Directors Report April 2023

Staffing
With the internal reorganization of the library, two internal candidates have been promoted after holding interviews:

Maureen Langley is the library’s new Assistant Director of Public Services after a successful tenure as Youth Services Department Head. Given her work thus far in working across floors with staff and the community to present events and refine services, I am sure we will see success upon success as we move forward into the summer.

The Emerging Technologies Associate position is filled by Sew Yeng Chong, our former part-time Library Associate. This will be a natural progression from her work in the Science Center, with new emphasis on digital literacy, technology programs and instruction for adults. I hope to see new utility for the Science Center as a community workshop, and as a centerpiece for our Library of Things initiative as it grows. Sew Yeng will be starting in this position on April 10th.

Interviews for the Community Engagement Associate will be held the week of April 3rd.

We are currently awaiting background check results for our first replacement Passport Agent.

The End of Library COVID Precautions
Given the Department of Health’s current plan to allow the Public Health Emergency for COVID-19 declarations to expire on May 11th, the Library will be removing its COVID desk barriers. May 12th will see no COVID barriers at desks, though staff and the public are still welcome to wear masks. We will adjust our approach based on any future guidance by the Department of Health.

A Second Month of Passports
Though we are still not at optimal staffing hours in Passports, our passport income for March after mailing is at $9,240. Thus far Passports has made $15,591 (February $6,351 + $9,240) in income with full evening hours in place for March, though ideally we will have two agents each night and weekend day once all schedule holes are filled to further maximize income. Publicity Associate Ishva Mehta will be moving forward with our full marketing campaign for Passports in April and May, the busiest passport months of the year.

Given that the draft budget includes collection funding only through March, we are now dividing passport income to replenish our collection lines based roughly on percentage of circulation in order to continue ordering materials for the public. Likewise, some databases due for renewal in July are having funds set aside from passport income to cover those costs not included in the budget.
Fine Free Report Forthcoming
Assistant Director for Public Services Maureen Langley is putting together a report on the impacts of the pilot fine free program. We will have this ready with a full year of data by the May Board meeting, given the monthly delay in circulation reports from the ILS. I had hoped to have this sooner but the limits of the reporting mechanism have forced us to push it back in order to get a full year of data. Preliminary findings show no negative impacts to lost items or overdue items.

YES Project Update
Cary Spiegel has received revised plans from KSS on 3/27/2023; markups and questions were sent to KSS on 3/29/2023. Once these clarifications and final adjustments are made in response to Mr. Spiegel’s notes the plans will be presented to the Board for formal approval. This can occur at a special meeting to expedite the process. The bid packet will then be finalized. We anticipate it being put together within 1-2 weeks of formal approval, and then being sent to the township’s construction contract attorney for review prior to going out to bid.

Respectfully Submitted,

Darren Miguez

Connect 2 Community
3/17/2023 Librarian Liz Palena visited Community Middle School and held a book talk and talk to a librarian session
3/23/2023 Librarians Liz Palena and Kiersten Paine took part in Millstone River School’s Read Across America community reading event

Meetings
2/17/2023 Patron Access Services Supervisor Neera Kothary attended an LMXAC Circulation Protocols Meeting

Professional Development
3/1/2023 Darren Miguez attended an ALA Project Outcome webinar
3/2/2023 Darren Miguez attended the NJSL Director and Trustee Webinar: Library Legal Challenges Part 1
3/23/2023 Adult Services Department Head Regan Tuerff attended Canva Training