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TO: Plymouth District Library Board

DATE: 16 November 2021

RE: November Monthly Report

FROM: Shauna Anderson, Director

August 2021 Statistics:

Circulation – Books & Other	37,112
Circulation – Overdrive Downloads	7,224
Circulation – Hoopla	2,066
Circulation – Overdrive eMagazines	595
Circulation – Kanopy	233
Total Circulation	47,230

Electronic Access

Web Mobile Use	5,514
App Use	5,135
App Unique Devices	792
App Page Views	5,972
Public Computer Use	859
Wireless Use	10,447
Volunteer Hours	59.5
Meeting Room Use	83
Virtual/Online Programming	552

Building

The front steps are currently undergoing resurfacing. This project was paid for in a previous fiscal year, when funds were available to support the planned maintenance.

As the weather turns colder, we have needed to bring in HVAC support to stabilize temperatures throughout the building. We are also in the process of bringing in experts to monitor the humidifiers that received updates to ensure that they are functioning properly going forward.

Personnel

We had multiple staff members announce their retirements this past month and are working on plans for hiring that will stretch into the first quarter of FY22. We recently hired Jonathan Williams to an open page position. We are also accepting applications for a part-time Reference Assistant and full-time Facilities Supervisor.

We are working with MERS and Nationwide to solidify proposals for migrating our pension program to an employer-matching 457 plan for new FT employees. This will allow us to close our pension program and focus on fulfilling our responsibilities to those currently enrolled in the program. Kwamsia and I will plan to bring forward our recommendations to the board in December.

In October, we offered all staff the opportunity to informally view sessions from the Michigan Library Association Annual Conference. Staff from all departments are not used to taking advantage of professional development opportunities like this, so attendance was smaller than we would have liked to see. Going forward, we will do more to ensure everyone is aware of the opportunity and that managers are actively discussing professional development with individual staff members when opportunities like this come up.

Governance

In November, I will be conducting Trustee Orientation for our newest board member, Beth Sexton. In keeping with the Library of Michigan's recommendation for best practices, I will review library services, the role of the Library of Michigan/local cooperatives, a review of the Michigan Library Trustee Manual, and a full tour of the building. A digital manual including all library policies has been provided via USB drive.

If any board members would like to attend the Virtual ALA Midwinter Conference (January 21-24) or the in-person Public Library Association Conference in Portland, Oregon (March 23-35), please let me know before the December board meeting. I will send links to the session information for both conferences via email. I reserved \$1400 in the 2022 budget to support a

number of different scenarios for board participation in national library conferences, but a better understanding of interest and availability will help us plan. Please keep in mind that ALA Annual Conference will take place in Washington, DC (June 23-28) although registration and program details are not yet available.

I will attach a copy of the current Trustee By-Laws and Financial Policy to this memo and would like to recommend the following schedule for reviewing/updating these documents:

- December: bring forth recommendations for changes to the current Financial Policy for discussion
- January: finalize and approve the updated Financial Policy
- February: bring forth recommendations for changes to the current Trustee By-Laws for discussion
- March: finalize and approve the updated Trustee By-Laws

Services

We are in the process of removing gender from our applications and forms. There is no operational need for us to collect this information. We hope this change will create a more inclusive experience for everyone in our community.

Auto-renewal catalog functionality will be turned on for all of our patrons starting January 1. This automatically provides individuals with extra time on their library loans when items are not already on hold for another patron. We have received many suggestions over the years from patrons who experienced this functionality at other libraries and wanted to see this service here.