



# DIRECTOR REPORT

**To:** Plymouth District Library Board  
**From:** Shauna Anderson, Library Director  
**Date:** February 10, 2023

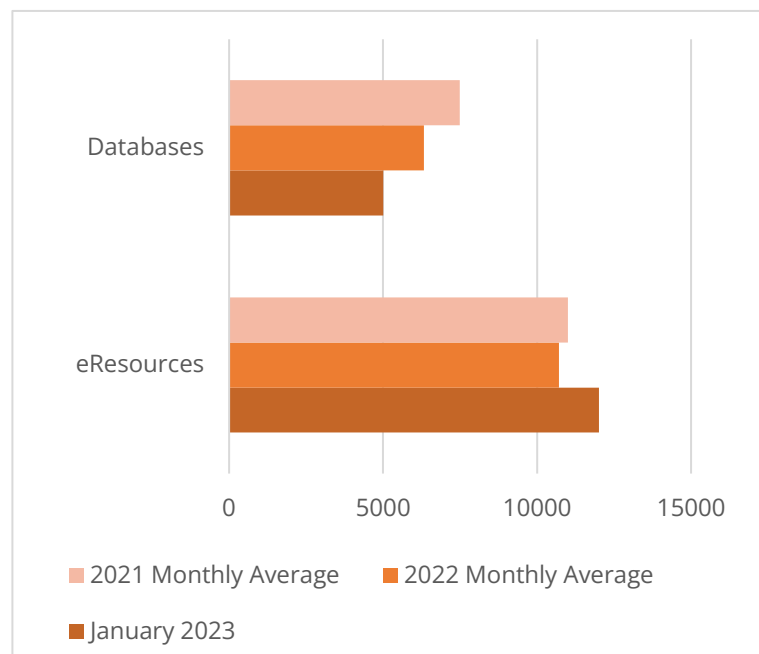
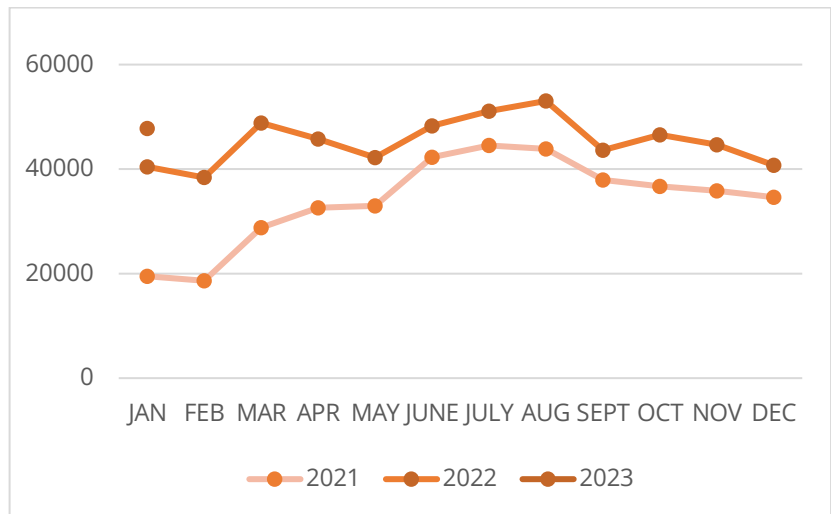
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Circulation is up over 17% over the previous year and the previous month.		New public copiers, bandwidth issues resolved, faxing resumes, and new iPads in youth dept.	
Participation	3	Facilities	6
Kindergarten readiness and homebound delivery		Lots of repairs, updates, and preventative maintenance	
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PDL gets involved in community initiatives		Staff Day 2023to be held in February	

# CIRCULATION

## PHYSICAL COLLECTIONS

Usage for the first month of 2023 was higher than anticipated, demonstrating a 17% increase over the previous month and an 18% increase over last year's physical checkout numbers.



## DIGITAL COLLECTIONS

Checkouts of eBooks from Overdrive, Hoopla, and Kanopy increased over the previous month whereas database use stayed relatively even with December numbers.

