



DIRECTOR REPORT

To: Plymouth District Library Board
From: Shauna Anderson, Library Director
Date: August 13, 2024

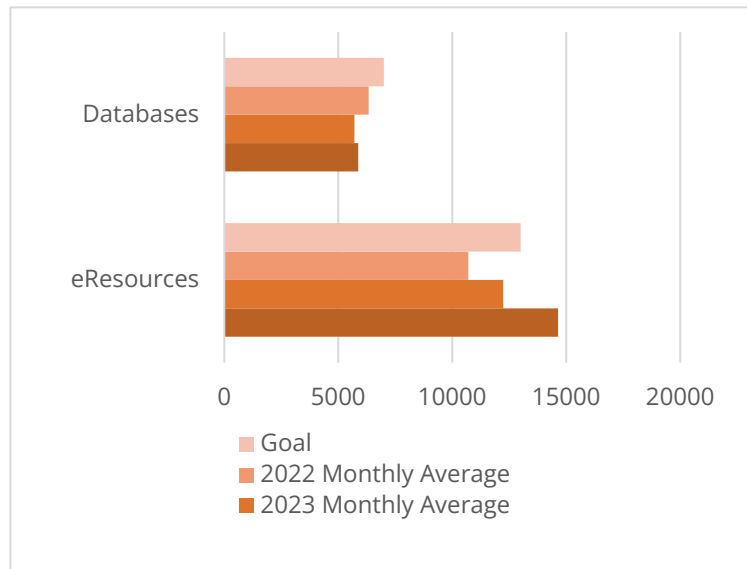
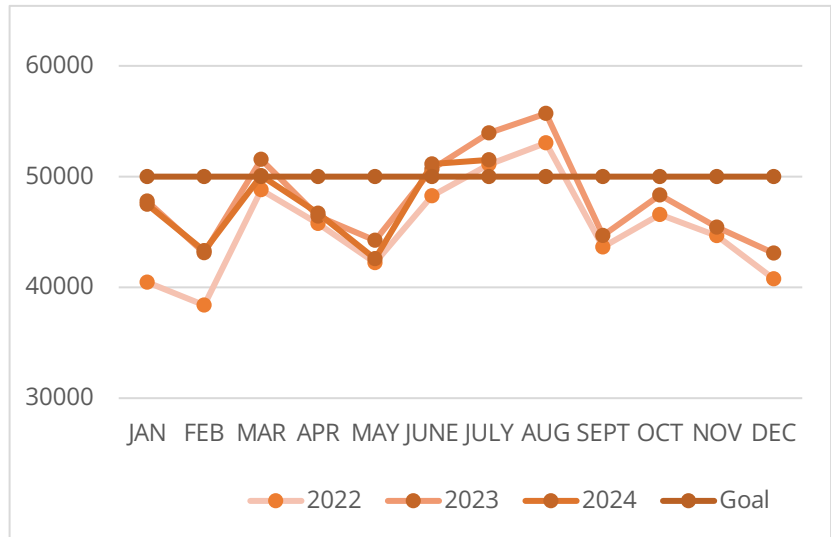
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At 79% of our KPI for combined circulation so far this year.		Mobile application launch and successful youth programs in The Lab.	
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Youth programs like Messy Play and Super-Sized Storytime bring in the crowds.		Update on HVAC leaks and water shut offs in July.	
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Successful SRP sponsor promotion and collaboration with PARClife.		Well-deserved promotions and many long-term staff anniversaries.	

CIRCULATION

PHYSICAL COLLECTIONS

Physical circulation was below expected, but on par with Summer 2022 circulation. The library's new mobile application launched at the end of July



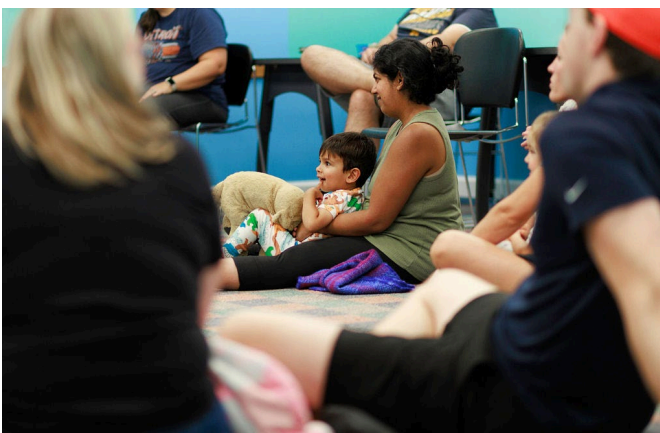
DIGITAL COLLECTIONS

eResource usage once again surpassed our KPI for this month, while database usage lagged. We now have a combined digital and physical circulation of 388k, at 79% of our goal so far this year.

