Historic Newton

Mission Statement

To encourage inquiry about and exploration of Newton within the broad context of American History by maintaining historic properties, interpreting Newton's past and present, collecting, preserving and exhibiting artifacts of local significance and presenting public programs that involve the diverse population of Newton and the region.

FY2016 Accomplishments

Jackson Homestead - Completed archives, fire safety and accessibility renovation projects.

Education & Programs - Offered educational & public programs to expand the knowledge and appreciation of Newton's history.

Historic Burying Grounds - Progress made on historic burying grounds restoration.

Historic Newton - Completed a strategic plan for Historic Newton's future.

Fiscal Year 2017 Desired Outcomes

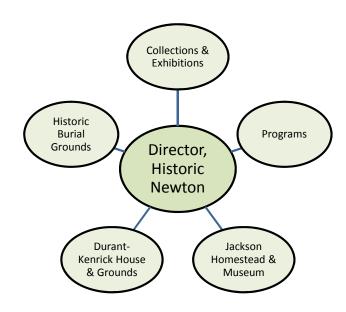
Jackson Homestead - Re-establish archives; provide access to full range of collections; work with City departments to address collection storage needs.

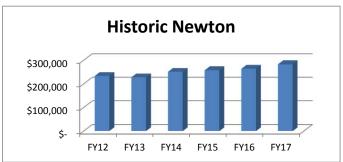
Education & Programs - Offer educational & public programs to expand the knowledge and appreciation of Newton's history.

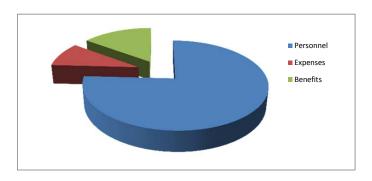
Historic Burying Grounds - Continue to build upon progress on historic burying grounds restoration.

Community Engagement - Offer diverse, customer-focused programming to broad audience, in person and online.

Youth Groups - Design and promote programs for increased attendance among youth groups, with particular focus on at-risk students.







	<		 Actual	 	;	>	<-	Adj Budget->	<-Proposed->
		FY2012	 FY2013	 FY2014		FY2015		FY2016	 FY2017
Expenditure by Core Function									
Personnel	\$	186,815	\$ 185,930	\$ 207,090	\$	216,683	\$	221,629	\$ 215,153
Expenses	\$	19,437	\$ 18,795	\$ 18,902	\$	21,237	\$	23,681	\$ 26,246
Benefits	\$	27,196	\$ 23,350	\$ 25,659	\$	20,365	\$	19,183	\$ 42,120
Total	\$	233,448	\$ 228,075	\$ 251,651	\$	258,285	\$	264,493	\$ 283,519
% Incr			-2.30%	10.34%		2.64%		2.40%	7.19%
Personnel									
Full-Time		2	2	2		2		2	2
Part-Time		3	3	3		3		3	3
Total		5	5	5		5		5	5

FY2016 Accomplishments - Historic Newton		
Outcome # 1: Complete Archives Project at Jackson Homestead	<u>Target</u>	Result
Strategy #1: Move Archival Collections out of Jackson Homestead		
Confirm secure appropriate space for items.	Sum. 2015	Completed
Pack and move archival collections.	Sum. 2015	Completed
Strategy #2: Renovation of Archives and Homestead Building		
Finalize plans and prepare bid documents.	Spring 2015	Completed
Hire contractor.	Sum. 2015	Completed
Complete construction.	Fall 2015	90% Complete
Finalize construction and punch list.	Winter 2015	April-May 2016
Outcome # 2: Expand knowledge of Newton's history	<u>Target</u>	<u>Result</u>
Strategy #1: School Program at Durant-Kenrick		
Develop updated school brochure and print	Fall 2015	Completed
Develop 2nd new school program	Fall 2015	Completed
Implement 2nd new school program	Spring 2016	Completed
Strategy #2: Grow Visitation and Public Engagement		
Print and distribute updated brochure	Fall 2015	Completed
Promote rentals and programs through website	Ongoing	Ongoing
Identify collaborative partners and projects	Ongoing	Ongoing
Strategy #3: Continue Established Programs		
Offer spring fest, hay fest, house tour, walking tours, lecture series and school visits.	Ongoing	Completed
Establish school vacation programs.	Ongoing	Completed
Strategy #4: Offer New programs		
Offer new programs with new content.	Fall 2015	In progress
Strategy #5: Plan for Southeast Gallery at Jackson Homestead		
Plan for best use to serve the public and organizational goals.	Dec-15	Complete
Reinstallation of Southeast gallery.	Jun-16	Scheduled for completion May 2016
Outcome #3: A plan for Historic Newton's future	<u>Target</u>	<u>Result</u>
Strategy #1 Conduct a Strategic Planning Process		
New Director, board, & staff, engage in planning facilitated by consultant.	Sum. 2015	Completed
Plan complete and ready for ongoing implementation.	Fall 2015	Completed
Outcome #4: Progress on Historic Burying Grounds Restoration	<u>Target</u>	<u>Result</u>
Strategy #1 Tomb Work in East Parish Burying Ground		
Complete remaining work in East Parish Burying Ground.	Sum. 2015	March-June 2016

FY2017 Desired Outcomes - Historic Newton	
Outcome # 1: Assure Collections are Maintained to Serve Mission, Audience and	
<u>Sustainability</u>	<u>Target</u>
Strategy #1: Properly Store and Catalog the Archives to Protect Artifacts and Enhance	
their Accessibility	
Reestablish the archives at Jackson Homestead.	Summer 2016
Provide welcoming access to collections for full range of research and viewing interests.	Ongoing
Strategy #2: Properly Care for Three-Dimensional Artifacts that Fit our Mission,	
Collections Policies and Interpretive Plan	
Survey up to two subcollections for the possibility of reducing inappropriate artifacts	May 2017
through a formal, ethical deaccessioning process.	IVIAY 2017
Work collaboratively with City departments to address critical collection storage needs.	Ongoing
Outcome # 2: Expand knowledge of Newton's history through active community	
<u>engagment</u>	<u>Target</u>
Strategy #1: Increase School/Youth Group Attendance at Jackson Homestead and Durant-	
Kenrick	
Design & promote programs for increased youth group attendance (e.g. Scouts, afterschool	June 2017
for at-risk students.)	June 2017
Work with Newton Public Schools to increase engagement with HN among students,	Ongoing
teachers and families.	Ongoing
Strategy #2: Grow Visitation and Public Involvement	
Continue successful established programs (e.g. Hay Fest, walking tours, lectures, school	Ongoing
vacation programs.)	Oligonia
Introduce new participatory progams for adults and families.	Fall 2016 / 2017
Outcome #3: Make the resources of Historic Newton accessible and appealing to the broadest possible audiences	Torget
Strategy #1: Offer Mission-Driven, Customer-Focused Programming that Connects with	<u>Target</u>
People's Diverse Interests	
Make HN's collections and intellectual property easily available to anyone, anywhere,	
anytime through online mechanisms.	Summer 2017
Create a future exhibitions plan (online or physical) that ties to our organizational vision and	
values.	Fall 2016
Strategy #2: Leverage and Extend Historic Newton's Impact through Strategic	
Partnerships	
Identify and pursue collaborative partners to co-market and co-create content for lectures,	
	Ongoing
workshops and exhibits.	
workshops and exhibits. Partner with businesses that will broaden our outreach to the community while adding	Ongoing

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

CITY OF NEWTON BUDGET DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2014	ACTUAL 2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017
NEWTON HISTORY MUSEUM SUMMARY						
51 - PERSONAL SERVICES	207,090	216,683	221,629	154,555	215,153	-6,476
52 - EXPENSES	18,902	21,237	23,681	14,941	26,246	2,565
57 - FRINGE BENEFITS	25,658	20,365	19,183	12,138	42,120	22,937
TOTAL DEPARTMENT	251,651	258,285	264,493	181,634	283,519	19,026
MUSEUM SERVICES						
51 - PERSONAL SERVICES	207,090	216,683	221,629	154,555	215,153	-6,476
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TOTAL MUSEUM SERVICES	251,651	258,285	264,493	181,634	283,519	19,026

