

## Director's Report, February 2015

	February 2014	February 2015
Children's books and magazines	4019	3846
Children's media	375	361
Adult books and periodicals	3924	3568
Adult media (DVDs, video games, MP3 and CD books, Music CD's)	3615	3355
Downloadable/Database Usage Ebooks/music/audiobook/movies/mags	751	875
Young adult books	393	380
Periodicals in-house usage	194	273
Microfilm use	76	161
Reference Questions	1592	1541
Computer Assistance at Reference Desk	330	400
Internet Usage (Children's includes iPads, +game computers)	2586	2960
JPL's wireless usage (counting hand- held devices also)	2586	598
Children's program attendance, includes class visits, guitar classes, outreach visits	192	97
Young Adult and Adult Program attendance (Library & Community)	384	436
Adult Program Attendance (Library only)	254	248
Young Adult Programs and Outreach	123	28
Electronic Door Counter		15,960

### Adult Program Highlights

***Keep This, Toss That!*** Tuesday, February 24, 2015  
**Instructor:** Jamie Novak (QVC, HGTV)

**Organizer:** Catherine Folk-Pushee, adult services librarian

**Attendance:** 50

Jamie is a fantastic speaker! She has been at JPL and yet her program was fresh with new ideas.

This time she focused more on the process of how to decide what to keep, how much of it, and what to get rid of entirely.

A very small sample of dozens of great suggestions:

- *Seven years of paperwork is enough*
- *Sunscreen expires after six months, eye makeup after three months*



- *She encouraged people to “get over the hump” on certain items like “As Seen on TV” products that you’ve never opened. Sometimes you just have to let it go and tell yourself you’ll make better decisions in the future.*
- *She suggested Amazon for selling things, Etsy for selling craft supplies, donating extra vases to hospitals and assisted living centers, sheets and towels to animal shelters, etc.*

Throughout the workshop, people asked questions and they had to be reminded several times that the library was closing soon. We heard nothing but positive comments as people left for the evening.

Here are the comments on the evaluation forms:

- Excellent program.
- Stupendous!
- Well prepared, funny, helpful information.
- Informative and fun.
- Speaker very good, interesting with many good tips!
- Excellent presentation!
- Super suggestions.
- Excellent.
- This was excellent-I want and need more!
- Great speaker!
- This was very helpful. Thank you.
- Fun and inspiring!
- Excellent, entertaining.
- Very entertaining as well as informative.
- Terrific!

### ***Resume Writing Workshop***

***Wednesday, February 4, 1:00 to 3:00 p.m.***

***Instructor: Denis Kalamanis, Hackensack resident, consultant***

***Organizer: Catherine Folk-Pushee, adult services librarian***

***Attendance: 14***

This was a workshop on how to rethink the average resume. Denis went over some basic pointers like the importance of following up with a potential employer and doing research on companies before you apply. His style was forceful and direct. He told the audience they should have dressed business casual in case they found someone with whom to network at the event, and asked them to write down one word to describe themselves.

### **Book Clubs and Movies:**

Book Clubs: 24 attendees in February, Movies: 27 attendees in February

Book Club Highlight:

There were 10 readers at our February 14, 2015, Book Group discussion of "Defending Jacob" by William Landay. I believe I can accurately say that this was the liveliest discussion of a book that our Book Group has ever had, and much enjoyment was had by all. The book was about a middle-school

boy accused of murdering his classmate who had been bullying him. The accused boy's father was the District Attorney, so there was lots about that angle of things, as well as the ending of the book, which was both shocking and made us all still wonder whether the boy had committed the murder or not.

***Affordable Care Act Enrollment – Get Covered!***  
***Tuesdays, Thursdays and Saturdays in February***  
***Instructors: Bilingual Certified Counselors***  
***Attendance: 84***

**Computer Skills, Job Search, and Inspect Your Gadget: Kathryn Cannarozzi, Radwa Ali, and Catherine Folk-Pushee, Total Attendance: 28**

Individual Computer Assistance is limited to Hackensack residents. Topics this month included: email, Internet, resumes, job search, smartphone, LinkedIn, Facebook for businesses

### **Highlight from Catherine Folk-Pushee:**

*A library member approached me this month about learning how to set up and maintain a Facebook page for his business. He is a chiropractor and just launched nutrition guidance and weight loss management as part of his services. He hired a PR person who evaluated his current marketing methods and gave him suggestions of what he should do next, but the person does not actually carry out any of the suggestions. He was totally lost regarding where to even begin a Facebook page for his business. I began by showing him the Facebook page for businesses and how he can link the professional page and manage it right from his personal account. Then, we filled out the basic backbone for his page. Last, I gave him some suggestions of where to look for inspiration, including his own employees and the Facebook business section of their help site. After two sessions he was ready to take the leap and start fleshing out the site on his own. Once the site gets rolling he has said he will call me again for another consult and troubleshooting, but he felt like he was off to a good start.*

