

**Hoboken Public Library**  
**Agenda for In Person Meeting of the Board of Trustees**  
**April 23, 2024 from 6:30<sup>pm</sup> to 8<sup>pm</sup>**

**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 to void checks
  - c. Personnel and Policy
    - i. Meeting Spaces Policy
    - ii. Directors Goals FY 2024
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
Resolution to Void Checks	Finance Committee
Directors Goals FY 2024	Personnel and Policy

	Committee
Minutes Approval	

14. Trustee Comments

15. Adjournment

## Director's Report for April 23, 2024 Board Meeting



*Hoboken Public Library Board of Trustees Retreat*

### Director's Highlights

- **Public Libraries Association Conference (PLA):** The bi-annual PLA conference took place in Columbus, Ohio from April 2-6, with over 7,500 attendees from all over the country. Board President Jerome Abernathy attended the conference and was highlighted by the media. He was included in a group photo taken at the panel “Black Men in Public Libraries.” We represented our library on two panels. Jennie co-presented with Denver Public Library, D.C. Public Library, San Jose Public Library, and Tacoma Public Library on a panel titled “Hot Ones: Burning Issues in Library Operations” to a standing room audience of over 600 attendees. Ally Blumenfeld, Emily Dalton, and Natalie Castillo presented “Have Wagon, Will Travel: How Social Work Outreach Changes Lives” to an audience of over 200. Nicole Marconi attended an Asian Pacific American Library Association gathering. The HPL team met library friends from all over the country. We even took a group photo with TikTok library star Mychal Threets, which has garnered a record breaking 8,500 likes on Facebook! Jennie was invited to the Librarian of the Year breakfast honoring Lisa Varga, Executive Director of the Virginia Library Association hosted by Library Journal and Baker & Taylor.
- **BOT Retreat:** On Saturday, April 13 we held a Board Retreat featuring guest speakers Dr. Mary Lomax Ghirarduzzi and Kurt Hader. Dr. Lomax, who has served on the Board of Commissioners for San Francisco Public Library since 2022 and is the Vice President for DEI, Chief Diversity Officer, and Professor at University of the Pacific in California; and Kurt Hader, Mahwah Public Library Director, discussed libraries and advocacy. Also in attendance were members of the HPL Friends & Foundation and library staff.
- **Friends & Foundation Training:** On April 9, Jennie and Jerome provided training for the Friends & Foundation on advocacy and the evolving role of the library friends.
- **ALA Libraries Transform Communities Engagement Grant**—Hoboken Public Library was awarded ALA’s fifth annual Libraries Transform Communities Engagement Grant, one of only two libraries nationwide and the first awardee from New Jersey! We will use the grant to initiate a

Homelessness Advisory Group, a monthly program that empowers unhoused patrons by collaborating with them to provide essential and responsive tools and resources. The program will feature a series of workshops covering mental wellness, first aid/CPR/Naloxone training, outdoor survival skills, tenant education, workplace readiness and financial literacy.

- **National Library Week-** On April 7, Jennie published an op-ed titled “Affirm the right to read in NJ, the fastest growing book sanctuary state in the nation.” The op-ed was printed in the Star Ledger and is available online on NJ.com.
- **ABC National News:** On Monday, April 8, Jennie was quoted along with ALA on ABC National News about its annual release of top 10 banned books of 2023.
- **Ernest A. DiMattia Award:** Jennie has been named the 2024 winner of ALA’s Ernest A. DiMattia Award for Innovation and Service to Community and Profession. The award “recognizes a librarian who demonstrates leadership in anticipating emerging trends in services, products and technologies that will enhance the library’s position in its community.”
- **Vinyl Wraps:** Last week, the book drop and book lockers, both at the Main Library and at the Hoboken Historical Museum were wrapped to be in line with our new branding colors.
- **Interview with Sikh Coalition:** Jennie gave an Instagram Live interview with the Sikh Coalition on book bans and the right to read.
- **1010 Wins Interview:** Jennie was interviewed by 1010 wins the night before the release of the ALA’s top 10 most challenged titles in 2023.
- **Professional Development:** Business Manager Carolyn Hartwick passed Principles of Public Purchasing II for the Qualified Purchasing Agent Certification.
- **Book Sanctuary Update:** As of April 19, there are 19 book sanctuary libraries, 4 book sanctuary municipalities in New Jersey, and the first book sanctuary city in Georgia, in the city of Savannah. Library Live Oaks Public Library Director consulted with Hoboken and Paris-Bourbon Kentucky Library on their book sanctuary resolution.
- **Press Releases:**
  - **AARP:** [What to Read in April and Other Book News](#)
  - **MY9NJ:** [NJ Now: Making Hoboken a book sanctuary city](#)
  - **ABC7NY:** [Report: LGBTQ content drove book banning efforts in 2023 \(ABC News\)](#)
  - **NJ.com:** [Affirm the right to read in NJ, the fastest growing book sanctuary state in the nation | Opinion](#)
  - **ALA News:** [Jennie Pu to receive Ernest A. DiMattia Award](#)
  - **TapInto:** [Hoboken Public Library’s BookBike to Return Next Thursday](#)
  - **ALA News:** [Hoboken \(NJ\) Public Library and Independence \(KS\) Public Library Awarded ALA’s Libraries Transform Communities Engagement Grant](#)

## Department Summaries

### Assistant Director

- **Library of Things:** The Library of Things collection continues to attract a high degree of attention from residents. The newly implemented staff procedures have smoothed out the circulation process for patrons. The daily inventory staff are performing has allowed us to free up items that were reserved and never picked up and follow up with patrons who are overdue in returning these items. New items (along with additional shelving) are due to be added to the collection soon.
- **Digital Library Card Conversions:** Hoboken residents can sign up for a “digital library card” online. These temporary cards provide access to our digital resources. The Access Services Department has been working to convert these accounts to the standard full access cards. So far this year, staff have sent out over 300 emails engaging with these digital card holders encouraging them to verify their residency. So far staff have been having around a 20% success rate.



- **Laptop Kiosk Stats:** The kiosk for borrowing laptops and chargers on the second floor of the Main Library was moved as part of the improvements to the floor. Consequently, it took some time to get the unit back online. This down time led to lower usage stats for March. The kiosk is back online and returned to its normal steady use.
- **Manville Public Library Visit:** On March 23rd, Aimee Harris, head of the Information and Digital Services Department, Social Worker Emily Dalton, and Assistant Director Andrew Luck took a trip to the Manville Public Library to investigate how they interact and engage with their patrons through programming and displays. The displays throughout the library were captivating and promoted services, programming, and patron participation. The branch manager at Manville was very impressed with our social work programming.
- **Eclipse:** The library circulated 600 free pairs of NASA approved eclipse viewing glasses for the solar eclipse and the Youth Services Department circulated pinhole eclipse viewing kits. Both of these giveaways were depleted by the weekend.

