



# PERFORMANCE OVERSIGHT HEARING

FY2016 AND FY2017 YTD

2017  
February 22

John A. Wilson Building



February 22, 2017

Councilmember David Grosso  
Chairperson, Committee on Education  
Council of the District of Columbia  
1350 Pennsylvania Avenue, NW, Suite 116  
Washington, DC 20004

Dear Councilmember Grosso,

Thank you for the courtesy of making your questions available in advance of the Library Performance Oversight Hearing scheduled for 10:00 a.m. on Wednesday, February 22, 2017 in Room 412 of the John A. Wilson Building.

Responses to the questions are enclosed in this booklet and divided into sections for ease in reading. I look forward to meeting with you and other members of the Committee on Education to respond to these and any other questions you may have.

Together with Gregory McCarthy, President of the Board of Library Trustees, and all members of the Board, we thank you for your support. We look forward to working with you and members of the Committee to continue the transformation of the District's public library system into one of the best in the nation.

Sincerely,

Richard Reyes-Gavilan  
Executive Director



**DISTRICT OF COLUMBIA PUBLIC LIBRARY**  
**Performance Oversight Hearing**  
**FY2016 and FY2017 YTD**  
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# **DISTRICT OF COLUMBIA PUBLIC LIBRARY**

## **Performance Oversight Hearing**

### **FY2016 and FY2017 YTD**

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#### **A. LIBRARY PROGRAMMING**

1. Provide a description of all programs currently offered by the Library. In your response, include the following:
  - a. A narrative description of each program;
  - b. A list of the libraries in which the program is offered;
  - c. The number of sessions of each program that were held, if applicable, broken down by library;
  - d. The number of individuals enrolled in each program, or the number of individuals that took part in each session of a program; and
  - e. The employee responsible for the implementation and oversight of the program.

**TAB A – 1**

2. Did DCPL expand hours at any branch locations during FY16 or to date in FY17? Please list each branch where hours were expanded, with associated personnel cost. If the library did not expand hours at branch locations, does the Library recommend expanding hours at branch locations? If so, which locations and why?

**TAB A – 2**

3. Has the Library added any additional services or conducted additional outreach to seniors in the last fiscal year? Has the library provided any services to nursing homes in FY16 and FY17 to date?

**TAB A – 3**

4. Provide an update on the summer reading program run by the Library. In your response, include the number of individuals enrolled in the program in FY16, any changes made to the program in FY16 or to date in FY17, and the results/outcomes from the program. In particular, note the number of participants in the adult summer reading program.

**TAB A – 4**

5. Provide an update on the Adult Literacy Resource Center run by DCPL. In your response, include the number of individuals enrolled in the program in FY16 and to date in FY17 and the number of GED practice tests administered. Also include the attendance at Teacher Training Workshops administered by the program in FY16 and to date in FY17.

**TAB A – 5**

6. Provide an update on DCPL's early childhood literacy campaign, Sing Talk and Read (STAR). In your response, include the number of caregivers reached in FY15, FY16, and FY17 to date; how DCPL promotes this campaign; the number of participants in STAR programs; and plans for the future.

**TAB A – 6**

7. How has the usage of library meeting rooms in FY16 and in FY17 to date compared with usage in FY15? How frequently are meeting rooms used after library hours?

**TAB A – 7**

8. Describe the Labs at MLK, and any associated programming. Who are the target populations for use of the Labs at MLK? How do the Labs support workforce development and adult continuing education? Will the Labs be transferred to interim space during the MLK modernization? If so, please provide the location, the number dedicated staff, and any changes to programming.

**TAB A – 8**

9. Provide an update on the partnership between DCPL and D.C. Public Schools (DCPS) for the two agencies to conduct shared technical services with DCPL providing library services to individual schools within DCPS. Describe any challenges associated with implementing the program. Please provide an update on ways DCPL has explored working with D.C. Charter Schools to provide these services.

**TAB A – 9**

10. Provide an update on the implementation of the Books from Birth initiative. Has the Library encountered any challenges implementing the program? Please describe the registration and verification process for the program. Provide statistics on the program including the number of children enrolled, the number of books distributed in FY16 and FY17 to-date, and anticipated growth in the program. Was funding adequate to support Books from Birth in FY16 and FY17 to-date? What agencies does the library work with to administer Books from Birth? Describe challenges working with these agencies, if any.

**TAB A – 10**

11. Provide an update on the library's authority to raise and retain revenue. How much money was the library able to raise and retain in FY16 and to-date in FY17? How will the revenue be spent? Do any other policies need to be altered to maximize the benefit of this authority?

**TAB A – 11**

12. Provide an update on the creation of an Oral History Project at DCPL to-date in FY17.  
**TAB A – 12**

## **B. CIRCULATION AND ACQUISITION**

13. What are the current circulation statistics? Provide FY14, FY15, FY16 and to date in FY17, in a comparison chart, by type and by location. In locations where circulation has trended downwards, indicate what new measures have been taken to encourage community engagement and usage of library resources.  
**TAB B – 13**
14. Please provide circulation or download statistics for digital collections for FY14, FY15, FY16 and to date in FY17, broken down by category of media (e.g. books, magazines, video, periodicals, etc.) if possible.  
**TAB B – 14**
15. What future trends in circulation does the Library expect? How is the Library adapting to meet any expected changes? What additional funding may be required to meet future circulation trends?  
**TAB B – 15**
16. Were funds adequate in the circulation budget for FY16 and to-date in FY17? If not, please explain.  
**TAB B – 16**

## **C. TECHNOLOGY**

17. Identify all electronic databases maintained by the Library, including the following:  
a. A detailed description of the information tracked within each system;  
b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system;  
c. Whether the public is granted access to all or part of each system.  
**TAB C – 17**
18. What staff workshops were provided by DCPL to educate residents on the availability and use of electronic materials in FY16 and FY17 to date? What changes in the availability of electronic resources have occurred in the last fiscal year?  
**TAB C – 18**
19. Describe the Center for Accessibility, including its purpose, goals, and targeted populations. How many patrons were served by the Center for Accessibility Department in FY16 and FY17 to date? Has the library conducted computer classes for seniors in the last fiscal year? If so, how many participants were there?  
**TAB C – 19**

20. Provide an update on the computer training programs offered by DCPL. How many people attended computer classes during FY16 and FY17 to date? How many public access computers are now offered by DCPL? Does the number of public access computers meet demand? Does the number of training programs offered by DCPL meet demand?

**TAB C – 20**

21. Provide an update on efforts to implement network upgrades in FY16. Has all of the aging network equipment, including switches and routers, been upgraded or replaced? If not, please explain the remaining work.

**TAB C – 21**

22. Is staff adequately and regularly trained on technology and technology upgrades?

**TAB C – 22**

## **D. FACILITIES, FACILITY PLANNING AND CAPITAL PROJECTS**

23. List the branch libraries that have not yet been renovated or modernized. What are the current plans regarding the remaining branch libraries? Provide updates on branch libraries currently in the Capital Improvement Plan. Include updates on planning, community engagement, and estimated construction timelines.

**TAB D – 23**

24. Has the library explored public private partnerships for remaining branch renovations? If so, which branches? How would a public private partnership add value to a branch library? Are there any challenges with public private partnerships for branch renovations?

**TAB D – 24**

25. Does the library have any plans for future expansion, or the addition of new branches? Would new branches be similar to current branch libraries, or modeled differently? Has the library explored public private partnerships for new branch locations? How would a public private partnership add value to a new branch location? Are there any challenges with public private partnerships for new branch locations?

**TAB D – 25**

26. Provide an update on the plans to renovate the central library, MLK Jr. What is the timeline for design to be completed? When will construction begin? What are the plans for one or several interim spaces? Where will the Center for Accessibility be located during renovation? Where will the Washingtoniana Collection be located during renovation? Please list all services that will continue in interim space, with a crosswalk of staff and associated cost for each location. Please provide the estimated construction timeline.

**TAB D – 26**

27. Discuss any lifecycle planning that has occurred for DCPL capital projects to inform maintenance and return on investment calculations. Are lifecycle plans developed for new capital projects? Please provide summaries of any completed lifecycle plans for capital projects completed in FY16 or scheduled for completion in FY17.

**TAB D – 27**

28. How does the Library budget for maintenance, both in capital and operating dollars? Was the maintenance budget (both capital and operating) sufficient in FY15 and FY16 and to date in FY17?

**TAB D – 28**

29. Provide a current list of all properties supported by the DCPL budget. Indicate whether the property is owned by the District or leased and which agency program utilizes the space. If the property is leased, provide the terms of the lease. For all properties provide an accounting of annual fixed costs (i.e. rent, security, janitorial services, and utilities).

**TAB D – 29**

30. Do the facilities owned or operated by DCPL meet current ADA requirements? If not, describe the facilities and situations that do not comply.

**TAB D – 30**

31. Provide the capital budget for DCPL and all programs under its purview during FY16 and FY17, including amount budgeted and actual dollars spent. In addition, provide:
- An update on all capital projects undertaken in FY16 and FY17.
  - Whether capital projects undertaken in FY16 or FY17 had an impact on the operating budget of the agency? If so, provide an accounting of such impact.
  - A description regarding how the agency decided the FY16 proposed capital budget and the sequencing of projects.

**TAB D – 31**

## **E. COMMUNITY ENGAGEMENT AND OUTREACH**

32. How has DCPL received feedback from guests in FY16 and to date in FY17? Has the Library adopted any new ways to solicit feedback from guests in the last fiscal year? In your response, include the most frequently received feedback and how that feedback facilitated a change in programs or practices.

**TAB E – 32**

33. Has the DCPL's use of social media changed in the last fiscal year? How did social media impact library operations or community engagement in FY16 or to date in FY17?

**TAB E – 33**

34. Has DCPL changed its community engagement practices for capital projects in the last fiscal year? If so, how? What changes to ongoing capital projects have resulted from community input?

**TAB E – 34**



35. The following questions are related to “Friends of the Library” organizations:
- a. Have any new “Friends of the Library” organizations been formed in the last fiscal year?
  - b. How much funding did DCPL receive from the support of the Friends in FY16 and FY17, to date?
  - c. What kinds of programs have been made possible through the participation of the Friends?

**TAB E – 35**

36. How much funding from the Foundation did DCPL receive in FY16 and FY17, to date? For what purpose were those funds used?

**TAB E – 36**

37. Outline the structure and management of the DCPL Foundation.

**TAB E – 37**

38. How many volunteers does the DCPL currently have? Have there been any changes in the last fiscal year to the selection and training process for volunteers?

**TAB E – 38**

- 39A. Describe any efforts undertaken by DCPL in FY16 and to date in FY17 to identify and engage corporate partners to enhance the operations and collections of the library. In your response, identify if any new corporate partnerships were established in the last fiscal year and any new efforts to reach out to corporations. Also identify any corporations that DCPL believes could or should be approached in the next fiscal year for potential partnerships.

**TAB E – 39A**

## **F. PERSONNEL**

- 39B. What is the typical staffing at a branch library? Provide the number of staff assigned to each library, including job titles.

**TAB F – 39B**

40. Is staff adequately supported with sufficient training and employee development programming? Please describe the existing training and employee development program, the number of staff who have went through training and employee development in FY16 and FY17 to date. Has the library examined best practices from other jurisdictions regarding training and employee development? Were funds sufficient for training and employee development in FY16 and FY17 to date? If not, please describe how much funding is needed for the library to sufficiently provide training and employee development, and how it would be used.

**TAB F – 40**

41. How will staff from MLK be distributed during the MLK modernization? After the MLK modernization is complete, will DCPL have sufficient staff to operate full programming at all Library locations?

**TAB F – 41**

42. Are all branch libraries currently sufficiently staffed to accommodate staff absences due to illness, vacation, or extended leaves of absence? Have such absences resulted in reduced service or unplanned closures in the last fiscal year? How have staff absences affected the Library's budget in FY16 and to date in FY17? How has the overall staffing level changed in the last fiscal year?

**TAB F – 42**

43. Has DCPL changed their policies with regard to hiring District residents in the last fiscal year? What is DCPL's compliance rate for the *First Source* and *Apprenticeship* program requirements? How was this compliance monitored and evaluated in FY16 and FY17, to date?

**TAB F – 43**

44. Has the agency adhered to all non-discrimination policies in regards to hiring and employment?

**TAB F – 44**

45. Have there been any allegations that the agency has violated hiring and employment nondiscrimination policies in FY16 or to date in FY17? If so, what steps were taken to remedy the situation or ensure that the violation does not occur in the future?

**TAB F – 45**

46. Provide a narrative description of the security personnel and procedures currently utilized by the Library. Emphasize any changes in the security situation that have occurred within the last fiscal year. At a minimum, include:
- a. The number of library security guards currently employed by DCPL;
  - b. The number of vehicles currently associated with DCPL security;
  - c. New security initiatives or technologies instituted in FY16 and to date in FY17; and
  - d. Any continuing areas of concern as it relates to Library security.

**TAB F – 46**

## **G. GOVERNMENT MANAGEMENT AND OVERSIGHT**

47. Provide an update on the strategic planning process for the Library system. How will the strategic plan impact staffing models? How will the strategic plan impact facilities plans and future facilities planning? How will the strategic plan use data throughout the planning process? Does the Library have all of the resources necessary to develop and implement its strategic plan?

**TAB G – 47**

48. Discuss any changes made in the last fiscal year to the Library's emergency management process or its receipt of information about emergencies from the District and/or the Homeland Security and Federal Emergency Management Agency.

**TAB G – 48**

49. Provide an updated list of each branch library within DCPL that includes the following, if available:
- a. Name of the library;

- b. Head librarian;
- c. Hours of operation;
- d. Unique programs, offers, or collections;
- e. Contact information; and,
- f. President of the Friends Group.

**TAB G – 49**

50. Describe any partnerships or collaborations currently underway between DCPL and other District government agencies. In particular, point out any new partnerships or collaborations developed, planned, or implemented over the last fiscal year. Include the following agencies:
- a. DC Public Schools;
  - b. DC Public Charter Schools;
  - c. DC Department of Parks and Recreation;
  - d. DC Department of Employment Services;
  - e. DC Office on Aging;
  - f. DC Department of Human Services;
  - g. Department of Health;
  - h. Department of Behavioral Health;
  - i. Office of the Chief Technology Officer; and
  - j. University of the District of Columbia and UDC Community College

**TAB G – 50**

51. Provide an update on DCPL's offering of library services at the D.C. Jail including staffing and the state of the collection.

**TAB G – 51**

52. Is there a development plan to raise private funds to support the library for operations, capital projects, or collections? If so, provide a copy of the development plan.

**TAB G – 52**

53. How much money was raised or received through private donors and donations in FY15, FY16 and to date in FY17? Provide a breakdown of those donations including the source of the donation, total donation value, and intended purpose for each, if specified by the donor.

**TAB G – 53**

54. What existing bequests, trusts, or other gifts does Library have? Provide details about the creation, status, and use of such monies.

**TAB G – 54**

55. Identify all legislative requirements (both local and federal) that the agency lacks sufficient resources to implement properly.

**TAB G – 55**

56. Identify any statutory or regulatory impediments to your agency's operations.

**TAB G – 56**

## **H. BOARD OF TRUSTEES**

57. Provide a list of the Board of Library Trustees' current members. For each member, provide the following:
- a. The member's name;
  - b. When the member's term expires; and
  - c. Attendance record.

**TAB H – 57**

58. Are there any vacancies on the Board? If yes, how long have the positions been vacant?

**TAB H – 58**

59. Provide a list of the Board's meeting dates, times, and locations for FY16 and FY17 to date. If accessible, provide a copy of the minutes from each meeting, any presentations or documents that were presented and discussed, and any current pending action items.

**TAB H – 59**

60. Describe the Board's practices for soliciting feedback from residents. How has resident feedback assisted or impacted the Board's decision-making process in FY16 or FY17 to date?

**TAB H – 60**

## **I. GENERAL QUESTIONS**

61. The Library recently completed the installation of body counters at each of its branch libraries and MLK central library. Please provide an update on the number of visitors to the library, broken down by quarter and location in FY16 and to date in FY17.

**TAB I – 61**

62. Provide a current organizational chart for DCPL and the name of the employee responsible for the management of each office/program. If applicable, provide a narrative explanation of any organizational changes made during FY16 or to date in FY17.

**TAB I – 62**

63. Provide the agency's performance plan for FY16. Did DCPL meet the objectives set forth in the FY16 performance plan? Provide a narrative description of what actions the agency undertook to meet the key performance indicators, including an explanation as to why any indicators were not met.

**TAB I – 63**

64. Provide the agency's performance plan for FY17. What steps has the agency taken to date in FY17 to meet the objectives set forth in the FY17 performance plan?

**TAB I – 64**

65. Provide the following budget information for DCPL, including the approved budget, revised budget, and expenditures, for FY16 and to date in FY17:
- At the agency level, provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object;
  - At the program level, provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object.
  - At the activity level, provide the information broken out by source of funds and by Comptroller Source Group.

**TAB I – 65**

[NOTE: for electronic submission submit raw data - (i.e. CFO data dump)]

66. Provide a complete accounting of all intra-district transfers received by or transferred from DCPL during FY16 and to date in FY17. For each, provide a narrative description as to the purpose of the transfer and which programs, activities, and services within DCPL the transfer affected.

**TAB I – 66**

67. Provide a complete accounting of all reprogrammings received by or transferred from DCPL during FY16 and to date in FY17. For each, provide a narrative description as to the purpose and reason of the transfer and which programs, activities, and services within the agency the reprogramming affected. In addition, provide an accounting of all reprogrammings made within the agency that exceeded \$100,000 and provide a narrative description as to the purpose and reason of the transfer and which programs, activities, and services within the agency the reprogramming affected.

**TAB I – 67**

68. Provide a list of all DCPL's fixed costs budget and actual dollars spent for FY16 and to date in FY17. Include the source of funding and the percentage of these costs assigned to each DCPL program. Provide the percentage change between DCPL's fixed costs budget for these years and a narrative explanation for any changes.

**TAB I – 68**

69. Describe any spending pressures that existed in FY16. In your response provide a narrative description of the spending pressure, how the spending pressure was identified, and how the spending pressure was remedied.

**TAB I – 69**

70. Identify potential areas where spending pressures may exist in FY17. Provide a detailed narrative of the spending pressure, including any steps that are being taken to minimize the impact on the FY17 budget.

**TAB I – 70**

71. Provide a list of all FY16 full-time equivalent positions for DCPL, broken down by program and activity. In addition, for each position note whether the position is filled (and if filled, the name of the employee) or whether it is vacant. Finally, indicate the source of funds for each FTE (local, federal, special purpose, etc.).

**TAB I – 71**

72. How many vacancies were posted for DCPL during FY16? To date in FY17? Which positions? Why was the position vacated? In addition, note how long the position was vacant, what steps have been taken to fill the position, whether or not the position has been filled, and the source of funding for the position.

**TAB I – 72**

73. How many employee performance evaluations were completed in FY16 and how was performance measured against position descriptions? To date in FY17? What steps are taken to correct poor performance and how long does an employee have to correct their performance?

**TAB I – 73**

74. Provide the Committee with the following:
- A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned;
  - A list of employee receiving bonuses, special pay, additional compensation, or hiring incentives in FY16 and to date in FY17, and the amount;
  - A list of the total overtime and workman's compensation payments paid in FY16 & FY17 to date; and
  - A list of travel expenses for FY16 and to date in FY17, arranged by employee. Include the travel schedule (location and purpose of travel) and budget for each member in the agency's executive team, including the agency director.

**TAB I – 74**

75. Provide the following information for all grants awarded to or accepted by DCPL during FY16 and to date in FY17:
- Grant Number/Title;
  - Approved Budget Authority;
  - Expenditures (including encumbrances and pre-encumbrances);
  - Purpose of the grant;
  - Grant deliverables;
  - Grant outcomes, including grantee performance;
  - Any corrective actions taken or technical assistance provided;
  - DCPL program and activity supported by the grant;
  - DCPL employee(s) responsible for grant deliverables; and
  - Source of funds.

**TAB I – 75**

76. Provide the following information for all grants/subgrants awarded by DCPL during FY16 and to date in FY17:
- Grant Number/Title;
  - Approved Budget Authority;
  - Expenditures (including encumbrances and pre-encumbrances);
  - Purpose of the grant;
  - Grant deliverables;
  - Grant outcomes, including grantee/subgrantee performance;
  - Any corrective actions taken or technical assistance provided;
  - DCPL employee/s responsible for overseeing the grant; and

i. Source of funds.

**TAB I – 76**

77. Provide the following information for all contracts awarded by DCPL during FY16 and to date in FY17:
- a. Contract number;
  - b. Approved Budget Authority;
  - c. Funding Source;
  - d. Whether it was competitively bid or sole sourced;
  - e. Expenditures (including encumbrances and pre-encumbrances);
  - f. Purpose of the contract;
  - g. Name of the vendor;
  - h. Contract deliverables;
  - i. Contract outcomes;
  - j. Any corrective actions taken or technical assistance provided; and
  - k. DCPL employee/s responsible for overseeing the contract.

**TAB I – 77**

78. Provide the following information for all contract modifications made by DCPL during FY16 and to date in FY17, broken down by agency program and activity:
- a. Name of the vendor;
  - b. Purpose and reason of the contract modification;
  - c. Employee/s responsible for overseeing the contract;
  - d. Modification cost, including budgeted amount and actual spent; and
  - e. Funding source.

**TAB I – 78**

79. Provide the following information for all purchase card transactions during FY16 and to date in FY17:
- a. Employee that made the transaction;
  - b. Transaction amount; and
  - c. Transaction purpose

**TAB I – 79**

80. Provide copies of any investigations, reviews or program/fiscal audits completed on programs and activities within DCPL during FY16 and to date in FY17. This includes any reports of the DC Auditor or the Office of the Inspector General. In addition, provide a narrative explanation of steps taken to address any issues raised by the program/fiscal audits.

**TAB I – 80**

# **A. LIBRARY PROGRAMMING**

## **TABS A1 – A12**



## LIBRARY PROGRAMMING

### Question Number 1

**Provide a description of all programs currently offered by the Library. In your response, include the following:**

- **A narrative description of each program;**
- **A list of the libraries in which the program is offered;**
- **The number of sessions of each program that were held, if applicable, broken down by library;**
- **The number of individuals enrolled in each program, or the number of individuals that took part in each session of a program; and**
- **The employee responsible for the implementation and oversight of the program.**

The DC Public Library supports children and adults with books and other library materials that foster success in school, reading and personal growth. DC Public Library includes a central library and 25 neighborhood libraries that provide services to children, youth, teens and adults. Most library buildings are flexibly designed to accommodate a wide variety of programs that support community education. In addition, the Library continues to reach residents in non-traditional settings that include schools, restaurants, houses of worship, and online.

DC Public Library tracks program offerings and services based on these areas and not by individual programs offered. In FY16, the library offered 13,949 programs attended by 317,699 people. All library programs are planned and implemented through the public services division, directed by Manya Shorr.

#### **Children, Youth and Teens**

The library holds programs for children of all ages. Here are key FY16 program statistics and highlights of core children, youth and teen programs.

##### *Program Statistics – FY16*

<b>Program Type</b>	<b>Number of Programs</b>	<b>Program Attendance</b>
Children and Youth <i>Ages birth-12 Years</i>	8,038	240,215
Teens <i>Ages 13-19 Years</i>	1,204	7,343
Class Visits to the Library	828	20,976

##### *Program Highlights*

**Author Events:** The library was able to bring in high-profile children's book authors, including Marcus Zusak, Matt de la Peña, and Bryan Collier to inspire young readers. The programs were implemented with support from D.C. public and public charter schools, with hundreds of youth attending each event.

**Eat Smart/Move More Program:** In partnership with the Department of Health, the library added nutrition education workshops to the summer meals distribution program. Workshops were held at six libraries in Wards 7 and 8 during summer 2016.

**NSO in Your Neighborhood:** The library continued its partnership with the National Symphony Orchestra's *NSO in Your Neighborhood* program. The 2016 program took place in Penn Quarter, and the library hosted multiple programs, including a co-presentation by NSO musicians and long-time library partner Words, Beats, and Life.

### Meeting Spaces

The Library offers free meeting space for community groups and residents. Space is also used for library programs and partnership activities. Below are key FY16 statistics highlights that showcase how the library serves as a community space.

#### *Community Meeting Statistics – FY16*

Number of Meetings	Meeting Attendance
16,461	185,212

(Note: In FY16, the library implemented a new tracking system that counts based on actual meetings and attendance, rather than projected which is how the library reported the data in previous years.)

### Books and Other Library Materials

DC Public Library offers programs to showcase the books and other library materials available at the library from book clubs to author talks to e-reader clinics. Below are some program highlights.

#### *Author Talk Highlights*

- **Sherman Alexie:** Mr. Alexie shared his new children's book *Thunder Boy, Jr.* with a group of fans.
- **Kwame Alexander:** Mr. Alexander shared his latest book *Surf's Up* and kicked off the Summer Reading program at the Francis Gregory Neighborhood Library.
- **Summer Reading Signature Author Series:** The library sponsored a signature author series for the first time this year and featured Matt de la Pena, Angela Flournoy, and Bryan Collier.
- **Jane Mayer:** Former staff writer for *The New Yorker*, Ms. Mayer talked about her new work, *Dark Money*.

### Computer Classes/Technology

The DC Public Library is the largest supplier of free public computers and Internet in the District which help bridge the digital divide. The library provides training and access to technology in a number of ways. Below are some key FY16 statistics and program highlights.

#### *Computer Access Statistics – FY16*

Number of Computer Classes	Public Computer Sessions
1,629	981,495

#### *Computer Training Highlights*

- **Digital Commons:** The Digital Commons in the Martin Luther King Jr. Memorial Library continued to offer key services in FY16, including CAD, python, Intro to InDesign, Intro to self-publishing and book printing, and more.
- **Fabrication and Studio Labs:** Advanced technology offerings continued to expand with the offerings of the Fabrication and Studio labs, where customers have access to more advanced fabrication technology. Classes now include 3D print certification, 3D scanning, laser cutting, video production, and more.
- **Digital Drop-In Classes:** Most locations offered drop-in workshops where users are given one-on-one training on how to use their tablet, e-reader or other device and how to download library materials.

### Adult Literacy and Learning

DC Public Library offers a variety of programs for adults to enhance their literacy skills. Here are key FY16 statistics and program highlights.

*Adult Programming Statistics – FY16*

Number of Programs for Adults	Program Attendance
3,879	49,165

*Adult Programming Highlights*

**Neighborhood Legal Services Program (NLSP):** The DC Public Library and NLSP continued their partnership with funding from a One City grant and additional funding from the Institute of Museum and Library Services. Through this partnership, District residents have access to free legal services geared towards removing legal barriers to employment. This has included workshops being offered in library locations across the District on topics such as discrimination, child and custody support, and knowing workplace rights. More than 200 people were served by this program in FY16. NLSP secured funding from the Legal Services Corporation to expand this program to two additional locations and operate with full funding for another two years.

**DC Author Festival:** In October 2016, the library held its third DC Author Festival, celebrating the work of D.C.-based authors. The festival included an exhibit hall and scheduled book readings. Local authors networked and participated in workshops on marketing and publicity to expand their professional knowledge, and heard from best-selling authors Carolyn Parkhurst and Wil Haygood. More than 60 D.C. authors participated with about 700 people attending.

**DC Reads: Democracy:** This year DCPL took a different approach to the DC Reads series. Previous programs had been in the model of “one city, one book” where District residents read the same book together. This year we produced a thematic selection of 12 books in a series called *DC Reads: Democracy*. This series focused on four different ways to explore and engage with American democracy: American Politics, Unconventional History, Contemporary Challenges, and Stories and Allegories. Libraries around the city engaged their communities with unique and challenging reads that opened discussions on our democratic system. <http://dclibrary.org/dcreads>

**Small Business Development:** Through two high profile partnerships the library hosts two monthly training programs for small business development. Howard University’s D.C. Small Business Development Center offers well attended programs that introduce entrepreneurs to the business planning process. The library’s partnership with the D.C. Regulatory Authority has brought in regulatory agents to discuss the city’s business licensing and permitting process so that new businesses are fully compliant upon opening. Each of these programs brings in around 30 prospective entrepreneurs each month.

**Cross Talk: The Merchant of Venice:** In partnership with the Folger Shakespeare Library the library hosted a series of five discussions on *The Merchant of Venice*. Shakespeare experts from Folger provided historical context and anecdotes to each discussion, and all participants were given a critical edition of the play courtesy of Folger. This program was sponsored by the National Endowment for the Humanities.

**People and Stories/Gente y Cuentos:** In fall 2016 DC Public Library began a pilot program to offer short story discussions using the *People and Stories* model. People and Stories is a method of critical reading and discussion that engages people who have little to no background in literature analysis. In this program a librarian facilitator reads a short story aloud and then leads an open discussion of the piece. These programs have been offered at the Harriet Tubman Women’s Shelter, the Bernice Fonteneau Senior Wellness Center, Miriam’s Kitchen, and the Center for Accessibility.

## **LIBRARY PROGRAMMING**

### **Question Number 2**

**Did DCPL expand hours at any branch locations during FY16 or to date in FY17? Please list each branch where hours were expanded, with associated personnel cost. If the library did not expand hours at branch locations, does the Library recommend expanding hours at branch locations? If so, which locations and why?**

DC Public Library did not increase hours in FY16 or to date in FY17. Being open as many hours as possible is a priority for the Library. The number of hours the libraries are open has a direct correlation to the number of personnel needed to fully staff each location. The number of hours the libraries are open increases the opportunities for D.C. residents to use the many valuable programs and services offered.

As a part of the MLK Library interim services plan after the central library closes, the Library will use MLK Library staff to expand hours at the neighborhood libraries on Thursday mornings opening at 9:30 a.m. This will increase open hours in the neighborhood locations by a total of 87.5 hours every week (3.5 hours in each location) during the three years the MLK Library is closed.

When the MLK Library re-opens, branch libraries will return to their existing hours which includes being closed on Thursday mornings. Ultimately, DC Public Library would like residents to have access to all 26 libraries 66 hours per week, just as they currently do at the MLK Library including being open Thursday mornings system-wide.

## **LIBRARY PROGRAMMING**

### **Question Number 3**

#### **Has the Library added any additional services or conducted additional outreach to seniors in the last fiscal year? Has the library provided any services to nursing homes in FY16 and FY17 to date?**

In FY16, the DC Public Library continued its partnership with the D.C. Office on Aging (DCOA) to implement regular site visits to the six DCOA Wellness Centers and to make library services accessible through the At-Home Readers program. Programming included short story discussion groups, American Sign Language training, memoir writing, book clubs, and a class on preserving family stories through recorded oral histories. Additional staff have been trained in senior programming for expansion of these programs in FY17.

The DC Public Library continues to offer programs and services that benefit seniors including large print books, audiobooks, and Closed Caption TV and magnification devices on public computers, to name a few. The library has a wide range of programs targeted for adults of all ages, and holds many programs specifically for seniors. These include film and book discussion groups, low impact exercise classes such as Tai Chi and Yoga, computer classes, writing workshops, and one-on-one technical assistance with a librarian.

Many seniors are served through the Center for Accessibility at the Martin Luther King Jr. Memorial Library, which helps the deaf community, visually impaired, older adults, veterans and injured service people better use library resources. Through the Center for Accessibility, the library offers the LSTAR program (Library Services to At-Home Readers). This service allows housebound users to borrow most library materials including: books, audio books, DVDs and music. For qualifying individuals, the library will mail selected materials to the user's home at no cost, and will include a package for return shipping.

The library does outreach to seniors across the District by attending festivals, ANC meetings, civic association meetings, places of worship and other events to promote library services. The library targets outreach to senior homes and villages in several neighborhoods across the city including Bellevue, Benning Road, Chevy Chase, Fort Totten, Glover Park, Georgetown, Northwest One/NoMa, and West End. These efforts include a combination of introduction to library services and programs, discussion groups, health information research, and general technology training.

In October 2016, the Library implemented a new internal reporting system that captures more detail about library programs including targeted or intended audience. Amongst other data collected, this will enable the library to identify how many of the adult-focused programs are designed specifically for seniors.

## LIBRARY PROGRAMMING

### Question Number 4

**Provide an update on the summer reading program run by the Library. In your response, include the number of individuals enrolled in the program in FY16, any changes made to the program in FY16 or to date in FY17, and the results/outcomes from the program. In particular, note the number of participants in the adult summer reading program.**

The DC Public Library's Summer Reading program is the largest summer reading program in the District working to prevent "summer slide," or the loss in reading comprehension skills for students that can occur during summer vacation. In summer 2016 the library made two significant changes:

1. Shifted focus from registration to *completion* - emphasized genuine participation and focused on participants meeting reading goals. In summer 2016 43 percent of program registrants completed the program, up from 32 percent in 2015.
2. Expanded the online reading log option to all age groups (previously only available for teens and adults). Participants could track their reading online and earn badges for specific milestones. This also gives the library greater insight into participation trends, including being able to share the number of participants per school with D.C. Public Schools and the D.C. Public Charter School Board.

Over the course of the summer, 1,118,838 people came into the library, and staff connected with 32,880 people at outreach events. The Department of Parks & Recreation supported Summer Reading by sending program details to the family of every registered summer camp participant, as well as to camp counselors.

In addition to the reading incentive program, the library offers a variety of summer learning opportunities. In 2016, this included the continuation of the Science in the Summer STEAM - Science, Technology, Engineering, Arts and Math - program sponsored by GlaxoSmithKline (12 locations) and the continued expansion of the Maker Month program across the District. WHUT again partnered with the Anacostia Neighborhood Library to offer a week-long Odd Squad summer camp focused on teamwork, problem solving, and creativity.

Following the successful 2015 pilot, the library again offered a summer learning experience targeted towards teens, working with Words, Beats & Life to offer two-week intensive sessions designed to explore literary methods and concepts through popular music.

The library again participated in the Marion S. Barry Summer Youth Employment Program (49 participants across all locations) and the Summer Meals program (11 locations).

#### Summer Reading Registration

	Birth-5	6-12	13-19	20+	Total
<b>FY2014</b>	6,723	11,306	2,061	1,775	21,865
<b>FY2015</b>	7,675	17,144	1,383	1,862	28,064
<b>FY2016</b>	5,532	10,184	2,889	4,842	23,447

### Summer Reading Completions

	Birth-5	6-12	13-19	20+	Total
<b>FY2014</b>	2,161	3,548	553	433	6,695
<b>FY2015</b>	2,249	5,144	615	984	8,992
<b>FY2016</b>	2,501	4,415	1,584	1,517	10,017

### 2016 Program Highlights

**Signature Speaker Series:** The Federation of Friends of the DC Public Library supported a series of author talks, bringing in esteemed authors Bryan Collier, Matt de la Pena, Angela Flournoy, and Jane Mayer. More than 400 people attended the Signature Speaker Series.

