

Hoboken Public Library
Agenda for In-Person Meeting of the Board of Trustees
May 27, 2025 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
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	Finance Committee
Minutes approval	

14. Trustee Comments
15. Adjournment

HOBOKEN FREE PUBLIC LIBRARY



Celebrating Jewish American and AAPI Heritage Months

Director's Report for May 27, 2025 Board Meeting

Director's Highlights

- **Penguin Book Buzz:** On April 25, Penguin Random House and fellow publishers gave BCCLS librarians a sneak preview of forthcoming titles to recommend to library visitors this summer at our Penguin Book Buzz event.
- **Free for All screening:** On April 30, Jersey City Free Public Library hosted a special screening of *Free for All: Inside the Public Library*- a new PBS documentary celebrating the history, impact, and essential role of libraries in our community. After the film, Jennie participated in a panel discussion along with other leaders in the field on practical ways to advocate for local libraries.
- **Staff outing:** Library staff enjoyed an outing to Play! Hoboken on May 2.
- **IMLS update:** On May 6, the Rhode Island District Court issued a preliminary injunction halting the implementation of Executive Order 14238 as it pertains to the Institute of Museum and Library Services (IMLS). Some of the grants that were suspended have been reinstated, but we are continuing to monitor and advocate for this situation very closely.
- **Real IDs:** On May 12, several staff members were able to obtain their Real ID thanks to the assistance of Rob Menendez's office. This initiative was the result of mobile constituent office hours they held at the library the month prior.
- **Comedy Show fundraiser:** Over 100 guests attended the library's stand-up comedy show fundraiser on May 15. The event was presented by comedian Bret Raybould and featured a lineup of performers from Comedy Central, HBO, the Comedy Cellar, and SiriusXM.

- **Arts & Music Festival:** We tabled at the Hoboken Arts & Music Festival on May 18, where we signed up dozens of community members for library cards, welcomed over 600 visitors to our table, and distributed library-branded merch.
- **Memorial Day Parade:** On May 21, Jennie and Assistant Director James Cox represented the library at the Hoboken Memorial Day Parade. Community members enjoyed seeing the book bike and receiving library giveaways.
- **Prequalification bid:** We have issued public notice and posted the prequalification regulations for the restoration and rehabilitation of the first and second floors.
- **Marketing & Outreach Manager position:** We are pleased to announce that the Marketing and Outreach manager position has been filled by Tyler Riley.

Department Summaries

Assistant Director

- **Panic Buttons:** All library staff, with the exception of the Information Technology (IT) team, have completed training on the use of the panic button system. Once IT staff receive the necessary training, the panic buttons will be fully activated and available for use across all departments.
- **PITS:** The Library has entered into an agreement with Quipu to implement their web-based platform, the Patron Incident Tracking System (PITS), for managing incident reports. Staff have been trained and the system is scheduled to go live on June 1, 2025. PITS will streamline the process for creating and accessing incident reports, promoting greater transparency and contributing to a safer and more informed workplace environment.
- **Coffee Talks:** Assistant Director James Cox and HR Manager Faith Fitzsimmons have been hosting monthly meetings where library assistants in every department are welcome to voice their thoughts, opinions, and concerns. This month's "coffee talk" was for youth services library assistants.
- **Blood Drives:** In partnership with the New York Blood Center, the Library will host two additional community blood drives in the coming months. These events are scheduled for Tuesday, June 17 and Tuesday, July 1. A program coordinator from the Blood Center praised the collaboration, describing the Library and its patrons as "mighty."
- **Social Work updates:** The first of our two social work interns returned to the Library on Monday, May 19. She will continue facilitating the Real ID/Unemployment Assistance program in coordination with our social worker, Alexis Austin. Community partnerships with RWJBH-SNAP and The Waterfront Project continue. We continue to assist patrons with housing referrals, unemployment assistance, and community care kit distribution.

Information and Digital Services

- **Staffing changes:** Tyler Riley ended his time as part of the IDS Department as a part-time library assistant at the beginning of May, as he was hired for the full-time Marketing and

Outreach Position. We have begun interviewing candidates for this position and look forward to working with Tyler to continue to promote IDS resources and events.

