

PERFORMANCE  
**OVERSIGHT**  
HEARING

FY2019 AND FY2020 YTD

**March 6, 2020**

John A. Wilson Building





March 6, 2020

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 Friday, March 6, 2020 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**  
**FY2019 and FY2020 YTD**  
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**DISTRICT OF COLUMBIA PUBLIC LIBRARY**  
**Performance Oversight Hearing**  
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**A. LIBRARY PROGRAMMING**

- Q1. Provide a description of all programs offered by DCPL in FY19 and to date in FY20. In your response, include the following:
- a. A narrative description of each program;
  - b. The number of sessions of each program that were held, if applicable, broken down by library; and
  - c. The number of individuals enrolled in each program, or the number of individuals that participated in each session of a program.

**TAB A-1**

- Q2. Describe the plans for returning from interim space into the modernized Martin Luther King Jr. Main Library. Include the following in the response:
- a. The location of each MLK interim space, the services currently provided, how those services will transition to the new MLK, and a timeline of the transition of those services from interim to the permanent space at MLK;
  - b. The transition of staff from branch libraries back to MLK, how that will impact branch library hours and programming, also include how new additional staff at MLK will be deployed;
  - c. Describe how the Labs at MLK will be incorporated into the new facility; and
  - d. Describe the current and future use of the Penn Center upon reopening of MLK.

**TAB A-2**

- Q3. How did DCPL connect with and provide services to vulnerable populations, including seniors, in FY19 and FY20 to date?

**TAB A-3**

- Q4. Provide an update on the summer challenge program at DCPL including targeted age demographics. In your response, include the number of individuals enrolled in the program in FY19, as well as the age demographic breakdown, any changes made to the program in FY19 or to date in FY20, and the results/outcomes from the program.

**TAB A-4**

- Q5. 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 FY19 and to date in FY20 and the number of GED practice tests administered. Also include the attendance at Teacher

Training Workshops administered by the program in FY19 and to date in FY20.

**TAB A-5**

- Q6. Provide an update on DCPL's early childhood literacy campaign, Sing Talk and Read (STAR) and Books from Birth. Include the number of caregivers reached in FY18, FY19, and FY20 to date; how DCPL promotes STAR and Books from Birth; the number of participants in both programs; and plans for the future. For Books from Birth, include statistics on the program including the number of children enrolled, the number of books distributed in FY17, FY18, FY19 and FY20 to date, and anticipated growth in the program.

**TAB A-6**

- Q7. How has the usage of library meeting rooms in FY19 and in FY20 to date compared with usage in FY18? How does DCPL measure attendance for programming and community meetings? How frequently are meeting rooms used after library hours? How many community groups use meeting rooms after hours?

**TAB A-7**

- Q8. Describe the Center for Accessibility, including its purpose, goals, and targeted populations. How many patrons were served by the Center for Accessibility Department in FY19 and FY20 to date? Has DCPL conducted computer classes for seniors in the last fiscal year? If so, how many participants were there? How has the closure of MLK for modernization impacted the Center for Accessibility?

**TAB A-8**

- Q9. Provide an update on DCPL's authority to raise and retain revenue. How much money was DCPL able to raise and retain in FY19 and to date in FY20? Describe how the revenue will be spent?

**TAB A-9**

- Q10. Provide an update on the work of the Oral History Project at DCPL in FY19 and to date in FY20. Please include descriptions of relationships with organizational partners and objectives achieved. Also include the number of oral histories captured in FY18, FY19 and FY20 to date, and how these oral histories are made available to the public.

**TAB A-10**

## **B. CIRCULATION AND ACQUISITION**

- Q11. What are the current circulation statistics? Provide FY17, FY18, FY19 and to date in FY20, 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-11**

- Q12. Please provide circulation or download statistics for digital collections for FY17, FY18, FY19 and to date in FY20, broken down by category of media (e.g. books, magazines, video, periodicals, etc.) if possible.

**TAB B-12**

Q13. What future trends in circulation does DCPL expect? How is DCPL adapting to meet any expected changes? What additional funding may be required to meet future circulation trends?

**TAB B-13**

Q14. Were funds adequate in the circulation budget for FY19 and to date in FY20? If not, please explain. Does the circulation budget change to account for inflation year-over-year? What is the expected annual increase in cost for both digital and physical collections? Include aggregate wait lists broken down by type of media. To the extent possible, describe the demand for various types of media, DCPL's ability to meet that demand, and estimate the additional cost required to meet demand in FY19 and to date in FY20.

**TAB B-14**

## **C. TECHNOLOGY**

Q15. Provide an update on the computer training programs offered by DCPL. How many people attended computer classes during FY19 and FY20 to date? How many public access computers are 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-15**

Q16. Describe the usage and demand of DCPL's wired and wireless internet. Does DCPL have the necessary wired and wireless bandwidth to meet demand? Describe any investments to the wired and wireless infrastructure that are needed to meet demand? Describe any challenges DCPL experiences providing and meeting customer demand for wired and wireless internet access.

**TAB C-16**

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

Q17. List the branch libraries that have not yet been renovated or modernized. What are the current capital plans regarding the remaining branch libraries? Provide updates on branch libraries currently in the Capital Improvement Plan. Include updates on planning, community engagement, estimated construction timelines, and approximate completion dates.

**TAB D-17**

Q18. Describe the current status of the process to construct a free-standing Parklands-Turner branch library, and next steps to begin planning and construction. Also describe any challenges associated with land acquisitions. Include any analysis on the opportunity to construct the library as part of a mixed-use public private partnership.

**TAB D-18**

Q19. Provide an update on the Facilities Master Plan development process, estimated completion of the FMP, how the FMP will inform decisions of future renovations, opening new branches, and how public private partnerships could be utilized for DCPL locations.

- a. How will the FMP inform lifecycle planning for DCPL capital projects? Also provide any lifecycle planning for projects completed in FY19 or to date in FY20.
- b. How will the FMP address problems and challenges associated with newly renovated facilities, including chronic maintenance issues, design or construction flaws, or other defects stemming from the modernization?
- c. Describe any recommendations made in the FMP regarding upgrades to library branches that were among the first to receive modernizations.

**TAB D-19**

Q20. How does DCPL budget for maintenance, both in capital and operating dollars? Was the maintenance budget (both capital and operating) sufficient in FY18 and FY19 and to date in FY20? If insufficient, please explain and include DCPL's maintenance needs, estimated costs, and appropriated capital or operating budget amount.

**TAB D-20**

Q21. 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-21**

Q22. Do the facilities owned or operated by DCPL meet current Americans with Disabilities Act requirements? If not, describe the facilities and situations that do not comply.

**TAB D-22**

Q23. Provide an update on the implementation of the District of Columbia Public Library Lease and Permitting Authority Amendment Act of 2018.

**TAB D-23**

Q24. Provide the capital budget for DCPL and all programs under its purview during FY19 and FY20, including amount budgeted and actual dollars spent. In addition, provide:

- a. An update on all active capital projects in FY19 and FY20.
- b. Whether active capital projects in FY19 or FY20 had an impact on the operating budget of the agency? If so, provide an accounting of such impact.
- c. A description regarding how the agency decided the FY19 proposed capital budget and the sequencing of projects.
- d. Specifically for Martin Luther King Jr. Central Library, provide all anticipated Operating Impact on Capital costs upon the reopening of the facility, including FTE's, collections, maintenance, etc.

**TAB D-24**

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

Q25. How has DCPL received feedback from guests in FY19 and to date in FY20? Has DCPL 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-25**

- Q26. 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 FY19 and FY20, to date?
  - c. What kinds of programs have been made possible through the participation of the Friends?

**TAB E-26**

- Q27. Provide an update on the implementation of the District of Columbia Public Library Partnership and Sponsorship Amendment Act of 2019. Include a list and summary of agreements between the library and partners as a result of this Act in FY19 and FY20. Include any funding associated with this agreement and for what purpose those funds were used.

**TAB E-27**

- Q28. 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-28**

- Q29. Describe any efforts undertaken by DCPL in FY19 and to date in FY20 to identify and engage corporate partners to enhance the operations and collections of DCPL.

**TAB E-29**

## **F. PERSONNEL**

- Q30. What is the current staffing at branch libraries? Provide the number of staff assigned to each library, including job titles.

**TAB F-30**

- Q31. 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 FY19 and FY20 to date. Were funds sufficient for training and employee development in FY19 and FY20 to date? If not, please describe how much funding is needed for DCPL to sufficiently provide training and employee development, and how it would be used.

**TAB F-31**

- Q32. 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 DCPL’s budget in FY19 and to date in FY20? How has the overall staffing level changed in the last fiscal year?

**TAB F-32**



Q33. 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 FY19 and FY20, to date?

**TAB F-33**

Q34. Has the agency adhered to all non-discrimination policies in regard to hiring and employment?

**TAB F-34**

Q35. Have there been any allegations that the agency has violated hiring and employment nondiscrimination policies in FY19 or to date in FY20? If so, what steps were taken to remedy the situation or ensure that the violation does not occur in the future?

**TAB F-35**

Q36. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY19 or FY20, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

**TAB F-36**

Q37. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY19 and FY20, to date, whether or not those allegations were resolved.

**TAB F-37**

Q38. Please list the administrative complaints or grievances that the agency received in FY19 and FY20, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY19 or FY20, to date, describe the resolution.

**TAB F-38**

Q39. Provide a narrative description of the security personnel and procedures currently utilized by DCPL. 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 FY19 and to date in FY20; and
- d. Any areas of concern as it relates to Library security.

**TAB F-39**

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

Q40. Provide an update on the implementation of DCPL's strategic plan.

