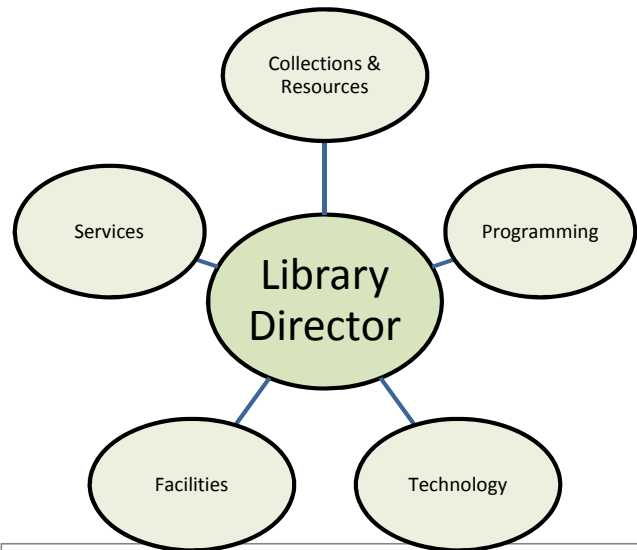


Newton Free Library

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 2014 Accomplishments

Collections - Teen collection space expanded by 20%; E-book borrowing increased 84%; Overall borrowing declined 0.3%.

Services - Step 1 of Radio Frequency ID materials handling has begun by tagging 72,000 collection items as of March 1.

Programming - New reference department classes have greatly increased adult programming.

Facilities - Re-imagining Library Service & Space use process begun, designer brought in to help; Replanted Parking Lot trees.

Technology - 3D Printer introduced; Wireless device document printing begun.

Fiscal Year 2015 Desired Outcomes

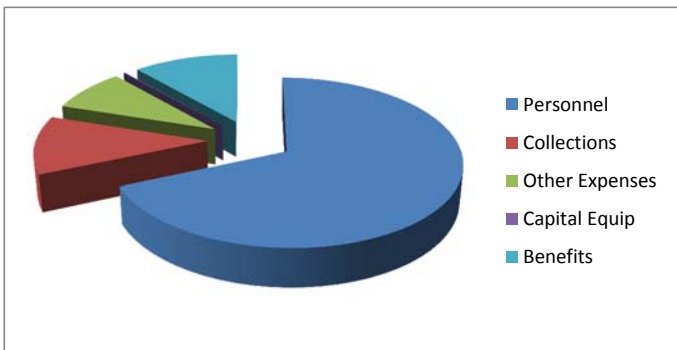
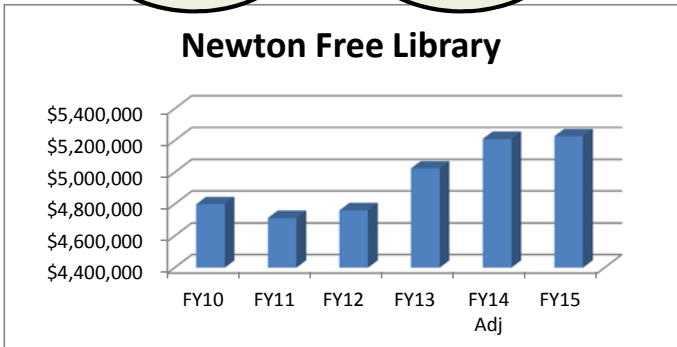
Collections - Library users have a rich array of collections and resources to meet their needs and interests.

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

Programming - Library programs and outreach are a key element of Newton's cultural life.

Facilities - Library users get convenient access to an attractive, well-maintained and efficient facility.

Technology - Library users have the technology resources to take full advantage of the information age.



Department Detail

	Actual				Adj Budget		Proposed	
	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2015	
Expenditure by Core Function								
Personnel	\$ 3,239,770	\$ 3,132,419	\$ 3,211,119	\$ 3,413,423	\$ 3,582,560	\$ 3,580,937		
Collections	\$ 558,753	\$ 570,850	\$ 550,773	\$ 572,370	\$ 575,000	\$ 600,000		
Other Expenses	\$ 404,642	\$ 402,251	\$ 424,180	\$ 493,546	\$ 439,148	\$ 443,669		
Capital Equipment			\$ 2,300	\$ 5,500	\$ 6,000	\$ 6,000		
Benefits	\$ 596,154	\$ 606,873	\$ 572,271	\$ 540,498	\$ 607,035	\$ 596,129		
Total	\$ 4,799,319	\$ 4,712,393	\$ 4,760,643	\$ 5,025,337	\$ 5,209,743	\$ 5,226,735		
% Incr		-1.81%	1.02%	5.56%	3.67%	0.33%		
Personnel								
Full-Time	54	54	52	58	59	61		
Part-Time	27	27	27	22	22	17		
Total	81	81	79	80	81	78		

