

**QUEENS LIBRARY  
BOARD OF TRUSTEES  
THURSDAY, APRIL 26, 2018**

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

**AGENDA**

**8:15 PM BOARD OF TRUSTEES REGULAR MEETING**

**I. Roll Call**

**II. Approval of BOT Minutes**

**A. Board of Trustees Meeting - February 22, 2018**

**III. Report of the Chairman of the Board**

**IV. Committee Reports**

**A. Buildings & Grounds Committee - April 12, 2018**

1. Approval of Building and Grounds Committee Report (ID # 1720)

**B. Labor Relations Committee - April 26, 2018**

1. Approval of Labor Relations Committee Report (ID # 1716)

**C. Finance & Investments Committee - April 26, 2018**

1. Approval of Finance and Investments Committee Report (ID # 1715)

**D. Audit Committee - April 26, 2018**

1. Approval of Audit Committee Report (ID # 1717)

**V. President's Report**

1. Key Performance Indicators Report - February 2018 (ID # 1719)
2. Key Performance Indicators Report - March 2018 (ID # 1708)

**VI. Other Business**

1. DYCD Immigrant Services - Resolution (ID # 1723)
2. Authorizaton to Lease Property - Glendale Library (ID # 1724)

**VII. Adjournment**

1. Adjournment (ID # 1718)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 26, 2018

*ITEM ID #:* 1720

*AGENDA:* Approval of Minutes of the Building & Grounds Committee Meeting

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### **Recommended Motion for Consideration:**

*I move that the Minutes of the Building & Grounds Committee Meeting of April 12, 2018 be approved as submitted.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 26, 2018

*ITEM ID #:* 1716

*AGENDA:* Approval of Labor Relations Committee Report

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**Recommended Motion for Consideration:**

*I move that the report item(s) of the committee meeting be accepted and the action item(s) be approved as presented.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 26, 2018

*ITEM ID #:* 1715

*AGENDA:* Approval of Finance and Investments Committee Report

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**Recommended Motion for Consideration:**

*I move that the report item(s) of the committee meeting be accepted and the action item(s) be approved as presented.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 26, 2018

*ITEM ID #:* 1717

*AGENDA:* Approval of Audit Committee Report

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**Recommended Motion for Consideration:**

*I move that the report item(s) of the committee meeting be accepted and the action item(s) be approved as presented.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 26, 2018

*ITEM ID #:* 1719

*AGENDA:* Key Performance Indicators - February 2018

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### Attachments:

Feb 2018 YTD Board Report-Word (DOC)

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Arverne	142,729	-6.82 %	69,714	-4.12%	8,299	4.81%	13,042	31.62%	
Astoria	55,825	0.61 %	58,208	3.79%	12,243	49.83%	9,001	-21.23%	
Auburndale	106,752	-4.21 %	49,871	-8.91%	7,585	-13.14%	24,048	6.40%	
Baisley Park	40,202	-5.34 %	54,055	6.36%	11,165	59.32%	17,118	-9.42%	
Bayside	213,308	-9.22 %	107,071	-8.49%	10,196	25.29%	37,261	22.65%	
Bay Terrace	67,125	-2.67 %	54,897	-6.19%	4,343	-26.75%	9,515	-11.23%	
Bellerose	86,452	-7.86 %	68,170	-10.74%	6,514	-5.66%	26,091	-8.16%	
Briarwood	98,872	15.07 %	83,927	24.06%	21,302	44.81%	45,466	36.74%	2
Broadway	127,673	-10.64 %	155,455	-5.71%	40,165	-0.28%	63,339	28.85%	
Broad Channel	44,055	-9.17 %	13,113	-4.00%	690	102.35%	489	-10.28%	
Cambria Heights	47,928	-10.47 %	103,168	-2.68%	25,011	-0.01%	4,429	-59.05%	
Corona	126,153	-4.56 %	163,932	-0.02%	28,418	3.62%	30,704	159.52%	
Court Square	49,445	-9.22 %	64,102	-3.22%	9,456	-6.27%	8,039	-37.36%	
Douglaston	80,874	-13.95 %	62,763	-6.67%	3,374	-0.18%	10,449	-16.61%	
East Elmhurst	29,678	6.74 %	39,011	9.27%	4,761	25.62%	4,871	51.70%	2
East Flushing	75,050	-7.57 %	51,761	-1.60%	7,664	65.14%	10,744	19.56%	
Elmhurst	455,387	100.82 %	347,958	137.63%	19,397	276.49%	85,621	197.35%	2
Far Rockaway	60,676	-18.59 %	97,647	-7.25%	12,168	13.90%	18,441	-35.86%	
Forest Hills	231,981	-9.09 %	191,759	-4.97%	26,635	-10.88%	135,527	2.59%	
Fresh Meadows	334,360	-6.88 %	137,779	-2.83%	12,196	43.15%	52,719	-4.96%	
Glen Oaks	194,965	-5.09 %	107,147	3.70%	27,910	-0.28%	58,777	41.83%	

