

**QUEENS LIBRARY  
BOARD OF TRUSTEES  
THURSDAY, OCTOBER 25, 2018**

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

**AGENDA**

**6:30 PM BOARD OF TRUSTEES REGULAR MEETING**

**I. Roll Call**

**II. Approval of Board Minutes - September 20, 2018**

1. Approval of Minutes of the Board of Trustees Meeting (ID # 1861)

**III. Committee Reports**

**A. Buildings & Grounds Committee - October 25, 2018**

1. Approval of the Building & Grounds Committee Report (ID # 1856)

**B. Finance & Investments - October 25, 2018**

1. Approval of Finance and Investments Committee Report (ID # 1858)

**IV. President's Report**

1. Key Performance Indicators Report September 2018 (ID # 1859)

**V. Other Business**

**VI. Adjournment**

1. Motion to Adjourn (ID # 1860)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* October 25, 2018

*ITEM ID #:* 1861

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

---

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

*I move that the Minutes of the Board of Trustees meeting of September 20, 2018 be approved as submitted.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* October 25, 2018

*ITEM ID #:* 1856

*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:* October 25, 2018

*ITEM ID #:* 1858

*AGENDA:* Approval of Finance and 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:* October 25, 2018

*ITEM ID #:* 1860

*AGENDA:* Motion to Adjourn

---

**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*

President's Report: September 2018

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	15,852	-5.17%	7,728	-15.37%	1,321	70.01%	1,497	-16.37%	
Astoria	6,644	-3.64%	5,707	-18.70%	669	-32.22%	926	-27.88%	
Auburndale	12,528	-1.66%	6,164	-2.76%	1,583	98.62%	1,950	-41.32%	
Baisley Park	5,295	0.93%	6,756	-0.52%	1,427	-3.25%	2,793	36.18%	
Bayside	21,713	-14.45%	11,999	-12.85%	1,891	105.99%	3,348	-33.66%	
Bay Terrace	6,985	-19.15%	5,969	-18.42%	636	128.78%	1,047	-23.58%	
Bellerose	8,054	-23.49%	6,631	-21.91%	494	-20.96%	1,608	-34.63%	1,2
Briarwood	12,167	-0.47%	10,212	-7.78%	2,572	28.60%	5,556	0.09%	
Broadway	14,830	-9.36%	19,658	-2.31%	4,975	13.77%	7,004	-8.43%	
Broad Channel	4,935	-11.75%	2,051	27.55%	87	210.71%	30	-57.75%	
Cambria Heights	5,561	-3.89%	12,629	-6.74%	4,190	27.74%	1,080	1073.91%	
Corona	14,150	-6.09%	19,001	-9.14%	2,982	29.60%	5,573	11.42%	
Court Square	6,493	-2.43%	7,487	-4.89%	1,085	-6.55%	1,809	40.67%	
Douglaston	8,521	-18.51%	6,766	-12.24%	255	-24.56%	873	-36.14%	
East Elmhurst	43	-98.81%	0	X	0	X	0	X	1,2
East Flushing	7,498	-15.48%	6,266	-8.07%	1,223	22.06%	1,328	-19.07%	
Elmhurst	44,113	-23.91%	35,839	-29.64%	1,636	-8.19%	9,919	-6.86%	
Far Rockaway	7,262	-9.74%	8,998	-30.21%	847	-35.98%	1,746	-37.84%	1
Forest Hills	27,469	-2.69%	23,828	0.65%	2,740	-17.30%	10,452	-37.70%	
Fresh Meadows	37,528	-11.52%	16,249	-5.57%	1,165	2.92%	5,718	-26.63%	
Glen Oaks	21,705	-8.47%	15,353	3.96%	7,285	77.04%	9,567	45.71%	
Glendale	3,816	-46.38%	5,818	39.35%	373	-45.47%	795	32.94%	1,2
Hillcrest	12,433	-4.55%	8,130	-5.32%	731	222.03%	2,236	6.43%	
Hollis	5,487	-9.52%	6,885	-3.25%	674	-7.80%	1,756	38.38%	
Howard Beach	7,316	-15.19%	6,075	-4.00%	741	626.47%	3,494	23.59%	
Jackson Heights	25,910	-10.83%	29,589	-9.11%	2,182	81.83%	4,679	-17.22%	
Kew Gardens Hills	23,819	-9.90%	13,541	-20.82%	410	167.97%	1,555	-51.92%	2
Langston Hughes	5,656	9.40%	11,234	-1.14%	1,617	181.22%	1,728	29.34%	
Laurelton	5,058	-14.63%	6,796	-25.71%	313	-61.17%	1,260	-47.10%	
Lefferts	8,485	-16.75%	10,811	-19.97%	978	-35.15%	6,029	-5.06%	
Lefrak City	6,500	-3.70%	11,124	3.34%	958	64.32%	765	-78.80%	

