



**Hoboken Public Library**  
**Agenda for In Person Meeting of the Board of Trustees**  
**March 25, 2025 6:30<sup>pm</sup> to 8<sup>pm</sup>**

**Option to Join on Zoom:**

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

Meeting ID: 814 3476 3989

1. Call to Order
2. Announcement of Compliance with the Open Public Meetings Law
3. Roll Call
4. Minutes of Meeting
5. Public Comments
6. Director's Report
7. Committee Report
  - a. Buildings and Grounds
  - b. Budget and Finance
    - i. Resolution to Void Checks
  - c. Personnel and Policy
    - i. MakerSpace Policy
    - ii. Bulletin Board Policy
    - iii. 2025 Director's Goals
8. President's Report
9. Hoboken Public Library Friends & Foundation Report
10. Old Business
11. Executive Session to Discuss Union Negotiations and Personnel Matters
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 March 25, 2025 Board Meeting



*New branded van wrap*

### Director's Highlights

- **Van Wrap:** The Library van was wrapped and now features our logo and brand colors.
- **Honoring Faith Fitzsimmons:** In her role as Saddle Brook Library Board President, HR Manager Faith Fitzsimmons was honored by the Saddle Brook mayor and the City of Saddle Brook in celebration of Women's History Month for her dedication to the community and her inspiring role in education.
- **MakerSpace Feature:** Through Rosica communications, our contracted PR firm, the Makerspace was featured on ONNJ with anchorman Ken Rosato. IT Manager Phil Mendez and Senior Library Assistant Mads Sanden spoke about the MakerSpace, how it contributes to the community and the tools, tech, and available classes.
- **Mardi Gras Masquerade Fundraiser:** The Friends & Foundation hosted a successful Mardi Gras Masquerade fundraiser featuring music, magic, mask-making, and tarot. About 100 people attended.
- **CCDI Celebration:** The Library hosted a beautiful event celebrating the completion of the CCDI grant and the launch of the project's [website](#), The Puerto Rican Experience in Hoboken. In attendance were Assemblywoman Jessica Ramirez and her son, Councilman Joe Quintero from Hoboken City Council, Executive Director of the Hoboken Historical Museum, Bob Foster, and Raul Moreno, head of the Hoboken Puerto Rican Cultural Committee. About one hundred guests attended and enjoyed traditional Puerto Rican food and music. We will continue promoting and adding to the webpage.
- **Community Lifestyles Gala-** Library staff members attended the Community Lifestyles Gala on February 27. For the past couple of years, we've hosted the Community Lifestyles summer camp in the library and continue to strengthen our partnership with this community nonprofit.

- **Hoboken Business Alliance Advisory Board:** Jennie participated in the Hoboken Business Alliance Community Advisory board meeting on March 14. The group continued to discuss ways to drive more foot traffic to Hoboken events.
- **Clarke Caton Hintz Meeting:** Jennie met with CCH for an initial review of possible furniture and finishes for the first floor. This will be the first of several meetings about interior finishes for this next phase of renovations.
- **Read Across America:** We celebrated Read Across America month with a hugely popular police officer story time and librarians reading at Connor's Elementary School.
- **Mom's Night Out Fundraiser:** Jennie attended the Mom's Night Out fundraiser hosted by and to benefit the Hoboken Public Education Fund.
- **Public Policy:** March 14, 2025 Executive Order eliminating the Institute of Museum and Library Sciences (IMLS). While we do not receive federal funding directly, this will impact federal funding given to the state library agency. We are working closely with NJLA, the state library, ULC and our respective lobbyists on this contingency planning. NJLA Executive Director Brett Bonfield and I are also scheduled to do a virtual congressional visit with Senator Kim on March 25th to advocate on behalf of NJ libraries.

## Department Summaries

### *Assistant Director*

- **Care Grant:** Representatives from New Jersey's Department of Labor (DOL) who administer the Care Grant will be visiting the Library on Thursday, March 27th at 1PM to visit our social work interns and see the work they do on behalf of the DOL.
- **De-escalation Training:** We held a de-escalation training session on Wednesday, February 26, 2025. Because the Library remained open, staff rotated into the seminar during two sessions. The majority of the staff were able to attend the training. However, we will hold another training session in the future to capture the remainder of the staff. The training was conducted by a social worker from Newark Public Library.
- **Know Your Rights:** The City's Social Workers hosted a Know Your Rights on Immigration Law on Thursday, March 20: 1-3pm. The Library's social work interns attended and assisted.

### *Information and Digital Services*

- **AARP Tax Program:** The library partnered with AARP tax preparation volunteers to provide tax preparation on March 8 and March 10. They submitted and had accepted a total of ten returns. We are looking to expand the number of appointments we can host next year.
- **AI Program with Stevens Institute Professor:** On March 12, Hoboken Resident Carlo Lipizzi did an introductory program on AI. Dr. Lipizzi is an AI, Machine Learning, and Data Science professional bridging academia and the private sector. The program was well received with 23 people attending and several had thoughtful follow up questions. He is the author of the book Societal Impacts of Artificial Intelligence and Machine Learning, which is available to borrow from our library.
- **Tiny Beautiful Things Discussion:** On March 17 at 6:30 PM the Hoboken Public Library hosted a special community discussion on Tiny Beautiful Things, the bestselling book by Cheryl Strayed and its stage adaptation by Nia Vardalos, now playing at Mile Square Theatre. In this conversation, we

dove into the book's themes and examined how the theatrical adaptation brings these heartfelt letters to life on stage. Mile Square Theatre provided a discount code for anyone who RSVP'd to the event.

