



# DIRECTOR REPORT

**To:** Plymouth District Library Board  
**From:** Shauna Anderson, Library Director  
**Date:** March 12, 2025

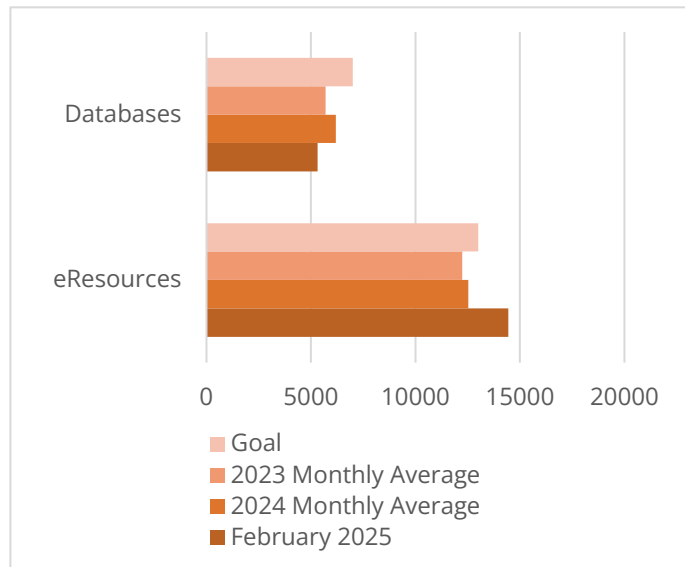
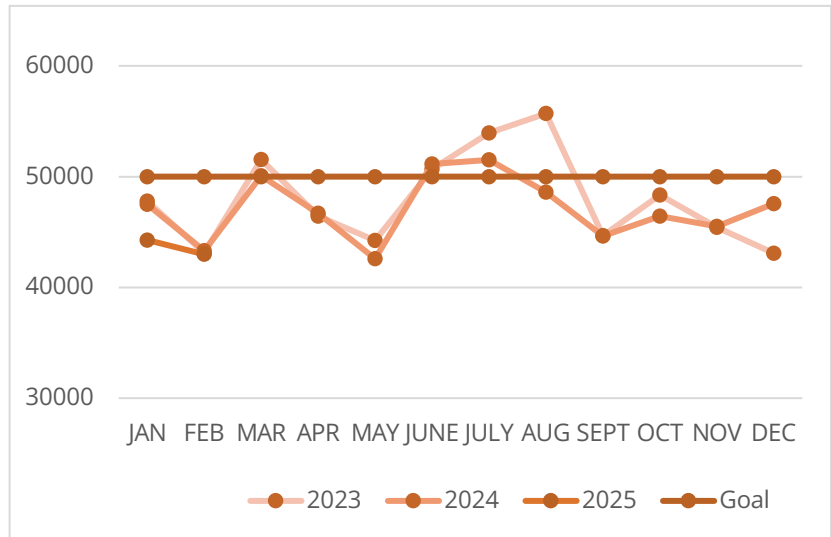
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eResources use remains high, but other circulation is down due to shorter month		ScanEZ has been popular with patrons	
<b>Participation</b>	<b>3</b>	<b>Facilities</b>	<b>6</b>
Particularly high participation from adults this month, more all ages programming		Preparing for updates to the staff areas throughout March and April	
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Staff are leaving the building to support better community relationships		Welcoming a new staff member to the Leadership Team	

# CIRCULATION

## PHYSICAL COLLECTIONS

Circulation was on par with prior year numbers. This is still lower than our stated goal of 50k circulations per month. Our collection utilization remained at 13%. We would like to see this closer to 50%.



## DIGITAL COLLECTIONS

eResources remained high. We are just beginning to work on a new strategy for eResources, to decrease our hold times and provide more options. We expect this to increase digital circulation over the next few months.

We are at a combined circulation of 127k, which is 90% of our monthly KPI.

Our collection size is 185,650 with 1,627 new items added this month and 2,680 withdrawn.

## FEBUARY'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 Moriarty
- In Too Deep* by Andrew Grant & Lee Childs

# PARTICIPATION



(Above) The most epic Messy Play session ever!

## PROGRAM HIGHLIGHTS

- The Annual Puzzle Swap gave away 891 puzzles to 313 people! Swap events continue to have a popular following in the community.
- We restarted the Low Vision Support Group, which declined in participation over the pandemic. The group is up to 10 members and includes relevant discussions and presentations on living well with low vision. This month was on cooking safety and food preparation.
- 77 parents and caregivers attended the Parade of Preschool event, showcasing local early childhood education centers so parents can interact with staff and learn more about their programs.
- Messy Play in February had the highest participation we've ever seen—185 messy kids and adults!

↓ 13,049

Library Visits

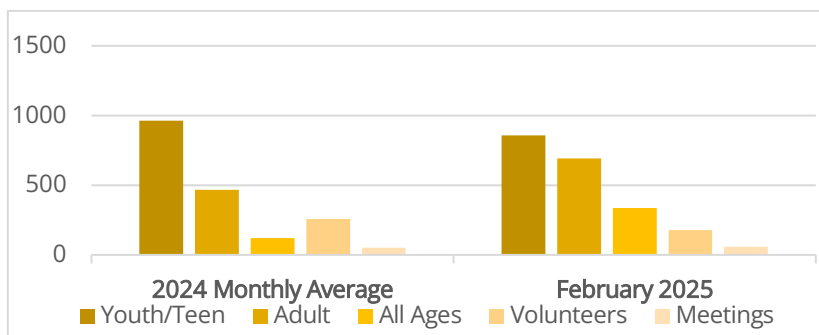
↓ 3,242

Questions Answered

↑ 98

Total Programs

For being a shorter month, attendance was particularly high for adults, likely thanks to the Puzzle Swap. We can also see that the focus on intergenerational programming lends itself to supporting larger All-Ages participation.



