

## **BOARD OF LIBRARY TRUSTEES ANNUAL REPORT FOR FY2014**

**LIBRARY BUDGET AND HOURS.** In FY14, the Town granted the Library a budget of \$1,000,378, allowing us to build our collections, offer community programs, and maintain Library hours at the FY13 level. The Library is currently open more than 3,000 hours a year: 64 hours a week during the fall, winter, and spring, 56 hours a week in summer.

**LONG-RANGE PLANNING.** This year we worked hard on activities that would help us meet some of the goals set out in our five-year Long-Range Plan. One of our goals was to increase our patrons' access to digital content. We increased the number of available e-books by 4,671 (24 percent), downloadable audiobooks by 1,143 (18 percent), and our sizeable audio and video disk holdings by 1,061 (6 percent). We initiated a downloadable and streaming music service for our patrons. Overall, our digital collection increased by 16 percent while our total print holdings increased by 4 percent. Another goal was to improve library services to teens. We applied for and received a two-year federal "Serving Tweens and Teens" grant. As a result of this grant, the Library staff created the first-ever teen section in the Library.

**BUILDING AND GROUNDS.** The Trustees continue to serve as stewards of the Library building, overseeing maintenance, repairs, and improvements in coordination with the Town's Facilities Department. Some minor electrical upgrades were made to the building to accommodate new equipment, and the ivy was cut back on the exterior masonry. Drainage problems continue to plague the downstairs Children's Room, which experienced three flooding incidents this fiscal year. We continue to await action on drainage improvements approved after we experienced a major flood in spring 2010.

Upgraded furniture was installed in the Rotunda to complete its restoration as a reading room. In response to requests for more private areas for individual study, tutoring, and group work, the staff created new seating areas in the mezzanine stacks this year. Because our public space is open, it is not possible to provide truly quiet or private work areas in the building. Our building also provides very limited space for collections, events, community programming, staff work, and children's and teen services. Our limited parking areas and the traffic challenges at our busy intersection remain unchanged, as does compromised access for patrons with disabilities. Taken together, these limitations of our beautiful, historic building are hampering our ability to deliver 21st-century library services.

The Trustees continue to explore opportunities to ease crowding at the Library and to expand or move the Library to another location. We also remain open to sharing space with another Town department if necessary. We understand that the MBLC will announce a construction grant round for 2017 and have started the work required to make the Library eligible to apply for a grant; such a grant would cover approximately 45 percent of construction costs for a new or expanded Library facility. Actual construction would be contingent upon funding by Town Meeting. Unfortunately, the state of indecision that surrounds all potential sites for library expansion makes it difficult to plan for future library services, even at our current location. Achieving clarity on the site for the Library's future is the Trustees' top priority for FY2015 and FY2016.

**TECHNOLOGY.** Technology services to our Library patrons improved in FY14. We provided free wired Internet service to an average of 590 people per week on six public computers, and our popular wireless network is very heavily used by users visiting the library. We offer in-Library access to a variety of tablets and notebook computers. We maintain an active social network presence on Facebook and Tumblr. We continue to maintain a rich Library website, with plans to update its appearance in 2015. Digital signs in

three areas of the building promote Library programs and services. We are making plans with the Town's IT Department to virtualize our server and move to "thin clients" in FY16. We now are offering regular classes on downloading and reading free Library-provided e-books on a variety of our patron's own electronic devices, including desktops, laptops, e-readers, tablets, and phones. We are also offering introductory classes on using certain popular mobile devices as well as common web-based email programs. Plans are to increase technology classes in the coming year, particularly 3D design classes to utilize our MakerBot 3D printer.

**LIBRARY COLLECTIONS AND SERVICES.** This year we rearranged our collection to make it easier for patrons to browse our most popular materials; we also improved the display of materials in our overcrowded stacks and in our refurbished Rotunda. Library circulation was up almost 4 percent in FY14; more than a quarter million items were checked out or downloaded by our patrons. Downloadable audiobook and eBook circulation increased 33 percent. Our membership in the Minuteman Library Network gives our patrons access to the collections of other libraries. We logged 110,670 individual visits to our Library this year, 900 more than the year before, resulting in a weekly average of 2,120 visits. A summary of circulation and other statistics for FY14 follows this narrative.

**"SERVING 'TWEENS AND TEENS" GRANT.** In addition to administering our Teen grant, our Children's Librarian strengthened relations between the Library and the School Department by working more closely with media specialists in all the schools. We collaborated to co-sponsor teen-requested programs with the schools and we opened the Library until 11 p.m. during high school finals week.

**PROGRAMS.** One of the goals of our Long-Range Plan was to enhance our program offerings. To that end, this year we offered technology workshops, workshops on 3D design, instruction on using our downloadable book services, and additional book groups for both adults and children. Our children's programs are especially popular and sometimes exceed the ability of our parking area and meeting room to accommodate them. 5,818 people attended the 324 programs offered in FY2014.

**FRIENDS OF THE WAYLAND PUBLIC LIBRARY.** Our steadfast Friends organization continues to support us generously with both volunteer time and money. The Friends provide funding for programs and services that exceed the Library's appropriation from the town.

**TRUST FUNDS.** The Library's main trust fund is the Millennium Endowment Fund, which is managed by the Town's Commissioners of Trust Funds. The Millennium Fund was established at the turn of new century to sustain excellence in Library services and to provide a supplementary source of support for the Library when needed; it is not intended to pay for regular operations. During FY14 the Millennium Fund helped pay for new furnishings for the Rotunda and also funded various Library programs.

**THANKS.** The Town is fortunate to have a talented Library staff and volunteers, who routinely dedicate much time to our Library. Many thanks to the citizens of Wayland whose continued financial and moral support has enabled us to provide another year of excellent Library service.

#### **BOARD OF LIBRARY TRUSTEES**

Aida A. Gennis, Chair

Nancy J. Jahnke, Secretary

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Sally Y. Cartwright, Vice-Chair

Anne B. Heller

Thaddeus Thompson

Ann F. Knight, Library Director

WAYLAND FREE PUBLIC LIBRARY  
SUMMARY OF LIBRARY STATISTICS, FISCAL YEARS 2013 AND 2014

	FY 2013	FY 2014
<b>CIRCULATION</b>		
ADULT		
Print <sup>1</sup>	58,581	56,149
Non-Print	74,834	80,523
JUVENILE		
Print	67,887	71,967
Non-Print	12,376	13,543
TRANSFERS TO OTHER MINUTEMAN LIBRARIES	38,727	36,991
<b>TOTAL CIRCULATION ACTIVITY<sup>2</sup></b>	<b>252,405</b>	<b>259,173</b>
<b>WAYLAND ACQUISITIONS<sup>3</sup></b>		
PRINT	5,252	6,129
NON-PRINT	1,878	2,233
<b>TOTAL ITEMS ADDED</b>	<b>7,130</b>	<b>8,362</b>
<b>OTHER METRICS</b>		
REGISTERED BORROWERS	6,880	6,849
REFERENCE QUESTIONS	22,731	19,897
YOUTH & ADULT PROGRAMS HELD	346 <sup>4</sup>	324
Total Attendance	6,251	5,818
WEEKLY LIBRARY VISITS (AVERAGE)	2,139	2,111
FINES COLLECTED	\$14,624	\$14,599
<b>TRUST FUND BALANCE</b>		
ENDOWMENT FUND	\$722,939	\$794,415
OTHER TRUST FUNDS	\$386,021	\$408,405
<b>TOTAL TRUST FUNDS</b>	<b>\$1,108,960</b>	<b>\$1,202,810</b>

<sup>1</sup> Print includes traditional books printed on paper; everything else included in Non-Print

<sup>2</sup> Includes 24,870 items transferred in for Wayland Library patrons from other MLN libraries

<sup>3</sup> Excludes periodicals as well as digital audiobooks and eBooks shared with other MLN libraries

<sup>4</sup> Higher than usual program and attendance numbers due to bi-annual "Wayland Reads" program