



# DIRECTOR REPORT

**To:** Plymouth District Library Board  
**From:** Shauna Anderson, Library Director  
**Date:** November 6, 2022

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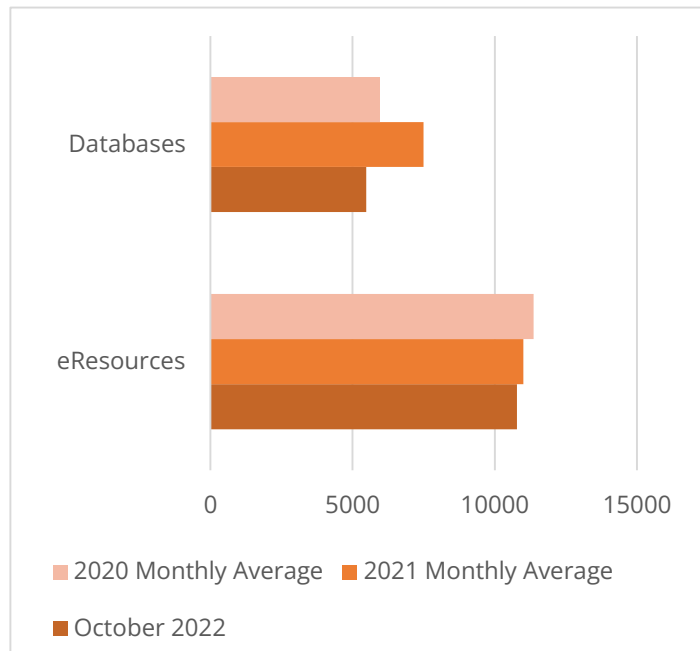
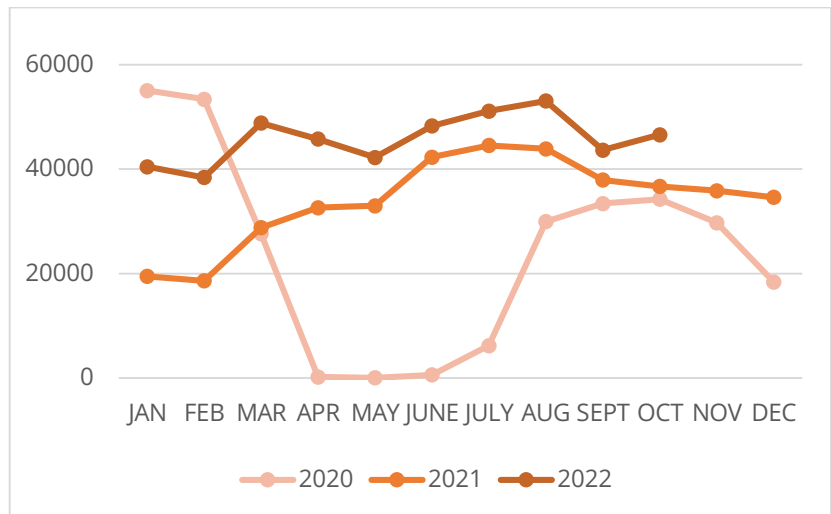
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# CIRCULATION

## PHYSICAL COLLECTIONS

Circulation for physical collections increased about 7% during the month of October. Our public reading preferences survey will launch this month to help us understand these more volatile post-COVID usage trends.



## DIGITAL COLLECTIONS

eResources increased over the previous month, also replicating the trends noted in our physical collections. Database use also continues to climb with an 18% increase.

A new database was added to our online collection. *Driving Tests* is a collection of driver's education materials to support young people and adults in obtaining their driver's license. It includes interactive, state-specific practice tests.

