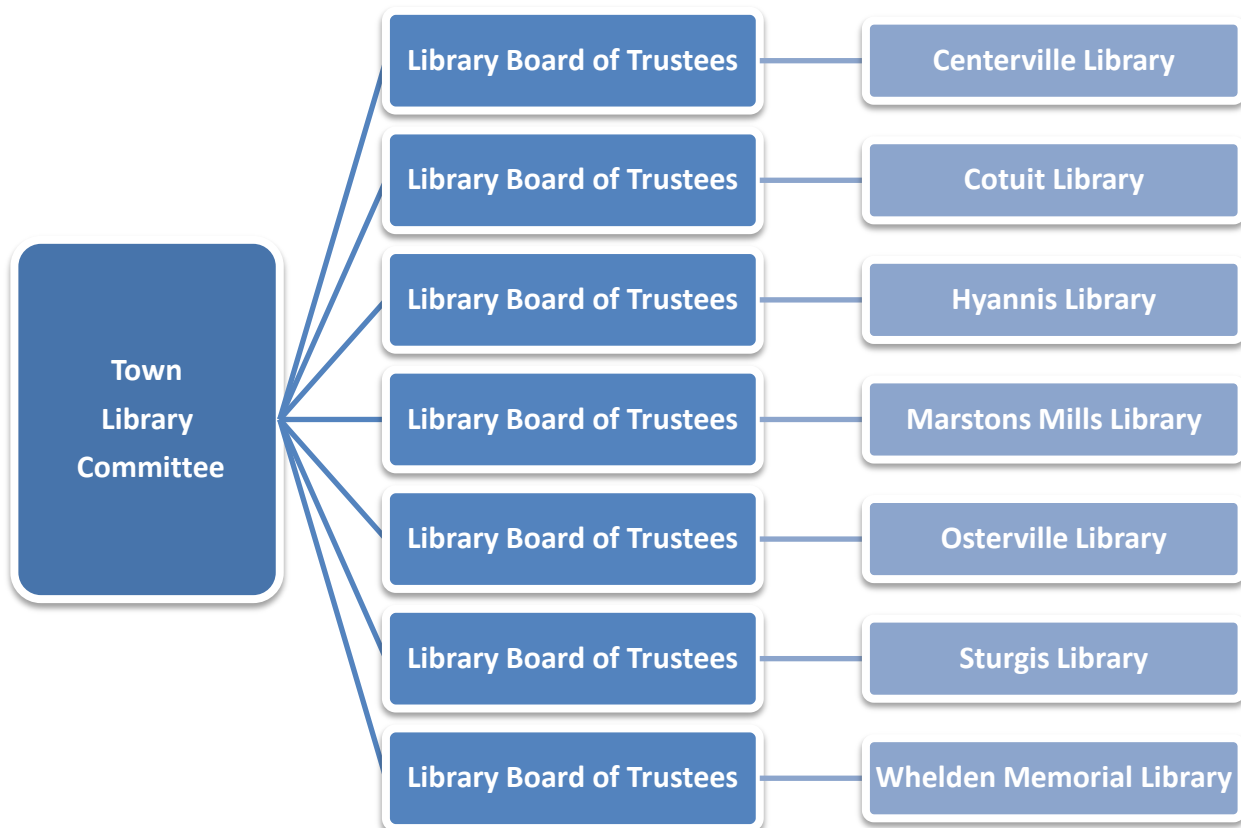


Town Libraries

Purpose Statement

The primary purpose of the seven independent cooperating libraries in the Town of Barnstable is to promote lifelong learning and enrichment by offering free access to library materials and services to meet the educational, informational and recreation needs of residents of all ages, backgrounds, interests and abilities.



The Town Libraries are not departments within the Town of Barnstable government, but are seven independent organizations each with their own Boards of Trustees. The Town has traditionally provided a portion of the libraries' operating funds in the form of grants, but has no administrative oversight of their operations and management of the libraries.

Fiscal Year 2019 Aggregate Goals for the Seven Libraries

(All Goals relate to the nine areas of the Town Council's Quality of Life Strategic Plan- See Introduction Section)

1. Collaboratively work with Town management to ensure that the seven village libraries are adequately funded so that they do not lose Massachusetts State certification. Loss of certification would mean that Barnstable residents would lose the ability to borrow books and other library materials from other towns either directly or through interlibrary loan. **(SP: Education, Communication, and Finance)**
2. To continue cooperative efforts of the seven village libraries to improve and expand library services within the Town of Barnstable, particularly in the areas of programming, reference and research services, children's services and educational support. **(SP: Education, Communication)**
3. Focus on increased public awareness of the vast array of materials and services available to Barnstable residents of all ages in the seven village libraries. The seven libraries will work together to promote library programs and services and to make new services available. **(SP: Education, Communication)**
4. To work together on collection development so that there is less duplication, especially of expensive materials, by collaborating on collection priorities and promoting the individual libraries' areas of specialization. **(SP: Education, Communication)**
5. To seek grant and other funding for new projects, special library materials, programs and services. **(SP: Finance)**
6. Share staff and Board expertise in order to provide comprehensive public service and to streamline services among the seven libraries. **(SP: Education, Communication)**

Fiscal Year 2019 Funding

The seven-village libraries FY19 budget will increase by \$54,790, or 3%. This increase would bring the total FY19 funding request to \$1,882,000, which is the FY19 Municipal Appropriation Requirement (MAR) of 2.5% mandated by the state in order to avoid the waiver application process, plus 2.5% to assist the libraries with the funding of cost of living increases to staff members.

Description of Services Provided

Individuals, schools, organizations, and businesses within towns belonging to the CLAMS network are provided free access to library materials and services. Each of the seven libraries within the Town of Barnstable: Centerville Public Library, Cotuit Library, Hyannis Public Library, Marstons Mills Public Library, Osterville Village Library, Sturgis Library (Barnstable), and Whelden Memorial Library (West Barnstable) have distinct specialties, but all have committed themselves to providing the following programs and services:

- **Popular Materials Program:** As popular materials centers, the Barnstable libraries provide residents with collections of current high demand, high interest materials for reading, listening and viewing. Books, periodicals, non-print materials and electronic and online resources are available at each of the libraries, as are programs and workshops for adults, young adults and children, story hours, film series, book talks, community issues forums, speaker series and humanities programs.
- **Formal Educational Support/Independent and Lifelong Learning Program:** The libraries support individuals in their search for personal and work-related information, including materials on self-improvement, career development, health and nutrition, cultural interests, consumer topics, hobbies and family concerns. The joint collections of the seven libraries provide a wide range of subject materials in a variety of formats geared to all ages and reading abilities. The libraries offer assistance to local private and public schools, colleges, day-care centers, training and literacy programs, adult continuing education classes, senior centers, and homeschoolers. The seven village libraries work together to provide home and in-library access to online resources, databases and research tools to enhance their print and non-print resources, including eBooks, magazine and newspaper databases and indexes, language learning tools, online reference resources and self-paced independent learning courses.
- **Reference and Information Services:** The libraries provide timely, accurate and useful resources for community residents of all ages in their pursuit of information. The libraries promote walk-in, telephone, email reference services, and assist researchers with in-depth studies. The reference and information services are provided by professional information specialists, via interlibrary loan, and through resource sharing provided through the CLAMS Network, the Massachusetts Library System and the Commonwealth Catalog.
- **Community Activities and Programs:** The libraries serve as centers for community activities by making materials, facilities and equipment available in support of the social, cultural and recreational activities of community groups and by co-sponsoring events with other community organizations. Use of the libraries for meetings and exhibits is encouraged and promoted. The libraries support small and large group gatherings of all kinds.

