

HOBOKEN FREE PUBLIC LIBRARY

Hoboken Public Library Agenda for In Person Meeting of the Board of Trustees February 25, 2025 from 6:30^{pm} to 8^{pm}

Option to Join on Zoom:

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

Meeting ID: 814 3476 3989

1. Call to Order
2. Announcement of Compliance with the Open Public Meetings Law
3. Roll Call
4. Minutes of Meeting
5. Public Comments
6. Director's Report
7. Committee Report
 - a. Buildings and Grounds
 - b. Budget and Finance
 - i. Resolution to Reserve Funds
 - c. Personnel and Policy
 - i. 2025 Director's Goals
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 Reserve Funds	Budget and Finance
Minutes approval	

14. Trustee Comments

15. Adjournment

HOBOKEN FREE PUBLIC LIBRARY

Director's Report for February 25, 2025 Board Meeting



Raakhee Mirchandani's book launch & panel discussion

[Raakhee Mirchandani, Assemblywoman Jessica Ramirez, Councilwoman Emily Jabbour, Mayor Ravi Bhalla, Senator Raj Mukherji, Jennie Pu, and teen volunteers]

Director's Highlights

- **ULC Board Retreat:** Jennie attended the ULC Board Retreat in person in La Jolla, CA. The group discussed shared vision and strategies for impact, growing its resources, and strengthening its fundraising strategy. On behalf of the ULC Federal Advocacy Taskforce, Jennie led a discussion on libraries' role in advocacy.
- **2025 Directors Goals:** A copy of Jennie's 2025 directors goals is included in this month's board packet for Board review.
- **National Ambassador of Young People's Literature:** Jennie was invited by the Library of Congress as a member of the selection committee for the National Ambassador of Young People's Literature. The committee selected author Mac Barnett, who was inaugurated at the Library of Congress on February 6.
- **Mercury Excellence Award:** Hoboken Public Library won Silver in the Mercury Excellence Awards for upholding the right to read in New Jersey.
- **State of the County Address:** The library was invited by Hudson County Executive Craig Guy to attend the Hudson County State of the County Address on February 13.
- **Califa Board Meeting:** Jennie attended the quarterly Califa board meeting, where they conducted regular board business and discussed their grant receivable status in light of the executive orders.
- **2025 Movers and Shakers:** Jennie was asked to help Library Journal finalize its list of 2025 movers and shakers.

- **Onyx Storm Release Party:** 45 people attended the Onyx Storm Release Party on January 24. Attendees participated in crafting and trivia and enjoyed lite bites and cocktails. Proceeds from the event benefited the HPL Friends & Foundation.
- **Raakhee's Book Launch and Panel Discussion:** Board of Trustee member Raakhee Mirchandani held a successful book launch and panel discussion for her latest book, *She Persisted: Kamala Harris*. In attendance were Assemblywoman Jessica Ramirez, Councilwoman Emily Jabbour, Mayor Ravi Bhalla, Senator Raj Mukherji, Jennie Pu, and a panel of teen volunteers.
- **Cervical Cancer Awareness:** The Library hosted a cervical cancer awareness information session sponsored by RWJ Barnabas Health and the Hudson County Executive Office.
- **Tern Parade:** The Library will be participating in a Tern Parade celebrating Hoboken's official bird, the Tern. We were given two Tern decoys to paint for the parade, which will be displayed at the Library along with the other 28 decoys in June.
- **Mardi Gras Program:** The HPL Friends & Foundation are hosting a Mardi Gras Masquerade fundraiser on Friday, February 28. Participants will enjoy a live band, performances by an award-winning mentalist and magician, mask-making, tarot reading, and more.

Department Summaries

Assistant Director

- **De-Escalation Training:** We will be hosting a de-escalation training for staff on Wednesday, February 26, 2025. The training will be conducted by Together We Rise. In anticipation of the training, staff filled out a survey to gauge their comfort and sense of security in the library.
- **Panic Buttons:** Panic Buttons were installed on service desks on all floors of the library. Training will be scheduled to inform staff how to operate the panic buttons.
- **Patron Incident Tracking Software:** Patron Incident Tracking Software (PITS) is being purchased for the library in the first quarter of 2025. A kick-off meeting with the software developer, Quipu, was held on Wednesday, February 19, 2025. Ideally the cloud based software will be operational, and staff trained on its usage in the first half of 2025.
- **Social Worker:** The Library hired a new social worker, Alexis Austin. Alexis will work part-time and has many new ideas of how we can serve our patrons. Her first day is Friday, February 21st.

Information and Digital Services

- **New Cook Book Club:** A new Cook Book Club is planned for February 18. Two of the IDS staff members, librarian Rosary Van Ingen and Community Library Assistant Laura Knittle, hope to reach out to community members who love to cook or simply enjoy exploring diverse cultural cuisines. Participants are encouraged to bring a favorite recipe or cookbook. The theme for the first meeting is Soul Food, celebrating its rich history, flavors, and stories.
- **Statista:** This year we began offering Statista, a global data and business intelligence platform with an extensive collection of statistics, reports, and insights on over 80,000 topics from 22,500 sources in 170 industries. Patrons can access Statista at the main library or Grand Street while using the library's IP address, whether on a library computer or their own device. We do not currently have access outside of the library; but, once set up by IT, customers will be able to use a link after signing in to the library's app for remote access.

