

**QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, APRIL 7, 2022**

Virtual

AGENDA

6:15 PM BOARD OF TRUSTEES REGULAR MEETING

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Approval of Minutes of the Board - March 10, 2022 (ID # 2648)

III. AGENDA

A. Action Item(s)

1. Approval of Bills for the Month of February 2022 (ID # 2636)
2. Acceptance of Financial Reports for the Period Ending February 2022 (ID # 2638)
3. Contract Authorization: EC PRISM, to Support the Evaluation of the Librarian-Led Story Time Program (ID # 2649)
4. Annual Report for Library Systems and Annual Report for Public & Association Libraries (ID # 2659)
5. Temporary Employment Services - Contract Authorizations (ID # 2655)
6. Lyngsoe Systems, Inc. - Automated Materials Handling System and Maintenance Sole Source Contract Authorization (ID # 2658)
7. Naming Recognition Policy (ID # 2657)

B. Report Item(s)

1. Purchases Over \$50K - March 2022 (ID # 2656)
2. Payroll for the Month of February 2022 (ID # 2637)
3. Personnel Report - March 2022 (ID # 2652)

IV. REPORT OF THE CHAIR

V. PRESIDENT'S REPORT

1. Key Performance Indicators Report - February 2022 (ID # 2651)

VI. ADJOURNMENT

1. Motion to Adjourn (ID # 2647)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: April 7, 2022

ITEM ID #: 2648

AGENDA: Approval of Minutes of the Board - March 10, 2022

Recommended Motion for Consideration:

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

DRAFT - Subject to Board Approval

QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, MARCH 10, 2022
MINUTES

A meeting of the Board of Trustees was held virtually, on Thursday, March 10, 2022. The meeting was called to order at 6:00 PM by Chair of the Board, Michael E. Rodriguez, Esq.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Michael E. Rodriguez, Esq.	Chair of the Board	Present	
Earl G. Simons, Ed. D	Vice Chair of the Board	Present	
Eli Shapiro, Ed. D., LCSW	Secretary	Present	
Julissa Gutierrez	Treasurer	Excused	
Pauline Healy	Assistant Treasurer	Present	
Judy E. Bergtraum, Esq.	Board Member	Present	
Matthew M. Gorton	Board Member	Excused	
James M. Haddad, Esq.	Board Member	Excused	
Cloyette Harris-Stoute	Board Member	Present	
Andrew P. Jackson	Board Member	Present	6:33 PM
Peter Kauffmann	Board Member	Present	
Carl S. Koerner, Esq.	Board Member	Present	
Haeda Mihaltses	Board Member	Present	
Guillermo Patino, Esq.	Board Member	Present	
George Russo, Esq.	Board Member	Present	
Robert Santos, Esq.	Board Member	Present	
Lydon Sleeper O'Connell	Board Member	Present	6:56 PM
Terri Thomson	Board Member	Present	

Eve Cho Guillergan, Esq.	Rep - Speaker	Present	
Allan Swisher, Esq.	Rep - Borough President	Present	
Dennis M. Walcott	President & CEO	Present	
Nick Buron	Chief Librarian & Sr. VP.	Present	
Justin Deabler, Esq.	General Counsel & Sr. VP.	Present	
Sung Mo Kim, Esq.	Chief Operating Officer & Sr. VP.	Present	
Gitte Peng	Chief of Staff & Sr. VP.	Present	
Michael Tragale	Chief Financial Officer & Sr. VP.	Present	
Susan Latham	Executive Director, QPL Foundation	Present	
Elizabeth De Bourbon	VP, Communications	Present	
William Funk	VP, Procurement	Present	
William Goldband	VP, Information, Technology & Development	Present	
John Katimaris	VP, Capital Projects	Present	
Sharon Myrie	VP, Programs & Services	Present	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
Justin Carroll, Esq.	Associate General Counsel	Present	
Vishnu Dawah	Controller, Finance	Present	
Sara Hausner-Levine, Esq.	Deputy General Counsel	Present	
LaNiece M Ince	Executive Assistant to President & CEO	Present	
Danielle Walsh	Community Library Manager, South Jamaica Library	Present	

II. APPROVAL OF MINUTES

1. Approval of Minutes of the Board - January 20, 2022 (ID # 2622)

Recommended Motion for Consideration:

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

RESULT:	ADOPTED [Unanimous]
MOVER:	Judy E. Bergtraum, Esq.
SECONDER:	Terri Thomson
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D., LCSW, Healy, Bergtraum, Esq., Harris-Stoute, Kauffmann, Koerner, Esq., Mihaltses, Patino, Russo, Esq, Santos, Esq., Thomson
EXCUSED:	Gutierrez, Gorton, Haddad, Esq., Jackson, O'Connell

III. COMMITTEE REPORTS

1. Approval of the Programming Committee Report (ID # 2633)

Recommended Motion for Consideration by the Board of Trustees:

I move that the report item(s) of the committee meeting be accepted and the action item(s) be approved as presented.

RESULT:	ADOPTED [Unanimous]
MOVER:	Judy E. Bergtraum, Esq.
SECONDER:	Cloyette Harris-Stoute
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D., LCSW, Healy, Bergtraum, Esq., Harris-Stoute, Kauffmann, Koerner, Esq., Mihaltses, Patino, Russo, Esq, Santos, Esq., Thomson
EXCUSED:	Gutierrez, Gorton, Haddad, Esq., Jackson, O'Connell

2. Approval of the Finance & Investments Committee Report (ID # 2632)

Recommended Motion for Consideration by the Board of Trustees:

I move that the report item(s) of the committee meeting be accepted and the action item(s) be approved as presented.

RESULT:	ADOPTED [Unanimous]
MOVER:	Terri Thomson
SECONDER:	Judy E. Bergtraum, Esq.
AYES:	Rodriguez, Esq., Simons, Ed. D., Shapirom Ed. D., LCSW, Healy, Bergtraum, Esq., Harris-Stoute, Kauffmann, Koerner, Esq., Mihaltses, Patino, Russo, Esq, Santos, Esq., Thomson
EXCUSED:	Gutierrez, Gorton, Haddad, Esq., Jackson, O'Connell

IV. AGENDA

A. Action Item(s)

1. Committee Assignments (ID # 2645)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the committee assignments for the duration of calendar year 2022 as presented.

RESULT:	ADOPTED [Unanimous]
MOVER:	Haeda Mihaltses
SECONDER:	Pauline Healy
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D., LCSW, Healy, Bergtraum, Esq., Harris-Stoute, Kauffmann, Koerner, Esq., Mihaltses, Patino, Russo, Esq, Santos, Esq., Thomson
EXCUSED:	Gutierrez, Gorton, Haddad, Esq., Jackson, O'Connell

2. Heating and Air Conditioning and Boiler and Furnace Preventative Maintenance, Repair, and New Installation Services Contracts - Contract Authorization (ID # 2641)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to execute contracts with Kelair, Inc. and Hi Tech Air Conditioning Services, Inc. for heating and air conditioning and boiler and furnace preventative maintenance, repair, and new installation services contracts for a three-year term with two one-year options to renew at the Library’s sole discretion, at the attached rates.

Kelair

Scope A. North Region	1st Year Pricing	2nd Year Pricing	3rd Year Pricing	4th Year Pricing	5th Year Pricing
Astoria - boiler	\$4,815.00	\$4,815.00	\$4,959.45	\$4,959.45	\$5,103.90
Auburndale - furnace	\$4,253.25	\$4,253.25	\$4,380.85	\$4,380.85	\$4,508.45
Bay Terrace - boiler	\$4,226.50	\$4,226.50	\$4,353.30	\$4,353.30	\$4,480.10
Bayside - furnace	\$5,831.50	\$5,831.50	\$6,006.45	\$6,006.45	\$6,181.40
Broadway - boiler	\$8,907.75	\$8,907.75	\$9,174.98	\$9,174.98	\$9,442.21
Corona - furnace	\$4,547.50	\$4,547.50	\$4,683.93	\$4,683.93	\$4,820.36
Douglaston - boiler	\$5,778.00	\$5,778.00	\$5,951.34	\$5,951.34	\$6,124.68
East Elmhurst	\$4,387.00	\$4,387.00	\$4,518.61	\$4,518.61	\$4,650.22
East Flushing - boiler	\$4,333.50	\$4,333.50	\$4,463.51	\$4,463.51	\$4,593.52
Elmhurst	\$4,815.00	\$4,815.00	\$4,959.45	\$4,959.45	\$5,103.90
Fresh Meadows – air handler maint. only	\$4,922.00	\$4,922.00	\$5,069.66	\$5,069.66	\$5,217.32
Hillcrest - boiler	\$4,280.00	\$4,280.00	\$4,408.40	\$4,408.40	\$4,536.80
Hunters Point	\$4,815.00	\$4,815.00	\$4,959.45	\$4,959.45	\$5,103.90

