

# HOBOKEN FREE PUBLIC LIBRARY

**Hoboken Public Library**  
**Agenda for In Person Meeting of the Board of Trustees**  
**DATE 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
    - ii. Resolution Authorizing the Award of a Non-Fair and Open Contract for Branding Design Services
  - 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
Resolution to Void Checks	Finance Committee
Resolution Authorizing the Award of a Non-Fair and Open Contract for Branding Design Services	Finance Committee
Minutes approval	

14. Trustee Comments

15. Adjournment

# HOBOKEN FREE PUBLIC LIBRARY

## Director's Report for the August 26, 2024 Board of Trustees Meeting



*ULC quarterly board meeting, Edmonton Public Library*

### Director's Highlights

- **ULC Board Meeting:** As a board member for the Urban Libraries Council, Jennie attended the ULC quarterly board meeting that was held at Edmonton Public Library in Alberta, Canada.
- **One Year Anniversary of Us Becoming a Book Sanctuary:** A year ago, we became the first book sanctuary in New Jersey. One year later, there are 33 library systems in New Jersey and 4 municipalities that are book sanctuaries. Additionally, we have supported the efforts of libraries in Kentucky, Georgia, Maryland, and other states in becoming book sanctuaries.
- **EBSCO National Public Library Leadership Advisory Board:** Jennie was invited to join EBSCO's National Public Library Leadership Advisory Board. The board convenes thought leaders with the goal of improving and advising public libraries in current and future endeavors. They meet in-person annually and hold a second in-person meeting associated with a commonly attended existing event.
- **NJLA Public Policy Update:** As co-chair of NJLA's public policy committee, we've narrowed our legislative priorities for the coming year, which will focus on passing the Freedom to Read bill and planning for permanent library infrastructure funding.
- **NJ Spotlight News visit:** On August 5, a reporter from NJ Spotlight News visited the library and shadowed Library Social Worker Emily Dalton as she showcased and discussed the social work services provided by the Library. Emily and Jennie were interviewed, and this article was published and promoted on social media on August 9.

- **HPL in the News:**
  - **The Philadelphia Inquirer/Union Bulletin:** [In Response to Increasing Attempts at Book Bans, Moorestown Library Becomes First Book Sanctuary' in South Jersey](#)
  - **International Examiner:** [From the Chinatown-ID to New Jersey, Jennie Pu's Rise to Public Library Stardom](#)
  - **NJ Spotlight News:** [Social Worker Adds to Services at Hoboken Public Library](#)
  - **The Sun Newspapers:** [Supporting the Freedom to Read](#)
  - **TAPinto:** [Back-To-School Community Games Day Unites Hoboken](#)
  - **AARP:** [Fantasy Books Are Not Just for Kids](#)

## Department Summaries

### *Assistant Director*

- **Collection Development:** With Nicole Marconi moving on to a position at Brooklyn Public Library, many of her responsibilities have been shifted to other departments. The IT Department is handling linking new items to the BCCLs catalog and preparing them for circulation. Lending Key is being administered by The IDS Department. Nicole has been working with the library on a part-time basis putting orders in for new books, with librarian staff helping with selection.
- **Staff Development Day:** On Friday, September 6th, the library will hold a Staff Development Day. The focus will be how we can best serve library customers. We will be closed to the public for the day and reopen on Saturday, September 7th.
- **Uptown Book Locker:** Items picked up at the Uptown Book Locker are still on the rise. IDS Department staff have been added to the roster of those filling the lockers at the Hoboken Historical Museum. This month IDS staffer Kerri Wallace created a method for staff to glean how many lockers are available to be filled before heading up to the Museum using the circulation software.
- **Early Closure:** Due to severe weather predicted for the evening, the library closed early on Tuesday August 6th. The City had already canceled its events for that night. The threat of torrential rain, severe thunderstorms, and flooding conditions in Hoboken drove the decision to close the library an hour early (7pm) with staff and customer safety in mind.
- **Management Training:** On Thursday, August 15th, I attended a webinar hosted by ALA entitled Managing Employee Performance Using the SBI Method. The webinar, presented by Doug Crane, Director of the Palm Beach County Library System, examined common conceptions of staff discipline and affecting staff behavior using the model employed by the Palm Beach County Library System. This model was designed to deliver fair and consistent procedures for handling staff performance issues. HR Manager Faith Fitzsimmons also attended this event and we will discuss ways to utilize these methods at the library.

### *Information and Digital Services*

- **Demographics Now:** Demographics Now is being phased out by Gale so we did not renew it this year, however our patrons will still have access to Gale Business: Entrepreneurship and Plan Builder. The State Library offers Data Axel Reference Solutions which provides some of the same demographic information as Demographic Now.
- **Computer Usage and Tech Usage:** Adult desktop computer use for June at the main branch was 1,022 sessions compared with July with 1,214 sessions. Computer use for all ages and branches was



2,174 in July. Scanning was down from 5 last month with 3 this month. Faxing was 16 faxes in June compared with 26 faxes in July. This month 4 chrome books were checked out.

