

**QUEENS LIBRARY  
BOARD OF TRUSTEES  
THURSDAY, MAY 21, 2020**

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

**AGENDA**

**6:45 PM BOARD OF TRUSTEES REGULAR MEETING**

**I. Roll Call**

**II. Approval of BOT Minutes**

1. Approval of Minutes of the Board - February 27, 2020 (ID # 2239)

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

**IV. Committee Reports**

**A. Finance & Investments Committee - May 21, 2020**

1. Approval of the Finance & Investments Committee Report (ID # 2238)

**B. Buildings & Grounds Committee - May 21, 2020**

1. Approval of the Buildings & Grounds Committee Report (ID # 2237)

**V. President's Report**

1. Key Performance Indicators Report - April 2020 (ID # 2244)
2. Key Performance Indicators Report - March 2020 (ID # 2243)
3. Key Performance Indicators Report - February 2020 (ID # 2242)

**VI. Other Business**

1. Amended By-Laws (ID # 2249)
2. Annual Report for Library Systems and Annual Report for Public & Association Libraries (ID # 2248)
3. Personnel Report - April 2020 (ID # 2250)

4. Personnel Report - March 2020 (ID # 2251)
5. Personnel Report - February 2020 (ID # 2252)

**VII. Adjournment**

1. Motion to Adjourn (ID # 2241)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* May 21, 2020

*ITEM ID #:* 2239

*AGENDA:* Approval of Minutes of the Board - February 27, 2020

---

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

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

#### Attachments:

BOT Minutes - February 27, 2020

Labor Relations Committee Minutes - February 27, 2020

(PDF)

Buildings and Grounds Committee Minutes - February 27, 2020

Finance & Investments Committee Minutes - February 27, 2020

Audit Committee Minutes - February 27, 2020

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* May 21, 2020

*ITEM ID #:* 2238

*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:* May 21, 2020

*ITEM ID #:* 2237

*AGENDA:* Approval of the Buildings & 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:* May 21, 2020

*ITEM ID #:* 2244

*AGENDA:* Key Performance Indicators Report - April 2020

---

### Attachments:

Key Performance Indicator Report - April 2020 (PDF)

# President's Report: April 2020

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: all locations closed as of 3/16/20
Arverne	2	-99.99%	21	-99.72%	0	-100.00%	0	-100.00%	
Astoria	8	-99.90%	13	-99.82%	0	-100.00%	0	-100.00%	
Auburndale	2	-99.98%	17	-99.73%	0	-100.00%	0	-100.00%	
Baisley Park	0	-100.00%	10	∞	0	0.00%	0	0.00%	1,2
Bayside	20	-99.92%	12	-99.91%	27	-98.53%	0	-100.00%	
Bay Terrace	0	-100.00%	32	-99.50%	0	-100.00%	0	-100.00%	
Bellerose	0	-100.00%	23	-99.73%	0	-100.00%	0	-100.00%	2
Briarwood	0	-100.00%	16	-99.86%	25	-99.17%	0	-100.00%	
Broadway	20	-99.87%	27	-99.88%	28	-99.55%	0	-100.00%	
Broad Channel	2	-99.96%	6	-99.65%	0	-100.00%	0	-100.00%	
Cambria Heights	5	-99.90%	12	-99.90%	97	-97.70%	50	-95.99%	
Corona	0	-100.00%	10	-99.95%	72	-97.84%	0	-100.00%	
Court Square	0	-100.00%	0	-100.00%	0	-100.00%	0	-100.00%	1
Douglaston	1	-99.99%	7	-99.91%	0	-100.00%	0	-100.00%	1
East Elmhurst	13	-45.83%	12	∞	0	0.00%	0	0.00%	2
East Flushing	1	-99.99%	7	-99.89%	98	-91.36%	0	-100.00%	
Elmhurst	22	-99.95%	0	-100.00%	158	-93.60%	0	-100.00%	
Far Rockaway	0	-100.00%	1	-99.98%	0	-100.00%	0	-100.00%	2
Forest Hills	10	-99.97%	18	-99.93%	59	-98.10%	0	-100.00%	
Fresh Meadows	8	-99.98%	5	-99.97%	30	-98.52%	0	-100.00%	
Glen Oaks	7	-99.97%	30	-99.79%	32	-99.39%	0	-100.00%	
Glendale	1	-99.97%	11	-99.80%	0	-100.00%	0	-100.00%	
Hillcrest	5	-99.96%	12	-99.87%	0	-100.00%	0	-100.00%	
Hollis	0	-100.00%	13	-99.83%	155	-80.00%	0	-100.00%	
Howard Beach	1	-99.99%	16	-99.76%	0	-100.00%	0	-100.00%	
Hunters Point	14	180.00%	5	∞	0	0.00%	0	0.00%	Opened: 9/24/19
Jackson Heights	40	-99.86%	19	-99.94%	0	-100.00%	0	-100.00%	
Kew Gardens Hills	15	-99.93%	27	-99.81%	0	-100.00%	0	-100.00%	
Langston Hughes	0	-100.00%	0	-100.00%	281	-91.30%	0	-100.00%	
Laurelton	2	-99.96%	17	-99.82%	0	-100.00%	0	-100.00%	
Lefferts	0	-100.00%	17	-99.84%	43	-96.58%	0	-100.00%	
Lefrak City	1	-99.98%	6	-99.95%	151	-85.15%	0	-100.00%	
Long Island City	0	-100.00%	0	-100.00%	404	-84.80%	25	-99.43%	
Maspeth	15	-99.90%	20	-99.80%	0	-100.00%	0	-100.00%	
McGoldrick	6	-99.94%	13	-99.89%	129	-91.28%	0	-100.00%	
Middle Village	0	-100.00%	0	-100.00%	0	-100.00%	0	-100.00%	1
Mitchell-Linden	1	-99.99%	15	-99.88%	0	-100.00%	0	-100.00%	
North Forest Park	5	-99.95%	11	-99.85%	0	-100.00%	0	-100.00%	