- **AI programming:** With the success and interest of the Introductory AI program that had been scheduled with Steven's Professor, Dr. Carlo Lipizzi, a three-part AI program was scheduled which started in April and continued into May. The session on May 9 had 12 participants. Due to the popularity of the program an additional session was added on May 16.
- **Monthly Programming**
 - Two people attended the Writers Group in April.
 - The Poetry Healing Group for April had 5 people. A three-part Poetry and Memoir program also took place starting in April with 5 participants.
 - In May we featured a film in honor of Jewish Heritage Month and AAPI Heritage Month, *Shalom Bollywood*, which was attended by 6 people.
 - The HPL Mystery book club had 14 people last month. The Environmental Book Club had 6 people in April. The Hoboken Public Library's Science Fiction and Fantasy Book Discussion Group discussion in April was of *My Lady Jane* by Cynthia Hand, Brodi Ashton, and Jodi Meadows with 9 people attending.
- **Special May Book Discussions:**
 - **Big Library Read:** *Uncommon Measure* by Natalie Hodges is the featured title for The Big Library Read May 15-May 29. Big Library Read is a digital book club connecting readers to the same ebook & audiobook at the same time - no waitlists, no holds – via the Libby App. For readers in the Hoboken area, we will have a book discussion on May 29 at 5:30 PM in person at the library's main branch.
 - **War Against all Puerto Ricans Book Discussion:** By patron request, a special book discussion of *War Against All Puerto Ricans* by Nelson A. Denis will be held at the library on Saturday, May 31 2:00pm - 3:30pm to tie in with the upcoming Puerto Rican Day Parade. Participants are encouraged to share their impressions of the book as well as their related experiences in NJ and in Puerto Rico.

Youth Services

- **Celebration months:** In celebration of Jewish American Heritage Month, Youth Services provided a diverse offering of programming in May. We hosted a Challah Bread Program, where families gathered to learn the art of making traditional challah bread. Storytime with Ms. Marilyn highlighted the song Hava Nagila, and teens enjoyed the movie *You're So Not Invited to My Bat Mitzvah* as part of our Page to Screen event. In honor of Asian American and Pacific Islander Heritage Month, the library hosted the Woorigarak Korean Dance performance. We also featured an Interactive Indian Folktales reading session with Kulture Kool, bringing captivating stories from India to life for young listeners. Teens celebrated by making Tanghulu, a traditional Chinese candied fruit snack.

- **Nurses Day Luncheon:** The library organized a Nurses Day Luncheon with the Teen Advisory Board (TAB). This large-scale volunteering event allowed teens to show appreciation for nurses by providing a full-service lunch at Hoboken University Hospital.
- **Body Care Workshop:** Our DIY Body Care workshop empowered teens to create their own skincare products using natural ingredients, fostering creativity and self-care practices.
- **Baby Music Class:** Ms. Dana's Baby Music Class has continued to be a hit with our youngest patrons. This program is designed to stimulate babies' auditory senses while fostering an early love for music through songs, rhythm, and movement.
- **Jello Monster Craft:** Creativity soared during our Jello Monsters Craft. Children enjoyed crafting colorful, edible monsters, which sparked their imagination and allowed them to engage in a hands-on activity. Even the teens joined in on the fun.
- **Yoga Story Time:** Yoga Story Time with Carolyn Brush at Columbus Park has been a hit. Patrons are excited to be outside again and amass in large numbers to dance, pose and read with their peers.
- **Outdoor Story Time:** YS will be moving our Wednesday Story Time outdoors, to Church Square Park, in June.
- **Therapy Dog Story Time:** We will be hosting Therapy Dog Story Time with Maverick once a month on Saturdays; our May session is scheduled on 5/31.
- **NJLA Conference:** Youth Services Manager Vanessa Soto, School Outreach Librarian Valerie Coughlin, Principal Library Assistant Brenda Ramos, and Cherry Hill Public Library's YA Librarian Jasmine Riel will be presenting at the NJLA Conference on May 29th. Their session, titled "Let Them Cook!: Transform Your Library with Teen-Led Programming," will explore innovative ways to run teen-led programs in public libraries. We are excited to share our experiences and inspire others to empower teens through library initiatives.

