

Director's Report, April 2017

	April 2016	April 2017
Children's books and magazines	4281	4581
Children's media	416	307
Adult books and periodicals	4035	3908
Adult media (DVDs, video games, MP3 and CD books, Music CD's)	3201	2622
eContent and Database Usage	1317	2049
Young adult books	460	388
Periodicals in-house usage	322	298
Microfilm use	107	93
Reference Questions	1868	1710
Computer Assistance at Reference Desk	508	570
Adult Internet Usage	2199	2255
Children's Internet, iPad, Game Computers, Word Processing Usage	760	1063
JPL's wireless usage (reports from our routers, hand devices too)	2023	2202
Children's program attendance, includes guitar classes/concert, and class visits	274	294
YA and Adult Program attendance (Library & Community)	466	714
Young Adults Programs+Outreach	81	48
Electronic Door Counter (half of entries recorded)	15907	15657

Adult Program Highlights

Chanteur's Spring Concert
Thursday, April 17 at 7:00 p.m.
Facilitator: Barb Schuit
Attendance: 21

The concert theme was "Broadway Melodies . . . and More!" and the music was very good. The audience enjoyed the performance of the Chanteurs, and the fun comments by the director, as well as the jovial interactions among the choir members. (Barb Schuit)



Business Lunch and Learn: Networking

April 4, 2017, 12 to 2 p.m.

Presenter: Jason Sanders

Facilitators: Manuela Miracle, Catherine Folk-Pushee

Attendance: 42

The Lunch and Learn paid off in multiple ways. We were able to showcase our ability to provide value to our business community and partnered with the Chamber for higher visibility in that sector. The Chamber called our program "Fantastic!" and seemed eager to work with us on other ventures. The Lunch and Learn netted us new business contacts including an offer to help the library sponsor other events and even offers to host programs for us, free of charge. Many of the attendees said the program was very helpful and they hope we do more programs like that. (Manuela Miracle and Catherine Folk-Pushee)

“General Trivia” Pub Trivia at Pointin Still

Tuesday, April 18 at 7:00 p.m.

Facilitators: Genesis Jais, Mari Zigas, Gladys Cepeda, Braison Travis

Attendance: 29



This was a much smaller trivia. I think less people came out to this one because being that it was general trivia, a lot less people know a bit of everything. This showed us that topic trivias are definitely the way to go, but we wanted to get this one done because people did ask for it in the program evaluations. The teams that did come are regulars to our trivia events.

The teams were: General BOD's, THEM, United Airlines Customer Service, Chris & the Uptown Squirrels, JDS, Trebek's Rejects

The winning Team: United Airlines Customer Service

The Pointin Still manager gave us gift certificates for the winners. May's trivia will be Shondaland. (Genesis Jais)

Open Mic Night – Featured Headliner: Beatboxer Sung Lee

Thursday, April 20, 7 to 9 pm.

Facilitator: Manuela Miracle, Elisabet Paredes

Attendance: 23

Sung Lee, our April Open mic Night headliner was outstanding! In addition to playing multiple songs for the audience, he showed us how he layers sound on his board to create a show. Additionally, he invited audience members to help him create an original piece right on the spot. The audience was comprised of both men and women, children and adults and regular and new patrons. One gentleman who performed for the first time at our Open Mic Night stated "This was waaaay cooler than I thought it would be." One of our regular performers pulled me aside to tell me how much Sung Lee inspired her.



Open Mic Night performers included two blues singer/guitarists, a folk singer, a pop singer / songwriter/guitarist named Rain (with pink and platinum hair !), and two singing guitarists. We had 23 attendees and seven Open Mic Night performers in addition to the headliner. (Manuela Miracle)

Yoga

Wednesdays, April 5, 12, 19, 26

Presenter: Lateefah Fleming, Certified Yoga Instructor

Facilitator: Manuela Miracle

Attendance: 40

This workshop has been a huge hit. Attendance has dropped off somewhat from the first class or two, but those who have stuck with it are very enthusiastic. Pretty much since the beginning I am asked when we are going to do it again. Lateefah is an amazing instructor. She's positive and energetic and supportive and makes people feel good about their bodies and abilities while encouraging them to gently push themselves further. One of the fairly faithful participants is 86 years old!

