



DIRECTOR REPORT

To: Plymouth District Library Board
From: Shauna Anderson, Library Director
Date: July 8, 2025

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Circulation dipped slightly due to the Upper Level closure.

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Program attendance, library visitors, and questions asked increased significantly.

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Participated in Plymouth Pride, Farmer's Market, and numerous outreach opportunities.

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Wrapping up migration troubleshooting and installing the Drive-Thru technology.

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Drive-Thru Window installed, Upper Level work in progress.

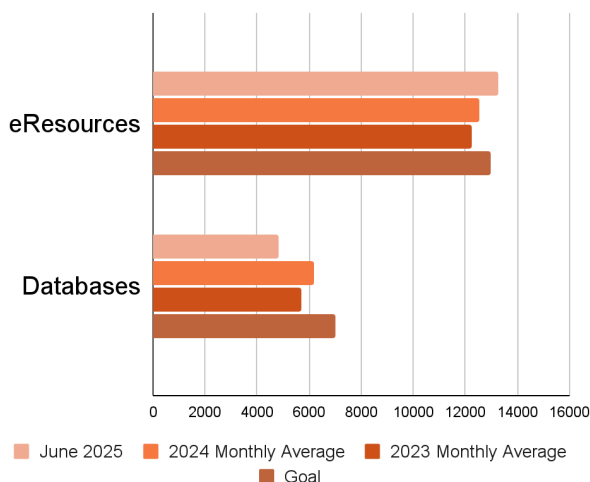
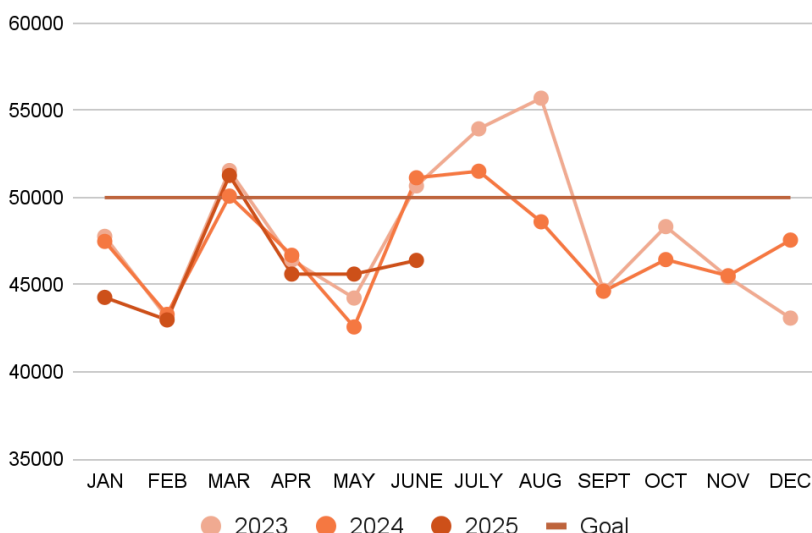
Personnel 7

Hiring in progress for 4 new Technology Assistants.

CIRCULATION

PHYSICAL COLLECTIONS

Circulation decreased as a result of the Upper Level closure and lack of browsing access to the Adult Nonfiction collection. Our collection utilization is still at 13.4%. 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 due to new library card requirements in Libby. Database use also dipped slightly.

We are at a combined circulation of 394k, which is 94% of our monthly KPI.

Our collection size is 177,358 (a more accurate number due to new robust reporting options) with 651 new items added this month and 2,561 withdrawn.

JUNE'S MOST POPULAR TITLES

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

PARTICIPATION



(Above) 115 people joined us for a collaborative event with the Township. (Below) PDL staff participated in this year's 4th of July Parade.

PROGRAM HIGHLIGHTS

- On the last day of school, our teen librarians threw a celebration that brought in 162 participants. This was the largest teen event we have seen since COVID.
- PDL staff popped up at Kiwanis Club Park with games, a reading tent, and popsicles for local families. Over 65 participants joined us despite the melting 90 degree weather. We will be popping up at Lake Pointe Park, Jack Wilcox Park, and Miller Family Park throughout the summer.
- We hosted a performance of *Katha: Stories from Around the World* that was very well-received. It was an interactive storytelling event where the audience played active roles in the story, which included dance, music, and creative writing activities. It was a widely diverse group culturally and by age, with 31 people in attendance.

↑18,587

Library Visits

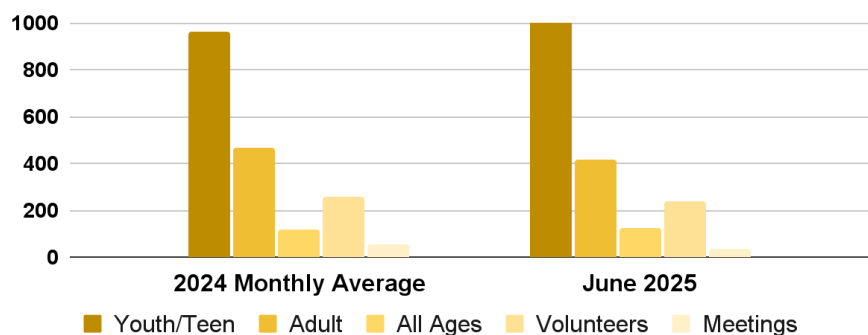
↑5,005

Questions Answered

↑87

Total Programs

Participation increased significantly for youth events while there was a slight dip for adult and all ages programs. Our Summer Reading Program is off to an amazing start, surpassing over 2,000 participants in our first month.



