

**THE QUEENS BOROUGH PUBLIC LIBRARY  
BOARD OF TRUSTEES  
THURSDAY, FEBRUARY 25, 2016**

Central Library  
89-11 Merrick Boulevard  
Jamaica, New York 11432

**PUBLIC SESSION**

**7:00 P.M. BOARD OF TRUSTEES MEETING**  
Hon. Robert T. Groh Conference Room

**I. ROLL CALL**

**II. MINUTES**

1. Minutes of the Board of Trustees Meeting – January 28, 2016

**III. REPORT OF SEARCH COMMITTEE  
(EXECUTIVE SESSION)**

**IV. REPORT OF THE CHAIRMAN OF THE BOARD**

**V. COMMITTEE REPORTS**

**A. BUILDINGS AND GROUNDS COMMITTEE – February 25, 2016**

**Report Item(s)**

1. Interlocal Agreement to join The Cooperative Purchasing Network (TCPN)
2. Maintenance, Repair and Renovation

**B. EXECUTIVE COMMITTEE – February 25, 2016**

**Recommendation(s) on**

1. Contract Authorization – Website Redesign Project Vendor

**Report Item(s)**

1. Personnel Report – 12/16/15 – 1/15/16

**D. FINANCE & INVESTMENTS COMMITTEE – February 25, 2016**

**Recommendation(s) on**

1. Approval of Bills for the Month of January 2016
2. Acceptance of Financial Reports for the Period Ending January 31, 2016
3. FY'16 City Fund Budget Modification

**Report Item(s)**

1. Payroll for the Month of January 2016

**E. LABOR RELATIONS COMMITTEE – February 25, 2016**

**Recommendation(s) on**

1. Side Letter Agreement – Front-Loading Annual Leave for Union-Represented Employees
2. Side Letter Agreement – Union-Represented Security Guards

**Executive Session**

**Report Item(s)**

1. Status of Step III Grievances
2. Status of Arbitrations
3. Status of Administrative and Legal Proceedings

**VI. INTERIM PRESIDENT'S REPORT**

**Report Item(s)**

1. President's Report
2. External Meetings and Outreach Activities – January 22, 2016 – February 19, 2016
3. Key Performance Indicators – January 2016

**VII. OTHER BUSINESS**

**VIII. ADJOURNMENT**

**Motion:**  
**Second:**  
**Time:**

**I. ROLL CALL**

Adrienne Adams  
Hon. Augustus Agate  
Martha Baker  
Judy E. Bergtraum, Esq., Vice Chair of the Board  
Maria Concolino  
Lenore R. Gall, Ed.D  
Matthew M. Gorton  
Julissa Gutierrez  
James Haddad, Esq.  
Jukay Hsu  
Carl Koerner, Esq., Chairman of the Board  
Haeda Mihaltses  
John Ottulich  
Michael E. Rodriguez, Esq., Treasurer  
Edward Sadowsky, Esq.  
Robert Santos, Esq., Secretary  
Eli Shapiro, Ed.D, LCSW  
Earl G. Simons, Ed.D, Assistant Treasurer  
Gabriel Taussig, Esq.

Mayor, Hon. Bill de Blasio, Ex-officio  
    Represented by: Lydon Sleeper-O'Connell  
Public Advocate, Hon. Letitia James, Ex-officio  
    Represented by: Larry Schimmel, Esq.  
Comptroller, Hon. Scott M. Stringer, Ex-officio  
    Represented by: Jimmy Yan  
Speaker, Hon. Melissa Mark-Viverito, Ex-officio  
    Represented by: Eve Cho Guillergan, Esq.  
Borough President, Hon. Melinda Katz, Ex-officio  
    Represented by: Elisa Velazquez, Esq.

Bridget Quinn-Carey  
    Interim President and Chief Executive Officer

## **II. Minutes**

1. The minutes of the Board of Trustees meeting of January 28, 2016, submitted for approval:

Motion to approve:

Seconded by:

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

**THE QUEENS BOROUGH PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MEETING OF THE BUILDINGS AND GROUNDS COMMITTEE**  
**FEBRUARY 25, 2016**

A meeting of the Buildings and Grounds Committee of the Board of Trustees will be held on Thursday, February 25, 2016 at 6:00 p.m. in the Hon. Robert T. Groh Board Room, Central Library, 89-11 Merrick Boulevard, Jamaica, New York.

**PRESIDING:** John Ottulich  
Chair of Committee

**ATTENDING:** Adrienne Adams  
Judy Bergtraum, Esq.  
Julissa Gutierrez  
James Haddad, Esq.  
Carl Koerner, Esq.  
Robert Santos, Esq.  
Gabriel Taussig, Esq.

Bridget Quinn-Carey  
Interim President and Chief Executive Officer

Dennis Verriello  
Interim Vice President Capital and Facilities  
Management

**EXCUSED:**

**THE QUEENS BOROUGH PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF THE BUILDINGS AND GROUNDS COMMITTEE  
THURSDAY, FEBRUARY 25, 2016  
Central Library  
89-11 Merrick Blvd., 2nd Floor  
Jamaica, New York 11432**

**AGENDA**

**6:00 P.M. BUILDINGS AND GROUNDS COMMITTEE**  
*Hon. Robert T. Groh Board Room*

**I. ROLL CALL**

**II. PUBLIC SESSION**

**Report(s)**

1. Interlocal Agreement to join The Cooperative Purchasing Network (TCPN)
2. Maintenance, Repair & Renovation

**III. ADJOURNMENT**

Motion:

Second:

Time:

***Agenda Item: INTERLOCAL AGREEMENT TO JOIN THE  
COOPERATIVE PURCHASING NETWORK (TCPN)***

**Background:** The Library seeks to leverage existing government contracts that can provide reduced prices and deliver significant time efficiencies. The Library currently utilizes New York City and New York State procurement contracts. As a not-for-profit corporation, the Library is also eligible to participate in purchasing cooperatives that aggregate purchasing volume of the members. New York State permits State agencies to use such cooperative purchasing contracts that are competitively bid.

**Current Status:** The Cooperative Purchasing Network (TCPN) is a leading national governmental purchasing cooperative that offers competitively bid contracts to municipalities, schools and nonprofit organizations. Contracts are awarded by Texas Region 4 Education Service Center, the lead government agency on all TCPN contracts. Contracts are available for facilities, furniture, office supplies & equipment, security systems, technology and other commonly purchased goods and services. Contracts are publically solicited and awarded on behalf of the 37,000 member entities. Members of TCPN include the New York State office of General Services, the New York City Department of Education, The New York City Comptroller's Office and 30 SUNY colleges.

Participating in TCPN can offer reduced prices, administrative productivity associated with bids and contracts, increased competition, and favorable contract terms and conditions. Cooperative purchasing can also deliver significant time

efficiencies in terms of contract development. By allowing the contract management and administrative functions to be provided by the cooperative, the costs associated with these time consuming tasks can be significantly reduced, if not completely avoided.

TCPN vendors include local, regional and national vendors for commonly purchased products and services, allowing its members to make purchases at a discounted rate.

TCPN's contract process was developed by experienced government purchasing professionals and contracts are actively monitored through third-party audits.

There is no cost to participate in TCPN, no restrictions on the amount or size of an order, no minimum purchases required and the Library is not obligated to make purchases under any TCPN contract.

The current Library's Purchasing Policy authorizes the use of blanket government contracts when it is in the best interest of the Library. However, the Library will not be obligated to use the TCPN service for any minimum amount, and will use it at its discretion as an option when seeking to procure goods and services most efficiently and effectively.

Authorization by the Board of Trustees is required to participate in TCPN.



**The Cooperative Purchasing Network ("TCPN")  
Current Contracts  
Alphabetical (By Contract Title)**

<b>Contract Title</b>	<b>Vendor</b>	<b>Contract Renewed Until</b>	<b>Potential Final Expiration</b>	<b>Contract Number</b>
Advanced Placement Test Prep Programs	Kaplan K12 Learning Services	4/30/2016	4/30/2017	RS161
Assistive Technology Products & Services	Don Johnston, Inc.	10/31/2016	10/31/2018	R131702
Assistive Technology Products & Services	EnableMart	10/31/2016	10/31/2018	R131703
Assistive Technology Products & Services	Lightspeed Technologies, Inc.	10/31/2016	10/31/2018	R131705
Athletic and Physical Education Supplies and Uniforms	Barcelona Sporting Goods	9/30/2018	9/30/2020	R151101
Athletic and Physical Education Supplies and Uniforms	Samson Equipment	9/30/2018	9/30/2020	R151102
Athletic and Physical Education Supplies and Uniforms	School Specialty	9/30/2018	9/30/2020	R151103
Auctioneer Services	Lemons Auctioneers dba Online Pros	1/31/2018	1/31/2018	R141901
Auctioneer Services	Lone Star Auctioneers, Inc.	1/31/2018	1/31/2018	R141902
Automotive Parts and Supplies	AutoZone	6/30/2016	6/30/2017	RS165
Boiler Load Optimization Controllers	Greffen Systems, Inc.	5/31/2016	5/31/2016	RS066
Books (Conventional Bound and eBooks) and Related Services	Best Buy for Business	7/31/2016	7/31/2017	RS213
Books (Conventional Bound and eBooks) and Related Services	Capstone	7/31/2016	7/31/2017	RS214
Books (Conventional Bound and eBooks) and Related Services	Cox Subscriptions, Inc.	7/31/2016	7/31/2017	RS215
Books (Conventional Bound and eBooks) and Related Services	Keystone Books & Media	7/31/2016	7/31/2017	RS217
Books (Conventional Bound and eBooks) and Related Services	Mackin Educational Resource	7/31/2016	7/31/2017	RS218
Books (Conventional Bound and eBooks) and Related Services	World Book, Inc.	7/31/2016	7/31/2017	RS221
Building Protection Products	Evonik Degussa Corp.	3/31/2016	3/31/2015	RS134
Bulk Fuel and Related Services	Sun Coast Resources, Inc.	5/31/2016	5/31/2018	R130301
Cabling and Networking Products and Services	Anixter, Inc.	3/31/2016	3/12/2017	RS136
Cabling and Networking Products and Services	Need These	3/31/2016	3/12/2017	RS138
Civil Servant and Public Safety Supplies, Materials and Accessories	Grainger	6/30/2016	6/30/2017	RS209
Claims Recovery and Related Professional Services	Adjusters International	3/31/2016	3/31/2020	R142601
Claims Recovery and Related Professional Services	Marsh USA, Inc.	3/31/2016	3/31/2020	R142602
Claims Recovery and Related Professional Services	Tidal Basin Government Consulting, LLC	3/31/2016	3/31/2020	R142603
Commercial Floor Coverings	Tandus Flooring US LLC	6/30/2016	6/30/2018	R130401
Commercial Floor Coverings	Interface Americas Inc.	6/30/2016	6/30/2018	R130402
Copiers and Printers	Kyocera Document Solutions America, Inc.	5/31/2018	5/31/2020	R150301
Copiers and Printers	Xerox Corporation	5/31/2018	5/31/2020	R150302
Custodial and Related Services	ABM Janitorial Services, Inc.	7/31/2016	7/31/2016	RS072
Custodial and Related Services	GCA K-12 Education Services, Inc.	7/31/2016	7/31/2016	RS073
Custodial and Related Services	SSC Service Solutions	7/31/2016	7/31/2016	RS074
Data Storage and Management Solutions	Smartfiles	6/30/2016	6/30/2018	R130901
Data Storage and Management Solutions	X-IO	6/30/2016	6/30/2018	R130902
Demographics Study Services	Davis Demographics & Planning Inc.	7/31/2016	7/31/2020	R150601
Demographics Study Services	Templeton Demographics	7/31/2016	7/31/2020	R150602

