



Hoboken Public Library
Agenda for In Person Meeting of the Board of Trustees
DECEMBER 17, 2024 6:30^{pm} to 8^{pm}

Option to Join on Zoom:

<https://us02web.zoom.us/j/81434763989>

Meeting ID: 814 3476 3989

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. Draft 2025 Budget
 - 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
Minutes approval	

14. Trustee Comments

15. Adjournment

HOBOKEN FREE PUBLIC LIBRARY

Director's Report for December 17, 2024 Board Meeting



Freedom to Read Act bill signing ceremony with Governor Murphy, Princeton, NJ
From left to right: NJ State Librarian Jen Nelson, NJLA President Jeff Cuppo, NJLA Executive Director Brett Bonfield, Governor Phil Murphy, and Hoboken Public Library Director Jennie Pu



Preservation NJ Historic Preservation Awards: From left to right: Michael Hanrahan (Clarke Caton Hintz), Carolyn Hartwick, James Cox



HPL Staff Holiday Party (karaoke not pictured)

Director's Highlights

- **Freedom to Read Act:** The Freedom to Read Act was signed into law by Governor Murphy on December 9, 2024. I was invited by the Governor's office to provide a quote on behalf of the Library and to attend the bill signing ceremony in Princeton. New Jersey is only the 9th state in the country to pass this kind of legislation.
- **Staffing Changes:** Assistant Library Director, Andrew Luck, has resigned from his position, effective December 4, 2024. We thank Andrew for his contributions and wish him the best in his future endeavors. During this transition, James Cox, our Special Collections Manager, will serve as Interim Assistant Library Director while I work with the Board and staff to find a permanent replacement. James brings significant experience to this role and will continue overseeing Special Collections in addition to his new interim responsibilities.
- **ULC Board Meeting:** I attended the quarterly Urban Libraries Council Board Meeting in Washington DC. The Board approved the 2025 CEO work plan and ULC released a new data set that we are already using to help with our operations.
- **Staff holiday party:** Thirty-two people attended our annual holiday party, which was held at City Bistro. Staff and guests had a great time mingling and singing karaoke.
- **Coffee with Cohen:** On December 16, HPL Board President Jerome Abernathy and I were guests on Councilman Phil Cohen's talk show, Coffee with Cohen.
- **FitOn Health:** Business Manager Carolyn Hartwick initiated the addition of a new employee benefit, of FitOn Health, a leading digital wellness platform and application. Working with IT Manger Phil Mendez, we configured our library work accounts to be able accept and offer staff free premium memberships to the app. The FitOn Pro membership includes on demand fitness and wellness classes, nutrition programs, and step and workout challenges. This new app is the latest in

our list of employee benefits, which include an Employee Assistance Program and CitiBike and Calm app memberships.

- **Issues and Ideas radio interview:** I was interviewed on the radio show, Issues and Ideas with Chris DeBello, on December 13. We discussed the passing of the Freedom to Read Act.
- **National Public Leadership Advisory Board:** I was invited to join EBSCO's National Public Library Leadership Advisory Board.
- **2025 Budget draft:** A draft of the proposed 2025 budget is included in this month's board packet for consideration.

News:

- [NorthJersey.com](#)- Opinion: Why Hoboken and all New Jersey communities need a public library sanctuary
- [ABC7 New York](#)- Hoboken Public Library paves the way for book sanctuary movement across NJ
- [Issues and Ideas with Chris DeBello](#)
- [NJ.Gov](#)- Governor Murphy Signs Freedom to Read Act
- [The Philadelphia Inquirer](#)- N.J. law not prohibits book band in libraries, so issues can be raised 'without resorting to bullying'
- [News 12](#)- NJ assemblywoman criticizes law that protects librarians from civil or criminal prosecution
- [Onnj](#)- Books Recommendations For the Holidays

Department Summaries

Assistant Director

- **Weekly Schedule Procedure:** Going forward, the Library is changing the way we organize the weekly schedule. Previously, managers would submit their proposed timesheets to the Assistant Director and HR Manager and they would then replicate this information on a separate form, the Public Service Schedule. Instead, all managers and the Assistant Director will submit on a singular form, the Draft Public Service Schedule. This will cut down on the time spent scheduling. To compliment this, the Librarian in Charge is being appended to the Public Service Schedule. In the past this was a separate form. Now it will be a single compilation of staffing information. This will ideally simplify procedures and require fewer forms.
- **Security:** Following the security incident in Church Square Park this past month, the Library is taking a number of steps to enhance security around the library. One of the steps included working with Raul Sanguinetti and the Facilities Department on identifying areas that need additional monitoring. Two of the areas identified as of greatest need will be adding security cameras to both the front door entrance and side door entrance on Park Avenue. Raul and IT Manager Phil Mendez have contacted both our electricians and the current security camera firm to install cameras that will have the greatest and clearest coverage, while minimizing the footprint and impact on the historic building.

Information and Digital Services

- **Science Fiction x Mystery Book Discussion:** The joint Science Fiction and Mystery book discussion of *The Last Murder at the End of the World* by Stuart Turton went well in November. The

attendees enjoyed having different perspectives and new voices discussing the book. Several expressed wanting to do this again and one of the attendees from the Science Fiction group shared some suggestions for future discussion topics. We may try and do an Environmental/Science Fiction discussion in the future to look at one of the Science Fiction works that focuses on climate change. Fourteen people total attended the November joint discussion.

- **Computer usage and tech usage:** Adult desktop computer use for October at the main branch was 1281 sessions compared with November with 1110 sessions. Computer use for all ages and branches was 1881 in November. Scanning was up from 1 last month with 3 this month. Faxing was 38 faxes in October compared to 36 faxes in November. This month 7 chrome books were checked out. Hot Spots were also checked out 7 times.
- **Database usage/Online Learning Resources:** NY Times logins went up slightly in the building with 207 in October compared to 210 in November in the building, remote logins, however, went down with 1090 in September compared to 1225 in October. Items viewed were up for both groups. Valueline was up from 700 to 763 logins. Newsbank was down from 39 to 25 logins. Mango went down with 83 logins in October compared with 68 in November. Pronunciator had no logins this month.
- **Reference questions:** Reference questions at the main branch were similar with 206 in November compared with 217 in October. The majority of the questions this month at the main branch were answered by phone or in person with 47 by phone and 145 in person. Additionally, there were 8 by chat and 6 by email. There were 27 total questions at the Grand Street Branch.
- **Monthly Programming:**
 - The Writers Group in November had two people attending. The next meeting will be on December 9 at 6:30 PM.
 - The Poetry Healing Group for November had 2 people. The next meeting will be on Thursday, December 19 at 6:30 PM.
 - In November we screened *Smoke Signals* on November 8 in honor of Native American Heritage Month with 8 people attending. On December 13 at 11 AM we will be showing the festive seasonal film *The Perfect Holiday*.
 - The Hoboken Public Library's Science Fiction and Fantasy Book Discussion Group will be discussing *The Last Reindeer of the Apocalypse* on December 16 at 6 PM. For the second year, we are also having a cookie exchange where participants can bring their favorite baked or sold cookies to share with other group members.

