



DIRECTOR REPORT

To: Plymouth District Library Board
From: Shauna Anderson, Library Director
Date: January 15, 2026

CONTENTS

Circulation 2

We ended the year with over 774,000 checkouts– 92% of our annual goal.

Participation 3

Highlights include our model train exhibit, ELL party, and teen book club.

Community Engagement 4

School outreach, homebound support, and Christmas in Plymouth

Technology 5

Network reconfiguration and ILS updates.

Facilities 6

Updated lighting, new artwork, and ongoing maintenance of our building systems.

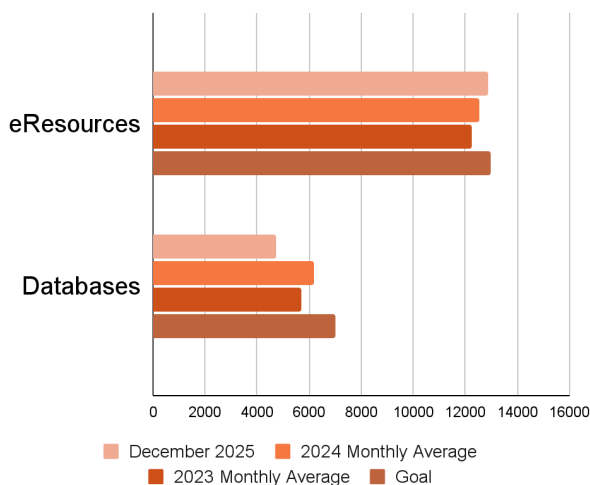
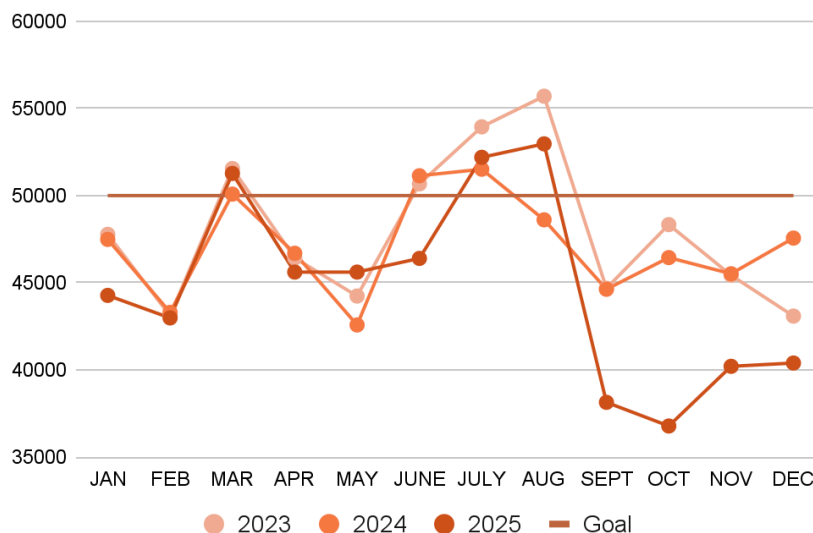
Personnel 7

Lots of employee anniversaries to celebrate.

CIRCULATION

PHYSICAL COLLECTIONS

Circulation increased slightly over the previous month but is 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 ended the year at a combined circulation of 774k, which is 92% of our annual goal of 840k.

Our collection size is 163,290 with 1,028 new items added this month and 1,977 withdrawn.

DECEMBER'S MOST POPULAR TITLES

My Friends by Fredrik Backman
The Secret of Secrets by Dan Brown
Twice by Mitch Albom
The Widow by John Grisham
The Black Wolf by Louise Penny

PARTICIPATION



Caregivers bond with infants at our monthly Babytime program (above). Crafters connect at our Build-a-Book program (below).

PROGRAM HIGHLIGHTS

- PDL hosted the European Train Enthusiasts giant model train exhibit during winter break. Over 350 people dropped in to enjoy it and learn from the club members.
- The English Language Learning groups met together for an end of the year party with a singalong supplied by the Plymouth Ukulele Club.
- Our Teen book club, *Books & Bites*, is seeing an influx of participation with a regular group of dedicated attendees. Groups like this support important social skills while helping young people grow their love of reading outside of school.

↓11,784

Library Visits*

*Estimate due to a technology issue that disrupted our count.

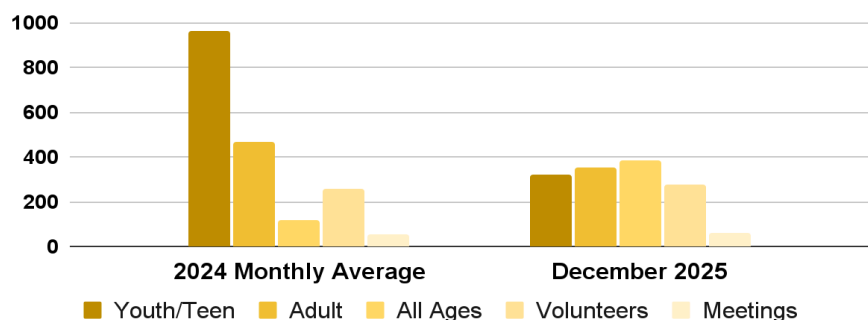
↓3,093

Questions Answered

↓61

Total Programs

Participation decreased for adult and youth programs, but increased for all ages, likely due to the fact that families were spending more time here during break.



COMMUNITY ENGAGEMENT

PROJECT UPDATES

Christmas in Plymouth

Library staff braved the cold to provide free activities and talk about library programs at the *Christmas in Plymouth* outdoor event downtown. Staff engaged with 846 people during this event.

School Outreach

Library staff visited Allen Early Learning Academy for a storytime before school let out for winter break. We also welcomed multiple groups from KinderCare for tours at the library.

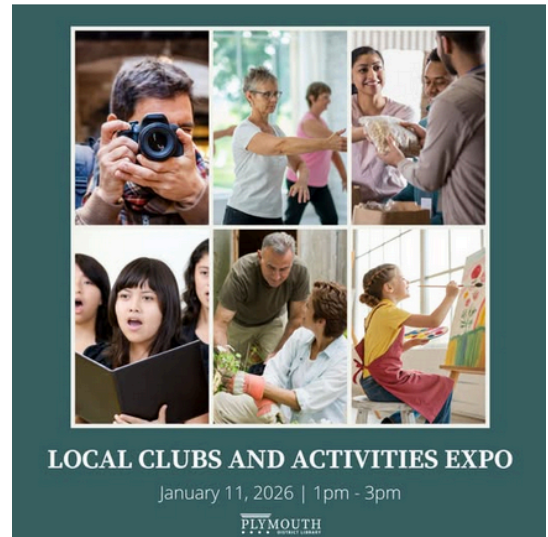
Homebound Support

Volunteers continue to support homebound patrons throughout the community, delivering 231 books in the month of December. This program is set to grow in the coming year to include more support for socialization through a kids pen pal program supported by the library.

Plymouth District Library
December 17, 2025 at 12:00 PM · 🌐

Calling all Plymouth area adults! Curious about ways to get involved in your local community and have some fun? Join us on January 11th for the Local Clubs and Activities Expo to explore more than 25 groups, talk to their members, and find one that interests you!

Visit <https://plymouth.librarycalendar.com/.../local-clubs-expo...> for more information.



65 Likes 6 comments 19 shares

All comments ▼

Kara Gavin
Miller Woods Plymouth MI board members will be there to talk about opportunities to get involved!
4w Like Reply 2

Joanie Davidson Forfinski
The Plymouth Lions Club will be there!!
3w Like Reply 2

Lori Nelson
Can you please post your holiday hours? When you are closed or closing early? Thanks and happy holidays
3w Like Reply

Plymouth District Library
Lori Nelson Yes! We will be closed 12/24, 12/25, 12/31, and 1/1. A reminder post will go up tomorrow as well, thank you so much and happy holidays!
3w Like Reply

Michelle Bracey
Kivans Club of Colonial Plymouth will be there to welcome you!
3w Like Reply

Robert McCurdy
Watch out for the political activists!
2w Like Reply



plymouthdistrictlibrary 2w
Our holiday gift to you: Beginning Sunday, January 4th we're extending our Sunday hours to 10am-5pm!
Join us this Sunday (1/4) at 10am for FREE donuts and coffee (while supplies last) to celebrate. We can't wait for you to spend even more of your weekends at PDL! 🍩☕

elbrady88 2w
Any word on when the children's section will be fully open?
Like Reply
View all 1 replies

camjansky 2w
This is amazing news!!!!
Like Reply

45 3 3
December 29, 2025

TECHNOLOGY

SPECIAL PROJECTS

IT Recabling project

The IT team worked with one of our vendors for the larger building project to support the modernization of our IT infrastructure. Our server closets were all revamped with cleaner and more usable wiring systems. Previously, our networks were an amalgamation of 30 years of IT work layered on top of each other, but the new setup will provide our IT team with a lot more flexibility and easier implementation in the future.

The project took down a few aspects of our infrastructure (i.e. our people counter in the vestibule, a few security cameras, the lower level self-checkout machine, etc.) but most of those issues have been remedied as of the writing of this report.

MeLCat Success

Progress has been made on the MeLCat front. Our NCIP connector is now working properly again. This means that patrons will now be receiving notifications about their MeL materials from our system and can see all of their MeL materials in the main library account. We are still working with Equinox and the team at MeL to get our deleted record reports functioning appropriately, but this has little impact on patrons.

ILS Updates

When we migrated to our new ILS, we brought over a few vendors that we had worked with previously alongside SirsiDynex, namely Itivia (responsible for phone notifications) and Syndetics (provider of cover art in our catalog). We finally got phone notifications working with Itivia after over a year, however they were directing our patrons to the library in Plymouth, MA. This has now been fixed.

We are also working on migrating our cover art to a new vendor called ChiliFresh who can provide us with the same functionality for $\frac{1}{3}$ of the price of Syndetics. This transition will happen over the next month or two and should be relatively unnoticeable for patrons.

↑14,227

WiFi Sessions

↓1,141

Computer Sessions

↑469,890

Website Hits

↓11,067

Mobile App Uses

FACILITIES

Work Orders Processed

Facilities staff worked through a total of 47 work orders this month (9 of which are still open). Support was regularly requested this month related to repairs and maintenance along with extra cleaning needed outside of regular maintenance schedules.

Maintenance Projects

Using a rented scissor lift, Facilities staff replaced all individual specialty lightbulbs in each of the three chandeliers located in the main-level fireplace parlor area. This brightened the lighting in the space considerably.

Facilities staff painted the electrical power strip, repaired wall damage, and addressed various scrapes and marks by repainting the walls in the lower-level study booth area. The space has been getting TONS of use.

BC10 completed HVAC work noted last month on the boiler tank expansion, installed a new P-Trap on RTU #2, replaced six exhaust fan belts, replaced two fill valve assemblies on Humidifier #2 and replaced the Air Curtain contractor located at the main entrance.

Total Energy Systems completed inspection and semi-annual preventative maintenance on our Generator - no discrepancies other than updating the time in the transfer switch.

H.V. Burton completed Boiler chemical maintenance testing and treatment.

Building Renovations

Construction continues on the Lower Level playscape. We are anticipating opening the playscape in sections as it is available, but the full re-opening is looking more like early-May at this juncture. We also had a lot of new furniture delivered and artwork hung on the Main Level. Lots of new lightbulbs were ordered at the end of the year to support strategic LED replacement for better lighting consistency.

PERSONNEL

Open Positions

None

New Hires

None

Promotions

None

Terminations, Retirements, Resignations

None

Employee Anniversaries

Alexandra Freeman	1/5	2 years	Intern
Timothy Sherman	1/6	17 years	Adult Librarian
Clint Lafferty	1/8	2 years	Technology Specialist
Izabella Doornbos	1/8	2 years	Reference Assistant
Shauna Anderson	1/9	6 years	Library Director
Colleen Kingsbury	1/10	4 years	Teen Librarian
Susan Grybb	1/11	10 years	Page
Kim Butterbaugh	1/11	9 years	Clerk
Heather Pacheco	1/23	14 years	Community Relations Specialist

December FTE Count: 44.6

CONFERENCES

MICHIGAN LIBRARY ASSOCIATION ANNUAL CONFERENCE 2025

Zach Hose, HR Specialist

Sessions Attended

Overcoming Fear to Channel Your True Voice with Wade Rouse
Mentorship Matters: Cultivating Talent, Inspiring Success (Presented with Holly Hibner)
Why You Need a DEI Statement Like ASAP
To Go Boldly: Building and Leading Inclusive Teams
Attack from Within: How Disinformation is Sabotaging America with Barbara McQuade
Changing Perspectives in Onboarding
The Manager's Toolbox: A Guide for Planning, Decision-Making & Building Culture
Stuck in the Middle With You: Middle Management in Libraries
Librarian: Profession, Trade or Vocation
Ships and Shipwrecks: Navigating Our Libraries Through the Age of AI with Nick Tanzi

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

The main reason that I attended MLA was to present with Holly. Holly and I presented on the Mentorship Program that we created at PDL and I learned a lot about other libraries and if they offer their own mentorship program or if they have something similar. Based on some questions that we received and conversations that I had after our presentation, it seems like mentorship is something that people want but they don't really have many opportunities for it within their own library setting. Something that was a bit surprising to me was that some attendees made it sound like their organizations frowned upon employee growth. This all made me think about our program and think about the ways that we can best support our staff at PDL.

Outside of my session, I attended sessions that were more geared towards HR. In the session Librarian: Profession, Trade or Vocation I got to hear from two library leaders debate this topic. From a very limited scope, I just imagined that librarianship was a profession but in this session I learned that it seems to more commonly (at least by the presenters and attendees) be considered a vocation. Hearing two library leaders with years of experience debate librarianship really helped me learn about how librarianship is perceived and how it should be viewed and the disconnect.

I have heard a lot of great things about Wade Rouse so I was excited to hear his keynote Overcoming Fear to Channel Your True Voice. First off, Wade is a great and compelling speaker and storyteller so this was just very entertaining. This session resonated with me because it reinforced the idea of vulnerability and being our authentic selves. This is something that I personally find important and it was a good reminder to carry myself this way. Additionally, it was a good reminder to help foster a work environment that encourages psychological safety, (calculated) risk taking, and individual authenticity.

I think this conference will influence my work going forward by helping me be a stronger leader. Being able to speak at MLA gave me solid library world experience in terms of gaining credibility and confidence. While sometimes I feel like there is so much more that we could be doing from an HR perspective at PDL, it is reassuring to see that we have a lot of great systems in place when we zoom out and hear about what other libraries are doing. I want to take this confidence and continue to be a strong leader at PDL, within libraries, and continue to drive a strong HR culture and presence here at PDL.

Anything we should consider implementing at PDL?

Nothing immediately comes to mind. The HR sessions that I went to didn't cover anything that we do not already do. I would say that rather than implementing something, we just need to continue to foster an inclusive and supportive work environment where employees can be their authentic selves and feel seen and heard. I think we do a good job at this and it's just something that we will always remain mindful of.