



Hoboken Public Library
Agenda for In-Person Meeting of the Board of Trustees
September 24, 2024 6:30^{pm} to 8^{pm}

Option to Join on Zoom:

<https://us02web.zoom.us/j/83136062704>

Meeting ID: 831 3606 2704 One tap mobile +13092053325,,83136062704# US
+1 646 558 8656 US (New York)

1. Call to Order
2. Announcement of Compliance with the Open Public Meetings Law
3. Roll Call
4. Minutes of Meeting
5. Public Comments
6. Director's Report
7. Committee Report
 - a. Buildings and Grounds
 - b. Budget and Finance
 - i. Resolution to Void Checks
 - 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 September 24, 2024 Board Meeting



Staff Development Day

Director's Highlights

- **Staff Development Day:** We held our Staff Development Day on Friday, September 6th. The event, titled One Library, One Community, aimed to increase the quality of staff customer service and foster unity between departments. We began the day with a welcome from Jerome and a state of the library update from Jennie, followed by a mindfulness activity, and sessions on the Library Suspension Policy. The team participated in staff-led breakout sessions that emphasized our shared commitment to customer service, brainstormed solutions to challenges, and played staff fun fact trivia. The results from the post event survey were overwhelmingly positive.
- **NJBIZ Education Power 50:** We are so proud and honored to share that our library and Stevens Institute made the top 10 list in this year's 2024 NJBiz Education Power 50. This is an annual statewide list recognizing influential leaders in education and this year the #1 spot went to our public library - the people's university. For a public library director to be named to this venerable list of university presidents, deans and CEOs is testament to the incredible support of City leadership and an amazing Library Board of Trustees.
- **ULC Federal Advocacy Taskforce:** Jennie attended her first ULC Federal Advocacy Taskforce meeting. This is a new taskforce that will work closely with ULC's DC lobbyists in advancing legislation priorities for urban public libraries in the country. The taskforce will meet bi-monthly with a scheduled visit to the Hill sometime in December.
- **NJ Statewide Library Regulations Committee:** Jennie attended her first in-person meeting with the NJ Statewide Library Regulations Committee at the State Library. This group is advising on revisions and updates to New Jersey's library regulations, which happen every 5 years.
- **Hoboken Artist in Residence:** The library is partnering with the Hoboken Business Alliance on a new Hoboken artists in residence initiative. We will be one of the sites where the artists in residence can hold workshops.

- **Nationwide Freedom to Read Day of Action:** We are partnering with Brooklyn Public Library United Against Book Bans and The Association of Rural and Small Libraries in organizing a nationwide Freedom to Read Day of Action on October 19. The goal of this event is to have as many libraries and partners around the country celebrate libraries via events and programs.

Department Summaries

Assistant Director

- **Hoboken Historical Museum Story Time at Grand:** Board of Trustee member Jack Silbert and Hoboken Historical Museum staff member Bill Curran regularly held Saturday morning storytime events at Hoboken's Firehouse Museum. As the Firehouse Museum is currently being renovated, Bob Foster requested to move the event to our Grand Street Branch. The relocated storytime was launched Saturday, September 14th. It was a solid launch for this program and fun was had by all. These storytimes will continue on the second Saturday of the month for the rest of the year.
- **Emergency Action Plan:** Assistant Director Andrew Luck reviewed Atriade Security's draft of the updated Emergency Action Plan for the Library which includes their recommendations for the placement of panic buttons. The new draft mirrors our current Emergency Action Plan with the exception of the passages covering the implementation of the panic buttons. Andrew is working on ensuring the recommendations of this EAP are in place, that the Library has followed its recommendations, and to plan for any required staff training.
- **New IDS Desks:** The Information and Digital Services Department on the second floor had two new desks installed. One is situated in the public PC area and the other in the Reading Room. These new desks are another element tying in the new branding colors and bringing some spark to the second floor.

Information and Digital Services

- **Staffing Changes:** Part-time Library Assistant Samantha Meyers started at the end of August in the Information and Digital Services Department. Full-time Library Assistant Lauren Lapinski resigned in September.
- **Computer Usage and Tech Usage:** Adult desktop computer use for August at the main branch was 1,195 sessions compared with July with 1,214 sessions. Computer use for all ages and branches was 2,177 in August. Scanning was up from 3 last month with 9 this month. Faxing was 42 faxes in August compared with 26 faxes in July. This month, 8 chrome books were checked out. New Hot Spots were added to the collection in September.
- **Database Usage/Online Learning Resources:** Valueline was down from 713 to 585. Ancestry usage was up with 91 searches this month compared with 39 last month. Mango went up with 44 logins in July compared with 50 in August. Pronunciator went from 12 logins in July to 8 in August. Universal Class logins were up with 7 in July compared to 10 in August. Jobnow had 6 unique visits compared with 1 last month. Helpnow was much higher than usual with 150 visits this month. The New York Times statistics were delayed at the time of this report.
- **Reference Questions:** Reference questions at the main branch were up with 96 in July compared with 235 in August. The majority of the questions this month at the main branch were answered by phone or in person with 39 by phone and 176 in person. Additionally, there were 6 by chat and 6 by email. There were 34 total questions at the Grand Street Branch.