Community Engagement

- **Adult Winter Reading Challenge:** Community Engagement Manager Ally Blumenfeld and Librarian Kerri Wallace collaborated on an Adult Winter Reading Challenge, which launched December 9 and will run for 12 weeks. Readers will have the chance to log pages and attend our book clubs and special programs for chances to earn raffle tickets toward winning Reader Gift Baskets. We also planned our first Silent Book Club on 12/12 in partnership with Caf Me If You Can, a local coffee proprietor in Hoboken, as a kick-off event for the Winter Reading Challenge.
- **New library card design:** Ally coordinated with Mr Train and local photographer Juan Melli to launch a new library card designed by Juan, celebrating the Tern, Hoboken's city bird. The new card design will be distributed to customers in January.
- **Banking Basics:** Library Social Worker Emily hosted Banking Basics with Santander Bank in coordination with the City of Hoboken Social Workers for patrons interested in financial literacy.

- **MLK Week of Service:** Ally collaborated with Olivia Cecchi from Stevens Institute to plan MLK Jr Week of Service activities at the Library, which will involve student volunteers in library projects on multiple dates in January.
- **Library blood drive:** Ally collaborated with Amanda Chin from the New York Blood Center to plan a blood drive at the library on January 13.
- **Lunar New Year Lion Dance:** We booked the Chinese FreeMasons of NY to perform another Lion Dance in celebration of the Lunar New Year on January 26.
- **Programming:** The fall sessions of Meditation, Yoga, Chair Yoga, and ASL ended in November/December, to resume in January/February. Tai Chi at Grand, Mah Jongg, and Art with Liz will continue through the winter.
- **Staffing changes:** Community Engagement Librarian Natalie Castillo and Library Social Worker Emily Dalton resigned from the library.

Programming & Outreach, November 2024

Service	Programs	Attendees	Cardholders	Giveaways	Circs
Adult Programs	59	650			
Outreach Visits	8	307	8	141	8

Social Work, November 2024

Service	#
Social Work Appointments	86
Community Care Kits	182

Youth Services

- **Beauty that Cares:** Youth Services hosted the first session of the Beauty that Cares Business series Workshop on 12/5. Attendees learned about how to combine scents, make homemade soaps and brainstormed on creating a small business and logos. The next session will be on 12/12, and students will create their own lip balms. Each child has been creating one additional item from their supply to be sold at the end of the six week series.
- **Project Coin:** The Youth Business Camp, hosted by teen-led organization Project Coin, has been a huge success. Our session on 12/7 was packed with 26 attendees. Kids learned about personal finance, the importance of budgeting, and strategies for balancing wants vs. needs. The final session of the business camp will be Saturday, 12/14. Youth Services hopes to partner with the organization again in the new year.
- **Winter Wonderland:** We had our second annual Winter Wonderland on 12/10, with over 150 attendees from the community joining HPL's Youth Services staff for some fun holiday snacks, bracelet making and a visit to the makerspace for personalized stickers. Teen volunteers ran each

station, with Faye and Abby creating bracelets, Jaxx hosting a snack program and Stephan and Guliyana running a coloring station.

- **Kwanzaa program:** New Jersey Performing Arts Center hosted a Kwanzaa program on 12/7.
- **Math Circle:** Math Circle with the Stevens Institute of Technology ended on 12/4; next session is set to begin in February.
- **Wicked craft:** A Wicked themed craft program for teens on 12/2 was a major success; teens are requesting another program that is in the works.
- **Musicology for Kids:** Youth Services has partnered with Ms. Dana from Musicology for Kids for a series of music programs in the coming months
- **Russian community event:** We hosted a fall event with the Hoboken Russian community; 60 families showed up to share food, music, and fun.
- **Life Skills class:** Hoboken Middle School's Life Skills class visited the Teen Room on 11/26 and will be coming regularly to check out books from the library.
- **Police Department Story Time:** The Hoboken Police department has committed to a monthly story time at the library; they will be here during one of our regularly scheduled Wednesday story times, at 10:30 AM.

Children's Programs November 2024

Event	# of Events Per Month	Participants
Story Time/Special Programs	47	1,245
School/Camp Visits	16	1,352

YA Programs November 2024

Event	# of Events Per Month	Participants
YA Events/Attendance	19	400
YA/School/Camp Visits	0	0

Information Technology

- **Holiday Luncheons:** We participated in holiday luncheons for Thanksgiving and Christmas at the three senior housing locations throughout Hoboken this past month, providing the music and cheer.
- **MakerSpace programs:** Two programs that took place this month in MakerSpace were coordinated with the Youth Services Department. One of them was the HPL Winter Wonderland, where the MakerSpace served as one of the craft making stations. Participants made holiday themed crafts, including stickers and buttons. The other is an ongoing program is the Beauty that Cares Workshop.
- **Holiday Book Brochure:** Working with Librarian Kerri Wallace, who oversees the selections and acquisitions for the Access Services collection, we have created an interactive Holiday Book Brochure, prominently listed on our website. Users can click on the recommended titles, which will conveniently bring them directly to the item listing in our catalog.

- **Knife Sharpening Workshop:** Just in time for the Holidays, we hosted another Knife Sharpening and Engraving program at the MakerSpace. Earlier in the year, hosted by the owner of the Hudson Grinding Company, participants were able to bring in up to two of their kitchen knives to be expertly sharpened, received tips on knife care and added personalized engraving to their knives with the Library's Glowforge. Both sessions were fully booked and attended.
- **Library of Things:** We've added a large number of new items to our Library of Things Collection this past month. This was made possible in part by the library acquiring additional glass cabinets to the collection and ordering specially designed bags to house the items more efficiently for circulation. Each item comes with clearly laminated instructions for usage.

Special Collections

- **Research requests:** There were six special collections research requests throughout November.
- **Arthouse Productions panel discussion:** James Cox was invited to participate in a panel discussion at Arthouse Productions in Jersey City on Monday, December 10th. The panel discussed the historic events depicted in the play, Exile and Elysian Fields, by Iraisia Ann Reilly.
- **CCDI Grant:** James concluded the award grant for the Connecting Communities Digital Initiative on December 12, 2024. Although the grant is concluded work will continue on the website for the foreseeable future. The site's URL is <https://puertoricanexperienceinhoboken.omeka.net/>.

