

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.

SUMMARY OF LIBRARY STATISTICS, FISCAL YEARS 2017 AND 2018

	FY 2017	FY 2018
CIRCULATION		
ADULT/YA		
¹ Print	65,796	66,116
Non-Print	58,785	56,853
CHILDREN		
¹ Print	67,845	68,682
Non-Print	9,723	8,322
DOWNLOADABLE (TEXT+AUDIO)	25,622	30,341
TRANSFERS TO OTHER MLN LIBRARIES	35,855	35,221
TOTAL CIRCULATION ACTIVITY	<u>263,626</u>	<u>265,535</u>
WAYLAND ACQUISITIONS		
PRINT	7,136	6,886
NON-PRINT	1,435	1,136
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
² 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

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.