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**Report on the Fiscal 2023
Preliminary Plan and the Fiscal 2022
Mayor's Management Report for the**

Libraries

March 8, 2022

(Report prepared by Aliya Ali)

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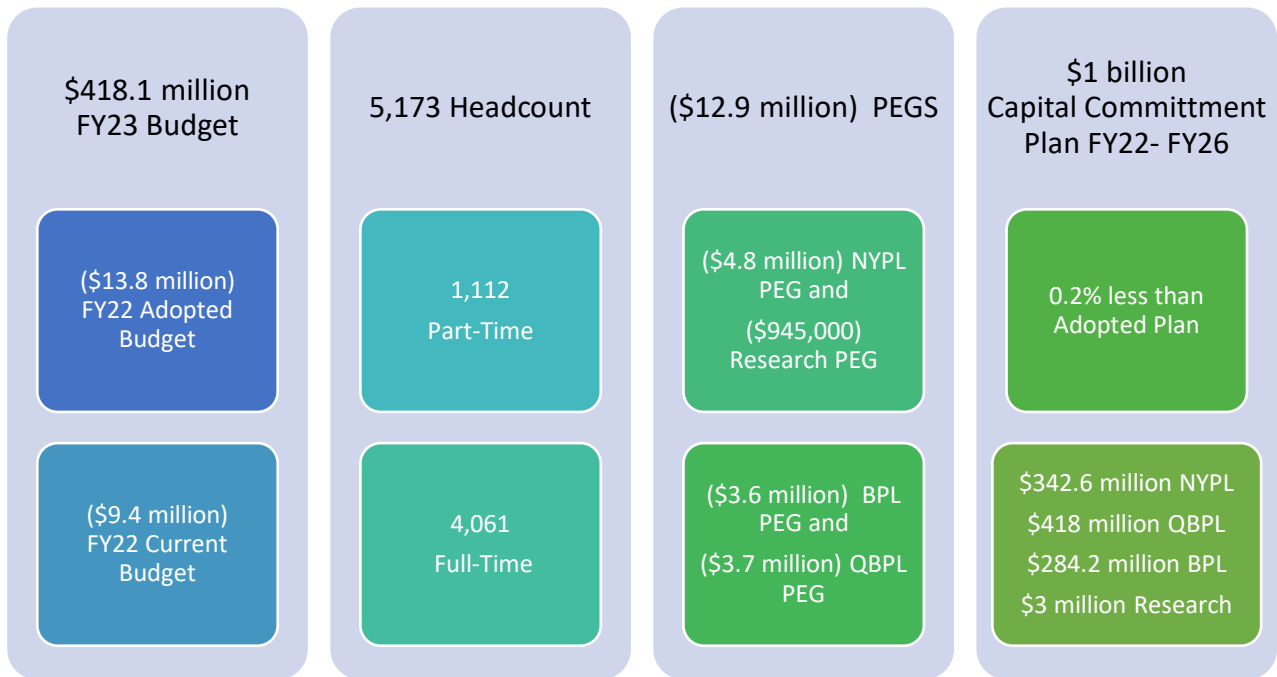
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Libraries Fiscal 2023 Budget Snapshot

Library services are provided through three independent systems: the Brooklyn Public Library (BPL), the Queens Borough Public Library (QBPL), and the New York Public Library (NYPL). These systems operate 217 local library branches throughout the City and four research library centers in Manhattan. The Libraries’ collections include 377 electronic databases and more than 65 million books, periodicals, and other circulating and reference items.

- BPL oversees a Central Library and 58 branches including five Adult Learning Centers;
- QBPL oversees 66 locations including branch libraries, a Central Library, seven adult learning centers, a technology center, one universal pre-kindergarten, and two teen centers;
- NYPL manages libraries in three boroughs. The Bronx with 35 branches, Manhattan with 40 branches and Staten Island with 13 branches; and
- The New York Research Library oversees four research centers: the Stephen A. Schwarzman Building, the New York Public Library for the Performing Arts, the Schomburg Center for Research in Black Culture; and the Business Center at the Stavros Niarchos Foundation Library.

