



DIRECTOR REPORT

To: Plymouth District Library Board
From: Shauna Anderson, Library Director
Date: March 13, 2023

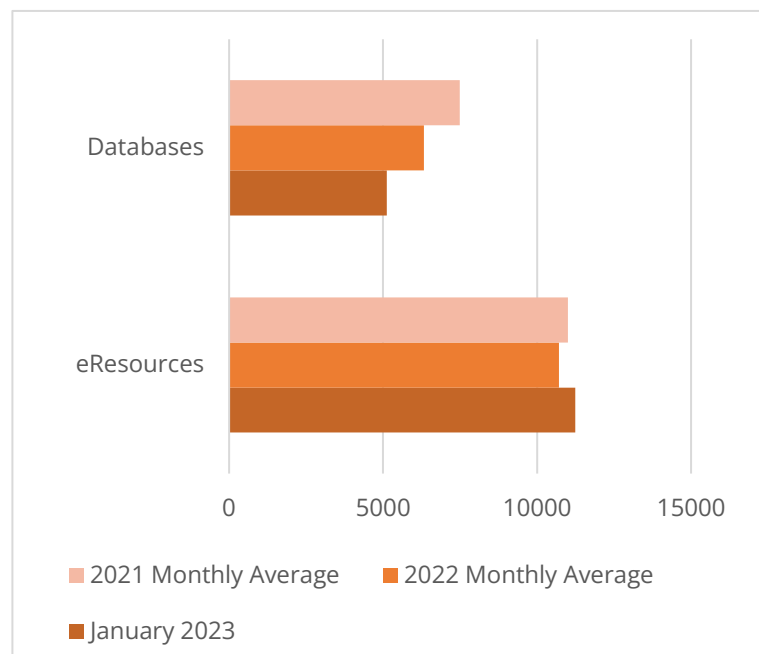
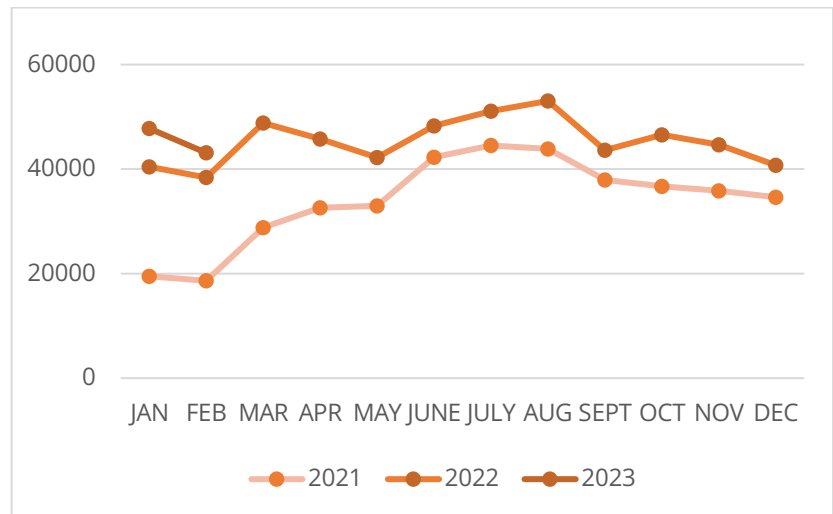
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Circulation decreased due to shorter month.		New website, additional iPads in youth, new	
Databases increased with new offering.		ticketing system, new credit card system.	
Participation	3	Facilities	6
Despite being a shorter month, attendance and		Window repairs, HVAC updates, and a new	
participation were booming!		drinking fountain on the Upper Level.	
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Ice Fest, Parade of Preschools, and ticket sales		Staff Day 2023 and weather closure	
for the Centennial Gala on April 29.			

CIRCULATION

PHYSICAL COLLECTIONS

We saw a slight drop in overall circulation, anticipated due to fewer days of service in February.



DIGITAL COLLECTIONS

Checkouts of eBooks from Overdrive, Hoopla, and Kanopy decreased slightly, due to the shorter month. Database usage increased slightly, likely owing to the new database we started offering in February—ValueLine. This digitizes the popular Value Line periodical, providing investment support and advice relating to economics and finance.

FEBRUARY'S MOST POPULAR TITLES

Spare by Prince Harry
A world of curiosities by Louise Penny
Long shadows by David Baldacci
Mad honey by Jodi Picoult
Lessons in chemistry by Bonnie Garmus

PARTICIPATION



February's Puzzle Swap collected over 800 puzzles swapped by over 300 community members!

TINY ART SHOW

Teen Librarian, Colleen Kingsbury, hosted a "Tiny Art Show" in the library. Small canvases were provided to program participants, and their finished products were showcased on the main level of the library. 195 members of the public voted on the winning art piece and many of the pieces went on to show at the Tiny Art Gallery on Penniman.

RESPONSIBLE DECLUTTERING

The online presentation on decluttering with a sustainable mindset garnered 70 live views with over 100 views afterward on our YouTube channel.

BOOKS ON TAP

Every month, the library hosts an off-site book discussion at Arbor Brewing Company's Plymouth Taproom. The event is a low-key way to socialize and discuss literature in a fun atmosphere. The group has grown significantly in recent months to 17 members.

