



# DIRECTOR REPORT

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

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Circulation jumped quite significantly as patrons adjusted to the UL closure.

### **Participation** 3

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

### **Community Engagement** 4

Farmers Market, playground pop-ups, and other outreach opportunities throughout the community.

### **Technology** 5

MeL integration is working again, and Upper Level technology is moving back into place for the re-opening.

### **Facilities** 6

Passed inspections and progressed on building projects.

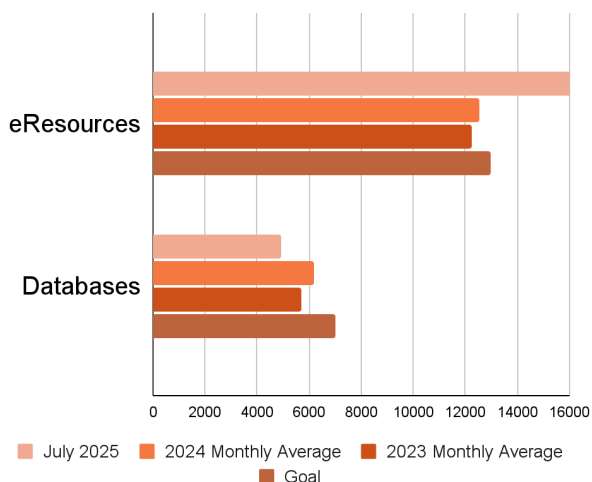
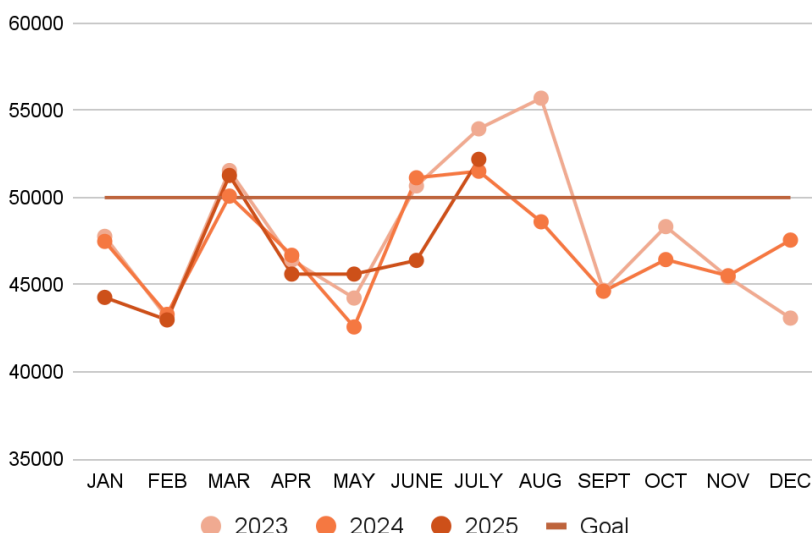
### **Personnel** 7

Onboarding a number of new positions.

# CIRCULATION

## PHYSICAL COLLECTIONS

Circulation jumped back up despite the continued closure of the Upper Level to the highest level we have seen in over a year. Our collection utilization is still at 13%. We would like to see this closer to 50% once we return from the interior renovations.



## DIGITAL COLLECTIONS

eResources skyrocketed to the highest single month we have ever seen, which caused us to readjust some budget figures in response. Databases also rose over the previous month but still underperform compared to prior years.

We are at a combined circulation of 467k, which is 95% of our monthly KPI.

Our collection size is 175,383 with 791 new items added this month and 3,958 withdrawn.

## JULY'S MOST POPULAR TITLES

*The Woman in Suite 11* by Ruth Ware  
*The Women* by Kristin Hannah  
*Atmosphere: a Love Story* by Taylor Jenkins Reed  
*Nightshade* by Michael Connelly

# PARTICIPATION



(Above) 109 people attended our first Cardboard Carnival where patrons made cardboard games for the community to enjoy. (Below) Concertgoers enjoy the Wilcox Amphitheater during one of our summer musical performances with Enda Reilly.

## PROGRAM HIGHLIGHTS

- 105 people attended the Board Game Swap that took place this month. 229 games were donated and exchanged.
- PDL hosted a Disability Resource Fair in conjunction with a month-long exhibit in the atrium celebrating the anniversary of the Americans with Disabilities Act. We partnered with the MI Statewide Independent Living Council and a host of local nonprofits to present the event.
- This year's Summer Reading Program has a total of 2220 participants averaging 1265 check-ins each week. The program ends at the end of August.

↑18,597

Library Visits

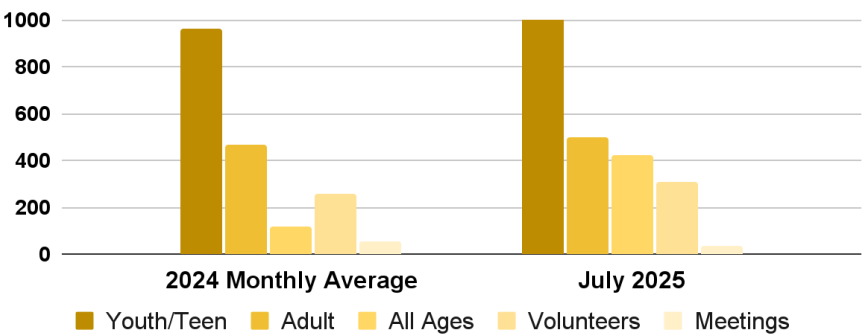
↓3,934

Questions Answered

↑89

Total Programs

This month, we saw a lot more all ages participation in addition to more volunteerism taking place due to the increasing popularity of the Checkout an Expert program and a new volunteer role within our collections.



