



Hoboken Public Library
Agenda for In Person Meeting of the Board of Trustees
March 26, 2024 6:30^{pm} to 8^{pm}

Option to Join on Zoom:

<https://us02web.zoom.us/j/83136062704>

Meeting ID: 831 3606 2704 One tap mobile +13092053325,,83136062704# US
+1 646 558 8656 US (New York)

1. Call to Order
2. Announcement of Compliance with the Open Public Meetings Law
3. Roll Call
4. Minutes of Meeting
5. Public Comments
6. Director’s Report
7. Committee Report
 - a. Buildings and Grounds
 - b. Budget and Finance
 - i. Resolution authorizing the award of a non-fair and open contract for public relations
 - ii. Resolution to reserve funds for capital improvements
 - c. Personnel and Policy
 - i. Library Director 2024 goals
8. President’s Report
9. Hoboken Public Library Friends & Foundation Report
10. Old Business
11. Executive Session
12. New Business
13. Consent Agenda

Approval of checks to be paid	Finance Committee
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Resolution authorizing the award of a non-fair and open contract for public relations	Finance Committee
Resolution to reserve funds for capital improvements	Finance Committee
Minutes Approval	

14. Trustee Comments

15. Adjournment

HOBOKEN FREE PUBLIC LIBRARY

Director's Report for March 26, 2024 Board Meeting



Mark Adler, Director of Paris-Bourbon County Library- our Sister Sanctuary Library- and the Board of Trustees

Director's Highlights

- **Lenticulars:** Our new lenticular displays have been successfully installed at the library, reinforcing the library's fresh branding and sparking joy as patrons explore all the library has to offer. The new installations can be found on the second and third floors of the library and in the elevator lobby.
- **Kentucky Public Library Association Conference:** On the invitation of our new sister library, Paris-Bourbon County Library, I attended the Kentucky Public Library Association Conference. I participated in a panel titled "Fighting for the First Amendment" which focused on the libraries' respective journeys of becoming the first book sanctuaries in their states. I was also a guest at Louisville Public Library and toured the main Carnegie Library and two of their branches with Director Lee Burchfield.
- **Sip & Tell:** The Library Friends & Foundation organized a sold-out Sip & Tell event at the library, offering wine tasting, storytelling, charcuterie, and desserts from local restaurants. Over 100 tickets were sold and we received excellent feedback from attendees.
- **NJLA Advocacy Forum:** NJLA held a day-long advocacy forum with over 50 library directors across the state attending. I presented on behalf of the Public Policy Committee about our book sanctuary and learned updates on Senate Bill S2421, the Freedom to Read Act.
- **Oratory Contest:** Senator Angela McKnight was a featured judge at the Black History Month oratory contest, which we hosted in partnership with the Boys & Girls Club. The top winners were all HPL Teen Advisory Board members, including Ma'ati Casanova, whose speech was so powerful that she was invited to share her entry at City Hall. Three HPL patrons entered the contest and won top prizes.
- **Raakhee's Book Launch:** In partnership with Little City Books, we held a sold out book launch for library trustee Raakhee Mirchandani's newest book, *Journey to the Stars*. In attendance were Mayor Bhalla, city council members, and over 100 community members.
- **State of the City Address:** Mayor Bhalla noted the work of Library Social Worker Emily Dalton in his State of the City Address, saying "...we hired two social workers, Lori Hetzel and Bianca Hoffer, who have done incredible work to assist those most vulnerable members of our community, and the Hoboken Library also hired a social worker – Emily Dalton - all working hand in hand with Nora DeBenedetto in our Office of Constituent Services."
- **Staff Bowling:** Library staff had a fun night of bowling and bonding at Bowl-Rite Lanes.

- **HPL in the news:** The library has received a great deal of publicity this past month. Through our PR firm, I have given a slew of interviews on the library, most notably our Library of Things and book sanctuary movement:
 - February 23: [Hoboken Library Rents Out Household Items to the Community](#) (News 12 New Jersey) (News 12 Bronx) (NewsBreak)
 - February 25: [Hoboken Library Debuts Library of Things](#) (The Hoboken Girl)
 - February 26: [New Library of Things in Hoboken Lets Members Take Out So Much More than Books](#) (TapInto)
 - February 27: [Some NJ libraries now offer a ‘library of things.’ You can even check out tools](#) (NJ Spotlight News)
 - February 27: [‘Freedom to Read Act’ aims to protect New Jersey public school librarians](#) (News 12 New Jersey)
 - February 28: [New Jersey Libraries Redefine Borrowing: From OG Sega to Snowshoes](#) (BNN Breaking)
 - March 1: [Libraries can be so much more than books](#) (Trentonian)
 - March 1: [Book bans? Make that “intellectual freedom challenges”](#) (AXIOS)
 - March 1: [Newline with Brigitte Quinn – Live Interview Featuring Jennie Pu](#) (WCBS Newsradio 880)
 - March 6: [Haters attacked an inclusive public library. So its director made the whole city a book sanctuary.](#) (LGBTQ Nation)
 - March 14: [Ep 643 Sandra Day O’Connor Statue, Sanctuary Libraries, Bernadette Peters and Kramer’s Song](#) (Attitudes!)
 - March 18: [Stud finder, boom box, pans: This NJ library has a whole lot more than books](#) (NBC New York)
 - March 22: [On Libraries, Books, and Bans: An Interview with Library Director Jennie Pu \(Gay League\)](#) (Gay League)

Department Summaries

Assistant Director

- **State Aid Report:** The 2023 State Aid Report was submitted. We compiled information on our facilities, staffing levels, circulation, owned items, program numbers, computer usage, and many other library conditions and services.
- **Second Floor:** We have been working to improve the appearance and function of the second floor of the Main Library. The Library of Things items were moved into the Reading Room with appropriate display materials; we set up a staff desk in that room to provide an added level of service as well as extend staff presence on that floor.
- **Incident Reports:** The new standardized method for creating incident reports along with the updated Code of Conduct has proven successful, allowing security staff to identify and suspend library privileges when circumstances demand it. Security staff are working with the new procedures successfully and communicating with Andrew when issues arise. Staff also appreciate knowing that unacceptable behavior is able to be addressed effectively.

Information and Digital Services

- **Hoboken Women Business Program:** To commemorate Women's Month, on March 25, we are hosting a conversation with Hoboken women business owners coming from different industries. They will share about their inspiring journeys toward setting up a woman owned businesses, as well as personal stories on being women business owners in Hoboken.
- **Staffing Changes:** Part-time Reference Librarian, Kerry Wallace was made full time, which will help with some of the staffing shortages in the department.

- **Computer Usage and Tech Usage for February:** Adult desktop computer use for February at the main branch was 1,093 compared with January with 967. Computer use for all ages and branches was 2,067. Scanning was down from 19 last month with 8 this month. Faxing was 16 faxes in February compared with 19 faxes in January. This month 1 hotspot and 4 chrome books were checked out.
- **Database Usage/Online Learning Resources for February:** There was an increase of Newsbank logins with 35 in February compared with 29 in January. NY Times logins were nearly the same with 183 in February to 184 in January in the building and remote code usage changed from 82 to 70. Valueline was down from 626 to 601. Mango usage went from 96 logins in January compared with 66 in February. Universal Class logins were up with 17 in February compared to 5 January.
- **Reference Questions for February:** Reference questions at the main branch were 108 in January compared with 129 in February. The majority of the questions this month at the main branch were answered by phone or in person with 32 by phone and 81 in person. Fourteen by chat and 2 by email. There were 52 total questions at the Grand Street Branch.
- **Information and Digital Services Monthly Programming:**
 - Writers Group met March 7 in person with 3 people attending. Participants were positive about meeting in person again rather than online through Zoom as we had been doing recently.
 - The Poetry Healing Group met on February 8 with three people attending the event. It will be held on March 20.
 - February's Science Fiction and Fantasy Book Discussion was February 22. There was a discussion of Malka Older's *The Mimicking of Known Successes*. The group enjoyed the hybrid mystery/science fiction/romance; 5 people attended. In March we are discussing *How to Shape a Dragon's Breath* by Monique Blackgoose.
 - This month's movie, *Respect* (about Aretha Franklin), in honor of Women's History Month had 11 people attending. Next month's will be *For Colored Girls*, in honor of Poetry Month.