Jackson Heights - boiler	\$8,479.75	\$8,479.75	\$8,734.14	\$8,734.14	\$8,734.14
Kew Gardens Hills	\$4,815.00	\$4,815.00	\$4,959.45	\$4,959.45	\$4,959.45
Langston Hughes - furnace	\$12,037.50	\$12,037.50	\$12,398.63	\$12,398.63	\$12,398.63
Lefrak City	\$4,815.00	\$4,815.00	\$4,959.45	\$4,959.45	\$4,959.45
Long Island City – two boilers	\$8,051.75	\$8,051.75	\$8,293.30	\$8,293.30	\$8,293.30
Maspeth – boiler/furnace	\$4,253.25	\$4,253.25	\$4,380.85	\$4,380.85	\$4,380.85
McGoldrick - boiler	\$4,253.25	\$4,253.25	\$4,380.85	\$4,380.85	\$4,380.85
Mitchell-Linden - furnace	\$4,815.00	\$4,815.00	\$4,959.45	\$4,959.45	\$4,959.45
North Hills – boiler/furnace	\$3,397.25	\$3,397.25	\$3,499.17	\$3,499.17	\$3,499.17
Pommonok – air handler maint. only	\$4,253.25	\$4,253.25	\$4,380.85	\$4,380.85	\$4,380.85
Poppenhusen- boiler	\$4,494.00	\$4,494.00	\$4,628.82	\$4,628.82	\$4,628.82
Queensboro Hill – boiler/furnace	\$4,547.50	\$4,547.50	\$4,683.93	\$4,683.93	\$4,683.93
Ravenswood – air handler maint. only	\$1,872.50	\$1,872.50	\$1,928.68	\$1,928.68	\$1,928.68
Steinway - boiler	\$6,339.75	\$6,339.75	\$6,529.94	\$6,529.94	\$6,529.94
Sunnyside - boiler	\$4,654.50	\$4,654.50	\$4,794.14	\$4,794.14	\$4,794.14
Whitestone - boiler	\$4,654.50	\$4,654.50	\$4,794.14	\$4,794.14	\$4,794.14
Windsor Park - furnace	\$4,253.25	\$4,253.25	\$4,380.85	\$4,380.85	\$4,380.85
Woodside - boiler	\$5,269.75	\$5,269.75	\$5,427.84	\$5,427.84	\$5,427.84
TOTAL:	\$161,168.75	\$161,168.75	\$166,003.86	\$166,003.86	\$166,003.86

Maintenance- All Five Years Total:	\$820,349.08
Scope A North Region Maximum Hourly Rate:	\$155

Kelair

Scope B. South Region	1st Year Pricing	2nd Year Pricing	3rd Year Pricing	4th Year Pricing	5th Year Pricing
Arverne - furnace	\$3,210.00	\$3,210.00	\$3,306.30	\$3,306.30	\$3,306.30
Baisley Park - boiler	\$5,617.50	\$5,617.50	\$5,786.33	\$5,786.33	\$5,786.33
Bellerose - boiler	\$4,815.00	\$4,815.00	\$4,959.45	\$4,959.45	\$4,959.45
Briarwood - boiler	\$4,815.00	\$4,815.00	\$4,959.45	\$4,959.45	\$4,959.45
Broad Channel - furnace	\$2,140.00	\$2,140.00	\$2,204.20	\$2,204.20	\$2,204.20
Cambria Heights boiler/furnace	\$10,165.00	\$10,165.00	\$10,469.95	\$10,469.95	\$10,469.95
Central Library – boiler/furnace	\$26,234.26	\$26,234.26	\$27,021.28	\$27,021.28	\$27,021.28
Far Rockaway - furnace	\$5,136.00	\$5,136.00	\$5,290.08	\$5,290.08	\$5,290.08

Far Rockaway Teens - furnace	\$3,210.00	\$3,210.00	\$3,306.30	\$3,306.30	\$3,306.30
Forest Hills - boiler	\$9,951.00	\$9,951.00	\$10,249.53	\$10,249.53	\$10,249.53
Glen Oaks - boiler	\$9,549.75	\$9,549.75	\$9,836.24	\$9,836.24	\$9,836.24
Glendale - boiler	\$5,911.75	\$5,911.75	\$6,089.10	\$6,089.10	\$6,089.10
Hollis - boiler	\$4,253.25	\$4,253.25	\$4,380.85	\$4,380.85	\$4,380.85
Howard Beach - boiler	\$4,494.00	\$4,494.00	\$4,628.82	\$4,628.82	\$4,628.82
Laurelton - boiler	\$5,109.25	\$5,109.25	\$5,262.55	\$5,262.55	\$5,262.55
Lefferts - furnace	\$4,681.25	\$4,681.25	\$4,821.69	\$4,821.69	\$4,821.69
Middle Village - boiler	\$4,119.50	\$4,119.50	\$4,243.09	\$4,243.09	\$4,243.09
North Forest Park - boiler	\$4,494.00	\$4,494.00	\$4,628.82	\$4,628.82	\$4,628.82
Operations Center- 145-54 156th Street, Jamaica, 11434	\$3,225.00	\$3,225.00	\$3,322.00	\$3,322.00	\$3,322.00
Ozone Park - furnace	\$4,253.25	\$4,253.25	\$4,380.85	\$4,380.85	\$4,380.85
Peninsula - boiler	\$7,222.50	\$7,222.50	\$7,439.18	\$7,439.18	\$7,439.18
Queens Village - boiler	\$6,654.33	\$6,654.33	\$6,853.96	\$6,853.96	\$6,853.96
Rego Park - boiler	\$4,253.25	\$4,253.25	\$4,380.85	\$4,380.85	\$4,380.85
Ridgewood - boiler	\$7,704.00	\$7,704.00	\$7,935.12	\$7,935.12	\$7,935.12
Rochdale Village - boiler	\$4,387.00	\$4,387.00	\$4,518.61	\$4,518.61	\$4,518.61
Rosedale - furnace	\$3,210.00	\$3,210.00	\$3,306.30	\$3,306.30	\$3,306.30
St. Albans – furnace	\$4,387.00	\$4,387.00	\$4,518.61	\$4,518.61	\$4,518.61
Seaside - boiler	\$4,146.25	\$4,146.25	\$4,270.64	\$4,270.64	\$4,270.64
South Hollis – condensing boiler	\$4,601.00	\$4,601.00	\$4,739.03	\$4,739.03	\$4,739.03
South Jamaica – condensing boiler	\$7,062.00	\$7,062.00	\$7,273.86	\$7,273.86	\$7,273.86
South Ozone Park - boiler	\$4,494.00	\$4,494.00	\$4,628.82	\$4,628.82	\$4,628.82
Woodhaven - boiler	\$5,162.75	\$5,162.75	\$5,317.63	\$5,317.63	\$5,317.63
Richmond Hill - boiler	\$5,885.00	\$5,885.00	\$6,061.55	\$6,061.55	\$6,061.55
TOTAL:	\$194,553.84	\$194,553.84	\$200,391.04	\$200,391.04	\$200,391.04

Maintenance- All Five Years Total:	\$990,280.80
Scope B- South Region Maximum Straight Hourly Rate	\$155.00

High Tech

Scope C- Flushing Maximum Straight Hourly Rate	\$170.00
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RESULT:	ADOPTED [Unanimous]
MOVER:	Haeda Mihaltses
SECONDER:	George Russo, Esq.
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D., LCSW, Healy, Bergtraum, Esq., Harris-Stoute, Kauffmann, Koerner, Esq., Mihaltses, Patino, Russo, Esq, Santos, Esq., Thomson
EXCUSED:	Gutierrez, Gorton, Haddad, Esq., Jackson, O'Connell

3. Gift Acceptance Policy (ID # 2644)

Recommended Motion for Consideration by the Board of Trustees:

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

RESULT:	ADOPTED [Unanimous]
MOVER:	Carl S. Koerner, Esq.
SECONDER:	Terri Thomson
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D., LCSW, Healy, Bergtraum, Esq., Harris-Stoute, Jackson, Kauffmann, Koerner, Esq., Mihaltses, Patino, Russo, Esq, Santos, Esq., Thomson
EXCUSED:	Julissa Gutierrez, Matthew M. Gorton, James M. Haddad, Esq., Lydon Sleeper O'Connell

4. Proposed FY 2023 Holiday Schedule (ID # 2640)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the library system close on December 24, 2022 and on December 31, 2022.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Earl G. Simons, Ed. D
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D LCSW, Healy, Bergtraum, Esq., Harris-Stoute, Jackson, Kauffmann, Koerner, Esq., Mihaltses, Patino, Russo, Esq, Santos, Esq., Thomson
EXCUSED:	Julissa Gutierrez, Matthew M. Gorton, James M. Haddad, Esq., Lydon Sleeper O'Connell

B. Report Item(s)

1. Purchases Over \$50K - February 2022 (ID # 2643)

RESULT:	PRESENTED
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2. Purchases Over \$50K - January 2022 (ID # 2642)

RESULT:	PRESENTED
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3. Personnel Report - February 2022 (ID # 2646)

RESULT: PRESENTED

4. Personnel Report - January 2022 (ID # 2623)

RESULT: PRESENTED

V. REPORT OF THE CHAIR OF THE BOARD

VI. PRESIDENT'S REPORT

1. Key Performance Indicators Report - January 2022 (ID # 2624)

RESULT: PRESENTED

VII. OTHER BUSINESS

1. Motion to Go into Executive Session (ID # 2634)

Recommended Motion for Consideration:

I move that the meeting move into Executive Session, to discuss HP litigation / summary of employment proceeding.

RESULT:	ADOPTED [Unanimous]
MOVER:	Haeda Mihaltses
SECONDER:	George Russo, Esq.
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D., LCSW, Healy, Bergtraum, Esq., Harris-Stoute, Jackson, Kauffmann, Koerner, Esq., Mihaltses, Patino, Russo, Esq, Santos, Esq., O'Connell, Thomson
EXCUSED:	Julissa Gutierrez, Matthew M. Gorton, James M. Haddad, Esq.

2. Motion to Return to Public Session (ID # 2635)

Recommended Motion for Consideration:

I move that the meeting return to Public Session.

RESULT:	ADOPTED [Unanimous]
MOVER:	Andrew P. Jackson
SECONDER:	Carl S. Koerner, Esq.
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D., LCSW, Healy, Bergtraum, Esq., Harris-Stoute, Jackson, Kauffmann, Koerner, Esq., Mihaltses, Patino, Russo, Esq., Santos, Esq., O'Connell, Thomson
EXCUSED:	Julissa Gutierrez, Matthew M. Gorton, James M. Haddad, Esq.

