

**QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, MARCH 7, 2024**

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

AGENDA

6:30 PM BOARD OF TRUSTEES REGULAR MEETING

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Approval of Minutes of the Board - January 18, 2024 (ID # 3048)

III. AGENDA

A. Agenda Action Items

1. Approval of Bills for the Month of January 2024 (ID # 3037)
2. Acceptance of Financial Reports for the Period Ending January 2024 (ID # 3038)
3. Committee Assignments (ID # 3050)
4. Trustee Education Policy (ID # 3051)
5. Contract Authorization – Landscaping, Gardening and Irrigation System Installations and Maintenance Requirements Contracts (ID # 3052)
6. Contract Authorization- System-Wide Data Cabling Services Requirements Contracts (ID # 3053)
7. Contract Authorization- System-Wide General Construction Requirements Contracts (ID # 3054)
8. Contract Authorization – Pre-Employment and Pre-Volunteer Full Background Check Services (ID # 3055)

IV. Agenda Report Items

1. Purchases Over \$50K- January 2024 (ID # 3056)
2. Personnel Report - January 2024 (ID # 3057)
3. Payroll for the Month of January 2024 (ID # 3036)

V. REPORT OF THE CHAIR OF THE BOARD

VI. PRESIDENT'S REPORT

1. Key Performance Indicators- January 2024 (ID # 3058)

VII. ADJOURNMENT

1. Motion to Adjourn (ID # 3049)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 7, 2024

ITEM ID #: 3048

AGENDA: Approval of Minutes of the Board - January 18, 2024

Recommended Motion for Consideration:

I move that the Minutes of the Board of Trustees meeting of January 18, 2024 be approved as submitted.

Attachments:

BOT Minutes- January 18 2024 (jd-final) (PDF)

QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, JANUARY 18, 2024
MINUTES

A meeting of the Board of Trustees was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, January 18, 2024. The meeting was called to order at 6:09 PM by Chair of the Board Earl G. Simons Ed. D.

I. Roll Call

Attendee Name	Title	Status	Arrived
Earl G. Simons Ed. D	Chair of the Board	Present	
Eli Shapiro Ed. D LCSW	Vice Chair of the Board	Present	
Matthew M. Gorton	Secretary	Excused	
Pauline Healy	Treasurer	Excused	
Terri Thomson	Assistant Treasurer	Present	
Julissa Gutierrez	Board Member	Excused	
James M. Haddad Esq.	Board Member	Remote	
Cloyette Harris-Stoute	Board Member	Present	6:11 PM
Andrew P. Jackson	Board Member	Present	
Peter Kauffmann	Board Member	Present	
Carl S. Koerner Esq.	Board Member	Excused	
Jamie Lee	Board Member	Present	
Selina Lee Ph. D	Board Member	Present	
Michelle Miao Ph. D.	Board Member	Present	
Guillermo Patino	Board Member	Present	6:17 PM
George Russo Esq	Board Member	Present	
Lydon Sleeper O'Connell	Board Member	Present	
Jose Bayona	Rep - Mayor	Present	6:18 PM

Board of Trustees Minutes

January 18, 2024

Matthew Carlin Esq.	Rep - Public Advocate	Present	6:36 PM
Eve Cho Guillergan Esq	Rep - Speaker	Excused	
Allan Swisher Esq	Rep - Borough President	Remote	
Jimmy Van Bramer	Rep - NYC Comptroller	Present	6:10 PM
Dennis M. Walcott	President & CEO	Present	
Nick Buron	Chief Librarian & Sr. VP	Present	
Justin Deabler Esq.	General Counsel & Sr. VP	Present	
Sung Mo Kim Esq	Chief Operating Officer & Sr. VP	Present	
Gitte Peng	Chief of Staff & Sr. VP.	Excused	
Stephen G. Mack	Chief Financial Officer & Sr. VP	Present	
Susan Latham	Executive Director, QPL Foundation	Present	
William Goldband	VP, Information, Technology & Development	Present	
Larry Vedilago	VP, Risk Management	Present	
Justin Carroll Esq	Associate General Counsel	Remote	
Vishnu Dawah	Controller, Finance	Present	
Sara Hausner-Levine Esq.	Deputy General Counsel	Remote	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
Dominique Simboli	Executive Assistant to the Chief Operating Officer	Present	
Danielle Walsh	Instructional Systems Designer and Strategist	Present	
Monique Hamilton	Executive Assistant to President & CEO	Present	

Attachment: BOT Minutes- January 18 2024 (jd-final) (3048 : Approval of Minutes of the Board - January 18, 2024)

January 18, 2024

II. Approval of BOT Minutes**1. Approval of Minutes of the Board - December 14, 2023 (ID # 3035)****Recommended Motion for Consideration:***I move that the Minutes of the Board of Trustees meeting be approved as submitted.*

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Lydon Sleeper O'Connell
AYES:	Simons Ed. D, Shapiro Ed. D LCSW, Thomson, Haddad Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee Ph. D, Miao PH. D., Patino, Russo Esq, O'Connell
EXCUSED:	Matthew M. Gorton, Pauline Healy, Julissa Gutierrez, Carl S. Koerner Esq.

III. Committee Reports**A. Finance & Investments Committee - January 9, 2024****1. Approval of Finance and Investments Committee Report - January 9, 2024 (ID # 3034)****Recommended Motion for Consideration for the Board of Trustees:***I move that the report and action items of the Finance and Investments Committee meeting be accepted and approved as submitted.*

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Terri Thomson
AYES:	Simons Ed. D, Shapiro Ed. D LCSW, Thomson, Haddad Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee Ph. D, Miao PH. D., Patino, Russo Esq, O'Connell
EXCUSED:	Matthew M. Gorton, Pauline Healy, Julissa Gutierrez, Carl S. Koerner Esq.

IV. Agenda**A. Action Item(s)****1. Approval of Bills for the Month of December 2023 (ID # 3019)****Recommended Motion for Consideration by the Board of Trustees:***I move that the Board of Trustees approve the December 2023 bills in the aggregate sum of*

\$8,170,865.

RESULT:	ADOPTED [Unanimous]
MOVER:	Lydon Sleeper O'Connell
SECONDER:	Guillermo Patino
AYES:	Simons Ed. D, Shapiro Ed. D LCSW, Thomson, Haddad Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee Ph. D, Miao PH. D., Patino, Russo Esq, O'Connell
EXCUSED:	Matthew M. Gorton, Pauline Healy, Julissa Gutierrez, Carl S. Koerner Esq.

2. Acceptance of Financial Reports for the Period Ending December 2023 (ID # 3018)

Stephen Mack, Chief Financial Officer, reported that the Library is roughly 50% expended of the budget for city funds and 28% expended for state funds due to payroll, which is approximately 75% of the Library's expenses.

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 December 31, 2023.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Michelle Miao PH. D.
AYES:	Simons Ed. D, Shapiro Ed. D LCSW, Thomson, Haddad Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee Ph. D, Miao PH. D., Patino, Russo Esq, O'Connell
EXCUSED:	Matthew M. Gorton, Pauline Healy, Julissa Gutierrez, Carl S. Koerner Esq.

3. FY'24 City Fund Budget Modifications (ID # 3021)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees modify the Fiscal Year 2024 City Fund Budget as indicated in the attachment.

RESULT:	ADOPTED [Unanimous]
MOVER:	George Russo Esq
SECONDER:	Andrew P. Jackson
AYES:	Simons Ed. D, Shapiro Ed. D LCSW, Thomson, Haddad Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee Ph. D, Miao PH. D., Patino, Russo Esq, O'Connell
EXCUSED:	Matthew M. Gorton, Pauline Healy, Julissa Gutierrez, Carl S. Koerner Esq.

4. FY'24 Non-City Fund Budget Modifications (ID # 3022)

Attachment: BOT Minutes- January 18 2024 (jd-final) (3048 : Approval of Minutes of the Board - January 18, 2024)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees modify the Fiscal Year 2023 Non-City Fund Budgets as indicated in the attachment.

RESULT:	ADOPTED [Unanimous]
MOVER:	George Russo Esq
SECONDER:	Andrew P. Jackson
AYES:	Simons Ed. D, Shapiro Ed. D LCSW, Thomson, Haddad Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee Ph. D, Miao PH. D., Patino, Russo Esq, O'Connell
EXCUSED:	Matthew M. Gorton, Pauline Healy, Julissa Gutierrez, Carl S. Koerner Esq.

5. Election of Officers, Calendar Year 2024 (ID # 3024)

RESULT:	ADOPTED [Unanimous]
MOVER:	George Russo Esq
SECONDER:	Cloyette Harris-Stoute
AYES:	Simons Ed. D, Shapiro Ed. D LCSW, Thomson, Haddad Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee Ph. D, Miao PH. D., Patino, Russo Esq, O'Connell
EXCUSED:	Matthew M. Gorton, Pauline Healy, Julissa Gutierrez, Carl S. Koerner Esq.

