

QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, JANUARY 19, 2023

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

AGENDA

6:00 PM BOARD OF TRUSTEES REGULAR MEETING

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Approval of Minutes of the Board - December 15, 2022 (ID # 2819)

III. AGENDA

A. Action Item(s)

1. Election of Officers – 2023 (ID # 2814)
2. FY 2024 Holiday Schedule (ID # 2830)
3. Library Smart Cards - Contract Authorization (ID # 2824)
4. Approval of Bills for the Month of December 2022 (ID # 2815)
5. Acceptance of Financial Reports for the Period Ending December 2022 (ID # 2817)

B. Report Item(s)

1. Payroll for the Month of December 2022 (ID # 2816)
2. Purchases Over \$50K - December 2022 (ID # 2827)
3. Personnel Report - December 2022 (ID # 2822)
4. Property/Casualty Insurance Program Status (ID # 2826)
5. QPL Workers' Compensation Self-Insurance Program Update (ID # 2825)
6. FY'23 Bi-Annual Credit Card Usage Summary (ID # 2818)

IV. REPORT OF THE CHAIR OF THE BOARD

V. PRESIDENT'S REPORT

1. Key Performance Indicators Report - December 2022 (ID # 2821)
2. Key Performance Indicators Report - November 2022 (ID # 2820)

VI. OTHER BUSINESS

1. Motion to Go into Executive Session (ID # 2828)
2. Motion to Return to Public Session (ID # 2829)

VII. ADJOURNMENT

1. Motion to Adjourn (ID # 2823)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 19, 2023

ITEM ID #: 2819

AGENDA: Approval of Minutes of the Board - December 15, 2022

Recommended Motion for Consideration:

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

Attachments:

BOT Minutes - December 15, 2022 (PDF)

Buildings & Grounds Committee Report - December 15, 2022 (PDF)

Programming Committee Report - Dec. 15, 2022 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees
DATE OF MEETING: January 19, 2023
ITEM ID #: 2814
AGENDA: Election of Officers – 2023

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the resolution on election of officers as presented:

RESOLUTION

WHEREAS, at the Board’s regularly scheduled meeting held on Thursday, December 15, 2022, the Nominating Committee recommended the following slate of officers of the Library for calendar year 2023:

- Chair of the Board: Earl Simons, Ed. D.
Vice Chair: Eli Shapiro, Ed. D., LCSW
Secretary: Matthew Gorton
Treasurer: Pauline Healy
Assistant Treasurer: Terri Thomson

WHEREAS, at the December 15, 2022 meeting, the Trustees were asked if they would like to nominate any other officers and no other nominations were offered; and the Board unanimously approved a motion to close nominations for officers of the Library for calendar year 2023.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees that, after due deliberation, the following Trustees are elected as the officers of the Library for calendar year 2023 and shall continue in office until their successors shall have been elected and qualified:

- Chair of the Board: Earl Simons, Ed. D.
Vice Chair: Eli Shapiro, Ed. D., LCSW
Secretary: Matthew Gorton
Treasurer: Pauline Healy
Assistant Treasurer: Terri Thomson

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 19, 2023

ITEM ID #: 2830

AGENDA: FY 2024 Holiday Schedule

Recommended Motion for Consideration:

I move that the Board of Trustees approve the fiscal year 2024 holiday schedule as presented.

Attachments:

Holiday Schedule - FY 2024 (PDF)

To: All Agencies
 From: Dennis M. Walcott, President & CEO
 Subject: Fiscal Year 2024 HOLIDAY SCHEDULE
 Date: January 19, 2023

The following is a list of holidays scheduled for the 2024 fiscal year.

Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023 ♦
Columbus Day/Indigenous Peoples' Day	Monday, October 9, 2023
Veterans Day	Friday, November 10, 2023 ⊙
Thanksgiving Day	Thursday, November 23, 2023
Christmas Day	Monday, December 25, 2023 ▪
New Year's Day	Monday, January 1, 2024 ♦
Martin Luther King, Jr. Day	Monday, January 15, 2024
Presidents' Day	Monday, February 19, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024

Election Day ✧ Tuesday, November 7, 2023
 (Floating Holiday – Library Open)

Lincoln's Birthday ✧ Monday, February 12, 2024
 (Floating Holiday – Library Open)

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- ♦ The Library system will be closed on Saturday, September 2, 2023, and Sunday, September 3, 2023 and Monday, September 4, 2023.
 - ⊙ The Library system will be closed on Friday, November 10, 2023 and Saturday, November 11, 2023.
 - The Library system will be closed on Sunday, December 24, 2023 and Monday December 25, 2023 for the Christmas Holiday.
 - ♦ The Library system will be closed on Sunday, December 31, 2023 and Monday, January 1, 2024 for the New Year's Holiday.
 - ✧ Floating holidays must be taken by June 30th immediately following the holiday(s).

Attachment: Holiday Schedule - FY 2024 (2830 : FY 2023 Holiday Schedule)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 19, 2023

ITEM ID #: 2824

AGENDA: Library Smart Cards - Contract Authorization

Background:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees to enter into contracts with Smart Source, LLC and Soundcraft Inc, DBA Securakey to provide library smart cards. The Board's approval is required pursuant to the Library's Procurement Policy, which states, in pertinent part, that the Library may establish requirements contracts for supplies with an annual cost of more than \$50,000.

The Library requires a custom-manufactured library smart card that has an embedded radio-frequency identification ("RFID") computer chip that is encoded with its own unique barcode and also has the barcode imprinted on the back of the card. RFID uses electromagnetic fields to automatically identify and track tags attached to objects. When triggered by an electromagnetic interrogation pulse from a nearby RFID reader device, the tag transmits digital data back to the reader. The Library's self-check-out machines communicate with the unique RFID chip in a customer's library smart card. By using library cards with RFID chips, customers can use the Library's self-check-out machines to take out library materials, as well as unlock the access door for an enclosed exterior automated materials return. These system integrations provide convenience for Library customers and an efficient work flow process for Library staff.

The Library had previously viewed library smart cards as a supply item and has maintained its inventory of cards by typically purchasing 100,000 library cards at a time. In the past there have been infrequent changes to artwork, and the full order of cards has been one design. The Library has evolved from buying library smart cards as a simple supply item and has introduced multiple designs using the Library's new branding. In addition, the Library issued a limited run of "baby library cards" to promote early childhood programs and to build a partnership with Elmhurst Hospital's pediatric unit.

The Library's Marketing and Programs departments, as well as the Foundation, have identified a need for the Library to be able to expand beyond these base library smart card supply requirements.

Current Status:

The Library issued RFP #1122-02 on November 15, 2022 for library smart cards, which was advertised in the New York City Record, BidNet and New York State Contract Reporter, and posted on the Library's website. Notification of the RFP was emailed sent to twelve (12) firms. The RFP stated that the Library anticipated awarding contracts to more than one firm, and that for each project the Library will solicit each awarded firm. The RFP provided that the basis of awarded work would either be the lowest price or best value as determined by the Library. Such best-value review factors, as stated in the RFP, included but were not limited to price, quality of card and services, and the duration of time to manufacture and deliver the cards.

