


**QUEENS PUBLIC LIBRARY**  
**Board of Trustees**  
**Thursday, December 11, 2025**

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

**Agenda**








**6:30 PM Board of Trustees Regular Meeting - Dec 11, 2025**

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<b>I. CALL TO ORDER</b>	
<b>II. APPROVAL OF BOT MINUTES</b>	
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<b>III. COMMITTEE REPORTS</b>	
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- D) Approval of Programming Committee Report - December 11, 2025 31  
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## V. REPORT OF THE CHAIR OF THE BOARD

## VI. PRESIDENT'S REPORT

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B) Key Performance Indicators - September 2025 81 - 83

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C) Key Performance Indicators - October 2025 84 - 86

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QUEENS PUBLIC LIBRARY

## **Audit Committee Minutes**

Thursday, September 11, 2025 at 6:04 PM

Central Library

89-11 Merrick Boulevard, Jamaica, NY 11432

Roll Call

Present

PETER KAUFFMANN, CARL KOERNER, Esq., GEORGE RUSSO, Esq., and LYDON SLEEPER-O'CONNELL

Others Present

ALEXANDRIA SUMPTER-DELVES, Esq., ANDREW JACKSON, CLOYETTE HARRIS-STOUTE, JOHANNA CARMONA, Esq., PAULINE HEALY, TERRI THOMSON, JIMMY VAN BRAMER, DENNIS M. WALCOTT, JUSTIN DEABLER, NICK BURON, SUNG MO KIM, SUSAN LATHAM, WILLIAM FUNK, WILLIAM GOLDBAND, JACQUELINE MARTINEZ, SARA HAUSNER-LEVINE, Esq., VINEL LIRIANO, SARAH MAC DOUGALL, MONIQUE HAMILTON, CHAUNCIE BROOKS, DOMINIQUE SIMBOLI, and DANIELLE WALSH

### **I. CALL TO ORDER**

### **II. AGENDA**

#### **Action Item(s)**

- A) Approval of Audited Financial Statements/Independent Auditor's Report

President and CEO Dennis M. Walcott introduced the Library's new Chief Financial Officer and SVP, Michael McLeod, to the board. Mr. McLeod thanked Vinel Liriano, VP of Finance, for a smooth transition. He then introduced the BDO team and asked them to provide the audit wrap-up.

BDO auditors, Ritesh Lall, Engagement Principal, and

Christina Polisenio, Engagement Director, virtually presented the audit wrap-up report to the Committee.

**Recommended Motion for Consideration by the Audit Committee:**

*I move that the Audit Committee recommend to the Board of Trustees that the Financial Statements and Independent Auditor's Report for the year ended June 30, 2025 be accepted and filed.*

*Moved by:* GEORGE RUSSO, Esq.

*Seconded by:* LYDON SLEEPER-O'CONNELL

**Aye** PETER KAUFFMANN, CARL KOERNER, Esq.,  
GEORGE RUSSO, Esq., and LYDON SLEEPER-  
O'CONNELL

**Carried 4-0**

**III. ADJOURNMENT**

A) Motion to Adjourn  
6:16pm

**Recommended Motion for Consideration**

*I move that the meeting be adjourned.*

*Moved by:* LYDON SLEEPER-O'CONNELL

*Seconded by:* GEORGE RUSSO, Esq.

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Peter Kauffmann - Committee  
Chair





QUEENS PUBLIC LIBRARY

## **Labor Relations Committee Meeting Minutes**

Thursday, September 11, 2025 at 6:19 PM

Central Library

89-11 Merrick Boulevard, Jamaica, NY 11432

Roll Call

Present

GEORGE RUSSO, Esq., JOHANNA CARMONA, Esq., JULISSA GUTIERREZ, CLOYETTE HARRIS-STOUTE, PAULINE HEALY, and ALEXANDRIA SUMPTER-DELVES, Esq.

Others Present

ELI SHAPIRO Ed. D LCSW, ANDREW JACKSON, CARL KOERNER, Esq., EARL G. SIMONS, Ed. D., JAMES M. HADDAD, Esq., LYDON SLEEPER-O'CONNELL, PETER KAUFFMANN, SELINA LEE, Ph. D., TERRI THOMSON, JIMMY VAN BRAMER, MATTHEW CARLIN, Esq., DENNIS M. WALCOTT, JUSTIN DEABLER, NICK BURON, SUNG MO KIM, SUSAN LATHAM, WILLIAM FUNK, WILLIAM GOLDBAND, JACQUELINE MARTINEZ, SARA HAUSNER-LEVINE, Esq., VINEL LIRIANO, MONIQUE HAMILTON, CHAUNCIE BROOKS, DOMINIQUE SIMBOLI, and DANIELLE WALSH

### **I. CALL TO ORDER**

### **II. AGENDA**

#### **Action Item(s)**

- A) Merit-Based Increases for Non-Represented Employees Including Key Executive Employees FY'26  
George Russo, Committee Chair, asked Jackie Martinez, VP of Human Resources, to provide a brief report on this item. Ms. Martinez recommended that the Board of Trustees approve merit-based increases for the Library's non-represented employees, including key executive employees, in the range of 2-4% for fiscal year 2026, retroactive to July 2025, based on

annual performance evaluation.

**Recommended Motion for Consideration by the Labor Relations Committee**

*I move that the Labor Relations Committee recommend to the Board of Trustees that eligible non-represented employees, including the key executive employees, receive a merit increase between 2-4% for fiscal year 2026, retroactive to July 1, 2025, based on annual performance reviews*

*Moved by:* PAULINE HEALY

*Seconded by:* CLOYETTE HARRIS-STOUTE

**Aye** GEORGE RUSSO, Esq., JOHANNA CARMONA, Esq., JULISSA GUTIERREZ, CLOYETTE HARRIS-STOUTE, PAULINE HEALY, and ALEXANDRIA SUMPTER-DELVES, Esq.

**Carried 6-0**

B) Contract Authorization - Temporary Staffing RFP

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

*I move that the Labor Relations Committee authorize the President and CEO to execute contracts for temporary staffing and candidate search services with New Wave People Inc., Careers In Nonprofits, Beatty's Services, Inc., Noor Staffing Group, LLC, and Robert Half Inc. for a two-year term with three one-year options.*

*Moved by:* JULISSA GUTIERREZ

*Seconded by:* JOHANNA CARMONA, Esq.

**Aye** GEORGE RUSSO, Esq., JOHANNA CARMONA, Esq., JULISSA GUTIERREZ, CLOYETTE HARRIS-STOUTE, PAULINE HEALY, and ALEXANDRIA SUMPTER-DELVES, Esq.

**Carried 6-0**

**III. ADJOURNMENT**

A) Motion to Adjourn

**Recommended Motion for Consideration**

*I move that the meeting be adjourned.*

6:38pm

*Moved by:* PAULINE HEALY

*Seconded by:* JOHANNA CARMONA, Esq.

**Aye** GEORGE RUSSO, Esq., JOHANNA CARMONA, Esq., JULISSA GUTIERREZ, CLOYETTE HARRIS-STOUTE, PAULINE HEALY, and ALEXANDRIA SUMPTER-DELVES, Esq.

**Carried 6-0**

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George Russo- Committee  
Chair

# Board of Trustees Regular Meeting Minutes

Thursday, September 11, 2025 at 6:38 PM

Central Library

89-11 Merrick Boulevard, Jamaica, NY 11432

Roll Call

Present

ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON, JULISSA GUTIERREZ, JAMES M. HADDAD, Esq., CLOYETTE HARRIS-STOUTE, PAULINE HEALY, ANDREW JACKSON, PETER KAUFFMANN, CARL KOERNER, Esq., SELINA LEE, Ph. D., GEORGE RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-DELVES, Esq., and TERRI THOMSON

Excused

JAMIE LEE, MICHELLE MIAO, Ph. D., and GUILLERMO PATINO

Others Present

ALLAN SWISHER, Esq., JIMMY VAN BRAMER, MATTHEW CARLIN, Esq., DENNIS M. WALCOTT, JUSTIN DEABLER, NICK BURON, SUNG MO KIM, GITTE PENG, VINEL LIRIANO, SUSAN LATHAM, WILLIAM FUNK, WILLIAM GOLDBAND, JACQUELINE MARTINEZ, SHARON MYRIE, SARA HAUSNER-LEVINE, Esq., MONIQUE HAMILTON, CHAUNCIE BROOKS, DOMINIQUE SIMBOLI, and DANIELLE WALSH

## I. CALL TO ORDER

## II. APPROVAL OF BOT MINUTES

A) Approval of Minutes of the Board - June 26, 2025

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

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

*Moved by:* ANDREW JACKSON

*Seconded by:* LYDON SLEEPER-O'CONNELL

**Aye**

ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON,

JULISSA GUTIERREZ, JAMES M. HADDAD, Esq.,  
CLOYETTE HARRIS-STOUTE, PAULINE HEALY,  
ANDREW JACKSON, PETER KAUFFMANN, CARL  
KOERNER, Esq., SELINA LEE, Ph. D., GEORGE  
RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON  
SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-  
DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

### III. COMMITTEE REPORTS

- A) Approval of Audit Committee Report - September 11, 2025

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

*I move that the action item(s) of the committee meeting be accepted as submitted.*

*Moved by:* CARL KOERNER, Esq.

*Seconded by:* ANDREW JACKSON

**Aye**

ELI SHAPIRO Ed. D LCSW, JOHANNA  
CARMONA, Esq., MATTHEW M. GORTON,  
JULISSA GUTIERREZ, JAMES M. HADDAD, Esq.,  
CLOYETTE HARRIS-STOUTE, PAULINE HEALY,  
ANDREW JACKSON, PETER KAUFFMANN, CARL  
KOERNER, Esq., SELINA LEE, Ph. D., GEORGE  
RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON  
SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-  
DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

- B) Approval of Labor Relations Committee Report - September 11, 2025

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

*I move that the action item(s) of the committee meeting be accepted as submitted.*

*Moved by:* JAMES M. HADDAD, Esq.

*Seconded by:* GEORGE RUSSO, Esq.

**Aye** ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON, JULISSA GUTIERREZ, JAMES M. HADDAD, Esq., CLOYETTE HARRIS-STOUTE, PAULINE HEALY, ANDREW JACKSON, PETER KAUFFMANN, CARL KOERNER, Esq., SELINA LEE, Ph. D., GEORGE RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

#### **IV. AGENDA**

##### **Action Item(s)**

A) Approval of Bills for Month of June 2025

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

*I move that the Board of Trustees approve the June 2025 bills in the aggregate sum of \$8,999,762.*

*Moved by:* ANDREW JACKSON

*Seconded by:* PAULINE HEALY

**Aye** ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON, JULISSA GUTIERREZ, JAMES M. HADDAD, Esq., CLOYETTE HARRIS-STOUTE, PAULINE HEALY, ANDREW JACKSON, PETER KAUFFMANN, CARL KOERNER, Esq., SELINA LEE, Ph. D., GEORGE RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

B) Approval of Bills for Month of July 2025

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

*I move that the Board of Trustees approve the July 2025 bills in the aggregate sum of \$9,647,285.*

*Moved by:* ANDREW JACKSON

*Seconded by:* PAULINE HEALY

**Aye** ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON, JULISSA GUTIERREZ, JAMES M. HADDAD, Esq., CLOYETTE HARRIS-STOUTE, PAULINE HEALY, ANDREW JACKSON, PETER KAUFFMANN, CARL KOERNER, Esq., SELINA LEE, Ph. D., GEORGE RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

C) Acceptance of Financial Report for June 2025

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

*I move that the Board of Trustees accept the Budget Reports for Board-approved operating funds and Balance Sheets for all funds as of June 30, 2025.*

*Moved by:* PAULINE HEALY

*Seconded by:* ALEXANDRIA SUMPTER-DELVES, Esq.

**Aye** ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON, JULISSA GUTIERREZ, JAMES M. HADDAD, Esq., CLOYETTE HARRIS-STOUTE, PAULINE HEALY, ANDREW JACKSON, PETER KAUFFMANN, CARL KOERNER, Esq., SELINA LEE, Ph. D., GEORGE RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-

DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

D) Acceptance of Financial Report for July 2025

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

*I move that the Board of Trustees accept the Budget Reports for Board-approved operating funds and Balance Sheets for all funds as of July 31, 2025.*

**Aye**

ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON, JULISSA GUTIERREZ, JAMES M. HADDAD, Esq., CLOYETTE HARRIS-STOUTE, PAULINE HEALY, ANDREW JACKSON, PETER KAUFFMANN, CARL KOERNER, Esq., SELINA LEE, Ph. D., GEORGE RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

E) FY26 Non-City Fund Budget Modifications

Recommended Motion for Consideration by the Board of Trustees:

Below is a summary of the budget modifications that have occurred from July 1, 2025 to July 31, 2025. I move that the Board of Trustees modify the Fiscal Year 2026 Non-City Fund Budgets as follows:

**State General Fund**

**Estimated Revenues**

Contributions from New York State - (212)

**Total Revenues** - (212)

<b>Appropriations</b>	
<i>Building maintenance and renovations</i>	- (252)
<i>Contractual services</i>	+ 40
<b>Total Appropriations</b>	- <u>(212)</u>
<b>Federal Fund</b>	
<b>Estimated Revenues</b>	
<i>Federal Government</i>	- (2)
<b>Total Revenues</b>	- <u>(2)</u>
<b>Appropriations</b>	
<i>Telecommunications</i>	- (2)
<b>Total Appropriations</b>	- <u><u>(2)</u></u>

Moved by: PAULINE HEALY

Seconded by: ANDREW JACKSON

**Aye** ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON, JULISSA GUTIERREZ, JAMES M. HADDAD, Esq., CLOYETTE HARRIS-STOUTE, PAULINE HEALY, ANDREW JACKSON, PETER KAUFFMANN, CARL KOERNER, Esq., SELINA LEE, Ph. D., GEORGE RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

- F) FY26 City Fund Budget Modifications  
 Recommended Motion for Consideration by the Board of Trustees:  
 Below is a summary of the budget modifications that have

occurred from July 1, 2025 to July 31, 2025. I move that the Board of Trustees modify the Fiscal Year 2026 City Fund Budget as follows:

**City Funds**

**Estimated Revenues**

<i>City of New York</i>	+	121
<i>Other Revenue</i>	+	1
<b>Total Revenues</b>	+	<u>122</u>

**Appropriations**

<i>Wages</i>	-	(601)
<i>Fringe benefits</i>	+	2,263
<i>Books and other library materials</i>	-	(420)
<i>Programs (contracted services and exhibits)</i>	+	110
<i>Information technology</i>	-	(803)
<i>Building maintenance and renovations [A]</i>	-	(431)
<i>Building Lease</i>	+	140
<i>Contractual services</i>	-	(411)
<i>Supplies, equipment, and furniture [B]</i>	+	235
<i>Use of contributed facilities</i>	+	2
<i>Property and casualty insurance</i>	-	(64)
<i>Other</i>	+	102
<b>Total Appropriations</b>	+	<u>122</u>

Moved by: PAULINE HEALY

Seconded by: ANDREW JACKSON

**Aye** ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON, JULISSA GUTIERREZ, JAMES M. HADDAD, Esq., CLOYETTE HARRIS-STOUTE, PAULINE HEALY, ANDREW JACKSON, PETER KAUFFMANN, CARL KOERNER, Esq., SELINA LEE, Ph. D., GEORGE RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

G) Board Resolution- Wilmington Trust

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

*I move that the Board of Trustees approve the following resolution as presented, and authorize the Board Secretary to certify a copy of such resolution to Wilmington Trust.*

#### RESOLUTION

I, Pauline Healy, Secretary of Queens Borough Public Library (“Corporation”), a not-for-profit corporation, certify that the following is a true copy of a resolution adopted by the Board of Trustees of this Corporation at a meeting duly called and held on September 11, 2025, at which a quorum was present:

"RESOLVED, that the President & Chief Executive Officer, Chief Financial Officer, and the Vice President of Finance of this Corporation hereby are authorized to deposit with Wilmington Trust, National Association or any of its affiliates, all or any part of the securities and/or property of this Corporation and to enter into an agreement on behalf of this

Corporation with Wilmington Trust, National Association upon such terms and conditions as such individual deems to be proper, with the agreement to provide, among other things, the manner in which such securities and/or property may be held, withdrawn and/or disposed of."

