

**THE TRUSTEES OF THE  
PUBLIC LIBRARY OF THE CITY OF BOSTON  
(A COMPONENT UNIT OF THE CITY OF BOSTON)**

**FINANCIAL STATEMENTS AND  
REQUIRED SUPPLEMENTARY INFORMATION**

**YEAR ENDED JUNE 30, 2018**



**THE TRUSTEES OF THE  
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## INDEPENDENT AUDITORS' REPORT

The Honorable Board of Trustees of the Public Library of the City of Boston  
Boston, Massachusetts

We have audited the accompanying financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of The Trustees of the Public Library of the City of Boston (Library), a component unit of the City of Boston, Massachusetts, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the Boston Public Library Foundation, Inc. (Foundation), which is discretely presented in these financial statements. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Foundation, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Library, as of June 30, 2018, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (located on pages 3 through 13) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

## **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 16, 2018 on our consideration of the Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Library's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control over financial reporting and compliance.



## **CliftonLarsonAllen LLP**

Boston, MA  
October 16, 2018

**THE TRUSTEES OF THE  
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MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2018**

As management of the Trustees of the Public Library of the City of Boston (Library), we offer readers of these financial statements this narrative overview and analysis of the Library's financial activities for the fiscal year that ended on June 30, 2018.

**Background of The Boston Public Library**

The Boston Public Library (BPL) is an extraordinary institution that has served the citizens of Boston since 1848. Founded as the first municipal library and the first public library to lend books, the Boston Public Library is dedicated to the advancement of learning and is "Free to All," as is carved in the façade of the historic McKim building in Copley Square.

The BPL encompasses a Central Library, twenty-five vibrant neighborhood libraries, a robust website, and classes and programs for all ages. The Library's collection of more than 23 million items includes circulating books, eBooks, DVDs, and music, as well as research and special collections that encompass rare manuscripts, prints, photographs, drawings, maps, posters, and more. The Boston Public Library's Kirstein Business Library and Innovation Center, Norman B. Leventhal Map Center, and Collections of Distinction such as the personal library of John Adams, the Anti-Slavery collection, the Thomas Pennant Barton Collection of Shakespeare, and the Boston Pictorial Archive attract researchers and scholars from across the city and around the world.

In fiscal year 2018, Boston Public Library hosted 12,621 public programs reaching 248,610 people, received 7.8 million visits to its website, and loaned 4.9 million items. Of those 4.9 million lends, more than 1.9 million were digital downloads of e-books and audiobooks. In the same fiscal year, the Boston Public Library helped 85,902 Massachusetts residents – adults, children, and teens – sign up for new library cards, hosted 500,017 free computer sessions, enabled 395,700 free wireless internet sessions, and had more than 3.7 million visitors.

In addition in fiscal year 2018:

**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 by staff. Items in the collection include: Robert McCloskey's Make Way for Ducklings sketches, and prints by Henri Toulouse-Lautrec and M.C. Escher to name just a few.
- 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 collection, which includes works by William Shakespeare and the presidential Library of President John Adams. A high level inventory of the approximately one million manuscripts, also part of the Rare Books and Manuscripts Department is currently underway.
- In FY18 an inventory of the BPL's more than one million item photography collection launched.

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- 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.

**Website redesign at bpl.org.** In FY18 BPL launched 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 in a permanent location.
- The \$14.7 million **Dudley Branch** renovation project broke ground, and will reopen in early 2020. BPL secured a provisional MBLC Grant Award for the project for \$5.5 million.
- The **Parker Hill Branch** in Mission Hill reopened in July following the completion of a \$2.4 million primarily envelope repair project in FY18 to address several building issues including water infiltration.
- The design phase for the new **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.
- In FY18 the design process for the renovation of the **Roslindale Branch** kicked off. The now \$10.2 million project, will reconfigure the layout of the interior of the building.
- In April 2018 small project design initiatives for the **South Boston, South End, West Roxbury, and Lower Mills** branches launched. These branch improvements include interior paint, new carpet, and landscaping.

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- 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, the Boston Planning and Development Agency and the Office of Arts & Culture.

**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/Social Work Services.** Partnering with the Department of Neighborhood Development, the Library has an Outreach Navigator from the 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](http://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.



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**Program & Services Accomplishments:**

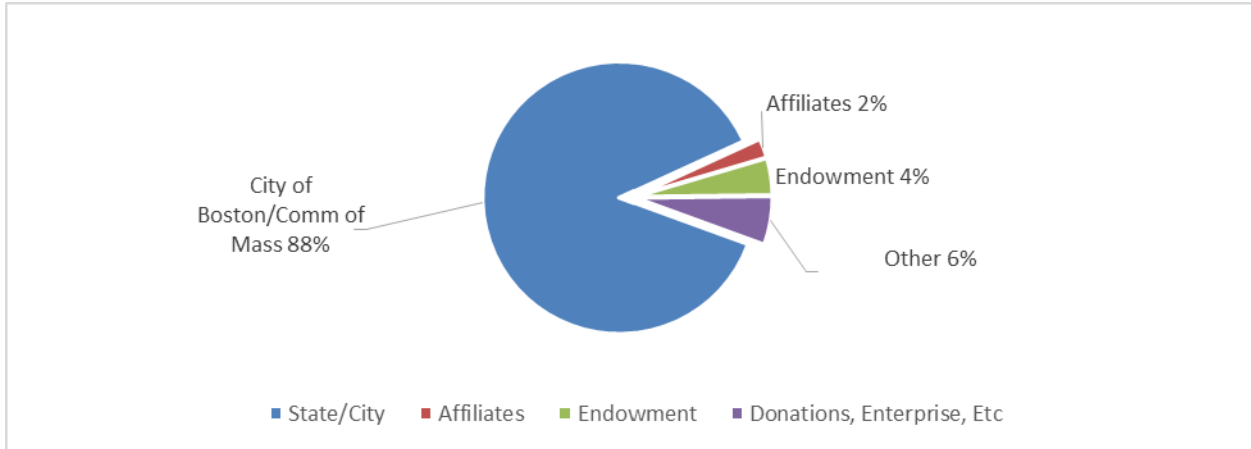
- BPL offered **12,665 programs in 2017** across the system.
- **Program Partners.** BPL continues to engage with new partners to add to our programming offerings for the public.
- The Library enjoyed its first year of programs that were solicited through a public call for Program Partners. Successful 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.

**Library for the Commonwealth.** The Boston Public Library is also designated as the “Library for the Commonwealth” (LFC) for the State of Massachusetts and receives a direct appropriation in the state’s annual budget (line-items 7000-9401 and 7000-9501). The LFC program provides service to all residents of the Commonwealth of Massachusetts through three key programs, including:

1. **Statewide Reference & Research:** this program provides residents of the Commonwealth with supplemental reference and research resources both in person and remotely.
2. **Statewide Collection Development & Access:** This program provides residents of the Commonwealth access to print, electronic, and downloadable collections not available in their individual libraries. Anyone who lives, works, goes to school, or owns property in Massachusetts can have a Boston Public Library card.
3. **Statewide Digital Repository:** This service, in conjunction with Digital Commonwealth (a web portal of digital assets hosted by various entities throughout the state), provides 24/7 access for residents of the Commonwealth to the diverse, educational, digitized collections of the state’s cultural institutions.