VIII. ADJOURNMENT

1. Motion to Adjourn (ID # 2625)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

RESULT:	ADOPTED [Unanimous]
MOVER:	Pauline Healy
SECONDER:	Cloyette Harris-Stoute
AYES:	Rodriguez, Esq., Simons, Ed. D, Shapiro, Ed. D., LCSW, Healy, Bergtraum, Esq., Harris-Stoute, Jackson, Kauffmann, Koerner, Esq., Mihaltses, Patino, Russo, Esq, Santos, Esq., O'Connell, Thomson
EXCUSED:	Julissa Gutierrez, Matthew M. Gorton, James M. Haddad, Esq.

The meeting was closed at 7:42 PM.

Secretary

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: April 7, 2022

ITEM ID #: 2636

AGENDA: Approval of Bills for the Month of February 2022

Background:

In accordance with New York State Law, the Board of Trustees has sole authority over the expenditure of funds appropriated for library purposes and must have a method in place for the review and approval of all expenditures.

Current Status:

The Chief Financial Officer submits for approval bills in the aggregate sum of \$3,673,563 being the amount of February 2022 bills vouchered and paid consisting of \$1,386 in Fines & Fees Funds, \$765,041 in City Funds, \$334,419 in Federal & State Funds, \$2,542,212 in Trust & Agency Funds, \$7,199 in Board-Designated & Private Grants Funds, and \$23,306 from the Workers' Compensation Reserve Fund. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the February 2022 bills in the aggregate sum of \$3,673,563.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: April 7, 2022

ITEM ID #: 2638

AGENDA: Acceptance of Financial Reports for the Period Ending February 2022

Background:

In accordance with Library By-Laws, the Library's financial statements shall be reviewed on a regular basis.

Current Status:

The Chief Financial Officer submits the Budget Reports attached for Board-approved operating funds and Balance Sheets for all funds as of February 28, 2022.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the Budget Reports for Board-approved operating funds and Balance Sheets for all funds as of February 28, 2022.

Attachments:

02_22 Financial Statements (DOCX)

QUEENS PUBLIC LIBRARY

FINANCIAL STATEMENTS

AS OF FEBRUARY 28, 2022

FINANCE & INVESTMENT COMMITTEE MEETING

APRIL 7, 2022

Attachment: 02_22 Financial Statements (2638 : Acceptance of Financial Reports for the Period Ending February 2022)

City General Fund
Budget Report as of February 28, 2022

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
City Appropriations	\$ 113,906	\$ 110,627	\$ 74,852	-	\$ 35,775	32%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	3,906	3,906	2,604	-	1,302	33%
City Funded Programs	632	632	469	-	163	26%
Heat, Light, & Power	3,035	3,035	-	-	3,035	100%
Interest Income	1	6	3	-	3	50%
Sundry Revenues	1	171	171	-	-	0%
Total Revenues	\$ 123,473	\$ 120,369	\$ 80,091	\$ -	\$ 40,278	33%
<u>Appropriations</u>						
Personal Services	\$ 69,357	\$ 66,812	\$ 39,834	-	\$ 26,978	40%
Health & Welfare Fund	19,516	19,248	13,870	-	5,378	28%
Other Fringe Benefits	6,049	5,349	3,039	-	2,310	43%
Training	147	142	5	1	136	96%
General Supplies	981	973	337	184	452	46%
Maintenance & Custodial Supplies	683	676	110	66	500	74%
Equipment	204	302	81	153	68	23%
Library Materials	5,121	5,121	1,419	761	2,941	57%
Contractual Services	3,879	4,186	1,232	279	2,675	64%
Postage	90	90	45	10	35	39%
Telecommunications	719	719	291	28	400	56%
Carfare, Travel & Mileage	40	40	8	-	32	80%
Maintenance & Repairs - Vehicles	131	131	98	-	33	25%
Maintenance & Repairs - Buildings	2,681	2,737	901	1,485	351	13%
Information Systems Services	1,462	1,432	878	193	361	25%
Rentals - Land/Buildings	1,518	1,516	1,011	-	505	33%
Heat, Light, and Power	3,035	3,035	-	-	3,035	100%
P & C Insurance Premiums	1,330	1,330	1,244	-	86	6%
Adult Literacy	1,992	1,992	1,307	23	662	33%
City Council (One-Time)	3,906	3,906	1,094	1,465	1,347	34%
City Funded Programs	632	632	411	199	22	3%
Total Appropriations	\$ 123,473	\$ 120,369	\$ 67,215	\$ 4,847	\$ 48,307	40%
Net Income/(Loss)	\$ -	\$ -	\$ 12,876	\$ -	\$ (8,029)	

Attachment: 02_22 Financial Statements (2638 : Acceptance of Financial Reports for the Period Ending February 2022)

Fines and Fees Fund
Budget Report as of February 28, 2022

In thousands

<u>Estimated Revenues</u>	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Fines on Overdue Items	\$ 906	\$ 906	\$ 53	-	\$ 853	94%
Lost Library Cards	46	46	9	-	37	80%
Lost & Damaged Items Fees	174	174	49	-	125	72%
Interest Income- Fines/Fees	25	25	4	-	21	84%
Scanstation	17	17	4	-	13	76%
Total Revenues	\$ 1,168	\$ 1,168	\$ 119	-	\$ 1,049	90%
<u>Appropriations</u>						
Training	133	133	\$ 4	1	128	96%
General Supplies	2	2	-	-	2	100%
Equipment	1	1	-	-	1	100%
Library Materials	307	307	66	-	241	79%
Contractual Services	721	721	81	1	639	89%
Information System Services	4	4	-	-	4	100%
Total Appropriations	\$ 1,168	\$ 1,168	\$ 151	\$ 2	\$ 1,015	87%
Net Income/(Loss)	\$ -	\$ -	\$ (32)	\$ -	\$ 34	

Attachment: 02_22 Financial Statements (2638 : Acceptance of Financial Reports for the Period Ending February 2022)

**Federal General Fund
Budget Report as of February 28, 2022**

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
Federal USDF Program Refunds	\$ 704	\$ 779	358	-	\$ 421	54%
Total Revenues	\$ 704	\$ 779	358	-	\$ 421	54%
<u>Appropriations</u>						
Equipment	\$ -	\$ 75	\$ -	\$ 75	\$ -	0%
Telecommunications	704	704	419	-	285	40%
Total Appropriations	\$ 704	\$ 779	\$ 419	\$ 75	\$ 285	37%
Net Income/(Loss)	\$ -	\$ -	\$ (61)	\$ -	\$ 136	

Attachment: 02_22 Financial Statements (2638 : Acceptance of Financial Reports for the Period Ending February 2022)

**State General Fund
Budget Report as of February 28, 2022**

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
Basic Grant Revenues	\$ 3,866	\$ 3,866	-	-	3,866	100%
Consolidated Systems Aid	1,551	1,551	-	-	1,551	100%
FY 21 Carry Forward	2,080	2,080	2,080	-	-	0%
Sundry		7	7			
Total Revenues	\$ 7,497	\$ 7,504	\$ 2,087	\$ -	\$ 5,417	72%
<u>Appropriations</u>						
Personal Services	\$ 1,197	\$ 1,197	\$ 682	\$ -	\$ 515	43%
Health & Welfare Fund	100	100	66	-	34	34%
Other Fringe Benefits	95	95	52	-	43	45%
Training	29	29	-	11	18	62%
General Supplies	19	20	4	7	9	45%
Equipment	173	173	41	74	58	34%
Furniture	54	82	58	11	13	16%
Library Materials	1,459	1,419	560	27	832	59%
Contractual Services	1,419	556	7	22	527	95%
Maintenance & Repairs - Buildings	121	961	31	750	180	19%
Information Systems Services	2,831	2,872	1,127	585	1,160	40%
Total Appropriations	\$ 7,497	\$ 7,504	\$ 2,628	\$ 1,487	\$ 3,389	45%
Net Income/(Loss)	\$ -	\$ -	\$ (541)	\$ -	\$ 2,028	

Attachment: 02_22 Financial Statements (2638 : Acceptance of Financial Reports for the Period Ending February 2022)

**Board-Designated Fund
Budget Report as of February 28, 2022**

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
Interest & Dividend Income	\$ 250	\$ 250	\$ 172	-	\$ 78	31%
Gains (Losses) on Investments	210	210	365	-	(155)	-74%
Total Revenues	\$ 460	\$ 460	\$ 537	-	\$ (77)	-17%
<u>Appropriations</u>						
Training	\$ 8	\$ 8	\$ -	\$ -	\$ 8	100%
General Supplies	14	14	1	1	12	86%
Contractual Services	389	385	126	20	239	62%
Telecom	6	6	2	-	4	67%
Carfare, Travel & Mileage	21	21	13	7	1	5%
Information Systems Services	22	26	17	13	(4)	-15%
Total Appropriations	\$ 460	\$ 460	\$ 159	\$ 41	\$ 260	57%
Net Income/(Loss)	\$ -	\$ -	\$ 378	\$ -	\$ (337)	

Attachment: 02_22 Financial Statements (2638 : Acceptance of Financial Reports for the Period Ending February 2022)

Workers' Comp Fund
Budget Report as of February 28, 2022
In thousands

Estimated Revenues	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Interfund Transfers	744	744	-	-	744	100%
Total Revenues	744	744	-	-	744	100%
Appropriations						
Personal Services	\$ 66	\$ 66	\$ 42	-	\$ 24	36%
Health & Welfare Fund	21	21	16	-	5	24%
Other Fringe Benefits	8	8	3	-	5	63%
Workers' Compensation	411	411	212	-	199	48%
Training	3	3	-	-	3	100%
Contractual Services	110	113	63	5	45	40%
P & C Insurance Premiums	125	122	75	-	47	39%
Total Appropriations	\$ 744	\$ 744	\$ 411	5	\$ 328	44%
Net Income/(Loss)	\$ -	\$ -	\$ (411)	\$ -	\$ 416	

