October 2023 Directors Report

Passport Inspection
We had Oversight Officer Tracy Barber from the National Passport Center come to give us our annual inspection on Tuesday, September 26th. Despite being a relatively new facility, and with the final report pending, Ms. Barber noted that she saw “absolutely nothing wrong” with our procedures, security, and set up and was effusive in her praise for our hours and use of QR codes et.al. to streamline the passport acceptance process. Passport Program Manager Neera Kothary and her team deserve a round of applause for their efforts in providing Plainsboro and the surrounding communities a service that was sorely missed. Ms. Barber noted that she thought new facilities in the state should be directed to the Plainsboro Library Passport Department to see our set up and procedures and replicate them. As of the time of her review, our error rate in passports was less than 1%.

Friends Flash Book Sale
With construction potentially weeks away, we had to adjust plans for the Friends Book Sale in mid-October. We have pivoted to a flash sale: buy a tote bag, fill it with books, for $10. Thus far we have cleared out a significant portion of the storage room and book sale room. After the sale concludes we will begin setting up the room to house the Children’s Department during renovation.

Art Bequest
The Estate of Lionel Goodman reached out to notify us of a bequest of art from Mister Goodman’s collection to the library. Four pieces of the late Mr. Goodman’s collection by artist Michael Graves have been given to the library. Mister Goodman was an avid library user and art lover and in years past attended many gallery showings. One piece may find its way to be displayed on an office wall, while the rest will be handled per the Gift and Donation policy.

Library Attorney RFQ
I will be putting out an RFQ mid-month for legal services for the library. I expect to bring an attorney’s name for consideration to the Board Meeting in December.

Half Day Closure
With the removal of shelves necessary before demolition can begin, I recommend to the Board a half-day of closure the Friday before shelf removal is to occur. This is currently 10/20/2023 per the preliminary schedule but could slip. This half-day will allow all staff to focus on the relocation of children’s materials to the Book Sale Room and stored items to be moved into their temporary locations. The 3rd floor would be closed after this half day of relocation, with its temporary location in the basement in use until the YES Project completes. Should the Board move to approve, we will immediately let the public know about the upcoming closure from 10:30am to 1:30pm on 10/20/2023.
Budget 2024
I have started drafts of the 2024 Budget, starting from a flat budget covering all expenses with projected income. That draft is presented with the Board Packet to start discussion before I present a budget to the township in November. Given that the capital reserve will be significantly reduced, the library will need to be judicious in its use of funds. I look forward to a discussion of Board priorities for 2024. Traffic in the building has increased dramatically over the summer and we are continuing to see strong usage of digital items over the year.

Extra Statistics:
- Seed library - staff has fulfilled 241 requests since beginning in April 2023
- Library of Things - 30 total circulation of items since starting in July, 20 total circulation in August as word spread about this grant-funded initiative
- Teen Volunteer Shelvers/Shelf Readers Hours - 2,023 since January 2023, 380 in August
- Adult Volunteers - 514.5 hrs since January 2023

Connect 2 Community
9/13/2023 Librarian Liz Palena presented a craft and storytime at Montessori Academy
9/13/2023 Librarian Sharon Mitchell attended a meeting of the Plainsboro Senior Club
9/14/2023 Librarian Sharon Mitchell attended a meeting of the Plainsboro Human Relations Council
9/20/2023 Emerging Technologies Associate Sew Yeng Chong attended Village Elementary School Back-To-School Night.
9/23/2023 Librarian Kiersten Paine attended Millstone River Back-To-School Night.
9/26/203 Librarian Liz Palena attended Community Middle School Back-To-School Night.

Meetings
8/31/2023 Darren Miguez attended a meeting of the Plainsboro downtown/library square beautification project steering committee
9/15/2023 Darren Miguez met with Cary Spiegel, KSS Architects and WB Wood to discuss the furniture package for the YES Project
9/20/2023 Darren Miguez met with the Friends of the Library to discuss Book Sale plans

Professional Development
9/7/2023 Regan Tuerff attended a zoom training on Risk Management
9/12/2023 Neera Kothary attended a zoom training on Risk Management