

QUEENS PUBLIC LIBRARY
Board of Trustees
Thursday, January 23, 2025

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

Agenda

6:00 PM Board of Trustees Regular Meeting - Jan 23 2025

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Queens Library Board / Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 23, 2025

AGENDA: Approval of Minutes of the Board – December 12, 2024

Recommended Motion for Consideration by the Board of Trustees:

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

QUEENS PUBLIC LIBRARY
BOARD OF TRUSTEES
THURSDAY, DECEMBER 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, December 12, 2024. The meeting was called to order at 6:43 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	Excused	
Pauline Healy	Treasurer	Present	
Terri Thomson	Assistant Treasurer	Present	
Johanna Carmona Esq	Board Member	Present	6:46 PM
Julissa Gutierrez	Board Member	Present	
James M. Haddad Esq.	Board Member	Remote	
Cloyette Harris-Stoute	Board Member	Present	
Andrew P. Jackson	Board Member	Present	
Peter Kauffmann	Board Member	Excused	
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	
George Russo Esq	Board Member	Excused	
Lydon Sleeper O'Connell O'Connell	Board Member	Present	
Alexandria Sumpter-Delves	Board Member	Remote	
Matthew Carlin Esq.	Rep - Public Advocate	Present	

Eve Cho Guillergan Esq	Rep - Speaker	Excused	
Allan Swisher Esq	Rep - Borough President	Present	6:50 PM
Jimmy Van Bramer	Rep - NYC Comptroller	Present	6:29 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	
Elizabeth De Bourbon	VP, Communications	Present	
William Goldband	VP, Information, Technology & Development	Present	
Sharon Myrie	VP, Programs & Services	Present	
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	Present	
Monique Hamilton	Executive Assistant to President & CEO	Present	
Sarah Mac Dougall	Associate General Counsel	Present	
Julia Ritchie		Present	
Clara Moreno		Present	

II. APPROVAL OF BOT MINUTES

1. Approval of Minutes of the Board - September 12, 2024 (ID # 3175)

Recommended Motion for Consideration:

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

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

III. COMMITTEE REPORT(S)

A. Nominating Committee - November 14, 2024

1. Approval of Nominating Committee Report - November 14, 2024 (ID # 3177)

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.

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

2. Motion to Close Nominations (ID # 3178)

Recommended Motion for Consideration:

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

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

B. Finance & Investment Committee - November 7, 2024

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

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.

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

C. Programming Committee - December 12, 2024

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

Recommended Motion for Consideration for the Board of Trustees:

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

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

IV. AGENDA

A. Action Item(s)

1. Approval of Bills for the Month of August 2024 (ID # 3173)

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.

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

2. Approval of Bills for the Month of September 2024 (ID # 3157)

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.

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

3. Approval of Bills for the Month of October 2024 (ID # 3158)

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.

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

4. Acceptance of Financial Reports for the Period Ending in August 2024 (ID # 3156)

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 30, 2024.

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

5. Acceptance of Financial Reports for the Period Ending in September 2024 (ID # 3159)

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.

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

6. Acceptance of Financial Reports for the Period Ending in October 2024 (ID # 3160)

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.

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

7. Contract Authorization – Letter of Credit Agreement with TD Bank (ID # 3161)

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.

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

8. Election of New Member to Queens Public Library Foundation Board of Directors (ID # 3162)

Susan Latham, Executive Director of Queens Public Library Foundation reported that Ashley Hitchings has been elected on to the QPLF, Board of Directors on December 11, 2024. She is an Analyst at Warburg Pincus and specializes in educational technology.

Trustee Juslissa Gutierrez inquired if Ms. Hitchings is a Queens resident. Ms. Latham reported that Ms. Hitchings intends to move from the East Village to Long Island City.

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.

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

9. Calendar of Meetings - 2025 (ID # 3163)

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.

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

10. Acceptance and Approval of Queens Public Library Strategic Plan 2025-2030 (ID # 3180)

Dennis Walcott and Julia Ritchie, of Julia Ritchie Consulting, LLC presented the Strategic Plan 2025-2030. The plan examined QPL's vision, mission, values and outlined a five-year strategic framework with the following eight strategic priorities:

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.

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.

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

B. Report Item(s)

1. Purchases Over \$50K - September 2024 (ID # 3164)

RESULT:	PRESENTED
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2. Purchases Over \$50K - October 2024 (ID # 3165)

RESULT:	PRESENTED
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3. Purchases Over \$50K - November 2024 (ID # 3166)

RESULT:	PRESENTED
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4. Payroll for the Month of August 2024 (ID # 3167)

RESULT:	PRESENTED
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5. Payroll for the Month of September 2024 (ID # 3168)

RESULT: PRESENTED

6. Payroll for the Month of October 2024 (ID # 3169)

RESULT: PRESENTED

7. Personnel Report - September 2024 (ID # 3182)

RESULT: PRESENTED

8. Personnel Report - October 2024 (ID # 3183)

RESULT: PRESENTED

9. Personnel Report - November 2024 (ID # 3184)

RESULT: PRESENTED

V. REPORT OF THE CHAIR OF THE BOARD

Board Chair Earl Simons reminded the Trustees to submit their conflict of interest forms and to complete their two-hour trustee training by the end of the month.

Mr. Simons thanked everyone and expressed that it has been a pleasure for him to serve as the Board Chair, and wished everyone a nice holiday and happy new year.

VI. PRESIDENT'S REPORT

President and CEO Dennis M. Walcott reported that the Library has been in ongoing discussions with the city regarding libraries as possible candidates for co-located housing. He noted that the Mayor has formed a new commission on the subject, which may be announced at the Mayor's State of the City Address.

Trustee Terri Thomson asked how many branch buildings the Library owns. Sung Mo Kim, Chief Operating Officer and SVP, reported that we own one and lease seven or eight, with the balance being City-owned.

Ex-officio Representative Jimmy Van Bramer asked if there is an idea of how many libraries would be used as co-locations. Mr. Walcott answered possibly two or three.

Trustee Eli Shapiro asked how many housing units could fit in an average library. Mr. Kim responded that it depends on zoning and the funding mechanism for the location. Mr. Walcott reported the reopening of the cafe at Central, run by a new vendor, Sabor, which has locations at the Brooklyn Navy Yard and in College Point. A hard opening is planned for soon.

1. Key Performance Indicators - August 2024 (ID # 3170)

RESULT: PRESENTED

2. Key Performance Indicators - September 2024 (ID # 3172)

RESULT: PRESENTED

3. Key Performance Indicators - October 2024 (ID # 3171)

RESULT: PRESENTED

VII. ADJOURNMENT

1. Motion to Adjourn (ID # 3174)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

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

The meeting was closed at 8:33 PM.

Secretary

**QUEENS PUBLIC LIBRARY
PROGRAMMING COMMITTEE
THURSDAY, DECEMBER 12, 2024
MINUTES**

A meeting of the Programming Committee was held at the Central Library, 89-11 Merrick Boulevard, Jamaica, NY 11432 on Thursday, December 12, 2024. The meeting was called to order at 6:05 PM by Committee Chair Andrew P. Jackson.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Andrew P. Jackson	Committee Chair	Present	
Julissa Gutierrez	Board Member	Present	
Cloyette Harris-Stoute	Board Member	Present	6:17 PM
Peter Kauffmann	Board Member	Excused	
Jamie Lee	Board Member	Excused	
Michelle Miao PH. D.	Board Member	Present	
Eli Shapiro Ed. D LCSW	Board Member	Present	6:05 PM
Eve Cho Guillergan Esq	Non-voting Member	Excused	
Dennis M. Walcott	President & CEO	Present	
Justin Deabler Esq.	General Counsel & Sr. VP	Present	
Monique Hamilton	Executive Assistant to President & CEO	Present	
Sharon Myrie	VP, Programs and Services	Present	
Norman Delgado Camacho	H.S. & College Coordinator	Present	
Chauncie Brooks	Sr. Manager, Infrastructure & Support	Present	
Danielle Walsh	Instructional Systems Designer and Strategist, ITD	Present	

II. AGENDA

A. Report

1. Presentation: QPL College Readiness Initiative (ID # 3186)

Sharon Myrie, Vice President of Programs & Services, introduced Norman Delgado Camacho, High School & College Coordinator, who presented on the QPL's College Readiness Initiative.

The College Readiness Program offers postsecondary guidance to families to help students explore their options after high school graduation. The program worked with Urban Assembly to develop a Program and Training model. Offerings include 1-to-1 coaching, staff led programs, partnerships, outreach, and resource development. Participating students receive support with applying for scholarships, college decisions, High School to College transition workshops, resume reviews, and practice interviews. The College Readiness Program has internal partnerships with the QPL Teen Center, New Americans Program, Marketing and Communications, Job and Business Academy and Young Adult Learn Service. External partnerships include those with The Amazin Mets, CUNY Fast, Queensborough Community College, R.I.S.E Scholarship Program, and York College.