**TAB G-40**

Q41. Discuss any changes made in the last fiscal year to DCPL'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-41**

Q42. 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-42**

Q43. Describe any partnerships or collaborations currently underway between DCPL and other District government agencies, including the target populations to service. In particular, describe 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-43**

Q44. 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-44**

Q45. Describe how the DCPL Foundation supports programming, operations, capital projects, collections, and general library activity.

**TAB G-45**

Q46. What existing bequests, trusts, or other gifts does Library have? Provide details about the creation, status, and use of such monies.

**TAB G-46**

Q47. Identify all legislative requirements (both local and federal) that the agency lacks sufficient resources to implement properly.

**TAB G-47**

Q48. Identify any statutory or regulatory impediments to your agency's operations.

**TAB G-48**

## **H. BOARD OF TRUSTEES**

Q49. 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 began;
- c. When the member's term expires; and
- d. Number of Board meetings missed in FY19 and to date in FY20.

**TAB H-49**

Q50. Are there any vacancies on the Board? If yes, how long has the position or positions been vacant?

**TAB H-50**

Q51. Provide a list of the Board's meeting dates, times, and locations for FY19 and FY20 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-51**

Q52. Describe the Board's practices for soliciting feedback from residents. How has resident feedback assisted or impacted the Board's decision-making process in FY19 or FY20 to date?

**TAB H-52**

## **I. GENERAL QUESTIONS**

Q53. Please provide the number of visitors to DCPL, broken down by quarter and location in FY18, FY19 and to date in FY20.

**TAB I-53**

Q54. 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 FY19 or to date in FY20.

**TAB I-54**

Q55. Provide the agency's performance plan for FY19. Did DCPL meet the objectives set forth in the FY19 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-55**

Q56. Provide the agency's performance plan for FY20. What steps has the agency taken to date in FY20 to meet the objectives set forth in the FY20 performance plan?

**TAB I-56**

Q57. Provide the following budget information for DCPL, including the approved budget, revised budget, and expenditures, for FY19 and to date in FY20:

- a. At the agency level, provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object;
- b. At the program level, provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object.
- c. At the activity level, provide the information broken out by source of funds and by Comptroller Source Group.

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

**TAB I-57**

Q58. Provide a complete accounting of all intra-district transfers received by or transferred from DCPL during FY19 and to date in FY20. 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-58**

Q59. Provide a complete accounting of all reprogrammings received by or transferred from DCPL during FY19 and to date in FY20. 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-59**

Q60. Provide a list of all DCPL's fixed costs budget and actual dollars spent for FY19 and to date in FY20. 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-60**

Q61. Describe any spending pressures that existed in FY19. 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-61**

Q62. Identify potential areas where spending pressures may exist in FY20. Provide a detailed narrative of the spending pressure, including any steps that are being taken to minimize the impact on the FY20 budget.

**TAB I-62**

Q63. Provide a list of all FY19 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-63**

Q64. How many vacancies were posted for DCPL during FY19? To date in FY20? 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-64**

Q65. How many employee performance evaluations were completed in FY19 and how was performance measured against position descriptions? To date in FY20? What steps are taken to correct poor performance and how long does an employee have to correct their performance?

**TAB I-65**

Q66. Provide the Committee with the following:

- a. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned;
- b. A list of employee receiving bonuses, special pay, additional compensation, or hiring incentives in FY19 and to date in FY20, and the amount;
- c. A list of the total overtime and workman's compensation payments paid in FY19 & FY20 to date; and
- d. A list of travel expenses for FY19 and to date in FY20, 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-66**

Q67. Provide the following information for all grants awarded to or accepted by DCPL during FY19 and to date in FY20:

- a. Grant Number/Title;
- b. Approved Budget Authority;
- c. Expenditures (including encumbrances and pre-encumbrances);
- d. Purpose of the grant;
- e. Grant deliverables;
- f. Grant outcomes, including grantee performance;
- g. Any corrective actions taken or technical assistance provided;
- h. DCPL program and activity supported by the grant;
- i. DCPL employee(s) responsible for grant deliverables; and
- j. Source of funds.

**TAB I-67**

Q68. Provide the following information for all grants/subgrants awarded by DCPL during FY19 and to date in FY20:

- a. Grant Number/Title;
- b. Approved Budget Authority;
- c. Expenditures (including encumbrances and pre-encumbrances);
- d. Purpose of the grant;
- e. Grant deliverables;
- f. Grant outcomes, including grantee/subgrantee performance;

- g. Any corrective actions taken or technical assistance provided;
- h. DCPL employee/s responsible for overseeing the grant; and
- i. Source of funds.

**TAB I-68**

Q69. Provide the following information for all contracts awarded by DCPL during FY19 and to date in FY20:

- 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-69**

Q70. Provide the following information for all contract modifications made by DCPL during FY19 and to date in FY20, 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-70**

Q71. Provide the following information for all purchase card transactions during FY19 and to date in FY20:

- a. Employee that made the transaction;
- b. Transaction amount; and
- c. Transaction purpose.

**TAB I-71**

Q72. Provide copies of any investigations, reviews or program/fiscal audits completed on programs and activities within DCPL during FY19 and to date in FY20. 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-72**

**A. LIBRARY PROGRAMMING  
TABS A1 – A10**

## LIBRARY PROGRAMMING

### Question Number 1

Provide a description of all programs offered by DCPL in FY19 and to date in FY20. In your response, include the following:

- a. A narrative description of each program;
- b. The number of sessions of each program that were held, if applicable, broken down by library; and
- c. The number of individuals enrolled in each program, or the number of individuals that took part in each session of a program.

The DC Public Library (DCPL) supports residents with services and programming, books, and other library materials that, in line with the Library's *Know Your Neighborhood* strategic plan, prioritize:

- Reading: supporting new readers and cultivating a love of reading
- Digital Citizenship: preparing residents for life online
- Strong Communities: ensuring neighborhood libraries are vital centers of community learning and civic engagement
- Local History & Culture: fostering understanding and appreciation of what makes D.C. unique

The DC Public Library includes a central library (currently undergoing modernization) and 25 neighborhood libraries and also provides library services inside the D.C. Jail. Most library buildings are flexibly designed to accommodate a variety of programs that support community learning. In addition, the Library continues to reach residents in non-traditional settings that include schools, restaurants, houses of worship, and – significantly – online at [dclibrary.org](http://dclibrary.org).

The Library tracks program offerings and services based on the four focus areas of the strategic plan. In FY19 and FY20 Q1, the Library offered 17,550 programs attended by 518,770 people. All library programs are planned and implemented through the Public Services Division, directed by Kim Zablud.

#### **Reading: support new readers and cultivate a love of reading**

The Library offers a wide range of programming designed to support new readers of all ages and to cultivate a love of reading. The Library places particular emphasis on supporting the reading needs of the District's youngest residents. The Library strives to instill a passion for books and reading that will last a lifetime. In addition, the Library attempts to help adult new readers through original programming and by connecting them to formal learning programs offered throughout the city.

Key FY19/FY20 Q1 Statistics:

- Number of Reading programs: 7,966
- Reading program attendance: 266,080

Key FY19 programs that supported the Reading priority include:

- The Library hosted a special event on June 23 at the Anacostia Neighborhood Library to highlight the works of James Baldwin. *Author in Focus: James Baldwin* was sponsored by the National Book Foundation, and included local bookseller Hannah Depp Oliver leading a discussion of Baldwin's legacy with Jason Reynolds - D.C. native and newly appointed National Ambassador of Young People's Literature - and Haitian-American author Ibi Zoboi. This was followed by a screening of *I Am Not Your Negro*. There were more than 100 people in attendance, and all participants were able to walk away with copies of Baldwin's books at no cost.
- In FY19, the Library initiated the DC Writers Project as a way to add local writers' work to the DCPL online collection and give D.C. readers new access to works of fiction written by District residents. Based on a project from the Multnomah County Public Library in Portland, OR, the DC Writers Project invited local writers to submit works of fiction which were then reviewed by DCPL



staff. Twenty-seven writers submitted their work and eight titles were chosen for the collection. The titles have been borrowed 214 times since being added to the collection in October 2018.

### **Digital Citizenship: prepare residents for life online**

Key FY19/FY20 Q1 Statistics:

- Number of Digital Citizenship programs: 1,359
- Digital Citizenship program attendance: 12,544
- Number of public computer sessions: 1,199,892
- Number of wifi sessions: 668,752

Key FY19 programs that supported the Digital Citizenship priority include:

- DCPL and Office of the Chief Technology Officer (OCTO) partnered to bring the “All Hands on Tech” program to neighborhood libraries. This all-day, drop in program offers District residents an opportunity for free tech support for their personal devices, and also a chance to learn about the many technology training opportunities available through OCTO and DCPL. Sessions happened in Wards 4, 5, 6, and 7 and reached 189 people, with plans to continue the partnership into FY20.
- The Fab Test Lab at the Reeves Center, a temporary space while MLK Library is closed, opened on April 17, 2019 as a do-it-yourself space where customers can access fabrication equipment (laser cutters, 3-D printers, and more) and staff experts lead classes on topics ranging from coding to furniture making to sewing basics. The Fab Test Lab is a bridge service as we work towards the reopening of the central library, and is also a space to test out and refine the kinds of service offerings that will be available in the renovated library.