- **Computer and Tech Usage:** Adult desktop computer use for February at the main branch was 918 sessions compared with January with 1,007 sessions. Last February there were 1,093 adult computer use sessions at the main branch. Computer use for all ages and branches was 1,391 in February 2025, 2,067 in February 2024, and 1816 in January 2025. Scanning was up from 7 last month with 9 this month. Faxing was 38 faxes in January compared to 54 faxes in February. There were 8 scans and 16 faxes in 2024. This month Hot Spots were checked out 9 times compared with 7 times last month.
- **eResources:** NY Times logins went up in the building with 209 in February compared to 225 in January in the building; remote logins also went down, with 1,334 in February compared to 1,494 in January. Last January, there were 290 off site logins and 183 on site logins. Valueline was up from 823 to 897 logins. Valueline had 601 logins in February of last year. Newsbank was up slightly from 20 to 36 logins. There were a similar total of 35 Newsbank logins in February of last year. Mango went down slightly with 138 logins in February compared with 157 in January. There were 66 logins for Mango last February. Pronunciator had 8 logins this month compared with 12 last month. Weekly social media ads for various eResources are being provided to help expand usage of the resources.
  - The January ebooks/audiobooks/magazine checkouts for eLibraryNJ were 4,300 compared with 3,752 for February and the ebook/audiobook/magazine checkouts for eBccls were 5,139 and 4,426 in February. There were 422 Hoopla ebooks checkouts, 839 Hoopla digital audiobooks, 167 Hoopla Comic Books, and 18 Hoopla Binge Passes. Total Music, Movie, and TV Digital Media Circulation for Hoopla, Kanopy, Medici, ShemarooMe and Freegal for February was 2150.
- **Reference Questions:** Reference questions at the main branch were up with 244 in January 2025 compared with 289 in February. The majority of the questions this month at the main branch were answered by phone or in person with 74 by phone and 182 in person. Additionally, there were 11 by chat and 22 by email.
- **Monthly Programming:**
  - The Writers Group in March had two people attending. The next meeting will be on April 7 at 6:30 PM in person at the main branch and via Zoom.
  - The Poetry Healing Group for February had 6 people. The next meeting will be on March 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 with 6 people attending. On March 22 we will feature the adaptation of the popular musical Wicked.
  - The HPL Mystery book club had 21 people last month. The Hoboken Public Library's Science Fiction and Fantasy Book Discussion Group discussion in February hosted a discussion of Emily Wilde's Encyclopaedia of Faeries by Heather Fawcett with 9 people. For March the Scifi/Fantasy group will be discussing a Graphic Novel (the first two volumes of the collected Saga) for the first time.
  - On February 18, the Environmental Book Club discussed Year of No Garbage by Eve O. Schaub with 6 people.

## Grand Street

- **Grand Street Repairs:** We will be making upgrades to the Grand Street branch, including repainting the entire branch (which has been approved by Mike Chapka); stripping and waxing the floors; installing glass doors to the Study Room so we can begin availing it for public reservations; the removal of shelving units to allow for more space for materials and seating; and installing new bookcases for the adult collection.
- **Resume Assistance:** Grand Street Manager Ally Blumenfeld began offering resume assistance for customers by appointment at the Grand Street Branch.
- **Felt Workshop:** Ally began planning for a monthly Felt Workshop for adults and teens to take place at the Grand Street Branch with Niki and her mom Pat, who have volunteered at the library many times.
- **Adult Programs:** 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.

## Adult Programming, January 2024

| Service               | Programs | Attendees |
|-----------------------|----------|-----------|
| <b>Adult Programs</b> | 57       | 649       |

## Youth Services

- **Breakfast & Books:** The Youth Services Department has continued its fruitful collaboration with Community Lifestyle, a local non-profit organization serving the Hoboken Housing Authority. We have been hosting a weekly story time program, Breakfast and Books at their newly opened location, The Center, located at 301 Jackson St. This initiative not only fosters a love for reading among young residents but also strengthens community ties by providing a welcoming and educational environment.
- **Prom Drive:** We have launched a Prom Drive in partnership with Community Lifestyle. The aim is to collect gently used dresses, tuxes, and accessories to donate to teens for this year's prom. Several local businesses, including BCB Bank, Barbes, Blue Foundry Bank, 7 Seventy House, and The Center, have graciously agreed to collect items onsite. The giveaway event is scheduled for mid-April, and we anticipate that it will greatly benefit many teens in our community.
- **Maddy's Art Pallet:** In collaboration with Maddy's Art Pallet, a local non-profit, we are collecting toys and art supplies to create care kits for teens battling terminal illness in the hospital. This initiative is part of our Teen Advisory Board's efforts and is in partnership with Elysian Charter School's Hoboken Heroes. The drive will conclude on March 28, and we are optimistic about the community's generous contributions.
- **Pokemon Club:** The Pokemon Club has been a highlight of our March programming. Teen volunteer Aarav led an engaging origami craft session on 3/13 that was well-received by all attendees. Additional support was provided by teen volunteers Jackson and Sofia, ensuring the event

ran smoothly. Library Assistant Michelle Valle has diligently coordinated this popular meetup, contributing significantly to its ongoing success.

- **Coding & Robotics:** Another standout program this month has been the Coding and Robotics class, led by teen volunteer Aaron. This class has seen a surge in popularity, attracting families eager to participate. Attendees have had the opportunity to create working Lego robots and learn to code using Scratch, fostering both creativity and critical thinking skills.
- **Holi Program:** We hosted an extremely successful and well-attended Holi program on 3/15 - over 150 participants attended!
- **Ramadan Story Time and Craft:** Ramadan Story Time and Craft on 3/16 was very well-received by patrons - YS staff received glowing compliments on the structure of the program and the description of the holiday for young participants. For the entire month of March, we are handing out grab and go craft kits for Ramadan every Friday - the kits were created by Youth Services staff member Nouara Oubraham and assembled by TAB volunteers.
- **Math Circle:** The spring session of Math Circle is gaining momentum, with attendance growing weekly for this niche program.
- **Teen-led Programs:** Coming up in April, Youth Services will be hosting two teen-led programs - A Youth Suicide Prevention Program and a series of financial workshops with Future Financials.
- **Women's History Month:** For Women's History Month, we will host a seek and find in the Youth Services department - participants will receive a document with 9 notable women. Posters with QR codes and biographies will be available to scan for digital resources to learn more about the these trailblazers.
- **Winter Reading Challenge:** Youth Services completed the Winter Reading Challenge - 109 readers participated.

### Children's Programs February 2025

| Event                       | # of Events Per Month | Participants |
|-----------------------------|-----------------------|--------------|
| Story Time/Special Programs | 46                    | 1,489        |
| School/Camp Visits          | 7                     | 123          |

### YA Programs February 2025

| Event                 | # of Events Per Month | Participants |
|-----------------------|-----------------------|--------------|
| YA Events/Attendance  | 21                    | 250          |
| YA/School/Camp Visits | 2                     | 37           |

### Information Technology

- **Communico App Update:** Application tests and evaluations for both Android and Apple Platforms continue this month. Additional Board of Trustee members have been provided with test

credentials and we are looking forward to feedback and improvements before rolling out and going live.

