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TO: Plymouth District Library Board **DATE:** June 3, 2024
RE: 2nd Quarter Objective Review **FROM:** Shauna Anderson,
Director

Staff across the library contributed diligently to move forward our objectives for the 2024 fiscal year. Listed below are current status updates for each of the projects.

OBJECTIVE 1: Address economic insecurity through the implementation of all recommendations derived from the PDL Homeless Support Task Force.

IN PROCESS— In addition to the completed actions from last quarter, we will be submitting a grant to the Relentless Care Foundation through CFCU to support workforce development support through a myriad of services.

OBJECTIVE 2: Add an outdoor digital sign to the parking lot entrance.

NOT YET STARTED

OBJECTIVE 3: Implement a digital signage solution to seamlessly integrate all of the library's monitors to provide enhanced service information throughout the building.

COMPLETE— Additional monitors will be added to the front of meeting rooms in the next year or two.

OBJECTIVE 4: Plan and present a new lineup of outdoor events in the amphitheater area, experimenting to better understand best practices for this new venue.

COMPLETE— The Amphitheater Opening Ceremony occurred on June 1, and additional events are scheduled to take place throughout the summer and early fall.

OBJECTIVE 5: Utilize community support and volunteerism to complete outdoor upgrades throughout the rest of the library's outdoor areas.

IN PROCESS— We are seeking approval for a bid to complete the installation of the outdoor planting beds at this meeting. We will be holding another plant giveaway of our current plants in the late summer, before the installation. Bids will be reviewed at the July board meeting.

OBJECTIVE 6: In an effort to bring community members together, library staff will experiment with in-person program formats, including festivals, fairs, retreats, and an official Human Library event onsite at PDL to offer, high-interest, deep-engagement experiences with popular subject matter.

IN PROCESS— The Human Library event was rescheduled due to a number of schedule conflicts with our recruited participants. The fall will also include a retreat-style event.

OBJECTIVE 7: The library will hold a series of Community Conversations with key stakeholder groups to gain a better understanding of community needs and aspirations.

IN PROCESS— These events are slated for the Summer. I plan to facilitate a number of public and invitation-only conversations alongside members of the Strategic Planning committee.

OBJECTIVE 8: Librarian and Technical Services staff will collaborate on the implementation of new workflows to enhance and clarify procedures around ordering, cataloging, processing, and organizing collection materials.

IN PROCESS— We are planning to hold another Collection Forum with librarians and leadership staff to work on a more holistic approach to collection promotion and catalog cleanup.

OBJECTIVE 9: Library staff will work together on the implementation of stronger internal communication tools: including a new paging system, incident reporting tools, mobile communication, and internal web services.

IN PROCESS—We recently moved forward with an online incident reporting system that is working well. Eric and Mel are working on reconfiguring some aspects of our wireless system that will support the use of the current mobile communication devices we already have instead of moving forward with new devices. I am also working with Donna on internal marketing and potential upgrades to the library's intranet.

OBJECTIVE 10: Library staff will work together to recommend a path forward and begin implementation of an upgrade to the library's online catalog system.

IN PROCESS— We are working with our attorneys to exit our relationship with Sirsi Dynex, which may take longer than anticipated. We are planning on moving forward with the public-facing updates to the catalog with the intent to go live with that in December. We will transition the back-end of our catalog later in 2025.