

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees as a Corporation and Administrative Agency

Thursday, March 8, 2018, 5:00 p.m.
Boston Public Library, Roslindale Branch
4246 Washington Street, Roslindale, MA 02131

DRAFT MINUTES

A Meeting of the Trustees of the Public Library of the City of Boston was held at the Roslindale Branch Library, 4246 Washington Street, Roslindale, MA 02131 on Thursday, March 8, 2018 at 5:00 p.m.

Present at the meeting were: Chair, Bob Gallery, Vice-Chair, Evelyn Arana-Ortiz and Trustees: Zamawa Arenas, Cheryl Cronin, Priscilla Douglas, John Hailer, Paul LaCamera, and Representative Byron Rushing. Trustees Ben Bradlee and Priscilla Douglas were not present.

Also attending were David Leonard, President, Justin Sterritt, City Budget Director, and Pamela Carver, Clerk of the Board. Several BPL staff and members of the public were also present.

Chair Robert Gallery called the meeting to order at 5:01 p.m. and addressed the order of business. Mr. Gallery thanked everyone for attending the meeting and invited Roslindale Branch Librarian, Becky Manos to give welcome remarks.

Ms. Manos thanked the Board and President Leonard and introduced her staff. She thanked everyone for coming and expressed her gratitude for Mayor Walsh, Councilor Tim McCarthy, and all of the Friends for their ongoing support. She and her staff are very excited for the branch renovation. She mentioned there was an influx of young families and there has been an added interest in the Roslindale Branch. They are excited to serve the changing needs of the community.

Ms. Manos introduced Amy Gitlin, the Roslindale Friends President. She mentioned some of their programs that help support the branch and motioned to acknowledge all members present.

Mr. Gallery thanked the staff and the Friends for their hard work every day and then moved to the next matter of business, approval of the meeting minutes of January 30, 2018. No edits were made so a motion was duly made, seconded and the meeting minutes of January 30, 2018 were approved.

Mr. David Leonard began his President's report with some key notes on the state of the library systemwide. The Library continues to have strong programs, he told them about the Chinese New Year celebration with over 100 children attending at the basement at the new library. There was the 1st ever viewing of "The Kennedys" with CNN, and a panel of two former ambassadors to discuss the state of the State. Also, other popular programs included: Maggie the therapy dog, Mike the Bubble Man at Hyde Park, and Jamaica Plain exploring 3d printing at their location. Central celebrated the 70th anniversary with the Boston Printmakers whose collection is part of the BPL and announced a fund named in honor of Sinclair Hitchings, who was a BPL Prints Curator for over forty years, to continue his legacy and support of emerging local artists. Mr. Leonard stated they are continuing to work on a full slate of Capital projects in collaboration with city colleagues. The BPL is continuing to focus on operational improvements in order to build the BPL brand and the philanthropic endeavors to enhance and improve the BPL.

Next, Mr. Leonard introduced the City of Boston's newest Budget Director, Justin Sterritt to review the upcoming budget. Mr. Sterritt began with a review of the last four years. He discussed the AAA bond rating and stated they maintain their rating by having responsible budgeting, one that gives solid value, revenue maximization, cost containment, long-term planning, data-based decisions, and fiscal management.

Mr. Sterritt noted that the lack of support and funding from the State is troublesome and he reviewed the FY 19 budget parameters. He noted that there was a strong property tax and local receipt revenue in FY19 but a worsening state aid trajectory and while revenue is positive, spending pressures limit opportunities for investment. Mr. Sterritt thanked the BPL for some good fiscal management.

Next Ms. Donaghey gave a brief overview of the FY19 maintenance budget that was submitted in January with certain assumptions. She explained it is a 1% increase overall and reviewed the city operating budget. She noted they are up \$184,000 in permanent salaries, overtime was level funded. She explained they expect repairs and maintenance line will be larger, looking at a 6% increase. She also explained that the G4S Security contract is up in May and will be putting out a Request for Proposals ("RFP") as early as the coming week. Ms. Donaghey reviewed the Projected FY19 Resources (which included Affiliates, State funding, Trust Fund and other). The estimated FY19 resources in FY18 is \$44,873, 829 and FY19 is \$45,110,827 which is an additional \$236, 998 increase. Mr. Leonard noted there are a lot of new initiatives that are proposed that would improve services.

Next, Mr. Gallery asked Michael Colford to give a brief review of the Action Plan submitted to the Massachusetts Board of Library Commissioners ("MBLC"). Mr. Colford explained that the action plan is an annual report that summarizes some of the initiatives that the BPL is proposing and is submitted for specific grants across the state. The Trustees asked a few questions regarding analytics and various methods of data collection that can be used for future program planning. Mr. Gallery called for a motion, which was duly made and seconded and,

VOTED: "that, the Trustees of the Public Library of the City of Boston approve to accept the Boston Public Library's Action Plan for the Massachusetts Board of Library Commissioners."

The next topic discussed was a briefing of the Roslindale Branch renovation and design given by Eamon Shelton, Director of Operation and Alison Ford, Major Projects Program Manager. Mr. Shelton explained that the building is well loved but is in need of updates. The community process was reviewed and in September 2016 began the design process. Working in partnership with several city agencies such as: PFD, Office of Neighborhood Services, Library staff and the Friends Group. Mr. Shelton explained that in regards to design, they will show architectural documents at the next community meeting. The anticipated time line is late 2018-2019 for renovation to begin with an anticipated completion to reopen in 2020. Ms. Ford walked through the design by showing the Board and the public a slide show of several photos. She reviewed the schematics of both the exterior and interior changes, noting there will be a central service point in the middle with staff having a 360 degree view of the space and the community room will be better equipped with technology. Other areas that were highlighted were a quiet reading room, new bathrooms, and a smaller conference room, and updated and improved teen and children's spaces which were moved away from the front entrance. The Trustees asked about some of the design

elements and the expected closure duration and continuity of services. Mr. Leonard explained that they look at the needs of the community but do not have the budget to have full temporary services during that time. He noted they will use the Dudley and Parker Hill model.

Moving onto the next topic of Trust Funds initiatives FY19, Ms. Donaghey and Laura Irmscher discussed the Artick Children's Room Fund, the Helen O'Storrow Memorial Fund, and Dr. Samuel Abbot Green Memorial fund. The Artick fund is over \$250,000 and would be able to put an annual distribution of \$31,000. Next was the Dr. Green fund, which would provide \$61,000 for literacy work. The finance team is focused on some of the smaller trusts that can possibly be consolidated. Ms. Irmscher gave a brief update on the Fred Allen trust. Fred Allen was a famous comedian in the 1940s whose widow donated his films and money at her death. The Trust fund was established with restrictions. She noted there is a \$1 million distribution, so prioritizing it with digitizing and preserving the collection followed by digitizing the WGBH films. Currently the collection is inaccessible to the public. She added that the BPL does not have equipment to make it accessible. Other areas the funds would be used would be for Tech Goes Home which provides digital literacy, continuing GED courses, and sponsoring new career online high school.

The Trustees thanked Ms. Donaghey and the others for their research into these funds.

Last section of the President's report was a preview of the long desired project of a new BPL website.

Melina Schuler, Chief of Communications and Scot Colford, Online and Web Services Manager gave a brief overview of the new platform that will host the new website. The BPL will be using the vendor Biblioweb, which will allow patrons to find what they need more quickly. It is very visuals heavy, which is an effective way to showcase our collections, and there is also a blogging platform. The new launch for staff will be in April to work out any kinks, discover missing information, what works and what does not. On May 16th, there will be a limited public launch to super users, general users and accessibility groups. The official public launch is anticipated for June 2018. She explained the BPL pays an annual fee of \$70,000 to lease the platform, host and maintain the site with the BPL maintaining full control over the website.

Ms. Arana-Ortiz asked if they will be doing a focus group to get input before the launch. Mr. Colford responded that they were hopeful to utilize feedback from staff, patrons and various user groups, particularly accessibility groups such as the Perkins School for the Blind. Mr. Leonard stated that they will be asking the Trustees to adopt some new standards at their Annual May meeting.

There was no new business. Mr. Gallery asked for Public Comment.

Elissa Cadillic, President of AFSCME Local 1526, requested that the meeting materials provided to the Trustees be made public before the meeting because the PowerPoint doesn't provide all the information that the Trustees are viewing. She also asked that the PowerPoint be posted the day after the Board meetings to allow those not able to attend to view it. Ms. Cadillic recognized all the great work of the unions, the City and all employees working together to get the noted increase of benefits in healthcare. She noted that collective bargaining was ongoing for approximately one year. She asked that the RFP for

the new security contract has training for the guards as an ongoing expectation rather than a benefit or just a one off. She also asked why there was not an update on the Governance Committee.

David Vieira, City-Wide Friend, thanked the Clerk of the Board for providing the PowerPoint to him so he could view it on his phone. He asked if there was a line item for the Enterprise Fund. Ms. Donaghey explained that it is included in “other resources”, which she explained were funds from events.