Community Engagement

- **Adult Programming:** Our regular adult programs have had significant success this winter, considering it is somewhat of an "off-season." Our slate of current adult classes include American Sign Language, Chair Yoga, Mah Jongg, Art, Meditation, Computer Skills, and Yoga. We now offer a once-monthly Paint and Sip on Saturdays, taught by a local artist and library patron, as well as Crochet Club, facilitated by a local teen crafter. Many of these programs have been reaching registration capacity, some even with a waitlist. Adults are notoriously more challenging to engage in programming than teens and children, and we are proud of our efforts to provide enriching, meaningful leisure and learning experiences to Hoboken adults.
- **Black History Month Senior Celebration:** Programming Assistant Natalie Castillo spearheaded our Black History Month Celebration at the Senior Community Room at the Multi-Service Center. It was a resounding success and lots of fun. We were delighted to see a great turnout of seniors, with both Emily Jabbour and Joe Quintero from the City Council in attendance to show their support. The event drew in 32 enthusiastic participants, and we distributed 21 free books along with 87 other giveaways, such as magnets, reading magnifiers, stress balls, tote bags and coffee mugs crafted in our Maker Space.
- **DOL CARES Grant:** Library Social Worker Emily Dalton attended the Q3 NJDOL CARES Grant meeting in Trenton NJ. During this meeting we met with other grantees and DOL Staff, discussed program strategies, and provided feedback on our grant activities. The NJDOL staff was particularly interested in the work we were doing at HPL, and has since set up meetings with Emily to discuss ways they can assist us in our work. What makes our program stand out to them is the way we have open access to technology and information, and how we assist patrons of all

socioeconomic backgrounds. We are excited to continue working with the DOL staff on these projects, and planning on reapplying for the CARES Grant.

- **Social Media:** We celebrated our main Instagram account (@hobokenlibrary) reaching 5,000 followers this month! Our engagement has been higher than ever and we’ve received positive feedback from community members and peers about the quality of our content.
- **Guest Speaker at University of Illinois:** Emily was a guest speaker at the University of Illinois “Library Social Work” class, taught by Sarah Johnson. The class was geared towards library students who were interested in social work and social services in the library. Emily spoke about her experience as a library social worker. Students asked for advice on how they could approach social work and social services in their own libraries and future careers. Emily was invited to speak again in the fall semester.
- **Hoboken Community Center Food Drive:** Community Engagement Manager Ally Blumenfeld has collaborated with Jenn Manzetti of the Hoboken Community Center to plan a partnered Food Drive during the first week of April. The Library will serve as a collection site for two specific types of canned goods which will be donated to HCC. HCC will also create special bookmarks for the week, as well as host a special Story Time with books on the theme of food pantries/insecurity.
- **BookBike Return:** Ally planned for the 2024 BookBike season and ordered a brand new BookBike that will be much easier for us to use. The BookBike returns on Thursday, April 11 and the following week, regular visits resume through October. We will also be bringing the BookBike to dozens of community events, as well as hosting special events throughout the year.
- **Outreach giveaways:** The CE team ordered new branded giveaways for the 2024 outreach season, including coffee mugs, pens, flash drives, card keepers, first aid kits, notebooks, popsockets, stress balls, and magnifying bookmarks.

Programming & Outreach, February 2024

Service	Programs	Attendees	Cardholders	Giveaways	Circs
Adult Programs	52	695			
Outreach Visits	9	169	13	273	0

Social Work, January 2024

Service	#
Social Work Appointments	88
Community Care Kits	250

Youth Services

- **Calligraphy Program:** Youth Services hosted Bergen County author Hui Li for a special Women’s History Month program. Hui read her engaging book, *Scroll* and taught attendees basic calligraphy. Children and families were invited to try their hand at writing calligraphy at the end of the reading.
- **Quiet Hours:** YS implemented quiet hours on Thursday afternoons. This allows children and caregivers dedicated time to work on their homework and studying. We have scheduled a coloring party at our Grand St branch as an alternative to families with young children.

- **Homeschooling Parents:** We have had some homeschooling families reach out to us and are currently working towards regular meetups that accommodate the families’ needs in the YS department in the near future.
- **Teen Advisory Board:** YS is working on community projects with our Teen Advisory Board. We did a book drive for Read Across America week that our teens lead and are looking forward to partnering with other community organizations to plan future events for our YAs.
- **Learning Center:** Our Learning Center blocks are becoming increasingly popular. YS is averaging 20-25 children visiting that location for crafting and meeting up with friends.

Children’s Programs February 2024

Event	# of Events Per Month	Participants
Story Time/Special Programs	40	1,030
School/Camp Visits	17	1,304
Crafts/Playroom Attendance	27	400

YA Programs February 2024

Event	# of Events Per Month	Participants
YA Events/Attendance	32	814
YA/School/Camp Visits	1	18

Information Technology

- **NJ Makers Day:** We celebrated NJ Makers Day on March 16 with various activities and over 200 attendees. Events included button-making and mug designing, with support from Hoboken MakerBar for plant growth optimization and 3D printing demos. To tie in the yearly celebration of Pi Day, our main event involved participants building circuits with the ability to display the digits of Pi indefinitely. We built and distributed 50 kits with the funds from winning the Makers Day mini-grant.
- **Wifi Coverage at the Multi-Service Center:** We expanded our WiFi internet coverage to the Multi-Service Center’s Senior Community Room, offering free internet access to one of the most popular areas in the neighborhood.
- **MakerSpace BHM Programs:** We hosted Black History Month programs in our MakerSpace this month. Teens and adults crafted affirmation cards and participated in a two-part interactive music production workshop with Jersey City DJ BroGotIt. They learned about the contributions of Black artists to music and created their own instrumental tracks on our laptops using music samples.
- **A/V Support:** The IT Department provided A/V support for BOT member Raakhee Mirchandani’s book launch and the Friends & Foundation Sip & Tell.
- **Circ Function on Phones:** We continued to work with BCCLS to add checkout circ functionality to their app, which would allow patrons to check out items from their own phones or smart devices. Providing this feature to the BCCLS app will help to integrate this feature to our own developing Communico app.

- **LendingKey:** The IT Department has given IDS staff additional training on the LendingKey system to handle the expanded Library of Things collection.
- **Book Sanctuary Page:** The Book Sanctuary Page at hobokenlibrary.org/booksanctuary has been updated to include more information and FAQs. It also lists book sanctuaries nationwide and will be updated regularly as new sanctuaries are added.

