Meeting of the Trustees Finance and Audit Committee
Tuesday, March 16, 2021 at 8:00 a.m.
Held via Zoom
DRAFT MINUTES

A meeting of the Boston Public Library (“BPL”) Trustees Finance and Audit Committee (“Committee”) was held virtually via Zoom on Tuesday, March 16, 2021 at 8:00 a.m.

Present at the meeting: Committee Chair, Evelyn Arana-Ortiz and members, Zamawa Arenas, John Hailer, Jeff Hawkins, and President David Leonard. Also present were Trustee Priscilla Douglas, and Pamela Carver, Clerk of the Board, and BPL staff including: Ellen Donaghey, Chief Financial Officer, along with members of the public.

The Clerk noted the meeting was being recorded. Ms. Arana-Ortiz called the meeting to order at 8:04 a.m. She welcomed everyone for attending. A roll call was taken and determined that there was a quorum.

The first matter of business was review and approval of the Meeting Minutes from January 5, 2020. With no edits or comments, a motion was duly made, seconded and the meeting minutes of January 5, 2020 were unanimously approved by a roll call vote.

Sebastian Grzejka of NEPC reviewed the BPL quarterly investment performance report and an overall review of the portfolio and its allocation. He noted that the funds had an extremely strong performance to end the year. The allocation has held up very well but they do expect there will continue to be some volatility. Overall, the investment had an 18% return in the past 12 months, which was very positive, with strong results throughout.

Mr. Grzejka discussed some particular issues in the market recently, such as unusual trading patterns from unexpected companies (i.e. Gamestop and Reddit) which added to some recent volatility.

While all of the Asset Managers in the portfolio have done well, Impax has done particularly well and is up 77% since their inception with the BPL. This reflects that the timing of BPL entering that investment was more than opportune. The strategy has been worked well and overall the results have been good. NEPC does recommend allocating 7% of the portfolio to SSgA Treasuries.

Mr. Grzejka updated the Committee that one manager, Segall Bryant & Hamill, recently announced they would be bought out by a Canadian corporation. He noted it is common to see smaller firms looking for long term strategic partnerships. NEPC was not concerned with this move, but wanted to be sure the BPL was aware of the change.

Hailer noted that the NEPC’s investment committee made some brilliant choices and reflected in the wonderful numbers.

Mr. Grzejka reviewed the BPL’s asset allocations based on the current market themes. He noted that the one uncontrollable factor that is driving the market today was the virus trajectory. Depending on region and economy, it will reflect a wide range of outcomes. He noted the difference between the US and Europe in response with with vaccination rollouts, number of COVID-19 cases, and related matters that clearly reflects that different regions of the world are not on equal footing.

The second major market theme they noted was the extent of government interventions. The Federal and Central banks around the globe have said they will do everything they can to protect the markets, which is reflected in the
lower interest rates, in the several coronavirus relief funds passed by the US government, and Europe’s expanded emergency bond-buying program.

The last few market themes concerned globalization backlash and China transitions. Both are long-termed data themes, which may show lasting impacts from the pandemic and an amplified wealth divide given economic and labor market disruptions. Investors cannot ignore the rise of China from a global player perspective. China has evolved over the last decade, moving away from a manufacturer-based economy to a more service-based economy and slowly rising as the #1 economy. As investors, we will have to contend with two massive global powers.

The Trustees discussed some concerns over the endowment investments with China, being a communist government, and the BPL’s social impacts strategy that the Trustees implemented. Mr. Grzejka noted that 42% of the overall emerging impact’s index was China. The region was resilient in regards to everything that happened due the pandemic but the portfolio was strong in sticking to the strategy they determined.

Mr. Grzejka reviewed the Impax’s investments which focus on long-term themes on areas like growing populations, rising living standards, rising consumption, and rising or depletion of fossil fuels. They focus on areas that do not have great growing government or social factors in them. Tech related stocks received an uptick last year due to demand. The Trustees and Mr. Grzejka discussed the balance between value and growth-based investments and concerns with shorter vs. long-termed investments within the BPL portfolio.

Mr. Grzejka reviewed the recommended shifts in the asset allocation. He explained the current BPL target looked to balance exposures by taking a conservative total return approach. He recommended the asset allocation should focus on two things: a streamlined asset allocation that makes sure to have the correct targets based on what they are seeing today and second to simplify it.

