



# DIRECTOR REPORT

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

## CONTENTS

**Circulation** 2

Physical circulation rallied to a 19% increase over the previous month

**Participation** 3

Volunteer hours almost doubled over last month with the introduction of *Checkout an Expert*

**Community Engagement** 4

Big groups of students in the building for Reading Month library tours

**Technology** 5

Lots of equipment moving for the staff office reconfiguration and a server shuffle

**Facilities** 6

Working through a lot of HVAC repair needs and general maintenance in coordination with the larger building upgrades

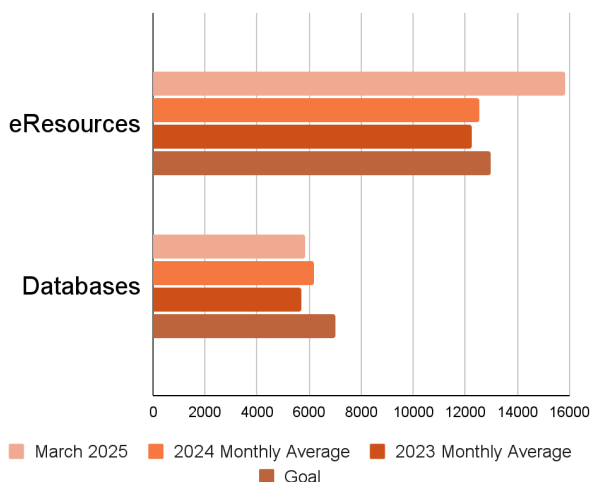
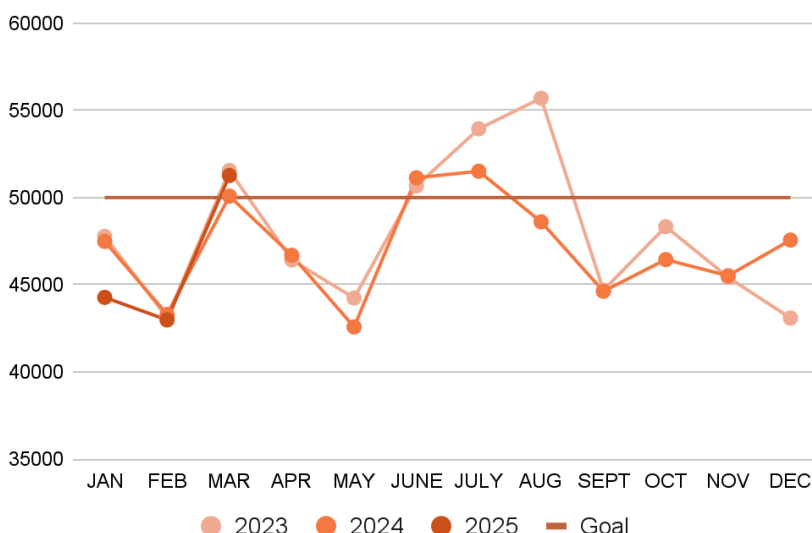
**Personnel** 7

Currently hiring for each of our part-time positions

# CIRCULATION

## PHYSICAL COLLECTIONS

Circulation jumped 19% in March, likely due to the popularity of the Reading Month Challenge and the new displays around the library. This also replicates prior year trends. Our collection utilization increased to 14%. We would like to see this closer to 50%.



## DIGITAL COLLECTIONS

Both eResources and Digital Resources increased over the previous month.

We are at a combined circulation of 200k, which is 95% of our monthly KPI.

Our collection size is 191,099 with 2,265 new items added this month and 1,655 withdrawn.

## MARCH'S MOST POPULAR TITLES

*The Women* by Kristin Hannah  
*The Wedding People* by Allison Espach  
*God of the Woods* by Liz Moore  
*Here One Moment* by Liane Morriarty  
*We All Live Here* by JoJo Moyes

# PARTICIPATION



(Above) More messy play joy

## PROGRAM HIGHLIGHTS

- Youth Librarian Brad Bachelor performed a fun and fabulous Puppet Show Extravaganza attended by 70 kids and 51 adults.
- Teens got to stay in the library afterhours for a few rounds of Extreme Hide and Seek in the library stacks. It was very well-attended for a program with this age group, who tend to bow out from more traditional library programs.
- The March Reading Challenge was very successful! Participants included 160 adults, 310 kids, and 26 teens. This community loves to log their reading and have an excuse to chat about books with our staff.

