



Hoboken Public Library
Agenda for In Person Meeting of the Board of Trustees
OCTOBER 22, 2024 6:30^{pm} to 8^{pm}

Option to Join on Zoom:

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

Meeting ID: 814 3476 3989 One tap mobile +13052241968,,81434763989# US
+13092053325,,81434763989# US

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 reserve funds for capital improvements
 - ii. Resolution authorizing the award of a non-fair and open contract for branding design services
 - c. Personnel and Policy
 - i. Privacy Policy
8. President's Report
9. Hoboken Public Library Friends & Foundation Report
10. Old Business
11. Executive Session
12. New Business
 - a. Resolution reappointing Douglas S. Zucker, ESQ. of Weiner Law Group, LLP as Library Council

13. Consent Agenda

Approval of checks to be paid	Finance Committee
Resolution to reserve funds for capital improvements	Finance Committee
Resolution authorizing the award of a non-fair and open contract for branding design services	Finance Committee
Resolution reappointing Douglas S. Zucker, ESQ. of Weiner Law Group, LLP as Library Council	New Business
Minutes approval	

14. Trustee Comments

15. Adjournment

HOBOKEN FREE PUBLIC LIBRARY

Director's Report for October 22, 2024 Board Meeting



Anne Arundel County Library (MD) Book Sanctuary Ceremony. From left to right: Anne Arundel County Executive Stuart Pittman, Jennie, Maryland State Librarian Morgan Lehr Miller, CEO of Anne Arundel County Library Skip Auld, Delegate Dana Jones, and Gavin Buckley, Mayor of Annapolis.

Director's Highlights

- **USA Today Article:** USA Today spoke to Jennie, Chicago Public Library, Harris County Library (TX), and Paris-Bourbon County Library (KY) in a national article on the book sanctuary movement. This is the most high-profile article written on this movement to date.
- **Preservation Project Award:** We received notice from Preservation NJ that we are receiving the Preservation Project Award. We have been invited to attend the award ceremony next month.
- **Freedom to Read Bill Testimony (S2421):** On September 30, Jennie, along with NJLA Director Brett Bonfield, provided private testimony in support of the Freedom to Read Bill at the NJ State House. The Bill was voted out of the Senate Education Committee and is on track to be voted by the full senate at the end of this month.
- **Maryland's First Book Sanctuary Ceremony:** Jennie was invited to Anne Arundel County Library, Maryland on September 25 to partake in the ceremony of their library and county becoming the first book sanctuary in Maryland. Of note, delegate Dana Jones, who sponsored the State's Freedom to Read Act, attended and spoke, along with other elected officials.
- **Civic Engagement:** On October 1, we welcomed back Representative Menendez's office for their constituent services hours. That same night, Council President Jen Giattino, Council Member at Large Emily Jabbour, and Lindsey Cormack, an associate professor of political science at Stevens, held a civic event on how to raise a citizen.
- **Drew University Guest Panel:** Jennie was invited to speak on a panel at Drew University on banned books with two other New Jersey librarians on October 10.

- **Urban Libraries Unite Conference:** Jennie attended the Urban Libraries Unite Conference held at Newark Public Library, featuring keynote speaker, Librarian of the Year Lisa Varga.
- **Rutgers University Lecture:** On Thursday, October 26, during banned books week, Jennie was invited to be a guest lecturer at Rutgers University to speak about book sanctuaries as part of banned books week.
- **George R.R. Martin Ceremony at Bayonne Public Library:** Jennie was invited to a private ceremony and reception honoring author George RR Martin in his hometown library, Bayonne Public Library.
- **Hudson County School of Technologies Talk:** Jennie was invited to deliver a professional development session on intellectual freedom to English and Social Studies faculty at High Tech High School on October 11.
- **Brooklyn Public Library Podcast:** Hoboken Public Library was featured in a [recent episode](#) on book sanctuaries in Brooklyn Public Library's podcast (Season 8, episode 11).
- **NJLA Library Workers of Color Unconference:** Jennie, in her capacity as the current president of LWOC, attended the Library Workers of Color Unconference held at Princeton University on October 16.
- **Freedom to Read Day of Action:** Jennie worked with Brooklyn Public Library's chief librarian to help with a national sign-up campaign for Freedom to Read Day of Action on October 19. Over 100 in-person and virtual events will be held across 40 states.
- **NPR Morning Edition:** Jennie was featured in an NPR segment on books bans on September 24, kicking off Banned Books Week. That segment aired nationally to an audience of 30+ million listeners.
- **Preliminary Appropriation:** We received our preliminary third of a mil appropriation from the New Jersey State Library, showing a 7% increase projected appropriation. However, we are also accounting for an increase in health and prescription premiums.
- **Live Oaks Public Library Director's Wedding:** Jennie flew to Savannah, GA for the wedding of Lola Shelton, Executive Director of Live Oaks Public Library. Under her leadership, the City of Savannah became the first book sanctuary in Georgia.
- **HPL in the News:**
 - 9/24/24: [Banned Books Week: Effort to document and highlight support of the freedom to read](#) (NPR)
 - 9/24/24: [It's Banned Books Week: Most challenged titles and how publishers are pushing back](#) (USA Today)
 - 9/25/24: [Anne Arundel County Public Library now a book sanctuary for banned books](#) (CBS News)
 - 9/25/24: [Anne Arundel County Library Becomes First Book Sanctuary in State During Banned Book Week](#) (Anne Arundel County Website)
 - 10/1/24: [People are supporting 'book sanctuaries' despite politics: 'No one wants to be censored'](#) (USA Today)
 - 10/15/24: [Book Sanctuaries, Buttons, and Bouncy Houses](#) (Brooklyn Public Library Podcast)

Department Summaries

Assistant Director

- **Emergency Action Plan:** The final draft of the Library's EAP was submitted by Atriade. Assistant Director Andrew Luck has compiled a list of required supplies and training which he will run down with Raul Sanguinetti, Facilities Manager, and Faith Fitzsimmons, HR Manager. They will draw up a plan for effectively implementing the training.
- **Computers4People:** The Library's role as a dropoff spot for the Computers4People computer donation program continues to be a success. A fair amount of unused, outdated, and broken tech donations are dropped off weekly by residents. Computers4People are picking them up every other week.
- **Annual Reviews/Staffing:** Andrew Luck is working on performing annual reviews for all of his reports as well as all Access Services staff. Additionally, he has been assisting Faith Fitzsimmons with the interviewing process for new Access Services staff.

Information and Digital Services

- **Library Festival:** The IDS Department organized and oversaw the local author tent at the library festival. Librarian Kerri Wallace helped book the Penguin authors who gave readings during the festival. A total of 277 people visited the tent.
- **Computer and Tech Usage:** Adult desktop computer use for August was 1,195 sessions compared with September with 1,085 sessions. Computer use for all ages and branches was 1,987 in September. Scanning was down from 9 last month with 4 this month. Faxing was 42 faxes in August compared to 28 faxes in September. This month, 8 chrome books were checked out. New Hot Spots were added to the collection in September and were checked out 4 times.
- **Database Usage/Online Learning Resources:** NY Times logins went down in the building with 126 in September compared to 180 in August, while remote logins were up with 1,228 in September compared to 1,117 in August. Valueline was up from 585 to 673. Mango went up with 110 logins in September compared with 50 in August. Pronunciator went from 8 logins in August to 1 in September. There were no Universal Class logins for September.
- **Reference Questions:** Reference questions at the main branch were down with 158 in September compared with 235 in August. Questions at the main branch included 21 by phone, 102 in person, 23 by chat and 12 by email. There were 61 total questions at the Grand Street Branch.
- **Monthly Programming**
 - Two people attended the Writer's Group. The next meeting will be on November 18 at 6:30 PM.
 - Two people attended the Poetry Healing Group. The next meeting will be on Wednesday, October 23 at 6:30 PM.
 - On October 11, there was a screening of the latest Ghostbuster movie, Frozen Empire, in honor of Halloween. Ten people were in attendance. The next film screening will be of Smoke Signals on Nov 8 at 11 AM, in honor of Native American Heritage Month in November. The movie is based on a collection of short stories by Sherman Alexie.
 - Hoboken Public Library's Science Fiction and Fantasy Book Discussion Group discussed Velocity Weapon by Megan E. O'Keefe with 7 people attending. On October 21 at 6 PM we

will be reading *Dead Until Dark*, the first in the Sookie Stackhouse Series and beforehand at 4 PM there will be a screening of episodes of *True Blood*, the TV adaptation.