# COMMUNITY ENGAGEMENT

## PROJECT UPDATES

### Playground Pop-up Series

Library staff hosted Popsicles in the Park and Lake Pointe Soccer Park and Jack Wilcox Park with over 85 people at each event. This series turned out to be a great way for neighbors to connect while also getting to know library staff.

### Farmer's Market

The library hosted a stall at the Farmer's Market, and interacted with over 200 community members during two weekends in July.

### Community Outreach

PDL supported multiple preschool and summer camp group visits throughout the month of July. In total, 344 individuals were connected to library outreach this month alone.

Plymouth District Library  
July 17 at 2:21 PM · 🌐

We're thrilled to share these photos from patrons Terry & Karen W., who captured the transformation of a monarch butterfly that chose one of our outdoor library chairs as its home. What a magical moment to witness. We're so glad to welcome another pollinator to our garden! [#LibraryButterfly](#)



459

9 comments 18 shares

## MARKETING DATA

eNewsletters	155,705 sent (44% open rate)
Top Links Clicked	Main website & our Jobs page
New Cardholders	169
Social Media Reach	24,700
Engagements	61,409
New Followers	0



plymouthdistrictlibrary · Follow ...  
Original audio

plymouthdistrictlibrary 5w  
Thank you Vitrine at the Baker House (Vitrine at The Baker House) are our neighbor and our sponsor for Summer Reading this week! Get 10% off of your purchase if you check in at the library as part of our Summer Reading Program. [#summerreading2025](#)



spgquilts 5w  
Love our library!  
Like Reply

kellykinsvater 4w  
Hi Nicole!  
Like Reply

# TECHNOLOGY

## SPECIAL PROJECTS

### Evergreen ILS Migration

The catalog has finally connected to MeL and patron accounts are working as expected. There are a few hiccups with how things are showing up on our end, but those bugs are being worked out. This presents another milestone on our road to a more reliable and consistent database after the migration.

### Upper Level Work

IT staff helped pack up and relocate technology equipment prior to the recarpeting of the Upper Level. Now the team is working on reassembling a training center for new staff members to get comfortable with the equipment prior to re-opening. The IT team has also been reviewing cabling and electrical plans to ensure that the Upper Level is well-connected where we need it going forward.

↑15,118

WiFi Sessions

↓1,286

Computer Sessions

↓350,847

Website Hits

↑15,275

Mobile App Uses

# FACILITIES

## **Work Orders Processed**

Facilities staff worked through a total of 86 work orders this month (22 of which are still open). Support was regularly requested this month related to building repair issues, especially electrical or exterior repair.

## **Passed Inspections**

PDL passed the triennial inspection of our boiler systems and the annual inspection and test of our automatic fire suppression systems. In both cases, no discrepancies were found, and no repairs were cited. The systems passed all requirements.

## **Fluorescent Bulb Recycling**

As we migrate away from fluorescent lighting, we are working with recyclers to reduce our footprint. 233 fluorescent bulbs were recently sent out for recycling.

## **Building Renovations**

The Upper Level is wrapping up construction, but we are still waiting on the last bit of carpet replacement, the installation of study room doors, and the placement of new furniture. The new aquarium on the lower level is set to be installed as of the writing of this report and is expected to be completed before the board meeting.

We are also diligently preparing for the full closure of the building at the beginning of September. Two of our contractors are planning to get started before the full closure, by plasticing off the fireplace area on the Main Level. This area will require some additional ceiling work to install new lighting and patch/paint the space beforehand to keep the carpeting project moving on schedule.

While the building is closed, the Drive-Thru Window will be open for hold pickups, and staff will be fulfilling hold requests throughout the building, shifting collections, and answering patron phone calls.

Once we re-open the building, the Upper Level will be open for full service, but the Lower Level will be closed down for paint/carpet installation. We hope to have the Lower Level collections available to patrons in October with construction to continue on the new playscape in the youth department throughout the rest of the year.

# PERSONNEL

## Open Positions

Adult Librarian

## New Hires

Allory Gootee	Starting 8/11	Technology Assistant
Maryam Yassine	Starting 8/11	Technology Assistant
Tara Wilkinson	Starting 8/11	Technology Assistant
Zachary Stone	Starting 8/25	Library Page

## Promotions

Sara Stoloff	Starting 8/11	Technology Assistant
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## Terminations, Retirements, Resignations

None

## Employee Anniversaries

Alexis Williams	8/7	4 years	Library Clerk
Melanie Bell	8/12	6 years	Assistant Director
Hiroko Stolaruk	8/14	11 years	Page Lead
Eric Klute	8/15	3 years	IT Coordinator
Griffin Zdun	8/15	3 years	Library Page
Donna Roraback	8/26	11 years	Library Page
Anne Marie Reilly	8/26	1 year	Administrative Assistant
Kathryn Bergeron	8/26	1 year	Adult Librarian
Kaitlyn Theisen	8/27	6 years	Cataloger
Holly Hibner	8/31	16 years	Adult Services Coordinator

**July FTE Count: 41.65**