### **Strong Communities: ensure neighborhood libraries are vital centers of community learning and civic engagement**

Key FY19/FY20 Q1 Statistics:

- Number of Strong Communities programs: 7,225
- Strong Communities program attendance: 183,405
- Number of community meetings: 23,545
- Attendance at community meetings: 323,738

Key FY19 programs that supported the Strong Communities priority include:

- In FY19, DCPL began amplifying civic engagement and voter registration activities. DCPL began offering voter registration at seven pilot locations in July and launched at all locations on September 24, 2019 to coincide with National Voter Registration Day and Library Card Sign up Month. The D.C. Board of Elections held voter registration events at Anacostia Neighborhood Library and Francis Gregory Neighborhood Library in September. In FY19 and FY20 Q1, DCPL registered 300 people to vote and 185 people took a paper voter registration form to complete on their own. In FY20, DCPL staff will continue to focus on civic engagement activities around the 2020 Census.
- DCPL’s continuing partnership with the Office of the State Superintendent of Education (OSSE) Strong Start Early Intervention Program provides English and Spanish monthly community playgroups for children ages birth-3 throughout the D.C. community. Playgroups provide socialization for children and families, a connection to community resources and additional support for children receiving early intervention services at locations convenient to families throughout the city. In FY19, 638 participants attended 59 community playgroups held at libraries in each quadrant of the city at Anacostia, Mt. Pleasant, Northeast, Southwest and Tenley-Friendship libraries.
- Children’s National Hospital and DCPL provided family engagement programs at six libraries. The programs were hands-on, inquiry-based art and science activities on various health topics. Each library focused on a different health topic. They were very successful and served a total of 375 users. These programs are continuing again in FY20, accompanied by professional development opportunities for DCPL children’s librarians with Children’s National Hospital. Librarians will develop family program modules to share with their peers next fiscal year.

## Local History & Culture: foster understanding and appreciation of what makes D.C. unique

### Key FY19/FY20 Q1 Statistics:

- Number of Local History & Culture programs: 1,000
- Local History & Culture program attendance: 56,741

### Key FY18 programs that supported the Local History & Culture priority include:

- The Library proudly partnered with the Smithsonian Institution Anacostia Community Museum to bring the exhibition *A Right to the City*<sup>1</sup> to neighborhood libraries. Starting in March 2019, specially designed satellite exhibits arrived at the Anacostia, Mt. Pleasant, Shaw, and Woodridge libraries. The exhibit and accompanying community events explore the history of neighborhood change. Events included author talks, bus tours, walking tours, moderated discussions, book clubs, film screenings, docent presentations, and conversation circles on topics related to the exhibit.
- On August 24, the Library hosted a moderated discussion on *Documenting Queer History* at the Mt. Pleasant Library with 50 attendees. Participants discussed how queer history in D.C. is being documented, why it is important, and different methods and motivations for documentation. Speakers included: JEB (Joan E. Biren) photographer, filmmaker and social justice activist who began chronicling LGBTQ+ lives in 1971; Ty Ginter, a Queer historian and historic preservationist specializing in intangible heritage and the built environment; Jose Gutierrez, a local and national long time human rights and social justice activist, immigration advocate, Latinx LGBTQ historian, artist, writer and poet; and Meg Metcalf, the Women's, Gender & LGBTQ+ Studies Collection Specialist and Reference Librarian at the Library of Congress. This event was part of a series on Queer and LGBTQ+ history that took place in the summer and fall.

The Library continues to monitor and calibrate the types of programming offered across focus areas and has increased our use of design thinking principles in the development and deployment of programs. Every program is counted once, even if two categories could apply. This year the Library streamlined the categorization of programming, which accounts for some fluctuation across areas.

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<sup>1</sup> <https://www.si.edu/exhibitions/a-right-to-the-city-6222>

## **LIBRARY PROGRAMMING**

### **Question Number 2**

**Describe the plans for returning from interim space into the modernized Martin Luther King Jr. Main Library. Include the following in the response:**

- a. The location of each MLK interim space, the services currently provided, how those services will transition to the new MLK, and a timeline of the transition of those services from interim to the permanent space at MLK;**
- b. The transition of staff from branch libraries back to MLK, how that will impact branch library hours and programming, also include how new additional staff at MLK will be deployed;**
- c. Describe how the Labs at MLK will be incorporated into the new facility; and**
- d. Describe the current and future use of the Penn Center upon reopening of MLK.**

#### **The location of each MLK interim space and the services currently provided**

In FY19, DC Public Library (DCPL) continued its dispersed interim service model, which offers public-facing specialized services in a number of locations across the city.

The Center for Accessibility and Adult Literacy Resource Center are available at the Library Express location at 1990 K St. NW. Services at Library Express include holds pickup, a small browsing collection, public access computers, seating, meeting rooms and day-to-day services for the Center for Accessibility and Adult Literacy Resource Center.

Special Collections (including Washingtoniana) is available at:

- Washingtoniana at UDC interim location (4340 Connecticut Avenue NW)
- Georgetown Neighborhood Library Peabody Room
- Online collections through DigDC and electronic subscriptions such as The Evening Star available at [dclibrary.org](http://dclibrary.org)

Research requests, and community-focused programming are offered at the Washingtoniana at UDC and Georgetown locations. Special Collections staff also offer programming at various neighborhood libraries and outreach events, including house history workshops, programs and concerts tied to the Punk Archives and events such as the Smithsonian Folklife Festival.

The Labs are available at:

- Studio Lab Express at Shepherd Park (Juanita E. Thornton) Library
- Memory Lab at Northeast Library
- Fab Test Lab at the Reeves Center (2000 14th Street NW)

The opening of the Fab Test Lab in Q3 of FY19 provided opportunities for D.C. residents to receive instruction in various technologies, such as 3-D printers, sewing machines and laser cutters. Since opening in April 2019, the space has offered 406 classes and more than 600 reservations, to more than 1,700 participants, some of whom are repeat customers. The staff at Studio Lab Express continue to offer instructional programming in audiovisual technologies, much of which focuses on teens, and the Memory

Lab continues to offer educational programming on preservation of personal items, along with individual reservations to use digital preservation technology.

The Library's Passport Acceptance Office also reopened in Q3 of FY19, at the Reeves Center. The office is open four days a week, and allows residents to get new passports.

### **How those services will transition to the new MLK, and a timeline of the transition of those services from interim to the permanent space at MLK**

All services detailed above will be signature services in the new MLK Library and will reopen with expanded footprints, custom-built space, and state-of-the art technology on opening day. Interim services are expected to start ramping down in the spring, starting with Special Collections, and followed by the Labs, Passports, Center for Accessibility and Adult Literacy Resource Center. While staff prepare to reopen MLK Library in late FY20, outreach and programming at neighborhood libraries will be emphasized.

During the transition, Special Collections will support customers with limited appointments, Adult Literacy will continue to offer limited pop-up service at branch libraries, and the Center for Accessibility will make books by mail services available throughout. For the Memory Lab at Northeast, the Library will transition to a new model for satellite memory labs in branch libraries in the near term, which is currently in development. We've gathered a wealth of experience as national leaders for this signature program and will design an approach that complements the permanent lab at MLK Library.

### **The transition of staff from branch libraries back to MLK, how that will impact branch library hours and programming, also include how new additional staff at MLK will be deployed**

Staff will be redistributed throughout the system, including to MLK Library, in Summer of 2020. About 25 FTE from neighborhood libraries will be reallocated to MLK Library at that time, which directly correlates to the number of staff deployed to the neighborhoods in spring 2017 for expanded Thursday morning interim service. As a result, neighborhood libraries will return to opening at 1 p.m. on Thursdays. This plan will result in minimal impact to library programming in neighborhood libraries and will allow the Library to provide critical and regular professional development for staff, ongoing collection maintenance and other back-of-house activities such as deep cleaning of the branches that we were unable to do as consistently when the libraries were open on Thursday mornings.

Hiring for additional MLK Library staff is ongoing, and will continue through the Spring/Summer of 2020.

New positions include:

- 5 Library Technicians with technical instruction skills, for Digital Commons and the first floor team;
- 4 Public Safety officers;
- 8.5 Library Associates for staffing in various departments, including Adult Services, Youth Services, and Center for Accessibility;
- 2 Library Support Coordinators, to support general library services for the building;
- 9 Librarians for staffing in Adult Services and Youth Services;
- 3 Event Coordinators for the building's new event spaces;
- 1 Digital Coordinator in Special Collections, to strategically grow and manage the Library's digital collections;
- 1 Program Coordinator in Adult Learning, to bridge digital and traditional literacy services;

- 2 managers -- First Floor Manager and Events Manager. The events manager will lead the events team, and first floor manager will work as part of a team of eight MLK Library department managers, to run Public Services operations.

### **Describe how the Labs at MLK will be incorporated into the new facility**

The Labs at DC Public Library will have a significantly expanded footprint in the new building. With triple the space it had in the old MLK Library, the Labs staff will have greater capacity to

- lead educational programming in Studio and Fab labs;
- learn new creative and emerging technologies;
- offer reservations for use of Studio and Fab Lab equipment
- offer on-demand use of creative software.
- offer classes and support drop-in sessions for Memory Lab aficionados.

The Lab will also be able to expand its equipment offerings to woodworking, and plans are moving forward to offer a tool library on site, where library customers can check out hand and other tools, similar to checking out a book.

As with all departments at MLK Library, the building will offer greater opportunities for Labs staff to “cross-pollinate” programming and services with other departments, such as STEAM (Science, Technology, Engineering, Arts, Math) programming targeted to youth and their families, and creative and digital preservation programming tied to items in Special Collections.

### **Describe the current and future use of the Penn Center upon reopening of MLK**

Penn Center currently houses support and operations staff (janitorial, Public Safety, delivery, duplication, audiovisual, Special Collections, Information Technology, collections management and book processing, etc.) as well as supplies and book storage. Upon reopening MLK Library, in the short term, Penn Center will continue to run as an operations center with a reduced slate of services. Delivery, duplication, Collections, and supplies and book storage will be its primary activities. Information Technology, Facilities, Special Collections and Public Safety will relocate to MLK Library.

