

Newton Free Library

Mission

To bring the community together to enjoy, explore, create and discover.

Welcome to the Newton Free Library! Our collection of over 550,000 books, CDS, DVDS, video games, magazines, and online resources is yours to borrow or stream! We offer three services providing e-book, video and audio downloads to Newton cardholders with hundreds of thousands of titles to access from home or on the go. Our growing “Library of Things” Collection features games, musical instruments, laptops, crafting and household tools and more. Logging into the Minuteman Library Network catalog provides additional resources, allowing holds to be placed on 1.5 million additional titles.

We maintain 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.

If you’re looking for a comfortable place to read, study or work remotely, we offer reservable study rooms and a large variety of comfortable seating areas available throughout our spacious three-story building. Our computer area is equipped to print, copy and fax or scan and with our new wireless printing service, use your personal computer or mobile device to print to the Library’s printer from anywhere.

We invite every resident to sign up for a library card to take full advantage of all the Library has to offer!

Newton Free Library is proud to be the busiest Library in the Massachusetts Minuteman Network. We were among the first in the area to restore (and sustain) library services in the face of COVID-19 and the Delta/Omicron surges. We are delighted to be open for regular hours and services, and to see so many residents re-engaging with their public library.

In 2021, the Library celebrated its 30th year on Homer Street and we marked this anniversary year with many highlights including:

- A 26% growth in ebook circulation.
- A brand-new website in September offering improved navigation, book recommendations, and accessibility and translation tools.
- A new personalized recommendation service which connects borrowers with handpicked titles based on their reading and viewing interests. We filled more than 1,000 unique requests and we're excited to continue this service.
- A vibrant calendar of 1,980 outdoor and virtual programs attended by 30,649 people. In addition to storytimes, technology classes, and award-winning author presentations, we co-sponsored more than a dozen events in the City's impactful "Overdue: Confronting Race and Racism" series. We also hosted over 40 outdoor storytime programs on Library and City Hall grounds and at the Hyde Bandstand.
- New outdoor seating on the Library's front plaza to take advantage of our expanded outdoor WIFI.
- A construction project that added solar canopies in our parking lot, providing the equivalent of 40% of the Library's electricity.
- And an extensive expansion and renovation project of our popular Children's Room!

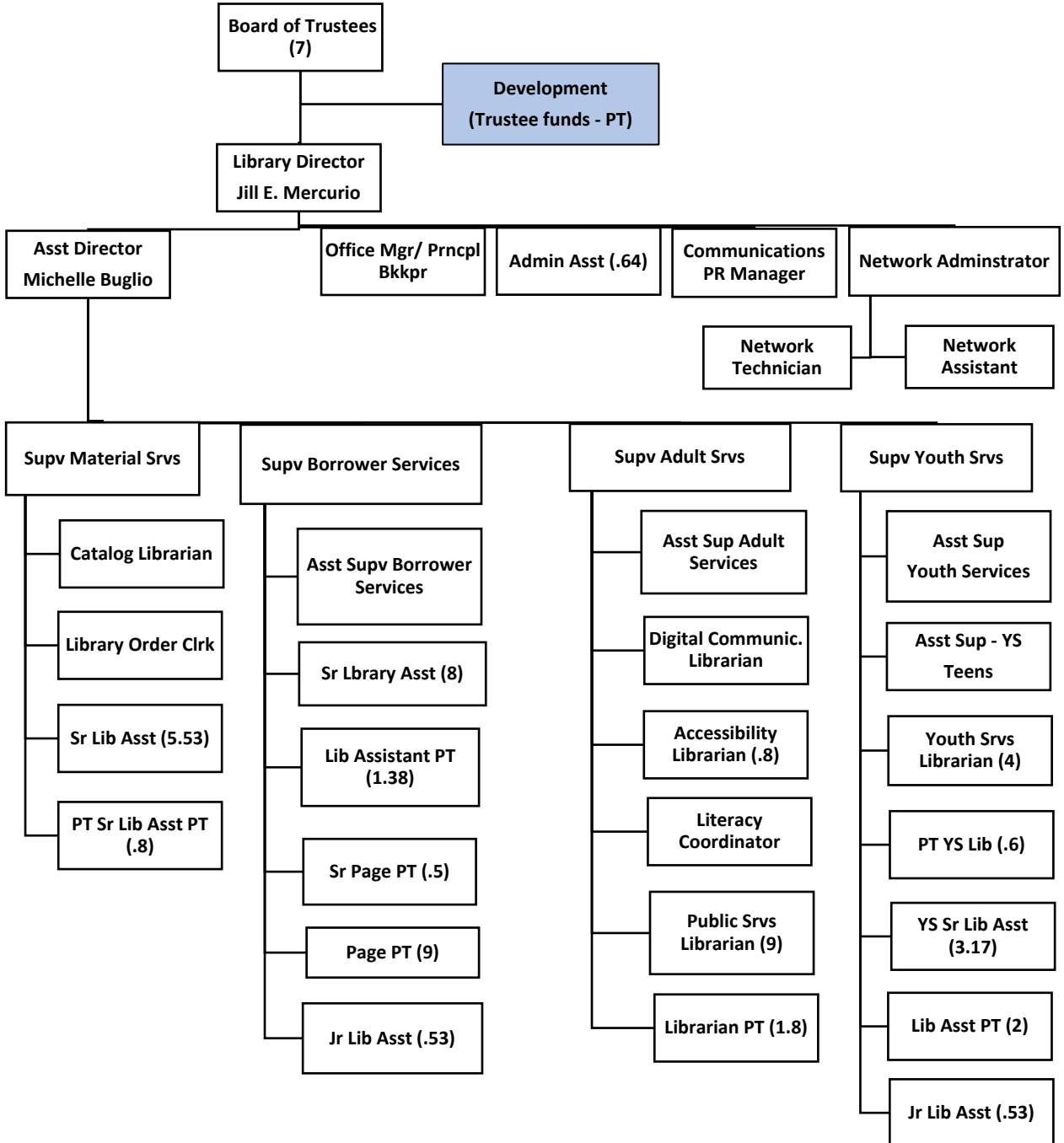
Thank you to the thousands of residents who completed our Strategic Planning Survey. Your feedback and library usage data provided the foundation of our new three-year Strategic Plan to make the Library even more accessible and fulfilling for residents of all ages. We look forward to providing residents with an amazing collection of materials to borrow, dynamic programs to attend, and continued enhancements to our services and facilities to enjoy this year. We're eager to celebrate the opening of our new Children's Room in mid-2022!

