## BOARD OF LIBRARY TRUSTEES ANNUAL REPORT FOR FY2018

**LIBRARY BUDGET AND HOURS.** In FY18, the Town granted the Library a budget of \$1,087,446, allowing us to build our collections, increase teen programs modestly, 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.** The Massachusetts Board of Library Commissioners awarded Wayland a \$10.1 million-dollar provisional grant in July 2017 to assist with the costs of constructing a new public library at 195 Main Street near the Wayland Middle School. This award presented an opportunity to significantly improve library services and spaces, which have been diligently studied and evaluated for more than 15 years through an open, public process. Activities in this fiscal year by the Trustees, the Library Planning Committee, and the staff focused on informing and responding to questions from the community through forums, meetings, informational pieces, etc. The vote at Annual Town Meeting in favor of funding the project was just short of the 2/3 majority required to proceed. All involved were very disappointed by this outcome.

The library will remain in its current building while the Trustees evaluate the future of library services for all segments of the community. While the size, location, and condition of the current building constrains the growth of the collection, services, and programming, the library and its dedicated staff will continue to provide as robust service to the community as possible.

**STAFFING.** Sandra Raymond was appointed Acting Director of the Library at the end of June 2017. She was appointed Director in October 2017 and has served admirably in leading the Library through her first full fiscal year. Andrew Moore was promoted to Assistant Director, Sarah Hogan was promoted to Head of Circulation, and Courtney Michael was hired as a Reference Librarian.

BUILDING AND GROUNDS. The Trustees serve as stewards of the Library building, overseeing maintenance, repairs, and improvements with the assistance of the Town's Facilities Department. Inadequate drainage outside of the Children's Room back door remains problematic. In June 2018, two dilapidated book returns were replaced by a new larger return. We thank the DPW for securely installing the new return. Parking shortage continues to be a problem, particularly when site work is done nearby and during special programming at the Library. We welcome the completion of the Rail Trail and look forward to more library users biking or walking to the Library. Thanks to the generosity of Sudbury's Goodnow Library, eight study carrels replaced four large study tables in the north wing. These carrels create space for 8 individuals to work independently with fewer visual distractions. One study table remains in the north wing and two study tables are now located on the west mezzanine. The old, unused, underground oil tank was safely removed. The Trustees, with the Facilities Department, applied for and received a Community Preservation Fund grant to restore the three large curved glass rotunda room windows.

**TECHNOLOGY.** Our popular wireless network is heavily used by those visiting the Library. In the past year, we expanded our laptop/notebook computers. We now offer: 10 MacBook Pros, 5 ChromeBooks, and 1 iPad for in-library use. In addition to our technology for in-library use, we have other new technologies for loan: 3 mobile hotspots, which provide internet access anywhere there is a cell tower; 2 Elgatos, which enable the digitization of a wide variety of home videos; a slide digitizer; and a turntable that digitizes LP records.

**LIBRARY COLLECTIONS AND SERVICES.** The use of the library's e-book and streaming services continues to grow. Print books in all departments continue to be the most popular. Overall borrowing of adult books increased 3% over FY17 and large-print books and new high-demand titles proved particularly popular, with 28% and 20% increases respectively. The same trend was evident in the Young Adult area. Local teens borrowed 7% more books than in FY17. Borrowing of print material in the Children's Department also increased by more than 3%.

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.

Borrowing of DVDs, music CDs, and audiobooks continued to slowly decrease in FY18. Exceptions to this were in our popular Express video collection for adults and digital Playaway books in the Young Adult area, with circulation increases of 27% and 25% respectively.

Local residents utilized our ever-popular museum passes 2,278 times last year, 1% more than FY17. Items from our small, developing, Library of Things circulated 340 times, nearly a 17% increase over the previous year. Much of the increase can be attributed to the borrowing of the library's wireless hotspots.

Continued popularity of programs for all ages, Children, Young Adult, and Adult, is evident with attendance up nearly 8% over FY17. Use of digital content continues to rise. We updated our collection development policy to better reflect demand and current trends.

**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 popular charging stations and Museum Passes. Their semi-annual book and bake sales and their annual membership drive are the cornerstones of their fundraising efforts. We especially thank the Friends for their strong support of the proposed new library building program.

**TRUST FUNDS.** The Library's main trust fund is The Millennium 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.

A NOTE OF APPRECIATION. The Trustees thank the members of the Library Planning Committee who, for 3½ years, dedicated many hours to the Library Planning and Design Study, and whose members devoted many more hours educating the community about the proposed new library project. The Town is fortunate to have a creative and dedicated Library staff and many volunteers who routinely dedicate their time to our Library. We thank the citizens of Wayland whose financial and moral support have enabled us to provide another year of excellent library service to the community.

## **BOARD OF LIBRARY TRUSTEES FOR FY2018**

Aida A. Gennis, Chair Mark Peter Hughes Leah Hart

Sally Y. Cartwright, Vice-Chair Maureen White Judy Dion

Sandra Raymond, Library Director

SUMMARY OF LIBRARY STATISTICS, FISCAL YEARS 2017 AND 2018 FY 2017 FY 2018		
CIRCULATION	F 1 2017	F 1 2010
ADULT/YA		
<sup>1</sup> Print	65,796	66,116
Non-Print	58,785	56,853
CHILDREN <sup>1</sup> Print	67,845	68,682
Non-Print	9,723	8,322
DOWNLOADABLE (TEXT+AUDIO)	25,622	30,341
TRANSFERS TO OTHER	35,855	35,221
MLN LIBRARIES	•	
TOTAL CIRCULATION ACTIVITY		
	263,626	265,535
WAVI AND ACQUISTRIONS		
WAYLAND ACQUISITIONS PRINT	7,136	6,886
NON-PRINT	1,435	1,136
	0.700	0.000
TOTAL ITEMS ADDED	8,580	8,022
OTHER METRICS		
REGISTERED BORROWERS	6,753	6,749
REFERENCE QUESTIONS	18,104	10,517
YOUTH & ADULT PROGRAMS HELD	487	591
TOTAL PROGRAM ATTENDANCE	8,296	8,936
WEEKLY LIBRARY VISITS (AVERAGE)	2,090	2,220
<sup>2</sup> FINES COLLECTED	\$13,400	\$13,747
TRUST FUND BALANCE (as of 6/30/18)		
THE MILLENNIUM FUND	\$909,405	\$949,328
OTHER TRUST FUNDS	\$465,962	\$492,523
TOTAL TRUST FUNDS	\$1,375,367	\$1,441,851

<sup>&</sup>lt;sup>1</sup> Print includes traditional books/magazines printed on paper; everything else included in Non-Print.
<sup>2</sup> Fine money collected by the Library is turned over to the Town's General Fund.