In summary, the recommended Mix A would reposition the portfolio to take advantage of today’s opportunities. The fixed income side would be balance safe haven assets with yield seeking assets, and focusing on the strategic parts of the portfolio.

With no further questions, Ms. Arana-Ortiz made a motion that was duly made, seconded and voted unanimously via a roll call vote.

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston accept the reallocation presented by NEPC as the Mix A implementation and moving the funds as indicated as ‘BPL Asset Allocation Review’ located on page 7 of the abbreviated NEPC 2020 Quarterly Investment Performance Review and adding 7% to SSGA Securities.”

Ms. Arana-Ortiz thanked Mr. Grzejka for his presentation and NEPC for their support of people of color within their new partners and principles reflected in their full quarterly report. She noted that the Full board would be updated of the asset allocation change.

Next, Ms. Ellen Donaghey, Chief Financial Officer and Kurt Mansperger gave a brief background on the two E-rate contracts. E-rate is a federally funded service support program. If awarded the grants, the federal government will cover up to 80-90% of the contracts. The BPL applied for six E-rate grants in total. The first contract was for a multi-site connectivity services between the Boston Public Library System and the emergency hub. The second contract was for a network backup/upgraded system throughout the network for all the switches. The BPL
anticipated that E-rate would fund 85% of the contracts leaving an estimated balance of $157,000 for the switches and $30,000/year for the multi-site connectivity. Mr. Mansperger added that due to the passing of the American Rescue Plan, $7.1 billion was allocated towards E-Rate with specific purpose of extending the E-rate program and potentially funding 100% of some existing services in the near future for services provided during pandemic.

Mr. Arana-Ortiz made a motion that was duly made, seconded, and approved unanimously via a roll call vote.

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve to be entered into with: City of Boston, Dept of Innovation and Technology, located at: One City Hall Square, Boston MA 02201, the most responsive and responsible bidder in a public Request for Proposal (RFP) process, advertised under M.G.L. 30B, a contract for: MBLN Multi-Site Connectivity (BPL) as specified for one year with the BPL option to renew for two additional years at the proposal price, at a total not to exceed: Three hundred seven thousand, eight hundred dollars ($307,800.00) per fiscal year, contingent upon receipt of Universal Services Administrative Co Federal funding (E-rate). The Boston Public Library Evaluation Committee performed an evaluation of the proposals submitted by the vendors as described in the RFP documents, and through this process determined the proposal presented by: City of Boston - DoIT represented the best value for the Boston Public Library.”

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve to be entered into with: ePlus, located at: 13595 Dulles Technology Drive, Herndon, VA 20171 the lowest eligible, responsible, and responsive bidder in the public bidding, advertised under M.G.L. 30B, a contract for: MBLN Network Hardware Upgrade as specified for one year, at a total cost not to exceed: Eight hundred seventy one thousand, nine hundred seventeen dollars ($871,917.00), contingent upon receipt of Universal Services Administrative Co Federal funding (E-rate). The Boston Public Library Evaluation Committee performed an evaluation of the bid packages submitted by the vendors as described in the IFB documents, and through this process determined the bid presented by: ePlus represented the best value for the Boston Public Library.”

Next, Ms. Donaghey presented the security contract. She explained that the current security company at the BPL, G4s, did not bid on the contract. The Evaluation Committee reviewed five companies and determined Securitas presented the best bid. Securitas was not the lowest, however they presented a great benefit package for their employees and belonged to the SEIU union (similar to G4s). Ms. Donaghey explained that the lower costs for these bids are typically based upon submitting lower salary costs for the security guards in the buildings and lesser benefit packages. As was the case in the last bid, the Library does not think this would be an acceptable way to lower costs, and would have a negative impact on the ability to retain long-term employees

Emily Tokarczyk, a member of the procurement team, added that the RFP included supplying information on the company’s efforts toward equity, diversity and inclusion. The Securitas proposal included significant language on their efforts in hiring and retaining a diverse workforce and their goal to have increased diverse representation across a company nationwide, and a strong commitment toward female employment.

