



DIRECTOR REPORT

To: Plymouth District Library Board
From: Shauna Anderson, Library Director
Date: December 10, 2025

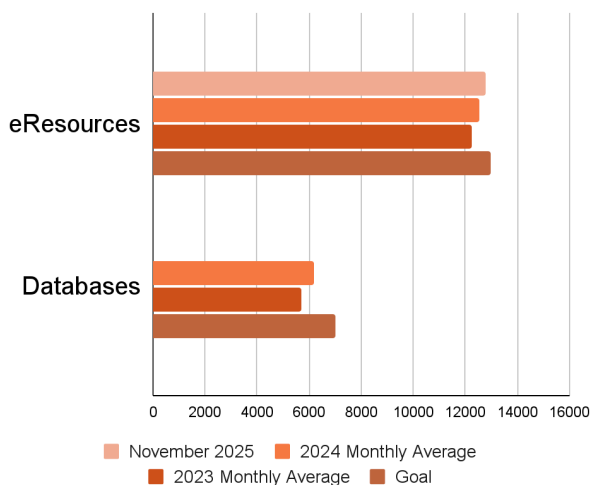
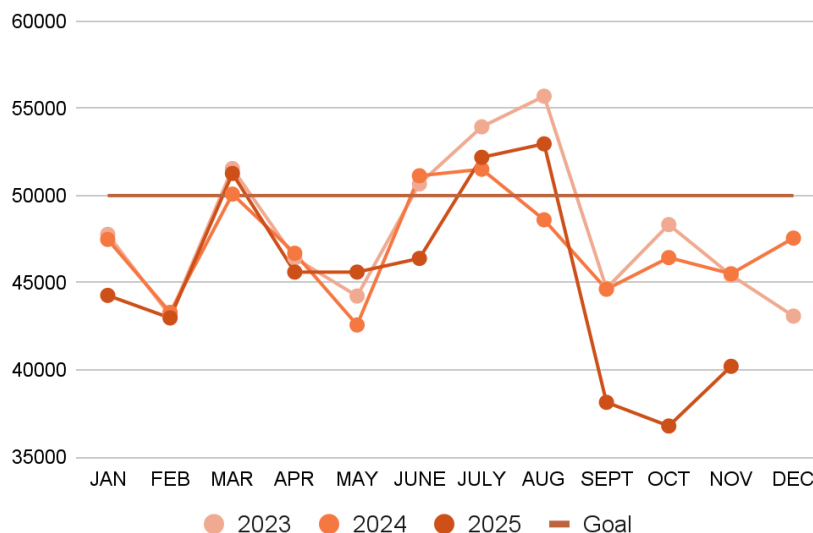
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Circulation	2	Technology	5
Circulation stayed steady with a slight increase in physical usage.		Network reconfiguration and ongoing MeLCat issues.	
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Highlights include Family Trivia Night, Veteran Resource Expo, and ASL learning.		Catching up on maintenance tasks after prioritizing renovation support.	
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Successful food drive with Gleaners and our annual veterans display		New EMU Social Work Intern starting in January and lots of conference reports.	

CIRCULATION

PHYSICAL COLLECTIONS

Circulation mirrored the low number of patrons who came into the building this month—rising from October but still low compared to previous years. This also caused our collection utilization to remain flat at 11%.



DIGITAL COLLECTIONS

eResources stayed relatively steady. Database usage will be reported at the meeting.

We are at a combined circulation of 710k, which is 92% of our monthly KPI.

Our collection size is 159,534 with 2,020 new items added this month and 771 withdrawn.

NOVEMBER'S MOST POPULAR TITLES

My Friends by Fredrik Backman

Atmosphere: a Love Story by Taylor Jenkins Reed

The Secret of Secrets by Dan Brown

Twice by Mitch Albom

The Impossible Fortune by Richard Osman

PARTICIPATION



Family Trivia Night brought together generations for a hilarious, packed room of fun.