Youth Services

- **Math Circle:** The Math Circle program, in partnership with Stevens Institute of Technology, has been extremely successful in its Fall 2024 session. Youth Services has hosted this program for a year and while it had a slow start, it is now at full capacity every week, with ten attendees excited to learn math games and connect with others.
- **Learning Center Blocks:** Our Learning Center blocks continue to be a major focus for Youth Services, as serving the HHA community is part of our department’s strategic goals. Senior Library Assistant Melissa Medina and Library Assistant Michelle Valle have hosted several well-attended DIY programs where kids create jewelry, seasonal scented body scrubs, and lip glosses. We are hoping to partner with Beauty that Cares, an organization that hosts a six-series workshop for attendees interested in starting their own body care business. Attendees would create branding, a business model and learn how to make quality, all-natural body products. A portion of the products made would be donated and added to our community care kits.
- **Library Festival:** 150 participants visited the Family tent and 60 teens dropped in to join the fun at the teen tent for our library festival.
- **Grand Street Programming:** Youth Services Grand Street programming has seen an increase in attendance for our two regularly scheduled programs, Rise n Read and Bilingual Story Time.
- **Hispanic Heritage Month:** Youth Services hosted a special Hispanic Heritage Month program with the New Jersey Performing Arts Center at Shipyard Park.
- **Story Time & Workshop:** Author/Illustrator Yangsook Choi will be hosting a Story Time & Workshop called Doodling Letters on 10/19. Little City Books will be onsite selling copies of her book, *A Letter to My Best Friend*.
- **Beetlejuice Escape Room:** Youth Services will be hosting a Beetlejuice escape room, created by teen volunteer Stephan, on 10/25.
- **Teen Volunteer Landing Page:** The new Teen Volunteer landing page is up and running, with teens and parents reaching out to confirm hours submitted via the Google form on our website.
- **Family FUNday:** Youth Services will be hosting a Family FUNday celebrating Puerto Rican Heritage Month on 11/2.

Children’s Programs September 2024

Event	# of Events Per Month	Participants
Story Time/Special Programs	48	2,035
School/Camp Visits	8	620

YA Programs September 2024

Event	# of Events Per Month	Participants
YA Events/Attendance	17	194
YA/School/Camp Visits	1	60

Community Engagement

- **Library Festival:** Our annual Library Festival took place in Church Square Park on Saturday, October 21 and was a success! Mayor Bhalla, Councilwoman Giattino, and Councilman Cohen were present and addressed attendees. We had over 1,000 attendees visiting our many activities, including two new features: an Art Showcase featuring works by Art with Liz students, and the Maker Tent showcasing our Makerspace tools and a Maker Bar project. We also featured well-attended performances by San Simon and Kulture Kool, and author talks by Penguin Random House authors. For the first time, Little City Books and Penguin Random House also tabled at the Festival.
- **Communico Calendar Roll-Out:** We successfully transitioned to the new calendar for all HPL events. Community Engagement Manager Ally Blumenfeld created a Usage Guide and held a series of training sessions with managers and program staff to orient them to the new system.
- **Presentation to BCCLS Adult Services Committee Fall Event:** Library Social Worker Emily Dalton presented on conflict resolution strategies for working with patrons, and best practices to support staff who find themselves in these difficult situations. She tapped into her social work skills to provide information and resources to a group of 79 BCCLS library workers.
- **Community Partnerships:** We have begun a new monthly tabling partnership with Bridgeway Behavioral Health Center in Hoboken, and will soon begin a new monthly tabling partnership with The Waterfront Project, allowing us to bring a diversity of local resources to our library community. Additionally, the City of Hoboken Pride Advisory Committee tabled twice in October in celebration of LGBTQ History Month. We are also bringing responsive programming to the community in collaboration with a local Girl Scout troop, Hoboken Ladies Meetup/Emily Jabbour, the Hoboken Shade Tree Commission, and Hoboken Business Alliance.
- **Freedom to Read Day of Action:** HPL celebrated the Freedom to Read Day of Action in partnership with libraries across the county while tabling at the City of Hoboken's Harvest Fest on Saturday, October 19. We provided Banned Books Trivia with prizes, DIY Freedom to Read buttons, and a Banned Books Story Time with Library Trustee Jack Silbert. Library staff from the Community Engagement and Youth Services team met over 300 community members, made 30+ library cards, and 70+ buttons.

Programming & Outreach, September 2024

Service	Programs	Attendees	Cardholders	Giveaways	Circs
Adult Programs	64	1688			
Outreach Visits	24	1602	157	18	152

Social Work, September 2024

Service	#
Social Work Appointments	68
Community Care Kits	158

Information Technology

- **Library Festival:** IT collaborated with amazing community partners, including the folks from Hoboken Maker Bar. Visitors learned about our MakerSpace and made Bristlebots out of toothbrushes and circuit boards to race on a track, created hundreds of custom buttons with our button making machines and temporary tattoos designed and made on our machines. IT also provided the audio equipment and technical support for live performances and events in the Church Square Park Gazebo throughout the day.
- **MakerSpace Projects:** Some highlights from this past month's MakerSpace Projects include 3D-printed geometric flower pots, laser etched personalized notebooks and numerous test projects from new employee Gabriel Austin, including mugs, buttons, 3D prints and ornaments. We also used our embroidery machine as a sewing machine to make alterations to Miss. Val's skirt.
- **New PT Hire:** New hire Gabriel Austin has been a great addition to our department and we are continuing our job search for additional candidates. We have interviewed a number of applicants this past week and have sent out an offer letter to a potential hire.
- **Comunico:** The old library calendar system has been replaced with Comunico's Attend calendar. It is live on the Library's website and in the BCCLS app. Its functionality on the backend for our staff is a big improvement from the previous system, as it has a more intuitive interface and scheduled alerts are emailed out to appropriate departments to aid in setup. We are also working on updating the Social Worker webpage with Comunico Schedule, which will replace the current Sign Up Genius interface, which has a privacy drawback, as the person's name making the appointment is displayed online.

Special Collections

- **Research Requests:** There have been twelve research requests; most notably, we are providing some historic photos to the Hoboken Historical Museum for an upcoming exhibit. We plan to deliver materials to the Internet Archive on October 22. This will be our third allocation.
- **New Display Case:** Hoboken Historical Museum donated a display case to Special Collections and will eventually give us artifacts to display. This will be mutually beneficial for the museum and library.
- **CCDI Website:** We are in the final push of the Connecting Communities Digital Initiative (the Library of Congress award). We are putting together the Omeka website that will display the results of our research and outreach. It will officially launch on December 11, but will live and expand beyond that as we continue to collect materials from the Puerto Rican community.