In August 2024 The Carnegie Corporation awarded the QPL College Readiness Program \$316,030 in grant funding to expand services.

RESULT:	PRESENTED
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III. ADJOURNMENT

1. Motion to Adjourn (ID # 3179)

Recommended Motion for Consideration:

I move that the meeting be adjourned.

RESULT:	ADOPTED [Unanimous]
MOVER:	Julissa Gutierrez
SECONDER:	Cloyette Harris-Stoute
AYES:	Jackson, Gutierrez, Harris-Stoute, Miao PH. D., Shapiro Ed. D LCSW
EXCUSED:	Peter Kauffmann, Jamie Lee

The meeting was closed at 6:42 PM.

Committee Chair

Queens Library Board / Committee Item

BOARD/COMMITTEE: Board of Trustees
DATE OF MEETING: January 23, 2025
AGENDA: Election of Officers, Calendar Year 2025

Recommended Motion for Consideration by the Board of Trustees:

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

RESOLUTION

WHEREAS, at the Board's regularly scheduled meeting held on Thursday, December 12, 2024, the Nominating Committee recommended the following slate of officers of the Library for calendar year 2025:

Chair of the Board: Eli Shapiro, Ed. D., LCSW
Vice Chair: Matthew Gorton
Secretary: Pauline Healy
Treasurer: Terri Thomson
Assistant Treasurer: Selina Lee, Ph.D.

WHEREAS, at the December 12, 2024 meeting, the Trustee were asked if they would like to nominate any other officers and no other nominations were offered; and the Board unanimously approved a motion to close nominations for officers of the Library for calendar year 2025.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees that, after due deliberation, the following Trustees are elected as the officers of the Library for calendar year 2025 and shall continue in office until their successors shall have been elected and qualified:

Chair of the Board: Eli Shapiro, Ed. D., LCSW
Vice Chair: Matthew Gorton
Secretary: Pauline Healy
Treasurer: Terri Thomson
Assistant Treasurer: Selina Lee, Ph.D.

Queens Library Board / Committee Item

BOARD/COMMITTEE: Board of Trustees
DATE OF MEETING: January 23, 2025
AGENDA: Committee Assignments

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the committee assignments for the duration of calendar year 2025 as presented.

**QUEENS BOROUGH PUBLIC LIBRARY
BOARD OF TRUSTEES - COMMITTEE ASSIGNMENTS FOR 2025**

Proposed on 1/23/2025

<p style="text-align: center;"><u>Executive Committee</u> (at least 7 members; 2 selected by BOT)</p>	<p style="text-align: center;"><u>Audit Committee</u> (at least 3 members)</p>	<p style="text-align: center;"><u>Buildings and Grounds Committee</u> (at least 3 members)</p>	<p style="text-align: center;"><u>Programming Committee</u> BOT Approved on 9/9/2021</p>
<p>Earl G. Simons, Ed. D., Committee Chair <i>[Immediate Past Chair of BOT]</i></p> <p>Eli Shapiro, Ed. D., LCSW <i>[Current Chair of BOT]</i></p> <p>Matthew Gorton <i>[Current Officer of BOT]</i></p> <p>Pauline Healy <i>[Current Officer of BOT]</i></p> <p>Terri Thomson <i>[Current Officer of BOT]</i></p> <p>Selina Lee <i>[Current Officer of BOT]</i></p> <p>Julissa Gutierrez <i>[Selected by BOT]</i></p> <p>James Haddad, Esq. <i>[Selected by BOT]</i></p> <p>Quorum: 5</p>	<p>Peter Kauffmann, Committee Chair</p> <p>Carl Koerner, Esq. George Russo, Esq. Lydon Sleeper-O'Connell</p> <p>Quorum: 3</p>	<p>Guillermo Patino, Committee Chair</p> <p>James Haddad, Esq. Andrew Jackson Terri Thomson Michelle Miao Jamie Lee Johanna Carmona</p> <p>Quorum: 4</p>	<p>Andrew Jackson, Committee Chair</p> <p>Cloyette Harris-Stoute Peter Kauffmann Julissa Gutierrez Michelle Miao Jamie Lee Johanna Carmona Alexandria Sumpter-Delves</p> <p>Quorum: 5</p>
<p style="text-align: center;"><u>Finance & Investment Committee</u> (at least 3 members)</p>	<p style="text-align: center;"><u>Labor Relations Committee</u> (at least 3 members)</p>	<p style="text-align: center;"><u>Nominating Committee</u> (5 members selected no later than November)</p>	
<p>Terri Thomson, Committee Chair <i>[Current Treasurer of BOT]</i></p> <p>Selina Lee Matthew Gorton James Haddad, Esq. Earl G. Simons, Ed.D.</p> <p>Quorum: 3</p>	<p>George Russo, Esq., Committee Chair</p> <p>Matthew Gorton Pauline Healy Cloyette Harris-Stoute Julissa Gutierrez Johanna Carmona Alexandria Sumpter-Delves</p> <p>Quorum: 3</p>	<p>[____], Committee Chair</p> <p>[____] [____] [____]</p> <p>Quorum: 3</p>	

Queens Library Board / Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 23, 2025

AGENDA: Approval of Holiday Schedule FY 2026

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees approve the fiscal year 2026 holiday schedule as presented.

To: All Agencies
From: Dennis M. Walcott, President & CEO
Subject: Fiscal Year 2026 HOLIDAY SCHEDULE
Date: January 24, 2025



The following is a list of holidays scheduled for the 2026 fiscal year.

Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025 ♦
Columbus Day/Indigenous Peoples' Day	Monday, October 13, 2025
Veterans Day	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025 ⊙
Day after Thanksgiving	Friday, November 28, 2025
Christmas Day	Thursday, December 25, 2025 ▪
New Year's Day	Thursday, January 1, 2026 ♦
Martin Luther King, Jr. Day	Monday, January 19, 2026
Presidents' Day	Monday, February 16, 2026
Memorial Day	Monday, May 25, 2026*
Juneteenth	Friday, June 19, 2026
Election Day ♦	Tuesday, November 4, 2025 (Floating Holiday – Library Open)
Lincoln's Birthday ♦	Thursday, February 12, 2026 (Floating Holiday – Library Open)

♦ The Library system will be closed on Saturday, August 30, 2025, and Sunday, August 31, 2025.

⊙ The Library system will close on Wednesday, November 26, 2025 at 6pm.

▪ The Library system will close on Wednesday, December 24, 2025 at 1pm.

♦ The Library system will close on Wednesday, December 31, 2025 at 1pm.

* The Library system will be closed on Saturday, May 23, 2026.

◇ Floating holidays must be taken by June 30th immediately following the holiday(s).

Queens Library Board / Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 23, 2025

AGENDA: Approval of Bills for the Month of November 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 \$5,787,374 being the amount of November 2024 bills vouchered and paid consisting of \$1,085,905 in City Funds, \$480,337 in Federal & State Funds, \$22,253 in Fines & Fees Funds, \$46,329 in Board-Designated & Private Grants Funds, \$48,716 from the Workers' Compensation Reserve Fund and \$4,103,834 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 November 2024 bills in the aggregate sum of \$5,787,374.

Queens Library Board / Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 23, 2025

AGENDA: Approval of Bills for the Month of December 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 \$4,281,694 being the amount of December 2024 bills vouchered and paid consisting of \$1,204,144 in City Funds, \$65,372 in Federal & State Funds, \$1,080 in Fines & Fees Funds, \$8,649 in Board-Designated & Private Grants Funds, \$46,952 from the Workers' Compensation Reserve Fund and \$2,955,497 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 December 2024 bills in the aggregate sum of \$4,281,694.

Queens Library Board / Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 23, 2025

AGENDA: Acceptance of Financial Reports for the Period Ending in November 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 November 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 November 30, 2024.