↑ 17,619

Library Visits

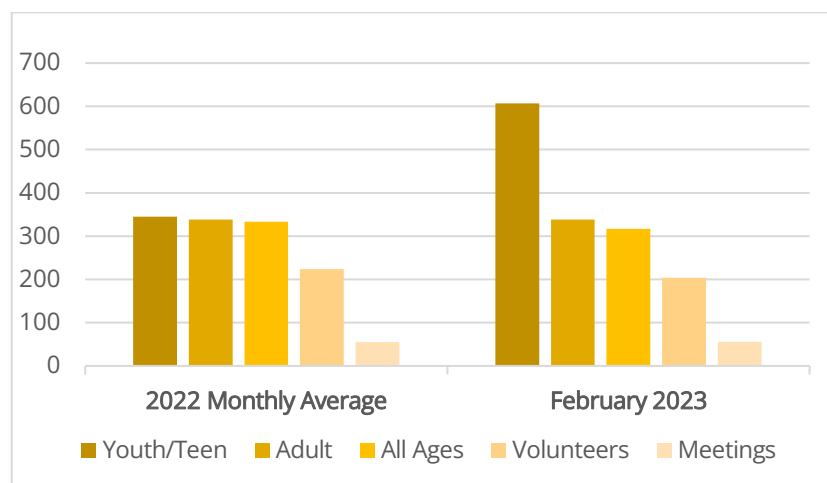
↓ 2,860

Questions Answered

↓ 69

Total Programs

Despite being a shorter month, youth program participation grew by over 100 participants, and we saw over one thousand additional library visits as compared to last month.



COMMUNITY ENGAGEMENT

PROJECT UPDATES

Ice Fest

PDL participated in this year's Ice Fest activities by hosting an ice sculpture. This year's sculpture was a book worm! Patrons were encouraged to stop by the library and pick up free buttons made by our teen volunteers to celebrate the winter season.

Parade of Preschools

The Youth Department hosted our annual Parade of Preschools event. This event showcases local early childhood programs so that parents can pick out and plan for their young children to attend school in the fall. Spots in preschools are harder to come by these days, so events like this play a crucial role in connecting young parents to services that will support school readiness and set our families and K-12 educators up for success in the years beyond preschool.

Centennial Gala

We launched online ticket sales for the library's centennial gala, scheduled on April 29. The public responded with overwhelming support, and we are looking forward to a successful event. Proceeds will support the centennial grounds improvement project.



TECHNOLOGY

SPECIAL PROJECTS

New Website

PDL unveiled its new website on the evening of February 28. There are still a few bugs to work out, but the new site has received a positive response from the community.

Free Faxing

In February, the library rolled out our new free faxing service to the public. The fax machine is located in the Main Level copy nook and offers unlimited free outgoing faxes.

Door Access System Implementation

Security 101 wrapped up installation and implementation of our new door access system. The updates move all staff entrance doors to fob access only and add additional protections so that the staff areas are able to be completely secured in the event of an emergency.

Mobile Printing

Although we are hoping to move to another vendor for our mobile printing services, IT Coordinator Eric Klute was able to work with our current vendor to increase mobile printing upload speed significantly. Previously, prints would take about 20 minutes to reach the library for printing. Now, they are down to about a one minute wait time.

More Youth iPads

Four additional iPads were installed in the youth department, geared toward elementary-aged kids. All of the new iPads have been well-utilized and welcomed by our patrons.

New IT Ticketing System

To support better internal procedures, the IT team rolled out a new ticketing system to track and respond to issues that come up. The new system offers better functionality and transparency between staff.

↑ 12,234 ↓ 1,196 ↓ 147,612 ↓ 4,809
WiFi Sessions Computer Sessions Website Hits Mobile App Uses

FACILITIES

HVAC updates

We had a few damper controls replaced to support better ventilation. We also replaced our humidifier canisters as a part of our annual maintenance. Robertson Morrison was also brought back out to repair baseboard heater issues and a faulty thermostat.

Now that we have settled with an excellent HVAC mechanical vendor, we are currently soliciting proposals for a new HVAC controls vendor.

Window Replacements

Edwards Glass successfully replaced a number of faulty window lights throughout the building, salvaging our windows from requiring replacement and saving thousands of dollars. Despite the potential for damage to the window trim from the replacement process, no damage was incurred.

Upper Level Drinking Fountain

The library worked with Allied Building Solutions to replace the Upper Level water fountain with a unit sized to refill water bottles. This new addition has received a positive response from the community, and already been utilized hundreds of times in the past few weeks. We plan to work with Allied in the future to replace both the Main and Lower Level fountains as well, but that will likely be saved for the end of the fiscal year or beginning of 2024.

PERSONNEL

Open Positions

None

New Hires

Marshall Draper	Custodial Technician	Starting March 27
Lucy Fronden	Lab Assistant	Starting April 3

Terminations, Retirements, Resignations

None

Employee Anniversaries

Charlie Stratton	03/26/2018	5 years	Network Support Specialist
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February FTE Count: 40.32

STAFF DAY 2023

This year's staff in-service day was a successful event. Staff joined together for training on working with people with disabilities, reviewed safety procedures, and spent much-needed time as a community after many years spent apart for meetings and trainings. The event was planned by Heather Pacheco, Lauren Baker, Holllly Hibner, and Alice McCardell.

WEATHER-RELATED CLOSURE

PDL closed early at 2pm on February 22 due to extreme winter weather conditions. We were able to stay open for additional wintery weather on March 4, however the library parking lot remained unplowed for the day. Cars had a difficult time parking, and the lot was full due to so many patrons left without power. After the number of recent weather issues we've had, I put together a texting system to alert all staff of emergency closures in real-time going forward. Currently, staff are requested to call and listen to a message to know if the library is open for regular hours, but this often creates anxiety for staff who repeatedly call in for updates, not knowing when the call will be made.