

Board of Trustees Annual Meeting

*As an Administrative Agency
(Meeting #1)*

May 20, 2025

BPL OPENING STATEMENT

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

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

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

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

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



CALL TO ORDER & REPORT

Dr. Ray Liu, Chair

- Welcome remarks
- Roll call
- Minutes of March 18, 2025

Mayor's Recommended FY26 Operating Budget

Boston Public Library FY26 Budget Development-Status as of 4/9/25

FY25 Approp	\$49,882,808	
FY26 Final Recommended	<u>\$49,335,897</u>	
Increase/(Decrease) from FY25 Approp	<u>-\$546,911</u>	-1.1%

	<u>FY25 Adopted</u>	<u>FY26 Recom</u>
Operating Headcount	530.81	493.56

*Reflects City of Boston Operating Budget Headcount

Mayor's Recommended FY26 Operating Budget

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Mayor's Recommended FY26 Operating Budget

Description	FY24 Actual	FY25 Approp.	FY26 Recommend.	Change	% Change	Explanation
Permanent Employees	31,568,954	33,910,085	34,770,765	860,680	3%	General wage increases
Utilities	4,896,403	4,182,627	3,877,712	(304,915)	-7%	Rates and usage have decreased; energy conservation measures
Repairs & Service to Equipment	33,766	174,100	54,100	(120,000)	-69%	
Transportation of Persons	195,929	192,000	-	(192,000)	-100%	MBTA program to be centrally funded
Contracted Services	3,027,627	2,953,649	2,482,305	(471,344)	-16%	Removal of one-time FY25 investments
Misc Supplies & Materials	4,184,562	3,889,846	3,589,846	(300,000)	-8%	
Lease Purchase	345,005	671,107	661,175	(9,932)	-1%	Decrease in expenses
Misc Equipment	17,758	47,000	37,600	(9,400)	-20%	
TOTAL	46,884,987	49,882,808	49,335,897	(546,911)	-1%	

Mayor's Recommended FY26-FY30 Capital Budget

Project	
Brighton Library	\$1,200,000
Central Library Façade Study and Repairs	\$400,000
Central Library: McKim Fire Panel	\$5,270,400
Central Library: HVAC	\$4,000,000
Central Library: McKim Master Plan	\$50,000,000
Central Library: Roof	\$2,000,000
Chinatown Branch Library	\$32,000,000
Codman Square Branch Library	\$26,300,000
Connolly Branch Library	\$575,000

Egleston Square Branch Library	\$31,510,000
Fields Corner Branch Library	\$30,900,000
Hyde Park Branch Library	\$500,000
North End Branch Library	\$1,475,000
Research Collections Preservation + Storage	\$300,000
South Boston Branch Library Study	\$250,000
South End Branch Library	\$32,500,000
Uphams Corner Branch Library	\$32,000,000
West End Branch Library	\$32,000,000

**Total Recommended
Capital for FY26-FY30:**
\$283,180,400

Mayor's Recommended FY26 Operating Budget

External Funds Budget

Fund Name	FY23 Actual	FY24 Actual	FY25 Approp.	FY26 Recommend.*
Boston Public Library Fund	<i>Included in Affiliates Total</i>	<i>Included in Affiliates Total</i>	1,427,116	1,093,641**
Boston Public Library Affiliates	3,653,623	3,481,509	1,240,604	889,820**
Inter-Library Loan Grant	90,480	176,858	100,000	100,000
Library for the Commonwealth	3,628,999	4,179,400	4,638,848	4,842,139
Other Sources	5,560,905	5,650,246	2,479,964	2,462,754
State Aid to Libraries	1,148,392	1,248,030	1,149,000	1,409,859
Trust Fund Income	2,007,503	1,818,134	1,095,245	1,106,855
Total	16,089,902	16,554,177	12,130,777	11,905,068**

*Recommended reflects a projected expenditure budget only.

