

**QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, DECEMBER 12, 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 Minutes of the Board - September 12, 2024 (ID # 3175)

III. COMMITTEE REPORT(S)

A. Nominating Committee - November 14, 2024

1. Approval of Nominating Committee Report - November 14, 2024 (ID # 3177)
2. Motion to Close Nominations (ID # 3178)

B. Finance & Investment Committee - November 7, 2024

1. Approval of F&I Committee Report - November 7, 2024 (ID # 3176)

C. Programming Committee - December 12, 2024

1. Approval of Programming Committee Report - December 12, 2024 (ID # 3181)

IV. AGENDA

A. Action Item(s)

1. Approval of Bills for the Month of August 2024 (ID # 3173)
2. Approval of Bills for the Month of September 2024 (ID # 3157)
3. Approval of Bills for the Month of October 2024 (ID # 3158)

December 12, 2024

4. Acceptance of Financial Reports for the Period Ending in August 2024 (ID # 3156)
5. Acceptance of Financial Reports for the Period Ending in September 2024 (ID # 3159)
6. Acceptance of Financial Reports for the Period Ending in October 2024 (ID # 3160)
7. Contract Authorization – Letter of Credit Agreement with TD Bank (ID # 3161)
8. Election of New Member to Queens Public Library Foundation Board of Directors (ID # 3162)
9. Calendar of Meetings - 2025 (ID # 3163)
10. Acceptance and Approval of Queens Public Library Strategic Plan 2025-2030 (ID # 3180)

B. Report Item(s)

1. Purchases Over \$50K - September 2024 (ID # 3164)
2. Purchases Over \$50K - October 2024 (ID # 3165)
3. Purchases Over \$50K - November 2024 (ID # 3166)
4. Payroll for the Month of August 2024 (ID # 3167)
5. Payroll for the Month of September 2024 (ID # 3168)
6. Payroll for the Month of October 2024 (ID # 3169)
7. Personnel Report - September 2024 (ID # 3182)
8. Personnel Report - October 2024 (ID # 3183)
9. Personnel Report - November 2024 (ID # 3184)

V. REPORT OF THE CHAIR OF THE BOARD

VI. PRESIDENT'S REPORT

1. Key Performance Indicators - August 2024 (ID # 3170)
2. Key Performance Indicators - September 2024 (ID # 3172)
3. Key Performance Indicators - October 2024 (ID # 3171)

VII. ADJOURNMENT

1. Motion to Adjourn (ID # 3174)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3175

AGENDA: Approval of Minutes of the Board - September 12, 2024

Recommended Motion for Consideration:

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

Attachments:

BOT Minutes - September 12 2024 (jd) (PDF)

Labor Relations Committee Report- September 12 2024 (jd) (PDF)

Audit Committee Report - September 12 2024(jd) (PDF)

QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, SEPTEMBER 12, 2024
MINUTES

A meeting of the Board of Trustees was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, September 12, 2024. The meeting was called to order at 6:39 PM by Chair of the Board Earl G. Simons Ed. D.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Earl G. Simons Ed. D	Chair of the Board	Present	
Eli Shapiro Ed. D LCSW	Vice Chair of the Board	Present	
Matthew M. Gorton	Secretary	Present	
Pauline Healy	Treasurer	Present	
Terri Thomson	Assistant Treasurer	Present	
Julissa Gutierrez	Board Member	Present	
James M. Haddad Esq.	Board Member	Present	
Cloyette Harris-Stoute	Board Member	Present	
Andrew P. Jackson	Board Member	Remote	
Peter Kauffmann	Board Member	Present	
Carl S. Koerner Esq.	Board Member	Present	
Jamie Lee	Board Member	Excused	
Selina Lee Ph. D	Board Member	Present	
Michelle Miao PH. D.	Board Member	Present	
Guillermo Patino	Board Member	Present	6:45 PM
George Russo Esq	Board Member	Present	
Lydon Sleeper O'Connell	Board Member	Present	
Matthew Carlin Esq.	Rep - Public Advocate	Present	
Eve Cho Guillergan Esq	Rep - Speaker	Excused	

Board of Trustees Minutes
September 12, 2024

Allan Swisher Esq	Rep - Borough President	Present	
Jimmy Van Bramer	Rep - NYC Comptroller	Present	6:43 PM
Dennis M. Walcott	President & CEO	Present	
Nick Buron	Chief Librarian & Sr. VP	Present	
Justin Deabler Esq.	General Counsel & Sr. VP	Present	
Sung Mo Kim Esq	Chief Operating Officer & Sr. VP	Present	
Gitte Peng	Chief of Staff & Sr. VP.	Present	
Stephen G. Mack	Chief Financial Officer & Sr. VP	Present	
Susan Latham	Executive Director, QPL Foundation	Present	
William Funk	VP, Procurement	Present	
William Goldband	VP, Information, Technology & Development	Present	
Jacqueline Martinez	VP, Human Resources	Present	
Sharon Myrie	VP, Programs & Services	Present	6:34 PM
Sara Hausner-Levine Esq.	Deputy General Counsel	Present	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
Dominique Simboli	Executive Assistant to the Chief Operating Officer	Present	
Danielle Walsh	Instructional Systems Designer and Strategist	Remote	
Monique Hamilton	Executive Assistant to the President and Chief Exe	Present	
Johanna Carmona Esq	Board Member	Present	
Alexandria Sumpter-Delves	Board Member	Present	

Attachment: BOT Minutes - September 12 2024 (jd) (3175 : Approval of Board Minutes - September 12, 2024)

II. APPROVAL OF BOT MINUTES

1. Approval of Minutes of the Board - June 20, 2024 (ID # 3149)

Recommended Motion for Consideration:

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

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

III. COMMITTEE REPORTS

1. Approval of Audit Committee Report - September 12, 2024 (ID # 3130)

Recommended Motion for Consideration by the Board of Trustees:

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

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

2. Approval of Labor Relations Committee Report - September 12, 2024 (ID # 3131)

Recommended Motion for Consideration by the Board of Trustees:

I move that the report of the Labor Relations Committee meeting be accepted and approved as submitted.

Attachment: BOT Minutes - September 12 2024 (jd) (3175 : Approval of Board Minutes - September 12, 2024)

September 12, 2024

RESULT:	ADOPTED [Unanimous]
MOVER:	George Russo Esq
SECONDER:	Lydon Sleeper O'Connell
AYES:	Simons Ed. D, Shapiro Ed. D LCSW, Gorton, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Kauffmann, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, Russo Esq, O'Connell, Carmona Esq, Sumpter-Delves
EXCUSED:	Jamie Lee

IV. AGENDA

A. Action Item(s)

1. Approval of Bills for the Month of June 2024 (ID # 3138)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the June 2024 bills in the aggregate sum of \$5,652,535.

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

2. Approval of Bills for the Month of July 2024 (ID # 3141)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the July 2024 bills in the aggregate sum of \$9,753,240.

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

3. Acceptance of Financial Reports for the Period Ending June 2024 (ID # 3140)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the Budget Reports for Board-approved

Attachment: BOT Minutes - September 12 2024 (jd) (3175 : Approval of Board Minutes - September 12, 2024)

September 12, 2024

operating funds and Balance Sheets for all funds as of June 30, 2024.

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

4. Acceptance of Financial Reports for the Period Ending July 2024 (ID # 3143)

Recommended Motion for Consideration by the Board of Trustees:

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

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

5. FY'25 City Fund Budget Modifications (ID # 3150)

Recommended Motion for Consideration by the Board of Trustees:

Attached is a summary of the budget modifications that have occurred for the July restoration of our budget. I move that the Board of Trustees modify the Fiscal Year 2025 City Fund Budget as indicated in the attachment.

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

6. FY'25 Non-City Fund Budget Modifications (ID # 3151)

Recommended Motion for Consideration by the Board of Trustees:

Attached is a summary of the budget modifications that have occurred for the July restoration of our budget that the Board has approved on the monthly reports. I move that the Board of

Trustees modify the Fiscal Year 2025 Non-City Fund Budgets as indicated in the attachment.

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

7. State Aid for Public Library Construction (ID # 3125)

Sung Mo Kim, COO and Sr. VP, reported that the Library is eligible to receive capital funds from the New York State Education Department. The selected capital project will be for the Arverne library expansion to the adjacent lot. This will allow the library to expel water in the event of a flood due to its location. Nick Buron, Chief Librarian and Sr. VP, reported that Arverne will not close during this expansion.

Recommended Motion for Consideration by the Board of Trustees:

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

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

8. Procurement Policy Revision (ID # 3144)

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees adopt an updated Procurement Policy, as set forth in the attachment.

Attachment: BOT Minutes - September 12 2024 (jd) (3175 : Approval of Board Minutes - September 12, 2024)

September 12, 2024

RESULT:	ADOPTED [Unanimous]
MOVER:	Julissa Gutierrez
SECONDER:	Cloyette Harris-Stoute
AYES:	Simons Ed. D, Shapiro Ed. D LCSW, Gorton, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Kauffmann, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, Russo Esq, O'Connell, Carmona Esq, Sumpter-Delves
EXCUSED:	Jamie Lee

9. Contract Amendment – Authorization for Strategic Planning Consultant (ID # 3154)

Justin Deabler, General Counsel and Sr. VP, reported that in 2017 the Library engaged in a comprehensive strategic planning process, which included surveys, focus groups, community conversations, strategy sessions, and data collection. In September 2023, the board approved a new contract with Julia Ritchie Consulting to provide strategic planning refresh consulting services in the amount of \$82,500 plus travel and other related expenses estimated to be \$19,000. Gitte Peng, Chief of Staff and Sr. VP, reported on the strategic plan refresh process of data collection, strategy screens, and a design sprint to generate new ideas and directions for the Library. Ms. Peng also noted the need for additional funds for the consultant to complete the thorough strategic refresh process that will culminate in a new plan for the Board's consideration in December.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees authorize the President and CEO to amend the Library's contract with Julia Ritchie Consulting for the additional services described at a cost of \$47,000 for a total contract value of \$148,750.

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

10. Contract Authorization - System-Wide Plumbing Requirements Contracts (ID # 3153)

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 Prestige Plumbing & Heating Inc., Boris Mechanical, Inc., and Cardoza Plumbing Corp. for a term of two years with an option to extend for three one-year periods at the rates proposed herein.

September 12, 2024

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

11. Selection of Nominating Committee for Election of Officers 2025 (ID # 3129)

Recommended Motion for Consideration by the Board of Trustees:

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

Chair of the Board appointed:

- [1] Cloyette Harris-Stoute
- [2] Jamie Lee

Board elected:

- [3] Lydon Sleeper-O'Connell
- [4] Julissa Gutierrez
- [5] Michelle Miao, Ph.D

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

12. Motion to Go into Executive Session (ID # 3145)

Board Chair Earl Simons requested that Board go into executive session to discuss a real estate matter and pending litigation. The following library staff were asked to remain for Executive Session.

Management Council and Legal Staff which includes:

- Dennis M. Walcott, President and CEO
- Justin Deabler, Esq., General Counsel and Sr. VP
- Nick Buron, Chief Librarian and Sr. VP

September 12, 2024

- Gitte Peng, Chief of Staff and Sr. VP
- Stephen Mack, Chief Financial Officer and Sr. VP
- Sung Mo Kim, Chief Operating Officer and Sr. VP
- Sara Hausner- Levine, Deputy General Counsel

Recommended Motion for Consideration:

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

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

13. Motion to Return to Public Session

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

14. Action Resulting from Executive Session Discussion

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustee approve the adoption of the below Resolution:

RESOLUTION

WHEREAS, the Library’s previous Court Square branch closed in February 2020; and

WHEREAS, the Library has worked since 2020 to identify a new location for the Court Square Library, and now has the opportunity to lease a

Attachment: BOT Minutes - September 12 2024 (jd) (3175 : Approval of Board Minutes - September 12, 2024)

Board of Trustees Minutes

September 12, 2024

4,500 square foot retail space covering a portion of the second floor of the building located at 22-44 Jackson Avenue, Long Island City, New York 11101, from G-M Realty, L.P. (“Landlord”); and

WHEREAS, the term of the proposed lease is fifteen (15) years, with an option to renew for an additional term of five (5) years; and

WHEREAS the annual rent for the first year of the proposed lease is \$135,000 (\$30/sf), to increase annually by three percent (3%); and

WHEREAS, the proposed lease addresses the Landlord’s responsibility to provide exclusive elevator use for Library patrons and staff to access the Library premises during the Library’s operating hours;

NOW, THEREFORE, BE IT RESOLVED that the Library’s President & CEO is hereby authorized and directed to execute a lease agreement, with G-M Realty, L.P., for a 4,500 square foot retail space covering a portion of the second floor of the building located at 22-44 Jackson Avenue, Long Island City, New York 11101, for a term of fifteen (15) years, with an option to renew for an additional term of five (5) years, at an annual rent of \$135,000 (\$30/sf), to increase annually by three percent (3%), and with the responsibilities for access described herein.

RESULT:	ADOPTED [Unanimous]
MOVER:	Pauline Healy
SECONDER:	Peter Kauffmann
AYES:	Simons Ed. D, Shapiro Ed. D LCSW, Gorton, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Kauffmann, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, Russo Esq, O’Connell, Carmona Esq, Sumpter-Delves
EXCUSED:	Jamie Lee

B. Report Item(s)

1. Payroll for the Month of June 2024 (ID # 3139)

RESULT:	PRESENTED
----------------	------------------

2. Payroll for the Month of July 2024 (ID # 3142)

Attachment: BOT Minutes - September 12 2024 (jd) (3175 : Approval of Board Minutes - September 12, 2024)

September 12, 2024

RESULT: PRESENTED**3. FY'24 Bi-Annual Credit Card Usage Summary (ID # 3146)****RESULT: PRESENTED****4. Purchases Over \$50K - June 2024 (ID # 3137)****RESULT: PRESENTED****5. Purchases Over \$50K - July 2024 (ID # 3136)****RESULT: PRESENTED****6. Purchases Over \$50K - August 2024 (ID # 3152)****RESULT: PRESENTED****7. Personnel Report - June 2024 (ID # 3118)****RESULT: PRESENTED****8. Personnel Report - July 2024 (ID # 3117)****RESULT: PRESENTED****9. Personnel Report - August 2024 (ID # 3119)****RESULT: PRESENTED****V. REPORT OF THE CHAIR OF THE BOARD**

Board Chair Earl Simons reminded Trustees to submit their conflict of interest disclosure forms as soon as possible. Mr. Simons asked Justin Deabler, General Counsel and Sr. VP, to provide a brief update on the required annual trustee training. Mr. Deabler thanked the Board for 100% Trustee participation last year. He reported that the training will again be via online webinar, with new educational content. The goal is to launch the training in October.

VI. PRESIDENT'S REPORT

President and CEO Dennis M. Walcott reported the Library will be having a Family Fun day event at Roy Wilkins Park this Sunday, with an expected 624 staff and family members in attendance. He welcomed trustees to attend. Mr. Walcott mentioned that Trustee Andrew Jackson has raised the topic of sanctuary libraries, which the Library plans to incorporate into its Banned Book Week programming with the Tri-Li. Mr. Walcott also reported the reopening of Far Rockaway and Broadway branches. One week from Tuesday, Hillcrest and Laurelton libraries will reopen, followed by Bay Terrace. Bay Terrace's update will include a community meeting room with a separate entrance. He also reported that Hollis library will be closed for two year to undergo major internal renovations.

Mr. Walcott Asked Nick Buron, Chief Librarian and Sr. VP, to provide an update. Mr. Buron thanked everyone. He reported that FY'24 was a great year, with 6 million people using our facilities and 1 million people coming to programs. Far Rockway Library is now the 13th busiest library in the system. He reported that Trustee Eli Shapiro is working with the community to help the Library provide what it needs. Mr. Buron stated that our collection development team and Far Rockaway manager Nicole Gordon do a fantastic job seven days a week.

Mr. Walcott asked Sung Mo Kim, Chief Operating Officer and Sr. VP, to provide an update on Broadway. Mr. Kim indicated the downstairs area, previously a storage area is now a cyber center. A classroom and theater room has also been added. Mr. Walcott reported that we will be getting several new mobile libraries. The new vehicles are expected at the end of October or early November. Mr. Walcott also reported on the reopening of the Cafe at Central.

1. Key Performance Indicators - May 2024 (ID # 3128)

RESULT: PRESENTED

2. Key Performance Indicators - June 2024 (ID # 3121)

RESULT: PRESENTED

3. Key Performance Indicators - July 2024 (ID # 3135)

RESULT: PRESENTED

VII. ADJOURNMENT

1. Motion to Adjourn (ID # 3116)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

RESULT:	ADOPTED [Unanimous]
MOVER:	Lydon Sleeper O'Connell
SECONDER:	Peter Kauffmann
AYES:	Simons Ed. D, Shapiro Ed. D LCSW, Gorton, Healy, Thomson, Gutierrez, Haddad Esq., Harris-Stoute, Jackson, Kauffmann, Koerner Esq., Lee Ph. D, Miao PH. D., Patino, Russo Esq, O'Connell, Carmona Esq, Sumpter-Delves
EXCUSED:	Jamie Lee

The meeting was closed at 8:57 PM.

Board of Trustees Minutes

Secretary

Attachment: BOT Minutes - September 12 2024 (jd) (3175 : Approval of Board Minutes - September 12, 2024)

**QUEENS PUBLIC LIBRARY
LABOR RELATIONS COMMITTEE
THURSDAY, SEPTEMBER 12, 2024
MINUTES**

A meeting of the Labor Relations Committee was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, September 12, 2024. The meeting was called to order at 6:21 PM by Committee Chair George Russo Esq.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
George Russo Esq	Committee Chair	Present	
Matthew M. Gorton	Board Member	Present	
Julissa Gutierrez	Board Member	Present	
Cloyette Harris-Stoute	Board Member	Present	6:17 PM
Pauline Healy	Board Member	Present	

Attachment: Labor Relations Committee Report- September 12 2024 (jd) (3175 : Approval of Board Minutes - September 12, 2024)

II. AGENDA

Action Item(s)

1. Merit-Based Increases for Non-Represented Employees, Including Key Executive Employees, for FY25 (ID # 3133)

George Russo, Committee Chair, asked Jackie Martinez, VP of Human Resources, to provide a brief report on this item. Ms. Martinez recommended that the Board of Trustees approve merit-based increases for the Library's non-represented employees, including key executive employees, in the range of 2-3.5% for fiscal year 2025, retroactive to July 2024, based on annual performance reviews.

