

## **BOARD OF LIBRARY TRUSTEES ANNUAL REPORT FOR FY2022**

**LIBRARY BUDGET AND HOURS.** In FY2022, the Town granted the Library a budget of \$1,213,795. The value of the items circulated by WFPL during the year was \$4,176,498, for an approximate Return on Investment of 244%. Following a year of closures and reduced hours in FY2021, the Library resumed normal operating hours in FY2022, opening for 67 hours/week (60 hours a week in July and August).

**STRATEGIC PLANNING.** In FY2022, strategic planning goals accomplished included expanding and updating our collections, improving resources in the Children's Room, and collaborating with other town departments and area libraries on programming.

**STAFFING.** The Library Director has been working closely with Human Resources to update and consolidate job descriptions.

**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 under M.G.L. c.78. In FY2022, minor improvements to the building and furnishings created a brighter, more welcoming library for all. Fogged windows (due to broken seals) in the North Wing of the main floor were replaced with new units in January 2022. New mobile shelving units were acquired to replace stationary shelves in the Children's Room. The wheeled units permit the use of a more flexible floor plan that maximizes available natural light in the space. The children's librarians continue to conduct popular outdoor story times and scavenger hunts on the building's grounds. Parking lot capacity remains problematic, especially during special library events. We hope to work further with town officials to better accommodate patron, staff, and trail user parking needs in the coming year.

**TECHNOLOGY.** A major telecommunications project begun in Spring 2021 has been stalled for over a year due to supply chain delays. Once complete, the building and grounds will be equipped with a stronger, more reliable internet signal, and the phone system will operate on VOIP technology. We replaced five in-house Chromebooks with new models. We also purchased a new Lenovo laptop for staff, as well as four desktop cameras to enable Zoom capability on desktop computers. One of our most significant acquisitions was the Owl, a video device with a 360-degree camera that, connected to the new laptop, allows Zoom participants in a meeting to see more than one live participant. This has proven very useful for hybrid Zoom/live programs.

**LIBRARY COLLECTIONS AND SERVICES.** Overall circulation figures are higher than we have seen in a decade. During FY2022 circulation of our physical items returned to pre-COVID levels. The demand for electronic materials continues to increase and is now nearly double what it was pre-COVID. In August 2021, the Board of Library Trustees joined a growing national trend by voting to remove overdue fines on most materials borrowed.

Several positive changes to services driven by the Library's COVID response have become permanent. Curbside pickup remains popular with our patrons. Library programs continue to be delivered in in-person, virtual, and hybrid formats. Not surprisingly, the number of programs offered and program attendance has not yet fully recovered, but many of our programs are now being

recorded and are available for later viewing. More than 50 programs were recorded this year, garnering close to 4,000 views. We have also had great response to a new category of programming involving story walks, scavenger hunts, and take-home craft activities with nearly 825 children, teens, adults and families participating in 34 such programs.

Our Library of Things was enriched by the addition of more than a dozen items, including digital cassette and slide converters, portable scanner, stud finder/sensor, and paint color fan deck. We replaced our popular but aging hotspots with eleven new, faster units.

In the Children's Room, LSTA funds were used to assemble circulating PLAY! kits and to create a rotating themed play space. Responding to feedback from patrons, the Children's librarians also added a collection of WonderBooks, (picture book read-alongs). Participation in the 2021 Summer Reading hybrid program was up by 245% over Summer 2020. Librarians continue to visit the schools regularly and have created a Spanish-language collection to support the WPS Spanish language immersion program. We collaborated with Parks and Rec on several popular programs that have taken place in the Hannah Williams Playground.

**FRIENDS OF WAYLAND LIBRARY.** The Friends provide funding for nearly all library programs and museum passes, neither of which are supported by the Library's appropriation from the Town. Happily, after fundraising was severely constrained by COVID for over two years, the Friends have resumed their book sales and once again maintain book carts in the lower lobby.

**TRUST FUNDS.** The Library is the beneficiary of bequests and private donations, some of which have dedicated purposes and may be tapped by the Trustees for non-operational expenditures. In FY2022 the Trustees made funds available to support programming and museum passes to fill a shortfall caused by the Friends' fundraising hiatus. The Marian Draper and Library Gifts Funds, along with State Aid Funds, contributed to the purchase of new mobile shelving in the Children's Room. Library trust funds are managed by the Commission of Trust Funds.

**AN APPRECIATION.** The Town is fortunate to have a talented, experienced, and dedicated Library staff. We also have a wonderful group of volunteers who routinely dedicate their time to our Library. Many thanks to retired Trustees Courtney Conery and Sarah Hubbell for their service, and a welcome to new Trustees Elaine Donnelly & Elisa Scola. Our deepest appreciation, of course, goes to 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 FY2023**

Aida A. Gennis, Chair

Leah Hart, Vice-Chair

Win Treese

Elisa Scola

Judy Dion, Secretary

Elaine Donnelly

Sandra Raymond, Library Director

## SUMMARY OF LIBRARY STATISTICS, FISCAL YEARS 2021 AND 2022

	FY 2021	FY 2022
<b>CIRCULATION</b>		
ADULT/YA		
Print	42,340	68,266
Non-Print	15,243	26,086
CHILDREN		
Print	50,417	90,789
Non-Print	2,631	5,025
DOWNLOADABLE (TEXT+AUDIO+VIDEO)	56,568	50,056
TRANSFERS TO OTHER MLN LIBRARIES	60,810	43,080
<b>TOTAL CIRCULATION ACTIVITY</b>	228,009	283,302
 <b>WAYLAND ACQUISITIONS</b>		
PRINT	7,249	7,935
NON-PRINT	684	648
<b>TOTAL ITEMS ADDED</b>	7,933	8,583
 <b>OTHER METRICS</b>		
REGISTERED BORROWERS Wayland resident card holders	7,777	7,587
REFERENCE QUESTIONS	4,601	8,138
YOUTH & ADULT PROGRAMS HELD	352	350
<sup>1</sup> TOTAL PROGRAM ATTENDANCE	4,840	4,960
<sup>2</sup> WEEKLY LIBRARY VISITS (AVERAGE)	506	1,129
<sup>3</sup> FINES COLLECTED	\$532.170	\$255.31
 <b>TRUST FUND BALANCE</b> (as of 6/30/2022)		
THE MILLENNIUM FUND	\$1,022,850	\$1,111,320
OTHER FUNDS	\$540,510	\$594,954
<b>TOTAL FUNDS BALANCE</b>	\$1,563,360	\$1,706,274

<sup>1</sup> Due to COVID-19, the building was open for 36 weeks.

<sup>2</sup> The 2021 figure is based on the 36 weeks the building was open to the public both with and without appointments.

<sup>3</sup> Fine money collected by the Library is turned over to the Town's General Fund.