Centerville Public Library

Purpose Statement

As a center of community life, the Centerville Public Library encourages and supports civic, intellectual and cultural pursuits. It provides a wide range of information and materials to people of all ages, using traditional methods and innovative technology. The Library strives to adapt to the changing needs of the community. Its welcoming environment stimulates thinking, enhances knowledge of the world and improves the quality of leisure time. The Library educates the community to understand, appreciate and financially support its relevance.



Recent Accomplishments

- Strong board leadership in finance and development
- Volunteers are bringing their enthusiasm and ideas to the library, leading new programs that have increased community participation
- Staff training in health and safety programs
- Plans are underway for the celebration of Centerville Public Library's 150th anniversary celebration in 2019
- Featured "artist of the month" displays are providing exposure for local artists, a stimulating environment for the community, and financial support for the library
- Our Youth Services Department has an active teen group that is contributing new ideas for library programs and fundraising
- We are serving the educational needs of our community by collaborating with local agencies. With Cape Cod Literacy Council, adult learners are working toward obtaining their high school equivalency diplomas. With Cape Cod Child Development, we are offering literacy enrichment programs and interactive programs that are designed for homeschooled children and their parents

Fiscal Year 2019 Goals and Objectives

(All Goals relate to the nine areas of the Town Council's Quality of Life Strategic Plan- See Introduction Section)

1. To create opportunities for Town Council and management to communicate with community members through the library. **(SP: Education, Communication)**
2. To take advantage of grant writing opportunities to fund programs and services. **(SP: Finance, Communication)**
3. To work with the community partners to support the educational needs of children and adults, by providing one-on-one tutoring, literacy programs, and STEM programming. **(SP: Education, Communication)**
4. To continue to collaborate with Barnstable and Cape-wide libraries to generate ideas and pool resources for the benefit of our communities. **(SP: Finance, Education, Communication)**
5. To assess the print and e-resources collections and acquire materials based on patron requests, use and needs. **(SP: Education, Communication)**
6. To support the community through educational, informational, and cultural programs. **(SP: Education, Communication)**

Description of Services Provided

Centerville is a vibrant, active library offering programs that meet the needs and interests of all age groups. Last year, we held 997 programs for children, teens and adults with over 17,000 attendees.

Highlights of our adult programs include dance instruction, writing classes, popular author talks, and a health and wellness series. We feature monthly exhibits from local artists and offer talks and art demonstrations in conjunction with their work.

The Youth Services Department is very active. Our Teen Advisory Group is generating new programs and fundraisers for the Children's Room. National Honor Society students offer a drop-in tutoring service for children after school. The library offers STEM programs and several story time options for families. We are collaborating with Cape Cod Child Development to provide dramatic arts programs for homeschool children and their parents. New kits containing books, stuffed animals, and activities are now amongst the most popular items checked out from the Children's Room. Our summer reading program is always popular. Last year, our summer reading celebration entertained over 200 participants from all Barnstable libraries.

We offer the following monthly programs: two knitting groups – Tuesday's Knitting for a Cause group makes clothing for organizations and Friday's social Knitting Group remains popular as well. Yoga is offered twice a month, and two book groups, a bridge group and the Mid-Cape Chess Club meet regularly. Individual computer instruction continues to be one of our most popular offerings with over 1,000 hours of instruction held each year from our volunteer computer expert.

The Centerville Civic Association and other community groups continue to use the library for meetings and programs. We provide space and technology support to the Cape Cod Literacy Council helping students master their English language skills.

Our library bookstore - The Alice Owen Williams Bookstore - boasts a well-organized collection of subjects and fiction titles organized by a staff of faithful volunteers. Proceeds from the bookstore greatly help to support library services.

Our holdings of e-books continue to grow in popularity amongst our users. Computers, faxing, word processing, printing, photocopying and wireless access are in high-demand on a daily basis.

Summary of Centerville Library Funding Request & Permanent Positions (FTEs) Request

Expenditure Category	Actual FY 2017	Approved FY 2018	Projected FY 2019
Library Funding	\$240,599	\$274,656	TBD
Town of Barnstable	\$331,173	\$341,070	TBD
Total	\$571,772	\$615,726	TBD

Positions	FY 2018 Actual	FY 2019 Proposed
Full Time	5.0	5.0
Part Time	3.1	3.1
Total FTE's	8.1	8.1

Performance Measures / Workload Indicators

Description	Actual FY 2017	Estimated FY 2018	Projected FY 2019
Circulation	114,295	125,000	128,000
Items in Collection	199,678*	202,000*	210,000*
Hours Open	2,392	2,406	2,406
Programs Offered	800	800	800
Volunteer Hours	7,603	7,800	8,000

*Collection data reflects system-wide e-book holdings



Cotuit Public Library

Purpose Statement

The Cotuit Library Association provides and promotes open and equal access to the library's resources and services in order to support life-long learning, advance general and technical knowledge, encourage creativity, strengthen our Town and the broader Cape Cod community, assist with the adaptation to new technology and enhance individual quality of life.



Recent Accomplishments

- Offered over 600 programs, including the events of the Royston Nash Music Appreciation Series: Year 1, which received funding from the Arts Foundation of Cape Cod, the Mid-Cape Cultural Foundation and the Kirkman Fund
- Continued our family literacy program for a local homeless shelter and literacy outreach to local preschools and daycares
- Ran a new series of Computer Coding Camps for elementary and preschool students during school vacation weeks and over the summer, which was funded by a grant from the Institute of Museum and Library Services and administered by the Massachusetts Board of Library Commissioners, as well as by the Friends of the Cotuit Library
- Obtained custom mobile shelving, new chairs, freshly refinished tables and other bright decorative touches for our Children's Room—all in memory of Jeanne Flagler Lazor, thanks to her husband, Dr. Michael Lazor
- Hired a new Programming, Technology and Outreach Coordinator to boost our in-Library and outreach programs, as well as two new Circulation Assistants
- Purchased new mobile devices for teaching and in-Library use, as well as a mobile outdoor movie screen
- Made Library Journal's "America's Star Libraries" listing, with a three star designation for our budget category
- Replaced the Library's roof, which was dangerously deteriorated

Fiscal Year 2019 Goals and Objectives

(All Goals relate to the nine areas of the Town Council's Quality of Life Strategic Plan- See Introduction Section)

