



DIRECTOR REPORT

To: Plymouth District Library Board
From: Shauna Anderson, Library Director
Date: September 16, 2025

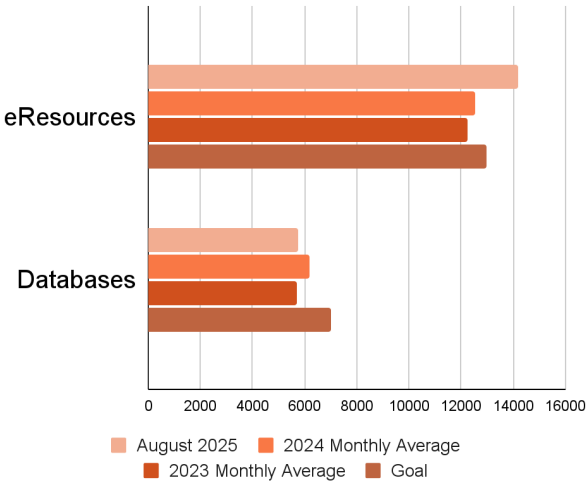
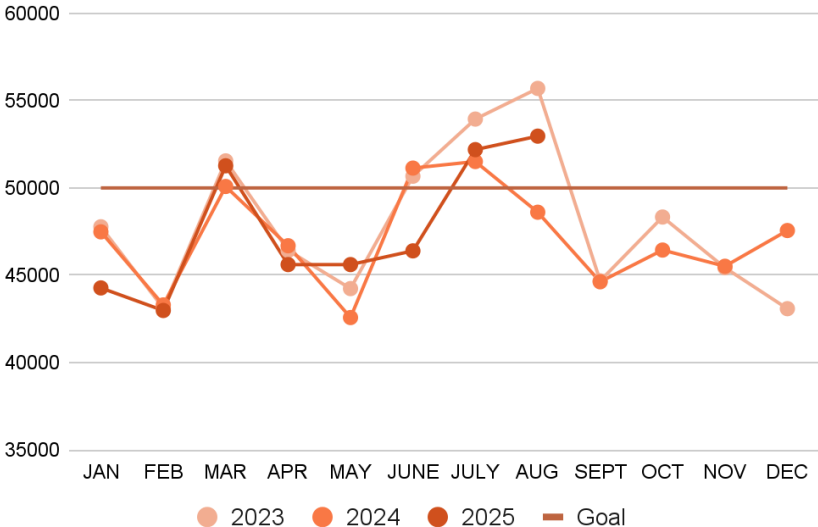
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Circulation	2	Technology	5
Circulation continued to increase despite the UL closure.		New staff orientation and support for reopening UL/ML.	
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Usage stayed relatively high but decreased over the previous month.		Re-opened after full building closure with a number of updates.	
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Farmers Market and collaborative opportunities throughout the community.		Celebrating Alice McCardell's retirement after 25 years of service.	

CIRCULATION

PHYSICAL COLLECTIONS

Circulation continued to increase in August despite the continued closure of the Upper Level. Our collection utilization continues at 13%. We would like to see this closer to 50% once we return from the interior renovations.



DIGITAL COLLECTIONS

eResources dipped a bit lower than last month's extreme usage but continued above prior year trends and monthly KPIs. Database use dipped slightly and still underperformed compared to prior years.

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

Our collection size is 169,389 with 709 new items added this month and 7,691 withdrawn.

AUGUST'S MOST POPULAR TITLES

- Great Big Beautiful Life* by Emily Henry
- My Friends* by Fredrik Backman
- We All Live Here*, by Jojo Moyes
- Atmosphere: a Love Story* by Taylor Jenkins Reed
- Nightshade* by Michael Connelly

PARTICIPATION



(Above) Patrons enjoy a special storytime and flower picking session at Chako Farm.

PROGRAM HIGHLIGHTS

- InsideOut Detroit performed at a Poetry Slam in the Amphitheater on Sat 8/30. 15 adults and 2 children attended, and 2 participants also performed by reading either their own original poetry or their favorite works.
- Back by popular demand, Kam Komics brought in 34 teens to a comic drawing program.
- This year's Summer Reading Program supported 2236 community members (878 Adults, 155 Teens, 884 Big Kids, 293 Little Kids, and 26 staff members) in reading for almost 15,000 hours this summer.

↓17,910

Library Visits

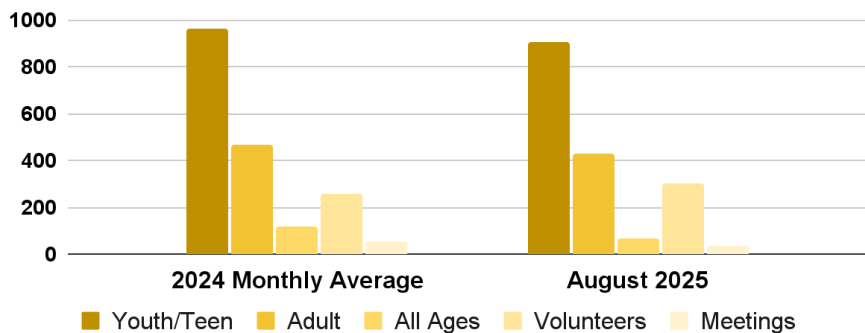
↓3,127

Questions Answered

↓81

Total Programs

This month, there was a slight dip in participation as summer finished up and we prepared for the full closure of the library.



COMMUNITY ENGAGEMENT

PROJECT UPDATES

Collaborative Programs

Library staff worked with Wayne County Parks & Rec and Chako Farms, and to create new collaborative educational opportunities that took place around the community. Additionally, the library worked with longstanding collaborative partners such as MI Philharmonic, American Red Cross, and Plymouth-Canton Literacy Council.