**Teen Volunteers:** The library recruited and trained teen volunteers to promote summer reading at Anacostia, Bellevue (William O. Lockridge), Mount Pleasant, and Tenley-Friendship libraries and registered participants throughout the summer.

**Bookseller Rivalry:** The library encouraged a battle of the books on social media among D.C.'s booksellers. Staff from bookstores across the city signed up for Summer Reading to prove they had the "readingest" workplace in D.C.

## **LIBRARY PROGRAMMING**

### **Question Number 5**

**Provide an update on the Adult Literacy Resource Center run by DCPL. In your response, include the number of individuals enrolled in the program in FY16 and to date in FY17 and the number of GED practice tests administered. Also include the attendance at Teacher Training Workshops administered by the program in FY16 and to date in FY17.**

The Adult Literacy Resource Center (ALRC) at the DC Public Library encourages potential adult learners to study by providing instructional, informational, and leisure reading materials; access to computers; knowledgeable information and referral; a drop-in adult learning lab for skill assessments and assisted learning; English conversation circles; and targeted programs such as book discussions.

To foster professional development, the Center provides tutors, teachers, and program managers with materials, technical assistance, and training opportunities. The Center works with numerous literacy providers, city agencies, and groups to promote literacy and provide specialized literacy-related services.

FY16 is the first full year that the adult computer class program at the MLK Library was part of the Adult Literacy Resource Center, to better align computer and digital literacy skills within the larger context of adult education. For example, in FY16, the library piloted the NorthStar Digital Literacy Assessment as a tool for users to assess skills and earn basic digital literacy certifications that are respected in the workplace and crucial to navigating the new computerized GED. Another FY16 highlight is the dramatic increase in Conversation Circle participation, which doubled from just under 2,000 to more than 4,000. The bump in numbers is attributed to posting the programs on Meetup, which proved to be a highly effective recruitment tool, and to a successful new weekly program, in partnership with the National Portrait Gallery.

### **FY16 & FY17 to date (October 2016 - January 14, 2017)**

In December 2013, the national GED Testing Center retired the 2002 version of the GED Test. In January 2014, a new, computerized version of the GED Test was introduced. The new test is substantially different and more difficult. The ALRC replaced its administrations of the old practice test with the GED Academy Skill assessments and initiated a drop-in adult learning lab which is open five days a week and provides GED skills assessments and CASAS appraisals as well as face-to-face and computerized assisted learning. Those below the adult secondary skill level are referred to city ABE and GED programs. For those ready to study for the GED and/or take the official GED Practice Test, now called the GED Ready, the ALRC provides pre-paid vouchers. The GED Ready costs \$6.00 per test; \$24 for the entire test if taken on a private computer or in a non-subsidized location. The GED Program Office at OSSE provides pre-paid vouchers for individual GED Ready tests.

• GED Academy Assessments: Math, Reading, Science, Social Studies	199
• Adult Learning Lab visits	1,075
• Professional Development Attendance	165
• Referrals to Adult Literacy Instructional Programs	2,222
• Questions about high school completion and GED tests	2,757
• English Conversation Circles	4,451
• Book discussions for adult learners	341



## **LIBRARY PROGRAMMING**

### **Question Number 6**

**Provide an update on DCPL's early childhood literacy campaign, Sing Talk and Read (STAR). In your response, include the number of caregivers reached in FY15, FY16, and FY17 to date; how DCPL promotes this campaign; the number of participants in STAR programs; and plans for the future.**

The Sing, Talk and Read (STAR) program has two key objectives:

1. Increase broad awareness among parents and caregivers of the importance of singing, talking, and reading to very young children, especially babies.
2. Develop the skills of parents and caregivers to incorporate singing, talking, and reading activities into their daily lives.

**Increase broad awareness among parents and caregivers of the importance of singing, talking, and reading to very young children.**

The library has secured partnerships with numerous non-profit groups and D.C. agencies that provide direct service to residents throughout target wards (wards 1, 5, 7, 8, and parts of 6), including Capital Area Food Bank, Children's National Hospital, Unity HealthCare, United Planning Organization, DC Promise Neighborhood Initiative, and Mary's Center. These groups assist in a variety of ways including:

- displaying and distributing information to their constituents;
- sharing information with employees;
- airing the STAR public service announcement on in-house TVs (in waiting rooms, for example);
- hosting STAR story times and workshops;
- promoting and signing children up for Books from Birth; and
- hosting registration drives for Books from Birth.

Advertisements appear on transit (rail and bus), print, radio, online, and cinemas. Library staff distribute materials at events, such as the My School DC Education Festival, and other neighborhood events. Volunteer street teams distribute STAR materials at festivals, farmers markets, shopping areas, and Metro stops around the city.

The library is expanding the STAR Champions, a group of community leaders who are passionate about early childhood education. Volunteers serve as spokespeople for the early literacy campaign in their communities and across the city. Speakers receive a brief training and agree to attend a minimum of two community events to speak about the importance of early literacy and/or distribute materials. These events may include speaking at local churches or civic association meetings, asking a local business to display information about STAR, or contacting a neighborhood daycare center. We recently piloted a training with staff in the Library's Facilities Department who expressed an interest in serving as STAR Champions in their neighborhoods.

**Develop the skills of parents and caregivers to incorporate singing, talking, and reading activities into their daily lives.**

In FY16 focus shifted to launch of the Books from Birth, which provides a significant opportunity to connect with parents and talk about practical skills in relation to the books they would be receiving in the home. Since the launch in February 2016, more than 20,000 children have enrolled in the program with more than 129,000 books delivered to the homes of District children.

To ensure that Books from Birth participants keep receiving the STAR message beyond the moment of program registration, the library sends a monthly e-newsletter to registrants with information on how to make best use of these books. This can include:

- early literacy tips with suggestions on how to use the books to engage with their children;
- age appropriate reading recommendations, all linked back to the library's catalog;
- invitations to story times and other free events in neighborhood libraries; and
- information about an opportunity to receive weekly video tips on incorporating singing, talking, and reading into their daily routine.

The library made a significant effort to cross-promote Summer Reading and Books from Births, to ensure that all eligible families were aware of both opportunities.

In addition to reaching caregivers through the monthly email, the Books from Birth program actively engages parents and caregivers where they are. Since January 2016 the program has been to more than 160 festivals, DCPS parent meetings, nonprofit and government agency staff and program meetings, and meeting parents during pickup of their child at their daycare providers. Parents are able to enroll in Books from Birth at these events while learning about STAR and all the ways to get involved in early literacy at their neighborhood library.

Thanks to Books from Birth, the DC Public Library has been able to expand partnerships with other District agencies to encourage early literacy throughout the city. A partnership with the Department of Youth Rehabilitative Services (DYRS) has engaged staff and families of some of the most at risk youth about early literacy and reading.

#### **STAR Parent/Caregiver Workshops FY15, FY16 & FY17 to date**

The library continues to partner with early childhood education centers to provide training on the importance of singing, talking, and reading to very young children, with a focus on practical ways to incorporate those activities in daily life. Workshops are offered to both care providers and parents, and are tailored for each group.

There has been a decrease in traditional STAR workshops as the library has focused on the best way to leverage Books from Birth as part of the STAR model. As described above, with the launch of Books from Birth the library has created new avenues towards parent engagement.

	<b># of workshops</b>	<b># of participants</b>
<b>FY15</b>	50	809
<b>FY16</b>	13	184
<b>FY17 to date</b>	8	55
<b>Totals</b>	70	1,048

#### **Plans for the future of STAR**

The library has engaged a consultant to evaluate the effectiveness of the campaign to date and, is planning a series of focus groups with target audiences. Based on these focus groups and other demographic analysis, the library will refine the campaign and the tactics being employed to deliver the Sing, Talk & Read message.

The DC Public Library will use the relationships created by Books from Birth to introduce new users to neighborhood libraries and the programs they offer. We will also continue to leverage the success and interest generated by the Books from Birth program to develop strong relationships across District agencies. We continue to expand enrollment in the program and are planning registration events at neighborhood businesses, churches, schools and other community gathering places.

## LIBRARY PROGRAMMING

### Question Number 7

**How has the usage of library meeting rooms in FY16 and in FY17 to date compared with usage in FY15? How frequently are meeting rooms used after library hours?**

Library meeting rooms are used for both library programs and community meetings.

Year	Library Program Attendance	Community Meeting Attendance
FY15	327,719	403,126
FY16	317,699	186,212*
FY17-YTD	84,800	52,130

Meeting rooms and library spaces that have been used after hours are infrequent due to costs of staffing and security. When after-hours usage has occurred, it has mostly been for events or programs sponsored by the DC Public Library or in partnership with another organization. Over the past couple of years, we have worked with a few ANC's to allow them to hold their meetings after hours at a couple of neighborhood libraries.

\* A new reporting system was implemented for community meeting attendance and now reflects actual attendance rather than projected attendance. This will cause the attendance numbers to appear to decline over the course of FY16.

## **LIBRARY PROGRAMMING**

### **Question Number 8**

**Describe the Labs at MLK, and any associated programming. Who are the target populations for use of the Labs at MLK? How do the Labs support workforce development and adult continuing education? Will the Labs be transferred to interim space during the MLK modernization? If so, please provide the location, the number dedicated staff, and any changes to programming.**

The Labs at MLK Library encompass five distinct spaces:

- Digital Commons, the library's public access computing space, with more than 60 computers available for use by the public, seven days a week;
- The Dream Lab, a co-working and meeting space for library users and library events and programs;
- The Fab Lab, a makerspace equipped with tools and machinery aimed at prototyping and creation, made available for machine reservations and classes;
- The Memory Lab, a DIY personal digitization and archiving space made available for the public to convert content on obsolete or near-obsolete formats (i.e. VHS, photo prints, audio cassettes) to digital form; and
- The Studio Lab, an audio-visual studio that offers classes and reservable space for the public to use for photo, video and audio recording and editing.

The programming in these five spaces is aimed at improving individuals' information literacy and/or life and workforce skills. That includes classes such as drop-in resume and job help in Digital Commons; to weekly Python coding meetups in the Dream Lab; to laser cutter, 3D printing and sewing workshops in the Fab Lab; to classes on preserving your digital legacy in the Memory Lab; to music editing and mixing basics in the Studio Lab.

The target audiences for The Labs are broad due to the array of services offered. The programming is suitable for individuals with basic skills as well as people who have more advanced skills. There are STEM and crafting classes for families in the Fab Lab; drop-in help clinics and Internet access in Digital Commons for those with basic skills; help to transfer precious memories from VHS to digital format for seniors in the Memory Lab; and opportunities for young professionals to produce their own podcasts in the Studio Lab. The free co-working space is a resource for entrepreneurs and start-ups.

The Labs is the ideal place for residents to advance their job skills and continuing education as there is often something for everyone, from those with established careers or technical knowledge, to those who are learning basic computer skills and are trying to get a job. Basic computer skills and one-on-one job and resume support are offered in Digital Commons with more in-depth training in the computer training classroom (part of the Adult Literacy Resource Center). The dedicated MAC computers with the Adobe Creative Suite, in conjunction with library databases that offer training courses, are a resource to develop advanced skills. The Fab Lab and Studio Lab are also prime spaces for continuing education. Once basic skills are mastered, those spaces offer an opportunity to learn new and emerging technologies on equipment that is often cost-prohibitive for individuals to own.

While the MLK Library is closed for modernization, DCPL will continue to offer The Labs service dispersed across the city and supported by the current complement of staff (13 FTE including the Labs manager). Neighborhood libraries, including the new Library Express location at 1990 K Street, will absorb the demand for public computer and Internet access. A new computer instruction lab is being built as part of the renovated Capitol View Library that opens later this year. Locations for the Fab Lab is still being determined. The Studio Labs will be located at the Shepherd Park (Juanita E. Thornton) Library. The electronic book printing machine will go to Georgetown Library and the Memory Lab will be relocated to a yet-to-be-determined branch or perhaps will rotate amongst two or three branches. We plan to launch

a new mobile makerspace vehicle for classes and outreach later this year. While no major changes to the program offerings are anticipated, quantity and volume of individual programs may change based on the opportunities and limitations of the various sites.

## **LIBRARY PROGRAMMING**

### **Question Number 9**

**Provide an update on the partnership between DCPL and D.C. Public Schools (DCPS) for the two agencies to conduct shared technical services with DCPL providing library services to individual schools within DCPS. Describe any challenges associated with implementing the program. Please provide an update on ways DCPL has explored working with D.C. Charter Schools to provide these services.**

The Library is working closely with D.C. Public Schools to develop plans for ordering school owned collections for DC Public School libraries. This involves close collaboration to develop updated methods for contracting for, and ordering of, school library materials. This work is ongoing as the collaboration has grown over the past year. We have discussed this effort with the Public Charter School Board and are committed to exploring ways to include public charter schools that may wish to work with DCPL to order materials for their school libraries in the future. With this in mind, we are working to establish a flexible contracting vehicle that can accommodate a wide range of orders.

## **LIBRARY PROGRAMMING**

### **Question Number 10**

**Provide an update on the implementation of the Books from Birth initiative. Has the Library encountered any challenges implementing the program? Please describe the registration and verification process for the program. Provide statistics on the program including the number of children enrolled, the number of books distributed in FY16 and FY17 to-date, and anticipated growth in the program. Was funding adequate to support Books from Birth in FY16 and FY17 to-date? What agencies does the library work with to administer Books from Birth? Describe challenges working with these agencies, if any.**

#### **Program Overview**

As of January 12, 2017, 20,723 children have participated in the program with 18,676 currently enrolled and 2,043 that have graduated. Of those currently enrolled, 65 percent are in the program's target areas. A total of 129,170 books have been distributed, 64,113 in FY16 and 83,462 in FY17 to date.

The Books from Birth program saw great success immediately upon launch. Enrollment numbers surpassed original projections as early as a month after the start of the program. As a result, the Mayor provided an additional \$88,000 to fund the program through FY16. The program is fully funded for FY17 which allows the library to continue outreach and partnerships that will help reach the goal to register all eligible children.

Registration can occur in three ways:

1. Online (independent of DC Public Library or partner agency)
2. At an event with the Library or partner agency
3. Via the opt in box on the Department of Health's birth certificate registration form

For all three methods, the child's mailing address is verified through the vendor's U.S. Postal Service verification service both during the initial registration and again when the monthly book order is placed.

The Library has developed a strong relationship with the postal service and as a result books deemed undeliverable are returned to the Library monthly so staff can deliver the books to families. Both the DC Public Library and the Dollywood Foundation are working diligently with the postal service to determine the source of delivery challenges and address any identified issues.

#### **Partnerships**

The DC Public Library has partnered with the Department of Health, the Department of Child and Family Services, the Department of Human Services, the Department of Youth Rehabilitative Services, the Metropolitan Police Department, and the D.C. Housing Authority. All of these partnerships allow the DC Public Library to reach families where they are and directly connect them to Books from Birth.

##### *Child and Family Services*

The Books from Birth team worked with Child and Family Services (CFSA) to train social workers and managers on how to register families for the Books from Birth program. The Library was also represented at two CFSA service fairs. CFSA continues to promote Books from Birth, Winter and Summer Reading, and other exciting library events to families engaged in their services.

##### *Department of Health*

More than 3,500 children have been registered for Books from Birth through the Department of Health's (DOH) birth certificate registration form. The Library also partners with DOH's Safe Sleep and Healthy Start programs to register families.

#### *D.C. Housing Authority*

The Books from Birth team has visited with D.C. Housing Authority residents in wards 7 & 8 to discuss Books from Birth and STAR, and also attended the annual holiday event. Like CFSA, the D.C. Housing Authority continues to promote Books from Birth and a variety of other library programs to families engaged in their services. In 2017, the DC Public Library and the D.C. Housing Authority will partner to bring books to children living in HUD housing through the Book Rich Environment program, a new initiative of Housing and Urban Development and the Department of Education.

#### *Department of Human Services*

As of January 2017, all five DC TANF Offices play STAR and Books from Birth videos in their waiting rooms, along with a monthly calendar of activities at the nearest library and materials about STAR and Books from Birth.

#### *Department of Youth Rehabilitative Services*

The DC Public Library and Department of Youth Rehabilitative Services (DYRS) have designed a partnership that will support DYRS youth in becoming readers and reading mentors for younger children. The initiative also encourages families in DYRS parent support groups to engage with library programs such as STAR and Books from Birth, and to empower young parents to be their child's first teacher.

#### *Metropolitan Police Department*

The Books from Birth team worked with Metropolitan Police Department's Ward 5 & 7 outreach officers throughout Summer 2016 to be at Beat the Streets events as well as pop-up community events at shelters, schools, Metro stations, and other community hotspots.



## **LIBRARY PROGRAMMING**

### **Question Number 11**

**Provide an update on the library's authority to raise and retain revenue. How much money was the library able to raise and retain in FY16 and to-date in FY17? How will the revenue be spent? Do any other policies need to be altered to maximize the benefit of this authority?**

In FY16, and pursuant to the library's authority to raise and retain revenue, the library generated and retained \$106,178. For FY17 to date, the library has raised and retained \$22,960. Primarily, the funds will be spent on payment of expenses associated with those revenue-generating activities such as Passport Office operations and special events. No other policies need to be altered to maximize the benefit of this authority.

## **LIBRARY PROGRAMMING**

### **Question Number 12**

#### **Provide an update on the creation of an Oral History Project at DCPL to-date in FY17.**

The DC Public Library is working with the Humanities Council of Washington, D.C. and the Historical Society of Washington, D.C. on the Oral History project. A work plan has been developed and an oral historian and program officer have been hired.

Project staff have begun a survey of repositories with oral history holdings (the goal is to survey 30 repositories by end of the project); began collecting information on community organizations with active oral history gathering initiatives (goal to identify 15 initiatives by end of project); and started development of a replicable oral history training model to roll out to a corps of volunteer trainers. Shortly, four community meetings will be held to identify likely interviewees and topics, generate interest in the community partnerships funding opportunities for oral history creation, and recruit volunteers to receive training. Preparation of a list of 20 community elders with whom to record interviews is planned as well. An advisory committee is being finalized, whose purpose is to help shape the ongoing program.

**B. CIRCULATION AND ACQUISITION**  
**TABS B13 – B16**

## CIRCULATION AND ACQUISITION

### Question Number 13

What are the current circulation statistics? Provide FY14, FY15, FY16 and to date in FY17, in a comparison chart, by type and by location. In locations where circulation has trended downwards, indicate what new measures have been taken to encourage community engagement and usage of library resources.

CIRCULATION BY LOCATION	FY14	FY15	FY16	FY17 Q1
MARTIN LUTHER KING JR. LIBRARY	553,849	760,767	917,867	220,782
CENTER FOR ACCESSIBILITY	23,742	42,560	23,504	3,871
<b>MLK LIBRARY TOTAL</b>	<b>577,591</b>	<b>803,327</b>	<b>941,371</b>	<b>224,653</b>
ANACOSTIA	61,459	41,850	44,384	8,919
BELLEVUE (William O. Lockridge)	42,666	35,065	35,024	8,015
BENNING (Dorothy I. Height)	83,202	58,523	60,560	12,509
CAPITOL VIEW	49,727	33,416	49,456	7,501
CHEVY CHASE	180,419	149,783	119,972	38,788
CLEVELAND PARK	225,679	207,376	220,182	29,437
DEANWOOD	34,576	22,825	18,854	3,961
FRANCIS A. GREGORY	56,290	35,095	37,965	1,718
GEORGETOWN	176,203	144,105	173,570	8,256
LAMOND RIGGS	74,156	48,864	53,043	37,414
MT. PLEASANT	234,896	218,657	241,785	14,310
NORTHEAST	124,623	131,870	136,123	57,691
NORTHWEST ONE	33,188	22,023	24,056	33,306
PALISADES	124,339	97,415	88,737	5,679
PARKLANDS-TURNER	43,654	44,125	47,347	21,051
PETWORTH	138,108	126,470	131,970	10,845
ROSEDALE	59,559	39,015	37,579	29,241
SHAW (Watha T. Daniel)	139,026	109,593	117,224	7,275
SHEPHERD PARK (Juanita E. Thornton)	61,393	60,073	37,346	29,241
SOUTHEAST	120,681	113,677	140,222	12,681
SOUTHWEST	85,349	68,116	75,779	33,015
TAKOMA PARK	100,262	74,411	78,606	18,119
TENLEY-FRIENDSHIP	259,773	227,172	256,769	17,800

WEST END	85,329	52,954	69,458	60,781
WOODRIDGE	51,583	47,902	50,761	17,719
<b>BRANCHES TOTAL</b>	<b>2,646,140</b>	<b>2,210,375</b>	<b>2,346,772</b>	<b>557,038</b>
<b>DIGITAL LIBRARY</b>	<b>715,036</b>	<b>1,000,490</b>	<b>1,151,690</b>	<b>297,024</b>
<b>SYSTEM TOTAL</b>	<b>3,938,767</b>	<b>4,014,192</b>	<b>4,439,833</b>	<b>1,078,715</b>

Overall, the number of books and other library materials borrowed has increased over the years. Since the expansion of open hours in FY14, the library has seen steady improvements with almost 4.5 million total items (physical and virtual) borrowed in FY16. As access to the library's collection of books and other materials has become more mobile and fluid, people have greater options available to borrow materials. As a result, how and where people borrow items has shifted. For example, users can place books on hold and pick them up at any library location across the city. They can download or stream materials from home. Residents can go to locations nearest where they work or live to browse and check out materials.

Library staff are encouraged to promote items in the library's collection of books and other materials as part of each program, and to take items for check out to outreach events. Staff are trained to understand how the e-collection works and know how to help users access the digital collection and download or stream items.

In FY17, the largest impact on items borrowed is expected to be the closing of the Martin Luther King Jr. Library for modernization. Almost one million items are checked out from the MLK Library annually. We anticipate some branches will see an uptick in the number of items borrowed as a result of the MLK Library closure. In addition, since interim services for the MLK Library will be dispersed across the city, there will be even more options for checkout in various locations.

## CIRCULATION AND ACQUISITION

### Question Number 14

**Please provide circulation or download statistics for digital collections for FY14, FY15, FY16 and to date in FY17, broken down by category of media (e.g. books, magazines, video, periodicals, etc.) if possible.**

	FY2014	FY2015	FY2016	FY17 YTD
eBooks	284,224	365,689	429,879	114,572
Video	138,355	3,816	2,869	651
Music		445,695	481,778	114,305
Audio		97,393	176,352	52,594
Magazines	13,596	54,747	60,812	14,902
Totals	715,036	1,000,490	1,151,690	297,024

## **CIRCULATION AND ACQUISITION**

### **Question Number 15**

**What future trends in circulation does the Library expect? How is the Library adapting to meet any expected changes? What additional funding may be required to meet future circulation trends?**

Over the years, the DC Public Library has seen a steady increase in the number of items borrowed, with significant increases in electronic usage. Digital items checked out increased by a little more than 15 percent from FY15 to FY16 and is on track to continue to increase in FY17. Additionally, the number of new borrowers has increased by 15 percent in FY15. Research database searches have also risen this year by more than four percent. While the borrowing of digital items has consistently increased, the number of print items checked out has remained relatively constant.

The openings and closings of library buildings has had an affect on the number of items borrowed as access to items at these locations change during these transitions. The Cleveland Park, Palisades and Capitol View libraries are either closed or will soon close for modernizations. Woodridge Library was in an interim location until the end of FY16 when a new, larger library opened, and West End Library continues to function in an interim space. Typically, when a branch re-opens after a modernization we see dramatic increases in usage including the number of items borrowed. Modernized libraries will need more and newer materials to keep up with demand. Closing the MLK Library this year for its modernization will also have an impact. The Library remains committed to ensuring that individuals have access to as many materials as possible during these transitions.

Borrowing books and other library materials continue to be the number one reason people use their library. To continue to be responsive to the needs and demands of District residents, it is important to maintain a healthy book budget of at least \$5 million annually, comparable to other public libraries of similar size.

## CIRCULATION AND ACQUISITION

### Question Number 16

**Were funds adequate in the circulation budget for FY16 and to-date in FY17? If not, please explain.**

Access to books and other library materials continues to be the most popular service District residents want from their library. In FY16 the Library supported many projects that required resources from the collections budget. For example, the library expanded the D.C. Jail library and the rising demand for downloadable materials also required large investments. At times demand for a title can outstrip the library's ability to responsibly buy enough copies and keep funds available for future purchases.

Additionally, there is the rising cost of periodicals. Each year we can expect periodical subscriptions to rise an average of 11 percent. Many District residents rely on the library for hard copy periodicals - magazines and newspapers. In addition the rising costs and demand for electronic materials will continue to pull on the library's budget. We see a demand for titles in both print, audio and downloadables and many users have preferences for one format over another.

The demands on the budget for library materials continue to grow. The Library continues to look at and implement options to be more efficient. However, as the price of materials consistently rises, keeping up with both demand and rising prices becomes more and more difficult.

Most other library systems in comparable jurisdictions have larger budgets. Below is a list chart of showing the differences in FY15.

Library	2015 Materials Budget
Boston	\$4,162,929
Charlotte Mecklenburg	\$3,887,863
Denver	\$5,276,887
Columbus	\$7,579,051
Seattle	\$7,509,769
Washington DC	\$4,761,446



**C. TECHNOLOGY**  
**TABS C17 – C22**

## TECHNOLOGY

### Question Number 17

Identify all electronic databases maintained by the Library, including the following:

- A detailed description of the information tracked within each system;
- The age of the system and any discussion of substantial upgrades that have been made or are planned to the system;
- Whether the public is granted access to all or part of each system.

This year the library purchased Collection HQ. Collection HQ uses borrowing and purchasing data to make recommendations about additional purchases and realignment of the library's collection of books and other materials. This platform is useful for the ongoing assessment of the library's collection.

The Library has many databases available to the public. All of the databases below are available to the public.

Database	Product	Fiscal Year Acquired
Accessible Archives	Accessible Archives	2015
Alexander Street Press	African American Music Reference	2015
Alexander Street Press	American Song	2015
Alexander Street Press	Classical Music in Video	2015
Alexander Street Press	Classical Music Library	2015
Alexander Street Press	Classical Music Reference Library	2015
Alexander Street Press	Classical Scores Library, Volume 1-3	2015
Alexander Street Press	Contemporary World Music	2015
Alexander Street Press	Dance in Video, Volume 1-2	2015
Alexander Street Press	Garland Encyclopedia of World Music	2015
Alexander Street Press	Jazz Music Library	2015
Alexander Street Press	Opera in Video	2015
Alexander Street Press	Popular Music Library	2015
Alexander Street Press	Smithsonian Global Sound for Libraries	2015
Alexander Street Press	The Criterion Collection	2015
Alexander Street Press	PBS	2015
Consumers' Checkbook	Washington Consumers' Checkbook	2008

EBSCO	AP Images	2014
EBSCO	Art Full Text	2008
EBSCO	History Reference Center	2012
EBSCO	Novelist	2008
EBSCO	Novelist K-8	2008
EBSCO	Novelist Select	2013
EBSCO	Social Sciences Full Text	2008
EBSCO Greenwood (ABC-Clio)	African American Experience	2009
EBSCO Greenwood (ABC-Clio)	Latin American Experience	2009
Encyclopedia Britannica	Encyclopedia Britannica	2008
Gale Cengage/Archives Unbound	Federal Surveillance Of African Americans/1920-1984	2015
Cengage/Archives Unbound	Fight For Racial Justice And The Civil Rights Congress	2015
Gale Cengage/Archives Unbound	Ralph J Bunche Oral History Collection Civil Rights Movement (The Civil Rights Documentation Project [CRDP])	2015
Gale Cengage	Biography in Context	2008
Gale Cengage	Business Insights Global	2008
Gale Cengage	Expanded Academic ASAP	2008
Gale Cengage	Gale GVRL	2008
Gale Cengage	General OneFile	2008
Gale Cengage	Global Issues in Context	2011
Gale Cengage	Informe Academico	2008
Gale Cengage	Junior Edition-K12	2008
Gale Cengage	Literature Resource Center	2008
Gale Cengage	National Geographic Archive	2014
Gale Cengage	Opposing Viewpoints Context	2008
Gale Cengage	Science in Context	2011
Gale Cengage	Scribner's Writers GVRL	2008
Gale Cengage	Small Business Resource Center	Unknown
Gale Cengage	Student Edition	2008
Gale Cengage	Student Resources in Context	2008
Gale Cengage	US History in Context	2008
Gale Cengage	Legal Forms Online	2008

Gale Cengage	PowerSpeak	2011
Gale Cengage	Testing Education Resource Center	2008
Infobase	Access Videos	2014
InfoUSA	Reference USA	2009
Learning Express	Job & Career Accelerator 4.0	2013
Learning Express	Learning Express	2008
Lynda.com	Lynda.com	2014
Mango Languages	Mango Languages	2014
Mergent	Archives	2015
Mergent	Online	2015
Morningstar	Morningstar Library Edition	2008
Newsbank	Obits & Pubs	2008
Newsbank	Washington Star Digital 1852 – 1950	2014
Newsbank	Washington Evening Times	2008
Newsbank	Access World News Full Text News	2014
Oxford University Press	African American Studies Center	2008
Oxford University Press	Oxford English Dictionary	2013
Proquest	eLibrary	2008
Proquest	Ethnic Newswatch	2008
Proquest	Heritage Quest	2008
Proquest - Chadwyck Healey	Black Studies Center & Modules	2010
Proquest	Atlanta Daily World	2008
Proquest	Baltimore Afro-American	2010
Proquest	Historic New York Times	2013
Proquest	Chicago Defender	2008
Proquest	New York Amsterdam News	2008
Proquest	Historic Baltimore Sun	2011
Proquest	Historic Washington Post 1877 – 1994	2008
Proquest	Washington Post 1997 – Current	2008
Proquest	National Newspaper Core - LA Times	2008
Proquest	National Newspaper Core - WSJ	2008
Proquest	National Newspaper Core – NYTimes	2008

Proquest	National Newspaper Core – General	2008
Proquest	Christian Science Monitor	2015
Proquest	Microfilm: Washington Times 2010-13	2014
Proquest	Microfilm: Washington Post 2008-2013	2014
Proquest	Safari Books	2014
Recorded Books	Universal Class	2013
Scholastic	Bookflix	2008
Scholastic	FreedomFlix	2013
Scholastic	Truflix	2013
Scholastic	ScienceFlix	2014
Tumblebooks	Tumblebooks	2008
Tutor.com	Tutor.com Homework Help	2008
Value Line	ValueLine	2013
WorldBook	World Book - English & Spanish	2008

#### Digital Platforms

In response to increasing demand for digital material, the library continues to purchase ebooks, eaudiobooks, and downloadable music and video. Demand for these items continues to grow by an increase of about 15 percent in downloads. Holds for electronic titles increasing by 34 percent.

## TECHNOLOGY

### Question Number 18

**What staff workshops were provided by DCPL to educate residents on the availability and use of electronic materials in FY16 and FY17 to date? What changes in the availability of electronic resources have occurred in the last fiscal year?**

#### Staff Training

During FY16 DC Public Library trained staff on a variety of online resources. Examples include:

- Mango Languages training
- An overview of DC Public Library's electronic resources
- Several workshops for staff concentrating on select databases
- Overdrive (eBooks, eAudio, eVideo, etc.) training
- Genealogy training using library databases

#### Changes

In FY16 DC Public Library added 16,911 new copies of downloadable media. As a result eBooks checked out rose by 17.55 percent and eAudio borrowed increased by 37.06 percent. Downloadable music also increased by 8.10 percent and the library saw use of electronic magazines rise by 7.41 percent.

## TECHNOLOGY

### Question Number 19

**Describe the Center for Accessibility, including its purpose, goals, and targeted populations. How many patrons were served by the Center for Accessibility Department in FY16 and FY17 to date? Has the library conducted computer classes for seniors in the last fiscal year? If so, how many participants were there?**

The DC Public Library's Center for Accessibility exists to increase the accessibility of the Library to the deaf community, people who are blind or visually impaired, older adults, veterans, and injured service people.

This year the library hired a dedicated Children's and Youth Services Librarian for the department who, to date, has attended multiple training sessions focused on library services for youth with disabilities, with a particular focus on youth with autism. This has assisted her in the planning and delivery of several programs that are designed with youth of all abilities in mind. She currently has regular outreach events scheduled with a hospital that serves children who are in long-term care, and planning is underway for a book group for children who read braille as well as a sensory storytime series.

The Center for Accessibility provided direct assistance to 9,447 people in FY16 and 1,945 people to date in FY17.

The Center for Accessibility offers many services and programs including:

- Introductory Braille classes
- American Sign Language (ASL) classes
- American Sign Language (ASL) storytimes
- Talking Book Club
- LSTAR (Library Services to At-Home Readers) program for users
- Special events such as Deaf History Month and Deaf culture programs and the ReelAbilities Disability Film Festival
- Specialized technology such as screen magnification and literacy software for people with disabilities and older adults

The Center for Accessibility is affiliated with the National Library Service for the Blind and Physically Handicapped of the Library of Congress, and in the DC Public Library's role as the State Library for the Regional Library for the Blind and Physically Handicapped (LBPH), we lend and provide:

- Recorded reading materials and players
- Braille books and magazines
- Audio-described videos
- NFB-Newsline service – an electronic system that allows users to listen to newspapers and magazines through synthetic voice output via any touch-tone telephone.

Historically, while DC Public Library does not have computer classes exclusively for seniors, many seniors participate in the computer classes we offer. In FY16, as a supporter of the Age Friendly Cities new strategic plan, DCPL revised its advertising and reporting structure for senior friendly programming, including a designated method to report on targeted technology training for adults age 50 and older. Program statistics for this demographic will be available starting this fiscal year.

## TECHNOLOGY

### Question Number 20

**Provide an update on the computer training programs offered by DCPL. How many people attended computer classes during FY16 and FY17 to date? How many public access computers are now offered by DCPL? Does the number of public access computers meet demand? Does the number of training programs offered by DCPL meet demand?**

In FY16, the DC Public Library offered 1,648 computer classes attended by 10,456 participants. In first quarter FY17, the Library has offered 239 computer courses attended by 1,914 participants. Classes were offered throughout the library system, with many taking place in the computer lab and Digital Commons at the Martin Luther King Jr. Memorial Library.

In the computer lab, a dedicated core of library volunteers and staff lead classes ranging from a basic introduction to computer use to utilizing social media to starting a business. Classes in the Digital Commons are focused on downloadable media, computer languages, and more specialized software, such as CAD, and 3D Printing.

