

**QUEENS LIBRARY
BOARD OF TRUSTEES
THURSDAY, JUNE 28, 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 - May 24, 2018

1. Approval of Minutes of the Board of Trustees Meeting (ID # 1796)

III. Report of the Chair of the Board

IV. Committee Reports

A. Buildings & Grounds Committee - June 28, 2018

1. Approval of the Building & Grounds Committee Report (ID # 1791)

B. Executive Committee - June 28, 2018

1. Approval of Executive Committee Report (ID # 1789)

C. Audit Committee - June 28, 2018

1. Approval of Audit Committee Report (ID # 1804)

D. Finance and Investments Committee - June 28, 2018

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

V. President's Report

1. Key Performance Indicators May 2018 (ID # 1771)

VI. Other Business

1. Queens Library Foundation Budget - FY'19 (ID # 1805)

VII. Adjournment

1. Motion to Adjourn (ID # 1792)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 28, 2018

ITEM ID #: 1796

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 May 24, 2018 be approved as submitted.

Attachments:

BOT Minutes - May 24, 2018(PDF)

B & G Minutes - May 24, 2018 (PDF)

Executive Minutes - May 24, 2018 (PDF)

Labor Relations Minutes - May 24, 2018 (PDF)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 28, 2018

ITEM ID #: 1791

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: June 28, 2018

ITEM ID #: 1789

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: June 28, 2018

ITEM ID #: 1804

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: June 28, 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: June 28, 2018

ITEM ID #: 1771

AGENDA: Key Performance Indicators May 2018

Attachments:

May 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	194,294	-6.65 %	94,363	-6.79%	12,771	-0.52%	17,928	17.56%	
Astoria	76,373	0.54 %	81,337	5.70%	18,050	79.64%	11,469	-23.73%	
Auburndale	145,565	-5.85 %	69,080	-8.09%	10,210	-15.76%	32,265	5.91%	
Baisley Park	54,773	-3.15 %	73,537	4.68%	16,515	56.47%	23,697	-7.97%	
Bayside	287,043	-10.87 %	146,652	-8.55%	15,700	32.27%	50,337	18.37%	
Bay Terrace	92,287	-2.03 %	76,006	-6.96%	6,456	-27.85%	12,645	-12.22%	
Bellerose	116,068	-9.55 %	92,751	-11.75%	8,064	-20.06%	34,232	-7.43%	
Briarwood	135,354	9.29 %	114,585	14.81%	29,347	24.00%	63,636	7.81%	2
Broadway	173,107	-10.09 %	216,222	-3.66%	58,168	4.32%	87,207	22.88%	
Broad Channel	60,922	-7.98 %	18,143	-3.28%	805	39.51%	602	-33.99%	
Cambria Heights	63,605	-9.72 %	149,917	-2.06%	37,643	6.41%	6,699	-43.00%	
Corona	173,957	-0.22 %	229,612	1.16%	40,055	13.97%	43,264	181.37%	
Court Square	69,639	-6.53 %	89,469	-3.18%	13,895	1.50%	11,168	-34.33%	
Douglaston	108,994	-15.00 %	86,250	-8.70%	4,063	-18.23%	12,888	-27.49%	
East Elmhurst	39,509	17.43 %	51,770	9.92%	6,621	15.47%	6,071	10.18%	2
East Flushing	103,266	-7.82 %	71,328	-3.98%	10,974	45.24%	14,489	18.56%	
Elmhurst	609,308	42.79 %	459,432	85.65%	24,719	103.26%	114,441	132.35%	2
Far Rockaway	82,133	-16.87 %	131,981	-8.42%	15,333	8.50%	28,402	-23.23%	
Forest Hills	321,035	0.17 %	267,749	8.56%	36,161	-0.78%	178,669	12.67%	
Fresh Meadows	455,409	-8.50 %	190,915	-4.03%	17,368	30.95%	72,636	-0.16%	
Glen Oaks	266,332	-5.23 %	151,061	2.43%	45,060	7.58%	82,782	41.19%	

