

Newton Free Library

Mission

The Newton Free Library brings the community together to enjoy, explore, create and discover.

The Library strives to be at the heart of the cultural, literary and intellectual life of Newton. We provide services, programs, and collections of interest to all segments of the community and are welcoming to all.

Your library card unlocks access to vast collections: our library contains 390,318 books, 40,648 audiobook and music CDs, 41,029 DVDs and a growing “Library of Things” with musical instruments, laptops, tools and more. We also offer three digital services providing e-book and video or audio downloads to Newton cardholders, with a total of 685,000 titles to access from home or on the go. Logging into the Minuteman

Library Network catalog provides additional resources, allowing a request to be placed on 1.5 million additional titles.

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

Newton Free Library was on track to chart one of its most active years of visitation and borrowing until much of our activity was put on hold when COVID-19 forced the Library building to close on March 13, 2020. Instead, this became an important year for reimagining services as our staff found new and creative ways to support readers of all ages through virtual programming, newly-created personalized book recommendation services, and safe material pick up options. This year we:

- Loaned 1,330,312 digital and physical materials. We also expanded access to streaming and downloadable collections, which saw a 70% growth in new users.
- Conducted 2,273 programs serving an estimated 36,953 people. Our virtual programs are frequent and varied, and keep residents informed, enriched, and connected.
- Reinvented the ways we loaned items and welcomed visitors to the building. Newton Free Library was on the forefront of reintroducing library services in the area.
 - In the summer and early fall, thousands of readers picked up library holds through our contactless pickup and in-lobby checkout services.
 - In August, we introduced curbside pickup appointments from the Homer Street plaza. This popular service ensures that all borrowers are able to enjoy the library in a safe and convenient manner.
 - In October, as the Governor's restrictions eased, we became one of the few public libraries in the area to reopen the building for quick visits for browsing and checkout.

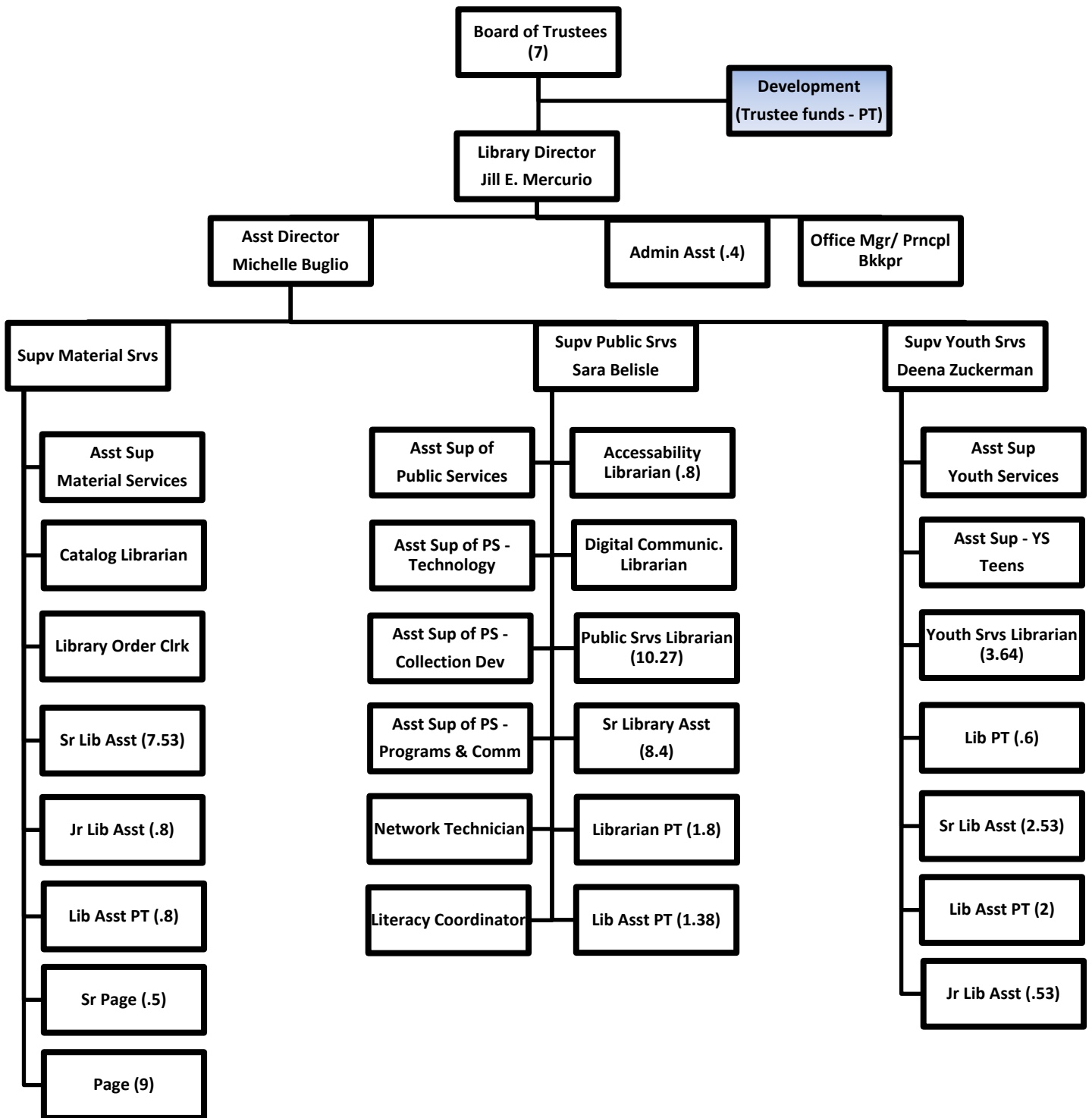
- Installed an interactive capacity sensor at the entrance to help borrowers plan their visits and maintain occupancy guidelines. Over 115,000 people have visited the library since browsing services resumed in October.
- Expanded our Library of Things collection with STEAM-to-Go activity kits for kids, technology to preserve family photos and videos, tents, household tools, bird watching kits, musical instruments, puzzles, and board games to borrow. Laptops and hotspots were also added this year.
- Introduced digital newsletters to keep cardholders informed of the latest library programs and offerings.

Your library is now the busiest library in the Minuteman Network. We remain committed to making the library accessible and fulfilling for residents of all ages and 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 this year.

Jill E. Mercurio

Library Director

Library



Financial and Operating Highlights

Financial Highlights

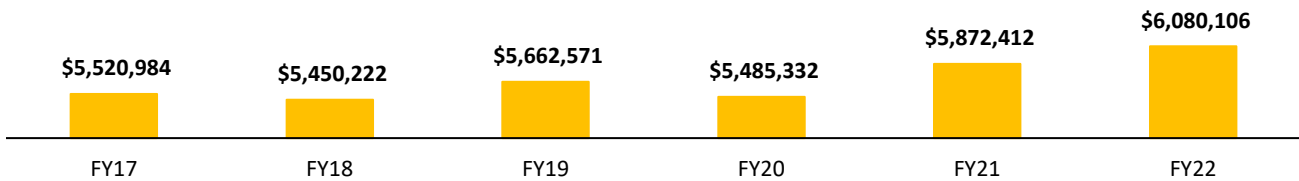
	<-----Actual----->				Original	Proposed
	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
Expenditure by Department						
Library Admin	\$ 320,266	\$ 332,490	\$ 341,467	\$ 259,614	\$ 243,055	\$ 536,943
Building Maintenance	\$ 284,850	\$ 271,670	\$ 270,131	\$ 314,641	\$ 283,850	\$ 308,850
Main Library	\$ 4,915,868	\$ 4,846,062	\$ 5,050,974	\$ 4,911,077	\$ 5,345,507	\$ 5,234,313
Total	\$ 5,520,984	\$ 5,450,222	\$ 5,662,571	\$ 5,485,332	\$ 5,872,412	\$ 6,080,106
% Incr		-1.28%	3.90%	-3.13%	7.06%	3.54%

Personnel

Full-Time	62	61	60	60	60	60*
Part-Time	22	22	22	22	22	22
Total FTE	84	83	82	82	82	82

