

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

## Meeting of the Trustees Finance and Audit Committee Tuesday, March 8, 2022 at 8:30 a.m. Held via Zoom

### MINUTES

A meeting of the Boston Public Library Trustees Finance and Audit Committee held virtually on Tuesday, March 8, 2022, via Zoom at 8:30 a.m.

Present at the meeting included: Committee Chair Evelyn Arana-Ortiz and Committee members: Zamawa Arenas, John Hailer, Senator Mike Rush, and President David Leonard. Navjeet Bal and Jeff Hawkins were absent.

Also, present were Boston Public Library staff including Chief Financial Officer Ellen Donaghey, Clerk of the Board Pamela Carver, other BPL staff members, and members of the public.

Ms. Arana-Ortiz presiding called the Meeting of the Trustees Finance and Audit Committee (“Committee”) to order at 8:34 a.m. The Chair read the welcoming reaffirmation statement of the Trustees. A roll call was taken and determined there was a quorum. Everyone was reminded that the meeting was being recorded and to sign up for Public Comment.

The first matter of business was approval of meeting minutes of January 11, 2022. With no comments or edits, the minutes were approved via a roll call vote.

Ellen Donaghey presented two contracts being presented in unison as they were related to one another. The first was a contract with Cini-Little, a food service company that assists new businesses get established and also assists in creating and evaluating various food service bids and contracts. The BPL has used them twice in the past, in 2007 and 2016. Cini-Little would assist with the RFP process involving the food service spaces at the Central Library and private events. Mr. Chuck Shuler of Cini-Little introduced himself and explained some of the challenges the food industry is working through “post” pandemic.

The Committee discussed the importance of ensuring that bidders must include metrics on equitable employment and inclusion. Mr. Leonard added that the plan was to base the review on the total criteria necessary to determine the best quality partner to deliver these services for us.

Emily Tokarczyk, Special Events Manager, introduced the next vote. In May 2020, The Catered Affair’s (“TCA”) contract was extended during the pandemic by eighteen months to October 2022. However, the BPL was closed to events for 18 months. Since reopening in July 2021 for events, there have been other variables that impacted service, such as: the mask mandates, vaccine mandates, the Omicron surge, city limits on gatherings, etc. As a result, a 12-month extension until October 31, 2023, was requested. If a new vendor is selected, that vendor would begin contracting for dates booked as of 11/1/2023. This longer period would reduce the number of conflicts after 11/1/2023.

A motion was duly made, seconded, and voted to approve both votes via roll call vote with no objections,

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve a contract not to exceed Thirty-Five Thousand Dollars and Zero Cents (\$35,000) to be entered into with Cini-Little, 20251 Century Boulevard, Germantown, MD 20874 to assist in the bid process for Catering and Restaurant Services at the Central Library.”**

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Board of Trustees extend the Catering and McKim Restaurant Contract with The Catered Affair, 70 Ledgewood Place, Rockland, MA 02370 by a period of twelve months to October 31, 2023.”**

Next, Ms. Donaghey reviewed the Cityscapes Landscaping contract. They have been used for several years for maintenance of the McKim Courtyard. In past bids cycles, they have been the only bidder. Anticipating a busy spring and summer for events, the courtyard area was going to be revamped after the renovation of the fountain area. This contract would allow them to do necessary upgrades now and a few pre-scheduled maintenance appointments throughout the summer. Ms. Donaghey clarified the BPL plans to do a future landscaping RFP.

The Committee discussed that the McKim Master plan is an opportunity to consider the need for a deeper beautification plan for the courtyard and McKim plaza areas. They also discussed extending the beautification of the landscaping areas to the branches as well.

A motion was duly made, seconded, and voted via roll call vote with no objections,

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve a contract not to exceed Forty-Four Thousand Dollars and Zero Cents (\$44,000) to be entered into with Cityscapes Plant Care, 197 Clarendon Street, Boston, MA 02116 for work in McKim Courtyard and McKim Entrance.”**

The contract with Arrowstreet was presented by Beth Prindle, Head of Special Collections. She explained that part of the newly renovated Rare Books space includes a public lobby with museum quality display cases. They will house and rotate various items from across the Special Collections. This lobby is a public space that will be accessible to everyone.

Ms. Prindle added that she was looking to create a concept for this space as well as improve larger wayfinding and signage experience around this reintroduction to Special Collections. Arrowstreet has done other signage projects throughout the Central library, allowing for a cohesive design. This contract with Arrowstreet is to design a series of installations that would run over the course of one year to eighteen months. The services would include support of multiple rotations of the displays, potentially the associated fabrication, printing, and install costs. Special Collections Trust Funds would be used for this work up to \$45,000.

The Committee had a discussion with Ms. Prindle around the types of storytelling displays they hoped to show to allow the public to sample the different types of items in the collections. They also hoped to highlight the preservation, and acquisition of these items and their history.