Director's Report Form September 2024

	September 2024	August 2024	% Change	YTD 2024	YTD 2023	YTD % Change
Circulation						
Main Circulation - Adult	5,736	6,753	-15%	52,901	51,184	3%
Main Circulation - Youth	9,165	8,841	4%	88,271	75,848	16%
Grand Circulation - Adult	141	171	-18%	1,686	1,574	7%
Grand Circulation - Youth	501	455	10%	5,402	5,522	-2%
eBook Circulation	7,688	8,335	-8%	72,836	67,645	8%
Digital Resource Usage	1,496	2,040	-27%	16,861	14,106	20%
Library of Things Circulation	25	22	14%	221	n/a	
Total Door Count - Main	11,514	15,098	-24%	150,643	134,904	12%
Total Door Count - Grand	784	623	26%	6,482	4,684	38%
Reference Questions	219	269	-19%	1,679	2,980	-44%
Total New Patrons Registered	579	418	39%	3,867	4,180	-7%
Locker Use - Main	539	455	18%	4,137	3,007	38%
Locker Use - Grand	300	312	-4%	2,872	2,000	44%
Locker Use - Museum	460	412	12%	1,834	n/a	
Museum Passes	83	117	-29%	774	413	87%
Programming						
Total Programs - Adult	64	42	52%	500	400	25%
Total Program Attendance - Adult	1688	534	216%	6,981	4,438	57%
Total Programs - Young Adult	18	34	-47%	240	193	24%
Total Program Attendance - Young Adult	254	475	-47%	5,630	4,811	17%
Total Programs - Children	56	66	-15%	522	490	7%
Total Program Attendance - Children	2655	2518	5%	24,580	29,822	-18%
Total Outreach Events	24	16	50%	131	194	-32%
Total Outreach Event Attendance	1602	1408	14%	8,290	8,097	2%
Total Programs	138	161	-14%	1,120	1,083	3%
Total Program Attendance	4597	3501	31%	33,664	39,071	-14%
Social Work						
Social Work Appointments	68	77	-12%	628	510	
Community Care Kits Distributed	158	218	-28%	2,038	1,232	
Computer Use						
Computer Use - Main	1847	2048	-10%	16,767	9,486	
Computer Use - Grand	140	129	9%	1,613	1,042	
Technology Lending						
Laptops (Main & Grand St)	0	0	0%	0	0	
Chromebooks	8	8	0%	34	18	
Wi-Fi Hotspots	4	0	400%	22	67	
Kiosk Laptops	579	782	-26%	5,256	6,773	
Kiosk Chargers	76	167	-54%	1,247	1,048	
Technology Lending Total	667	806	-17%	3,728	7,906	
Wireless Use						
Main Branch	2149	2056	5%	17,847	16,039	11%
Annex	551	511	8%	4,354	6,740	-35%
Grand Street	133	81	64%	875	1,157	-24%
Communications						
Facebook - Total Followers	6,001	5,986	15	0%		
Twitter - Total Followers	3,214	3,213	1	0%		
Instagram - Adult - Total Followers	5,781	5,686	95	2%		
Instagram - YA - Total Followers	1,091	1,085	6	1%		
Instagram - Children - Total Followers	1,392	1,389	3	0%		
Instagram - Bookbike - Total Followers	474	463	11	2%		
eNewsletter - Total Subscribers	18,128	18,252	-124	-1%		
TikTok - Total Followers	228	175	53	30%		

2024 Library Festival



2024 Library Festival





Jennie & NJLA Director Brett Bonfield providing testimony at the NJ State House in support of the Freedom to Read Bill



Makerspace creations: etched notebook & 3D-printed flower pot

DIY body scrub at the LC



Artisan Market

Rise n' Read at Grand Street



Tai Chi class



230 friends at Columbus Park story time



Jennie with Librarian of the Year Lisa Varga & Nick Buron, Chief Librarian of Queens Public Library at the Urban Libraries Unite Conference



NJLA LWOC Unconference



George R.R. Martin with Library Directors



Math Circle

Account	Activity	Amount	Balance
TD Checking	Balance as of 09/01/2024		\$244,349.89
	Fines & Fees and Other Credits	\$832.23	\$245,182.12
	Interest	\$1,682.54	\$246,864.66
	Municipal Minimum Library Tax	\$1,054,431.80	\$1,301,296.46
	Payroll Funds Transfers	-\$270,000.00	\$1,031,296.46
	Accounts Payable and Other Debits	-\$506,578.42	\$524,718.04
	Balance as of 09/30/2024		<u>\$524,718.04</u>
TD Payroll	Balance as of 09/01/2024		\$82,473.18
	Funds Transfers	\$170,000.00	\$252,473.18
	Salary & Wages	-\$124,196.12	\$128,277.06
	Balance as of 09/30/2024		<u>\$128,277.06</u>
TD Payroll Agency	Balance as of 09/01/2024		\$55,691.64
	Funds Transfers	\$100,000.00	\$155,691.64
	Salary & Wages	-\$76,024.53	\$79,667.11
	Balance as of 09/30/2024		<u>\$79,667.11</u>
TD Vacation Reserve	Balance as of 09/01/2024		\$85,047.03
	2024 reserve funds transfer		\$0.00
	Balance as of 09/30/2024		<u>\$85,047.03</u>
TD Money Market	Balance as of 09/01/2024		\$252,625.91
	Balance as of 09/30/2024		<u>\$252,625.91</u>
NJ Cash Management	Balance as of 09/01/2024		\$704,365.01
	Interest	\$2,999.38	\$707,364.39
	Balance as of 09/30/2024		<u>\$707,364.39</u>
BCB Construction	Balance as of 09/01/2024		\$389,984.33
	Interest	\$32.50	\$390,016.83
	Checks		\$390,016.83
	Balance as of 09/30/2024		<u>\$390,016.83</u>

Income

	% of Budget	Item	Jan-Sep 2024 Actual	2024 Budget	\$ Over Budget	% of Budget
1	97.0%	Municipal Minimum Library Tax	4,187,623	6,326,591	-2,138,968	66%
2	1.8%	Grants	64,967	120,000	-55,033	54%
3	0.4%	Interest	46,013	25,000	21,013	184%
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	8,532	5,000	3,532	171%
6	100%	Total	\$4,307,893	\$6,521,591	-\$2,213,698	66%

Expenditures

	% of Budget	Item	Jan-Sep 2024 Actual	2024 Budget	\$ Over Budget	% of Budget
Personnel						
7	43.4%	Salary and Wages	1,674,651	2,831,158	-1,156,508	59%
8	17.4%	Health Insurance	509,907	1,132,000	-622,093	45%
9	5.7%	Pension and DCRP	372,703	370,000	2,703	101%
10	3.5%	Payroll Taxes	134,728	229,000	-94,272	59%
11	1.2%	Overtime	57,239	75,000	-17,761	76%
12	0.5%	Workers' Compensation Insurance	33,306	35,000	-1,694	95%
13	0.5%	Shared Services Agreement	25,087	30,000	-4,913	84%
14	0.2%	Payroll Processing	6,465	10,000	-3,535	65%
15	0.2%	Unemployment Insurance	0	10,000	-10,000	0%
16	72%	Subtotal	2,814,086	4,722,158	-1,908,072	60%
Physical Plant						
19	3.0%	Capital Reserve	0	193,433	-193,433	0%
18	1.7%	Maintenance	84,036	110,000	-25,964	76%
20	1.4%	Utilities and Phones	83,018	90,000	-6,982	92%
21	1.2%	Furniture	27,690	75,000	-47,310	37%
22	0.6%	Facilities Improvement	12,623	40,000	-27,377	32%
23	0.5%	Security	5,251	30,000	-24,749	18%
17	0.4%	Flood Insurance	0	25,000	-25,000	0%
24	9%	Subtotal	212,618	563,433	-52,126	38%
Reading, Information & Technology						
25	2.9%	Digital Content	129,639	190,000	-60,361	68%
26	2.3%	Print Materials	72,353	150,000	-77,647	48%
27	1.4%	BCCLS	62,516	94,000	-31,484	67%
29	1.2%	Technology	60,419	75,000	-14,581	81%
28	0.9%	Equipment	46,987	60,000	-13,013	78%
30	0.8%	Non-Print Materials	10,706	50,000	-39,294	21%
31	0.5%	Special Collections	24,166	33,000	-8,834	73%
32	0.2%	Periodicals	10,872	15,000	-4,128	72%
33	0.0%	Inter-library Loan	1,130	1,000	130	113%
34	10%	Subtotal	418,789	668,000	-249,211	63%
Community Engagement						
35	2.3%	Community Programming	139,991	150,000	-10,009	93%
36	0.8%	Marketing/Advertising	38,320	55,000	-16,680	70%
37	3%	Subtotal	178,311	205,000	-26,689	87%
Administration						
38	1%	Office/Library Supplies	64,108	90,000	-25,892	71%
39	0.6%	Travel and Mileage	34,897	40,000	-5,103	87%
40	0.5%	Staff Development	6,772	30,000	-23,228	23%
41	0.3%	Memberships and Dues	11,302	20,000	-8,698	57%
42	0.2%	Conventions and Seminars	11,143	15,000	-3,857	74%
43	3%	Subtotal	128,222	195,000	-66,778	66%
Professional Support						
44	2%	Consultants	81,914	100,000	-18,086	82%
45	0.9%	Attorney	14,801	60,000	-45,199	25%
46	0.1%	Auditor	0	8,000	-8,000	0%
47	3%	Subtotal	96,715	168,000	-71,285	58%
48	100%	Total	\$3,848,741	\$6,521,591	\$2,672,850	59%

	<u>Jan-Sep 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	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	(144,466)	(2,231,567)	
Capital Reserve Fund Balance - January 1	\$ 2,390,000		
Capital Reserve Fund Balance - September 30	\$ 2,245,534		