COMMUNITY ENGAGEMENT

PROJECT UPDATES

Plymouth Pride

Library staff tabled at the Plymouth Pride event hosted by the Old Village Association. Over 470 people visited the library's booth to extend support for the work we do, specifically around our inclusive collections and programs.

Farmer's Market

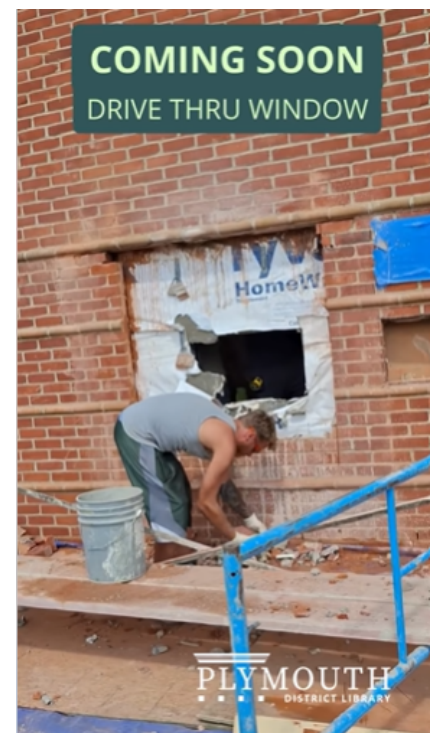
The library hosted a stall at the Farmer's Market, and interacted with over 200 community members during two weekends in June. Staff handed out discarded books and facilitated an elastic jump rope activity.

Community Outreach

PDL worked with Plymouth Township to present a puppet show in Township Park to educate the community about recycling. This event drew 115 attendees. We also hosted tours and storytime programs for community groups like PARClife and ChildTime.

MARKETING DATA

eNewsletters	91,744 sent (46% open rate)
Top Links Clicked	Main website & <i>Puppets in the Park</i> event link
New Cardholders	162
Social Media Reach	9,000
Engagements	40,228
New Followers	73



TECHNOLOGY

SPECIAL PROJECTS

Evergreen ILS Migration

We are still working to resolve a few connection issues with our new ILS, namely between our catalog and MeL. This will hopefully be resolved before our board meeting. Once this is in place, MeLCat will function as we were used to before the ILS migration.

We have also spent significant time this past month troubleshooting one-off issues, especially around bad catalog records that weren't discarded appropriately in our old system.

Overall, staff is adjusting to the update, although there is still a learning curve to the new system. We are holding an informal tips & tricks sharing event for all staff to help everyone build a more solid "autopilot" when it comes to routine tasks in the ILS.

Staff Workspace Re-Assembly

PDL staff finished out the last remaining data punchdowns to get all of our Main Level cubicles back up and running with wired network connections and functional phone lines. IT staff also supported the reinstallation of the Book Drop Room to support more regular staff at the Drive-Thru Window.

Computer Use This Summer

With the Public Computing equipment moved to the Main Level for the summer, we have not seen an overwhelming need for public PC's, although we have started triple-staffing the Reader's Advisory Desk when possible due to the high use of the copiers alongside Summer Reading interactions. We look forward to reopening to a more manageably-sized public computing fleet in our updated Technology Commons.

↓14,528

WiFi Sessions

↓1,622

Computer Sessions

↓430,378

Website Hits

↓13,967

Mobile App Uses

FACILITIES

Work Orders Processed

Facilities staff worked through a total of 89 work orders this month (35 of which are still open). Support was regularly requested this month related to building repair issues, janitorial needs, and furniture cleaning/repair.

Drive-Thru Window Installation

Shaw Construction completed the installation of the Drive-Thru Window, alongside the intercom communication setup, and a new book-drop slot. Painting was handled internally by the Facilities team, resulting in a cost savings of over \$1,000.

Repairs

Facilities staff contracted professional services to address required maintenance and repairs to the Staff Elevator, Receiving Room, and Warehouse HVAC systems. The White Pine that was transplanted to the Amphitheater was recently replaced after it did not succeed in its new surroundings. Additional donor stones were added to the Amphitheater stage. The interior Main Street entrance door was also freshly painted and fitted with new curtains, giving the space a refreshed and updated appearance.

Building Renovations

So far, we have completed the majority of the painting on the Upper Level. Construction begins this week on demolition, electrical, and carpentry of one group study room that will be turned into four smaller study rooms. Once this is completed, we anticipate carpeting to be installed at the beginning of August with the installation of new countertops in the Technology Commons, placement of new furnishings, and removal of the decorative columns in the Teen Zone to follow.

PERSONNEL

Open Positions

Technology Assistant

New Hires

None

Promotions

None

Terminations, Retirements, Resignations

None

Employee Anniversaries

Rebecca VanStraten	7/13	14 years	Library Page
Jim Edwards	7/22	1 year	Facilities Technician

June FTE Count: 42.6

SOCIAL WORK INTERNSHIP WITH E.M.U.

This upcoming school year, we have been approved to host a social work internship alongside Eastern Michigan University. E.M.U. is home to researcher Margaret Ann Paauw who specializes in social workers in public library settings. I will oversee the part-time intern, currently completing their BSW program, as they get to know the library setting and eventually support public programs and staff training efforts. They will also be assigned a social work supervisor through E.M.U.