**The Cooperative Purchasing Network ("TCPN")**

**Current Contracts**

**Alphabetical (By Contract Title)**

Demographics Study Services	Transfinder	7/31/2016	7/31/2020	R150603
Differentiated Literacy Instruction	Achieve 3000	7/31/2016	7/31/2017	R5212
Digital Archiving Services	Delta-T Digital Archiving	6/30/2016	6/30/2018	R130501
Digital Media	SAFARI Montage	12/31/2015	12/31/2015	R5061A
Disaster Restoration of Operation Services	Belfor USA Group, Inc.	3/30/2016	3/30/2020	R142501
Disaster Restoration of Operation Services	Blackmon Mooring Services, LTD	3/30/2016	3/30/2020	R142502
Disaster Restoration of Operation Services	Polygon US Corporation	3/30/2016	3/30/2020	R142505
Disaster Restoration of Operation Services	Williamson Restoration	3/30/2016	3/30/2020	R142506
Disaster Restoration of Operation Services	Cotton Commercial USA, Inc.	3/30/2016	3/30/2020	R142504
Educational Project Administration	TCES & Associates, Inc.	11/30/2015	11/30/2015	R5056
Educational Software, Media and Peripherals	edmentum (formerly PLATO)	9/30/2018	9/30/2020	R150701
Educational Software, Media and Peripherals	Academic Superstore (Journey Ed/Digital River)	9/30/2018	9/30/2020	R150703
Educational Software, Media and Peripherals	PCMG, Inc.	9/30/2018	9/30/2020	R150704
Educational Software, Media and Peripherals	SchoolStatus	9/30/2018	9/30/2020	R150705
Educational Software, Media and Peripherals	Super Duper Publications	9/30/2018	9/30/2020	R150706
Electrical Equipment Bulbs and Ballasts	Facility Solutions Group	4/30/2016	4/30/2016	R5063
Elevator Equipment, Service, Repair and Related Services	ThyssenKrupp Elevator Corporation	9/30/2016	9/30/2020	R150801
Employee Benefits and Retirement Enrollment Administrative Services	TCG Consulting, LP	6/30/2016	6/30/2018	R130701
Energy Performance Contracting Services	Trane	2/29/2016	2/28/2018	R5239
Energy Performance Contracting Services	Schneider Electric	2/29/2016	2/28/2018	R5238
Energy Performance Contracting Services	Midstate Mechanical	2/29/2016	2/28/2018	R5237
Energy Performance Contracting Services	Ameresco, Inc.	2/29/2016	2/28/2018	R5234
Energy Performance Contracting Services	OpTerra Energy (Energy Controls)	2/29/2016	2/28/2018	R5235
Energy Performance Contracting Services (AZ)	Midstate Mechanical	6/30/2016	6/30/2017	R5189
Energy Procurement and Management Consulting Services	Choice Energy Services Retail, LP	6/30/2016	6/30/2017	R5184
Energy Procurement and Management Consulting Services	Acclaim Energy Advisors	5/31/2016	5/31/2017	R5210
Energy Procurement and Management Consulting Services	Summit Energy Services	6/30/2016	6/30/2017	R5185
Energy Procurement and Management Consulting Services	Tradition Energy	6/30/2016	4/30/2017	R5174
Environmental Services	Separation Systems Consultants, Inc.	5/31/2016	5/31/2016	R5068
Environmental Services (Supplemental)	Southern Global Safety Services	9/30/2016	9/30/2019	R141002
Equipment and Tool Rental Services	Sunbelt Rentals, Inc.	10/31/2018	10/31/2020	R151501
E-Rate Consultant Services	Educational Funding Group	8/31/2016	8/31/2018	R130601
E-Rate Consultant Services	E-Rate Elite Services, Inc.	8/31/2016	8/31/2018	R130602
E-Rate Consultant Services	ESC Region 12 E-Rate Consulting	8/31/2016	8/31/2018	R130603
Extra-Curricular and Physical Education Products and Services	Samson Equipment	4/30/2016	4/30/2017	R5172
Extra-Curricular and Physical Education Products and Services (Supplemental)	Barcelona Sporting Goods	6/30/2016	6/30/2017	R5204
Extra-Curricular and Physical Education Products and Services (Supplemental)	Custom Chenille Embroidery (formerly Maverick Recognitio	6/30/2016	6/30/2017	R5206
Extra-Curricular and Physical Education Products and Services (Supplemental)	School Specialty	6/30/2016	6/30/2017	R5207
Facilities Management Software	Accruent, LLC	3/31/2016	3/31/2017	R5131

**The Cooperative Purchasing Network ("TCPN")  
Current Contracts  
Alphabetical (By Contract Title)**

Facilities Management Software	SchoolDude.com	3/31/2016	3/31/2017	R5133
Facility Solutions Management Service	The JOC Group	6/30/2016	6/30/2019	R140502
Facility Technology Integration	Convergint Technologies	6/30/2016	6/30/2017	R5193
Facility Technology Integration	Schneider Electric	6/30/2016	6/30/2017	R5191
Fine Paper	Domtar	12/31/2017	12/31/2019	R141401
Fire Systems Maintenance and Inspection Services	API National Service Group	9/30/2016	9/30/2019	R140901
Fleet Washing Products and Services	Zep Sales and Service	9/30/2017	9/30/2019	R141101
Flooring and Outdoor Surface Solutions	Bonitz, Inc.	5/31/2016	5/31/2020	R150101
Flooring and Outdoor Surface Solutions	Business Flooring Partners, LLC	5/31/2016	5/31/2020	R150102
Flooring and Outdoor Surface Solutions	St. Paul Linoleum & Carpet	5/31/2016	5/31/2020	R150103
Foodservice Equipment, Smallwares, Parts Design and/or Installation	CKEP, LLC	8/31/2016	8/31/2018	R131201
Foodservice Equipment, Smallwares, Parts Design and/or Installation	National Restaurant Supply Co., Inc.	8/31/2016	8/31/2018	R131202
Fuel Card Services	FleetCor Technologies dba Fuelman	3/31/2016	3/31/2017	R5127
Furniture and Installation	Teknion, LLC	4/30/2018	4/30/2020	R142214
Furniture and Installation	Allsteel	4/30/2018	4/30/2020	R142201
Furniture and Installation	Artcobell Corporation and Midwest Folding Products	4/30/2018	4/30/2020	R142202
Furniture and Installation	Contrax Furnishings	4/30/2018	4/30/2020	R142203
Furniture and Installation	Enwork	4/30/2018	4/30/2020	R142204
Furniture and Installation	Exemplis Corp (Ideon, Sit On It)	4/30/2018	4/30/2020	R142205
Furniture and Installation	Gunlocke Company LLC, The	4/30/2018	4/30/2020	R142206
Furniture and Installation	Hertz Furniture	4/30/2018	4/30/2020	R142207
Furniture and Installation	HON Company	4/30/2018	4/30/2020	R142208
Furniture and Installation	Jasper Group	4/30/2018	4/30/2020	R142217
Furniture and Installation	Izzy + (JSJ Furniture)	4/30/2018	4/30/2020	R142209
Furniture and Installation	Krueger International(KI)	4/30/2018	4/30/2020	R142210
Furniture and Installation	Mayline Company, LLC	4/30/2018	4/30/2020	R142211
Furniture and Installation	Office Depot	4/30/2018	4/30/2020	R142212
Furniture and Installation	OFS Brands Holdings, Inc.	4/30/2018	4/30/2020	R142213
Furniture and Installation	Trendway Corporation	4/30/2018	4/30/2020	R142215
Furniture and Installation	VS America, Inc.	4/30/2018	4/30/2020	R142216
Grounds Keeping Products and Services	Toro	9/30/2017	9/30/2019	R141201
Healthcare/Science Supplies for Instruction and Demonstration and Related Services	Frey Scientific	6/30/2017	6/30/2019	R140101
Healthcare/Science Supplies for Instruction and Demonstration and Related Services	Pocket Nurse	6/30/2017	6/30/2019	R140102
Healthcare/Science Supplies for Instruction and Demonstration and Related Services	School Health Corporation	6/30/2017	6/30/2019	R140103
Human Capital Consulting Services	Willis of Texas, Inc.	8/31/2016	8/31/2018	R131401
HVAC Equipment, Installation, Service and Related Services	Trane	9/30/2016	9/30/2020	R150502
HVAC Equipment, Installation, Service and Related Services	Daikin Applied	9/30/2016	9/30/2020	R150505
HVAC Equipment, Installation, Service and Related Services	TDIndustries	9/30/2016	9/30/2020	R150501
Janitorial Supplies, Equipment, Maint. and Repair	Buckeye Cleaning Center	2/29/2016	2/28/2017	R5118