Ms. Donaghey noted that the contracted amount was for one-year contract with option to renew. Ms. Donaghey broke the contract costs down. The contract for year one was for $1,536,963.96, year two was for $1,592,747.52, and year three was for $1,650,168.00. The collective total for all three years was for $4,779,879.48. The vote before the Committee was for the first year, with the potential for a three-year contract. Ms. Arana-Ortiz made a motion that was duly made, seconded and, approved unanimously by a roll call vote.
VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve a contract for one year with two one year options to renew for Guard and Patrol Services for Boston Public Library System to Securitas Security Systems USA at One Harbor Street, Suite 301, Boston, MA 02210.”

Kurt Mansperger reviewed the BPL Technology Plan. He saw this as opportunity to review the department’s goals and to focus on: outcomes and impacts of Technology, expanding extend the Library’s reach, expanding educational opportunities, developing spaces that meet evolving patron needs, enabling “one library”, driving organizational efficiency, and improving IT fundamentals. He reframed the IT Department’s mission, wanting this Technology plan to show the IT Department as more of a strategic business partner.

Mr. Mansperger reviewed each key part, determining how much benefit each area was going to have on staff and patrons, and to take time and effort to define our key performance indicators. He discussed the goal of extending the BPL’s reach by looking at how we get services or access to our services. Extending reach through providing more and better Wi-Fi, Chromebooks, hot spots, and expanding advance technology lending.

The Tech Plan focuses on expanding educational opportunities by providing more tech assistance opportunities. Finding ways to reach people in their homes. He explained they would improve internal document management, improve the process for tracking key relationships, and refine the integrated web experience.

Another key target area is to drive organizational efficiency in how we run throughout the system. This is areas like timesheets and employee transitions.

Last key area was what you would expect in an IT Department plan. To revise business continuity plan, establish tech refresh schedule, and improve data center infrastructure. Mr. Mansperger expects it to evolve over time.

The Committee commended Mr. Mansperger on a thorough plan with a wealth of information included. They discussed some of the key components and noted that while a number of initiatives were related to closing the digital equity divide, it should be explicitly stated and highlighted more. With no further comments, a motion was duly made, seconded and approved by a roll call vote.

VOTED: “that, the Finance and Audit Committee of the Public Library of the City of Boston vote to recommend to the Board of Trustees to accept the Boston Public Library Technology Plan as presented.”

Ms. Arana-Ortiz asked for new business for which there was none. She asked for public comment.

David Vieira, of the City-Wide Friends asked Kurt Mansperger about the hot spots. He explained he is a hot spot Wi-Fi borrower. He thanked the BPL for this service. He noted that he lives directly across the street from Hyde Park Branch library and he was aware that the BPL increased the signal during the pandemic. He noted it was difficult to pick up the signal and it dropped off frequently and just wanted to bring this to Mr. Mansperger’s attention. Regarding hot spot borrowing, the instruction sheet was not in the box. Suggested that staff checks to ensure that the instructions are included before lending them out. He concluded that he was very thankful for the service and any expansion of services to the broader community was welcomed and was always greatly appreciated.

Mr. Mansperger thanked Mr. Vieira for his feedback and was glad to hear that he was using the service and had good experience. He explained that E-Rate funding is federal funding used to cover 85-90% of network
infrastructure and service costs. Accepting E-rate funding comes with terms on how it is used, including limiting the Wi-Fi signal to library property. When expanding external Wi-Fi, the focus was on improving the signal where the Library had outdoor seating or parking available on their property rather than attempting to reach neighboring resident homes.

With no further business, the meeting adjourned at 8:31 a.m.

