

Hoboken Public Library
Agenda for In Person Meeting of the Board of Trustees
May 28, 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
 - c. Personnel and Policy
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
Minutes approval	

14. Trustee Comments
15. Adjournment

HOBOKEN FREE PUBLIC LIBRARY

Director's Report for May 28, 2024 Board Meeting



Uptown book locker ribbon cutting, May 15 2024

Director's Highlights

- **Hoboken Public Education Fund Gala-** Jennie attended the sold out Hoboken Public Education Fund Gala on April 25.
- **New Jersey Library Association (NJLA) Small Library Unconference-** Jennie presented at the NJLA Small Library Unconference on book sanctuaries. Following that presentation, Kenilworth Public Library became the 22nd book sanctuary in New Jersey.
- **National Movers & Shakers Award-** Jennie was named by Library Journal as 2024 National Mover & Shaker, the only New Jerseyan named among a group of 50 leaders across the country. Library Journal is the lead trade publication for the field.
- **Freedom to Learn Rally-** Jennie attended the Freedom to Learn rally sponsored by the African American Policy Council, representing the American Library Association.
- **Uptown Locker Ribbon Cutting:** The new uptown locker was unveiled outside the Hoboken Historical Museum. This is New Jersey's first remote library locker, a standalone library locker not located at a library branch. In attendance were Library Board of Trustees President Jerome Abernathy, Mayor Ravi Bhalla, Hoboken Historical Museum Director Bob Foster, Councilwoman Tiffanie Fisher, and BCCLS Executive Director Dave Hanson. This initiative was the culmination of over a year and half of behind the scenes prep work between the museum, the library, the property owners, and BCCLS.
- **Anne Arundel County Public Library (MD) Visit:** Jennie was invited to speak to the leadership team at Anne Arundel County Public Library. CEO Skip Auld took her on a tour of five of their libraries.
- **Maryland & Delaware Library Association Conference-** Jennie delivered a keynote address in conversation with the president of the Public Library Association, Sonia Alcántara-Antoine, CEO of Baltimore County Public Library. Jennie met Maryland Delegate Dana Jones, one of the key

sponsors of Maryland's Freedom to Read Act, which was signed into law by Governor Wes Moore earlier this month.

- **Hoboken Historic Preservation Commission:** We hosted the Hoboken Historic Preservation Commission's information presentation to homeowners on the third floor of the library. The Commission was seeking to help Hoboken homeowners better understand what the Commission's role is and explain how historic preservation works in the community. James Cox, our Special Collections manager, was on hand connecting with many of the attendees who were seeking historical information on their properties.
- **ALA Core PR Xchange Award:** The library was awarded two PR Xchange Awards from Core, a division of the American Library Association, in two categories: our BookBike Redesign (Materials Promoting Collections, Services or Resources) and our Black History Month 2023 Program Poster (Special Events). The PR Xchange Awards recognize the very best public relations materials produced by libraries in the past year. We will present our winning designs at the 2024 ALA Conference in San Diego next month.
- **In the news:**
 - AARP: [Practical Tips for Starting a Book Club](#)
 - Library Journal: [Movers & Shakers 2024 — Jennie Pu | Ban Battlers](#)
 - ALA News: [2024 Core PR Xchange Award Winners Announced](#)
 - TAPIntoHoboken: [Hoboken Public Library Director Honored Nationally for Supporting Freedom to Read](#)
 - Patch: [Meet Niki, A 'Beacon Of Positivity In Hoboken'](#)
 - TAPIntoHoboken: [Greenboken Mural Unveiled at Hoboken Public Library](#)
 - Library of Congress Blogs: [CCDI Awardee Hoboken Public Library Explores the Puerto Rican Experience in America](#)
 - ROI-NJ: [A salute to books — and those making them more accessible](#)
 - TAPIntoHoboken: [Uptown Hoboken Public Library Locker Unveiled Outside Historical Museum](#)
 - NJ Biz: Pic Page: [See the latest from PSE&G, Seton Hall Law, the Cooper Foundation, Cognizant, Berkeley College and Hoboken Public Library](#)
 - Hoboken Girl: [Printing and Paper Shredding Services in Hoboken + Jersey City](#)
 - Library Journal: [Art, Health, Community: Libraries Support Bicycling During Bike Month and Beyond](#)
 - NJ.com: [Hoboken library director named as a 2024 National Mover & Shaker](#)
 - TAPIntoHoboken: [Hoboken Memorial Day Parade Honors America's Fallen Troops](#)

Department Summaries

Assistant Director

- **Uptown Book Locker:** Demand is starting to pick up for the new uptown book locker at the Hoboken Historical Museum. We have staff loading the lockers on Tuesdays (the first day the Museum is open after the weekend) and Fridays. As the demand increases, our loading trips will increase. The book locker is currently filling up to half its capacity, The book drop in the uptown book locker is emptied daily.
- **Museum Passes:** We are continuing our efforts to make the Museum Pass program easier to use for customers. A daily audit is conducted on the physical passes that are required by some of the museums to ensure the library can fulfill all requests. Additionally, we are in the process of revamping the Museum Pass webpage to better explain how to access each of the museum passes and how they work to create more accurate customer expectations.