**Does not yet included non-personnel or benefit totals.

Trustees Governance

Dr. Ray Liu, Chair

- A. Governance Direction Update
- B. Committee Structure & Appointments

PRESIDENT'S REPORT

David Leonard, President

Introduction of Logan Hughes

Programs and Services Data Analyst

PRESIDENT'S REPORT

David Leonard, President

Executive Summary of
Accomplishments & Goals

FY 2025-2026

BOSTON CITY COUNCIL
Ways and Means Hearing

**BOSTON
PUBLIC LIBRARY**

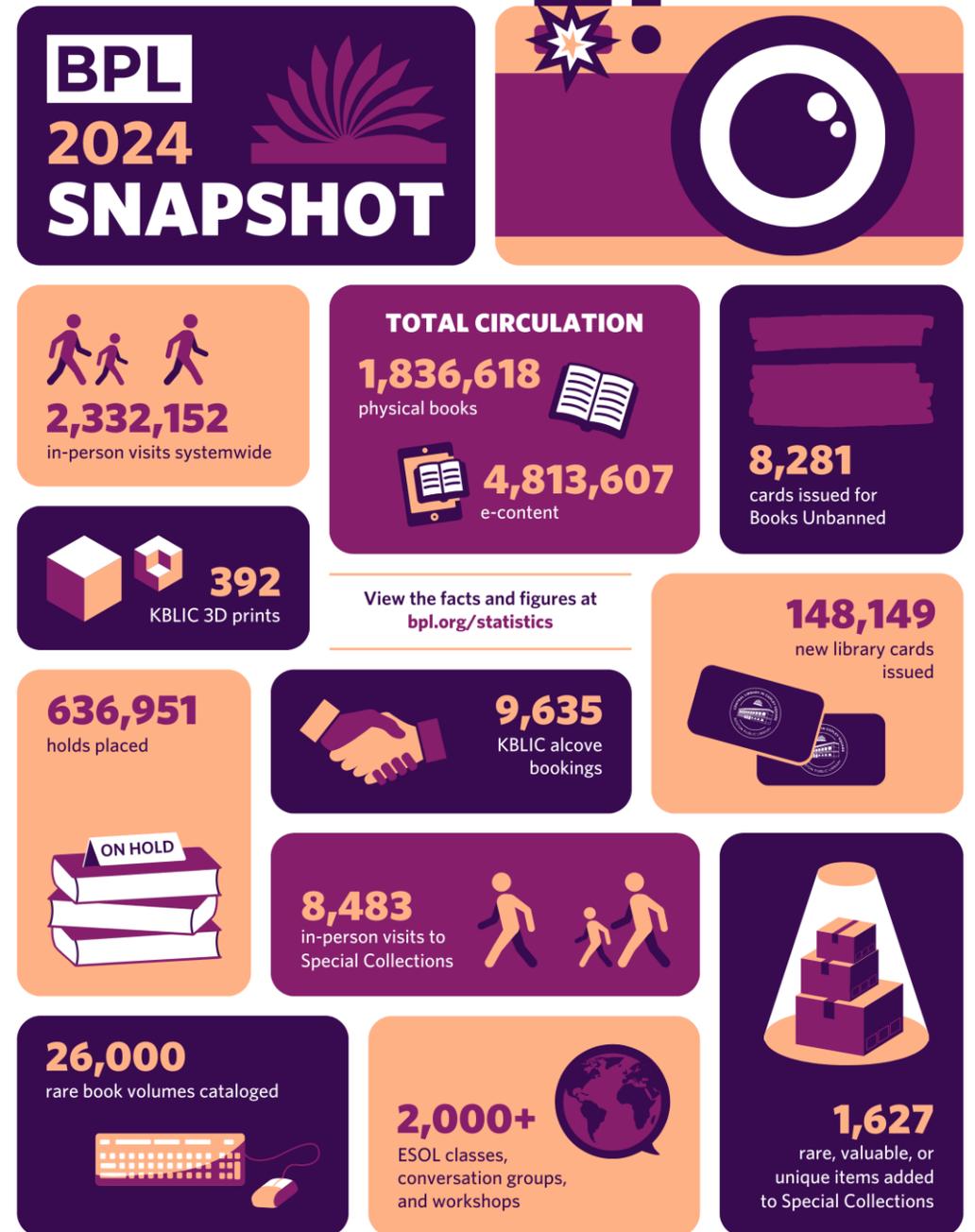
FY25-FY26

**Accomplishments
& Goals Summary**

Introduction

BPL BY THE NUMBERS

(most recent full-year data)



