

**QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, NOVEMBER 21, 2019**

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

AGENDA

6:30 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 # 2105)

III. Report of the Chair of the Board

IV. Committee Reports

A. Labor Relations Committee - November 21, 2019

1. Approval of the Labor Relations Committee Report (ID # 2104)

B. Finance & Investments Committee - November 21, 2019

1. Approval of the Finance & Investments Committee Report (ID # 2103)

V. President's Report

1. Key Performance Indicators Report - October 2019 (ID # 2106)

VI. Other Business

1. Selection of Nominating Committee for Election of Officers 2020 (ID # 2107)
2. Calendar of Meeting Dates January 2020 through December 2020 (ID # 2108)

VII. Adjournment

1. Motion to Adjourn (ID # 2102)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: November 21, 2019

ITEM ID #: 2105

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: November 21, 2019

ITEM ID #: 2104

AGENDA: Approval of the 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: November 21, 2019

ITEM ID #: 2103

AGENDA: Approval of the Finance & 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: November 21, 2019

ITEM ID #: 2106

AGENDA: Key Performance Indicators Report - October 2019

Attachments:

Key Performance Indicators Report - October 2019 (PDF)

President's Report: October 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	19,265	-12.22%	7,882	-22.61%	854	-19.21%	3,101	18.86%	
Astoria	8,334	22.41%	7,496	1.85%	277	-73.54%	1,838	53.94%	
Auburndale	11,756	-4.04%	6,248	-6.41%	1,761	23.75%	2,462	18.02%	
Baisley Park	3,438	-38.85%	6,018	-21.78%	2,152	14.35%	1,918	-37.01%	1,2
Bayside	22,751	-4.37%	14,330	-4.06%	2,023	-21.44%	4,418	-2.19%	
Bay Terrace	7,249	-3.54%	6,251	-11.28%	841	-30.03%	1,917	46.11%	
Bellerose	8,625	1.43%	7,959	-7.32%	842	14.40%	2,524	4.60%	2
Brianwood	10,751	-9.01%	11,261	-6.58%	3,473	-9.91%	3,120	-49.30%	
Broadway	14,546	-9.22%	21,193	-2.50%	5,394	-6.66%	9,260	19.81%	
Broad Channel	5,387	4.76%	1,828	-13.73%	41	-48.75%	269	827.59%	
Cambria Heights	4,818	-17.10%	12,143	-25.15%	4,937	0.88%	990	20.44%	
Corona	11,792	-18.98%	18,695	-12.18%	3,237	-14.59%	1,306	-76.33%	
Court Square	5,117	-29.36%	7,953	-11.88%	1,817	20.89%	2,047	78.15%	
Douglaston	8,983	0.42%	8,198	4.53%	1,503	241.59%	4,555	232.24%	
East Elmhurst	4,116	8847.83%	7,396	∞	1,521	∞	1,457	∞	2
East Flushing	7,509	-13.31%	6,711	-6.06%	1,730	-1.26%	1,751	35.95%	
Elmhurst	38,447	-10.84%	40,387	11.35%	2,065	-16.57%	8,287	-25.92%	
Far Rockaway	4,438	119.38%	7,116	2069.51%	665	388.97%	1,415	3437.50%	2
Forest Hills	28,168	-6.84%	25,283	-1.56%	2,855	-27.81%	19,315	34.34%	
Fresh Meadows	33,774	-12.05%	17,270	-8.14%	2,605	24.28%	7,338	6.61%	
Glen Oaks	21,509	-8.57%	14,224	-12.82%	5,876	-8.62%	13,992	17.07%	
Glendale	4,079	-10.17%	6,109	-2.65%	557	3.53%	417	-41.60%	
Hillcrest	11,782	-9.15%	8,884	-7.14%	150	-80.05%	3,636	-41.14%	
Hollis	5,864	-6.59%	8,078	-0.98%	1,277	88.35%	1,535	-22.67%	
Howard Beach	8,329	-0.67%	6,837	-2.99%	658	-22.86%	4,561	50.58%	
Hunters Point	20,125	2012400.00%	24,525	∞	2,839	∞	23,524	∞	Opened: 9/24/19
Jackson Heights	23,632	-17.71%	30,542	-9.10%	4,064	1.12%	5,271	13.67%	
Kew Gardens Hills	23,755	-5.16%	15,660	-11.53%	564	-47.58%	2,365	10.05%	
Langston Hughes	4,639	-26.26%	11,479	-21.87%	5,613	49.52%	2,679	51.19%	
Laurelton	5,274	-7.25%	8,252	-12.59%	1,191	193.35%	2,179	92.66%	
Lefferts	7,868	-13.48%	10,607	-11.42%	1,422	4.02%	5,574	-21.35%	
Lefrak City	7,418	0.22%	11,245	-12.16%	1,179	14.69%	1,356	11.70%	
Long Island City	6,719	-19.87%	10,010	-10.38%	1,723	-51.15%	2,778	-59.01%	
Maspeth	13,635	-9.45%	8,483	-21.81%	1,101	0.27%	1,959	2.78%	
McGoldrick	9,814	-12.07%	10,549	32.83%	1,623	-3.22%	3,916	25.75%	
Middle Village	6,909	7.90%	4,319	10.86%	634	29.12%	1,030	-31.70%	1
Mitchell-Linden	16,505	6.70%	12,916	4.21%	1,353	0.07%	2,587	-24.36%	
North Forest Park	11,289	0.37%	8,293	-3.50%	298	-19.46%	854	-22.36%	