BALANCE SHEET – FINES & FEES FUND GROUP

At February 28, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 543,418
Money Market Accounts	3,059,278
Repurchase Agreements	-
On Hand	29,332
Accounts Receivable	
Accounts Receivable and Employee Advances	-
Grants and Contracts Receivable	
New York City	-
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Others	-
Other Assets	
Interfund Receivables	-
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	72,284
TOTAL ASSETS	\$ 3,704,312

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 0
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	305,251
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	72,284
Unrestricted - Other	3,326,777
Current Restricted	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,704,312

Attachment: 02_22 Financial Statements (2638 : Acceptance of Financial Reports for the Period Ending February 2022)

BALANCE SHEET – CITY FUNDS GROUP

At February 28, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 11,115,922
Money Market Accounts	17,382,299
Repurchase Agreements	-
On Hand	(33)
Accounts Receivable	
Accounts Receivable and Employee Advances	32
Grants and Contracts Receivable	
New York City	3,035,332
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	(3,502,244)
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Prepaid Rent	-
Other Assets	
Interfund Receivables	-
Security Deposit	-
Investments	-
Property & Equipment (net of depreciation)	4,699,178
TOTAL ASSETS	\$ 32,730,486

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 305,975
Accrued Payroll & Related Expense	300,000
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	5,164,375
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	4,699,178
Unrestricted - Other	22,194,680
Restricted - Other	66,278
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 32,730,486

Attachment: 02_22 Financial Statements (2638 : Acceptance of Financial Reports for the Period Ending February 2022)

BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At February 28, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 11,327,313
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	14,128
Grants and Contracts Receivable	
New York City	2,008
New York State	609,836
Federal Government	558,160
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	2,099,653
Certificates of Deposit	-
Investments	15,439,792
Security Deposits	25,667
Property & Equipment (net of depreciation)	28,432,144
TOTAL ASSETS	\$ 58,508,701

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 204,906
Accrued Payroll & Related Expense	-
Line of Credit Payable	-
Compensated Absences Payable	9,172,589
Deferred Revenue	-
Other Liabilities and Interfund Payables	25,292
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	42,386,351
Restricted - Other	6,719,563
TOTAL LIABILITIES AND FUND BALANCES	\$ 58,508,701

Attachment: 02_22 Financial Statements (2638 : Acceptance of Financial Reports for the Period Ending February 2022)

BALANCE SHEET – TRUST & AGENCY FUND

At February 28, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 210,484
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable	-
Grants and Contracts Receivable	
New York City	-
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Health Insurance	-
Other Assets	
Interfund Receivables	791,125
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 1,001,609

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 130,797
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	870,812
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 1,001,609

Attachment: 02_22 Financial Statements (2638 : Acceptance of Financial Reports for the Period Ending February 2022)

BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND

At February 28, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 1,081,214
Money Market Accounts	-
On Hand	-
Accounts Receivable	
Accounts Receivable	11,665
Grants and Contracts Receivable	
New York City	-
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	265,952
Certificates of Deposit	-
Investments	10,563,277
Property & Equipment (net of depreciation)	912,376
	-
TOTAL ASSETS	\$ 12,834,484

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 770
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	12,481,563
Unrestricted - Other	-
Restricted - Other	352,151
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 12,834,484

Attachment: 02_22 Financial Statements (2638 : Acceptance of Financial Reports for the Period Ending February 2022)

BALANCE SHEET – WORKERS’ COMPENSATION FUND

At February 28, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 2,006,791
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable	-
Grants and Contracts Receivable	
New York City	-
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Health Insurance	-
Other Assets	
Interfund Receivables	-
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 2,006,791

Liabilities and Fund Balances

Liabilities	-
Accounts Payable	-
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	\$ 576,611
Deferred Revenue	-
Other Liabilities and Interfund Payables	4,447
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,425,733
Restricted - Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,006,791

Attachment: 02_22 Financial Statements (2638 : Acceptance of Financial Reports for the Period Ending February 2022)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: April 7, 2022

ITEM ID #: 2649

AGENDA: Contract Authorization: EC PRISM, to Support the Evaluation of the Librarian-Led Story Time Program

Background:

This is an action item seeking approval from the Queens Public Library’s Board of Trustees to enter into a contract with the Institute for Child Success, doing business as the Early Childhood Precision, Innovation, and Shared Measurement (“EC PRISM”), to support the evaluation of the librarian-led story time program. The Board’s approval is required pursuant to the Library’s Procurement Policy, which states, in pertinent part, that contracts for professional services with an annual cost in excess of \$50,000 must be approved by the Library President and CEO and the Board of Trustees.

The Library has received a grant in the amount of \$490,000 from the Robin Hood Foundation. For over thirty years, Robin Hood has been dedicated to lifting families out of poverty throughout the City. It has partnered with over two-hundred fifty non-profit organizations to support food, housing, education, legal services, and workforce development to those living in poverty across all five boroughs.

The Robin Hood grant is from its Power Fund, which is intended to support the Library’s efforts to drive economic mobility and address the compounding effects of racial and economic injustice on the communities that it serves. The purpose of the Library’s grant from Robin Hood is to increase the Library’s kindergarten readiness skills for zero- to five-years-olds, through the evaluation of the impact of early childhood literacy programming and the improvement of data analysis and utilization.

EC PRISM works with early childhood organizations to provide individualized consulting services in areas of program design, implementation, evaluation, measurement, and scale. It provides consultation nationally and across the globe and has worked with the Brooklyn Public Library on the development of its early childhood program, “Brainy Babies.” EC PRISM is familiar with the scale of work that the Library does as a large urban library system, and with the diverse populations that it serves. EC PRISM was chosen as a consultant for Robin Hood’s Fund for Early Learning grant which, along with the Pritzker Foundation, funded creation of EC PRISM’s IMPACT Measurement Tool.

IMPACT Measurement Tool is a research-driven scoring system designed by EC PRISM to look at a program's costs, usability, cultural relevance, and technical merit. EC PRISM's knowledge and experience will uniquely enable it to meet the Library's needs.

Current Status:

The proposal from EC PRISM of the evaluation of the librarian-led story time program is to support the development of a culturally appropriate measurement and evaluation approach for the Library's story time program.¹ The overarching goal of the approach is to ensure that the program is utilizing the ever-changing data around what children aged 0-5 need. Findings from the evaluation will be used by Library staff to populate an internal data dashboard that can be used to better meet the needs (*e.g.*, cultural, socio-economic) of 0-5 year-olds and their caregivers. The goals of the engagement are to:

- Identify and/or define measurable outcomes relevant to the Library's story time using Library data and feedback alongside local and national models, and report on those findings and work.
- Collaborate with Library staff to develop a theory of impact and an implementation guide to be used by staff during training and program delivery.
- Develop a measurement and evaluation plan and associated tools to collect and track data, with particular attention to appropriateness, feasibility, and likelihood of use in marginalized communities.
- Provide training to staff on the Library's theory of change, implementation guide, and measurement and evaluation plan.

The project approach consists of an assessment of the Library's current measurement and evaluation approach, and a review of research related to story time program models. EC PRISM will gather information from the Library team about the current implementation, measurement, and evaluation approaches to the Library's story time program. Deliverables will include a theory of impact logic model and an internal written report and presentation about findings and recommendations regarding proposed story time program implementation, outcomes, and relevant measures.

EC PRISM will also develop an implementation guide and measurement and evaluation plan for the Library's story time program. The implementation guide will be used for training staff on implementation of the story time program. It will contribute to consistent program delivery across branches to meet programmatic goals. In addition, EC PRISM will create a measurement and evaluation plan for the story time program. The plan will include a survey tool that aligns with the story time outcomes and can be self-administered by story time participants. The tool would be in multiple languages and both physically and virtually

¹ The Library's current Procurement Policy, adopted in September 2021, states that the procurement of professional services with an annual cost of more than \$50,000 shall require the issuance of a Request for Proposal ("RFP"); however, a department head may request that the Library President and CEO waive the requirement of an RFP, thus allowing for the selection of a vendor for professional services or leases without competition, or permitting less formal competition than that of an RFP. In conformity with the new Procurement Policy, the Vice President of Programs and Services requested, and received, a waiver of the RFP requirement from the Library's President and CEO. The basis of the waiver was the unique experience and background of the firm providing services—including its pioneering work in developing evaluation tools in this space—as well as its prior successful work with the grantor.

accessible. The plan will also include a framework and guidance on how the community can engage in the evaluation process. EC PRISM will also create a toolkit to track and analyze measurement data in ways that are appropriate for the culturally and linguistically diverse communities that the Library serves. EC PRISM will conduct a half-day training on all materials and the delivery of the program to staff. The cost for the proposed services from EC PRISM is estimated at \$75,000.

EC PRISM has the unique experience of looking at early childhood development data through a New York City-focused lens and applying that data to practical tools. This work closely aligns with the Library's project requirements and will allow the Library to work more efficiently on the depth of the project needs. In addition, EC PRISM submitted a vendor responsibility questionnaire, and a background review by Library staff did not result in any adverse findings.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to enter into a contract with the Institute for Child Success, doing business as the Early Childhood Precision, Innovation, and Shared Measurement, to support the evaluation of the librarian-led story time program for a term not to exceed a year, at an estimated cost of \$75,000.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: April 7, 2022

ITEM ID #: 2659

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

BACKGROUND:

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

CURRENT STATUS:

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

Recommended Motion for Consideration by the Board of Trustees:

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: April 7, 2022

ITEM ID #: 2655

AGENDA: Temporary Employment Services - Contract Authorizations

Background:

This is an action item seeking approval from the Queens Public Library's Board of Trustees to amend contracts with Access Staffing, LLC; Professionals for Non Profits, Inc., d/b/a PNP Staffing Group; and Robert Half International, LLC to provide services above the annual discretionary threshold limit of \$50,000 per year. The Board's approval is required pursuant to the Library's Procurement Policy, which states, in pertinent part, that contracts for professional services with an annual cost in excess of \$50,000 must be approved by the Library President and CEO and the Board of Trustees.

