

**QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, SEPTEMBER 19, 2019**

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

AGENDA

7:15 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 # 2045)

III. Report of the Chairman of the Board

IV. Committee Reports

A. Labor Relations Committee - September 19, 2019

1. Approval of the Labor Relations Committee Report (ID # 2062)

B. Buildings & Grounds Committee - September 19, 2019

1. Approval of the Building & Grounds Committee Report (ID # 2047)

C. Finance & Investments Committee - September 19, 2019

1. Approval of the Finance & Investments Committee Report (ID # 2068)

D. Executive Committee - September 19, 2019

1. Approval of the Executive Committee Report (ID # 2048)

E. Audit Committee - September 19, 2019

1. Approval of the Audit Committee Report (ID # 2063)

V. President's Report

1. Key Performance Indicators Report - June 2019 (ID # 2043)
2. Key Performance Indicators Report - July 2019 (ID # 2064)
3. Key Performance Indicators Report - August 2019 (ID # 2065)

VI. Other Business

1. Motion to Go into Executive Session (ID # 2067)
2. Motion to Return to Public Session (ID # 2066)

VII. Adjournment

1. Motion to Adjourn (ID # 2046)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 19, 2019

ITEM ID #: 2045

AGENDA: Approval of Minutes of the Board of Trustees Meeting

Recommended Motion for Consideration:

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

Attachments:

F & I Minutes - June 27, 2019 (PDF)

BOT Minutes - June 27, 2019(PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 19, 2019

ITEM ID #: 2062

AGENDA: Approval of the Labor Relations Committee Report

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: September 19, 2019

ITEM ID #: 2047

AGENDA: Approval of the Building & Grounds Committee Report

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: September 19, 2019

ITEM ID #: 2068

AGENDA: Approval of the Finance & Investments Committee Report

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: September 19, 2019

ITEM ID #: 2048

AGENDA: Approval of the Executive Committee Report

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: September 19, 2019

ITEM ID #: 2063

AGENDA: Approval of the Audit Committee Report

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: September 19, 2019

ITEM ID #: 2043

AGENDA: Key Performance Indicators Report - June 2019

Attachments:

Key Performance Indicators Report - June 2019 (PDF)

