

**BOSTON
PUBLIC
LIBRARY**



TO: Board of Trustees
FROM: Pamela Carver, Clerk of the Board
DATE: May 14, 2025
RE: Annual Board of Trustees Meeting – Tuesday, May 20, 2025, at 8:30 a.m.

The Annual Trustees Meeting, scheduled for Tuesday, May 20, 2025, at 8:30 a.m.-10:30a.m., at the Central Library, requires two separate meetings that run consecutively.

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

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

The first meeting will be adjourned, and the second meeting will convene immediately within the allotted time frame.

****Additionally, there will be an executive session held immediately following the second meeting (pending a vote of approval). The board will not reconvene in a public meeting.**

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON
Meeting of the Trustees as a Corporation and Administrative Agency
Tuesday, March 18, 2025 at 8:30 a.m.
Central Library, Rabb Hall
700 Boylston Street, Boston, MA 02116
MINUTES

The Meeting of the Trustees of the Public Library of the City of Boston (“BPL”) held on Tuesday, March 18, 2025 at 8:30 a.m. at the Central Library in Rabb Hall.

All present at the meeting included: Chair, Dr. Ray Liu, Vice Chair Evelyn Arana Ortiz (Remote) and Trustees: Navjeet Bal, Joe Berman, Jim Canales, John Hailer, Julie Kim, Jonathan Lavine, Jose C. Masso III, Porsha Olayiwola, Senator Mike Rush, Christian Westra, and Lynn Perry Wooten. Jeff Hawkins and Cheryl Cronin were absent.

Also present were BPL President David Leonard, Clerk of the Board Pamela Carver, BPL staff, and members of the public.

Dr. Ray Liu, Chair, called the meeting to order at 8:32 a.m. He read the Trustees Reaffirmation Statement. The Clerk conducted a roll call, confirming a quorum. She noted one trustee participated remotely (noted) and that two trustees (Masso and Bal) joined at 8:37 AM after the roll call was taken. Everyone was reminded that the meeting was being recorded for administrative purposes, and they were provided with instructions on how to sign up for public comment.

The first matter of business was the approval of the meeting minutes from February 4, 2025. No comments or edits were made, and the board voted to approve them.

Dr. Liu offered brief remarks. He congratulated BPL President David Leonard on his recent marriage and shared his appreciation for the opportunity to deliver remarks at BPL’s All Staff Day. He noted that All Staff Day is a biennial event that highlights staff achievements and supports professional development. Chief Jose Masso also attended and addressed the staff.

Dr. Liu invited David Leonard to give his President’s Report. President Leonard introduced an update on the Appropriate Use Policy (“AUP”) noting that a formal vote on the revised version will occur at a future

Audrey Wynne presented. She noted that the goal was to foster institutional understanding and ownership of this public-facing policy. The policy update process will serve as a template for future policy revisions and establish a tracking system for all public-facing documents. Ms. Wynne will focus on three key policies: AUP, incident reporting, and trespassing. She noted that staff were engaged in feedback collection; emphasized the importance of access to tools for enforcement. The approach is trauma-informed and aligned with social work best practices. Ms. Wynne noted that the final draft revised policy has been prepared and will be presented for a formal vote in May.

The Trustees had a brief discussion and emphasized the need for a clear escalation framework, governance of incident tracking, and the need for psychological safety and staff support.

Jessica Chapel presented an update on the AI-Enhanced Digitization Initiative with OpenAI. The focus is digitizing complex collections and enhancing metadata, text clarity, and accessibility. There was a Letter of Intent signed in December 2024, working with the City’s legal team to finalize details. She said they

were aiming for a May approval; project to span three years with potential two-year extension. The first pilot will include 1 million items, scheduled for early 2026 production phase if benchmarks are met.

The Board had a discussion and asked several questions. They asked about access and ownership for which Ms. Chapel confirmed BPL retains full control, but OpenAI can use the content for training. They suggested forming a coalition with peer institutions using similar technologies (Currently Harvard, Yale and Northwestern are using Open AI). .

President Leonard reported that the Institute of Museum and Library Services (IMLS) has proposed funding cuts that pose a serious threat to libraries. Trustees were urged to evaluate individually and provide their recommendations.

