

Director's Report, November 2017

	November 2016	November 2017
Children's books and magazines	4340	4350
Children's media	399	346
Adult books and periodicals	3753	3431
Adult media (DVDs, video games, MP3 and CD books, Music CD's)	2468	2325
eContent and Database Usage	1256	1186
Young adult books	433	412
Periodicals in-house usage	206	228
Microfilm use	126	88
Reference Questions	1863	1662
Computer Assistance at Reference Desk	623	648
Adult Internet Usage	2302	
Children's Internet, iPad, Game Computers, Word Processing Usage	1062	1365
JPL's wireless usage (reports from our routers, hand devices too)	2191	2369
Children's program attendance, includes guitar classes/concert, and class visits	308	540
YA and Adult Program attendance (Library & Community)	486	517
Young Adults Programs, incl. Outreach	134	143
Electronic Door Counter (half of entries recorded)	15,421	15,898

Adult Program Highlights

Star Wars Pub Trivia at Pointin Still
Tuesday, November 21 at 7:00 p.m.
Facilitators: Genesis Jais, Laurie Meeske, Gladys Cepeda, Liz Paredes, Mari Zigas
Attendance: 53
 Laurie Meeske registered a Hackensack resident and checked out 12 books at the Pub event!



Open Mic Night Featuring Bonomo
Thursday, November 30, 7 p.m.
Facilitator: Catherine Folk-Pushee
Attendance: 38

This was a particularly good night for Open Mic. First, the opening act, Bonomo, was fantastic. Despite a slight problem with a little feedback in the beginning the performance went very well. Adam Bonomo expanded some on the intro that the MC gave them then spoke a little about each song before he and his bandmate, Andrew Renfroe played.



Then it was the audience's turn. We had quite a variety of people take to the mic from poets to singers and guitarists to spoken word artists and most were very good. I had set out coffee, hot water for tea and some cookies I had left over from another program which were appreciated by the crowd. I am going to provide refreshments from now on if possible. (Catherine Folk-Pushee)

The Fundamentals of NJ Sales Tax
November 17, 2017 1 PM to 2:30 PM
Presenter: NJ Department of Taxation
Facilitator: Catherine Folk-Pushee
Attendance: 8

Once again the speakers from the NJ Office of Taxation were fantastic. They are very knowledgeable, personable, and comfortable in front of an audience. This session covered the basics of sales and use tax as it relates to businesses in New Jersey. Some details are:

- *Products are taxable unless the law says they're not. Exemptions are listed on the website at njtaxation.org*
- *Services are exempt unless the law says they're not. Once again, see the website for exemptions.*
- *There are several tax exemption forms (ST forms) available and the speakers explained the difference between them and when and when not to use them.*
- *They also pointed out a handy flow chart which is on the website for how to tell when to charge a customer sales tax if there may be an out-of-state component involved.*

Throughout the presentation the presenters fielded questions specific to the participants' businesses from construction to homemade jam! The verbal comments after the program wrapped up revealed that participants were very happy with the afternoon and the personal treatment they received. (Catherine Folk-Pushee)



Alzheimer's: Know the 10 Signs
Wednesday, November 8, 2:00 p.m.
Presenter: Robyn Cohn, Alzheimer's Association
Facilitator: Barb Schuit
Attendance: 6

Very helpful information about the various facets of and progression of the disease, as well as ways to detect and combat it. (Barb Schuit)

eLibrary How-to

Monday, November 6, 1:30 p.m.