FY2014 Accomplishments - Newton Free Library

Outcome #1: Library users have a rich array of collections and resources to meet their needs and interests

	Target	Results
Strategy #1. Print & AV collections provide current, relevant and interesting materials		
Acquire 40,000 new items for the library collection	Jun 2014	On target
Increase the shelving capacity of the Teen Collection by 20% (Count = shelves)	266	Accomplished
Double the capacity of the Children's Audio Visual collection over two years	15,000	Options investigated and priced
Strategy #2. Deliver electronic books and other content at added value		
Add e-book titles sufficient to double usage.	30,000	Achievable: Last 12 mos = 27,305
Evaluate electronic magazine delivery services	Oct 2013	Cost/benefits seem negative
Evaluate the success of existing database products and develop a plan for the year	Jul 2013	Accomplished
Monitor the progress of statewide and regional e-book and database initiatives	Ongoing	Minuteman voted to double eBook budget for FY15

Strategy #3. Digitize Newton-specific library print or media content for online access

Digitize Newton High School Yearbooks up to at least the class of 2000.	Jun 2014	Yearbooks through 2007 in process
Develop digitized plan of focused print & microfilm	Dec 2013	Accomplished

Outcome #2: Library users receive excellent services from well-trained staff

Strategy #1: Free staff for more personal service activity by improving automation of transaction processing

Tag all new acquisitions with RFID tags and 150,000 items of the current collection.	Jan 2014	72,000 items tagged as of 3/1
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Strategy #2. Develop staff skills with internal and external training and continuing Ed.

Staff development committee to recommend training needs and priorities	Sep 2013	Accomplished
Register for Public Library Assoc virtual conference & explore funding for 2 attendees	Mar 2014	On target for 3 attendees live, 30 virtually

Strategy #3. Provide access to service that is convenient to all patrons

Operate library seven days/69 hours a week, except holidays and summer Sundays	FY 2014	Funds available to accomplish
Add the capability of patrons to store their library card on mobile devices	2: Feb 14	Accomplished

Outcome #3: Library programs/outreach are integral to Newton's cultural life

Strategy #1. Children get varied ways to experience the library and develop literacy skills

Hold over 500 children's programs and develop new program ideas, including technology-based programming.	FY 2014	350 programs + 278 outreach visits in 8 mo.
Produce a joint summer reading list with the Newton Elementary Schools and Track the performance of titles on the list year to year.	List: 7-13 Eval 1-14	List created. Program evaluated and plans for 2015 made

Strategy #2. Engage adults in the community with a variety of speakers, exhibits and classes

Offer at least 20 programs per month including concerts, lectures, and monthly art exhibits. (Count = avg programs/mo fy12)	20+	30/mo in first eight months of FY
Upgrade presentation technology for Druker, the Trustees room and the ITTC	Jun 2014	Trustees room PC added. Druker equip needs identified

Strategy #3. Interest teens in community activity and participation

Offer at least 3 teen programs per month (current count = avg/mo, fy12)	3	54 programs offered in 8 months = 6.8/mo
Enable the Teen Librarian to be active with community groups serving teens	Ongoing	Liz Rowland attended all City-wide mtgs addressing teens

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
Enable all catalog workstations to display library events and news when not in use.	Aug 2013	Accomplished
Upgrade the lobby events display into an interactive display and guide to library use	Apr 2014	Equipment and software needs identified

Outcome #4: Library users get convenient access to an attractive, well-maintained and efficient facility

Strategy #1. Create a plan for refreshing the library that considers future space needs and reimagines library service

Work with an interior design professional to develop a priority assessment, space allocation goals and a finishes plan.	Mar 2014	Selection process begun
Evaluate the effectiveness of the ITTC as a space dedicated to computer use vs. general meeting and training space.	Apr 2014	To be part of design review process
Tabulate the previous year's study space use survey and recommend policy, furnishing and allocation changes	Aug 2013	Tabulated and evaluated by interior design committee

