

8.1



TO: Plymouth District Library Board **DATE:** April 11, 2023
RE: 1st Quarter Objective Review **FROM:** Shauna Anderson,
Director

Staff across the library contributed diligently to move forward our objectives for the 2023 fiscal year. Listed below are current status updates for each of the projects.

OBJECTIVE 1: Conduct a sample audit of the library's items to support continued development of a representational collection. A report will be completed and presented by the end of FY 2023.

IN PROCESS—Adult Services Coordinator, Holly Hibner, and Youth & Teen Services Coordinator, Lauren Baker worked with a set of UM graduate students to design a sample audit procedure. The design was recently presented to librarians with the intent to begin work on auditing in the coming months.

OBJECTIVE 2: Assess the current signage needs of the library with the goal of creating welcoming, accessible spaces. Develop effective signage templates that align with expressed community needs by the end of FY 2023.

NOT YET STARTED

OBJECTIVE 3: Present a coordinated lineup of events and experiences to celebrate the library's 100th anniversary throughout FY 2023. As a result of these programs, members of the public will report a positive increase in awareness of library services.

IN PROCESS—The library's Centennial Gala is scheduled for later this month. We have also presented an exhibit with images from the library's history.

OBJECTIVE 4: Implement a data-driven online marketing system to provide messaging that more closely aligns with individual interests and needs of our constituents.

IN PROCESS—Community Relations Specialist, Heather Pacheco is currently working with our vendor, Orangeboy to move implementation forward. A key phase of the project (connecting our catalog to the Savannah system) will take place in late-April.

OBJECTIVE 5: Invest in expanding the outdoor areas of the library to support nontraditional learning environments. By the end of FY 2023, a functional outdoor program space will be available on-site.

IN PROCESS—Based on the City's recommendations, we are currently working with a surveyor to produce a more comprehensive survey of the land that will be a part of the outdoor program space. Once that is completed, we will work through the Site Plan process with the City and secure a big for the approved updates to the library's landscaping.

OBJECTIVE 6: Complete technology upgrades in the Walldorf/Dunning Rooms and create the necessary training materials for staff and public use of the new hybrid meeting spaces.

IN PROCESS—All of the equipment has been received, and installation is scheduled for the end of May.

OBJECTIVE 7: Reconvene the Know Your Neighbor committee and take responsibility for producing at least two collaborative public programs related to the goals of this committee.

IN PROCESS—I am currently working with the Interfaith Leadership Council of Metro Detroit to produce a workshop for residents on how to create a sense of belonging and support dialog where people feel seen and valued with their differences. We are inviting past participants of the KYN group and hope to recruit more individuals to participate in this important work going forward.

OBJECTIVE 8: Create a proposal for updates to staff scheduling with the goal to provide more reliability and allow us to increase operating hours and service points by 2025.

IN PROCESS—I have done an extensive analysis to understand staffing challenges that we need to overcome to move toward increased hours on Sundays, along with the addition of a drive-thru window. I am working with managers on a plan to support those transitions over the next few years. Some departments call for an increase in staff while others call for more of a realignment of current capacity.

OBJECTIVE 9: Apply for Essential certification with the Library of Michigan Quality Services Audit Checklist.

IN PROCESS—I am coordinating the submission of QSAC filings. Since it is our first submission in years after letting our previous status lapse, it will require additional paperwork. I anticipate that this will be completed in the fall and will be a much smoother process to maintain going forward.

OBJECTIVE 10: Apply for 501c3 status for the library to support future fundraising and grant opportunities.

IN PROCESS—We are finalizing our application to send along to the IRS. I anticipate that this will be completed before the April board meeting.