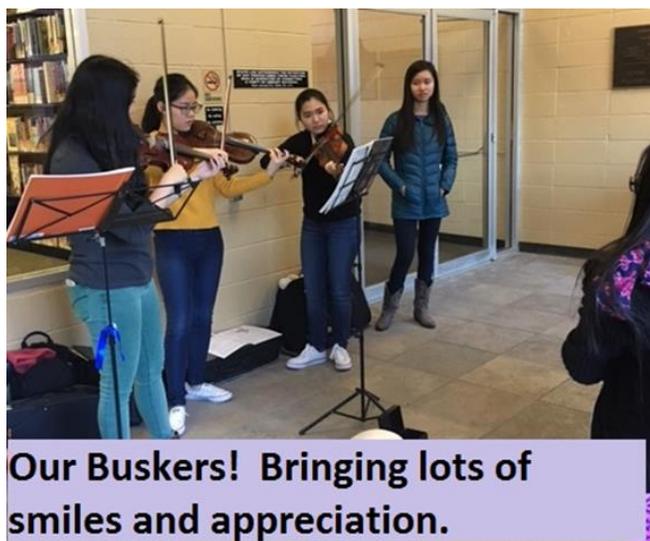
Presenter: Laurie Meeske

- This class provided an overview of the various digital services available to patrons (cloudLibrary, RBDigital, hoopla) and basic instructions on how to use them.
- By the time the students left, they had installed the digital apps on their devices and created accounts.
- Attendance for eLibrary class: 8

Miscellaneous: Charging station has added bonus of displaying information, also, buskers (music students from Bergen Academies) come twice a month (in lobby during the winter season).



New Charging Station/Display



Our Buskers! Bringing lots of smiles and appreciation.

Hackensack loves library yoga! November sessions had a faithful following.



Note on Buskers: Jun-Davinci Choi, the organizer said that they play in other libraries, but Hackensack patrons were the most appreciative! On December 22, from 2 p.m. to 4 p.m., she is bringing vocalists for caroling!

Other Events, Clubs, etc.:

Book Clubs: 23

Cookbook Club: 7

Next month's cookbook is *Betty Crocker Christmas Cookies*; Monday December 18th at 7:00pm.

Monday Morning Classical Music: 25

Expungement workshop: 2

LEAP ipad classes for visually impaired: 10

ESL Tours: 120

Yoga: 32

Mobile Hot Spots loaned: 15 loaned, 7 Hackensack residents waiting on hold for them

Individual Assistance

**Computer Skills, Job Search, and Inspect Your Gadget: Genesis Jais,
Catherine Folk-Pushee, Laurie Meeske
Total Attendance: 31**

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: Excel, Word, Job Search. However, Basic Internet Searching was in most demand.

Highlight from Catherine Folk-Pushee, Job and Business Assistance Specialist:

A student I had seen a couple times previously to review her resume called me to say a company contacted her about a partially finished application she had begun online. However, when she attempted to return to complete the process it appeared that the job was no longer available. She needed an appointment right away as the employer said she should finish it ASAP. I was able to fit her in fairly quickly and discovered that it was an ad for the same position at a different location that had closed, but the one she was interested in was still available. I walked her through the rest of the application process and am hoping for the best. I haven't heard from her since and sometimes that is actually a good thing! (Catherine Folk-Pushee)

Inspect Your Gadget--Genesis Jais

Gadget has been going well and having Laurie help is fantastic because more patrons are able to have more of their questions answered. I've also had a couple of Spanish speakers come, which doesn't usually happen. The Mac users have been coming regularly to build upon their skills, like air dropping images from their phone to their computer, or making address labels from their contacts.

English Conversation, Computer Assistance in Spanish and English, and Bilingual Outreach. Michelle Acosta, Bilingual Library Associate: 205

Computer Spanish (Individual Assistance) -9 people

- Resume and cover letter assistance in English and Spanish
 - Showed them different types of templates and formats on how to do a resume and cover letter.
 - Correct email headings when sending a resume and cover letter to employer
- How to download Hoopla on cell phone and iPad. Also told the student he also has the option of using Hoopla through his computer.
- How to make flyer for free- gave them two options Canva or google docs, or Publisher which they could by using one of the computers in periodicals.

- Create an email so student was able to download apps on her phone
- Basic computer skills to a beginner student.

Computer English (Individual Assistance) - 3 people

- One of my students bought a Samsung tablet and she wanted to know how to download Facebook, messenger and get messages on it.
- How to write a letter.
- How to send resume and cover letter as an attachment through email.

ESL Conversation Class: 66

Citizenship Class: 32

Mock citizenship interview - 3 people

- Two people had their interview in November so we did a Mock interview and simulate interview questions.
- Another student just wants to prepare for her upcoming interview



Student Guitar Concert: 85

This has been the most attended guitar concert since the library started guitar classes.