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	32,292
Accounts receivable [A]		(916)
Grants and Contracts Receivable		275
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		10,796
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		12,360
Interfund Transfer		2,780
Security Deposits		-
Total Assets	\$	57,587
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	337
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		(454)
Total Liabilities		10,947
Without Donor Restriction:		
Board designated		-
Others		47,036
With Donor Restriction		(396)
Total Net Assets		46,640
Total Liabilities and Net Assets	\$	57,587

[A] Negative Balance due to AR Reserve

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	6,214
Accounts receivable		2,586
Grants and Contracts Receivable		119
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		17,620
Fixed Assets, Net		42,235
Interfund Transfer		-
Security Deposits		26
Total Assets	\$	68,800
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	5
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		8,558
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		1,939
Deferred revenue		-
Other liabilities		-
Total Liabilities	\$	10,502
Without Donor Restriction:		
Board designated		-
Others		62,380
With Donor Restriction		(4,082)
Total Net Assets		58,298
Total Liabilities and Net Assets	\$	68,800

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	(8)
Accounts receivable		4
Grants and Contracts Receivable		146
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		161
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	303
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	0
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		558
Deferred revenue		-
Other liabilities		-
Total Liabilities		558
Without Donor Restriction:		
Board designated		-
Others		49
With Donor Restriction		(304)
Total Net Assets		(255)
Total Liabilities and Net Assets	\$	303

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	294
Accounts receivable		10
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		12,148
Fixed Assets, Net		808
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	13,260
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	0
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		416
Without Donor Restriction:		
Board designated		12,579
Others		-
With Donor Restriction		265
Total Net Assets		12,844
Total Liabilities and Net Assets	\$	13,260

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	4,440
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		41
Security Deposits		-
Total Assets	\$	4,496
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		-
Deferred revenue		-
Other liabilities		-
Total Liabilities		(2)
Without Donor Restriction:		
Board designated		-
Others		4,498
With Donor Restriction		-
Total Net Assets		4,498
Total Liabilities and Net Assets	\$	4,496

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	2,699
Accounts receivable		-
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		-
Interfund Transfer		1
Security Deposits		-
Total Assets	\$	2,700
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	-
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	\$	1,164
Without Donor Restriction:		
Board designated		-
Others		1,536
With Donor Restriction		-
Total Net Assets		1,536
Total Liabilities and Net Assets	\$	2,700

Queens Public Library
City Consolidated Budget Report
As of November 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 [A]	\$ 115,430	\$ 128,665	\$ 49,097	\$ 79,568	\$ (1,218)	\$ 4,380	\$ 4,380	\$ 4,380	\$ 2,285	\$ 2,590	\$ 2,590	\$ 54,850	
State of New York	-	-	-	-	-	-	-	-	-	-	-	-	
United States of America	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-	
Contributed facilities	-	-	-	-	30	-	-	-	-	-	-	30	
Contributed services	-	-	-	-	(57)	-	-	-	-	-	-	(57)	
Fines and fees	-	-	-	-	-	-	-	-	-	-	-	-	
Interest & Dividend Income	5	5	-	5	574	-	-	-	-	-	-	574	
Investment (loss) income	2	2	-	2	-	-	-	-	-	-	-	-	
Other Revenue	-	-	0	(0)	-	-	-	-	-	-	-	0	
FY24 Carry Forward	-	508	508	-	-	-	-	-	-	-	-	508	
Total Revenue	\$ 115,437	\$ 129,180	\$ 49,606	\$ 79,574	\$ (671)	\$ 4,380	\$ 4,380	\$ 4,380	\$ 2,285	\$ 2,590	\$ 2,590	\$ 55,905	
Appropriations													
Wages	\$ 72,467	\$ 79,980	\$ 29,164	\$ 50,816	\$ 423	\$ -	\$ -	\$ 0	\$ 1,544	\$ 1,674	\$ 609	\$ 30,195	
Fringe benefits	28,440	30,165	11,207	18,958	124	-	-	-	356	358	177	11,508	
Books and other library materials	2,523	3,765	838	2,927	11	794	768	232	10	13	0	1,082	
Programs (contracted services and exhibits)	152	246	122	124	82	-	-	61	-	-	25	291	
Information technology	1,649	1,600	759	841	28	-	-	-	28	34	19	806	
Building maintenance and renovations [B]	3,021	3,839	-	3,839	(614)	2,110	2,147	708	-	-	-	94	
Telecommunications	618	677	200	477	0	-	-	-	-	-	-	200	
Building lease	1,839	1,839	562	1,277	-	-	-	-	-	-	-	562	
Contractual services	2,072	3,958	1,180	2,778	50	1,454	1,443	64	215	288	5	1,299	
Supplies, equipment, and furniture	879	1,213	224	989	36	22	22	13	107	185	33	306	
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	-	-	-	-	415	-	-	-	-	-	-	415	
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	
Other	256	383	33	350	16	-	-	2	25	38	0	51	
Total Expenses	\$ 115,437	\$ 129,180	\$ 45,642	\$ 83,538	\$ 572	\$ 4,380	\$ 4,380	\$ 1,080	\$ 2,285	\$ 2,590	\$ 868	\$ 48,163	
	\$ -	\$ -	\$ 3,963	\$ (3,963)	\$ (1,243)	\$ -	\$ -	\$ 3,300	\$ -	\$ -	\$ 1,722	\$ 7,742	

*** Due to unbilled amount to City Grant for Bay Terrace Construction Project \$2.4M
Amount shown for City Grants is negative to \$1,136 being reclassified to Fixed Assets

Queens Public Library
State Consolidated Budget Report
As of November 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 [A]	-	-	-	-	(2,704)	(2,704)
United States of America	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	6,430	6,172	2,572	3,600	-	2,572
Contributed facilities	-	-	-	-	-	-
Contributed services	-	-	-	-	(291)	(291)
Fines and fees	-	-	-	-	-	-
Interest & Dividend Income	-	-	-	-	168	168
Investment (loss) income	-	-	-	-	979	979
Other Revenue	-	-	-	-	-	-
FY24 Carry Forward	-	258	258	-	-	258
Total Revenue	\$ 6,430	\$ 6,430	\$ 2,830	\$ 3,600	\$ (1,848)	\$ 982
Appropriations						
Wages	\$ 1,314	\$ 1,314	\$ 439	\$ 875	\$ 65	\$ 504
Fringe benefits	244	244	91	153	(11)	80
Books and other library materials	680	680	257	423	332	589
Programs (contracted services and exhibits)	-	-	-	-	130	130
Information technology	1,872	1,905	1,046	859	3	1,049
Building maintenance and renovations [B]	1,870	1,872	262	1,610	(172)	90
Telecommunications	-	-	-	-	-	-
Building lease	-	-	-	-	-	-
Contractual services	145	111	8	103	45	53
Supplies, equipment, and furniture	295	294	4	290	40	44
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	535	535
Bad Debt Expense	-	-	-	-	-	-
Other	10	10	-	10	0	0
Total Expenses	\$ 6,430	\$ 6,430	\$ 2,107	\$ 4,323	\$ 968	\$ 3,075
Transfer to QPLF					-	-
Capital Eligible Expenses					-	-
	\$ -	\$ -	\$ 723	\$ (723)	\$ (2,816)	\$ (2,093)

[A] - Due to pending reimbursement submission to State Aid Grant for various renovations /construction projects of approximately \$3.5M

[B] - Amount shown for State Grants is negative to to \$784 being reclassified to Fixed Assets

**Queens Public Library
Federal Consolidated Budget Report
As of November 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	156	471	667	823
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	\$ 667	\$ 823
Appropriations						
Wages	\$ -	\$ -	\$ -	\$ -	\$ 825	\$ 825
Fringe benefits	-	-	-	-	234	234
Books and other library materials	-	-	-	-	-	-
Programs (contracted services and exhibits)	-	-	-	-	13	13
Information technology	-	-	-	-	-	-
Building maintenance and renovations	-	-	-	-	-	-
Telecommunications	627	627	214	413	-	214
Building lease	-	-	-	-	-	-
Contractual services	-	-	-	-	2	2
Supplies, equipment, and furniture	-	-	-	-	2	2
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	\$ 214	\$ 413	\$ 1,082	\$ 1,296
	\$ -	\$ -	\$ (58)	\$ 58	\$ (415)	\$ (473)