- **Magazine Giveaway and Craft Event:** On Thursday, February 20 from 3:00pm-7:00pm, we are inviting all crafters, scrapbookers, junk journalers, and vision boardists to come and pick up some of the weeded magazines from our collection. We will have some crafting supplies for those who want to work on creating something while at the library.
- **Computer and Tech Usage:** Adult desktop computer use for December at the main branch was 1,024 sessions compared with January with 1,007 sessions. Last January there were only 967 adult computer use sessions at the main branch. Computer use for all ages and branches was 1,816 in January 2025, 1,806 in January 2024, and 1,909 in December 2024. Scanning was up from 5 last month with 7 this month. Faxing was 30 faxes in December compared to 38 faxes in January. There were 19 scans and 19 faxes in 2024. There is concern we may need to again start charging for faxes or limiting how many pages individual customers can send since we are being charged overages due to the high amount of pages faxed each month. This month, Hot Spots were checked out 7 times.
- **eResources:** NY Times logins went up in the building with 178 in December compared to 225 in January in the building; remote logins also went up, with 1,069 in December compared to 1,494 in January. Last January there were 554 off site logins and 184 onsite logins. Valueline was down from 885 to 823 logins. Valueline had 629 logins in January of last year. Newsbank was up slightly from 18 to 20 logins. There were a total of 29 Newsbank logins in January of last year. Mango went significantly up with 56 logins in December compared with 157 in January. There were 96 logins for Mango last January. Pronunciator had 12 logins this month compared with only 2 last month. The January ebooks/audiobooks/magazine checkouts for eLibraryNJ were 4,300 and the ebook/audiobook/magazine checkouts for eBccls were 5,139. There were 497 Hoopla ebooks checkouts, 911 Hoopla digital audiobooks, 176 Hoopla Comic Books, and 2 Hoopla Magazine Binge Passes. Total Music, Movie, and TV Digital Media Circulation for Hoopla, Kanopy, Medici, ShemarooMe and Freegal for January was 3,129.
- **Reference Questions:** Reference questions at the main branch were up with 244 in January 2025 compared with 178 in December. The majority of the questions this month at the main branch were answered by phone or in person with 65 by phone and 146 in person. Additionally, there were 16 by chat and 17 by email. There were 54 total questions at the Grand Street Branch.
- **Monthly Programming:**
 - The Writers Group in February had two people attending. The next meeting will be on March 3 at 6:30 PM in person at the main branch and via Zoom.
 - The Poetry Healing Group for January had 7 people. The next meeting will be on February 26 at 6:30 PM.
 - In February we hosted a viewing of the documentary, *The Gospel According to Andre*, about fashion icon Andre Leon Tally, in honor of African American History Month. On March 14 we will feature the adaptation of the popular musical *Wicked*.
 - The HPL Mystery book club had 16 people last month. The Hoboken Public Library's Science Fiction and Fantasy Book Discussion Group discussion in January was on the classic *Old Man's War* by John Scalzi. In February we will be hosting a discussion of *Emily Wilde's Encyclopaedia of Faeries* by Heather Fawcett.
 - The January Seed Saving 101 program had 21 people and the Environmental Book Discussion had 6 people. On February 18, the Environmental Book Club will discuss *Year of No Garbage* by Eve O. Schaub.

Grand Street/Community Engagement

- **Stevens Institute Collaboration:** Grand Street Manager Ally Blumenfeld facilitated a volunteer service project with Stevens Institute students in honor of Martin Luther King Jr Day of Service. Students volunteered at the Grand Street Branch and spent two hours shelf-reading the entire collection, in addition to pulling books with incorrect labeling and ensuring each shelf has a bookend. Their help was invaluable in resetting our collections to an attractive and functional level of organization.
- **Tax Prep Program:** Ally and IDS Manager Aimee Harris organized a free tax preparation program with AARP Tax-Aide to take place at the Grand Street Branch in March.
- **Changing Stations at the Multiservice Center:** Successful advocacy on the part of the Grand Street team resulted in changing stations being added to the restrooms in the Multiservice Center to better serve the families that use our branch.
- **Adult Programming:** Ongoing adult programs administered by Grand Street Staff at the Main Library, including American Sign Language for Beginners, Yoga is for Everyone, Chair Yoga, Mah Jongg, Typewriter Poetry, and Mindfulness Meditation classes, are all ongoing. Tai Chi continues with strong attendance at Grand Street, in addition to ESL classes and children's story times.