Strategy #2. Restore the operational effectiveness of library HVAC systems

Monitor the effectiveness and efficiency of library air conditioning under the new control systems and make needed adjustments.	Sum 2013	Successful season w/o ice chamber
Monitor the effectiveness and efficiency of library heating and ventilation under the new control systems and make needed adjustments.	Nov 2013 Jan 2014	Adjustments in progress

Strategy #3. Improve library grounds and parking

Work with Planning Dept. to assess parking lot usage patterns and capacity options	Apr 2014	Completed December 2013
Evaluate all trees in the parking lot area for replacement	Sum 2013	Pruning, removal & replacement plan implemented

Outcome #5: Library users have technology resources for the information age

Strategy #1. Library equip. provides convenient patron access to information sources

Expand the availability of internet access from 34 to at least 40 public units	40	Children's early literacy station added
Update library servers, wiring and netwk equip to ensure a robustness and speed	Jun 2014	Server replaced. MLN grant to upgrade switches pending

Strategy #2. Library users can employ their own devices to maximum efficiency and effectiveness in accessing information

Enable patrons to print to library printers from their own devices or homes	Feb 2014	Accomplished
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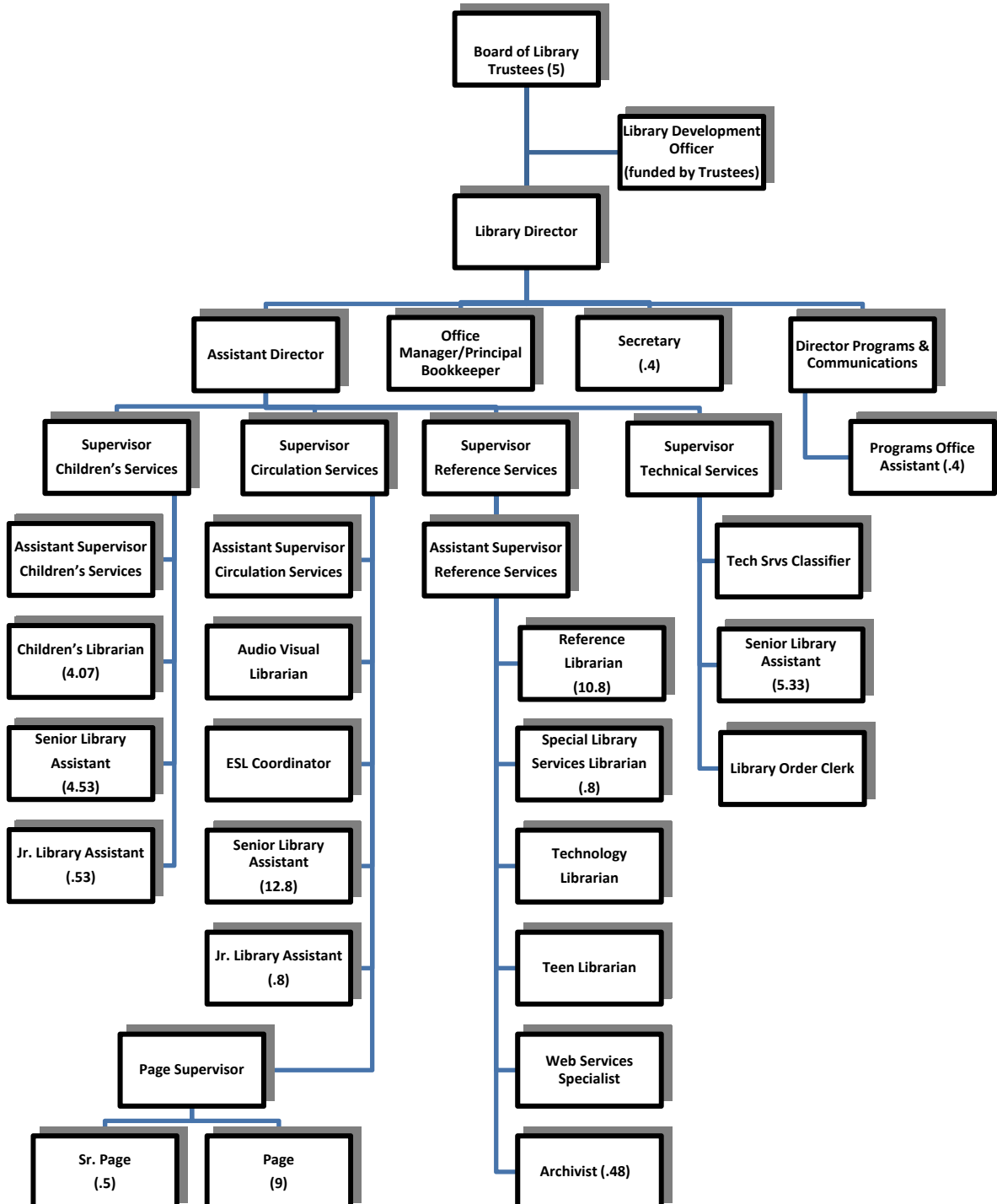
Strategy #3. Newton residents are introduced to the concepts