President's Report: June 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	17,383	-5.10%	7,194	-6.30%	1,009	-30.22%	3,706	94.23%	
Astoria	7,684	15.39%	5,657	0.48%	482	-58.77%	1,211	31.06%	
Auburndale	11,614	-12.38%	5,778	-11.27%	1,629	-5.13%	2,725	36.32%	
Baisley Park	82	-98.40%	0	-100.00%	0	-100.00%	0	-100.00%	1
Bayside	22,387	-7.83%	13,195	0.42%	918	-21.34%	4,942	40.92%	
Bay Terrace	7,009	-16.39%	5,807	-11.28%	477	-35.45%	1,607	163.44%	
Bellerose	8,855	17.35%	7,685	23.93%	1,607	270.28%	2,539	87.38%	1,2
Briarwood	9,343	-13.84%	10,217	-3.39%	2,334	-29.91%	2,922	-52.29%	
Broadway	13,489	-4.31%	19,151	3.58%	6,034	-9.39%	8,707	22.58%	
Broad Channel	5,039	-4.56%	1,903	-24.90%	21	-86.45%	430	743.14%	
Cambria Heights	4,747	4.56%	22,246	80.96%	4,182	19.11%	1,315	103.56%	
Corona	10,474	-26.45%	15,908	-17.77%	2,382	-36.40%	2,266	-52.70%	
Court Square	6,365	-3.21%	7,629	-4.39%	1,564	13.75%	1,789	40.31%	
Douglaston	8,285	-7.61%	7,154	-6.30%	1,356	402.22%	3,947	628.23%	
East Elmhurst	446	-78.32%	2,592	40.41%	1,200	618.56%	265	56.80%	1,2
East Flushing	7,305	-16.19%	5,792	-12.16%	1,039	-28.49%	1,248	-8.77%	
Elmhurst	41,384	-17.36%	42,419	20.52%	2,439	-7.12%	14,030	31.13%	
Far Rockaway	3,638	-52.09%	6,506	-44.44%	418	-77.91%	1,050	-67.85%	1
Forest Hills	27,103	-11.83%	25,212	-3.36%	3,306	-19.48%	16,054	19.57%	
Fresh Meadows	34,242	-14.45%	16,420	-3.89%	1,329	-0.82%	6,821	-3.06%	
Glen Oaks	20,962	-15.96%	13,874	-11.42%	4,967	-40.33%	10,017	23.21%	
Glendale	3,420	7.61%	6,016	7.56%	600	1438.46%	626	-17.96%	1,2
Hillcrest	11,674	-5.67%	8,734	-7.58%	969	-8.67%	1,027	-2.19%	
Hollis	4,908	-20.51%	6,900	-0.81%	659	-41.94%	1,502	15.98%	
Howard Beach	7,167	-4.64%	6,389	24.49%	1,184	35.94%	3,727	-11.79%	
Jackson Heights	23,509	-14.34%	28,309	-8.52%	5,866	131.40%	5,726	78.16%	
Kew Gardens Hills	22,270	-20.38%	15,855	-8.24%	919	-50.11%	2,455	-23.90%	2
Langston Hughes	4,417	-19.43%	9,348	-1.60%	2,728	-39.13%	1,675	12.79%	
Laurelton	3,899	-24.67%	7,745	0.55%	2,671	28.91%	2,625	6.62%	
Lefferts	7,438	-18.40%	10,172	-10.62%	930	-33.14%	5,377	-18.58%	
Lefrak City	6,428	-10.54%	11,151	2.16%	996	-14.29%	1,094	-71.27%	
Long Island City	7,365	1.49%	8,873	-9.66%	4,161	-7.82%	3,330	-46.86%	
Maspeth	11,867	-18.49%	8,634	-10.21%	1,057	68.85%	3,269	31.13%	
McGoldrick	10,210	-6.17%	10,970	38.30%	1,055	-7.46%	3,811	88.85%	2
Middle Village	6,304	1.33%	3,476	-8.31%	783	83.37%	880	-21.22%	
Mitchell-Linden	15,973	-11.42%	11,912	-15.45%	1,096	-35.61%	3,890	40.03%	
North Forest Park	9,846	-14.07%	7,758	-3.47%	807	49.72%	957	-1.75%	
North Hills	7,596	-15.97%	7,383	-10.03%	782	-20.69%	1,952	9.72%	1
Ozone Park	6,605	-18.38%	8,920	-6.07%	1,293	133.82%	943	41.80%	

President's Report: June 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	12,273	-13.93%	12,499	4.14%	1,295	42.15%	2,185	49.66%	
Pomonok	6,241	-9.90%	6,464	-5.62%	2,138	-19.05%	1,310	43.96%	
Poppenhusen	6,591	-4.21%	5,422	2.59%	1,091	2.92%	1,563	60.31%	
Queensboro Hill	7,208	-15.43%	9,776	-18.27%	1,457	-49.50%	1,276	-8.40%	
Queens Village	5,031	-19.89%	5,884	-10.37%	1,890	-25.80%	878	-10.77%	
Rego Park	13,463	-12.38%	14,235	-5.42%	830	-46.96%	858	-51.61%	
Richmond Hill	8,174	-2.43%	8,783	-5.54%	5,863	-0.24%	3,450	-0.86%	
Ridgewood	10,396	-16.92%	19,752	-7.76%	3,565	-35.81%	4,341	9.65%	
Rochdale Village	4,740	-17.48%	8,795	-9.46%	585	-36.48%	1,756	-2.61%	
Rosedale	3,600	-23.52%	5,809	-23.48%	932	-1.38%	2,937	-6.79%	1
Seaside	5,904	-22.15%	8,584	52.41%	843	-34.55%	2,167	58.87%	
South Hollis	3,632	-19.82%	7,891	17.48%	951	26.63%	4,506	26.22%	
South Jamaica	2,881	2168.50%	5,895	294650.00%	1,343	795.33%	827	X	1,2
South Ozone Park	474	-89.20%	0	-100.00%	0	-100.00%	0	-100.00%	1
St. Albans	3,844	-7.71%	6,303	-7.42%	703	16.01%	875	33.59%	1
Steinway	1,150	-93.30%	0	-100.00%	0	-100.00%	0	-100.00%	1
Sunnyside	14,245	-9.17%	16,379	-4.52%	1,706	-0.18%	6,646	51.05%	
Whitestone	9,875	-10.20%	7,318	-5.10%	2,063	25.11%	9,250	88.66%	2
Windsor Park	12,709	-7.23%	10,367	-3.99%	1,176	-49.38%	2,688	15.91%	
Woodhaven	8,527	-15.83%	8,667	-9.88%	2,112	17.66%	2,256	304.30%	
Woodside	9,085	-8.56%	12,195	-7.39%	3,878	13.13%	4,571	22.74%	2
Community Libraries Total	588,782	-15.57%	601,902	-5.11%	101,670	-11.74%	186,797	9.68%	
Central Library Adult Learning Center	57	-70.16%	N/A	N/A	228	0.88%	N/A	N/A	4
Elmezzi LIC Adult Learning Center	73	-58.52%	2,370	-52.87%	4	-98.57%	N/A	N/A	
Elmhurst Adult Learning Center	172	-20.74%	N/A	N/A	697	-23.57%	N/A	N/A	4
Flushing Adult Learning Center	435	-6.25%	8,688	-0.55%	1,712	-2.28%	1,234	29.62%	
Jackson Heights Adult Learning Center	68	-33.33%	N/A	N/A	669	-36.65%	23	-11.54%	4,5
Peninsula Adult Learning Center	22	-62.71%	N/A	N/A	2,264	-17.61%	N/A	N/A	4
Rochdale Adult Learning Center	82	-18.00%	N/A	N/A	1,013	155.16%	N/A	N/A	4
Steinway Adult Learning Center	2	-50.00%	N/A	N/A	N/A	N/A	N/A	N/A	4,5
Adult Learning Center Total	911	-30.62%	11,058	-19.67%	6,587	-10.62%	1,257	28.53%	
Central Adult Fiction	5,752	-15.93%							
Central Adult Fiction - Ask at Desk	2,689	-7.34%							
Central Adult Non-Fiction	13,847	-9.80%							
Central Adult Non-Fiction - Ask at Desk	7,031	-0.03%							
Central International Languages	1,191	1.53%							
Central International Languages - Ask at Desk	222	24.72%							

