

**BOSTON  
PUBLIC  
LIBRARY**



TO: Trustees of the Boston Public Library  
FROM: Pamela Carver, Clerk of the Board  
DATE: May 19, 2020  
RE: Annual Board of Trustees Meeting – Tuesday, May 26, 2020 at 8:30 a.m.

The Annual Trustees Meeting, scheduled for Tuesday, May 26, 2020 at 8:30 a.m., held virtually via Zoom, requires two separate meetings.

The first meeting is the Annual Meeting of the Trustees as an Administrative Agency. During this meeting, the Trustees will address the ongoing business of the Boston Public Library along with administering matters of the Boston Public Library as a Department of the City of Boston. This includes the signing of payrolls, acceptance of Critical Repair Funds, appointive authority over Civil Service personnel at the Library, and other operating procedures.

The second meeting is the Annual Meeting of the Trustees as a Corporation. In the second meeting the Trustees will address matters in which the Trustees act as a separate § 501 (c)(3) nonprofit corporation, including the election of officers, signing of payrolls for grant funded positions, acceptance of gifts and grants, as well as authorization to accept funds and spend Trust Funds.

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

## Annual Meeting of the Trustees as an Administrative Agency

Tuesday, May 26, 2020 at 8:30 a.m.

Held Virtually via Zoom: <https://boston-public-library.zoom.us/j/82844556151>

### 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 January 20, 2020
- C. Designation of Finance and Audit Committee as an 'Investment Committee'

#### II. President's Report

*David Leonard, President*

- A. World Intellectual Property Day
- B. Accomplishments and Goals FY20-21
- C. Capital Projects FY21  
*Alison Ford, Major Projects Coordinator and David Leonard, President*
- D. Dudley Branch Update and Naming Considerations
- E. BPL Fund Updates
- F. Review and Approval of Community Room/Meeting Room Policy and Procedures  
*Emily Tokarczyk, Special Events Manager and David Leonard, President*  
**VOTED: "that, the Trustees of the Public Library of the City of Boston vote to accept the updated Community Room/Meeting Room Policy and Procedures as presented."**

- G. Discussion of Fine Forgiveness  
*Michael Colford, Director of Library Services and David Leonard, President*

**VOTED: "that, the Trustees of the Public Library of the City of Boston authorize the President of the Boston Public Library to consult with the CFO for the City of Boston and, as needed, extend the waiving of fines for BPL library cardholders up to the extent of the current public health emergency."**

#### III. Trustees Finance and Audit Committee

*Evelyn Arana-Ortiz, Committee Chair*

- A. Mayor Martin J. Walsh's FY21 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 FY21 Recommended Operating and Capital Budgets, subject to further amendments in advance of final approval by City Council.”**

**B. Award of Contracts**

*Evelyn Arana-Ortiz, Committee Chair*

**1. Contract for Communications Department consultant**

**VOTED: “that, the Trustees of the Public Library of the City of Boston approve a third contract in the amount of \$10,000, with Susan Minichello, 60 Adams Street, Somerville, MA, to provide interim contracting services to the Library’s Communication Department.”**

**2. Contract or Contracts for Various Goods or Services relating to the Critical Repair Operating Budget for FY21**

**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, 2020 through June 30, 2021 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).”**

**3. 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, 2020 through June 30, 2021.”**

**4. Contract with CityScapes Plant Care for landscaping services in McKim Courtyard.**

**VOTED: “that, the Trustees of the Public Library of the City of Boston vote to award a contract for landscaping service in the McKim Courtyard in the amount not to exceed twenty five thousand (\$25,000) to Cityscape Plant Care, 197 Clarendon St, Boston, MA.”**

C. Trustees Fellowes Athenaeum Trust Advisory Committee Trust Fund FY21  
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 six thousand twenty dollars and eighteen cents (\$96,020.18) 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 2020 and September 2020 to the Finance and Audit Committee.”**

IV. Proposed Schedule of Trustees Meetings for 2020-2021  
*Robert Gallery, Chair*

- Tuesday, September 29, 2020, 8:30 a.m.
- Tuesday, November 17, 2020, 8:30 a.m.
- Tuesday, January 12, 2021, 8:30 a.m.
- Tuesday, March 23, 2021, 8:30 a.m.
- Tuesday, May 18, 2021, Annual Meeting, 8:30 a.m.

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

*\* Meetings held virtually until further notice.*

**VOTED: “that, the Trustees of the Public Library of the City of Boston approve the proposed schedule of Trustees meetings for 2020-2021:**

- Tuesday, September 29, 2020, 8:30 a.m.
- Tuesday, November 17, 2020, 8:30 a.m.
- Tuesday, January 12, 2021, 8:30 a.m.
- Tuesday, March 23, 2021, 8:30 a.m.
- Tuesday, May 18, 2021, Annual Meeting, 8:30 a.m.

