



# DIRECTOR REPORT

**To:** Plymouth District Library Board  
**From:** Shauna Anderson, Library Director  
**Date:** July 10, 2024

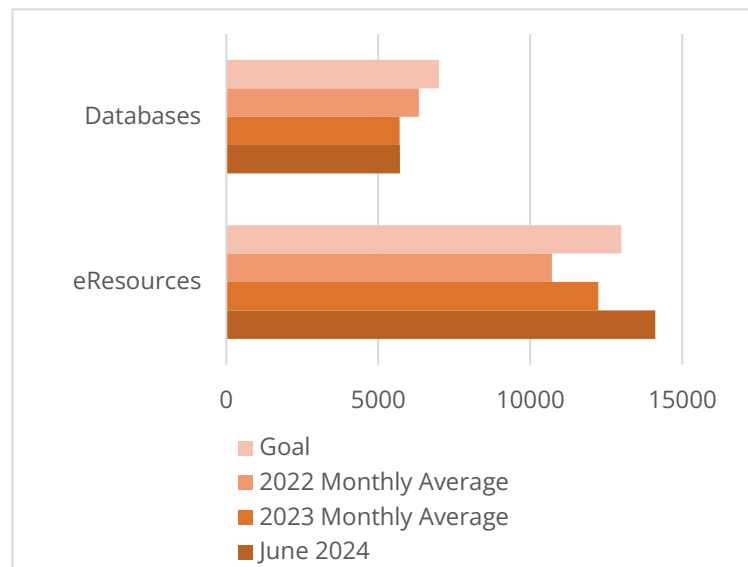
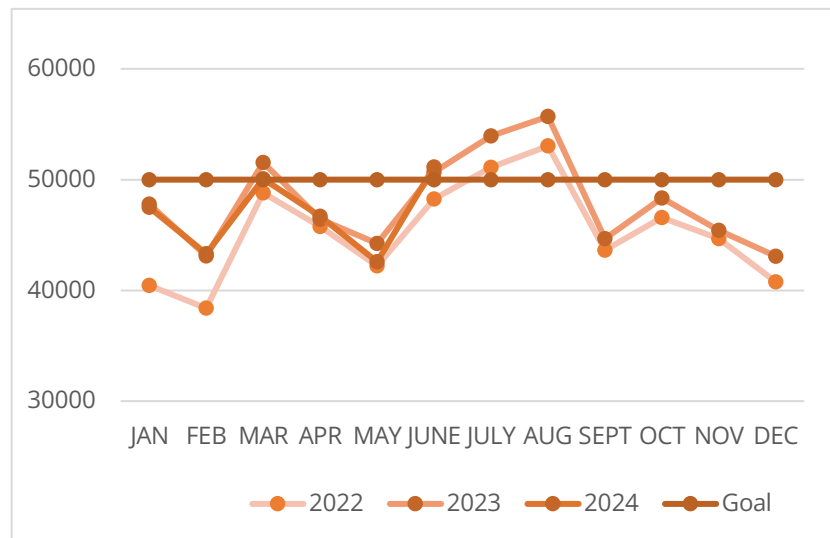
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All areas of circulation increased as the Summer Reading Program launched this month		Software deployment and app updates	
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Youth program participation increased over 240% over the previous month—many programs seeing over 100 participants		Passed inspections and scheduling upcoming maintenance projects	
Community Engagement	4	Personnel	7
Summer outreach at Farmer's Market and other venues		Internal promotions and current openings	

# CIRCULATION

## PHYSICAL COLLECTIONS

Physical circulation increased by over 10k during the month of June, surpassing prior year circulation by about 2%. We expect that July and August will follow this trend.



## DIGITAL COLLECTIONS

Both eResource and Database use is up over the previous month.

We now have a combined digital and physical circulation of 388k, at 92% of our goal so far this year.

## JUNE'S MOST POPULAR TITLES

*The Women* by Kristin Hannah  
*Funny Story* by Emily Henry  
*Camino Ghosts* by John Grisham  
*Think Twice* by Harlan Coben  
*Happy Place* by Emily Henry

# PARTICIPATION



Families enjoyed a costumed, full-size Dinosaur performance/meet & greet in a packed meeting room.

## PROGRAM HIGHLIGHTS

- The Summer Reading Program has kicked off to even greater success than last year! We have over 2,200 participants, and we expect that number to continue to grow.
- Our Trivia Night programs have been a big hit! Afterward, I received many positive comments from attendees and we are planning two more this fall as a result.
- Local author and historian Barry Levine presented *John Delorean: Larger Than Life* to a crowd of 32 adults this month. His presentations on local auto industry icons are interesting, and appeal to auto enthusiasts, hobbyists, engineers, and factory workers. Mr. Levine will be back this fall with a talk on Lee Iacocca.
- Many youth programs are seeing over 100 participants—multiple storytimes and messy play—demonstrating the community need for youth programming for our youngest kids.

↑ 24,088

Library Visits

Youth programming saw a significant increase with the start of summer—a 240% increase! This is thanks to the large-scale programs designed by the youth department that attract folks from the entire region to participate.