Attachment: Key Performance Indicators Report - June 2019 (2043 : Key Performance Indicators Report -

President's Report: June 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	2,924	-34.62%							
Central Library Fine Arts/Media Center	24,073	-24.97%							
Central Library Others	7,492	2.90%							
Central Library Hot Picks	3,082	-37.95%							
Central Library Interloan	131	45.56%							
Central Library Job Info Center	142	-27.92%							
Central Library Young Adult Room	3,659	-21.51%							
Children's Library Discovery Center	14,652	-24.33%	27,191	-3.69%	7,412	114.28%	3,990	50.96%	
Central Total	83,981	-18.88%	108,810	-6.18%	17,311	58.26%	26,022	17.50%	3

Flushing	63,518	-13.72%							
Flushing IRC	781	-29.26%							
Flushing Job Info Center (JIC)	23	-56.60%							
Flushing Media Center	21,131	12.12%							
Flushing Total	85,453	-8.73%	150,150	-4.25%	16,400	-30.41%	30,183	-9.23%	

E-book and E-Magazines	60,541	27.49%							
Virtual Music and Movies	62,091	52.76%							
Virtual Library Total	122,632	39.14%							
Langston Hughes Black Heritage	467	-19.34%							
Queens Village Mail-A-Book	4,022	-19.64%							
Mobile Library	2,490	216.79%							
Correctional Outreach	716	52.99%							
Miscellaneous Other	2,587	207.24%							
Miscellaneous Total	67,617	25.42%							

609	-41.78%	467	X
765	-12.07%	N/A	X
208	96.23%	159	4.61%

System Total	888,858	-10.26%	875,690	-5.63%	142,610	-6.57%	243,002	7.66%	
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Website Visits	446,167	-21.77%							
Wireless use	41,989	9.83%							
Computer Sessions	216,352	-8.48%							

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 19, 2019

ITEM ID #: 2064

AGENDA: Key Performance Indicators Report - July 2019

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 19, 2019

ITEM ID #: 2065

AGENDA: Key Performance Indicators Report - August 2019

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 19, 2019

ITEM ID #: 2067

AGENDA: Motion to Go into Executive Session

Recommended Motion for Consideration:

I move that the meeting move into Executive Session to discuss legal and personnel matter.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: September 19, 2019

ITEM ID #: 2066

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: September 19, 2019

ITEM ID #: 2046

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.