A motion was duly made by Ms. Arana-Ortiz, seconded, and voted via roll call vote with no objections,

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve a contract not to exceed Forty-Five Thousand Dollars and Zero Cents (\$45,000) to be entered into with Arrowstreet Inc, 10 Post Office Square, Boston, MA 02109 for exhibition design services.”**

Next, Keith Gillette, Chief Technology Officer, presented the contract award for a 3-year renewal of the software and maintenance services for the Cisco Meraki wireless access point controller and firewall controller software. The renewal was put out to bid under the eRate program, resulting in three responding bids. ePlus was the lowest bidder and one that BPL IT has worked with in the past for other services and products. This contract involves no expansion of services and is simply a renewal agreement with Cisco Meraki to provide updates to our existing software to July 2025. The contract total is not to exceed Sixty-Three Thousand, Three Hundred Two Dollars and Thirty-Four Cents (\$63,302.34), contingent upon receipt of E-Rate funding via the Universal Services Administrative Company.

A motion was duly made by Ms. Arana-Ortiz, seconded, and voted via a roll call vote with no objections,

**VOTED: “that there be entered into with ePlus Technology, Inc located at, 13595 Dulles Technology Drive Herndon, VA 20171 the most responsive and responsible bidder in a public Request for Proposal (RFP) process, advertised under M.G.L. 30B, a contract for: *MBLN Meraki Dashboard License Renewal*, specified for three (3) years at the proposed price, at a total not to exceed Sixty Three Thousand, Three Hundred Two Dollars and Thirty Four Cents (\$63,302.34), contingent upon receipt of E-Rate funding via the Universal Services Administrative Company. 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 ePlus Technology, Inc represented the best value for the Boston Public Library.”**

Michael Colford, Director of Library Services, reviewed the contract to improve the KBLIC’s eleven alcoves with glass enclosures like the existing ones in the Innovation Lab. This would allow uniformity of design and services as well as provide semi- private spaces for interviews, and small businesses as well. The costs would be covered under the Friends of the Kirstein Trust Funds. This vote would ask the full Board to delegate approval of this bid back to the F&A committee. The cost is expected to be over \$100,000. The RFP would be initiated as soon as possible, pending approval. The anticipated timeline for an approved vendor was in the late spring/early summer.

A motion was duly made, seconded, and voted via a roll call vote with no objections,

**VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Board of Trustees delegate approval of the contract award for the Kirstein Business Library and Innovation Center glass to the Finance and Audit Committee.”**

It was noted that Trustee Zamawa Arenas had to leave at 9:15 a.m.

Ms. Donaghey reviewed the FY23 Maintenance Budget, which was agreed upon with the BPL and the Office of Budget Management which would be submitted in mid-April. The overall maintenance budget was \$42,744,436 and a 1.2% increase.

She noted that the relatively small increases for salary were a result of our contracts with the unions having expired so there have been no cost of leaving adjustments since January 2020. There is also a significant payroll surplus due to the hiring freeze during the COVID pandemic. The overtime budget remained at \$325,000. Other Salary Costs (included Workers Compensation, MBTA passes for employees, and unemployment costs) remained the same as the previous year at \$142,000.

Ms. Donaghey explained that utility costs were managed by the City of Boston centrally. Maintenance and repairs in the buildings include HVAC, plumbing, elevators, fire alarms, and glass repair, repair service of equipment, snow equipment, branch gates, fire extinguishers, etc. this number was anticipated to increase in the coming months and would be adjusted prior to the final budget submission.

Contracted services showed a bit of a decrease due to the elimination of one-time funding for the JOY agenda, money included in FY22 for costs associated with fun events as we began reopening from COVID. (i.e., Read Boston, Boston Saves, and BTU).

Ms. Donaghey reviewed the increase for Collections/Books. The Library's ability to receive state aid (approximately \$900,000) is contingent on several metrics, including spending the equivalent of 12% of our city budget on collection materials.

Ms. Donaghey reviewed external spending projections for 2023, noting they differ from year to year due to a number of factors, including one-time costs or projects. They include funding from six categories: Affiliates, Interlibrary Loan (ILL), Library for the Commonwealth (LFC), State Aid, Trust Funds, and Other. The FY23 budget was \$9,426,621.

There were no questions.

Ms. Arana-Ortiz asked if there was any new business. Ms. Donaghey explained that they released the audit bid and anticipated that contract being below \$100,000. They hoped for the finalists would be scheduled for an Audit review in May.

Mr. Hailer asked if NEPC could provide an update on the market investments within the portfolio and send a summary.

Ms. Arana-Ortiz asked for Public comment for which there was none. She announced the next meeting was scheduled for May 10, 2022. With no further discussion, the meeting adjourned at 9:42 a.m.