The RFP also detailed the Library's specifications and other requirements for the smart cards, noting that the Library anticipated that it would place orders in increments ranging from two hundred and fifty (250) cards to one hundred thousand (100,000) cards per order. Firms must also be able to accommodate multiple artwork versions for each order, and firms are also required to deliver library cards within eight (8) weeks from the Library's acceptance of proofs. The RFP also provided that, at the request of the Library, firms must be able to produce keychain cards and be able to merchandise cards to an attached letter or postcard format similar to a credit card promotion.

In addition, the RFP required firms to provide yearly maximum unit price and maximum yearly total price for one hundred thousand (100,000) library smart cards inclusive of all labor and materials necessary to manufacturer and deliver the cards.

Two (2) firms responded to the RFP. A selection committee comprised of Library staff scored the proposals on a technical basis, and the Library's Procurement department scored the cost proposals in accordance with the evaluation criteria set forth in the RFP. The results are as follows:

Firm:	Smart Source, LLC		Soundcraft Inc, DBA Securakey	
Technical and Cost Score:	86.00		84.45	
Year 1 Unit/ Total \$ Per 100,000 Cards:	\$0.48	\$48,000	\$0.56	\$56,000
Year 2 Unit/ Total \$ Per 100,000 Cards:	\$0.48	\$48,000	\$0.58	\$58,000
Year 3 Unit/ Total \$ Per 100,000 Cards:	\$0.49	\$49,000	\$0.62	\$62,000
Year 4 Unit/ Total \$ Per 100,000 Cards:	\$0.495	\$49,500	\$0.60	\$60,000
Year 5 Unit/ Total \$ Per 100,000 Cards:	\$0.50	\$50,000	\$0.64	\$64,000

The selection committee and the Procurement department determined that each proposal was responsive and recommend that each firm be selected. Each proposal was thoroughly reviewed for vendor's experience, financial stability, references, background, and completed vendor responsibility questionnaire in assessing each vendor's responsibility. This review did not

identify any negative findings or raise any integrity issues that would adversely affect an award to either of the two firms.

Smart Source, LLC (“Smart Source”) was previously awarded a contract by the Library through a competitive bidding process to provide smart cards in 2017, and it has performed well. Smart Source has also been awarded additional library smart card work through competitive quotations and has completed these assignments to the Library’s satisfaction. During the pandemic, Smart Source was a very reliable vendor and was able to supply the Library with hand sanitizer stations, hand sanitizer, masks, and disinfectant wipes. Smart Source has also provided the Library with printed materials and promotional products. A reference from March of Dimes indicated that they have worked with Smart Source on several projects and that the firm has exceeded expectations.

Soundcraft Inc, DBA Securakey (“Securakey”) was the Library’s previous provider of smart cards, and from 2010 to 2017 it produced approximately 700,000 smart cards for the Library. For the Library’s last bid for smart cards, Securakey was the next responsive bidder after Smart Source. Securakey has continuously competed for quotations, coming in second after Smart Source. A background check did not disclose any adverse findings. A reference from Texas Instruments stated that Securakey has provided services to them for over twenty years and that they highly recommend the firm.

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 Smart Source, LLC and Soundcraft Inc, DBA Securakey for a three-year term with two one-year options to renew at the Library’s sole discretion, to provide as-required smart cards and related services, at the pricing set forth above.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 19, 2023

ITEM ID #: 2815

AGENDA: Approval of Bills for the Month of December 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 \$6,980,862 being the amount of December 2022 bills vouchered and paid consisting of \$26,458 in Fines and Fees Funds, \$2,383,421 in City Funds, \$591,061 in Federal & State Funds, \$3,935,349 in Trust & Agency Funds, \$9,535 in Board-Designated & Private Grants Funds, and \$35,038 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 December 2022 bills in the aggregate sum of \$6,980,862.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 19, 2023

ITEM ID #: 2817

AGENDA: Acceptance of Financial Reports for the Period Ending December 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 December 31, 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 December 31, 2022.

Attachments:

12_22 Financial Statements (DOCX)

QUEENS PUBLIC LIBRARY

FINANCIAL STATEMENTS

AS OF DECEMBER 31, 2022

BOARD OF TRUSTEES MEETING

JANUARY 19, 2023

Attachment: 12_22 Financial Statements (2817 : Acceptance of Financial Reports for the Period Ending December 2022)

City General Fund
Budget Report as of December 31, 2022
In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
City Appropriations	\$ 115,107	\$ 111,998	\$ 49,102	-	\$ 62,896	56%
Adult Literacy	1,992	1,992	1,992	-	-	0%
City Council (One-Time)	4,380	4,380	4,380	-	-	0%
City Funded Programs	5,200	4,362	4,362	-	-	0%
Heat, Light, & Power	3,399	3,447	8	-	3,439	100%
Interest Income/ Sundry Revenues	1	6	3	-	3	50%
Total Revenues	\$ 130,079	\$ 126,185	\$ 59,847	\$ -	\$ 66,338	53%
<u>Appropriations</u>						
Personal Services	\$ 71,053	\$ 67,191	\$ 30,998	-	\$ 36,193	54%
Health & Welfare Fund	20,651	20,651	11,000	-	9,651	47%
Other Fringe Benefits	5,111	5,111	2,060	-	3,051	60%
Training	221	221	19	15	187	85%
General Supplies	907	841	336	69	436	52%
Maintenance & Custodial Supplies	528	521	113	55	353	68%
Equipment	553	490	126	114	250	51%
Furniture	-	52	46	5	1	2%
Library Materials	5,052	5,058	1,107	586	3,365	67%
Contractual Services	2,604	3,227	1,246	604	1,377	43%
Postage	90	90	50	8	32	36%
Telecommunications	719	626	208	9	409	65%
Carfare, Travel & Mileage	41	41	9	-	32	78%
Maintenance & Repairs - Vehicles	146	146	53	-	93	64%
Maintenance & Repairs - Buildings	3,122	3,559	850	1,878	831	23%
Information Systems Services	1,432	1,440	801	452	187	13%
Rentals - Land/Buildings	1,505	1,405	751	-	654	47%
Heat, Light, and Power	3,412	3,399	4	-	3,395	100%
P & C Insurance Premiums	1,360	1,333	1,328	4	1	0%
Adult Literacy	1,992	1,992	962	25	1,005	50%
City Council (One-Time)	4,380	4,429	747	2,991	691	16%
City Funded Programs	5,200	4,362	508	204	3,650	84%
Total Appropriations	\$ 130,079	\$ 126,185	\$ 53,322	\$ 7,019	\$ 65,844	52%
Net Income/(Loss)	\$ -	\$ -	\$ 6,525	\$ -	\$ 494	