- **Database Usage/Online Learning Resources :** NY Times logins went up in the building with 196 in July compared to 131 in June. Remote logins were 1,263 in July compared to 1,005 in June. Valueline was down from 743 to 713. Mango went down with 44 logins in July compared with 92 in June. Pronunciator debuted this month and had 12 logins. Universal Class logins were up with 7 in July compared to 3 in June.
- **Reference Questions:** Reference questions at the main branch were down with 96 in July compared with 176 in June. The majority of the questions this month at the main branch were answered by phone or in person with 15 by phone and 66 in person. Additionally, there were 5 by chat and 10 by email. There were 44 total questions at the Grand Street Branch.
- **Information and Digital Services Monthly Programming**
  - Three people attended the Writers Group in August. The next meeting will be on September 9 at 6:30 PM.
  - The Poetry Healing Group for July had 4 people attending.
  - In August, we screened a fun summer comedy classic, *Weekend At Bernie's*. In September we will be screening *Wonka* on September 13 at 11 AM, which is Raul Dahl Day.
  - The Hoboken Public Library's Science Fiction and Fantasy Book Discussion Group July Discussion was *Ancillary Justice* by Ann Leckie and was attended by 3 people.
  - The Environmental Book Club Discussion discussed *Wild Girls* by Tiya Miles in July with 6 people attending.
  - Judith Natelli McLaughlin discussed her new book, *Summer on Butterfly Bay*; 17 people attended.

### *Community Engagement*

- **Olympics Meme Post:** Marketing assistant Shaleka Smith and Community Engagement Librarian Natalie Castillo created a fun and engaging social media post to celebrate the 2024 Olympic Summer Games, which received 312 likes on Instagram to date.
- **Olympic Watch Parties:** We hosted 118 attendees for our Olympic Watch Parties across a 2 week period. We watched gymnastics, basketball, soccer, track and field, ate healthy snacks and made fun crafts.
- **HCC Food Pantry Distribution:** Natalie and Emily initiated bi-weekly outreach visits to the HCC Food Pantry Distribution days at Monroe Gardens.
- **Outreach Feedback:** We have heard positive and helpful feedback from patrons at the Artisan Market this month, they highlighted library programs and services, asked about digital resources, and were very happy about the uptown museum lockers.
- **Communico:** Community Engagement Manager Ally Blumenfeld has been working to populate our Communico calendar with upcoming programs in preparation for the transition from LibCal. She is also working on guidelines for staff who will be creating events.
- **Library Festival:** Ally and other managers have been hard at work planning for our Library Festival on September 21. We began promotion this month with assets received from Felt Hat. We have over 25 local authors confirmed, including two Penguin Random House authors who will be speaking; live music; and many special guests providing story times and other activities for children and teens. All of the festival activities can be found on our website.

- **CARE Grant:** Ally submitted the grant revision after receiving our revised award amount (\$50,000 for FY 2024-2025) which was approved by DOL. We also officially successfully closed out our 2023-2024 grant.
- **Girl Scout Grant:** Ally and IDS Librarian Kerri Wallace met with Judy Tsai, a local Girl Scout troop leader, who had written HPL into a grant to support a plant propagation station project at the library. We will incorporate this grant project into our planned Seed Library. This also includes public workshops that HPL will host throughout the fall.
- **Stevens Partnership:** This month we worked to strengthen and diversify our relationship with Stevens Institute, including working with Humanities Department to host a Book Talk at HPL in October, working with the library to table at their Library Open House in September, and working with multiple student organizations to provide opportunities for volunteering at the library in August and September.

### Programming & Outreach, July 2024

Service	Programs	Attendees	Cardholders	Giveaways	Circs
Adult Programs	52	666			
Outreach Visits	14	1060	22	214	97

### Social Work, July 2024

Service	#
Social Work Appointments	82
Community Care Kits	286

### Youth Services

- **Summer Reading Program:** Engagement and participation for our Summer Reading program this year has been phenomenal. Youth Services has revamped the way we are rolling out reading challenges moving forward based on feedback from participants of our current challenge. We are going to link attendance to clubs and programs to our future reading challenges throughout the year. At the end of events, participants will be given a secret code to unlock special badges for prizes and tickets on the Beanstack application. We are also going to add special badges for holidays like Rosh Hashanah, Diwali, the Mid Autumn Festival and Hispanic Heritage month. To unlock these badges, readers will have to complete an activity that will educate them on the history and culture of the holidays.
- **Scavenger Hunt:** Our Summer Reading Scavenger Hunt has also been a wonderful way to end the program. Youth Services Manager Vanessa Soto wanted young patrons visit each of the library's locations (Main, Grand, the Learning Center, our two bookbike stops, and the museum lockers) to access a secret word to unlock a special scavenger hunt badge for six additional tickets in the Beanstack app that they can add towards big ticket prizes.