6. FY 2025 Holiday Schedule (ID # 3033)

Recommended Motion for Consideration:

I move that the Board of Trustees approve the fiscal year 2025 holiday schedule as presented.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Terri Thomson
AYES:	Simons Ed. D, Shapiro Ed. D LCSW, Thomson, Haddad Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee Ph. D, Miao PH. D., Patino, Russo Esq, O'Connell
EXCUSED:	Matthew M. Gorton, Pauline Healy, Julissa Gutierrez, Carl S. Koerner Esq.

7. Approval of Amended Collection Development Policy (ID # 3028)

Nick Buron, Chief Librarian and SVP, provided background on the Library's policy and procedures regarding collection development. He reported that the proposed policy revision before the Board reflects, among other things, an updated Library mission statement; sourcing criteria; updates to the American Library Association's Bill of Rights; and an updated customer materials reconsideration form.

Recommended Motion for Consideration by the Board of Trustees:

Attachment: BOT Minutes- January 18 2024 (jd-final) (3048 : Approval of Minutes of the Board - January 18, 2024)

January 18, 2024

I move that the Board of Trustees adopt the amended Collection Development Policy, as set forth in the attachments.

RESULT:	ADOPTED [Unanimous]
MOVER:	Terri Thomson
SECONDER:	Andrew P. Jackson
AYES:	Simons Ed. D, Shapiro Ed. D LCSW, Thomson, Haddad Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee Ph. D, Miao PH. D., Patino, Russo Esq, O'Connell
EXCUSED:	Matthew M. Gorton, Pauline Healy, Julissa Gutierrez, Carl S. Koerner Esq.

8. Amendment to Gift Acceptance Policy (ID # 3026)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees adopt the amended Gift Acceptance Policy, as set forth in the attachments.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Terri Thomson
AYES:	Simons Ed. D, Shapiro Ed. D LCSW, Thomson, Haddad Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee Ph. D, Miao PH. D., Patino, Russo Esq, O'Connell
EXCUSED:	Matthew M. Gorton, Pauline Healy, Julissa Gutierrez, Carl S. Koerner Esq.

9. Amendment to QLF Bylaws (ID # 3027)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the amended Bylaws of the Queens Public Library Foundation, as set forth in the attachments.

RESULT:	ADOPTED [Unanimous]
MOVER:	Michelle Miao PH. D.
SECONDER:	Terri Thomson
AYES:	Simons Ed. D, Shapiro Ed. D LCSW, Thomson, Haddad Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee Ph. D, Miao PH. D., Patino, Russo Esq, O'Connell
EXCUSED:	Matthew M. Gorton, Pauline Healy, Julissa Gutierrez, Carl S. Koerner Esq.

B. Report Item(s)

1. FY'24 Bi-Annual Credit Card Usage Summary (ID # 3023)

RESULT:	PRESENTED
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2. Property/Casualty Insurance Program Update (ID # 3031)

RESULT:	PRESENTED
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3. Workers' Compensation Self-Insurance Program Update (ID # 3030)

Attachment: BOT Minutes- January 18 2024 (jd-final) (3048 : Approval of Minutes of the Board - January 18, 2024)

RESULT:	PRESENTED
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4. Payroll for the Month of December 2023 (ID # 3020)

RESULT:	PRESENTED
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5. Purchases Over \$50K - December 2023 (ID # 3029)

RESULT:	PRESENTED
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6. Personnel Report - December 2023 (ID # 3032)

RESULT:	PRESENTED
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V. Report of the Chairman of the Board

Board Chair Earl Simons thanked everyone for rounding out the year in compliance by completing the trustee training webinar and submitting their current conflict of interest disclosure forms.

VI. President's Report

President and CEO Dennis M. Walcott shared that Fred Gitner, Assistant Director of New Initiatives & Partnership Liaison, was awarded the I Love My Librarian award. Mr. Gitner has been with Queens Public Library for 25 years and runs the New Americans Program.

Sung Mo Kim, Chief Operating Officer and SVP, reported that the Far Rockaway repairs are coming to a close, pending accessibility renovations. Updates regarding hiring and the Broadway and Bay Terrace renovation projects were also provided. The Flushing library currently has five project with the NYC Department of Design and Construction, relating to the branch's elevator, boiler, roof, fire alarm, and generator. The Steinway library reopened in December 2023 after renovations. Mr. Kim also discussed projects funded by the New York State Education Department (NYSED) concerning the Central Library's Children's Library Discover Center and cooling tower.

Board Chair Earl Simons inquired about the reopening of the cafe and cafeteria at Central Library. Mr. Kim reports that the Library is currently evaluating vendors for the cafe and refreshed the Board on the previously discussed regulatory issues regarding the gas line in the cafeteria.

1. Key Performance Indicators- December 2023 (ID # 3025)

RESULT: PRESENTED

VII. Adjournment

1. Motion to Adjourn (ID # 3014)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Lydon Sleeper O'Connell
SECONDER:	Selina Lee Ph. D
AYES:	Simons Ed. D, Shapiro Ed. D LCSW, Thomson, Haddad Esq., Harris-Stoute, Jackson, Kauffmann, Lee, Lee Ph. D, Miao PH. D., Patino, Russo Esq, O'Connell
EXCUSED:	Matthew M. Gorton, Pauline Healy, Julissa Gutierrez, Carl S. Koerner Esq.

The meeting was closed at 7:42 PM.

Secretary

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 7, 2024

ITEM ID #: 3037

AGENDA: Approval of Bills for the Month of January 2024

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 \$4,684,280 being the amount of January 2024 bills vouchered and paid consisting of \$10,559 in Fines and Fees Funds, \$565,566 in City Funds, \$430,265 in Federal & State Funds, \$3,638,227 in Trust & Agency Funds, \$3,741 in Board-Designated & Private Grants Funds and \$35,922 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 January 2024 bills in the aggregate sum of \$4,684,280.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 7, 2024

ITEM ID #: 3038

AGENDA: Acceptance of Financial Reports for the Period Ending January 2024

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 January 31, 2024.

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 January 31, 2024.

Attachments:

1_24 Financial Statements (PDF)

Queens Public Library
City Consolidated Statement of Financial Position
As of January 31, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	30,206
Accounts receivable		(915)
Grants and Contracts Receivable		75
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		8,724
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		10,688
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	48,779
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	948
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		8,907
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		2,232
Deferred revenue		-
Other liabilities		(397)
Total Liabilities		11,690
Without Donor Restriction:		
Board designated		-
Others		36,188
With Donor Restriction		902
Total Net Assets		37,089
Total Liabilities and Net Assets	\$	48,779

Attachment: 1_24 Financial Statements (3038 : Acceptance of Financial Reports for the Period Ending January 2023)

Queens Public Library
State Consolidated Statement of Financial Position
As of January 31, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	5,127
Accounts receivable		2,984
Grants and Contracts Receivable		74
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		15,590
Fixed Assets, Net		37,724
Interfund Transfer		2,135
Security Deposits		26
Total Assets	\$	63,659
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	120
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		8,372
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		-
Deferred revenue		-
Other liabilities		0
Total Liabilities	\$	8,493
Without Donor Restriction:		
Board designated		-
Others		55,610
With Donor Restriction		(444)
Total Net Assets		55,166
Total Liabilities and Net Assets	\$	63,659

Attachment: 1_24 Financial Statements (3038 : Acceptance of Financial Reports for the Period Ending January 2023)

Queens Public Library
Federal Consolidated Statement of Financial Position
As of January 31, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	(2)
Accounts receivable		2
Grants and Contracts Receivable		133
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		166
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	299
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	48
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		443
Deferred revenue		-
Other liabilities		-
Total Liabilities		490
Without Donor Restriction:		
Board designated		-
Others		49
With Donor Restriction		(241)
Total Net Assets		(192)
Total Liabilities and Net Assets	\$	299

Attachment: 1_24 Financial Statements (3038 : Acceptance of Financial Reports for the Period Ending January 2023)

Queens Public Library
Board Designated Consolidated Statement of Financial Position
As of January 31, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	611
Accounts receivable		11
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		10,678
Fixed Assets, Net		837
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	12,137
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	15
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		346
Deferred revenue		-
Other liabilities		-
Total Liabilities		361
Without Donor Restriction:		
Board designated		11,416
Others		-
With Donor Restriction		359
Total Net Assets		11,775
Total Liabilities and Net Assets	\$	12,137

Attachment: 1_24 Financial Statements (3038 : Acceptance of Financial Reports for the Period Ending January 2023)

Queens Public Library
Fines & Fees Consolidated Statement of Financial Position
As of January 31, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	3,612
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		315
Security Deposits		-
Total Assets	\$	3,945
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	6
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		-
Deferred revenue		-
Other liabilities		-
Total Liabilities		6
Without Donor Restriction:		
Board designated		-
Others		3,938
With Donor Restriction		-
Total Net Assets		3,938
Total Liabilities and Net Assets	\$	3,945

Attachment: 1_24 Financial Statements (3038 : Acceptance of Financial Reports for the Period Ending January 2023)