- **Suspension Spreadsheet:** With the implementation of last year's Library Code of Conduct and the new Incident Report procedure, staff have been better able to track customer behavior. This has enabled Security to identify repeat violators and administer suspensions appropriately. A procedure has been created and is used for guidance in the suspension library privileges. A spreadsheet has been created to allow managers to track suspensions and when they expire.
- **Memorial Day Parade:** The Library Book Bike was once again featured in the annual Hoboken Memorial Day Parade. Assistant Director Andrew Luck and Collections Manager Nicole Marconi marched Washington Street handing out stickers, buttons, and cards promoting our Summer Reading Program to residents, while Community Engagement Manager Ally Blumenfeld drove the Book Bike. The Book Bike was recognized by many of the spectators.

Information and Digital Services

- **ShemarooMe:** In time for Asian American, Native Hawaiian and Pacific Islanders (AANHPI) Heritage Month, the ShemarooMe Streaming Service has been added to our digital offerings portfolio. Patrons can watch Indian TV, movies, and music videos available in languages such as Gujarati, Punjabi, Marathi and Telugu.
- **Special Small Business Program:** On May 15, there was an online program on starting a business in New Jersey with the New Jersey Division of Taxation to learn basics such as registering a business in NJ, how to report income, and about sales tax. Five people attended and an additional person who was not able to attend live requested the video recording of the event.
- **Computer Usage and Tech Usage for April:** Adult desktop computer use for April at the main branch was 1,182 compared with March with 1,299 (March desktop stats had been higher than usual due to the laptop vending device being down for part of the month). Computer use for all ages and branches was 2,064. Five hotspots and two chrome books were checked out.
- **Database Usage/Online Learning Resources for April:** The Newsbank logins remained the same with 45 logins for March and April. NY Times logins went down in the building from 158 in March to 139 in April in the building, but remote logins were up and changed from 82 to 88. Valueline was down from 715 to 694. Mango usage remained about the same with 74 logins in March compared with 73 in April. Universal Class logins were up with 5 in March compared to 9 April.
- **Reference Questions for April:** Reference questions at the main branch were about the same with 156 in March compared with 157 in April. The majority of the questions this month at the main branch were answered by phone or in person with 59 by phone and 90 in person. Additionally, there were 5 by chat and 3 by email. There were 35 total questions at the Grand Street Branch.
- **Information and Digital Services Monthly Programming:**
 - The Writers Group met May 16 with 2 people attending in person and 2 remotely. The next meeting will be June 13 at 6:30 PM.
 - The Poetry Healing Group will be held on Thursday, May 23 at 6:30 PM. There were 6 people at last month's event in April.
 - In May, we showed two movies, *Dragon: the Bruce Lee Story* for Asian American and Pacific Islander Heritage Month with 11 people attending and *The Book Thief* in honor of Jewish American Heritage with 6 people attending. Next month, we will be screening *I Am Bolt*, in honor of Caribbean American Heritage Month; the film focuses on the legacy of the fastest man ever timed, Jamaican sprinter Usain Bolt.
 - Our next book discussion for the Hoboken Public Library's Science Fiction and Fantasy Book Discussion Group will be on Thursday, May 30 at 6:00 PM. We will be discussing *The Jinn-Bot of Shantiport* by Indian author, Samit Basu. In April, there were 6 people for the discussion of *All Systems Red* by Martha Wells. A new Environmental Book Discussion, led by Librarian Kerri Wallace, will be held on June 11 at 11 AM, with a discussion of Bill Bryson's *A Walk in the Woods*.