Attachment: 12_22 Financial Statements (2817 : Acceptance of Financial Reports for the Period Ending December 2022)

Fines and Fees Fund
Budget Report as of December 31, 2022

In thousands

	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
<u>Estimated Revenues</u>						
Fines on Overdue Items	\$ 303	\$ 303	\$ 78	-	\$ 225	74%
Lost Library Cards	20	20	11	-	9	45%
Lost & Damaged Items Fees	128	128	43	-	85	66%
Interest Income- Fines/Fees	5	5	4	-	1	20%
Scanstation	17	17	8	-	9	53%
Total Revenues	\$ 473	\$ 473	\$ 144	-	\$ 329	70%
<u>Appropriations</u>						
Training	-	-	\$ (5)	6	(1)	100%
Library Materials	166	166	68	98	-	0%
Contractual Services	307	307	67	32	208	68%
Total Appropriations	\$ 473	\$ 473	\$ 130	\$ 136	\$ 207	44%
Net Income/(Loss)	\$ -	\$ -	\$ 14	\$ -	\$ 122	

Attachment: 12_22 Financial Statements (2817 : Acceptance of Financial Reports for the Period Ending December 2022)

**Federal General Fund
Budget Report as of December 31, 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	\$ 644	\$ 644	153	-	\$ 491	76%
Total Revenues	\$ 644	\$ 644	153	-	\$ 491	76%
<u>Appropriations</u>						
Telecommunications	644	644	293	-	351	55%
Total Appropriations	\$ 644	\$ 644	\$ 293	\$ -	\$ 351	55%
Net Income/(Loss)	\$ -	\$ -	\$ (140)	\$ -	\$ 140	

Attachment: 12_22 Financial Statements (2817 : Acceptance of Financial Reports for the Period Ending December 2022)

**State General Fund
Budget Report as of December 31, 2022**

In thousands

<u>Estimated Revenues</u>	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Basic Grant Revenues	\$ 3,865	\$ 3,865	-	-	3,865	100%
Consolidated Systems Aid	1,550	1,550	-	-	1,550	100%
FY 22 Carry Forward	2,288	2,288	1,198	-	1,090	48%
Total Revenues	\$ 7,703	\$ 7,703	\$ 1,198	\$ -	\$ 6,505	84%
<u>Appropriations</u>						
Personal Services	\$ 1,205	\$ 1,205	\$ 551	\$ -	\$ 654	54%
Health & Welfare Fund	132	132	64	-	68	52%
Other Fringe Benefits	92	92	41	-	51	55%
Training	29	29	4	-	25	86%
General Supplies	20	23	9	3	11	48%
Equipment	673	629	83	250	296	47%
Furniture	55	55	2	17	36	65%
Library Materials	1,419	1,419	287	-	1,132	80%
Contractual Services	110	154	69	35	50	32%
Maintenance & Repairs - Buildings	1,096	1,096	266	456	374	34%
Information Systems Services	2,872	2,869	1,117	472	1,280	45%
Total Appropriations	\$ 7,703	\$ 7,703	\$ 2,493	\$ 1,233	\$ 3,977	52%
Net Income/(Loss)	\$ -	\$ -	\$ (1,295)	\$ -	\$ 2,528	

Attachment: 12_22 Financial Statements (2817 : Acceptance of Financial Reports for the Period Ending December 2022)

**Board-Designated Fund
Budget Report as of December 31, 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	\$ 152	-	\$ 98	39%
Gains (Losses) on Investments	209	209	1,432	-	(1,223)	-585%
Total Revenues	\$ 459	\$ 459	\$ 1,584	-	\$ (1,125)	-245%
<u>Appropriations</u>						
Training	\$ 7	\$ 9	\$ 4	\$ -	\$ 5	56%
General Supplies	13	14	2	1	11	79%
Contractual Services	386	383	115	21	247	64%
Telecom	6	6	-	-	6	100%
Carfare, Travel & Mileage	21	21	11	-	10	48%
Information Systems Services	26	26	13	-	13	50%
Total Appropriations	\$ 459	\$ 459	\$ 145	\$ 22	\$ 292	64%
Net Income/(Loss)	\$ -	\$ -	\$ 1,439	\$ -	\$ (1,417)	

Attachment: 12_22 Financial Statements (2817 : Acceptance of Financial Reports for the Period Ending December 2022)

Workers' Comp Fund
Budget Report as of December 31, 2022

In thousands

<u>Estimated Revenues</u>	Adopted Budget	Current Budget	Y-T-D Actual	Open Orders	Remaining Balance	Percent Remaining
Interfund Transfers	700	700	-	-	700	100%
Total Revenues	700	700	-	-	700	100%
<u>Appropriations</u>						
Personal Services	\$ 67	\$ 67	\$ -	-	\$ 67	100%
Health & Welfare Fund	29	29	-	-	29	100%
Other Fringe Benefits	6	6	-	-	6	100%
Workers' Compensation	350	350	112	-	238	68%
Training	3	3	-	-	3	100%
Contractual Services	123	123	24	4	95	77%
P & C Insurance Premiums	122	122	79	-	43	35%
Total Appropriations	\$ 700	\$ 700	\$ 215	4	\$ 481	69%
Net Income/(Loss)	\$ -	\$ -	\$ (215)	\$ -	\$ 219	

Attachment: 12_22 Financial Statements (2817 : Acceptance of Financial Reports for the Period Ending December 2022)

BALANCE SHEET – CITY FUNDS GROUP

At December 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 8,992,402
Money Market Accounts	17,631,587
Repurchase Agreements	-
On Hand	(14)
Accounts Receivable	
Accounts Receivable and Employee Advances	19,995
Grants and Contracts Receivable	
New York City	1,848,450
New York State	-
Federal Government	-
Contributions Receivable	
From New York State	(2,384,215)
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Prepaid Rent	-
Other Assets	
Interfund Receivables	-
Security Deposit	-
Investments	-
Property & Equipment (net of depreciation)	5,762,436
TOTAL ASSETS	\$ 31,870,641
Liabilities and Fund Balances	
Liabilities	
Accounts Payable	\$ 353,785
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	5,187,199
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	27,232,552
Restricted - Other	(902,895)
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 31,870,641

Attachment: 12_22 Financial Statements (2817 : Acceptance of Financial Reports for the Period Ending December 2022)

BALANCE SHEET – FINES & FEES FUND GROUP

At December 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 632,379
Money Market Accounts	2,817,783
Repurchase Agreements	-
On Hand	26,510
Accounts Receivable	
Accounts Receivable and Employee Advances	10,122
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	19,159
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	31,867
TOTAL ASSETS	\$ 3,537,820
Liabilities and Fund Balances	
Liabilities	
Accounts Payable	\$ (128)
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)	-
Unrestricted - Other	3,537,948
Current Restricted	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,537,820