DCPL continues to seek a permanent operations center as the future of Penn Center has not yet been determined. DCPL is working with the Deputy Mayor for Education and the Office of the City Administrator to identify a permanent home for the Library’s operations which will likely require additional funding to support the design and construction of a new location or an upgrade of the existing Penn Center.

## **LIBRARY PROGRAMMING**

### **Question Number 3**

#### **How did DCPL connect with and provide services to vulnerable populations, including seniors, in FY19 and FY20 to-date?**

The most critical service the DC Public Library (DCPL) provides for vulnerable residents is the seven-day-a-week operation of safe, welcoming and inspiring learning spaces to be enjoyed at no cost. DCPL, like public libraries across the country, naturally serves as a place of refuge and a place to form connections for people in all circumstances.

The Library's strategic plan identifies Strong Communities as one of the four core areas of work, with an intent to "strengthen communities through services, programs, outreach and increased use of the Library's physical campus." Longstanding initiatives related to this work include the Library's Center for Accessibility, the Adult Literacy Resource Center, and the D.C. Jail Library. In FY19 and FY20 the Library has invested in the following additional programs to support vulnerable populations.

#### **Peer Navigators**

Again in FY19, DCPL and the Department of Behavioral Health (DBH) partnered to provide homeless outreach services in the public library. This continued partnership enabled the Library to reach customers with life challenges such as those at risk of homelessness or who are homeless, those with mental health challenges, and customers with substance use challenges. In FY19, Peer Outreach Specialists had 877 total engagements with customers at library branches. Forty-seven of those engagements were related to referrals and access to mental health services, and almost 80 of those were related to accessing shelter and housing programs.

Through this partnership, funded by DBH with a federal grant from the Substance Abuse and Mental Health Services Administration, the Library works with three DBH-certified Peer Outreach Specialists to connect with consumers at 11 libraries. This partnership also supports transportation for Peer Outreach Specialists to move between branches and transportation for clients to attend appointments in the community. Because this program has proven to be so significant for library customers, DCPL is working to identify permanent funding for the program so that it can continue beyond the conclusion of the federal grant.

DCPL continues to lead the way nationally, as a model for libraries employing peers. Two of DCPL's Peers were able to share their work at the American Library Association conference in June 2019 with library systems nationwide, and the program was featured in the Washington Post in August 2019.

#### **Outreach & Inclusion Department**

The Outreach and Inclusion Department embeds and expands library services beyond the library walls to provide services to District residents who have barriers to accessing libraries. In FY19, the team registered 547 residents for library cards, provided 549 programs, and interacted with more than 9,700 residents.

Outreach and Inclusion works heavily with youth in Wards 5, 6, 7, and 8. Regular partners include D.C. Metropolitan Police Department, D.C. Housing Authority, and the Department of Human Services. Through work with the 7th District Police Station and Victim Services, the Outreach and Inclusion Department implemented MPD-led story times and provided library services to communities in Ward 8.

For the third year, the Library partnered with the D.C. Housing Authority for the Book Rich Environment program. In summer of 2019, the Outreach and Inclusion Department distributed nearly 13,000 books to children and teens living in D.C. public housing. This partnership allowed the team to establish relationships with the properties to then offer routine programming for their residents.

Through a partnership with Department of Human Services, and Playtime Project, the Outreach and Inclusion Department was able to continue bi-monthly programming for children living in temporary housing, as well as families living in short term housing. Also, through this partnership the Outreach and Inclusion Department facilitates weekly library services at the new Downtown Day Services Center.

### **Neighborhood Legal Services Program**

DC Public Library, for the fourth consecutive year, partnered with Neighborhood Legal Services Program (NLSP) to provide pro bono legal assistance. In FY19 NLSP expanded its service offerings at libraries. The partnership has traditionally focused on legal barriers to employment, such as criminal record sealing, problems with employment background checks, human rights issues, credit reporting issues, wrongful placement on child protection registry, employment discrimination, obtaining professional licenses, child support modifications, drivers license restoration, and housing or family instability. Beginning in FY19, customers at libraries are now able to engage with an attorney and receive legal information and, in some cases, become an NLSP client on issues related to:

- Social Security Income (SSI)/ Social Security Disability Income (SSDI) applications, denials, and terminations
- Student loans
- Credit reports
- Wage garnishment
- Debt collection lawsuits and harassment
- Recovery of security deposits from a former landlord

Lawyers assist customers with legal matters on a monthly basis at the Benning (Dorothy I. Height), Parklands-Turner, and Woodridge libraries.

### **Age-Friendly City Initiatives**

Once again, the Library is supporting the Age-Friendly D.C. Initiative by connecting D.C. residents over the age of 50 with library resources, including books clubs, movie groups, job seekers programs, art workshops, and fitness programs, such as yoga and Tai Chi.

### **Justice-Involved and Returning Citizens**

As part of an initiative to increase the impact of its business resources, the Library has focused much of that work on supporting entrepreneurs who face challenges due to involvement in the justice system. The work has focused on a partnership with the Department of Small and Local Business Development and their Aspire to Entrepreneurship project. Three times during the year, Library staff presented to Aspire cohort members about the resources available to them at the Library with a focus on market research and business plans. The Library also hosted the Aspire group at its Fab Test Lab, a temporary space while MLK Library is closed, to demonstrate how maker technology can support their businesses.

### **Adults with Developmental Disabilities**

The Library developed a brief questionnaire to use as an interview tool to help the Library better understand what residents need and want. The Library spoke with people with developmental disabilities, caregivers (professional and family) as well as an advocacy leader in the community. Results of the interviews were condensed into a report and will be used as the Library continues to improve service to this population.

The Library also partnered with the Department of Disability Services and the Office of Disability Rights to provide a training to DCPL managers on serving customers with disabilities.

### **Opioid Response**

In support of the District-wide response to the ongoing opioid crisis, and as outlined in Mayor Bowser's plan to end the opioid epidemic, DCPL worked with the Department of Health to provide staff training on the opioid epidemic and the use of Naloxone. The Library developed standard procedures for housing Naloxone in neighborhood libraries and, should it be needed, administering Naloxone to library customers

experiencing an overdose. Training of managers and public safety officers took place in FY19, training of frontline staff took place in FY20 Q1, and Naloxone is being stocked in select neighborhood libraries.

The first locations to be trained and receive a supply of Naloxone are those located in areas where statistics show a high percentage of overdoses. Training will continue throughout 2020 until all locations have been trained and Naloxone is housed in all public library locations.

### **Credible Messenger Pilot**

The Department of Youth and Rehabilitation Services (DYRS) and DCPL are collaborating on a pilot that began in July 2019 to bring two part-time Credible Messengers (CMs) to the Shaw (Watha T. Daniel) Library. CMs are neighborhood leaders, experienced youth advocates and individuals with relevant life experiences whose role is to help youth transform attitudes and behaviors around violence. The CMs activities at Shaw include providing information support for teens, leading conversation circles and programs, hosting office hours, performing outreach, and identifying opportunities to help DCPL staff overall in their work with teens at branches.

In the first five months, the CMs have built up a group of teens who now steadily attend programs and are known by name to the Messengers. On a weekly basis they are engaging with an average 25-40 youth providing direct services and referrals to GED programming, housing services, emergency assistance programs, and employment resources. Most importantly, the Branch Manager and staff say the Messengers have vastly improved the environment at the branch for everyone, which experienced new challenges and an infusion of customers when MLK Library closed.



## LIBRARY PROGRAMMING

### Question Number 4

**Provide an update on the summer challenge program at DCPL including targeted age demographics. In your response, include the number of individuals enrolled in the program in FY19, as well as the age demographic breakdown, any changes made to the program in FY19 or to date in FY20, and the results/outcomes from the program.**

FY19 marks the second year of a change in focus to the summer reading program to align with national best practices. Read20 is the Library's revamped reading campaign that combines a traditional summer reading program with a public awareness campaign to encourage all D.C. residents to read at least 20 minutes a day in June, July, and August. Sustained reading practice over time has proven to be an effective way to stem "summer slide," the loss in reading comprehension skills that developing readers can experience over the summer. Read20 is a signature initiative under the Library's Summer Challenge umbrella to emphasize regular engagement with the Library over the summer months for both families and community-based programs.

There were 15,336 participants' system-wide in Read20 and a total of 5,835,820 minutes read. Several trends in 2019 suggest that changes to encourage more regular engagement with the Library, sustained reading practice over time, and integration of reading into all summer programming is a promising practice to fill gaps in summer learning opportunities for families:

- Completion was up significantly in all age groups, with more customers engaging with the program and the Library through the months of June and July in comparison to August.
- Participants in the 6-12 age range, the group most at risk of summer slide and who participate at the highest rate, had the greatest increase in program completion.
- Millennials continue to have the highest participation among adults. Since this age group often has young children, it appears that Read20's simple and engaging message is resonating. Staff reported that customers were able to easily integrate reading 20 minutes a day into busy family routines, families reading together, and ways to increase family time without screens.
- Neighborhood libraries that worked closely with Department of Parks and Recreation (DPR) site coordinators and other local camp groups to enroll children were most successful in engaging groups of children to complete the program.
- The DCPL outreach team made visits to DPR camps in targeted neighborhoods at least three times during the summer. This outreach allowed children in the most vulnerable neighborhoods to complete the program, receive books and engage with the Library.
- Several libraries in Wards 7 and 8 met or exceeded their participation targets in certain age groups. These libraries included Anacostia, Capitol View, Deanwood, and Parklands-Turner. Reasons for success are attributed to outreach to key community partners, presence at community events and aligning Read20 with existing neighborhood programs.