The Cooperative Purchasing Network ("TCPN")

Current Contracts

Alphabetical (By Contract Title)

Janitorial Supplies, Equipment, Maint. and Repair	Ecolab Inc.	2/29/2016	2/28/2017	R5119
Janitorial Supplies, Equipment, Maint. and Repair	Office Depot	2/29/2016	2/28/2017	R5120
Maintenance, Repair & Operations (MRO) Supplies and Related Services	Fastenal	3/31/2018	3/31/2020	R142101
Maintenance, Repair & Operations (MRO) Supplies and Related Services	Grainger	3/31/2018	3/31/2020	R142102
Maintenance, Repair & Operations (MRO) Supplies and Related Services	Low's Home Centers, Inc.	3/31/2016	3/31/2020	R142104
Maintenance, Repair & Operations (MRO) Supplies and Related Services	Lawson Products, Inc.	3/31/2018	3/31/2020	R142103
Maintenance, Repair & Operations (MRO) Supplies and Related Services	Kimball Midwest	3/31/2018	3/31/2020	R142105
Maintenance, Repair & Operations (MRO) Supplies and Related Services	WESCO Distribution, Inc.	3/31/2018	3/31/2020	R142106
Managed Print Solutions	Office Depot	2/29/2016	2/28/2018	R5243
Managed Print Solutions	Novitex	2/29/2016	2/28/2018	R5244
Managed Print Solutions	Xerox Corporation	2/29/2016	2/28/2018	R5245
Managed Print Solutions	Hewlett-Packard	2/29/2016	2/28/2018	R5242
Managed Services, Including Payroll	ADP	4/30/2016	4/30/2017	R5159
Modular Aluminum Walkway Systems	Sapa Extrusions	2/29/2016	2/28/2018	R5233
Modular Buildings and Portable Classrooms (Supp)	Williams Scotsman, Inc.	6/30/2016	6/30/2016	R5071
Office Supplies	Office Depot	2/28/2018	2/28/2020	R141703
Office Supplies	Quill Corporation	2/28/2018	2/28/2020	R141704
Office Supplies	Gonzalez Office Products	2/28/2018	2/28/2020	R141705
Office Supplies	Independent Stationers	2/28/2018	2/28/2020	R141701
Office Supplies	MetroOfficeSolutions	2/28/2018	2/28/2020	R141702
Oracle Products and Services	Mythics, Inc.	12/31/2017	12/31/2019	R141801
OSHA Training Services	J.J. Keller & Associates	10/31/2016	10/31/2018	R131601
Performance Based Maintenance	Midstate Mechanical	3/31/2016	3/31/2017	R5157
Performance Evaluation System	Bullseye Engagement	2/29/2016	2/28/2018	R5240
Performance Evaluation System	Teachscape	2/29/2016	2/28/2018	R5241
Performing Arts, Apparel, Instruments and Equipment	DeMoulin Brothers & Company	10/31/2017	10/31/2015	R140801
Performing Arts, Apparel, Instruments and Equipment	Music & Arts	10/31/2017	10/31/2015	R140802
Performing Arts, Apparel, Instruments and Equipment	Washington Music Center, Inc.	10/31/2017	10/31/2015	R140803
Performing Arts, Apparel, Instruments and Equipment	Wenger Music Company	10/31/2017	10/31/2015	R140804
Photography Services	Strawbridge Studios, Inc.	4/30/2018	4/30/2020	R142302
Playground Systems, Installation, Service and Related Items	BCI Burke Company, LLC	6/30/2016	6/30/2017	R5199
Playground Systems, Installation, Service and Related Items	Grounds for Play	6/30/2016	6/30/2017	R5200
Playground Systems, Installation, Service and Related Items	Krauss Craft, Inc.	6/30/2016	6/30/2017	R5201
Playground Systems, Installation, Service and Related Items	Landscape Structures Inc.	6/30/2016	6/30/2017	R5202
Playground Systems, Installation, Service and Related Items	Play & Park Structures	6/30/2016	6/30/2017	R5203
Procurement Cards and Related Services	U.S. Bank	3/31/2016	3/31/2017	R5125
Procurement Cards and Related Services	UMB Bank, N.A.	3/31/2017	3/31/2017	R5126
Professional Development and Comprehensive School Improvement	Flippen Group; Flippen Group; Flippen Group	5/31/2016	5/31/2017	R5141
Professional Development and Comprehensive School Improvement	Knowledge Delivery Systems	5/31/2016	5/31/2017	R5142

**The Cooperative Purchasing Network ("TCPN")**  
**Current Contracts**  
**Alphabetical (By Contract Title)**

Professional Development for Instructional Tech Services	Data Projections	10/31/2016	10/31/2016	R5103
Refrigeration Equipment, Installation and Service	TDIndustries	5/31/2016	5/31/2020	R150202
Risk Management Services	McGriff, Seibels, and Williams of Texas, Inc.	6/30/2016	6/30/2018	R130801
Risk Preparedness and Consulting Services	Adjusters International	3/30/2016	3/30/2020	R142401
Risk Preparedness and Consulting Services	Haystax Technology	3/30/2016	3/30/2020	R142402
Risk Preparedness and Consulting Services	Marsh, LLC	3/30/2016	3/30/2020	R142403
Roofing Products and Services	Progressive Roofing	2/29/2016	2/28/2019	R132202
Roofing Products and Services	Parsons Commercial Roofing	2/29/2016	2/28/2019	R132201
Roofing Products and Services	RoofConnect	2/29/2016	2/28/2019	R132203
Roofing Products and Services	Tremco, Inc.	2/29/2016	2/28/2019	R132205
Safety Information Management Systems	Haystax Technology	3/31/2018	3/31/2020	R142801
Safety Information Management Systems	CrisisGo	3/31/2018	3/31/2020	R142802
School Supplies	ETA hand2mind	1/31/2018	1/31/2020	R141602
School Supplies	Brame Specialty Company, Inc.	1/31/2018	1/31/2020	R141601
School Supplies	Kaplan Learning Company	1/31/2018	1/31/2020	R141603
School Supplies	Lakeshore Learning Materials	1/31/2018	1/31/2020	R141604
School Supplies	Quill Corporation	1/31/2018	1/31/2020	R141606
School Supplies	Gonzalez Office Products	1/31/2018	1/31/2020	R141607
School Supplies	School Specialty	1/31/2018	1/31/2020	R141608
School Supplies	Office Depot	1/31/2018	1/31/2020	R141605
Scoreboards and Electronic Signs	Daktronics	6/30/2016	6/30/2017	R5195
Scoreboards and Electronic Signs	Electro-Mech	6/30/2016	6/30/2017	R5196
Scoreboards and Electronic Signs	Nickerson Corp.	6/30/2016	6/30/2017	R5197
Security Services	Anixter, Inc.	6/30/2016	6/30/2017	R5166
Security Services	Convergint Technologies	6/30/2016	6/30/2017	R5167
Security Services	Schneider Electric	6/30/2016	6/30/2017	R5169
Security Services	Wunderlich-Malec Systems	4/30/2016	8/11/2015	R5170
Security Services (Supplemental)	Lensec	2/29/2016	2/28/2018	R5230
Security Services (Supplemental)	Wren Solutions	2/29/2016	2/28/2018	R5232
Software and Related Products and Services	Carahsoft Technology Corp.	5/31/2018	5/31/2020	R150402
Software and Related Products and Services	BrightBytes	5/31/2018	5/31/2020	R150401
Software and Related Products and Services	Hyland Software, Inc.	5/31/2018	5/31/2020	R150404
Software and Related Products and Services	Hayes Software	5/31/2018	5/31/2020	R150403
Software and Related Products and Services	Ident-A-Kid Services of America, Inc.	5/31/2018	5/31/2020	R150405
Software and Related Products and Services	Infosnap, Inc.	5/31/2018	5/31/2020	R150406
Software and Related Products and Services	Intrafinity o/a SharpSchool	5/31/2018	5/31/2020	R150407
Software and Related Products and Services	PCMG, Inc.	5/31/2018	5/31/2020	R150408
Software and Related Products and Services	Zones, Inc.	5/31/2018	5/31/2020	R150409
Software and Related Products and Services	Ardham Technologies	5/31/2018	5/31/2020	R150410