Attachment: 12_22 Financial Statements (2817 : Acceptance of Financial Reports for the Period Ending December 2022)

BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At December 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 9,214,141
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
Accounts Receivable	
Accounts Receivable and Employee Advances	100,919
Grants and Contracts Receivable	
New York City	-
New York State	688,807
Federal Government	12,483
Contributions Receivable	
From New York State	-
From Individuals, Corporations and Foundations	-
Prepaid Expenses	
Prepaid Other	-
Other Assets	
Interfund Receivables	3,618,178
Certificates of Deposit	-
Investments	14,135,309
Security Deposits	25,667
Property & Equipment (net of depreciation)	32,341,557
TOTAL ASSETS	\$ 60,137,061

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 246,459
Accrued Payroll & Related Expense	-
Line of Credit Payable	-
Compensated Absences Payable	7,544,073
Deferred Revenue	-
Other Liabilities and Interfund Payables	25,292
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	47,828,273
Restricted - Other	4,492,964
TOTAL LIABILITIES AND FUND BALANCES	\$ 60,137,061

Attachment: 12_22 Financial Statements (2017 : Acceptance of Financial Reports for the Period Ending December 2022)

BALANCE SHEET – TRUST & AGENCY FUND

At December 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 1,126,547
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	1,321,220
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 2,447,767

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 271,717
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	1,058,021
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	1,118,029
Restricted – Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,447,767

Attachment: 12_22 Financial Statements (2817 : Acceptance of Financial Reports for the Period Ending December 2022)

BALANCE SHEET—BOARD DESIGNATED & PRIVATE GRANTS FUND

At December 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 904,627
Money Market Accounts	-
On Hand	(24)
Accounts Receivable	
Accounts Receivable	8,591
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	-
Certificates of Deposit	-
Investments	9,596,809
Property & Equipment (net of depreciation)	883,341
	-
TOTAL ASSETS	\$ 11,393,344

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ 1,678
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	1,058,681
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	10,012,273
Unrestricted - Other	-
Restricted - Other	320,712
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 11,393,344

Attachment: 12_22 Financial Statements (2817 : Acceptance of Financial Reports for the Period Ending December 2022)

BALANCE SHEET – WORKERS’ COMPENSATION FUND

At December 31, 2022

Assets

Cash & Cash Equivalents	
Checking Accounts – Interest Bearing	\$ 2,323,875
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	5,240
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
TOTAL ASSETS	\$ 2,329,115

Liabilities and Fund Balances

Liabilities	
Accounts Payable	\$ (235)
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	682,601
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
Fund Balances	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,646,749
Restricted - Other	-
Permanently Restricted (Endowments)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,329,115

Attachment: 12_22 Financial Statements (2817 : Acceptance of Financial Reports for the Period Ending December 2022)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 19, 2023

ITEM ID #: 2816

AGENDA: Payroll for the Month of December 2022

Payroll for the Month of December 2022

The Chief Financial Officer reports the payrolls paid during the month of December 2022 in the aggregate sum of \$8,068,580 consisting of \$7,708,661 in City Funds and \$359,919 in Federal & State Funds. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 19, 2023

ITEM ID #: 2827

AGENDA: Purchases Over \$50K - December 2022

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, 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 December 1, 2022 through December 31, 2022.

Library:

1. **The Gates Preserve LLC** received a purchase order in the amount of \$95,000 under its professional services agreement to create hip-hop programming and digital archives for the Library's Fiftieth Anniversary of Hip Hop initiative.
2. **Careers in Non Profits d/b/a PNP Staffing Group** received a purchase order in the amount of \$78,367 to provide temporary personnel services. The Library agreed to a contract assignment from PNP Staffing to Careers in Non Profits d/b/a PNP Staffing Group. The revised purchase order amount to PNP Staffing is \$64,167.27 and the combined total cost for services is \$142,534.23.
3. **Applied Design Initiative, LLC** received a revised purchase order under its architectural professional services requirements contract for the additional amount of \$214,005 for a total of \$508,870.50 for the renovations to the Richmond Hill Library.
4. **The Hackett Group, Inc.** was issued an amended purchase order with an increase of \$154,100 for a total of \$1,491,260.60 under its Federal General Services Administration services contract to provide to provide information technology consulting services to implement the Library's Kronos timekeeping system. The current contract value \$2,461,005.20.

***Corrected From November:**

1. **Applied Design Initiative, LLC** received a revised purchase order under its architectural professional services requirements contract for exterior sign design services. The increase was \$42,143.97 and the total purchase order value is \$149,866. The total purchase order value was previously reported as \$196,667.

Foundation: N/A

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 19, 2023

ITEM ID #: 2822

AGENDA: Personnel Report - December 2022

PERSONNEL REPORT - 11/16/2022 - 12/15/2022

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

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

Attachments:

Personnel Report - December 2022.xls (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 19, 2023

ITEM ID #: 2826

AGENDA: Property/Casualty Insurance Program Status

The insurance policies specified below, which were previously approved by the Board of Trustees in June 2022 (*see attachment*), became effective July 1, 2022 and will provide coverage through June 30, 2023.

Overall, premiums increased in 2022-23 by 6.1%. Even though we were able to negotiate a few decreases, Cyber and Auto had the most negative impact on percentage of increase based on market conditions (TABLE 1). Of note, there was no significant increase in the General Liability premium this year based on improving loss experience since moving coverage to CHUBB (Table 2).

A summary of the Library's premiums are as follows:

TABLE 1

Insurance Policy	Carrier 2022-23	Premium 2022-23	Premium 2021-22
*General Liability	Chubb – Federal	\$330,108	\$329,474
*Auto	Chubb – Great Northern	\$183,304	\$161,363
*Umbrella \$20M	Chubb – Federal	\$154,259	\$145,978
*Abuse (A&M) \$6M	Lloyds/Beazley	\$134,901	\$145,278
D&O/EPLI \$5M	Allied	\$62,830	\$64,330
D&O/EPLI XS \$5M	Indian Harbor	\$29,621	\$29,309
Crime	Travelers	\$9,048	\$9,138
Property	Arch	\$373,777	\$339,940

AD&D	Chubb	\$7,939	\$7,938
CYBER	Travelers	\$46,208	\$22,522
TOTAL PAID		\$1,331,995	\$1,255,270

* *CGL Coverage*

Commercial General Liability coverage encompasses general liability (including professional liability for in-house security guards), auto, umbrella and, most recently, a separate sexual abuse and molestation policy. The Library continues to work collaboratively with its CGL carrier (Chubb) and broker (Gallagher) with respect to the handling of general liability, auto and other claims.