In addition to Read20, the Library offered a variety of learning opportunities during Summer Challenge. Highlights include:

- DCPL participated in the Marion S. Barry Summer Youth Employment Program with 37 youth employees across all library locations and hosted summer meals at 11 locations.

- DCPL hosted GlaxoSmithKline’s Science in the Summer program at six neighborhood libraries as part of a recurring partnership with the American Association for the Advancement of Science. This year’s more flexible model resulted in increased participation at the Parklands-Turner and Francis Gregory locations; The new drop-in structure allowed local day camps to easily incorporate the program into other activities and scheduling.
- The first ever Summer Challenge event just for teens, Teen Takeover, was planned and promoted by the Library’s Teen Council and attracted 25 teens.

**FY18 and FY19 Summer Reading: Percentage of registrants who completed the program**

	Registrations		Completions		% Completion	
	FY18	FY19	FY18	FY19	FY18	FY19
<b>Birth-5</b>	3,768	3,908	1,210	2,660	32%	68%
<b>6-12</b>	6,946	6,413	1,625	3,690	23%	57%
<b>13-19</b>	1,202	928	239	513	19%	55%
<b>19+</b>	3,420	3,385	824	1,585	24%	46%
<b>Total</b>	15,336	14,634	3,898	8,448	25%	57%

Registration was slightly down from FY18 (4.6%) but completions were notably up (57% overall). As anticipated, changing the structure of the program to allow participants to complete by the end of July made a world of difference. Plans for FY20 include:

- Continue the practice of making August a bonus month for Super Readers; allow participants to complete in July.
- Increase efforts to collaborate and do meaningful outreach with sister agencies such as DCPS, DCPCS, DPR, and other community-based organizations serving youth. A promising collaboration with DCPS to work with their focus on kindergartener’s fluency is in the works for summer FY20.
- Continue connecting with existing partnership programs like Science in the Summer and Dr. Bear (Children’s Hospital) to incorporate intentional reading during library programs and encourage participants to engage in Read20.
- Align with literacy programs in community-based organizations and agencies to make Read20 a feature of existing literacy practices.
- Build even more partnerships with cultural organizations to provide experiential incentives for families.

## 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 FY19 and to date in FY20 and the number of GED practice tests administered. Also include the attendance at Teacher Training Workshops administered by the program in FY19 and to date in FY20.**

The Adult Literacy Resource Center (ALRC) is a specialized department housed within the DC Public Library's main branch. The primary purpose of the department is to provide resources, programs and services for the adult basic education (ABE) community. This includes both adult learners, who may be working towards obtaining a high school diploma or improving their English as non-native speakers, and for ABE professionals in the field.

In FY19, the ALRC continued to offer services at Library Express at 1990 K St. and "pop-up" services at Shaw (Watha T. Daniel) Library, which continues to see regular participation from city residents. Under the leadership of a new manager, an assessment of ALRC services and expansion opportunities is underway, with an eye to the impact of online tests common in ABE, and an increased emphasis on job readiness.

Programs for adult learners include:

- a book discussion called A Feel for Books for developing readers held five times per fiscal year;
- a Feel for Movies, based on books held every third Tuesday of the month;
- weekly English Conversation Circles for non-native speakers of English held four times a week at two locations;
- A weekly art exhibit English conversation program, in partnership with the National Portrait Gallery, that encourages participants to continue practicing English at the library.

The ALRC also provides tutoring services for adult learners who are working toward obtaining a high school diploma. This includes skills assessment using the federally approved standardized CASAS assessment and the GED Ready practice test. In FY19, the ALRC transitioned from offering the CASAS assessment as a paper-based test to the online version.

Tutors also support adult learners who would like to improve on their fundamental reading and math skills for workforce purposes. The Learning Labs provides 15 hours of tutoring each week (morning and evening hours), including three hours on Saturday at Library Express and Watha T. Daniel/Shaw libraries. Tutoring is offered as a free, drop-in service with no formal enrollment requirements.

The Adult Literacy Resource Center is also home to a collection of resources and materials for both adult learners and educators. The collection contains instructional, informational and leisure reading materials for adult learners, and access to technology. In FY19, the ALRC added supplemental ABE collections in two neighborhood libraries - Shaw (Watha T. Daniel) and Benning (Dorothy I. Height) - in line with the priorities for expanded access that were established in the Library's *Know Your Neighborhood* strategic plan.

For educators, the collection consists of professional development books, along with the teacher training and best practices workshops held throughout the year. In FY19, the department held a two-day mini-conference on adult basic education at the Cleveland Park Neighborhood Library. This was the first time workshops included adult learners, as well as educators.

ALRC also supports the ABE community through an expansive listserv, which is used to promote literacy initiatives and other types of announcements. The ALRC staff actively responds to phone calls and emails on a daily basis, answering questions concerning high school equivalency options and making referrals to literacy providers/programs within the District. These same efforts are mirrored through outreach activities, with staff attending a variety of literacy and ABE events to promote the ALRC programs and services as well as other library resources.

**FY18 and FY19 to date**

<b>Program</b>	<b>FY19 Attendance</b>	<b>FY20 to date Attendance</b>	<b>Total Attendance</b>
AFFB (A Feel for Books)	153	62	215
A Feel For Movies	117	51	168
Mini-conference/Teacher Training Workshops	93	0	93
Learning Lab Tutoring	825	156	981
Learning Lab Assessments	132	16	148
English Conversation Circles	3,731	219	3,950
Referrals to Adult Literacy Instruction Programs	740	117	857
Questions about High School Completion/GED	603	85	688

## LIBRARY PROGRAMMING

### Question Number 6

**Provide an update on DCPL’s early childhood literacy campaign, Sing Talk and Read (STAR) and Books from Birth. Include the number of caregivers reached in FY18, FY19, and FY20 to date; how DCPL promotes STAR and Books from Birth; the number of participants in both programs; and plans for the future. For Books from Birth, include statistics on the program including the number of children enrolled, the number of books distributed in FY17, FY18, FY19 and FY20 to date, and anticipated growth in the program.**

DC Public Library’s Sing, Talk and Read (STAR) and Books from Birth initiatives continue to reach a diverse number of families across the District.

The Library continues to partner with early childhood education centers, D.C. public and charter schools, government agencies, cultural institutions and nonprofits to provide training on the importance of singing, talking and reading to very young children, with a focus on practical ways to incorporate these activities into daily life. Workshops are offered to care providers, parents and educators, and are tailored for each group.

The Library has continued to intentionally incorporate STAR principles and activities into all story times beyond just STAR caregiver workshops. In addition to story times, starting in FY19, the Library further expanded its approach to STAR early literacy by integrating early literacy principles and activities into all programs for children birth-to-five and their caregivers. Now, all birth-to-five and caregiver programs incorporate STAR practices, engage caregivers and children in STAR activities and model for caregivers how they can use books from Books from Birth with their young children through various stages of development. In FY19, the Library created a STAR learning space at the Bellevue (William O. Lockridge) Library. The space is designed to better engage families using manipulatives and engaging materials, such as furniture, to help young children prepare to read.

#### *STAR Early Literacy Library Programs FY17, FY18, FY19 and FY20 to date*

FY17-FY18 programs include story times and STAR caregiver workshops. Starting FY19, using the new approach of increased STAR integration, programs include STAR caregiver workshops and all birth-to-five programs.

<b>Programs</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20 to date</b>
Number of Programs	5,021	4,872	6,025	1,566

Number of Participants	191,982	191,492	220,009	56,625
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The Library also worked to spread the word through advertising, news media, in-library promotion, grassroots outreach and partnerships. In FY19 advertisements were read, heard or viewed more than 16 million times. Working with a local artist to design these ads, the messages helped families learn ways to incorporate singing, talking and reading into their daily routine.

While Sing, Talk & Read and Books from Birth are citywide efforts, the Library targets harder-to-reach residents in select wards with additional and intentional service delivery, awareness activities and grassroots outreach.

The Library emails a monthly newsletter to families enrolled in Books from Birth. The newsletter promotes early literacy programs and services offered at DC Public Library and provides tips for incorporating singing, talking and reading into parents' busy lives. In FY19 the Library revamped the newsletter to connect families with a wider range of services and resources for families with young children. This will help grow their relationship with the Library as their child grows into a reader.

The Books from Birth program continues to grow year over year, reaching more eligible children across the District.

*Books from Birth Program Statistics*

<b>Metric</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20 (to date)</b>
Number of Active Children Enrolled	25,741	31,161	35,736	36,243
Total Number of Books Delivered	297,850	635,137	1,032,957	1,175,716
Enrollment Growth Rate*	9,618	5,420	4,575	2,828 Q1

\*Note: Enrollment will continue to grow as a higher percentage of eligible children enrolls. As that percentage increases, the growth rate is expected to plateau.

In September 2019, the Library celebrated a huge milestone for the program with the delivery of the one millionth Books from Birth book. The Library was thrilled to receive a congratulatory letter from Dolly Parton, founder of the Imagination Library and worked to share the letter and stories on social media from Books from Birth families who have benefitted from the program. The celebration continued at the STAR Festival where children graduating from the program received a certificate and a new backpack that signified their next stage of reading as they begin school.

The one millionth book delivery also gave the Library a great opportunity to look to the future. Moving forward the Library will explore ways to continue to grow relationships with the families that have graduated from the program, helping them become lifelong library customers with a passion for reading. In spring and summer 2020, the Library will begin hosting programs targeting Books from Birth families, helping foster and encourage their growing reading skills.

In FY20, the Library is expanding STAR early literacy programs with more STEAM (Science, Technology, Engineering, Art, Math) programs and programs that incorporate computational thinking and connected learning principles.

Finally, the Library is excited about new opportunities to engage with families about the importance of early literacy with the reopening of the Martin Luther King Jr. Memorial Library in the fall of 2020. The annual STAR Family Festival will be one of the signature programs that celebrate the opening of the new building.