1. Provide the best possible comprehensive library services to the community. **(SP: Education, Communication)**
2. Enhance accessibility for low-vision patrons to our services, including facilitated access to the National Library Service for the Blind and Physically Handicapped's Talking Books program. **(SP: Education, Communication)**
3. Continue to pursue collaborations in programming and fundraising with other Barnstable Libraries to maximize our services to Town residents. **(SP: Education, Communication)**
4. Serve as a village center and meeting place for other community organizations. **(SP: Education, Communication)**
5. Build partnerships with other village-based and regional community organizations to enhance programming and services. **(SP: Education, Communication)**
6. Develop digital literacy services and programs for young children, such as our Computer Coding Camp, and broaden our technology training for patrons to include monthly classes as well as individual help sessions. **(SP: Education, Communication)**
7. Focus a portion of our adult and family programming on music appreciation and education. **(SP: Education, Communication)**
8. Initiate and develop long-term funding strategies, such as an endowment campaign. **(SP: Education, Communication)**



Description of Services Provided

The Cotuit Library is at the heart of the village, both physically and in spirit. We provide a full range of essential library services to people of all ages, lending fiction, non-fiction and audiovisual material, offering reference and technological services, providing free Internet and wireless access and creating programs for children and adults. The Library supports the research of several local authors, provides a safe and quiet environment for support groups to meet and continues to be an important community center and meeting place for a variety of volunteer and civic organizations. Increasingly, the Library is the space residents turn to for training in the use of a variety of technologies, including e-readers, computers, tablets and cell phones, all of which are used to access information. The Library runs a number of outreach, embedded programs in the community to support all forms of literacy and community connection, and will continue to develop new services to meet our patrons' needs, particularly for those who require special assistance.

The Cotuit Library focuses on:

- Being a neighborhood nexus—a safe and welcoming place for individuals to meet and form community
- Assisting people of all ages to develop literacy skills, including digital literacy
- Offering popular titles and materials that focus on current topics of interest as well as specialized resources such as art books
- Acting as a year-round meeting space for local community organizations, including the Cotuit Civic Association, the Historical Society of Cotuit and Santuit, the Cape Cod Writers' Club and our Precinct's Town Councilor, as well as a place for local book, game and hobby groups to get together
- Facilitating access to different support services, such as information for seniors, therapy group sessions, and free blood pressure clinics
- Providing accessible options for all our materials, programs and services with assistive devices, such as a wheelchair lift to all floors, ADA-compliant restrooms, digital magnifiers and other low-vision aids

Our resources and services include:

- Special collections such as the Fine Arts Collection, the Peck Maritime Collection and the Kirkman Collection of Fine Books
- Special emphasis within the general collection on vintage mysteries, visual arts and classic science fiction
- One-on-one computer training and e-reader classes, including outreach programs at the Barnstable Senior Center
- The latest in hand-held mobile devices for in-Library use
- Twelve Internet-ready public access computers and wireless access throughout the building, along with a scanner/printer/photocopier and a fax machine for use by the public
- An active children's department with two story hours per week and many seasonal and summer reading activities
- Cotuit Coding Camp and other programs exploring coding and robots for children and families
- Outreach programs to local family homeless shelters, the local Waldorf School and area preschools

- Meeting space for elected officials to meet constituents
- Ongoing and periodic Adult programs and groups, including four monthly book discussions, educational luncheons hosted by the Friends of the Cotuit Library, weekly handcrafts, card games, board games and sketching groups, music concerts, movie and documentary showings, crafts, author talks and other guest speakers
- Homebound delivery
- Volunteer opportunities for teens and adults
- An ongoing book sale managed by the Friends of the Cotuit Library
- An Astronomy Program with telescopes the public can borrow

Collaborative Efforts

- Collaborated with the other village libraries on a Town-wide summer reading program for children
- Pursued joint programming and block bookings with Marstons Mills and Hyannis libraries to reduce costs
- Teamed up with organizations like the Brain Injury Association of MA and the Association to Preserve Cape Cod to host information sessions and groups
- Collaborated with schools and preschools for programming
- Held programs with the Cotuit Historical Society, Cape Cod Bird and Garden Club, the Cape Cod Chamber Music Festival and the Barnstable Land Trust, as well as many more leading arts educators and performers on the Cape
- Collaborated with local homeless shelter to provide training on family literacy and digital literacy
- Worked with the Senior Center to offer free digital literacy and technology programs

Ongoing Projects

- Developing services to patrons with low vision
- Reaching out to local organizations to provide embedded librarianship and create community partnerships
- Maintaining and preserving the Library's own archives and the Kirkman Collection of rare books and documents
- Increasing family literacy
- Increasing digital literacy with group classes in addition to one-on-one tech help
- Expanding our "Library of Things" to meet less-conventional needs of our community and our seasonal visitors

Summary of Cotuit Library Funding & Permanent Positions (FTEs) Request

Expenditure Category	Actual FY 2017	Approved FY 2018	Proposed FY 2019
Library Funding	\$185,183	\$200,815	TBD
Town of Barnstable	\$170,631	\$176,698	TBD
Total	\$355,814	\$377,513	TBD

Positions	FY 2018 Actual	FY 2019 Proposed
Full Time	1.1	1.1
Part Time	4.1	4.0
Total FTE's	5.2	5.1

Performance Measures / Workload Indicators

Workload Indicator	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Circulation	45,157	47,000	47,500
Items in Collection	98,596	100,000	110,000
Hours Open	2,097	2,110	2,110
Programs Offered	638	640	640
Volunteer Hours	1,397	1,450	1,450



Hyannis Public Library

Purpose Statement

The purpose of the Hyannis Public Library is to provide high quality services and resources in order to meet education, information, career, cultural and leisure time needs of those who live, work, attend school and/ or own property in Hyannis.



Recent Accomplishments

- Planned and held the 3rd Annual “Talks & Tunes” Speaker Series, consisting of 9 programs with an attendance of 167 people
- Planned and held the Fall and Winter Speaker Series, plus a variety of other programs, for a total of 79 adult programs with an attendance of 788
- Planned and held 372 children’s programs with an attendance of 4,428
- Carried out a successful direct mail fundraising campaign
- Raised \$4,000 in the Library Book Shop through the generous donations of books by community members plus the hard work of faithful bookshop volunteers
- Established and hosted the American History Book Discussion Group; Knitting and Handicrafts group; and the Adult Coloring group
- Collaborated with the Cape Cod Writers Center to hold Writer Works in Progress sessions
- Completed the physical inventory of adult non-fiction print materials and began the physical inventory of adult fiction print materials
- Expanded the existing security system with the addition of two cameras
- Made an agreement with the Small Business Administration that, in times of a Cape-wide emergency, the library would serve as a designated Business Recovery Center
- Provided proctoring services for numerous individuals from our community, and from Cape Cod at large, which were enrolled in online courses

Fiscal Year 2019 Goals and Objectives

(All Goals relate to the nine areas of the Town Council's Quality of Life Strategic Plan- See Introduction Section)

1. Develop and implemented a free film program with an environmental theme, and establish a special collection of materials on environmental topics. **(SP: Education, Communication)**
2. Inventory and assess the functioning of all computer equipment in the library: staff and public use CPUs, screens, printers, receipt printers, keyboards. **(SP: Education, Communication)**
3. Identify obsolete computer equipment within the inventory assessment. Determine total cost for replacing or updating equipment. Develop detailed schedule of replacement of obsolete equipment. **(SP: Education, Communication)**
4. Evaluate the overall condition of the existing library site, buildings, and systems employing the services of architectural, structural, mechanical, electrical, and plumbing engineers. **(SP: Education, Communication)**

Description of Services Provided

The name of our village is internationally recognized, and the Library provides services to people from across the nation and around the world. The Library has trained personnel available within the library, by telephone, and online.

The Library provides print books and periodicals, audio books, music CDs, entertainment and documentary DVDs, large print books, digital books, magazines, and films for public borrowing as well as other free online resources.

The educational needs of children, young adults, and their families are served through borrowing; story hours; story-telling projects; library visits from teachers and students; and active outreach to public and private schools, daycare facilities, and home-schooling groups.

The literacy goals of the community are supported with the Library's services and resources for English Language Learning; tutoring sessions for public school students and adult learners; and as a research and interlibrary loan center for the Sturgis Public Charter School.

The Library supports and meets the unique needs of our community's special populations, which include at-risk and unhoused singles and families. Outreach service is also available for the distinctive needs of the homebound and institutionalized through delivery of books by a network of volunteers and in cooperation with facilities in our area.

The Library offers space and support for cultural awareness and cooperates with local organizations to promote beneficial services to the families, businesses, and professionals within the Barnstable community.

Summary of Hyannis Library Funding & Permanent Positions (FTEs) Request

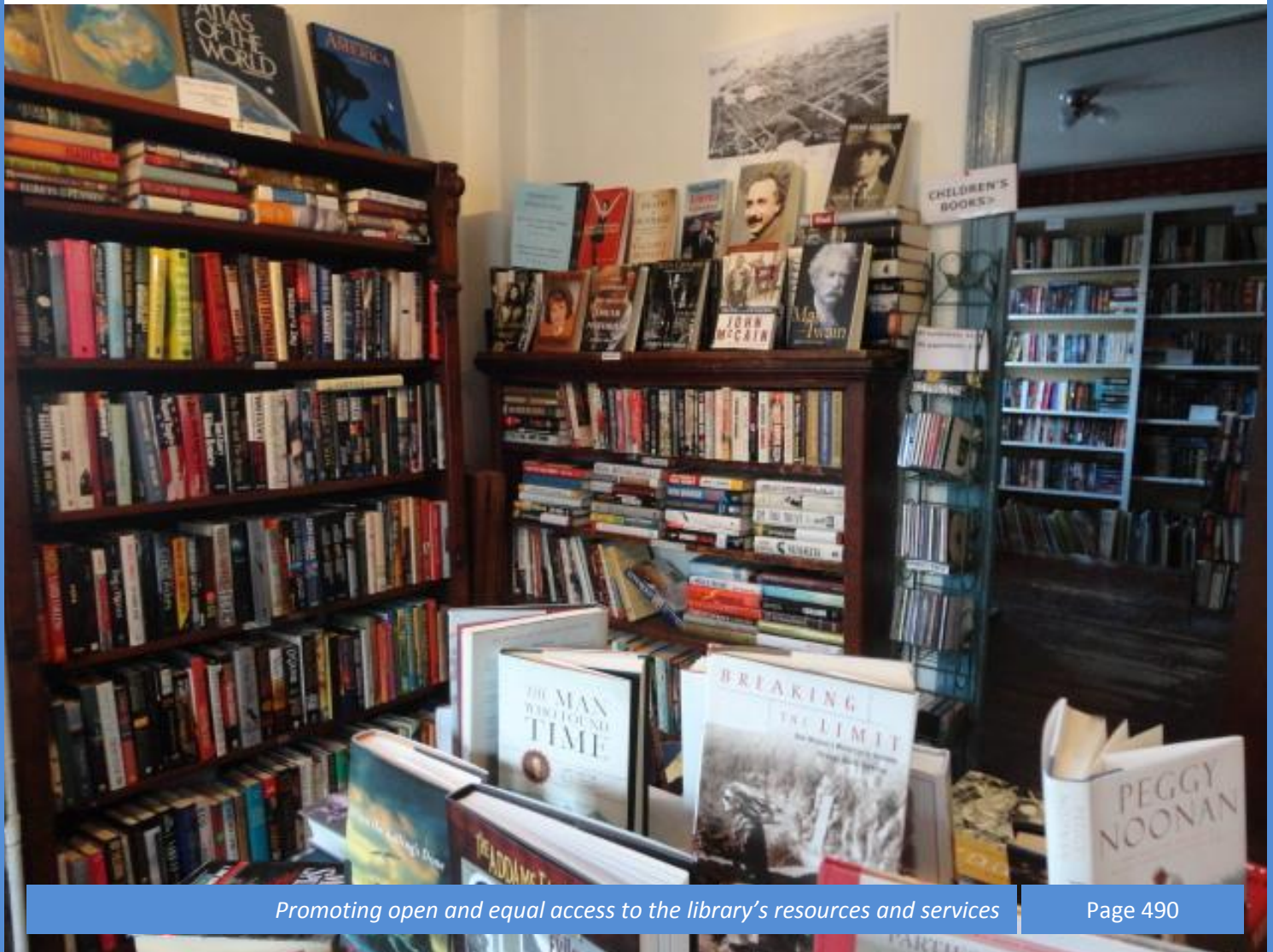
Expenditure Category	Actual FY 2017	Approved FY 2018	Proposed FY 2019
Library Funding	\$72,600	\$77,750	TBD
Town of Barnstable	\$476,200	\$487,700	TBD
Total	\$548,800	\$565,450	TBD

Positions	Actual FY 2017	Approved FY 2018	Proposed FY 2019
Full Time Employees	6.0	6.0	6.0
Part Time Employees	2.8	2.8	2.8
Total FTE's*	8.8	8.8	8.8

*TOTAL INCLUDES SECURITY AND CUSTODIAN POSITION

Performance Measures / Workload Indicators

Workload Indicator	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Circulation	123,017	125,477	127,987
Items in Collection	115,479	117,788	120,144
Hours Open	2,106	2,100	2,100
Programs Offered	451	475	490
Volunteer Hours	1,395	1,450	1,500



Marstons Mills Public Library

Purpose Statement

The purpose of the Marstons Mills Public Library (MMPL) is to meet the informational, educational, recreational, and cultural needs of the residents, schools, businesses, and organizations in the Town of Barnstable through personal service, information resources and public programs. In its role as a village library, MMPL serves as a popular materials center, a reference resource, a computer facility, a community-gathering place, as well as a facility where children are welcomed and nurtured.



Recent Accomplishments

- MMPL held its first annual Teen Writers Conference; a weeklong writing workshop featuring some of the bestselling YA authors in the country
- Through the generosity of the Kirkman Foundation and Mass Board of Library Commissioners, we utilized a “Customer Experience in a Digital Age” Grant to train staff in assisting patrons with technological issues in collaboration with the Whelden Memorial Library
- In addition to holding outdoor educational programs, volunteers from the Library’s “Patchwork Garden” delivered over 1,500 bouquets of fresh flowers to Mills residents who could use a smile
- Collaborated with the National Seashore and Cape Wildlife Center for on hands educational programs
- Collaborated on the 3rd Annual Marstons Mills Village Stroll
- Designed and published new user-friendly library web site
- Co-Sponsored the Marstons Mills Village House and Garden Tour with the Marstons Mills Village Historical Society
- Hosted a “Candidates Night” to allow patrons to meet and question those running for Barnstable Town Council
- Collaborated with the National Novel Writing Month as a drop in writing center
- Collaborated with Whelden Memorial Library to sponsor an “End of Summer Outdoor Concert”

Additional Recent Accomplishments

- Continued to expand our Homebound Services Delivery
- Provided free computer classes each week for adult beginners on Tech-Tuesday
- Collaborated with the Marstons Mills Village Association and the Liberty Hall Club to provide services and programs to support community information and recreational needs
- Collaborated with the other Barnstable Libraries on the Summer reading Program



Fiscal Year 2019 Goals and Objectives

(All Goals relate to the nine areas of the Town Council's Quality of Life Strategic Plan- See Introduction Section)

1. To maintain current open hours (48 hours per week; open Monday- Friday at 9:00 am, Saturday at 10:00am). **(SP: Education, Communication)**
2. To aid in supporting the newly formed Friends of the Marstons Mills Public Library Group. **(SP: Education, Communication)**
3. To continue to partner with the Senior Service Corp and Elder Services to recruit volunteer support for circulation in the children's room and events. **(SP: Education, Communication)**
4. To improve the aesthetics of the Library's landscaping and grounds. **(SP: Infrastructure)**
5. To investigate new and innovative funding ideas. **(SP: Finance)**
6. To provide sufficient and diverse print and Library materials in all formats to meet the interests and needs of all Library users, specifically in the areas of recreation, finance, employment, community services and health. **(SP: Education, Communication)**
7. To provide professional development opportunities to our staff and valued volunteers. **(SP: Education, Communication)**
8. To continue to provide support and access for new information formats and devices such as streaming audio and video, digital e-books and e-book readers and research databases. **(SP: Education, Communication)**
9. To continue to provide outreach to schools and youth organizations in Marstons Mills and to collaborate with schools to provide programs and resources. **(SP: Education, Communication)**
10. To increase collaborations and partnerships with area conservancy, literacy and human service agencies to provide both increased programming and access to those programs. **(SP: Education, Communication)**
11. To work in collaboration with the six other village libraries in Barnstable to provide comprehensive library services to the residents of the Town of Barnstable and to identify areas for collaboration and cost savings. **(SP: Education, Communication, Finance)**

Description of Services Provided

The Library serves the residents of the village of Marstons Mills, the Town of Barnstable, and the Commonwealth of Massachusetts. The Library provides books, magazines, audio CDs and mp3s, music CDs, DVDs, e-book, audio, and digital downloads, e-book readers, and databases. This also includes Wi-Fi internet access and specialized collections and services for the four primary user groups who comprise our patrons: preschool children and families; school-aged children and families; adult readers and information seekers; and older adults who look to the Library for specific services, recreational programs and continuing education.

Marstons Mills is the third largest village in the Town of Barnstable, but it is second largest in terms of population growth. According to the 2010 census, 19% of Barnstable's overall population resides in Marstons Mills. The village is home to West Villages Elementary School and the Barnstable United Elementary School. Together these schools provide service to 878 students. The village population is composed primarily of working families with children. Most of our population lives on-Cape year-round, and as a result, MMPL is busy throughout all seasons. The Library's primary services are:

- Popular materials center
- Computer access center
- Children's information and activity center
- Lifelong learning center
- Community meeting and information center
- Technology resource center

The Library has increased the usable size of its building, which has resulted in increased usage and circulation. Like all Barnstable libraries, it is challenged each year to raise sufficient funds through private donations and community fundraisers to meet the obligations in our operating budget. Despite these obvious disadvantages, however, MMPL circulates over 56,000 items per year.

The Marstons Mills Public Library offers its users the following services in addition to its circulating collection:

- Special collections include Drama and Theatre arts; Lilith Gordon Women's Poetry Collection; Susan Martin Speculative Fiction; and an extensive Large Print collection
- Meeting place for many community organizations including the Marstons Mills Historical Society, Academy of Life Long Learning classes, Cape Cod Writer's Center and neighborhood associations
- Active children's department with story hours, 4-H, home school club, mother-daughter book club, and other after-school activities
- Regular and special adult programs
- Homebound delivery service
- Technology classes and one-to-one technical support for e-readers

- Partnership with Elder Services to provide volunteer support
- Designated as a lending site for materials from the Perkins Braille and Talking Book Library
- Designated as an Administrative site for the IBM Reading Companion Reading and Literacy Program
- Collections include materials that support diverse cultures and languages

Summary of Marstons Mills Library Funding & Permanent Positions (FTEs) Request

Expenditure Category	Actual FY 2017	Approved FY 2018	Requested FY 2019
Library Funding	\$100,973	107,785	TBD
Town of Barnstable	\$195,600	202,592.	TBD
Total	\$265,270	\$284,757	TBD

Positions	Actual FY2016	Actual FY 2017	Proposed FY 2018
Full Time	1.00	1.00	1.00
Part Time	3.50	3.50	4.50
Total FTE's	4.50	4.50	5.50

Performance Measures / Workload Indicators

Workload Indicator	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
Circulation	62,500	68,546	63,000
Items in Collection	52,250	63,541	63,500
Hours Open	2,396	2,396	2,396
Programs Offered	350	478	480
Volunteer Hours	1,976	2,015	2,050

Osterville Village Library

Purpose Statement

The purpose of the Osterville Village Library is to inspire lifelong learning, advance knowledge, and strengthen our community. To fulfill our mission, we rely on library staff, collections, programs and the participation of our patrons and community.

“Libraries open minds, open doors, open lives”



Recent Accomplishments

- Redesigned Atrium area to improve patron use for informal meet-ups, conversations, games, workshops and more
- Redesigned children’s area to make special places for infants, toddlers and pre-teens with a focus on STEAM learning. Home to a thriving collection of the best books and media, our Children's Room is the site of many informal 1-on-1 encounters where children and tweens develop and share their passion for reading, learning and creating
- Website was redone to be more responsive and informative to patrons; also social media content was expanded to broaden audience effectiveness
- New board members with young families in Osterville were added to strengthen the board and add age diversity
- A demonstration rain garden was installed to show and promote landscaping that works on Cape Cod without adverse environmental effects
- Our 135th celebration was a huge success with the showing of the 20-minute movies recapping the highlights of the libraries growth. A photo book published by Arcadia also documents the history of the Osterville Library and its positive impact on the community
- A New Business Center complete with fax, copier, shredder, laminator, book binder, entrepreneur data base, plus business books, newspapers and journals was added to address the needs of businesses as well as residents
- A *Library of Things* was added to the collection, which can be checked out, such as a sewing machine, ukulele, watt tester, photo convertor, meditation kit, tide pool kit, musical keyboard, and bird watching kit over 50 puzzles, games and more

Additional Recent Accomplishments

- The Library continues to be a resource to the community for its meeting room space. Throughout the year, the space was actively used for community meetings, State and Local agencies, workshops and for private parties.
- The library was host to “Lure of the Lore” a 19th century maritime exhibit featuring six Antonio Jacobson’s paintings. The Osterville Garden Club displayed a juried show of floral arrangements relating to books. The printmakers of Cape Cod, a conservation photographer and others participated in our revolving art display.
- The library hosted a very popular National Parks series that kept people engaged over the winter and spring.
- The Library continues to be “the community center” for village activities. Summer Celebration Week, the library’s signature kick-off to the summer season, this year was moved to July. Village Day started with the Children’s Road Race and then the Adult 5k Road Race. Village Crafter offered their handmade items on the library lawn throughout the day. The week also hosted a favorite of our dog-friendly library, Mutts and Martinis. The concert series kicked off and hundreds of families enjoyed the balmy nights and varied musical offerings throughout July and August. New event this year was a highly successful community yard sale where people could rent space and sell their household items.
- The annual ski and paddleboard sale was another success, transforming the main Meeting Room into a sporting goods shop. The summer wrapped up a beautiful new 2018 Mercedes Sedan for a lucky Osterville nurse. Later this year, the library will again host the Dessert Contest for the annual Chocolate Festival and our traditional Easter Egg Hunt.
- To show support to the businesses in our village the library offered a “Black Friday” Special. Children were entertained in the library, while adults shopped in the village. This event was extremely well received and attended. This will become an annual event at the library.
- The joint event with Osterville Rotary on Halloween brought hundreds of excited treat or treaters as they paraded through the village led by a fire truck. The children ended up on the library lawn and enjoyed treats and a story walk.
- A collection of glass, metal and other unique-material Menorahs were on display in the lobby showcase. The winter Christmas Stroll brought hundreds of people to the library to enjoy the whimsical holiday display on the lawn and have hot chocolate, which was provided by Cape Cod Academy. Mrs. Claus greeted young children, helped them write letters to her husband, Mr. Claus, and posed for pictures.
- Collaboration with other community nonprofits continues to grow. In addition to the Barnstable Clean Water, formally 3Bays, this year the library has been actively collaborating with the Association for the Preservation of Cape Cod, Cape Literacy, and JrTech by conducting joint events. The Library has also worked with Cape Cod Academy and St. Peters School to bring special events to young families.
- The “Community Assistance Program” continues to allow patrons to help themselves to discount coupons from numerous newspapers. This year children wrote letters and we sent books to Crosby Library in Texas after the devastating floods. As an official collection drop off for “Toys for Tots,” the Library continues to collect hundreds of gifts for children.

Fiscal Year 2019 Goals and Objectives

(All Goals relate to the nine areas of the Town Council's Quality of Life Strategic Plan- See Introduction Section)

1. To enhance the lives of the residents of Barnstable by serving as a cultural, social and intellectual center for the community, through access to our library's collection, programming and special events. **(SP: Education, Communication)**
2. To offer a thoughtful, well rounded collection of books and media to meet patron's needs and a variety of educational, artistic, entertaining and informative programs and services for children and adults. **(SP: Education, Communication)**
3. To develop and grow our 21 Century Community Makerspace learning and creativity lab. **(SP: Education, Communication)**
4. To work in collaboration with the other six Barnstable Village Libraries to provide comprehensive library services to the residents of the Town of Barnstable, including cooperative planning, programming and services/resource sharing. **(SP: Education, Communication)**
5. To reach out and build our donor base and awareness of the importance of libraries in this changing world. To take advantage of Grant writing opportunities that will benefit the library. **(SP: Finance, Communication)**
6. To be the central gathering spot for meetings and interactions in the community. To expand our collaboration with other non-profits and to bring more diverse programming to the Library. **(SP: Education, Communication)**
7. To continue to provide information and knowledge in whatever form it takes and educate our patrons on emerging technologies. **(SP: Education, Communication)**

Description of Services Provided

As we celebrated our 135th Anniversary of the Osterville Village Library, the library has served both as a resource for continued learning and as a center for village traditions. Since the new library building opened its doors in 2012, the Library's role in the village and the Town has been evolving through its enriched programming and resources. It has become a 21st century library as a cultural, social and intellectual center for the community, while continuing the rich traditions that have always been the hallmark of the library to the village.

The Osterville Village Library is the only Barnstable Library that is open seven days a week throughout the year and offers the following:

- Art exhibits: recent example includes Lore of the Lure, a 19th century maritime art exhibit. A printmaker exhibit, numerous photographers and varied artist along with floral arrangements grace the library throughout the year. You will also find from sculptures to crafts are part of our revolving art exhibits
- Growing our Library of Things where patrons can check out a sewing machine, ukulele, soil tester, watt tester, photo convertor, keyboard, birdwatching kits and many more fun and educational items
- Programming geared towards entertaining, educating to deal with life and current issues, numerous programs and interactive events for adults
- To assist our vision-impaired patrons we have a large assortment of large print books, a Merlin Enhanced Vision machine for desktop magnification. We also provide resources and info to the Perkins School
- In our expanded Makerspace area children ages 7 and up can experiment, problem-solve, and create with STEAM materials. They can use and/or borrow electronic, robotic, coding, drafting and buildings kits, and try out quality apps on the Makerspace iPad.
- In addition to a variety of enrichment programs for all ages, our traditional story hours are now STEM Storytime's, where preschoolers engage in stories, crafts, and hands-on STEM activities.
- Environmentally relevant programing and permanent demonstration gardens for improving water quality in our town.
- The Friends Bookstore, staffed by dedicated volunteers, is open six days per week. Proceeds from the bookstore help to support library services.
- Technology assistance with tablets, phones, e-readers, Mac and PC computers available on a walk-in 7 day a week. Group training is also available.
- Databases to support the nursing schools such as Nursing and Allied Health plus Ancestry, Mango Languages and a Small Business Database are available to all users thanks to the Kirkman Trust Fund.
- Free books are provided year round at Dowses Beach in our Little Lending Library.
- Offer free preparation and electronic filing of Federal and Massachusetts income tax forms. This is done through AARP Tax-aide. In conjunction with the IRS, certified volunteers help low and middle-income taxpayers.
- Indoor walking in a safe environment on Tuesdays and Thursdays, so popular it runs year round.

Fundraising is continuous focus:

- In June, the library secured an anonymous of \$135,000 to help expand our hours
- The “Experience Osterville” guide is in its sixth year and continues to be a successful mainstay, both in popularity and as a fundraiser for the library. The audience has grown significantly and currently exceeds 30,000 readers in print and over 15,000 online
- The 41th Annual Spring Golf Tournament was held in late May. Golfers enjoyed a picture perfect day for golf on the pristine course at the Wianno Golf Course. Golf was followed by dinner and silent auction in the Main Dining Room at the Wianno Club—a great evening!
- The Library held its annual car raffle for the 25th consecutive year. A Mercedes-Benz sedan, purchased from Mercedes-Benz of Westwood, was won by a local Osterville nurse resident
- The 37th Annual Cape Cod 5K Championship Road Race to benefit the OVL was a huge success with over 400 runners. The new course allows runners to start from in front of the library. The Osterville Village Library is fortunate to be the beneficiary of this fundraising event



Fundraising is continuous focus (Continued):

- The 23rd Annual Clam Bake was held during summer celebration week, with nearly 200 attendees the event has evolved into more of a family-friendly event with the addition of a children's menu and games. A lovely evening, great food, fun and music. Also during summer celebration week, the library held its 5th Annual Mutts and Martinis "Yappy Hour," a canine and human cocktail event and a signature event for our dog-friendly library. This year we expanded our dog-friendly entertainment to include "Muddy Paws" who conducted agility training, a dog masseur, a dog acupuncturist, pet artist, and authors

Summary of Osterville Village Library Funding & Permanent Positions (FTEs) Request

Expenditure Category	Actual FY 2017	Approved FY 2018	Projected FY 2019
Library Funding	\$492,700	\$559,700	TBD
Town of Barnstable	\$252,900	\$253,200	TBD
Total	\$745,600	\$812,900	TBD

Positions	FY 2018 Actual	FY 2019 Proposed
Full Time	5.00	6.00
Part Time	10.00	9.00
Total FTE's	15.00	15.00

Performance Measures / Workload Indicators

Workload Indicator	FY 2017 Actual	FY 2018 Estimated
Total Circulation	96,457	98,868
Number of items in Collection	68,517	70,572
Total Hours Open	2,451	2,652
Programs Held	396	435
Volunteer Hours	4,357	4,450

Sturgis Library

Purpose Statement

The Sturgis Library, a historic public library in the village of Barnstable, is dedicated to providing services and resources to meet the needs of a contemporary community while preserving and promoting Cape Cod history.



Recent Accomplishments

- Sturgis Library celebrated 150 years of Library service to the community in 2017. Sturgis Library is housed in a building, which was constructed in 1644 as a meetinghouse and home for the Rev. John Lothrop and his family. One of Reverend Lothrop's descendants was William Sturgis, who was born in the house in the late 1700s, and went on to become a successful sea captain and merchant. The home was sold in the early 1800s, and before his death in 1863 Sturgis purchased the building and left it to the community to be used as a public library. It opened its doors in August of 1867. From February through August of 2017, the Library celebrated the 150th anniversary with a series of events and programs celebrating reading, history, the arts, and the humanities. The celebration culminated with a gala anniversary party in August and an auction featuring items made from wood from old 1920s era library bookshelves. Proceeds from the auction benefited the newly established Preservation Fund, which will be used to preserve the library's building and special collections
- Sturgis Library participated in the July 2016 Cape-wide Hydrangea Festival by collaborating with five local homeowners to display their beautiful gardens and property to raise money for library programs and services. In addition to the garden tours, the Library held a drawing for a collection of birdhouses hand painted by Trustee Liz Ferretti to resemble buildings and structures in and around Barnstable Village
- The Library began offering notary services to the public free of charge
- Kelly Adair and her daughters Livia and Maggie designed and decorated a new dollhouse for the Children's Room
- Sturgis Library featured numerous local authors in their Meet the Author Saturday Book Signings in the Book Shop

Additional Recent Accomplishments

- The Karras family generously donated funds to build an attractive fence on the side of the Library, which will help to provide a safe enclosed space for outdoor children's programs on the side lawn.
- Sturgis Library was chosen as one of the organizations on Cape Cod to receive volunteer assistance in a Day of Service offered by members of New England Archivists. Six volunteer archivists participated in the day of service, and worked on preserving the Library's collection of gravestone rubbings and transcribing historic deeds for the Library's online deed index and archive.
- The Library held their second Whale of an (Online) Auction, which offered dozens of high-quality donated items to bidders from around the country. Other major fundraising events included the annual Library Dinner at the Cummaquid Golf Club, a jewelry sale, plant and garden sale, holiday ornament and décor sale, a special Great Books history and literature book sale, and several other fundraising events. Sturgis Library must raise 60% of its funding each year from private donations, events, and other fundraising activities.
- The Library sponsored over 200 programs, exhibits, and events for adults, young adults, and children, including lectures, music and craft programs, art workshops, the Armchair Traveler series, Lego Club, Pokémon Club, and other well-attended programs and events. Together with the six other Barnstable village libraries, the Library participated in the annual collaborative Summer Reading Program.
- Trustee Emeritus Joanne Lyman donated a first edition copy of Herman Melville's book Moby Dick to the Library's special collections. Herman Melville was married to the sister of one of the first Trustees of the Library, Lemuel Shaw, Jr.

Fiscal Year 2019 Goals and Objectives

(All Goals relate to the nine areas of the Town Council's Quality of Life Strategic Plan- See Introduction Section)

1. To work in cooperation with the six other village libraries in Barnstable to provide comprehensive library services to the residents of the Town of Barnstable, including cooperative resource sharing services, reference and information services, local history and genealogy research services, cooperative planning, programming, and scheduling of events. **(SP: Education, and Communication)**
2. To act as a community gathering place and center for civic, cultural, and other events. **(SP: Education, Communication)**
3. To identify and attract new sources of funding, including support from public and private grant funding agencies, foundations, businesses, and individuals. **(SP: Finance)**
4. To provide increased access to the library's Special Collections, including our genealogy, maritime, and Cape Cod history collections, and to enhance and preserve the collections. In addition, to provide comprehensive reference service in this area, as well as general reference service to the public. **(SP: Education, Communication)**
5. To offer diverse and comprehensive programs and services to adults, young adults and children, including curriculum support and lifelong learning opportunities. **(SP: Education, Communication)**



Description of Services Provided

The library:

- Supports the lifelong pursuit of personal, vocational, cultural, and intellectual enrichment
- Fosters literacy, curiosity, and creativity in library users of all ages
- Promotes the free exchange of ideas and serves as a community meeting place
- Offers a gateway to emerging technologies and informational databases which enhance traditional resources
- Serves as a regional archive and research center for the study of Barnstable County history, genealogy, and maritime culture

The Sturgis Library offers Barnstable and Cape Cod residents and visitors a comprehensive range of library services six days a week throughout the year. The Library's main service roles and priorities are summarized as follows:

- Community
- Knowledge
- Historic Preservation
- Technology and Innovation

One of Sturgis Library's primary service roles is to provide specialized research collections, services and facilities for the study of Cape Cod history, genealogy and maritime culture. Unique among libraries of the Town and County of Barnstable, the Sturgis Library is distinguished for the scope and depth of its special collections and the services it provides to students, genealogists, historians, and others interested in finding out about the rich history of Cape Cod and the Islands. Access to the Library's historical collections and archives is provided free of charge to all researchers. Another of the Library's important missions is to act as a primary cultural and community center. A full series of special programs, speakers and exhibits throughout the year adds to the educational and recreational opportunities available to residents of all ages. Groups and organizations from around the community have access to the Library's meeting space, and tourists and visitors come to tour our historic building.

Characteristics and Specializations

The Sturgis Library is a historic public library and research archive located in Barnstable Village. The original historic building was constructed in 1644, which gives the Sturgis Library the distinction of being the oldest library building in the country. The Sturgis Library's special collections include the Lothrop Genealogy & Local History Collection and the Henry Crocker Kittredge Maritime Collection, which are used by researchers around the country. The Library's extensive research archives include ship's logs, whaling journals, manuscripts, family histories and genealogies, diaries, correspondence, photographs, cemetery records, early land deeds, and maps dating back to Barnstable's first settlement. Online services include access to digital archives of photographs, documents, deeds, postcards, and the Barnstable Patriot newspaper from 1830 to 1930. The Sturgis Library also offers in-library access to *Ancestry.com Library Edition*, and home access to *Heritage Quest* genealogical databases.

In addition to a wide variety of fiction and nonfiction books for readers of all ages, the Sturgis Library has a large selection of movies on DVD, audiobooks, ebooks, and one of the largest music collections on the Cape. There is a circulating collection of books about Cape Cod and Cape Cod authors, as well as a dynamic selection of materials for young adults and children.

Special services include free internet and wireless access; service to homebound patrons; and fax, scanning, and photocopying services. We offer extensive research assistance, from homework help to genealogy assistance. We host one of the only seed lending libraries on Cape Cod.

The Library maintains an attractive and busy Book, Gift, and Mini-Thrift Shop year round. Proceeds from the shop go to enhancing library services and programs, and preserving our historic collections and building.

The Library offers an active schedule of special programs, speaker series, exhibits, and displays for all ages. In addition to weekly programs for children and monthly programs for adults, the library hosts a scholarly book discussion group. The library hosts an on-going exhibit of artwork by local artists and crafters, and has monthly displays of collectibles, artifacts, antiques, and other items of local interest.

In addition to the Sturgis Library's busy schedule of events and activities, the library hosts meetings and events sponsored by other area organizations. Our meeting spaces are available to local groups of all kinds. We welcome visits by school and other groups, and are happy to organize special tours of our historic building for groups or individuals.

Summary of Sturgis Library Funding & Permanent Positions (FTE's) Request

Positions	Actual FY 2018	Proposed FY 2019
Full Time	4.7	4.7
Part Time	2.9	2.9
Total FTE's	7.6	7.6

FISCAL YEAR 2019 BUDGET

STURGIS LIBRARY

GENERAL FUND

Category	Actual FY 2017	Approved FY 2018	Proposed FY 2019
Library Funding	\$279,901	\$293,108	TBD
Town of Barnstable	\$239,334	\$245,460	TBD
Total	\$519,235	\$538,568	TBD

Performance/Workload Indicators

Workload Indicator	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Circulation	76,000	77,000	78,000
Items in Collection (including downloadable materials)	210,000	212,000	213,000
Hours Open	2,100	2,100	2,100
Programs Offered	220	225	230
Volunteer Hours	1,000	1,100	1,200



Whelden Memorial Library

Purpose Statement

Our purpose is to serve the village of West Barnstable by providing popular reading materials, reference resources for independent and formal learning, and electronic access to the information network. Our mission is to preserve and promote the heritage of both West Barnstable and Cape Cod. Our Library serves the Village as a meeting place and a forum for civic and cultural events.



Recent Accomplishments

- Created a plan to update and prioritize capital projects
- Several building improvements were made this year, which included completing the main phase of our interior painting project, resolving various lighting issues in and around the building, and repairing the front foyer of the library
- Relocated our large print books and audiobooks in order to expand these collections and make them more accessible
- We were pleased to be able to expand our collection of ebooks and purchase iPads for staff training and patron education purposes through the generosity of the Kirkman Trust
- Continued to increase and improve our programming for adults, young adults and children. Over 150 programs were offered including author talks, arts and crafts workshops, lectures, artist appearances, weekly story times and yoga classes
- Partnered with West Parish Family School to provide story time for Pre-Kindergarten classes
- Collaborated with the six other Barnstable libraries to participate in the annual statewide Summer Reading Program; made a more coordinated effort to share resources, staff, and materials with the other Barnstable Libraries
- Collaborated with Marstons Mills Public Library to provide training opportunities to our staff members using funds from a Federal LSTA grant for Digital Literacy and Professional Development

Additional Recent Accomplishments

- Sponsored several successful fundraising events such as the Time and Talent Auction, our annual Friends Holiday Boutique event, and a concession stand during the annual West Barnstable Village Festival. We also held a successful fundraiser at the Barnstable Transfer Station, which attracted many new volunteers

Fiscal Year 2019 Goals and Objectives

1. Continue to prioritize capital improvements and implement a plan of action. **(SP: Education, Communication)**
2. Continue to investigate opportunities for new relationships and collaboration within the community. **(SP: Education, Communication)**
3. Continue to examine our fundraising efforts and explore new directions for funding sources. **(SP: Education, Communication)**
4. Continue to collaborate with the six other Barnstable village libraries to provide quality services to the residents of the Town of Barnstable. **(SP: Education, Communication)**
5. Continue to expand our services to older adults and seniors to support lifelong learning opportunities. **(SP: Education, Communication)**
6. Provide programming to support digital literacy by offering various classes in emerging technologies to adults, young adults, and children. **(SP: Education, Communication)**
7. Continue to develop programs of interest for patrons of all ages. **(SP: Education, Communication)**
8. Continue to evaluate our entire collection to meet the evolving needs of our patrons, and to ensure diverse and marginalized perspectives are represented. **(SP: Education, Communication)**
9. Support ongoing professional development opportunities for our staff. **(SP: Education, Communication)**

Characteristics and Specializations

Whelden Memorial Library is a historic building named in honor of Martha Lee Whelden, a schoolteacher in West Barnstable in the 1880s who was renowned for encouraging her students to read. Information literacy, lifelong learning and serving the village of West Barnstable continue to be our highest priority.

- We house an extensive history of West Barnstable in a well-indexed archival collection. This index is also available online.
- We have a full complement of Trustees and an excellent Friends Group that is always supportive and dedicated.
- Our fundraising activities are diverse; our collective efforts include auctions, annual appeals, suppers, wine and food tastings, book and gift sales, raffles, and participation in the West Barnstable Village Festival.
- Thanks to the Barnstable Beekeepers, we hold an exceptional collection of books and DVDs on the topic of beekeeping.

Description of Services Provided

Whelden Memorial Library serves the residents and visitors of West Barnstable, the Town of Barnstable, and Cape Cod. We are the hub of our community and center for village traditions.

- The Library offers meeting space for various groups and clubs and tutoring space for young and adult learners.
- The Library provides a comprehensive collection of print books, audiobooks, and digital downloads, magazines, music CDs, and DVDs.
- The Library has one of the largest circulating collections of materials on beekeeping.
- The Library offers access to many databases including in-library access to Ancestry.com Library Edition and remote access to Heritage Quest genealogical databases.
- Special services include free internet and Wi-Fi access, fax, scanning and photocopying services.
- The Library continues to increase our services to children, young adults, families, and older adults through a renewed commitment to programming and collection development.
- The Library offers a wide range of volunteer opportunities for all ages.
- Whelden Memorial Library continues to offer homebound book delivery services to our patrons who wouldn't otherwise receive services.

Summary of Whelden Memorial Library Funding & Permanent Positions (FTEs) Request

Expenditure Category	Actual FY 2017	Approved FY 2018	Proposed FY 2019
Library Funding	\$69,006	\$71,7138	TBD
Town of Barnstable	\$109,124	\$112,857	TBD
Total	\$178,130	\$183,995	TBD

Positions	Actual FY 2018	Proposed FY 2019
Full Time	1.0	1.0
Part Time	1.75	1.75
Total FTE's	2.75	2.75

Performance/Workload Indicators

Workload Indicator	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Circulation	47,000	47,500	48,000
Items in Collection (including downloadable materials)	81,861	82,000	85,000
Hours Open	1,659	1,664	1,664
Programs Offered	157	160	165
Volunteer Hours	1,430	1,450	1,450



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