



# DIRECTOR REPORT

**To:** Plymouth District Library Board  
**From:** Shauna Anderson, Library Director  
**Date:** November 11, 2024

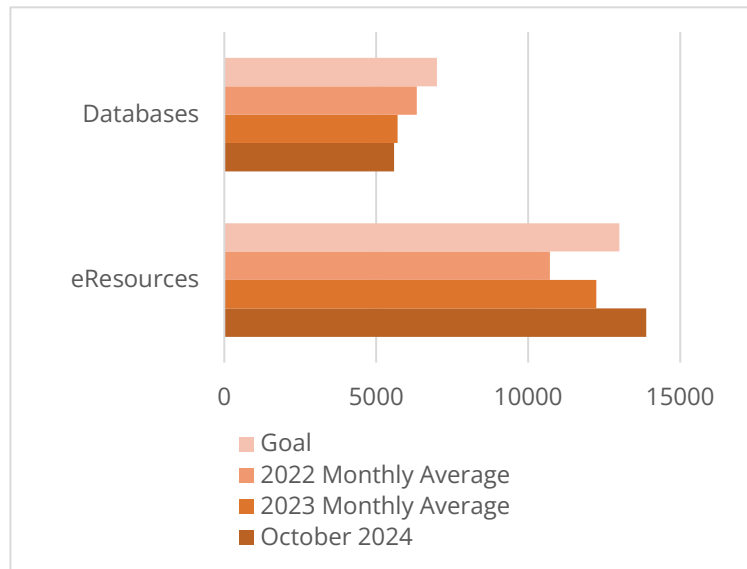
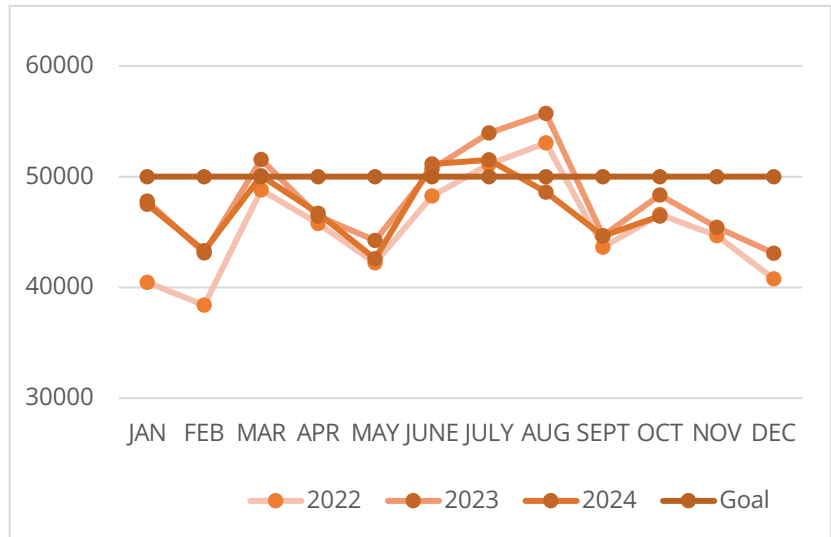
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Physical checkouts dipped below prior year numbers, but digital checkouts increased		Staff preview of BiblioCommons OPAC	
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Positive response from Human Library event, lots of Halloween fun		Many projects throughout the building, including the repair of parking lot brick wall	
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PumpkinPalooza reached the most people of any outreach event this year		Welcoming two new staff members and many longtime staff anniversaries	
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# CIRCULATION

## PHYSICAL COLLECTIONS

Physical circulation once again dipped below last year's numbers. We are implementing a number of displays for the winter that will hopefully increase aspects of our circulation.



## DIGITAL COLLECTIONS

eResource was back up to expected levels, while database use was slightly down.

We now have a combined digital and physical circulation of 578k, at 82% of our goal so far this year.

## OCTOBER'S MOST POPULAR TITLES

- The Women* by Kristin Hannah
- Funny Story* by Emily Henry
- Swan Song* by Elin Hilderbrand
- Here One Moment* by Liane Moriarty
- Counting Miracles* by Nicolas Sparks

# PARTICIPATION



(Above) Participants engage with Human Library "Books"

## PROGRAM HIGHLIGHTS

Participants read 47 total books at the Human Library event. Comment forms asked attendees to "Please describe one experience from today's readings that made an impression on you." Comments included:

- "Hearing Mia's story really was life changing to me...this really touched me,"
- "Our common humanity,"
- "I was impressed by the strength and resilience of multiple books,"
- "The depth of care I could feel from the monk,"
- "Talking with the Palestinian American Muslim gave me a greater understanding of things in the world right now,"
- "Greater sense of peace and joy; a true blessing to have had the time with [the monk]."