## Information and Digital Services

- **Displays Added to Second Floor:** New Displays have been added to the vestibule, and the area near the computers on the second floor is now being utilized as display space. So far displays have included information about notable Hoboken women for Women's History Month, the eclipse, National Parks Week, and Poetry Month. Next month we are looking forward to celebrating Asian American Heritage and Pacific Islander Month.
- **Upcoming Special Author Program:** Monday, May 20 at 6 pm, Ona Gritz and Dawn Raffel will read from their new books and answer questions on process, revision, publication, and about writing life.
- **Computer Usage and Tech Usage for March:** Adult desktop computer use for February at the main branch was 1,093 compared with March with 1,299. Computer use for all ages and branches was 2,160. Scanning was up from 8 last month with 14 this month. Faxing was 16 faxes in February compared with 13 faxes in March. This month 6 hotspots and 1 chrome book were checked out.
- **Database Usage/Online Learning Resources for March:** There was an increase of Newsbank logins with 35 in February compared with 45 in March. NY Times logins were down in the building with 183 in February and 158 in March in the building but remote code usage went up from 70 to 82. Valueline was up from 601 to 715. Mango usage went up from 66 logins in February compared with 74 in March. Universal Class logins were down with 17 in February compared to 5 March.
- **Reference Questions for March:** Reference questions at the main branch were 156 in March compared with 129 in February. The majority of the questions this month at the main branch were answered by phone or in person with 23 by phone and 126 in person. Four were answered by chat and 3 by email. There were 29 total questions at the Grand Street Branch.
- **Information and Digital Services Monthly Programming:**
  - Writers Group met March 11 in person with 3 people attending in person and one person who attended via Zoom.
  - This month's movie, *For Colored Girls*, had 5 people attending; next month we will be showing *Dragon: The Bruce Lee Story* for Asian American and Pacific Islander Heritage Month.
  - The Poetry Healing Group met on March 20 with eight people attending the event. It will be held again on April 24.
  - Science Fiction and Fantasy Book Discussion for March was *How to Shape a Dragon's Breath* by Monique Blackgoose. Four people attended. On April 26 there will be a

discussion of *All Systems Red* (the first in the popular Murderbot Diaries Series) by Martha Wells.

## Community Engagement

- **The BookBike is Back:** We purchased a new, custom-order BookBike for the 2024 BookBike season. This new trike is much smaller and more streamlined. CE Assistant Natalie Castillo designed the new BookBike vinyl wrap in the same eye-catching HPL pink. Our BookBike Welcome Back Party was rained out, but not before 100+ patrons joined us in Church Square Park for BookBike buttons, books, and cupcakes. The BookBike season kicks off on Thursday April 18 and runs through Thursday October 31. Our first outreach visit was to the Artisan Market on Sunday April 14.
- **Community Drives at HPL:** In April, we hosted two community drives in collaboration with local partners. From April 1-20, we are hosting a Food Drive with Hoboken Community Center. From April 10-May 8, we are hosting a Disk Drive with Stevens Institute, collecting CDs, DVDs, and other technology to be recycled by GreenDisk.
- **National Library Week 2024:** We celebrated National Library Week by kicking off our Library Card Design contest for all ages! Children can submit a design for the BookBike, Teens can submit a design for the Teen Zone, and Adults can submit a Banned Books design for limited distribution. We celebrated each day of National Library Week with engaging social media video and photo content, including sharing our very first TikTok on National Right to Read Day.
- **Programming with the Hoboken Senior Center:** In collaboration with Tom Foley, our Tai Chi program started strong on April 4 with almost 40 participants. The response from the attendees has been great, and many of the attendees have thanked us for offering the program.
- **HHA Programming Success:** Natalie kicked off our new program, Memory Cafe, with over 20 participants at Fox Hill Gardens. We also brought the Memory Cafe to Monroe Gardens as a tie-in with our rescheduled Puerto Rican Emancipation Day Celebration, introducing the community to our CCDI Grant, with over 60 seniors in attendance. Seniors were excited to tell us their stories of Puerto Rican heritage and history, and we received our first artifact donation.
- **NJLA Presentations Accepted:** Natalie will be presenting a Poster Session called Por Mi Gente: Celebrating Diversity and Multilingualism in Library Programming; Marketing Assistant Shaleka Smith and Natalie will be presenting a Poster Session called Unleashing the Power of Social Media to Connect, Engage, and Elevate Your Library; Emily will be presenting a Conference Session called Empowering Hygiene Initiatives Around the Garden State; and Ally will be presenting a Conference Session called A Practical Toolkit for Homeless Services in Any Library.

## Programming & Outreach, February 2024

Service	Programs	Attendees	Cardholders	Giveaways	Circs
<b>Adult Programs</b>	65	774			
<b>Outreach Visits</b>	12	194	21	149	0

## Social Work, January 2024

Service	#
<b>Social Work Appointments</b>	62
<b>Community Care Kits</b>	330

## Youth Services

- **Egg Hunts:** Youth Services hosted four egg hunts at the end of March. Each event was planned to target every age group, from toddlers to teens. There were two at Church SQ Park; one for children and one for teens. The Grand St program was for toddlers and the final event at Mama Johnson Field was an all ages event. This ensured that all kids were able to attend and participate in at least one special egg hunt extravaganza. Our first egg hunt was featured in [Tapinto](#) and highlighted how eager Hoboken children were to locate all the hidden eggs. Altogether, YS stuffed 3,000 eggs and gave away prizes at all four events.
- **BookBike Season:** Youth Services, in partnership with the Community Engagement team, kicked off bookbike season on April 11th with a Welcome Back Bookbike celebration. Cupcakes, button making and story time was part of the lineup, with an awesome turnout, despite the stormy weather.
- **Russian Celebration:** HPL celebrated Maslenitsa with our Russian community. This program is part of our continued commitment to celebrate all cultures that residing in Hoboken
- **Middle School Gay Straight Alliance:** The Gay Straight Alliance from Hoboken Middle School came to the YA Room and labeled our LGBTQ selection for community service hours on March 12th.
- **Purim Celebration:** We celebrated Purim with Hoboken’s Jewish community on March 18th. Children came dressed up in costume, crafted and danced together
- **Weekend Programming:** Patron feedback has made weekend programming a priority for YS. We have hosted a cookie decorating program on March 30th and a Trolls party on April 13th.