I further certify that the following are the genuine signatures of the persons now holding the offices of this Corporation indicated under their names and authorized to give directions to Wilmington Trust, National Association:

Dennis Walcott	Michael McLeod	Vinel Liriano
President & CEO	Chief Financial Officer	Vice
President of Finance		

*Moved by:* LYDON SLEEPER-O'CONNELL

*Seconded by:* JULISSA GUTIERREZ

**Aye** ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON, JULISSA GUTIERREZ, JAMES M. HADDAD, Esq., CLOYETTE HARRIS-STOUTE, PAULINE HEALY, ANDREW JACKSON, PETER KAUFFMANN, CARL KOERNER, Esq., SELINA LEE, Ph. D., GEORGE RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

H) Contract Authorization - Letter of Credit Agreement with TD Bank

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

*I recommend that the Board of Trustees authorize the President & CEO to execute the Third Amendment to the Amended and Restated Loan and Security Agreement with TD Bank,*

*extending until October 31, 2027 a line of credit in the amount of ten million dollars, secured by the Library's investment portfolio, on the same terms as the prior agreement.*

*Moved by:* PAULINE HEALY

*Seconded by:* ANDREW JACKSON

**Aye** ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON, JULISSA GUTIERREZ, JAMES M. HADDAD, Esq., CLOYETTE HARRIS-STOUTE, PAULINE HEALY, ANDREW JACKSON, PETER KAUFFMANN, CARL KOERNER, Esq., SELINA LEE, Ph. D., GEORGE RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

I) State Aid for Public Library Construction

Sung Mo Kim, Chief Operating Officer and SVP, reported that NYSED annually allocates funds for capital projects, for which the Library must make a matching contribution. The Library plans to use the funds to replace Central air handler units and Penthouse Remediation Projects.

Mr. Kim also reviewed the State Aid for Library Construction Program assurances for FY'2025-2026.

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

*I move that the Board of Trustees adopt the assurances that accompany the State construction grant applications in the amount of \$3,909,458, as well as approve the signing of the Assurances by the Chair of the Board of Trustees, for the construction project at the Central Community Library.*

*Moved by:* LYDON SLEEPER-O'CONNELL

*Seconded by:* ANDREW JACKSON

**Aye** ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON, JULISSA GUTIERREZ, JAMES M. HADDAD, Esq., CLOYETTE HARRIS-STOUTE, PAULINE HEALY, ANDREW JACKSON, PETER KAUFFMANN, CARL KOERNER, Esq., SELINA LEE, Ph. D., GEORGE RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

- J) Contract Authorization - Central Air Handler Units and Penthouse Remediation Projects at the Central Library

**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 Infinity Contracting Services, Corporation in the amount of \$13,516,000 for the Central Air Handler Units and Penthouse Remediation Projects at the Central Library.*

*Moved by:* JAMES M. HADDAD, Esq.

*Seconded by:* PAULINE HEALY

**Aye** ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON, JULISSA GUTIERREZ, JAMES M. HADDAD, Esq., CLOYETTE HARRIS-STOUTE, PAULINE HEALY, ANDREW JACKSON, PETER KAUFFMANN, CARL KOERNER, Esq., SELINA LEE, Ph. D., GEORGE RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

- K) Contract Authorization- Integrated Pest Management and Control

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

**Trustees:**

*I move that the Board of Trustees that the President and CEO be authorized to execute a contract with Abalon Exterminating Co. Inc. for a term of two years with an option to extend for two one-year periods at the rates attached herein.*

*Moved by:* GEORGE RUSSO, Esq.

*Seconded by:* ANDREW JACKSON

**Aye** ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON, JULISSA GUTIERREZ, JAMES M. HADDAD, Esq., CLOYETTE HARRIS-STOUTE, PAULINE HEALY, ANDREW JACKSON, PETER KAUFFMANN, CARL KOERNER, Esq., SELINA LEE, Ph. D., GEORGE RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

L) Approval of New QPLF Director

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

*I move that the Board of Trustees approve the election of Heather Murphy to the Class of 2028 of the Queens Public Library Foundation Board of Directors.*

*Moved by:* CARL KOERNER, Esq.

*Seconded by:* PAULINE HEALY

**Aye** ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON, JULISSA GUTIERREZ, JAMES M. HADDAD, Esq., CLOYETTE HARRIS-STOUTE, PAULINE HEALY, ANDREW JACKSON, PETER KAUFFMANN, CARL KOERNER, Esq., SELINA LEE, Ph. D., GEORGE RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-

DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

- M) Selection of Nominating Committee for Election of Officers  
2026

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

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

*Chair of the Board appointed:*

[1] Lydon Sleeper -O'Connell

[2] Jamie Lee

*Board elected:*

[3] Cloyette Harris-Stoute

[4] Earl Simons, Ed.D.

[5] Selina Lee, Ph.D.

*Moved by:* CARL KOERNER, Esq.

*Seconded by:* MATTHEW M. GORTON

**Aye** ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON, JULISSA GUTIERREZ, JAMES M. HADDAD, Esq., CLOYETTE HARRIS-STOUTE, PAULINE HEALY, ANDREW JACKSON, PETER KAUFFMANN, CARL KOERNER, Esq., SELINA LEE, Ph. D., GEORGE RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

- N) Motion to go into Executive Session

**Recommended Motion for Consideration:**

*I move that the meeting move into Executive Session, to discuss pending litigation and personnel matters.*

*Moved by:* MATTHEW M. GORTON

*Seconded by:* ALEXANDRIA SUMPTER-DELVES, Esq.

**Aye** ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON, JULISSA GUTIERREZ, JAMES M. HADDAD, Esq., CLOYETTE HARRIS-STOUTE, PAULINE HEALY, ANDREW JACKSON, PETER KAUFFMANN, CARL KOERNER, Esq., SELINA LEE, Ph. D., GEORGE RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

O) Motion to Return to Public Session

**Recommended Motion for Consideration**

*I move that the meeting return to public session.*

*Moved by:* CARL KOERNER, Esq.

*Seconded by:* MATTHEW M. GORTON

**Report Item(s)**

P) Payroll for Month of June 2025

PRESENTED

Q) Payroll for Month of July 2025

PRESENTED

R) Purchases Over \$50K - June 2025

PRESENTED

S) Purchases Over \$50K - July 2025

PRESENTED

T) Purchases Over \$50K - August 2025

PRESENTED

- U) Personnel report for June 2025  
PRESENTED
- V) Personnel report for July 2025  
PRESENTED
- W) Personnel report for August 2025  
PRESENTED
- X) Biannual Credit Card Usage Summary  
PRESENTED

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

Board Chair Eli Shapiro reminded Trustees to complete the annual Conflict-of-Interest disclosure form by Friday, October 3rd. Mr. Shapiro also reported that the annual Trustee training will be launching soon.

**VI. PRESIDENT'S REPORT**

President and CEO Dennis M. Walcott thanked everyone for their input and contributions. He announced that several of QPL's libraries are now open on Sunday and asked Nick Buron to share more on that.

Nick Buron, Chief Librarian and SVP, reported that this is the greatest number of library branches that are open for seven-day service, including Glen Oaks, Jackson Heights, Hunters Point, and Rochdale Village. This Saturday Kew Gardens Hills will also open. Eight library locations are now open for seven-day service. Mr. Buron reported on increases during the current fiscal year with 10 million in circulation, and an increase in wi-fi use of more than 50%. He also reported that the Shanghai Library Delegation recently visited Central, and that they appreciate how QPL interacts with the community.

Mr. Walcott reported that he testified on Tuesday before the City Council Zoning and Franchises Subcommittee. The subcommittee met regarding long-term planning for Jamaica Queens and QPL's 6 library locations that are under Council member, Dr. Nantasha Williams, who is also on the subcommittee.

Mr. Walcott also reported that QPL will be advancing our 4th priority in our Strategic Plan, which focuses on promoting climate literacy. QPL will be pursuing accreditation with the Sustainable Library Initiative. The

program focuses on how libraries can promote resiliency, climate change, and a sustainable future. When complete, QPL will be the largest library system to obtain this certification. A more detailed presentation on this initiative is scheduled for the December board meeting.

- A) Key Performance Indicators for June 2025  
PRESENTED
- B) Key Performance Indicators for July 2025  
PRESENTED

## VII. Adjournment

### Recommended Motion for Consideration

*I move that the meeting be adjourned.*

8:45pm

*Moved by:* GEORGE RUSSO, Esq.

*Seconded by:* PAULINE HEALY

**Aye** ELI SHAPIRO Ed. D LCSW, JOHANNA CARMONA, Esq., MATTHEW M. GORTON, JULISSA GUTIERREZ, JAMES M. HADDAD, Esq., CLOYETTE HARRIS-STOUTE, PAULINE HEALY, ANDREW JACKSON, PETER KAUFFMANN, CARL KOERNER, Esq., SELINA LEE, Ph. D., GEORGE RUSSO, Esq., EARL G. SIMONS, Ed. D., LYDON SLEEPER-O'CONNELL, ALEXANDRIA SUMPTER-DELVES, Esq., and TERRI THOMSON

**Carried 16-0**

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Pauline Healy - Secretary

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 11, 2025

*AGENDA:* Approval of Nominating Committee Report – November 20, 2025

---

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

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

Attachments:

Nominating Committee Report – November 20, 2025(jd)

# Nominating Committee Meeting Minutes

Thursday, November 20, 2025 at 6:09 PM

Central Library

89-11 Merrick Boulevard, Jamaica, NY 11432

## I. CALL TO ORDER

Roll Call

Present

LYDON SLEEPER-O'CONNELL, CLOYETTE HARRIS-STOUTE, SELINA LEE, Ph. D.

Virtual

EARL G. SIMONS, Ed. D.

Others Present

JUSTIN DEABLER and CHAUNCIE BROOKS

## II. AGENDA

### Action Item(s)

A) Selection of Officers for 2026

#### **Recommended Motion for Consideration by the Nominating Committee:**

*I move that the Nominating Committee recommend to the Board of Trustees the following slate of Officers for 2026:*

*Chair of the Board: Eli Shapiro, Ed. D., LCSW*

*Vice Chair: Matthew Gorton*

*Secretary: Pauline Healy*

*Treasurer: Terri Thomson*

*Assistant: Treasurer: Selina Lee, Ph.D.*

*Moved by: SELINA LEE, Ph. D.*

*Seconded by: CLOYETTE HARRIS-STOUTE*

**Aye** LYDON SLEEPER-O'CONNELL, CLOYETTE  
HARRIS-STOUTE, SELINA LEE, Ph. D., and EARL  
G. SIMONS, Ed. D.

**Carried 4-0**

### III. ADJOURNMENT

A) Motion to Adjourn at 6:20pm

**Recommended Motion for Consideration**

*I move that the meeting be adjourned.*

*Moved by:* CLOYETTE HARRIS-STOUTE

*Seconded by:* SELINA LEE, Ph. D.

**Aye** LYDON SLEEPER-O'CONNELL, CLOYETTE  
HARRIS-STOUTE, SELINA LEE, Ph. D., and EARL  
G. SIMONS, Ed. D.

**Carried 4-0**

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Lydon Sleeper- O'Connell -  
Committee Chair

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees  
*DATE OF MEETING:* December 11, 2025  
*AGENDA:* Motion to Close Nominations

---

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

*I move that the Board of Trustees close the nominations for officers of the Library for calendar year 2026.*

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 11, 2025

*AGENDA:* Approval of Finance & Investment Committee Report – December 11, 2025

---

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

*I move that the report of the Finance & Investment Committee meeting be accepted as submitted.*

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 11, 2025

*AGENDA:* Approval of Programming Committee Report – December 11, 2025

---

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

*I move that the report item of the Programming Committee meeting be accepted as submitted.*

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees  
*DATE OF MEETING:* December 11, 2025  
*AGENDA:* Calendar of Meetings - 2026

---

**Background:**

Dates for Committee and Board of Trustee meetings have been approved through December 2025

**Current Status:**

The Chair of the Board proposes the following dates for Committee and Board of Trustees meetings for the period of January – December 2026.

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

*I move that the calendar of Board of Trustees and Committee meeting dates for 2026 be approved as presented.*

Attachments:

CALENDAR OF BOT MEETINGS (Jan-Dec 2026) Proposed 11.20.25 (PDF)

**CALENDAR OF COMMITTEE &  
BOARD OF TRUSTEES MEETINGS<sup>1</sup>**  
*January - December 2026*

Thursday, January 22, 2026	
Thursday, March 12, 2026	
<b>Thursday, April 23, 2026<sup>2</sup></b>	
Thursday, June 18, 2026	
<b>Thursday, September 10, 2026<sup>3</sup></b>	
<b>Thursday, November 19, 2026</b> <i>(not full board meeting, see note)<sup>4</sup></i>	Thursday, December 17, 2026

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<sup>1</sup> *Relevant committee meetings will be held on the dates listed and precede full Board meetings.*

<sup>2</sup> *April 23 – Includes Public Budget Hearing (Location TBD) followed by full Board meeting.*

<sup>3</sup> *September 10 – Includes the Audit Committee & full Board meeting to accept report of Audit Committee.*

<sup>4</sup> *November 19 - Tentative meeting date for Nominating Committee, per by-laws.*

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees  
*DATE OF MEETING:* December 11, 2025  
*AGENDA:* Approval of Revised Gift Acceptance Policy

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**Background:**

The Gift Acceptance Policy was approved by the Library’s Board of Trustees in March 2022 and last amended in December 2023.

**Current Status:**

Limited revisions are reflected in the attached clean and redlined copies of the Gift Acceptance Policy.

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

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

**Attachments:**

- Gift Acceptance Policy December 2025 (CLEAN)
- Gift Acceptance Policy December 2025 (REDLINE)

**GIFT ACCEPTANCE POLICY**

**Issued: December 10, 2025**

**Approving Authority:  
Board of Trustees/QLF Board of Directors**

**I. Purpose of Gift Acceptance Policy**

The Queens Borough Public Library and the Queens Public Library Foundation (“Foundation”), and entities authorized by its Boards of Trustees and Directors (collectively referred to as the “Library”), solicit current and deferred donations and other forms of support from individuals, corporations, foundations, government agencies, and other entities (collectively referred to as “gifts”) to secure its future growth and mission. In general, government support is formally requested by and awarded to Queens Borough Public Library, and individual, corporate, and foundation support is solicited by and awarded to the Foundation. The purpose of the Gift Acceptance Policy (“Policy”) is to provide information to individuals concerned with the solicitation, receipt, acceptance, application, and disposition of donations to the Library, in order to protect the Library’s fiscal and legal integrity. This document is not intended to provide detailed descriptions of various giving instruments or to offer advice to prospective donors regarding the most effective means of achieving their philanthropic goals.