Community Engagement

- **Bilingual StoryWalk:** Programming Assistant Natalie Castillo created a StoryWalk in celebration of El Día Del Niño in late April, featuring the picture book *The Hungry Caterpillar* in English and Spanish. Local schools, including Hola Charter School, visited the StoryWalk, which took place across the street from the library near the entrance to Church Square Park. Over 120 participants visited the library throughout the week to work on related crafts and coloring sheets, and visit a special display created by the Crochet Club on the 3rd floor, as part of the experience.
- **Memory Cafe & Puerto Rican Emancipation Celebrations:** Natalie and Community Engagement Manager Ally Blumefeld recorded interviews with residents from Fox Hill Gardens for the CCDI grant project. Interviews with Puerto Rican Hobokenites were conducted in both English and Spanish. We celebrated Puerto Rican Emancipation Day in a series of three events in partnership with the HHA with food, music, and memory-related activities, including color-by-numbers, crossword puzzles, and memory-jogging worksheets. We saw over 140 attendees throughout all three events.
- **Tai Chi at Grand Street:** The new Tai Chi program at the Multiservice Center has been highly successful, with over 40 participants each week. We've received several notes of gratitude and appreciation from seniors regarding the desire to continue these classes, and commendation for offering so many classes for active seniors.
- **Social Media Success:** Several of our social media posts have gone viral or reached wide audiences this month, including our post featuring Mychal Threets from PLA (Mychal then featured HPL in his post for National Librarian Day); our reel about the filming of Bob Dylan's biopic in Hoboken; and we created an original reel/TikTok that performed well. We also highlighted AAPI Month, Jewish American Heritage Month, National Park Week, Mental Health Awareness Month, National Nurse Week with original content as well.
- **City of Hoboken Job Fair:** Social Worker Emily Dalton and Ally tabled at the City of Hoboken's Job Fair at the Multiservice Center, interacting with almost 100 job seekers. There was a lot of interest in our current part-time job openings. We also distributed information for job seekers and DOL resources through our CARE grant, and we gave away almost 100 free career/business books, branded flash drives, and other giveaways.
- **Model for Other Libraries:** We have been called upon to provide resources and support for several libraries in NJ and across the country due to the visibility of our work. Emily is working with Linden Public Library on developing their social work intern program. Emily also met with Montclair Public Library to answer questions and provide support as they onboard their first library social worker. Ally was invited to present on outreach services to the unhoused community to staff from the Somerset County Library System. Ally also received requests for follow-up guidance and resources from libraries in Vermont, Virginia, and Louisiana following our presentation at PLA.
- **Natalie's Graduation:** Programming Assistant Library Castillo graduated from Rutgers University with a Master of Information degree. We are so proud!

Programming & Outreach, April 2024

Service	Programs	Attendees	Cardholders	Giveaways	Circs
Adult Programs	66	730			
Outreach Visits	16	928	51	277	96

Social Work, January 2024

Service	#
Social Work Appointments	74
Community Care Kits	201

Youth Services

- **National Nurses Month:** Youth Services Manager Vanessa Soto partnered with Hoboken University Hospital for a special community service event with the Teen Advisory Board (TAB). The teens served lunch to over one hundred nurses at the hospital to celebrate National Nurses Week and Nurses Month on May 10th. The teens were so eager to connect with the nurses and show their appreciation for their contribution to a healthy community. We will be exploring other volunteer opportunities with our newest partner in the near future.
- **All Saints Day School Partnership:** Youth Services has partnered with All Saints Day School for a three week STEM program. Participants will explore with electronics like makey makey, little bits, and other circuit-style projects.
- **National Poetry Month:** Vendor Beyond Story Time celebrated National Poetry Month by hosting a poetry writing session for parents and children.
- **Library Card Contest:** Teen Advisory Board member Eva Gacek-Huang was the winner of the YA Library Card entry for HPL's Library Card design contest. Eva is an active member of the TAB and hosts bilingual story time at Grand weekly, along with assisting YS during large events like our egg hunts and serving nurses during Nurses Month.
- **Story Time with Raakhee:** Author and Board member Raakhee Mirchandani hosted a special story time for Hoboken Charter School's K-2 classes at the library and an after school story time at Church Square Park for AAPI month.
- **Bookbike Music Program:** A special BookBike music program with Musicology and Dana Lockett Harrison drew over one hundred participants at Columbus Park.
- **Bird Walks:** Bird walks with science teacher Mr. Train have resumed for the spring season. This program is a family favorite and highlights the nature that children often overlook living in a busy city.
- **Giraffe Hero Vanessa Soto:** Youth Services Manager Vanessa Soto was honored with gifts and a biography written by All Saints second graders as part of a project called the Giraffe Heroes. This project highlights community members that stick their necks out for others. Second graders Vihaan and Hailey read an excerpt from the biography they wrote and shared tokens of appreciation, including artwork and a summary of what they have done throughout this past school year.

Children's Programs April 202

Event	# of Events Per Month	Participants
Story Time/Special Programs	44	2,389
School/Camp Visits	13	697

YA Programs April 2024

Event	# of Events Per Month	Participants
YA Events/Attendance	21	635
YA/School/Camp Visits	1	21

Information Technology

- **MakerSpace:** Interest continues to grow in the MakerSpace this past month. The TESSA School visited us, toured the space, and made various buttons. We printed large posters for the Story Walk event across from the Library in Church Square Park that children and their parents followed along on a guided reading journey and led them to the Children's Room in the Main Building to view a fun display and pick up crafts.
- **Frank Somma visit:** We were visited by one of our patrons, local artist and sculptor Frank Somma, to work on a printing project in our MakerSpace for a preschool graduation. We were able to help the grieving family of Damon Murray, by offering to make buttons to be worn at his vigil.
- **“Greenboken” Mural:** The MakerSpace provided some of the materials and the space for Hoboken artist Raymond Smith, with contributions from local kids who attended last month’s Earth Day festival, to create the ‘Greenboken’ mural. The mural was unveiled in the Storytime Room and shows an environmentally idealized view of Hoboken’s waterfront.
- **WiFi at the Senior Center:** In an ongoing effort of strengthening our bonds and providing services to the residents of Hoboken, we have installed equipment in the Senior Recreation Hall at the Multi Service Center which provides free, high speed wireless internet to our community. In an effort to combat the expiring Affordable Connectivity Program, the federal program that offers monthly subsidies to help low-income households pay for home internet, we hope to provide internet access at additional safe areas throughout our city.
- **MobilePrint Service:** We began training staff to promote our new MobilePrint Service, powered by Princh. Our patrons will continue to be able to print from their own devices via a new user-friendly interface, and then pay for and release their print jobs via our Print Release Terminals, all while enjoying the protection of industry-leading information security.