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12066	10/22/2024	50214 · Payroll Processing	ADP Screening and Selection Services	40.60
12067	10/22/2024	54012 · Family FUNday	Adriana Erin Rivera	500.00
12068	10/22/2024	54010 · Adult Programming	Aida Lolovic	600.00
12069	10/22/2024	54010 · Adult Programming	Alexandria Campbell	600.00
12070	10/22/2024	50224 · Contractors & Annual Contracts	All American Painting Contractors	2,025.00
12071	10/22/2024	54013 · Makerspace	American Button Machines	538.80
12072	10/22/2024	53030 · Membership/Dues	American Library Association	390.00
12073	10/22/2024	50250 · Security	Atriade	600.00
12074	10/22/2024	52010 · BCCLS	BCCLS	20,620.21
12075	10/22/2024	50270 · Phones	Cablevision Lightpath LLC	1,452.16
12076	10/22/2024	54011 · YS Programming	Carolyn Brush	400.00
12077	10/22/2024	66102 · Health Insurance	City of Hoboken	258,890.26
12078	10/22/2024	50224 · Contractors & Annual Contracts	City of Hoboken	227.00
12079	10/22/2024	50221 · Maintenance	City Paint	2,040.14
12080	10/22/2024	50700 · Special Collections	Christopher Lopez	1,000.00
12081	10/22/2024	56010 · Marketing Expenses	Darling Promo	690.33
12082	10/22/2024	50211 · Library Processing Supplies	Demco	356.24

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12083	10/22/2024	57070 · Technology	D-Tech International USA	1,895.00
12084	10/22/2024	54010 · Adult Programming	Donna Ferrera	100.00
12085	10/22/2024	54010 · Adult Programming	Elizabeth Ndoye	1,800.00
12086	10/22/2024	57070 · Technology	EnvisionWare Inc.	217.00
12087	10/22/2024	54010 · Adult Programming	Evelyn Del Valle	720.00
12088	10/22/2024	50224 · Contractors & Annual Contracts	Excel Pest Services	255.76
12089	10/22/2024	50221 · Maintenance	General Lumber Company	69.95
12090	10/22/2024	50280 · Interlibrary Fines	Hackensack Public Library	15.00
12091	10/22/2024	54011 · Youth Services	Hoboken Game Lounge	2,275.00
12092	10/22/2024	502041 · Office Supplies	Hoboken General LLC	430.50
		50600 · Periodicals		175.50
				<u>606.00</u>
12093	10/22/2024	50221 · Maintenance	Home Depot	165.80
12094	10/22/2024	56010 · Marketing Expenses	I.Miller	2,070.00
12095	10/22/2024	502041 · Office Supplies	Inserra Supermarkets	402.25
		54000 · Community Programming		759.45
				<u>1,161.70</u>
12096	10/22/2024	54010 · Adult Programming	Jane Porges	200.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12097	10/22/2024		Jennie Pu	
		53020 · Conventions/Seminars		395.00
		55010 · Travel Expense		2,615.75
		66102 · Health Insurance		468.37
				<u>3,479.12</u>
12098	10/22/2024		Kanopy	
		50324 · Pay Per Use Content		1,163.00
12099	10/22/2024		Katarina La Poll	
		54010 · Adult Programming		600.00
12100	10/22/2024		Leslie Rodriguez	
		54010 · Adult Programming		600.00
12101	10/22/2024		Mvix	
		57070 · Technology		1,026.56
12102	10/22/2024		Natalie Castillo	
		55010 · Travel Expense		650.52
12103	10/22/2024		OCLC Inc.	
		57070 · Technology		1,231.36
12104	10/22/2024		Optimum Business	
		50270 · Phones		1,297.20
12105	10/22/2024		Our Lady of Grace Church	
		50224 · Contractors & Annual Contracts		525.00
12106	10/22/2024		Owl Labs Inc.	
		52020 · Technology Equipment		2,546.00
12107	10/22/2024		Panera	
		502041 · Office Supplies		212.66
12108	10/22/2024		Pizza Republic	
		502041 · Office Supplies		1,931.80
		54010 · Adult Programming		170.85
				<u>2,102.65</u>
12109	10/22/2024		PSE&G	
		50262 · PSE&G		6,157.70
12110	10/22/2024		Raul Sanguinetti	
		10004.04 · Petty Cash Fund		195.00
12111	10/22/2024		Reina Escobar	
		54010 · Adult Programming		600.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12112	10/22/2024	50224 · Contractors & Annual Contracts	Ricoh USA, Inc.	767.07
12113	10/22/2024	50280 · Interlibrary Fines	River Edge Public Library	10.00
12114	10/22/2024	55010 · Travel Expense	Rosary Van Ingen	200.00
12115	10/22/2024	50205 · Consultants	Rosica Communications	5,625.00
12116	10/22/2024	50250 · Security	Securitas Technology Corporation	1,469.94
12117	10/22/2024	50250 · Security	Sentinel Security Service	427.32
12118	10/22/2024	50270 · Phones	Spectrotel	445.92
12119	10/22/2024	54010 · Adult Programming	Stephanie Tobia	75.00
12120	10/22/2024	50205 · Consultants	The Felt Hat	7,641.32
12121	10/22/2024	50205 · Consultants	The Felt Hat	3,176.35
12122	10/22/2024	54011 · Youth Services	Think Pawsitive LLC	150.00
12123	10/22/2024	54010 · Adult Programming	Thyson Halley	950.00
12124	10/22/2024	54010 · Adult Programming	Together We Rise LLC	200.00
12125	10/22/2024	53010 · Professional Staff Development	Tracy S.Q.Hill	150.00
12126	10/22/2024	50224 · Contractors & Annual Contracts	Unified Air	780.00
12127	10/22/2024	50224 · Contractors & Annual Contracts	Vanguard Cleaning Systems	599.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12128	10/22/2024	50263 · Internet Connection	Verizon	2,085.07
12129	10/22/2024	502041 · Office Supplies 52020 · Technology Equipment	W.B.Mason	1,786.38 <u>160.38</u> 1,946.76
12130	10/22/2024	50202 · Legal Fees	Weiner Law Group LLP	1,276.50
12131	10/22/2024	50203 · Insurance	Wright National Flood Insurance	19,380.00
12132	10/22/2024	54010 · Adult Programming	Yun H. Ko	500.00
12133	10/22/2024	50224 · Contractors & Annual Contracts	Zoom Drain and Sewer Service	855.00
TOTAL NUMBER OF CHECKS			68	
TOTAL \$ AMOUNT OF CHECKS				373,618.97
To be processed through PayPal:				
	10/22/2024	502041 · Office Supplies	Digi-Key Corporation	494.86
	10/22/2024	56010 · Marketing Expenses	That's Great News	268.59

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12134	10/22/2024		Amazon	
		502041 · Office Supplies		636.98
		54013 · Makerspace		429.85
		54010 · Adult Programming		1,155.57
		54011 · YS Programming		1,784.55
		52020 · Technology Equipment		1,187.94
		50221 · Maintenance		107.99
				<u>5,302.88</u>
12135	10/22/2024		Baker and Taylor	
		50301 · Print Materials		6,207.32
		50311 · Media (CDs & DVDs)		63.24
				<u>6,270.56</u>
12136	10/22/2024		Midwest Tape	
		50324 · Pay per use content		3,171.42
12137	10/22/2024		Overdrive	
		50322 · eBooks		4,402.93
TOTAL NUMBER OF CHECKS			4	
TOTAL \$ AMOUNT OF CHECKS				19,147.79

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
450	10/22/2024	31119 · 1st & 2nd Floor Renovation	Clarke Caton Hintz	1,727.25
TOTAL NUMBER OF CHECKS			1	
TOTAL \$AMOUNT OF CHECKS				1,727.25

HOBOKEN PUBLIC LIBRARY
Resolution No. 2024-11

**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 September 12, 2024, indicating they will provide services to provide design, production files, project management, fabrication/installation oversight for a new kinetic lenticular in the Youth Services Department on the 3rd floor of 500 Park Avenue, at a cost not to exceed \$9,500 (the "Agreement"); and

WHEREAS, the Trustees have determined that the aggregate value of 2024 agreements with The Felt Hat exceeds \$17,500; 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 \$9,500, based on the Letter of Agreement provided by The Felt Hat dated September 12, 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: October 22, 2024

Jerome Abernathy, President, Board of Trustees

I certify that the above Resolution 2024-11 was approved by the Hoboken Public Library Board of Trustees at a regular public meeting held on October 22, 2024.