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

*\* Meetings held virtually until further notice.”*

V. New Business

VI. Public Comment

*\*\*Public can also submit written comments in advance to [pcarver@bpl.org](mailto:pcarver@bpl.org) with subject: "Trustees Meeting Public Comment" by 5.25.20 at 12:00 p.m. All submissions will be read into the public record.\*\**

VII. Adjournment  
*Robert Gallery, Chair*

**Trustees of the Public Library of the City of Boston**  
Robert E. Gallery, Chair; Evelyn Arana-Ortiz, Vice Chair,  
Jabari Asim, Zamawa Arenas, Ben Bradlee, Jr.,  
Cheryl Cronin, Priscilla Douglas, Linda Dorcena Forry,  
John Hailer, Jeffrey Hawkins, Representative Chynah Tyler

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](http://www.bpl.org)

Please click the link below to join:

<https://boston-public-library.zoom.us/j/82844556151> Webinar ID: 828 4455 6151

Or iPhone one-tap:

US: +16465588656, 82844556151# or +13017158592, 82844556151#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or  
+1 346 248 7799

Webinar ID: 828 4455 6151

International numbers available: <https://boston-public-library.zoom.us/j/82844556151>

# **TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON**

## **Meeting of the Trustees as a Corporation and Administrative Agency**

Tuesday, January 30, 2020 at 3:00 p.m.

Central Library, Commonwealth Salon

700 Boylston Street, Boston, MA 02116

### **DRAFT MINUTES**

A Meeting of the Trustees of the Public Library of the City of Boston as a Corporation and Administrative Agency was held at the Central Library, 700 Boylston Street, Boston, MA 02116 on Tuesday, January 30, 2020 at 3:00 p.m. in the Commonwealth Salon.

Present at the meeting were: Chair, Robert Gallery and Vice-Chair Evelyn Arana-Ortiz and Trustees: Zamawa Arenas, Jabari Asim, Ben Bradlee, Priscilla Douglas, Linda Dorcena Forry, John Hailer, and Representative Chynah Tyler. Cheryl Cronin and Jeff Hawkins were not present. Also present were: David Leonard, President, Pamela Carver, Clerk of the Board, along with BPL staff and members of the public.

Chair Robert Gallery called the meeting to order at 3:00 p.m. and addressed the order of business. Mr. Gallery thanked everyone for their presence and wished everyone a happy new year. A roll call was taken and determined there was a quorum. Mr. Gallery called for the approval of the minutes of the November 19, 2019 meeting. With no edits or comments, a motion was duly made and seconded. The Trustees voted in favor to approve the meeting minutes of November 19, 2019.

Mr. Leonard was asked to give his President's report. He began with showing a few photos from the first ever "All BPL Staff" meeting in November 2019. He was encouraged that this meeting signals the beginning of a long process of more effective staff engagement. He encouraged everyone to visit the new BPL gift shop located at The Newsfeed Café. He thanked Ellen Donaghey, the Catered Affair, and the BPL Events team for their collaborative efforts and leadership to make it happen. This year 2020 is significant for BPL as it is the 125<sup>th</sup> anniversary of the McKim Building and will be marked with various programs and announcements. They have officially launched the Request for Proposal ("RFP") to seek an architect for the McKim Building renovation. The year 2020 also includes other significant events and celebrations (i.e. leading up to the ratification of the 19<sup>th</sup> amendment later this year, Boston is the host city for the NAACP conference in July, and it is the 50<sup>th</sup> year of Boston Pride).

Mr. Leonard gave some brief overview of the capital projects and branch renovation updates. His review discussed the South End Branch which had completed its refresh, Chinatown will remain closed until end of February/early March after the BPDA's renovations to the building, and the Adams, Dudley and Roslindale Branches remain under construction.

Ms. Donaghey was asked to give a brief overview of the FY21 budget submission. Mr. Leonard noted they will be giving a high level summary of both the capital and operations budget at the March Board meeting. Ms. Donaghey reviewed the areas of salaries, overtime, maintenance, utilities and supply costs. She noted they are requesting a 4.4% increase overall over FY20. David Leonard added that these figures are only reflective of the City budget and it does not reflect the other areas of funding, such as: Trustees, state aid, private/philanthropic grants, enterprise monies, and the Library for the Commonwealth.

Mr. Leonard concluded his report, recapping that at the November meeting, the discussion began for an updated mission statement, which included some strategic updates and revisions of the BPL's Mission statement and values. In response to some of the interests of the Trustees regarding library data, Laura Irmischer, Michael Colford, and Scot Colford prepared a thorough presentation on library usage.

Ms. Imscher, Chief of Collections, began the presentation by reviewing the BPL collections. They are estimated at over 21 million items that are broken into three main categories; Circulating (9%), Research (vast majority which is 75%), and Special collections (roughly 16%). She reviewed how people are using these collections in three ways. They are using the traditional way of checking them out and leaving the library with them, in library use only, and online.

The collections are broken into four categories: Books, downloadable and streaming media, DVDs, and CDs. She noted there was tremendous growth in downloadable materials, the most over the last ten years. Ms. Imscher continued by reviewing what items are used inside the library only, which include most research and special collections. Our research collections are approximately 75% of their BPL's holdings, which are held at the Central Library in closed stacks as well as the Archival Center. They include the maps that are serviced by the LMEC and the Special Collections. These items are meant to be part of the BPL's "permanent collections" therefore posing restrictions for their safety and preservation.

Last category of the Collections are those used online. These can be used anywhere and you do not have to be in the building to access them. Looking first at streaming and download, they are broken down as: Audiobooks, Ebooks, and music and videos (television shows and movies). She reviewed the various vendors we use for streaming services and noted we recently crossed 10 million checkouts with one of our longtime partnerships with Overdrive.