↑ 16,204

Library Visits

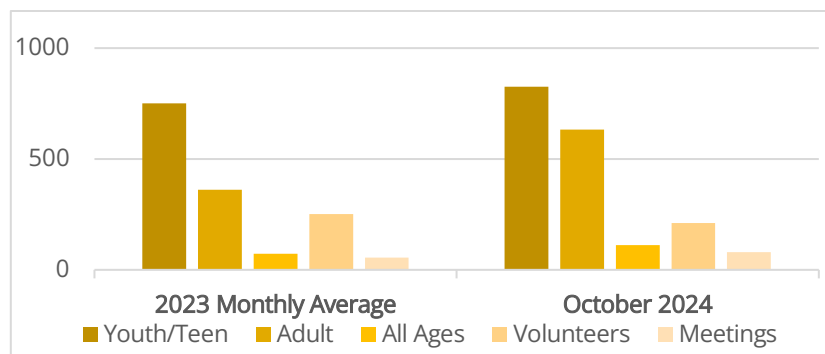
↑ 3,340

Questions Answered

↑ 100

Total Programs

Participation increased across all spheres of the library after a significant dip in September. Adult programs saw a distinct increase.



# COMMUNITY ENGAGEMENT

## PROJECT UPDATES

### Halloween Costume Swap

Our popular community swap programs continue to see a lot of engagement. October's costume swap gave away 106 children's costumes to help families get ready for Halloween fun.

### Community Outreach

The library provided 143 math game kits to kids at the Farmers Market this month. Staff and volunteers also hosted a booth at the Downtown PumpkinPalooza and interacted with over 2000 individuals—one of our biggest outreach events of the year.

### Community Partnerships

The library hosted a program to help the community learn more about services offered through the Plymouth Community Council on Aging. The library also provided a scarecrow for the program in the park that received a lot of positive comments on social media.

Plymouth District Library  
October 31 at 4:34 PM · 🌐

A little Halloween fun at Plymouth District Library! 🎃 Whether you're trick-or-treating, watching spooky movies, or reading a thrilling tale, we hope you enjoy a safe and festive evening! ✨ #HalloweenAtTheLibrary #SpookyReads



👍 Yasir Khogali for Plymouth Library Trustee and 54 others 2 comments 3 shares

Plymouth District Library  
October 9 · 🌐

Plymouth District Library hopes our scarecrow in the park - inspired by Room on the Broom by Julia Donaldson - will inspire you to come check out some of the hundreds of spooky and fun Halloween reads at the library the month. #halloweenreads #fallfun



👍 Yasir Khogali for Plymouth Library Trustee and 50 others 2 comments 1 share

# TECHNOLOGY

## SPECIAL PROJECTS

### New IT Installations

The new outdoor audio system was recently installed in the Amphitheater. This will allow for much better sound quality and faster setup times for performances in 2025.

We also implemented ClickShare for the Walldorf and Dunning AV. Meeting room users are now checking out the ClickShare dongle at the front desk if they plan to use the AV system.

### ILS Updates

We are in the middle of staff preview for BiblioCommons. A version of the site will launch to the public in a few weeks with a full public launch coming on December 12. We are beginning to work with Equinox on the back-end transition

↑ 15,409	↑ 1,606	↓ 468,861	↓ 10,889
WiFi Sessions	Computer Sessions	Website Hits	Mobile App Uses

# FACILITIES

## **Electrical Updates**

Our facilities team worked with Shaw to install new electrical hookups in advance of the Amphitheater audio installation. Additionally, a number of ballasts were repaired and converted to LED.

## **Program Room Updates**

Both the Walldorf Dunning Room and Storytime Room received fresh paint. The Storytime room also received new flip-top tables to allow for easier storage when the room needs to be cleared and had the sink repaired.

## **Miscellaneous Projects**

The Facilities team relocated the Main Level copier in anticipation of new vending units that will soon be installed in the ML copy nook. The team also moved and inventoried a large number of library shelving parts from the Main Street stairwell to the basement warehouse. Plants were repotted throughout the building and the handicap curbs were painted to allow for better visibility.

## **Brick Wall in Parking Lot**

This past week, a truck ran through one of the brick walls in the parking lot, facing Union Street. We are working to get the space cleared and the wall re-built as soon as possible.