Attachment: Feb 2018 YTD Board Report-Word (1719 : Key Performance Indicators Report - February



Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Glendale	56,663	-11.37 %	38,719	-4.68%	9,822	-6.71%	6,010	220.88%	
Hillcrest	105,612	-15.96 %	69,349	-7.62%	4,299	-37.37%	15,948	-31.28%	
Hollis	50,740	-13.37 %	55,376	3.87%	5,181	7.53%	9,896	14.31%	
Howard Beach	69,670	-19.56 %	50,747	-12.72%	1,568	-40.11%	24,756	87.84%	
Jackson Heights	243,895	-9.82 %	259,632	-2.86%	17,839	-61.72%	43,166	-12.07%	
Kew Gardens Hills	191,801	149.07 %	107,119	52.26%	4,736	441.26%	19,177	-25.12%	1,2
Langston Hughes	45,542	-19.58 %	87,233	-10.79%	6,591	-8.71%	11,751	43.18%	
Laurelton	47,827	-3.50 %	71,947	-13.94%	14,757	-5.34%	14,553	-49.45%	
Lefferts	80,455	-32.10 %	98,191	-13.38%	9,975	-14.47%	45,295	1.50%	
Lefrak City	58,112	-21.64 %	93,665	-4.11%	6,619	-31.44%	27,097	44.06%	
Long Island City	68,637	-25.04 %	89,738	-9.51%	38,267	-23.77%	49,826	1.44%	
Maspeth	124,047	-14.54 %	81,443	-13.11%	8,670	1.25%	21,649	-14.36%	
McGoldrick	63,124	125.76 %	49,763	204.83%	5,847	230.71%	13,411	540.45%	1,2
Middle Village	45,708	1.83 %	29,881	0.75%	4,211	96.13%	6,493	137.14%	
Mitchell-Linden	154,544	-7.54 %	103,363	-4.04%	11,681	-8.06%	29,009	26.49%	
North Forest Park	96,367	2.22 %	63,040	-6.29%	3,747	27.32%	17,493	-1.17%	
North Hills	75,257	-5.45 %	59,828	30.10%	5,205	15.59%	9,823	-45.22%	
Ozone Park	70,095	3,091.94 %	78,040	X	5,251	X	6,479	X	2
Peninsula	131,234	-12.72 %	103,332	11.95%	12,040	38.47%	9,487	26.56%	
Pomonok	59,175	-11.06 %	57,847	-6.28%	14,596	16.54%	9,799	20.45%	
Poppenhusen	56,849	-12.12 %	48,111	-9.32%	4,824	35.01%	9,725	-10.31%	

Attachment: Feb 2018 YTD Board Report-Word (1719 : Key Performance Indicators Report - February

