total	40,862	-2.11%	56,080	25.50%	6,549	24.10%	10,660	40.17%	

Flushing	24,024	-4.13%							
Flushing IRC	10	11.11%							
Flushing Job Info Center (JIC)	2	-60.00%							
Flushing Media Center	4,572	-12.65%							
Flushing Total	28,608	-5.60%	68,865	28.70%	4,209	105.82%	11,735	5.33%	2

E-book and E-Magazines	189,294	29.51%
Virtual Music and Movies	62,474	57.04%
Culture Pass reservations	1,333	33.84%
Online Learning Services usage	19,107	82.39%
Virtual Library Total	272,208	37.89%
Langston Hughes Black Heritage	141	-31.22%
Queens Village Mail-A-Book	2,890	2.48%
Mobile Library	1,235	58.94%
Correctional Outreach	115	-86.75%
Other Total	7	-78.79%

2,740	24.55%	2,559	N/A
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1,357	114.72%	0	0.00%
40	-95.74%	N/A	X
282	-53.39%	12	-70.73%

System Total	687,490	10.20%	499,832	11.56%	67,846	24.75%	93,205	19.08%	
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Website Visits	257,181	-4.90%
Wireless use	96,296	68.99%
Computer Sessions	66,780	14.27%

Notes:

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2993

AGENDA: Key Performance Indicators Report - October 2023

Attachments:

Key Performance Indicators Report - October 2023 (PDF)

President's Report: October 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	8,456	-12.31%	5,368	5.07%	491	79.85%	1,293	6705.26%	
Astoria	7,496	61.00%	7,397	85.34%	862	20.56%	2,615	412.75%	
Auburndale	7,390	-3.08%	4,805	8.83%	512	72.39%	1,255	-23.48%	
Baisley Park	2,301	15.17%	2,869	11.37%	593	15.82%	1,353	-16.89%	
Bayside	13,920	-13.57%	9,073	2.44%	1,084	85.62%	973	-38.18%	
Bay Terrace	18	-45.45%	0	0.00%	0	-100.00%	0	0.00%	1,2
Bellerose	4,805	-6.01%	4,262	10.39%	337	48.46%	884	∞	
Briarwood	6,107	4.46%	8,208	8.82%	1,429	84.39%	2,207	29.52%	
Broadway	10	-66.67%	0	0.00%	0	0.00%	0	0.00%	1,2
Broad Channel	3,056	10.85%	1,195	-2.92%	0	-100.00%	32	-27.27%	
Cambria Heights	3,006	14.95%	7,475	39.35%	2,904	84.03%	2,068	151.28%	
Corona	5,334	10.76%	10,320	10.15%	3,874	135.93%	1,999	108.88%	
Court Square	0	-100.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	5,552	7.39%	4,771	16.79%	1,548	49.42%	408	-84.70%	
East Elmhurst	3,230	26.27%	4,129	15.08%	720	2.42%	517	40.87%	
East Flushing	4,777	-23.29%	4,865	4.62%	1,128	82.23%	1,318	-4.28%	
Elmhurst	19,925	1.44%	15,617	1.59%	1,755	-27.78%	2,620	41.93%	
Far Rockaway	2,765	-6.52%	4,229	17.44%	1,570	75.42%	3,636	55.85%	
Forest Hills	15,312	-2.01%	17,104	11.24%	4,421	162.84%	1,180	-53.03%	
Fresh Meadows	16,610	7450.00%	9,727	378.22%	1,054	26250.00%	1,494	∞	2
Glen Oaks	12,783	-1.13%	9,514	24.46%	2,071	55.25%	3,694	15.62%	
Glendale	5,426	-1.56%	3,891	17.73%	695	65.48%	174	104.71%	
Hillcrest	42	-99.53%	242	-95.62%	0	-100.00%	0	-100.00%	1,2
Hollis	3,492	20.33%	4,477	23.61%	269	26.29%	818	10.09%	
Howard Beach	5,016	2.12%	6,319	30.88%	383	4.36%	1,126	19.91%	
Hunters Point	23,663	-0.94%	14,477	5.02%	2,063	8.24%	1,556	-33.65%	1
Jackson Heights	13,565	-5.99%	17,245	5.06%	491	-55.32%	864	194.88%	
Kew Gardens Hills	13,224	5.56%	12,039	18.61%	824	20.12%	635	-19.01%	
Langston Hughes	2,139	-6.47%	7,916	19.87%	2,726	-29.89%	456	-24.00%	
Laurelton	65	-97.66%	74	-98.22%	13	-88.79%	0	-100.00%	1,2
Lefferts	2,676	6.44%	4,966	9.84%	439	-3.94%	1,032	11.21%	
Lefrak City	28	-47.17%	0	0.00%	0	0.00%	0	0.00%	1,2
Long Island City	4,444	13.72%	8,045	22.94%	710	-10.92%	1,185	75.56%	
Maspeth	6,725	5.08%	6,079	10.61%	1,339	-56.96%	2,247	1058.25%	
McGoldrick	5,370	3.35%	6,261	1.71%	386	33.56%	1,719	-32.00%	
Middle Village	4,041	-7.76%	3,901	2.36%	338	-25.55%	1,421	-28.23%	
Mitchell-Linden	8,138	-14.50%	7,435	0.91%	327	-58.76%	904	-1.20%	
North Forest Park	5,562	10.60%	5,972	28.51%	424	110.95%	29	-86.64%	

Attachment: Key Performance Indicators Report - October 2023 (2993) : Key Performance Indicators