*Supervisor - Material Services on hold for FY22

Total Library Expenditures



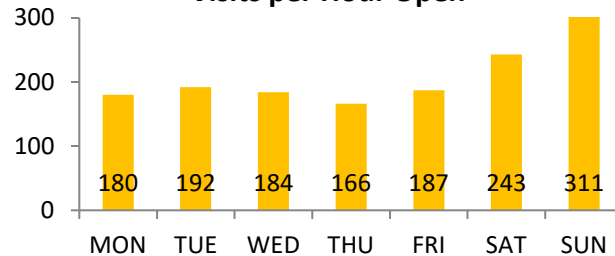
Operating Highlights

Card Holders	47,882
Visits Annually	442,349
Visits per day open	1,824

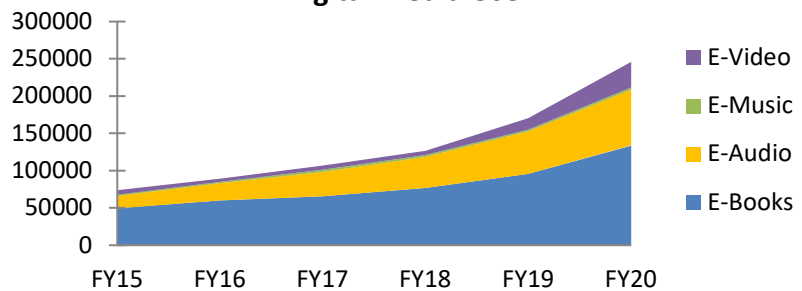
Collection	Owned	Borrowed
Adult Print	290,585	363,305
Adult AV	68,523	359,474
Youth Print	86,807	388,399
Youth AV	10,817	86,643
Digtl. Media	83,784	136,881
Total	540,516	1,334,702

Programs	Held	Attendance
Adult	1,360	10,304
Children's	658	23,189
Teen	255	3,460
Total	2,273	36,953

Visits per Hour Open



Digital Media Use



Newton Free Library

Fiscal Year 2022 Outcomes and Strategies

Outcome 1

Visitor Experience: Provide a superb visitor experience to library visitors in person and online.

accessibility and navigation.

- Create a new cardholder campaign to welcome and engage new library users.
- Enhance way-finding maps on each floor and near elevators to improve building navigation.
- Engage staff in ongoing training to promote welcoming and inclusive services for all visitors.

- Work with DPW to improve library parking lot and expand the availability of parking spaces.
- Develop new display areas to highlight new and thematic collections.
- Continue upgrading seating and study areas throughout the building.
- Launch a new website with improved

- Maintain our vibrant collections by adding 35,000 new items and minimizing wait times by purchasing a copy for every three reserves and expanding the Speed Read Collection.
- Expand the availability of streaming and downloadable ebook, audiobook, video and digital magazine content by increasing the budget for Kanopy, hoopla, and Overdrive/Libby services.
- Expand our “Library of Things” through the Newton DPW using the state’s Recycling Dividends Program, which supports creation of local lending libraries for tools and other items.
- Promote our laptop and hotspot lending program.

Outcome 2

Collections: Connect residents to ideas, information and resources that meaningfully enrich their lives.

Outcome 3

Programs and Services: Bring the community together to explore ideas, build skills and promote engagement.

programming as possible.

- Launch an outreach pilot program that allows the library to offer programs at offsite locations throughout the city to reach new audiences and provide continued engagement opportunities.

- Expand our convenient curbside holds pickup service to reach more borrowers.
- Explore adding a reference chat help options on the Library website.
- Maintain an active calendar of virtual programing and reintroduce in-person

Newton Free Library

Fiscal Year 2022 Outcomes and Strategies

- Prepare for the Children's Room renovation project to add a more generous programming space, comfortable furnishings and engaging activity and study areas.
- Maintain a variety of compelling, age-appropriate program offerings for children and families, featuring a combination of virtual, in-person and drop-in activities.
- Empower tweens and teens to develop their own program opportunities by engaging the Advisory Board and collaborating with High School Clubs.

Outcome 4

Youth: Children and teens will develop skills and an appreciation for reading and lifelong learning in a welcoming, safe and inspiring environment.