Computer classes also are offered at neighborhood libraries, typically with a focus on workforce development. These include resume and cover letter writing and computer skills classes. In FY16, the library continued its partnership with Byte Back, together offering computer training courses at nine locations (18 classes across 3 semesters serving 194 participants). In all locations there is a strong interest in classes related to the library's electronic and downloadable resources.

DC Public Library has stayed in step with providing adequate computer access to meet the public's demand with nearly 1,000 public access terminals; however as public usage has gravitated more to mobile devices, the library is exploring how to provide access and education to such devices in the immediate future. In September 2016, the Library launched a WiFi hotspot lending pilot at the Deanwood and Parklands-Turner Neighborhood Libraries. Fifteen MiFis were available per location, along with a laptop that could be borrowed at the user's request. With quick adoption by the community, the library continues to monitor the pilot and consider ways to expand the program.

As part of the library's strategic plan, we will undertake a thorough assessment of the Library's computer training programs and public demand. At present, there is strong attendance at computer classes. In FY16, the library piloted the NorthStar Digital Literacy Assessment as a tool for users to assess their skills and earn basic digital literacy certifications that are respected in the workplace, and is planning, in partnership with the Office of the State Superintendent of Education (OSSE) to offer opportunities to earn the Microsoft Office Specialist (MOS) Certification in Word, Excel and PowerPoint - free of charge. Through certifications, the public increases their ability to build cumulative skills that translate into recognized credentials in the workplace.



## TECHNOLOGY

### Question Number 21

**Provide an update on efforts to implement network upgrades in FY16. Has all of the aging network equipment, including switches and routers, been upgraded or replaced? If not, please explain the remaining work.**

All 26 libraries have one gigabit network circuits for Internet access.

The following sites were upgraded to Gigabit network switches during FY16:

1. Chevy Chase Library
2. Shepherd Park (Juanita E. Thornton) Library
3. Woodridge Library

The following sites are scheduled for installation of Gigabit network switches in FY17:

1. Capitol View Library
2. Lamond Riggs Library
3. Palisades Library
4. Parklands-Turner Library
5. Southeast Library
6. Southwest Library
7. Takoma Park Library

The following sites are closed for construction and will have Gigabit network switches installed when they reopen:

1. West End Library (FY17)
2. Cleveland Park Library (FY18)

All other libraries have gigabit network switches installed.

## **TECHNOLOGY**

### **Question Number 22**

#### **Is staff adequately and regularly trained on technology and technology upgrades?**

Yes. In FY16, the library deployed an agency-wide browser-based collaboration, document management and storage platform called SharePoint. Staff were trained on this technology. In addition, staff were also trained on a new comprehensive incident reporting and security management system implemented by the library called ReportExec. Additionally, staff received training on various databases and online resources including Mango Languages, OverDrive and Gale Cengage.

**D. FACILITIES, FACILITY PLANNING,  
AND CAPITAL PROJECTS  
TABS D23 – D31**

## FACILITIES, FACILITIES PLANNING AND CAPITAL PROJECTS

### Question Number 23

**List the branch libraries that have not yet been renovated or modernized. What are the current plans regarding the remaining branch libraries? Provide updates on branch libraries currently in the Capital Improvement Plan. Include updates on planning, community engagement, and estimated construction timelines.**

There are currently five libraries that have not been rebuilt or had major renovations:

- Chevy Chase Library
- Lamond Riggs Library
- Shepherd Park (Juanita E. Thornton) Library
- Southeast Library
- Southwest Library

Shepherd Park (Juanita E. Thornton) and Chevy Chase libraries had improvements (mini-makeovers) in FY16. They are currently not scheduled for rebuild or renovation in the FY17-FY22 Capital Improvement Plan.

Currently, design and/or construction are underway for the following libraries:

- Palisades (Design);
- Capitol View (Design); and,
- Cleveland Park (Construction).

Updates on branch libraries currently in the Capital Improvement Plan (CIP) are as follows:

Library	CIP Funding	Status
Southwest	\$18,000,000	Funded FY17 thru FY19. Procurement for design-build services is underway.
Southeast	\$23,500,000	Funded FY17 (\$150K for Expansion Feasibility Study). Completed expansion feasibility study. Remaining funding FY19 thru FY 20.
Lamond Riggs	\$20,000,000	Funded FY20 thru FY21.

#### Community Engagement

Extensive community engagement was done or is planned for all neighborhood libraries slated for modernization.

Engagement completed or underway:

- **Palisades Library** -- a series of community meetings and focus groups were held. Additionally, the design team presented before the Advisory Neighborhood Commission. A survey was also administered. Designs and updates on the project are regularly posted to the library's website. The library will close in spring 2017 and ongoing information about construction progress will be shared with the community.
- **Capitol View Library** -- a series of community meetings were held as well as a survey and feedback forms were administered. Designs and updates on the project are regularly posted to the library's website. The library will close in spring 2017 and ongoing information about construction progress will be shared with the community.
- **Cleveland Park Library** -- a series of community meetings hosted by the library and hosted by other neighborhood groups were held. The design team presented before the Advisory Neighborhood Commission and its committee, the Historic Preservation Review Board and the Commission of Fine Arts. Surveys were administered and focus groups held. Designs and updates on the project are regularly posted to the library's website. The library closed in fall 2016 for construction and ongoing information about construction progress is regularly shared with the community.

More detail about the library's community engagement can be found in the answer to question 34.

## **FACILITIES, FACILITIES PLANNING AND CAPITAL PROJECTS**

### **Question Number 24**

**Has the library explored public private partnerships for remaining branch renovations? If so, which branches? How would a public private partnership add value to a branch library? Are there any challenges with public private partnerships for branch renovations?**

In FY15, the Library completed a public-private partnership (P3) feasibility study for Capitol View, Lamond-Riggs, Southwest, Chevy Chase and Shepherd Park (Juanita E. Thornton) libraries. The results of the study indicated that branch libraries such as Southwest and Chevy Chase were ideal candidates for mixed-use with retail and market-rate housing while Lamond Riggs, Shepherd Park and Capitol View were suited for limited mixed-use with opportunity for affordable housing. Since the completion of the feasibility study, Lamond-Riggs and Southwest libraries, which originally was funded through sale of assets only, have been fully funded by the Mayor and City Council in the FY17-FY22 capital budget. The Library is not considering a public-private partnership for the Southwest Library. However, the Library continues to explore the potential for a public private partnership for the Lamond-Riggs Library in an effort to deliver a spectacular new library earlier and at a reduced cost.

The benefit of a public-private partnership with the ideal library location is that it can add value to the library because of the potential to increase library usage by bringing new users to the library especially if the partnership includes retail and/or housing. Conversely, for branch renovations, a P3 approach may present challenges related to suitability for market-rate housing and retail, thereby impacting the ability to attract and incentivize development partner(s).

## **FACILITIES, FACILITIES PLANNING AND CAPITAL PROJECTS**

### **Question Number 25**

**Does the library have any plans for future expansion, or the addition of new branches? Would new branches be similar to current branch libraries, or modeled differently? Has the library explored public private partnerships for new branch locations? How would a public private partnership add value to a new branch location? Are there any challenges with public private partnerships for new branch locations?**

Currently, the Library does not have any plans for future expansion or addition of new branches. There has been interest expressed in adding new libraries within large projects such as St. Elizabeth's and Walter Reed, although nothing has been formalized. The Library has not explored public-private partnerships for new branch locations beyond conducting a feasibility study for select library locations.

However, and as part of the Library's strategic planning process, the approach to expansion/redevelopment of the library system's physical footprint will be evaluated under a Facilities Master Plan scheduled for development in FY18.

DC Public Library plans to tailor libraries to the neighborhoods they serve rather than adhering to a single building program that it pursues across the city. Libraries are used very differently in different parts of the city. In order to provide the greatest impact, the design of new libraries must truly reflect the needs of their users.

## **FACILITIES, FACILITY PLANNING, AND CAPITAL PROJECTS**

### **Question Number 26**

**Provide an update on the plans to renovate the central library, MLK Jr. What is the timeline for design to be completed? When will construction begin? What are the plans for one or several interim spaces? Where will the Center for Accessibility be located during renovation? Where will the Washingtoniana Collection be located during renovation? Please list all services that will continue in interim space, with a crosswalk of staff and associated cost for each location. Please provide the estimated construction timeline.**

#### Design Process

The Martin Luther King Jr. Library modernization project is in its final phase. The library will close March 4, 2017 and construction is scheduled to begin summer 2017.

The design process, that started with a design competition in fall 2013, has culminated with the final community meeting on Feb. 2. The three-year design process included extensive community engagement with more than 4,000 people reached through nearly 70 community and stakeholder meetings, online crowdsourcing, surveys and focus groups.

The review, regulatory and entitlements process for the project was completed in October 2016. This process encompassed reviews and approvals by the National Capital Planning Commission (NCPC) pursuant to the National Environmental Policy Act (NEPA); the US Commission of Fine Arts (CFA); District State Historic Preservation Officer (SHPO); and, District Historic Preservation Review Board (HPRB).

### **What is the timeline for design to be completed?**

Design completion is expected by spring 2017 based upon the following milestones below:

- |  |               |
|--|---------------|
| • Construction Documents Phase 50 percent Complete   | November 2016 |
| • Submit Final Construction Plans to DCRA for Review | February 2017 |
| • Construction Documents Phase 100 percent Complete  | May 2017      |

### **What are the plans for one or several interim spaces? Where will the Center for Accessibility be located during renovation? Where will the Washingtoniana Collection be located during renovation?**

DCPL plans to have a dispersed interim service model when MLK Library closes since it is not feasible to replicate all services in another building of MLK Library's size to rent in Penn Quarter. Strategies include:

- Increasing hours at the neighborhood libraries
- Library Express space at 1990 K St, NW. Services will include holds pickup, small browsing collection, public access computers, seating, Center for Accessibility, and Adult Literacy departments
- Fab Lab and Studio Labs will be available at a yet to be determined location



- A new computer instruction lab will be provided at the renovated Capitol View library
- Special Collections (including Washingtoniana) will be available in several locations:
  - o Historical Society of Washington D.C.
  - o Library of Congress (items available by request)
  - o Georgetown Neighborhood Library Peabody Room
  - o Online collections through DigDC and electronic subscriptions such as The Evening Star will continue to be available at [dclibrary.org](http://dclibrary.org)
- Special events, such as the DC Author Fest, STAR Festival, and author talks will be relocated to venues across the District
- Aside from a few small programs, all services will continue when MLK Library is closed.
- Details and updates about interim services are available at [dclibrary.org/mlkfuture](http://dclibrary.org/mlkfuture).

**Please list all services that will continue in interim space, with a crosswalk of staff and associated cost for each location.**

All service currently available at the MLK Library will continue during construction. Those services will be dispersed across the city and will include services directly to the public as well as support services such as public safety and janitorial.

Below is an outline of current plan for services, number of staff supporting those services and costs. This information will be updated as plans are finalized.

Services	Locations	Staff	Annual Costs
<b>Increased hours at branches</b> (staff to support opening branches at 9:30 a.m. on Thursdays)	25 branch locations	30.5 FTE (librarians, library associates, library technicians, circulation staff)	\$2,150,008 (salaries + fringe; within current library budget)
<b>Library Express</b> (holds pick up, public computers, small browsing collection, Center for Accessibility, Adult Literacy Resource Center)	1990 K. St, NW	15 FTE (librarians, library associates, education specialists, computer lab coordinator, library technicians)	\$1,396,845 (salaries + fringe; within current library budget)
<b>The Labs</b> (Fabrication, Studio and Memory Lab dispersed to several locations)	To be determined	13 FTE (librarians and library associates)	\$956,606 (salaries + fringe; within current library budget)
<b>Outreach department</b> (new service offered during closing to provide services to neighborhoods across the city)	Southwest Library 900 Wesley Pl, NW	8 FTE (librarians and library associates)	\$660,057 (salaries + fringe; within current library budget)

<b>Administrative Office</b> (support and management staff, ie Human Resources, Budget, Capital Planning, Executive Office, etc.)	1990 K St, NW	83 FTE	\$10,331,591 (salaries + fringe; within the current library budget)
<b>Operations Center</b> (support and operations staff, i.e. janitorial, public safety, delivery, duplication, special collections, information technology, book processing, etc., and supplies and book storage.)	326 R St, NE	133 FTE  <b>(Note: includes 11 FTE for Special Collections whose home base is the Operations Center, but will be deployed to Historical Society of Washington, D.C., Library of Congress and Georgetown Library Peabody Room)</b>	\$9,593,461 (salaries + fringe; within the current library budget)
<b>Building operations</b> (lease, maintenance, utilities, etc.)	1990 K St, NW  326 R St, NE	n/a	1990 K - \$1,328,791  326 R St, NE - Occupancy Costs TBD (within current library budget)

**Please provide the estimated construction timeline.**

**The estimated construction timeline is as follows:**

- Hazmat Abatement – May 2017 thru August 2017
- Demolition – May 2017 thru May 2018
- Construction – July 2017 thru March 2020
- Substantial Completion – April 2020

## **FACILITIES, FACILITIES PLANNING AND CAPITAL PROJECTS**

### **Question Number 27**

**Discuss any lifecycle planning that has occurred for DCPL capital projects to inform maintenance and return on investment calculations. Are lifecycle plans developed for new capital projects? Please provide summaries of any completed lifecycle plans for capital projects completed in FY16 or scheduled for completion in FY17.**

In FY15, DC Public Library continued its efforts in support of lifecycle planning. Particularly, lifecycle planning has centered on upkeep and optimization of heating, ventilation and air conditioning systems in 10 of the newest locations. Such planning has significantly reduced the number of facility closures due to heating or cooling issues.

For FY16, lifecycle planning included interior refreshes for Chevy Chase and Shepherd Park (Juanita E. Thornton) libraries, and ongoing upkeep and maintenance of heating, ventilation, air conditioning, mechanical, electrical and plumbing systems at these locations.

In FY17, there are four libraries in various stages of modernization, Palisades, Capitol View, Cleveland Park and West End libraries. Long term lifecycle planning for these locations will also include upkeep and maintenance of heating, ventilation, air conditioning, mechanical, electrical and plumbing systems.

## **FACILITIES, FACILITY PLANNING AND CAPITAL PROJECTS**

### **Question Number 28**

**How does the Library budget for maintenance, both in capital and operating dollars? Was the maintenance budget (both capital and operating) sufficient in FY15 and FY16 and to date in FY17?**

As part of its Capital Improvement Plan (CIP), DC Public Library reviews both past and anticipated costs for heating and cooling, maintenance, electrical and plumbing at 26 library locations to determine the six-year CIP budget. For the operating budget, the Library prepares a cost estimate for each project's impact on the operating budget. Costs for routine and preventative maintenance are generally determined by the requirements set forth within the building's Operation and Maintenance Manual.

The FY15 and FY16 maintenance budgets were sufficient to improve and refresh library buildings that had not yet been rebuilt or renovated. Lifecycle planning for the new buildings continued in FY16 to help determine the resources needed to maintain them for the life of the buildings. The FY17 maintenance budget is not sufficient for lifecycle planning and facilities refresh.

# FACILITIES, FACILITY PLANNING AND CAPITAL PROJECTS

## Question Number 29

Provide a current list of all properties supported by the DCPL budget. Indicate whether the property is owned by the District or leased and which agency program utilizes the space. If the property is leased, provide the terms of the lease. For all the properties provide an accounting of annual fixed costs (i.e rent, security, janitorial services, utilities).

FY 2016

Code	Building Name	LEASED/ OWNED	LEASE TERMS	RENT	GAS	WATER	ELECTRICITY	STEAM	ANNUAL FIXED COSTS
CE	Anacostia Library	Owned	N/A	N/A	\$ 4,483.21	\$ 11,974.31	\$ 44,894.85	0.00	\$ 61,352.37
CE	O. Lockridge)	Owned	N/A	N/A	\$ 1,811.87	\$ 7,295.18	\$ 43,361.61	0.00	\$ 52,468.66
CE	Benning (Dorothy I. H)	Owned	N/A	N/A	Not Reported	\$ 11,791.97	\$ 104,383.93	0.00	\$ 116,175.90
CE	Capitol View Library	Owned	N/A	N/A	\$ 11,520.91	\$ 16,082.10	\$ 26,689.48	0.00	\$ 54,292.49
CE	Library	Owned	N/A	N/A	\$ 14,243.56	\$ 20,421.60	\$ 41,284.42	0.00	\$ 75,949.58
CE	Library	Owned	N/A	N/A	\$ 5,798.69	\$ 6,954.17	\$ 20,299.27	0.00	\$ 33,052.13
CE	Deanwood Library	Shared with DPR	N/A	N/A	Shared Facility	Shared Facility	Shared Facility	0.00	0.00
CE	Library	Owned	N/A	N/A	\$ 7,182.17	\$ 2,286.54	\$ 46,099.84	0.00	\$ 55,568.55
CE	Georgetown Library	Owned	N/A	N/A	\$ 5,294.72	\$ 21,614.25	\$ 51,061.84	0.00	\$ 77,970.81
CE	Library	Owned	N/A	N/A	\$ 6,314.10	\$ 9,995.45	\$ 32,245.83	0.00	\$ 48,555.38
CE	M.L. King Jr. Library	Owned	N/A	N/A	0.00	\$ 151,578.96	\$ 966,909.08	\$ 237,020.45	\$ 1,355,508.49
CE	Mt. Pleasant Library	Owned	N/A	N/A	\$ 7,463.18	\$ 34,642.73	\$ 50,476.03	0.00	\$ 92,581.94
CE	Northeast Library	Owned	N/A	N/A	Not Reported	\$ 5,493.00	\$ 48,199.75	0.00	\$ 53,692.75
CE	Northwest One Library	Shared with	N/A	N/A	Shared Facility	Shared Facility	Shared Facility	0.00	0.00
CE	Palisades Library	Owned	N/A	N/A	\$ 11,943.89	\$ 11,969.18	\$ 37,606.42	0.00	61,519.49
CE	Parklands-Turner Library	Leased	Seven (7) years with 2 one-year options. Lease commencement date - May 14, 2009. Lease costs - \$34.35/sq. ft. Total square feet - 4,925 Annual amount - \$169,173.92 Operating expenses - \$15,421.42 Insurance/Utilities - \$4,652.89 Plus tax Lease is subject to an annual 2.5% increase	198,858.00	Included in lease	Included in lease	Included in lease	0.00	\$ 198,858.00
CE	Petworth Library	Owned	N/A	N/A	\$ 2,305.70	\$ 5,547.09	\$ 53,332.24	0.00	\$ 61,185.03
	Rosedale Library	Shared with DPR	N/A	N/A	Shared Facility	Shared Facility	Shared Facility	0.00	0.00
CE	(Juanita E.	Owned	N/A	N/A	\$ 1,790.60	\$ 7,692.42	\$ 32,259.56	0.00	\$ 41,742.58
CE	Southeast Library	Owned	N/A	N/A	\$ 829.41	\$ 6,912.82	\$ 19,492.78	0.00	\$ 27,235.01
CE	Southwest Library	Owned	N/A	N/A	\$ 10,378.64	\$ 14,641.59	\$ 54,634.09	0.00	\$ 79,654.32
CE	Library	Owned	N/A	N/A	\$ 9,993.56	\$ 3,702.18	\$ 12,126.37	0.00	\$ 25,822.11
CE	Library	Owned	N/A	N/A	\$ 2,356.82	\$ 13,954.56	\$ 65,380.21	0.00	\$ 81,691.59
CE	Shaw (Watha T. Daniel) Library	Owned	N/A	N/A	\$ 989.89	\$ 10,505.37	\$ 90,199.36	0.00	\$ 101,694.62
CE	West End Interim Library	Leased	Three (3) base years with 2 one-year options. Lease Commencement Date - March 2014. Lease costs - \$59.50/sq. ft. Total Square Footage - 5,000 Annual Amount - \$297,500.00 Utilities - \$27,262.21	336,796.00	Included in lease	Included in lease	\$ 8,987.67	0.00	\$ 345,783.67
CE	Woodridge Library Interim	Owned	Two (2) years. After two years, option to proceed "month to month". Lease Commencement Date - January 16, 2014. Lease costs - \$12.15/sq. ft. Total Square Footage - 4,200 approx. Annual Amount - \$51,021.00	51,021.00	Included in lease	\$ 4,246.44	\$ 8,688.13	0.00	\$ 63,955.57
CE									\$ -
CE				586,675.00	104,700.92	379,301.91	1,858,612.76	237,020.45	3,166,311.04

## **FACILITIES, FACILITIES PLANNING AND CAPITAL PROJECTS**

### **Question Number 30**

**Do the facilities owned or operated by DCPL meet current ADA requirements? If not, describe the facilities and situations that do not comply.**

With the exception of restrooms within the Martin Luther King Jr. Memorial Library (MLK Jr. Library), all other DC Public Library facilities comply or meet the intent of ADA requirements. The 16 new or renovated locations all fully comply with current ADA requirements and guidelines.

The MLK Jr. Library has ADA accessible restrooms only on the A-level. The MLK Jr. Library is scheduled to begin full modernization in FY 17, and will be fully ADA compliant upon completion.

## FACILITIES, FACILITY PLANNING, AND CAPITAL PROJECTS

### Question Number 31

Provide the capital budget for DCPL and all programs under its purview during FY16 and FY17, including amount budgeted and actual dollars spent. In addition, provide:

- An update on all capital projects undertaken in FY16 and FY17.
- Whether capital projects undertaken in FY16 or FY17 had an impact on b) Whether capital projects undertaken in FY16 or FY17 had an impact on the operating budget of the agency? If so, provide an accounting of such impact.
- A description regarding how the agency decided the FY16 proposed capital budget and the sequencing of projects.

Provide the capital budget for DCPL and all programs under its purview during FY16 and FY17, including amount budgeted and actual dollars spent. In addition, provide:

#### DC Public Library (CE0) - Capital Budgets vs. Expenditures by Project Summary with FY 2016 FILTER

as of Jan 17, 2017

(Index and PCA profiles may change - check SOAR screens 24 and 26 before using attributes)

Project No	Budget	Allotments	Expenditures	Intra-District Advances	Encumbrances	Pre-encumbrances	Total Obligations	Allotment Balance	Authority Balance
BEN37C - NEW BENNING BRANCH LIBRARY	(2,452.90)	(2,452.90)	0.00	0.00	(2,410.57)	(42.32)	(2,452.89)	(0.01)	(0.01)
CAV37C - CAPITOL VIEW LIBRARY	(6,000,000.00)	0.00	266,433.88	0.00	678,798.12	0.00	945,232.00	(945,232.00)	(6,945,232.00)
CPL38C - CLEVELAND PARK LIBRARY	0.00	12,595,000.00	1,499,813.87	0.00	2,589,118.00	(2,674,032.00)	1,414,899.87	11,180,100.13	(1,414,899.87)
FGR37C - FRANCIS A. GREGORY LIBRARY	(400.21)	(400.21)	0.00	0.00	0.00	0.00	0.00	(400.21)	(400.21)
FS237C - PETWORTH RENOVATION	(80,622.53)	(80,622.53)	0.00	0.00	(84,448.26)	0.00	(84,448.26)	3,825.73	3,825.73
ITM37C - INFORMATION TECHNOLOGY	0.00	0.00	186,100.65	0.00	0.00	0.00	186,100.65	(186,100.65)	(186,100.65)
LAR37C - LAMOND RIGGS LIBRARY	20,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000,000.00
LB310C - GENERAL IMPROVEMENT- LIBRARIES	2,800,000.00	1,400,000.00	3,045,422.29	0.00	(567,123.59)	(177,927.05)	2,300,371.65	(900,371.65)	499,628.35
LB337C - MT PLEASANT LIBRARY	(1,642.59)	(1,642.59)	0.00	0.00	(8,619.05)	0.00	(8,619.05)	6,976.46	6,976.46
MCL03C - MARTIN LUTHER KING JR. MEMORIAL	(9,400,000.00)	5,600,000.00	6,799,936.19	4,000,000.00	10,038,906.47	(355,000.00)	20,483,842.66	(14,883,842.66)	(29,883,842.66)
NEL38C - NORTHEAST LIBRARY	(294,568.69)	(294,568.69)	0.00	0.00	(110,638.07)	0.00	(110,638.07)	(183,930.62)	(183,930.62)
PAL37C - PALISADES LIBRARY	(13,119,727.59)	1,880,272.41	68,785.78	0.00	1,231,010.65	0.00	1,299,796.43	580,475.98	(14,419,524.02)
SWL37C - SOUTHWEST LIBRARY	18,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,000,000.00
TEN37C - TENLEY-FRIENDSHIP BRANCH LIBRARY	(42.32)	(42.32)	0.00	0.00	0.00	(42.32)	(42.32)	0.00	0.00
TPL01C - TEMP SPACE FOR DC PUBLIC LIBRARY	0.00	0.00	0.00	0.00	(14.70)	(825.00)	(839.70)	839.70	839.70
WAH38C - WASHINGTON HIGHLANDS	(500.71)	(500.71)	0.00	0.00	0.00	0.00	0.00	(500.71)	(500.71)
WOD37C - WOODRIDGE LIBRARY	0.00	0.00	6,832,517.75	0.00	(4,243,368.76)	0.00	2,589,148.99	(2,589,148.99)	(2,589,148.99)
WTD37C - WATHA T. DANIEL RENOVATION	(42.46)	(42.46)	0.00	0.00	0.00	(42.46)	(42.46)	0.00	0.00
<b>Summary</b>	<b>11,900,000.00</b>	<b>21,095,000.00</b>	<b>18,699,010.41</b>	<b>4,000,000.00</b>	<b>9,521,210.24</b>	<b>(3,207,911.15)</b>	<b>29,012,309.50</b>	<b>(7,917,309.50)</b>	<b>(17,112,309.50)</b>
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	6 Yr (FY16-FY21)	1 Yr Allot (FY16)	FTEs
FY16 Allotment (Beginning of year)	11,900,000.00	21,095,000.00	6
as of 1/17/17	11,900,000.00	21,095,000.00	6
Variance	-	-	-

## FACILITIES, FACILITY PLANNING, AND CAPITAL PROJECTS

### Question Number 31

Provide the capital budget for DCPL and all programs under its purview during FY16 and FY17, including amount budgeted and actual dollars spent. In addition, provide:

DC Public Library (CE0) - Capital Budgets vs. Expenditures by Project Summary with FY 2017 FILTER  
as of Jan 17, 2017

(Index and PCA profiles may change - check SOAR screens 24 and 26 before using attributes)

Project No	Budget	Allotments	Expenditures	Intra-District Advances	Encumbrances	Pre-encumbrances	Total Obligations	Allotment Balance	Authority Balance
CAV37C - CAPITOL VIEW LIBRARY	0.00	0.00	41,407.92	0.00	(41,407.92)	0.00	0.00	0.00	0.00
CPL38C - CLEVELAND PARK LIBRARY	1,100,000.00	1,550,000.00	615,697.88	0.00	(582,684.20)	0.00	33,013.68	1,516,986.32	1,066,986.32
FGR37C - FRANCIS A. GREGORY LIBRARY	(7,239.57)	(7,239.57)	0.00	0.00	0.00	0.00	0.00	(7,239.57)	(7,239.57)
FS237C - PETWORTH RENOVATION	(3,826.09)	(3,826.09)	0.00	0.00	0.00	0.00	0.00	(3,826.09)	(3,826.09)
ITM37C - INFORMATION TECHNOLOGY MODERNIZATION	345,000.00	345,000.00	0.00	0.00	0.00	0.00	0.00	345,000.00	345,000.00
LB310C - GENERAL IMPROVEMENT- LIBRARIES	5,100,000.00	2,000,000.00	349,037.37	0.00	(174,235.72)	(470,904.95)	(296,103.30)	2,296,103.30	5,396,103.30
LB337C - MT PLEASANT LIBRARY	(7,472.21)	(7,472.21)	0.00	0.00	0.00	0.00	0.00	(7,472.21)	(7,472.21)
MCL03C - MARTIN LUTHER KING JR. MEMORIAL CENTRAL	0.00	41,750,000.00	1,552,421.34	0.00	1,397,835.44	0.00	2,950,256.78	38,799,743.22	(2,950,256.78)
PAL37C - PALISADES LIBRARY	0.00	0.00	16,035.52	0.00	0.00	0.00	16,035.52	(16,035.52)	(16,035.52)
SEL37C - SOUTHEAST LIBRARY	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00
SWL37C - SOUTHWEST LIBRARY	0.00	2,250,000.00	0.00	0.00	0.00	0.00	0.00	2,250,000.00	0.00
TPLO1C - TEMP SPACE FOR DC PUBLIC LIBRARY	(23,750.16)	(23,750.16)	0.00	0.00	0.00	0.00	0.00	(23,750.16)	(23,750.16)
WAH38C - WASHINGTON HIGHLANDS	(4.18)	(4.18)	0.00	0.00	0.00	0.00	0.00	(4.18)	(4.18)
WOD37C - WOODRIDGE LIBRARY	0.00	0.00	575,044.81	0.00	(388,054.63)	0.00	186,990.18	(186,990.18)	(186,990.18)
<b>Summary</b>	<b>6,502,707.79</b>	<b>48,002,707.79</b>	<b>3,149,644.84</b>	<b>0.00</b>	<b>211,452.97</b>	<b>(470,904.95)</b>	<b>2,890,192.86</b>	<b>45,112,514.93</b>	<b>3,612,514.93</b>
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	6 Yr (FY17-FY22)	1 Yr Allot (FY17)	FTEs	
FY17 Allotment (Beginning of year)	6,545,000.00	48,045,000.00		6
as of 1/17/17	6,502,707.79	48,002,707.79		6
Variance	(42,292.21)	(42,292.21)		-



## FACILITIES, FACILITY PLANNING, AND CAPITAL PROJECTS

### Question Number 31

Provide the capital budget for DCPL and all programs under its purview during FY16 and FY17, including amount budgeted and actual dollars spent. In addition, provide:

#### DC Public Library (CE0) - Capital Budgets vs Expenditures by Project Summary as of Jan 17, 2017

(Index and PCA profiles may change - check SOAR screens 24 and 26 before using attributes)

	A	B	C	D	E	F	G = C+D+E+F	H = B-G	I = A-G	J = B-C-D
Project No	Budget	Allotments	Expenditures	Intra-District Advances	Encumbrances	Pre- encumbrances	Total Obligations	Allotment Balance	Authority Balance	Cash Available to Pay
ANL01C - ANACOSTIA NEIGHBORHOOD LIBRARY	15,442,015.14	15,442,015.14	15,442,015.14	0.00	0.00	0.00	15,442,015.14	0.00	0.00	0.00
BEN37C - NEW BENNING BRANCH LIBRARY	14,863,895.97	14,863,895.97	14,863,895.97	0.00	0.00	0.00	14,863,895.97	0.00	0.00	0.00
CAV37C - CAPITOL VIEW LIBRARY	4,500,000.00	4,500,000.00	307,841.80	0.00	637,390.20	0.00	945,232.00	3,554,768.00	3,554,768.00	4,192,158.20
CLR01C - CARNEGIE LIBRARY REPAIRS	1,000,000.00	1,000,000.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00	0.00	0.00
CPL38C - CLEVELAND PARK LIBRARY	19,770,000.00	19,770,000.00	2,388,712.97	0.00	2,152,745.58	0.00	4,541,458.55	15,228,541.45	15,228,541.45	17,381,287.03
CWM01C - AFRICAN AMERICAN CIVIL WAR RECORDS & ART	3,099,150.82	3,099,150.82	3,099,150.82	0.00	0.00	0.00	3,099,150.82	0.00	0.00	0.00
FGR37C - FRANCIS A. GREGORY LIBRARY	18,531,080.17	18,531,080.17	18,531,080.17	0.00	0.00	0.00	18,531,080.17	0.00	0.00	0.00
FS237C - PETWORTH RENOVATION	12,819,316.03	12,819,316.03	12,819,316.03	0.00	0.00	0.00	12,819,316.03	0.00	0.00	0.00
FS337C - RENOVATION AT GEORGETOWN LIBRARY	8,220,568.73	8,220,568.73	8,220,568.73	0.00	0.00	0.00	8,220,568.73	0.00	0.00	0.00
ITM37C - INFORMATION TECHNOLOGY MODERNIZATION	840,000.00	840,000.00	282,193.65	0.00	0.00	0.00	282,193.65	557,806.35	557,806.35	557,806.35
LAR37C - LAMOND RIGGS LIBRARY	20,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000,000.00	0.00
LB2CEC - LIBRARY IMPROVEMENTS	5,508,684.27	5,508,684.27	5,508,684.27	0.00	0.00	0.00	5,508,684.27	0.00	0.00	0.00
LB310C - GENERAL IMPROVEMENT- LIBRARIES	30,206,620.46	25,706,620.46	19,888,876.30	0.00	548,542.13	0.00	20,437,418.43	5,269,202.03	9,769,202.03	5,817,744.16
LB337C - MT PLEASANT LIBRARY	18,022,110.08	18,022,110.08	18,022,110.08	0.00	0.00	0.00	18,022,110.08	0.00	0.00	0.00
MCL03C - MARTIN LUTHER KING JR. MEMORIAL CENTRAL	208,556,899.43	71,306,899.43	20,408,600.52	4,000,000.00	13,198,703.89	0.00	37,607,304.41	33,699,595.02	170,949,595.02	46,898,298.91
MLK37C - MARTIN LUTHER KING MEMORIAL LIBRARY	1,283,611.35	1,283,611.35	1,283,611.35	0.00	0.00	0.00	1,283,611.35	0.00	0.00	0.00
NEL38C - NORTHEAST LIBRARY	9,563,462.33	9,563,462.33	9,563,462.33	0.00	0.00	0.00	9,563,462.33	0.00	0.00	0.00
NL637C - RENOVATIONS/RECONSTRUCT. NEIGHBORHOOD LI	199,735.05	199,735.05	199,735.05	0.00	0.00	0.00	199,735.05	0.00	0.00	0.00
NWO13C - NORTHWEST ONE	2,250,000.00	2,250,000.00	2,250,000.00	0.00	0.00	0.00	2,250,000.00	0.00	0.00	0.00
PAL37C - PALISADES LIBRARY	7,572,017.01	7,572,017.01	277,621.07	0.00	1,241,400.00	0.00	1,519,021.07	6,052,995.94	6,052,995.94	7,294,395.94
PTL03C - PARKLAND TURNER - PTCC	832,069.16	832,069.16	832,069.16	0.00	0.00	0.00	832,069.16	0.00	0.00	0.00
SEL37C - SOUTHEAST LIBRARY	23,726,189.85	376,189.85	226,189.85	0.00	0.00	0.00	226,189.85	150,000.00	23,500,000.00	150,000.00
SWL37C - SOUTHWEST LIBRARY	18,000,000.00	2,250,000.00	0.00	0.00	0.00	0.00	0.00	2,250,000.00	18,000,000.00	2,250,000.00
TAK37C - TAKOMA PARK	1,740,280.19	1,740,280.19	1,740,280.19	0.00	0.00	0.00	1,740,280.19	0.00	0.00	0.00
TEN37C - TENLEY-FRIENDSHIP BRANCH LIBRARY	17,819,105.66	17,819,105.66	17,819,105.66	0.00	0.00	0.00	17,819,105.66	0.00	0.00	0.00
TPL01C - TEMP SPACE FOR DC PUBLIC LIBRARY	4,495,081.53	4,495,081.53	4,495,081.53	0.00	0.00	0.00	4,495,081.53	0.00	0.00	0.00
WAH38C - WASHINGTON HIGHLANDS	16,697,029.86	16,697,029.86	16,697,029.86	0.00	0.00	0.00	16,697,029.86	0.00	0.00	0.00
WOD37C - WOODRIDGE LIBRARY	19,678,156.00	19,678,156.00	19,060,904.31	0.00	483,403.63	0.00	19,544,307.94	133,848.06	133,848.06	617,251.69
WTD37C - WATHA T. DANIEL RENOVATION	15,665,019.16	15,665,019.16	15,665,019.16	0.00	0.00	0.00	15,665,019.16	0.00	0.00	0.00
<b>Summary</b>	<b>539,865,347.54</b>	<b>320,052,098.25</b>	<b>249,856,405.26</b>	<b>4,000,000.00</b>	<b>18,262,185.43</b>	<b>0.00</b>	<b>272,118,590.69</b>	<b>47,933,507.56</b>	<b>267,746,756.85</b>	<b>85,158,942.28</b>

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## Question Number 31

### a. An update on all capital projects undertaken in FY16 and FY17.

**General Improvement Projects** – In FY16, the library completed approximately \$2,000,000 worth of work, this represents library modernizations at both Chevy Chase and Shepherd Park (Juanita E. Thornton) libraries.