Special Collections

- **CCDI Award:** The Library of Congress allowed the conditions of Connecting Communities Digital Initiative (CCDI) award to be amended so that the curator of The Fires: Hoboken 1978-1982, Christopher Lopez, can contribute materials to the project. Discussions were held with Raul Morales II, Esq. of the Puerto Rican Cultural Committee to determine how that organization can best contribute to the project. Librarian Bernadette Patino is assisting on the CCDI project with the resignation of Steph Diorio.
- **Research Requests:** The Special Collections received one new research request over the past month and we continued to work on an ongoing research project for a patron.

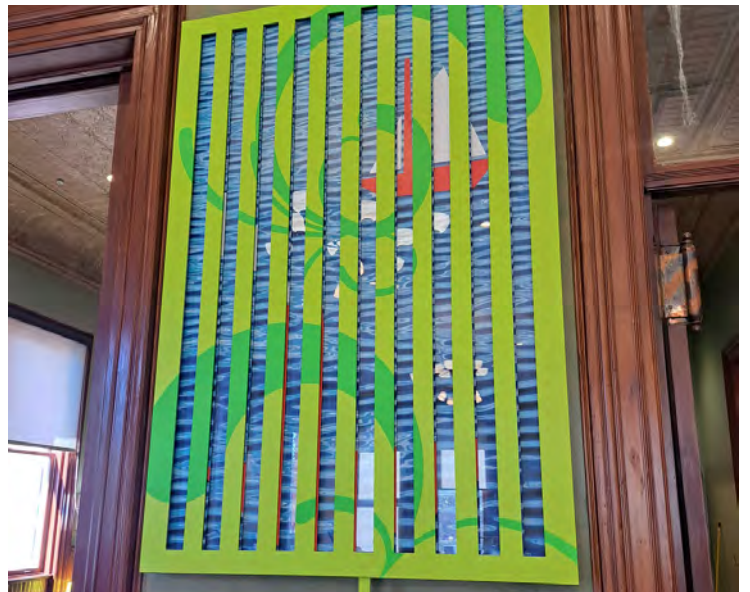
Collection Development

- **Culture Connection: API Culture Event:** On Friday March 22nd, Collection Development Manager Nicole Marconi will be presenting a lightning talk on Korean culture at the LibraryLinkNJ Culture Connection: API Culture Event. There will be many people of AAPI representation there giving talks.
- **Skill-Sharing Conversation: Cooking Classes at the Library-** On Thursday March 21st, Nicole will be presenting on her cooking tutorials at the library. She will be discussing what it's like to do programs virtually and in person, and what it's like to use the library's mobile kitchen.

Director's Report Form February 2024

	Feb. 2024	Jan. 2024	% Change	YTD 2024	YTD 2023	YTD % Change
Circulation						
Main Circulation - Adult	5,994	6,358	-6%	12,352	10,659	16%
Main Circulation - Youth	10,106	10,485	-4%	20,591	14,474	42%
Grand Circulation - Adult	197	204	-3%	401	399	1%
Grand Circulation - Youth	789	525	50%	1,314	1,649	-20%
eBook Circulation	7,376	8,060	-8%	15,436	8,060	92%
Digital Resource Usage	1,801	1,394	29%	3,195	1,394	129%
Library of Things Circulation	64	7	814%	71	0	n/a
Total Door Count - Main	31,314	29,390	7%	60,704	29,415	106%
Total Door Count - Grand	752	784	-4%	1,536	1,305	18%
Reference Questions	181	131	38%	312	661	-53%
Total New Patrons Registered	382	472	-19%	854	1001	-15%
Locker Use - Main	447	430	4%	877	492	78%
Locker Use - Grand	323	343	-6%	666	264	152%
Museum Passes	17	50	-66%	67	57	18%
Programming						
Total Programs - Adult	52	40	30%	92	75	23%
Total Program Attendance - Adult	695	434	60%	1129	776	45%
Total Programs - Young Adult	25	14	79%	39	59	-34%
Total Program Attendance - Young Adult	832	261	219%	1093	938	17%
Total Programs - Children	58	37	57%	95	130	-27%
Total Program Attendance - Children	2734	2882	-5%	5616	5,940	-5%
Total Outreach Events	9	8	13%	17	16	6%
Total Outreach Event Attendance	169	103	64%	272	195	39%
Total Programs	135	91	48%	226	264	-14%
Total Program Attendance	4261	3577	19%	7838	7,654	2%
Social Work						
Social Work Appointments	88	49	79.59%	137	48	
Community Care Kits Distributed	250	271	-7.75%	521	286	
Computer Use						
Computer Use - Main	1846	1594	16%	3,440	1,195	
Computer Use - Grand	221	212	4%	433	155	
Technology Lending						
Laptops (Main & Grand St)	0	0	#DIV/0!	0	0	
Chromebooks	4	3	33%	7	8	
Wi-Fi Hotspots	1	3	-67%	4	8	
Kiosk Laptops	604	540	12%	1144	1,296	
Kiosk Chargers	180	240	-25%	420	181	
Technology Lending Total	789	786	0%	1575	1,493	
Wireless Use						
Main Branch	1863	1929	-3%	3792	3048	24%
Annex	554	603	-8%	1157	1680	-31%
Grand Street	114	114	0%	228	284	-20%
Communications						
Facebook - Total Followers	5,894	5,876	18	0.31%		
Twitter - Total Followers	3,233	3,221	12	0.37%		
Instagram - Adult - Total Followers	4,994	4,828	166	3.44%		
Instagram - YA - Total Followers	1,063	1,063	0	0.00%		
Instagram - Children - Total Followers	1,295	1,277	18	1.41%		
Instagram - Bookbike - Total Followers	329	325	4	1.23%		
eNewsletter - Total Subscribers	19,625	20,000	-375	-1.88%		

MORE STORYTELLING DISPLAYS INSTALLED





HPL Staff bowling night!



Library of Things news coverage



Mark Adler, Library Director and David Witt, Paris-Bourbon County Library Board President



Senator McKnight posts about our Oratory Contest



Purim Celebration



Full house for Raakhee's book launch



New American Mahjong club for adults



Former Kid Librarian helps at StoryTime



Hoboken Middle School Gay-Straight Alliance labels our LGBTQ selection



Celebrating 5K followers on Instagram



Celebrating Black History Month at the Multi-Service Center



Surprise baby shower for Ryan!



Jane Goodall Lego creation



Rise n' Craft at Grand



Happy kids after a pop-up library visit



Calligraphy in action

CELEBRATING NJ MAKERS DAY



The Friends & Foundation book sale at Makers Day

Account	Activity	Amount	Balance
TD Checking	Balance as of 02/01/2024		\$436,885.00
	Fines & Fees and Other Credits	\$21,555.60	\$458,440.60
	Interest	\$1,938.26	\$460,378.86
	Municipal Minimum Library Tax	\$1,051,722.00	\$1,512,100.86
	Payroll Funds Transfers	-\$375,000.00	\$1,137,100.86
	Accounts Payable and Other Debits	-\$96,121.09	\$1,040,979.77
	Balance as of 02/29/2024		<u>\$1,040,979.77</u>
TD Payroll	Balance as of 02/01/2024		\$22,507.14
	Funds Transfers	\$225,000.00	\$247,507.14
	Salary & Wages	-\$118,025.35	\$129,481.79
	Balance as of 02/29/2024		<u>\$129,481.79</u>
TD Payroll Agency	Balance as of 02/01/2024		\$15,962.33
	Funds Transfers	\$150,000.00	\$165,962.33
	Salary & Wages	-\$76,233.03	\$89,729.30
	Balance as of 02/29/2024		<u>\$89,729.30</u>
TD Vacation Reserve	Balance as of 02/01/2024		\$104,991.16
	2024 reserve funds transfer		-\$19,944.13
	Balance as of 02/29/2024		<u>\$85,047.03</u>
TD Money Market	Balance as of 02/01/2024		\$252,625.91
	Balance as of 02/29/2024		<u>\$252,625.91</u>
NJ Cash Management	Balance as of 02/01/2024		\$682,991.09
	Interest	\$2,879.23	\$685,870.32
	Balance as of 02/29/2024		<u>\$685,870.32</u>
BCB Construction	Balance as of 02/01/2024		\$245,365.57
	Interest	\$15.60	\$245,381.17
	Checks	-\$64,692.25	\$180,688.92
	Balance as of 02/29/2024		<u>\$180,688.92</u>