Director's Report Form November 2024

	November 2024	October 2024	% Change	YTD 2024	YTD 2023	YTD % Change
Circulation						
Main Circulation - Adult	5,558	6,010	-8%	64,469	56,435	14%
Main Circulation - Youth	9,659	10,349	-7%	108,279	84,806	28%
Grand Circulation - Adult	135	172	-22%	1,993	1,712	16%
Grand Circulation - Youth	548	519	6%	6,469	5,997	8%
eBook Circulation	9,521	7,746	23%	90,103	75,090	20%
Digital Resource Usage	2,099	1,716	22%	20,676	17,678	17%
Library of Things Circulation	10	28	-64%	259	n/a	
Total Door Count - Main	24,416	33,022	-26%	208,081	150,994	38%
Total Door Count - Grand	824	955	-14%	8,261	5,377	54%
Reference Questions	233	295	-21%	2,207	3,091	-29%
Total New Patrons Registered	324	419	-23%	4,610	4,740	-3%
Locker Use - Main	777	566	37%	5,480	3,504	56%
Locker Use - Grand	472	360	31%	3,704	2,259	64%
Locker Use - Museum	655	451	45%	2,940	n/a	
Museum Passes	109	74	47%	957	464	106%
Programming						
Total Programs - Adult	59	88	-33%	647	456	42%
Total Program Attendance - Adult	650	1014	-36%	8,645	6,617	31%
Total Programs - Young Adult	17	22	-23%	279	209	33%
Total Program Attendance - Young Adult	400	416	-4%	6,446	6,180	4%
Total Programs - Children	63	67	-6%	652	551	18%
Total Program Attendance - Children	2597	3517	-26%	30,694	35,104	-13%
Total Outreach Events	8	23	-65%	162	215	-25%
Total Outreach Event Attendance	307	1710	-82%	10,307	9,949	4%
Total Programs	147	177	-17%	1,306	1,216	7%
Total Program Attendance	3954	4947	-20%	37,968	47,901	-21%
Social Work						
Social Work Appointments	86	67	28%	781	584	
Community Care Kits Distributed	182	84	117%	2,304	1,407	
Computer Use						
Computer Use - Main	1793	2154	-17%	20,714	10,882	
Computer Use - Grand	88	133	-34%	1,834	1,200	
Technology Lending						
Chromebooks	7	12	-42%	53	23	
Wi-Fi Hotspots	7	7	400%	36	70	
Kiosk Laptops	660	775	-15%	5,916	7,680	
Kiosk Chargers	201	163	23%	1,611	1,322	
Technology Lending Total	875	806	9%	4,893	9,095	
Wireless Use						
Main Branch	1999	2382	-16%	22,228	18,083	23%
Annex	523	592	-12%	5,469	7,337	-25%
Grand Street	137	162	-15%	1,174	1,268	-7%
Communications						
Facebook - Total Followers	6,003	6,011	-8	0%		
Twitter - Total Followers		3,184	-3,184	-100%	Discontinued	
Instagram - Adult - Total Followers	5,940	5,879	61	1%		
Instagram - YA - Total Followers	1,103	1,099	4	0%		
Instagram - Children - Total Followers	1,414	1,406	8	1%		
Instagram - Bookbike - Total Followers	492	487	5	1%		
eNewsletter - Total Subscribers	17,747	17,984	-237	-1%		
TikTok - Total Followers	375	314	61	19%		



Teen movie night



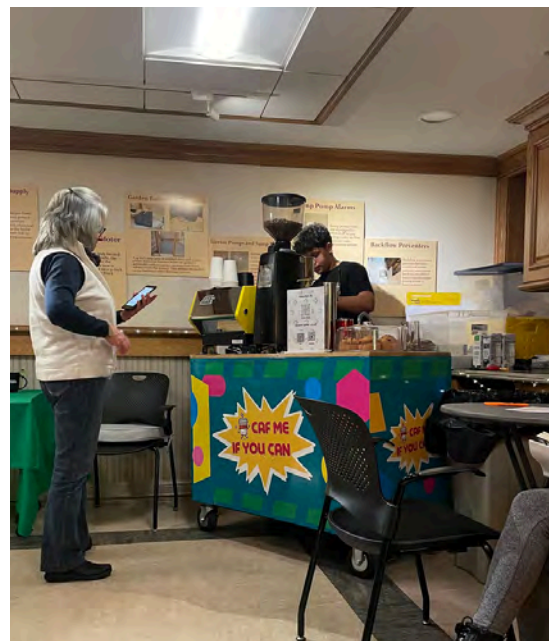
Silk screen stencil frosting



Winter Wonderland in the MakerSpace



Hoboken Police Department story time



Silent book club



Winter Wonderland scavenger hunt with Elsa, Anna, & Olaf



Holiday snow globes

Emily's last day

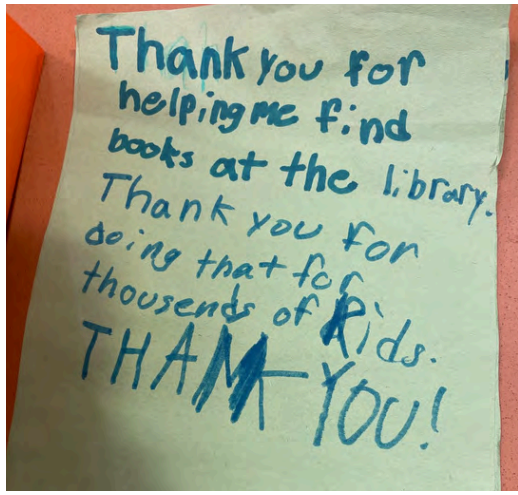


Adult/senior art class

TAB kids help with Winter Wonderland



Seed library



Thank you note



Beauty That Cares workshop



Staff Thanksgiving potluck



Baby Yoga



Hanukkah Story Time



New Library of Things items & storage



Books Recommendations For the Holidays
 By Kaitlyn Giordano
 Latest Clips | NJ Morning Show

