

Wayland Free Public Library FY2024 Annual Report

Mission

The Wayland Free Public Library seeks to provide a welcoming environment to inform, inspire, and enrich everyone who uses it, fostering lifelong learning and community. To this end, the Library will offer a wide variety of services and resources, adapting to the ever-evolving needs of its patrons.

Library Budget and Hours

The Town appropriated \$1,326,730 to the Library in FY2024, allowing us to continue developing our services, print and non-print collections for children, teens and adults, and a growing array of electronic resources. We continued maintaining a schedule of 67 hours per week during the school year and 60 hours per week during July and August.

Strategic Planning

The Board of Library Trustees engaged consultant Deb Hoadley to help the Library develop a new Strategic Plan for FY2026 – FY2030. We conducted a very successful community survey and series of focus group meetings, including with the Board of Library Trustees and staff, to get input from community and internal stakeholders. Once submitted to the Massachusetts Board of Library Commissioners, the new Strategic Plan will guide us and allow us to apply for federal and state library grants.

Personnel

Our professional and paraprofessional staff are the lifeblood of the Library. This past year we hired Children's Librarian Abby McBride and Library Clerk Salome Sweeney-Storage. Former Circulation Clerk Erica Leblang was promoted to full-time Circulation Associate / Museum Passes. Assistant Library Director Andy Moore announced his upcoming retirement in September 2024 after nearly 27 years of dedicated service, leaving a lasting legacy of personalized customer service and a seasoned cadre of Reference Services colleagues who will continue to serve the informational needs of the community.

Building and Grounds

The Repair and Maintenance Working Group, which includes two members of the Board of Library Trustees, worked with the Permanent Municipal Building Committee and an architectural design team on several projects funded by Town Meeting. These projects include: (1) Interior repair and maintenance in the Children's Room, including new carpeting and flooring, a new handicap-accessible entrance into the Children's Room and the lower level, (2) ADA-compliant public restrooms; (3) Elevator modernization; (4) Exterior site improvements, including a new lighted walkway from the lower parking lot to the Children's Room and an exterior ramp exiting the north wing; (5) Connecting the Library to the Town's wastewater management system; (6) Remote entry buttons for public entries; (7) HVAC maintenance.

Technology and Equipment

We migrated to the new Aspen Discovery platform in January 2024. We worked with the Town's IT department to install a new Voice over Internet Protocol (VoIP) phone system that is fully integrated with the Town's networked phone system, replacing the outdated analog phone system. Patrons will continue to find a member of the staff answering their call.

Collections and Services

We undertook a reclassification project this past year to ensure items in our Religion and Cookbook sections conform to modern classification standards. In addition, we undertook a relabeling project to separate materials in our Science Fiction and Fantasy sections into two distinct sections for easier browsing. We also reviewed our Collection Development Policy to ensure our policies and procedures conform to current collection development methods and align with best practices.

Local History Collection

Thanks to \$35,000 in Community Preservation Act funds voted by Town Meeting, we undertook a digitization project to scan and digitize microfilmed copies of the *Wayland Town Crier* (1972 – May 2022) so that, eventually, the newspaper will be fully searchable and available online. This project is expected to be completed in the next two years.

Library Usage for FY22 – FY24

Library Usage	FY22	FY23	FY24
Total Circulation (including interlibrary loans)	283,342	276,179	276,981
Total Library Visits	58,733	70,102	76,482
Total Program Attendance	4,840	8,979	12,033
Total Number of Programs	350	522	532
Total Electronic Usage	50,120	53,783	57,953
Total Reference Transactions	8,138	7,852	8,216

Youth Services

286 Children and 43 teens participated in the 2023 Summer Reading program. Live animal programs, Ukelele singalongs, an Escape Room, Comic Drawing workshops, Chess Club, and Art Club were popular programs during the school year. Wayland Public Schools reinstated a free bus drop-off at the Library starting in September 2023, allowing Middle School and High School students to be dropped off afterschool. We held three Youth Services focus group meetings to help inform our new Strategic Plan for FY2026 – FY2030, and we hosted two Teen Pizza Nights during school exams in the spring. Youth Services staff visited each of the local elementary schools and worked with the Recreation Department and Family ACCESS Early Literacy Services to bring programming outside the Library.

Friends of the Wayland Free Library

The Library's operating budget was supplemented with \$33,450 that the Friends of the Wayland Library generously contributed by supporting some of our popular museum passes; adult programming, the Cookbook Club, Summer Reading programs; and all of our other Youth Services programming. The Friends, who work tirelessly to support the mission of the Library, continued to operate their ongoing Book Sale in the Raytheon Room and the hallway on the lower level of the Library.