This report provides a comprehensive review of the Libraries’ expense and capital budgets. Each system receives City tax-levy funds for operational and energy support, as well as capital funds for maintenance of the 217 branches managed by the systems. Systems also receive capital funds to create new branches and/or specialized centers.



Libraries Financial Plan Overview

For Fiscal 2023, the Administration is proposing a \$418.1 million subsidy for the systems, which represents a decrease of \$13.8 million or 3.2 percent when compared to the Fiscal 2022 Adopted Budget of \$431.9 million.

Financial Summary

Libraries Financial Summary						
<i>Dollars in Thousands</i>						
	FY20	FY21	FY22	Preliminary Plan		*Difference
	Actual	Actual	Adopted	FY22	FY23	FY22-FY23
Budget By Program Area						
Research Libraries	31,021	30,691	31,496	30,551	30,475	(\$1,021)
NYPL	157,377	158,498	158,674	159,104	153,286	(\$5,388)
BPL	119,335	118,247	118,372	116,646	114,869	(\$3,503)
QBPL	123,714	122,444	123,404	121,157	119,510	(\$3,895)
TOTAL	\$431,448	\$429,879	\$431,946	\$427,458	\$418,139	(\$13,806)
Funding						
City Funds			\$431,946	\$420,859	\$418,139	(\$13,806)
Federal - Other			0	24	0	0
Intra City			0	6,575	0	0
TOTAL	\$431,448	\$429,879	\$431,946	\$427,458	\$418,139	(\$13,806)

**The difference of Fiscal 2022 Adopted Budget compared to Fiscal 2023 Preliminary Budget.*

Funding Sources

NYPL's budget is approximately 59 percent funded with City funding. Other sources of funding include private contributions including the endowment draw for operations, New York State, earned revenue and the federal government.

QBPL's budget is approximately 91 percent funded with City funding. Other sources of funding include private contributions, New York State and the federal government.

BPL's budget is approximately 85 percent funded with City funding. Other sources of funding include private contributions, New York State, The federal government and earned income including investments.

Federal COVID-19 Funding

The largest COVID-19 related aid to NYPL was the Employee Retention Tax Credit, which will not continue in Fiscal 2023. In Fiscal 2022, NYPL received American Rescue Plan Funding (ARP) through the Institute of Museum and Library Services (IMLS) via the Metropolitan New York Library Council in the amount of \$184,500 to support digital equity-focused programming.

In Fiscal 2022, BPL had received \$294,000 directly from The Universal Service Administrative Company (USAC) for emergency connectivity programs, including providing tools and services to facilitate remote learning during the pandemic. This funding is not included in the Fiscal 2023 Preliminary Budget.

QBPL has three Federal COVID-19 and stimulus grants whose grant periods include part of Fiscal 2023. This includes Institute for Museum and Library Services (IMLS) CARES Act at \$330,506. This funding provides formerly incarcerated individuals with data-equipped smartphones, online resources and job training as they re-enter society during the COVID-19 pandemic. IMLS American Rescue Plan (ARP) grant for \$50,000 to expand Queens Connect, a hotspot lendable technology initiative to promote digital access and inclusion in Queens' neighborhoods with the lowest broadband use. National

Endowment for Humanities (NEH) American Rescue Plan grant at \$228,546 to fund the work of over 50 Asian American humanities professionals from a variety of community organizations in Queens, NY and from the Queens Borough Public Library in the creation of a 10-episode podcast season.

Headcount

NYPL's overall headcount is 2,461 of which 1,955 are full-time employees and 506 are part-time employees. 57% are union jobs. Right before the system closed for the pandemic, it had a headcount of 2,650. Over the past 2 years, headcount has fluctuated. The system has experienced an increase in staff resignations and retirements and are actively recruiting for approximately 170 staff.