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Queensboro Hill	63,665	125.87 %	92,310	284.90%	7,406	351.04%	10,539	391.56%	2
Queens Village	60,733	-14.81 %	60,619	-3.13%	14,454	24.32%	14,265	-9.94%	
Rego Park	123,571	-7.26 %	121,765	-2.79%	8,350	14.59%	12,748	2.25%	
Richmond Hill	95,414	-13.80 %	87,733	-16.35%	41,805	2.94%	36,920	-17.65%	
Ridgewood	102,495	-5.57 %	169,510	-3.29%	24,412	-35.05%	66,369	-33.01%	
Rochdale Village	49,318	9.17 %	82,967	-2.82%	8,799	-12.09%	19,195	54.14%	
Rosedale	38,911	-14.63 %	64,618	-7.10%	5,673	-27.29%	23,551	-11.44%	
Seaside	59,699	-16.23 %	55,549	2.49%	7,821	48.24%	17,921	2151.38%	
South Hollis	37,915	-7.04 %	66,063	-5.97%	9,429	-51.83%	36,167	-0.24%	
South Jamaica	33,144	-14.19 %	55,064	-20.57%	6,470	-48.44%	10,831	-36.55%	
South Ozone Park	43,565	-12.72 %	45,642	-11.48%	2,690	-43.86%	7,406	-35.06%	
St. Albans	42,411	-10.05 %	61,946	-14.01%	4,598	-7.34%	3,819	43.95%	
Steinway	146,192	-4.23 %	134,297	-1.01%	14,451	-0.37%	51,737	52.68%	
Sunnyside	141,152	1.59 %	149,435	2.75%	15,195	42.60%	40,210	17.42%	
Whitestone	89,874	-19.03 %	62,954	1.25%	15,615	56.89%	42,648	3.34%	
Windsor Park	107,610	-7.53 %	81,743	-1.64%	12,547	88.51%	20,179	19.11%	
Woodhaven	85,772	-14.19 %	83,438	-6.29%	17,546	2.11%	9,059	-27.37%	
Woodside	88,096	-15.43 %	92,019	-15.62%	20,970	17.14%	23,570	-11.85%	1
<b>Community Libraries Total</b>	<b>5,974,381</b>	<b>-0.93 %</b>	<b>5,345,544</b>	<b>4.09%</b>	<b>733,449</b>	<b>0.57%</b>	<b>1,513,668</b>	<b>8.47%</b>	

Attachment: Feb 2018 YTD Board Report-Word (1719 : Key Performance Indicators Report - February

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Central Library Adult Learning	1,483	6.54 %	0	0.00%	1,523	-45.20%	0	0.00%	6
Elmezzi LIC Adult Learning Center	1,568	-16.46 %	46,683	1.09%	6,560	1.23%	0	0.00%	
Elmhurst Adult Learning Center	2,385	700.34 %	0	0.00%	5,481	15.46%	0	0.00%	6
Flushing Adult Learning Center	4,186	-22.95 %	65,697	-9.39%	17,331	13.28%	8,498	5.85%	
Jackson Heights Adult Learning Center					9,491	7.94%	299	X	8
Peninsula Adult Learning Center	441	-22.77 %	0	0.00%	12,770	35.95%	0	0.00%	6
Rochdale Adult Learning Center	1,101	10.21 %	0	0.00%	7,381	3.93%	549	13.66%	6
Steinway Adult Learning Center	104	-79.57 %	0	0.00%	118	-79.15%	0	0.00%	6,8
<b>Adult Learning Center Total</b>	<b>11,268</b>	<b>1.71 %</b>	<b>112,380</b>	<b>-5.31%</b>	<b>60,655</b>	<b>9.96%</b>	<b>9,346</b>	<b>9.40%</b>	
Central Adult Fiction	53,187	-8.32 %							
Central Adult Fiction – Ask at	22,097	6.04 %							
Central Adult Non-Fiction	116,797	-0.83 %							
Central Adult Non-Fiction – Ask	62,006	-3.98 %							
Central International	9,773	1.91 %							

Attachment: Feb 2018 YTD Board Report-Word (1719 : Key Performance Indicators Report - February