Youth Services

- **Slime Time Program:** The Teen Advisory Board had an exciting and successful January and February, filled with engaging programs and community events. Faye, one of our enthusiastic TAB members, hosted a Slime Time program on 1/30 that drew a large number of participants, both teens and kids. The event was a hit, with kids experimenting with different colors and textures to create unique slime creations.
- **Create Your Own Bear:** In celebration of Valentine's Day, TAB member Jaxx hosted a Stuffed with Love: Create Your Own Bear activity during our teen party on 2/10. This delightful event allowed participants to craft their own cuddly companions, adding a personal touch that made for a memorable experience.
- **Valentine's Day Celebration with HoLa:** HoLa Charter School's National Honor Society students helped host a large Valentine's Day celebration for the community on 2/12. TAB member Faye showcased her culinary skills by hosting a Chocolate Covered Strawberry Station. Her station was a favorite among attendees. A crafting station was hosted on the third floor of the Youth Services department. This engaging activity was led by HoLa TAB members, Eva and Ma'ati, who guided participants through various Valentine's Day-themed crafts. In the Large Program Room, students from HoLa Charter School's National Honor Society hosted a cookie decorating session.
- **Dog Man Party:** Youth Services hosted a Dog Man Party, in honor of the movie release, on 1/31
- **Life Skills Valentine's Party:** Hoboken Middle School's Life Skills class enjoyed a Valentine's Day party on 2/12 and celebrated with tasty treats and books.
- **Coding Class:** Coding with teen volunteer Aaron continues to be a hit, with plans to extend the program into the spring.
- **Bilingual Story Time:** HoLa 1st graders visited Grand St on 2/10 for a bilingual story time and craft; a total of 51 students were in attendance.
- **Pokemon Club:** Youth Services added 2 additional Pokemon Club meetups in February, one on Saturday, 2/2 and another program scheduled for 2/27, for National Pokemon Day - this is in

addition to our regular monthly meetups on the second Thursday of every month, with our teen volunteer Aarav.

- **Family FUNday:** Family FUNday this month celebrates Black History Month with a short screening of the book *The Oldest Student* by Rita L. Hubbard, along with a craft on 2/22
- **Black History Month Celebration:** The teens celebrated Black History Month with two trivia sessions on 2/5 and 2/19.

Information Technology

- **Communico App update:** Last month our OverDrive API was confirmed and our App beta is ready to test. We will start extensively testing different functionalities and evaluating the design layout. We will connect with Mr.Thoens shortly to provide him with his test credentials.
- **MakerSpace:** The MakerSpace has continued to host Coding and Robots Basics classes on Sundays. Customer feedback has been positive, so classes will be added for March and April.
- **Kiosk Maintenance Schedule:** We've adopted an early morning weekly Kiosk Maintenance Schedule, where staff deep clean and address issues with our lending technology before the library opens to the public.
- **Maddy's Art Palette:** Hoboken based Non-Profit, Maddy's Art Palette, hosted a Valentine's Day Card and Goodie-bag crafting event in the MakerSpace. Maddy's Art Palette is an organization that focuses on providing enrichment, entertainment, and joy through access to toys, media, and clothing to children who are currently in the hospital with terminal illnesses. Close to 90 people attended this past event and we look forward to collaborating with them again in the future.
- **Gardening and seed saving workshop:** Rutgers Cooperative Extension of Hudson County offered a hands-on and interactive workshop in which participants learnt about gardening and seed saving. Participants learned about how to start growing in an urban environment, including how to collect and share seeds. They brought seeds and exchanged for new ones, and also donated seeds to the Library's new seed library. We are developing a new webpage to be added to our library website with all the details.
- **MakerDay:** Preparations are underway for the 2025 New Jersey Makers Day. We will be hosting it on the 3rd floor and in MakerSpace and are collaborating with ex-Maker Bar staff and community members to provide fun programs for the day. The event will take place on Sunday, March 23rd with details to follow.
- **A/V Program Support:** The IT team provided A/V support for the Friends and Foundation Onyx Storm release party and Raakhee Mirchandani's latest book launch of *She Persisted: Kamala Harris*.

Special Collections

- **Research Requests:** There were four special collections research requests in the first half of February. Increasingly, the IDS department is helping to screen these requests. The requests ranged from queries about relatives to background research for a film script about the Hoboken Fires.
- **CCDI Initiative:** The final invoice was submitted to the Library of Congress for the Connecting Communities Digital Initiative. A special party is being planned for Thursday, March 13 from 6PM-8PM to celebrate the completion of the grant-award. There will be food and live music.
- **Amateur on Plastic:** We hosted the New Jersey premiere of director Mark Robinson's documentary, *Amateur on Plastic*, on Tuesday, February 11, 2025. We worked with Mark Robinson to promote the event on his various social media platforms.