- **Kiosk Redesign:** We are redesigning the art on the self-lending device kiosk to reflect the new library branding, similar to new wrap on the Library van.
- **Security Camera installations:** Work is well underway to provide the upgrades to the security system as we add the additional cameras to both entrance ways of the Main Library and in the elevator. Staff from the elevator company visited the Library to provide the plans to the security camera company to add the traveling wiring required in the shaft.
- **People Counters:** New People Counters were installed in both the front lobby of the Main building and at the entrance of the Grand Street Branch. These upgrades will allow for the removal of the security gates, which were still in place only for counting foot traffic. Grand Street was taking attendance manually and we will now have a more accurate count at the Branch going forward.

### *Special Collections*

- **Research Requests:** Four research requests came into the Special Collections in the latter half of February and first half of March.
- **New Jersey State Library Grant:** The Library's Special Collections and the Hoboken Historical Museum are applying for a grant from the New Jersey State Library geared towards commemorating the 250th anniversary of the American Revolution and its aftermath. We will hear back from them by the end of April.



| February 2025                          |                  |                  |                 |                 |                 |                     |
|--|------------------|------------------|-----------------|-----------------|-----------------|---------------------|
|  |                  |                  |                 |                 |                 |                     |
| <b>Circulation</b>                     | <b>Feb. 2025</b> | <b>Jan. 2025</b> | <b>% Change</b> | <b>YTD 2025</b> | <b>YTD 2024</b> | <b>YTD % change</b> |
| Main Circulation - Adult               | 6883             | 6,091            | 13%             | 12,974          | 11,375          | 14%                 |
| Main Circulation - Youth               | 9960             | 9,312            | 7%              | 19,272          | 20,591          | -6%                 |
| Grand Circulation - Adult              | 112              | 158              | -29%            | 270             | 404             | -33%                |
| Grand Circulation - Youth              | 535              | 516              | 4%              | 1,051           | 1,154           | -9%                 |
| eBook Circulation                      | 9,608            | 11,025           | -13%            | 20,633          | 15,436          | 34%                 |
| Digital Resource Usage                 | 2,150            | 3129             | -31%            | 5,278           | 3,195           | 65%                 |
| Library of Things Circulation          | 12               | 15               | -0.2            | 27              | 66              | 2%                  |
| Total Door Count - Main                | 20,348           | 23,757           | -14%            | 44,105          | 47,335          | -7%                 |
| Total Door Count - Grand               | 892              | 1077             | -17%            | 892             | 1,536           | -42%                |
| Reference Questions                    | 292              | 298              | -2%             | 590             | 312             | 89%                 |
| Total New Patrons Registered           | 286              | 391              | -27%            | 677             | 854             | -21%                |
| Locker Use - Main                      | 880              | 926              | -5%             | 1,806           | 877             | 106%                |
| Locker Use - Grand                     | 507              | 613              | -17%            | 1,120           | 666             | 68%                 |
| Locker Use - Museum                    | 359              | 375              | -4%             | 734             | N/A             | N/A                 |
| Museum Passes                          | 101              | 108              | -6.48%          | 209             | 110             | 90.00%              |
|  |                  |                  |                 |                 |                 |                     |
| <b>Programming</b>                     | <b>Feb. 2025</b> | <b>Jan. 2025</b> | <b>% Change</b> | <b>YTD 2025</b> | <b>YTD 2024</b> | <b>YTD % change</b> |
| Total Programs - Adult                 | 57               | 50               | 14%             | 107             | 92              | 16%                 |
| Total Program Attendance - Adult       | 649              | 472              | 38%             | 1121            | 1,139           | -2%                 |
| Total Programs - Young Adult           | 21               | 18               | 17%             | 39              | 39              | 0%                  |
| Total Program Attendance - Young Adult | 250              | 352              | -29%            | 602             | 1,093           | -45%                |
| Total Programs - Children              | 53               | 61               | -13%            | 114             | 95              | 20%                 |
| Total Program Attendance - Children    | 1612             | 3102             | -48%            | 4714            | 5,616           | -16%                |
| Total Outreach Events                  | 0                | 0                | 0%              | 0               | 17              | -100%               |
| Total Outreach Event Attendance        | 0                | 0                | 0%              | 0               | 272             | -100%               |
| <b>Total Programs</b>                  | <b>131</b>       | <b>131</b>       | <b>0%</b>       | <b>262</b>      | <b>226</b>      | <b>16%</b>          |
| <b>Total Program Attendance</b>        | <b>2511</b>      | <b>3926</b>      | <b>-36%</b>     | <b>6437</b>     | <b>7,848</b>    | <b>-18%</b>         |
|  |                  |                  |                 |                 |                 |                     |
| <b>Social Work</b>                     | <b>Feb. 2025</b> | <b>Jan. 2025</b> | <b>% Change</b> | <b>YTD 2025</b> | <b>YTD 2024</b> | <b>YTD % change</b> |
| Social work appointments               | 5                | 6                | -17%            | 11              | 137             | -91.97%             |
| Community Care Kits distributed        | 245              | 199              | 23%             | 444             | 521             | -14.78%             |
|  |                  |                  |                 |                 |                 |                     |
| <b>Computer Use</b>                    | <b>Feb. 2025</b> | <b>Jan. 2025</b> | <b>% Change</b> | <b>YTD 2025</b> | <b>YTD 2024</b> | <b>YTD % change</b> |
| Computer Use - Main                    | 1333             | 1730             | -23%            | 3063            | 3,440           | -11%                |
| Computer Use - Grand                   | 58               | 86               | -33%            | 144             | 433             | -67%                |
|  |                  |                  |                 |                 |                 |                     |
| <b>Technology Lending</b>              | <b>Feb. 2025</b> | <b>Jan. 2025</b> | <b>% Change</b> | <b>YTD 2025</b> | <b>YTD 2024</b> | <b>YTD % change</b> |
| Chromebooks                            | 2                | 0                | 0%              | 2               | 7               | -71%                |
| Wi-Fi Hotspots                         | 9                | 7                | 29%             | 16              | 4               | 300%                |
| Kiosk Laptops                          | 384              | 507              | -24%            | 891             | 1,144           | -22%                |
| Kiosk Chargers                         | 109              | 118              | -8%             | 227             | 420             | -46%                |
| <b>Technology Lending total</b>        | <b>504</b>       | <b>632</b>       | <b>-20%</b>     | <b>1136</b>     | <b>1,575</b>    | <b>-28%</b>         |
|  |                  |                  |                 |                 |                 |                     |
| <b>Wireless use</b>                    | <b>Feb. 2025</b> | <b>Jan. 2025</b> | <b>% Change</b> | <b>YTD 2025</b> | <b>YTD 2024</b> | <b>YTD % change</b> |
| Main Branch                            | 1723             | 1918             | -10%            | 3641            | 3,792           | -4%                 |
| Annex                                  | 337              | 403              | -16%            | 740             | 1,157           | -36%                |
| Grand Street                           | 148              | 125              | 18%             | 273             | 228             | 20%                 |
|  |                  |                  |                 |                 |                 |                     |
| <b>Social Media</b>                    | <b>Feb. 2025</b> | <b>Jan. 2025</b> | <b>Change</b>   | <b>% Change</b> |                 |                     |
| Facebook - Total Followers             | 5993             | 5,993            | 0               | 0%              |                 |                     |
| Instagram - Adult - Total Followers    | 6161             | 6,069            | 92              | 2%              |                 |                     |
| Instagram - YA - Total Followers       |                  | 1,096            | -1,096          | -100%           |                 |                     |
| Instagram - Children - Total Followers |                  | 1,922            | -1,922          | -100%           |                 |                     |
| Instagram - Bookbike - Total Followers |                  | 496              | -496            | -100%           |                 |                     |
| eNewsletter - Total Subscribers        |                  | 17,412           | -17,412         | -100%           |                 |                     |
| TikTok - Total Followers               |                  | 398              | -398            | -100%           |                 |                     |