# President's Report: April 2020

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: all locations closed as of 3/16/20
North Hills	10	-99.88%	13	-99.82%	0	-100.00%	0	-100.00%	2
Ozone Park	9	-99.88%	16	-99.83%	60	-88.33%	0	-100.00%	
Peninsula	4	-99.97%	24	-99.81%	10	-99.37%	0	-100.00%	
Pommonok	13	-99.80%	12	-99.83%	0	-100.00%	0	-100.00%	
Poppenhusen	0	-100.00%	5	-99.92%	0	-100.00%	0	-100.00%	
Queensboro Hill	0	-100.00%	12	-99.89%	0	-100.00%	0	-100.00%	
Queens Village	0	-100.00%	11	-99.84%	20	-99.00%	0	-100.00%	
Rego Park	4	-99.97%	14	-99.91%	19	-97.39%	0	-100.00%	1
Richmond Hill	6	-99.94%	9	-99.91%	0	-100.00%	0	-100.00%	
Ridgewood	2	-99.98%	31	-99.86%	130	-95.92%	0	-100.00%	
Rochdale Village	0	-100.00%	33	-99.70%	0	-100.00%	0	-100.00%	
Rosedale	0	-100.00%	10	-99.81%	0	-100.00%	0	-100.00%	2
Seaside	0	-100.00%	14	-99.79%	0	-100.00%	0	-100.00%	
South Hollis	0	-100.00%	10	-99.87%	0	-100.00%	0	-100.00%	
South Jamaica	0	-100.00%	10	-99.84%	15	-98.43%	0	-100.00%	2
South Ozone Park	0	-100.00%	17	-99.70%	0	-100.00%	0	-100.00%	1,2
St. Albans	28	-99.37%	19	-99.71%	0	-100.00%	0	-100.00%	2
Steinway	0	-100.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Sunnyside	6	-99.96%	10	-99.94%	126	-92.69%	0	-100.00%	
Whitestone	1	-99.99%	24	-99.70%	0	-100.00%	0	-100.00%	
Windsor Park	1	-99.99%	12	-99.89%	0	-100.00%	0	-100.00%	
Woodhaven	7	-99.93%	10	-99.89%	0	-100.00%	0	-100.00%	
Woodside	5	-99.95%	20	-99.85%	183	-92.43%	0	-100.00%	
<b>Community Libraries Total</b>	<b>323</b>	<b>-99.95%</b>	<b>817</b>	<b>-99.87%</b>	<b>2,352</b>	<b>-97.64%</b>	<b>75</b>	<b>-99.97%</b>	

Central Library Adult Learning Center	0	-100.00%	N/A	N/A	0	-100.00%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	0	-100.00%	4	-99.89%	0	0.00%	N/A	N/A	
Elmhurst Adult Learning Center	0	-100.00%	N/A	N/A	0	-100.00%	N/A	N/A	3
Flushing Adult Learning Center	1	-99.76%	0	-100.00%	228	-88.41%	0	-100.00%	
Jackson Heights Adult Learning Center	0	-100.00%	N/A	N/A	0	-100.00%	0	-100.00%	3
Peninsula Adult Learning Center	0	-100.00%	N/A	N/A	559	-80.99%	N/A	N/A	3
Rochdale Adult Learning Center	0	-100.00%	N/A	N/A	86	-91.54%	N/A	N/A	3
<b>Adult Learning Center Total</b>	<b>1</b>	<b>-99.91%</b>	<b>4</b>	<b>-99.97%</b>	<b>873</b>	<b>-88.86%</b>	<b>0</b>	<b>-100.00%</b>	