QBPL's overall headcount is 1,344 of which 961 are full-time employees and 383 are part-time employees. 88% of full-time jobs are union jobs.

BPL's overall headcount is 1,368 of which 1,145 are full-time employees and 223 are part-time employees. 77% of jobs are union jobs. There has been no reduction in budgeted headcount during the pandemic. As a result of the pandemic, BPL was forced to temporarily pause in-person programming, reduce hours, and close numerous branches throughout the system. While BPL will resume Sunday hours in March and in-person programming shortly, the library system will not be able to continue smooth operations without full staffing.

Fiscal 2023 Preliminary Budget Changes

Other adjustments total \$998,000 in Fiscal 2022. PEGs total \$12.9 million in Fiscal 2022. Below is a description of the PEGs program for all systems.

- **One Time Reduction to the Operating Subsidy - NYPL.** The Fiscal 2023 Preliminary Plan includes a reduction of \$4.8 million in Fiscal 2022 for the operating subsidy for NYPL. NYPL expects to be able to sustain the current-year reduction without affecting programs or headcount. Vacancy savings will offset the Fiscal 2022 PEG.
- **One Time Reduction to the Operating Subsidy- QBPL.** The Fiscal 2023 Preliminary Plan includes a reduction of \$3.7 million in Fiscal 2022 for the operating subsidy for QBPL. QBPL will offset this PEG with vacancy accruals, reduction in fringe benefits and overtime pay and decrease in Other Than Personal Services (OTPS) expenses.
- **One Time Reduction to the Operating Subsidy - BPL.** The Fiscal 2023 Preliminary Plan includes a reduction of \$3.6 million in Fiscal 2022 for the operating subsidy for BPL. BPL expects to be able to sustain the current-year reduction largely through staffing vacancies as well as carefully managing hiring through the remainder of Fiscal 2022.
- **One Time Reduction to the Operating Subsidy - RESEARCH.** The Fiscal 2023 Preliminary Plan includes a reduction of \$945,000 in Fiscal 2022 for the operating subsidy for Research Library.

Fiscal 2022 Preliminary Mayor's Management Report

During the COVID-19 pandemic, the Libraries expanded their online presence to ensure access to information, resources, and programs for all New Yorkers through webinars, classes, book clubs, live tutoring, and career and financial counseling that supported schools, job-seekers, and students, among others.

The Libraries supplemented these offerings with limited in-person services, maintenance of WiFi networks, and the distribution of reading materials as part of the 2020 summer reading programs.