JULY'S MOST POPULAR TITLES

- The Women* by Kristin Hannah
- Funny Story* by Emily Henry
- Camino Ghosts* by John Grisham
- Swan Song* by Elin Hilderbrand
- First Lie Wins* by Ashley Elston

PARTICIPATION



Tinker Club participants build with cardboard (above). Patrons cuddle at Bedtime Storytime (below).

PROGRAM HIGHLIGHTS

- Participants at Spice Club confirmed that they love the sense of community and the exposure to world cuisines that the program affords. Many table groups discussed their family's favorite recipes and favorite food memories—creating a lovely experience of unity, cooperation, collaboration, and sharing! This group will be transitioning to a more frequently meeting cookbook club in the fall.
- Messy Play is becoming one of our most popular youth programs. Even when the building was closed for water repair, there were 124 participants having a blast!

↓ 17,612

Library Visits

↑ 11,909*

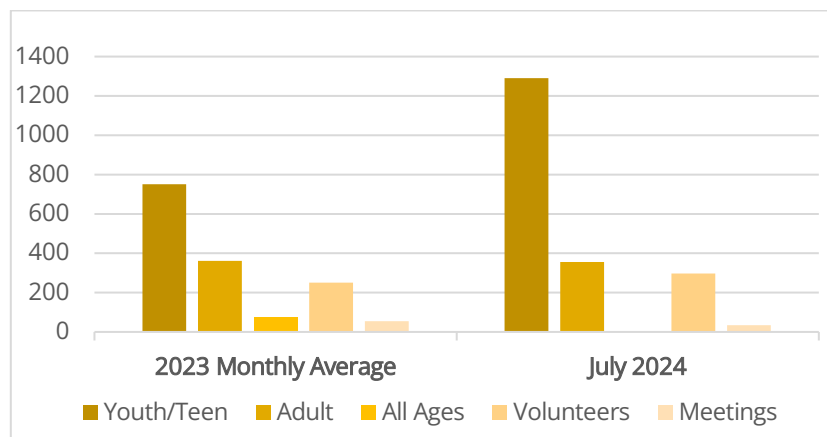
Questions Answered

*5x higher than previous month

↑ 80

Total Programs

Youth participation spiked, due to the popular weekly programs ongoing through the summer. We saw a dip in meeting room reservations, comparatively to average figures.



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 July, staff interacted with over 300 people. We have received positive feedback from the Chamber about our inclusion in the markets.

Community Outreach

PDL staff walked in the 4th of July parade alongside the Book Bike (affectionately named "Mo Wheelms" by our youth librarians). The Penn Theatre also hosted the film *Butterfly in the Sky* at the Penn with attendance by library staff and a coordinating book display in the library.

PARClife Collaboration

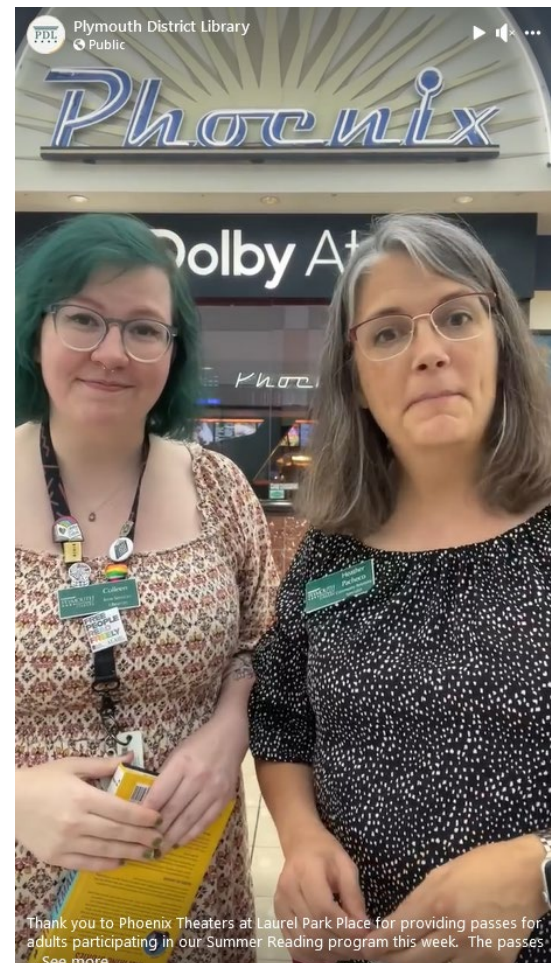
Community Relations Specialist, Heather Pacheco hosted PARClife, a community-based support-provider for neurodivergent youth, for a tour of the library and individualized program.