Mardi Gras Masquerade Fundraiser



Community Lifestyles Gala

Mardi Gras Masquerade Fundraiser



Douglas reps HPL

MakerSpace creation

Pokemon club



Holi celebration



Faith's award ceremony



Phil & Mads on ONNJ

Hoboken Charter School visit



Puerto Rican Experience in Hoboken celebration



Learning Center fun



Purim fun



Coding class



Breakfast & Books



Police Officer story time



Ramadan story time



Chair yoga



Silent book club

| <b>Account</b>             | <b>Activity</b>                   | <b>Amount</b> | <b>Balance</b>        |
|----------------------------|-----------------------------------|---------------|-----------------------|
| <b>TD Checking</b>         | Balance as of 02/01/2025          |               | \$1,087,360.46        |
|                            | Fines & Fees and Other Credits    | \$13,099.40   | \$1,100,459.86        |
|                            | Interest                          | \$3,247.38    | \$1,103,707.24        |
|                            | Municipal Minimum Library Tax     | \$0.00        | \$1,103,707.24        |
|                            | Payroll Funds Transfers           | -\$170,000.00 | \$933,707.24          |
|                            | Accounts Payable and Other Debits | -\$147,454.62 | \$786,252.62          |
|                            | Balance as of 02/28/2025          |               | <u>\$786,252.62</u>   |
| <b>TD Payroll</b>          | Balance as of 02/01/2025          |               | \$127,673.02          |
|                            | Funds Transfers                   | \$100,000.00  | \$227,673.02          |
|                            | Salary & Wages                    | -\$103,966.50 | \$123,706.52          |
|                            | Balance as of 02/28/2025          |               | <u>\$123,706.52</u>   |
| <b>TD Payroll Agency</b>   | Balance as of 02/01/2025          |               | \$102,916.71          |
|                            | Funds Transfers                   | \$70,000.00   | \$172,916.71          |
|                            | Salary & Wages                    | -\$66,861.03  | \$106,055.68          |
|                            | Balance as of 02/28/2025          |               | <u>\$106,055.68</u>   |
| <b>TD Vacation Reserve</b> | Balance as of 02/01/2025          |               | \$85,047.03           |
|                            | 2025 reserve funds transfer       |               | \$3,727.82            |
|                            | Balance as of 02/28/2025          |               | <u>\$88,774.85</u>    |
| <b>TD Money Market</b>     | Balance as of 02/01/2025          |               | \$252,625.91          |
|                            | Balance as of 02/28/2025          |               | <u>\$252,625.91</u>   |
| <b>NJ Cash Management</b>  | Balance as of 02/01/2025          |               | \$1,666,288.08        |
|                            | Interest                          | \$5,463.55    | \$1,671,751.63        |
|                            | Balance as of 02/28/2025          |               | <u>\$1,671,751.63</u> |
| <b>BCB Construction</b>    | Balance as of 02/01/2025          |               | \$387,085.73          |
|                            | Interest                          | \$30.11       | \$387,115.84          |
|                            | Checks                            | \$0.00        | \$387,115.84          |
|                            | Balance as of 02/28/2025          |               | <u>\$387,115.84</u>   |

**Income**

|   | <b>% of Budget</b> | <b>Item</b>                   | <b>Jan-Feb 2025 Actual</b> | <b>2025 Budget</b> | <b>\$ Over Budget</b> | <b>% of Budget</b> |
|---|--------------------|-------------------------------|----------------------------|--------------------|-----------------------|--------------------|
| 1 | 98.2%              | Municipal Minimum Library Tax | 0                          | 6,746,549          | -6,746,549            | 0%                 |
| 2 | 0.4%               | Grants                        | 16,688                     | 25,000             | -8,312                | 67%                |
| 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                          | 477                        | 10,000             | -9,523                | 5%                 |
| 6 | <b>100%</b>        | <b>Total</b>                  | <b>\$27,421</b>            | <b>\$6,871,549</b> | <b>-\$6,844,128</b>   | <b>0%</b>          |