Respectfully Submitted,  
*Pamela R. Carver, Clerk of the Board*

# FY23 City Maintenance Budget

Category	FY2022	FY2023	Change	% Change	Description
Permanent Employees	28,046,795	28,127,581	80,786	0.3%	No COLAs, several old positions deleted
Overtime	325,000	325,000	0	0.0%	
Other Salary Costs	142,000	142,000	0	0.0%	unemployment, workers compensation, MBTA passes
Telecomm/Utilities	3,602,675	3,623,171	20,496	0.6%	
Repairs/Maintenance Buildings	2,537,150	2,648,123	110,973	4.4%	HVAC, elevators, fire alarm, glass repair
Repairs/Service Equipment	174,100	174,100	0	0.0%	snow equipment, gates, fire extinguisher, etc.
Contracted Services	3,018,649	2,738,649	-280,000	-9.3%	Joy money, earmarks, facility inspections, pest control, security
Misc Supplies/Materials	3,325,008	3,914,686	589,678	17.7%	collections
Other Costs	1,024,480	1,004,126	-20,354	-2.0%	Chinatown rent, software licenses, debt service
Equipment	47,000	47,000	0	0.0%	0%
<b>Total</b>	<b>42,242,857</b>	<b>42,744,436</b>	<b>501,579</b>	<b>1.2%</b>	

# FY23 City Recommended Budget

Category	FY2022	FY2023	Change	% Change	Description
Permanent Employees	28,046,795	28,454,706	407,911	1%	7 new positions – 6 branch, 1 IT
Overtime	325,000	325,000	0	0.0%	
Other Salary Costs	142,000	142,000	0	0.0%	unemployment, workers compensation, MBTA passes
Telecomm/Utilities	3,602,675	3,665,611	62,936	2%	Green electricity initiative
Repairs/Maintenance Buildings	2,537,150	2,648,123	110,973	4.4%	
Repairs/Service Equipment	174,100	174,100	0	0.0%	
Contracted Services	3,018,649	2,738,649	-280,000	-9.3%	
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# Previous Investments

- 2.9m from 2018-2022
  - \$660,000 collections
  - \$328,000 Chinatown
  - \$500,000 additional Security
  - Front line staff
    - Central Children's librarian
    - Teen librarian
    - Library Assistant-Teen Central
    - East Boston Librarian
    - Roslindale Librarian

# FY21-2023 External Funds

Spending Category	FY21 Initial	FY21 Final	FY22 Initial	FY23 Initial
Affiliates	1,486,195	1,947,064	1,650,490	2,000,000
ILL	100,000	100,000	100,000	100,000
LFC	2,707,276	3,039,610	3,386,189	3,386,189
Other	2,830,338	2,096,163	2,234,585	2,234,585
State Aid	752,952	908,997	752,952	752,952
Trust Fund Income	1,970,771	1,948,454	1,333,527	1,333,527
Total	9,847,532	10,040,289	9,457,743	9,807,253





# Trustees of the Public Library of the City of Boston

## CLA's Audit Proposal May 10, 2022

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor

# Highlights of CLA's Services to BPL

- CLA provided guidance and advice to the BPL during their transition to preparing tax returns “in-house” and did not charge any fees
- Consulted with management to conclude a separate LFC audit was not required, saving the Library money



# Highlights of CLA's Services to BPL

- Photo-duplication operations re-vamped, generating financial gains
  - Helped create a new accounting position
- Seamlessly and efficiently introduced the BPL to our group in New Bedford, which helped the Library evaluate potential vendors for retail space
  - Strength of CLA – seamless integrated services



# Highlights of CLA's Services to BPL

- Added IT specialists to the Library audit starting in fiscal year 2014
- Recommended internal control improvements related to “pay-for-print” operations
- Recommended various improvements to BPL's annual tax return
- CLA has helped BPL meet all reporting deadlines every year



# Looking Ahead

- CLA will be able to hit the ground running and avoid learning curves associated with a new firm
- If the Library desires a fresh set of eyes, CLA is offering a “Rotation Team” consisting of a new audit director and manager
- Despite current inflationary pressures, CLA’s proposed fees increase  $< 2\%$  per year



# Conclusion

- We sincerely thank you for the opportunity to work with the Library the past several years and look forward to a continued, mutually beneficial relationship
- We hope you agree that we have added value for the Library
- What sets us apart:
  - Local and national presence in the government and non-profit industries
  - Value-add/seamless capabilities
  - No transition issues/continuity
- We encourage you to contact us at any time throughout your decision-making process