# COMMUNITY ENGAGEMENT

## PROJECT UPDATES

### Municipal Connections

Community Relations Specialist, Heather Pacheco, presented to both the Township and City Commissions on the Library's Annual Report. This helps us to maintain thoughtful relationships and stay updated with our municipal partners.

### Community Outreach

Library staff visited Allen Early Learning Academy for an in-class storytime session. We also delivered 188 books to senior living facilities in and 31 books to homebound individuals in our service area.

### Scouts in the Lab

Staff in the Lab continued to work with local scouting troops, this month on service projects connected to the Library's popular "Cards for Hospitalized Kids" programs.

## MARKETING DATA

eNewsletters	83,478 sent (44% open rate)
Top Links Clicked	Surplus Purchase Inquiries & Event Calendar, Month View
New Cardholders	258
Social Media Reach	8,000
Engagements	
New Followers	36

**Plymouth District Library**  
February 18 at 2:34 PM · 🌐

More events and programs for you to love:  
 Donuts and Writing Club - Feb. 20 | 6:30pm - Ages 9-12  
 Dice Tower - Feb. 23 | 2pm - Teens  
 Scrabble Sunday - Feb. 23 | 2pm - Adults  
 Make and Create Storytime - Feb. 25 | 4:30pm - Ages 5-9  
 Bookworms Book Clubs - Feb. 26 | 6:30pm - Ages 5-8  
 RPG Club - Feb. 27 | 6:30pm - Ages 9-12  
 Silent Book Club - Feb. 25 | 7pm - Adults  
 Trade Spotlight: Cosmetology - Feb. 27 | 7pm - Adults and Teens

[Link to these events and more in comments](#)

**Donuts & Writing Club**  
Feb. 20 | 6:30-7:30pm  
Age Group: 9-12

**Dice Tower**  
Feb. 23 | 2-4pm  
Age Group: Teens

**Scrabble Sunday**  
Feb. 23 | 2-4pm  
Age Group: Adults

**Silent Book Club**  
Feb. 25 | 7-8:30pm  
Age Group: Adults

**Make & Create Storytime**  
Feb. 25 | 4:30-5:30pm  
Age Group: 5-9

👍❤️👍 7      1 share

**plymouthdistrictlibrary** · Follow ...  
Original audio

**plymouthdistrictlibrary** This Valentine's Day go on a Blind Date...with a book! Stop by our Blind Date display near our Teen Zone for a book we hope you fall in love with.  
3w

**kimhaidar1** I love this! I've always wanted to try blind date with a book. I guess I need to stop by today and pick one up ❤️  
3w · 3 likes · Reply

17 likes  
February 13

# TECHNOLOGY

## SPECIAL PROJECTS

### Work Orders Processed

The IT Department responded to 52 support requests with the majority related to iPad issues, server maintenance, and printer support.

### iPad Issues

IT began the process of removing iPads from the Youth Department, due to the overwhelming issues presented by their presence. 4 were removed this month and the rest will be removed next month.

### ScanEZ Station Update

The new scanning station on the Upper Level has been immensely popular with patrons. They especially enjoy the scanning to email/USB functionality, which is significantly easier to do than on the copiers. Folks are also starting to play around with the enhanced scanning and editing features such as photo retouching and direct translation.

↓ 13,913

WiFi Sessions

↓ 1,459

Computer Sessions

↓ 576,443

Website Hits

↓ 13,718

Mobile App Uses

# FACILITIES

## **Work Orders Processed**

Facilities staff worked through a total of 71 work orders this month (14 of which are still open). Support was regularly requested this month for the cleaning and organization taking place in anticipation for the staff area renovation.

## **Inspections Completed**

The library completed our regular boiler maintenance and water treatment testing.

## **Repairs**

Plumbers were brought in to mitigate substantial drain issues in two of our restrooms. Additionally, we replaced a few sink aerators in public restrooms to ensure that drains do not overflow/splash on the floor. Additionally, we fixed an HVAC issue in the Friends Storage Room (recently named the Cooper Room) and another issue with staff wall heaters.

## **Building Refresh Update**

We are just beginning the first phase of our building upgrades, starting in our staff areas. This will ensure that staff have a comfortable place to retreat to during the construction throughout this year. Here is a tentative schedule:

*March 19-20:* Current cubicles decommissioned

*March 21-28:* Electrical work

*April 4:* Painting begins

*TBD:* Flooring is currently on order and will be ready to install once painting is completed

*TBD:* Refurbished cubicles will be installed once the flooring has cured

*Beginning of May:* Move staff back into their workstations

*Throughout May:* Drive-Thru Window installation

*June 1:* Upper Level closed for construction, Drive-Thru Window open for business

# PERSONNEL

## Open Positions

None

## New Hires

Zachary Hay                                  Effective 3/24/25      Circulation Lead

## Promotions

None

## Terminations, Retirements, Resignations

None

## Employee Anniversaries

Nicole Munson	3/11	1 year	Youth Librarian
Maxine Dragomir	3/25	1 year	Reference Assistant
Autumn Baumdraher-Rinna	3/25	1 year	Reference Assistant
Charlie Stratton	3/26	7 years	Computer & Network Support
Marshall Draper	3/28	2 years	Custodial Technician

February FTE Count: 44.1