**Expenditures**

|  | <b>% of Budget</b> | <b>Item</b>                     | <b>Jan-Feb 2025 Actual</b> | <b>2025 Budget</b> | <b>\$ Over Budget</b> | <b>% of Budget</b> |
|--|--------------------|---------------------------------|----------------------------|--------------------|-----------------------|--------------------|
| <b>Personnel</b>                             |                    |                                 |                            |                    |                       |                    |
| 7  | 42.0%              | Salary and Wages                | 306,756                    | 2,883,252          | -2,576,496            | 11%                |
| 8  | 17.0%              | Health Insurance                | 937                        | 1,170,000          | -1,169,063            | 0%                 |
| 9  | 6.2%               | Pension and DCRP                | 1,126                      | 425,000            | -423,874              | 0%                 |
| 10   | 3.4%               | Payroll Taxes                   | 25,054                     | 233,000            | -207,946              | 11%                |
| 11   | 1.2%               | Overtime                        | 10,153                     | 85,000             | -74,847               | 12%                |
| 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              | 3,486                      | 10,000             | -6,514                | 35%                |
| 15   | 0.1%               | Unemployment Insurance          | 0                          | 10,000             | -10,000               | 0%                 |
| 16   | <b>71%</b>         | <b>Subtotal</b>                 | <b>347,512</b>             | <b>4,886,252</b>   | <b>-4,538,740</b>     | <b>7%</b>          |
| <b>Physical Plant</b>                        |                    |                                 |                            |                    |                       |                    |
| 19   | 3.6%               | Capital Reserve                 | 0                          | 244,297            | -244,297              | 0%                 |
| 18   | 1.7%               | Maintenance                     | 11,240                     | 115,000            | -103,760              | 10%                |
| 20   | 1.7%               | Utilities and Phones            | 17,125                     | 115,000            | -97,875               | 15%                |
| 21   | 1.1%               | Furniture                       | 658                        | 75,000             | -74,342               | 1%                 |
| 22   | 0.9%               | Facilities Improvement          | 2,950                      | 60,000             | -57,050               | 5%                 |
| 23   | 0.4%               | Security                        | 11,785                     | 30,000             | -18,215               | 39%                |
| 17   | 0.4%               | Flood Insurance                 | 0                          | 25,000             | -25,000               | 0%                 |
| 24   | <b>10%</b>         | <b>Subtotal</b>                 | <b>43,757</b>              | <b>664,297</b>     | <b>-75,265</b>        | <b>7%</b>          |
| <b>Reading, Information &amp; Technology</b> |                    |                                 |                            |                    |                       |                    |
| 25   | 2.8%               | Digital Content                 | 32,622                     | 194,000            | -161,378              | 17%                |
| 26   | 2.2%               | Print Materials                 | 14,165                     | 150,000            | -135,835              | 9%                 |
| 27   | 1.5%               | BCCLS                           | 0                          | 100,000            | -100,000              | 0%                 |
| 29   | 1.1%               | Technology                      | 21,583                     | 75,000             | -53,417               | 29%                |
| 28   | 0.9%               | Equipment                       | 10,499                     | 65,000             | -54,501               | 16%                |
| 30   | 0.3%               | Non-Print Materials             | 786                        | 20,000             | -19,214               | 4%                 |
| 31   | 0.6%               | Special Collections             | 10,720                     | 40,000             | -29,280               | 27%                |
| 32   | 0.2%               | Periodicals                     | 9,118                      | 13,000             | -3,882                | 70%                |
| 33   | 0.0%               | Inter-library Loan              | 0                          | 1,000              | -1,000                | 0%                 |
| 34   | <b>10%</b>         | <b>Subtotal</b>                 | <b>99,494</b>              | <b>658,000</b>     | <b>-558,506</b>       | <b>15%</b>         |
| <b>Community Engagement</b>                  |                    |                                 |                            |                    |                       |                    |
| 35   | 2.5%               | Community Programming           | 23,590                     | 175,000            | -151,410              | 13%                |
| 36   | 1.1%               | Marketing/Advertising           | 7,203                      | 75,000             | -67,797               | 10%                |
| 37   | <b>4%</b>          | <b>Subtotal</b>                 | <b>30,793</b>              | <b>250,000</b>     | <b>-219,207</b>       | <b>12%</b>         |
| <b>Administration</b>                        |                    |                                 |                            |                    |                       |                    |
| 38   | 1%                 | Office/Library Supplies         | 6,713                      | 95,000             | -88,287               | 7%                 |
| 39   | 0.7%               | Travel and Mileage              | 669                        | 45,000             | -44,331               | 1%                 |
| 40   | 0.4%               | Staff Development               | 1,124                      | 30,000             | -28,876               | 4%                 |
| 41   | 0.3%               | Memberships and Dues            | 180                        | 20,000             | -19,820               | 1%                 |
| 42   | 0.2%               | Conventions and Seminars        | 220                        | 15,000             | -14,780               | 1%                 |
| 43   | <b>3%</b>          | <b>Subtotal</b>                 | <b>8,907</b>               | <b>205,000</b>     | <b>-196,093</b>       | <b>4%</b>          |
| <b>Professional Support</b>                  |                    |                                 |                            |                    |                       |                    |
| 44   | 2%                 | Consultants                     | 7,193                      | 150,000            | -142,808              | 5%                 |
| 45   | 0.7%               | Attorney                        | 5,906                      | 50,000             | -44,094               | 12%                |
| 46   | 0.1%               | Auditor                         | 0                          | 8,000              | -8,000                | 0%                 |
| 47   | <b>3%</b>          | <b>Subtotal</b>                 | <b>13,098</b>              | <b>208,000</b>     | <b>-194,902</b>       | <b>6%</b>          |
| 48   | <b>100%</b>        | <b>Total</b>                    | <b>\$543,561</b>           | <b>\$6,871,549</b> | <b>\$6,327,988</b>    | <b>8%</b>          |

|   | <u>Jan-Feb 2025</u> | <u>2025 Budget</u>      | <u>% of Budget</u> |
|---|---------------------|-------------------------|--------------------|
| <b>Income</b>                                       |                     |                         |                    |
| NJHT Grant Phase 2 & 3                              | -                   | 1,500,000               | 0%                 |
| 2025 Operating Budget Reserve                       | -                   | 244,297                 | 0%                 |
| <b>TOTAL INCOME</b>                                 | <b><u>0</u></b>     | <b><u>1,744,297</u></b> | 0%                 |
| <b>Expenditures</b>                                 |                     |                         |                    |
| <u>1st Floor &amp; Mezzanine Renovation Project</u> |                     |                         |                    |
| Renovations   | -                   | 3,197,622               | 0%                 |
| Architectural Design and Planning                   | 296                 | 150,000                 | 0%                 |
| <b>TOTAL EXPENDITURES</b>                           | <b><u>296</u></b>   | <b><u>3,347,622</u></b> | 0%                 |
| <b>Net Capital Reserve Fund</b>                     | <b>(296)</b>        | <b>3,347,622</b>        |                    |
| <b>Capital Reserve Fund Balance - January 1</b>     | <b>\$ 3,222,555</b> |                         |                    |
| <b>Capital Reserve Fund Balance - February 28</b>   | <b>\$ 3,222,259</b> |                         |                    |