Trust and Gift Funds

The Board of Library Trustees governs the use of state aid, as well as trust and gift funds that are separate from the Library's operating budget. Trustees have used these funds to contract with a Strategic Planning Consultant to assist developing our new Strategic Plan. Other expenditures from trust or gift funds this past year included for: ESOL coordinators, 175th anniversary booklet, the supplies and services for the preservation of the 1870-1889 Wayland Library Trustees Minutes Record Book. Library trust funds investments are managed by the Trust Fund Commission. The expenditure of all trust and gift funds in FY2024 totaled \$10,394. We also expended \$25,386 in state aid funds distributed by the Massachusetts Board of Library Commissioners (MBLC) this past year.

An Appreciation

As we welcome two new Trustees, Candace Hetzner and Emily Weintraub, we extend our deep appreciation to two former Trustees, Judy Dion and Elisa Scola, whose dedication to this Library has been tireless and impactful. We also thank our experienced library staff, the Town Manager and staff, as well as our dedicated volunteers, who donated 693 hours to the Library this past year. We thank the Wayland Garden Club for the flower arrangements provided at our front desk, and their maintenance of the Friends 'garden. As the Library enters its 176th year as an institution, its 125th year in this building, our deepest appreciation goes to the citizens of Wayland, whose continued support enables us to meet the educational, informational and recreational needs of our community in the years ahead.

Board of Library Trustees

Aida A. Gennis, Chair

Leah Hart, Vice-Chair

Emily Weintraub, Secretary

Candace Hetzner

Win Treese

Elaine Donnelly

Christopher Lindquist, Library Director

Summary of Library Statistics, Fiscal Years 2023 and 2024

HOLDINGS	FY2023	FY2024
Adult Books	29,818	29,626
Adult E-Books	68,225	72,940
Adult Audio	5,559	5,670
Adult Video	8,917	8,822
Downloadable Audio	31,258	36,008
Total Adult Materials	144,606	153,928
Teen Books	3,935	4,049
Teen E-Books	8,735	9,271
Teen Downloadable Audio	4,245	5,216
Total Teen Materials	16,987	18,696
Children's Books	26,936	27,574
Children's E-Books	15,718	16,223
Children's Downloadable Audio	5,293	5,875
Total Children's Materials	49,301	51,048
TOTAL PRINT MATERIALS	61,149	61,249
TOTAL E-BOOKS	92,678	98,434
TOTAL DOWNLOADABLE AUDIO	40,796	47,099
Print Serial Subscriptions	73	91
Electronic Serial Subscriptions	4,811	5,442

CIRCULATION	FY2023	FY2024
Local Electronic Collections	22,475	20,836
Network Electronic Collections	8,714	8,878
Adult Books	55,512	56,621
Adult Audio	5,722	5,372
Adult Video	14,507	14,506
Adult E-Books	30,900	31,822
Adult Downloadable Audio	22,768	25,904
Total Adult Circulation	135,726	141,286
Teen Books	9,960	9,708
Total Teen Circulation	10,212	9,943
Children's Books	86,730	81,640
Total Children's Circulation	92,478	86,424
TOTAL BOOK CIRCULATION	152,202	147,969
TOTAL E-BOOK CIRCULATION	30,900	31,822
TOTAL VIDEO CIRCULATION	17,397	16,577
TOTAL DOWNLOADABLE AUDIO	22,768	25,904
TOTAL DIRECT CIRCULATION	238,414	237,653
Interlibrary Loans Received from Other Libraries	42,699	39,973
Interlibrary Loans Sent to Other Libraries	37,769	39,328

PROGRAMS & SERVICES	FY2023	FY2024
Number of Adult Programs	233	381
Total Attendance at Adult Programs	2,904	3,971
Number of Teen Programs	32	20
Total Attendance at Teen Programs	249	244
Number of Programs for Ages Birth - 5	123	144
Total Attendance at Programs for Ages Birth - 5	2,205	2,674
Number of Programs for Ages 6 - 11	127	153
Total Attendance at Programs for Ages 6 - 11	2,942	2,979
TOTAL NUMBER OF PROGRAMS	522	532
TOTAL PROGRAM ATTENDANCE	8,979	*12,033
TOTAL REFERENCE TRANSACTIONS	7,852	8,216
TOTAL MEETING ROOM USES	343	329
REGISTERED BORROWERS	6,647	6,630
TRUST FUND BALANCE (as of 6/30/2023 and 6/30/2024)		
The Millennium Fund	\$1,227,393	\$1,365,912
Other funds	\$648,944	\$712,682
Total Funds Balance	\$1,876,337	\$2,078,594

* Note: FY2024 includes program attendance at school outreach visits.