Next, Ms. Arana Ortiz gave the Finance and Audit Committee report. She explained that after 87 years, a permanent location has been identified for the new Chinatown Branch. She asked Ms. Tokarczyk, Chief Financial Officer, to present the proposal.

Ms. Tokarczyk explained that the city is purchasing a condo which will be constructed by ACDC and include the new Chinatown Branch location. The branch will be approximately 17,000 sq. ft. She explained that the City of Boston will own the property for which the BPL will occupy for the Chinatown branch. The Trustees need to take a vote to approve this purchase.

Mr. Leonard said that this is a huge milestone as the first BPL project with a multi-use purpose that includes housing.

Ms. Arana Ortiz made a motion that was duly made, seconded and voted to approve.

VOTED: "that, the Trustees of the Public Library of the City of Boston approve the purchase of the condominium for the purpose of establishing the Chinatown Branch Library at 49 Hudson St, Boston MA 02111 in an amount not to exceed eleven million eight-hundred twelve thousand five-hundred dollars (\$11,812,500.00) from the Asian Community Development Corporation, 38 Oak St Boston, MA 02111.

Ms. Arana Ortiz presented the annual e-Rate contracts that were recommended by the committee. There were no questions. A motion that was duly made, seconded, and voted to approve them as a slate.

VOTED: "that, the Board of Trustees of the Public Library of the City of Boston approve a one-year contract with option to renew for two additional years, not to exceed Six Hundred Five Thousand Two Hundred Eighty Dollars (\$605,280.00) with the City of Boston Department of Innovation and Technology, One City Hall Square, Boston, MA 02201.

VOTED: "that, the Board of Trustees of the Public Library of the City of Boston approve a one-time contract, not to exceed Four Hundred-Ninety Thousand Seven-Hundred Thirty-Six Dollars and Thirty-Five Cents (\$490,736.35) with ePlus Technology, Inc., 13595 Dulles Technology Drive, Herndon, VA 20171.

Dr. Ray Liu requested a vote to enter an Executive Session. The purpose was to discuss strategy with respect to collective bargaining given that the chair has declared that an open meeting discussion may have a detrimental effect on the bargaining position of the library, under exemption #3 of MA Open

Meeting Law. The Executive Session will be held at the conclusion of the public meeting. The Board of Trustees will not reconvene in a public session.

Dr. Liu made a motion that was duly made, seconded, and voted to approve via a roll call vote.

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 strategy under Exemption 3 of MA Open Meeting Law.”

Dr. Liu presented New Business. He announced and congratulated Trustee Porsha Olayiwola on the opening of her bookstore, Just Bookish, in Fields Corner. He also announced that the Mayor’s State of the City address was scheduled for the following day.

Dr. Liu asked for public comments.

Elissa Cadillic, President of AFSCME 1526 spoke about the AUP. She emphasized the need for consistent system-wide understanding and implementation. She supported Audrey Wynne’s work and highlighted the importance of union engagement on matters such as the Chinatown Branch.

Amy Layton, a BPL staff member, thanked the Leadership team for mentioning IMLS funding challenges. She expressed concern over lack of communication regarding policy changes and transparency.

With no additional business, the meeting was adjourned at 9:39 a.m.

Respectfully submitted,

Pamela Carver

Pamela Carver
Clerk of the Board

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

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.