Children's Programs April 2025

Event	# of Events Per Month	Participants
Story Time/Special Programs	63	2,237
School/Camp Visits	11	855

YA Programs April 2025

Event	# of Events Per Month	Participants
YA Events/Attendance	37	351
YA/School/Camp Visits	1	7

Grand Street

- **Branch repairs:** Preparations for branch repairs continue, with Facilities Manager Raul Sanguinetti and Grand Street Manager Ally Blumenfeld going over all improvements (painting, cabinet removal, etc) with a contractor. We also did a walkthrough with Jennie after which Ally shared paint options. We also discussed furniture options to replace the tables, chairs, and selected bookcases.
- **Laptop lending:** Ally requested four Chromebooks so that we can provide laptop lending at the branch as we expand our capacity and services to reflect the services at Main.
- **Felt Workshop:** Our first Saturday adult program, a Felt Workshop on 4/26, was a success with full registration and attendance at 14. Participants sewed felt bees and flowers to celebrate spring. Niki and Pat will return for another program in July. Another Saturday adult program will take place on 6/14 with Nouara, loop scarf knitting.
- **Onboarding:** Ally met with Marketing Manager Tyler Riley several times to help onboard and discuss outreach, the bookbike, and the library festival.
- **Job Seekers Discussion Group:** Ally and community member Jane Porges are working on bringing a job seekers discussion group to the Grand Street Branch.
- **Adult Programs:** Ongoing adult programs administered by Grand St 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. These programs will all take a break for the summer and resume for the fall session.
- **Ongoing programs:** Tai Chi continues with strong attendance at Grand Street, in addition to weekly ESL classes, weekly children's story times, resume assistance by appointment, and upcoming monthly felt workshops.

Adult Programming, April 2024

Service	Programs	Attendees
Adult Programs	81	976

Information Technology

- **New tech:** We've welcomed our new Social Worker, Alexis Austin and our new Marketing Manager, Tyler Riley and have been fulfilling their tech needs for outreach and statistical tracking. We will be acquiring software such as Spring Social and Tiny URL which will allow for streamlined integration of multiple social media platforms in one place with targeted marketing campaigns.
- **New hires:** We've begun our search for additional MakerSpace and IT staff and look forward to beginning interviews next week. We've standardized the open and closing

procedures for the MakerSpace to provide a consistent experience for all patrons to expect when visiting.

- **New MakerSpace page:** Mads Sanden has completed the update of the MakerSpace webpage (<https://hobokenlibrary.org/makerspace/>). Multiple branching landing pages showcase each and every of our currently available equipment with faqs and videos on all pages. Clear links are also provided pointing to our scheduling page for patrons to make appointments.
- **Social Work webpage:** The social worker webpage (<https://hobokenlibrary.org/socialwork/>) has been updated and will continue to be updated as new interns will be returning to work at the library in the upcoming months.
- **Class visit:** The Hoboken Middle School life skills class visited the MakerSpace and made mugs for Mother's Day. This month will feature a Father's Day program on June 12th to create both mugs or customized wallets as gifts for loved ones.
- **Security cameras:** Security Camera installations on both the front and side entrances of the main building have been completed. Cameras are affixed to the gate and not on the building proper so no other alterations were made besides the single small hole over the front door. Work is still underway to coordinate with both the security camera and elevator crews to install the camera in the elevator.
- **Lower level A/V refresh:** We are excited to work on a refresh of the A/V tech in the lower level, as it was originally installed in 2016. The original designer, Emmy award-winning Professor Rob Harari, previously of Stevens Institute of Technology and now full time music producer and documentarian at HarariVille Recording Studios, has generously offered his time in this endeavor as we work together on upgrading and specing out new tech and oversee the implementation of these systems.

Special Collections

- **Research requests:** Special Collections had two research requests in the later half of April and beginning of March. The first was from the Hoboken Historical Museum. The material they requested will be in an exhibit in 2026. The second request may result in an article on the HobokenGirl website.
- **RevolutionNJ:** The Library joined RevolutionNJ and received promotional material in the past several weeks. The Special Collections department will work to commemorate the 250th anniversary of the American Revolution in 2026 alongside our sister institutions represented by this network.

Marketing

- **Hoboken Job Fair:** On Wednesday, May 14th, we participated in the Hoboken Job Fair at Grand Street, where we highlighted our wealth of e-resources for job seekers. Additionally, we promoted our two current job openings and shared information about our resume workshop at the end of the month.

