

**QUEENS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
THURSDAY, JUNE 20, 2024**

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

**AGENDA**

**6:30 PM BOARD OF TRUSTEES REGULAR MEETING**

**I. CALL TO ORDER**

**II. APPROVAL OF BOT MINUTES**

1. Approval of Board Minutes - April 18, 2024 (ID # 3109)

**III. COMMITTEE REPORTS**

**A. Finance & Investment Committee - June 20, 2024**

1. Approval of the Finance & Investment Committee Report - June 20, 2024 (ID # 3094)

**B. Building & Grounds Committee - June 20, 2024**

1. Approval of the Building and Grounds Committee Report - June 20, 2024 (ID # 3095)

**IV. AGENDA**

**A. Action Item(s)**

1. Contract Authorization- Sole Source Contract with Online Computer Library Center, Inc. for a Three-Year Subscription for Metadata Services (ID # 3100)
2. Naming of the Hunters Point Library as the “Hunters Point Library and Environmental Education Center” (ID # 3093)
3. Approval of Proposed QPL Foundation Budget – FY25 (ID # 3099)

**B. Report Item(s)**

1. Purchases Over \$50K - April 2024 (ID # 3090)
2. Purchases Over \$50K - May 2024 (ID # 3091)
3. Personnel Report - April 2024 (ID # 3097)
4. Personnel Report - May 2024 (ID # 3098)

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

**VI. PRESIDENT'S REPORT**

1. Key Performance Indicators - April 2024 (ID # 3096)

**VII. ADJOURNMENT**

1. Motion to Adjourn (ID # 3101)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* June 20, 2024

*ITEM ID #:* 3109

*AGENDA:* Approval of Board Minutes - April 18, 2024

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**Recommended Motion for Consideration:**

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

Attachments:

BOT Minutes - April 18 2024 (final) (PDF)

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

A meeting of the Board of Trustees was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, April 18, 2024. The meeting was called to order at 6:36 PM by Vice Chair of the Board Eli Shapiro Ed. D LCSW.

**I. CALL TO ORDER**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Earl G. Simons Ed. D	Chair of the Board	Excused	
Eli Shapiro Ed. D LCSW	Vice Chair of the Board	Present	
Matthew M. Gorton	Secretary	Present	6:36 PM
Pauline Healy	Treasurer	Present	
Terri Thomson	Assistant Treasurer	Present	
Julissa Gutierrez	Board Member	Excused	
James M. Haddad Esq.	Board Member	Present	
Cloyette Harris-Stoute	Board Member	Excused	
Andrew P. Jackson	Board Member	Present	
Peter Kauffmann	Board Member	Excused	
Carl S. Koerner Esq.	Board Member	Present	
Jamie Lee	Board Member	Present	
Selina Lee Ph. D	Board Member	Excused	
Michelle Miao PH. D.	Board Member	Present	
Guillermo Patino	Board Member	Present	
George Russo Esq	Board Member	Excused	
Lydon Sleeper O'Connell	Board Member	Excused	
Jose Bayona	Rep - Mayor	Present	
Matthew Carlin Esq.	Rep - Public Advocate	Present	

Attachment: BOT Minutes - April 18 2024 (final) (3109 : Approval of Board Minutes - April 18, 2024)

## Board of Trustees Minutes

April 18, 2024

Eve Cho Guillergan Esq	Rep - Speaker	Present	
Allan Swisher Esq	Rep - Borough President	Remote	
Jimmy Van Bramer	Rep - NYC Comptroller	Excused	
Dennis M. Walcott	President & CEO	Present	
Nick Buron	Chief Librarian & Sr. VP	Remote	
Justin Deabler Esq.	General Counsel & Sr. VP	Present	
Sung Mo Kim Esq	Chief Operating Officer & Sr. VP	Present	
Gitte Peng	Chief of Staff & Sr. VP.	Present	
Stephen G. Mack	Chief Financial Officer & Sr. VP	Present	
Susan Latham	Executive Director, QPL Foundation	Remote	
William Funk	VP, Procurement	Present	
William Goldband	VP, Information, Technology & Development	Present	
Justin Carroll Esq	Associate General Counsel	Remote	
Sara Hausner-Levine Esq.	Deputy General Counsel	Remote	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
Monique Hamilton	Executive Assistant to President & CEO	Present	
Danielle Walsh	Instructional Systems Designer and Strategist	Remote	
Paul Hammerschmidt	BDO	Remote	
Ashley Xu	BDO	Remote	

Attachment: BOT Minutes - April 18 2024 (final) (3109 : Approval of Board Minutes - April 18, 2024)

**II. APPROVAL OF MINUTES**

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

**Recommended Motion for Consideration:**

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

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

**III. COMMITTEE REPORTS**

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

Vice Chair Eli Shapiro noted that the Audit Committee did not convene prior to this meeting, and invited BDO to present on the Library's Form 990 to the full board.

