



DIRECTOR REPORT

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

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Circulation is once again above prior year numbers, despite the ILS migration.

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Helping coordinate vendors for Evergreen ILS Migration.

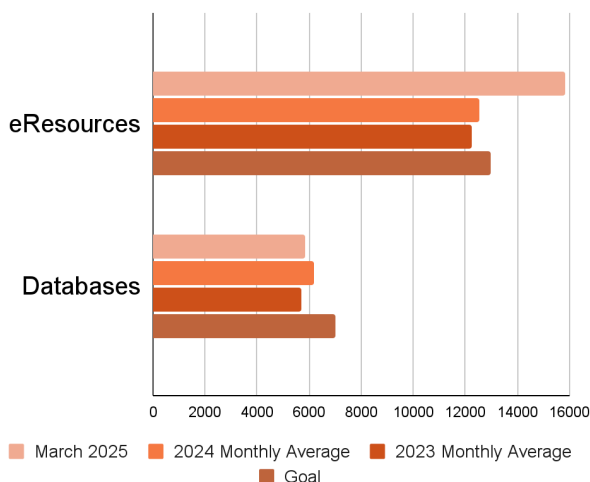
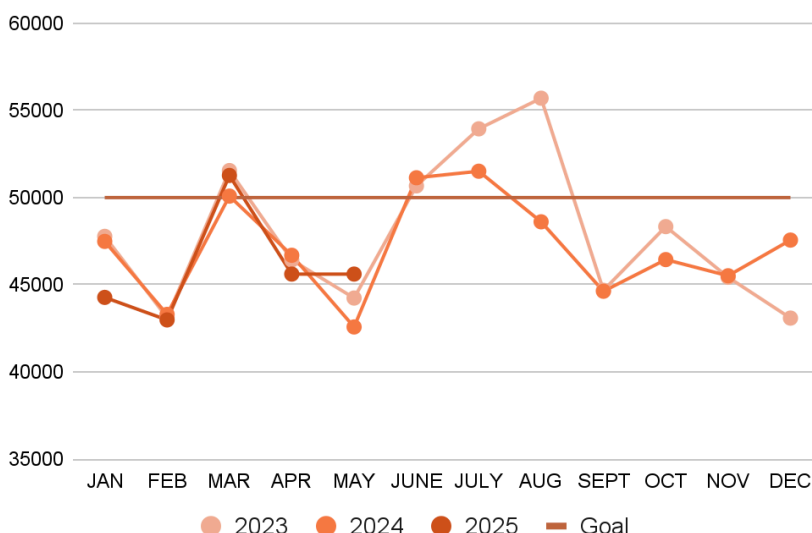
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CIRCULATION

PHYSICAL COLLECTIONS

Circulation dropped in April, replicating prior year trends. Our collection utilization is at 13.2%. We would like to see this closer to 50% once we return from the interior renovations.



DIGITAL COLLECTIONS

eResources decreased slightly over the previous month, while Database use increased slightly.

We are at a combined circulation of 330k, which is 94% of our monthly KPI.

Our collection size is 193,029 with 1,578 new items added this month and 2,585 withdrawn.

MAY'S MOST POPULAR TITLES

The Wedding People by Allison Espach
Great Big Beautiful Life by Emily Henry
Beautiful Ugly by Alice Feeney
Broken Country by Clare Leslie Hall
Say You'll Remember Me by Abby Jimenez

PARTICIPATION



(Above) Participants in the Mahjong Learners Club work together. (Below) PDL participated in Free Comic Book Day at State of Comics.

PROGRAM HIGHLIGHTS

- Our youth department hosted a “Baby Rave” dance and sensory party for infants/toddlers and their caregivers and over 150 people showed up!
- 204 people attended An Evening with Viola Shipman (a.k.a. Wade Rouse) at the Penn Theatre. He was funny and engaging, and so generous with his time to each person who wanted photos and books signed. We partnered with 27th Letter Books to sell the books.
- LEGO Club is growing in popularity with about 30 kids participating each month.

↓15,288

Library Visits

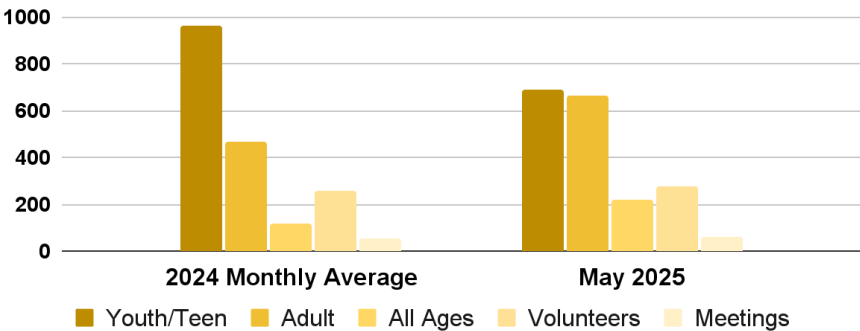
↓2,806

Questions Answered

↓80

Total Programs

Participation decreased as fewer programs were provided in May. We tend to spend May preparing for the busy summer months, so this dip is expected.



COMMUNITY ENGAGEMENT

PROJECT UPDATES

Plymouth Showcase

Library staff tabled at the Chamber's showcase event, highlighting the Check Out an Expert program and our renovation plans.

Farmer's Market

The library hosted a stall at the Farmer's Market, and interacted with over 500 community members during two weekends in May. Staff facilitated a thumb print painting craft and shared info on the Seed Library.

Community Outreach

PDL hosted Boy Scout Troops to help them earn their Reading Merit Badges. We also hosted a tour for Academic Gardens Preschool.

MARKETING DATA

eNewsletters	114,792 sent (46% open rate)
Top Links Clicked	Read/Watch/Listen & Event Calendar, Month View
New Cardholders	214
Social Media Reach	8,800
Engagements	32,262
New Followers	64



TECHNOLOGY

SPECIAL PROJECTS

Evergreen ILS Migration

Significant work took place during the month of May, and continues to the present day, to support the successful migration of our patron and collection data from Symphony to Evergreen. The new ILS is an open source product with overwhelmingly better functionality at a more reasonable price point.

After the data was moved over to the new system, we have been working with all the various vendors that connect to our system to update their protocols. Some vendors have been more successful in the transition than others, but we are at a very functional place with most of our major systems.

We are still working on getting our phone notification system up and running. MeLCat is also a more tedious process for staff until we can connect our systems together. There are also some data mapping issues between our ILS and our OPAC/mobile app (i.e. audiobooks were showing up as books for a little over a week).

Staff Workspace Re-Assembly

The IT team worked diligently to put staff workstations back together after the staff area refresh. They are also working on decommissioning the UL PC's for the summer and moving a temporary internet computer setup to the Main Level.

Lab Closure for Summer

The Lab officially closed in May as we prepare for work to be done on the Upper Level. Equipment that was housed in The Lab will be incorporated into the new Technology Commons to allow for better access to the equipment during all hours the library is open.

↑14,922

WiFi Sessions

TBD

Computer Sessions

↑612,578

Website Hits

↑15,538

Mobile App Uses

FACILITIES

Work Orders Processed

Facilities staff worked through a total of 99 work orders this month (22 of which are still open). Support was regularly requested this month related to building repair issues and furniture cleaning/repair.

Staff Areas

Facility staff completed the delivery of new breakroom appliances and assembly of new pantry cabinets and shelving. Also completed the installation of the new reception, staff workstations, and all office furniture.

New Supply Vendor

Installed new Cintas pre-measured/released controlled janitorial cleaning solution system in the custodial closet. This eliminated the recurring purchase of 4 different cleaning products producing increased facilities' cost savings. We were also able to discontinue the manual dilution and concentrations of chemicals for health and safety purposes. This vendor is also supplying a better solution for public restroom soap dispensers and odor control.

Irrigation

Successfully started, programmed, and tested each exterior building irrigation zone, including drip lines and sprinkler heads. No major issues, and only one head needs to be replaced (far NE corner near gate).

Building Refresh Update

The Upper Level has officially closed. We are collaborating with our contractors on the study room installation to take place in June-July. Painting is set to start in July with carpeting now set for August.

PERSONNEL

Open Positions

Technology Assistant

New Hires

Paige Anderson	Starting 6/14	Page
Michael Schlott III	Starting 6/19	Page

Promotions

None

Terminations, Retirements, Resignations

Bruce Koldys	Effective 5/24	Technology Assistant
Jill Taylor-Christian	Effective 5/16	Page

Employee Anniversaries

Dana Bussard	6/2	22 years	Youth Librarian
Veronica Schendel	6/2	11 years	Reference Assistant
Zach Hose	6/19	2 years	HR Specialist
Brad Bachelor	6/24	1 year	Youth Librarian

May FTE Count: 41.1

CONFERENCES

MICHIGAN LIBRARY ASSOCIATION, THINK SPACE 2025

Shauna Anderson, Director

Sessions Attended

Day 1

- Welcome Remarks
- Focus on Flourishing (John McCann)
- Fueling Resilience through Self-Compassion (Kristin Neff)

Day 2

- Peer Group Discussions
- Unconference Breakout Sessions
- Clarifying Intentions

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

This professional development opportunity was an invaluable experience that provided both inspiration and practical insight. The most meaningful aspect of the event was the opportunity to connect with other library directors—sharing experiences, challenges, and successes in an open and supportive environment. These conversations reminded me of the importance of peer learning and collective problem-solving in our field.

The breakout sessions centered around self-reflection as a critical leadership skill. Through guided exercises and thoughtful dialogue, I was able to examine how I lead during times of difficulty and change. These reflections helped me identify ways to be a more grounded, resilient leader—particularly in moments that require steadiness and clarity.

I left the conference feeling both reenergized and more intentional about how I show up for my team and community.

Anything we should consider implementing at PDL?

I took away a number of practical insights from the conference— particularly around facilitating restorative conversations, stress-testing concerns/ideas, embedding hope and resilience into our organizational culture, and modeling appreciative inquiry.