FUND: 0001 - GENERAL FUND
DEPARTMENT: 601 - LIBRARY

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	RECOMMENDED 2022	CHANGE 2021 to 2022
LIBRARY SUMMARY						
51 - PERSONNEL SERVICES	3,711,318	3,821,920	3,682,443	3,944,710	4,104,746	160,036
52 - EXPENSES	1,115,692	1,153,872	1,067,092	1,165,922	1,275,472	109,550
58 - CAPITAL EXPENSES	4,504	12,075	84,172	0	0	0
57 - FRINGE BENEFITS	626,651	674,704	651,624	761,780	699,888	-61,892
TOTAL DEPARTMENT	5,458,166	5,662,571	5,485,332	5,872,412	6,080,106	207,694
MAIN LIBRARY						
51 - PERSONNEL SERVICES	3,412,679	3,513,460	3,437,323	3,740,330	3,606,173	-134,157
52 - EXPENSES	843,488	882,907	751,972	880,772	964,272	83,500
58 - CAPITAL EXPENSES	4,504	12,075	84,172	0	0	0
57 - FRINGE BENEFITS	593,345	642,531	637,611	724,405	663,868	-60,537
TOTAL MAIN LIBRARY	4,854,016	5,050,974	4,911,077	5,345,507	5,234,313	-111,194
LIBRARY ADMINISTRATION						
51 - PERSONNEL SERVICES	298,640	308,460	245,121	204,379	498,573	294,194
52 - EXPENSES	544	834	480	1,300	2,350	1,050
57 - FRINGE BENEFITS	33,306	32,172	14,013	37,375	36,020	-1,356
TOTAL LIBRARY ADMINISTRATION	332,490	341,467	259,614	243,055	536,943	293,888
LIBRARY BUILDING MAINT.						
52 - EXPENSES	271,660	270,131	314,641	283,850	308,850	25,000
TOTAL LIBRARY BUILDING MAINT.	271,660	270,131	314,641	283,850	308,850	25,000

FUND: 0001 - GENERAL FUND
DEPARTMENT: 601 - LIBRARY

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	RECOMMENDED 2022	CHANGE 2021 to 2022
601 - LIBRARY						
0160110 - MAIN LIBRARY						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	2,473,938	2,604,739	2,625,951	2,813,894	2,629,466	-184,428
511101 PART TIME < 20 HRS/WK	438,605	466,828	415,986	504,866	551,907	47,041
511102 PART TIME > 20 HRS/WK	256,257	212,602	213,119	246,649	214,106	-32,544
513010 REGULAR OVERTIME	104,155	110,450	93,065	136,000	140,000	4,000
514001 LONGEVITY	48,555	48,993	49,333	51,500	46,780	-4,720
514006 EXCEPTIONAL SVS PAY	947	0	0	0	0	0
514309 OTHER STIPENDS	0	3,880	2,860	0	0	0
514317 ADMINISTRATIVE STIPEND	4,180	240	0	0	0	0
515003 SPECIAL LEAVE BUY BAC	16,538	12,000	0	0	0	0
515005 BONUSES	18,900	15,000	0	0	0	0
515006 VACATION BUY BACK	26,051	12,860	12,380	0	0	0
515101 CLOTHING ALLOWANCE	1,271	0	0	0	0	0
515102 CLEANING ALLOWANCE	25,500	25,868	24,628	23,421	23,915	494
519100 SALARY/WAGE ATTRITION	0	0	0	-36,000	0	36,000
TOTAL PERSONNEL SERVICES	3,414,896	3,513,460	3,437,323	3,740,330	3,606,173	-134,157
EXPENSES						
524010 OFFICE EQUIPMENT R-M	49	136	1,482	1,000	1,000	0
524080 DEPARTMENTAL EQUIP R-	16,456	15,037	17,874	18,509	18,509	0
524100 SOFTWARE MAINTENANC	16,501	17,488	16,227	17,041	17,041	0
530400 DOCUMENT PRESERVATI	3,505	4,887	2,859	5,250	5,250	0
532100 TUITION ASSISTANCE	305	-125	1,520	300	300	0
534010 TELEPHONE	3,900	4,014	3,700	3,700	3,700	0
534040 INTERNET ACCESS CHAR	1,718	1,605	1,600	1,725	1,725	0
534100 POSTAGE	9,126	9,510	5,616	10,300	10,300	0
534200 PRINTING	4,573	7,131	2,242	5,250	5,250	0
534300 ADVERTISING/PUBLICATIO	836	825	720	840	840	0
542000 OFFICE SUPPLIES	7,996	8,966	8,784	9,000	9,000	0
548000 GASOLINE	565	578	0	575	575	0
558300 LIBRARY SUPPLIES	27,805	30,842	21,780	30,500	30,500	0
558500 COMPUTER SUPPLIES	5,978	8,912	2,854	8,000	25,000	17,000
559200 BOOKS/MANUALS/PERIODI	623,862	652,883	541,279	645,000	700,000	55,000
571000 VEHICLE USE REIMBURSE	199	359	87	500	500	0
571200 REFRESHMENTS/MEALS	161	299	66	0	0	0
571600 SPECIAL EVENT EXPENSE	153	87	0	0	0	0
573000 DUES & SUBSCRIPTIONS	119,800	119,474	123,282	123,282	134,782	11,500
TOTAL EXPENSES	843,488	882,907	751,972	880,772	964,272	83,500
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	15,093	15,825	15,380	12,360	13,461	1,101
57HLTH HEALTH INSURANCE	511,821	553,299	547,761	631,063	559,336	-71,727
57LIFE BASIC LIFE INSURANCE	1,846	1,751	1,888	1,368	1,767	399
57MEDA MEDICARE PAYROLL TAX	43,417	44,249	43,720	50,255	50,252	-2
57OPEB OPEB CONTRIBUTION	21,168	27,407	28,861	29,359	39,052	9,693
TOTAL FRINGE BENEFITS	593,345	642,531	637,611	724,405	663,868	-60,537