Below is a loss ratio analysis (TABLE 2) for the last eight policy years of CGL coverage, which includes liability, umbrella, and auto claims. Carriers view this loss ratio as a measure of their profitability. The loss ratio and total losses (paid and reserved) have improved under the current carrier and their claims handling process as depicted below. We reduced reserves by over \$75,000 from this time last year thereby decreasing our overall loss ratio almost 7% to 15.92%.

TABLE 2

Policy Year	Carrier	CGL Premium	Total Losses	Loss Ratio	*Total CGL Premium
2022-23	CHUBB	\$667,671	\$0	0%	\$802,572
2021-22	CHUBB	\$636,815	\$125,604	19.72%	\$782,093
2020-21	CHUBB	\$627,680	\$61,528	9.8%	\$758,430
2019-20	CHUBB	\$575,925	\$238,972	41.49%	\$697,854
2018-19	CHUBB	\$538,797	\$10,997	2.04%	\$648,014
2017-18	CHUBB	\$499,139	\$127,384	25.22%	\$599,943
CHUBB	TOTAL	\$3,546,027	\$564,485	15.92%	\$4,288,906

Policy Year	Carrier	CGL Premium	Total Losses	Loss Ratio	*Total CGL Premium
2016-17	Hanover	\$381,284	\$401,190	105.2%	\$381,284
2015-16	Hanover	\$346,101	\$396,640	114.6%	\$346,101

HANOVER	TOTAL	\$727,385	\$797,830	109.7%	\$727,385
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* *Total CGL premium includes GL, Auto, Umbrella and Abuse (SAM)*

Given the above, the Library intends on renewing the existing policies through Gallagher, absent extraordinary circumstances, such as a carrier declining renewal of coverage or a significant increase in the cost of coverage.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 19, 2023

ITEM ID #: 2825

AGENDA: QPL Workers' Compensation Self-Insurance Program Update

BACKGROUND:

This is a report regarding the status of the Library’s workers’ compensation self-insurance program.

In accordance with standard practice in the industry, the annual contributions to the Library’s designated workers’ compensation fund have been based on what the estimated cost of financing this risk with an insurer would have been using the New York State Workers’ Compensation and Ratings Board formulas and rates and applying them to the Library’s payroll.

FCS Administrators, Inc. (FCS) is the Library’s current Third Party Administrator (TPA) responsible for administering the Library’s workers’ compensation program. The Library selected this vendor as the result of a competitive RFP process that the Library undertook in 2016. FCS is entering the second year of a five-year contract with the Library (three years/two one-year options to renew). The services provided by the TPA include claims processing, medical reviews, completing and filing reports, providing information for assessments, projecting funding needs, annual reporting, medical claims management, loss control and consulting services, excess insurance analysis and placement, and general program management. The TPA’s services also include conducting investigations, arranging independent medical exams, and providing legal representation before the Workers’ Compensation Board.

LOSS REVIEW

There have been 966 claims filed since program inception in 1995. There were 22 open claims as of June 30, 2022, with 16 of those filed in the last five years:

Policy Year	Claims Filed	Open Claims
2017	31	2

2018	26	2
2019	25	2
2020	13	0
2021	10	2
2022	23	10

FINANCIAL REVIEW (July 2016 – June 2022)

The annual contributions to the workers' compensation program for policy year July 1, 2016 through June 30, 2022 total \$3,228,061, as detailed below:

Policy Year	Contribution	Estimated Premium
2017	\$611,638	\$611,638
2018	\$594,571	\$594,571
2019	\$0	\$523,464
2020	\$621,852	\$621,852
2021	\$700,000	\$700,000
2022	\$700,000	\$700,000
Total	\$3,228,061	\$3,751,525

Given the fact that there was \$1.283 million available in the Library's Workers' Compensation Fund Balance in 2019, the Library did not commit any additional monies to this fund in FY19. The estimated premium for 2019 was \$523,464.

A detailed review of the financial aspects of the program from July 1, 2016 through June 30, 2022 is depicted below:

Claims Paid and Reserved	\$1,908,512
Program Management	\$120,942
Reinsurance	\$360,304
Assessments/Fees/Studies	\$458,378
Internal Workers Comp Administrator	\$565,862
Total Paid and Reserved Costs	\$3,413,998
Less: Earned Interest	(\$2,610)
Net Paid and Incurred Cost	\$3,411,388

The estimated cost of commercial insurance premiums that would have been paid to a carrier, in lieu of implementing the self-insurance program over the last six-year period, is \$3,751,525. As calculated above, the net cost of self-insuring this risk during the same six-year period is \$3,411,388.

Since inception of the self-insured program, the estimated cost of commercial insurance premiums is \$13,559,459. The net cost of self-insuring this risk during the same period is \$9,793,471 resulting in an estimated program savings of \$3,765,988.

EXCESS INSURANCE PLACEMENT

As described above and in prior biannual reports, among the services FCS provides to the Library is excess insurance analysis and placement. State regulations require that employers who choose to self-insure their workers’ compensation programs—in addition to maintaining sufficient deposits to finance the program—must also maintain security against catastrophic loss through purchase of an excess reinsurance contract. Since FCS was retained by the Library in 2017, it has sought and obtained the requisite reinsurance contract, most recently in July 2022 in the amount of \$78,600. After FCS obtains the contract on the Library’s behalf, the Library then pays FCS directly. While FCS’s annual fees and additional expenses are below the threshold requiring board approval (e.g., \$14,800 in fees for calendar year 2023, and \$11,845 in additional expenses for FY22), the annual value of the excess insurance contract FCS negotiates on the Library’s behalf—and which the Library pays directly to FCS—is above the threshold requiring board approval. Library staff will seek board approval for the next annual excess insurance payment to FCS, due in July 2023, at the board’s June meeting.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 19, 2023

ITEM ID #: 2818

AGENDA: FY'23 Bi-Annual Credit Card Usage Summary

Background:

In accordance with the Library’s Credit Card Policy Section F, #12, bi-annual summaries regarding Credit Card or Purchasing card usage will be provided.

The Queens Public Library permits the use of credit cards by authorized Library employees to pay for actual and necessary expenses incurred on behalf of the Library. Purchases made on Library credit cards must be made in accordance with the Library’s policies and within budget limits. The Library’s authorized credit card programs are as follows:

General Purpose credit cards, which the Library has with Chase and American Express, are issued in the name of the Library and the authorized user. They allow for general purpose usage. Vendor-specific credit cards, which the Library currently has with Home Depot, are issued in the name of the Library and the authorized user. These cards are typically issued for vendors who provide maintenance supplies.

Fuel cards are issued by the Department of Citywide Administrative Services and are assigned to each Library vehicle. PIN numbers are issued to authorized drivers in order to use the Fuel card. The card can be used to purchase fuel only for Library-owned vehicles.

Current Status:

Below is a comparative summary of the Credit Card Usage that has occurred from FY 2022 (January 2022 to June 2022) to FY 2023 (July 2022 to December 2022).