Current Status:

Access Staffing, LLC ("Access Staffing"), Professionals for Non Profits, Inc., d/b/a PNP Staffing Group ("PNP"), and Robert Half International, LLC. ("Robert Half") are firms that specialize in placement of contract, temporary, and direct-hire positions. The Library has from time-to-time used such services to obtain qualified temporary workers to perform work needed by the Library in areas that have specialized needs or to aide in areas that need urgent assistance.¹ More recently, these temporary workers have been retained to assist the Library's Human Resources department with job recruitment services. The Library is presently experiencing an unprecedented staffing need throughout the library system.

¹ The Library's current Procurement Policy, adopted in September 2021, states that the procurement of professional services with an annual cost of more than \$50,000 shall require the issuance of a Request for Proposal ("RFP"); however, a department head may request that the Library President and CEO waive the requirement of an RFP, thus allowing for the selection of a vendor for professional services or leases without competition, or permitting less formal competition than that of an RFP. In conformity with the new Procurement Policy, the Vice President of Human Resources requested, and received, a waiver of the RFP requirement from the Library's President and CEO. The basis of the waiver was the immediate need for services exceeding the annual discretionary threshold of \$50,000, provided that the terms do not exceed twenty-four (24) months and further provided that the Human Resources Department collaborate with the Procurement department to issue an RFP if such services are needed in excess of \$50,000 in subsequent years.

At the beginning of calendar year 2021, the recruitment team was working on an active vacancy count of twenty-five (25) positions. By June of 2021, the number had increased to fifty (50) active vacancies, and by September 2021 the recruitment team was navigating over hundred (100) vacancies. Using temporary workers to assist with recruitment assists the Library in navigating a job market that is presently very competitive.

The Library entered into a contract with each of these firms but has reached or anticipates reaching the annual discretionary threshold limit of \$50,000 per year. The Library is therefore seeking to amend such contracts and increase the maximum annual contract amount to \$100,000 for each of the next two years, so that it may continue to obtain these much-needed services.

Access Staffing has performed well for the Library. A background check did not indicate any adverse findings. According to the City Comptroller's web page, Checkbook NYC, Access Staffing provided \$10,000 in services to the Department of Records and Information Services and over \$300,000 in services as a subcontractor CAMBA, Inc. for the Department of Homeless Services. According to the NYS Comptroller's web page, Open Book, Access Staffing provided over \$500,000 in services to SUNY Stony Brook. Access Staffing has a maximum of twenty percent of the annualized salary as a hiring fee.

PNP, a NYS and NYC WBE firm, has performed well for the Library and has been awarded separate staffing temporary staffing contract by the Queens Library Foundation. A background check did not indicate any adverse findings. According to the City Comptroller's web page, Checkbook NYC, PNP provided over \$400,000 in services to various city departments and colleges. PNP has a maximum of twenty-five percent of the annualized salary as a hiring fee.

Robert Half has performed well for the Library, and a background check did not indicate any adverse findings. According to the City Comptroller's web page, Checkbook NYC, Robert Half provided over \$200,000 in services to CUNY. According to the NYS Comptroller's web page, Open Book, Robert Half provided over \$1,000,000 in services to the Office of General Services and the SUNY Health and Science Center in Brooklyn. Robert Half has a maximum of twenty-five percent of the annualized salary as a hiring fee.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to amend the respective contracts with Access Staffing, LLC; Professionals for Non Profits, Inc., d/b/a PNP Staffing Group; and Robert Half International, LLC for the purposes of increasing the maximum annual contract amount to \$100,000 for the next two years for their services.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: April 7, 2022

ITEM ID #: 2658

AGENDA: Lyngsoe Systems, Inc. - Automated Materials Handling System and Maintenance Sole Source Contract Authorization

Background:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees for the Library to enter into contracts with Lyngsoe Systems, Inc. ("Lyngsoe") for Automated Materials Handling Systems and Maintenance. The Board's approval is required pursuant to the Library's Procurement Policy, which states, in pertinent part, that sole source contracts for equipment may occur without formal competitive bids if only one vendor can supply the commodities or services required by the Library. In these instances, the Vice President of Procurement shall negotiate best pricing and approval shall be subject to the Library President and CEO and the Board of Trustees, and the selection criteria shall be noted with the minutes of the Board of Trustees meeting in which the sole source purchase was authorized.

The Library's self-check-in and automated materials handling ("AMH") system enables its patrons to securely return materials twenty-four hours a day, seven days a week; provides a multi-language interface; automates the return process; and reduces the demand for Library staff resources during the materials return process.

Lyngsoe (formerly known as FKI Logistex) is the vendor that has been providing the Library with its AMH system equipment. At the outset of the AMH system integration initiative, Lyngsoe was selected as the result of a Request for Proposals issued by the Library and upon the approval of the Board of Trustees. However, to advance this project, the Library sought and ultimately obtained funding from New York City, which required that it issue its own competitive solicitation on behalf of the Library for the AMH system. Following the City's solicitation, the City selected and entered into a contract with Lyngsoe for the AMH system equipment, which contract expired on November 30, 2015.

The Library and Lyngsoe also have a separate preventive maintenance service agreement whereby Lyngsoe provides software upgrades, technical support, and a 24/7 hotline to assist the

Library with troubleshooting software and hardware issues. As part of the preventive maintenance program, Lyngsoe sends its technicians to help service the Library AMH system at least once per site annually. The Library currently has Lyngsoe AMH systems installed in sixty locations.

The Library Board of Trustees approved a five-year purchasing agreement with Lyngsoe at its October 27, 2016 meeting. This agreement expired on January 17, 2022. The Library also entered into a five year technical and maintenance services agreement set to expire on July 1, 2022.

Current Status:

At the request of the Library’s Information Technology and Development (“ITD”) department, the Procurement department worked collaboratively with ITD to negotiate best pricing with Lyngsoe for new equipment and maintenance services.

One immediate result of discussions with the Library’s negotiating team was that Lyngsoe agreed to continue to extend its pricing for newly-developed equipment to all contractors providing work to Library projects, including DDC-managed projects.

Under the 2017 agreement, Lyngsoe’s product discount for newly-developed equipment was seventeen percent; Lyngsoe is now offering the Library a twenty percent discount for newly-developed products. Further, under the 2017 agreement the pricing for existing exterior/interior AMH systems were \$106,639/\$79,815, respectively; Lyngsoe has now agreed to pricing for those systems at \$56,507/\$46,885, respectively. Lyngsoe has also agreed to remove recycling fees for old equipment, which previously ranged from \$500 to \$1,500 per machine. Attached are details for the pricing of all of Lyngsoe’s equipment, which shall remain in effect for the full five-year term.¹

Under the prior 2017 maintenance services agreement, the annual cost per location was \$7,550; at sixty locations, the cost was \$453,000 per year plus the cost of replacement parts. As a result of the original discussions with the Library’s negotiating team, Lyngsoe submitted a proposal to maintain the \$7,550 per location price. As a result of follow-up discussions with the Library’s negotiating team, Lyngsoe agreed to submit a proposal that lowers the first year price to \$6,995 per location. The chart below details the pricing structure for each year and the five-year savings of \$80,820.

¹ Lyngsoe has also agreed to repurchase book trolleys from the Library for up to fifty percent of their original sales price. At the outset of the COVID-19 pandemic, when public health authorities were uncertain about the means of transmission of the virus, many library systems around the country quarantined returned books for set amounts of time. During this period, the Library purchased a significant number of book trolleys from Lyngsoe to provide a physical means for quarantining books. With changes to public health guidance, and no need to quarantine physical materials, the Library now has a surplus of book trolleys that are not being used.

	Price Per Location Per Year	Annual cost for 60 Locations	Originally Proposed Pricing	Savings
1	\$6,995	\$419,700	\$453,000	\$33,300
2	\$7,135	\$428,100	\$453,000	\$24,900
3	\$7,278	\$436,680	\$453,000	\$16,320
4	\$7,423	\$445,380	\$453,000	\$7,620
5	\$7,572	\$454,320	\$453,000	\$(1,320)
			Five Year Savings:	\$80,820

Lyngsoe provides a dedicated full-time technician to maintain the Library’s system under the maintenance agreement. The maintenance agreement also provides the ITD department the option of updating sixty-five Windows XP machines to Windows 10 and seven Windows 7 machines to Windows 10 at a cost of \$258,135. In addition, the proposal provides the Library ITD department the option for additional software upgrades at a cost of \$74,250.

The Lyngsoe AMH has been an integral part of Library operations for over ten years. Its pricing for new equipment and for maintenance services is fair and reasonable. Lyngsoe has performed well for the Library and a background check did not reveal any adverse findings.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to execute a sole source agreements with Lyngsoe Systems, Inc. for as-needed new equipment and maintenance services, at the rates set forth herein.