President's Report: October 2023

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
North Hills	4,946	8.70%	7,250	41.22%	969	59.90%	1,006	93.09%	
Ozone Park	4,299	38.19%	6,212	30.94%	1,410	52.93%	625	267.65%	2
Peninsula	5,397	-16.13%	8,294	13.31%	865	35.16%	429	-51.14%	
Pommonok	3,203	-10.03%	3,789	13.41%	456	143.85%	509	107.76%	
Poppenhusen	3,720	1.25%	3,707	-2.65%	1,376	-32.22%	1,083	51.26%	
Queensboro Hill	3,637	-29.13%	10,028	12.42%	1,474	-42.67%	186	-43.29%	
Queens Village	2,837	-1.36%	3,518	18.21%	315	27.02%	288	25.22%	
Rego Park	7,875	-7.20%	8,962	11.48%	625	-3.10%	3,728	1650.23%	
Richmond Hill	6,558	-10.70%	5,264	1.46%	1,483	61.90%	864	-17.08%	
Ridgewood	6,832	1.21%	16,964	9.68%	3,037	92.22%	1,683	-18.10%	
Rochdale Village	3,804	18.43%	6,598	34.38%	1,172	58.16%	1,911	80.45%	
Rosedale	2,546	30.70%	3,794	15.53%	398	-4.56%	1,576	-26.08%	
Seaside	3,313	-5.67%	4,846	18.31%	320	148.06%	2,975	80.30%	
South Hollis	2,455	29.96%	7,385	54.11%	1,512	11.26%	49	-74.21%	
South Jamaica	2,567	16.73%	4,856	49.09%	366	266.00%	323	909.38%	
South Ozone Park	2,994	20.10%	5,224	34.81%	429	30.40%	2,027	50.37%	
St. Albans	3,063	8.81%	4,784	28.50%	879	11.27%	327	57.21%	
Steinway	49	-99.49%	816	-94.00%	0	-100.00%	0	-100.00%	1,2
Sunnyside	7,733	-1.10%	10,288	3.45%	1,029	33.98%	1,774	2.37%	
Whitestone	6,228	-8.24%	4,752	-4.77%	680	37.93%	1,939	23.98%	
Windsor Park	7,703	-1.34%	6,405	8.87%	1,011	46.95%	1,628	20.33%	
Woodhaven	6,870	20.84%	5,272	19.79%	1,273	12.75%	569	2270.83%	
Woodside	5,296	7.71%	9,161	31.06%	2,272	162.96%	1,906	14.82%	
Community Libraries Total	350,394	-1.15%	388,436	9.63%	61,131	22.12%	71,117	24.33%	

Central Library Adult Learning Center	12	50.00%	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	3	-40.00%	3,685	26.98%	1,569	15.37%	N/A	N/A	
Elmhurst Adult Learning Center	64	33.33%	N/A	N/A	838	∞	N/A	N/A	3
Flushing Adult Learning Center	132	16.81%	0	0.00%	1,320	2.56%	0	-100.00%	
Jackson Heights Adult Learning Center	32	-53.62%	N/A	N/A	836	-17.15%	0	-100.00%	3
Peninsula Adult Learning Center	5	∞	N/A	N/A	1,068	-10.03%	N/A	N/A	3
Rochdale Adult Learning Center	15	36.36%	N/A	N/A	20	-97.27%	N/A	N/A	3
Adult Learning Center Total	263	3.54%	3,685	26.98%	5,651	1.36%	0	-100.00%	

Central Adult Fiction	3,950	2.31%
Central Adult Fiction - Ask at Desk	2,894	11.09%
Central Adult Non-Fiction	8,462	8.82%
Central Adult Non-Fiction - Ask at Desk	5,860	5.66%

Attachment: Key Performance Indicators Report - October 2023 (2993) : Key Performance Indicators

President's Report: October 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	654	-17.94%							
Central International Languages - Ask at Desk	154	2.67%							
Central Library Current Collection	1,104	-18.16%							
Central Library Fine Arts/Media Center	10,387	8.84%							
Central Library Others	746	-20.21%							
Central Library Hot Picks	162	-58.78%							
Central Library Interloan	196	13.95%							
Central Library Job Info Center	15	7.14%							
Central Library Young Adult Room	1,878	-3.79%							
Children's Library Discovery Center	8,312	11.06%	11,428	17.04%	3,415	294.80%	2,713	139.03%	
Central Total	44,774	5.16%	61,007	22.54%	7,568	66.77%	11,681	34.92%	

Flushing	25,381	-1.18%							
Flushing IRC	10	-44.44%							
Flushing Job Info Center (JIC)	6	∞							
Flushing Media Center	4,676	9.15%							
Flushing Total	30,073	0.29%	74,186	32.23%	3,688	100.65%	9,648	-5.06%	2

E-book and E-Magazines	214,093	37.38%
Virtual Music and Movies	64,520	51.78%
Culture Pass reservations	1,417	28.47%
Online Learning Services usage	20,730	32.67%
Virtual Library Total	300,760	39.84%
Langston Hughes Black Heritage	174	2.35%
Queens Village Mail-A-Book	2,393	-11.30%
Mobile Library	1,053	18.18%
Correctional Outreach	444	20.65%
Other Total	8	-71.43%

3,105	-26.11%	2,814	N/A
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1,693	68.46%	317	∞
320	-77.70%	N/A	X
486	18.83%	24	-27.27%

System Total	730,336	12.96%	530,206	14.05%	82,725	24.28%	95,601	23.53%	
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Website Visits	252,000	-2.21%
Wireless use	134,032	198.26%
Computer Sessions	71,938	21.87%

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

Attachment: Key Performance Indicators Report - October 2023 (2993) : Key Performance Indicators

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 14, 2023

ITEM ID #: 2995

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.