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

Community Engager

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

Life-Long Learning & Research Partner

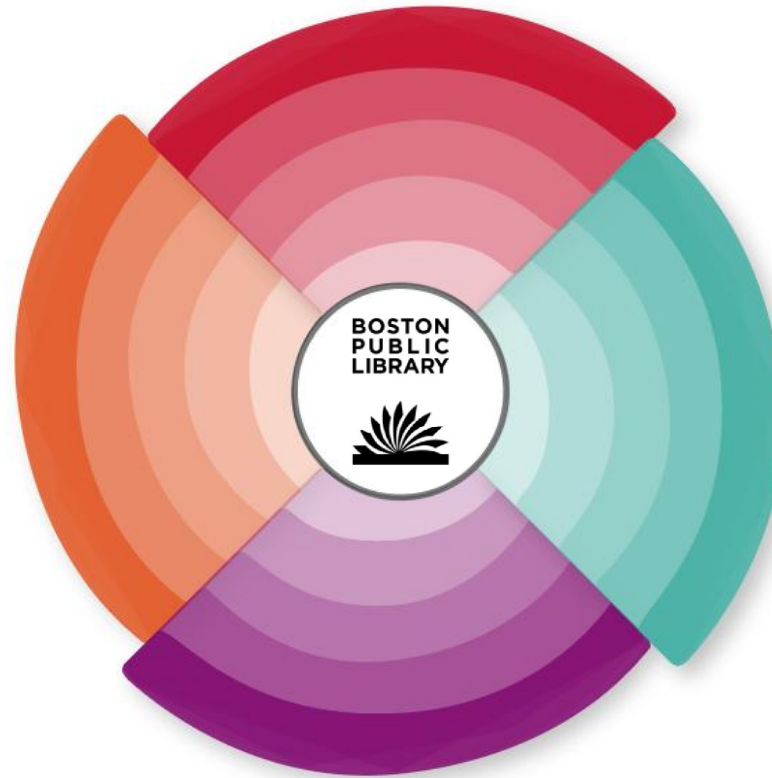
Empowering curiosity and a love of reading, discovery, and scholarly exploration for all.

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

ACCOMPLISHMENTS

GOALS

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.

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.



- ➔ **Ignite Young Minds**
- ➔ **Advance Youth Opportunities**

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.

TRUSTED RESOURCE

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



ACCOMPLISHMENTS

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**

GOALS

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



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
Totals						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