| <b>Num</b> | <b>Date</b> | <b>Account</b>                         | <b>Name</b>                  | <b>Paid Amount</b> |
|------------|-------------|--|------------------------------|--------------------|
| 12414      | 03/25/2025  | 54010 · Adult Programming              | Aida Lolovic                 | 600.00             |
| 12415      | 03/25/2025  | 54010 · Adult Programming              | Alexandria Campbell          | 600.00             |
| 12416      | 03/25/2025  | 55010 · Travel Expense                 | Alison Blumenfeld            | 200.00             |
| 12417      | 03/25/2025  | 52010 · BCCLS                          | BCCLS                        | 24,409.82          |
| 12418      | 03/25/2025  | 50270 · Phones                         | Cablevision Lightpath LLC    | 1,457.16           |
| 12419      | 03/25/2025  | 54011 · YS Programming                 | Carolyn Brush                | 800.00             |
| 12420      | 03/25/2025  | 66112 · Shared Services Agreement      | City of Hoboken              | 3,780.42           |
| 12421      | 03/25/2025  | 50221-2 · Maintenance                  | City Paint                   | 1,016.73           |
| 12422      | 03/25/2025  | 52020 · Technology Equipment           | Dell Marketing LP            | 410.78             |
| 12423      | 03/25/2025  | 54010 · Adult Programming              | Donna Ferrera                | 400.00             |
| 12424      | 03/25/2025  | 54010 · Adult Programming              | Dorothee Riehl               | 200.00             |
| 12425      | 03/25/2025  | 54010 · Adult Programming              | Elizabeth Ndoye              | 1,200.00           |
| 12426      | 03/25/2025  | 54010 · Adult Programming              | Evelyn Del Valle             | 480.00             |
| 12427      | 03/25/2025  | 50224 · Contractors & Annual Contracts | Excel Pest Services          | 360.26             |
| 12428      | 03/25/2025  | 54010 · Adult Programming              | Fabulous and FearLESS LLC    | 500.00             |
| 12429      | 03/25/2025  | 50280 · Interlibrary Fines             | Fairview Free Public Library | 20.00              |
| 12430      | 03/25/2025  | 53030 · Membership/Dues                | Faith Fitzsimmons            | 264.00             |

| <u>Num</u> | <u>Date</u> | <u>Account</u>                         | <u>Name</u>                              | <u>Paid Amount</u> |
|------------|-------------|--|--|--------------------|
| 12431      | 03/25/2025  |  | Hoboken General LLC                      |                    |
|            |             | 502041 · Office Supplies               |  | 252.50             |
|            |             | 50600 · Periodicals                    |  | 194.00             |
|            |             |  |  | <hr/> 446.50       |
| 12432      | 03/25/2025  |  | I.Miller International                   |                    |
|            |             | 56010 · Marketing                      |  | 2,500.00           |
| 12433      | 03/25/2025  |  | Inserra Supermarkets                     |                    |
|            |             | 54010 · Adult Programming              |  | 152.57             |
|            |             | 54011 · YS Programming                 |  | 370.45             |
|            |             |  |  | <hr/> 523.02       |
| 12434      | 03/25/2025  |  | Jennie Pu                                |                    |
|            |             | 502041 · Office Supplies               |  | 523.99             |
|            |             | 66102 · Health Insurance               |  | 468.37             |
|            |             |  |  | <hr/> 992.36       |
| 12435      | 03/25/2025  |  | Kanopy                                   |                    |
|            |             | 50324 · Pay Per Use Content            |  | 1,428.00           |
| 12436      | 03/25/2025  |  | Kulture Kool South Asian Cultural Center |                    |
|            |             | 54012 · Family FUNday                  |  | 1,000.00           |
| 12437      | 03/25/2025  |  | La Casa                                  |                    |
|            |             | 54010 · Adult Programming              |  | 1,064.00           |
| 12438      | 03/25/2025  |  | Lee Memorial Library                     |                    |
|            |             | 50280 · Interlibrary Fines             |  | 55.00              |
| 12439      | 03/25/2025  |  | Leslie Rodriguez                         |                    |
|            |             | 54010 · Adult Programming              |  | 600.00             |
| 12440      | 03/25/2025  |  | Lower East Side Tenement Museum          |                    |
|            |             | 54010 · Adult Programming              |  | 350.00             |
| 12441      | 03/25/2025  |  | Matter Surfaces, Inc.                    |                    |
|            |             | 502041 · Office Supplies               |  | 145.60             |
| 12442      | 03/25/2025  |  | Maya Sanden                              |                    |
|            |             | 53010 · Professional Staff Development |  | 199.00             |
|            |             | 54013 · Makerspace                     |  | 68.20              |
|            |             |  |  | <hr/> 267.20       |
| 12443      | 03/25/2025  |  | Musicology 4 Kids                        |                    |
|            |             | 54011 · Youth Services                 |  | 350.00             |

| <u>Num</u> | <u>Date</u> | <u>Account</u>                         | <u>Name</u>                      | <u>Paid Amount</u> |
|------------|-------------|--|----------------------------------|--------------------|
| 12444      | 03/25/2025  |  | NewsBank                         |                    |
|            |             | 50321 · Online Databases               |                                  | 1,186.00           |
|            |             | 50700 · Special Collections            |                                  | 3,877.00           |
|            |             |  |                                  | <u>5,063.00</u>    |
| 12445      | 03/25/2025  |  | O&M House Electric               |                    |
|            |             | 50224 · Contractors & Annual Contracts |                                  | 1,220.26           |
| 12446      | 03/25/2025  |  | Otis Elevator Company            |                    |
|            |             | 50224 · Contractors & Annual Contracts |                                  | 4,202.16           |
| 12447      | 03/25/2025  |  | Our Lady of Grace Church         |                    |
|            |             | 50224 · Contractors & Annual Contracts |                                  | 525.00             |
| 12448      | 03/25/2025  |  | Panera                           |                    |
|            |             | 502041 · Office Supplies               |                                  | 482.85             |
| 12449      | 03/25/2025  |  | Pizza Republic                   |                    |
|            |             | 54010 · Adult Programming              |                                  | 221.58             |
| 12450      | 03/25/2025  |  | PSE&G                            |                    |
|            |             | 50262 · PSE&G                          |                                  | 8,472.58           |
| 12451      | 03/25/2025  |  | Public Storage                   |                    |
|            |             | 50221 · Maintenance                    |                                  | 191.00             |
| 12452      | 03/25/2025  |  | Raul Sanguinetti                 |                    |
|            |             | 10004.04 · Petty Cash Fund             |                                  | 250.00             |
| 12453      | 03/25/2025  |  | Reina Escobar                    |                    |
|            |             | 54010 · Adult Programming              |                                  | 600.00             |
| 12454      | 03/25/2025  |  | Ricoh USA Inc.                   |                    |
|            |             | 50224 · Contractors & Annual Contracts |                                  | 805.41             |
| 12455      | 03/25/2025  |  | Ridgefield Public Library        |                    |
|            |             | 50280 · Interlibrary Fines             |                                  | 55.00              |
| 12456      | 03/25/2025  |  | Rosica Communications            |                    |
|            |             | 50205 · Consultants                    |                                  | 5,625.00           |
| 12457      | 03/25/2025  |  | S&B Plumbing & Heating           |                    |
|            |             | 50224 · Contractors & Annual Contracts |                                  | 515.00             |
| 12458      | 03/25/2025  |  | Safe-T EMS & Safety Training LLC |                    |
|            |             | 54011 · YS Programming                 |                                  | 625.00             |
| 12459      | 03/25/2025  |  | Sentinel Security Service        |                    |
|            |             | 50250 · Security                       |                                  | 2,279.05           |