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

*I move that the Board of Trustees authorize the Library to file the Form 990 for Fiscal Year 2023 as presented.*

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

**IV. AGENDA**

**A. Action Item(s)**

**1. Approval of Bills for the Month of February 2024 (ID # 3061)**

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

*I move that the Board of Trustees approve the February 2024 bills in the aggregate sum of \$4,681,207.*

Attachment: BOT Minutes - April 18 2024 (final) (3109 : Approval of Board Minutes - April 18, 2024)

April 18, 2024

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

**2. Approval of Bills for the Month of March 2024 (ID # 3064)**

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

*I move that the Board of Trustees approve the March 2024 bills in the aggregate sum of \$7,290,183.*

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

**3. Acceptance of Financial Reports for the Period Ending February 2024 (ID # 3060)**

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

*I move that the Board of Trustees accept the Budget Reports for Board-approved operating funds and Balance Sheets for all funds as of February 29, 2024.*

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

**4. Acceptance of Financial Reports for the Period Ending March 2024 (ID # 3065)**

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

*I move that the Board of Trustees accept the Budget Reports for Board-approved operating funds and Balance Sheets for all funds as of March 31, 2024.*

Attachment: BOT Minutes - April 18 2024 (final) (3109 : Approval of Board Minutes - April 18, 2024)

April 18, 2024

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

**5. Annual Report for Library Systems and Annual Report for Public & Association Libraries 2023 (ID # 3075)**

**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.*

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

**6. Contract Extension Authorization – Prestige Plumbing & Heating, Inc. (ID # 3078)**

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

*I move that the Board of Trustees authorize the President and CEO to execute a six-month contract extension with Prestige Plumbing & Heating, Inc., until November 2, 2024, at the same rates and fees as per the current contract.*

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

**B. Report Item(s)**

**1. Payroll for the Month of February 2024 (ID # 3062)**

**RESULT:** PRESENTED

**2. Payroll for the Month of March 2024 (ID # 3063)**

Attachment: BOT Minutes - April 18 2024 (final) (3109 : Approval of Board Minutes - April 18, 2024)



April 18, 2024

<b>RESULT:</b>	<b>PRESENTED</b>
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**3. Purchases Over \$50K - February 2024 (ID # 3067)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**4. Purchases Over \$50K - March 2024 (ID # 3070)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**5. Personnel Report - March (ID # 3068)**

<b>RESULT:</b>	<b>PRESENTED</b>
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**V. REPORT OF THE CHAIR OF THE BOARD**

Vice Chair of the Board, Eli Shapiro, reported that all COI (Conflict of Interest) forms for Trustees were received for the past year and confirmed the independent status of all the Trustees and key executive employees. He also gave a reminder that Justin Deabler will be sending out the COI disclosure form for this year and to please complete and return them.

Board Trustee Andrew Jackson thanked the Trustees for participating in the Banned Book Story Time event. He reported that all Trustees who participated read the banned book titled *Where the Wild Things Are* by Maurice Sendak. He reported that 125 adults and children showed up for the book readings, and encouraged others Trustees to participate next year.

**VI. PRESIDENT'S REPORT**

President and CEO Dennis M. Walcott reported that staff participated in the food pantry event at Ozone Park. Gitte Peng, Chief of Staff and Sr. VP, along her team were able to provide support in distributing food to the community. Mr. Walcott discussed recent and upcoming activity at the libraries, which includes the children's film festival, distribution of 2,500 eclipse glasses, and a prom dress giveaway at Cambria Heights happening on May 11.

Mr. Walcott reported that Hunters Point Library will undergo an official naming to the Hunters Point Library & Environmental Education Center, which will come up for board action at the June meeting. Signage reflecting the name change will then be posted. Mr. Walcott thanked Paula Kirby for donating the space where QPLF's Gala will be held.

Mr. Walcott reported that Far Rockaway Library is scheduled to reopen by summer. Nick Buron, Chief Librarian and Sr. VP, reported that staff will soon be busy processing books into the system and shelving them.

Sung Mo Kim, Chief Operating Officer and Sr. VP, reported that the Flushing Library's boiler and chiller will be converted to new source equipment, as DDC is continuing to install the new elevator at the same branch.

Board Trustee Andrew Jackson thanked Mr. Walcott, Fred Gitner, Nick Buron, and Sharon Myrie for serving as guest speakers to his Library Science graduate student class at Queens College.

**1. Key Performance Indicators - February 2024 (ID # 3066)**

**RESULT: PRESENTED**

**2. Key Performance Indicators - March 2024 (ID # 3076)**

**RESULT: PRESENTED**

**VII. ADJOURNMENT**

**1. Motion to Adjourn (ID # 3069)**

**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*

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

The meeting was closed at 8:18 PM.