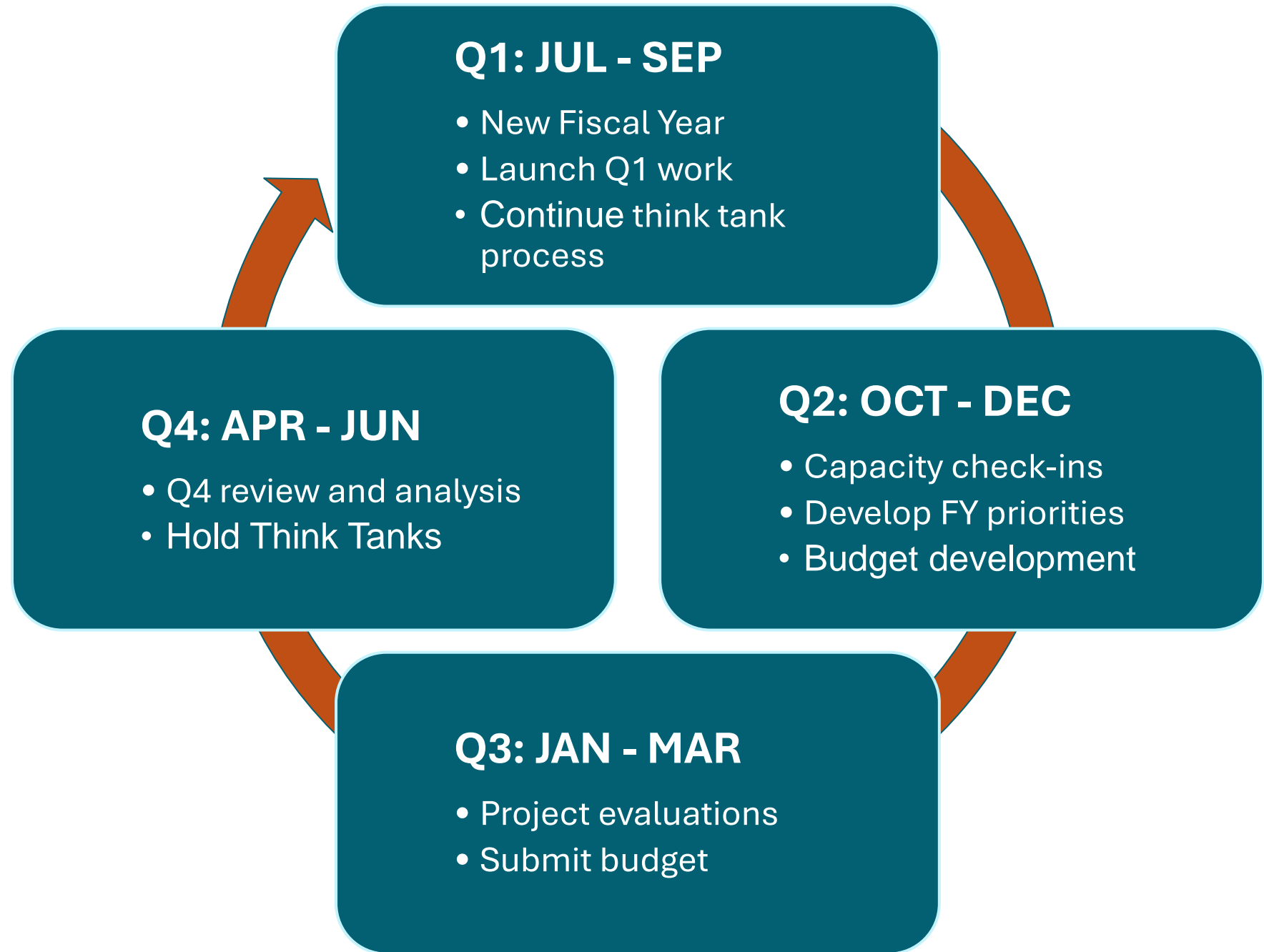
Current Count of Active Vacancies: 38

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

Boston Public Library Appropriate Use Policy

Purpose:

The Boston Public Library is proudly open to all; a space for everyone, shared and used by the community for many different reasons and in many ways. We believe in an inclusive community propelled by curiosity, connection, and the pursuit of knowledge.

The Library expects each of our facilities to be clean, comfortable, and safe places for community use. The Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, staff, and volunteers, and for preserving and protecting the Library's property. The Library and Library staff do not tolerate hate speech directed at staff or anyone in Library spaces.

Policy:

To ensure our commitment to equity, inclusion, and access, the Appropriate Use Policy applies to all. It applies everywhere the Library provides service, including on Library property, in the community, through our website or social media, and by phone or email. Library staff will enforce this policy in a consistent manner.

While at the library, we expect that you:

- Be safe
- Respect other patrons and library staff
- Respect library materials and property
- Comply with requests from library staff
- Obey the law

All designated children's spaces are reserved for use by children under the age of 13, their caregivers, and those retrieving material from the collection.

All designated teen spaces are reserved for teens (13-18 and current high school students), and those retrieving material from the collection.

If you have a question or concern about this policy or our Library spaces, please speak to a Library staff member or contact ask@bpl.org

Violations of this policy and/or law may result in the restriction and/or termination of Library privileges, including access to Library buildings and the use of Library computers and other equipment.

The following actions are examples of conduct not allowed on Library property:

Unsafe or Disruptive to Library Use	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none">• Activities or behaviors that may result in injury or harm to yourself or others.• Excessive or unnecessary noise that disturbs others or impedes library service (please note, not all library spaces are quiet spaces).• Unwanted conversation or personal interaction with staff or others, including but not limited to: inappropriate personal comments, staring, sexual advances, or physical and/or verbal harassment.• Inadequate clothing for public space including no shoes and/or no shirt.• Neglecting to provide proper supervision of children, including leaving children alone or in the care of others who cannot provide adequate care. (please see the Safe Child Policy for further detail)• Bringing animals into the library, except for service animals as defined by the Americans with Disabilities Act (ADA). All disruptive animals will be asked to leave the Library.• Littering.• Distributing literature, gathering signatures, soliciting donations, or conducting surveys inside a Library facility or on Library grounds.• Interfering with or blocking the free movement of staff or others.• Conducting unauthorized tours on Library property.
Inappropriate Use of Library Services or Property	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none">• Entering nonpublic/staff areas without permission.• Entering or remaining in the Library outside Library operating hours or camping on Library grounds.• Moving Library furniture without prior staff approval.• Leaving personal items unattended.• Consuming food or beverages outside of designated areas.• Using restrooms for loitering or bathing, shampooing, and/or laundry.• Using skateboards, roller skates, bicycles, motorized or non-motorized scooters inside the Library or on Library grounds. Bicycles are not permitted inside the Library.• Bringing in any item or items that block access to or use of Library spaces or creates space and accessibility concerns. Staff may ask patrons to move or remove items.

