

## Director's Report, February 2017

	February 2016	February 2017
Children's books and magazines	3977	4100
Children's media	296	350
Adult books and periodicals	3669	3858
Adult media (DVDs, video games, MP3 and CD books, Music CD's)	3315	2319
eContent and Database Usage	3473	1173
Young adult books	417	421
Periodicals in-house usage	265	221
Microfilm use	144	92
Reference Questions	1753	1578
Computer Assistance at Reference Desk	505	501
Adult Internet Usage	2237	2158
Children's Internet, iPad, Game Computers, Word Processing Usage	432	885
JPL's wireless usage (reports from our routers, hand devices too)	1543	2131
Children's program attendance, includes guitar classes/concert, and class visits	124	361
YA and Adult Program attendance (Library & Community)	384	544
Young Adults Programs+Outreach	89	107
Electronic Door Counter (half of entries recorded)	15,011	15,312

### Adult Program Highlights

**“Friends” Pub Trivia at Pointin Still  
Tuesday, February 21 at 7:00 p.m.  
Facilitators: Genesis Jais, Mari Zigas,  
Gladys Cepeda, Braison Travis  
Attendance: 54**

This attendance for this demographic is really uniquely groundbreaking for a library program. We get exposure to the community, and bring a smile or two on a Tuesday night. The television show, “Friends”, was the trivia topic this past



month. March topic will be: Nickelodeon! So if you remember watching it or remember watching it with your children, come and enjoy!

**Open Mic Night – Featured Headliner: Dave DeLuca  
Thursday, February 16, 7 to 9 pm.**

**Facilitator: Manuela Miracle, Elisabet Paredes**

**Attendance: 27**

Dave DeLuca performed his one-man show. Also, the local talented musicians, comedians, etc. who bravely come up to the mic are getting more and more exciting to watch.



**Make Your Own Air Plant Garden**

**Tuesday, February 7, 7 p.m.**

**Presenter: Manuela Miracle and Catherine Folk Pushee**

**Attendance: 23**

*We had a waiting list of 5-6 people who wanted to come. This program drew audiences from every walk of life, both men and women, of assorted ages and ethnicity. In addition to the program, Cathy and I also talked to them about our collections in the gardening and crafting area and also pointed them to our Hoopla digital service. Two patrons asked for help downloading the app onto their device. (Manuela Miracle)*



**How to Edit your own writing**

**Presenter: Carol Cartaino**

**Facilitator: Barb Schuit**

**Attendance: 15**

*Carol Cartaino is an editor with 40 years of highly professional experience in various facets of editing and collaborating with writers. Carol is a native of New Jersey, but has lived in Ohio for many years. The audience was engaged in questions and discussions as various aspects of how to best review and analyze one's own writing were presented. There was good interaction, and everyone seemed to be positive about the tips that Carol gave to help them make their writing better. (Barb Schuit)*

**Small Business Workshop**

**NJ Taxation Workshop**

**February 23, 2017 1 pm - 4 pm**

**Presenters-Christina Quinones and Mike Kovacs from NJ Department of Taxation, Dominick Belfiore from SBA**

**Facilitator: Catherine Folk-Pushee, Librarian**

**Attendance: 15**

*The main topics covered were how to set up and register your business in the State of New Jersey, how to tell if people working for you are employees or contractors, the difference between products and services and how they are taxed, what is and isn't taxable, and the difference between sales tax and use tax.*

*Some tidbits I picked up are:*

- *Anyone doing business in NJ must register even if you are doing a one-time thing selling products at a fair. Check in with each state for their own rules.*
- *There is no sales tax on products received from out of state. You will pay use tax instead. You have to declare that you need to pay the Use Tax on your tax return or the Department of Taxation will send a bill with interest and/or penalties. Businesses have their own form for declaring Use Tax.*
- *Go to the NJ Taxation website and print out a certificate of Capital Improvement (ST-8). Give to contractors to avoid paying tax for labor on property improvements.*

From the Evaluation Form:

*Very informative!*

*Well informed.*

*Great information and very useful.*

*Very informative.*

*Both [presenters] were wonderful.*

#### **Other Events, Clubs, etc.:**

Book Clubs: 23

Movies: 4

Coloring Club: 18

Veteran's Benefits Consultations: 4

Food Stamps Information Program: 6

#### **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: Job Search and Resumes for most sessions, then Excel and Email.

