

**QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, FEBRUARY 22, 2018**

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

AGENDA

7:15 PM BOARD OF TRUSTEES REGULAR MEETING

I. Roll Call

II. Approval of BOT Minutes

A. Board of Trustees Meeting - January 25, 2018

Approval of Minutes of the Board of Trustees Meeting (ID # 1676)

III. Report of the Chairman of the Board

IV. Committee Reports

A. Buildings and Grounds Committee - February 22, 2018

1. Approval of Buildings and Grounds Committee Report (ID # 1677)

B. Finance and Investments Committee - February 22, 2018

1. Approval of Finance and Investments Committee Report (ID # 1678)

C. Executive Committee - February 22, 2018

1. Approval of Executive Committee Report (ID # 1679)

V. President's Report

1. Key Performance Indicators January 2018 (ID # 1681)

VI. Other Business

1. Committee Assignments 2018 (ID # 1668)

2. Motion to Go into Executive Session (ID # 1682)
3. Motion to Return to Public Session (ID # 1683)

VII. Adjournment

1. Motion to Adjourn (ID # 1673)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: February 22, 2018

ITEM ID #: 1676

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 January 25, 2018 be approved as submitted.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: February 22, 2018

ITEM ID #: 1677

AGENDA: Approval of Buildings and Grounds Committee Report

Recommended Motion for Consideration:

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: February 22, 2018

ITEM ID #: 1678

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: February 22, 2018

ITEM ID #: 1679

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: February 22, 2018

ITEM ID #: 1681

AGENDA: Key Performance Indicators January 2018

Attachments:

Performance Indicators Report - January 2018 (PDF)

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	126,236	-7.01 %	62,367	-3.96%	7,217	6.95%	11,886	38.11%	
Astoria	49,503	0.91 %	51,602	3.72%	11,600	64.84%	8,052	-19.33%	
Auburndale	95,098	-3.29 %	44,150	-8.81%	6,575	-14.02%	21,247	6.57%	
Baisley Park	35,459	-6.48 %	48,025	7.29%	9,916	62.53%	15,164	-11.25%	
Bayside	191,011	-8.73 %	95,358	-8.27%	8,333	14.94%	33,223	26.53%	
Bay Terrace	59,767	-2.00 %	48,667	-5.94%	3,787	-22.16%	8,640	-10.81%	
Bellerose	76,886	-7.13 %	60,494	-10.50%	5,946	-4.77%	23,673	-7.20%	
Briarwood	87,562	15.87 %	74,495	27.01%	19,131	53.04%	39,987	52.12%	2
Broadway	113,076	-10.99 %	137,362	-5.64%	34,895	-0.43%	54,681	30.57%	
Broad Channel	38,719	-9.96 %	11,410	-6.04%	648	102.50%	406	-9.17%	
Cambria Heights	42,439	-11.02 %	89,637	-2.64%	21,372	-5.11%	3,808	-63.53%	
Corona	111,081	-5.75 %	144,813	-0.30%	25,589	3.69%	27,078	161.77%	
Court Square	44,012	-8.50 %	56,620	-2.89%	8,284	-6.48%	7,290	-33.27%	
Douglaston	72,272	-14.09 %	55,532	-5.94%	5,044	69.77%	9,547	-15.17%	
East Elmhurst	26,438	-4.29 %	34,957	-2.08%	3,996	5.44%	4,516	40.64%	2
East Flushing	66,191	-7.34 %	45,775	-0.69%	6,833	77.48%	9,675	23.75%	
Elmhurst	408,012	145.88 %	311,066	191.04%	18,102	966.08%	77,699	246.55%	2
Far Rockaway	53,880	-18.52 %	86,710	-7.31%	11,462	22.24%	15,909	-38.73%	
Forest Hills	205,127	-9.77 %	169,561	-5.39%	24,007	-7.60%	119,175	1.58%	
Fresh Meadows	297,802	-5.89 %	121,732	-2.54%	10,792	40.32%	46,627	-3.78%	
Glen Oaks	172,458	-5.69 %	94,820	3.53%	24,076	-4.06%	49,961	35.38%	

Attachment: Performance Indicators Report - January 2018 (1681 : 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	50,769	-11.05 %	34,084	-5.59%	9,407	-6.69%	4,974	191.73%	
Hillcrest	93,800	-15.93 %	61,266	-7.87%	3,341	-37.96%	15,244	-22.76%	
Hollis	45,024	-14.00 %	48,763	3.23%	4,653	10.37%	8,700	14.85%	
Howard Beach	61,424	-19.79 %	44,852	-12.26%	1,234	-50.84%	22,615	87.51%	
Jackson Heights	215,340	-10.78 %	229,495	-3.14%	16,279	-63.82%	37,539	-12.16%	
Kew Gardens Hills	165,698	142.55 %	92,757	48.09%	3,476	350.84%	16,875	-23.46%	1,2
Langston Hughes	40,226	-19.11 %	75,783	-11.59%	5,484	-14.59%	10,460	40.52%	
Laurelton	42,387	-3.12 %	64,081	-13.14%	13,183	-2.43%	13,048	-49.94%	
Lefferts	71,184	-28.20 %	86,910	-14.12%	9,117	-14.73%	40,218	2.39%	
Lefrak City	51,228	-23.04 %	82,468	-4.35%	5,827	-26.08%	23,694	48.63%	
Long Island City	60,555	-25.39 %	79,657	-9.18%	33,341	-27.66%	45,864	6.83%	
Maspeth	109,928	-17.29 %	72,496	-16.61%	7,797	-1.03%	19,432	-18.32%	
McGoldrick	52,703	90.25 %	42,833	162.38%	4,133	133.77%	12,072	476.50%	1,2
Middle Village	40,126	1.54 %	26,123	-0.54%	3,826	104.27%	5,443	170.26%	
Mitchell-Linden	138,115	-6.73 %	92,473	-3.24%	10,426	-5.91%	25,900	29.44%	
North Forest Park	85,150	2.10 %	55,840	-6.64%	3,255	22.14%	16,632	1.98%	
North Hills	66,266	-5.86 %	52,692	34.82%	4,575	14.78%	8,379	-49.67%	
Ozone Park	62,613	2,913.14 %	70,258	X	4,688	X	5,887	X	2
Peninsula	116,696	-12.31 %	92,146	12.28%	11,423	48.35%	8,227	29.11%	
PomonoK	53,073	-9.81 %	52,038	-4.98%	13,022	23.67%	8,928	53.22%	
Poppenhusen	50,430	-12.25 %	43,126	-9.15%	4,511	47.37%	8,393	-12.24%	

Attachment: Performance Indicators Report - January 2018 (1681 : 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	55,988	100.31 %	81,057	237.98%	5,556	238.37%	8,369	290.35%	2
Queens Village	53,891	-15.15 %	53,703	-1.75%	12,674	22.42%	12,689	-6.76%	
Rego Park	109,505	-7.44 %	107,630	-2.23%	7,583	26.05%	11,251	2.13%	
Richmond Hill	85,513	-11.42 %	78,938	-13.87%	37,359	11.06%	32,998	-15.55%	
Ridgewood	90,796	-5.81 %	150,328	-2.82%	21,131	-38.38%	63,702	-26.27%	
Rochdale Village	43,888	11.25 %	73,220	-2.86%	8,122	-11.03%	17,676	66.38%	
Rosedale	34,097	-16.03 %	57,524	-6.67%	5,337	-25.70%	20,626	-12.90%	
Seaside	52,549	-16.28 %	50,142	3.81%	7,103	70.87%	16,774	2249.30%	
South Hollis	33,273	-8.53 %	57,734	-6.36%	8,581	-49.23%	32,945	1.88%	
South Jamaica	29,398	-14.20 %	48,097	-21.43%	5,732	-47.90%	7,449	-50.59%	
South Ozone Park	38,495	-13.50 %	40,348	-11.80%	2,342	-43.76%	6,287	-41.62%	
St. Albans	37,225	-11.70 %	55,199	-14.22%	4,083	-10.42%	3,414	47.16%	
Steinway	129,836	-4.20 %	119,304	-0.22%	12,859	0.86%	46,830	51.06%	
Sunnyside	125,016	2.04 %	130,517	1.59%	13,688	42.96%	35,167	16.68%	
Whitestone	79,978	-18.98 %	55,882	1.87%	14,030	77.64%	37,589	6.42%	
Windsor Park	95,491	-7.05 %	72,289	-1.22%	11,670	114.92%	18,044	18.31%	
Woodhaven	74,593	-15.38 %	73,261	-6.50%	15,239	1.39%	8,229	-27.03%	
Woodside	81,159	-12.88 %	82,743	-14.45%	19,558	26.65%	21,041	-12.40%	
Community Libraries Total	5,296,455	-0.44 %	4,733,210	4.53%	653,250	1.67%	1,347,848	9.97%	

Attachment: Performance Indicators Report - January 2018 (1681 : 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
Central Library Adult Learning	1,294	5.29 %	0	0.00%	1,270	-52.26%	0	0.00%	6
Elmezzi LIC Adult Learning Center	1,399	-13.80 %	40,978	1.91%	4,222	-0.49%	0	0.00%	
Elmhurst Adult Learning Center	2,118	1,026.60 %	0	0.00%	4,024	6.88%	0	0.00%	6
Flushing Adult Learning Center	3,626	-23.95 %	57,944	-9.86%	15,148	13.15%	7,472	11.69%	
Jackson Heights Adult Learning Center					7,005	8.02%	271	X	8
Peninsula Adult Learning Center	389	-24.17 %	0	0.00%	10,924	35.65%	0	0.00%	6
Rochdale Adult Learning Center	985	13.09 %	0	0.00%	5,936	1.06%	536	16.52%	6
Steinway Adult Learning Center	102	-79.23 %	0	0.00%	118	-77.22%	0	0.00%	6,8
Adult Learning Center Total	9,913	2.38 %	98,922	-5.33%	48,647	8.14%	8,279	15.27%	
Central Adult Fiction	47,100	-8.72 %							
Central Adult Fiction – Ask at	19,476	4.21 %							
Central Adult Non-Fiction	102,545	-1.50 %							
Central Adult Non-Fiction – Ask	54,314	-4.10 %							
Central International	8,669	1.94 %							

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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	1,572	-11.64 %							
Central Library Current	26,839	-9.75 %							
Central Library Fine Arts/Media	252,655	-16.05 %							
Central Library Others	41,345	26.34 %							
Central Library Hot Picks	39,391	7.70 %							
Central Library Interloan	621	27.78 %							
Central Library Job Info Center	1,045	-13.35 %							
Central Library Young Adult	37,679	-15.46 %							
Children's Library Discovery Center	173,777	-10.45 %	205,237	-10.28%	18,552	-20.05%	129,071	325.18%	
Central Total	786,046	-8.73 %	854,404	-6.57%	72,659	6.09%	191,966	2.03%	3
Flushing	524,474	-11.09 %							
Flushing IRC	9,587	-27.05 %							
Flushing Job Info Center (JIC)	304	-15.56 %							
Flushing Media Center	86,589	35.13 %							
Flushing Total	651,603	-7.10 %	1,027,603	9.35%	65,721	115.40%	219,959	12.17%	7

Attachment: Performance Indicators Report - January 2018 (1681 : 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	349,420	-1.62 %							
Virtual Music and Movies	275,250	3.87 %							
Virtual Library Total	624,670	0.73 %							5
Langston Hughes Black Heritage	4,724	6.56 %							
Queens Village Mail-A-Book	28,326	-2.83 %			3,007	0.53%			
Mobile Library	6,902	-53.71 %			7,421	69.89%			
Correctional Outreach	N/A	N/A			2,175	-14.77%			
Miscellaneous Other	7,238	-52.19 %							
Miscellaneous Total	389,708	-3.51 %							
System Total	7,410,549	-2.07 %	6,761,489	3.69%	847,825	7.29%	1,759,885	9.32%	
Website Visits	4,299,203	0.07%							
Wireless Use	262,702	16.16%							
Computer Sessions	1,715,652	-1.13%							

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.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: February 22, 2018

ITEM ID #: 1668

AGENDA: Committee Assignments 2018

Recommended Motion for Consideration:

I move that the Board of Trustees approve the committee assignments as presented:

Attachments:

COMMITTEE ASSIGNMENTS 2018 (DRAFT) (PDF)

**QUEENS LIBRARY
BOARD OF TRUSTEES
COMMITTEE ASSIGNMENTS 2018**

<p><u>Executive Committee</u></p> <p>Carl Koerner, Esq., Committee Chair Judy Bergtraum, Esq. Matthew Gorton Michael Rodriguez, Esq. Edward Sadowsky Robert Santos, Esq. Eli Shapiro, Ed.D, LCSW Lydon Sleeper-O’Connell Earl G. Simons, Ed.D</p> <p><u>Quorum: 5</u></p>	<p><u>Audit Committee</u></p> <p>Haeda Mihaltses, Committee Chair Judy Bergtraum, Esq. Jukay Hsu Carl Koerner, Esq. Edward Sadowsky, Esq. Eli Shapiro, Ed.D, LCSW</p> <p><u>Quorum: 4</u></p>	<p><u>Buildings and Grounds Committee</u></p> <p>John Ottulich, Committee Chair Judy Bergtraum, Esq. Maria Concolino Julissa Gutierrez James Haddad, Esq. Andrew Jackson Robert Santos, Esq.</p> <p><u>Quorum: 4</u></p>
<p><u>Finance & Investments Committee</u></p> <p>Robert Santos, Esq., Committee Chair Matthew M. Gorton James Haddad, Esq. Carl Koerner, Esq. Michael Rodriguez, Esq. Earl G. Simons, Ed.D Judy Bergtraum, Esq.</p> <p><u>Quorum: 4</u></p>	<p><u>Labor Relations Committee</u></p> <p>Hon. Augustus Agate, Committee Chair Maria Concolino Julissa Gutierrez Carl Koerner, Esq. Eli Shapiro, Ed.D, LCSW Lydon Sleeper-O’Connell Judy Bergtraum, Esq.</p> <p><u>Quorum: 4</u></p>	<p style="text-align: center;"><u>Full Board Quorum: 10</u></p>

Proposed: 2/22/2018

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: February 22, 2018

ITEM ID #: 1682

AGENDA: Motion to Go into Executive Session

Recommended Motion for Consideration:

I move that the meeting move into Executive Session to discuss legal matters.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: February 22, 2018

ITEM ID #: 1683

AGENDA: Motion to Return to Public Session

Recommended Motion for Consideration:

I move that the meeting return to Public Session

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: February 22, 2018

ITEM ID #: 1673

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.