Income

	% of Budget	Item	Jan-Feb 2024 Actual	2024 Budget	\$ Over Budget	% of Budget
1	97.0%	Municipal Minimum Library Tax	1,051,722	6,326,591	-5,274,869	17%
2	1.8%	Grants	42,132	120,000	-77,868	35%
3	0.4%	Interest	6,142	25,000	-18,858	25%
5	0.4%	Donations Public Support	0	25,000	-25,000	0%
2	0.3%	State Aid	0	20,000	-20,000	0%
4	0.1%	Fees	1,076	5,000	-3,924	22%
6	100%	Total	\$1,101,072	\$6,521,591	-\$5,420,519	17%

Expenditures

	% of Budget	Item	Jan-Feb 2024 Actual	2024 Budget	\$ Over Budget	% of Budget
Personnel						
7	43.4%	Salary and Wages	342,743	2,831,158	-2,488,415	12%
8	17.4%	Health Insurance	937	1,132,000	-1,131,063	0%
9	5.7%	Pension and DCRP	681	370,000	-369,319	0%
10	3.5%	Payroll Taxes	27,287	229,000	-201,713	12%
11	1.2%	Overtime	6,860	75,000	-68,140	9%
12	0.5%	Workers' Compensation Insurance	0	35,000	-35,000	0%
13	0.5%	Shared Services Agreement	0	30,000	-30,000	0%
14	0.2%	Payroll Processing	3,058	10,000	-6,942	31%
15	0.2%	Unemployment Insurance	0	10,000	-10,000	0%
16	72%	Subtotal	381,565	4,722,158	-4,340,593	8%
Physical Plant						
19	3.0%	Capital Reserve	0	193,433	-193,433	0%
18	1.7%	Maintenance	13,128	110,000	-96,872	12%
20	1.4%	Utilities and Phones	12,929	90,000	-77,071	14%
21	1.2%	Furniture	1,413	75,000	-73,587	2%
22	0.6%	Facilities Improvement	12,623	40,000	-27,377	32%
23	0.5%	Security	702	30,000	-29,298	2%
17	0.4%	Flood Insurance	0	25,000	-25,000	0%
24	9%	Subtotal	40,796	563,433	-56,675	7%
Reading, Information & Technology						
25	2.9%	Digital Content	35,602	190,000	-154,398	19%
26	2.3%	Print Materials	8,856	150,000	-141,144	6%
27	1.4%	BCCLS	20,620	94,000	-73,380	22%
29	1.2%	Technology	14,882	75,000	-60,118	20%
28	0.9%	Equipment	732	60,000	-59,268	1%
30	0.8%	Non-Print Materials	4,611	50,000	-45,389	9%
31	0.5%	Special Collections	0	33,000	-33,000	0%
32	0.2%	Periodicals	8,800	15,000	-6,200	59%
33	0.0%	Inter-library Loan	85	1,000	-915	9%
34	10%	Subtotal	94,188	668,000	-573,812	14%
Community Engagement						
35	2.3%	Community Programming	14,217	150,000	-135,783	9%
36	0.8%	Marketing/Advertising	4,177	55,000	-50,823	8%
37	3%	Subtotal	18,394	205,000	-186,606	9%
Administration						
38	1%	Office/Library Supplies	7,162	90,000	-82,838	8%
39	0.6%	Travel and Mileage	1,938	40,000	-38,062	5%
40	0.5%	Staff Development	1,503	30,000	-28,497	5%
41	0.3%	Memberships and Dues	727	20,000	-19,273	4%
42	0.2%	Conventions and Seminars	2,179	15,000	-12,821	15%
43	3%	Subtotal	13,509	195,000	-181,491	7%
Professional Support						
44	2%	Consultants	29,652	100,000	-70,348	30%
45	0.9%	Attorney	2,795	60,000	-57,205	5%
46	0.1%	Auditor	0	8,000	-8,000	0%
47	3%	Subtotal	32,448	168,000	-135,552	19%
48	100%	Total	\$580,900	\$6,521,591	\$5,940,691	9%

	<u>Jan-Feb 2024</u>	<u>2024 Budget</u>	<u>% of Budget</u>
Income			
NJHT Grant Phase 2 & 3	-	1,500,000	0%
2024 Operating Budget Reserve	-	193,433	0%
TOTAL INCOME	<u>0</u>	<u>1,693,433</u>	0%
Expenditures			
<u>Upper Levels Renovation Project</u>			
Wayfinding	79,500	100,000	80%
Renovations	2,500	-	100%
Architectural Design and Planning	3,227	-	100%
Total Upper Levels Renovation Project:	85,227	100,000	85%
<u>1st and 2nd Floor Renovation Project</u>			
Renovations	-	3,750,000	0%
Architectural Design and Planning	-	75,000	0%
Total Upper Levels Renovation Project:	-	3,825,000	0%
TOTAL EXPENDITURES	<u>85,227</u>	<u>3,925,000</u>	2%
Net Capital Reserve Fund	(85,227)	(2,231,567)	
Capital Reserve Fund Balance - January 1	\$ 2,390,000		
Capital Reserve Fund Balance - February 29	\$ 2,304,773		

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11547	03/26/2024	55010 · Travel Expense	Alison Blumenfeld	200.00
11548	03/26/2024	50203 · Insurance	AmTrust Financial Services	31,216.00
11549	03/26/2024	54011 · YS Programming	Beyond Story Time	708.75
11550	03/26/2024	54010 · Adult Programming	Benjamin Young	1,700.00
11551	03/26/2024	50280 · Interlibrary Fines	Bergenfield Public Library	10.00
11552	03/26/2024	50280 · Interlibrary Fines	Bogota Public Library	60.00
11553	03/26/2024	54011 · YS Programming	Chiaroscuro LLC	800.00
11554	03/26/2024	54010 · Adult Programming	City of Hoboken/Cultural Affairs	125.00
11555	03/26/2024	50221 · Maintenance	City Paint	2,256.15
11556	03/26/2024	57070 · Technology	Comprise Technologies, Inc.	1,795.00
11557	03/26/2024	57070 · Technology	Core BTS	8,845.81
11558	03/26/2024	52020 · Technology Equipment	Dell Marketing L.P.	12,883.92
11559	03/26/2024	54010 · Adult Programming	Donna Ferrera	600.00
11560	03/26/2024	54010 · Adult Programming	Dorothee Riehl	200.00
11561	03/26/2024	50280 · Interlibrary Fines	Dixon Homestead Library	20.00
11562	03/26/2024	54010 · Adult Programming	Elizabeth Ndoye	1,500.00
11563	03/26/2024	55010 · Travel Expense	Emily Dalton	373.20