Ms. Imscher ended by noting the growth of digital to the decline in physical circulation. While there is a decline in physical circulation, it is made up for by the usage of digital content and is anticipated to outpace physical content within the next quarter. The other online content we provide is databases. The BPL has over 130 resources with vendors on various products. They include scholarly research, language learning, career resources, legal forms, video productions, etc.

The last category is the digitized BPL collections. We own the physical copy and a digitized copy is available on platforms like Digital Commonwealth and the Internet Archive. Of our entire physical collections, only 1.5% has been digitized. Of that 1.5%, they were viewed over 10 million times. Pointing to the 98% that is not digitized as the BPL's potential and what we are working toward.

Michael Colford, Director of Library Services noted the BPL collects a lot of data and reports to various agencies (i.e. City of Boston, American Library Association, MA Board of Library Commissioners, among other library related organizations) on how the library is being used outside of the collections. He noted the main data measurement used is referred to as "Reach". It is an amalgamation of some of the top usages of the library system that is reported quarterly. Reach figures include five key components: Programs (both number of programs as well as attendees), visits to the libraries, circulation, computer use, as well as wireless sessions. Mr. Colford noted the challenge is balancing accurate statistics with the removal of barriers (such as estimated figures, outdated gate count technologies, and branch closures which can cause the statistics to drop dramatically). The Reach metrics are determined for each BPL location and they are commonly used to help determine the needs of the demographic of the community that branch serves especially during renovations.

Outreach is another measurement that is used. Outreach efforts serve two purposes, one to reach various demographics like students at schools and senior citizens at elderly housing to make them aware of the various services we provide at the library. Second, is to provide more services on location outside our the Library, such as providing storytimes at hospitals and teaching a class at a senior housing facility. The approach is to be more mindful of going beyond the numbers and really look at the impacts on the patrons we are serving.

The last is outcomes and impacts. This is mainly done through exit questionnaires and the Happometer (a small computer that takes exit surveys after programs). Looking ahead, a Data Working Group was

recently formed to audit this collected data so the BPL can make better recommendations. He added they invested in more data analytics for determining potential investment areas /areas of need.

Mr. Scot Colford , Online and Web Services Manager spoke about the tools the BPL uses to measure web usage from our primary website and catalog and the kinds of things we can learn from them. The BPL uses the platforms Google Analytics and Data Studios. Google Analytics collects the sessions and the visitors to our site. In the past, we simply just tracked numbers of visitors we had over a period of time. Now, the data reflects more behavioral related things, such as page views, the average time spent on a page, and how they got there, (whether it was from a search or if they logged into the BPL site directly). It also tracks entrances, bounce rates, and number of what percentage stay vs. exit. Some components to measure the data online is acquisition (where users are coming from, total number of users and whether they are new or not). Audience is also a key metric. It determines who the visitors are (what language their browser is using, what platform they are using whether that is mobile, laptop, or tablet). Mr. Colford noted that 42% of all sessions do not involve a computer but rather come from a mobile handheld device. This information helps reinforce the need for the return of the BPL app.

The next metrics measured is “Search”. We can tell what terms someone is looking for, the category they are searching from (help files, catalog, search tab, etc.) and the page they are on when they do their search. Statistics show that people are using our canned browse page searches we have set up (blog posts, book lists, movies). Behavior flow is the last of the metrics, it shows the paths that are taken throughout our site, which is useful in determining how frequently visited pages are accessed and can help determine our best marketing channels for certain types of events or posts. Mr. Gallery and the other Trustees thanked them for the very in depth presentation.

Next, Ms. Arana-Ortiz briefed the board on behalf of the Finance and Audit Committee. Ms. Arana-Ortiz noted that the committee view the BPL’s risk as a fiduciary duty therefore with a review of the portfolio with NEPC, tried to determine how to minimize socially impactful investments. As a result, the committee interviewed with Impax Management. They have a very thoughtful, methodical approach to investing, especially in areas of Environmental concern and gave a solid presentation to the Committee. Therefore, the Finance and Audit Committee is recommending to award the management of 8% of the endowment to Impax Management. The Board made a motion, was duly made and seconded and,

**VOTED: “that, the Trustees of the Public Library of the City of Boston vote to move 8% of the endowment to Impax Asset Management.”**

Mr. Gallery asked if there was any New Business. Ms. Donaghey explained that the BPL was thrilled and privileged to have fifteen individuals running the Boston Marathon on behalf of the Boston Public Library for a second year. She explained they filled out applications and were selected to run on behalf of the library, noting most runners were from Boston, including BPL’s own, Caroline Driscoll. Each runner committed to raise a minimum of \$7,500 and collectively have raised \$135,000 so far. All funds raised will go directly to support youth services programming specifically afterschool programming and Homework Help.

Mr. Gallery asked if there was any public comment. Mr. David Vieira of the City-Wide Friends of the Library spoke. He asked Ms. Irmscher since only 1.6% of the collection is digitized, if one item is requested and it is not digitized, is that item automatically flagged? He also asked regarding the online/web presentation, how new systems are in place that can track a patron from one part of the BPL to another. Are these trackers patron specific or anonymous? Noting he is asking more relative to privacy? Mr. Scot Colford replied that they are completely anonymous and not traced to the person. He emphasized that the BPL does not collect that information.

With no further business, the Board made a motion and the meeting was adjourned at 4:31 p.m.



**World Intellectual Property Day – April 26, 2020**  
**Climate, Heritage and Intellectual Property**

On the occasion of World Intellectual Property Day 2020, we, the undersigned organizations, call on the World Intellectual Property Organization (WIPO) to take urgent action to help save our cultural heritage.