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Central International	1,754	-10.69 %							
Central Library Current	29,880	-12.19 %							
Central Library Fine Arts/Media	286,679	-15.13 %							
Central Library Others	47,913	30.46 %							
Central Library Hot Picks	44,400	8.28 %							
Central Library Interloan	713	25.09 %							
Central Library Job Info Center	1,215	-12.15 %							
Central Library Young Adult	41,805	-15.32 %							
Children's Library Discovery Center	195,740	-10.83 %	228,400	-11.08%	20,729	-23.79%	144,965	328.47%	
<b>Central Total</b>	<b>890,183</b>	<b>-8.27 %</b>	<b>966,612</b>	<b>-6.85%</b>	<b>81,509</b>	<b>-13.48%</b>	<b>216,281</b>	<b>1.62%</b>	<b>3</b>
Flushing	587,360	-11.03 %							
Flushing IRC	10,638	-27.80 %							
Flushing Job Info Center (JIC)	337	-15.96 %							
Flushing Media Center	99,241	30.15 %							
<b>Flushing Total</b>	<b>731,501</b>	<b>-7.33 %</b>	<b>1,159,055</b>	<b>9.04%</b>	<b>83,674</b>	<b>124.35%</b>	<b>243,756</b>	<b>9.04%</b>	<b>7</b>

Attachment: Feb 2018 YTD Board Report-Word (1719 : Key Performance Indicators Report - February

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
E-book and E-Magazines	396,670	-2.76 %							
Virtual Music and Movies	317,745	5.67 %							
Virtual Library Total	714,415	0.82 %							5
Langston Hughes Black Heritage	5,255	1.08 %							
Queens Village Mail-A-Book	31,721	-3.45 %			3,601	8.56%			
Mobile Library	7,501	-53.89 %			6,049	123.38%			
Correctional Outreach	N/A	N/A			2,589	-16.54%			
Miscellaneous Other	7,900	-52.28 %							
Miscellaneous Total	441,546	-4.53 %							
<b>System Total</b>	<b>8,368,367</b>	<b>-2.36 %</b>	<b>7,637,800</b>	<b>3.28%</b>	<b>965,347</b>	<b>5.13%</b>	<b>1,973,817</b>	<b>7.75%</b>	
Website Visits	4,922,408	0.85%							
Wireless Use	332,370	10.41%							9
Computer Sessions	1,945,771	-1.05%							

Notes:

- 1 -- Library closed for renovation during a portion of the current fiscal year.
- 2 -- Library closed for renovation during a portion of last fiscal year.
- 3 -- Central Library partially closed during renovation in current fiscal year.
- 5 - Formerly called All E-Content; Streaming e-content metrics started 2/2014

6 - ALCs are not in separate area - accurate gate count not possible

7 - Flushing Library partially closed for renovation last fiscal year

8 - Steinway ALC moved to Jackson Heights ALC

9 - Wireless Sessions reporting vendor was changed in September 2016; monthly usage is estimated September 2016 to August 2017.



## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 26, 2018

*ITEM ID #:* 1708

*AGENDA:* Key Performance Indicators March 2018

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### Attachments:

Mar 2018 YTD Board Report-Word (DOC)

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Arverne	160,141	-7.05 %	77,826	-5.71%	9,728	1.63%	14,360	24.80%	
Astoria	63,114	-0.13 %	66,379	4.19%	13,974	56.85%	9,802	-22.34%	
Auburndale	120,620	-4.32 %	56,583	-7.78%	8,601	-11.76%	27,196	7.42%	
Baisley Park	45,124	-4.89 %	60,659	5.86%	12,782	58.08%	19,316	-8.97%	
Bayside	239,455	-9.27 %	120,958	-8.20%	12,220	28.28%	41,900	21.74%	
Bay Terrace	76,225	-1.99 %	62,214	-6.98%	5,086	-28.19%	10,739	-10.22%	
Bellerose	96,827	-8.32 %	76,798	-11.43%	7,175	-9.96%	28,846	-6.44%	
Briarwood	111,592	13.37 %	94,282	21.12%	23,757	36.57%	51,283	20.47%	2
Broadway	144,041	-10.09 %	176,729	-4.45%	46,562	2.54%	72,833	30.69%	
Broad Channel	49,885	-8.58 %	14,836	-2.84%	722	96.20%	530	-20.54%	
Cambria Heights	53,933	-9.59 %	118,885	-3.38%	29,206	2.43%	4,975	-56.44%	
Corona	143,742	-2.22 %	186,814	0.28%	32,137	4.68%	34,394	165.02%	
Court Square	56,222	-8.48 %	72,721	-3.70%	11,055	-2.73%	9,129	-36.98%	
Douglaston	90,748	-14.26 %	71,071	-8.40%	3,385	-16.00%	11,229	-20.96%	
East Elmhurst	33,036	14.70 %	43,074	9.99%	5,601	27.94%	5,255	41.49%	2
East Flushing	85,050	-7.52 %	58,589	-2.22%	8,678	53.13%	12,197	21.18%	
Elmhurst	509,787	72.71 %	386,151	104.99%	21,536	192.81%	96,071	174.81%	2
Far Rockaway	68,029	-18.17 %	109,498	-7.66%	13,034	8.68%	21,705	-32.64%	
Forest Hills	262,608	-8.51 %	217,426	-4.83%	29,382	-12.92%	149,904	3.53%	
Fresh Meadows	377,144	-6.82 %	156,190	-2.98%	13,709	36.26%	59,780	-1.22%	
Glen Oaks	219,739	-4.99 %	121,353	2.91%	32,275	0.96%	66,443	42.02%	

