

**QUEENS LIBRARY
EXECUTIVE COMMITTEE
THURSDAY, MAY 16, 2019**

Central Library
89-11 Merrick Blvd., Jamaica, NY 11432

AGENDA

6:30 PM EXECUTIVE COMMITTEE REGULAR MEETING

I. CALL TO ORDER

II. AGENDA

A. Action Item(s)

1. Cell-Ed, Inc. for Digital Classroom Language and Literacy Instruction (ID # 1995)
2. Annual Report for Library Systems and Annual Report for Public & Association Libraries (ID # 2004)

B. Report Item(s)

1. Personnel Report - April 2019 (ID # 1991)
2. Personnel Report - March 2019 (ID # 1958)

III. ADJOURNMENT

1. Motion to Adjourn (ID # 1996)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: May 16, 2019

ITEM ID #: 1995

AGENDA: Cell-Ed, Inc. for Digital Classroom Language and Literacy Instruction

Background:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees to enter into a contract with Cell-Ed, Inc. ("Cell-Ed") for digital classroom language and literacy instruction for a term of one year at a cost of \$69,000. Such approval is required pursuant to the Library's Purchasing Policy, which states, in pertinent part, that "[p]rofessional service contracts with an annual cost in excess of \$35,000 must be approved by the Board of Trustees."

The Library has received a grant from the Thomas and Jeanne Elmezzi Private Foundation in the amount of \$100,000 to support the Library's Digital Classroom pilot initiative for language and literacy instruction. The program will be provided through six Adult Learning Centers located in the Central, Elmhurst, Flushing, Long Island City, Rochdale Village and Peninsula branches to enable adult learners who cannot attend formal classes in-person to access language and literacy instruction through Cell-Ed, an interactive and user-friendly mobile platform.

Current Status:

Cell-Ed is a mobile learning solution that provides twenty four hour access to adult basic education, language and skill-building programs through dial in, web-based and application platforms. Cell-Ed provides customized mobile English-language training. The training combines voice tutorials and messaging services that allows for two-way interactivity and feedback.

The Library anticipates purchasing 1,500 learner licenses at \$40 per license for a total licensing cost of \$60,000. Additionally, the Library requires full Learning Management System access and support, which will include on-demand reporting, analytics, direct messaging to learners, training and providing customized learner outreach materials and ongoing support. The cost of such access and support is \$1,500 for each of the six ALC sites, resulting in a total of \$9,000 of the

grant proceeds being allocated to this critical function. Cell-Ed has also offered optional enhanced live coaching, which consists of phone calls between a Cell-Ed coach and a learner at a cost of \$20 per learner.

The Governor's Office for New Americans (ONA) has utilized Cell-Ed's services since 2015. Since the program's inception, ONA has graduated over 400 individuals through Cell-Ed .and has had over 1,600 active users of the program.

Recommended Motion for Consideration by the Executive Committee:

I move that the Executive Committee recommend to the Board of Trustees that the President and CEO be authorized to enter into an agreement with Cell-Ed, Inc. at the estimated cost of \$69,000 for digital classroom language and literacy instruction for a one-year period.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: May 16, 2019

ITEM ID #: 2004

AGENDA: Annual Report for Library Systems and Annual Report for Public & Association Libraries

BACKGROUND:

The New York State Division of Library Development (DLD) requires that the Library submit an “Annual Report for Library Systems” and an “Annual Report for Public and Association Libraries”. The goal is to ensure the citizens of New York receive adequate library services, and to ensure the Library is operating in concert with its Plan of Service. The form, reporting format, and outline of the reports are defined by DLD. All public libraries and public library systems in New York State are required to submit these reports.

CURRENT STATUS:

The Library has completed the reports and is submitting to the Board for review and acceptance. The Library System is reporting that it operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner.

Recommended Motion for Consideration by the Executive Committee:

I move that the Executive Committee recommend to the Board of Trustees, acceptance of the Queens Borough Public Library’s Annual Report for Library Systems and Annual Report for Public and Association Libraries.

Attachments:

Annual Report for Library Systems - 2018 (Public Library Systems 2018) (HTM)

Annual Report for Library Systems - 2018 (Public Library Systems 2018) Notes (HTM)

Annual Report For Public And Association Libraries - 2018(HTM)

Annual Report For Public And Association Libraries (2018) - Notes (HTM)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: May 16, 2019

ITEM ID #: 1991

AGENDA: Personnel Report - April 2019

PERSONNEL REPORT - 3/16/19 - 4/15/19

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of March 16, 2019 to April 15, 2019:

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

Attachments:

Personnel Report - April 2019 (XLS)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: May 16, 2019

ITEM ID #: 1958

AGENDA: Personnel Report - March 2019

PERSONNEL REPORT - 2/16/19 - 3/15/19

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of February 16, 2019 to March 15, 2019:

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

Attachments:

Personnel Report - March 2019 (XLS)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: May 16, 2019

ITEM ID #: 1996

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.