Specifically, this Policy will provide guidelines for the Library to:

- Accept gifts and pledges that are made using a range of the most common giving instruments;
- Credit/account for gifts and pledges;
- Recognize donors who contribute; and
- Inform decisions made on matters related to gifts made or pledged.

**II. Guiding Principles**

The following are important guiding principles used in developing this Policy:

- A. The Policy is informed by established industry guidelines for “best practices” in fundraising. These guidelines include Generally Accepted Accounting Principles (GAAP) and standards approved by the Financial Accounting Standards Board (FASB), and the Council for the Advancement and Support of Education (CASE), among other organizations.
- B. The “total funds raised” at any given point is a tally of acceptable gifts and documented and appropriately valued gift commitments (*i.e.*, pledges and deferred gifts).

- C. It is assumed that the Library and its representatives will endeavor, at all times, to faithfully implement the stated and/or written philanthropic goals of donors.
- D. Persons acting on behalf of the Library shall encourage donors to discuss proposed gifts with independent legal, financial, and/or tax advisors and shall stress the importance of such counsel when gifts in question are structured and irrevocable.
- E. The leadership of the Library (henceforth “Library Leadership”) shall refer to the Library’s Management Council and Board of Trustees, as well as the Foundation’s Executive Director and Board of Directors.

### **III. General Fundraising Requirements**

- A. **Contribution Policy.** This Policy requires that for any contribution, the Library will use reasonable efforts to obtain name and address information for the donor, including country, of the donor and/or an email address. If any contribution appears suspicious for any reason, it should be brought to the attention of the Library’s Management Council and Foundation Executive Director for review. It will be their responsibility to determine if any further action should be taken and that determination and action should be noted and kept with the contribution record. This Policy does not preclude the acceptance of anonymous gifts, in which the donor prefers to maintain anonymity.
- B. **Donor Privacy Policy.** This Policy requires: (i) that individual donor email solicitations contain a method to access the Library’s Privacy Policy, as well as a method to be removed (opt out) from mail and email lists (any such request to opt out to be honored by the Library); (ii) a policy statement that will be easily accessible on the website, informing visitors of (a) what information is being collected and how the information will be used; (b) how to contact the Library to review personal information collected; (c) the method for opting out; and (d) what security measures the Library has in place to protect personal information; and (iii) that only authorized Library staff and members of the Foundation Board of Directors are permitted to view donor files.
- C. **Responsibility to Donors.** This Policy requires that: (i) no personnel employed by the Library shall receive commissions that could give such personnel a direct beneficial interest in any agreement; (ii) all information concerning donors or prospective donors of gifts shall be kept strictly confidential by the Library and its authorized personnel and agents, unless permission is obtained from donors to release such information; and (iii) the Library shall not sell names of individual donors to any company, organization, or person.
- D. **Cause-Related Marketing.** This Policy requires that in the event that a product or service is being sold to the benefit of the Library, a disclosure is made as to how the Library will benefit. The disclosure between parties should include: (i) percentage of purchase prices or specific

amount benefiting the Library; (ii) duration of the campaign; and (iii) any maximum or guaranteed minimum contribution amount.

- E. Annual Reports. This Policy requires that the Library make available, upon request, a brief overview of the organization; a summary of the past year's programs, services, and accomplishments; a roster of officers and board members; and financial information for the Library.

#### **IV. Gift and Pledge Protocol**

- A. **Confirmation.** To be counted, all gifts must be received by the Library outright, or pledged in writing by the donor or the donor's qualified representative. The Gift Agreement or a written confirmation for each donation must be legally enforceable and irrevocable in order to be credited as a pledge in Raiser's Edge, or other similar fundraising database tool used by the Library, and must be approved by Library Leadership. All written confirmation for pledges must include a schedule of pledge payments in order to assist the Library in financial planning.
- B. **Length of Pledges.** Pledged gifts may be fulfilled over a period of five years. The entire amount of any pledge from individual donors, whether for gala or other purpose, is credited in the fiscal year in which the pledge is made, and pledge payments will be counted as revenue for the year in which the pledge is made, not the year in which such pledge payment is received. Library Leadership can, at its discretion, extend the pledge payment period to accommodate donors' wishes/needs on a case-by-case basis.
- C. **Multi-Year Grants.** Grants that are awarded over multiple years, and for which there is an award letter or grant agreement that specifies the amount of the award and a multi-year payment schedule, should be credited in Raisers Edge as follows:
  - 1. If a multi-year grant's payments are contingent upon the receipt of reports or meeting specific milestones, then only the grant monies received in each fiscal year should be credited in Raiser's Edge; only the amount received would be included as income for that fiscal year.
  - 2. If a multi-year grant has no reports or milestones due and has no other contingencies, the entire amount of the grant should be credited in Raiser's Edge as a pledge in the year in which the grant is awarded; pledge payments should be credited in Raiser's Edge for each year that a payment is made. The entire grant award would be included as income for that fiscal year.

#### **V. General Gift Acceptance Policy**

##### **A. Acceptance of Gifts**

The Library shall only accept gifts for purposes that further its mission, which is to transform lives by cultivating personal and intellectual growth and building strong communities. Subject to

the limitations set forth in this Policy, all gifts or contributions must be made directly to the Library. Gifts received for the Library by any person or entity other than the Library shall be delivered to the Library for acceptance in accordance with this Policy.

Prior to accepting any gift, the merit and appropriateness of the gift and any return benefits or acknowledgements should be evaluated for consistency with the Library's mission and tax- exempt purposes, and adherence to Library policies, including but not limited to the Library's Naming Recognition Policy.

## **B. Restrictions on Gifts**

The Library will generally accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are consistent with its mission and priorities. However, the Library will not accept gifts that are unduly restrictive in purpose or that are inconsistent with its mission. Gifts that are unduly restrictive include, but are not limited to, those that violate the Library's Certificate of Incorporation, are too difficult to administer, or that are for purposes outside of budgets and programs approved by the Library. In appropriate circumstances, gift restrictions may be subject to a maximum limit of 25 years or such time that the program to which the restricted funds are allotted is deemed obsolete by the Library.

## **C. Processing Gifts**

1. Gifts by Mail: Gifts received via postal mail or hand-delivered include checks, credit cards, and cash. These may be direct mail envelopes or white mail. All are recorded in Raiser's Edge as of the date processed by the Foundation, if check or cash, or processed, if by credit card. The date of the Raiser's Edge batch is the date of processing.
2. Online Gifts: Gifts received through the Library website, and monthly recurring gifts, are processed via third-party vendor (currently Blackbaud). All are recorded in Raiser's Edge as of the date the gift is made, with the exception of recurring gifts, which are processed once a month. If a gift is received via third-party credit card processor (click- and-pledge gifts), the gift is recorded on the following day.
3. Wire Transfers: Gifts received via wire transfer or ACH transfer are recorded on the date the funds are deposited into the Library's bank account.
4. Gifts in any form (except credit cards) received at the beginning of a new fiscal year (July 1) may be credited to the prior fiscal year if there is evidence that the donor intended to make the gift within this period, and the gift is received and processed within 10-15 days of the closing date for the fiscal year-end. Gifts of credit cards are recorded on the date they are processed.
5. Gifts in any form (except credit cards) received by January 15 can be credited to the prior calendar year if there is evidence, such as envelope postmark or check date, that the donor intended to make the gift within this period. Gifts of credit cards are recorded on the date they are processed.

#### **D. Sole Discretion Regarding Acceptance of Gifts**

The Library may, in its sole discretion, determine not to accept gifts that would expose the Library to potential liability, including but not limited to gifts that would pose a reputational risk. All decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Foundation's Board of Directors, which will then inform the Library's Board of Trustees of its decision.

Gifts may be returned to donors under certain conditions including, but not limited to, (i) cases in which gifts are accepted but, upon further review by the Library's Leadership, are subject to the concerns set forth in this Policy; and (ii) cases in which the Library is unable to (or a donor has communicated its perception that the Library is unable to) fulfill a donor's philanthropic intentions; if such gifts are predicted on some act (e.g., program, capital project, etc.) to be performed by the Library, the Library will make reasonable efforts to make such determination prior to initiating any work for such act.

### **VI. Legal and Tax Counsel**

#### **A. Donor's Use of Counsel**

Nothing herein is intended to constitute tax advice to any donor or to guarantee the tax consequence to any donor upon the transfer of any property, or interest therein, to the Library, or to a trust that may benefit the Library. The Library urges all prospective donors to seek the assistance of independent legal counsel or other professional financial advisors of their choice for all matters relating to their gifts and the resulting tax and estate planning consequences. Donors should rely, in each instance, exclusively upon the advice of their own tax advisors for the income, estate, and gift tax consequences of any transfers to or for the benefit of the Library. The Library supports the *Model Standards of Practice for the Charitable Gift Planner*, promulgated by the National Committee on Planned Giving, available at:

<https://charitablegiftplanners.org/standards/model-standards-practice-charitable-gift-planner>.

Prospective donors shall be responsible for their own legal, accounting, appraisal, and other fees for all gifts made to the Library.

#### **B. The Library's Use of Counsel**

The Library shall seek the advice of counsel (whether internal or independent counsel) in matters relating to acceptance of gifts, when appropriate. The Library's use of legal counsel should not be construed as acceptance of a gift but rather as a means of validating the appropriateness of the gift.

### **VII. Acceptance and Crediting of Outright Gifts**

#### **A. Cash and Cash Equivalents**

The Library will accept monetary gifts in any form, including, but not limited to, cash, credit card, check, money orders, and wired funds. Such gifts shall be accepted unless there is a question as to whether donors have sufficient title to gifted funds or are mentally competent to legally transfer funds to the Library as a gift. Checks and money orders shall be made payable to the Library and in no event should a check be made payable to an employee, trustee, director, agent, or volunteer for the credit of the Library. Substantial gifts should generally not be made in cash.

1. Endowment Gifts: Outright gifts or pledges to create a new endowed fund shall be accepted with a minimum threshold of \$1 million. Such gifts are subject to a legally enforceable, irrevocable agreement signed by the donor or the donor's qualified representative that states the donor intent for the endowed fund, how the interest is to be used, and for what purpose. Gifts of any size shall be accepted for existing endowed funds. Endowed funds do not have to be maintained in a segregated account, but must be accounted for separately.
2. Capital Gifts: Outright gifts or monetary pledges for capital gifts shall be accepted with written designation by the donor or the donor's qualified representative. If such written designation is not provided, as in the case of a verbal pledge, the Library's acknowledgement letter to the donor shall state the designated purpose of the gift. Pledges will be counted upon the receipt of a legally enforceable, irrevocable agreement signed by the donor or the donor's qualified representative and must include a schedule of pledge payments in order to assist the Library in financial planning.

#### **B. Gifts from Donor Advised Funds**

Gifts from a donor advised fund ("DAF") may be accepted by the Library. However, the Library will not provide any goods or services, other than incidental benefits, in return for a contribution from a DAF in accordance with Section 4967 of the Internal Revenue Code. This prohibition applies in all circumstances, including where the DAF and an individual jointly contribute funds to the Library and the individual pays separately for the non-deductible portion that would otherwise result in a reduction of the value of a donor's charitable contribution. Until IRS Notice 2017-73 is superseded, the Library will accept contributions from a DAF in satisfaction of an individual's pledge obligation provided the following requirements are met: (i) the sponsoring organization of the DAF makes no reference to the existence of the pledge when making the gift; (ii) no donor or advisor receives, directly or indirectly, any other benefit that is more than incidental on account of the gift from the DAF; and (iii) no donor or advisor attempts to claim a charitable contribution deduction on their personal tax return with respect to the gift from the DAF, in response to any gift acknowledgement or expression of receipt and thanks from the Library.

#### **C. Securities**

The Library will consider accepting both publicly traded securities and closely held securities.

1. **Publicly Traded Securities:** Publicly traded securities include securities regularly traded on an established national or regional stock exchange, corporate or government bonds, and Treasury bills. These securities may be transferred from an account maintained at one or more brokerage firms or financial institutions or delivered physically with the transferor's signature or stock power attached (with appropriate signature guarantees). As a general rule, all publicly traded securities will be sold upon receipt unless otherwise directed by the Finance and Investments Committee of the Board of Trustees. In some cases publicly traded securities may be restricted by applicable securities laws.

Crediting and Guidelines for Publicly Traded Securities:

Gifts of publicly traded securities will be credited at the averages of the high and low selling prices on the dates that the donors transfer control of assets to the Library (not the value of the securities on the dates they are sold by the Library).

2. **Closely Held Securities:** Closely held securities, which include debt and equity positions in non-publicly traded companies, hedge funds, private equity interests, and interests in limited partnerships, limited liability companies, or other ownership forms, may be accepted subject to the approval requirements stated above. Such gifts shall be reviewed by the Library prior to acceptance to determine whether certain factors are met, including but not limited to:
  - a. There are no restrictions on the security that would prevent the Library from ultimately converting the assets to cash;
  - b. The security is marketable or will become marketable within a stated amount of time or occurrence of events deemed reasonable by the Library;
  - c. The security will not generate any undesirable legal or tax consequences for the Library, including unrelated business income taxes;
  - d. The nature of the businesses and/or practices of the gifting corporations or funds are consistent with the Library's mission; and
  - e. If the underlying property owned by a company is real estate, the Library is satisfied that the issues raised under the Real Estate section below have been satisfied.

Crediting and Guidelines for Closely Held Securities:

- a. If accepted, gifts of closely held securities that exceed \$50,000 in value should be counted at the fair market value placed on them by a qualified independent appraiser as required by the Internal Revenue Service.
- b. Gifts of closely held securities of \$50,000 or less may be valued at the per-share cash purchase price of the most recent transaction (normally, this transaction is the redemption of the stock by the gifting corporation). If no redemption has occurred during the reporting period, an independent certified public accountant who maintains the books for that corporation is qualified to value its stock.

If potential problems arise on initial review of the security by the Library, further review and advice by an outside professional may be sought before making a final decision on acceptance

of the gift. Every effort will be made to sell non-marketable securities as quickly as possible, consistent with a desire to realize the fair market value of the contribution.

- 3. Gifts of virtual currency:** The Library may accept gifts of virtual currency, including but not limited to cryptocurrency or Bitcoin. As a general rule, all cryptocurrencies will be sold upon receipt unless otherwise directed by Library Leadership or their designee(s).

Crediting and Guidelines for Virtual Currency:

Gifts of virtual currency will be treated like a gift of stock and will be credited at the averages of the high and low selling prices on the dates that the donors transfer control of assets to the Library (not the value of the currency on the date it is sold by the Library).

**4. Tangible Personal Property**

The Library may accept gifts of high-value tangible personal property, including but not limited to gifts of books, jewelry, artwork, collections, equipment, and vehicles, subject to the following conditions. In determining whether to accept any such gift, the Library will consider the following factors, without limitation:

- a. Whether acceptance of the property furthers the Library's mission;
- b. Whether the property is suitable for the Library's use, or is otherwise readily marketable;
- c. Whether there will be unduly burdensome costs associated with accepting and/or selling the property;
- d. If the property cannot be sold expediently, whether there will be carrying costs (*i.e.*, storage, maintenance and repair, insurance, taxes, etc.); and
- e. Whether there are any undue restrictions on the use, display, or sale of the property.

The Library will generally only accept a gift of tangible personal property with a value of \$10,000 or more.