New System Supply									
main/add on	part number	reader	note	sorting	# of destinations	2017 Pricing	MSRP	Discount	Price
main	1LM1200R1SM2000	RFID	wall mount LM1200 with Sort Mate™ and LSC	1 SM2000	3-sort point		\$ 51,603.00	18%	\$ 42,315.00
main	1LM1200RD1SM2000	RFID	desk mount with LM1200 Sort Mate™ and LSC	1 SM2000	3-sort point		\$ 53,975.00	18%	\$ 44,260.00
main	1LM2100R1SM2000	RFID	external LM2100 with RFID door open and with Sort Mate™ and LSC	1 SM2000	3-sort point	\$ 106,639.00	\$ 68,910.00	18%	\$ 56,507.00
main	1LM1200RK1SM2000	RFID	Library Mate™ 1200 kiosk RFID	1 SM2000	3-sort point	\$ 79,815.00	\$ 57,176.00	18%	\$ 46,885.00
main	1LM1100TBH1SM2000	RFID	Top AND Bottom Barcode & LM1100 with Sort Mate™ and LSC	1 SM2000	3-sort point		\$ 62,363.00	18%	\$ 51,138.00
main	1ES1200R1SM2000	RFID	Ergo Staff™ with Sort Mate™ and LSC	1 SM2000	3-sort point	\$ 61,715.00	\$ 50,614.00	18%	\$ 41,504.00

Upgrade Component Pricing

main/add on	part number	reader	note	sorting	# of destinations	2017 Pricing	MSRP	Discount	Price
add	1SM2000		Sort Mate™	1 SM2000	2-sort point	\$ 20,215.00	\$ 20,064.00	35%	\$ 13,042.00
add	1TM2000		Turn Mate™				\$ 32,723.00	10%	\$ 29,451.00
add	1TOPSCAN	Top Scan barcode	barcode scanner add on for LM1200, LM2100, S11200				\$ 5,334.00	25%	\$ 4,001.00
add	1ES1200R	RFID	Ergo Staff™				\$ 20,805.00	28%	\$ 14,980.00
add	1ES1200B	top scan & RFID	Ergo Staff™				\$ 26,360.00	28%	\$ 18,980.00
add	1EF1200		Ergo Feeder add on to Ergo Staff™				\$ 10,000.00	15%	\$ 8,500.00
add	1HOLDPRINTER		Hold Slip Printer				\$ 659.00	15%	\$ 561.00
add	1LC6000-xx00		Conveyor 500, 600, 800, 900, 1000, 1100, 1200, 1500, 1700, 2000mm			\$ 9,500.00	\$ 9,759.00	25%	\$ 7,320.00
add	1LC6000-curve		belted curve conveyor				\$ 14,679.00	10%	\$ 13,212.00
add	1TOPPERLIFT-S		less than 10' elevation				\$ 64,565.00	10%	\$ 58,109.00
add	1TOPPERLIFT-L		Between 10' and 16' elevation				\$ 75,419.00	10%	\$ 67,878.00
add	Flex conveyor		*Pricing varies on length and elevation change				\$ -	10%	\$ -
add	1BONNET		Shade bonnet for LM2100				\$ 1,200.00	25%	\$ 900.00
add	1LOCKRETURN		backup locking book return				\$ 9,067.00	25%	\$ 6,801.00
add	1TOTESHelf		Tote Shelf				\$ 1,081.00	28%	\$ 779.00
add	1ERGOBOX		Ergo Box™				\$ 5,906.00	28%	\$ 4,253.00
add	1TOTESTACKER		Tote Stacker chute				\$ 5,311.00	25%	\$ 3,984.00
add	1ERGOCARTDOCK		Ergo Cart™ Docking station				\$ 5,432.00	25%	\$ 4,074.00
add	1ERGOCART		Ergo Cart™				\$ 4,144.00	25%	\$ 3,108.00
add	1ERGOVOLUME		Ergo Volume™				\$ 5,720.00	25%	\$ 4,290.00
add	1ERGOTROLLEYSM		Ergo Trolley™ small				\$ 1,808.00	35%	\$ 1,176.00
add	1ERGOTROLLEYM		Ergo Trolley™ medium (std)			\$ 1,124.00	\$ 1,847.00	35%	\$ 1,201.00
add	1ERGOTROLLEYMLOCK		Ergo Trolley™ medium -w lock wheel				\$ 2,000.00	35%	\$ 1,300.00
add	1ERGOTROLLEYL		Ergo Trolley™ large				\$ 2,462.00	35%	\$ 1,601.00
add	1TOTELIFT		Tote Lifter				\$ 9,112.00	15%	\$ 7,746.00
add	1ERGOAPPLY		Print and Apply				\$ 55,577.00	15%	\$ 47,241.00
add	CGS		Graphical System Display				\$ 11,018.00	30%	\$ 7,713.00
add	TCS		Tote Check In Server with 3 handheld scanners				\$ 74,118.00	15%	\$ 63,001.00
add	DRAFTDOOR		Draft door				\$ 5,000.00	15%	\$ 4,250.00
service			Library Mate™ removal for upgrade				\$ 500.00	0%	\$ 500.00
service			Sort Mate™ removal for upgrade				\$ 500.00	0%	\$ 500.00
main	1lockerC-20		External/Internal Locker 20 door control				\$ 26,889.00	15%	\$ 22,856.00
add	1lockerA-24		External/Internal Locker 24 door add on				\$ 13,039.00	15%	\$ 11,084.00
main	1Libcabinet		Libcabinet				\$ 35,226.00	15%	\$ 29,943.00
add	1Libshelf4-C		LibShelf 4 shelf control				\$ 22,618.00	15%	\$ 19,226.00
add	1Libshelf4-A		LibShelf 4 shelf add on				\$ 8,189.00	15%	\$ 6,961.00

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: April 7, 2022

ITEM ID #: 2657

AGENDA: Naming Recognition Policy

Background:

The Library's Recognition/Naming Policy was last revised and approved by the Library's Board of Trustees in June 2003. That policy was limited in scope, setting forth naming opportunities for donors who provide the entire sponsorship for a capital improvement, collection or service program, or otherwise donate over \$500,000, and specifically excluding naming for government or public funding sources. The policy also specified that Libraries must retain the name "Queens Library" and Library spaces must retain their functional title, in addition to any donor name.

Current Status:

The Library's General Counsel, with input from the Foundation's Executive Director, has revised the Recognition/Naming Policy to provide more comprehensive guidance on the parameters of donor naming opportunities.

The revised "Naming Recognition Policy" retains certain core elements from the existing policy, *e.g.*, the (1) naming opportunities for buildings, facilities collections and programs, (2) exclusion of naming for government and public funding sources, and (3) the requirement that Library retain the title "Queens Public Library" and spaces retain their functional title, and provides the following additional guidance:

- Additional types of naming opportunities:
 - capital campaign gifts under 100% of the cost of the project, to accommodate gifts from donors with varying capacities for giving;
 - meritorious service, for individuals who have provided significant non-monetary service to the Library;
 - in-kind gifts of a collection of books, artwork, ephemera, or other items of cultural or historical significance, provided that it includes a monetary donation to support the upkeep of such collection.

- Additional policy provisions:
 - the Library may only accept endowment gifts with a minimum amount of \$1 million;
 - the Library may terminate naming if the named individual or entity is engaged in activities that would negatively impact the reputation of the Library, in the opinion of the Library and Foundation Boards;
 - any agreement for naming through a philanthropic gift must be memorialized in a written gift agreement between the donor and the Foundation. Naming agreements may be executed only after the Library and Foundation boards have accepted the naming proposal.

The Naming Recognition Policy was previously submitted for consideration to, and approved by, the Queens Library Foundation's Board of Directors on March 15, 2022.

Recommended Motion for Consideration by the Board of Trustees:

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

Attachments:

Naming Recognition Policy (final) (PDF)

Recognition-Naming Policy as of 6-03 (PDF)

Queens Borough Public Library

2022 Draft	
NAMING RECOGNITION POLICY	

The Queens Borough Public Library (“Queens Public Library” or “Library”) has a public trust to preserve that arises from its mission and values and its use of public funds. Queens Public Library policies regarding the naming of its branch libraries, rooms, spaces, gardens, areas, and system-wide programs and initiatives in recognition of individual, foundation, and/or corporate contributors, shall reflect its mission and values to transform lives by cultivating personal and intellectual growth and providing free information, programs, and services that are open to all. Naming recognition opportunities shall be provided to recognize substantial gifts made by individual, foundation, and/or corporate donors to the Queens Public Library Foundation (“Foundation”). Donations or grants provided by government or public funding sources to Queens Public Library shall not be eligible for naming recognition.

The Trustees Manual and the Queens Borough Public Library Policies and Procedures Manual both contain sections entitled the *History of the Queens Borough Library* and the *Origin of Library Community Names*. They clearly establish the Board of Trustees’ historical and firmly settled practice of naming a library branch after the community it serves, its geographic location, or a similar geographic nexus, upholding that public trust and honoring the universality of its mission to all Queens communities. The Board of Trustees may choose to name sections of Library facilities according to certain conditions.

Accordingly, the Naming Recognition Policy of the Queens Public Library, as mandated by the Board of Trustees, is as follows:

Buildings and Facilities

Queens Public Library branches shall only be named “Queens Public Library,” followed by the geographic area in which the building is located or after the community it serves, *e.g.*, Queens Public Library Jackson Heights.

Rooms, areas, and other interior spaces of libraries may be named to recognize a significant contribution by a donor, but the public function of the area shall be retained as part of the named unit—*e.g.*, the Smith Adult Learning Center or “Adult Learning Center, provided through the generosity of John V. Smith”; “Marie B. Jones Quiet Room” or “Quiet Room, provided through the generosity of the Jones Foundation.”

Naming rights for facilities may be granted to recognize a substantial contribution to the Foundation. Contributions may include:

- A capital campaign gift to help cover the costs of construction, renovation, restoration, or outfitting. A comprehensive list of “naming opportunities” for a capital campaign will be developed, with opportunities representing a percentage of the costs of the proposed named

Attachment: Naming Recognition Policy (final) (2657 : Naming Recognition Policy)

Queens Borough Public Library

area in proportion to the costs of the entire facility; the visibility of the named space would also be factored into pricing. These naming opportunities would be priced to accommodate gifts from donors with varying capacities for giving.

- A significant gift of \$500,000 or more which may be made for either operational or capital purposes, depending on donor intent. This includes endowments of \$1M or more.
- A bequest of \$500,000 or more, which may be made for either operational or capital purposes, depending on donor intent.
- Meritorious service, for individuals who have provided significant non-monetary service to the Library.