Central Adult Fiction	4	-99.93%
Central Adult Fiction - Ask at Desk	2	-99.92%
Central Adult Non-Fiction	23	-99.85%
Central Adult Non-Fiction - Ask at Desk	2	-99.97%



# President's Report: April 2020

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: all locations closed as of 3/16/20
Central International Languages	0	-100.00%							
Central International Languages - Ask at Desk	0	-100.00%							
Central Library Current Collection	0	-100.00%							
Central Library Fine Arts/Media Center	0	-100.00%							
Central Library Others	1	-99.98%							
Central Library Hot Picks	1	-99.97%							
Central Library Interloan	0	-100.00%							
Central Library Job Info Center	0	-100.00%							
Central Library Young Adult Room	3	-99.92%							
Children's Library Discovery Center	3	-99.98%	47	-99.83%	0	-100.00%	0	-100.00%	
<b>Central Total</b>	<b>39</b>	<b>-99.96%</b>	<b>68</b>	<b>-99.94%</b>	<b>232</b>	<b>-98.10%</b>	<b>104</b>	<b>-99.70%</b>	

Flushing	18	-99.97%							
Flushing IRC	0	-100.00%							
Flushing Job Info Center (JIC)	0	-100.00%							
Flushing Media Center	0	-100.00%							
<b>Flushing Total</b>	<b>18</b>	<b>-99.98%</b>	<b>35</b>	<b>-99.98%</b>	<b>0</b>	<b>-100.00%</b>	<b>0</b>	<b>-100.00%</b>	

E-book and E-Magazines	90,312	52.29%
Virtual Music and Movies	84,334	42.84%
Virtual Library Total	174,646	47.58%
Langston Hughes Black Heritage	0	-100.00%
Queens Village Mail-A-Book	8	-99.83%
Mobile Library	0	-100.00%
Correctional Outreach	0	-100.00%
Other Total	3	-97.54%

4,096

0	-100.00%	0	-100.00%
0	-100.00%	N/A	X
0	-100.00%	0	-100.00%

<b>System Total</b>	<b>175,038</b>	<b>-81.53%</b>	<b>945</b>	<b>-99.90%</b>	<b>7,553</b>	<b>-94.41%</b>	<b>179</b>	<b>-99.94%</b>	
---------------------	----------------	----------------	------------	----------------	--------------	----------------	------------	----------------	--

Website Visits	112,848	-76.74%
Wireless use	30,532	-24.32%
Computer Sessions	0	-100.00%

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

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* May 21, 2020

*ITEM ID #:* 2243

*AGENDA:* Key Performance Indicators Report - March 2020

---

### Attachments:

Key Performance Indicator Report - March 2020 (PDF)

# President's Report: March 2020

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	7,854	-61.73%	3,253	-61.00%	185	-79.83%	499	-83.07%	
Astoria	4,009	-51.60%	3,358	-56.33%	66	-96.15%	774	-38.57%	
Auburndale	5,476	-53.16%	2,578	-59.53%	338	-72.32%	823	-65.62%	
Baisley Park	1,500	-21.55%	2,111	-7.70%	21	-80.56%	1,297	105.22%	1,2
Bayside	10,114	-57.97%	5,722	-57.58%	601	-60.41%	1,245	-80.03%	
Bay Terrace	3,400	-54.05%	2,626	-58.98%	30	-95.32%	1,019	-52.74%	
Bellerose	4,218	-53.70%	3,507	-58.99%	318	-60.30%	628	-76.32%	2
Brianwood	4,723	-57.67%	4,644	-57.54%	771	-74.60%	1,608	-60.51%	
Broadway	7,124	-55.25%	9,324	-60.36%	1,888	-75.44%	2,143	-74.55%	
Broad Channel	2,241	-57.98%	827	-57.50%	1	-97.83%	101	-80.58%	
Cambria Heights	2,945	-41.18%	5,359	-61.70%	472	-90.19%	254	-87.37%	
Corona	5,105	-62.44%	8,209	-57.44%	980	-76.46%	585	-84.30%	
Court Square	458	-93.33%	0	-100.00%	0	-100.00%	0	-100.00%	1
Douglaston	1,667	-81.95%	489	-94.60%	0	-100.00%	77	-98.49%	1
East Elmhurst	1,702	12992.31%	3,435	∞	520	∞	496	∞	2
East Flushing	3,272	-61.37%	2,610	-62.33%	324	-77.25%	690	-58.00%	
Elmhurst	16,294	-64.83%	11,690	-77.42%	376	-83.65%	2,911	-83.11%	
Far Rockaway	1,879	-56.73%	2,790	-57.99%	6	-99.09%	269	-60.32%	2
Forest Hills	12,777	-56.70%	10,344	-59.88%	679	-79.79%	7,448	-55.17%	
Fresh Meadows	16,040	-55.48%	7,752	-58.59%	190	-89.63%	2,937	-68.18%	
Glen Oaks	10,021	-56.05%	6,265	-59.38%	1,736	-68.31%	3,741	-69.42%	
Glendale	1,717	-56.73%	2,966	-50.51%	137	-59.82%	208	-69.32%	
Hillcrest	5,466	-57.29%	3,793	-57.71%	468	-51.30%	128	-97.30%	
Hollis	2,533	-56.36%	3,682	-53.15%	244	-78.45%	823	-35.80%	
Howard Beach	3,577	-57.86%	3,235	-54.14%	231	-78.00%	1,438	-51.57%	
Hunters Point	16,605	1660400.00%	8,097	∞	1,093	∞	4,528	∞	Opened: 9/24/19
Jackson Heights	11,501	-59.70%	13,846	-57.03%	539	-86.92%	2,210	-54.29%	
Kew Gardens Hills	11,693	-50.83%	7,538	-53.45%	639	-39.14%	1,150	-39.98%	
Langston Hughes	2,040	-64.11%	4,929	-62.82%	1,625	-54.11%	713	-72.50%	
Laurelton	2,080	-62.43%	3,755	-64.08%	701	-75.97%	983	-70.87%	
Lefferts	2,807	-66.38%	4,275	-57.41%	317	-73.97%	2,335	-51.13%	
Lefrak City	2,907	-57.52%	4,701	-60.83%	121	-91.50%	300	-80.99%	
Long Island City	2,904	-59.76%	4,379	-59.26%	1,027	-73.41%	945	-77.13%	
Maspeth	6,258	-58.50%	4,472	-55.19%	190	-86.12%	439	-88.62%	
McGoldrick	4,387	-58.17%	4,834	-57.94%	298	-81.65%	2,738	-30.95%	
Middle Village	584	-91.00%	803	-81.75%	0	-100.00%	64	-94.50%	1
Mitchell-Linden	6,959	-57.92%	4,779	-60.30%	370	-72.05%	1,802	-63.79%	
North Forest Park	5,351	-54.24%	3,804	-53.91%	113	-76.65%	460	-43.63%	