- **Teen Advisory Board:** This summer has seen an increase in teen volunteers. Youth Services Librarians have worked hard on building relationships with a core group of responsible volunteers that took initiative in hosting bilingual storytimes in Spanish and French, a weekly Crazy 8s Math Club for children in K-2, a popular Pokemon Club, Art Classes, and a huge two part cooking series for August's Family FUNday called Sample the World.
- **TAB MakerSpace Takeover:** Youth Services Manager Vanessa Soto and Senior Librarian Assistant Brenda Ramos, with the help of Library Assistant Mads Sanden and Sacha Chavez, hosted a Teen Advisory Board takeover of the MakerSpace. Participants learned how to use equipment to create buttons, pouches, keychains and tote bags. Some teens expressed interest in hosting a teen-led program in the MakerSpace for community service hours.
- **School Popup Visits:** Popup visits at the Hoboken Public Schools are being scheduled by School Outreach Librarian Valerie Coughlin for the new school year.
- **Family FUNday:** Youth Services plans to celebrate the Mid Autumn Festival in September by hosting a Family FUNday, making mooncakes.
- **Library Festival:** For this year's library festival, Youth Services will have a rotation of children's authors host storytime in our family tent - authors/illustrators include Patricia Keeler, Megan Levy, Jordan and Joelle Hernandez.
- **Math Circle:** Fall 2024 Math Circle with Stevens Institute of Technology will begin on September 23rd and end on December 4th. The class will meet twice a week, on Monday and Wednesday evenings, from 5:45-6:45.
- **Play! Hoboken Collab:** YA Librarian Jenn Sforza scheduled a series of Dungeons and Dragons programs for teens with Play! Hoboken for the month of August

### Children's Programs July 2024

Event	# of Events Per Month	Participants
Story Time/Special Programs	53	1,463
School/Camp Visits	18	249

### YA Programs July 2024

Event	# of Events Per Month	Participants
YA Events/Attendance	36	661
YA/School/Camp Visits	0	0

## *Information Technology*

- **Communico Training:** Supplemental staff training for the Attend and Reserve Modules provided by Communico continues this month as we assign roles to our staff and build out the mobile and web interfaces. We're pushing to go live with the new interface early next month.
- **ASL Classes:** We provided A/V support and the Owl Cam to the ASL (American Sign Language) classes provided by the library, expanding full participation to patrons onsite, evolving the event into a fully hybrid experience.
- **MakerSpace:** Some MakerSpace projects highlights this month included using our Glowforge laser cutting machine to create disco balls using discarded audio CDs and DVDs and using the machine to precisely print missing puzzle pieces. We also had the privilege to help a mom that lost her daughter to leukemia. She is starting a nonprofit and wanted to make tote bags with her daughter's logo on them to fill with goodie bags so that she can bring them to the hospital for other kids that are sick.
- **New Part-Time Hire:** Job interviews continued this month to replace our IT/ MakerSpace part-time staff. A few promising candidates have been interviewed. We reached out to the Dean of Students at Stevens, Kenneth Nilsen, and he has shared our job posting with their students helping to broaden our search.
- **Library Festival:** We're finalizing our Library Festival preparations, some of which include laser cutting customs stencils for face painting and collaborating with the Hoboken MakerBar members. Members will be at the festival supporting library staff, similar to the event at NJ MakerDay, and we envision having festival goers create projects such as "BristleBots", using toothbrushes and batteries to create little robots that can battle or race one another.

## *Special Collections*

- **Research Questions:** The Special Collections received seven research requests during late August and early September, one of which was from Hoboken's City Hall.
- **Chanel #5 Research:** The Hoboken Special Collections assisted a writer in locating fragrance and cosmetics plants in Hoboken, in conjunction with the New Jersey Room at the Jersey City Public Library. This resulted in an article published on Hoboken Girl, linked here: <https://www.hobokengirl.com/chanel-no-5-hoboken-nj/>
- **Internet Archive:** In September, more materials will be delivered to the Internet Archive for digital archiving.

