

**QUEENS LIBRARY  
BOARD OF TRUSTEES  
THURSDAY, MARCH 28, 2019**

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

**AGENDA**

**7:00 PM BOARD OF TRUSTEES REGULAR MEETING**

**I. Roll Call**

**II. Approval of BOT Minutes**

1. Approval of Minutes of the Board of Trustees Meeting (ID # 1955)

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

**IV. Committee Reports**

**A. Buildings & Grounds Committee - March 28, 2019**

1. Approval of the Building & Grounds Committee Report (ID # 1953)

**B. Finance & Investments Committee - March 28, 2019**

1. Approval of Finance and Investments Committee Report (ID # 1956)

**C. Executive Committee - March 28, 2019**

1. Approval of Executive Committee Report (ID # 1957)

**V. President's Report**

1. Key Performance Indicators Report February 2019 (ID # 1954)

**VI. Other Business**

**VII. Adjournment**

1. Motion to Adjourn (ID # 1952)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* March 28, 2019

*ITEM ID #:* 1955

*AGENDA:* Approval of Minutes of the Board of Trustees Meeting

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

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

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* March 28, 2019

*ITEM ID #:* 1953

*AGENDA:* Approval of the Building & Grounds 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:* March 28, 2019

*ITEM ID #:* 1956

*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:* March 28, 2019

*ITEM ID #:* 1957

*AGENDA:* Approval of Executive 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:* March 28, 2019

*ITEM ID #:* 1954

*AGENDA:* Key Performance Indicators Report February 2019

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### Attachments:

Key Performance Indicators Report - February 2019(PDF)

## President's Report: February 2019

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	18,400	11.56%	6,933	-5.63%	955	-8.96%	2,518	117.82%	
Astoria	7,160	13.26%	6,410	-2.97%	1,185	86.03%	832	-12.33%	
Auburndale	10,917	-6.32%	5,753	0.56%	1,041	3.07%	1,569	-43.98%	
Baisley Park	3,925	-17.25%	5,003	-17.03%	690	-44.76%	1,960	0.31%	
Bayside	21,235	-4.76%	11,987	2.34%	1,428	-23.35%	3,815	-5.52%	
Bay Terrace	6,913	-6.05%	5,779	-7.24%	616	10.79%	1,189	35.89%	
Bellerose	8,676	-9.30%	7,779	1.34%	605	35.65%	1,934	-20.02%	1,2
Briarwood	10,463	-7.49%	10,580	12.17%	2,323	7.00%	4,203	-23.29%	
Broadway	14,639	0.29%	20,544	13.55%	5,579	228.56%	5,449	-37.06%	
Broad Channel	4,800	-10.04%	1,746	2.52%	40	-4.76%	150	80.72%	
Cambria Heights	4,468	-18.60%	12,111	-10.49%	3,952	14.75%	1,606	158.62%	
Corona	13,345	-11.46%	16,571	-13.33%	3,343	29.32%	3,394	-6.40%	
Court Square	6,445	18.63%	7,734	3.37%	1,225	6.43%	1,670	122.96%	
Douglaston	8,710	1.26%	7,824	8.20%	1,245	17685.71%	3,967	339.80%	
East Elmhurst	11	-99.66%	0	X	110	-85.62%	0	X	1,2
East Flushing	7,623	-13.95%	5,879	-1.79%	970	19.75%	1,164	8.89%	
Elmhurst	39,551	-16.52%	40,021	8.48%	1,952	23.00%	15,831	99.84%	
Far Rockaway	3,908	-42.50%	5,627	-48.55%	555	-17.78%	1,278	-49.53%	1
Forest Hills	26,100	-2.81%	24,158	8.83%	2,885	9.78%	13,777	-15.75%	
Fresh Meadows	33,200	-9.19%	15,962	-0.53%	1,692	24.32%	6,519	7.01%	
Glen Oaks	21,054	-6.46%	12,700	3.03%	3,832	-0.05%	10,234	16.08%	
Glendale	3,488	-40.82%	6,061	30.77%	365	-8.29%	689	-33.49%	1,2
Hillcrest	11,331	-4.07%	8,063	-0.25%	929	-3.03%	1,531	117.47%	
Hollis	5,697	-0.33%	6,392	-3.34%	758	43.56%	1,164	-2.68%	
Howard Beach	7,505	-8.99%	6,812	15.56%	751	124.85%	2,912	36.01%	
Jackson Heights	25,429	-10.95%	28,134	-6.65%	4,080	161.54%	5,166	-8.19%	
Kew Gardens Hills	22,250	-14.76%	14,514	1.06%	856	-32.06%	2,214	-3.82%	2
Langston Hughes	5,514	3.72%	11,428	-0.19%	3,297	197.83%	2,512	94.58%	
Laurelton	4,430	-18.57%	8,447	7.39%	2,444	56.17%	2,158	43.39%	
Lefferts	8,175	-11.82%	10,101	-10.46%	1,020	18.88%	5,514	8.61%	
Lefrak City	6,504	-5.52%	11,326	1.15%	1,350	70.45%	1,325	-61.06%	
Long Island City	6,981	-13.57%	8,790	-12.81%	3,023	5.40%	5,195	31.12%	
Maspeth	14,339	1.56%	9,119	1.92%	959	9.85%	2,370	6.90%	
McGoldrick	10,144	-2.66%	10,054	45.08%	1,579	-7.88%	3,213	139.96%	2
Middle Village	5,886	5.45%	4,054	7.88%	972	152.47%	883	-15.90%	
Mitchell-Linden	15,137	-7.86%	10,371	-4.77%	964	-23.19%	3,766	21.13%	
North Forest Park	10,024	-10.64%	7,576	5.22%	479	-2.64%	928	7.78%	
North Hills	7,780	-13.47%	6,530	-8.49%	562	-10.79%	1,678	16.20%	1
Ozone Park	7,307	-2.34%	8,450	8.58%	336	-40.32%	849	43.41%	