January 2025						
	Jan. 2025	Dec. 2024	% Change	YTD 2025	YTD 2024	YTD % change
Circulation						
Main Circulation - Adult	6,091	5,846	4%	6091	6,358	-4%
Main Circulation - Youth	9,312	8,365	11%	9312	10,485	-11%
Grand Circulation - Adult	158	124	27%	158	204	-23%
Grand Circulation - Youth	516	584	-12%	516	530	-3%
eBook Circulation	11,025	9,966	11%	11,025	8,060	37%
Digital Resource Usage	3128	2,573	22%	3,128	1,394	124%
Library of Things Circulation	15	15	0	15	5	2%
Total Door Count - Main	23,757	19,543	22%	23,757	29,390	-19%
Total Door Count - Grand	1077	744	45%		784	-100%
Reference Questions	298	186	60%	298	131	127%
Total New Patrons Registered	391	394	-1%	391	472	-17%
Locker Use - Main	926	858	8%	926	430	115%
Locker Use - Grand	613	515	19%	613	343	79%
Locker Use - Museum	375	558	-33%	375	50	650%
Museum Passes	108	109	-0.92%	108	21	414.29%
Programming						
Total Programs - Adult	50	47	6%	50	40	25%
Total Program Attendance - Adult	472	516	-9%	472	434	9%
Total Programs - Young Adult	18	28	-36%	17	14	21%
Total Program Attendance - Young Adult	352	368	-4%	345	261	32%
Total Programs - Children	61	60	2%	61	37	65%
Total Program Attendance - Children	3102	2857	9%	2783	2882	-3%
Total Outreach Events	0	0	0%	0	8	-100%
Total Outreach Event Attendance	0	0	0%	0	103	-100%
Total Programs	131	135	-3%	131	91	44%
Total Program Attendance	3926	3732	5%	3606	3577	1%
Social Work						
Social work appointments	6	14	-57%	0	49	-100.00%
Community Care Kits distributed	199	1	19800%	199	271	-26.57%
Computer Use						
Computer Use - Main	1730	1829	-5%	1730	1594	9%
Computer Use - Grand	86	80	8%	86	212	-59%
Technology Lending						
Chromebooks	0	9	-100%	0	3	-100%
Wi-Fi Hotspots	7	10	-30%	7	3	133%
Kiosk Laptops	507	518	-2%	507	540	-6%
Kiosk Chargers	118	130	-9%	118	240	-51%
Technology Lending total	632	667	-5%	632	786	-20%
Wireless use						
Main Branch	1918	1999	-4%	1918	1929	-1%
Annex	403	523	-23%	403	603	-33%
Grand Street	125	137	-9%	125	114	10%
Social Media						
Facebook - Total Followers	5,993	6000	-7	0%		
Instagram - Adult - Total Followers	6,069	5988	81	1%		
Instagram - YA - Total Followers	1,096	1102	-6	-1%		
Instagram - Children - Total Followers	1,922	1420	502	35%		
Instagram - Bookbike - Total Followers	496	495	1	0%		
eNewsletter - Total Subscribers	17,412	17,600	-188	-1%		
TikTok - Total Followers	398	398	0	0%		



HoLa 1st graders at Grand



Valentine's day cookie decorating



Slime program



Stevens Co-Op Library Tour



Jennie's Lunar New Year treat



Blind Date with a Book



Stuffed with Love program



Chair yoga



BHM Art with Liz



Lunar New Year lion dance



Chocolate covered strawberries with TAB



Yoga story time



Story time with Ms. Brenda



Pokemon club



Tai Chi class in full swing



Tern Parade partnership



Valentine's Day Card & Goodie Bag

Hi!
 I'm Natalia Artigas, and a few months ago, I sent some designs for a science olympiad project. Thanks so much for the prints- they were so helpful!
 Well, my partner and I made it to the state finals, where we are using a new design in order to improve our performance at the competition.
 Would it be possible to print out the attached file? If it

MakerSpace appreciation



Staff appreciation crafts



DogMan party



Story time with Jack & Bill

Account	Activity	Amount	Balance
TD Checking	Balance as of 01/01/2025		\$1,290,774.96
	Fines & Fees and Other Credits	\$5,169.64	\$1,295,944.60
	Interest	\$4,118.45	\$1,300,063.05
	Municipal Minimum Library Tax	\$0.00	\$1,300,063.05
	Payroll Funds Transfers	-\$170,000.00	\$1,130,063.05
	Accounts Payable and Other Debits	-\$42,702.59	\$1,087,360.46
	Balance as of 01/31/2025		<u>\$1,087,360.46</u>
TD Payroll	Balance as of 01/01/2025		\$130,865.22
	Funds Transfers	\$100,000.00	\$230,865.22
	Salary & Wages	-\$103,192.20	\$127,673.02
	Balance as of 01/31/2025		<u>\$127,673.02</u>
TD Payroll Agency	Balance as of 01/01/2025		\$103,048.06
	Funds Transfers	\$70,000.00	\$173,048.06
	Salary & Wages	-\$70,131.35	\$102,916.71
	Balance as of 01/31/2025		<u>\$102,916.71</u>
TD Vacation Reserve	Balance as of 01/01/2025		\$85,047.03
	2025 reserve funds transfer		\$3,727.82
	Balance as of 01/31/2025		<u>\$88,774.85</u>
TD Money Market	Balance as of 01/01/2025		\$252,625.91
	Balance as of 01/31/2025		<u>\$252,625.91</u>
NJ Cash Management	Balance as of 01/01/2025		\$1,660,183.92
	Interest	\$6,104.16	\$1,666,288.08
	Balance as of 01/31/2025		<u>\$1,666,288.08</u>
BCB Construction	Balance as of 01/01/2025		\$387,052.40
	Interest	\$33.33	\$387,085.73
	Checks	\$0.00	\$387,085.73
	Balance as of 01/31/2025		<u>\$387,085.73</u>

Income

	% of Budget	Item	Jan-Dec 2024 Actual	2024 Budget	\$ Over Budget	% of Budget
1	97.0%	Municipal Minimum Library Tax	6,326,591	6,326,591	0	100%
2	1.8%	Grants	80,867	120,000	-39,133	67%
3	0.4%	Interest	69,064	25,000	44,064	276%
5	0.4%	Donations Public Support	20,203	25,000	-4,797	81%
2	0.3%	State Aid	282,604	20,000	262,604	1413%
4	0.1%	Fees	11,708	5,000	6,708	234%
6	100%	Total	\$6,791,036	\$6,521,591	\$269,445	104%