	<ul style="list-style-type: none"> • Inappropriate use of Library property, including computer hardware and software, printers (see Library Policy, BPL Internet Access Policy), copiers, phones, and other equipment.
Noncompliance with Staff	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Failing to comply with a reasonable staff request to adjust behavior to comply with Library policy, including being asked to leave the library. • Failing to exit at closing or during an evacuation.
Illegal: Observable Behavior Prohibited by Law	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Engaging in any activity in violation of applicable law. • Verbally or physically harassing other patrons, volunteers, or staff, including stalking, offensive touching, and obscene acts such as sex acts and indecent exposure. • Threatening other patrons, volunteers, or staff - verbally, physically or in writing, including all forms of electronic media. • Carrying firearms and/or dangerous weapons of any type. • Selling, using, or possessing illegal drugs or selling cigarettes, alcohol, or marijuana. • Use or consumption of alcohol, marijuana, or tobacco. Vaping and smoking are not permitted. • Gambling. • Assault, fighting, or challenging to fight. • Damaging or stealing personal or Library property, including computer hardware and software, printers, copiers, phones, and other equipment.

To ensure the safety of all at the Library, bags and other personal items are subject to inspection by security and other authorized personnel. The Library reserves the right to limit the size and number of items brought into the Library to protect staff and patron safety and ensure accessibility.

Library staff, contractors, and/or law enforcement officers may intervene to stop prohibited activities and behaviors. Failure to comply with given instructions may result in 1) withdrawal of a person's permission to remain on Library property and/or 2) issuance of a Notice of Trespass from Library property and services for a period of one day to indefinitely, as provided in policies and procedures issued by the Trustees of the Boston Public Library. A criminal law violation may also result in arrest and/or prosecution.

Administrative Review and Appeal of Notices of Trespass

An individual who has received a Notice of Trespass may, within 30 days, request an administrative review of the trespass order. An administrative review must be made in writing and through the President's Office. Requests may be sent to (email address) OR mailed to 700 Boylston Street, c/o The President's Office, Boston, MA 02116.

The Boston Public Library Board of Trustees has the authority under state law to establish reasonable rules regarding the Library and to exclude any person who willfully and persistently violates those rules. Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or security staff will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules, regulations, and policies could result in removal from the premises and expulsion from the Library for a period of one day to indefinitely, or in arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment. Expulsions may be appealed in writing to the President's Office. Requests may be sent to (email address) OR mailed to 700 Boylston Street, c/o The President's Office, Boston, MA 02116.

**TRUSTEES' CRITERIA FOR RENAMING
BOSTON PUBLIC LIBRARY BRANCHES**

Whereas the City of Boston ordinance (INSERT REFERENCE)) establishes an overarching process, documentation of pathways and procedures for the naming of Municipal Buildings;

Whereas Library buildings are for this purpose generally Municipal Buildings,

Whereas the Trustees Traditional Naming Criteria are unchanged as follows:

- 1. The Person is deceased.**
- 2. The Person has made substantial contributions (financial, political, and cultural) to the community of the named Branch.**
- 3. The strong recommendation of the Mayor of Boston.**
- 4. A unanimous vote of the Boston City Council.**
- 5. The strong recommendation of the Friends of the Branch.**
- 6. The recommendation of the President of the Boston Public Library.**

Specific Criteria that are above and beyond criteria or requirements within the city ordinance may be waived when either a) a petition is originated with or through the Mayor; and/or b) originated with or through city council, when accompanied by mayoral approval.

Adopted by the Trustees of the Public Library of the City of Boston in TBD

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- 5. The strong recommendation of the Friends of the Branch.**
- 6. The recommendation of the President of the Boston Public Library.**

Adopted by the Trustees of the Public Library of the City of Boston in May 2003



700 BOYLSTON STREET | COPLEY SQUARE | BOSTON , MA | 02116 | 617.536.5400 | WWW.BPL.ORG

July 1, 2025

The Honorable Michelle Wu
Mayor of the City of Boston
One City Hall Plaza
Boston, MA 02201

Dear Mayor Wu:

I respectfully request your Honor's approval to award a contract, without public advertisement, pursuant to the authority of Massachusetts General Laws Chapter 30B, S.7, to the vendors listed herein for the period July 1, 2025 through June 30, 2026.

Under the terms of this multi-vendor contract, various suppliers will provide library materials, as may be requested from time to time by a designated representative of the Boston Public Library. The library's Collection Development team engages in a reasonable search for library materials and will find the best source for these items; in most cases there is only one practical source which will usually include labeling, cataloguing and full book processing.