**Cleveland Park Library** – In FY16, design was completed for a new library and in FY17 the Cleveland Park Library closed for construction.

**Capitol View and Palisades libraries** – Design for these projects were underway in FY16 and construction for both projects is planned in FY17.

**West End Library** – Construction continued to be in progress in FY16 and FY17 to date.

**Woodridge Library** – In FY16, the new Woodridge Library opened in September 2016 after a rebuild.

**Martin Luther King Jr. Memorial Library** – A detailed update of the MLK Project has been provide in response to question number 26.

The tables on the following pages provide the capital budget for the DC Public Library and all programs under its purview during FY16 and FY17, including amount budgeted and actual dollars spent. It also includes close-out payments made on projects that were completed the prior fiscal year (FY15).

## Question Number 31

b. Whether capital projects undertaken in FY16 or FY17 had an impact on the operating budget of the agency? If so, provide an accounting of such impact.

CAPITAL IMPACT ON DCPL OPERATING BUDGET				
	Capitol View Library	West End Library	Various Library Locations	Cost Category Totals
<b>FY 2016</b>				
Contractual Services <sup>1</sup>			200,000	200,000
Equipment <sup>2</sup>			10,000	10,000
Fixed Costs <sup>3</sup>				
Information Technology <sup>4</sup>				
Materials/Supplies				
Staffing				
FTEs				
<b>FY 2015 TOTAL</b>			<b>210,000</b>	<b>210,000</b>
<b>FY 2017</b>				
Contractual Services <sup>1</sup>	106,500	88,655		
Equipment <sup>2</sup>				
Fixed Costs <sup>3</sup>				
Information Technology <sup>4</sup>	5,000	5,000		
Materials/Supplies	5,000	5,000		
Staffing	180,502	201,943		
FTEs	3	3		
<b>FY 2017 TOTAL</b>	<b>297,002</b>	<b>300,598</b>		

Note:

<sup>1</sup>Examples include security surveillance, HVAC, storm water management, and maintenance agreements not covered under warranty.

<sup>2</sup>Examples include book trucks, and AV and laptop carts.

<sup>3</sup>Examples include connection fees and hook-ups of utilities.

<sup>4</sup>Examples include computers and IT/data systems hardware and software.

**Note2: Opening Day Collections for Capitol View and West End libraries are included in the FY17 Budget.**

## **Question Number 31**

### **c. A description regarding how the agency decided the FY16 proposed capital budget and the sequencing of projects.**

The Library's capital projects were prioritized by the Mayor and City Council as part of the budget formulation for the FY16 – FY21 Capital Improvement Plan (CIP). In the FY16 CIP, \$19.6 million was allocated for renovation or new construction for three libraries - Cleveland Park, Martin Luther King Jr. Memorial, and Palisades.

The Library plans to renovate or rebuild these libraries over the next four years. Additionally, the Library will have small capital needs over the next several years for general improvements for those libraries that are not funded for major renovations or rebuilds.

**E. COMMUNITY ENGAGEMENT AND  
OUTREACH  
TABS E32 – E39A**

## COMMUNITY ENGAGEMENT AND OUTREACH

### Question Number 32

**How has DCPL received feedback from guests in FY16 and to date in FY17? Has the Library adopted any new ways to solicit feedback from guests in the last fiscal year? In your response, include the most frequently received feedback and how that feedback facilitated a change in programs or practices.**

The DC Public Library accepts feedback from library users, local businesses and others interested in the library through the Contact Us page on the website. This allows visitors to submit requests in the following areas: Careers at DCPL, General Topic, Meeting/Study Rooms, My Account/Holds/Circulation, Online Catalog, Questions for the Executive Director, and Webmaster. In FY16, the library made slight modifications to its internal process for responding to users by routing inquiries in one of the aforementioned topic areas, i.e. online catalog, directly to the library staff member responsible for that area. These changes allow users to immediately correspond with the subject matter expert.

In addition to collecting feedback through this portal, the Library also accepts feedback through an online survey tool, Counting Opinions, available on the library's website. This tool was first made available to the public in April 2016. The library, to date, has received 758 survey responses. Counting Opinions also offers a Summer Reading Program survey for participants to provide feedback on the library's summer reading program.

Beyond the website, the Library receives feedback from users via social media, with Twitter and Facebook as the most active platforms.

Lastly, the Library regularly monitors neighborhood listservs and responds to inquiries or comments about library-related issues. And, each branch location has an email address which allows branch staff to respond to user inquiries as well.

## COMMUNITY ENGAGEMENT AND OUTREACH

### Question Number 33

#### **Has the DCPL's use of social media changed in the last fiscal year? How did social media impact library operations or community engagement in FY16 or to date in FY17?**

In many ways, FY16 was a continuation of the many innovations implemented in FY15. Live-blogging of library programs via Twitter continued in FY16, covering major events like the Uncensored party during Banned Books Week and the STAR Festival, and outreach events like Art All Night and Crafty Bastards Arts Festival. As part of a collaboration with the DC Public Library Foundation, FY16 also saw a major boost to the Library's social media profile when the Uncensored book scavenger hunt was covered by the Washington Post; this resulted in national and international attention as well as praise for the Library and the Foundation. The #AskAwayDC Twitter chat was implemented as the first non-book club Twitter chat and served as the Library's first attempt at having an online "Ask a Librarian" service. The Library also implemented more live video streaming of programs, with author talks from Marc Lamont Hill and Luvvie Ajayi and a Banned Books Week discussion on Harry Potter bringing in combined more than 800 viewers.

Building on pre-existing relationships, the Library has maintained social media relationships with other local and government agencies to promote city-wide initiatives and share public information. The satirical "rivalry" with D.C. Water on Twitter, which began in spring of 2015, resurfaced multiple times during FY16. The faux feud engages and entertains users all over the city, and in one instance, caught the attention of Engaging Local Government Leaders (ELGL), an organization that works with municipalities to connect, educate and communicate governmental topics. The Library also collaborated with several other libraries across the world in the #FollowALibrary campaign, a collaborative effort which emphasized cross-promotion and mutual following of libraries.

Social media has impacted library operations and community engagement in the ways listed above. It has also impacted operations and engagement through the Library's continued use of Twitter and Facebook as a central point of contact. Twitter and Facebook have been used as a main point to communicate Library closures, to field questions and concerns from the public (i.e. library card and website issues, suggestions for additions to the collection, etc.) and make improvements to those systems where appropriate, and continue to be platforms for promoting programming and collections and spurring conversations about libraries, books, and reading.

As of December 2016, The Library's Facebook page has more than 7,700 likes, an increase of more than 2,000 likes from the end of 2015. The Twitter account has more than 17,500 followers, an increase of approximately 3,000 followers from November 2015; this number puts us ahead of many major library systems including Denver, Cleveland, Nashville, Enoch Pratt, Multnomah County, and Queens, a borough that serves a population of well more than two million people.

Tumblr and Pinterest continue to be platforms for promoting the library's programs and books and other materials, and the library will expand its social media to include an Instagram account, targeted at engaging teens and the arts community, in late winter 2017. The Library also plans to explore options in stimulating the LinkedIn account to provide information to current and prospective Library employees.

## COMMUNITY ENGAGEMENT AND OUTREACH

### Question Number 34

**Has DCPL changed its community engagement practices for capital projects in the last fiscal year? If so, how? What changes to ongoing capital projects have resulted from community input?**

Community engagement on the Library's capital projects continues to evolve and expand. For earlier projects, the engagement primarily focused on input provided through community meetings hosted by the library. Community meetings continue, but we have held more meetings outside of the library, and attend meetings of various community groups.

Additionally, feedback is sought through social media, surveys, focus groups, presentations at neighborhood meetings and events (e.g., ANC, PTA, civic association meetings) and through the library's website. These tactics assist the library in capturing valuable feedback from residents.

Currently, there are four projects in varying stages of design and construction.

**Martin Luther King Jr. Memorial Library** – The Library has conducted extensive community engagement around the plans to modernize the MLK Library including focus groups, surveys, and community meetings around the city. In addition, the Library has used online portals and social media to gather feedback from as broad a range of residents as possible.

Public interest in this project has been tremendous. Community input has shaped and enhanced many aspects of the design concept including new spaces for people to create, lounge, relax and read, and the need to honor and celebrate the legacy of Martin Luther King Jr. The building will have a large auditorium on the upper level adjacent to rooftop reading terrace. The new library will include public art and an exhibit honoring the life of Dr. Martin Luther King Jr, something the community advocated heavily for during the process.

The Library enlisted the assistance of an Advisory Panel comprised of representatives of various stakeholder groups from across the city. The Panel's input was instrumental in producing a spectacular design.

**Capitol View Library** – The Capitol View Library will undergo an interior renovation. The Library conducted surveys and community meetings to get input from the community. Based on the input, the Library decided to include a computer training room and additional meeting spaces in the new library.

**Cleveland Park Library** – Library staff and the design team have hosted numerous community meetings to gather input from residents. The Library held several focus groups with seniors, parents of young children, adults and teens to learn what spaces and services the community most wants to see in the new library. Community input had a strong influence in a number of ways:

- placement of the children's room on the first floor, but away from the exit.
- expanded meeting room space, including a large meeting room to accommodate 200 people. The space can be subdivided in two, to allow for maximum flexibility.
- more flexible meeting room spaces to accommodate the many groups that need space
- separation of "noisy" activities from quiet study areas
- outdoor garden area



In addition, the Library sought input from the Cleveland Park and Woodley Park communities about the desire for an interim library during construction. Based on that feedback, along with usage data, the Library determined that an interim library is needed. The Library opened an interim site on the campus of University of District of Columbia in October 2016.

Library staff and the design team have presented designs at ANC meetings as well as a meeting of the Cleveland Park Historical Society and the Cleveland Park Club.

**Palisades Library** – The Palisades Library will undergo a major renovation. The Library conducted surveys, focus groups, and numerous community meetings to gather input from the community. In addition, Library staff attended ANC and other community meetings to keep residents informed about the design as it progressed. Community input was instrumental in the placement of the children's room on the upper level as well as additional meeting room space.

**West End Library** – Construction of the West End Library is underway. While the library is not managing the construction of this mixed use project, Library staff has attended community meetings to keep residents updated on construction progress and to answer questions. West End Library will open in 2017.

## COMMUNITY ENGAGEMENT AND OUTREACH

### Question Number 35

**The following questions are related to “Friends of the Library” organizations:**

- a. Have any new “Friends of the Library” organizations been formed in the last fiscal year?**
- b. How much funding did DCPL receive from the support of the Friends in FY16 and FY17, to date?**
- c. What kinds of programs have been made possible through the participation of the Friends?**

In FY16 and to date in FY17, no new Friends organizations have been formed. However, several Friends groups are more active than they have been in the past. Through membership in the Federation of Friends, the Friends have sought to enhance their organizational proficiencies and best practices.

- Anacostia Library has had a long-standing Friends group that has become more active.
- Georgetown and Benning (Dorothy I. Height) libraries have re-formed Friends groups with different names and boards.

Currently, there are 24 Friends groups for 26 libraries as well as Friends groups for the Center for Accessibility and Special Collections at the Martin Luther King Jr. Memorial Library.

The DC Public Library Foundation received \$28,556 in FY16 from the Federation of Friends and various Friends of the Library groups, primarily to enhance support for the Summer Reading program. For the Foundation’s inaugural Story Time gala last March, the Friends of the Southeast Library gave a special gift of \$5,000 in honor of one of their long-time members, Margaret Hollister.

The Friends also enhance various programs and activities through the purchase of refreshments, program materials and other supplies at their specific neighborhood libraries.

Beyond funding, the Friends groups assist the library in a number of ways. The very successful apprenticeship program in partnership with the Phelps Architecture, Construction and Engineering High School and the Woodridge Library construction project was born as a result of working with the Friends of the Woodridge Library. Through the efforts of the Federation of Friends, the Mt. Pleasant Library has joined the Benning (Dorothy I. Height) Library as recipient of the young Japanese Cherry Trees which were raised from the legacy of cherry trees that grace the Tidal Basin.

## **COMMUNITY ENGAGEMENT AND OUTREACH**

### **Question Number 36**

**How much funding from the Foundation did DCPL receive in FY16 and FY17, to date? For what purpose were those funds used?**

By extending the reach of government dollars and building meaningful relationships with the private sector, community groups and other government agencies, the Foundation helps extend the Library's level of services in four key areas: bridging the summer learning gap, promoting early literacy, increasing District residents' access to economic opportunity, and celebrating the District's cultural vibrancy. This funding helps to enhance services rather than replace local funding for core services.

In FY16, the Foundation provided \$311,918 in direct program support for the library. Additionally, the Foundation solicited \$334,000 in in-kind donations, for a total of \$645,918 in contributions to support library programs. The Foundation's financial reports for the Library's first quarter of FY17 have not yet been completed, but it is estimated that during that time \$75,000 in direct program support was provided by the Foundation to the Library.

## **COMMUNITY ENGAGEMENT AND OUTREACH**

### **Question Number 37**

#### **Outline the structure and management of the DCPL Foundation.**

The DC Public Library Foundation is a separate 501(c)3 nonprofit organization that leverages private philanthropy to enrich the DC Public Library's capabilities, resources and services, to deliver the highest quality of library service to District residents.

The Foundation is governed by a volunteer Board of Directors, composed of community leaders, philanthropists, and representatives from notable corporations. The Foundation is currently managed by two DC Public Library staff members, the Foundation Executive Director, a Development Support Specialist, with a Development Specialist to be hired in the coming weeks.

As of January 2017, current DC Public Library Foundation board members include:

**Bonnie Cohen, President**

Principal

B.R. Cohen & Associates

**The Honorable Anthony Williams, Vice President & Development Chair**

CEO & Executive Director

Federal City Council

**Joy Dorsey, Secretary**

Associate General Counsel

Pepco Holdings, Inc.

**Marquett Smith, Treasurer**

Consultant

**Haley Kaufman, Nominations Chair**

Senior Vice President, Wealth Management

Merrill Lynch

**Erin Harkless Moore, Investments Chair**

Senior Investment Director

Cambridge Associates

**Bill Alsup**

Senior Managing Director

Hines

**Jenny Backus**

Consultant

**Jon Bouker**

Partner

Arent Fox

**Derek Brown**

Restaurant Owner & Bartender  
Drink Company

**Sara Cormeny**

Consultant

**Natwar Gandhi**

Retired, former CFO of the District of Columbia

**Gail Harmon**

Partner  
Harmon, Curran, Spielberg, Eisenberg, LLP

**Astri Kimball**

Senior Policy Counsel  
Google

**Barbara Krumsiek**

Senior Industry Fellow  
Georgetown University Women's Leadership Institute

**Myrna Peralta**

President and Chief Executive  
CentroNía

**Claudia Withers**

Chief Operating Officer  
National Association for the Advancement of Colored People (NAACP)

**Richard Reyes-Gavilan (*Ex-Officio*)**

Executive Director  
DC Public Library

**Susan B. Haight (*Ex-Officio*)**

President  
Federation of Friends of the DC Public Library

**Linnea D. Hegarty (*Ex-Officio*)**

Executive Director  
DC Public Library Foundation

## **COMMUNITY ENGAGEMENT AND OUTREACH**

### **Question Number 38**

**How many volunteers does the DCPL currently have? Have there been any changes in the last fiscal year to the selection and training process for volunteers?**

Volunteers play a vital role at the DC Public Library. By donating time, talent, and skills, volunteers support and enhance the library's programs, services, and mission.

In FY16, 2,317 volunteers worked 8,841 hours throughout neighborhood libraries and the Martin Luther King Jr. Memorial Library. Under the supervision of library staff, volunteers perform tasks in areas that include maintaining bookshelves, providing job readiness coaching, teaching computer classes, and assisting with author events, children's activities, and programs for seniors.

During summer 2016, the library recruited six teen volunteers to support and promote summer reading. Among other things, they helped users register for summer reading and helped reach out to teens to promote summer reading among their peers.

The process for selecting and training volunteers has remained consistent over the past year. To become a volunteer, one must be at least 14 years old, complete an application and interview, and pass a criminal background check (required for applicants ages 18 and older), the cost of which is covered by the library.

The library matches the skills and interests of volunteers with current opportunities and provides them with an orientation to the library. Training for specific volunteer duties takes place at the library or department location.

## COMMUNITY ENGAGEMENT AND OUTREACH

### Question Number 39a

**Describe any efforts undertaken by DCPL in FY16 and to date in FY17 to identify and engage corporate partners to enhance the operations and collections of the library. In your response, identify if any new corporate partnerships were established in the last fiscal year and any new efforts to reach out to corporations. Also identify any corporations that DCPL believes could or should be approached in the next fiscal year for potential partnerships.**

Through the DC Public Library Foundation, the library is vigorously pursuing corporate partnerships to enhance and improve library programs. In FY16, the Foundation continued to strengthen partnerships with the Washington Nationals, Chipotle Mexican Grille, Comcast, Google, Brightest Young Things, DC Brau, Drink Company, Think Food Group and several others. Additionally, for the Foundation's inaugural Story Time Gala fundraiser, the Foundation received contributions from Smoot/Gilbane, Akin Gump Strauss Hauer & Feld LLP, Bank of America/Merrill Lynch, EastBanc/JBG/Clark, Google, Pepco Holdings Inc., Glover Park Group, Venable LLP and Subject Matter consulting firm.

Also last year, Zipcar became the Foundation's first corporate sponsor for the UNCENSORED event in connection with Banned Books Week, and sponsored the Sing, Talk & Read Family Festival. Verizon supported Sing, Talk & Read through a special outreach grant for the Family Festival as well.

In FY17, the Foundation expects to build on these efforts, through the avenues listed above and by finding additional outreach opportunities. We hope to build relationships with the following corporations, among others: Think Food Group, Inc., &pizza, Cava Grill, Compass Coffee, Washington Gas, Geico, Marriott, Vornado, WC Smith, Skanska USA, CareFirst BlueCross BlueShield, Abdo Development, PN Hoffman, Capital One, Microsoft, AT&T, Shinola, Uber, Facebook, Verizon, Monumental Sports, PNC Bank, Wells Fargo, KIND, Fed Ex, and JBG Companies.

**F. PERSONNEL**  
**TABS F39B – F46**



## PERSONNEL

### Question Number 39b

What is the typical staffing at a branch library? Provide the number of staff assigned to each library, including job titles.

Location	Job Title	FTE
Anacostia Library	Supervisory Librarian	1.0
	Librarian	4.0
	Library Associate	4.0
	Library Technician	3.0
	<b>Anacostia Total</b>	<b>12.0</b>
Bellevue Library (William O. Lockridge)	Supervisory Librarian	1.0
	Librarian	4.0
	Library Associate	4.0
	Library Technician	3.5
	<b>Bellevue Total</b>	<b>12.5</b>
Benning Library (Dorothy I. Height)	Supervisory Librarian	1.0
	Librarian	4.0
	Library Associate	3.0
	Library Technician	4.0
	<b>Benning Total</b>	<b>12.0</b>
Capitol View Library	Supervisory Librarian	1.0
	Librarian	3.0
	Library Associate	2.0
	Library Technician	3.0
	<b>Capitol View Total</b>	<b>9.0</b>
Chevy Chase Library	Supervisory Librarian	1.0
	Librarian	4.0
	Library Associate	3.0

	Library Technician	5.0
	<b>Chevy Chase Total</b>	<b>13.0</b>
Cleveland Park Library <i>Interim Facility</i>	Supervisory Librarian	1.0
	Librarian	2.0
	Library Associate	2.0
	Library Technician	2.5
	<b>Cleveland Park Total</b>	<b>7.5</b>
DC Jail Library	Jail Librarian	1.0
	Jail Technician	0.5
	<b>DC Jail Total</b>	<b>1.5</b>
Deanwood Library <i>Co-location Facility</i>	Supervisory Librarian	1.0
	Librarian	2.0
	Library Associate	2.0
	Library Technician	2.5
	<b>Deanwood Total</b>	<b>7.5</b>
Francis A. Gregory Library	Supervisory Librarian	1.0
	Librarian	3.0
	Library Associate	4.0
	Library Technician	3.5
	Teen Aide	0.3
	<b>Francis A. Gregory Total</b>	<b>11.8</b>
Georgetown Library	Supervisory Librarian	1.0
	Librarian	4.0
	Library Associate	4.0
	Library Technician	5.0
	<b>Georgetown Total</b>	<b>14.0</b>
Lamond-Riggs Library	Supervisory Librarian	1.0
	Librarian	2.0
	Library Associate	2.0

	Library Technician	2.5
	<b>Lamond-Riggs Total</b>	<b>7.5</b>
Mt. Pleasant Library	Supervisory Librarian	1.0
	Librarian	4.0
	Library Associate	5.3
	Library Technician	5.5
	<b>Mt. Pleasant Total</b>	<b>15.8</b>
Northeast Library	Supervisory Librarian	1.0
	Librarian	3.0
	Library Associate	4.0
	Library Technician	4.0
	<b>Northeast Total</b>	<b>12.0</b>
Northwest One Library <i>Co-location Facility</i>	Supervisory Librarian	1.0
	Librarian	2.0
	Library Associate	2.0
	Library Technician	2.5
	<b>Northwest One Total</b>	<b>7.5</b>
Palisades Library	Supervisory Librarian	1.0
	Librarian	3.0
	Library Associate	3.0
	Library Technician	3.5
	<b>Palisades Total</b>	<b>10.5</b>
Parklands-Turner Library <i>Storefront Facility</i>	Supervisory Librarian	1.0
	Librarian	2.0
	Library Associate	3.0
	Library Technician	1.5
	<b>Parklands-Turner Total</b>	<b>7.5</b>
Petworth Library	Supervisory Librarian	1.0
	Librarian	4.0

	Library Associate	4.0
	Library Technician	4.0
	<b>Petworth Total</b>	<b>13.0</b>
Rosedale Library <i>Co-location Facility</i>	Supervisory Librarian	1.0
	Librarian	2.0
	Library Associate	2.0
	Library Technician	2.5
	<b>Rosedale Total</b>	<b>7.5</b>
Shaw Library (Watha T. Daniel)	Supervisory Librarian	1.0
	Librarian	4.0
	Library Associate	4.0
	Library Technician	4.0
	<b>Shaw Total</b>	<b>13.0</b>
Shepherd Park Library (Juanita E. Thornton)	Supervisory Librarian	1.0
	Librarian	2.0
	Library Associate	2.0
	Library Technician	2.5
	<b>Shepherd Park Total</b>	<b>7.5</b>
Southeast Library	Supervisory Librarian	1.0
	Librarian	3.0
	Library Associate	2.0
	Library Technician	3.0
	<b>Southeast Total</b>	<b>9.0</b>
Southwest Library	Supervisory Librarian	1.0
	Librarian	3.0
	Library Associate	2.5
	Library Technician	3.0
	<b>Southwest Total</b>	<b>9.5</b>

Takoma Park Library	Supervisory Librarian	1.0
	Librarian	2.0
	Library Associate	2.0
	Library Technician	2.5
	<b>Takoma Park Total</b>	<b>7.5</b>
Tenley-Friendship Library	Supervisory Librarian	1.0
	Librarian	4.0
	Library Associate	4.0
	Library Technician	5.5
	Teen Aide	0.3
	<b>Tenley-Friendship Total</b>	<b>14.8</b>
West End Library <i>Interim Facility</i>	Supervisory Librarian	1.0
	Librarian	2.0
	Library Associate	2.0
	Library Technician	2.5
	<b>West End Total</b>	<b>7.5</b>
Woodridge Library	Supervisory Librarian	1.0
	Librarian	3.0
	Library Associate	4.0
	Library Technician	3.5
	Teen Aide	0.3
	<b>Woodridge Total</b>	<b>11.8</b>
	<b>Total Neighborhood Library Staff</b>	<b>262.7</b>

Martin Luther King Jr. Memorial Library	Supervisory Librarian	6.0
	Assistant Manager	1.0
	Librarian	27
	Special Collections Coordinator	1
	Library Associate	20.5
	Library Technician	17
	Circulation Services Supervisor	3
	Archivist	1.0
	Supervisory Education Specialist	1.0
	Administrative Assistant	1.0
	Educational Specialist	2.0
	Computer Lab Coordinator	1.0
	Computer Lab Outreach Specialist	1.0
	Customer Training Coordinator	1.0
	<b>MLK Total Staff</b>	<b>83.5</b>

## PERSONNEL

### Question Number 40

**Is staff adequately supported with sufficient training and employee development programming? Please describe the existing training and employee development program, the number of staff who went through training and employee development in FY16 and FY17 to date. Has the library examined best practices from other jurisdictions regarding training and employee development? Were funds sufficient for training and employee development in FY16 and FY17 to date? If not, please describe how much funding is needed for the library to sufficiently provide training and employee development, and how it would be used.**

As the DC Public Library continues to transform and provide District residents the quality library services they expect and deserve, it is important that library staff have the skills and tools to continue to innovate and improve library services.

Staff training was reduced in the FY16 and FY17 budgets. As a result, the Library scaled back on its investment in staff training and development. Through a federal grant, the Library was able to offset some costs for staff training. The Library offered in-house management and supervisory best-practice training, team-building training to improve staff morale and collaboration, as well as, various online or internally developed courses to maintain library workforce development. The library focused on overall workforce development, business management, and workplace safety best practice tools and techniques to strengthen and enhance key leadership skills among middle and front-line managers. Additionally, mandatory active shooter and evacuation training for all staff was implemented in FY16.

About 64 percent (354) of staff participated in a total of 1,739 internal training and employee development activities in FY16. Nearly 30 percent (160) attended external training and employee development activities in FY16. To date in FY17, 26 percent (145) of library employees have participated in 242 internal training and development activities and four percent (22) have attended external training and employee development activities.

As a result of the budget reduction, industry specific programs and technical staff development opportunities were reduced in FY16 and will remain reduced in FY17. These key programs include: 1) workforce development tuition assistance program for staff seeking bachelor's or master's degrees; 2) opportunities to attend local or national workshops and/or conferences to learn more about library service delivery and local jurisdiction best practices; and 3) specialized, technical and environmental staff professional development opportunities to maintain licensure or certifications and remain abreast of legal requirements and national best practices in their specific disciplines.

To meet the library's training needs a budget of \$371,236 is needed to:

- restore the workforce development tuition assistance program that will give staff a Pathway to the Middle Class by helping them obtain bachelor or master degrees;
- allow staff to participate in local and national workshops and conferences in library science, technology and other fields that will equip staff to provide the high quality experience District residents have come to expect from their library;
- secure an enterprise learning management system to track, analyze, measure and conduct training through an online dashboard;
- restore the specialized and technical training key library staff need to maintain licenses and certifications. The certification and licensure training ensures staff have the skills to maintain the library's new LEED sustainable buildings and implement the appropriate measures to ensure buildings are safe and welcoming for all District residents; and
- Hire a training coordinator to support the myriad of training related initiatives within the Library's new strategic plan. Specifically, the coordinator will be instrumental in helping to build staff capacity in support of new offerings, new roles and new service models.



## PERSONNEL

### Question Number 41

**How will staff from MLK be distributed during the MLK modernization? After the MLK modernization is complete, will DCPL have sufficient staff to operate full programming at all Library locations?**

During the MLK Library modernization, staff will be distributed to the following locations:

- Various branch libraries
- Library Express (1990 K Street, NW)
- Operations Center (326 R Street, NE)
- Administrative Office (1990 K Street, NW)

DC Public Library is adding approximately 100,000 square feet of space for the public to the modernized MLK Library, as well as expanding services. As a result, approximately 20 additional staff will be needed when the library re-opens in 2020, such as staff who directly serve the public as well as public safety officers, custodians, event planning staff, and exhibition staff.

As part of the interim services plan when the MLK Library closes, we will expand open hours at all library locations for the next three years, opening Thursday mornings at 9:30 a.m. There are currently enough staff as a result of the MLK Library closure to support the additional service hours at the branches. The branch hours, however, will return to its current hours once the MLK Library re-opens.

In addition, more staff will be needed for the newly renovated and larger Lamond-Riggs and Southeast libraries which will be scheduled to reopen after construction around the same time as the MLK Library.

## PERSONNEL

### Question Number 42

**Are all branch libraries currently sufficiently staffed to accommodate staff absences due to illness, vacation, or extended leaves of absence? Have such absences resulted in reduced service or unplanned closures in the last fiscal year? How have staff absences affected the Library's budget in FY16 and to date in FY17? How has the overall staffing level changed in the last fiscal year?**

In FY14, DC Public Library received a budget increase to support a 27 percent increase in open hours across 26 locations. This increase supported 124 FTEs in the FY14 budget, most of which were added as direct public service positions (Librarians, Library Associates and Library Technicians). Staff absences, vacations and other extended leaves of absence have not had an impact on the library's ability to open every day and maintain current open hours.

In FY16, the library received a budget reduction which included a \$992,000 reduction in the personal services budget. We are pleased that the reduction did not result in a reduction in force. And the library is still able to be open seven days a week, a top priority for the Library. However, the library was unable to fill approximately 21 vacant positions which has resulted in fewer pre-school and infant programs; fewer after school and weekend educational and enrichment programs for students; fewer visits to schools and child care centers to register students for library cards and hold story times; and fewer vocational, educational, cultural and recreational programs for adults.

The Library had about four million visits in FY15. Our priority is to be open every day for as many hours as possible for District residents to take advantage of the library's vast resources and services.

## PERSONNEL

### Question Number 43

**Has DCPL changed their policies with regard to hiring District residents in the last fiscal year? What is DCPL's compliance rate for the *First Source* and *Apprenticeship* program requirements? How was this compliance monitored and evaluated in FY16 and FY17, to date?**

DC Public Library has not changed its policies on hiring District residents in the last fiscal year. For FY16 the library's *First Source* and *Apprenticeship* programs compliance rate was 100 percent for completed projects. For FY17 to date, construction for several projects will begin later this fiscal year. The compliance rates for both requirements are determined and verified through construction site visits, review monthly certified payroll records, and regular consultation with staff at the Department of Employment Services: Office of First Source and the Office of Apprenticeship Information and Training.

## **PERSONNEL**

### **Question Number 44**

**Has the agency adhered to all non-discrimination policies in regards to hiring and employment?**

Yes, the agency has adhered to all non-discrimination policies in regards to hiring and employment.

## PERSONNEL

### Question Number 45

**Have there been any allegations that the agency has violated hiring and employment nondiscrimination policies in FY16 or to date in FY17? If so, what steps were taken to remedy the situation or ensure that the violation does not occur in the future?**

While there were no allegations against the agency as a whole, there were two allegations in FY16 and two allegations to date in FY17 that involved library employees that DC Public Library investigated.

In FY16, for one, the investigative findings did not support the claim filed, though the alleged offender was counseled regarding agency expectations. In the second case, the actions identified in the claim were verified and the offending employee was suspended and required to take additional training on sexual harassment awareness. The agency also decided not to renew the offending employee's temporary supervisory position which ended close to the end of the investigation. Further, the agency opted to require and deliver sexual harassment awareness training refresher to the entire department, including supervisors and managers.

In FY17, the investigative findings in the first case did not support the claim as filed. The two employees involved in the situations referenced in the claim were counseled regarding agency expectations. The second case was related to the second case in FY16 (referenced above). The offending employee contacted the Equal Employment Opportunity Commission (EEOC). The agency investigative findings resulted in the employee confirming in writing that no additional harassment had occurred since the resolution in FY16.

## PERSONNEL

### Question Number 46

**Provide a narrative description of the security personnel and procedures currently utilized by the Library. Emphasize any changes in the security situation that have occurred within the last fiscal year. At a minimum, include:**

- **The number of library security guards currently employed by DCPL;**
- **The number of vehicles currently associated with DCPL security;**
- **New security initiatives or technologies instituted in FY16 and to date in FY17; and**
- **Any continuing areas of concern as it relates to Library security.**

DC Public Library has special police officers (SPO) assigned permanently to some library locations and roving to multiple locations. Deployment is regularly assessed and adjusted where resources are needed. Currently there are 28 FTEs that provide safety and security at 26 library locations. In addition, there are three part time positions (non-SPO) that staff the Passport Acceptance Center at MLK Library.

Currently the library has six vehicles associated with the library police and these are used to patrol the different library locations.

In FY16, the security technology systems (video cameras, access control, alarm systems, duress alarms, and identification production) at several library locations were upgraded. A major improvement is a systematic change to digital video cameras from older type analog cameras.