Expenditures

	% of Budget	Item	Jan-Dec 2024 Actual	2024 Budget	\$ Over Budget	% of Budget
Personnel						
7	43.4%	Salary and Wages	2,268,529	2,831,158	-562,629	80%
8	17.4%	Health Insurance	1,012,544	1,132,000	-119,456	89%
9	5.7%	Pension and DCRP	374,599	370,000	4,599	101%
10	3.5%	Payroll Taxes	183,034	229,000	-45,966	80%
11	1.2%	Overtime	89,165	75,000	14,165	119%
12	0.5%	Workers' Compensation Insurance	33,306	35,000	-1,694	95%
13	0.5%	Shared Services Agreement	31,467	30,000	1,467	105%
14	0.2%	Payroll Processing	8,003	10,000	-1,997	80%
15	0.2%	Unemployment Insurance	0	10,000	-10,000	0%
16	72%	Subtotal	4,000,648	4,722,158	-721,510	85%
Physical Plant						
19	3.0%	Capital Reserve	193,433	193,433	0	100%
18	1.7%	Maintenance	121,288	110,000	11,288	110%
20	1.4%	Utilities and Phones	117,752	90,000	27,752	131%
21	1.2%	Furniture	30,659	75,000	-44,341	41%
22	0.6%	Facilities Improvement	29,513	40,000	-10,487	74%
23	0.5%	Security	12,385	30,000	-17,615	41%
17	0.4%	Flood Insurance	19,380	25,000	-5,620	78%
24	9%	Subtotal	524,410	563,433	-28,102	93%
Reading, Information & Technology						
25	2.9%	Digital Content	169,271	190,000	-20,729	89%
26	2.3%	Print Materials	103,340	150,000	-46,660	69%
27	1.4%	BCCLS	83,136	94,000	-10,864	88%
29	1.2%	Technology	78,112	75,000	3,112	104%
28	0.9%	Equipment	53,041	60,000	-6,959	88%
30	0.8%	Non-Print Materials	17,144	50,000	-32,856	34%
31	0.5%	Special Collections	39,531	33,000	6,531	120%
32	0.2%	Periodicals	11,386	15,000	-3,614	76%
33	0.0%	Inter-library Loan	1,479	1,000	479	148%
34	10%	Subtotal	556,440	668,000	-111,560	83%
Community Engagement						
35	2.3%	Community Programming	179,741	150,000	29,741	120%
36	0.8%	Marketing/Advertising	46,756	55,000	-8,244	85%
37	3%	Subtotal	226,497	205,000	21,497	110%
Administration						
38	1%	Office/Library Supplies	97,845	90,000	7,845	109%
39	0.6%	Travel and Mileage	43,032	40,000	3,032	108%
40	0.5%	Staff Development	6,922	30,000	-23,078	23%
41	0.3%	Memberships and Dues	18,548	20,000	-1,452	93%
42	0.2%	Conventions and Seminars	11,538	15,000	-3,462	77%
43	3%	Subtotal	177,886	195,000	-17,114	91%
Professional Support						
44	2%	Consultants	114,652	100,000	14,652	115%
45	0.9%	Attorney	23,831	60,000	-36,169	40%
46	0.1%	Auditor	7,500	8,000	-500	94%
47	3%	Subtotal	145,982	168,000	-22,018	87%
48	100%	Total	\$5,631,863	\$6,521,591	\$889,728	86%

Income

	% of Budget	Item	Jan 2025 Actual	2025 Budget	\$ Over Budget	% of Budget
1	98.2%	Municipal Minimum Library Tax	0	6,746,549	-6,746,549	0%
2	0.4%	Grants	4,372	25,000	-20,628	17%
3	0.9%	Interest	10,256	60,000	-49,744	17%
2	0.4%	NJ State Aid	0	30,000	-30,000	0%
4	0.1%	Fees	440	10,000	-9,560	4%
6	100%	Total	\$15,067	\$6,871,549	-\$6,856,482	0%

