



# DIRECTOR REPORT

**To:** Plymouth District Library Board  
**From:** Shauna Anderson, Library Director  
**Date:** January 11, 2025

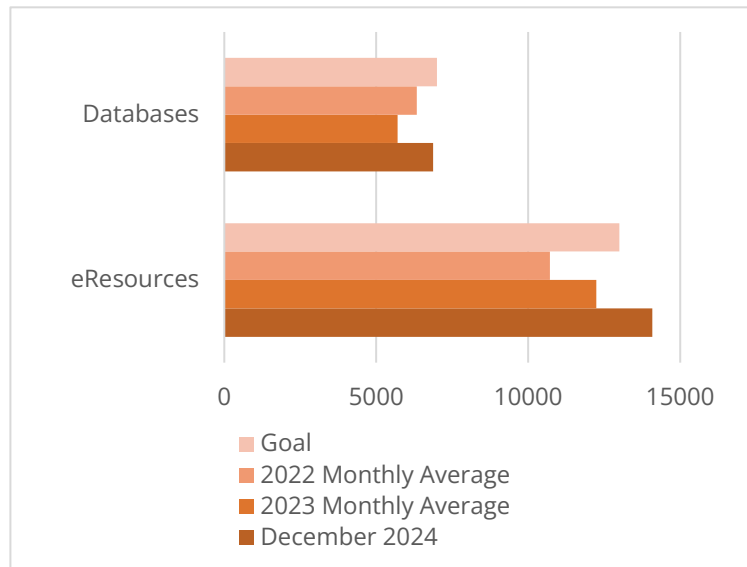
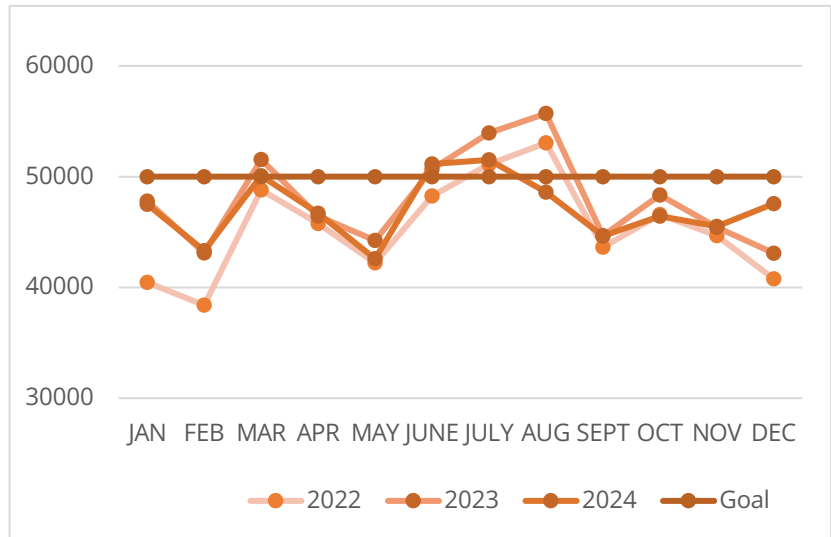
## CONTENTS

<b>Circulation</b>	<b>2</b>	<b>Technology</b>	<b>5</b>
Physical checkouts increased significantly due to OPAC updates and successful displays.		OPAC updates, electrical projects for compliance with fire inspection.	
<b>Participation</b>	<b>3</b>	<b>Facilities</b>	<b>6</b>
Even with fewer people coming to the library, we still saw an increase in program attendance.		Various winter repairs and compliance testing, supporting multiple bid processes.	
<b>Community Engagement</b>	<b>4</b>	<b>Personnel</b>	<b>7</b>
Worked with multiple organizations to support holiday donations		Still hiring for an additional custodial technician. Ended our substitute program.	

# CIRCULATION

## PHYSICAL COLLECTIONS

We saw a sharp increase in circulation December over prior year data. I attribute this to the success of our new OPAC implementation and holiday displays that made it easy to browse for popular items.



## DIGITAL COLLECTIONS

Both eResource and Database usage increased over the previous month and exceeded our monthly goal for eResource usage.

We ended the year at 790k or 94% of our goal for combined digital and physical circulation.