# PERSONNEL

## Open Positions

Clerk

## New Hires

Sara Stoloff	11/5	Library Page
Sanita Maxwell	11/4	Clerk

## Promotions

None

## Terminations, Retirements, Resignations

Audrey LeBlanc	Technical Services Clerk
Alyssa Jacobsen	Circulation Clerk

## Employee Anniversaries

Michelle Berens	11/1	2 years	Technology Assistant
Jill Taylor-Christian	11/2	25 years	Library Page
Mary Kelly	11/2	15 years	Technical Services Coordinator
Katy Kramp	11/4	22 years	Adult Librarian
Lisa LeBlanc	11/4	11 years	Library Page
Dorothy Mulroy	11/26	23 years	Library Page

October FTE Count: 44.1

# CONFERENCES

## MICHIGAN LIBRARY ASSOCIATION ANNUAL CONFERENCE 2024

**Alice McCardell, Adult Librarian**

### **Sessions Attended**

Accessible Marketing Through a Trauma-Informed Lens

“Passive” Reader’s Advisory in the Time of Book Challenges

Press Play: Practical and Legal Considerations for Generative AI in Libraries

Five Life-Work Balance Myths – Busted!

Wonder Media – How to Spot a Fake

Disguising a Disinformation Program

Making Your Library a Model for Disability Rights

Resources & Partnerships to Expand Access to Civil Legal Justice

Mental Health is a Library Issue

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

I attended quite a variety of sessions, most of which were quite interesting. Of particular interest was the session on Artificial Intelligence. Unless it specifically says otherwise, we should assume that anything we upload online becomes training data for AI tools. We should avoid uploading any identifiable information or images. On Microsoft products, we need to opt out of Microsoft Copilot. It trains itself on all of our documents. If we loan out Chromebooks with it loaded on, we are exposing our patrons’ information and can potentially incur liability. When using AI ourselves or when assisting our patrons with it, we need to be aware that it may have been trained on mis/dis-information, outdated information, or biased information. Additionally, as information professionals we need to know where our AI of choice was trained to ensure that we do not engage in copyright infringement. I recently learned that my AI tool of choice, Perplexity AI, has been sued for copyright infringement and I will be investigating alternative AI tools. Artificial Intelligence has tremendous potential to be useful to us but we need to learn how to exploit it without being exploited or contributing to others being exploited.

Wonder Media – How to Spot a Fake was a terrific session on identifying dis- and mis-information. Wondermedialibrary.com is a research-based website offering interactive games, videos and information for age 10 through adult to learn about media literacy and news literacy. Mis- and dis-information are all over social media and all ages are susceptible to being misled by it. Wonder Media is a joint project of Western Michigan University, the Library of Michigan, and the Institute of Museum and Library Services. There are fun online programs that teach you about things like how fake videos are created, interactive games that have you try to determine what might be real and what might be fake, and educational videos like Whose Story Gets Told where you hear from real people about their reactions to common stereotypes about them in popular media.



Whose Story Gets Told helps people educate themselves about how stereotypes shape their understanding of people who are unlike them in some way. There is a great deal of additional engaging content available on Wonder Media that would be excellent for interactive multi-generational programming. All of the content is completely non-partisan and no political references are used anywhere.

Another session that was a real standout was Resources & Partnerships to Expand Access to Civil Legal Justice. MichiganLegalHelp.org is an online resource which offers free and accurate legal information help and referrals for Michigan residents. It is supported by the Michigan Supreme Court, Michigan State Bar Foundation, Legal Services Corporation, Michigan Advocacy Program, and the State Bar of Michigan. While you must be an attorney to give legal advice, you do not need to be an attorney to give legal information. MichiganLegalHelp.org offers simple explanations in easy-to-read (6th grade reading level or lower) articles on common civil legal issues. It helps people without an attorney who are dealing with eviction, divorce, child custody, child support, wills, name changes, etc. to better navigate the legal system and enforce their legal rights. It has ready-to-file forms and detailed articles on an array of civil legal topics. LiveHelp Chat is even available from 11am-2pm for one-on-one help finding information. All of these services are free of charge. There are Self-Help Centers in 32 Michigan counties that provide walk-in help for people who are uncomfortable with technology. Half of the centers are in libraries which helps to address the access gap. There are grants available to help fund staffing. Michigan Legal Help offers free training sessions for library staff even if we don't want to be an official center.

### **Anything we should consider implementing at PDL?**

I was part of PDL's Strategic Planning Committee this year and one of the areas we found the community to be interested in was intergenerational programming. I think that Wonder Media's offerings would fit in nicely in this area. They have an online toolkit that we could utilize to help flesh out this concept. I would also love to see us have someone from Michigan Legal Help come in to teach the Reference staff how to better help our patrons navigate the civil legal justice system. Whether we became a full-fledged Self-Help Center or just became better-versed in using the available resources, I think that there is tremendous value in being able to advertise that we can help people in this very meaningful way. Robyn Pierce, a librarian who manages the Jackson District Library's Self-Help Center, said that is the most satisfying thing she does in her job.