The only negative I can think of is that 20 people were registered for the class along with a short waiting list. As you can tell, not even close to 20 people have ever actually shown up. Maybe if we run this workshop or something similar again we can take a small deposit that would be refunded at the first class. Though, I really can't complain too much because 14-15 people seems like a nice number of people for Lateefah to work with and for the space, though I have no doubt she could handle more. It's just that participants have enjoyed it so much I want to offer it to as many people as possible!(Catherine Folk-Pushee)



Other Events, Clubs, etc.:

Book Clubs: 22

Movies: 5

Coloring Club: 11

Medicare P's and Q's: 10

Veteran's Benefits Consultations: 4

Immigration and Naturalization Consultation: 8

**Computer Skills, Job Search, and Inspect Your Gadget: Genesis Jais,
Catherine Folk-Pushee
Total Attendance: 26**

Job Search, Applications, and other assistance occurs daily at the reference desk (see statistics on page one). Individual computer instruction is for *Hackensack residents* only. This month: Mostly Excel, then Job Search and Resumes, Basic Internet Searching, LinkedIn and online sources for continued learning.

Highlight from Catherine Folk-Pushee:

A woman I had met at the "Network Like a Pro" Lunch-and-Learn program with the Hackensack Regional Chamber of Commerce requested assistance with her resume. She is eager to break into the real estate development field and wanted a second opinion along with some tips on topics that had surfaced during the lunch event. We worked together over the course of two sessions to pare her resume down to one page, fix some formatting issues, and rework it to highlight some of her best skills and experience at the top of the page. Second, we worked on a general letter of introduction to use with her resume at events and the framework of a cover letter to be customized with each application. Finally, I gave her some advice, some of which I had learned at the same lunch-and-learn, on how to approach people at events and get the most out of her networking efforts.

Inspect Your Gadget

I had a couple of new people at gadget today. All of but one wanted help with their smartphones. Most just needed help with basic things on their phone: using their camera, finding their photos, adding contacts. I had one person that needed help with their brand new tablet. And when I say brand new tablet, it was right out of the box, so more than anything it was helping her unpack and set up her device, which she was mostly doing by herself. As I have experienced in many other gadget sessions, people are more than capable of doing tasks by themselves, they are just not confident in themselves enough to do the tasks. Sometimes, gadget is just hand holding. (Genesis Jais)

**English Conversation, Computer Assistance in Spanish and English, and Bilingual Outreach. Michelle
Acosta, Bilingual Library Associate
Attendance: 214**

Spanish computer class - 13 people

- How to navigate the internet
- Overview of google docs
- Overview of google sheets
- Gmail overview
- Excel overview
- Word Overview
- How to use the BCCLS catalog
- How to do a general search on google
- Explain the differences between a word document and google doc
- Build resume using templates from google docs
- Applied to Hackensack Hospital - getting to the application portal is very difficult
- Applied to Walmart

English computer class - 3 people

- How to use tablet and take pictures
- Excel overview

- Job and career accelerator

ESL conversation Class: 32

Citizenship class: 69

This month 2 students passed the citizenship test

April immigration consultations

- April 6 - 5 people

The immigration lawyer donates her times to give free consultations at JPL. The free consultations are free and completely confidential. She was able to help all five people. People were happy with the advice they were given.

Guitar classes: 92 Total Attendance

- April 1st, 8, 22, 29
- Beginner class- 14 students
- Intermediate I class- 8 students
- Intermediate II class- 14 students

There was a great turn out this semester for Guitar classes as we had 22 people on the waiting list from last fall. All 22 people were called but not all were available for the spring. This semester there are 14 people for the fall semester.