Farmer's Market

The library hosted a stall at the Farmer's Market, and interacted with over 500 community members during three weekends in August.

Community Outreach

PDL participated in the PCCS Back to School Bash and 2 Elementary School Open Houses to connect families to library services.



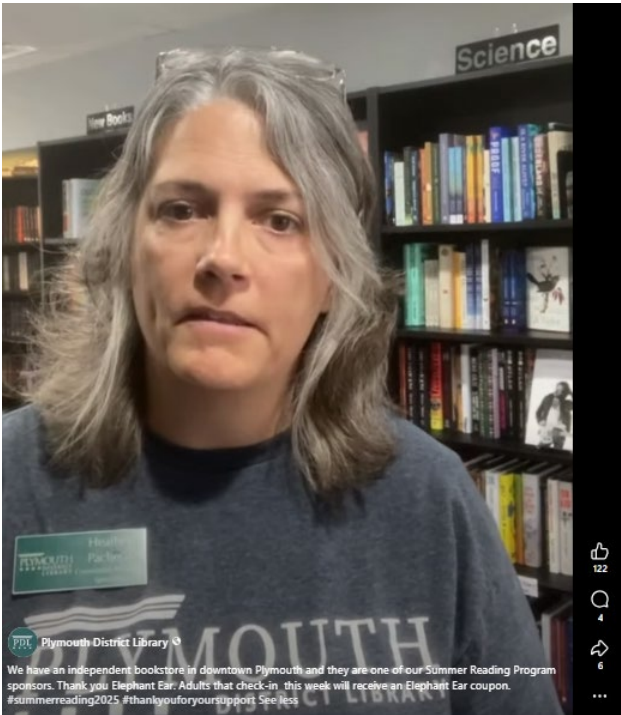
RENOVATION UPDATE: Earlier this summer, we launched our drive-thru service so you can easily pick up your holds. We hope it has been a great addition to your library experience. Here are some additional dates to keep in mind during the renovation:
September 1–14: Library closed for main level renovations
September 15: Main and upper levels re-open
September 15: Lower level renovations begin
October: Lower Level collections will re-open, with some areas temporarily cordoned off for the installation of the play space.
We appreciate your support and patience as we continue building the next great chapter of your library. Follow up here for updates over the next weeks. Contact us at info@plymouthlibrary.org for questions.



Plymouth District Library Library 81 4 comments 4 shares

MARKETING DATA

eNewsletters	84,225 sent (45% open rate)
Top Links Clicked	Main website & surplus sales page
New Cardholders	166
Social Media Reach	17,600
Engagements	79,036
New Followers	65



TECHNOLOGY

SPECIAL PROJECTS

New Staff Orientation

Four new Technology Assistants started this month and underwent significant training to prepare for the reopening of the public computer stations in the UL Technology Commons. Staff are currently supporting computer users, troubleshooting in-house technology issues, and installing new equipment.

Closure/Reopening

IT staff helped pack up and relocate technology equipment prior to the recarpeting of the Main Level and reassembled computer stations prior to re-opening. The IT team has also been reworking aspects of our server configuration to enhance our internal IT infrastructure.

↓14,525

WiFi Sessions

↑1,662

Computer Sessions

↑364,780

Website Hits

↓14,728

Mobile App Uses

FACILITIES

Work Orders Processed

Facilities staff worked through a total of 63 work orders this month (26 of which are still open). Support was regularly requested this month related to building repair issues or furniture moving.

Repairs

Staff installed a new changing station in the ML family restroom to replace a broken/unrepairable unit. Staff also provided troubleshooting to the receiving door locks and established proper locking sequence to ensure secure alignment. New instructions were posted for staff use. Three malfunctioning sprinkler heads were also repaired/replaced. Staff power washed Main Street patio, saving costs by completing the work in-house instead of outsourcing.

Building Renovations

We just completed the Main Level closure from 9/1-9/15 with a few projects still left to complete. Lighting in the Fireplace area will be installed by the end of this week, but movers will still need to come back to move our stacks back into position. There are also a few carpet accent colors that the carpeting team ran out of throughout the ML. They patched up the best they could and are prepared to come in and complete the work after the additional stock arrives. There was also a miscommunication about the lobby ceiling color that will be rectified in the coming weeks.

The Upper Level is open for patron use. We are still waiting on a number of furnishings to arrive and for the installation of the custom millwork countertop and cabinetry, but the space is usable. There will be about a week where the stairwell to the UL will be out of commission, to install additional lighting in the stairwell, but we intend to keep the UL open during that time, with access through the staff elevator.

Right now, we have contractors working on various projects on the Lower Level. The family bathroom door is in the process of being relocated to set the stage for the rest of the playscape demo/installation. Painters plan to finish the LL in the next two weeks and then carpeting will happen during the week of 9/29. After that, we plan to take another week to reset the space and reopen the collection to the public on 10/13, while the playscape area stays out-of-commission (likely for the rest of the year).

PERSONNEL

Open Positions

None

New Hires

Lily Weist	Starting 9/22	Adult Librarian
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Promotions

None

Terminations, Retirements, Resignations

Alice McCardell	9/19	Adult Librarian
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Congratulations on 25 years!

Employee Anniversaries

Andrew Spongberg	9/6	8 years	Cataloger
Samantha Stachowiak	9/6	3 years	Youth Librarian
Jeffery Wears	9/7	9 years	Reference Lead
Pamela Hakala	9/10	13 years	Page
Cathy Boismier	9/11	7 years	Clerk
Melissa Henderson	9/25	1 year	Reference Assistant

August FTE Count: 43.2