- **Hoboken Community Bike Ride:** We were due to participate in the bike ride this past weekend; however, due to the anticipation of rain, it was cancelled. We are working with the organizers to join their next ride during the summer.
- **Hoboken Arts & Music Festival:** Despite the wind, we held down our table and had a successful day at the Hoboken Arts & Music Festival. We signed up 57 new HPL cardholders and checked out a variety of children's books. Our team tabled from 11-5:30 p.m. and welcomed over 650 visitors throughout the day.
- **HOPES Resource Fair:** On Monday, April 19, we tabled from 3-5:30 p.m., offering information on our current openings, e-resources, and resume workshop. Attendance was modest at the event, but we still managed to sign up four new library card holders out of 18 total guests.
- **Book Bike:** The book bike should be a regular presence at the outside Story Time events beginning Friday, May 30th. We will also be seeking out other opportunities to make the book bike's presence known, such as the summer Artisan Markets and other fairs and community events.

April 2025						
Circulation	April 2025	Mar. 2025	% Change	YTD 2025	YTD 2024	YTD % change
Main Circulation - Adult	6264	7478	-16%	26,716	21,806	23%
Main Circulation - Youth	9588	12150	-21%	41,010	41,245	-1%
Grand Circulation - Adult	175	103	70%	548	791	-31%
Grand Circulation - Youth	431	503	-14%	1,985	2,602	-24%
eBook Circulation	10361	10,345	0%	41,339	32,619	27%
Digital Resource Usage	1773	2,624	-32%	9,675	7,446	30%
Library of Things Circulation	14	22	-36%	63	103	-39%
Total Door Count - Main	18,364	21,266	-14%	83,735	85,454	-2%
Total Door Count - Grand	859	951	-10%	3,779	3,079	23%
Reference Questions	300	302	-1%	1,192	689	73%
Total New Patrons Registered	276	326	-15%	1,279	1,686	-24%
Locker Use - Main	1057	1069	-1%	3,932	1,866	111%
Locker Use - Grand	631	666	-5%	2,417	1,366	77%
Locker Use - Museum	432	335	29%	1,501	NA	N/A
Museum Passes	108	109	-1%	426	288	48%
Programming	Apr. 2025	Mar. 2025	% Change	YTD 2025	YTD 2024	YTD % change
Total Programs - Adult	81	79	3%	267	223	20%
Total Program Attendance - Adult	976	1051	-7%	3148	2643	19%
Total Programs - Young Adult	38	21	81%	98	81	21%
Total Program Attendance - Young Adult	351	243	44%	1196	2471	-52%
Total Programs - Children	74	79	-6%	267	216	24%
Total Program Attendance - Children	3142	3637	-14%	11493	11475	0%
Total Programs	193	179	8%	634	565	12%
Total Program Attendance	4472	4946	-10%	15855	16,589	-4%
Social Work	April 2025	Mar. 2025	% Change	YTD 2025	YTD 2024	YTD % change
Social work appointments	16	30	-47%	57	273	-79%
Community Care Kits distributed	130	75	73%	649	1052	-38%
Computer Use	Apr. 2025	Mar. 2025	% Change	YTD 2025	YTD 2024	YTD % change
Computer Use - Main	1583	1573	1%	6219	7,295	-15%
Computer Use - Grand	77	103	-25%	324	802	-60%
Technology Lending	April 2025	Mar. 2025	% Change	YTD 2025	YTD 2024	YTD % change
Chromebooks	0	0	0%	2	10	-80%
Wi-Fi Hotspots	7	6	17%	28	15	87%
Kiosk Laptops	349	365	-4%	1621	2051	-21%
Kiosk Chargers	132	172	-23%	571	584	-2%
Technology Lending total	488	543	-10%	2222	1611	38%
Wireless use	April 2025	Mar. 2025	% Change	YTD 2025	YTD 2024	YTD % change
Main Branch	1844	2082	-11%	7567	7499	1%
Annex	429	441	-3%	1218	2168	-44%
Grand Street	117	122	-4%	517	457	13%
Social Media	Apr. 2025	Mar. 2025	Change	% Change		
Facebook - Total Followers	5,978	5981	-3	0%		
Instagram - Adult - Total Followers	6345	6250	95	2%		
Instagram - YA - Total Followers	1109	1102	7	1%		
Instagram - Children - Total Followers	1488	1454	34	2%		
Instagram - Bookbike - Total Followers	506	503	3	1%		
eNewsletter - Total Subscribers	16926	17133	-207	-1%		
TikTok - Total Followers	493	467	26	6%		



Outreach with Barbara Reyes of HOPES



TAB kids at the Nurse's Day celebration



Visit from NJEA
President-elect Steve Beatty



Memorial Day parade



Penguin book buzz



Story time with Jack & Bill



AAPI program



Hooray for museum passes!