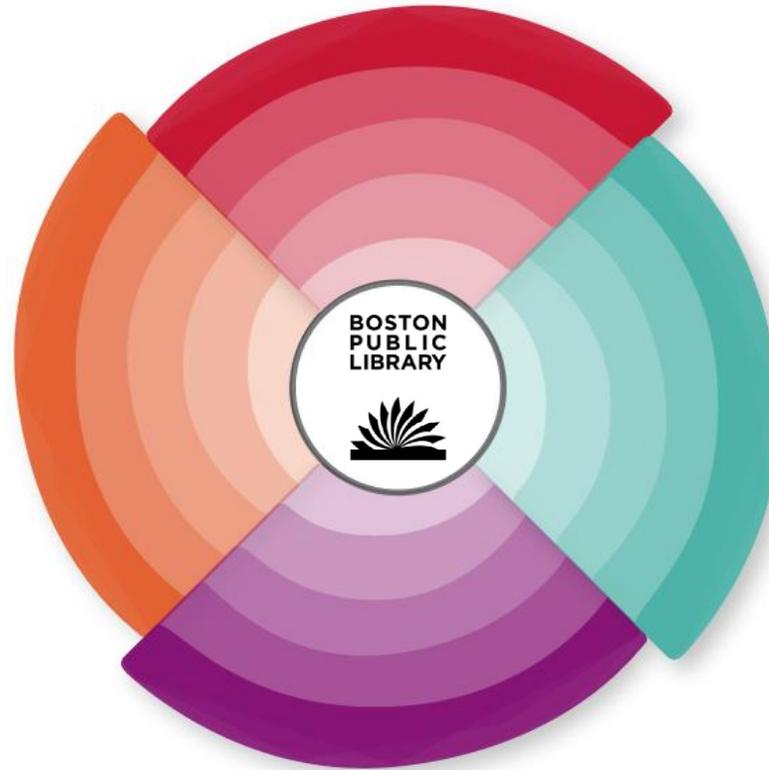
BPL'S NEW STRATEGIC ROLES

Life-Long Learning & Research Partner

Empowering curiosity and a love of reading, discovery, and scholarly exploration for all.

Community Engager

Expanding the reach of the library beyond its physical walls so we can meet and engage communities where they are.



Welcoming Destination

Creating active, inclusive third spaces where every person can chart their own path.

Trusted Resource

Connecting all people to reliable information and services that meet their needs and enrich their lives.

LIFE-LONG LEARNING & RESEARCH PARTNER I

⇒ Ignite Young
Minds

⇒ Advance Youth
Opportunities



ACCOMPLISHMENTS

172,899 children and caregivers attended **early literacy programs**.

150,000 items from the Jordan Collection of classic children's literature newly available to the public

Summer programming served **5,627** children and teens

New **Chief of Youth and Family Engagement**

176 teens **recorded original music** using our digital audio workstations.

Served **145 incarcerated teens** with creative tech workshops.

GOALS

Launch "**Hello Hatchlings**" to reach **six thousand new families**.

Launch "**1,000 Stories Before Kindergarten**"

Expand the **Teen Volunteer Program**

Expand and enhance academic support services for teens.

LIFE-LONG LEARNING & RESEARCH PARTNER II

- ➔ Support Lifelong Growth
- ➔ Preserve & Share Heritage & History



ACCOMPLISHMENTS

First ever **Adult Online High School Graduation** ceremony & reception.

Record-setting 15,000 participants in **ESOL** classes and conversation groups.

Job Search Fundamentals programming served **231 patrons**.

Entrepreneur in Residence hosted more than 80 in-person appointments.

Digitized significant collections documenting **African American history and Black community life**

Lectures and classes for 1200 visitors: Boston's music scene, forensic genealogy, abolition, and climate change.

GOALS

Increase **workforce education** programming, particularly for English language learners.

One-on-one financial coaching sessions with certified professionals.

First major exhibition in almost a decade: **Unfinished (R)evolution: Boston's Legacy of Art and Activism** as part of **Boston250**

Series of **Boston250** open houses showcasing **Declaration of Independence** and key revolutionary objects from BPL's collections

WELCOMING DESTINATION I

- Create Inclusive Spaces
- Embrace Diversity



ACCOMPLISHMENTS

Launched **Disability and Accessibility Working Group**

Launched **Bloomberg Connects** website and app: **screen reader accessible** and can be translated into 40+ languages.