**Director's Report Form July 2024**

	July 2024	June 2024	% Change	YTD 2024	YTD 2023	YTD % Change
<b>Circulation</b>						
Main Circulation - Adult	6,700	6,588	2%	40,412	39,743	2%
Main Circulation - Youth	9,412	9,607	-2%	70,265	57,884	21%
Grand Circulation - Adult	196	191	3%	1,374	1,249	10%
Grand Circulation - Youth	652	621	5%	4,446	4,632	-4%
eBook Circulation	8,381	7,840	7%	56,813	52,136	9%
Digital Resource Usage	2,079	1,693	23%	13,325	10,548	26%
Library of Things Circulation	17	30	-43%	174	n/a	n/a
Total Door Count - Main	11,833	13,211	-10%	124,031	105,705	17%
Total Door Count - Grand	719	606	19%	5,075	3,612	41%
Reference Questions	140	222	-37%	1,191	2,686	-56%
Total New Patrons Registered	358	378	-5%	2,870	3,117	-8%
Locker Use - Main	489	427	15%	3,143	1,989	58%
Locker Use - Grand	293	301	-3%	2,260	1,454	55%
Locker Use - Museum	560	402	39%	962	n/a	n/a
Museum Passes	108	92	17%	574	284	102%
<b>Programming</b>						
Total Programs - Adult	52	51	2%	394	304	30%
Total Program Attendance - Adult	666	660	1%	4,759	3,485	37%
Total Programs - Young Adult	36	36	0%	187	168	11%
Total Program Attendance - Young Adult	661	950	-30%	4,801	3,222	49%
Total Programs - Children	71	49	45%	399	401	0%
Total Program Attendance - Children	1712	2541	-33%	19,045	21,732	-12%
Total Outreach Events	14	14	0%	91	122	-25%
Total Outreach Event Attendance	1060	978	8%	5,280	4,514	17%
<b>Total Programs</b>	<b>159</b>	<b>136</b>	<b>17%</b>	<b>980</b>	<b>873</b>	<b>12%</b>
<b>Total Program Attendance</b>	<b>3039</b>	<b>4151</b>	<b>-27%</b>	<b>28,605</b>	<b>28,439</b>	<b>1%</b>
<b>Social Work</b>						
Social Work Appointments	82	81	1%	483	372	
Community Care Kits Distributed	286	205	40%	1,662	833	
<b>Computer Use</b>						
Computer Use - Main	1991	1793	11%	12,872	6,371	
Computer Use - Grand	183	175	5%	1,344	730	
<b>Technology Lending</b>						
Laptops (Main & Grand St)	0	0	0%	0	0	
Chromebooks	4	3	33%	18	9	
Wi-Fi Hotspots	0	3	-100%	18	51	
Kiosk Laptops	649	644	1%	3,895	4,684	
Kiosk Chargers	153	177	-14%	1,004	602	
<b>Technology Lending Total</b>	<b>806</b>	<b>827</b>	<b>-3%</b>	<b>3,061</b>	<b>5,346</b>	
<b>Wireless Use</b>						
Main Branch	2106	1939	9%	13,642	12,051	13%
Annex	554	525	6%	3,292	5,532	-40%
Grand Street	102	90	13%	661	914	-28%
<b>Communications</b>						
Facebook - Total Followers	5,981	5,991	-10	0%		
Twitter - Total Followers	3,219	3,225	-6	0%		
Instagram - Adult - Total Followers	5,614	5,559	55	1%		
Instagram - YA - Total Followers	1,083	1,079	4	0%		
Instagram - Children - Total Followers	1,375	1,364	11	1%		
Instagram - Bookbike - Total Followers	448	440	8	2%		
eNewsletter - Total Subscribers	18,453	18,598	-145	-1%		
TikTok - Total Followers	126	n/a				





Teen takeover in the MakerSpace



MakerSpace creations



Summer Reading scavenger hunt



Math club





Banner sign for library festival



Artisan Market crew



ULC quarterly board meeting in Edmonton, Public Library



New outreach zine



Opioid Awareness Day event





Sprucing up the building. Thanks, Raul!



QR codes & poster for Princh, our new printing service



Dear Ms. Jenn,

We wanted to extend our gratitude for your incredible support in organizing and running "Sample the World" this summer. You helped us with everything from stickers to maps and cutting oranges, and the event wouldn't have been such a success without your kindness and your help.

Thank you so, so much for everything, and we missed you a lot when making the onigiri and mango lassi.

Thanks again and hope you have a wonderful vacation,

Maddie and Sophia

S A M P L E

the

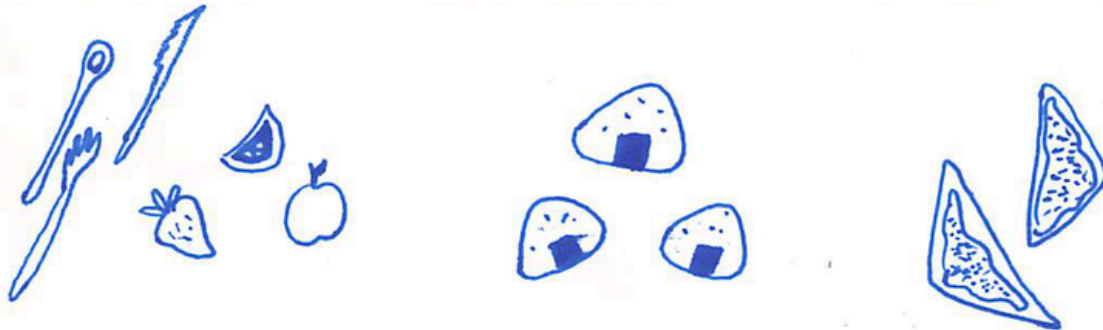


TAB "Sample the World" program & letter of appreciation

Dear Mrs. Vanessa,

From our first Rise N' Read, up until now, you've steadily been the kindest, sweetest, most motivating mentor we could ask for. You helped us with every single step, and you were the one who saw our potential to begin with. We genuinely could not have done this without you, and we are incredibly grateful for everything you've done. We'll always remember your kind smile, and thank you so much again for this wonderful opportunity. We hope to see you again sometime,

Sophia and Maddie



Thank You 



Letter of appreciation for library support



P + J  
Keychain company

My brother and I (Jack and Peter) love the Library because of all cool reading contests and classes you offer. In order to give back to the Library we started a business to raise money to donate to you guys. So far we have raised 115 dollars. Special thanks to Thrifted by J and D and Little City Books for selling our keychains. To help us raise more money please spread the news to people to stop by Thrifted by J and D or Little City books to pick up their keychains.