Sincerely,

Jill E. Mercurio

Library Director

Library



Financial and Operating Highlights

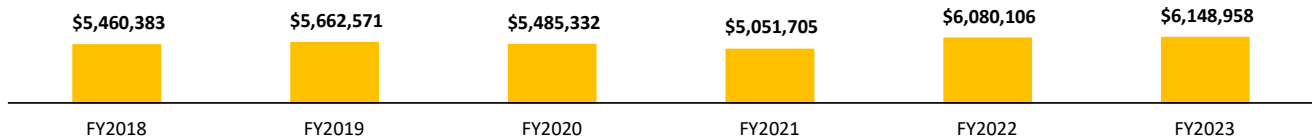
Financial Highlights

	<-----Actual----->				Original FY2022	Proposed FY2023
	FY2018	FY2019	FY2020	FY2021		
Expenditure by Department						
Library Admin	\$ 332,490	\$ 341,467	\$ 259,614	\$ 365,189	\$ 536,943	\$ 389,210
Building Maintenance	\$ 271,660	\$ 270,131	\$ 314,641	\$ 335,105	\$ 308,850	\$ 308,850
Main Library	\$ 4,856,234	\$ 5,050,974	\$ 4,911,077	\$ 4,351,411	\$ 5,234,313	\$ 5,450,898
Total	\$ 5,460,383	\$ 5,662,571	\$ 5,485,332	\$ 5,051,705	\$ 6,080,106	\$ 6,148,958
% Incr		3.70%	-3.13%	-7.91%	20.36%	1.13%

Personnel

Full-Time	61	60	60	60	60	59
Part-Time	22	22	22	22	22	22
Total FTE	83	82	82	82	82	81

Total Library Expenditures



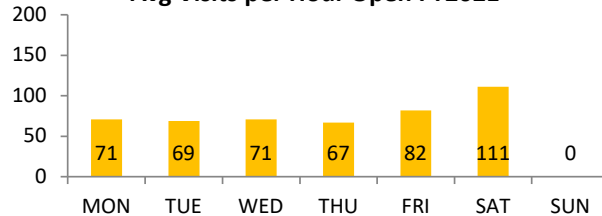
Operating Highlights

Card Holders	45,017
Visits Annually	137,242
Avg Visits per day open	1,141

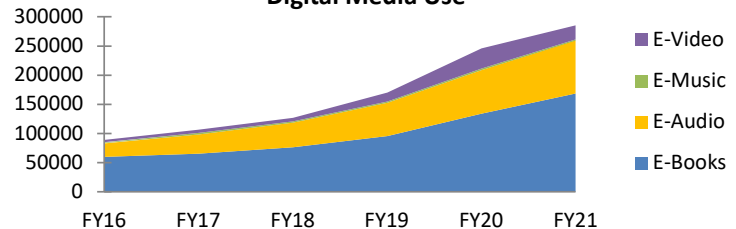
Collection	Owned	Borrowed
Adult Print	279,843	317,970
Adult AV	65,769	164,576
Youth Print	86,794	399,778
Youth AV	10,286	33,732
Digitl. Media	105,901	285,149
Total	548,593	1,201,205