The technology uses a perimeter-based, real time video surveillance system that allows police staff to monitor all libraries from a central location. Additionally, the system is supported by digital video recorders (DVRs) to capture incidents and store video for several weeks. The system can capture, record, and download video in and around the libraries. This video can be shared with local police agencies including the Metropolitan Police Department (MPD) and the Secret Service to assist them with investigations.

Library staff participated in All Hazard/Evacuation training in FY16 and will continue in FY17 with hands-on drills at the branches. Part of this training includes an evacuation tool (stair-chair) to assist disabled people in leaving a building in cases of emergency. In addition, DCPL has introduced a new Computer Aided Dispatch/Report Management System (CAD/RMS or "Report Exec") to replace an obsolete system for incident reporting and data collection.

There is continued demand for library security to protect property, users and staff. Ensuring the library has the adequate resources to maintain and enhance such safety continues to be a priority.

**G. GOVERNMENT MANAGEMENT AND  
OVERSIGHT  
TABS G47 – G56**

## GOVERNMENT MANAGEMENT AND OVERSIGHT

### Question Number 47

**Provide an update on the strategic planning process for the Library system. How will the strategic plan impact staffing models? How will the strategic plan impact facilities plans and future facilities planning? How will the strategic plan use data throughout the planning process? Does the Library have all of the resources necessary to develop and implement its strategic plan?**

The strategic plan is nearly complete and the Library is in the process of planning for its roll-out in the coming weeks. We anticipate new staffing models will be developed in the five years covered by the strategic plan as we provide services and better align resources according to the changing needs of the communities. The strategic plan calls for the development of a facilities plan that will also take a community-centered approach to future facilities planning. The Library will build a more robust data function in the next year in order to better inform operations and management decisions, and to improve efficiency, transparency and accountability. The Library has the resources it needs to complete the development of the strategic plan. The plan will help to inform and guide budget allocation and requests to support its implementation.



## **GOVERNMENT MANAGEMENT AND OVERSIGHT**

### **Question Number 48**

**Discuss any changes made in the last fiscal year to the Library's emergency management process or its receipt of information about emergencies from the District and/or the Homeland Security and Federal Emergency Management Agency.**

There were numerous meetings between the Homeland Security and Federal Emergency Management Agency (HSEMA) and DCPL during the year, but there were not any changes made to the Library's emergency management process.

The Library participated in two "Threat Hazard Identification and Risk Assessment" (THIRA) workshops offered by HSEMA. The first workshop involved a hurricane scenario and the appropriate actions that should be taken pre-event, during the event and post event. The second workshop was a "Coordinated Complex Attack" situation which focused on multiple life safety occurrences on the same day, (active shooter, explosion, etc.) and what actions each individual agency should undertake to assist the integrated response of first responders.

## GOVERNMENT MANAGEMENT AND OVERSIGHT

### Question Number 49

Provide an updated list of each branch library within DCPL that includes the following, if available:

- Name of the library;
- Head librarian;
- Hours of operation;
- Unique programs, offers, or collections;
- Contact information; and,
- President of the Friends Group.

ANACOSTIA LIBRARY	<b>Branch Manager:</b> Yvette Davis <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa:9:30 a.m.-5:30 p.m., Sun: 1-5 p.m. <b>Unique Programs, Offers, or Collections:</b> Department of Corrections video visitation service <b>Contact Information:</b> (202) 715-7707 <b>President of the Friends:</b> Kathy Williams
CAPITOL VIEW LIBRARY	<b>Branch Manager:</b> Paul Mills <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5 p.m. <b>Unique Programs, Offers, or Collections:</b> N/A <b>Contact Information:</b> (202) 645-0755 <b>President of the Friends:</b> Kirk Adair
CHEVY CHASE LIBRARY	<b>Branch Manager:</b> Tracy Myers <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5 p.m. <b>Unique Programs, Offers, or Collections:</b> N/A <b>Contact Information:</b> (202) 282-0021 <b>President of the Friends:</b> Ellen Epstein
CLEVELAND PARK INTERIM LIBRARY	<b>Branch Manager:</b> Barbara Gauntt <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5 p.m. <b>Unique Programs, Offers, or Collections:</b> Closed for renovation in September 2016 and now in an interim location at UDC-Van Ness <b>Contact Information:</b> (202) 282-3080 <b>President of the Friends:</b> Jill Bogard
DEANWOOD LIBRARY	<b>Branch Manager:</b> Kathy Jenkins <b>Hours of Operation:</b> M,W,F,Sa: 9:30 a.m.-5:30 p.m., Tu, Th: 1-9 p.m., Sun: 1-5 p.m. <b>Unique Programs, Offers, or Collections:</b> Co-located with rec center <b>Contact Information:</b> (202) 698-1175 <b>President of the Friends:</b> N/A

<p>BENNING LIBRARY (Dorothy I. Height)</p>	<p><b>Branch Manager:</b> Winnell Montague  <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5 p.m.  <b>Unique Programs, Offers, or Collections:</b> N/A  <b>Contact Information:</b> (202) 281-2583  <b>President of the Friends:</b> Joy Graham</p>
<p>FRANCIS A. GREGORY LIBRARY</p>	<p><b>Branch Manager:</b> Joslyn Jones  <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5 p.m.  <b>Unique Programs, Offers, or Collections:</b> N/A  <b>Contact Information:</b> (202) 698-6373  <b>President of the Friends:</b> Eugene Phillips</p>
<p>GEORGETOWN LIBRARY</p>	<p><b>Branch Manager:</b> Lucy Thrasher  <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5 p.m.  <b>Unique Programs, Offers, or Collections:</b> Peabody Room  <b>Contact Information:</b> (202) 727-0232  <b>President of the Friends:</b> Joseph Ryan</p>
<p>SHEPHERD PARK LIBRARY (Juanita E. Thornton)</p>	<p><b>Branch Manager:</b> Katie Nye  <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th:1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5p.m.  <b>Unique Programs, Offers, or Collections:</b> N/A  <b>Contact Information:</b> (202) 541-6100  <b>President of the Friends:</b> Mark Pattison</p>
<p>LAMOND-RIGGS LIBRARY</p>	<p><b>Branch Manager:</b> Robin Imperial  <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5p.m.  <b>Unique Programs, Offers, or Collections:</b> N/A  <b>Contact Information:</b> (202) 541-6255  <b>President of the Friends:</b> Robert Oliver</p>
<p>MARTIN LUTHER KING JR. MEMORIAL LIBRARY</p>	<p><b>Department Managers</b>  <b>Adult Information Services:</b> Leslie Griffin  <b>Adult Literacy:</b> Marcia Harrington  <b>Center for Accessibility:</b> Melinda MacCall (interim)  <b>Children and Teen Services:</b> Sara Eckelberry (interim)  <b>Circulation Services:</b> Andrea Akiti  <b>The Labs:</b> MaryAnn James-Daley  <b>Special Collections:</b> Kerrie Williams</p> <p><b>Hours of Operation:</b> M,T,W,Th: 9:30 a.m.-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5 p.m.  <b>Unique Programs, Offers, or Collections:</b> Black Studies Collection, Washingtoniana, Center for Accessibility, Adult Literacy, College Information Center, Digital Commons, Department of Corrections video visitation program, DC Health Link enrollment center, Passport Acceptance Center  <b>Contact Information:</b> (202) 727-0321  <b>President of the Center for Accessibility Friends:</b> Freddie Peaco  <b>President of the MLK Library Friends:</b> Robin Diener  <b>President of Special Collections Friends:</b> Matthew Gilmore</p>

MT. PLEASANT LIBRARY	<b>Branch Manager:</b> Tracy Sumler <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5p.m. <b>Unique Programs, Offers, or Collections:</b> Spanish Language Collection <b>Contact Information:</b> (202) 671-3122 <b>President of the Friends:</b> Emily Wagner
NORTHEAST LIBRARY	<b>Branch Manager:</b> Heather Scott <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5p.m. <b>Unique Programs, Offers, or Collections:</b> N/A <b>Contact Information:</b> (202) 698-3320 <b>President of the Friends:</b> Vincent Morris
NORTHWEST ONE LIBRARY	<b>Branch Manager:</b> Marcus Waide <b>Hours of Operation:</b> M,W,F,Sa: 9:30 a.m.-5:30 p.m., Tu, Th: 1-9 p.m., Sun: 1-5 p.m. <b>Unique Programs, Offers, or Collections:</b> Co-located with rec center and school <b>Contact Information:</b> (202) 939-5946 <b>President of the Friends:</b> N/A
PALISADES LIBRARY	<b>Branch Manager:</b> Kimberly Knight <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5 p.m. <b>Unique Programs, Offers, or Collections:</b> N/A <b>Contact Information:</b> (202) 282-3139 <b>President of the Friends:</b> Peter Lynch
PARKLANDS-TURNER LIBRARY	<b>Branch Manager:</b> Rob Schneider <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5 p.m. <b>Unique Programs, Offers, or Collections:</b> N/A <b>Contact Information:</b> (202) 645-4532 <b>President of the Friends:</b> N/A
PETWORTH LIBRARY	<b>Branch Manager:</b> Jeffrey Neher <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5 p.m. <b>Unique Programs, Offers, or Collections:</b> Spanish Language Collection <b>Contact Information:</b> (202) 243-1188 <b>President of the Friends:</b> Carol Herwig
ROSEDALE LIBRARY	<b>Branch Manager:</b> Eboni Henry <b>Hours of Operation:</b> M,W,F,Sa: 9:30 a.m.-5:30 p.m., Tu, Th: 1-9 p.m., Sun: 1-5 p.m. <b>Unique Programs, Offers, or Collections:</b> Collocated with a DPR rec center <b>Contact Information:</b> (202) 727-5012 <b>President of the Friends:</b> Dana Wyckoff

SOUTHEAST LIBRARY	<b>Branch Manager:</b> Maria Escher <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5 p.m. <b>Unique Programs, Offers, or Collections:</b> N/A <b>Contact Information:</b> (202) 698-3377 <b>President of the Friends:</b> Neal Gregory
SOUTHWEST LIBRARY	<b>Branch Manager:</b> Karen Quash <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5 p.m. <b>Unique Programs, Offers, or Collections:</b> N/A <b>Contact Information:</b> (202) 724-4752 <b>President of the Friends:</b> Georgine Wallace
TAKOMA PARK LIBRARY	<b>Branch Manager:</b> Michele Sellars <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5 p.m. <b>Unique Programs, Offers, or Collections:</b> Spanish Language Collection <b>Contact Information:</b> (202) 576-7252 <b>President of the Friends:</b> Catherine Stratton-Treadway
TENLEY-FRIENDSHIP LIBRARY	<b>Branch Manager:</b> Karen Blackman-Mills <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1 -5 p.m. <b>Unique Programs, Offers, or Collections:</b> N/A <b>Contact Information:</b> (202) 727-1488 <b>President of the Friends:</b> Ted Hirt
SHAW LIBRARY (Watha T. Daniel)	<b>Branch Manager:</b> Laura Gonzales <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5 p.m. <b>Unique Programs, Offers, or Collections:</b> Spanish Language Collection <b>Contact Information:</b> (202) 727-1288 <b>President of the Friends:</b> Alexander M. Padro
WEST END INTERIM LIBRARY	<b>Branch Manager:</b> Kevin Osborne <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5 p.m. <b>Unique Programs, Offers, or Collections:</b> Closed for modernization; currently in interim facility at Watergate. <b>Contact Information:</b> (202) 724-8707 <b>President of the Friends Group:</b> Susan B. Haight
BELLEVUE LIBRARY (William O. Lockridge)	<b>Branch Manager:</b> Maria Perry <b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5 p.m. <b>Unique Programs, Offers, or Collections:</b> N/A <b>Contact Information:</b> (202) 243-1185 <b>President of the Friends:</b> Vera Abbott

WOODRIDGE LIBRARY	<p><b>Branch Manager:</b> Janette Graham</p> <p><b>Hours of Operation:</b> M,T,W: 9:30 a.m.-9 p.m., Th: 1-9 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: 1-5 p.m.</p> <p><b>Unique Programs, Offers, or Collections:</b> N/A</p> <p><b>Contact Information:</b> (202) 541-6226</p> <p><b>President of the Friends:</b> Sharon Turner</p>
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## GOVERNMENT MANAGEMENT AND OVERSIGHT

### Question Number 50

**Describe any partnerships or collaborations currently underway between DCPL and other District government agencies. In particular, point out any new partnerships or collaborations developed, planned, or implemented over the last fiscal year. Include the following agencies:**

- **DC Public Schools;**
- **DC Public Charter Schools;**
- **DC Department of Parks and Recreation;**
- **DC Department of Employment Services;**
- **DC Office on Aging;**
- **DC Department of Human Services;**
- **Department of Health;**
- **Department of Behavioral Health;**
- **Office of the Chief Technology Officer; and**
- **University of the District of Columbia and UDC Community College.**

The DC Public Library partners with many D.C. agencies, community organizations, and non-profits to provide important services to District residents. We continue to seek additional partnerships to support library programs and services.

#### **DC Public Schools (DCPS)/DC Public Charter Schools (DCPCSB)**

The library began the first phases of implementing the shared technical services All Access program, as described more fully under Library Programming - Question Number 9.

The library welcomed Rondelle Price from the Office of Teaching & Learning at DCPS to the DC Public Library All-Staff Day; Mr. Price led a workshop on the DCPS Cornerstones projects, including how public librarians can best support students' educational goals.

Both DCPS and DCPCSB are active in promoting the library's literacy programs to their educators and students, particularly around Summer and Winter Reading programs, the Letters About Literature essay writing competition, and the Books from Birth program.

All branch locations continue to conduct regular outreach to the schools in their areas, which can include school visits, hosting student groups at the neighborhood library, and participating in school events.

The library worked closely with schools on high-profile author events.

- DCPS and DCPCSB middle and high schools students participated in a Summer Reading Kickoff event with Matt de la Peña. Approximately 200 students participated.
- The library hosted Margot Lee Shetterly, author of *Hidden Figures: the American Dream and the Untold Story of the Black Women Mathematicians Who Helped Win the Space Race* along with high ranking female NASA scientist for a conversation about women in science. Approximately 400 students from DCPS and DCPCSB schools attended and each received a free copy of the book.
- Alice Deal Middle School hosted author Markus Zusak for an audience of approximately 200 students.

### **DC Department of Parks and Recreation (DPR)**

For the seventh consecutive year, the library partnered with D.C. Hunger Solutions and the D.C. Department of Parks and Recreation on the summer meals program. Libraries across the city provided lunch to students over the summer while providing afternoon programming and signing students up for the summer reading program. Eleven locations participated in summer 2016.

DPR also supported the library's summer reading program by sending information about summer reading to the families of all registered campers as well as camp counselors. The library and DPR are currently discussing how to extend the partnership for summer 2017.

### **DC Department of Employment Services**

In 2016, the library hosted 49 youth from the Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP). In their time with the library, the youth received trainings on work and life skills, including time management, resumes and cover letters, and a domestic violence prevention workshop. The library intends to participate in the FY17 program, although we anticipate hosting fewer youth as the library will be in transition following the closure of the Martin Luther King Jr. Memorial Library.

### **DC Office on Aging (DCOA)**

Over the course of 2016, DC Public Library staff hosted regular programming at DCOA Wellness Centers in Wards 1, 5, 6 & 7. A diverse array of programming was offered including introductory sign-language programs, book and short story discussions, writing workshops, and oral history collection. Additional staff will be trained in senior services for expansion of these program offerings in 2017.

### **DC Department of Human Services**

As of January 2017, all five TANF Offices throughout the District play STAR, Books from Birth, and Ready Rosie videos in their waiting rooms, as well as posting a monthly calendar of activities for the nearest library. STAR and Books from Birth materials are also on hand, including Books from Birth registration information.

The library is launching a partnership with the Playtime Project to bring library programs to D.C. General Family Shelter. The library is providing weekly programs for children birth to eight years old, and monthly programming for teens. This partnership grew out of a weekly Sunday storytime offered by the library at D.C. General for the past three years.

### **Department of Health (DOH)**

More than 3,500 children have been registered for Books from Birth through the DOH's birth certificate registration form. The library also partners with DOH's Safe Sleep and Healthy Start programs, registering families for Books from Birth, providing STAR materials, and hosting STAR Workshops.

The library established a partnership with the DC Department of Health on the DC Eat Smart/Move More Program, providing nutrition education workshops during the summer meals program distribution. Workshops were delivered at six libraries in Wards 7 and 8 during summer 2016.

### **Department of Behavioral Health**

The library's Health and Human Services Assistant Manager is a member of the Inter-Agency Council on Homelessness Emergency Response and Shelter Operations Committee. As a member of that committee, she works closely with the DC Department of Human Services and the DC Department of Behavioral Health, other city agencies, and non-profit organizations to ensure that the District is responsive to the needs of those experiencing homelessness and is staying on target to meet the goal of ending homelessness laid out in ICH strategic plan to end homelessness, *Homeward DC*.

The library works with Community Connections, a Department of Behavioral Health contractor, to provide Mental Health 101 trainings for library staff. These trainings focus on how to identify and support a person experiencing a mental health crisis.



### **Office of the Chief Technology Officer (OCTO)**

The library's Office of Information Technology and OCTO are in partnership for the storage of the Library's Microsoft Active Directory and Domain Name System servers; Application and Database servers; as well as Microsoft Exchange accounts of DCPL employees in the OCTO cloud datacenter. The Wide Area Network fiber optic data circuits interconnecting DCPL's 26 libraries are maintained by OCTO's Network and Telecommunications group.

A new staff intranet was launched in 2016 on the OCTO Cloud SharePoint Farm in FY16. OCTO provided network engineering support for the gigabit switch upgrades at Chevy Chase, Shepherd Park, and Woodridge libraries.

### **University of the District of Columbia and UDC Community College**

UDC students have supported the library by serving as volunteers for a variety of events, including the STAR Festival and the annual Back to School event at the Bellevue (William O. Lockridge) Library.

### **Age-Friendly DC Task Force**

DCPL hosted dozens of public information sessions where representatives of the Age Friendly D.C. Task Force provided regular progress updates on their strategic plan. Age Friendly Coordinator Gail Kohn also provided a training session on the Age Friendly Strategic Plan at DCPL Staff Day in April 2016.

### **Child and Family Services (CFSA)**

The Books from Birth team partnered with CFSA to train social workers and managers on how to register families for the Books from Birth program. CFSA's support helps the library connect with hard to reach children and ensure registration in early literacy programs. The library was also represented at two CFSA service fairs. CFSA continues to promote Books from Birth, Winter and Summer reading programs, and other exciting events to families engaged in their services.

### **DC Department of the Environment (DDOE)**

Jay Wilson from DDOE provided a staff training session to library facilities and management staff on LEED certification standards, green buildings, and the District's sustainable building program.

### **DC Housing Authority**

The Books from Birth team has visited with DC Housing Authority residents in Wards 7 & 8 to discuss Books from Birth and STAR, and attended the annual holiday event. The DC Housing Authority continues to promote Books from Birth, Winter and Summer reading programs, and other exciting events to families engaged in their services. In 2017, the library and the DC Housing Authority will partner to bring books to children living in HUD housing through the Book Rich Environment program, an initiative of HUD and the Department of Education.

### **Office of Human Rights (OHR)**

The library continues its partnership with the Youth Bullying Prevention Task Force. The library hosted a "Parents vs. Bullies: Understanding the 2012 Youth Bullying Prevention Act" program, which included panelists from D.C. Human Resources and the State Board of Education. The library also distributed an OHR pamphlet to all branches titled "Bullying in the District of Columbia" in multiple languages.

### **Metropolitan Police Department (MPD)**

The Books from Birth team worked with MPD's Ward 5 & 7 outreach officers throughout the summer to be at Beat the Street events as well as pop-up community events at shelters for families experiencing homelessness, schools, Metro stations, and other community hotspots.

### **DC Regulatory Authority (DCRA)**

DCRA offers monthly classes on the regulatory process for starting a small business in the District. This was the library's second full year working with DCRA. Courses primarily target entrepreneurs in Wards 7 & 8 to increase business opportunities in areas with high unemployment and long commute times.

#### **Office of the State Superintendent of Education (OSSE)**

- **New Skills for Youth:** the library was a participant in the New Skills for Youth grant planning committee. This committee helped OSSE develop recommendations on how to improve alignment of career education with career sectors and help youth smoothly transfer from secondary to post-secondary educational opportunities.
- **MySchoolDC:** the library again partnered with the Office of the Deputy Mayor for Education to help raise awareness about the unified school application and lottery. Library staff received training on the application and lottery process, and had school directories and other informational material available for customers.
- **DC EdFest:** the library showcased resources for students and educators, as well as hosted several story times and registered eligible families for Book from Birth at the 2016 DCEdFest.

#### **Department of Youth Rehabilitative Services (DYRS)**

The DC Public Library and DYRS have designed a partnership that will support DYRS youth in becoming readers and reading mentors for younger children and that encourage families in DYRS parent support groups to engage with DCPL programs such as STAR, Books from Birth and Ready Rosie, and to empower young parents to be their child's first teacher.

## Government Management and Oversight

### Question Number 51

#### **Provide an update on DCPL's offering of library services at the D.C. Jail including staffing and the state of the collection.**

Staffing at the jail library in FY16 remained the same as in FY15, with one full-time librarian and one part-time technician. The staff continue to provide weekly mobile library service to the 15 housing units at the Correction Detention Facility (CDF), including status units such as the mental health unit. In FY16 the Library's mobile library checked out 5,451 books to the nearly 1,000 inmates who are housed at CDF on any given day. This is an increase of nearly 1,000 more books borrowed compared to FY15. DC Public Library focused its attention on further developing a robust collection of books to meet the many requests and needs of the D.C. jail population and increased the number of books in the collection by 5,000, bringing the total collection to nearly 8,000. This includes large print material, low-literacy/high-interest titles, young adult titles, and non-fiction titles in subject areas like nature, biographies, history and Spanish language titles.

Library programming remained an important part of service at the jail in FY16. Highlights included:

- Local poets from Street Sense, DC's local street newspaper, visited as part of National Poetry Month to lead a poetry writing and reading workshop.
- Inmates from all fifteen housing units participated in Summer Reading. All inmates who registered for summer reading were invited to participate in an author talk with local author Gerald Anderson, who wrote *Still Standing: How an Ex-Con Found Salvation in the Floodwaters of Katrina*.
- The Library hosted book clubs with inmates in three different housing units and supported two book clubs hosted by Department of Corrections.

The significant initiative of FY16 was ensuring all inmates exiting through the Department of Corrections' (DOC) Inmate Reception Center are offered a library card as part of the release process. This initiative was officially launched in mid-October 2016. From mid-October through December 2016, 352 inmates leaving the D.C. jail received library cards. We anticipate in FY17 that DCPL will continue to see a steady stream of new library cards issued to D.C.'s returning citizens.

## GOVERNMENT MANAGEMENT AND OVERSIGHT

### Question Number 52

**Is there a development plan to raise private funds to support the library for operations, capital projects, or collections? If so, provide a copy of the development plan.**

The DC Public Library Foundation Board of Directors does not approve formal development plans. However, through the budgeting process, the Foundation's directors prioritize the raising of private funds to support the Library's programs and services. Significant revenue generators for the Foundation include the Story Time Gala reception and the UNCENSORED event. This year, the Foundation will host "ALB Rock the Stacks," a party to celebrate the release of the Library Foundation's original Rock the Stacks album, featuring 14 mostly unreleased songs by local D.C. musicians.

On Thursday, March 16, the Foundation will host its second annual Story Time Gala reception, featuring food and drink from award-winning local chefs and bartenders, scenes from your favorite children's stories, local D.C. artists and celebrities telling tales. The event will support the Library's critical children's programs that serve more than 25,000 children a month in every Ward throughout the District. Last year, the Story Time event raised \$122,000, nearly 30 percent more than the original goal. This year, the Foundation aims to raise \$200,000 at this event.

The Foundation's Board of Directors are also actively engaged in fundraising efforts, soliciting their contacts as well as contributing personally and through their businesses. The Foundation is proud that 100 percent of board members contribute to the Foundation.

Finally, the Foundation solicited year-end donations through our LoveDCPLGive campaign, which encourages library users to show their appreciation for Library staff by making a donation to the Foundation but also by sharing their stories of how the Library improves their lives.

The Foundation's fundraising efforts also focus on the following key areas:

**Bridging the Summer Learning Gap:** The DC Public Library Foundation has established strong partnerships in support of the library's Summer Reading initiative, including primary sponsors, the Washington Nationals and Chipotle. The Friends of the Library groups are also enormously supportive of the Summer Reading program, contributing at least \$20,000 each year. In 2017, the Foundation will continue to solicit additional support for Summer Reading among corporate, foundation and individual donors.

**Promoting Early Literacy:** Sing, Talk & Read, the DC Public Library's early literacy initiative, teaches parents and caregivers techniques to use everyday to ensure that their young children enter school ready to learn to read. The Library Foundation solicits individual, corporate and foundation support for all aspects of the program, including funds to augment the Books From Birth program by connecting BFB participants with other library programs and services.

**Celebrating the District's Cultural Vibrancy:** The Library provides the public free and equal access to cultural programming, and supports and promotes D.C.'s vibrant cultural community. Through programs like the D.C. Punk Archive and Basement Shows, FRINGE: Music in the Library, UNCENSORED, and District of Change, the Foundation enhances the Library's role as the hub of D.C.'s identity and evolving cultural life.

**Increasing District Residents' Access to Economic Opportunity:** The Foundation supports the Library in providing residents with job readiness training and support, enabling job seekers to benefit more fully from the D.C. Government's array of job placement services and programs. The Foundation also supports library programming to teach users new skills, from writing workshops to Photoshop and 3D Printing to jewelry making.

## GOVERNMENT MANAGEMENT AND OVERSIGHT

### Question Number 53

**How much money was raised or received through private donors and donations in FY15, FY16 and to date in FY17? Provide a breakdown of those donations including the source of the donation, total donation value, and intended purpose for each, if specified by the donor.**

In recent years, most private money that supports the DC Public Library is raised by the DC Public Library Foundation. In FY15, the Library received one donation for \$3,600 from the estate of David Smith, Jr. to further the DC Public Library's mission, as determined by the Executive Director. The library did not receive any donations in FY16. To date, in FY17 the Library has received no donations.

## **GOVERNMENT MANAGEMENT AND OVERSIGHT**

### **Question Number 54**

**What existing bequests, trusts, or other gifts does the Library have?  
Provide details about the creation, status, and use of such monies.**

For accounting purposes, agency trust funds are classified like fiduciary funds that show assets held by the District in a trustee capacity or as an agent for individuals, private organizations and other governments. Such trust funds are custodial in nature, reporting only assets and liabilities. Since fiduciary funds cannot be used for the ongoing operations of the government, they are not included in the District's government-wide financial statements. Prior to FY05, the budget authority for agency trust funds was included in the operating budgets of the agencies that administered them. Since FY05, these funds have been shown as separate budget agencies (UW0 for DC Public Library Trust Funds), so that the District's budget structure would show these funds in a manner consistent with their presentation in the District's Comprehensive Annual Financial Report (CAFR).

For FY16, the UW0 budget was \$17,000. However, there was no spending from this budget. The \$17,000 budget is set up as FY16, containing two activities. The first, the Georgetown Library Peabody Trust Fund, a bequest, is budgeted at \$10,000 to support the Georgetown Neighborhood Library and for other purposes as designated by the Library's Executive Director. The \$10,000 is budgeted in CSG 40, Other Services and Charges, and \$3,000 is budgeted in CSG 70, Equipment and Equipment Rental. The Theodore W. Noyes Trust Fund is a bequest of \$7,000 to be spent as designated by the Library's Executive Director. Of the \$7,000, \$4,000 is budgeted in CSG 20, Supplies and Materials and \$3,000 is budgeted in CSG 40, Other Services and Charges. The FY17 UW0 budget is also \$17,000 and is budgeted in the same manner as the FY16 budget.

Attached, please find a chart listing all DC Public Library's trust funds.

<b>Account Name</b>	<b>Donor</b>	<b>Date of Award</b>	<b>Objective/Use</b>	<b>Investment</b>	<b>Cash/ Interest</b>	<b>Balance as of 12/31/16</b>	<b>Available to be Expended</b>
Georgetown Library Peabody Trust Fund	Organization	1979	Unlimited use of income/interest on Georgetown Library Peabody or other facilities serving the residents of Georgetown and up to \$1,500.00 of the income/interest may be used for any public library.	406,612.10	773,137.84	1,179,749.94	773,137.84
Miscellaneous Trust Fund	Individual	Various	Purchase books	0.00	296,216.30	296,216.30	296,216.30
Albert Atwood Memorial Fund	Individual	1975	At discretion and direction of Board of Library Trustees	2,500.00	3,185.46	5,685.46	5,685.46
Thomas J. Brown Memorial Fund	Individual	1915	Support and maintenance of Science and Technology Division	4,000.00	1,133.96	5,133.96	1,133.96
Kathleen Dillion Frazee Memorial Trust Fund	Individual	Unknown	Purchase of books for the Cleveland Park Library	1,190.00	2,818.18	4,008.18	2,818.18
Frederick McReynolds Trust Fund	Individual	1954	Purchase books	500.00	167.39	667.39	0.00
Marion F. Rockefeller Gift	Individual	Unknown	Purchase library materials	263.00	132.99	395.99	395.99
Miner Trust Fund	Individual	1940	Purchase or reproduce historical material	0.00	2,678.75	2,678.75	2,678.75
Theodore W. Noyes Trust Fund	Individual	1947	Purchase library materials	15,000.00	2,594.91	17,594.91	2,594.91
Henry Pastor Memorial Trust Fund	Individual	1912	Purchase scientific periodicals	0.00	153.64	153.64	0.00
Sophy Carr Stanton Memorial Trust Fund	Individual	1956	Purchase materials on the Near and Far East	0.00	17,501.55	17,501.55	17,501.55

<b>Account Name</b>	<b>Donor</b>	<b>Date of Award</b>	<b>Objective/Use</b>	<b>Investment</b>	<b>Cash/Interest</b>	<b>Balance as of 12/31/16</b>	<b>Available to be Expended</b>
Hattie M Strong Trust Fund	Individual	1958	Purchase materials for service to handicapped children	1,500.00	1,482.94	2,982.94	1,482.94
Women's Anthropological Society Fund	Individual	1903	Work related to anthropology	4,089.18	19,474.31	23,563.49	19,474.31
Henrietta Winant Trust Fund	Individual	2003	Purchase library materials	5,000.00	234.52	5,234.52	5,234.52
	<b>TOTAL</b>			<b>440,654.28</b>	<b>1,120,912.74</b>	<b>1,561,567.02</b>	<b>1,128,354.71</b>



## **GOVERNMENT MANAGEMENT AND OVERSIGHT**

### **Question Number 55**

**Identify all legislative requirements (both local and federal) that the agency lacks sufficient resources to implement properly.**

None.

## **GOVERNMENT MANAGEMENT AND OVERSIGHT**

### **Question Number 56**

#### **Identify any statutory or regulatory impediments to your agency's operations.**

DC Public Library currently has the independent authority to both design, renovate and/or build its libraries and procure goods and services. As a result of these authorities, the library has successfully designed and constructed 16 new or renovated libraries and managed the contractual process for these projects. As it is a commitment of the library board and staff to ensure there are interim spaces and services while a library is closed for construction, there is often the need to acquire and lease interim space(s) while the library is under construction. The ongoing need for locations for small and temporary services as part of the three-year closure during the MLK Library construction presents additional challenges. Lease authority is an important element that is ultimately the responsibility of the agency. The library's inability to acquire and lease these and other spaces create obstacles that impact timely project delivery.

**H. BOARD OF TRUSTEES**  
**TABS H57 – H60**

## BOARD OF TRUSTEES

### Question Number 57

Please provide a list of the Board of Library Trustees' current members. For each member, please provide the following:

- The member's name;
- When the member's term expires; and,
- Attendance record.

Current Members of the Board of Library Trustees and Terms:

Board Member	Term Expires (d)
Neil O. Albert, Vice-President	January 5, 2019
Vincent S. Morris	January 5, 2019
Victor A. Reinoso	January 5, 2019
Faith G. Hubbard	January 5, 2020
Kamili Anderson	January 5, 2020
Karma A. Cottman	January 5, 2021
Gregory M. McCarthy, President	January 5, 2021
Cleve Mesidor	January 5, 2021

Library Board members attend board meetings and board committee meetings regularly.

## **BOARD OF TRUSTEES**

### **Question Number 58**

**Are there any vacancies on the Board? If yes, how long have the positions been vacant?**

There is one vacancy on the Board of Library Trustees. Former board member, Donald F. Richardson resigned August 2016.

## BOARD OF TRUSTEES

### Question Number 59

**Please provide a list of the Board's meeting dates, times and locations for FY16 and FY17 to date. If accessible, please provide a copy of the minutes from each meeting, any presentations or documents that were presented and discussed, and any current pending action items.**

By its bylaws, the Board of Library Trustees meets six times per year.

#### DISTRICT OF COLUMBIA PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

##### Meeting Schedule FY2017 to Date

Month	Meeting	Date	Time	Location
<b>November 2016</b>	Board of Library Trustees Meeting	Wednesday, November 16	6:00 p.m.	Martin Luther King Jr. Memorial Library
<b>January 2017</b>	Board of Library Trustees Meeting	Wednesday, January 25	6:00 p.m.	Martin Luther King Jr. Memorial Library

##### Meeting Schedule FY2016

Month	Meeting	Date	Time	Location
<b>October 2015</b>	Board of Library Trustees Meeting	October 21, 2015	7:30 p.m.	Martin Luther King Jr. Memorial Library
<b>November 2015</b>	Board of Library Trustees Meeting	Wednesday, November 18	6:00 p.m.	Martin Luther King Jr. Memorial Library
<b>January 2016</b>	Board of Library Trustees Meeting	Wednesday, January 27	6:00 p.m.	Martin Luther King Jr. Memorial Library
<b>March 2016</b>	Board of Library Trustees Meeting	Wednesday, March 23	6:00 p.m.	Martin Luther King Jr. Memorial Library
<b>May 2016</b>	Board of Library Trustees Meeting	Wednesday, May 25	6:00 p.m.	Martin Luther King Jr. Memorial Library
<b>August 2016</b>	Board of Library Trustees Meeting	Wednesday, August 17	6:00 p.m.	Martin Luther King Jr. Memorial Library
<b>September 2016</b>	Board of Library Trustees Meeting	Wednesday, September 28	6:00 p.m.	Martin Luther King Jr. Memorial Library

Note: Minutes from each Board of Library Trustees meeting in FY2016 follow plus available minutes in FY2017.