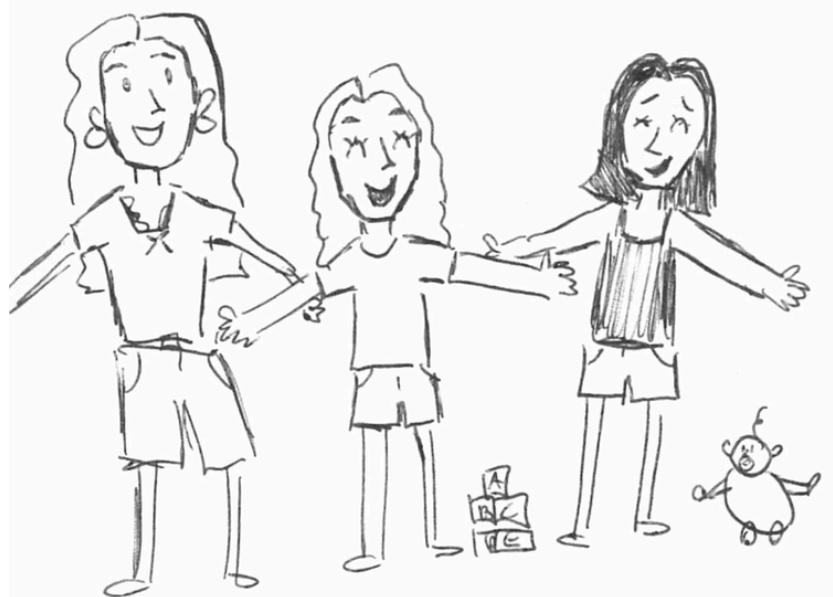
Youth Services patrons fundraiser for the library

Dear Ms. Valerie,

From our first book shelving to our first Baby storytime, you have been the sweetest, brightest, most joyful person possible. We wanted to let you know just how much your support and enthusiasm meant to us, and we could not have done any of this without you. Thank you for always making us laugh and have a fun time. We'll always remember your kindness,

Sophia and Maddie

♪                      ♪                      ♪  
♫                      All through the                      ♪  
                         town!!! ♪



Thank you, Ms. Val!

# Advocacy



# Stories

EPL IN-PERSON  
VISITS WERE  
EQUAL TO

**243**



**SOLD-OUT  
OILERS  
GAMES**

IN 2023

EPL IN-PERSON  
VISITS WERE  
EQUAL TO



**90,000+**  
**FULL BUSES**  
IN 2023

IN 2023,  
EDMONTONIANS  
**BORROWED**  
A LIBRARY ITEM



EVERY  
**2.8**  
**SECONDS**  
ON AVERAGE





Account	Activity	Amount	Balance
<b>TD Checking</b>	Balance as of 07/01/2024		\$310,910.66
	Fines & Fees and Other Credits	\$3,629.94	\$314,540.60
	Interest	\$1,898.87	\$316,439.47
	Municipal Minimum Library Tax	\$1,054,432.00	\$1,370,871.47
	Payroll Funds Transfers	-\$205,000.00	\$1,165,871.47
	Accounts Payable and Other Debits	-\$151,333.46	\$1,014,538.01
	Balance as of 07/31/2024		<u>\$1,014,538.01</u>
<b>TD Payroll</b>	Balance as of 07/01/2024		\$146,234.90
	Funds Transfers	\$125,000.00	\$271,234.90
	Salary & Wages	-\$138,334.81	\$132,900.09
	Balance as of 07/31/2024		<u>\$132,900.09</u>
<b>TD Payroll Agency</b>	Balance as of 07/01/2024		\$93,503.77
	Funds Transfers	\$80,000.00	\$173,503.77
	Salary & Wages	-\$73,876.69	\$99,627.08
	Balance as of 07/31/2024		<u>\$99,627.08</u>
<b>TD Vacation Reserve</b>	Balance as of 07/01/2024		\$85,047.03
	2024 reserve funds transfer		\$0.00
	Balance as of 07/31/2024		<u>\$85,047.03</u>
<b>TD Money Market</b>	Balance as of 07/01/2024		\$252,625.91
	Balance as of 07/31/2024		<u>\$252,625.91</u>
<b>NJ Cash Management</b>	Balance as of 07/01/2024		\$698,085.02
	Interest	\$3,137.57	\$701,222.59
	Balance as of 07/31/2024		<u>\$701,222.59</u>
<b>BCB Construction</b>	Balance as of 07/01/2024		\$389,917.17
	Interest	\$33.58	\$389,950.75
	Checks		\$389,950.75
	Balance as of 07/31/2024		<u>\$389,950.75</u>

### Income

	% of Budget	Item	Jan-July 2024 Actual	2024 Budget	\$ Over Budget	% of Budget
1	97.0%	Municipal Minimum Library Tax	3,133,191	6,326,591	-3,193,400	50%
2	1.8%	Grants	64,967	120,000	-55,033	54%
3	0.4%	Interest	39,889	25,000	14,889	160%
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	6,888	5,000	1,888	138%
6	<b>100%</b>	<b>Total</b>	<b>\$3,245,693</b>	<b>\$6,521,591</b>	<b>-\$3,275,898</b>	<b>50%</b>