- **Monthly Programming**

- Two people attended The Writers Group in September. The next meeting will be on October 7 at 6:30 PM.
- The Poetry Healing Group for September had 2 people attending.
- We screened *Wonka* on September 13, which was Raul Dahl Day. Eight people attended the film screening. On October 11 there will be a screening of the latest *Ghostbuster* movie in honor of Halloween.
- The Hoboken Public Library's Science Fiction and Fantasy Book Discussion Group August Discussion was *Witchmark* by C.L. Polk which was attended by 5 people. On September 30 at 6 PM there will be a discussion of *Velocity Weapon* by Megan E. O'Keefe.

Community Engagement

- **New Library Card Designs Roll-out**—The winning designs are now available on library cards for adults, teens, and children in celebration of Library Card Sign-Up Month. The children's card is available only at the BookBike, the teen card only at the Teen Desk, and the adult card at all locations. We gave prizes, including library merch, to all winners and runners-up.
- **Social Work Services**—Library Social Worker Emily Dalton will transition to primarily providing appointment-based and programmatic social work services, moving away from the drop-in model. On Mondays, Drop-In Social Work Services will still be available, hosted by the the City of Hoboken Social Workers on the 2nd floor. Programs like Project ID and Unemployment Insurance Assistance will continue, allowing patrons to receive assistance for specific services on a regular basis.
- **Financial Literacy**—Emily hosted "Financial Literacy 101" with a speaker from NJ Citizen Action Education Fund. The presentation focused on the basics of credit scores and setting financial goals. The speaker, Paula Mirk, is also a patron of the Hoboken Public Library. With 16 attendees, this program was a success. We will continue to provide financial literacy education in partnership with the City of Hoboken Social Workers and Santander Bank in October.
- **Voter Registration Week**—HPL celebrated Voter Registration Week 9/16-9/21. We kicked off the week with a day-long voter registration drive outside the Main Library during which we engaged with over 150 passers-by and registered 15 new voters. We gave out rack cards with important voter information, educated voters and answered questions about voting, and also gave out stickers and bookmarks. We will be providing voter registration at all outreach events throughout the week, including BookBike visits, outreach at Stevens Institute, and during the Festival. Community Engagement Librarian Natalie Castillo planned and hosted a special Boots, Bingo, and Ballots event with 15 attendees, using special Beyonce-themed Bingo boards; it was a creative event which attracted diverse attendees of all ages.
- **Communico**—The new events calendar for October and beyond will launch on Saturday, September 21 at the Library Festival. Registration is currently paused for October programs, and will open on this day as well. Patrons will have access to our old calendar for September events until September 30. As of October 1, we will officially transition to our new calendar. Community Engagement Manager Ally Blumenfeld has added all existing reservations (staff and public) to Communico, and begun to train staff who will be adding events.

Programming & Outreach, August 2024

Service	Programs	Attendees	Cardholders	Giveaways	Circs
Adult Programs	42	534			
Outreach Visits	16	1408	36	299	244

Social Work, August 2024

Service	#
Social Work Appointments	77
Community Care Kits	218

Youth Services

- **Teen Volunteers:** The word is getting out about volunteering opportunities and building leadership skills at Hoboken Public Library. Youth Services is seeing an increase in teens and parents reaching out to inquire about volunteer opportunities and joining our Teen Advisory Board. Our Teen landing page is almost complete and will be launched in September, with detailed information on how to sign up for volunteering opportunities and the responsibilities that come with joining our TAB.
- **Teen Programming:** We co-hosted a two part event series in August with teen volunteer Clay, from the Hudson School. They hosted art classes at the main branch and assisted Senior Library Assistant Melissa Medina and Library Assistant Michelle Valle at our Learning Center blocks. For the month of September our Pokemon Club with teen volunteer Aarav was very well-received. Patrons are requesting additional club meetups. Currently, the club is scheduled on the second Thursday for battles, trading cards and prizes.
- **Play! Hoboken Partnership:** Our new partnership with Play! Hoboken is proving fruitful, with two regularly scheduled weekly Dungeons and Dragons events for the month of September. One session is for teens ages 12 and up; the other session is for tweens ages 9-11. The programs have been fully booked, with requests from patrons to add how-to manuals for the game to our YA collection. Youth Services librarians are hoping to train the next teen Dungeon Master to run their own program at HPL, as part of a TAB initiative.
- **Staff Resignation:** Youth Services is saying goodbye to YA Librarian Jenn Sforza. She has accepted a position with the Jersey City Public Schools and will take on the role of Media Specialist. We wish her good luck!
- **Crazy 8s Math Club:** Plans for a second Crazy 8s Math Club is in the works, with TAB volunteers, McNair students Ekansha and Moukthika, date to be determined.
- **Family FUNday:** YA volunteer Nikki, who has assisted the Community Engagement team with programming, will host our monthly Family FUNday event on September 28th, celebrating the Mid-Autumn festival and sampling a tasty treat of mooncakes with attendees.