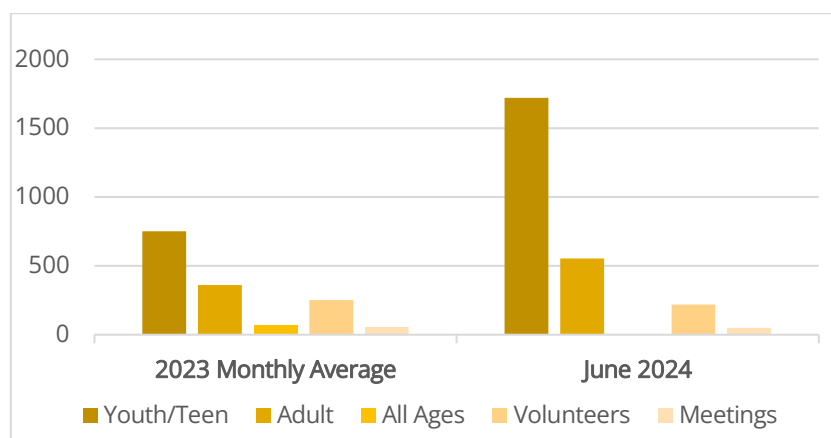
↑ 5,708\*

Questions Answered

\*almost doubled over last month

↑ 84

Total Programs



# COMMUNITY ENGAGEMENT

## PROJECT UPDATES

### Farmer's Market

PDL staff are hosting booths at many of the Saturday Farmer's Markets. At the two events held in June, staff interacted with over 200 people. We have received positive feedback from the Chamber about our inclusion in the markets.

### Community Conversations

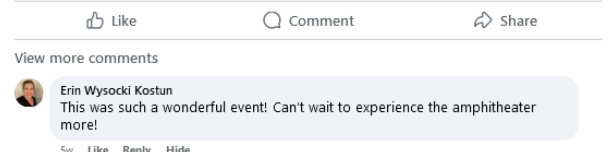
The library has been hosting a series of conversations to gain insight on the needs of our neighbors and how the library can play a larger role in actualizing community aspirations. We hosted two productive focus groups for the public in June and plan to host two additional sessions by invite-only in July. A complementary online survey is also being distributed and has over 100 responses from across the community.

### Plymouth Pride

PDL hosted a booth at the first Plymouth Pride event in Old Village. While the library received public backlash on social media for our participation, there was a lot more positivity and good conversations at the actual event itself.

### Collaboration & Community Participation

Heather Pacheco attended the annual meeting of the Interfaith Leadership Council and the Plymouth Development Breakfast hosted by the Chamber.



# TECHNOLOGY

## SPECIAL PROJECTS

### Software and Hardware Deployment

IT staff have been working to transition staff and public PCs to a new way of supporting access to Adobe Creative Suite. The team also replaced all of our old UPS machines for our servers and are working behind the scenes to prepare librarians to transition from desktop machines to laptops to support enhanced mobility.

### Outdoor Audio in Amphitheater

After having some time to learn more about the audio needs of programs in the Amphitheater, we are ready to install a more professional audio set up with funding from the Wilcox Foundation. We are anticipating the project to take place later in the fall, after the majority of the summer programs are finished. Until then, the IT team is setting up a mobile audio system for each program.

### Mobile App Updates

The new mobile application is set to launch for the public on July 26. It will be made available to staff the week prior to support their training.

↑ 14,426

WiFi Sessions

↑ 1,623

Computer Sessions

↓ 640,812

Website Hits

N/A

Mobile App Uses

# FACILITIES

## Passed Inspections

The library passed a number of recent midyear inspections, including the fire alarm system, the fire extinguishers, the generator, and the backflow testing of fire suppression, sprinklers, and boilers.

## Contract Reviews

Facilities Coordinator Loreen Graham is currently in talks to review contracts with the following vendors: BASS (for our HVAC controls), Guardian Alarm (for our security alarm system), and OTIS (for our elevator maintenance). Each will be scheduled onsite this month to discuss cost savings opportunities and expectations for services provided.

## Upcoming Projects

The Facilities team is gathering quotes to support various electrical and lighting repairs, gutter maintenance, and wood rot repair.



# PERSONNEL

## Open Positions

Administrative Assistant  
Adult Librarian (coming soon)

## Promotions

Jeff Wears	Reference Lead
Dee Beaver	FT Adult Librarian

## New Hires

James Edwards	Starting 7/22	Facilities Technician
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## Terminations, Retirements, Resignations

Sarah Winter	Adult Librarian
Sandra Young	Admin Assistant

## Employee Anniversaries

Rebecca VanStraten	7/13	13 years	Technology Assistant
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June FTE Count: 47.1

## RETIREMENT

Congratulations to Sandra Young on her retirement from PDL after 15 years of service!

## REFERENCE DEPARTMENT REORGANIZATION

Previously, Adult Services Coordinator Holly Hibner oversaw 17 employees—the overwhelming majority of the Reference Department and an unwieldy number of reports to provide individualized support. In order to create more structures of support in the Reference Department, we have been working toward creating a new, middle-management position for the past two years.

This month, I made the decision to promote longtime Reference Assistant, Jeff Wears to the new role of Reference Lead. Jeff has excelled in providing fantastic customer service for the public, in addition to being a colleague that truly embodies the library's organizational values of Quality, Comfort, Collaboration, and Generosity. Jeff will still be working under Holly, but going forward all of the Reference Assistants will be reporting directly to Jeff,

