



# DIRECTOR REPORT

**To:** Plymouth District Library Board  
**From:** Shauna Anderson, Library Director  
**Date:** July 8, 2023

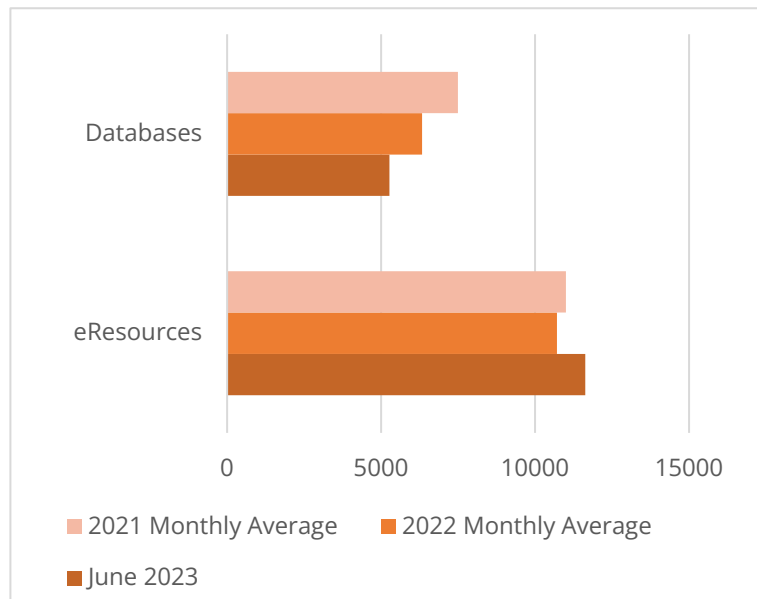
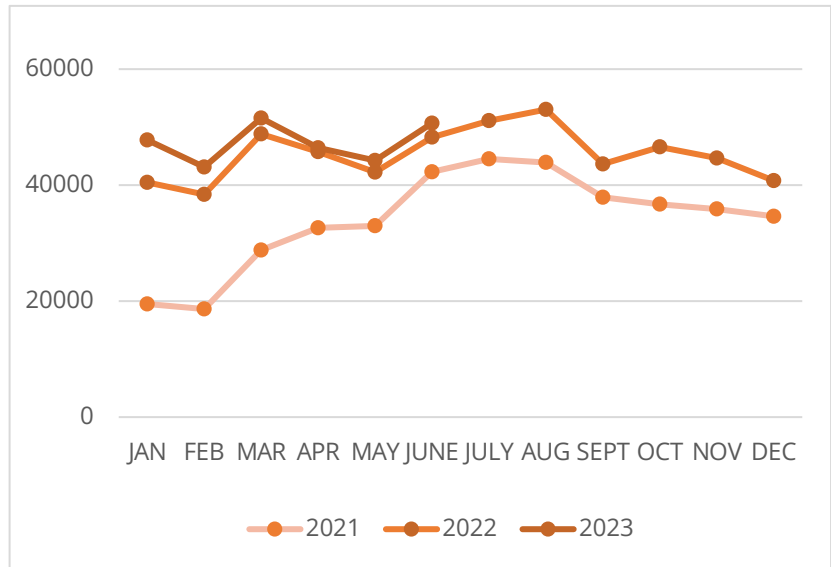
## CONTENTS

<b>Circulation</b>	<b>2</b>	<b>Technology</b>	<b>5</b>
Physical circulation saw a 15% increase over the previous month due to Summer Reading.		New laptop cart for programs and a laser cutter for public use.	
<b>Participation</b>	<b>3</b>	<b>Facilities</b>	<b>6</b>
Summer Reading is one of the most popular programs in recent memory.		Lighting upgrades and roofing assessments.	
<b>Community Engagement</b>	<b>4</b>	<b>Personnel</b>	<b>7</b>
4 <sup>th</sup> of July parade, homeless outreach, and planning for future collaborations.		New onboarding procedures and disaster drills scheduled.	

# CIRCULATION

## PHYSICAL COLLECTIONS

Circulation received a 15% increase over the previous month due to the success of the library's 2023 Summer Reading Program, which is seeing tremendous participation across all age groups.



## DIGITAL COLLECTIONS

eResource usage leveled out this month, with more people opting for in-person services and resources. Database usage increased slightly over last month.