| <u>Num</u>                       | <u>Date</u> | <u>Account</u>  | <u>Name</u>                 | <u>Paid Amount</u>                   |
|----------------------------------|-------------|---|-----------------------------|--------------------------------------|
| 12460                            | 03/25/2025  | 50270 · Phones  | Spectrotel                  | 446.64                               |
| 12461                            | 03/25/2025  | 54010 · Adult Programming                             | Stephanie Tobia             | 75.00                                |
| 12462                            | 03/25/2025  | 50210 · Furniture                                     | The HON Company LLC         | 1,705.13                             |
| 12463                            | 03/25/2025  | 54010 · Adult Programming                             | Thyson Halley               | 750.00                               |
| 12464                            | 03/25/2025  | 53010 · Professional Staff Development                | Together We Rise            | 3,200.00                             |
| 12465                            | 03/25/2025  | 54011 · Youth Services                                | Vanessa Soto                | 955.67                               |
| 12466                            | 03/25/2025  | 50224 · Contractors & Annual Contracts                | Vanguard Cleaning Systems   | 1,198.00                             |
| 12467                            | 03/25/2025  | 50263 · Internet Connection                           | Verizon                     | 2,105.37                             |
| 12468                            | 03/25/2025  | 54010 · Adult Programming                             | Victor Rendon               | 600.00                               |
| 12469                            | 03/25/2025  | 502041 · Office Supplies<br>54010 · Adult Programming | WB Mason                    | 2,573.03<br>266.64<br><hr/> 2,839.67 |
| 12470                            | 03/25/2025  | 50202 · Legal Fees                                    | Weiner Law Group LLP        | 3,384.80                             |
| 12471                            | 03/25/2025  | 50280 · Interlibrary Fines                            | Wyckoff Free Public Library | 15.00                                |
| 12472                            | 03/25/2025  | 54010 · Adult Programming                             | Yun H Ko                    | 400.00                               |
| 12473                            | 03/25/2025  | 50321 · Online Databases                              | Zoobean, Inc.               | 519.75                               |
| <b>TOTAL NUMBER OF CHECKS</b>    |             |   | <b>60</b>                   |                                      |
| <b>TOTAL \$ AMOUNT OF CHECKS</b> |             |   |                             | <b>95,748.77</b>                     |

| <u>Num</u>                      | <u>Date</u> | <u>Account</u>           | <u>Name</u>  | <u>Paid Amount</u> |
|---------------------------------|-------------|--------------------------|--------------|--------------------|
| To be processed through PayPal: |             |                          |              |                    |
|                                 | 03/25/2025  | 502041 · Office Supplies | Canva        | 50.00              |
|                                 | 03/25/2025  | 53030 · Membership/Dues  | FitOn Health | 123.00             |
|                                 | 03/25/2025  | 502041 · Office Supplies | Vistaprint   | 61.81              |

| <u>Num</u>                       | <u>Date</u> | <u>Account</u>               | <u>Name</u>      | <u>Paid Amount</u> |
|----------------------------------|-------------|------------------------------|------------------|--------------------|
| 12474                            | 03/25/2025  |                              | Amazon           |                    |
|                                  |             | 502041 · Office Supplies     |                  | 2,227.60           |
|                                  |             | 54013 · Makerspace           |                  | 195.77             |
|                                  |             | 54010 · Adult Programming    |                  | 295.20             |
|                                  |             | 54011 · YS Programming       |                  | 834.57             |
|                                  |             | 52020 · Technology Equipment |                  | 1,118.85           |
|                                  |             | 50311 · Media (CDs & DVDs)   |                  | 1,134.82           |
|                                  |             | 50301 · Print Materials      |                  | 603.45             |
|                                  |             | 50221-2 · Maintenance        |                  | 459.22             |
|                                  |             |                              |                  | <u>6,869.48</u>    |
| 12475                            | 03/25/2025  |                              | Baker and Taylor |                    |
|                                  |             | 50301 · Print Materials      |                  | 7,921.74           |
|                                  |             | 50311 · Media (CDs & DVDs)   |                  | 90.06              |
|                                  |             |                              |                  | <u>8,011.80</u>    |
| 12476                            | 03/25/2025  |                              | Midwest Tape     |                    |
|                                  |             | 50324 · Pay per use content  |                  | 3,914.67           |
| 12477                            | 03/25/2025  |                              | Overdrive        |                    |
|                                  |             | 50322 · eBooks               |                  | 3,095.57           |
| <b>TOTAL NUMBER OF CHECKS</b>    |             |                              | <b>4</b>         |                    |
| <b>TOTAL \$ AMOUNT OF CHECKS</b> |             |                              |                  | <b>21,891.52</b>   |

**HOBOKEN PUBLIC LIBRARY**

Resolution No. 2025-2

**RESOLUTION TO VOID CHECKS**

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

Check #12342, 02/25/2025, \$55.00 – Ridgefield Park Library

**NOW, THEREFORE, BE IT RESOLVED** that the Hoboken Public Library Board of Trustees resolves to void check #12342.

Date: March 25, 2025

\_\_\_\_\_  
Jerome Abernathy, President, Board of Trustees

I certify that the above Resolution 2025-2 was approved by the Hoboken Public Library Board of Trustees at a regular public meeting held on March 25, 2025.