Recommended Motion for Consideration by the Labor Relations Committee:

I move that the Labor Relations Committee recommend to the Board of Trustees that eligible non-represented employees, including the key executive employees, receive a merit increase between 2-3.5% for FY25, retroactive to July 1, 2024, based on annual performance reviews.

RESULT: ADOPTED [Unanimous]
MOVER: Pauline Healy
SECONDER: Cloyette Harris-Stoute
AYES: Russo Esq, Gorton, Gutierrez, Harris-Stoute, Healy

III. ADJOURNMENT

1. Motion to Adjourn (ID # 3134)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

RESULT: ADOPTED [Unanimous]
MOVER: Julissa Gutierrez
SECONDER: Pauline Healy
AYES: Russo Esq, Gorton, Gutierrez, Harris-Stoute, Healy

The meeting was closed at 6:37 PM.

Committee Chair

QUEENS PUBLIC LIBRARY
AUDIT COMMITTEE
THURSDAY, SEPTEMBER 12, 2024
MINUTES

A meeting of the Audit Committee was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, September 12, 2024. The meeting was called to order at 6:09 PM by Committee Chair Peter Kauffmann.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Peter Kauffmann	Committee Chair	Present	
Carl S. Koerner Esq.	Board Member	Present	
George Russo Esq	Board Member	Present	
Lydon Sleeper O'Connell	Board Member	Present	

Attachment: Audit Committee Report - September 12 2024(jd) (3175 : Approval of Board Minutes - September 12, 2024)

II. AGENDA

Action Item(s)

1. Audited Financial Statements (ID # 3126)

BDO auditors, Ritesh Lall, Assurance Partner, and Christina Poliseno, Audit Manager, virtually presented the audit wrap-up report to the Committee indicating the results of the audit, which is complete. Mr. Lall gave an overview of the financial statements to report any changes or updates to the Library’s assets, liabilities, and investments. Mr. Lall thanked the Finance Department for their cooperation throughout the audit.

Ms. Poliseno presented the consolidated financial statements, noting a positive increase in net assets and investments due to improved market conditions in 2024.

Recommended Motion for Consideration by the Audit Committee:

I move that the Audit Committee recommend to the Board of Trustees that the Financial Statements and Independent Auditor’s Report for the year ended June 30, 2024 be accepted and filed.

RESULT: ADOPTED [Unanimous]
MOVER: Lydon Sleeper O'Connell
SECONDER: George Russo Esq
AYES: Peter Kauffmann, Carl S. Koerner Esq., George Russo Esq, Lydon Sleeper O'Connell

III. ADJOURNMENT

1. Motion to Adjourn (ID # 3127)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

RESULT: ADOPTED [Unanimous]
MOVER: Carl S. Koerner Esq.
SECONDER: George Russo Esq
AYES: Peter Kauffmann, Carl S. Koerner Esq., George Russo Esq, Lydon Sleeper O'Connell

The meeting was closed at 6:19 PM.

Audit Committee Minutes
September 12, 2024

Committee Chair

Attachment: Audit Committee Report - September 12 2024(jd) (3175 : Approval of Board Minutes - September 12, 2024)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3177

AGENDA: Approval of Nominating Committee Report - November 14, 2024

Recommended Motion for Consideration by the Board of Trustees:

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

Attachments:

Nominating Committee Report -November 14, 2024 (PDF)

**QUEENS PUBLIC LIBRARY
NOMINATING COMMITTEE
THURSDAY, NOVEMBER 14, 2024
REPORT**

A meeting of the Nominating Committee was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, November 14, 2024. The meeting was called to order at 6:08 PM by Committee Chair, Cloyette Harris-Stoute.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Cloyette Harris-Stoute	Committee Chair	Present	
Julissa Gutierrez	Board Member	Present	
Jamie Lee	Board Member	Present	6:08pm
Lydon Sleeper-O'Connell	Board Member	Present	
Michelle Miao	Board Member	Remote	

II. AGENDA**1. Motion to Go into Executive Session****Recommended Motion for Consideration:**

I move that the meeting move into Executive Session to discuss matters leading to the appointment of particular persons as officers of the corporation.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Lydon Sleeper O'Connell
SECONDER:	Jamie Lee
AYES:	Cloyette Harris-Stoute, Julissa Gutierrez, Michelle Miao

2. Motion to Return to Public Session**Recommended Motion for Consideration:**

I move that the meeting return to Public Session.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Julissa Gutierrez
SECONDER:	Jamie Lee
AYES:	Cloyette Harris-Stoute, Lydon Sleeper- O'Connell, Michelle Miao

Action Item**1. Selection of Officers for 2025****Recommended Motion for Consideration by the Nominating Committee:**

I move that the Nominating Committee recommend to the Board of Trustees the following slate of Officers for 2025:

<i>Chair:</i>	<i>Eli Shapiro, Ed. D., LCSW</i>
<i>Vice Chair:</i>	<i>Matthew Gorton</i>
<i>Secretary:</i>	<i>Pauline Healy</i>
<i>Treasurer:</i>	<i>Terri Thomson</i>
<i>Assistant Treasurer:</i>	<i>Selina Lee</i>

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Lydon Sleeper O'Connell
SECONDER:	Julissa Gutierrez
AYES:	Cloyette Harris-Stoute, Jamie Lee, Michelle Miao

III. ADJOURNMENT

1. Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.

RESULT:	RECOMMENDED [Unanimous]
MOVER:	Jamie Lee
SECONDER:	Julissa Gutierrez
AYES:	Cloyette Harris-Stoute, Lydon Sleeper-O'Connell, Michelle Miao

The meeting was closed at 6:25 PM.

Committee Chair

Attachment: Nominating Committee Report -November 14, 2024 (3177 : Approval of Nominating Committee Report - November 14, 2024)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3178

AGENDA: Motion to Close Nominations

Recommended Motion for Consideration:

I move that the Board of Trustees close the nominations for officers of the Library for calendar year 2025.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3176

AGENDA: Approval of F&I Committee Report - November 7, 2024

Recommended Motion for Consideration by the Board of Trustees:

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

Attachments:

Finance & Investment Committee Meeting Report - November 7, 2024 (PDF)



QUEENS PUBLIC LIBRARY

Finance & Investment Committee Meeting Minutes

Thursday, November 7, 2024, at 6:05 PM

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

EARL G. SIMONS, Ed. D., JAMES M. HADDAD, Esq., MATTHEW M. GORTON, and PAULINE HEALY

I. CALL TO ORDER

Present

Pauline Healy - BOT Committee Chair

Matthew Gorton - Committee Member - 6:28pm

James Haddad, Esq - Committee Member

Earl G. Simons, Ed. D - Committee Member

Justin Deabler- General Counsel & Sr. VP

Monique Hamilton- Executive Assistant to President & CEO

Chauncie Brooks - Sr. Manager, Infrastructure & Support

Dominique Simboli- Executive Assistant to COO & SVP, VP

ITD

Virtual

Stephen Mack- Chief Financial Officer & Sr. VP

Susan Latham - Executive Director, QPL Foundation

Gitte Peng - Chief of Staff & Sr. VP

Vinel Liriano - VP of Finance

Walter Dillingham- Wilmington Trust

Carly Nathanson - Wilmington Trust

Danielle Walsh - Instructional System Designer & Strategist

Excused

Terri Thomson- Committee Member

II. AGENDA

Report Item(s)

A) Investment Performance Report

PRESENTED

B) Investment Policy

PRESENTED

Carly Nathanson and Walter Dillingham from Wilmington Trust (“Wilmington”) made a presentation on investment performance to the Library’s F&I Committee and the Foundation’s Investment Committee. The presentation began with a discussion of general market performance in 2024 and anticipated performance heading into 2025, addressing a number of macroeconomic factors like inflation, rate cuts, and job growth. Wilmington then reviewed the allocations and performance of the Library and Foundation portfolios.

Wilmington next discussed with the two committees prospective investment strategy and how those may differ between the Library and Foundation based upon the different intended purposes and legal restrictions placed on the two institutions’ invested funds (*e.g.*, Library reserve funds versus Foundation endowments). These strategies could require or suggest changes to the Library and Foundation’s respective investment policies but can be summarized as follows: Wilmington recommended that the Foundation’s committee and board consider an allocation of 60-70% equities with possible incorporation of alternative investments, with alternatives eventually comprising possibly 10-20% of the portfolio. For the Library committee and board, Wilmington did not recommend investment in alternatives and proposed an allocation to equities of 40-45% with the balance in fixed income.

The committees ended the discussion with the plan to report out the discussion and recommendation to their respective boards and then be in touch with Wilmington with additional questions or plans for action. The committees also plan to meet quarterly with Wilmington.

III. Adjournment

Recommended Motion for Consideration

I move that the meeting be adjourned.

Motion to Adjourn at 7:30pm

Moved by: MATTHEW M. GORTON

Seconded by: JAMES M. HADDAD, Esq.

Aye EARL G. SIMONS, Ed. D., JAMES M. HADDAD, Esq., MATTHEW M. GORTON, and PAULINE HEALY

Carried 4-0

Pauline Healy - Committee
Chair

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3181

AGENDA: Approval of Programming Committee Report - December 12, 2024

Recommended Motion for Consideration for the Board of Trustees:

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3173

AGENDA: Approval of Bills for the Month of August 2024

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 \$4,433,262 being the amount of August 2024 bills vouchered and paid consisting of \$1,325,713 in City Funds, \$312,585 in Federal & State Funds, \$73,202 in Fines & Fees Funds, \$22,779 in Board-Designated & Private Grants Funds, \$23,281 from the Workers' Compensation Reserve Fund and \$2,675,702 in Trust & Agency Funds. 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 August 2024 bills in the aggregate sum of \$4,433,262.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3157

AGENDA: Approval of Bills for the Month of September 2024

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 \$5,160,233 being the amount of September 2024 bills vouchered and paid consisting of \$1,328,778 in City Funds, \$312,666 in Federal & State Funds, \$36,143 in Fines & Fees Funds, \$60,508 in Board-Designated & Private Grants Funds, \$21,022 from the Workers' Compensation Reserve Fund and \$3,401,116 in Trust & Agency Funds. 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 September 2024 bills in the aggregate sum of \$5,160,233.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3158

AGENDA: Approval of Bills for the Month of October 2024

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 \$5,192,138 being the amount of October 2024 bills vouchered and paid consisting of \$1,171,799 in City Funds, \$367,872 in Federal & State Funds, \$7,428 in Fines & Fees Funds, \$19,542 in Board-Designated & Private Grants Funds, \$48,314 from the Workers' Compensation Reserve Fund and \$3,577,183 in Trust & Agency Funds. 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 October 2024 bills in the aggregate sum of \$5,192,138.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3156

AGENDA: Acceptance of Financial Reports for the Period Ending in August 2024

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 August 31, 2024.

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 August 31, 2024.

Attachments:

8_24 Financial Statements (PDF)

Queens Public Library
City Consolidated Statement of Financial Position
As of August 31, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	30,560
Accounts receivable [A]		(915)
Grants and Contracts Receivable		2,655
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		10,796
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		11,751
Interfund Transfer		2,820
Security Deposits		-
Total Assets	\$	57,667
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	951
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		11,064
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		-
Deferred revenue		-
Other liabilities		(451)
Total Liabilities		11,564
Without Donor Restriction:		
Board designated		-
Others		46,194
With Donor Restriction		(91)
Total Net Assets		46,103
Total Liabilities and Net Assets	\$	57,667

[A] Negative balance due to AR reserve

Attachment: 8_24 Financial Statements (3156 : Acceptance of Financial Reports for the Period Ending in August 2024)

Queens Public Library
State Consolidated Statement of Financial Position
As of August 31, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	8,221
Accounts receivable		1,043
Grants and Contracts Receivable		4,093
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		17,093
Fixed Assets, Net		42,285
Interfund Transfer		-
Security Deposits		26
Total Assets	\$	72,761
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	225
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		8,558
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		2,109
Deferred revenue		-
Other liabilities		-
Total Liabilities	\$	10,892
Without Donor Restriction:		
Board designated		-
Others		65,648
With Donor Restriction		(3,779)
Total Net Assets		61,869
Total Liabilities and Net Assets	\$	72,761

Attachment: 8_24 Financial Statements (3156 : Acceptance of Financial Reports for the Period Ending in August 2024)

Queens Public Library
Federal Consolidated Statement of Financial Position
As of August 31, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	(2)
Accounts receivable		-
Grants and Contracts Receivable		146
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		164
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	308
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	47
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		400
Deferred revenue		-
Other liabilities		-
Total Liabilities		447
Without Donor Restriction:		
Board designated		-
Others		49
With Donor Restriction		(188)
Total Net Assets		(139)
Total Liabilities and Net Assets	\$	308

Attachment: 8_24 Financial Statements (3156 : Acceptance of Financial Reports for the Period Ending in August 2024)

Queens Public Library
Board Designated Consolidated Statement of Financial Position
As of August 31, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	425
Accounts receivable		9
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		11,766
Fixed Assets, Net		820
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	13,020
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	23
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		415
Deferred revenue		-
Other liabilities		-
Total Liabilities		438
Without Donor Restriction:		
Board designated		12,309
Others		-
With Donor Restriction		273
Total Net Assets		12,582
Total Liabilities and Net Assets	\$	13,020

Attachment: 8_24 Financial Statements (3156 : Acceptance of Financial Reports for the Period Ending in August 2024)

Queens Public Library
Fines & Fees Consolidated Statement of Financial Position
As of August 31, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	4,326
Accounts receivable		7
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		8
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	4,341
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	(2)
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		7
Deferred revenue		-
Other liabilities		-
Total Liabilities		5
Without Donor Restriction:		
Board designated		-
Others		4,336
With Donor Restriction		-
Total Net Assets		4,336
Total Liabilities and Net Assets	\$	4,341

Attachment: 8_24 Financial Statements (3156 : Acceptance of Financial Reports for the Period Ending in August 2024)

Queens Public Library
Workers' Comp Consolidated Statement of Financial Position
As of August 31, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	2,840
Accounts receivable		-
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		-
Interfund Transfer		7
Security Deposits		-
Total Assets	\$	2,847
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	8
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		1,164
Interfund Transfer		-
Deferred revenue		-
Other liabilities		-
Total Liabilities	\$	1,172
Without Donor Restriction:		
Board designated		-
Others		1,675
With Donor Restriction		-
Total Net Assets		1,675
Total Liabilities and Net Assets	\$	2,847

Attachment: 8_24 Financial Statements (3156 : Acceptance of Financial Reports for the Period Ending in August 2024)

Queens Public Library
 City Consolidated Budget Report
 As of August 31, 2024
 In thousands

	City Funds												
	Operating				Grants	City Council			Teen Blueprint			Grand Total	
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Original Budget	Current Budget	Unaudited Y-T-D Actual	Original Budget	Current Budget	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual	
Estimated Revenues													
City of New York	\$ 115,430	\$ 128,665	\$ 14,997	\$ 113,668	\$ 662	\$ 4,380	\$ 4,380	\$ 4,380	\$ 2,285	\$ 2,590	\$ 2,590	\$ 22,630	
State of New York	-	-	-	-	-	-	-	-	-	-	-	-	
United States of America	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-	
Contributed facilities	-	-	-	-	13	-	-	-	-	-	-	13	
Contributed services	-	-	-	-	(30)	-	-	-	-	-	-	(30)	
Fines and fees	-	-	-	-	-	-	-	-	-	-	-	-	
Interest & Dividend Income	5	5	-	5	227	-	-	-	-	-	-	227	
Investment (loss) income	2	2	-	2	-	-	-	-	-	-	-	-	
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-	
FY24 Carry Forward	-	508	508	-	-	-	-	-	-	-	-	508	
Total Revenue	\$ 115,437	\$ 129,180	\$ 15,505	\$ 113,675	\$ 872	\$ 4,380	\$ 4,380	\$ 4,380	\$ 2,285	\$ 2,590	\$ 2,590	\$ 23,348	
Appropriations													
Wages	\$ 72,467	\$ 79,975	\$ 9,509	\$ 70,466	\$ 117	\$ -	\$ -	\$ 0	\$ 1,544	\$ 1,701	\$ 207	\$ 9,833	
Fringe benefits	28,440	30,165	3,458	26,707	39	-	-	-	356	358	58	3,555	
Books and other library materials	2,523	3,777	245	3,532	2	794	770	91	10	13	-	338	
Programs (contracted services and exhibits)	152	246	24	222	19	-	-	17	-	-	12	72	
Information technology	1,649	1,605	317	1,288	28	-	-	-	28	34	19	363	
Building maintenance and renovations	3,021	3,830	390	3,440	102	2,110	2,147	287	-	-	-	780	
Telecommunications	618	678	64	614	0	-	-	-	-	-	-	64	
Building lease	1,839	1,839	296	1,543	-	-	-	-	-	-	-	296	
Contractual services	2,072	4,027	454	3,573	20	1,454	1,443	35	215	276	3	513	
Supplies, equipment, and furniture	879	1,159	49	1,110	15	22	20	-	107	170	5	68	
Use of contributed facilities	9	3	-	3	-	-	-	-	-	-	-	-	
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	
Property and casualty insurance	1,512	1,512	1,354	158	-	-	-	-	-	-	-	1,354	
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	
Other	256	364	4	360	0	-	-	2	25	38	-	6	
Total Expenses	\$ 115,437	\$ 129,180	\$ 16,164	\$ 113,016	\$ 342	\$ 4,380	\$ 4,380	\$ 432	\$ 2,285	\$ 2,590	\$ 304	\$ 17,242	
	\$ -	\$ -	\$ (659)	\$ 659	\$ 530	\$ -	\$ -	\$ 3,948	\$ -	\$ -	\$ 2,286	\$ 6,106	

