

**BOARD OF LIBRARY TRUSTEES
ANNUAL REPORT FOR FY2016**

LIBRARY BUDGET AND HOURS. In FY2016, the Town granted the Library a budget of \$1,031,000 allowing us to build our collections, increase children's programs, and maintain a library schedule of 67 hours a week most of the year and 60 hours a week in July and August.

LONG-RANGE PLANNING. Each year, the Library works hard to provide activities that will help us meet the goals outlined in our Five-year Long-range Plan. In FY2016, we made additional progress on our objective of improving patrons' access to digital content over the internet. We increased the number of available e-books by 12,398 (46 percent) and downloadable audiobooks by 2,120 (27 percent). We also initiated a streaming music and video service for our patrons. In terms of our physical items, although we are constrained by our space limitations, we were able to increase our audiobook and video holdings by 5 percent and our print book holdings by 3 percent.

LIBRARY PLANNING INITIATIVES. In FY2016, we concentrated on our long-range goal of improving the Library's civic presence as a welcoming neighborhood center: an attractive, safe, and comfortable place for residents to meet, work, and interact with each other. Recognizing the challenges that the current library building presents in accomplishing this goal, especially in the area of services to youth, the Trustees appointed a Library Planning Committee (LPC) of town residents. The LPC was charged with reviewing the Library's current program, services, and long-range plan; evaluating the Library's space needs and its current facility; visiting libraries in other towns; and recommending whether the Board of Library Trustees should consider applying for a construction grant in the Massachusetts Public Library Construction Program (MPLCP) 2016-2017 grant round. A grant from the MPLCP would offset the cost of constructing a new or expanded library by 45 percent.

The LPC submitted a report to the Trustees in which they noted the current building's many notable deficiencies. These include inadequate space for: IT infrastructure, collections, events, youth collections/services, parking, programming, staff work, and quiet reading/study. In addition, deficient ADA compliance and traffic congestion at a busy intersection make library services in the current building difficult to access. There is no doubt that the limitations of our current building are hampering our ability to deliver 21st century library services.

In September of 2015, the LPC recommended that the Trustees start investigating sites, including the current location at 5 Concord Road, for a new or expanded library building that might be eligible for a MPLCP grant. At Fall 2015 Special Town Meeting, the Library Trustees sponsored an article to fund a Planning and Design Study to look at possible site options for a construction grant application, which was passed resoundingly (378-49). The project was assigned to the Town's Permanent Municipal Building Committee, and the focus of the work to date has been to determine the optimum site for library expansion to use in a possible MPLCP grant application, the deadline for which is in January of 2017. Design Technique of Newburyport was hired as the Owner's Project Manager, and Tappé Architects of Boston has been retained as the design team.

Our current Long-range Plan expires at the end of FY2017. Therefore, the LPC, Trustees, and Library staff worked together with a library consultant to craft a new Long-range Plan for FY2018-2020. This flexible, three-year plan will act as a road map for a new Library Director after the retirement of current Library Director Ann Knight in the fall of 2016. That plan will be submitted to the State in the fall of 2016.

BUILDING AND GROUNDS. The Trustees serve as stewards of the Library building, overseeing maintenance, repairs, and improvements in coordination with the Town's Facilities Department. Flooding continues to plague the downstairs Children's Room due to problems with the building's drainage system and grading. It is our understanding that a drainage mitigation project funded by a federal grant will be

completed by April, 2017. This project will address the water conditions to the rear of the building that caused the library to flood in 2010.

This year, we installed more attractive and practical furniture in the public computer area, improved book display tables, and some additional seating for the lower level lobby. The Library received lighting and heating upgrades through last year's Town-wide energy initiative.

TECHNOLOGY. We continue to offer technology services to our users. We provided free wired internet service to approximately 600 people per week on six public computers, and our popular wireless network is very heavily used by those visiting the Library. We offer on-site access to a variety of tablets and notebook computers. We also maintain an active social network presence on Facebook and offer regular workshops on technology topics. We provide our residents with notices of upcoming events both by email and in print.

LIBRARY COLLECTIONS AND SERVICES. Print circulation continues to rise overall, about 1 percent in FY2016. We remain challenged by lack of space for our physical collection of books and other circulating materials. DVD circulation remains steady for adults but is down for children, which most likely reflects a move towards streaming for young families. To stay abreast of that trend, the library has added Hoopla, a streaming video and audio service, which has proved to be very popular. Digital circulation of ebooks and downloadable or streaming audio and video increased 37 percent. There were 116,653 visits to our library this year, an increase of 6,423 or 6 percent, which averages to 2,243 visits per week. In FY2015, attendance at children's programs increased by 56 percent, and we saw a 24 percent increase in children's program attendance in FY2016, from 4,857 attendees to 6,009. Adult program attendance remains robust. We would like to increase teen programming to better serve that population and would expect an increase in attendance if we were able to do so, but our current space limitations make this challenging. A summary of circulation and other statistics for FY2016 follows this narrative.

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. Their semi-annual book and bake sales, which are popular community events, and their annual membership drive are the cornerstones of their fundraising efforts.

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 does not pay for regular operations. The Library is also the beneficiary of some smaller trusts which are used for designated purposes.

A NOTE OF APPRECIATION. The Town is fortunate to have a talented Library staff and many volunteers who routinely dedicate their time to our Library. Most importantly, we would like to thank the citizens of Wayland whose financial and moral support have enabled us to provide another year of excellent library service.

BOARD OF LIBRARY TRUSTEES FOR FY2015

Aida A. Gennis, Chair

Mark Peter Hughes

Lynne J. Lipcon

Sally Y. Cartwright, Vice-Chair

Anne B. Heller

Suzanne Woodruff

Ann F. Knight, Library Director

WAYLAND FREE PUBLIC LIBRARY
SUMMARY OF LIBRARY STATISTICS, FISCAL YEARS 2015 AND 2016

	FY 2015	FY 2016
CIRCULATION		
ADULT/YA		
¹ Print	64,791	65,190
Non-Print	62,645	62,589
JUVENILE		
¹ Print	64,642	65,572
Non-Print	11,795	10,029
DOWNLOADABLE (TEXT+AUDIO)	17,280	23,350
TRANSFERS TO OTHER MINUTEMAN LIBRARIES	36,777	38,117
TOTAL CIRCULATION ACTIVITY	257,930	264,847
WAYLAND ACQUISITIONS		
PRINT	6,693	6,954
NON-PRINT	1,983	1,954
TOTAL ITEMS ADDED	8,676	8,908
OTHER METRICS		
REGISTERED BORROWERS	6,846	6,837
REFERENCE QUESTIONS	20,437	19,391
YOUTH & ADULT PROGRAMS HELD	475	506
TOTAL PROGRAM ATTENDANCE	8,044	8,901
WEEKLY LIBRARY VISITS (AVERAGE)	2,120	2,243
² FINES COLLECTED	\$15,055	\$14,238
TRUST FUND BALANCE (as of 6/30/15)		
ENDOWMENT FUND	\$804,298	\$830,125
OTHER TRUST FUNDS	\$412,174	\$420,052
TOTAL TRUST FUNDS	\$1,216,472	\$1,250,177

¹ Print includes traditional books/magazines printed on paper; everything else included in Non-Print.

² Fine money collected by the Library is turned over to the Town's General Fund.