Queens Public Library
Workers' Comp Consolidated Statement of Financial Position
As of January 31, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	1,892
Accounts receivable		-
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		-
Interfund Transfer		723
Security Deposits		-
Total Assets	\$	2,615
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	3
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	\$	811
Without Donor Restriction:		
Board designated		-
Others		1,804
With Donor Restriction		-
Total Net Assets		1,804
Total Liabilities and Net Assets	\$	2,615

Attachment: 1_24 Financial Statements (3038 : Acceptance of Financial Reports for the Period Ending January 2023)

Queens Public Library
 City Consolidated Budget Report
 As of January 31, 2024

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	\$ 118,588	\$ 63,917	\$ 54,671	\$ 6,386	\$ 2,615	\$ 3,380	\$ 3,380	\$ 2,121	\$ 2,500	\$ 2,500	\$ 76,184	
State of New York	-	-	-	-	-	-	-	-	-	-	-	-	
United States of America	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-	
Contributed facilities	-	-	-	-	40	-	-	-	-	-	-	40	
Contributed services	-	-	0	(0)	(71)	-	-	-	-	-	-	(71)	
Fines and fees	-	-	-	-	-	-	-	-	-	-	-	-	
Interest & Dividend Income	5	5	1	4	476	-	-	-	-	-	-	477	
Investment (loss) income	2	2	-	2	-	-	-	-	-	-	-	-	
Other Revenue	-	-	16	(16)	-	-	-	-	-	-	-	16	
FY23 Carry Forward	-	1,208	1,208	-	-	-	-	-	-	-	-	1,208	
Total Revenue	\$ 114,897	\$ 119,803	\$ 65,143	\$ 54,660	\$ 6,831	\$ 2,615	\$ 3,380	\$ 3,380	\$ 2,121	\$ 2,500	\$ 2,500	\$ 77,853	
Appropriations													
Wages	\$ 72,606	\$ 73,160	\$ 39,430	\$ 33,730	\$ 452	\$ 100	\$ 108	\$ 24	\$ 1,503	\$ 1,504	\$ 687	\$ 40,593	
Fringe benefits	26,582	27,064	15,100	11,964	6,992	9	9	2	332	380	179	22,272	
Books and other library materials	3,471	4,088	1,872	2,216	25	26	116	61	3	10	2	1,961	
Programs (contracted services and exhibits)	624	624	183	441	75	-	-	11	-	-	76	345	
Information technology	1,496	1,690	855	835	8	-	-	-	40	72	9	872	
Building maintenance and renovations	3,188	4,726	2,270	2,456	(1,528)	1,397	1,603	345	-	-	-	1,086	
Telecommunications	557	619	315	304	0	-	-	-	-	-	-	315	
Building lease	1,555	1,555	929	626	-	-	-	-	-	-	-	929	
Contractual services	1,818	2,834	1,353	1,481	5	1,081	1,515	254	224	330	48	1,660	
Supplies, equipment, and furniture	1,148	1,643	705	938	(329)	-	29	4	11	162	68	448	
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	-	-	-	-	451	-	-	-	-	-	-	451	
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	
Other	338	419	85	334	3	2	-	-	8	42	2	89	
Total Expenses	\$ 114,897	\$ 119,803	\$ 64,403	\$ 55,400	\$ 6,154	\$ 2,615	\$ 3,380	\$ 701	\$ 2,121	\$ 2,500	\$ 1,069	\$ 72,327	
	\$ -	\$ -	\$ 740	\$ (740)	\$ 676	\$ -	\$ 0	\$ 2,679	\$ -	\$ -	\$ 1,431	\$ 5,526	

Attachment: 1_24 Financial Statements (3038 : Acceptance of Financial Reports for the Period Ending

**Queens Public Library
State Consolidated Budget Report
As of January 31, 2024
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	-	-	-	-	5,045	5,045
United States of America	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	5,415	5,415	2,970	2,445	-	2,970
Contributed facilities	-	-	-	-	-	-
Contributed services	-	-	-	-	(402)	(402)
Fines and fees	-	-	-	-	-	-
Interest & Dividend Income	-	-	131	(131)	261	393
Investment (loss) income	-	-	-	-	457	457
Other Revenue	-	-	0	(0)	-	0
FY23 Carry Forward	1,172	1,653	1,172	481	-	1,172
Total Revenue	\$ 6,587	\$ 7,068	\$ 4,273	\$ 2,795	\$ 5,361	\$ 9,634
Appropriations						
Wages	\$ 1,314	\$ 1,312	\$ 649	\$ 663	\$ 32	\$ 680
Fringe benefits	224	226	129	97	(17)	112
Books and other library materials	635	680	304	376	417	721
Programs (contracted services and exhibits)	23	23	13	10	72	85
Information technology	2,012	2,072	1,035	1,037	(66)	969
Building maintenance and renovations	1,920	2,298	278	2,020	1,198	1,476
Telecommunications	-	-	-	-	-	-
Building lease	-	-	-	-	-	-
Contractual services	122	120	24	96	45	69
Supplies, equipment, and furniture	327	327	50	277	14	64
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	619	619
Bad Debt Expense	-	-	-	-	-	-
Other	10	10	-	10	-	-
Total Expenses	\$ 6,587	\$ 7,068	\$ 2,481	\$ 4,587	\$ 2,314	\$ 4,795
Transfer to QPLF					-	-
Capital Eligible Expenses					-	-
	\$ -	\$ -	\$ 1,791	\$ (1,791)	\$ 3,047	\$ 4,839

Attachment: 1_24 Financial Statements (3038 : Acceptance of Financial Reports for the Period Ending

**Queens Public Library
Federal Consolidated Budget Report
As of January 31, 2024**
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	20	707	1,430	1,450		
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	\$ 20	\$ 707	\$ 1,430	\$ 1,450		
Appropriations								
Wages	\$ -	\$ -	\$ -	\$ -	\$ 991	\$ 991		
Fringe benefits	-	-	-	-	315	315		
Books and other library materials	-	-	-	-	-	-		
Programs (contracted services and exhibits)	-	-	-	-	39	39		
Information technology	-	-	-	-	4	4		
Building maintenance and renovations	-	-	-	-	-	-		
Telecommunications	727	727	368	359	-	368		
Building lease	-	-	-	-	-	-		
Contractual services	-	-	-	-	75	75		
Supplies, equipment, and furniture	-	-	-	-	12	12		
Use of contributed facilities	-	-	-	-	-	-		
Use of contributed services	-	-	-	-	-	-		
Property and casualty insurance	-	-	-	-	-	-		
Depreciation	-	-	-	-	3	3		
Bad Debt Expense	-	-	-	-	-	-		
Other	-	-	-	-	7	7		
Total Expenses	\$ 727	\$ 727	\$ 368	\$ 359	\$ 1,446	\$ 1,814		
	\$ -	\$ -	\$ (348)	\$ 348	\$ (15)	\$ (364)		

Attachment: 1_24 Financial Statements (3038 : Acceptance of Financial Reports for the Period Ending

Queens Public Library
 Other Consolidated Budget Report
 As of January 31, 2024
 In thousands

	Other Funds															
	Board Designated Fund				Fines & Fees Fund				Workers' Comp Fund				All Other			
	Operating				Operating				Operating				Grants			
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual			
Estimated Revenues																
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
State of New York	-	-	-	-	-	-	-	-	-	-	-	-	-			
United States of America	-	-	-	-	-	-	-	-	-	-	-	-	-			
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-	11			
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-	-			
Contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-			
Contributed services	-	-	-	-	-	-	-	-	-	-	-	-	(154)			
Fines and fees	-	-	-	-	343	343	240	103	-	-	-	-	-			
Interest & Dividend Income	200	200	(30)	230	6	6	167	(161)	-	-	-	-	211			
Investment (loss) income	200	200	169	31	-	-	-	-	-	-	-	-	267			
Other Revenue	-	-	1	(1)	-	-	-	-	650	650	-	650	168			
FY23 Carry Forward	-	-	-	-	-	-	-	-	-	-	-	-	-			
Total Revenue	\$ 400	\$ 400	\$ 139	\$ 261	\$ 349	\$ 349	\$ 406	\$ (57)	\$ 650	\$ 650	\$ -	\$ 650	\$ 504			
Appropriations																
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74	\$ 74	\$ 40	\$ 34	\$ -			
Fringe benefits	-	-	-	-	-	-	9	(9)	328	328	32	296	-			
Books and other library materials	-	-	-	-	166	166	160	6	-	-	-	-	0			
Programs (contracted services and exhibits)	-	-	-	-	-	-	-	-	-	-	-	-	7			
Information technology	26	26	14	12	-	-	-	-	-	-	-	-	-			
Building maintenance and renovations	-	-	-	-	-	-	-	-	-	-	-	-	-			
Telecommunications	2	2	-	2	-	-	-	-	-	-	-	-	-			
Building lease	-	-	-	-	-	-	-	-	-	-	-	-	-			
Contractual services	325	325	119	206	183	183	58	125	123	123	51	72	34			
Supplies, equipment, and furniture	11	11	4	7	-	-	-	-	-	-	-	-	0			
Use of contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-			
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-			
Property and casualty insurance	-	-	-	-	-	-	-	-	122	122	104	18	-			
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	17			
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-			
Other	36	36	17	19	-	-	-	-	3	3	0	3	(154)			
Total Expenses	\$ 400	\$ 400	\$ 154	\$ 246	\$ 349	\$ 349	\$ 228	\$ 121	\$ 650	\$ 650	\$ 228	\$ 422	\$ (95)			
	\$ -	\$ -	\$ (14)	\$ 14	\$ -	\$ -	\$ 179	\$ (179)	\$ -	\$ -	\$ (228)	\$ 228	\$ 600			

Attachment: 1_24 Financial Statements (3038 : Acceptance of Financial Reports for the Period Ending

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 7, 2024

ITEM ID #: 3050

AGENDA: Committee Assignments

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the committee assignments for the duration of calendar year 2024 as presented.