Mr. Vieira suggested that line items be expanded in future reports so the public can better understand. He asked that the new website be translatable in many languages. He noted that in regards to the Johnson Building renovation, having spent 78 million, that the new elevators don’t accommodate visually impaired patrons. He asked that they seriously consider looking to have someone possibly provide a solution to upgrade them so they are more fully functional. He added that he was thrilled with the Roslindale renovation and stated that he hoped they could expand the budget beyond the \$6 million as it would benefit the entire community.

Mr. Gallery concluded by thanking Ms. Manos for hosting the meeting and all the members of the Friends group for attending and showing support and the Trustees look forward to being here when it reopens.

With no further business, the meeting was adjourned at 6:22 p.m.

Respectfully submitted,

Pamela Carver, Clerk of the Board of Trustees

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Annual Meeting of the Trustees as an Administrative Agency

Tuesday, May 8, 2018 at 8:30 a.m.
Commonwealth Salon, Central Library
700 Boylston Street, Boston, MA 02116

AGENDA

I. **Chairman's Call to Order and Report**

Robert E. Gallery, Chair

- A. Welcome Remarks
- B. Review and Approval of Minutes for the Trustees Meeting held on Tuesday, March 8, 2018.

II. **President's Report**

David Leonard, President

- A. Accomplishments and Goals FY18-FY19
- B. Capital Projects Update
- C. Website Launch and Accessibility Program
Melina Schuler, Chief of Communications
Scot Colford, Online & Web Services Manager
- D. Summer Reading Campaign
Michael Colford, Director of Library Services

III. **Trustees Special Collections Committee**

David Leonard, President

Laura Irmscher, Chief of Collections

- A. Museum of Fine Arts Partnership/Exhibition Briefing and Loans
Matthew Teitelbaum, Director of Museum of Fine Arts
Edward Saywell, Director of Exhibitions Strategy and Gallery Displays

VOTED: **“that, the Trustees Special Collections Committee recommend the Trustees of the Public Library of the City of Boston, pursuant to the terms of the Exhibition Loan Policy, approve the Loan of 109 original works by Henri de Toulouse-Lautrec to the Museum of Fine Arts, Boston for purposes of an exhibition running from April 2 to August 4, 2019. The total loan duration will span August 2018 through September 2019 for preparation, installation, and de-installation requirements.”**

IV. **Trustees Finance and Audit Committee**

Evelyn Arana-Ortiz, Committee Chair

A. Mayor Martin J. Walsh's FY19 Recommended Operating and Capital Budgets
Executive Summary

Evelyn Arana-Ortiz, Committee Chair

Ellen Donaghey, Chief Financial Officer

VOTED: “that, the Trustees of the Public Library of the City of Boston vote to accept Mayor Martin J. Walsh’s FY19 Recommended Operating and Capital Budget.”

B. Award of Contracts

Evelyn Arana-Ortiz, Committee Chair

1. Contract or Contracts for Various Goods or Services relating to the Critical Repair Operating Budget for FY19

VOTED: “that, the Trustees of the Public Library of the City of Boston authorize the President, or designee, on behalf of the Trustees of the Public Library of the City of Boston, to enter into a contract or contracts for various goods or services relating to the Boston Public Library Critical Repair Budget for the period July 1, 2018 through June 30, 2019 provided that each contract entered into pursuant to this authorization shall have been estimated to be less than one hundred thousand dollars (\$100,000.00). In no event will the contracts cumulatively exceed three hundred thousand dollars (\$300,000.00).”

2. Contract for the Purchase of Books and Certain Other Library Bibliographical Acquisitions Materials

VOTED: “that, the Trustees of the Public Library of the City of Boston enter into a non-advertised contract, as authorized under G.L., c.30-B, Section 7(a), referred to as a “Procurement of Library Books,” between the Trustees of the Public Library of the City of Boston (a Corporation under Chapter 114 of the Acts of 1878), and the vendors listed therein (including any subsidiaries or agents), for the acquisitions of books and for certain other library bibliographical acquisitions materials, in an amount not to exceed the amount appropriated in the Library Department budget for books and other related bibliographical acquisitions materials, during the period July 1, 2018 through June 30, 2019.”

3. Award of Contract for Guard and Patrol Services

VOTED: “that, the Trustees of the Public Library of the City of Boston approve a contract for Guard and Patrol Services for Various Library Buildings to G4S Secure Solutions (USA) Inc. located at 281 Winter Street Suite 340, Waltham, MA 02451.”

4. Award of Contract for Annual Independent Audit Services

VOTED: “that, the Trustees of the Public Library of the City of Boston approve a contract for Annual Independent Audit Services to CliftonLarsonAllen Wealth Advisors, LLC located at 131 Hartwell Avenue Suite 300, Lexington, MA 02421.”

C. Trustees Fellowes Athenaeum Trust Advisory Committee/Trust Fund FY19 Expenditure

VOTED: “that, the Trustees of the Public Library of the City of Boston approve the expenditure from the Fellowes Athenaeum Trust Fund in an amount not to exceed ninety eight thousand three hundred sixty one dollars and no cents (\$98,361) to support the Fellowes Athenaeum Trust Fund Programmatic Plan for FY19 as recommended by the Fellowes Athenaeum Trust Advisory Committee and to be presented at an upcoming meeting.”

D. Review of delegation of certain contract approvals for the Board of Trustees

VOTED: “that, the Trustees of the Public Library of the City of Boston delegate approval of any contract deemed to be of a critical nature by the President of the Library during the period between May 2018 and September 2018 to the Finance and Audit Committee.”

E. Delegate Rare Books Contract

VOTED: “that, the Trustees of the Public Library of the City of Boston delegate approval for award of the Secure Move and Storage of Certain Library Collections to the Trustees Finance and Audit Committee.”

F. Approval to purchase from Mass Higher Educational Consortium Contract

VOTED: “that, the Trustees of the Public Library of the City of Boston accept membership in the Massachusetts Higher Education Consortium (MHEC) which gives access to 54 master purchasing contracts with excellent discount pricing with over 600 vendors in more than 700 contract categories; a yes vote confirms the use of their pre-negotiated contracts to compare prices and procure goods and services for the library without further bidding.”

VI. Proposed Schedule of Trustees Meetings for 2018 – 2019
Robert Gallery, Chair

VOTED: “that, the Trustees of the Public Library of the City of Boston approve the proposed schedule of Trustees meetings for 2018-2019 as noted below:

- Thursday, September 27, 2018, 3:00-4:30 p.m., Parker Hill Branch
- Friday, November 16, 2018, 3:00-4:30 p.m., Central Library
- Tuesday, January 15, 2019, 3:00-4:30 p.m., Adams Branch
- Thursday, March 28, 2019, 4:00-5:30 p.m., Chinatown Branch
- Tuesday, May 14, 2019, 8:30-10:30 a.m. Annual Meeting, Central Library

****All meetings are subject to change dates, times, and/or location”***

VII. New Business

VIII. Public Comment

IX. Adjournment
Robert Gallery, Chair

Trustees of the Public Library of the City of Boston
Robert E. Gallery, Chair; Evelyn Arana-Ortiz, Vice Chair,
Zamawa Arenas, Ben Bradlee, Jr., Cheryl Cronin,
Priscilla Douglas, John Hailer, Representative Byron Rushing

President, David Leonard
Clerk of the Board, Pamela R. Carver

This is an open meeting. The public is welcome to attend.
For information check www.bpl.org



Boston Public Library FY18 Accomplishments & FY19 Goals

Presented as DRAFT to Boston City Council May 1, 2018

Presented to Boston Public Library Board of Trustees May 8, 2018

Boston Public Library provides educational and cultural enrichment free to all the residents of Boston, Massachusetts and beyond, through its collections, services, programs and spaces.

Boston Public Library FY18 Accomplishments & FY19 Goals

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Key Accomplishments FY18

BPL Chinatown. BPL Chinatown opened to the public in February 2018, marking the return of library service in the Chinatown neighborhood for the first time in more than 50 years. Since the opening the location has welcomed more than 10,000 visitors and logged nearly 4,000 computer sessions.

Intellectual Control and Custodianship of Special Collections.

- The inventory of the BPL's Print Collection concluded in FY18 following a three year effort led by Dr. Martha Mahard. The nearly 130,000 prints in the Print Collection have been inventoried and recorded, and are now findable electronically. Items in the collection include: Robert McCloskey's Make Way for Ducklings sketches, and prints by Henri Toulouse-Lautrec and M.C. Escher.
- In preparation for a \$15.7 million capital project to address environmental and mechanical improvements in the department, in FY18 staff completed an inventory of the BPL's 240,000 item Rare Books & Manuscripts Department collection, which includes works by William Shakespeare and the presidential Library of President John Adams.
- In FY18 an inventory of the BPL's more than one million item photography collection launched.
- In FY18 the BPL's architectural drawings were reviewed to examine existing storage methods, documentation, and intellectual control of the materials to make recommendations for future management of the collections.

bpl.org redesign. In FY18 BPL launches its newly redesigned website. The new bpl.org is designed with the Library patron in mind and is easily searchable, has a dynamic homepage that allows the BPL to promote its variety of programs and collections, and gives Library employees a blogging platform.

