



TO: Plymouth District Library Board
RE: 2022 Annual Report

DATE: January 10, 2023
FROM: Shauna Anderson,
Director

2022 was a year of growth for PDL as we transitioned back to providing full services after a long season of disruption due to the COVID-19 pandemic. I would like to offer my sincere gratitude to the Staff of Plymouth District Library for another year of exceptional performance in service to our community. I have attached my annual report to this memo and will present on the highlights at our meeting.

2022 ANNUAL REPORT



PLYMOUTH
■ ■ ■ ■ DISTRICT LIBRARY

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01.

MESSAGE FROM OUR DIRECTOR

We are in the business of storytelling, and it is in stories that we can most fully share of ourselves and honor our neighbors through listening.



It's been another year of growth for Plymouth District Library as we emerge from a time of tremendous individual and cultural upheaval. The waning hold of the pandemic on public life here in Plymouth has been a genuine relief. Welcoming families back into our building to play and learn alongside others is one of the true joys of our work. However, other forces continue to supply pressure to the work that we do in the community.

From concerns dealing with censorship and intellectual freedom to pushback against the library's diversity and inclusion efforts, it's been a challenging year to serve a divided community. It is my hope that PDL will play an even bigger role in the coming year in bringing together people across the spectrum of political beliefs, social status, or personal backgrounds. After all, we are in the business of storytelling, and it is in stories that we can most fully share of ourselves and honor our neighbors through listening.

Thank you for continuing to support us in this effort. I look forward to the shared history we will write together in the year ahead.


Shauna Anderson, Library Director

02.

CIRCULATION

LIBRARY OF THINGS

This year, we launched a new sort of collection that brings you hands-on experiences for learning at home. Now you can checkout laptops with wifi hotspots, science kits for kids, or even seeds to grow in your garden.

COLLECTION DIVERSITY

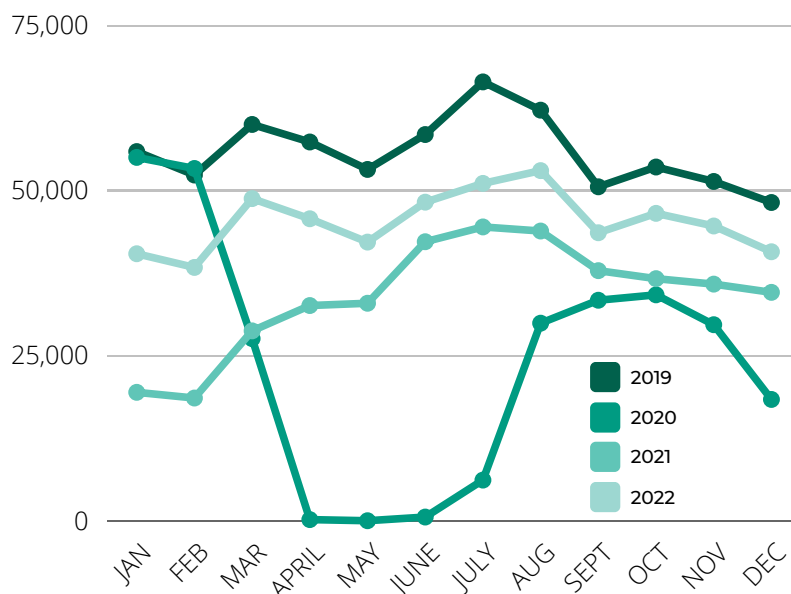
To make sure that we are supporting a representative collection, our librarians have started tracking different metrics about the books that they purchase. Based on local demographic data, we came up with loose benchmarks to guide how we order materials going forward and give us goals to aspire to.

ONLINE READING & LEARNING

Overall, the community still maintains a higher digital checkout rate than prior to the pandemic, demonstrating the lasting effects of the technology integrated into our lives during that time.

