

**QUEENS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
THURSDAY, APRIL 18, 2024**

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

**AGENDA**

**6:15 PM BOARD OF TRUSTEES REGULAR MEETING**

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES**

1. Approval of Board Minutes - March 7, 2024 (ID # 3081)

**III. COMMITTEE REPORTS**

1. Approval of Audit Committee Report - April 18, 2024 (ID # 3071)

**IV. AGENDA**

**A. Action Item(s)**

1. Approval of Bills for the Month of February 2024 (ID # 3061)
2. Approval of Bills for the Month of March 2024 (ID # 3064)
3. Acceptance of Financial Reports for the Period Ending February 2024 (ID # 3060)
4. Acceptance of Financial Reports for the Period Ending March 2024 (ID # 3065)
5. Annual Report for Library Systems and Annual Report for Public & Association Libraries 2023 (ID # 3075)
6. Contract Extension Authorization – Prestige Plumbing & Heating, Inc. (ID # 3078)

**B. Report Item(s)**

1. Payroll for the Month of February 2024 (ID # 3062)
2. Payroll for the Month of March 2024 (ID # 3063)
3. Purchases Over \$50K - February 2024 (ID # 3067)

4. Purchases Over \$50K - March 2024 (ID # 3070)
5. Personnel Report - March 2024 (ID # 3068)

**V. REPORT OF THE CHAIR OF THE BOARD**

**VI. PRESIDENT'S REPORT**

1. Key Performance Indicators - February 2024 (ID # 3066)
2. Key Performance Indicators - March 2024 (ID # 3076)

**VII. ADJOURNMENT**

1. Motion to Adjourn (ID # 3069)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 18, 2024

*ITEM ID #:* 3081

*AGENDA:* Approval of Board Minutes - March 7, 2024

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### **Recommended Motion for Consideration:**

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

#### Attachments:

BOT Minutes - March 7 2024(jd) (PDF)

Labor Relations Minutes (jd) (PDF)

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

A meeting of the Board of Trustees was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, March 7, 2024. The meeting was called to order at 7:47 PM by Chair of the Board Earl G. Simons Ed. D.

**I. CALL TO ORDER**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
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	Present	
Pauline Healy	Treasurer	Present	
Terri Thomson	Assistant Treasurer	Excused	
Julissa Gutierrez	Board Member	Excused	
James M. Haddad Esq.	Board Member	Excused	
Cloyette Harris-Stoute	Board Member	Present	
Andrew P. Jackson	Board Member	Remote	
Peter Kauffmann	Board Member	Present	
Carl S. Koerner Esq.	Board Member	Present	
Jamie Lee	Board Member	Present	
Selina Lee Ph. D	Board Member	Present	
Michelle Miao PH. D.	Board Member	Excused	
Guillermo Patino	Board Member	Excused	
George Russo Esq	Board Member	Present	
Lydon Sleeper- O'Connell	Board Member	Present	
Jose Bayona	Rep - Mayor	Present	
Matthew Carlin Esq.	Rep - Public Advocate	Present	
Eve Cho Guillergan	Rep - Speaker	Excused	

Board of Trustees Minutes

March 7, 2024

Esq			
Allan Swisher Esq	Rep - Borough President	Remote	
Jimmy Van Bramer	Rep - NYC Comptroller	Remote	
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.	Present	
Stephen G. Mack	Chief Financial Officer & Sr. VP	Present	
Susan Latham	Executive Director, QPL Foundation	Present	
William Funk	VP, Procurement	Present	
William Goldband	VP, Information, Technology & Development	Present	
Justin Carroll Esq	Associate General Counsel	Remote	
Sara Hausner-Levine Esq.	Deputy General Counsel	Present	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
Monique Hamilton	Executive Assistant to President & CEO	Present	
Dominique Simboli	Executive Assistant to the Chief Operating Officer	Present	
Danielle Walsh	Instructional Systems Designer and Strategist	Remote	

Attachment: BOT Minutes - March 7 2024(jd) (3081 : Approval of Board Minutes - March 7, 2024)

**II. APPROVAL OF MINUTES**

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

**Recommended Motion for Consideration:**

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

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

**III. COMMITTEE REPORT(S)**

**1. Approval of Labor Relations Committee Report - March 7, 2024 (ID # 3080)**

**Recommended Motion for Consideration for the Board of Trustees:**

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

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

**IV. AGENDA**

**A. Agenda Action Items**

**1. Approval of Bills for the Month of January 2024 (ID # 3037)**

**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.*

Attachment: BOT Minutes - March 7 2024(jd) (3081 : Approval of Board Minutes - March 7, 2024)

March 7, 2024

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Pauline Healy
<b>SECONDER:</b>	Selina Lee Ph. D
<b>AYES:</b>	Simons Ed. D, Shapiro Ed. D LCSW, Gorton, Healy, Harris-Stoute, Jackson, Kauffmann, Koerner Esq., Lee, Lee Ph. D, Russo Esq, O'Connell
<b>EXCUSED:</b>	Thomson, Gutierrez, Haddad Esq., Miao PH. D., Patino

## 2. Acceptance of Financial Reports for the Period Ending January 2024 (ID # 3038)

Stephen Mack, Chief Financial Officer and Sr. VP, reported no significant change from the December 2023 financial reports. Mr. Mack reported that the Library will be finalizing its Form 990 for fiscal year 2023 and presenting it for approval at the Audit Committee and Board meetings in April. Mr. Mack further reported that the Library is facing a compounded potential budget loss due to increase costs on mandated items (e.g., increased minimum wage), as well as over \$12 million in budget cuts.

### 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.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Selina Lee Ph. D
<b>SECONDER:</b>	George Russo Esq
<b>AYES:</b>	Simons Ed. D, Shapiro Ed. D LCSW, Gorton, Healy, Harris-Stoute, Jackson, Kauffmann, Koerner Esq., Lee, Lee Ph. D, Russo Esq, O'Connell
<b>EXCUSED:</b>	Thomson, Gutierrez, Haddad Esq., Miao PH. D., Patino

## 3. Committee Assignments (ID # 3050)

Board Chair Earl G. Simons thanked all committee members for serving and reminded trustees that they are welcome to attend all committee meetings.

### 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.*

March 7, 2024

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

#### 4. Trustee Education Policy (ID # 3051)

Justin Deabler, General Counsel and Sr. VP, thanked trustees for participating in the webinar training for 2023 and welcomed suggestions to improve future training. The training will be two hours annually, moving forward.

#### **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*

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

#### 5. Contract Authorization – Landscaping, Gardening and Irrigation System Installations and Maintenance Requirements Contracts (ID # 3052)

#### **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.*

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

#### 6. Contract Authorization- System-Wide Data Cabling Services Requirements Contracts (ID # 3053)

#### **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.*



March 7, 2024

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

**7. Contract Authorization- System-Wide General Construction Requirements Contracts (ID # 3054)**

**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., ZHL 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.*

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

**8. Contract Authorization – Pre-Employment and Pre-Volunteer Full Background Check Services (ID # 3055)**

**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	
<b>A. The Queens Public Library Human Resources Department Requires the Following Back Ground Checks as a Bundled Service:</b>	
<b>Full-time and Part-time Employee Searches</b>	<b>Types of Back Ground Check</b>
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	<a href="https://www.nsopw.gov/en">The U.S. Department of Justice National Sex Offender Public Registry (NSOPR) https://www.nsopw.gov/en</a>
	Maximum Price for Bundled Service for a Single Employee (includes a single name plus one alias) Candidate: \$12.00

Attachment: BOT Minutes - March 7 2024(jd) (3081 : Approval of Board Minutes - March 7, 2024)

<b>B. The Queens Public Library Volunteer Division Requires the Following Back Ground Checks as a Bundled Service:</b>	
<b>Volunteer Searches</b>	<b>Types of Back Ground Check</b>
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	<a href="https://www.nsopw.gov/en">The U.S. Department of Justice National Sex Offender Public Registry (NSOPR) https://www.nsopw.gov/en</a>
Maximum Price for Bundled Service for a Single Employee (includes a single name plus one alias) Candidate: \$12.00	

<b>C. The Queens Public Library Human Resources Department and the Volunteer Divisions Requires the Following Back Ground Checks On a Per Item Basis:</b>		
<b>Employee and Volunteer Searches (includes a single name plus one alias)</b>	<b>Types of Back Ground Check</b>	<b>Maximum Pricing For Each Search</b>
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) <a href="https://www.nsopw.gov/en">https://www.nsopw.gov/en</a>	\$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

**RESULT:** ADOPTED [Unanimous]  
**MOVER:** Peter Kauffmann  
**SECONDER:** Selina Lee Ph. D  
**AYES:** Simons Ed. D, Shapiro Ed. D LCSW, Gorton, Healy, Harris-Stoute, Jackson, Kauffmann, Koerner Esq., Lee, Lee Ph. D, Russo Esq, O'Connell  
**EXCUSED:** Thomson, Gutierrez, Haddad Esq., Miao PH. D., Patino

Attachment: BOT Minutes - March 7 2024(jd) (3081 : Approval of Board Minutes - March 7, 2024)

March 7, 2024

**V. Agenda Report Items****1. Purchases Over 50K- January 2024 (ID # 3056)****RESULT: PRESENTED****2. Personnel Report- January 2024 (ID # 3057)****RESULT: PRESENTED****3. Payroll for the Month of January 2024 (ID # 3036)****RESULT: PRESENTED****VI. REPORT OF THE CHAIR OF THE BOARD**

Board Chair Earl Simons thanked everyone for their work on behalf of the library and the Board.