**The Public Library of the District of Columbia  
Board of Library Trustees Meeting  
Special Meeting Minutes  
Martin Luther King Jr. Memorial Library  
Wednesday, October 21, 2015**

The special meeting of the Board of Library Trustees was held at 7:30 p.m., Wednesday, October 21, 2015 at the Martin Luther King Jr. Memorial Library, 901 G Street NW, Gregory McCarthy, President, presiding.

**Present:** Gregory McCarthy, President; Neil Albert, Vice President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Brenda Richardson; Don Richardson and Vincent Morris. On conference call: Valerie Mallett and Karma Cottman. Not in attendance: Faith Gibson Hubbard.

The meeting was called to order at 7:30 p.m.

**Roll Call**

Mr. Gregory McCarthy requested roll call. Quorum was reached.

**Martin Luther King Memorial Library – Schematic Design**

Mr. McCarthy introduced Mr. Reyes-Gavilan, DC Public Library Executive Director, to present updated renderings and schematic design images of the future modernization of Martin Luther King Jr. Memorial Library. Mr. Reyes-Gavilan led a discussion and answered questions from Board members on design concepts for each floor.

After the presentation the Board of Library Trustees moved into Executive Session.

**Adjournment**

The meeting was adjourned at 8:30 p.m.

**The Public Library of the District of Columbia  
Board of Library Trustees Meeting  
Minutes  
Martin Luther King Jr. Memorial Library  
Wednesday, September 30, 2015**

The regular meeting of the Board of Library Trustees was held at 6:00 p.m., Wednesday, September 30, 2015 at the Martin Luther King Jr. Memorial Library, 901 G Street NW, Gregory McCarthy, President, presiding.

**Present:** Gregory McCarthy, President; Neil Albert, Vice President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Brenda Richardson; Valerie Mallett; Faith Gibson Hubbard; and Vincent Morris. Not in attendance: Don Richardson and Karma Cottman.

**Guests at the Board Table:** Susan Haight, Federation of Friends President; and Linnea Hegarty, DC Public Library Foundation Executive Director.

The meeting was called to order at 6:05 p.m.

**Roll Call**

Mr. Gregory McCarthy requested roll call. Quorum was reached.

Mr. McCarthy noted that agenda order would be altered slightly due to a few Board members other commitments.

**Contracts Review Committee**

Mr. McCarthy introduced Ms. Faith Gibson Hubbard, Contracts Review Committee (CRC) Chair, to deliver the CRC Report. Ms. Gibson Hubbard noted that two contract actions have been received, reviewed and approved by the CRC. The first contract award for HRGM Corporation in the amount of \$1,035,344 provides interior and limited exterior renovation services at the Shepherd Park Library. The second modification in the amount of \$1,675,000 for Coakley & Williams Construction, Inc. provides additional Phase 2 Construction Services on the Woodridge Library due primarily to unforeseen below grade conditions. The modification provides for a foundation redesign, electrical revisions and mechanical changes. Finally, she said both contracts have been submitted to City Council for approval.

**FY2016 Performance Plan**

Mr. McCarthy introduced Ms. Valerie Mallett to discuss the FY16 Performance Plan. Ms. Mallett explained that at the beginning of every fiscal year, each agency is asked by the Mayor to develop a Performance Plan. The Performance Plan describes new initiatives that improve the quality of agency services and highlights metrics that meaningfully gauge progress against goals. Ms. Mallett then opened the floor for discussion. The Board proceeded to discuss the proposed Performance Plan and made a few recommendations to staff for revisal of the plan before final submission.



With the amendments, Mr. McCarthy made a motion to adopt the plan. Mr. Albert and Ms. Mallett voted in favor of the motion and the Board adopted the plan.

### **Shared Technical Services Initiative Resolution**

Mr. McCarthy opened the discussion on the creation of a new DCPL/DC Public Schools (DCPS) Shared Technical Services department. He noted his support for the resolution but recommended DCPL remain fiscally cautious and seek supplemental funding in the FY16 budget.

Mr. Richard Reyes-Gavilan stated the Shared Technical Services department will build a stronger partnership between DCPL and DCPS by creating one operational center of excellence to order, catalog, and process all materials for both agencies. He added that the service would be open to charters that want to be involved. Lastly, Mr. Reyes-Gavilan said Deputy Mayor for Education Jenny Niles supports the program and wants additional drop off locations.

Ms. Gibson Hubbard asked how information is being disseminated to charters and which charters are involved. Mr. Reyes-Gavilan stated he's had preliminary conversations with Scott Pearson, Executive Director of the DC Public Charter School Board, to gain support for the program and a formal plan is being developed.

Mr. McCarthy asked about the cost of the feasibility study, anticipated cost to move the project along in FY16 and status of Memorandum of Understanding (MOU). Mr. Reyes-Gavilan responded that the study cost DCPL approximately \$142,000. In preliminary conversations, Chancellor Kaya Henderson stated DCPS is willing to pay future costs however there is no official MOU at this time. DCPL will share a draft budget with the Chancellor in the near future. Mr. McCarthy inquired about DCPS per pupil allocation. Mr. Reyes-Gavilan replied that in FY16 there is a \$20.00 per pupil allocation for library services. Based on initial conversations the operations center would spend the allocation on behalf of schools.

Mr. Vincent Morris agreed with Mr. McCarthy's sentiment that DCPL needs DCPS spending support. He asked if the Shared Technical Services department would eventually purchase textbooks. Mr. Reyes-Gavilan responded that DCPS does not want to proceed with textbook purchasing at this time. He added that the Collections Department has been working with vendors to give students universal access to DCPL owned digital content.

Mr. McCarthy asked if the operations center would live in the new MLK Interim Library. Mr. Reyes-Gavilan answered that it is a possibility, but that arrangement would be a temporary until something more permanent can be built. Mr. McCarthy authorized DCPL to spend up to \$100,000 in FY16 on the Shared Technical Services department; however other major budget costs incurred by DCPL would need a supplemental budget request.

Mr. McCarthy motioned to approve the resolution, Mr. Morris and Mr. Albert voted in favor of the motion and the Board adopted the resolution.

### **Adoption of the Agenda**

The motion to adopt the agenda was approved.

### **Approval of Minutes**

The motion to approve the minutes of the July 22, 2015 Board meeting was approved with an update to the President's report on page 2, paragraph 2, \$2 million was changed to \$1.4 million for building maintenance.

### **Approval of 2016 Board Meeting Schedule**

The motion to approve the 2016 Board Meeting Schedule was approved.

### **Facilities Committee Report**

Mr. McCarthy introduced Mr. Neil Albert, Facilities Committee Chair, to deliver the Facilities Committee report. Mr. Albert stated that the MLK Library Modernization design team has completed 99% of the Schematic Design (SD) phase and will soon start the Design Development (DD) phase.

Next, Mr. Albert stated that three responses are being evaluated in reply to the Department of General Services (DGS) solicitation for interim space (administrative and library services), with site selection expected in October. The planned move to interim space should not jeopardize the modernization schedule and it is likely that central library functions will be spread throughout the city.

Then, Mr. Albert spoke about construction noting that the source selection process was completed for Construction Manager-At-Risk services. Next, an award recommendation will be submitted to the Contracts Review Committee for approval. Additionally, the consulting team is working with staff on the fourth Section 106 "consulting party" meeting scheduled for November 16, 2015.

Mr. Albert then discussed the Woodridge Library construction. Substantial completion is projected for May 2016, at that time the interim library is expected to close. The new building would then open to the public in late June 2016. Mr. Albert also stated that Shepherd Park Library construction is scheduled to begin in early November and end in March 2016.

Lastly, Mr. Albert discussed the Cleveland Park Library. The design architects finalized the building and space program with the help of DCPL staff. Schematic design is currently underway and DGS is helping identify interim library space. Construction of the new building is expected to start in late spring 2016 and the new library is slated to open in late summer 2017.

### **Introduction of Attendees**

Attendees stated their names and association.

### **Public Comments**

Mr. McCarthy stated the practice of the Board of Library Trustees to entertain public comments. Ms. Robin Diener, President of the MLK Library Friends, asked the Board to consider extending the Strategic Planning public web survey. Finally, Ms. Diener complemented the Board on the Shared Technical Services Program and pledged the MLK Library Friends support in fundraising efforts.

### **President's Report**

Mr. McCarthy began his President's Report by announcing a public oversight roundtable of the Committee on Education on the modernization of DC Public Library facilities scheduled for October 22. The purpose of the hearing is to discuss the progress of the modernizations to the DC Public Library System's facilities. He and Mr. Reyes-Gavilan will be present to discuss lessons learned and present plans for the MLK Library Modernization.

### **Executive Director's Report**

Mr. McCarthy introduced Mr. Richard Reyes-Gavilan, DC Public Library Executive Director, to deliver his Executive Director's Report. He explained that the Executive Director's report became redundant and has now evolved into an upcoming events calendar aimed at engaging the Board in meaningful activities. He discussed several events from the new report. First, on November 4, DCPL will facilitate a community conversation on how best to honor Martin Luther King Jr. in the modernized central library. Next, on November 12, DCPL will host the 2015 *Library Journal* Director's Summit. Over 100 library leaders from across the country will gather for a discussion on how best to re-position and rebrand public libraries. Lastly, he noted that in October Mr. McCarthy and Mr. Morris will attend an Urban Libraries Council conference on Social Innovation that gathers leaders from multiple sectors to identify, share, and develop new solutions to tough social issues facing our communities.

### **Finance Committee Report**

Mr. McCarthy introduced Mr. Jonathan Butler, Director of Business Services, to present the Finance Committee report. Mr. Butler reported that as of August 31, 2015, 91.8% of the fiscal year has elapsed and overall library obligations are at 92.4% of the Local budget and 92.1% of the Gross budget. That represents a slight improvement in comparison to this time last year (FY 2014) when overall obligations were at 89.5% of the Local budget and 89.1% of the Gross budget.

Personal Services (PS) expenditures virtually remain in alignment with the percentage of fiscal year elapsed for the third month in a row, with PS expenditures at 91.3% of the budget (Local and Gross). Non-Personal Services (NPS) obligations are at 95.3% (\$15.1M) of the Local Budget and 94.1% (\$16.1M) of the Gross Budget, compared to 87.6% and 86.6%, respectively, last fiscal year.

Mr. McCarthy inquired about the number of vacancies. Mr. Butler responded that there are approximately 40 vacancies, including frozen vacancies and approximately 22 active vacancies. Next, Mr. McCarthy inquired about regular attrition. Mr. Butler replied that it is about 10%. Mr. McCarthy asked that future reports reflect the number of funded vacancies.

### **Performance Oversight Committee Report**

Ms. Valerie Mallett, Performance Oversight Committee Chair, introduced Ms. Manya Shorr to give the Performance Oversight Committee report. Ms. Shorr first provided a brief wrap up of the Summer Reading program. She explained that this year represented two major firsts for the program. It was the first time DCPL\DCPS shared the Summer Reading program and it was the first time DC Jail had a Summer Reading program. At DC Jail 99 inmates participated and one very ambitious participant read 101 books. Mr. Morris discussed his visit to DC Jail with Librarian Danielle Zoller and complimented Danielle on her work. Mr. McCarthy added that the initiative is humanizing the incarcerated.

Next, Ms. Shorr gave an update on the All Access Program. She explained that some student cards have been activated as library cards, however due to technical difficulties experienced by the Office of the Chief Technology Officer (OCTO), the program did not launch as scheduled. Consequently, there is no definite start date for the program. Mr. Lami Aromire, Director of IT, added that OCTO has brought on a consultant and the program should be launched in one month. Mr. Reyes-Gavilan noted that DCPL has elevated the issue to the Deputy Mayor's Office. Mr. McCarthy asked that Mr. Reyes-Gavilan include a One Card update with his weekly update until the matter is resolved.

Lastly, Ms. Mallett introduced Ms. Judi Greenberg to give an update on the Strategic Plan. Ms. Greenberg stated that in early August, Widmeyer Communications was contracted to assist with communications, community engagement and survey support. The statistically valid phone survey is complete and reached its goal of 300 library users and 300 non-users. A short web survey launched in mid-September and will be available through October 14. Thus far both surveys touched 1,000 participants. Ms. Greenberg made reference to Ms. Diener's earlier public comment about extending the web survey, stating that the survey has already been extended from October 9 to 14.

### **Library Foundation Report**

Ms. Linnea Hegarty, Executive Director, DC Public Library Foundation delivered the report on Foundation activities. First, she announced that the DC Reads program starts on October 15 with the selection, *All Aunt Hagar's Children* (2006) by Edward P. Jones. Secondly, Uncensored Information Antics, the second annual public art exhibition for Banned Books Week has begun. Uncensored Opening Night was a huge success with about 400 attendees. Lastly, on October 7, the Foundation Board will be appointing three new board members. Mr. Morris complemented Ms. Hegarty on the success of Uncensored Opening Night.

### **Federation of Friends' Report**

Ms. Susan Haight, President of the Federation of Friends, gave her report on Friends activities. She stated that the Foundation continues to grow its membership and they will be attending the October 22 Education Committee Roundtable and testifying on behalf of DCPL.

### **New Business**

There being no more new business, the meeting was adjourned at 7:31 p.m.

**The Public Library of the District of Columbia  
Board of Library Trustees Meeting  
Minutes  
Martin Luther King Jr. Memorial Library  
Wednesday, November 18, 2015**

The regular meeting of the Board of Library Trustees was held at 6:00 p.m., Wednesday, November 18, 2015 at the Martin Luther King Jr. Memorial Library, 901 G Street NW, Gregory McCarthy, President, presiding.

**Present:** Gregory McCarthy, President; Neil Albert, Vice President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Brenda Richardson; Faith Gibson Hubbard; Vincent Morris; and Victor Reinoso. Not in attendance: Don Richardson and Karma Cottman.

**Guests at the Board Table:** Eric Scharf, Federation of Friends Vice President; and Linnea Hegarty, DC Public Library Foundation Executive Director.

The meeting was called to order at 6:07 p.m.

**Roll Call**

Mr. Gregory McCarthy requested roll call. Quorum was reached.

**Adoption of the Agenda**

The motion to adopt the agenda was approved.

**Introduction of Attendees**

Attendees stated their names and association.

**Public Comments**

Mr. McCarthy stated the practice of the Board of Library Trustees to entertain public comments. Ms. Mary Jane Owen raised concerns regarding accessibility for disabled patrons, specifically those in wheelchairs and urged DCPL leadership to solicit input from the disabled community. Mr. Reyes-Gavilan responded that focus groups were conducted with the disabled community and the design process has relied on the expertise of DCPL Center for Accessibility staff.

Ms. Owen also pointed out that based on the rendering of the auditorium, there doesn't appear to be seating for people in wheelchairs. Mr. Reyes-Gavilan clarified that there would be reserved seating for wheelchairs accessible via the 4<sup>th</sup> floor auditorium entrance. Mr. McCarthy added that the renderings don't show the subtleties of the design but assured her DCPL is committed to meeting the needs of the disabled community. He welcomed Ms. Owen to

contact DCPL staff with any additional feedback or submit concerns via DCPL's Ideascale webpage.

Next, Ms. Heidi Case expressed similar concerns about accessibility in the modernized MLK Library, specifically regarding the quantity of the elevators and restrooms. Mr. Reyes-Gavilan responded that the new building would contain 6 larger elevators for public access and three times as many public restrooms.

Finally, Ms. Robin Diener, President of the MLK Library Friends, addressed the Board regarding the MLK Library modernization. She requested an analysis of the potential revenue stream expected to be generated by the future 5th floor auditorium, expressing concern that use of the auditorium for private events could infringe on public use of the space. She also asked that DCPL publicize rationale for decisions made during the modernization. Lastly, she said the MLK Library Friends recommend adding a bookstore. Mr. McCarthy thanked Ms. Diener for raising valid concerns.

### **Approval of Minutes**

The motion to approve the minutes of the September 30, 2015 Board meeting was approved.

The motion to approve the minutes of the October 21, 2015 Board meeting was approved.

### **President's Report**

Mr. McCarthy delivered his President's Report. He announced the resignation of Ms. Valerie Mallett and introduced newly appointed board member Mr. Victor Reinoso. Mr. Reinoso was formerly Senior Advisor on Innovation to the President of Georgetown University and Deputy Mayor of the District of Columbia, where he oversaw the city's \$1+ billion education budget and helped put in place many reforms. Victor was also previously an elected member of the DC Board of Education.

Next, Mr. McCarthy asked Ms. Brenda Richardson to chair the nominating committee. He also requested Mr. Vince Morris and Ms. Faith Gibson Hubbard to serve on the committee and bring a slate of candidates for nomination at the annual meeting in January.

Mr. McCarthy invited Mr. Morris to discuss the Urban Libraries Council conference. Mr. Morris said the conference was refreshing and a valuable way to exchange ideas. Mr. McCarthy noted the theme of the conference was equality and equity in libraries, with a focus on reaching underserved communities (equality being the same amount of resources, and equity being the same outcomes). He concluded that important decisions cannot be made without data.

On that note, Mr. McCarthy turned the focus to the FY15 4th Quarter Library Performances report. The report was amended to include supplemental data that displayed system wide statistics by ward. He highlighted several data points from the supplemental report and expressed a need to dig down on the data and use it to inform budget decisions. The Board

proceeded to discuss the importance of data, how it has shaped the strategic plan and how it can be used to inform enhancements to the operating budget.

Ms. Gibson Hubbard added that she was happy to see the data, however the information had obvious conclusions; there aren't the same opportunities in all wards and subsequently certain schools and communities have different needs. She recommended engaging deeply with people in their communities and looking at literacy partnerships.

### **Executive Director's Report**

Mr. Reyes-Gavilan delivered his Executive Director's Report. He highlighted several upcoming events including two annual giving campaigns: the DC Government One Fund initiative and LoveDCPLGive, the DCPL Foundation's annual giving campaign. He also discussed the opening of the DCPL Passport Office, a service that attracts non library users and one that many libraries nationwide now offer.

### **Finance Committee Report**

Mr. Jonathan Butler, Director of Business Services, delivered the Finance Committee report. He stated that September 30, 2015 marked the conclusion of the fiscal year. Prior to all year-end adjustments and reclassifications, overall Library obligations were at 98.7% of the Local budget and 98.3% of the Gross budget. Personal Services (PS) expenditures are at 99.5% of both the Local and Gross budgets, as compared to 99.6% as of the end of last fiscal year. Non-Personal Services (NPS) obligations are at 96.7% (\$15.4M) of the Local Budget and 95.3% (\$16.3M) of the Gross Budget.

Next, Mr. Butler discussed the FY16 Budget report. As of October 13, 2015, approximately one payroll was reflected in the Personal Services (PS) expenditure line. Obligation of the Non-Personal Services (NPS) budget for professional services, contracts and books were at 44.5% and 43.2% of the Local and Gross budgets, respectively, a pace far exceeding the overall 23% obligated as of October 25th of last year. Less than two weeks into the FY16 budget, early fiscal year efforts would concentrate on an initial reprogramming to align the FY16 budget with needs identified since development of the budget.

### **Contracts Review Committee**

Mr. McCarthy introduced Ms. Faith Gibson Hubbard, Contracts Review Committee (CRC) Chair, to deliver the CRC Report. Ms. Gibson Hubbard stated that two contract actions were approved. The first contract was awarded to Smoot/Gilbane for MLK Library Phases 1 & 2 Construction Management At Risk Services in the amount of \$9,072,102. The second contract was a 12-month extension to the existing contract for Janitorial Services at all neighborhood libraries. The contract modification amount was \$1,483,777.44.

### **Facilities Committee Report**

Mr. McCarthy introduced Mr. Neil Albert, Facilities Committee Chair, to deliver the Facilities Committee report. He said the MLK Library modernization has progressed to the Design Development (DD) phase and should be completed in February 2016. Next, Mr. Albert delivered

updates on neighborhood libraries. The Cleveland Park Library schematic design phase has started and interim space is being identified. Substantial completion of the Woodridge Library is expected in May 2016. And lastly, Chevy Chase and Shepherd Park Libraries will undergo “spruce-up’s” for limited interior and exterior renovation.

### **FY17 Capital Budget Submission**

Mr. Neil Albert then discussed the FY17 Capital Budget Submission. He noted that with the exception of Chevy Chase, Shepherd Park and Parklands Turner, all libraries have capital budget funding. However, funding requests will not be made on Chevy Chase or Shepherd Park Libraries because alternative funding methods are being considered as a result of a P3 study.

Mr. Reyes-Gavilan requested \$100,000 to \$150,000 of the FY19-FY20 \$23 million allotment for the Southeast Library be moved up for a due diligence study on the feasibility of an underground expansion. The proposed expansion is part of a larger redevelopment of Eastern Market that would connect the Southeast Library to the Eastern Market metro station. The Board granted the request.

Next, Mr. Reyes-Gavilan requested \$3.75 million dollars of FY18 and FY19 be moved up to create a purpose-built space for the Shared Technical Services Operation Center. This request would be separate from the operating costs which are expected to be shouldered by DCPS.

In response, Mr. Albert entertained a motion to approve the creation of a new project and additional changes of funding requested in the FY17 Budget Submission. The proposed operating FY17 thru FY22 change requests were: a move of \$18 million in funding from FY20 to FY19 for the MLK Library; an increase in the General Improvements fund by \$3.5 million each year; and to add a new project funded at \$3.75 million for the build out of the Shared Tech Services facility.

### **Performance Oversight Committee Report**

Mr. McCarthy stated that given Ms. Mallett’s resignation, the position of Performance Oversight Committee Chair was now vacant. He asked Mr. Reinoso if he would serve as the new Performance Oversight Committee Chair and Mr. Reinoso accepted. Mr. McCarthy then introduced Mr. Reyes-Gavilan to deliver the Performance Oversight Committee report.

Mr. Reyes-Gavilan stated that since the October Committee meeting, no changes were made to the FY15 4th Quarter Library Performance Report. He then led a discussion about operating budget enhancements around adult literacy and presented two ideas. He said one option for future service enhancements would be an adult literacy in the renovated Capitol View Library to serve East of the River. The center would occupy the second floor of the library and offer classes, GED training, digital readiness and other adult literacy services.

The second idea Mr. Reyes-Gavilan presented was a pilot program to deliver a basic adult literacy curriculum to select Department of Public Works (DPW) staff. In particular, DPW staff who cannot reach the next level of promotion due to low literacy skills. The program is being



developed by Ms. Manya Shorr, Director of Public Services. He then made a budget enhancement request of \$160,000 for the pilot program. The requested funds would be primarily for staffing, as well as some supplies and materials, and could be facilitated in existing neighborhood libraries and the MLK Library or MLK Interim Library.

The Board discussed both requests and expressed interest and support for the pilot program with DPW. Mr. McCarthy asked Mr. Reyes-Gavilan to incorporate the Board's changes to the Operating Budget Enhancement.

Mr. Reyes-Gavilan then provided an update on the strategic plan. All community meetings and focus groups had been completed and staff was now working on the plan's framework. He then read the plan's aspirational goals which prompted discussion and feedback from the Board.

#### **Library Foundation Report**

Ms. Linnea Hegarty, Director of the DCPL Foundation, delivered the report on Foundation activities. Ms. Hegarty invited the Board to a holiday happy hour on December 4 in the Dream Lab. She announced that LoveDCPLGive, the Foundation's annual giving effort, would launch on December 1, coinciding with giving Tuesday. In addition, the Foundation would collect impact stories from library users.

#### **Federation of Friends Report**

On behalf of Ms. Susan Haight, Mr. Eric Scharf delivered the report on Friends activities. He stated that during the annual meeting of the Federation of Friends, Ms. Haight was re-elected as President. The Federation is trying to establish friends groups at all locations by FY17 and have 4 locations remaining. Finally, he said Esti Brennan, Interim Social Media Coordinator, would train library friends groups on using social media.

#### **New Business**

There being no new business, the meeting was adjourned at 8:13 p.m.

**The Public Library of the District of Columbia  
Board of Library Trustees Meeting  
Minutes  
Martin Luther King Jr. Memorial Library  
Wednesday, January 27, 2016**

The regular meeting of the Board of Library Trustees was held at 6:00 p.m., Wednesday, January 27, 2016 at the Martin Luther King Jr. Memorial Library, 901 G Street NW, Gregory McCarthy, President, presiding.

**Present:** Gregory McCarthy, President; Neil Albert, Vice President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Don Richardson; Faith Gibson Hubbard; Vincent Morris; Karma Cottman; and Victor Reinoso. Not in attendance: Brenda Richardson.

**Guests at the Board Table:** Susan Haight, Federation of Friends President; and Linnea Hegarty, DC Public Library Foundation Executive Director.

The meeting was called to order at 6:04 p.m.

**Roll Call**

Mr. Gregory McCarthy requested roll call. Quorum was reached.

**Adoption of the Agenda**

Mr. McCarthy announced that Ms. Bonnie Cohen would address the Board following the approval of the minutes. The motion to adopt the agenda was then approved.

**Introduction of Attendees**

Attendees stated their names and association.

**Approval of Board Meeting Minutes**

The motion to approve the minutes of the November 18, 2015 Board Meeting was adopted by Mr. Vince Morris and Ms. Faith Gibson Hubbard.

Mr. McCarthy introduced Ms. Cohen, DC Public Library Foundation Board President, to address the Board of Library Trustees. Ms. Cohen announced that on March 16 the DCPL Foundation will host its inaugural Story Time Gala Reception to benefit the early literacy programs at the DC Public Library. The event will feature crafts, music and other entertainment from notable DC artists and performers. She invited the Board to attend and/or consider joining the event committee. Mr. Morris expressed enthusiasm for the event and shared that he had already purchased tickets.

### **Nominating Committee Report**

Ms. Gibson Hubbard presented the slate of candidates for calendar year 2016. The slate included Gregory McCarthy for President and Neil Albert for Vice President. Ms. Gibson Hubbard moved that the Board accept the slate of candidates. Mr. McCarthy moved to adopt the slate and it was approved unanimously. Ms. Gibson Hubbard then called for a vote. Mr. Morris seconded the motion and the slate of candidates carried. Mr. McCarthy added that Mr. Don Richardson will remain the Senior Board member.

### **President's Report**

Mr. McCarthy stated that his report would be brief. He announced that later in the meeting, Mr. Reyes-Gavilan would initiate a discussion on the Shared Technical Services – service options and budget implications as a follow-up from the Board's November discussion. He stated that the project, being both complex and important, required a series of meaningful conversations to determine the best means of implementation. Lastly, he reminded everyone that in the coming months the FY17 Budget will be released.

### **Public Comments**

Mr. McCarthy stated the practice of the Board of Library Trustees to entertain public comments. Ms. Robin Diener, MLK Library Friends President, inquired about the Board's process for announcing upcoming committee meetings and about the minutes of the October 21 special Board meeting. Mr. McCarthy responded that the Board is in the process of adopting a committee meeting schedule that will be shared when finalized. Mr. Reyes-Gavilan confirmed that the October special meeting minutes were adopted at the November board meeting and available at [dclibrary.org](http://dclibrary.org). Next, Ms. Diener commented on various aspects of the MLK Library modernization design including: the placement of the children's and grand reading rooms facing the Verizon Center billboard; the size of the first floor gathering space and removal of the glass from the design; location of the fourth floor auditorium; and finally the exterior brick façade. She recalled that the winning design for the MLK Library featured glass at the entrance, making it open and transparent. Mr. McCarthy thanked Ms. Diener for her comments and said that glass is also a topic of conversation for DCPL staff. He added that sometimes design is about the art of the possible not the art of the ideal and the preservation processes make that compromise necessary.

### **Executive Director's Report**

Mr. McCarthy introduced Mr. Richard Reyes-Gavilan to deliver his Executive Director's Report. Mr. Reyes-Gavilan gave a brief synopsis of the Shared Technical Services (STS) Program and referred to the STS Resolution adopted in September 2015. In the STS service model, DCPL would purchase books and deliver them to teachers and students at their schools. This service model could be enhanced one of two ways. Option A would allow students to place holds on public library items that would be delivered to schools. Option B, inclusive of Option A, would also enable DCPL to hire DCPS-funded collections staff to purchase materials for school libraries. Both options remove barriers to access library collections. Option B further minimizes the disparity in collections at District schools and reinvigorates school libraries. Mr. Reyes-Gavilan opened the floor for comments and the Board proceeded to have a discussion regarding the Shared Tech Services implementation.

Next, Mr. Reyes-Gavilan discussed the costs and resources needed for the program including additional trucks and drivers, and a sorting machine. The equipment would be a one-time cost and the other expenses would be recurring. He then indicated that the Library requested \$3.75 million in the FY18 capital budget for a technical services facility. Mr. McCarthy responded that the Board is clearly enthusiastic about connecting children to books regardless of how the program is implemented. Finally, he asked Mr. Reyes-Gavilan to develop a Shared Tech Services needs statement to help the Board decide how best to implement the Shared Tech Services program.

### **Finance Committee**

Mr. Don Richardson delivered the Finance Committee Report. He stated that September 30, 2015 marked the conclusion of the fiscal year. He specified that FY15 Personal Services (PS) expenditures were at 99.9% of the Local Budget and 100.0% of the Gross Budget, as compared to 99.6%, as of the end of the previous fiscal year. Of the \$539.9K Local NPS surplus, \$163K was beyond the Library's control as actual telephone, lease, IT services and criminal background checks came in lower than estimated. In reference to the Operating Budget, Mr. Richardson noted that the Library submitted its first reprogramming to align the FY16 budget with needs identified since development of the budget.

### **Facilities Committee**

Mr. Neil Albert introduced Mr. Gerry Widdicombe, Director of Economic Development for the Downtown Business Improvement District, to address the Board on behalf of the MLK Library Modernization Advisory Panel. Mr. Widdicombe thanked staff for responding to comments from the Advisory Panel's July 2015 memo and for the adjustments made to current MLK Library renderings and plans. He stated that on January 20, the Advisory Panel met to review the latest plans, and supports the proposed design. The panel plans to submit a second memo that identifies additional design challenges which they hope will be considered for further study and refinement. Mr. Widdicombe detailed those challenges and acknowledged that such changes would require additional funding well above what is currently budgeted. He concluded that renovating the District's central library is a once every 40 years opportunity and the Advisory Panel would gladly partner with the Library to raise money for the modernization. Mr. McCarthy thanked Mr. Widdicombe for his presentation and service on the Advisory Panel.

Next, Mr. Neil Albert delivered the Facilities Committee Report. He discussed the MLK Library modernization project stating that 35% of the Design Development phase is completed and the Construction Documents phase is expected to begin in May. Additionally, schematic budgets and schedules are being determined. Regarding interim services, leasing negotiations and architectural design for four of the properties is underway. Mr. Albert indicated that the Cleveland Park Library building and space program has been finalized and schematic design is underway. DCPL is working with the Department of General Services to lease interim library space and construction is expected to start summer 2016 with a new library expected to open fall 2017. Mr. Albert then stated that the Woodridge Library is currently under construction and substantial completion is expected in May 2016 with a new library expected to open July 2016.

Finally, Mr. Albert briefly summarized a handful of other capital projects. First, Shepherd Park refresh is underway and expected to be complete in March 2016. Chevy Chase refresh was completed in January 2015, and the library is reopening on February 1. Palisades is in the selection process for a design-build team. Capitol View is in the solicitation and selection process for a design-build team. And lastly, construction is underway at West End and the new library is expected to open late February/early March 2017.

### **Performance Oversight Committee**

Mr. Victor Reinoso delivered the Performance Oversight Committee report. Referring to the FY16 Q1 Library Services Quarterly Performance Report, he noted that system-wide gate count totals saw a decline due to the closures of the Shepherd Park and Chevy Chase Neighborhood Libraries. He noted that overall cardholder data will fluctuate throughout the fiscal year due to catalog updates of DC OneCard data. He also stated that for the duration of FY16, the performance report will list a “reported” and a “corrected” number for circulation because of reporting challenges with Sirsi in FY15. Finally, the Board should expect to see large drops in the number of community meetings and attendance throughout the year because of new reporting procedures meant to right size the numbers.

Next, Mr. Reinoso provided an update on the Strategic Plan. He listed the plans preliminary goals as reading, strong communities, digital citizenship, stewardship, local history and culture. Objectives were also identified and a preliminary set of initiatives are expected to be complete by the end of February. He concluded that the Board will be able to review and provide input before the plan is finalized.

### **Library Foundation Report**

Ms. Linnea Hegarty, DC Public Library Foundation Executive Director, delivered the report on Foundation activities. She invited Board members to serve as hosts or sponsors for the Story Time Gala Reception on March 16. She also reported that the LoveDCPLGive, the Foundation’s annual giving campaign, was very successful.

### **Federation of Friends Report**

Ms. Susan Haight, Federation of Friends President, delivered the report on Friend’s activities. She distributed a document which listed both Federation and Neighborhood Friends’ activities. She then stated that the Federation is preparing for upcoming hearings and testimonies and will meet on February 10 for a budget workshop. Lastly, she mentioned that the Federation of Friends will serve as one of the hosts at the Foundation’s Story Time Gala Reception.

### **New Business**

Mr. McCarthy asked if there was any new business. Mr. Reyes-Gavilan took a moment to thank facilities staff for all of their hard work during the blizzard. Lastly, Mr. McCarthy announced that he would be sending the Board options for committee meeting dates and times.

There being no further new business, the meeting was adjourned at 7:53 p.m.

**The Public Library of the District of Columbia  
Board of Library Trustees Meeting  
Minutes  
Martin Luther King Jr. Memorial Library  
Wednesday, March 23, 2016**

The regular meeting of the Board of Library Trustees was held at 6:00 p.m., Wednesday, March 23, 2016 at the Martin Luther King Jr. Memorial Library, 901 G Street NW, Gregory McCarthy, President, presiding.

**Present:** Gregory McCarthy, President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Brenda Richardson; Faith Gibson Hubbard; Vincent Morris; and Victor Reinoso. Not in attendance: Neil Albert, Don Richardson and Karma Cottman.

**Guests at the Board Table:** Susan Haight, Federation of Friends Vice President; and Linnea Hegarty, DC Public Library Foundation Executive Director.

The meeting was called to order at 6:07 p.m.

**Introduction of Attendees**

Attendees stated their names and association.

**Public Comments**

Mr. Gregory McCarthy stated the practice of the Board of Library Trustees to entertain public comments however there were no comments.

**President's Report**

Mr. McCarthy delivered his President's Report. He discussed the recent Performance Oversight Hearing. He recalled that the public testimonies were favorable and the Council offered suggestions for improvement in a very positive and constructive manner. He also thanked the Library Friends for their support and testimonies. He concluded that it is clear the Council respects the library as an institution which has deepened his appreciation for the library's stature in the community.

