

BOARD OF LIBRARY TRUSTEES – ANNUAL REPORT FOR FY2012

LIBRARY BUDGET. The Library budget for FY12 was level funded, allowing us to maintain Library hours at the FY11 level, which were down 6% from FY10.

LONG-RANGE PLANNING. The Trustees began the process of creating a Long Range Plan for the next five years of Library service, as 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. The Long Range Plan will be submitted to the Board of Library Commissioners early in FY13.

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 Director. In FY12, scheduled painting, plastering, and carpeting projects on the main floor of the Library provided an opportunity to restore the historic Library rotunda to its original function as a reading room. Plans are underway to install new furniture and better lighting in the reading room, which will house the Library's collections of new books and popular magazines.

The Friends of the Library, in conjunction with the Wayland Garden Club, have focused time and resources to improve the appearance of the main entry garden. The exterior of the Freight Shed was restored using funds from the Community Preservation Act.

While the Trustees continue to devote significant energy to sustaining our current library building, it remains the case that the building, while historic and beautiful, constrains our ability to serve our community. The building offers limited space for collections, events, community programming, staff work, and children's and youth services. Patrons are often challenged by limited parking and difficulty of access. For these reasons, the Trustees have continued to look for new spaces and opportunities for the Library. Most encouragingly, the Trustees participated in a feasibility study with the Council on Aging during FY12 to investigate the possibility of sharing space in a combined Library and Senior Center facility in the new Town Center development.

TECHNOLOGY. During FY12, the Library began providing some enhanced services to the public. Users can now pay Library fines by swiping a credit card at our self-checkout stations, and plans are in place to implement digital signage in the Library to better promote Library programs and services. Staff also began planning a program for patrons to borrow notebook computers for in-Library use. Our computer/reference librarian began offering regular classes on downloading and reading Library e-books on a variety of electronic devices. The Library also started offering workshops on computer topics of interest, such as personal cloud computing. Staff improved the Library's presence on Facebook and other social media networks, and continued to maintain a rich Library website. Wireless Internet access 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.

PERSONNEL. The Town is fortunate to have a talented, experienced, and dedicated Library staff. Several staff members attended professional conferences and training programs this year. Assistant Director Kathleen Powers retired during FY12, and Sandra Raymond was promoted to replace her. Matthew Amory was hired to replace Ms. Raymond as the Reference Library/Computer Specialist. Children's Librarian April Mazza took a job at the Massachusetts Board of Library Commissioners; Pamela McCuen of

the Newton Free Library replaced her as the head of our Youth Services Department. The Library participates in the Town's tax work-off program for seniors. We are very fortunate to have a wonderful group of volunteers of all ages who routinely dedicate much time to our Library.

LIBRARY COLLECTIONS AND SERVICES. Library circulation remains very strong for a community of our size as we continue to maintain robust collections of books, e-books, magazines, periodicals, databases, and audio and visual materials. We continue to be active participants in the Minuteman Library Network, our regional collaboration for interlibrary loans, which allows us to extend our patrons' Library "reach" while helping libraries in our neighboring communities as well. A summary of circulation and other statistics for FY12 follows this narrative.

PROGRAMS. The Library continues to work with other organizations in town to plan programming that responds to the needs and interests of our community. 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. Our Great Presenters Series continues to be popular, and we sponsored a very popular series of programs for young adults with disabilities and their families. Youth programming included story times for infants and preschoolers and their parents, storytellers, science programs, puppet shows, a music and movement program for preschoolers, movie screenings, arts and crafts workshops, and our summer reading club for children and teens. Plans are underway for the Library's third "Wayland Reads" program, scheduled for Spring 2013; the Library will also participate in the Town's 375th anniversary celebration.

FRIENDS OF THE WAYLAND PUBLIC LIBRARY. The Friends organization continues to be our most consistent provider of support, both moral and financial. It provides funding for many expenses that exceed the Library budget. These funds support some of our most popular programs and services, including museum passes, audiobooks, cultural programming, and the summer reading program. We appreciate the Friends' unflinching and dedicated 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. This year the Millennium Fund helped pay for new DVD shelving, which allows us to relocate our movie collection from the new reading room to the stacks, where it will be easier to browse. In FY12, the Millennium Fund also supported programming to assist job seekers.

EXHIBITS. The Library's Raytheon Room and foyer continue to house an impressive array of diverse works from local artists each month.

THANKS. We are indebted to the friendly, devoted, and talented Library staff and the many hard-working volunteers who contribute to making the Library 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.

Aida A. Gennis, Chair
Sally Y. Cartwright, Vice-Chair
Nancy J. Jahnke, Secretary
Anne B. Heller

Lynne J. Lipcon
Thaddeus Thompson
Ann F. Knight, Library Director

September 19, 2012

SUMMARY OF FISCAL YEAR 2012 LIBRARY STATISTICS

	FISCAL YEAR 2011	FISCAL YEAR 2012
	CIRCULATION	
ADULT		
PRINT	63,704	59,153
NON-PRINT	62,243	69,853
JUVENILE		
PRINT	59,434	64,737
NON-PRINT	12,289	13,414
TRANSFERS TO MINUTEMAN LIBRARIES	34,996	39,272
TOTAL CIRCULATION	232,666	246,429
	ACQUISITIONS	
PRINT	7,181	8,457
NON-PRINT	2,089	1,869
TOTAL ITEMS ADDED	9,270	10,326
	<u>OTHER</u>	
REGISTERED BORROWERS	7,120	6,972
MLN InterLibrary Loans Filled for other Libraries	34,996	39,272
MLN InterLibrary Loans Filled for Wayland Patrons	21,303	24,937
REFERENCE QUESTIONS	17,531	21,624
PROGRAMS HELD	234	258
Total Attendance	4,969	4,728
FINES COLLECTED	\$12,261	\$13,286
TRUST FUND BALANCE		
ENDOWMENT FUND	\$619,560	\$645,380
OTHER TRUST FUNDS	\$193,487	\$354,109
TOTAL	\$813,047	\$999,489