The world's cultural heritage is at risk from the devastating effects of climate change. Globally, libraries, archives, museums, sites and other cultural heritage institutions are suffering the grave consequences of fires, floods and other disasters related to climate change. Damage to, or disappearance of, any heritage material impoverishes the heritage of all nations. The need for action is urgent, in line with Sustainable Development Goals 13 and 11.4.

The World Intellectual Property Organization, the global body that sets international copyright rules, has a pressing responsibility to act to ensure that important and unique collections in libraries, archives, and museums that are faced with the real threat of climate change can survive.

Digitisation and storage in the cloud are among the most effective ways to safeguard our heritage, as already recognised in the 2015 UNESCO Recommendation concerning the preservation of, and access to, documentary heritage including in digital form. But digitisation requires the making of copies, and too many national copyright laws fail to allow digital preservation for copyright-protected material. In fact, over a quarter of WIPO member states do not permit preservation at all, even for print formats.

Moreover, inconsistent copyright laws and a lack of clear possibilities to import and export works often prevent cultural heritage institutions from working together across borders. Cross-border cooperation would enable digitised copies to be stored in different places, crucially minimising the risk of loss, as well as helping to reduce costs, and avoiding duplication of effort.

Yet despite the clear public good, without adequate copyright laws heritage institutions are obliged to seek permissions and pay remunerations, often from the public purse, just to make a preservation copy. Cultural heritage institutions urgently need an international legal instrument with clear rules allowing preservation of collections, including across borders. WIPO alone has the mandate to set this global standard, and only WIPO can solve the cross-border problems.

We must act now to facilitate the work of cultural heritage institutions in achieving their public interest mission, and to mitigate the cultural losses brought about by climate change.

We must act now to safeguard our heritage.



Dudley Branch Library, Inc.

April 6, 2020

Sadiki Kambon, Chairman  
Nubian Square Coalition  
Director, Black Community Information Center, Inc.  
Nubian Square Coalition  
% Imani House  
516 Warren Street  
Dorchester, MA 02121

Dear Sadiki,

We do apologize for the delay in getting back to you regarding the support of the Friends of the Dudley Branch Library to request the Central Branch Boston Public Library and Mayor's Office to change the name of the Dudley Branch Library to Nubian Square Library.

After much thought and discussion, **we are not** in support of the name change as we feel it does not represent the changes that are taking place in the square in regards to the businesses and the demographics of the area.

A name change that would be more reflective of the area that we would be in support of would be the Roxbury Branch Library, similar to other areas of the city - Mission Hill Library, Grove Hall Library, Mattapan Library, etc. We would also be in support of changing the name to honor a community member who has had an impact in the Roxbury area and/or at the library. Such as Samuel P. Perry, Berthe' Gaines, Francina Gelzer or Sarah Ann Shaw - these individuals were instrumental in many areas of ensuring that the Dudley Branch Library served and met the needs of the community.

Thank you for your time and if you have any questions feel free to reach out. We also hope that you and your loved ones are safe during the uncertain time.

Sincerely,  
Elizabeth T. Nagarajah  
President  
Friends of the Dudley Branch Library

## **Nubian Square Coalition**

**c/o Imani House  
516 Warren Street  
Dorchester, MA. 02121  
857-233-9889**

Dear Mr. David Leonard:

I was informed that contact should be made with you as president of the Boston Public Library system. As you may be aware, a national campaign to remove all symbols and monuments honoring those who were involved in the slave trade. In that regard, our organization the Black Community Information Center Incorporated has been involved with several of these efforts in Boston.

For approximately, the last six years we have led an effort to have Dudley Square renamed Nubian Square. This was due-to-the fact that then Governor Thomas Dudley in 1641 led the effort to have legislation passed to legalize slavery in Massachusetts. Some years later his son Joseph maintained it until it was taken down in the 1700s. We have had tremendous support from the community for the name change to the extent that the campaign evolved into what was to become the Nubian Square Coalition.

Consequently, we met with Mayor Walsh and members of his administration and an agreement was reached to have non-binding question on the City of Boston ballot on election day, November 5, 2020. Mayo Walsh stated he wanted the residents in-close proximity to be the deciding factor on the vote and the "question" won decidedly on election. We as a "coalition" then proceeded to go before the City of Boston Public Improvement Commission on December 19, 2020 and that "body" voted unanimously in favor of permanent name change.

We then focused our energy on changing the name of Dudley Station which comes under the jurisdiction of the MBTA. To our delight we were recently contacted by the office State Representative Chynah Tyler who is a member of your "Board" that the "name change" committee for the MBTA had voted to adopt the proposed Nubian Station as the permanent name for the station.

Our next objective is to rename the Dudley Library to Nubian Library. A presentation was made to the "Friends of Dudley Library and their sentiment seemed to be favorable. In fact, Ms. Sarah Ann Shaw who is a member of that group and formerly with your "Board," strongly suggested that I reach out directly to yourself and your respective "Board" members. Therefore, we are reaching out to you in requesting the opportunity to make a presentation in seeking support of your group to endorse the "name change" of Dudley Library to Nubian Library. The community is very much in support of the "change" and hopefully will have the "backing" of the library "board."

We appreciate your consideration of our request for the "name change" and look forward to hearing from you.