All the children had a chance to show their new special talent to their family. Mr. Meneses let the children from Intermediate II class pick their own song for them to learn play on the guitar. One child sang and played the song on the guitar. Overall the concert was a great success the children were happy to receive their certificates and munch on cookies and apple juice.

Baby Box Program: 20

This is a very successful program. The library has been giving 5 boxes a week. Will have to order a new set a baby boxes to keep up with the demand.

**Report from Social Work Intern, Rutgers University
Antoinette Blake**

November within the library has been very interesting. For my younger clients, I have really expanded on play therapy. We have not only made a number of objects, but the amount of growth they have made is awesome. Together we have made objects like slime, drums and even stress balls to name a few. As well as worry monster boxes. A worry monster is a monster filled with worry or anxiety about everyday task. So the children got to

illustrate their own monster. We then cut the monster out and placed him on a tissue box. The children then when faced with issues would write them down and feeding them to the worry monster eliminating the worries.

Throughout the course of November I conducted 15 individual therapy sessions. All ranging in things from play therapy, relaxation techniques and addictions counseling. The number of clients who I see weekly has now grown from three to four and I am expecting two more following, the start of next semester or the New Year. I have also met with a total of 8 people for random help, life skills or referral information throughout the month. Moving forward into next semester we hope to build partnerships with the girl scouts and other local schools to put on programs about a number of different topics or issues.

Report by Keri Adams, YA Librarian, Head of Periodicals
Young Adult Attendance: 57
Outreach to Schools: 86

Jerseycat Ills – 5 received

YA Books for Adults Book Club – 11/4/17 – Front Lines by Michael Grant – 9

Teen Tuesday

11/14/17 - Video Games - 12

11/21/17 - Video Games - 16

11/28/17 - Board Games and Police visit - (Liz ran it/Laurie coordinated the police visit) - 10

STEM Programs

11/2/17 - STEM Games - Water Filtration – 12 (Keri)

11/15/17 - Coding Club – 1 (Liz)

Volunteens

11/15/17 - 6



Outreach

Booktalks at Hackensack Middle School - 11/15/17 - 3 presentations - 49 students - 13 checked out 26 books

Presentation to 6th Grade Classes at HMS - 11/18/17 - 2 presentations - 37 students - 4 library cards made

Our regular booktalk program had a special upgrade this month thanks to Laurie Meeske and LEAP. Students were able to return to the HMS Media Center after school and check out copies of the booktalk books from JPL and other BCCLS libraries without having to make the trip to JPL. Nearly a third of the students who attended the booktalks came to check out 26 books! Although a handful of the kids used to come to JPL for the books after the presentations, this is a much more effective way of getting books into the kids' hands.

We kicked off our Volunteen program with a brief training and work session where students helped inventory our shelves in the children's room. We are planning future sessions where teens can help not only with projects for our library but for the greater community and world.

Children's Program Highlights, by Mari Zigas

November tends to be a quieter month but we were still packed with kids! Some highlights and changes:

STORYTIME VISIT FROM HPD



Due to high demand and with the addition of more high school students from Hackensack High School's Honors Society, **Homework Helper** now meets twice a week and every student is able to have an hour of one-on-one time. We have regulars whose parents thank us every time and I'm so happy that we have this growing program.

For **Pedestrian Safety Month**, Laurie arranged for a couple of Hackensack police officers to come and do a special story time for our kids! They were incredibly gracious with their time and were more than happy to participate. The officers took turns reading different picture books about police safety and then helped us with the craft where the kids

made their very own badges.

We were also lucky enough to have the Hackensack Lions Club come and do **free vision screening tests** for our kids and even some parents! We turned the auditorium into a fun waiting area with crafts and games while the tests took place across the hall in the meeting room. It was a great success and the Lions Club is more than happy to come back in the spring for another round!