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

*I had a tough case this month. A woman just out of high school came to me because she needed to get a job, but did not have a resume. I had asked her to brainstorm activities or clubs or anything she participated in either during or right after high school that we could include in a resume. When she sat down with me a week later to put the resume together she said she really hadn't come up with anything. It took quite a bit of interviewing and prompting, but we ended up with a handful of activities to craft a short, but not all that bad resume that should give employers an idea of what a great employee she would be.*

*Another interesting class I taught this month involved a woman who was a former professional dancer who now carves and puts on shows with marionettes. She had never had to go out looking for work, but just needed*

*something to get by for now. She was also concerned with her privacy and keeping her information safe. I dispelled a few myths or unwarranted concerns about what happens with application information and who sees it, I taught her how to search and apply for jobs online along with emailing her resume and cover letter to employers.*

### **Inspect Your Gadget (Genesis Jais)**

On one Thursday, I was swamped with five people that needed help all at one time. One had an iPhone and they were new at using it, one was a patron with a tablet computer who wanted to know how to download apps from the Microsoft store and make her font larger. A new patron needed help loading our eBCCLS apps because she could not remember her Kindle password. Lastly, I had a patron who brought in a refurbished tablet he claimed to have charged it but it didn't work. I gave him one of my chargers and it turns out the tablet works just fine, it was just dead and the charger he had was broken.

**English Conversation, Computer Assistance in Spanish and English, and Bilingual Outreach. Michelle Acosta, Bilingual Library Associate**  
**Attendance: 120**

### **Spanish Computer class- 8 people**

- Tablet assistance
  - How to print out pictures from tablet.
  - Demonstrated how to use Shutterfly
  - Easy solution without using credit card or paying for shipping fees. Downloaded Walgreens App. and student can pick it up at their local Walgreens.
- Where to get citizenship questions on audio
- Ipad assistance
- How to sign and send a PDF document
- Job assistance
  - Helped student to fill out application to Holy Name Hospital and Hackensack Hospital
- Job and career accelerator
  - Showed what it offers: online computer tutoring, job search, how to build resume

### **English computer class- 3 people**

All of these students know Spanish but wanted to take the class in English. Topics I taught were:

- Job and Career Accelerator
- Indeed.com
- Tablet assistance
- Building resumes

### **ESL Conversation Class = 26**

I have noticed that students not only increase their English vocabulary but they also network with each another. They become friends and tell each their experiences being in this country. It is nice to see how friendship starts in this class.

A girl came from Rutgers University to watch the class. She was writing a paper comparing a non-structured class setting with structured class settings. She was very surprise at all the things this library does to help the community. She also didn't know that libraries has ESL classes.

### **Citizenship classes = 83**

In these classes I focus on all four skills the USCIS focuses on: Speaking, Listening, Reading and Writing. Even though the civic history part of the test is important more people know them and pass this part of the test. What they fail on is knowing how to answer their own personal questions from the application.

*Note from Director: Three of Michelle's students became citizens this month. I was reminded of the time I went with someone to a ceremony where about 50 new citizens were sworn in. I clearly remember the tears and joy, and the pride. I couldn't help but cry myself at the loudest, most sincere rendition of the Pledge of Allegiance and a song, I think it was America the Beautiful. Some of them actually kissed the ground.*



### **Professional Development**

**Webinar: Immigration Now: An Update on New Immigration Policies and How Communities Are Responding**

**Provider: New Jersey Association for Lifelong Learning**

**Date: February 24**

**Staff Member: Michelle (Acosta) Ferreira**

- How to educate students on how to deal with immigration news
- Teach students about good media vs bad media
- Which organizations are helping
  - ABA- American Bar Association ( pro bono lawyers)
  - NJ policy perspective
- Stay neutral if you are a public organization.
- One of the questions I asked was how to keep neutral and still help
  - Have programs to help the community
  - Talk to the patrons about their needs

## Short report on our amazing Reference and Information Department:

A former Hackensack resident was doing some family history research and wondered if, by chance we had any information on her ancestor who was born in Hackensack in the early 1700's. I thought to myself, we don't have newspapers that go back before the 1800's so this is probably not in our records. Also, New Jersey didn't require municipalities to record births until 1848. Forty-Five minutes later, Debbie Bock, our head of reference, found out that John George was known as Johannes Jurrie Parleman, changed his last name to Parliament, was imprisoned in Poughkeepsie and Gochen New York. When released he moved to Canada. Debbie found that his son, Juriaen, was baptized in Hackensack, and that was all discovered through our copy of the baptismal records of the Reformed Dutch Church of Hackensack.

