



DIRECTOR REPORT

To: Plymouth District Library Board
From: Shauna Anderson, Library Director
Date: October 15, 2025

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During the building closure, physical circulation dipped, but digital increased.

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Participation dipped, but popular events were held during the closure.

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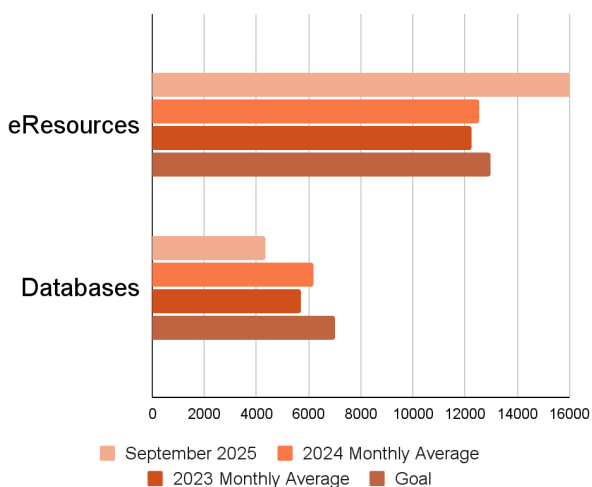
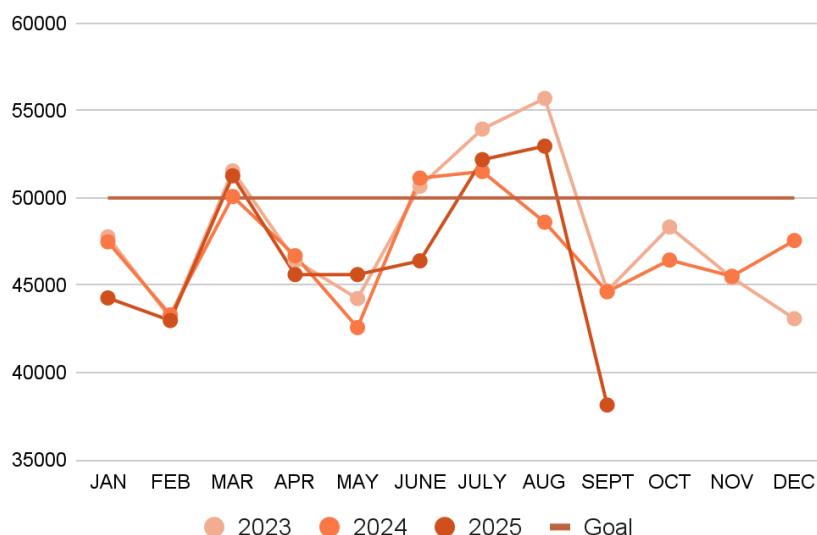
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Hiring for new positions in marketing

CIRCULATION

PHYSICAL COLLECTIONS

Circulation decreased for our physical collections during the two week closure, but not as low as anticipated, likely due to the Drive-Thru service and interest in the updates after reopening. Our collection utilization dipped to 11% as a result.



DIGITAL COLLECTIONS

eResources increased significantly during the building closure. Interestingly, database usage dipped significantly, likely alluding to the number of patrons who use databases in our building or staff who use databases during reference transactions with the public.

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

Our collection size is 160,227 with 2,379 new items added this month and 10,421 withdrawn.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



Patrons find their Halloween costume at this year's Costume Swap program (Above). Tea Obrecht presents at the Penn Theatre (Below).

PROGRAM HIGHLIGHTS

- *Outdoor Fun* during our closure had 80 participants who expressed lots of excitement about the amphitheater and the upcoming renovations.
- *MellyPop Puppets* was fantastic on stage at Fall Fest. About 350 spectators watched her performance.
- Author Tea Obrecht was an excellent presenter! This program was in partnership with the Penn Theatre and the Friends of the Library. A modest crowd of 58 attendees asked a lot of questions and were very engaged in the program.

↓9,142*

Library Visits
*Closed for 2 weeks

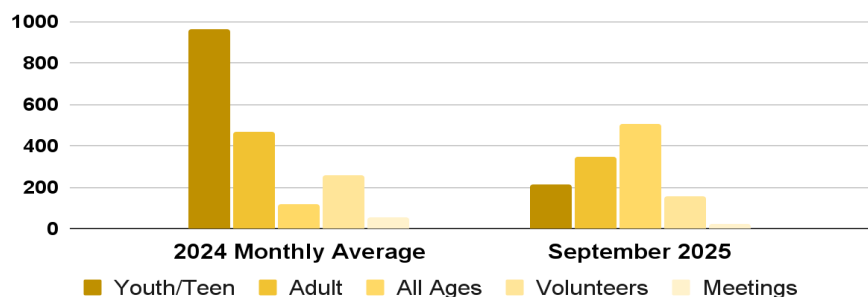
↓2,266

Questions Answered

↓45

Total Programs

This month, there was a significant dip in all areas of participation as a result of the 2 week building closure for our interior renovation.