Attachment: 8_24 Financial Statements (3156 : Acceptance of Financial Reports for the Period Ending in

**Queens Public Library
State Consolidated Budget Report
As of August 31, 2024
In thousands**

	State Funds					
	Operating				Grants	Total
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual
Estimated Revenues						
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	-	-	-	-	739	739
United States of America	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	6,430	6,172	1,029	5,143	-	1,029
Contributed facilities	-	-	-	-	-	-
Contributed services	-	-	-	-	(102)	(102)
Fines and fees	-	-	-	-	-	-
Interest & Dividend Income	-	-	-	-	31	31
Investment (loss) income	-	-	-	-	576	576
Other Revenue	-	-	-	-	-	-
FY24 Carry Forward	-	258	258	-	-	258
Total Revenue	\$ 6,430	\$ 6,430	\$ 1,287	\$ 5,143	\$ 1,244	\$ 2,531
Appropriations						
Wages	\$ 1,314	\$ 1,314	\$ 133	\$ 1,181	\$ 0	\$ 133
Fringe benefits	244	244	28	216	(7)	21
Books and other library materials	680	680	237	443	51	288
Programs (contracted services and exhibits)	-	-	-	-	37	37
Information technology	1,872	1,872	300	1,572	-	300
Building maintenance and renovations	1,870	1,872	18	1,854	208	227
Telecommunications	-	-	-	-	-	-
Building lease	-	-	-	-	-	-
Contractual services	145	145	-	145	21	21
Supplies, equipment, and furniture	295	293	1	292	4	4
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-
Other	10	10	-	10	0	0
Total Expenses	\$ 6,430	\$ 6,430	\$ 717	\$ 5,713	\$ 314	\$ 1,031
Transfer to QPLF					-	-
Capital Eligible Expenses					-	-
	\$ -	\$ -	\$ 570	\$ (570)	\$ 930	\$ 1,499

Attachment: 8_24 Financial Statements (3156 : Acceptance of Financial Reports for the Period Ending in

**Queens Public Library
Federal Consolidated Budget Report
As of August 31, 2024**

In thousands

	Federal Funds					
	Operating				Grants	Total
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual
Estimated Revenues						
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	-	-	-	-	-	-
United States of America	627	627	(0)	627	59	59
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	-	-	-	-	-	-
Contributed facilities	-	-	-	-	-	-
Contributed services	-	-	-	-	-	-
Fines and fees	-	-	-	-	-	-
Interest & Dividend Income	-	-	-	-	-	-
Investment (loss) income	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
FY24 Carry Forward	-	-	-	-	-	-
Total Revenue	\$ 627	\$ 627	\$ (0)	\$ 627	\$ 59	\$ 59
Appropriations						
Wages	\$ -	\$ -	\$ -	\$ -	\$ 245	\$ 245
Fringe benefits	-	-	-	-	72	72
Books and other library materials	-	-	-	-	-	-
Programs (contracted services and exhibits)	-	-	-	-	-	-
Information technology	-	-	-	-	-	-
Building maintenance and renovations	-	-	-	-	-	-
Telecommunications	627	627	103	524	-	103
Building lease	-	-	-	-	-	-
Contractual services	-	-	-	-	1	1
Supplies, equipment, and furniture	-	-	-	-	-	-
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expenses	\$ 627	\$ 627	\$ 103	\$ 524	\$ 318	\$ 421
	\$ -	\$ -	\$ (103)	\$ 103	\$ (259)	\$ (362)

Attachment: 8_24 Financial Statements (3156 : Acceptance of Financial Reports for the Period Ending in

Queens Public Library
 Other Consolidated Budget Report
 As of August 31, 2024
 In thousands

	Other Funds															
	Board Designated Fund				Fines & Fees Fund				Workers' Comp Fund				All Other			
	Operating				Operating				Operating				Grants			
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual			
Estimated Revenues																
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
United States of America	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines and fees	-	-	-	-	423	423	72	351	-	-	-	-	-	-	-	-
Interest & Dividend Income	150	150	21	129	50	50	65	(15)	-	-	-	-	-	-	-	0
Investment (loss) income	249	249	192	57	-	-	-	-	-	-	-	-	-	-	-	194
Other Revenue	1	1	-	1	-	-	-	-	661	661	-	661	-	661	-	23
FY24 Carry Forward	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	\$ 400	\$ 400	\$ 213	\$ 187	\$ 473	\$ 473	\$ 137	\$ 336	\$ 661	\$ 661	\$ -	\$ 661	\$ -	\$ 661	\$ -	\$ 217
Appropriations																
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ 80	\$ 10	\$ 70	\$ -	\$ -	\$ -	\$ -
Fringe benefits	-	-	-	-	-	-	3	(3)	330	330	(4)	334	-	-	-	-
Books and other library materials	-	-	-	-	211	211	73	138	-	-	-	-	-	-	-	-
Programs (contracted services and exhibits)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3
Information technology	28	28	-	28	-	-	-	-	-	-	-	-	-	-	-	0
Building maintenance and renovations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications	1	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Building lease	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contractual services	324	322	37	285	262	262	20	242	123	123	4	119	-	-	-	(6)
Supplies, equipment, and furniture	11	11	1	10	-	-	-	-	-	-	-	-	-	-	-	1
Use of contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-	-	-	125	125	113	12	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	36	38	6	32	-	-	-	-	3	3	-	3	-	-	-	-
Total Expenses	\$ 400	\$ 400	\$ 44	\$ 356	\$ 473	\$ 473	\$ 95	\$ 378	\$ 661	\$ 661	\$ 122	\$ 539	\$ -	\$ 539	\$ -	\$ (2)

Attachment: 8_24 Financial Statements (3156 : Acceptance of Financial Reports for the Period Ending in

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3159

AGENDA: Acceptance of Financial Reports for the Period Ending in September 2024

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 September 30, 2024.

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 September 30, 2024.

Attachments:

9_24 Financial Statements (PDF)

Queens Public Library
City Consolidated Statement of Financial Position
As of September 30, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	32,421
Accounts receivable [A]		(912)
Grants and Contracts Receivable		2,544
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		10,796
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		12,352
Interfund Transfer		2,826
Security Deposits		-
Total Assets	\$	60,027
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	1,149
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		11,063
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		-
Deferred revenue		-
Other liabilities		(258)
Total Liabilities		11,954
Without Donor Restriction:		
Board designated		-
Others		48,313
With Donor Restriction		(240)
Total Net Assets		48,073
Total Liabilities and Net Assets	\$	60,027

[A] Negative balance due to AR reserve

Attachment: 9_24 Financial Statements (3159 : Acceptance of Financial Reports for the Period Ending in September 2024)

Queens Public Library
State Consolidated Statement of Financial Position
As of September 30, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	7,297
Accounts receivable		1,557
Grants and Contracts Receivable		4,080
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		17,351
Fixed Assets, Net		42,298
Interfund Transfer		-
Security Deposits		26
Total Assets	\$	72,609
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	90
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		8,558
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		1,851
Deferred revenue		-
Other liabilities		-
Total Liabilities	\$	10,499
Without Donor Restriction:		
Board designated		-
Others		65,603
With Donor Restriction		(3,493)
Total Net Assets		62,110
Total Liabilities and Net Assets	\$	72,609

Attachment: 9_24 Financial Statements (3159 : Acceptance of Financial Reports for the Period Ending in September 2024)

Queens Public Library
Federal Consolidated Statement of Financial Position
As of September 30, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	(2)
Accounts receivable		-
Grants and Contracts Receivable		363
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		162
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	523
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	44
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		633
Deferred revenue		-
Other liabilities		-
Total Liabilities		677
Without Donor Restriction:		
Board designated		-
Others		49
With Donor Restriction		(203)
Total Net Assets		(154)
Total Liabilities and Net Assets	\$	523

Attachment: 9_24 Financial Statements (3159 : Acceptance of Financial Reports for the Period Ending in September 2024)

Queens Public Library
Board Designated Consolidated Statement of Financial Position
As of September 30, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	363
Accounts receivable		9
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		11,946
Fixed Assets, Net		813
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	13,131
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	6
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		416
Deferred revenue		-
Other liabilities		-
Total Liabilities		422
Without Donor Restriction:		
Board designated		12,438
Others		-
With Donor Restriction		271
Total Net Assets		12,709
Total Liabilities and Net Assets	\$	13,131

Attachment: 9_24 Financial Statements (3159 : Acceptance of Financial Reports for the Period Ending in September 2024)

Queens Public Library
Fines & Fees Consolidated Statement of Financial Position
As of September 30, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	4,338
Accounts receivable		7
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		8
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	4,353
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	(2)
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		4
Deferred revenue		-
Other liabilities		-
Total Liabilities		2
Without Donor Restriction:		
Board designated		-
Others		4,351
With Donor Restriction		-
Total Net Assets		4,351
Total Liabilities and Net Assets	\$	4,353

Attachment: 9_24 Financial Statements (3159 : Acceptance of Financial Reports for the Period Ending in September 2024)

Queens Public Library
Workers' Comp Consolidated Statement of Financial Position
As of September 30, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	2,812
Accounts receivable		0
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		-
Interfund Transfer		7
Security Deposits		-
Total Assets	\$	2,819
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	11
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		1,164
Interfund Transfer		-
Deferred revenue		-
Other liabilities		-
Total Liabilities	\$	1,175
Without Donor Restriction:		
Board designated		-
Others		1,644
With Donor Restriction		-
Total Net Assets		1,644
Total Liabilities and Net Assets	\$	2,819

Attachment: 9_24 Financial Statements (3159 : Acceptance of Financial Reports for the Period Ending in September 2024)

Queens Public Library
 City Consolidated Budget Report
 As of September 30, 2024
 In thousands

	City Funds												
	Operating				Grants	City Council			Teen Blueprint			Grand Total	
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Original Budget	Current Budget	Unaudited Y-T-D Actual	Original Budget	Current Budget	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual	
Estimated Revenues													
City of New York	\$ 115,430	\$ 128,665	\$ 26,364	\$ 102,301	\$ 797	\$ 4,380	\$ 4,380	\$ 4,380	\$ 2,285	\$ 2,590	\$ 2,590	\$ 34,132	
State of New York	-	-	-	-	-	-	-	-	-	-	-	-	
United States of America	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-	
Contributed facilities	-	-	-	-	19	-	-	-	-	-	-	19	
Contributed services	-	-	-	-	(34)	-	-	-	-	-	-	(34)	
Fines and fees	-	-	-	-	-	-	-	-	-	-	-	-	
Interest & Dividend Income	5	5	-	5	338	-	-	-	-	-	-	338	
Investment (loss) income	2	2	-	2	-	-	-	-	-	-	-	-	
Other Revenue	-	-	0	(0)	-	-	-	-	-	-	-	0	
FY24 Carry Forward	-	508	508	-	-	-	-	-	-	-	-	508	
Total Revenue	\$ 115,437	\$ 129,180	\$ 26,872	\$ 102,308	\$ 1,120	\$ 4,380	\$ 4,380	\$ 4,380	\$ 2,285	\$ 2,590	\$ 2,590	\$ 34,963	
Appropriations													
Wages	\$ 72,467	\$ 79,977	\$ 15,072	\$ 64,905	\$ 197	\$ -	\$ -	\$ 0	\$ 1,544	\$ 1,701	\$ 321	\$ 15,591	
Fringe benefits	28,440	30,165	6,096	24,069	65	-	-	-	356	358	95	6,256	
Books and other library materials	2,523	3,777	482	3,295	2	794	770	110	10	13	0	595	
Programs (contracted services and exhibits)	152	246	51	195	28	-	-	47	-	-	13	139	
Information technology	1,649	1,605	552	1,053	28	-	-	-	28	34	19	599	
Building maintenance and renovations [A]	3,021	3,830	788	3,042	(565)	2,110	2,147	481	-	-	-	704	
Telecommunications	618	678	115	563	0	-	-	-	-	-	-	115	
Building lease	1,839	1,839	385	1,454	-	-	-	-	-	-	-	385	
Contractual services	2,072	4,025	673	3,352	26	1,454	1,443	39	215	276	4	743	
Supplies, equipment, and furniture	879	1,159	98	1,061	22	22	20	11	107	170	18	149	
Use of contributed facilities	9	3	-	3	-	-	-	-	-	-	-	-	
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	
Property and casualty insurance	1,512	1,512	1,354	158	-	-	-	-	-	-	-	1,354	
Depreciation	-	-	-	-	250	-	-	-	-	-	-	250	
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	
Other	256	364	9	355	0	-	-	2	25	38	-	10	
Total Expenses	\$ 115,437	\$ 129,180	\$ 25,675	\$ 103,505	\$ 53	\$ 4,380	\$ 4,380	\$ 690	\$ 2,285	\$ 2,590	\$ 470	\$ 26,889	
	\$ -	\$ -	\$ 1,197	\$ (1,197)	\$ 1,067	\$ -	\$ -	\$ 3,690	\$ -	\$ -	\$ 2,120	\$ 8,074	

[A] - Amount shown for City Grant is negative due to \$865k being reclassified to Fixed Assets.

**Queens Public Library
State Consolidated Budget Report
As of September 30, 2024
In thousands**

	State Funds					
	Operating				Grants	Total
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual
Estimated Revenues						
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	-	-	-	-	793	793
United States of America	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	6,430	6,172	1,543	4,629	-	1,543
Contributed facilities	-	-	-	-	-	-
Contributed services	-	-	-	-	(155)	(155)
Fines and fees	-	-	-	-	-	-
Interest & Dividend Income	-	-	-	-	94	94
Investment (loss) income	-	-	-	-	776	776
Other Revenue	-	-	-	-	-	-
FY24 Carry Forward	-	258	258	-	-	258
Total Revenue	\$ 6,430	\$ 6,430	\$ 1,801	\$ 4,629	\$ 1,508	\$ 3,309
Appropriations						
Wages	\$ 1,314	\$ 1,314	\$ 212	\$ 1,102	\$ 5	\$ 218
Fringe benefits	244	244	47	197	(10)	37
Books and other library materials	680	680	245	435	117	362
Programs (contracted services and exhibits)	-	-	-	-	57	57
Information technology	1,872	1,872	460	1,412	2	462
Building maintenance and renovations [A]	1,870	1,872	183	1,689	(122)	61
Telecommunications	-	-	-	-	-	-
Building lease	-	-	-	-	-	-
Contractual services	145	145	-	145	35	35
Supplies, equipment, and furniture	295	293	1	292	14	15
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	323	323
Bad Debt Expense	-	-	-	-	-	-
Other	10	10	-	10	0	0
Total Expenses	\$ 6,430	\$ 6,430	\$ 1,149	\$ 5,281	\$ 421	\$ 1,570
Transfer to QPLF					-	-
Capital Eligible Expenses					-	-
	\$ -	\$ -	\$ 652	\$ (652)	\$ 1,087	\$ 1,739

[A] - Amount shown for State Grant is negative due to \$347k being reclassified to Fixed Assets.

**Queens Public Library
Federal Consolidated Budget Report
As of September 30, 2024**

In thousands

	Federal Funds					
	Operating				Grants	Total
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual
Estimated Revenues						
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	-	-	-	-	-	-
United States of America	627	627	(0)	627	275	275
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	-	-	-	-	-	-
Contributed facilities	-	-	-	-	-	-
Contributed services	-	-	-	-	-	-
Fines and fees	-	-	-	-	-	-
Interest & Dividend Income	-	-	-	-	-	-
Investment (loss) income	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
FY24 Carry Forward	-	-	-	-	-	-
Total Revenue	\$ 627	\$ 627	\$ (0)	\$ 627	\$ 275	\$ 275
Appropriations						
Wages	\$ -	\$ -	\$ -	\$ -	\$ 402	\$ 402
Fringe benefits	-	-	-	-	123	123
Books and other library materials	-	-	-	-	-	-
Programs (contracted services and exhibits)	-	-	-	-	-	-
Information technology	-	-	-	-	-	-
Building maintenance and renovations	-	-	-	-	-	-
Telecommunications	627	627	155	472	-	155
Building lease	-	-	-	-	-	-
Contractual services	-	-	-	-	2	2
Supplies, equipment, and furniture	-	-	-	-	-	-
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	1	1
Bad Debt Expense	-	-	-	-	-	-
Other	-	-	-	-	1	1
Total Expenses	\$ 627	\$ 627	\$ 155	\$ 472	\$ 530	\$ 685
	\$ -	\$ -	\$ (155)	\$ 155	\$ (255)	\$ (410)

Attachment: 9_24 Financial Statements (3159 : Acceptance of Financial Reports for the Period Ending in

Queens Public Library
 Other Consolidated Budget Report
 As of September 30, 2024
 In thousands

	Other Funds															
	Board Designated Fund				Fines & Fees Fund				Workers' Comp Fund				All Other			
	Operating				Operating				Operating				Grants			
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual			
Estimated Revenues																
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
State of New York	-	-	-	-	-	-	-	-	-	-	-	-	-			
United States of America	-	-	-	-	-	-	-	-	-	-	-	-	-			
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-	-			
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-	-			
Contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-			
Contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-			
Fines and fees	-	-	-	-	423	423	113	310	-	-	-	-	-			
Interest & Dividend Income	150	150	38	112	50	50	77	(27)	-	-	-	-	24			
Investment (loss) income	249	249	193	56	-	-	-	-	-	-	-	-	2,090			
Other Revenue	1	1	-	1	-	-	-	-	661	661	-	661	23			
FY24 Carry Forward	-	-	-	-	-	-	-	-	-	-	-	-	-			
Total Revenue	\$ 400	\$ 400	\$ 231	\$ 169	\$ 473	\$ 473	\$ 190	\$ 283	\$ 661	\$ 661	\$ -	\$ 661	\$ 2,137			
Appropriations																
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ 80	\$ 15	\$ 65	\$ -			
Fringe benefits	-	-	-	-	-	-	3	(3)	330	330	22	308	-			
Books and other library materials	-	-	-	-	211	211	111	100	-	-	-	-	-			
Programs (contracted services and exhibits)	-	-	-	-	-	-	-	-	-	-	-	-	3			
Information technology	28	28	-	28	-	-	-	-	-	-	-	-	0			
Building maintenance and renovations	-	-	-	-	-	-	-	-	-	-	-	-	-			
Telecommunications	1	1	-	1	-	-	-	-	-	-	-	-	-			
Building lease	-	-	-	-	-	-	-	-	-	-	-	-	-			
Contractual services	324	322	85	237	262	262	20	242	123	123	4	119	9			
Supplies, equipment, and furniture	11	11	1	10	-	-	-	-	-	-	-	-	1			
Use of contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-			
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-			
Property and casualty insurance	-	-	-	-	-	-	-	-	125	125	113	12	-			
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	7			
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-			
Other	36	38	14	24	-	-	-	-	3	3	-	3	-			
Total Expenses	\$ 400	\$ 400	\$ 100	\$ 300	\$ 473	\$ 473	\$ 134	\$ 339	\$ 661	\$ 661	\$ 154	\$ 507	\$ 20			

Attachment: 9_24 Financial Statements (3159 : Acceptance of Financial Reports for the Period Ending in

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3160

AGENDA: Acceptance of Financial Reports for the Period Ending in October 2024

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 October 31, 2024.