## Children’s Programs March 2024

<b>Event</b>	<b># of Events Per Month</b>	<b>Participants</b>
Story Time/Special Programs	46	1,495
School/Camp Visits	17	1,278

## YA Programs March 2024

<b>Event</b>	<b># of Events Per Month</b>	<b>Participants</b>
YA Events/Attendance	15	640
YA/School/Camp Visits	2	27

## Information Technology

- **New Hire:** The IT Department has a new hire, Jason Biegel. He will be working primarily in the MakerSpace, as Jason has been a member of the Hoboken MakerBar since 2014, holding various positions as their president and treasurer. He is also deeply committed to gardening and environmental stewardship and has been a member of the gardening community in Jersey City where he volunteers with 4-H. Jason also participated in last month’s NJ MakerDay. With his

hiring, we will be able to expand the hours of operation of our MakerSpace and look forward to the many new programming opportunities he will contribute to the Library.

- **Library of Things and Museum Passes:** IT Manager Phil Mendez met with other library leaders inquiring about our Library of Things and Museum Pass programs this past month, from staff at the Saddle Brook Public Library to Rudy Rodela, Chief Technology Officer of the Anne Arundel County Public Library in Maryland.
- **MakerSpace Program:** We hosted a special Knife Sharpening Program in the MakerSpace. The program did not fail to deliver and we received great feedback about the program on social media. Patrons sent us photos and videos and shared their interest in seeing more programs like this in the future.
- **New Laptops:** New installations were installed on the second floor landing, prompting the Laptop Kiosk to be relocated to its new location in the Reading Room. A new set of laptops are on order and will be installed in the kiosk, replacing older models.
- **Vega Discover Released:** Vega Discover became the main catalog in March. The BCCLS office promoted the new catalog by using it as the primary search widget on the BCCLS website. The old catalog (PAC) will still be available for the foreseeable future and will be designated as the “Classic Catalog” on the BCCLS website, allowing for a comfortable pace of change for the public.

## Special Collections

- **Research Requests:** The Special Collections received two research requests. Those two research requests were completed, as well as a longer property report for Court Street Tavern.
- **CCDI Event:** The first of several Puerto Rican celebrations was held at Monroe Gardens. Four individuals indicated they’d like to be interviewed for the CCDI award. Another individual donated a painting. At the event we played ethnographic recordings gathered from Puerto Rico in 1917 and received feedback from the attendees. They did not like the music and had no relationship to it, as was to be expected. They were very, very vocal in their disapproval.

## Collection Development

- **LibraryLinkNJ Program- Culture Connection: API Culture Event:** On Friday March 22nd, Collections Manager Nicole Marconi participated in the Culture Connect: API Culture Event. Nicole was one of the members of the planning committee for the event in conjunction with other librarians from across New Jersey. She participated in the Lightning Talk about Korean culture with Shinae Hyun, the director of Teaneck Public Library. The event took place at Piscataway Public Library.
- **Library Link NJ program-Skill-Sharing Conversation: Cooking Classes at the Library:** On Thursday March 21st, Nicole led a conversation courtesy of LibraryLinkNJ about her cooking tutorials. She talked about how to start a cooking program at your library, some of the issues she’s run into, and the success she’s had. There were about thirty people online for the Zoom talk and it led to great collaborative conversation afterwards.
- **Weeding Project with Access Services:** Collection Development and Access Services are currently working on weeding fiction and nonfiction books in poor condition.
- **Book Sanctuary with Book Resumes:** We added book resumes to some of the books in the Book Sanctuary display. This is in conjunction with ALA’s collaboration with United Against Banned Books. It helps patrons to understand why books are being banned in other parts of the country and reminds us that we can help in our fight against book bans.

**Director's Report Form March 2024**

	Mar. 2024	Feb. 2024	% Change	YTD 2024	YTD 2023	YTD % Change
<b>Circulation</b>						
Main Circulation - Adult	5,084	5,994	-15%	17,436	16,406	6%
Main Circulation - Youth	10,501	10,106	4%	31,092	23,513	32%
Grand Circulation - Adult	987	197	401%	1,388	580	139%
Grand Circulation - Youth	794	789	1%	2,108	2,434	-13%
eBook Circulation	8,230	7,376	12%	23,666	14,493	63%
Digital Resources Usage	1,901	1,801	6%	5,096	2,983	71%
Library of Things Circulation	21	59	-64%	87	n/a	n/a
Total Door Count - Main	18,333	31,314	-41%	79,037	45,233	75%
Total Door Count - Grand	869	752	16%	2,405	1,938	24%
Reference Questions	185	181	2%	497	1,145	-57%
Total New Patrons Registered	410	382	7%	1,264	1,442	-12%
Locker Use - Main	475	447	6%	1,352	765	77%
Locker Use - Grand	360	323	11%	1,026	427	140%
Museum Passes	71	60	18%	181	102	77%
<b>Programming</b>	<b>Mar. 2024</b>	<b>Feb. 2024</b>	<b>% Change</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	<b>YTD % Change</b>
Total Programs - Adult	65	52	25%	157	125	26%
Total Program Attendance - Adult	774	705	10%	1913	1,394	37%
Total Programs - Young Adult	20	25	-20%	59	94	-37%
Total Program Attendance - Young Adult	722	832	-13%	1815	1,487	22%
Total Programs - Children	63	58	9%	158	130	22%
Total Program Attendance - Children	2773	2734	1%	8389	9,138	-8%
Total Outreach Events	12	9	33%	29	27	7%
Total Outreach Event Attendance	194	169	15%	466	366	27%
<b>Total Programs</b>	<b>148</b>	<b>135</b>	<b>10%</b>	<b>239</b>	<b>349</b>	<b>-32%</b>
<b>Total Program Attendance</b>	<b>4269</b>	<b>4271</b>	<b>0%</b>	<b>7846</b>	<b>12,019</b>	<b>-35%</b>
<b>Social Work</b>	<b>Mar. 2024</b>	<b>Feb. 2024</b>	<b>% Change</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	
Social Work Appointments	62	88	-29.55%	199	96	
Community Care Kits Distributed	330	250	32.00%	851	427	
<b>Computer Use</b>	<b>Mar. 2024</b>	<b>Feb. 2024</b>	<b>% Change</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	
Computer Use - Main	1974	1846	7%	5,414	2,057	
Computer Use - Grand	186	221	-16%	619	291	
<b>Technology Lending</b>	<b>Mar. 2024</b>	<b>Feb. 2024</b>	<b>% Change</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	
Laptops (Main & Grand St)	0	0	0%	0	0	
Chromebooks	1	4	-75%	8	9	
Wi-Fi Hotspots	6	1	500%	10	16	
Kiosk Laptops	204	604	-66%	1348	1,914	
Kiosk Chargers	49	180	-73%	469	268	
<b>Technology Lending Total</b>	<b>260</b>	<b>789</b>	<b>-67%</b>	<b>1046</b>	<b>2,207</b>	
<b>Wireless Use</b>	<b>Mar. 2024</b>	<b>Feb. 2024</b>	<b>% Change</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	<b>% Change</b>
Main Branch	1804	1863	-3%	5596	4,752	18%
Annex	504	554	-9%	1661	2,751	-40%
Grand Street	116	114	2%	344	475	-28%
<b>Communications</b>	<b>Mar. 2024</b>	<b>Feb. 2024</b>	<b>Change</b>	<b>% Change</b>		
Facebook - Total Followers	5,971	5,894	77	1.31%		
Twitter - Total Followers	3,228	3,233	-5	-0.15%		
Instagram - Adult - Total Followers	5,163	4,994	169	3.38%		
Instagram - YA - Total Followers	1,065	1,063	2	0.19%		
Instagram - Children - Total Followers	1,313	1,295	18	1.39%		
Instagram - Bookbike - Total Followers	355	329	26	7.90%		
eNewsletter - Total Subscribers	19,265	19,625	-360	-1.83%		