# Boston Public Library



May 10, 2022

**James D. Wilkinson**

Audit Partner

**Kyle J. Connors**

Audit Director

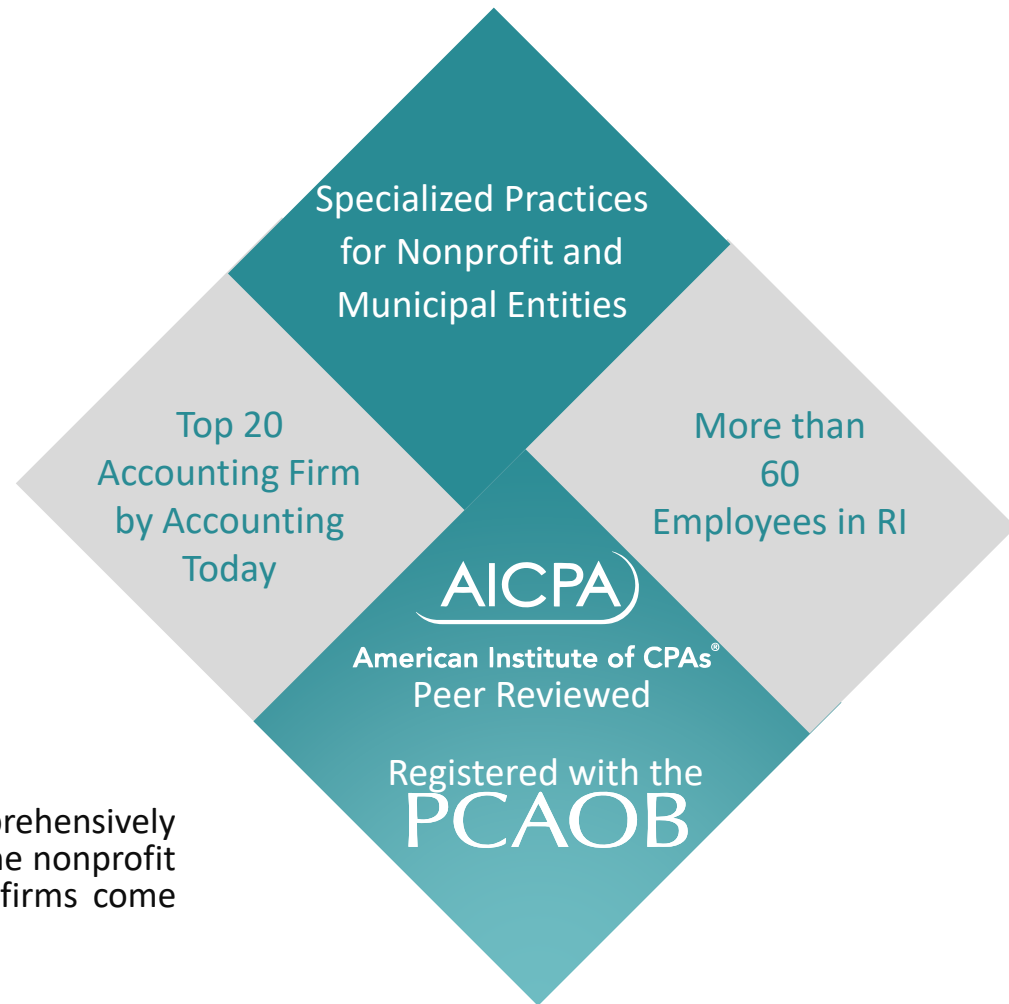
**MARCUM**  
ACCOUNTANTS ▲ ADVISORS  
[marcumllp.com](http://marcumllp.com)

# Firm Profile

Marcum LLP is one of the largest independent public accounting and advisory services firms in the nation with offices in major business markets throughout the US, as well as select international locations.

Headquartered in New York City, for over 65 years Marcum has provided a full spectrum of traditional tax, accounting, and assurance services; internal audit outsourcing; advisory, valuation, and litigation support; managed accounting services; and an extensive portfolio of specialty and niche industry practices.

We have a well-established reputation for comprehensively knowing the rules and regulations that govern the nonprofit sector. Few, if any, local, regional or national firms come close to the size of our nonprofit practice.



## New England Offices

*Providence, Rhode Island*  
*Boston, Massachusetts*  
*Portland, Maine*

*West Hartford, Connecticut*  
*Greenwich, Connecticut*  
*New Haven, Connecticut*  
*Hartford, Connecticut*



# Core Principles

- **Our Firm's service philosophy is based on a set of core principles:**
  - *Independence and Integrity* – We adhere to a strict Code of Conduct at every level of service requiring independence in fact and appearance of every partner, employee and related party. Our policies meet or exceed all PCAOB inspection and AICPA Peer Review requirements.
  - *Industry Expertise* – We provide access to a pool of highly skilled professionals with nonprofit and municipal experience.
  - *Responsiveness and Personal Service* – Our clients are best served with a proactive and technically superior team of professionals who emphasize continuity of the service team and extensive partner, manager and industry specialty involvement.
  - *Value Received for Fees* – We provide efficient and effective service to offer you the best value for your money.

# Commitment to Quality

- Subject to AICPA peer review and annual internal inspection
- Exceptional AICPA peer review results with no findings
- Registered with the Public Company Accounting Oversight Board (PCAOB)
- Teams receive specific municipal and nonprofit training on an annual basis through Marcum University



# Experience with Nonprofit and Municipal Organizations

Marcum's Nonprofit & Municipal Groups have always been a diverse team of mission-driven professionals. We exist to do meaningful work for organizations and to be a catalyst for positive, systemic change in our community.

Our New England practice is comprised of individuals who devote a substantial portion of their time serving nonprofit and municipal engagements. Our professionals receive industry specific training.

## Marcum's Nonprofit and Municipal Groups

We provide audit, tax and advisory services to over 2,000 nonprofit clients. We also have significant experience working with State component units and understand the importance of timely and accurate financial reporting.