If the Library agrees to accept a proposed gift of tangible personal property, it is the donor's responsibility to establish a value for the gift for their own tax purposes, and to provide, at the donor's expense, a qualified appraisal required by the IRS in the case of gifts of tangible personal property valued in excess of \$10,000. The Library will not appraise or assign a value to the gift property. The gift shall be subject to a gift agreement that transfers ownership to the Library and spells out the details of the donation, including any donor recognition. The Library will acknowledge receipt of the gift once the gift has been physically received by the Library. In addition to a description of the gift, the receipt shall include a citation of IRS Code Section 170 dealing with the "related and unrelated use" rules for the donor's legal/tax advisors if deemed appropriate. Volunteers and staff shall make every effort to refrain from discussing with donors any such questions concerning the tax implications of a gift of tangible personal property and shall avoid the appearance of rendering legal, tax, or accounting advice. Gifts of tangible personal property will be credited and recognized at their appraised value at the time they are gifted (not the sale prices).

## **5. Intellectual Property**

Any product of the human intellect that the law protects from unauthorized use by others, including inventions, copyrights, and trademarks, literary or artistic patents, designs and symbols, domain names and images, or royalties from any of the above, may be accepted.

The gift of intellectual property can be credited in two ways. Option 1 is that the donor can choose to receive the full face value of the IP as a tax deduction at the time of donation. This requires a qualified appraisal prior to donation. Option 2 is that the donor can receive tax benefits on an ongoing basis as royalties or other monetary gains of the IP asset are received. In both cases, donors should consult with their tax professional about their ownership rights prior to donation.

## **6. Real Estate**

Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Prior to acceptance of a gift of real estate, the Library, with advice of legal counsel, either internal or external, shall consider: (i) whether acceptance of the property furthers the Library's mission; (ii) whether the property is marketable; (iii) whether there are any restrictions, reservations, easements, or other limitations associated with the property; (iv) whether there are carrying costs to be incurred, including but not limited to insurance, property and/or transfer taxes, homeowners association dues, or other similar fees, mortgages, or notes; (v) whether there is evidence of environmental concerns related to the property; and (vi) such other criteria as the Library shall deem advisable.

Additionally, prior to acceptance of real estate, donor must secure a qualified independent appraisal in compliance with applicable IRS regulations ("Appraisal"), as well as an environmental audit of the property, both of which shall be performed at the donor's expense. Copies of the Appraisal and audit shall be sent directly to the Library from the appraiser and auditor, respectively. Other documents that must be provided in connection with a gift of real estate include, but are not limited to: real estate deed, plot plan, tax bills, and documentation of zoning status. A visual inspection of the property must be conducted by an independent qualified real estate professional of the Library's choosing. A title insurance binder shall be obtained by the Library prior to acceptance of gift, at the donor's expense. If the title of the property is not cleared, the donor must incur expenses in clearing the title so that the property can be sold.

As a general rule, the Library will not accept a gift of real property if it will be required to incur more than \$10,000 in expenses with regard to the transfer. Furthermore, the Library will not accept a gift of real property that would cause the Library to assume obligations as a landlord.

Crediting and Guidelines for Real Estate: Gifts of real estate will be credited and recognized at their appraised value, as set forth in the Appraisal, at the time they are gifted (not the sale price).

## **7. Gifts-in-kind.**

Gifts-in-kind will be considered for acceptance, and recognition of such gifts are eligible for charitable tax deductions under Internal Revenue Service standards.

Crediting and Guidelines for Gifts-in-kind:

- a. In general, the monetary value of gifts-in-kind will only be credited if the Library's leadership determines that such gifts can be converted to cash within a 90-day period or used by the Library in such a way that they liberate additional funds that are applied to the Library's programs and services.
- b. The value of gifts of "time" in the form of donated professional services will not be credited in Raiser's Edge. Gifts of service, such as professional services or time freely given and easily valued at usual market cost, and limited use of private property, such as rent-free use of a home, office, piece of equipment, or commercial property, are not generally accounted with a monetary value in Raiser's Edge because IRS regulations do not recognize such gifts. However, the value of these gifts are tallied each year and included in the Library's financial statements as in-kind gifts.
- c. Books: The Library may accept donations of books in certain instances if approved by Library Leadership. This may include donations of new books from publishing companies to be used for collections, giveaways, or for auction or other fundraising purposes. Gifts of books will be credited and recognized at their wholesale value at the time they are gifted. *(Note that this Policy does not cover the donation of materials by the public to branch libraries.)*
- d. Special Collections and Archives: The Library may accept donations of items that include books, musical scores, recorded media, letters, photographs, and other ephemera to be included in one of the Library's Special Collections or Archives, or for the purposes of setting up a new Special Collection. Such donations must be approved by Library Leadership and are subject to a separate Gift Agreement. Valuation for Special Collections will be made by an independent appraisal paid for by the Donor and credited and recognized at this value at the time they are gifted.
- e. Wine, Beer or Spirits: The Library may accept donations of wine, beer or spirits in certain instances.
  - (i) Donations of wine, beer, or spirits may be accepted for consumption at a fundraising event. The donation will be credited and recognized at their wholesale value at the time they are gifted.
  - (ii) Donations of wine, beer or spirits may be accepted for sale at a live or silent auction. The donation of wine, beer or spirits will be credited at the amount for which it is sold.

- f. Gifts for Auction: The Library may accept donations to be auctioned off at or in conjunction with special events. These donations may include physical items such as cosmetics, fashion, or jewelry items, food or spirits; or experiences such as dining, travel, or event tickets. Gifts for auction are only credited when they are sold; the amount entered into Raiser's Edge is the sale value of the item. For the purposes of the donor acknowledgment letter, the tax-deductible amount of the item is any amount paid in excess of the fair market value of the auction item, with such fair market value being provided by the donor at the time of donation.

## **VIII. Acceptance and Crediting of Deferred and/or Planned Gifts**

### **A. Bequests**

Donors and supporters of the Library will be encouraged to make bequests to the Library under their wills and trusts. Such bequests will not be recorded as gifts to the Library in Raiser's Edge until such time as irrevocable documentation of such gift in the form of a Receipt and Release from the donor's estate is received, or the gift is paid. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable. If the property to be bequeathed is tangible personal property or real estate that is not usable by the Library to further its mission, the donor will be encouraged to give instructions to the executor or trustee to give the Library the option of receiving the net proceeds of a sale by the executor or trustee. As a general rule, unrestricted bequests to the Library will be added to one of the Library's designated funds.

The following is suggested language for leaving a bequest to the Library:

*"I, (Donor Name), bequeath to the Queens Public Library Foundation, located at 89-11 Merrick Boulevard Jamaica, NY 11432 the sum of \_\_\_\_\_ / \_\_\_\_\_ percent of the rest, residue, and remainder of my estate."*

### **B. Life Insurance Interests**

The Library must be named as both beneficiary and irrevocable owner of an insurance policy before such policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. The Library will only accept gifts of fully paid life insurance where the donor irrevocably commits to make contributions sufficient to cover all future premium payments. The entire amount of the additional premium payment will be recognized by the Library as a gift in the year that it is made. If, notwithstanding the foregoing, the donor fails to continue to make gifts to cover premium payments on the life insurance policy, the Library may: (i) continue to pay the premiums itself; (ii) convert the policy to paid up insurance; or (iii) surrender the policy for its current cash value.

Donors may also choose to name the Library as a beneficiary of a life insurance policy to be paid out to the Library upon the death of the donor. The gift would not be credited until it is received.

### **C. Charitable Remainder Trusts**

The two most common forms of charitable remainder trusts are (i) charitable remainder annuity trusts, and (ii) charitable remainder unitrusts. Each of these instruments, with qualifications, can be used by donors to make gifts to the Library, but such gifts should not be credited until they are received by the Library.

The Library will not, in general, act as trustee or co-trustee of charitable remainder trusts.

### **D. Charitable Lead Trusts**

Donors may name the Library as a beneficiary of a charitable lead trust. The Library will credit and recognize gifts of income-producing assets that are placed in trust for the benefit of the Library for a fixed period of time.

### **E. Retirement Plan Beneficiary Designations**

As an alternative to leaving a gift by will, donors and supporters of the Library may be encouraged to name the Library as the ultimate beneficiary of their qualified retirement plans, such as IRAs, Roth IRAs, 403(b)s, and 401(k)s, deferred pension plans, or comparable plans. Such designations will not be recorded as gifts to the Library until they are received.

### **F. Other Property or Interests**

Property and interests not otherwise described in this section, whether real or personal, tangible or intangible, must be reviewed and approved by the Library with advice of legal counsel if necessary or appropriate, prior to acceptance.

## **IX. Administrative Matters**

### **A. Donor Recognition Policy and Federal Tax Reporting**

Donors who have supported the Library with an outright gift of more than \$250 shall be recognized at the appropriate giving level in donor newsletters, if such newsletters are distributed, for one year after the gift is made. The Library will provide donors with written acknowledgement of any charitable contribution and/or a disclosure statement for any quid pro quo contribution, which shall substantiate the amount of the contribution and, where appropriate, shall provide a good faith estimate of the value of any goods or services provided in exchange for the contribution. These parameters shall be subject to change from time to time in accordance with relevant tax laws or Library policy.

The Library will acknowledge receipt of gifts in accordance with the requirements in federal tax law. The Library is responsible for filing IRS Form 8282 if it should sell, exchange, or otherwise dispose of donated property within three years of receipt where the donor's charitable deduction required a qualified appraisal (generally, property other than publicly-traded securities with a value of \$5,000 or greater). The Library is required to furnish Form 8282 to the IRS and the donor within 125 days of the date of sale or disposition of the property. The donor shall be responsible for providing the Library with IRS Form 8283 as may be required for acknowledgement of certain gifts of property.

Donors who have included the Library in their estate plans shall be recognized as members of the Legacy Society in donor newsletters and in annual reports, if such newsletters or annual reports items are published, throughout their lifetimes and for one year after realization of their gifts.

See the Naming Recognition Policy for more information regarding donor recognition.

## **B. Gift Acknowledgements**

All gifts and pledges will be acknowledged and stewarded as appropriate for the level aligned with the Donor's level of giving.

1. Gifts of Stock: Acknowledgements should include the number of shares, the type of stock, and the date that it was received by the Library, but should not include any valuation of stock.
2. Donor Advised Funds: Given the tax status of a DAF, (i) gifts from DAFs may not be used to cover the fair market value of goods or services included in an event ticket, and  
(ii) the acknowledgement letter should thank the donor who recommended the gift but should not include any language regarding tax deductibility.

In-Kind Gifts: Acknowledgements of in-kind gifts should describe the item or service that was donated to the Library, but should not include any valuation of the item or service.

## **C. Internal Recordkeeping**

All gifts to the Library shall be recorded and accounted for in accordance with Generally Accepted Accounting Principles. In accordance with the revised Financial Accounting Standards Board standards regarding nonprofit accounting, gifts generally fall into two categories: (i) Net Assets without Donor Restrictions, which can be used by the Library for any purpose at any time; and (ii) Net Assets with Donor Restrictions, whose use by the Library is limited by donor-imposed stipulations that either require their use for a designated purpose or within a certain period of time, or both, and gifts that must be maintained by the Library in perpetuity (*e.g.*, endowment gifts).

## **D. Board-Designated Gifts**

From time to time, the Library may designate for a particular purpose any gift(s) received, subject to applicable law, donor restrictions, and this Policy. In order to so designate any gift(s), the Library shall first review and consider, in consultation with legal counsel, whether such designation would violate applicable law, donor restrictions, or this Policy. Then, the Library shall determine that designating the gift(s) would be in the best interest of the Library. Following approval by the Library, the gift(s) will only be permitted to be used as designated, unless and until such restrictions are overturned by subsequent action of by the Library, or by applicable law or legal action.

**E. Changes to Gift Acceptance Policy**

This Policy been reviewed and accepted by the Foundation’s Executive Director and Board of Directors, as well as the Library’s Board of Trustees, President and CEO, Chief Operating Officer, Chief Financial Officer, and General Counsel.

The Library reserves the right, in its sole discretion and from time to time, to amend this Policy. Any exception, change, or addition to the Policy must be approved by the Library’s Leadership. Such exceptions, changes, and/or additions may include policies regarding the acceptance and crediting of gifts and gift instruments not outlined in this Policy.

Revises March 2022 Gift Acceptance Policy

## **GIFT ACCEPTANCE POLICY**

**Issued: ~~December 10, 2025~~January**

**~~18, 2024~~ Approving Authority:  
Board of Trustees/QLF Board of Directors**

### **I. Purpose of Gift Acceptance Policy**

The Queens Borough Public Library and the Queens Public Library Foundation (“Foundation”), and entities authorized by its Boards of Trustees and Directors (collectively referred to as the “Library”), solicit current and deferred donations and other forms of support from individuals, corporations, foundations, government agencies, and other entities (collectively referred to as “gifts”) to secure its future growth and mission. In general, government support is formally requested by and awarded to Queens Borough Public Library, and individual, corporate, and foundation support is solicited by and awarded to the Foundation. The purpose of the Gift Acceptance Policy (“Policy”) is to provide information to individuals concerned with the solicitation, receipt, acceptance, application, and disposition of donations to the Library, in order to protect the Library’s fiscal and legal integrity. This document is not intended to provide detailed descriptions of various giving instruments or to offer advice to prospective donors regarding the most effective means of achieving their philanthropic goals.

Specifically, this Policy will provide guidelines for the Library to:

- Accept gifts and pledges that are made using a range of the most common giving instruments;
- Credit/account for gifts and pledges;
- Recognize donors who contribute; and
- Inform decisions made on matters related to gifts made or pledged.

### **II. Guiding Principles**

The following are important guiding principles used in developing this Policy:

- A. The Policy is informed by established industry guidelines for “best practices” in fundraising. These guidelines include Generally Accepted Accounting Principles (GAAP) and standards approved by the Financial Accounting Standards Board (FASB), and the Council for the Advancement and Support of Education (CASE), among other organizations.
- B. The “total funds raised” at any given point is a tally of acceptable gifts and documented and appropriately valued gift commitments (*i.e.*, pledges and deferred gifts).

- C. It is assumed that the Library and its representatives will endeavor, at all times, to faithfully implement the stated and/or written philanthropic goals of donors.
- D. Persons acting on behalf of the Library shall encourage donors to discuss proposed gifts with independent legal, financial, and/or tax advisors and shall stress the importance of such counsel when gifts in question are structured and irrevocable.
- E. The leadership of the Library (henceforth “Library Leadership”) shall refer to the Library’s Management Council and Board of Trustees, as well as the Foundation’s Executive Director and Board of Directors.

### **III. General Fundraising Requirements**

- A. **Contribution Policy.** This Policy requires that for any contribution, the Library will use reasonable efforts to obtain name and address information for the donor, including country, of the donor and/or an email address. If any contribution appears suspicious for any reason, it should be brought to the attention of the Library’s Management Council and Foundation Executive Director for review. It will be their responsibility to determine if any further action should be taken and that determination and action should be noted and kept with the contribution record. This Policy does not preclude the acceptance of anonymous gifts, in which the donor prefers to maintain anonymity.
- B. **Donor Privacy Policy.** This Policy requires: (i) that individual donor email solicitations contain a method to access the Library’s Privacy Policy, as well as a method to be removed (opt out) from mail and email lists (any such request to opt out to be honored by the Library); (ii) a policy statement that will be easily accessible on the website, informing visitors of (a) what information is being collected and how the information will be used; (b) how to contact the Library to review personal information collected; (c) the method for opting out; and (d) what security measures the Library has in place to protect personal information; and (iii) that only authorized Library staff and members of the Foundation Board of Directors are permitted to view donor files.
- C. **Responsibility to Donors.** This Policy requires that: (i) no personnel employed by the Library shall receive commissions that could give such personnel a direct beneficial interest in any agreement; (ii) all information concerning donors or prospective donors of gifts shall be kept strictly confidential by the Library and its authorized personnel and agents, unless permission is obtained from donors to release such information; and (iii) the Library shall not sell names of individual donors to any company, organization, or person.
- D. **Cause-Related Marketing.** This Policy requires that in the event that a product or service is being sold to the benefit of the Library, a disclosure is made as to how the Library will benefit. The disclosure between parties should include: (i) percentage of purchase prices or specific

amount benefiting the Library; (ii) duration of the campaign; and (iii) any maximum or guaranteed minimum contribution amount.

