Newton Free Library

Mission Statement

To provide in an accessible and equitable manner the widest possible range of library services for the informational, educational, cultural and recreational enrichment of all members of the Newton community.

Fiscal Year 2016 Accomplishments

Collections - Library users have rich array of collections, resources to meet their needs & interests w/ new music and travel centers.

Services - Library users receive an excellent array of services from well-trained staff.

Programming - Children's, teen, and adult programming exceeded all previous levels of participation.

Facilities - Library users get convenient access to an attractive, well-maintained and efficient facility with updated A/C.

Technology - Library users have the technology resources to take full advantage of the information age including a coding grant focused on robotics.

Fiscal Year 2017 Desired Outcomes

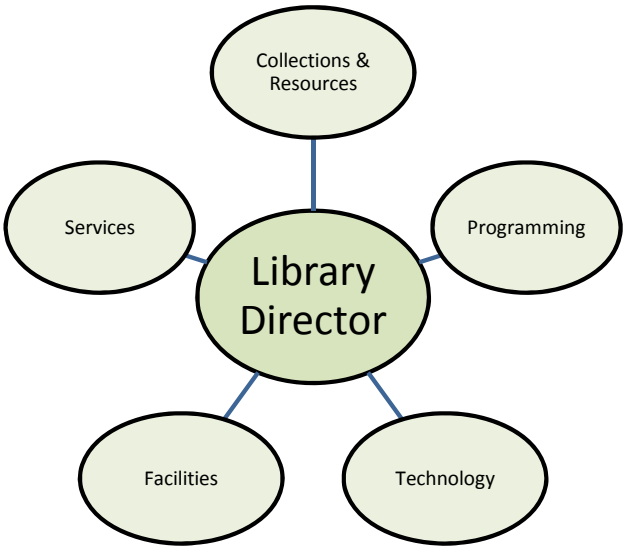
Culture - Library patrons will interact with and gain greater understanding of both popular culture and global cultures.

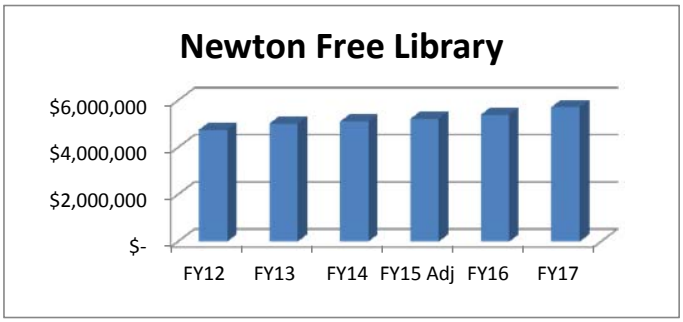
Knowledge - People will gain access to the information necessary to discover, learn, grow, improve and achieve goals.

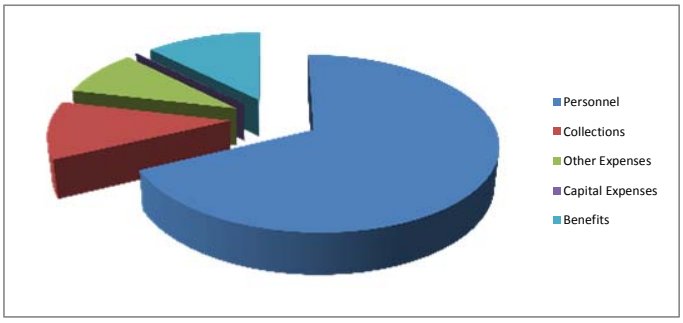
Visitor Experience - The library will offer a superb visitor experience to users of the library and its online tools.

Youth - Will develop skills and an appreciation for reading, literacy, and lifelong learning in a welcoming, inspiring environment.

Access - English language learners will have varied learning opportunities; seniors and people with disabilities will be able to engage with the library with ease.