Governmental group dedicated to keeping up with changes in GASB standards including the implementation of GASB 87 for Leases and 96 for Subscription-Based IT arrangements.

# Audit Philosophy, Approach and Work Plan

- **Top down risk oriented approach**
- **Address expectations of management and the Audit and Compliance Committee**
- **Centralized quality control process with decisions made locally**
- **Hands on, face-to-face candid approach**
- **Our audit philosophy:**
  - Identify any potential accounting and auditing issues early in the engagement
  - Maintain a predictable workflow with client staff
  - Meet all deadlines and commitment dates of deliverables
  - Provide reliable fee estimates for recurring work
  - Effectively communicate with management throughout the engagement and throughout the year

# Info Organizational Tool

General Items

- ▾ Budget to Actual
  - ▾ Additional Information: Budget to Actual - Flux Questions
- ▾ MTP Information
- ▾ Pension Contributions
- ▾ Town contributions
- ▾ General Ledger Detail
  - ▾ Subsequent General Ledger Detail
- ▾ OPEB Actuarial Report
- ▾ OPEB Census
- ▾ ERSRI Census
- ▾ Journal Entry Selections

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Complete	KC	AF	OCT 29
Complete	KC	AF	DEC 10
Submitted	KC	AF	OCT 29
Submitted	KC	AF	OCT 29
Complete	KC	AF	OCT 29
Received	KC	AF	NOV 29
Opened	KC	AF	NOV 29
Received	KC	AF	DEC 10
Received	KC	AF	DEC 10
In Progress	KC	AF	DEC 10
Submitted	GG	AF	OCT 29

**Planning** 75% **Fieldwork** 79%

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**Status** High Priority

Draft Prepared Submitted In Progress Received Complete

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**Due Date**

15+ Days 8 - 14 Days 0 - 7 Days Overdue

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**Users** 
MYTEAM
CLIENT

Feed

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Last 2 Days

# Information Technology Audit Experience

- Our IT auditors are involved with audit planning
- Perform general controls reviews in connection with financial statement audits
- Provide assistance with data analysis in order to facilitate the audit process
- Review the system controls in order for the auditors to have the ability to rely on the underlying reports
- Focus on risks inherent in the organization's technology systems
- Integral part of the financial statement audits
- IT auditor qualifications include:
  - Certified Information System Auditors (CISA)
  - Certified Information Systems Security Professional (CISSP)

# Communication

Audit planning document presented to the Finance Committee

Management letter with performance improvement observations

Communication of the results of performance and quality measures

Identification and resolution of technical accounting issues in a timely manner

Provide education on new regulations, pronouncements & tax legislation

Audit results document presented to the Finance Committee

Clear and timely communication with management and the Finance Committee throughout the year

# Transition Can Be Disruptive – Marcum Can Make it Easier

Execute proven transition plan to deliver swift and virtually transparent transition

Absorb the cost of transition

Senior Members of your team will review prior workpapers

Transition can be disruptive but, our industry experience will facilitate the transition



# Benefits of Marcum

Expertise and resources of a national firm with the competitive fees, accessibility and outstanding service that you would expect from a local firm

Proven track record of successfully transitioning clients

Senior engagement team members with extensive municipal and quasi-municipal expertise delivered locally by partners who truly care about their clients

Team of subject matter experts to bring value to our clients

Extensive risk assessment process and risk based audit methodology supported by a strong team of IT auditors with municipal experience

Exceptional quality control results as evidenced by our AICPA Peer Review Report with no findings



# Thank You

FREE-TO-ALL

# BPL FINANCE AND AUDIT COMMITTEE

*Evelyn Arana Ortiz, Committee Chair*

5.10.22

Members of the Public may sign up for Public Comment via the CHAT by 9:00 a.m.  
Comments left in the chat will not be acknowledged. written comments may be submitted to the Clerk of the Board, [pcarver@bpl.org](mailto:pcarver@bpl.org)

# BPL OPENING STATEMENT

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The Trustees of The Boston Public Library reaffirm our commitment to racial equity and to principles of diversity equity and inclusion, more broadly.

The Library is formally committed to becoming an anti-racist organization in response to systemic racism, inequity, and injustice prevalent in our society.

We acknowledge also that the Boston Public Library's Central Library stands on land that was once a water-based ecosystem providing sustenance for the indigenous Massachusetts people *and is a place which has long served as a site of meeting and exchange among nations*. We are committed to land acknowledgements for all locations at which we operate.