### Expenditures

	% of Budget	Item	Jan-July 2024 Actual	2024 Budget	\$ Over Budget	% of Budget
<b>Personnel</b>						
7	43.4%	Salary and Wages	1,332,832	2,831,158	-1,498,326	47%
8	17.4%	Health Insurance	508,970	1,132,000	-623,030	45%
9	5.7%	Pension and DCRP	3,867	370,000	-366,133	1%
10	3.5%	Payroll Taxes	107,674	229,000	-121,326	47%
11	1.2%	Overtime	49,640	75,000	-25,360	66%
12	0.5%	Workers' Compensation Insurance	33,306	35,000	-1,694	95%
13	0.5%	Shared Services Agreement	21,224	30,000	-8,776	71%
14	0.2%	Payroll Processing	5,141	10,000	-4,859	51%
15	0.2%	Unemployment Insurance	0	10,000	-10,000	0%
16	<b>72%</b>	<b>Subtotal</b>	<b>2,062,654</b>	<b>4,722,158</b>	<b>-2,659,504</b>	<b>44%</b>
<b>Physical Plant</b>						
19	3.0%	Capital Reserve	0	193,433	-193,433	0%
18	1.7%	Maintenance	64,873	110,000	-45,127	59%
20	1.4%	Utilities and Phones	57,293	90,000	-32,707	64%
21	1.2%	Furniture	9,568	75,000	-65,432	13%
22	0.6%	Facilities Improvement	12,623	40,000	-27,377	32%
23	0.5%	Security	4,111	30,000	-25,889	14%
17	0.4%	Flood Insurance	0	25,000	-25,000	0%
24	<b>9%</b>	<b>Subtotal</b>	<b>148,468</b>	<b>563,433</b>	<b>-53,266</b>	<b>26%</b>
<b>Reading, Information &amp; Technology</b>						
25	2.9%	Digital Content	104,245	190,000	-85,755	55%
26	2.3%	Print Materials	53,373	150,000	-96,627	36%
27	1.4%	BCCLS	62,516	94,000	-31,484	67%
29	1.2%	Technology	37,834	75,000	-37,166	50%
28	0.9%	Equipment	40,219	60,000	-19,781	67%
30	0.8%	Non-Print Materials	10,320	50,000	-39,680	21%
31	0.5%	Special Collections	24,166	33,000	-8,834	73%
32	0.2%	Periodicals	9,765	15,000	-5,235	65%
33	0.0%	Inter-library Loan	790	1,000	-210	79%
34	<b>10%</b>	<b>Subtotal</b>	<b>343,227</b>	<b>668,000</b>	<b>-324,773</b>	<b>51%</b>
<b>Community Engagement</b>						
35	2.3%	Community Programming	105,894	150,000	-44,106	71%
36	0.8%	Marketing/Advertising	30,161	55,000	-24,839	55%
37	<b>3%</b>	<b>Subtotal</b>	<b>136,056</b>	<b>205,000</b>	<b>-68,944</b>	<b>66%</b>
<b>Administration</b>						
38	1%	Office/Library Supplies	41,168	90,000	-48,832	46%
39	0.6%	Travel and Mileage	32,037	40,000	-7,963	80%
40	0.5%	Staff Development	3,306	30,000	-26,694	11%
41	0.3%	Memberships and Dues	5,152	20,000	-14,848	26%
42	0.2%	Conventions and Seminars	9,053	15,000	-5,947	60%
43	<b>3%</b>	<b>Subtotal</b>	<b>90,716</b>	<b>195,000</b>	<b>-104,284</b>	<b>47%</b>
<b>Professional Support</b>						
44	2%	Consultants	64,825	100,000	-35,175	65%
45	0.9%	Attorney	11,608	60,000	-48,392	19%
46	0.1%	Auditor	0	8,000	-8,000	0%
47	<b>3%</b>	<b>Subtotal</b>	<b>76,433</b>	<b>168,000</b>	<b>-91,567</b>	<b>45%</b>
48	<b>100%</b>	<b>Total</b>	<b>\$2,857,553</b>	<b>\$6,521,591</b>	<b>\$3,664,038</b>	<b>44%</b>

	<u>Jan-July 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 - July 31</b>	<b>\$ 2,246,871</b>		

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11914	08/27/2024	50224 · Contractors & Annual Contracts	1-800-Got Junk	758.00
11915	08/27/2024	53030 · Membership/Dues	ABOS	135.00
11916	08/27/2024	50224 · Contractors & Annual Contracts	All American Painting Contractor	525.00
11917	08/27/2024	53010 · Professional Staff Development	Andrew Luck	71.10
11918	08/27/2024	52020 · Technology Equipment	Bibliotheca	2,586.48
11919	08/27/2024	50280 · Interlibrary Fines	Bogora Public Library	30.00
11920	08/27/2024	50270 · Phones	Cablevision Lightpath LLC	1,452.16
11921	08/27/2024	54011 · YS Programming	Carolyn Brush	400.00
11922	08/27/2024	50321 · Online Databases	Cengage Learning/Gale	4,521.00
11923	08/27/2024	66122 · Shared Services Agreement	City of Hoboken	1,931.17
11924	08/27/2024	54010 · Adult Programming	City of Hoboken/Cultural Affairs	125.00
11925	08/27/2024	50221 · Maintenance	City Paint	1,681.07
11926	08/27/2024	50280 · Interlibrary Fines	Closter Public Library	34.00
11927	08/27/2024	54010 · Adult Programming	Content Pary Rentals	6,392.75
11928	08/27/2024	50211 · Library Processing Supplies	Demco	1,091.48
11929	08/27/2024	50600 · Periodicals	Ebsco	736.80
11930	08/27/2024	54010 · Adult Programming	Elizabeth Ndoye	1,500.00