- **Bilingual Story Time:** Bilingual Story Time at Grand resumed on September 11th; 8th grader Eva has signed up to co-host for the first two sessions.
- **Learning Center:** Senior Library Assistant Melissa Medina will be running our Wednesday Learning Center block with a social work intern from the Community Engagement team starting on 9/18.
- **Fall Reading Challenge:** Youth Services has officially kicked off our Fall Reading Challenge with a bang.

Children’s Programs August 2024

Event	# of Events Per Month	Participants
Story Time/Special Programs	59	2,518
School/Camp Visits	7	144

YA Programs August 2024

Event	# of Events Per Month	Participants
YA Events/Attendance	34	475
YA/School/Camp Visits	0	0

Information Technology

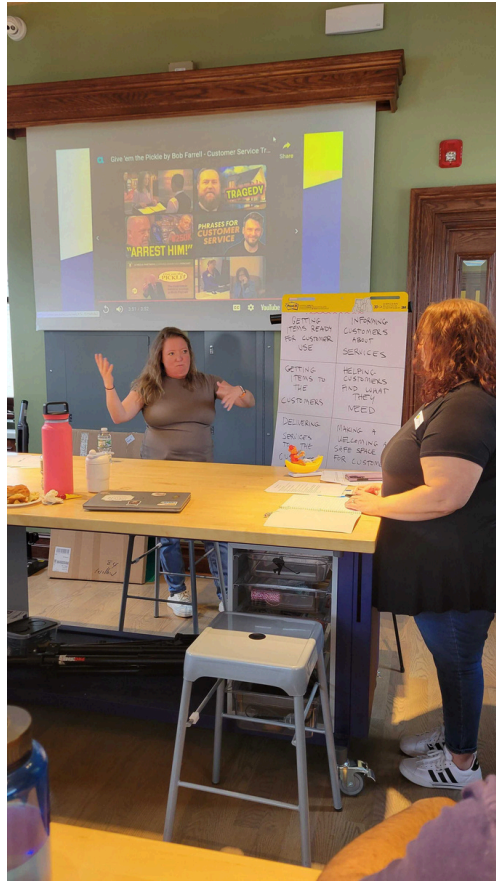
- **Communico:** IT presented a Communico Rollout strategy at Staff Development Day, which outlined the schedule for transitioning to the new Attend and Reserve modules.
- **New Hires:** We will be hiring two part-time employees, Gabriel Austin, who brings experience as a Computer Science Teacher at Ascend Public Charter Schools, and local resident George Viccaro, a Software Engineer and a familiar face in our library who has tutored some of our patrons here in the building over the years. We’re excited to have them work in the MakerSpace and engage with our community. They will be training these next few weeks.
- **MakerSpace Creations:** Two of our customers, Jill and Mark, had been coming to the MakerSpace repeatedly to make things for their engagement party. They came back to the library and particularly thanked our employee Mads Sanden for their Cricut machine expertise and helping to make their party a dream come true.
- **New Charging Station:** We put a new device charging station in the YA department, with art designed by Mads and Karla, which incorporates our new branding themes and the teens have already let staff know how grateful they are for it.
- **ASL Instructor Thyson’s Apple Feature:** Our ASL instructor, Thyson, is featured in Apple’s new iPhone 16 release and was very grateful for using our technologies, such as the Zoom meeting platform and our Owl Cam to reach his students.

Director's Report Form August 2024						
Circulation	August 2024	July 2024	% Change	YTD 2024	YTD 2023	YTD % Change
Main Circulation - Adult	6,753	6,700	1%	47,165	45,880	3%
Main Circulation - Youth	8,841	9,412	-6%	79,106	67,419	17%
Grand Circulation - Adult	171	196	-13%	1,545	1,422	9%
Grand Circulation - Youth	455	652	-30%	4,901	5,146	-5%
eBook Circulation	8,335	8,381	-1%	65,148	60,383	8%
Digital Resource Usage	2,040	2,079	-2%	15,365	12,248	25%
Library of Things Circulation	22	17	29%	196	n/a	
Total Door Count - Main	15,098	11,833	28%	139,129	120,738	15%
Total Door Count - Grand	623	719	-13%	5,698	4,063	40%
Reference Questions	269	140	92%	1,460	2,792	-48%
Total New Patrons Registered	418	358	17%	3,288	3,563	-8%
Locker Use - Main	455	489	-7%	3,598	2,518	43%
Locker Use - Grand	312	293	6%	2,572	1,732	48%
Locker Use - Museum	412	560	-26%	1,374	n/a	
Museum Passes	117	108	8%	691	366	89%
Programming	August 2024	July 2024	% Change	YTD 2024	YTD 2023	YTD % Change
Total Programs - Adult	42	52	-19%	436	349	25%
Total Program Attendance - Adult	534	666	-20%	5,293	3,956	34%
Total Programs - Young Adult	34	37	-8%	222	183	21%
Total Program Attendance - Young Adult	475	761	-38%	5,376	3,855	39%
Total Programs - Children	66	72	-8%	466	447	4%
Total Program Attendance - Children	2518	2074	21%	21,925	24,922	-12%
Total Outreach Events	16	14	14%	107	164	-35%
Total Outreach Event Attendance	1408	1060	33%	6,688	6,535	2%
Total Programs	142	161	-12%	1,124	979	15%
Total Program Attendance	3527	3501	1%	32,594	32,733	0%
Social Work	August 2024	July 2024	% Change	YTD 2024	YTD 2023	
Social Work Appointments	77	82	-6%	560	449	
Community Care Kits Distributed	218	286	-24%	1,880	1,069	
Computer Use	August 2024	July 2024	% Change	YTD 2024	YTD 2023	
Computer Use - Main	2048	1991	3%	14,920	7,937	
Computer Use - Grand	129	183	-30%	1,473	902	
Technology Lending	August 2024	July 2024	% Change	YTD 2024	YTD 2023	
Laptops (Main & Grand St)	0	0	0%	0	0	
Chromebooks	8	4	100%	26	13	
Wi-Fi Hotspots	0	0	0%	18	62	
Kiosk Laptops	782	649	20%	4,677	5,793	
Kiosk Chargers	167	153	9%	1,171	835	
Technology Lending Total	957	806	19%	4,018	6,703	
Wireless Use	August 2024	July 2024	% Change	YTD 2024	YTD 2023	% Change
Main Branch	2056	2106	-2%	15,698	14,128	11%
Annex	511	554	-8%	3,803	6,181	-38%
Grand Street	81	102	-21%	742	1,048	-29%
Communications	August 2024	July 2024	Change	% Change		
Facebook - Total Followers	5,986	5,981	5	0%		
Twitter - Total Followers	3,213	3,219	-6	0%		
Instagram - Adult - Total Followers	5,686	5,614	72	1%		
Instagram - YA - Total Followers	1,085	1,083	2	0%		
Instagram - Children - Total Followers	1,389	1,375	14	1%		
Instagram - Bookbike - Total Followers	463	448	15	3%		
eNewsletter - Total Subscribers	18,252	18,453	-201	-1%		
TikTok - Total Followers	175	126	49	39%		