*We reaffirm this commitment to set the context for our planning, deliberations, and public engagement so that they take place from the spirit of welcome and respect, found in our motto 'free to all.'*

*Taken from the Institutional Statement Ratified by the Board of Trustees for the Boston Public Library on September 29, 2020.*

# F&A COMMITTEE

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Evelyn Arana Ortiz, Committee Chair

- Welcome Remarks
- Roll Call of Committee Members
- Approval of Meeting Minutes from March 8, 2022
- Review of Annual Contracts deferred to Annual Meeting

# FY23 City Maintenance Budget

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Contracted Services	3,018,649	2,738,649	-280,000	-9.3%	Joy money, earmarks, facility inspections, pest control, security
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State Aid	752,952	908,997	752,952	752,952
Trust Fund Income	1,970,771	1,948,454	1,333,527	1,333,527
Total	9,847,532	10,040,289	9,457,743	9,807,253

# MAYOR WU'S FY23 RECOMMENDED OPERATING & CAPITAL BUDGET EXECUTIVE SUMMARY

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VOTED: “that, the Trustees Finance and Audit Committee recommend approval by the Trustees of the Public Library of the City of Boston to accept Mayor Michelle Wu’s FY23 Recommended Operating and Capital Budget.”

# DISCUSSION & REVIEW OF CONTRACTS

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## A. Vote for True Partners Contract

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston authorize a contract in the amount of Fifty Thousand Dollars and Zero Cents (\$50,000) with True Partners located at 9 Purchase Street, Newburyport, MA 01950 for the purpose of recruiting candidates for the Research Collections Manager position at the Boston Public Library.”

## B. Vote for Consultant Contract with Kurt Mansperger

*Keith Gillette, Chief Technology Officer and Lisa Pollack, Chief of Communications & Strategy*

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston approve an employee agreement with Kurt Mansperger of 86 Lake Attitash Road, Amesbury, MA 01913 not to exceed Fifty Thousand Dollars and Zero Cents (\$50,000) to cover technical responsibilities for the Web Services Manager and the launch of the Long-Term Device Lending program and other projects as needed.”

# DISCUSSION & REVIEW OF CONTRACTS

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## C. Vote for KBLIC Glass Enclosure Contract

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston authorize a contract with One Way Development Inc. located at 1408C Centre St, suite 1, Roslindale, MA 02131 not to exceed One Hundred Ninety-Nine Thousand Two Hundred Twenty-Six Dollars and Zero Cents (\$199,226.00) to install the glass enclosures in the Kirstein Business Library and Innovation Center.”

## D. Vote for Press Photography Pilot Project *Beth Prindle, Head of Special Collections*

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston authorize a contract with Picturae, Inc, 228 East 45<sup>th</sup> Street, 9E, New York, New York, to digitize, catalog and preserve highlights of the press photography collection, with an emphasis on the Herald Traveler Press photography collection. The contract is not to exceed Sixty Thousand Dollars and Zero Cents (\$60,000).

# RECOMMENDATION OF APPROVAL OF CONTRACTS

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## A. Mechanical, Electric, and Plumbing (“MEP”) Contract

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Board of Trustees award a contract to EMCOR Services Northeast, 80 Hawes Way, Stoughton, MA 02070 in the amount of Seven Million Six Hundred Seventy-Two thousand Eight Hundred Seventy-Eight Dollars and Seventy-Two cents (\$7,672,878.72) to provide mechanical, electrical, and plumbing services.”

## B. Elevator Maintenance Contract

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Board of Trustees award a contract to United Elevator Co., Inc., 165 Enterprise Drive, Marshfield, MA 02050 in the amount of Four Hundred Forty-Seven Four Hundred Eight Dollars and Zero Cents (\$447,408.00) to provide elevator maintenance and repair services.”

# DELEGATE APPROVAL OF CONTRACT

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## A. Delegate Approval for Fire Alarm Contract

VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston recommend the Board of Trustees delegate approval for the Fire Alarm Contract to the Finance and Audit Committee.”

# Interview of Audit Firms

**BOSTON  
PUBLIC  
LIBRARY**



*Evelyn Arana Ortiz, Committee Chair*

**A. CliftonLarsonAllen (CLA)**

*Matthew Hunt, CPA, Signing Director*

**B. Marcum LLP**

*James Wilkinson, Partner*



# Trustees of the Public Library of the City of Boston

## CLA's Audit Proposal May 10, 2022

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor



# Highlights of CLA's Services to BPL

- CLA provided guidance and advice to the BPL during their transition to preparing tax returns “in-house” and did not charge any fees
- Consulted with management to conclude a separate LFC audit was not required, saving the Library money



# Highlights of CLA's Services to BPL

- Photo-duplication operations re-vamped, generating financial gains
  - Helped create a new accounting position
- Seamlessly and efficiently introduced the BPL to our group in New Bedford, which helped the Library evaluate potential vendors for retail space
  - Strength of CLA – seamless integrated services



# Highlights of CLA's Services to BPL

- Added IT specialists to the Library audit starting in fiscal year 2014
- Recommended internal control improvements related to “pay-for-print” operations
- Recommended various improvements to BPL's annual tax return
- CLA has helped BPL meet all reporting deadlines every year



# Looking Ahead

- CLA will be able to hit the ground running and avoid learning curves associated with a new firm
- If the Library desires a fresh set of eyes, CLA is offering a “Rotation Team” consisting of a new audit director and manager
- Despite current inflationary pressures, CLA’s proposed fees increase  $< 2\%$  per year



# Conclusion

- We sincerely thank you for the opportunity to work with the Library the past several years and look forward to a continued, mutually beneficial relationship
- We hope you agree that we have added value for the Library
- What sets us apart:
  - Local and national presence in the government and non-profit industries
  - Value-add/seamless capabilities
  - No transition issues/continuity
- We encourage you to contact us at any time throughout your decision-making process



# Boston Public Library



May 10, 2022

**James D. Wilkinson**

Audit Partner

**Kyle J. Connors**

Audit Director

**MARCUM**  
ACCOUNTANTS ▲ ADVISORS  
[marcumllp.com](http://marcumllp.com)

# Firm Profile

Marcum LLP is one of the largest independent public accounting and advisory services firms in the nation with offices in major business markets throughout the US, as well as select international locations.