Special Collections

- **Research Requests:** Four research requests were received and answered by the Special Collections during the second half of April and first half of May. One patron was so pleased with the result she sent a thank you card. A scan of the card is included in this board packet.
- **CCDI Grant:** We’ve completed two interviews for the CCDI grant and are lining up more in June. These interview subjects were met at outreach events, which are crucial for interacting with the Puerto Rican community.
- **Gift from Historic Oakwood Cemetery:** The Special Collections were gifted a book from the Historic Oakwood Cemetery (Raleigh, NC) for allowing them to use an image from our collections for a self published book. The book is being cataloged and will be accessible through the Special Collections. Pictures of the book are included in this board packet.
- **Jewish American Heritage Month and Historic Preservation Month:** We hosted an event during Jewish American Heritage Month and Historic Preservation Month. The program was a virtual tour of the historic Eldridge Street Synagogue.

Collection Development

- **Genfreyng:** The Collection Development department has been working on figuring out how to start genfreyng the collection. This is something that we will be working on for the rest of the year. The department will be starting with the Adult Fiction section and then eventually moving to the Adult Non Fiction section.
- **AAPI month:** Ms. Nicole is going to do her cooking tutorial on Tuesday May 28th. She will be making a Filipino dish called lumpia.
- **Library of Things:** The week after Memorial Day, we will be adding more items to the Library of Things. They will mostly consist of cooking items and a few other items such as a steam cleaner.
- **Book Sanctuary:** We will be adding special stickers to the Book Sanctuary book spines that are specifically for the book sanctuary. They are a separate collection and will be cataloged as such.
- **Summer Reading 2024:** Collections Manager Nicole Marconi is in charge of Summer Reading this year for adults. She will be working in conjunction with Youth Services to promote the challenge. Summer Reading will run from June 7th to August 30th.
- **Cooking with Ms. Nicole:** To celebrate Jewish Heritage month, Nicole made homemade hamantaschen filled with chocolate. She got the recipe from *Modern Jewish Comfort Food: 100 Fresh Recipes for Classic Dishes from Kugel to Kreplach*, which is one of many Jewish cookbooks in our collection.
- **Knitting with Ms. Nicole - Knit your Own Teddy Bear:** Nicole's knitting takeaway kits continue to be very popular. All of the takeaway kits were taken and there was even a wait list.

Director's Report Form April 2024

	Apr. 2024	Mar. 2024	% Change	YTD 2024	YTD 2023	YTD % Change
Circulation						
Main Circulation - Adult	5,566	5,084	9%	23,002	22,630	2%
Main Circulation - Youth	9,323	10,501	-11%	40,415	31,210	29%
Grand Circulation - Adult	194	193	1%	791	737	7%
Grand Circulation - Youth	654	794	-18%	2,602	3,129	-17%
eBook Circulation	8,953	8,230	9%	32,619	29,386	11%
Digital Resource Usage	2,350	1,901	24%	7,446	7,280	2%
Library of Things Circulation	16	21	-24%	103	n/a	n/a
Total Door Count - Main	19,786	18,333	8%	85,454	58,265	47%
Total Door Count - Grand	674	869	-22%	3,079	2,337	32%
Reference Questions	192	185	4%	689	1,383	-50%
Total New Patrons Registered	422	410	3%	1,686	1,803	-6%
Locker Use - Main	514	475	8%	1,866	1,038	80%
Locker Use - Grand	340	360	-6%	1,366	562	143%
Museum Passes	45	71	-37%	226	147	54%
Programming	Apr. 2024	Mar. 2024	% Change	YTD 2024	YTD 2023	YTD % Change
Total Programs - Adult	66	65	2%	223	165	35%
Total Program Attendance - Adult	730	774	-6%	2643	1,805	46%
Total Programs - Young Adult	22	20	10%	81	115	-30%
Total Program Attendance - Young Adult	656	722	-9%	2471	1,693	46%
Total Programs - Children	58	63	-8%	216	246	-12%
Total Program Attendance - Children	3086	2773	11%	11475	12,562	-9%
Total Outreach Events	16	12	33%	45	41	10%
Total Outreach Event Attendance	928	194	378%	1394	982	42%
Total Programs	146	148	-1%	237	526	-55%
Total Program Attendance	4472	4269	5%	8049	16,060	-50%
Social Work	Apr. 2024	Mar. 2024	% Change	YTD 2024	YTD 2023	
Social Work Appointments	74	62	19%	273	145	
Community Care Kits Distributed	201	330	-39%	1052	504	
Computer Use	Apr. 2024	Mar. 2024	% Change	YTD 2024	YTD 2023	
Computer Use - Main	1881	1974	-5%	7,295	2,806	
Computer Use - Grand	183	186	-2%	802	385	
Technology Lending	Apr. 2024	Mar. 2024	% Change	YTD 2024	YTD 2023	
Laptops (Main & Grand St)	0	0	0%	0	0	
Chromebooks	2	1	100%	10	9	
Wi-Fi Hotspots	5	6	-17%	15	22	
Kiosk Laptops	703	204	245%	2051	2,638	
Kiosk Chargers	115	49	135%	584	353	
Technology Lending Total	825	260	217%	1611	3,022	
Wireless Use	Apr. 2024	Mar. 2024	% Change	YTD 2024	YTD 2023	% Change
Main Branch	1903	1804	5%	7499	6,435	17%
Annex	507	504	1%	2168	3,569	-39%
Grand Street	113	116	-3%	457	637	-28%
Communications	Apr. 2024	Mar. 2024	Change	% Change		
Facebook - Total Followers	5,990	5,971	19	0%		
Twitter - Total Followers	3,223	3,228	-5	0%		
Instagram - Adult - Total Followers	5,374	5,163	211	4%		
Instagram - YA - Total Followers	1,070	1,065	5	0%		
Instagram - Children - Total Followers	1,335	1,313	22	2%		
Instagram - Bookbike - Total Followers	400	355	45	13%		
eNewsletter - Total Subscribers	19,082	19,265	-183	-1%		