**The Cooperative Purchasing Network ("TCPN")**  
**Current Contracts**  
**Alphabetical (By Contract Title)**

Solution to Build Stakeholder Engagement in Public Schools	K12 Insight	4/30/2016	4/30/2017	RS160
Sports Surfaces, Installation and Related Material (National)	AstroTurf	5/31/2016	5/31/2017	RS175
Sports Surfaces, Installation and Related Material (National)	FieldTurf USA, Inc.	5/31/2016	5/31/2017	RS176
Technology Solutions	Audio Visual Innovations	10/31/2016	10/31/2016	RS105
Technology Solutions	CDWG	10/31/2016	10/31/2016	RS106
Technology Solutions	Counter Trade Products	10/31/2016	10/31/2016	RS107
Technology Solutions	eInstruction Corporation	10/31/2016	10/31/2016	RS109
Technology Solutions	GovConnection	10/31/2016	10/31/2016	RS110
Technology Solutions	M&A Technology	10/31/2016	10/31/2016	RS111
Technology Solutions	Promethean, Inc.	10/31/2016	10/31/2016	RS112
Technology Solutions	Office Depot-Technology	10/31/2016	10/31/2016	RS113
Technology Solutions	Troxell Communications	10/31/2016	10/31/2016	RS114
Technology Solutions	Audio Visual Aids	10/31/2016	10/31/2016	RS104
Time Clock Software System and Related Services	TimeClock Plus	8/31/2016	8/31/2018	R131301
Time Clock Software System and Related Services	GHG Corporation	8/31/2016	8/31/2018	R131302
Trenchless Technology Rehabilitation and Related Items and Services	Utility Services Authority, LLC	3/31/2016	3/31/2017	RS144
Video Conferencing Equipment and Services	Ford Audio-Video Systems, LLC	6/30/2016	6/30/2018	R131101
Video Conferencing Equipment and Services	RPS Holdings, Inc.	6/30/2016	6/30/2018	R131102
Video Conferencing Equipment and Services	SKC Communications, Inc.	6/30/2016	6/30/2018	R131103
Web-based Procurement Provider	ESM Solutions, Inc.	6/30/2017	6/30/2019	R140201
Web-based Procurement Provider	Elcom International, Inc.	6/30/2017	6/30/2019	R140202
Wellness Insurance Program	Cypress Associates Inc.	8/31/2016	8/31/2017	RS222
Wireless Communications	Alliance Corporation	12/31/2015	12/31/2015	RS063A
Wireless Communications	IBM	12/31/2015	12/31/2015	RS064A
Wireless Communications	WAV, Inc.	12/31/2015	12/31/2015	RS065A

**Agenda Item: MAINTENANCE, REPAIR & RENOVATION**

**Current Status:** Maintenance, repair or renovation purchases awarded between January 1, 2016 and January 31, 2016 in excess of \$5,000 are provided below for informational purposes. Approved procurement procedures were executed in accordance with Board Purchasing Policy, including all items purchased by utilizing Board of Trustee approved Requirements Contracts, Government Requirements Contracts, competitive quotations or in response to emergency conditions as a matter of health and safety.

**Broadway** PM Contracting Company LLC to provide construction services pertinent to installing Green Wall and exterior seating as required. - \$7,080.00

**Central** Scarponi & Sons Plumbing and Heating LLC to provide sink and grease trap installation services as required. - \$8,500.00

**Corona** PM Contracting Company LLC to provide all labor and materials necessary to perform general construction work to repair a curb cut and remove concrete and obtain DOT & DOB approval / signoff, as required. - \$9,500.00

**THE QUEENS BOROUGH PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MEETING OF THE EXECUTIVE COMMITTEE**  
**February 25, 2016**

A regular meeting of the Executive Committee of the Board of Trustees will be held at 6:15 p.m., Thursday, February 25, 2016, in the Hon. Robert T. Groh Board Room of the Central Library, 89-11 Merrick Boulevard, Jamaica, New York.

**PRESIDING:** Gabriel Taussig, Esq.  
Chair, Executive Committee

Judy Bergtraum, Esq.  
Matthew Gorton  
Carl Koerner, Esq.  
Michael Rodriguez, Esq.  
Edward Sadowsky, Esq.  
Robert Santos, Esq.  
Earl G. Simons, Ed.D

Bridget Quinn-Carey  
Interim President and CEO

**EXCUSED:**



**THE QUEENS BOROUGH PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MEETING OF THE EXECUTIVE COMMITTEE**  
***THURSDAY, FEBRUARY 25, 2016***

**Central Library**  
**89-11 Merrick Blvd., 2nd Floor**  
**Jamaica, New York 11432**

**A G E N D A**

**6:15 P.M.**

**EXECUTIVE COMMITTEE**  
***Hon. Robert T. Groh Board Room***

**I. PUBLIC SESSION**

**Action Item(s)**

1. Contract Authorization – Website Redesign Project Vendor

**Report(s)**

1. Personnel Report – 12/16/15 – 1/15/16

**II. ADJOURNMENT**

**Motion:**

**Second:**

**Time:**

**Agenda Item: *CONTRACT AUTHORIZATION – WEBSITE REDESIGN PROJECT VENDOR***

**Background:** The Queens Library website is an essential tool that helps us serve our customers. The website serves many different purposes including providing information about programs and services, hours, emergency closings, locations and other information that customers need. In addition, the website is essential for delivering services such as reserving and renewing materials, checking out eBooks, accessing databases and conducting research.

The Queens Library website provides customers access to information, services and digital content anywhere and anytime. The website is also essential to supporting marketing programs designed to engage our current customers and acquire new customers.

The current website is over seven years old and is outdated in form and functionality. The website lacks many features and functions that are common in more modern websites; this creates a challenge for our organization to deliver the best possible service to our customers. A recently completed customer satisfaction survey identified some major issues, such as difficulty in finding information, slow performance, not being mobile friendly and difficulty using the mobile website.

- **Not mobile friendly.** A majority of Americans use mobile devices to access the Internet. The current site is not a responsive website and a separate mobile site needs to be created and maintained. The current mobile website has less functionality, content and services in comparison to the desktop version of the website. In addition, having two versions of a website requires additional resources. We are planning to bring these together for enhanced functionality and performance.

- **Poor user experience.** Based on customer and staff feedback, the current website is very difficult to use. People have commented that it's confusing and difficult to find information. The website lacks many user interface features and functions that customers may use on other websites.
- **Poor performance.** The current website has performance issues such as slow website response times, slow searches, and slow account access which results in poor customer experience.
- **Out of date technology.** The current website is built on Drupal version 6 which was released in 2008. The current version of Drupal is version 8. The older technology platform limits the ability to develop or implement new features and functions as there is a lack of support.

The Queens Library website needs to be redesigned and updated to deliver the best possible service and provide an excellent user experience for our customers.

**Current Status:** Based on the need to redesign and update the website, an RFP was developed seeking a vendor to work with our internal team to develop a more impactful website for our customers. The project includes research, planning, designing and executing a website redesign strategy that best meets Queens Library's goals.

The RFP included the following objectives for the website redesign project:

1. Make the website more user-friendly, easier to navigate and easier for customers to find what they are looking for.
2. Design a customer centered user experience for the website based on identified needs and user profiles.

3. Develop customer touchpoints that enable digital relationships with customers.
4. Implement tools, programs or solutions that make it easier to automate and track customer acquisition marketing programs and customer retention programs.
5. Incorporate methods of collecting data for customers to personalize the experience at Queens Library.
6. Implement a method for lead management targeting non-customers.
7. Enhance accessibility, usability and features for program information on the website so that customers can get the information in the method that is most useful to them.
8. Enhance program listings to incorporate more content about the program.
9. Improve the way programs are organized and presented on the website.
10. Enable customers to select preferences, interests and other user preferences so that they can get the program information pushed to them.
11. Implement programs and tools to automatically push program information to customers.
12. Ensure that the new website is accessible on any type of device including desktops, tablets and mobile devices.
13. Improve customer accessibility to programs and digital services by designing an improved user experience.
14. Produce and showcase content that promotes the Library's programs and services to new and current customers.

15. Enable customers and other website visitors to easily make donations to support the Library.
16. Make program content available on the website via video and other methods so that customers unable to attend a program may still access the program content.
17. Enable customers to select and choose his or her home community library on the website to customize the experience. In addition, users will have the option to customize “views” or select which components appear on the screen in the preferences area.
18. Integrate popular social media platforms with the website so that customers can build connections with the Library and with other customers.

In addition to meeting the website objectives the RFP outlined the following requirements and scope of services:

1. Drupal experience. The vendor must have knowledge and experience in designing websites for Drupal CMS.
2. Non-profit experience. It’s preferred that the vendor have some prior experience with non-profit organizations and should be able to provide a portfolio of their work.
3. Research, Planning and Design. The vendor will develop the strategic plans for the website redesign based on identified goals, research and expertise. Once the research and planning stages are completed, the vendor should be able to develop information architecture, wireframes and final designs. Once approved, the vendor should be able to pass along all coding requirements, designs, and example code (where appropriate) for our internal team to implement.

4. User Experience. The vendor should consider the user experience on the website when constructing the redesign. This includes wireframes, recommendations on navigation, site structure and general flows (Ex: card-holder registration flow, program registration flow, etc.)
5. Responsive Web Design. The vendor should be an expert in designing pages that respond to the needs of the users and the devices they're using. The site layout should change based on size and capabilities of the device. Design should be easy to read, scroll and navigate.
6. Mobile. The vendor should make improvements to the mobile site and ensure that the mobile experience is consistent to the web.
7. Information architecture. The vendor should organize the content and flow of the website effectively with research and planning.
8. Client Support. The vendor should provide the Queens Library staff with an account manager and IT contact that are available as needed.
9. SEO. The vendor should ensure that all changes made to the Queens Library website are optimized for search engines (also known as Search Engine Optimization). The vendor should also assist with an SEO strategy for the website.

After receiving and reviewing proposals from nine (9) different vendors and meeting with the top three (3) ranked vendors, the recommendation is that the Queens Library should award the contract to Door3 for the following reasons:

The review committee consisted of Kelvin Watson, Chief Innovation and Technology Officer; Han Ko, Director of Marketing; Christopher Carvey, Director of Interactive Customer Experience; Thomas Bubser, Senior Project and Quality Assurance Manager; Ankaj Patidar, Senior Web and Applications Program Manager; and Amanda Beekharry, Marketing Manager.

- Door3 received the highest score of 485.9 points. Interpersonal Frequency received 482.6 points and Sapient received 446 points.
- Door3 was the most knowledgeable and experienced in Drupal and mobile development.
- Door3 was very impressive in the methodology and approach which was most compatible with Queens Library IT.
- Door3 was flexible in its project management timeline.
- Door3 presented the most forward thinking ideas and concepts.

<b>Vendor</b>	<b>Total Points</b>	<b>Cost</b>	<b>Hours</b>	<b>Average Hourly Rate</b>	<b>Timeframe</b>
Door3	485.9	\$239,040	1,925	\$125	15 weeks
Interpersonal Frequency	482.6	\$157,800	902*	\$175	24 weeks
Sapient	446.0	\$295,836	N/A	Hourly rate not provided.	19 weeks

\*Calculated based on total cost and provided hourly rate.