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**Secretary**

Attachment: BOT Minutes - April 18 2024 (final) (3109 : Approval of Board Minutes - April 18, 2024)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* June 20, 2024

*ITEM ID #:* 3094

*AGENDA:* Approval of the Finance & Investment Committee Report - June 20, 2024

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

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

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* June 20, 2024

*ITEM ID #:* 3095

*AGENDA:* Approval of the Buildings and Grounds Committee Report - June 20, 2024

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

*I move that the report and action items of the Buildings & Grounds Committee meeting be accepted and approved as submitted.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* June 20, 2024

*ITEM ID #:* 3100

*AGENDA:* Contract Authorization- Sole Source Contract with Online Computer Library Center, Inc. for a Three-Year Subscription for Metadata Services

### **Background:**

This is an action item seeking approval from the Queens Borough Public Library’s Board of Trustees for the Library to enter into a contract with Online Computer Library Center Inc. (“OCLC”) for a three-year term at a cost of \$687,444.81 for metadata services. 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.

OCLC is a not-for-profit computer service and research organization that provides shared technology services, as well as original research and community programs for its membership and the library community at large. OCLC’s systems help libraries locate, acquire, catalog, and lend library materials.

The Library has, for many years, subscribed to OCLC services and, in particular, its cataloging and metadata subscription services whereby the Library obtains and uses existing catalog records from OCLC and contributes to and shares with OCLC original catalog records that it creates. This means that when the Library buys a book that already has a catalog record created by another library, the Library simply downloads it from OCLC’s database and adds it to the Library catalog. When the Library creates a catalog record that does not yet exist in OCLC’s database, it uploads the record to OCLC for other libraries to use.

Moreover, OCLC and its member libraries cooperatively produce and maintain WorldCat, the largest online public access catalog in the world. The WorldCat catalog contains more than 435 million records, representing over 2.7 billion physical and digital assets in 491 languages. The WorldCat catalog brings together items from the collections of approximately 73,000 libraries in 180 countries and territories that participate in the OCLC global cooperative. It is the world’s largest bibliographic database and the sole source of this size collection of MARC catalog records, which libraries create and use to show the public what materials are available in their collections. Libraries around the world contribute to, and use content from, OCLC.

In FY2017, the Library restored its pre-2008 OCLC subscription services. In 2008, when the Library implemented budget cuts, it limited its OCLC subscription to the bare minimum of cataloging and metadata subscription services and discontinued its WorldCat subscription. These minimum services included:

- Cataloging services – This service allows the Library to download catalog records for books in its collections instead of having to create them.
- Interlibrary loans – This service allows the Library to work in cooperation with other libraries around the world to send and retrieve books to customers who request them.
- WebDewey – An online version of the Dewey Decimal Classification system that is easy to navigate, streamlines call number creation, and receives regular updates and replaces the print version, which is no longer available.

Because the Library renewed its WorldCat subscription in 2017, its holdings are now visible with WorldCat.org, which allows the Library's customers and WorldCat.org users to obtain accurate information about all of the Library's collections. For example, persons using WorldCat to search for a popular book are now able to see whether a Queens Public Library branch near them has copies of the book.

The Library's Technical Services Department has also been able to leverage back office efficiencies using OCLC's services. By registering the Library's book suppliers with OCLC, records for the books that the Library purchases can be automatically delivered through OCLC's WorldShare platform in one, combined file that our catalogers can run through our custom scripts and then load into our catalog for completion.

The Library has also overhauled its monthly data synchronization processes, making the Library's WorldCat holdings more accurate. Continuing the subscription to OCLC's WorldCat services will ensure that the Library's catalog is in synchronization with WorldCat's catalog and that the Library's holdings are optimized to appear in web browser searches. The Library's continued full participation in WorldCat makes it as easy as possible for Library customers to search its collections and find items they want to borrow.

#### **Current Status:**

The cost for metadata services last year was \$217,465.37 and was a four (4) percent increase from the cost from the prior year. Last year also included EZproxy at a cost of \$9,245.95 and the total cost for OCLC's services was \$226,711.32. EZproxy is used by the Library's Information Technology and Development department and it is a service that enables remote access to the Library's digital resources. Since three-year EZproxy pricing has not been provided by OCLC, the Library will contract for these services separately from the metadata services on an annual basis including this year.

This year OCLC proposed one-year pricing for a total cost of \$225,369.63 for an overall increase of over three and six tenths (3.6) percent. OCLC has informed the Library that its annual increase can increase by up to seven (7) percent. This year OCLC also proposed three-year pricing for the first time. However, under the original proposal Library could not terminate the agreement unless the Library became insolvent. Through negotiations, OCLC has agreed to permit annual terminations with thirty-day notice prior to the renewal period. This has resulted in three-year pricing with overall annual increases that are less than 2.65 percent as detailed in the table below:

	<b>Annual Percentage Increase</b>	<b>2026</b>	<b>2025</b>	<b>2024</b>
<b>Cataloging and Metadata Subscription</b>	3.25	\$173,505.83	\$168,044.39	\$162,754.85
<b>WorldShare ILL</b>	1.00	\$7,205.16	\$7,133.82	\$7,063.19
<b>FirstSearch</b>	1.00	\$53,593.57	\$53,062.94	\$52,537.56
<b>WebDewey</b>	1.50	\$860.49	\$847.77	\$835.24
<b>Overall increase less than:</b>	<b>2.65</b>	<b>\$235,165.05</b>	<b>\$229,088.92</b>	<b>\$223,190.84</b>

OCLC is a one-of-a-kind vendor that has and continues to provide valuable services to the Library. OCLC has been responsive and has provided all contractually required services 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 enter into an agreement with Online Computer Library Center, Inc. in the amount of \$687,444.81 for the services described above for a three-year period.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* June 20, 2024

*ITEM ID #:* 3093

*AGENDA:* Naming of the Hunters Point Library as the “Hunters Point Library and Environmental Education Center”

### **Background:**

This is an action item seeking formally to name the Hunters Point Library as the “Hunters Point Library and Environmental Education Center.” Hunters Point opened to the public in September 2019. In the same year, Queens Public Library received a grant from the City Parks Foundation—administering funds on behalf of the Newtown Creek Environmental Benefits Fund—to create an environmental education center at Hunters Point. The center, which would include environmental exhibits and programming, was modeled on the Children’s Library Discovery Center at Central. After receiving the grant, the Library began developing environmental education programming for the community and referring to the Hunters Point Environmental Education Center in media releases and program promotional materials. To this day, the environmental education programming at the branch remains robust, as does the Library’s commitment to this work.

### **Current Status:**

A formal naming of the branch to include the Environmental Education Center and recognize the related work of Hunters Point has not yet occurred, and there is no official signage at the branch reflecting the Center. The Library now proposes formally to name the branch the “Hunters Point Library and Environmental Education Center,” reflecting that the branch currently functions both as a library and an environmental education center.<sup>1</sup> For additional context, among the city’s three library systems, Brooklyn Public Library has one location with a similar dual name: the Greenpoint Library and Environmental Education Center.

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

*I move that the Board of Trustees formally name the Hunters Point Library as the “Hunters Point Library and Environmental Education Center”.*

<sup>1</sup> The proposed name does not implicate the Library’s Naming Recognition Policy, as the branch is not being named after a person or donor.





## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* June 20, 2024

*ITEM ID #:* 3099

*AGENDA:* Approval of Proposed QPL Foundation Budget – FY25

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### **Background:**

Pursuant to the Queens Public Library Foundation By-Laws, the operating budget approved by the Foundation’s Board of Directors must also be approved by the Library’s Board of Trustees. All individual contributions, foundation and corporate grants, endowments, and revenue generated by fundraising events are recorded by the Foundation, while government grant revenue is recorded by the Library.

### **Current Status:**

At its quarterly board meeting on June 18, 2024, the Foundation’s Board of Directors approved its Fiscal Year 2025 budget, which is reflected in the attached document. Estimated revenues total \$1,689,600. Proposed appropriations equal \$1,573,000.

In constructing the proposed FY25 Budget, the Library and Foundation have allocated the shared Management and General costs between them, with each entity receiving its pro-rata share based on the total operating costs each entity incurs. The amount allocated to the Foundation is shown as “Management Fee” in the attached proposed budget. This methodology is consistent with prior years. Pursuant to Section 3.2 of the Operating Agreement between the Library and Foundation, requiring the annual approval of this methodology, the Foundation’s Executive Director and the Library’s CFO recommend continuing with this cost allocation methodology.

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

*I move that the Board of Trustees approve the adoption of the Fiscal Year 2025 Queens Public Library Foundation General Fund Budget, which was previously approved by the Foundation’s Board of Directors on June 18, 2024.*

### Attachments:

FY25 QPLF Budget Memo FINAL (PDF)

FY25 Proposed QPLF Budget (PDF)



QUEENS PUBLIC LIBRARY

**MEMORANDUM**

TO: Board of Directors – Queens Library Foundation

CC: Dennis Walcott, President and CEO, Queens Public Library  
Gitte Peng, Chief of Staff, Queens Public Library  
Susan Latham, Executive Director, Queens Public Library Foundation

FROM: Stephen Mack, Chief Financial Officer

DATE: June 18, 2024

SUBJECT: Proposed FY25 QLF Budget

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**OVERVIEW**

Enclosed please find the Proposed FY25 Budget for the Queens Library Foundation (“QLF”).

The proposed budget only includes unrestricted revenues and expenses and does not include grants or other private donations that are restricted for a dedicated purpose by the donor. It should also be noted that the budget does not include any government grants that are raised by QPLF on behalf of the Library.