Attachment: Mar 2018 YTD Board Report-Word (1708 : Key Performance Indicators Report - March 2018)



Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Glendale	63,045	-12.44 %	43,706	-5.06%	10,287	-8.27%	6,828	225.30%	
Hillcrest	119,079	-15.68 %	78,470	-7.30%	4,811	-39.82%	17,161	-42.51%	
Hollis	57,226	-12.81 %	62,947	4.73%	5,880	7.85%	11,086	11.00%	
Howard Beach	78,424	-19.70 %	57,023	-13.95%	1,873	-37.67%	27,033	81.32%	
Jackson Heights	275,780	-8.50 %	292,039	-2.80%	19,753	-59.07%	48,646	-13.89%	
Kew Gardens Hills	220,169	152.71 %	122,543	55.42%	5,331	455.31%	22,527	-23.98%	1,2
Langston Hughes	51,456	-19.59 %	98,778	-10.59%	7,635	-15.97%	13,580	48.03%	
Laurelton	53,452	-4.23 %	79,827	-16.13%	17,008	-3.81%	16,432	-48.15%	
Lefferts	90,264	-37.53 %	109,895	-12.74%	11,128	-13.45%	50,967	0.25%	
Lefrak City	65,991	-20.02 %	105,644	-4.22%	7,675	-30.57%	31,502	43.16%	
Long Island City	77,024	-24.19 %	102,084	-7.80%	31,214	-44.22%	54,904	-2.00%	
Maspeth	140,023	-13.31 %	91,566	-12.35%	9,537	-2.21%	24,440	-12.83%	
McGoldrick	75,025	166.54 %	58,372	257.56%	6,947	292.93%	15,029	617.72%	1,2
Middle Village	51,978	2.07 %	33,671	1.27%	4,534	80.57%	7,499	138.14%	
Mitchell-Linden	174,100	-7.54 %	116,216	-3.91%	12,735	-12.11%	32,388	23.60%	
North Forest Park	109,126	2.39 %	71,059	-6.08%	4,200	28.76%	18,614	-6.52%	
North Hills	85,010	-5.39 %	68,062	24.82%	5,922	16.80%	11,541	-44.15%	
Ozone Park	79,245	3,320.16 %	87,046	X	5,907	X	7,196	X	2
Peninsula	147,672	-12.88 %	115,014	10.64%	12,965	33.81%	10,939	26.98%	
Pomonok	66,250	-11.41 %	64,664	-7.01%	16,286	9.86%	10,637	11.92%	
Poppenhusen	64,398	-12.38 %	54,171	-8.77%	5,483	26.83%	11,165	-4.81%	

Attachment: Mar 2018 YTD Board Report-Word (1708 : Key Performance Indicators Report - March 2018)

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Queensboro Hill	72,506	155.64 %	105,567	340.17%	9,295	466.08%	12,824	498.13%	2
Queens Village	68,026	-15.33 %	68,238	-3.90%	16,096	22.20%	15,840	-11.70%	
Rego Park	139,469	-6.63 %	137,393	-2.65%	9,286	9.17%	14,117	0.30%	
Richmond Hill	106,811	-15.15 %	97,329	-18.85%	46,590	-1.77%	42,326	-17.02%	
Ridgewood	116,510	-4.13 %	192,137	-4.33%	29,812	-28.31%	70,905	-37.87%	
Rochdale Village	55,108	7.93 %	93,387	-3.08%	9,503	-12.81%	21,290	53.38%	
Rosedale	44,369	-12.69 %	72,090	-9.02%	6,109	-28.11%	26,350	-12.99%	
Seaside	67,945	-14.05 %	61,644	1.44%	9,000	38.57%	20,292	2192.88%	
South Hollis	42,350	-8.50 %	75,489	-6.15%	10,306	-53.91%	39,335	-4.34%	
South Jamaica	36,930	-15.50 %	61,827	-22.67%	7,454	-55.86%	14,530	-34.37%	
South Ozone Park	49,133	-11.37 %	51,517	-9.65%	2,945	-47.65%	9,406	-23.54%	
St. Albans	48,089	-8.84 %	70,209	-13.98%	5,204	-6.52%	4,724	60.63%	
Steinway	165,873	-3.56 %	152,216	-2.01%	16,615	0.51%	58,437	53.36%	
Sunnyside	159,111	1.71 %	169,175	2.55%	17,096	39.59%	45,187	16.07%	
Whitestone	98,252	-21.10 %	67,438	-4.15%	16,326	40.17%	45,600	-2.62%	
Windsor Park	121,027	-7.76 %	92,566	-1.80%	13,420	64.16%	22,459	17.10%	
Woodhaven	97,360	-13.70 %	94,813	-5.48%	20,063	3.90%	10,366	-26.12%	
Woodside	98,235	-15.17 %	104,881	-15.04%	23,821	14.27%	27,735	-7.05%	1
<b>Community Libraries Total</b>	<b>6,738,903</b>	<b>-1.22 %</b>	<b>6,029,749</b>	<b>3.39%</b>	<b>816,657</b>	<b>-1.66%</b>	<b>1,699,724</b>	<b>7.21%</b>	

Attachment: Mar 2018 YTD Board Report-Word (1708 : Key Performance Indicators Report - March 2018)

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Central Library Adult Learning	1,706	9.85 %	0	0.00%	2,078	-30.87%	0	0.00%	6
Elmezzi LIC Adult Learning Center	1,815	-11.51 %	52,778	3.68%	7,923	6.92%	0	0.00%	
Elmhurst Adult Learning Center	2,688	412.00 %	0	0.00%	6,990	15.37%	0	0.00%	6
Flushing Adult Learning Center	4,791	-21.91 %	72,417	-11.55%	19,509	7.43%	9,321	0.30%	
Jackson Heights Adult Learning Center					10,951	2.36%	304	X	8
Peninsula Adult Learning Center	495	-20.42 %	0	0.00%	14,738	33.40%	0	0.00%	6
Rochdale Adult Learning Center	1,203	4.43 %	0	0.00%	8,299	0.90%	560	2.56%	6
Steinway Adult Learning Center	105	-80.70 %	0	0.00%	118	-79.15%	0	0.00%	6,8
<b>Adult Learning Center Total</b>	<b>12,803</b>	<b>1.76 %</b>	<b>125,195</b>	<b>-5.72%</b>	<b>70,606</b>	<b>8.34%</b>	<b>10,185</b>	<b>3.18%</b>	
Central Adult Fiction	59,620	-7.82 %							
Central Adult Fiction – Ask at	25,156	7.23 %							
Central Adult Non-Fiction	132,855	-0.26 %							
Central Adult Non-Fiction – Ask	70,628	-3.92 %							
Central International	11,080	1.20 %							

Attachment: Mar 2018 YTD Board Report-Word (1708 : Key Performance Indicators Report - March 2018)