Respectfully submitted,

Pamela Carver, Clerk of the Board
# Mayor Janey’s FY22 Budget Submission

<table>
<thead>
<tr>
<th>Category</th>
<th>FY2021</th>
<th>FY2022</th>
<th>Change</th>
<th>% Change</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Employees</td>
<td>27,254,938</td>
<td>27,980,795</td>
<td>725,857</td>
<td>3%</td>
<td>P2 Generalist Roslindale, P3 Equity &amp; Outreach Coordinator, BLA8&amp;P1, Communications</td>
</tr>
<tr>
<td>Overtime</td>
<td>325,000</td>
<td>325,000</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Other Salary Costs</td>
<td>171,000</td>
<td>142,000</td>
<td>-29,000</td>
<td>-17%</td>
<td></td>
</tr>
<tr>
<td>Telecomm/Utilities</td>
<td>4,045,606</td>
<td>3,602,675</td>
<td>-442,931</td>
<td>-11%</td>
<td>City Utility Estimate - FY21 now estimated at $2.8m</td>
</tr>
<tr>
<td>Repairs/Maintenance Buildings</td>
<td>2,537,150</td>
<td>2,537,150</td>
<td>0</td>
<td>0%</td>
<td>0% HVAC &amp; other contracts in year 3 of 3 year cycle</td>
</tr>
<tr>
<td>Repairs/Service Equipment</td>
<td>174,100</td>
<td>174,100</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Contracted Services</td>
<td>2,580,588</td>
<td>3,018,649</td>
<td>438,061</td>
<td>16.98%</td>
<td>$159k increase for security contract, $30,000 for Outreach Coordinator, $250,000 funding for Reopening</td>
</tr>
<tr>
<td>Misc Supplies/Materials</td>
<td>3,325,008</td>
<td>3,325,008</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Other Costs</td>
<td>938,117</td>
<td>1,024,480</td>
<td>86,363</td>
<td>9.21%</td>
<td>Software licensing charges</td>
</tr>
<tr>
<td>Equipment</td>
<td>35,000</td>
<td>47,000</td>
<td>12,000</td>
<td>34%</td>
<td>Small equipment purchases - reopened branches</td>
</tr>
<tr>
<td>Total</td>
<td>41,386,507</td>
<td>42,176,857</td>
<td>790,350</td>
<td>1.9%</td>
<td></td>
</tr>
</tbody>
</table>
## FY22 Anticipated Funding Sources

<table>
<thead>
<tr>
<th>Source</th>
<th>FY21</th>
<th>FY22</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>41,386,507</td>
<td>42,176,857</td>
<td></td>
</tr>
<tr>
<td>External</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affiliates</td>
<td>1,486,195</td>
<td>1,650,490</td>
<td>Final FY20 was $1.4m - increased in keeping with increased fundraising</td>
</tr>
<tr>
<td>State – InterLibrary Loan</td>
<td>100,000</td>
<td>100,000</td>
<td>Level Funding of State Interlibrary Loan Program</td>
</tr>
<tr>
<td>State – Library for the Commonwealth</td>
<td>2,707,276</td>
<td>3,386,189</td>
<td>FY21 ended being $3.1m</td>
</tr>
<tr>
<td>Other</td>
<td>2,830,338</td>
<td>2,234,585</td>
<td>FY21 budget was set before COVID, final costs will be lower.</td>
</tr>
<tr>
<td>State Aid to Libraries</td>
<td>752,952</td>
<td>752,952</td>
<td>State aid has increased over the years. Initially held with FY21 estimate.</td>
</tr>
<tr>
<td>Trust Fund</td>
<td>1,970,771</td>
<td>1,333,527</td>
<td>Final FY20 spending was $1.3m - used revised number</td>
</tr>
<tr>
<td>External</td>
<td>9,847,532</td>
<td>9,457,743</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>51,234,039</td>
<td>51,634,600</td>
<td></td>
</tr>
</tbody>
</table>
## Capital Project Budget