## JUNE'S MOST POPULAR TITLES

- Simply Lies* by David Baldacci
- House in the Pines* by Ana Reyes
- Lessons in Chemistry* by Bonnie Garmus
- Happy Place* by Emily Henry
- Hotel Nantucket* by Elin Hilderbrand

# PARTICIPATION



## EVENT HIGHLIGHTS

- Low Vision Activity Kits (supported by Wayne County Library Access Friends) were all handed out within three days. This month's kit featured accessible gardening tips.
- A combines 50 people attended two programs celebrating Juneteenth.
- Over 100 teens came out to the library on the last day of school to participate in activities and use our large meeting rooms for socializing.

## SUMMER READING

This year's version of the Summer Reading Program is proving very popular. Over 1,400 people registered for the program, and an average of 752 people checked in each week to record their reading and receive prize coupons from local businesses.

↑ **21,548**

Library Visits  
24% increase over monthly average

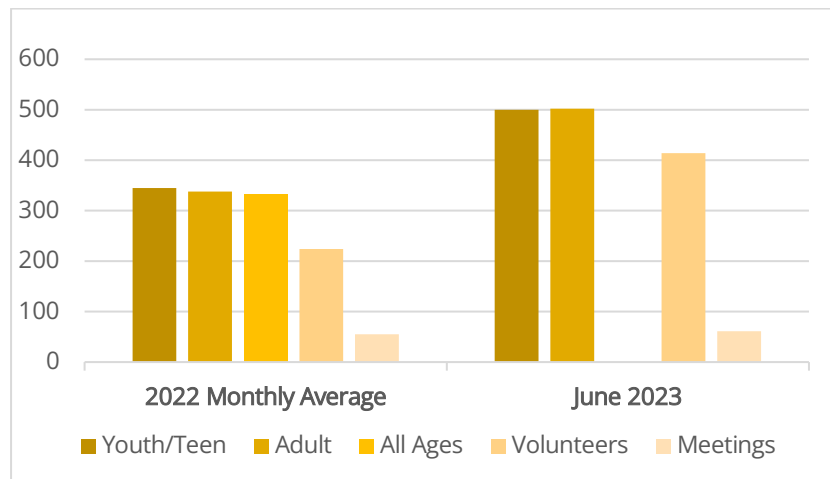
↑ **4,553**

Questions Answered  
Almost doubled over previous month

↓ **70**

Total Programs

Both adult participation and volunteerism almost doubled over the previous month. This is also one of the highest participation rates we have seen from adults in our Summer Reading Program ever.



# COMMUNITY ENGAGEMENT

## PROJECT UPDATES

### 4<sup>th</sup> of July Parade

Library staff participated in this year's 4<sup>th</sup> of July parade through Downtown Plymouth. We rode the book bike, decked out with bubble machines. Two of our staff members performed synchronized dance moves with library book carts. The experience was well-received, and we were able to interact with library lovers in the community in a new way.

### Community Collaborations

PDL hosted an additional blood drive during the month of June in addition to a hygiene collection box on behalf of United Way.

### Homeless Outreach

We are partnering more closely with Mayne Metro Community Action Agency to better serve the growing number of unhoused patrons living in our community. In addition to providing their information in the free hygiene kits we already supply to those in need, we are working more closely to close the gap in referrals to critical services by coordinating same-day, on-site intake.

### Interfaith Leadership Council of Metro Detroit

After the community workshop presented in June, I have been working closely with representatives from service groups in Plymouth and Canton to coordinate a facilitated, small-group version of the IFLC's Bridging to Belonging program. Our goal is to eventually train library staff or volunteers to provide these community-building experiences to a broad range of community members on a more regular basis.

 Plymouth District Library  
June 9 · 🌐

Today marks the Plymouth District Library's 100th birthday 🎉🎂! We thought we'd celebrate by comparing how the sights of Plymouth have changed over the last century or so—do you recognize each location? Here's to another 100 years of growing and changing together, Plymouth 🥰📖❤️

- 1 - Dunning Hough Library, c. 1955
- 2 - Main St, c. July 4th, 1955
- 3 - Corner of Main St & Ann Arbor Trl, c. 1950s



👍❤️ 102

11 comments 17 shares

 Plymouth District Library  
June 15 at 4:30 PM · 🌐

We're on week two of Summer Reading, and our raffle ticket tube is already half way full! The program has over 900 registrants and is still growing--our community clearly has a lot of voracious readers!!! We can't wait to hear about everything you've read this summer, Plymouth 📖📚 #pdlsummerreading



👍❤️ 38

8 comments 2 shares

# TECHNOLOGY

## SPECIAL PROJECTS

### Laptop Cart Used for Computer Classes

With the updates in the Lab, we are moving most of our traditional technology classes into other spaces. A new laptop cart was deployed this past month and has been a helpful way for us to keep doing tech classes while reserving the Lab for more hands-on activities.

