

## **BOARD OF LIBRARY TRUSTEES ANNUAL REPORT FOR FY2013**

**LIBRARY BUDGET AND HOURS.** In FY13, the Town granted the Library a level-service budget of \$974,750, allowing us to maintain Library hours at the FY12 level. The Library is currently open more than 3,000 hours a year: 64 hours a week; 56 hours a week in summer.

**LONG-RANGE PLANNING.** A five-year Long Range Plan (LRP) was submitted to the Massachusetts Board of Library Commissioners in the fall of 2012. Such a plan is required of all libraries receiving certain kinds of state funding. The planning process included community input from a volunteer citizens' committee, a community survey that fielded over 450 respondents, and input from the Library staff. Library staff worked on activities tailored to accomplish goals and objectives articulated in the LRP, including, for example, goals to increase public access to digital content, to offer at least 100 adult programs a year, and to increase collaboration between the Library and schools. The LRP is available on the Library's website.

**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. In FY13 the Friends of the Library, in conjunction with the Wayland Garden Club, have continued to improve the appearance of the main entry garden. Restoration of the historic Library Rotunda to its original function as a reading room also continued this year. Upgraded furniture has been ordered, and a new central light fixture was installed to improve illumination for browsing and reading. The Rotunda now houses the Library's collections of new books and popular magazines.

During FY13, the Trustees dedicated both energy and money to supporting our current library building. However, there is no escaping the fact that the current facility, while historic and beautiful, hampers our ability to deliver 21<sup>st</sup>-century library services. The building offers limited space for collections, events, community programming, staff work, and children's and teen services. Patrons are often challenged by limited parking, and the traffic at our busy intersection creates access problems during rush hours. The building also creates challenges for our physically challenged users. Therefore, the Trustees have continued to look for new spaces and opportunities for the Library. We await with interest the results of the audit of town facilities that was undertaken at the end of FY13.

**TECHNOLOGY.** During FY13, the Library began providing some enhanced services to the public. Google Chromebook notebook computers are now available for in-Library use, and plans are underway to also provide iPads for in-Library use. 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. Library staff members now maintain an active Facebook page. We continue to maintain a rich Library website. Digital signs were installed to better promote Library programs and services. Wireless Internet access, instituted in 2005, continues to be very popular with Library patrons, many of whom spend many hours working online at the Library each day. Our computers for both Library staff and the public are replaced on a regular, staggered cycle.

**LIBRARY COLLECTIONS AND SERVICES.** Library circulation was up over 2% in FY13 as we continue to maintain robust collections of books, e-books, magazines, periodicals, databases, and audio and visual materials. More than a quarter million items were circulated in FY2013. Our membership in the Minuteman Library Network, our regional collaboration for interlibrary loans, allows us to extend our patrons' Library "reach" while helping libraries in our neighboring communities as well. Our "people coun-

ter” logged 109,770 individual visits to our Library this year, resulting in a weekly average of 2,096 visits. A summary of circulation and other statistics for FY13 follows this narrative.

**“SERVING 'TWEENS AND TEENS” GRANT.** In response to staff input and citizen interest expressed during the Long-Range Planning Process, the Library applied for a \$15,000 federal grant to create and strengthen library programs for teens and 'tweens. We are pleased to announce that our proposal was fully funded for FY14.

**PROGRAMS.** As always, the Library worked with other organizations in town to plan programming that responds to the needs and interests of our community. The Library held 346 programs in all, with an audience of over 6,000. This year our programs included an art history series, a Shakespeare series, a classical studies series, regular poetry workshops, two book discussion groups, a Great Decisions group, arts and crafts workshops, and an ESOL tutoring program. The main programming event was Wayland Reads Poetry, the highlight of which was a kick-off program featuring former U.S. Poet Laureate Robert Pinsky. Our Great Presenters Series continued to be quite popular, and we have planned that series into 2014. Attendance is booming at our varied youth programs for both preschool and elementary students and in our summer reading club for children and teens. In FY14 the Library will participate in the Town’s 375<sup>th</sup> anniversary celebration and some of those programs have already been planned.

**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. The Friends’ funding for popular programs such as museum passes, extra DVDs and audiobooks, cultural programming, and the summer reading program allows us to provide these well-used services. We appreciate the Friends’ loyal and enthusiastic support.

**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 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 the year the Millennium Fund helped pay for art workshops for teens and adults and programs to assist job seekers; it also paid the fee for the consultant who assisted us with our Long Range Plan. The Library is also the beneficiary of bequests and private donations, which may be tapped at the discretion of the Board of Trustees for non-operational expenditures.

**THANKS.** The Town is fortunate to have a talented, experienced, and dedicated Library staff. We are also lucky have a wonderful group of volunteers, including seniors who participate in the Town’s tax-work-off program, who routinely dedicate much time to our Library to make it a vibrant information and community center. Our deepest appreciation, of course, goes to the citizens of Wayland whose continued financial and moral support has enabled us to provide another year of excellent Library service.

**September 18, 2013**

**BOARD OF LIBRARY TRUSTEES**

Aida A. Gennis, Chair

Nancy J. Jahnke, Secretary

Lynne J. Lipcon

Sally Y. Cartwright, Vice-Chair

Anne B. Heller

Thaddeus Thompson

Ann F. Knight, Library Director

**SUMMARY OF FISCAL YEAR 2013 LIBRARY STATISTICS**

	FISCAL YEAR 2012	FISCAL YEAR 2013
		<b>CIRCULATION</b>
ADULT		
PRINT	59,153	58,581
NON-PRINT	69,853	74,834
JUVENILE		
PRINT	64,737	67,887
NON-PRINT	13,414	12,376
TRANSFERS TO MINUTEMAN LIBRARIES	39,272	38,727
<b>TOTAL CIRCULATION</b>	<b>246,429</b>	<b>252,405</b>
		<b>ACQUISITIONS</b>
PRINT	8,457	*5,252
NON-PRINT	1,869	1,878
<b>TOTAL ITEMS ADDED</b>	<b>10,326</b>	<b>*7,130</b>
		<b>OTHER</b>
REGISTERED BORROWERS	6,972	6,880
MLN Interlibrary Loans Filled for other Libraries	39,272	38,727
MLN Interlibrary Loans Filled for Wayland Patrons	24,937	25,079
REFERENCE QUESTIONS	21,624	22,731
PROGRAMS HELD	258	346
Total Attendance	4,728	6,251
FINES COLLECTED (to Town General Fund)	\$13,286	\$14,624
TRUST FUND BALANCE		
ENDOWMENT FUND	\$645,380	\$722,939
OTHER TRUST FUNDS	\$354,109	\$386,021
TOTAL	<b>\$999,489</b>	<b>\$1,108,960</b>

\* The difference in acquisitions made in FY12 and FY13 reflects a change in the way the Minuteman Library Network calculates acquisitions. Periodicals, which were included in the past, and e-books, a new but growing part of our holdings, are not included in the numbers for FY13.