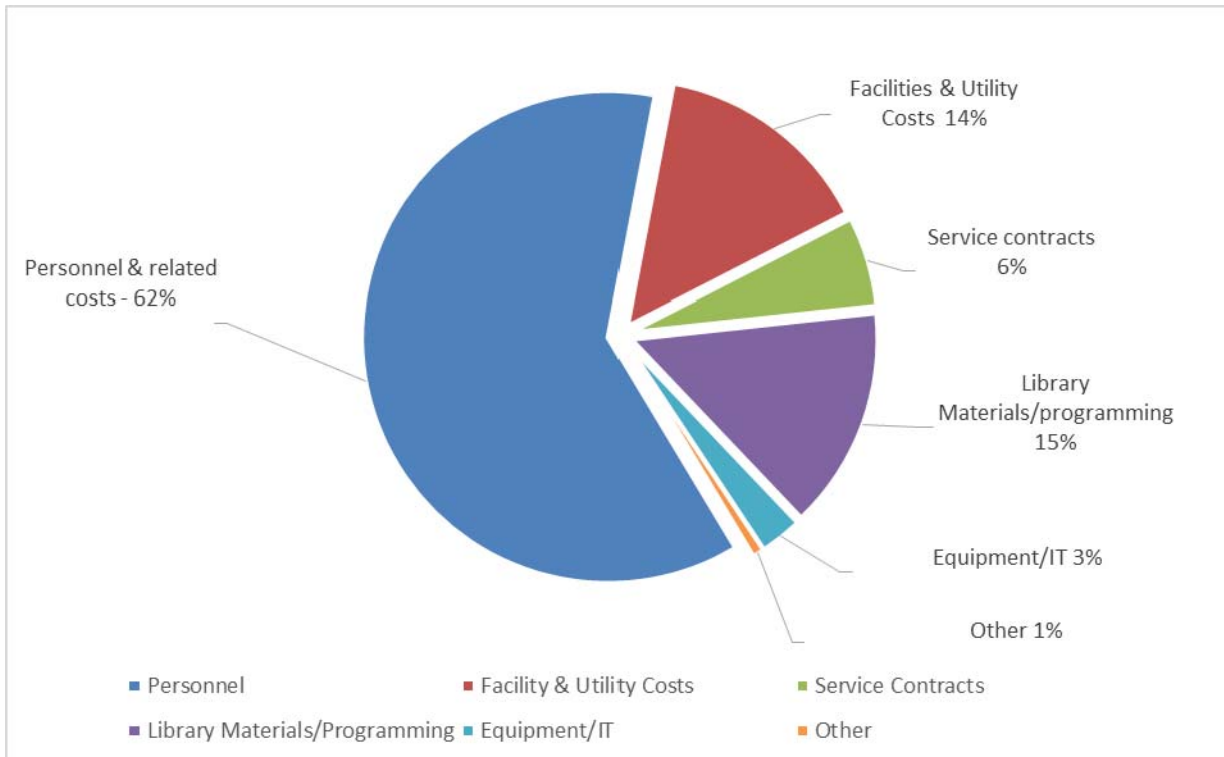
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Funding Sources to the Boston Public Library



In FY18, the BPL received approximately 88% of its total operating budget revenue from government sources. The majority of this - \$36m – of the BPL’s operating revenue is provided by the City of Boston [note: revenue to the BPL from the City of Boston is included in the City’s audited financial statements, not the BPL’s audited financial statements].

Expenditure Categories



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**Operating Budget Expenditures**

The BPL's largest expenditure area is in personnel; approximately 62% of the entire operating budget supports over 400 full-time employees and dozens of part-time employees staffed system-wide. Facility and utility costs for the BPL's 27 buildings, including the 930,000 square foot Central Library facility in Copley Square, account for 14%. The materials (books, CDs, DVDs) and program budgets compose 15% of the total operating budget. The balance of expenditures is dedicated to various service and maintenance contracts, licensing, memberships, training and staff development, information and technology and other costs.

**Library Governance**

The Library is governed by a Board of Trustees which is appointed by the Mayor of the City of Boston. The BPL also conducts business as a department of the City of Boston and the financial records of these operations are included in the City of Boston's financial report.

**Financial Highlights**

The following sections of MD&A pertain only to the Trustees' separate Section 501(c)(3) organization as reported in these financial statements.

- The assets of the Library exceeded its liabilities at the close of the most recent fiscal year by \$75,875,511 (net position)
- The Library's total net position increased \$2,488,717
- At the end of the fiscal year, unassigned fund balance for the general fund totaled \$1,414,706, or 22.5% of total general fund expenditures and transfers out

**Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Library's financial statements. The Library's basic financial statements include three components:

1. Government-wide financial statements
2. Fund financial statements
3. Notes to the basic financial statements

The components are described as follows:

**Government-Wide Financial Statements**

One of the most important questions asked about the Library's finances is, "is the Library as a whole, better or worse off, as a result of the year's activities?" The government-wide financial statements are prepared using the accrual basis of accounting, which is similar to the accounting used by most private-sector business. They present both short and long-term information about the Library's financial position, which assists in assessing the Library's economic condition at the end of the fiscal year.

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All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid. The government-wide financial statements include two statements:

The **statement of net position** includes all assets and liabilities of the Library, with the difference between the two reported as "net position." Over time, increases or decreases in the Library's net position may serve as a useful indicator of whether the financial position of the Library is improving or deteriorating.

The **statement of activities** presents information showing how the Library's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the changes occurs, regardless of the timing of related cash flows.

Both of the above financial statements have separate sections for the two different types of Library programs or activities. These two types of activities are:

*Primary Government* – The activities in this section are mostly supported by governmental appropriations, contributions, grants, and fees for services. Most services normally associated with the Library fall into this category, including certain Library staff salaries and benefits, library material purchases, programs, contractual services and utilities, equipment and furnishings costs, and other administrative costs.

*Discretely Presented Component Unit* – The Library's discretely presented component unit is the Boston Public Library Foundation, Inc. (Foundation). Although legally separate, the Foundation is financially interrelated to the Library. For the most part, the Foundation operates similar to a private sector business and its functions are intended to recover all of its operating costs as part of its mission to raise funds for the Library. Complete financial statements of the Foundation can be obtained from its administrative office. Additional information about the Library's component unit is presented in the notes to the financial statements.

In addition to examining the above statements, other non-financial factors need to be considered in assessing the Library's overall financial position, such as changes to the Library's collection, delivery of service, or condition of the Library buildings.

### **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Library, like other governmental and nonprofit organizations, uses fund accounting to ensure and demonstrate compliance with finance or donor-related requirements.

The fund financial statements focus on the individual components of the Library's business, reporting the Library's operations in more detail than the government-wide financial statements.

The basic services provided by the Library are financed through governmental funds. Governmental funds are used to account for essentially the same functions as the governmental activities in the government-wide financial statements. However, unlike those statements, the fund-financial statements focus on near-term inflows and outflows of spendable resources; they also focus on spendable resources available at the end of the fiscal year.

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Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for the governmental funds with similar information presented for the governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Library's near-term activities.

