

**QUEENS LIBRARY
EXECUTIVE COMMITTEE
THURSDAY, JUNE 28, 2018**

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

AGENDA

6:15 PM EXECUTIVE COMMITTEE REGULAR MEETING

I. Call to Order

II. Agenda Action Items

1. Annual Report for Library Systems and Annual Report for Public & Association Libraries (ID # 1800)
2. 1767 : Contract Authorization - Online Computer Library Center, Inc. (ID # 1767)
3. Contract Amendment Authorization – Blue Marble Consulting, Inc. for SAP Consulting Services (ID # 1768)

III. Agenda Report Items

1. Personnel Report May 2018 (ID # 1766)

IV. Adjournment

1. Motion to Adjourn (ID # 1794)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: June 28, 2018

ITEM ID #: 1800

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 - Association (PDF)

Annual Report - Association Notes (PDF)

Annual Report - Public Library (PDF)

Annual Report - Public Library Notes (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: June 28, 2018

ITEM ID #: 1767

AGENDA: Contract Authorization – Online Computer Library Center, Inc. for an Annual Subscription

Background:

This is an action item seeking approval from the Queens Borough Public Library’s Board of Trustees to enter into a contract with Online Computer Library Center Inc. (“OCLC”) for a term of one year at a cost of \$221,623.51, which approval is required pursuant to the Library’s Purchasing Policy. The Policy 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.”

OCLC is a not-for-profit computer service and research organization that provides shared technology services, as well as original research and community programs for its membership and the library community at large. OCLC’s systems help libraries locate, acquire, catalog, and lend library materials.

The Library has, for many years, subscribed to OCLC services and, in particular, its cataloging and metadata subscription services whereby the Library obtains and uses existing catalog records from OCLC and contributes to and shares with OCLC original catalog records that it creates. This means that when the Library buys a book that already has a catalog record created by another library, the Library simply downloads it from OCLC’s database and adds it to the Library catalog. If the Library were to create a catalog record that does not yet exist in OCLC’s database, it would upload it to OCLC for other libraries to use.

Moreover, OCLC and its member libraries cooperatively produce and maintain WorldCat, the largest online public access catalog in the world. The WorldCat catalog contains more than 415 million records, representing over 2.6 billion physical and digital assets in 491 languages. The WorldCat catalog brings together items from the collections of approximately 72,000 libraries in 180 countries and territories that participate in the OCLC global cooperative. It is the world’s largest bibliographic database.

Current Status:

In FY2017, the Library restored its pre-2008 OCLC subscription services. In 2008, when the Library was required to make difficult budget cuts, it cut back its OCLC subscription to the bare

minimum of cataloging and metadata subscription services and stopped its WorldCat subscription. These minimum services only included:

- Cataloging services – this service allows the Library to download catalog records for books in its collections instead of having to create them.
- Interlibrary loans – this service allows the Library to work in cooperation with other libraries around the world to send and retrieve books to customers who request them.
- QuestionPoint – a virtual reference management system, integrating chat, e-mail, a reference knowledge base, reports and analytic tools.
- WebDewey – an online version of the Dewey Decimal Classification system that is easy to navigate, streamlines call number creation, and receives regular updates and replaces the print version.

Because the Library has restarted its WorldCat subscription, its holdings are now visible with WorldCat.org, which allows the Library's customers and WorldCat.org users to obtain accurate information about our collections. For example, persons using WorldCat to search for a popular book are now able to see whether a Queens Library branch near them has copies of the book. The Library's Technical Services Department has also been able to leverage back office efficiencies using OCLC services. By registering the Library's book suppliers with OCLC, records for the books that the Library purchases are automatically delivered through OCLC's WorldShare platform in one, combined file that our catalogers can run through our custom scripts and then load into our catalog for completion by catalogers.

The Library has also overhauled its monthly data synchronization processes and is working to complete a one-time reconciliation project, making the Library's WorldCat holdings more accurate. Subscribing again to OCLC's WorldCat services ensure that the Library's catalog is in synchronization with WorldCat's catalog and that the Library's holdings are optimized and appear in web browser searches. Completion of the one-time reconciliation project will increase accuracy in our interlibrary loan activities. The Library's continued full participation in WorldCat makes it as easy as possible for Library customers to search its collections and find items they want to borrow.

The costs for this year's services are as follows:

Cataloging and Metadata Subscription	\$137,717.40
WorldShare ILL Subscription	\$6,109.72
WorldCat Subscription	\$45,446.00
Web Dewey Subscription	\$718.90
QuestionPoint subscription	\$31,631.49
All Services Total:	\$221,623.51

OCLC is a one-of-a-kind vendor that has and continues to provide valuable services to the Library. OCLC has been responsive and has provided all contractually-required services.

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 OCLC in the amount of \$221,623.51 for the subscription services described above for a one-year period.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: June 28, 2018

ITEM ID #: 1768

AGENDA: Contract Amendment Authorization – Blue Marble Consulting, Inc.
for SAP Consulting Services

Background:

This is an action item seeking approval from the Queens Borough Public Library’s Board of Trustees to authorize a contract amendment with Blue Marble Consulting, Inc. (Blue Marble) under its contract to provide SAP consulting services.

At the October 27, 2016 meeting of the Board of Trustees, SAP consulting contracts were authorized by the Board to Blue Marble, a New York State Certified Women Owned Business Enterprise and Sage Group, a Minority Owned Business Enterprise certified by New Jersey, the New York and New Jersey Minority Supplier Development Council, Inc. and the Port Authority. The Board contract authorizations were for a term of three years for a not to exceed amount of \$675,000 per contract with an option to renew each contract for two additional one-year periods with a not to exceed amount of \$225,000 per year.

Current Status:

The Library’s Information Technology & Development Department (“ITD”) has been actively upgrading its SAP infrastructure and has utilized the SAP consulting services contracts to fix system payroll issues and to implement the latest version of SAP SRM-CLM and to develop a contract management and procurement system. Additional projects include SAP payroll timesheet enhancements to reduce manual inputs and errors, emergency response SAP consulting services, and Kronos timekeeping software integration with SAP.

The Library has awarded Blue Marble work (predominantly the development of a comprehensive contract management and procurement system) which was estimated to cost \$650,000 and has identified an immediate need to increase that amount to \$760,000 in order to complete the development of this critical system. To date, the estimated amount of work awarded to the Sage Group has been approximately \$275,000. In addition to the increase in cost to develop the aforementioned system, the Library anticipates the need to obtain additional work from Blue Marble and, as such, is requesting an increase to the current three-year contract cap of \$675,000 to \$975,000.

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 amend the Library's contract with Blue Marble Consulting Inc. to increase the three year not to exceed amount to \$975,000.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: June 28, 2018

ITEM ID #: 1766

AGENDA: Personnel Report May 2018

PERSONNEL REPORT - 4/16/18 -5/15/18

The attached Personnel Report is provided for your information as certified by the Director of Human Resources, for the period of April 16, 2018 to May 15, 2018:

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

Attachments:

Personnel Report - May 2018 (PDF)

APPOINTMENTS:			
Employee Name	Job Title	Position Title	Hire Date
Adeobe, Kwesie	Junior Library Custodian	Junior Library Custodian	4/29/2018
Austin, Beverly	Clerical Associate 2	HR Solution Center Specialist	5/13/2018
Carroll, Justin	Associate Counsel	Associate General Counsel	5/13/2018
Day, Gessy	Office Aide 1	Customer Service Representative	4/29/2018
Lupinacci, Rachel	Senior Librarian 2	Children's Librarian	5/13/2018
McFarlane, Rolando	Junior Library Custodian	Junior Library Custodian	4/29/2018
Rosell, Darma	Junior Library Custodian	Junior Library Custodian	4/29/2018
Schnerb, Hadassah	Senior Librarian 1	Children's Librarian	5/13/2018
Villani, Frank	Junior Library Custodian	Junior Library Custodian	5/13/2018
Employee Count:	9		

PROMOTIONS:					
Employee Name	Old Job Title	Old Position Title	New Job Title	New Position Title	Promotion Date
Carpenter, Donna	Staff Analyst 2	Senior Payroll Manager	Staff Analyst 2	Assistant Director of Payroll & Benefits	3/1/2018
Clark, Denise	Staff Analyst 2	Director of Institutional Giving	Staff Analyst 2	Director of Development	4/30/2018
Johnson, Todd	Senior Librarian 2	Assistant Community Library Manager	Senior Librarian 3	Assistant Community Library Manager	5/5/2018
Kondrashova, Oksana	Senior Librarian 2	Assistant Community Library Manager	Senior Librarian 3	Assistant Community Library Manager	5/5/2018
Lashkari, Rupande	Office Aide 3	Customer Service Representative	Technical Support Aide 2	Customer Service Specialist	4/29/2018
McDermott, Jeanne	Supervising Librarian 1	Youth Services Manager	Supervising Librarian 2	Youth Services Manager	5/5/2018
Ochoa, Joel	Technical Support Aide 2	Customer Service Specialist	Librarian 1	Teen Librarian	4/29/2018
Ramsey, Shanequa	Senior Librarian 2	Assistant Community Library Manager	Senior Librarian 3	Assistant Community Library Manager	5/5/2018
Williamson, Jakea	Senior Librarian 2	Assistant Community Library Manager	Senior Librarian 3	Assistant Community Library Manager	5/5/2018
Employee Count:	9				

Attachment: Personnel Report - May 2018 (1766 : Personnel Report - May 2018)

TRANSFERS:			
Employee Name	Job Title	Position Title	Effective Date
Augustin, Lionel	Junior Library Custodian	Junior Library Custodian	4/22/2018
Deng, Yueh	Technical Support Aide 2	Customer Service Specialist	4/29/2018
Espada, Timothy	Office Associate 3	Customer Service Supervisor	4/22/2018
Lue, Lawrenzo	Staff Analyst 1	Case Manager	5/6/2018
Pastorello, Lucianne	Senior Librarian 2	Children's Librarian	1/28/2018
Employee Count:	5		

LEAVE WITHOUT PAY:			
Employee Name	Job Title	Position Title	Last Day Paid
Garcia, Rosa	Office Aide 3	Customer Service Representative	4/11/2018
Zavaleta, Carlos	Library Custodian	Library Custodian	4/26/2018
Employee Count:	2		

RETURN FROM LEAVE OF ABSENCE:			
Employee Name	Job Title	Position Title	Change Date
Cocorpus-Ashcraft, Erlinda	Office Aide 3	Customer Service Representative	4/19/2018
Silva, Blanca	Office Associate 3	Customer Service Supervisor	4/17/2018
Employee Count:	2		

SEPARATIONS:				
Employee Name	Job Title	Position Title	Date of Hire	Years
Guzman, Carmen	Office Associate 1	Customer Service Supervisor	8/26/1989	28.36
Lei-Chan, Wenlien Michele	Supervising Librarian 2	Community Library Manager	8/30/1986	31.21
Oates, Jacqueline	Office Associate 3	Customer Service Supervisor	2/27/1988	30.13
Employee Count:	3			

Queens Library Board/Committee Item

BOARD/COMMITTEE: Executive Committee

DATE OF MEETING: June 28, 2018

ITEM ID #: 1794

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.