**VII. PRESIDENT'S REPORT**

President and CEO Dennis M. Walcott reported on a prior email sent regarding the Bay Terrace, Hillcrest, and Broadway branches that are under construction but may not reopen upon completion of the projects due to limited personnel. There has been a decline in staff due to retirement or staff moving on. BPL & NYPL are also facing similar declines.

Nick Buron, Chief Librarian and Sr. VP, reported that hiring has been limited after the November PEG. When a location is closed short-term, due to construction, staff are reassigned to locations that have the greatest need. Some staff take voluntary transfers, leave the system, or retire; the Library then reassesses staffing levels to determine where hiring is needed to reopen. Mr. Walcott reported that Far Rockaway will be able to reopen on its projected schedule.

Sung Mo Kim reported that there are rules and guidelines regarding temporary transfers. When the Library moves staff to one branch, we essentially leave another vulnerable. Mr. Walcott commended Mr. Buron on effectively scheduling staff for coverage. The Library has been able to continue Saturday service through overtime offerings. Mr. Buron noted a rule in the CBA that staff cannot work two consecutive Saturdays in a row, and expressed his gratitude to staff for working overtime and helping to fill gaps.

Trustee Lydon Sleeper-O'Connell inquired if the Library will be facing a compounding problem in terms of capital projects over the next couple of years. Mr. Walcott reported that even as capital projects move forward, the challenge of staffing will remain and further reported that the Library recently received notice from the Department of Design and Construction (DDC) that OMB has moved several projects out to 2033. The other library systems are facing similar situations.

March 7, 2024

Trustee George Russo inquired if we have the ability to determine which libraries remain open. Mr. Buron confirmed that we do, with the caveat that there is a NYSED mandate requiring the Central Library to remain open.

Susan Latham, Executive Director of the QPL Foundation, reported that individual donations are up by 15%. She further reported that March 19 is QPL Day, one of the Foundation's fundraising campaigns. Ms. Latham also mentioned that the Library's gala will take place on June 5 at Sound River Studios.

Mr. Walcott thanked Mr. Jackson for proposing a read-aloud banned book event during National Library Month in April.

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

**RESULT: PRESENTED**

**VIII. ADJOURNMENT**

**1. Motion to Adjourn (ID # 3049)**

**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*

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

The meeting was closed at 9:00 PM.

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Secretary

Attachment: BOT Minutes - March 7 2024(jd) (3081 : Approval of Board Minutes - March 7, 2024)

**QUEENS PUBLIC LIBRARY**  
**LABOR RELATIONS COMMITTEE**  
**THURSDAY, MARCH 7, 2024**  
**MINUTES**

A meeting of the Labor Relations Committee was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, March 7, 2024. The meeting was called to order at 6:05 PM by Committee Chair George Russo Esq.

**I. CALL TO ORDER**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
George Russo Esq	Committee Chair	Present	
Matthew M. Gorton	Board Member	Present	6:33 PM
Julissa Gutierrez	Board Member	Excused	
Cloyette Harris-Stoute	Board Member	Present	
Pauline Healy	Board Member	Present	
Earl G. Simons Ed. D	Board Member	Present	
Carl S. Koerner Esq.	Board Member	Present	
Jamie Lee	Board Member	Present	
Selina Lee Ph. D	Board Member	Present	
Eli Shapiro Ed. D LCSW	Secretary	Present	6:25 PM
Lydon Sleeper O'Connell	Board Member	Present	6:15 PM
Andrew P. Jackson	Board Member	Remote	
Jose Bayona	Rep - Mayor	Present	
Matthew Carlin Esq.	Ex-Officio Rep- Public Advocate	Present	
Jimmy Van Bramer	Board Member	Remote	
Allan Swisher Esq	Ex-Officio Rep - BP	Remote	
Peter Kauffmann	Board Member	Present	6:44 PM
Dennis M. Walcott	President & CEO	Present	
Justin Deabler Esq.	General Counsel & Sr. VP	Present	

Attachment: Labor Relations Minutes (jd) (3081 : Approval of Board Minutes - March 7, 2024)

**II. AGENDA**

**Action Item(s)**

**1. Motion to Go into Executive Session (ID # 3045)**

**Recommended Motion for Consideration:**

*I move that the meeting move into Executive Session to discuss personnel matters.*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Cloyette Harris-Stoute
<b>SECONDER:</b>	Pauline Healy
<b>AYES:</b>	George Russo Esq, Matthew M. Gorton, Cloyette Harris-Stoute, Pauline Healy
<b>EXCUSED:</b>	Julissa Gutierrez

**2. Motion to Return to Public Session (ID # 3046)**

**Recommended Motion for Consideration:**

*I move that the meeting return to Public Session*

<b>RESULT:</b>	<b>ADOPTED [Unanimous]</b>
<b>MOVER:</b>	Matthew M. Gorton
<b>SECONDER:</b>	Cloyette Harris-Stoute
<b>AYES:</b>	George Russo Esq, Matthew M. Gorton, Cloyette Harris-Stoute, Pauline Healy
<b>EXCUSED:</b>	Julissa Gutierrez

**3. Action Resulting from Executive Session Discussion**

**RESOLUTION**

WHEREAS, the Library’s By-Laws provide, in pertinent part, that the Labor Relations Committee shall annually review and make recommendations to the Board of Trustees regarding the compensation arrangement for the President and CEO;

NOW, THEREFORE, BE IT RESOLVED that: (i) after obtaining and considering appropriate data of similar salaries paid to similar executives at comparable organizations;  
(ii) evaluating the President and CEO’s performance in light of the goals and objectives relevant to his compensation, and the Library’s performance

Attachment: Labor Relations Minutes (jd) (3081 : Approval of Board Minutes - March 7, 2024)

Labor Relations Committee Minutes

March 7, 2024

relative to the Library’s mission; and (iii) evaluating the President and CEO’s contribution to the Library’s purposes and activities, and how his qualifications contribute to his achievement of such goals, the Labor Relations Committee, acknowledging Mr. Walcott has not accepted a salary increase since 2021, has determined to respect Mr. Walcott's wishes, in light of the current financial circumstances, to defer consideration of a salary increase while considering the extraordinary and exemplary service provided by Mr. Walcott, and review this action for further consideration in the future as determined by the board.

**RESULT:** ADOPTED [Unanimous]  
**MOVER:** Pauline Healy  
**SECONDER:** Cloyette Harris-Stoute  
**AYES:** George Russo Esq, Matthew M. Gorton, Cloyette Harris-Stoute, Pauline Healy  
**EXCUSED:** Julissa Gutierrez

**III. ADJOURNMENT**

**1. Motion to Adjourn (ID # 3047)**

**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*

**RESULT:** ADOPTED [Unanimous]  
**MOVER:** Matthew M. Gorton  
**SECONDER:** Pauline Healy  
**AYES:** George Russo Esq, Matthew M. Gorton, Cloyette Harris-Stoute, Pauline Healy  
**EXCUSED:** Julissa Gutierrez

The meeting was closed at 7:42 PM.

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**Committee Chair**

Attachment: Labor Relations Minutes (jd) (3081 : Approval of Board Minutes - March 7, 2024)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 18, 2024

*ITEM ID #:* 3071

*AGENDA:* Approval of Audit Committee Report - April 18, 2024

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**Recommended Motion for Consideration by the Board of Trustees:**

*I move that the report of the Audit Committee meeting be accepted and approved as submitted.*



## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 18, 2024

*ITEM ID #:* 3061

*AGENDA:* Approval of Bills for the Month of February 2024

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### **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 \$4,681,207 being the amount of February 2024 bills vouchered and paid consisting of \$3,133 in Fines and Fees Funds, \$1,445,736 in City Funds, \$544,190 in Federal & State Funds, \$2,625,183 in Trust & Agency Funds, \$25,002 in Board-Designated & Private Grants Funds and \$37,963 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 February 2024 bills in the aggregate sum of \$4,681,207.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 18, 2024

*ITEM ID #:* 3064

*AGENDA:* Approval of Bills for the Month of March 2024

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### **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 \$7,290,183 being the amount of March 2024 bills vouchered and paid consisting of (\$2,847) in Fines and Fees Funds, \$1,507,024 in City Funds, \$1,321,464 in Federal & State Funds, \$4,387,553 in Trust & Agency Funds, \$35,474 in Board-Designated & Private Grants Funds and \$41,515 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 March 2024 bills in the aggregate sum of \$7,290,183.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 18, 2024

*ITEM ID #:* 3060

*AGENDA:* Acceptance of Financial Reports for the Period Ending February 2024

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### **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 February 29, 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 February 29, 2024.*

### Attachments:

2\_24 Financial Statements (PDF)

**Queens Public Library**  
**City Consolidated Statement of Financial Position**  
**As of February 29, 2024**  
*In thousands*

	<b>Unaudited Y-T-D Actual</b>
<b>Assets</b>	
Cash and Cash Equivalents	\$ 32,012
Accounts receivable	(901)
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	-
<b>Total Assets</b>	<b>\$ 50,598</b>
<b>Liabilities and Net Assets</b>	
Accounts payable and accrued expenses	\$ 835
Accrued payroll and related expenses	-
NYS Employee Retirement System	-
Lease Liability	8,907
Compensated Absences Payable	-
Workers' compensation - self-insured incurred losses	-
Interfund Transfer	2,183
Deferred revenue	-
Other liabilities	(382)
<b>Total Liabilities</b>	<b>11,543</b>
Without Donor Restriction:	
Board designated	-
Others	38,270
With Donor Restriction	786
<b>Total Net Assets</b>	<b>39,056</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 50,598</b>

Attachment: 2\_24 Financial Statements (3060 : Acceptance of Financial Reports for the Period Ending February 2024)

