Queens Public Library’s Budget Priorities for Fiscal Year 2022

March 31, 2021

To Our Customers:

We hope you and your loved ones are safe and well despite the many hardships brought on by the COVID-19 public health crisis over the past year.

During this extraordinary period, Queens Public Library remained a constant in the lives of the people of Queens and beyond. As you may recall, we closed our physical locations to the public on March 16, 2020, and soon after that moved our programs and services online, including employment assistance, technology skills development, children’s storytimes, adult learning opportunities, an expanded eBook collection, and live chats with librarians.

Between last July and November, we opened 37 of our locations for to-go service, allowing customers to make returns and pick up requested materials in designated areas. We also partnered with the City in its campaigns to end the pandemic, offering our libraries for use as free COVID-19 rapid testing sites and vaccination sites, as a Learning Bridges location for students, and to assure an accurate 2020 Census count, offering extensive outreach and education.

We are now working to finalize our budget for Fiscal Year 2022, which begins July 1, 2021. We want the public to understand how QPL spends its limited public dollars, and to tell us what they think of our priorities for next year. We welcome you to share your perspective at a virtual public hearing Tuesday, April 6 at 5:30 p.m.

Your feedback is essential as we plan for the future. If you are unable to attend the hearing, you can send written comments about the proposed budget through our [website](https://www.queenslibrary.org), from April 6 to May 7, 2021.

We hope you will participate in this important process.

Sincerely,

Michael Rodriguez, Esq., Chair, Queens Public Library Board of Trustees

Dennis M. Walcott, President and CEO, Queens Public Library
## Queens Public Library Revenue
### Fiscal Year 2022
(July 1, 2021 - June 30, 2022)

<table>
<thead>
<tr>
<th>Source</th>
<th>Type</th>
<th>Description</th>
<th>FY 2021 (millions)</th>
<th>FY 2022 (millions)</th>
<th>Major Variances</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYC</td>
<td>Restricted &amp; Unrestricted</td>
<td>City funds for Operating and Grant Expenses</td>
<td>$118.8</td>
<td>$112.6</td>
<td>All grants are subject to submission of an application/proposal, most of which are competitive.</td>
</tr>
<tr>
<td>NYC</td>
<td>Unrestricted</td>
<td>City funds for Pension Expenses</td>
<td>$9.4</td>
<td>$9.4</td>
<td></td>
</tr>
<tr>
<td>Fines &amp; Fees</td>
<td>Unrestricted</td>
<td>Overdue fines &amp; fees</td>
<td>$0.1</td>
<td>$0.1</td>
<td></td>
</tr>
<tr>
<td>Federal Grants</td>
<td>Restricted</td>
<td>Federal grants including IMLS, Department of Labor, and HUD CDBG</td>
<td>$2.6</td>
<td>$1.6</td>
<td>All grants are subject to submission of an application/proposal, most of which are competitive.</td>
</tr>
<tr>
<td>NY State Grants</td>
<td>Restricted &amp; Unrestricted</td>
<td>General and Special Library and Literacy Aid. State Aid for construction, Literacy and Programs</td>
<td>$9.6</td>
<td>$7.6</td>
<td>All grants are subject to submission of an application/proposal, most of which are competitive.</td>
</tr>
<tr>
<td>Fund Raising</td>
<td>Restricted &amp; Unrestricted</td>
<td>Foundation and corporate grants, private donations and fundraising events</td>
<td>$1.4</td>
<td>$1.4</td>
<td></td>
</tr>
<tr>
<td>Investment Income</td>
<td>Restricted &amp; Unrestricted</td>
<td>Investment earnings on investments &amp; investment fees</td>
<td>$1.1</td>
<td>$1.0</td>
<td></td>
</tr>
<tr>
<td>Contributed Facilities</td>
<td>Restricted</td>
<td>Value of the utilities for City-owned buildings, paid by the City directly, and the annual lease value of those buildings</td>
<td>$31.5</td>
<td>$31.5</td>
<td></td>
</tr>
<tr>
<td>Contributed Services</td>
<td>Unrestricted</td>
<td>Value of volunteer services</td>
<td>$0.1</td>
<td>$0.1</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$174.6</strong></td>
<td><strong>$165.3</strong></td>
<td></td>
</tr>
</tbody>
</table>
# Queens Public Library Expense
## Fiscal Year 2022
(July 1, 2021 - June 30, 2022)

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Description</th>
<th>FY 2021 (millions)</th>
<th>FY 2022 (millions)</th>
<th>Major Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Services</td>
<td>Includes all expenses required to provide Library Services to the public at all locations including all books and materials, wages, benefits and facility costs.</td>
<td>$77.6</td>
<td>$76.2</td>
<td></td>
</tr>
<tr>
<td>Library Materials</td>
<td>Includes all expenses required to provide Library Services to the public at all locations including all books and materials, wages, benefits and facility costs.</td>
<td>$8.5</td>
<td>$8.0</td>
<td></td>
</tr>
<tr>
<td>Facilities</td>
<td>Custodial, maintenance, repairs, utilities, lease costs, equipment, renovations and value of contributed services</td>
<td>$44.6</td>
<td>$42.8</td>
<td></td>
</tr>
<tr>
<td>Programs</td>
<td>Programs for adults, young adults and children, special events, literacy, youth counselors, job and information programs, after-school programs, summer reading, including staff costs.</td>
<td>$9.6</td>
<td>$8.2</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>Software licenses, one-time software development, computers, network equipment, maintenance contracts, RFID equipment, technology staff</td>
<td>$17.5</td>
<td>$14.3</td>
<td></td>
</tr>
<tr>
<td>Fundraising Expenses</td>
<td>Expenses for fundraising events and personnel.</td>
<td>$1.4</td>
<td>$1.4</td>
<td></td>
</tr>
<tr>
<td>Management &amp; General</td>
<td>Includes expenses for operations and management of Queens Library including Human Resources, Accounting, Legal, &amp; Risk Management.</td>
<td>$15.4</td>
<td>$14.4</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$174.6</strong></td>
<td><strong>$165.3</strong></td>
<td></td>
</tr>
</tbody>
</table>
FISCAL YEAR 2022 BUDGET

**FY 2022 PROJECTED REVENUE**
$165.3 (MILLIONS)

- **NYC Operating:** 68%
- **Contributed Facilities:** 19%
- **NYC Pension:** 6%
- **Fines & Fees:** 0%
- **NY State Grants:** 4%
- **Federal Grants:** 1%
- **Investment Income:** 1%
- **Fund Raising:** 1%

**FY 2022 PROJECTED EXPENSES**
$165.3 (MILLIONS)

- **Library Services:** 46%
- **Facilities:** 26%
- **Programs:** 5%
- **Library Materials:** 5%
- **Management & General:** 9%
- **Technology:** 8%
- **Fundraising Expenses:** 1%

FISCAL YEAR 2021 BUDGET

**FY 2021 REVENUE**
$174.6 (MILLIONS)

- **NYC Operating:** 68%
- **Contributed Facilities:** 18%
- **NYC Pension:** 5%
- **NY State Grants:** 6%
- **Federal Grants:** 1%
- **Investment Income:** 1%
- **Fund Raising:** 1%
- **Fines & Fees:** 0%

**FY 2021 EXPENSES**
$174.6 (MILLIONS)

- **Library Services:** 44%
- **Facilities:** 26%
- **Programs:** 5%
- **Library Materials:** 5%
- **Management & General:** 9%
- **Technology:** 10%
- **Fundraising Expenses:** 1%