## OCTOBER'S MOST POPULAR TITLES

*The Hotel Nantucket* by Elin Hilderbrand

*Verity* by Colleen Hoover

*Dreamland* by Nicholas Sparks

*Righteous Prey* by John Sanford

*The Winners* by Frederick Backman

# PARTICIPATION



*Costumed library staff gave out candy throughout the building after Costume Storytime (above).*

## IN-PERSON PROGRAMS CONTINUE TO SEE GAINS

During the past year, in-person programming has been difficult to predict for planning purposes—with many people registering and not showing up. This past month, we saw that relationship trend in the other direction. Our attendance figures in adult programming more closely aligned with our expectations, with a few extras dropping in from time to time. This continues to point toward a rebound for in-person library experiences.

## PUMPKIN-PALOOZA PARTICIPATION

The library hosted a popular booth at the City's Pumpkin-Palooza festivities. The great weather added to the interactions that staff were able to have with families in attendance.

↑ 16,492

Library Visits

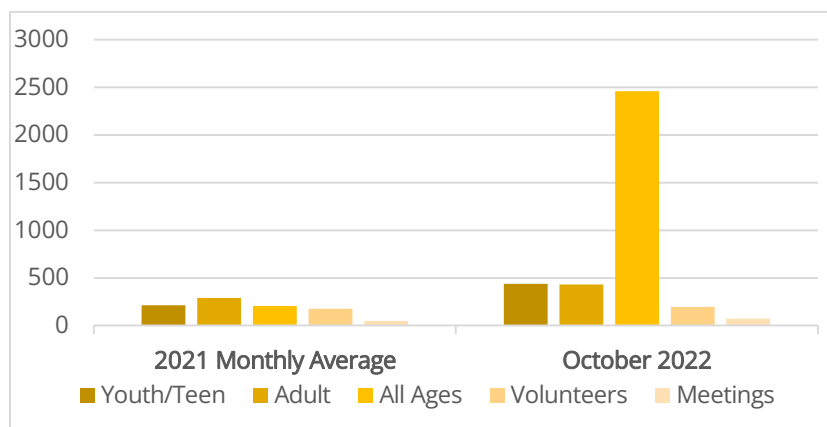
↓ 2,498

Questions Answered

↑ 67

Total Programs

The month of October saw sharp gains in participation in all-ages events (over 2000 attendees!) alongside adult programs. Our partnership with the Library Speakers Consortium has also proven popular with residents.



# COMMUNITY ENGAGEMENT

## PROJECT UPDATES

### Fine Free Public Response

Our announcements for the recent removal of late fees have garnered a significant amount of public support. I would posit that this had an influence on the serious gains in usage we've seen across the board in October. PDL was featured on the WDIV nightly news.

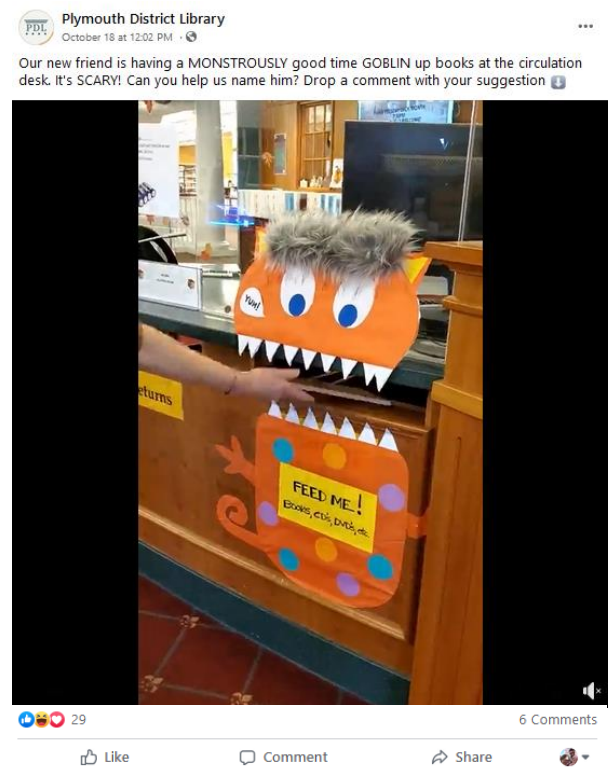
Patrons have been ecstatic learn of the news. One middle school patron recently asked at the desk about a title and walked away. When questioned about whether she wanted to check it out, she replied that she probably had too many late fees from COVID. When staff responded that late fees were removed, her eyes lit up and she grabbed a stack of books to take home that day.