**Queens Public Library**  
**State Consolidated Statement of Financial Position**  
**As of February 29, 2024**  
*In thousands*

	Unaudited Y-T-D Actual
<b>Assets</b>	
Cash and Cash Equivalents	\$ 4,755
Accounts receivable	3,479
Grants and Contracts Receivable	116
Contributions receivable	-
Prepaid Expenses	-
Leases - ROU	-
Long-Term Investments, at Fair Value	15,940
Fixed Assets, Net	37,724
Interfund Transfer	2,262
Security Deposits	26
<b>Total Assets</b>	<b>\$ 64,302</b>
<b>Liabilities and Net Assets</b>	
Accounts payable and accrued expenses	\$ 299
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	-
<b>Total Liabilities</b>	<b>\$ 8,671</b>
Without Donor Restriction:	
Board designated	-
Others	56,105
With Donor Restriction	(475)
<b>Total Net Assets</b>	<b>55,630</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 64,302</b>

Attachment: 2\_24 Financial Statements (3060 : Acceptance of Financial Reports for the Period Ending February 2024)

**Queens Public Library**  
**Federal Consolidated Statement of Financial Position**  
**As of February 29, 2024**  
*In thousands*

	Unaudited Y-T-D Actual	
<b>Assets</b>		
Cash and Cash Equivalents	\$	(0)
Accounts receivable		-
Grants and Contracts Receivable		335
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		166
Interfund Transfer		-
Security Deposits		-
<b>Total Assets</b>	<b>\$</b>	<b>502</b>
<b>Liabilities and Net Assets</b>		
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		617
Deferred revenue		-
Other liabilities		-
<b>Total Liabilities</b>		<b>624</b>
Without Donor Restriction:		
Board designated		-
Others		49
With Donor Restriction		(171)
<b>Total Net Assets</b>		<b>(122)</b>
<b>Total Liabilities and Net Assets</b>	<b>\$</b>	<b>502</b>

Attachment: 2\_24 Financial Statements (3060 : Acceptance of Financial Reports for the Period Ending February 2024)

**Queens Public Library**  
**Board Designated Consolidated Statement of Financial Position**  
**As of February 29, 2024**  
*In thousands*

	Unaudited Y-T-D Actual	
<b>Assets</b>		
Cash and Cash Equivalents	\$	583
Accounts receivable		9
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		10,943
Fixed Assets, Net		837
Interfund Transfer		-
Security Deposits		-
<b>Total Assets</b>	<b>\$</b>	<b>12,372</b>
<b>Liabilities and Net Assets</b>		
Accounts payable and accrued expenses	\$	17
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		346
Deferred revenue		-
Other liabilities		-
<b>Total Liabilities</b>		<b>363</b>
Without Donor Restriction:		
Board designated		11,657
Others		-
With Donor Restriction		352
<b>Total Net Assets</b>		<b>12,009</b>
<b>Total Liabilities and Net Assets</b>	<b>\$</b>	<b>12,372</b>

Attachment: 2\_24 Financial Statements (3060 : Acceptance of Financial Reports for the Period Ending February 2024)

**Queens Public Library**  
**Fines & Fees Consolidated Statement of Financial Position**  
**As of February 29, 2024**  
*In thousands*

	Unaudited Y-T-D Actual	
<b>Assets</b>		
Cash and Cash Equivalents	\$	3,684
Accounts receivable		9
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		8
Interfund Transfer		312
Security Deposits		-
<b>Total Assets</b>	<b>\$</b>	<b>4,013</b>
<b>Liabilities and Net Assets</b>		
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		-
Deferred revenue		-
Other liabilities		-
<b>Total Liabilities</b>		<b>(1)</b>
Without Donor Restriction:		
Board designated		-
Others		4,014
With Donor Restriction		-
<b>Total Net Assets</b>		<b>4,014</b>
<b>Total Liabilities and Net Assets</b>	<b>\$</b>	<b>4,013</b>

Attachment: 2\_24 Financial Statements (3060 : Acceptance of Financial Reports for the Period Ending February 2024)



**Queens Public Library**  
**Workers' Comp Consolidated Statement of Financial Position**  
**As of February 29, 2024**  
*In thousands*

	Unaudited Y-T-D Actual	
<b>Assets</b>		
Cash and Cash Equivalents	\$	1,847
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		-
<b>Total Assets</b>	<b>\$</b>	<b>2,570</b>
<b>Liabilities and Net Assets</b>		
Accounts payable and accrued expenses	\$	8
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		807
Interfund Transfer		-
Deferred revenue		-
Other liabilities		-
<b>Total Liabilities</b>	<b>\$</b>	<b>815</b>
Without Donor Restriction:		
Board designated		-
Others		1,755
With Donor Restriction		-
<b>Total Net Assets</b>		<b>1,755</b>
<b>Total Liabilities and Net Assets</b>	<b>\$</b>	<b>2,570</b>

Attachment: 2\_24 Financial Statements (3060 : Acceptance of Financial Reports for the Period Ending February 2024)

Queens Public Library  
 City Consolidated Budget Report  
 As of February 29, 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	
<b>Estimated Revenues</b>													
City of New York	\$ 114,890	\$ 118,595	\$ 74,853	\$ 43,742	\$ 6,391	\$ 2,615	\$ 3,380	\$ 3,380	\$ 2,121	\$ 2,500	\$ 2,500	\$ 87,124	
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)	(81)	-	-	-	-	-	-	(81)	
Fines and fees	-	-	-	-	-	-	-	-	-	-	-	-	
Interest & Dividend Income	5	5	1	4	589	-	-	-	-	-	-	590	
Investment (loss) income	2	2	-	2	-	-	-	-	-	-	-	-	
Other Revenue	-	-	16	(16)	-	-	-	-	-	-	-	16	
FY23 Carry Forward	-	1,202	1,208	(6)	-	-	-	-	-	-	-	1,208	
<b>Total Revenue</b>	<b>\$ 114,897</b>	<b>\$ 119,804</b>	<b>\$ 76,078</b>	<b>\$ 43,726</b>	<b>\$ 6,939</b>	<b>\$ 2,615</b>	<b>\$ 3,380</b>	<b>\$ 3,380</b>	<b>\$ 2,121</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 88,897</b>	
<b>Appropriations</b>													
Wages	\$ 72,606	\$ 73,156	\$ 44,760	\$ 28,396	\$ 514	\$ 100	\$ 105	\$ 32	\$ 1,503	\$ 1,337	\$ 804	\$ 46,110	
Fringe benefits	26,582	26,944	17,047	9,897	7,006	9	11	2	332	421	210	24,266	
Books and other library materials	3,471	4,175	2,163	2,012	35	26	112	63	3	10	2	2,262	
Programs (contracted services and exhibits)	638	624	217	407	94	-	-	31	-	-	90	433	
Information technology	1,496	1,698	923	775	8	-	-	-	40	38	10	941	
Building maintenance and renovations [A]	3,188	5,049	-	5,049	(1,528)	1,397	1,664	424	-	-	-	(1,104)	
Telecommunications	557	618	348	270	0	-	-	-	-	-	-	349	
Building lease	1,555	1,405	1,032	373	-	-	-	-	-	-	-	1,032	
Contractual services	1,803	2,844	1,433	1,411	6	1,082	1,444	391	224	417	52	1,881	
Supplies, equipment, and furniture [B]	1,148	1,515	-	1,515	(324)	-	44	4	11	227	78	(242)	
Use of contributed facilities	12	12	-	12	-	-	-	-	-	-	-	-	
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	
Property and casualty insurance	1,503	1,362	1,306	56	-	-	-	-	-	-	-	1,306	
Depreciation	-	-	-	-	451	-	-	-	-	-	-	451	
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	
Other	338	402	92	310	3	1	-	-	8	50	13	108	
<b>Total Expenses</b>	<b>\$ 114,897</b>	<b>\$ 119,804</b>	<b>\$ 69,321</b>	<b>\$ 50,483</b>	<b>\$ 6,265</b>	<b>\$ 2,615</b>	<b>\$ 3,380</b>	<b>\$ 947</b>	<b>\$ 2,121</b>	<b>\$ 2,500</b>	<b>\$ 1,259</b>	<b>\$ 77,793</b>	
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,757</b>	<b>\$ (6,757)</b>	<b>\$ 674</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 2,433</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,241</b>	<b>\$ 11,104</b>	

[A] - Amount shown for Grants is negative due to \$946k being reclassified to State Grants and \$582k being reclassified to Fixed Assets

[B] - Amount for Grants is negative due to \$324k being reclassified to Fixed Assets

**Queens Public Library  
State Consolidated Budget Report  
As of February 29, 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
<b>Estimated Revenues</b>						
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	-	-	-	-	5,549	5,549
United States of America	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	5,415	5,415	3,465	1,950	-	3,465
Contributed facilities	-	-	-	-	-	-
Contributed services	-	-	-	-	(456)	(456)
Fines and fees	-	-	-	-	-	-
Interest & Dividend Income	-	-	131	(131)	281	412
Investment (loss) income	-	-	-	-	802	802
Other Revenue	-	-	0	(0)	-	0
FY23 Carry Forward	1,172	1,653	1,172	481	-	1,172
<b>Total Revenue</b>	<b>\$ 6,587</b>	<b>\$ 7,068</b>	<b>\$ 4,768</b>	<b>\$ 2,300</b>	<b>\$ 6,175</b>	<b>\$ 10,943</b>
<b>Appropriations</b>						
Wages	\$ 1,314	\$ 1,312	\$ 737	\$ 575	\$ 33	\$ 770
Fringe benefits	224	226	146	80	(22)	124
Books and other library materials	635	679	327	352	428	755
Programs (contracted services and exhibits)	23	23	13	10	82	94
Information technology	2,012	2,177	1,180	997	(66)	1,114
Building maintenance and renovations	1,920	2,298	351	1,947	1,642	1,993
Telecommunications	-	-	-	-	-	-
Building lease	-	-	-	-	-	-
Contractual services	122	117	24	93	80	104
Supplies, equipment, and furniture	327	226	53	173	14	68
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	619	619
Bad Debt Expense	-	-	-	-	-	-
Other	10	10	-	10	-	-
<b>Total Expenses</b>	<b>\$ 6,587</b>	<b>\$ 7,068</b>	<b>\$ 2,831</b>	<b>\$ 4,237</b>	<b>\$ 2,809</b>	<b>\$ 5,641</b>
Transfer to QPLF					-	-
Capital Eligible Expenses					-	-
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,936</b>	<b>\$ (1,936)</b>	<b>\$ 3,366</b>	<b>\$ 5,303</b>