Completed system-wide audits and certifications for **Age Strong branches**

Permanent branch spaces now open **9-5** on **Saturdays**.

8 branches participated in the City's **Outdoor Cool Spaces** program

GOALS

Re-imagine the **Central Library tour program** to be more inclusive and modern

Increase **seating capacity** at the Central Library to meet patron needs.

Increase bandwidth, replace network firewalls, and replace Wi-Fi access points across all locations to **ensure stable, secure, high-speed access**

Listening sessions with the **disability community** to better serve the needs of all visitors.

WELCOMING DESTINATION II

- ➔ Re-Imagine McKim
- ➔ Build Sustainable Communities



ACCOMPLISHMENTS

New pop up arts programs in McKim's Wiggin Gallery reinvigorated underutilized spaces

Engaged hundreds of Boston area schoolkids with live “**Library Lion**” performances in historic McKim building

Completed design and closed **Fields Corner Branch** for construction of a new building with 40% more square footage.

South End and **Egleston designs** advanced to the construction document phase.

Continued to partner with City to co-locate **Chinatown's** first full size branch in 50 years with **110 affordable housing units**.

GOALS

Use **Bridge to McKim** funding to prepare for design with institutional archiving, documentary photography, and 3D modeling

New **Uphams Corner** and **West End branches** co-locate new branches with affordable housing

Egleston Branch rebuild will increase the branch size along with large outdoor reading space, outdoor classroom, and teaching garden.

South End Branch rebuild will increase the size of the branch by 70% to meet the needs of a modern library in an urban neighborhood.

ACCOMPLISHMENTS

GOALS

TRUSTED RESOURCE

- ➔ Deliver Reliable Information
- ➔ Empower Digital Access
- ➔ Connect to Human Services

Checked out more than **1,300 eBooks** to young people through the **Books Unbanned** nationwide initiative.

Introduced new **media and information literacy offerings**

Started **Coffee and Conversation; 92 people** have built relationships and social connections

Community Support Team assisted **28 patrons** per month with resources for housing, public benefits, employment, legal aid, and food access.

Checked out more than **500 Chromebook Connectivity Kits** an – increase of **178 percent**

Continue participation in **Books Unbanned**, supporting the **Right to Read** for all individuals.

Continue offering **Intellectual Freedom training** to all BPL staff.

Increase patron access to **legal resources** and law librarianship

Improve digital reading options while managing growing digital material costs

Comprehensive **Community Learning user study** to optimize digital resources

Expand **digital instruction** to highlight topics such as emerging technologies, online safety, and AI.



COMMUNITY ENGAGER I

ACCOMPLISHMENTS

GOALS

First-ever **Chef in Residence** offered 20 programs based on a new food curriculum reflective of Roxbury's myriad cultures

Community Learning team served **514 patrons** with 28 programs, outreach activities, class visits, and project consultations

Piloted a Mobile Memory Lab, funded by MONUM; ran two community scanning days, with plans for more

Build on **Fellowes Athenaeum** at Roxbury; integrating programming and directly dedicating funds to neighborhood programs.

Partner with local organizations who can provide complementary services alongside BPL programming.

Research financial literacy needs by demographic and neighborhood to improve program offerings.

Plan and implement **additional Community History programming**, including scanning days, Roxbury Art Walk, Sidewalk Stories Listening Party

- ⇒ Center Community Needs + Input
- ⇒ Amplify Community Voices



COMMUNITY ENGAGER II

- ⇒ Foster Civic Participation
- ⇒ Expand Digital Reach



ACCOMPLISHMENTS

Connected patrons to **reliable election information resources**, including voter registration drive at Central and ESOL civics education walking tour

Piloted new curriculum focusing on the **intersection of news literacy and AI**.

Facilitated **community conversations** focused on current events and news.

Digitized and made accessible 258,440 items including newspapers and other items from rare books, arts, and photography collections.

Expanded **digitization of non-English materials**.

GOALS

Define **civic engagement at BPL** and benchmark current efforts.

Develop and update curriculum focusing on news and media literacy topics in the evolving news ecosystem.