## JANUARY'S MOST POPULAR 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

*Run, Rose, Run* by Dolly Parton and James Patterson

# PARTICIPATION



## HOME DELIVERY

An important program that supports our community is the Home Delivery Program. In January alone, 100 books were delivered to senior living facilities and 45 books were delivered to homebound individuals. Volunteers help select materials for those who cannot make it to the library in-person. It is a rewarding experience for our longtime volunteers and an invaluable connection to the community for elderly citizens.



*A recent Needle Felting Workshop filled up quickly with as many more on the waitlist.*

## KINDERGARTEN READINESS

The library plays an important role for children who are preparing to enter school. For many, we are their first educational environment and set the tone for their experiences to follow. To support parents of very young children, we now offer a special storytime for 4-5 year olds independent of their parents that introduces them to classroom etiquette and early literacy skills. It has been well-received by our community.

↑ 16,930

Library Visits

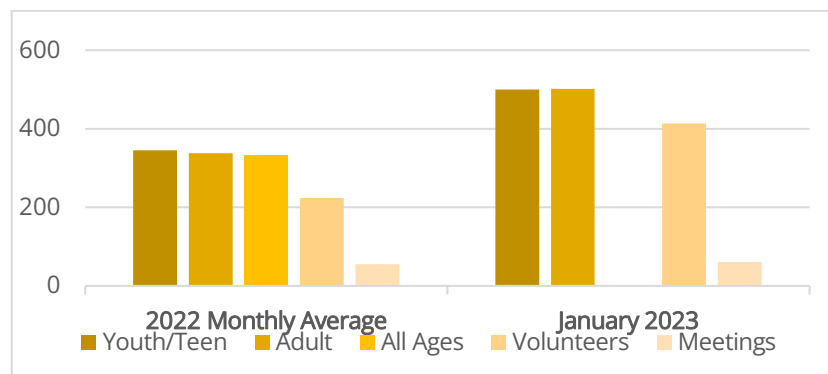
↑ 3,167

Questions Answered

↑ 70

Total Programs

The 2022 monthly average was over 100 participants higher in every program category than 2021. As you can see from the chart, January 2023 numbers are soaring higher than 2022.



# COMMUNITY ENGAGEMENT

## PROJECT UPDATES

### Chamber Connections

Director Shauna Anderson, Community Relations Specialist Heather Pacheco, President Michael Pappas, and Treasurer Yasir Khogali attended the Chamber Kickoff Breakfast to learn more about the Chamber's plans for the upcoming year. Afterward, the Library committed to hosting a before-hours networking event alongside the Chamber in the coming months.

### New Community Events Bulletin Board

Facility Supervisor, Yong Heo ordered and installed custom bulletin boards for the Walldorf/Dunning lobby. These will be used to host flyers for library events and highlight the amazing offerings of the Plymouth community.

### Summer Reading Planning

As we prepare for what we expect to be a popular year for Summer Reading programs, we are reaching out to local businesses to revamp our incentive system. Instead of giving away plastic toys, we are hoping to drive traffic to local businesses through coupons and giveaways. We sent out an initial round of invitations to select partners in the community and will continue to recruit more to join in helping to prevent the "summer slide."

### Free COVID Test Kits

PDL is now a part of the MDHHS COVID test kit program. The response from the community has been positive, and the setup has been easy for our staff to maintain at the current level. Members of the public are able to call and order one kit per member of their household daily, with a max of 5 kits per household per day.



Plymouth District Library

January 28 at 10:30 AM · 🌐

In a move that should surprise \*no one\*, this month's 3 on Theme book suggestion topic is WINTER ❄️ Check out these three titles to cozy up to in front of a warm fireplace.

Titles featured:

Whiteout by Dhonielle Clayton

Breadcrumbs by Anne Ursu... See more



👍❤️ 36

1 ↗️



Plymouth District Library

January 20 at 10:15 AM · 🌐

"January is my favorite month, when the light is plainest, least colored. And I like the feeling of beginnings." - Annie Truitt 💙



👍❤️ 40

2 💬 3 ↗️

# TECHNOLOGY

## SPECIAL PROJECTS

### Public Copier Replacement

New public copiers are available for use in the library. These leased machines function beautifully and have been well-received by the public. We continue to search for options that will allow for free copies for the first 10 pages along with the ability to use a credit card for larger copier/print jobs. We anticipate that we will present quotes to the board for these services at the following board meeting.