Research and acquire a 3D Printer	Oct 2013	Accomplished
Develop a program plan for introducing 3D printing	Jan 2014	Programs initiated in March
Develop staffing expertise and a staff lead for weekly program implementation	Mar 2014	Staff committee organized

FY2015 Desired Outcomes - Newton Free Library

Outcome #1: Library users have a rich array of collections and resources	Target
Strategy #1. Print & AV collections provide current, relevant and interesting materials for library users	
Acquire 40,000 new items for the library collection	Jun 2015
Explore options for shelving the DVD collection on the Main Floor	Jan 2015
Move all foreign language materials in print, audio and video to a language center	Mar 2015
Double capacity of Children's Audio Visual collection over two years from 7,161 items	15,000
Strategy #2. Deliver electronic books and other content to patrons at added value	
Increase e-book circulation from 2300/month (2013 avg) to 3000/month avg in 2014.	Jan 2015
Evaluate success of existing database products and develop a selection plan for the year	Jul 2014
Monitor progress of statewide and regional e-book & database initiatives and participate where advantageous	Ongoing
Strategy #3. Digitize Newton-specific library print or media content for online access	
Digitize Newton High School Yearbooks up to at least the class of 2010.	Jun 2015
Evaluate other Newton focused print and microfilm collections and develop a prioritized digitization plan.	Dec 2014
Outcome #2: Library users receive an excellent array of services from well-trained staff	
Strategy #1. Free staff for more personal service activity by improving automation of transaction processing	
Tag all new acquisitions with RFID tags and 200,000 items of the current collection.	Jun 2015
Strategy #2. Develop staff skills with internal and external training and continuing education opportunities	
Staff development committee will organize quarterly cross-department training and education session groups	Quarterly
Develop Library Assistant to take the lead in supporting creation space programming	Sep 2014
Register for the American Library Assoc virtual conference & explore private funding to sponsor 4 attendees	Jun 2015
Strategy #3. Provide access to service that is convenient to all patrons	
Operate all departments of the library seven days & 69 hours a week, excepting holidays and summer Sundays	FY 2015
Improve use of Express Lane checkout machines, including capability to scan smartphone app barcodes	Sep 2014
Outcome #3: Library programs and outreach as a key element of Newton's cultural life	
Strategy #1. Provide children varied ways to experience the library and develop their literacy skills	
Hold over 500 children's programs and develop new program ideas, including technology-based programming.	FY 2015
Survey participants in children's programs to gauge program and space effectiveness	Aug 2014
Strategy #2. Engage adults in the community with speakers, exhibits and classes	
Offer at least 20 programs per month including concerts, lectures, and monthly art exhibits. (Count = avg programs/mo. fy12)	Ongoing
Upgrade presentation technology: Blu-Ray output to Druker, portable projection to Room A and 3rd floor apse, fixed projection to Trustees Room	Mar 2015
Strategy #3. Interest teens in community activity and participation	
Offer at least 5 teen programs per month	Ongoing
Accomplish a Community Wide Read focused on teen literature and issues	Oct 2014
Strategy #4. Effective communication informs public about library activities and resources	
Produce a monthly newsletter supplemented by electronic alerts	Monthly
Upgrade the lobby events display into an interactive display and guide to library use	Jul 2014
Outcome #4: Attractive, well-maintained and efficient facility	
Strategy #1. Create plan for refreshing library that considers future space needs and re-imagines library service	
Engage one of the City's On Call Designers to conduct a feasibility study	Sep 2014
Complete the Feasibility Study	Dec 2014
Create a funding and fundraising plan to accomplish the goals of the feasibility study	Mar 2015
Paint the building exterior, especially soiled under-eave locations	Jun 2015
Assure sustainable and effective HVAC systems	Nov 2014
Strategy #3. Improve library grounds and parking	
Work with City to implement solutions in line with the parking survey done by Planning	Jun 2015
Monitor newly planted trees in parking lot islands to assure that they thrive	Sum 2014
Outcome #5: Library users have the technology resources for information age	
Strategy #1. Library equipment provides convenient patron access to library and internet information sources	
Evaluate use of computer lab space for hands on instruction and make recommendations for future dev't	Dec 2014
Update library wiring and network equip. to ensure robust and speedy internal network.	Jun 2014
Strategy #2. Newton residents are introduced to the concepts and operations of 3D Printing through a variety of STEAM programming offerings	
Continue with the development of monthly STEAM related programs for all ages	FY 2015
Develop 3D scanning capabilities and programs around using 3D scanning	Sep 2015
Develop policies, procedures and costs for resident submitted 3D printing jobs	Jul 2014
Increase Creation Center capabilities with appropriate technology beyond 3D Printing	FY 2015