### **Highlight from Kathryn Cannarozzi:**

*I helped one person with computer lessons as he needed evening classes. He is a local business owner. He runs a successful business, but leaves all computer work to his staff. He wants to learn to check his stock online and read and answer emails. I helped him with the instruction described below. He is enormously pleased with the instruction and says he wishes he could hire me to help him with his email and computer tasks (I'm sure he's joking). I saw him 3 times in February and will likely have 3 more lessons with him in March.*

### **Inspect Your Gadget Report - February**

- *9 people attended this month*
- *One patron needed help cleaning out an old computer of hers. It was quite the giant PC, but surprisingly fast for how old it was. We were able to get rid of a lot of a lot of unnecessary programs that were taking space on her computer, and potentially slowing it down. We helped her install a Norton antivirus trial, but offered her a couple of recommendation for computer security and anti-virus to protect her computer fully in the future.*

- *6 people attended Gadget on Feb. 19 which was a little overwhelming to manage just by myself. It helped that some patrons arrived with specific questions, so I was able to take turns answering questions; as I taught one person a specific function on their device (taking a picture on their smartphone for example), they would practice that function as I helped other people. Where it did become overwhelming was when two patrons came in with their phones and simply said teach me how to use this - including basics like answering and making a phone call. A one-on-one was more appropriate for their situation. Thankfully, Michelle stopped by and was able to help me a little so everyone could get their questions answered. (Genesis Jais)*

**ESL and Spanish Computer Classes, ESL Volunteer Tutor Training, English Conversation, and Bilingual Outreach. Classes: Michelle Acosta**

**Total Attendance: 68**

Michelle teaches computers skills in Spanish and also takes the overflow from the English Computer Skills Instructors. She coordinates English Conversation classes with volunteer ESL tutors. She also goes out into the Latino community to share information about our services.

Spanish computer class -17 people

- how to use google docs
- how to use google calendar
- how to navigate internet
- upload email on tablet
- how to save tabs on computer
- how use spotify
- make an email
- how to send e- cards
- how to update contacts
- how to add contacts to smartphone

Job search- 3 people (these three people are also bilingual)

- help fill out job applications
- how to attach resume to email
- how to upload resume on google docs
- how to upload resume on online job application
- Word overview
- Excel overview

ESL conversation class

This month I notice a change in attendance for conversation classes. There are students with different backgrounds which is great because it makes the conversations very interesting. Conversations consist of current events from newspapers, mysteries, guess the poem.

- Monday
  - Feb. 2 -3 people
  - Feb. 9- 2 people
  - Feb. 23 - 2 people
- Wednesday
  - Feb. 4 - 4 people
  - Feb. 18 - 4 people
  - Feb. 25 - 5 people

- Thursday
  - Feb. 5 - 7 people
  - Feb. 12 - 8 people
  - Feb. 19 - 6 people
  - Feb. 26 - 7 people

**Young Adult Programs**  
**Keri Adams, Young Adult Librarian**  
**Total Attendance: 28**

YA Books for Adult Readers Book Club: Everything Leads to You by Nina LaCour - 6

Teen Tuesday

2/3 - 10

2/10- 5

2/17 - No Teen Tuesday due to School Vacation

2/24 - 7

**Children's Program Highlights**

*Here's what happened in February in the Children's Department!*

*First of all, our Book Discussions were a total flop. Loathe as I am to begin a report with this fact, it IS a fact. Neither the promise of fun nor food brought us any willing participants. This is a program that will have to be put on hiatus for a while and tweaked somehow.*



*Mari was kind enough to celebrate Chinese New Year and cover my craft for me and I prepared everything ahead of time. The kids made traditional dragons, resplendent with sequins, and manes and tails of Chinese paper cut art. Mari said that they really enjoyed themselves, and the results were gorgeous.*

*Tech Time had a resurgence! Mari took the kids through the basics of being computer savvy, and taught them the tricks and shortcuts that they need when writing a paper. We consider this a great program, in that we also can judge what needs to be covered, by the kids' questions and their need for assistance when they are here after school, doing homework.*