## President's Report: February 2019

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
Peninsula	12,468	-14.24%	11,530	3.08%	932	51.05%	1,490	18.25%	
Pommonok	6,353	4.11%	6,050	4.15%	1,183	-24.84%	943	8.27%	
Poppenhusen	5,868	-8.58%	4,877	-2.17%	647	96.06%	1,084	-18.62%	
Queensboro Hill	7,716	0.51%	9,149	-18.70%	2,192	18.49%	957	-55.90%	
Queens Village	5,840	-14.64%	6,490	-6.16%	1,851	3.99%	853	-45.88%	
Rego Park	14,118	0.37%	14,231	0.68%	615	-19.82%	1,556	3.94%	
Richmond Hill	8,741	-11.72%	7,531	-14.37%	5,202	17.00%	3,720	-5.15%	
Ridgewood	10,958	-6.33%	20,698	7.90%	2,933	-5.78%	4,128	54.78%	
Rochdale Village	4,780	-11.97%	8,979	-7.88%	535	-20.97%	2,401	58.06%	
Rosedale	3,956	-17.82%	6,413	-9.60%	584	73.81%	3,217	9.98%	
Seaside	6,101	-14.67%	6,357	17.57%	515	-26.95%	2,058	79.42%	
South Hollis	4,429	-4.59%	7,172	-13.89%	712	37.19%	4,203	30.45%	
South Jamaica	2,846	-24.03%	5,570	-20.05%	1,261	70.87%	797	-76.43%	1,2
South Ozone Park	4,877	-3.81%	5,129	-3.12%	204	-41.38%	1,162	3.84%	
St. Albans	4,507	-13.09%	6,761	0.21%	607	17.86%	491	21.23%	1
Steinway	2,372	-85.50%	0	X	0	X	0	X	1
Sunnyside	14,885	-7.75%	16,688	-11.79%	1,719	15.76%	3,293	-34.70%	
Whitestone	9,612	-2.87%	7,110	0.54%	1,637	4.33%	8,584	69.68%	2
Windsor Park	12,580	3.80%	9,749	3.12%	888	83.47%	2,483	16.30%	
Woodhaven	9,716	-13.09%	8,611	-15.39%	2,061	-10.66%	1,920	131.33%	
Woodside	9,253	33.39%	11,437	23.30%	2,063	64.78%	3,208	26.85%	2
<b>Community Libraries Total</b>	<b>611,447</b>	<b>-9.81%</b>	<b>587,855</b>	<b>-4.00%</b>	<b>89,288</b>	<b>20.05%</b>	<b>175,674</b>	<b>5.94%</b>	