# President's Report: March 2020

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
North Hills	4,235	-50.21%	3,945	-47.91%	392	-57.85%	690	-62.09%	2
Ozone Park	3,208	-61.19%	3,858	-61.07%	205	-66.17%	475	-61.82%	
Peninsula	4,922	-64.09%	5,722	-53.67%	240	-76.21%	482	-79.47%	
Pommonok	2,965	-57.28%	2,821	-58.85%	518	-66.92%	301	-82.13%	
Poppenhusen	2,844	-57.84%	2,805	-52.47%	328	-70.42%	1,416	22.92%	
Queensboro Hill	3,296	-60.87%	4,605	-58.27%	452	-59.13%	147	-87.65%	
Queens Village	2,558	-58.28%	2,943	-61.93%	387	-81.20%	189	-63.51%	
Rego Park	6,074	-60.86%	6,101	-61.41%	205	-81.38%	0	-100.00%	1
Richmond Hill	4,236	-58.13%	3,743	-62.10%	789	-89.03%	1,488	-67.47%	
Ridgewood	5,295	-55.99%	10,212	-55.20%	1,029	-69.96%	2,197	-43.07%	
Rochdale Village	2,297	-60.29%	4,863	-56.19%	167	-62.72%	1,723	-62.71%	
Rosedale	1,599	6.25%	2,746	1408.79%	288	∞	1,043	∞	2
Seaside	2,471	-64.03%	3,244	-48.40%	105	-80.98%	185	-89.23%	
South Hollis	1,766	-59.97%	4,652	-46.14%	1,252	9.44%	1,153	-82.23%	
South Jamaica	1,028	-66.98%	3,180	-48.20%	36	-98.26%	239	-83.91%	2
South Ozone Park	1,873	-66.39%	2,477	-57.38%	64	-78.95%	547	-73.74%	1,2
St. Albans	1,655	-61.83%	3,669	-47.22%	299	-48.98%	420	-52.11%	2
Steinway	105	-95.00%	0	0.00%	0	0.00%	0	0.00%	1,2
Sunnyside	7,471	-53.47%	7,268	-58.15%	390	-79.75%	2,363	-54.97%	
Whitestone	4,402	-58.83%	3,210	-57.80%	381	-82.55%	2,297	-74.03%	
Windsor Park	5,731	-60.10%	4,127	-61.83%	435	-59.72%	1,072	-57.93%	
Woodhaven	5,644	-46.29%	4,414	-54.43%	433	-71.66%	1,006	-58.58%	
Woodside	3,201	-70.09%	3,085	-76.52%	206	-90.75%	1,070	-70.38%	
<b>Community Libraries Total</b>	<b>291,064</b>	<b>-56.38%</b>	<b>274,471</b>	<b>-58.42%</b>	<b>26,216</b>	<b>-75.24%</b>	<b>71,312</b>	<b>-65.92%</b>	

Central Library Adult Learning Center	5	-89.58%	N/A	N/A	30	-94.38%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	18	-77.78%	1,301	-70.97%	0	-100.00%	N/A	N/A	
Elmhurst Adult Learning Center	68	-77.26%	N/A	N/A	15	-98.94%	N/A	N/A	3
Flushing Adult Learning Center	179	-60.49%	2,417	-77.02%	435	-75.64%	379	-78.17%	
Jackson Heights Adult Learning Center	26	-61.19%	N/A	N/A	312	-70.45%	5	-16.67%	3
Peninsula Adult Learning Center	7	-81.58%	N/A	N/A	0	-100.00%	N/A	N/A	3
Rochdale Adult Learning Center	28	-69.23%	N/A	N/A	323	-66.35%	N/A	N/A	3
<b>Adult Learning Center Total</b>	<b>331</b>	<b>-69.27%</b>	<b>3,718</b>	<b>-75.21%</b>	<b>1,115</b>	<b>-86.63%</b>	<b>384</b>	<b>-78.04%</b>	

Central Adult Fiction	2,783	-53.79%
Central Adult Fiction - Ask at Desk	1,320	-47.35%
Central Adult Non-Fiction	7,221	-53.91%
Central Adult Non-Fiction - Ask at Desk	3,569	-57.36%

# President's Report: March 2020

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 International Languages	588	-57.94%							
Central International Languages - Ask at Desk	112	-48.15%							
Central Library Current Collection	1,236	-52.57%							
Central Library Fine Arts/Media Center	10,346	-58.78%							
Central Library Others	2,309	-32.01%							
Central Library Hot Picks	1,543	-53.62%							
Central Library Interloan	101	-30.34%							
Central Library Job Info Center	38	-66.37%							
Central Library Young Adult Room	1,638	-53.56%							
Children's Library Discovery Center	8,030	-57.94%	7,475	-66.79%	479	-91.80%	2,770	-46.51%	
<b>Central Total</b>	<b>40,834</b>	<b>-55.36%</b>	<b>47,486</b>	<b>-58.68%</b>	<b>2,625</b>	<b>-80.71%</b>	<b>16,518</b>	<b>-46.34%</b>	

Flushing	23,627	-65.23%							
Flushing IRC	10	-98.83%							
Flushing Job Info Center (JIC)	8	-75.76%							
Flushing Media Center	8,953	-61.76%							
<b>Flushing Total</b>	<b>32,598</b>	<b>-64.67%</b>	<b>46,959</b>	<b>-69.28%</b>	<b>4,453</b>	<b>-68.77%</b>	<b>6,082</b>	<b>-83.34%</b>	

E-book and E-Magazines	73,724	20.56%							
Virtual Music and Movies	62,470	-7.61%							
Virtual Library Total	136,194	5.77%							
Langston Hughes Black Heritage	216	-72.09%							
Queens Village Mail-A-Book	1,845	-53.10%							
Mobile Library	714	-74.65%							
Correctional Outreach	351	-54.36%							
Other Total	66	-54.79%							

322	0.00%	210	-57.75%
0	-100.00%	N/A	X
21	-85.31%	63	-72.00%

<b>System Total</b>	<b>503,862</b>	<b>-49.03%</b>	<b>374,700</b>	<b>-60.52%</b>	<b>34,450</b>	<b>-75.93%</b>	<b>94,506</b>	<b>-66.10%</b>	
---------------------	----------------	----------------	----------------	----------------	---------------	----------------	---------------	----------------	--

Website Visits	313,851	-37.42%							
Wireless use	38,279	-9.71%							
Computer Sessions	98,270	-57.86%							

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

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* May 21, 2020

*ITEM ID #:* 2242

*AGENDA:* Key Performance Indicators Report - February 2020

---

### Attachments:

Key Performance Indicator Report - Feb 2020 (PDF)

# President's Report: February 2020

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	15,305	-16.82%	6,560	-5.38%	780	-18.32%	2,091	-16.96%	
Astoria	7,623	6.47%	6,538	2.00%	1,211	2.19%	1,959	135.46%	
Auburndale	10,833	-0.77%	5,906	2.66%	857	-17.68%	1,980	26.20%	
Baisley Park	3,172	-19.18%	4,136	-17.33%	845	22.46%	1,444	-26.33%	1,2
Bayside	19,799	-6.76%	12,323	2.80%	1,609	12.68%	4,505	18.09%	
Bay Terrace	6,375	-7.78%	5,567	-3.67%	1,160	88.31%	2,800	135.49%	
Bellerose	8,379	-3.42%	8,089	3.99%	603	-0.33%	1,807	-6.57%	2
Briarwood	9,913	-5.26%	10,608	0.26%	2,639	13.60%	3,307	-21.32%	
Broadway	14,368	-1.85%	19,967	-2.81%	5,121	-8.21%	5,625	3.23%	
Broad Channel	4,365	-9.06%	1,579	-9.56%	57	42.50%	514	242.67%	
Cambria Heights	4,948	10.74%	11,934	-1.46%	3,302	-16.45%	1,583	-1.43%	
Corona	11,674	-12.52%	17,129	3.37%	2,592	-22.46%	522	-84.62%	
Court Square	2,685	-58.34%	3,120	-59.66%	438	-64.24%	480	-71.26%	1
Douglaston	7,405	-14.98%	5,813	-25.70%	1,005	-19.28%	3,614	-8.90%	1
East Elmhurst	3,729	33800.00%	6,446	∞	1,253	1039.09%	1,199	∞	2
East Flushing	6,792	-10.90%	5,854	-0.43%	845	-12.89%	1,415	21.56%	
Elmhurst	36,452	-7.84%	40,961	2.35%	1,131	-42.06%	6,707	-57.63%	
Far Rockaway	3,996	2.25%	6,458	14.77%	688	23.96%	1,277	-0.08%	2
Forest Hills	24,321	-6.82%	23,095	-4.40%	2,534	-12.17%	13,408	-2.68%	
Fresh Meadows	32,180	-3.07%	16,088	0.79%	1,329	-21.45%	5,883	-9.76%	
Glen Oaks	19,583	-6.99%	13,128	3.37%	5,345	39.48%	10,703	4.58%	
Glendale	3,395	-2.67%	6,982	15.20%	446	22.19%	627	-9.00%	
Hillcrest	10,595	-6.50%	7,724	-4.20%	579	-37.67%	2,265	47.94%	
Hollis	5,303	-6.92%	7,460	16.71%	766	1.06%	1,696	45.70%	
Howard Beach	6,976	-7.05%	6,794	-0.26%	943	25.57%	2,633	-9.58%	
Hunters Point	31,285	1564150.00%	16,923	∞	6,985	∞	7,783	∞	Opened: 9/24/19
Jackson Heights	23,065	-9.30%	28,056	-0.28%	1,563	-61.69%	5,351	3.60%	
Kew Gardens Hills	19,394	-12.84%	15,463	6.54%	2,093	144.51%	1,865	-15.76%	
Langston Hughes	4,111	-25.44%	10,529	-7.87%	5,987	81.59%	2,536	0.96%	
Laurelton	4,592	3.66%	7,617	-9.83%	2,077	-15.02%	1,858	-13.90%	
Lefferts	6,970	-14.74%	9,287	-8.06%	645	-36.76%	4,118	-25.32%	
Lefrak City	6,598	1.45%	10,403	-8.15%	1,069	-20.81%	1,467	10.72%	
Long Island City	5,424	-22.30%	8,832	0.48%	713	-76.41%	1,523	-70.68%	
Maspeth	12,355	-13.84%	9,406	3.15%	640	-33.26%	2,689	13.46%	
McGoldrick	8,785	-13.40%	10,344	2.88%	1,709	8.23%	5,861	82.42%	
Middle Village	89	-98.49%	12	-99.70%	0	-100.00%	0	-100.00%	1
Mitchell-Linden	15,192	0.36%	10,241	-1.25%	1,061	10.06%	3,213	-14.68%	
North Forest Park	11,022	9.96%	7,794	2.88%	291	-39.25%	1,012	9.05%	

Attachment: Key Performance Indicator Report - Feb 2020 (2242 : Key Performance Indicators Report -

# President's Report: February 2020

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
North Hills	7,670	-1.41%	8,002	22.54%	1,219	116.90%	1,973	17.58%	2
Ozone Park	6,480	-11.32%	9,214	9.04%	783	133.04%	1,316	55.01%	
Peninsula	9,821	-21.23%	12,163	5.49%	636	-31.76%	1,274	-14.50%	
Pommonok	6,020	-5.24%	5,947	-1.70%	2,030	71.60%	1,199	27.15%	
Poppenhusen	6,240	6.34%	5,923	21.45%	821	26.89%	3,253	200.09%	
Queensboro Hill	6,503	-15.72%	9,484	3.66%	1,557	-28.97%	1,226	28.11%	
Queens Village	5,149	-11.83%	5,323	-17.98%	1,579	-14.69%	293	-31.54%	
Rego Park	12,955	-8.24%	13,429	-5.64%	612	-0.49%	59	-96.21%	1
Richmond Hill	8,529	-2.43%	8,261	9.69%	2,639	-49.27%	2,874	-22.74%	
Ridgewood	10,926	-0.29%	19,710	-4.77%	3,531	20.39%	4,556	10.37%	
Rochdale Village	4,717	-1.32%	10,148	13.02%	400	-25.23%	2,320	-3.37%	
Rosedale	3,504	-11.43%	5,467	-14.75%	565	-3.25%	2,196	-31.74%	2
Seaside	5,131	-15.90%	7,089	11.51%	796	54.56%	1,582	-23.13%	
South Hollis	3,375	-23.80%	8,352	16.45%	2,753	286.66%	1,036	-75.35%	
South Jamaica	2,422	-14.90%	6,549	17.58%	472	-62.57%	1,074	34.76%	2
South Ozone Park	4,661	-4.43%	5,328	3.88%	474	132.35%	1,810	55.77%	1,2
St. Albans	3,529	-21.70%	6,702	-0.87%	621	2.31%	920	87.37%	2
Steinway	239	-89.92%	0	0.00%	0	0.00%	0	0.00%	1,2
Sunnyside	14,701	-1.24%	16,613	-0.45%	1,481	-13.85%	4,278	29.91%	
Whitestone	9,336	-2.87%	6,746	-5.12%	575	-64.87%	5,308	-38.16%	
Windsor Park	11,875	-5.60%	9,147	-6.17%	2,024	127.93%	2,729	9.91%	
Woodhaven	8,335	-14.21%	9,063	5.25%	1,665	-19.21%	2,525	31.51%	
Woodside	9,636	4.14%	11,651	1.87%	2,910	41.06%	3,646	13.65%	
<b>Community Libraries Total</b>	<b>590,802</b>	<b>-3.38%</b>	<b>605,477</b>	<b>3.00%</b>	<b>93,054</b>	<b>4.22%</b>	<b>166,767</b>	<b>-4.84%</b>	

Central Library Adult Learning Center	22	-63.93%	N/A	N/A	85	-74.47%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	49	-28.99%	2,761	-14.63%	589	#DIV/0!	N/A	N/A	
Elmhurst Adult Learning Center	108	-55.00%	N/A	N/A	1,316	0.69%	N/A	N/A	3
Flushing Adult Learning Center	335	-0.89%	6,583	-26.32%	2,089	9.95%	853	-26.53%	
Jackson Heights Adult Learning Center	63	-29.21%	N/A	N/A	709	-39.25%	1	0.00%	3
Peninsula Adult Learning Center	16	-54.29%	N/A	N/A	2,485	-3.35%	N/A	N/A	3
Rochdale Adult Learning Center	64	-18.99%	N/A	N/A	1,083	81.41%	N/A	N/A	3
<b>Adult Learning Center Total</b>	<b>657</b>	<b>-27.88%</b>	<b>9,344</b>	<b>-23.21%</b>	<b>8,356</b>	<b>6.11%</b>	<b>854</b>	<b>-26.51%</b>	

Central Adult Fiction	5,592	2.16%
Central Adult Fiction - Ask at Desk	2,870	25.71%
Central Adult Non-Fiction	14,537	5.36%
Central Adult Non-Fiction - Ask at Desk	7,365	-2.86%



# President's Report: February 2020

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 International Languages	1,113	-15.23%							
Central International Languages - Ask at Desk	236	18.59%							
Central Library Current Collection	2,123	-4.24%							
Central Library Fine Arts/Media Center	20,439	-16.54%							
Central Library Others	5,149	43.35%							
Central Library Hot Picks	2,959	-7.39%							
Central Library Interloan	227	60.99%							
Central Library Job Info Center	48	-67.12%							
Central Library Young Adult Room	3,102	-10.99%							
Children's Library Discovery Center	16,588	-8.14%	19,185	-1.51%	3,439	1.57%	5,355	49.92%	
<b>Central Total</b>	<b>82,348</b>	<b>-4.21%</b>	<b>103,102</b>	<b>1.47%</b>	<b>12,119</b>	<b>1.49%</b>	<b>34,276</b>	<b>29.12%</b>	

Flushing	53,515	-10.92%							
Flushing IRC	22	-97.23%							
Flushing Job Info Center (JIC)	21	50.00%							
Flushing Media Center	19,153	-4.87%							
<b>Flushing Total</b>	<b>72,711</b>	<b>-10.26%</b>	<b>117,649</b>	<b>-12.85%</b>	<b>10,124</b>	<b>-31.93%</b>	<b>22,652</b>	<b>-29.25%</b>	

E-book and E-Magazines	63,148	15.64%							
Virtual Music and Movies	51,318	-7.24%							
Virtual Library Total	114,466	4.13%							
Langston Hughes Black Heritage	444	-29.75%							
Queens Village Mail-A-Book	3,793	-5.97%							
Mobile Library	1,528	-23.83%							
Correctional Outreach	682	-2.57%							
Other Total	154	54.00%							