Jello monster craft



Tern-Watcher Stumpy with
MakerSpace sign



Comedy show fundraiser



Arts & Music Festival



Pokemon Club



Ms. Dana's music class



Tai Chi class in the new space



Mother's day mugs in Maker



Chair Yoga



Crafternoon at the Learning Center



Yoga story time



Staff outing to Play! Hoboken



New book display for Mother's Day & Nurse's Day



Nurse's day luncheon

Account	Activity	Amount	Balance
TD Checking	Balance as of 04/01/2025		\$1,797,626.22
	Fines & Fees and Other Credits	\$807.75	\$1,798,433.97
	Interest	\$2,663.42	\$1,801,097.39
	Municipal Minimum Library Tax	\$0.00	\$1,801,097.39
	Payroll Funds Transfers	-\$205,000.00	\$1,596,097.39
	Accounts Payable and Other Debits	-\$211,528.45	\$1,384,568.94
	Balance as of 04/30/2025		<u>\$1,384,568.94</u>
TD Payroll	Balance as of 04/01/2025		\$109,732.25
	Funds Transfers	\$125,000.00	\$234,732.25
	Salary & Wages	-\$113,083.82	\$121,648.43
	Balance as of 04/30/2025		<u>\$121,648.43</u>
TD Payroll Agency	Balance as of 04/01/2025		\$99,336.18
	Funds Transfers	\$80,000.00	\$179,336.18
	Salary & Wages	-\$67,020.52	\$112,315.66
	Balance as of 04/30/2025		<u>\$112,315.66</u>
TD Vacation Reserve	Balance as of 04/01/2025		\$88,774.85
	2025 reserve funds transfer		\$0.00
	Balance as of 04/30/2025		<u>\$88,774.85</u>
TD Money Market	Balance as of 04/01/2025		\$252,625.91
	Balance as of 04/30/2025		<u>\$252,625.91</u>
NJ Cash Management	Balance as of 04/01/2025		\$1,677,782.28
	Interest	\$5,854.60	\$1,683,636.88
	Balance as of 04/30/2025		<u>\$1,683,636.88</u>
BCB Construction	Balance as of 04/01/2025		\$630,786.59
	Interest	\$52.56	\$630,839.15
	Checks	\$0.00	\$630,839.15
	Balance as of 04/30/2025		<u>\$630,839.15</u>

Income

	% of Budget	Item	Jan-Apr 2025 Actual	2025 Budget	\$ Over Budget	% of Budget
1	98.2%	Municipal Minimum Library Tax	1,660,731	6,746,549	-5,085,818	25%
2	0.4%	Grants	19,816	25,000	-5,184	79%
3	0.9%	Interest	35,901	60,000	-24,099	60%
2	0.4%	NJ State Aid	0	30,000	-30,000	0%
4	0.1%	Fees	2,700	10,000	-7,300	27%
6	100%	Total	\$1,719,149	\$6,871,549	-\$5,152,400	25%