*STAR and Books from Birth Partnerships*

The Library has worked with a variety of key partners to deliver messaging and training to caregivers and educators as well as spread awareness of Books from Birth and deliver books to families, including:

<b>Government Agencies</b>	<b>Cultural Institutions</b>	<b>Healthcare Organizations</b>	<b>Nonprofits and Educational Organizations</b>
<ul style="list-style-type: none"> <li>● Child and Family Services (CFSA)</li> <li>● DCPS Early Stages</li> <li>● DC Department of Health (Vital Records, Help Me Grow, &amp; Healthy Start)</li> <li>● Department of Parks and Recreation</li> <li>● Department of Youth Rehabilitation Services (DYRS)</li> <li>● Mayor’s Office of Community Relations and Services</li> <li>● Metropolitan Police Department</li> <li>● MySchoolDC</li> <li>● Office of the Chief Technology Officer (OCTO)</li> <li>● Office of the Mayor - Safer, Stronger DC</li> <li>● Office of the State Superintendent of Education (OSSE)</li> <li>● Office on Fathers, Men and Boys</li> <li>● Thrive By Five</li> <li>● US Postal Service</li> </ul>	<ul style="list-style-type: none"> <li>● National Building Museum</li> <li>● Smithsonian Air and Space Museum</li> <li>● Smithsonian Natural History Museum</li> <li>● Smithsonian Hirshhorn Museum</li> <li>● Smithsonian National Zoo</li> </ul>	<ul style="list-style-type: none"> <li>● Constituent Services Worldwide</li> <li>● National Children’s Hospital</li> <li>● Public Benefit Corporation (CSW)</li> <li>● Unity Health Care</li> </ul>	<ul style="list-style-type: none"> <li>● Arcadia Food</li> <li>● Briya Public Charter School</li> <li>● Friends of Deanwood Library</li> <li>● Good Projects, Inc.</li> <li>● Junior League of Washington</li> <li>● Martha’s Table</li> <li>● Ready Rosie</li> <li>● Washington Nationals Youth Baseball Academy</li> </ul>



## LIBRARY PROGRAMMING

### Question Number 7

**How has the usage of library meeting rooms in FY19 and in FY20 to date compared with usage in FY18? How does DCPL measure attendance for programming and community meetings? How frequently are meeting rooms used after library hours? How many community groups use meeting rooms after hours?**

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

Year	Library Program Attendance	Community Meeting Attendance
FY17	296,286	222,277
FY18	310,374	230,536
FY19	295,817	263,972
Q1 FY20	70,157	59,766

Library program attendance is slightly down, even though the total number of programs offered slightly increased. This change can be attributed, in part, to partial-year closures at the Southwest and Takoma Park libraries, regular HVAC closures at the co-located libraries during the summer, and an emphasis on targets for STAR activities for young children East-of-the-River where attendance is typically lower. There continues to be an increase in meetings - both number held and attendance - at neighborhood libraries across the city even with the closure of the central library.

For program attendance, staff submit an online survey after each program that includes the total headcount. For meeting rooms used by community members, the group's representative is required to check in at a service desk to receive a tally slip to record attendance. The organizer turns in the tally slip to library staff at the end of the meeting or library staff follow up with meeting organizer after the meeting. Library staff update the room reservation system with the actual attendance numbers.

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 ANCs to allow their meetings, which usually start before the library closes, to continue after hours at a couple of neighborhood libraries.

## LIBRARY PROGRAMMING

### Question Number 8

**Describe the Center for Accessibility, including its purpose, goals, and targeted populations. How many patrons were served by the Center for Accessibility Department in FY19 and FY20 to date? Has DCPL conducted computer classes for seniors in the last fiscal year? If so, how many participants were there? How has the closure of MLK for modernization impacted the Center for Accessibility?**

The Center for Accessibility assists users with disabilities to access programs, services, collections, and materials at all branches of the DC Public Library. In its role as the DC Talking Book and Braille Library, designated as the state library under the Library of Congress' National Library Service for the Blind and Print Disabled, the Center for Accessibility meets the needs of customers from a collection of more than 20,000, items including talking and braille books. The Center for Accessibility trains staff throughout the library system on accessibility and disability acceptance and provides recommendations for accommodations and guidance related to accessibility.

The Center for Accessibility offers American Sign Language classes of varying levels offered throughout the District reaching thousands of individuals. These classes are highly sought after in part due to the large population of deaf and hard of hearing individuals in the District.

Additionally, the Center offers courses in adaptive and assistive technology for individuals with disabilities of all ages. The classes include demonstrations of magnification and screen reader technology for computers, phones, iPads, and other platforms, allowing individuals with disabilities (including blind, low vision, cognitive, and learning) to learn information technology with the same level of independence and privacy as those without disabilities. These courses are also offered in both a classroom setting and one-on-one to older adults who are learning to navigate their daily activities with the help of assistive technology.

Thanks to the Washington Volunteer Readers for the Blind (WVRB), whose recording booth is housed and run by the Center for Accessibility, we are able to offer registered users free audio recordings of print publications not otherwise offered through the National Library Service for the Blind and Print Disabled database. Currently, the WVRB offers recordings of the National Active and Retired Federal Employees Association Magazine, the Washingtonian magazine, and the New York Review of Books.

When the MLK Library closed in March 2017 for modernization, the Library prioritized continuing to provide services through the Center for Accessibility and Adult Literacy Resource Center, which are both located at Library Express, 1990 K St. NW. Because of the smaller physical footprint as well as a mail-based delivery model, a large portion of the collection is held off-site and is available upon request. As anticipated, there has been a decrease in usage in FY19 due to relocation from MLK Library. The most common reasons for the decrease in users are difficulty in adjusting to the schedule change and changes in transportation options. We anticipate usage to increase upon the re-opening of the MLK Library later in FY20.

#### Services and Programs:

- American Sign Language (ASL) Classes
- ASL Storytime
- Sign language interpreting and CART services for library-sponsored events
- Recorded reading materials, audio players, and assistance in how to use them
- Braille books and magazines
- Talking Book Club
- Audio-described and captioned videos

- National Federation of the Blind's Newline service, an electronic system that allows users to listen to newspapers and magazines through synthetic voice output via any touch-tone telephone
- L-STAR (Library Services to At-Home Readers) program for individuals unable to leave their home due to a disability
- Training in and use of adaptive technology such as screen magnification and text reader software
- Technology Talks on the latest technologies and how to access them
- Business Start-Up Curriculum
- Adaptive meditation sessions

The Center for Accessibility provided direct assistance to customers in FY19 and Q1 FY20 as follows:

- The Center's 318 programs at Library Express, other neighborhood libraries [Petworth, Cleveland Park, Francis Gregory, Shaw (Watha T. Daniel), Woodridge, Northeast, Deanwood, Shepherd Park, Capitol View, and Southeast] and outreach locations, reached 3,792 people.
- Seven programs for youth ages birth to 19, including family and sensory story times at various library branches and outreach locations, included 182 attendees.
- Visitations to senior wellness centers and older adult outreach centers totaled 27 sessions with 237 attendees.
- The Center provided 235 ASL classes offered throughout various branch libraries at varying levels reaching 3,879 people with an average of 17 people per class.
- Technology courses, including introduction to JAWS and voiceover on Apple products reached 596 attendees, offered at various branch libraries.
- 1,028 registered customers requested 11,748 talking books from the Center's talking book collection.
- A total of 89,838 downloads were made by registered users through BARD: Braille and Audio Reading Download.

Many seniors take advantage of the full range of computer classes offered by DC Public Library, as well as sessions designed just for them. In FY19, DCPL staff led a total of 193 targeted technology programs for adults ages 50 and older and served more than 1,300 individuals through those programs. These programs focused mostly on mobile devices, hardware and software, as well as general software help and troubleshooting. Within the Center for Accessibility, older adults take advantage of the aforementioned assistive technology training in classroom settings and/or in one-on-one sessions.

The Library hired a new manager for Center for Accessibility at the end of FY19, and significant focus in FY20 will be on internal training and assessment of the Center's services and outreach, with the goal of increasing usage of and excitement about the department's return to MLK Library in fall 2020.

## **LIBRARY PROGRAMMING**

### **Question Number 9**

**Provide an update on DCPL's authority to raise and retain revenue. How much money was DCPL able to raise and retain in FY19 and to date in FY20? Describe how the revenue will be spent?**

In FY19, and pursuant to the DC Public Library's (DCPL) authority to raise and retain revenue, the Library generated \$11,693.26. The amount was significantly higher than the previous year due to the mid-year opening of the interim DCPL Passport Acceptance Office, located at the Reeves Center. These funds were not spent because they were received too late in FY19 to spend before the end of the fiscal year. As a result, the revenue has gone back to the city's general fund.

In FY20, the law was changed to designate the Revenue Generating Fund (Fund 6160) as Non-Lapsing Revenue. This will allow DCPL to keep unspent revenue at the end of each fiscal year.

For FY20 to date, the Library has raised a total of \$11,693.26 (\$1,173.26 from space rental and \$10,520.00 from Passport Administration and Passport Photos). We anticipate revenue to increase significantly as a result of the opening of the MLK Library later this year.

## **LIBRARY PROGRAMMING**

### **Question Number 10**

**Provide an update on the work of the Oral History Project at DCPL in FY19 and to date in FY20. Please include descriptions of relationships with organizational partners and objectives achieved. Also include the number of oral histories captured in FY18, FY19 and FY20 to date, and how these oral histories are made available to the public.**

In FY19 and FY20, the DC Oral History Collaborative (DCOHC), comprised of Humanities DC, Historical Society of Washington, and DC Public Library (DCPL), met a number of objectives, including continued oral history workshops for grantees and volunteers; awarding of new and public projects and extension grants; and, creating administrative forms, policies and procedures to ensure all oral histories collected meet best practice standards for access and long term preservation.