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11564	03/26/2024	54010 · Adult Programming	Evelyn Del Valle	240.00
11565	03/26/2024	50224 · Contractors & Annual Contracts	Excel Pest Services	327.50
11566	03/26/2024	56010 · Marketing	4imprint, Inc.	1,474.61
11567	03/26/2024	54010 · Adult Programming	Fabulous and FearLESS LLC	500.00
11568	03/26/2024	53030 · Membership/Dues	Faith Fitzsimmons	264.00
11569	03/26/2024	54010 · Adult Programming	Fatima Sindhu	2,200.00
11570	03/26/2024	50221 · Maintenance	Global Industrial	371.84
11571	03/26/2024	50224 · Contractors & Annual Contracts	Hoboken Glass Company	455.00
11572	03/26/2024	502041 · Office Supplies	Hoboken General LLC	48.00
		50600 · Periodicals		193.00
				<u>241.00</u>
11573	03/26/2024	56010 · Marketing Expenses	I.Miller International	2,371.57
11574	03/26/2024	502041 · Office Supplies	Inserra Supermarkets	43.99
		54010 · Adult Programming		367.97
		54011 · YS Programming		266.29
				<u>678.25</u>
11575	03/26/2024	55010 · Travel Expense	James Cox	103.32
11576	03/26/2024	54010 · Adult Programming	Jane Porges	600.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11577	03/26/2024		Jennie Pu	
		502041 · Office Supplies		1,419.85
		53020 · Conventions/Seminars		1,893.13
		55010 · Travel Expense		2,218.50
		66102 · Health Insurance		468.37
				<u>5,999.85</u>
11578	03/26/2024		Johnson Public Library	
		50280 · Interlibrary Fines		35.00
11579	03/26/2024		Kanopy	
		50324 · Pay Per Use Content		1,397.00
11580	03/26/2024		Lightpath	
		50270 · Phones		1,447.16
11581	03/26/2024		Literacy New Jersey	
		54010 · Adult Programming		20,000.00
11582	03/26/2024		Livingston Public Library	
		50280 · Interlibrary Fines		25.00
11583	03/26/2024		Lodi Memorial Library	
		50280 · Interlibrary Fines		50.00
11623	03/26/2024		Makerbot Industries LLC	
		57070 · Technology		1,099.00
11584	03/26/2024		Manhattan Neon Sign Corp.	
		56010 · Marketing Expenses		9,000.00
11585	03/26/2024		Mahwah Public Library	
		50280 · Interlibrary Fines		60.00
11586	03/26/2024		Mobile Beacon	
		57070 · Technology		1,560.00
11587	03/26/2024		Montclair Public Library	
		50280 · Interlibrary Fines		35.00
11588	03/26/2024		Nicole Marconi	
		55010 · Travel		423.82
11589	03/26/2024		Optimum Business	
		50270 · Phones		1,297.20
11590	03/26/2024		Otis Elevator Company	
		50224 · Contractors & Annual Contracts		4,097.04

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11591	03/26/2024	50224 · Contractors & Annual Contracts	Our Lady of Grace Church	525.00
11592	03/26/2024	502041 · Office Supplies	Panera	523.19
11593	03/26/2024	50280 · Interlibrary Fines	Paramus Public Library	20.00
11594	03/26/2024	50210 · Furniture	Pedal Positive	5,000.00
11595	03/26/2024	50211 · Library Processing Supplies	Permacard	906.90
11596	03/26/2024	502041 · Office Supplies 54010 · Adult Programming	Pizza Republic	109.00 197.33 <hr/> 306.33
11597	03/26/2024	66121 · Payroll Processing	Primepoint LLC	447.20
11598	03/26/2024	50262 · PSE&G	PSE&G	3,613.34
11599	03/26/2024	54010 · Adult Programming	QWERT Poetry LLC	500.00
11600	03/26/2024	50224 · Contractors & Annual Contracts	Rapid Pump & Meter Service Co.	1,604.20
11601	03/26/2024	10004.04 · Petty Cash Fund	Raul Sanguinetti	260.00
11602	03/26/2024	50224 · Contractors & Annual Contracts	Ricoh USA, Inc.	767.07
11603	03/26/2024	50205 · Consultants	Rosica Communications	5,625.00
11604	03/26/2024	54010 · Adult Programming	Sealeiah Berry	2,200.00
11605	03/26/2024	54011 · YS Programming	Snakes-N-Scales, LLC	350.00
11606	03/26/2024	50270 · Phones	Spectrotel	419.44

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11607	03/26/2024	54010 · Adult Programming	Stephanie Tobia	75.00
11608	03/26/2024	50280 · Interlibrary Fines	Teaneck Public Library	105.00
11609	03/26/2024	50205 · Consultants	The Felt Hat	2,123.00
11610	03/26/2024	50313 · Electronic Games	Thomas Klise/Crimson Multimedia	144.63
11611	03/26/2024	54010 · Adult Programming	Thyson Halley	2,500.00
11612	03/26/2024	54011 · YS Programming	Tiranke Kenema	80.00
11613	03/26/2024	53010 · Professional Development 54010 · Adult Programming	Together We Rise	800.00 400.00 <hr/> 1,200.00
11614	03/26/2024	54010 · Adult Programming	Uncle Milton's Café	510.00
11615	03/26/2024	50224 · Contractors & Annual Contracts	Vanguard Cleaning Systems	599.00
11616	03/26/2024	502041 · Office Supplies 50221 · Maintenance 52020 · Technology Equipment 54010 · Community Programming	W.B.Mason	809.96 2.95 268.05 501.93 <hr/> 1,582.89
11617	03/26/2024	50202 · Legal Fees	Weiner Law Group LLP	1,444.36
11618	03/26/2024	54010 · Adult Programming	William Curran	70.00
TOTAL NUMBER OF CHECKS			73	
TOTAL \$ AMOUNT OF CHECKS				153,148.54
To be processed through PayPal:				
	03/26/2024	55010 · Travel	Avis	169.22
	03/26/2024	57070 · Technology	Faronics	175.00

Num	Date	Account	Name	Paid Amount
446	03/26/2024	31115 · Upper Levels Renovation	AZ Tech Signs	50,000.00
447	03/26/2024	31115 · Upper Levels Renovation	The Felt Hat	7,901.90
TOTAL NUMBER OF CHECKS			2	
TOTAL \$AMOUNT OF CHECKS				57,901.90

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11619	03/26/2024		Amazon	
		502041 · Office Supplies		1,297.10
		50301 · Print Materials		47.97
		54010 · Adult Programming		816.45
		54011 · YS Programming		1,310.24
		52020 · Equipment		1,404.61
		50221 · Maintenance		55.89
		54013 · Makerspace		607.88
				<u>5,540.14</u>
11620	03/26/2024		Baker and Taylor	
		50301 · Print Materials		9,878.57
		50311 · Media (CDs & DVDs)		1,460.84
				<u>11,339.41</u>
11621	03/26/2024		Midwest Tape	
		50324 · Pay per use content		3,230.58
11622	03/26/2024		Overdrive	
		50322 · eBooks		2,227.27
TOTAL NUMBER OF CHECKS			4	
TOTAL \$ AMOUNT OF CHECKS				22,337.40

HOBOKEN PUBLIC LIBRARY

Resolution No. 2024-4

RESOLUTION TO RESERVE FUNDS FOR CAPITAL IMPROVEMENTS

WHEREAS, the Hoboken Public Library Board of Trustees (the “Board” or the “Trustees”) has undertaken an analysis of the capital improvement needs of the Hoboken Public Library; and

WHEREAS, the Trustees have identified several needed capital improvement projects more specifically set forth in the 2017 Capital Master Plan for the Hoboken Public Library; and

WHEREAS, the Trustees have determined that the Capital Projects will contribute to the provision of efficient and effective library services to the public; and

WHEREAS, the Board has determined it is necessary to restrict certain capital funds to provide for future Capital Projects.