Attachment: 2\_24 Financial Statements (3060 : Acceptance of Financial Reports for the Period Ending

**Queens Public Library  
Federal Consolidated Budget Report  
As of February 29, 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		
<b>Estimated Revenues</b>								
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	-	-	-	-	-	-	-	-
United States of America	727	727	173	554	1,542	1,715		
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	-	-	-	-	-	-		
<b>Total Revenue</b>	<b>\$ 727</b>	<b>\$ 727</b>	<b>\$ 173</b>	<b>\$ 554</b>	<b>\$ 1,542</b>	<b>\$ 1,715</b>		
<b>Appropriations</b>								
Wages	\$ -	\$ -	\$ -	\$ -	\$ 1,139	\$ 1,139		
Fringe benefits	-	-	-	-	346	346		
Books and other library materials	-	-	-	-	-	-		
Programs (contracted services and exhibits)	-	-	-	-	39	39		
Information technology	-	-	-	-	4	4		
Building maintenance and renovations	-	-	-	-	-	-		
Telecommunications	727	727	380	347	-	380		
Building lease	-	-	-	-	-	-		
Contractual services	-	-	-	-	76	76		
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	-	-	-	-	11	11		
<b>Total Expenses</b>	<b>\$ 727</b>	<b>\$ 727</b>	<b>\$ 380</b>	<b>\$ 347</b>	<b>\$ 1,629</b>	<b>\$ 2,008</b>		
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (207)</b>	<b>\$ 207</b>	<b>\$ (87)</b>	<b>\$ (294)</b>		

Attachment: 2\_24 Financial Statements (3060) : Acceptance of Financial Reports for the Period Ending

Queens Public Library  
 Other Consolidated Budget Report  
 As of February 29, 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		
<b>Estimated Revenues</b>															
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	273	70	-	-	-	-	-		
Interest & Dividend Income	200	200	(30)	230	6	6	201	(195)	-	-	-	-	224		
Investment (loss) income	200	200	169	31	-	-	-	-	-	-	-	-	530		
Other Revenue	-	-	1	(1)	-	-	-	-	700	700	-	700	184		
FY23 Carry Forward	-	-	-	-	-	-	-	-	-	-	-	-	-		
<b>Total Revenue</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 139</b>	<b>\$ 261</b>	<b>\$ 349</b>	<b>\$ 349</b>	<b>\$ 473</b>	<b>\$ (124)</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ -</b>	<b>\$ 700</b>	<b>\$ 796</b>		
<b>Appropriations</b>															
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67	\$ 67	\$ 46	\$ 21	\$ -		
Fringe benefits	-	-	-	-	-	-	9	(9)	385	385	76	309	-		
Books and other library materials	-	-	-	-	166	211	160	51	-	-	-	-	0		
Programs (contracted services and exhibits)	-	-	-	-	-	-	-	-	-	-	-	-	14		
Information technology	26	28	28	(0)	-	-	-	-	-	-	-	-	-		
Building maintenance and renovations	-	-	-	-	-	-	-	-	-	-	-	-	-		
Telecommunications	2	-	-	-	-	-	-	-	-	-	-	-	-		
Building lease	-	-	-	-	-	-	-	-	-	-	-	-	-		
Contractual services	328	328	126	202	183	138	65	73	123	123	51	72	44		
Supplies, equipment, and furniture	11	11	5	6	-	-	-	-	-	-	-	-	1		
Use of contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-		
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-		
Property and casualty insurance	-	-	-	-	-	-	-	-	122	122	104	18	-		
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	17		
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-		
Other	33	33	19	14	-	-	0	(0)	3	3	0	3	(154)		
<b>Total Expenses</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 178</b>	<b>\$ 222</b>	<b>\$ 349</b>	<b>\$ 349</b>	<b>\$ 234</b>	<b>\$ 115</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ 277</b>	<b>\$ 423</b>	<b>\$ (77)</b>		
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (39)</b>	<b>\$ 39</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 239</b>	<b>\$ (239)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (277)</b>	<b>\$ 277</b>	<b>\$ 873</b>		

Attachment: 2\_24 Financial Statements (3060 : Acceptance of Financial Reports for the Period Ending

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 18, 2024

*ITEM ID #:* 3065

*AGENDA:* Acceptance of Financial Reports for the Period Ending March 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 March 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 March 31, 2024.*

### Attachments:

3\_24 Financial Statements (PDF)

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

	Unaudited Y-T-D Actual	
<b>Assets</b>		
Cash and Cash Equivalents	\$	33,066
Accounts receivable		(904)
Grants and Contracts Receivable		228
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		8,724
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		10,688
Interfund Transfer		-
Security Deposits		-
<b>Total Assets</b>	<b>\$</b>	<b>51,803</b>
<b>Liabilities and Net Assets</b>		
Accounts payable and accrued expenses	\$	685
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		8,907
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		2,194
Deferred revenue		-
Other liabilities		(186)
<b>Total Liabilities</b>		<b>11,599</b>
Without Donor Restriction:		
Board designated		-
Others		39,841
With Donor Restriction		363
<b>Total Net Assets</b>		<b>40,204</b>
<b>Total Liabilities and Net Assets</b>	<b>\$</b>	<b>51,803</b>

Attachment: 3\_24 Financial Statements (3065 : Acceptance of Financial Reports for the Period Ending March 2024)

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

	Unaudited Y-T-D Actual	
<b>Assets</b>		
Cash and Cash Equivalents	\$	2,084
Accounts receivable		3,974
Grants and Contracts Receivable		170
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		16,299
Fixed Assets, Net		37,725
Interfund Transfer		2,411
Security Deposits		26
<b>Total Assets</b>	<b>\$</b>	<b>62,687</b>
<b>Liabilities and Net Assets</b>		
Accounts payable and accrued expenses	\$	41
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		-
<b>Total Liabilities</b>	<b>\$</b>	<b>8,413</b>
Without Donor Restriction:		
Board designated		-
Others		56,649
With Donor Restriction		(2,375)
<b>Total Net Assets</b>		<b>54,274</b>
<b>Total Liabilities and Net Assets</b>	<b>\$</b>	<b>62,687</b>

Attachment: 3\_24 Financial Statements (3065 : Acceptance of Financial Reports for the Period Ending March 2024)



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

	Unaudited Y-T-D Actual	
<b>Assets</b>		
Cash and Cash Equivalents	\$	(16)
Accounts receivable		-
Grants and Contracts Receivable		819
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		166
Interfund Transfer		-
Security Deposits		-
<b>Total Assets</b>	<b>\$</b>	<b>969</b>
<b>Liabilities and Net Assets</b>		
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		753
Deferred revenue		-
Other liabilities		-
<b>Total Liabilities</b>		<b>755</b>
Without Donor Restriction:		
Board designated		-
Others		49
With Donor Restriction		165
<b>Total Net Assets</b>		<b>214</b>
<b>Total Liabilities and Net Assets</b>	<b>\$</b>	<b>969</b>

Attachment: 3\_24 Financial Statements (3065 : Acceptance of Financial Reports for the Period Ending March 2024)

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

	Unaudited Y-T-D Actual	
<b>Assets</b>		
Cash and Cash Equivalents	\$	547
Accounts receivable		9
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		11,200
Fixed Assets, Net		837
Interfund Transfer		-
Security Deposits		-
<b>Total Assets</b>	<b>\$</b>	<b>12,593</b>
<b>Liabilities and Net Assets</b>		
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		346
Deferred revenue		-
Other liabilities		-
<b>Total Liabilities</b>		<b>346</b>
Without Donor Restriction:		
Board designated		11,898
Others		-
With Donor Restriction		348
<b>Total Net Assets</b>		<b>12,246</b>
<b>Total Liabilities and Net Assets</b>	<b>\$</b>	<b>12,593</b>

Attachment: 3\_24 Financial Statements (3065 : Acceptance of Financial Reports for the Period Ending March 2024)

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

	Unaudited Y-T-D Actual	
<b>Assets</b>		
Cash and Cash Equivalents	\$	3,761
Accounts receivable		9
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		8
Interfund Transfer		314
Security Deposits		-
<b>Total Assets</b>	<b>\$</b>	<b>4,092</b>
<b>Liabilities and Net Assets</b>		
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		-
Deferred revenue		-
Other liabilities		-
<b>Total Liabilities</b>		<b>5</b>
Without Donor Restriction:		
Board designated		-
Others		4,088
With Donor Restriction		-
<b>Total Net Assets</b>		<b>4,088</b>
<b>Total Liabilities and Net Assets</b>	<b>\$</b>	<b>4,092</b>

Attachment: 3\_24 Financial Statements (3065 : Acceptance of Financial Reports for the Period Ending March 2024)