Attachments:

Committee Assignments (Proposed 3.7.2024) (PDF)

**QUEENS BOROUGH PUBLIC LIBRARY
BOARD OF TRUSTEES - COMMITTEE ASSIGNMENTS FOR 2024**

Proposed on 3/7/2024

<p align="center"><u>Executive Committee</u> (at least 7 members; 2 selected by BOT)</p>	<p align="center"><u>Audit Committee</u> (at least 3 members)</p>	<p align="center"><u>Buildings and Grounds Committee</u> (at least 3 members)</p>	<p align="center"><u>Programming Committee</u> BOT Approved on 9/9/2021</p>
<p>Earl G. Simons, Ed. D., Committee Chair <i>[Current Chair of BOT]</i></p> <p>Eli Shapiro, Ed. D., LCSW <i>[Current Officer of BOT]</i></p> <p>Pauline Healy <i>[Current Officer of BOT]</i></p> <p>Terri Thomson <i>[Current Officer of BOT]</i></p> <p>Matthew Gorton <i>[Current Officer of BOT]</i></p> <p>Carl Koerner, Esq. <i>[Selected by BOT]</i></p> <p>Cloyette Harris-Stoute <i>[Selected by BOT]</i></p> <p>Quorum: 4</p>	<p>Peter Kauffmann, Committee Chair</p> <p>Carl Koerner, Esq.</p> <p>George Russo, Esq.</p> <p>Lydon Sleeper-O'Connell</p> <p>Quorum: 3</p>	<p>Guillermo Patino, Committee Chair</p> <p>James Haddad, Esq.</p> <p>Andrew Jackson</p> <p>Terri Thomson</p> <p>Michelle Miao</p> <p>Selina Lee</p> <p>Jamie Lee</p> <p>Quorum: 4</p>	<p>Andrew Jackson, Committee Chair</p> <p>Cloyette Harris-Stoute</p> <p>Eli Shapiro, Ed.D., LCSW</p> <p>Peter Kauffmann</p> <p>Julissa Gutierrez</p> <p>Michelle Miao</p> <p>Jamie Lee</p> <p>Eve Cho Guillergan, Esq. <i>(non-voting)</i></p> <p>Quorum: 4</p>
<p align="center"><u>Finance & Investments Committee</u> (at least 3 members)</p>	<p align="center"><u>Labor Relations Committee</u> (at least 3 members)</p>	<p align="center"><u>Nominating Committee</u> (5 members selected no later than November)</p>	
<p>Pauline Healy, Committee Chair <i>[Current Treasurer of BOT]</i></p> <p>Terri Thomson</p> <p>Matthew Gorton</p> <p>James Haddad, Esq.</p> <p>Earl G. Simons, Ed.D.</p> <p>Quorum: 3</p>	<p>George Russo, Esq., Committee Chair</p> <p>Matthew Gorton</p> <p>Pauline Healy</p> <p>Cloyette Harris-Stoute</p> <p>Julissa Gutierrez</p> <p>Quorum: 3</p>	<p>[____], Committee Chair</p> <p>[____]</p> <p>[____]</p> <p>[____]</p> <p>[____]</p> <p>Quorum: 3</p>	

Attachment: Committee Assignments (Proposed 3.7.2024) (3050 : Committee Assignments)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 7, 2024

ITEM ID #: 3051

AGENDA: Trustee Education Policy

Background:

In 2021, New York passed Education Law §260-d (“Section 260-d”), requiring that board members of public, free association and Indian libraries, beginning January 1, 2023, complete a minimum of two hours of trustee education (“Trustee Education”) annually.

Pursuant to Section 260-d, Trustee Education may be provided by the library itself, or by a provider approved by the New York State Commissioner of Education. Trustee Education topics may include financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library trustee. The law further requires that each trustee file evidence of completion of the training with the library board president. Compliance with Section 260-d is tracked through questions on the Annual Report for Public and Association Libraries.

In October 2023, the Library circulated to Trustees a two-hour Trustee Education Training webinar, to fulfill their new annual training requirement for 2023. All Trustees completed the webinar.

Current status:

The New York State Library (“NYSL”) has issued guidance regarding the implementation of Section 260-d, including the recommendation—though not legally required—that each library adopt a board-approved trustee education policy.

Incorporating a template provided by NYSL, the Library’s General Counsel has drafted a Trustee Education Policy for the Library. It sets forth the requirements of Section 260-d including the format and content of Trustee Training, and Trustees’ demonstration of compliance with this Policy.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees adopt the Trustee Education Policy, as set forth in the attachment.

Attachments:

QPL Trustee Education Policy(jd) (PDF)

POLICY & PROCEDURE MANUAL	SECTION A, # []
TRUSTEE EDUCATION POLICY	ISSUED: MARCH 2024 Approving Authority: Board of Trustees

Purpose

The Queens Borough Public Library (“Library”) has adopted this Trustee Education Policy to adhere to best practices for compliance with New York State Education Law Section 260-d, which requires that members of library boards, such as the Library’s Board of Trustees, complete a minimum of two hours of continuing education (“Trustee Education”) annually.

Administration

Trustee Education shall be provided by either the Library or an external provider approved by the New York State Commissioner of Education, and may be delivered online or in person. The Trustee Education shall address such topics as financial oversight, accountability, fiduciary responsibilities, and the general powers and duties of library trustees.

Evidence of Completion

In compliance with Section 260-d, each Trustee shall submit evidence that they have completed the Trustee Education to the President of the Board annually. Such evidence shall include one of the following: (1) certificates of completion issued by one or more approved providers; or (2) a signed self-assurance of completion, which shall identify the approved Trustee Education providers, a description of the format and content of the completed instruction activities, the date and time such Trustee began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

The Library will report on Trustees’ compliance in its Annual Report to the State.

Attachment: QPL Trustee Education Policy(jd) (3051 : Trustee Education Policy)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 7, 2024

ITEM ID #: 3052

AGENDA: Contract Authorization – Landscaping, Gardening and Irrigation System Installations and Maintenance Requirements Contracts

Background:

This is an action item seeking approval from the Queens Borough Public Library’s Board of Trustees to enter into contracts with ELM General Construction Corp D/B/A Kelly's Crew, HMD Construction Group, LLC, LN Pro Services LLC, and Our Temenos LLC for landscaping, gardening, and irrigation system installations and maintenance. The Board’s approval is required pursuant to the Library’s Procurement Policy, which states, in pertinent part, that contracts for building services and maintenance contracts with an annual cost in excess of \$50,000 must be approved by the Library President and CEO and the Board of Trustees.

The Library’s annual need for landscaping, gardening, and irrigation system installations and maintenance has historically been below \$50,000, and the Library did not have any formal contracts in place. The Queens Public Library Foundation received a \$140,000 grant from National Grid to beautify three library gardens. With National Grid funding, a garden of perennial, native wildflowers was installed at Windsor Park, along with an irrigation system to maintain the garden. In addition, a new garden was installed on the side and in the backyard of Elmhurst Library, complete with an irrigation system. This spring, the grant will cover the installation of a new container garden at Langston Hughes and the expansion of an irrigation system there. In addition, irrigation systems will be installed at East Elmhurst and Ridgewood Libraries, both of which had their gardens refurbished with a grant from the Revson Foundation in 2023. In 2021, the Revson Foundation supported the cleanup of gardens at Ridgewood, East Elmhurst, Glen Oaks, and Glendale. Since the Library’s need for these services has grown, the Library has identified a need to establish requirements contracts where firms can compete for work on specific projects.

Current Status:

On October 10, 2023, the Library issued an RFP for landscaping, gardening, and irrigation system installations and maintenance requirements contracts. RFP # 1023-2 was advertised in the New York City Record, BidNet, New York State Contract Reporter and posted on the Library’s website. Notification of the RFP was emailed to over two-hundred (200) firms, including New York State and New York City Minority and Women Owned Business Enterprises (“M/WBE”) and New York State Certified Service Disabled Veterans Owned Businesses (“SDVOB.”) The RFP stated: that the Library is seeking to award contracts for firms to provide landscaping, gardening, and irrigation system installations and maintenance services; that it did not request any specific pricing; and that the Library intends to establish a

list of awarded firms that can compete for future work. Once the Library has identified a specific project, it will then solicit all selected firms. The contract term for the RFP is two years with three one-year options to renew. In addition, the Library may award work based on lowest cost or by best value as determined at the sole discretion of the Library.