The Library has three categories of governmental funds; the general fund, the Foundation fund, and the nonmajor governmental funds. Each fund is presented in a separate column in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures and changes in fund balances.

The general fund is the primary operating fund of the Library and accounts for all financial resources except those required to be accounted for in another fund.

The Foundation fund is used to account for and report all financial resources donated by the Foundation restricted for the betterment of programming support and facility operations.

The nonmajor governmental funds consist of special revenue and permanent funds that are aggregated and presented in the nonmajor governmental funds column.

Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

Permanent funds are used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the government's programs and benefit the government or its constituents.

**Notes to the Basic Financial Statements**

The notes provide additional information that is essential to the full understanding of the data provided in the government-wide and the fund financial statements. The notes to the basic financial statements can be found immediately following the financial statements.

**Government-Wide Financial Analysis**

This analysis is based on the statement of net position and the statement of activities found on pages 14 and 15 of the basic financial statements.

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**Net Position**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The Library's assets exceeded liabilities by \$75,875,511 at the close of the fiscal year and are summarized as follows:

	<i>Governmental Activities</i>	
	<u>2018</u>	<u>2017</u>
<b>Assets</b>		
Current assets.....	\$ 15,556,928	\$ 14,267,446
Noncurrent assets (excluding capital assets).....	61,925,413	60,386,748
Capital assets (net).....	<u>166,301</u>	<u>250,414</u>
 Total assets.....	 <u>77,648,642</u>	 <u>74,904,608</u>
<b>Liabilities</b>		
Current liabilities.....	<u>1,773,131</u>	<u>1,517,814</u>
<b>Net Position</b>		
Net investment in capital assets.....	166,301	250,414
Restricted.....	72,361,314	71,313,647
Unrestricted.....	<u>3,347,896</u>	<u>1,822,733</u>
 Total net position.....	 <u>\$ 75,875,511</u>	 <u>\$ 73,386,794</u>

A portion of the Library's net position reflects its net investment in capital assets (e.g., buildings, equipment and machinery and furniture, fixtures and improvements). These capital assets are used to provide services to customers; consequently, these assets are not available for future spending.

A majority of the Library's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position may be used to meet the Library's ongoing obligations to customers and creditors.

At the end of the current fiscal year, the Library reports positive balances in all three categories of net position.

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**Changes in Net Position**

The Library's total net position increased by \$2,488,717 during the current fiscal year, summarized as follows:

	<i>Governmental Activities</i>	
	2018	2017
<b>Revenues</b>		
<i>Program Revenues:</i>		
Charges for services.....	\$ 2,824,012	\$ 2,205,533
Operating grants and contributions.....	7,087,913	14,597,278
<i>General Revenues:</i>		
Unrestricted grants and contributions.....	1,260,867	2,766,698
Unrestricted investment income.....	63,948	26,701
Gain/(loss) on sales/disposals of capital assets.....	-	2,033,162
<b>Total revenues</b> .....	<b>11,236,740</b>	<b>21,629,372</b>
<b>Expenses</b>		
Salaries and benefits.....	2,426,936	3,210,155
Books and related materials.....	1,474,226	1,669,461
Programs.....	690,475	711,356
Administrative.....	1,197,609	1,056,599
Contractual services and utilities.....	2,061,556	2,438,617
Equipment, furniture and maintenance.....	813,108	869,967
Contributions to City of Boston.....	-	2,500,002
Unallocated depreciation.....	84,113	105,020
<b>Total expenses</b> .....	<b>8,748,023</b>	<b>12,561,177</b>
Change in net position.....	2,488,717	9,068,195
Net position - beginning of year.....	73,386,794	64,318,599
Net position - end of year.....	\$ 75,875,511	\$ 73,386,794

Governmental activities increased the Library's net position by \$2,488,717. In the prior year, governmental activities increased the Library's net position by \$9,068,195. The key elements of this change related to reductions in contributions and investment performance from the prior year.

**Fund Financial Statement Analysis**

This analysis is based on the fund financial statements on pages 16-17.

As noted earlier, the Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Fund Highlights**

The focus of the Library's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Library's financial requirements. Unassigned fund balances in particular may serve as a useful measure of an organization's financial position at the end of a fiscal year.

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*Nonspendable Fund Balance (Permanent Funds)* – Nonspendable fund balance of permanent funds is used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support Library programs. The fund balance for nonspendable permanent funds was approximately \$61,873,000 at June 30, 2018.

*Restricted Fund Balance* – Fund balances are reported as restricted when constraints placed on the use of resources are either externally imposed by creditors, donors or laws or regulations of other governments or is imposed by law through constitutional provisions. Many items in this fund balance reflect gifts to the Library with specific restrictions as to their use. Restricted fund balance was approximately \$10,489,000 at year-end.

*Committed Fund Balance* – Committed fund balances include amounts that can be used only for specific purposes imposed by formal action of the Board of Trustees. These committed funds cannot be used for any purpose unless the Board of Trustees removes or changes the specified use. Committed fund balance was approximately \$53,000 at year-end.

*Assigned Fund Balance* – Amounts in the assigned fund balance classification are intended to be used by the Library for specific purposes, but do not meet the criteria to be classified as restricted or committed. In the general fund, assigned amounts represent intended uses established by the Board of Trustees or a Library official delegated that authority by charter or ordinance. Assigned fund balance was approximately \$1,880,000 at year-end.

*Unassigned Fund Balance* – Unassigned fund balance is the residual fund balance for the general fund and the negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting assigned fund balance amounts. There is a balance of approximately \$1,415,000 in unassigned fund balance at the end of the fiscal year.

**Requests for Information**

This financial report is designed to provide a general overview of the Library's finances for all of the Library's customers, donors, and other interested parties. This financial report seeks to demonstrate the Library's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Chief Financial Officer, Boston Public Library, 700 Boylston Street, Boston, MA 02116.



**THE TRUSTEES OF THE  
PUBLIC LIBRARY OF THE CITY OF BOSTON  
(A COMPONENT UNIT OF THE CITY OF BOSTON)  
STATEMENT OF NET POSITION  
JUNE 30, 2018**

	Primary Government	Component Unit
	Governmental Activities	Foundation
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents.....	\$ 3,622,064	\$ 289,106
Restricted cash and cash equivalents.....	11,167,322	367,631
Restricted investments.....	-	1,727,240
Receivables, net of allowance for uncollectible amounts:		
Intergovernmental.....	456,857	-
Special events.....	139,292	-
Departmental and other.....	156,921	-
Interest and dividends.....	8,202	-
Prepaid expenses and other assets.....	6,270	3,012
Total current assets.....	15,556,928	2,386,989
Noncurrent assets:		
Restricted cash and cash equivalents.....	4,107,582	-
Restricted investments.....	57,817,831	-
Receivables, net of allowance for uncollectible amounts:		
Pledges and grants - restricted.....	-	26,000
Capital assets, net of accumulated depreciation.....	166,301	-
Total noncurrent assets.....	62,091,714	26,000
Total assets.....	77,648,642	2,412,989
<b>LIABILITIES</b>		
Current liabilities:		
Accounts payable.....	716,261	4,251
Accrued expenses.....	101,880	-
Advance deposits.....	376,719	-
Due to City of Boston.....	578,271	-
Total liabilities.....	1,773,131	4,251
<b>NET POSITION</b>		
Net investment in capital assets.....	166,301	-
Restricted:		
Nonexpendable.....	61,872,714	718,229
Expendable.....	10,488,600	1,402,642
Unrestricted.....	3,347,896	287,867
Total net position.....	\$ 75,875,511	\$ 2,408,738

See the accompanying notes to the financial statements.