Queens Public Library
Other Consolidated Budget Report
As of November 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	233	190	-	-	-	-	-			
Interest & Dividend Income	150	150	55	95	50	50	185	(135)	-	-	-	-	55			
Investment (loss) income	249	249	238	11	-	-	-	-	-	-	-	-	2,184			
Other Revenue	1	1	-	1	-	-	-	-	661	661	-	661	60			
FY23 Carry Forward	-	-	-	-	-	-	-	-	-	-	-	-	-			
Total Revenue	\$ 400	\$ 400	\$ 293	\$ 107	\$ 473	\$ 473	\$ 418	\$ 55	\$ 661	\$ 661	\$ -	\$ 661	\$ 2,300			
Appropriations																
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ 80	\$ 30	\$ 50	\$ -			
Fringe benefits	-	-	-	-	-	-	3	(3)	330	330	97	233	-			
Books and other library materials	-	-	-	-	211	211	186	25	-	-	-	-	-			
Programs (contracted services and exhibits)	-	-	-	-	-	-	-	-	-	-	-	-	8			
Information technology	28	28	14	14	-	-	-	-	-	-	-	-	0			
Building maintenance and renovations	-	-	-	-	-	-	-	-	-	-	-	-	-			
Telecommunications	1	1	-	1	-	-	-	-	-	-	-	-	-			
Building lease	-	-	-	-	-	-	-	-	-	-	-	-	-			
Contractual services	324	322	114	208	262	262	63	199	123	123	14	109	2			
Supplies, equipment, and furniture	11	11	2	9	-	-	-	-	-	-	-	-	1			
Use of contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-			
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-			
Property and casualty insurance	-	-	-	-	-	-	-	-	125	125	120	5	-			
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	12			
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-			
Other	36	38	16	22	-	-	-	-	3	3	-	3	-			
Total Expenses	\$ 400	\$ 400	\$ 146	\$ 254	\$ 473	\$ 473	\$ 252	\$ 221	\$ 661	\$ 661	\$ 261	\$ 400	\$ 24			

Queens Library Board / Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 23, 2025

AGENDA: Acceptance of Financial Reports for the Period Ending in December 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 December 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 December 31, 2024.

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

	Unaudited Y-T-D Actual
Assets	
Cash and Cash Equivalents	\$ 34,091
Accounts receivable [A]	(919)
Grants and Contracts Receivable	306
Contributions receivable	-
Prepaid Expenses	-
Leases - ROU	10,796
Long-Term Investments, at Fair Value	-
Fixed Assets, Net	12,681
Interfund Transfer	2,980
Security Deposits	-
Total Assets	\$ 59,935
Liabilities and Net Assets	
Accounts payable and accrued expenses	\$ 1,498
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	(320)
Total Liabilities	12,242
Without Donor Restriction:	
Board designated	-
Others	48,230
With Donor Restriction	(537)
Total Net Assets	47,693
Total Liabilities and Net Assets	\$ 59,935

[A] Negative Balance due to AR Reserve

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	8,901
Accounts receivable		3,100
Grants and Contracts Receivable		227
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		17,163
Fixed Assets, Net		42,134
Interfund Transfer		-
Security Deposits		26
Total Assets	\$	71,551
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	117
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		8,558
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		1,717
Deferred revenue		-
Other liabilities		25
Total Liabilities	\$	10,417
Without Donor Restriction:		
Board designated		-
Others		62,099
With Donor Restriction		(965)
Total Net Assets		61,134
Total Liabilities and Net Assets	\$	71,551

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	(2)
Accounts receivable		4
Grants and Contracts Receivable		789
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		161
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	952
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	48
Accrued payroll and related expenses		-
NYS Employee Retirement System		-
Lease Liability		-
Compensated Absences Payable		-
Workers' compensation - self-insured incurred losses		-
Interfund Transfer		879
Deferred revenue		-
Other liabilities		-
Total Liabilities		927
Without Donor Restriction:		
Board designated		-
Others		49
With Donor Restriction		(24)
Total Net Assets		25
Total Liabilities and Net Assets	\$	952

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	285
Accounts receivable		10
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		11,833
Fixed Assets, Net		806
Interfund Transfer		-
Security Deposits		-
Total Assets	\$	12,934
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	9
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		425
Without Donor Restriction:		
Board designated		12,245
Others		-
With Donor Restriction		264
Total Net Assets		12,509
Total Liabilities and Net Assets	\$	12,934

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	4,572
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		5
Security Deposits		-
Total Assets	\$	4,592
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		-
Deferred revenue		-
Other liabilities		-
Total Liabilities		(2)
Without Donor Restriction:		
Board designated		-
Others		4,594
With Donor Restriction		-
Total Net Assets		4,594
Total Liabilities and Net Assets	\$	4,592

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

	Unaudited Y-T-D Actual	
Assets		
Cash and Cash Equivalents	\$	2,645
Accounts receivable		-
Grants and Contracts Receivable		-
Contributions receivable		-
Prepaid Expenses		-
Leases - ROU		-
Long-Term Investments, at Fair Value		-
Fixed Assets, Net		-
Interfund Transfer		1
Security Deposits		-
Total Assets	\$	2,646
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$	1
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	\$	1,165
Without Donor Restriction:		
Board designated		-
Others		1,480
With Donor Restriction		-
Total Net Assets		1,480
Total Liabilities and Net Assets	\$	2,646

Queens Public Library
City Consolidated Budget Report
As of December 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	\$ 60,542	\$ 68,123	\$ 9,894	\$ 4,380	\$ 4,380	\$ 4,380	\$ 2,285	\$ 2,590	\$ 2,590	\$ 77,407	
State of New York	-	-	-	-	-	-	-	-	-	-	-	-	
United States of America	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions from individuals, corporations and foundations	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions from New York State	-	-	-	-	-	-	-	-	-	-	-	-	
Contributed facilities	-	-	-	-	35	-	-	-	-	-	-	35	
Contributed services	-	-	-	-	(68)	-	-	-	-	-	-	(68)	
Fines and fees	-	-	-	-	-	-	-	-	-	-	-	-	
Interest & Dividend Income	5	5	-	5	679	-	-	-	-	-	-	679	
Investment (loss) income	2	2	-	2	-	-	-	-	-	-	-	-	
Other Revenue	-	-	0	(0)	-	-	-	-	-	-	-	0	
FY24 Carry Forward	-	508	508	-	-	-	-	-	-	-	-	508	
Total Revenue	\$ 115,437	\$ 129,180	\$ 61,050	\$ 68,130	\$ 10,540	\$ 4,380	\$ 4,380	\$ 4,380	\$ 2,285	\$ 2,590	\$ 2,590	\$ 78,561	
Appropriations													
Wages	\$ 72,467	\$ 79,940	\$ 34,848	\$ 45,092	\$ 461	\$ -	\$ -	\$ 0	\$ 1,544	\$ 1,674	\$ 718	\$ 36,027	
Fringe benefits	28,440	30,165	13,891	16,274	11,272	-	-	-	356	358	214	25,377	
Books and other library materials	2,523	3,785	1,088	2,697	17	794	768	287	10	13	0	1,392	
Programs (contracted services and exhibits)	152	246	147	99	113	-	-	32	-	-	47	338	
Information technology	1,649	1,600	1,020	580	28	-	-	-	28	34	23	1,071	
Building maintenance and renovations [A]	3,021	3,932	-	3,932	(1,019)	2,110	2,146	1,116	-	-	-	98	
Telecommunications	618	677	254	423	0	-	-	-	-	-	-	254	
Building lease	1,839	1,839	652	1,187	-	-	-	-	-	-	-	652	
Contractual services	2,072	3,885	1,402	2,483	66	1,454	1,442	218	215	288	9	1,695	
Supplies, equipment, and furniture	879	1,213	280	933	45	22	22	19	107	185	43	388	
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	-	-	-	-	498	-	-	-	-	-	-	498	
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	
Other	256	383	90	293	16	-	2	2	25	38	11	118	
Total Expenses	\$ 115,437	\$ 129,180	\$ 55,025	\$ 74,154	\$ 11,497	\$ 4,380	\$ 4,380	\$ 1,674	\$ 2,285	\$ 2,590	\$ 1,065	\$ 69,262	
	\$ -	\$ -	\$ 6,025	\$ (6,025)	\$ (957)	\$ -	\$ -	\$ 2,706	\$ -	\$ -	\$ 1,525	\$ 9,299	

*** Amount shown for City Grants is negative due to \$1,540 being reclassified to Fixed Assets

**Queens Public Library
State Consolidated Budget Report
As of December 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	-	-	-	-	704	704
United States of America	-	-	-	-	-	-
Contributions from individuals, corporations and foundations	-	-	-	-	-	-
Contributions from New York State	6,430	6,172	3,086	3,086	-	3,086
Contributed facilities	-	-	-	-	-	-
Contributed services	-	-	-	-	(346)	(346)
Fines and fees	-	-	-	-	-	-
Interest & Dividend Income	-	-	-	-	254	254
Investment (loss) income	-	-	-	-	439	439
Other Revenue	-	-	-	-	-	-
FY24 Carry Forward	-	258	258	-	-	258
Total Revenue	\$ 6,430	\$ 6,430	\$ 3,344	\$ 3,086	\$ 1,051	\$ 4,395
Appropriations						
Wages	\$ 1,314	\$ 1,314	\$ 528	\$ 786	\$ 99	\$ 627
Fringe benefits	244	244	112	132	(11)	101
Books and other library materials	680	680	259	421	445	704
Programs (contracted services and exhibits)	-	-	-	-	179	179
Information technology	1,872	1,905	1,124	781	5	1,128
Building maintenance and renovations [A]	1,870	1,872	-	1,872	(175)	(175)
Telecommunications	-	-	-	-	-	-
Building lease	-	-	-	-	-	-
Contractual services	145	111	40	71	49	89
Supplies, equipment, and furniture	295	294	7	287	78	85
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	638	638
Bad Debt Expense	-	-	-	-	-	-
Other	10	10	-	10	1	1
Total Expenses	\$ 6,430	\$ 6,430	\$ 2,070	\$ 4,360	\$ 1,308	\$ 3,377
Transfer to QPLF					-	-
Capital Eligible Expenses					-	-
	\$ -	\$ -	\$ 1,274	\$ (1,274)	\$ (258)	\$ 1,018