Five (5) firms submitted proposals, as detailed in the table below. However, one (1) firm was deemed non-responsive. Medina Landscaping Corp. submitted its response to the Library’s general contracting bid—also underway in the same timeframe—as its response to the Library’s RFP for landscaping, gardening, and irrigation system installations and maintenance requirements contracts. As such, the Library notified the firm that its submission was non-responsive to this RFP.

	Firm Name	MWBE	
1	ELM General Construction Corp D/B/A Kelly's Crew		
2	HMD Construction Group, LLC	NYC WBE	
3	LN Pro Services LLC	NYS & NYC M/WBE	
4	Medina Landscaping Corp		Non-responsive
5	Our Temenos, LLC	NYC WBE	

A selection committee comprised of Foundation and Procurement staff evaluated the remaining four proposals on a pass/fail basis, based on the firm’s responsiveness to the RFP and the firm’s experience and qualifications in providing services. The results are as follows:

	Firm Name	MWBE	Pass/ Fail
1	ELM General Construction Corp D/B/A Kelly's Crew		Fail
2	HMD Construction Group, LLC	NYC WBE	Pass
3	LN Pro Services LLC	NYS & NYC M/WBE	Pass
4	Our Temenos, LLC	NYC WBE	Pass

ELM General Construction Corp D/B/A Kelly's Crew received a fail evaluation because the firm did not demonstrate its experience and qualification and did not detail any past projects. The remaining three firms received a passing evaluation and are recommended for an award and to compete for future projects. In the review of proposals, the Library thoroughly reviewed each vendor’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 a firm.

According to the New York City Comptroller’s web page “Checkbook NYC,” HMD Construction Group, LLC (“HMD”) has been awarded over \$1.5 million for work performed since 2021 for the Department of Parks and Recreation and Department of Environmental Protection. A reference from the Department of Environmental Protection indicated that HMD met expectations and that the Department was satisfied with the firm’s work. A reference from the Martin Group Construction Services stated that HMD exceeded expectations. A reference from the Department of Parks and Recreation stated that HMD was a

prime contractor for tree plantings and that the firm met expectations.

According to the New York State Comptroller's web page "Open Book," LN Pro Services LLC ("LN Pro") was awarded over \$1.7 million in contracts from the Metropolitan Transportation Authority for cleaning services. A reference from the Roxy Hotel stated that the hotel used LN Pro to perform various building services and maintenance and that LN Pro exceeded expectations. A reference from AAA Facilities Maintenance Services stated that LN Pro has provided janitorial and landscaping services and that the firm exceeded expectations.

Our Temenos, LLC ("Our Temenos") completed a planting project at the Windsor Park library and performed well. A reference from the Laundromat Project, a Brooklyn-based community arts organization, stated that Our Temenos successfully completed a planting project and exceeded expectations.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to execute contracts with HMD Construction Group, LLC, LN Pro Services LLC, and Our Temenos LLC for landscaping, gardening and irrigation system installations and maintenance for a two-year term with three one-year options to renew.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 7, 2024

ITEM ID #: 3053

AGENDA: Contract Authorization- System-Wide Data Cabling Services Requirements Contracts

Background:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees for the Library to enter into system-wide data cabling services requirements contracts with Interface Cable Assemblies & Services Corp, GM Data Communications Inc., and Creative Cabling Solutions, Inc. The Board's approval is required pursuant to the Library's Procurement Policy, which provides that contracts for construction in excess of \$50,000 require the issuance of a competitive bid and the authorization of the Library's Board of Trustees.

The Library's existing contracts for data cabling will expire in June 2024.

Current Status:

On October 16, 2023, the Library issued an Invitation for Bid, bid number 1023-4, for system-wide data cabling requirements contracts to be awarded to multiple firms. The bid was advertised in the New York City Record, BidNet, New York State Contract Reporter and posted on the Library's website. Notification of the IFB was emailed to over fifty (50) firms, including New York State and New York City Minority and Women Owned Business Enterprises ("M/WBE") and New York State Certified Service Disabled Veterans Owned Businesses ("SDVOB.")

The bid specified that the Library requires system-wide data cabling requirements contracts for work assignments that range from a single unit of a bidder's maximum straight hourly rate, up to an estimated amount of \$300,000. Bidders are required to provide their single maximum straight hourly rate for data cabling services. Bidders maximum straight hourly rate must cover the full range of data cabling services, inclusive of all overhead, profit and prevailing wage, and it is to be fixed for the first year of the contract and shall increase by three percent (3%) each year of the contract thereafter. During the term of the contract, material, equipment, and subcontracting of other trade work shall not exceed a twenty percent (20%) mark-up. The contract term stated in the bid is for a term of two (2) years with an option to extend for three (3) one-year periods.

The bid stated that the Library intends to award to multiple firms with the primary contract to the lowest responsible bidder ("Primary Successful Bidder"), the secondary contract to the next lowest responsible bidder ("Secondary Successful Bidder"), and so forth. The bid also stated that the Library in its sole discretion shall determine the number of awarded firms. In the event the

Primary Successful Bidder is not available, or the Primary Successful Bidder has a lapse of insurance, or if the Library rejects a Statement of Work (“SOW”), the Library may award work to the Secondary Successful Bidder next, then to the Tertiary Successful Bidder next, and so forth. Additionally, the Library in its sole judgement can make the determination that if the Primary Successful Bidder or other bidders has demonstrated poor performance or quality, does not have the capability to perform the work and/or within the required time frame, or has demonstrated health and safety issues, the Library may award work to the next-in-line bidder. The bid also states that the Library does not guarantee work; that the Library may seek competition from all of the awarded firms; and that the Library reserves the right to issue bids for specific projects.

The following firms submitted bids:

Bidder	M/WBE	Maximum Straight Hourly Rate
Interface Cable Assemblies & Services Corp.		\$104.80
AmoreServ LLC		\$110.00 (Non Responsive)
GM Data Communications, Inc.		\$130.00
Creative Cabling Solutions, Inc.	NYC & NYS WBE	\$141.00
Northshore Industries, Inc.		\$144.12
Bayview Custom Communications LTD		\$165.00
Diamond Power Consulting Group, Inc	NYC MBE	\$175.00
ESC Cabling	NYC MBE	\$175.00
InVision Source, LLC	NYC & NYS WBE	\$200.00

Interface Cable Assemblies & Services Corp. (“ICAS”) submitted the lowest responsive bid. AmoreServ LLC submitted the next lowest bid; however, the firm did not provide financial information and placed a condition of being awarded the bid to provide such information. As such, the firm was notified that its bid was non-responsive. GM Data Communications, Inc. (“GM Data”) submitted the second lowest responsive bid and Creative Cabling Solutions, Inc. (“Creative Cabling”) submitted the third lowest responsive bid.

A review of ICAS, GM Data, and Creative Cabling vendor’s experience, financial stability, references, and the PASSPort database did not identify any negative findings or raise any integrity issues that would adversely affect an award to any of the firms.

ICAS has been a provider of services to the Library over the past five years and has performed well. According to the NYC Comptroller’s webpage “Checkbook NYC,” ICAS has been awarded over \$7 million in contracts since 2013 from the Department of Health and Mental Hygiene and the Department of Education. According to the NYS Comptroller’s webpage “Open Book,” ICAS has been awarded over \$20 million in contracts since 2017 from various state entities including the Office of General Services and the Office of Information Technology Services. A reference from the NYS Unified Court System stated that ICAS has performed work for over ten years and has exceeded expectations. A reference from the New York State Office of

Information Technology Services stated that ICAS has performed well over the past five years and has exceeded expectations, and that they recommend the firm. A reference from the NYC Department of Health and Mental Hygiene stated that ICAS is always their first pick and that they recommend the firm.

GM Data is listed in the NYC Comptroller's webpage "Checkbook NYC" as providing over \$300,000 in services to CUNY since 2019. According to the NYS Comptroller's webpage "Open Book," GM Data has been awarded over \$1 million in contracts since 2019 from the Office of General Services and the Office of Information Technology Services. A reference from the New York State Information Technology Services stated that GM Data has exceeded expectations and has been a great firm to work with over the last five years. A reference from Eastern Suffolk BOCES indicated that GM Data has completed several large projects, exceeds expectations, and recommends the firm. A reference from New York Public Library stated that the owners of the company are very involved and that the firm exceeded expectations.