NJ Morning Show holiday book recommendations

A MAKERSPACE PROGRAM
MONDAY, DECEMBER 2 @ 6PM
REGISTRATION IS REQUIRED 18+

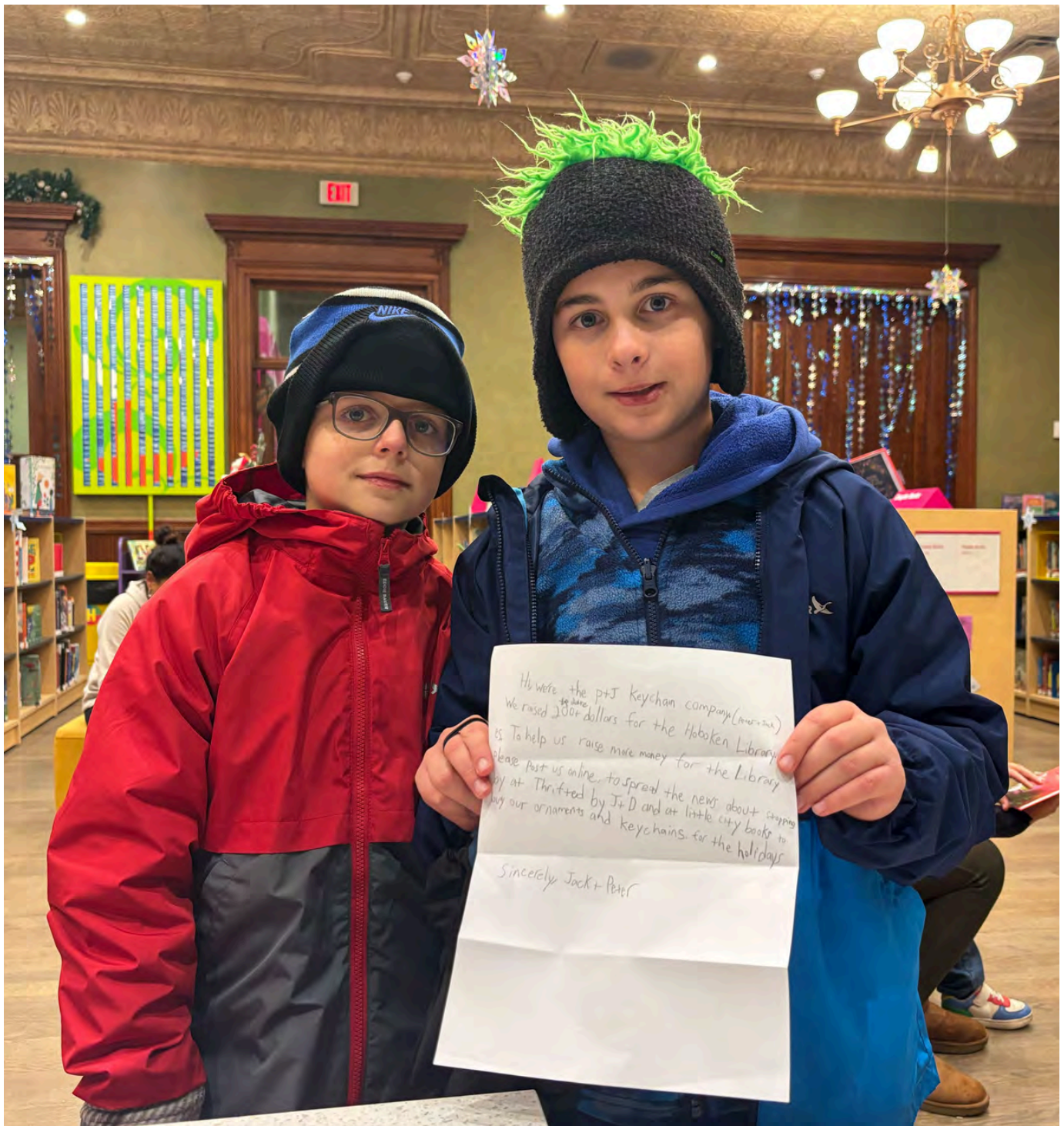
Sharpen It! Engrave It!

Join Hudson Grinding Company in the MakerSpace to have up to two of your kitchen knives sharpened and personally engraved using the library's Glowforge machine!

Knife sharpening program

FITON IS NOW A PART OF YOUR BENEFITS

FitOn Health app

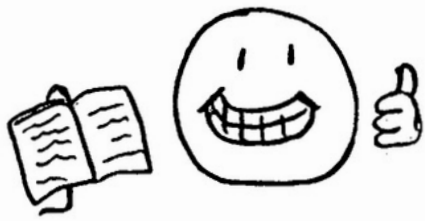


“Hi, we’re the P+J Keychain Company (Peter+Jack).
We raised 200+ dollars to date for the Hoboken Library.
P.S. To help us raise more money for the Library
please post us online, to spread the news about stopping
by at Thrifted by J+D and at little city books
to buy our ornaments and keychains for the holidays

Sincerely, Jack+Peter”

Hoboken Public Library:

Thank you for making Knowledge and education accessible to all.



Everyone should be able to read and have access to books!!

Dear Hoboken Library Faculty,

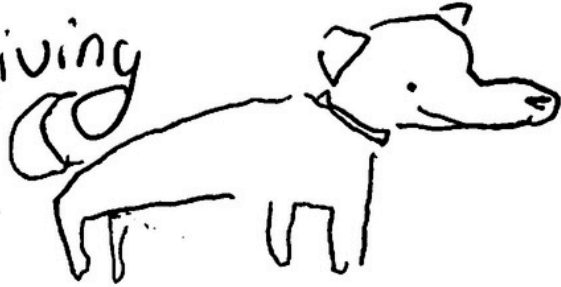
Thank you for helping me with my term papers, without your help, I would have never know which online sources would help me the most, I really appreciate it.

Keep up the good work!

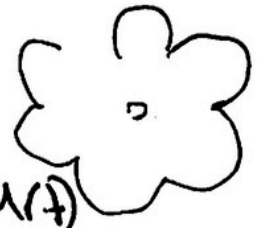
- Sofia Soruco

Hi, I like the library a lot. It is very calm.
I like getting books though I haven't
been able to since my puppy ate my
library card.

Have a good thanks giving
and happy holidays!



P.S. My puppy's name is Wully,
he says he's sorry (he's not very smart)



Thank you for providing hoboken with a
ton of free books. You help influence education!
Show what reading a book can do to someone's
life



Account	Activity	Amount	Balance
TD Checking	Balance as of 11/01/2024		\$688,030.42
	Fines & Fees and Other Credits	\$3,110.42	\$691,140.84
	Interest	\$2,832.06	\$693,972.90
	Municipal Minimum Library Tax	\$712,989.35	\$1,406,962.25
	2019 NJHT grant - 3rd floor renovation project	\$750,000.00	\$2,156,962.25
	Payroll Funds Transfers	-\$200,000.00	\$1,956,962.25
	Accounts Payable and Other Debits	-\$115,397.06	\$1,841,565.19
	Balance as of 11/30/2024		<u>\$1,841,565.19</u>
TD Payroll	Balance as of 11/01/2024		\$129,801.31
	Funds Transfers	\$125,000.00	\$254,801.31
	Salary & Wages	-\$114,606.27	\$140,195.04
	Balance as of 11/30/2024		<u>\$140,195.04</u>
TD Payroll Agency	Balance as of 11/01/2024		\$76,881.98
	Funds Transfers	\$75,000.00	\$151,881.98
	Salary & Wages	-\$54,401.57	\$97,480.41
	Balance as of 11/30/2024		<u>\$97,480.41</u>
TD Vacation Reserve	Balance as of 11/01/2024		\$85,047.03
	2024 reserve funds transfer		\$0.00
	Balance as of 11/30/2024		<u>\$85,047.03</u>
TD Money Market	Balance as of 11/01/2024		\$252,625.91
	Balance as of 11/30/2024		<u>\$252,625.91</u>
NJ Cash Management	Balance as of 11/01/2024		\$710,300.15
	Interest	\$2,720.57	\$713,020.72
	Balance as of 11/30/2024		<u>\$713,020.72</u>
BCB Construction	Balance as of 11/01/2024		\$388,713.82
	Interest	\$32.40	\$388,746.22
	Checks	\$0.00	\$388,746.22
	Balance as of 11/30/2024		<u>\$388,746.22</u>

Income

	% of Budget	Item	Jan-Nov 2024 Actual	2024 Budget	\$ Over Budget	% of Budget
1	97.0%	Municipal Minimum Library Tax	5,613,602	6,326,591	-712,990	89%
2	1.8%	Grants	66,939	120,000	-53,061	56%
3	0.4%	Interest	56,032	25,000	31,032	224%
5	0.4%	Donations Public Support	758	25,000	-24,242	3%
2	0.3%	State Aid	32,604	20,000	12,604	163%
4	0.1%	Fees	10,209	5,000	5,209	204%
6	100%	Total	\$5,780,143	\$6,521,591	-\$741,448	89%