Black Men in Libraries group photo at PLA



Ed Melton, Director of Harris County Public Library, Texas, the first book sanctuary in Texas



Pat Locsinski, CEO, Columbus Metro Library, rocking our "H" lapel pin



Emily with Professor Sarah Johnson, University of Illinois



HPL social services panel





Emily and Natalie, PLA



Natalie presenting "Have Wagon, Will Travel"



Standing room audience of over 600 for Jennie's "Hot Ones" panel



With our Sister Librarian, Jessica, Paris-Bourbon County Library



Jennie and Jerome, PLA



"Hot Ones" Panel





First Artisan Market of the year



BookBike buttons



First library card at the new BookBike



Memory Cafe



HCC and HPL collab



Celebrating Puerto Rico



New BookBike!





Wrapped book locker at Main



Boost this post to reach up to 1564 more people if you spend \$35.

Boost post

Emily Ball Jabbour, Donna Aleman and 8.5K others

59 comments 37 shares

Like

Comment

Share

Over 8.5K likes with TikTok library star Mychal Threats



Wrapped book return



New book locker at the museum!





Bluey Bingo



Full house at indoor yoga



Birthday fun at the LC



Ladybug story time



TESSA International School visit



Easter egg hunts



Date April 11, 2024

Dear Hoboken Library Staff,

I just watched a news piece titled "Librarians have been fired, harassed, and threatened with arrest. Now they're fighting back." After watching this I felt compelled to write a letter expressing my gratitude for the work you do.

I grew up regularly visiting my local library but stopped around the time I started middle school. With the availability of online media and having funds to buy my own books, it no longer felt necessary.

Then flash forward to about a year ago - I had just moved to Hoboken and was looking for somewhere to designate my "third space, or location outside of home or work. I thought this would be a bar or coffee shop... until one day when I came into the library to use your printing services. ~~Struck~~ Struck by the rainbow lines of books, covered in plastic protective covering I used to know, I immediately signed up for a library card.

Between borrowing books, museum passes, and like hotspots; utilizing Kanopy or PressReader; or just coming in to enjoy the quiet there are few services I haven't been able to take advantage of. At a time when people seem to have lost all faith in public institutions, I want you to know how much I value you all and the work that you do. You all are rock stars and I'm so happy to say that because of you, the "third place" I've found is way cooler than a bar or cafe! :-)

Keep up the good work!  
- Library Lover

<b>Account</b>	<b>Activity</b>	<b>Amount</b>	<b>Balance</b>
<b>TD Checking</b>	Balance as of 03/01/2024		\$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 03/31/2024		<u>\$1,040,979.77</u>
<b>TD Payroll</b>	Balance as of 03/01/2024		\$22,507.14
	Funds Transfers	\$225,000.00	\$247,507.14
	Salary & Wages	-\$118,025.35	\$129,481.79
	Balance as of 03/31/2024		<u>\$129,481.79</u>
<b>TD Payroll Agency</b>	Balance as of 03/01/2024		\$15,962.33
	Funds Transfers	\$150,000.00	\$165,962.33
	Salary & Wages	-\$76,233.03	\$89,729.30
	Balance as of 03/31/2024		<u>\$89,729.30</u>
<b>TD Vacation Reserve</b>	Balance as of 03/01/2024		\$104,991.16
	2024 reserve funds transfer		-\$19,944.13
	Balance as of 03/31/2024		<u>\$85,047.03</u>
<b>TD Money Market</b>	Balance as of 03/01/2024		\$252,625.91
	Balance as of 03/31/2024		<u>\$252,625.91</u>
<b>NJ Cash Management</b>	Balance as of 03/01/2024		\$682,991.09
	Interest	\$2,879.23	\$685,870.32
	Balance as of 03/31/2024		<u>\$685,870.32</u>
<b>BCB Construction</b>	Balance as of 03/01/2024		\$245,365.57
	Interest	\$15.60	\$245,381.17
	Checks	-\$64,692.25	\$180,688.92
	Balance as of 03/31/2024		<u>\$180,688.92</u>