The naming of a Library facility, room, area, or other space will generally last for the useful life of the space. The naming will end when: (1) the facility, room, area or other space is rebuilt, remodeled, expanded, or restored; or (2) the facility, room, area, or other space is demolished or no longer in use.

Collections and Programs

A Collection may be named after a donor when (1) the donor makes a gift that is sufficient to create and maintain the collection, and that meets the Library's criteria and minimum endowment amount of \$1M or more, or (2) the donor makes an in-kind gift of a collection of books, artwork, ephemera, or other items of cultural or historical significance that will benefit the Library and its patrons. Whenever possible, an in-kind gift of a collection should include a monetary donation to support the upkeep and maintenance of the collection.

In cases where the funder wishes to name and endow a library program or service, the donation should be sufficient to provide income to cover the annual cost of the program, including staffing. The donor may choose to endow the program system-wide or at a particular Library location. The size of the principal named endowment will therefore be determined by the yearly interest income necessary to produce an annual payout sufficient to fund annual program operations. The name of the program will be retained with the donor's name, *e.g.*, The Wilfred Brown STACKS Afterschool Program, or STACKS Afterschool Program generously provided by Wilfred Brown. In the case of an endowment, recognition will last for the life of the supported program.

Gift Agreements for Naming Recognition

All agreements for naming through philanthropic gifts shall be memorialized in writing in a gift agreement between the donor and the Foundation. This gift agreement shall detail the terms of the gift, including the designation of the gift (restricted or non-restricted, operational or capital), the length of a pledge, the timing of pledge payments, the naming opportunity, consistent wording and signage, the life of the naming opportunity, the minimum percentage of gifts to be paid prior to recognition, and other mutually agreed upon conditions made in accordance with the Library's Gift Acceptance and Naming Recognition Policies. Naming proposals shall be approved by the Foundation Board of Directors and the Library Board of Trustees before an agreement may be signed.

Other Naming or Sponsorship Opportunities

The Foundation may provide other opportunities to recognize lower-dollar value gifts from individuals, foundations, and corporations. The approval of these, and other, lower-dollar value

Queens Borough Public Library

naming or sponsorship opportunities shall not be required by the Boards of the Library or Foundation:

- Gardens and exterior spaces may be sponsored, but not named, by an individual, foundation or corporate donor. The size of such gifts, and the length of sponsorship, shall depend on the size, landscaping, and maintenance costs of individual Library gardens.
- Ongoing or special programs may be sponsored for a specific period of time by a corporate or foundation donor.
- Individual library shelves at community libraries may be named in honor of or in memory of a specific donor.
- Buy a Book, Buy a Brick, or Buy a Seat campaigns may offer naming opportunities as part of a larger campaign.

Termination of Naming

For all naming agreements, including but not limited to Library buildings, facilities, collections or programs, the Library reserves the right to end the naming where the named individual/foundation/corporation is engaged in activities that conflict with the Library's mission or values or is involved in disreputable or criminal activities that would negatively impact the reputation of Queens Public Library, as determined by the Library's Board of Trustees and the Foundation's Board of Directors.

Revises: June 2003 Policy & Procedures Section A, #6

Queens Borough Public Library

POLICY & PROCEDURE MANUAL	SECTION A, #6
RECOGNITION/NAMING POLICY	ISSUED: JUNE 2003 ADMINISTRATIVE OFFICE Approving Authority: Board of Trustees

POLICY

The Queens Borough Public Library has a public trust which flows from its mission and use of public funds. Its policies and procedures regarding the naming of library branches, rooms or wings of branches, collections, books and service programs in recognition of individual and/or corporate contributors shall reflect its mission to serve the entire community of Queens as equitably as possible and protect its public trust.

The Trustees Manual and the QBPL Policies and Procedures Manual both contain sections entitled the *History of the Queens Borough Library* and the *Origin of Library Community Names*. They clearly establish the Board of Trustees' historical and firmly settled practice of naming a library branch after the community it serves, its geographic location, or a similar geographic nexus, upholding that public trust and honoring the universality of its mission to all Queens communities. The Board of Trustees may choose to name sections of Library facilities according to certain conditions.

Accordingly, the Naming/Recognition policy of the Queens Borough Public Library, as mandated by the Board of Trustees, is as follows:

1. A branch shall only be named "Queens Library," followed by the geographic area in which the building is located or after the community it serves;
2. Rooms or wings, and other interior and exterior spaces of libraries may be named only for the function of the area, e.g., the "Children's Room," the "Adult Learning Center," or the "Quiet Room" with a donor's name if the area is significantly remodeled, rebuilt, expanded, or restored by a private donor who has contributed 100% of the costs of such capital improvement. However, the public function of the area shall be retained as part of the named facility; i.e., the Smith Adult Learning Center or "Adult Learning Center/ provided through the generosity of John V. Smith"; "Marie B. Jones Quiet Room" or "Quiet Room provided through the generosity of the Smith Foundation;"
3. The Board may consider naming rights of other spaces that are a part of the library's tax-supported construction schedule if a donor contributes the equivalent sum detailed above to the Library's general endowment or its Futures Fund.
4. Naming recognition may also be considered when a major contribution of more than \$500,000, constituting more than 50% of a capital improvement is provided by a donor to match other available government or private funding.

Queens Borough Public Library

5. Naming recognition shall continue for the life of the capital improvement or donation given and shall cease at its completion. At the Board's discretion, acknowledgement on a separate plaque or wall may be continued for a greater term or in perpetuity after the life of the gift is completed.
6. "Adoption" of a Branch shall constitute a significant financial contribution to the improvement or restoration of the branch that is critical to the function of the entire branch. Examples are: repair of a façade, enlargement of program space, restoration of a room, replacement of a roof, restoration of art work, replacement or upgrade of a boiler or other major component. The donor's "adopting" of the branch can be recognized on a prominent plaque within the branch for a period commensurate with the capital improvement.
7. A Collection may be named after a donor, when the funding is sufficient to create and maintain the collection, and it meets the Library's criteria.
8. Shelves of books may be named in recognition of a donor by placing a plaque on the relevant shelf for the life of the books.
9. Book donors will be recognized by placing a bookplate in the new books for the life of the book.
10. Service Program donors who sponsor or adopt an entire program period will be recognized by placing a plaque in the service area within the facility, acknowledging their sponsorship, for the life of the grant.
11. In cases where the funder wishes to name and endow an existing library program, or service in perpetuity, the yearly cost of the entire program, including staffing, will be calculated as the yearly income necessary to be provided. The size of the principal named endowment will therefore be determined by the yearly interest income produced to fund yearly program operations. The name of the public program will be retained with the donor's name: i.e., The Wilfred Brown Teen Net Mentor Program, or Teen Net Mentor Program generously provided by Wilfred Brown. In the case of an endowment, recognition will last for the life of the supported program.
12. Naming shall not be done for government or public funding sources.
13. Naming proposals for any interior or exterior space shall be formalized in writing with the donor and then submitted to the Board of Trustees for their approval. Only the Board of Trustees may grant this approval.

Revises: July 1998 Policy & Procedures Section A, #6

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: April 7, 2022

ITEM ID #: 2656

AGENDA: Purchases Over \$50K - March 2022

Current Status:

Pursuant to the Library's Procurement Policy, as revised in September 2021, the Procurement Department shall submit to the Library's Board of Trustees a report of all Library, Foundation, and capital purchase orders issued and valued at more than \$50,000, which includes the vendor name, dollar value, description, and transaction type-*i.e.*, government contract, requirements contract, technical service, exceptions.

This report covers purchase orders for the period from March 1, 2022 through March 31, 2022.

Library:

1. **Dell Marketing L.P.** was issued a purchase order in the amount of \$67,883.80 under its NYS OGS contract for sixty-two Dell Latitude 5520 laptops for system-wide use.
2. **Insight Public Sector** was issued a purchase order in the amount of \$229,404.23 under its NYS OGS contract for three hundred and seventy-nine Microsoft Surface Laptops and four hundred surface notebook sleeves for Queens Public Library's workforce readiness and digital inclusion program. The laptops will be loaned out to patrons as part of the Library's mobile hot spot program via the Job and Business Academy.
3. **Cameron Engineering & Associates LLP** was issued a statement of work ("SOW") under its engineering professional services requirements contract in the amount of \$219,545 to support the specification development, installation, and commissioning of rooftop heating and cooling equipment for Flushing.
4. **Kone, Inc.** was issued a purchase order in the amount of \$78,672.30 under its emergency contract for elevator and lift equipment preventive and corrective maintenance for system-wide elevators for monthly services for a portion of October and November

through June at the monthly rate of \$9,255.60. Not previously reported was the purchase order issue to Kone, Inc. in the amount of \$55,552 for an SOW to repair two elevators at the Elmhurst Community Library.

5. **RightStar Systems Inc.** was issued a purchase order in the amount of \$72,120.44 under its federal GSA contract for annual BMC Remedy software maintenance and support. BMC Remedy software is the Library's service request management system that is used by IT and numerous other offices including Investigations & Security, FES, Central Circulation Services, Community Library Services, Shipping & Distribution Services, Acquisitions, Collection Development, Metadata Services and Preparations to log, track, and manage service requests and inquiries submitted by staff and library customers.
6. **Dell Marketing L.P.** was issued a purchase order in the amount of \$199,094.84 under its NYS OGS contract to renew the Library's annual subscription to the existing Microsoft 365 user licenses. MS 365 licenses provide system-wide user access to MS products such as Outlook, the Office Suite of products, SharePoint, One Drive, Teams, OneNote, etc.
7. **Universal Protection Service, LLC.**, dba Allied Universal to provide security guard services was issued a purchase order revision adding \$502,817 in funds to provide security guard service under its requirements contract. The total for the purchase order is \$2,133,169.19.

