

TRUSTEES FINANCE AND AUDIT COMMITTEE

Evelyn Arana-Ortiz, Committee Chair
Ellen Donaghey, Chief Financial Officer



AGENDA

I. WELCOME & ROLL CALL

II. REVIEW AND APPROVAL OF MINUTES 3.12.21

III. MAYOR FY22 RECOMMENDED OPERATING & CAPITAL BUDGET EX. SUMMARY (SEE SLIDES)



Mayor Janey's FY22 Budget Submission

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

FY22 Anticipated Funding Sources

Source	FY21	FY22	Assumptions
	Budget	Budget	
City	41,386,507	42,176,857	
External			
Affiliates	1,486,195	1,650,490	Final FY20 was \$1.4m - increased in keeping with increased fundraising
State – InterLibrary Loan	100,000	100,000	Level Funding of State Interlibrary Loan Program
State – Library for the Commonwealth	2,707,276	3,386,189	FY21 ended being \$3.1m
Other	2,830,338	2,234,585	FY21 budget was set before COVID, final costs will be lower.
State Aid to Libraries	752,952	752,952	State aid has increased over the years. Initially held with FY21 estimate. Final FY21 share approximately \$900k
Trust Fund	<u>1,970,771</u>	<u>1,333,527</u>	Final FY20 spending was \$1.3m - used revised number
External	9,847,532	9,457,743	
Total	51,234,039	51,634,600	

Capital Project Budget

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

III. Mayor Kim Janey's FY22 Recommended Operating and Capital Budget Executive Summary

VOTED: "that, the Trustees Finance and Audit Committee recommend approval by the Trustees of the Public Library of the City of Boston to accept Mayor Kim Janey's FY22 Recommended Operating and Capital Budget."

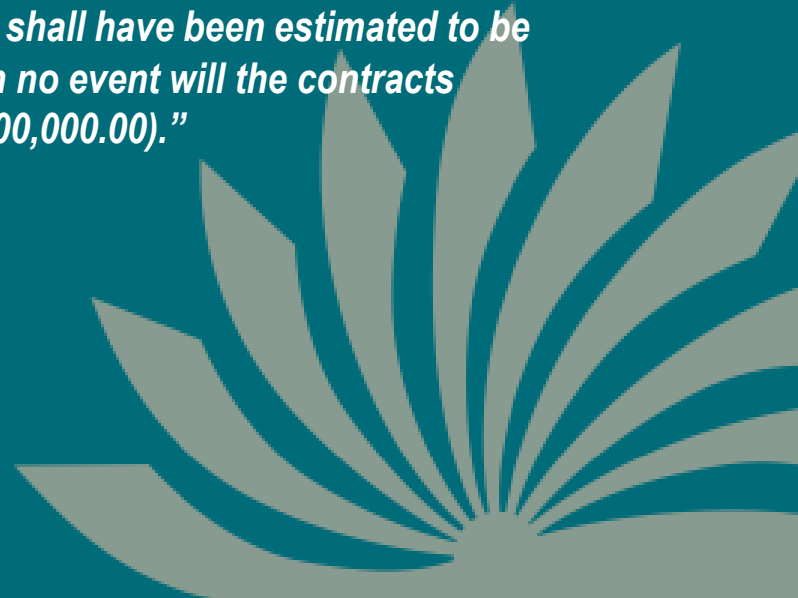


DISCUSSION AND REVIEW OF CONTRACTS

ELLEN DONAGHEY, CHIEF FINANCIAL OFFICER

A. CONTRACT OR CONTRACTS FOR VARIOUS GOOD OR SERVICES RELATING TO THE CRITICAL REPAIR OPERATING BUDGET FOR FY22

VOTED: “that, the Trustees Finance and Audit Committee recommend approval by the Trustees of the Public Library of the City of Boston to 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 Operating Budget for the period July 1, 2021 through June 30, 2022 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).”