**** In June, July and August a volunteer will start doing ESL conversation class on Wednesday. Her name is Deanne (DB) Meltzer**

**Report by Keri Adams, YA Librarian, Head of Periodicals
Attendance: 48**

JerseyCat ILLs – 2 received

YA Books for Adult Readers Book Club

4/1/17 - Passenger by Alexandra Bracken – 6

Teen Tuesday:

4/4/17 - Video Games / Board Games / Minecraft - 12

4/11/17 - Spring Break! - No Teen Tuesday

4/18/17 - Video Games / Board Games / Minecraft - 13

4/25/17 - Board Games – 7

Other Events:

JerseyCat Training – 4/27/17 – 10 Attendees

JerseyCat Training Description:

I received a general listserv email from Casey Confoy who is the JerseyCat coordinator at the NJ State Library which said that if anyone needed training, they should let him know. I had only had some basic training previously from Isaac and had a few old ILLs stuck in the system that I didn't know how to handle, so I quickly

made an appointment. I mentioned to Kate at Ridgewood that I was doing this and she asked if she could join me, and I realized there would probably be demand for this. I put out an invitation on the BCCLS Adult Listserv and we had 9 librarians from 7 different libraries who attended. The training started with Casey asking me to log in to my admin account which I didn't know existed – and neither did anyone else at the training, so this was clearly needed!

Grant Writing:

I spent most of April writing the Powering Up grant offered by LibraryLinkNJ in order to purchase two secured phone charging stations for the library. We should find out at the end of May if we have received the grant.

Children's Program Highlights/Special Events, by Mari Zigas

Our new weekly program, **Once Upon a Craft**, caters to kids in grades K-2. Gladys has combined story telling with art and it's so much fun. So far the kids have made colorful elephants with tissue paper for *Elmer* and houses made out of different material (toothpicks for wood, yellow paper for hay, and cardboard cutouts for bricks) for *The Three Little Pigs*. Kids and parents love that we've added a craft program for the little ones and they keep coming back every week.

This year we celebrated **Earth Day** by having the kids decorate recycled water bottles and planted their own flowers. Half the water bottle was used as the pot and the other as the watering can. Every day we get kids who tell us how much their plant is growing!

Our annual **Easter Egg Hunt** is always a hit and this year was no exception. After a short story time, the kids looked through the stacks for plastic eggs that they traded in for a revamped, snazzy Easter goodie bag. Our wonderful staff member, Gavin, volunteered to dress up as the Easter Bunny and the kids went insane. We had a photo area where not only the little ones but their parents had a blast taking pictures with him. It was a simple event but the kids were elated and everyone left happy!

Professional Development

Super Library Supervisor

Staff: Keri Adams

Date: April 5, 2017

Sponsor: Library Link NJ

Length: 6 hours

Discussion:

- Having difficult conversations
- Documenting and disciplining staff
- Why you need to deal with problems right away
- Needing to Document good behavior too, including training
- The Evaluation process

5 Self-Publishing Faux Pas to avoid in the Library

Staff: Barb Schuit

Sponsor: Library Journal

Date: April 6, 2017

Length: 1 hour Webinar

We were encouraged to incorporate local authors into library programming and connect them with community. Self-e select publishes eBooks as well.

Mistakes to avoid:

- Over-complicating the process
- Being too inclusive or exclusive of self-published materials
- Ignoring self-publishing trends
- Making choices for indie authors about platforms
- Letting programs for indie authors stop at traditional writing groups.

Summer Reading Expo

Staff: Keri Adams

Sponsor: BCCLS

Date: April 7, 2017

Length: 3 hours

Discussed ideas for summer reading programs such as make-your-own play dough, outside presenters, Minds in Motion, Bricks 4-kids, and volunteer service programs.

NJLA Conference

Staff and Trustee: Sharon Castanteen and Cynthia Ortiz

Tuesday, April 25

Sponsor: NJLA

Length: 5 hours

Workshops Attended:

Sharon and Cindi: Makerspaces, Keynote Speaker

Sharon: Demographics

Cindi: Literacy Assessment

Demographics –focused on using FactFinder on census.gov for mapping special populations in your area.