Outreach and Publicity Laurie Meeske, Outreach Librarian

Outreach

Meeting w/ Theresa @ Hackensack Hospital - 11/1

- Stephanie Von Rudenborg and I met with Theresa Valentino, the Director of Development at the Joseph M. Sanzari Children's Hospital.
- We discussed possible ways that the hospital and the library could work together. Ideas include:
 - Conducting a monthly storytime @ the Children's Hospital
 - Hosting teen programs @ the Hospital
 - Circulating library materials @ the Hospital
 - Promoting the library's digital services @ the Hospital
 - Registering patients, visitors, and staff members @ the Hospital for library cards (where eligible)



- Hosting lectures @ the library with speakers from the Hospital
- Donating weeded library materials to the Hospital
- Supporting the Hospital during the holidays

Library Table @ the Ciarco Center - 11/8

- Staffed a table at the Ciarco Center; classes visited and I promoted library services, registered eligible students for library cards, and helped students install the Rosetta Stone app (a language-learning tool) on their devices
- Spoke to Linda Emr & Katherine Renick about Rosetta Stone
 - Discussed the possibility of library staff conducting a training session for teachers on the software
 - The Ciarco expressed interest in including a link to Rosetta Stone on their computers, so that students could access the software more easily
- Several teachers expressed interest in bringing their classes to the library for a tour
- Spoke to: 101
- Cards: 7
- Newsletter sign-ups: 12



Linda Emr, Dean/Ciarco

Ciarco Class Tours of the Library

- After having a library table at the Ciarco Center, teachers requested library tours for their students. Barb and I conducted several tours of the library for ESL classes from the Ciarco Center. We showed them the collection, discussed our services, and encouraged students to get library cards.

Pedestrian Safety Month

- After learning that the Hackensack Police were promoting November as Pedestrian Safety Month in the community, I reached out to Lt. Tina Cappadonna to see how the library could partner with the Police.
- We posted flyers and information about pedestrian safety throughout the library.
- 11/15: Police officers came to the library and ran a special safety storytime.
- 11/28: A police officer spoke at the Teen Tuesday about safety and let the teens play with “drunk goggles,” which simulate the experience of being intoxicated.

Middle School Book Talks - 11/15

- After Keri conducted her book talks at the Middle School, we stayed at the MS library after school and gave students an opportunity to borrow copies of the books she had discussed.
- Students Checking Out Books: 13
- Books Checked Out: 26
- Newsletter Signups: 2

Meeting w/ Patrice Foresman - 11/29

- Spoke with Patrice Foresman before the Upper Main Alliance Board meeting
- Upper Main Alliance is interested in partnering with the library on art-related projects in 2018
 - Possible ventures mentioned included NJ Makers Day and Outside the Lines week

Lions Club Meeting - 11/29

- Attended a Lions Club meeting and discussed library services, particularly our LEAP assistive technology classes.
- I received a certificate for being a speaker.

Professional Development

Library Advocacy

Provider: Bergen County Cooperative Library System

Date: November 14, 2017, 1 p.m. to 3:30 p.m.

Staff Member: Sharon Castanteen

Trustee: Kristi Izzo

Libby Post, of Communication Services, spoke about how best to promote your library and get the funding you need.

She emphasized the independent Pew Study on libraries (People surveyed do think libraries are very important for special populations, and to also offer instruction on digital tools, and provide space for comfortable reading areas. Also, large majorities of Americans see libraries as part of the educational ecosystem.

She suggested interaction points with other city agencies, for example the recreation department. She used the example of baseball games: provide library-stamped water bottles, baseball clinics, etc.

Also, consider an advocacy goal, and then create a campaign. For example: assistance from City for renovation. Power mapping is one strategy. Map out the people that can help you advocate to the target decision makers.

Building and Grounds

Basement Sprinkler

No specifications yet from Turnkey Designs' Engineer who came to assess the building in early November 2017. I've facilitated the sending of the CAD files from Iovino's office.

Security Cameras

We are getting three new cameras soon: One on the safe, one in the auditorium, and one in a parking lot area that was missing coverage. I've put this off to 2018 because of budgetary considerations.

Miscellaneous

Maintenance has ordered 50 bags of ice melt weighing 50 lbs each to prepare for winter.

*Respectfully Yours,
Sharon Castanteen*