PROGRAM HIGHLIGHTS

- The Veterans Resource Center of Southeast Michigan held their annual Veterans Panel Discussion & Expo. 12 organizations participated, and informed attendees about the services they offer to veterans. This event is always highly appreciated by those who attend.
- The Silent Book Club has also been steadily increasing attendance each month. This group brings together patrons to enjoy the act of simply reading together in the same room.
- The Talking Hands ASL Club is an all-ages group for people who want to practice and learn more about American Sign Language. The group brought in a presenter for learning activities last month and saw an increase in participation.

↓13,924

Library Visits

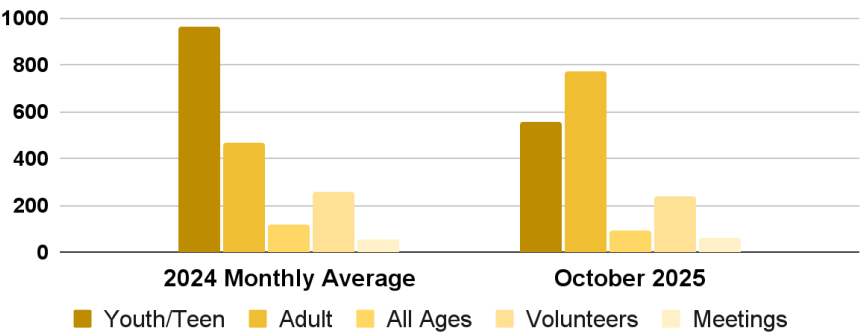
↓3,399

Questions Answered

↓73

Total Programs

Participation decreased for adults but increased significantly for volunteerism. Overall, the rest of our metrics remained consistent.



COMMUNITY ENGAGEMENT

PROJECT UPDATES

Food Drive

PDL collaborated with Gleaners to be a food collection point in the wake of the federal government shutdown that jeopardized nutrition assistance for the most vulnerable. We were able to send more than 25 boxes of food- it filled an entire office before it was collected.

During the drive, we noticed a number of community members looking through the donation drop-off bins, in need of food themselves. We are in the process of looking into a more regular service to support those in need.

We are also continuing to serve as a collection point for another food drive operated by local high school students in December.

Support for Disability Community in Local Workforce

PDL participated in *Expanding Opportunities, Embracing Abilities*, a program with PARCLife to explore local employment opportunities for those with disabilities.

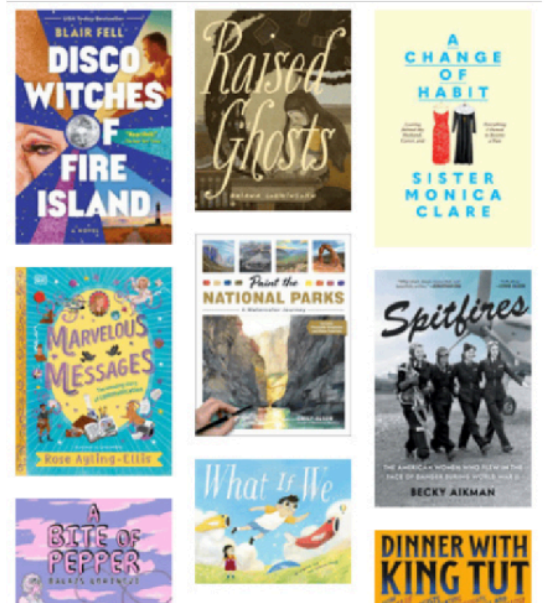
Community Outreach

PDL staff supported the Chamber by attending the annual gala.

Plymouth District Library
Published by Heather Day Pacheco · November 11 at 1:18 PM ·
With gratitude, we wish a "Happy Veterans Day" to all who have served. Today is a great day to share a photo of your service member loved one for our Honor display. Photos can be dropped off at any desk or emailed to info@plymouthlibrary.org.



Plymouth/Plymouth Township, Michigan and 27 others · 4 comments · 1 share



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Year-end lists are here! This year, we've partnered with [@elephantearbooks](#) to make your holiday book shopping even easier. Head to the link in bio to view our favorite Hidden Gems of 2025. You can see what's available in our catalog and grab a link to purchase directly from Elephant Ear online.