Roll Call:
Yes:
No:

HOBOKEN PUBLIC LIBRARY

Resolution No. 2024-12

RESOLUTION TO RESERVE FUNDS FOR CAPITAL IMPROVEMENTS

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Hoboken Public Library Board of Trustees that the amount of \$193,433 from FY 2024 be reserved for the completion of capital improvement projects and moved to the New Jersey Cash Management Fund.

Date: October 22, 2024

Jerome Abernathy, President, Board of Trustees

I certify that the above Resolution 2024-12 was approved by the Hoboken Public Library Board of Trustees at a regular public meeting held on October 22, 2024.

Roll Call:

Yes:

No:

HOBOKEN PUBLIC LIBRARY

Resolution No. 2024-13

**RESOLUTION TO REAPPOINT DOUGLAS S. ZUCKER, ESQ.
OF WEINER LAW GROUP, LLP AS LIBRARY COUNSEL**

WHEREAS, the Hoboken Public Library and the Library Board of Trustees (the "Trustees") have First Amendment, general library and other public sector legal matters that must be referred to or require guidance and support from legal counsel; and

WHEREAS, the Hoboken Free Public Library and the Trustees also have recurring labor and personnel issues, including union negotiations, Civil Service and various human resources issues that must be referred to or require guidance and support from legal counsel; and

WHEREAS, the Local Public Contracts Law (N.J.S.A 40A 11-1 et. seq.) requires that notice of the award of contract hiring a professional for professional services without competitive bids must be printed once the official newspaper; and

WHEREAS, the Trustees appointed Douglas S. Zucker, Esq. of the Weiner Law Group as Counsel to the Library by Resolution 2023-06 authorizing the award of a non-fair and open contract to counsel on September 26, 2023 for a period of one year; and

WHEREAS, the Trustees wish to reappoint Douglas S. Zucker, Esq. of the Weinger Law Group, LLP as Counsel to the Library for an additional one year term.

NOW, THEREFORE, BE IT RESOLVED by the Hoboken Public Library Board of Trustees that Douglas S. Zucker, Esq. of the Weiner Law Group located in Parsippany NJ, is hereby reappointed as Counsel to the Hoboken Public Library Board of Trustees for an additional one-year term commencing on October 1, 2024 and continuing through September 30, 2025, at an hourly rate of \$185.00.

Date: October 22, 2024

Jerome Abernathy, President, Board of Trustees

I certify that the above Resolution 2024-13 was approved by the Hoboken Public Library Board of Trustees at a regular public meeting held on October 22, 2024.

Roll Call:

Yes:

No:



Hoboken Public Library Privacy Policy

Policy Statement

The Hoboken Public Library (“Library”) Privacy Policy governs the manner in which the Library collects, uses, maintains and discloses information collected from its patrons, customers, donors, and other users (collectively referred to as the Library’s “Users”) in Library records through the Library website (www.hobokenlibrary.org) and its mobile application(s). This Privacy Policy shall apply to Hoboken Public Library, written and electronic records, its website and all mobile application(s), materials, products, services and resources offered by the Library.

The HPL Board of Trustees (the “Board”) believes it is the basic right of every individual to read what they wish without fear of censure or legal consequence. The Board also affirms the right of every person to privacy. The Library is committed to protecting each User’s right to privacy with respect to all personally identifiable information required for registration and for use of any Library products, services or resources, as well as information any Users sought or received, services used, and materials or resources consulted, borrowed or acquired. Such records will not be made available to any individual, organization or government agency except pursuant to New Jersey law, which states: “Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances: a. The records are necessary for the proper operation of the library; b. Disclosure is requested by the user; or c. Disclosure is required pursuant to a subpoena issued by a court or court order.” N.J.S.A. 18A:73-43.2.

The Board also endorses the New Jersey Library Association *Statement on Library Confidentiality and Access to Children’s Library Records*. All persons using the Library’s website, downloading the Library’s mobile application(s), visiting either Library branch, or donating to the Library, will be subject to the provisions of this policy, and agree by such use that the Library may use such persons’ email and postal address to communicate with them about Library programs, services, fundraising efforts, and more.

Information Collection and Use

The Hoboken Public Library may collect personally identifiable information (PII) from Users in a variety of ways, including, but not limited to, when Users attain a Library card, visit the Library’s website, use the Library’s mobile application(s), register for a program or service on the Library’s website, subscribe to the HPL newsletter, respond to a survey, fill out a form, and in connection with other activities, services, features or resources the Library makes available in our branches, on our website or mobile application(s), and in the community. Users may be asked to provide, as appropriate, name, email address, mailing address, phone number(s), and image or likeness. Users also may visit the Library’s website anonymously, but may be limited in their ability to utilize many of the services offered. The Library will collect personally identifiable information from Users only if they voluntarily submit such information to the Library. Users can always refuse or decline to supply personally identifiable information, with the understanding that such refusal may prevent the User from engaging in certain website and/or mobile application related activities.

A. Library Circulation System

User information is collected in order to issue Library Cards and to maintain an accurate record of items borrowed, to provide a means of notification and contact and to record outstanding fines and fees (subject to the Library's Fine-Free Policy). Library Cards do contain a barcode number, PIN and monetary balance, which relate back to the Library Circulation System, which also includes for each card holder, name, address, phone number, e-mail address, items currently checked out, fines owed, fines paid or waived, current holds, requests and informational notes related to Library card account matters, and interlibrary loan transactions but only for the current and most recent prior transaction. Library Card records for juvenile and Young Adult cards only also include the date of birth. The PIN contained in the Library Cards is hidden and may only be reset but not deleted.

B. Use of the Library's Website and Mobile Applications

The Library may collect non-personally identifiable information about Users whenever they interact with the Library's website or utilize its mobile application(s). Non-personally identifiable information may include user names and passwords, Internet Protocol (IP) address, location, kind of web browser or electronic device used to access the website or application(s) and other similar information. The Library uses non-personally identifiable information to make the website and/or application(s) more useful to visitors and to learn about the number of visitors to the website or application(s) and the types of technology visitors use. Visitor information described above is anonymized and aggregated, meaning that it cannot be connected to any individual. The Library will not share or resell any non-personally identifiable information collected from its website or mobile application(s).

C. Internet Access Using Library-Based Computers

The Library may collect information to allow automated management of the Library's public computer resources. Information collected includes, but is not limited to: Library card number, age for individuals under the age of 18, computer time used for the day, allowed computer time and monetary balance. Information is deleted at the end of each session relative to all individual customers, but the Library does maintain anonymous aggregate information about the total computer time used each day.

D. Surveillance Recordings

The Library records daily activities within the Library, including Users in the Library, in order to increase security. Security camera footage is maintained until the capacity is full and the recorded footage is overwritten, which time period will vary depending on how much activity is recorded. Footage generally remains accessible for a period of approximately two (2) weeks, but the Library has the ability to maintain some portion of recorded footage separately, for a longer period of time for a specific purpose, which generally is tied to an internal investigation or an investigation by law enforcement or another governmental entity. Disclosure of surveillance recordings is limited to the circumstances and requirements discussed below in this policy

E. Meeting Room and Library Facility Use Applications

The Library requires an application for the use of its meeting rooms in order to verify eligibility, designate a responsible party and to provide a point of contact. Information collected includes name, organization, phone number, email address, and library card number. Information specific to any individual is deleted following the conclusion of the approved use, but the Library does maintain a listing of organizations approved to use a meeting room, and any specific details relative to future requests by that organization to use

a meeting room, as well as anonymous aggregate information about the programs and purposes for which rooms were used.

For expedience and service, by using Library spaces, materials, and services, Users are consenting to having non-personalized information gathered (e.g., number of people entering the building in a day, number of people using a database, etc.). By providing contact and other personally identifiable information, Users authorize the Library to use any provided information to deliver its services to the User.

The Library does not sell, trade, or rent Users' personally identifiable information to others. The Library may share generic aggregated demographic information not linked to any personally identifiable information regarding visitors and Users with the Library's business partners, trusted affiliates and advertisers for the purposes outlined in this Privacy Policy.

Third-Party Vendors

The Library partners with third-party vendors to provide digital content, including e-books, digital audiobooks, movies, music, online resources, and more. Some of these vendors may collect and share the personally identifiable information provided by Users in order for Users to use their services. Users may choose not to use these third-party vendors. Some third-party vendors are listed below:

- eLibraryNJ – Libby & Overdrive
- eBCCLS
- Hoopla
- PressReader
- Freegal
- Kanopy
- Medici.TV
- ShemarooMe
- Communico – Connect

Please note that the above is not an exhaustive list of past, current or future third-party vendors.