### Community Outreach Events

PDL hosted a table at the Plymouth Bookfest at PARC, the MetroEHS Open House, and the P-CCS Specialized Services fair. Additionally, Heather Pacheco and Lauren Baker presented at a Kiwanis meeting about the recent updates to the youth department courtesy of their donation.

### Donation from Friends of the Library

The Friends of Plymouth District Library committed \$20,000 in funding to support the centennial grounds improvement project slated for next fiscal year along with additional contributions for the library's endowments with Community Foundation of Southeast Michigan and their own board-advised endowment fund. We are grateful for their ongoing support of our activities.



- Jennifer Miller  
My kids already love returning their books. They are going to LOVE this guy!!  
Like Reply 3w
- Martha Faybrick  
Bib Liophage (name idea 🍊). My kiddos are going to love this too!!!  
Like Reply 3w
- Dee Beaver  
Peter Book Eater  
Like Reply 2w
- Sara Boismier  
Love! Name him ~~the~~ the book goblin gobbler!  
Like Reply 2w
- Heather Torri  
Monty the Book Monster  
Like Reply 2w
- Top fan  
Susie Shafer Grybb  
He looks like Horton the Book Collector 🍂

# TECHNOLOGY

## SPECIAL PROJECTS

### Free Printing Update

With the announcement of free printing for the first 10 pages, we expected to receive an increase in the number of print jobs from the public. Our page count for black and white prints went up about 25%, however this increase was well-within range of the library's budget for monthly printing costs. Color printing maintained relatively consistent page counts. From my perspective, the nominal increase in costs was well worth the increase in library usage we experienced across the board in October.

### Meeting Room Technology Upgrades

Sound Planning was awarded the bid at the previous month's meeting to upgrade the technology in the Walldorf/Dunning Meeting Rooms. Their contract has been signed to allow us to move forward with the purchase of necessary equipment for meeting room upgrades. A more firm project timeline is still under development

### Server Replacement

An additional server was ordered that will allow for the replacement of all outdated machines in our server room. We anticipate that the final server will arrive before the end of the year and the upgrades will take place shortly after.

↑ 12,323    ↑ 1,239    ↑ 153,274    ↑ 5,143  
WiFi Sessions    Computer Sessions    Website Hits    Mobile App Uses

# FACILITIES

## DTE Cost-Savings Program

Facility Supervisor, Yong Heo, has been working behind the scenes with DTE and our HVAC control contractor to enroll in DTE's commercial energy savings program. DTE made recommendations for the performance of the library's HVAC system and worked with our vendor to program those controls for the entire year. Already, we were provided with over \$1,000 in rebates/cost-savings. In the future, we are expected to realize a 7% savings on our energy costs related to HVAC.

## Roof Access Project

Now that the design of our new roof access ladder has been finalized, Heo is working with DTS construction to fabricate and install the ladder. This project will likely be completed early next fiscal year.

## Leaky Gutter Repairs

Esko Roofing was brought in to address a number of areas around the building that were suffering from leaking gutters. There are a few exterior areas that will need masonry attention to fully repair.

## Snow Melt

The library's new HVAC mechanical contractor, Robertson Morrison, has been working to diagnose the library's snow melt issues. The problem is likely caused by something different than Tempco originally assumed and quoted us for. We should know more about the scope of the problem when we get closer to the winter season and the system can be fully operational.

# PERSONNEL

## Open Positions

None

## New Hires

None

## Terminations

None

## Employee Anniversaries

Mary Kelly	11/02/09	14 years	Emerging Technologies Librarian
Katy Kramp	11/04/02	21 years	Adult Librarian
Lisa LeBlanc	11/02/13	10 years	Page
Dorothy Mulroy	11/26/01	22 years	Page
Katie Page	11/29/10	13 years	Technical Services Coordinator

October FTE Count: 44.61



# ADMINISTRATION

## LIBRARY CLOSING 11/3

The City of Plymouth alerted the library that our water would be turned off for emergency water main repairs, about one month after we shut down for an emergency water main break. We remained closed for the public for the duration of the day and reopened normally the following day, after all repairs had been corrected.