Expenditures

	% of Budget	Item	Jan-Nov 2024 Actual	2024 Budget	\$ Over Budget	% of Budget
Personnel						
7	43.4%	Salary and Wages	2,099,767	2,831,158	-731,391	74%
8	17.4%	Health Insurance	769,734	1,132,000	-362,266	68%
9	5.7%	Pension and DCRP	374,599	370,000	4,599	101%
10	3.5%	Payroll Taxes	169,561	229,000	-59,439	74%
11	1.2%	Overtime	83,654	75,000	8,654	112%
12	0.5%	Workers' Compensation Insurance	33,306	35,000	-1,694	95%
13	0.5%	Shared Services Agreement	29,612	30,000	-388	99%
14	0.2%	Payroll Processing	7,420	10,000	-2,580	74%
15	0.2%	Unemployment Insurance	0	10,000	-10,000	0%
16	72%	Subtotal	3,567,653	4,722,158	-1,154,505	76%
Physical Plant						
19	3.0%	Capital Reserve	193,433	193,433	0	100%
18	1.7%	Maintenance	105,803	110,000	-4,197	96%
20	1.4%	Utilities and Phones	101,666	90,000	11,666	113%
21	1.2%	Furniture	30,047	75,000	-44,953	40%
22	0.6%	Facilities Improvement	29,513	40,000	-10,487	74%
23	0.5%	Security	7,926	30,000	-22,074	26%
17	0.4%	Flood Insurance	19,380	25,000	-5,620	78%
24	9%	Subtotal	487,767	563,433	-32,561	87%
Reading, Information & Technology						
25	2.9%	Digital Content	138,377	190,000	-51,623	73%
26	2.3%	Print Materials	78,561	150,000	-71,439	52%
27	1.4%	BCCLS	83,136	94,000	-10,864	88%
29	1.2%	Technology	65,575	75,000	-9,425	87%
28	0.9%	Equipment	50,881	60,000	-9,119	85%
30	0.8%	Non-Print Materials	10,769	50,000	-39,231	22%
31	0.5%	Special Collections	26,166	33,000	-6,834	79%
32	0.2%	Periodicals	11,048	15,000	-3,952	74%
33	0.0%	Inter-library Loan	1,135	1,000	135	114%
34	10%	Subtotal	465,648	668,000	-202,352	70%
Community Engagement						
35	2.3%	Community Programming	165,851	150,000	15,851	111%
36	0.8%	Marketing/Advertising	46,376	55,000	-8,624	84%
37	3%	Subtotal	212,227	205,000	7,227	104%
Administration						
38	1%	Office/Library Supplies	86,949	90,000	-3,051	97%
39	0.6%	Travel and Mileage	42,403	40,000	2,403	106%
40	0.5%	Staff Development	6,922	30,000	-23,078	23%
41	0.3%	Memberships and Dues	11,848	20,000	-8,152	59%
42	0.2%	Conventions and Seminars	11,538	15,000	-3,462	77%
43	3%	Subtotal	159,659	195,000	-35,341	82%
Professional Support						
44	2%	Consultants	109,027	100,000	9,027	109%
45	0.9%	Attorney	18,320	60,000	-41,680	31%
46	0.1%	Auditor	7,500	8,000	-500	94%
47	3%	Subtotal	134,847	168,000	-33,153	80%
48	100%	Total	\$5,027,802	\$6,521,591	\$1,493,789	77%

	<u>Jan-Nov 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	193,433	100%
TOTAL INCOME	<u>193,433</u>	<u>1,693,433</u>	11%
Expenditures			
<u>Upper Levels Renovation Project</u>			
Wayfinding and Storytelling	129,500	100,000	130%
Renovations	3,620	-	100%
Architectural Design and Planning	3,227	-	100%
Placemaking Phase II Scope	7,902	-	100%
Total Upper Levels Renovation Project:	144,249	100,000	144%
<u>1st and 2nd Floor Renovation Project</u>			
Renovations	-	3,750,000	0%
Architectural Design and Planning	216	75,000	0%
Total Upper Levels Renovation Project:	216	3,825,000	0%
TOTAL EXPENDITURES	<u>144,466</u>	<u>3,925,000</u>	4%
Net Capital Reserve Fund	48,967	(2,231,567)	
Capital Reserve Fund Balance - January 1	\$ 2,390,000		
Capital Reserve Fund Balance - November 30	\$ 2,438,967		

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12213	12/17/2024	54010 · Adult Programming	Aida Lolovic	600.00
12214	12/17/2024	54010 · Adult Programming	Alexandria Campbell	600.00
12215	12/17/2024	53030 · Membership/Dues	Calm.com Inc.	2,534.40
12216	12/17/2024	54011 · YS Programming	Carolyn Brush	400.00
12217	12/17/2024	66102 · Health Insurance	City of Hoboken	242,341.39
12218	12/17/2024	50221 · Maintenance	City Paint	2,000.03
12219	12/17/2024	50211 · Library Processing Supplies	Demco	331.95
12220	12/17/2024	54010 · Adult Programming	Donna Ferrera	400.00
12221	12/17/2024	54010 · Adult Programming	Dorothee Riehl	200.00
12222	12/17/2024	54010 · Adult Programming	Elizabeth Ndoye	900.00
12223	12/17/2024	50224 · Contractors & Annual Contracts	Excel Pest Services	360.26
12224	12/17/2024	502041 · Office Supplies	Hoboken General LLC	371.00
		50600 · Periodicals		123.50
				<u>494.50</u>
12225	12/17/2024	502041 · Office Supplies	Inserra Supermarkets	10.47
		50221 · Maintenance		150.00
		54000 · Community Programming		270.83
				<u>431.30</u>
12226	12/17/2024	502041 · Office Supplies	Jennie Pu	2,050.77
		55010 · Travel Expense		612.75
		66102 · Health Insurance		468.37
				<u>3,131.89</u>

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12227	12/17/2024	50324 · Pay Per Use Content	Kanopy	1,230.00
12228	12/17/2024	54010 · Adult Programming	Lauren Rico Steffann	250.00
12229	12/17/2024	54010 · Adult Programming	Leslie Rodriguez	600.00
12230	12/17/2024	50280 · Interlibrary Fines	Lodi Memorial Library	55.00
12231	12/17/2024	54011 · Youth Services	Musicology 4 Kids	350.00
12232	12/17/2024	50280 · Interlibrary Fines	North Bergen Public Library	35.00
12233	12/17/2024	54012 · Family FUNday	Nyah Beauty LLC	2,500.00
12234	12/17/2024	50224 · Contractors & Annual Contracts	O&M House Electric	684.00
12235	12/17/2024	50270 · Phones	Optimum Business	2,594.40
12236	12/17/2024	50224 · Contractors & Annual Contracts	Our Lady of Grace Church	525.00
12237	12/17/2024	502041 · Office Supplies	Panera	290.13
12238	12/17/2024	50211 · Library Processing Supplies	PermaCard	1,020.17
12239	12/17/2024	18610 · Pre-paid Postage	Pitney Bowes Reserve Account	500.00
12240	12/17/2024	54010 · Adult Programming	Pizza Republic	94.00
		54011 · Youth Services		78.00
				<u>172.00</u>
12241	12/17/2024	50262 · Payroll Processing	Primepoint LLC	139.05
12242	12/17/2024	50700 · Special Collections	ProQuest	1,867.15