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 October 31, 2024.

Attachments:

10_24 Financial Statements (PDF)

Queens Public Library
City Consolidated Statement of Financial Position
As of October 31, 2024
In thousands

	Unaudited Y-T-D Actual
Assets	
Cash and Cash Equivalents	\$ 32,845
Accounts receivable [A]	(905)
Grants and Contracts Receivable	2,675
Contributions receivable	-
Prepaid Expenses	-
Leases - ROU	10,796
Long-Term Investments, at Fair Value	-
Fixed Assets, Net	12,353
Interfund Transfer	2,572
Security Deposits	-
Total Assets	\$ 60,336
Liabilities and Net Assets	
Accounts payable and accrued expenses	\$ (472)
Accrued payroll and related expenses	-
NYS Employee Retirement System	-
Lease Liability	11,064
Compensated Absences Payable	-
Workers' compensation - self-insured incurred losses	-
Interfund Transfer	-
Deferred revenue	-
Other liabilities	(477)
Total Liabilities	10,115
Without Donor Restriction:	
Board designated	-
Others	50,504
With Donor Restriction	(283)
Total Net Assets	50,221
Total Liabilities and Net Assets	\$ 60,336
	0

[A] Negative balance due to AR reserve

Attachment: 10_24 Financial Statements (3160 : Acceptance of Financial Reports for the Period Ending in October 2024)

Queens Public Library
State Consolidated Statement of Financial Position
As of October 31, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	7,264
Accounts receivable		2,072
Grants and Contracts Receivable		3,618
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		17,063
Fixed Assets, Net		42,240
Interfund Transfer		-
Security Deposits		26
Total Assets	\$	72,283
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	250
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		8,558
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		1,955
Deferred revenue		-
Other liabilities		-
Total Liabilities	\$	10,763
Without Donor Restriction:		
Board designated		-
Others		65,159
With Donor Restriction		(3,639)
Total Net Assets		61,520
Total Liabilities and Net Assets	\$	72,283

Attachment: 10_24 Financial Statements (3160 : Acceptance of Financial Reports for the Period Ending in October 2024)

Queens Public Library
Federal Consolidated Statement of Financial Position
As of October 31, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	(2)
Accounts receivable		4
Grants and Contracts Receivable		303
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		162
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	467
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	58
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		392
Deferred revenue		-
Other liabilities		-
Total Liabilities		450
Without Donor Restriction:		
Board designated		-
Others		49
With Donor Restriction		(32)
Total Net Assets		17
Total Liabilities and Net Assets	\$	467

Attachment: 10_24 Financial Statements (3160 : Acceptance of Financial Reports for the Period Ending in October 2024)

Queens Public Library
Board Designated Consolidated Statement of Financial Position
As of October 31, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	339
Accounts receivable		9
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		11,749
Fixed Assets, Net		810
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	12,907
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	8
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		413
Deferred revenue		-
Other liabilities		-
Total Liabilities		421
Without Donor Restriction:		
Board designated		12,220
Others		-
With Donor Restriction		266
Total Net Assets		12,486
Total Liabilities and Net Assets	\$	12,907

Attachment: 10_24 Financial Statements (3160 : Acceptance of Financial Reports for the Period Ending in October 2024)

Queens Public Library
Fines & Fees Consolidated Statement of Financial Position
As of October 31, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	4,423
Accounts receivable		7
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		8
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	4,438
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	21
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		(4)
Deferred revenue		-
Other liabilities		-
Total Liabilities		17
Without Donor Restriction:		
Board designated		-
Others		4,421
With Donor Restriction		-
Total Net Assets		4,421
Total Liabilities and Net Assets	\$	4,438

Attachment: 10_24 Financial Statements (3160 : Acceptance of Financial Reports for the Period Ending in October 2024)

Queens Public Library
Workers' Comp Consolidated Statement of Financial Position
As of October 31, 2024
In thousands

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	2,752
Accounts receivable		-
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		-
Interfund Transfer		11
Security Deposits		-
Total Assets	\$	2,763
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	12
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		1,164
Interfund Transfer		-
Deferred revenue		-
Other liabilities		-
Total Liabilities	\$	1,176
Without Donor Restriction:		
Board designated		-
Others		1,587
With Donor Restriction		-
Total Net Assets		1,587
Total Liabilities and Net Assets	\$	2,763

Attachment: 10_24 Financial Statements (3160 : Acceptance of Financial Reports for the Period Ending in October 2024)

Queens Public Library
 City Consolidated Budget Report
 As of October 31, 2024
 In thousands

	City Funds													
	Operating				Grants	City Council			Teen Blueprint			Grand Total		
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Original Budget	Current Budget	Unaudited Y-T-D Actual	Original Budget	Current Budget	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual		
Estimated Revenues														
City of New York	\$ 115,430	\$ 128,665	\$ 37,731	\$ 90,934	\$ 929	\$ 4,380	\$ 4,380	\$ 4,380	\$ 2,285	\$ 2,590	\$ 2,590	\$ 45,630		
State of New York	-	-	-	-	-	-	-	-	-	-	-	-		
United States of America	-	-	-	-	-	-	-	-	-	-	-	-		
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-		
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-		
Contributed facilities	-	-	-	-	25	-	-	-	-	-	-	25		
Contributed services	-	-	-	-	(46)	-	-	-	-	-	-	(46)		
Fines and fees	-	-	-	-	-	-	-	-	-	-	-	-		
Interest & Dividend Income	5	5	-	5	458	-	-	-	-	-	-	458		
Investment (loss) income	2	2	-	2	-	-	-	-	-	-	-	-		
Other Revenue	-	-	0	(0)	-	-	-	-	-	-	-	0		
FY24 Carry Forward	-	508	508	-	-	-	-	-	-	-	-	508		
Total Revenue	\$ 115,437	\$ 129,180	\$ 38,239	\$ 90,941	\$ 1,366	\$ 4,380	\$ 4,380	\$ 4,380	\$ 2,285	\$ 2,590	\$ 2,590	\$ 46,576		
Appropriations														
Wages	\$ 72,467	\$ 79,977	\$ 20,732	\$ 59,245	\$ 284	\$ -	\$ -	\$ 0	\$ 1,544	\$ 1,701	\$ 440	\$ 21,456		
Fringe benefits	28,440	30,165	8,155	22,010	88	-	-	-	356	358	128	8,371		
Books and other library materials	2,523	3,777	676	3,101	7	794	770	163	10	13	0	846		
Programs (contracted services and exhibits)	152	246	90	156	53	-	-	56	-	-	21	219		
Information technology	1,649	1,599	610	989	28	-	-	-	28	34	19	657		
Building maintenance and renovations [A]	3,021	3,830	1,035	2,795	(581)	2,110	2,147	603	-	-	-	1,057		
Telecommunications	618	678	170	508	0	-	-	-	-	-	-	170		
Building lease	1,839	1,839	473	1,366	-	-	-	-	-	-	-	473		
Contractual services	2,072	3,973	1,006	2,967	46	1,454	1,443	39	215	276	5	1,096		
Supplies, equipment, and furniture	879	1,200	175	1,025	30	22	20	13	107	170	26	244		
Use of contributed facilities	9	3	-	3	-	-	-	-	-	-	-	-		
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-		
Property and casualty insurance	1,512	1,512	1,354	158	-	-	-	-	-	-	-	1,354		
Depreciation	-	-	-	-	333	-	-	-	-	-	-	333		
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-		
Other	256	381	15	366	0	-	-	2	25	38	0	17		
Total Expenses	\$ 115,437	\$ 129,180	\$ 34,490	\$ 94,690	\$ 287	\$ 4,380	\$ 4,380	\$ 876	\$ 2,285	\$ 2,590	\$ 639	\$ 36,292		
	\$ -	\$ -	\$ 3,749	\$ (3,749)	\$ 1,079	\$ -	\$ -	\$ 3,505	\$ -	\$ -	\$ 1,951	\$ 10,284		

[A] - Amount shown for City Grant is negative due to \$979k being reclassified to Fixed Assets.

**Queens Public Library
State Consolidated Budget Report
As of October 31, 2024
In thousands**

	State Funds					
	Operating				Grants	Total
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual
Estimated Revenues						
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of New York	-	-	-	-	795	795
United States of America	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	6,430	6,172	2,057	4,115	-	2,057
Contributed facilities	-	-	-	-	-	-
Contributed services	-	-	-	-	(212)	(212)
Fines and fees	-	-	-	-	-	-
Interest & Dividend Income	-	-	-	-	136	136
Investment (loss) income	-	-	-	-	450	450
Other Revenue	-	-	-	-	-	-
FY24 Carry Forward	-	258	258	-	-	258
Total Revenue	\$ 6,430	\$ 6,430	\$ 2,315	\$ 4,115	\$ 1,169	\$ 3,484
Appropriations						
Wages	\$ 1,314	\$ 1,314	\$ 305	\$ 1,009	\$ 20	\$ 325
Fringe benefits	244	244	65	179	(11)	54
Books and other library materials	680	680	254	426	158	412
Programs (contracted services and exhibits)	-	-	-	-	86	86
Information technology	1,872	1,872	867	1,005	2	869
Building maintenance and renovations [A]	1,870	1,872	262	1,610	(172)	90
Telecommunications	-	-	-	-	-	-
Building lease	-	-	-	-	-	-
Contractual services	145	145	8	137	41	49
Supplies, equipment, and furniture	295	293	2	291	38	40
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	431	431
Bad Debt Expense	-	-	-	-	-	-
Other	10	10	-	10	0	0
Total Expenses	\$ 6,430	\$ 6,430	\$ 1,762	\$ 4,668	\$ 593	\$ 2,355
Transfer to QPLF					-	-
Capital Eligible Expenses					-	-
	\$ -	\$ -	\$ 553	\$ (553)	\$ 576	\$ 1,129

[A] - Amount shown for State Grant is negative due to \$686k being reclassified to Fixed Assets.

**Queens Public Library
Federal Consolidated Budget Report
As of October 31, 2024**

In thousands

	Federal Funds							
	Operating				Grants	Total		
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual	Unaudited Y-T-D Actual		
Estimated Revenues								
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
State of New York	-	-	-	-	-	-	-	
United States of America	627	627	156	471	655	811		
Contributions from individuals, corporations and foundations	-	-	-	-	-	-		
Contributions from New York State	-	-	-	-	-	-		
Contributed facilities	-	-	-	-	-	-		
Contributed services	-	-	-	-	-	-		
Fines and fees	-	-	-	-	-	-		
Interest & Dividend Income	-	-	-	-	-	-		
Investment (loss) income	-	-	-	-	-	-		
Other Revenue	-	-	-	-	-	-		
FY24 Carry Forward	-	-	-	-	-	-		
Total Revenue	\$ 627	\$ 627	\$ 156	\$ 471	\$ 655	\$ 811		
Appropriations								
Wages	\$ -	\$ -	\$ -	\$ -	\$ 573	\$ 573		
Fringe benefits	-	-	-	-	166	166		
Books and other library materials	-	-	-	-	-	-		
Programs (contracted services and exhibits)	-	-	-	-	13	13		
Information technology	-	-	-	-	-	-		
Building maintenance and renovations	-	-	-	-	-	-		
Telecommunications	627	627	207	420	-	207		
Building lease	-	-	-	-	-	-		
Contractual services	-	-	-	-	2	2		
Supplies, equipment, and furniture	-	-	-	-	1	1		
Use of contributed facilities	-	-	-	-	-	-		
Use of contributed services	-	-	-	-	-	-		
Property and casualty insurance	-	-	-	-	-	-		
Depreciation	-	-	-	-	2	2		
Bad Debt Expense	-	-	-	-	-	-		
Other	-	-	-	-	3	3		
Total Expenses	\$ 627	\$ 627	\$ 207	\$ 420	\$ 759	\$ 966		
	\$ -	\$ -	\$ (50)	\$ 50	\$ (104)	\$ (154)		

Attachment: 10_24 Financial Statements (3160 : Acceptance of Financial Reports for the Period Ending in

Queens Public Library
 Other Consolidated Budget Report
 As of October 31, 2024
 In thousands

	Other Funds															
	Board Designated Fund				Fines & Fees Fund				Workers' Comp Fund				All Other			
	Operating				Operating				Operating				Grants			
	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Original Budget	Current Budget	Unaudited Y-T-D Actual	Remaining Balance	Unaudited Y-T-D Actual			
Estimated Revenues																
City of New York	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
State of New York	-	-	-	-	-	-	-	-	-	-	-	-	-			
United States of America	-	-	-	-	-	-	-	-	-	-	-	-	-			
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-	-			
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-	-			
Contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-			
Contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-			
Fines and fees	-	-	-	-	423	423	163	260	-	-	-	-	-			
Interest & Dividend Income	150	150	48	102	50	50	145	(95)	-	-	-	-	42			
Investment (loss) income	249	249	115	134	-	-	-	-	-	-	-	-	1,948			
Other Revenue	1	1	-	1	-	-	-	-	661	661	-	661	48			
FY24 Carry Forward	-	-	-	-	-	-	-	-	-	-	-	-	-			
Total Revenue	\$ 400	\$ 400	\$ 163	\$ 237	\$ 473	\$ 473	\$ 308	\$ 165	\$ 661	\$ 661	\$ -	\$ 661	\$ 2,037			
Appropriations																
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ 80	\$ 22	\$ 58	\$ -			
Fringe benefits	-	-	-	-	-	-	3	(3)	330	330	62	268	-			
Books and other library materials	-	-	-	-	211	211	149	62	-	-	-	-	-			
Programs (contracted services and exhibits)	-	-	-	-	-	-	-	-	-	-	-	-	7			
Information technology	28	28	-	28	-	-	-	-	-	-	-	-	0			
Building maintenance and renovations	-	-	-	-	-	-	-	-	-	-	-	-	-			
Telecommunications	1	1	-	1	-	-	-	-	-	-	-	-	-			
Building lease	-	-	-	-	-	-	-	-	-	-	-	-	-			
Contractual services	324	322	101	221	262	262	55	207	123	123	14	109	11			
Supplies, equipment, and furniture	11	11	2	9	-	-	-	-	-	-	-	-	1			
Use of contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-			
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-			
Property and casualty insurance	-	-	-	-	-	-	-	-	125	125	113	12	-			
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	10			
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-			
Other	36	38	16	22	-	-	-	-	3	3	-	3	-			
Total Expenses	\$ 400	\$ 400	\$ 119	\$ 281	\$ 473	\$ 473	\$ 206	\$ 267	\$ 661	\$ 661	\$ 211	\$ 450	\$ 29			
	\$ -	\$ -	\$ 43	\$ (43)	\$ -	\$ -	\$ 102	\$ (102)	\$ -	\$ -	\$ (211)	\$ 211	\$ 2,008			

Attachment: 10_24 Financial Statements (3160 : Acceptance of Financial Reports for the Period Ending in

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3161

AGENDA: Contract Authorization – Letter of Credit Agreement with TD Bank

Background:

This is an action item seeking approval from the Queens Borough Public Library’s Board of Trustees to enter into the Second Amendment to the Amended and Restated Loan and Security Agreement (“Second Renewal Agreement”) with TD Bank, N.A. (“TD Bank”) for access to up to \$10 million in a revolving line of credit (“Line of Credit”) secured by the Library’s investment portfolio.

The original Board-authorized Loan and Security Agreement with TD Bank for a \$10 million Line of Credit was entered into on December 22, 2009 and incrementally renewed until October 31, 2022.

The Board then authorized an Amended and Restated Loan and Security Agreement (“Amended Agreement”) with TD Bank, which re-established the \$10 million Line of Credit with an interest rate of the Library’s choice of either (1) the Term SOFR Reference Rate for the Interest Period therefor plus one hundred fifty (150) basis points or (2) a “Base Rate” equal to the greater of zero (0%) percent and the then-current rate of interest published by *The Wall Street Journal* from time to time as the U.S. “Prime Rate” less one (1.0%) percent. The Amended Agreement extended the Line of Credit from November 1, 2022 to October 31, 2023.

In December 2023 the Board authorized the First Amendment to the Amended Agreement (“First Renewal Agreement”) extending the \$10 million revolving Line of Credit from November 1, 2023 to October 31, 2024.

Current Status:

The Second Renewal Agreement proposed by TD Bank extends the \$10 million revolving Line of Credit from November 1, 2024 to October 31, 2025, on the same terms as the Amended Agreement and First Renewal Agreement.

Recommended Motion for Consideration by the Board of Trustees:

I recommend that the Board of Trustees authorize the President & CEO to execute the Second Amendment to the Amended and Restated Loan and Security Agreement with TD Bank, extending until October 31, 2025 a line of credit in the amount of ten million dollars, secured by the Library’s investment portfolio, on the same terms as the prior agreement.

Attachments:

Board item - TD Bank Loan Agreement Authorization (December 2024).1 (DOC)

SECRETARY'S CERTIFICATE**THE QUEENS BOROUGH PUBLIC LIBRARY**

The undersigned, Secretary of **THE QUEENS BOROUGH PUBLIC LIBRARY**, a Not-For-Profit corporation duly organized and existing under the laws of the State of New York (the "**Corporation**"), hereby certifies to **TD Bank, N.A.** (together with its successors and/or assigns, "**Lender**") that a meeting of the Board of Trustees of the Corporation was duly called and held at its office on December 12, 2024 (the "**Approval Date**"), that at said meeting a quorum of the Board of Directors was present and voting throughout and that on motion duly made and seconded the following resolutions were adopted and are now in full force and effect:

WHEREAS, Lender has agreed to extend its existing revolving credit loan to the Corporation (the "**Loan**") in the original principal amount of up to **\$10,000,000.00** (the "**Principal Amount**"), which loan will be evidenced by a Loan and Security Agreement dated December 22, 2009 and a Revolving Credit Note made by the Corporation in favor of Lender in the Principal Amount and will be secured by, among other things, security pledged by the Corporation to Lender the aforesaid Loan Agreement as it has been amended and extended previously (as the same may be hereafter amended, modified, restated, renewed, replaced, supplemented or extended, the "**Loan Agreement**"); and

WHEREAS, the extension of the Loan will include the amendment of the interest rate provisions of the Loan Agreement so that LIBOR ceases to be an option for advances under the Loan and instead the Corporation may choose between Base Rate advances (based on the Prime Rate) and SOFR advances (based on Term SOFR), and the Board of Directors has reviewed and considered a draft of the Sixth Amendment to the Loan Agreement which includes, inter alia, the amended interest rate terms (the "**Sixth Amendment**");

WHEREAS, the Board of Directors and Shareholders desire to approve the Sixth Amendment.

NOW, THEREFORE, BE IT:

RESOLVED, the Loan is hereby approved in all respects;

RESOLVED, all the acts of the officers of the Corporation in connection with the Sixth Amendment heretofore taken are hereby ratified and approved in all respects;

RESOLVED, that in connection with the Loan and the Sixth Amendment, and/or any other extensions of credit entered into with Lender, the **President** of the Corporation be and the **President** hereby is authorized, directed and empowered on behalf of the Corporation to:

- borrow money and obtain credit from Lender on such terms and conditions as the President of the Corporation shall negotiate with Lender;
- grant a security interest in or lien upon and pledge or assign and deliver, as security for money borrowed or credit obtained by the Corporation or by another party at the request, or for the benefit, of the Corporation, all or any portion of the assets and personal property now owned or

hereafter acquired or created by the Corporation on such terms and conditions as the President of the Corporation shall negotiate with Lender for itself and as agent for any affiliate of the Lender;

- apply for, receive and amend letters of credit, and instruct and advise Lender with regard to all transactions in connection therewith, giving indemnification or other agreements to Lender in connection therewith;
- consent to extensions, renewals, changes in terms regarding credit given by Lender to the Corporation, and to waive any right to notices of any kind; and
- grant a security interest in or lien upon and pledge or assign and deliver, as security for the Corporation's obligations, all or any portion of the assets and personal property now owned or hereafter acquired or created by the Corporation on such terms and conditions as the President of the Corporation shall negotiate with Lender;

RESOLVED, that the **President** of the Corporation be, and he hereby is, authorized, directed and empowered to take all such further action and to execute and deliver the Sixth Amendment and such instruments, agreements and documents in the name and on behalf of the Corporation and under its corporate seal or otherwise, including, without limitation, applications, statements, notes, drafts, security agreements, hypothecation agreements, financial statements, financing statements, mortgages, pledges, subordination agreements, letter of credit agreements, acceptance agreements, assignments and other instruments for the transfer of title (the foregoing shall be collectively referred to herein as the "**Loan Documents**"), in such form or forms, and containing such terms, provisions and conditions, as may be required by Lender, and to perform any and all other acts, including (without limitation) the delivery of collateral, and to pay all such fees and expenses as in their judgment shall be necessary, proper or advisable in order to fully carry out the intent and to accomplish the purpose of the foregoing resolutions; and be it further

RESOLVED, that any and all acts, instruments, and other writings heretofore or hereafter performed and/or executed and delivered by the **President** of said Corporation, pursuant to the several foregoing resolutions, for and on behalf of and in the name of the Corporation, in connection with the transactions contemplated thereby, be and the same hereby are, in all respects ratified, affirmed and approved.

I FURTHER CERTIFY that there is no provision in the certificate of incorporation, by-laws or other organizational documents of the Corporation limiting the power of the directors to pass the foregoing resolutions, and that the same is in conformity with the provisions of said certificate of incorporation, by-laws and other organizational documents.

I FURTHER CERTIFY that the execution, delivery and performance of the Loan Documents by the Corporation will not violate any provision of any existing law or regulation, or any order or decree of any court, arbitrator, governmental authority, bureau or agency, and will not violate, or cause the default under, any provision of any mortgage, indenture, note, instrument, contract, shareholder agreement or other agreement to which the Corporation is a party or which is or purports to be binding upon the Corporation, or any of its property or assets, and will not result in the creation or imposition of any lien, charge or encumbrance on, or security interest in, any of such properties pursuant to the provisions of such mortgage, indenture, note, instrument, contract, shareholder agreement or other agreement.

I FURTHER CERTIFY that the individuals below now hold the offices in the Corporation set forth

opposite his name:

<u>Name</u>	<u>Title</u>
Dennis M. Walcott	President
Matthew Gorton	Secretary

I FURTHER CERTIFY that (i) annexed hereto as Exhibit A is a true and correct copy of the Corporation's Articles of Incorporation filed on _____ with the New York Secretary of State, (ii) annexed hereto as Exhibit B is a true and correct copy of the By-Laws of the Corporation in effect as of the date hereof; (iii) annexed hereto as Exhibit C is a currently dated Certificate of Good Standing for the Corporation issued by the New York Secretary of State.

IN WITNESS WHEREOF, the undersigned has executed and delivered this Secretary's Certificate in his or her capacity as Secretary of the Corporation on the Approval Date.

 Name: Matthew Gorton
 Title: Secretary, Queens Borough Public Library
 Board of Trustees

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3162

AGENDA: Election of New Member to Queens Public Library Foundation Board of Directors

Background:

The Queens Public Library Foundation (“Foundation”) Board of Directors elects new directors, subject to the approval of the Queens Borough Public Library’s Board of Trustees. In particular, pursuant to Article III, Section 1 of the Foundation’s By-Laws, the “Board of Directors shall consist of Members, as elected by the Board of Directors, and as approved by a majority of the Board of Trustees of the Queens Library.”

Current Status:

At its December 11, 2024 meeting, the Foundation Board of Directors elected Ashley Hitchings to the Class of 2027. The resume for Ms. Hitchings is attached. Pursuant to the Foundation’s By-Laws, as described above, her election is subject to the approval of the Library’s Board of Trustees.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Library Board of Trustees approve the election of Ashley Hitchings to the Class of 2027 of the Queens Public Library Foundation Board of Directors.

Attachments:

HitchingsAshley_Resume_QPL_Redacted (PDF)

ASHLEY HITCHINGS

EXPERIENCE

WARBURG PINCUS

Technology Private Equity Analyst

New York, NY
Aug 2023 – Present

- Drive due diligence, deal execution, and portfolio support for technology deal team, producing financial models, investment theses, data packs, and value creation plans for growth equity technology investments
- Spearheaded new thesis area deep dives in Supply Chain and HR Tech, catalyzing five \$10-100M investment opportunities through net-new outreach to CEOs

Selected Transactions

Evaluated \$400M+ majority transaction for EdTech IT Workflow Platform

- Cut customer database, created and analyzed 200-response customer survey, and assessed segment-level retention, cohort bridges, sales efficiency metrics, and product attach rates to inform deal underwriting and investment thesis
- Ran 20+ calls with customers, advisors, and mgmt. and created K-12 market model to drive operating assumptions

Evaluated \$100M+ investment opportunity in Reverse Logistics Platform

- Analyzed product-level growth, customer concentration, pipeline coverage, and retention rates to inform valuation
- Produced TAM analysis using three methodologies to triangulate market size, penetration, and add'l growth vectors

MORGAN STANLEY

Technology Investment Banking Summer Analyst

Menlo Park, CA
Jun 2022 – Aug 2022

- Identified 7 potential targets and created pitch materials for leading digital media software company on buying opportunities within the workflow automation space as part of Future of Work strategy
- Advised \$60B AUM PE firm on planned acquisition of media intelligence platform; identified 15 social analytics tuck-in opportunities and created merger model for cross-border process with synergy and accretion/dilution analysis

ACTIVITIES & VOLUNTEER EXPERIENCE

Women and Youth Supporting Each Other

Curriculum Director, Board of Directors

Chicago, IL
May 2021 – May 2023

- Ran curriculum-based sessions about mental, physical, and socio-emotional health for 8th grade girls in South Side schools as part of regional branch of nationwide nonprofit empowering female-identifying middle school students
- Oversaw team of 30 volunteers in producing curated SEL lessons and providing mentorship through weekly visits

UCHICAGO DATA SCIENCE INSTITUTE

Data Scientist

Chicago, IL
Jan 2023 – Jun 2023

- Spent 6 months volunteering as staff data scientist for an international environmental justice organization and a Chicago-based non-profit legal clinic, providing weekly updates and conducting two in-depth data science projects
- Cleaned FOIA data, conducted demographic analysis and spatial clustering using Python, and created report about the use of restricted pesticides in Hawaii to support advocacy backing legislation to increase no-spray zones around schools and indigenous land

EDUCATION

THE UNIVERSITY OF CHICAGO

B.S. in Data Science with Honors, B.A. in Economics

Chicago, IL
Sept 2019 – Jun 2023

- Graduated summa cum laude, GPA: 3.96/4.00
- **Honors:** California State Champion in Lincoln-Douglas Debate, California Student Journalist of the Year, National Merit Scholar, Gary Becker Scholar (Top 5% in Economics Department), Chicago Booth Dougan Scholar

SKILLS & INTERESTS

Languages: Proficient in Mandarin

Skills: Proficient in Python, R, Adobe Creative Cloud, Microsoft Office Suite, financial analysis in Excel

Interests: Hiking, science fiction, road trips, strategy board games, investigative journalism

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3163

AGENDA: Calendar of Meetings - 2025

Background:

Dates for Committee and Board of Trustee meetings have been approved through December 2024

Current Status:

The Chair of the Board proposes the following dates for Committee and Board of Trustees meetings for the period of January – December 2025.

Recommended Motion for Consideration by the Board of Trustees:

I move that the calendar of Board of Trustees and Committee meeting dates for 2025 be approved as presented.

Attachments:

CALENDAR OF BOT MEETINGS (Jan-Dec 2025)(PDF)

**CALENDAR OF COMMITTEE &
BOARD OF TRUSTEES MEETINGS¹**
January - December 2025

Thursday, January 23, 2025	
Thursday, March 6, 2025	
Thursday, April 24, 2025²	
Thursday, June 26, 2025	
Thursday, September 11, 2025³	
Thursday, November 20, 2025⁴	Thursday, December 11, 2025

Attachment: CALENDAR OF BOT MEETINGS (Jan-Dec 2025) (3163 : Calendar of Meetings - 2025)

¹ Relevant committee meetings will be held on the dates listed and precede full Board meetings.

² April 24 – Includes Public Budget Hearing (Location TBD) followed by full Board meeting.

³ September 11 – Includes the Audit Committee & full Board meeting to accept report of Audit Committee.

⁴ **November 20 – Meeting of the Nominating Committee**

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3180

AGENDA: Acceptance and Approval of Queens Public Library Strategic Plan 2025-2030

Background:

In November 2017, the Board of Trustees accepted and approved a five-year strategic plan for the Library. Launched in 2018 with a new mission, vision, values, and goals, the plan has guided QPL in providing programs, resources, and services responsive to the needs of the public while navigating a rapidly changing world.

Current Status:

From late 2023 through 2024, the Library engaged in a process to refresh the strategic plan in order to adapt and respond to the evolving needs of our diverse communities, define our priorities, and align our resources. In partnership with Julia Ritchie Consulting, the Library undertook a comprehensive, participatory planning process. A Steering Committee, comprised of QPL leadership and board members, examined Library and census data, reaffirmed our goals, and established a strategy screen for the development of new ideas. Two dozen staff representing departments across the organization engaged in an extended “design sprint” to help set direction for the Library, informed by interviews and focus groups with various stakeholders, ideas submitted by QPL employees, and an extensive data review.

The team worked collaboratively to generate and test innovative ideas in response to the experiences and needs of customers and staff. From these collective efforts, guided by the Steering Committee and the Library’s overarching goals, eight strategic priority areas emerged, building on QPL’s core services and the strengths of its staff:

1. Improve and expand programs and services for immigrants
2. Evolve and expand programs and services for teens
3. Enhance and expand programs and services for older adults
4. Promote climate literacy
5. Rethink and redesign our spaces
6. Improve systems and streamline processes
7. Strengthen talent management and development
8. Increase data utilization across the organization

These priorities will expand and deepen the Library's impact on our communities and improve our organizational capacity. They will help ensure Queens Public Library's vital role in connecting people to learning, growth, and one another, being a trusted source of information and help, advancing equity and inclusion, providing steadfast support to marginalized communities, and building resilience.

The Library's President and CEO seeks acceptance and approval of the Queens Public Library Strategic Plan for 2025-2030. Upon acceptance and approval, Library management will discuss the plan at an all-staff meeting, currently scheduled for next week, and begin taking steps towards implementation.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept and approve the Queens Public Library Strategic Plan 2025-2030, as presented herein.

Attachments:

Strategic Plan Refresh 2024 Draft for BOT (PDF)



QUEENS PUBLIC LIBRARY

STRATEGIC PLAN 2025-2030

INTRODUCTION

From late 2023 through 2024, Queens Public Library engaged in a strategic refresh process. At its core was an enduring commitment to respond to the evolving needs of our diverse communities and a recognition that the challenges and opportunities of our times require us to be as clear eyed and intentional as possible about our priorities as we look to the future.

The Library reexamined the mission, vision, values, and goals established in our 2018 strategic plan and found that they remain profoundly relevant. Still, our rapidly changing world, driven by the crises and shifts of the past several years and those on the horizon, has demanded that we continually improve and adapt, with new approaches and objectives. In this era of intense polarization, upheaval, and uncertainty, the role of the Library is exceedingly important – to connect people to learning, growth, and one another, to be a trusted source of information and help, to advance equity and inclusion, to provide steadfast support to marginalized communities, and to build resilience.

Through a comprehensive planning process informed by Library staff, board members, customers, community partners, funders, and other stakeholders, as well as by extensive data collection and analysis, we have identified eight strategic priority areas for the next five years.

1. Improve and expand programs and services for immigrants
2. Evolve and expand programs and services for teens
3. Enhance and expand programs and services for older adults
4. Promote climate literacy
5. Rethink and redesign our spaces
6. Improve systems and streamline processes
7. Strengthen talent management and development
8. Increase data utilization across the organization

Building on our core services and the strengths of our exceptional staff, these strategic priorities will expand and deepen our impact on our communities and strengthen our organizational capacity. They will guide our time, our talent, our financial resources, and our fundraising to ensure the Library continues to be a vibrant cornerstone of opportunity and is well positioned to serve the public for years to come.

PLANNING PROCESS DESIGN

In partnership with Julia Ritchie Consulting, the Library undertook a participatory planning process that focused on innovation using human-centered design principles and practices. The work involved interviews and focus groups with a variety of stakeholders and an extensive data review of Queens demographics and Library metrics. Library employees submitted more than 60 ideas for advancing our strategic goals. With guidance from a Steering Committee of QPL leadership and board members, a Strategic Plan Design Team, comprised of two dozen staff representing departments across the organization, engaged in an extended “design sprint” to help set direction for the Library.

Over 16 weeks, the team gathered insights about the experiences, needs, pain points, and motivations of customers and employees, identified common themes, and generated and tested solutions. It was from these collective efforts that the strategic priorities emerged. In the process, the team not only developed innovative and viable strategies but also cultivated the collaborative, empathetic, and creative mindset and skills that will be needed to bring the plan to life.

VISION

Our vision is a vibrant, informed, cohesive, and empowered society.

MISSION

Queens Public Library transforms lives by cultivating personal and intellectual growth and by building strong communities.

VALUES

Queens Public Library is committed to our diverse communities and staff, who are at the heart of all we do. We strive to ensure that our work, practices, and services are embedded in an antiracist, diverse, equitable, and inclusive framework. We adhere to the following values:

- Inclusion: Queens Public Library welcomes and serves everyone.
- Access: We provide free information, programs, and services that are open to all.
- Intellectual Freedom: We uphold the right to privacy and the right to seek, access, and express diverse points of view.
- Customer Service: We care about the people we serve and strive to deliver exceptional experiences.
- Innovation: We encourage organizational and staff innovation that adapts to emerging needs.
- Integrity: We are committed to transparency and accountability.
- Respect: We treat our customers, staff, and diverse communities with respect and courtesy.
- Excellence: We hold ourselves to the highest standards in everything we do.

QPL'S FIVE-YEAR STRATEGIC FRAMEWORK

STRATEGIC GOALS

- Advance literacy and lifelong learning through outstanding collections, programs, and services.
- Deliver exceptional customer experience with world-class staff who reflect the diversity of the communities we serve.
- Strengthen Queens Public Library's role as the center of community life.
- Expand and facilitate access to digital content and technology.
- Provide inspiring, safe, functional, and sustainable spaces for the public and staff.

These overarching goals guide our strategic priorities for the next five years.