**THE TRUSTEES OF THE  
PUBLIC LIBRARY OF THE CITY OF BOSTON  
(A COMPONENT UNIT OF THE CITY OF BOSTON)  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2018**

Activities	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Net (Expense)/Revenue
<b>Primary government:</b>				
Governmental activities:				
Salaries and benefits.....	\$ 2,426,936	\$ -	\$ 1,719,163	\$ (707,773)
Books and related materials.....	1,474,226	-	1,713,130	238,904
Programs.....	690,475	1,554,052	780,593	1,644,170
Administrative.....	1,197,609	1,107,961	756,145	666,497
Contractual services and utilities.....	2,061,556	-	1,975,522	(86,034)
Equipment, furniture and maintenance....	813,108	161,999	143,360	(507,749)
Unallocated depreciation.....	84,113	-	-	(84,113)
Total primary government.....	<u>\$ 8,748,023</u>	<u>\$ 2,824,012</u>	<u>\$ 7,087,913</u>	<u>1,163,902</u>
<b>Component unit:</b>				
Foundation.....	<u>\$ 357,505</u>	<u>\$ -</u>	<u>\$ 481,298</u>	<u>\$ 123,793</u>
			Primary Government	Component Unit
<i>Changes in net position:</i>				
Net (expense)/revenue (from above).....			\$ <u>1,163,902</u>	\$ <u>123,793</u>
<i>General revenues:</i>				
Unrestricted grants and contributions.....			1,260,867	-
Unrestricted investment income.....			63,948	-
Total general revenues.....			<u>1,324,815</u>	<u>-</u>
Change in net position.....			2,488,717	123,793
Net position - beginning of year.....			<u>73,386,794</u>	<u>2,284,945</u>
Net position - end of year.....			<u>\$ 75,875,511</u>	<u>\$ 2,408,738</u>

See the accompanying notes to the financial statements.

**THE TRUSTEES OF THE  
PUBLIC LIBRARY OF THE CITY OF BOSTON  
(A COMPONENT UNIT OF THE CITY OF BOSTON)  
GOVERNMENTAL FUNDS  
BALANCE SHEET  
JUNE 30, 2018**

<b>ASSETS</b>	General	Foundation	Nonmajor Governmental Funds	Total Governmental Funds
Cash and cash equivalents.....	\$ 3,622,064	\$ -	\$ -	\$ 3,622,064
Restricted cash and cash equivalents.....	406,713	1,801,323	13,066,868	15,274,904
Restricted investments.....	-	-	57,817,831	57,817,831
Receivables, net of allowance for uncollectible amounts:				
Intergovernmental.....	456,857	-	-	456,857
Special events.....	139,292	-	-	139,292
Departmental and other.....	997	-	155,924	156,921
Interest and dividends.....	-	-	8,202	8,202
Prepaid expenses and other assets.....	4,920	1,350	-	6,270
<b>TOTAL ASSETS.....</b>	<b>\$ 4,630,843</b>	<b>\$ 1,802,673</b>	<b>\$ 71,048,825</b>	<b>\$ 77,482,341</b>
 <b>LIABILITIES AND FUND BALANCES</b>				
<b>LIABILITIES:</b>				
Accounts payable.....	\$ 489,977	\$ 3,614	\$ 222,670	\$ 716,261
Accrued expenses.....	285	-	101,595	101,880
Advance deposits.....	376,219	-	500	376,719
Due to City of Boston.....	450,040	31,713	96,518	578,271
<b>TOTAL LIABILITIES.....</b>	<b>1,316,521</b>	<b>35,327</b>	<b>421,283</b>	<b>1,773,131</b>
 <b>FUND BALANCES:</b>				
Nonspendable:				
Perpetual permanent funds.....	-	-	61,872,714	61,872,714
Restricted:				
Expendable permanent funds.....	-	-	6,189,636	6,189,636
Foundation gifts.....	-	1,767,346	-	1,767,346
Associates gifts.....	-	-	40,828	40,828
Programs.....	268,864	-	-	268,864
Metro Boston library network.....	370,150	-	-	370,150
General trust holdings.....	110,608	-	-	110,608
General trust.....	-	-	1,741,168	1,741,168
Committed:				
Neighborhood outreach.....	52,961	-	-	52,961
Assigned:				
Information technology equipment.....	531,033	-	783,196	1,314,229
Salaries (Foundation funded).....	466,000	-	-	466,000
Furniture replacement.....	100,000	-	-	100,000
Unassigned.....	1,414,706	-	-	1,414,706
<b>TOTAL FUND BALANCES.....</b>	<b>3,314,322</b>	<b>1,767,346</b>	<b>70,627,542</b>	<b>75,709,210</b>
<b>TOTAL LIABILITIES AND FUND BALANCES.....</b>	<b>\$ 4,630,843</b>	<b>\$ 1,802,673</b>	<b>\$ 71,048,825</b>	<b>\$ 77,482,341</b>

See the accompanying notes to the financial statements.

**THE TRUSTEES OF THE  
PUBLIC LIBRARY OF THE CITY OF BOSTON  
(A COMPONENT UNIT OF THE CITY OF BOSTON)  
GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
YEAR ENDED JUNE 30, 2018**

	General	Foundation	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES</b>				
Intergovernmental.....	\$ 3,480,057	\$ -	\$ 110,500	\$ 3,590,557
Special events.....	1,553,682	-	-	1,553,682
Fees for services.....	903,771	-	74,470	978,241
Contributions and gifts.....	108,381	188,980	665,926	963,287
Investment income.....	59,970	-	4,091,003	4,150,973
	<u>6,105,861</u>	<u>188,980</u>	<u>4,941,899</u>	<u>11,236,740</u>
<b>TOTAL REVENUES.....</b>				
<b>EXPENDITURES</b>				
Current:				
Salaries and benefits.....	1,803,182	142,846	480,908	2,426,936
Books and related materials.....	458,491	-	1,015,735	1,474,226
Programs.....	130,700	247,880	311,895	690,475
Administrative.....	832,308	28,663	336,638	1,197,609
Contractual services and utilities.....	1,058,491	96,582	906,483	2,061,556
Equipment, furniture and maintenance.....	754,706	9,046	49,356	813,108
	<u>5,037,878</u>	<u>525,017</u>	<u>3,101,015</u>	<u>8,663,910</u>
<b>TOTAL EXPENDITURES.....</b>				
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....</b>	<u>1,067,983</u>	<u>(336,037)</u>	<u>1,840,884</u>	<u>2,572,830</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in.....	548,041	50,000	3,603,747	4,201,788
Transfers out.....	(1,242,112)	-	(2,959,676)	(4,201,788)
	<u>(694,071)</u>	<u>50,000</u>	<u>644,071</u>	<u>-</u>
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>				
<b>NET CHANGE IN FUND BALANCES.....</b>	373,912	(286,037)	2,484,955	2,572,830
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<u>2,940,410</u>	<u>2,053,383</u>	<u>68,142,587</u>	<u>73,136,380</u>
<b>FUND BALANCES AT END OF YEAR.....</b>	<u>\$ 3,314,322</u>	<u>\$ 1,767,346</u>	<u>\$ 70,627,542</u>	<u>\$ 75,709,210</u>

See the accompanying notes to the financial statements.