LIBRARY



FUND: 01 - GENERAL FUND
DEPARTMENT: 601 - NEWTON PUBLIC LIBRARY

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2012	ACTUAL 2013	AMENDED 2014	YTD 4/22/2014	RECOMMENDED 2015	CHANGE 2014 to 2015
DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	3,211,119	3,413,423	3,582,560	2,736,154	3,580,937	-1,623
52 - EXPENSES	974,953	1,065,916	1,014,148	834,247	1,043,669	29,521
58 - DEBT AND CAPITAL	2,300	5,500	6,000	4,641	6,000	0
57 - FRINGE BENEFITS	572,271	540,498	607,035	473,580	596,129	-10,906
TOTAL DEPARTMENT	4,760,644	5,025,337	5,209,743	4,048,622	5,226,735	16,992
LIBRARY ADMINISTRATION						
51 - PERSONAL SERVICES	251,975	248,298	265,471	206,549	272,615	7,144
52 - EXPENSES	1,773	1,517	1,900	0	1,500	-400
57 - FRINGE BENEFITS	34,643	27,063	30,152	23,379	31,058	906
TOTAL LIBRARY ADMINISTRATION	288,391	276,878	297,523	229,928	305,174	7,650
LIBRARY BUILDING MAINT.						
51 - PERSONAL SERVICES	29,441	32,531	0	0	0	0
52 - EXPENSES	222,243	288,235	240,807	159,514	244,057	3,250
TOTAL LIBRARY BUILDING MAINT.	251,684	320,766	240,807	159,514	244,057	3,250
MAIN LIBRARY						
51 - PERSONAL SERVICES	2,929,703	3,132,594	3,317,089	2,529,605	3,308,322	-8,767
52 - EXPENSES	750,937	776,164	771,441	674,732	798,112	26,671
58 - DEBT AND CAPITAL	2,300	5,500	6,000	4,641	6,000	0
57 - FRINGE BENEFITS	537,628	513,435	576,883	450,201	565,071	-11,812
TOTAL MAIN LIBRARY	4,220,568	4,427,693	4,671,413	3,659,179	4,677,504	6,092