## DECEMBER'S MOST POPULAR TITLES

- The Women* by Kristin Hannah
- The Wedding People* by Allison Espach
- The Waiting* by Michael Connelly
- Here One Moment* by Liane Morriarty
- In Too Deep* by Andrew Grant and Lee Childs

# PARTICIPATION



(Above) Patrons gather to make holiday cards for hospitalized kids. Families enjoyed learning about the middle school robotics program and testing out their robot in a live demo (Below).

## PROGRAM HIGHLIGHTS

- The library hosted the European Train Enthusiasts impressive model train exhibit during winter break with 340 people in attendance.
- The *Bugs on Wheels* program helped little ones get up close and personal with bugs. 47 kids were in attendance.
- Our English Language Learner program hosted a year-end party that featured tutors from other local libraries, literacy council volunteers, and a performance by the Plymouth Ukulele Group.

↓ 12,422

Library Visits

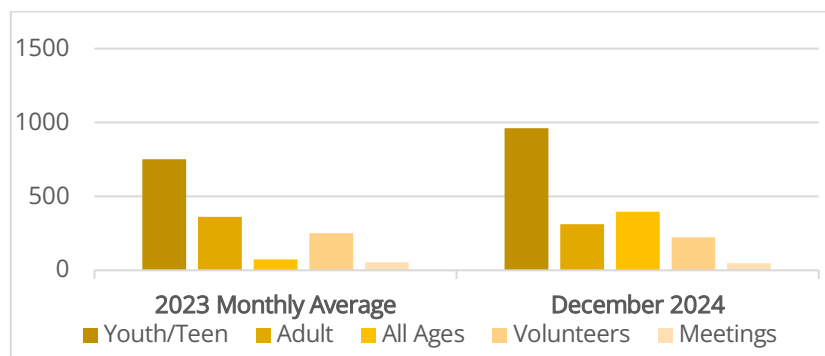
↓ 2,534

Questions Answered

↓ 65

Total Programs

Though we saw significantly fewer folks in the library this month, it appears that those visits resulted in more interactions with our resources, programs, and collections, as our number of attendees actually increased.



# COMMUNITY ENGAGEMENT

## PROJECT UPDATES

### Collecting Donations

The library hosted a collection drop-off point for the United Way's *Hats for the Homeless* drive. Library staff also adopted a family through the Goodfellows holiday program and collected gifts for a family in need in our community.

### Community Outreach

The library hosted the West Middle School Robotics team for a showcase program. Community members were able to see their robot in action and learn about what they have accomplished.

### Building Connections

In an effort to help community members get to know their neighbors, the library is expanding on its popular gaming programs with monthly Euchre nights, a Mahjong club, and drop-in Scrabble games. The first Euchre event yielded a packed house!

## MARKETING DATA

Monthly eNews	20,882 sent (51% open rate)
Weekly Event List	Average 20,000 sent (43-50% open rate)
Top Links Clicked	New Catalog Link Event Calendar Month View
New Cardholders	606 sent (74% open rate)
Occasional Users	632 sent (56% open rate)
Social Media Reach	6,783
Engagements	924
New Followers	15

 Plymouth District Library  
December 31, 2024 at 10:19 AM · 🌐

In a few hours, we'll welcome a new year—2025. For some, it's a time to reflect on goals and resolutions; for others, it's about gathering with loved ones to celebrate. However you choose to ring in the new year, all of us at PDL want to take a moment to thank you for being part of our journey in 2024. In 2024, you borrowed over 500,000 materials, enjoyed over 100,000 EResources and attended over 900 programs. Your support is what makes the Plymouth District Library thrive, and we're grateful to have shared this past year with you. [#happynewyear2025](#)



 84

4 comments 5 shares

 Plymouth District Library  
December 25, 2024 at 7:00 PM · 🌐

MODEL TRAIN - On display December 26-29 @ PDL. The delightful 200 square-foot layout features European trains and scenery that ranges from traditional half-timbered houses and windmills to steam locomotives and bullet trains. [#modeltrains](#)



 9

2 shares

# TECHNOLOGY

## SPECIAL PROJECTS

### Fire Inspection Compliance

IT staff worked with the rest of our staff on upgrading all of the mismatched extension cords and daisy chained power strips throughout the building to comply with our latest fire inspection. Our building is now updated to using only surge protectors when multiple plugs are needed.