## TEEN BEHAVIOR ISSUES

This fall has been a more dynamic season in regards to behavioral concerns presented by community teens. Large groups of middle school students are spending extra time socializing in our spaces. While we appreciate the increased activity and use of our services, many of these patrons have required staff intervention to use the library appropriately. I have been following up with specific patrons and their caregivers to ensure alignment with the library's code of conduct. Additionally, staff are receiving extra training and guidance on handling behavior issues effectively in the moment.

## LAND SWAP UPDATE

In meeting with City Manager, Paul Sincock, it became obvious that we are operating under very different assumptions regarding the current property lines of the library and city hall. Manager Sincock expressed that his assumption was that the library "owned the parking lot" and that we were, in his view, providing the city with a broken down lot. He expressed that the goal for the City would be to see the library included in bringing the lot up to standard before the full maintenance of the lot was assumed by the City.

Information provided by our attorney indicates that the deeds of the library property do not appear to include, "any substantial amount of the parking lot." Anecdotally, the library has operated under the assumption that the City was in possession of the lot, to the extent that curbside services were implemented as they were because the City was not amenable to the library's use of signage in the lot. The library has also historically had to close on festival days because the lot was made unavailable for library use, again under the assumption that the City was in possession of the lot.

We are currently combing through historical documentation and notes from previous directors to strengthen our understanding of the current property lines. Additionally, we will likely seek a title search to corroborate the historical evidence we are able to secure. Despite these challenges, I am hopeful that we will be able to come to an amenable resolution that provides strong clarity for the future.



# MICHIGAN LIBRARY ASSOCIATION CONFERENCE

Alice McCardell, Adult Librarian

## Sessions Attended

- Keynote: How Will They Know? Make Sure Your Library's Efforts to Bridge the Divide Get Noticed
- Library Staff Onboarding and Development with Mel
- I Can Do That with Mel?!
- But What About the Children? Law & Children in the Library
- Beyond Books: Bringing Innovative Items to Your Library
- The First Amendment: A Library Puzzle
- Intellectual Freedom & Advocacy: Book Challenges, Proactive Approaches, and Chaotic Conversations
- Closing Keynote: Intellectual Freedom in a Time of Partisanship

## What did you learn? How do you think this conference will influence your work going forward?

It has been several years since I attended an MLA Annual Conference. I was pleasantly surprised by the quality and variety of sessions offered at this one. The theme was "Bridging the Divide" which was quite appropriate as it focused on the divides we are now regularly faced with in our work lives, such as in the areas of intellectual freedom and the digital divide. The conference was also set in the shadow of Port Huron's Blue Water Bridge.

I found the sessions on Mel resources particularly useful. Mel has so many useful products that it is difficult to keep up with them all. They offer something called the Mel Maven, which is an interactive eight hour, six module training on the top 10 Mel resources. It is recommended for both new and experienced staff and is available through either Mel.org or the Niche Academy. I intend to complete this training and get my Mel Maven Badge in the near future. The Niche Academy offers staff training on preparing for millages, which is designed to get the entire staff on board, understanding relevant concepts and learning how to provide a unified front in advocating for the library. There is no cost for either of these valuable trainings.

Patrons might enjoy knowing that in Mel eJournals, they can search for a specific publication and get an alert emailed to them when a new issue is published. To do so, they would go to the eJournals page, select "People Magazine" for example, go to Sign In at the top of the page and create a free account, and then select Share and enter their email address. I can see crafters really enjoying this option. It also might benefit staff members who need to work from home as they will be able to keep up with professional journals in this way.