**THE TRUSTEES OF THE  
PUBLIC LIBRARY OF THE CITY OF BOSTON  
(A COMPONENT UNIT OF THE CITY OF BOSTON)  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION  
JUNE 30, 2018**

Total governmental fund balances.....	\$ 75,709,210
Capital assets (net of accumulated depreciation) used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.....	<u>166,301</u>
Net position of governmental activities.....	<u><u>\$ 75,875,511</u></u>

See the accompanying notes to the financial statements.

**THE TRUSTEES OF THE  
PUBLIC LIBRARY OF THE CITY OF BOSTON  
(A COMPONENT UNIT OF THE CITY OF BOSTON)  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2018**

Net change in fund balances - total governmental funds..... \$ 2,572,830

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. These amounts represent the related activity of the current period.

Depreciation..... (84,113)

Changes in net position of governmental activities..... \$ 2,488,717

See the accompanying notes to the financial statements.

**THE TRUSTEES OF THE  
PUBLIC LIBRARY OF THE CITY OF BOSTON  
(A COMPONENT UNIT OF THE CITY OF BOSTON)  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**General**

The basic financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting policies are described herein.

**Reporting Entity**

The Trustees of The Public Library of The City of Boston (Library), a non-profit, educational corporation, was established in 1848 to benefit and facilitate the needs of the City of Boston's (City) public library system. A Board of Trustees (Trustees), which is appointed by the City's Mayor, governs the City's public library system. The majority of the Library's assets are held in trust in accordance with the conditions imposed by the donors. The principal of the trust funds is invested to generate income that, in turn, is used to serve the Library's needs that relate to the specific trust agreements. In addition, the Library receives significant support through state and federal government appropriations and private sources.

The Library is a Section 501(c)(3) organization, exempt from Federal income taxes under Section 501(a) of the Internal Revenue Code. In addition, the Commonwealth of Massachusetts (Commonwealth) has classified the Library as a non-profit organization in nature, and, as such, it is exempt from payments of income taxes to the Commonwealth.

Separate and distinct from the Trustees' Section 501(c)(3) organization, operations of the Boston Public Library are also conducted as a department of the City. These financial statements only represent the operations of the Trustees' Section 501(c)(3) organization.

The Library is considered a component unit of the City for financial reporting purposes and it places substantial reliance upon the City to fund its daily operations. The City funds the majority of the Library's costs of operations. The City pays the Library employees' salaries, therefore, payroll liabilities and related costs of compensated absences are recorded on the City's government-wide financial statements.

For financial reporting purposes, the basic financial statements include all funds, organizations, agencies, boards, commissions and institutions that are not legally separate from the Library.

The Library has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and/or significance of their relationship with the Library are such that exclusion would cause the Library's basic financial statements to be misleading or incomplete.

**THE TRUSTEES OF THE  
PUBLIC LIBRARY OF THE CITY OF BOSTON  
(A COMPONENT UNIT OF THE CITY OF BOSTON)  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Discretely Presented Component Unit**

The Boston Public Library Foundation, Inc. (Foundation), a component unit of the Library, was formed on March 2, 1992 as a non-for-profit organization, exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code, to support the physical restoration and the enhancement of the public visibility of the Library. The Foundation is legally separate from the Library, and the Library is not financially accountable for the Foundation. The Foundation has been included because of the nature and significance of its relationship with the Library. Complete financial statements can be obtained from the Foundation's administrative offices in Boston, Massachusetts.

**Related Organizations**

The Norman B. Levanthal Map Center, Inc., the Associates of The Boston Public Library, the City-Wide Friends and the Friends of Branch Libraries, support library objectives and raise funds for the Library. Currently, the Library's accountability for these organizations does not extend beyond receiving their support.

**Implementation of New Accounting Principles**

For the year ending June 30, 2018, the Library implemented the following pronouncements issued by the GASB:

- GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefit Plans Other than Pensions*
- GASB Statement No. 81, *Irrevocable Split-Interest Agreements*
- GASB Statement No. 82, *Pension Issues – an amendment of GASB Statements No. 67, No. 68 and No. 73*
- GASB Statement No. 85, *Omnibus 2017*
- GASB Statement No. 86, *Certain Debt Extinguishment Issues*

The implementation of these GASB Statements had no reporting impact for the Library.

**Government-Wide and Fund Financial Statements**

**Government-Wide Financial Statements**

The government-wide financial statements (statement of net position and the statement of activities) report information on all non-fiduciary activities of the primary government (Library) and its discretely presented component unit. *Governmental activities* are primarily supported by contributions, intergovernmental revenues and investment income.



**THE TRUSTEES OF THE  
PUBLIC LIBRARY OF THE CITY OF BOSTON  
(A COMPONENT UNIT OF THE CITY OF BOSTON)  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Fund Financial Statements**

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

**Measurement Focus, Basis of Accounting and Basis of Presentation**

**Government-Wide Financial Statements**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a specific function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a specific function or segment.

Items not identifiable as program revenues are reported as general revenues.

The effect of interfund activity has been eliminated from the government-wide financial statements.

**Fund Financial Statements**

**Governmental funds** financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for certain claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

**THE TRUSTEES OF THE  
PUBLIC LIBRARY OF THE CITY OF BOSTON  
(A COMPONENT UNIT OF THE CITY OF BOSTON)  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Revenues are considered available if they are collected within 60 days after the end of the fiscal year. Investment income is susceptible to accrual. Other receipts become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is used to account for and report all financial resources not accounted for and reported in another fund.

The *Foundation fund* is a special revenue fund used to account for and report all financial resources donated by the Foundation restricted for the betterment of programming support and facility operations.

The nonmajor governmental funds consist of special revenue and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

*Special revenue funds* are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

*Permanent funds* are used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the government's programs and benefit the government or its constituents.

**Cash and Investments**

**Government-Wide and Fund Financial Statements - Library**

Cash and cash equivalents are considered to be cash on hand, demand deposits, money market mutual funds and short-term investments with an original maturity of three months or less from the date of acquisition.

Investments are carried at fair value; with the exception of money market mutual funds which are carried at amortized cost. Fair value is based on quotations from a national securities exchange except for pooled funds and alternative investments, for which fair value is determined as follows:

**THE TRUSTEES OF THE  
PUBLIC LIBRARY OF THE CITY OF BOSTON  
(A COMPONENT UNIT OF THE CITY OF BOSTON)  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Pooled Funds

The fair value of shares in managed investment pools is based on unit value reported by the funds.

Alternative Investments

Alternative investments are recorded at fair value based on market values provided by investment firms after consideration of pertinent information, including current financial position and operating results, price-earnings multiples and available market prices of similar companies' securities, the nature of securities, marketability, restrictions on disposition and other appropriation and do not necessarily represent amounts which might ultimately be realized, since such amounts depend on future circumstances and cannot reasonably be determined until individual securities are liquidated.