Department Detail

	<----------Actual---------->				<-Adj Budget->	<-Proposed->
	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
Expenditure by Core Function						
Personnel	$ 3,211,119	$ 3,413,423	$ 3,489,218	$ 3,581,406	$ 3,728,355	$ 3,885,820
Collections	$ 550,773	$ 572,370	$ 575,000	$ 599,900	$ 600,000	$ 620,000
Other Expenses	$ 426,480	$ 493,546	$ 438,618	$ 437,623	$ 424,925	$ 506,724
Capital Expenses		$ 5,500	$ 5,903	$ 5,590	$ 6,000	$ 6,000
Benefits	$ 572,271	$ 540,498	$ 597,568	$ 605,064	$ 642,714	$ 707,951
Total	$ 4,760,643	$ 5,025,337	$ 5,106,307	$ 5,229,583	$ 5,401,994	$ 5,726,495
% Incr		5.56%	1.61%	2.41%	3.30%	6.01%
Personnel						
Full-Time	52	58	59	61	62	62
Part-Time	27	22	22	17	15	15
Total	79	80	81	78	77	77

FY2016 Accomplishments - Newton Free Library

Outcome #1: Library users have a rich array of collections and resources to meet thei	Target	Status
Strategy #1: Print & AV Collections Provide Current, Relevant & Interesting Materials for Library Users		
Acquire new items for library collection to meet the reading, cultural interests/needs.	40,000 new items	On pace for 42,000
Complete the move of all Audio-Visual collections off of the 3rd floor.	Aug 2015	Completed
Complete the move of all foreign language materials in print, audio and video to a language center on the 3rd floor.	Aug 2015	Completed
Complete the implementation of a Music Center.	Aug 2015	Completed
Strategy #2: Deliver e-books and Other Online Content to Patrons at Added Value		
Increase e-book circulation in 2015.	3750	YTD avg of 4949
Evaluate success of existing database products and develop a selection plan for the year.	July 2015	Completed
Double the use of streaming video and audio services in 2015.	10000	On pace for 10,019

Outcome #2: Users receive excellent array of services from well-trained staff	Target	Status
Strategy #1: Automation of Transaction Processing to Free Staff Time		
Complete tagging of all library collections ending with the Children's collections.	Jan. 2016	Extend to Oct 2016
Begin use of RFID readers for adult materials checkin.	Dec. 2015	Extend to July 2016
Begin use of RFID readers for all checkin and checkout.	March 2016	Extend to December 2016
Develop and issue a RFP to acquire an automated checkin/sorter.	Oct. 2015	Completed
Strategy #2: Develop Staff Skills with Internal and External Training and Continuing Education Opportunities		
Staff development committee to organize cross-department training and education.	Quarterly	On target
Register for American Library Association & Public Library Assoc. virtual conference and explore private funding to sponsor up to four in-person attendees at PLA 2016.	Dec. 2015	Completed
Strategy #3: Provide Access to Service that is Convenient to all Patrons		
Review options for materials return dropoffs and recommend improvements.	Oct 2015	Completed
Strategy #4: Effective Communication Allows the Public to Know About Library Activities and Resources		
Produce a monthly newsletter supplemented by electronic alerts.	Monthly	On target
Develop a permanent web-based feedback system to supplement our written system.	Dec 2015	Completed
Strategy #5: Explore the Development of a Youth Services Department that Includes Service to Teens		
Plan and execute a move of the Teen Space to the first floor.	Aug. 2015	Extend to December 2016
Explore how Teen and Youth services could be integrated.	July 2015	Plans complete
Explore housing for integrated Youth Services staff to increase space in Children's Room.	June 2016	Extend to December 2016