NOW, THEREFORE, BE IT RESOLVED by the Hoboken Public Library Board of Trustees that \$300,000 from FY 2023 be reserved for the completion of Capital Improvement Projects.

Date: March 26, 2024

Jerome Abernathy, President, Board of Trustees

I certify that the above Resolution 2024-4 was approved by the Hoboken Public Library Board of Trustees at a regular public meeting held on March 26, 2024.

Roll Call:

Yes:

No:

HOBOKEN PUBLIC LIBRARY

Resolution No. 2024-5

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PUBLIC RELATIONS SERVICES

WHEREAS, the Hoboken Public Library Board of Trustees (the "Trustees") has identified the need for public relations services for the Library as a non-fair and open contract pursuant to the provisions of N.J.S.A 19:44A-20.4; and

WHEREAS, Rosica Communications of Fair Lawn, New Jersey has submitted a proposed Letter of Agreement dated March 7, 2024, indicating they will provide public relations services for the library, at a cost not to exceed \$69,000 (the "Agreement"); and

WHEREAS, the Trustees have determined that the value of the Agreement exceed \$17,000; and

WHEREAS, the term of the proposed Agreement is the period of April 1, 2024 and March 31, 2025; and

WHEREAS, Rosica Communications has completed and submitted a Business Entity Disclosure Certification which certifies that Rosica Communications has not made and will not make any reportable contributions to a political or candidate committee during the one year preceding the award of any contract and that the agreement will prohibit Rosica Communications from making any reportable contributions through the term of the agreement.

NOW, THEREFORE, BE IT RESOLVED that the Hoboken Public Library Board of Trustees hereby awards a contract to Rosica Communications to provide on ongoing public relations program for the Library for a one year period from April 1, 2024 through March 31, 2025 and in an amount not to exceed \$69,000, based on the Letter of Agreement provided by Rosica Communications dated March 7, 2024, a copy of which is attached to and incorporated by reference into this Resolution; and

BE IT FURTHER RESOLVED that the Board hereby authorizes the Library Director to execute the Letter of Agreement from Rosica Communications in the form attached hereto.

Date: March 26, 2024

Jerome Abernathy, President, Board of Trustees

I certify that the above Resolution 2024-5 was approved by the Hoboken Public Library Board of Trustees at a regular public meeting held on March 26, 2024.

Roll Call:

Yes:

No:

Letter of Agreement (“LOA”)

March 7, 2024

Ms. Jennie Pu
Director
Hoboken Public Library
500 Park Avenue
Hoboken, NJ 07030

Dear Ms. Pu:

Rosica Communications (“Agency”) looks forward to continuing its working relationship with Hoboken Public Library (“Client”) and executing an ongoing Public Relations program (“Program”) to advance Client’s goals and objectives. This Letter of Agreement (“LOA” or “Agreement”) sets forth the contract between Agency and Client (“Parties”) effective April 1, 2024 and confirms the terms of service to ensure we have a clear understanding from the outset.

SCOPE OF WORK/DELIVERABLES

Please see Appendix A, below.

For any services required that are outside this scope of work, Rosica Communications will require written approval from Client. If additional work requires additional resources, Agency will submit a “Change Order” to supplement the original in which case all the terms in this LOA will remain intact. With respect to the fee charged by Agency, be assured that Agency will work in good faith to be fully productive on behalf of Client.

TERM, FEES, AND PAYMENTS TO AGENCY

Agency shall execute the PR Program for Client from April 1, 2024 through March 31, 2025 (“Contract Period” or “Term”), billing Client \$5,000 per month plus out-of-pocket expenses as outlined in the “CSTIM” section below. Total out-of-pocket expenses are \$750 per month for a total of \$9,000. Rosica’s charges over the 12 month period will not exceed a total of \$69,000.

While Agency prefers payment by check or wire/ACH transfer, it can take PayPal, Visa, or MasterCard, however a 3.5% fee for these three options applies. If payment is not received within 60 days of the due date, (i) such overdue payment shall accrue a late charge equal to the lesser of (a) 1½% per month or (b) the highest rate allowable by law, in each case compounded monthly to the extent allowable by law, and (ii) Agency may suspend or terminate all services for nonpayment and pursue collections and a legal remedy at Client’s expense.

To maximize Agency effectiveness, it is understood by Parties that:

- The work Agency undertakes will be performed at a pace that is reasonable and consistent with the time made available by the aforementioned fees.
- Parties will prioritize work to stay within budget and meet Client’s goals and objectives.

CANCELLATION CLAUSE & RENEWAL

Client agrees to this 12-month contract and to all terms and conditions herein. Client may, however, terminate this Agreement on the first of any month without cause, and can do so by tendering to Agency 90-days' advanced written notice. Client may terminate the OSA at any time by providing Agency with 90 days' advanced written notice. Budget may be increased based on Agency results and budgetary allowances in the future only if approved by Client. Regardless of termination date, Client agrees to pay Agency through the end of the 90-day termination period, as well as pay for any/all expenses incurred on behalf of the Client under this Agreement. Agency will continue to work in good faith and deliver services commensurate with monthly fees to Client during the entire termination period.

CLIENT SERVICES, TECHNOLOGY & INFORMATION MANAGEMENT (CSTIM) EXPENSE

Agency's client CSTIM fee, calculated at 12.5% of PR fees, covers internal expenses incurred on Client's behalf. These include, but are not limited to, subscriptions to online resources such as Profnet® Media Source, which provides 75+ daily inbound inquiries from media globally; Cision® media database, a global media contacts database and comprehensive media monitoring solution, Moz® search engine optimization research and analytics tool; the Adobe Creative Cloud of 20+ desktop and mobile apps including Adobe Photoshop®, Adobe Premiere Pro® and Adobe InDesign®, Canva, Calendly, Zoom subscription with unlimited cloud recording capabilities, Survey Monkey, project management software (Asana), and Otter AI® for transcribing client Zoom calls, and other subscriptions that augment client service and results. Including travel and other potential miscellaneous costs, the monthly expense for this component is \$750/month.

CONFIDENTIALITY

To the extent that, in connection with this engagement, either Agency or Client (each the "receiving Party") comes into possession of any confidential information of the other (the "disclosing Party"), it will not disclose such information to any third Party without the disclosing Party's consent, using at least the same degree of care as it employs in maintaining in confidence its own confidential information of a similar nature, but in no event less than a reasonable degree of care. The disclosing Party hereby consents to the receiving Party disclosing such information: (a) as expressly permitted in this Agreement; (b) to subcontractors and consultants that are providing services in connection with this Agreement and that have agreed to be bound by confidentiality obligations similar to those in this section; (c) as may be required by law, regulation, judicial or administrative process, or in accordance with applicable professional standards or rules, or in connection with litigation or arbitration pertaining hereto; or (d) to the extent such information (1) is or becomes publicly available other than as the result of a disclosure in breach hereof, (2) becomes available to the receiving Party on a non-confidential basis from a source that the receiving Party believes is not prohibited from disclosing such information to the receiving Party, (3) is already known by the receiving Party without any obligation of confidentiality with respect thereto, or (4) is developed by the receiving Party independently of any disclosures made to the receiving Party hereunder.