Philanthropic Structural and Financial Reform. In FY18 Library leadership was focused on revising the BPL's philanthropic framework. In November the City of Boston won passage of a Home Rule Petition expanding the BPL's Board of Trustees from 9 to up to 15 members, which will broaden the expertise, experience, and perspective of the Board, as well as extend the board's philanthropic reach. In January BPL President David Leonard presented his vision for the BPL to funders at a Boston Foundation event, and held subsequent small roundtable funder meetings. In May the newly created position of Director of Strategic Partnerships staff member joins the Leadership team to drive fundraising strategy and conversations. BPL's external funding partners are critical to bringing our collections and spaces to life through lectures, author talks, children's literacy programs, teen tech courses, senior programming, and more. They also support preservation and digitization of our extensive and invaluable special collections.

Renovation of Rare Books Department. Design planning for the \$15.7 million renovation of the Rare Books Department at the Central Library in Copley Square launched in FY18, and the RFP and plan to contract with a vendor to pack, transport, and store the Rare Books & Manuscripts collection in preparation for construction was issued.

Branch Facility Investments. Several branches have active capital projects in planning and/or construction phases:

- Planning for long term library services for the Chinatown and downtown communities was completed in FY18. This process will inform the Chinatown Library Services Planning Study and identify the types of program spaces, technology, and collections that are of interest to the community.
- The \$14.7 million **Dudley Branch** renovation project broke ground, and will reopen in 2020. BPL secured a provisional MBLC Grant Award for the project for \$5.5 million.
- The **Parker Hill Branch** in Mission Hill will reopen in July following the completion of a \$2.4 million envelope repair project in FY18 to address a water infiltration problem.
- The design phase at the 65-year old **Adams Street Branch** is underway, following the completion of the programming study in FY18 resulting in recommendations to build a new branch at the existing location. The total project cost, including construction, is set at \$18 million, pending city council approval of Mayor Walsh's FY19 capital budget.
- In FY18 the design process for the renovation of the **Roslindale Branch** kicked off. The \$10.2 million project, pending city council approval of Mayor Walsh's FY19 budget, will reconfigure the layout of the interior of the building.
- In April 2018 small project design for the **South Boston, South End, West Roxbury, and Lower Mills** branches launched. These branch improvements include interior paint, new carpet, and landscaping.
- In FY18 BPL participated in the Community Process for the Boston 2030 visioning work in **Uphams Corner** led by the Mayor's Office of Economic Development and the Boston Planning and Development Agency.

BPL & Social Responsibility.

- **Response to Opioid Crisis.** In FY18 BPL added a reference librarian specializing in health and human services, compiled a new LibGuide together with Boston Public Health Commission (BPHC) (on addiction recovery resources, held a series of voluntary staff Narcan trainings led by the Boston Public Health Commission and has made Narcan available to staff at trainings, installed safe needle disposal containers at every location and in most public restrooms, and assembled an internal task force to ensure we're responsive to any incidents and are continuing to respond to new and emerging needs in the community.
- **Unsheltered Individuals.** BPL hired a full time Outreach Navigator in conjunction with Pine Street Inn who works as part of a team providing assessment, crisis intervention and intensive case management services to unsheltered individuals drawn to the Library's spaces and resources. The position is funded by BPL and the Department of Neighborhood Development.

Central Library Renovation. The renovation of the Johnson building, completed in July 2016, continues to be a huge success, bringing near capacity attendance every day. Librarians from as nearby as Quincy, Reading, and Springfield to as far as South Carolina, Poland and South Korea, have visited the Johnson building to meet with staff to learn about the planning and design process. The renovation won the Harleston Parker Medal in 2017, which recognizes “the most beautiful piece of architecture, building, monument, or structure built in the metropolitan Boston area in the past 10 years,” and also won the People's Choice Award.

Collections Accomplishments

- **Transcription Project.** The Anti-Slavery transcription project with Zooniverse launched this year. (www.antislaverymanuscripts.org). The project crowdsources volunteers to transcribe the BPL’s collection of handwritten correspondence between anti-slavery activists in the 19th century into texts that can be more easily read and researched by students, teachers, historians, and big data applications.
- **Collections Disaster Planning.** The Internal Emergency Response Planning Team began drafting procedures for the recovery of the Library’s collections in the event of a disaster.
- **Digitization of BPL’s sound recordings.** BPL partnered with the Internet Archive to transfer the BPL’s sound recordings collection to be digitized and made available online and for long term preservation.
- **City of Boston Archival Center Space Planning.** BPL worked to identify offsite space needs for the Library’s collections, including space needed for at least an additional 1.3 million books and 20,000 cubic feet of cabinets and containers.
- **Arts Collection Accessibility.** Over 200,000 items from the Arts collection can now be requested by the public through the online catalog; previously a patron could only request items in person at the Central Library in Copley Square.

Program & Services Accomplishments

- BPL offered **12,665 programs in 2017** across the system.
- **Program Partners.** BPL continues to engage with new partners to add to our programming offerings for the public.

- The Library enjoyed its first year of programs that were solicited through a public call for Program Partners. Successful program partnerships included: **Grub Street, Boston Lyric Opera, and WorldBoston.**
 - BPL named John J. King as its **first Playwright-in-Residence**, part of a pilot program with **Fresh Ink Theatre.**
 - **The Newsfeed Café** at the Central Library in Copley Square and BPL are collaborating on programs such as Trivia nights, author events, theatrical performances, and poetry slams.
 - A partnership with **Project Bread** provided lunch to a record-breaking number of children at the Mattapan Branch.
- **Children & Teen Programs & Services at the Central Library in Copley Square**
 - In FY18 the Children's Library staff has focused on **diversifying programming and performers**, creating dedicated programming including regular Drag Story Times, Story Telling from World Cultures, and Wampanoag Language Story Times. High-profile one-time children's programs also showcased diversity, with visits from Patriots player Malcolm Mitchell, disability advocates Jessica Kensky and Patrick Downes, and author Junot Diaz.
 - The Children's Library has built on its **interdepartmental partnerships to create new opportunities for our patrons** and strengthened its ongoing partnership with the Norman B. Leventhal Map and Education Center and the BPL's Rare Books department, and partnering with the Tour Guide coordinators to develop library tours geared towards families with children.
 - The Children's Library **strengthened STEAM programming**, both by incorporating more STEAM education into regular programs like Tinker Tots and Explore and Play, but also by adding a new Monday afternoon STEAM TEAM encouraging older children to explore different ways to express themselves through technology.
 - For the 2017 year Teen Central **saw nearly 30,000 teens** and the number of video game equipment and laptops checked out for 2017 was nearly 20,000. A total of 291 programs were offered for teens in FY17 with a total of 2,052 teens participating.
 - Teen Central welcomed **visits from 48 different middle and high schools** around Boston and Massachusetts.
 - BPL **expanded its partnership with the Department of Youth Services** providing 12 Kindles for teens to learn digital literacy skills and a different means of accessing books.

- **Adult Programs & Services at the Central Library in Copley Square**

- Programming at the Central Library was focused on **Social Justice and Civic Engagement**. The Boston Public Library's 2018 **Lowell Lecture Series** featured prominent activists, speakers, and writers who explore social justice issues relevant to today's world, capped off by **Bernice King, acclaimed speaker and daughter of Dr. Martin Luther King, Jr.**
- This season the Library experimented with pop up talks after a scheduled lecture, which gave audience members a chance to continue their conversations for select events.
- The annual **Fall and Winter Author Talk Series and Local and Family History Series** featured **Ashley and JaQuavis** the creators behind the popular "Cartel" series, a visit from "America's librarian" and NPR Books commentator **Nancy Pearl**, Royal Biographer **Andrew Morton**, and an appearance by **actress and director Christine Lahti**.
- BPL was the flagship institution participating in a **National Day of Conversation**.
- Bank of America funded a new civic engagement series called "**The Public Conversation**" featuring Boston Public Library President David Leonard in conversation with various thought leaders in different areas of expertise.
- Bank of America funded a new **Finance and Business Series** at the Kirstein Business Library and Innovation drawing as many as 300 avid attendees for an event.
- BPL partnered with **Peer to Peer University** to offer **Learning Circles**, enabling adult learners to enroll in creative and enriching online courses for free and meeting together weekly as a group in the library to discuss, problem-solve, and chat about the course content.
- During the **2017 Concerts in the Courtyard Program**, BPL hosted concerts every Wednesday evening and Friday afternoon from June – September, bringing in thousands of attendees enjoying the space and the music. Thanks to partnering institutions: Berklee School of Music, Boston Youth Symphony Orchestra, Boston Lyric Opera, and program sponsor Deloitte.
- The **Norman B. Leventhal Map & Education Center at the Boston Public Library** staged three exhibitions: *Breathing Room: Mapping Boston's Green Spaces* which is currently open and explores the origins of Boston's parks, community gardens, and other open spaces; *Beneath Our Feet, Mapping the World Below* featuring cartography spanning nearly 400 years from the earliest maps of the spiritual underworld made by ancient man, to digital maps of the seabed produced today; and *Who We Are: Boston Immigration Then and Now* comparing the landscape of today's "new" Boston with that of over 100 years ago, celebrating the vibrant diversity that is Boston.