<table>
<thead>
<tr>
<th>Project</th>
<th>Status</th>
<th>Estimated FY21</th>
<th>FY22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams Street Branch</td>
<td>Construction</td>
<td>7,500,000</td>
<td>4,633,909</td>
</tr>
<tr>
<td>Central Façade Study and Repairs</td>
<td>Study</td>
<td>0</td>
<td>200,000</td>
</tr>
<tr>
<td>Central - Locker Room</td>
<td>Construction</td>
<td>250,000</td>
<td>400,000</td>
</tr>
<tr>
<td>Central - Fire Panel</td>
<td>In Design</td>
<td>50,000</td>
<td>500,000</td>
</tr>
<tr>
<td>Central - McKim Fountain</td>
<td>Construction</td>
<td>1,059,275</td>
<td>137,225</td>
</tr>
<tr>
<td>Central - McKim Study</td>
<td>Study</td>
<td>267,600</td>
<td>532,400</td>
</tr>
<tr>
<td>Central - Rare Books</td>
<td>Construction</td>
<td>7,700,000</td>
<td>3,594,384</td>
</tr>
<tr>
<td>Chinatown-New Branch</td>
<td>Study</td>
<td>0</td>
<td>50,000</td>
</tr>
<tr>
<td>Codman Branch</td>
<td>Study</td>
<td>20,000</td>
<td>80,000</td>
</tr>
<tr>
<td>Egleston Branch</td>
<td>Study</td>
<td>91,240</td>
<td>750,000</td>
</tr>
<tr>
<td>Faneuil Branch</td>
<td>Construction</td>
<td>2,000,000</td>
<td>6,000,000</td>
</tr>
<tr>
<td>Fields Corner Branch</td>
<td>Study</td>
<td>0</td>
<td>50,000</td>
</tr>
<tr>
<td>North End Branch</td>
<td>To be Scheduled</td>
<td>0</td>
<td>50,000</td>
</tr>
<tr>
<td>Research Collection Preservation and Storage Plan</td>
<td>To be Scheduled</td>
<td>0</td>
<td>100,000</td>
</tr>
<tr>
<td>Roslindale Branch</td>
<td>Construction</td>
<td>5,000,000</td>
<td>3,000,000</td>
</tr>
<tr>
<td>South Boston Branch Study</td>
<td>New Project</td>
<td>0</td>
<td>100,000</td>
</tr>
<tr>
<td>South End Branch</td>
<td>To be Scheduled</td>
<td>0</td>
<td>250,000</td>
</tr>
<tr>
<td>Uphams Corner Library</td>
<td>Study</td>
<td>50,000</td>
<td>500,000</td>
</tr>
<tr>
<td>West End Branch</td>
<td>Study</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>24,038,115</td>
<td>20,977,918</td>
</tr>
</tbody>
</table>
April 26, 2021

The Honorable Kim Janey
Mayor of the City of Boston
One City Hall Plaza
Boston, MA 02201

Dear Mayor Janey:

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, 2021 through June 30, 2022.

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

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

**Book Contract Vendor List**

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

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

Alexander Street Press
99 Canal Center Plaza, suite 200
Alexandria, VA 22314
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 54th 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, 16th 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 31st St., 17th Floor
New York, NY  10001

Frugal Bookstore
57 Warren St
Boston, MA  02119

The Gale Group
27500 Drake Road
Farmington Hills, MI  48333

Gaylord Brother, Inc.
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 Furistion Ave  
San Francisco, CA 94118

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

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

JStore  
101 Greenwich St, 18th 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 29th 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 55th 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

Neline, 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 43rd 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, MY 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, 46th 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
Runnemed, NJ  08078

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

Thomson Reuters
ISI Thomson Scientific
1500 Spring Garden St, 4th 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
Under these contracts the cost of each item purchased 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:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTAC Acquisition Corp.</td>
<td>($3,000,000.00)</td>
</tr>
<tr>
<td>EBSCO</td>
<td>($ 500,000.00)</td>
</tr>
<tr>
<td>Kanopy, LLC</td>
<td>($1,000,000.00)</td>
</tr>
<tr>
<td>Midwest Tape</td>
<td>($1,500,000.00)</td>
</tr>
<tr>
<td>OverDrive, Inc.</td>
<td>($4,000,000.00)</td>
</tr>
</tbody>
</table>

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 except for those vendors listed above where it is expected we will spend more than $100K annually, where the contracts will be opened for 3 years. The Library Department’s financial obligations and purchase orders 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
### FY22 Distribution:

<table>
<thead>
<tr>
<th>Sub-Fund Number</th>
<th>Fund Name</th>
<th>Market Value (12/31/18)</th>
<th>Market Value (12/31/19)</th>
<th>Market Value (12/31/20)</th>
<th>3 Year Average Distribution (Average @ 5.00%)</th>
<th>FY21 Carryover Available</th>
<th>Available for FY22</th>
</tr>
</thead>
<tbody>
<tr>
<td>4049</td>
<td>Fellowes Athenaeum Fund</td>
<td>$1,830,812.63</td>
<td>$2,064,405.26</td>
<td>$2,285,431.94</td>
<td>$2,060,216.61</td>
<td>$103,010.83</td>
<td>$242,940.18</td>
</tr>
</tbody>
</table>

- **Beneficiary**: Fellowes Athenaeum Fund