The session on Bringing Innovative Items to Your Library showcased how the Rochester Hills Public Library created their Library of Things. Their mission statement for the project was inspiring: "Offer experience-based opportunities, equipment, and technology that fosters productivity and creative self-expression." They began the project with \$25,000 taken from their operating budget and added another \$25,000 the second year. Their ordering strategy was to look at other libraries collections, conduct a community survey, offer a suggestion form, and then get creative. They used Amazon Prime Day to make many of their purchases. Categories include: Household, Tech & Electronics, Arts & Crafts, Music, Science & Education, Games & Outdoors, and

Experiences. The offer things ranging from cornhole games, fishing rods, label makers, drones, sewing machines, and ukuleles to telescopes. All items are available to their own cardholders only. It was not covered in this session but in the I Can Do That With Mel?! Session, I learned that you can create QR codes for eResources related to Things and attach them to the items' packaging. For instance, if you circulate an Instapot, you can create a QR code that links directly to Instapot Cookbooks. You create a permalink and can share either the entirety of the search results or just individual cookbooks.

Sessions like But What About the Children? Law and Children in the Library; The First Amendment: A Library Puzzle; and Intellectual Freedom & Advocacy: Book Challenges, Proactive, Approaches, and Chaotic Conversations were really more suited to Directors and Trustees than to non-decision makers. From what I gleaned, our library is already aware of most of what was covered. One thing that stuck out to me was the idea of onboarding Library Trustees. They said that monthly board meetings were not sufficient to really impart the library's policies and values to new Trustees. They stressed that Trustees be made aware that their role is to represent the Library and not any particular segment of the population. Their only agenda should be the success of the Library. I did not know that Trustees must take an oath before being sworn in.

#### Anything we should consider implementing at PDL?

As we delve into creating our own Library of Things, I think we would benefit from visiting other libraries that have already implemented their own version and see what would best fit in here, both in terms of working within our budget and determining our community's interests. RHPL's collection was very impressive but also very expensive and took an incredible amount of staff time to implement. I recently visited the Petoskey District Library and took photos of their collection and it was far more modest but was equally well-received and utilized by their community.

I think that that all Librarians, Reference Assistants and Interns should be encouraged to take the training to get Mel Maven certification. Resources are valuable only to the degree to which we are able to utilize them. This would provide new folks who may not be familiar with these products to gain training on maximizing their usefulness. Experienced staff may find this a helpful refresher. I am certain that I will learn something new and useful. I also think that with our upcoming millage campaign, having the entire staff take the Niche Academy's training on millages would be beneficial. Every one of us is the face of the Library and can be an advocate for our value to the community.

Sarah Perry, Youth Librarian

### Sessions Attended

Opening Keynote: Bridging the Divide: Civility in a Time of Unrest  
Building a Culture of Wellbeing at Your Library  
Keynote: How Will They Know? Make Sure Your Library's Efforts to Bridge the Divide Get Noticed!  
Creating Inclusive and Diverse Youth Toy Kits  
Inclusive Communication Tools for Non-Verbal Library Users  
Michigan Arts and Culture Council Grants for Libraries  
SEL Using Makerspaces and Passion Projects in Libraries  
Winter Reading - Flamingos in the Snow! and Dramatic Play in Your Library  
Sensory Accessibility and Inclusion : KultureCity  
Closing Keynote: Intellectual Freedom in a Time of Partisanship

### What did you learn? How do you think this conference will influence your work going forward?

I will be submitting my full conference notes separately as a word document. I like to share my complete notes so people who didn't attend can look through my sessions and still be able to get the information from them for themselves. As of today, I am halfway through my conference notes and it's a 5 page Word doc. thus far. I will have it completed no later than the end of this week.

My main takeaways from the conference is that there are some good (and really easy) opportunities for our library to expand efforts at being a more inclusive space for non-verbal patrons and those with sensory processing difficulties.

The Michigan Arts and Culture Council offers grants to libraries in more areas than I would have expected. For example, they offer grants for capital improvements such as roofing, HVAC, carpet, bathrooms, etc. It made me think perhaps that would be a place to seek funding for a lactation station(s) in the library.