Outcome #3: Programs, Outreach are a Key Element of Newton's Cultural Life	Target	Status
Strategy #1: Provide Children and Teens Varied Ways to Experience the Library and Develop their Literacy Skills		
Hold children's programs, develop new program ideas,technology-based programming.	500	On pace for 744
Outreach: Engage in 500 outreach visits to community groups and schools.	500	On pace for 708
Strategy #2: Provide a Rich Array of Learning Opportunities for Early Readers		
Surpass the participation count of the 2014 Mayor's Summer Reading Challenge.	1070	Accomplished: 1200
Strategy #3: Engage Adults in the Community with a Variety of Speakers, Exhibits and Classes		
Offer programs including concerts, lectures, and monthly art exhibits.	240	On pace for 345
Accomplish a Community Wide Read that works to engage adults and teens together.	March 2016	In progress
Upgrade sound amplification for music to Druker, fixed projection to Trustees Room.	March 2016	Extend to FY17

Outcome #4: Convenient Access to an Attractive, Well-Maintained and Efficient Facili	Target	Status
Strategy #1: Develop Plan for Refreshing Library's Future Space Needs/Services		
Allocate fundraising to the goals of the 2014 feasibility study.	Sept. 2015	Completed
Begin preparation of state Library Construction Grant if a new grant round is announced.	Spring 2016	In Progress
Strategy #2: Improve the Library Facility		
Improve restrooms, key carpeting areas and efficiency of cooling towers.	June 2016	On target
Replace worn carpeting on the stairs.	Dec. 2015	Extend to FY17
Solve the water leaking problems in the cooling towers.	July 2015	In progress

Outcome #5: Users have a Library with the Technology Resources & Organizational Capability to Take Full Advantage of the Information Age.	Target	Status
Strategy #1: Equipment Provides Convenient Access to Library/Internet Information		
Develop detailed plans for re-locating the computer lab to the first floor.	July 2015	Completed
Update library wiring/network equipment to ensure a robust internal network.	June 2016	Completed
Strategy #2: Enhance STEAM Focused Creative Programming and Learning Activities		
Implement a robotics programming series if our LSTA grant application is approved.	July 2015	2-year grant in progress
Develop plans for siting, equipping and furnishing a Creative Maker Space in the library.	Oct. 2015	In progress
Implement a library Maker Space to provide a space for creative technology activity.	June 2016	Extend to FY18

FY2017 Desired Outcomes - Newton Free Library

Outcome #1: Culture. Greater Understanding of Popular/Global Cultures	Target
Strategy #1: Collections	
Maintain a physical collection commensurate with demand.	40,000
Create Mystery, SciFi and new paperback browsing collections; integrate old paperback w/ hardcovers.	January 2017
Strategy #2: Programs	
Provide programs of interest to the public that explore literature and arts.	300 annually

Outcome #2: Knowledge: Tools to Discover, Learn, Grow, Achieve goals	Target
Strategy #1: Collections	
Expand access to Newton local history materials by digitizing local materials in cooperation w/ local partners of the Digital Public Library of America program (DPLA).	June 2017
Strategy #2: Programs	
Engage w/ SCORE chapters to recruit speakers on current business development topics.	3 programs
Increase the variety of workshop offerings conducted by Library Staff.	4 new series
Support Mayor Warren's Innovation Center initiative with programs and presentations.	4 programs
Strategy #3: Environment	
Create a new public computing space that is near a staff tech help service point.	June 2017
Create dedicated computer lab for instruction and support of maker space activity.	June 2017
Create a maker space to allow patrons to use new and traditional creative technologies.	June 2017

Outcome #3: Visitor Experience - Superb experience for Library/Online Users	Target
Strategy #1: Services	
Responsive to patron comments; update suggestion box & form, evaluate online form.	August 2016
Begin call center service point that handles patron electronic and telephone inquiries.	October 2016
Strategy #2: Collections	
Complete collection RFID tagging and implement RFID based self-checkout 1 month later	November 2016
Strategy #3: Environment	
Improve library parking. Add parking lot resurfacing to City capital improvement plan.	September 2016
Upgrade study space w/collaborative furniture; introduce study-room booking.	January 2017
Strategy D. Renovation	
File a state construction grant with the Massachusetts Board of Library Commissioners.	January 2017