INDEMNIFICATION

As public relations counsel, Agency must in all instances rely upon the accuracy and completeness of the information supplied to it. Agency also relies on Client to seek all approvals from its legal team and Clients, when necessary, prior to disseminating news and information about the Client/company, including the validity of all content in the news releases, case studies and other written / digital materials the Client writes and has Agency distribute. Client assumes full responsibility for the accuracy and completeness of such information and agrees to indemnify and hold Agency, its officers, owners, agents, consultants and employees harmless from all claims, costs or other expenses incurred by any of them, including attorneys' fees, arising out of or due to the inaccuracy or incompleteness of the material or information so provided, as awarded under a final judgment by a competent court of jurisdiction. In addition, Agency agrees to indemnify and hold Client and Client's employees harmless from all claims, costs and other expenses incurred by any of them, including attorneys' fees, arising out of or due to the inaccuracy or incompleteness of the material or information Agency provides to third Parties, as awarded by a competent court of jurisdiction.

LIMITATION ON DAMAGES & ACTIONS

Agency, its officers, owners, agents, consultants, and employees, shall not be liable to Client for an aggregate amount in excess of the fees paid by Client to Agency pursuant to this Agreement, for any claims, or liabilities relating to any approved work performed by Client pursuant to the Agreement. In no event shall Agency or Client, their respective officers, owners, agents, consultants and employees, be liable to the other for any consequential, special, indirect, incidental, or punitive damages relating to this Agreement.

NON-SOLICITATION

The Client agrees not to employ directly or indirectly or make any offer of employment to any Agency employee, consultant, or contractor until 36 months subsequent to the termination of that person's employment or affiliation with Agency or without written approval from Chris Rosica. Conversely, Agency agrees it will not hire any employee of the Client for a period of 36 months after Agency/Client Agreement has terminated.

FORCE MAJEURE

Neither Client nor Agency shall be liable for any delays or nonperformance directly or indirectly resulting from circumstances or causes beyond their reasonable control, including fire, weather, interruption of essential services such as electricity and internet, epidemic or other casualty, act of God, strike or labor dispute, war or other violence, or any law, order or requirement of any governmental agency or authority.

INDEPENDENT CONTRACTOR

It is understood and agreed that, with respect to the relationship between Agency, on the one hand, and Client, on the other hand, each Party hereto is an independent contractor and neither Party is nor shall be considered to be, nor shall purport to act as, the other's agent, partner, fiduciary, joint venture, or representative.

SURVIVAL & INTERPRETATION

All provisions which are intended by their nature to survive performance of the services shall survive such performance, or the expiration or termination of this Agreement. Each of the provisions of these terms shall apply to the fullest extent of the law, whether in contract, statute, tort (such as negligence), or otherwise, notwithstanding the failure of the essential purpose of any remedy. Any references herein to the Term “including” shall be deemed to be followed by “without limitation.”

ASSIGNMENT & SUBCONTRACTING

Except as provided below, none of the Parties may assign any of its rights or obligations hereunder (including interests or Claims) without the prior written consent of the other Party. Services performed hereunder by Agency’s subcontractors shall be invoiced on the same basis as services performed by Agency personnel, unless otherwise agreed.

COLLECTIONS

Agency retains a collections agency to which all unpaid invoices, including accrued interest, are turned over at 60 days. If required by Agency to collect unpaid fees, Client agrees to pay all fees associated with such collections, which generally equals 25% of the unpaid invoice amount. If the Client falls into collections, Agency will cease all efforts work under this Agreement immediately and all products, materials and related become the property of Agency until all past due invoices, interests and fees are paid in full. Agency retains the right-of-refusal to assume work for the Client without payment in advance for such activities once default has occurred. If the Client defaults on its payment obligations under this Agreement, Agency may also seek any and all available legal or equitable remedies. Client shall also pay costs associated with the legal enforcement of this Agreement including all reasonable attorneys’ fees and costs.

NO GUARANTEES

While Agency will employ best practices and work hard to secure top-tier Project outcomes. Agency will work diligently to ensure Client satisfaction and seeks a long-term relationship with the Client.

ENTIRE AGREEMENT, AMENDMENT & NOTICES

These terms and this Agreement, including attachments, constitute the entire agreement between Agency and Client with respect to this engagement, supersede all other oral and written representations, understandings or agreements relating to this engagement, and may not be amended except by a written agreement signed by the Parties. All notices hereunder shall be (a) in writing, (b) delivered to the representatives of the Parties at the addresses set forth in the Agreement, unless changed by any Party by notice to the other Parties, and (c) effective upon receipt.

Remainder of page intentionally left blank.

GOVERNING LAW, JURISDICTION AND VENUE & SEVERABILITY

This Agreement, including attachments, and all matters relating to this Agreement shall be governed by, and construed in accordance with, the laws of the State of New Jersey (without giving effect to the choice of law principles thereof). Any action based on or arising out of Agency’s Program shall be brought and maintained exclusively to/in any state or federal court located New Jersey. Each of the Parties hereby expressly and irrevocably submits to the jurisdiction of such courts for the purposes of any such action and expressly and irrevocably waives, to the fullest extent permitted by law, any objection which it may have or hereafter may have to the laying of venue of any such action brought in any such court and any claim that any such action has been brought in an inconvenient forum. If any provision of this Agreement is unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permissible the intent of the Parties set forth herein.

By signing below, I acknowledge, understand, and agree to all terms within this Agreement.

Jennie Pu, Director

Date: _____

Hoboken Public Library
500 Park Avenue
Hoboken, NJ 07030

Chris Rosica, President

Date: _____

Rosica Communications
2-14 Fair Lawn Ave.
Fair Lawn, NJ 07410

Appendix A listed on next page.

APPENDIX A: SCOPE OF WORK

April 1, 2024 – March 31, 2025

News Bureau & Strategic PR Counsel, which includes:

- Conducting (bi-weekly) client calls to ensure continued results and provide quality client service, along with ongoing interface
- Ongoing discussions and prioritizing of key topics to pitch to media, including upcoming legislation, new programs, timely issues, media outlet priorities, and other story/thought leadership ideas
- Updating media lists, ongoing
- Continuously updating our PR Tracker (documenting and keeping current our PR Program calendar and results)
- Strategizing, writing, and disseminating 1-2 media pitches per month to a variety of targeted outlets (local, regional, and national)
- Monitoring media to track trends/stories that Agency can leverage on behalf of Client
- Preparing Client in advance of all media interviews
- Writing one news release per quarter for Client website and stakeholder communications

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 (www.nj.gov/dca/lgs/lfn/lfnmenu.shtml).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at www.nj.gov/dca/lgs/p2p. They will be updated from time-to-time as necessary.
 - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts in each county. Districts that do not represent the public agency should be removed from the lists.**
 - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d. The form may be used “as-is”, subject to edits as described herein.
 - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional

information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

* N.J.S.A. 19:44A-3(s): “The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

{County Executive}

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD
FROM WWW.NJ.GOV/DCA/LGS/P2P A COUNTY-BASED,
CUSTOMIZABLE FORM.**

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- | | | |
|---|--|---|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input checked="" type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Subchapter S Corporation | | |

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: Christopher Rosica	Name:
Home Address: 15 Draw Bridge Lane, Grand Isle, VT 05458	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this ____ day of _____, 2 ____.	_____
(Notary Public)	(Affiant)
My Commission expires:	_____
	(Print name & title of affiant)
	(Corporate Seal)

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant To N.J.S.A. 19:44A-20.8
HOBOKEN PUBLIC LIBRARY

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that **Rosica Communications** has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding March 26, 2024 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of Hudson County or the City of Hoboken as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Part II – Ownership Disclosure Certification

