



# DIRECTOR REPORT

To: Plymouth District Library Board  
From: Shauna Anderson, Library Director  
Date: March 10, 2026

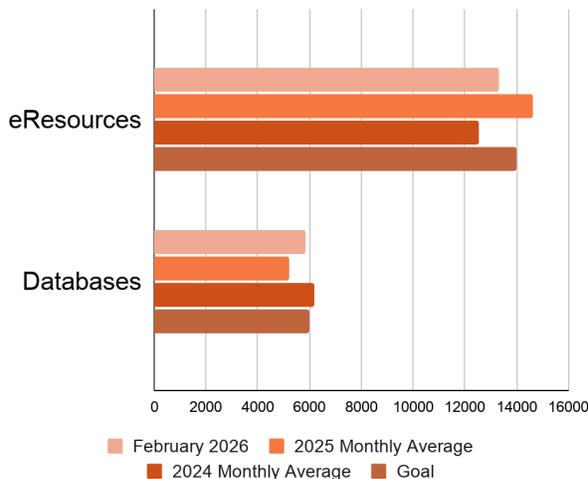
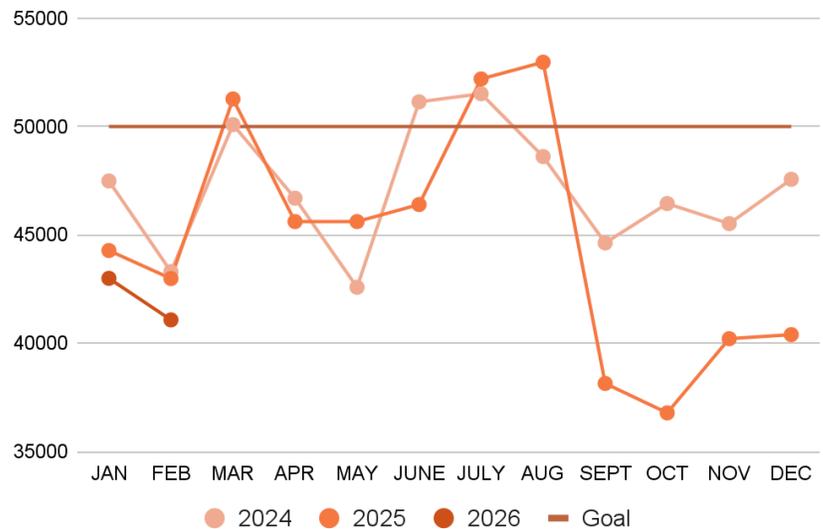
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<b>Circulation</b>	<b>2</b>	<b>Technology</b>	<b>5</b>
Circulation is dipped again in all categories.		Exploring indoor digital signage and new in-house printing options for 2027.	
<b>Participation</b>	<b>3</b>	<b>Facilities</b>	<b>6</b>
Highlights include our annual <i>Parade of Preschools</i> and <i>Puzzle Swap</i> .		Ongoing maintenance of our building systems.	
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School outreach, presentations to municipal officials, and hygiene collections.		Hiring for an Adult Librarian	

# CIRCULATION

## PHYSICAL COLLECTIONS

Circulation is still low compared to previous years and down over the previous month, but this pattern follows prior year trends. Our collection utilization was maintained at 12%.



## DIGITAL COLLECTIONS

eResources went down slightly, likely due to the effect of many folks abandoning their New Year's resolutions.

We ended the month with a combined circulation of just under 124k, which is 89% of our monthly goal.

Our collection size is 166,001 with 2,166 new items added this month and 904 withdrawn.

## FEBRUARY'S MOST POPULAR TITLES

- My Friends* by Fredrik Backman
- The Secret of Secrets* by Dan Brown
- The Widow* by John Grisham
- The Correspondent* by Virginia Evans
- Theo of Golden* by Allen Levi

# PARTICIPATION



Preschool representatives interact with parents and future students at the annual Parade of Preschools..

## PROGRAM HIGHLIGHTS

- Story Share Cafe, a conversation and storytelling group targeted at seniors, kicked off with a session reminiscing about "The Detroit of My Childhood." Future sessions will focus on memories in the garden and other prompts for personal sharing. Registration was limited to 7 to create an intimate, casual, and approachable format for small group discussion, facilitated by library staff.
- This year's Puzzle Swap saw over 1000 puzzles exchanged by over 270 participants. Community members expressed that they love our swap events.
- Parade of Preschools brought together 17 early childhood education programs with 68 people looking for a good fit for their toddlers first school experience. This event has become an annual hallmark of our youth department program efforts.