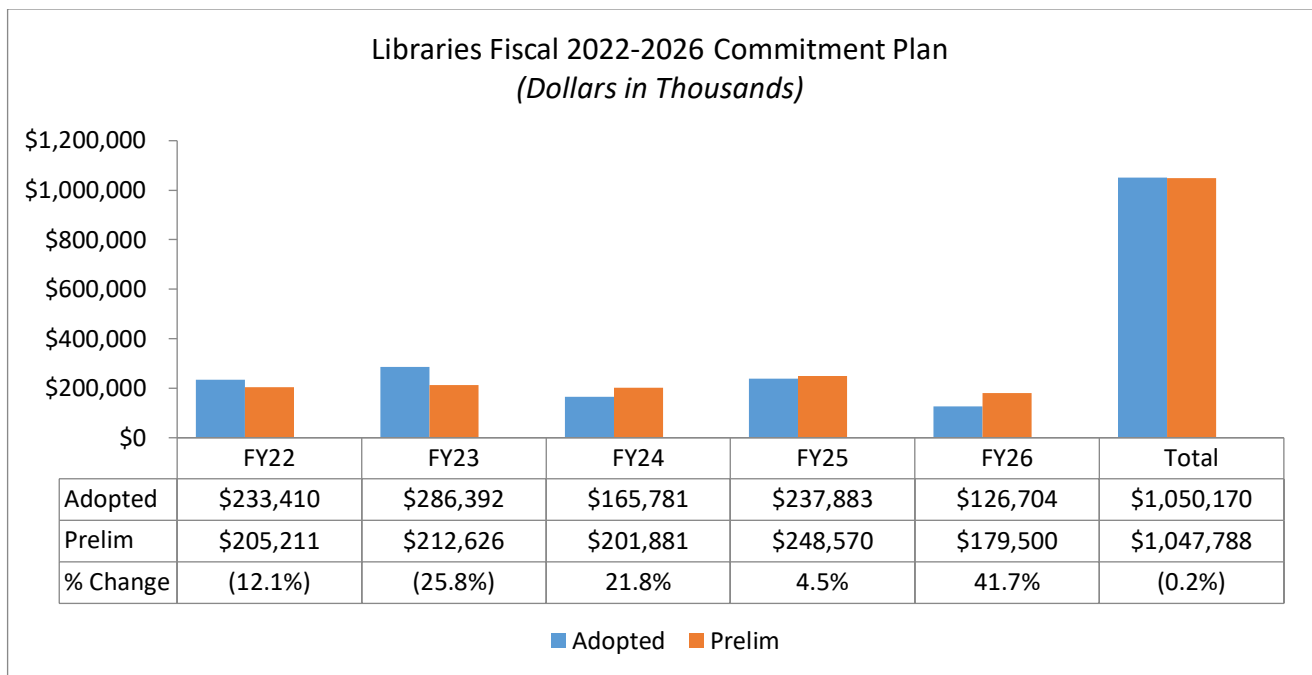
In the fall of 2021, the Libraries eliminated late fines on books and other circulating materials.

All of the City’s library systems reopened at full capacity in July 2021 following a phased reopening that began in July 2020, which included the full complement of services such as general space use, programs, and classes. Hence, average weekly scheduled hours is higher for all the systems in the first four months of Fiscal 2022 when compared to the same period in Fiscal 2021. Percentage of Libraries open seven and six days per weeks saw a similar increase in the first four months of Fiscal 2022 when compared the first four months of Fiscal 2021.

Due to COVID-19 pandemic the systems saw a decline in program sessions and total library attendance in Fiscal 2020 and 2021 when compared to prior year.

Preliminary Capital Commitment Plan for Fiscal 2022 to Fiscal 2026

The Fiscal 2023 Preliminary Capital Commitment Plan, which covers Fiscal Years 2022-2026, includes \$1 billion for the Library Systems (including City and Non-City funds). This is one percent of the City’s total \$99.9 billion Preliminary Plan for Fiscal 2022-2026. Libraries’ Preliminary Commitment Plan for Fiscal 2022-2026 is \$2.4 million less than the Adopted Commitment Plan.



Major changes and highlights in the Libraries’ Preliminary Capital Plan for Fiscal 2022-2026 are below.

New York Public Library. There is \$342.6 million (including city and non-city) in the Fiscal 2022-2026 Preliminary Capital Plan for the NYPL branches.

- This includes comprehensive renovations of five Carnegie branches (125th Street, Fort Washington, Hunts Point, Melrose, Port Richmond) for a total of \$129.4 million;

- Westchester Square branch has \$29.4 million in the Fiscal 2022-2026 commitment plan for the construction of a new branch;
- Hamilton Fish Park branch has \$11.1 million in the Fiscal 2022-2026 commitment plan for rehabilitation of the branch;
- Woodlawn Heights branch has \$8.6 million in the Fiscal 2022-2026 commitment plan for renovation and expansion of the branch;
- Castle Hill branch has \$8.3 million in the Fiscal 2022-2026 commitment plan for renovation of the branch; and
- George Bruce branch has \$8 million in the Fiscal 2022-2026 commitment plan for partial interior and exterior rehabilitation, roof, and boiler at the branch.

Research Library. There is \$3 million (including city and non-city) in the Fiscal 2022-2026 Preliminary Capital Plan for Research Libraries.