The Library also may display links to third-party services or content on its website. By following such links, Users may be providing information (including, but not limited to Personal Information) directly to a third party, to the Library, or to both. Users acknowledge and agree that the Library is not responsible for how those third parties collect or use their customers' information. The New Jersey statute on Confidentiality of Library Records¹ may not apply to these third-party vendors.

The Hoboken Public Library Privacy Policy does not apply to the third-party vendors the Library uses. Therefore, all Users should review the privacy statements for individual third-party vendors prior to utilizing any third-party vendor's services. The Library shall consider a User's use of any third-party vendors as the User's acknowledgment of and consent to the respective third-party vendor's privacy statements.

Content Users Voluntarily Share with the Library Community

The Library provides access for Users through various social media outlets including, for example, the Library's Facebook page, Pinterest account, Instagram account, YouTube account,

¹ N.J.S.A. §18A:73-43.2.

and Twitter feed. Users, who access the Library through any of its social media outlets, and choose to share content by posting to such account(s), may cause such shared content to be accessible to the public. Users can use their own social media privacy settings to limit what they share publicly. Users also may delete some content they shared, but some interactive shared content may persist in association with the individual's registered user account, even after the account is terminated. The Library also may make opportunities available for Users to share content through the Library's website and/or mobile applications. Users posting content to the Library's website or through its mobile apps may cause their content to become accessible to the public and, even if subsequently deleted, such content still may exist in the public domain. Therefore, Users should be mindful when participating in shared content activity through our Library services that the content may become accessible to the public as a direct consequence of the User's actions, and through no direct action by the Library.

Bridging Communities, Connecting Library Services (BCCLS)

Hoboken Public Library is a member of BCCLS, a library consortium that facilitates resource sharing between BCCLS member libraries and the public, providing cataloguing services, interlibrary loan, audiobooks, online resources, and other supportive services. BCCLS has its own notices regarding Confidentiality and Third Party Vendors, which the Library suggests all Users review.

Library User's Rights

This Privacy Policy is intended to provide Users with information about what personal data the Library collects about them and how it is used. If Users have any questions, please contact the Library at reference@hobokenlibrary.org.

Users have a right to view their own patron record and record of items currently checked out or requested, although parents cannot get access to their minor child(ren)'s records unless their library cards are joined. Users have a right to correct or rectify their personal data maintained by the Library if it is not accurate. Users can update contact phone numbers and email addresses by signing into their member account online. Users may request that the Library erase that data or stop processing it, subject to some exceptions. Users may also request that the Library stop using the User's data for direct marketing purposes.

Links

The Library's website may contain links to other sites. Please be aware that the Hoboken Public Library is not responsible for the privacy practices of other websites. The Library encourages Users to be knowledgeable about the privacy statements of any website that collects personally identifiable information.

Emails & Forms

Personally identifiable information that Users provide via emails or forms will be used only for the purposes as are described at the point of collection (e.g., a contact form), such as to send information or provide Library services, to update patron records, or to respond to questions or comments.

Online Library card applications may be shared with one or more third-party automated identity verification services over a secure connection and may additionally be retained by the Library to measure and improve the efficacy of associated fraud prevention systems in use by the Library.

If a User provides contact information, the Library may contact the User to clarify a comment or question, or to seek feedback about the level of customer satisfaction with the Library's services.

Requests for Library Records

No Library staff member or volunteer may disclose any Personal Identifying Information concerning any User to any other individual, except in accordance with the law and this policy. Personal Identifying Information includes the user's name, address, telephone number (home and cell), email address, identification numbers (e.g., driver's license number, passport number), and any other information that could be used to identify a User, including photographic, video and digital image, likeness and voice, as well as information about:

- a. Whether the User currently holds, or previously held, a Library card;
- b. Materials borrowed currently or in the past;
- c. Questions presented to Library staff;
- d. Resources consulted, including print, non-print and electronic;
- e. The date, time, frequency, duration, and nature of use of Library computers, including Internet access, and database searches by the User or which Library staff members or volunteers conducted for the User and the sites the User visited using Library computers or other resources;
- f. The date, time, frequency, duration and nature of the User's visits to the Library, whether physically, or remotely through the Library's website or a mobile app;
- g. Any other information a User provided to the Library or included in the User's borrower record or any other Library record.

Only a Library cardholder shall have access to information about his/her Library record, but all cardholders may request or agree to have their card linked to others in their household. Minor children are entitled to confidentiality. Unless the family has a linked Library card, when a parent asks for information about their child's record, the information will be given only if the child is present and consents to the request. If the child is not present, a list of materials checked out or overdue may be mailed or emailed to the child, at the request of the parent/guardian. All other information will be disclosed only to the cardholder.

Requests for Information from Local, County, or State Governmental Agencies

A. Oral Requests

If a representative of a local, county or state agency, including police departments and other law enforcement agencies, makes an oral request to any staff member to make any library record(s) available for examination, or to furnish any confidential user information, the staff member receiving the request shall not produce any records or release any information. The receiving employee or volunteer shall:

- a. take the requestor's name, address, telephone number and other contact information, and
- b. immediately notify the Library Director or person in charge of the Library at that moment about the request.

The Library Director or person in charge of the Library at that moment shall explain to the representative making the request that, in accordance with New Jersey law and Library policy, the Library cannot release information about any potential Library user except if authorized by that individual, or if disclosure is required pursuant to a subpoena issued by a court or a court order. Immediately thereafter, the Assistant Director or

person in charge of the Library shall notify the Director and provide the information about who made the request and what was requested.

B. Written Requests

Written requests, *except for* subpoenas issued by a court or court orders, including warrants, from local, county or state agencies, including police departments and other law enforcement agencies, seeking information or records from the Library, should be handled in the same manner as oral requests.

- a. If the written request is presented in person, the staff member should simply accept the request and state that someone will respond, and then immediately transmit the written request to the Library Director.
- b. The Library Director shall respond to the representative making the written request and explain that in accordance with New Jersey law and Library policy, the Library cannot release information about any potential Library user, except if authorized by that individual or if disclosure is required pursuant to a subpoena issued by a court or a court order.

C. Court Orders

If a representative of a local, county or state agency, including police departments and other law enforcement agencies, tries to present any Library staff member with a court order or court issued subpoena compelling the Library to make any library records available for examination, or to furnish any confidential user information, the staff member shall decline to accept the document and shall state that he/she is not authorized to receive any legal documents on behalf of the Library, but will get someone who can. The staff member shall immediately notify the Library Director or the person in charge of the Library at that moment (the "authorized designee"), who shall be authorized to accept the document(s)/request. The Library will release only the records, information and/or materials specifically listed or identified in any subpoena or court order or court issued subpoena or warrant.

- a. If the court order requires immediate compliance, the Library Director or authorized designee in consultation with the Library Director, if possible, shall comply with the request or explain to the representative why the Library cannot immediately comply. The individual accepting the court order, subpoena or warrant, shall review it and if not the Library Director, shall immediately forward the request to the Library Director.
- b. For example, if the Library needs to do a search for specific documents, or to download and identify the requested portion of a security video, an immediate response may not be feasible.
- c. If the court order is a warrant authorizing the representative(s) immediately to search through any part of the Library and to confiscate records or equipment, the authorized designee receiving the warrant, in consultation with the Library Director, if possible, shall comply with the request and allow the representative(s) to conduct the search. [what about contacting customers like a.] The Library Director or authorized designee shall remain with the representative(s) at all times while the search is being conducted, shall make reasonable efforts to ensure the representative(s) search through and remove no more than what the warrant authorizes, and make a record of anything the representative(s) remove(s) from the Library pursuant to the warrant.
- d. Upon receipt from a local, county or state agency, including police departments and other law enforcement agencies, of a court order or court issued subpoena compelling the Library to make any Library records available for examination, or to furnish any confidential user information, the Library Director, shall immediately

- forward the court ordered request to the Library's attorney and request guidance, including the extent to which the Library is required to comply.
- e. Based on the advice of the Library's attorney, the Library shall produce all required Library records, information and materials, which the Library is compelled to produce, and in accordance with the timing set forth in the order. The Library will maintain a detailed record, and where appropriate, a copy, of all Library records, information and materials produced in response to a valid court order or court issued subpoena or warrant.
 - f. If the court order or court issued subpoena or warrant required an immediate response, then immediately after complying, the Library Director shall forward the court ordered request to the Library's attorney and request guidance on whether the Library acted properly in complying and what further actions, if any, may be required. Further actions may include but shall not be limited to the Library's attorney contacting the requesting party to discuss ways to comply with or to narrow or clarify the request, or filing a petition in an appropriate court asking for an order narrowing the scope of the subpoena or quashing the subpoena, or declaring that the warrant was improperly issued or executed and requesting that the requesting party be prohibited from, or limited in, using the confiscated records, information and/or materials or other appropriate action as the Library's attorney may determine.