*Sadiki Kambon*

Sadiki Kambon, Chairman  
Nubian Square Coalition  
Director, Black Community Information Center Inc.

cc: Mayor Martin Walsh  
Boston City Councilor Kim Janey  
State Representative Chynah Tyler  
Mr. Jerome Smith  
Ms. Sarah Ann Shaw

# FY21 Capital Projects Plan

## **In Construction/Bidding**

- Dudley Branch Renovation \$17.2m
- Rare Books Renovation \$15.7
- Johnson Roof Replacement \$6.1m
- Adams Street Branch New Building \$18.3m
- Roslindale Branch Renovation \$10.2m
- Hyde Park Branch Waterproofing \$300k

## **In Design**

- Faneuil Branch Renovation \$14m
- Johnson Restroom \$435k
- McKim Fountain Repair \$428k

## **Mixed Use Test Fits/RFP**

- Chinatown Branch \$1m
- Uphams Corner Branch \$18m

# FY21 Capital Projects Plan

## **In Designer Selection**

- McKim Master Plan \$800k
- Egleston Branch Study \$100k
- West End Branch Study \$100k

## **Projects to begin in FY21**

- Research Collections Preservation Plan \$200k
- McKim Fire Alarm Panel \$1m
- Fields Corner Branch Design \$12.1m
- Codman Square Branch Study \$100k
- North End Branch Study \$1.5m
- South End Branch Study \$100k

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700 Boylston Street | Boston, Massachusetts 02116 | [www.bpl.org](http://www.bpl.org)

Special Events Office | 617.859.2212 | [events@bpl.org](mailto:events@bpl.org)

## MEETING ROOM USE POLICY

Date Approved: xxx

The mission of the Boston Public Library (hereinafter the “Library”) is to preserve and provide access to the historical record of our society and to serve the cultural, educational and informational needs of the people of the City, the Commonwealth and Beyond. In support of this mission, the Library provides meeting rooms at all library locations. Meeting rooms are available to community and non-profit groups and organizations for meetings that are educational, cultural or civic in nature. The use of the facilities shall be in accordance with the policies and procedures set by the Trustees of the Boston Public Library.

All political activity and campaign fundraising in support of one candidate or groups thereof is not permitted. Political debates in the interest of civic engagement may be permitted in accordance with the Meeting Room Use Procedures.

The Board of Trustees of the Public Library of the City of Boston, or its designees, approves all meeting room usage of the Boston Public Library. The Library may determine the number of meetings to be operated simultaneously. Library needs take precedence over external meetings.

All organizations and groups shall indemnify, defend and hold harmless the Boston Public Library and the City of Boston, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the organization or group resulting in or relating to personal injuries or property damage arising from the organization/group’s use of the Library meeting room.

The Board of Trustees of the Public Library of the City of Boston delegates authority to the Library President or designee over meeting room use procedures.

The Library shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily-prohibited basis.

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Companion Documents:

Boston Public Library, Meeting Room Use Procedures, xxxxxxxx

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700 Boylston Street | Boston, Massachusetts 02116 | [www.bpl.org](http://www.bpl.org)

Special Events Office | 617.859.2212 | [events@bpl.org](mailto:events@bpl.org)

## MEETING ROOM USE PROCEDURES

Date Approved: xxxx

1. **ELIGIBILITY:** Central Library meeting rooms are available free of charge for Massachusetts and City of Boston agencies as well as designated non-profit organizations with a valid 501c tax ID number. For groups without non-profit status, please refer to the Conference Room Rental web page for information regarding private meeting space at the Central Library. Meeting room use for undesignated community groups can be found free of charge at various Boston Public Library branch locations, dependent on availability.

The Trustees of the Library and Library staff shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily-prohibited basis. However, the provision of meeting room space is not the primary mission of the Library and must always be subordinate to the paramount need to provide a safe, peaceful and respectful environment in which to read and study.

All meetings must be free of charge and open to the public. No admission charge, request for donation or items for sale are approved by the Library. Political activity is not permitted. No use of meeting rooms that is likely to disturb Library patrons in their customary use of Library facilities, impede staff in the performance of their duties, or endanger the Library buildings or collection, or otherwise harm the reputation of the Library will be approved or permitted. Use of meeting rooms for Library purposes shall take precedence over all other uses.

2. **RESERVATIONS:** Reservations for meeting rooms are available on a first come, first served basis. Library and City-sponsored meetings have priority and reserve the right to preempt any scheduled meeting. All groups seeking to use a meeting room shall complete and submit a Meeting Room Use Application at least 3 weeks prior to the preferred meeting date.

The Library has the authority to accept, renew, or reject requests for use of the room under the established policy. To promote the accessibility of the meeting rooms to a wide variety of community groups, the Library may limit meetings for any particular organization. The Trustees of the Boston Public Library and the Library staff reserve the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of the established Meeting Room Use Policy and Procedures or the mission of the Library. In determining whether such a likelihood exists, the Trustees of the Boston Public Library and/or the Library staff may take into consideration the contents of the application form, the history of the group's meeting room use in the library, the history of the group's use of meeting facilities elsewhere, and other such information as they may deem appropriate.

3. **LIMITATIONS:** Meeting rooms are not available for social gatherings (such as parties or entertainment), fundraising efforts, religious ceremonies or services, or for any form of



political activity. No group may consider the library its permanent meeting place or use the library as its mailing address. Recurring meetings (daily, weekly, monthly) will not be permitted.