Headquartered in New York City, for over 65 years Marcum has provided a full spectrum of traditional tax, accounting, and assurance services; internal audit outsourcing; advisory, valuation, and litigation support; managed accounting services; and an extensive portfolio of specialty and niche industry practices.

We have a well-established reputation for comprehensively knowing the rules and regulations that govern the nonprofit sector. Few, if any, local, regional or national firms come close to the size of our nonprofit practice.



## New England Offices

*Providence, Rhode Island*  
*Boston, Massachusetts*  
*Portland, Maine*

*West Hartford, Connecticut*  
*Greenwich, Connecticut*  
*New Haven, Connecticut*  
*Hartford, Connecticut*

# Core Principles

- **Our Firm's service philosophy is based on a set of core principles:**
  - *Independence and Integrity* – We adhere to a strict Code of Conduct at every level of service requiring independence in fact and appearance of every partner, employee and related party. Our policies meet or exceed all PCAOB inspection and AICPA Peer Review requirements.
  - *Industry Expertise* – We provide access to a pool of highly skilled professionals with nonprofit and municipal experience.
  - *Responsiveness and Personal Service* – Our clients are best served with a proactive and technically superior team of professionals who emphasize continuity of the service team and extensive partner, manager and industry specialty involvement.
  - *Value Received for Fees* – We provide efficient and effective service to offer you the best value for your money.



## Commitment to Quality

- Subject to AICPA peer review and annual internal inspection
- Exceptional AICPA peer review results with no findings
- Registered with the Public Company Accounting Oversight Board (PCAOB)
- Teams receive specific municipal and nonprofit training on an annual basis through Marcum University



# Experience with Nonprofit and Municipal Organizations

Marcum's Nonprofit & Municipal Groups have always been a diverse team of mission-driven professionals. We exist to do meaningful work for organizations and to be a catalyst for positive, systemic change in our community.

Our New England practice is comprised of individuals who devote a substantial portion of their time serving nonprofit and municipal engagements. Our professionals receive industry specific training.

## Marcum's Nonprofit and Municipal Groups

We provide audit, tax and advisory services to over 2,000 nonprofit clients. We also have significant experience working with State component units and understand the importance of timely and accurate financial reporting.

Governmental group dedicated to keeping up with changes in GASB standards including the implementation of GASB 87 for Leases and 96 for Subscription-Based IT arrangements.

# Audit Philosophy, Approach and Work Plan

- **Top down risk oriented approach**
- **Address expectations of management and the Audit and Compliance Committee**
- **Centralized quality control process with decisions made locally**
- **Hands on, face-to-face candid approach**
- **Our audit philosophy:**
  - Identify any potential accounting and auditing issues early in the engagement
  - Maintain a predictable workflow with client staff
  - Meet all deadlines and commitment dates of deliverables
  - Provide reliable fee estimates for recurring work
  - Effectively communicate with management throughout the engagement and throughout the year

# Info Organizational Tool

General Items

- ▼ Budget to Actual
- ▼ Additional Information: Budget to Actual - Flux Questions
- ▼ MTP Information
- ▼ Pension Contributions
- ▼ Town contributions
- ▼ General Ledger Detail
- ▼ Subsequent General Ledger Detail
- ▼ OPEB Actuarial Report
- ▼ OPEB Census
- ▼ ERSRI Census
- ▼ Journal Entry Selections

+ ✎ 🗑️ ↶ ↷ ▼

Complete	KC	AF	OCT 29
Complete	KC	AF	DEC 10
Submitted	KC	AF	OCT 29
Submitted	KC	AF	OCT 29
Complete	KC	AF	OCT 29
Received	KC	AF	NOV 29
Opened	KC	AF	NOV 29
Received	KC	AF	DEC 10
Received	KC	AF	DEC 10
In Progress	KC	AF	DEC 10
Submitted	GG	AF	OCT 29

Planning 📄

75%
100%

Fieldwork 📄

79%
100%

Status 📄 High Priority 📄

Status	Count
Draft	0
Prepared	0
Submitted	2
In Progress	1
Received	2
Complete	4

Due Date 📄

Due Date	Count
15+ Days	0
8 - 14 Days	0
0 - 7 Days	0
Overdue	4

Users 📄

MY TEAM

CLIENT

Feed

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Last 2 Days

# Information Technology Audit Experience

- Our IT auditors are involved with audit planning
- Perform general controls reviews in connection with financial statement audits
- Provide assistance with data analysis in order to facilitate the audit process
- Review the system controls in order for the auditors to have the ability to rely on the underlying reports
- Focus on risks inherent in the organization's technology systems
- Integral part of the financial statement audits
- IT auditor qualifications include:
  - Certified Information System Auditors (CISA)
  - Certified Information Systems Security Professional (CISSP)