- E. Annual Reports. This Policy requires that the Library make available, upon request, a brief overview of the organization; a summary of the past year's programs, services, and accomplishments; a roster of officers and board members; and financial information for the Library.

#### **IV. Gift and Pledge Protocol**

- A. **Confirmation.** To be counted, all gifts must be received by the Library outright, or pledged in writing by the donor or the donor's qualified representative. The Gift Agreement or a written confirmation for each donation must be legally enforceable and irrevocable in order to be credited as a pledge in Raiser's Edge, or other similar fundraising database tool used by the Library, and must be approved by Library Leadership. All written confirmation for pledges must include a schedule of pledge payments in order to assist the Library in financial planning.
- B. **Length of Pledges.** Pledged gifts may be fulfilled over a period of five years. The entire amount of any pledge from individual donors, whether for gala or other purpose, is credited in the fiscal year in which the pledge is made, and pledge payments will be counted as revenue for the year in which the pledge is made, not the year in which such pledge payment is received. Library Leadership can, at its discretion, extend the pledge payment period to accommodate donors' wishes/needs on a case-by-case basis.
- C. **Multi-Year Grants.** Grants that are awarded over multiple years, and for which there is an award letter or grant agreement that specifies the amount of the award and a multi-year payment schedule, should be credited in Raisers Edge as follows:
  - 1. If a multi-year grant's payments are contingent upon the receipt of reports or meeting specific milestones, then only the grant monies received in each fiscal year should be credited in Raiser's Edge; only the amount received would be included as income for that fiscal year.
  - 2. If a multi-year grant has no reports or milestones due and has no other contingencies, the entire amount of the grant should be credited in Raiser's Edge as a pledge in the year in which the grant is awarded; pledge payments should be credited in Raiser's Edge for each year that a payment is made. The entire grant award would be included as income for that fiscal year.

#### **V. General Gift Acceptance Policy**

##### **A. Acceptance of Gifts**

The Library shall only accept gifts for purposes that further its mission, which is to transform lives by cultivating personal and intellectual growth and building strong communities. Subject to

the limitations set forth in this Policy, all gifts or contributions must be made directly to the Library. Gifts received for the Library by any person or entity other than the Library shall be delivered to the Library for acceptance in accordance with this Policy.

Prior to accepting any gift, the merit and appropriateness of the gift and any return benefits or acknowledgements should be evaluated for consistency with the Library's mission and tax- exempt purposes, and adherence to Library policies, including but not limited to the Library's Naming Recognition Policy.

## **B. Restrictions on Gifts**

The Library will generally accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are consistent with its mission and priorities. However, the Library will not accept gifts that are unduly restrictive in purpose or that are inconsistent with its mission. Gifts that are unduly restrictive include, but are not limited to, those that violate the Library's Certificate of Incorporation, are too difficult to administer, or that are for purposes outside of budgets and programs approved by the Library. In appropriate circumstances, gift restrictions may be subject to a maximum limit of 25 years or such time that the program to which the restricted funds are allotted is deemed obsolete by the Library.

## **C. Processing Gifts**

1. Gifts by Mail: Gifts received via postal mail or hand-delivered include checks, credit cards, and cash. These may be direct mail envelopes or white mail. All are recorded in Raiser's Edge as of the date processed by the Foundation, if check or cash, or processed, if by credit card. The date of the Raiser's Edge batch is the date of processing.
2. Online Gifts: Gifts received through the Library website, and monthly recurring gifts, are processed via third-party vendor (currently Blackbaud). All are recorded in Raiser's Edge as of the date the gift is made, with the exception of recurring gifts, which are processed once a month. If a gift is received via third-party credit card processor (click- and-pledge gifts), the gift is recorded on the following day.
3. Wire Transfers: Gifts received via wire transfer or ACH transfer are recorded on the date the funds are deposited into the Library's bank account.
4. Gifts in any form (except credit cards) received at the beginning of a new fiscal year (July 1) may be credited to the prior fiscal year if there is evidence that the donor intended to make the gift within this period, and the gift is received and processed within 10-15 days of the closing date for the fiscal year-end. Gifts of credit cards are recorded on the date they are processed.
5. Gifts in any form (except credit cards) received by January 15 can be credited to the prior calendar year if there is evidence, such as envelope postmark or check date, that the donor intended to make the gift within this period. Gifts of credit cards are recorded on the date they are processed.

#### **D. Sole Discretion Regarding Acceptance of Gifts**

The Library may, in its sole discretion, determine not to accept gifts that would expose the Library to potential liability, including but not limited to gifts that would pose a reputational risk. All decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Foundation's Board of Directors, which will then inform the Library's Board of Trustees of its decision.

Gifts may be returned to donors under certain conditions including, but not limited to, (i) cases in which gifts are accepted but, upon further review by the Library's Leadership, are subject to the concerns set forth in this Policy; and (ii) cases in which the Library is unable to (or a donor has communicated its perception that the Library is unable to) fulfill a donor's philanthropic intentions; if such gifts are predicted on some act (e.g., program, capital project, etc.) to be performed by the Library, the Library will make reasonable efforts to make such determination prior to initiating any work for such act.

### **VI. Legal and Tax Counsel**

#### **A. Donor's Use of Counsel**

Nothing herein is intended to constitute tax advice to any donor or to guarantee the tax consequence to any donor upon the transfer of any property, or interest therein, to the Library, or to a trust that may benefit the Library. The Library urges all prospective donors to seek the assistance of independent legal counsel or other professional financial advisors of their choice for all matters relating to their gifts and the resulting tax and estate planning consequences. Donors should rely, in each instance, exclusively upon the advice of their own tax advisors for the income, estate, and gift tax consequences of any transfers to or for the benefit of the Library. The Library supports the *Model Standards of Practice for the Charitable Gift Planner*, promulgated by the National Committee on Planned Giving, available at:

<https://charitablegiftplanners.org/standards/model-standards-practice-charitable-gift-planner>.

Prospective donors shall be responsible for their own legal, accounting, appraisal, and other fees for all gifts made to the Library.

#### **B. The Library's Use of Counsel**

The Library shall seek the advice of counsel (whether internal or independent counsel) in matters relating to acceptance of gifts, when appropriate. The Library's use of legal counsel should not be construed as acceptance of a gift but rather as a means of validating the appropriateness of the gift.

### **VII. Acceptance and Crediting of Outright Gifts**

#### **A. Cash and Cash Equivalents**

The Library will accept monetary gifts in any form, including, but not limited to, cash, credit card, check, money orders, and wired funds. Such gifts shall be accepted unless there is a question as to whether donors have sufficient title to gifted funds or are mentally competent to legally transfer funds to the Library as a gift. Checks and money orders shall be made payable to the Library and in no event should a check be made payable to an employee, trustee, director, agent, or volunteer for the credit of the Library. Substantial gifts should generally not be made in cash.

1. Endowment Gifts: Outright gifts or pledges to create a new endowed fund shall be accepted with a minimum threshold of \$1 million. Such gifts are subject to a legally enforceable, irrevocable agreement signed by the donor or the donor's qualified representative that states the donor intent for the endowed fund, how the interest is to be used, and for what purpose. Gifts of any size shall be accepted for existing endowed funds. Endowed funds do not have to be maintained in a segregated account, but must be accounted for separately.
2. Capital Gifts: Outright gifts or monetary pledges for capital gifts shall be accepted with written designation by the donor or the donor's qualified representative. If such written designation is not provided, as in the case of a verbal pledge, the Library's acknowledgement letter to the donor shall state the designated purpose of the gift. Pledges will be counted upon the receipt of a legally enforceable, irrevocable agreement signed by the donor or the donor's qualified representative and must include a schedule of pledge payments in order to assist the Library in financial planning.

#### **B. Gifts from Donor Advised Funds**

Gifts from a donor advised fund ("DAF") may be accepted by the Library. However, the Library will not provide any goods or services, other than incidental benefits, in return for a contribution from a DAF in accordance with Section 4967 of the Internal Revenue Code. This prohibition applies in all circumstances, including where the DAF and an individual jointly contribute funds to the Library and the individual pays separately for the non-deductible portion that would otherwise result in a reduction of the value of a donor's charitable contribution. Until IRS Notice 2017-73 is superseded, the Library will accept contributions from a DAF in satisfaction of an individual's pledge obligation provided the following requirements are met: (i) the sponsoring organization of the DAF makes no reference to the existence of the pledge when making the gift; (ii) no donor or advisor receives, directly or indirectly, any other benefit that is more than incidental on account of the gift from the DAF; and (iii) no donor or advisor attempts to claim a charitable contribution deduction on their personal tax return with respect to the gift from the DAF, in response to any gift acknowledgement or expression of receipt and thanks from the Library.

#### **C. Securities**

The Library will consider accepting both publicly traded securities and closely held securities.

1. **Publicly Traded Securities:** Publicly traded securities include securities regularly traded on an established national or regional stock exchange, corporate or government bonds, and Treasury bills. These securities may be transferred from an account maintained at one or more brokerage firms or financial institutions or delivered physically with the transferor's signature or stock power attached (with appropriate signature guarantees). As a general rule, all publicly traded securities will be sold upon receipt unless otherwise directed by the Finance and Investments Committee of the Board of Trustees. In some cases publicly traded securities may be restricted by applicable securities laws.

Crediting and Guidelines for Publicly Traded Securities:

Gifts of publicly traded securities will be credited at the averages of the high and low selling prices on the dates that the donors transfer control of assets to the Library (not the value of the securities on the dates they are sold by the Library).

2. **Closely Held Securities:** Closely held securities, which include debt and equity positions in non-publicly traded companies, hedge funds, private equity interests, and interests in limited partnerships, limited liability companies, or other ownership forms, may be accepted subject to the approval requirements stated above. Such gifts shall be reviewed by the Library prior to acceptance to determine whether certain factors are met, including but not limited to:
  - a. There are no restrictions on the security that would prevent the Library from ultimately converting the assets to cash;
  - b. The security is marketable or will become marketable within a stated amount of time or occurrence of events deemed reasonable by the Library;
  - c. The security will not generate any undesirable legal or tax consequences for the Library, including unrelated business income taxes;
  - d. The nature of the businesses and/or practices of the gifting corporations or funds are consistent with the Library's mission; and
  - e. If the underlying property owned by a company is real estate, the Library is satisfied that the issues raised under the Real Estate section below have been satisfied.

Crediting and Guidelines for Closely Held Securities:

- a. If accepted, gifts of closely held securities that exceed \$50,000 in value should be counted at the fair market value placed on them by a qualified independent appraiser as required by the Internal Revenue Service.
- b. Gifts of closely held securities of \$50,000 or less may be valued at the per-share cash purchase price of the most recent transaction (normally, this transaction is the redemption of the stock by the gifting corporation). If no redemption has occurred during the reporting period, an independent certified public accountant who maintains the books for that corporation is qualified to value its stock.

If potential problems arise on initial review of the security by the Library, further review and advice by an outside professional may be sought before making a final decision on acceptance

of the gift. Every effort will be made to sell non-marketable securities as quickly as possible, consistent with a desire to realize the fair market value of the contribution.

- 3. Gifts of virtual currency:** The Library may accept gifts of virtual currency, including but not limited to cryptocurrency or Bitcoin. As a general rule, all cryptocurrencies will be sold upon receipt unless otherwise directed by Library Leadership or their designee(s).

Crediting and Guidelines for Virtual Currency:

Gifts of virtual currency will be treated like a gift of stock and will be credited at the averages of the high and low selling prices on the dates that the donors transfer control of assets to the Library (not the value of the currency on the date it is sold by the Library).

**4. Tangible Personal Property**

The Library may accept gifts of high-value tangible personal property, including but not limited to gifts of books, jewelry, artwork, collections, equipment, and vehicles, subject to the following conditions. In determining whether to accept any such gift, the Library will consider the following factors, without limitation:

- a. Whether acceptance of the property furthers the Library’s mission;
- b. Whether the property is suitable for the Library’s use, or is otherwise readily marketable;
- c. Whether there will be unduly burdensome costs associated with accepting and/or selling the property;
- d. If the property cannot be sold expediently, whether there will be carrying costs (*i.e.*, storage, maintenance and repair, insurance, taxes, etc.); and
- e. Whether there are any undue restrictions on the use, display, or sale of the property.

The Library ~~shall obtain an appraisal from a qualified appraiser who has no business or relationship with the donor, and~~ will generally only accept a gift of tangible personal property with a value of \$10,000 or more.

~~If the Library agrees to accept a proposed gift of tangible personal property is approved, it is the donor’s responsibility to establish a value for the gift for their own tax purposes, and to provide, at the donor’s expense, a qualified appraisal required by the IRS in the case of gifts of tangible personal property valued in excess of \$10,000. The Library will not appraise or assign a value to the gift property. The gift shall be subject to a gift agreement that transfers ownership to the Library and spells out the details of the donation, including any donor recognition. The Library will acknowledge receipt of the gift once the gift has been physically received by the Library. The Library will not appraise or assign a value to the gift property. It is the donor’s responsibility to establish a value for the gift for their own tax purposes, and to provide, at the donor’s expense, a qualified appraisal required by the IRS in the case of gifts of tangible personal property valued in excess of \$10,000.~~ In addition to a description of the gift, the receipt shall include a citation of IRS Code Section 170 dealing with the “related and unrelated use” rules for the donor’s legal/tax advisors if deemed appropriate. Volunteers and staff shall make every effort to refrain from discussing with donors any such questions concerning the tax implications of a gift of tangible personal property and shall avoid the appearance of rendering legal, tax, or accounting advice. Gifts of tangible personal property will be credited and recognized at their appraised value at the time they are gifted (not the sale prices).

## **5. Intellectual Property**

Any product of the human intellect that the law protects from unauthorized use by others, including inventions, copyrights, and trademarks, literary or artistic patents, designs and symbols, domain names and images, or royalties from any of the above, may be accepted.

The gift of intellectual property can be credited in two ways. Option 1 is that the donor can choose to receive the full face value of the IP as a tax deduction at the time of donation. This requires a qualified appraisal prior to donation. Option 2 is that the donor can receive tax benefits on an ongoing basis as royalties or other monetary gains of the IP asset are received. In both cases, donors should consult with their tax professional about their ownership rights prior to donation.

## **6. Real Estate**

Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Prior to acceptance of a gift of real estate, the Library, with advice of legal counsel, either internal or external, shall consider: (i) whether acceptance of the property furthers the Library's mission; (ii) whether the property is marketable; (iii) whether there are any restrictions, reservations, easements, or other limitations associated with the property; (iv) whether there are carrying costs to be incurred, including but not limited to insurance, property and/or transfer taxes, homeowners association dues, or other similar fees, mortgages, or notes; (v) whether there is evidence of environmental concerns related to the property; and (vi) such other criteria as the Library shall deem advisable.