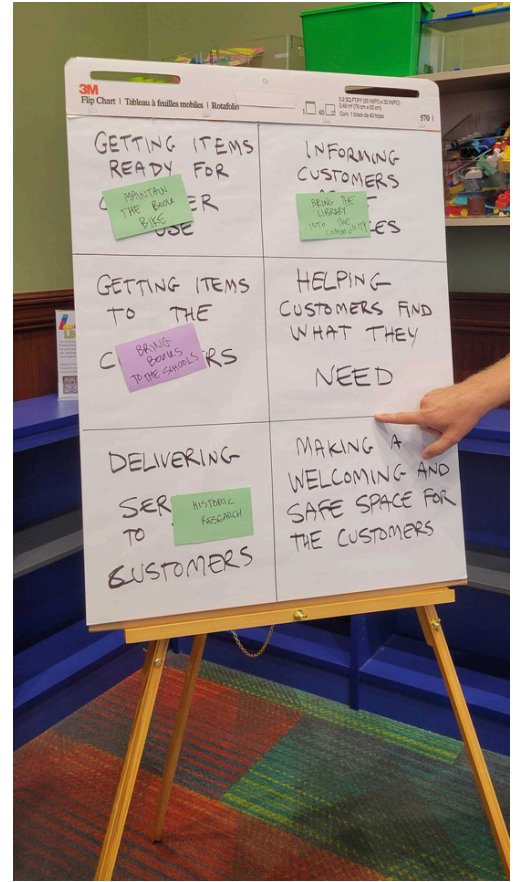
Staff Development Day



Mindfulness & yoga with Tracy Hill



Kerri leading a breakout session



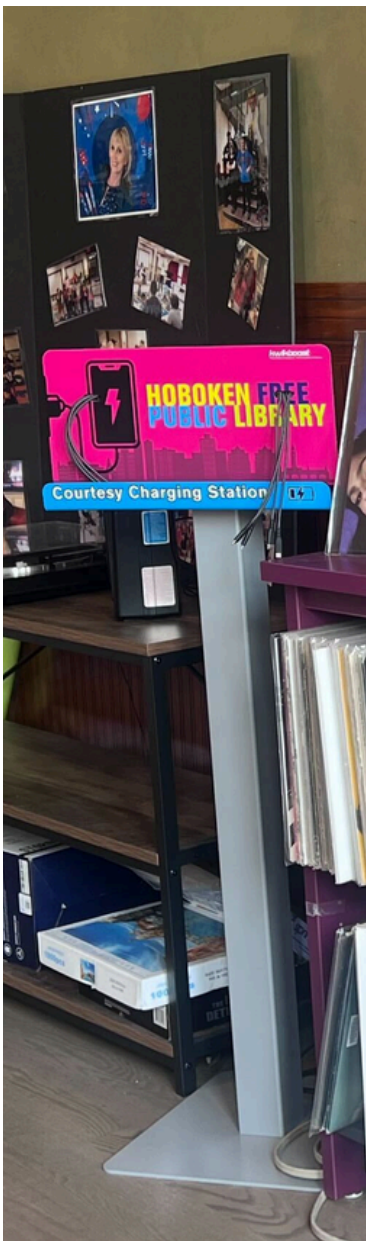
Customer service awareness



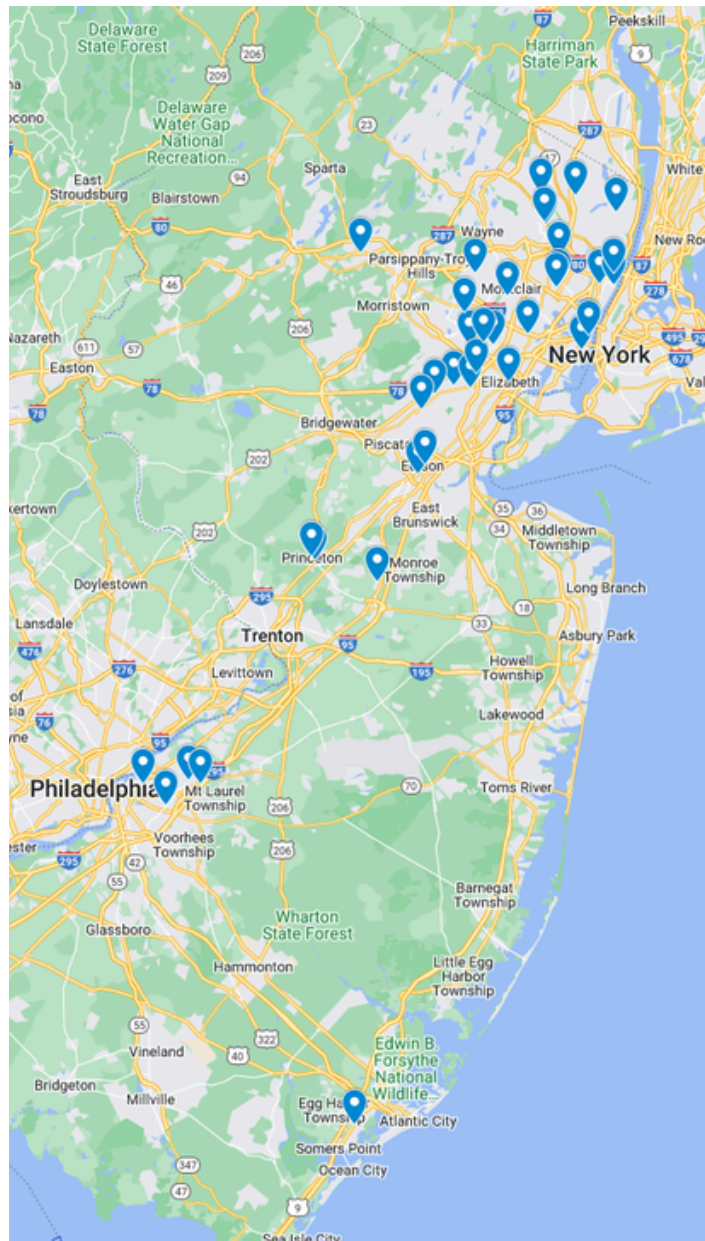
New swag for staff



Johnathan leading a breakout session



New charging station



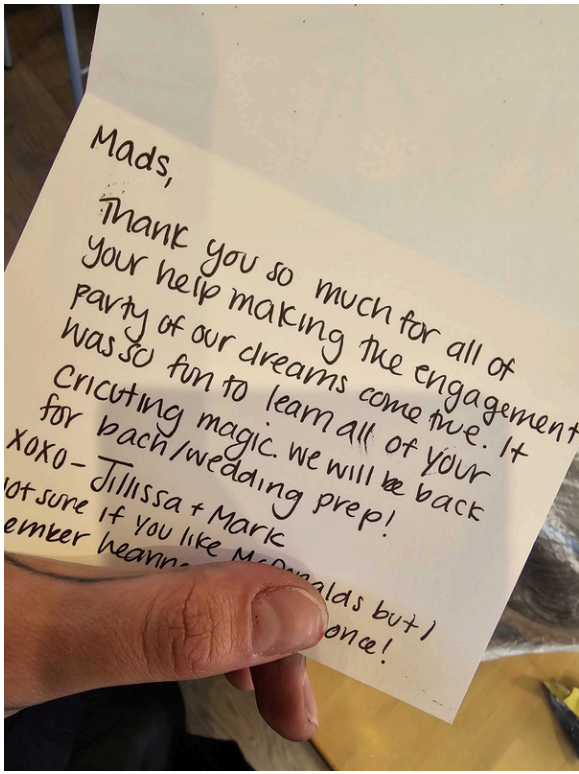
Map of NJ Book Sanctuary Libraries



Festival banner



Typewriting program and D&D with the teens



Words of gratitude for Mads



MakerSpace creations for customers' engagement party



End of Summer Reading party



YA volunteer at the Learning Center



Art with Liz creations for the festival



Pokémon Club with YA volunteer



Tai Chi class



Story time with Ms. Val



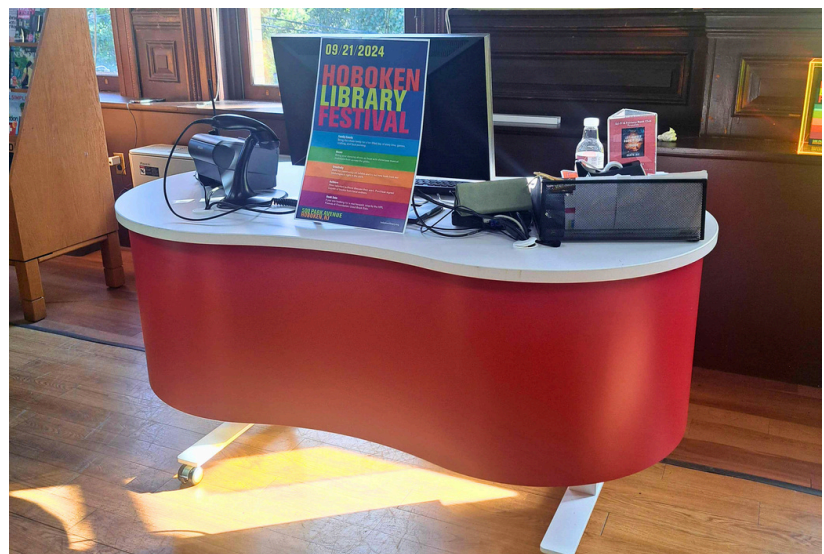
Friendship story time



TAB volunteers leading a fitness program for teens



Story time fun at Grand Street



New IDS desks

Account	Activity	Amount	Balance
TD Checking	Balance as of 08/01/2024		\$1,014,538.01
	Fines & Fees and Other Credits	\$1,183.13	\$1,015,721.14
	Interest	\$2,948.10	\$1,018,669.24
	Municipal Minimum Library Tax	\$0.00	\$1,018,669.24
	Payroll Funds Transfers	-\$195,000.00	\$823,669.24
	Accounts Payable and Other Debits	-\$579,319.35	\$244,349.89
	Balance as of 08/31/2024		<u>\$244,349.89</u>