### Laser Cutter Now Available

The Glowforge Laser Cutter is now available for public use in the Lab. This tool requires staff support, to ensure that the right materials are used and the machine is setup properly for the purpose. Patrons are encouraged to consult with Lab staff prior to purchasing materials for their projects.

↑ 13,839

WiFi Sessions

↑ 1,440

Computer Sessions

66,235

Website Hits\*

↑ 5,214

Mobile App Uses

\* After migrating to the newest version of Google Analytics, these stats only include the plymouthlibrary.org site. Staff are working on including views of our catalog, like we did previously.

# FACILITIES

## **Roof Update**

The custom roof access ladder is now fully functional to support enhanced safety for staff and vendors.

By making it easier to go to the roof, we have been able to view the flat roof under many different conditions, and are becoming concerned about the longevity of this portion of the roof. We are currently working with vendors to assess and plan for its replacement in the coming years. This will be a very large project for the amount of space up there, likely requiring the movement of the library's rooftop HVAC units.

## **Parking Lot Repaired by DMS**

The hole in the lot adjacent to the library was patched by crews from the City of Plymouth at the end of the month.

## **Friends Room Updates**

New flooring was successfully installed in the space. We are looking at utilizing similar patterns and colorways for the rest of the library in the coming years. We were extremely happy with the services provided by Library Design and their subcontractors.

## **Lighting and Electrical Work**

Danboise Mechanical was brought in to convert the main level chandeliers to LED. During the course of this project, one of the chandeliers was broken. Since the model is no longer in production, our electricians will be removing the lighting that has been out for years from the library's upper level stairwell, capping the junction boxes, and reutilizing the chandelier in the main level lobby.

# PERSONNEL

## Open Positions

None

## New Hires

None

## Terminations, Retirements, Resignations

Greg Franklin                      Effective 7/31/23

## Employee Anniversaries

Rebecca VanStraten    7/13/11                      12 years                      Tech Assistant

**June FTE Count: 41.5**

## INTRODUCING NEW STAFF

With the addition of new staff members, we have been monitoring the completion of Onboarding Tasks through the new BambooHR system. Our new HR Specialist, Zach Hose, is ensuring that orientation is standardized for all employees and completed in a timely fashion to maintain a high level of service quality for the public. Hose is also designing a 30/60/90-day check-in process for all new hires. The introduction of this process will allow us to provide the support that new hires need while during their introduction to working at PDL.

## EMPLOYEE EVALUATIONS

As the month of June concluded, managers finalized all employee evaluations. All employees participated in a thorough review process and any staff who have were eligible for a merit based pay increase had their pay rate updated effective 7/2/23.

## DISASTER DRILLS

Three emergency drills are scheduled before opening during the month of July. Each day between 7/19-21, there will be a different drill, practicing for a fire, tornado, and missing child. In the weeks prior, we have been working to ensure that staff are updated on all procedures and ready to practice. Afterward, debriefs will be scheduled with the management team to follow up on any issues presented.

# ALA ANNUAL CONFERENCE 2023

## Jessica Keeler, Youth Specialist Librarian

### Sessions Attended

Re-engaging Readers with Multicultural Literature

Opening Keynote with Judy Blume

Exhibit Hall Opening

A Procrastinator's Guide to the 2023/2024 Solar Eclipses

Idina Menzel & Cara Mentzel

Beautiful & Fun D.E.I. Kids Books from Independent Publishers featuring Ryan Estrada and Laura James

Mariama Lockington Autograph Station

We Need Diverse Books and ALA Present: How to Fight Book Bans: Authors On Speaking Up and Fighting Back

Thinking Outside of Your Positionalities: Centering Diversity, Equity, Inclusion & Accessibility in Your Library

StoryTeen: Encouraging Teen Interns & Volunteers to Offer Storytime, Support Early Literacy, and Explore Careers in Early Education and Librarianship

Share our Stories: Asian and Pacific Islander Literature for Children and Young Adults

Autism is Welcome Here: Increase Access and Inclusion For Neurodivergent Youth

Is Your Library Challenge Ready?