4. **LIBRARY HOURS:** Daily public hours vary based on individual library location schedules. Meeting room use applications that exceed the standard public hours will be reviewed on a case-by-case basis. If extended hours are approved, the requesting organization is responsible for advance payment of all necessary fees.
5. **SPECIAL ACCOMMODATIONS:** The applicant and the organization he/she represents agree to pay for any special accommodations or security presence required, as determined by the Library. Applicant and his/her organization agree to pay for damages to the meeting room or to the Library property resulting from meeting room use.

Groups reserving meeting rooms assume full responsibility for providing and paying for special accommodations requested by participants in accordance with the Americans with Disabilities Act.

The Trustees of the Boston Public Library and/or Library staff reserves the right to determine, in its reasonable discretion, whether any proposed use of a meeting room will require a police detail or other extraordinary police protection, and if so the anticipated cost thereof. In making this determination, the Trustees of the Boston Public Library may take into consideration the contents of the application form, the history of the group's meeting room use in the library, the history of the group's use of meeting facilities elsewhere, and such other information as such the Library may deem appropriate, and may consult with members of the Boston Police regarding this inquiry. If the Trustees of the Boston Public Library and/or Library staff determines that such police protection will be reasonably necessary, the group seeking to reserve the use of a meeting room shall be required, as a condition of such reservation, to pay to the Trustees of the Boston Public Library by such date in advance of the meeting as Library staff reasonably sets, the anticipated cost of such police protection, and such sum applied thereto, with any surplus being returned to the group after the meeting. The group shall be liable to the Library for any deficiency.

6. **BUSINESS OPERATIONS & FUNDRAISING:** Meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising other than fundraising that supports the Library, unless specifically permitted by the Library.
7. **POLITICAL ACTIVITY:** All political activity in support of one candidate, groups of candidates or ballot measures is prohibited. Such activities include, but are not limited to, meetings hosted by candidates or their campaigns and any other meeting held in furtherance or in opposition to a political campaign. Political debates in the interest of civic discourse and voter education may be permitted in accordance with the defined meeting room use procedures.
8. **TRANSACTIONS:** The sale or marketing of goods or services is not permitted. No goods or services shall be promoted, sold or exchanged upon the premises or by sample, pictures or descriptions. The selling of books or program-related materials on the premises may occur only with express advance written permission given by the Library.
9. **PROVISION OF FURNITURE & SPACE:** The applicant is responsible for discipline and reasonable care of the room. The applicant will be held responsible for any damage, and the condition of the room after its use, e.g., chairs stacked, personal items removed. Meeting rooms shall be left in good order and in the original set-up. Failure to do so may result in denial of future use of the room.

- 10. DISPLAYS & SIGNAGE:** No banners, signs or other materials related to the meeting may be displayed inside or outside the Library or meeting space without prior approval from the Library. Said approved material may be displayed within the reserved space and is restricted from public access areas. All signage must be freestanding and nothing may be affixed to any surface (i.e. walls, windows, floors, furniture, or fixtures). As a historic and public building, violations of this policy may result in assessment of damages, conservation fees and revoking of meeting room privileges.
- 11. STORAGE:** The library is unable to provide storage for any group. All items used for the meeting must be removed immediately following the meeting. The Boston Public Library or its agents shall not be liable for any loss, damage or disposal to such property.
- 12. PERSONAL PROPERTY:** It is the responsibility of the applicant to provide necessary equipment if it is not available at the Library. The City of Boston, the Trustees of the Library and Library employees assume no responsibility for the loss, theft or damage of any property of any group, individual or organization using library facilities.
- 13. ADVERTISING:** Groups using Library meeting rooms must not use advertising and publicity which imply that their programs are sponsored, co-sponsored, endorsed or approved by the Library, unless written permission to do so has been previously given by the Library. In no case will the library assume responsibility for audience development for a specific meeting room use or program, unless otherwise agreed to.
- 14. FOOD AND BEVERAGE:** Any food and beverage provided at the Central Library must be acquired through the Library's contracted caterer, The Catered Affair. Food and beverage items served at library branch locations must be provided by licensed, insured food providers. Alcoholic beverages are prohibited.
- 15. SMOKING:** All Boston Public Library locations are smoke-free buildings, including any enclosed courtyard and balconies. Smoking is not allowed in any part of the Library premises at any time. It is the responsibility of the applicant and his/her organization to inform all attendees of the NO Smoking policy.
- 16. EMERGENCY CLOSINGS:** When the Boston Public Library closes because of weather or building emergencies, every effort will be made to notify organizations scheduled to use meeting rooms. During adverse weather conditions, group representatives should call the Library and listen to the recorded message or go to the Boston Public Library website.

Any false, misleading or incomplete statement on the application form shall be grounds to forbid the use of meeting rooms by the applicant group. Failure to comply with the Meeting Room Use Policy will result in withdrawal of meeting room use privileges.

The Boston Public Library Board of Trustees delegates to the Library President or his/her designee the authority to develop and implement procedures which carry out the provisions of these procedures. Exceptions to the procedures may be granted only by the Boston Public Library Board of Trustees or its delegate.