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

	Unaudited Y-T-D Actual	
<b>Assets</b>		
Cash and Cash Equivalents	\$	1,798
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		-
<b>Total Assets</b>	<b>\$</b>	<b>2,521</b>
<b>Liabilities and Net Assets</b>		
Accounts payable and accrued expenses	\$	-
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		807
Interfund Transfer		-
Deferred revenue		-
Other liabilities		-
<b>Total Liabilities</b>	<b>\$</b>	<b>807</b>
Without Donor Restriction:		
Board designated		-
Others		1,714
With Donor Restriction		-
<b>Total Net Assets</b>		<b>1,714</b>
<b>Total Liabilities and Net Assets</b>	<b>\$</b>	<b>2,521</b>

Attachment: 3\_24 Financial Statements (3065 : Acceptance of Financial Reports for the Period Ending March 2024)

Queens Public Library  
 City Consolidated Budget Report  
 As of March 31, 2024  
 In thousands

	City Funds												
	Operating				Grants	City Council			Teen Blueprint			Grand Total	
	C000				City Grants	C152	C152	C152	Teen Blueprint	Teen Blueprint	Teen Blueprint	Unaudited Y-T-D Actual	
	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		
<b>Estimated Revenues</b>													
City of New York	\$ 114,890	\$ 118,595	\$ 85,788	\$ 32,807	\$ 6,545	\$ 2,615	\$ 3,380	\$ 3,380	\$ 2,121	\$ 2,500	\$ 2,500	\$ 98,213	
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)	(91)	-	-	-	-	-	-	(91)	
Fines and fees	-	-	-	-	-	-	-	-	-	-	-	-	
Interest & Dividend Income	5	5	1	4	716	-	-	-	-	-	-	717	
Investment (loss) income	2	2	-	2	-	-	-	-	-	-	-	-	
Other Revenue	-	-	16	(16)	-	-	-	-	-	-	-	16	
FY23 Carry Forward	-	1,202	1,208	(6)	-	-	-	-	-	-	-	1,208	
<b>Total Revenue</b>	<b>\$ 114,897</b>	<b>\$ 119,804</b>	<b>\$ 87,014</b>	<b>\$ 32,790</b>	<b>\$ 7,209</b>	<b>\$ 2,615</b>	<b>\$ 3,380</b>	<b>\$ 3,380</b>	<b>\$ 2,121</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 100,103</b>	
<b>Appropriations</b>													
Wages	\$ 72,606	\$ 73,156	\$ 50,165	\$ 22,991	\$ 535	\$ 100	\$ 104	\$ 37	\$ 1,503	\$ 1,337	\$ 926	\$ 51,663	
Fringe benefits	26,582	26,943	19,616	7,327	7,026	9	11	3	332	421	248	26,893	
Books and other library materials	3,471	4,185	2,400	1,785	37	26	112	83	3	10	3	2,523	
Programs (contracted services and exhibits)	638	624	250	374	124	-	-	42	-	-	95	511	
Information technology	1,496	2,072	1,004	1,068	15	-	-	-	40	38	21	1,040	
Building maintenance and renovations [A]	3,188	5,054	-	5,054	(1,528)	1,397	1,754	515	-	-	-	(1,013)	
Telecommunications	557	619	385	234	0	-	-	-	-	-	-	386	
Building lease	1,555	1,405	1,135	270	-	-	-	-	-	-	-	1,135	
Contractual services	1,803	2,288	1,546	742	8	1,082	1,355	503	224	422	75	2,131	
Supplies, equipment, and furniture [B]	1,148	1,675	-	1,675	(316)	-	44	5	11	227	84	(227)	
Use of contributed facilities	12	12	-	12	-	-	-	-	-	-	-	-	
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	
Property and casualty insurance	1,503	1,362	1,306	56	-	-	-	-	-	-	-	1,306	
Depreciation	-	-	-	-	451	-	-	-	-	-	-	451	
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	
Other	338	409	97	312	3	1	-	-	8	45	14	114	
<b>Total Expenses</b>	<b>\$ 114,897</b>	<b>\$ 119,804</b>	<b>\$ 77,904</b>	<b>\$ 41,900</b>	<b>\$ 6,355</b>	<b>\$ 2,615</b>	<b>\$ 3,380</b>	<b>\$ 1,188</b>	<b>\$ 2,121</b>	<b>\$ 2,500</b>	<b>\$ 1,466</b>	<b>\$ 86,913</b>	
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,109</b>	<b>\$ (9,109)</b>	<b>\$ 854</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 2,192</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,034</b>	<b>\$ 13,189</b>	

[A] - Amount shown for Grants is negative due to \$946k being reclassified to State Grants and \$582k being reclassified to Fixed Assets

[B] - Amount for Grants is negative due to \$324k being reclassified to Fixed Assets

**Queens Public Library  
State Consolidated Budget Report  
As of March 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
<b>Estimated Revenues</b>						
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	-	-	-	-	5,604	5,604
United States of America	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	5,415	5,939	3,960	1,979	-	3,960
Contributed facilities	-	-	-	-	-	-
Contributed services	-	-	-	-	(456)	(456)
Fines and fees	-	-	-	-	-	-
Interest & Dividend Income	-	-	131	(131)	302	434
Investment (loss) income	-	-	-	-	1,141	1,141
Other Revenue	-	-	0	(0)	-	0
FY23 Carry Forward	1,172	1,129	1,172	(43)	-	1,172
<b>Total Revenue</b>	<b>\$ 6,587</b>	<b>\$ 7,068</b>	<b>\$ 5,263</b>	<b>\$ 1,805</b>	<b>\$ 6,591</b>	<b>\$ 11,854</b>
<b>Appropriations</b>						
Wages	\$ 1,314	\$ 1,312	\$ 828	\$ 484	\$ 83	\$ 912
Fringe benefits	224	226	166	60	(15)	151
Books and other library materials	635	679	371	308	499	870
Programs (contracted services and exhibits)	23	23	14	9	95	108
Information technology	2,012	2,234	1,281	953	(66)	1,215
Building maintenance and renovations	1,920	2,298	402	1,896	3,396	3,798
Telecommunications	-	-	-	-	-	-
Building lease	-	-	-	-	-	-
Contractual services	122	104	24	80	82	106
Supplies, equipment, and furniture	327	190	56	134	73	129
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	619	619
Bad Debt Expense	-	-	-	-	-	-
Other	10	2	-	2	-	-
<b>Total Expenses</b>	<b>\$ 6,587</b>	<b>\$ 7,068</b>	<b>\$ 3,142</b>	<b>\$ 3,926</b>	<b>\$ 4,766</b>	<b>\$ 7,908</b>
Transfer to QPLF					-	-
Capital Eligible Expenses					-	-
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,120</b>	<b>\$ (2,120)</b>	<b>\$ 1,825</b>	<b>\$ 3,946</b>

Attachment: 3\_24 Financial Statements (3065 : Acceptance of Financial Reports for the Period Ending

**Queens Public Library  
Federal Consolidated Budget Report  
As of March 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		
<b>Estimated Revenues</b>									
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
State of New York	-	-	-	-	-	-	-	-	
United States of America	727	727	300	427		1,991		2,291	
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	-	-	-	-	-	-	-	-	
<b>Total Revenue</b>	<b>\$ 727</b>	<b>\$ 727</b>	<b>\$ 300</b>	<b>\$ 427</b>		<b>\$ 1,991</b>		<b>\$ 2,291</b>	
<b>Appropriations</b>									
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,274	\$ -	\$ 1,274	
Fringe benefits	-	-	-	-	-	382	-	382	
Books and other library materials	-	-	-	-	-	-	-	-	
Programs (contracted services and exhibits)	-	-	-	-	-	39	-	39	
Information technology	-	-	-	-	-	4	-	4	
Building maintenance and renovations	-	-	-	-	-	-	-	-	
Telecommunications	727	727	445	282		-		445	
Building lease	-	-	-	-	-	-	-	-	
Contractual services	-	-	-	-	-	76	-	76	
Supplies, equipment, and furniture	-	-	-	-	-	13	-	13	
Use of contributed facilities	-	-	-	-	-	-	-	-	
Use of contributed services	-	-	-	-	-	-	-	-	
Property and casualty insurance	-	-	-	-	-	-	-	-	
Depreciation	-	-	-	-	-	3	-	3	
Bad Debt Expense	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	12	-	12	
<b>Total Expenses</b>	<b>\$ 727</b>	<b>\$ 727</b>	<b>\$ 445</b>	<b>\$ 282</b>		<b>\$ 1,803</b>		<b>\$ 2,249</b>	
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (146)</b>	<b>\$ 146</b>		<b>\$ 188</b>		<b>\$ 42</b>	

Attachment: 3\_24 Financial Statements (3065 : Acceptance of Financial Reports for the Period Ending