Queens Borough Public Library. There is \$418 million (including City and non-city) in the Fiscal 2022-2026 Preliminary Capital Plan for QBPL.

QBPL is looking to initiate 20 capital projects. Among the projects in the capital portfolio that are forecasted to be substantially complete (excluding outfitting with technology, furniture and material) by the end of the 2025 calendar year are:

- Arverne Branch. Construction of a dual multi-purpose community room 4,663 square foot single story annex by autumn of 2024;
- Astoria Branch. Comprehensive interior renovation and a new front garden, new exterior forecourt, and new and 600 square foot main vestibule with a passenger elevator by winter of 2024;
- Hollis Branch. Comprehensive interior renovation by winter of 2024;
- Rego Park Branch. Construction of a new 18,000 square foot 2 story above grade and 1 story below grade community library by summer of 2025;
- Woodhaven Branch. Comprehensive renovation by summer of 2024;
- Bay Terrace Branch. Comprehensive renovation including an expanded footprint and new main and side entrances by spring of 2023;
- Broadway Branch. Renovation of the basement level including the lobby, computer center, multi-purpose rooms, restrooms, and staff room by autumn of 2023;
- Far Rockaway Branch. Construction of a new 19,000 square foot 2 story community library by spring of 2022; and
- Flushing Branch. Installation of a new passenger elevator and the modernization of the existing passenger elevator by winter of 2023.

Brooklyn Public Library. There is \$284.2 million (including City and non-city) in the Fiscal 2022-2026 Preliminary Capital Plan for BPL.

- Borough Park Library has \$20.7 million in the Fiscal 2022-2026 commitment plan for full branch renovation which includes new and expanded program areas as well as structural and

building system upgrades, with façade replacement, roof replacement, upgraded ADA access, and a heating and cooling upgrade included;

- Brownsville branch has \$27.2 million in the Fiscal 2022-2026 commitment plan for full branch renovation which includes rooftop addition, additional public service space, new landscaping, new green roof, new security and fire safety systems, and a new MEP system to make this building fossil-fuel free; and
- Eastern Parkway has \$30.7 million in the Fiscal 2022-2026 commitment plan for full branch renovation which includes improving ADA access, expanding programming and staff spaces, expansion of Adult Learning Center, creation of outdoor seating areas, and updating building systems.

Appendices

A. Budget Actions in the November and Preliminary Plans

<i>Dollars in Thousands</i>	FY22			FY23		
	City	Non-City	Total	City	Non-City	Total
NYPL Research	\$31,496	\$0	\$31,496	\$30,475	\$0	\$30,475
NYPL	158,674	0	158,674	153,286	0	153,286
QBPL	123,404	0	123,404	119,072	0	119,072
BPL	118,372	0	118,372	114,139	0	114,139
Budget as of the Fiscal 2022 Adopt Budget	\$431,946	\$0	\$431,946	\$416,972	\$0	\$416,972
Other Adjustments						
NYPL Energy Personnel	\$0	85	\$85	\$0	\$0	\$0
NYPL Excel Projects	0	4,176	4,176	0	0	0
NYPL NYCCC	0	352	352	0	0	0
NYPL RCM Projects	0	120	120	0	0	0
QBPL NYCCC	0	654	654	0	0	0
QBPL OSA Collective Bargaining	436	0	436	438	0	438
QBPL ULILY 03 CLOSEOUT	0	13	13	0	0	0
QBPL ULILY01 Close out	0	10	10	0	0	0
BPL Energy Personnel	0	214	214	0	0	0
BPL NYCCC	0	730	730	0	0	0
BPL OSA Collective Bargaining adjustment	717	0	717	730	0	730
Subtotal, Other Adjustments	\$1,153	\$6,354	\$7,507	\$1,167	\$0	\$1,167
TOTAL, All Changes	\$1,153	\$6,354	\$7,507	\$1,167	\$0	\$1,167
Budget as of the Fiscal 2022 Nov Plan	\$433,099	\$6,355	\$439,454	\$418,140	\$0	\$418,140