[A] - Amount shown for State Grants is negative due to \$787 being reclassified to Fixed Assets

**Queens Public Library
Federal Consolidated Budget Report
As of December 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	1,328	1,485
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	\$ 1,328	\$ 1,485
Appropriations						
Wages	\$ -	\$ -	\$ -	\$ -	\$ 988	\$ 988
Fringe benefits	-	-	-	-	292	292
Books and other library materials	-	-	-	-	-	-
Programs (contracted services and exhibits)	-	-	-	-	14	14
Information technology	-	-	-	-	-	-
Building maintenance and renovations	-	-	-	-	-	-
Telecommunications	627	627	310	317	-	310
Building lease	-	-	-	-	-	-
Contractual services	-	-	-	-	12	12
Supplies, equipment, and furniture	-	-	-	-	5	5
Use of contributed facilities	-	-	-	-	-	-
Use of contributed services	-	-	-	-	-	-
Property and casualty insurance	-	-	-	-	-	-
Depreciation	-	-	-	-	3	3
Bad Debt Expense	-	-	-	-	-	-
Other	-	-	-	-	5	5
Total Expenses	\$ 627	\$ 627	\$ 310	\$ 317	\$ 1,319	\$ 1,629
	\$ -	\$ -	\$ (154)	\$ 154	\$ 10	\$ (144)

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

	Other Funds															
	Board Designated Fund				Fines & Fees Fund				Workers' Comp Fund				All Other			
	Operating				Operating				Operating				Grants			
	Original	Current	Unaudited	Remaining	Original	Current	Unaudited	Remaining	Original	Current	Unaudited	Remaining	Unaudited			
	Budget	Budget	Y-T-D Actual	Balance	Budget	Budget	Y-T-D Actual	Balance	Budget	Budget	Y-T-D Actual	Balance	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	292	131	-	-	-	-	-	-	-	
Interest & Dividend Income	150	150	76	74	50	50	223	(173)	-	-	-	-	-	-	95	
Investment (loss) income	249	249	106	143	-	-	-	-	-	-	-	-	-	-	1,942	
Other Revenue	1	1	-	1	-	-	-	-	661	661	-	661	-	-	72	
FY23 Carry Forward	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Revenue	\$ 400	\$ 400	\$ 182	\$ 218	\$ 473	\$ 473	\$ 515	\$ (42)	\$ 661	\$ 661	\$ -	\$ 661	\$ -	\$ 2,109		
Appropriations																
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ 80	\$ 36	\$ 44	\$ -	\$ -	\$ -	
Fringe benefits	-	-	-	-	-	-	3	(3)	330	330	144	186	-	-	-	
Books and other library materials	-	-	-	-	211	211	193	18	-	-	-	-	-	-	-	
Programs (contracted services and exhibits)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8	
Information technology	28	28	14	14	-	-	-	-	-	-	-	-	-	-	0	
Building maintenance and renovations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Telecommunications	1	1	-	1	-	-	-	-	-	-	-	-	-	-	-	
Building lease	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Contractual services	324	322	125	197	262	262	68	194	123	123	18	105	-	-	3	
Supplies, equipment, and furniture	11	11	4	7	-	-	-	-	-	-	-	-	-	-	2	
Use of contributed facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Use of contributed services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Property and casualty insurance	-	-	-	-	-	-	-	-	125	125	120	5	-	-	-	
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15	
Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	36	38	21	17	-	-	-	-	3	3	-	3	-	-	-	
Total Expenses	\$ 400	\$ 400	\$ 164	\$ 236	\$ 473	\$ 473	\$ 264	\$ 209	\$ 661	\$ 661	\$ 318	\$ 343	\$ -	\$ 28		

Queens Library Board / Committee Item

BOARD/COMMITTEE: Board of Trustees
DATE OF MEETING: January 23, 2025
AGENDA: FY'25 Bi-Annual Credit Card Usage Summary

Background:

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

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

General Purpose credit cards, which the Library has with Chase and American Express, are issued in the name of the Library and the authorized user. They allow for general purpose usage.

Vendor-specific credit cards, which the Library currently has with Home Depot, are issued in the name of the Library and the authorized user. These cards are typically issued for vendors who provide maintenance supplies.

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

Current Status:

Below is a comparative summary of the Credit Card Usage that has occurred from FY 2024 (July 2023 to December 2023) to FY 2025 (July 2024 to December 2024).

Queens Public Library

Bi-Annual Credit Card Spending

Jul-Dec 2024

Chase Business Credit Card	Jul 2024-Dec 2024	Jul 2023-Dec 2023	Chg. \$	Chg.%	Explanation
Board of Trustees	\$ 1,717	\$ 1,311	\$ 406	31%	Meeting Expenses
Branch	215	1,455	(1,240)	(85%)	Supplies
Central Program	345	3,525	(3,180)	(90%)	Program/General Supplies, Travel & Packing, Stipends
Collections	-	240	(240)	(100%)	Software license
Communications	1	-	1	-	Contractual/Professional services
Finance	80	40	40	100%	Banking Services
Gallery	269	-	269	-	Conference/Training
Government Affairs	607	786	(179)	(23%)	Special Events related expenses
General Budget	909	3,711	(2,802)	(75%)	Supplies, Travel & Parking
ITD	6,162	6,413	(251)	(4%)	Equipment, software maintenance
Legal	-	179	(179)	(100%)	Professional Services
LSM Office & General	-	1,637	(1,637)	(100%)	Fire Systems Equip Service
Marketing	-	422	(422)	(100%)	Advertisements, professional services
Purchasing Division	776	-	776	0%	Conference/Training
QLF	890	706	184	26%	Conference/Training, Professional services, membership dues, Special events, supplies
Shipping	540	-	540	-	Travel and parking
Volunteers Contractual-Other	480	-	480	-	Professional Services
Total Chase Business Credit Card	\$ 12,991	\$ 20,425	\$ (7,434)	(36%)	
American Express	Jul 2024-Dec 2024	Jul 2023-Dec 2023	Chg. \$	Chg.%	Explanation
Branch	\$ 1,453	\$ 386	\$ 1,067	276%	Library materials
Central Program	1,493	3,438	(1,945)	(57%)	Advertisements, library materials
Collections	987	1,774	(787)	(44%)	Library materials
Program Services	-	647	(647)	(100%)	Conference/Training
HRD Employment	4,383	7,710	(3,327)	(43%)	Advertisements
Marketing	12,837	8,682	4,155	48%	Advertisements, software licenses
Shipping	33	-	33	-	Misc. office expenses
Total American Express	\$ 21,185	\$ 22,637	\$ (1,452)	(6%)	
<i>Vendor-Specific Cards</i>					
Home Depot Credit Services	Jul 2024-Dec 2024	Jul 2023-Dec 2023	Chg. \$	Chg.%	Explanation
CLS Flushing Manager	\$ 1,710	\$ -	\$ 1,710	-	Cleaning supplies
FES	37,204	20,086	17,118	85%	Bldg./hardware supplies, electric supplies and services, small tools, painting supplies and services, plumbing supplies
Total Home Depot Credit Services	\$ 38,914	\$ 20,086	\$ 18,828	94%	
TOTAL	\$ 73,089	\$ 63,147	\$ 9,942	16%	

BOARD/COMMITTEE: Board of Trustees
DATE OF MEETING: January 23, 2025
AGENDA: Property and Casualty Insurance Program Update

Current Status:

PROPERTY/CASUALTY INSURANCE PROGRAM UPDATE

The insurance policies specified below, which were previously approved by the Board of Trustees in June 2024, became effective July 1, 2024 and provide coverage through June 30, 2025. Overall, premiums increased in 2024-25 by approximately 3%. The prior year saw a 3% decrease overall. The Library, along with our broker Gallagher, were able to negotiate a few decreases on Cyber and D&O coverage but the Auto market remains hard (TABLE 1). A summary of the Library’s premiums are as follows:

Table 1

Insurance Policy	Carrier 2024-25	Current Premium 2024-25	Premium 2023-24
General Liability	Chubb – Federal	\$347,897	\$336,154
Auto	Chubb – Great Northern	\$229,858	\$212,877
Umbrella \$20M	Chubb – Federal	\$168,858	\$164,993
Abuse (A&M) \$6M	Lloyds/Beazley	\$143,175	\$143,175
D&O/EPLI \$5M	Allied World	\$51,451	\$53,264
D&O/EPLI XS \$5M	Indian Harbor	\$21,411	\$22,042
Crime	Travelers	\$9,048	\$9,048
Property	Zurich	\$336,735	\$320,955
AD&D	Chubb	\$7,939	\$7,939
CYBER	Starr	\$31,125	\$34,238
TOTAL PAID		\$1,347,497	\$1,304,685

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

Below is a loss ratio analysis (TABLE 2) for the last ten years of CGL coverage for liability, auto, and umbrella. Carriers view this loss ratio as a measure of their profitability. The loss ratio and total losses (paid and reserved) have improved under the current carrier (CHUBB) and their claims handling process, as depicted below.