571	21.23%	530	24.71%
0	0.00%	N/A	X
117	-47.30%	151	-38.11%

<b>System Total</b>	<b>866,903</b>	<b>-3.25%</b>	<b>839,021</b>	<b>-0.48%</b>	<b>125,350</b>	<b>0.09%</b>	<b>225,079</b>	<b>-4.38%</b>	
---------------------	----------------	---------------	----------------	---------------	----------------	--------------	----------------	---------------	--

Website Visits	444,565	-6.55%							
Wireless use	39,813	3.67%							
Computer Sessions	220,855	3.41%							

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

## Queens Library Board/Committee Item

**BOARD/COMMITTEE:** Board of Trustees

**DATE OF MEETING:** May 21, 2020

**ITEM ID #:** 2249

**AGENDA:** Amended By-Laws

---

### **Background:**

The Library's By-Laws provide, in pertinent part, that they may be amended at any meeting of the Board of Trustees, subject to the requirement that any proposed amendment shall be read at a meeting and voted upon at a subsequent meeting.

### **Current Status:**

The Board of Trustees, at its regularly scheduled meeting held on February 27, 2020, approved amending the By-Laws to delete the following phrase in Article V, Section 7: "...in November of each year...", and to adopt substitute language in Article V, Section 7 "...no later than November of each year..." as referenced in the attachment hereto. As discussed at the February 27 meeting, the purpose of this amendment is to permit flexibility in timing for the election of the Nominating Committee, and to avoid the need for three consecutive meetings in November, December, and January. The By-Laws require that these amendments also be voted upon at a subsequent meeting in order to be effective.

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

*I move that the Board of Trustees approved amending the By-Laws to delete the following phrase in Article V, Section 7: "...in November of each year...", and to adopt substitute language in Article V, Section 7 "...no later than November of each year..." as referenced in the attachment hereto.*

Attachments:

Amendment to By\_Laws

(PDF)

Section 6. Buildings and Grounds Committee. The Buildings and Grounds Committee shall recommend policies for the care and maintenance of the Library buildings and grounds and approve such sites for additional Library buildings as may be deemed necessary for the use of the Corporation when presented with the long-term capital plan, in coordination with the Vice President, Capital and Facilities Management. The Buildings and Grounds Committee shall also oversee the construction activities of the Corporation.

Section 7. Nominating Committee. A Nominating Committee shall be elected ~~in~~ no later than November of each year and shall prepare and submit to the Board of Trustees at least ten days prior to the Board's regular meeting in December the slate of candidates for the officers of the Corporation. Any Trustee may offer additional nominees for any office at the Board's regular meeting in December. The Nominating Committee shall consist of five members, two of whom shall be appointed by the Chairperson of the Board and three of whom shall be elected by the Board.

Section 8. Meetings, Notices and Records. Each committee of the Board may provide for the holding of regular meetings, with notice, and may fix the time and place at which such meetings shall be held. Special meetings of each committee shall be held upon call by or at the direction of the committee's chairperson or, if there be no chairperson, by or at the direction of any of its members, at the time and place specified in the respective notices or waivers of notice thereof. Notice of each special meeting of a committee shall be given by first-class mail, telecopy, electronic mail or hand delivery to each member of such committee and all other trustees, at least forty-eight hours before the meeting. Notice of any meeting of a committee need not be given to any member thereof who shall attend the meeting in person without objection or who shall waive notice thereof. Notice of all meetings of committees and subcommittees of the Board shall be given to the public in accordance with the Open Meetings Law, provided that, notwithstanding anything to the contrary in the Open Meetings Law, public notice of the time and place of a meeting of a Board committee or subcommittee scheduled at least two weeks prior thereto shall be given to the public and news media at least one week before such meeting.

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* May 21, 2020

*ITEM ID #:* 2248

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

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

*I move that the Board of Trustees accept the Queens Borough Public Library’s, Annual Report for Library Systems and Annual Report for Public and Association Libraries.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* May 21, 2020

*ITEM ID #:* 2250

*AGENDA:* Personnel Report - April 2020

---

### ***PERSONNEL REPORT - 3/16/20 - 4/15/20***

*The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of March 16, 2020 to April 15, 2020:*

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

#### Attachments:

Personnel Report - April 2020 (PDF)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* May 21, 2020

*ITEM ID #:* 2251

*AGENDA:* Personnel Report - March 2020

---

### ***PERSONNEL REPORT - 2/16/20 - 3/15/20***

*The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of February 16, 2020 to March 15, 2020:*

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

#### Attachments:

Personnel Report - March 2020 (PDF)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* May 21, 2020

*ITEM ID #:* 2252

*AGENDA:* Personnel Report - February 2020

---

### ***PERSONNEL REPORT - 1/16/20 - 2/15/20***

*The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of January 16, 2020 to February 15, 2020:*

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

#### Attachments:

Personnel Report - February 2020 (PDF)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Board of Trustees

*DATE OF MEETING:* May 21, 2020

*ITEM ID #:* 2241

*AGENDA:* Motion to Adjourn

---

**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*