FUND: 01 - GENERAL FUND
DEPARTMENT: 601 - NEWTON PUBLIC LIBRARY

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2012	ACTUAL FY2013	AMENDED 2014	YTD 4/22/2014	RECOMMENDED 2015	CHANGE 2014 to 2015
601 - NEWTON PUBLIC LIBRARY						
0160101 - LIBRARY ADMINISTRATION						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	242,243	242,606	250,079	196,068	256,827	6,748
511101 PART TIME < 20 HRS/WK	4,733	4,017	12,842	8,806	13,163	321
514001 LONGEVITY	2,250	1,175	2,050	1,175	2,125	75
515005 BONUSES	2,250	0	0	0	0	0
515102 CLEANING ALLOWANCE	500	500	500	500	500	0
TOTAL PERSONAL SERVICES	251,975	248,298	265,471	206,549	272,615	7,144
EXPENSES						
52401 OFFICE EQUIPMENT R-M	1,773	1,517	1,900	0	1,500	-400
TOTAL EXPENSES	1,773	1,517	1,900	0	1,500	-400
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	848	790	822	649	862	40
57HLTH HEALTH INSURANCE	31,547	22,749	25,205	19,797	25,735	530
57LIFE BASIC LIFE INSURANCE	132	113	114	85	114	0
57MEDA MEDICARE PAYROLL TAX	2,116	3,411	3,849	2,849	3,953	104
57OPEB OPEB CONTRIBUTION	0	0	162	0	395	233
TOTAL FRINGE BENEFITS	34,643	27,063	30,152	23,379	31,058	906
TOTAL LIBRARY ADMINISTRATION	288,391	276,878	297,523	229,928	305,174	7,650
0160102 - LIBRARY BUILDING MAINT.						
PERSONAL SERVICES						
513001 REGULAR OVERTIME	29,441	32,531	0	0	0	0
TOTAL PERSONAL SERVICES	29,441	32,531	0	0	0	0
EXPENSES						
5210 ELECTRICITY	165,754	188,511	175,000	107,119	175,000	0
5211 NATURAL GAS	33,381	55,800	40,057	30,082	40,057	0
5230 WATER & SEWER SERVIC	23,109	22,687	25,750	22,313	29,000	3,250
52407 PUBLIC BUILDING R-M	0	21,237	0	0	0	0
TOTAL EXPENSES	222,243	288,235	240,807	159,514	244,057	3,250
TOTAL LIBRARY BUILDING MAINT.	251,684	320,766	240,807	159,514	244,057	3,250

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2012	FY2013	2014	4/22/2014	2015	2014 to 2015
0160103 - MAIN LIBRARY							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	2,043,845	2,253,540	2,383,231	1,845,233	2,391,730	8,499
511101	PART TIME < 20 HRS/WK	318,839	390,300	435,585	321,506	447,771	12,186
511102	PART TIME > 20 HRS/WK	357,433	308,985	324,981	224,323	294,080	-30,901
513001	REGULAR OVERTIME	81,470	98,438	108,308	79,613	111,016	2,708
514001	LONGEVITY	41,374	35,433	35,100	30,004	37,225	2,125
515003	SPECIAL LEAVE BUY BAC	12,951	12,000	1,022	1,022	0	-1,022
515005	BONUSES	42,500	0	0	0	0	0
515006	VACATION BUY BACK	3,958	5,899	1,363	1,363	0	-1,363
515102	CLEANING ALLOWANCE	27,333	28,000	27,500	26,542	26,500	-1,000
TOTAL PERSONAL SERVICES		2,929,703	3,132,594	3,317,089	2,529,605	3,308,322	-8,767
EXPENSES							
52401	OFFICE EQUIPMENT R-M	1,911	1,658	1,950	457	1,950	0
52410	SOFTWARE MAINTENANC	8,000	13,555	13,250	11,511	13,550	300
5274	RENTAL - EQUIPMENT	0	731	0	0	0	0
5304	DOCUMENT PRESERVATI	3,245	3,650	3,650	3,650	3,650	0
5321	TUITION ASSISTANCE	130	-39	0	305	0	0
53401	TELEPHONE	5,540	4,125	4,350	3,127	4,250	-100
53404	INTERNET ACCESS CHAR	1,334	1,630	1,680	1,220	1,680	0
5341	POSTAGE	8,360	9,837	8,500	9,489	9,150	650
5342	PRINTING	3,568	4,438	3,500	3,375	4,500	1,000
5343	ADVERTISING/PUBLICATIO	625	720	1,200	1,337	1,200	0
5420	OFFICE SUPPLIES	9,355	8,997	9,000	7,927	9,000	0
5480	GASOLINE	675	949	900	675	950	50
5583	LIBRARY SUPPLIES	33,385	37,749	33,140	24,210	33,140	0
5585	COMPUTER SUPPLIES	21,708	12,180	8,000	4,992	8,000	0
5592	BOOKS/MANUALS/PERIOD	550,773	572,370	575,000	495,350	600,000	25,000
5710	VEHICLE USE REIMBURSE	50	35	30	30	0	-30
5712	REFRESHMENTS/MEALS	345	81	320	106	350	30
5730	DUES & SUBSCRIPTIONS	101,932	103,499	106,971	106,971	106,742	-229
TOTAL EXPENSES		750,937	776,164	771,441	674,732	798,112	26,671
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	13,123	12,898	13,143	11,052	13,972	829
57HLTH	HEALTH INSURANCE	487,054	458,145	513,106	401,465	504,848	-8,258
57LIFE	BASIC LIFE INSURANCE	1,803	1,647	1,647	1,270	1,760	113
57MEDA	MEDICARE PAYROLL TAX	35,648	38,631	42,705	31,885	37,160	-5,545
57OPEB	OPEB CONTRIBUTION	0	2,114	6,282	4,529	7,331	1,049
TOTAL FRINGE BENEFITS		537,628	513,435	576,883	450,201	565,071	-11,812
DEBT AND CAPITAL							
585111	PC HARDWARE-ADMIN	2,300	5,500	6,000	4,641	6,000	0
TOTAL DEBT AND CAPITAL		2,300	5,500	6,000	4,641	6,000	0
TOTAL MAIN LIBRARY		4,220,568	4,427,693	4,671,413	3,659,179	4,677,504	6,092
TOTAL NEWTON PUBLIC LIBRARY		4,760,644	5,025,337	5,209,743	4,048,622	5,226,735	16,992