Expenditures

	% of Budget	Item	Jan 2025 Actual	2025 Budget	\$ Over Budget	% of Budget
Personnel						
7	42.0%	Salary and Wages	153,938	2,883,252	-2,729,314	5%
8	17.0%	Health Insurance	468	1,170,000	-1,169,532	0%
9	6.2%	Pension and DCRP	1,126	425,000	-423,874	0%
10	3.4%	Payroll Taxes	12,554	233,000	-220,446	5%
11	1.2%	Overtime	5,368	85,000	-79,632	6%
12	0.5%	Workers' Compensation Insurance	0	35,000	-35,000	0%
13	0.5%	Shared Services Agreement	0	35,000	-35,000	0%
14	0.1%	Payroll Processing	2,217	10,000	-7,783	22%
15	0.1%	Unemployment Insurance	0	10,000	-10,000	0%
16	71%	Subtotal	175,672	4,886,252	-4,710,580	4%
Physical Plant						
19	3.6%	Capital Reserve	0	244,297	-244,297	0%
18	1.7%	Maintenance	3,844	115,000	-111,156	3%
20	1.7%	Utilities and Phones	4,043	115,000	-110,957	4%
21	1.1%	Furniture	0	75,000	-75,000	0%
22	0.9%	Facilities Improvement	2,950	60,000	-57,050	5%
23	0.4%	Security	4,984	30,000	-25,016	17%
17	0.4%	Flood Insurance	0	25,000	-25,000	0%
24	10%	Subtotal	15,820	664,297	-82,066	2%
Reading, Information & Technology						
25	2.8%	Digital Content	16,567	194,000	-177,434	9%
26	2.2%	Print Materials	44	150,000	-149,956	0%
27	1.5%	BCCLS	0	100,000	-100,000	0%
29	1.1%	Technology	16,813	75,000	-58,188	22%
28	0.9%	Equipment	0	65,000	-65,000	0%
30	0.3%	Non-Print Materials	0	20,000	-20,000	0%
31	0.6%	Special Collections	0	40,000	-40,000	0%
32	0.2%	Periodicals	8,946	13,000	-4,054	69%
33	0.0%	Inter-library Loan	0	1,000	-1,000	0%
34	10%	Subtotal	42,369	658,000	-615,631	6%
Community Engagement						
35	2.5%	Community Programming	12,129	175,000	-162,872	7%
36	1.1%	Marketing/Advertising	4,228	75,000	-70,772	6%
37	4%	Subtotal	16,356	250,000	-233,644	7%
Administration						
38	1%	Office/Library Supplies	467	95,000	-94,533	0%
39	0.7%	Travel and Mileage	37	45,000	-44,963	0%
40	0.4%	Staff Development	0	30,000	-30,000	0%
41	0.3%	Memberships and Dues	180	20,000	-19,820	1%
42	0.2%	Conventions and Seminars	0	15,000	-15,000	0%
43	3%	Subtotal	683	205,000	-204,317	0%
Professional Support						
44	2%	Consultants	0	150,000	-150,000	0%
45	0.7%	Attorney	0	50,000	-50,000	0%
46	0.1%	Auditor	0	8,000	-8,000	0%
47	3%	Subtotal	0	208,000	-208,000	0%
48	100%	Total	\$250,900	\$6,871,549	\$6,620,649	4%

	<u>Jan 2025</u>	<u>2025 Budget</u>	<u>% of Budget</u>
Income			
NJHT Grant Phase 2 & 3	-	1,500,000	0%
2025 Operating Budget Reserve	-	244,297	0%
TOTAL INCOME	<u>0</u>	<u>1,744,297</u>	0%
Expenditures			
<u>1st Floor & Mezzanine Renovation Project</u>			
Renovations	-	3,197,622	0%
Architectural Design and Planning	-	150,000	0%
TOTAL EXPENDITURES	<u>0</u>	<u>3,347,622</u>	0%
Net Capital Reserve Fund	-	3,347,622	
Capital Reserve Fund Balance - January 1	\$ 3,222,555		
Capital Reserve Fund Balance - January 31	\$ 3,222,555		

Num	Date	Account	Name	Paid Amount
12338	02/25/2025	50280 · Interlibrary Fines	Franklin Lakes Public Library	15.00
12339	02/25/2025	56010 · Marketing	Hoboken Historical Museum	800.00
12340	02/25/2025	50700 · Special Collections	Internet Archive	1,034.08
12341	02/25/2025	50224 · Contractors & Annual Contracts	Rapid Pump & Meter Service	1,542.57
12342	02/25/2025	50280 · Interlibrary Fines	Ridgefield Public Library	55.00
12343	02/25/2025	50280 · Interlibrary Fines	Saddle Brook Free Public Library	35.00
12344	02/25/2025	50224 · Contractors & Annual Contracts	Zoom Drain and Sewer Service	489.00
TOTAL NUMBER OF CHECKS			7	
TOTAL \$ AMOUNT OF CHECKS				3,970.65