In some instances, we will purchase supplies made under a cooperative procurement arrangement under G.L. c. 30B, Section 22, via MHEC contract L51: Library Books and Media. All the terms and conditions of this Mass Higher Education Consortium contract will be referenced and incorporated.

Because the Library purchases materials on an as needed basis, a multi-vendor contract is the only practicable method by which it can procure the requisite supplies. The following list represents vendors of library materials from which the Boston Public Library *may* make purchases, in the aggregate, in excess of \$10,000.00. The Boston Public Library has approximately 200 other vendors from which it purchases books where the total annual procurement will not reach or exceed \$10,000.00. This award request is for a one-year period except for the primary vendors listed at the end where a 3-year contract is more efficient.

Book Contract Vendor List

21st Edition

9 New Venture Drive, Unit 1
South Dennis, MA 02660

3M Co.
3M Center Building 225-5s08
P.O. Box 33225
St Paul, MN 55133-3225

Alexander Street Press
99 Canal Center Plaza, suite 200
Alexandria, VA 22314

Amazon.com LLC
1200 12th Ave. S Bldg. 1200
Seattle, WA 98144

A-R Editions Inc.
801 Demming Way
Madison, WI 53717

Artifact, LLC
255 Washington Street, Ste 150
Newton, MA 02458

Association of Research Libraries
Coalition for Networked Information
21 Dupont Circle, NW, Suite 800
Washington, DC 20036-1118

Aux Amateurs De livres International
62, avenue de Suffren
75015 PARIS – FRANCE

Bancroft-Parkman
P.O. Box 1236
Washington, CT 06793

Barnes & Noble
800 Boylston St., Ste 179
Boston, MA 02199

Barnes & Noble Booksellers, Inc.
dba Tikatok LLC
76 Ninth Ave., 9th Fl
New York, NY 10011

Bertelsmann Publishing Group, Inc.
Playaway Products, LLC
31999 Aurora Rd
Solon, OH 44139

BiblioCommons
119 Spadina Ave., Suite 1000
Toronto, ON M5V2L1

Bibliotheca, LLC
3169 Holcomb Bridge Rd Ste 200
Norcross, GA 30071

Bloomberg Finance LP
731 Lexington Avenue
New York, NY 10022

Bonhams & Butterfields Auctioneers Corp
220 San Bruno Ave
San Francisco, CA 94103

Boston Rare Maps, Inc.
88 High Street
Southampton, MA 01073

BTAC Acquisition Corp
2810 Coliseum Center Drive, Suite 300
Charlotte, NC 28217-3252

Bridgeall Libraries, LTD
One Ainslie Road
Hillington, Glasgow
Scotland
G52 4RU GBR

Carolyn Bullard Fine Prints and Drawings
P.O. Box 601088
Dallas, Texas 75360-1088

BUOBOOKS
10835 NW 83rd Ct
Parkland, FL 33076

Leo Cadogan Rare Books Limited
74 Meyton St
London GBR 00000

Casalini Libri Spa
Via Benedetto da Maiano 3
50014 Fiesole (FI), Italy

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

Cengage Learning, Inc
PO Box 6904
Florence, KY 41022

China Sprout Inc
34-01 38th Ave, 3rd floor
Long Island City, NY 11101

Clark Fine Art Services
287 Newtonville Ave
Newton, MA 02460

Cohen & Taliaferro, LLC
59 East 54th St., suite 62
New York, NY 10022

Computer Indexed Systems
P.O. Box 50921
Indianapolis, IN 46250

Credo Reference Limited
50 Milk St, 16th floor
Boston, MA 02109

Creative Empire LLC
dba Mango Languages
30445 Northwestern Hwy, suite 300
Farmington Hills, MI 48334

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

Daedalus Inc.
205-3 Arlington St
Watertown, MA 02472

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

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

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

Les Enluminures LTD
149 rue St Honore
Paris, FRA 75001

Facts on File
132 West 31st St., 17th Floor
New York, NY 10001

French Books Online
71 Route 104
Meredith, NH 03253

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

Frugal Bookstore
57 Warren St
Boston, MA 02119

The Gale Group
27500 Drake Road
Farmington Hills, MI 48333

Roger Gaskell Rare Books
Blaen Onneu
Ffawyddog Crickhowell
NP8 1PZ UK

Gaylord Brother, Inc.
7282 William Barry Blvd
North Syracuse, NY 13212

Kevin Brown

Dba Geographicus Antique Maps
201 West 105th St #42
New York, NY 10025

Gianfranco Pocobene Studios
193 Maple St
Malden, MA 02148

Globe Newspaper Co, Inc
P.O. Box 415071
Boston, MA 02241
Conrad Graeber, dba Conrad R. Graeber Fine Art
Box 264
Riderwood, MD 21139