<i>Dollars in Thousands</i>	FY22			FY23		
	City	Non-City	Total	City	Non-City	Total
NYPL Research	31,496	\$0	\$31,496	30,475	\$0	\$30,475
NYPL	158,674	4,733	163,407	153,286	0	153,286
QBPL	123,840	678	124,518	119,510	0	119,510
BPL	119,089	944	120,033	114,869	0	114,869
Libraries Budget as of the Fiscal 2022 Nov Plan	\$433,099	\$6,355	\$439,454	\$418,140	\$0	\$418,140
Other Adjustments						
NYPL Excel Round 2	\$0	\$245	\$245	\$0	\$0	\$0
NYPL CC Member Items Reallocation	213	0	213	0	0	0
QBPL CC Member Items Reallocation	354	0	354	0	0	0
BPL CC Member Reallocation	186	0	186	0	0	0
Subtotal, Other Adjustments	\$753	\$245	\$998	\$0	\$0	\$0
Savings Program						
Research: One time reduction	(\$945)	\$0	(\$945)	\$0	\$0	\$0
NYPL - One time reduction	(4,760)	0	(4,760)	0	0	0
BPL: One time reduction	(3,573)	0	(3,573)	0	0	0
QBPL One time reduction	(3,715)	0	(3,715)	0	0	0
Subtotal, Savings Program	(\$12,993)	\$0	(\$12,993)	\$0	\$0	\$0
TOTAL, All Changes	(\$12,240)	\$245	(\$11,995)	\$0	\$0	\$0
Libraries Budget as of the Fiscal 2023 Prelim Plan	\$420,859	\$6,600	\$427,459	\$418,140	\$0	\$418,140

B. Program Areas

New York Research Library						
<i>Dollars in Thousands</i>						
	FY20	FY21	FY22	Preliminary Plan		*Difference
	Actual	Actual	Adopted	FY22	FY23	FY22-FY23
Spending						
Other Than Personal Services						
Fixed and Misc Charges	\$28,191	\$28,001	\$28,466	\$27,521	\$27,445	(\$1,021)
Other Services and Charges	2,830	2,689	3,030	3,030	3,030	0
TOTAL	\$31,021	\$30,691	\$31,496	\$30,551	\$30,475	(\$1,021)
Funding						
City Funds			\$31,496	\$30,551	\$30,475	(\$1,021)
TOTAL	\$31,021	\$30,691	\$31,496	\$30,551	\$30,475	(\$1,021)

**The difference of Fiscal 2022 Adopted Budget compared to Fiscal 2023 Preliminary Budget.*

New York Public Library						
<i>Dollars in Thousands</i>						
	FY20	FY21	FY22	Preliminary Plan		*Difference
	Actual	Actual	Adopted	FY22	FY23	FY22-FY23
Spending						
Other Than Personal Services						
Fixed & Misc. Charges	\$146,438	\$147,943	\$153,289	\$153,720	\$147,901	(\$5,388)
Other Services & Charges	10,940	10,555	5,385	5,385	5,385	0
TOTAL	\$157,377	\$158,498	\$158,674	\$159,104	\$153,286	(\$5,388)
Funding						
City Funds			\$158,674	\$154,127	\$153,286	(\$5,388)
Intra City			0	4,978	0	0
TOTAL	\$157,377	\$158,498	\$158,674	\$159,104	\$153,286	(\$5,388)

