

Newton Free Library

Mission

To bring the community together to enjoy, explore, create and discover.

Welcome to the Newton Free Library! Our collection of over 550,000 books, CDS, DVDS, video games, magazines, and online resources is yours to borrow or stream! We offer three services providing e-book, video and audio downloads to Newton cardholders with hundreds of thousands of titles to access from home or on the go. Our growing “Library of Things” Collection features games, musical instruments, laptops, crafting and household tools and more. Logging into the Minuteman Library Network catalog provides additional resources, allowing holds to be placed on 1.5 million additional titles.

We maintain an active calendar of events to keep residents engaged, enriched and connected. Our storytimes, concerts, author talks, craft programs, book clubs, technology classes, English language learner conversation groups and more are available just about every day of the year.

If you're looking for a comfortable place to read, study or work remotely, we offer reservable study rooms and a large variety of comfortable seating areas available throughout our spacious three-story building. Our computer area is equipped to print, copy, scan or fax and with our new wireless printing service, use your personal computer or mobile device to print to the Library's printer from anywhere. We recently opened an expanded and fully renovated Children's Room with an activity area for young children, plenty of seating for new readers and students and a large program space.

We invite every resident to sign up for a library card to take full advantage of all the Library has to offer!

We've had an exciting year at Newton Free Library, and we are delighted to welcome so many visitors into our dramatically improved space.

In October 2021, we began construction to expand and renovate the Children's Room using funding provided by the Mayor from the American Rescue Plan Act (ARPA). This necessitated moving the adult large print, DVD, audiobook, local history collections and the holds pick up area to different spaces throughout the building. Nearly 60,000 items from our children's collection were stored offsite and we opened a temporary Children's Room in Druker Auditorium to serve families throughout the 11-month renovation.

Your newly renovated Children's Room opened to the community on August 4, 2022. We began the morning with a heartwarming ribbon cutting with Mayor Fuller and enjoyed welcoming nearly 1,000 young children with their families and caregivers to explore the new room throughout opening day. Thank you for joining us for this remarkable celebration!

At the same time, the second phase of our parking lot construction project kicked off to address storm water infrastructure, improve pedestrian access, repave the lot and add additional new lighting. We maintained visitor parking through most of the construction. Signage and landscaping was installed as the construction concluded in October 2022. The solar canopy in the parking lot generates 40% of the Library's electrical use and the lot now features 21 additional parking spaces and 8 electric vehicle charging spots.

Amidst these many changes, we were delighted to see so many more residents come through our doors this year as the pandemic waned. We welcomed 303,203 visitors - a 54% increase from the previous year - and physical borrowing grew by an impressive 250,000 items! We are

thrilled to be returning to pre-pandemic visitation and borrowing levels. Thank you, Newtonians, for making us the busiest library in the Minuteman Library Network.

Other highlights from our very active year include:

- Maintaining a vibrant calendar of 1,391 in person and virtual programs attended by 23,094 people. We re-introduced tax help programming, coaching services for small business owners, and our very popular teen study nights during high school final exams.
- Returning the New Book collection to the first floor atrium;
- Expanding the popular Speed-Read collection with a longer two-week rental period;
- Debuting new self-check stations for easy borrowing;
- Upgrading many of our adult soft seating areas; and
- Introducing a fines-free pilot project for all youth materials.

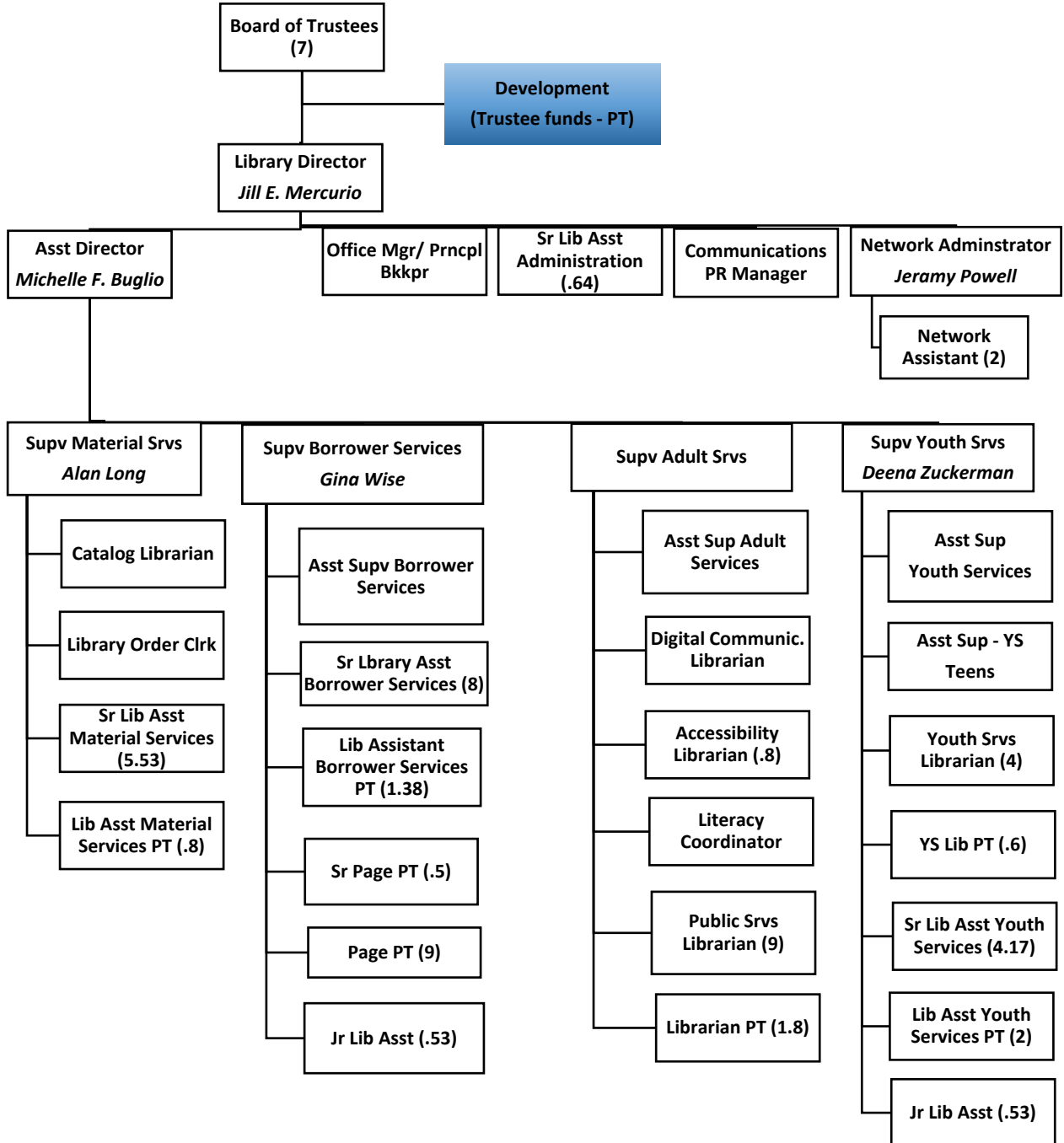
We look forward to providing residents with an amazing collection of materials to borrow, dynamic programs to attend, and continued enhancements to our services and facilities to enjoy this year. Come see our recent improvements!

Sincerely,

Jill E. Mercurio

Library Director

Library



Financial and Operating Highlights

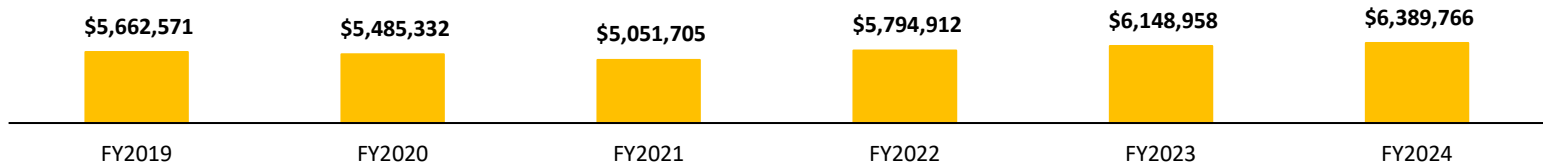
Financial Highlights

	<-----Actual----->					Original FY2023	Proposed FY2024
	FY2019	FY2020	FY2021	FY2022			
Expenditure by Department							
Main Library	\$ 5,050,974	\$ 4,911,077	\$ 4,351,411	\$ 5,081,163	\$ 5,450,898	\$ 5,667,814	
Library Admin	\$ 341,467	\$ 259,614	\$ 365,189	\$ 368,938	\$ 389,210	\$ 411,102	
Building Maintenance	\$ 270,131	\$ 314,641	\$ 335,105	\$ 344,811	\$ 308,850	\$ 310,850	
Total	\$ 5,662,571	\$ 5,485,332	\$ 5,051,705	\$ 5,794,912	\$ 6,148,958	\$ 6,389,766	
% Incr	3.70%	-3.13%	-7.91%	14.71%	6.11%	3.92%	

Personnel

Full-Time	60	60	60	60	59	57
Part-Time	22	22	22	22	22	22
Total FTE	82	82	82	82	81	79

Total Library Expenditures



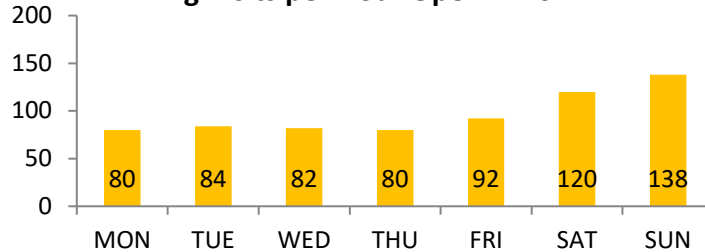
Operating Highlights

Card Holders	42,056
Visits Annually	303,203
Avg Visits per day open	908

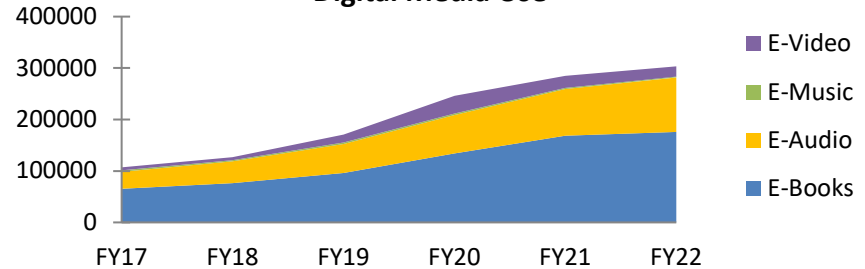
Collection	Owned	Borrowed
Adult Print	268,382	436,821
Adult AV	63,522	183,388
Youth Print	84,561	508,311
Youth AV	8,785	38,580
Digtl. Media	112,840	303,313
Total	538,090	1,470,413

Programs	Held	Attendance
Adult	942	9,115
Children's	315	12,983
Teen	134	996
Total	1,391	23,094

Avg Visits per Hour Open FY2022



Digital Media Use



Newton Free Library

Fiscal Year 2024 Outcomes and Strategies

Outcome 1

Provide a Superb Experience to Library Visitors in Person and Online.

- Translate welcome brochure and informational literature about accessing digital services.
 - Create a new cardholder campaign to welcome and engage new library users.
 - Engage staff in ongoing training to promote welcoming and inclusive services for all visitors.
- Introduce an exterior holds pickup locker pilot project to provide flexible pickup options outside regular hours.
 - Enhance areas for individuals to work, study, and/or interact with collections and materials.

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- Maintain our vibrant collections by adding 35,000 new items and minimizing wait times by bolstering our Speed Read collection and introducing a new Bestseller collection.
 - Expand the availability of streaming and downloadable ebooks, audiobooks, videos and digital magazines by increasing Kanopy, hoopla, and Libby service budgets.
 - Promote the World Language collections through print and digital means, in addition to adding atrium displays of these materials.
 - Expand “Library of Things” collection through the Newton DPW state’s Recycling Dividends Grant.

Outcome 2

Connect Residents to Ideas, Information and Resources That Meaningfully Enrich Their Lives With Our Collections.

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- Reinvigorate programming to support job seekers and small business owners.
 - Reintroduce our popular Teen Study Night series to support high school students studying for end-of-year final exams.
 - Promote our Home Delivery program for individuals who are unable to visit the library due to special needs, illness or disability.
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- Explore adding reference chat help options on the Library website.
 - Maintain a variety of compelling program offerings for residents of all ages, featuring a combination of virtual, in-person and hybrid options to provide the best, most flexible participant experience.
 - Develop new outreach strategies with local businesses, residential developments, and offsite venues to promote Library services throughout Newton’s villages.

Outcome 3

Bring the Community Together to Explore Ideas, Build Skills and Promote Engagement Through Programs and Services.

FUND: 0001 - GENERAL FUND
DEPARTMENT: 601 - LIBRARY

**CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL**

	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022	ORIGINAL 2023	RECOMMENDED 2024	CHANGE 2023 to 2024
LIBRARY SUMMARY						
51 - PERSONNEL SERVICES	3,682,443	3,285,906	3,942,931	4,215,908	4,327,695	111,787
52 - EXPENSES	1,067,026	1,130,868	1,231,785	1,253,217	1,254,136	919
57 - FRINGE BENEFITS	651,624	634,931	620,196	679,833	807,935	128,102
TOTAL DEPARTMENT	5,401,093	5,051,705	5,794,912	6,148,958	6,389,766	240,808
MAIN LIBRARY						
51 - PERSONNEL SERVICES	3,437,323	2,952,484	3,607,933	3,865,736	3,957,447	91,711
52 - EXPENSES	751,905	795,219	886,943	943,015	941,934	-1,081
57 - FRINGE BENEFITS	637,611	603,708	586,287	642,147	768,433	126,286
TOTAL MAIN LIBRARY	4,826,839	4,351,411	5,081,163	5,450,898	5,667,814	216,916
LIBRARY ADMINISTRATION						
51 - PERSONNEL SERVICES	245,121	333,423	334,998	350,172	370,248	20,076
52 - EXPENSES	480	544	31	1,352	1,352	0
57 - FRINGE BENEFITS	14,013	31,223	33,908	37,686	39,502	1,816
TOTAL LIBRARY ADMINISTRATION	259,614	365,189	368,938	389,210	411,102	21,892
LIBRARY BUILDING MAINT.						
52 - EXPENSES	314,641	335,105	344,811	308,850	310,850	2,000
TOTAL LIBRARY BUILDING MAINT.	314,641	335,105	344,811	308,850	310,850	2,000

FUND: 0001 - GENERAL FUND
DEPARTMENT: 601 - LIBRARY

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022	ORIGINAL 2023	RECOMMENDED 2024	CHANGE 2023 to 2024
601 - LIBRARY						
0160110 - MAIN LIBRARY						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	2,625,951	2,391,802	2,773,640	2,895,970	3,127,424	231,454
511003 WORK FOR OTHER DEPTS		2,638	6,302	0	0	0
511101 PART TIME < 20 HRS/WK	415,986	255,379	403,927	803,451	463,325	-340,126
511102 PART TIME > 20 HRS/WK	213,119	209,499	218,383	0	200,818	200,818
513010 REGULAR OVERTIME	93,065	1,012	86,066	100,000	100,000	0
514001 LONGEVITY	49,333	49,400	42,210	42,900	41,465	-1,435
514309 OTHER STIPENDS	2,860	2,400	4,620	0	0	0
515003 SPECIAL LEAVE BUY BACK	0	1,182	23,525	0	0	0
515006 VACATION BUY BACK	12,380	15,711	25,061	0	0	0
515102 CLEANING ALLOWANCE	24,628	23,462	24,198	23,415	24,415	1,000
TOTAL PERSONNEL SERVICES	3,437,323	2,952,484	3,607,933	3,865,736	3,957,447	91,711
EXPENSES						
524010 OFFICE EQUIPMENT R-M	1,482	0	2,111	1,000	1,000	0
524080 DEPARTMENTAL EQUIP R-	17,874	18,078	15,034	21,200	18,000	-3,200
524100 SOFTWARE MAINTENANC	16,227	11,927	12,295	13,500	16,500	3,000
530400 DOCUMENT PRESERVATI	2,859	2,201	1,999	1,500	1,500	0
532100 TUITION ASSISTANCE	1,520	210	0	0	0	0
534010 TELEPHONE	3,700	3,830	3,526	3,900	2,900	-1,000
534040 INTERNET ACCESS CHAR	1,600	1,351	3,319	2,000	3,300	1,300
534100 POSTAGE	5,616	3,418	8,751	6,000	6,000	0
534200 PRINTING	2,242	2,066	1,685	4,394	4,394	0
534300 ADVERTISING/PUBLICATIO	720	0	0	840	840	0
542000 OFFICE SUPPLIES	8,784	8,744	7,942	7,500	7,500	0
548000 GASOLINE	0	0	0	793	0	-793
558300 LIBRARY SUPPLIES	21,780	16,436	16,892	28,000	28,000	0
558500 COMPUTER SUPPLIES	2,854	7,959	21,392	25,000	25,000	0
559200 BOOKS/MANUALS/PERIODI	541,279	599,295	672,540	700,000	700,000	0
571000 VEHICLE USE REIMBURSE	87	0	0	500	500	0
571200 REFRESHMENTS/MEALS	66	0	0	0	0	0
573000 DUES & SUBSCRIPTIONS	123,282	119,705	119,458	126,888	126,500	-388
TOTAL EXPENSES	751,972	795,219	886,943	943,015	941,934	-1,081
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	15,380	13,087	11,563	12,159	20,923	8,764
57HLTH HEALTH INSURANCE	547,761	519,583	488,932	523,306	630,641	107,335
57LIFE BASIC LIFE INSURANCE	1,888	1,720	1,462	1,368	1,535	167
57MEDA MEDICARE PAYROLL TAX	43,720	37,953	46,683	54,598	55,888	1,290
57OPEB OPEB CONTRIBUTION	28,861	31,365	37,648	50,716	59,446	8,730
TOTAL FRINGE BENEFITS	637,611	603,708	586,287	642,147	768,433	126,286
CAPITAL EXPENSES						
582500 BUILDING IMPROVEMENTS	75,000	0	0	0	0	0
585111 PC HARDWARE-ADMIN	9,172	0	0	0	0	0
TOTAL CAPITAL EXPENSES	84,172	0	0	0	0	0

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022	ORIGINAL 2023	RECOMMENDED 2024	CHANGE 2023 to 2024
TOTAL MAIN LIBRARY	4,911,077	4,351,411	5,081,163	5,450,898	5,667,814	216,916
0160111 - LIBRARY ADMINISTRATION						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	212,511	284,472	301,520	304,510	314,399	9,889
511101 PART TIME < 20 HRS/WK	0	0	0	9,650	17,792	8,142
511102 PART TIME > 20 HRS/WK	25,987	24,954	28,938	31,472	33,261	1,789
514001 LONGEVITY	3,375	6,428	3,720	3,720	3,976	256
515003 SPECIAL LEAVE BUY BACK		6,000	0	0	0	0
515006 VACATION BUY BACK	2,427	10,248	0	0	0	0
515102 CLEANING ALLOWANCE	820	1,320	820	820	820	0
TOTAL PERSONNEL SERVICES	245,121	333,423	334,998	350,172	370,248	20,076
EXPENSES						
524010 OFFICE EQUIPMENT R-M	480	544	31	1,352	1,352	0
TOTAL EXPENSES	480	544	31	1,352	1,352	0
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	333	687	703	703	734	31
57HLTH HEALTH INSURANCE	10,207	25,771	28,427	29,564	30,865	1,301
57LIFE BASIC LIFE INSURANCE	57	95	52	57	59	2
57MEDA MEDICARE PAYROLL TAX	3,417	4,670	4,727	5,078	5,388	310
57OPEB OPEB CONTRIBUTION	0	0	0	2,284	2,456	172
TOTAL FRINGE BENEFITS	14,013	31,223	33,908	37,686	39,502	1,816
TOTAL LIBRARY ADMINISTRATION	259,614	365,189	368,938	389,210	411,102	21,892
0160112 - LIBRARY BUILDING MAINT.						
EXPENSES						
521000 ELECTRICITY	216,429	226,459	240,407	200,000	200,000	0
521100 NATURAL GAS	47,610	48,702	61,529	48,000	48,000	0
523000 WATER & SEWER SERVIC	40,000	39,064	39,375	40,000	40,000	0
524070 PUBLIC BUILDING R-M	10,244	20,431	0	20,000	20,000	0
524080 DEPARTMENTAL EQUIP R-	8	0	0	500	500	0
531000 BACKFLOW PREV INSPEC	350	450	0	350	350	0
538200 PEST CONTROL SERVICE			3,500	0	2,000	2,000
TOTAL EXPENSES	314,641	335,105	344,811	308,850	310,850	2,000
TOTAL LIBRARY BUILDING MAINT.	314,641	335,105	344,811	308,850	310,850	2,000
TOTAL LIBRARY	5,485,332	5,051,705	5,794,912	6,148,958	6,389,766	240,808