Attachment: May 2018 YTD Board Report-Word (1771 : 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	67,848	-21.72 %	48,701	-12.75%	10,713	-13.16%	7,198	194.28%	1
Hillcrest	144,165	-15.88 %	96,020	-7.03%	6,170	-35.47%	21,000	-42.47%	
Hollis	69,465	-11.46 %	77,902	6.82%	7,678	15.81%	13,430	6.94%	
Howard Beach	94,051	-20.37 %	69,525	-13.39%	3,386	-0.53%	35,556	89.89%	
Jackson Heights	331,700	-8.04 %	354,733	-2.69%	25,396	-50.70%	55,742	-17.03%	
Kew Gardens Hills	275,447	159.65 %	155,095	60.92%	7,286	461.33%	28,590	-23.71%	1,2
Langston Hughes	62,378	-18.40 %	120,634	-10.63%	9,909	-10.71%	16,482	51.18%	
Laurelton	64,594	-3.95 %	96,258	-16.91%	20,647	-4.61%	20,953	-42.03%	
Lefferts	108,185	-35.35 %	132,607	-13.00%	13,934	-17.24%	60,968	-6.42%	
Lefrak City	79,567	-18.70 %	127,516	-5.61%	9,869	-35.42%	39,538	43.72%	
Long Island City	92,008	-23.32 %	123,222	-8.65%	37,949	-39.90%	63,393	0.38%	
Maspeth	169,045	-12.28 %	111,851	-11.06%	11,614	-6.10%	29,724	-11.51%	
McGoldrick	96,785	240.10 %	74,623	357.11%	9,237	259.70%	19,267	820.11%	1,2
Middle Village	64,163	2.26 %	41,258	1.84%	5,301	52.77%	9,560	138.29%	
Mitchell-Linden	209,033	-8.81 %	141,421	-4.18%	15,750	-9.27%	38,230	17.62%	
North Forest Park	131,686	-1.19 %	86,442	-7.50%	4,968	31.46%	21,808	-11.57%	
North Hills	103,343	-5.80 %	85,364	20.82%	7,776	24.78%	14,932	-37.33%	
Ozone Park	95,813	1,464.04 %	105,664	1463.08%	7,926	8515.22%	8,359	1532.62%	2
Peninsula	177,195	-13.00 %	138,325	9.61%	14,482	15.39%	13,613	26.63%	
Pomonok	79,485	-13.46 %	78,368	-7.99%	20,402	6.32%	11,884	-8.83%	
Poppenhusen	78,999	-11.32 %	64,562	-10.64%	7,353	40.70%	13,616	-1.10%	

Attachment: May 2018 YTD Board Report-Word (1771 : 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	89,238	211.27 %	130,246	443.08%	15,562	847.75%	15,809	637.36%	2
Queens Village	81,131	-16.25 %	83,137	-5.11%	21,533	17.14%	18,656	-12.24%	
Rego Park	169,268	-7.57 %	167,169	-4.57%	11,296	5.06%	18,337	12.08%	
Richmond Hill	125,871	-17.36 %	115,510	-21.19%	58,018	-3.96%	50,353	-18.51%	
Ridgewood	141,631	-2.93 %	238,819	-2.79%	40,235	-17.62%	78,385	-46.07%	
Rochdale Village	66,210	7.07 %	115,087	-2.66%	11,397	-15.48%	24,209	25.54%	
Rosedale	53,413	-11.49 %	87,157	-9.72%	7,609	-27.88%	32,339	-12.14%	
Seaside	83,022	-12.35 %	72,501	-1.36%	11,215	49.89%	23,534	561.25%	
South Hollis	51,364	-7.19 %	92,401	-6.62%	11,492	-58.86%	46,654	-10.63%	
South Jamaica	38,540	-25.74 %	62,499	-36.85%	8,055	-58.97%	14,870	-55.34%	1
South Ozone Park	59,591	-8.81 %	62,650	-9.47%	3,675	-51.03%	12,501	-9.27%	
St. Albans	57,441	-8.98 %	86,973	-12.67%	7,040	7.84%	6,101	33.33%	
Steinway	200,360	-3.78 %	184,017	-2.63%	19,870	3.31%	72,657	65.22%	
Sunnyside	192,353	1.32 %	204,868	1.23%	20,613	33.17%	54,144	11.10%	
Whitestone	118,766	-21.05 %	81,830	-5.19%	18,995	14.04%	55,727	-3.44%	
Windsor Park	146,341	-8.43 %	113,205	-1.81%	15,535	38.53%	26,932	15.68%	
Woodhaven	119,164	-12.15 %	115,648	-4.96%	24,481	7.23%	12,891	-19.58%	
Woodside	117,121	-14.94 %	131,101	-12.43%	29,979	13.27%	34,313	-4.69%	1
Community Libraries Total	8,134,753	-1.74 %	7,337,069	3.10%	1,022,324	0.48%	2,047,782	5.57%	