Expenditures

	% of Budget	Item	Jan-Apr 2025 Actual	2025 Budget	\$ Over Budget	% of Budget
Personnel						
7	42.0%	Salary and Wages	690,749	2,883,252	-2,192,503	24%
8	17.0%	Health Insurance	1,873	1,170,000	-1,168,127	0%
9	6.2%	Pension and DCRP	3,309	425,000	-421,691	1%
10	3.4%	Payroll Taxes	57,293	233,000	-175,707	25%
11	1.2%	Overtime	29,690	85,000	-55,310	35%
12	0.5%	Workers' Compensation Insurance	35,181	35,000	181	101%
13	0.5%	Shared Services Agreement	5,671	35,000	-29,329	16%
14	0.1%	Payroll Processing	3,924	10,000	-6,077	39%
15	0.1%	Unemployment Insurance	0	10,000	-10,000	0%
16	71%	Subtotal	827,689	4,886,252	-4,058,563	17%
Physical Plant						
19	3.6%	Capital Reserve	0	244,297	-244,297	0%
18	1.7%	Maintenance	29,509	115,000	-85,491	26%
20	1.7%	Utilities and Phones	41,795	115,000	-73,205	36%
21	1.1%	Furniture	2,363	75,000	-72,637	3%
22	0.9%	Facilities Improvement	18,858	60,000	-41,142	31%
23	0.4%	Security	15,429	30,000	-14,571	51%
17	0.4%	Flood Insurance	0	25,000	-25,000	0%
24	10%	Subtotal	107,955	664,297	-55,712	16%
Reading, Information & Technology						
25	2.8%	Digital Content	63,265	194,000	-130,735	33%
26	2.2%	Print Materials	33,161	150,000	-116,839	22%
27	1.5%	BCCLS	48,820	100,000	-51,180	49%
29	1.1%	Technology	25,310	75,000	-49,690	34%
28	0.9%	Equipment	12,141	65,000	-52,859	19%
30	0.3%	Non-Print Materials	2,205	20,000	-17,795	11%
31	0.6%	Special Collections	17,597	40,000	-22,403	44%
32	0.2%	Periodicals	9,550	13,000	-3,450	73%
33	0.0%	Inter-library Loan	247	1,000	-753	25%
34	10%	Subtotal	212,295	658,000	-445,705	32%
Community Engagement						
35	2.5%	Community Programming	50,966	175,000	-124,034	29%
36	1.1%	Marketing/Advertising	14,954	75,000	-60,046	20%
37	4%	Subtotal	65,920	250,000	-184,080	26%
Administration						
38	1%	Office/Library Supplies	19,387	95,000	-75,613	20%
39	0.7%	Travel and Mileage	1,249	45,000	-43,751	3%
40	0.4%	Staff Development	4,523	30,000	-25,477	15%
41	0.3%	Memberships and Dues	567	20,000	-19,433	3%
42	0.2%	Conventions and Seminars	220	15,000	-14,780	1%
43	3%	Subtotal	25,946	205,000	-179,054	13%
Professional Support						
44	2%	Consultants	18,626	150,000	-131,375	12%
45	0.7%	Attorney	19,200	50,000	-30,800	38%
46	0.1%	Auditor	0	8,000	-8,000	0%
47	3%	Subtotal	37,826	208,000	-170,174	18%
48	100%	Total	\$1,277,630	\$6,871,549	\$5,593,919	19%

Income and Expenditures Capital Reserve Budget vs. Actual 2025

	<u>Jan-Apr 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	296	150,000	0%
TOTAL EXPENDITURES	<u>296</u>	<u>3,347,622</u>	0%
Net Capital Reserve Fund	(296)	3,347,622	
Capital Reserve Fund Balance - January 1	\$ 3,222,555		
Capital Reserve Fund Balance - April 30	\$ 3,222,259		

Num	Date	Account	Name	Paid Amount
13830	05/27/2025		Aida Lolovic	
		54010 · Adult Programming		600.00
13831	05/27/2025		Alexandria Campbell	
		54010 · Adult Programming		600.00
13832	05/27/2025		All American Painting Contractors	
		57060 · Facilities Improvement		6,850.00
13833	05/27/2025		American Library Association	
		53020 · Conventions/Seminars		310.00
13834	05/27/2025		AVS Installations	
		57060 · Facilities Improvement		500.00
13835	05/27/2025		Bergenfield Public Library	
		50280 · Interlibrary Fines		20.00
13836	05/27/2025		Brodart	
		50211 · Library Processing Supplies		309.36
13837	05/27/2025		Cablevision Lightpath LLC	
		50270 · Phones		1,459.96
13838	05/27/2025		Carolyn Brush	
		54011 · YS Programming		400.00
13839	05/27/2025		City of Hoboken	
		66101 · Salary & Wages		40,590.02
		66102 · Health Insurance		213,140.73
				<u>253,730.75</u>
13840	05/27/2025		City Paint	
		50221-2 · Maintenance		1,775.43
13841	05/27/2025		Closter Public Library	
		50280 · Interlibrary Fines		35.00
13842	05/27/2025		Dell Marketing LP	
		52020 · Technology Equipment		12,215.94
13843	05/27/2025		Demco	
		52020 · Technology Equipment		4,329.00
13844	05/27/2025		Donna Ferrera	
		54010 · Adult Programming		400.00
13845	05/27/2025		Dorian Bryant	
		54011 · YS Programming		350.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
13846	05/27/2025		Dorothee Riehl	
		54010 · Adult Programming		200.00
13847	05/27/2025		Elizabeth Ndoye	
		54010 · Adult Programming		1,500.00
13848	05/27/2025		Envisionware Inc.	
		57070 · Technology		274.75
13849	05/27/2025		Evelyn Del Valle	
		54010 · Adult Programming		480.00
13850	05/27/2025		Excel Pest Services	
		50224 · Contractors & Annual Contracts		360.26
13851	05/27/2025		Fort Lee Public Library	
		50280 · Interlibrary Fines		75.00
13852	05/27/2025		Hackensack Public Library	
		50280 · Interlibrary Fines		20.00
13853	05/27/2025		Haworth Municipal Library	
		50280 · Interlibrary Fines		20.00
13854	05/27/2025		Hoboken General LLC	
		502041 · Office Supplies		280.50
		50600 · Periodicals		120.00
				<u>400.50</u>
13855	05/27/2025		Hoboken Water Services	
		50264 · Water		148.66
13856	05/27/2025		Home Depot	
		50221-2 · Maintenance		418.35
13857	05/27/2025		I.Miller International	
		56010 · Marketing		13,896.33
13858	05/27/2025		Inserra Supermarkets	
		502041 · Office Supplies		98.26
		54010 · Adult Programming		161.59
		54011 · YS Programming		371.91
		50221 · Maintenance		50.00
				<u>681.76</u>
13859	05/27/2025		Jennie Pu	
		502041 · Office Supplies		2,368.21
		66102 · Health Insurance		468.37
				<u>2,836.58</u>