BookBike music class



AAPI Story Time with Raakhee



All Saints Giraffe Hero, Vanessa Soto



National Nurses Month with the Teen Advisory Board

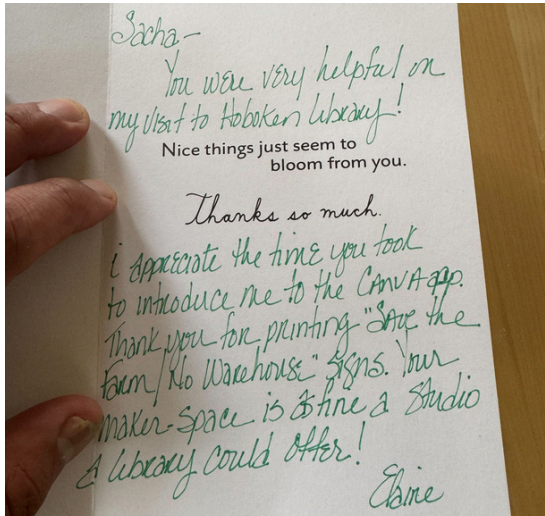




Arts & Music Festival



Memorial Day Parade



Thank you note for MakerSpace help



Tai Chi program



Author event



Yoga Story Time



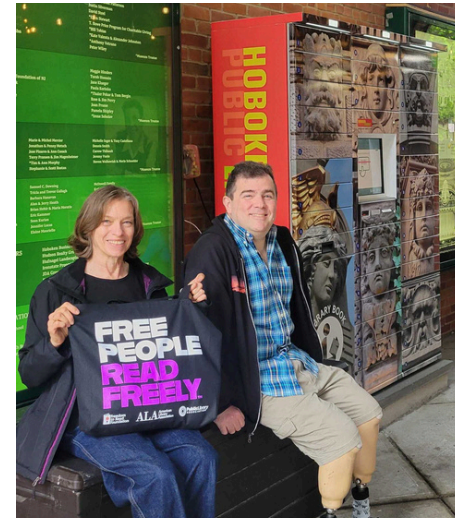
"Greenboken" Earth Day mural



Visiting friends at the Jubilee Center



Natalie's Graduation



Susan & Jack at the uptown lockers



Set up for the Artisan Market



Local artist Frank Soma enjoying the MakerSpace



HOBOKEN FREE PUBLIC LIBRARY ADULT DESIGN WINNER! THOMAS YEZERSKI



HOBOKEN FREE PUBLIC LIBRARY TEEN DESIGN WINNER! ELISSA, AGE 7



HOBOKEN FREE PUBLIC LIBRARY KIDS DESIGN WINNER! ALEXANDRA, AGE 7

Library Card Design Contest adult, teen, and children's winners!



Library Journal Movers & Shakers



PLA President Sonia Alcantara-Antoine, CEO of Baltimore County Public Library



Skip Auld, CEO Anne Arundel County Library (MD)