In my complete notes, I will call out a lot of great ideas from the Culture of Wellbeing session, which is probably my favorite from the conference. It offered a new viewpoint to approach work in a more healthy way with a mind/body balance that isn't necessarily promoted to workers in any field.

I also really enjoyed the session on Winter Reading and Dramatic Play and the keynote on How Will They Know? (The How Will They Know session was about marketing, which isn't what I thought it'd be from the vague title of the presentation.)

It was great to hear what other librarians are doing to successfully bring patrons back into their buildings after Covid and how others are making their buildings into inclusive, fun, and educational places for their communities. We're doing a lot of great things already but there are many exciting, easy to implement action items we can start to become even greater!

### Anything we should consider implementing at PDL?

I'll write more thoroughly on this in my full notes but I'd like to see some of the wellbeing practices brought to our staff, some of the inclusivity practices should be put into place, and some of the ideas from the Winter Reading would be great to incorporate into our Summer Reading Challenge. We're already increasing our dramatic play which is fantastic!

As we expand into a library of things, the things I learned from the inclusive toy kits would be a good model to follow as well.

Katy Kramp, Adult Librarian

### Sessions Attended

Creative, Inclusive and Diverse Toy Kits; I Can Do That with MeL?; But What about the Children? Law & Children in the Library; Beyond Books: Innovative Items in the Library

### What did you learn? How do you think this conference will influence your work going forward?

From the Creative & Inclusive Kits, presented by two YDL youth librarians, I got ideas for kits that might be popular here, and about working with local scientists or nature areas to put together relevant kits. They referenced a diversity wheel that I could reference going forward. I also noticed that they keep their kits in bags in the front of the youth department, so that they usually have only 3-5 checked in at a time despite having over 100 of them. Buying sturdy and cleanable rather than cheap is also a good lesson to keep in mind. They are currently spending \$3,000 a year on this collection. There was a lot more that I plan to use going forward with my work on our Library of Things committee.

The MeL session was great as usual - a very dynamic presenter in addition to learning new things about the MeL offerings. I learned that Opposing Viewpoints has interactive infographics; that many of the ebooks include printing rights and so can be printed out for story walks; that you can sign up for alerts when a new issue or column of your favorite magazine is published; that there's a Chrome extension to show Britannica Student results in the side bar of Google searches; and that Learning Express has a function to walk patrons through creating a resume and cover letter - no formatting needed, and it will be saved online if they create a free account. I am inspired to try to get the MeL Maven badge when I am working from home after my surgery.

The Law & Children in the Library had lots of useful information, especially stressing the importance of having every rule we enforce be in writing in our behavior policy and we must consistently enforce these expectations. I learned we must have a signed waiver from parents to post photos of their kids on social media - just a sign outside the room isn't enough. It's also a good idea to make it clear whether or not parents need to be in the building during children's programming, and how much responsibility we're willing to take on for their kids. (I think we're pretty good at this.) We should always inform another staff member if we're taking a lost child around to look for their grownup, and use the buddy system if we ever need to take a child to the bathroom. The law is on our side regarding keep controversial kids books in the youth section rather than adult.

I also attended the Beyond Books presentation from a Rochester Hills librarian. Tierney talked about their progress in creating a library of things more geared towards adults, separate from their game and youth kits collections. They made sure to include people from all library departments on their committee, as these kinds of collections affect everyone. They have budgeted \$25,000 per year for two years now, including 10% for repair and replacements and \$1000 for processing - and have spent all of it. (Yikes!) They have the items/kits divided into major categories - household, arts & crafts, technology, music, science and education, games & outdoors [yard games only], and experiences. They do allow patrons to reserve items for a specific two-week period including the hold time, using Lending Key, a software from OCLC that integrates with their catalog software, Polaris. This also means that patrons must check out in

person and renew over the phone, not with their accounts, to make sure that there are no schedule conflicts. But it does help with things like party or moving supplies, to make sure they're available for the event. 80% of the kits are out on shelves where patrons can see them, but bulky things like the vacuum cleaner and items over \$100 are kept behind the desk. Some of their most popular things include a label maker, paper shredder, moving kit (including a dolly and furniture sliders), cake pans, a travel DVD player, action camera, Wacom tablet, sewing machines, cricut joy, ukulele, CD player, bondogs, keyboards, Dashbot, telescope, Merge cube, microscope, educational models (DNA, organic chemistry, heart, skeleton), cornhole, bocce, croquet, and yard dominoes, backyard camping, snowshoes and handwarmers, hiking, party kit, and fishing rod.

#### Anything we should consider implementing at PDL?

I'm definitely looking forward to expanding our Library of Things! And I think better communication between departments would be helpful for this. I don't have the details of our behavior policy memorized, but probably going over expectations would be useful. A lot of the MeL tips would be great on a daily basis, especially resume and cover letter service. We could even consider having a MeL trainer in for our next staff inservice day - it's free and all the speakers I've seen have been great.

Jessica Keeler, Youth Librarian

#### Sessions Attended

Creating Inclusive & Diverse Youth Toy Kits, Inclusive Communication Tools for Nonverbal Users, Law & Children in the Library, Social Emotional Learning Using Makerspaces and Passion Projects, Flamingos in the Snow (Winter Reading Program) and Dramatic Play in the Library, Sensory Accessibility and Inclusion, and all Keynote speakers

#### What did you learn? How do you think this conference will influence your work going forward?

I feel like I took some great ideas away from all of the sessions I attended.

Hearing how the Ypsi Library is implementing their toy kits gave me a lot of ideas about how we might go about our library of things. Their approach to them is completely different than what we have done so far - some good and bad differences, in my opinion (read more in the next response box).

The Inclusive Communication session was one of my favorites. Northville Library has done a lot of work to bring Augmentative & Alternative Communication (AAC) to the library. They worked with 2 local Speech & Language Pathologists (SLPs) to create a Fringe Vocabulary specific to the library. This process involved a lot of red tape but sounded like it was absolutely worth it. One of the SLPs they worked with lives in Plymouth and is very interested in connecting with us about the possibility of bringing this to PDL and I think all the work Catherine Troutman from Northville has done on this project would make the process much easier for us to implement (again, more on this in the next box).

I attended Law & Children in the Library because I'm interested in helping Lauren to develop the Unattended Child Policy at PDL and I thought I might get some good information. I did write down some great ideas but it was a lot of info packed into a short session so much of what I noted was just the surface.

Social Emotional Learning Using Makerspaces and Passion Projects was another of my favorite sessions. The presenter wrote a book on the topic that I want to purchase for our professional collection. She is passionate about Makerspaces and had a lot of great ideas for STEAM programs that she's done.

Flamingos in the Snow and Dramatic Play in the Library was a session from the library in Marquette about how their winter reading program and their dramatic play station in their Youth Area. I feel like we have to get our Summer Reading Program honed in a bit before we think about a big Winter Reading Challenge but much of what she discussed are things that we can use for that as well. I left with a complete list of things I'd love to put into action in our baby area for a dramatic play area. I know that's something in the works for us but I haven't been involved in any of it yet and I would love to help.

My last session about Sensory Accessibility and Inclusion introduced me to the organization KultureCity. I learned the difference between "sensory friendly" and "sensory inclusive" and about what it would take to become certified from KultureCity to be a sensory inclusive building.

### Anything we should consider implementing at PDL?

Toy Kits: When our library of things was kind of launched with the STEAM kits, I felt a little detached from the implementation of it all. I pictured seeing the kits out on shelves and how exciting they would look to patrons and even made space for them in the STEAM collection. Ypsi showed how their toy kits are packaged and there was discussion about how they're kept from being opened on the floor that sounded easy to implement. They have such huge success with their kits that they don't actually need room for all of them on a shelf because they're literally never all in the library at once and often completely checked out. It sounded like the cataloging of the items was difficult and time consuming. I know we're still honing the whole process of what happens when the kits are returned. What I loved about their process was that the Youth Librarians that curate the kits were a lot more hands on with how they're cataloged, processed, and returned. I think it would be hugely beneficial to have our actual kits on the shelf so that people could see them and I also think it would be great to have the kits with their similar collections.

