



PLYMOUTH DISTRICT LIBRARY

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TO: Plymouth District Library Board
RE: Director Report

DATE: January 18, 2022
FROM: Shauna Anderson,
Director

December 2021 Statistics

Books & Other	35,020
Overdrive Downloads	7,403
Hoopla	2,221
Overdrive Magazines	520
Kanopy	248
Total Circulation	45,412

Questions Answered	2165
App Use	4760
App Unique Devices	799
Volunteer Hours	188
Meeting Room Use	57

Building Updates

A local Eagle Scout is volunteering to help us craft an outdoor reading room on the Main Street porch. We purchased two memorial benches for the area (resolving obligations dating back to 2016) and matching adirondack chairs. A woodchip path will be crafted to help connect the sidewalk on the south side of the building to the porch and a Little Free Library will be installed near the concrete slab.

We continue to have issues with the library's HVAC. Temperatures in the lower level of the library have required consistent monitoring to ensure that the rooftop unit is functioning. We are working with additional contractors to conduct inspections and help us craft an action plan that will result in greater stability going forward.

Personnel Updates

Recently, we hired Yong Heo as new Facility Supervisor and Colleen Kingsbury as Full-Time Teen Librarian. Virgie Batayeh and Nina Chamberlain have been hired as Part-Time Evening Custodial Technicians. We are currently filling an internal posting for a Technical Services Clerk.

This month, we signed off on the purchase of ADP Essential Time & Attendance, which will include the digitization of all timecard and scheduling functions for the library. Implementation for that will begin in the coming weeks.

Financial Updates

BS&A has completed an initial data transfer from our current financial system, Pontem. This will support the transfer of data from the past ten years to populate our new financial software.

We recently updated our Amazon purchasing program to include approval levels, GL codes, and more. We are working on joining the Amazon Business Prime program set up through The Library Network, while also working to limit our use of Amazon as a primary vendor-- promoting the use of local vendors whenever possible.

We are currently finalizing the purchase of the library's Book Bike through Haley Tricycles. We are hoping to have the completed bike by the spring time to support our objective of providing at least 10 outdoor programs this year.

I met with the Financial Committee this month to review the library's current investment accounts. We will be meeting again soon to work on a comprehensive plan for our investment funds.

Community Updates

I will be meeting soon with representatives from Plymouth City Commission to lend support to the Know Your Neighbor committee. Staff member Heather Pacheco will be the library's main representative on the committee once things get underway. The library is prepared to offer meeting space, host programs, and use the library's platform to support the goals of the committee.

Over the course of the next month, I will be sending out packets with the library's new Strategic Plan, 2022 Objectives, and 2021 Annual Report to key community leaders and library supporters. I hope to use these documents to tell the story of the library and bring more like-minded organizations to the table for collaboration.

Heather Pacheco is working resuming collaborations with the Plymouth-Canton Community Schools Post-Secondary program to provide their classes with opportunities to learn job-readiness skills. This group will be helping librarians with clerical tasks related to discarded materials. Other groups from Community House and STEP are also working with Heather to resume volunteer experiences at the library.

COVID Updates

On Monday, January 10, PDL moved back to Stage 3 of our COVID Reopening Policy. Skyrocketing local COVID numbers alongside numerous staff cases led the management team to pull back services. It is our goal to move back to Stage 5 as quickly as possible, and we concluded that a robust, on-demand curbside service pan would allow us to be more flexible and clear in our communication with the public. So far, our curbside numbers have been steady and the on-demand service model has been well-received by patrons.

We plan to move back to our previous level of service when test positivity rates demonstrate a declining trend and our staff health is more stable.