



# DIRECTOR REPORT

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

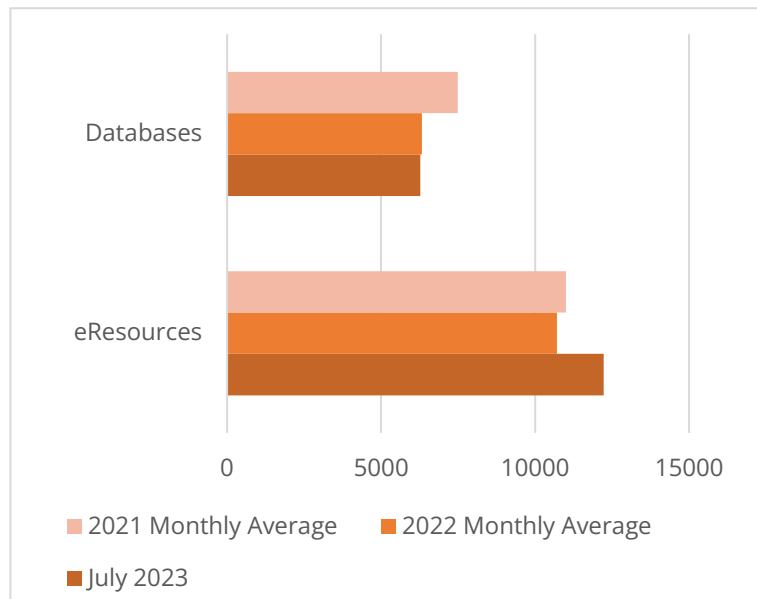
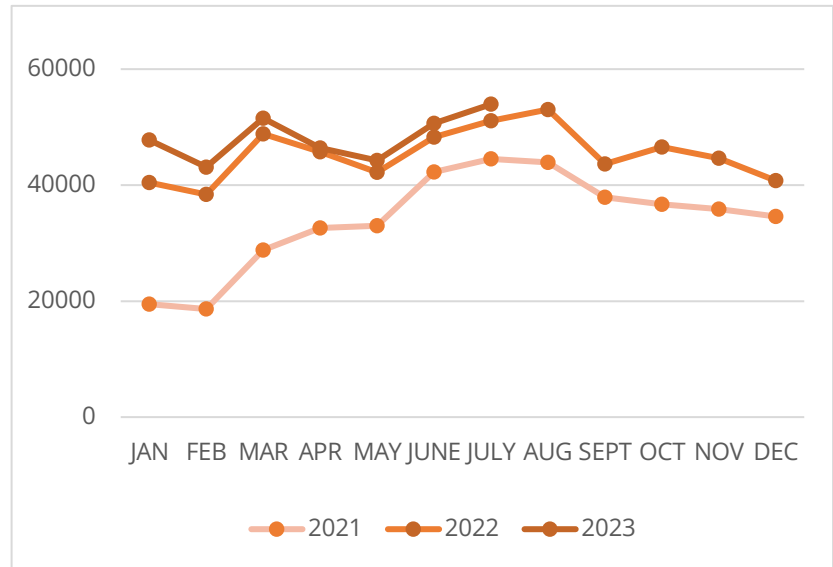
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Physical circulation continues to increase. Online resources show gains in usage.		Continuation of Teen STEM positions. Server work in progress.	
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Outreach activities at Farmers Market and Township Park. Support for Homelessness.		Lots of staff anniversaries and hiring.	

# CIRCULATION

## PHYSICAL COLLECTIONS

Circulation continues to climb as we see more and more people checking in for the library's popular summer reading program.



## DIGITAL COLLECTIONS

We noticed both eResources and Databases increased by about 1,000 uses each over the month of June. Last month, we saw an increase in the use of Kanopy, the library's streaming movie app. The increase was so significant that the app cut off checkouts for the last few days of the month to keep our budget in check. I added additional funds to get through the rest of the year so this does not happen again.

## JUNE'S MOST POPULAR TITLES

- Simply Lies* by David Baldacci
- Lessons in Chemistry* by Bonnie Garmus
- Happy Place* by Emily Henry
- Five Star Weekend* by Elin Hilderbrand
- Housemaid* by Freida McFadden

# PARTICIPATION



## EVENT HIGHLIGHTS

- Last month's swap event helped community members trade out 222 board games. In the fall, we will continue these popular events with a kids costume swap.
- An event about traveling in Budapest garnered significant participation both in-person (35 attendees) and online (68 views).
- MSU Extension offered a Seed Saving Basics workshop that helped highlight our Seed Library and Propagation Station.

## SUMMER READING

Over 1,650 people are registered for the program, and an average of 796 people checked in each week to record their reading and receive prize coupons from local businesses. Participation and average checkouts have actually INCREASED over the course of the summer. Pre-COVID, we were used to seeing participation wane over time.

↓ 14,377

Library Visits

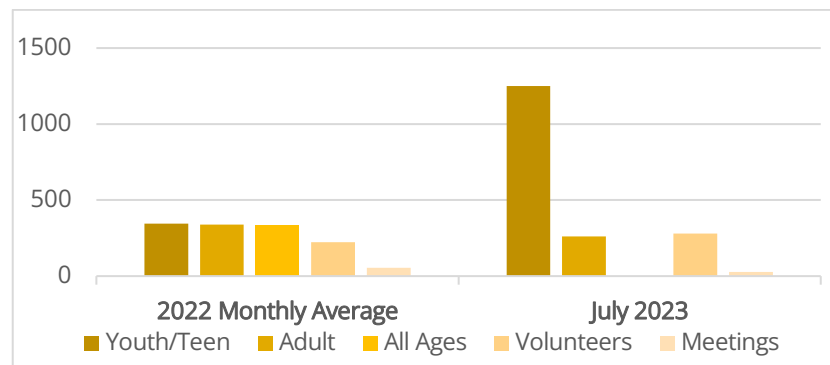
↓ 4,261

Questions Answered

↑ 72

Total Programs

Youth saw an extreme increase in participation in library programs, blowing away last year's monthly average by over 350%, demonstrating the community value of the programs we put together.



# COMMUNITY ENGAGEMENT

## PROJECT UPDATES

### Outreach Opportunities

The Book Bike made an appearance at the Farmer's Market this month, helping the library connect with almost 300 people. Another youth librarian also spent the afternoon with 100 community members at Township Park supporting the Journey to Housing program for youth and families.

### Homeless Support Task Force

Library staff have formed an internal task force to support the growing homeless population through our own internal procedures. This group of staff from across the library will research our current gaps in support and suggest new procedures to ensure that our library is an effective community partner.

### Public Health Support

We are working to continue participation in the COVID test kit distribution program. We are also participating in the distribution of KN95 masks to support those suffering the effects of poor air quality due to the flow of smoke from fires this summer. Masks are freely available at the RA Desk.

Plymouth District Library  
July 21 at 4:00 PM

After months of behind the scenes prep, Plymouth District Library is proud to debut our Board Games Collection! This collection serves as an expansion of our ever growing Library of Things, which also circulates laptops, STEAM kits, and telescopes, among other non-traditional library materials. Our Board Game collection includes games for every skill level and can be found by the main floor Reader's Advisory Desk.



70

5 comments 3 shares

Plymouth District Library  
July 25 at 12:01 PM

We had a BLAST this past Saturday welcoming Kam Reynolds of Kam Comics and the Michigan Science Center's Traveling Science! We hope you're loving our summer programming as much as we are! You can learn more about Kam Comics at [kamcomics.com](http://kamcomics.com) and more about the Michigan Science Center by visiting [mi-sci.org](http://mi-sci.org) #pdlsummerreading



27

3 comments

# TECHNOLOGY

## SPECIAL PROJECTS

### Server Updates Taking Place

The server purchased in FY2022 came in piece and has finally arrived so that work can begin on the library's server migration. All old servers are being decommissioned and new servers are being setup with enhancements to support IT processes. This is a large amount of back-end work for our small IT team to take on, but it will pave the way for additional upgrades in other areas of our technology infrastructure.

### Grant Application for Additional Tech Kits

PDL staff are currently working through the application process for

### Email Marketing Implementation

Staff are still working with both Orange Boy and Sirsi Dynex to support our transition to enhanced email marketing. This process has been complicated by our catalog, which is in need of upgrades (scheduled to take place in October 2023).