Requests for Information from Federal Governmental Agencies

In addition to the New Jersey statutes, the federal USA Patriot Act of 2001 and the USA Freedom Act of 2015, which amended and extended the Patriot Act, broaden the powers of federal law enforcement agencies investigating cases involving foreign intelligence and international terrorism. Under these laws, disclosure may be required pursuant to a search warrant or court order issued by the Foreign Intelligence Surveillance Act (FISA) Court or pursuant to a National Security Letter (NSL) issued by the FBI or other federal law enforcement/investigatory agencies.

- a. If served with a FISA subpoena, search warrant, or NSL, the Library and its staff cannot disclose the receipt or the requested records.
- b. Only the Library Director or an authorized designee can accept a FISA subpoena, search warrant, or NSL. If a Library staff member is approached, they must notify the Library Director or designee and not accept the document themselves. Library staff must not disclose the receipt of the subpoena or warrant, except to the Library Director or the Library's attorney.
- c. If necessary, the Library Director, or in their absence, the authorized designee, may inform the representative of the federal agency, who delivered the court order or NSL, that the Library must consult with the Library's attorney before responding, but should provide no further information.
- d. If authorized, the Library Director or designee will accompany federal agents during any search, ensuring it remains within the scope of the FISA subpoena or NSL. A record of any items removed must be maintained.

Requests for Video Footage from Library Security Cameras

The video recordings on Library security cameras may be considered a confidential "library record" to the extent that the primary purpose of the footage is to provide for control of the circulation or other public use of Library materials. Therefore, access to the cameras, and the authority to download and share footage from the security cameras, is strictly limited and controlled in accordance with applicable law, and this policy. Only the Library Director and authorized designee shall have access to cameras and are authorized to download videos, but

only may share videos in accordance with the provisions of this policy. Any modification of the settings for security cameras must be done by, at the direction of, or with permission from either the Library Director or the authorized designee.

A. Sharing Videos

- a. Any sharing or disclosure of any security video shall be determined in accordance with the provisions of this policy and applicable law, in a similar manner to all other library records.
- b. Before authorizing the sharing or disclosure of any security camera video footage, the Library Director or authorized designee, will review all requested video footage to determine if it contains any personally identifying details regarding any User(s) of the Library
- c. Some examples of the types of circumstances when disclosure may be necessary for the proper operation of the Library include, but are not limited to, if a theft or incident occurred off or on Library property and Library initiates the request for the police or other law enforcement agency/agencies to get involved.
- d. If the police or other law enforcement agency contact the Library and request video footage for reasons the Library deems not necessary for the proper operation of the Library, the police or other law enforcement agency must present a subpoena issued by a court or court order directing such disclosure, as discussed above. If the request comes from a federal agency, such as the FBI, then the applicable procedures set out in this policy shall apply.
- e. If the police or other law enforcement agency requests security video, which does not contain any names or other personally identifying details regarding any User(s) of the Library, then the Library generally will share the requested video, subject to this policy, as applicable.
- f. Except as provided otherwise in this policy, if any Library staff receives a request for video from anyone inside or outside of the Library, before promising or doing anything else, the staff member shall notify the Library Director or the authorized designee, who shall contact the Library Director and ask for direction.
- g. The Library Director, in consultation with the Library's attorney, as appropriate, will determine whether the request satisfies one of the circumstances constituting an exception, or if the requestor should be advised that a subpoena issued by a court or court order will be required before the Library can share the requested video.
- h. Upon receipt of any request for video, the Library Director may access the Library's security cameras, download the requested videos, and save the relevant video(s) on a flash drive or other secure data storage device and maintain the stored video in a secure location, until the Library determines what action to take with regard to the saved video.
- i. Before any time video is shared in any way with any third party, except if shared pursuant to this policy, the Library Director must be notified first; otherwise, the Library Director must be notified as soon as possible thereafter.
- j. All other Library staff are not permitted to share footage with a User. If a User requests footage, a written request should be prepared and submitted to the Library Director. The Library Director will decide whether to share footage with members of the public in accordance with the guidelines set out in this policy and applicable law.
- k. If a User requests disclosure of video in which the User appears, the Library only will share that video if the requesting User is the only Library user appearing in the video. Otherwise, all Library users appearing in a video must consent to its disclosure before the Library will share any video based on a user request.

Confidentiality

Nondisclosure requirements always apply to NSLs and to court-issued subpoenas and search warrants issued under the USA Freedom Act, but may also apply to other types of court orders, subpoenas and warrants. In this case, the same confidentiality procedures apply. Any questions or problems not covered in this policy should be immediately referred to the Library Director.

Changes to the Privacy Policy

The Library reserves the right to change or modify this policy at any time. If the Library revises this policy, the amended version will be posted on the Library's website. The Library encourages Users to check the Library website frequently for any changes and to stay informed about the Library's Privacy Policy. Users acknowledge and agree that it is their responsibility to review this Privacy Policy periodically and become aware of any modifications.

Miscellaneous Issues

- A. The Library may use records to distribute Library-related information to registered borrowers.
- B. The Library may use information collected in aggregate for statistical analysis and planning purposes.
- C. The Library Director is the designated custodian of records.
- D. Any other disclosure of library records is prohibited unless required by law.

Contact Us

If a User has any questions or concerns about this Privacy Policy or the Library's privacy practices, please contact the Library at:

Hoboken Public Library
500 Park Avenue
Hoboken, NJ 07030
(201) 420-2346
reference@hobokenlibrary.org

Last Updated: 10/22/2024



the Felt Hat
a strategic design office

scope of work

Hoboken Public Library

second kinetic lenticular

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

Dear Jennie,

This scope of work describes services and fees required to provide design, production files, project management, fabrication/installation oversight for a new kinetic lenticular in the Children's Library.

Please call with questions. It is a pleasure working with your entire team. Thank you for your continued partnership.

Sincerely,



Nicole Misiti,
Partner

503.807.4482
misiti@felthat.com

The Felt Hat
4072 N Williams Avenue, Suite B
Portland, Oregon 97227
503.319.3100



Don Rood,
Partner

503.319.3100
rood@felthat.com

agreement

Our estimates are firm, and based on the scope-of-work described above. Invoices are issued monthly as progress against the approved budget. The final invoice will be issued once we have delivered the project to your satisfaction. Each invoice includes an accounting summary of the project to date – original budget, what has been invoiced, and how much budget remains.

The only portion of our fee estimate that can be subject to change are those associated with construction, fabrication or print administration. We estimate this portion of our work based on past experience with similar projects.

If a contractor, vendor or regulatory agency is responsible for a substantial delay, design revision or extensive project management or oversight, we will inform you of the potential increase before unexpected billable hours are incurred.

Changes in project scope will require re-negotiating of the proposal and the related fees. Revisions requested by client to approved layouts and/or copy are charged in addition, and will be estimated at the time of the request. The ability to meet requirements of the production schedule are dependent on the client's response to the time specified on the production schedule of any and all materials or comments needed to complete the project.

Out of pocket costs are estimates only, subject to change upon approval of final design, and are billed separately. These include the cost of photography and illustration (if necessary), typography, materials, travel, and other expenses directly related to the project.

Terms on progress billing are net 30 days. The Felt Hat's work will cease if any invoice is past due. In event of default, The Felt Hat is entitled to all costs of collection including reasonable attorney's fees.

If the project is cancelled for reasons beyond The Felt Hat's control, a cancellation fee will be assessed, on the following scale: if the project is cancelled prior to completion of the concept or sketch phase, the cancellation fee will be 40% of the original fee; if cancellation occurs after completion of preliminary work but prior to completion of finished art, the cancellation fee will be 80% of the original fee; if cancellation occurs after the completion of finished art, the cancellation fee will be 100% of the original fee. In any event, all necessary and related expenses shall be paid in full. The client obtains all of the originally agreed-upon rights to the use of the artwork upon payment of the cancellation fee.