STRATEGIC PRIORITIES

1 Improve and expand programs and services for immigrants

Nearly half of Queens residents are foreign born, and Queens Public Library has long been and will continue to be a vital resource for them as they build their new lives in the United States. Amid growing uncertainty and need in immigrant communities, the Library will lean into its core strength and reputation as a welcoming and trusted place where immigrants, refugees, and asylum seekers can find concrete resources and tools, including English classes, training, immigration legal assistance, and career development support.

By 2030, QPL will expand programs and services to meet the needs of immigrants across the borough.

We will...

1. Increase the number of ESOL classes available across the system to reduce the waitlist by 50%.
2. Grow the number of ESOL conversation groups by 50%.
3. Grow the High School Equivalency (HSE) program to serve students in one language other than English.
4. Increase the number of job and career pathways for immigrants through sector training and skills training, including doubling the number served in credentialing programs.
5. Develop a partnership to provide opportunities for immigrants with international academic credentials to be evaluated for employment or admission to educational institutions.
6. Expand methods and channels of communication to increase language access in relevant languages and increase the number of materials that are translated.
7. Build new partnerships with 10 organizations to expand pathways for legal services for new immigrants.

8. Develop and launch a plan for providing programs, services, and volunteer opportunities specifically for immigrant older adults.

2 Evolve and expand programs and services for teens

Major investments by public and private sources have helped the Library create inspiring, state-of-the-art teen centers where youth have access to technology, programs, and trusted adults to support them in digital literacy, college access, career exploration, and civic engagement opportunities. We will continue and grow our commitment to teens and young adults by increasing teen-centered and teen-driven programs across the Library system and by expanding related training and professional development for our employees.

By 2030, QPL will increase teen engagement with the Library, centered around youth voice.

We will...

1. Engage every staff member in training on culturally responsive, inclusive, and positive teen development and engagement.
2. Ensure 100% of QPL's libraries have welcoming teen areas and 50% have regular teen programming.
3. Continue and expand robust technology and career pathways programming at five Teen Centers and 13 Teen Innovation Stations to enhance social and economic mobility reaching 25% more teens.
4. Expand high school and college prep programs, counseling, and resources to all locations.
5. Use youth voice to promote library programs and services to teens not currently using the library, with the goal of increasing the number of teen library cardholders and teen program attendance by 25%.
6. Every library will establish at least five partnerships with local schools/CBOs to promote relevant programs and services to teens and parents via school communication channels.

3 Enhance and expand programs and services for older adults

Queens is home to more older adults than any other county in the state and is seeing the fastest rise in the older adult population as well. Older adults account for 17% of the borough's population, and 16% are living at or below the poverty level. The number of foreign-born seniors in Queens increased by 60% in the last decade. The Library will deepen and expand our programs and services for older adults, especially those who are new to the United States, with the aim of engaging and connecting them to their communities to reduce social isolation and loneliness. Older adults are wise, valuable contributors to our community, and we will focus on creating intergenerational programs that tap into their wisdom and experience.

By 2030, QPL will increase connection and learning opportunities for older adults across the borough, focusing first on Library locations in communities with the highest concentration of older adults.

We will...

1. Develop partnerships with five senior-serving human services organizations to connect older adults with social services and resources.
2. Increase large-print materials and audiobooks.
3. Increase and diversify programming and services across the library system to reach a broader audience of older adults in Queens.
4. Increase outreach efforts to engage more older adults with QPL.
5. Develop programming and services targeting older adult immigrants.
6. Create or expand virtual, hybrid, and in-person programming in at least four languages for older adults at 75% of our libraries.
7. Create and launch a pilot intergenerational initiative at two to three locations with the potential of expanding it to 10 libraries by the end of five years.

4 Promote climate literacy

Climate change is one of the biggest threats facing our communities, with more extreme heat, intense rainfall, flooding, droughts, and acute weather events impacting health, ecosystems, the economy, and infrastructure. With 113 miles of coastline, inadequate sewer infrastructure in many neighborhoods, and dense development that creates urban heat islands, Queens residents face great risks. Some communities – environmental justice areas – are disproportionately affected. The Library will invest in educating our employees and the public about the impact of the changing climate and create awareness of strategies for mitigating its impacts to build a more resilient and equitable future.

By 2030, QPL will establish the Library as a leader in climate literacy and resiliency in Queens.

We will...

1. Become accredited through the Sustainable Libraries Initiative.
2. Develop at least five programming partnerships with Queens environmental organizations and governmental agencies.
3. Adopt environmentally sustainable policies systemwide to divert solid waste from landfills by 50% and reduce energy consumption by 40%.
4. Scale Hunters Point Library and Environmental Education Center programs and other environmental education programs for youth to 40 of our libraries.
5. Develop and present environmental education workshops for adults in three languages at 40 of our libraries.
6. Develop a dedicated microsite with climate resources and information that Queens residents can use to learn their community risks.

5 Rethink and redesign our spaces

The Library manages 66 unique locations and has been making significant strides in updating these aging facilities. Sustaining our infrastructure long term means we must develop additional funding streams for capital improvements and work to ensure all our buildings achieve net zero emissions by 2050. The emerging needs of our communities, including diverse programming, new ways of learning and working, and the multitude of functions our libraries are called on to fulfill require that we be innovative and adaptable in the design and utilization of our spaces.

By 2030, QPL will rethink our facilities and spaces to make them more flexible and sustainable to meet evolving and future needs.

We will...

1. Increase capital funding by 25% from non-City sources.
2. Complete a systemwide, comprehensive assessment of facilities, including sustainability, resiliency, accessibility, and other building conditions, setting standards for 100% of QPL locations.
3. Develop a plan, informed by an ongoing assessment of community needs, for new and alternative uses of space at 50% of QPL locations.

6 Improve systems and streamline processes

The Library is committed to ensuring that the tools and systems used to facilitate day-to-day operations are keeping pace with technological advancements and the needs of our staff and the public. By taking a business re-engineering approach to many of our administrative, operational, and technological systems, we will identify and address ways to streamline processes, automate systems, and integrate technology, ultimately making it easier for employees to do their jobs effectively and efficiently and for customers to access information and resources across the system.

By 2030, QPL will assess, upgrade, and improve QPL's business and administrative systems to ensure our systems and practices are as efficient as possible, reducing unnecessary burdens and creating an enabling environment for our employees and customers to access the resources they need.

We will...

1. Identify and implement best-of-breed technology systems to update or replace existing systems for Finance and Human Resources and the Digital Asset Management System (DAMS).
2. Evaluate our Learning Management System, Library and Marketing Program System, and other systems to identify potential improvements through better data entry standards, reconfiguration, and staff training.

3. Streamline business processes across the organization to increase efficiency and effectiveness, beginning with a focus on the Library's human resources and procurement policies and procedures.
4. Foster a culture of continuous iteration and improvement through training and end-to-end business improvement initiatives. Encourage regular feedback from programs, departments and branches on what is and is not working.

7 Strengthen talent management and development

Our dedicated staff are at the heart of Queens Public Library's ability to serve the public. Every employee across the organization plays a crucial role, and as they continue to rise to meet the evolving and growing demands on our libraries, we will focus on providing the necessary staffing levels and supports. More than ever, we must build our internal capacity to recruit, onboard, develop, and retain talent aligned with our values and goals. We plan to make significant investments in our people and talent team to support a robust human capital strategy that includes the expansion of training and professional development offerings. Additionally, the Library will strengthen employee engagement by creating new opportunities for meaningful cross-team, cross-branch collaboration and partnership. We want to recognize the talents and expertise of our staff and promote a culture where all employees feel valued and have opportunities to succeed and thrive.

By 2030, QPL will ensure exceptional employee engagement throughout the professional lifecycle at the Library.

We will...

1. Expand organizational capacity to recruit and hire candidates in a timely manner.
2. Improve onboarding process for all full-time employees to ensure a robust and thorough understanding of the organization and provide a solid foundation of training for initial and future success.
3. Develop more robust professional development to support employee training, mentorship, growth, and advancement opportunities.
4. Implement a Learning Management System that facilitates planning, implementation, tracking, follow-up, identification of employee skills and interests, and connections among employees.
5. Move Talent Development to Human Resources to ensure a fully integrated approach to employee engagement.
6. Implement a leadership and management development training program.
7. Streamline Human Resources processes to increase efficiency and effectiveness.
8. Facilitate and elevate collaboration and communication among QPL staff to share ideas and expertise and increase connectedness and effectiveness.
9. Explore in-person and technological tools to increase connection and collaboration across the Library.

8 Increase data utilization across the organization

In order to support innovative, adaptive, and dynamic programs and operations, the Library is committed to building out its data analysis and evaluation capacity. We will use the strategic refresh as a catalyst for ongoing innovation, experimentation, and continuous quality improvement across the entire organization. Using an evaluation framework, the Library will be able to monitor and track progress against strategic goals and priorities. The shift towards greater data-informed decision-making will involve staff training and the development of planning tools and practices for monitoring, tracking, and accountability.

By 2030, QPL will consistently use data to inform, evaluate, improve, and demonstrate effectiveness.

We will...

1. Automate and integrate data collection processes and systems across departments.
2. Develop customized dashboards of key metrics to be reviewed regularly throughout the organization to help guide decision-making and resource allocation.
3. Provide staff with training and tools to access, understand, analyze, and use data to evaluate and inform our work and show impact.

STRATEGIC PLAN STEERING COMMITTEE

Dennis M. Walcott, President and CEO
Cloyette Harris-Stoute, QPL Board of Trustees
Carl Koerner, QPL Board of Trustees, QPL Foundation Board of Directors
Nick Buron, Chief Librarian, SVP
Justin Deabler, General Counsel, SVP
Sung Kim, Chief Operating Officer, SVP
Stephen Mack, Chief Financial Officer, SVP
Gitte Peng, Chief of Staff, SVP
Luisa Benedetto, Director of Government Affairs
Lisi de Bourbon, Vice President of Communications
Bill Funk, Vice President of Procurement
Bill Goldband, Vice President of Information Technology and Development
Susan Latham, Executive Director, QPL Foundation
Jackie Martinez, Vice President of Human Resources
Sharon Myrie, Vice President of Programs and Services

STRATEGIC PLAN DESIGN TEAM

Camille Barrett, Director of Community Affairs and Special Events
Luisa Benedetto, Director of Government Affairs
Matthew Brookshire, Assistant Director of Individual Giving
Denise Clark, Director of Government Grants
Lisi de Bourbon, Vice President of Communications
Manny Figueroa, Talent Development and Training Manager
Fatma Ghailan, Director of Community Learning
Bill Goldband, Vice President of Information Technology and Development
Ruth Herzberg, Director of Operational Library Facility Planning
Rita Karl, Director of Programming
Jeffrey Lambert, Director of Strategic Planning and Operations, Programs and Services
Susan Latham, Executive Director, QPL Foundation
Josephine Lew, Senior Manager of Organizational Assessment
Nelson Lu, Director, Central Library
Tatyana Magazinnik, Director of Community Library Services
Jacqueline Martinez, Vice President of Human Resources
Thomas Maxheimer, Director of Community Library Services
Scott McLeod, Director of Civic Engagement
Kim McNeil-Capers, Director of Community Engagement
Sharon Myrie, Vice President of Programs and Services
Sumiya Nowshin, Marketing Manager
Felix Perez, Vice President of Facilities and Environmental Services
Shakira Smalls, Executive Director, Langston Hughes Library and Cultural Center
Yang Zeng, Director, Flushing Library

APPENDIX

Sample Strategic Plan Design Team Concepts

- Immigrants
- Teens
- Older Adults
- Climate Literacy
- Business Process Improvement



IMMIGRANTS

QUEENS PUBLIC LIBRARY

BIENVENIDES! WELCOME!

환영하다
VÍTEJTE!
歡迎
BENVENUTI!
स्वागत हे
BEM-VINDO!
καλώς ήρθες

ようこそ
WELKOMMEN!
BIENVENUE!
WITAMY
歡迎
مَرْحَبًا
BUN VENIT!

MORE THAN 47.4% OF QUEENS' TOTAL POPULATION IS FOREIGN-BORN. THIS NUMBER WILL CONTINUE TO GROW, REFLECTING THE MASS MIGRATION OF NEW IMMIGRANTS INTO NYC.

WE PROPOSE A MULTI-PRONGED APPROACH TO EXPAND STAFF CAPACITY & INCREASE AWARENESS OF LIBRARY SERVICES AMONG NEW IMMIGRANTS.

- MULTI-LINGUAL MATERIALS & SERVICE PROVISION
- INCREASE CAPACITY OF IN-HOUSE ESOL CLASSES & QPL-LED ESOL INSTRUCTOR CERTIFICATION/TRAINING
- OUTREACH & PARTNERSHIPS IN SCHOOLS
- EXPAND QPL'S JOB & BUSINESS ACADEMY SERVICES

VISUALS BY: ADRIANA CONTRERAS CORREAL | JUNE 2024



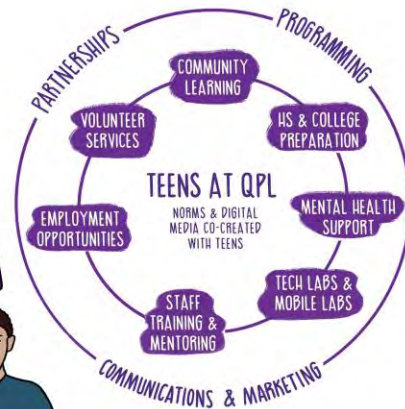
ENRICHING & EXPANDING QPL TEEN PROGRAMS & SERVICES

QPL IS AN ESSENTIAL CENTRALIZED RESOURCE FOR LIFE-LONG LEARNING, WITH SERVICES & PROGRAMS THAT CAN SUPPORT TEENS TO THRIVE

THE LIBRARY = THIRD SPACE



THE QPL TEEN ECOSYSTEM IS BASED ON A MULTI-LAYERED COLLABORATIVE APPROACH



OUR GOAL IS TO ENSURE THAT EVERY LIBRARY HAS A SPACE FOR TEENS WELL MARKED, INVITING, & WELL-RESOURCED



CENTER, UPLIFT & AMPLIFY YOUTH VOICES

- QPL TEEN AMBASSADORS
- YOUTH JUSTICE PROGRAM



VISUALS BY: ADRIANA CONTRERAS CORREAL | JUNE 2024



CULTIVATING A CULTURE OF CONNECTION & ENGAGEMENT FOR OLDER ADULTS

"HOW MIGHT QPL BECOME A PLACE THAT CULTIVATES A CULTURE OF CONNECTION AND ENGAGEMENT TO HELP ADDRESS SOCIAL ISOLATION AND LONELINESS AMONG OLDER ADULTS AND OFFER THE RESOURCES THEY NEED?"

OUR TEAM BELIEVES THE LIBRARY HAS THE OPPORTUNITY TO POSITION ITSELF AS A KEY COMMUNITY RESOURCE FOR THE GROWING AND DIVERSE POPULATION OF OLDER ADULTS ACROSS QUEENS, PROVIDING MEANINGFUL OPPORTUNITIES FOR OLDER ADULTS TO CONNECT WITH AND CONTRIBUTE TO THEIR COMMUNITIES.



NET ZERO ROAD MAP: CLIMATE CHANGE & CLIMATE RESILIENCY

CLIMATE IMPACTS IN QUEENS INCLUDE:

- POOR AIR & WATER QUALITY
- SEVERE STORMS & FLOODING
- EXTREME HEAT & COLD

FEW GREEN SPACES LIMITED ACCESS TO LOCALLY GROWN FOOD



AS A TRUSTED INSTITUTION IN EVERY COMMUNITY, QPL HAS THE POWER TO HELP CUSTOMERS LEARN ABOUT CLIMATE CHANGE & RESILIENCY.

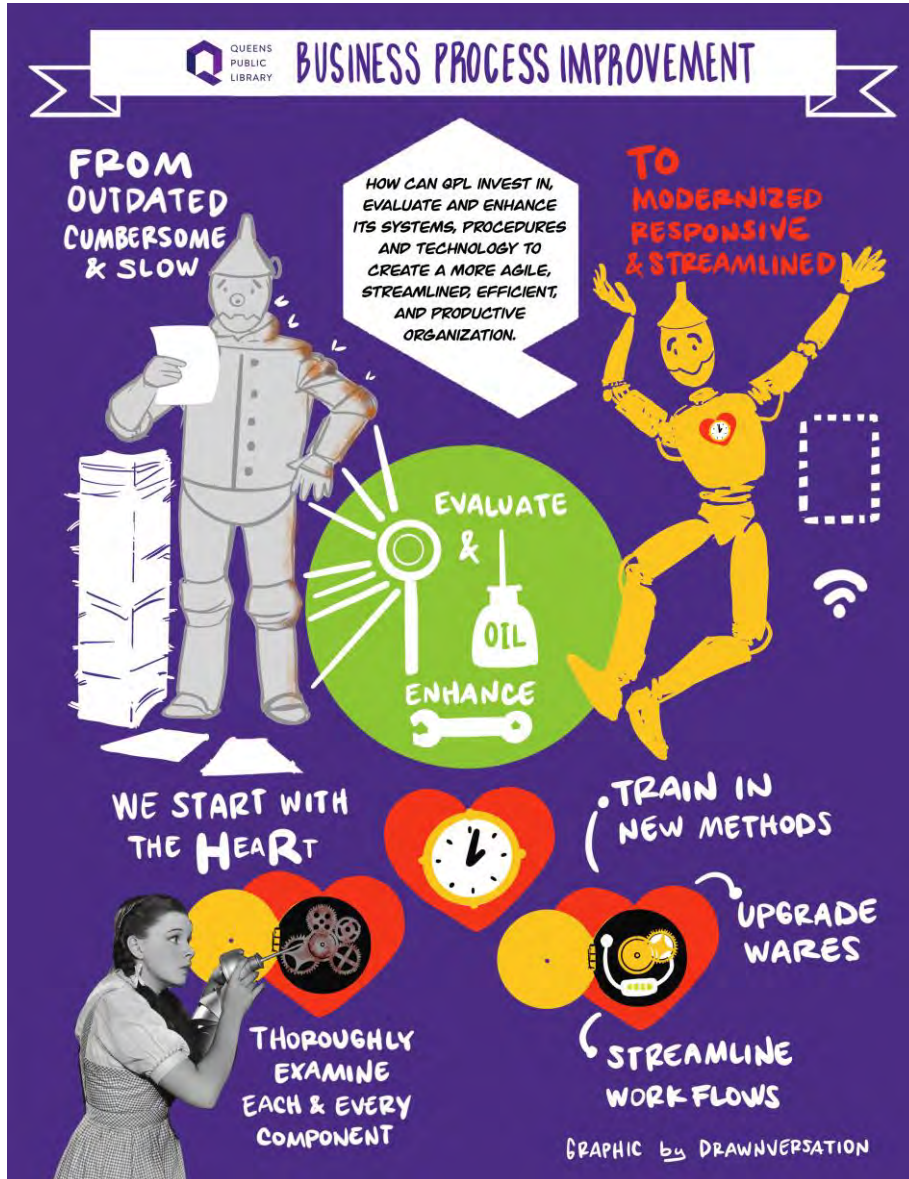
HUNTERS POINT LIBRARY AND ENVIRONMENTAL EDUCATION CENTER



THE PEOPLE OF QUEENS & QPL MUST BE PART OF THE GLOBAL MISSION TO MITIGATE CLIMATE CHANGE. WE NEED TO BE AWARE OF BOTH MICRO & MACRO ASPECTS TO BUILD RESILIENCY.