Expand **Living Room Conversations** to **facilitate safe and engaging discussions** about timely civic conversations.

Identify **technical barriers, language challenges, and accessibility gaps** faced by patrons

FY25 Appropriations

VS

FY26 Recommended

(most recent full-year data)

Funding Source	FY25 Appropriation	FY26 Recommended
City Budget	49,882,808	49,335,895
External Funding	12,130,776	11,905,068 *
Total	\$62,013,584	\$61,240,963

**Total Recommended Capital for FY26-FY30:
\$283,180,400 (31% increase)**

** Projection, below expected final numbers*

STRATEGIC PLAN: IMPLEMENTATION PLANNING

May 20, 2025

Near Future
“Lay the Foundation”

Build Our Capacity, Communicate the Plan, and Align Our Priorities
Mobilize our organization to roll out the Strategic Plan and near-term initiatives:

2025: PROCESS + TIMELINE



WHAT WE'RE LEARNING

Categorization Exercise

Categorized all **86 initiatives** into three buckets to scope the work.

Output was prioritization of four topics for staff-driven Think Tanks

Initiatives Categories	Lifelong Learning Partner	Welcoming Destination	Trusted Resource	Community Engager	Organizational Readiness	TOTAL
Fine Tune	9	4	7	7	10	37
New Work	5	5	3	4	18	35
Data Gathering		5	1	4	3	13
<i>Totals</i>						85

IMMEDIATE ASSETS

Key vacancies filled in:

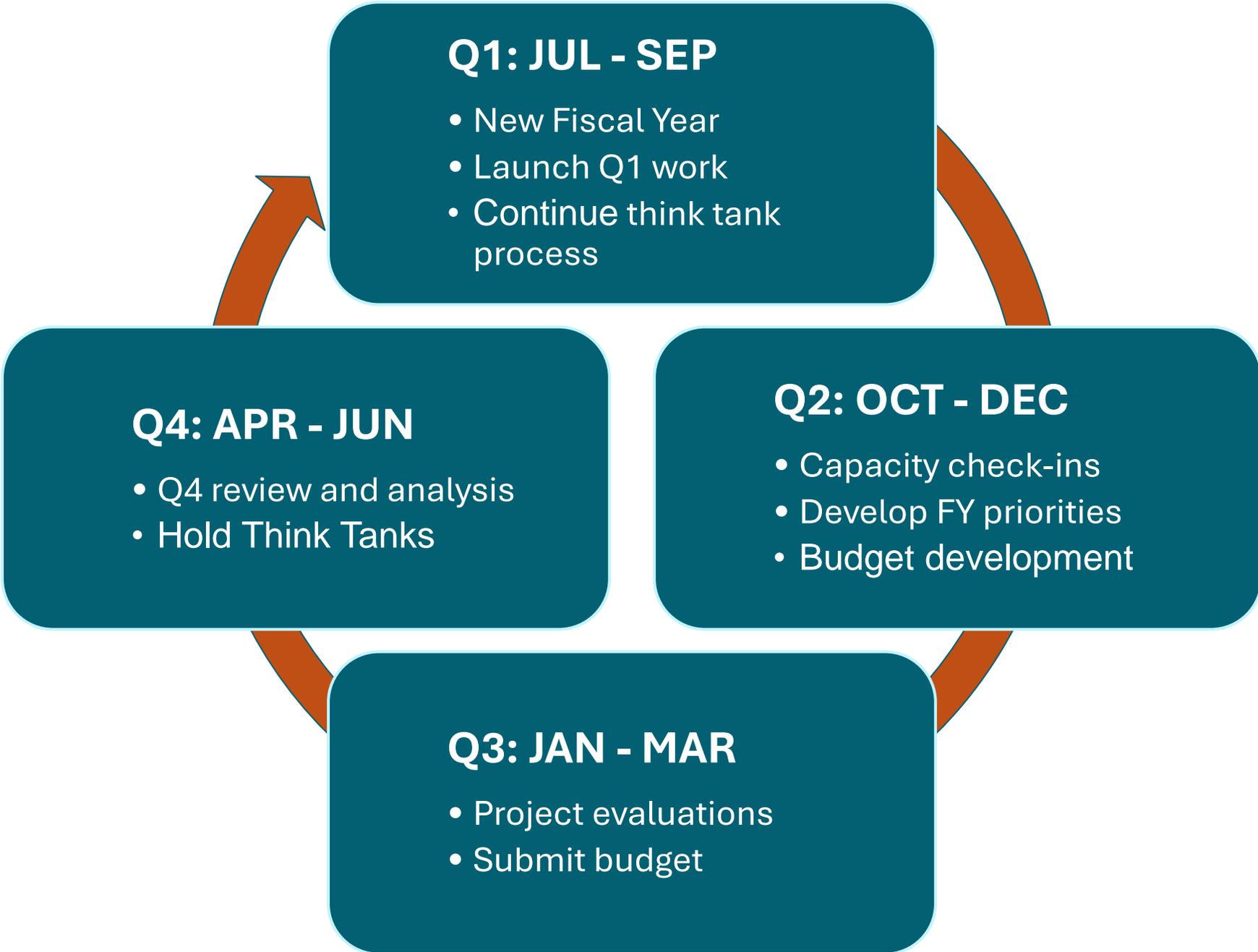
- Programs & Evaluation
- HR and Staff Support
- Operations and Facilities
- Social Work Team
- Youth and Family Engagement
- Borrower Services
- Branches

Current Count of Active Vacancies: 38

IMMEDIATE CHALLENGES

- Static / Volatile funding + budget environment
- Continued under-resourcing
- Hiring challenges

PROPOSED ANNUAL PROCESS MAP (HIGH LEVEL)



** Tactical timeline development in process*

EMERGING YEAR ONE PRIORITIES

Crosswalking Think Tank outputs with current capacity helped identify achievable FY26 priorities

Lifelong Learning + Research	Welcoming Destination	Trusted Resource	Community Engager	Organizational Readiness
Increase ELL workforce education programming	Disability community reviews and inputs	Continue participation in Books Unbanned	Plan and implement additional Community History programming	Aggressive Vacancy Process Management
Launch 1000 Books by Kindergarten ; launch Hello Hatchlings	Use Bridge to McKim funding to prepare for design	Intellectual Freedom training	Define Civic Engagement at BPL	Create EDI 2.0 Plan
Launch <i>Unfinished Revolution</i> exhibit	Branch Capital Construction <i>progress</i> (FC, EG, SE, CH, UC, WE...)	Approve new e-content strategy	Offer additional <i>Living Room Conversations</i>	Offer ESOL classes for staff

PRESIDENT'S REPORT

David Leonard, President

- Key Operational Updates

Policy Topics

David Leonard, President

- A. Review/Approval of Appropriate Use Policy
- B. BPL Naming Policy for Rooms/Buildings
(Introduction of topic)
- C. Roxbury Branch Naming Proposal
(Introduction of topic)

AUP @ BPL

Audrey Wynne, Policy Advisor and Legal Liasion

Jenn Adams, Instruction & Mobile Services
Coordinator



BOSTON
PUBLIC
LIBRARY

provide updated
training and
implementation for
all staff

create an
institutional
understanding
of the policy

include staff in
decision
making and
create
ownership

incorporate
strategic plan
themes in a
public-facing
policy

Updating Library Policy

Goals and Opportunities

AUP-Appropriate Use Policy

Guiding Questions and Resulting Updates

Questions

- Is this policy well aligned with the mission and values of the Library?
- Is the policy clear and easy to understand? Is this format functional?
- Are there aspects of this policy that will be difficult for staff to enforce? How do we resolve those challenges?
- What are the supporting documents that need to be updated alongside the policy?

Updates

- The policy was updated to provide a functional format that is easier to reference and explain to patrons
- The policy was updated to provide a functional format that is easier to reference and explain to patrons
- We are creating a framework to address challenges by providing updated training, setting clear expectations, and providing opportunities to further engage and develop staff skills
- Creating a training and training plan, updating our Incident Report software and training, finalizing and sharing Incident Report Guidelines

Update Process and Timeline

2024 - Start

Brainstorming and
Idea Generation

January

Hybrid Meeting
Policy Feedback Form

February

Finalize Policy Text

March

Session during All Staff
Day

Summer 2025

Training begins and
continues through 2025,
then becomes a standard
component of BPL
onboarding

May

Develop training suite
and present Policy to the
Board for approval

April

Update the incident
report training and
trespass guidelines

Akunna Eneh, Programs & Community Outreach Librarian - Roxbury

Alea Stokes, Programming & Outreach Librarian | Community History

Allie Hahn, Children's Librarian II - Brighton

Amy Layton, Generalist II - Parker Hill

Anna Fahey-Flynn, Manager | Central Library

Carly Stevens, Generalist - Grove Hall

Catherine Halpin, Branch Librarian - North End

Crystal Rogers, Archivist | Special Collections

Diana Preusser, Assistant Neighborhood Services Manager

Emily Donnelly, Children's Outreach Librarian | Youth Services

Emily Todd Atkins, Branch Librarian II - Connolly

Euronna Taylor, Senior Library Assistant - Roxbury

Gianna Gifford, Chief of Adult Library Services

Jamila Beasley, Collections Security Manager

Jay Weinbrum, Special Library Assistant I

Jennifer Adams, Instruction & Mobile Services Coordinator

Julia Blake, Assistant Neighborhood Services Manager

Katherine Mitchell, Central Library Visitor Experience

Coordinator

Kyrah Altman, EDI Manager

Lauren K. Fuller, Special Library Assistant II | Borrower Services

Linda Stevens, Special Library Assistant II | KBLIC

Lisa Pollack, Chief of Communications

Thank you to BPL Staff including...

Maija Meadows Hasegawa, Assistant Neighborhood Services Manager

Margaret Peachy, Archivist | Special Collections

Maty Cropley, Teen Outreach Librarian | Youth Services

Michael Brown, Reference Librarian II | Workforce Development

Pete Coco, Assistant Neighborhood Services Manager

Priscilla Foley, Director of Neighborhood Services

Sarah Zaphiris, Chief of Staff & Strategy

Stephen Mahood, Technical Support Associate | Community Learning

Taylor Morris, Social Work Manager

Todd Virtue, Process Improvement Coordinator | IT

Trish Dowdall, Director of Special Events | Events

Veronica Koven-Matasy, Reader Services Supervisor | Reader Services

Collaborators and Contributors:

Allie Saccoh, Safety & Stewardship Program Manager

Angela Veizaga, Chief of Youth and Family Engagement

Beth Prindle, Director of Research & Special Collections

Elissa Cadillic, Training Coordinator | Library Services

Melissa Andrews, Chief of Collection Management | Collection Development

Pamela Carver, Clerk & Executive Assistant to the President

Rachael Kerr, Special Library Assistant II, Training | Library Services

BPL Leadership

Approval of Appropriate Use Policy

VOTED: “that, the Trustees of the Public Library of the City of Boston approve to accept the BPL Appropriate Use Policy as presented.”

Policy Topics

David Leonard, President

- B. BPL Naming Policy for Rooms/Buildings
(Introduction of topic)
- C. Roxbury Branch Naming Proposal
(Introduction of topic)

FINANCE & AUDIT

*Evelyn Arana Ortiz,
Committee Chair*

- Contract Votes for Approval
Jonathan Eshel, Chief of Operations

Mayor Wu's FY26 Recommended Operating & Capital Budget

VOTED: “that, the Trustees of the Public Library of the City of Boston vote to accept Mayor Michelle Wu’s FY26 Recommended Operating and Capital Budget.”

Votes for Approval

Jonathan Eshel, Chief of Operations

A. Mechanical, Electrical, and Plumbing Contract

VOTED: “that, the Trustees of the Public Library of the City of Boston approve the contract with EMCOR Services Northeast, Inc, 80 Hawes Way, Stoughton, MA 02072 for a three-year contract in the amount of Eight Million Nine Hundred Seventeen Thousand Six Hundred Twelve Dollars and Eighty Cents (\$8,917,612.80 for mechanical, electrical, and plumbing service and maintenance.”

Elevator Contract

- **VOTED: “that, the Trustees of the Public Library of the City of Boston approve the contract with United Elevator, 165 Enterprise Drive, Marshfield, MA 02050 for a three-year contract of Six Hundred Twenty-One Thousand Dollars and Zero Cents (\$621,000.00) for elevator service and maintenance.”**

Votes for Approval

B. Fire Alarm Contract

VOTED: “that, the Trustees of the Public Library of the City of Boston approve the contract with American Services Company LLC, 35 Hanna Street, Quincy, MA 02169 for a three-year contract of Two Hundred Forty Thousand Two Hundred Ninety-Four Dollars and Zero Cents (\$240,294.00) for fire alarm service and maintenance.”



Votes for Approval

C. Elevator Contract

VOTED: “that, the Trustees of the Public Library of the City of Boston approve the contract with United Elevator, 165 Enterprise Drive, Marshfield, MA 02050 for a three-year contract of Six Hundred Twenty-One Thousand Dollars and Zero Cents (\$621,000.00) for elevator service and maintenance.”

Award of Contracts

Voted to approve as a slate as presented

1. Contract or Contracts for Various Goods or Services relating to the Critical Repair Operating Budget for FY26
2. Contract for the Purchase of Books and Certain Other Library Bibliographical Acquisitions Materials
3. Trustees Fellowes Athenaeum Trust Advisory Committee/Trust Fund FY26 Estimated Expenditure of \$103,674.49
4. Review of delegation of certain contract approvals for the Board of Trustees May – September 2026

VOTED: “that, the Trustees of the Public Library of the City of Boston voted to approve the slate of Award of Contracts as presented on May 20, 2025”

PROPOSED 2025-2026 MEETING SCHEDULE

Dr. Ray Liu, Chair

- Tuesday, September 30, 2025, 8:30am, Central
- Tuesday, November 18, 2025, 3:00pm, West Roxbury
- Tuesday, January 20, 2026, 3:00pm, Codman Square
- Tuesday, March 24, 2026, 8:30am, Central
- Tuesday, May 19, 2026, Annual Meeting, 8:30am, Central
- Tuesday, June 2, 2026, Exec. Committee, Zoom 8:30am

**Meetings are subject to change, see website for details*

VOTED: “that, the Trustees of the Public Library of the City of Boston vote to accept the 2025-2026 Board Meeting Schedule as presented. (Meeting schedule is subject to change).”

NEW BUSINESS AND PUBLIC COMMENT

- *Participants will be called in the order they were received.*
- *Each person will be allowed up to two minutes to speak.*
- *All comments or questions given at this time will be documented and/or answered accordingly at a later time.*
- *Comments left in the zoom chat will not be acknowledged*

Vote for Executive Session

Dr. Ray Liu, Chair

** Purpose is to discuss Collective Bargaining Updates under Exemption 2.*

** Executive Session will be held at the conclusion of the 2nd meeting. The Board of Trustees will not reconvene in a public 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.”

ADJOURNMENT OF FIRST MEETING

Dr. Ray Liu, Chair

Board of Trustees Annual Meeting

*As a Corporation
(Meeting #2)*

CALL TO ORDER

Dr. Ray Liu, Chair

- Convene the Meeting of the Trustees as a Corporation

** Clerk acknowledges there is a quorum*

GOVERNANCE & DEVELOPMENT COMMITTEE

John Hailer, Committee Chair

Update of Appointment/Reappointment of Trustees

- A. Navjeet Bal
- B. Joe Berman
- C. Cheryl Cronin
- D. Senator Mike Rush
- E. Christian Westra

GOVERNANCE & DEVELOPMENT COMMITTEE

John Hailer, Committee Chair

- Nomination for 2025-2026 Officers:
 - *Dr. Ray Liu, Chair*
 - *Evelyn Arana Ortiz, Vice Chair*
 - *Pamela Carver, Clerk of the Board*

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 for the period May 2025 through May 2026.”

ENABLING VOTES

Dr. Ray Liu, Chair

- Signing of payrolls
- Signing of contracts approved by the Board
- Acceptance of gifts and payments for special services and payments for publications and prints
- Acceptance of gifts to be added to established funds in the general investment account
- Distribution of income
- Trust funds

***Voted on as a slate*

ENABLING VOTES

Dr. Ray Liu, Chair

VOTED: “that, the Trustees of the Public Library of the City of Boston approve the slate of Enabling Votes as presented on May 20, 2025.”

NEW BUSINESS & ADJOURNMENT