AAC and Core Vocab Tools: I took down the contact information for the SLP that lives in Plymouth. I would love to touch base with her and see what it would take for us to have Core Boards available in the library which include the library-specific fringe vocab they created. There are some copyright issues that would keep Catherine Troutman from giving us what they created but it sounded like the SLP was not bound by that and would be able to share quite a bit with us. I know we have some patrons on the spectrum who might be familiar with the Wayne Co Core Vocab and it might be amazing for them to see that in the library. It would also make others aware of what Core Vocab is and be a wonderful educational tool for that topic by simply existing in our space.

SEL and Makerspaces: The book that I'd love to purchase for our professional collection contains projects that we could use in programs at PDL. Sarah Perry and I were sort of brainstorming our next Summer Science Club with an idea she discussed in this session. Because she works in a school, she has the ability to tackle lessons that cover more than one day. One of these was something she called Scaffolding for Passion Projects. SP and I would love to do this for a Summer Science Club. It would be multiple sessions over the summer that people would register for as a whole series. We would start with kids brainstorming passion projects on sticky notes and culminate with them actually completing something they brainstormed. Our STEAM programs were so popular last summer, I think this would be a great addition.

Dramatic Play Station: The library in Marquette created a dramatic play station using only things they already had at the library. It's grown since then and they have budgeted buying some things but they continue to make most of what they use in this area. It sounded like this would be a great opportunity for us to use our Cricut. They cycle their dramatic play station out monthly-ish, which was the idea I had with the puppet theatre in the baby area when we began planning that. I chatted with Lauren a bit directly after this session and it sounds like you're on the same page about this space. I'd love to be involved. SP and I will receive an email from the presenter with all of the different stations they have as well as all of the ideas attendees came up with (my idea was a dog washing station - just one of many).

KultureCity: It sounded like it would be worth looking into getting Sensory Inclusive certified through KultureCity. The initial cost is \$250, according to the presenters (CADL) and then would have to be renewed annually (for a lower rate, he thought). The certification comes with 5 sensory bags to make available in our library (which include some expensive items so that would be a return on our investment) as well as some KultureCity adding us to their website of sensory inclusive spaces. CADL said that they've gotten partnerships out of this that they wouldn't have otherwise had the opportunity for. One organization comes in to do a sensory storytime, another makes them a summer camp field trip for kids with sensory issues.

THANK YOU for the opportunity to attend this conference. Sarah Vargas and I spoke on Wednesday, as you know and it went so well! One of the attendees asked us if we would consider presenting at a meeting for a library PR organization she belongs to. We'll see if we hear more about that. :)



## TIME MANAGEMENT FOR LIBRARY STAFF WEBINAR

Heather Pacheco, Community Relations Specialist

What did you learn? How do you think this conference will influence your work going forward?

I attended this webinar in the interest of gleaning tips to share at our Staff Day in February. I was a little put off by the focus of the webinar on procrastination and the assumption that this is what is at the root of people's need for time management help (rather than just big work loads.) Once I got beyond that, though, I did compile a good list of tips to share, especially around the topics of:

- will power stumbling blocks, environmental stumbling blocks and how to decrease them
- optimal time periods for focused work (and the importance of building in breaks)
- Pomodoro technique of time chunking
- the productivity costs of distractions and tips to help avoid them
- Self-ask questions to assess priority of work at hand and optimize time spent

I think that there were a lot of decent tips offered. Ironically, implementing them will take time and intention, but they can be incorporated into work life incrementally.

Anything we should consider implementing at PDL?

I think that what I was after with this seminar was more ideas for staff to consider and employ themselves as they see fit, rather than ideas for top-down implementation. I will plan to share these tips as well as some I am compiling from other sources at our Staff day afternoon session.