VISUALS BY: ADRIANA CONTRERAS CORREAL | JUNE 2024

Attachment: Strategic Plan Refresh 2024 Draft for BOT (3180 : Acceptance and Approval of Queens Public Library Strategic Plan 2025-2030)



Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3164

AGENDA: Purchases Over \$50K - September 2024

Current Status:

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

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

Library:

1. **Sligo Software Solutions Inc.**, a NYS certified MBE firm, was issued a purchase order in the amount of \$93,000 under its NYS OGS contract to provide IT consulting services for software quality assurance testing for web and mobile applications development.
2. **Kopp Electric Corporation** was issued a purchase order in the amount of \$413,598 for its contract for Central Library fire alarm additions and corrections.
3. **Prestige Plumbing and Heating Inc.** was issued a statement of work (“SOW”) in the amount of \$65,250 under its requirements contract for plumbing services to replace a sewer line at Baisley Park library.
4. **Northshore Industries Inc.** was issued an SOW in the amount of \$54,892 under its requirements contract for general construction installation of protective measures around the perimeter of the Richmond Hill library.

5. **The Hackett Group, Inc.** was issued a purchase order in the amount of \$139,804 for two quarters of annual SAP software maintenance under its contract that has been in effect since 1998.

6. **Insight Public Sector** was issued a purchase order in the amount of \$134,061.73 under its NYS Office of General Services (“OGS”) contract to provide Darktrace software. Darktrace software will help ITD to discover, contain, and investigate unknown or fast-moving threats, such as potential ransomware, cloud account takeover, cloud software misconfigurations, crypto jacking, IP or data theft, and internet enabled device corruption or misuse wherever they emerge in the library’s network.

7. **Insight Public Sector** was issued a purchase order in the amount of \$83,484.86 under its OGS contract to provide annual maintenance of the Library’s public multifunctional scanner stations.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3165

AGENDA: Purchases Over \$50K - October 2024

Current Status:

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

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

Library:

1. **Prestige Plumbing and Heating Inc.** was issued a statement of work (“SOW”) in the amount of \$63,171 under its requirements contract for plumbing services to excavate and repair the sewer ejector pit at the Central Library.
2. **SirsiDynix** was issued a purchase order in the amount of \$127,517.50 for milestone payments under its integrated library system contract.
3. **Northshore Industries Inc.** was issued an SOW in the amount of \$53,078 under its requirements contract for general construction installation of concrete barriers at the Richmond Hill library.
4. **LiRo Architects + Planners, P.C.** was issued an SOW under its architectural professional services requirements contract in the amount of \$366,660 to provide

additional architectural services for design development for the new LeFrak City library.
The total value of the purchase order is \$529,750.

5. **Gryphon Construction Inc.**, a NYS and NYC MBE firm, was issued a revised purchase order for additional work including flooring, HVAC, and exterior lighting, at a cost of \$162,058 for a total purchase order amount of \$4,394,605.03.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3166

AGENDA: Purchases Over \$50K - November 2024

Current Status:

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

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

Library:

1. **i-Link Solutions, Inc.**, a NYS and NYC M/WBE firm, was issued a purchase order in the amount of \$112,000 under its OGS contract to provide IT consulting services.
2. **Prestige Plumbing and Heating Inc.** was issued a statement of work (“SOW”) in the amount of \$51,221 under its requirements contract for plumbing services to install a new sewer ejector pump at the Flushing library.
3. **Julia Ritchie Consulting Services, LLC** was issued a revised purchase order adding \$47,000 for a total purchase order in the amount of \$148,750.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3167

AGENDA: Payroll for the Month of August 2024

Payroll for the Month of August 2024

The Chief Financial Officer reports the payrolls paid during the month of August 2024 in the aggregate sum of \$6,013,533 consisting of \$5,739,659 in City Funds, \$268,258 in Federal & State Funds, \$0 in Fines & Fees Funds, \$0 in Board-Designated & Private Grants Funds, \$5,616 in Workers' Compensation Reserve Funds and \$0 in Trust & Agency 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: December 12, 2024

ITEM ID #: 3168

AGENDA: Payroll for the Month of September 2024

Payroll for the Month of September 2024

The Chief Financial Officer reports the payrolls paid during the month of September 2024 in the aggregate sum of \$6,033,031 consisting of \$5,744,244 in City Funds, \$283,171 in Federal & State Funds, \$0 in Fines & Fees Funds, \$0 in Board-Designated & Private Grants Funds, \$5,616 in Workers' Compensation Reserve Funds and \$0 in Trust & Agency 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: December 12, 2024

ITEM ID #: 3169

AGENDA: Payroll for the Month of October 2024

Payroll for the Month of October 2024

The Chief Financial Officer reports the payrolls paid during the month of October 2024 in the aggregate sum of \$6,247,799 consisting of \$5,922,185 in City Funds, \$319,261 in Federal & State Funds, \$0 in Fines & Fees Funds, \$0 in Board-Designated & Private Grants Funds, \$6,353 in Workers' Compensation Reserve Funds and \$0 in Trust & Agency 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: December 12, 2024

ITEM ID #: 3182

AGENDA: Personnel Report - September 2024

PERSONNEL REPORT – 8/16/2024 – 9/15/2024

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

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

Attachments:

Personnel Report -September 2024 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3183

AGENDA: Personnel Report - October 2024

PERSONNEL REPORT – 9/16/2024 – 10/15/2024

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

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

Attachments:

Personnel Report - October 2024 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3184

AGENDA: Personnel Report - November 2024

PERSONNEL REPORT – 10/16/2024 – 11/15/2024

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

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

Attachments:

Personnel Report -November 2024 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3170

AGENDA: Key Performance Indicators - August 2024

Attachments:

Board_report_Aug_2024 (PDF)

President's Report: August 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	9,236	11.95%	5,537	-12.42%	826	86.04%	1,079	-25.74%	
Astoria	8,140	-3.77%	5,394	-35.23%	630	-28.08%	1,775	-6.08%	
Auburndale	10,871	31.88%	5,054	-9.64%	220	-79.07%	2,001	83.92%	
Baisley Park	3,048	31.66%	3,952	19.87%	493	-45.10%	1,065	-41.74%	
Bayside	20,991	35.23%	10,268	-7.16%	1,978	-17.96%	1,163	-49.28%	
Bay Terrace	16	166.67%							1,2
Bellerose	7,380	27.42%	4,599	-3.85%	831	-19.16%	846	-4.51%	
Briarwood	7,893	14.76%	9,376	5.93%	2,183	46.81%	1,736	-27.94%	
Broadway	4,480	63900.00%	8,839	100.00%	234	100.00%	648	100.00%	1,2
Broad Channel	2,265	-39.95%	1,679	5.66%		-100.00%	36	-36.84%	
Cambria Heights	4,670	45.76%	5,572	4.84%	983	51.93%	529	-23.22%	
Corona	8,242	19.10%	11,354	1.17%	3,295	-31.54%	1,605	-36.39%	
Court Square									1,2
Douglaston	7,462	14.12%	4,421	-9.76%	1,606	2.82%	923	13.39%	
East Elmhurst	3,758	6.19%	4,388	-13.40%	1,137	-30.42%	513	-5.52%	
East Flushing	7,024	25.63%	5,657	15.21%	642	-0.93%	1,422	9.13%	
Elmhurst	30,153	29.17%	21,718	-2.59%	2,739	-17.92%	3,888	23.08%	
Far Rockaway	13,334	402.79%	12,427	179.64%	1,126	-35.36%	6,509	83.66%	1,2
Forest Hills	23,586	30.78%	18,843	-5.86%	4,424	-54.64%	659	-68.87%	
Fresh Meadows	25,351	35.15%	10,964	-1.53%	1,116	-12.20%	2,823	16.60%	
Glen Oaks	17,657	21.35%	8,865	-6.98%	2,604	9.92%	4,934	29.33%	
Glendale	6,676	14.45%	3,380	-7.85%	785	48.67%	253	36.02%	
Hillcrest	21	-73.42%	647						1,2
Hollis	5,751	37.22%	5,766	16.02%	3	-94.44%	791	-19.94%	
Howard Beach	7,055	20.64%	7,622	1.75%	448	-22.76%	1,132	4.72%	
Hunters Point	23,263	55.37%	15,129	117.71%	1,688	240.32%	1,935	159.73%	2
Jackson Heights	21,028	30.62%	17,974	-7.36%	487	-56.28%	1,689	24.56%	
Kew Gardens Hills	20,051	38.62%	14,593	-0.89%	1,518	54.43%	1,020	-14.86%	
Langston Hughes	2,838	14.90%	6,862	1.36%	1,886	-35.65%	63	100.00%	
Laurelton	34	-43.33%	549	6.81%					1,2
Lefferts	4,444	36.74%	7,131	6.24%	844	4.98%	1,452	-9.87%	
Lefrak City	28	-33.33%							1,2
Long Island City	5,459	17.47%	6,975	-13.70%	2,763	187.51%	2,525	86.35%	
Maspeth	9,500	26.53%	5,763	-2.57%	879	-21.38%	2,143	2.83%	
McGoldrick	6,928	24.65%	7,080	-14.49%	1,406	120.03%	2,388	2.49%	
Middle Village	5,231	14.34%	4,813	-4.22%	1,454	50.83%	1,391	-15.08%	
Mitchell-Linden	11,953	23.90%	10,102	5.92%	1,518	3.13%	1,400	-5.98%	
North Forest Park	9,225	45.73%	6,278	-5.18%	1,175	302.40%	142	54.35%	
North Hills	6,676	17.54%	4,176	-18.13%	389	-57.67%	933	-4.11%	
Ozone Park	7,630	72.43%	7,208	5.20%	813	27.23%	1,172	374.49%	
Peninsula	8,514	44.60%	8,633	9.14%	870	163.64%	1,652	48.16%	

Attachment: Board_report_Aug_2024 (3170 : Key Performance Indicators - August 2024)

President's Report: August 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
Pomonok	4,670	37.51%	4,698	10.18%	1,137	186.40%	900	195.08%	
Poppenhusen	4,775	5.95%	4,617	3.61%	1,387	-27.27%	1,668	78.40%	
Queensboro Hill	10	-99.75%		-100.00%		-100.00%		-100.00%	1,2
Queens Village	4,471	47.22%	3,321	-5.73%	604	-46.07%	941	148.28%	
Rego Park	10,796	20.44%	10,174	-6.39%	628	-7.78%	783	-67.46%	
Richmond Hill	9,984	30.42%	6,374	-2.39%	2,647	16.76%	1,384	-28.95%	
Ridgewood	11,610	54.12%	16,992	25.20%	1,787	-24.66%	1,548	-32.05%	
Rochdale Village	4,957	16.36%	5,822	-9.72%	1,162	26.17%	89	-34.56%	
Rosedale	3,562	64.00%	4,129	11.38%	821	-12.94%	1,548	-21.86%	
Seaside	111	-97.30%		-100.00%		-100.00%		-100.00%	1,2
South Hollis	2,733	-5.17%	6,033	13.98%	768	-17.42%	256	34.03%	
South Jamaica	2,099	-22.20%	3,919	28.49%	637	463.72%	354	567.92%	
South Ozone Park	3,722	23.08%	4,525	-14.67%	691	60.32%	1,030	-47.74%	
St. Albans	2,973	-3.54%	3,495	-16.21%	363	-49.51%	435	124.23%	
Steinway	13,723	18698.63%	12,651	1411.47%	1,261	100.00%	992	100.00%	2
Sunnyside	11,501	44.30%	9,722	-3.40%	1,306	-46.56%	1,913	-16.64%	
Whitestone	9,918	35.31%	5,721	-4.04%	2,166	282.01%	2,447	-23.86%	
Windsor Park	11,108	24.59%	7,310	-3.51%	417	-62.87%	1,625	-14.07%	
Woodhaven	7,926	18.94%	6,937	6.02%	1,816	17.39%	419	-64.13%	
Woodside	8,223	29.11%	8,679	-7.03%	1,691	-0.18%	2,475	43.48%	
Community Libraries Total	506,734	32.43%	424,707	4.06%	67,282	-6.69%	77,042	-1.20%	

Central Library Adult Learning Center	13	116.67%	N/A	N/A		0.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	2	-33.33%	2,184	-32.72%	382	-40.22%	N/A	N/A	
Elmhurst Adult Learning Center	38	2.70%	N/A	N/A	537	-10.20%	N/A	N/A	3
Flushing Adult Learning Center	143	5.15%	N/A	N/A	1,069	19.04%			
Jackson Heights Adult Learning Center	33	120.00%	N/A	N/A		-100.00%			3
Peninsula Adult Learning Center	9	100.00%	N/A	N/A	613	-13.30%	N/A	N/A	3
Rochdale Adult Learning Center	40	110.53%	N/A	N/A	317	-35.96%	N/A	N/A	3
Adult Learning Center Total	278	28.70%	2,184	-32.72%	2,918	-21.39%			

Central Adult Fiction	5,569	26.42%
Central Adult Fiction - Ask at Desk	2,469	-24.77%
Central Adult Non-Fiction	10,732	20.37%
Central Adult Non-Fiction - Ask at Desk	4,373	-29.89%
Central International Languages	760	0.80%
Central International Languages - Ask at Desk	109	-39.44%
Central Library Current Collection	1,459	15.24%
Central Library Fine Arts/Media Center	14,985	46.60%
Central Library Others	1,420	88.83%
Central Library Hot Picks	299	4.55%

Attachment: Board_report_Aug_2024 (3170 : Key Performance Indicators - August 2024)

President's Report: August 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 Library Interloan	343	26.57%							
Central Library Job Info Center	18	-18.18%							
Central Library Young Adult Room	3,246	20.53%							
Children's Library Discovery Center	13,715	47.39%	17,068	29.66%	2,567	27.58%	2,620	-9.34%	
Central Total	59,497	22.44%	65,418	3.05%	6,045	17.04%	15,063	25.16%	

Flushing	32,180	6.94%							
Flushing IRC	2	-80.00%							
Flushing Job Info Center (JIC)	5	-64.29%							
Flushing Media Center	4,934	-6.25%							
Flushing Total	37,121	4.93%	73,695	-20.69%	8,454	-24.08%	8,041	-29.92%	

E-book and E-Magazines	216,606	20.22%							
Virtual Music and Movies	55,426	-13.78%							
Culture Pass reservations	2,334	26.50%							
Online Learning Services usage	17,267	16.59%							
Virtual Library Total	291,633	11.69%			1,612	-36.66%	1,854	-20.29%	
Langston Hughes Black Heritage	215	9.69%							
Queens Village Mail-A-Book	3,372	20.64%			938	-23.74%	521	100.00%	
Mobile Library	685	-36.16%	658	N/A	740	54.17%			
Correctional Outreach		0.00%			88	120.00%	5	0.00%	
Queensbridge		N/A	1,055	N/A	349	9.40%			
Queens Library for Teens		0.00%	3,633	N/A	1,137	54.27%			
Ravenswood	3	N/A	1,018	N/A	50	N/A			
Other Total	128	1063.64%							
System Total	899,666	22.90%	572,368	0.56%	87,847	-7.88%	102,526	-1.25%	

Website Visits	405,187	53.42%
Wireless use	199,269	320.92%
Computer Sessions	83,788	7.56%

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_Aug_2024 (3170 : Key Performance Indicators - August 2024)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3172

AGENDA: Key Performance Indicators - September 2024

Attachments:

Sep_2024_Board_report (PDF)