10 likes

November 26

TECHNOLOGY

SPECIAL PROJECTS

Security System Upgrades

We upgraded the control box for our keyfob door entry system, to allow us more room to grow in the future. Another fob entry door was added to the lower level, to minimize the incidents of doors to the IT storage area being left accidentally unlocked. We plan to add a few more fobs to our program spaces and Main Street entryway in the coming fiscal year, and this set us up for that project.

Network Reconfiguration

IT staff have been working with a data cabling company to rewire our server closet for better network configuration. This update will make IT projects significantly easier to manage due to the more flexible and modernized setup.

MeLCat Connectivity Issues

We continue to await support from the MeL team to resolve ongoing connectivity issues with the MeLCat system. Ultimately, we found the issue to be on MeL's side of things, but we are low in the queue to get the problem resolved. Staff are working tirelessly in the background to keep the system as functional as possible for the public while we wait for the update with MeL.

Aside from that, MeL has been making a number of their own technology upgrades that require them to take down their services entirely for multiple days this month, adding to the frustration from the regular users of the system.

↓13,375

WiFi Sessions

↑1,293

Computer Sessions

↑409,084

Website Hits

↑12,048

Mobile App Uses

FACILITIES

Work Orders Processed

Facilities staff worked through a total of 73 work orders this month (14 of which are still open). Support was regularly requested this month related to extra cleaning needed outside of regular maintenance schedules and furniture moving support.

Maintenance Projects

B & C TENAIR completed the bi-annual building-wide VAV filter replacement, quarterly RTU filter change, and end-of-year preventive maintenance/full inspection of the boilers, humidifiers, snow melt system, and main entrance air curtain. Minor repairs were identified and will be scheduled for January 2026.

Facilities staff replaced the door jamb, sill, insulation, and exterior lighting on the second emergency exit door of the ML Teen Lounge.

Facilities staff also troubleshooted and repaired the UL staff door that would not latch. The door required trimming, and new heavy-duty hinges were installed to ensure proper operation.

Facilities staff replaced the gas fireplace remote-control kit, including the thermostat, timer, and remote-control unit, restoring full functionality to the system.

Green Electric troubleshooted and repaired the electrical wiring for all decorative parking lot walkway light poles that had been out for several months. This includes several lights in front of the library and along the south-side walkway between the library and the Vitrine.

Executive Property Maintenance winterized our irrigation system with no discrepancies noted and completed the installation of our exterior holiday lights & decorations.

Building Renovations

Construction continues on the Lower Level playscape. By the time of our meeting, we will have replaced the lightbulbs in the new chandeliers with significantly higher lumen output. We are also working to finish up the repainting of the lobby cover light area that was painted grey and the red shelving in the fireplace area.

PERSONNEL

Open Positions

None

New Hires

April Borrusch	Starting 1/5	Library Page
Elizabeth MacLellan	Starting 1/6	Library page
London Harfoot	Starting 1/19	Social Work Intern

Promotions

None

Terminations, Retirements, Resignations

None

Employee Anniversaries

Wendalyn Prather	12/2	1 year	Clerk
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November FTE Count: 42.2

EMU SOCIAL WORK PARTNERSHIP

We were contacted in early December with an interested MSW student from EMU who wanted to do their practicum at PDL for the next two semesters. A professor who focuses on social work in public libraries is planning to provide professional supervision to help us develop a library social work program at PDL. We are looking into alternative funding—primarily through a contract stipend—since this was such a late addition to our upcoming fiscal year. If this proves to be a successful undertaking, I will be looking into budgeting for a position in the future.

They will spend the first semester learning about library work and getting to know library staff, patrons, and partners. The second semester will focus on direct consultations and program development.

CONFERENCES

THINK SPACE, MLA DIRECTOR FORUM

Shauna Anderson, Director

Sessions Attended

Day One: Your Coach Approach to Library Life

Day Two: The Library as a Place Where Leaders Build Other Leaders

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

This leadership and networking event is something that I look forward to annually. In this session, we worked with two presenters to hone our coaching skills and learn new ways to drive leadership throughout our entire organization. When I personally reflect on my aspirations for our workplace and the concerns that challenge our future goals, I know that I need more robust relationship and communication skills to be an effective leader. This experience helped me hone in on specific ways to develop those skills in service to my staff.