	<u>Jan-March 2024</u>	<u>2024 Budget</u>	<u>% of Budget</u>
<b>Income</b>			
NJHT Grant Phase 2 & 3	-	1,500,000	0%
2024 Operating Budget Reserve	-	193,433	0%
<b>TOTAL INCOME</b>	<b><u>0</u></b>	<b><u>1,693,433</u></b>	0%
<b>Expenditures</b>			
<u>Upper Levels Renovation Project</u>			
Wayfinding and Storytelling	129,500	100,000	130%
Renovations	2,500	-	100%
Architectural Design and Planning	3,227	-	100%
Placemaking Phase II Scope	7,902	-	100%
<b>Total Upper Levels Renovation Project:</b>	<b>143,129</b>	<b>100,000</b>	143%
<u>1st and 2nd Floor Renovation Project</u>			
Renovations	-	3,750,000	0%
Architectural Design and Planning	-	75,000	0%
<b>Total Upper Levels Renovation Project:</b>	<b>-</b>	<b>3,825,000</b>	0%
<b>TOTAL EXPENDITURES</b>	<b><u>143,129</u></b>	<b><u>3,925,000</u></b>	4%
<b>Net Capital Reserve Fund</b>	<b>(143,129)</b>	<b>(2,231,567)</b>	
<b>Capital Reserve Fund Balance - January 1</b>	<b>\$ 2,390,000</b>		
<b>Capital Reserve Fund Balance - March 31</b>	<b>\$ 2,246,871</b>		

### Income

	% of Budget	Item	Jan-Mar 2024 Actual	2024 Budget	\$ Over Budget	% of Budget
1	97.0%	Municipal Minimum Library Tax	1,577,853	6,326,591	-4,748,738	25%
2	1.8%	Grants	42,132	120,000	-77,868	35%
3	0.4%	Interest	10,728	25,000	-14,272	43%
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	2,191	5,000	-2,809	44%
6	<b>100%</b>	<b>Total</b>	<b>\$1,632,904</b>	<b>\$6,521,591</b>	<b>-\$4,888,687</b>	<b>25%</b>

### Expenditures

	% of Budget	Item	Jan-Mar 2024 Actual	2024 Budget	\$ Over Budget	% of Budget
<b>Personnel</b>						
7	43.4%	Salary and Wages	519,987	2,831,158	-2,311,171	18%
8	17.4%	Health Insurance	1,405	1,132,000	-1,130,595	0%
9	5.7%	Pension and DCRP	1,444	370,000	-368,556	0%
10	3.5%	Payroll Taxes	41,522	229,000	-187,478	18%
11	1.2%	Overtime	13,585	75,000	-61,415	18%
12	0.5%	Workers' Compensation Insurance	31,216	35,000	-3,784	89%
13	0.5%	Shared Services Agreement	0	30,000	-30,000	0%
14	0.2%	Payroll Processing	3,505	10,000	-6,495	35%
15	0.2%	Unemployment Insurance	0	10,000	-10,000	0%
16	<b>72%</b>	<b>Subtotal</b>	<b>612,665</b>	<b>4,722,158</b>	<b>-4,109,493</b>	<b>13%</b>
<b>Physical Plant</b>						
19	3.0%	Capital Reserve	0	193,433	-193,433	0%
18	1.7%	Maintenance	24,126	110,000	-85,874	22%
20	1.4%	Utilities and Phones	19,707	90,000	-70,293	22%
21	1.2%	Furniture	6,413	75,000	-68,587	9%
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	<b>9%</b>	<b>Subtotal</b>	<b>63,570</b>	<b>563,433</b>	<b>-56,675</b>	<b>11%</b>
<b>Reading, Information &amp; Technology</b>						
25	2.9%	Digital Content	42,457	190,000	-147,543	22%
26	2.3%	Print Materials	18,783	150,000	-131,217	13%
27	1.4%	BCCLS	20,620	94,000	-73,380	22%
29	1.2%	Technology	27,928	75,000	-47,072	37%
28	0.9%	Equipment	15,289	60,000	-44,711	25%
30	0.8%	Non-Print Materials	6,216	50,000	-43,784	12%
31	0.5%	Special Collections	0	33,000	-33,000	0%
32	0.2%	Periodicals	8,993	15,000	-6,007	60%
33	0.0%	Inter-library Loan	505	1,000	-495	51%
34	<b>10%</b>	<b>Subtotal</b>	<b>140,791</b>	<b>668,000</b>	<b>-527,209</b>	<b>21%</b>
<b>Community Engagement</b>						
35	2.3%	Community Programming	54,188	150,000	-95,812	36%
36	0.8%	Marketing/Advertising	17,023	55,000	-37,977	31%
37	<b>3%</b>	<b>Subtotal</b>	<b>71,211</b>	<b>205,000</b>	<b>-133,789</b>	<b>35%</b>
<b>Administration</b>						
38	1%	Office/Library Supplies	11,559	90,000	-78,441	13%
39	0.6%	Travel and Mileage	3,038	40,000	-36,962	8%
40	0.5%	Staff Development	2,303	30,000	-27,697	8%
41	0.3%	Memberships and Dues	991	20,000	-19,009	5%
42	0.2%	Conventions and Seminars	2,179	15,000	-12,821	15%
43	<b>3%</b>	<b>Subtotal</b>	<b>20,070</b>	<b>195,000</b>	<b>-174,930</b>	<b>10%</b>
<b>Professional Support</b>						
44	2%	Consultants	37,400	100,000	-62,600	37%
45	0.9%	Attorney	4,239	60,000	-55,761	7%
46	0.1%	Auditor	0	8,000	-8,000	0%
47	<b>3%</b>	<b>Subtotal</b>	<b>41,640</b>	<b>168,000</b>	<b>-126,360</b>	<b>25%</b>
48	<b>100%</b>	<b>Total</b>	<b>\$949,948</b>	<b>\$6,521,591</b>	<b>\$5,571,643</b>	<b>15%</b>

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11625	04/23/2024	55010 · Travel Expense	Alison Blumenfeld	510.79
11626	04/23/2024	50224 · Contractors & Annual Contracts	All American Painting Contractors	1,625.00
11696	04/23/2024	55010 · Travel Expense	Andrew Luck	103.07
11627	04/23/2024	53030 · Membership/Dues	Association for Rural & Small Libraries	100.00
11628	04/23/2024	52010 · BCCLS	BCCLS	20,620.21
11629	04/23/2024	54011 · YS Programming	Brenda Ramos	130.00
11630	04/23/2024	50211 · Library Processing Supplies	Brodart	373.80
11631	04/23/2024	54011 · YS Programming	Carolyn Brush	400.00
11632	04/23/2024	50700 · Special Collection	Christopher Lopez	1,000.00
11633	04/23/2024	50221 · Maintenance	City Paint	1,707.27
11634	04/23/2024	54010 · Adult Programming	Daniel Schott	150.00
11635	04/23/2024	54010 · Adult Programming	Dorothee Riehl	200.00
11636	04/23/2024	52020 · Technology Equipment	Demco	2,015.88
		50211 · Library Processing Supplies		18.26
				<u>2,034.14</u>
11637	04/23/2024	50323 · ePeriodicals	Dow Jones	1,575.00
11638	04/23/2024	54010 · Adult Programming	Elizabeth Ndoye	1,500.00
11639	04/23/2024	55010 · Travel Expense	Emily Dalton	435.93