FUND: 01 - GENERAL FUND
DEPARTMENT: 601 - NEWTON PUBLIC LIBRARY

CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	2014			2015		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ASST CITY LIBRARIAN	H10	1.0	85,771	H10	1.00	88,340
	CITY LIBRARIAN	H13	1.0	106,045	H13	1.00	109,230
	OFFICE MGR PRIN BKPR	S07	1.0	57,813	S07	1.00	59,257
	ASST SUPVR-REF SRVS	S09	3.0	203,439	S09	3.00	206,611
	AUDIO-VISUAL LIBRARIAN	S08	1.0	49,730	S08	1.00	51,018
	CHILDREN'S LIBRARIAN	S08	3.0	189,364	S08	3.00	193,297
	CIRCULATION SUPERVISOR	S11	1.0	82,217	S11	1.00	84,270
	ESL LITERACY COORDINATO	S07	1.0	57,812	S07	1.00	58,892
	HEAD OF EXHIBITS & I	S08	1.0	63,121	S08	1.00	63,900
	IT LIBRARIAN	S06	1.0	41,719	S06	1.00	42,921
	LIBRARIAN WEBSITE	S08	1.0	51,768	S08	1.00	53,708
	REFERENCE LIBRARIAN	S08	8.0	488,386	S08	8.00	500,047
	SR LIBRARY ASSISTANT	S04	16.0	684,309	S04	16.00	695,855
	SR LIBRARY ASST	S04	2.0	79,478	S04	2.00	70,038
	SR LIBRARY ASST.	S04	1.0	35,020	S04	1.00	35,456
	SUPERVISOR OF PAGES	S07	1.0	45,546	S07	1.00	46,775
	SUPERVISOR-TECHNICAL SR	S11	1.0	82,217	S11	1.00	83,750
	SUPVR-CHILD LIB SRVS	S11	1.0	70,113	S11	1.00	71,153
	SUPVR-REFERENCE SERV	S11	1.0	82,217	S11	1.00	83,770
	YA REFERENCE LIBRARIAN	S08	1.0	49,732	S08	1.00	50,269
	Account Totals:		47.0	2,605,818		47.00	2,648,557
511101	ADMIN ASST LIBRARY	QQQ	0.4	12,842	QQQ	0.40	13,163
	ARCHIVIST/RECORDS MANAG	H7-	0.5	33,192	H7-	0.48	34,319
	PAGE	QQQ	9.0	140,400	QQQ	9.00	144,464
	REFERENCE LIB	QQQ	1.0	45,641	QQQ	1.02	46,962
	SR LIB ASST	QQQ	5.6	175,289	QQQ	5.60	180,362
	SR LIBRARY ASSISTANT PT	QQQ	0.8	32,172	QQQ	0.83	33,103
	SR PAGE	QQQ	0.5	8,321	QQQ	0.50	8,562
	Account Totals:		17.8	447,856		17.83	460,934
511102	CHILDREN'S LIBRARIAN	S08	0.6	40,398	S08	0.64	41,151
	JR LIBRARY ASSISTANT PT	S01	1.3	44,527	S01	1.33	51,993
	REFERENCE LIBRARIAN	S08	1.8	106,894	S08	1.80	108,663
	SOCIAL SRVS LIBRARIN	S08	0.8	44,679	S08	0.80	46,198
	SR LIBRARY ASSISTANT	S04	1.1	45,667	S04	1.07	46,074
	Account Totals:		5.6	282,164		5.64	294,080
	Report Totals:		70.5	3,335,838		70.47	3,403,571