*Rodney continues to visit us once a month, and this little fellow is a hands-down favorite with the kids. The level of adorableness when the kids read to him and he listens earnestly is off the scale. (Oh, and we are taking suggestions for a new mascot for the Children's Room but Mari and I want a baby pig for whom we will be totally responsible.)*

*Mother Goose Time is in full swing once again! Mari and I are revamping the program with new ideas and hope to have it in place by the next session. Guitar accompaniment, possibly keyboard, props and costumes will come into play for an accelerated visual experience! Preschool Story Hour is also going through a transition. The crafts and themes are certainly more current and organized, and we will be using a flannel board, again, for more visuals.*

*Lego Day is growing in popularity, as are the kids' imaginations! We have a strongly dedicated group who work on amazing creations week after week, and never miss a session! In view of the popularity of this program, we will be purchasing more Legos.*

*Chess Club carries on and here again, we have a dedicated group of players who truly enjoy the game. We've had a photo op with *The Chronicle* but I haven't seen the photos published as yet. We will be purchasing new (larger size playing pieces) chess sets for the Fall of 2015.*

*See you next month! (Babette Smith)*



## **Outreach and Publicity**

### **Creative Placemaking Team Meeting**

**Tuesday, February 5, 7:00 p.m.**

**Organizers and Facilitators: Upper Main Alliance, the National Consortium for Creative Placemaking, Northern NJ Community Foundation**

**Attendance: 23**

**Library Representative: Barb Schuit**

Several meetings were held this month with a mixture of creative people with ties to cultural and arts organizations in Hackensack. The purpose is brainstorm ways to help Hackensack more livable and prosperous through the arts, helping the City become a destination spot.

Here is Barb's summary of the meeting she attended, a glimpse into the very beginning of the process:

\* *They developed an 'Asset Map', giving suggestions of the kinds of things needed to bring about changes (example: leadership, public support, accessibility, etc.)*

\* *Once those were identified on the "streets and avenues" of the map, there was discussion as to which organizations (and individuals) could use their "assets" to meet the needs identified. Each person listed what they could contribute on sticky notes, and then everyone put their sticky notes on the "street" or "avenue" to show how they could help. It was amazing to see that most things were well covered! That seemed to be encouraging to everyone.*

\* *They tried to ascertain the various "community groups" within Hackensack -- for example, cultural groups, such as Indian, Arabic, etc.; institutions such as the Hospital and colleges; faith communities, etc.*

\* *They are planning two larger public meetings on Feb. 17 & 18 (on the 17th at JPL; on the 18th at the Cultural Arts Center) to discuss "How can Hackensack become a better place through arts and culture?" They are developing a survey regarding what kinds of cultural events people enjoy, etc. They will also develop a survey for local artists, too, to get their feedback as to the perceived needs, etc.*

The February 27<sup>th</sup> issue of the Chronicle covered the Creative Team's public meeting on February 17<sup>th</sup> at JPL.

## Professional Development

### Cisco Webinar

February 10, 2015

Staff member: Genesis Jais, Library Associate-Technology

Time: one hour

Genesis is researching some solutions to some of our problems with our wireless infrastructure.

Here is her report on her research so far:

*Cisco Meraki has created wireless devices and software, included wireless access points and switches that are all managed from the cloud, thus making it very convenient to monitor and service ones wireless network. I think this can be a really good system for us because it can (1) allow us join all our wireless networks for easy management, (2) patrons will have easier connectivity because once logged into a Meraki access point, it can transition you to whichever one is strongest in your location, (3) provide us with a slew of administrative tools. Administration-wise, it allows us to see what kind of websites are being used (and give us the option to block them), wireless usage (for a given time period or specific users), limit or open usage for specific users or groups, as well as so many other features. (Genesis Jais)*

## Building and Grounds

### *Camden Street Security Camera Broken*

Falling ice probably damaged the camera (at one point we had to caution tape off a section of Camden Street to protect passersby). We have been on the roof several times to remove snow, but it's not always possible to get to it in time.

### *Snow Removal*

February brought more invoices from Creamer for our sidewalks. We have tried calling over 10 different landscapers, etc. to find quotes for snow removal from the required registered insured businesses, with not results. The City clears the parking lot, but cars parked overnight in our lot have deterred the trucks from clearing our lot. There is no ordinance prohibiting this overnight parking at the moment. Maintenance clears the snow from the lot as best as possible with shovels and snow blowers. Security staff also helps out.

### *700-Room Back Office Heating Unit*

We needed the heating service company to bleed the unit this month. Apparently it wasn't working properly.

*Respectfully Yours,  
Sharon Castanteen*