Num	Date	Account	Name	Paid Amount
12345	02/25/2025	54010 · Adult Programming	Aida Lolovic	600.00
12346	02/25/2025	54010 · Adult Programming	Alexandria Campbell	600.00
12347	02/25/2025	54013 · Makerspace	American Button Machines	594.27
12348	02/25/2025	53020 · Conventions/Seminars	American Library Association	220.00
12349	02/25/2025	52020 · Technology Equipment	Bibliotheca	4,472.96
12350	02/25/2025	50270 · Phones	Cablevision Lightpath LLC	1,457.16
12351	02/25/2025	50221-2 · Maintenance	City Paint	1,364.65
12352	02/25/2025	57070 · Technology	Comprise Technologies	1,795.00
12353	02/25/2025	56010 · Marketing	Darling Promo	482.92
12354	02/25/2025	52020 · Technology Equipment	Dell Marketing LP	6,012.39
12354	02/25/2025	50221 · Library Processing Supplies	Demco Inc.	1,573.37
12355	02/25/2025	54010 · Adult Programming	Donna Ferrera	500.00
12356	02/25/2025	54010 · Adult Programming	Dorothee Riehl	200.00
12357	02/25/2025	54010 · Adult Programming	Elizabeth Ndoye	1,200.00
12358	02/25/2025	53010 · Professional Staff Development	Empathy Studios LLC	1,124.10
12359	02/25/2025	57070 · Technology	EnvisionWare Inc.	2,597.20
12360	02/25/2025	54010 · Adult Programming	Evelyn Del Valle	240.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12360	02/25/2025	50224 · Contractors & Annual Contracts	Excel Pest Services	464.76
12361	02/25/2025	502041 · Office Supplies 50600 · Periodicals	Hoboken General LLC	229.00 172.00 <hr/> 401.00
12362	02/25/2025	50264 · Water	Hoboken Water Services	138.10
12363	02/25/2025	50221-2 · Maintenance	Home Depot	181.52
12364	02/25/2025	56010 · Marketing	I.Miller International	2,432.50
12365	02/25/2025	502041 · Office Supplies 550221-4 · Maintenance vehicle 54010 · Adult Programming 54011 · YS Programming	Inserra Supermarkets	381.40 125.00 176.45 177.38 <hr/> 860.23
12366	02/25/2025	54010 · Adult Programming	Jane Porges	400.00
12367	02/25/2025	502041 · Office Supplies 55010 · Travel 66102 · Health Insurance	Jennie Pu	396.90 211.56 468.37 <hr/> 1,076.83
12368	02/25/2025	50324 · Pay Per Use Content	Kanopy	1,660.00
12369	02/25/2025	56010 · Marketing	Karla Aybar Reyes	60.25
12370	02/25/2025	54010 · Adult Programming	Leslie Rodriguez	600.00
12371	02/25/2025	55010 · Travel	Lyft Bike and Scooters LLC	175.99
12372	02/25/2025	54013 · Makerspace	Maddy's Art Palette	200.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12373	02/25/2025	54011 · Youth Services	Musicology 4 Kids	350.00
12374	02/25/2025	50321 · Online Databases 50700 · Special Collections	NewsBank	4,578.00 <u>10,650.00</u> 15,228.00
12375	02/25/2025	50321 · Membership/Dues	Niche Academy LLC	2,800.00
12376	02/25/2025	50261 · Sewerage	North Hudson Sewerage Authority	503.30
12377	02/25/2025	50270 · Phones	Optimum Business	1,297.20
12378	02/25/2025	50224 · Contractors & Annual Contracts	Our Lady of Grace Church	525.00
12379	02/25/2025	502041 · Office Supplies	Panera	194.64
12380	02/25/2025	55010 · Travel	Philip Mendez	200.00
12381	02/25/2025	50271 · Postage	Pitney Bowes Global Financial Services	164.97
12382	02/25/2025	54010 · Adult Programming	Pizza Republic	212.82
12383	02/25/2025	66121 · Payroll Processing	Primepoint LLC	1,325.12
12384	02/25/2025	50262 · PSE&G	PSE&G	8,455.91
12385	02/25/2025	50221 · Maintenance	Public Storage	191.00
12386	02/25/2025	50250 · Security	Quipu	1,500.00
12387	02/25/2025	54010 · Adult Programming	QWERT Poetry	250.00
12388	02/25/2025	10004.04 · Petty Cash Fund	Raul Sanguinetti	140.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12389	02/25/2025	54010 · Adult Programming	Reina Escobar	600.00
12390	02/25/2025	50224 · Contractors & Annual Contracts	Ricoh USA Inc.	805.41
12391	02/25/2025	50205 · Consultants	Rosica Communications	5,625.00
12392	02/25/2025	50280 · Interlibrary Fines	Rutgers University Libraries	102.00
12393	02/25/2025	50250 · Security	Securitas Technology Corporation	1,178.99
12394	02/25/2025	50250 · Security	Sentinel Security Service	4,121.87
12395	02/25/2025	50700 · Special Collections	Smithsonian Institute	70.00
12396	02/25/2025	50270 · Phones	Spectrotel	453.35
12397	02/25/2025	54010 · Adult Programming	Stephanie Tobia	75.00
12398	02/25/2025	50205 · Consultants	The Felt Hat	1,567.50
12399	02/25/2025	50313 · Electronic Games	Thomas Klise/Crimson Multimedia	55.02
12400	02/25/2025	54010 · Adult Programming	Thyson Halley	750.00
12401	02/25/2025	50224 · Contractors & Annual Contracts	Unified Air	2,098.00
12402	02/25/2025	54011 · Youth Services	Valerie Coughlin	99.98
12403	02/25/2025	50224 · Contractors & Annual Contracts	Vanguard Cleaning Systems	599.00
12404	02/25/2025	50263 · Internet Connection	Verizon	837.10

Num	Date	Account	Name	Paid Amount
12405	02/25/2025	502041 · Office Supplies 54010 · Adult Programming	WB Mason	1,628.14 700.13 <hr/> 2,328.27
12406	02/25/2025	50202 · Legal Fees	Weiner Law Group LLP	5,905.86
12407	02/25/2025	54010 · Adult Programming	Yun H Ko	300.00
TOTAL NUMBER OF CHECKS			42	
TOTAL \$ AMOUNT OF CHECKS				94,595.51
To be processed through PayPal:				
	02/25/2025	53030 · Membership/Dues	FitOn Health	123.00
	02/25/2025	57070 · Technology	Zoom	799.50

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
12408	02/25/2025		Amazon	
		502041 · Office Supplies		1,553.96
		54013 · Makerspace		584.68
		54010 · Adult Programming		628.51
		54011 · YS Programming		1,534.92
		52020 · Technology Equipment		14.00
		50311 · Media (CDs & DVDs)		499.33
		50210 · Furniture		657.95
				<u>5,473.35</u>
12409	02/25/2025		Baker and Taylor	
		50301 · Print Materials		14,121.10
		50311 · Media (CDs & DVDs)		231.47
				<u>14,352.57</u>
12410	02/25/2025		Midwest Tape	
		50324 · Pay per use content		4,287.33
12411	02/25/2025		Overdrive	
		50322 · eBooks		2,730.56
TOTAL NUMBER OF CHECKS			4	
TOTAL \$ AMOUNT OF CHECKS				26,843.81