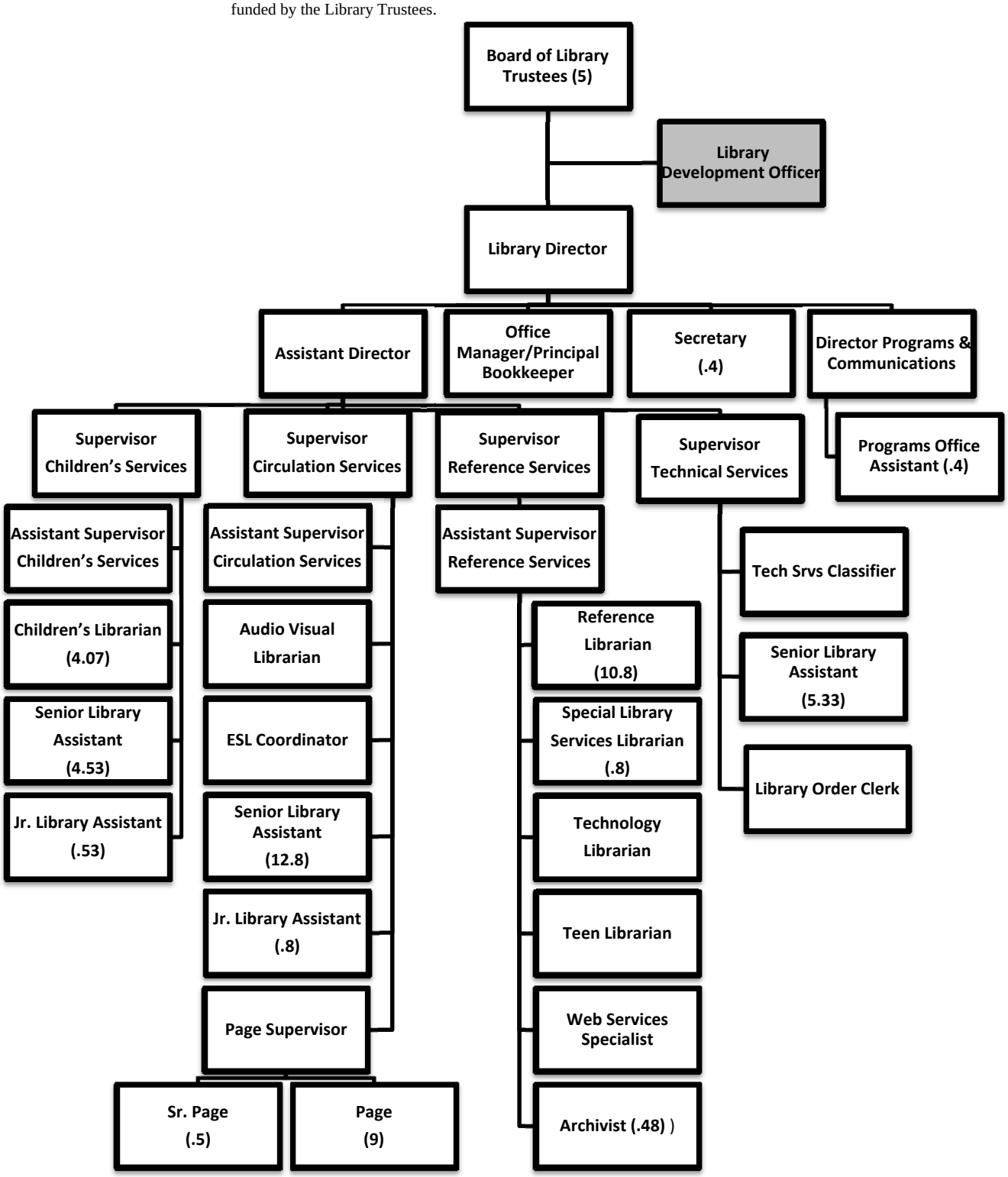
Outcome #4: Youth - Learning in a Welcoming, Safe, Inspiring Environment	Target
Strategy #1: Services	
Create a unified Youth Services department that provides service to Children and Teens.	October 2016
Increase length of stay and user engagement by adding childrens activity spots.	June 2017
Strategy #2: Collections	
Create dedicated first floor teen space, served easily by all Youth Services staff.	March 2017
Strategy #3: Programs	
Offer a wide variety of programming for Children and Teens. Annual In-house programs.	575
Further STEAM initiatives with robust programming for young people and their families in coordination with other Library Departments and outside partners.	40
Strategy #4: Outreach	
Conduct continued outreach visits to Pre-schools and to Newton Public Schools.	300 / 100
Continue partnerships with other Newton Agencies serving youth. Regular programming	6