General Purpose Credit Cards

CHASE BUSINESS CREDIT CARD	FY22	FY23
Board of Trustees	5,224	1,070
Branch	1,763	1,915
Central Program	1,814	1,281
Collections		240
Finance	1,220	(101)

GCA-Govmnt & CA	1,427	25
General Budget	5,139	2,892
HRD Employment	1,000	
ITD	4,693	2,609
LSM Office & General	954	918
Marketing		105
QLF	1,072	895
Risk Management		290
Special Services		1,200
Volunteers	1,290	536
Grand Total	25,595	13,875

American Express	FY22	FY23
Branch		2,981
Central Program	1,832	3,819
Collections	1,496	1,326
HRD - General	2,520	
HRD Employment	10,336	9,307
Marketing	16,101	14,246
QLF	4,998	135
Grand Total	37,282	31,813

Vendor-Specific Cards

Home Depot Credit Services	FY22	FY23
CLS Flushing Manager		711

FES	28,243	21,461
Grand Total	28,243	22,172

Fuel Cards

Fuel	FY22	FY23
Shipping	49,276	43,906
Grand Total	49,276	43,906

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 19, 2023

ITEM ID #: 2821

AGENDA: Key Performance Indicators Report - December 2022

Attachments:

Key Performance Indicators Report - Dec. 2022 (PDF)

President's Report: December 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	8,380	-6.54%	4,804	6.42%	444	627.87%	0	-100.00%	
Astoria	5,386	-1.88%	4,469	4.96%	486	31.35%	828	3.63%	
Auburndale	7,329	-3.09%	3,838	7.84%	311	27.98%	1,035	-16.53%	
Baisley Park	1,945	12866.67%	2,067	∞	514	∞	1,507	∞	2
Bayside	14,787	4.81%	7,950	20.84%	806	1691.11%	1,364	1.87%	
Bay Terrace	42	-98.76%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
Bellerose	4,838	16.58%	3,878	53.46%	271	83.11%	1,214	737.24%	
Briarwood	5,818	5.00%	6,679	28.39%	1,310	739.74%	2,907	306.57%	
Broadway	24	-99.63%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
Broad Channel	2,872	29.54%	975	2.42%	0	0.00%	93	∞	
Cambria Heights	2,119	-1.03%	5,015	33.63%	1,617	107.57%	1,291	57.44%	
Corona	4,578	18.11%	8,165	63.43%	1,106	1248.78%	916	10077.78%	
Court Square	0	-100.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	5,080	25.22%	4,166	70.81%	1,107	51.02%	2,003	269.56%	
East Elmhurst	2,202	-22.00%	3,385	20.12%	1,231	282.30%	163	-60.24%	
East Flushing	5,764	33.21%	4,172	26.42%	499	122.77%	988	-10.02%	
Elmhurst	18,432	19.03%	13,508	35.13%	528	138.91%	1,353	-2.45%	2
Far Rockaway	2,411	45.94%	3,328	30.87%	632	-1.56%	1,577	951.33%	
Forest Hills	14,995	-3.18%	14,958	14.07%	975	286.90%	2,464	-31.15%	
Fresh Meadows	214	-98.88%	1,378	-83.41%	0	-100.00%	21	-99.00%	1,2
Glen Oaks	11,622	9.84%	6,387	27.49%	1,961	159.05%	3,239	32.26%	
Glendale	5,029	-0.93%	1,873	19.99%	614	-13.15%	46	-84.19%	2
Hillcrest	7,602	23.11%	4,842	17.75%	355	126.11%	357	1273.08%	
Hollis	2,767	-10.10%	3,114	-12.85%	112	∞	760	227.59%	
Howard Beach	3,875	10.30%	4,342	40.38%	367	122.42%	694	176.49%	
Hunters Point	22,590	1.55%	8,114	10.98%	1,661	109.72%	2,367	-15.94%	
Jackson Heights	13,477	-0.93%	14,962	19.00%	886	258.70%	1,258	152.10%	2
Kew Gardens Hills	11,839	4.77%	10,025	31.77%	1,093	2328.89%	501	-58.66%	
Langston Hughes	1,884	-0.16%	6,720	157.08%	5,669	7884.51%	525	-27.98%	
Laurelton	2,562	19.16%	3,612	6.96%	268	1.52%	238	∞	
Lefferts	2,209	2.98%	3,538	9.67%	271	66.26%	919	837.76%	
Lefrak City	50	-46.81%	0	-100.00%	0	0.00%	0	0.00%	1,2
Long Island City	3,323	1.00%	4,988	50.02%	5,745	2609.91%	801	140.54%	
Maspeth	6,289	-9.41%	4,925	0.06%	959	∞	0	-100.00%	
McGoldrick	5,126	14.37%	5,802	10.94%	154	46.67%	1,719	0.64%	
Middle Village	4,036	10.45%	3,859	-13.20%	718	452.31%	2,149	336.79%	
Mitchell-Linden	8,995	-9.46%	6,284	-3.66%	431	32.21%	1,148	11.46%	
North Forest Park	4,919	16.81%	4,273	6.21%	134	-41.23%	276	∞	

Attachment: Key Performance Indicators Report - Dec. 2022 (2821 : Key Performance Indicators Report -

President's Report: December 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	4,683	36.53%	5,285	22.31%	553	26.83%	525	13.15%	
Ozone Park	3,419	21268.75%	4,435	-79.09%	919	∞	454	∞	2
Peninsula	5,458	-5.55%	5,688	38.39%	17	-78.21%	762	-18.68%	
Pommonok	3,132	78.97%	3,039	57.46%	168	∞	98	226.67%	
Poppenhusen	3,317	0.82%	2,922	29.01%	1,715	1378.45%	507	-13.92%	
Queensboro Hill	3,499	-45.17%	5,200	-17.64%	1,019	95.96%	77	∞	
Queens Village	2,174	20.84%	2,516	17.74%	228	∞	163	69.79%	
Rego Park	7,418	-6.57%	7,382	10.36%	346	172.44%	0	0.00%	
Richmond Hill	6,345	34.86%	4,067	4.82%	1,128	8.15%	1,121	189.66%	
Ridgewood	5,884	-6.42%	13,565	76.05%	1,092	153.36%	2,202	22.47%	
Rochdale Village	2,612	-14.05%	3,987	17.23%	635	81.95%	618	-59.32%	
Rosedale	1,717	-5.76%	2,690	18.97%	321	230.93%	1,394	66.35%	
Seaside	3,135	7.77%	4,971	24.74%	189	-70.05%	3,204	∞	
South Hollis	1,694	1.44%	5,346	100.68%	1,344	∞	23	∞	
South Jamaica	2,024	14.67%	3,384	107.23%	804	2412.50%	11	-42.11%	
South Ozone Park	1,993	-2.50%	3,677	54.76%	358	894.44%	1,756	45.12%	
St. Albans	2,503	-0.44%	3,459	-5.80%	517	562.82%	129	268.57%	
Steinway	8,356	10477.22%	12,157	691.47%	932	∞	4,105	∞	2
Sunnyside	7,266	8.21%	8,691	43.82%	697	236.71%	1,798	43.04%	
Whitestone	5,686	4.23%	4,312	66.81%	570	135.54%	1,141	-10.79%	
Windsor Park	7,285	34.53%	5,261	129.94%	416	-23.95%	1,226	486.60%	
Woodhaven	4,614	24.87%	3,984	45.77%	1,390	360.26%	166	∞	
Woodside	4,782	25.88%	6,962	38.96%	1,516	1122.58%	1,304	30.66%	
Community Libraries Total	324,406	0.29%	313,375	14.43%	50,109	226.44%	59,505	48.93%	