Num	Date	Account	Name	Paid Amount
13860	05/27/2025	50324 · Pay Per Use Content	Kanopy	1,503.00
13861	05/27/2025	54012 · Family FUNday	Kulture Kool South Asian Cultural Center	400.00
13862	05/27/2025	54010 · Adult Programming	Leslie Rodriguez	600.00
13863	05/27/2025	54010 · Adult Programming	Literacy New Jersey	20,000.00
13864	05/27/2025	50280 · Interlibrary Fines	Lyndhurst Public Library	35.00
13865	05/27/2025	50224 · Contractors & Annual Contracts	Mardel Electrical Contractor LLC	685.00
13866	05/27/2025	50280 · Interlibrary Fines	Mahwah Public Library	35.00
13867	05/27/2025	56010 · Marketing	Manhattan Sign Corp	3,860.00
13868	05/27/2025	50210 · Furniture	Matter	3,049.32
13869	05/27/2025	53020 · Conventions/Seminars	NJLA	420.00
13870	05/27/2025	54010 · Adult Programming	Natasha Rao	400.00
13871	05/27/2025	50261 · Sewerage	North Hudson Sewerage Authority	398.38
13872	05/27/2025	50280 · Interlibrary Fines	Oakland Public Library	35.00
13873	05/27/2025	50270 · Phones	Optimum Business	1,297.20
13874	05/27/2025	50224 · Contractors & Annual Contracts	Otis Elevator Company	125.00
13875	05/27/2025	50224 · Contractors & Annual Contracts	Our Lady of Grace Church	525.00

Num	Date	Account	Name	Paid Amount
13876	05/27/2025		Panera Bread Company	
		502041 · Office Supplies		217.66
		54010 · Adult Programming		209.91
				<u>427.57</u>
13877	05/27/2025		Paramus Public Library	
		50280 · Interlibrary Fines		35.00
13878	05/27/2025		Pitney Bowes Global Financial Services	
		50271 · Postage		164.97
13879	05/27/2025		Pitney Bowes Reserve Account	
		18610 · Pre-paid Postage		1,000.00
13880	05/27/2025		Pizza Republic	
		54010 · Adult Programming		136.99
		54011 · YS Programming		871.00
				<u>1,007.99</u>
13881	05/27/2025		Pooka Inc.	
		54010 · Adult Programming		400.00
13882	05/27/2025		Primepoint LLC	
		66121 · Payroll Processing		634.40
13883	05/27/2025		ProQuest LLC	
		50321 · Online Databases		1,618.07
13884	05/27/2025		PSE&G	
		50262 · PSE&G		6,822.64
13885	05/27/2025		Public Storage	
		50221 · Maintenance		260.00
13886	05/27/2025		Raul Sanguinetti	
		10004.04 · Petty Cash Fund		240.00
13887	05/27/2025		Raul Sanguinetti	
		50221 · Maintenance		306.01
13888	05/27/2025		Reina Escobar	
		54010 · Adult Programming		600.00
13889	05/27/2025		Ricoh USA Inc.	
		502041 · Office Supplies		251.12
		50224 · Contractors & Annual Contracts		805.41
				<u>1,056.53</u>
13890	05/27/2025		Ridgefield Public Library	
		50280 · Interlibrary Fines		75.00