In total, the FY25 budget consists of three distinct funds as follows:

**General Operating**

The budgeted revenues for this fund represent (1) general donations to QPLF that are not restricted by the donor and for which QPLF has complete discretion on how to use, and (2) indirect expenses/overhead charged to private grants (when allowed by the donor). Expenses include general administrative and operating expenses for QPLF, including salaries and related benefits for QPLF employees, accounting and software fees, and other administrative and fundraising expenses. It also includes an occupancy charge for the space used by QPLF at the Central Library, which is approximately \$30k for FY25 and is offset by corresponding Contributed Facilities revenue item. Lastly, a Management Fee of approximately \$182.5k represents the fee charged to QPLF by the Library for providing back-end office support services such as accounting, legal, IT, HR, etc. The charge along with the expenses for salaries and benefits are offset by a corresponding Contributed Services revenue item.

It should be noted that for QPLF employees that spend time working on government grants for the Library, the portion of time they spend on these activities is ‘charged back’ to the Library and as such, the amounts shown as salary and benefits in the budget are net figures.



QUEENS PUBLIC LIBRARY

MEMORANDUM

We expect a surplus of \$198.6k in this fund for FY25.

**Gala**

The budget revenues and expenses for this fund represent the expected contributions and expenses related to having the annual fundraising gala. We expect a net surplus of approximately \$68k in this fund.

**Branch Allocations**

In FY25, and for the third year in a row, QPLF expects to provide approximately \$150k of mini-grants to the various Library branches. As noted on the budget document, in FY24 QLF received a bequest of \$350k. Due to accounting requirements, this \$350k was recorded on the FY24 financial statements. QLF will be appropriating \$150k of this amount for use in FY25. As a result of this timing difference (i.e. amounts raised in FY24 but spent in FY25) this fund shows a \$150k deficit for FY25.

Combining the activity for all the funds noted above, for FY25 QPLF is budgeting a net surplus of approximately \$116k as shown in the table below.

Category	General Operating	Gala	Branch Allocations	Total
Revenues	\$ 1,539,600	\$ 150,000	\$ -	\$ 1,689,600
Expenses	(1,341,000)	(82,000)	(150,000)	(1,573,000)
<b>Surplus / (Deficit)</b>	<b>\$ 198,600</b>	<b>\$ 68,000</b>	<b>\$ (150,000)</b>	<b>\$ 116,600</b>

The Queens Public Library Foundation  
Proposed FY25 Budget

Description	Fund			Total
	General Operating	Gala	Branch Allocations	
<b>Revenue</b>				
Unrestricted Contributions - Corporate	\$ 90,000	\$ 50,000	\$ -	140,000
Unrestricted Contributions - Foundations	75,000	100,000	-	175,000
Unrestricted Contributions Individuals	400,000	-	-	400,000
Contributed Facilities	30,200	-	-	30,200
Contributed Services	944,400	-	-	944,400
<b>Total Revenue</b>	<b>1,539,600</b>	<b>150,000</b>	<b>-</b>	<b>1,689,600</b>
<b>Expenses</b>				
<b>Personal Services</b>				
Salaries	567,500	-	-	567,500
Fringe Benefits	194,400	-	-	194,400
<b>Total Personal Services</b>	<b>761,900</b>	<b>-</b>	<b>-</b>	<b>761,900</b>
<b>OTPS</b>				
Programs, General	28,000	-	150,000	178,000
Software Licenses	34,000	-	-	34,000
Accounting Service	40,000	-	-	40,000
Banking Services	10,000	-	-	10,000
Food Service	-	50,000	-	50,000
Direct Mail/Phones	240,900	-	-	240,900
Contractual	-	26,000	-	26,000
Special Events	4,000	-	-	4,000
Conference/Training	1,000	-	-	1,000
Contributed Facilities	30,200	-	-	30,200
Membership Dues	3,700	-	-	3,700
Travel & Parking	300	1,000	-	1,300
Printing	3,000	3,000	-	6,000
Supplies-General	1,500	2,000	-	3,500
	<b>396,600</b>	<b>82,000</b>	<b>150,000</b>	<b>628,600</b>
<b>Management Fee</b>	<b>182,500</b>	<b>-</b>	<b>-</b>	<b>182,500</b>
<b>Total Expense</b>	<b>1,341,000</b>	<b>82,000</b>	<b>150,000</b>	<b>1,573,000</b>
<b>Surplus / (Deficit)</b>	<b>\$ 198,600</b>	<b>\$ 68,000</b>	<b>\$ (150,000)</b>	<b>\$ 116,600</b>

[a]

[a] - QLF received a \$350k bequest in FY24, which per accounting rules was recorded as revenue in FY24. QLF will be applying \$150k of this bequest to cover the FY25 branch allocations.

Attachment: FY25 Proposed QPLF Budget (3099 : Approval of Proposed QPL Foundation Budget – FY25)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* June 20, 2024

*ITEM ID #:* 3090

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

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### **Current Status:**

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

This report covers purchase orders for the period from April 1, 2024 through April 30, 2024.

### **Library:**

1. **Dell Marketing L.P.** was issued a capital purchase order in the amount of \$2,313,534 and Library purchase order in the amount of \$144,208.40 for a total amount of \$2,457,742.40 under its OGS contract for 2,570 Optiplex 7410 computers and related equipment.
2. **Dell Marketing L.P.** was issued a purchase order in the amount of \$179,592.40 under its OGS contract to renew the subscription to the existing Microsoft 365 user licenses. MS 365 licenses provides users access to MS products such as Outlook, Office Suite of products, SharePoint, One Drive, Teams, and OneNote.
3. **Plugout LLC** was issued a capital purchase order in the amount of \$48,273.61 and Library purchase order in the amount of \$5,838.22 for a total amount of \$54,111.83 under its OGS contract for security cameras, related equipment and software for the Broadway library.

4. **A.M. Newspaper Delivery Services Inc.**, D/B/A Mitchell's, was issued a revised purchase order adding \$77,000 for a total cost of \$469,901 for print media delivery services and for print media.
  
5. **Lyngsoe Systems Inc.** was issued a purchase order in the amount of \$214,047 under its contract to provide maintenance services for the Library's automated materials handling system. The total for maintenance services purchase orders is \$601,916.

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* June 20, 2024

*ITEM ID #:* 3091

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

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### **Current Status:**

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

This report covers purchase orders for the period from May 1, 2024 through May 31, 2024.

### **Library:**

1. **Mac Contractor Inc.**, a NYS and NYC MBE firm, was issued a purchase order in the amount \$90,095 under its general construction requirements contract to renovate the interior of the Far Rockaway Annex.
2. **Mythics, Inc.** was issued a purchase order in the amount of \$103,295.62 under its NYS OGS contract to provide annual Oracle software maintenance that is used to support various applications in the ITD department. Mythics, Inc. is an authorized reseller under Oracle's NYS OGS contract.
3. **Kronos Incorporated**, was issued a purchase order under its NYS Office of General Services contract in the amount of \$90,000.01 to provide Kronos time-keeping software and equipment support and educational services.



4. **Prestige Plumbing and Heating Inc.** was issued an SOW in the amount of \$89,782 under its requirements contract for plumbing services to remove and replace the boiler, paint the room, install new controls and obtain permits for the Woodside library.
  
5. **PKA Technologies Inc.** was issued a purchase order in the amount of \$104,364.04 to provide annual maintenance renewal for Hewlett Packard Enterprise Company (“HPE”) hardware and software. PKA Technologies Inc. is an authorized reseller under HPE’s NYS OGS contract.
  
6. **Carasoft Technology Corporation** was issued a purchase order in the amount of \$225,396 to provide F5 Networks, Inc. BIG-IP bandwidth load-balance appliance bundle to add to the hardware and software already owned and by the Library. The BIG-IP load-balancers are responsible for monitoring and handling network traffic generated by applications operating on the Library’s network, especially during peak use, to maintain bandwidth performance, security, and availability. Carasoft Technology Corporation is an authorized reseller under the NYS OGS contract for F5 Networks, Inc.
  
7. **Gryphon Construction Inc.**, a NYS and NYC MBE firm, was issued a revised purchase order for additional lighting, plumbing work, and millwork at a cost of \$80,082.40 and exterior signage at a cost of \$53,423.93 for a total purchase order amount of \$4,232,497.91.
  
8. **First Priority Emergency Vehicles Inc.** was issued a capital funded purchase order in the amount of \$248,319.08 to provide a mobile library vehicle.

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* June 20, 2024

*ITEM ID #:* 3097

*AGENDA:* Personnel Report - April 2024

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### ***PERSONNEL REPORT – 3/16/2024 – 4/15/2024***

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

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

#### Attachments:

Personnel Report - March 16 2024 to April 15 2024 (PDF)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* June 20, 2024

*ITEM ID #:* 3098

*AGENDA:* Personnel Report - May 2024

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### ***PERSONNEL REPORT – 4/16/2024 – 5/15/2024***

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

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

#### Attachments:

Personnel Report - April 16 2024 to May 15 2024 (PDF)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* June 20, 2024

*ITEM ID #:* 3096

*AGENDA:* Key Performance Indicators - April 2024

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### Attachments:

Board\_report\_Apr\_24(PDF)