Queens Public Library  
 Other Consolidated Budget Report  
 As of March 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		
<b>Estimated Revenues</b>															
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	312	31	-	-	-	-	-		
Interest & Dividend Income	200	200	(30)	230	6	6	232	(226)	-	-	-	-	239		
Investment (loss) income	200	200	169	31	-	-	-	-	-	-	-	-	774		
Other Revenue	-	-	1	(1)	-	-	-	-	650	650	-	650	201		
FY23 Carry Forward	-	-	-	-	-	-	-	-	-	-	-	-	-		
<b>Total Revenue</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 139</b>	<b>\$ 261</b>	<b>\$ 349</b>	<b>\$ 349</b>	<b>\$ 544</b>	<b>\$ (195)</b>	<b>\$ 650</b>	<b>\$ 650</b>	<b>\$ -</b>	<b>\$ 650</b>	<b>\$ 1,070</b>		
<b>Appropriations</b>															
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74	\$ 74	\$ 52	\$ 22	\$ -		
Fringe benefits	-	-	-	-	-	-	9	(9)	328	328	107	221	-		
Books and other library materials	-	-	-	-	166	211	166	45	-	-	-	-	0		
Programs (contracted services and exhibits)	-	-	-	-	-	-	-	-	-	-	-	-	15		
Information technology	26	28	28	(0)	-	-	-	-	-	-	-	-	2		
Building maintenance and renovations	-	-	-	-	-	-	-	-	-	-	-	-	-		
Telecommunications	2	-	-	-	-	-	-	-	-	-	-	-	-		
Building lease	-	-	-	-	-	-	-	-	-	-	-	-	-		
Contractual services	328	324	137	187	183	138	73	65	123	123	55	68	46		
Supplies, equipment, and furniture	11	11	6	5	-	-	-	-	-	-	-	-	1		
Use of contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-		
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-		
Property and casualty insurance	-	-	-	-	-	-	-	-	122	122	104	18	-		
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	17		
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-		
Other	33	37	24	13	-	-	0	(0)	3	3	1	2	(154)		
<b>Total Expenses</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 195</b>	<b>\$ 205</b>	<b>\$ 349</b>	<b>\$ 349</b>	<b>\$ 248</b>	<b>\$ 101</b>	<b>\$ 650</b>	<b>\$ 650</b>	<b>\$ 319</b>	<b>\$ 331</b>	<b>\$ (73)</b>		
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (55)</b>	<b>\$ 55</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 296</b>	<b>\$ (296)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (319)</b>	<b>\$ 319</b>	<b>\$ 1,143</b>		

Attachment: 3\_24 Financial Statements (3065 : Acceptance of Financial Reports for the Period Ending



## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 18, 2024

*ITEM ID #:* 3075

*AGENDA:* Annual Report for Library Systems and Annual Report for Public & Association Libraries 2023

---

### **Background:**

The New York State Division of Library Development (DLD) requires that the Library submit an “Annual Report for Library Systems” and an “Annual Report for Public and Association Libraries.” The goal is to ensure the citizens of New York receive adequate library services, and to ensure the Library is operating in concert with its Plan of Service. The form, reporting format, and outline of the reports are defined by DLD. All public libraries and public library systems in New York State are required to submit these reports.

### **Current Status:**

The Library has completed the reports and is submitting them to the Board for review and acceptance. The Library System is reporting that it operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner.

### **Recommended Motion for Consideration by the Board of Trustees:**

*I move that the Board of Trustees accept the Queens Borough Public Library’s Annual Report for Library Systems and Annual Report for Public and Association Libraries.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 18, 2024

*ITEM ID #:* 3078

*AGENDA:* Contract Extension Authorization – Prestige Plumbing & Heating, Inc.

---

### **Background:**

This is an action item seeking approval from the Queens Public Library’s Board of Trustees to enter into a contract extension with Prestige Plumbing & Heating, Inc. (“Prestige”) for system-wide plumbing services. The Library’s current contract with Prestige is set to expire May 2, 2024. The Library’s Procurement Policy requires bidding for construction and building maintenance contracts. However, the Policy permits exceptions whenever an emergency to health and safety exists, or to complete a project immediately because of an actual or anticipated disruption in public service.

At the Library’s Board meeting in March 2019, the Board approved a contract with Prestige to provide system-wide plumbing services. The bid permitted a twenty (20) percent markup on material equipment and subcontracting, and Prestige’s bid price was a \$225 maximum hourly rate. Prestige has consistently been performing services below its maximum hourly rate and has performed well.

In October 2023, the Library’s Facilities and Environmental Services Department (“FES”) worked with the Procurement Department to create a new bid for system-wide plumbing services, to be awarded to multiple firms. This bid was canceled due to the high number of non-responsive firms. FES and Procurement revised the scope of services, and in January 2024 the Library re-bid system-wide plumbing services, but all firms were non-responsive.

### **Current Status:**

The Procurement and FES Departments are in the process of reviewing and revising the system-wide plumbing services bid to increase compliance with the bid requirements. In light of the time it will take to issue a new bid, as well as the impending expiration date of the current contract with Prestige, the Library’s Procurement and Legal Departments recommend that the Library proceed with a contract extension with Prestige until November 2024. Both departments are of the opinion that the extension is warranted as an emergency for the requested period for projects up to \$150,000, which was specified in the original bid. Additional services shall be performed at the rates and mark-up set forth in the current contract. Prestige has been a good provider of services for the Library, and a background check does not indicate any adverse findings.

**Recommended Motion for Consideration by the Board of Trustees:**

*I move that the Board of Trustees authorize the President and CEO to execute a six-month contract extension with Prestige Plumbing & Heating, Inc., until November 2024, at the same rates and fees as per the current contract.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 18, 2024

*ITEM ID #:* 3062

*AGENDA:* Payroll for the Month of February 2024

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### **Payroll for the Month of February 2024**

The Chief Financial Officer reports the payrolls paid during the month of February 2024 in the aggregate sum of \$5,846,028 consisting of \$5,558,217 in City Funds, \$282,195 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:* April 18, 2024

*ITEM ID #:* 3063

*AGENDA:* Payroll for the Month of March 2024

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### **Payroll for the Month of March 2024**

The Chief Financial Officer reports the payrolls paid during the month of March 2024 in the aggregate sum of \$5,862,929 consisting of \$5,579,708 in City Funds, \$277,605 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:* April 18, 2024

*ITEM ID #:* 3067

*AGENDA:* Purchases Over \$50K - February 2024

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### **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 February 1, 2024 through February 29, 2024.

### **Library:**

1. **Creative Office Resources** was issued a purchase order in the amount of \$74,827 under its furniture and shelving requirements contract to provide furniture for the Bay Terrace library.
2. **Prestige Plumbing & Heating Inc.** was issued an SOW in the amount of \$72,532 under its requirements contract for plumbing services to replace the boiler at the Glendale library.
3. **NYS Urban Development (NYS Empire Development Corporation)** was issued a purchase order in the amount of \$54,533 under its cost-sharing agreement for environmental monitoring around the Hunters Point Library.
4. **Lyngsoe Systems Inc.** was issued a purchase order in the amount of \$98,822 to provide automated materials handling system equipment for the Bay Terrace Library under its sole source contract.

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 18, 2024

*ITEM ID #:* 3070

*AGENDA:* Purchases Over \$50K - March 2024

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### **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 March 1, 2024 through March 31, 2024.

### **Library:**

1. **Johnson Controls Fire Protection LP** was issued a purchase order in the amount of \$261,475 under its NYS Office of General Services (“OGS”) contract to replace the fire suppression system in the IT room at the Central Library.
2. **Dell Marketing L.P.** was issued a purchase order in the amount of \$80,204.83 under its OGS contract to provide BMC Remedy Software Maintenance. BMC Remedy software is the Library’s service request management system used by ITD and numerous other offices (including Investigations & Security, FES, Central Circulation Services, Community Library Services, Shipping & Distribution Services, Acquisitions, Collection Development, Metadata Services and Preparations) to log, track, and manage service requests and inquiries submitted by staff and library customers.

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 18, 2024

*ITEM ID #:* 3068

*AGENDA:* Personnel Report - March

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### ***PERSONNEL REPORT – 2/16/2024 – 3/15/2024***

*The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of February 16, 2024 – March 15, 2024:*

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

#### Attachments:

Personnel Report - February 16 2024 to March 15 2024-mh (PDF)



## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 18, 2024

*ITEM ID #:* 3066

*AGENDA:* Key Performance Indicators - February 2024

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### Attachments:

Board\_report\_Feb\_24 (PDF)

# President's Report: February 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	7,676	-2.19%	4,861	3.82%	359	-49.37%	1,254	∞	
Astoria	5,758	-1.13%	5,383	23.04%	411	-43.23%	2,433	12.38%	
Auburndale	7,098	-7.63%	4,686	16.08%	580	65.24%	1,543	13.79%	
Baisley Park	2,343	23.71%	2,635	33.89%	410	22.39%	1,208	-26.83%	
Bayside	12,938	-7.89%	8,635	1.76%	741	4.66%	1,311	34.74%	
Bay Terrace	5	-78.26%	0	0.00%	0	0.00%	0	0.00%	1,2
Bellerose	5,060	-3.75%	4,464	8.69%	412	15.08%	1,045	-2.52%	
Briarwood	5,565	3.17%	7,963	20.51%	965	6.16%	2,115	-2.08%	
Broadway	8	-42.86%	0	0.00%	0	0.00%	0	0.00%	1,2
Broad Channel	2,936	11.21%	1,250	3.56%	77	196.15%	8	0.00%	
Cambria Heights	2,778	27.31%	6,866	30.38%	2,915	72.08%	463	-25.32%	
Corona	5,160	17.22%	10,055	16.08%	2,216	90.87%	3,057	4395.59%	
Court Square	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	5,746	12.76%	4,919	15.99%	316	-67.76%	1,160	-37.06%	
East Elmhurst	2,570	6.55%	4,010	15.30%	680	1.34%	412	-7.00%	
East Flushing	4,064	-20.00%	4,326	-4.59%	634	4.97%	1,101	-19.22%	
Elmhurst	19,891	4.05%	17,327	20.45%	1,610	54.21%	3,760	120.40%	
Far Rockaway	2,190	-17.14%	4,226	35.45%	194	-61.58%	3,237	98.96%	
Forest Hills	15,136	-0.16%	17,492	10.35%	5,853	191.05%	1,682	49.78%	
Fresh Meadows	16,247	67.15%	9,798	72.17%	977	298.78%	1,848	36.59%	2
Glen Oaks	12,462	5.45%	8,831	14.48%	1,916	2.08%	3,734	13.46%	
Glendale	4,875	-7.07%	2,885	23.50%	451	-12.60%	121	65.75%	
Hillcrest	24	-99.53%	325	-90.28%	0	-100.00%	0	-100.00%	1,2
Hollis	3,722	37.04%	4,629	21.50%	233	-27.64%	850	24.27%	
Howard Beach	5,024	7.88%	6,722	25.55%	512	51.48%	1,326	56.18%	
Hunters Point	22,707	5.18%	12,213	21.95%	2,511	55.96%	2,638	23.21%	1
Jackson Heights	13,696	1.69%	17,908	6.50%	461	-18.26%	1,138	106.53%	
Kew Gardens Hills	12,136	8.80%	12,282	15.02%	1,403	-2.03%	634	-4.95%	
Langston Hughes	2,388	15.47%	7,270	20.38%	2,351	25.86%	83	-67.83%	
Laurelton	35	-98.66%	18	-99.59%	11	-97.59%	0	-100.00%	1,2
Lefferts	2,328	6.99%	5,168	29.49%	335	5.35%	1,084	-8.06%	
Lefrak City	24	-52.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Long Island City	3,433	2.23%	7,125	9.31%	389	-92.60%	1,455	-19.57%	
Maspeth	6,955	9.58%	5,860	11.07%	1,218	5.45%	1,814	58.98%	
McGoldrick	4,720	-5.77%	6,195	4.61%	575	89.77%	1,988	-8.22%	
Middle Village	4,157	-5.78%	4,368	6.61%	787	20.89%	1,773	-10.77%	
Mitchell-Linden	7,323	-18.38%	6,765	-0.46%	239	-54.65%	1,160	-7.57%	
North Forest Park	5,741	13.46%	6,123	25.96%	426	176.62%	87	-80.45%	

Attachment: Board\_report\_Feb\_24 (3066 : Key Performance Indicators - February 2024)

# President's Report: February 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	4,632	0.76%	5,753	14.51%	1,002	86.59%	1,086	94.62%	
Ozone Park	4,259	26.27%	7,101	37.56%	1,547	57.54%	1,177	285.90%	2
Peninsula	4,692	-2.33%	7,125	19.15%	1,514	164.69%	952	-3.05%	
Pommonok	3,060	9.56%	3,554	11.27%	675	246.15%	938	1605.45%	
Poppenhusen	3,532	7.62%	3,741	10.98%	1,168	31.38%	1,284	162.04%	
Queensboro Hill	3,185	-24.04%	7,384	18.18%	935	172.59%	174	27.94%	
Queens Village	2,180	-7.39%	3,187	2.25%	681	97.97%	453	81.20%	
Rego Park	7,189	-4.82%	8,835	11.06%	502	31.41%	3,730	∞	
Richmond Hill	6,557	-4.75%	5,319	12.22%	1,948	45.26%	1,289	15.19%	
Ridgewood	6,929	16.77%	17,023	-13.52%	2,545	101.66%	1,720	-9.38%	
Rochdale Village	3,886	22.63%	5,584	16.84%	1,364	53.26%	1,105	183.33%	
Rosedale	2,322	27.16%	3,653	25.58%	431	56.16%	1,722	-10.82%	
Seaside	3,230	-2.18%	5,144	10.53%	120	-8.40%	3,386	23.08%	
South Hollis	2,544	13.57%	6,884	16.54%	1,408	-3.23%	120	-77.49%	
South Jamaica	2,284	10.50%	3,694	-2.99%	197	-34.77%	348	840.54%	
South Ozone Park	2,928	27.86%	4,791	29.63%	308	27.27%	2,115	83.12%	
St. Albans	2,919	19.53%	4,381	20.62%	460	-10.16%	519	232.69%	
Steinway	8,874	6.70%	12,620	11.73%	549	-30.94%	1,662	24.96%	1,2
Sunnyside	7,909	0.97%	10,363	7.52%	1,077	15.06%	2,245	35.49%	
Whitestone	6,444	7.24%	5,122	8.24%	1,285	94.70%	2,044	63.91%	
Windsor Park	7,135	-2.17%	6,237	7.44%	527	7.11%	1,434	-12.72%	
Woodhaven	5,981	1.96%	5,263	18.24%	2,119	48.49%	1,155	85.10%	
Woodside	5,300	1.69%	8,781	16.44%	1,955	52.62%	1,954	24.86%	
<b>Community Libraries Total</b>	<b>342,890</b>	<b>2.10%</b>	<b>385,122</b>	<b>11.32%</b>	<b>57,485</b>	<b>22.40%</b>	<b>80,134</b>	<b>34.42%</b>	

Central Library Adult Learning Center	14	-12.50%	N/A	N/A	50	∞	N/A	N/A	3
Elmezzi LIC Adult Learning Center	2	-66.67%	3,646	8.67%	1,492	-2.04%	N/A	N/A	
Elmhurst Adult Learning Center	74	572.73%	N/A	N/A	1,131	-3.25%	N/A	N/A	3
Flushing Adult Learning Center	118	-23.87%	0	0.00%	1,425	-7.17%	0	0.00%	
Jackson Heights Adult Learning Center	29	-56.06%	N/A	N/A	829	-40.87%	0	0.00%	3
Peninsula Adult Learning Center	5	0.00%	N/A	N/A	876	-20.65%	N/A	N/A	3
Rochdale Adult Learning Center	49	600.00%	N/A	N/A	584	-27.45%	N/A	N/A	3
<b>Adult Learning Center Total</b>	<b>291</b>	<b>9.40%</b>	<b>3,646</b>	<b>8.67%</b>	<b>6,387</b>	<b>-15.27%</b>	<b>0</b>	<b>0.00%</b>	

Central Adult Fiction	3,448	10.65%
Central Adult Fiction - Ask at Desk	3,102	26.35%
Central Adult Non-Fiction	8,273	6.41%
Central Adult Non-Fiction - Ask at Desk	5,822	9.89%

Attachment: Board\_report\_Feb\_24 (3066 : Key Performance Indicators - February 2024)

# President's Report: February 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	527	-25.04%							
Central International Languages - Ask at Desk	163	6.54%							
Central Library Current Collection	1,115	13.20%							
Central Library Fine Arts/Media Center	9,847	-2.48%							
Central Library Others	568	-23.45%							
Central Library Hot Picks	308	12.00%							
Central Library Interloan	270	95.65%							
Central Library Job Info Center	9	-59.09%							
Central Library Young Adult Room	1,554	-7.56%							
Children's Library Discovery Center	7,065	1.26%	8,932	12.52%	2,217	124.62%	2,246	42.42%	
<b>Central Total</b>	<b>42,071</b>	<b>4.09%</b>	<b>52,343</b>	<b>9.17%</b>	<b>17,104</b>	<b>327.81%</b>	<b>11,089</b>	<b>17.69%</b>	

Flushing	22,840	-6.79%							
Flushing IRC	12	50.00%							
Flushing Job Info Center (JIC)	8	33.33%							
Flushing Media Center	4,383	-8.50%							
<b>Flushing Total</b>	<b>27,243</b>	<b>-7.05%</b>	<b>69,526</b>	<b>12.24%</b>	<b>3,994</b>	<b>1.17%</b>	<b>10,252</b>	<b>-4.76%</b>	<b>2</b>

E-book and E-Magazines	215,624	53.49%
Virtual Music and Movies	56,681	17.80%
Culture Pass reservations	1,624	38.33%
Online Learning Services usage	18,420	19.39%
Virtual Library Total	292,349	42.47%
Langston Hughes Black Heritage	250	19.05%
Queens Village Mail-A-Book	2,484	-4.02%
Mobile Library	327	-28.29%
Correctional Outreach	448	-47.17%
Other Total	8	-66.67%

3,046	-26.83%	1,360	N/A
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1,488	59.66%	463	∞
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0	0.00%	N/A	X
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415	-3.71%	28	-49.09%
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<b>System Total</b>	<b>708,361</b>	<b>15.15%</b>	<b>516,168</b>	<b>11.91%</b>	<b>89,547</b>	<b>32.77%</b>	<b>103,326</b>	<b>27.30%</b>	
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Website Visits	290,730	13.82%
Wireless use	164,474	283.95%
Computer Sessions	69,758	15.57%

- 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: Board\_report\_Feb\_24 (3066 : Key Performance Indicators - February 2024)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 18, 2024

*ITEM ID #:* 3076

*AGENDA:* Key Performance Indicators - March 2024

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### Attachments:

Board\_report\_Mar\_24(PDF)