Creative Cabling is listed in the NYC Comptroller's webpage "Checkbook NYC" as providing over \$9,000 in services. According to the NYS Comptroller's webpage "Open Book," Creative Cabling has performed over \$50,000 in service to the Office of General Services. A reference from Johnson Controls Security Solutions stated that Creative Cabling has worked with them for over a decade and stated that the firm has met expectations and values them as a partner. A reference from NTT Data stated that Creative Cabling has been its subcontractor working on New York City Department of Education projects to upgrade school and administration buildings data and wireless networks, and that the firm exceeded expectations. A reference from the American Museum of Natural History stated that Creative Cabling has been integral to the seamless operation and connectivity of the museum facilities and recommends the firm without hesitation.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to execute contracts with Interface Cable Assemblies & Services Corp, GM Data Communications Inc., and Creative Cabling Solutions, Inc. for a term of two years with an option to extend for three one-year periods, at the Library's sole discretion, and at the rates proposed herein.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 7, 2024

ITEM ID #: 3054

AGENDA: Contract Authorization - System-Wide General
Construction Requirements Contracts

Background:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees for the Library to enter into system-wide general construction requirements contracts with Northshore Industries, Inc., Mac Contractor Inc., Z H L Group, Inc., A&J Construction of NY, Inc., Zaman Construction Corp. and Mamais Contracting Corp. The Board's approval is required pursuant to the Library's Procurement Policy, which provides, in pertinent part that contracts for construction in excess of \$50,000 require the issuance of a competitive bid and the authorization of the Library's Board of Trustees.

The Library's existing contracts for general construction with Mac Contractor Inc. and Mamais Construction are set to expire in the second quarter of this year.

Current Status:

On October 16, 2023, the Library issued an Invitation for Bid, bid number 1023-3 for System Wide General Construction to be awarded to multiple firms. The bid was advertised in the New York City Record, BidNet, New York State Contract Reporter, and posted on the Library's website. Notification of the IFB was emailed to over two-thousand (2,000) firms, including New York State and New York City Minority and Women Owned Business Enterprises ("M/WBE") and New York State Certified Service Disabled Veterans Owned Businesses ("SDVOB.")

The bid specified that the Library requires system-wide general construction requirements contracts for work assignments that range from a single unit of a vendor's maximum straight hourly rate up to an estimated amount of \$300,000. Bidders were required to provide their single maximum straight hourly rate for general construction services. A bidder's maximum straight hourly rate must cover the full range of general construction services, inclusive of all overhead, profit, and prevailing wage, and it is to be fixed for the first year of the contract and shall increase by three percent (3%) each subsequent year of the contract. During the term of the contract, material, equipment, and subcontracting of other trade work shall not exceed a twenty percent (20%) mark-up. The contract term stated in the bid is for a term of two (2) years with an option to extend for three (3) one-year periods.

The bid stated that the Library intends to award to multiple firms with the primary contract to the lowest responsible bidder ("Primary Successful Bidder"), the secondary contract to the next

lowest responsible bidder (“Secondary Successful Bidder”), and so forth. The bid also stated that the Library in its sole discretion shall determine the number of awarded firms. In the event the Primary Successful Bidder is not available, or the Primary Successful Bidder has a lapse of insurance, or if the Library rejects a Statement of Work (“SOW”), the Library may award work to the Secondary Successful Bidder next, then to the Tertiary Successful Bidder next, and so forth. Additionally, the Library in its sole judgement can make the determination that if the Primary Successful Bidder or other bidders has demonstrated poor performance or quality, does not have the capability to perform the work and/or within the required time frame, or has demonstrated health and safety issues, the Library may award work to the next-in-line bidder. The bid also states that the Library does not guarantee work; that the Library may seek competition from all of the awarded firms; and that the Library also reserves the right to issue bids for specific projects.

The following firms submitted bids:

Bidder	M/WBE	Maximum Straight Hourly Rate
Medina Landscaping Corp.		(Non-Responsive)
Northshore Industries, Inc.		\$78.60
Mac Contractor Inc.	NYS & NYC MBE	\$120.50
Z H L Group, Inc.		\$121.00
A&J Construction of NY, Inc.		\$125.00
Zaman Construction Corp.	NYS & NYC MBE	\$138.00
Mamais Contracting Corp.	NYS & NYC WBE	\$165.00
Broadway Construction Group		\$167.56
4D Construction Inc.	NYS MBE	\$222.62
RAAD Construction Group, LLC	NYC MWBE	\$249.00
HMD Construction Group	NYC WBE	\$295.00
Pencol Contracting Corp	NYS MBE	\$239,488.55

Medina Landscaping Corp. did not provide pricing and the firm was notified that its bid was non-responsive. Northshore Industries, Inc. submitted the lowest responsive bid. Mac Contractor Inc. submitted the second lowest responsive bid, Z H L Group, Inc. submitted the third lowest responsive bid, A&J Construction of NY, Inc. submitted the fourth lowest responsive bid, Zaman Construction Corp. submitted the fifth lowest responsive bid, and Mamais Contracting Corp. submitted the six lowest responsive bid. A review of each vendor’s experience, financial stability, references, and the PASSPort database did not identify any negative findings or raise any integrity issues that would adversely affect an award to each of the firms.

Northshore Industries, Inc. (“Northshore”) has exceeded expectations, according to a reference from 360 Engineering P.C., and the reference further stated that the firm is competent, timely,

and knowledgeable. A reference from RAS P.E Consulting Engineers indicated that Northshore performed well and that they would recommend the firm.

Mac Contractor Inc. (“Mac Contractor”) is an incumbent provider of general construction services to the Library and has performed well. In addition, Mac successfully completed a construction project at the Steinway library. A reference from STV Inc., an engineering firm, stated that Mac Contractor has performed well and recommends the firm.

Z H L Group, Inc. (“ZHL Group”) is listed in the NYC Comptroller’s webpage “Checkbook NYC” as providing over \$300 million in construction services to CUNY since 2008, as well as to various City departments including NYPD, NYFD, DDC, and the Department of Health and Mental Hygiene (“DOHMH”). A reference from DOHMH stated that ZHL Group performed over \$15 million in construction services for the department and that the firm met expectations. A reference from FDNY stated that ZHL Group performed over \$90 million in construction services and that the firm exceeded expectations. A reference from NYPD stated that ZHL Group completed \$20+ million in construction projects, and they highly recommend the firm.

A&J Construction of NY, Inc. (“A&J Construction”) has provided glass replacement services to the library under a limited term contract; it was able to complete most but not all assignments. According to the NYC Comptroller’s webpage “Checkbook NYC,” A&J Construction completed over \$200,000 in construction since 2014. A reference from The Rockland County Solid Waste Management Authority stated that A&J Construction has performed well and met expectations.

Zaman Construction Corp. (“Zaman”) is listed in the NYC Comptroller’s webpage “Checkbook NYC” as providing over \$7 million in construction services since 2013 to various City agencies including the City University Construction Fund, Department of Social Services, the Department of Housing Preservation and Development, and the Department of Environmental Protection. According to the NYS Comptroller’s webpage “Open Book,” Zaman has been awarded over \$50 million in contracts since 2015 and provided construction services to the Dormitory Authority of the State of New York, the Office of General Services, and the New York City Transit Authority. A reference from the New York City Human Resources Administration stated that Zaman performed over \$6 million in construction services and that the firm performed well. A reference from Procida Construction Corp., a real estate development firm, stated that Zaman has performed well as its subcontractor and that they recommend the firm.

Mamais Contracting Corp. (“Mamais”) is an incumbent provider of general construction services to the Library and it has performed well. According to the NYC Comptroller’s webpage “Checkbook NYC,” Mamais has performed over \$600,000 in construction services since 2015 to LaGuardia Community College. A reference from Greystar, a real estate firm, stated that it recommends the firm and that Mamais successfully completed several housing projects with tight deadlines. A reference from Northwell stated that Mamais performed several construction projects and that the firm exceeded expectations.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to execute contracts with Northshore Industries, Inc., Mac Contractor Inc., Z H L Group, Inc., A&J Construction of NY, Inc., Zaman Construction Corp., and Mamais Contracting Corp. for system-wide general construction requirements contracts for a term of two years with an option to extend for three one-year periods at the rates proposed herein.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 7, 2024

ITEM ID #: 3055

AGENDA: Contract Authorization – Pre-Employment and Pre-Volunteer Full Background Check 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 TruView BSI, LLC, a New York State Service-Disabled Veteran-Owned Business (“SDVOB”), to provide pre-employment and pre-volunteer background check services. The Board’s approval is required pursuant to the Library’s Procurement Policy, which states, in pertinent part, that contracts for professional services with an annual cost in excess of \$50,000 must be approved by the Library President and CEO and the Board of Trustees.