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Companion Documents:

Boston Public Library, Meeting Room Use Policy, xxxxxxxx

# Mayor Walsh's Proposed FY21 Budget

Category	FY2020	FY2021	Change	% Change	Description
Permanent Employees	26,928,871	27,401,338	472,467	1.75%	Librarian East Boston, 50% Librarian Dudley, 6 custodians
Overtime	325,000	325,000	0	0.00%	
Other Salary Costs	177,960	171,000	-6,960	-3.91%	Based on lower experience
Telecomm/Utilities	3,826,746	4,145,606	318,860	8.33%	OMB utility estimate
Repairs/Maintenance Buildings	2,537,150	2,537,150	0	0.00%	HVAC, elevator, fire alarms, etc
Repairs/Service Equipment	224,100	174,100	-50,000	-22.31%	
Contracted Services	2,421,588	2,580,588	159,000	6.57%	G4S wage increase/Boston Saves
Misc Supplies/Materials	3,325,008	3,325,008	0	0.00%	Collections budget
Other Costs	733,479	938,117	204,638	27.90%	Financing of lease purchase, costs associated with Renew Boston Trust - energy conservation
Equipment	35,000	35,000	0	0.00%	replacement of equipment
Total	40,534,902	41,632,907	1,098,005	2.71%	

FY21 Funding Sources

Source	2020 Budget	2021 Budget	Change	Initial Assumption	Current Assumption/Information
City	40,534,900	41,632,907	1,098,007		
<b>External</b>					
Affiliates	1,148,181	1,486,195	338,014	Continued Expansion of Associates and Fund	
ILL	105,368	100,000	-5,368	Level Funding of State Interlibrary Loan Program	House and Senate Budgets delayed
LFC	2,523,529	2,707,276	183,747	Assumed increase	House and Senate Budgets delayed
Other	2,915,402	2,830,338	-85,064	Costs include both event related costs and spending of event income - event income has increased since Johnson reopening	No 4th qtr FY20 revenue, no 1st qtr FY21 Revenue, minimal 3rd quarter - maintain event staff \$420k
State Aid	700,670	752,952	52,282	Assumed slight increase - funding steadily increasing since FY17	
Trust Fund	<u>2,027,304</u>	<u>1,970,770</u>	-56,534	Trust fund spending is relatively stable	
<b>External</b>	9,420,454	9,847,531	427,077		
<b>Total</b>	49,955,354	51,480,438	1,525,084		



CENTRAL LIBRARY

700 BOYLSTON STREET | COPLEY SQUARE | BOSTON, MA | 02116 | 617.536.5400 | [WWW.BPL.ORG](http://WWW.BPL.ORG)

May 12, 2020

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

Dear Mayor Walsh:

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, 2019 through June 30, 2020.

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**

21<sup>st</sup> 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  
99 Canal Center Plaza, suite 200  
Alexandria, VA 22314

Amazon.com LLC  
1200 12<sup>th</sup> Ave. S Bldg. 1200  
Seattle, WA 98144

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, AZ 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., 9<sup>th</sup> 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 (FI), Italy

CCh, Inc.  
4025 W. Peterson Avenue  
Chicago, IL 60646

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 54<sup>th</sup> St., suite 62  
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  
50 Milk St, 16<sup>th</sup> floor  
Boston, MA 02109

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

Demco, Inc.  
4810 Forest Run Rd  
Madison, WI 53704

Eastern Book Company  
7 Lincoln Ave  
Scarborough, ME 04074

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

Encyclopedia Britannica, Inc.  
325 N LaSalle Dr  
Chicago, IL 60604

Facts on File  
132 West 31<sup>st</sup> St., 17<sup>th</sup> 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.  
7282 William Barry Blvd  
North Syracuse, NY 13212

IHS Markit  
15 Inverness Way East  
Englewood, CO 80112-5776

Amanda Hall Rare Books  
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.  
1900 Powell St, suite 400  
Emeryville, CA 94608

Internet Archive  
300 Furiston Ave  
San Francisco, CA 94118

Internet Securities  
225 Park Ave. South, 6<sup>th</sup> Fl  
New York, NY 10003

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

JStore  
101 Greenwich St, 18<sup>th</sup> floor  
New York, NY 10006

Kanopy, LLC  
781 Beach St, Floor 2  
San Francisco, CA 94109

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  
224 W 29<sup>th</sup> St, floor 3  
New York, NY 10001

Lectorum  
205 Chubb Avenue  
Lyndhurst, NJ 07071

Lexis Nexis/Matthew Bender & Co. Inc.  
7500 Old Georgetown Rd #14  
Bethesda, MD 20814

Library Ideas, LLC  
P.O. Box 9  
Vienna, VA 22183

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

Lynda.com  
6410 Via Real  
Carpinteria, CA 93013

Lyrasis  
1438 W Peachtree Northwest  
Atlanta, GA 30309

Maggs Bros LTD Rare Books  
48 Bedford Sq  
London, United Kingdom WC1B 3DR

Marcive  
12100 Crowpoint Dr #160  
San Antonio, TX 78265

Martayan Lan Augustyn  
70 East 55<sup>th</sup> St.  
New York, NY 10022

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

Massachusetts Library Association  
PO Box 813  
Carlisle, MA 01741

Mergent Online  
580 Kingsley Park Drive  
Fort Mill, SC 29715

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

Midwest Tape  
1417 Timberwolf Dr  
Holland, OH 43528-9485

Morningstar  
22 West Washington Street  
Chicago, IL 60602

Movie Licensing USA  
10795 Watson Rd, floor 2  
St. Louis, MO 63127

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.  
40 Hudson St #C  
Marlboro, MA 01752