### Server Room Updates

IT staff worked with Security 101 to address necessary cable management issues in the server room and ML IT closet, again to comply with our recent fire inspection. The equipment in the server room has undergone replacement and will be significantly cleaned out over the next few months.

### OPAC Troubleshooting

With the implementation of the new Bibliocommons OPAC, adjustments were required to effectively showcase the new OPAC on our machines throughout the building. The IT team continues to troubleshoot issues with registering a new library account on the website, but we seem to have a viable proposal in place.

↑ 14,364	↓ 1,371	↑ 151,618	↓ 10,966
WiFi Sessions	Computer Sessions	Website Hits	Mobile App Uses

# FACILITIES

## **Building Repairs**

Our team worked with vendors to repair the top-mounted electrical outlets on 3 of our light poles surrounding the library's entrance. We also had the snow melt system repaired to ensure that all exterior warming zones are heating evenly at the same temperature.

## **Inspections Completed**

The library passed our annual boiler inspection and CSD-1 testing.

## **Requests for Proposal**

Staff throughout the library assisted with the bid process for Carpeting/Moving services and Painting services for the library's upcoming interior refresh. This included hosting a pre-bid meeting with vendors, answering questions from numerous bidders and interested parties, hosting a public bid opening, and tabulating and reviewing proposals. Our recommendations will be available at the meeting for board approval.

# PERSONNEL

## Open Positions

PT Custodial Technician

## New Hires

None

## Promotions

None

## Terminations, Retirements, Resignations

Sandra Gould	Substitute Librarian
Jennifer Harper	Substitute Librarian
Kathy Petlewski	Substitute Librarian
Gillian Meyers	Teen STEM Intern

## Employee Anniversaries

Alexandra Freeman	1/5	1 year	Intern
Timothy Sherman	1/6	16 years	Adult Librarian
Clint Lafferty	1/8	1 year	Technology Specialist
Donna Jackson	1/8	1 year	Marketing & Visual Design Specialist
Bella Doornbos	1/8	1 year	Reference Assistant
Bruce Koldys	1/9	8 years	Technology Assistant
Colleen Kingsbury	1/10	3 years	Teen Librarian
Susan Grybb	1/11	9 years	Page
Kim Butterbaugh	1/11	8 years	Clerk
Heather Pacheco	1/24	13 years	Community Relations Specialist

**December FTE Count: 44.4**

# CONFERENCES

## MLA DIRECTOR FORUM – THINK SPACE

**Shauna Anderson, Library Director**

### **Sessions Attended**

The Intentional Leader: The influence of clear intentions on organizational impact and individual wellbeing w/ Judy Sorum Brown

Reflective Practice: the essential tool of self-awareness w/ Judy Sorum Brown

Critical reflection w/ John McCann

Peer Group Processing

Aligning my life with my values w/ John McCann

Leading today: Leadership principles for success in our VUCA world (volatile-uncertain-complex-ambiguous) w/ John McCann

Open Space Technology (OST)

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

Attending this gathering of library directors was not only an incredible learning opportunity but also a pivotal moment for expanding my professional network within Michigan libraries. The role of a director can sometimes feel isolating within the context of an organization, so the chance to collaborate with peers who truly understand the breadth and complexity of this work was invaluable.

I now feel I have a cohort of colleagues to turn to when wrestling with challenges unique to our profession. The opportunity to engage in meaningful internal growth work was equally impactful—taking time to journal, share ideas, and reflect alongside others was a rare and much-needed pause in what has been an especially demanding work climate.

This experience has reinforced the importance of creating space for reflection and collaboration, and I'm excited to apply the insights I've gained to strengthen both my leadership and our organization.

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

I am eager to incorporate more opportunities for reflection into my own practices, my supervisory relationships, and the leadership team's work as a whole. The pace of change at the library has been swift, leading to significant upgrades and progress. However, I recognize that this has also left limited time for intentional reflection, which is essential for sustaining growth and alignment.

To address this, I plan to utilize our established communication tools—such as weekly email updates and monthly all-staff meetings—to create space for reflection, express gratitude, and reinforce our shared values. By embedding these practices into our regular routines, I hope to foster a more intentional and grounded approach to our work.