**Recommended Motion for Consideration by the Executive Committee:**

*I move that the Executive Committee recommend to the Board of Trustees that the Interim President & CEO be authorized to enter into a contract with Door3 in the amount not to exceed \$239,040 for website redesign services.*



<b>APPOINTMENTS:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Hire Date</b>
Abraham, Linda	Supervising Librarian 1	Assistant Community Library Manager	12/27/2015
Akbar, David	Junior Library Custodian	Junior Library Custodian	12/27/2015
Contreras, Jessica	Principal Administrative Associate 1	HR Solution Center Specialist	12/27/2015
Daneshwar, Sheila	Principal Administrative Associate 1	Donor Relations Specialist	1/10/2016
Fekett, Zachary	Office Aide 1	Customer Service Representative	1/10/2016
Lee, Susie	Librarian 1	General Librarian	1/10/2016
Maier, Katrin	Senior Librarian 1	Children Librarian	12/27/2015
McFarlane, Rory	Junior Library Custodian	Junior Library Custodian	12/27/2015
Persaud, Shaneeza	Principal Administrative Associate 1	HR Specialist	12/27/2015
Unni, Asha	Supervising Librarian 1	Central Library Assistant Manager	1/10/2016
<b>Employee Count:</b>	<b>10</b>		

<b>PROMOTIONS:</b>					
<b>Employee Name</b>	<b>Old Job Title</b>	<b>Old Position Title</b>	<b>New Job Title</b>	<b>New Position Title</b>	<b>Promotion Date</b>
Barr, Frank	Junior Library Custodian	Junior Library Custodian	Library Custodian	Library Custodian	1/3/2016
Davis, Michael	Junior Library Custodian	Junior Library Custodian	Library Custodian	Library Custodian	1/3/2016
Islam, Shahnoor	Office Associate 1	Office Associate	Supervising Librarian 1	Metadata Services Supervisor	12/27/2015
Williamson, Jakea	Staff Analyst 1	Employment Counselor	Staff Analyst 1	Assistant Manager	12/27/2015
<b>Employee Count:</b>	<b>4</b>				

<b>TRANSFERS:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Effective Date</b>
Adeobe, Kwame	Library Custodian	Library Custodian	12/13/2015
Benton, Sandra	Library Custodian	Library Custodian	1/14/2016
Brewster-Lee, Kathy	Technical Support Aide 2	Help Desk Representative	12/20/2015
Dann, Leslie	Supervising Librarian 2	Community Library Manager	12/14/2015
Hussein, Shaimaa	Librarian 1	General Librarian	11/30/2015
Melgar, Carlos	Junior Library Custodian	Junior Library Custodian	1/10/2016
<b>Employee Count:</b>	<b>6</b>		

<b>LEAVE WITHOUT PAY:</b>			
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Last Day Worked</b>
Alman, Nicole	Senior Librarian 1	Children Librarian	12/11/2015
Messina, Danny	Junior Library Custodian	Junior Library Custodian	8/18/2015
Persaud, Navita	Staff Analyst 1	Lead Pre-K Teacher	12/16/2015
<b>Employee Count:</b>	<b>3</b>		

<b>RETURN FROM LEAVE OF ABSENCE:</b>		
<b>Employee Name</b>	<b>Job Title</b>	<b>Change Date</b>
Alman, Nicole	Senior Librarian 1	12/29/2015
Basu, Gopa	Office Aide 3	12/16/2015
Francois, Myrtha Marie	Office Aide 3	12/28/2015
Jenkins-Moore, Zeena	Technical Support Aide 2	1/11/2016
Makar, Amal	Office Aide 3	12/23/2015
<b>Employee Count:</b>	<b>5</b>	

<b>SEPARATIONS:</b>				
<b>Employee Name</b>	<b>Job Title</b>	<b>Position Title</b>	<b>Date of Hire</b>	<b>Years</b>
Abraham, Linda	Supervising Librarian 1	Assistant Community Library Manager	12/27/2015	0.04
Chester, Malissa	Staff Analyst 1	Universal Pre-K Assistant Teacher	8/27/2015	0.25
Cullen, Lewis	Junior Library Custodian	Junior Library Custodian	5/22/1999	16.60
Holdampf, Mary	Senior Librarian 2	General Librarian	10/23/2005	10.23
Santizo, Gustavo	Junior Library Custodian	Junior Library Custodian	11/9/1985	30.15
Tactuk, Leticia	Technical Support Aide 2	Customer Service Specialist	10/30/2005	10.17
<b>Employee Count:</b>	<b>6</b>			

**THE QUEENS BOROUGH PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**MEETING OF THE FINANCE & INVESTMENT COMMITTEE**

**February 25, 2016**

A meeting of the Finance & Investment Committee of the Board of Trustees will be held at 6:45 p.m., Thursday, February 25, 2016, in the Hon. Robert T. Groh Board Room of the Central Library, 89-11 Merrick Boulevard, Jamaica, and New York.

**PRESIDING:** Michael Rodriguez Esq. Committee Chair

**PRESENT:** Matthew Gordon  
James Haddad, Esq.  
Carl Koerner, Esq.  
Robert Santos, Esq.  
Earl Simons, Ed.D

Bridget Quinn-Carey  
Interim President and Chief Executive Officer

Tracy Yogman  
Chief Financial Officer

**EXCUSED:**

**THE QUEENS BOROUGH PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**MEETING OF THE FINANCE & INVESTMENT COMMITTEE**

*THURSDAY, February 25, 2016*

Central Library  
89-11 Merrick Blvd., 2nd Floor  
Jamaica, New York 11432

**AGENDA**

**6:45 P.M. FINANCE & INVESTMENT COMMITTEE**  
*Hon. Robert T. Groh Board Room*

**I. ROLL CALL**

**II. PUBLIC SESSION**

**Action Item(s)**

1. Approval of Bills for the Month of January 2016
2. Acceptance of Financial Reports for the Period  
Ending January 31, 2016
3. FY '16 City Fund Budget Modification

**Report(s)**

1. Payroll for the Month of January 2016

**III. ADJOURNMENT**

**Motion:**

**Second:**

**Time:**

***Agenda Item: APPROVAL OF BILLS FOR THE MONTH OF  
JANUARY 2016***

**Background:** In accordance with New York State Law, the Board of Trustees has sole authority over the expenditure of funds appropriated for library purposes and must have a method in place for the review and approval of all expenditures.

**Current Status:** The Chief Financial Officer submits for approval bills in the aggregate sum of \$3,518,962 being the amount of January 2016 bills vouchered and paid consisting of \$60,470 in Fines & Fees Funds, \$787,879 in City Funds, \$369,225 in Federal & State Funds, \$2,208,124 in Trust & Agency Funds, \$64,554 in Board-designated & Private Grants Funds, and \$28,710 from the Workers Compensation Reserve Fund. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.

**Recommended Motion for Consideration by the Finance & Investment Committee:**

*I move that the Finance & Investment Committee recommend to the Board of Trustees the approval of the January 2016 bills in the aggregate sum of \$3,518,962.*

**Agenda Item: ACCEPTANCE OF FINANCIAL REPORTS FOR THE PERIOD ENDING JANUARY 31, 2016**

**Background:** In accordance with Library By-Laws, the Library’s financial statements shall be reviewed on a regular basis.

**Current Status:** The Chief Financial Officer submits the Budget Reports attached for Board approved operating funds and Balance Sheets for all funds as of January 31, 2016.

**Recommended Motion for Consideration by the Finance & Investment Committee:**

*I move that the Finance & Investment Committee recommend to the Board of Trustees that the Budget Reports for Board approved operating funds and Balance Sheets for all funds as of January 31, 2016 be accepted.*

*THE QUEENS BOROUGH PUBLIC LIBRARY*

**FINANCIAL STATEMENTS**

**AS OF JANUARY 31, 2016**

**FINANCE & INVESTMENT COMMITTEE MEETING**

**FEBRUARY 25, 2016**



<b>City General Fund</b>						
<b>Budget Report as of January 31, 2016</b>						
<i>In thousands</i>						
<b><u>Estimated Revenues</u></b>	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
City Appropriations	\$ 99,415	\$ 100,206	\$ 74,850	-	\$ 25,356	25%
Interest Income	5	5	12	-	(7)	0%
Rental	21	21	60	-	(39)	0%
Sundry Revenues	-	-	-	-	-	0%
Legal Settlement	-	-	-	-	-	0%
Insurance Proceeds	-	-	5	-	(5)	0%
<b>Total Revenues</b>	<b>\$ 99,441</b>	<b>\$ 100,232</b>	<b>\$ 74,927</b>	<b>\$ -</b>	<b>\$ 25,305</b>	<b>25%</b>
<b><u>Appropriations</u></b>						
Personal Services	\$ 60,369	\$ 59,397	\$ 29,924	-	\$ 29,473	50%
Health Insurance	13,747	14,253	6,761	-	7,492	53%
Social Security	4,705	4,701	2,575	-	2,126	45%
Unemployment Insurance	140	140	43	-	97	69%
Employee Welfare Fund	2,582	2,575	1,197	-	1,378	54%
Disability Insurance	273	269	11	-	258	96%
Workers' Compensation	-	-	-	-	-	0%
Training	12	12	-	-	12	100%
General Supplies	1,310	1,386	505	273	608	44%
Maintenance & Custodial Supplies	622	632	184	65	383	61%
Equipment	369	337	103	67	167	50%
Furniture	43	43	21	20	2	5%
Library Materials	3,088	3,838	1,758	199	1,881	49%
Contractual Services	1,705	1,690	573	171	946	56%
Postage	162	162	99	11	52	32%
Telecommunications	476	496	213	13	270	54%
Carfare, Travel & Mileage	38	38	23	-	15	39%
Maintenance & Repairs - Vehicles	137	137	78	-	59	43%
Maintenance & Repairs - Buildings	1,495	1,570	568	549	453	29%
Information Systems Services	1,778	1,778	824	92	862	48%
Rentals - Land/Buildings	1,311	1,311	755	-	556	42%
Heat, Light, and Power	2,939	2,943	2	-	2,941	100%
P & C Insurance Premiums	520	570	511	-	59	10%
Adult Literacy	1,620	1,724	861	14	849	49%
Anti Poverty	-	5	-	-	5	100%
Program Support-Rosedale, FR,Ar	-	25	1	1	23	92%
Programs - Friends of Briarwood	-	5	1	-	4	80%
Technology Upgrades - Astoria	-	5	-	-	5	100%
Early Childhood Literacy	-	175	48	2	125	71%
Job Business Academy	-	10	-	-	10	100%
Program Support- CD 31	-	5	-	-	5	100%
<b>Total Appropriations</b>	<b>\$ 99,441</b>	<b>\$ 100,232</b>	<b>\$ 47,639</b>	<b>\$ 1,477</b>	<b>\$ 51,116</b>	<b>51%</b>