TD Payroll	Balance as of 08/01/2024		\$132,900.09
	Funds Transfers	\$120,000.00	\$252,900.09
	Salary & Wages	-\$170,426.91	\$82,473.18
	Balance as of 08/31/2024		<u>\$82,473.18</u>
TD Payroll Agency	Balance as of 08/01/2024		\$99,627.08
	Funds Transfers	\$75,000.00	\$174,627.08
	Salary & Wages	-\$118,935.44	\$55,691.64
	Balance as of 08/31/2024		<u>\$55,691.64</u>
TD Vacation Reserve	Balance as of 08/01/2024		\$85,047.03
	2024 reserve funds transfer		\$0.00
	Balance as of 08/31/2024		<u>\$85,047.03</u>
TD Money Market	Balance as of 08/01/2024		\$252,625.91
	Balance as of 08/31/2024		<u>\$252,625.91</u>
NJ Cash Management	Balance as of 08/01/2024		\$701,222.59
	Interest	\$3,142.42	\$704,365.01
	Balance as of 08/31/2024		<u>\$704,365.01</u>
BCB Construction	Balance as of 08/01/2024		\$389,950.75
	Interest	\$33.58	\$389,984.33
	Checks		\$389,984.33
	Balance as of 08/31/2024		<u>\$389,984.33</u>

Income

	% of Budget	Item	Jan-Aug 2024 Actual	2024 Budget	\$ Over Budget	% of Budget
1	97.0%	Municipal Minimum Library Tax	3,133,191	6,326,591	-3,193,400	50%
2	1.8%	Grants	64,967	120,000	-55,033	54%
3	0.4%	Interest	36,975	25,000	11,975	148%
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	8,061	5,000	3,061	161%
6	100%	Total	\$3,243,951	\$6,521,591	-\$3,277,640	50%

