

**QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, MAY 24, 2018**

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

AGENDA

7:20 PM BOARD OF TRUSTEES REGULAR MEETING

I. Roll Call

II. Approval of BOT Minutes

A. Board of Trustees Meeting - April 24, 2018

1. Approval of Minutes of the Board of Trustees Meeting (ID # 1764)

III. Report of the Chairman of the Board

IV. Committee Reports

A. Labor Relations Committee - May 24, 2018

1. Approval of Labor Relations Committee Report (ID # 1761)

B. Buildings & Grounds Committee - May 24, 2018

1. Approval of Minutes of the Building & Grounds Committee Meeting (ID # 1760)

C. Executive Committee - May 24, 2018

1. Approval of Executive Committee Report (ID # 1763)

D. Finance & Investments - May 24, 2018

1. Approval of Finance and Investments Committee Report (ID # 1762)

V. President's Report

1. Key Performance Indicators <<April 2018>> (ID # 1739)

VI. Other Business

1. Branding Strategy Report (ID # 1759)

VII. Adjournment

1. Motion to Adjourn (ID # 1746)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: May 24, 2018

ITEM ID #: 1764

AGENDA: Approval of Minutes of the Board of Trustees Meeting

Recommended Motion for Consideration:

I move that the Minutes of the Board of Trustees meeting of April 26, 2018 be approved as submitted.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: May 24, 2018

ITEM ID #: 1761

AGENDA: Approval of Labor Relations 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 24, 2018

ITEM ID #: 1760

AGENDA: Approval of Minutes of the Building & Grounds Committee Meeting

Recommended Motion for Consideration:

I move that the Minutes of the Building & Grounds Committee Meeting of May 24, 2018 be approved as submitted.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: May 24, 2018

ITEM ID #: 1763

AGENDA: Approval of Executive 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 24, 2018

ITEM ID #: 1762

AGENDA: Approval of Finance and Investments Committee Report

Recommended Motion for Consideration:

I move that the report item(s) of the committee meeting be accepted and the action item(s) be approved as presented.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: May 24, 2018

ITEM ID #: 1739

AGENDA: Key Performance Indicators <<April 2018>>

Attachments:

Apr 2018 YTD Board Report-Word (DOC)

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	176,731	-6.61 %	85,938	-6.07%	11,222	-0.04%	15,984	19.73%	
Astoria	69,818	-0.01 %	74,010	5.18%	15,705	63.10%	10,625	-24.24%	
Auburndale	133,551	-4.63 %	63,051	-7.64%	9,459	-13.62%	30,348	8.59%	
Baisley Park	49,915	-3.85 %	66,797	5.36%	14,415	56.41%	21,351	-8.97%	
Bayside	263,650	-10.52 %	134,149	-8.21%	14,166	30.97%	46,324	20.28%	
Bay Terrace	84,454	-1.80 %	68,931	-6.79%	5,847	-25.75%	11,676	-13.38%	
Bellerose	106,796	-8.64 %	84,965	-11.53%	7,800	-13.34%	31,701	-7.59%	
Briarwood	123,764	11.75 %	104,490	17.57%	26,552	29.69%	57,266	9.26%	2
Broadway	159,244	-10.13 %	197,505	-3.65%	52,433	3.74%	80,168	27.18%	
Broad Channel	55,455	-7.89 %	16,493	-2.56%	765	67.03%	551	-31.72%	
Cambria Heights	59,030	-9.15 %	134,029	-1.83%	33,505	6.55%	5,500	-52.70%	
Corona	159,874	-0.75 %	208,145	0.49%	36,197	8.76%	37,971	168.73%	
Court Square	62,956	-7.20 %	81,152	-2.90%	12,391	-0.58%	10,400	-34.43%	
Douglaston	99,981	-14.46 %	78,600	-8.29%	3,669	-17.38%	12,076	-23.83%	
East Elmhurst	36,438	17.48 %	47,291	10.52%	6,313	25.48%	5,682	26.24%	2
East Flushing	94,352	-7.46 %	64,925	-2.98%	9,881	50.46%	13,452	21.43%	
Elmhurst	561,714	54.80 %	425,755	97.33%	23,234	126.10%	105,053	149.59%	2
Far Rockaway	75,049	-17.70 %	120,731	-8.35%	13,921	2.84%	25,091	-28.43%	
Forest Hills	292,194	-6.53 %	242,789	-1.53%	32,543	-10.71%	164,731	3.88%	
Fresh Meadows	418,415	-7.46 %	174,289	-3.31%	15,565	31.04%	66,499	-0.15%	
Glen Oaks	243,180	-4.83 %	135,042	3.06%	37,096	4.33%	74,597	41.64%	

Attachment: Apr 2018 YTD Board Report-Word (1739 : Key Performance Indicators Report)

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
Glendale	65,965	-16.55 %	45,901	-8.93%	10,636	-10.38%	7,118	213.02%	
Hillcrest	131,517	-15.78 %	87,293	-7.16%	5,491	-38.23%	18,062	-46.04%	
Hollis	63,423	-12.26 %	70,448	6.14%	6,688	10.75%	12,213	8.30%	
Howard Beach	86,378	-19.67 %	63,201	-13.86%	2,404	-24.88%	30,907	87.91%	
Jackson Heights	304,690	-8.22 %	323,871	-2.79%	22,211	-55.26%	52,810	-15.83%	
Kew Gardens Hills	247,257	156.58 %	138,136	59.26%	6,033	499.70%	25,079	-24.63%	1,2
Langston Hughes	57,286	-18.96 %	110,042	-10.68%	8,684	-16.24%	14,912	49.05%	
Laurelton	59,164	-3.61 %	88,148	-15.96%	18,701	-3.87%	18,358	-46.17%	
Lefferts	99,802	-36.32 %	121,625	-12.95%	12,494	-15.07%	56,298	-3.29%	
Lefrak City	73,211	-18.79 %	116,857	-4.47%	8,925	-33.66%	35,620	44.22%	
Long Island City	84,840	-23.59 %	112,490	-8.09%	35,023	-39.87%	59,727	-0.67%	
Maspeth	155,030	-12.28 %	101,883	-11.28%	10,633	-3.84%	27,012	-12.28%	
McGoldrick	86,429	205.25 %	66,696	308.55%	8,071	356.50%	17,087	716.00%	1,2
Middle Village	58,078	2.70 %	37,575	2.28%	4,949	72.80%	8,552	132.39%	
Mitchell-Linden	191,742	-8.46 %	128,449	-4.50%	14,229	-9.33%	35,424	22.32%	
North Forest Park	120,840	1.98 %	78,862	-6.02%	4,652	36.14%	20,562	-7.42%	
North Hills	94,462	-5.12 %	75,907	23.08%	6,636	18.39%	13,179	-40.47%	
Ozone Park	87,876	3,459.17 %	96,119	X	6,487	X	7,842	X	2
Peninsula	162,302	-12.98 %	126,257	10.65%	13,644	29.16%	12,150	25.44%	
Pomonok	72,996	-12.36 %	71,359	-7.42%	18,409	9.67%	11,504	-0.13%	
Poppenhusen	71,746	-12.26 %	60,097	-8.81%	6,408	35.25%	12,208	-4.91%	

Attachment: Apr 2018 YTD Board Report-Word (1739 : Key Performance Indicators Report)

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
Queensboro Hill	80,877	183.48 %	117,680	390.68%	12,701	673.51%	14,473	575.05%	2
Queens Village	75,006	-15.60 %	75,909	-3.83%	18,573	13.03%	17,277	-11.64%	
Rego Park	154,790	-6.20 %	152,539	-2.78%	10,322	9.79%	16,137	6.42%	
Richmond Hill	117,019	-15.87 %	106,402	-19.94%	51,896	-3.53%	46,689	-16.76%	
Ridgewood	129,745	-3.27 %	215,438	-3.43%	35,132	-22.75%	74,920	-42.19%	
Rochdale Village	60,898	7.81 %	104,238	-2.46%	10,620	-13.60%	22,342	36.05%	
Rosedale	49,055	-11.68 %	79,512	-9.14%	6,752	-27.65%	29,699	-10.78%	
Seaside	75,573	-13.28 %	66,992	-0.47%	9,695	38.34%	21,941	970.82%	
South Hollis	46,721	-7.84 %	83,287	-6.52%	10,125	-59.37%	42,660	-8.86%	
South Jamaica	38,201	-19.95 %	62,497	-29.21%	7,757	-58.43%	14,870	-46.81%	1
South Ozone Park	54,210	-9.72 %	56,908	-9.05%	3,093	-50.62%	11,145	-13.98%	
St. Albans	53,090	-8.29 %	78,446	-12.59%	6,197	1.79%	5,412	57.65%	
Steinway	183,939	-3.21 %	168,876	-1.98%	18,875	5.03%	65,923	60.15%	
Sunnyside	175,943	1.36 %	187,212	1.69%	19,007	37.53%	49,391	12.04%	
Whitestone	108,198	-21.28 %	74,585	-4.78%	17,551	28.93%	50,670	-3.20%	
Windsor Park	134,083	-7.96 %	102,777	-1.73%	14,506	50.38%	24,720	16.75%	
Woodhaven	108,746	-12.61 %	105,128	-4.92%	22,199	5.64%	11,334	-24.88%	
Woodside	107,908	-15.12 %	117,868	-14.05%	27,099	12.79%	30,530	-7.79%	1
Community Libraries Total	7,455,597	-1.39 %	6,686,587	3.44%	916,187	-0.62%	1,873,803	5.72%	

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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 Adult Learning	1,912	10.90 %	0	0.00%	2,332	-26.85%	0	0.00%	6
Elmezzi LIC Adult Learning Center	2,068	-7.31 %	58,849	3.87%	9,259	18.04%	0	0.00%	
Elmhurst Adult Learning Center	2,932	267.88 %	0	0.00%	8,101	29.22%	0	0.00%	6
Flushing Adult Learning Center	5,335	-22.07 %	81,449	-8.99%	21,049	4.85%	10,109	-0.80%	
Jackson Heights Adult Learning Center					12,770	25.52%	379	X	8
Peninsula Adult Learning Center	553	-17.34 %	0	0.00%	16,915	29.05%	0	0.00%	6
Rochdale Adult Learning Center	1,310	0.54 %	0	0.00%	8,990	1.62%	568	-4.70%	6
Steinway Adult Learning Center	106	-81.34 %	0	0.00%	118	-82.87%	0	0.00%	6,8
Adult Learning Center Total	14,216	0.55 %	140,298	-4.00%	79,534	13.31%	11,056	2.19%	
Central Adult Fiction	65,972	-7.50 %							
Central Adult Fiction – Ask at	27,831	7.37 %							
Central Adult Non-Fiction	148,261	0.37 %							
Central Adult Non-Fiction – Ask	78,549	-3.68 %							
Central International	12,324	0.46 %							

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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 International	2,212	-12.05 %							
Central Library Current	37,349	-14.01 %							
Central Library Fine Arts/Media	359,093	-13.76 %							
Central Library Others	62,690	36.55 %							
Central Library Hot Picks	54,746	8.98 %							
Central Library Interloan	878	22.11 %							
Central Library Job Info Center	1,543	-8.75 %							
Central Library Young Adult	50,709	-15.50 %							
Children's Library Discovery Center	241,739	-10.54 %	277,886	-13.05%	28,383	-9.24%	181,889	348.37%	
Central Total	1,113,945	-7.29 %	1,204,594	-8.00%	110,213	-4.21%	270,161	0.34%	3
Flushing	727,893	-10.42 %							
Flushing IRC	12,933	-27.92 %							
Flushing Job Info Center (JIC)	400	-17.53 %							
Flushing Media Center	129,649	25.66 %							
Flushing Total	912,209	-7.06 %	1,445,049	8.35%	105,898	132.16%	296,375	2.19%	7

Attachment: Apr 2018 YTD Board Report-Word (1739 : Key Performance Indicators Report)

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
E-book and E-Magazines	496,886	-2.28 %							
Virtual Music and Movies	400,482	7.06 %							
Virtual Library Total	897,368	1.67 %							5
Langston Hughes Black Heritage	6,579	-1.50 %							
Queens Village Mail-A-Book	40,173	-3.62 %			4,658	13.11%			
Mobile Library	8,954	-52.31 %			2,244	-16.77%			
Correctional Outreach	N/A	N/A			2,259	-27.60%			
Miscellaneous Other	9,663	-51.00 %							
Miscellaneous Total	553,301	-4.04 %							
System Total	10,451,858	-2.46 %	9,548,408	2.60%	1,218,435	5.41%	2,440,451	4.67%	
Website Visits	6,193,817	1.35%							
Wireless Use	405,894	6.66%							
Computer Sessions	2,435,654	-1.30%							

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.
- 5 - Formerly called All E-Content; Streaming e-content metrics started 2/2014

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

7 - Flushing Library partially closed for renovation last fiscal year

8 - Steinway ALC moved to Jackson Heights ALC

9 - Wireless Sessions reporting vendor was changed in September 2016; monthly usage is estimated September 2016 to August 2017.

Attachment: Apr 2018 YTD Board Report-Word (1739 : Key Performance Indicators Report)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: May 24, 2018

ITEM ID #: 1759

AGENDA: Branding Strategy Report

Report to be provided at the meeting.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: May 24, 2018

ITEM ID #: 1746

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.