COMMUNITY ENGAGEMENT

PROJECT UPDATES

Fall Festival

Fall Fest was a huge success! We welcomed over 1,300 visitors to our booth and folks of all ages made close to 800 heishi bead bracelets. The library also sponsored one of the stage performers for the event, which had over 350 people in the audience.

School Outreach

Library staff visited both Starkweather High School and Farrant Elementary School, participating with over 100 individuals.

Community Outreach

PDL staff engaged with kids at Downtown Day, showcasing our Library of Things with STEAM kit activities. Staff also tabled at the Senior Picnic, sharing program information and renovation updates.

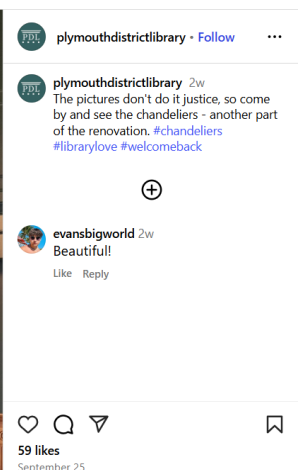
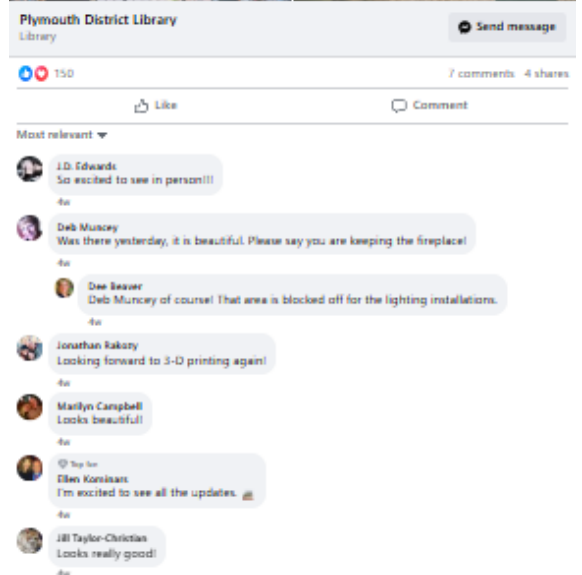
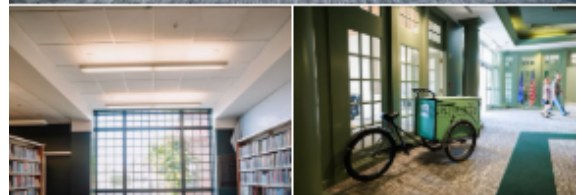
MARKETING DATA

eNewsletters	116,626 sent (45% open rate)
Top Links Clicked	Monthly event calendar & surplus sales page
New Cardholders	111
Social Media Reach	22,700
Engagements	70,357
New Followers	92

Plymouth District Library
September 16 at 1:11 PM · US

We were so glad to see you all in the library yesterday. We hope you are enjoying the space. Additional study rooms, more sitting space and much more. We are still moving on our renovations so visit us everyday and see how your library becomes more beautiful.

NOTE: The Lower Level (youth dept.) is closed for renovation. We have books and materials for youth on the main level for you to browse and take home. Thank you all for your patience and for your support of the library #Renovation #loveyourlibrary #welcomeback



TECHNOLOGY

SPECIAL PROJECTS

Paging System Implementation

Our brand new paging system was installed during the two week closure, and it is working well for our purposes. The system is integrated into our phones to support emergency messages throughout the building in addition to playing scheduled messaging/other sounds in different areas of the building.

Technology Commons Opening

IT staff helped assemble the new Technology Commons, which includes both public access computers, scanning/copying equipment, and maker technology. As we are able to, we will begin rolling back out the use of maker equipment for the public in the new space.

↓12,058

WiFi Sessions

↓555

Computer Sessions

↓153,865

Website Hits

↓13,877

Mobile App Uses

FACILITIES

Work Orders Processed

Facilities staff worked through a total of 115 work orders this month (30 of which are still open). Support was regularly requested this month related to building repair issues or furniture moving.

HVAC Repairs

BC Ten Air replaced a malfunctioning water alarm sensor on one of our rooftop units in addition to replacing a broken fan in one of our boilers. Afterward, the boilers received chemical treatment to keep them in sound functioning order.

Lighting Repairs/Replacement

PDL maintenance staff tested over (50) T8 ballasts on the main floor and replaced (40) lightbulbs, focusing on the main entrance and the corridor outside the meeting rooms to improve lighting with the darker paint colors.

Building Renovations

Currently, all areas of the library are now functional and usable for the public. We are still waiting on construction to begin on the Lower Level play area and for a few furniture pieces with longer lead times to arrive. Overall, the feedback from the public has been overwhelmingly positive.

PERSONNEL

Open Positions

Visual Design Specialist
Communications Specialist

New Hires

Lily Weist	Starting 9/22	Adult Librarian
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Promotions

None

Terminations, Retirements, Resignations

Rebecca VanStraten	10/14	Page
Donna Jackson	10/23	Marketing & Visual Design Specialist

Employee Anniversaries

Sean Glasgow	10/12	9 years	Teen Librarian
David Franchock	10/30	2 years	Page

September FTE Count: 43.6