Expenditures

	% of Budget	Item	Jan-Aug 2024 Actual	2024 Budget	\$ Over Budget	% of Budget
Personnel						
7	43.4%	Salary and Wages	1,332,832	2,831,158	-1,498,326	47%
8	17.4%	Health Insurance	508,970	1,132,000	-623,030	45%
9	5.7%	Pension and DCRP	4,867	370,000	-365,133	1%
10	3.5%	Payroll Taxes	107,674	229,000	-121,326	47%
11	1.2%	Overtime	49,640	75,000	-25,360	66%
12	0.5%	Workers' Compensation Insurance	33,306	35,000	-1,694	95%
13	0.5%	Shared Services Agreement	21,224	30,000	-8,776	71%
14	0.2%	Payroll Processing	5,141	10,000	-4,859	51%
15	0.2%	Unemployment Insurance	0	10,000	-10,000	0%
16	72%	Subtotal	2,063,653	4,722,158	-2,658,505	44%
Physical Plant						
19	3.0%	Capital Reserve	0	193,433	-193,433	0%
18	1.7%	Maintenance	64,873	110,000	-45,127	59%
20	1.4%	Utilities and Phones	57,293	90,000	-32,707	64%
21	1.2%	Furniture	9,568	75,000	-65,432	13%
22	0.6%	Facilities Improvement	12,623	40,000	-27,377	32%
23	0.5%	Security	4,111	30,000	-25,889	14%
17	0.4%	Flood Insurance	0	25,000	-25,000	0%
24	9%	Subtotal	148,468	563,433	-53,266	26%
Reading, Information & Technology						
25	2.9%	Digital Content	104,245	190,000	-85,755	55%
26	2.3%	Print Materials	53,373	150,000	-96,627	36%
27	1.4%	BCCLS	62,516	94,000	-31,484	67%
29	1.2%	Technology	37,834	75,000	-37,166	50%
28	0.9%	Equipment	40,219	60,000	-19,781	67%
30	0.8%	Non-Print Materials	10,320	50,000	-39,680	21%
31	0.5%	Special Collections	24,166	33,000	-8,834	73%
32	0.2%	Periodicals	9,765	15,000	-5,235	65%
33	0.0%	Inter-library Loan	790	1,000	-210	79%
34	10%	Subtotal	343,227	668,000	-324,773	51%
Community Engagement						
35	2.3%	Community Programming	105,894	150,000	-44,106	71%
36	0.8%	Marketing/Advertising	30,161	55,000	-24,839	55%
37	3%	Subtotal	136,056	205,000	-68,944	66%
Administration						
38	1%	Office/Library Supplies	41,168	90,000	-48,832	46%
39	0.6%	Travel and Mileage	32,037	40,000	-7,963	80%
40	0.5%	Staff Development	3,306	30,000	-26,694	11%
41	0.3%	Memberships and Dues	5,152	20,000	-14,848	26%
42	0.2%	Conventions and Seminars	9,053	15,000	-5,947	60%
43	3%	Subtotal	90,716	195,000	-104,284	47%
Professional Support						
44	2%	Consultants	64,825	100,000	-35,175	65%
45	0.9%	Attorney	11,608	60,000	-48,392	19%
46	0.1%	Auditor	0	8,000	-8,000	0%
47	3%	Subtotal	76,433	168,000	-91,567	45%
48	100%	Total	\$2,858,553	\$6,521,591	\$3,663,038	44%