Cloud Watching for NASA!

Leading with Your Hands and Your Heart: A Conversation about Leading from Wherever You Are  
Addressing the Spread of Misinformation and Disinformation: The Library's Role

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

Much of what I attended felt more like professional development than actual things I could bring back and implement but I left feeling very fulfilled professionally and I did also attend a handful of sessions that gave me ideas and useful resources.

Much of the conference was focused on the current state of book banning. I was able to meet quite a few authors that I've read and adored and hear their thoughts on how to tackle bans and how it affects them professionally and emotionally. It was really moving to listen to Jerry Craft and Kyle Lukoff (among others) at the We Need Diverse Books panel discussion. I had the chance to chat with both of them before the panel. I also went to two panel discussions that featured Linda Sue Park. She's been working toward inclusive literature for young people for so long now and hearing her speak about AAPI representation in books in one panel and her thoughts on leadership in another was so inspiring. I didn't wait in line to meet any big name authors in the exhibit hall except Mariama Lockington. One of her books was in the top 10 of the most recent YouPer Awards and it was exciting to meet her and tell her how much I loved her book and how many kids I've handed it to. I would say my passion for middle grade lit is one of the main core values of my identity as a Youth Librarian. Seeing the trends toward quality representation in this genre gives me so much hope for the future. Being able to meet these authors that have helped guide my work was an amazing opportunity.



Another hot topic at the conference was the upcoming eclipse. I went to 2 separate sessions that discussed this and other STEAM programming and resources. There are so many freely available resources (some that I was aware of but hadn't explored and others of which I had never heard) that will be incredibly useful for programming. NASA has a whole citizen science initiative that is really interesting and with the popularity of that kind of programming at our library, I'll easily be able to add that component into various things. I was able to snag a big stack of eclipse glasses too which I know will help since we ran out so quickly last time, from what I understand.

Another program that sounded really interesting to me was the session on StoryTeen at the Brooklyn Public Library. Obviously, they're a large system so the program is much bigger than anything we could do but I thought it sounded really fantastic. They hire teens for the StoryTeen program, which runs through the school year. The program gives a stipend at the end and also qualifies as volunteer hours. Teens work 4 hours a week and begin with orientation and Early Childhood Education basics. The program is designed to scaffold the experience with observation, sharing one program component, co-planning and co-leading programs, then flying solo with a librarian always present. With the way we have reworked our internship program in an attempt to inspire undergrads to pursue librarianship, I think a program like this would make sense at our library. I also thought it would be a great way to bring the Youth and Teen departments together more at PDL.

I also attended a session about Autism in the library. This session was packed with lots of good information that will help inform the launch of the programming for special needs patrons. I saved the entire slide deck for this program, which also included a sensory checklist that was really great and examples of social stories that will help us in developing our own social story.

I have a 20 page document of notes from everything I attended if you'd like more detailed information.

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

There were a lot of things that I will work into programming in some fashion (all mentioned in the previous answer). I think the StoryTeen program would be amazing at PDL and I would really love to see it implemented. It would take a team of people though. It's not something I could create myself.

## LANSING SANITARY SUPPLY EXPO

### **Yong Heo, Facilities Supervisor**

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

Lansing Sanitary Supply (LSS) held their annual Expo at Holt High School in Holt, Michigan on June 22, 2023. LSS is the PDL's primary supplier for custodial products. The Expo was well attended (schools, community organizations, businesses) and consisted of brief educational seminars and showcased a variety of products through LSS vendors. Products on display ranged from everyday cleaning products to advanced technology driven custodial machines like autonomous carpet/floor cleaners. Attending the Expo was an educational and worthwhile professional experience as it made me more aware of the services and resources available to meet the library's changing facility needs. Staying on top of the latest industry trends and services will go a long way to improving productivity, work experience and potential cost savings to the Library.

I also had an opportunity to meet Joe Ellis, Executive Vice President of LSS. He expressed his thanks for our continuing relationship and made me aware of the many in house services that LSS offers at no cost to their customers including industry standardized custodial training programs and product education.

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

One item of particular interest is a proprietary software developed by Spartan cleaning products available to their customers. Among its many features, the software is designed to facilitate clear and effective communication between staff, issue work orders, verify, track and document custodial activities and needs.