FUND: 01 - GENERAL FUND

DEPARTMENT: 603 - NEWTON HISTORY MUSEUM

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

	_	ACTUAL FY2014	ACTUAL FY2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017
603 - NEWTON HI	STORY MUSEUM						
0160301 - MUSE	EUM SERVICES						
PERSONAL S	ERVICES						
511001	FULL TIME SALARIES	138,230	138,633	135,219	99,842	142,873	7,654
511101	PART TIME < 20 HRS/WK	39,446	44,916	54,327	45,356	39,370	-14,957
511102	PART TIME > 20 HRS/WK	28,665	30,366	31,583	9,357	32,410	827
515005	BONUSES	0	300	0	0	0	0
515006	VACATION BUY BACK	0	2,092	0	0	0	0
515102	CLEANING ALLOWANCE	750	375	500	0	500	0
TOTAL I	PERSONAL SERVICES	207,090	216,683	221,629	154,555	215,153	-6,476
EXPENSES							
5210	ELECTRICITY	4,101	4,448	7,000	4,620	7,000	0
5211	NATURAL GAS	4,408	3,249	4,500	2,725	4,500	0
5230	WATER & SEWER SERVIC	1,530	0	2,264	1,124	0	-2,264
52401	OFFICE EQUIPMENT R-M	327	1,179	871	698	4,186	3,315
5290	CLEANING/CUSTODIAL SV	4,654	4,475	5,044	3,401	5,100	56
53401	TELEPHONE	729	598	726	402	760	34
5341	POSTAGE	1,500	1,500	238	0	1,500	1,262
5342	PRINTING	775	520	966	464	1,300	334
5420	OFFICE SUPPLIES	694	5,194	1,872	1,354	1,600	-272
5450	CLEANING/CUSTODIAL SU	0	0	0	0	125	125
5710	VEHICLE USE REIMBURSE	183	74	200	153	175	-25
TOTAL I	EXPENSES	18,902	21,237	23,681	14,941	26,246	2,565
FRINGE BENE	FITS						
57DENTAL	DENTAL INSURANCE	1,095	901	1,194	306	517	-677
57HLTH	HEALTH INSURANCE	20,933	15,501	11,749	8,675	32,730	20,981
57LIFE	BASIC LIFE INSURANCE	57	33	58	28	57	-1
57MEDA	MEDICARE PAYROLL TAX	2,860	3,024	3,214	2,157	3,120	-94
57OPEB	OPEB CONTRIBUTION	714	907	2,968	971	5,697	2,728
TOTAL I	FRINGE BENEFITS	25,658	20,365	19,183	12,138	42,120	22,937
TOTAL MUS	EUM SERVICES	251,651	258,285	264,493	181,634	283,519	19,026
TOTAL NEWTO	ON HISTORY MUSEUM	251,651	258,285	264,493	181,634	283,519	19,026

FUND: 01 - GENERAL FUND

DEPARTMENT: 603 - NEWTON HISTORY MUSEUM

CITY OF NEWTON BUDGET PERSONAL SERVICES SUMMARY

			2016	2017			
ACCOUNT	POSITION TITLE	RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	COMMUNITY ENGAGEMENT MN	H04	1.0	47,905	H04	1.00	49,153
	DIR JACKSON HOMESTEAD	H10	1.0	91,338	H10	1.00	93,720
	Account Totals:		2.0	139,243		2.00	142,873
511101	CURATOR OF MANUSCRIPTS	H07	0.5	34,611	H07	0.49	35,511
	MUSEUM CLERK PT/WEKND	QQQ	0.1	3,874	QQQ	0.14	3,859
	Account Totals:		0.6	38,485		0.63	39,370
511102	MUSEUM CLERK		0.8	31,591	S05	0.75	32,410
	Account Totals:		0.8	31,591		0.75	32,410
	Report Totals:		3.4	209,318		3.38	214,653