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
451	02/25/2025		Clarke Caton Hintz	
		31119 · 1st Floor and Mezzanine Renovation		296.27
TOTAL NUMBER OF CHECKS				1
TOTAL \$AMOUNT OF CHECKS				296.27

HOBOKEN PUBLIC LIBRARY

Resolution No. 2025-1

RESOLUTION TO RESERVE FUNDS FOR CAPITAL IMPROVEMENTS

WHEREAS, the Hoboken Public Library Board of Trustees (the “Board” or 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 it is necessary to restrict certain capital funds to provide for future Capital Projects.

NOW, THEREFORE, BE IT RESOLVED by the Hoboken Public Library Board of Trustees that the amount of \$243,930.31 from FY 2023 be reserved for the completion of Capital Improvement Projects and moved to the BCB Construction Account.

Date: February 25, 2025

Jerome Abernathy, President, Board of Trustees

I certify that the above Resolution 2025-1 was approved by the Hoboken Public Library Board of Trustees at a regular public meeting held on February 25, 2024.

Roll Call:

Yes:

No:

Director Goals FY2025

Continue to facilitate contract negotiations with the bargaining unit towards a signed contract.

FY25 Activities from Strategic Plan

GOAL 1: PARTNERSHIPS AND COMMUNITY RELATIONSHIPS- Enhance partnerships to position HPL as the community hub for all Hoboken residents.

- **Objective 1-** Schools - Strengthen policy and programmatic relationships with Hoboken public and private schools and other education-based organizations.
 - Drive awareness and usage of the Grand Street branch for school outreach.
 - Increase Teen Advisory Board student membership
- **Objective 2-** Hoboken Housing Authority - Improve overall library services and programs to residents living in HHA with particular emphasis on service to youth.
 - In partnership with Community Lifestyles, add youth programming outside the Learning Center and The Center (new youth center at 301 Jackson).
 - Add social work services through The Learning Center or in site visits to the HHA during senior events
- **Objective 3:** Friends & Foundation- Support capacity-building and effectiveness efforts of the HPL Friends & Foundation for fundraising, advocacy, and library promotion.
 - Plan and execute fundraising and “friendraising” opportunities that will engage different Hoboken communities across different and underserved demographics.
 - Continue advocacy education through consortia, state and national offerings.
- **Objective 4:** Business Community- Strengthen library outreach to the Hoboken-based business community to explore the creation of activities/partnerships to support the information needs of Hoboken-based businesses.
 - Support workforce development and career services through resume assistance and interview preparation to compliment the city’s job fair.
 - Invest and promote new research tools such as Statista to the business community.
- **Objective 5:** Local Nonprofits
 - Complete CCDI Grant and continue partnership with the Puerto Rican Cultural Committee on Puerto Ricans in Hoboken and America website
 - In collaboration with the Hoboken Historical Museum plan programming for the 250th anniversary of the American Revolution

GOAL 2: LIBRARY SERVICE FOR THE HOBOKEN COMMUNITY- Improve efficiencies in the delivery of library services and establish sustainable and impactful programs, services, and collections tailored to meet community needs.

Objective 4: Services – Re-imagine how the library serves Hoboken residents

- Fully launch library specific app through Communico.
- Commence new website design and migration process
- Implement new Makerspace policy

GOAL 3: CAPITAL IMPROVEMENTS/ FACILITIES - Create safe, accessible, and inviting library spaces for all.

- **Objective 1:** Improve building use & advance capital improvements
 - Begin phase 2 of the main building renovation.
 - Implement new safety and security measures (Quipu’s PIT cloud technology, panic buttons at services points) so staff feel supported, adequately protected and informed of security decisions.

GOAL 4: ORGANIZATIONAL CAPACITY- Build a highly effective, mission-driven organizational culture that works together to transform HPL into a successful, impactful, and user-centered urban library.

- **Objective 1:** Create a culture of assessment, service improvement, and operational decision-making.
 - Led by Human Resources, enhance staff training and development focusing on customer service excellence, cultural competency, and assessment methodologies.
 - In partnership with Human Resources, establish career pathways within HPL.
 - Offer regular feedback sessions, and staff forums to ensure open dialogue.
 - Create a recognition program to highlight staff contributions and successes.
 - Advocate for competitive compensation and benefits to retain top talent.
 - Implement an annual staff engagement survey to assess morale and identify areas for improvement. Use survey data to inform policy adjustments and track progress over time.

GOAL 5: LOCAL GOVERNMENT RELATIONS- Strengthen the library’s connections to the strategic priorities of the City of Hoboken

- **Objective 1:** Promote the library’s value as a partner on issues impacting city residents by gaining a “seat at the municipal table” on policies, initiatives, and projects that improve the quality of life for Hoboken residents.
 - Regularly engage elected officials to promote civic engagement, the library’s value in the community and raise the library’s profile.
 - Expand HPL’s national thought leadership via leadership roles in statewide and national library groups and conferences.