Central Library Adult Learning Center	61	-67.72%	N/A	N/A	333	31.62%	N/A	N/A	4
Elmezzi LIC Adult Learning Center	69	-59.17%	3,234	-43.31%	0	X	N/A	N/A	
Elmhurst Adult Learning Center	240	-10.11%	N/A	N/A	1,307	-10.30%	N/A	N/A	4
Flushing Adult Learning Center	338	-39.64%	8,934	15.23%	1,900	-12.96%	1,161	13.16%	
Jackson Heights Adult Learning Center	89	-28.23%	N/A	N/A	1,167	0.95%	1	-96.43%	4,5
Peninsula Adult Learning Center	35	-32.69%	N/A	N/A	2,571	40.80%	N/A	N/A	4
Rochdale Adult Learning Center	79	-31.90%	N/A	N/A	597	-58.69%	0	X	4
Steinway Adult Learning Center	9	350.00%	N/A	N/A	N/A	N/A	N/A	N/A	4,5
<b>Adult Learning Center Total</b>	<b>920</b>	<b>-37.80%</b>	<b>12,168</b>	<b>-9.59%</b>	<b>7,875</b>	<b>-15.58%</b>	<b>1,162</b>	<b>8.90%</b>	

Central Adult Fiction	5,474	-10.07%							
Central Adult Fiction - Ask at Desk	2,283	-12.90%							
Central Adult Non-Fiction	13,797	-3.19%							
Central Adult Non-Fiction - Ask at Desk	7,582	-1.43%							
Central International Languages	1,313	18.93%							
Central International Languages - Ask at Desk	199	9.34%							



President's Report: February 2019

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Central Library Current Collection	2,217	-27.10%							
Central Library Fine Arts/Media Center	24,489	-28.02%							
Central Library Others	6,070	-7.58%							
Central Library Hot Picks	3,195	-36.21%							
Central Library Interloan	141	53.26%							
Central Library Job Info Center	146	-14.12%							
Central Library Young Adult Room	3,485	-15.54%							
Children's Library Discovery Center	18,057	-17.78%	19,479	-15.90%	3,386	55.54%	3,572	-2.14%	
<b>Central Total</b>	<b>85,970</b>	<b>-17.44%</b>	<b>101,609</b>	<b>-9.45%</b>	<b>11,941</b>	<b>26.64%</b>	<b>26,546</b>	<b>9.18%</b>	3

Flushing	60,078	-9.20%							
Flushing IRC	795	-24.36%							
Flushing Job Info Center (JIC)	14	-57.58%							
Flushing Media Center	20,133	59.13%							
<b>Flushing Total</b>	<b>81,020</b>	<b>1.40%</b>	<b>134,989</b>	<b>2.69%</b>	<b>14,872</b>	<b>-17.06%</b>	<b>33,178</b>	<b>39.42%</b>	

E-book and E-Magazines	54,606	15.57%							
Virtual Music and Movies	55,323	30.19%							
Virtual Library Total	109,929	22.49%							
Langston Hughes Black Heritage	632	19.02%							
Queens Village Mail-A-Book	4,034	18.82%							
Mobile Library	1,965	232.49%							
Correctional Outreach	700	102.90%							
Miscellaneous Other	2,041	208.31%							
Miscellaneous Total	61,313	18.28%							

471	-20.71%	425	X
0	-100.00%	N/A	X
222	-46.76%	244	X

<b>System Total</b>	<b>896,044</b>	<b>-6.45%</b>	<b>843,053</b>	<b>-3.80%</b>	<b>125,236</b>	<b>11.60%</b>	<b>235,398</b>	<b>10.03%</b>	
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Website Visits	475,704	-21.55%							
Wireless use	38,404	17.02%							
Computer Sessions	213,566	-7.19%							

- 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 - Central Library partially closed during renovation in last fiscal year.
  - 4 - ALCs are not in separate area - accurate gate count not possible
  - 5 - Steinway ALC moved to Jackson Heights ALC

Attachment: Key Performance Indicators Report - February 2019 (1954 : Key Performance Indicators

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* March 28, 2019

*ITEM ID #:* 1952

*AGENDA:* Motion to Adjourn

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

*I move that the meeting be adjourned.*