DISCUSSION AND REVIEW OF CONTRACTS

ELLEN DONAGHEY, CHIEF FINANCIAL OFFICER

B. CONTRACT FOR THE PURCHASE OF BOOKS AND CERTAIN OTHER LIBRARY BIBLIOGRAPHICAL ACQUISITIONS MATERIALS

VOTED: “that, the Trustees Finance and Audit Committee recommend approval by the Trustees of the Public Library of the City of Boston that there be entered 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, 2021 through June 30, 2022.”



Boston Public Library

Fellowes Athenaeum Fund

FY22 Budget

FY22 Distribution:

Sub-Fund Number	Fund Name	Market Value (12/31/18)	Market Value (12/31/19)	Market Value (12/31/20)	3 Year Average	Beneficiary Distribution (@ 5.00%)
4049	Fellowes Athenaeum Fund	\$1,830,812.63	\$2,064,405.26	\$2,285,431.94	\$2,060,216.61	\$103,010.83
FY21 Carryover Available						139,929.35
TOTAL						
Available for FY22						<u>\$242,940.18</u>

C. FELLOWS ATHENAEUM TRUST ADVISORY COMMITTEE TRUST FUND EXPENDITURE FY22

VOTED: “that, the Trustees Finance and Audit Committee recommend 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 two hundred forty thousand dollars and no cents (\$240,000) to support the Fellowes Athenaeum Trust Fund Programmatic Plan for FY22 as recommended by the Fellowes Athenaeum Trust Advisory Committee and to be presented at an upcoming meeting.”



D. Review of delegation of certain contract approvals for recommendation to the Board of Trustees

VOTED: “that, the Trustees Finance and Audit Committee recommend 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 2021 and September 2021 to the Finance and Audit Committee.”

E. Vote to the Delegation of Research Collection Consultant Contract

VOTED: “that, the Trustees Finance and Audit Committee recommend that the Trustees of the Public Library of the City of Boston delegate approval of the Research Collection Consultant Contract to the Finance and Audit Committee due to the timing of the vote needed to award.”




F. Vote to Recommend Approval of contract for Research Collection Space & Storage Study

VOTED: “that, the Trustees Finance and Audit Committee recommend that the Trustees of the Public Library of the City of Boston authorize a contract in the amount of \$171,178.00 (one hundred seventy one thousand, one hundred seventy eight dollars) with Perry Dean Rogers Partners Architects, 177 Milk Street, Seventh Floor, Boston, MA 02109, the most highly advantageous vendor, for the study and analysis of the Research Collection Space and Storage per the Request for Proposal (“RFP”) specifications.”

G. Fine Forgiveness

VOTED: “that, the Finance and Audit Committee recommend that the Trustees of the Public Library of the City of Boston authorize the President of the Boston Public Library to implement any and all policy changes to permanently waive and eliminate late fines on all regular library materials, in concert with Mayor Janey’s FY22 City of Boston Operating Budget.”



Proposed Schedule of F&A Committee 2021–2022

Locations are to be decided

* Tuesday, September 21, 2021, 8:30 a.m.

* Tuesday, November 9, 2021, 8:30 a.m.

* Tuesday, January 11, 2022, 8:30 a.m.

* Tuesday, March 8, 2022, 8:30 a.m.

* Tuesday, May 10, 2022, 8:30 a.m.

**Meetings are subject to change dates/times*



PUBLIC COMMENT

** PUBLIC MAY SIGN UP TO GIVE PUBLIC COMMENT VIA THE “CHAT “*

** PARTICIPANTS WILL BE CALLED IN THE ORDER THEY ARE RECEIVED*

** YOUR MIC WILL BE UNMUTED & ALLOWED 2 MINUTES TO SPEAK.*

**PLEASE LEAVE YOUR CONTACT INFORMATION AT SIGN UP TO ALLOW FOR ANY FOLLOW UP (THIS IS NOT VIEWABLE TO THE PUBLIC)*