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

Amanda Hall Rare Books
Home Farmhouse
Teffond Evias
Wiltshire, United Kingdom SP3 5RG

Headspace, Inc
2415 Michigan Ave
Santa Monica, CA 90404
High Ridge Books
P.O. Box 286
Rye, NY 10580

The HistoryMakers
1900 S Michigan Ave
Chicago, IL 60616

Hui Du, dba Actrace, LLC
14271 Jeffrey Road, Suite 191
Irving, CA 92620

I AM Books
47 Addington St
Brookline, MA 02445

IBEP Corp
7 Proctor Rd
Pepperell, MA 01463

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

Infobase Holdings, Inc.
Infobase Publisher/Chelsea House/Films Media Group
132 West 31st St
17th floor
New York, NY 10001

Ingram Library Services
One Ingram Blvd.
LaVergne, TN 37086

Innovative Interfaces, Inc.
1900 Powell St, suite 400
Emeryville, CA 94608

Internet Archive
300 Furiston Ave
San Francisco, CA 94118

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

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

JSTOR dba Ithaka Harbors, Inc.
101 Greenwich St, 18th floor
New York, NY 10006

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

Arlette Kayafas, dba Gallery Kayafas, LLC
450 Harrison Ave., Ste 61
Boston, MA 02118

Anne Krinsky
6 Simon Hapgood Lane
Concord, MA 01742

John Kuenzig
Kuenzig Books Antiques
P.O. Box 452
Topsfield, MA 01983

Learning Express, LLC
224 W 29th St, floor 3
New York, NY 10001

Lectorum Publications, Inc
205 Chubb Avenue
Lyndhurst, NJ 07071

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

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

Lynda.com/LinkedIn Learning
6410 Via Real
Carpinteria, CA 93013

Lyrasis
1438 W Peachtree Northwest
Atlanta, GA 30309

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

Jeffrey D. Mancevice, Inc.
PO Box 20413 West Side Station
Worcester, MA 01602

Marcive
12100 Crowpoint Dr #160
San Antonio, TX 78265

Martayan Lan Augustyn
10 West 66th St, suite 26B
New York, NY 10023

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

Massachusetts Library Association
PO Box 813
Carlisle, MA 01741

Bruce McKittrick Rare Books Inc.
43 Sabine Ave.
Narbeth, PA 19072-1741

Medianews Group, Inc
P.O. Box 8003
Willoughby, OH 44096

Mergent Online
580 Kingsley Park Drive
Fort Mill, SC 29715

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

Midwest Tape, LLC
1417 Timberwolf Dr
Holland, OH 43528-9485

Morningstar, Inc
22 West Washington Street
Chicago, IL 60602

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

Multi-Cultural Books & Video
30007 John R. Road
Madison Heights, MI 48071

Multi Service Technology Solutions, Inc
Best Buy Business Advantage Account
8650 College Blvd
Overland Park, KS 66210

Musinsky Rare Books, Inc.

176 West 87th Street
New York, NY 10024

New England Micrographics, Inc.
40 Hudson St #C
Marlboro, MA 01752

New York Times
229 West 43rd St
New York, NY 10036

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

NISC USA
One Innovation Cir
St Louis, MO 63367

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

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

OverDrive, Inc.
Overdrive Way
Cleveland, OH 44125

Oxford University Press
198 Madison Avenue
New York, NY 10016

PBS Video
1320 Braddock Place
Alexandria, VA 22314

Pharos Systems International, Inc.
4545 E River Suite 210
Henrietta, NY 14586

ProQuest LP
789 E. Eisenhower Pkwy,
P.O. Box 1346

Ann Arbor, MI 48106-1346

Puvill Libros SA
One East Park Drive
Paterson, NJ 07504

Bernard Quaritch, Ltd
36 Bedford Row
London, GBR WC1R 4JH

Reliance Label Solutions, Inc.
205 North Gold Street
Paola, KS 66071

Resources Publications, Inc.
160 E. Virginia Street, Suite 290
San Jose, CA 95112-5876