Attachment: Key Performance Indicators Report - September 2018 (1859 : Key Performance Indicators

President's Report: September 2018

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
Long Island City	7,811	-3.35%	9,122	-19.18%	3,537	-28.40%	5,508	-28.47%	
Maspeth	13,651	-13.35%	9,132	-15.48%	929	-14.85%	1,956	-19.74%	
McGoldrick	10,827	20.62%	7,932	7.45%	1,030	146.41%	2,986	61.14%	2
Middle Village	5,623	8.97%	3,808	1.44%	349	-36.78%	1,365	290.00%	
Mitchell-Linden	14,870	-23.24%	11,475	-15.13%	946	-22.33%	2,161	-42.25%	
North Forest Park	10,564	-7.85%	7,628	-6.15%	363	13.08%	903	-70.11%	
North Hills	8,595	-4.30%	7,641	-4.92%	715	-8.92%	1,574	17.90%	
Ozone Park	7,518	-11.06%	9,059	-7.61%	602	51.26%	1,340	138.43%	
Peninsula	14,162	-12.87%	11,446	-11.88%	741	-73.73%	1,838	35.05%	
Pomonok	6,738	-12.75%	6,004	-19.78%	1,912	20.33%	1,300	-24.51%	
Poppenhusen	6,106	-9.98%	5,237	-19.78%	462	25.54%	737	-21.26%	
Queensboro Hill	7,169	-7.52%	10,177	-12.25%	1,909	258.83%	691	-50.00%	
Queens Village	6,587	-10.23%	6,842	-9.74%	1,938	3.64%	1,592	3.31%	
Rego Park	14,154	-3.78%	13,928	-9.87%	893	-10.79%	888	-52.51%	
Richmond Hill	8,662	-27.60%	7,846	-29.10%	4,605	-11.90%	3,656	-18.57%	
Ridgewood	12,397	-6.25%	23,774	2.51%	4,212	41.77%	3,145	-79.60%	
Rochdale Village	5,217	-17.37%	9,317	-13.66%	487	-45.40%	1,859	-8.92%	
Rosedale	4,514	-4.95%	6,502	-21.86%	634	4.11%	3,094	0.36%	
Seaside	7,255	1.06%	5,257	-25.14%	764	10.72%	1,469	-56.47%	
South Hollis	5,282	21.12%	9,185	12.53%	874	100.00%	3,493	-26.62%	
South Jamaica	688	-83.74%	3,236	-59.15%	94	-92.59%	574	-19.61%	1,2
South Ozone Park	4,966	-8.90%	5,801	-3.67%	205	0.99%	1,682	98.35%	
St. Albans	3,858	-26.51%	5,527	-27.57%	109	-44.39%	475	-46.57%	1
Steinway	15,592	-14.35%	13,635	-16.61%	1,415	-19.60%	3,970	-58.78%	1
Sunnyside	15,910	-8.93%	16,462	-12.72%	1,087	-23.07%	3,773	-23.84%	
Whitestone	10,213	-5.15%	7,428	-8.32%	1,617	21.67%	4,938	25.04%	2
Windsor Park	12,547	-11.09%	10,306	0.01%	886	-32.00%	2,104	-27.35%	
Woodhaven	10,224	0.02%	9,139	-12.03%	1,791	8.48%	1,069	-40.64%	
Woodside	9,444	-14.10%	12,979	-2.66%	3,060	10.23%	3,327	-24.68%	2
<b>Community Libraries Total</b>	<b>654,971</b>	<b>-11.59%</b>	<b>611,119</b>	<b>-12.11%</b>	<b>86,206</b>	<b>8.20%</b>	<b>161,588</b>	<b>-22.25%</b>	