<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11931	08/27/2024	55010 · Travel Expense	Emily Dalton	335.81
11932	08/27/2024	50280 · Interlibrary Fines	Englewood Public Library	20.00
11933	08/27/2024	57070 · Technology	Envisionware, Inc.	45.75
11934	08/27/2024	53010 · Professional Staff Development	EverFi Inc.	3,394.88
11935	08/27/2024	50224 · Contractors & Annual Contracts	Excel Pest Services	304.00
11936	08/27/2024	50280 · Interlibrary Fines	Fair Lawn Public Library	20.00
11937	08/27/2024	54010 · Adult Programming	Fatima Sindhu	300.00
11938	08/27/2024	50280 · Interlibrary Fines	Fort Lee Public Library	20.00
11939	08/27/2024	57070 · Technology	Glowfordge Inc.	1,026.98
11940	08/27/2024	50280 · Interlibrary Fines	Hasbrouck Heights Public Library	20.00
11941	08/27/2024	55010 · Travel Expense	Hoboken First Class Car & Limo	130.00
11942	08/27/2024	54011 · YS Programming	Hoboken Game Lounge	700.00
11943	08/27/2024	502041 · Office Supplies 50600 · Periodicals	Hoboken General LLC	63.50 195.00 <hr/> 258.50
11944	08/27/2024	50264 · Water	Hoboken Water Services	132.50
11945	08/27/2024	50221 · Maintenance	Home Depot	452.23

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11946	08/27/2024		Inserra Supermarkets	
		502041 · Office Supplies		-70.22
		54010 · Adult Programming		185.25
		54011 · YS Programming		208.51
				<u>323.54</u>
11947	08/27/2024		Jane Porges	
		54010 · Adult Programming		200.00
11948	08/27/2024		Jennie Pu	
		53020 · Conventions/Seminars		895.00
		55010 · Travel Expense		590.81
		66102 · Health Insurance		468.37
				<u>1,954.18</u>
11949	08/27/2024		Jersey Journal	
		56010 · Marketing Expense		19.75
11950	08/27/2024		Kanopy	
		50324 · Pay Per Use Content		1,100.00
11951	08/27/2024		Kulture Kool	
		54010 · Adult Programming		600.00
11952	08/27/2024		Mahwah Public Library	
		50280 · Interlibrary Fines		65.00
11953	08/27/2024		Mango Languages	
		50321 · Online Databases		4,275.76
11954	08/27/2024		Mardel	
		50224 · Contractors & Annual Contracts		2,370.00
11955	08/27/2024		Matter Surfaces	
		502041 · Office Supplies		4,840.00
11956	08/27/2024		Natalie Castillo	
		55010 · Travel Expense		308.93
11957	08/27/2024		Natasa Kanlic	
		502041 · Office Supplies		77.00
11958	08/27/2024		Nathalie Alonso	
		54010 · Adult Programming		250.00
11959	08/27/2024		NJ Advance Media	
		56010 · Marketing Expense		58.74
11960	08/27/2024		North Hudson Sewerage Authority	
		50261 · Sewerage		1,810.84

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11961	08/27/2024	50224 · Contractors & Annual Contracts	O&M House Electric	200.00
11962	08/27/2024	50280 · Interlibrary Fines	Oakland Public Library	20.00
11963	08/27/2024	50270 · Phones	Optimum Business	1,297.20
11964	08/27/2024	50224 · Contractors & Annual Contracts	Our Lady of Grace Church	525.00
11965	08/27/2024	50211 · Library Processing Supplies	PermaCard	2,416.20
11966	08/27/2024	50271 · Postage, Express Mail Charges	Pitney Bowes	164.97
11967	08/27/2024	502041 · Office Supplies 54010 · Adult Programming 54011 · YS Programming	Pizza Republic	701.66 199.89 140.94 <hr/> 1,042.49
11968	08/27/2024	66121 · Payroll Processing	Primepoint LLC	464.10
11969	08/27/2024	50262 · PSE&G	PSE&G	7,735.53
11970	08/27/2024	54010 · Adult Programming	Qwert Poetry LLC	250.00
11971	08/27/2024	54010 · Adult Programming	Qwert Poetry LLC	500.00
11972	08/27/2024	10004.04 · Petty Cash Fund	Raul Sanguinetti	150.00
11973	08/27/2024	50224 · Contractors & Annual Contracts 502041 · Office Supplies	Ricoh USA, Inc.	767.07 244.79 <hr/> 1,011.86
11974	08/27/2024	50205 · Consultants	Rosica Communications	5,625.00
11975	08/27/2024	54010 · Adult Programming	Sealeiah Berry	300.00