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

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
11999	09/24/2024	54010 · Adult Programming	Aida Lolovic	600.00
12000	09/24/2024	54010 · Adult Programming	Aimee Harris	33.12
12001	09/24/2024	54010 · Adult Programming	Alexandria Campbell	600.00
12002	09/24/2024	50270 · Phones	Cablevision Lightpath LLC	1,452.16
12003	09/24/2024	54011 · YS Programming	Carolyn Brush	400.00
12004	09/24/2024	66103 · Pension (employer)	City of Hoboken	367,836.45
12005	09/24/2024	66122 · Shared Services Agreement	City of Hoboken	1,931.17
12006	09/24/2024	50221 · Maintenance	City Paint	1,842.85
12007	09/24/2024	57070 · Technology	Communico LLC	18,000.00
12008	09/24/2024	56010 · Marketing Expenses	Custom Ink	2,595.37
12009	09/24/2024	52020 · Technology Equipment	Demco	699.00
12010	09/24/2024	54010 · Adult Programming	Dorian Bryant	300.00
12011	09/24/2024	54010 · Adult Programming	Dorothee Riehl	200.00
12012	09/24/2024	54010 · Adult Programming	Elizabeth Ndoye	1,500.00
12013	09/24/2024	54010 · Adult Programming	Evan Ubiera Music LLC	600.00
12014	09/24/2024	50224 · Contractors & Annual Contracts	Excel Pest Services	360.26
12015	09/24/2024	54010 · Adult Programming	Fatima Sindhu	300.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12016	09/24/2024	56010 · Marketing Expenses	Gates Flag & Banner	1,750.00
12017	09/24/2024	50224 · Contractors & Annual Contracts	Hoboken Lock & Supply	250.00
12018	09/24/2024	502041 · Office Supplies 50600 · Periodicals	Hoboken General LLC	84.00 175.50 <u>259.50</u>
12019	09/24/2024	56010 · Marketing Expenses	I.Miller	3,675.87
12020	09/24/2024	502041 · Office Supplies 50221-4 · Maintenance Vehicle 54000 · Community Programming	Inserra Supermarkets	151.63 100.00 <u>1,640.42</u> 1,892.05
12021	09/24/2024	54010 · Adult Programming	Jane Porges	400.00
12022	09/24/2024	55010 · Travel Expense	Jenn Sforza	200.00
12023	09/24/2024	502041 · Office Supplies 53030 · Membership/Dues 55010 · Travel Expense 66102 · Health Insurance	Jennie Pu	1,873.81 35.00 87.90 <u>468.37</u> 2,465.08
12024	09/24/2024	56010 · Marketing Expense	Jersey Journal	58.74
12025	09/24/2024	54010 · Adult Programming	John Dalton	300.00
12026	09/24/2024	50324 · Pay Per Use Content	Kanopy	1,361.00
12027	09/24/2024	54010 · Adult Programming	Lauren Rico Steffann	250.00
12028	09/24/2024	54010 · Adult Programming	Leslie Rodriguez	600.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12029	09/24/2024	55010 · Travel Expense	Lyft Bike and Scooters LLC	879.95
12030	09/24/2024	52020 · Technology Equipment	Makerbot Industries LLC	1,023.75
12031	09/24/2024	502041 · Office Supplies	Matter Surfaces	4,840.55
12032	09/24/2024	57070 · Technology	Mobile Beacon	840.00
12033	09/24/2024	54011 · YS Programming	Musicology 4 Kids	350.00
12034	09/24/2024	50210 · Furniture	Nickerson Furniture	16,485.48
12035	09/24/2024	50224 · Contractors & Annual Contracts	O&M House Electric	430.88
12036	09/24/2024	50270 · Phones	Optimum Business	1,297.20
12037	09/24/2024	50224 · Contractors & Annual Contracts	Otis Elevator Company	190.00
12038	09/24/2024	50224 · Contractors & Annual Contracts	Our Lady of Grace Church	525.00
12039	09/24/2024	502041 · Office Supplies	Panera	310.75
12040	09/24/2024	18610 · Pre-paid Postage	Pitney Bowes Reserve Account	500.00
12041	09/24/2024	502041 · Office Supplies	Pizza Republic	106.47
		54010 · Adult Programming		623.26
				<u>729.73</u>
12042	09/24/2024	66121 · Payroll Processing	Primepoint LLC	860.40
12043	09/24/2024	50262 · PSE&G	PSE&G	7,675.35
12044	09/24/2024	10004.04 · Petty Cash Fund	Raul Sanguinetti	155.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12045	09/24/2024	54010 · Adult Programming	Reina Escobar	600.00
12046	09/24/2024	50224 · Contractors & Annual Contracts	Ricoh USA, Inc.	767.07
12047	09/24/2024	50205 · Consultants	Rosica Communications	5,625.00
12048	09/24/2024	54010 · Adult Programming	Rudy Gutierrez	250.00
12049	09/24/2024	50250 · Security	Sentinel Security Service	712.20
12050	09/24/2024	50270 · Phones	Spectrotel	437.17
12051	09/24/2024	54010 · Adult Programming	Stephanie Tobia	75.00
12052	09/24/2024	50224 · Contractors & Annual Contracts	Surf Fire Security & Safety	952.80
12053	09/24/2024	50205 · Consultants	The Felt Hat	1,338.71
12054	09/24/2024	54010 · Adult Programming	Together We Rise LLC	400.00
12055	09/24/2024	54012 · Family FUNday	Vanessa Iris Soto	147.96
12056	09/24/2024	50224 · Contractors & Annual Contracts	Vanguard Cleaning Systems	599.00
12057	09/24/2024	50263 · Internet Connection	Verizon	825.43
12058	09/24/2024	502041 · Office Supplies	W.B.Mason	852.22
		54010 · Adult Programming		373.93
		54011 · YS Programming		315.27
		52020 · Technology Equipment		167.20
				<hr/> 1,708.62
12059	09/24/2024	50202 · Legal Fees	Weiner Law Group LLP	814.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12060	09/24/2024	50221-4 · Maintenance Vehicle	Willow Sunoco	54.95
12061	09/24/2024	54010 · Adult Programming	Yun H. Ko	600.00
TOTAL NUMBER OF CHECKS			63	
TOTAL \$ AMOUNT OF CHECKS				465,714.57
To be processed through PayPal:				
	09/24/2024	502041 · Office Supplies	800-FLOWERS INC	136.98
	09/24/2024	54013 · Makerspace	Cricut Inc.	676.51
	09/24/2024	54014 · Summer Reading	Inserra Supermarkets	367.77
Checks to be voided:				
11867	07/23/2024	54010 · Adult Programming	Fatima Sindhu	300.00
11940	08/27/2024	50280 · Interlibrary Fines	Hasbrouck Heights Public Library	20.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12062	09/24/2024		Amazon	
		502041 · Office Supplies		1,885.39
		54013 · Makerspace		368.88
		50301 · Print Materials		39.27
		54010 · Adult Programming		510.32
		54011 · YS Programming		1,308.93
		52020 · Equipment		2,082.89
		50221 · Maintenance		14.89
		54014 · Summer Reading		454.60
				<u>6,665.17</u>
12063	09/24/2024		Baker and Taylor	
		50301 · Print Materials		7,737.92
		50311 · Media (CDs & DVDs)		135.98
				<u>7,873.90</u>
12064	09/24/2024		Midwest Tape	
		50324 · Pay per use content		3,517.27
12065	09/24/2024		Overdrive	
		50322 · eBooks		3,078.92
TOTAL NUMBER OF CHECKS			4	
TOTAL \$ AMOUNT OF CHECKS				21,135.26

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
448	09/24/2024	31119 · 1st & 2nd Floor Renovation	Clarke Caton Hintz	216.48
449	09/24/2024	31115 · Upper Levels Renovation	Open Systems Integrators Inc.	1,120.00
TOTAL NUMBER OF CHECKS			2	
TOTAL \$AMOUNT OF CHECKS				1,336.48

HOBOKEN PUBLIC LIBRARY

Resolution No. 2024-10

RESOLUTION TO VOID CHECKS

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

Check #11867, 07/23/2024, \$300.00 – Fatima Sindhu

Check #11940, 08/27/2024, \$20.00 – Hasbrouck Heights Public Library

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

Date: September 24, 2024

Jerome Abernathy, President, Board of Trustees

I certify that the above Resolution 2024-10 was approved by the Hoboken Public Library Board of Trustees at a regular public meeting held on September 24, 2024.

Roll Call:
Yes:
No: