

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees as a Corporation and Administrative Agency

Tuesday, September 26, 2023 at 8:30 a.m.

Central Library, 700 Boylston Street, Boston MA 02116

Rabb Hall (Lower Level of Boylston Street Building)

AGENDA

I. Chair's Report

Priscilla H. Douglas, Chair

- A. Call to Order
 - 1. Acknowledge EDI statement
 - 2. Roll Call
 - 3. Review and Approval of Minutes for the Trustees Meetings
- B. Welcome Remarks
 - 1. Trustees/Committees Updates
 - 2. Key Collaborations

II. President's Report

David Leonard, President

- A. Invited Guest: Jose Masso, Chief of Human Services for City of Boston
- B. Highlights/Challenges
 - 1. NABB Award for BPL
 - 2. Shattuck Award
- C. West End Branch Library update
- D. Management Discussion & Analysis Report

III. Trustees Finance and Audit Committee

Evelyn Arana-Ortiz, Committee Chair

Emily Tokarczyk, Chief Financial Officer

- A. Approval of Boston Public Library Draft Audited Financial Statements for Fiscal Year Ending June 30, 2022.

VOTED: "that, the Trustees of the Public Library of the City of Boston approve the Boston Public Library's Draft Audited Financial Statements for the Fiscal Year ending June 30, 2023."

IV. Trustees Fellowes Athenaeum Trust Advisory Committee

Evelyn Arana-Ortiz, Committee Chair

- A. Program Grant Selections for FY24

V. New Business

VI. Public Comment

"Please sign up for public comment the first 30 minutes of the meeting to support effective time management. On occasion, additional public comments on matters formally on the agenda may be allowed at the discretion of the Chair, and time allowing. Members of the public are also reminded that comments may alternatively be submitted in writing to the Clerk of the Board for distribution to the Trustees."

VII. Adjournment

Priscilla H. Douglas, Chair

**Next meeting scheduled for Tuesday, November 7, 2023, at 3:00 p.m. at Honan-Allston Branch*

Trustees of the Public Library of the City of Boston

Priscilla H. Douglas, Chair; Evelyn Arana Ortiz, Vice Chair,
Jabari Asim, Navjeet Bal, Joe Berman, Ben Bradlee Jr, Cheryl Cronin,
Linda Dorcena Forry, John Hailer, Jeff Hawkins, Jose C. Masso III,
Senator Mike Rush, Representative Chynah Tyler, Christian Westra, and Lynn Perry Wooten

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

This is an open meeting.
The public is welcome to attend.
In-person: Must enter via 230 Dartmouth Street Entrance before 9:00 a.m.
Entry not permitted before 8:15a.m.

Zoom: <https://boston-public-library.zoom.us/j/88594015184>

Call in: 1 646 558 8656, 1 301 715 8592, or 1 312 626 6799

Webinar ID: 885 9401 5184

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON
Meeting of the Trustees as a Corporation and Administrative Agency (First Meeting)
Tuesday, May 23, 2023 at 8:30am
Central Library, 700 Boylston Street, Boston, MA 02116

DRAFT MINUTES

The annual meeting of the Trustees of the Public Library of the City of Boston (“BPL”) held on Tuesday, May 23, 2023 at 8:30 a.m. at the Central Library in the Rabb Hall.

All present at the meeting included: Chair Priscilla H. Douglas, Vice Chair Evelyn Arana Ortiz and Trustees: Jabari Asim, Navjeet Bal, Joe Berman, Ben Bradlee, Jr., Cheryl Cronin, John Hailer, Jose C. Masso III, and Christian Westra. Not present: Linda Dorcena Forry, Jeff Hawkins, Sen. Mike Rush, Rep. Chynah Tyler, and Lynn Perry Wooten Also present: Boston Public Library President David Leonard, Clerk of the Board Pamela Carver, BPL staff, and members of the public.

Chair Priscilla H. Douglas presided, and called the meeting to order at 8:34 a.m. She invited Joe Berman to read the EDI reaffirmation statement. 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 by 9:00 a.m.

Ms. Douglas offered brief welcome remarks. She noted the successful LMEC and Associates events and thanked the Friends for their ongoing support.

The clerk noted meeting minutes from March 21, 2023 would be approved at the next Board meeting, apologizing for the delay due to a family emergency.

David Leonard introduced Josh Rosenthal, the new Director of Operations. Mr. Rosenthal gave a brief background to his professional experience and noted he was excited to do great work with the BPL.

David Leonard announced that this was the last full board meeting for Ellen Donaghey, Chief Financial Officer, who would be retiring after a decade of service at the BPL and a lifetime of public service in June 2023. They paused for the trustees’ comments and words of gratitude for Ms. Donaghey.

Mr. Roosevelt Weeks was the invited guest from the Austin Public Library. He explained there are 22 locations, and their Central location was voted by Time magazine as the best location. Their goal is to serve everyone, and they recently passed their strategic plan which focused on:

1. Develop spaces for community.
2. Foster relationships
3. To Expand Library access (homeless and immigrants, give library card with an ID to allow for services throughout the city.) Trying to ensure all voices are heard.
4. Engaging the staff

From the plan they came up with a clear vision statement. A mode of equity, inclusion, access, and diversity. Mission statement is “Inspiring all to discover, learn, and create.”

Like many libraries, they were dealing with book banning, the health and safety of staff. and managing services.

The board engaged in a question/answer session with Mr. Weeks. The questions revolved around their strategic plan and effective ways they engage their communities. How they address book banning, focus on

mental health and social work with patrons. They also addressed their filming policy and focusing on de-escalation training.

Mr. Leonard introduced Chief Jose Masso of the City of Boston's Office of Human Services. He briefly explained the goals of his cabinet are to meet where the people are and that libraries play a critical role in that. He was looking forward to a longer discussion with the board at our September meeting.

Next, Ashley Groffenberger, the City of Boston's Chief Financial Officer was introduced. She was relatively new having only been in this position for 10 months. She gave a brief background on professional background. She explained that the Mayor introduced FY24 and saw growth in the operating budget of 6.4%. It grew the capital plan by \$6 million dollars.

Ms. Groffenberger noted she would let Ellen Donaghey give a full report on the FY24 budget, but that Mayor Wu makes family a focus of her administration and looks for opportunities to invest in all generations across the city and we will see those investments in the BPL's budget.

Next, Mr. Leonard added that this was the second year, post pandemic, to see a steady budget. He was pleased to have new hires and that vacancy levels finally dipped below fifty. However, it would be several months before comfortable operating wise.

As heard from our guest speakers, Mr. Weeks and Mr. Szabo, meeting needs of the community, efforts that are mostly led by Michael Colford and his team, and funding by BPL Fund and the City, our efforts allow us to pivot to be where the community's needs present themselves.

Mr. Leonard continued that collection work and reading is strong. There were lots of services aimed at closing the digital divide.

He noted there were a couple updates on developments. The law department was continuing to review the Filming policy, and the existing policy was in place for now, but revising with guiding principles of de-escalation. They will come back to the Board with an updated version in the future.

Library Services and Collections in collaboration with the Mayor's Office of New Urban Mechanics, selected 20 bus routes to "Browse, Borrow, and Board". This initiative has been picked up across the country, targeting people who do not already have library cards. Several hundred connected already.

Keith Gillette, the CTO, selected a board management platform called OnBoard Meetings. We looked forward to streamlining board meeting information and would be rolling out training in late summer. Mr. Leonard noted that the BPL Fund has adopted this same platform as well.

Mr. Leonard concluded the President's report by thanking the BPL's partners.

Next, Evelyn Arana Ortiz gave the F&A report. She invited Ms. Donaghey to give her final review of the Mayor's FY 24 budget. Ms. Donaghey explained that this is the largest increase we have seen in years. The library was approved \$750,000 for new positions. This will add custodians, human resources staff, and expand library branch hours until 5pm on Saturdays. They also will be adding a multilingual position, a social worker, and two peer navigators.

Mr. Leonard added that they were without an approved union contract.

With no questions, a motion was duly made, seconded, and voted unanimously to approve.

VOTED: "that, the Trustees of the Public Library of the City of Boston approve to accept Mayor Michelle Wu's FY2 Recommended Operating and Capital Budget."

Next, Ms. Arana Ortiz reviewed the four annual votes. She explained that the Fellowes Athenaeum Trust Fund Committee supports the Roxbury branch’s supplemental programming.

They voted on the four annual votes as a slate. A motion was made, seconded, and approved unanimously.

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, 2023 through June 30, 2024 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).”

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, 2023 through June 30, 2024.”

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 One hundred Ten Thousand Eight Hundred Eighty-Six Dollars (\$110,886.00) to support the Fellowes Athenaeum Trust Fund Programmatic Plan for FY24 as recommended by the Fellowes Athenaeum Trust Advisory Committee and to be presented at an upcoming meeting.”

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 2023 and September 2023 to the Finance and Audit Committee.”

Next the Board discussed the 2023-2024 Trustees schedule. The vote was for the dates, but the times and locations would be determined soon). Ms. Douglas explained that the meetings would be a combination of Executive Board and Full board.

With no questions, or comments, a motion was duly made, seconded, and voted unanimously to approve.

VOTED: “that, the Trustees of the Public Library of the City of Boston approve the proposed schedule of Trustees meetings for 2023-2024 as noted below, such meetings to be full meeting of the board or alternately of the executive committee, on occasion.”

- Tuesday, September 26 2023, location/time TBD
- Tuesday, November 7, 2023, location/time TBD
- Tuesday, January 30, 2024, location/time TBD
- Tuesday, March 26, 2024, location/time TBD
- Tuesday May 21, 2024, Annual Meeting, location/time TBD

**All Meetings dates/times/location are subject to change; see BPL website for details*

Ms. Douglas called for any New Business. She mentioned ‘Barrier Breakers’ which was an exhibit honoring some MLB players that broke the color barrier would be coming to Boston. A few trustees were working collaboratively to highlight around Juneteenth. The Library would have a supportive role by offering highlighted booklists, author talks, and key collections at the BPL .

Ms. Douglas called for Public comment. The clerk reminded all that they would be called int the order received and be given 2 minutes to speak.

Yvette Jarreau, head of South End Library Friends asked when will the capital appropriate funds for the branch renovation. The clerk explained questions will be answered later to follow up.

Greg Tobin, of the Roslindale Friends, suggested that they would be thrilled to host a trustees meeting at the newly renovated Roslindale branch.

Elissa Cadillac, AFSCME president, thanked Ellen Donaghey and wished he well on her retirement. She explained that AFSCME reached a tentative agreement on April 13th and on April 27th indicated that it was ratified and was now waiting for City approval. They recently met, noting their contract has not been funded in years, have 6.8% increase coming and will have Retro pay back to 2020. They have not received raises since 2020. Asked that the Trustees reach out to Mayor Wu to settle this already agreed upon contract.

The next topic on the agenda was a vote to enter Executive Session. The purpose was to discuss updates to the Collective bargaining contracts under exemption 2 of MA Open Meeting Law.

A motion was duly made, seconded, and voted unanimously to approve to enter executive session.

VOTED: “that, the Trustees of the Public Library of the City of Boston approve to enter into Executive Session for the purpose to discuss collective bargaining updates.”

**Executive Session will convene at the conclusion of the public meetings. The Board of Trustees will not reconvene in a public session.*

With no further business, Ms. Douglas adjourned the first meeting at 9:57 a.m.

Respectfully submitted,

Pamela Carver, Clerk of the Board

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Annual Meeting of the Trustees as a Corporation (Second Meeting)

Tuesday, May 23, 2023 at 9:58 am

Central Library, 700 Boylston Street, Boston MA 02116, Rabb Hall

DRAFT MINUTES

The annual meeting of the Trustees of the Public Library of the City of Boston (“BPL”) as a Corporation was held on Tuesday, May 23, 2023 at 9:58 a.m. at the Central Library’s Rabb Hall.

Present at the meeting were Chair Priscilla H. Douglas Trustees, Vice Chair Evelyn Arana Ortiz, and Trustees: Jabari Asim, Navjeet Bal, Joe Berman, Ben Bradlee, Jr., Cheryl Cronin, John Hailer, Jose Masso III, and Christian Westra. Linda Dorcena Forry, Jeff Hawkins, Senator Mike Rush, Rep. Chynah Tyler and Lynn Perry Wooten were absent. Also present: Boston Public Library President David Leonard, Clerk of the Board Pamela Carver, Boston Public Library staff, and members of the public.

The Clerk noted there was a quorum present from the first meeting. Chair, Priscilla H. Douglas presided and called the meeting to order at 9:58 a.m. and addressed the agenda’s Call to Order of the Governance and Development Committee.

John Hailer, Committee Chair of the Trustees Governance and Development Committee, presented the slate of officers for the Fiscal Year 2023-2024: Priscilla H. Douglas for Chair, Evelyn Arana Ortiz for Vice Chair, and Pamela Carver for Clerk of the Board. Each will serve a one-year term from May 2023-May 2024. With no other nominations, a motion was duly made, seconded, and **voted unanimously to approve.**

VOTED: that, the Trustees of the Public Library of the City of Boston approve the recommendation of the Trustees Governance and Development Committee for the Slate of Officers of the Trustees of the Public Library of the City of Boston and the Clerk of the Board for the period May 2023 through May 2024 as presented.”

Mr. Leonard noted that three trustees terms have expired as of May 1, 2023 (Jabari Asim, Ben Bradlee Jr, and Linda Dorcena Forry) They have graciously agreed to stay on a s active holdovers per the BPL Board of Trustees by-laws allow. Mayor Wu has not indicated whether she will be reappointing or nominating new trustees.

Ms. Priscilla Douglas addressed the agenda’s Call to Order and described the votes in this meeting as “enabling” votes. Ms. Douglas reviewed the votes and asked if any members of the Board of Trustees wished to speak to, or had questions concerning, any of the enabling votes before the Board. There were no comments made or questions asked. Thus, upon motion duly made and seconded, and,

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

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

VOTED: “that, the President, Director of Library Services, Director of Operations, Chief Financial Officer, Chief of Staff, or the Clerk of the Corporation be, and hereby are, authorized to accept on behalf of the Trustees gifts, payments made in recognition for the special services rendered, and payments received for the publications and prints executed under library sponsorship and, in connection with the acceptance of the same, to endorse on behalf of the Trustees checks so received, said amounts to be reported to the Board at the September Meeting.”

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

VOTED: “that, the President, or Chief Financial Officer, or Chief of Staff, be and hereby is, authorized and directed to distribute and pay to the Trustees of the Public Library of the City of Boston the income of the General Investment Account for the period from July 1, 2023 to June 30, 2024; and further,

VOTED: that, the President, or Chief Financial Officer, or Chief of Staff, be and hereby is, authorized to cause to be paid to the Rector of Trinity Church for the period from July 1, 2023 to June 30, 2024 income on the Children's Fund now held in the custody of the Collector-Treasurer of the City of Boston pursuant to the provisions of the 11th Clause of the will of Josiah H. Benton, as required by the 19th Clause of said will; and further,

VOTED: that, the President, or Chief Financial Officer, or Chief of Staff, be and hereby is, authorize and directed to cause to be distributed and paid to the Rector of Trinity Church, to be held by said Rector pursuant to the provisions of the 12th Clause of the will of Josiah H. Benton, as defined by the Agreement of Compromise, dated January 15, 1935 and made in connection with the administration of the trust created by such Clause, four-tenths of the income of the Benton Book Fund for the period from July 1, 2023 to June 30, 2024, inclusive, now held in the custody of the Collector-Treasurer of the City of Boston, and to the Trustees of the Public Library of the City of Boston the remaining six-tenths of said income for said period to be applied to the purchases provided in said Agreement of Compromise.”

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

Ms. Douglas asked if there was any new business. Ms. Arana Ortiz thanked Ms. Donaghey for her diligent service every day for the BPL. With no other business, the meeting was adjourned at 10:05 a.m. The Board cleared the room in order to meet in Executive Session.

Respectfully submitted,

Pamela Carver, Clerk of the Board

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

**FINANCIAL STATEMENTS AND
REQUIRED SUPPLEMENTARY INFORMATION**

FOR THE YEAR ENDED JUNE 30, 2023

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

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BOSTON PUBLIC LIBRARY

TRANSMITTAL LETTER

FY23

THE BOSTON PUBLIC LIBRARY

700

FREE TO ALL

OVERVIEW

As populist rhetoric rises in volume across America, the Boston Public Library finds its services and staff more necessary than ever. While shoring up policies to protect intellectual freedom, BPL has also been shoring up the services and programs we deliver to an even broader population, focusing on orienting the Library to become even more welcoming and more accessible to as many users as possible.

At the outset of her administration, Mayor Michelle Wu made the wise decision to move the BPL into the Human Services cabinet; many of the new, robust library services that launched this year were specifically targeted to align with that mission – including more than doubling the number of patrons engaged in our English for Speakers of Other Languages programs.

BPL continued to focus on making our spaces more accessible, as we continue to deliver on the Mayor’s major capital investments in our branches. With several branches in the design and planning process, and a ribbon cutting scheduled for Fall 2023, our new spaces are designed to be even more accessible, open, and welcoming to all.

A crown jewel of capital investment was the opening this year of Special Collections, but even as the new space has been well-utilized, patrons are finding a more simple and welcoming way to access these materials, not only through the new public service model of the reading room, but also through the efforts of our digitization team as they continue to strategically surface and make accessible an ever-expanding percentage of our collections.

Private fundraising grew this year as well, with some funds specifically directed to supporting formerly underserved areas, including a \$1 million bequest targeted to enhancing our activities and collections serving LGBTQIA+ communities.

These funds also supported new staff positions. Although BPL continues to be challenged by vacancies, there was enormous progress this year in hiring staff for important, newly created positions, including new branch staffing levels that allowed us to return to full service hours in all 25 branches across the system.

Improving staff culture was also a priority this year, with robust new training opportunities for leadership and managers; the results of these trainings are already being felt through the system, with more implementation and creativity to come. Some of this creativity will come through staff re-engagement with other library organizations, as we help move the sector and profession forward in partnership with the Boston Library Consortium, the Urban Library Council, and the Public Library of America, among others.

Our future goals build on this work of inclusivity and accessibility; these themes will be reflected in the work of our strategic planning process, scheduled to kick off in Fall 2023. We look forward to reflecting on the findings of that process in next year’s report.



ECONOMIC EMPOWERMENT

Workforce Development

First-ever workforce development plan

To empower patrons to apply for jobs and strengthen their job readiness skills, Community Learning's workforce development team created a new workforce development plan. In creating it, they considered survey responses from 22 neighborhood branches, and synthesized those results with Boston's census data to determine the areas where the needs were highest for workforce development services. To add to this data, the Career Counselor met with patrons at eight neighborhood branches that supported Boston's most underserved communities.

Launch of new programs

Based on the data surfaced in the development of the workforce development plan, the team launched a slate of new, neighborhood-based programs, including one-on-one career counseling and job/career tech access points at Roxbury, Codman Square, East Boston, and Hyde Park; launched four job readiness trainings in partnership with the Women's Lunch Place, PowerCorpsBOS, and the Office of Youth Empowerment's summer work interns for BPL.

To add to the collective strength of other organizations doing this work, BPL has also strengthened our relationship with the MassHire/Work Inc. Dorchester Access Point, and has become a community partner member of MassHire/DCAP Roundtable, which meets monthly. In only three months, more than 30 patrons received MassHire services at our branches.

In addition, the Workforce Development team was invited to share BPL's Workforce Development Plan with Mayor Wu's cabinet in June 2022.

Google Career Certificate Program

The Kirstein Business Library and Innovation Center (KBLIC) has enrolled more than 370 learners with in Google Career Certificate Programs covering topics on Cybersecurity, Advanced Data Analytics, Digital Marketing & E-commerce, IT Support, Project Management, UX Design, IT Automation with Python, Business Intelligence.

By the numbers

More than 300 community members have been served with career counseling services, while new workforce development programs have been attended by more than 560 participants.

Entrepreneurship + small business advice

Entrepreneur in Residence

Our very first KBLIC EIR, Dr. Allana Da Graca, booked more than 180 appointments over the course of her residency, assisting patrons on their entrepreneurial journey.

Score Boston Mentors

Offering twice monthly one on one support to our small business community, Score Boston assisted more than 70 entrepreneurs over the past 12 months.

Free legal advice

Pro bono attorneys from Goodwin provided 54 virtual pro bono attorney consultations; while attorneys from Foley Hoag, a recent addition to our roster of advisors, have already provided 13 in-person one on one consultations to date.

SBA Mentors

Our partnership with the Small Business Administration has offered in person one on one support to 47 patrons.

Program Highlights

Government Contracting 101: Basic Requirements for Federal Government Contracting, Mentor/Mentee EIR Showcase & Networking Event, Let's Get this Business Started, Grow with Google Marketing, Quickbooks Workshop, Small Business Resource Fair, Confident Public Speaking for Entrepreneurs.

Small business Alcove

A modest capital investment into creating enclosed spaces in KBLIC, where small business owners can take meetings in a professional setting, has paid off with nearly 5,000 total hours booked by more than 1,600 unique users.

Financial Empowerment

Vita Tax Prep

Our weekly drop-in partnership with the Volunteer Income Tax Assistance Program has offered support to nearly 420 patrons.

Workshop Partners

Babson Financial Literacy Initiative, CFA Society Boston, City of Boston Credit Union, Legal Services Center of Harvard Law School, Office of Consumer Affairs and Business Regulation, Our Village Initiative/Massachusetts Housing Partnership, Volunteer Income Tax Assistance

Program Highlights

Six-part First Time Homebuyer Success Series, Investing for Your Future, Estate Planning, Basics of Investing, Personal Budgeting



SERVING OUR COMMUNITY

Social support for our patrons

Established place for patrons to connect

BPL opened a Community Support Team desk on the mezzanine level at the Central Library in Copley Square to meet with patrons; in addition, the team provided regular drop ins at West End, Fields Corner, and Roxbury to connect patrons to social services.

Peer Navigator

A newly created Peer Navigator position will support BPL's social worker in building relationships with vulnerable patrons and connecting them to social services, expanding the Community Support Team's capacity to serve patrons across the system by increasing our presence at branch locations.

Pine Street Inn

A formal MOA has strengthened our partnership with Pine Street Inn; an outreach clinician now works closely with BPL's social worker to connect unhoused library patrons to supportive services, provide shelter referrals, and host weekly office hours at the Central Library in Copley Square.

Street-level outreach

We have also strengthened our collaboration with Boston Health Care for the Homeless' street team and the Massachusetts Department of Mental Health street team to help streamline services for unhoused library patrons. Both those street teams are engaging in outreach at Copley on a weekly basis.

Internships increase capacity

The BPL's resident social worker supervised two graduate student interns from Simmons University School of Social Work. Each intern completed 672 hours of work at the library. Graduate students worked directly with library patrons to connect them to needed social services, and assisted in the staff needs assessment.

By the numbers

209 encounters with patrons experiencing homelessness; 98 patrons connected to social services; 110 referrals made; 185 appointments with patrons.

In addition, the BPL hosted more than 120 programs focused on patrons' health and wellbeing, which were attended by 885 patrons. Programming partnerships included the Boston Legal Services Center, March of Dimes, Boston Public Health Commission, Honoring Choices MA, the Boston Area Rape Crisis Center, Boston Senior Home Care, Signing Basics, the Parent Professional Advocacy League, and much more. Many of the workshops were held with options for Spanish translation.

Literacy and ESL

English Classes

BPL's leveled English classes focusing on grammar and vocabulary development continue to grow in strength. In FY23, weekly classes were offered at Copley, East Boston, Grove Hall, Roxbury, Connolly, Honan-Allston, West End, Egleston, Jamaica Plain, Roslindale, as well as online.

Classes are tailored not only to students' levels of fluency in English, but also their level of literacy in their native language, along with expanding vocabulary for daily life and increasing students' confidence in their abilities. Ranging from beginner English with a focus on phonetics to advanced classes helping students communicate with ease in workplace and academic settings, BPL's offerings this year also included reading and discussion classes and English conversation classes.

Particularly timely this year were the addition of classes in beginning English for Ukrainian refugees, focused not only on English speaking and reading, but also instruction in the ABC's, as Ukrainian speakers use a different alphabet than English speakers.

Digital Literacy for speakers of other languages

In partnership with St. Mark Community Education Program, digital literacy classes especially designed for English language learners have been offered at the Central and Roslindale locations, and will be expanded to Grove Hall later this summer.

Citizenship Preparation Classes

Also in partnership with St. Mark Community Education Program, citizenship classes focus on understanding basic civics and U.S. history, as well as familiarity with the vocabulary needed to prove English proficiency. Students practice reading and writing skills each week, along with learning new civics content. This past year, a new citizenship class was added to our schedule (Pathways to Citizenship), which focused on building English speaking and literacy skills for lower-level English learners.

Outreach

Literacy Services staff have trained community groups and BPL volunteers to work with limited literacy students. Staff have also shared library resources to assist with building English proficiency and literacy skills.

By the numbers:

Library staff and our partners conducted 835 classes or tutoring sessions with double the attendance over FY22, with nearly 11,000 participants.

Community History

Oral history backpacks

FY23 saw the deployment of the Oral History Backpack program. This portable toolkit teaches users how to design an oral history project and best practices for this process, and includes check lists and form templates, along with primers on how to craft questions, how to interview remotely via Zoom, and additional information for participants. The backpacks have now been catalogued and have begun circulating in select branches.

Harriet Tubman House Memory Project

Community members, including members of I Am Harriet and United South End Settlements (USES), have been working to preserve the history of the Harriet Tubman House in partnership with the Boston Public Library, the Boston Research Center at the Northeastern University Library, and Northeastern University Archives and Special Collections.

This project aims to collect, preserve, and center the stories and memories embedded in this beloved community space. In FY23, we convened a final focus group meeting; held a public community feedback session; and ensured the project's sustainability through working with community members to identify individuals in digitized photographs; inviting community submissions through oral history or written narrative; and publishing memoirs written in partnership with GrubStreet.

Neighborhood Public Art Project

The BPL is now collecting and sharing information about artwork that is publicly displayed in Boston's neighborhoods, initially focusing on Roxbury, South End, Chinatown, and East Boston. This work consolidates information sources including the Boston Arts Commission and the City of Boston Office of Arts and Culture. Works are hosted at the Neighborhood Public Art in Boston WikiProject, along with a public art map, which displays the artworks on an interactive map of Boston, accessible via a centralized website.

Chinatown Collections Project

Based on conversations with the Chinatown community, BPL staff identified a need for a multilingual database of historical collections and projects pertaining to Boston's Chinatown. This database is designed to contribute information to ongoing community projects, identify items in need of preservation support, and establish partnerships for future collaborative efforts, including digitization projects. The web site launched with input and feedback from the community, and continues to gather data about community collections.

East Boston History Portal

The portal aims to preserve and celebrate the history of East Boston, a community known for its diverse and changing population of immigrants. The project site draws materials from the Northeastern University Archives and Special Collections (UASC), including a digitized newspaper, photographs, political cartoons, and oral histories. It will eventually include a set of written memoirs created through community storytelling and memoir events co-organized by the BPL and the BRC in collaboration with GrubStreet (a Boston-based creative writing center).

Eliot School Portrait Project

The BPL is collaborating with Eliot School's artist in residence, Feda Eid, who is working with a group of about 10 teens this summer on a portrait photography intensive, culminating in a series of about 10-12 portraits of Boston residents this summer. There will also be an oral history component, in which teen participants will interview portrait subjects.

Memoir Projects

BPL collaborated once more with GrubStreet, Boston's creative writing center, to offer three multi-week memoir workshops based in three neighborhood branches: East Boston, Roxbury, and the South End. This initiative was funded by the 2022 NEH American Rescue Plan grant for Community History. GrubStreet is currently working on anthologizing stories created through memoir workshops; these anthologies will be added to BPL circulating collections.

Instruction and Technology

By the numbers

This year, 500 patrons received assistance from the Instruction Services team through either one-on-one technology assistance from a staff member or by attending one of the more than 170 free computer/digital skills training class held this year.

Much of this work was to support the Long Term Lending program launched earlier in FY23 and help ensure LTL recipients had the necessary tools, training, and comfort to use their new devices effectively and safely.

Youth Engagement

Pivot to Summer Learning

After participating in a two-year Urban Libraries Council initiative, the BPL transitioned the popular Summer Reading program to Summer Learning. While summer reading is still integral to serving kids while they are out of school, this year saw amazing partnerships with local organizations to put the emphasis on programs revolving around STEAM (science, technology, engineering, arts, and mathematics).

Program partners include such organizations as the Animal Rescue League, Model Zoo Organism, Boston Lyric Opera, Institute of Contemporary Art, Countdown to Kindergarten, and many more.

Early Literacy

The BPL's Future Readers Club, which focuses on children from birth to kindergarten, saw programming expand to every location, along with the distribution of take-home early literacy kits, scheduled programs in languages other than English, and educational programs for parents and caregivers about the importance of reading to children of all ages. More than 53,000 participants attended more than 1,800 programs focused on early literacy.

SuccessLink Teen Employment

Partnering with the City, the BPL employed 15 teens in branches and at Central as part of the City of Boston's SuccessLink Teen Employment program. Teens helped in the Collections Department, Community Learning, Research Services, Kirstein Business Library & Innovation Center, Welcome Services, and at several branches.

Outreach to DYS sites expands across the state

With a grant from the Boston Public Library Fund, and assistance from the Massachusetts Board of Library Commissioners, the Youth Services team is expanding its successful outreach program with the Department of Youth Services (DYS) beyond the City and into the MetroWest and North regions. The goal of this program is to provide starter collections and professional development to local librarians so they can provide outreach to their local DYS sites. The collections will be funded and purchased by Teen Outreach staff, and the professional development will be handled by Youth Services staff.



ENRICHING OUR NEIGHBORHOODS

Connecting directly to the neighborhood

- A new social media presence for Mattapan, helmed by Generalist Kathleen Keleher, has been very successful in promoting resources and events, such as recent resume and cover letter workshops.
- School visits continue to enrich student and parent lives:
 - East Boston Branch Librarian Margaret Kelly attended a coffee hour with the principal of the McKay School to speak to parents about library services, finding that parents were particularly interested in homework support, English classes, job help, and the Pathway to Citizenship program.
 - Grove Hall staff spent two full days promoting BPL teen events and resources at Boston Latin Academy during BLA's Comic Con, and also visited the Bridge Boston Charter School to speak with approximately 300 students.
- Brighton Children's Librarian Allie Hahn partnered with Allston-Brighton's Community Development Corp. to invite kids from the BHA's Faneuil Gardens development to attend a Science with Scientists program to learn about and perform chemistry experiments.
- The Jamaica Plain branch opened students' eyes to careers in library work by participating in the Apprentice Learning program with the BTU School, during which an 8th grade student is exposed to meaningful work experiences to spark thinking about their future in high school, college, and career.

- Grove Hall hosted their first “Chatty Wednesday,” a collaboration with the senior center next door. Twelve seniors came over to have coffee, tea, and chat, while the Department of Transportation was on hand to discuss the Blue Hill Ave study.
- Staff have been working with the coordinator of the Hernandez School’s new adult education program for parents, where adults came to the branch to explore the bilingual collection, read, and sign up for library cards. While they read, their children attended a STEM program. Most of the parents now have library cards, all families learned about school vacation programming, and there have been repeat events scheduled going forward.

Bringing services from Central to the neighborhoods

- The Legal Services Center of Harvard Law School hosted a CORI sealing and wrap-around program to increase trust and access to human services for returning citizens in three community forums held at neighborhood branches.
- Seven students enrolled in a Tech Goes Home program for returning citizens at the Mattapan branch, enabling them to learn basic tech skills in their own neighborhood, as opposed to having to come in to Central.
- Grove Hall hosted more than 50 people for a program organized by the Leventhal Map Center. A panel of four longtime Roxbury residents discussed what it was like growing up in Boston, followed by an audience discussion about how the neighborhoods of Dorchester and Roxbury have changed in the last 80 years.
- Mattapan hosted best selling author Terry McMillan. This type of author talk would usually be held at Central; however, we are working to bring more of this type of programming to the branches instead.

Vibrant new staff

Mayor Wu’s FY23 budget allowed for the addition of six new positions in our branches: two librarians and four library assistants. Collectively, the addition of these new positions and filling them with new staff members has energized the branches, offering support to an already committed and creative team.



SERVING THE DEMAND FOR COLLECTIONS

Browse | Borrow | Board

In partnership with the Mayor’s Office of New Urban Mechanics and the MBTA, BPL launched a program of delivering instant access to eBooks and eAudiobooks without a library card. Twenty sidewalk decals were placed at various bus stop locations around the city. Due to the project’s success, the scope was expanded to 33 additional locations outside of Boston to accommodate commuters during the Sumner tunnel closure. To date, 709 users have signed up for access to materials while commuting.

A new Zine collection

BPL has ordered, catalogued, and added more than 900 items representing 300 titles in new “Zine” collections at 8 locations, including Central, Jamaica Plain, Egleston, Fields Corner, Roxbury, Roslindale, and Parker Hill. “Zines” are self-published works that have a limited print run, and are usually created with the intention to share one’s thoughts, feelings, creativity, experiences, and knowledge with others. Zines are part of a DIY culture, which often includes people from marginalized communities or those who do not have access to more mainstream publishing options.

Increasing inclusion in our collections

This year, BPL continued to update and increase our holdings in our World Language collections at all locations. This included working with individual branches to increase or add specific language collections to their locations, creating new selection teams of staff to order in languages outside of English, and adding new collection codes to promote browsing and decrease time spent in cataloging. In FY23, BPL added nearly 7,000 new world language items, in ten different languages across all locations.

Increasing access to today's news

Through a new partnership, BPL can now provide patrons free access to the current version of The Boston Globe. Like the New York Times, patrons will have access to 120 “seats” available daily for patron usage; each seat allows for 72-hour access to the Globe. Patrons have unlimited requests and can sign up again once their 72 hours are over.

By the numbers

<i>Digital circulation</i>		<i>Physical Circulation</i>		<i>Total Circulation</i>	
FY19	1.8m	FY19	2.8m	FY19	4.6m
FY20	2.2m	FY20	2.0m	FY20	4.2m
FY21	3.8m	FY21	1.4m	FY21	5.2m
FY22	3.7m	FY22	1.9m	FY22	5.6m
FY23	4.1m	FY23	2.1m	FY23	6.2m

WORKING TO CLOSE THE DIGITAL DIVIDE

Long Term Lending

In FY23, BPL completed the launch of the Long-Term Device Lending program, distributing 3,000 Wi-Fi routers and 6,000 Chromebooks, purchased through Emergency Connectivity Fund (ECF) grants, to Boston Public Library patrons who do not otherwise have access to equipment or services sufficient to meet their educational needs.

Expanding connectivity

In September 2023 BPL will expand its Chromebook Home Connectivity Kit and Wi-Fi Hotspot lending programs, providing services to Boston Public Library patrons who do not otherwise have access to equipment or services sufficient to meet their educational needs, in order to reduce month-long wait times in these popular programs.



INCREASING ACCESS TO OUR SPECIAL & RESEARCH COLLECTIONS

Special Collections reopens

In September 2022, the Special Collections department reopened to the public following the completion of a \$15.7 million City-funded renovation. The library's extraordinary collections of rare books, manuscripts, photographs, prints, archives, and much more are once again available for in-person use. On September 13th, Mayor Michelle Wu, alongside library and city officials, marked the occasion with a reopening ceremony in the newly completed public space. The 31,000 square foot renovation includes improvements to public spaces, including a new reading room and lobby; upgraded collections storage for rare books and manuscript collections totaling nearly 7 miles of specialized shelving; new staff workspaces; and a state-of-the-art conservation lab and fire suppression system.

Founding Research Collection project progress

In 2020, the library received \$2.1 million in private funding to preserve, catalog, and make the Founding Research Collection discoverable by the public. Following the hiring of a project manager last year, a vendor was hired to clean 157,000 volumes and 16,000 linear feet of shelving. Over 100,000 items have also been inventoried. Cataloging work has now commenced with the hiring of 3 project catalogers and BPL staff is working in concert with the BPL Fund to complete the project proposal for the next phase of the project with the external funder. This is expected to kick off in early 2024.

Improving public access to Research Collections

We have now reinstated off-site retrieval of collections materials from offsite storage at City of Boston Archival Center (COBAC) for delivery to patrons at the Central Library, and moved back/reshelved 100,000 volumes in the research collection that were previously stored off site and publicly unavailable due to space impacts from the Boylston Street (2016) and Special Collections (2022) renovations at the Central Library.

National Digital Newspaper Program

Through the assistance of the Boston Public Library Fund, BPL was awarded a \$200,000 grant from the National Endowment for the Humanities to join the National Digital Newspaper Program, a long-running effort coordinated by the Library of Congress to build and maintain a free online digital library of historical newspapers from all U.S. states and territories. BPL has now completed the 2021-2023 grant activities. This project produced 100,000 pages of content to be made available via [Chronicling America](#) and Digital Commonwealth.

Expanding digital access to photojournalism

Special Collections and the BPL's digitization team have completed the *Boston Herald-Traveler* Photo Morgue (BHTPM) digitization pilot. In 1978, BPL acquired the BHTPM, which contains an archive of the newspaper's photographic prints totaling close to a million photographs. This collection is widely used but is not fully cataloged due to its vast volume. With funding from the Associates of the Boston Public Library, staff embarked on a pilot project with an external vendor to provide both imaging and transcription services for [16,000 photos from the collection](#).

Houghton Mifflin collection

The Cataloging and Processing team has established new workflows for cataloging and digitizing the Houghton Mifflin Company's Trade Reference Library, which consists of one copy of each book published by the Company from 1832 to roughly the present. To date, over 5,000 items have been cataloged (approximately 20% of the entire collection) and over 4,000 volumes have been digitized through [Internet Archive](#).

Preserving neighborhood news

BPL's FY23 newspaper digitization projects included digitization from BPL's microfilm holdings as well as processing of files previously digitized by MyHeritage. Highlighting Boston's neighborhood newspapers, the titles selected for this project span from the mid-1800s to mid-1900s, representing many newspapers that currently have limited online availability, including the *Roxbury Gazette*, *Hyde Park Times*, *East Boston Free Press*, *South Boston Gazette*, *Charlestown News*, and the *Dorchester Beacon*. The nearly 800,000 newly digitized pages of information are now available in Digital Commonwealth.

Expanding access to historical television footage

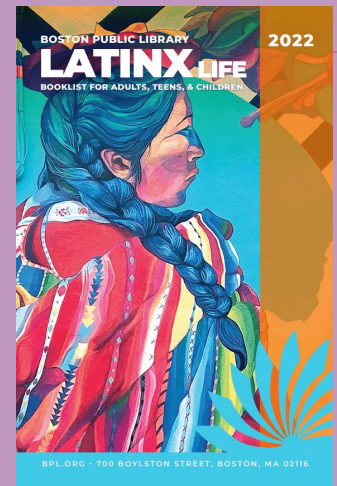
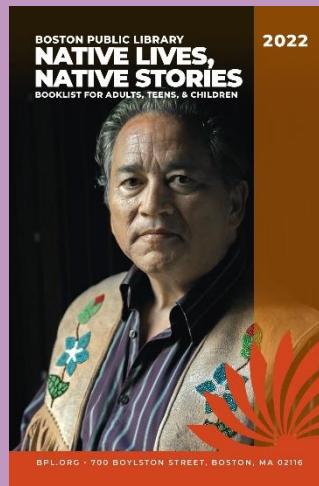
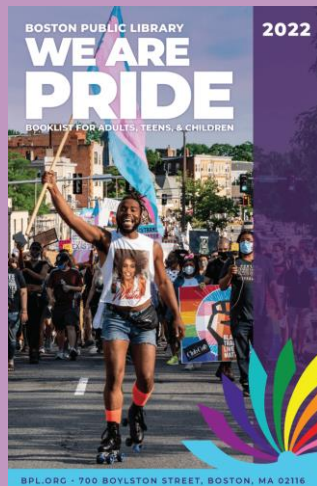
BPL's digitization team has now completed the ingestion of a portion of our first major video collection, [the WHDH collection](#). The WHDH Collection consists of some two million feet of film footage from 1961 to 1972, including news reporting and special programming covering Boston-area politics, education, activism, and policing ([view the collection](#)). Further digitization of film materials is scheduled for 2023-2024.

Online access to special collections

The digitization team has also added 62 BPL collections to Digital Commonwealth. The digitized collections showcase the range of BPL materials, including Medieval and Early Renaissance Manuscripts, American Revolutionary War-Era maps, Massachusetts WPA Federal Art Project Photograph Collection, and several newspaper titles and art collections. Digitized BPL collections received 1,160,698 views in FY23.

Digital Commonwealth Educational Fellowship

This one-year fellowship, supported by an MBLC grant, will evaluate and increase usage of digital collections in K-12 educational settings. Lara DeRose started on July 3, 2023 as the DC Education Fellow; in this position, she is creating online learning resources, promoting Digital Commonwealth at conferences and meetings, surveying K-12 educators about their usage of digital primary source materials, establishing connections with district-level curriculum directors and Massachusetts Department of Elementary and Secondary Education administrators, and conducting research to better understand how digital collections can be integrated into curricula.



BRINGING EQUITY TO THE FOREFRONT

Affinity months

BPL's affinity group booklists continue to be well-crafted, well-read, and serve as the foundation of an increased effort to recognize Hispanic Heritage Month, Indigenous Peoples Month, Black History Month, and Pride. In addition, this year will mark the inauguration of a new booklist celebrating Disability Awareness Month. BPL's communications team has also begun partnering with the Special Collections, Collection Development, and Research Services departments to increase and promote other items in our collections that build awareness of otherwise marginalized communities.

New Hispanic Heritage employee group

A newly formed group of Spanish-speaking staff are working to promote the Library to Boston's Latinx community, as well as increase the visibility of Latinx BPL Workers. Near term activities include tabling at the Puerto Rican Festival, Betances, and the Dominican Festival.

Collections Development Working Group

BPL is undertaking a system-wide review of how we purchase books, ensuring that many voices have input. Based on a recently implemented collection development policy, additional selection committees focused on ensuring that BPL's collections become ever more diverse and representative of our community.

Video Remote Interpretation

In partnership with the City of Boston's Office of Language and Communications Access, laptops have been installed in all branches and at the Central Library to quickly connect patrons who need to communicate in a language other than English to a trained interpreter. Our staff are then able to provide service and meet patron needs.

Menstrual Equity pilot program

Announced in concert with the Mayor and the Office of Women’s Advancement, dispensers for free menstrual products have been installed in all three public restrooms at the North End Branch. The products were supplied through a partnership with the Mayor’s Office of Women’s Advancement and will be installed in an additional five BPL branch locations.

Formalizing recognition of affinity months/weeks/days

Adult Library Services has been meeting to review a drafted list of cultural heritage celebrations and identity awareness months/weeks; from here BPL will commit to planning and budgeting for its local programming, block programming, book displays, printed book lists, social media posts, etc. on a consistent basis across the system.



IMPROVING OUR SPACES THROUGH CAPITAL PROJECTS

Central Façade Study completed

As part of the McKim Master Plan process, the study evaluated the existing building systems, art and architecture conditions, special collections, back-of-house operations, public interfaces, exterior façade, and issues of accessibility in order to uncover opportunities for improvement. The Central Façade study is now complete.

Connolly Branch Repairs and Refresh Study completed

This branch repair and refresh will focus on upgrading and replacing mechanical systems, windows, roof, and waterproof façade and assess space programming.

Hyde Park Branch Repairs and Refresh Study completed

The branch has undergone a \$614,000 repair project that began in August 2020. Repairs to the space included waterproofing the foundation walls, which was managed by the City of Boston's Public Facilities Department, as well as resetting the door threshold to offer an accessible entryway, installing an assistive listening system in Menino Hall, replacing and refinishing flooring in select rooms; and lighting and ceiling tiles in select areas, repainting the fireplace room, structural improvements and more.

Faneuil in construction

The renovation of the Faneuil Branch will focus on accessibility, new restrooms, furniture and finishes, technology, and programming space. This project is a collaboration between the Boston Public Library and the Public Facilities Department, and the architecture firm Oudens Ello Architecture.

Fields Corner in design

The \$12.1 million investment in the Fields Corner Branch includes a facility assessment, developing a building program, and supporting the construction of a new facility that supports the needs of the community.

McKim Fire Alarm Replacement in design

To bring BPL's safety standards up further, we will install new fire alarm initiation, notification devices, and wiring with full smoke detection coverage, all of which will report to a new fire alarm data gathering panel. The project will also include a fire rated emergency power room and a Boston Fire Department bi-directional antenna system.

Chinatown in predesign phase

The redevelopment of Parcel R-1 will create a mixed-use development with more than 100 units of income-restricted, affordable housing and a permanent Chinatown Branch of the Boston Public Library. Parcel R-1 is one of the last large municipally owned sites in Chinatown available for community based uses, and the selected use is based on several years of visioning workshops and planning studies.

Uphams selected a developer for housing + branch

The redevelopment of the former Bank of America property at 555-559 Columbia Road in Uphams Corner by Civico Development and DREAM Collaborative will create 33 units of affordable homeownership units in a development that will preserve the façade of the old bank building, provide parking, and deliver the shell of a new Uphams Corner Branch Library.

West End RFP process for housing + branch development of site

The City of Boston has issued a request for proposals for the redevelopment of the West End Library at 151 Cambridge Street. The request calls for a tower featuring between 17,500 and 19,000 square feet of leasable floorspace for the Boston Public Library, along with at least 11 deeply affordable housing units. Eight submissions to date have met the criteria for the City's RFP.

McKim Master Plan fundraising strategic planning

The Boston Public Library (BPL) has completed a conceptual master plan for the Central Library's McKim Building. As the execution of the McKim Master Plan will likely be the single greatest effort and largest financial project in a generation, the Library has requested additional engagement and strategic oversight at the level of the Trustees. It is hoped that funding for the McKim Building project will be obtained in phases from a combination of funding sources, including the Federal government, the Commonwealth of Massachusetts, the City of Boston, and from philanthropic support.



IMPROVING OUR OPERATIONS

Increasing branch capacity

FY23 saw the hiring and onboarding of six new positions in branches across Boston; these new positions have allowed our branches to return to their full hours of operation for the first time since the COVID pandemic.

- Mattapan Librarian
- Parker Hill Librarian
- West End Library Assistant
- South End Library Assistant
- Lower Mills Library Assistant
- Fields Corner Library Assistant

Improving cyber security

A new Cyber Security Analyst will ensure that we do not have a repeat of 2022's serious cyberattack, which brought down most of BPL's systems.

Shifts in the leadership team

The leadership team has new members, including a new Chief of Operations. The onboarding of this position also involved some significant restructuring of reporting, including:

- Special events reporting to Chief of Operations
- Human Resources now reporting to Chief of Staff

Strengthening the relationship between Research and Special Collections

A new leadership position, titled Director of Research and Special Collections, has been designed to strengthen the links between our special and research collections and increase opportunities for staff collaboration across our non-circulating collections.

Investments in leadership training

As an outgrowth of our EDI work with YW Boston, the entire leadership cohort took part in an extensive, multi-part leadership training initiative led by UMass Boston. The outputs of this training will be implemented in FY24, including more transparent and collaborative decision making processes, along with increased awareness of communicating those decisions at all levels of the organization.



INVESTING IN TECHNOLOGY

- **Polaris ILS Upgrade:** Upgrade to Polaris 7.4 to gain access to new features, including Aeon integration.
- **Community Oral History Backpack Initiative Coordination:** Assist with IT hardware and software selection and procurement for Community Oral History Backpack Initiative.
- **Makerspace 3D Printer Refresh:** Identify needs and outfit all BPL MakerSpaces with working 3D printers.
- **Video Interpretation Device Selection & Deployment:** Assess requirements for, procure, and install equipment to support pilot and scale-out of video-conference based language interpretation at BPL locations.
- **Rabb Quad Screen Replacement:** Upgrade Rabb Hall quad screen display.
- **Hybrid Work Pilot IT Equipment & Services Planning:** Develop and execute equipment distribution, remote access, and related communication plan to support City of Boston hybrid work pilot.
- **Board Management Platform Evaluation & Selection:** Conduct needs assessment, define requirements, identify & evaluate relevant alternatives, select and implement a board management platform.
- **Branch Statistics Reporting Improvement:** Develop and implement a replacement for the current email spreadsheet exchange for monthly collection of branch statistics used for annual reporting with a streamlined data collection process.



FY24 GOALS AND INITIATIVES



LIBRARY SERVICES

Social Work

- Expanding social service capacity by hiring a full time Peer Navigator (certified peer specialist) and hosting 3 graduate student social work interns
- Complete patron needs assessment to gather patron perspective on social service needs and how the library can support vulnerable populations. Develop services based on this data and team's capacity
- Incident report structure will be edited to include opportunity for staff to designate severity of incident and request a debrief (or some mechanism for staff to indicate that they need support)
- Continue to work with leadership to set priorities for implementing recommendations developed from staff needs assessment
- Social worker will begin offering Mental Health First Aid and Crisis Prevention training to BPL staff
- Launch Coffee Connection program at Newsfeed Café - purpose is to create relationship building opportunity for staff and unhoused/underserved patrons
- Continue conducting branch visits to talk with staff. Need to visit Adams, Egleston, Brighton, West Rox, Connolly, Charlestown, Lower Mills, Parker Hill

Media Literacy

- Participate in Massachusetts Civic Learning Commission's (MCLC) Civic Learning Week
- Organize workshops with journalists on different news and media literacy topics. Ideas include:
 - Meet and greets with neighborhood newspapers at branches
 - "How Did This Get Made?" program about reporting and the journalistic process
 - Tips and Tricks from journalists about evaluating the news

- Organize creative programming focusing on Civic Engagement and Civic Participation. Potential ideas include:
 - A workshop on how to write letters to elected officials
 - Partner with City of Boston on a program to highlight different ways to get involved in their communities through City of Boston resources
- Establish and maintain bi-monthly outreach visits to the Boston Living Center, including hosting a knitting and current events conversation circle.
- Work with Collection Development Department to refresh media and journalism collections.
- Collaborate with Literacy Services Staff to pilot current event conversation group for ESL students.
- Begin circulating backpacks in select branches, with a plan for FY24 to hold public oral history workshops to coincide with the backpack rollout.

Improving our engagement with youth

Early Literacy

As part of the Future Readers Club, the library has renewed and reinvigorated our partnership with The Basics, a group creating strategies for whole communities to support vibrant learning and brain development among infants and toddlers, with a special emphasis on black families. Booklists, another round of take-home literacy kits, and a billboard campaign about the importance of reading are in the works for FY24.

Scholastic Support

The BPL will expand its Homework Assistance Program (HAP) to provide scholastic support and test preparation programming for high school students utilizing college mentors. There has been a large demand for test prep for teens, with waiting lists after each of our programs. HAP will continue to employ high school mentors to work with younger kids with their homework, and this expansion will see college students helping high school students with the test prep work.

Supporting our school libraries

With the addition of a new cohort of Boston Public School librarians coming on line, BPL is ginning up our efforts to support these librarians.



RESEARCH & SPECIAL COLLECTIONS

- Streamline the reference experience for patrons across all research and special collections through the building of collaborative service models, increased cross-training of staff, shared online reference portals, and improved navigation to collections and services on bpl.org.
- Build public awareness of special and research collections through BPL social media and patron newsletter promotions featuring recently digitized materials, newly acquired items, staff spotlights, and behind-the-scenes glimpses in our work stewarding the BPL's rare and distinctive collections.
- Lower barriers to discovery and encourage casual exploration of collections by the general public through regularly scheduled open houses, on-hold collections to support drop-in visits, and engaging rotations of collections in special collections lobby displays.
- Build internal structure and capacity to support class visits from local secondary and higher education institutions and build awareness of the library's services, collections, and online content through targeted outreach to educators.
- Explore and develop fellowship and internship opportunities to support exploration of collections, publications and programs highlighting research using BPL's collections, and build interest and experience for young people interested in working in the field.

- Launch the Arts Department’s collection management system *Collection Space* to provide online access to detailed collection information for visual materials held by Arts: photographs, prints, drawings, and fine arts.
- Use the recent Collection Storage Study to develop next steps for exploring options and opportunities for facilities and service models to meet the BPL’s current and future needs for collection storage that prioritize long-term stewardship, operational effectiveness, sustainability, and access.

OPERATIONS AND TECHNOLOGY

Ensure performance of critical systems to enable library service delivery

- **Cybersecurity Assessment & Remediation:** Conduct cybersecurity assessment using MBLC Cybersecurity Grant, developing and implementing recommended remediations.
- **Polaris ILS Upgrade:** Upgrade Polaris ILS to gain access to new features, including improved Aeon integration.

Enhance patron technology access

- **Patron Printing Improvement / TC Printing Documentation Update:** Improve patron printing experience, retaining the benefits of free printing while preventing its abuses.
- **Faneuil Branch Renovation IT Equipment Planning and Deployment:** Assess needs, procure, and install IT equipment for reopening of Faneuil branch following renovation.
- **Quipu eCARD Implementation:** Replace current BPL electronic library card with Quipu eCARD as part of state-wide adoption led by MBLC.
- **RFID Evaluation:** Evaluate potential for RFID to replace TattleTape for collection security, improve patron check-out experience, and/or improve operational efficiency.
- **YLC Digital Billboard Coordination:** Coordinate with Youth Lead the Change representatives to plan and execute use of YLC grant to improve BPL digital signage.
- **Chromebook Connectivity Kit / Hotspot Expansion:** Evaluate continued demand for, procure, and deploy circulating Chromebook Home Connectivity Kits and Hotspots.

- **Special Collections Reservation System Integration:** Integrate disparate systems to enable reservation of items in special collections.
- **Accessibility Technology Evaluation:** With Accessibility Committee, evaluate needs for accessibility technology and develop implementation plan.
- **Meeting Room Videoconferencing Enablement Prioritization:** Provide accessible programming and services to all patrons by expanding virtual and hybrid programming technology across all library locations

Improving metrics to understand our impact

- **Incident Reporting Database Enhancement:** Assess needs, define requirements, compare alternatives, select, and implement a replacement for or updates to the incident reporting database.
- **People Counter Replacement:** Replace all security gate-based people counters in all BPL locations with automatic network, people counters, improving the accuracy and reporting efficiency of visitor counts and enabling eventual removal of security gates when Tattle-Tape based collection security is formally dropped.
- **Dashboard Reporting System Requirements Definition:** Assess needs, define requirements, and develop projects for implementation of reporting dashboards for improved use of data in operational and strategic decision-making.

ENHANCING THE DIGITAL EXPERIENCE OF OUR COLLECTIONS

Adding value + diversity to digital collections

- Improve the quality and consistency of digitized items to make them more discoverable, understandable, and educational for users.
 - Perform large-scale audit of controlled data fields (genres, names, subject headings, etc.)
 - Explore collaborations with academic partners to use machine learning tools to enhance description, such as via automated transcription or geolocation tagging
 - Seek out institutions and collections that document the experience and expression of communities that are not well-represented in Digital Commonwealth.

- Build relationships with institutions representing traditionally marginalized communities
 - Collaborate with Special Collections curatorial staff to evaluate current digital collections, establish a baseline for measuring efforts to increase diversity, and prioritize digitization of existing and newly acquired collections representing diverse communities
 - Promote existing digital collections documenting experiences and expressions of BIPOC and other traditionally marginalized communities
 - Seek out trainings, conferences, and other learning opportunities related to DEI efforts in digital collection development
 - Review existing policies and procedures to evaluate ways in which they may be deterring or prohibitive for traditionally marginalized communities

Increasing access to digital collections

- Make digital collections more accessible, discoverable, and easy to use.
 - Work with statewide partners to promote sharing materials via Wikimedia Commons and identify public domain collections for upload
 - Develop and deploy newspapers digital library (massachusettshistoricalnewspapers.org)
 - Add features and improve user experience on digitalcommonwealth.org
 - Improve integration of digitized collections within other bpl.org web properties

ADVANCING EQUITY

- Continue to advance Collection Development Policy to affirm the BPL’s commitment to equity, diversity, and inclusion principles through our collecting practices; this initiative prioritizes representation in our collections of the communities we serve; and lays out rationale and considerations for new collections.
- Offer staff learning and training opportunities such as a healing session for BIPOC staff, cultural competency workshops, and community building and staff retention skills.
- Creation of cultural heritage calendars to recognize and share in the many and various holidays and celebrations enjoyed by our staff and patrons.
- Hiring additional ESL instructors and multi-lingual staff to support our patrons who speak languages other than English.

COMMUNITY CONNECTIONS

Aligning with our City colleagues

As BPL operationalizes our move to the Mayor’s Human Services cabinet, BPL will prioritize enhancing our service alignment with three City departments: the Office of Youth Engagement & Advancement, the Office of Veterans’ Affairs, and the Age Strong Commission. This will build on this year’s partnership with OYEA on BPL’s response to some youth behavioral issues; in addition, BPL will be creating its first ‘Age Strong’ specialty librarian.

Staff Support

- With input from staff at all levels, continue to hire and train new staff, including 10 new branch staff included in the FY24 budget
- Improve documentation for processes and procedures
- Increase training opportunities
- Asked branch librarians what their ideal staffing situation numbers and worked to increase staff

Further Increase Community Engagement

- Continuing to create and execute on branches’ tailored Community Engagement Plans
- Begin to hold meetings with Friends’ groups on a quarterly basis
- Continue to decant BPL services out of Central and into branches, finding partnerships to broaden our reach even further
- Continue to work with staff and Collection Development team to ensure their collections reflect their communities

Creating Welcoming Spaces

- Continue to support ongoing capital projects at branches, including community outreach
- Ensure provision of interim services at locations undergoing renovation
- Increase targeted programming at each location
- Provide additional funds to branch locations for community appropriate programming

CONTINUED CAPITAL INVESTMENTS

Faneuil branch will reopen

We are looking forward to returning the branch to service with renovations focused on accessibility, new restrooms, furniture and finishes, technology, and programming space. A new addition will increase the square footage of the branch from 6,411 to 11,400.

Fields Corner branch will start construction

The \$12.1 million investment in the Fields Corner Branch includes a facility assessment, developing a building program, and supporting the construction of a new facility that supports the needs of the community.

Chinatown will start design

We look forward to a permanent home for the Chinatown Branch, which has been operating in temporary space since February 2018. The permanent branch will fulfill a long-term community goal to restore library services to the neighborhood.

Uphams in predesign phase

This process will build on goals established by the community, outlined in both Imagine Boston 2030 and the Upham's Corner Station Area Plan of the Fairmount Indigo Planning Initiative.

The process produced an RFP to solicit development services to deliver affordable housing, affordable commercial space, and a branch public library. This effort is guided by a unique partnership between the City of Boston, the Boston Planning & Development Agency (BPDA), the Dudley Street Neighborhood Initiative (DSNI), and the Upham's Corner community.

West End in predesign phase

One of the City of Boston's first Housing with Public Assets projects is in the predesign phase, with developer selection anticipated by Fall 2023.

Egleston Branch will start design

In FY19 a programming study launched at the Egleston Square Branch to assess the interior and exterior physical conditions of the building and to identify the library services needs of the community; this project is scheduled to go into the design phase in FY24.

South End branch will start hybrid study and design

After a flood in 2023, the decision was made to expedite the study and design of this project. This will include a facility assessment, review of neighborhood goals, and development of an updated building program that.

McKim Master Plan fundraising strategic planning

As the execution of the McKim Master Plan will likely be the single greatest effort and largest financial project in a generation, the Library will need to seek funding for this project. It is hoped that funding for the McKim Building project will be obtained in phases from a combination of funding sources, including the Federal government, the Commonwealth of Massachusetts, the City of Boston, and from philanthropic support.

INDEPENDENT AUDITORS' REPORT

To the Honorable Board of Trustees of the
Public Library of the City of Boston

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Boston Public Library (Library), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Library, as of June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of the Boston Public Library Fund, Inc., which represent 100 percent of the assets, net position, and revenues of the discretely presented component unit as of and for the year ended June 30, 2023. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for Boston Public Library Fund, Inc., is based solely on the report of the other auditors.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Library and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

Financial Reporting Entity

As discussed in Note 1, the financial statements of the Library, a department of the City of Boston, are intended to present the financial position and the changes in financial position of only that department. They do not purport to, and do not, present the financial position of the City of Boston as of June 30, 2023 and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Implementation of an Accounting Standard

During fiscal year ended June 30, 2023, the Library adopted GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*. The impact of this standard increased assets for right of use subscription assets and increased liabilities for subscription agreement liabilities by \$2,303,836 at July 1, 2022.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

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

Management has omitted the budgetary comparison schedule that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by GASB, who considers it to be an essential part of financial reporting for placing the basic financial statement in an appropriate operation, economic, or historical context. The auditors' opinion on the basic financial statements is not affected by the missing information.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the transmittal letter but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated **September XX, 2023**, on our consideration of the Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Library's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Library's internal control over financial reporting and compliance.

Providence, RI
September XX, 2023

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

MANAGEMENT'S DISCUSSION AND ANALYSIS

YEAR ENDED JUNE 30, 2023

LIBRARY GOVERNANCE

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

FINANCIAL HIGHLIGHTS

The following sections of the management's discussion and analysis pertain only to the Trustees' separate Section 501(c) organization as reported in these financial statements:

- The assets of the Library exceeded its liabilities at the close of the most recent fiscal year by \$88,396,645 (net position).
- The Library's total net position increased \$2,410,419.
- At the end of the fiscal year, unassigned fund balance for the general fund totaled \$685,262, or 4.9% of the total general fund expenditures and transfers out.

OVERVIEW OF THE FINANCIAL STATEMENTS

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

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

The components are described as follows:

Government-Wide Financial Statements

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

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MANAGEMENT'S DISCUSSION AND ANALYSIS

YEAR ENDED JUNE 30, 2023

Government-Wide Financial Statements (Continued)

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

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

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

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

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

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

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

**TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON
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MANAGEMENT'S DISCUSSION AND ANALYSIS

YEAR ENDED JUNE 30, 2023

Fund Financial Statements

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

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

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

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

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

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

The Boston Public Library Fund is used to account for and report all financial resources donated by the Boston Public Library Fund, Inc. restricted for the betterment of programming support and facility operations.

The nonmajor governmental funds consist of special revenue and permanent funds that are aggregated and presented in the nonmajor governmental funds column. Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects. Permanent funds are used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the government's programs and benefit the government or its constituents.

**TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON
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MANAGEMENT'S DISCUSSION AND ANALYSIS

YEAR ENDED JUNE 30, 2023

Notes to the Basic Financial Statements

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

GOVERNMENT-WIDE FINANCIAL STATEMENTS

This analysis is based on the statement of net position and statement of activities.

Net Position

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The Library's assets exceeded liabilities by \$88,396,645 at the close of the fiscal year and are summarized as follows:

	<u>2023</u>	<u>2022</u>	\$ Change	% Change
Assets				
Current assets	\$ 24,952,750	\$ 23,654,762	\$ 1,297,988	5.49%
Noncurrent assets, excluding capital assets	65,801,352	65,216,586	584,766	0.90%
Capital assets, net	<u>2,302,859</u>	<u>2,649,070</u>	<u>(346,211)</u>	-13.07%
Total Assets	93,056,961	91,520,418	1,536,543	1.68%
Liabilities				
Current liabilities	3,131,078	2,596,786	534,292	20.58%
Noncurrent liabilities	<u>1,127,170</u>	<u>2,303,836</u>	<u>(1,176,666)</u>	-51.07%
Total Liabilities	4,258,248	4,900,622	(642,374)	-13.11%
Deferred inflow of resources	402,068	633,570	(231,502)	-36.54%
Net Position				
Net investment in capital assets	609,062	345,234	263,828	76.42%
Restricted	81,919,748	80,319,332	1,600,416	1.99%
Unrestricted	<u>5,867,835</u>	<u>5,321,660</u>	<u>546,175</u>	10.26%
Total Net Position	<u>\$ 88,396,645</u>	<u>\$ 85,986,226</u>	<u>\$ 2,410,419</u>	2.80%

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

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON
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MANAGEMENT'S DISCUSSION AND ANALYSIS

YEAR ENDED JUNE 30, 2023

Net Position (Continued)

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

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

Changes in Net Position

The Library's total net position increased by \$2,410,419 during the current fiscal year, summarized as follows:

	<u>2023</u>	<u>2022</u>	\$ Change	% Change
Revenues				
Program revenues				
Charges for services	\$ 2,882,731	\$ 2,845,218	\$ 37,513	1.32%
Operating grants and contributions	8,096,105	6,997,959	1,098,146	15.69%
General revenues				
Unrestricted grants and contributions	1,946,690	2,026,506	(79,816)	-3.94%
Investment distributions	395,453	570,121	(174,668)	-30.64%
Investment income (loss)	<u>5,179,342</u>	<u>(10,055,119)</u>	<u>15,234,461</u>	-151.51%
Total Revenues	<u>18,500,321</u>	<u>2,384,685</u>	<u>16,115,636</u>	675.80%
Expenses				
Salaries and benefits	4,330,834	3,284,866	1,045,968	31.84%
Books and related materials	2,219,135	3,333,896	(1,114,761)	-33.44%
Programs	1,372,502	1,910,912	(538,410)	-28.18%
Administrative	2,094,506	1,184,970	909,536	76.76%
Contractual services and utilities	3,545,772	2,749,359	796,413	28.97%
Equipment, furniture and maintenance	1,719,683	895,266	824,417	92.09%
E-rate	425,327	1,097,044	(671,717)	-61.23%
Related to in-kind contributions	296,265	296,265	--	0.00%
Unallocated depreciation	<u>85,878</u>	<u>50,315</u>	<u>35,563</u>	70.68%
Total Expenses	<u>16,089,902</u>	<u>14,802,893</u>	<u>1,287,009</u>	8.69%
Change in Net Position	2,410,419	(12,418,208)	14,828,627	-119.41%
Net Position - Beginning of year	<u>85,986,226</u>	<u>98,404,434</u>	<u>(12,418,208)</u>	-12.62%
Net Position - End of year	<u>\$ 88,396,645</u>	<u>\$ 85,986,226</u>	<u>\$ 2,410,419</u>	2.80%

**TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON
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MANAGEMENT'S DISCUSSION AND ANALYSIS

YEAR ENDED JUNE 30, 2023

Changes in Net Position (Continued)

Governmental activities increased the Library's net position by \$2,410,419. In the prior year, governmental activities decreased the Library's net position by \$12,418,208. The main cause of the change from the prior year relates to significant increases in investment income as a result of strengthened financial market conditions during fiscal year 2023.

FUND FINANCIAL ANALYSIS

This analysis is based on the fund financial statements.

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

Fund Highlights

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

Nonspendable Fund Balance - Nonspendable fund balance of permanent funds is used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support Library programs as well as prepaid items. Nonspendable fund balance was \$66,212,407 at June 30, 2023.

Restricted Fund Balance – Fund balances are reported as restricted when constraints placed on the use of resources are either externally imposed by creditors, donors or laws or regulations of other governments or is imposed by law through constitutional provisions. Many items in this fund balance reflect gifts to the Library with specific restrictions as to their use. Restricted fund balance was \$16,331,858 at year-end.

Committed Fund Balance – Committed fund balances include amounts that can be used only for specific purposes imposed by formal action of the board of trustees. These committed funds cannot be used for any other purpose unless the board of trustees removes or changes the specified use. Committed fund balance was \$31,300 at year-end.

**TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON
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MANAGEMENT'S DISCUSSION AND ANALYSIS

YEAR ENDED JUNE 30, 2023

Fund Highlights (Continued)

Assigned Fund Balance- Amounts in the assigned fund balance classification are intended to be used by the Library for specific purposes, but do not meet the criteria to be classified as restricted or committed. In the general fund, assigned amounts represent intended uses established by the board of trustees or a Library official delegated that authority by charter or ordinance. Assigned fund balance was \$4,526,756 at year-end.

Unassigned Fund Balance – Unassigned fund balance is the residual fund balance for the general fund and the negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting assigned fund balance amounts. There was a balance of \$685,262 in unassigned fund balance at the end of the fiscal year.

CAPITAL ASSETS

At June 30, 2023, capital assets, net of accumulated depreciation was \$2,302,859 which includes machinery and equipment, right of use subscription assets, furniture, fixtures and improvements. The schedule below reflects the changes in capital assets, net of depreciation, from June 30, 2022 to June 30, 2023:

	2023	2022	\$ Change	% Change
Machinery and Equipment	\$ 1,161,059	\$ 1,161,059	\$ --	0.00%
Right of use subscription asset	2,303,836	2,303,836	--	0.00%
Furniture, Fixtures and Improvements	636,056	320,430	315,626	98.50%
Total capital assets	4,100,951	3,785,325	315,626	8.34%
Accumulated depreciation / amortization	(1,798,092)	(1,136,255)	(661,837)	58.25%
Capital assets, net of accumulated depreciation	\$ 2,302,859	\$ 2,649,070	\$(346,211)	-13.07%

**TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON
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MANAGEMENT'S DISCUSSION AND ANALYSIS

YEAR ENDED JUNE 30, 2023

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

Significant economic factors affecting the Library's budget in the next year are as follows:

- The Library is primarily dependent upon the City of Boston for its funding, therefore, the Library is impacted by local economic conditions.
- Local labor supply and demand, which can affect salary and wage rates
- Local inflationary, recessionary and employment trends
- Inflationary pressure on utility rates, supplies and other costs

REQUESTS FOR INFORMATION

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

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

STATEMENT OF NET POSITION

JUNE 30, 2023

	Governmental Activities	Component Unit - Boston Public Library Fund, Inc.
Assets		
Current Assets		
Cash and cash equivalents	\$ 2,471,923	\$ 4,308,582
Restricted cash and cash equivalents	19,632,346	--
Restricted investments	--	4,592,601
Receivables, net of allowance for uncollectible amounts		
Intergovernmental	409,900	--
Departmental and other	1,642,593	--
Current portion of lease receivables	171,471	--
Pledges and grants	--	775,092
Prepaid items	624,517	1,499
Total Current Assets	<u>24,952,750</u>	<u>9,677,774</u>
Noncurrent Assets		
Restricted cash and cash equivalents	1,065,738	--
Restricted investments	64,460,267	--
Receivables, net of allowance for uncollectible amounts		
Pledges and grants	--	465,986
Lease receivables, net	275,347	--
Right of use assets, net of accumulated amortization	1,727,877	--
Capital assets, net of accumulated depreciation	574,982	12,773
Total Noncurrent Assets	<u>68,104,211</u>	<u>478,759</u>
Total Assets	<u>93,056,961</u>	<u>10,156,533</u>
Liabilities		
Current Liabilities		
Accounts payable and accrued liabilities	1,231,113	78,003
Advance deposits	541,969	--
Due to City of Boston	791,369	--
Current portion of subscription agreement liability	566,627	--
Total Current Liabilities	<u>3,131,078</u>	<u>78,003</u>
Noncurrent Liabilities		
Subscription agreement liability, net	1,127,170	--
Total Noncurrent Liabilities	<u>1,127,170</u>	<u>--</u>
Total Liabilities	<u>4,258,248</u>	<u>78,003</u>
Deferred Inflows of Resources		
Deferred lease revenue	402,068	--
Total Deferred Inflows of Resources	<u>402,068</u>	<u>--</u>
Net Position		
Net investment in capital assets	609,062	12,773
Restricted:		
Nonexpendable	65,587,890	--
Expendable	16,331,858	2,858,892
Unrestricted	5,867,835	7,206,865
Total Net Position	<u>\$ 88,396,645</u>	<u>\$ 10,078,530</u>

The accompanying notes are an integral part of these financial statements.

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

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2023

Activities	Expenses	Program Revenues		Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	
Primary Government				
Governmental Activities				
Salaries and benefits	\$ 4,330,834	\$ 396,769	\$ 3,145,335	\$ (788,730)
Books and related materials	2,219,135	222,826	1,777,590	(218,719)
Programs	1,372,502	139,047	746,302	(487,153)
Administrative	2,094,506	630,314	350,074	(1,114,118)
Contractual services and utilities	3,545,772	853,283	1,172,384	(1,520,105)
Equipment, furniture, and maintenance	1,719,683	640,492	182,828	(896,363)
E-Rate	425,327	--	425,327	--
In-Kind contributions	296,265	--	296,265	--
Unallocated depreciation and amortization	85,878	--	--	(85,878)
Total Primary Government	<u>\$ 16,089,902</u>	<u>\$ 2,882,731</u>	<u>\$ 8,096,105</u>	<u>\$ (5,111,066)</u>
Component Unit				
Boston Public Library Fund, Inc.	<u>\$ 4,260,634</u>	<u>\$ --</u>	<u>\$ 8,167,720</u>	<u>\$ 3,907,086</u>
			Primary Government	Component Unit
Changes in Net Position				
Net (Expense) Revenue			<u>\$ (5,111,066)</u>	<u>\$ 3,907,086</u>
General Revenues				
Unrestricted grants and contributions			1,946,690	--
Investment distributions			395,453	--
Investment income			<u>5,179,342</u>	<u>480,414</u>
Total General Revenues			<u>7,521,485</u>	<u>480,414</u>
Change in Net Position			2,410,419	4,387,500
Net Position - Beginning of year, as restated			<u>85,986,226</u>	<u>5,691,030</u>
Net Position - End of year			<u>\$ 88,396,645</u>	<u>\$ 10,078,530</u>

The accompanying notes are an integral part of these financial statements.

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

GOVERNMENTAL FUNDS – BALANCE SHEET

JUNE 30, 2023

	General	Boston Public Library Fund	Nonmajor Governmental Funds	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 2,471,923	\$ --	\$ --	\$ 2,471,923
Restricted cash and cash equivalents	3,541,683	2,181,185	14,975,216	20,698,084
Investments	--	--	64,460,267	64,460,267
Receivables, net of allowance for uncollectible amounts:				
Intergovernmental	409,900	--	--	409,900
Departmental and other	305,595	1,127,433	209,565	1,642,593
Leases	446,818	--	--	446,818
Prepaid items	486,054	--	138,463	624,517
Total Assets	<u>\$ 7,661,973</u>	<u>\$ 3,308,618</u>	<u>\$ 79,783,511</u>	<u>\$ 90,754,102</u>
Liabilities and Fund Balances				
Liabilities				
Accounts payable and accrued liabilities	\$ 655,501	\$ 40,806	\$ 534,806	\$ 1,231,113
Advance deposits	541,969	--	--	541,969
Due to City of Boston	731,608	24,829	34,932	791,369
Total Liabilities	<u>1,929,078</u>	<u>65,635</u>	<u>569,738</u>	<u>2,564,451</u>
Deferred Inflows of Resources				
Deferred lease revenue	402,068	--	--	402,068
Total Deferred Inflows of Resources	<u>402,068</u>	<u>--</u>	<u>--</u>	<u>402,068</u>
Fund Balances				
Nonspendable				
Perpetual permanent funds	--	--	65,587,890	65,587,890
Prepaid items	486,054	--	138,463	624,517
Restricted				
Expendable permanent funds	--	--	9,728,604	9,728,604
Boston Public Library fund gifts	--	3,242,983	--	3,242,983
Associates gifts	--	--	32,668	32,668
MBLC Grant	--	--	90,480	90,480
City-wide Friends programs	--	--	13,041	13,041
Programs	204,845	--	--	204,845
Metro Boston Library Network	1,225,684	--	--	1,225,684
General Trust Holdings	122,553	--	--	122,553
Map center	--	--	37,096	37,096
General Trust	--	--	1,633,904	1,633,904
Committed				
Neighborhood outreach	31,300	--	--	31,300
Assigned				
Information technology equipment	995,325	--	--	995,325
Deferrari fund	--	--	1,951,627	1,951,627
Salaries	466,000	--	--	466,000
Furniture	510,905	--	--	510,905
Security	43,316	--	--	43,316
Neighborhood outreach	59,583	--	--	59,583
Strategic planning	200,000	--	--	200,000
Staff development	300,000	--	--	300,000
Unassigned	685,262	--	--	685,262
Total Fund Balances	<u>5,330,827</u>	<u>3,242,983</u>	<u>79,213,773</u>	<u>87,787,583</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 7,661,973</u>	<u>\$ 3,308,618</u>	<u>\$ 79,783,511</u>	<u>\$ 90,754,102</u>

The accompanying notes are an integral part of these financial statements.

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

**RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO THE STATEMENT OF NET POSITION**

FOR THE YEAR ENDED JUNE 30, 2023

Total Governmental Fund Balances		\$ 87,787,583
Capital assets (net of accumulated depreciation) used in governmental activities are not financial resource and, therefore, are not reported in the governmental funds.		574,982
Right of use subscription asset	1,727,877	
Subscription agreement liability	<u>(1,693,797)</u>	
		<u>34,080</u>
Net Position of Governmental Activities		<u>\$ 88,396,645</u>

The accompanying notes are an integral part of these financial statements.

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

**GOVERNMENTAL FUNDS – STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES**

FOR THE YEAR ENDED JUNE 30, 2023

	General	Boston Public Library Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues				
Intergovernmental	\$ 5,366,766	\$ --	\$ 208,924	\$ 5,575,690
Special events	1,937,493	--	--	1,937,493
Fees for services	843,492	--	78,951	922,443
Contributions and gifts	28,854	2,558,415	1,220,439	3,807,708
E-Rate	425,327	--	--	425,327
In-Kind contributions	296,265	--	--	296,265
Investment income (loss)	163,393	--	5,411,402	5,574,795
Total Revenues	<u>9,061,590</u>	<u>2,558,415</u>	<u>6,919,716</u>	<u>18,539,721</u>
Expenditures				
Salaries and benefits	2,286,690	845,956	1,198,188	4,330,834
Books and related materials	967,287	15,277	1,236,571	2,219,135
Programs	204,582	237,857	930,063	1,372,502
Administrative	1,851,105	46,399	231,082	2,128,586
Contractual services and utilities	1,970,337	681,645	893,790	3,545,772
Equipment, furniture, and maintenance	1,646,122	43,281	345,906	2,035,309
E-Rate	425,327	--	--	425,327
In-Kind contributions	296,265	--	--	296,265
Total Expenditures	<u>9,647,715</u>	<u>1,870,415</u>	<u>4,835,600</u>	<u>16,353,730</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(586,125)</u>	<u>688,000</u>	<u>2,084,116</u>	<u>2,185,991</u>
Other Financing Sources (Uses)				
Transfers in	975,571	359,648	3,767,128	5,102,347
Transfers out	(245,789)	(557,852)	(4,298,706)	(5,102,347)
Total Other Financing Sources (Uses)	<u>729,782</u>	<u>(198,204)</u>	<u>(531,578)</u>	<u>--</u>
Net Change in Fund Balances	143,657	489,796	1,552,538	2,185,991
Fund Balances - Beginning of year	<u>5,187,170</u>	<u>2,753,187</u>	<u>77,661,235</u>	<u>85,601,592</u>
Fund Balances - End of year	<u>\$ 5,330,827</u>	<u>\$ 3,242,983</u>	<u>\$ 79,213,773</u>	<u>\$ 87,787,583</u>

The accompanying notes are an integral part of these financial statements.

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

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES**

FOR THE YEAR ENDED JUNE 30, 2023

Net Change in Fund Balances - Total Governmental Funds \$ 2,185,991

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

Capital outlays	315,626
Right of use subscription assets	(575,959)
Depreciation and amortization	<u>(85,878)</u>

Governmental funds report principal repayments as expenditures, however, the repayment of principal has no effect on net position

570,639

Changes in Net Position of Governmental Activities \$ 2,410,419

The accompanying notes are an integral part of these financial statements.

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

GENERAL

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

REPORTING ENTITY

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

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

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

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

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

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

REPORTING ENTITY (CONTINUED)

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

DISCRETELY PRESENTED COMPONENT UNIT

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

RELATED ORGANIZATIONS

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

IMPLEMENTATION OF NEW ACCOUNTING PRINCIPLES

During fiscal year ended June 30, 2023, the Library adopted GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*. The impact of this standard increased assets for right of use subscription assets and increased liabilities for subscription agreement liabilities by \$2,303,836 at July 1, 2022.

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Government-Wide Financial Statements

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

Fund Financial Statements

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

MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND BASIS OF PRESENTATION

Government-Wide Financial Statements

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

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

Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.

Grants and contributions that are restricted to meeting the operational requirements of a specific function or segment.

Grants and contributions that are restricted to meeting the capital requirements of a specific function or segment.

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

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

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND BASIS OF PRESENTATION (CONTINUED)

Fund Financial Statements

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

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

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

The following major governmental funds are reported:

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

The *Boston Public Library Fund* is a special revenue fund used to account for and report all financial resources donated by the Boston Public Library Fund, Inc. restricted for the betterment of programing support and facility operations.

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

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

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND BASIS OF PRESENTATION (CONTINUED)

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

CASH AND INVESTMENTS

Government-Wide and Fund Financial Statements - Library

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

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

Pooled Funds

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

Core Bond Fund and Private Equity Funds

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

Component Unit Financial Statements – Boston Public Library Fund, Inc.

A hierarchy that prioritizes the inputs to valuation techniques used to measure fair value establishes a framework for measuring fair value. The Boston Public Library Fund, Inc.'s assets measured at fair value as of June 30, 2023 are categorized as Level 1 in the fair value hierarchy. Level 1 assets represent valuation at unadjusted quoted prices for identical asset or liabilities in active markets that the Boston Public Library Fund, Inc. has the ability to access.

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

CASH AND INVESTMENTS (CONTINUED)

Common stock, corporate bonds, U.S. government securities, and mutual funds are valued at the closing price reported on the active market on which the individual securities are traded.

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

ACCOUNTS RECEIVABLE

Government-Wide and Fund Financial Statements

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

Intergovernmental

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

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

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

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

ACCOUNTS RECEIVABLE (CONTINUED)

Special Events

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

Departmental and Other

Departmental and other receivables are recorded as receivables in the fiscal year they are susceptible to accrual.

Contributions and Gifts

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

Interest and Dividends

Interest and dividends receivables consist of accrued investment income.

Pledges and Grants (Boston Public Library Fund)

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

ALLOWANCE FOR UNCOLLECTIBLE AMOUNTS

The allowance for uncollectible amounts is estimated based on historical trends and specific account analysis. Intergovernmental and interest and dividends receivables are considered 100% collectible. The allowance for uncollectible amounts for special events and departmental and other receivables is immaterial and therefore not reported. The Boston Public Library Fund did not recognize an allowance for doubtful accounts for pledges receivable as of June 30, 2023, since management deemed all pledges receivable to be fully collectible.

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

RESTRICTED ASSETS

Government-Wide and Fund Financial Statements

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

PREPAID ITEMS

Prepaid items consist of monies paid in advance for subscription and license renewals. Prepaid items are reported using the consumption method whereby prepaid items are recorded as expenditures/expenses when used.

CAPITAL ASSETS

Government-Wide Financial Statements

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

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

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

Capital assets are depreciated on a straight-line basis.

The estimated useful lives of capital assets are as follows:

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

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

CAPITAL ASSETS (CONTINUED)

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

Governmental Funds Financial Statements

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

IMPAIRMENT OF CAPITAL ASSETS

Governmental Accounting Standards Board's, Statement No. 42, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries* requires certain note disclosures or recognition regarding impairments of capital assets. The Library did not recognize any impairments of capital assets in fiscal year 2023.

WORKS OF ART AND HISTORICAL TREASURES

The Library maintains collections including artwork, rare book collection, and historical treasure that have been purchased or donated. These items are preserved and cared for and many are displayed in public exhibitions. The Library does not have a formal policy that requires that proceeds from the sale of these items be used to expand the collections through additional acquisitions. However, historically, the Library has not sold works of art and historical treasures and as of June 30, 2023, the Library has no intention to sell its works of art and historical treasures and not use the proceeds to either restore current holdings or expand the collection through additional acquisitions. Therefore, in accordance with the Governmental Accounting Standards Board (GASB), the Library does not capitalize collections meeting all of the above factors.

INTERFUND RECEIVABLES AND PAYABLES

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

Government-Wide Financial Statements

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

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Financial Statements

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

INTERFUND TRANSFERS

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

Government-Wide Financial Statements

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

Fund Financial Statements

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

ADVANCE DEPOSITS

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

NET POSITION AND FUND BALANCES

Government-Wide Financial Statements (Net Position)

Net position represents the residual difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources.

Net position reported as “Investment in Capital Assets” includes capital assets, net of accumulated depreciation and any related debt.

Net position is reported as “restricted” when amounts are restricted by outside parties for a specific future use. Net position has been restricted for the following:

Nonexpendable

Represents the principal value of amounts held in trust restricted by various trust agreements.

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

NET POSITION AND FUND BALANCES (CONTINUED)

Expendable

Represents the investment earnings on amounts held in trust which may be expended in accordance with various trust agreements, amounts which may be expended in accordance with various grant agreements, and other restrictions placed on assets from outside parties.

Sometimes the Library will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Library's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

Governmental Funds Financial Statements (Fund Balances)

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

Nonspendable

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

Restricted

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

Committed

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

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

NET POSITION AND FUND BALANCES (CONTINUED)

Assigned

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

Unassigned

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

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

INVESTMENT INCOME

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

USE OF ESTIMATES

Government-Wide and Fund Financial Statements

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

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

TOTAL COLUMN

Fund Financial Statements

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

NOTE 2 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

BUDGETARY INFORMATION

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

NOTE 3 – DEPOSITS AND INVESTMENTS

LIBRARY

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

The Library's permanent funds (through various trust agreements) have been expanded investment powers, including the ability to invest in equity securities, corporate bonds and other specified investments. Generally, the Library's investment activities are managed under the custody of the City Treasurer. The Library's investing of funds in its custody is performed in accordance with investment policies approved by the Trustees. Certain permanent funds have investments in a common fund where investments are pooled.

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 3 – DEPOSITS AND INVESTMENTS (CONTINUED)

LIBRARY (CONTINUED)

The pooled fund makes a distribution of its investment income to the various participating funds. Participating funds may purchase or redeem unit of the common fund based upon the fair value of the underlying investments held in the common funds.

DEPOSITS – CUSTODIAL RISK

Custodial credit risk for deposits is the risk that, in the event of a bank failure, the Library’s deposits may not be recovered. The Library does not have a policy for custodial credit risk of deposits. As of June 30, 2023 \$22,857,930 of the Library’s bank balance of \$23,107,930, was uninsured, uncollateralized, and exposed to custodial credit risk.

The Library’s investments at June 30, 2023 are presented below. All investments are presented by investment type, with debt securities presented by maturity.

Investment Type	Total	Investment Maturities (in Years) < 1
Debt securities		
Money market mutual funds	\$ 875,028	\$ 875,028
Fixed income mutual funds	<u>3,584,859</u>	<u>3,584,859</u>
Total debt securities	<u>4,459,887</u>	<u>\$ 4,459,887</u>
Other investments		
Fixed income securities	17,413,574	
Equity mutual funds	4,893,973	
Core bond fund	5,368,397	
Private equity funds	<u>33,199,464</u>	
Total other investments	60,875,408	
Less: money market classified as cash equivalents	<u>(875,028)</u>	
Total investments	<u>\$ 64,460,267</u>	

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 3 – DEPOSITS AND INVESTMENTS (CONTINUED)

LIBRARY (CONTINUED)

INVESTMENTS – INTEREST RATE RISK OF DEBT SECURITIES

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

INVESTMENTS – CUSTODIAL CREDIT RISK

Custodial credit risk for investment is the risk that, in the event of the failure of the counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Library's policy is for all investments to be insured, registered, or held by the Library's agent in the Library's name. As of June 30, 2023, the entire balance of investments are insured, registered, or held by the Library's agent in the Library's name and are not exposed to custodial credit risk.

INVESTMENTS – CREDIT RISK OF DEBT SECURITIES

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

As of June 30, 2023, the Library's investments that are classified as debt securities consisted entirely of mutual funds that were unrated by national credit rating organizations. The Library's investment in the IR&M Core Bond Fund, which is classified as an alternative investment, consists of various fixed income and other debt security investments that are all rated BBB or better by Moody's and Standard and Poors.

INVESTMENTS – FAIR VALUE MEASUREMENTS

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

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 3 – DEPOSITS AND INVESTMENTS (CONTINUED)

LIBRARY (CONTINUED)

The Library has the following fair value measurements as of June 30, 2023:

	Total	Level 1
Equity Securities		
Equity mutual funds	\$ 4,893,973	\$ 4,893,973
Equity securities	17,413,574	17,413,574
Total Equity Securities	22,307,547	22,307,547
Debt Securities		
Fixed Income Mutual Funds	3,584,859	3,584,859
Total Debt Securities	3,584,859	3,584,859
Total Investments by Fair Value Level	25,892,406	\$ 25,892,406
Investments Measured at the Net Asset Value (NAV)		
Core bond fund	5,368,397	
Private equity funds	33,199,464	
Total Investments Measured at the NAV	38,567,861	
Total Investments Measured at Fair Value	\$ 64,460,267	

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

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 3 – DEPOSITS AND INVESTMENTS (CONTINUED)

LIBRARY (CONTINUED)

Investments – Fair Value Measurements

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

	Fair Value	Unfunded Commitments
Core Bond Fund ⁽¹⁾	\$ 5,368,397	\$ --
Private Equity Funds ⁽²⁾	33,199,464	--
Total Investments Measured at the NAV	\$ 38,567,861	

⁽¹⁾ Core Bond Fund – This type includes one core bond fund that invests primarily in investment-grade fixed income securities. The fair value of the investment in this type has been determined using the NAV per share (or its equivalent) of the System’s ownership interest in partners’ capital. This investment can be redeemed as needed, with a redemption notice period of four days.

⁽²⁾ Private Equity Funds – This type includes five private equity funds. One fund with a value of \$8,474,127 invests to seek income and capital appreciation by investing in equity and equity-linked securities of non-U.S. companies. The fair value of the investment in this type has been determined using the NAV per share (or its equivalent) of the Library’s ownership interest in partners’ capital. The investment can be redeemed as needed, with notice provided five days before the end of each month. The second fund with a value of \$7,734,643 seeks to approximate, as closely as practicable, before expenses, the performance of the S&P 500® Index over the long term while investing in securities which meet certain social or environmental criteria. The fair value of the investment in this type has been determined using the NAV per share (or its equivalent) of the Library’s ownership interest in partners’ capital. The investment can be redeemed as needed within two days’ notice. The third fund with a value of \$3,938,761 invests to seek an investment return that approximates as closely as practicable, before expenses, the performance of its benchmark index over the long term. The investment can be redeemed as needed within two days’ notice. The fourth fund with a value of \$7,796,973 seeks to invest in Global Resource Optimization Funds. The fair value of the investment in this type has been determined using the NAV per share (or its equivalent) of the Library’s ownership interest in partners’ capital. The investment can be redeemed at the end of each month as needed within three or seven days’ notice.

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 3 – DEPOSITS AND INVESTMENTS (CONTINUED)

LIBRARY (CONTINUED)

The fifth fund with a value of \$5,254,960 seeks an investment return that approximates as closely as practicable, before expenses, the performance of the Bloomberg Barclays U.S. Treasury Index over the long term. The fair value of the investment in this type has been determined using the NAV per share (or its equivalent) of the Library’s ownership interest in partners’ capital. The investment can be redeemed as needed without advance notice.

BOSTON PUBLIC LIBRARY FUND, INC.

The Boston Public Library Fund, Inc. maintains cash balances at financial institutions, and at times during the year these balances may exceed the federally insured limit. Management monitors the financial condition of these financial institutions, along with its balances in cash, to keep this potential risk at a minimum. The fund has not experienced any losses in such accounts. The fund believes it is not exposed to any significant credit risk on cash and cash equivalents at June 30, 2023. The Boston Public Library Fund, Inc.’s investments at June 30, 2023 are comprised of the following:

	Fair Value
Equities	\$ 573,438
Mutual funds	2,499,442
Fixed income	1,077,328
	\$ 4,150,208

NOTE 4 – ACCOUNTS RECEIVABLE

At June 30, 2023, receivables for the individual major governmental funds and nonmajor governmental funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
Intergovernmental	\$ 409,900	\$ --	\$ 409,900
Departmental and other	1,642,593	--	1,642,593
Total receivables	\$ 2,052,493	\$ --	\$ 2,052,493

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 4 – ACCOUNTS RECEIVABLE (CONTINUED)

BOSTON PUBLIC LIBRARY FUND, INC.

Pledges receivable are primarily from long-time supporters located throughout Massachusetts. The long-term portion of receivables is discounted at 3.0%.

NOTE 5 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2023 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Capital Assets Being Depreciated				
Machinery and Equipment	\$ 1,161,059	\$ --	\$ --	\$ 1,161,059
Right of use subscription assets	2,303,836	--	--	2,303,836
Furniture, Fixtures and Improvements	<u>320,430</u>	<u>315,626</u>	<u>--</u>	<u>636,056</u>
Total Capital Assets Being Depreciated	<u>3,785,325</u>	<u>315,626</u>	<u>--</u>	<u>4,100,951</u>
Less Accumulated Depreciation / Amortization for:				
Machinery and Equipment	(836,913)	(57,928)	--	(894,841)
Right of use subscription assets	--	(575,959)	--	(575,959)
Furniture, Fixtures and Improvements	<u>(299,342)</u>	<u>(27,950)</u>	<u>--</u>	<u>(327,292)</u>
Total Accumulated Depreciation / Amortization	<u>(1,136,255)</u>	<u>(661,837)</u>	<u>--</u>	<u>(1,798,092)</u>
Total Governmental Activities				
Capital Assets, Net	<u>\$ 2,649,070</u>	<u>\$ (346,211)</u>	<u>\$ --</u>	<u>\$ 2,302,859</u>

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 6 – DUE TO CITY OF BOSTON

The following represents a summary of amounts owed to the City at June 30, 2023:

	<u>Fair Value</u>
Salary Reimbursements - Library for the Commonwealth	\$ 673,547
Salary Reimbursements - Photo Duplications	3,302
Salary Reimbursements - John D Merriam Fund	2,371
Salary Reimbursements - Boston Public Library Fund	24,827
Salary Reimbursements - Enterprise Fund	34,395
Salary Reimbursements - Associates of the BPL	27,134
Salary Reimbursements - Friends of Kirstein	5,429
Collection of Fines - Library City Fund	<u>20,364</u>
	<u>\$ 791,369</u>

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 7 – INTERFUND TRANSFERS

Interfund transfers for the fiscal year ended June 30, 2023 are summarized as follows:

Depreciation	General Fund	Fund for BPL	Library Managed Funds	City Managed Funds	Nonmajor Governmental Funds
Annual 5% Distribution to Library Managed Funds ⁽¹⁾	\$ --	\$ --	\$ 3,012,135	\$ (3,012,135)	\$ --
Annual 5% Distribution to General Funds ⁽¹⁾	336,559	--	--	(336,559)	(336,559)
To Transfer Funds to Trust Fund Corpus	(51,669)	--	--	51,669	51,669
To Fund Programs from Hearst/Humanities Funds	236,719	--	(236,719)	--	(236,719)
Transfer from Associates	383,293	--	(383,293)	--	(383,293)
To restore Lane Mead to original balance	(21,897)	--	21,897	--	21,897
To Fund the Map Center Fund	(136,578)	(489,662)	626,240	--	626,240
To transfer Charity Alker donation to Trust	19,000	(19,000)	--	--	--
To transfer annual distribution to Lynch fund	--	(11,694)	11,694	--	11,694
To transfer marathon team donations	--	(37,496)	37,496	--	37,496
To move Associates commitment for first 3 of five years for the Founding Research Project	--	330,000	(330,000)	--	(330,000)
To fund project grants with negative balances	(33,115)	29,648	3,467	--	3,467
Miscellaneous Transfers in/(out)	(2,268)	--	2,268	--	2,268
Miscellaneous Transfers in/(out)	(262)	--	262	--	262
	<u>\$ 729,782</u>	<u>\$ (198,204)</u>	<u>\$ 2,765,447</u>	<u>\$ (3,297,025)</u>	<u>\$ (531,578)</u>

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

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 8 – LEASES

The Library is reporting Leases Receivable of \$446,818 at June 30, 2023. For 2023, the Library reported lease revenue of \$226,151 related to lease payments received. These leases are summarized as follows:

Lease	Lease Receivable	Lease Revenue
IL Panino, Inc.	\$ 143,737	\$ 42,065
Newsfeed	303,081	117,948
The Catered Affair	--	66,138
	<u>\$ 446,818</u>	<u>\$ 226,151</u>

IL Panino, Inc. - On July 31, 2017, the Library entered into a ten-year lease agreement with IL Panino, Inc., for the lease of real property that is part of the Boston Public Library. Based on this agreement, the Library is receiving monthly payments through July 2027. There are no renewal options included in this lease agreement.

Newsfeed - On June 11, 2016, the Library entered into a ten-year lease agreement with The Catered Affair, Inc., for the lease of real property that is part of the Boston Public Library to be used for the Newsfeed Retail and Cafe area. Based on this agreement, the Library is receiving monthly payments through August 2026. There are no renewal options included in this lease agreement.

The Catered Affair - On May 16, 2016, the Library entered into a eight-year lease agreement with The Catered Affair, Inc., for the lease of real property that is part of the Boston Public Library. Based on this agreement, the Library is receiving monthly payments through October 2023. There are no renewal options included in this lease agreement.

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 9 – PENSION PLAN AND OTHER POST EMPLOYMENT BENEFITS

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

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

In accordance with GASB Statement 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, no liability has been recorded on the Library’s financial statements since the City has not allocated any portion of other postemployment benefit liabilities to the Library as of June 30, 2023, since persons that perform services for the Library are employees of the City only.

NOTE 10 – SUBSCRIPTION BASED INFORMATION TECHNOLOGY AGREEMENTS

The Library maintains various subscription based information technology agreements (SBITA’s) for applications utilized to support its operations. Future maturities of SBITA’s are as follows:

2024	\$	566,627
2025		571,914
2026		<u>555,256</u>
	\$	<u>1,693,797</u>

NOTE 11 – RISK FINANCING

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

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

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 12 – RELATED PARTY TRANSACTIONS

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

NOTE 13 – CONTINGENCIES

Various legal actions and claims are pending against the Library. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2023 cannot be ascertained, management believes any resulting liability should not materially affect the financial position of the Library at June 30, 2023.

NOTE 14 – RESTATEMENT - LIBRARY

In fiscal year 2023, the Library implemented Governmental Accounting Standards Board (GASB) Statement No. 96, *Subscription-Based Information Technology Agreements*. GASB Statement No. 96 enhances the relevance and consistency of information of the Library’s subscription based information technology agreements (SBITA’s). It establishes requirements for SBITA accounting based on the principle that SBITA’s are financings of the right to use an underlying intangible asset whereby the entity is required to recognize SBITA agreement liability and an intangible right to use subscription assets. These changes were incorporated in the Library’s fiscal year 2023 financial statements and had the follow effect on beginning net position:

Net Position, July 1, 2022	\$ 85,986,226
Adjustments:	
Right of use subscription assets	2,303,836
Subscription agreement liability	<u>(2,303,836)</u>
Restated Net Position, July 1, 2022	<u>\$ 85,986,226</u>

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

To the Honorable Board of Trustees of the
Public Library of the City of Boston

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Boston Public Library (Library) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements, and have issued our report thereon dated **September XX, 2023**. Our report includes a reference to other auditors who audited the financial statements of the Boston Public Library Fund, Inc., as described in our report on the Library's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Library's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Library's internal control. Accordingly, we do not express an opinion on the effectiveness of Library's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Library's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Library's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Library's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Providence, Rhode Island
September XX, 2023

Fellowes Athenaeum Trust Fund – Summary of FY 24 Grant Requests -

Prepared by Candelaria Silva-Collins (Program Manager)

September 11, 2023

The Fellowes Athenaeum Trust Advisory Committee met on August 17. There were 27 applicants with 29 grant proposals. Subsequent to the meeting, additional information or changes were requested of 5 applicants. Ultimately 20 grants were awarded to 19 applicants (totaling \$147,685.07) for the 2024 fiscal year.

In addition to the grant proposals, the FATC also approved the Roxbury Branch's annual distribution of \$5,00 for programming, \$2,500 for administrative costs, and the allocation for the Program Manager's salary. Total amount for grants, administration, etc. is \$200,905.83.

Fellowes Athenaeum Trust Fund Advisory Committee:

Evelyn Arana

Allen Knight

Rep. Chynah Tyler

Priscilla Foley

Diana Preusser

Elizabeth Nagarajah

Jacqueline Johnson

Orientation meetings for grantees were held on **Saturday, September 9** and Monday, **September 11, 2023** at the Roxbury Branch. Programs begin October 2023 and run until July 2024.

Subject Categories

Arts

- Book Fair (Greater Roxbury Book Fair)
- Dance
- Film
- MassQing workshops
- Music Concerts/Performances
- Piano Lessons
- Play Reading Book Club
- Visual Arts
- Writing (Poetry)

Instruction

- Brazilian Dance Class
- Chair Yoga
- Chess Classes
- Cartooning Workshop (for Tweens)
- Collage Workshop
- Creativity as Meditation
- Family Cooking classes
- Fundamentals of Financial Planning
- Movers & Makers
- Piano classes (children & teens)
- Poetry classes
- Play Reading Book Club
- Senior Cooking classes
- Sewing Classes (Adults & Families)
- Take the A Train Arts Camp (Artist & Activists of Harlem Renaissance)

Health /Well-being

- Art & Meditation
- CALM Experience Tween Program
- Chair Yoga
- Cooking Classes (for Families and Seniors)
- Movers and Makers
- Women's Health & Wellness Empowerment Series

Audience Categories (There is some overlap)

Families – 5 Youth – 7 Adults – 10 Seniors – 3

Applicant	Organization or Individual	Project	Description	Amount Awarded
Isaura Oliveira	Resist, Inc. (fiscal agent)	Afro-Brazilian Workshop	Joy is Resistance: Afro-Brazilian Workshop Series, dancing, singing, and storytelling	\$9,471.00
Stephanie McKay & Lauren Dale	We Start with Art, LLC	Take the A Train	Hands-on public art workshop exploring the artwork & processes of African American artists and activists from the Harlem Renaissance	\$5,575.00
Iris Evans	Individual	Movers and Makers	Hands-on art activities led by 2 artists with movement	\$5,000.00
Rob Brose	Chess Wizards	Chess classes	Chess classes for children of all ability levels	\$9,900.00
Leslie R. English	Individual	Sewing 101	Three sewing one-session Boot Camps	\$7,218.50
Michelle Holcomb	Haley House, Inc.	Take Back the Kitchen classes -	Two series of 4 cooking classes	\$9,135.00
S. Matt Read	Boston Comic Arts Foundation	Tween Cartooning Workshop	Five-day Tween Cartooning Workshop Series	\$7,500.00
Carlos Vargas	Individual	Roxbury Concert Series	Four concerts featuring classical, jazz, and international music	\$6,200.00
Carlos Vargas	Individual	Piano classes for children	fundamentals of music and piano playing to	\$10,000.00
John Kordalewski	Individual	Makanda Project Concerts	Two concerts (Fall 2023, Spring 2024)	\$8,000.00
Michelle Coleman	Individual	Chair Yoga	Chair Yoga and Introduction to Yoga's Ethical Principles (2 5-session series)	\$10,000.00
Carole Walton	The American City Coalition	The Greater Roxbury Book Fair	Roxbury Book Fair	\$8,638.99
Faith Johnson	Full Circle Arts	Art & Meditation	To series of 5 sessions – Art & Meditation workshops	\$4,491.58
Kathy Eow	ArtsEmerson	Play Reading Book Club	3 play will be studied – five sessions (including performance) per play	\$10,000.00
Dr. Lucy Lomas		Women's Health and Wellness Empowerment Series	4 session series on women's health	\$10,000.00

Denise Washington	Individual	Pop-Poetry Workshop	Poetry workshop with published journal and public reading	\$7,000.00
Jock Payten	Nubian Square Investment Advisors LLC	Fundamentals of Financial Planning	Three-session workshop to cover fundamentals of financial planning	\$3,500.00
Epitheo Evans	Emerged Wellness, LLC	CALM Experience Tween Program	4 day program that teaches mindfulness practices such as emotional regulation, anxiety reduction, and mindful eating.	\$1,200.00
Daniel Callahan	Create & Record LLC	MassQing Workshops	Two MassQing workshops - ritual applications of paint to the face used to reveal rather than conceal, and bring out what is within	\$4,855.00
Ashleigh Gordon	Castle of Our Skins, Inc.	Black History, Culture & Music Workshops	Interactive, intergeneration, education workshops highlighting Black history, culture, music & the arts	\$10,000.00