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	RECOMMENDED 2022	CHANGE 2021 to 2022
CAPITAL EXPENSES						
582500 BUILDING IMPROVEMENTS	0	0	75,000	0	0	0
585111 PC HARDWARE-ADMIN	4,504	12,075	9,172	0	0	0
TOTAL CAPITAL EXPENSES	4,504	12,075	84,172	0	0	0
TOTAL MAIN LIBRARY	4,856,234	5,050,974	4,911,077	5,345,507	5,234,313	-111,194
0160111 - LIBRARY ADMINISTRATION						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	273,537	282,432	212,511	292,246	283,121	-9,125
511101 PART TIME < 20 HRS/WK	9,217	0	0	40,914	14,556	-26,358
511102 PART TIME > 20 HRS/WK	11,036	20,608	25,987	0	26,356	26,356
513012 SUNDAY HOURS	0	0	0	-136,000	0	136,000
514001 LONGEVITY	4,000	4,000	3,375	6,400	3,720	-2,680
515005 BONUSES	350	600	0	0	0	0
515006 VACATION BUY BACK	0	0	2,427	0	0	0
515102 CLEANING ALLOWANCE	500	820	820	820	820	0
519700 CURRENT YEAR WAGE RE	0	0	0	0	170,000	170,000
TOTAL PERSONNEL SERVICES	298,640	308,460	245,121	204,379	498,573	294,194
EXPENSES						
524010 OFFICE EQUIPMENT R-M	544	834	480	1,300	1,300	0
571000 VEHICLE USE REIMBURSE	0	0	0	0	1,050	1,050
TOTAL EXPENSES	544	834	480	1,300	2,350	1,050
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	971	902	333	1,050	703	-347
57HLTH HEALTH INSURANCE	28,169	26,949	10,207	27,589	28,427	838
57LIFE BASIC LIFE INSURANCE	57	57	57	114	114	0
57MEDA MEDICARE PAYROLL TAX	4,110	4,265	3,417	4,936	4,764	-171
57OPEB OPEB CONTRIBUTION	0	0	0	3,687	2,012	-1,675
TOTAL FRINGE BENEFITS	33,306	32,172	14,013	37,375	36,020	-1,356
TOTAL LIBRARY ADMINISTRATION	332,490	341,467	259,614	243,055	536,943	293,888
0160112 - LIBRARY BUILDING MAINT.						
EXPENSES						
521000 ELECTRICITY	180,000	180,000	216,429	180,000	200,000	20,000
521100 NATURAL GAS	50,000	45,000	47,610	43,000	48,000	5,000
523000 WATER & SEWER SERVIC	41,120	35,000	40,000	40,000	40,000	0
524070 PUBLIC BUILDING R-M	0	9,717	10,244	20,000	20,000	0
524080 DEPARTMENTAL EQUIP R-	0	64	8	500	500	0
531000 BACKFLOW PREV INSPEC	540	350	350	350	350	0
TOTAL EXPENSES	271,660	270,131	314,641	283,850	308,850	25,000
TOTAL LIBRARY BUILDING MAINT.	271,660	270,131	314,641	283,850	308,850	25,000
TOTAL LIBRARY	5,460,383	5,662,571	5,485,332	5,872,412	6,080,106	207,694