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

S & P Global Market Intelligence Inc
FKA Capital IQ Inc
55 Water St
New York, NY 10041

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

Sawa Books
13491 Via Vesta
Delray Beach, FL 33484

Schoenhof's Foreign Books
Distribution Center
8154 N Ridgeway Ave
Skokie, IL 60076

Scholastic Library Pub.
90 Sherman Turnpike
Danbury, CT 06816

Sentrum Marketing, LLC
45 Union Street

Boston MA 02135

Sokol Books Ltd
27 Charles St
London, GBR W1J 5DT

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

Standard & Poor's
55 Water Street, 46th Floor
NY, NY 10041

Swann Galleries, Inc
104 East 25th St
New York, NY 10021

Thomson Reuters (markets) LLC
ISI Thomson Scientific
1500 Spring Garden St, 4th floor
Philadelphia, PA 19130

Trident Booksellers and Café
338 Newbury St
Boston, MA 02115
Tsai Fong Books
3711 Briarpark Dr. Ste. 200
Houston, Texas 77042

University Products
517 Main Street
Holyoke, MA 01400

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

US Art
66 Pacella Park Drive
Randolf, MA 02368

Carmen Valentino Rare Books
2956 Richmond St.
Philadelphia, PA 19134

West Group (Thomson Reuters)
620 Opperman Drive
Eagan, MN 55123

WJ Bookstore
141-07 20th Ave
Whitestone, NY 11357

Charles B. Wood Inc. Antiquarian Booksellers
P.O. Box 382369
Cambridge, MA 02238

World Archives Holdings LLC
3214 N University Ave #115
Provo, UT 84604

World Book Inc.
180 N LaSalle Blve. #900
Chicago, IL 60601

Worldwide Books
8406 Main St
Interlaken, NY 14847-9802

Yankee Book Peddler
999 Maple Street
Contoocook, NH 03229

Howard Yezerski
460 Harrison Ave. #A16
Boston, MA 02118

Under these contracts the cost of each item purchased will not exceed standard catalog prices in effect at the time of purchase. The contract amount allocated to each vendor will not exceed one hundred thousand dollars (\$100,000.00) per year with the exception of the following vendors:

BTAC Acquisition Corp.	(\$10,000,000.00)
OverDrive, Inc.	(\$8,000,000.00)
Midwest Tape, LLC	(\$5,000,000.00)
Ingram Library Services	(\$3,000,000.00)
EBSCO Subscription Services	(\$1,500,000.00)
Kanopy, LLC	(\$1,000,000.00)
Bibliotheca	(\$350,000.00)
Cengage Learning, Inc	(\$300,000.00)
Library Ideas, LLC	(\$300,000.00)
Scholastic Library Pub	(\$200,000.00)

The amount of each contract is only an estimate based upon anticipated needs, and the Library is not obligated to purchase any specific amount of materials from these vendors. The Auditor may certify an appropriation in an amount less than the face amount of each contract hereunder pursuant to the Standard Contract General Conditions, Articles 12.3 and 12.4. These contracts encompass one fiscal year except for those vendors listed above where it is expected we will spend more than \$100K annually, where the contracts will be opened for 3 years for efficiency's sake, as needed. The Library Department's financial obligations and purchase orders under these contracts will not extend beyond the fiscal year for which funds are appropriated.

Thank you in advance for your consideration.

Sincerely,


Jane Sproul

Boston Public Library, Budget & Procurement Manager

**Boston Public Library
Fellowes Athenaeum Fund
Quarterly Report FY 2025
as of May 8, 2025**

Carryover Balance from FY24	24,732.69
FY25 Distribution	107,924.52

FY25 Funds Available	132,657.21
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FY25 Expenses to Date

Project Management	(31,891.00)
Fellowes Programs	(40,223.24)
Branch Librarian Programs	(2,055.00)
Program Supplies/Advertising	
Books/Subscriptions	
Security/Custodian Charges	(720.00)

Total Expenses:	(74,889.24)
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Purchase Orders	(55,329.87)
Budget remaining for Branch Librarian	(2,945.00)
Available	(506.90)

FY26 estimated distribution	103,674.49
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