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
13891	05/27/2025	50205 · Consultants	Rosica Communications	5,625.00
13892	05/27/2025	50250 · Security	Securitas Technology Corporation	148.96
13893	05/27/2025	50250 · Security	Sentinel Security Service	2,510.53
13894	05/27/2025	54012 · Family FUNday	Snakes-N-Scales LLC	350.00
13895	05/27/2025	50270 · Phones	Spectrotel	447.04
13896	05/27/2025	50224 · Contractors & Annual Contracts	Surf Fire Security & Safety	280.00
13897	05/27/2025	56010 · Marketing	TAPinto Local LLC	475.00
13898	05/27/2025	54010 · Adult Programming	Tenaflly Nature Center	456.00
13899	05/27/2025	50205 · Consultants	The Felt Hat	1,567.50
13900	05/27/2025	54010 · Adult Programming	Thyson Halley	750.00
13901	05/27/2025	50280 · Interlibrary Fines	Treasurer of Virginia Tech	95.00
13902	05/27/2025	53030 · Membership/Dues	Tyler Riley	125.00
13903	05/27/2025	53010 · Professional Staff Development	Urban Libraries Council	7,500.00
13904	05/27/2025	50224 · Contractors & Annual Contracts	Vanguard Cleaning Systems	599.00
13905	05/27/2025	50263 · Internet Connection	Verizon	428.40
13906	05/27/2025	502041 · Office Supplies	WB Mason	1,009.19
		52020 · Technology Equipment		7,229.86
				<u>8,239.05</u>

Num	Date	Account	Name	Paid Amount
13907	05/27/2025	50202 · Legal Fees	Weiner Law Group LLP	2,037.70
13908	05/27/2025	50280 · Interlibrary Fines	West Orange Public Library	16.95
13909	05/27/2025	54012 · Family FUNday	Woorigarak Korean Cultural Art Center	500.00
13910	05/27/2025	50280 · Interlibrary Fines	Wyckoff Free Public Library	20.00
13911	05/27/2025	54010 · Adult Programming	Yun H Ko	500.00
TOTAL NUMBER OF CHECKS			83	
TOTAL \$ AMOUNT OF CHECKS				385,884.84

To be processed through PayPal:

05/27/2025	53030 · Membership/Dues	FitOn Health	126.00
05/27/2025	502041 · Office Supplies	Namecheap Inc.	64.64
05/27/2025	502041 · Office Supplies	Play! Hoboken	60.00
05/27/2025	56010 · Marketing	TAPinto	75.00

Num	Date	Account	Name	Paid Amount
13912	05/27/2025		Amazon	
		502041 · Office Supplies		1,315.57
		54013 · Makerspace		645.33
		54010 · Adult Programming		102.75
		54011 · YS Programming		671.31
		50310 · Non-print		69.47
		50301 · Print Materials		1,036.37
				<u>3,840.80</u>
13913	05/27/2025		Baker and Taylor	
		50301 · Print Materials		8,455.99
		50311 · Media (CDs & DVDs)		0.00
				<u>8,455.99</u>
13914	05/27/2025		Midwest Tape	
		50324 · Pay per use content		3,962.79
13915	05/27/2025		Overdrive	
		50322 · eBooks		3,377.63
TOTAL NUMBER OF CHECKS 4				
TOTAL \$ AMOUNT OF CHECKS				19,637.21

<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>
451	05/27/2025		Clarke Caton Hintz	
		31119 · 1st Floor & Mezzanine Renovation		65,514.50
TOTAL NUMBER OF CHECKS 1				
TOTAL \$AMOUNT OF CHECKS				65,514.50

HOBOKEN PUBLIC LIBRARY

Resolution No. 2025-5

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 \$244,297 from FY 2025 be reserved for the completion of Capital Improvement Projects and moved to the BCB Construction Account.

Date: May 27, 2025

Jerome Abernathy, President, Board of Trustees

I certify that the above Resolution 2025-5 was approved by the Hoboken Public Library Board of Trustees at a regular public meeting held on May 27, 2025.

Roll Call:

Yes:

No: