

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday December 19, 2023, 7:30 p.m.

Hybrid Meeting In-Person and Using Zoom

1. Call to order and attendance – President Pappas called the meeting to order at 7:39 p.m.

PRESENT: Trustees George, Khogali, Morrison, Pappas, Sexton, Walsh, Yaser

ABSENT: None

ALSO PRESENT: Shauna Anderson, Director; Melanie Bell, Assistant Director

PUBLIC: Mr. Vaz – Plymouth, MI

2. Approve agenda –

Resolved by Trustee Khogali; seconded by Trustee Walsh to approve the agenda

AYES: 7

NAYS: 0

PASSED

3. Approve minutes of November's regular meeting -

- On page 3, Agenda item #7.2, the second bullet point should read Trustee Khogali, not Trustee Yasir

Resolved by Trustee Khogali; seconded by Trustee Yaser to approve the Minutes of November's regular meeting as amended

AYES: 7

NAYS: 0

PASSED

4. Public comment – None

5. Financial report and list of November's bills –
 - The Library made a \$1,001,000 transfer from Savings to the MI Class Investment account
 - Director Anderson reviewed the Library's account earnings for the month of November

Resolved by Trustee Khogai,; seconded by Trustee Sexton to accept the financial report and approve for payment check numbers 32389 through 32455 and November's payroll and retirement transfers and monthly credit card payments

AYES: 7

NAYS: 0

PASSED

6. Director's Report –
 - Circulation for the month of November was higher than November of last year
 - Library visits deceased but there were increases in questions answered and total programs offered
 - AARP Tax Support will resume their services in 2024
 - The Library's mobile application went down due to vendor conflict. The Library is currently without this application but is working toward an alternative solution
 - The staff elevator continues to cause problems. Replacement parts may help solve the issues. If not, then the library will consider a replacement in 2026

6.1 Trustee Reports - None

7. Committee Reports

7.1 Personnel Committee - meeting held December 11, 2023

- Trustee Walsh informed the board that after reviewing the options, the Personnel Committee is recommending Option 1. Details to follow under Agenda 8.1

8. Old Business -

8.1 MERS Recommendation

- Director Anderson reviewed all five options available to the library, presenting the pros and cons of each
- Option 1 relieves both immediate and lasting financial burdens placed on the institution and is the choice recommended by the Personnel Committee
- Trustee Khogali asked that the phrase "for current active staff" be included in the resolution

Resolved by Trustee Walsh, seconded by Trustee Khogali, to approve removing the COLA from Pension Benefits for all service earned after January 1, 2024 for current active staff

AYES: 7

NAYS: 0

PASSED

9. New Business -

9.1 2024 Blanket Purchase Order, Approval

- The list of vendors needing blanket purchase orders for 2024 were reviewed and approved

Resolved by Trustee Yaser, seconded by Trustee Walsh, to approve the proposed list of Blanket Purchase Orders for Fiscal Year 2024

AYES: 7

NAYS: 0

PASSED

9.2 Embroidery Machine Quote, Approval

- The library is in need of a new embroidery machine. The purchase fits within the 2023 budget
- Of the three quotes, Assistant Director Bell is recommending purchasing the machine through Leabu Sewing Center. They are local and very responsive

Resolved by Trustee Khogali, seconded by Trustee Sexton, to approve the purchase of an embroidery machine and accessories for a total of \$8,699.96

Roll Call:

AYES: Trustees George, Khogali, Morrison, Pappas, Sexton, Walsh, Yaser 7

NAYS: 0

ABSENT: 0

RESOLUTION: PASSED

9.3 Collection Audit Report

- Adult Services Coordinator, Holly Hibner, reviewed the Collection Diversity Audit with the board, highlighting what worked, what didn't work and challenges faced
- Her PowerPoint presentation is attached to the minutes

9.4 4th Quarter Objective Report

- Director Anderson gave a status update on 2023 fiscal year's objectives. Staff were able to fully complete 7 out of the 10 objectives with the other 3 still in the process of being completed

9.5 Objectives for FY24

- The proposed 2024 objectives were presented to the board

Resolved by Trustee Khogali, seconded by Trustee Sexton, to approve the 2024 Objectives as presented

AYES: 7

NAYS: 0

PASSED

10. Adjourn -

Resolved by Trustee Yaser; seconded by Trustee Morrision to adjourn the meeting at 9:11 p.m.

AYES: 7

NAYS: 0

PASSED

Trustee Sexton, Secretary

Collection Diversity Audit Summary

Holly Hibner
Plymouth District Library
2023

What Worked

Having a form with required fields that can't be skipped

Having a form created consistency of what was analyzed

Timeline was reasonable

Staff participation was high

Staff buy-in was high

Having pre-set diversity benchmarks helped quantify the analysis

Challenges

Staff understanding of diversity definitions

- Ability diverse vs. body diversity
- Multiracial
- Assumptions based on imagery

Should have broken up collections into smaller audits

- 600s: health and wellness, but also pets, woodworking, and automotive
- 800s: world literature, but also citation guides, writing, publishing manuals

Results! Adult Materials

The benchmark **met** by the most collections was **Economic Diversity**

- **Why?** While the publishing industry lacks diversity in most other categories, the “rags to riches” and poverty/financial struggle tropes and storylines are prevalent. The collections with the highest percentages of materials in this category are book club kits, fiction, mystery, large print, and DVD (and ANF3, which includes the personal finance subject area)

The benchmark **missed** by the most collections was **LGBTQ+**

- **Why?** It's the diversity marker with the highest benchmark at 10%. Only A791-792 met this benchmark at exactly 10%, and the next highest was Book Club Kits at 8%. No other collection came close.

The collections that **met** the most benchmarks were **Cooking, Biography, Book Club Kits, and DVD**

- **Why?** Cooking and food are culture-oriented, so the collection is naturally diverse. Biography and DVD have enough published in this category, and Book Club Kits are a very intentionally curated collection of titles that are discussable.

The collections that **missed** the most benchmarks were **ANF1, ANF8, Romance, and Sci-Fi**

- **Why?** ANF1 and ANF8 = subject matter. Romance and Sci-Fi are lacking diversity in publishing, according to Arthur Clarke Award and Romance Writers of America.

Results! Youth & Teen Materials

The benchmark **met** by the most collections were **Black and Indigenous**

- **Why?** More is being published in these categories

The benchmark **missed** by the most collections was **LGBTQ+**

- **Why?** It's the diversity marker with the highest benchmark at 10%. Teen Fiction and Book Club Kits both came close at 8%.

The collections that **met** the most benchmarks were (equally) **Teen NonFiction and Teen Graphic Novels**

- **Why?** These are the collections with a lot of publishing diversity. Much of the TNF diversity is in biography.

The collection that **missed** the most benchmarks was **Juvenile Non-Fiction 100s**

- **Why?** Subject matter = paranormal, ethics, self help, psychology.

Results! All Collections Combined

The benchmark **met** by the most collections was Indigenous

- **Why?** More is being published in this subject area 29 collections (out of 38) met this benchmark

The benchmark **missed** by the most collections was **LGBTQ+**

- **Why?** It's the diversity marker with the highest benchmark at 10%. 1 collection (out of 38) met this benchmark (A791-792)

The collections that **met** the most benchmarks were (equally) **Cooking, Adult Biography, Book Club Kits, Adult DVD, Teen Nonfiction, and Teen Graphic Novels**

- **Why?** These are the collections with a lot of publishing diversity. They each met 9 benchmarks (out of 11)

The collection that **missed** the most benchmarks was Juvenile Non-fiction 100s

- **Why?** Subject matter = paranormal, ethics, self help, psychology. It met 0 benchmarks (out of 11).

Next Steps

Weed intentionally: look closer at content in addition to usage stats/pub dates

Continue tracking selection benchmarks going forward

Lower LGBTQ benchmark?

- It was set based on state statistics, not local
- Loose definitions such as “non-heterosexual”

Collections that met the least benchmarks (JNF1, followed by JGN and JNF8)

- Full audit
- Larger sample
- More segmented sample of specific subject areas within those collections?

Broaden review sources to include non-traditional resources and independent publishers to find more good materials to purchase.

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Holly Hibner
Plymouth District Library
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