#### **Enhanced Training Opportunities**

DCPL's Special Collections staff attended and advised at a workshop session as well as a supplementary session on documentation and reporting. Grantees and DCPL attended mandatory core training sessions and several supplementary sessions. Three open-to-the-public workshops were held for approximately 48 volunteer attendees. The five supplementary workshops included:

- Audio Techniques
- Oral Histories in Podcasting
- Collaborative and Reciprocal Approaches to Research
- Activism in Oral History
- Documentation and Reporting

#### **Awarded Seventeen New Partnership Grants**

In FY19, the DCOHC announced its third round of partnership grants. Seventy-six proposals were received and reviewed by DCPL, Humanities DC and oral history scholars. Seventeen grants were awarded for a total of \$105,000. In addition to the 13 grants awarded for the collection of new interviews, four grants were awarded for the interpretation of existing collections via public projects or events, and four highly successful past grantees were awarded extension grants for the expansion of FY19 projects.

The projects awarded in FY19:

#### **New Oral History Projects**

- History of Latinx Assigned-Female-At-Birth (AFAB) Drag Performers in Washington, D.C.
- Experiments in Housing Organizing in 1970s Washington, D.C.
- The Davis Center
- Intergenerational Ethiopian Community History
- Barry Farm Documenting Displacement Project
- Anthology of Booty
- Native Americans are Humans, Not Mascots: D.C.'s History of the NFL's Worst Team Name and Racial Slur
- Flowers and Families: The Stories of Kenilworth Aquatic Gardens

#### **Interpretation Grants for Public Projects or Events**

- Adams Morgan Latino History Interactive Story Map
- Narrating Freedom: Voices of Emancipation in D.C. 1862 Through Today
- Live Stories with Playback Theatre
- The Brookland Literary And Hunting Club: Friendship & Poker from Segregation to the 21st Century

### Extension Grants

- Asian American Voices in the Making of Washington, D.C.'s Cultural Landscape
- The Intersection of HIV/AIDS and Whitman-Walker Health in Washington, D.C.
- Asbury United Methodist Church 2018 Oral History Project
- Chinatown Voices II
- Voices of The DC Fort Totten Storytellers Project 2019 (EXT)

In FY20, the Collaborative began recruiting for the 2020 grants cycle, which will return the same three grants programs from FY19: the New Projects Grant, the Extension Grant, and the Grant for Public Projects or Events. Four webinars and three in-person workshops have been held at library locations across the city. The Collaborative expects to make awards to approximately 26 grantees.

### Access to Collections

In FY18, 44 interviews were collected, and 58 interviews were collected in FY19. While there are still only three full collections (27 individual oral histories) available in DigDC, the Collaborative contracted with an archivist editor in FY20 to begin working with DCPL's archival staff to improve the documentation and metadata submitted with the previous years' collections. This work is expected to quickly increase the number of interviews available online.

Trained volunteers continued to borrow equipment from the Collaborative and conduct their own interviews. Many of the volunteers choose to submit their interviews to the Collaborative, but few of the submissions are documented well enough to be included in the DCPL Special Collections. As the Collaborative streamlines and refines processes, procedures and best practices for training and making oral histories accessible, the group will turn its focus on ways to better engage volunteers.

As part of the Collaborative's approach to make a more public-facing turn, work began on two major website projects. The first is the creation of a standalone overall website for the entire project. While most of the oral histories that are in the scope of the DCPL's collections will be made accessible in DigDC, the current site for all services and resources offered by the Collaborative is a series of pages on the HumanitiesDC site.

The second project is an Omeka database that will make the finding guide for the existing repositories survey much more accessible. The database will be searchable across a wide variety of data points, allowing users to find interviews based on topic, geographic location and access status. Both projects are still in production: the main website launch is estimated for Q3 of FY20, while the Omeka database will be complete by the end of FY20.

Work continues on fully incorporating oral histories in the new MLK Library, including in programming with Special Collections and other departments, as well as in the permanent exhibit space.

**B. CIRCULATION AND ACQUISITION  
TABS B11 – B14**

## CIRCULATION AND ACQUISITION

### Question Number 11

**What are the current circulation statistics? Provide FY17, FY18, FY19 and to date in FY20, 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 LIBRARY				
Location	FY17	FY18	FY19	FY20 Q1
MLK Jr. Memorial Library/System-Wide Self Checkouts*/Mobile App	638,818	2,443	1,382	296
Anacostia	35,349	39,234	43,699	9,856
Bellevue (William O. Lockridge)	32,851	38,379	35,790	8,177
Benning (Dorothy I. Height)	59,428	62,489	50,334	11,216
Capitol View	13,751	35,750	35,326	9,859
Chevy Chase	164,775	205,788	200,291	47,552
Cleveland Park	139,834	229,348	324,057	77,925
Deanwood	24,673	33,646	29,716	5,722
Francis Gregory	34,131	52,089	52,382	12,302



Georgetown	170,764	181,396	166,475	38,565
Lamond-Riggs	59,622	60,183	63,358	15,303
Library Express + Center for Accessibility	15,615	32,561	33,455	6,850
Mt. Pleasant	250,739	292,437	274,795	64,246
Northeast	147,445	202,280	207,733	49,468
Northwest One	33,586	40,701	42,978	10,237
Palisades	49,725	103,338	134,509	28,229
Parklands-Turner	43,405	44,973	34,829	8,197
Petworth	131,763	171,686	175,059	39,777
Rosedale	34,985	48,697	43,807	10,336
Shaw (Watha T. Daniel)	152,276	199,360	203,709	49,731
Shepherd Park (Juanita E. Thornton)	58,356	67,195	72,680	20,540
Southeast	145,979	181,745	183,453	43,565
Southwest	67,559	71,404	58,820	13,985
Takoma Park	78,017	94,249	74,388	6,596
Tenley-Friendship	266,871	295,843	278,864	67,625

West End	70,838	144,717	202,472	49,946
Woodridge	151,188	201,016	196,193	42,881
Jail Library	20,856	62,147	61,761	14,411
<b>LIBRARIES SUBTOTAL</b>	<b>3,093,199</b>	<b>3,195,094</b>	<b>3,282,315</b>	<b>763,393</b>
Digital Library	1,199,586	1,319,108	1,582,457	418,065
<b>SYSTEM TOTAL</b>	<b>4,292,785</b>	<b>4,514,202</b>	<b>4,864,772</b>	<b>1,181,458</b>

Items borrowed is up or holding relatively constant at the majority of neighborhood libraries. The West End Library in particular increased physical circulation by more than 25 percent, a phenomenon that the Library will continue to study. When new and modernized libraries open, as was the case in Cleveland Park and Capitol View, there is typically increased circulation coupled with moderate decreases at neighboring locations, as we saw at Georgetown, Tenley, and Parklands-Turner, as borrowing patterns shift.

The Library continues to identify ways to remove barriers to participation. This July, DC Public Library (DCPL) introduced an “Express Collection” at seven branches where the data showed that customers were much more likely to browse the shelves for books than to place holds. While the holds system is good at streamlining citywide access to books once demand has stabilized, it can mean that customers at a browsing-heavy location like Anacostia and Benning? aren’t getting access to new and popular books - like *Educated* - until everyone else has read them; a process that could take months. DCPL bought copies for these locations that would not be available for a hold so that customers would find the books on the shelves when they came into their local branch.

DCPL also introduced Speakerbooks for children and placed additional copies in lower circulating locations, where they were proving to be popular. These are children’s books that have a speaker attached so that a child and/or their caregiver can follow along as the book is read to them aloud.

## CIRCULATION AND ACQUISITION

### Question Number 12

Please provide circulation or download statistics for digital collections for FY17, FY18, FY19 and to date in FY20, broken down by category of media (e.g. books, magazines, video, periodicals, etc.) if possible.

There continues to be great demand for digital materials.

Media	FY17	FY18	FY19	Change from FY18 to FY19	FY20 to date
eBooks	464,571	567,617	673,265	18.61%	169,460
Video	3,444	18,326	63,837	248.34%	24,275
Music	466,536	422,347	395,149	-6.44%	105,441
Audiobooks	209,323	260,755	343,805	31.85%	90,041
Magazines	55,712	49,044	106,597	117.35%	29,397
Digital Library Totals	1,199,586	1,318,089	1,582,653	20.07%	418,614

## CIRCULATION AND ACQUISITION

### Question Number 13

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

The demand for physical library material remained relatively constant this year; however the expectation is that demand will increase when the MLK Library reopens in fall 2020. Electronic materials borrowed grew substantially. This year the cost of physical library books continued to increase by about three and five percent. The electronic side of library materials continues to be unsettled, with publishers like Macmillan changing the purchasing structures for libraries. The trends we've seen this year are:

- Increased check outs of eBooks and Audiobooks - Total circulation for OverDrive, eBooks and audiobooks service increased by 22.78 percent from FY18 to FY19.
  - eBooks - 18.61 percent increase
  - Audiobooks - 31.85 percent increase
- Demand for digital music is on a general decline (down 6.44 percent) although the usage remains high.
- Digital magazines - Demand increased by 117.35 percent. We add new magazines each year increasing the size of the collection. The large increase was due to a new feature that allows magazines to be automatically checked out with each new issue.
- Databases - Each year we evaluate our current databases and look at cost and usage, and make decisions on dropping a service or adding a new service. In FY19 we added Gale Business Plan Builder to help support local small businesses and entrepreneurs in the District.
- DC Public Library (DCPL) began offering a new video streaming service called Kanopy in 2018. The demand increases every month. It doubled in FY19 and is expected to increase by 25 percent in FY20. Since Kanopy charges per download, the Library will shift resources within the book budget to cover the cost and study the cost-benefit of reducing the monthly limit on downloads per customer in the future.
- As noted above, Macmillan recently put a new policy in place for ebooks that only allows the Library to buy one copy for the first eight weeks, effectively pushing libraries out of this popular window in the market. This builds up the holds wait list making it very hard to meet demand. We're watching to see if other publishers follow that lead. The Mayor joined a number of Mayors and elected officials across the country penning a letter condemning Macmillan's policy.