# President's Report: April 2024

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Arverne	8,456	7.41%	6,402	31.35%	506	-69.90%	1,675	36.40%	
Astoria	6,341	-0.97%	7,460	19.13%	741	-0.80%	2,582	-6.69%	
Auburndale	7,673	-0.09%	6,138	30.46%	535	-36.23%	4,397	145.23%	
Baisley Park	2,543	91.78%	3,520	50.17%	1,099	138.91%	1,958	77.84%	
Bayside	15,800	5.37%	10,776	19.01%	1,144	8.44%	1,962	-5.67%	
Bay Terrace	9	-47.06%	0	0.00%	0	0.00%	0	0.00%	1,2
Bellerose	5,292	4.67%	5,193	24.98%	336	-24.32%	1,472	20.26%	
Briarwood	5,655	9.11%	9,804	43.52%	2,026	162.78%	2,647	27.44%	
Broadway	11	-15.38%	0	0.00%	0	0.00%	0	0.00%	1,2
Broad Channel	3,097	10.96%	1,735	37.70%	0	0.00%	58	∞	
Cambria Heights	3,325	39.30%	8,210	54.38%	3,214	114.41%	86	-92.34%	
Corona	5,706	3.20%	12,471	25.50%	1,761	-51.04%	4,224	350.32%	
Court Square	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	5,771	5.50%	5,797	44.28%	733	-29.18%	1,251	-8.08%	
East Elmhurst	2,934	1.70%	5,474	45.39%	697	72.52%	443	11.31%	
East Flushing	4,960	-5.83%	6,178	26.83%	791	4.22%	1,295	0.86%	
Elmhurst	23,564	18.32%	18,713	30.90%	1,828	40.18%	3,834	71.77%	
Far Rockaway	488	-82.70%	1,682	-52.95%	10	-98.54%	226	-90.15%	
Forest Hills	16,199	-4.32%	21,072	28.41%	3,073	1.99%	2,889	83.31%	
Fresh Meadows	17,572	7.49%	11,392	29.03%	1,092	46.77%	2,922	79.48%	2
Glen Oaks	12,370	-4.00%	10,241	27.84%	2,051	-12.91%	3,397	-6.37%	
Glendale	5,390	-1.91%	3,989	39.43%	738	23.83%	1,164	380.99%	
Hillcrest	28	-94.70%	117	∞	0	0.00%	0	0.00%	1,2
Hollis	3,902	29.46%	5,299	22.98%	564	105.09%	1,166	53.42%	
Howard Beach	5,045	7.27%	7,513	24.31%	496	-8.32%	1,380	17.95%	
Hunters Point	24,428	4.96%	17,029	18.96%	2,901	18.94%	2,558	-18.64%	1
Jackson Heights	14,850	7.34%	21,177	23.89%	565	7.82%	1,592	85.76%	
Kew Gardens Hills	12,980	-4.24%	12,727	9.37%	552	-66.69%	810	114.85%	
Langston Hughes	2,442	18.89%	8,544	33.50%	2,994	84.59%	548	100.00%	
Laurelton	37	-91.29%	420	2700.00%	75	733.33%	0	0.00%	1,2
Lefferts	2,846	29.54%	6,723	46.18%	553	7.59%	1,241	-11.92%	
Lefrak City	29	-9.38%	0	0.00%	0	0.00%	0	0.00%	1,2
Long Island City	3,872	14.86%	9,226	33.04%	2,681	144.62%	2,754	251.28%	
Maspeth	7,838	13.58%	7,544	29.51%	1,413	11.35%	1,950	27.45%	
McGoldrick	5,340	-10.31%	7,996	9.55%	1,159	131.34%	2,999	32.11%	
Middle Village	4,606	4.92%	5,455	27.36%	1,303	58.71%	2,149	115.98%	
Mitchell-Linden	8,198	-9.19%	8,868	14.74%	465	-24.51%	1,155	42.42%	
North Forest Park	6,611	18.58%	7,242	34.19%	524	123.93%	459	30.03%	

Attachment: Board\_report\_Apr\_24 (3096 : Key Performance Indicators - April 2024)

# President's Report: April 2024

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
North Hills	4,785	-2.57%	6,247	22.83%	968	45.13%	993	20.66%	
Ozone Park	4,709	28.49%	8,090	37.00%	626	-54.70%	1,369	1031.40%	2
Peninsula	4,733	-14.75%	7,598	16.93%	414	-42.74%	1,207	18.92%	
Pommonok	3,465	18.30%	4,545	29.41%	1,205	662.66%	1,700	∞	
Poppenhusen	3,654	1.61%	5,042	32.13%	1,292	110.08%	1,817	221.59%	
Queensboro Hill	272	-93.31%	0	-100.00%	0	-100.00%	0	-100.00%	1
Queens Village	2,590	10.31%	3,550	9.33%	526	-2.77%	79	-3.66%	
Rego Park	8,179	5.58%	10,561	25.09%	874	70.04%	3,992	102.13%	
Richmond Hill	6,956	-4.70%	6,949	29.02%	1,879	31.22%	2,269	129.89%	
Ridgewood	7,572	14.64%	20,339	20.58%	2,192	-10.64%	2,675	31.26%	
Rochdale Village	3,869	6.15%	7,073	25.83%	1,273	43.03%	1,184	250.30%	
Rosedale	2,683	22.79%	4,381	20.03%	517	-10.24%	2,638	32.30%	
Seaside	3,556	8.28%	6,136	32.99%	327	142.22%	4,476	30.65%	
South Hollis	2,534	6.20%	7,740	33.54%	1,340	-7.33%	230	-41.77%	
South Jamaica	2,228	4.50%	4,188	10.24%	678	1132.73%	831	570.16%	
South Ozone Park	2,694	-2.04%	5,962	28.05%	398	10.86%	2,459	125.39%	
St. Albans	3,027	21.52%	5,366	34.32%	563	36.65%	478	262.12%	
Steinway	10,136	130.21%	12,282	237.60%	698	223.15%	879	876.67%	1,2
Sunnyside	8,387	8.96%	11,958	14.82%	1,225	-22.27%	2,232	24.69%	
Whitestone	6,885	6.07%	5,966	17.81%	1,458	195.74%	927	-11.71%	
Windsor Park	7,952	8.01%	7,669	22.80%	378	-67.88%	1,621	-10.34%	
Woodhaven	7,118	20.54%	6,971	30.03%	1,620	-9.60%	1,095	24.43%	
Woodside	5,717	10.71%	11,137	32.95%	2,383	43.90%	2,682	69.43%	
<b>Community Libraries Total</b>	<b>369,909</b>	<b>5.47%</b>	<b>451,877</b>	<b>25.41%</b>	<b>61,454</b>	<b>13.24%</b>	<b>97,076</b>	<b>46.67%</b>	