The Library last issued a Request for Proposals (“RFP”) for pre-employment and pre-volunteer background check services in 2018 and a contract was awarded to TruView BSI, LLC (“TruView”) for a three-year term with two one-year options to renew. TruView performed well during the full five year term

Current Status:

On July 26, 2023, the Library issued an RFP for pre-employment and pre-volunteer background check services. RFP # 0723-3 was advertised in the New York City Record, BidNet, New York State Contract Reporter and posted on the Library’s website. Notification of the RFP was emailed to over two-hundred (200) firms, including New York State and New York City Minority and Women Owned Business Enterprises (“M/WBE”) and SDVOBs. The RFP stated that the Library’s Human Resources Department and the Volunteer Services division was seeking a qualified firm to provide pre-employment and pre-volunteer full background check Services. As provided in the RFP, firms performing background checks must comply with Federal Fair Credit Reporting Act guidelines in performing background checks. The RFP further stated that the Library does not guarantee any minimum or maximum amount of background checks. In addition, the RFP informed proposers that the awarded contract would be for a three (3) year term with two (2) one-year options to renew at the Library’s sole discretion. Firms submitting proposals were required to provide pricing for a bundled employee background check service, which consists of Social Security trace and verification, and searches of New York statewide criminal databases and the U.S. Department of Justice National Sex Offender Public Registry. Proposers were also required to provide a volunteer background check bundled service, which consists of Social Security trace and verification, and searches of National Criminal File Databases and the U.S. Department of Justice National Sex Offender Public Registry. Additionally, proposers

were required to provide per unit pricing searches, which includes the aforementioned services plus providing educational degree verification, unscored credit reports, employment verifications, references and driver’s license checks. The RFP stipulated that proposers’ pricing was to remain fixed and firm for the first two (2) years of the contract term and that increases for years three, four and five of the contract shall be subject to the annual January increase in the Consumer Price Index for New York, Northern New Jersey, and Long Island, as set forth by the U.S. Department of Labor, Bureau of Labor Statistics for each of the preceding contract years.

Ten (10) firms submitted proposals as detailed in the table below. However one (1) firm was deemed non-responsive. Hire Right submitted its standard commercial proposal that did not respond to the Library’s RFP and did not provide conforming pricing. As such the firm was notified that its proposal was non-responsive.

	Firm Name	MWBE/SDVOB	
1	Accurate C&S Services, Inc		
2	Alliance Risk Group, Inc		
3	Castle Branch, Inc		
4	Commercial Investigations, LLC	NYS & NYC WBE	
5	Diligent Data Services, LLC	NYS & NYC WBE	
6	DSI Medical Services, Inc		
7	Employers Choice Online Inc. (dba Employers Choice Screening)	NYS MBE	
8	KENTECH Consulting, Inc.	NYS & NYC MBE	
9	TruView BSI, LLC	SDVOB	
10	Hire Right		Non-responsive

A selection committee comprised of Library Human Resources, Volunteer Services and Procurement staff determined that the other nine (9) proposals met the following RFP threshold criteria:

1. Proposer must have a minimum of at five (5) years’ experience in providing background check services.
2. Proposer must have worked with public sector and/or not-for-profit entities within the last three (3) years.

As such, the selection committee evaluated the proposals, utilizing the cost and technical evaluation criteria set forth in the RFP. The results were as follows:

	Firm Name	Technical and Cost Score	MWBE/SDVOB
1	TruView BSI, LLC	84.40	SDVOB
2	Employers Choice Online Inc. (dba Employers Choice Screening)	79.40	NYS MBE

3	Accurate C&S Services, Inc	73.81	
4	Alliance Risk Group, Inc	66.55	
5	Castle Branch, Inc	62.55	
6	KENTECH Consulting, Inc.	57.73	NYS & NYC MBE
7	Commercial Investigations, LLC	52.57	NYS & NYC WBE
8	Diligent Data Services, LLC	49.96	NYS & NYC WBE
9	DSI Medical Services, Inc	49.30	

The selection committee identified TruView BSI, LLC, (“TruView”) as the top-scoring firm. TruView is an SDVOB, previously known as Summit Security Services of Long Island Inc. (“Summit Security”), which was established in 2005. TruView’s owner, Nicolas Auletta, is a graduate of West Point and a former active duty regular army infantry Captain with over twenty-five months of combat leadership experience and a combined forty-four months of deployment time to a combat zone. In 2011, Nicolas Auletta joined his family’s business, Summit Security, as Vice President of its Background Screening and Investigations Division. In 2017, Nicolas Auletta purchased Summit Security from his family and renamed it TruView. Under his ownership, TruView qualified and obtained SDVOB certification. The Library thoroughly reviewed TruView’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 New York City Comptroller’s web page “Checkbook NYC,” TruView, performed over \$500,000 in services to the City’s Law Department since 2018. A reference from Teachers College at Columbia University stated that TruView are extremely efficient, a friendly and professional staff and the firm exceeds expectations. A reference from the Roman Catholic Diocese of Albany stated that TruView has performed services for the Diocese for about thirteen years and that the firm has performed well.

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 TruView BSI, LLC for pre-employment and pre-volunteer background check services for a three-year term with two one-year options to renew at the Library’s sole discretion at the rates proposed herein.

TruView	
A. The Queens Public Library Human Resources Department Requires the Following Back Ground Checks as a Bundled Service:	
Full-time and Part-time Employee Searches	Types of Back Ground Check
1	Social Security Trace - Verifies SS Number And Identity.
2	New York Statewide Criminal History Record Search (CHRS) for the Past 7-10 years.
3	The U.S. Department of Justice National Sex Offender Public Registry (NSOPR)

<https://www.nsopw.gov/en> .

Maximum Price for Bundled Service for a Single Employee
(includes a single name plus one alias) Candidate: \$12.00

B. The Queens Public Library Volunteer Division Requires the Following Back Ground Checks as a Bundled Service:

Volunteer Searches	Types of Back Ground Check
1	Social Security Trace - Verifies SS Number And Identity.
2	National Criminal File History - Checks State And Federal Databases For Current And Previous Misdemeanor And Felony Cases (Pending And Adjudicated).
3	The U.S. Department of Justice National Sex Offender Public Registry (NSOPR) https://www.nsopw.gov/en .
	Maximum Price for Bundled Service for a Single Employee (includes a single name plus one alias) Candidate: \$12.00

C. The Queens Public Library Human Resources Department and the Volunteer Divisions Requires the Following Back Ground Checks On a Per Item Basis:

Employee and Volunteer Searches (includes a single name plus one alias)	Types of Back Ground Check	Maximum Pricing For Each Search
1	Social Security Trace - Verifies SS Number And Identity.	\$1.50
2	New York Statewide Criminal History Record Search (CHRS) for the Past 7-10 years.	\$12.00
3	National Criminal File History - Checks State And Federal Databases For Current And Previous Misdemeanor And Felony Cases (Pending And Adjudicated).	\$5.00
4	Non-NY Background Checks. (Provide your highest fee.)	\$12.00
5	The U.S. Department of Justice National Sex Offender Public Registry (NSOPR) https://www.nsopw.gov/en	\$2.00
6	Educational Degree Verification.	\$6.00
7	Unscored Employee Credit Report.	\$8.00
8	Employment Verification & References.	\$10.00
9	Driver's License Check.	\$2.50

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 7, 2024

ITEM ID #: 3056

AGENDA: Purchases Over \$50K - January 2024

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 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 January 1, 2024 through January 31, 2024.

Library:

1. **Creative Office Resources** was issued a purchase order in the amount of \$142,630 under its furniture and shelving requirements contract to provide shelving for the Bay Terrace library.
2. **Kone, Inc.** was issued a purchase order in the amount of \$103,800 under its NYS Office of General Services contract for elevator and lift equipment preventive and corrective maintenance for system-wide elevators for annual services.
3. **The Hackett Group, Inc.** was issued an amended purchase order with an increase of \$139,880 for a total of \$2,525,000.60 under its Federal General Services Administration services contract to provide information technology consulting services to implement the Library's Kronos timekeeping system. The current contract value is \$3,494,745.20.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 7, 2024

ITEM ID #: 3057

AGENDA: Personnel Report- January 2024

PERSONNEL REPORT – 1/16/2024 – 2/15/2024

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of January 16, 2024 – February 16, 2024

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

Attachments:

Personnel Report - January 16 2024 to February 15 2024 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 7, 2024

ITEM ID #: 3036

AGENDA: Payroll for the Month of January 2024

Payroll for the Month of January 2024

The Chief Financial Officer reports the payrolls paid during the month of January 2024 in the aggregate sum of \$5,814,920 consisting of \$1,500 in Fines and Fees Funds, \$5,547,042 in City Funds, \$260,762 in Federal & State Funds and \$5,616 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: March 7, 2024

ITEM ID #: 3058

AGENDA: Key Performance Indicators- January 2024

Attachments:

KPI-Board_report_Jan_24. (PDF)