<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11976	08/27/2024	50250 · Security	Sentinel Security Service	427.32
11977	08/27/2024	55010 · Travel Expense	Shaleka Smith	326.43
11978	08/27/2024	50270 · Phones	Spectrotel	450.51
11979	08/27/2024	54010 · Adult Programming	Stephanie Tobia	75.00
11980	08/27/2024	50205 · Consultants	Steven Butzel	4,500.00
11981	08/27/2024	50280 · Interlibrary Fines	Teaneck Public Library	20.00
11982	08/27/2024	54010 · Adult Programming	Thyson Halley	1,000.00
11983	08/27/2024	50210 · Furniture	Uline	1,636.39
11984	08/27/2024	50224 · Contractors & Annual Contracts	Unified Air	4,384.75
11985	08/27/2024	53030 · Membership	Urban Libraries Council	6,000.00
11986	08/27/2024	50321 · Online Databases	Value Line Publishing LLC	3,780.00
11987	08/27/2024	50224 · Contractors & Annual Contracts	Vanguard Cleaning Systems	599.00
11988	08/27/2024	50263 · Internet Connection	Verizon	1,159.45
11989	08/27/2024	50280 · Interlibrary Fines	Vineland Public Library	31.00
11990	08/27/2024	502041 · Office Supplies	W.B.Mason	1,322.83
		54010 · Adult Programming		612.14
		54011 · YS Programming		129.95
		52020 · Technology Equipment		51.96
				<u>2,116.88</u>

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11991	08/27/2024	50202 · Legal Fees	Weiner Law Group LLP	2,378.96
11992	08/27/2024	50280 · Interlibrary Fines	Wyckoff Public Library	60.00
11993	08/27/2024	54010 · Adult Programming	Yun H. Ko	300.00
11994	08/27/2024	50224 · Contractors & Annual Contracts	Zoom Drain and Sewer Service	949.00
<b>TOTAL NUMBER OF CHECKS</b>			<b>81</b>	
<b>TOTAL \$ AMOUNT OF CHECKS</b>				<b>101,282.44</b>
To be processed through PayPal:				
	08/27/2024	53020 · Conventions/Seminars	501 Videos LLC	1,195.00
	08/27/2024	50221-2 · Maintenance buidling supplies	Digi-Key Corporation	317.03
	08/27/2024	502041 · Office Supplies	PB Teen	122.62
	08/27/2024	502041 · Office Supplies	Canva Pty Limited	111.00
Checks to be voided:				
11698	05/28/2024	50224 · Contractors & Annual Contracts	1-800-Got-Junk	757.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11995	08/27/2024		Amazon	
		502041 · Office Supplies		905.76
		54013 · Makerspace		881.68
		50310 · Non-Print Materials		98.69
		54010 · Adult Programming		404.85
		54011 · YS Programming		1,509.21
		52020 · Equipment		131.87
		50311 · Media (CDs & DVDs)		79.45
		54014 · Summer Reading		<u>2,070.52</u>
				6,082.03
11996	08/27/2024		Baker and Taylor	
		50301 · Print Materials		11,203.48
		50311 · Media (CDs & DVDs)		<u>71.86</u>
				11,275.34
11997	08/27/2024		Midwest Tape	
		50324 · Pay per use content		3,537.38
11998	08/27/2024		Overdrive	
		50322 · eBooks		223.20
<b>TOTAL NUMBER OF CHECKS</b>			<b>4</b>	
<b>TOTAL \$ AMOUNT OF CHECKS</b>				<b>21,117.95</b>

**HOBOKEN PUBLIC LIBRARY**  
Resolution No. 2024-9

**RESOLUTION TO VOID CHECKS**

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

Check #11698, 05/28/2024, \$757 – 1-800-Got-Junk

**NOW, THEREFORE, BE IT RESOLVED** that the Hoboken Public Library Board of Trustees resolves to void check #11698.

Date: August 27, 2024

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Jerome Abernathy, President, Board of Trustees

I certify that the above Resolution 2024-9 was approved by the Hoboken Public Library Board of Trustees at a regular public meeting held on August 27, 2024.

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Roll Call:  
Yes:  
No:

**HOBOKEN PUBLIC LIBRARY**

Resolution No. 2024-8

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN  
CONTRACT FOR BRANDING DESIGN SERVICES**

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

**WHEREAS**, The Felt Hat of Portland, Oregon has submitted a proposed Letter of Agreement dated July 15, 2024, indicating they will provide services to provide design, production files, project management, fabrication/installation oversight for new branded signage for satellite branches and wrapping of the library van, at a cost not to exceed \$16,000 (the "Agreement"); and

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Hoboken Public Library Board of Trustees hereby awards a contract to The Felt Hat to provide design services for the Library in an amount not to exceed \$16,000, based on the Letter of Agreement provided by The Felt Hat dated July 15, 2024, a copy of which is attached to and incorporated by reference into this Resolution; and

**BE IT FURTHER RESOLVED** that the Board hereby authorizes the Library Director to execute the Letter of Agreement from The Felt Hat in the form attached hereto.

Date: August 27, 2024

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Jerome Abernathy, President, Board of Trustees

I certify that the above Resolution 2024-7 was approved by the Hoboken Public Library Board of Trustees at a regular public meeting held on August 27, 2024.

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Roll Call:

Yes:

No: