

FY2017 Accomplishments - Historic Newton

| Outcome # 1: Assure Collections are Maintained to Serve Mission | Target | Result |
|---|---------------|--|
| Strategy #1: Properly Store and Catalog the Archives to Protect Artifacts | | |
| Reestablish the archives at Jackson Homestead. | Aug '16 | Completed |
| Provide welcoming access to collections for full range of research and viewing interests. | Ongoing | Ongoing |
| Strategy #2: Proper Care for Artifacts that Fit our Mission & Policies | | |
| Survey up to two subcollections for the possibility of reducing inappropriate artifacts through a formal, ethical deaccessioning process. | May 2017 | 60% Complete |
| Work collaboratively with City departments to address critical collection storage needs. | Ongoing | Ongoing |
| Outcome # 2: Expand Community Engagement | Target | Result |
| Strategy #1: Increase Attendance at Historic Sites | | |
| Design & promote programs for increased youth group attendance (e.g. scouts, afterschool for at-risk students.) | June 2017 | Completed |
| Work with Newton Public Schools to increase engagement with Historic Newton among students, teachers and families. | Ongoing | Ongoing |
| Strategy #2: Grow Visitation and Public Involvement | | |
| Continue successful established programs (e.g. Hay Fest, walking tours, lectures, school vacation programs.) | Ongoing | Ongoing |
| Introduce new participatory programs for adults and families. | Fall 2017 | 75% Complete |
| Outcome #3: Create Greater Public Access Opportunities | Target | Result |
| Strategy #1: Offer Programs that Align with Feedback | | |
| Make Historic Newton's collections and intellectual property easily available to anyone, anywhere, anytime through online mechanisms. | Aug '17 | 40% Complete |
| Create a future exhibitions plan (online or physical) that ties to our organizational vision and values. | Fall 2016 | 80% complete |
| Strategy #2: Leverage Relationship/Impact with Partnerships | | |
| Identify and pursue collaborative partners to co-market and co-create content for lectures, workshops and exhibits. | Ongoing | Ongoing (several partnerships established) |
| Partner with businesses that will broaden our outreach to the community while adding resources to support our mission. | Ongoing | Ongoing (several partnerships established) |

FY2018 Desired Outcomes - Historic Newton

Outcome # 1: Assure Collections are Sustainable for the Future

Target

Strategy #1: Hire Cataloging Staff via Grant Funding to Catalog 1,000 Objects

Bring back to Jackson Homestead, minimum of one vault of objects from offsite storage. March 2018
Identify demographic groups and time periods that are underrepresented in our collections and pursue intentional collecting to address the gaps. Ongoing

Outcome # 2: Expand Community Engagement

Target

Strategy #1: Increase Annual Attendance by 5%

Offer engaging public programs and exhibitions. Ongoing
Make optimal use of social media to attract program attendees and museum visitors. Ongoing

Strategy #2: Use Collaboration as a Driving Force in Our Work

Regularly collaborate with other City departments on programs and events. Ongoing
Expand *Newton Talks*, a collaborative interdepartmental project, to other constituencies. Ongoing
Collaborate with other non-profits and/or academic institutions on exhibits and lectures. Ongoing

Outcome #3: Attract More Visitors to Historic Sites

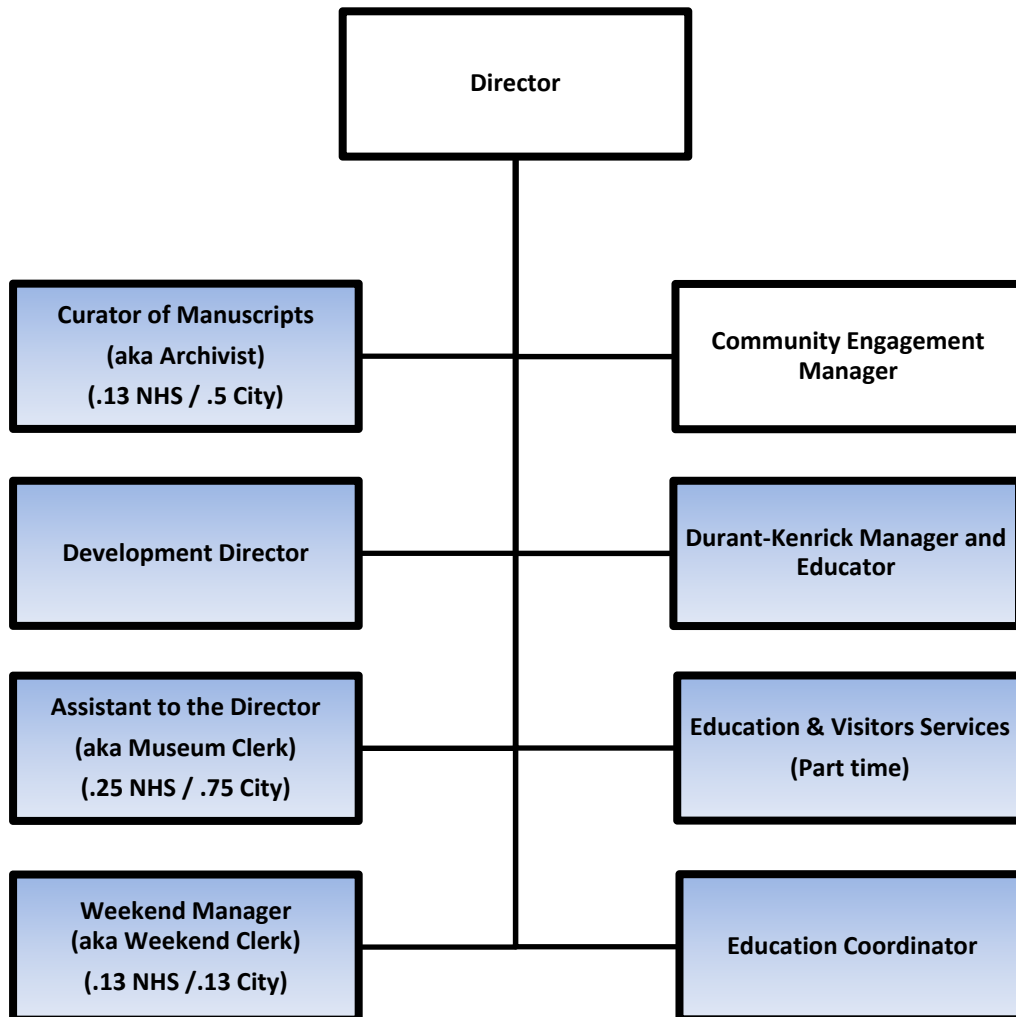
Target

Strategy #1: Upgrade Collections Software and Acquire the Online Module

Place selected interpretive content on website such as exhibits, research docs, and collections catalog data. June 2018
Post certain photographic collections from the archives to *Digital Commonwealth*. August 2017

HISTORIC NEWTON

Blue shading denotes some degree of funding by either grant or historic society.



FUND: 01 - GENERAL FUND
 DEPARTMENT: 603 - NEWTON HISTORY MUSEUM

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

| | ACTUAL 2015 | ACTUAL 2016 | AMENDED 2017 | YTD 4/4/2017 | RECOMMENDED 2018 | CHANGE 2017 to 2018 |
|--------------------------------------|----------------|----------------|-----------------|-----------------|---------------------|------------------------|
| NEWTON HISTORY MUSEUM SUMMARY | | | | | | |
| 51 - PERSONAL SERVICES | 214,291 | 203,798 | 215,153 | 158,635 | 218,589 | 3,436 |
| 52 - EXPENSES | 21,237 | 20,240 | 26,246 | 20,740 | 29,679 | 3,433 |
| 57 - FRINGE BENEFITS | 20,365 | 16,622 | 42,120 | 14,832 | 23,451 | -18,669 |
| TOTAL DEPARTMENT | 255,893 | 240,660 | 283,519 | 194,206 | 271,719 | -11,800 |
| MUSEUM SERVICES | | | | | | |
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FUND: 01 - GENERAL FUND
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**CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL**

| | ACTUAL FY2015 | ACTUAL FY2016 | AMENDED 2017 | YTD 4/4/2017 | RECOMMENDED 2018 | CHANGE 2017 to 2018 |
|------------------------------------|------------------|------------------|-----------------|-----------------|---------------------|------------------------|
| 603 - NEWTON HISTORY MUSEUM | | | | | | |
| 0160301 - MUSEUM SERVICES | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 511001 FULL TIME SALARIES | 138,633 | 129,072 | 144,999 | 106,680 | 146,585 | 1,586 |
| 511101 PART TIME < 20 HRS/WK | 44,916 | 58,595 | 37,244 | 29,423 | 40,071 | 2,827 |
| 511102 PART TIME > 20 HRS/WK | 30,366 | 16,131 | 32,410 | 22,031 | 30,433 | -1,978 |
| 514001 LONGEVITY | 0 | 0 | 0 | 0 | 1,125 | 1,125 |
| 515102 CLEANING ALLOWANCE | 375 | 0 | 500 | 500 | 375 | -125 |
| TOTAL PERSONAL SERVICES | 214,291 | 203,798 | 215,153 | 158,635 | 218,589 | 3,436 |
| EXPENSES | | | | | | |
| 5210 ELECTRICITY | 4,448 | 6,562 | 7,000 | 6,372 | 7,000 | 0 |
| 5211 NATURAL GAS | 3,249 | 3,051 | 2,353 | 2,353 | 4,000 | 1,647 |
| 5230 WATER & SEWER SERVIC | 0 | 1,690 | 2,736 | 2,736 | 3,500 | 764 |
| 52401 OFFICE EQUIPMENT R-M | 1,179 | 917 | 4,012 | 1,313 | 4,000 | -12 |
| 5290 CLEANING/CUSTODIAL SV | 4,475 | 4,654 | 5,100 | 4,654 | 5,279 | 179 |
| 53401 TELEPHONE | 598 | 596 | 760 | 315 | 500 | -260 |
| 5341 POSTAGE | 1,500 | 0 | 184 | 0 | 1,000 | 816 |
| 5342 PRINTING | 520 | 512 | 1,300 | 889 | 1,000 | -300 |
| 5420 OFFICE SUPPLIES | 5,194 | 2,107 | 2,500 | 2,107 | 1,600 | -900 |
| 5450 CLEANING/CUSTODIAL SU | 0 | 0 | 125 | 0 | 125 | 0 |
| 5710 VEHICLE USE REIMBURSE | 74 | 153 | 175 | 0 | 175 | 0 |
| 5730 DUES & SUBSCRIPTIONS | 0 | 0 | 0 | 0 | 1,500 | 1,500 |
| TOTAL EXPENSES | 21,237 | 20,240 | 26,246 | 20,740 | 29,679 | 3,433 |
| FRINGE BENEFITS | | | | | | |
| 57DENTAL DENTAL INSURANCE | 901 | 468 | 517 | 530 | 535 | 18 |
| 57HLTH HEALTH INSURANCE | 15,501 | 11,966 | 32,730 | 10,944 | 15,575 | -17,155 |
| 57LIFE BASIC LIFE INSURANCE | 33 | 42 | 57 | 38 | 57 | 0 |
| 57MEDA MEDICARE PAYROLL TAX | 3,024 | 2,819 | 3,120 | 2,158 | 3,170 | 50 |
| 57OPEB OPEB CONTRIBUTION | 907 | 1,328 | 5,697 | 1,163 | 4,114 | -1,582 |
| TOTAL FRINGE BENEFITS | 20,365 | 16,622 | 42,120 | 14,832 | 23,451 | -18,669 |
| TOTAL MUSEUM SERVICES | 255,893 | 240,660 | 283,519 | 194,206 | 271,719 | -11,800 |
| TOTAL NEWTON HISTORY MUSEUM | 255,893 | 240,660 | 283,519 | 194,206 | 271,719 | -11,800 |

FUND: 01 - GENERAL FUND
 DEPARTMENT: 603 - NEWTON HISTORY MUSEUM

**CITY OF NEWTON BUDGET
 PERSONAL SERVICES SUMMARY**

| ACCOUNT | POSITION TITLE | 2017 | | | 2018 | | |
|------------------------|-------------------------|--------|------------|----------------|-------------|----------------|--------|
| | | RANGE | FTE | SALARY | RANGE | FTE | SALARY |
| 511001 | COMMUNITY ENGAGEMENT MN | H4-3 | 1.0 | 48,965 | H4-5 | 1.00 | 50,423 |
| | MUSEUM DIRECTOR | H10-14 | 1.0 | 93,361 | H10-16 | 1.00 | 96,162 |
| Account Totals: | | | 2.0 | 142,326 | 2.00 | 146,585 | |
| 511101 | CURATOR OF MANUSCRIPTS | H7-11 | 0.5 | 35,145 | H7-13 | 0.49 | 36,197 |
| | MUSEUM CLERK PT/WKEND | QQQ | 0.1 | 3,874 | QQQ | 0.14 | 3,874 |
| Account Totals: | | | 0.6 | 39,019 | 0.63 | 40,071 | |
| 511102 | MUSEUM CLERK | S5-1 | 0.8 | 29,983 | S5-2 | 0.75 | 30,433 |
| Account Totals: | | | 0.8 | 29,983 | 0.75 | 30,433 | |
| Report Totals: | | | 3.4 | 211,328 | 3.38 | 217,089 | |