Programs	Held	Attendance
Adult	1,328	11,886
Children's	407	15,587
Teen	245	3,176
Total	1,980	30,649

Avg Visits per Hour Open FY2021



Digital Media Use



Newton Free Library

Fiscal Year 2023 Outcomes and Strategies

Outcome 1

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

- promote greater use of our exterior space.
- Enhance areas for individuals to work, study, and/or interact with collections and materials.
- Increase access to device charging stations throughout the library.
- Produce multi-lingual informational brochures.
- Create a new cardholder campaign to welcome and engage new library users.
- Install way-finding maps on each floor and near elevators to improve building navigation.
- Engage staff in ongoing training to promote welcoming and inclusive environment and services for all visitors.

- Welcome residents into the newly renovated Children's Room featuring a generous programming space, comfortable furnishings and engaging activity and study areas.
- Expand and update outdoor seating to

- Maintain our vibrant collections by adding 35,000 new items and minimizing wait times by revising our purchasing strategy to expand the Speed Read collection.
- Expand the availability of streaming and downloadable ebook, audiobook, video and digital magazine content by increasing the budget for the Kanopy, hoopla, and Overdrive/Libby services.
- Research and acquire a microform reading machine for use in the renovated Local History Room.
- Strengthen our World Languages collection focusing on languages spoken in Newton homes.

Outcome 2

Connect residents to ideas, information and resources that meaningfully enrich their lives with our collections.

- Promote our Home Delivery program for individuals who are unable to visit the library due to special needs, illness or disability.
- Explore adding reference chat help options on the Library website.
- Maintain a variety of compelling

Outcome 3

Bring the community together to explore ideas, build skills and promote engagement through programs and services.

- program offerings for residents of all ages, featuring a combination of virtual, in-person and hybrid options to provide the best, most flexible participant experience.
 - Update the audiovisual system in Druker Auditorium to improve the in-person program experience.
 - Develop targeted outreach to bring Library services to new offsite locations in Newton's villages.
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FUND: 0001 - GENERAL FUND
DEPARTMENT: 601 - LIBRARY

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ORIGINAL 2022	RECOMMENDED 2023	CHANGE 2022 to 2023	
601 - LIBRARY							
0160110 - MAIN LIBRARY							
PERSONNEL SERVICES							
511001	FULL TIME SALARIES	2,604,739	2,625,951	2,391,802	2,629,466	2,895,970	266,504
511003	WORK FOR OTHER DEPTS	0	0	2,638	0	0	0
511101	PART TIME < 20 HRS/WK	466,828	415,986	255,379	551,907	803,451	251,544
511102	PART TIME > 20 HRS/WK	212,602	213,119	209,499	214,106	0	-214,106
513010	REGULAR OVERTIME	110,450	93,065	1,012	140,000	100,000	-40,000
514001	LONGEVITY	48,993	49,333	49,400	46,780	42,900	-3,880
514309	OTHER STIPENDS	3,880	2,860	2,400	0	0	0
514317	ADMINISTRATIVE STIPEND	240	0	0	0	0	0
515003	SPECIAL LEAVE BUY BAC	12,000	0	1,182	0	0	0
515005	BONUSES	15,000	0	0	0	0	0
515006	VACATION BUY BACK	12,860	12,380	15,711	0	0	0
515102	CLEANING ALLOWANCE	25,868	24,628	23,462	23,915	23,415	-500
	TOTAL PERSONNEL SERVICES	3,513,460	3,437,323	2,952,484	3,606,173	3,865,736	259,563
EXPENSES							
524010	OFFICE EQUIPMENT R-M	136	1,482	0	1,000	1,000	0
524080	DEPARTMENTAL EQUIP R-	15,037	17,874	18,078	18,509	21,200	2,691
524100	SOFTWARE MAINTENANC	17,488	16,227	11,927	17,041	13,500	-3,541
530400	DOCUMENT PRESERVATI	4,887	2,859	2,201	5,250	1,500	-3,750
532100	TUITION ASSISTANCE	-125	1,520	210	300	0	-300
534010	TELEPHONE	4,014	3,700	3,830	3,700	3,900	200
534040	INTERNET ACCESS CHAR	1,605	1,600	1,351	1,725	2,000	275
534100	POSTAGE	9,510	5,616	3,418	10,300	6,000	-4,300
534200	PRINTING	7,131	2,242	2,066	5,250	4,394	-856
534300	ADVERTISING/PUBLICATIO	825	720	0	840	840	0
542000	OFFICE SUPPLIES	8,966	8,784	8,744	9,000	7,500	-1,500
548000	GASOLINE	578	0	0	575	793	218
558300	LIBRARY SUPPLIES	30,842	21,780	16,436	30,500	28,000	-2,500
558500	COMPUTER SUPPLIES	8,912	2,854	7,959	25,000	25,000	0
559200	BOOKS/MANUALS/PERIODI	652,883	541,279	599,295	700,000	700,000	0
571000	VEHICLE USE REIMBURSE	359	87	0	500	500	0
571200	REFRESHMENTS/MEALS	299	66	0	0	0	0
571600	SPECIAL EVENT EXPENSE	87	0	0	0	0	0
573000	DUES & SUBSCRIPTIONS	119,474	123,282	119,705	134,782	126,888	-7,894
	TOTAL EXPENSES	882,907	751,972	795,219	964,272	943,015	-21,257
FRINGE BENEFITS							
57DENT	DENTAL INSURANCE	15,825	15,380	13,087	13,461	12,159	-1,302
57HLTH	HEALTH INSURANCE	553,299	547,761	519,583	559,336	523,306	-36,030
57LIFE	BASIC LIFE INSURANCE	1,751	1,888	1,720	1,767	1,368	-399
57MEDA	MEDICARE PAYROLL TAX	44,249	43,720	37,953	50,252	54,598	4,346
57OPEB	OPEB CONTRIBUTION	27,407	28,861	31,365	39,052	50,716	11,664
	TOTAL FRINGE BENEFITS	642,531	637,611	603,708	663,868	642,147	-21,721
CAPITAL EXPENSES							
582500	BUILDING IMPROVEMENTS	0	75,000	0	0	0	0