If the above conditions meet with your approval, this document can serve as a contract. We look forward to working together to make this project a success.



THE FELT HAT, INC.

:

HOBOKEN PUBLIC LIBRARY

: 09.12.2024

DATE

:

DATE

budget

Second Kinetic Lenticular	create new illustration concept, present for review and approval, develop final design and illustration, present for final approval, prepare and deliver final art files to AzTech Signs for fabrication oversee fabrication and installation	\$ 5,700
Expenses	materials, in-house printing, delivery services, digital archiving	\$ 570
Grand Total		\$ 6,270
Travel Costs (if required)	These prices are based on a quick check of airfare and hotels in your area. They are subject to change based on purchase once contract has been approved. Expenses are not marked up but subject to a 10% administrative fee. Copies of receipts will be provided for all expenses incurred.	
	Airfare for two (Portland to Newark)	\$ 1,800
	Lodging for 2 nights (before tax)	700
	meal per diem for two (\$110 per day)	220
	ground transportation	200
	administration	292
Travel expenses (per trip)		\$ 3,212



INFORMATION TODAY

The Newsmagazine for Users and Producers of Digital Information Services

INTERNATIONAL GAMES MONTH

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JUSTIN HOENKE

A Day in the Life

Standing Up for Your Community

When I talk with librarians like Jennie Pu, my heart fills up with hope for not only the future of public libraries, but also the state of the world. Sometimes we get caught up in the negativity that's out there. But when that happens, we have to remind ourselves that there is no shortage of people making the world better. One of those people is Jennie Pu, director of Hoboken Public Library in New Jersey. Her efforts and eventual success to make her library, and then her city, a book sanctuary are actions that speak loudly and clearly, showing that libraries will remain open to all of the needs of every person they serve. Folks, we're going to be all right with people like Jennie doing amazing things in this world.

YOU'VE BEEN DIRECTOR SINCE AUGUST 2021. WHAT HAVE YOU LEARNED IN THE PAST 3 YEARS? WHAT DO YOU THINK YOUR NEXT 3 YEARS WILL LOOK LIKE?

Coming into this role, I had a strong vision for us to be a model of urban library vibrancy. With a supportive board and community, I learned that if you believe in something strongly, you can make it happen. That's what we did with becoming the first book sanctuary in New Jersey and the same for the city of Hoboken. I never dreamed this would have been an issue when I started here, but it became crystal clear that banning books was not something I could or would tolerate. And we got it done.

I also learned that a library is only as good as the degree to which it meets the community's needs. That directed our strategy over the past 3 years, which was to elevate the library as a continually evolving community hub that met all residents' needs. When there was something needed that we didn't offer, we found a way to make it happen. I am quite proud

to say that I am a director of a library that is redefining what a library can do each day.

I plan for my next 3 years as director to be like the first, but with even more acceleration and focus. I want to see more book sanctuaries across the country and a greater understanding from those who oppose us about the work that we are doing for the community. There is still a lack of information on how book bans harm our intellectual freedom. I hope that the next 3 years are full of more people coming together and the passing of legislation that continues to protect our diverse collections and our libraries.

WHAT ROLES DID YOU HAVE BEFORE BECOMING DIRECTOR, AND HOW DID THEY HELP SHAPE HOW YOU APPROACH YOUR WORK TODAY?

I worked in a number of different libraries before coming to Hoboken—from art libraries to K–12 school libraries—which I feel gives me a solid grounding in librarianship. The work I did outside libraries, as a PTA president and active community member, gave me the confidence and skills I needed to succeed as a library director: how to communicate in an impactful and effective way, how to report to a governing board, and how to do outreach, fundraising, advocacy, etc.

IN AUGUST 2023, HOBOKEN PUBLIC LIBRARY BECAME A BOOK SANCTUARY. CONGRATS ON THIS AMAZING ACCOMPLISHMENT! HOW DID THE IDEA TO BECOME A BOOK SANCTUARY LIBRARY ORIGINATE? WHAT CAME TOGETHER TO MAKE IT HAPPEN?

Chicago Public Library initiated the book sanctuary in fall 2022. After our Banned Book Read-A-Thon in June 2023 for Pride Month was attacked on social

LINK TO THE SOURCE

**Book Sanctuary
FAQ and information page**
hobokenlibrary.org/booksanctuary

media, it was clear to me that we needed to make our library a book sanctuary as a stronger and more public statement affirming our community's right to read and protecting endangered stories as well as, more importantly, endangered voices.

After consulting with a few other libraries that were early adopters of the book sanctuary initiative, we drafted a strong book sanctuary resolution and presented it at our monthly board meeting, where it was adopted unanimously. Two weeks later, the whole city of Hoboken became the first book sanctuary city in New Jersey. As of June 2024, there are 24 libraries and four municipalities that are book sanctuaries in New Jersey.

HOW DID THE CITY OF HOBOKEN BECOMING A BOOK SANCTUARY HAPPEN SO QUICKLY? WHAT ROLE DOES THE LIBRARY PLAY IN HELPING HOBOKEN BECOME A STRONG BOOK SANCTUARY CITY?

Our city council member at large is a huge library champion. After the library board approved our resolution, I asked her if the city council would consider passing something similar. Not only did she immediately agree, but she was also one of the two co-sponsors and introduced it at the Sept. 6 city council meeting in 2023. Thanks to her leadership, the resolution was adopted unanimously by the city council.

I'M HOPING READERS WILL WANT TO REPLICATE YOUR WORK. WHAT'S AN OVERVIEW OF WHAT A LIBRARY NEEDS TO DO TO BECOME A BOOK SANCTUARY?

We have a detailed FAQ section on our website on the steps to take to become a book sanctuary. In addition to the factual information you can follow, the single most important piece of advice that I would give



Hoboken Public Library's book sanctuary display

Photo courtesy of Jennie Pu



Library director Jennie Pu

Photo courtesy of Jennie Pu

to a library staff thinking about becoming a book sanctuary is to talk to your board and draft a resolution together stating that your library will protect the right to read for all. One of my colleagues said that “the experience opened up dialogue with the board and led to opportunities for education.” I am happy to help any libraries that may have additional questions!

Book sanctuaries are not limited to public libraries. You can create a book sanctuary in your own home either on a bookshelf or in another space in your home where friends and family members can read what they please.

WHAT'S ANOTHER LIBRARY TOPIC ON YOUR MIND THESE DAYS?

There is huge demand for our services in a growing city like Hoboken. Hoboken is about 1 square mile of 60,000 residents. It's a largely walking city, the fourth densest in the country. We have one main library that is historic, one branch, and a learning center in the housing authority campus. While that may sound like a lot for 1 square mile, we really need a library

presence in all four corners of our city. I am excited to share that we just opened our first uptown location (a library locker), planting the seed for an uptown library branch. For us, this is about accessibility and making sure that library services are easily accessible to everyone in town.

HOW DO YOU REMAIN CONNECTED WITH BOTH YOUR STAFF AND WITH THE COMMUNITY?

There's nothing more critical—that's my job. We are serving the needs of our community, and the only way we can do that is if my staff and I are on the ground, interacting with people, asking them questions, and listening hard to their answers. The one place you usually can't find me at any time is *in* my office!

I also work hard to create a positive, inclusive culture at the library, both for

staff and for those we serve. About a year ago, we went through a rebranding of Hoboken Public Library, and the new look captures the energy and vitality of our culture. I want my staff and the community members, both new and returning, to always feel welcome at the library. I want to be a familiar face and a vital part of this urban community hub, like the library itself. I've been told that I am everywhere!

WHAT ARE YOU READING AND WATCHING IN YOUR DOWNTIME?

I am reading two books right now—and loving both. The first title is called *North Woods* by Daniel Mason, and the second one is *Rabbits* by Terry Miles, a science fiction thriller. What I am watching: I loved *Shōgun*! I am so grateful that this kind of show is being made.

Justin Hoenke is a library consultant who is interested in public libraries as community centers, supporting youth services staffers to help them achieve their goals, and video game collection development. He previously worked in public libraries across the U.S. and New Zealand in leadership and youth services. You can learn more about Hoenke's work in libraries at justinthelibrarian.com. Send your comments about this column to itletters@infotoday.com.