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership
 Corporation
 Sole Proprietorship
 Subchapter S Corporation
 Limited Partnership
 Limited Liability Corporation
 Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Christopher Rosica	15 Drawbridge Ln, Grand Isle VT 05458

Part 3 – Signature and Attestation:

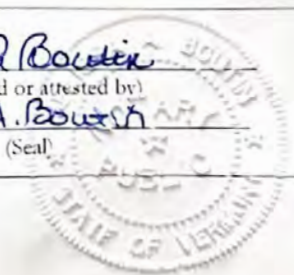
The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Rosica Mulheca + Assoc. / DBA Rosica Communications

Signature of Affiant: _____ Title: _____

Printed Name of Affiant: _____ Date: _____

Subscribed and sworn before me this <u>26th</u> day of <u>March</u> , <u>2024</u> .	<u>Melissa A. Boutin</u> (Witnessed or attested by)
My Commission expires: <u>01/31/2025</u>	<u>Melissa A. Boutin</u> (Seal)



C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I - Vendor Information

Vendor Name:	Rosica Communications		
Address:	2-14 Fair Lawn Ave		
City:	Fair Lawn	State:	NJ
		Zip:	07410

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Christopher Rosica Christopher Rosica President
Signature Printed Name Title

Part II - Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

{County Executive}

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

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FROM WWW.NJ.GOV/DCA/LGS/P2P A COUNTY-BASED,
CUSTOMIZABLE FORM.**

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

Partnership

Corporation (S)

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: Christopher Rosica	Name:
Home Address: 15 Draw Bridge Lane, Grand Isle, VT 05458	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this 26th day of March, 2024

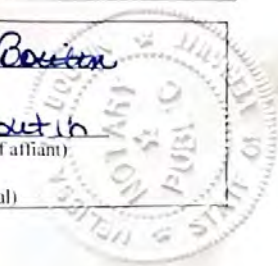
(Notary Public) Melissa A Boutin

My Commission expires: 01/31/2025

Melissa A. Boutin
(Affiant)

Melissa A. Boutin
(Print name & title of affiant)

(Corporate Seal)



GOVERNING LAW, JURISDICTION AND VENUE & SEVERABILITY

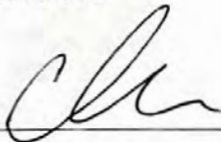
This Agreement, including attachments, and all matters relating to this Agreement shall be governed by, and construed in accordance with, the laws of the State of New Jersey (without giving effect to the choice of law principles thereof). Any action based on or arising out of Agency's Program shall be brought and maintained exclusively to/in any state or federal court located New Jersey. Each of the Parties hereby expressly and irrevocably submits to the jurisdiction of such courts for the purposes of any such action and expressly and irrevocably waives, to the fullest extent permitted by law, any objection which it may have or hereafter may have to the laying of venue of any such action brought in any such court and any claim that any such action has been brought in an inconvenient forum. If any provision of this Agreement is unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permissible the intent of the Parties set forth herein.

By signing below, I acknowledge, understand, and agree to all terms within this Agreement.

Jennie Pu, Director

Date: _____

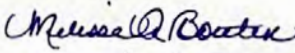
Hoboken Public Library
500 Park Avenue
Hoboken, NJ 07030



Chris Rosica, President

Date: 3/26/24

Rosica Communications
2-14 Fair Lawn Ave.
Fair Lawn, NJ 07410

State of Vermont
County of Grand Isle

Melissa A. Boutin
dated 03/26/24
expires 03/31/2025



Appendix A listed on next page.

Director Goals FY2024

1. Technology:
 - a. Launch customized library app through Communico.
 - b. Implement temporary upgrades to the current website; allocate budget and identify internal resources needed for full website update in FY2025.
 - c. Expand wireless access in the multi-service center via and provide free internet service to users in the senior program room.
2. Facilitate contract negotiations with the bargaining unit.

FY23 Activities from Strategic Plan

GOAL 1: PARTNERSHIPS AND COMMUNITY RELATIONSHIPS- Enhance partnerships to position HPL as the community hub for all Hoboken residents.

- **Objective 1-** Schools - Strengthen policy and programmatic relationships with Hoboken public and private schools and other education-based organizations.
 - Develop a teacher's professional development training to be offered by the library's Schools Outreach Librarian with a focus on the new information literacy standards.
 - Explore partnership options between the library and Hoboken public schools that allow all students and teachers to use the library's resources using a common identifier (such as a student or staff ID number).
- **Objective 2-** Hoboken Housing Authority - Improve overall library services and programs to residents living in HHA with particular emphasis on service to youth.
 - Continue ongoing conversations between HUSD, HHA, the City of Hoboken, and HPL for a new mixed-use facility.
- **Objective 3:** Friends & Foundation- Support capacity-building and effectiveness efforts of the HPL Friends & Foundation for fundraising, advocacy, and library promotion.
 - Deliver training on shifting focus from fundraising to advocacy.
 - Support training via the International public library fundraising conference and network.
- **Objective 4:** Business Community- Strengthen library outreach to the Hoboken-based business community to explore the creation of activities/partnerships to support the information needs of Hoboken-based businesses.
 - Partner with the Hoboken Business Alliance on the library festival.
 - Collaborate with HBA on delivering services to small businesses via the library's book bike.

GOAL 2: LIBRARY SERVICE FOR THE HOBOKEN COMMUNITY- Improve efficiencies in the delivery of library services and establish sustainable and impactful programs, services, and collections tailored to meet community needs.

- **Objective 2:** Programs – Collections, Processing and Accessibility - Speed access to library materials by streamlining the materials selection, acquisition, and access service processes offered by key vendors.
 - Fully open the new locker at the Museum by Q2 2024
- **Objective 3:** Collections: Formats and Subjects - Expand promotion of and access to eBooks, audiobooks, online magazines, databases, borrowable hardware, and other patron-facing technology.
 - Review and update library’s collection development policy.
 - Expand the Library of Things collection.

Objective 4: Services – Re-imagine how the library serves Hoboken residents

- Expand book bike operations to deliver programs and materials to Hoboken residents with limited access to library resources.

GOAL 3: CAPITAL IMPROVEMENTS/ FACILITIES - Create safe, accessible, and inviting library spaces for all.

- **Objective 1:** Improve building use & advance capital improvements
 - Develop a plan for phase 2 of the main building renovation.
 - Update the Library’s Emergency Action Plan and conduct training with staff on the updated plan.
 - Continue to facilitate conversations and planning for an uptown branch.

GOAL 4: ORGANIZATIONAL CAPACITY- Build a highly effective, mission-driven organizational culture that works together to transform HPL into a successful, impactful, and user-centered urban library.

- **Objective 1:** Create a culture of assessment, service improvement, and operational decision-making.
 - Hire a development director
 - Create a formal volunteer program to build capacity
 - Ensure all leadership staff are cross-trained in frontline service operations

GOAL 5: LOCAL GOVERNMENT RELATIONS- Strengthen the library’s connections to the strategic priorities of the City of Hoboken

- **Objective 1:** Promote the library’s value as a partner on issues impacting city residents by gaining a “seat at the municipal table” on policies, initiatives, and projects that improve the quality of life for Hoboken residents.

- Plan a "Hoboken Reads" program (aka, One City One Book, with the mayor's office as sponsor).
- Hold a legislative breakfast with locally elected officials to promote civic engagement and the library's value in the community.
- Create an advocacy calendar with planned events.
- Leverage my roles in local, state, and national organizations and position myself as a national thought leader on library issues.