July 2023 Directors Report

Staffing
Passport Agent Carol Bustos has resigned. We will wait to replace this position in the fall, in time to be fully trained for the Spring 2024 passport season.

YES Project Bid Unsealing
At the time of this writing, we are reviewing and vetting the bidders for the YES Project renovation. Four bids were turned in, one was not accepted due to missing paperwork. A second bid was rescinded by the bidder. The two remaining bidders look to be in order and within the prospective budget for the project. We are currently having the library attorney review the contract and tabulation of bids and alternates before we present the lowest qualified bidder to the Board’s attention at the July Board of Trustees meeting.

Budget 2023 Notes
Based on our first five months of income and seasonal trends, I have conservatively projected passport income and included it in the revised draft budget. Passports has filled the hole left by implementing the well-received fine free initiative; good reviews of the service and library in general, increased foot traffic and community goodwill have been a net positive.

Interest on our accounts has been much higher than projected. We are projecting $25k income rather than our initial $2k projection based on the current environment. Currently we are at $14k for the year.

All of our fixed costs and obligations are covered by the third of a mill and the additional funds provided by the township.

Beyond that, our discretionary spending for collections and programs have been supported by the township, Foundation (the Summer Learning Challenge) and passport income.

Though the budget sees no increase in staff, our collection development budget will be less than in prior years - fewer books will be bought this year as we prioritize our hours and staffing level given that foot traffic and program attendance are returning faster than physical collection circulation. Any increase in passport income beyond that projected will result in the opportunity to purchase additional books with this discretionary income. Likewise, if the budget comes in underspent in any category with no overspends to account for, we can use that opportunity to purchase more books and collection items.

We will if needed roll currently reserved salary increase funds over into 2023 if the township union negotiations play out beyond this calendar year and apply them retroactively once all
contracts are settled. Additionally, one part time employee waived their health insurance, which sees some allocated funds freed up from the benefits line.

**Summer Learning has Launched**

Our annual summer learning program has launched, and this year we are emphasizing the all-ages element of the program in an effort to grow our adult participation as we increase our program offerings for adults. Rather than counting number of books read, we are encouraging participants to read every day and develop a reading habit. Thus far:

- Children registered so far: 290 (this is 92% of the total we had last year)
  - 1,297 days logged
- Teens registered so far: 59 (this is 48% of the total we had last year)
  - 241 days logged
- Adults registered so far: 96 (this is 74% of the total we had last year)
  - 343 days logged

Our kickoff event was **“One Country, One Community”**

Despite the poor weather, we had 57 people attend the event, which was moved inside. The event included a Summer Learning sign-up table, staffed by both Teen and Adult volunteers, a presentation on Plainsboro History by Bill Hart, and performances and demonstrations about Hip-Hop Dance, Contra Dancing, and Jazz. There were also fair games and face painting by teen volunteers. The event concluded with free treats from the Kona Ice Truck.

Respectfully Submitted,

Darren Miguez
6/9/2023  Darren Miguez and Nick Olimpaito attended a Plainsboro Free Public Library Foundation meeting
6/13/2023  Darren Miguez attended the Library Link NJ membership meeting
6/15/2023  Darren Miguez attended the LMxAC Regular Membership Meeting
6/29/2023  Darren Miguez and Nick Olimpaito chaired the YES Project Bid Opening

Connect 2 Community
6/20/2023  Librarian Kiersten Paine visited the Plainsboro Recreation Department Summer Camp and read to children

Professional Development
6/2/2023  Emerging Technologies Associate Sew Yeng Chong attended: Empowering School Libraries with AI: Benefits, Challenges, and Best Practices
6/7/2023  Adult Services Supervisor Regan Tuerff attended: Infobase: Launching Careers - Ferguson’s Career Guidance Center database
6/7/2023  Darren Miguez attended a NJSL Director and Trustee Training on Small Business Services
6/13/2023  Joyce Huang attended: Museum Pass Circulation
6/14/2023  Neera Kothary chaired the LMxAC Circulation Summit
6/21/2023  General Staff Meeting: Active Shooter Training and Floor Review with Plainsboro Police Dept