Outcome #5: Language & Literacy Learners - Second Language Learners Will Have a Means and a Place to Learn and Engage with the Community	Target
Strategy #1: Services	
Reduce delay to place ELL students with a tutor. Hold regular tutor workshops.	Quarterly
Strategy #2: Programs	
Increase drop-in conversation groups; identify group leaders and schedule sessions.	August 2016
Offer a One-Book, One Program reading opportunity for tutors and learners.	Spring 2017
Strategy #3: Collections	
Improve English Language Learner collections. Broaden ELL Audio & Print collections.	15%

Outcome #6: Accessibility & Aging - Seniors and People with Disabilities will be Able to Engage with the Library and Community with Ease	Target
Strategy #1: Services	
Maintain an active home-delivery program. Add a books by mail delivery option.	July 2016
Strategy #2: Programs	
Foster rich community environment for seniors by providing programming to address interests/needs. Develop Living & Aging in Newton series with target # of programs.	3
Strategy #3: Outreach	
Maintain a program of outreach visits to Newton nursing homes, elder care facilities.	9
Strategy #4: Technology	
Provide a scanning station that can process text using OCR software.	October 2016

LIBRARY

Grey Box indicates that the position is funded by the Library Trustees.



FUND: **01 - GENERAL FUND**

DEPARTMENT: **601 - NEWTON PUBLIC LIBRARY**

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 PUBLIC LIBRARY SUMMARY						
51 - PERSONAL SERVICES	3,489,218	3,581,406	3,728,355	2,841,639	3,885,820	157,464
52 - EXPENSES	1,013,618	1,037,523	1,024,925	939,056	1,126,724	101,799
58 - DEBT AND CAPITAL	5,903	5,590	6,000	2,745	6,000	0
57 - FRINGE BENEFITS	597,569	605,064	642,714	500,116	707,951	65,237
TOTAL DEPARTMENT	**5,106,307**	**5,229,583**	**5,401,994**	**4,283,556**	**5,726,495**	**324,501**
LIBRARY ADMINISTRATION						
51 - PERSONAL SERVICES	269,748	269,508	276,960	214,858	284,130	7,170
52 - EXPENSES	767	1,218	1,531	1,691	1,300	-231
57 - FRINGE BENEFITS	29,203	30,816	31,982	24,690	33,486	1,504
TOTAL LIBRARY ADMINISTRATION	**299,718**	**301,542**	**310,473**	**241,239**	**318,915**	**8,442**
LIBRARY BUILDING MAINT.						
52 - EXPENSES	239,407	244,057	225,297	199,963	284,850	59,553
TOTAL LIBRARY BUILDING MAINT.	**239,407**	**244,057**	**225,297**	**199,963**	**284,850**	**59,553**
MAIN LIBRARY						
51 - PERSONAL SERVICES	3,219,470	3,311,898	3,451,395	2,626,781	3,601,690	150,295
52 - EXPENSES	773,443	792,248	798,096	737,403	840,574	42,478
58 - DEBT AND CAPITAL	5,903	5,590	6,000	2,745	6,000	0
57 - FRINGE BENEFITS	568,366	574,247	610,732	475,426	674,465	63,733
TOTAL MAIN LIBRARY	**4,567,182**	**4,683,984**	**4,866,224**	**3,842,355**	**5,122,729**	**256,506**