Central Library Adult Learning Center	13	18.18%	N/A	N/A	0	0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	3	-84.21%	3,860	17.04%	1,064	12.71%	N/A	N/A	
Elmhurst Adult Learning Center	15	7.14%	N/A	N/A	1,335	65.22%	N/A	N/A	3
Flushing Adult Learning Center	112	-37.08%	0	0.00%	994	21.52%	0	0.00%	
Jackson Heights Adult Learning Center	23	-60.34%	N/A	N/A	421	-47.31%	0	0.00%	3
Peninsula Adult Learning Center	8	700.00%	N/A	N/A	383	-42.66%	N/A	N/A	3
Rochdale Adult Learning Center	35	12.90%	N/A	N/A	401	-45.52%	N/A	N/A	3
<b>Adult Learning Center Total</b>	<b>209</b>	<b>-33.01%</b>	<b>3,860</b>	<b>17.04%</b>	<b>4,598</b>	<b>-3.67%</b>	<b>0</b>	<b>0.00%</b>	

Central Adult Fiction	4,023	21.47%
Central Adult Fiction - Ask at Desk	3,409	31.01%
Central Adult Non-Fiction	8,205	9.69%
Central Adult Non-Fiction - Ask at Desk	6,029	21.53%

Attachment: Board\_report\_Apr\_24 (3096 : Key Performance Indicators - April 2024)

# President's Report: April 2024

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Central International Languages	645	4.71%							
Central International Languages - Ask at Desk	134	-6.94%							
Central Library Current Collection	1,100	-2.83%							
Central Library Fine Arts/Media Center	10,755	21.18%							
Central Library Others	571	-24.77%							
Central Library Hot Picks	427	41.39%							
Central Library Interloan	234	85.71%							
Central Library Job Info Center	14	7.69%							
Central Library Young Adult Room	1,699	2.10%							
Children's Library Discovery Center	6,908	-6.23%	11,883	31.59%	3,589	-4.17%	2,810	16.74%	
<b>Central Total</b>	<b>44,153</b>	<b>12.20%</b>	<b>59,647</b>	<b>16.27%</b>	<b>7,113</b>	<b>-11.00%</b>	<b>15,543</b>	<b>54.41%</b>	

Flushing	26,349	2.12%							
Flushing IRC	6	-64.71%							
Flushing Job Info Center (JIC)	6	-33.33%							
Flushing Media Center	5,222	10.92%							
<b>Flushing Total</b>	<b>31,583</b>	<b>3.43%</b>	<b>83,543</b>	<b>24.23%</b>	<b>5,450</b>	<b>89.96%</b>	<b>5,599</b>	<b>-48.40%</b>	<b>2</b>

E-book and E-Magazines	196,400	26.19%							
Virtual Music and Movies	57,096	14.40%							
Culture Pass reservations	1,868	21.54%							
Online Learning Services usage	15,647	13.71%							
Virtual Library Total	271,011	22.71%							
Langston Hughes Black Heritage	151	-14.20%							
Queens Village Mail-A-Book	2,010	-24.04%							
Mobile Library	516	-44.03%							
Correctional Outreach	152	-80.61%							
Other Total	8	-55.56%							

3,657	5.33%	1,470	-7.37%
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2,076	74.89%	417	∞
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526	-58.55%	N/A	X
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87	-87.78%	22	-62.71%
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<b>System Total</b>	<b>719,702</b>	<b>11.36%</b>	<b>605,924</b>	<b>25.13%</b>	<b>84,267</b>	<b>12.58%</b>	<b>120,127</b>	<b>35.35%</b>	
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Website Visits	337,637	21.15%							
Wireless use	178,121	268.15%							
Computer Sessions	75,207	17.92%							

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

Attachment: Board\_report\_Apr\_24 (3096 : Key Performance Indicators - April 2024)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* June 20, 2024

*ITEM ID #:* 3101

*AGENDA:* Motion to Adjourn

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**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*