### Report by Keri Adams, YA Librarian, Head of Periodicals Attendance: 107 (includes Outreach)

Jerseycat ILLs – 3

YA Books for Adult Readers Book Club  
2/4/17 - Railhead by Philip Reeve - 7

Teen Tuesday

2/7/17 - Half Day Movie: Queen of Katwe - 17  
2/14/17 - Craft: Valentine Heart Candle Holders - 6  
2/21/17 - Video Games / Board Games / Minecraft - 10  
2/28/17 - Beadie Buddies – 4

Outreach

Booktalks at Hackensack Middle School - 2/23/17 - 3 presentations – 63students total

### Children's Program Highlights, by Mari Zigas



February was full of packed programs that just keep getting bigger!

In **Crafternoon** the kids made galaxies in mason jars using cotton balls, paint, and glitter! They also had a blast making cork designs with pins and yarn - very hipster and people on Pinterest would be proud. In celebration of Valentine's Day, beautiful decorations for the Children's Room were made and donuts were decorated and happily eaten.

For **Tiny Tots Story Time** and **Bilingual Story Time** we had fun with themes of ice skates, snowmen, and groundhogs! **Sensory Story Time** continues to entertain kids with new flannel stories every week! *Go Away Big Green Monster* is starting to be requested a lot along with the hilarious *What Did Fat Cat Sit On?* (It's not as terrible as it sounds - just a big chair).



Coding and Kahoot are definitely the most desired sessions of **Tech Time**, and as predicted **Bilingual Reading Helper** has brought in more kids! Gladys and I now have regulars and their parents are thrilled to see their reading skills improve.

The music classes are always my favorite because **Rhythm and Rhyme** and **The Young and the Restless** bring so much liveliness and joy to the Children's Room. We all look forward to them every week!



**Chess Club**, **Lego League** and **Video Game Club** all still have such huge followings! As repetitive as I may sound every month, these programs just keep growing - it's amazing to see.

I am also happy to announce that our wonderful therapy dog, **Rodney**, now has a baby sister who is a therapy dog in training! All the kids can't wait to meet Baby Ruth next month!

The highlight of February has been our **Share the Love** event, where we collected items for the Bergen County Family Shelter. All month long patrons kept dropping off diapers, baby wipes, toothpaste, bars of soap, toilet paper, laundry detergent and dish detergent. Almost all of these patrons did not even want the fine forgiveness cards and instead asked to pay it forward by giving it to a child in need. The Hackensack Rotary Club also generously donated \$250 towards this event! I can't even begin to count the number of supplies we received but after boxing and labeling everything up, they filled up almost five book carts. This amount exceeded my expectations beyond my wildest dreams and I could not be happier. All Children's Room staff are going to drop off the donations together. What can I say? Our hearts are full.



**Director's Note on Rhythm & Rhyme Story Time photo:** From experience, I can tell you, it's not as easy as it looks to have fifteen or more toddlers all turning around at the same time in rhythm. Mari pulls off the virtually impossible.

## Outreach and Publicity

### Report from Manuela Miracle, Public Relations/Government Documents Librarian:

#### Outreach for Small Business Program

- Hand delivered flyers to all small businesses on Main St. from here to railroad tracks by CVS
- Contacted local roofers, plumbers and electricians by phone and email.
- Hand delivered flyers to small businesses on Essex St.

#### STEM Grant

Worked with Mari Zigas to submit a grant for bilingual STEM programming for children ages 3-6. This grant would allow the library to offer an 8 week STEM program to help introduce the topic to kids in the community - the grant would provide a bilingual speaker and materials for the 8 week sessions.

## Building and Grounds

#### *Basement Sprinkler System - Capital Project*

No new information yet from Sprinkler company doing the specifications. The City project manager says they are working on it.

#### *Freight Elevator (Sidewalk Lift)*

We are *still* waiting for Thyssenkrupp to manufacture the parts needed. We call weekly for updates.

#### *Generator*

David Hayes, the city electrician came by twice to assess our building for a generator. He determined that we would need a 300 to 350 KW 3 phase unit which is substantially larger than what is available in the DPW yard. The ones in the yard, he feels, would not help much at all for our building since the largest is 125W and the labor to install and locate the critical circuits would not be worth a partial application. When time permits, I will look into a grant for a large generator.

#### *Sound System*

We found 3 days where the auditorium was not being used at the end of March.

#### *Parking*

The new 15 minute meters on Moore are much appreciated by our public. Even the City's CFO mentioned them to me, he said he is very happy to have them when he has materials to pick up or drop off.

#### *Hanging System*

I am still searching for just the right system. I plan to ask the Performing Arts Center Director, Greg Liosi for some advice. I also plan to ask the Board if they want to expand our location for hanging artwork to include the Children's Department and the basement walls inside or outside the auditorium.

*Respectfully Yours,  
Sharon Castanteen*