FUND: **01 - GENERAL FUND**

DEPARTMENT: **601 - NEWTON PUBLIC LIBRARY**

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

		ACTUAL FY2014	ACTUAL FY2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017
601 - NEWTON PUBLIC LIBRARY							
0160101 - LIBRARY ADMINISTRATION							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	254,515	251,864	260,416	201,772	267,209	6,793
511101	PART TIME < 20 HRS/WK	12,683	14,344	13,544	10,086	13,921	377
514001	LONGEVITY	2,050	2,500	2,500	2,500	2,500	0
515005	BONUSES	0	300	0	0	0	0
515102	CLEANING ALLOWANCE	500	500	500	500	500	0
TOTAL PERSONAL SERVICES		**269,748**	**269,508**	**276,960**	**214,858**	**284,130**	**7,170**
EXPENSES							
52401	OFFICE EQUIPMENT R-M	767	1,218	1,531	1,691	1,300	-231
TOTAL EXPENSES		**767**	**1,218**	**1,531**	**1,691**	**1,300**	**-231**
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	805	874	899	708	933	34
57HLTH	HEALTH INSURANCE	24,582	26,189	26,570	20,949	27,898	1,328
57LIFE	BASIC LIFE INSURANCE	109	61	82	42	57	-25
57MEDA	MEDICARE PAYROLL TAX	3,708	3,691	3,991	2,990	4,114	123
57OPEB	OPEB CONTRIBUTION	0	0	440	0	484	44
TOTAL FRINGE BENEFITS		**29,203**	**30,816**	**31,982**	**24,690**	**33,486**	**1,504**
TOTAL LIBRARY ADMINISTRATION		**299,718**	**301,542**	**310,473**	**241,239**	**318,915**	**8,442**
0160102 - LIBRARY BUILDING MAINT.							
EXPENSES							
5210	ELECTRICITY	159,600	169,500	150,784	135,438	195,000	44,216
5211	NATURAL GAS	49,057	45,557	44,063	43,416	49,850	5,787
5230	WATER & SEWER SERVIC	30,750	29,000	30,270	20,928	40,000	9,730
5310	BACKFLOW PREV INSPEC	0	0	180	180	0	-180
TOTAL EXPENSES		**239,407**	**244,057**	**225,297**	**199,963**	**284,850**	**59,553**
TOTAL LIBRARY BUILDING MAINT.		**239,407**	**244,057**	**225,297**	**199,963**	**284,850**	**59,553**