Central Library Adult Learning Center	9	80.00%	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	4	33.33%	2,149	74.57%	463	135.03%	N/A	N/A	
Elmhurst Adult Learning Center	21	5.00%	N/A	N/A	679	995.16%	N/A	N/A	3
Flushing Adult Learning Center	124	4033.33%	0	0.00%	685	92.42%	0	0.00%	
Jackson Heights Adult Learning Center	57	-27.85%	N/A	N/A	410	55.30%	0	-100.00%	3
Peninsula Adult Learning Center	1	-66.67%	N/A	N/A	366	-15.08%	N/A	N/A	3
Rochdale Adult Learning Center	14	-46.15%	N/A	N/A	311	-7.44%	N/A	N/A	3
Adult Learning Center Total	230	65.47%	2,149	74.57%	2,914	77.04%	0	-100.00%	

Central Adult Fiction	3,442	8.86%
Central Adult Fiction - Ask at Desk	2,446	21.45%
Central Adult Non-Fiction	7,210	-3.26%
Central Adult Non-Fiction - Ask at Desk	5,258	2.20%

Attachment: Key Performance Indicators Report - Dec. 2022 (2821 : Key Performance Indicators Report -

President's Report: December 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	666	-20.05%							
Central International Languages - Ask at Desk	159	-12.64%							
Central Library Current Collection	1,302	45.80%							
Central Library Fine Arts/Media Center	10,291	12.18%							
Central Library Others	833	16.83%							
Central Library Hot Picks	351	-30.08%							
Central Library Interloan	179	38.76%							
Central Library Job Info Center	11	37.50%							
Central Library Young Adult Room	1,487	-4.80%							
Children's Library Discovery Center	6,451	7.36%	7,340	51.18%	986	51.23%	1,042	98.48%	
Central Total	40,086	6.11%	42,719	36.97%	5,033	94.25%	7,631	-12.28%	

Flushing	23,545	5312.64%							
Flushing IRC	8	∞							
Flushing Job Info Center (JIC)	7	250.00%							
Flushing Media Center	4,143	12846.88%							
Flushing Total	27,703	5806.82%	53,276	31238.82%	2,157	∞	7,460	∞	2

E-book and E-Magazines	138,124	23.44%
Virtual Music and Movies	46,033	-11.45%
Culture Pass reservations	1,049	N/A
Online Learning Services usage	19,252	N/A
Virtual Library Total	204,458	24.76%
Langston Hughes Black Heritage	135	-33.17%
Queens Village Mail-A-Book	2,860	37.96%
Mobile Library	527	123.31%
Correctional Outreach	0	0.00%
Other Total	5	-81.48%

2,312	-50.49%	1,084	N/A
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719	-16.97%	0	0.00%
958	360.58%	N/A	X
226	-21.80%	8	-92.38%

System Total	600,410	13.65%	411,621	34.07%	62,586	157.82%	75,688	55.38%	
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Website Visits	241,008	-10.55%
Wireless use	48,885	14.31%
Computer Sessions	51,002	35.40%

- 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 Indicators Report - Dec. 2022 (2821 : Key Performance Indicators Report -

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 19, 2023

ITEM ID #: 2820

AGENDA: Key Performance Indicators Report - November 2022

Attachments:

Key Performance Indicators Report - Nov 2022 (PDF)

President's Report: November 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	8,746	-1.24%	4,463	2.22%	537	28.78%	0	-100.00%	
Astoria	5,204	-16.24%	4,364	14.18%	734	24.62%	888	6.22%	
Auburndale	7,156	-1.47%	4,137	15.85%	297	82.21%	1,411	47.29%	
Baisley Park	1,854	6080.00%	2,246	1107.53%	499	∞	1,613	∞	2
Bayside	14,629	-1.20%	7,811	13.93%	731	6545.45%	1,116	-29.55%	
Bay Terrace	33	-99.04%	0	-100.00%	18	-86.05%	0	-100.00%	1,2
Bellerose	4,681	-2.44%	3,779	26.13%	295	∞	915	165.99%	
Briarwood	5,560	-8.94%	8,319	35.75%	1,155	524.32%	2,765	150.23%	
Broadway	21	-99.67%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
Broad Channel	2,614	17.32%	1,061	9.16%	10	∞	49	345.45%	
Cambria Heights	2,463	5.84%	4,939	33.85%	1,368	1355.32%	200	-85.23%	
Corona	4,869	16.15%	8,669	67.29%	1,938	45.50%	192	-36.00%	
Court Square	1	-91.67%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	5,463	45.49%	4,151	47.62%	1,303	154.00%	2,574	165.36%	
East Elmhurst	2,851	9.44%	3,699	51.78%	811	2603.33%	253	-45.12%	
East Flushing	5,861	25.80%	4,524	35.57%	680	125.17%	1,286	44.17%	
Elmhurst	18,566	28.83%	15,938	59.84%	2,051	607.24%	1,396	24.98%	2
Far Rockaway	2,574	40.20%	3,488	50.28%	821	∞	1,066	65.53%	
Forest Hills	14,002	-6.30%	16,405	18.12%	1,151	553.98%	1,475	-53.88%	
Fresh Meadows	165	-99.11%	660	-92.70%	0	-100.00%	0	-100.00%	1,2
Glen Oaks	11,498	2.02%	6,767	21.84%	1,656	146.80%	3,375	52.37%	
Glendale	5,510	38.65%	2,735	48.00%	559	51.90%	101	-74.43%	2
Hillcrest	6,842	13.09%	4,936	35.64%	262	-17.35%	603	220.74%	
Hollis	2,440	-25.29%	3,233	-12.88%	224	∞	582	35.98%	
Howard Beach	4,104	0.34%	4,257	21.87%	255	-27.97%	803	301.50%	
Hunters Point	23,196	-6.42%	13,778	78.43%	1,190	83.64%	2,215	-36.06%	
Jackson Heights	13,326	-11.66%	14,987	11.44%	530	-16.27%	723	-63.11%	2
Kew Gardens Hills	11,355	-2.57%	11,149	37.93%	900	267.35%	569	-41.82%	
Langston Hughes	2,235	10.32%	5,232	83.39%	2,196	3500.00%	835	18.78%	
Laurelton	2,520	2.31%	3,777	17.55%	188	-25.69%	324	∞	
Lefferts	2,656	27.45%	5,123	37.83%	381	64.94%	614	1153.06%	
Lefrak City	28	-79.26%	0	-100.00%	0	0.00%	0	0.00%	1,2
Long Island City	3,521	0.09%	5,731	48.55%	716	22.81%	713	94.28%	
Maspeth	6,374	-14.30%	5,008	-3.26%	928	∞	225	476.92%	
McGoldrick	5,924	17.28%	5,721	4.26%	277	48.13%	2,405	62.39%	
Middle Village	3,967	13.08%	3,564	-40.04%	590	64.80%	1,722	211.96%	
Mitchell-Linden	9,025	-15.29%	6,969	3.23%	575	77.47%	1,013	5.96%	
North Forest Park	4,725	6.35%	4,660	19.83%	78	-16.13%	354	11700.00%	