Attachment: Key Performance Indicators Report - October 2019 (2106 : Key Performance Indicators

President's Report: October 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
North Hills	7,962	-2.82%	8,745	16.04%	1,258	40.87%	1,723	-2.43%	2
Ozone Park	7,880	-6.38%	10,645	-5.56%	1,505	170.20%	1,109	-25.32%	
Peninsula	12,797	-19.28%	13,192	-11.24%	974	-4.70%	2,190	25.00%	
Pommonok	6,499	-16.00%	6,733	-5.58%	2,133	52.47%	1,618	79.98%	
Poppenhusen	6,775	7.25%	7,713	35.94%	1,222	29.18%	3,349	412.08%	
Queensboro Hill	7,839	-4.15%	11,310	-6.07%	2,178	-4.22%	1,224	31.33%	
Queens Village	6,083	-11.34%	6,956	-21.95%	2,113	-29.47%	544	-67.58%	
Rego Park	8,781	-44.06%	8,829	-46.73%	332	-75.21%	369	-78.90%	1
Richmond Hill	9,537	-7.08%	9,461	-7.25%	8,083	17.21%	2,822	-38.14%	
Ridgewood	11,460	-14.39%	22,530	-16.49%	4,297	-25.82%	5,377	31.40%	
Rochdale Village	5,634	-1.83%	10,925	-8.43%	404	-54.04%	1,282	-39.70%	
Rosedale	4,201	-16.81%	5,699	-29.94%	481	-37.94%	3,333	3.38%	2
Seaside	6,473	-9.27%	6,932	17.73%	777	-27.72%	1,703	-60.17%	
South Hollis	5,293	7.32%	10,746	-3.48%	3,326	248.27%	3,652	-44.84%	
South Jamaica	3,393	32.23%	7,061	9.07%	513	-5.52%	694	-54.67%	2
South Ozone Park	4,368	-19.56%	5,803	-11.75%	407	37.04%	3,340	171.77%	1,2
St. Albans	4,613	-10.34%	7,854	-6.11%	511	-53.76%	2,034	183.29%	2
Steinway	712	-95.14%	0	-100.00%	0	-100.00%	0	-100.00%	1,2
Sunnyside	15,323	-7.94%	17,775	-2.92%	1,735	-3.29%	5,070	9.15%	
Whitestone	10,378	-6.54%	7,798	3.63%	1,719	-24.17%	8,104	56.15%	
Windsor Park	12,242	-11.64%	10,782	-3.53%	974	-60.34%	2,563	2.89%	
Woodhaven	9,766	-6.55%	10,671	1.67%	2,538	-15.26%	2,559	57.09%	
Woodside	9,141	-10.78%	12,804	-12.45%	2,170	-29.86%	2,892	-23.75%	
Community Libraries Total	645,559	-7.51%	673,594	-3.65%	112,365	-1.40%	217,052	11.76%	

Central Library Adult Learning Center	56	-26.32%	N/A	N/A	93	-61.41%	N/A	N/A	3
Elmezzi LIC Adult Learning Center	105	-33.54%	3,388	-16.18%	0	-100.00%	N/A	N/A	
Elmhurst Adult Learning Center	232	20.21%	N/A	N/A	1,363	-16.84%	N/A	N/A	3
Flushing Adult Learning Center	358	-36.30%	7,195	-24.80%	1,850	-21.84%	1,101	2.61%	
Jackson Heights Adult Learning Center	87	-4.40%	N/A	N/A	1,228	-47.05%	0	0.00%	3
Peninsula Adult Learning Center	33	13.79%	N/A	N/A	2,349	0.64%	N/A	N/A	3
Rochdale Adult Learning Center	125	22.55%	N/A	N/A	1,202	-10.83%	N/A	N/A	3
Adult Learning Center Total	996	-17.75%	10,583	-22.24%	8,085	-26.86%	1,101	2.61%	

Central Adult Fiction	5,910	-13.67%							
Central Adult Fiction - Ask at Desk	2,797	-6.77%							
Central Adult Non-Fiction	14,193	-10.38%							
Central Adult Non-Fiction - Ask at Desk	7,356	-7.05%							

President's Report: October 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
Central International Languages	1,250	1.13%							
Central International Languages - Ask at Desk	212	-10.55%							
Central Library Current Collection	3,502	-2.56%							
Central Library Fine Arts/Media Center	22,450	-25.17%							
Central Library Others	5,727	52.07%							
Central Library Hot Picks	4,020	1.77%							
Central Library Interloan	163	4.49%							
Central Library Job Info Center	50	-76.42%							
Central Library Young Adult Room	3,712	-19.04%							
Children's Library Discovery Center	17,771	-24.74%	24,371	-17.49%	4,208	45.25%	6,527	107.67%	
Central Total	89,113	-15.09%	111,819	-11.82%	10,260	10.33%	39,922	34.25%	

Flushing	59,343	-10.15%							
Flushing IRC	740	-23.00%							
Flushing Job Info Center (JIC)	27	-38.64%							
Flushing Media Center	20,320	-1.43%							
Flushing Total	80,430	-8.26%	140,515	-3.73%	13,702	-18.90%	26,935	-22.20%	

E-book and E-Magazines	59,621	8.02%							
Virtual Music and Movies	54,074	-2.42%							
Virtual Library Total	113,695	2.79%							
Langston Hughes Black Heritage	478	-2.25%							
Queens Village Mail-A-Book	3,999	-8.15%							
Mobile Library	2,104	74.90%							
Correctional Outreach	832	43.45%							
Other Total	138	72.50%							

554	31.28%	600	X
1,405	2130.16%	N/A	X
95	-50.52%	142	-45.38%

System Total	936,512	-7.14%	941,601	-5.44%	146,674	-4.02%	285,610	10.00%	
---------------------	----------------	---------------	----------------	---------------	----------------	---------------	----------------	---------------	--

Website Visits	479,681	-12.09%							
Wireless use	48,056	34.29%							
Computer Sessions	236,965	-5.33%							

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

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: November 21, 2019

ITEM ID #: 2107

AGENDA: Selection of Nominating Committee for Election of Officers 2020

Background:

Pursuant to the By-Laws, a Nominating Committee must be elected in November of each year and must prepare and submit to the Board of Trustees at least ten (10) days prior to the Board's regular meeting in December (presently scheduled for December 19, 2019) the slate of candidates for the officers of the Library for the forthcoming year. The By-Laws call for the Chair of the Board to appoint two of the five members to the Nominating Committee and for the Board to elect the other three members.

The date of the Nominating Committee meeting is scheduled for December 5, 2019.

Recommended Motion for Consideration by the Board of Trustees:

I move to accept the Chair of the Board's appointment and the Board's election of the following trustees to the Nominating Committee:

Chair of the Board appointed:

[1]

[2]

Board elected:

[3]

[4]

[5]

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: November 21, 2019

ITEM ID #: 2108

AGENDA: Calendar of Meeting Dates January 2020 through December 2020

Background:

Dates for Committee and Board of Trustees meetings have been approved through December 2019.

Current Status:

The Chair of the Board proposes the following dates for Committee and Board of Trustees meetings for the period of January 2020 through December 2020.

Recommended Motion for Consideration by the Board of Trustees:

I move that the calendar of Board of Trustees and Committee meeting dates for 2020 be approved as presented.

Attachments:

2020 BOT Calendar of Meetings (PDF)

QUEENS PUBLIC LIBRARY BOARD OF TRUSTEES

CALENDAR OF COMMITTEE & BOARD OF TRUSTEES MEETINGS

January through December 2020

Thursday, January 23, 2020	
Thursday, February 20, 2020	
Thursday, March 26, 2020	
Tuesday, April 14, 2020¹	Thursday, April 30, 2020
Thursday, May 28, 2020	
Thursday, June 25, 2020	
Thursday, July 23, 2020 <i>(if needed)</i>	
Thursday, August 20, 2020 <i>(if needed)</i>	
Thursday, September 10, 2020²	Thursday, September 24, 2020
Thursday, October 22, 2020	
Thursday, November 19, 2020	
Thursday, December 3, 2020³	Thursday, December 17, 2020

¹ April 14 – Public Hearing Date – Location: TBD

² September 10 – Includes the Audit Committee & the Special Meeting of the Board to accept report of the Audit Committee.

³ December 3 – Includes the Nominating Committee

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: November 21, 2019

ITEM ID #: 2102

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.