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

		ACTUAL FY2014	ACTUAL FY2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017
0160103 - MAIN LIBRARY							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	2,335,077	2,405,152	2,528,814	1,941,428	2,641,015	112,201
511101	PART TIME < 20 HRS/WK	428,410	434,944	477,090	334,699	497,881	20,791
511102	PART TIME > 20 HRS/WK	284,952	252,000	268,336	193,917	261,597	-6,739
513001	REGULAR OVERTIME	107,150	118,154	114,346	77,204	117,776	3,430
514001	LONGEVITY	34,954	51,047	48,000	39,725	52,200	4,200
514317	ADMINISTRATIVE STIPEND	0	0	0	0	5,220	5,220
515003	SPECIAL LEAVE BUY BAC	1,022	6,747	6,000	6,000	0	-6,000
515005	BONUSES	0	15,000	0	0	0	0
515006	VACATION BUY BACK	1,363	2,854	7,309	7,309	0	-7,309
515102	CLEANING ALLOWANCE	26,542	26,000	26,500	26,500	26,000	-500
5191	SALARY/WAGE ATTRITION	0	0	-25,000	0	0	25,000
TOTAL PERSONAL SERVICES		**3,219,470**	**3,311,898**	**3,451,395**	**2,626,781**	**3,601,690**	**150,295**
EXPENSES							
52401	OFFICE EQUIPMENT R-M	1,012	641	2,051	2,051	2,050	-1
52408	DEPARTMENTAL EQUIP R-	0	0	0	0	16,456	16,456
52410	SOFTWARE MAINTENANC	13,109	10,551	13,433	8,591	12,905	-528
5304	DOCUMENT PRESERVATI	3,650	3,550	3,132	0	3,250	118
5321	TUITION ASSISTANCE	-530	-1,530	0	500	0	0
53401	TELEPHONE	4,275	4,285	4,250	2,967	4,250	0
53404	INTERNET ACCESS CHAR	1,626	1,626	1,680	1,233	1,680	0
5341	POSTAGE	9,437	9,668	9,150	8,414	9,150	0
5342	PRINTING	5,954	7,215	4,997	4,997	5,250	254
5343	ADVERTISING/PUBLICATIO	1,147	686	1,200	806	825	-375
5420	OFFICE SUPPLIES	8,617	8,785	9,000	6,695	9,180	180
5480	GASOLINE	1,051	838	950	441	875	-75
5583	LIBRARY SUPPLIES	33,077	27,814	29,853	20,122	30,751	898
5585	COMPUTER SUPPLIES	8,000	5,770	8,000	5,961	8,000	0
5592	BOOKS/MANUALS/PERIODI	575,000	605,057	600,000	564,403	620,000	20,000
5710	VEHICLE USE REIMBURSE	784	190	302	302	650	348
5712	REFRESHMENTS/MEALS	263	260	334	156	275	-59
5716	SPECIAL EVENT EXPENSE	0	0	16	16	0	-16
5730	DUES & SUBSCRIPTIONS	106,971	106,842	109,749	109,749	115,027	5,278
TOTAL EXPENSES		**773,443**	**792,248**	**798,096**	**737,403**	**840,574**	**42,478**
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	14,029	14,013	14,835	11,474	15,124	289
57HLTH	HEALTH INSURANCE	506,831	505,357	532,835	417,250	577,566	44,731
57LIFE	BASIC LIFE INSURANCE	1,723	1,940	1,987	1,501	1,987	0
57MEDA	MEDICARE PAYROLL TAX	40,259	41,256	45,359	33,266	46,386	1,028
57OPEB	OPEB CONTRIBUTION	5,524	11,682	15,717	11,935	33,403	17,686
TOTAL FRINGE BENEFITS		**568,366**	**574,247**	**610,732**	**475,426**	**674,465**	**63,733**
DEBT AND CAPITAL							
585111	PC HARDWARE-ADMIN	5,903	5,590	6,000	2,745	6,000	0
TOTAL DEBT AND CAPITAL		**5,903**	**5,590**	**6,000**	**2,745**	**6,000**	**0**

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2014	ACTUAL FY2015	AMENDED 2016	YTD 4/13/2016	RECOMMENDED 2017	CHANGE 2016 to 2017
TOTAL MAIN LIBRARY	4,567,182	4,683,984	4,866,224	3,842,355	5,122,729	256,506
TOTAL NEWTON PUBLIC LIBRARY	5,106,307	5,229,583	5,401,994	4,283,556	5,726,495	324,501

