

BOARD OF LIBRARY TRUSTEES ANNUAL REPORT FOR FY2019

LIBRARY BUDGET AND HOURS. In FY19, the Town granted the Library a budget of \$1,105,487, allowing us to build our collections, furnish a portion of a new space for teens, and maintain a schedule of 67 hours a week most of the year and 60 hours a week in July and August.

STRATEGIC PLANNING. On February 13, 2019, Trustees voted to disband the Library Planning Committee, its charge being complete when the 2018 Annual Town Meeting did not fund the balance of construction costs for a new public library. The Massachusetts Board of Library Commissioners (MBLC) requires that libraries have a current Strategic Plan on file to qualify for state funding and grants. Our current plan is valid through June 2020. A new plan will be filed with the MBLC by October 1, 2019. To assist the Library Director in crafting a plan, Trustees hired Strategic Planning Consultant, Greg Pronevitz, an 11-member strategic planning task force was assembled. Planning methodology included two community surveys, that garnered more than 600 responses, a series of visioning exercises held for Trustees, the public, and staff. The Strategic Plan will help us plan and deliver library services for all segments of the community while taking into consideration the size, location, and condition of the current building, which hampers the growth of the collection, services, and programming. The objective for the library and its dedicated staff is to continue to provide as robust service to the community as possible.

STAFFING. Two positions, Head of Circulation and Administrative Assistant, were upgraded from L-4 to L-5. The Administrative Assistant position was reclassified to Office Manager to more accurately describe the increased responsibilities of the job; we welcome Elizabeth Bradley to this position. Two quarter-time union clerk jobs were combined to create one half-time union position.

BUILDING AND GROUNDS. The Trustees serve as stewards of the Library building and grounds, overseeing maintenance, repairs, and improvements with the assistance of Town officials and departments. Over the past year, several improvements were made to better serve library users. One wing of the mezzanine is now a Teen Loft, effectively doubling the space dedicated to teen services and collections. The Library has occasionally chosen to use the Round Room, with its flexible seating arrangement, as a venue for a few highly attended performances. The relocation of book returns freed space for a park bench and motion sensor light by the parking lot entrance (completed in 2018). The outdated people counter was replaced with a more accurate and detailed system. With the completion of the Rail Trail, we welcome increased foot and bike traffic to the Library. Yet the existing parking shortage is exacerbated by trail users vehicles, especially during special programming. The Library is working with town officials to accommodate patron, staff, and trail user parking needs. We are happy to report that as of this writing, the much needed restoration of the three large Round Room windows and casements is ongoing. We anticipate its completion by mid-fall and thank Annual Town Meeting 2018 and the Community Preservation Committee for committing funds for this worthy project.

TECHNOLOGY. Our popular wireless network is heavily used by those visiting the Library. In the past year, we added laptop/notebook computers to now offer in total: 10 MacBook Pros, 6 ChromeBooks, and 1 iPad, all for in-library use. We added more items for external loan to total: 5 chromebooks and 6 hotspots; 2 Elgatos, which enable the digitization of a wide variety of home videos; a slide digitizer; and a turntable that digitizes LP records. Technology-oriented programming draws users of all ages, including 3-D printing tutorials, and two Girls Who Code clubs.

LIBRARY COLLECTIONS AND SERVICES. Historically we have reported the number of registered Wayland cardholders regardless of where they now reside. As of this year, we will instead report the number of Wayland residents, 7,986, with a valid Minuteman Library Network card. This is an increase of almost 8% over last year and the highest level since 2011. The use of the library's e-book and streaming services grew by nearly 20%, though the print book remains our most popular resource in all departments. Overall borrowing of adult books increased 5.2% over FY18. The same trend was evident in the Young Adult area. Local teens borrowed 8.5% more books than in FY18. Borrowing of print material in the Children's Department continued its multiyear upward trend by more than 4% this past year. We attribute these increases to providing, highlighting, and displaying our high demand popular and current titles throughout all departments. Circulation increases mirror the societal trend of printed books having a renewed popularity among readers of all ages. Circulation is up 2.1% overall, with a 27% increase in patron use of our download and streaming services. Borrowing of DVDs, music CDs, and audiobooks continued its slow downward trend in FY19. Adult use of Playaway books declined by 10%, teen use increased 17%, and Children's use nearly doubled! We continue to expand our Library of Things. Last year LoT items circulated 822 times, more than doubling the previous year's figure. Much of the increase can be attributed to the borrowing of the wireless hotspots, Chromebooks and digital converters. Programs for all ages continue to be very popular, with over 9,000 persons attending programs in FY19, an increase of 1.7% over FY18.

FY19 was another banner year for Wayland Reads. Inspired by Ian Bassingthwaight's novel "Live From Cairo," 158 persons attended 12 programs in late winter and early spring, exploring the issues of immigration and refugees. The series was capped with an appearance by the author in the Round Room, reading from his work and discussing his experiences.

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, such as the very popular charging stations and Museum Passes. Their semi-annual book and bake sales and annual membership drive are the cornerstones of their fundraising efforts. This year the Friends received a \$15,000 grant from Middlesex Savings Bank which funded much of the furniture for the new Teen Loft. This refreshed space will benefit teens, and be available for adult use when school is in session.

TRUST FUNDS. The Library has a number of small funds with dedicated purposes. The Janet Tucker Swain Memorial Collection benefits young adult library users between the ages of 12-17 and was a source for additional books and materials for the new Teen Loft. The Library's main fund, The Millennium Fund managed by the Town's Commissioners of Trust Funds, was the source for additional furnishings for the Round Room this year. 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.

BOARD OF LIBRARY TRUSTEES FOR FY2020

Aida A. Gennis, Chair

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Sarah Hubbell

Judy Dion, Secretary

Courtney Conery

Sandra Raymond, Library Director

SUMMARY OF LIBRARY STATISTICS, FISCAL YEARS 2018 AND 2019

	FY 2018	FY 2019
CIRCULATION		
ADULT/YA		
¹ Print	66,116	69,550
Non-Print	56,853	48,615
CHILDREN		
¹ Print	68,682	71,618
Non-Print	8,322	7,873
DOWNLOADABLE (TEXT+AUDIO+VIDEO)	30,341	38,589
TRANSFERS TO OTHER MLN LIBRARIES	35,221	34,811
TOTAL CIRCULATION ACTIVITY	_____265,535	_____271,056
 WAYLAND ACQUISITIONS		
PRINT	6,886	6,971
NON-PRINT	1,136	1,517
TOTAL ITEMS ADDED	8,022	8,488
 OTHER METRICS		
 ¹ REGISTERED BORROWERS	7,399	7,986
REFERENCE QUESTIONS	10,517	10,062
YOUTH & ADULT PROGRAMS HELD	591	657
TOTAL PROGRAM ATTENDANCE	8,936	9,088
WEEKLY LIBRARY VISITS (AVERAGE)	2,220	2,094
 ² FINES COLLECTED	\$13,747	\$11,923
 TRUST FUND BALANCE (as of 6/30/18)		
THE MILLENNIUM FUND	\$949,328	\$997,911
OTHER FUNDS	\$492,523	\$523,502
TOTAL FUNDS BALANCE	\$1,441,851	\$1,521,413

¹ Previous reports defined "Registered Borrowers" as the number of library cards issued by Wayland(6,749 in FY18 & 7,274 in FY19).
As of this year we are re-defining this number as the number of current Wayland residents with valid MLN cards.

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