Attachment: May 2018 YTD Board Report-Word (1771 : 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	2,186	16.71 %	0	0.00%	2,670	-24.23%	0	0.00%	5
Elmezzi LIC Adult Learning Center	2,354	-2.57 %	64,534	1.81%	10,137	13.45%	0	0.00%	
Elmhurst Adult Learning Center	3,186	183.20 %	0	0.00%	9,578	19.04%	0	0.00%	5
Flushing Adult Learning Center	5,821	-22.36 %	90,654	-8.58%	22,754	2.51%	10,989	-1.59%	
Jackson Heights Adult Learning Center					14,688	23.05%	394	X	7
Peninsula Adult Learning Center	608	-14.12 %	0	0.00%	19,008	27.58%	0	0.00%	5
Rochdale Adult Learning Center	1,416	1.29 %	0	0.00%	9,863	-1.64%	568	-8.09%	5
Steinway Adult Learning Center	109	-82.13 %	0	0.00%	118	-86.33%	0	0.00%	5,7
Adult Learning Center Total	15,680	0.34 %	155,188	-4.53%	88,816	10.43%	11,951	1.13%	
Central Adult Fiction	72,688	-7.15 %							
Central Adult Fiction – Ask at	30,667	7.95 %							
Central Adult Non-Fiction	163,836	0.73 %							
Central Adult Non-Fiction – Ask	86,502	-3.39 %							
Central International	13,449	-0.78 %							

Attachment: May 2018 YTD Board Report-Word (1771 : 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 International	2,464	-10.60 %							
Central Library Current	41,696	-14.28 %							
Central Library Fine Arts/Media	391,696	-13.95 %							
Central Library Others	69,407	37.78 %							
Central Library Hot Picks	59,670	8.20 %							
Central Library Interloan	964	24.23 %							
Central Library Job Info Center	1,692	-8.24 %							
Central Library Young Adult	54,860	-15.82 %							
Children's Library Discovery Center	259,804	-11.40 %	303,996	-13.42%	30,443	-13.77%	201,190	355.25%	
Central Total	1,216,363	-7.47 %	1,323,568	-8.30%	119,758	-4.52%	297,852	0.04%	3
Flushing	794,689	-10.76 %							
Flushing IRC	14,061	-27.99 %							
Flushing Job Info Center (JIC)	443	-16.42 %							
Flushing Media Center	148,577	27.96 %							
Flushing Total	1,002,604	-7.04 %	1,585,926	7.27%	121,019	135.29%	322,445	-1.13%	6