Table 2

Policy Year	Carrier	CGL Premium	Total Losses	Loss Ratio
2024-25	CHUBB	\$746,613	\$22,445	3.0%
2023-24	CHUBB	\$714,024	\$168,728	23.6%
2022-23	CHUBB	\$667,671	\$146,014	21.9%
2021-22	CHUBB	\$636,815	\$436,848	68.6%
2020-21	CHUBB	\$627,680	\$320,290	51.0%
2019-20	CHUBB	\$575,925	\$49,678	8.6%
2018-19	CHUBB	\$538,797	\$140,071	26.0%
2017-18	CHUBB	\$499,139	\$132,831	26.6%
CHUBB	TOTAL	\$5,006,664	\$1,416,905	28.3%

Policy Year	Carrier	CGL Premium	Total Losses	Loss Ratio
2016-17	Hanover	\$381,284	\$401,190	105.2%
2015-16	Hanover	\$346,101	\$396,640	114.6%
HANOVER	TOTAL	\$727,385	\$797,830	109.7%

Given the above, the Library intends to renew the existing policies through Gallagher brokerage, absent extraordinary circumstances such as a carrier declining renewal of coverage or an unreasonable increase in the cost of coverage.

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 23, 2025

AGENDA: Workers' Compensation Self-Insurance Program Update

BACKGROUND:

This is a report regarding the status of the Library's workers' compensation self-insurance program, which was implemented in 1995.

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

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

LOSS REVIEW

There have been 994 claims filed since program inception 1995. There were 23 open claims as of June 30, 2024, with the last six years shown below:

Policy Year	Claims Filed	Open Claims
2019	25	2
2020	13	0
2021	10	2
2022	24	1
2023	17	6
2024	10	5

FINANCIAL REVIEW (July 2018 – June 2024)

The annual contributions to the workers' compensation fund for July 1, 2019 through June 30, 2024 totals \$4,222,271 as detailed below:

Policy Year	Contribution	Estimated Premium
2019	\$0	\$523,464
2020	\$621,852	\$621,852
2021	\$700,000	\$700,000
2022	\$700,000	\$700,000
2023	\$805,274	\$805,274
2024	\$736,206	\$736,206
2025	\$658,939	\$658,939
Total	\$4,222,271	\$4,745,735

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

Depicted below is a detailed review of the financial aspects of the program from July 1, 2018 through June 30, 2024:

Claims Paid and Reserved	\$2,646,246
Program Management	\$91,901
Reinsurance	\$437,853
Assessments/Fees/Studies	\$418,124
Internal Workers Comp Administrator	\$487,484
Total Paid and Reserved Costs	\$4,081,608

The *estimated* cost of commercial insurance premiums that would have been paid to a carrier in lieu of implementing the self-insurance program over the last six-year period is **\$4,745,735**. As calculated above, the net cost of self-insuring this risk, including reserves, is **\$4,081,608**.

Since inception of the self-insured program, the *estimated* cost of commercial insurance premiums is **\$15,759,879**. The net cost of self-insuring this risk during the same period is **\$11,253,412** resulting in an estimated program savings of **\$4,506,467**.

Queens Library Board / Committee Item

BOARD/COMMITTEE: Board of Trustees
DATE OF MEETING: January 23, 2025
AGENDA: Payroll for the Month of November 2024

Payroll for the Month of November 2024

The Chief Financial Officer reports the payrolls paid during the month of November 2024 in the aggregate sum of \$9,270,927 consisting of \$8,766,473 in City Funds, \$495,735 in Federal & State Funds, \$0 in Fines & Fees Funds, \$0 in Board-Designated & Private Grants Funds, \$8,719 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: January 23, 2025
AGENDA: Payroll for the Month of December 2024

Payroll for the Month of December 2024

The Chief Financial Officer reports the payrolls paid during the month of December 2024 in the aggregate sum of \$6,225,515 consisting of \$5,903,232 in City Funds, \$316,470 in Federal & State Funds, \$0 in Fines & Fees Funds, \$0 in Board-Designated & Private Grants Funds, \$5,813 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: January 23, 2025
AGENDA: Purchases Over \$50K - December 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 December 1, 2024 through December 31, 2024.

Library:

1. **Iris Group Holdings LLC, d/b/a Everon/ADT** was issued a purchase order in the amount of \$67,425 under its government contract to provide fire alarm central station monitoring.
2. **Morgan Franklin Consulting LLC** was issued a purchase order in the amount of \$108,000 to provide SAP consulting services under its professional services requirements contract.

Queens Library Board / Committee Item

BOARD/COMMITTEE: Board of Trustees
DATE OF MEETING: January 23, 2025
AGENDA: Personnel Report – December 2024

PERSONNEL REPORT – 11/16/2024 – 12/15/2024

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

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

Queens Library Board / Committee Item

BOARD/COMMITTEE: Board of Trustees
DATE OF MEETING: January 23, 2025
AGENDA: Disparity Study Presentation

Current Status:

Verbal report to be provided at meeting.

Attachments

- QPL Disparity Study Executive Summary_Final.pdf
- QPL Disparity Study Report-Final.pdf

President's Report: November 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	8,088	16.54%	4,453	-6.84%	208	-56.39%	1,021	-5.11%	
Astoria	6,885	-5.52%	4,499	-31.94%	468	40.96%	1,674	-38.34%	
Auburndale	10,417	45.77%	4,291	-5.48%	387	-6.07%	1,823	83.22%	
Baisley Park	1,952	-2.06%	2,340	-1.39%	764	26.70%	1,573	24.64%	
Bayside	18,327	43.11%	8,378	-2.77%	959	-14.22%	1,931	26.54%	
Bay Terrace	24	380.00%							1,2
Bellerose	6,668	43.46%	4,082	-3.16%	512	11.55%	759	-8.00%	
Briarwood	7,821	35.36%	10,141	27.03%	863	-21.55%	1,242	-39.85%	
Broadway	10,874	98754.55%	10,854	100.00%	817	100.00%	2,262	100.00%	1,2
Broad Channel	1,762	-39.51%	1,313	-3.17%	0	0.00%	12	-40.00%	
Cambria Heights	3,879	20.06%	6,021	-1.73%	2,461	-14.67%	8	-98.03%	
Corona	7,291	56.66%	9,689	8.48%	2,383	14.18%	2,556	43.43%	
Court Square	1	100.00%							1,2
Douglaston	6,931	38.10%	4,547	5.21%	718	-27.33%	557	-26.42%	
East Elmhurst	3,432	19.50%	4,046	3.66%	837	52.74%	579	30.70%	
East Flushing	7,377	61.88%	5,024	4.17%	715	-10.63%	1,469	14.32%	
Elmhurst	27,996	51.90%	15,740	16.95%	1,269	-2.16%	2,474	10.05%	
Far Rockaway	16,859	650.96%	10,455	178.65%	1,174	-27.22%	4,396	15.32%	1,2
Forest Hills	22,168	48.17%	17,815	6.79%	1,683	-60.81%	875	-47.54%	
Fresh Meadows	20,313	29.17%	8,234	-4.58%	666	-11.79%	2,081	38.73%	
Glen Oaks	17,037	46.08%	8,211	6.50%	1,888	18.67%	4,805	35.28%	
Glendale	6,574	33.40%	3,146	28.20%	365	-32.16%	147	110.00%	
Hillcrest	5,465	16460.61%	3,807	1250.00%	109	100.00%	709	100.00%	1,2
Hollis	793	-76.61%		-100.00%		-100.00%		-100.00%	1
Howard Beach	6,663	45.61%	6,209	9.58%	618	112.37%	1,332	29.70%	
Hunters Point	24,436	11.66%	11,785	-3.02%	1,427	-10.87%	3,399	105.88%	2
Jackson Heights	20,191	55.99%	18,061	13.48%	724	56.71%	1,765	219.75%	
Kew Gardens Hills	16,962	42.38%	12,798	0.04%	890	-26.69%	955	78.50%	
Langston Hughes	2,468	5.02%	6,955	17.09%	2,655	26.13%	3	-98.27%	
Laurelton	2,433	4405.56%	2,191	1652.80%	142	1320.00%	72	100.00%	1,2
Lefferts	4,120	72.46%	7,416	54.05%	313	6.83%	1,147	10.71%	
Lefrak City	15	-65.12%							1,2
Long Island City	4,886	37.52%	6,665	2.04%	2,442	447.53%	1,516	46.33%	
Maspeth	8,625	35.49%	5,665	2.40%	707	-39.26%	1,655	-10.40%	
McGoldrick	6,341	27.89%	5,804	5.32%	518	38.13%	2,454	1.87%	
Middle Village	4,710	23.78%	3,924	6.69%	515	-19.91%	1,011	-25.28%	
Mitchell-Linden	10,602	37.51%	7,336	8.84%	686	-2.83%	2,100	145.61%	
North Forest Park	9,160	71.54%	3,965	-31.27%	458	18.65%	124	100.00%	