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Central International	1,975	-11.95 %							
Central Library Current	33,341	-13.75 %							
Central Library Fine Arts/Media	324,587	-14.46 %							
Central Library Others	55,484	33.71 %							
Central Library Hot Picks	49,840	8.96 %							
Central Library Interloan	795	23.07 %							
Central Library Job Info Center	1,398	-10.15 %							
Central Library Young Adult	46,514	-14.80 %							
Children's Library Discovery Center	218,909	-10.41 %	253,000	-11.59%	25,236	-13.64%	162,249	342.59%	
<b>Central Total</b>	<b>1,005,130</b>	<b>-7.69 %</b>	<b>1,085,586</b>	<b>-7.54%</b>	<b>98,325</b>	<b>-6.06%</b>	<b>241,701</b>	<b>0.42%</b>	<b>3</b>
Flushing	659,628	-10.10 %							
Flushing IRC	11,777	-28.24 %							
Flushing Job Info Center (JIC)	377	-13.73 %							
Flushing Media Center	113,759	26.42 %							
<b>Flushing Total</b>	<b>823,203</b>	<b>-6.77 %</b>	<b>1,303,579</b>	<b>9.23%</b>	<b>92,801</b>	<b>123.61%</b>	<b>268,894</b>	<b>4.18%</b>	<b>7</b>

Attachment: Mar 2018 YTD Board Report-Word (1708 : Key Performance Indicators Report - March 2018)

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
E-book and E-Magazines	448,955	-2.28 %							
Virtual Music and Movies	361,714	7.27 %							
Virtual Library Total	810,669	1.76 %							5
Langston Hughes Black Heritage	5,959	-0.65 %							
Queens Village Mail-A-Book	36,104	-3.09 %			3,892	4.74%			
Mobile Library	7,942	-53.28 %			2,116	-18.11%			
Correctional Outreach	N/A	N/A			3,080	-1.00%			
Miscellaneous Other	8,607	-51.77 %							
Miscellaneous Total	499,625	-4.02 %							
<b>System Total</b>	<b>9,443,318</b>	<b>-2.35 %</b>	<b>8,607,614</b>	<b>2.72%</b>	<b>1,084,058</b>	<b>3.91%</b>	<b>2,210,431</b>	<b>6.06%</b>	
Website Visits	5,582,288	1.56%							
Wireless Use	371,487	8.96%							
Computer Sessions	2,191,963	-1.29%							

Notes:

- 1 -- Library closed for renovation during a portion of the current fiscal year.
- 2 -- Library closed for renovation during a portion of last fiscal year.
- 3 -- Central Library partially closed during renovation in current fiscal year.
- 5 - Formerly called All E-Content; Streaming e-content metrics started 2/2014

6 - ALCs are not in separate area - accurate gate count not possible

7 - Flushing Library partially closed for renovation last fiscal year

8 - Steinway ALC moved to Jackson Heights ALC

9 - Wireless Sessions reporting vendor was changed in September 2016; monthly usage is estimated September 2016 to August 2017.



## Queens Library Board/Committee Item

**BOARD/COMMITTEE:** Board of Trustees

**DATE OF MEETING:** April 26, 2018

**ITEM ID #:** 1723

**AGENDA:** DYCD Neighborhood Development Area Immigrant Services

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### **Background:**

In 2015, the Library was awarded a three-year grant totaling \$180,000 from the New York City Department of Youth and Community Development (the “DYCD”) to deliver services related to the Neighborhood Development Area – Immigrant Services. Consequently, this grant has funded ESOL-civics instruction and case management services offered at the Peninsula Adult Learning Center. DYCD has now advised the Library that it wishes to renew the grant for two additional years totaling \$143,586. This grant would again fund the above described services at the Peninsula Adult Learning Center from July 1, 2018, through June 30, 2020.

### **Current Status:**

As a recipient of the grant DYCD requires the Library’s Board of Trustees to adopt a resolution authorizing its President and Chief Executive Officer and its Chief Financial Officer to execute the requisite grant paperwork on behalf of the Library’s Board of Trustees.