**Government-Wide Financial Statements - Foundation**

A hierarchy that prioritizes the inputs to valuation techniques used to measure fair value establishes a framework for measuring fair value. The Foundation's assets measured at fair value as of June 30, 2018 are categorized as Level 1 in the fair value hierarchy. Level 1 assets represent valuation at unadjusted quoted prices for identical asset or liabilities in active markets that the Foundation has the ability to access.

Common stocks, corporate bonds and U.S. government securities are valued at the closing price reported on the active market on which the individual securities are traded. Mutual funds are valued at the net asset value (NAV) of the shares held.

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Foundation believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

Accounts Receivable

**Government-Wide and Fund Financial Statements**

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and fund financial statements are reported under the accrual basis of accounting and the modified accrual basis of accounting, respectively.

**THE TRUSTEES OF THE  
PUBLIC LIBRARY OF THE CITY OF BOSTON  
(A COMPONENT UNIT OF THE CITY OF BOSTON)  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Intergovernmental

Various state and federal operating and capital grants are applied for and received annually. For non-expenditure driven grants, revenue is recognized as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, revenue is recognized when the qualifying expenditures are incurred and all other grant requirements are met.

The Commonwealth's Board of Library Commissioners (Board) has designated the Library as the Library for the Commonwealth (LFC). Accordingly, the LFC's operations are included in the Library's financial statements. The LFC provides reference and research services and materials for the Commonwealth and retains personnel with expertise and bibliographic skills needed to develop and provide access to reference and research collections.

The LFC operates under a cost reimbursement arrangement granted by the Commonwealth. The LFC is assessed certain salaries and benefits, for reimbursement to the City of Boston, and purchases books and related materials for the benefit of the Commonwealth.

Special Events

Special events receivables consist of amounts owed for events held at the Library, such as weddings, parties, meetings and tours. Special events receivables are recorded in the fiscal year the events are held.

Departmental and Other

Departmental and other receivables are recorded as receivables in the fiscal year accrued.

Contributions and Gifts

Contributions and gifts receivables are recorded as receivables in the fiscal year in which the Library has met all the required conditions to which the contribution or gift is subject.

Interest and Dividends

Interest and dividends receivables consist of accrued investment income.

Pledges and Grants (Foundation)

Pledges are recorded as receivables in the year made. Grants are recorded as receivables when the Foundation has fulfilled specific requirements. Pledges and grants scheduled to be received over the next 12 months are reflected as current receivables while pledges and grants scheduled to be received in subsequent years are reflected as long-term receivables in the statement of net position and have been discounted to present value. All pledges are considered to be available for unrestricted use unless specifically restricted by the donor.

**THE TRUSTEES OF THE  
PUBLIC LIBRARY OF THE CITY OF BOSTON  
(A COMPONENT UNIT OF THE CITY OF BOSTON)  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Allowance for Uncollectible Amounts**

The allowance for uncollectible amounts is estimated based on historical trends and specific account analysis. Intergovernmental and interest and dividends receivables are considered 100% collectible. The allowance for uncollectible amounts for special events and departmental and other receivables is immaterial and therefore not reported. The Foundation did not recognize an allowance for doubtful accounts for pledges receivable as of June 30, 2018 since management deemed all pledges receivable to be fully collectible.

**Restricted Assets**

**Government-Wide and Fund Financial Statements**

Assets are reported as restricted when limitations on their use change the nature of the availability of the asset. Such constraints are either externally imposed by creditors, contributors, grantors, or laws of other governments, or are imposed by law through constitutional provisions or enabling legislation.

**Capital Assets**

**Government-Wide Financial Statements**

Capital assets, which consist of buildings, machinery and equipment and furniture, fixtures and improvements, are reported in the government-wide financial statements.

Capital assets are recorded at historical cost or at estimated historical cost if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation.

Purchases and construction costs in excess of \$25,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than two years if title/ownership of the underlying assets belongs to the Trustees. For such purchases (including books and related) and construction costs for which the title/ownership of the underlying assets belongs to the City of Boston, costs are not capitalized by the Trustees.

Capital assets are depreciated on a straight-line basis.

The estimated useful lives of capital assets are as follows:

<u>Capital Asset Type</u>	<u>Estimated Useful Life (in years)</u>
Machinery and equipment.....	3 - 10
Furniture, fixtures and improvements.....	5

**THE TRUSTEES OF THE  
PUBLIC LIBRARY OF THE CITY OF BOSTON  
(A COMPONENT UNIT OF THE CITY OF BOSTON)  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

**Governmental Funds Financial Statements**

Capital asset costs are recorded as expenditures in the acquiring fund in the fiscal year of the purchase.

**Works of Art and Historical Treasures**

The Library maintains collections including art work, rare book collection and historical treasures that have been purchased or donated. These items are preserved and cared for and many are displayed in public exhibitions. The Library does not have a formal policy that requires that proceeds from the sale of these items be used to expand the collections through additional acquisitions. However, historically, the Library has not sold works of art and historical treasures and as of June 30, 2018, the Library has no intention to sell its works of art and historical treasures and not use the proceeds to either restore current holdings or expand the collection through additional acquisitions. Therefore, in accordance with GASB, the Library does not capitalize collections meeting all of the above factors.

**Advance Deposits**

Advance deposits consist of monies received in advance for special events held at the Library and customer balances in the pay-for-print program.

**Interfund Receivables and Payables**

During the course of its operations, transactions occur between and within funds that may result in amounts owed between funds.

**Government-Wide Financial Statements**

Transactions of a buyer/seller nature between and within governmental funds are eliminated from the governmental activities in the statement of net position.

**Fund Financial Statements**

Transactions of a buyer/seller nature between and within funds are not eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as "due from other funds" or "due to other funds" on the balance sheet.

**THE TRUSTEES OF THE  
PUBLIC LIBRARY OF THE CITY OF BOSTON  
(A COMPONENT UNIT OF THE CITY OF BOSTON)  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Interfund Transfers**

During the course of its operations, resources are permanently reallocated between and within funds.

**Government-Wide Financial Statements**

Transfers between and within governmental funds are eliminated from the governmental activities in the statement of net position.

**Fund Financial Statements**

Transfers between and within funds are not eliminated from the individual fund statements and are reported as transfers in and transfers out.

**Net Position and Fund Balances**

**Government-Wide Financial Statements (Net Position)**

Net position is reported as restricted when amounts are restricted by outside parties for a specific future use.

Net position has been “restricted” for the following:

“Nonexpendable” represents the principal value of amounts held in trust restricted by various trust agreements.

“Expendable” represents the investment earnings on amounts held in trust which may be expended in accordance with various trust agreements, amounts which may be expended in accordance with various grant agreements, amounts committed to specific purposes by the Trustees, the Foundation’s programs related to community outreach and Library support, and other restrictions placed on assets from outside parties.

**Governmental Funds Financial Statements (Fund Balances)**

The following fund balance classifications describe the relative strength of the spending constraints:

*Nonspendable* – represents amounts that cannot be spent either because they are in nonspendable form (i.e., inventory) or because they are legally or contractually required to be maintained intact (i.e., principal of permanent fund).