FUND: **01 - GENERAL FUND**

DEPARTMENT: **601 - NEWTON PUBLIC LIBRARY**

CITY OF NEWTON BUDGET

PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	2016			2017		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ASST CITY LIBRARIAN	H10	1.0	84,835	H10	1.00	87,045
	ASST SUPV CIRCULATION	S09	1.0	74,143	S09	1.00	76,065
	ASST SUPVR-REF SRVS	S10	1.0	73,564	S10	1.00	75,469
	AUDIO-VISUAL LIBRARIAN	S08	1.0	54,806	S08	1.00	56,225
	CHILDRENS LIBRARIAN	S08	2.0	136,290	S08	2.00	139,835
	CHILDREN'S LIBRARIAN	S08	1.0	67,898	S08	1.00	69,659
	CIRCULATION SUPERVISOR	S11	1.0	89,088	S11	1.00	91,410
	CITY LIBRARIAN	H13	1.0	112,943	H13	1.00	115,893
	DIR PROG AND COMM	S08	1.0	67,404	S08	1.00	69,150
	ESL LITERACY COORDINATO	S07	1.0	62,186	S07	1.00	63,798
	IT LIBRARIAN	S06	1.0	45,976	S06	1.00	47,167
	LIBRARIAN WEBSITE	S08	1.0	53,210	S08	1.00	54,588
	OFFICE MGR PRIN BKPR	S07	1.0	62,638	S07	1.00	64,271
	ORDER CLERK	S05	1.0	50,294	S05	1.00	51,596
	REFERENCE LIBRARIAN	S08	9.0	582,483	S08	9.00	597,614
	SR LIBRARY ASSISTANT	S04	15.0	657,938	S04	15.00	674,502
	SR LIBRARY ASST	S04	1.0	38,593	S04	1.00	39,592
	SR. LIBRARY ASSISTANT	S04	1.0	37,469	S04	1.00	37,320
	SUPERVISOR OF PAGES	S07	1.0	50,195	S07	1.00	51,494
	SUPERVISOR-TECHNICAL SR	S11	1.0	88,444	S11	1.00	90,737
	SUPVR-CHILD LIB SRVS	S09	2.0	145,116	S09	2.00	149,397
	SUPVR-REFERENCE SERV	S11	1.0	88,444	S11	1.00	90,737
	TECHNICAL SERVICES CLAS	S06	1.0	56,959	S06	1.00	58,436
	YA REFERENCE LIBRARIAN	S08	1.0	54,806	S08	1.00	56,225
	Account Totals:		**48.0**	**2,835,722**		**48.00**	**2,908,224**
511101	ADMIN ASST LIBRARY	QQQ	0.4	13,544	QQQ	0.40	13,921
	ARCHIVIST/RECORDS MANAG	H7-	0.4	35,208	H07	0.40	35,074
	CHILDREN'S LIBRARIAN		0.6	28,315	QQQ	0.60	28,564
	PAGE		9.0	168,075	QQQ	9.00	184,986
	PROGRAM ASSISTANT PT	QQQ	0.4	13,848	QQQ	0.40	14,140
	REFERENCE LIBRARIAN PT		1.8	84,944	QQQ	1.80	85,693
	SR LIBRARY ASST PT		4.2	137,328	QQQ	4.18	138,515
	SR. PAGE		0.5	9,956	QQQ	0.50	10,910
	Account Totals:		**17.3**	**491,217**		**17.28**	**511,802**
511102	CHILDREN'S LIBRARIAN	S08	0.6	35,076	S08	0.64	35,984
	JR LIBRARY ASSISTANT PT	S01	1.3	55,843	S01	1.33	57,289
	REFERENCE LIBRARIAN	S08	0.8	54,717	S08	0.80	42,398
	REFERENCE LIBRARIAN PT	S08	0.5	26,306	S08	0.47	26,987

CITY OF NEWTON BUDGET

PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	2016 RANGE	2016 FTE	2016 SALARY	2017 RANGE	2017 FTE	2017 SALARY
511102	SOCIAL SRVS LIBRARIN	S08	0.8	47,910	S08	0.80	49,151
	SR LIBRARY ASSISTANT	S04	1.1	48,531	S04	1.07	49,789
	Account Totals:		**5.1**	**268,382**		**5.11**	**261,597**
	Report Totals:		**70.4**	**3,595,322**		**70.39**	**3,681,623**