Attachment: Key Performance Indicators Report - Nov 2022 : Key Performance Indicators Report -

President's Report: November 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	4,725	29.38%	5,139	21.78%	791	564.71%	488	5.40%	
Ozone Park	3,043	21635.71%	4,494	-59.45%	1,710	∞	172	∞	2
Peninsula	5,380	-13.42%	6,331	24.23%	28	-76.07%	1,000	-20.32%	
Pommonok	3,381	122.73%	3,478	90.68%	563	4591.67%	307	923.33%	
Poppenhusen	3,212	-8.18%	3,348	48.40%	1,898	1116.67%	815	30.61%	
Queensboro Hill	4,196	-35.22%	7,953	19.54%	2,495	538.11%	218	∞	
Queens Village	2,568	92.22%	2,755	31.57%	458	∞	188	75.70%	
Rego Park	7,574	-12.88%	7,108	-6.82%	386	354.12%	103	∞	
Richmond Hill	6,813	31.09%	4,640	13.81%	772	-28.91%	1,049	158.37%	
Ridgewood	6,518	-2.88%	13,331	16.52%	1,312	248.01%	2,116	12.43%	
Rochdale Village	2,748	-19.41%	4,315	11.56%	792	105.71%	512	-80.19%	
Rosedale	1,634	-13.36%	2,857	28.69%	370	802.44%	2,315	690.10%	
Seaside	3,259	-3.32%	4,206	-10.47%	186	-64.84%	2,382	∞	
South Hollis	1,567	-21.30%	4,948	93.74%	1,093	570.55%	211	4120.00%	
South Jamaica	2,079	27.00%	3,159	74.05%	331	2446.15%	90	-55.00%	
South Ozone Park	2,320	-13.17%	3,617	15.45%	466	7666.67%	2,115	63.57%	
St. Albans	2,478	-3.01%	4,428	11.06%	807	1546.94%	135	145.45%	
Steinway	8,624	24540.00%	14,561	1605.04%	1,131	∞	892	∞	2
Sunnyside	7,913	-2.42%	8,877	17.65%	1,067	219.46%	1,610	9.00%	
Whitestone	6,190	3.51%	4,629	72.21%	627	266.67%	2,345	67.86%	
Windsor Park	7,452	41.86%	5,691	61.26%	438	1023.08%	1,773	∞	
Woodhaven	5,325	23.29%	4,494	25.46%	1,310	59.95%	44	-63.33%	
Woodside	4,846	23.62%	6,734	32.56%	906	3024.14%	1,245	24.87%	
Community Libraries Total	330,404	-2.06%	337,373	19.16%	45,841	202.02%	56,500	26.97%	

Central Library Adult Learning Center	13	0.00%	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	3	-50.00%	2,521	65.53%	1,005	71.79%	N/A	N/A	
Elmhurst Adult Learning Center	23	2200.00%	N/A	N/A	49	-85.96%	N/A	N/A	3
Flushing Adult Learning Center	93	9200.00%	0	0.00%	1,035	35.47%	20	∞	
Jackson Heights Adult Learning Center	56	-26.32%	N/A	N/A	789	-4.71%	12	-42.86%	3
Peninsula Adult Learning Center	2	-77.78%	N/A	N/A	839	2.32%	N/A	N/A	3
Rochdale Adult Learning Center	8	-88.57%	N/A	N/A	740	-22.27%	N/A	N/A	3
Adult Learning Center Total	198	12.50%	2,521	65.53%	4,457	3.70%	32	52.38%	

Central Adult Fiction	3,545	10.44%
Central Adult Fiction - Ask at Desk	2,469	4.31%
Central Adult Non-Fiction	6,977	-6.84%
Central Adult Non-Fiction - Ask at Desk	5,203	2.56%

President's Report: November 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	675	-20.31%							
Central International Languages - Ask at Desk	166	-8.79%							
Central Library Current Collection	1,418	51.98%							
Central Library Fine Arts/Media Center	9,610	3.69%							
Central Library Others	831	10.21%							
Central Library Hot Picks	326	-41.16%							
Central Library Interloan	147	8.89%							
Central Library Job Info Center	10	0.00%							
Central Library Young Adult Room	1,642	-5.90%							
Children's Library Discovery Center	6,710	-0.52%	7,322	38.02%	726	102.23%	1,171	99.49%	
Central Total	39,729	1.06%	43,894	36.38%	3,695	16.78%	9,587	1.96%	

Flushing	24,761	4764.64%							
Flushing IRC	12	∞							
Flushing Job Info Center (JIC)	4	100.00%							
Flushing Media Center	3,977	24756.25%							
Flushing Total	28,754	5356.17%	55,056	31724.28%	2,861	∞	10,723	∞	2

E-book and E-Magazines	135,181	21.18%
Virtual Music and Movies	43,999	-11.89%
Culture Pass reservations	1,144	N/A
Online Learning Services usage	15,174	N/A
Virtual Library Total	195,498	21.06%
Langston Hughes Black Heritage	172	-32.02%
Queens Village Mail-A-Book	2,781	54.67%
Mobile Library	853	366.12%
Correctional Outreach	0	0.00%
Other Total	8	-69.23%

3,990	-41.57%	986	N/A
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783	-3.57%	0	0.00%
442	40.32%	N/A	X
126	-77.58%	14	-90.41%

System Total	598,397	10.59%	438,922	38.19%	61,481	108.58%	77,842	44.36%
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Website Visits	241,276	-8.67%
Wireless use	46,315	23.96%
Computer Sessions	54,718	38.23%

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 Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 19, 2023

ITEM ID #: 2828

AGENDA: Motion to Go into Executive Session

Recommended Motion for Consideration:

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 19, 2023

ITEM ID #: 2829

AGENDA: Motion to Return to Public Session

Recommended Motion for Consideration:

I move that the meeting return to Public Session.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 19, 2023

ITEM ID #: 2823

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.