Attachment: Key Performance Indicators Report - September 2018 (1859 : Key Performance Indicators

President's Report: September 2018

Attachment: Key Performance Indicators Report - September 2018 (1859 : Key Performance Indicators

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 Adult Learning Center	52	-69.23%	N/A	N/A	34	X	N/A	N/A	4
Elmezzi LIC Adult Learning Center	130	-51.67%	2,682	-52.28%	183	X	N/A	N/A	
Elmhurst Adult Learning Center	190	-42.07%	N/A	N/A	662	144.28%	N/A	N/A	4
Flushing Adult Learning Center	483	2.55%	8,001	8.33%	964	-40.09%	859	-8.23%	
Jackson Heights Adult Learning Center	82	-32.79%	N/A	N/A	891	-28.72%	1	-98.08%	4,5
Peninsula Adult Learning Center	53	10.42%	N/A	N/A	2,071	161.82%	N/A	N/A	4
Rochdale Adult Learning Center	112	0.90%	N/A	N/A	541	-17.66%	N/A	-100.00%	4
Steinway Adult Learning Center	9	-52.63%	N/A	N/A	N/A	N/A	N/A	N/A	4,5
<b>Adult Learning Center Total</b>	<b>1,029</b>	<b>-27.28%</b>	<b>10,683</b>	<b>-17.86%</b>	<b>5,346</b>	<b>16.78%</b>	<b>860</b>	<b>-23.35%</b>	

Central Adult Fiction	6,611	-5.06%							
Central Adult Fiction - Ask at Desk	3,074	7.48%							
Central Adult Non-Fiction	15,208	8.32%							
Central Adult Non-Fiction - Ask at Desk	7,473	-1.06%							
Central International Languages	1,279	4.66%							
Central International Languages - Ask at Desk	192	-16.88%							
Central Library Current Collection	3,662	-7.53%							
Central Library Fine Arts/Media Center	28,154	-13.65%							
Central Library Others	6,750	20.71%							
Central Library Hot Picks	4,078	-24.82%							
Central Library Interloan	131	32.32%							
Central Library Job Info Center	226	39.51%							
Central Library Young Adult Room	4,424	-17.15%							
Children's Library Discovery Center	20,812	-9.00%	29,151	-2.04%	7,880	110.36%	2,556	-18.42%	
<b>Central Total</b>	<b>98,816</b>	<b>-6.64%</b>	<b>115,190</b>	<b>-4.96%</b>	<b>13,065</b>	<b>-25.49%</b>	<b>22,095</b>	<b>-18.66%</b>	3

Flushing	65,564	-15.81%							
Flushing IRC	951	-26.90%							
Flushing Job Info Center (JIC)	27	-43.75%							
Flushing Media Center	18,623	71.56%							
<b>Flushing Total</b>	<b>85,165</b>	<b>-5.46%</b>	<b>138,624</b>	<b>-1.05%</b>	<b>12,486</b>	<b>229.27%</b>	<b>30,301</b>	<b>-3.19%</b>	



### President's Report: September 2018

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
E-book and E-Magazines	47,957	-0.44%							
Virtual Music and Movies	55,561	47.42%							
Virtual Library Total	103,518	20.57%							
Langston Hughes Black Heritage	638	-3.63%							
Queens Village Mail-A-Book	4,085	8.56%			569	-26.96%			
Mobile Library	661	-22.24%			359	-2.18%			
Correctional Outreach	514	127.43%			102	-52.11%	168		X
Miscellaneous Other	694	-25.85%							
Miscellaneous Total	53,574	0.08%							
<b>System Total</b>	<b>949,039</b>	<b>-7.83%</b>	<b>882,326</b>	<b>-9.48%</b>	<b>119,084</b>	<b>11.75%</b>	<b>213,984</b>	<b>-19.65%</b>	

Website Visits	548,438	-11.07%
Wireless use	31,766	-37.71%
Computer Sessions	226,805	-11.90%

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 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:* October 25, 2018

*ITEM ID #:* 1860

*AGENDA:* Motion to Adjourn

---

**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*