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11640	04/23/2024	54010 · Adult Programming	Evelyn Del Valle	480.00
11641	04/23/2024	50224 · Contractors & Annual Contracts	Excel Pest Services	327.50
11642	04/23/2024	56010 · Marketing	4imprint, Inc.	2,910.53
11643	04/23/2024	54010 · Adult Programming	Fatima Sindhu	1,100.00
11644	04/23/2024	502041 · Office Supplies 50600 · Periodicals	Hoboken General LLC	32.00 162.50 <hr/> 194.50
11645	04/23/2024	54013 · Makerspace	Hudson Grinding Co.	300.00
11646	04/23/2024	56010 · Marketing Expenses	I.Miller International	1,760.00
11647	04/23/2024	502041 · Office Supplies 54010 · Adult Programming 54011 · YS Programming	Inserra Supermarkets	9.98 419.79 662.79 <hr/> 1,092.56
11648	04/23/2024	54011 · YS Programming	Israeli-American Council	135.57
11649	04/23/2024	54010 · Adult Programming	Jane Porges	400.00
11650	04/23/2024	502041 · Office Supplies 54010 · Adult Programming 55010 · Travel Expense 50271 · Postage 52030 · Tech. Support Serv. 56010 · Marketing 50600 · Periodicals 66102 · Health Insurance	Jennie Pu	1,689.41 107.89 6,501.88 255.54 25.00 537.50 25.56 468.37 <hr/> 9,611.15
11651	04/23/2024	50324 · Pay Per Use Content	Kanopy	1,417.00
11652	04/23/2024	54010 · Adult Programming	Karlus Trapp	450.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11653	04/23/2024	50321 · Online Databases	Library Ideas LLC	10,709.00
11654	04/23/2024	50270 · Phones	Lightpath	1,452.16
11655	04/23/2024	55010 · Travel Expense	Lyft Bike and Scooters, LLC	175.99
11656	04/23/2024	50224 · Contractors & Annual Contracts	Mardel	2,340.00
11657	04/23/2024	53010 · Prof. Staff Dev.	Maya Sanden	59.00
11658	04/23/2024	50280 · Interlibrary Fines	Montclair Public Library	125.00
11659	04/23/2024	54010 · Adult Programming 55010 · Travel Expense	Natalie Castillo	37.20 794.49 <hr/> 831.69
11660	04/23/2024	54010 · Adult Programming 55010 · Travel Expense	Nicole Marconi	62.80 427.31 <hr/> 490.11
11661	04/23/2024	50700 · Special Collection	NewsBank	16,921.00
11662	04/23/2024	53020 · Conventions/Seminars	NJLA	1,135.00
11663	04/23/2024	50270 · Phones	Optimum Business	1,297.20
11664	04/23/2024	50224 · Contractors & Annual Contracts	Our Lady of Grace Church	525.00
11665	04/23/2024	502041 · Office Supplies	Panera	280.93
11666	04/23/2024	54010 · Adult Programming	Pedal Positive	510.00
11667	04/23/2024	502041 · Office Supplies 54010 · Adult Programming	Pizza Republic	340.00 <hr/> 134.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
				474.00
11668	04/23/2024	66121 · Payroll Processing	Primepoint LLC	441.35
11669	04/23/2024	56010 · Marketing Expenses	Print Hoboken	85.00
11670	04/23/2024	50262 · PSE&G	PSE&G	4,898.18
11671	04/23/2024	54010 · Adult Programming	QWERT Poetry LLC	250.00
11672	04/23/2024	50224 · Contractors & Annual Contracts	Rapid Pump & Meter Service Co.	1,223.65
11673	04/23/2024	10004.04 · Petty Cash Fund	Raul Sanguinetti	170.00
11674	04/23/2024	50224 · Contractors & Annual Contracts	Ricoh USA, Inc.	767.07
11675	04/23/2024	50205 · Consultants	Rosica Communications	16,875.00
11676	04/23/2024	50205 · Consultants	Rosica Communications	5,750.00
11677	04/23/2024	50224 · Contractors & Annual Contracts	S&B Plumbing & Heating	740.00
11678	04/23/2024	54010 · Adult Programming	Sealeiah Berry	1,100.00
11679	04/23/2024	50250 · Security	Securitas Technology Corp.	1,469.94
11680	04/23/2024	50270 · Phones	Spectrotel	416.88
11681	04/23/2024	54010 · Adult Programming	Stephanie Tobia	75.00
11682	04/23/2024	54010 · Adult Programming	Thyson Halley	1,250.00
11683	04/23/2024	54010 · Adult Programming	Together We Rise, LLC	200.00



<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11684	04/23/2024	56010 · Marketing Expenses	Unique	359.26
11685	04/23/2024	50224 · Contractors & Annual Contracts	Vanguard Cleaning Systems	599.00
11686	04/23/2024	50263 · Internet Connection	Verizon	385.81
11687	04/23/2024	502041 · Office Supplies	W.B.Mason	6,172.90
		54010 · Adult Programming		307.06
		52020 · Technology Equipment		199.64
		52020 · Technology Equipment		110.98
				<u>6,790.58</u>
11688	04/23/2024	50202 · Legal Fees	Weiner Law Group LLP	1,110.00
11689	04/23/2024	54010 · Adult Programming	Yum Ko Ho	600.00
11690	04/23/2024	50321 · Online Databases	Zoobean Inc.	495.00
<b>TOTAL NUMBER OF CHECKS</b>			<b>67</b>	
<b>TOTAL \$ AMOUNT OF CHECKS</b>				<b>136,021.82</b>
To be processed through PayPal:				
	04/23/2024	57070 · Technology	Automattic Inc.	99.00
	04/23/2024	57070 · Technology	Bitstream	426.50
	04/23/2024	50600 · Periodicals	NJ.com/Advance Local Meida LLC	100.00
	04/23/2024	502041 · Office Supplies	Tribute Store US LLC	177.97
	04/23/2024	57070 · Technology	Zoom Video Communications	299.80