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

*I move that the Board of Trustees approve the adoption of the attached Resolution authorizing the Library’s President and Chief Executive Officer and its Chief Financial Officer to execute the requisite paperwork regarding the Neighborhood Development Area Immigrant Services grant on behalf of the Library’s Board of Trustees.*

Attachments:

DYCD Immigration Services - Resolution (ID #1723) (PDF)

## RESOLUTION

WHEREAS, the City of New York (the “City”) through its Department of Youth and Community Development proposes to enter into a renewal contract (the “Contract”) with the Queens Borough Public Library, through funding under the Neighborhood Development Area Immigrant Services (Contract ID #841405A) for services provided during the period from July 1, 2018, through June 30, 2020.

WHEREAS, the Contract is being funded through the New York City Department of Youth and Community Development in the amount not to exceed \$71,347 during the first year of the Renewal Term from July 1, 2018 through June 30, 2019, and in the amount not to exceed \$72,239 during the second year of the Renewal Term from July 1, 2019 through June 30, 2020; and

Now, THEREFORE, be it resolved that this Board of Trustees does hereby authorize and direct that:

1. Dennis M. Walcott, the President and Chief Executive Officer of Queens Borough Public Library is hereby authorized and directed to execute and deliver the Contract on behalf of Queens Borough Public Library Board of Trustees and under the seal of Queens Borough Public Library, where appropriate.
2. Michael Tragale, the Chief Financial Officer of the Queens Borough Public Library is hereby authorized to certify claims and other financial related documents on behalf of the Queens Borough Public Library Board of Trustees.

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Judy E. Bergtraum  
Chairman of the Board of Trustees  
Queens Borough Public Library



## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 26, 2018

*ITEM ID #:* 1724

*AGENDA:* Authorization to Lease Property

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### **Background:**

The Glendale Community Library, which was originally built in 1936 and encompasses 10,800 square feet on three levels, is undergoing a renovation project that includes numerous upgrades to the building to improve accessibility and functionality. The over \$4 million renovation project calls for restoring the building's interior space to its original grandeur; installing an elevator, an accessible entrance and a book drop; creating new adult and teen reading rooms; and modifying the vestibule, reconstructing the front stairs and restoring the walled, rear garden. Construction is expected to begin early next month, depending on variables such as permit approvals and the weather, and the reopening is scheduled for fall 2019. The Library had planned to provide mobile library service once a week during the renovation.

### **Current Status:**

The Library now has an opportunity to lease storefront premises located within a portion of The Shops At Atlas Park, an outdoor mixed-use neighborhood center providing retail, dining and entertainment venues, for use as a swing space while the renovation project proceeds. The Shops At Atlas Park is located less than a mile from the existing branch. The storefront at issue is located on the ground floor on the south side of the complex near the Regal Cinemas and a Gymboree and contains approximately 1,409 square feet, approximately 1,000 of which will be used for the public and the remainder as a staff workroom. Under the proposed one-year lease, the monthly rental fee will be \$3,200, which is well below market value, with an additional fee of \$300 for electricity (all other utilities will be paid for by the landlord). Unlike the other short-term leases that are used for stores in the mall, this lease will not give the landlord the right to terminate the lease without cause, but the landlord will have the right to relocate the Library to another vacant space (at the Landlord's sole expense), in the event the landlord needs the space for an anchor or more permanent tenant.

The leased space will feature two stations, one for a customer service specialist and the other for a librarian, separate adult and children's areas, reading tables, six (6) computer stations for public use, two (2) printer stations, a self-service check-out machine and temporary shelving which can accommodate a collection of approximately 7,000 items. Staff workroom will include two (2) work stations, five (5) lockers, a refrigerator, a microwave oven, a water cooler and a lunch table. The space will also be equipped with closed circuit television cameras. The

outfitting will be done by staff, except for some electrical wiring work which the Library's requirements contractor will perform at a nominal cost.

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

*I move that the Board of Trustees authorize the President and CEO to execute a lease agreement, with WMAP, L.L.C., to lease a portion of The Shops At Atlas Park known as 6109 containing approximately 1,409 square feet for a term of one-year for a sum totaling \$42,116.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* April 26, 2018

*ITEM ID #:* 1718

*AGENDA:* Motion to Adjourn

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**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*