## MICHIGAN LIBRARY ASSOCIATION ANNUAL CONFERENCE 2024

**Dana Bussard, Youth Librarian**

### **Sessions Attended**

Managing All the Behaviors! Storytime Tips, Tricks and Solid Techniques!  
Welcome to the 21st Century: Modern Storytime Best Practices  
Escape Room for Librarians  
Meet Bubbles: Encouraging Teen Creativity to Engage your Whole Library  
Global Tales and Local Hearts: How Libraries Can Help Raise Multicultural Kids  
Playing with Purpose  
Equity in Play: Bringing Library Services to Our Youngest Patrons

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

I think almost every session will influence my work a little. The most important takeaway is the burst of enthusiasm you get from seeing what other libraries do, and then finding a way to bring the best ideas to your patrons/community. I learned many ideas for my "Sensory" and "Kindergarten Bootcamp" storytimes. I would love to take the information from the Escape Room session and try it with our staff and patrons.

### **Anything we should consider implementing at PDL?**

## MERS CONFERENCE 2024

**Mary Kelly, Technical Services Coordinator**

### **Sessions Attended**

Keynote: Andy Buckley, Actor and former financial planner  
Membership Business Meeting/Portfolio overview  
Building a Retirement Paycheck  
Actuarial Basics  
Social Security overview

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

As I near retirement age, it was helpful to understand social security basics (which is for everyone regardless of enrollment in MERS) I also enjoyed the actuarial basics class as well.

## **Anything we should consider implementing at PDL?**

Reference staff should be reviewing Social Security issues and Medicare (We already offer Medicare presentations every fall) Librarians tend to shy away from these types of topics since they are complicated and totally dependent on a person's situation. At the very least we should be helping people contact the Senior Alliance and review key times in the calendar year (aka fall open enrollment)

## MERS CONFERENCE 2024

### **Alice McCardell, Adult Librarian**

#### **Sessions Attended**

Building a Retirement Paycheck

Navigating the Future: Understanding Private Health Care Exchanges

25 Retirement Do's and Don'ts

Preparing to Retire with a Defined Benefit Plan

Social Security Overview

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

MERS has a number of very helpful financial planning tools on their website and app (some are only on the website) to help participants create a retirement planning strategy. They do stress that it is never too early to begin saving as even small amounts, when given more years to grow, can lead to larger end amounts than waiting to start later and investing larger amounts then. A good phrase to remember is "It's not about timing the market. It's about time in the market." They have calculators and helpful budgeting tools to help inspire you. Related tips include not waiting to get started saving; contributing a percentage of your paycheck rather than a flat dollar amount can ultimately result in a greater account balance at retirement; and even if you don't think you can save anything now, start with 5% and increase 1% every year after that. If you are self-funding, you should ultimately contribute 10-15% as a successful strategy. You generally want to be able to replace 80% of your income in retirement.

They encourage everyone to learn about what to expect re. Social Security benefits. Social Security benefits are based on your highest paying 35 years of work. You can create an account at SocialSecurity.gov and see how much you can expect to receive based on your current status. You can adjust it based on different potential retirement dates to see how long you might want to consider working and how much Social Security may impact your retirement.

Health care expenses need to be factored into your plans. If you are not receiving Social Security yet at age 65, you must actively enroll in Medicare. If you are receiving benefits already, you will automatically be enrolled. Medicare Part A (hospitalization) is free but

Part B (outpatient care) has a cost of \$174.70. This does not include prescription drug coverage. That is called Part C and is an additional cost. You can either purchase a low-cost Medicare Advantage Plan which replaces Part A and part B and likely has additional coverage for things like drugs, dental, eye care, etc. but involves restrictions like using a HMO or a PPO or enroll in a Medigap Supplement Plan which has no networks and allows you to get care anywhere that accepts Medicare but which costs more, does not include prescription drug coverage and which requires you to still pay for Plan B coverage separately. The Medicare Supplement plans fill in the financial “gaps” of your share of Medicare Parts A & B.

This conference is invaluable for the long-term well-being of any employee who is eligible for MERS.

### **Anything we should consider implementing at PDL?**

Simply allowing MERS-eligible staff members the opportunity to go learn about these important topics is the best thing that PDL can do. It benefits staff well-being and may enhance our service to those patrons who are dealing with these topics in the own lives. You cannot leave this conference without gaining a lot of empathy for folks trying to figure out these very important and very confusing things.