Additionally, prior to acceptance of real estate, donor must secure a qualified independent appraisal in compliance with applicable IRS regulations ("Appraisal"), as well as an environmental audit of the property, both of which shall be performed at the donor's expense. Copies of the Appraisal and audit shall be sent directly to the Library from the appraiser and auditor, respectively. Other documents that must be provided in connection with a gift of real estate include, but are not limited to: real estate deed, plot plan, tax bills, and documentation of zoning status. A visual inspection of the property must be conducted by an independent qualified real estate professional of the Library's choosing. A title insurance binder shall be obtained by the Library prior to acceptance of gift, at the donor's expense. If the title of the property is not cleared, the donor must incur expenses in clearing the title so that the property can be sold.

As a general rule, the Library will not accept a gift of real property if it will be required to incur more than \$10,000 in expenses with regard to the transfer. Furthermore, the Library will not accept a gift of real property that would cause the Library to assume obligations as a landlord.

Crediting and Guidelines for Real Estate: Gifts of real estate will be credited and recognized at their appraised value, as set forth in the Appraisal, at the time they are gifted (not the sale price).

## **7. Gifts-in-kind.**

Gifts-in-kind will be considered for acceptance, and recognition of such gifts are eligible for charitable tax deductions under Internal Revenue Service standards.

Crediting and Guidelines for Gifts-in-kind:

- a. In general, the monetary value of gifts-in-kind will only be credited if the Library's leadership determines that such gifts can be converted to cash within a 90-day period or used by the Library in such a way that they liberate additional funds that are applied to the Library's programs and services.
- b. The value of gifts of "time" in the form of donated professional services will not be credited in Raiser's Edge. Gifts of service, such as professional services or time freely given and easily valued at usual market cost, and limited use of private property, such as rent-free use of a home, office, piece of equipment, or commercial property, are not generally accounted with a monetary value in Raiser's Edge because IRS regulations do not recognize such gifts. However, the value of these gifts are tallied each year and included in the Library's financial statements as in-kind gifts.
- c. Books: The Library may accept donations of books in certain instances if approved by Library Leadership. This may include donations of new books from publishing companies to be used for collections, giveaways, or for auction or other fundraising purposes. Gifts of books will be credited and recognized at their wholesale value at the time they are gifted. *(Note that this Policy does not cover the donation of materials by the public to branch libraries.)*
- d. Special Collections and Archives: The Library may accept donations of items that include books, musical scores, recorded media, letters, photographs, and other ephemera to be included in one of the Library's Special Collections or Archives, or for the purposes of setting up a new Special Collection. Such donations must be approved by Library Leadership and are subject to a separate Gift Agreement. Valuation for Special Collections will be made by an independent appraisal paid for by the Library Donor and credited and recognized at this value at the time they are gifted.
- e. Wine, Beer or Spirits: The Library may accept donations of wine, beer or spirits in certain instances.
  - (i) Donations of wine, beer, or spirits may be accepted for consumption at a fundraising event. The donation will be credited and recognized at their wholesale value at the time they are gifted.
  - (ii) Donations of wine, beer or spirits may be accepted for sale at a live or silent auction. The donation of wine, beer or spirits will be credited at the amount for which it is sold.

- f. Gifts for Auction: The Library may accept donations to be auctioned off at or in conjunction with special events. These donations may include physical items such as cosmetics, fashion, or jewelry items, food or spirits; or experiences such as dining, travel, or event tickets. Gifts for auction are only credited when they are sold; the amount entered into Raiser's Edge is the sale value of the item. For the purposes of the donor acknowledgment letter, the tax-deductible amount of the item is any amount paid in excess of the fair market value of the auction item, with such fair market value being provided by the donor at the time of donation.

## VIII. Acceptance and Crediting of Deferred and/or Planned Gifts

### A. Bequests

Donors and supporters of the Library will be encouraged to make bequests to the Library under their wills and trusts. Such bequests will not be recorded as gifts to the Library in Raiser's Edge until such time as irrevocable documentation of such gift in the form of a Receipt and Release from the donor's estate is received, or the gift is paid. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable. If the property to be bequeathed is tangible personal property or real estate that is not usable by the Library to further its mission, the donor will be encouraged to give instructions to the executor or trustee to give the Library the option of receiving the net proceeds of a sale by the executor or trustee. As a general rule, unrestricted bequests to the Library ~~of \$100,000 and under will be used for general operations, and bequests over \$100,000~~ will be added to one of the Library's designated funds.

The following is suggested language for leaving a bequest to the Library:

*"I, (Donor Name), bequeath to the Queens Public Library Foundation, located at 89-11 Merrick Boulevard Jamaica, NY 11432 the sum of \_\_\_\_\_ / \_\_\_\_\_ percent of the rest, residue, and remainder of my estate."*

### B. Life Insurance Interests

The Library must be named as both beneficiary and irrevocable owner of an insurance policy before such policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. The Library will only accept gifts of fully paid life insurance where the donor irrevocably commits to make contributions sufficient to cover all future premium payments. The entire amount of the additional premium payment will be recognized by the Library as a gift in the year that it is made. If, notwithstanding the foregoing, the donor fails to continue to make gifts to cover premium payments on the life insurance policy, the Library may: (i) continue to pay the premiums itself; (ii) convert the policy to paid up insurance; or (iii) surrender the policy for its current cash value.

Donors may also choose to name the Library as a beneficiary of a life insurance policy to be paid out to the Library upon the death of the donor. The gift would not be credited until it is received.

### **C. Charitable Remainder Trusts**

The two most common forms of charitable remainder trusts are (i) charitable remainder annuity trusts, and (ii) charitable remainder unitrusts. Each of these instruments, with qualifications, can be used by donors to make gifts to the Library, but such gifts should not be credited until they are received by the Library.

The Library will not, in general, act as trustee or co-trustee of charitable remainder trusts.

### **D. Charitable Lead Trusts**

Donors may name the Library as a beneficiary of a charitable lead trust. The Library will credit and recognize gifts of income-producing assets that are placed in trust for the benefit of the Library for a fixed period of time.

### **E. Retirement Plan Beneficiary Designations**

As an alternative to leaving a gift by will, donors and supporters of the Library may be encouraged to name the Library as the ultimate beneficiary of their qualified retirement plans, such as IRAs, Roth IRAs, 403(b)s, and 401(k)s, deferred pension plans, or comparable plans. Such designations will not be recorded as gifts to the Library until they are received.

### **F. Other Property or Interests**

Property and interests not otherwise described in this section, whether real or personal, tangible or intangible, must be reviewed and approved by the Library with advice of legal counsel if necessary or appropriate, prior to acceptance.

## **IX. Administrative Matters**

### **A. Donor Recognition Policy and Federal Tax Reporting**

Donors who have supported the Library with an outright gift of more than \$250 shall be recognized at the appropriate giving level in donor newsletters, if such newsletters are distributed, for one year after the gift is made. The Library will provide donors with written acknowledgement of any charitable contribution and/or a disclosure statement for any quid pro quo contribution, which shall substantiate the amount of the contribution and, where appropriate, shall provide a good faith estimate of the value of any goods or services provided in exchange for the contribution. These parameters shall be subject to change from time to time in accordance with relevant tax laws or Library policy.

The Library will acknowledge receipt of gifts in accordance with the requirements in federal tax law. The Library is responsible for filing IRS Form 8282 if it should sell, exchange, or otherwise dispose of donated property within three years of receipt where the donor's charitable deduction required a qualified appraisal (generally, property other than publicly-traded securities with a value of \$5,000 or greater). The Library is required to furnish Form 8282 to the IRS and the donor within 125 days of the date of sale or disposition of the property. The donor shall be responsible for providing the Library with IRS Form 8283 as may be required for acknowledgement of certain gifts of property.

Donors who have included the Library in their estate plans shall be recognized as members of the Legacy Society in donor newsletters and in annual reports, if such newsletters or annual reports items are published, throughout their lifetimes and for one year after realization of their gifts.

See the Naming Recognition Policy for more information regarding donor recognition.

## **B. Gift Acknowledgements**

All gifts and pledges will be acknowledged and stewarded as appropriate for the level aligned with the Donor's level of giving.

1. Gifts of Stock: Acknowledgements should include the number of shares, the type of stock, and the date that it was received by the Library, but should not include any valuation of stock.
2. Donor Advised Funds: Given the tax status of a DAF, (i) gifts from DAFs may not be used to cover the fair market value of goods or services included in an event ticket, and  
(ii) the acknowledgement letter should thank the donor who recommended the gift but should not include any language regarding tax deductibility.

In-Kind Gifts: Acknowledgements of in-kind gifts should describe the item or service that was donated to the Library, but should not include any valuation of the item or service.

## **C. Internal Recordkeeping**

All gifts to the Library shall be recorded and accounted for in accordance with Generally Accepted Accounting Principles. In accordance with the revised Financial Accounting Standards Board standards regarding nonprofit accounting, gifts generally fall into two categories: (i) Net Assets without Donor Restrictions, which can be used by the Library for any purpose at any time; and (ii) Net Assets with Donor Restrictions, whose use by the Library is limited by donor-imposed stipulations that either require their use for a designated purpose or within a certain period of time, or both, and gifts that must be maintained by the Library in perpetuity (*e.g.*, endowment gifts).

## **D. Board-Designated Gifts**

From time to time, the Library may designate for a particular purpose any gift(s) received, subject to applicable law, donor restrictions, and this Policy. In order to so designate any gift(s), the Library shall first review and consider, in consultation with legal counsel, whether such designation would violate applicable law, donor restrictions, or this Policy. Then, the Library shall determine that designating the gift(s) would be in the best interest of the Library. Following approval by the Library, the gift(s) will only be permitted to be used as designated, unless and until such restrictions are overturned by subsequent action of by the Library, or by applicable law or legal action.

**E. Changes to Gift Acceptance Policy**

This Policy been reviewed and accepted by the Foundation’s Executive Director and Board of Directors, as well as the Library’s Board of Trustees, President and CEO, Chief Operating Officer, Chief Financial Officer, and General Counsel.

The Library reserves the right, in its sole discretion and from time to time, to amend this Policy. Any exception, change, or addition to the Policy must be approved by the Library’s Leadership. Such exceptions, changes, and/or additions may include policies regarding the acceptance and crediting of gifts and gift instruments not outlined in this Policy.

Revises March 2022 Gift Acceptance Policy

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 11, 2025

*AGENDA:* Motion to Go into Executive Session

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**Recommended Motion for Consideration:**

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

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 11, 2025

*AGENDA:* Motion to Return to Public Session

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**Recommended Motion for Consideration**

*I move that the meeting return to public session.*

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees  
*DATE OF MEETING:* December 11, 2025  
*AGENDA:* Purchases Over \$50K – September 2025

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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 September 1, 2025, through September 30, 2025.

**Library:**

1. **Lyngsoe Systems Inc.** was issued a purchase order in the amount of \$320,364 under its contract to provide maintenance services for the Library’s automated materials handling system.
2. **Abrahams Consulting LLC**, a NYS and NYC MWBE firm, was issued a purchase order in the amount of \$129,133.72 to provide annual maintenance renewal for Hewlett Packard Enterprise Company (“HPE”) hardware and software. Abrahams Consulting LLC is an authorized reseller under HPE’s NYS OGS contract.
3. **Stellar Services Inc.**, a NYS and NYC MWBE firm, was issued a purchase order in the amount of \$52,354.69, to provide Opentext archiving software for the Library’s SAP system. Stellar Services Inc. is an authorized reseller under Opentext’s NYS OGS contract.
4. **BDO USA, LLP.** was issued a revised purchase order increasing the amount by \$17,500 to perform additional services under its professional services agreement to provide audit services. The total value of the purchase order is \$172,000.
5. **C.D.E. Air Conditioning Co.** was issued an amended purchase order in the amount of \$40,353.00 for the Flushing HVAC project. This was to fund a change order for additional work associated with post-warranty labor and materials. The total contract value is now \$5,103,670.36.

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees  
*DATE OF MEETING:* December 11, 2025  
*AGENDA:* Purchases Over \$50K – October 2025

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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 October 1, 2025, through October 31, 2025.

**Library:**

1. **Champion Elevator Corporation** received a purchase order in the amount of \$138,710 for its emergency contract for elevator repair and maintenance.
2. **LiRo Architects + Planners, P.C.** was issued an SOW under its architectural professional services requirements contract in the amount of \$135,430 to provide roof terrace barrier architectural design and construction administrative services at the Hunters Point library.
3. **Infinity Contracting Corporation**, a NYS and NYC M/WBE firm, was issued a purchase order in the amount of \$5,584,940 for its construction project for the air handler units and penthouse remediation project at the Central Library.
4. **Iris Group Holdings LLC, DBA Everon/ ADT** was issued a purchase order in the amount of \$75,000 for fire alarm inspection and maintenance services under its NYS Office of General Services (“OGS”) contract.
5. **Sirsi Dynix Corporation** was issued a purchase order in the amount of \$52,100 under its integrated library system contract to provide a Recollect digital asset management system.
6. **Compulink Technologies Inc.**, a NYS and NYC MBE firm, was issued a purchase order in the amount of \$57,344.44 to provide Adobe software under its NYC contract.

7. **Applied Design Initiative, LLC**, received a revised purchase order under its architectural professional services requirements contract, for exterior sign design services. The increase was \$27,000 to fund additional work and the total purchase order value is \$104,500.
8. **Mac Contractor Inc.**, a NYS and NYC MBE firm, was issued a change order for additional abatement work in the amount of \$13,056 under its general construction requirements contract for the Hillcrest Library. The total dollar value of the project is \$112,617.
9. **C.D.E. Air Conditioning Co., Inc.**, was issued a change order in the amount of \$34,881 for a hot water coil and related parts and services for its construction contract for the Laurelton library. The total dollar value of the purchase order is \$1,080,617.

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees  
*DATE OF MEETING:* December 11, 2025  
*AGENDA:* Purchases Over \$50K – November 2025

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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 November 1, 2025, through November 30, 2025.

**Library:**

1. **Sligo Software Solutions Inc.**, a NYS-certified MBE firm, was issued a purchase order in the amount of \$53,000 under its NYS Office of General Services (“OGS”) contract to provide IT consulting services for software quality assurance testing for web and mobile applications development.
2. **Dell Marketing L.P.** was issued a purchase order in the amount of \$50,363.46 under its OGS contract to provide forty-two DELL PRO 16 Plus PB16250 Laptops.
3. **LiRo Engineers Inc.** was issued a change order under its engineering professional services requirements contract in the amount of \$30,685 to provide additional engineering services for the Central library penthouse wall remediation project. The total purchase order value is \$174,115.
4. **LiRo Engineers Inc.** was issued a change order under its under its engineering professional services requirements contract in the amount of \$18,000 to perform a performance survey for the air handlers for the project to design the removal and replacement of five air handling units. The total purchase order value is \$416,970.