↑18,219

Library Visits

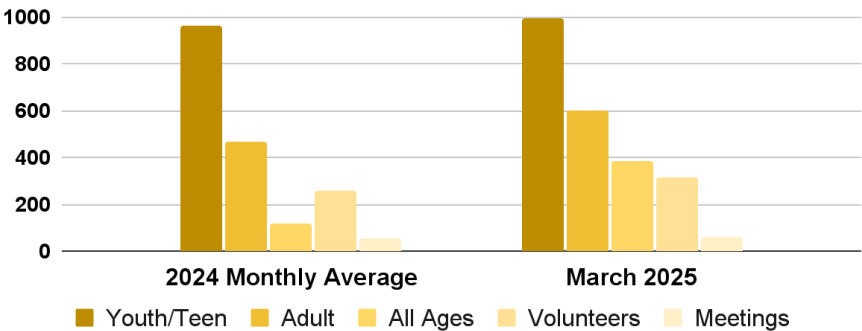
↑4,370

Questions Answered

↓97

Total Programs

Attendance stayed high across all forms of participation with significant increases in volunteerism, which almost doubled in comparison to the previous month.



# COMMUNITY ENGAGEMENT

## PROJECT UPDATES

### School Connections

Library staff hosted 74 kindergarten and young 5 students from OLGC for a library visit on one day and another 79 kindergarten and young 5 students from Smith Elementary another day! We hope to continue welcoming more classrooms into our doors for custom educational programming with our fantastic team.

### Community Support

We are wrapping up our collaboration with the AARP Tax Aide program which provides free tax return support for seniors in the community. We also hosted another successful blood drive with the Red Cross.

### Donation Drives

This month, we worked with Gleaners on their *Food for Thought* campaign alongside other public libraries in the region. We also hosted a student service project collecting broken crayons to be melted down and turned into gifts for hospitalized kids

## MARKETING DATA

eNewsletters	88,230 sent (44% open rate)
Top Links Clicked	Surplus Purchase Inquiries & Event Calendar, Month View
New Cardholders	294
Social Media Reach	8,500
Engagements	33,783
New Followers	24



# TECHNOLOGY

## SPECIAL PROJECTS

### Work Orders Processed

The IT Department responded to 99 support requests this month. Many concerns dealt with the office reconfiguration during construction and issues related the changeover to a new staff server.

### IT Moves During Office Construction

The IT team packed up all staff IT equipment in preparation for the removal of our old cubicle setup in close coordination with Facilities. This included almost 50 workstations that needed to be decommissioned and temporarily stored for reinstallation in May.

### Staff Server Migration

All network printers & staff network drives were moved over from a retiring server to a new server. This is setting the stage to get a new backup solution up and running so the IT team's basic infrastructure is once again operating at full capacity.

↑15,976

WiFi Sessions

↑1,7,35

Computer Sessions

↑615,947

Website Hits

↑14,621

Mobile App Uses

# FACILITIES

## **Work Orders Processed**

Facilities staff worked through a total of 153 work orders this month (37 of which are still open). Support was regularly requested this month related to the staff area renovation or other general maintenance needs.

## **Cubicle Decommission**

Motor City Moving completed the decommission of about 30,000 lbs of old office furniture; over 80% of the materials were able to be recycled, leaving minimal landfill waste. The decommission was completed in a very professional manner in under two business days.

Gently used workstations will be installed at the end of April, once flooring is installed and cured.

## **HVAC Service and Repairs**

BC Ten Air completed our first quarterly HVAC VAV library-wide filter change, alongside our semi-annual RTU filter change.

Humidifier 1 was fully restored and repaired after being inoperable for over a year; Humidifier 2 had to replace the pipe, line, and puck sensor for the condensate receiver.

Lastly, our technician completed boiler, HVAC belt, pump, thermostat, and snowmelt system inspections. Unfortunately there were findings related to the installation of our boiler, but the full scope of work for repairs will be reviewed next month.

## **Building Refresh Update**

By the time that the board meeting gets here, the office areas will be fully painted and we will be preparing for flooring.

We are at a place where we have more specifics regarding the anticipated changes to go along with the paint and carpet updates throughout the building this year. I will plan to present more specifics with visual references at the meeting.

# PERSONNEL

## Open Positions

Reference Assistant  
Clerk  
Page

## New Hires

None

## Promotions

None

## Terminations, Retirements, Resignations

Christine Campbell	effective 4/5	Library Page
Autumn Baumdraher-Rinna	effective 4/5	Reference Assistant

## Employee Anniversaries

Lily Fronden	4/3	2 years	Technology Assistant
Alice McCardell	4/4	25 years	Adult Librarian

**March FTE Count: 43.2**