New York Times  
229 West 43<sup>rd</sup> St  
New York, NY 10036

Newsbank  
5801 Pelican Bay Blvd, suite 600  
Naples, FL 34108

NISC USA  
One Innovation Cir  
St Louis, MO 63367

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

OCLC Forest Press  
6600 Kilgour Place  
Dublin, OH 43017-3395

Otto Harrassowitz  
820 South University Blvd, suite 2c  
Mobile, AL 36609

OverDrive, Inc.  
Overdrive Way  
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.  
4545 E River Suite 210  
Henrietta, NY 14586

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

Puvill Libros SA  
One East Park Drive  
Paterson, NJ 07504

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 66071

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 Rare Books  
Blaen Onneu  
Ffawyddog Crickhowell  
NP8 1PZ UK

Barry Ruderman Antique Maps, Inc.  
7463 Girard Ave  
La Jolla, CA 92037

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

Sporting Goods Research Network (SBRnet)  
24 Magnolia Ct  
Lawrenceville, NJ 08648

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

Standard & Poor's  
55 Water Street, 46<sup>th</sup> Floor  
NY, NY 10041

Susan Schulman Printseller  
451 West End Ave  
New York, NY 10024-0120

Swets Blackwell Information Services Inc  
904 Black Horse Pike  
Runnemede, NJ 08078

Theodore Front Music  
26362 Ruether Ave.  
Santa Clarita, CA 91350

Thomson Reuters  
ISI Thomson Scientific  
1500 Spring Garden St, 4<sup>th</sup> floor  
Philadelphia, PA 19130

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  
517 Main Street  
Holyoke, MA 01400

Urban Libraries Council  
1333 H Street, NW Suite 1000 West  
Washington, DC 20005

Michael Weintraub  
dba Michael R. Weintraub Inc.  
135 West 26<sup>th</sup> St. #900  
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.  
180 N LaSalle Blve. #900  
Chicago, IL 60601

Worldwide Books  
1001 W. Seneca Street #300  
Ithaca, NY 14850

Yankee Book Peddler  
999 Maple Street  
Contoocook, NH 03229

Howard Yezerski  
460 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)
Midwest Tape	(\$1,500,000.00)
OverDrive, Inc.	(\$1,500,000.00)
ProQuest LLC	(\$ 300,000.00)
Recorded Books	(\$ 150,000.00)

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

**Boston Public Library  
Fellowes Athenaeum Fund  
Quarterly Report FY 2020  
Through May 12, 2020**

	<b>1st Qtr F/Y 2020</b>	<b>2nd Qtr F/Y 2020</b>	<b>3rd Qtr F/Y 2020</b>	<b>4th Qtr F/Y 2020</b>	<b>YTD Total</b>
	<b>7/1/2019</b>	<b>10/1/2019</b>	<b>1/1/2020</b>	<b>4/1/2020</b>	
Beginning Fund Balance	38,252.05	127,052.09	113,394.99	102,371.42	
Trust Fund Distribution	96,020.19				96,020.19
Project Management	(7,195.00)	(9,270.00)	(8,755.00)	(5,407.50)	(30,627.50)
Programs		(3,811.50)	(1,935.00)	(3,488.50)	(9,235.00)
Program Supplies/Advertising	(25.15)	(456.00)	(333.57)		(814.72)
Books/Subscriptions		(119.60)			(119.60)
Security/Custodian Charges					0.00
Ending Cash Balance	127,052.09	113,394.99	102,371.42	93,475.42	
	<b>9/30/2018</b>	<b>12/31/2018</b>	<b>3/31/2019</b>	<b>6/30/2019</b>	
Encumbrances:				3,629.55	
<b>FY 2020 Funds available</b>				<b>134,272.24</b>	
YTD Expenses				(40,796.82)	
Encumbrances				(43,777.50)	
<b>Current Balance Available</b>				<b>49,697.92</b>	
Fellowes Fund Corpus Value June 30, 2012				1,622,786.10	
Fellowes Fund Corpus Value June 30, 2013				1,757,186.13	



<b>Fellowes Fund Corpus Value June 30, 2014</b>	<b>1,935,070.58</b>
Fellowes Fund Corpus Value June 30, 2015	<b>1,901,317.78</b>
<b>Fellowes Fund Corpus Value June 30, 2016</b>	<b>1,811,680.43</b>
Fellowes Fund Corpus Value June 30, 2017	<b>1,916,751.36</b>
Fellowes Fund Corpus Value June 30, 2018	<b>1,928,993.39</b>
Fellowes Fund Corpus Value June 30, 2019	<b>1,836,595.59</b>
Increase in Corpus Value from FY 12 FY19 To date	213,809.49
Distribution since FY09 (including FY20)	1,158,008.15
Total increase in value	<b>1,371,817.64</b>
<b>Estimated FY21 Distribution</b>	<b>96,020.18</b>



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**2020-2021 Board of Trustees Schedule:**

- Tuesday, September 29, 2020, 8:30 a.m.
- Tuesday, November 17, 2020, 8:30 a.m.
- Thursday, January 14, 2021, 8:30 a.m.
- Tuesday, March 23, 2021, 8:30 a.m.
- Tuesday, May 18, 2021 (Annual Meeting), 8:30 a.m.

*Meetings scheduled via Video Conference until further notice*

***\*\*Meeting dates, locations, and times are subject to change\*\****