### Continuation of Teen STEM Corps Initiative

Due to the success of the current group of high school students employed through the grant from the BOSCH Community Fund, we are investing in the continuation of the program during the school year with fewer students for more limited hours. Three of the current team members will continue for the first half of the school year, and another high school student will be hired to fill out the schedule.

↓ 13,803

WiFi Sessions

↑ 1,539

Computer Sessions

40,510

Website Hits\*

↑ 5,885

Mobile App Uses

\* After migrating to the newest version of Google Analytics, staff are working on including views of our catalog, like we did previously.

# FACILITIES

## Masonry Issues

Persistent issues in the library's brick masonry are in the process of being analyzed by structural engineers. There appears to be a linger issue with the building that may require removal of a section of bricks to shore up the bracing along an exterior corner of the building. Quotes for the project will be brought to the library board for approval as this will likely be a cost-intensive project.

## Preventative Maintenance

Preventative maintenance has been conducted on the library's exterior doors, HVAC, and generator. Additional services were needed to repair our generator, including a battery upgrade and replacement of coolant.

## Custom Furniture

Facility Supervisor, Yong Heo is in the process of designing and building a few custom furniture pieces for the library. One will be a custom table for the Teen Study Room, which will undergo a quick revamp this year. Another item will be a custom base for a large gaming table that was purchased for the library by Kiwanis for the Tween Area on the lower level.

## Lighting and Electrical Work

Danboise Mechanical continues to troubleshoot the lighting on the Main Level. There are some incompatibilities from the former stairwell chandeliers that are making the project take longer than anticipated.

# PERSONNEL

## Open Positions

Special Projects Librarian	Internal interviews ongoing
Library Page	Applications due August 31
Circulation Clerk (Internal-only)	Applications due August 17

## New Hires

None

## Terminations, Retirements, Resignations

Elissa El Hage	Effective 8/12/23	Library Page
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## Employee Anniversaries

Alexis Williams	8/7	2 years	Library Page
Melanie Bell	8/12	4 years	Assistant Director
Hiroko Stolaruk	8/14	9 years	Page Lead
Eric Klute	8/15	1 year	IT Coordinator
Griffin Zdun	8/15	1 year	Library Page
Donna Roraback	8/26	9 years	Library Page
Christine Campbell	8/27	4 years	Library Page
Kaitlyn Theisen	8/27	4 years	Tech Services Clerk
Holly Hibner	8/31	14 years	Adult Services Coordinator

July FTE Count: 42.1



## RESEARCH INSTITUTE FOR PUBLIC LIBRARIES 2023

Holly Hibner, Adult Services Coordinator

### Sessions Attended

Community Engagement: Who's Counting

Begin with a Strong Foundation: Developing a Data Plan

Observations: Data Hiding in Plain Sight

What Makes Your Community Special: Conducting a Well-Rounded Needs Assessment

Community Data for Impact

Lighting the Way on Your Equity Journey: Co-Creating Evaluation Projects with Community Partners

Exploring Public Library Survey Data

Outcomes & Beyond: A 3-Step Process to Evaluating Program Success

R IPL Unconference

Library Storytelling with Data: Argument, Evidence, and Emotion

Getting Comfortable with Curiosity

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

Lots of good information on using outcomes and stories along with data to count our impact. A great quote: "Count the dreams you are helping people achieve."

Developing a data plan was a great session that included information about key performance indicators. It also discussed input alignment between data reporters, such as between departments. The idea of Budget Action Proposals was interesting too - spreadsheets with tabs for how programs/services align with mission/strategic plan, data points for evaluation, feasibility, and equity.

Resources on data mapping and data visualization:

ArcGIS <https://www.arcgis.com/index.html>

Polycymap.com

IMLS Library Search & Compare <http://imls.gov/search-compare>

American Community Survey <https://www.census.gov/programs-surveys/acs>

PLS Benchmarking tables <https://www.imls.gov/pls-benchmarking-tables>

Using logic models as a visual representation of how a program/service is supposed to work. Helps stick to intent, sharing the "why's". Drives focus and forces you to think through the process in details and finds weak points, other options, etc.

I also saw a demo of Orange Boy, which gave me a whole new understanding of that product.

### Anything we should consider implementing at PDL?

We may be able to use a lot of these tools in our next round of strategic planning. We should also consider implementing logic models and budget action proposals for new initiatives going forward. Looking forward to all the data we'll get from Orange Boy, too!