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12243	12/17/2024	50262 · PSE&G	PSE&G	4,539.71
12244	12/17/2024	50221 · Maintenance	Public Storage	530.83
12245	12/17/2024	54010 · Adult Programming	Reina Escobar	600.00
12246	12/17/2024	50224 · Contractors & Annual Contracts	Ricoh USA, Inc.	805.41
12247	12/17/2024	50205 · Consultants	Rosica Communications	5,625.00
12248	12/17/2024	50250 · Security	Sentinel Security Service	1,139.52
12249	12/17/2024	50270 · Phones	Spectrotel	445.92
12250	12/17/2024	50313 · Electronic Games	Thomas Klise Company	4,666.12
12251	12/17/2024	54010 · Adult Programming	Thyson Halley	750.00
12252	12/17/2024	54010 · Adult Programming	Together We Rise LLC	200.00
12253	12/17/2024	50224 · Contractors & Annual Contracts	Unified Air	6,828.75
12254	12/17/2024	50224 · Contractors & Annual Contracts	Vanguard Cleaning Systems	599.00
12255	12/17/2024	50263 · Internet Connection	Verizon	429.93
12256	12/17/2024	502041 · Office Supplies 54010 · Adult Programming	W.B.Mason	1,054.17 76.08 <hr/> 1,130.25
12257	12/17/2024	50202 · Legal Fees	Weiner Law Group LLP	3,498.51
12258	12/17/2024	50280 · Interlibrary Fines	Wyckoff Free Public Library	45.00

Num	Date	Account	Name	Paid Amount
12259	12/17/2024		Amazon	
		502041 · Office Supplies		1,207.61
		54013 · Makerspace		144.68
		54010 · Adult Programming		401.17
		54011 · YS Programming		382.23
		52020 · Technology Equipment		808.46
		50301 · Print Materials		262.96
		50310 · Non-Print		202.63
		50221 · Maintenance		90.87
				<u>3,500.61</u>
12260	12/17/2024		Baker and Taylor	
		50301 · Print Materials		4,515.98
		50311 · Media (CDs & DVDs)		129.20
				<u>4,645.18</u>
12261	12/17/2024		Midwest Tape	
		50324 · Pay per use content		3,649.08
12262	12/17/2024		Overdrive	
		50322 · eBooks		2,944.89
12263	12/17/2024		Stella	
		50322 · eBooks		16,051.53
TOTAL NUMBER OF CHECKS			5	
TOTAL \$ AMOUNT OF CHECKS				30,791.29

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
		TOTAL NUMBER OF CHECKS	46	
		TOTAL \$ AMOUNT OF CHECKS		299,671.57
To be processed through PayPal:				
	12/17/2024		Yangsook Rachel Choi	
		54011 · Youth Services Programming		500.00
Checks to be voided:				
12027	09/24/2024		Lauren Rico Steffann	
		54010 · Adult Programming		250.00
2025 Petty Cash:				
	01/02/2025		Raul Sanguinetti	
		10004.04 · Petty Cash Fund		300.00

HOBOKEN PUBLIC LIBRARY

Resolution No. 2024-16

RESOLUTION TO VOID CHECKS

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

Check #12027, 09/24/2024, \$250.00 – Lauren Rico Steffann

NOW, THEREFORE, BE IT RESOLVED that the Hoboken Public Library Board of Trustees resolves to void check #12027.

Date: December 17, 2024

Jerome Abernathy, President, Board of Trustees

I certify that the above Resolution 2024-16 was approved by the Hoboken Public Library Board of Trustees at a regular public meeting held on December 17, 2024.

Roll Call:

Yes:

No:

Hoboken Public Library - 2025 Operating Budget Draft

INCOME

	% of 2025 Budget	Item	2024 Budget	2024 Actual	2025 Budget	\$ Change	% Change	Explanation of Change.
1	98.2%	Municipal Minimum Library Tax	\$6,326,591	\$6,326,591	\$6,746,549	\$419,958	7%	
2	0.4%	Grants	120,000	72,083	25,000	-\$95,000		2024 NJ DOL CARE Grant
3	0.9%	Interest	25,000	61,617	60,000	\$35,000	140%	
4	0.4%	NJ State Aid	20,000	32,604	30,000	\$10,000	50%	
5	0.1%	Fees	5,000	10,273	10,000	\$5,000	100%	
6	99%	Total	\$6,496,591	\$6,503,167	\$6,871,549	\$374,958	6%	

EXPENDITURES

	% of 2025 Budget	Item	2024 Budget	2024 Actual	2025 Budget	\$ Change	% Change	Explanation of Change.
Personnel								
7	42.0%	Salary and Wages	\$2,831,158	\$2,099,767	\$2,883,252	\$52,094	2%	see salary budget explanation Table 1
8	17.0%	Health Insurance	1,132,000	1,012,075	1,170,000	\$38,000	3%	increase in State health premiums at current cost +3 family plan
9	6.2%	Pension and DCRP	370,000	374,599	425,000	\$55,000	15%	
10	3.4%	Payroll Taxes	229,000	169,561	233,000	\$4,000	2%	
11	1.2%	Overtime	75,000	83,654	85,000	\$10,000	13%	
12	0.5%	Workers' Compensation Insurance	35,000	33,306	35,000	\$0	0%	
13	0.5%	Shared Services Agreement	30,000	29,612	35,000	\$5,000	17%	
14	0.1%	Payroll Processing	10,000	7,420	10,000	\$0	0%	
15	0.1%	Unemployment Insurance	10,000	0	10,000	\$0	0%	
16	71%	Subtotal	\$4,722,158	\$3,809,994	\$4,886,252	\$164,094	3%	
Physical Plant								
17	3.6%	Capital Reserve	193,433	193,433	244,297	\$50,864	26%	reserve for capital projects
18	1.7%	Maintenance	110,000	105,803	115,000	\$5,000	5%	
19	1.7%	Utilities and Phones	90,000	101,666	115,000	\$25,000	28%	PSE&G increase (56%)
20	1.1%	Furniture	75,000	30,047	75,000	\$0	0%	
21	0.9%	Facilities Improvement	40,000	29,513	60,000	\$20,000	50%	
22	0.4%	Security	30,000	7,926	30,000	\$0	0%	
23	0.4%	Flood Insurance	25,000	19,380	25,000	\$0	0%	
24	5%	Subtotal	\$563,433	\$487,768	\$664,297	\$100,864	18%	

Hoboken Public Library - 2025 Operating Budget Draft

EXPENDITURES (continued)