- **Youth & Adult Programming Highlights Systemwide & Branches.**
 - **ESL.** Throughout FY18, the library has offered 19 to 23 ESL Conversation Groups per week at the Central Library and throughout the neighborhood branch libraries. In addition, the library offered one to two weekly ESL classes for high beginner and intermediate students. To support this work, 6 to 8 small tutoring groups met in the Community Learning Center and in branches throughout the year.
 - **Adult Literacy.** The library provided three 10-week classes for HiSet/GED. Throughout the summer, the Library provided three computer classes per month that focus on educational resources for adults.
 - **Citizenship.** The Library hosted six monthly USCIS sessions at the Central Library and neighborhood branches. The Immigration Information Corners present at every branch have continued to get good use and provide information and resources to new Bostonians throughout the city.
 - The **Adams Street Branch** piloted a new partnership with WORK Inc. as they launched their Dorchester-based Career Access Points. WORK Inc. is an agency that provides people with access to career counselors who can guide individuals through various aspects of employment assistance, including resume critique and help, direction towards skills building resources, and information about programs or services for which they may be eligible.
 - National Book Award winner Junot Diaz appeared at the **Connolly Branch**; copies of his first children's book, *Islandborn*, were given to 120 children.
 - Filipino-American author-illustrator Mike Curato will be appearing on May 18 at the **Chinatown and Honan Allston Branches** in honor of Asian Pacific American Heritage Month. Copies of his book *What if...* will be given to 82 children.
 - Quilt Making for Generations, a program where people can learn how to make a quilt from start to finish, has been based out of the **Dudley Branch** for some time, and in anticipation of Dudley closing for renovation **Codman Square Branch** offered to host the group until Dudley reopens. The opportunity to enjoy both sewing instruction and quality time with friends old and new quickly became a very popular weekly event where people are eager to come together to share their skills and take pleasure in each other's company.
 - This past year, both the **East Boston and Adams Street Branches** hosted regular visits from reading therapy dogs (Nellie and Maggie, respectively).

- The **East Boston Branch** co-hosted the First Annual Bremen Street Fall Festival with neighbors Excel Academy and YMCA. Approximately 400 people attended the event and enjoyed Fall arts and crafts, a hula hoop performance and tutorial, storytime with Children's Librarian Caitlin Peterson, and a visit from the Bibliocycle. Additionally, the Friends of the East Boston Branch Library held a book sale and sponsored face painting and pumpkin decorating.
- 2017 Caldecott Award winner Javaka Steptoe appeared at the **Egleston** and **Mattapan** branches. Copies of his picture book biography on artist Jean-Michel Basquiat, *Radiant Child: the story of young artist Jean-Michel Basquiat*, were given to each child in attendance.
- One of the most significant programs this past year at the **Fields Corner Branch** was the "Everybody Cooks Rice" Story Walk. Cindy Dye, Fields Corner Children's Librarian, represented the Boston Public Library, along with local agencies Raising a Reader MA, the Dorchester Family Engagement Network, Chill on Park, and Countdown to Kindergarten in a celebration of Family Literacy Month.
- The **Grove Hall Branch** hosted an evening with Dr. Cornell West with an audience of about 350. It was a joyful and inspirational evening and Dr. West took his time to meet with all of the staff, artists, and others who helped make the evening happen.
- Newbery Award winning author Kwame Alexander on April 2nd at the **Mattapan Branch**; copies of his latest book, *Rebound*, were given to over 100 eighth graders at the event.
- The "Kids Cooking with Miss Debbie" program was offered at **various branches** throughout the year and was invariably a raging success. Children and tweens learned to bake and cook a variety of appetizers, entrees, desserts, and side dishes from scratch using fresh and often local organically grown ingredients.

Press Coverage

Boston Public Library received coverage of its initiatives and programs from local to national outlets in FY18. Stories that have been covered include:

- NBCNews.com and the [Associated Press](http://AssociatedPress.com) shared the call for volunteers for the BPL's transcription project regarding its antislavery manuscripts.
- [Preservation Magazine](http://PreservationMagazine.com) highlighted the ways the BPL is an example of how libraries across the country are evolving today.
- [WGBH's The Curiosity Desk](http://WGBH.org), [Smithsonian Magazine](http://SmithsonianMagazine.com), and [Atlas Obscura](http://AtlasObscura.com), among other news outlets, detailed the BPL's work with Internet Archive to digitize its sound recordings and give them new life online.
- [The Boston Globe](http://TheBostonGlobe.com) and [Curbed Boston](http://CurbedBoston.com) covered the Dudley Branch's renovation, underway and scheduled for completion in 2020.

- [Sampan](#) and [The Boston Globe](#) captured the excitement of community members to have a Chinatown library location restored after 50+ years.
- [The AP](#), [Boston Globe](#), and [Boston Sun](#) shared the BPL's new initiative with the Pine Street Inn and the Department of Neighborhood Development to work with unsheltered individuals in and around library locations.
- [Metro Boston](#) informed their readers during National Library Card Sign Up Month about the various resources available via library card.
- [The Bay State Banner](#) detailed the Lowell Lecture Series and its social justice theme.
- The plans for revitalization of the Uphams Corner neighborhood were covered by [The Boston Globe](#) and the [Dorchester Reporter](#).
- The impressive careers of Hank Scannell and Deborah Madrey are profiled by [The Boston Globe](#) and [The Boston Sun](#) as they retired.
- [Library Journal](#) named Curator of Rare Books Jay Moschella a "2018 Mover and Shaker" for his skillful curation of the popular *Shakespeare Unauthorized* exhibition.
- The East Boston Branch's effective collection management process in place before the new branch opened is featured in [Library Journal](#).

Technology and Digital Services Accomplishments

- **Growth of Digital Commonwealth.** Over half-a-million items are now indexed on Digital Commonwealth and the Internet Archive from over 300 different institutions covering almost 200 municipalities in Massachusetts. In 2017 32,900 items were digitized.
- **Digitization Highlights.** Major print, rare book, and manuscript collections digitized by the BPL in FY18 included: John James Audubon's *Birds of North America*, Scottish painter and etcher David Young Cameron, artist James McNeill Whistler, painter and printmaker Mary Cassatt, graphic artist M.C. Escher, French painter Henri de Toulouse-Lautrec, correspondence of anarchists Sacco and Vanzetti, and manuscripts written by abolitionist John Brown. Some funding for these digitization projects was provided by The Associates of the Boston Public Library.
- **E-books.** In calendar year 2017, the Library circulated 1,628,324 e-books and e-audiobooks.
- **Social Media Growth.** Boston Public Library continued to see growth in its social media following. In FY2018, the @BPLBoston Twitter handle added 3,000 followers, growing to 25,000 followers, and following the Patriots' Super Bowl loss to the Philadelphia Eagles, our losing-bet tweet showcasing eagle-themed books got over 850 retweets; the Facebook page added 5,000 fans, growing to 42,000 followers; and Instagram added more than 6,500 followers, growing to 24,500 followers, with four posts receiving over 1,000 likes each.

- **Wifi Hotspot lending program.** In FY18 the BPL selected a vendor for its WiFi Hotspot Lending Program, which will allow patrons to borrow hotspots for personal use.

Operations, Facilities, & Security Accomplishments

- **Filled key vacancies** including hiring a new manager of Systemwide Security, a Major Projects program manager, a manager of the Central Library custodial team, a Human Resources Director, and a Director of Strategic Partnerships.
- **Reorganization of the Operations Divisions.** This reorganization created Security as an independent department within the division, and streamlined many of the administrative tasks in the Facilities Department.
- **Revised Evacuation Procedures and protocols** and completed first phase of practice drills.
- Completed **Energy Reducing Renew Boston Trust Surveys** of the Central Library and six branches; this included review of the building envelope. Worked with the City of Boston's Energy and Environment Department to certify three managers and a supervisor in building operations.

Awards & Staff Recognition

- The **Jamaica Plain Branch** is nominated for a 2018 Harleston Parker Award.
- BPL's **Central Library Renovation** won the Harleston Parker Medal in 2017, which recognizes "the most beautiful piece of architecture, building, monument, or structure built in the metropolitan Boston area in the past 10 years," and also won the People's Choice Award. The BPL civil/site design for the Central Library Renovation was selected as one of the Gold Award recipients in the ACEC/MA Engineering Excellence Awards competition.
- Teen Services Team Leader, **Teen Central Jess Snow** began a three-year term on the YALSA (Young Adult Library Services Association) Board as a Board Member at Large.
- **West End Branch Librarian Helen Bender** is one of 20 community advocates from across the City of Boston chosen to be honored as an ABCD Community Hero.
- **President David Leonard** accepted the 2017 Internet Archive Hero Award for BPL's significant contributions to public access to information at their annual celebration in San Francisco.