\_\_\_\_\_

Roll Call:

Yes:

No:

## MakerSpace Use Policy

### General

- The MakerSpace is a self-directed area, with the expectation that users (also referred to as “Makers”) will complete designs and projects mostly on their own, following initial guidance and information from MakerSpace staff on the capabilities, safety, and basic operation of MakerSpace tools, equipment, and software.
- Makers must be at least age 5 or older to utilize the MakerSpace.
- Makers under age 13 must be accompanied by a parent, guardian, or caregiver at all times while in the MakerSpace, unless they are part of a Library program, in which case that program’s rules/limitations will apply.
- The Maker agrees to clean up their immediate workspace after each use, ensuring that tools, equipment, materials, and surfaces are left in a condition that is safe and ready for the next user.
- Makers are expected to bring their own materials, or may purchase materials from the MakerSpace, subject to availability. The Library may have limited MakerSpace materials for sale at any given time.
- The current prices of items and materials that may be available for purchase at the MakerSpace can be found [here](#). Prices may be subject to change without prior notice.
- Any accident or injury that occurs in the MakerSpace must be reported to a Library staff member immediately. Makers agree to release and hold the Library harmless from any claims for personal injury, property damage, or any other damages, injury, or loss, including any copyright or other intellectual property violation, they experience, or cause another to experience, in connection with the use of the MakerSpace, including the equipment, tools, materials, and software.

### Safety

- No food or drink is allowed in the MakerSpace at any time.
- Makers must secure loose clothing, jewelry, and/or long hair prior to using any MakerSpace tools or equipment.



- Some of the equipment located in the MakerSpace may contain aspects, parts, or components that will cause injury to the Maker if all rules, policies, procedures, and restrictions are not followed.
- By entering the MakerSpace and using any MakerSpace tools, equipment or materials, the Maker accepts and agrees that the Library is not responsible for any manufacturing defects or for the quality of workmanship of any of the tools, materials, or equipment supplied by the MakerSpace.

## **Equipment**

- Mandatory training/certification may be required for certain tools and pieces of equipment prior to a Maker's first use. Applicable safety supplies will be available in the MakerSpace to be used as directed.
- When using a tool or piece of equipment that does not require certification, the Maker is certifying that they are capable of using that item in a safe and proper manner. The MakerSpace staff will make available upon request materials such as manuals and/or tutorial videos.
- All tools and equipment in the MakerSpace are provided on a first-come, first-served basis; no reservations are accepted.
- The Maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, they immediately will discontinue use of the tool or equipment and notify the MakerSpace staff at once.
- Only materials and devices that have been pre-approved by MakerSpace staff may be used in conjunction with MakerSpace equipment. Users must consult with MakerSpace staff before bringing in outside materials or devices, to ensure compatibility with the available tools and equipment.
- Modification of any MakerSpace tools, equipment hardware, and/or software is strictly prohibited.
- All work done on MakerSpace equipment, including laptops, only may be saved on a personal external storage device, such as a thumb drive. Any Maker files saved to the MakerSpace computers will be purged at the end of each day.
- The Library shall not be responsible for Maker projects/materials/files being damaged or destroyed.

- The MakerSpace tools and equipment, including, but not limited to, 3D printers, craft and cutting machines, etc., may be used for lawful purposes only. Makers are not permitted to use the MakerSpace tools or equipment for projects or to produce any materials for which the Library determines in its sole discretion:
  - Violate local, state, or federal laws or regulations or facilitate the violation of any local, state, or federal laws or regulations;
  - Look like, function as, or appear to function as a gun, knife, or other weapon(s), or parts thereof;
  - Appear unsafe, harmful, dangerous, or otherwise to pose a threat to the health or safety of others;
  - May be construed as obscene or otherwise inappropriate for the Library environment; or
  - Potentially or actually violate the intellectual property rights (patents, copyrights, etc.) of any person or entity.
- The copyright law of the United States, Title 17 of the U.S. Code, governs the making of copies or other reproductions of copyrighted material. Makers using MakerSpace tools and equipment may be individually liable, and shall indemnify and hold the Library harmless, for any copyright or other intellectual property infringement.

## **Policy**

- Makers may be held responsible for the repair or replacement cost of missing or damaged MakerSpace tools and equipment. Use of the MakerSpace that is in any way not consistent with any of the Library's policies and procedures may result in the Maker's loss of MakerSpace privileges and suspension of Library privileges generally, as determined by the Library Director or designee, in their discretion.
- Theft or unauthorized removal or duplication of any MakerSpace tools, devices, materials, and/or equipment may result in a permanent ban from the MakerSpace area and possible suspension of other Library privileges. The Library reserves the right to contact local authorities if potentially unlawful activity is suspected.
- The Library reserves the right to decline, terminate, or suspend any MakerSpace project at any time and at any stage of the project, and is not obligated to provide or permit a completed project for any Maker. The MakerSpace and provided tools are not intended for commercial use. Individual users are responsible for ensuring that they have permission to use and/or edit any material that may be subject to copyright.

- All MakerSpace users are expected to treat the space, the tools, equipment, materials, staff, and other users with respect. Disruptive behavior, including harassment, misuse of tools, equipment, or materials, or any failure to comply with staff instructions, may result in removal from the MakerSpace and/or suspension of Library privileges.
- All MakerSpace users are subject to and expected to abide by the [Hoboken Public Library Code of Conduct](#).

Adopted by the Library Board of Trustees March 25, 2025

## **Bulletin Board Policy**

Hoboken Public Library maintains bulletin boards for posting notices of charitable, civic, cultural, educational, or intellectual events taking place in our community (city and county). Only civic groups, governmental units, museums, nonprofit organizations, and service clubs promoting events are acceptable sponsors of brochures, flyers, and notices for posting.

Notices that promote a particular political party, candidate(s), political cause, religion, house of worship, or worldview are not eligible for inclusion. Advertisements and other announcements of a purely commercial nature are not permitted. Notices must be legibly printed, and not of excessive size.

All requests to post notices and/or flyers in a Library facility, on a bulletin board, or at a Library event must be shared with, and processed by, the Assistant Director or their designee, and must be approved by the Assistant Director, whose decision shall be final. Not all requests for posting will be granted, with priority given to notices which most closely align with the Library's mission statement.

Posting on the Library bulletin board does not imply sponsorship or endorsement of any activity, group, or program. Posts will be taken down once the event they advertise has passed, or at any earlier time, as determined by the Library in its sole discretion. The Library assumes no responsibility for the preservation or protection of any item displayed or exhibited. All items placed in the Library are done so at the owner's risk.

Adopted by the Library Board of Trustees March 25, 2025

## 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.