<b>Fines and Fees Fund</b>						
<b>Budget Report as of January 31, 2016</b>						
<i>In thousands</i>						
<b><u>Estimated Revenues</u></b>	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
Fines on Overdue Items	\$ 1,433	\$ 1,433	\$ 731	-	\$ 702	49%
Lost Library Cards	60	60	30	-	30	50%
Lost & Damaged Items Fees	305	305	159	-	146	48%
Interest Income- Fines/Fees	2	2	-	-	2	100%
<b>Total Revenues</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>\$ 920</b>	<b>-</b>	<b>\$ 880</b>	<b>49%</b>
<b><u>Appropriations</u></b>						
Personal Services	\$ 11	\$ 11	4	-	\$ 7	64%
Social Security	1	1	1	-	-	0%
Training	249	249	100	30	119	48%
General Supplies	24	24	3	-	21	88%
Equipment	33	33	-	-	33	100%
Library Materials	535	535	343	3	189	35%
Contractual Services	1,072	1,072	359	129	584	54%
Information System Services	60	60	-	-	60	100%
<b>Total Appropriations</b>	<b>\$ 1,985</b>	<b>\$ 1,985</b>	<b>\$ 810</b>	<b>\$ 162</b>	<b>\$ 1,013</b>	<b>51%</b>

<b>Federal General Fund</b>						
<b>Budget Report as of January 31, 2016</b>						
<i>In thousands</i>						
	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b><u>Estimated Revenues</u></b>						
Federal USDF Program Refunds	\$ 2,787	\$ 2,787	-	-	\$ 2,787	100%
Total Revenues	\$ 2,787	\$ 2,787	-	-	\$ 2,787	100%
<b><u>Appropriations</u></b>						
Telecommunications	\$ 2,787	\$ 2,787	\$ 896	-	\$ 1,891	68%
Information Systems Services	-	-	(33)	33	-	0%
Total Appropriations	\$ 2,787	\$ 2,787	\$ 863	\$ 33	\$ 1,891	68%

<b>State General Fund</b>						
<b>Budget Report as of January 31, 2016</b>						
<i>In thousands</i>						
<b><u>Estimated Revenues</u></b>	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
Basic Grant Revenues	\$ 3,829	\$ 3,829	\$ (68)	-	\$ 3,897	102%
Consolidated Systems Aid	1,509	1,509	-	-	1,509	100%
Legal Settlements	-	-	-	-	-	0%
County Prison Aid				-	-	0%
<b>Total Revenues</b>	<b>\$ 5,338</b>	<b>\$ 5,338</b>	<b>(68)</b>	<b>-</b>	<b>\$ 5,406</b>	<b>101%</b>
<b><u>Appropriations</u></b>						
Personal Services	\$ 911	\$ 893	\$ 213	-	\$ 680	76%
Health Insurance	-	-	4	-	(4)	0%
Social Security	74	49	21	-	28	57%
Employee Welfare Fund	-	-	-	-	-	0%
Pension	-	43	43	-	-	0%
Workers' Compensation	-	-	-	-	-	0%
Training	51	51	17	2	32	63%
General Supplies	15	17	3	4	10	59%
Equipment	102	177	75	22	80	45%
Furniture		357	69	73	215	60%
Library Materials	522	522	240	19	263	50%
Contractual Services	2,069	2,124	822	472	830	39%
Carfare, Travel & Mileage	5	5	-	-	5	100%
Maintenance & Repairs - Buildings	777	1,633	254	705	674	41%
Information Systems Services	2,505	2,505	560	351	1,594	64%
<b>Total Appropriations</b>	<b>\$ 7,031</b>	<b>\$ 8,376</b>	<b>\$ 2,321</b>	<b>\$ 1,648</b>	<b>\$ 4,407</b>	<b>53%</b>

<b>Board-Designated Fund</b>						
<b>Budget Report as of January 31, 2016</b>						
<i>In thousands</i>						
	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
<b><u>Estimated Revenues</u></b>						
Interest & Dividend Income	\$ 250	\$ 250	\$ 125	-	\$ 125	50%
Library Merchandise Sales	2	2	-	-	2	100%
Gains (Losses) on Investments	300	300	(646)	-	946	0%
<b>Total Revenues</b>	<b>\$ 552</b>	<b>\$ 552</b>	<b>\$ (521)</b>	<b>-</b>	<b>\$ 1,073</b>	<b>194%</b>
<b><u>Appropriations</u></b>						
Training	\$ 10	\$ 10	\$ -	\$ -	\$ 10	100%
General Supplies	61	53	15	-	38	72%
Contractual Services	660	761	301	66	394	52%
Carfare, Travel & Mileage	12	12	6	-	6	50%
Maintenance & Repairs - Vehicles	6	6	-	-	6	100%
P & C Insurance Premiums	3	3	-	-	3	100%
Information Systems Services		7	-	-	7	100%
<b>Total Appropriations</b>	<b>\$ 752</b>	<b>\$ 852</b>	<b>\$ 322</b>	<b>\$ 66</b>	<b>\$ 464</b>	<b>54%</b>

<b>Workers Comp Fund</b>						
<b>Budget Report as of January 31, 2016</b>						
<i>In thousands</i>						
<b>Estimated Revenues</b>	<b>Adopted Budget</b>	<b>Current Budget</b>	<b>Y-T-D Actual</b>	<b>Open Orders</b>	<b>Remaining Balance</b>	<b>Percent Remaining</b>
Interest Income	\$ 1	\$ 1	\$ 1	\$ -	\$ -	0%
Interfund Transfers	-	-	-	-	-	0%
<b>Total Revenues</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b><u>Appropriations</u></b>						
Personal Services	\$ 72	\$ 72	\$ 41	-	\$ 31	43%
Health Insurance	6	6	4	-	2	33%
Social Security	6	6	3	-	3	50%
Employee Welfare Fund	2	2	1	-	1	50%
Pension	8	14	13	-	1	7%
Workers' Compensation	200	194	74	-	120	62%
Contractual Services	125	125	64	30	31	25%
P & C Insurance Premiums	45	45	46	-	(1)	-2%
<b>Total Appropriations</b>	<b>\$ 464</b>	<b>\$ 464</b>	<b>\$ 246</b>	<b>30</b>	<b>\$ 188</b>	<b>41%</b>

## BALANCE SHEET – FINES & FEES FUND GROUP

At January 31, 2016

### Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 1,882,056
Money Market Accounts	145,921
Repurchase Agreements	-
On Hand	40,409
<b>Accounts Receivable</b>	
Accounts Receivable and Employee Advances	5,095
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Others	-
<b>Other Assets</b>	
Interfund Receivables	322,745
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	808,952
<b>TOTAL ASSETS</b>	<b>\$ 3,205,178</b>

### Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ 7,280
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	808,952
Unrestricted - Other	2,388,946
Current Restricted	-
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 3,205,178</b>

## BALANCE SHEET – CITY FUNDS GROUP

At January 31, 2016

### Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 15,625,323
Money Market Accounts	1,006
Repurchase Agreements	-
On Hand	569
<b>Accounts Receivable</b>	
Accounts Receivable and Employee Advances	16,460
<b>Grants and Contracts Receivable</b>	
New York City	11,454,035
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Insurance	-
Prepaid Rent	-
<b>Other Assets</b>	
Interfund Receivables	625,109
Security Deposit	-
Investments	-
Property & Equipment (net of depreciation)	5,573,625
<b>TOTAL ASSETS</b>	<b>\$ 33,296,127</b>

### Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ 229,214
Accrued Payroll & Related Expense	-
Note Payable	744,630
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	11,949,233
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	5,573,625
Unrestricted - Other	22,343,191
Restricted - Other	(7,543,766)
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 33,296,127</b>



## BALANCE SHEET – STATE & FEDERAL FUNDS GROUP

At January 31, 2016

### Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 165,664
Money Market Accounts	-
Repurchase Agreements	-
On Hand	80
<b>Accounts Receivable</b>	
Accounts Receivable and Employee Advances	14,128
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	1,110,344
Federal Government	158,644
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Other	-
<b>Other Assets</b>	
Interfund Receivables	1,088,068
Certificates of Deposit	-
Investments	6,568,922
Security Deposits	25,667
Property & Equipment (net of depreciation)	27,858,273
<b>TOTAL ASSETS</b>	<b>\$ 36,989,790</b>

### Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ 103,294
Accrued Payroll & Related Expense	-
Line of Credit Payable	-
Compensated Absences Payable	5,512,627
Deferred Revenue	-
Other Liabilities and Interfund Payables	-
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	27,858,273
Unrestricted - Other	7,142,516
Restricted - Other	(3,626,920)
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 36,989,790</b>

## BALANCE SHEET – TRUST & AGENCY FUND

At January 31, 2016

### Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 2,665,593
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
<b>Accounts Receivable</b>	
Accounts Receivable	-
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Health Insurance	-
<b>Other Assets</b>	
Interfund Receivables	-
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
<b>TOTAL ASSETS</b>	<b>\$ 2,665,593</b>

### Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	\$ 534,414
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	2,131,179
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted – Other	-
Restricted – Other	-
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 2,665,593</b>