**The difference of Fiscal 2022 Adopted Budget compared to Fiscal 2023 Preliminary Budget.*

Brooklyn Public Library						
<i>Dollars in Thousands</i>						
	FY20	FY21	FY22	Preliminary Plan		*Difference
	Actual	Actual	Adopted	FY22	FY23	FY22-FY23
Spending						
Other Than Personal Services						
Contractual Services -						
Professional Services	\$0	\$0	\$2	\$0	\$0	(\$2)
Fixed & Misc. Charges	117,114	116,011	116,029	114,305	112,528	(3,501)
Other Services & Charges	2,221	2,236	2,339	2,339	2,339	0
Supplies & Materials	0	0	1	1	1	0
TOTAL	\$119,335	\$118,247	\$118,372	\$116,646	\$114,869	(\$3,503)
Funding						
City Funds			\$118,372	\$115,702	\$114,869	(\$3,503)
Intra City			0	944	0	0
TOTAL	\$119,335	\$118,247	\$118,372	\$116,646	\$114,869	(\$3,503)

**The difference of Fiscal 2022 Adopted Budget compared to Fiscal 2023 Preliminary Budget.*

Queens Public Library						
<i>Dollars in Thousands</i>						
	FY20	FY21	FY22	Preliminary Plan		*Difference
<i>Dollars in Thousands</i>	Actual	Actual	Adopted	FY22	FY23	FY22-FY23
Spending						
Other Than Personal Services						
Fixed & Misc. Charges	\$120,783	\$119,217	\$119,849	\$117,602	\$116,474	(\$3,375)
Other Services & Charges	2,932	3,228	3,555	3,555	3,035	(520)
TOTAL	\$123,714	\$122,444	\$123,404	\$121,157	\$119,510	(\$3,895)
Funding						
City Funds			\$123,404	\$120,479	\$119,510	(\$3,895)
Federal - Other			0	24	0	0
Intra City			0	654	0	0
TOTAL	\$123,714	\$122,444	\$123,404	\$121,157	\$119,510	(\$3,895)

**The difference of Fiscal 2022 Adopted Budget compared to Fiscal 2023 Preliminary Budget.*

C. Fiscal 2022 Council City-Wide Initiatives and One-Time Funding

Fiscal 2022 Council Changes at Adoption

Council Initiatives	Amount
Fiscal 2022 Subsidy	\$14,000,000
City's First Readers	1,314,342
Adult Literacy	202,000
Coalition Theaters of Color	30,000
Digital Inclusion and Literacy Initiative	175,000
TOTAL	\$15,721,342

In Fiscal 2022, the City Council allocated one-time funding of \$14 million split between the three systems. This was \$2.1 million larger than the Fiscal 2021 City-Wide initiatives total of \$11.9 million. Along with increases in programming and circulation, the library systems have also seen a rise in the cost of materials, staff, and operating expenses. These funds allow the systems to maintain physical spaces and cover repairs and upkeep that are not capitolly eligible.

Additionally, at the urging of the Council, the Administration restored the \$10.3 million subsidy cut in Fiscal 2022 for the library systems that it had implemented in the Preliminary Budget. For the systems, reduction in earnings from waived fines, cancellation of fundraising events, and closure of space rentals and retail shops happened concurrently with increased COVID-19 related spending and it was crucial that this cut be restored.

City's First Readers

The City's First Readers was founded in Fiscal 2015 to support a coalition of non-profit organizations that foster literacy development through direct programming, book distribution, parent engagement and in-home training. The initiative focuses on children ages 0 to 5 with a goal of helping children achieve reading proficiency by the third grade.

Digital Inclusion and Literacy Initiative

The Digital Inclusion and Literacy Initiative was founded in Fiscal 2015 to address disparities in access to the internet and to increase digital literacy throughout the City through programming available in every Council district.

Adult Literacy

This initiative creates additional basic literacy, English for Speakers of Other Languages and Graduate Equivalency Degree classes for adults who cannot read, write or speak English. In addition, funding also support services such as counseling and case management for students.

Coalition of Theaters of Color

The Coalition of Theaters of Color (CTC) was founded in 2004 to address inequitable funding for theatrical institutions of color. Funding supports the operations and programming of various theaters and cultural organizations, primarily in communities of color throughout New York City.