**Executive Director's Report**

Mr. McCarthy introduced Mr. Richard Reyes-Gavilan to deliver his Executive Director's Report. Mr. Reyes-Gavilan said the Performance Oversight Hearing went well and Council offered constructive and helpful feedback. He then explained a shocking and regrettable incident that occurred at the Shaw Library. A DCPL Public Safety officer unjustifiably kicked-out a patron. The incident is under investigation and the Board will be updated as new information is available.

Next, Mr. Reyes-Gavilan delivered his Executive Director's report. He announced the budget will be released on March 24, and the Board will receive a summary once the information is synthesized. Additionally, the staff is preparing for the Budget Oversight Hearing. He announced that the Shepherd Park Library will reopen on March 30. A small celebration will take place on April 2. He stated that Councilmember Brandon Todd plans to attend and extended the invitation to the Board members. Second, on April 26, DCPL will close system-wide for staff development day. Finally, he said the staff is working hard on a multitude of projects including: the strategic planning process; the Shared Technical Services Initiative; and capital projects at Cleveland Park, Woodridge, and West End Libraries.

### **Shared Technical Services Follow-up Discussion**

Mr. McCarthy introduced the Shared Technical Services discussion and thanked the Board members for their input in the process. Mr. Victor Reinoso added that the Board has arrived at a viable product and hopes that everyone will support the simplest form of implementation.

Mr. Reyes-Gavilan recalled that in September 2015, the Board resolved to support the creation of a Shared Technical Services department to serve both users of the library and users of DC Public Schools (DCPS). In subsequent discussions, many provoking questions have been raised. This has led to a more deliberative approach to the project. He then presented a Phase 1 resolution to the Board for consideration. He said the approach is simple, low risk and requires little investment from DCPL. Currently, DCPS has no centralized way of ordering materials. DCPS has also agreed to hire two staff members to work with DCPL. Then, using DCPS funding, DCPL would help DCPS purchase collections. The resolution also includes a pilot for charter schools.

Mr. McCarthy asked Mr. Reyes-Gavilan to discuss short-term and long-term capital and operating dollar requirements for the Shared Technical Services project. Mr. Reyes-Gavilan stated that in the short term, DCPL would not spend its own resources. In the long term however, DCPL would need capital investment to purchase equipment for delivery of public library materials to public schools. Mr. McCarthy asked if DCPS sees the benefits of the program. Mr. Reyes-Gavilan answered that DCPS does see the benefits. By centralizing the way in which books are ordered for schools, DCPS libraries are able to spend more time working directly with students. Mr. Reyes-Gavilan then asked the Board to resolve that the Shared Technical Services program is an appropriate project for DCPL to implement. Mr. McCarthy asked for comments and discussion.

Mr. Vince Morris stated that prior to voting on the resolution, the program should be named. He recalled previous attempts to name the program and expressed disappointment that it has not been resolved. Furthermore, he doesn't believe the name Shared Technical Services accurately reflects the nature of the program. He restated name recommendations including: the University Library, the Open-Ended Library and the Citywide Library.

Mr. Reyes-Gavilan apologized and noted that there is a list of possible names. Mr. McCarthy asked Mr. Reyes-Gavilan to narrow down the name choices with staff and bring it back for a vote at a subsequent meeting.

### **Roll Call**

Once quorum was achieved, Mr. McCarthy requested roll call be taken prior to any votes. Quorum was reached.

Mr. McCarthy then asked that a copy of the Shared Technical Services resolution be distributed to the audience. He summarized the resolution, stating that it commits DCPL to developing a business plan referred to as Phase 2. He then entertained a motion on the resolution. Ms. Brenda Richardson accepted the motion and Ms. Faith Gibson Hubbard seconded the motion. Mr. McCarthy called for a vote and the resolution was unanimously adopted.

Mr. McCarthy stated that he will convey the adoption of the resolution to the chancellor of public schools. He will also investigate getting a more formal review of the impact, philosophy and performance measures needed to expand the program in the future. Additionally, he committed to the Board that before any commitments (financial, programmatic, philosophical or otherwise) are made, the Board will be consulted. Finally, he said the Board should be proud of the resolution and the impact it will have on the District.

Mr. Reyes-Gavilan concluded his report.

### **Contracts Review Committee**

Mr. McCarthy introduced Ms. Gibson Hubbard, Contracts Review Committee (CRC) Chair, to deliver the CRC Report. Ms. Gibson Hubbard stated that for the prior period, one contract action was approved by the CRC. A contract was awarded to MCN Build for renovation of the Palisades Library. The approved action was for Phase 1 services consisting of preconstruction and design services in the amount of \$1,355,000.

### **Finance Committee Report**

Mr. Jonathan Butler, Director of Business Services, delivered the Finance Committee report. He stated that as of January 31, 2016, the fiscal year is 33.6% elapsed. Personal Services expenditures-to-date are at 33.3%, meaning \$14.0M of the local budget and \$14.1M of the gross budget. Non-Personal Services obligations are at 60.7% or \$8.6M of the Local budget and 59.1% or \$9.0 of the gross budget. Finally, current year spending is within budget and slightly ahead of last year's spending pace.

### **Adoption of the Agenda**

Mr. McCarthy motioned to adopt the agenda. The motion was accepted by Ms. Richardson and seconded by Ms. Gibson Hubbard. The agenda was adopted.

### **Approval of Minutes**

The motion to approve the minutes of the January 27 board meeting was not approved. Mr. Morris stated that the minutes did not accurately reflect his comments on the Shared Technical Services program. Mr. McCarthy asked that the minutes be edited to reflect Mr. Morris's detailed comments. The minutes would then be adopted at the May board meeting.



### **Facilities Committee Report**

In the absence of Mr. Neil Albert, Facilities Committee Chair, Mr. McCarthy delivered the Facilities Committee report. He first discussed the MLK Library Modernization. He said the design process is on pace with 50% of the Design Development phase complete. The Construction Documents phase is expected to begin in May. Leasing negotiations for interim spaces is currently underway. The Construction Manager at Risk budgets and schedules are being determined. DCPL will be participating in a March Madness Contracting fair to build appreciation in the business community for the MLK Library Modernization project. He then expressed frustration with the entitlement process because it is taking longer than expected.

Next, he discussed other capital projects beginning with the Cleveland Park Library. The building and space program has been finalized and the design team has moved into the Design Development phase. DCPL is working with the Department of General Services to lease interim library space at the University of the District of Columbia (UDC). Construction is expected to start in summer 2016. The Woodridge Library is progressing and expected to open in August 2016. The Shepherd Park Library is under construction and scheduled to reopen to the public on March 30. The design-build team of MCN and Cox Graae + Spack was brought on board in February for the Palisades Library renovation. A community meeting is scheduled for April 6 and construction is scheduled to begin in late 2016. The Capitol View Library is in the proposal review process and design is anticipated to begin in June.

Mr. Reyes-Gavilan clarified that construction documents for MLK Library will not be complete in April. The design development should be complete by June at which point the construction drawings will begin. Mr. Reinoso asked if a positive vote is expected regarding the approval of the Cleveland Park Library interim space. Mr. Reyes-Gavilan confirmed that a positive vote is anticipated when the UDC board meets in April.

### **Performance Oversight Committee Report**

Mr. McCarthy introduced Mr. Reinoso, Performance Oversight Committee Chair, to deliver the Performance Oversight Committee report. Mr. Reinoso asked the Board to discuss how DCPL might set performance goals that are unique to each branch.

Mr. Reyes-Gavilan added that the discussion will inform the Strategic Plan. He explained that in libraries there are universal performance measures such as circulation, computer use and gate count. However, they are used to measure libraries that don't offer identical services. Therefore, staff can decide if dramatic service model changes should be included in the strategic plan. For instance, the collection has varying levels of importance depending on where it's located. He asked if staff should then be hired based on community needs in libraries where circulation is less important. He said that libraries are loved because the service model makes them all things to all people however it is difficult to measure outcomes.

Mr. McCarthy indicated that there is a tremendous disparity in Summer Reading participation despite the fact that the aggregate numbers look great. He asked what could be done to level the playing field in underserved communities and what that would mean philosophically and in terms of resources.

Mr. Reyes-Gavilan questioned whether DCPL should try to fill a service gap or partner with other agencies that already provide essential services. He explained that the Free Library of Philadelphia has an initiative called Read by 4<sup>th</sup>, where the library serves as a convener for agencies providing early childhood literacy services. While they don't own early childhood literacy, they help facilitate a continuum. He asked if DCPL's role is to be a convener.

Ms. Richardson presented suggestions to deepen penetration in Wards 7 and 8 and move towards the Mayor's initiative of pathways to middle class. She suggested that like DCPL serve as a convener by providing space to other agencies that offer services like workforce development and specific audiences such as the creative economy, returning citizens groups and home buyers' clubs. The library could then expose new users to other library services.

Mr. Reyes-Gavilan asked how DCPL can track outreach to different communities and how success should be defined. Mr. Reinoso responded that purposeful outreach, with or without outcome measures, conveys to the broader community that the library's focus and commitment is to meet existing community needs. Mr. Reyes-Gavilan asked how we would determine if we've been successful in meeting the community need.

Mr. Morris recommended that DCPL refrain from tracking outcomes because for a century, school systems around the country have tracked outcomes and still find it challenging. He said DCPL should continue using participation as an indicator because it is very easily measured. He suggested the library focus on marketing to families and caregivers while tailoring library programs to each community. He then hypothesized that if more families in Wards 7 and 8 regularly took small children to reading programs at their neighborhood library, it would result in outcomes that could be measured by the school system.

Ms. Gibson Hubbard expressed frustration because unemployment rates and literacy (child and adult) are valuable indicators that already exist and should be utilized. She recommends the library move away from what's equal and toward what's equitable. Furthermore, she proposed that the Board visit neighborhood libraries to listen to staff that interact with communities and know their needs.

Mr. McCarthy asked if the Summer Reading program has increased registration goals for 2016. Mr. Reyes-Gavilan affirmed that augmented goals are being determined with library managers. Then, Mr. McCarthy asked if there are disadvantages to setting specific goals for Wards 7 and 8. Mr. Reyes-Gavilan responded that there may be political consequences. If resources are focused on areas of low participation to increase penetration and equity but overall impact and citywide numbers decrease, it could affect library funding.

Ms. Gibson Hubbard stated that emphasis should be on partnerships because they allow DCPL to support programs without having to sacrifice services or resources. Board members could then support the library by fostering partnerships.

Mr. Reinoso stated that he feels a false sense of security in the library's data and stakeholders should be aware of this. If statistics are looked at with an equity lens DCPL may not be doing the entire community justice. Mr. McCarthy stated that performance indicators are not a precise science, but there is an opportunity to raise the baseline. Through the strategic plan, the library can take a risk and set increased goals for specific neighborhoods. If the goals are achieved it could present a strategic budget opportunity. Mr. McCarthy concluded that there is no action to be taken by the Board; however the discussion was robust and informative.

Mr. Reyes-Gavilan pointed out that there are initiatives like STAR, Books from Birth and Byte Back which focus on vulnerable communities. However, libraries may not be the priority for people in certain neighborhoods and the library may have to be comfortable with that discrepancy. Mr. Reyes-Gavilan thanked everyone for the discussion and said staff is prepared to discuss the Strategic Plan draft objectives and initiatives at the next committee meeting.

#### **Library Foundation Report**

Ms. Linnea Hegarty, DCPL Foundation Director, delivered the report on Foundation activities. She thanked those who attended the Story Time Gala Reception. The Foundation surpassed their fundraising goal of \$95,000 and raised \$130,000. They were pleased with turnout of nearly 400 attendees and thanked the Board for their. The Foundation is preparing for Summer Reading and pleased that both the Washington National's and Chipotle are continuing their support. She also thanked the Friends for their contributions which have made a signature speaker series possible. Finally, she invited the Board to attend the Foundation's Cherry Blossom Maker Brunch scheduled for Sunday April 17. Tickets are \$35 and attendees can make cherry blossom related crafts.

#### **Federation of Friends Report**

Ms. Susan Haight, Federation of Friends President, delivered the report on Friends activities. The Friends held a budget workshop to prepare for Oversight Hearing testimonies. They are also working to ensure all branches have friends groups. Mr. Reyes-Gavilan asked which branches lack Friends groups. Ms. Haight indicated that Lamond-Riggs, Northwest One, Parklands-Turner and Deanwood Libraries are either establishing or reactivating Friends groups.

#### **New Business**

There being no new business, the meeting was adjourned at 7:28 p.m.

**The Public Library of the District of Columbia  
Board of Library Trustees Meeting  
Minutes  
Martin Luther King Jr. Memorial Library  
Wednesday, May 25, 2016**

The regular meeting of the Board of Library Trustees was held at 6:00 p.m., Wednesday, May 25, 2016 at the Martin Luther King Jr. Memorial Library, 901 G Street NW, Gregory McCarthy, President, presiding.

**Present:** Gregory McCarthy, President; Neil Albert, Vice President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Faith Gibson Hubbard; Vincent Morris; Karma Cottman and Victor Reinoso. Not in attendance: Don Richardson and Brenda Richardson.

**Guests at the Board Table:** Susan Haight, Federation of Friends President; and Linnea Hegarty, DC Public Library Foundation Executive Director.

The meeting was called to order at 6:07 p.m. by Board Vice President Neil Albert on behalf of Board President Gregory McCarthy.

**Public Comments**

Mr. Neil Albert stated the practice of the Board of Library Trustees to entertain public comments. Ms. Sharon Turner, President of Woodridge Library Friends, addressed the Board. In February, the Friends sent a memo to the Woodridge Library project manager requesting input on the furniture and asking for D.C. First Source hiring statistics from the Woodridge Library construction project. Ms. Turner said the Friends were disappointed in the Library's response. She also stated that she no longer feels welcome at the Woodridge Library construction site.

Mr. Neil Albert thanked Ms. Turner for her comments and concerns. He asked Mr. Richard Reyes-Gavilan to follow-up with Ms. Turner regarding her concerns.

Ms. Faith Gibson Hubbard asked Ms. Turner if it was explicitly stated that she was not allowed at the site. Ms. Turner replied that it was inferred that she was not welcome. Ms. Faith Gibson Hubbard requested that DCPL create guidelines for public access to project/construction sites. Mr. Richard Reyes-Gavilan noted that the Library should be managing who visits construction sites and charged staff with creation of draft guidelines. Mr. Victor Reinoso asked that the guidelines balance security with access for community members to sustain their interest in DCPL construction projects.

Mr. McCarthy arrived.

## **Introduction of Attendees**

Attendees stated their names and association.

## **President's Report**

First, Mr. Gregory McCarthy introduced Ms. Cleve Mesidor, nominee of the Mayor to the Board of Library Trustees. Ms. Mesidor brings a background in communications and public advocacy to the Board. Next, he announced that Council is nearing a final action on the budget. Council's mark-up on the Committee of Education added \$1.6M to the Library budget for priorities such as opening day collections, \$400K for general collections and funding for the establishment of an Oral History Project. Additionally, \$600K was added to continue implementing the STAR: Books from Birth program. He thanked the Friends groups for their advocacy and the staff for doing work that inspires confidence in city government. Finally, Mr. Gregory McCarthy noted that a quorum could not be reached and introduced Mr. Richard Reyes-Gavilan to present his Executive Director's report.

## **Executive Director's Report**

Mr. Richard Reyes-Gavilan delivered his Executive Director's report. He announced that DCPL's Summer Reading program is a part of the Mayor's larger Summer Strong campaign. Next, he presented a brief report highlighting 2016 Summer Reading and learning initiatives. He thanked the Nationals, Chipotle and the Friends for their support as the primary funders of the Summer Reading program.

Mr. Gregory McCarthy asked staff to organize the final Summer Reading report by participants' home library and include a comparison of people ages 0 – 18 in each Ward as a percentage of the population. He established that the goal of the program is to ensure participation throughout the city but emphasized the need to minimize service gaps in underserved neighborhoods.

Ms. Faith Gibson Hubbard asked staff to reference the Youth Risk Behavior Survey (YRBS) to determine if Summer Reading programs are reaching at risk students. She also asked for a list of libraries offering Science in the Summer programs and how the program is being publicized. Regarding at risk student information, Mr. Richard Reyes-Gavilan responded that currently DCPL doesn't have access to software that would allow cross-referencing All Access Cards with other student related data. He suggested a future discussion on challenges with student data, brainstorming ways to provide impactful reports with the existing data, and what an aspirational student data library would look like.

## **Roll Call**

Once five members of the Board were present, Mr. Gregory McCarthy established quorum in lieu of roll call.

## **Adoption of the Agenda**

Mr. Gregory McCarthy motioned to adopt the agenda. The motion was accepted by Mr. Victor Reinoso and seconded by Ms. Faith Gibson Hubbard. The agenda was adopted.

### **Approval of Minutes**

The motion to approve the minutes of the January 27 board meeting was adopted by Mr. Vincent Morris and Ms. Faith Gibson Hubbard.

The motion to approve the minutes of the March 23 board meeting was adopted by Mr. Neil Albert and Mr. Victor Reinoso.

### **Discussion on Short and Long-Term Alliances with DCPS and Charter Schools**

Mr. Richard Reyes-Gavilan stated his intention to contextualize future discussions by providing brief position papers. The papers would include areas of risk and opportunity as well as highlight what other library systems across the country are doing. At the July board meeting, the discussion will pertain to DCPL's role in adult education.

Mr. Richard Reyes-Gavilan then discussed short and long-term alliances with DCPS (DC Public Schools) and Charter Schools. He said that DCPL is at the forefront of groundbreaking Library/School initiatives. He highlighted the All Access Program, which stripped away all barriers to participation and has fundamentally zero risk involved when students use library materials. He also stated that DCPL has eliminated the need for schools to have their own subscriptions to many databases, allowing greater access to a multitude of resources. Lastly, he mentioned that the Shared Technical Services program allows DCPL to secure books and other materials on behalf of DCPS.

Next, Mr. Richard Reyes-Gavilan provided examples of Library/School alliances at other library systems. He stated that over the last few years, New York Public Library (NYPL) has made a concentrated effort to focus all resources on out-of-school time rather than focusing on what to do in schools. NYPL raised a significant amount of money to create various programs that advance literacy for first and second graders, offer middle school innovation labs and focus on weekend programming. He concluded that out of school programs are an area of opportunity for DCPL. Then Mr. Richard Reyes-Gavilan spoke about the Howard County Library System in Maryland. For ten years they've had A+Partners in Education, a partnership between the library, schools and the community college to formalize bibliographic instruction. The partnership promotes scholarship, assists with eliminating student achievement gaps, and expands the academic opportunities for each student. Their approach meets students where they are (in schools).

Mr. Gregory McCarthy asked Mr. Richard Reyes-Gavilan to discuss the merits of bringing the library to schools versus bringing kids to libraries and which if either should be a priority for the DCPL mission. Mr. Richard Reyes-Gavilan responded that many of DCPL's efforts are spent bringing people into libraries. However, DCPL has to consider meeting people where they are given that many library services don't require users to physically enter library buildings. Mr. Richard Reyes-Gavilan concluded that it is difficult to elevate one approach over the other because both have merit.

Ms. Faith Gibson Hubbard supported the approach of focusing on out of school time because learning gaps are created for students for many reasons including: budget-cuts; costly after-

school programs; or lack of capacity at free after school programs. She concluded that DCPL should build on existing out of school programming by providing more support and infrastructure because many libraries have worked hard to cultivate relationships with schools and students.

Mr. Vincent Morris supported the approach of bringing students to libraries. He envisions the library as place that is so busy, open hours need to be extended seven days a week and more libraries built. He stated that while kids in his neighborhood may spend some time in school libraries, they spend a great deal of time in neighborhood libraries both after school and on weekends. He expressed that because the library is a safe comfortable environment where kids are learning, exploring, being creative, social and are supervised by staff – bringing students to libraries is worth the investment. He also described the Books from Birth program as a down payment on future library customers; because the program provides books to kids who wouldn't otherwise have books, they become readers and ultimately come to libraries for more books. He concluded that DCPL should measure success on usage and its goal should be building visits.

Mr. Victor Reinoso recommended a balanced approach to accommodate people that are engaged in different ways. He then asked a series of questions: What is the current structure for communication with DCPS and Charter Schools? As a system, does DCPL encourage direct communication of library staff and schools? And lastly, what accountability exists for structured and purposeful communication? Mr. Richard Reyes-Gavilan responded that this type of communication would be a cultural shift as was the case at the Howard County Library system. Currently, neighborhood libraries are assigned to schools in their catchment area. For some like the Woodridge Library, the catchment area encompasses a large geographic area making it difficult to serve all schools equally.

Mr. Victor Reinoso added that it seems DCPL has not had a structured conversation at the staff level about how to interact with schools. He said it should be a top down approach from management to discuss the relationship, communication, and partnerships with schools. Ms. Manya Shorr added that there are typically only 1 or 2 children's librarians and it is often the library's responsibility to approach schools. Given the variance in catchment areas, it is difficult to reach all schools equally and the process can be very time consuming. Ms. Karma Cottman suggested marketing library programs in unexpected ways. Mr. Richard Reyes-Gavilan responded that ideally DCPL would have a dedicated team for school outreach.

Mr. Gregory McCarthy acknowledged the need for more resources to fully implement in-school services. He charged the Program Oversight Committee in collaboration with Ms. Faith Gibson Hubbard to create a top down review of DCPL's options for short and long-term alliances with DCPS and Charter Schools. The Board will discuss this review at a subsequent meeting. Next, Mr. Gregory McCarthy asked staff to contemplate the feasibility of mandatory library field-trips if funding was available. Finally, Mr. Gregory McCarthy thanked everyone for their input and concluded the discussion.

### **Contracts Review Committee**

Ms. Faith Gibson Hubbard, Contracts Review Committee (CRC) Chair, delivered the CRC report. Ms. Faith Gibson Hubbard stated that for the prior period, one contract action was approved by the CRC. A contract modification for Martinez + Johnson Architecture to provide continued architectural/engineering services in the amount of \$5,484,211 towards the modernization of the Martin Luther King Jr. Memorial Library.

### **Finance Committee Report**

Mr. Jonathan Butler, Director of Business Services, delivered the Finance Committee report. He stated that as of March 31, 2016, the fiscal year is 50% elapsed. Personal Services expenditures-to-date are at 50%, meaning \$21M of the local budget and \$21.2M of the gross budget. Non-Personal Services (NPS) obligations are at 72.1% (\$10.2M) of the Local budget and 71.1% (\$10.9M) of the Gross budget and remain ahead of Local obligation levels of 66.3% (\$10.8M) and Gross obligations 64.3% (\$11.3M), as of the same time last fiscal year. The agency has executed two internal re-programmings to further optimize spending of the operating budget. Mr. Gregory McCarthy asked about vacancies. Mr. Butler responded that there are 17 vacancies.

### **Facilities Committee Report**

Mr. Neil Albert, Facilities Committee Chair, delivered the Facilities Committee report. He provided an update on all capital projects. At Southwest Library, a design and construction due diligence study is currently underway and the design-build team of Broughton Construction and R McGhee & Associates was brought on board in May. Conceptual design and programming for the renovated library has begun and community engagement will begin in June. At the Palisades Library, the design-build team of MCN and Cox Graae + Spack was brought on board in February and community engagement and design are underway, with construction expected to begin in late 2016. At Woodridge Library, construction is currently in progress with substantial completion expected in August 2016. Interim library services are expected to close in August 2016 and the new library is expected to open to the public in September 2016. At Cleveland Park Library, schematic design was completed on March 11. The design team has moved into the Design Development (DD) phase and is working with the Department of General Services to lease interim library space at the University of the District of Columbia. Construction is expected to start fall 2016 with a new library anticipated in winter 2017.

Lastly, Mr. Neil Albert discussed the MLK Library modernization. The design process is on pace with 75% of the DD phase complete and the Construction Documents phase expected to begin in July. Leasing negotiations for interim spaces is currently underway and finally, the Construction Manager at Risk budgets and schedules are being determined.

### **Performance Oversight Committee Report**

Mr. Victor Reinoso, Performance Oversight Committee Chair, delivered the Performance Oversight Committee report. He began by expressing his lack of confidence in the usefulness of the data presented in the report. He recommended the format be revised and include contextualized data as well as better alignment between the data and goals as compared to strategic initiatives.

Document #5.1

Board of Library Trustees Meeting

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Ms. Faith Gibson Hubbard stated that without goals for storytimes, the data seems alarming because it highlights disparities in storytime offerings and participation across the city. It is unclear how much of the population and catchment areas are being served. Mr. Richard Reyes-Gavilan agreed that the raw data doesn't tell a full story about the universe of library activity.

Mr. Victor Reinoso referred to a book he read called *The End of Average* which explains the danger of trying to boil things down to an average because the average doesn't really exist. The book encourages setting customized goals around individuals or communities. He expressed that DCPL seems to deliver a message of sameness in its services which is unfair given that sameness doesn't exist in terms of the needs of each community. Once the needs of the neighborhood are understood, DCPL can create a unique set of goals by age group, by a branch, or by a neighborhood, ultimately creating a system to track progress.

Mr. Gregory McCarthy acknowledged the need for more resources, people and technology to effectively create and measure these goals. He asked that staff produce a deep dive on one statistic and recommend a goal to pilot in the future.

#### **Library Foundation Report**

Ms. Linnea Hegarty, DCPL Foundation Director, delivered the report on Foundation activities. She thanked the Washington National's and Chipotle for their continued support. She announced that thanks to the support of the Friends, a Signature Speaker series has been added to the line-up for Summer Reading. On June 13, Summer Reading media launch will take place at Hurst Elementary School with Nationals pitcher Steven Strasburg. She reminded everyone to eat Chipotle on June 7, in support of the DCPL/Chipotle fundraiser which donates 50% of proceeds to the Summer Reading program. Additionally, the Foundation will welcome three new board members including: Barbara Krumsiek, former president of Calvert Investments and senior fellow at Georgetown; Astri Kimball, Senior Policy Counsel at Google; and Natwar Gandhi, former DC Chief Financial Officer. Finally, the Foundation is planning a project in memory of Anne Berman, former DCPL Foundation Board Member. The project is collaboration with the DC Punk Archive called Rock the Stacks and will culminate in performances and a fundraiser to benefit the Foundation.

#### **Federation of Friends Report**

Ms. Susan Haight, Federation of Friends President, delivered the report on Friends activities. The Friends will continue to advocate with Councilmembers until the budget is finalized. The Friends will host a governance workshop to learn about paperwork management and filing especially for credibility at hearings. Lastly, the Friends continue to work on Summer Reading programs.

#### **New Business**

There being no new business, the meeting was adjourned at 7:55 p.m.

**The Public Library of the District of Columbia  
Board of Library Trustees Meeting  
Minutes  
Martin Luther King Jr. Memorial Library  
Wednesday, August 17, 2016**

The regular meeting of the Board of Library Trustees was held at 6:00 p.m., on Wednesday, August 17, 2016 at the Martin Luther King Jr. Memorial Library, 901 G Street NW, Gregory McCarthy, President, presiding.

**Present:** Gregory McCarthy, President; Neil Albert, Vice President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Faith Gibson Hubbard; Vincent Morris; Karma Cottman, Victor Reinoso, Cleve Mesidor and Kamili Anderson.

**Guests at the Board Table:** Susan Haight, Federation of Friends President; and Linnea Hegarty, DC Public Library Foundation Executive Director.

The meeting was called to order at 6:01 p.m. by Board President Gregory McCarthy.

**Roll Call**

Mr. Gregory McCarthy requested roll call. Quorum was reached.

**Adoption of the Agenda**

Mr. McCarthy motioned to adopt the agenda. The motion was accepted and seconded by Ms. Faith Gibson Hubbard. The agenda was adopted.

**Introduction of Attendees**

Attendees stated their names and association.

Mr. McCarthy then introduced Mr. Steve Walker, Director of the Mayor's Office of Talent and Appointments (MOTA). Mr. Walker addressed the Board and gave a brief synopsis of the swearing in process and proceeded to swear in Mr. McCarthy.

**Approval of Minutes**

The motion to approve the minutes of the May 25, 2016 board meeting was adopted by Mr. Neil Albert and Ms. Gibson Hubbard.

**Public Comments**

Mr. McCarthy stated the practice of the Board of Library Trustees to entertain public comments. Mr. Brian Kraft, local historian and user of Washingtoniana, addressed the Board. Mr. Kraft read from a statement prepared by several frequent users of the Washingtoniana collections. The statement recommended that this collection remain accessible during the MLK

Library closure. Additionally, it was suggested that DCPL establish a working group of staff, architects and Washingtoniana users to work on an interim service plan that would include a location for the entire Washingtoniana collection.

Next, Mr. Bill Rice, Friend of the DC Archives, echoed his support for continuity of access to the Washingtoniana collection while the MLK Library is undergoing renovation. He then read a letter on behalf of Mr. David Jonas Bardin, a private citizen and previous DC government employee, who also endorsed the statement by Mr. Kraft.

Ms. Alyssa Stein then spoke on behalf of herself and her company Traceries, which offers professional research and consultation services relating to architectural history and historic preservation. She stated that the Washingtoniana collection is a first point of research for Traceries and informs their decisions about DC real estate. She emphasized the importance of the Washingtoniana resources especially the microfilm, vertical files and photos.

After that, Ms. Robin Diener, MLK Library Friends President, spoke on behalf of the Friends. Ms. Diener expressed concern that the entitlement process is about to end but DCPL has not shown updated design plans to the public since 2014. She recommended DCPL engage the public to address any final concerns, possibly by hosting community meetings in each ward and inviting the Advisory Neighborhood Commissioners. Mr. McCarthy responded that all current renovation documents have been shared with the MLK Advisory Panel and are available on DCPL's website. He explained that changes to the designs are reactive to the entitlement process. Mr. Richard Reyes-Gavilan added that during the entitlement process, DCPL has taken precautions not to show the public design plans that could potentially change. However, DCPL anticipates the entitlement process reaching completion in the fall and is planning robust public engagement.

Ms. Mary Jane Owen, Disability Concepts in Action representative, addressed the Board next. She began by clarifying that while the Americans with Disabilities Act (ADA) ensures access to the built environment for people with disabilities, the ADA Standards establish only the minimum design requirements of the law. Therefore, building according to these standards is building for the past not the future. Ms. Owen encouraged the Board to consult with an ADA professional and employ universal design principles to produce buildings and environments that are inherently accessible to everyone.

Mr. Reyes-Gavilan explained that after hearing Ms. Owen's comments at a previous meeting her concerns were discussed with the MLK Library modernization architects and prompted discussion on universal design. He said the Library's values are freedom of information, openness and accessibility for all. These values have been communicated to the architects and they are accountable for incorporating these principles into the design.

Mr. Chris Otten addressed the Board on behalf of DC for Reasonable Development. Mr. Otten stated that Ms. Owen gave a testimony in February that highlighted the auditorium's accessibility issues. He said Ms. Owen's concerns about the elevators had not been addressed.

He said a basement auditorium would address many of the accessibility concerns. Finally, he said the design plans are not available on the DCPL website and that the plans should be shared at public forums citywide.

Ms. Ruth Connelly, Ward 2 resident, asked why a district government agency such as DCPL has to gain approval from federal agencies. Mr. McCarthy said that without statehood, DCPL is required to follow federal regulations. Mr. McCarthy then briefly explained the entitlement process and the agencies involved.

Mr. McCarthy wrapped up the public comments section by asking staff to follow-up with Ms. Owen and to post the most recent design renderings on the DCPL website once available. He also thanked everyone for their comments about the Washingtoniana collection and said staff will respond to the memo with plans for Washingtoniana during interim service. Mr. Reyes-Gavilan added that the most recent plans are available at [dclibrary.org/mlkfuture](http://dclibrary.org/mlkfuture).

At that point, Mr. McCarthy invited Mr. Walker to return to the podium. Mr. Walker then swore in Ms. Karma Cottman.

Before delivering his President's Report, Mr. McCarthy obliged one more public comment from Ms. Alicia Rucker, library user and parent of library users. Ms. Rucker requested that all neighborhood libraries remain open from 9am until 9pm Monday through Thursday and open at 11am on Sundays during the MLK Library modernization. She explained that she does not have a computer in her home and her children rely on library computers to complete their schoolwork. She suggested adding a category to computer signup called 'homework time' for students. Mr. McCarthy expressed that the Board is also interested in expanding library hours, and has communicated this to City Council. Ms. Rucker added that the air-conditioning at Deanwood Library is not functioning properly. Mr. Reyes-Gavilan acknowledged the HVAC issues and explained that because Deanwood Library is a co-located facility DCPL doesn't have full control over the HVAC.

### **President's Report**

Mr. McCarthy delivered his President's Report and introduced two new board members. First, he read a brief bio of Ms. Cleve Mesidor. Ms. Mesidor thanked the Board for the opportunity. Next, he welcomed Ms. Kamili Anderson and read her bio. Ms. Anderson said she was honored to be a part of the Board. Lastly, he noted that Mr. Don Richardson resigned from the Board, and Ms. Gibson Hubbard is now the senior board member. He then concluded his report and introduced Mr. Reyes-Gavilan to present his Executive Director's Report.

### **Executive Director's Report**

Mr. Reyes-Gavilan delivered his Executive Director's Report. He announced two events happening on August 18, a community meeting at Capitol View Library to discuss the upcoming renovation and Back to School Night at the Bellevue Library. Next, Mr. Reyes-Gavilan moved into the discussion item, DCPL's role in adult education.

### **Discussion on DCPL's Role in Adult Education**

Mr. Reyes-Gavilan shared a document highlighting some of the exciting adult education programs DCPL currently offers. In the District there are many providers who focus on traditional adult literacy. The Library's role has traditionally been to serve as a convener that assesses an individual's need and connects them to the best resource(s). Across the country, libraries including DCPL are finding their niche in the concept of digital literacy. Twenty years ago when public computing became a priority for libraries, the focus was on access. Today, access is still important but DCPL has increasingly been providing content and training. In 2011, DCPL and OCTO applied for a Broadband Technology Opportunities Program (BTOP) stimulus grant to facilitate training and provide access to technology in recreation centers and schools. The training, done in conjunction with the non-profit Byteback, was successful. Currently, DCPL offers a broad range of computer classes from basic to more sophisticated offerings. In the future, the goal is to have highly trained staff and increase the number digital literacy training classes.

Mr. Reyes-Gavilan then introduced Ms. Kim Zablud, MLK Library branch manager, to discuss a 2015 focus group conducted with practitioners in the adult literacy field. Ms. Zablud explained that the focus group was intended to gain a better understanding from adult literacy practitioners of their needs and understand how DCPL can enhance services to practitioners and users. Focus group participants said the most valuable thing DCPL offered was a place for the practitioners to network and learn from each other. They also affirmed that DCPL is an effective source for assessments and referrals.