President's Report: November 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	6,282	38.10%	5,088	-18.00%	621	-24.18%	996	-43.73%	
Ozone Park	6,276	58.13%	6,705	18.90%	553	-75.40%	864	20.33%	
Peninsula	7,256	57.09%	7,937	11.58%	735	1.38%	433	-22.82%	
Pomonok	4,293	53.60%	3,761	21.40%	572	46.67%	575	-8.59%	
Poppenhusen	3,880	10.32%	3,276	-1.27%	535	-58.04%	830	-32.52%	
Queensboro Hill	9	-99.73%		-100.00%		-100.00%		-100.00%	1,2
Queens Village	5,090	103.36%	3,312	3.79%	801	-8.67%		-100.00%	
Rego Park	10,193	39.34%	8,283	8.64%	608	39.77%	3,707	7.92%	
Richmond Hill	9,495	49.76%	5,416	16.22%	1,471	10.19%	880	-31.57%	
Ridgewood	10,768	67.00%	15,765	1.53%	1,562	-6.80%	1,237	-38.09%	
Rochdale Village	4,870	34.53%	5,441	4.11%	1,483	35.43%	257	-85.30%	
Rosedale	3,212	36.39%	2,999	-9.37%	293	-26.20%	1,284	2.31%	
Seaside	33	-98.94%		-100.00%		-100.00%		-100.00%	1,2
South Hollis	2,937	33.32%	6,686	-0.51%	1,667	41.75%	2,156	9273.91%	
South Jamaica	2,077	-6.61%	3,838	4.44%	771	148.71%	592	428.57%	
South Ozone Park	3,915	52.10%	4,514	-9.03%	189	-78.40%	1,382	-38.33%	
St. Albans	3,343	20.69%	4,655	6.35%	236	-55.56%	348	31.82%	
Steinway	13,288	49114.81%	11,479	644.42%	697	100.00%	797	100.00%	2
Sunnyside	11,413	44.40%	8,919	-6.78%	1,058	-20.99%	1,809	2.96%	
Whitestone	8,817	51.63%	5,358	16.28%	1,077	61.23%	1,735	-31.10%	
Windsor Park	9,622	25.19%	5,844	-2.18%	422	-53.58%	1,189	-3.25%	
Woodhaven	7,974	53.29%	4,760	8.97%	1,916	7.46%	487	22.36%	
Woodside	7,021	44.52%	8,004	1.30%	1,283	-31.57%	1,411	-5.49%	
Community Libraries Total	482,610	48.55%	377,900	8.12%	49,891	-7.84%	73,455	54,133	

Central Library Adult Learning Center	2	-87.50%	N/A	N/A		0.00%			3
Elmezzi LIC Adult Learning Center	1	-83.33%	490	-82.21%	228	-76.78%			
Elmhurst Adult Learning Center	64	88.24%	N/A	N/A	1,016	16.92%			3
Flushing Adult Learning Center	115	35.29%	N/A	N/A	1,347	34.43%			
Jackson Heights Adult Learning Center	26	-44.68%	N/A	N/A	403	-33.06%			3
Peninsula Adult Learning Center	10	150.00%	N/A	N/A	854	3.14%			3
Rochdale Adult Learning Center	22	69.23%	N/A	N/A	410	100.00%			3
Adult Learning Center Total	240	17.07%	490	-82.21%	4,258	-0.58%			

Central Adult Fiction	5,326	48.48%
Central Adult Fiction - Ask at Desk	2,247	-5.94%
Central Adult Non-Fiction	10,054	35.55%
Central Adult Non-Fiction - Ask at Desk	4,237	-18.27%
Central International Languages	785	43.51%

President's Report: November 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	-54.86%							
Central Library Current Collection	1,599	69.21%							
Central Library Fine Arts/Media Center	15,174	45.14%							
Central Library Others	1,199	67.93%							
Central Library Hot Picks	281	93.79%							
Central Library Interloan	332	80.43%							
Central Library Job Info Center	10	-33.33%							
Central Library Young Adult Room	2,471	61.40%							
Children's Library Discovery Center	14,792	82.30%	10,085	6.79%	3,049	18.45%	1,920	-29.70%	
Central Total	58,572	41.58%	52,988	-0.13%	8,387	38.10%	13,889	38.38%	

Flushing	31,107	42.99%							
Flushing IRC	18	20.00%							
Flushing Job Info Center (JIC)	12	33.33%							
Flushing Media Center	4,352	12.28%							
Flushing Total	35,489	38.34%	67,176	19.48%	1,830	-17.79%	4,759	-33.03%	

E-book and E-Magazines	226,094	4.53%							
Virtual Music and Movies	60,161	-6.33%							
Culture Pass reservations	2,101	41.01%							
Online Learning Services usage	13,599	-28.76%							
Virtual Library Total	301,955	0.28%			2,820	14.26%	2,109	-31.88%	
Langston Hughes Black Heritage	206	39.19%							
Queens Village Mail-A-Book	2,939	17.65%			1,637	-3.48%	489	103.75%	
Mobile Library	798	-1.60%	449	N/A	212	-58.35%			
Correctional Outreach	584	-8.03%			550	100.00%	12	-64.71%	
Queensbridge	1	100.00%	924	N/A	224	-4.68%			
Queens Library for Teens	1	100.00%	3,771	5.84%	1,014	1.40%			
Ravenswood	0	N/A	920	N/A	115	N/A			
Other Total	121	706.67%							
System Total	883,516	26.70%	504,618	8.49%	68,539	-2.85%	96,461	8.36%	

Website Visits	350,461	33.71%
Wireless use	252,543	56.98%
Computer Sessions	73,510	18.89%

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

President's Report: December 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	7,854	4.59%	4,399	-19.46%	254	-28.25%	700	-38.65%	
Astoria	6,931	12.74%	4,620	-22.50%	419	93.98%	1,393	-56.60%	
Auburndale	9,574	35.42%	3,790	-17.97%	656	38.40%	1,448	-5.17%	
Baisley Park	2,311	17.19%	2,388	-2.41%	978	22.56%	1,659	23.07%	
Bayside	18,315	36.85%	7,414	-13.41%	608	-25.67%	1,936	16.84%	
Bay Terrace	1934	16016.67%	4,568	100.00%	138	100.00%	89	100.00%	1,2
Bellerose	6,466	34.79%	3,806	-6.49%	564	44.99%	891	11.65%	
Briarwood	7,547	57.10%	7,758	21.50%	780	0.13%	1,202	-32.32%	
Broadway	10,538	61888.24%	9,879	100.00%	1,770	100.00%	1,792	100.00%	1,2
Broad Channel	1,703	-39.89%	1,278	9.42%		0.00%	42	35.48%	
Cambria Heights	3,761	34.37%	5,564	-5.33%	1,701	-39.21%	1,321	26.41%	
Corona	6,912	53.06%	8,303	-7.50%	1,625	-24.42%	2,371	31.14%	
Court Square	2	100.00%							1,2
Douglaston	6,817	36.67%	4,575	0.24%	754	67.18%	327	-69.94%	
East Elmhurst	3,485	37.58%	4,555	1.22%	1,725	34.45%	460	0.44%	
East Flushing	6,521	47.27%	4,790	-3.13%	1,003	27.93%	1,283	12.94%	
Elmhurst	28,097	42.52%	16,128	-1.94%	897	-39.47%	2,156	-5.31%	
Far Rockaway	16,603	635.62%	10,382	169.45%	1,475	-4.90%	5,930	63.99%	1,2
Forest Hills	21,879	40.12%	16,577	-5.13%	1,635	-64.17%	609	-75.26%	
Fresh Meadows	20,755	31.62%	7,781	-14.62%	617	-6.80%	2,482	71.41%	
Glen Oaks	16,673	30.89%	7,502	-6.60%	1,639	29.98%	4,358	25.55%	
Glendale	6,660	33.98%	2,589	26.23%	569	5.76%	180	221.43%	
Hillcrest	6,057	16725.00%	3,655	2025.00%	210	100.00%	419	100.00%	1,2
Hollis	118	-96.64%		-100.00%		-100.00%		-100.00%	1
Howard Beach	6,352	56.07%	5,812	3.23%	559	-36.76%	1,129	-8.58%	
Hunters Point	22,665	3.34%	10,850	-3.97%	1,441	-29.60%	3,211	70.53%	2
Jackson Heights	20,388	55.27%	16,078	-3.66%	710	42.28%	2,053	105.30%	
Kew Gardens Hills	17,136	48.93%	11,888	8.12%	910	-27.61%	957	29.85%	
Langston Hughes	2,400	23.20%	7,806	5.37%	2,888	-22.78%	64	113.33%	
Laurelton	2,658	5437.50%	2,446	6336.84%	93	933.33%		100.00%	1,2
Lefferts	4,170	76.69%	5,102	-1.92%	408	-50.90%	1,257	13.55%	
Lefrak City	15	-65.12%		0.00%	117	100.00%			1,2
Long Island City	4,743	30.77%	6,093	8.76%	3,188	457.34%	2,286	156.28%	
Maspeth	8,456	20.47%	5,130	-10.47%	614	-49.21%	1,451	-7.11%	
McGoldrick	6,363	25.06%	5,927	6.37%	463	27.55%	2,090	-9.80%	
Middle Village	4,660	15.81%	4,121	0.59%	1,298	139.48%	1,104	-27.37%	
Mitchell-Linden	10,827	29.00%	6,540	-13.16%	406	-30.60%	1,231	-12.63%	
North Forest Park	9,000	70.91%	4,811	-11.37%	376	-17.90%	433	100.00%	

President's Report: December 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	5,817	25.37%	5,055	-11.36%	538	-31.55%	671	-50.63%	
Ozone Park	6,228	53.85%	6,098	5.83%	557	-50.40%	922	38.65%	
Peninsula	6,998	61.06%	7,064	13.64%	269	-84.88%	95	-86.66%	
Pomonok	4,493	54.82%	3,670	0.22%	332	-58.60%	583	24.57%	
Poppenhusen	3,582	-1.43%	2,860	-19.96%	439	-65.62%	949	-36.44%	
Queensboro Hill	7	-99.78%		-100.00%		-100.00%		-100.00%	1,2
Queens Village	4,868	108.30%	3,130	8.15%	800	-6.21%	244	212.82%	
Rego Park	10,408	42.67%	7,759	-4.03%	470	-15.47%	3,917	-19.65%	
Richmond Hill	9,844	56.30%	4,525	-3.99%	1,590	0.89%	612	-69.09%	
Ridgewood	10,250	141.92%	19,253	159.44%	1,632	119.95%	1,216	33.63%	
Rochdale Village	4,672	40.09%	4,960	-1.18%	1,256	-21.11%	1,626	290.87%	
Rosedale	3,044	48.05%	3,253	-1.36%	496	54.52%	1,261	16.11%	
Seaside	48	-98.40%		-100.00%		-100.00%		-100.00%	1,2
South Hollis	2,803	29.11%	7,290	7.25%	1,207	-33.64%	1,980	2688.73%	
South Jamaica	2,028	-0.44%	3,348	14.89%	287	87.58%	428	296.30%	
South Ozone Park	3,701	34.97%	4,078	-18.73%	283	-52.52%	1,149	-40.06%	
St. Albans	3,325	8.94%	3,078	-26.99%	300	-28.40%	154	-57.22%	
Steinway	12,451	233.45%	11,249	57.07%	669	100.00%	1,015	100.00%	2
Sunnyside	11,279	48.37%	8,537	-12.20%	1,023	-7.67%	1,567	-25.24%	
Whitestone	8,275	48.22%	4,551	-3.58%	975	-4.88%	1,741	-20.32%	
Windsor Park	9,885	35.63%	5,780	-8.21%	373	-69.20%	1,274	-24.26%	
Woodhaven	7,718	43.72%	4,418	-2.75%	1,773	21.36%	414	-24.86%	
Woodside	7,053	34.60%	7,208	-11.59%	1,231	-38.36%	1,282	-25.25%	
Community Libraries Total	476,123	45.59%	362,069	3.53%	49,988	-12.94%	73,414	54,133	

Central Library Adult Learning Center	1	-85.71%							3
Elmezzi LIC Adult Learning Center	1	-50.00%	491	-83.37%	155	-78.23%			
Elmhurst Adult Learning Center	41	-21.15%			800	32.01%			3
Flushing Adult Learning Center	136	16.24%			780	5.26%			
Jackson Heights Adult Learning Center	23	-4.17%			226	-42.20%			3
Peninsula Adult Learning Center	5	400.00%			393	-2.48%			3
Rochdale Adult Learning Center	26	100.00%			179	100.00%			3
Adult Learning Center Total	233	7.87%	491	-83.37%	2,533	-11.22%			

Central Adult Fiction	6,001	71.85%
Central Adult Fiction - Ask at Desk	2,426	-3.42%
Central Adult Non-Fiction	10,781	44.73%
Central Adult Non-Fiction - Ask at Desk	4,843	-7.86%
Central International Languages	897	38.85%

President's Report: December 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	96	-34.69%							
Central Library Current Collection	1,512	41.44%							
Central Library Fine Arts/Media Center	15,551	58.91%							
Central Library Others	988	32.80%							
Central Library Hot Picks	249	38.33%							
Central Library Interloan	216	43.05%							
Central Library Job Info Center	18	12.50%							
Central Library Young Adult Room	2,514	52.46%							
Children's Library Discovery Center	14,829	90.53%	10,308	13.39%	4,408	66.91%	1,657	-38.01%	
Central Total	60,921	49.02%	52,719	6.22%	7,174	32.31%	13,813	22.71%	

Flushing	30,957	42.82%							
Flushing IRC	17	41.67%							
Flushing Job Info Center (JIC)	7	16.67%							
Flushing Media Center	4,718	-3.97%							
Flushing Total	35,699	34.17%	70,262	4.50%	2,763	-22.52%	4,156	-64.59%	

E-book and E-Magazines	234,558	13.64%							
Virtual Music and Movies	66,765	12.08%							
Culture Pass reservations	1,932	23.85%							
Online Learning Services usage	12,616	-36.56%							
Virtual Library Total	315,871	9.90%			2,252	-3.26%	2,298	-32.53%	
Langston Hughes Black Heritage	241	48.77%							
Queens Village Mail-A-Book	2,695	16.11%			1,582	18.41%	416	1.71%	
Mobile Library	860	48.02%	343	N/A	114	-60.28%			
Correctional Outreach	439	10.58%			360	-18.92%	29	31.82%	
Queensbridge	1	100.00%	692	N/A	132	-31.25%			
Queens Library for Teens		100.00%	3,974	-2.60%	1,362	39.41%			
Ravenswood		N/A	1,330	N/A	191	N/A			
Other Total	119	561.11%							
System Total	893,202	30.27%	491,880	3.85%	66,395	-8.93%	94,126	-5.96%	

Website Visits	362,425	39.78%
Wireless use	243,584	48.29%
Computer Sessions	70,102	13.93%

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

Queens Library Board / Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 23, 2025

AGENDA: Motion to Go into Executive Session

Recommended Motion for Consideration:

I move that the meeting move into Executive Session, to discuss pending litigation.

Queens Library Board / Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 23, 2025

AGENDA: Motion to Return to Public Session

Recommended Motion for Consideration

I move that the meeting return to public session.

Queens Library Board / Committee Item

BOARD/COMMITTEE: Board of Trustees
DATE OF MEETING: January 23, 2025
AGENDA: Motion to Adjourn

Recommended Motion for Consideration

I move that the meeting be adjourned.