Makerspaces – discussed ideas for makerspaces that do not involve 3D printers

- Provide materials for discovery and let students use their imagination
- Include sewing, knitting, crocheting
- Include building materials such as Lego, toothpicks and marshmallows
- Make sure there is adequate staffing for assistance and support if needed

Transgender issues – Keynote speaker

- Libraries should support and be safe haven (for trans and other marginalized students)
- Many different experiences faced by trans students of all ages
- Many different communities within the whole trans community

Information Literacy Assessment

- Alternatives to the one shot pretest/post test model
- Following students longer term to see if they retain IL skills
- Presentation was geared to college and grad school students but ideas and suggestions could be adapted for high school and lower grades
- Include IL instruction in curriculum, via SLMC, throughout schooling
- Goal is to keep utilizing these skills life-long

JerseyCat Training (intra-state and inter-state loan program when BCCLS doesn't own materials requested)

Staff: Keri Adams

Sponsor: NJ State Library

Date: April 27

Length: 1 hour

- Hosted informal training with Casey Confoy from the New Jersey State Library
- Learned how to log into the administrative site of JerseyCat
- Learned how to delete old loans stuck in the system

Strategic Planning Focus Groups in April

Staff Focus Group, March 27, 9 a.m. = 14 participants

Staff Department Heads, March 27, 11:00 a.m. = 7 participants

Teen Focus Group, April 3, 3:30 p.m. = 20 participants

Parents with Young Children, April 3, 6:30 p.m. = 15 participants

Community Leaders Group, April 6, 8 a.m. = 15 participants

Community Conversation, April 27, 7 p.m. = 14 participants

Program: Tutor Training for ESL Conversation Groups

Staff member: Michele Ferreira

Sponsor: New Jersey State Library and Literacy New Jersey's

Date of Participation: 4/6/17

Length of Activity: 9-1 pm (4 hours)

- Effective group tutoring/facilitation/management
 - Let the student speak
 - Be flexible if you prepared a lesson but the students start talking about something else this means the students are engage in that subject. The lesson you prepared can wait for next time.
- How and when to correct student mistakes
 - Don't correct student's pronunciation only correct if student is saying the word completely wrong where it is not understood.
- Tutoring tips and techniques for working with ESL students

- Literacy NJ gave each attendee a binder for activities for English Conversation Groups. This binder has 8 sections full of exercises. New ideas to conduct an ESL conversation class.

Program: “Understanding Your Neighbor Creating Cultural Awareness and Embracing Diversity”

Staff member: Michele Ferreira

Sponsor: New Jersey Department of Human Services

Date of Participation: 4/19/17

Length of Activity: 8:30 am - 12:30 pm (4 hours)

- This was a workshop to actively promote respect for human rights and cultural diversity in Bergen County. The purpose is to reduce prejudice and stereotypes.
- I learned that there are different names for the LGBTQ community for example gender non-conforming.

Program: Literacy for Life Conference

Staff member: Michele Ferreira

Sponsor: Literacy New Jersey

Date of Participation: 4/22/17

Length of Activity: 9-5 pm (8 hours)

This conference consisted of three workshops

1. Preparing for the U.S. Citizenship
2. Best Practices for English Language Conversation Groups
3. Upwardly Global Job-Seeker Training Program

Building and Grounds

Basement Sprinkler System - Capital Project

George Bender from Millennium Fire Protection has returned our blueprints and is working on the specifications for the basement sprinkler system.

Freight Elevator (Sidewalk Lift)

We now have a working sidewalk lift and will continue to clear out unusable materials.

Generator

Waiting for the very busy project manager, Wayne Vriesma, to decide if we have a place far enough away from the building to place a 300W generator.

Sound System

Project is completed. Staff training on the new system is the next phase.

Miscellaneous

Our new part-time temporary (agency) maintenance worker painted all the door frames in the basement. The Raccoon display is up in our front lawn area. We had four visits in total from Stern Environmental (bed bug specialists). We've checked, treated, checked and double checked. We are clear for now. We've also had to ban two patrons who were seen bringing them in on their person.

*Respectfully Yours,
Sharon Castanteen*