Attachment: May 2018 YTD Board Report-Word (1771 : 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	546,041	-2.09 %							
Virtual Music and Movies	442,480	7.48 %							
Virtual Library Total	988,521	1.97 %							4
Langston Hughes Black Heritage	7,117	-5.01 %							
Queens Village Mail-A-Book	44,623	-2.10 %			5,838	25.71%			
Mobile Library	9,910	-54.25 %			2,615	-3.00%			
Correctional Outreach	N/A	N/A			2,374	-28.79%	244	X	
Miscellaneous Other	10,649	-53.12 %							
Miscellaneous Total	608,430	-3.95 %							
System Total	11,422,559	-2.70 %	10,482,827	2.16%	1,359,691	6.08%	2,668,435	4.09%	
Website Visits	6,776,609	1.05%							
Wireless Use	441,848	5.09%							8
Computer Sessions	2,671,771	-1.37%							

- 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.
 - 4 - Formerly called All E-Content; Streaming e-content metrics started 2/2014
 - 5 - ALCs are not in separate area - accurate gate count not possible
 - 6 - Flushing Library partially closed for renovation last fiscal year
 - 7 - Steinway ALC moved to Jackson Heights ALC
 - 8 - Wireless Sessions reporting vendor was changed in September 2016; monthly usage is estimated September 2016 to August 2017.

Attachment: May 2018 YTD Board Report-Word (1771 : Key Performance Indicators Report)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 28, 2018

ITEM ID #: 1805

AGENDA: Queens Library Foundation Budget - FY'19

Background:

The Queens Library Foundation (Foundation) operating costs are generally paid from the Foundation's General Fund Budget. The Library employs and pays for the Personal Service costs of the development staff. These costs are recorded as contributed services to the Queens Library Foundation from the Queens Library.

The Foundation's FY'19 General Fund Budget reflects the contributed personal services, operating expenses and corresponding contributed revenue provided by the Library without a net budget effect.

The operating budget, approved by the Foundation Board of Directors, must also be approved by the Library Board of Trustees, in accordance with the Foundation's Corporate By-Laws.

Current Status:

The FY'19 budget reflects a reorganization of funding and corresponding expenses in order to align the grant process with Library programs. All individual contributions, corporate and foundation grants, planned gifts, endowments and revenue generated by fund raising events will be recorded by the Foundation. Government grants will be recorded by the Library as in the past.

The Personal Services budget line has increased by five positions as a result of the reorganization. The Foundation will continue to record the cost of the budgeted staff as contributed services from the Library.

The attached Queens Library Foundation Fiscal Year 2019 General Fund Budget document dated June 5, 2018 was reviewed and approved by the Queens Library Foundation Board of Directors at their meeting on June 5, 2018.

The attached document provides a detailed review of the proposed FY'19 QLF General Fund Budget. Estimated revenues total \$2,299,108. Proposed appropriations equal \$2,299,108.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Board of Trustees accept the adoption of the Queens Library Foundation FY'19 General Fund Budget as detailed in the Fiscal Year 2019 General Fund Budget document dated June 5, 2018.

Attachments:

Queens Library Foundation Budget - FY19 (DOCX)

FISCAL YEAR

2019

QUEENS LIBRARY FOUNDATION

GENERAL FUND BUDGET

June 5, 2018

Queens Library Foundation FY19 Operating Budget

	2019
Revenues, Gains and Other Support	
Contributions from individuals, corporations, and foundations, including unconditional promises to give	\$ 2,298,108
In-kind contributions from Library	-
Sundry	-
Interest and Dividend Income	1,000
Total Revenues, Gains, and Other Support	2,299,108
Expenses	
Salaries	1,155,761
Fringe Benefits	496,977
Contractual and Services	250,000
Contractual and Services - Accounting & Banking	32,670
Contractual and Services - Advertising	184,400
Supplies, Equipment and Furniture	15,800
Special Events	90,000
Postage	3,000
Conferences	19,500
Travel	1,000
Information Technology	50,000
Grants to QBPL	-
Total Expenses	2,299,108
Change in Net Assets Before Other Items	\$ -

Queens Library Board/Committee Item

BOARD/COMMITTEE: Board of Trustees

DATE OF MEETING: June 28, 2018

ITEM ID #: 1792

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.