**BALANCE SHEET–BOARD DESIGNATED & PRIVATE GRANTS FUND**

At January 31, 2016

**Assets**

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 3,402,310
Money Market Accounts	-
On Hand	145
<b>Accounts Receivable</b>	
Accounts Receivable	34,812
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Other	896
<b>Other Assets</b>	
Interfund Receivables	-
Certificates of Deposit	-
Investments	3,406,719
Property & Equipment (net of depreciation)	1,077,068
Retail Inventory	-
<b>TOTAL ASSETS</b>	<b>\$ 7,921,950</b>

**Liabilities and Fund Balances**

<b>Liabilities</b>	
Accounts Payable	\$ 50,792
Accrued Payroll & Related Expense	-
Note Payable	-
Compensated Absences Payable	-
Deferred Revenue	-
Other Liabilities and Interfund Payables	393,046
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	1,077,068
Unrestricted - Other	6,126,347
Restricted - Other	274,697
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 7,921,950</b>

## BALANCE SHEET – WORKERS’ COMPENSATION FUND

At January 31, 2016

### Assets

<b>Cash &amp; Cash Equivalents</b>	
Checking Accounts – Interest Bearing	\$ 1,830,676
Money Market Accounts	-
Repurchase Agreements	-
On Hand	-
<b>Accounts Receivable</b>	
Accounts Receivable	-
<b>Grants and Contracts Receivable</b>	
New York City	-
New York State	-
Federal Government	-
<b>Contributions Receivable</b>	
From New York State	-
From Individuals, Corporations and Foundations	-
<b>Prepaid Expenses</b>	
Prepaid Health Insurance	-
<b>Other Assets</b>	
Interfund Receivables	-
Certificates of Deposit	-
Investments	-
Property & Equipment (net of depreciation)	-
<b>TOTAL ASSETS</b>	<b>\$ 1,830,676</b>

### Liabilities and Fund Balances

<b>Liabilities</b>	
Accounts Payable	-
Accrued Payroll & Related Expense	-
Note Payable	-
Incurred Compensation Losses	\$ 461,720
Deferred Revenue	-
Other Liabilities and Interfund Payables	323
<b>Fund Balances</b>	
Invested in Capital Assets, Net of Related Debt (Unrestricted Funds)	-
Unrestricted - Other	1,368,633
Restricted - Other	-
Permanently Restricted (Endowments)	-
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 1,830,676</b>

**Agenda Item: *FY'16 CITY FUND BUDGET MODIFICATIONS***

**Background:** A budget modification is necessary in the City Fund Budget to reflect new funding for programs and to update budget estimates based on projected operating needs through June 30, 2016.

**Current Status:** The budget modifications below are recommended for the reasons indicated:

1. Increase Estimated Revenues- Appropriations from the City of New York by \$183,328 reflecting \$50,000 allocated by the Council Delegation for adult literacy programs and \$133,228 for bargaining unit increases in the January 2016 Plan.
2. Increase Adult Literacy Programs by \$50,000 for literacy programs.
3. Increase Personal Services \$133,228 for collective bargaining wage increases for OSA unit.

<i>(in thousands)</i>	<b>Current Budget</b>	<b>Amendment</b>	<b>Revised Budget</b>
<b><u>Estimated Revenues</u></b>			
City Appropriations	\$100,206	\$183	\$100,389
Revenues	\$100,206	\$183	\$100,389
<b><u>Appropriations</u></b>			
Personal Services	\$59,397	\$133	\$59,530
Adult Literacy Program	1,724	50	1,774
	\$61,121	\$183	\$61,124

**Recommended Motion for Consideration by the Finance & Investment Committee:**

*I move that the Finance & Investment Committee recommend to the Board of Trustees that the Fiscal Year 2016 City Fund Budget be modified as follows:*

**Estimated Revenues**

<i>Appropriations from the City of N.Y.</i>	+	<u>\$ 183,328</u>
<i>Total Estimated Revenues</i>	+	<u><u>\$ 183,328</u></u>

**Appropriations**

<i>Personal Services</i>	+	\$133,328
<i>Adult Literacy</i>	+	50,000
<i>Total Appropriations</i>	+	<u><u>\$183,328</u></u>

# *REPORT(S)*



***Report Item: PAYROLL FOR THE MONTH OF JANUARY 2016***

The Chief Financial Officer reports the payrolls paid during the month of January 2016 in the aggregate sum of \$4,676,108 consisting of \$436 in Fines & Fees Funds, \$4,504,857 in City Funds, \$162,235 in Federal & State Funds, \$3,066 in Board-designated & Private Grants Funds, and \$5,514 in the Workers Compensation Reserve Funds. All expenditures were made in accordance with Budgets and Appropriations approved by the Board of Trustees.



**THE QUEENS BOROUGH PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**MEETING OF THE LABOR RELATIONS COMMITTEE**

**FEBRUARY 25, 2016**

A meeting of the Labor Relations Committee of the Board of Trustees will be held at 5:00 p.m., Thursday, February 25, 2016, in the Hon. Robert T. Groh Conference Room of the Central Library, 89-11 Merrick Boulevard, Jamaica, New York.

**PRESIDING:** Hon. Augustus Agate, Committee Chairperson

**ATTENDING:** Martha Baker  
Maria Concolino  
Lenore Gall, Ed.D  
Julissa Gutierrez  
Carl Koerner, Esq.  
Eli Shapiro, Ed.D, LCSW

Bridget Quinn-Carey  
Interim President and Chief Executive Officer

Lewis Finkelman, Esq.  
General Counsel

Jacqueline Martinez  
Interim Director of Human Resources

Andrew Wedmore, Esq.  
Labor Counsel & Director of Labor and  
Employee Relations

**EXCUSED:**

**THE QUEENS BOROUGH PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**THURSDAY, FEBRUARY 25, 2016**

**Central Library  
89-11 Merrick Blvd., 2nd Floor  
Jamaica, New York 11432**

**AGENDA**

**5:00 P.M.**

**LABOR RELATIONS COMMITTEE**

*Hon. Robert T. Groh Conference Room*

**I. ROLL CALL**

**II. PUBLIC SESSION**

**Action Item(s)**

1. Side Letter Agreement –Frontloading Annual Leave for Union-Represented Employees
2. Side Letter Agreement – Union-Represented Security Guards  
*(to be provided under separate cover)*

**III. EXECUTIVE SESSION DISCUSSION**

**Report(s)**

1. Status of Step III Grievances
2. Status of Arbitrations
3. Status of Administrative and Legal Proceedings

**IV. RETURN TO PUBLIC SESSION**

Motion:

Second:

**AGENDA ITEM: *INTERIM PRESIDENT'S EXTERNAL MEETINGS AND OUTREACH ACTIVITIES  
January 22, 2016 – February 19, 2016***

- January 26, 2016 Walk-Through of Elmhurst Library with Council Member Dromm
- Library Tours of Glen Oaks & Bellerose Libraries with Council Member Grodenchik
- February 2, 2016 Meeting with Council Member Ferreras-Copeland to provide an update and discuss capital projects
- February 3, 2016 Meeting with Frank McDonald, Robert Rotello and Amandeen Kochar of Baker & Taylor
- On the Spot Luncheon with 13 front line staff at Central Library
- Meeting with Trustee Agate, incoming Chair, Labor Committee to review and discuss issues past and present Committee work and upcoming agenda items
- February 8, 2016 Meeting with Maya Wiley, Special Counsel to the Mayor, and member of her team to discuss enhancing broadband access in creating a library/city partnership to leverage city, state and federal resources
- February 10, 2016 Teleconference with Michael Woloz, Jeff Rodus and Marty McLaughlin, Connelly McLaughlin & Woloz
- Meeting with final candidate for Executive Director position at Langston Hughes Library

Meeting with candidate for Executive Director position at  
Langston Hughes Library

February 11, 2016

State of the City Address – Speaker, NYC Council,  
Melissa Mark-Viverito at Samuel Gompers Campus,  
Bronx, NY

February 12, 2016

Meeting with Council Member Koslowitz to provide  
update and discuss capital projects

Meeting with Council Member Koo to provide update and  
discuss capital projects

February 17, 2016

Husam Ahmad HAKS event with press and elected  
officials @ CLDC

Meeting with Trustee Ottulich, incoming Chair, Buildings  
and Grounds Committee, to discuss past and present  
Committee work and upcoming agenda items

February 18, 2016

Meeting with Council Member Donovan Richards to  
provide update and discuss capital projects

February 19, 2016

President's Forum – York College

**Interim President's Report – Key Performance Indicators  
Queens Borough Public Library  
July 1, 2015 through January 31, 2016**

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Arverne	140,348	4.28 %	70,842	8.02%	5,975	11.00%	4,178	-6.95%	4
Astoria	50,549	0.00 %	47,801	-17.72%	5,828	5.47%	10,709	-14.00%	
Auburndale	88,965	-7.93 %	42,946	-8.77%	4,802	32.29%	11,120	2.55%	
Baisley Park	32,486	38.79 %	41,792	28.46%	5,386	223.48%	15,843	22.79%	2
Bayside	228,723	-13.66 %	114,042	-2.02%	6,743	14.46%	33,683	42.49%	
Bay Terrace	57,250	-9.14 %	46,527	-3.58%	5,062	-34.52%	14,087	-36.70%	
Bellerose	77,570	24.97 %	56,761	23.12%	3,717	29.47%	20,594	79.69%	2
Briarwood	96,626	-10.59 %	72,451	-2.68%	12,690	11.49%	36,943	468.35%	
Broadway	139,630	-4.71 %	148,068	-6.23%	5,980	-15.03%	17,709	197.78%	
Broad Channel	43,909	-19.98 %	12,113	-8.70%	222	-61.46%	8	X	
Cambria Heights	51,272	-22.39 %	96,117	-12.87%	17,668	14.10%	9,671	9.39%	
Corona	112,746	-16.01 %	126,807	-10.75%	13,739	-27.59%	8,161	-48.58%	
Court Square	45,543	-7.26 %	46,319	1.72%	1,700	-41.38%	10,003	-27.09%	
Douglaston	74,521	6.99 %	56,123	0.12%	3,399	18.18%	9,219	-32.04%	
East Elmhurst	33,027	-5.51 %	47,509	5.98%	4,441	-22.67%	3,435	-33.39%	
East Flushing	61,793	-3.48 %	37,149	1.55%	3,106	49.11%	7,301	5.25%	
Elmhurst	167,200	-13.45 %	79,088	-13.20%	970	37.20%	16,889	6.47%	
Far Rockaway	71,453	-19.94 %	87,717	-20.90%	7,555	0.23%	18,444	19.63%	
Forest Hills	226,942	-12.75 %	176,718	-8.66%	17,586	38.68%	121,875	35.56%	
Fresh Meadows	333,737	-10.54 %	131,157	-5.40%	8,124	0.94%	56,688	26.97%	
Glen Oaks	186,997	-15.74 %	83,797	-10.47%	15,979	21.89%	38,842	53.42%	
Glendale	57,507	6.60 %	35,991	-1.34%	2,953	145.27%	4,388	-24.38%	
Hillcrest	120,767	-7.54 %	66,349	-2.79%	1,864	-19.62%	5,744	-32.60%	
Hollis	50,058	36.54 %	43,103	51.45%	3,262	148.82%	6,109	106.52%	2
Howard Beach	70,616	-17.37 %	45,994	-14.67%	1,538	-33.13%	11,167	5.88%	
Jackson Heights	253,586	-13.23 %	241,144	-4.25%	11,300	-6.65%	64,182	36.19%	

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Kew Gardens Hills	60,294	-9.02 %	58,965	4.01%	461	-53.39%	13,319	-11.91%	
Langston Hughes	49,147	-14.56 %	83,677	-12.44%	8,347	1.32%	5,348	-65.32%	
Laurelton	43,649	-18.43 %	64,103	-17.96%	10,048	28.23%	26,641	-2.44%	
Lefferts	87,060	16.05 %	103,321	21.62%	18,119	94.56%	23,271	-13.31%	2
Lefrak City	53,636	-13.53 %	71,509	-10.01%	7,038	35.35%	8,287	-2.94%	
Long Island City	81,504	-7.54 %	89,080	-9.33%	32,391	35.32%	33,394	103.83%	8
Maspeth	122,261	-3.70 %	77,748	-5.96%	3,745	50.04%	22,148	40.82%	
McGoldrick	92,469	-22.73 %	67,611	-11.57%	10,889	-20.26%	16,429	-3.71%	
Middle Village	37,585	-22.49 %	24,571	-3.80%	3,344	951.57%	3,892	12.71%	
Mitchell-Linden	127,694	-0.58 %	83,014	-3.34%	9,821	-4.85%	25,009	14.44%	
North Forest Park	70,920	-12.45 %	51,408	-2.18%	1,424	79.80%	14,093	15.64%	
North Hills	66,884	-7.85 %	51,894	-8.72%	4,203	-16.61%	17,968	25.38%	
Ozone Park	74,005	-25.21 %	57,627	-14.26%	3,568	-23.91%	9,772	-7.83%	
Peninsula	122,127	264.78 %	66,567	X	1,928	58.55%	1,860	-45.55%	1,4,8
Pomonok	56,322	-8.69 %	46,302	-6.01%	5,121	14.10%	16,061	254.39%	
Poppenhusen	52,046	-9.91 %	41,435	-8.07%	2,590	-2.34%	9,863	-1.82%	
Queensboro Hill	73,921	5.56 %	84,698	13.86%	2,687	-49.93%	6,875	-34.35%	
Queens Village	68,449	-20.22 %	60,813	-6.17%	7,857	-3.87%	10,264	41.32%	
Rego Park	111,022	-6.98 %	108,308	-1.20%	6,443	30.98%	10,699	-6.84%	
Richmond Hill	95,853	-15.69 %	101,918	8.97%	27,791	40.89%	31,875	-12.23%	
Ridgewood	104,423	-16.67 %	157,687	-15.26%	28,466	21.99%	41,665	25.49%	
Rochdale Village	36,886	20.83 %	74,525	52.12%	5,171	134.73%	9,533	147.29%	2,8
Rosedale	38,195	476.88 %	48,108	490.57%	6,136	1536.27%	14,622	1028.24%	2
Seaside	65,087	-35.40 %	54,075	-1.93%	7,826	6.94%	224	-99.10%	4
South Hollis	36,191	-8.27 %	49,171	-8.71%	11,034	317.80%	29,965	41.27%	
South Jamaica	32,442	-22.76 %	74,976	-7.08%	13,626	38.98%	9,630	1.96%	

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
South Ozone Park	50,278	-20.54 %	47,186	-9.89%	3,892	37.43%	14,139	-11.77%	
St. Albans	40,513	-15.84 %	59,554	-8.40%	3,509	3.24%	2,840	15.03%	
Steinway	140,716	-10.20 %	122,055	-5.49%	7,057	-48.34%	16,480	55.15%	
Sunnyside	126,597	3.22 %	131,714	14.47%	11,381	27.09%	29,107	37.37%	2
Whitestone	81,159	-11.39 %	48,862	-10.00%	4,374	7.65%	36,268	63.54%	
Windsor Park	92,098	-7.18 %	66,984	1.19%	4,836	23.02%	15,801	27.53%	
Woodhaven	81,775	-7.90 %	72,737	-0.90%	10,676	4.61%	8,217	-14.66%	
Woodside	86,099	-19.88 %	91,373	-3.73%	14,567	1.81%	20,617	1.32%	
<b>Community Libraries Total</b>	<b>5,433,128</b>	<b>-7.95 %</b>	<b>4,548,001</b>	<b>-1.60%</b>	<b>471,955</b>	<b>15.83%</b>	<b>1,113,168</b>	<b>18.70%</b>	
Central Library Adult Learning	1,675	27.47 %	0	-100.00%	3,487	87.78%	4,238	80.80%	6
Elmezzi LIC Adult Learning	915	-15.98 %	32,589	-7.51%	5,252	X	60	-89.85%	
Elmhurst Adult Learning Center	29	-25.64 %	11,161	-14.18%	4,190	4.18%	1,683	136.04%	
Flushing Adult Learning Center	5,129	6.81 %	41,930	-17.01%	7,946	63.13%	1,652	86.88%	
Peninsula Adult Learning Center	227	609.38 %	0	0.00%	2,732	X	0	-100.00%	
Rochdale Adult Learning Center	720	276.96 %	0	0.00%	4,704	X	44	388.89%	
Steinway Adult Learning Center	1,469	12.74 %	0	0.00%	4,477	49.18%	580	107.89%	
<b>Adult Learning Center Total</b>	<b>10,164</b>	<b>15.90 %</b>	<b>85,680</b>	<b>-32.18%</b>	<b>32,788</b>	<b>138.44%</b>	<b>8,257</b>	<b>63.34%</b>	

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Central Adult Fiction	53,504	-9.15 %							
Central Adult Fiction – Ask at Desk	18,470	-13.82 %							
Central Adult Non-Fiction	108,959	-5.48 %							
Central Adult Non-Fiction – Ask at Desk	64,894	-13.45 %							
Central International languages	7,869	3.47 %							
Central International Languages – Ask at Desk	2,271	-29.56 %							
Central Library Current Collection	21,826	6.13 %							
Central Library Fine Arts/Media Center	315,287	-12.62 %							
Central Library Others	33,438	-21.39 %							
Central Library Hot Picks	20,897	25.53 %							
Central Library Interloan	606	-15.13 %							



Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Central Library Job Info Center	1,188	-28.17 %							
Central Library Young Adult Room	48,033	-10.43 %							
Children's Library Discovery Center	214,143	-6.52 %	173,805	2.94%	24,447	61.17%	20,970	-38.65%	
<b>Central Total</b>	<b>890,718</b>	<b>-9.35 %</b>	<b>867,923</b>	<b>10.73%</b>	<b>49,271</b>	<b>14.46%</b>	<b>199,024</b>	<b>-18.82%</b>	<b>3</b>
Flushing	750,129	-24.42 %							
Flushing IRC	16,081	-20.01 %							
Flushing Job Info Center (JIC)	529	-56.75 %							
Flushing Media Center	10,404	83.72 %							
<b>Flushing Total</b>	<b>810,529</b>	<b>-23.23 %</b>	<b>942,154</b>	<b>-13.17%</b>	<b>26,539</b>	<b>-18.92%</b>	<b>187,560</b>	<b>29.93%</b>	<b>7</b>
E-book and E-Magazines	302,538	-5.34 %							
Virtual Music and Movies	244,378	10.27 %							
Virtual Library Total	546,916	1.05 %							5

Agency	Circulation	% Change from last year	In person visits	% Change from last year	Program Attendance	% Change from last year	Reference	% Change from last year	Notes
Langston Hughes Black	3,918	-19.71 %							
Queens Village Mail-A-Book	32,072	-7.32 %			3,096	124.35%			
Miscellaneous Other	2,014	-65.92 %							
Miscellaneous Total	340,543	-6.70 %							
<b>System Total</b>	<b>7,638,486</b>	<b>-10.51 %</b>	<b>6,480,813</b>	<b>-2.82%</b>	<b>582,730</b>	<b>16.37%</b>	<b>1,499,752</b>	<b>12.99%</b>	
Website Visits	4,473,636	0.96%							
Wireless Use	281,409	31.07%							
Computer Sessions	1,745,042	-1.47%							

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 current fiscal year.
- 4 -- Closed/Partially closed due to damage from Hurricane Sandy.
- 5 -- Formerly called All E-Content; Streaming e-content metrics started 2/2014
- 6 -- CEL ALC moved from Annex to CEL branch starting Jan 2015 - no accurate gate count possible
- 7 -- Flushing Library partially closed for renovation in current fiscal year.
- 8 -- ALC programs listed under separate ALC location starting in FY16