*Restricted* – represents amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

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**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

*Committed* – represents amounts that can be used only for specific purposes imposed by a formal action (ordinance or resolution) of the Trustees, which is the highest level of decision-making authority for the Library. Committed amounts may be established, modified, or rescinded only through actions approved by the Trustees.

*Assigned* – represents amounts that do not meet the criteria to be classified as restricted or committed but are intended to be used for specific purposes. In the general fund, assigned amounts represent intended uses established by the Trustees or a Library official delegated that authority by charter or ordinance.

*Unassigned* – represents the residual fund balance for the general fund and the negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting assigned fund balance amounts.

In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is depleted in the order of restricted, committed, assigned and unassigned.

**Investment Income**

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

**Use of Estimates**

**Government-Wide and Fund Financial Statements**

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

**Total Column**

**Fund Financial Statements**

The total column presented on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.



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**NOTE 2 STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**Budgetary Information**

The Library's annual budget consists of two parts; its budget as a component unit of the City and its annual budget as the Trustees of the Public Library. The Library's annual budget as a component unit of the City is prepared as part of the annual municipal budget process. Once adopted, the budget may be amended pursuant to the supplemental appropriation process, in which the Mayor submits such requests to the City Council for approval. The Library's City budget is not part of these financial statements. The Library's annual Trustees' budget is prepared under the direction of the Library's management and Trustees. The Library's Trustees' budget is included as an external fund budget in the City's annual operating budget.

**NOTE 3 DEPOSITS AND INVESTMENTS**

**Library**

The municipal finance laws of the Commonwealth authorize the Library to invest temporarily idle cash in bank term deposits and certificates of deposits, and treasury and agency obligations of the United States government, with maturities of one year or less; U.S. treasury or agency repurchase agreements with maturities of not more than 90 days; money market accounts; and the state treasurer's investment pool – the Massachusetts Municipal Depository Trust (MMDT).

**Library (Continued)**

The Library's permanent funds (through various trust agreements) have expanded investment powers, including the ability to invest in equity securities, corporate bonds and other specified investments. Generally, the Library's investment activities are managed under the custody of the City Treasurer. The Library's investing of funds in its custody is performed in accordance with investment policies approved by the Trustees. Certain permanent funds have investments in a common fund where investments are pooled. The pooled fund makes a distribution of its investment income to the various participating funds. Participating funds may purchase or redeem units of the common fund based upon the market value of the underlying investments held in the common funds.

**Deposits - Custodial Credit Risk**

Custodial credit risk for deposits is the risk that, in the event of a bank failure, the Library's deposits may not be recovered. The Library does not have a policy for custodial credit risk of deposits. As of June 30, 2018, \$7,499,099 of the Library's bank balance of \$7,749,099 was uninsured, uncollateralized and exposed to custodial credit risk.

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**NOTE 3 DEPOSITS AND INVESTMENTS (CONTINUED)**

**Investments Summary**

The Library's investments at June 30, 2018 are presented below. All investments are presented by investment type, with debt securities presented by maturity.

<u>Investment Type</u>	<u>Total Amount</u>	<u>Investment Maturities (in Years) Less Than 1</u>
<u>Debt Securities:</u>		
Money market mutual funds.....	\$ 4,107,582	\$ 4,107,582
Fixed income mutual funds.....	<u>9,120,059</u>	<u>9,120,059</u>
Total debt securities.....	<u>13,227,641</u>	<u>\$ 13,227,641</u>
<u>Other Investments:</u>		
Equity securities.....	12,026,893	
Equity mutual funds.....	2,769,917	
Alternative investments.....	<u>33,900,962</u>	
Total other investments.....	<u>48,697,772</u>	
Total investments.....	<u>\$ 61,925,413</u>	

**Investments - Interest Rate Risk of Debt Securities**

Interest rate risk for debt securities is the risk that changes in interest rates of debt securities will adversely affect the fair value of an investment. The Library does not have a policy for interest rate risk of debt securities.

**Investments - Custodial Credit Risk**

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Library's policy is for all investments to be insured, registered, or held by the Library's agent in the Library's name. As of June 30, 2018, the entire balance of investments are insured, registered, or held by the Library's agent in the Library's name and are not exposed to custodial credit risk.

**Investments - Credit Risk of Debt Securities**

Credit risk for debt securities is the risk that an issuer or other counterparty to a debt security will not fulfill its obligations. The Library's policy for investments in individual debt securities is for all securities to be of investment grade (BBB rating or better).

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**NOTE 3 DEPOSITS AND INVESTMENTS (CONTINUED)**

As of June 30, 2018, the Library's investments that are classified as debt securities consisted entirely of mutual funds that were unrated by national credit rating organizations. The Library's investment in the IR&M Core Bond Fund, which is classified as an alternative investment, consists of various fixed income and other debt security investments that are all rated BBB or better by Moody's and Standard and Poors.

**Investments – Fair Value Measurements**

The Library categorizes its fair value measurements within the fair value hierarchy established by GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The Library has the following recurring fair value measurements as of June 30, 2018:

Investment Type	Fair Value	Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
<b>Equity Securities:</b>				
Equity Mutual Funds.....	\$ 2,769,917	\$ 2,769,917	\$ -	\$ -
Other Equity Securities.....	12,026,893	12,026,893	-	-
Total Equity Securities	14,796,810	14,796,810	-	-
<b>Debt Securities:</b>				
Fixed Income Mutual Funds.....	9,120,059	9,120,059	-	-
Total Investments by Fair Value Level .....	23,916,869	\$ 23,916,869	\$ -	\$ -
<b>Investments measured at the net asset value (NAV)</b>				
Core Bond Fund.....	9,532,660			
Private Equity Funds.....	24,368,302			
Total Investments measured at the NAV.....	33,900,962			
Total Investments measured at Fair Value .....	\$ 57,817,831			

Debt and equity securities classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities.

The valuation method for investments measure at the net asset value (NAV) per share or its equivalent) is presented on the following table.

	Fair Value	Unfunded Commitments	Redemption Frequency	Notice Period
Core Bond Fund (1).....	\$ 9,532,660	-	N/A <sup>(1)</sup>	N/A <sup>(1)</sup>
Private Equity Funds (2) .....	24,368,302	-	N/A <sup>(2)</sup>	N/A <sup>(2)</sup>
Total Investments Measured at the NAV.....	\$ 33,900,962			

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**NOTE 3 DEPOSITS AND INVESTMENTS (CONTINUED)**

- (1) Core Bond Fund - This type includes 1 core bond fund that invests primarily in investment-grade fixed income securities. The fair value of the investment in this type has been determined using the NAV per share (or its equivalent) of the System's ownership interest in partners' capital. This investment can be redeemed as needed, with a redemption notice period of 4 days.
- (2) Private Equity Funds - This type includes 3 private equity funds. One fund with an approximate value of \$8,789,139 invests to seek income and capital appreciation by investing in equity and equity-linked securities of non-U.S. companies. The fair value of the investment in this type has been determined using the NAV per share (or its equivalent) of the System's ownership interest in partners' capital. The investment can be redeemed as needed, with notice provided 5 days before the end of each month. The second fund with an approximate value of \$9,290,497 seeks to approximate, as closely as practicable, before expenses, the performance of the S&P 500® Index over the long term while investing in securities which meet certain social or environmental criteria. The fair value of the investment in this type has been determined using the NAV per share (or its equivalent) of the System's ownership interest in partners' capital. The investment can be redeemed as needed within 2 days' notice. The third fund with an approximate value of \$6,288,666 invests to seek an investment return that approximates as closely as practicable, before expenses, the performance of its benchmark index over the long term.

**Foundation**

The Foundation's investments at June 30, 2018 are comprised of the following:

<u>Investment Type</u>	<u>Cost</u>	<u>Fair Value</u>	<u>Net Unrealized Gain (Loss)</u>
Common stocks.....	\$ 269,886	\$ 324,595	\$ 54,709
Mutual funds - equities.....	414,833	453,054	38,221
Mutual funds - fixed income.....	443,406	435,168	(8,238)
Mutual funds - combination.....	476,597	514,423	37,826
Totals.....	<u>\$ 1,604,722</u>	<u>\$ 1,727,240</u>	<u>\$ 122,518</u>

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**NOTE 3 DEPOSITS AND INVESTMENTS (CONTINUED)**

The following summarizes investment income for the fiscal year ended June 30, 2018:

<u>Investment Type</u>	<u>Amount</u>
Interest and dividends.....	\$ 33,124
Net unrealized gains.....	36,122
Net realized gains.....	<u>51,976</u>
Totals.....	<u>\$ 121,222</u>

**NOTE 4 ACCOUNTS RECEIVABLE**

At June 30, 2018, receivables for the individual major governmental funds and nonmajor governmental funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>
<u>Receivables:</u>			
Intergovernmental - Library for the Commonwealth (LFC).....	\$ 456,857	\$ -	\$ 456,857
Special events.....	139,292	-	139,292
Departmental and other.....	156,921	-	156,921
Interest and dividends.....	<u>8,202</u>	<u>-</u>	<u>8,202</u>
	<u>\$ 761,272</u>	<u>\$ -</u>	<u>\$ 761,272</u>

**Foundation**

Pledges receivable are primarily from board members located throughout Massachusetts. Management determined that discounting the balances was immaterial.

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**NOTE 5 CAPITAL ASSETS**

Capital asset activity for the fiscal year ended June 30, 2018, was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
<b>Governmental Activities:</b>				
<u>Capital assets being depreciated:</u>				
Machinery and equipment.....	\$ 2,087,976	\$ -	\$ -	\$ 2,087,976
Furniture, fixtures and improvements.....	<u>422,112</u>	<u>-</u>	<u>-</u>	<u>422,112</u>
Total capital assets being depreciated.....	<u>2,510,088</u>	<u>-</u>	<u>-</u>	<u>2,510,088</u>
<u>Less accumulated depreciation for:</u>				
Machinery and equipment.....	(1,985,315)	(36,792)	-	(2,022,107)
Furniture, fixtures and improvements.....	<u>(274,359)</u>	<u>(47,321)</u>	<u>-</u>	<u>(321,680)</u>
Total accumulated depreciation.....	<u>(2,259,674)</u>	<u>(84,113)</u>	<u>-</u>	<u>(2,343,787)</u>
Total capital assets being depreciated, net.....	<u>250,414</u>	<u>(84,113)</u>	<u>-</u>	<u>166,301</u>
Total governmental activities capital assets, net.....	<u>\$ 250,414</u>	<u>\$ (84,113)</u>	<u>\$ -</u>	<u>\$ 166,301</u>

**NOTE 6 DUE TO CITY OF BOSTON**

The following represents a summary of amounts owed to the City at June 30, 2018:

<u>Description</u>	<u>Amount</u>
Salary reimbursements - Library for the Commonwealth...	\$ 69,564
Salary reimbursements - Other.....	490,263
Collections of fines.....	<u>18,444</u>
Total.....	<u>\$ 578,271</u>

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**NOTE 7 INTERFUND TRANSFERS**

Interfund transfers for the fiscal year ended June 30, 2018 are summarized as follows:

Description	General Fund	Foundation Fund	Nonmajor Governmental Funds		
			Library Managed Funds	City Managed Funds	Total Nonmajor Governmental Funds
Annual 5% distribution to Library managed funds (1).....	\$ -	\$ -	\$ 2,411,635	\$ (2,411,635)	\$ -
Annual 5% distribution to general funds (1).....	285,197	-	-	(285,197)	(285,197)
To fund programs from Hearst/Humanities funds.....	188,017	-	(188,017)	-	(188,017)
To transfer donations to City Managed Funds .....	(1,167,112)	-	-	1,167,112	1,167,112
To transfer funds for Lowell Lecture Series.....	(50,000)	50,000	-	-	-
To transfer funds for social worker outreach position.....	(25,000)	-	25,000	-	25,000
Miscellaneous transfers.....	74,827	-	(74,827)	-	(74,827)
Transfers, net.....	\$ (694,071)	\$ 50,000	\$ 2,173,791	\$ (1,529,720)	\$ 644,071

(1) Since fiscal year 2003, it is the Trustees' policy to authorize the City to distribute 5% of the Library's perpetual permanent fund balances (using a three-year average of market values) to help fund the Library's operations

**NOTE 8 PENSION PLAN AND OTHER POST EMPLOYMENT BENEFITS**

Persons that perform services for the Library are employees of the City only. City employees participate in the City's retirement plan. The City is responsible for contributions to the State-Boston Retirement System (the System), a cost sharing multiple-employer defined benefit pension plan. The System provides retirement disability and death benefits to plan members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. The System issues a publicly available financial report, which can be obtained through the State-Boston Retirement System, Boston City Hall, Boston, Massachusetts.

In addition to providing pension benefits, the City is required to provide certain health care and life insurance benefits for retired employees of the City. Substantially all of the Library's employees may become eligible for these benefits if they reach retirement age while working for the Library. Eligible retirees are required to contribute a specified percentage of health care benefit costs which is comparable to contributions required from employees.

In accordance with GASB Statement 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, no liability has been recorded on the Library's financial statements since the City has not allocated any portion of other postemployment benefit liabilities to the Library as of June 30, 2018, since persons that perform services for the Library are employees of the City only.

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**NOTE 9 RISK FINANCING**

The Library is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Library carries commercial insurance. For the previous three years, coverage has remained consistent and there were no losses which exceeded coverage.

**NOTE 10 RELATED PARTY TRANSACTIONS**

The Library receives support from the City as a component unit. This support is received for expenditure assistance and various programs. Per a mutual agreement with the City, appropriations for salary and retirement expenses and general and administrative expenses of the Library have been omitted from these basic financial statements, as those costs are included in the City's budget. Capital asset purchases made by the City for the benefit of the Library, the value of the main Library buildings and its land, have also been excluded from these basic financial statements. All of the aforementioned amounts, and the related receivables and accruals, appear in the audited financial statements of the City.

**NOTE 11 CONTINGENCIES**

Various legal actions and claims are pending against the Library. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2018, cannot be ascertained, management believes any resulting liability should not materially affect the financial position of the Library at June 30, 2018.