Ann Arundel County Library leadership team



Freedom to Learn Rally, Harlem

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11698	05/28/2024	50224 · Contractors & Annual Contracts	1-800-GOT JUNK	757.00
11699	05/28/2024	55010 · Travel Expense	Alison Blumenfeld	640.66
11700	05/28/2024	50224 · Contractors & Annual Contracts	All American Painting Contractors	575.00
11701	05/28/2024	53020 · Conventions/Seminars	American Library Association	770.00
11702	05/28/2024	66117 · Workers Comp Insurance	AmTrust North America	2,090.00
11703	05/28/2024	56010 · Marketing	Annie Moy Photography LLC	921.71
11704	05/28/2024	50280 · Interlibrary Fines	Bergenfield Public Library	20.00
11705	05/28/2024	54012 · Family FUNday	Beyond Story Time LLC	157.50
11706	05/28/2024	50321 · Online Databases	Bridgeall Libraries Limited	6,804.00
11707	05/28/2024	50211 · Library Processing Supplies	Brodart Co.	43.65
11708	05/28/2024	50270 · Phones	Cablevision Lightpath LLC	1,452.16
11709	05/28/2024	54011 · YS Programming	Carolyn Brush	400.00
11710	05/28/2024	50700 · Special Collections	Chicago Distribution Center	48.76
11711	05/28/2024	50221 · Maintenance	City Paint	1,888.91
11712	05/28/2024	56010 · Marketing	Custom Ink	2,283.41
11713	05/28/2024	50210 · Furniture	Demco	1,517.20
		50211 · Library Processing Supplies		1,315.82
				<u>2,833.02</u>

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11714	05/28/2024	54010 · Adult Programming	Donna Ferrera	600.00
11715	05/28/2024	54012 · Family FUNday	Dorian Bryant	350.00
11716	05/28/2024	57070 · Technology	D-Tech International USA LLC	2,560.00
11717	05/28/2024	54010 · Adult Programming	Elizabeth Ndoye	1,200.00
11718	05/28/2024	55010 · Travel Expense	Emily Dalton	200.00
11719	05/28/2024	54010 · Adult Programming	Evelyn Del Valle	240.00
11720	05/28/2024	50224 · Contractors & Annual Contracts	Excel Pest Services	465.00
11721	05/28/2024	50280 · Interlibrary Fines	Fairview Public Library	30.00
11722	05/28/2024	54010 · Adult Programming	Fatima Sindhu	1,100.00
11723	05/28/2024	53020 · Conventions/Seminars	Friends of New Jersey Heritage	330.00
11724	05/28/2024	502041 · Office Supplies 50600 · Periodicals	Hoboken General LLC	36.00 214.50 <hr/> 250.50
11725	05/28/2024	50700 · Special Collections	Hoboken Historical Museum	3,000.00
11726	05/28/2024	50264 · Water	Hoboken Water Services	132.73
11727	05/28/2024	50221 · Maintenance	Home Depot	44.99
11728	05/28/2024	54011 · YS Programming	Hui Li	300.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11729	05/28/2024		Inserra Supermarkets	
		502041 · Office Supplies		70.22
		54010 · Adult Programming		320.90
		54011 · YS Programming		306.94
				<u>698.06</u>
11730	05/28/2024		James Cox	
		50700 · Special Collections		326.75
11731	05/28/2024		Jane Porges	
		54010 · Adult Programming		500.00
11732	05/28/2024		Jennie Pu	
		50271 · Postage		38.25
		53020 · Conventions/Seminars		372.60
		55010 · Travel Expense		3,322.10
		66102 · Health Insurance		468.37
				<u>4,201.32</u>
11733	05/28/2024		Kanopy	
		50324 · Pay Per Use Content		1,305.00
11734	05/28/2024		Karla Aybar Reyes	
		502041 · Office Supplies		36.05
11735	05/28/2024		Lyft Bike and Scooters, LLC	
		55010 · Travel Expense		175.99
11736	05/28/2024		Mami Hariyama	
		54010 · Adult Programming		180.00
11737	05/28/2024		Mami Hariyama	
		54010 · Adult Programming		180.00
11738	05/28/2024		Natalie Castillo	
		54010 · Adult Programming		103.27
11739	05/28/2024		NJLA	
		53030 · Membership/Dues		3,600.00
11740	05/28/2024		NJLA	
		53020 · Conventions/Seminars		340.00
11741	05/28/2024		New York Times	
		50323 · ePeriodicals		2,204.80
11742	05/28/2024		NJ Advance Media	
		56010 · Marketing		12.24