↓ 17,843

Library Visits

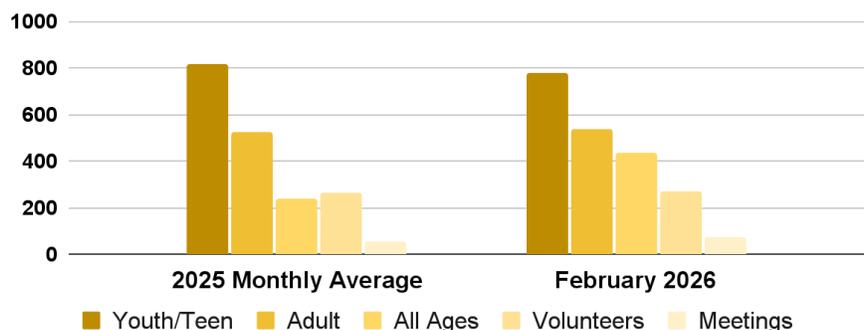
↑ 4,127

Questions Answered

↑ 84

Total Programs

Participation skewed more toward higher than average all ages programming this month with strong participation for a shorter month.



# COMMUNITY ENGAGEMENT

## PROJECT UPDATES

### Community Collections

The library hosted a donation box in the lobby in support of the United Way’s annual hygiene item drive.

### School Outreach

Library staff supported OLG 4th graders for their annual animal reports through a field trip to conduct research.

### Chamber Support

Heather Pacheco spoke at both the City and Township meetings to present the library’s annual report. Overall, the comments from elected officials were largely positive.

## MARKETING DATA

eNewsletters	82,672 sent (42% open rate)
Top Links Clicked	Monthly event calendar & Digital Learning page
New Cardholders	226
Social Media Reach	19,032
Engagements	7.5%
New Followers	100

**Plymouth District Library**  
Published by Later • February 7

Thank you to all of our Spice Club members for making January’s meet-up such a success. The spice of the month was sumac, and the delicious samplings you brought did not disappoint 🍷  
Member Phyllis shared that she enjoyed meeting people who love to cook too, and Seema loved “the chance to drive out a dish and experiment.”  
Save the date for the next Spice Club gathering on May 21st! 🗓️



See insights and ads Boost post

👤 Plymouth/Plymouth Township, Michigan and 51 others 3 comments 2 shares



👍 57 🗨️ 🚩

February 21

**plymouthdistrictlibrary** 2w  
Take a look at photos from last ye FormalSHARE as we count down t days until our 2nd annual FormalS event on Saturday, March 7! Get y spring cleaning done early by dor your gently used formal attire. Bri pieces (clean and on hangers!) to library through March 6 📸 📷

If you’re looking to take home beautiful (and free!) formal wear for special occasions like prom, banquets, or weddings, sign up for a spot to shop on our website! 📄 Remaining donations will be available for drop-in shopping on Sunday, March 8.

# TECHNOLOGY

## SPECIAL PROJECTS

### Digital Room Signage

The IT team is working on a project to add digital room signage to all of our meeting rooms. This project is complicated by our current event calendar vendor, but we are considering lots of different options to make this possible.

### Exploring Printing Options for 2027

Next year, our copier lease is set to renew, and with that in mind, we are working alongside our vendors to consider adding an in-house digital printing press. This would allow us to have more flexibility with regards to both our monthly community newspaper and quarterly newsletter. This would also open up more possibilities for community publishing– community recipe books, zines, etc– alongside our own marketing efforts.

### ILS Updates

MeLCat is officially syncing up completely with our ILS without any negative repercussions to our internal processes.

The Catalog Development Group is working on a potential update to our internal ticketing system to implement Open Projects– an open source system to support long-term project management that includes a lot of really flexible modules. Alongside a few smaller projects, the group is working to stabilize the system so that we can work next quarter on standardizing processes and reports for staff.

↓14,351

WiFi Sessions

↑1,252

Computer Sessions

↓457,928

Website Hits

↓12,016

Mobile App Uses

# FACILITIES

## **Work Orders Processed**

Facilities staff worked through a total of 93 work orders this month (26 of which are still open). Support was regularly requested this month related to furniture and repairs and maintenance.

## **Maintenance Projects**

Repairs were made to the supplemental HVAC unit in the Upper Level IT Closet after minimal water damage was reported.

Motor City Moving also upgraded the warehouse area to include a new custom workstation and project table.

Facilities staff also replaced the carpeting in the public elevator, troubleshooted a bad outlet on the Lower Level, and installed a new baby changing station in the Lower Level Family Bathroom.

## **Building Renovations**

Construction continues on the Lower Level playscape. The majority of this work is now happening offsite by the millwork team, who are assembling and preparing pieces for installation this spring.

# PERSONNEL

## Open Positions

Adult Librarian

## New Hires

None

## Promotions

None

## Terminations, Retirements, Resignations

Dee Beaver	3/17/26	Adult Librarian
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## Employee Anniversaries

Nicole Munson	3/11	2 years	Youth Librarian
Zach Hay	3/24	1 year	Circulation Lead
Maxine Dragomir	3/25	2 years	Reference Assistant
Charlie Stratton	3/26	8 years	Computer Support Technician
Marshall Draper	3/28	3 years	Custodial Technician

**February FTE Count: 45.6**