	% of 2025 Budget	Item	2024 Budget	2024 Actual	2025 Budget	\$ Change	% Change	Explanation of Change.
Reading, Information, Technology								
25	2.8%	Digital Content	190,000	133,630	\$194,000	\$4,000	2%	
26	2.2%	Print Materials	150,000	78,561	150,000	\$0	0%	
27	1.5%	BCCLS	94,000	83,136	100,000	\$6,000	6%	
28	1.1%	Technology	75,000	65,575	75,000	\$0	0%	Communico 18k
29	0.9%	Equipment	60,000	50,881	65,000	\$5,000	8%	
30	0.3%	Non-Print Materials	50,000	10,769	20,000	-\$30,000	-60%	Library of Things, video games
31	0.6%	Special Collections	33,000	37,658	40,000	\$7,000	21%	
32	0.2%	Periodicals	15,000	11,048	13,000	-\$2,000	-13%	
33	0.0%	Inter-library Loan	1,000	1,135	1,000	\$0	0%	
	10%	<i>Subtotal</i>	<u>\$668,000</u>	<u>\$472,393</u>	<u>\$658,000</u>	<u>-\$10,000</u>	<u>-1%</u>	
Community Engagement								
34	2.5%	Community Programming	150,000	165,851	\$175,000	25,000	17%	grant programming
35	1.1%	Marketing/Advertising	55,000	46,376	75,000	\$20,000	36%	book drop/van wrapping 15k
	4%	<i>Subtotal</i>	<u>\$205,000</u>	<u>\$212,227</u>	<u>\$250,000</u>	<u>45,000</u>	<u>22%</u>	
Administration								
36	1.4%	Office Supplies	\$90,000	\$86,949	\$95,000	\$5,000	6%	
37	0.7%	Travel and Mileage	40,000	42,403	45,000	\$5,000	13%	
38	0.4%	Staff Development	30,000	6,922	30,000	\$0	0%	EverFi 3.5k, Civil Service training 2.6k, coaching
39	0.3%	Memberships and Dues	20,000	11,848	20,000	\$0	0%	NJLA Institutional membership, Urban Libraries Council 6k
40	0.2%	Conventions and Seminars	15,000	11,538	15,000	\$0	0%	
	3%	<i>Subtotal</i>	<u>\$195,000</u>	<u>\$159,660</u>	<u>\$205,000</u>	<u>\$10,000</u>	<u>5%</u>	
Professional Support								
41	2.2%	Consultants	\$100,000	\$109,027	\$150,000	\$50,000	50%	website redesign (\$75,000)
42	0.7%	Attorney	60,000	18,320	50,000	-\$10,000	-17%	contractual negotiations
43	0.1%	Auditor	8,000	7,500	8,000	\$0	0%	
	3%	<i>Subtotal</i>	<u>\$168,000</u>	<u>\$134,847</u>	<u>\$208,000</u>	<u>\$40,000</u>	<u>24%</u>	
44	96%	Total	<u>\$6,521,591</u>	<u>\$5,276,889</u>	<u>\$6,871,549</u>	<u>\$1,594,660</u>	<u>24%</u>	
45		Unspent 2024 Budget Funds		<u>\$1,226,278</u>				
46		Total + Unspent 2024 Budget Funds	<u>\$6,521,591</u>	<u>\$6,503,167</u>	<u>\$6,871,549</u>	<u>\$368,382</u>	<u>6%</u>	

Table 1 -- Salary and Wages (Line 7)

A	Staff Salaries by Department	Current Department Salaries	Department Salaries after new hires, CWA and HMEA agreements	%increase
	Administration	\$ 577,286	619,531	7%
	Access Services & Grand St.	\$ 390,870	548,532	40%
	Youth Services	\$ 412,819	531,683	29%
	IDS & Special Collections	\$ 328,494	435,990	33%
	IT, Makerspace & Technical Services	\$ 221,737	302,123	36%
	Maintenance and Security	\$ 252,870	285,957	13%
	Marketing & Development	\$ -	159,436	
	<i>Subtotal -- proposed changes</i>	<u>\$ 2,184,076</u>	<u>\$ 2,883,252</u>	

Hoboken Public Library -- 2025 Capital Reserve Budget Draft

		2024 Budget	2024 Actual	2025 Budget
1	Capital Reserve Fund Balance January 1	\$2,390,000	\$2,522,555	\$3,222,555

11

	% of 2025 Budget	Item	2024 Budget	2024 Actual	2025 Budget
2	86%	NJHT Grant Phase 2&3	\$1,500,000	\$0	\$1,500,000
5	14%	2025 Operating Budget Reserve	\$0	\$0	\$244,297
5	0%	2024 Operating Budget Reserve	\$193,433	\$193,433	\$0
7	100%	Total through December 31	\$1,693,433	\$193,433	\$1,744,297

EXPENDITURES (January 1 - December 31)

	% of 2024 Budget	Item	2024 Budget	2024 Actual	2025 Budget
	\$1	1st Floor & Mezzanine Renovation Project			
8	95.5%	Renovations	\$3,750,000	\$0	\$3,197,622
9	4.5%	Architectural Design and Planning	\$75,000	\$216	\$150,000
14		<i>Subtotal</i>	3,825,000	216	3,347,622

	#DIV/0!	Item	2024 Budget	2024 Actual	2025 Budget
		Upper Levels Renovation Project			
8	0.0%	Wayfinding	\$100,000	\$129,500	\$0
9	0.0%	Renovations	\$0	\$3,620	\$0
10	0.0%	Placemaking Phase II	\$0	\$7,902	\$0
11	0.0%	Architectural Design and Planning	\$0	\$3,227	\$0
14		<i>Subtotal</i>	100,000	144,249	0

18	100%	Total Expenditures through December 31	\$3,925,000	\$144,465	\$3,347,622
----	------	---	--------------------	------------------	--------------------

		2024 Budget	2024 Actual	2025 Budget
19	NET CAPITAL RESERVE FUND (January 1 - December 31)	-\$2,231,567	\$48,968	-\$1,603,325
20	Capital Reserve Fund Balance December 31	\$158,433	\$2,571,523	\$1,619,230

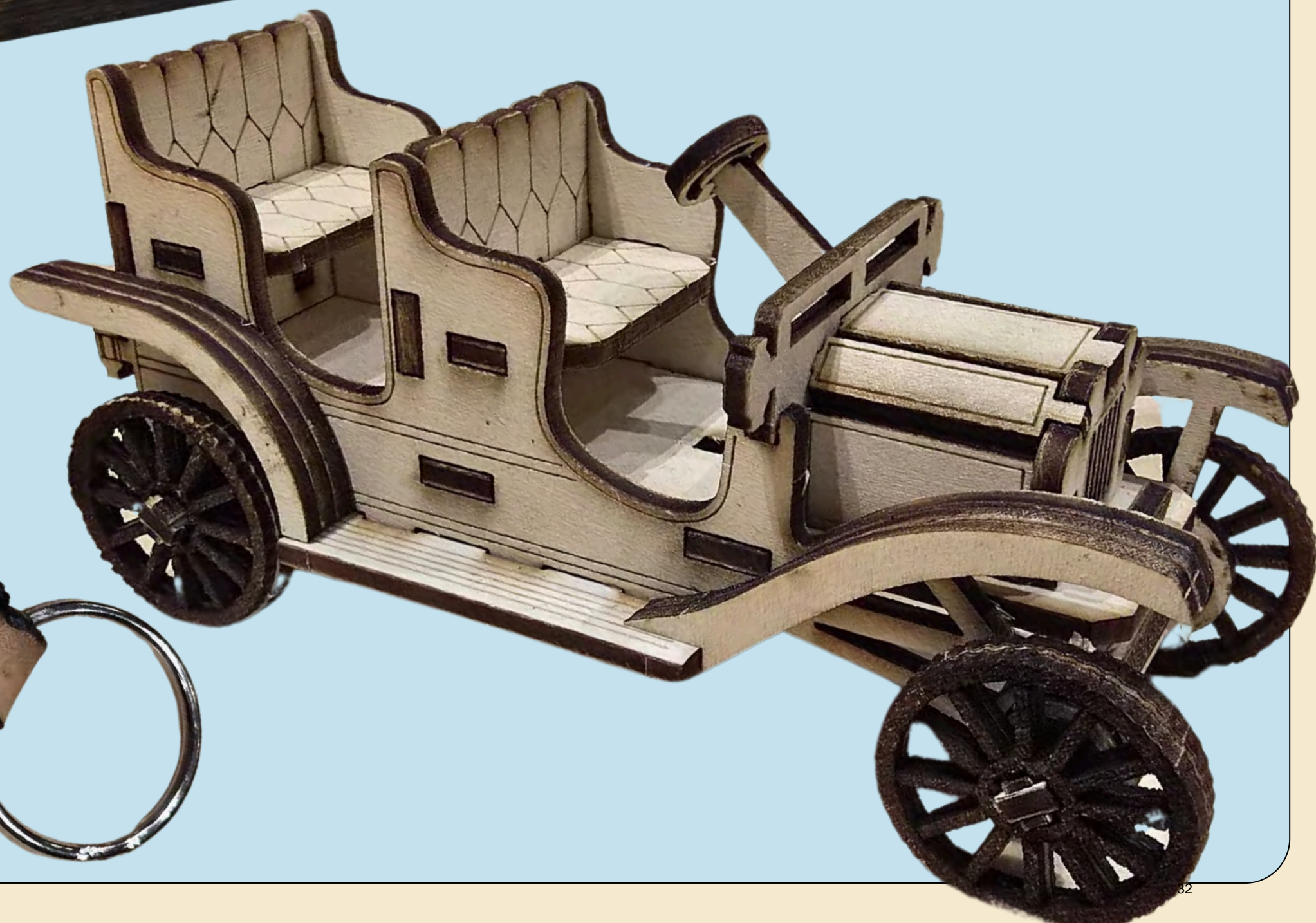
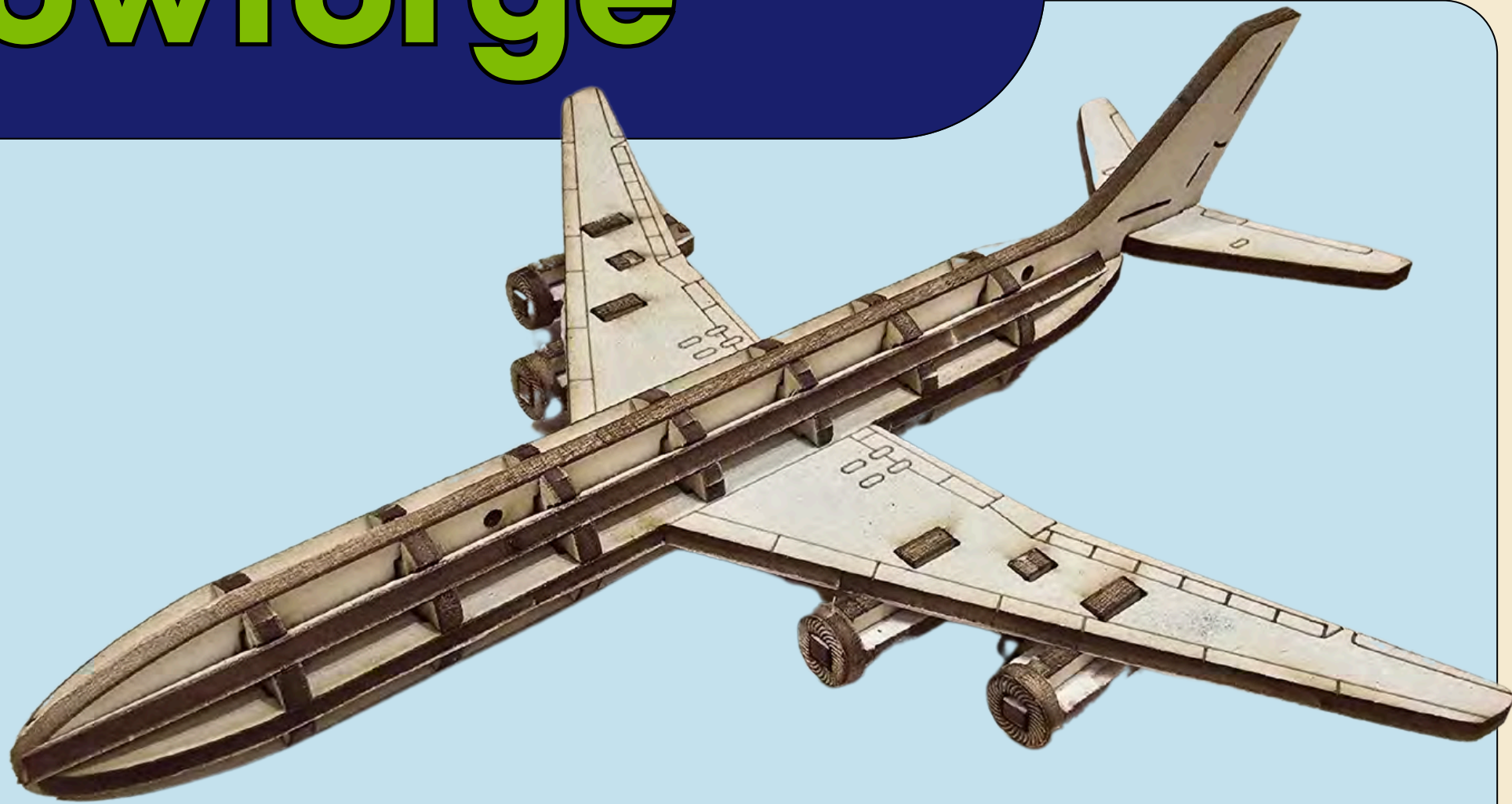
Mads in Maker

3D Printing



Mads in Maker

Glowforge



Mads in Maker

Embroidery



Heat Press & Cricut



ART HOUSE

VISUAL + PERFORMING ARTS | JERSEY CITY | EST. 2001
ARTHOUSEPRODUCTIONS.ORG



AND ELYSIAN FIELDS

BY IRAISA ANN REILLY
DIRECTED BY REBECCA APARICIO

*THIS PROGRAM IS MADE POSSIBLE BY A GRANT FROM THE
NEW JERSEY STATE HISTORICAL COMMISSION, A DIVISION
OF THE DEPARTMENT OF STATE, AND ADMINISTERED BY THE
HUDSON COUNTY OFFICE OF CULTURAL & HERITAGE
AFFAIRS, CRAIG GUY, HUDSON COUNTY EXECUTIVE & THE
HUDSON COUNTY BOARD OF COUNTY COMMISSIONERS.*

DECEMBER 9, 2024