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11743	05/28/2024	50261 · Sewerage	North Hudson Sewerage Authority	945.21
11744	05/28/2024	50224 · Contractors & Annual Contracts	O&M House Electric	608.88
11745	05/28/2024	50270 · Phones	Optimum Business	1,297.20
11746	05/28/2024	50224 · Contractors & Annual Contracts	Our Lady of Grace Church	525.00
11747	05/28/2024	502041 · Office Supplies	Panera	135.77
11748	05/28/2024	50280 · Interlibrary Fines	Paramus Public Library	50.00
11749	05/28/2024	50271 · Postage	Pitney Bowes	164.97
11750	05/28/2024	502041 · Office Supplies 54011 · YS Programming	Pizza Republic	612.85 791.00 <hr/> 1,403.85
11751	05/28/2024	50262 · PSE&G	PSE&G	5,216.39
11752	05/28/2024	50321 · Online Databases	Proquest	1,563.35
11753	05/28/2024	50224 · Contractors & Annual Contracts	Rapid Pump & Meter Service Co.	4,752.94
11754	05/28/2024	10004.04 · Petty Cash Fund	Raul Sanguinetti	275.00
11755	05/28/2024	502041 · Office Supplies 50224 · Contractors & Annual Contracts	Ricoh USA, Inc.	982.35 767.07 <hr/> 1,749.42
11756	05/28/2024	50205 · Consultants	Rosica Communications	5,625.00
11757	05/28/2024	50224 · Contractors & Annual Contracts	S&B Plumbing & Heating	880.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11758	05/28/2024	54010 · Adult Programming	Sealeiah Berry	1,100.00
11759	05/28/2024	50250 · Security	Sentinel Security Service	819.03
11760	05/28/2024	50321 · Online Databases	Shemaroo Media & Entertainment LLC	5,000.00
11761	05/28/2024	50270 · Phones	Spectrotel	416.88
11762	05/28/2024	54010 · Adult Programming	Stephanie Tobia	75.00
11763	05/28/2024	54010 · Adult Programming	Storytelling Arts Inc.	500.01
11764	05/28/2024	50224 · Contractors & Annual Contracts	Surf Fire Security & Safety	970.00
11765	05/28/2024	50205 · Consultants	The Felt Hat	4,799.99
11766	05/28/2024	50313 · Electronic Games	Thomas Klise/Crimson Multimedia	1,741.48
11767	05/28/2024	54010 · Adult Programming	Thyson Halley	750.00
11768	05/28/2024	54010 · Adult Programming	Together We Rise, LLC	200.00
11769	05/28/2024	50211 · Library Processing Supplies	Uline	284.12
11770	05/28/2024	50224 · Contractors & Annual Contracts	Unified Air	2,824.68
11771	05/28/2024	50224 · Contractors & Annual Contracts	Vanguard Cleaning Systems	599.00
11772	05/28/2024	50263 · Internet Connection	Verizon	815.60

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11773	05/28/2024		W.B.Mason	
		502041 · Office Supplies		1,751.96
		54010 · Adult Programming		832.19
		52020 · Technology Equipment		139.98
				<u>2,724.13</u>
11774	05/28/2024		Weiner Law Group LLP	
		50202 · Legal Fees		370.00
11775	05/28/2024		William Curran	
		54010 · Adult Programming		70.00
TOTAL NUMBER OF CHECKS			76	
TOTAL \$ AMOUNT OF CHECKS				95,605.38
To be processed through PayPal:				
	05/28/2024		Namecheap, Inc.	
		57070 · Technology		93.66

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11776	05/28/2024		Amazon	
		502041 · Office Supplies		2,021.91
		50310 · Non-Print Materials		547.26
		54010 · Adult Programming		1,128.91
		54011 · YS Programming		1,515.56
		52020 · Equipment		793.56
		50221 · Maintenance		104.95
		54013 · Makerspace		144.04
				<u>6,256.19</u>
11777	05/28/2024		Baker and Taylor	
		50301 · Print Materials		6,252.47
		50311 · Media (CDs & DVDs)		204.91
				<u>6,457.38</u>
11778	05/28/2024		Midwest Tape	
		50324 · Pay per use content		3,340.41
11779	05/28/2024		Valerie Coughlin	
		50301 · Print Materials		75.50
		54011 · YS Programming		396.21
				<u>471.71</u>
TOTAL NUMBER OF CHECKS			4	
TOTAL \$ AMOUNT OF CHECKS				16,525.69

	<u>Jan-April 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 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%
Total Upper Levels Renovation Project:	143,129	100,000	143%
<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>143,129</u>	<u>3,925,000</u>	4%
Net Capital Reserve Fund	(143,129)	(2,231,567)	
Capital Reserve Fund Balance - January 1	\$ 2,390,000		
Capital Reserve Fund Balance - April 30	\$ 2,246,871		

Income

	% of Budget	Item	Jan-Apr 2024 Actual	2024 Budget	\$ Over Budget	% of Budget
1	97.0%	Municipal Minimum Library Tax	2,078,759	6,326,591	-4,247,832	33%
2	1.8%	Grants	42,132	120,000	-77,868	35%
3	0.4%	Interest	16,191	25,000	-8,809	65%
5	0.4%	Donations Public Support	758	25,000	-24,242	3%
2	0.3%	State Aid	0	20,000	-20,000	0%
4	0.1%	Fees	3,575	5,000	-1,425	71%
6	100%	Total	\$2,141,415	\$6,521,591	-\$4,380,176	33%