President's Report: January 2024

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Arverne	7,689	-10.44%	6,150	30.10%	351	-57.51%	1,380	∞	
Astoria	6,027	-1.50%	6,114	21.21%	333	-53.49%	3,199	27.70%	
Auburndale	7,814	4.51%	4,833	31.26%	262	-25.99%	1,867	45.18%	
Baisley Park	2,487	9.46%	2,579	9.37%	520	54.30%	1,239	-22.90%	
Bayside	13,866	-11.56%	8,554	1.86%	562	26.86%	1,855	72.56%	
Bay Terrace	6	-70.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Bellerose	5,113	-3.66%	3,931	-1.92%	252	40.78%	1,006	-19.78%	
Briarwood	5,816	-6.16%	7,838	7.59%	913	-14.27%	2,112	-9.63%	
Broadway	17	-19.05%	0	0.00%	0	0.00%	31	∞	1,2
Broad Channel	3,100	15.20%	1,299	25.51%	0	-100.00%	32	146.15%	
Cambria Heights	3,138	23.01%	6,370	16.71%	2,214	10.59%	305	12.13%	
Corona	4,954	1.72%	6,892	-19.67%	1,486	26.25%	3,603	5806.56%	
Court Square	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	5,647	1.42%	5,078	13.27%	156	-37.10%	1,178	-51.74%	
East Elmhurst	2,699	-1.42%	3,734	13.43%	234	-48.00%	547	29.01%	
East Flushing	4,979	-14.07%	4,511	-2.93%	649	54.52%	1,212	-5.39%	
Elmhurst	19,944	-2.80%	17,888	16.59%	1,391	116.67%	2,728	60.57%	
Far Rockaway	2,475	-4.48%	3,858	19.11%	977	105.68%	4,291	82.05%	
Forest Hills	16,123	-2.78%	17,743	9.85%	4,412	120.49%	2,193	6.40%	
Fresh Meadows	17,568	583.05%	9,569	190.85%	735	920.83%	2,275	285.59%	2
Glen Oaks	13,176	1.93%	8,483	16.32%	1,460	-21.84%	3,699	13.02%	
Glendale	5,575	-0.23%	2,369	9.63%	649	11.13%	160	50.94%	
Hillcrest	51	-99.41%	201	-96.26%	0	-100.00%	0	-100.00%	1,2
Hollis	3,786	34.78%	4,120	12.17%	80	-13.98%	814	32.36%	
Howard Beach	4,823	9.27%	6,058	20.87%	278	2.96%	1,118	51.08%	
Hunters Point	24,162	-0.28%	8,249	-20.44%	1,896	-7.51%	2,564	4.91%	1
Jackson Heights	14,162	1.76%	18,594	3.38%	725	-4.35%	812	-12.59%	
Kew Gardens Hills	12,602	0.14%	12,518	9.98%	1,336	10.05%	557	8.16%	
Langston Hughes	2,068	13.81%	6,917	10.57%	2,030	-14.60%	182	391.89%	
Laurelton	37	-98.64%	159	-96.25%	11	-88.54%	0	-100.00%	1,2
Lefferts	2,249	-9.93%	4,864	38.77%	124	-11.43%	1,270	31.61%	
Lefrak City	30	-26.83%	0	0.00%	0	0.00%	0	0.00%	1,2
Long Island City	3,825	2.41%	7,765	19.70%	287	-96.71%	1,292	15.87%	
Maspeth	7,278	13.07%	5,888	11.66%	1,138	9.21%	1,854	2160.98%	
McGoldrick	5,291	7.04%	5,868	0.72%	252	24.14%	2,765	24.66%	
Middle Village	4,330	-1.37%	4,457	3.99%	553	-11.94%	1,630	-25.50%	
Mitchell-Linden	7,963	-13.01%	7,197	5.48%	414	5.88%	900	-31.19%	
North Forest Park	6,540	16.52%	6,026	22.28%	474	500.00%	57	-84.88%	

Attachment: KPI-Board_report_Jan_24. (3058 : Key Performance Indicators- January 2024)

President's Report: January 2024

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	4,742	-8.24%	6,849	22.87%	1,627	92.09%	1,304	153.20%	
Ozone Park	4,233	14.44%	6,465	25.31%	260	-85.60%	1,244	352.36%	2
Peninsula	4,985	-15.89%	7,200	13.55%	1,429	433.21%	1,006	19.19%	
Pommonok	3,261	5.47%	3,909	14.67%	756	276.12%	698	721.18%	
Poppenhusen	3,718	7.77%	3,724	17.77%	1,193	-47.07%	1,445	246.52%	
Queensboro Hill	3,465	-17.32%	7,609	31.17%	1,114	358.44%	191	57.85%	
Queens Village	2,230	-9.68%	2,886	-2.96%	502	92.34%	416	∞	
Rego Park	7,806	-5.70%	8,179	4.68%	446	27.07%	4,510	831.82%	
Richmond Hill	6,489	-10.14%	4,680	2.47%	1,365	19.74%	1,558	49.66%	
Ridgewood	7,304	12.16%	13,460	-21.36%	1,267	17.31%	1,190	-34.83%	
Rochdale Village	3,762	18.79%	5,242	5.54%	766	-19.79%	696	-42.57%	
Rosedale	2,121	7.28%	3,575	17.75%	341	-4.21%	1,606	-25.02%	
Seaside	3,266	-4.05%	6,175	30.66%	298	9.16%	2,520	-27.15%	
South Hollis	2,368	14.51%	7,863	26.60%	1,033	-29.68%	73	-89.15%	
South Jamaica	2,562	13.87%	3,739	-0.58%	351	65.57%	107	20.22%	
South Ozone Park	2,867	9.43%	4,923	20.48%	295	-8.39%	1,414	28.31%	
St. Albans	3,301	14.78%	4,362	22.32%	397	26.43%	424	307.69%	
Steinway	9,275	2.74%	13,199	-3.57%	826	30.08%	2,360	74.94%	1,2
Sunnyside	8,861	6.34%	10,571	5.28%	804	-0.62%	1,909	10.86%	
Whitestone	6,404	-1.36%	4,966	0.44%	1,101	88.85%	2,333	34.93%	
Windsor Park	7,745	2.51%	6,324	6.30%	457	7.03%	1,671	28.54%	
Woodhaven	5,807	10.44%	5,170	11.49%	2,740	76.32%	758	149.34%	
Woodside	5,736	5.85%	8,644	12.00%	1,582	46.89%	1,848	14.93%	
Community Libraries Total	359,718	1.30%	376,388	7.19%	48,104	-3.20%	82,008	32.92%	

Central Library Adult Learning Center	19	72.73%	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	2	-80.00%	4,245	16.43%	1,533	28.61%	N/A	N/A	
Elmhurst Adult Learning Center	78	500.00%	N/A	N/A	1,087	11.95%	N/A	N/A	3
Flushing Adult Learning Center	141	13.71%	0	0.00%	1,444	24.48%	0	0.00%	
Jackson Heights Adult Learning Center	29	-55.38%	N/A	N/A	721	-50.07%	0	0.00%	3
Peninsula Adult Learning Center	1	-66.67%	N/A	N/A	542	-23.66%	N/A	N/A	3
Rochdale Adult Learning Center	49	276.92%	N/A	N/A	447	-7.07%	N/A	N/A	3
Adult Learning Center Total	319	33.47%	4,245	16.43%	5,774	-3.09%	0	0.00%	

Central Adult Fiction	3,643	2.79%
Central Adult Fiction - Ask at Desk	2,779	0.11%
Central Adult Non-Fiction	8,346	1.73%
Central Adult Non-Fiction - Ask at Desk	5,879	3.67%

Attachment: KPI-Board_report_Jan_24. (3058 : Key Performance Indicators- January 2024)

President's Report: January 2024

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	629	-15.00%							
Central International Languages - Ask at Desk	144	-13.77%							
Central Library Current Collection	1,064	-22.45%							
Central Library Fine Arts/Media Center	10,632	-2.90%							
Central Library Others	574	-38.48%							
Central Library Hot Picks	276	-9.80%							
Central Library Interloan	210	244.26%							
Central Library Job Info Center	12	-36.84%							
Central Library Young Adult Room	1,727	14.45%							
Children's Library Discovery Center	7,486	11.04%	8,145	9.90%	1,782	77.67%	2,175	111.78%	
Central Total	43,401	0.95%	52,940	16.24%	3,853	67.23%	12,318	39.41%	

Flushing	22,745	-4.80%							
Flushing IRC	11	-35.29%							
Flushing Job Info Center (JIC)	4	-42.86%							
Flushing Media Center	4,854	9.82%							
Flushing Total	27,614	-2.55%	70,471	20.35%	2,725	1.95%	10,411	-5.74%	2

E-book and E-Magazines	230,155	50.87%
Virtual Music and Movies	48,735	-5.50%
Culture Pass reservations	1,676	29.62%
Online Learning Services usage	19,769	4.60%
Virtual Library Total	300,335	33.89%
Langston Hughes Black Heritage	168	-11.58%
Queens Village Mail-A-Book	2,937	18.62%
Mobile Library	373	-38.14%
Correctional Outreach	176	-61.15%
Other Total	13	-27.78%

2,093	-21.99%	1,236	N/A
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1,340	43.78%	506	∞
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181	∞	N/A	X
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290	-32.71%	27	17.39%
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System Total	735,054	12.27%	508,531	10.24%	63,914	0.42%	106,506	28.64%	
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Website Visits	306,306	10.43%
Wireless use	167,018	244.26%
Computer Sessions	67,747	14.43%

- 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: KPI-Board_report_Jan_24. (3058 : Key Performance Indicators- January 2024)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: March 7, 2024

ITEM ID #: 3049

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.