## Communication

Audit planning document presented to the Finance Committee

Management letter with performance improvement observations

Communication of the results of performance and quality measures

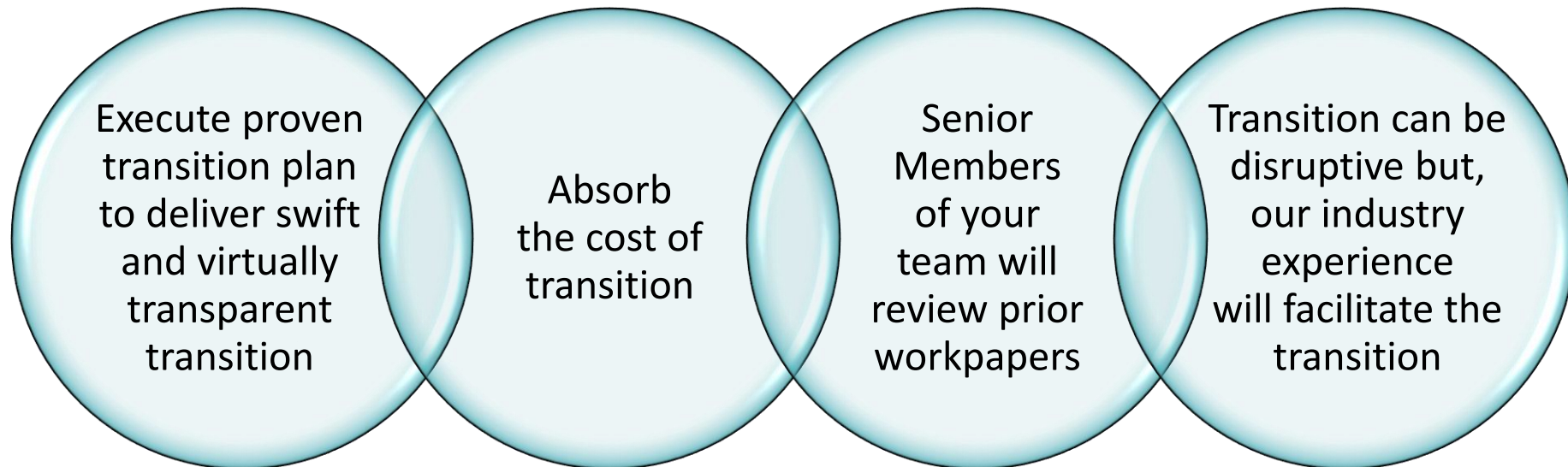
Identification and resolution of technical accounting issues in a timely manner

Provide education on new regulations, pronouncements & tax legislation

Audit results document presented to the Finance Committee

Clear and timely communication with management and the Finance Committee throughout the year

## Transition Can Be Disruptive – Marcum Can Make it Easier



# Benefits of Marcum

Expertise and resources of a national firm with the competitive fees, accessibility and outstanding service that you would expect from a local firm

Proven track record of successfully transitioning clients

Senior engagement team members with extensive municipal and quasi-municipal expertise delivered locally by partners who truly care about their clients

Team of subject matter experts to bring value to our clients

Extensive risk assessment process and risk based audit methodology supported by a strong team of IT auditors with municipal experience

Exceptional quality control results as evidenced by our AICPA Peer Review Report with no findings





# Thank You

# AUDIT REVIEW FIRM VOTE

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VOTED: “that, the Trustees Finance and Audit Committee of the Public Library of the City of Boston award management of the Audit Review for the Boston Public Library to [insert firm selected]”.

# New Business

**BOSTON  
PUBLIC  
LIBRARY**



*Evelyn Arana Ortiz, Committee Chair*

# Public Comment

**BOSTON  
PUBLIC  
LIBRARY**



- If follow up is required, please send your contact email or phone number to the Clerk of the Board at [pcarver@bpl.org](mailto:pcarver@bpl.org)
- People will be chosen in the order they were received and allowed 2 minutes to speak.
- The Moderator will unmute your mic when you are called on.
- Comments made in chat during meeting will not be acknowledged.

**BOSTON  
PUBLIC  
LIBRARY**



## *Adjournment*

*\*2022-2023 Committee Meeting Schedule*

- *September 20, 2022, at 8:30 a.m.*
- *November 8, 2022, at 8:30 a.m.*
- *January 10, 2023, at 8:30 a.m.*
- *March 14, 2023, at 8:30 a.m.*
- *May 16, 2023, at 8:30 a.m.*

*(All dates, times, and locations are subject to change- will be posted to the BPL website/Trustees page)*