

September 2025 Director's Report

Plainsboro Public Library

Staffing Updates

We are sad to announce the departure of Sloane Kazim, our Teen Librarian, who has accepted a position closer to home. Sloane's excellent work revising the Young Adult collection will have lasting impact, and the enhanced collection is already being enthusiastically received by our teen community.

Energy Refit Project Status

The Tri-State Direct Install energy refit project has been placed on hold following a Local Finance Notice that alters implementation procedures for such projects in local government. A detailed memorandum explaining this development has been included in this month's Board packet. We are awaiting guidance from township legal counsel regarding future direction of the HVAC replacement project and exploring alternative energy efficiency opportunities through the Advanced Custom Program.

Strategic Planning Progress

The Strategic Planning Committee will review comprehensive information from our community surveys and focus groups, then begin crafting foundational elements of our new strategic plan. Two committee meetings have been scheduled:

- **Saturday, September 20th, 10:00 AM - 12:00 PM**
- **Saturday, October 11th, 10:00 AM - 12:00 PM**

Personnel Manual Revision

With support from supervisory staff, I have been working on a comprehensive Personnel Manual revision to ensure Joint Insurance Fund compliance. The revised draft will undergo legal counsel review before Policy Committee presentation. Based on current progress, I anticipate committee review by October.

Technology and Services Enhancement

After mastering our new Bambu 3D printer, we now offer multi-color printing functionality. We thank the Foundation for their continued Science Center support. The new printer operates 40% faster with cleaner results than our previous Prusa machines, greatly benefiting patrons, particularly local robotics clubs who rely on our 3D printing services. The Science Center will continue expanding as we integrate additional equipment from Foundation support and community donations.

Summer Reading Program Conclusion

Our 2025 Summer Reading Program concluded successfully on Saturday, August 16th with Teen Advisory Board food programming, a magician, and Grand Prize winner announcements. A comprehensive outcomes report will be included in the October Board packet.

Professional Development Achievement

Youth Services Supervisor Amelia Grant and Information Services Supervisor Regan Tuerff have been selected for the prestigious "Super Supervisors" training program, limited to 35 library staff statewide. The program includes four sessions during September and October covering: The Leader's Toolkit, Strategic Planning for Libraries, HR Basics, Personnel Documentation & Evaluation, Open Communication, Building Relationships & Resolving Conflict, Giving & Receiving Feedback, and Knowing Your Strengths. This training will prove invaluable for upcoming staff evaluations and strategic planning action step development.

Professional Activities and Development

Director's Meetings and Engagements:

- August 12, 2025: Township Supervisors Meeting
- August

Community Outreach Programs:

- August 7, 2025: Chrissy Holcombe visited Lightbridge Academy
- August 10, 2025: Chrissy Holcombe served as a judge at FIRST Tech Challenge
- August 14, 2025: Nature & Stories Preserve/Library collaboration with Chrissy Holcombe
- August 15, 2025: Chrissy Holcombe presented LEGO storytime at Plainsboro Recreation Center
- August 16, 2025: Joyce Huang, James Fahey presented at Plainsboro Township Lions Club
- August 18, 2025: Sew Yeng Chong, Joyce Huang provided tech help at Icon Riverwalk
- August 21, 2025: Nature & Stories Preserve/Library collaboration with Sloane Kazim
- August 20, 2025: Christine Holcombe presented at Grover Middle School - WWRSD New Families Open House
- August 25, 2025: Lightbridge Academy visit with Amelia Grant

Staff Professional Development:

- August 13, 2025: Sew-Yeng Chong attended "Process Mapping Your Way to a Smoother Library/Library Camp Discovery"
- August 27, 2025: Chrissy Holcombe attended "Booklist Keep Turning, Keep Learning - Exciting Non-Fiction Awaits!"

Respectfully submitted,

Darren Miguez

Library Director

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