- Assistant Principal Accountant **Denise Horion's** received a mayoral citation from the City of Boston for her many years of service during her retirement party.
- Matt O'Malley presented **Curator of U.S. History Henry Scannell** with a mayoral citation marking Henry's 33 years of service to the BPL at his retirement party.
- [Library Journal](#) named **Curator of Rare Books Jay Moschella** a "2018 Mover and Shaker" for his skillful curation of the popular *Shakespeare Unauthorized* exhibition.

Kudos from the Public

- A patron, Jimmy Santry, called to thank the staff of the **Adams Street Branch** for being so helpful during his many trips to the library this past year. He was working on his college degree after having been in a serious car accident, and wanted to share with us that he passed with an A- average! Kudos to Jimmy!
- From a grateful patron: "To the super-duper librarians of the (**Central Library**): Thank you for another year of wonderful interactions as well as helpfulness. This library is my favorite destination and the time spent here is always soothing and well-spent. Very best wishes to all.
- A researcher recently thanked **Tonya Stafford** and **Hank Scannell** of the **Central Library's Research Services department** for their extremely helpful assistance; he also noted the BPL has an "excellent stash" of volumes of the NYNEX Boston Yellow Pages for his project.
- Kudos from a grateful patron to **Connolly Branch's Generalist Librarian Amy Manson**: "Ever since I began coming to the Connolly Branch many years ago, Amy has been there to help in whatever way she can, regardless of exactly what it is that I'm looking for. Amy is the ideal reference librarian. She is intellectually curious, smart, kind, and genuinely eager to help. She is a gift to the Connolly and the larger BPL system."
- A **Dudley Branch** patron stopped by the Circulation Desk to say that **Hanania Joseph** had been very patient, helpful, and courteous. She also said that she hoped that BPL appreciated her kind service. Tracy Wiggins let her know that the Dudley Branch truly does and that she is sure the BPL does as well!
- A patron called the **Dudley Branch's Shakera Laguerre** a "lifesaver" after she assisted her with reserving museum pass ticket and gave her tips on deals around the city.
- Kudos to staff at the **Grove Hall Branch (Bernie Nicolas, Egleston Square's Mary Ann Veale, Kate Gray, and Paul Edwards)** who assisted a grateful patron: "You and your staff did an incredible job assisting me with my very first book signing! I really appreciate your support, particularly since it was my first book signing. I sold over 20 books with

the accompanying curriculum and I couldn't be happier. When the community comes together and supports you, it is an awesome feeling. Just when I was going to panic over the Powerpoint presentation, **Kate** took control and it was a seamless operation. The encouragement I received on Saturday has motivated me to make sure all children in Boston have this book and curriculum in their homes. It was a memorable day and I have your staff and the community to thank!"

- Kudos to **Interlibrary Loan staff** from a grateful patron: "Thank you very much for your help in letting me borrow this book. It was written and inscribed by my painting teacher's teacher. After my teacher recently moved away, it has been wonderful to feel a little closer to them after spending many hours with this book."
- From a family to the **Honan-Allston staff**: "Many, many thanks for your smile and help each time we visited the library. You brought sunshine in our lives while we were living in Boston!"
- "The **Jamaica Plain Branch** has the most amazing staff of any library I know. They are welcoming and knowledgeable, and they make everyone feel at home." The patron commended floater librarians Shane Gellerman and Nicole Scoppettuolo in particular: "Two young librarians, Shane and Nicole, have been a wonderful addition to the already stellar staff. Both have been particularly helpful in the Maker Space."
- Kudos to **Mattapan Branch Librarian Maurice Gordon** from a young patron, as communicated by a colleague: "This morning one of our regular child patrons asked me where "Mr. Gordon" was. I told him he was off today but would be back tomorrow. The patron, Hector, then went on to say that Maurice is his favorite librarian."
- **Roslindale Branch's Tresa Owens-Powell** received a compliment from a patron who said he would frequent the Roslindale Branch more often because of the help he received from staff on the use of the computer and printing. He was very appreciative.
- Kudos to **Anne Smart** of the **South End Branch** from a patron who had trouble finding the right tax forms. The patron took the time to call in to Anne's supervisor and show her appreciation for Anne's hands-on help ensuring that she didn't leave with the wrong forms.
- A **West Roxbury Branch** patron recently complimented staff member **Sabina Yampolsky**: "Every time my daughter and I come to the library Sabina is so helpful and so friendly. I want you to know how much I value her."

FY19 Strategic Goals

Successful execution of all active FY19 capital projects. BPL is prepared to move projects identified in the Mayor's capital budget forward, highlights of which include:

- **Adams Street.** Complete design phase and start construction
- **Chinatown.** Work on Site selection for a permanent branch
- **Egleston.** Launch programming study
- **Faneuil.** Begin formal design process.
- **Field's Corner.** Conduct a programming study
- **Parker Hill.** Reopen the branch for service
- **Roslindale.** Complete design phase and start construction.
- **South Boston, South End, West Roxbury, Lower Mills.** Complete design and small construction projects. Advance planning for South End Programming study to follow.
- **Upham's Corner.** Prepare all material needed for Boston Planning and Development Agency's RFP process supporting new location for new neighborhood branch.
- **Central Library Projects**
 - **Rare Books.** Complete design and start construction of \$15.7 million renovation project.
 - **McKim Courtyard Fountain & McKim Exterior Plaza.** Immediate improvements will include repairs to the Courtyard fountain and repairs and updates to the Dartmouth Street plaza and entrance, including accessibility improvements.
 - **McKim Third Floor Renovation.** Planning will begin on a re-imagining of the non-renovated floors of the McKim building at the Central Library in Copley Square.
 - **Johnson building roof project.** Complete design and begin construction in conjunction with Rare Books Project

Continue improvements to collections management.

- **Manuscript Inventory.** In preparation for the Rare Books & Manuscripts department capital project, BPL staff will conduct a survey and box-level inventory of the estimated 1 million manuscripts in the collection.
- **Photography Inventory.** Continue inventory of the more than one million item photography collection.
- **Prints Department Collection.** Continue Digitization of collections from the Prints Department Collection.
- **Special Collections Restructuring.** In FY17, the BPL launched a restructuring of staff departments primarily in Special Collections and Content Discovery in order to better allocate resources to the organization and servicing of the vast special

collections materials. Negotiations with both Library unions are underway and in FY19 we expect to conclude bargaining and implement eight new or repurposed positions, funded in part by an initiative with the City and a commitment from donors to the Associates of the Boston Public Library.

- **Move Rare Books & Manuscripts collections for renovation.** Complete move of Rare Books & Manuscripts collection to vendor storage facility in preparation for upcoming \$15.7 million renovation project.

Philanthropic Structural and Financial Reform. Complete philanthropic strategy work and launch a new fundraising framework. Develop a 3 to 5 year marketing, communications and partnership development program plan in coordination with fundraising work.

Library Services Strategies. The library will continue enhancing its strategic offerings and capacity across the overlapping areas of youth services, adult programming; community learning, outreach, reference & research services and neighborhood services.

Data Driven Decision Making. The library will focus on data and user-impacts to make decisions about resources, services, and program offerings to be more responsive and reflective of community need.

Library Culture. BPL will continue bringing about a culture of execution, efficiency, accountability and innovation, based on a service mission of customer service and open communication.

Labor Relations. Complete union negotiation and finalize new AFSCME and PSA contracts, and continue to improve Labor Relations communications and collaboration.

Vacancies. Continue to improve vacancy management.

Reaching New Populations. Continue to expand library services to untapped or underserved populations through direct outreach and community partnerships.

Strategic Operational Division Improvements. Continue with strategic improvements to the operations of the Security, Facilities, Human Resources & Staff Development, and Information Technology departments.

Trust Funds Accessibility and Department level Budgeting. The library will continue optimizing access to trust fund holdings and implement department and program level budgeting metrics.

FY19 RECOMMENDED CAPITAL PROJECTS

<u>Project</u>	<u>Status</u>	<u>Budget</u>	
Dudley Branch Library Renovation	In Construction	17,200,000	
Roslindale Branch Library Renovations	In Design	10,200,000	
Central Library: Rare Books and Manuscript	In Design	15,725,000	
Central Library: Roof Replacement	In Design	4,830,000	
Adams Street Branch Library	In Design	18,300,00	
Lower Mills Branch Library Improvements	In Design	94,000	
South Boston Branch Library Improvements	In Design	99,000	
South End Branch Library Improvements	In Design	132,000	
West Roxbury Branch Library	In Design	100,000	
Permanent Collections Storage Study	Study Underway	525,000	
Fields Corner Branch Library Study	Designer Selection	12,100,000	
Faneuil Branch Library Design	To Be Scheduled	12,625,000	
Uphams Corner Branch Library	To Be Scheduled	17,980,000	
Egleston Square Branch Library Study	To Be Scheduled	12,100,000	
Central Library McKim Study	To Be Scheduled	400,000	
Chinatown Site Study	To Be Scheduled FY20-23	100,000	
Central Library: Piping Infrastructure	To Be Scheduled FY20-23	1,950,000	
North End Branch Library Improvements	To Be Scheduled FY20-23	1,475,000	
South End Branch Study	To Be Scheduled FY20-23	100,000	
	Total:	107,735,000	



Museum of Fine Arts Boston

Matthew Teitelbaum
Ann and Graham Gund Director

Avenue of the Arts
465 Huntington Avenue
Boston, Massachusetts 02115
617 267 9300
www.mfa.org

April 24, 2018

David Leonard
President
Boston Public Library
700 Boylston Street
Boston, MA 02116

Dear David,

In April of 2019, the Museum of Fine Arts, Boston, will open an exhibition in collaboration with the Boston Public Library dedicated to the graphic art of Henri de Toulouse-Lautrec. This will be an historic opportunity to demonstrate the potential of cooperation between our two institutions, as well as the depth of Boston's holdings of the prints and posters of Toulouse-Lautrec and his circle.