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11691	04/23/2024		Amazon	
		502041 · Office Supplies		1,129.03
		50310 · Non-Print Materials		622.23
		54010 · Adult Programming		394.34
		54011 · YS Programming		1,307.23
		52020 · Equipment		2,186.01
		50221 · Maintenance		177.54
		54013 · Makerspace		175.70
				<u>5,992.08</u>
11692	04/23/2024		Baker and Taylor	
		50301 · Print Materials		13,913.92
		50311 · Media (CDs & DVDs)		19.24
				<u>13,933.16</u>
11693	04/23/2024		Midwest Tape	
		50324 · Pay per use content		3,479.31
11694	04/23/2024		Midwest Tape	
		50311 · Media (CDs & DVDs)		416.02
11695	04/23/2024		Overdrive	
		50322 · eBooks		2,931.84
<b>TOTAL NUMBER OF CHECKS</b>			<b>5</b>	
<b>TOTAL \$ AMOUNT OF CHECKS</b>				<b>26,752.41</b>

## **Hoboken Public Library Meeting Spaces Policy**

### **Purpose**

The Meeting Spaces Policy reflects the diverse needs of the Hoboken community and the Library’s mission to connect people with each other, ideas, and opportunities to support lifelong learning, personal growth, and community development. The Library believes that meeting spaces support the strategic plan goals positioning the Library as the community hub for all Hoboken residents and creating safe, accessible, and inviting Library spaces for all. We work to respond to our community’s needs and aspirations through these resources.

### **Principles**

The Library advocates for broad and meaningful community participation and engagement, including the sustained use of library spaces. It does not promote or endorse the ideas, discussions, and activities taking place in its spaces or the discussions those meetings may inspire, but it does provide the spaces and opportunities for those ideas, discussions, and activities to happen.

The Library protects the right of each individual to access information and speak freely, even when the content may be controversial or unacceptable to others. As such, the Library upholds the American Library Association’s Library Bill of Rights, including the statement under Article VI that states, “Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

### **Policies**

#### **Purpose and Availability**

The Hoboken Public Library provides meeting spaces for organizations and groups as a public service. Meeting spaces may be reserved by any Library cardholder, 18 years of age or older, whose card is registered in the Library’s database.

The Library does not discriminate on the basis of age, race, color, national origin, ancestry, religion, creed, sex, gender identity or expression, sexual orientation, political ideology or affiliation, disability, or other protected group status in evaluating and approving or denying requests to use Library meeting rooms. Each sponsoring organization/individual is responsible for providing needed ADA accommodations, e.g. special assistive technologies that are not readily available as a service of the Library.

The Library reserves the right to decline meeting spaces requests that do not align with this policy.

The Library’s Code of Conduct policy governs all activities in Library meeting rooms and all organizers and attendees must comply with the provisions of that policy. Meetings may not

disturb the normal operations of the Library or create an unsafe environment.

### **Guidelines for Public Use**

All meetings must be open to the public and attendance may not be restricted. Exceptions are made for meetings of Library staff and for official committees, commissions, and boards of the Board of Trustees or the Hoboken Public Library Friends & Foundation, and the City of Hoboken.

Meeting room users shall be responsible to reimburse the Library for any costs the Library incurs by allowing such usage.

The spaces listed in this policy are intended for use by groups and not for individual use.

Each group is responsible for its own meeting/event publicity, which must not include the Library's information as a contact or sponsor. Publicity must state that the meeting/event is not sponsored by the Hoboken Public Library.

The Library Director may attend or send a designated representative to any meeting in the Library.

Users are permitted to serve light refreshments, but may not do any cooking within the Library. Users must supply their own equipment and utensils for serving and consuming light refreshments.

Groups using the Library meeting spaces are responsible for clean-up.

Library property and services such as equipment (other than tables and chairs), telephones, computers, email, postage, photocopying, fax, and vehicles shall not be used by any group or person using a Library meeting room, other than the Hoboken Public Library Friends & Foundation, except with the express permission of the Director or her/his designee.

The Library's name and address may not be used as a designated headquarters of any organization other than the Hoboken Public Library Friends & Foundation.

### **Parameters**

Meetings or events of a primarily commercial nature are not permitted. The Library supports our creative community and will permit authors and artists to sell their books and other artistic works at meetings and programs in which they are participating. But the sale, advertising, solicitation, or promotions of other products or services are not permitted.

Fundraising or donation solicitations, and entry and participation fees, generally are not permitted, although the Library may make exceptions for certain charitable fundraising activities, particularly those which benefit the Library (e.g., Hoboken Public Library Friends & Foundation events).

Political events, which include active campaigning or solicitation of campaign contributions for any political candidate or group of candidates for elected office, are not permitted in the Library. The Library may allow events which present a balanced perspective with the objective of educating citizens about current political and social issues.

No advertisement, sign, or printed inducement that urges the public to vote in favor or against a candidate for nomination or election to public office, features the name of a candidate seeking nomination or election to a public office, or calls on the public to vote in favor or against a state, county, municipal, or school district public question in an election, is permitted in the Library. This posting requirement shall not include any materials that are part of the Library's Local History Collection, and which feature only prior candidates for past elections, who are no longer seeking election to a public office or items involving public questions which are not under consideration in an upcoming election.

Alcoholic beverages are generally not permitted on Library premises, except in limited circumstances with the express, prior written approval of the Director.

### **Room Reservations**

Hoboken Public Library cardholders, as representatives of local organizations, may reserve library meeting spaces up to one (1) month but no less than two (2) weeks in advance of the desired date. The Library reserves the right to limit the number and time length of reservations in order that all have a fair opportunity to use meeting spaces.

Reservations for Library meeting rooms must be completed before a group can use a room. The person requesting use of a meeting room will be held responsible for the order and conduct of the group and for any damage to Library property, as determined by the Library in its sole discretion.

Meetings may be scheduled for any time when the Main Library is open for service and the rooms are not otherwise in use. Reservations cannot extend later than 15 minutes prior to the Library's closing time.

Use of all Library meeting spaces is controlled under the authority of the Library Director. The Library maintains the right to cancel any meeting space reservation for any reason, and may limit an event's frequency, duration, or attendance, in the interest of the Library. The decision of the Director to cancel a reservation is final.

### **Responsibility and Liability**

Any individual or group that reserves the use of a meeting space must assume legal responsibility for all related event activities in the Library.