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ORIGINAL 2022	RECOMMENDED 2023	CHANGE 2022 to 2023
585111 PC HARDWARE-ADMIN	12,075	9,172	0	0	0	0
TOTAL CAPITAL EXPENSES	12,075	84,172	0	0	0	0
TOTAL MAIN LIBRARY	5,050,974	4,911,077	4,351,411	5,234,313	5,450,898	216,585
0160111 - LIBRARY ADMINISTRATION						
PERSONNEL SERVICES						
511001 FULL TIME SALARIES	282,432	212,511	284,472	283,121	304,510	21,389
511101 PART TIME < 20 HRS/WK	0	0	0	14,556	9,650	-4,906
511102 PART TIME > 20 HRS/WK	20,608	25,987	24,954	26,356	31,472	5,116
514001 LONGEVITY	4,000	3,375	6,428	3,720	3,720	0
515003 SPECIAL LEAVE BUY BAC	0	0	6,000	0	0	0
515005 BONUSES	600	0	0	0	0	0
515006 VACATION BUY BACK	0	2,427	10,248	0	0	0
515102 CLEANING ALLOWANCE	820	820	1,320	820	820	0
519700 CURRENT YEAR WAGE RE	0	0	0	170,000	0	-170,000
TOTAL PERSONNEL SERVICES	308,460	245,121	333,423	498,573	350,172	-148,401
EXPENSES						
524010 OFFICE EQUIPMENT R-M	834	480	544	1,300	1,352	52
571000 VEHICLE USE REIMBURSE	0	0	0	1,050	0	-1,050
TOTAL EXPENSES	834	480	544	2,350	1,352	-998
FRINGE BENEFITS						
57DENT DENTAL INSURANCE	902	333	687	703	703	0
57HLTH HEALTH INSURANCE	26,949	10,207	25,771	28,427	29,564	1,137
57LIFE BASIC LIFE INSURANCE	57	57	95	114	57	-57
57MEDA MEDICARE PAYROLL TAX	4,265	3,417	4,670	4,764	5,078	314
57OPEB OPEB CONTRIBUTION	0	0	0	2,012	2,284	272
TOTAL FRINGE BENEFITS	32,172	14,013	31,223	36,020	37,686	1,666
TOTAL LIBRARY ADMINISTRATION	341,467	259,614	365,189	536,943	389,210	-147,733
0160112 - LIBRARY BUILDING MAINT.						
EXPENSES						
521000 ELECTRICITY	180,000	216,429	226,459	200,000	200,000	0
521100 NATURAL GAS	45,000	47,610	48,702	48,000	48,000	0
523000 WATER & SEWER SERVIC	35,000	40,000	39,064	40,000	40,000	0
524070 PUBLIC BUILDING R-M	9,717	10,244	20,431	20,000	20,000	0
524080 DEPARTMENTAL EQUIP R-	64	8	0	500	500	0
531000 BACKFLOW PREV INSPEC	350	350	450	350	350	0
TOTAL EXPENSES	270,131	314,641	335,105	308,850	308,850	0
TOTAL LIBRARY BUILDING MAINT.	270,131	314,641	335,105	308,850	308,850	0
TOTAL LIBRARY	5,662,571	5,485,332	5,051,705	6,080,106	6,148,958	68,852