Mr. McCarthy asked Mr. Reyes-Gavilan to elaborate on DCPL's vision for adult literacy over the next five years. Mr. Reyes-Gavilan said he envisions a highly trained staff that is conversant in all the technology DCPL has to offer, thereby limiting the need for independent contractors. More standalone computer labs would be available for classes reducing the need to use spaces designated for community meetings. Lastly, there would be dedicated staff for on-demand learning. Ms. Zablud added that DCPL hopes to add a certification course for basic digital literacy.

Ms. Gibson Hubbard asked if DCPL is collaborating with STAY Adult charter schools. Mr. Reyes-Gavilan said not at this time but there are always opportunities to collaborate.

Mr. Albert asked if DCPL is collaborating with other agencies to collect information on the effectiveness of adult literacy training. Mr. Reyes-Gavilan responded that he didn't know of a citywide effort to capture effectiveness of adult literacy programs. Ms. Zablud added that the Workforce Investment Council is working on a Career Pathways Taskforce which would assess providers. Mr. Albert asked if DCPL could lead the effort on assessment of citywide literacy resources. Mr. Reyes-Gavilan replied that it is something to which the Library aspires.

Ms. Anderson asked how DCPL is addressing digital citizenship, for instance helping users get drivers licenses or write wills. She also asked what futuristic programs DCPL is offering or plans to offer to prepare users for careers in emerging technologies. Mr. Reyes-Gavilan replied that

DCPL offers classes on coding, Adobe Creative Suite and more advanced computer classes but it remains an area of growth. He added that digital citizenship is a pillar of the strategic plan and will be enhanced.

Ms. Cottman asked how adult literacy partners are engaged. Mr. Reyes-Gavilan said that in 2013 the Programs and Partnerships department was created to focus on partnerships and collaboration.

Ms. Mesidor asked about digital literacy and adult education in Wards 5-8 and its impacts. Mr. Reyes-Gavilan responded that BTOP was concentrated in those wards but ended. Presently, most of the basic digital literacy classes are concentrated in those wards. He also said there is not currently a sophisticated collection method for the impacts of digital literacy and adult education in Wards 5-8. To gain feedback, DCPL relies heavily on engaging with the community at meetings or by doing market research.

Ms. Gibson Hubbard asked how DCPL is providing services to non-English speakers. Mr. Reyes-Gavilan said he would get back to Ms. Gibson Hubbard with that information. Ms. Gibson Hubbard also suggested two discussion topics, Language Access and Safe Passages for Students.

Mr. McCarthy asked if DCPL provides GED testing and, if not, should it be offered. Mr. Reyes-Gavilan responded that due to the length of the commitment, it is a more challenging offering compared to computer training.

Mr. McCarthy summarized Mr. Reyes-Gavilan's comments, listing a need for: space dedicated to digital literacy training, staff for on-demand learning, and more staff to coordinate with partners. He asked that these requests be reflected in the budget. Mr. McCarthy concluded the discussion.

### **Finance Committee Report**

Mr. Reyes-Gavilan delivered the Finance Committee Report. He stated that with 66% of the fiscal year elapsed obligations (at 68%) against the budget are above the fiscal year elapse; Personal Services (PS) expenditures are in alignment at 66%; while Non-Personal Services (NPS) obligations are nicely trending higher at 75%; and, finally, an additional \$88,000 in FY16 supplemental budget authority has been made available to the agency for Books from Birth.

### **Facilities Committee Report**

Mr. Albert, Facilities Committee Chair, delivered the Facilities Committee Report. He provided an update on all capital projects. The Southwest Library design and construction due diligence completion is expected on August 31 and preparations are being made to release an RFP for design-build services in early fall. The Capitol View Library early Schematic Design and community engagement is underway. The Palisades Library design reviews and budget alignments continue while Schematic Design is at 75% completion. The Woodridge Library is in the final stages of construction and the new library opens to the public in September. The Cleveland Park Library Design Development is complete, Guaranteed Maximum Price

development is underway and build-out of interim space at University of the District of Columbia is proceeding.

Lastly, Mr. Albert discussed the MLK Library modernization. The Design Development phase was completed ahead of schedule, the project budget is being updated and an environmental assessment is out for public comment until September 6. Build out for interim service at 1990 K Street is scheduled to start September 5 and last 8-10 weeks, making the project on schedule for March 2017. An RFP was released by the Department of General Services (DGS) for interim service at Penn Center. Construction bids are expected on August 22 and the project is currently on schedule for March 2017.

### **Performance Oversight Committee Report**

Mr. Victor Reinoso, Performance Oversight Committee Chair, delivered the Performance Oversight Committee Report. He referred to the FY16 Q3 Quarterly Library Performance Report and said the data is presented more consistently than previous reports. He said Wi-Fi use and system-wide circulation of hard copy and digital materials were up but gate count and computer use were down with no clear cause. However, staff is planning a deep dive on one data element that would help clarify future changes. Mr. Reinoso asked Mr. Reyes-Gavilan to discuss the deep dive.

Mr. Reyes-Gavilan said the deep dive will focus on circulation of library materials. Circulation goals by branch will be in place by FY17 Q2 and a final report will be presented at the end of FY17. Furthermore, addition of Collection HQ software will provide a deeper understanding of circulation metrics, what patrons are using and what they want and it can inform staff how to best spend collection dollars. Because the user experience isn't always seamless with e-resources, DCPL wants to teach people how to better access its online resources and minimize stumbling blocks. To achieve this, DCPL is also working on a marketing campaign to encourage people to use the Library's digital content, this would include staff training on merchandising and upselling items. He added that in 2017 the IT department plans to do a system wide technology audit to determine priority areas.

Mr. McCarthy asked that going forward, the Quarterly Performance Report reflect circulation subtotals by ward. Mr. Reyes-Gavilan agreed to add this change. He then explained that when someone registers for a library card, the user data is attached to a home library location that can only be changed by a staff person at a library. He concluded by saying that he would like to explore data based on users home addresses because it reveals more about penetration in various neighborhoods.

Ms. Cottman asked why the cardholder population in Wards 7 and 8 is so high but the storytime statistics are so low. Mr. Reyes-Gavilan said that there are more cardholders in Wards 7 and 8 but how that translates to library usage is more difficult to understand and needs to be explored. He said Collection HQ should help demystify the cardholder/usage gap in Wards 7 and 8.

### **Library Foundation Report**

Ms. Linnea Hegarty, DCPL Foundation Director, delivered the report on Foundation activities. She said that Summer Reading is coming to a close and thanked the Washington Nationals and Chipotle for their support as sponsors. Then she asked the Board to save the date of September 30 for the UNCENSORED party during Banned Books Week. Lastly, she announced that Myrna Pyralta, former DCPL Board member, joined the DCPL Foundation Board.

### **Federation of Friends Report**

Ms. Susan Haight, Federation of Friends President, delivered the report on Friends activities. The Federation held a governance meeting to ensure all Friends groups are properly credentialed. The Federation is also hosting an all-day conference on January 28 to teach Friends groups how to market and expand membership. They are also strategizing on their advocacy efforts before the budget gets to council. Finally, the Friends will host a day at the Nationals ballpark on September 10 and all are welcome.

### **New Business**

There being no new business, the meeting was adjourned at 8:22 p.m.



**The Public Library of the District of Columbia  
Board of Library Trustees Meeting  
Minutes  
Martin Luther King Jr. Memorial Library  
Wednesday, September 28, 2016**

The regular meeting of the Board of Library Trustees was held at 6:00 p.m., Wednesday, September 28, 2016 at the Martin Luther King Jr. Memorial Library, 901 G Street NW, Gregory McCarthy, President, presiding.

**Present:** Gregory McCarthy, President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Faith Gibson Hubbard; Vincent Morris; Karma Cottman, Cleve Mesidor and Kamili Anderson. Not in attendance: Neil Albert, Vice President and Victor Reinoso.

**Guests at the Board Table:** Susan Haight, Federation of Friends President; and Linnea Hegarty, DC Public Library Foundation Executive Director.

The meeting was called to order at 6:03 p.m.

**Introduction of Attendees**

Attendees stated their names and association.

**President's Report**

Mr. Gregory McCarthy discussed the opening of the new Woodridge Neighborhood Library, and thanked and congratulated all those involved in the process. Mr. Vince Morris said he was pleased with the Woodridge Library opening and enjoyed the opening remarks of both Mr. McCarthy and Mr. Richard Reyes-Gavilan whose comments captured the essence of what public libraries stand for and recognized the role of the Mayor and City Council in the modernization. Ms. Kamili Anderson said the library opening was an accomplishment for DCPL and that she was impressed with the architecture of the new library. Ms. Faith Gibson Hubbard thanked Ms. Sharon Turner, President of the Woodridge Library Friends, for her advocacy and ability to rallying friends groups and civic associations around the Woodridge Library modernization. She also commended DCPL staff for all their hard work. Lastly, she said it was a pleasure to share the company of both excited school children and engaged political leaders at the library opening.

**Executive Director's Report**

Mr. McCarthy introduced Mr. Reyes-Gavilan to deliver his Executive Director's Report to the Board. Mr. Reyes-Gavilan discussed several upcoming high profile events. First, on September 30, the third annual UNCENSORED fundraiser will be hosted by the DCPL Foundation. Then, on October 6, the MLK Library modernization project will undergo its final review before the

National Capital Planning Commission (NCPC). Next, on November 3-4, the third annual DC Author Festival will take place at the MLK Library. In addition to being an important workforce development program to support local authors, the festival will convene resources for the Districts creative community including a signature author event and a host of vendors. Beginning on November 9, a series of MLK Library modernization community engagement meetings will begin. The meetings, scheduled in each ward, will provide an updates on the project, latest designs and interim plans. Lastly, Mr. Reyes-Gavilan said he is in preliminary conversation with Dr. Carla Hayden, Library of Congress Head Librarian, regarding use of the Library of Congress as a point of interim service for DCPL.

### **Public Comments**

Mr. Chris Otten, former ANC Commissioner and coordinator of DC for Reasonable Development, addressed the Board regarding the MLK Library renovation. Mr. Otten asked if DCPL's submission to NCPC on October 6 includes final designs. Mr. McCarthy confirmed. Mr. Otten stated that ANC 1C sent a resolution to DCPL requesting to participate in reviewing design plans before they were finalized for submission to NCPC. He said that by law ANC's are allowed 30 days to weigh in and by submitting the final designs without the ANC's feedback DCPL can be prosecuted for breaking ANC laws. Mr. McCarthy responded that DCPL conducted three years of public engagement with ANC's and the community prior to submitting any plans to the government agencies. Mr. Reyes-Gavilan added that DCPL is planning to resume public engagement on the MLK Library modernization beginning in the fall and into 2017. Ms. Cleve Mesidor suggested setting up a call with ANC 1C.

Mr. Otten also stated that the MLK Library Advisory Panel did not include any residents from East of the River or people of color. The Board discussed the makeup of the advisory panel at length and Mr. McCarthy requested that a list of panel members be sent to Board members.

Mr. John Tinpe, Chairperson ANC 2C and MLK Library Advisory Panel Member, requested to address the Board. Mr. Tinpe chairs the ANC where the MLK Library is located and is involved in the regulatory process for approval of the MLK Library modernization design plans. Mr. Tinpe said DCPL has been very engaged with not only ANC 2C but also with the public from the outset of the MLK Library modernization project. He also countered Mr. Otten's assertion that there were no people of color on the panel and alluded to his own heritage. Mr. McCarthy thanked Mr. Tinpe and Mr. Otten for their comments and concluded the public comments.

### **Roll Call**

Mr. McCarthy requested roll call. Quorum was reached.

### **Adoption of the Agenda**

The motion to adopt the agenda was accepted by Ms. Gibson Hubbard and Ms. Mesidor.

### **Approval of Minutes**

The motion to approve the minutes of the August 17 board meeting was adopted by Mr. Morris and Ms. Gibson Hubbard.

### **Approval of 2017 Board Meeting Schedule**

Mr. McCarthy motioned to adopt the 2017 Board meeting schedule. Ms. Gibson Hubbard asked if the meeting locations could be revised to include newly modernized libraries. Mr. McCarthy suggested the Board have an in depth discussion at a later time to identify meaningful opportunities to visit to neighborhood libraries. Mr. McCarthy then asked if the Board would approve the schedule based on the proposed dates. Ms. Gibson Hubbard agreed to resume the discussion at a later time. The motion to adopt the FY17 Board meeting schedule was adopted by Ms. Gibson Hubbard and Ms. Mesidor.

### **Discussion on Customizing Services and Programs at Neighborhood Libraries**

Mr. McCarthy introduced Mr. Reyes-Gavilan to begin the discussion on customizing Services and Programs at neighborhood libraries. Mr. Reyes-Gavilan explained that due to dynamic shifts in how people access information and due to the role of libraries in their communities, libraries have moved away from a passive standardized approach to offering services and programs. He said that over the past 20 years, DCPL has made an effort to tailor programs at neighborhood libraries and handed out a document that listed examples. He explained that programs like physical activities may require designated or specialized program space, however that is a challenge when all libraries are all laid out similarly. Then he asked the Board to consider the following: a focus on customization at libraries that were designed as community spaces for all ages and stages or a focus on imagining new, smaller libraries designed from the outset to deliver specific services to smaller user groups with specific needs.

Ms. Gibson Hubbard asked if Language Access is offered as a customized service in neighborhood libraries. Mr. Reyes-Gavilan responded that although DC's immigrant population is growing, the demand for language access is not as great as it is in other urban centers. At Petworth and Mount Pleasant Libraries there is bi-lingual staff and the collections reflect more titles in Spanish and other languages.

Ms. Karma Cottman asked if it makes more sense to drive customers to the central library or to neighborhood libraries. She further questioned whether customization is based on a community needs assessment or community feedback. Mr. Reyes-Gavilan responded that it's important to determine what people are willing to travel for and stated that some services will remain at MLK Library by virtue of the size and space of the central library. Additionally, he said customization would likely be less data-driven and rely more on community feedback and the community needs assessment that was conducted as part of the strategic planning process.

Mr. McCarthy asked how data would change the approach to customizing services at neighborhood libraries. He asked if computer usage or meeting room wait times for example could be used to determine how neighborhood libraries should be reconfigured to accommodate customized services and programs. Or could the population of children in a specific neighborhood determine the need to reduce the size of the children's space at certain libraries. Mr. Reyes-Gavilan responded that data could be used to inform how libraries are reconfigured. Collection HQ along with demographic trends will provide some of the data needed to help make these decisions. However, when it comes to the collection and removing

books, it poses a risk to DCPL's credibility. There would have to be a great deal of community engagement before DCPL made a decision like reducing a service area like adult, children's or teen space. Additionally, DC is a changing city and there is uncertainty about the future of rapidly developing neighborhoods. For instance, current data shows that a 20,000 square foot library is sufficient for the Southwest neighborhood now; however, the community may outgrow the space within 15 years.

Mr. Morris said that the MLK Library is DCPL's centerpiece and as the central library, it is the most accessible of all DCPL locations, hence the reason many specialized programs and services like adult literacy and the Center for Accessibility are located there. By trying to replicate what the central library offers in branch libraries, programs unique to those communities may become diluted.

Ms. Anderson said by virtue of location and proximity to other cultural centers like museums in Downtown DC, the MLK Library should be a destination like the central libraries of Philadelphia and New York City. Other libraries should be flexible and change as the population changes. Mr. McCarthy thanked the board members and wrapped up the discussion.

### **Finance Committee**

Mr. Reyes-Gavilan delivered the Finance Committee Report. As of July 31, 2016, with 83% of the fiscal year elapsed – things are trending favorably: Obligations are running ahead at 85.2%; Personal Services (PS) expenditures are in alignment at 83%; Non-Personal Services (NPS) obligations are notably ahead at 92% compared to 88% this time last year; and lastly, end of year financial closing will begin at the end of September.

Mr. McCarthy asked Mr. Reyes-Gavilan to provide a brief explanation of the Capital Budget Enhancement Request. Mr. Reyes-Gavilan stated that enhancements to the MLK Library budget would allow money to be moved up and the project completed 5 months early, resulting in up to seven figure savings. He also discussed enhancements for general improvements, spruce ups at neighborhood libraries, and additional funding for Capitol View Library. Finally, he discussed enhancements for the Operations Center, a space that would house back of house services, collections and the shared technical services program, because no permanent space has been identified.

Ms. Mesidor suggested a more substantial enhancement request for Capitol View Library to avoid the need for future enhancements. Mr. Reyes-Gavilan explained that at this time only \$900k of enhancements have been identified and asking for more money will require an explanation of how the funding will be used. Ms. Anderson asked if a permanent line item can be added to the budget for general improvements. Mr. McCarthy responded that general improvements are usually included in DCPL's budget, but did not make the Mayor's budget. Mr. McCarthy asked if the Board would approve the budget enhancement request. Ms. Mesidor said she cannot approve the document until it is revised. It was concluded that the board will discuss the budget enhancement request again at the October committee meetings.

### **Naming Recognition for Ellie Becker at West End Library**

Mr. Reyes-Gavilan discussed the naming recognition guidelines and explained that a wall of honor will be designated at each library location. He asked the Board to consider Ms. Ellie Becker as a candidate for naming recognition based on her accomplishments and dedicated work to the West End Library and greater West End community. Ms. Mesidor asked if digital plaques can be considered for the wall(s) of honor. Mr. Reyes-Gavilan said the format/design can still be determined after the document is approved. Mr. McCarthy motioned to approve the resolution for Naming Recognition for Ellie Becker. Mr. Morris approved the motion and Ms. Gibson Hubbard seconded the motion. The resolution was adopted.

### **Facilities Committee Report**

In the absence of Mr. Neil Albert, Facilities Committee Chair, Mr. Reyes-Gavilan delivered the Facilities Committee report. Mr. Reyes-Gavilan stated that the MLK Library modernization is almost fully aligned with the budget and build out has started on the MLK Library interim spaces. At the Cleveland Park Library the Guaranteed Maximum Price is being negotiated. The library is scheduled to close on October 8 and the interim is scheduled to open on October 30. Construction at the Woodridge Library is complete and the library is now open. At the Palisades Library, Schematic Design (SD) has reached 85% completion. At the Capitol View Library, Design Development has reached 35% completion. At the Southwest Library, a Request for Proposal (RFP) will be released in October for design, demolition and construction of the new library. Finally, at the West End Library, overall project delays will postpone substantial completion until June resulting in a late summer or early fall opening assuming no additional delays.

### **Performance Oversight Committee**

In the absence of Mr. Victor Reinoso, Performance Oversight Committee Chair, Mr. McCarthy asked Mr. Reyes-Gavilan for an update on the Strategic Plan. Mr. Reyes-Gavilan stated that the Board will have an opportunity to review the plan's vision statement, summary of the aspirational qualities and updated list of objectives and initiatives at the October Committee meetings. Once the Board has reviewed and approved, the Board Chair and Performance Oversight Committee Chair will take the lead in reviewing the content of the plan. Mr. McCarthy asked that the grid of objectives and initiatives be sent to the Board for review at least one week in advance of the committee meetings. He also asked for a summary of the top 3 things in the Strategic Plan that are most likely to generate public interest. Next, Mr. Reyes-Gavilan discussed the performance plan draft. Mr. McCarthy asked the Board members to send any questions or comments about the performance plan initiatives to Mr. Reyes-Gavilan within the next week so their feedback could be incorporated into an updated draft.

### **Library Foundation Report**

Ms. Linnea Hegarty, DCPL Foundation Director, delivered the report on Foundation activities. She announced that the Banned Books scavenger hunt was a huge success and received considerable press from many news sources. She also provided details about the entertainment that will be at the UNCENSORED Party and invited the Board to attend.

### **Federation of Friends Report**

Ms. Susan Haight, Federation of Friends President, delivered the report on Friends activities. She noted that the Federation is a sponsor of UNCENSORED and is pleased to support the Foundation's efforts. She announced that on October 5, the Federation's will hold its annual meeting. Then on January 28, they will host a daylong conference to discuss annual book sales and membership growth. Finally, she acknowledged the individuals that helped write the recommendation to honor Ms. Becker and expressed appreciation of the Board's approval of the naming recognition.

### **New Business**

There being no new business, the meeting was adjourned at 7:47 p.m.

**The Public Library of the District of Columbia  
Board of Library Trustees Meeting  
Minutes  
Martin Luther King Jr. Memorial Library  
Wednesday, November 16, 2016**

The regular meeting of the Board of Library Trustees was held at 6:00 p.m., Wednesday, November 16, 2016 at the Martin Luther King Jr. Memorial Library, 901 G Street NW, Gregory McCarthy, President, presiding.

**Present:** Gregory McCarthy, President; Neil Albert, Vice President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Faith Gibson Hubbard, Cleve Mesidor and Kamili Anderson. Not in attendance: Vincent Morris, Karma Cottman and Victor Reinoso.

**Guests at the Board Table:** Susan Haight, Federation of Friends President; and Linnea Hegarty, DC Public Library Foundation Executive Director.

The meeting was called to order at 5:59 p.m.

**Roll Call**

Mr. Gregory McCarthy requested roll call. Quorum was reached.

**Adoption of the Agenda**

The motion to adopt the agenda was accepted by Mr. Neil Albert and Ms. Kamili Anderson.

**Introduction of Attendees**

Attendees stated their names and association.

**Approval of Minutes**

The motion to approve the minutes of the September 28, 2016 board meeting was adopted by Mr. Albert and Ms. Faith Gibson Hubbard.

**Public Comments**

There were no public comments.

**President's Report**

Mr. McCarthy announced that the City Council unanimously approved Mayor Bowser's reappointment of Ms. Gibson Hubbard to the Board of Library Trustees for another term. He also invited the Board members to attend a meeting with the Mayor on November 9.

### **Executive Director's Report**

Mr. Richard Reyes-Gavilan delivered the Executive Director's Report to the Board. He first introduced Ms. Sheryl Katzin, the new Director of Collections who came to DCPL from New York Public Library. Next, he reported that on November 9, the latest round of MLK Modernization Community meetings began with a well-attended meeting in the MLK Library Dream Lab. He recapped the meeting and provided the schedule for subsequent modernization meetings.

### **Discussion on Summer Reading and Related Education Initiatives**

Mr. Reyes-Gavilan provided background and initiated the discussion on Summer Reading and Related Education Initiatives. He explained that in FY16, the Library began using an online platform called Beanstack to track registration and completion of Summer Reading participants. Given the new process, FY16 would be considered a benchmark year for Summer Reading statistics. Many participants took advantage of the online portal, however, some participants signed up using the paper form. Additionally, the Summer Reading program was more intentional and offered repetitive programs like camps. He further explained that participant completion is a better measure of success for the program than sign-ups, so DCPL is focusing on helping participants complete the program. Finally, he explained that DCPL's Summer Reading program was part of Summer Strong, the Mayor's larger citywide summer programming initiative. He then opened the floor for discussion.

Ms. Gibson Hubbard observed that program completion in Wards 7 and 8 is lower than previous years. Mr. Reyes-Gavilan restated that it is difficult to compare FY16 to previous years due to the new process; therefore FY16 is being treated as a benchmark year. Ms. Gibson Hubbard asked how DCPL could support completion in Wards 7 and 8. Mr. Reyes-Gavilan responded that the new department of outreach will be charged with helping participants complete the Summer Reading program.

Ms. Cleve Mesidor inquired about the plan for Summer Reading in FY17. Mr. Reyes-Gavilan responded that the goal is to double participation in targeted communities through several strategies including changes to the online platform and outreach by former MLK Library public services staff. Next, Ms. Mesidor asked when neighborhood libraries begin planning for Summer Reading. Ms. Joi Mecks, Director of Communications, responded that Summer Reading planning is done centrally and planning for the subsequent year begins after each Summer Reading program. In early spring, neighborhood libraries start working with schools on student registration; marketing to the public kicks off in May; and finally, registration officially begins around June 1.

Mr. McCarthy asked if DCPL has identified an FY17 goal for Summer Reading completion. Mr. Reyes-Gavilan responded that staff is collecting additional data to inform that goal. Mr. McCarthy asked if it is possible to measure outcomes of Summer Reading, for instance, if schools measure summer slide and show that it's been reduced, can DCPL say the Summer Reading program contributed to that decrease. He also asked if there is a central entity that is capturing outcomes of summer learning. Mr. Reyes-Gavilan responded that the Deputy Mayor for Education (DME) captures outcomes through Summer Strong, the Mayor's citywide summer learning program.



Ms. Gibson Hubbard asked if Winter Reading is tracked online and how DCPL can engage schools that showed lower Summer Reading participation. Ms. Mecks confirmed that Winter Reading will be tracked through Beanstack. Mr. Reyes-Gavilan stated that DCPL is trying to formalize a relationship with the schools to provide more in-school outreach for Summer Reading through a Memorandum of Understanding (MOU).

Mr. McCarthy suggested the Board discuss engagement/outreach with schools at a subsequent meeting. Ms. Anderson added that cities with similar demographics to D.C. may show similar trends of low participation in at risk areas. She suggested exploring data from comparable library systems. She also suggested using Beanstack as a resource for marketing tools. Finally, she stated that a meaningful outcome of Summer Reading programs would be summer writing programs that show kids connecting and applying skills they learned. Mr. McCarthy wrapped up the discussion and thanked the Board for their input.

### **Contracts Review Committee**

Ms. Gibson Hubbard delivered the Contracts Review Committee report. The committee approved a 12-month contract extension for janitorial and related services, 7 days a week at 25 DCPL neighborhood libraries in the amount of \$1.4 million.

### **Finance Committee**

Mr. McCarthy introduced Mr. Jonathan Butler to deliver the Finance Committee Report. Mr. Butler explained that FY16 closeout is underway and thus far FY16 is trending into 99% of the budget expended. The report also contains a comparison of the approved budgets for FY16 and FY17, and notes increases in FY17.

### **Discussion on FY18 Operating Budget Enhancement Requests**

Mr. McCarthy explained that this is the first time the Board is weighing in on the Budget Enhancement request. He couched it is an opportunity for the Board to make requests related to strategic initiatives and asked that the requests be feasible and appealing to council. Mr. Reyes-Gavilan then gave a brief overview of the enhancements and concluded that the total enhancement request was for \$3 million plus staff.

Mr. McCarthy asked if the enhancement request amounts include the salaries for staff. Mr. Reyes-Gavilan explained that the document uses the word “staff” but it should actually be “FTE”. Mr. Butler responded that the total \$3 million enhancement request does not include FTE salaries. Mr. Albert said that the document should specify the exact number FTE needed for each enhancement request. Mr. McCarthy asked that the document be re-circulated with updated FTE information and corresponding enhancement amounts.

Mr. McCarthy asked why creation of a literacy program for Department of Public Works (DPW) employees was not reconsidered in the FY18 enhancement request. Mr. Reyes-Gavilan responded that the current requests were identified through the Strategic Plan as priorities.

Mr. McCarthy asked what it would cost to open the library on Monday holidays when kids are out of school like Martin Luther King Jr. Day, Veterans Day, Memorial Day, Columbus Day etc.

Mr. Reyes-Gavilan responded that with an adequate budget, opening on certain holidays would be feasible. For example, DCPL could operate 8 libraries (1 per ward), each open for 8 hours for approximately \$40,000 per holiday. Mr. McCarthy asked why DCPL can't operate the same way it does on Sundays. Mr. Reyes-Gavilan explained that Sundays are different than holidays in that staff can be assigned to work on Sundays with overtime pay. However, according to DCPL's Collective Bargaining Agreement (CBA) with DC Human Resources, it's a contractually guaranteed benefit for District employees to be off on holidays. Mr. McCarthy asked if the issue can be addressed when the CBA is up for renewal. Mr. Reyes-Gavilan said that it is possible; however additional funding is more likely to make holiday openings feasible.

Ms. Mesidor inquired about hiring contract workers for holidays. Mr. Reyes-Gavilan responded that DCPL's CBA does not allow for contract employees. Mr. Reyes-Gavilan explained that working these holidays would be voluntary for staff and theorized that many staff would take the opportunity to earn the overtime pay. Mr. Reyes-Gavilan asked the Board if the 1 library per ward service model would suffice. Ms. Gibson Hubbard responded that it would need to be tested to know with certainty.

Ms. Mesidor inquired about the mobile Wi-Fi checkout program. Mr. Reyes-Gavilan explained that the program is being piloted at Deanwood and Parklands-Turner, the neighborhoods with the least amount of broadband adoption. DCPL is hoping to continue the pilot given the success of the program evidenced by the high demand for the 30 Wi-Fi devices. DCPL is also discussing support for the pilot with the Office of the Chief Technology Officer.

Mr. McCarthy stated that the Board will not reconvene before the document is due. Therefore he suggested the Board approve the 5 enhancement requests – those presented in the document and the holiday hours extension. He asked Mr. Reyes-Gavilan to edit the request, include staff costs and circulate to the Board for comments within a week. He asked the Board to reply all within 3 business days with any questions or concerns. If the Board has no objections to the revised document, DCPL may proceed with the request. Mr. McCarthy also encouraged the Friends to advocate for the enhancements. He motioned for the Board to approve the 5 activities. Mr. Albert seconded the motion. Everyone voted in favor of the budget enhancement.

### **Facilities Committee Report**

Mr. Albert, Facilities Committee Chair, delivered the Facilities Committee Report. Mr. Albert stated that the Cleveland Park Library closed on October 8, and the interim opened on October 31; construction at the new library is scheduled to begin in December. At the Palisades Library, community meetings have been completed and construction is expected to start in March 2017. At the Capitol View Library, the furniture, fixtures, equipment and finishes are being evaluated and construction is expected to begin in March 2017. At the Southwest Library, there is a design-build Request for Proposal (RFP) out for bid and proposals are due November 30. Finally, at the MLK Library there is a feasibility study being conducted to examine alternatives and costs for expanding the library's footprint below grade. The final feasibility report should be complete by November 18, 2016.

Ms. Gibson Hubbard asked how to enhance exterior lighting at the Woodridge Library. Mr. Albert suggested that she register a complaint through 311 because community member input can enhance the efficacy of DCPL's attempt to correct the problem with the Department of General Services (DGS).

Ms. Anderson asked if Capitol View and Palisades Libraries will have interims. Mr. Reyes-Gavilan explained that the renovation length and libraries proximity to other locations often determines if there will be an interim. In the case of Capitol View and Palisades Libraries, all available funds are being dedicated to the renovations. He also noted that whenever possible, staff identify locations in the neighborhood to offer limited programming. Mr. Albert added that for any renovation that is less than a year, building interim space yields a poor return on investment. Ms. Mesidor asked if there was a policy on interim libraries. Mr. Reyes-Gavilan said that he was not certain of a written policy but if one existed he would circulate it to the Board.

Ms. Anderson said it was important that there is no inherent bias in the way interim services are offered and she wants to ensure libraries don't have a problem reasserting themselves after renovations. She also suggested offering interim services with or without a dedicated interim facility. Mr. McCarthy suggested the Board identify which future renovations will have interim services at the next committee meeting.

### **Performance Oversight Committee**

In the absence of Mr. Victor Reinoso, Performance Oversight Committee Chair, Mr. Reyes-Gavilan delivered the Performance Oversight Committee Report.

Mr. McCarthy asked if staff could report out on year-1 of the DC OneCard program at the next board or committee meeting. Mr. McCarthy added that it would be useful to determine FY17 goals with FY16 baseline data. Mr. Reyes-Gavilan said that DCPL will provide a report with the available data. Ms. Gibson Hubbard asked if DCPL can collect additional student data to better understand the DC OneCard population, usage and trends. Mr. Reyes-Gavilan explained that due to the Family Educational Rights and Privacy Act (FERPA) DCPL only has access to the student information required to use the DC OneCard as a library card.

Ms. Mesidor asked for an update on the Benning incident. Mr. Reyes-Gavilan recalled that a DCPL officer was assaulted outside of the Benning Library during early voting. He stated that the officer declined to take time off work and was in good spirits. Additionally, this appeared to be an isolated incident.

### **Library Foundation Report**

Ms. Linnea Hegarty, DCPL Foundation Director, delivered the report on Foundation activities. Ms. Hegarty announced that the Foundation's annual giving campaign, LoveDCPLGive, would begin on November 29, Giving Tuesday. Also on that day, the Foundation is partnering with Shophouse for a fundraiser where 50% of all proceeds from customers who support the library would be donated to the Foundation. She announced that on February 24, the Foundation will host Rock the Stacks, a local music festival and album release party at the MLK Library. The proceeds of all events and the album, which features 14 luminaries of the DC music scene, will

benefit the Foundation. Additionally, Rock the Stacks came together in memory of Annie Lou Berman, an essential member of the DC creative community and former board member of the DC Public Library Foundation, who passed away in early 2016. Finally, on March 16, the Foundation will host the second annual StoryTime Gala at the MLK Library.

### **Federation of Friends Report**

Ms. Susan Haight, Federation of Friends President, delivered the report on Friends activities. The Federation held their annual meeting on October 5, and elected the same Executive Board. They are in the process of advocacy planning and engagement. On January 28, they will host a citywide Friends conference at the MLK Library. The conference will focus on membership, advocacy, book sales and programming. Finally, Ms. Haight indicated that when there are security issues at neighborhood libraries, the Friends are always willing to write advocacy letters.

### **New Business**

Mr. McCarthy stated that Mr. Reinoso, Mr. Vince Morris and Ms. Gibson Hubbard would serve on the nominating committee to recommend a slate of candidates for election at the January Board meeting.

There being no new business, the meeting was adjourned at 7:43 p.m.

## BOARD OF TRUSTEES

### Question Number 60

**Describe the Board's practices for soliciting feedback from residents. How has resident feedback assisted or impacted the Board's decision-making process in FY16 or FY17 to date?**

The Board of Library Trustees has not changed its practices for soliciting feedback from residents in the last fiscal year.

The Board receives feedback from residents in the following ways.

- At every board meeting, there is time set aside for public comments where members of the public can either sign up in advance to speak and ask questions, or can sign up to speak and ask questions at the time of the meeting.
- Library users can also provide feedback through the library board page on the library's website ([dclibrary.org/about/boardoftrustees](http://dclibrary.org/about/boardoftrustees)) and via email at [boardoflibrarytrustees@dc.gov](mailto:boardoflibrarytrustees@dc.gov) .
- In the months between board meetings, there are regularly scheduled board committee (Finance, Facilities and Performance Oversight) meetings that are posted on the library's website and are open to the public. While there is no formal time for comments or questions by attendees at these meetings, board committee chairs and board committee members often ask those present if they have questions.

The Board of Library Trustees most often receives feedback from residents regarding the new library buildings. That feedback has been incorporated into the design and library program at each new building.