SRP Sponsorships

During the summer, the library promotes our Summer Reading Sponsors in weekly social media posts. These posts have been getting more interaction and greater reach than our regular library content, thanks in part to our commitment to using video/reels. We appreciate the generosity of our community sponsors and are glad to see that we are pushing more community members to get to know local businesses through our program.



Plymouth District Library is grateful to Skatin' Station Family Skate Center for being one of our two weekly Summer Reading sponsors this week! We ho... See more



Thank you to Phoenix Theaters at Laurel Park Place for providing passes for adults participating in our Summer Reading program this week. The passes... See more

TECHNOLOGY

SPECIAL PROJECTS

Custom Staff Calendar Application

Technology Specialist, Clint Lafferty, designed a better way to view shared calendars across library staff. This application is currently in beta testing and will allow for more transparency around availability.

CrowdStrike Impacts

Preemptive maintenance by our IT team reduced the impact of the CrowdStrike outage in July. Only 3 PCs were impacted and no meaningful server issues were present.

Lab Updates

Youth-focused programming in the Lab has been a big hit this year, though the noise levels that result on the usually quiet upper level are a common complaint. 55 kids participated in the first session of Tinker Club.

Mobile App Updates

The library's mobile application went live to the public on July 25. We are monitoring the impacts of the mobile application on our circulation as we move forward. Since launch, we have seen 1,109 downloads of the application and an average of 300 search queries per day.

↓ 14,021

WiFi Sessions

↑ 1,436

Computer Sessions

↓ 578,503

Website Hits

N/A

Mobile App Uses

FACILITIES

Leak Updates

RTU Humidifier drain blockage resulted in heavy water intrusion within the HVAC ductwork in part of the upper level that leaked down to the main level on July 12.

The situation was immediately triaged, and water contained/removed to prevent permanent damage to the library, equipment, rooftop, ceiling, furniture, and fixtures.

All emergency repair work and water remediation services were provided to the library by the service provider at no charge as a courtesy due to an overdue PM. All semi-annual preventative maintenance was completed on both RTU's.

Library Closures

The City of Plymouth conducted work on our shared parking lot that required the full shut off of the library's water supply on 7/20 and 7/22. The library closed to the public on both days, but we reopened in the evening on 7/22. Tremendous gratitude to library patrons and staff for their patience during the closures.

Contract Renewals

Facilities Coordinator, Loreen Graham, hosted onsite meetings for service contract renewal and cost savings opportunities with Robertson Morrison (HVAC Mechanicals), BASS (HVAC Control Provider), Guardian (Alarm System), Otis Elevator (Elevator Maintenance), and Specialized Vending (4-machines).

PERSONNEL

Open Positions

None

New Hires

Jim Edwards	Started 7/22	Facilities Technician
Anne Marie Reilly	Starting 8/26	Administrative Assistant
Kathryn Bergeron	Starting 8/26	Adult Librarian

Promotions

Jeff Wears	Effective 8/11	Reference Lead
Dee Beaver	Effective 7/29	FT Adult Librarian

Terminations, Retirements, Resignations

Sandra Young	Administrative Assistant
Sarah Winter	Adult Librarian
Kathleen Kozakowski	Adult Librarian

Employee Anniversaries

Alexis Williams	8/7	3 years	Circulation Clerk
Melanie Bell	8/12	5 years	Assistant Director
Hiroko Stolaruk	8/14	10 years	Page Lead
Eric Klute	8/15	2 years	IT Coordinator
Griffin Zdun	8/15	2 years	Library Page
Donna Roraback	8/26	10 years	Library Page
Christine Campbell	8/27	5 years	Library Page
Kaitlyn Theisen	8/27	5 years	Technical Services Clerk
Holly Hibner	8/31	15 years	Adult Services Coordinator

July FTE Count: 45.3