Expenditures

	% of Budget	Item	Jan-Apr 2024 Actual	2024 Budget	\$ Over Budget	% of Budget
Personnel						
7	43.4%	Salary and Wages	690,058	2,831,158	-2,141,100	24%
8	17.4%	Health Insurance	1,680	1,132,000	-1,130,320	0%
9	5.7%	Pension and DCRP	2,088	370,000	-367,912	1%
10	3.5%	Payroll Taxes	55,346	229,000	-173,654	24%
11	1.2%	Overtime	20,629	75,000	-54,371	28%
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	3,946	10,000	-6,054	39%
15	0.2%	Unemployment Insurance	0	10,000	-10,000	0%
16	72%	Subtotal	804,963	4,722,158	-3,917,195	17%
Physical Plant						
19	3.0%	Capital Reserve	0	193,433	-193,433	0%
18	1.7%	Maintenance	34,698	110,000	-75,302	32%
20	1.4%	Utilities and Phones	28,157	90,000	-61,843	31%
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	2,172	30,000	-27,828	7%
17	0.4%	Flood Insurance	0	25,000	-25,000	0%
24	9%	Subtotal	84,062	563,433	-55,205	15%
Reading, Information & Technology						
25	2.9%	Digital Content	63,064	190,000	-126,936	33%
26	2.3%	Print Materials	32,697	150,000	-117,303	22%
27	1.4%	BCCLS	41,240	94,000	-52,760	44%
29	1.2%	Technology	29,328	75,000	-45,672	39%
28	0.9%	Equipment	19,602	60,000	-40,398	33%
30	0.8%	Non-Print Materials	7,303	50,000	-42,697	15%
31	0.5%	Special Collections	17,921	33,000	-15,079	54%
32	0.2%	Periodicals	9,181	15,000	-5,819	61%
33	0.0%	Inter-library Loan	630	1,000	-370	63%
34	10%	Subtotal	220,966	668,000	-447,034	33%
Community Engagement						
35	2.3%	Community Programming	67,968	150,000	-82,032	45%
36	0.8%	Marketing/Advertising	22,676	55,000	-32,324	41%
37	3%	Subtotal	90,643	205,000	-114,357	44%
Administration						
38	1%	Office/Library Supplies	23,800	90,000	-66,200	26%
39	0.6%	Travel and Mileage	14,390	40,000	-25,610	36%
40	0.5%	Staff Development	2,362	30,000	-27,638	8%
41	0.3%	Memberships and Dues	1,091	20,000	-18,909	5%
42	0.2%	Conventions and Seminars	5,207	15,000	-9,793	35%
43	3%	Subtotal	46,851	195,000	-148,149	24%
Professional Support						
44	2%	Consultants	43,150	100,000	-56,850	43%
45	0.9%	Attorney	5,349	60,000	-54,651	9%
46	0.1%	Auditor	0	8,000	-8,000	0%
47	3%	Subtotal	48,500	168,000	-119,500	29%
48	100%	Total	\$1,295,985	\$6,521,591	\$5,225,606	20%

Account	Activity	Amount	Balance
TD Checking	Balance as of 04/01/2024		\$1,218,836.00
	Fines & Fees and Other Credits	\$2,121.73	\$1,220,957.73
	Interest	\$3,859.55	\$1,224,817.28
	Municipal Minimum Library Tax	\$500,906.00	\$1,725,723.28
	Payroll Funds Transfers	-\$280,000.00	\$1,445,723.28
	FY 2023 Reserve - BOT Resolution 2024-4	-\$300,000.00	\$1,145,723.28
	Accounts Payable and Other Debits	-\$213,817.35	\$931,905.93
	Balance as of 04/30/2024		<u>\$931,905.93</u>
TD Payroll	Balance as of 04/01/2024		\$134,197.38
	Funds Transfers	\$185,000.00	\$319,197.38
	Salary & Wages	-\$177,388.19	\$141,809.19
	Balance as of 04/30/2024		<u>\$141,809.19</u>
TD Payroll Agency	Balance as of 04/01/2024		\$86,078.17
	Funds Transfers	\$95,000.00	\$181,078.17
	Salary & Wages	-\$98,705.07	\$82,373.10
	Balance as of 04/30/2024		<u>\$82,373.10</u>
TD Vacation Reserve	Balance as of 04/01/2024		\$85,047.03
	2024 reserve funds transfer		\$0.00
	Balance as of 04/30/2024		<u>\$85,047.03</u>
TD Money Market	Balance as of 04/01/2024		\$252,625.91
	Balance as of 04/30/2024		<u>\$252,625.91</u>
NJ Cash Management	Balance as of 04/01/2024		\$688,954.65
	Interest	\$2,993.53	\$691,948.18
	Balance as of 04/30/2024		<u>\$691,948.18</u>
BCB Construction	Balance as of 04/01/2024		\$147,725.65
	Interest	\$27.36	\$147,753.01
	FY 2023 Reserve - BOT Resolution 2024-4	\$300,000.00	\$447,753.01
	Checks	-\$57,901.90	\$389,851.11
	Balance as of 04/30/2024		<u>\$389,851.11</u>

May 2, 2024

It just reminds me that we have the most incredible library system in the world.

Thank you for your efforts in helping me uncover this important piece of my family history. I truly appreciate your dedication and the resources available through our libraries.

Best Regards
Caroline Cocciardi

Dear Mr. Cox

I wanted to thank you again for your time and effort in locating the article about about my great grandfather Giovanni D'Amelio.

It was such a wonderful feeling to finally know the truth about his early death and the true cause.