# President's Report: March 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	7,791	-14.65%	5,096	-7.08%	329	-59.63%	972	-13.91%	
Astoria	6,128	-5.02%	6,167	6.66%	570	-11.63%	2,537	-0.55%	
Auburndale	7,768	-7.71%	4,983	-0.24%	376	10.91%	1,831	11.78%	
Baisley Park	2,562	239.34%	2,958	270.68%	680	3138.10%	1,631	1204.80%	
Bayside	14,957	-1.18%	9,983	-1.48%	1,064	-4.40%	1,678	29.48%	
Bay Terrace	8	-20.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Bellerose	4,948	-7.10%	4,789	0.59%	411	-3.29%	1,175	-25.40%	
Briarwood	5,688	-9.59%	8,441	7.80%	2,034	80.48%	1,787	-28.86%	
Broadway	11	-60.71%	0	0.00%	0	0.00%	0	0.00%	1,2
Broad Channel	3,187	0.13%	1,349	9.14%	0	-100.00%	13	8.33%	
Cambria Heights	3,420	34.59%	8,049	14.41%	3,432	30.00%	584	961.82%	
Corona	5,261	-14.19%	11,009	2.57%	2,059	-26.28%	2,632	514.95%	
Court Square	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	6,099	-0.38%	5,253	7.75%	552	-55.70%	882	-54.42%	
East Elmhurst	2,813	-3.99%	4,397	7.64%	1,091	-5.54%	524	-2.42%	
East Flushing	4,793	-20.83%	5,360	-5.82%	873	-17.25%	1,355	-15.68%	
Elmhurst	21,775	0.25%	18,298	0.01%	1,695	-15.96%	3,395	36.56%	
Far Rockaway	2,571	-20.67%	4,591	17.69%	268	-81.99%	2,999	1.97%	
Forest Hills	16,566	-4.22%	19,243	-1.07%	3,524	73.94%	1,703	10.51%	
Fresh Meadows	16,888	9.87%	10,811	15.71%	1,245	30.37%	2,637	36.07%	2
Glen Oaks	12,971	-3.63%	10,124	5.59%	2,377	-18.87%	3,789	-4.20%	
Glendale	5,432	-13.72%	3,278	17.28%	770	-1.41%	115	-49.56%	
Hillcrest	25	-98.51%	182	∞	0	0.00%	0	0.00%	1,2
Hollis	3,947	13.98%	5,187	4.64%	397	-21.07%	1,098	15.09%	
Howard Beach	5,217	-2.18%	7,544	15.83%	584	-2.50%	1,271	10.71%	
Hunters Point	24,501	-5.71%	16,166	22.12%	2,101	-15.42%	1,977	-20.76%	1
Jackson Heights	14,757	-8.24%	20,484	0.20%	391	-70.86%	856	-26.78%	
Kew Gardens Hills	12,331	-9.81%	12,679	-7.44%	1,177	-28.06%	510	-12.37%	
Langston Hughes	2,542	2.46%	7,360	2.89%	2,075	-15.55%	510	14.61%	
Laurelton	32	-97.95%	666	-65.51%	12	-89.19%	0	-100.00%	1,2
Lefferts	2,430	-2.02%	5,560	15.64%	657	53.15%	1,389	-13.35%	
Lefrak City	11	-77.08%	0	0.00%	13	∞	0	0.00%	1,2
Long Island City	3,859	-0.82%	7,608	-2.21%	1,821	-4.26%	1,961	77.95%	
Maspeth	7,923	0.57%	6,339	-4.88%	1,273	-10.60%	1,802	-21.41%	
McGoldrick	5,042	-15.35%	6,835	-12.90%	586	43.98%	2,884	29.21%	
Middle Village	4,733	-8.43%	4,625	-6.60%	1,083	128.96%	1,742	-15.60%	
Mitchell-Linden	8,126	-19.72%	7,876	-5.04%	716	-1.10%	1,242	5.88%	
North Forest Park	6,750	9.40%	7,024	17.24%	644	186.22%	266	-47.43%	

Attachment: Board\_report\_Mar\_24 (3076 : Key Performance Indicators - March 2024)

# President's Report: March 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	4,975	-4.44%	6,523	3.74%	1,165	62.26%	1,232	16.12%	
Ozone Park	4,534	12.34%	7,363	10.74%	1,089	-39.77%	1,206	2521.74%	2
Peninsula	4,973	-16.28%	8,000	1.68%	353	-45.10%	712	-35.04%	
Pommonok	3,504	13.18%	3,923	-4.69%	884	432.53%	750	∞	
Poppenhusen	3,840	-3.35%	4,232	-1.99%	1,651	29.39%	1,918	154.71%	
Queensboro Hill	1,042	-77.40%	1,583	-81.01%	72	-95.14%	15	-89.13%	1
Queens Village	2,540	-2.98%	3,453	-3.14%	658	-6.93%	139	143.86%	
Rego Park	7,571	-9.31%	9,692	6.02%	787	42.83%	3,955	70.33%	
Richmond Hill	7,102	-4.32%	5,704	-2.88%	1,880	18.46%	1,459	2.31%	
Ridgewood	7,036	-4.94%	20,104	-3.82%	1,979	1.38%	1,524	-38.22%	
Rochdale Village	3,933	-1.90%	6,527	0.96%	1,353	-2.17%	1,904	192.47%	
Rosedale	2,615	17.37%	3,956	-4.26%	430	-29.16%	2,227	9.01%	
Seaside	3,505	-4.05%	5,550	12.08%	324	172.27%	3,555	-1.82%	
South Hollis	2,486	3.03%	8,350	0.52%	1,154	-24.28%	168	-76.89%	
South Jamaica	2,287	-18.53%	3,943	-22.11%	466	12.83%	589	-1.83%	
South Ozone Park	3,063	-5.55%	5,317	-3.64%	867	26.20%	2,854	45.09%	
St. Albans	3,080	0.85%	4,966	-1.33%	501	-21.35%	935	515.13%	
Steinway	9,628	-8.74%	12,900	-10.17%	983	-11.12%	731	-50.81%	1,2
Sunnyside	8,628	0.63%	11,649	-0.68%	1,363	17.00%	2,076	-8.79%	
Whitestone	6,718	-6.63%	5,701	-0.40%	1,228	76.44%	1,818	117.46%	
Windsor Park	7,348	-11.26%	7,316	1.11%	618	-38.93%	1,455	-24.49%	
Woodhaven	6,347	3.35%	5,737	-2.99%	2,460	18.96%	1,045	19.02%	
Woodside	5,507	-7.31%	9,343	-2.22%	2,202	20.39%	2,242	-3.07%	
<b>Community Libraries Total</b>	<b>366,125</b>	<b>-5.78%</b>	<b>422,146</b>	<b>0.00%</b>	<b>61,347</b>	<b>-1.73%</b>	<b>84,256</b>	<b>12.17%</b>	

Central Library Adult Learning Center	22	-18.52%	N/A	N/A	83	∞	N/A	N/A	3
Elmezzi LIC Adult Learning Center	1	-88.89%	3,677	-6.10%	1,063	-26.99%	N/A	N/A	
Elmhurst Adult Learning Center	21	10.53%	N/A	N/A	165	-88.41%	N/A	N/A	3
Flushing Adult Learning Center	87	-29.27%	0	0.00%	1,692	-0.94%	0	0.00%	
Jackson Heights Adult Learning Center	22	-60.71%	N/A	N/A	568	-64.34%	0	0.00%	3
Peninsula Adult Learning Center	6	500.00%	N/A	N/A	1,042	-1.33%	N/A	N/A	3
Rochdale Adult Learning Center	49	250.00%	N/A	N/A	0	-100.00%	N/A	N/A	3
<b>Adult Learning Center Total</b>	<b>208</b>	<b>-16.47%</b>	<b>3,677</b>	<b>-6.10%</b>	<b>4,613</b>	<b>-43.01%</b>	<b>0</b>	<b>0.00%</b>	

Central Adult Fiction	3,813	8.51%
Central Adult Fiction - Ask at Desk	3,551	27.28%
Central Adult Non-Fiction	8,288	-7.04%
Central Adult Non-Fiction - Ask at Desk	6,244	4.82%

Attachment: Board\_report\_Mar\_24 (3076 : Key Performance Indicators - March 2024)

# President's Report: March 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	551	-20.26%							
Central International Languages - Ask at Desk	146	-30.14%							
Central Library Current Collection	1,039	-11.65%							
Central Library Fine Arts/Media Center	12,031	15.37%							
Central Library Others	709	-12.47%							
Central Library Hot Picks	325	10.54%							
Central Library Interloan	250	37.36%							
Central Library Job Info Center	8	-42.86%							
Central Library Young Adult Room	1,610	-12.97%							
Children's Library Discovery Center	6,733	-13.57%	10,715	19.48%	945	-33.40%	2,820	3.71%	
<b>Central Total</b>	<b>45,298</b>	<b>1.52%</b>	<b>55,633</b>	<b>-1.93%</b>	<b>4,825</b>	<b>-16.07%</b>	<b>14,421</b>	<b>22.37%</b>	

Flushing	26,346	-5.95%							
Flushing IRC	6	-68.42%							
Flushing Job Info Center (JIC)	3	-78.57%							
Flushing Media Center	4,783	-12.29%							
<b>Flushing Total</b>	<b>31,138</b>	<b>-7.05%</b>	<b>76,796</b>	<b>2.23%</b>	<b>4,580</b>	<b>41.93%</b>	<b>14,675</b>	<b>13.31%</b>	<b>2</b>

E-book and E-Magazines	221,882	44.14%
Virtual Music and Movies	65,185	26.79%
Culture Pass reservations	1,641	34.07%
Online Learning Services usage	23,000	32.34%
Virtual Library Total	311,708	39.19%
Langston Hughes Black Heritage	213	-17.12%
Queens Village Mail-A-Book	2,607	-11.05%
Mobile Library	454	-27.01%
Correctional Outreach	250	-77.60%
Other Total	11	-45.00%

3,280	-42.15%	1,452	N/A
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1,475	2.43%	438	∞
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196	201.54%	N/A	X
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182	-80.76%	20	-69.23%
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<b>System Total</b>	<b>758,012</b>	<b>8.93%</b>	<b>564,976</b>	<b>0.70%</b>	<b>80,360</b>	<b>-6.86%</b>	<b>115,262</b>	<b>13.72%</b>	
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Website Visits	322,673	1.17%
Wireless use	183,131	259.81%
Computer Sessions	75,345	6.35%

- 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: Board\_report\_Mar\_24 (3076 : Key Performance Indicators - March 2024)



## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 18, 2024

*ITEM ID #:* 3069

*AGENDA:* Motion to Adjourn

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**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*