The first day of our workshop focused on coaching as a medium for developing staff and setting the stage for more effective work to take place. I learned about the differences between managing technical work and encouraging an environment that confronts adaptive challenges with curiosity. I also developed my own personal stance on coaching, to settle into when I'm confronted with issues brought to me by other staff members. My natural inclination is to immediately go into problem-solving/recommendation mode, but a coaching approach requires me to slow down and help pull out the solutions from the talented and capable people that make up our organization.

The second day of our workshop prepared us to work more closely with a peer cohort of library directors throughout the coming months– for regular reflection and learning experiences. We tried out a few team-building exercises that helped us engage in reflection about the process of collaboration and the ways that perfectionism limits what groups are able to accomplish together.

Before leaving, I had the opportunity to engage in topical conversation in an “open space” context. I chose to work with a group focused on discussing how to maintain high expectations without perfectionism– finding ways to balance vision and accountability with vulnerability and trust. We also discussed ways to address staff burnout when we get that balance wrong. It was an enlightening conversation full of excellent advice from seasoned leaders.

Anything we should consider implementing at PDL?

There were so many important nuggets of advice and inquiry that I'm continuing to mull over as I reflect on my time away. First, I am committing to a more coach-like approach to problem-solving. This will require me to shift the dynamic of my supervisory relationships from recommendations and directives to generative discussion and question-asking. It will also require me to be more open to other possibilities than I might have in mind.

My gut tells me that this is too "hands off" but the Think Space experience taught me that this can be healthy and productive. What feels "hands off" to me is actually just about exercising new muscles that I'm not as familiar with. In doing so, I hope that I can help address some lingering cultural issues in the workplace that keep colleagues siloed and isolated from each other— issues that stem from incongruous perceptions around the availability of trust, agency, and creativity from folks in different roles.

Ideas that I'm eager to try involve some trust-building exercises (that I hope my more cynical colleagues will still be good sports about when I whip them out at a future all-staff meeting).

I am also mulling over the role of project-based, time-bound sabbaticals as an antidote to burnout. There is a local library that is testing out short-term sabbaticals (between 2 weeks and 2 months) for late-career individuals to spend time away from the workplace on structured personal development and producing a singular project or recommendation to the organization. Other libraries were discussing a staff swap that would allow them to rotate staff for a longer-term experience in another library setting— helping give new experiences to folks who feel stuck in their work. I'm not at all ready to implement anything like that soon, but they are both ideas that I want to put some more thought into.

MICHIGAN LIBRARY ASSOCIATION ANNUAL CONFERENCE 2025

Holly Hibner, Adult Services Coordinator

Sessions Attended

Opening Keynote: Overcoming Fear to Channel Your True Voice and Change the World with Wade Rouse

Mentorship Matters: Cultivating Talent, Inspiring Success (presented)

Why You Need a DEI Statement Like ASAP

Simple Skills to Create Conversations Worth Having

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

Keynote: This was mostly a repeat of the presentation he gave at the Penn in May, but he talked about how his grandmother (Viola Shipman) and his mother encouraged him to overcome his fear, become a writer, and embrace his authentic self.

Mentorship presentation: People are really interested in mentorship from both mentor and mentee perspectives! Our talk was warmly received with lots of engaging questions and conversation.

DEI: I love the idea that DEI is "finding real solutions for the problems found." A DEI statement guides operational decisions, informs collection development, strengthens programming and services, creates barrierless hiring, fosters belonging, helps better respond to community needs, and holds employees, employers, and institutions accountable for their actions. TLN's is a good template/blueprint and they welcome other libraries to use it, edit it, and embrace it.

Conversations Worth Having: I learned about the "Tune In" method (pause, breathe, get curious), and how to ask generative questions that broaden your view and a positive frame. Some good generative questions include: "What assumptions are we making?" and "Who's doing a really good job at this? What might we learn from them?" There was also discussion of how to build connections through questions like "What is your story?", "How is this affecting you?", and "How do you see it?" The goal is to create shared outcomes.

Anything we should consider implementing at PDL?

A DEI statement would be great! It makes DEI work a formal directive, which we can be proud to take on with Administrative support.

MERS ANNUAL CONFERENCE 2025

Holly Hibner, Adult Services Coordinator

Sessions Attended

Building a Retirement Paycheck
Lessons Learned From Retirees
25 Do's and Don'ts for Retirement
Preparing to Retire with a MERS Defined Benefit Plan
Better Together - Empower Transition for Participants

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

- How much is enough to retire
- Savings goals
- Retirement income sources, both guaranteed and variable
- Withdrawal strategies
- Budget and distribution tools and calculators on MERS site
- Emergency funds/cash on hand
- Contribute a % rather than a \$ amount to increase savings over time as income increases
- Your plan + Your budget = Making sure it lasts
- Final Average compensation x Service credit * benefit multiplier = annual benefit
- Transition to "Empower" software will change the look of the MERS portal for defined benefit plans, but 457, DC, HCSP, IRA plans will be much more changed.

At ~4ish years from retirement, I learned that I am on track, meeting my goals, and there are a few minor tweaks I can make to get the most out of my last four years of "regular" income.

Anything we should consider implementing at PDL?

I love that we bring in the Education Specialists to PDL annually to keep eligible staff updated and reminded of their options. I hope we keep doing that!

MERS ANNUAL CONFERENCE 2025

Sean Glasgow, Teen Librarian

Sessions Attended

Thursday: MERS Investments; Building a Retirement Paycheck; Lessons Learned from Retirees
Friday: Preparing to Retire with Defined Benefit; AI In Action

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

I walked into this fairly clueless despite having attended a previous MERS conference. I learned a lot about what I have to look forward to, but also learned that I have a LOT left

that I need to learn. I learned that you should shoot for having 80% income replacement ready for when you retire, and that with my Defined Benefit plan, I'll have a consistent paycheck from retirement until death. That said, the finer details of my plan are still more or less unknown to me, so I'll need to get in contact with a MERS representative to get more information. I also need to get on MySSA to see what Social Security will do for me when I retire.

Anything we should consider implementing at PDL?

With the Nationwide 457, we're probably good.

2025 EVERGREEN INTERNATIONAL VIRTUAL CONFERENCE

Clint Lefferty, Technology Specialist

Sessions Attended

An Overview of Notices for Local Admins
Developing and Implementing a Strategic Roadmap
Batches, Baskets and Buckets
Sharing Data Securely
Mastering Stakeholder Management
What's New at KCLS
Inclusive cataloging
Angular Staff Catalog Tool Update
Acquisitions Inters Group
Evergreen Admin Working Group

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

I learned a lot of general evergreen knowledge and this conference absolutely prepared me for us to go live just a few days later. The admin sessions covered a lot of the admin for the individual branches (which is 90% of what we are doing at this point) and some at the system level, the angular catalog tool was an interesting look into how the record buckets have been improved (which makes it easier for us to know the behind the scenes that Equinox is doing and gave insight to my interest in application development) and my personal interest was about sharing data securely and it at the very least gave me peace of mind with using a cloud based ILS.

Anything we should consider implementing at PDL?

Most of the things covered here have been implemented at this time

MICHIGAN AI CAPACITY BUILDING TRAINING

Clint Lefferty, Technology Specialist

Sessions Attended

Bi-weekly virtual sessions with other cohort members

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

I learned about the different resources there are online and how they may apply to integrating AI into public libraries. The big ones were things like HuggingFace which is a massive online repository of open-model/-weights AI tools and then how to use AI for things like cataloging and analyzing historical documents and photos.

Anything we should consider implementing at PDL?

I think that the most realistic, cost effective thing, if any, is to integrate something like a Zapier chatbot on our website that can answer FAQ's for patrons that interact with us through our website.