

**QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, JANUARY 25, 2018**

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

AGENDA

7:00 PM BOARD OF TRUSTEES REGULAR MEETING

I. Roll Call

II. Approval of BOT Minutes

A. Board of Trustees Meeting - December 21, 2017

1. Approval of Minutes of the Board of Trustees Meeting (ID # 1648)

III. Report of the Chair of the Board

1. Election of Officers - Resolution (ID # 1645)

IV. Committee Reports

A. Buildings & Grounds Committee - January 25, 2018

1. Approval of Buildings and Grounds Committee Report (ID # 1655)

B. Finance & Investments Committee - January 25, 2018

1. Approval of Finance and Investments Committee Report (ID # 1654)

V. President's Report

1. Key Performance Indicators December 2017 (ID # 1642)

VI. Other Business

1. Motion to Go into Executive Session (ID # 1649)
2. Motion to Return to Public Session (ID # 1650)

VII. Adjournment

1. Motion to Adjourn (ID # 1653)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 25, 2018

ITEM ID #: 1648

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 December 21, 2017 be approved as submitted.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 25, 2018

ITEM ID #: 1645

AGENDA: Election of Officers - Resolution

Recommended Motion for Consideration by the Board of Trustees:

I move that the Nominations of the Officers for 2018 be accepted as presented by the Nominating Committee:

Chairman of the Board:	Judy Bergtraum, Esq.
Vice Chair:	Michael Rodriguez, Esq.
Secretary:	Eli Shapiro, Ed. D, LCSW
Treasurer:	Robert Santos, Esq.
Assistant Treasurer:	Lydon Sleeper-O'Connell

RESOLUTION

WHEREAS, at its regularly scheduled meeting held on November 21, 2017, the Board of Trustees of the Queens Borough Public Library elected a Nominating Committee comprised of the following Trustees: Judge Augustus Agate (Chair of the Committee), Carl Koerner, James Haddad, Maria Concolino, and Andrew Jackson; and

WHEREAS, the Nominating Committee prepared and submitted to the Board of Trustees, at least ten (10) days prior to the Board's regularly scheduled meeting held on December 21, 2017, its recommended slate of candidates for officers of the Library for calendar year 2018; and

WHEREAS, at the Board's regularly scheduled meeting held on December 21, 2017, the Nominating Committee recommended the following slate of officers of the Library for calendar year 2018:

Chairman of the Board:	Judy Bergtraum, Esq.
Vice Chair:	Michael Rodriguez, Esq.
Secretary:	Eli Shapiro, Ed. D, LCSW
Treasurer:	Robert Santos, Esq.
Assistant Treasurer:	Lydon Sleeper-O'Connell

WHEREAS, at the December 21, 2017 meeting, the Chairman of the Board asked if any Trustee would like to nominate any other officers and no other nominations were offered; and

WHEREAS, at the December 21, 2017 meeting, the Board of Trustees unanimously approved a motion to close nominations for officers of the Library for calendar year 2018.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees that, after due deliberation, the following Trustees are elected as the officers of the Library for calendar year 2018 and shall continue in office until their successors shall have been elected and qualified:

Chairman of the Board:	Judy Bergtraum, Esq.
Vice Chair:	Michael Rodriguez, Esq.
Secretary:	Eli Shapiro, Ed. D, LCSW
Treasurer:	Robert Santos, Esq.
Assistant Treasurer:	Lydon Sleeper-O'Connell

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 25, 2018

ITEM ID #: 1655

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: January 25, 2018

ITEM ID #: 1654

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: January 25, 2018

ITEM ID #: 1642

AGENDA: Key Performance Indicators December 2017

Attachments:

Dec 2017 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	108,206	-8.54 %	54,794	-4.77%	6,152	7.22%	10,807	48.61%	
Astoria	42,973	0.81 %	44,518	3.27%	10,058	55.10%	7,118	-18.34%	
Auburndale	82,805	-3.11 %	38,923	-8.15%	6,012	-13.53%	18,537	5.02%	
Baisley Park	31,315	-5.53 %	43,140	11.13%	9,471	96.29%	13,689	-8.26%	
Bayside	167,932	-8.57 %	83,740	-8.19%	7,501	16.04%	28,733	28.18%	
Bay Terrace	52,015	-2.36 %	42,012	-5.90%	3,353	-18.06%	7,566	-10.58%	
Bellerose	66,522	-7.89 %	53,225	-8.99%	5,540	-0.81%	20,762	-6.57%	
Briarwood	76,289	11.55 %	65,803	28.10%	17,263	60.54%	35,540	74.94%	2
Broadway	98,398	-11.42 %	119,764	-4.75%	29,854	2.62%	45,879	32.47%	
Broad Channel	33,425	-11.71 %	9,944	-6.57%	612	103.32%	372	-12.47%	
Cambria Heights	36,763	-11.57 %	75,683	-3.21%	18,535	-1.03%	3,041	-67.87%	
Corona	96,599	-6.62 %	127,433	0.42%	22,407	-2.14%	23,132	150.67%	
Court Square	38,095	-7.87 %	48,669	-2.07%	7,008	-7.63%	6,484	-33.07%	
Douglaston	62,961	-14.82 %	47,878	-5.97%	2,978	15.11%	8,249	-15.75%	
East Elmhurst	23,140	-15.34 %	30,745	-13.88%	4,725	24.67%	4,091	27.41%	2
East Flushing	57,392	-7.94 %	40,124	0.07%	6,200	92.01%	8,608	27.24%	
Elmhurst	356,422	208.98 %	288,643	338.34%	16,387	1450.33%	69,259	317.15%	2
Far Rockaway	46,802	-19.40 %	75,834	-6.99%	10,600	35.29%	13,243	-42.85%	
Forest Hills	176,086	-11.36 %	147,164	-5.96%	21,802	-7.09%	101,829	3.23%	
Fresh Meadows	258,257	-5.88 %	106,285	-1.92%	9,663	48.75%	40,732	0.03%	
Glen Oaks	149,679	-6.55 %	83,649	4.55%	21,789	-0.76%	41,587	29.42%	

Attachment: Dec 2017 YTD Board Report-Word (1642 : 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	44,294	-11.37 %	29,601	-6.33%	4,682	-50.51%	4,054	162.39%	
Hillcrest	82,375	-14.69 %	53,850	-7.03%	3,032	-32.56%	14,434	-12.76%	
Hollis	38,918	-14.92 %	43,031	5.10%	4,387	15.45%	7,657	18.00%	
Howard Beach	53,410	-19.94 %	39,096	-11.58%	1,123	-53.58%	19,370	78.99%	
Jackson Heights	186,343	-13.11 %	199,185	-4.11%	13,270	-69.64%	33,604	-11.91%	
Kew Gardens Hills	135,874	132.22 %	78,461	44.62%	2,502	232.71%	14,560	-21.07%	1,2
Langston Hughes	35,607	-16.46 %	66,433	-8.79%	5,008	-17.50%	9,236	41.01%	
Laurelton	36,864	-2.72 %	56,521	-11.81%	12,152	8.60%	11,543	-51.14%	
Lefferts	62,192	-27.14 %	77,118	-14.00%	8,344	-11.08%	35,000	2.36%	
Lefrak City	44,295	-24.97 %	71,971	-4.69%	5,323	-17.91%	20,606	55.78%	
Long Island City	51,743	-27.05 %	68,763	-8.79%	27,581	-30.53%	39,514	7.43%	
Maspeth	94,797	-18.63 %	62,484	-17.37%	6,935	5.08%	16,318	-22.45%	
McGoldrick	42,487	54.84 %	36,253	122.07%	3,510	98.53%	9,877	371.68%	1,2
Middle Village	34,562	0.11 %	22,718	-0.70%	3,562	120.97%	4,678	210.42%	
Mitchell-Linden	120,390	-6.45 %	81,300	-3.18%	9,063	-4.54%	22,515	29.14%	
North Forest Park	73,136	0.42 %	48,783	-7.26%	2,847	16.58%	15,368	5.50%	
North Hills	56,976	-7.51 %	45,141	43.77%	3,946	19.11%	6,979	-52.35%	
Ozone Park	54,468	2,777.34 %	61,769	X	4,262	X	4,777	X	2
Peninsula	101,968	-11.83 %	81,548	14.14%	9,520	36.06%	7,352	44.50%	
Pomonok	46,744	-8.62 %	45,920	-3.47%	11,716	37.38%	8,183	76.59%	
Poppenhusen	44,183	-12.69 %	38,126	-8.96%	4,101	52.79%	6,922	-18.24%	

Attachment: Dec 2017 YTD Board Report-Word (1642 : 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	47,847	73.20 %	69,877	191.36%	4,236	157.98%	7,365	243.52%	2
Queens Village	47,559	-15.33 %	46,990	0.02%	11,337	25.94%	10,901	-5.86%	
Rego Park	94,363	-8.05 %	93,071	-2.94%	6,706	22.24%	9,609	1.00%	
Richmond Hill	75,068	-9.95 %	69,183	-12.84%	33,189	19.91%	28,670	-14.64%	
Ridgewood	79,166	-6.88 %	132,188	-0.13%	18,874	-39.42%	61,777	-16.67%	
Rochdale Village	37,812	9.31 %	63,733	-1.26%	7,631	-8.45%	15,415	71.91%	
Rosedale	29,436	-16.94 %	50,696	-4.22%	4,956	-23.07%	18,067	-13.74%	
Seaside	45,340	-17.96 %	44,863	5.71%	6,251	64.98%	15,189	2692.10%	
South Hollis	28,694	-9.75 %	48,941	-7.34%	8,031	-46.63%	28,843	0.98%	
South Jamaica	25,125	-15.91 %	41,887	-20.56%	4,943	-42.97%	6,119	-52.57%	
South Ozone Park	33,174	-14.55 %	35,127	-10.79%	2,146	-39.80%	5,134	-46.00%	
St. Albans	32,217	-12.57 %	48,249	-14.57%	3,574	-11.38%	2,999	51.77%	
Steinway	111,543	-5.76 %	103,982	1.45%	11,132	0.45%	41,108	44.81%	
Sunnyside	107,593	0.12 %	112,627	0.69%	12,008	40.69%	29,242	11.25%	
Whitestone	69,251	-20.25 %	49,051	3.89%	12,520	87.76%	32,931	9.72%	
Windsor Park	82,755	-7.58 %	63,131	-0.31%	10,970	136.32%	15,854	18.92%	
Woodhaven	63,160	-17.85 %	63,527	-6.43%	13,175	-2.74%	6,801	-29.46%	
Woodside	77,586	-6.14 %	81,457	-2.98%	19,504	43.09%	20,757	0.58%	
Community Libraries Total	4,591,391	-0.85 %	4,154,622	6.20%	575,959	2.16%	1,178,586	11.72%	
Central Library Adult Learning Center	1,075	-0.37 %	0	0.00%	1,097	-54.00%	0	0.00%	6

Attachment: Dec 2017 YTD Board Report-Word (1642 : 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
Elmezzi LIC Adult Learning Center	1,246	-10.42 %	34,762	3.30%	3,969	23.26%	0	0.00%	
Elmhurst Adult Learning Center	1,787	2,027.38 %	0	0.00%	2,472	6.37%	0	0.00%	6
Flushing Adult Learning Center	3,127	-24.30 %	49,312	-12.13%	12,956	14.06%	6,484	9.10%	
Jackson Heights Adult Learning Center					6,995	28.99%	237	X	8
Peninsula Adult Learning Center	321	-28.35 %	0	0.00%	10,660	54.74%	0	0.00%	6
Rochdale Adult Learning Center	840	8.53 %	0	0.00%	4,375	-4.50%	522	26.70%	6
Steinway Adult Learning Center	101	-78.09 %	0	0.00%	118	-68.87%	0	0.00%	6,8
Adult Learning Center Total	8,497	1.54 %	84,074	-6.35%	42,642	16.64%	7,243	13.40%	
Central Adult Fiction	40,577	-9.61 %							
Central Adult Fiction – Ask at Desk	16,851	2.26 %							
Central Adult Non-Fiction	87,547	-2.60 %							
Central Adult Non-Fiction – Ask at Desk	46,482	-5.29 %							
Central International languages	7,466	0.48 %							
Central International Languages – Ask at	1,350	-12.62 %							

Attachment: Dec 2017 YTD Board Report-Word (1642 : 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 Current Collection	23,918	-8.34 %							
Central Library Fine Arts/Media Center	217,560	-17.28 %							
Central Library Others	34,917	21.89 %							
Central Library Hot Picks	34,396	7.45 %							
Central Library Interloan	535	19.69 %							
Central Library Job Info Center	852	-18.62 %							
Central Library Young Adult Room	33,399	-15.28 %							
Children's Library Discovery Center	151,099	-11.14 %	182,538	-9.80%	15,334	-25.16%	112,774	325.40%	
Central Total	678,810	-9.74 %	744,527	-6.10%	63,980	5.46%	167,618	3.89%	3
Flushing	455,067	-12.60 %							
Flushing IRC	8,279	-28.51 %							
Flushing Job Info Center (JIC)	269	-19.94 %							
Flushing Media Center	73,528	41.37 %							
Flushing Total	564,317	-8.20 %	898,254	9.55%	53,438	101.27%	190,365	9.04%	7
E-book and E-Magazines	296,248	-1.59 %							

Attachment: Dec 2017 YTD Board Report-Word (1642 : 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
Virtual Music and Movies	229,836	1.73 %							
Virtual Library Total	526,084	-0.16 %							5
Langston Hughes Black Heritage	4,181	14.05 %							
Queens Village Mail-A-Book	23,976	-5.45 %			2,751	3.69%			
Miscellaneous Other	6,655	-50.94 %							
Miscellaneous Total	331,060	-3.65 %							
System Total	6,405,316	-2.67 %	5,919,898	4.93%	744,814	7.85%	1,536,681	10.48%	
Website Visits	3,690,544	0.28%							
Wireless Use	262,702	16.16%							9
Computer Sessions	1,497,337	-0.53%							

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 25, 2018

ITEM ID #: 1649

AGENDA: Motion to Go into Executive Session

Recommended Motion for Consideration:

I move that the meeting move into Executive Session.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: January 25, 2018

ITEM ID #: 1650

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: January 25, 2018

ITEM ID #: 1653

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.