### New Firewall, Bandwidth Increase

The IT team resolved the library's longstanding bandwidth issues this month. A new firewall was implemented, which resulted in immediate progress toward a more sustainable system. Eric Klute also worked with TLN to provide a bandwidth increase from Comcast that has resolved any further concerns for future bandwidth issues.

### Fax Services Resuming Soon

The IT team has figured out a free faxing option for the public that mediates the issues we had with our previous faxing vendor. We are still working on quotes for an alternative system to provide additional services such as photo scanning and automatic translation.

### Youth iPads

Four new iPads were installed in the youth department, geared toward providing early literacy engagement through technology. The iPads were purchased by the Friends of Plymouth District Library. An additional 4 iPads will soon be added to the nonfiction area of the lower level, geared toward elementary-aged kids.

### Additional PCs Added to Computer Commons

Due to the increased traffic we've noticed in recent months, we added an additional 4 PCs to the upper level computer commons area. This will allow more users to take advantage of our technology and to stay for longer periods of time to complete their work.

↑ 11,877	↑ 1,423	↑ 173,395	↑ 5,816
WiFi Sessions	Computer Sessions	Website Hits	Mobile App Uses

# FACILITIES

## LED Retrofit Continues

Danboise Electrical conducted a replacement of a section of lighting on the library's Main Level. We continue to look for opportunities to move this conversion project forward, in a sustainable way.

## Inspections & Preventative Maintenance

The library received quarterly HVAC filter changes from Keeth Heating. We also received a fire inspection and dealt with all concerns presented by that inspection, including a seized emergency water line.

## Facility Upgrades

Edwards Glass will be replacing 31 faulty window lights. This is an effort to salvage what we can from our current windows and limit waste. Facility Supervisor, Yong Heo, will be working with a local mill to reproduce the trim work in the event that any windows are damaged in the replacement.

Rooftop ladder designs are in the process of being finalized.

Various contractors are also being lined up for the Friends Room revamp that will take place in the coming months. Green Earth Coatings will be removing the wallpaper and painting; appliances are already delivered and awaiting installation; and CIT will be replacing the countertop and sink. We are working on getting quotes for carpet replacement that will align with our eventual replacement of the rest of the library's carpeting anticipated in 2025/2026.

## Repairs

Roberston Morrison determined that the snow melt's heat exchanger is faulty and is at the root of the leaking glycol. We are awaiting parts and the final repair. We also received a replacement water heater on the upper level and a new exhaust pipe for our laser cutter from Keeth Heating.



# PERSONNEL

## Open Positions

Custodial Technician	Applications due Friday, February 10 at 4pm
Youth Librarian	Applications due Friday, March 3 at 4pm
Technology Specialist	Applications due Friday, March 3 at 4pm

## New Hires

Vickie Betz	Circulation Clerk
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## Terminations, Retirements, Resignations

None

## Employee Anniversaries

Dee Beaver	2/10/2020	3 years	Adult Librarian
Kendra Miller	2/13/2008	15 years	Circulation Clerk
Esther Rogers	2/13/2019	4 year	Circulation Clerk
Kristel Dobson	2/18/2008	15 year	Technical Services Clerk

January FTE Count: 42.04

## STAFF DAY 2023

We will be hosting Staff Day on February 20. This is a full-day of professional development for library personnel. Invitations are also made to the Friends of the Library and Board of Trustees. This year, there will be sessions focusing on serving people on the autism spectrum and those with developmental disabilities along with training sessions on making the most of Google Workspace. We will also host a safety scavenger hunt and policy trivia game to ensure staff are up to date on all the latest updates. The Friends of the Library support the event by providing lunch and a logo gift for staff members (this year, a PDL baseball hat).