An individual must sign the application and Indemnification and Hold Harmless Agreement for Use of Library Meeting Spaces and must ensure compliance with all of the rules and regulations described in this policy. Any individual or group that violates this policy will be excluded from

access to the Library's meeting spaces.

All users must comply with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format when requested.

The Hoboken Public Library, the Library Board of Trustees, the City of Hoboken, and their agents, employees, and elected and appointed officials shall not be held responsible for any personal injury or personal property loss or damage, which may result during or due to use of the Library by any outside individual or group. Meeting space users shall be responsible for any accidents that occur. Meeting space users shall be responsible for any damage to the Library's buildings, property, or equipment because of negligence or misconduct.

The Library shall not be responsible for equipment, supplies, materials, or any personal property owned by those sponsoring or attending meetings at the Library. In addition, the Hoboken Public Library Board, the Library Board of Trustees, the City of Hoboken, their officers, agents, employees, and elected and appointed officials shall not be held liable for any and all claims of injuries, including death, damages, or loss, which may arise in connection with any external user's meeting held in the Library.

**Failure to comply with these guidelines may result in the loss of future meeting room use.**

Approved by the Hoboken Library Board of Trustees on April 23, 2024.



## Hoboken Public Library

### INDEMNIFICATION AND HOLD HARMLESS AGREEMENT FOR USE OF LIBRARY MEETING SPACES

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between **THE HOBOKEN PUBLIC LIBRARY**, a municipal library with a principal place of business located at 500 Park Avenue, Hoboken, New Jersey 07030 (the “**Library**”) and \_\_\_\_\_ (“**Sponsor**”), with an address of \_\_\_\_\_.

**Whereas**, the Library has meeting rooms within its Main library, which may be reserved and used by organizations and groups; and

**Whereas**, consistent with the Library’s Meeting Spaces Policy, the Library deems it to be in its best interest to require sponsors of any meeting room usage to enter into and adhere to an indemnification and hold harmless agreement in accordance with the terms set forth herein.

**Now Therefore**, in consideration for the use of Library-owned facilities on the date(s) and time(s), in the location, and for the purpose(s) listed below in this Agreement, Sponsor agrees to assume any and all risk of loss and damage, of any kind whatsoever to Library property or injury to any person(s) arising out of or related to Sponsor’s usage. Sponsor shall indemnify, defend and hold harmless the Library and each and every one the Library Parties, from and against any and all Claims, which may arise out of or be related to Sponsor’s usage, as well as all Costs, which the Library or any of the Library Parties may incur in the defense, settlement or other resolution of any such Claim(s), made or filed by any party or entity, arising out of or related to Sponsor’s usage, including Claims arising out of, relating to or resulting from:

- a. Sponsor’s breach of its obligations under this Agreement;
- b. Any act or omission of Sponsor or any Sponsor Parties, or any injury or damage to persons or property arising from, out of, or incident to Sponsor’s Usage or its exercise of its rights and/or performance of its obligations hereunder; and
- c. The negligence, gross negligence, and/or willful misconduct of Sponsor or any of the Sponsor Parties, in any way related to the subject matter of this Agreement.

For purposes of this Agreement, the following definitions shall apply:

- a. “Claims” shall include all claims, demands, liens, suits and actions, and liabilities, losses, damages, settlements, and/or judgments.
- b. “Costs” shall include any fees, costs, charges or expenses, including attorneys’ fees and costs, including those incurred or associated with enforcing the provisions of this Agreement.

- c. "Library Parties" shall include the Library and each and every one of its employees, Board members, volunteers, non-participating visitors, contractors, vendors, agents and representatives, and the successors and assigns of each.
- d. "Sponsor Parties" shall include Sponsor's staff, volunteers, members, guests, and invitees.
- e. "Sponsor's Usage" shall include Sponsor's entry upon and use of the Library's meeting room(s) and the entry and use of the meeting room(s) by any of the Sponsor Parties.

Date(s) and time(s) of usage: \_\_\_\_\_

Location: \_\_\_\_\_

Purpose: \_\_\_\_\_

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed and sealed on the first date above written:

**SPONSOR**

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:**

**Title:**

**THE HOBOKEN PUBLIC LIBRARY**

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Jennie Pu, Director**

## Application for Use of Library Meeting Space

**Please Indicate Room required (Circle one):**

Large Programming Room | Small Programming Room w/ Garden Space (The Anna Roberts Garden)

**Program Day/ Date of the Week:** \_\_\_\_\_

**Event Actual Start Time:** \_\_\_\_\_ am/pm

**Actual End Time:** \_\_\_\_\_ am/pm

**Arrival Time for Set-Up:** \_\_\_\_\_

**Departure Time after Take-Down:** \_\_\_\_\_

**Purpose/Type of Program:** \_\_\_\_\_

**Organization (must be based in Hoboken):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone (Day):** \_\_\_\_\_ **Phone (Night):** \_\_\_\_\_

**Contact 1:** \_\_\_\_\_

**Cell #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact 2:** \_\_\_\_\_

**Cell #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Food/Drinks? (Circle one):** Yes/No

**Please describe:**

\_\_\_\_\_

**Number of Attendees:** \_\_\_\_\_

**For Children's Events (Under 18): # of Supervising Adults:** \_\_\_\_\_

**Furniture Setup:**

Chairs (Circle one): Yes/ No Qty: \_\_\_\_\_

Tables (Circle one): Yes/No Qty: \_\_\_\_\_

**Description of setup needed for space:** \_\_\_\_\_

**Insert diagram below or attach**

*If requested use is granted, we hereby agree to comply strictly with the Library's rules and regulations for the use of meeting rooms.*

**Name of Applicant:** \_\_\_\_\_

**Title within Organization:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

## 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.

**HOBOKEN PUBLIC LIBRARY**  
Resolution No. 2024-6

**RESOLUTION TO VOID CHECKS**

**WHEREAS**, the following checks issued by the Hoboken Public Library Board of Trustees (the "Board") have not been presented for payment;

Check #11526, 02/27/2024, \$11,250.00 – Rosica Communications

Check #11603 03/26/2024, \$5,625.00 – Rosica Communications

**NOW, THEREFORE, BE IT RESOLVED** that the Hoboken Public Library Board of Trustees resolves to void check #11526 and check #11603.

Date: April 23, 2024

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Jerome Abernathy, President, Board of Trustees

I certify that the above Resolution 2024-6 was approved by the Hoboken Public Library Board of Trustees at a regular public meeting held on April 23, 2024.

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Roll Call:  
Yes:  
No: