

**QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, APRIL 18, 2019**

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

1. Approval of Minutes of the Board of Trustees Meeting (ID # 1976)

III. Report of the Chairman of the Board

IV. Committee Reports

A. Labor Relations Committee - April 18, 2019

1. Approval of Labor Relations Committee Report (ID # 1979)

B. Buildings & Grounds Committee - April 18, 2019

1. Approval of the Building & Grounds Committee Report (ID # 1977)

C. Finance & Investments Committee - April 18, 2019

1. Approval of Finance and Investments Committee Report (ID # 1978)

D. Audit Committee - April 18, 2019

1. Approval of Audit Committee Report (ID # 1980)

V. President's Report

1. Key Performance Indicators Report March 2019 (ID # 1981)

VI. Other Business

VII. Adjournment

1. Motion to Adjourn (ID # 1971)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: April 18, 2019

ITEM ID #: 1976

AGENDA: Approval of Minutes of the Board of Trustees Meeting

Recommended Motion for Consideration:

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: April 18, 2019

ITEM ID #: 1979

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: April 18, 2019

ITEM ID #: 1977

AGENDA: Approval of the Building & 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: April 18, 2019

ITEM ID #: 1978

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: April 18, 2019

ITEM ID #: 1980

AGENDA: Approval of Audit 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: April 18, 2019

ITEM ID #: 1981

AGENDA: Key Performance Indicators Report March 2019

Attachments:

Key Performance Indicators Report - March 2019 (PDF)

President's Report: March 2019

Agency	Circulation	% Change from same month last year	In person visits	% Change from same month last year	Program attendance	% Change from same month last year	Reference	% Change from same month last year	Notes
Arverne	20,520	17.85%	8,340	2.81%	917	-42.69%	2,948	123.67%	
Astoria	8,283	13.64%	7,689	-5.90%	1,716	14.86%	1,260	57.30%	
Auburndale	11,692	-15.69%	6,370	-5.10%	1,221	20.18%	2,394	-23.95%	
Baisley Park	1,912	-61.15%	2,287	-65.37%	108	-93.32%	632	-71.25%	
Bayside	24,065	-7.96%	13,488	-2.87%	1,518	-25.00%	6,235	34.40%	
Bay Terrace	7,400	-18.68%	6,402	-12.51%	641	-13.73%	2,156	76.14%	
Bellerose	9,110	-12.19%	8,552	-0.88%	801	45.64%	2,652	-3.74%	1,2
Briarwood	11,157	-12.29%	10,938	5.63%	3,035	23.07%	4,072	-30.00%	
Broadway	15,918	-2.75%	23,520	10.56%	7,688	229.53%	8,422	-11.29%	
Broad Channel	5,333	-8.52%	1,946	12.94%	46	43.75%	520	1168.29%	
Cambria Heights	5,007	-16.62%	13,992	-10.98%	4,811	16.83%	2,011	268.32%	
Corona	13,592	-22.72%	19,286	-15.72%	4,163	22.51%	3,725	0.95%	
Court Square	6,871	1.39%	8,513	-1.23%	1,153	-26.51%	1,983	81.93%	
Douglaston	9,233	-6.49%	9,053	8.97%	1,345	1122.73%	5,096	553.33%	
East Elmhurst	13	-99.61%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
East Flushing	8,470	-15.30%	6,928	1.46%	1,424	44.57%	1,643	13.08%	
Elmhurst	46,326	-14.84%	51,767	35.54%	2,300	10.52%	17,239	64.97%	
Far Rockaway	4,342	-40.95%	6,642	-43.95%	660	-24.31%	678	-79.23%	1
Forest Hills	29,511	-3.64%	25,785	0.46%	3,360	22.32%	16,614	15.56%	
Fresh Meadows	36,032	-15.78%	18,721	1.68%	1,833	21.88%	9,231	30.73%	
Glen Oaks	22,801	-7.96%	15,424	8.57%	5,478	25.50%	12,235	59.60%	
Glendale	3,968	-37.83%	5,993	20.17%	341	-29.25%	678	-17.11%	1,2
Hillcrest	12,799	-4.96%	8,968	-1.68%	961	87.70%	4,748	291.43%	
Hollis	5,804	-10.51%	7,859	3.80%	1,132	61.95%	1,282	7.73%	
Howard Beach	8,488	-3.04%	7,054	12.40%	1,050	244.26%	2,969	30.39%	
Jackson Heights	28,540	-10.49%	32,226	-0.56%	4,121	115.31%	4,841	-11.66%	
Kew Gardens Hills	23,783	-16.16%	16,194	4.99%	1,050	76.47%	1,916	-42.81%	2
Langston Hughes	5,684	-3.89%	13,257	14.83%	3,541	239.18%	2,593	41.77%	
Laurelton	5,536	-1.58%	10,455	32.68%	2,917	29.59%	3,374	79.56%	
Lefferts	8,349	-14.88%	10,038	-14.23%	1,218	7.12%	4,778	-15.76%	
Lefrak City	6,844	-13.14%	12,003	0.20%	1,424	33.83%	1,578	-64.18%	
Long Island City	7,216	-13.91%	10,749	-12.94%	3,862	4.75%	4,132	-18.63%	
Maspeth	15,081	-5.60%	9,980	-1.41%	1,369	57.90%	3,858	38.23%	
McGoldrick	10,487	-11.88%	11,494	33.51%	1,624	47.64%	3,965	145.06%	2
Middle Village	6,486	3.44%	4,400	16.09%	1,074	232.51%	1,163	15.61%	
Mitchell-Linden	16,539	-15.43%	12,038	-6.34%	1,324	25.62%	4,976	47.26%	
North Forest Park	11,694	-8.35%	8,253	2.92%	484	6.84%	816	-27.21%	
North Hills	8,506	-12.79%	7,573	-8.03%	930	29.53%	1,820	5.94%	1
Ozone Park	8,266	-9.66%	9,909	10.03%	606	-7.62%	1,244	73.50%	
Peninsula	13,707	-16.61%	12,351	5.73%	1,009	9.08%	2,348	61.71%	
Pomonok	6,941	-1.89%	6,856	0.57%	1,566	-7.34%	1,684	100.95%	
Poppenhusen	6,745	-10.65%	5,901	-2.62%	1,109	43.65%	1,152	-20.00%	
Queensboro Hill	8,423	-4.73%	11,035	-16.76%	1,106	-41.45%	1,190	-47.92%	
Queens Village	6,131	-15.93%	7,730	1.46%	2,058	25.33%	1,015	-35.56%	

Attachment: Key Performance Indicators Report - March 2019 (1981 : Key Performance Indicators Report

Rego Park	15,520	-2.38%	15,811	1.17%	1,101	17.63%	1,479	8.04%	
Richmond Hill	10,117	-11.23%	9,875	2.91%	7,193	48.59%	4,574	-15.39%	
Ridgewood	12,030	-14.16%	22,793	0.73%	3,425	-34.96%	3,859	-14.93%	
Rochdale Village	5,784	-0.10%	11,099	6.52%	448	-47.42%	4,628	120.91%	
Rosedale	1,505	-72.43%	182	-97.56%	0	-100.00%	0	-100.00%	1
Seaside	6,870	-16.69%	6,287	3.15%	552	-52.78%	1,718	-27.54%	
South Hollis	4,412	-0.52%	8,638	-8.36%	1,144	47.04%	6,487	104.77%	
South Jamaica	3,113	-17.78%	6,139	-9.23%	2,073	110.67%	1,485	-59.85%	1.2
South Ozone Park	5,573	0.09%	5,812	-1.07%	304	19.22%	2,083	4.15%	
St. Albans	4,336	-23.64%	6,951	-15.88%	586	-15.93%	877	-3.09%	1
Steinway	2,100	-89.33%	0	-100.00%	0	-100.00%	0	-100.00%	1
Sunnyside	16,055	-10.60%	17,365	-12.03%	1,926	-0.87%	5,248	5.45%	
Whitestone	10,693	27.63%	7,607	69.65%	2,183	215.46%	8,845	199.63%	2
Windsor Park	14,362	7.04%	10,812	-0.10%	1,080	64.89%	2,548	11.75%	
Woodhaven	10,509	-9.31%	9,687	-14.84%	1,528	-39.29%	2,429	85.85%	
Woodside	10,702	5.55%	13,140	2.16%	2,227	-26.04%	3,613	-13.25%	2
Community Libraries Total	667,288	-12.72%	660,157	-3.51%	105,864	18.98%	209,739	12.73%	

Central Library Adult Learning Center	48	-78.48%	N/A	N/A	534	190.22%	N/A	N/A	4
Elmezz LIC Adult Learning Center	81	-67.21%	4,482	-26.46%	15	-98.46%	N/A	N/A	
Elmhurst Adult Learning Center	299	-1.32%	N/A	N/A	1,409	-6.63%	N/A	N/A	4
Flushing Adult Learning Center	453	-25.12%	10,516	22.85%	1,786	-18.00%	1,736	110.94%	
Jackson Heights Adult Learning Center	67	-40.18%	N/A	N/A	1,056	-1.12%	6	20.00%	4.5
Peninsula Adult Learning Center	38	-29.63%	N/A	N/A	2,582	42.65%	N/A	N/A	4
Rochdale Adult Learning Center	91	-10.78%	N/A	N/A	960	4.58%	7	-36.36%	4
Steinway Adult Learning Center	4	300.00%	N/A	N/A	N/A	N/A	N/A	N/A	4.5
Adult Learning Center Total	1,081	-34.37%	14,998	2.34%	8,342	-3.43%	1,749	108.46%	

Central Adult Fiction	6,022	-6.39%							
Central Adult Fiction - Ask at Desk	2,507	-18.05%							
Central Adult Non-Fiction	15,667	-2.43%							
Central Adult Non-Fiction - Ask at Desk	8,370	-2.92%							
Central International Languages	1,398	6.96%							
Central International Languages - Ask at Desk	216	-2.26%							
Central Library Current Collection	2,606	-24.70%							
Central Library Fine Arts/Media Center	25,098	-33.79%							
Central Library Others	6,113	-19.26%							
Central Library Hot Picks	3,327	-38.84%							
Central Library Interloan	145	76.83%							
Central Library Job Info Center	113	-38.25%							
Central Library Young Adult Room	3,527	-25.10%							
Children's Library Discovery Center	19,091	-17.60%	22,507	-8.51%	5,840	29.58%	5,179	54.05%	
Central Total	91,483	-20.41%	114,918	-3.41%	13,611	-0.25%	30,783	21.10%	3

Flushing	67,955	-10.59%							
Flushing IRC	854	-25.02%							
Flushing Job Info Center (JIC)	33	-17.50%							
Flushing Media Center	23,413	61.27%							
Flushing Total	92,255	0.60%	152,881	5.78%	14,258	54.91%	38,237	52.11%	

E-book and E-Magazines	61,151	16.96%							
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Virtual Music and Movies	67,616	53.78%
Virtual Library Total	128,767	33.78%
Langston Hughes Black Heritage	774	9.94%
Queens Village Mail-A-Book	3,934	-10.24%
Mobile Library	2,770	316.54%
Correctional Outreach	769	65.38%
Miscellaneous Other	2,886	308.20%
Miscellaneous Total	68,746	18.37%

322	10.65%	497	X
673	282.39%	N/A	X
143	-70.88%	225	X

System Total	988,541	-8.04%	949,036	-2.33%	143,117	16.78%	278,760	17.81%	
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Website Visits	501,480	-24.00%
Wireless use	42,396	8.38%
Computer Sessions	233,210	-5.27%

Notes:

- 1 - Library closed for renovation or extended emergency during a portion of the current fiscal year.
- 2 - Library closed for renovation or extended emergency during a portion of last fiscal year.
- 3 - Central Library partially closed during renovation in last fiscal year.
- 4 - ALCs are not in separate area - accurate gate count not possible
- 5 - Steinway ALC moved to Jackson Heights ALC

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: April 18, 2019

ITEM ID #: 1971

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.