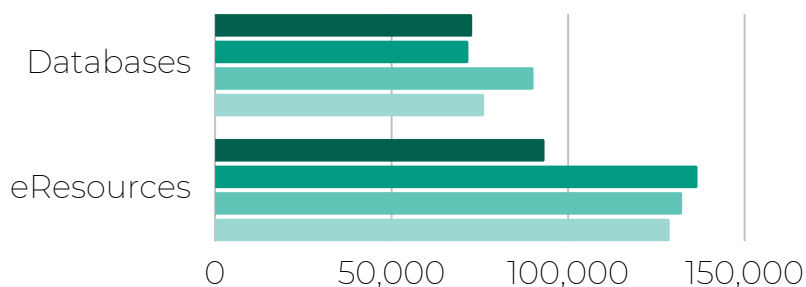
Research database usage remains on par with prior years, although still above average for the size of our community.

PHYSICAL BOOKS & MATERIAL CHECKOUTS



33% increase in physical checkouts over the previous year

DIGITAL RESOURCES



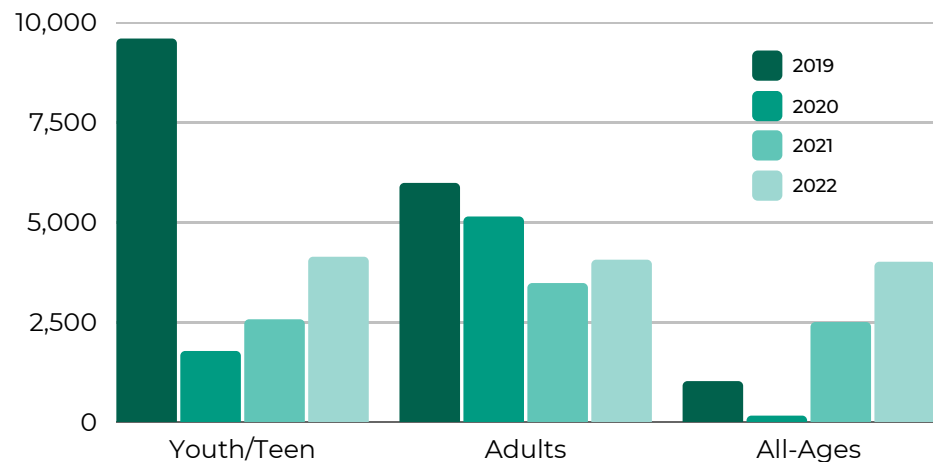
2022 Top Titles

The Last Thing He Told Me by Laura Dave
The Maid by Nita Prose
The Paris Apartment by Lucy Foley
The Midnight Library by Matt Haig

03.

PARTICIPATION
& ENGAGEMENT

EVENT PARTICIPATION



IN-PERSON EVENTS RESUME

One of the most important ways we interface with our community is through high-quality events and programs. We actualize our mission in very tangible ways-- sharing resources, creating connection and opportunity for others. As we resumed in-person programs and outreach, we were able to see the impact of these efforts on thousands of community members. Our online programs continue to be popular, and we look forward to more opportunities to create hybrid programs in our updated meeting rooms in the coming year.

618

Total Programs

2,248

Outreach Participants

2,689

Volunteer Hours

28,101

Questions Answered

COMMUNITY
PARTNERS

P-CCS
STEP
Red Cross
Plymouth Democratic Club
Salvation Army
Kiwanis
Plymouth Community Arts Council
Library Access Friends
Plymouth Chamber of Commerce
MDHHS
88.1 The Park
Penn Theatre
United Way
Plymouth Goodfellows
Plymouth Community Council on Aging
Plymouth-Canton Literacy Council
PARC
MetroEHS
Growth Works
Michigan Philharmonic
Plymouth Rotary

In 2023, PDL hosted **613** meetings for community groups.

04.

TECHNOLOGY



Project

Activities/Outcomes

Re-opening the Creative Lab

We added print-on-demand services for large format and 3D printing and ordered a number of new tools for use during open lab hours.

Implementation of new financial software

We moved 10 years of financial data to a new system for improved transparency and fiscal management. All staff have ability to view current finances and follow up on purchases

Door security upgrades

We transitioned to a fully automated door security system for improved access to staff areas. Due to shipping delays, we are still wrapping up the project, but we look forward to a safer workplace environment

Grant awarded for meeting room upgrades

The Dunning Foundation supported the transition to hybrid technology in our large meeting rooms. Sound Planning was selected for the bid. By the end of 2023, the Walldorf/Dunning Rooms will be compatible with online meeting software, complete with new presentation screens, microphones, and video.

Free public printing, up to 10 pages per day

To support our community, we are now offering 10 pages of printing free per day. This move allows us to better support for students completing homework assignments and job seekers in the community.

FINANCIALS

05.

We focused much of the year on setting up strong budgetary processes and workflows that will improve our services.

Major expenses in the 2022 fiscal year were often tied to building projects such as the repair of our skylights and columns, meeting room technology upgrades, and repairs to large mechanical systems. Unfortunately, we encountered many of the shipping and manufacturing delays that have plagued various sectors of our economy over the past few years.

Throughout the year, we worked tirelessly to revamp our financial system for greater transparency and accuracy. We brought in professional accountants to handle our books going forward and pursued new workflows for purchasing with stronger approvals processes.

In our investments, we realigned to capitalize on advantageous market conditions and are setting the library up for exciting improvements in the coming years.

REVENUES

\$3,584,899	Tax Levy
\$243,689	Taxes Delinquent
\$26,186	Grants
\$36,667	State Aid
\$23,025	Penal Fines
\$11,549	Book Fines & Fees
\$4,809	Copier/Print Fees
\$29,849	Donations & Contributions
\$24,747	Friends of the Library
\$20,443	Interest on Investments
\$23,514	Community Foundation of Southeast Michigan
\$863	Insurance Claim Reimbursement
\$20,476	Other
\$4,050,716	TOTAL

EXPENDITURES

\$1,827,773	Salaries /Wages
\$138,091	Employers FICA
\$186,808	Medical/Dental/Optical
\$12,177	Life & Disability
\$288,761	Retirement
\$61,276	Operating Supplies
\$382,674	Books & Materials
\$211,273	Contractual Services
\$14,147	Communications
\$1,748	Transportation
\$26,326	Conferences & Training
\$44,180	Community Promotion
\$24,616	Events
\$55,881	Insurance & Bonds
\$3,725	Workers Compensation
\$175,365	Public Utilities
\$116,508	Repairs & Maintenance
\$10,453	Miscellaneous
\$208	Prior Year Tax Refunds
\$40,110	Building Projects
\$11,967	Furniture
\$149,840	Technology
\$3,783,919	TOTAL

06.

NEXT STEPS

STRATEGIC GOALS AND NEW OBJECTIVES

1. Promote equity across our entire community and contribute to a welcoming, inclusive environment for all

We will audit our collection to support continued development of more materials that represent the diversity of our community. We will also assess our current signage needs with the goal of creating welcoming, accessible spaces.

2. Increase awareness of library services and resources

During our centennial celebrations, we will present a coordinated lineup of events and experiences to help the community connect with the library's history. We will also pilot new print and online newsletter formats.

3. Connect with patrons across multiple environments, prototyping services that extend beyond books

PDL will invest in expanding outdoor areas of the library and complete a technology upgrade to our large meeting rooms to support hybrid events.

4. Become a convening space in our community for shared dialog and action

PDL will support the reestablishment of the Know Our Neighbor committee.

5. Establish benchmarks and formalize procedures in ways that increase organizational clarity and public transparency

PDL will work on our internal scheduling to support better public service as well as applying for 501c3 status and certification from the Library of Michigan.



ACKNOWLEDGEMENTS

We would be remiss if we failed to acknowledge the contributions of the people who work tirelessly to make the projects mentioned within possible.

Yasir Khogali, Library Board President

Michael Pappas, Library Board Vice-President

Jacqueline George, Library Board Treasurer

Jean Walsh, Library Board Secretary

Brian Anderson, Library Board Trustee

John Morrison, Library Board Trustee

Our dedicated library staff who demonstrate unparalleled commitment in the face of many challenges

Our committed volunteers who make this institution possible

We thank you for your continued support in our efforts to serve the community.

The generous support of individual donors across the community

BOSCH Community Fund

Margaret Dunning Foundation

Wilcox Foundation

Friends of Plymouth District Library

Kiwanis Club of Colonial Plymouth

Keeth Heating & Air Conditioning

Library Access Friends



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