The exhibition will be on view at the MFA in the Ann and Graham Gund Gallery from April 2 to August 4, 2019. Focusing on Toulouse-Lautrec's extraordinary attention to the entertainments and celebrities of Montmartre, the exhibition will be arranged in thematic "Acts": an Overture and a Finale, as well as café and cabaret; the orchestra; behind-the-scenes; and the stars of the age. A special emphasis will be placed on the role of image making in the creation of celebrity, and the raffish culture of bohemian Paris in the fin-de-siècle.

The exhibition is curated by Helen Burnham, the Pamela and Peter Voss Curator of Prints and Drawings at the MFA. MFA Publications will edit the illustrated exhibition catalogue, written by Dr. Burnham with contributions by scholars in the field. A full complement of programs and a special ticketing option will accompany the exhibition.

Following our productive conversations, I write to ask officially for the generous loan of works by Toulouse-Lautrec from your collections. The entire list is attached to this letter. The Museum of Fine Arts, Boston, will take full responsibility for all transport and insurance arrangements and the costs related to these. All costs of packing and shipping will be borne by the MFA. Specialized condition reports will be made on all works at the beginning and end of the exhibition, and the strictest security arrangements will be adhered to at all times. We have taken the liberty of enclosing a copy of our exhibition Loan Agreement. If, as we hope, you respond favorably, please sign and return the agreement at your earliest convenience.

Should you have questions or wish to discuss the exhibition further, I am a phone call away. Do not hesitate to contact either Helen Burnham (617-369-3110; hburnham@mfa.org) or Jill Kennedy-Kernohan, Head Registrar (617-369-3485; jkernohan@mfa.org).

We look forward to seeing you in the coming months to discuss this exciting project with your patrons. Thank you again for your continued support.

Sincerely,



Boston Public Library &
Museum of Fine Arts,
Boston present:

Toulouse-Lautrec on Stage



BOSTON
PUBLIC LIBRARY



Museum of
Fine Arts Boston



Overture

Act I: Paris by Day and Night

Act II: Café and Cabaret

Act III: The Orchestra

Act IV: Behind the Scenes

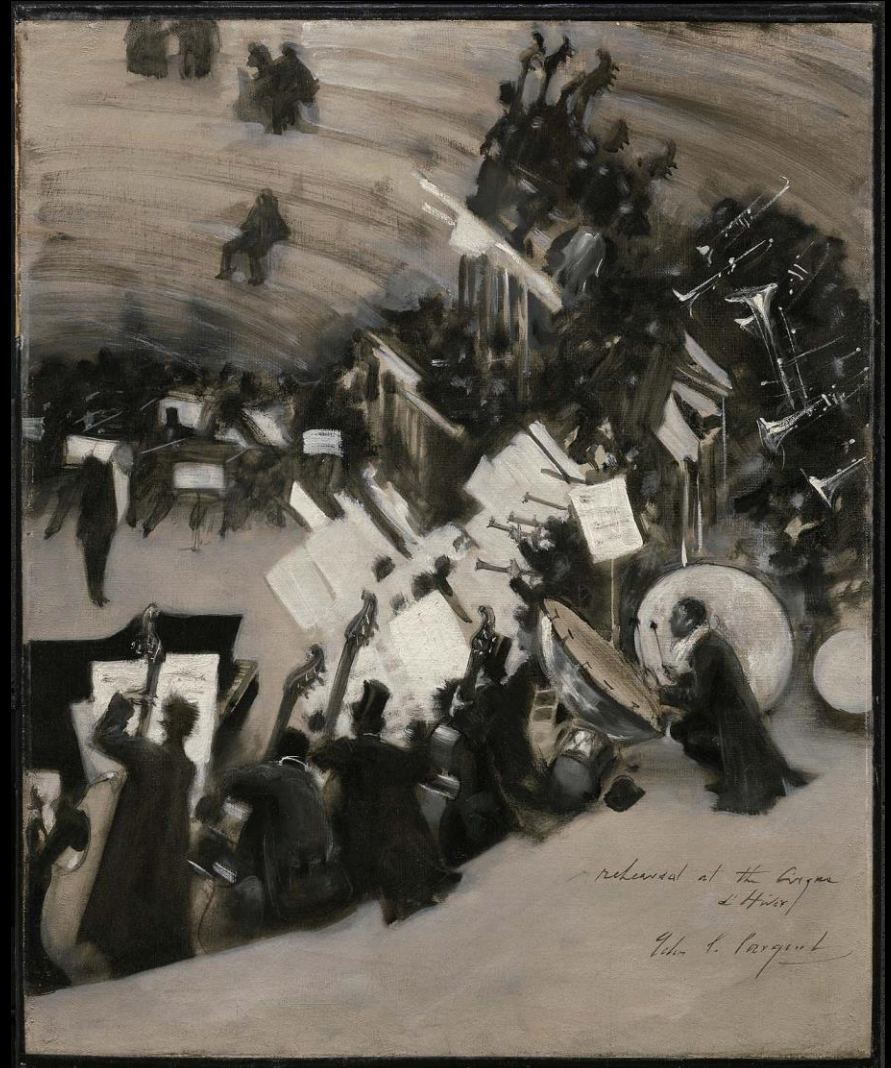
Act V: The Stars

Finale

Paris



Orchestra



Stars



Toulouse-Lautrec on Stage

- April 7 – August 4, 2019
- Boston Public Library & Museum of Fine Arts, Boston
- 200+ prints, posters, drawings, paintings, and sculpture
- Opportunities for broadening audiences, community engagement, conservation, education programs, and more



FY19 Mayor' Walsh's Recommended Operating and Capital Budgets

CATEGORY	FY18 BUDGET	FY19 RECOMMENDED	CHANGE	DESCRIPTION
Permanent Employees	36,030,487	36,846,369	384,654	Additional steps/mgmt./exempt salary increases
Overtime	325,000	325,000	0	Level Funded
Other Salary Costs	99,000	99,000	0	Level Funded
Telecomm/Utilities	3,626,986	3,674,884	47,898	Telecom Savings resulting from e-rate, additional utility costs
Repairs/Maintenance Buildings	2,182,879	2,190,907	8,028	Level Funded-HVAC contract in 3 years
Repairs/Service Equipment	375,534	224,100	-151,434	Reclassify costs
Contracted Services	1,760,379	2,038,499	278,120	Reclassify costs-overall increase includes higher estimate for new contracts
Misc Supplies/Materials	2,810,008	2,925,008	115,000	Increase to collections
Other Costs	358,643	373,810	15,167	Primarily increases to software
Equipment	259,485	377,934	118,449	Additional funding for 3 year lease/purchase IT equipment
Total	36,030,487	36,846,369	815,882	2.3%

Trustee/External Funds

<u>Category</u>	<u>FY18 Budget</u>	<u>FY19 Recommended</u>	<u>Change</u>	<u>Description</u>
Permanent Employees	3,038,352	3,052,342	13,990	Exempt and mgmt. increases, minor adjustments to estimated spending
Overtime	250,000	200,000	-50,000	Minor adjustments based upon mid-year projections
Other Salary Costs	55,100	54,500	-600	Minor adjustments based upon mid-year projections
Telecomm/Utilities	0	0	0	
Repairs/Maintenance Buildings	471,220	320,000	-151,220	Consolidate spending under “contracted services”
Repairs/Service Equipment	197,885	0	-197,885	Consolidate spending under “consolidated services”
Contracted Services	2,309,380	2,934,210	624,830	
Misc Supplies/Materials	1,719,643	1,539,522	-180,121	Reflects updated FY18 spending
Other Costs	19,500	25,000	5,500	
Equipment	231,890	195,000	-36,890	
Total	8,843,340	8,738,756	-104,584	-1.2%

Projected FY19 Resources

Resource	FY18 Budget	FY19 Recommended Funding	Change
City of Boston	\$36,030,487	\$36,846,369	815,882
BPL Affiliates	\$1,021,486	800,183	-221,303
Library for The Commonwealth	\$2,501,885	\$2,501,883	-2
Interlibrary Loan	\$100,000	\$100,000	0
State Aid to Libraries	\$678,874	676,167	-2,707
Trust Fund Income	\$1,960,732	\$1,964,079	3,347
Other Sources	\$2,580,365	\$2,696,444	116,079
Estimated FY18 Revenue:	\$44,873,829	\$45,585,125	711,296



CENTRAL LIBRARY

700 BOYLSTON STREET | COPLEY SQUARE | BOSTON, MA | 02116 | 617.536.5400 | WWW.BPL.ORG

April 30, 2018

The Honorable Martin J. Walsh
Mayor of the City of Boston
One City Hall Plaza
Boston, Massachusetts 02201

Dear Mr. Mayor:

I respectfully request your Honor's approval to award a contract, without public advertisement, pursuant to the authority of Massachusetts General Laws Chapter 30B, S.7, to the vendors listed herein for the period July 1, 2018 through June 30, 2019.