President's Report: September 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	8,804	8.09%	4,608	-13.29%	291	-4.59%	1,213	9.08%	
Astoria	7,895	5.48%	5,082	-26.26%	602	-2.59%	1,793	-17.90%	
Auburndale	10,573	47.36%	5,129	3.20%	231	-59.04%	2,715	109.01%	
Baisley Park	2,379	9.53%	1,215	-54.49%	13	-96.53%	336	-79.39%	
Bayside	20,513	47.55%	8,996	-1.79%	483	-35.08%	1,072	-6.94%	
Bay Terrace	6	-64.71%		0.00%		0.00%			1,2
Bellerose	6,870	46.61%	4,044	-9.16%	400	-23.52%	840	-9.39%	
Briarwood	8,210	30.15%	9,068	22.03%	1,941	103.89%	1,906	4.78%	
Broadway	8,970	179300.00%	10,936	0.00%	595	100.00%	1,353		1,2
Broad Channel	2,190	-27.02%	1,608	19.73%		0.00%	12	-70.00%	
Cambria Heights	4,614	33.62%	6,679	-0.34%	2,583	15.73%	944	226.64%	
Corona	7,387	67.16%	9,954	5.39%	1,269	-58.06%	1,884	-3.43%	
Court Square	2	0.00%		0.00%		0.00%			1,2
Douglaston	7,222	33.64%	5,049	8.25%	967	-37.53%	924	135.71%	
East Elmhurst	3,683	13.43%	4,337	22.34%	1,167	123.56%	485	-14.76%	
East Flushing	7,731	63.62%	5,238	14.04%	487	0.83%	1,165	4.86%	
Elmhurst	30,061	52.42%	18,584	17.76%	983	-3.15%	3,602	32.57%	
Far Rockaway	17,148	607.13%	11,484	176.79%	1,353	4.64%	6,129	58.95%	1,2
Forest Hills	23,648	50.65%	17,438	1.70%	2,352	-48.53%	378	-75.74%	
Fresh Meadows	23,889	47.73%	9,128	1.60%	865	45.87%	2,063	7.22%	
Glen Oaks	17,915	45.26%	8,951	10.26%	1,465	1.95%	4,505	26.90%	
Glendale	6,541	26.06%	4,097	14.83%	529	23.31%	235	176.47%	
Hillcrest	823	1396.36%	2,054	100.00%	79	100.00%	150		1,2
Hollis	5,427	60.90%	4,662	10.32%	62	-60.51%	372	-57.53%	
Howard Beach	7,117	47.44%	6,483	8.61%	451	43.63%	1,182	9.75%	
Hunters Point	26,792	18.85%	16,380	15.65%	4,736	45.45%	2,447	7.99%	2
Jackson Heights	21,120	54.71%	17,409	2.36%	582	62.12%	1,815	83.89%	
Kew Gardens Hills	19,169	63.14%	11,784	1.59%	736	44.60%	740	31.21%	
Langston Hughes	2,559	30.49%	6,941	3.67%	1,393	-49.86%		-100.00%	
Laurelton	19	-64.81%	1,210	292.86%	10	-91.23%			1,2
Lefferts	4,322	69.29%	5,296	4.23%	315	-24.10%	1,136	24.84%	
Lefrak City	26	-10.34%		0.00%		0.00%			1,2
Long Island City	5,476	33.01%	7,214	-0.52%	1,845	214.31%	2,067	71.82%	
Maspeth	9,368	39.86%	5,702	0.88%	570	-48.42%	1,825	-28.71%	
McGoldrick	6,671	39.62%	6,109	-2.15%	251	-31.23%	2,321	49.65%	
Middle Village	5,743	33.50%	4,284	3.80%	749	69.07%	1,207	-12.35%	
Mitchell-Linden	12,399	50.46%	8,083	11.66%	435	45.00%	1,256	40.34%	
North Forest Park	9,883	82.61%	6,423	9.07%	349	57.21%	65	-66.67%	

Attachment: Sep_2024_Board_report (3172 : Key Performance Indicators - September 2024)

President's Report: September 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	6,884	31.85%	5,584	-13.24%	606	3.24%	1,164	15.25%	
Ozone Park	7,405	84.02%	6,266	2.50%	443	-54.98%	906	162.61%	
Peninsula	8,113	42.16%	8,408	8.91%	579	3.39%	451	-51.03%	
Pommonok	4,989	64.93%	4,387	8.29%	658	201.83%	382	-7.73%	
Poppenhusen	4,558	36.14%	4,062	19.93%	632	-18.56%	1,464	97.57%	
Queensboro Hill	7	-99.82%		-100.00%				-100.00%	1,2
Queens Village	4,608	51.73%	3,560	6.94%	891	-51.26%	831	103.68%	
Rego Park	10,237	34.03%	9,137	4.73%	347	-29.18%	2,790	27.57%	
Richmond Hill	8,015	30.52%	3,860	-27.22%	1,029	-19.36%	760	-31.53%	
Ridgewood	12,108	74.67%	16,843	-0.51%	2,260	115.03%	1,582	2.66%	
Rochdale Village	5,384	50.60%	5,939	1.28%	1,036	-12.05%	285	235.29%	
Rosedale	3,943	55.60%	3,755	0.35%	365	28.07%	1,174	-30.29%	
Seaside	90	-97.40%		-100.00%		-100.00%		-100.00%	1,2
South Hollis	2,796	23.06%	7,469	20.62%	1,022	64.57%	479	327.68%	
South Jamaica	2,334	-0.81%	4,013	13.27%	582	170.70%	441	65.79%	
South Ozone Park	4,331	71.25%	5,119	3.44%	257	-70.29%	1,654	-19.43%	
St. Albans	3,210	17.28%	3,582	0.67%	221	-12.65%	179	-31.68%	
Steinway	13,713	26788.24%	11,021	2433.56%	914	100.00%	943		2
Sunnyside	12,311	69.15%	9,411	-9.47%	960	-0.52%	1,595	-17.78%	
Whitestone	10,238	62.87%	5,314	4.69%	1,202	79.67%	1,910	-14.66%	
Windsor Park	10,900	35.24%	6,452	1.90%	397	-57.81%	1,377	-16.60%	
Woodhaven	8,635	43.27%	5,424	10.11%	1,412	27.78%	889	95.81%	
Woodside	8,048	56.61%	8,442	1.72%	2,358	42.39%	2,049	3.59%	
Community Libraries Total	516,022	51.24%	399,707	8.26%	49,310	-0.40%	73,442	7.62%	

Central Library Adult Learning Center	2	-91.30%				0.00%			3
Elmezzi LIC Adult Learning Center	2	-60.00%	1,496	-49.05%	267	-70.13%			
Elmhurst Adult Learning Center	35	-39.66%			1,066	67.08%			3
Flushing Adult Learning Center	185	72.90%			974	35.47%			
Jackson Heights Adult Learning Center	36	80.00%				-100.00%			3
Peninsula Adult Learning Center	3	50.00%			422	-14.23%			3
Rochdale Adult Learning Center	35	118.75%			374	0.00%			3
Adult Learning Center Total	298	29.00%	1,496	-49.05%	3,103	-6.48%			

Central Adult Fiction	5,978	57.19%
Central Adult Fiction - Ask at Desk	2,747	-2.35%
Central Adult Non-Fiction	11,541	39.79%
Central Adult Non-Fiction - Ask at Desk	4,630	-19.21%

Attachment: Sep_2024_Board_report (3172 : Key Performance Indicators - September 2024)

President's Report: September 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	806	32.57%							
Central International Languages - Ask at Desk	109	-30.13%							
Central Library Current Collection	1,651	34.67%							
Central Library Fine Arts/Media Center	16,443	89.30%							
Central Library Others	1,377	102.80%							
Central Library Hot Picks	330	65.83%							
Central Library Interloan	317	60.10%							
Central Library Job Info Center	15	7.14%							
Central Library Young Adult Room	3,261	73.73%							
Children's Library Discovery Center	13,781	108.30%	12,461	10.70%	2,393	-44.72%	1,839	-22.70%	
Central Total	62,986	54.14%	57,695	2.88%	3,021	-53.87%	13,879	30.20%	

Flushing	32,711	36.16%							
Flushing IRC	4	-60.00%							
Flushing Job Info Center (JIC)	12	500.00%							
Flushing Media Center	4,852	6.12%							
Flushing Total	37,579	31.36%	72,113	4.72%	4,100	-2.59%	7,659	-34.73%	

E-book and E-Magazines	214,064	13.09%							
Virtual Music and Movies	57,570	-7.85%							
Culture Pass reservations	1,755	31.66%							
Online Learning Services usage	15,679	-17.94%							
Virtual Library Total	289,068	6.19%			2,101	-23.32%	1,952	-23.72%	
Langston Hughes Black Heritage	227	60.99%							
Queens Village Mail-A-Book	2,175	-24.74%			1,282	-5.53%	450	100.00%	
Mobile Library	789	-36.11%	505	N/A	301	652.50%			
Correctional Outreach		-100.00%			73	-74.11%	7	-41.67%	
Queensbridge	1		815	N/A	123	-100.00%			
Queens Library for Teens			4,582	66.80%	1,186	-5.50%			
Ravenswood	1		915	N/A	16				
Other Total	161	2200.00%							
System Total	909,307	32.26%	537,828	7.60%	65,353	-3.67%	97,389	4.49%	

Website Visits	392,484	52.61%
Wireless use	211,626	119.77%
Computer Sessions	80,841	21.06%

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: Sep_2024_Board_report (3172 : Key Performance Indicators - September 2024)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3171

AGENDA: Key Performance Indicators - October 2024

Attachments:

Oct_2024_Board_report (PDF)

President's Report: October 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	9,217	9.00%	5,574	3.84%	445	-9.37%	1,641	26.91%	
Astoria	7,929	5.78%	5,364	-27.48%	613	-28.89%	1,794	-31.40%	
Auburndale	10,443	41.31%	4,871	1.37%	389	-24.02%	2,402	91.39%	
Baisley Park	1,359	-40.94%	1,553	-45.87%	473	-20.24%	786	-41.91%	
Bayside	19,673	41.33%	9,561	5.38%	953	-12.08%	1,495	53.65%	
Bay Terrace	9	-50.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Bellerose	7,350	52.97%	4,280	0.42%	721	113.95%	814	-7.92%	
Briarwood	8,853	44.96%	9,894	20.54%	1,662	16.31%	1,935	-12.32%	
Broadway	10,669	106590.00%	11,716	100.00%	2,205	100.00%	2,922	100.00%	1,2
Broad Channel	2,065	-32.43%	1,659	38.83%	0	0.00%	6	-81.25%	
Cambria Heights	4,817	60.25%	7,846	4.96%	3,067	5.61%	575	-72.20%	
Corona	8,014	50.24%	11,225	8.77%	2,297	-40.71%	1,505	-24.71%	
Court Square	2	100.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Douglaston	7,240	30.40%	5,298	11.05%	1,026	-33.72%	472	15.69%	
East Elmhurst	3,557	10.12%	4,568	10.63%	725	0.69%	510	-1.35%	
East Flushing	7,544	57.92%	6,616	35.99%	1,258	11.52%	1,705	29.36%	
Elmhurst	30,396	52.55%	18,011	15.33%	1,473	-16.07%	3,288	25.50%	
Far Rockaway	18,877	582.71%	11,669	175.93%	1,239	-21.08%	3,376	-7.15%	1,2
Forest Hills	23,207	51.56%	18,224	6.55%	2,180	-50.69%	677	-42.63%	
Fresh Meadows	22,928	38.04%	9,121	-6.23%	848	-19.54%	2,202	47.39%	
Glen Oaks	17,803	39.27%	9,771	2.70%	2,040	-1.50%	5,189	40.47%	
Glendale	7,142	31.63%	4,307	10.69%	828	19.14%	189	8.62%	
Hillcrest	4,830	11400.00%	4,453	1740.08%	100	100.00%	777	100.00%	1,2
Hollis	2,283	-34.62%	755	-83.14%	0	-100.00%	0	-100.00%	1
Howard Beach	7,513	49.78%	7,604	20.34%	980	155.87%	1,226	8.88%	
Hunters Point	25,758	8.85%	15,524	7.23%	2,029	-1.65%	4,339	178.86%	2
Jackson Heights	21,032	55.05%	19,951	15.69%	966	96.74%	1,947	125.35%	
Kew Gardens Hills	19,541	47.77%	10,791	-10.37%	512	-37.86%	752	18.43%	
Langston Hughes	2,643	23.56%	8,933	12.85%	3,412	25.17%	69	-84.87%	
Laurelton	1,190	1730.77%	3,133	4133.78%	92	607.69%	18	100.00%	1,2
Lefferts	4,229	58.03%	5,968	20.18%	517	17.77%	1,312	27.13%	
Lefrak City	16	-42.86%	0	0.00%	142	100.00%	0	0.00%	1,2
Long Island City	5,197	16.94%	7,167	-10.91%	2,553	259.58%	1,676	41.43%	
Maspeth	10,002	48.73%	6,121	0.69%	914	-31.74%	2,339	4.09%	
McGoldrick	6,831	27.21%	6,898	10.17%	565	46.37%	2,439	41.88%	
Middle Village	5,839	44.49%	4,820	23.56%	797	135.80%	1,428	0.49%	
Mitchell-Linden	11,843	45.53%	8,417	13.21%	235	-28.13%	1,809	100.11%	
North Forest Park	9,307	67.33%	6,846	14.63%	659	55.42%	31	6.90%	

Attachment: Oct_2024_Board_report (3171 : Key Performance Indicators - October 2024)

President's Report: October 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	6,792	37.32%	5,584	-22.98%	737	-23.94%	1,513	50.40%	
Ozone Park	6,859	59.55%	7,376	18.74%	1,149	-18.51%	1,123	79.68%	
Peninsula	7,963	47.54%	10,117	21.98%	850	-1.73%	577	34.50%	
Pomonok	5,010	56.42%	4,422	16.71%	586	28.51%	214	-57.96%	
Poppenhusen	4,626	24.35%	4,147	11.87%	747	-45.71%	1,554	43.49%	
Queensboro Hill	12	-99.67%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
Queens Village	4,943	74.23%	4,129	17.37%	919	191.75%	1,109	285.07%	
Rego Park	10,643	35.15%	9,689	8.11%	711	13.76%	4,706	26.23%	
Richmond Hill	9,146	39.46%	6,374	21.09%	1,776	19.76%	1,501	73.73%	
Ridgewood	11,581	69.51%	18,084	6.60%	2,385	-21.47%	1,536	-8.73%	
Rochdale Village	5,439	42.98%	7,054	6.91%	1,521	29.78%	1,150	-39.82%	
Rosedale	3,944	54.91%	3,904	2.90%	590	48.24%	1,713	8.69%	
Seaside	77	-97.68%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
South Hollis	3,102	26.35%	8,014	8.52%	1,265	-16.34%	1,916	3810.20%	
South Jamaica	2,356	-8.22%	5,009	3.15%	157	-57.10%	749	131.89%	
South Ozone Park	4,484	49.77%	5,337	2.16%	255	-40.56%	1,947	-3.95%	
St. Albans	3,510	14.59%	4,484	-6.27%	376	-57.22%	259	-20.80%	
Steinway	13,043	26518.37%	11,787	1344.49%	497	100.00%	1,598	100.00%	2
Sunnyside	12,015	55.37%	10,641	3.43%	1,192	15.84%	2,346	32.24%	
Whitestone	9,362	50.32%	5,438	14.44%	1,228	80.59%	2,984	53.89%	
Windsor Park	10,864	41.04%	6,885	7.49%	645	-36.20%	1,519	-6.70%	
Woodhaven	10,072	46.61%	6,230	18.17%	1,998	56.95%	882	55.01%	
Woodside	8,068	52.34%	9,491	3.60%	2,075	-8.67%	1,635	-14.22%	
Community Libraries Total	521,059	48.71%	432,705	11.40%	60,574	-0.91%	86,176	21.17%	

Central Library Adult Learning Center	7	-41.67%	N/A	N/A	0	0.00%			3
Elmezzi LIC Adult Learning Center	2	-33.33%	417	-88.68%	388	-75.27%			
Elmhurst Adult Learning Center	54	-15.63%	N/A	N/A	1,370	63.48%			3
Flushing Adult Learning Center	203	53.79%	N/A	N/A	1,605	21.59%			
Jackson Heights Adult Learning Center	47	46.88%	N/A	N/A	240	-71.29%			3
Peninsula Adult Learning Center	1	-80.00%	N/A	N/A	818	-23.41%			3
Rochdale Adult Learning Center	38	153.33%	N/A	N/A	636	3080.00%			3
Adult Learning Center Total	352	33.84%	417	-88.68%	5,057	-10.51%			

Central Adult Fiction	6,070	53.67%
Central Adult Fiction - Ask at Desk	2,756	-4.77%
Central Adult Non-Fiction	11,322	33.80%
Central Adult Non-Fiction - Ask at Desk	4,753	-18.89%
Central International Languages	889	35.93%

Attachment: Oct_2024_Board_report (3171 : Key Performance Indicators - October 2024)

President's Report: October 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 - Ask at Desk	65	-57.79%							
Central Library Current Collection	1,673	51.54%							
Central Library Fine Arts/Media Center	16,250	56.45%							
Central Library Others	1,385	85.66%							
Central Library Hot Picks	351	116.67%							
Central Library Interloan	230	17.35%							
Central Library Job Info Center	10	-33.33%							
Central Library Young Adult Room	3,035	61.61%							
Children's Library Discovery Center	14,910	79.38%	12,961	13.41%	2,307	-32.45%	2,265	-16.51%	
Central Total	63,699	42.27%	63,661	4.35%	7,702	1.77%	16,444	40.78%	

Flushing	31,889	25.64%							
Flushing IRC	23	130.00%							
Flushing Job Info Center (JIC)	14	133.33%							
Flushing Media Center	4,090	-12.53%							
Flushing Total	36,016	19.76%	79,459	7.11%	7,350	99.30%	7,415	-23.14%	

E-book and E-Magazines	225,551	5.35%							
Virtual Music and Movies	55,407	-14.12%							
Culture Pass reservations	1,570	10.80%							
Online Learning Services usage	15,600	-24.75%							
Virtual Library Total	298,128	-0.88%			3,499	12.69%	1,965	-30.17%	
Langston Hughes Black Heritage	216	24.14%							
Queens Village Mail-A-Book	2,559	6.94%			1,695	0.12%	505	59.31%	
Mobile Library	931	-11.59%	740	N/A	132	-58.75%			
Correctional Outreach	271	-38.96%			163	-66.46%	12	-50.00%	
Queensbridge	1	100.00%	790	N/A	232	8.41%			
Queens Library for Teens	1	100.00%	5,404	86.86%	1,425	12.65%			
Ravenswood	0	0.00%	1,092	N/A	128	N/A			
Other Total	200	2400.00%							
System Total	923,433	26.44%	584,268	10.20%	85,967	3.92%	112,517	17.69%	

Website Visits	399,128	58.38%
Wireless use	230,702	72.12%
Computer Sessions	85,249	18.50%

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: Oct_2024_Board_report (3171 : Key Performance Indicators - October 2024)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: December 12, 2024

ITEM ID #: 3174

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.