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees  
*DATE OF MEETING:* December 11, 2025  
*AGENDA:* Personnel Report – September 2025

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***PERSONNEL REPORT – 8/16/2025 – 9/15/2025***

*The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of August 16, 2025 – September 15, 2025:*

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

Attachment:

Personnel Report – September 2025 (PDF)

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees  
*DATE OF MEETING:* December 11, 2025  
*AGENDA:* Personnel Report – October 2025

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***PERSONNEL REPORT – 9/16/2025 – 10/15/2025***

*The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of September 16, 2025 – October 15, 2025:*

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

Attachment:

Personnel Report – October 2025 (PDF)

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees  
*DATE OF MEETING:* December 11, 2025  
*AGENDA:* Personnel Report – November 2025

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***PERSONNEL REPORT – 10/16/2025 – 11/15/2025***

*The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of October 16, 2025 – November 15, 2025:*

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

Attachment:  
Personnel Report – November 2025 (PDF)

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 11, 2025

*AGENDA:* Key Performance Indicators – August 2025

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Attachments:

Board\_report\_Aug2025 (PDF)

# President's Report: August 2025

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	7,083	-23.31%	3,924	-29.13%	568	-31.23%	1,263	17.05%	
Astoria	7,621	-6.38%	5,301	-1.72%	666	5.71%	1,657	-6.65%	
Auburndale	10,607	-2.43%	4,553	-9.91%	907	312.27%	1,270	-36.53%	
Baisley Park	2,983	-2.13%	3,932	-0.51%	1,501	204.46%	833	-21.78%	
Bayside	18,027	-14.12%	8,824	-14.06%	1,441	-27.15%	1,375	18.23%	
Bay Terrace	5,882	36662.50%	5,631	100.00%	918	100.00%	965	100.00%	1,2
Bellerose	7,305	-1.02%	4,961	7.87%	1,349	62.33%	595	-29.67%	
Briarwood	7,852	-0.52%	8,949	-4.55%	1,947	-10.81%	1,080	-37.79%	
Broadway	12,532	179.73%	14,003	58.42%	823	251.71%	268	-58.64%	1,2
Broad Channel	2,584	14.08%	1,826	8.76%	37	100.00%	46	27.78%	
Cambria Heights	3,517	-24.69%	5,580	0.14%	2,245	128.38%	540	2.08%	
Corona	7,771	-5.71%	10,871	-4.25%	3,352	1.73%	1,241	-22.68%	
Court Square	4	100.00%							1,2
Douglaston	7,007	-6.10%	5,221	18.10%	817	-49.13%	1,121	21.45%	
East Elmhurst	3,480	-7.40%	4,608	5.01%	1,718	51.10%	423	-17.54%	
East Flushing	7,655	8.98%	5,672	0.27%	872	35.83%	3,164	122.50%	
Elmhurst	29,639	-1.70%	19,362	-10.85%	3,072	12.16%	2,624	-32.51%	
Far Rockaway	15,629	17.21%	11,517	-7.32%	837	-25.67%	5,261	-19.17%	1,2
Forest Hills	25,422	7.78%	20,145	6.91%	5,317	20.19%	766	16.24%	
Fresh Meadows	22,041	-13.06%	9,402	-14.25%	1,111	-0.45%	1,899	-32.73%	
Glen Oaks	19,090	8.12%	8,449	-4.69%	2,403	-7.72%	4,418	-10.46%	
Glendale	6,597	-1.18%	3,384	0.12%	498	-36.56%	259	2.37%	
Hillcrest	5,279	25038.10%	3,614	458.58%	278	100.00%	64600%	100.00%	1,2
Hollis	30	-99.48%		-100.00%		-100.00%		-100.00%	1
Howard Beach	6,949	-1.50%	7,129	-6.47%	663	47.99%	1,645	45.32%	
Hunters Point	25,153	8.12%	16,312	7.82%	1,864	10.43%	4,240	119.12%	2
Jackson Heights	22,377	6.42%	19,086	6.19%	1,843	278.44%	2,538	50.27%	
Kew Gardens Hills	19,331	-3.59%	13,311	-8.79%	1,325	-12.71%	2,367	132.06%	
Langston Hughes	2,698	-4.93%	6,902	0.58%	1,511	-19.88%	838	1230.16%	
Laurelton	3,256	9476.47%	3,033	452.46%	283	100.00%			1,2
Lefferts	4,322	-2.75%	6,109	-14.33%	743	-11.97%	1,227	-15.50%	
Lefrak City	24	-14.29%					230	100.00%	1,2
Long Island City	4,964	-9.07%	8,898	27.57%	3,052	10.46%	3,849	52.44%	
Maspeth	8,998	-5.28%	5,888	2.17%	369	-58.02%	2,750	28.32%	
McGoldrick	7,607	9.80%	6,627	-6.40%	437	-68.92%	2,504	4.86%	
Middle Village	5,624	7.51%	5,246	9.00%	893	-38.58%	985	-29.19%	
Mitchell-Linden	12,008	0.46%	8,822	-12.67%	736	-51.52%	2,144	53.14%	
North Forest Park	5,548	-39.86%	1,515	-75.87%	7	-99.40%	204	43.66%	
North Hills	6,264	-6.17%	3,946	-5.51%	545	40.10%	2,113	126.47%	
Ozone Park	7,764	1.76%	7,668	6.38%	177	-78.23%	1,356	15.70%	
Peninsula	8,101	-4.85%	9,108	5.50%	1,234	41.84%	1,867	13.01%	
Pomonok	5,361	14.80%	4,225	-10.07%	660	-41.95%	1,292	43.56%	
Poppenhusen	4,001	-16.21%	3,942	-14.62%	871	-37.20%	656	-60.67%	
Queensboro Hill	1	-90.00%							1,2
Queens Village	5,600	25.25%	3,766	13.40%	564	-6.62%	442	-53.03%	
Rego Park	11,130	3.09%	8,966	-11.87%	602	-4.14%	641	-18.14%	
Richmond Hill	11,351	13.69%	6,250	-1.95%	2,852	7.74%	1,413	2.10%	
Ridgewood	12,578	8.34%	15,147	-10.86%	2,450	37.10%	1,740	12.40%	
Rochdale Village	4,505	-9.12%	5,165	-11.28%	902	-22.38%	1,460	1540.45%	
Rosedale	2,995	-15.92%	3,514	-14.89%	1,604	95.37%	2,111	36.37%	
Seaside	83	-25.23%							1,2
South Hollis	3,147	15.15%	5,675	-5.93%	1,450	88.80%	2,265	784.77%	
South Jamaica	1,792	-14.63%	3,999	2.04%	401	-37.05%	156	-55.93%	
South Ozone Park	4,127	10.88%	4,685	3.54%	517	-25.18%	1,515	47.09%	
St. Albans	2,921	-1.75%	4,005	14.59%	625	72.18%	89	-79.54%	
Steinway	14,695	7.08%	12,931	2.21%	1,551	23.00%	1,252	26.21%	2
Stony Brook	12,620	9.73%	10,914	12.26%	768	-41.19%	2,851	49.03%	
Stonestone	9,284	-6.39%	5,271	-7.87%	1,592	-26.50%	2,279	-6.87%	
Sunrise Park	11,199	0.82%	7,606	4.05%	653	56.59%	980	-39.69%	
Sydenham	8,953	12.96%	6,058	-12.67%	1,480	-18.50%	555	32.46%	
Sydenham	8,732	6.19%	8,483	-2.26%	1,573	-6.98%	1,709	-30.95%	
<b>Community Libraries Total</b>	<b>521,700</b>	<b>2.95%</b>	<b>419,931</b>	<b>-1.12%</b>	<b>69,474</b>	<b>3.26%</b>	<b>85,977</b>	<b>11.60%</b>	
Central Library Adult Learning Center	2	-84.62%				0.00%			3
Queens LIC Adult Learning Center	1	-50.00%	2,393	9.57%	432	13.09%			
Forest Hills Adult Learning Center	45	18.42%			1,264	135.38%			3

# President's Report: August 2025

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
Flushing Adult Learning Center	200	39.86%			831	-22.26%			
Jackson Heights Adult Learning Center	13	-60.61%			396				3
Peninsula Adult Learning Center	5	-44.44%			520	-15.17%			3
Rochdale Adult Learning Center	39	-2.50%			231	-27.13%			3
<b>Adult Learning Center Total</b>	<b>305</b>	<b>9.71%</b>	<b>2,393</b>	<b>9.57%</b>	<b>3,674</b>	<b>25.91%</b>			
Central Adult Fiction	7,011	25.89%							
Central Adult Fiction - Ask at Desk	3,076	24.58%							
Central Adult Non-Fiction	10,758	0.24%							
Central Adult Non-Fiction - Ask at Desk	5,002	14.38%							
Central International Languages	856	12.63%							
Central International Languages - Ask at Desk	169	55.05%							
Central Library Current Collection	1,624	11.31%							
Central Library Fine Arts/Media Center	15,830	5.64%							
Central Library Others	688	-51.55%							
Central Library Hot Picks	750	150.84%							
Central Library Interloan	286	-16.62%							
Central Library Job Info Center	12	-33.33%							
Central Library Young Adult Room	3,931	21.10%							
Children's Library Discovery Center	16,599	21.03%	17,058	-0.06%	4,190	63.23%	2,149	-17.98%	
<b>Central Total</b>	<b>66,592</b>	<b>11.92%</b>	<b>62,744</b>	<b>-4.09%</b>	<b>7,151</b>	<b>18.30%</b>	<b>14,087</b>	<b>-6.48%</b>	
Flushing	33,833	5.14%							
Flushing IRC	9	350.00%							
Flushing Job Info Center (JIC)	12	140.00%							
Flushing Media Center	4,787	-2.98%							
<b>Flushing Total</b>	<b>38,641</b>	<b>4.09%</b>	<b>79,143</b>	<b>7.39%</b>	<b>6,841</b>	<b>-19.08%</b>	<b>8,800</b>	<b>9.44%</b>	
E-book and E-Magazines	258,518	19.35%							
Virtual Music and Movies	57,672	4.05%							
Culture Pass reservations	2,761	18.29%							
Online Learning Services usage	11,731	-32.06%							
Virtual Library Total	330,682	13.39%			1,521	-5.65%	3,269	76.32%	
Langston Hughes Black Heritage	258	20.00%							
Queens Village Mail-A-Book	2,383	-29.33%			865	-7.78%	497	-4.61%	
Correctional Outreach	745	100.00%			256	190.91%	47	-100.00%	
Queensbridge		0.00%	1,364	29.29%	200	-42.69%			
Queens Library for Teens	3	100.00%	2,487	-31.54%	945	-16.89%			
Ravenswood		-100.00%	1,947	91.26%	334	568.00%			
Mobile Library	671	-2.04%	470	-28.57%	2,033	174.73%			
Breezy Point Mobile Library	698	N/A	712	N/A	926	N/A			
Youth Services Mobile Library	310	N/A							
Other Total	114	-10.94%							
<b>System Total</b>	<b>963,102</b>	<b>7.05%</b>	<b>571,191</b>	<b>-0.21%</b>	<b>91,066</b>	<b>3.66%</b>	<b>112,677</b>	<b>9.90%</b>	
Website Visits	474,196	17.03%							
Wireless use	191,464	-3.92%							
Computer Sessions	93,785	11.93%							

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

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 11, 2025

*AGENDA:* Key Performance Indicators – September 2025

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Attachments:

Sept\_2025\_Board\_Report (PDF)

# President's Report: September 2025

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	7,003	-20.46%	4,321	-6.23%	222	-23.71%	1,425	17.48%	
Astoria	8,031	1.72%	5,260	3.50%	802	33.22%	1,562	-12.88%	
Auburndale	10,042	-5.02%	4,135	-19.38%	166	-28.14%	1,324	-51.23%	
Baisley Park	1,221	-48.68%	1,082	-10.95%		-100.00%	18	-94.64%	1
Bayside	17,600	-14.20%	8,942	-0.60%	847	75.36%	1,288	20.15%	
Bay Terrace	5,821	96916.67%	6,703	100.00%	975	100.00%	605	100.00%	1,2
Bellerose	6,351	-7.55%	4,469	10.51%	675	68.75%	528	-37.14%	
Briarwood	7,596	-7.48%	8,615	-5.00%	2,079	7.11%	670	-64.85%	
Broadway	12,282	36.92%	13,936	27.43%	860	44.54%	486	-64.08%	1,2
Broad Channel	2,114	-3.47%	1,845	14.74%		0.00%	18	50.00%	
Cambria Heights	3,280	-28.91%	7,132	6.78%	5,845	126.29%	214	-77.33%	
Corona	7,581	2.63%	9,952	-0.02%	1,063	-16.23%	869	-53.87%	
Court Square	10	400.00%							1,2
Douglaston	6,651	-7.91%	5,370	6.36%	654	-32.37%	866	-6.28%	
East Elmhurst	3,058	-16.97%	3,958	-8.74%	784	-32.82%	573	18.14%	
East Flushing	6,695	-13.40%	5,359	2.31%	580	19.10%	2,624	125.24%	
Elmhurst	28,030	-6.76%	17,124	-7.86%	965	-1.83%	2,296	-36.26%	
Far Rockaway	15,225	-11.21%	11,811	2.85%	813	-39.91%	5,506	-10.16%	1,2
Forest Hills	24,319	2.84%	18,629	6.83%	5,207	121.39%	912	141.27%	
Fresh Meadows	22,150	-7.28%	9,593	5.09%	906	4.74%	1,912	-7.32%	
Glen Oaks	18,506	3.30%	9,353	4.49%	1,486	1.43%	5,542	23.02%	
Glendale	6,232	-4.72%	3,789	-7.52%	889	68.05%	185	-21.28%	
Hillcrest	1,984	141.07%	83	-95.96%		-100.00%		-100.00%	1,2
Hollis	34	-99.37%		-100.00%		-100.00%		-100.00%	1
Howard Beach	6,771	-4.86%	6,683	3.08%	575	27.49%	1,718	45.35%	
Hunters Point	25,766	-3.83%	18,840	15.02%	4,504	-4.90%	3,899	59.34%	2
Jackson Heights	22,795	7.93%	20,826	19.63%	1,268	117.87%	2,433	34.05%	
Kew Gardens Hills	18,962	-1.08%	12,609	7.00%	532	-27.72%	1,739	135.00%	
Langston Hughes	2,384	-6.84%	8,197	18.10%	3,614	159.44%	450	100.00%	
Laurelton	3,140	16426.32%	3,291	171.98%	147	1370.00%	115	100.00%	1,2
Lefferts	3,953	-8.54%	5,556	4.91%	407	29.21%	1,122	-1.23%	
Lefrak City	22	-15.38%							1,2
Long Island City	4,905	-10.43%	9,172	27.14%	3,807	106.34%	3,464	67.59%	
Maspeth	8,804	-6.02%	6,451	13.14%	886	55.44%	3,127	71.34%	
McGoldrick	6,694	0.34%	6,046	-1.03%	182	-27.49%	2,043	-11.98%	
Middle Village	5,426	-5.52%	4,848	13.17%	458	-38.85%	927	-23.20%	
Mitchell-Linden	10,815	-12.78%	8,101	0.22%	576	32.41%	1,111	-11.54%	
North Forest Park	8,262	-16.40%	5,867	-8.66%	363	4.01%	978	1404.62%	
North Hills	6,210	-9.79%	5,996	7.38%	625	3.14%	2,672	129.55%	
Ozone Park	8,877	-7.13%	7,553	20.54%	337	-23.93%	1,308	44.37%	
Peninsula	7,528	-7.21%	8,316	-1.09%	566	-2.25%	1,632	261.86%	
Pomonok	5,305	6.33%	4,508	2.76%	596	-9.42%	1,255	228.53%	
Poppenhusen	4,097	-10.11%	3,963	-2.44%	596	-5.70%	826	-43.58%	
Queensboro Hill	1	-85.71%							1,2
Queens Village	5,204	12.93%	3,798	-55.51%	748	-16.05%	640	-22.98%	
Rego Park	9,774	-4.52%	8,858	-3.05%	489	40.92%	1,590	-43.01%	
Richmond Hill	10,640	32.75%	5,925	53.50%	2,149	108.84%	1,242	63.42%	
Ridgewood	11,941	-1.38%	14,965	-11.15%	1,740	-23.01%	1,439	-9.04%	
Rochdale Village	4,515	-16.14%	6,143	3.43%	995	-3.96%	830	191.23%	
Rosedale	3,016	-23.51%	3,602	-4.07%	527	44.38%	1,521	29.56%	
Seaside	48	-46.67%							1,2
South Hollis	3,166	13.23%	6,626	-11.29%	765	-25.15%	2,053	328.60%	
South Jamaica	2,105	-9.81%	4,807	19.79%	269	-53.78%	45	-89.80%	
South Ozone Park	4,258	-1.69%	5,369	4.88%	233	-9.34%	1,746	5.56%	
St. Albans	2,837	-11.62%	3,791	5.83%	128	-42.08%	255	42.46%	
Steinway	13,859	1.06%	13,260	20.32%	889	-2.74%	1,819	92.90%	2
Sunnyside	11,916	-3.21%	9,921	5.42%	863	-10.10%	2,452	53.73%	
Whitestone	8,815	-13.90%	4,939	-7.06%	1,251	4.08%	1,836	-3.87%	
Windsor Park	11,111	1.94%	6,655	3.15%	428	7.81%	1,446	5.01%	
Woodhaven	12,768	47.86%	5,841	7.69%	1,410	-0.14%	491	-44.77%	
Woodside	8,342	3.65%	8,431	-0.13%	910	-61.41%	1,607	-21.57%	
<b>Community Libraries Total</b>	<b>504,848</b>	<b>-2.17%</b>	<b>421,215</b>	<b>5.38%</b>	<b>59,651</b>	<b>20.97%</b>	<b>81,254</b>	<b>10.64%</b>	
Central Library Adult Learning Center	4	100.00%			35	100.00%			3
Elmezzi LIC Adult Learning Center		-100.00%	2,753	84.02%	1,116	317.98%			
Elmhurst Adult Learning Center	35	0.00%			941	-11.73%			3