Foundation:

N/A

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: April 7, 2022

ITEM ID #: 2637

AGENDA: Payroll for the Month of February 2022

Payroll for the Month of February 2022

The Chief Financial Officer reports the payrolls paid during the month of February 2022 in the aggregate sum of \$5,118,006 consisting of \$4,917,371 in City Funds, \$195,566 in Federal & State Funds, and \$5,069 in Workers' Compensation. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: April 7, 2022

ITEM ID #: 2652

AGENDA: Personnel Report - March 2022

PERSONNEL REPORT - 2/15/2022 - 3/16/2022

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of February 15, 2022 - March 16, 2022:

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

Attachments:

Personnel Report - March 2022 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: April 7, 2022

ITEM ID #: 2651

AGENDA: Key Performance Indicators Report - February 2022

Attachments:

Key Performance Indicator Report - February 2022 (PDF)

President's Report: February 2022

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Arverne	8,535	51.68%	4,528	161.89%	98	390.00%	77	92.50%	
Astoria	5,096	48.14%	3,839	20.19%	168	13.51%	785	-13.26%	
Auburndale	6,342	289.56%	3,360	52.45%	168	∞	1,022	34.47%	
Baisley Park	21	-46.15%	0	-100.00%	0	-100.00%	0	0.00%	1,2
Bayside	14,745	243.07%	6,562	71.78%	618	∞	2,043	40.99%	
Bay Terrace	2,975	2040.29%	2,694	2893.33%	68	∞	1,377	∞	
Bellerose	4,755	102.00%	3,644	64.29%	216	∞	0	-100.00%	
Briarwood	5,892	99.66%	5,358	150.14%	120	∞	1,199	370.20%	
Broadway	5,783	1860.34%	7,337	5066.90%	742	5607.69%	130	∞	
Broad Channel	2,377	3027.63%	780	6990.91%	0	0.00%	1	∞	
Cambria Heights	2,617	38.25%	3,561	248.43%	350	94.44%	364	72.51%	
Corona	3,920	2319.75%	5,292	∞	417	-83.84%	237	∞	
Court Square	3	-90.91%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	3,908	5563.77%	2,542	1690.14%	481	∞	1,354	∞	
East Elmhurst	2,737	28.26%	2,795	154.55%	54	170.00%	358	347.50%	
East Flushing	4,542	134.24%	3,455	126.56%	188	571.43%	918	449.70%	
Elmhurst	17,996	306.05%	13,001	420.46%	467	-61.97%	2,190	1360.00%	1
Far Rockaway	1,922	2243.90%	2,726	8418.75%	497	∞	426	∞	
Forest Hills	14,899	621.15%	14,149	123.81%	259	34.90%	3,693	∞	
Fresh Meadows	18,266	332.43%	8,428	106.97%	563	373.11%	2,130	177.71%	
Glen Oaks	11,212	93.41%	5,596	165.59%	689	142.61%	3,006	170.32%	
Glendale	5,145	4335.34%	1,491	∞	460	434.88%	335	∞	1,2
Hillcrest	5,993	150.65%	3,640	55.22%	336	150.75%	32	-94.50%	
Hollis	2,657	63.41%	3,246	157.41%	0	0.00%	536	366.09%	
Howard Beach	4,153	2866.43%	3,267	2716.38%	136	∞	745	∞	
Hunters Point	23,327	52.59%	8,252	169.67%	610	31.47%	4,099	762.95%	
Jackson Heights	13,640	295.13%	14,083	185.54%	306	∞	439	13.14%	
Kew Gardens Hills	8,568	3794.55%	6,009	-60.88%	98	∞	644	∞	
Langston Hughes	2,104	10.68%	3,320	157.16%	316	357.97%	426	∞	
Laurelton	2,269	15.65%	3,316	44.68%	291	1355.00%	419	∞	
Lefferts	2,154	1271.97%	3,526	-81.40%	614	∞	361	∞	
Lefrak City	86	-95.65%	20	-98.68%	0	-100.00%	0	-100.00%	1
Long Island City	3,085	48.82%	4,310	193.60%	498	-59.41%	226	-37.05%	
Maspeth	7,616	156.86%	5,217	141.42%	447	∞	0	0.00%	
McGoldrick	5,111	1800.00%	6,145	582.02%	1,509	∞	2,014	∞	
Middle Village	3,386	19817.65%	3,389	∞	56	∞	420	∞	
Mitchell-Linden	10,539	209.79%	6,272	145.77%	150	∞	1,431	440.00%	
North Forest Park	4,358	68.78%	3,528	409.83%	9	∞	114	∞	

Attachment: Key Performance Indicator Report - February 2022 (2651 : Key Performance Indicators

President's Report: February 2022

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
North Hills	3,631	2288.82%	3,234	6119.23%	286	∞	506	∞	
Ozone Park	8	-99.44%	9,532	385.34%	0	-100.00%	0	-100.00%	1,2
Peninsula	5,424	41.80%	5,044	171.18%	129	22.86%	310	6.16%	
Pomonok	2,169	402.08%	2,180	431.71%	0	0.00%	2	∞	
Poppenhusen	3,122	2662.83%	2,148	2689.61%	0	0.00%	551	∞	
Queensboro Hill	6,262	324.83%	6,686	276.46%	441	-37.54%	0	0.00%	
Queens Village	1,681	1035.81%	2,099	2491.36%	15	∞	59	∞	
Rego Park	7,767	284.31%	8,017	147.90%	144	∞	0	0.00%	
Richmond Hill	4,574	209.89%	5,014	163.20%	3,991	13203.33%	1,132	757.58%	
Ridgewood	5,620	123.55%	8,654	80.93%	295	-25.69%	1,643	208.83%	
Rochdale Village	2,991	-6.03%	3,179	222.74%	329	1118.52%	1,680	2796.55%	
Rosedale	1,528	1884.42%	2,225	2345.05%	0	0.00%	783	∞	
Seaside	2,643	5.76%	3,580	269.07%	0	0.00%	0	-100.00%	
South Hollis	1,487	1782.28%	2,168	2997.14%	43	∞	5	∞	
South Jamaica	1,978	7225.93%	1,708	1466.97%	34	∞	109	∞	
South Ozone Park	1,921	45.97%	2,646	55.01%	50	∞	1,238	906.50%	
St. Albans	2,474	6.73%	2,889	108.29%	39	∞	69	∞	
Steinway	6,737	17174.36%	8,294	∞	236	∞	849	∞	1,2
Sunnyside	6,583	2491.73%	6,725	762.18%	118	807.69%	1,428	∞	2
Whitestone	5,707	133.99%	2,637	58.66%	77	∞	1,551	∞	
Windsor Park	5,463	1796.88%	3,568	-49.78%	74	∞	752	∞	
Woodhaven	3,817	2032.40%	2,970	3128.26%	498	1892.00%	0	0.00%	
Woodside	3,958	2016.58%	5,117	∞	49	∞	976	∞	
Community Libraries Total	330,279	198.41%	278,992	124.21%	18,847	125.17%	47,194	339.91%	

Central Library Adult Learning Center	12	500.00%	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	6	50.00%	1,277	18142.86%	798	-29.19%	N/A	N/A	
Elmhurst Adult Learning Center	32	433.33%	N/A	N/A	661	∞	N/A	N/A	3
Flushing Adult Learning Center	3	-76.92%	0	0.00%	1,011	-20.39%	0	0.00%	
Jackson Heights Adult Learning Center	65	3150.00%	N/A	N/A	1,398	71.74%	14	∞	3
Peninsula Adult Learning Center	4	∞	N/A	N/A	1,313	-13.96%	N/A	N/A	3
Rochdale Adult Learning Center	34	3300.00%	N/A	N/A	1,154	42.65%	N/A	N/A	3
Adult Learning Center Total	156	457.14%	1,277	18142.86%	6,335	14.23%	14	∞	

Central Adult Fiction	3,116	42.15%
Central Adult Fiction - Ask at Desk	2,237	-16.62%
Central Adult Non-Fiction	7,588	74.96%
Central Adult Non-Fiction - Ask at Desk	5,456	14.33%

Attachment: Key Performance Indicator Report - February 2022 (2651 : Key Performance Indicators

President's Report: February 2022

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Central International Languages	763	133.33%							
Central International Languages - Ask at Desk	214	13.23%							
Central Library Current Collection	878	2151.28%							
Central Library Fine Arts/Media Center	10,247	179.13%							
Central Library Others	672	263.24%							
Central Library Hot Picks	486	96.76%							
Central Library Interloan	137	218.60%							
Central Library Job Info Center	6	20.00%							
Central Library Young Adult Room	1,588	198.50%							
Children's Library Discovery Center	6,151	343.48%	5,138	405.21%	1,088	∞	61	∞	
Central Total	39,539	91.85%	32,610	533.33%	2,898	12.59%	9,222	207.61%	

Flushing	235	-96.20%							
Flushing IRC	0	-100.00%							
Flushing Job Info Center (JIC)	0	-100.00%							
Flushing Media Center	25	-98.91%							
Flushing Total	260	-96.93%	689	-71.34%	0	-100.00%	37	-93.12%	1,2

E-book and E-Magazines	126,459	6.37%							
Virtual Music and Movies	41,312	-31.29%							
Virtual Library Total	167,771	-6.28%							
Langston Hughes Black Heritage	202	35.57%							
Queens Village Mail-A-Book	1,831	32.49%							
Mobile Library	103	347.83%							
Correctional Outreach	0	0.00%							
Other Total	15	50.00%							

4,920	-54.10%
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917	8.65%	0	0.00%
0	0.00%	N/A	X
154	-71.43%	137	∞

System Total	540,156	68.60%	314,707	138.41%	33,079	20.06%	56,467	295.87%	
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Website Visits	277,632	25.05%
Wireless use	45,753	58.06%
Computer Sessions	40,733	∞

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

Attachment: Key Performance Indicator Report - February 2022 (2651 : Key Performance Indicators

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: April 7, 2022

ITEM ID #: 2647

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.