Under the terms of this multi-vendor contract, various suppliers will provide library materials, as may be requested from time to time by a designated representative of the Boston Public Library.

The following list represents vendors of library materials from which the Boston Public Library may make purchases, in the aggregate, in excess of \$35,000.00. The Boston Public Library has approximately 200 other vendors from which it purchases books where the total annual procurement will not reach or exceed \$35,000.00. This award request is for a one-year period. Because the Library purchases materials on an as needed basis, a multi-vendor contract is the only practicable method by which it can procure the requisite supplies.

Book Contract Vendor List

21st Edition
9 New Venture Drive, Unit 1
South Dennis, MA 02660

A to Z Databases
11211 John Galt Blvd
Omaha, NE 68137

Alexander Street Press
3212 Duke Street
Alexandria, VA 22314

Amazon.com LLC
1200 12th Ave. S Bldg. 1200
Seattle, WA 98144

Apfelbaum, Charles
551 Ridge Road
Watchung, NJ 07609

Arader W Gaham III
29 East 72nd Street
New York, NY 10021

A-R Editions Inc.
801 Demming Way
Madison, WI 53717

Artifact, LLC
255 Washington Street, Ste 150
Newton, MA 02458

Association of Research Libraries
Coalition for Networked Information
21 Dupont Circle, NW, Suite 800
Washington, DC 20036-1118

Auralog, Inc.
3710 W. University Drive, Suite 1
Phoenix, AR 85034

Aux Amateurs De livres International
62, avenue de Suffren
75015 PARIS – FRANCE

BTAC Acquisition Corp
2550 West Tyvola Road, Suite 300
Charlotte, NC 28217

Bancroft-Parkman
P.O. Box 1236
Washington, CT 06793

Barnes & Noble
800 Boylston St., Ste 179
Boston, MA 02199

Barnes & Noble Booksellers, Inc.
dba Tikatok LLC
76 Ninth Ave., 9th Fl

New York, NY 10011

Barry Ruderman Antique Maps
7463 Girard Ave.
La Jolla, CA 92037
BiblioCommons
119 Spadina Ave., Suite 1000
Toronto, ON M5V2L1

Bibliotheca, LLC
3169 Holcomb Bridge Rd Ste 200
Norcross, GA 30071

Bloomberg Finance LP
731 Lexington Avenue
New York, NY 10022

Bonhams & Butterfields Auctioneers Corp
220 San Bruno Ave
San Francisco, CA 94103

Book House, Inc.
208 W. Chicago Street
Jonesville, MI 49250

Books on Tape/Random House
3070 Bristol, Suite 650
Costa Mesa, CA 92626

Boston Rare Maps, Inc.
88 High Street
Southampton, MA 01073

Bridgeall Libraries, LTD
One Ainslie Road
Hillington, Glasgow
Scotland
G52 4RU GBR

Carmen Valentino Rare Books
2956 Richmond St.
Philadelphia, PA 19134

Carolyn Bullard Fine Prints and Drawings
P.O. Box 601088
Dallas, Texas 75360-1088

Casalini Libri Spa
Via Benedetto da Maiano 3

50014 Fiesole (Fl), Italy

CCh, Inc.
4025 W. Peterson Avenue
Chicago, IL 60645
Central China Book Co., Inc.
31-D Harrison Avenue
Boston, MA 02111

Charles B. Wood Inc. Antiquarian Booksellers
P.O. Box 382369
Cambridge, MA 02238

Cohen & Taliaferro, LLC
59 East 54th St.
New York, NY 10022

Computer Indexed Systems
P.O. Box 50921
Indianapolis, IN 46250

Conrad Graeber, dba Conrad R. Graeber Fine Art
Box 264
Riderwood, MD 21139

Credo Reference Limited
316 Stuart Street, Suite 301
Boston, MA 02116

CSPG America, LLC, dba Science Press USA Co.
214 Princeton Hightstown Rd
Princeton Junction, NJ 08550

Demco, Inc.
P.O. Box 8048
Madison, WI 53708-8048

Eastern Book Company
55 Bradley Drive
Westbrook, ME 04092

EBSCO Subscription Services
30 Park Road, Suite 2
Tinton Falls, NJ 07724

Encyclopedia Britannica, Inc.
310 S. Michigan Avenue
Chicago, IL 60604

Facts on File
132 West 31st St., 17th Floor
New York, NY 10001

Frugal Bookstore
57 Warren St
Boston, MA 02119

The Gale Group
27500 Drake Road
Farmington Hills, MI 48333

Gaylord Brother, Inc.
P.O. Box 4901
Syracuse, NY 13221-4901

IHS Global Engineering Documents
15 Inverness Way East
Englewood, CO 80112-5776

Amanda Hall
Home Farmhouse
Teffond Evias
Wiltshire, United Kingdom SP3 5RG

High Ridge Books
P.O. Box 286
Rye, NY 10580

Hui Du, dba Actrace, LLC
14271 Jeffrey Road, Suite 191
Irving, CA 92620

Ingram Library Services
One Ingram Blvd.
LaVergne, TN 37086

Innovative Interfaces, Inc.
5850 Shellmound Way
Emeryville, CA 94608

Internet Archive
116 Sheridan Ave
San Francisco, CA 94129

Internet Securities
225 Park Ave. South, 6th Fl
New York, NY 10003

Jamalon
8 Baouniyyeh Street, Jabal al-Weibdeh
Amman, Jordan 11191

JStore
149 Fifty Avenue, 8th Floor
New York, NY 10010

Arlette Kayafas, dba Gallery Kayafas, LLC
450 Harrison Ave., Ste 61
Boston, MA 02118

Anne Krinsky
6 Simon Hapgood Lane
Concord, MA 01742

John Kuenzig
Kuenzig Books Antiques
P.O. Box 452
Topsfield, MA 01983

Learning Express, LLC
900 Broadway, Suite 604
New York, NY 10003

Lectorum
205 Chubb Avenue
Lyndhurst, NJ 07071

Lexis Nexis/Matthew Bender & Co. Inc.
4520 East-West Highway, Suite 800
Bethesda, MD 20814

Libreria De Antano
Sanchez De Bustamante 1876
Buenos Aires, Argentina 1425 ARG

Lynda.com
6410 Via Real
Carpinteria, CA 93013

Lyrasis
P.O. Box 116179
Atlanta, GA 30368

Maggs Bros
50 Berkeley Square
London, United Kingdom W1J5BA

Marcive
P.O. Box 47508
San Antonio, TX 78265

Martayan Lan Augustyn
70 East 55th St.
New York, NY 10022

W.B. Mason
647 Summer Street
Boston, MA 02210

Massachusetts Library Association
14 Pleasant Street
Gloucester, MA 01930

Mergent Online
580 Kingsley Park Drive
Fort Mill, SC 29715

Midwest Library Service
11443 St Charles Rock Rd
Bridgeton, MO 63044

Midwest Tape
6950 Hall Street
Holland, OH 43528-9485

Morningstar
22 West Washington Street
Chicago, IL 60602

Movie Licensing USA
201 S. Jefferson Avenue
St. Louis, MO 63103

Multi-Cultural Books & Video
30007 John R. Road
Madison Heights, MI 48071

Nelinet, Inc.
153 Cordaville Road, Suite 200
Southborough, MA 01772-1833

New England Micrographics, Inc.
344 Boston Post Road
Marlboro, MA 01752

Newsbank

4501 Tamiami Trail North, Suite 316
Naples, FL 34103

NISC USA
Wyman Towers, 3100 St. Paul Street
Baltimore, MD 21218

Northeast Document Conservation Center, Inc
100 Brickston Square
Andover, MA 01810-1494

OCLC Forest Press
6565 Kilgour Place
Dublin, OH 43017-3395

Otto Harrassowitz
7 Kreuzberger Ring b-d
65174 Wiesbaden, Germany

OverDrive, Inc.
Valley Tech Center, Suite C
8555 Sweet Valley Drive
Cleveland, OH 44125

Oxford University Press
198 Madison Avenue
New York, NY 10016

PBS Video
1320 Braddock Place
Alexandria, VA 22314

Pharos Systems International, Inc.
100 WillowBrook Office Park
Fairport, NY 14450