# President's Report: September 2025

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
Flushing Adult Learning Center	132	-28.65%			1,162	19.30%			
Jackson Heights Adult Learning Center	26	-27.78%			411	100.00%			3
Peninsula Adult Learning Center	2	-33.33%			262	-37.91%			3
Rochdale Adult Learning Center	20	-42.86%			79	-78.88%			3
<b>Adult Learning Center Total</b>	<b>219</b>	<b>-26.51%</b>	<b>2,753</b>	<b>84.02%</b>	<b>4,006</b>	<b>29.10%</b>			
Central Adult Fiction	6,446	7.83%							
Central Adult Fiction - Ask at Desk	2,883	4.95%							
Central Adult Non-Fiction	10,431	-9.62%							
Central Adult Non-Fiction - Ask at Desk	5,205	12.42%							
Central International Languages	909	12.78%							
Central International Languages - Ask at Desk	200	83.49%							
Central Library Current Collection	1,406	-14.84%							
Central Library Fine Arts/Media Center	14,284	-13.13%							
Central Library Others	779	-43.43%							
Central Library Hot Picks	552	67.27%							
Central Library Interloan	293	-7.57%							
Central Library Job Info Center	16	6.67%							
Central Library Young Adult Room	3,091	-5.21%							
Children's Library Discovery Center	13,942	1.17%	13,534	8.61%	7,315	205.68%	2,056	11.80%	
<b>Central Total</b>	<b>60,437</b>	<b>-4.05%</b>	<b>59,801</b>	<b>3.65%</b>	<b>12,475</b>	<b>312.94%</b>	<b>15,440</b>	<b>11.25%</b>	
Flushing	31,547	-3.56%							
Flushing IRC	7	75.00%							
Flushing Job Info Center (JIC)	6	-50.00%							
Flushing Media Center	4,313	-11.11%							
<b>Flushing Total</b>	<b>35,873</b>	<b>-4.54%</b>	<b>75,612</b>	<b>4.85%</b>	<b>4,895</b>	<b>19.39%</b>	<b>8,946</b>	<b>16.80%</b>	
E-book and E-Magazines	259,168	21.07%							
Virtual Music and Movies	63,043	9.51%							
Culture Pass reservations	1,857	5.81%							
Online Learning Services usage	13,799	-11.99%							
Virtual Library Total	337,867	16.88%			2,036	-3.09%	3,412	74.80%	
Langston Hughes Black Heritage	217	-4.41%							
Queens Village Mail-A-Book	2,368	8.87%			1,356	5.77%	625	38.89%	
Correctional Outreach	689	100.00%			420	475.34%	59	742.86%	
Queensbridge		-100.00%	1,494	83.31%	288	134.15%			
Queens Library for Teens	3	100.00%	4,737	3.38%	1,259	6.16%			
Ravenswood		-100.00%	1,420	55.19%	238	1387.50%			
Mobile Library	825	4.56%	656	29.90%	1,800	498.01%			
Breezy Point Mobile Library	593	N/A	1,027	N/A	1,047	N/A			
Youth Services Mobile Library	167	N/A							
Other Total	51	-68.32%							
<b>System Total</b>	<b>944,157</b>	<b>3.83%</b>	<b>568,715</b>	<b>5.74%</b>	<b>85,895</b>	<b>31.43%</b>	<b>109,736</b>	<b>12.68%</b>	
Website Visits	474,785	20.97%							
Wireless use	193,063	-8.77%							
Computer Sessions	93,161	15.24%							

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

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* December 11, 2025

*AGENDA:* Key Performance Indicators – October 2025

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Attachments:

Oct\_2025\_Board\_Report (PDF)

# President's Report: October 2025

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	6,089	-33.94%	2,782	-50.09%	566	27.19%	761	-53.63%	
Astoria	7,270	-8.31%	5,330	-0.63%	900	46.82%	1,580	-11.93%	
Auburndale	10,244	-1.91%	4,662	-4.29%	355	-8.74%	1,763	-26.60%	
Baisley Park	486	-64.24%		-100.00%		-100.00%		-100.00%	1
Bayside	17,535	-10.87%	9,645	0.88%	1,472	54.46%	1,896	26.82%	
Bay Terrace	5,717	63422.22%	7,049	100.00%	985	100.00%	584		1.2
Bellerose	6,990	-4.90%	4,534	5.93%	1,023	41.89%	230	-71.74%	
Briarwood	8,043	-9.15%	9,351	-5.49%	2,425	45.91%	1,064	-45.01%	
Broadway	12,478	16.96%	14,477	23.57%	1,652	-25.08%	267	-90.86%	1.2
Broad Channel	2,133	3.29%	1,637	-1.33%			96	1500.00%	
Cambria Heights	3,661	-24.00%	7,090	-9.64%	5,066	65.18%	15	-97.39%	
Corona	8,010	-0.05%	9,788	-12.80%	1,441	-37.27%	1,514	0.60%	
Court Square	5	150.00%							1.2
Douglaston	6,842	-5.50%	5,513	4.06%	776	-24.37%	768	62.71%	
East Elmhurst	3,314	-6.83%	4,803	5.14%	1,046	44.28%	570	11.76%	
East Flushing	6,871	-8.92%	5,761	-12.92%	1,103	-12.32%	2,860	67.74%	
Elmhurst	28,083	-7.61%	15,714	-12.75%	1,703	15.61%	1,773	-46.08%	
Far Rockaway	15,821	-16.19%	13,318	14.13%	960	-22.52%	5,596	65.76%	1.2
Forest Hills	24,257	4.52%	20,193	10.80%	7,191	229.86%	963	42.25%	
Fresh Meadows	23,357	1.87%	9,719	6.56%	1,136	33.96%	1,762	-19.98%	
Glen Oaks	19,523	9.66%	10,156	3.94%	2,275	11.52%	5,464	5.30%	
Glendale	6,372	-10.78%	3,857	-10.45%	896	8.21%	252	33.33%	
Hillcrest	725	-84.99%	0	-100.00%	21	-79.00%	12000%	-84.56%	1.2
Hollis	17	-99.26%		-100.00%					1
Howard Beach	7,108	-5.39%	7,746	1.87%	803	-18.06%	1,524	24.31%	
Hunters Point	25,888	0.50%	16,536	6.52%	2,743	35.19%	5,493	26.60%	2
Jackson Heights	21,981	4.51%	23,447	17.52%	2,097	117.08%	3,122	60.35%	
Kew Gardens Hills	20,266	3.71%	13,643	26.43%	660	28.91%	2,010	167.29%	
Langston Hughes	2,782	5.26%	9,523	6.60%	3,721	9.06%	282	308.70%	
Laurelton	4,061	241.26%	3,571	13.98%	320	247.83%	124	588.89%	1.2
Lefferts	3,913	-7.47%	6,235	4.47%	624	20.70%	1,482	12.96%	
Lefrak City	21	31.25%		0.00%			141		1.2
Long Island City	5,080	-2.25%	11,854	65.40%	6,432	151.94%	1,842	9.90%	
Maspeth	8,685	-13.17%	6,682	9.17%	913	-0.11%	2,622	12.10%	
McGoldrick	7,085	3.72%	6,368	-7.68%	690	22.12%	2,388	-2.09%	
Middle Village	5,194	-11.05%	4,638	-3.78%	636	-20.20%	932	-34.73%	
Mitchell-Linden	10,644	-10.12%	7,582	-9.92%	483	105.53%	2,299	27.09%	
North Forest Park	8,999	-3.31%	6,613	-3.40%	800	21.40%	1,100	3448.39%	
North Hills	5,825	-14.24%	6,095	9.15%	943	27.95%	2,781	83.81%	
Ozone Park	7,140	4.10%	8,172	10.79%	754	-34.38%	1,269	13.00%	
Peninsula	8,497	6.71%	9,207	-8.99%	414	-51.29%	1,067	84.92%	
Pommonok	5,268	5.15%	4,242	-4.07%	908	54.95%	1,247	482.71%	
Poppenhusen	3,738	-19.20%	3,644	-12.13%	596	-20.21%	459	-70.46%	
Queensboro Hill	8	-33.33%							1.2
Queens Village	5,194	5.08%	4,017	-2.71%	572	-37.76%	917	-17.31%	
Rego Park	10,223	-3.95%	9,630	-0.61%	630	-11.39%	700	-85.13%	
Richmond Hill	10,390	13.60%	6,380	0.09%	2,947	65.93%	1,024	-31.78%	
Ridgewood	12,181	5.18%	14,272	-21.08%	2,162	-9.35%	1,722	12.11%	
Rochdale Village	4,908	-9.76%	6,557	-7.05%	1,176	-22.68%	927	-19.39%	
Rosedale	3,360	-14.81%	3,623	-7.20%	720	22.03%	1,802	5.20%	
Seaside	20	-74.03%		0.00%					1.2
South Hollis	3,304	6.51%	6,698	-16.42%	1,244	-1.66%	2,263	18.11%	
South Jamaica	2,130	-9.59%	5,221	4.23%	472	200.64%	191	-74.50%	
South Ozone Park	4,269	-4.79%	5,311	-0.49%	318	24.71%	2,008	3.13%	
St. Albans	3,300	-5.98%	4,751	5.95%	599	59.31%	306	18.15%	
Steinway	14,293	9.58%	13,757	16.71%	986	98.39%	1,483	-7.20%	2
Sunnyside	11,362	-5.43%	10,781	1.32%	1,215	1.93%	2,521	7.46%	
Whitestone	8,609	-8.04%	5,502	1.18%	1,328	8.14%	1,536	-48.53%	
Windsor Park	11,265	3.69%	6,742	-2.08%	682	5.74%	1,741	14.61%	
Woodhaven	8,340	-17.20%	5,465	-12.28%	1,384	-30.73%	407	-53.85%	
Woodside	7,903	-2.05%	8,649	-8.87%	1,318	-36.48%	1,979	21.80%	
<b>Community Libraries Total</b>	<b>507,077</b>	<b>-2.68%</b>	<b>438,533</b>	<b>1.35%</b>	<b>75,262</b>	<b>24.28%</b>	<b>83,609</b>	<b>-2.98%</b>	
Central Library Adult Learning Center	3	-57.14%			66	100.00%			3
Elmezzi LIC Adult Learning Center		-100.00%	3,433	723.26%	977	151.80%			
Elmhurst Adult Learning Center	28	-48.15%			1,454	6.13%			3
Flushing Adult Learning Center	135	-33.50%			1,683	4.86%			
Jackson Heights Adult Learning Center	31	-34.04%			530	120.83%			3

# President's Report: October 2025

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
Peninsula Adult Learning Center	2	100.00%			937	14.55%			3
Rochdale Adult Learning Center	19	-50.00%			156	-75.47%			3
<b>Adult Learning Center Total</b>	<b>218</b>	<b>-38.07%</b>	<b>3,433</b>	<b>723.26%</b>	<b>5,803</b>	<b>14.75%</b>			

Central Adult Fiction	6,419	5.75%							
Central Adult Fiction - Ask at Desk	2,684	-2.61%							
Central Adult Non-Fiction	10,537	-6.93%							
Central Adult Non-Fiction - Ask at Desk	4,913	3.37%							
Central International Languages	844	-5.06%							
Central International Languages - Ask at Desk	186	186.15%							
Central Library Current Collection	1,182	-29.35%							
Central Library Fine Arts/Media Center	15,176	-6.61%							
Central Library Others	597	-56.90%							
Central Library Hot Picks	518	47.58%							
Central Library Interloan	277	20.43%							
Central Library Job Info Center	23	130.00%							
Central Library Young Adult Room	3,345	10.21%							
Children's Library Discovery Center	14,631	-1.87%	14,125	8.98%	4,768	106.68%	2,443	7.86%	
<b>Central Total</b>	<b>61,332</b>	<b>-3.72%</b>	<b>62,214</b>	<b>-2.27%</b>	<b>11,481</b>	<b>49.07%</b>	<b>15,413</b>	<b>-6.27%</b>	

Flushing	29,424	-7.73%							
Flushing IRC	6	-73.91%							
Flushing Job Info Center (JIC)	14	0.00%							
Flushing Media Center	4,199	2.67%							
<b>Flushing Total</b>	<b>33,643</b>	<b>-6.59%</b>	<b>74,698</b>	<b>-5.99%</b>	<b>3,937</b>	<b>-46.44%</b>	<b>7,238</b>	<b>-2.39%</b>	

E-book and E-Magazines	282,232	25.13%							
Virtual Music and Movies	62,384	12.59%							
Culture Pass reservations	2,153	37.13%							
Online Learning Services usage	13,239	-15.13%							
Virtual Library Total	360,008	20.76%			2,769	-20.86%	3,554	80.87%	
Langston Hughes Black Heritage	244	12.96%							
Queens Village Mail-A-Book	2,690	5.12%			1,276	-24.72%	605	19.80%	
Correctional Outreach	802	195.94%			609	273.62%	78	550.00%	
Queensbridge		-100.00%	1,317	66.71%	204	-12.07%			
Queens Library for Teens	9	800.00%	6,581	21.78%	1,078	-24.35%			
Ravenswood			1,615	47.89%	288	125.00%			
Mobile Library	896	-3.76%	573	-22.57%	3,946	2889.39%			
Breezy Point Mobile Library	628		1,063	N/A	1,303	N/A			
Youth Services Mobile Library	201								
Other Total	63	-68.50%							
<b>System Total</b>	<b>967,811</b>	<b>4.81%</b>	<b>590,027</b>	<b>0.99%</b>	<b>102,145</b>	<b>18.82%</b>	<b>110,497</b>	<b>1.80%</b>	

Website Visits	558,433	39.91%
Wireless use	226,243	-1.93%
Computer Sessions	92,422	8.41%

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

Queens Public Library Board / Committee Item

*BOARD/COMMITTEE:* Board of Trustees  
*DATE OF MEETING:* December 11, 2025  
*AGENDA:* Motion to Adjourn

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**Recommended Motion for Consideration**

*I move that the meeting be adjourned.*