ProQuest LLC
789 E. Eisenhower Pkwy,
P.O. Box 1346
Ann Arbor, MI 48106-1346

Puvill Libros SA
6216 Paysphere Circle
Chicago, IL 60674

Quality Books, Inc.
1003 W. Pines Road
Oregon, IL 61061

Recorded Books, Inc.
270 Skipjack Road
Prince Frederick, MD 20678
Reliance Label Solutions, Inc.
205 North Gold Street
Paola, KS 60071

Resources Publications, Inc.
160 E. Virginia Street, Suite 290
San Jose, CA 95112-5876

Robin Garton
dba Robin Garton Ltd.
Roundway House, Devizes
Wiltshire, United Kingdom SN102EG

Roger Gaskell
17 Ramsey Rd.
Warboys, United Kingdom PE28 2RW

Barry Ruderman Antique Maps, Inc.
1298 Prospect Street, Suite 2C
Lajolla, CA 92037

Sage Publications, Inc. (SAGE)
2455 Teller Road
Thousand Oaks, CA 91320

Sporting Goods Research Network (SBRnet)
P.O. Box 2378
Princeton, NJ 08543

Schoenhof's Foreign Books
Distribution Center
8154 N Ridgeway Ave
Skokie, IL 60076

Scholastic Library Pub.
90 Sherman Turnpike
Danbury, CT 06816

Sentrum Marketing, LLC
45 Union Street
Boston MA 02135

Standards & Poor
55 Water Street, 46th Floor

NY, NY 10041

Susan Schulman Printseller
Box 120 Planetarium Station
New York, NY 10024-0120

Swets Blackwell Information Services Inc
904 Black Horse Pike
Runnemede, NJ 08078
Theodore Front Music
26362 Ruether Ave.
Santa Clara, CA 91350

Thomson Reuters
ISI Thomson Scientific
3501 Market Street
Philadelphia, PA 19104

3M Co.
3M Center Building 225-5s08
P.O. Box 33225
St Paul, MN 55133-3225

Tsai Fong Books
3711 Briarpark Dr. Ste. 200
Houston, Texas 77042

University Products
PO Box 101
Holyoke, MA 01041

Urban Libraries Council
1603 Orrington Avenue, Suite 1080
Evanston, IL 60201

Michael Weintraub
dba Michael R. Weintraub Inc.
135 West 26th St.
New York, NY 10001

Leonid Winestein
25 Baker Circle
Chestnut Hill, MA 02467

West Group
620 Opperman Drive
Eagan, MN 55123

WJ Bookstore
141-07 20th Ave
Whitestone, NY 11357

World Book Inc.
233 N. Michigan Avenue, Suite 200
Chicago, IL 60601

Worldwide Books
1001 W. Seneca Street
Ithaca, NY 14850

Yankee Book Peddler
999 Maple Street
Contoocook, NH 03229

Howard Yezerski
400 Harrison Ave. #A16
Boston, MA 02118

Under these contracts the cost of each item purchase will not exceed standard catalog prices in effect at the time of purchase. The contract amount allocated to each vendor will not exceed one hundred thousand dollars (\$100,000.00) per year with the exception of the following vendors:

BTAC Acquisition Corp.	(\$3,000,000.00)
EBSCO	(\$1,000,000.00)
LexisNexis	(\$ 100,000.00)
Mergent Online	(\$ 150,000.00)
Midwest Tape	(\$1,500,000.00)
OverDrive, Inc.	(\$1,500,000.00)
ProQuest LLC	(\$ 300,000.00)
The Gale Group	(\$ 400,000.00)
Yankee Book Peddler, Inc.	(\$ 100,000.00)

The amount of each contract is only an estimate based upon anticipated needs, and the Library is not obligated to purchase any specific amount of materials from these vendors. The Auditor may certify an appropriation in an amount less than the face amount of each contract hereunder pursuant to the Standard Contract General Conditions, Articles 12.3 and 12.4. These contracts encompass one fiscal year; therefore, the Library Department's financial obligations under these contracts will not extend beyond the fiscal year for which funds are appropriated.

Thank you in advance for your consideration.

Sincerely,

Jane Sproul
Budget & Procurement Manager

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Annual Meeting of the Trustees as a Corporation

Tuesday, May 8, 2018, 8:30 a.m.

Boston Public Library, Commonwealth Salon
Central Library, 700 Boylston Street, Boston, MA 02116

AGENDA

- I. Chairman's Call to Order
Robert Gallery, Chair

- II. Trustees Governance and Development Committee
John Hailer, Chair

A. Nominations for Slate of Officers

VOTED: that, the Trustees of the Public Library of the City of Boston approve the recommendation of the Trustees Governance and Development Committee for the Slate of Officers of the Trustees of the Public Library of the City of Boston and the Clerk of the Board for the period May 8, 2018 through May 14, 2019.

- III. Enabling Vote for the Signing of Payrolls
Robert Gallery, Chair

VOTED: “that, the President, Director of Library Services, Director of Operations, Chief Financial Officer, or the Clerk of the Corporation be, and hereby are, authorized to sign on behalf of the Corporation, bills, special drafts, and payrolls of the Library.”

- IV. Enabling Vote for the Signing of Contracts Approved by the Board
Robert Gallery, Chair

VOTED: “that, the President, Director of Library Services, Director of Operations, Chief Financial Officer, or the Clerk of the Corporation be, and hereby are, authorized to sign any and all contracts, except as otherwise authorized, voted to be made by the Board in the name and on behalf of the Corporation and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payments under contracts so voted.”

- V. Enabling Votes for the Acceptance on Behalf of the Corporation of those Gifts, Payments made in Recognition for Special Services Rendered, and Payments Received for Publications and Prints Executed under Library Sponsorship
Robert Gallery, Chair

VOTED: “that, the President, Director of Library Services, Director of Operations, Chief Financial Officer, or the Clerk of the Corporation be, and hereby are, authorized to

accept on behalf of the Trustees gifts, payments made in recognition for the special services rendered, and payments received for the publications and prints executed under library sponsorship and, in connection with the acceptance of the same, to endorse on behalf of the Trustees checks so received, said amounts to be reported to the Board at the September Meeting.”

- VI. Enabling Vote for Acceptance on Behalf of the Corporation of Gifts to be Added to Funds Already Established in the General Investment Account

Robert Gallery, Chair

VOTED: “that, until the next Annual Meeting, by delegation of the Trustees of the Public Library of the City of Boston, the President, Director of Library Services, Director of Operations, Chief Financial Officer, or the Clerk of the Corporation, hereby are, authorized to accept on behalf of the Trustees gifts to be added to funds already established in the General Investment Account, the acceptance of said amounts to be reported to the Board at the meeting following any such acceptance.”

- VII. Enabling Vote for the Distribution of Income

Robert Gallery, Chair

VOTED: “that, the President, or Chief Financial Officer, be and hereby is, authorized and directed to distribute and pay to the Trustees of the Public Library of the City of Boston the income of the General Investment Account for the period from July 1, 2018 to June 30, 2019; and further,

VOTED: that, the President, or Chief Financial Officer, be and hereby is, authorized to cause to be paid to the Rector of Trinity Church for the period from July 1, 2018 to June 30, 2019 income on the Children's Fund now held in the custody of the Collector-Treasurer of the City of Boston pursuant to the provisions of the 11th Clause of the will of Josiah H. Benton, as required by the 19th Clause of said will; and further,

VOTED: that, the President, or Chief Financial Officer, be and hereby is, authorized and directed to cause to be distributed and paid to the Rector of Trinity Church, to be held by said Rector pursuant to the provisions of the 12th Clause of the will of Josiah H. Benton, as defined by the Agreement of Compromise, dated January 15, 1935 and made in connection with the administration of the trust created by such Clause, four-tenths of the income of the Benton Book Fund for the period from July 1, 2018 to June 30, 2019, inclusive, now held in the custody of the Collector-Treasurer of the City of Boston, and to the Trustees of the Public Library of the City of Boston the remaining six-tenths of said income for said period to be applied to the purchases provided in said Agreement of Compromise.”

VIII. Enabling Vote on Trust Funds
Robert Gallery, Chair

VOTED: “that, the President, Director of Library Services, Director of Operations, Chief Financial Officer, or the Clerk of the Corporation, until the next annual meeting, is authorized to spend for the purpose of buying library materials any authorized and proper purpose income from those Trust Funds held by the Trustees of the Public Library of the City of Boston, where no specific vote of the Trustees is required by the Trust instrument.”

IX. New Business
Robert Gallery, Chair

X. Adjournment
Robert Gallery, Chair

Trustees of the Public Library of the City of Boston
Robert Gallery, Chair, Evelyn Arana-Ortiz, Vice Chair
Zamawa Arenas, Ben Bradlee, Jr., Cheryl Cronin,
Priscilla Douglas, John Hailer, Representative Byron Rushing

President, David Leonard
Clerk of the Board, Pamela R. Carver

This is an open meeting. The public is welcome to attend.
For information check www.bpl.org