New buildings, the explosion of digital content, and a steady demand for print means that D.C. residents are borrowing more per capita every year, while prices continue to rise. Customers are eager to have new materials available from the Library at the same time they're available at a bookstore; it is a guaranteed boon to circulation when additional copies of hot new items are purchased. DCPL recommends an annual increase of five percent to the book budget to keep pace with the demand for materials that District residents have come to want and expect from their library.

## CIRCULATION AND ACQUISITION

### Question Number 14

**Were funds adequate in the circulation budget for FY19 and to date in FY20? If not, please explain. Does the circulation budget change to account for inflation year-over-year? What is the expected annual increase in cost for both digital and physical collections? Include aggregate wait lists broken down by type of media. To the extent possible, describe the demand for various types of media, DCPL's ability to meet that demand, and estimate the additional cost required to meet demand in FY19 and to date in FY20.**

Borrowing books and other library materials continues to be the number one reason people use their library. The Library thanks the Mayor and City Council for their continued commitment to ensuring a healthy book budget. As the average materials cost increases at a rate of about four to five percent annually and formats diversify (streaming, e-books, audio books, video, physical materials), the demands on the Library's budget continue to grow.

	<b>Book Budget</b>	<b>Opening Day Collections (One Time)</b>
FY16	\$3,830,432	N/A
FY17	\$4,230,432	\$300,000
FY18	\$4,980,432	\$500,000
FY19	\$4,980,432	\$1,000,000 (MLK Library)
FY20	\$4,980,432	\$500,000 (MLK Library)

Specific demands and considerations for the FY19 and FY20 book budgets are as follows:

- In FY19 the Library began purchasing the Opening Day Collection (ODC) for the MLK Library. The size, breadth and depth of the MLK Library collection means that it will also function as a feeder to fill holds throughout the system. In addition to ODC funds, the Library is supplementing from the annual book budget to fill and replenish the shelves knowing that usage at the flagship library will surge. The Library plans to infuse more than 110,000 new items into the MLK Library collection, in addition to what's held in storage.
- In FY20 the Library will begin purchasing for the new Southwest Library. The project budget includes an adequate ODC, to be monitored and potentially supplemented with additional investment in the collection thereafter as usage at new libraries tends to surge.
- The price of library materials continues to increase:
  - The price of acquiring print books including shelf-ready services such as cataloging increases about three percent annually.
  - Magazines are expected to increase by 10 percent annually.

- Databases go up about three percent annually.
- The publisher McMillan recently put into place a new pricing model for ebooks. Libraries can only buy one copy for the first eight weeks a title is purchased. This drives up the holds waiting time so that the Library buys more copies to fill demand.
- Last year a few publishers including Random House and Penguin changed their pricing model for eBooks and audiobooks from buying in perpetuity to metered access. Copies are now only valid for a fixed amount of time such as 24 months before they expire and have to be repurchased. This means going from buying one copy at \$65 and retaining that copy in perpetuity, to having to repurchase a new copy every 24 months at \$55, for example.
- A 25-50 percent cost increase for streaming video is expected due to high demand.

Average wait times for eBooks and Audiobooks increased from 40.35 to 48.74 days this year. Other digital material such as digital music, streaming video, and digital magazines are simultaneous use and do not have associated wait times. Most print titles with holds on them have a short wait list with only two holds per copy for an average wait time of about three weeks or one checkout. However, for extremely popular titles wait times are much longer. It's not possible to responsibly buy enough copies of very popular materials while still meeting the other needs of customers.

Thanks to the Mayor and City Council, the DC Public Library has maintained a consistent book budget for the past three years. That said, the book budget does not currently account for inflation and demands year over year. As such, the estimated additional cost to meet demand in FY20 requires about a five percent annual increase to the book budget.

**C. TECHNOLOGY  
TABS C15 – C16**

## TECHNOLOGY

### Question Number 15

**Provide an update on the computer training programs offered by DCPL. How many people attended computer classes during FY19 and FY20 to date? How many public access computers are offered by DCPL? Does the number of public access computers meet demand? Does the number of training programs offered by DCPL meet demand?**

The DC Public Library (DCPL) provides a wide array of computer training programs for all ages and abilities. Whether an individual needs help using a computer for the first time, to learning the Microsoft applications such as Excel for workforce development, to learning about the future of technology through 3D printing and advanced CAD software, DCPL aims to provide a full suite of offerings for District residents.

In FY19, the Library offered 942 computer training programs attended by 6,218 participants. Of that total, there were 677 programs targeting Basic Computer Skills (PC Basics, email) with 4,448 participants, and 193 STEM (Science, Technology, Engineering, Math) focused programs (CAD/3D Printing) with 1,311 participants. In the first quarter FY20, the Library offered 186 computer training programs attended by 1,134 participants. In FY19, the Library continued its partnership with Byte Back, together offering computer training courses at seven locations (17 classes across four semesters serving more than 200 participants).

The Library expanded training opportunities in Ward 7 with a new computer lab in the modernized Capitol View Library, which opened March 2019 and has provided 76 computer trainings with 156 participants through the end of FY19.

In FY19, DCPL continued offering the NorthStar Digital Literacy Assessment (NDLA) program and held 568 NDLA sessions system-wide, out of which 354 NDLA certificates were awarded (62 percent) to adult customers who successfully passed the various assessments with a score of 85 percent or better. With the addition of the Capitol View Library Computer Lab as a second dedicated site, the Library anticipates an uptick in the success with this program in FY20.

DCPL's continued partnership with the Office of the State Superintendent of Education (OSSE) in FY19 allowed the Library to host the Microsoft Imagine Academy, so adult learners could assess their digital and software skills and earn industry-standard Microsoft Office Specialist (MOS) certification in the 2016 Microsoft Office Suite. More than 598 customers engaged the two-step process and 267 earned Microsoft Office Specialist (MOS) certifications at Library Express. The Library expanded the Microsoft Imagine Academy program to the Capitol View Library Computer Lab location as a second dedicated site.

A particular success story from the Microsoft Imagine Academy program - 13-year old Deval Bansal who received his certification at Library Express in FY18 was selected to compete in Certiport's 2019 Microsoft Office Suite U.S. National Championship in Orlando, FL. Mr. Bansal was one of 146 eligible contestants out of more than 8,000 test-takers nation-wide who took the MOS exams to enter this event. Being part of this elite number of contestants was an honor for Deval Bansal and his family (his father, mother and sister were present) and represented the Library well at this event.

There are currently 1,000 public access computers available across the library system, all of which were upgraded in FY19. With the closure of the central library for renovation, there has been increased usage in neighborhood libraries. The Library monitors utilization rate by location and, in general, the number of public access computers is adequate; however, space constraints at popular locations may sometimes result in wait times. In late FY19 and early FY20, the Library prototyped several elements that might



improve the experience of customers using public access computers, including testing dividers between computers and new signage on wayfinding and completing popular functions like printing. Based on the success of the prototype, the Library will explore the best way to expand these features across the system.

As outlined in the *Know Your Neighborhood* strategic plan, the Library is currently undertaking a review of its computer training offerings, including researching best practices from other public library systems. In FY19 DCPL completed a branch by branch technology assessment as well as a staff skills assessment to better understand and help our staff, facilities, and District residents be prepared for the future. This work will continue into FY20, with ongoing analysis of the alignment between offerings and demand. The current slate of classes is typically well attended but does not exceed demand.

## TECHNOLOGY

### Question Number 16

**Describe the usage and demand of DCPL's wired and wireless internet. Does DCPL have the necessary wired and wireless bandwidth to meet demand? Describe any investments to the wired and wireless infrastructure that are needed to meet demand? Describe any challenges DCPL experiences providing and meeting customer demand for wired and wireless internet access.**

All D.C. public libraries, administrative office and operations center are outfitted with 1-Gigabit Per Second (Gbps) data circuits for wired and wireless Internet connectivity. All locations are interconnected by Gigabit wide area network across the District. DC Public Library (DCPL) has 1,000 public access computers in 26 libraries across the District. In addition, DCPL's public, free Wi-Fi connects a rapidly growing number of devices to the wireless network. A monthly average of 40,000 wireless devices are connected to the wireless network. All libraries are equipped with public access multifunction devices for free scanning, copying, and printing services to customers. Customers log a monthly average of 75,000 hours on public access computers and 250,000 pages of photocopy and print jobs.

The bandwidth capacity of 1G data circuits across the gigabit wide area network is adequate to meet current demand. The wired and wireless infrastructure is under continuous improvement and upgrade to support growth and future needs as dictated by customer demand and technology trends. The wired and wireless infrastructure will continue to be funded through the annual IT modernization capital budget and e-rate discounts. There are no immediate challenges to meeting customer demand for wired and wireless Internet access.

The full activation of MLK Library in 2020 is expected to generate significant increase in bandwidth usage by high-capacity data and audio-visual equipment in the Library. We anticipate a growing demand on bandwidth when MLK Library opens in the fall. We will closely monitor impact on costs associated with increased usage.

**D. FACILITIES, FACILITY PLANNING,  
AND CAPITAL PROJECTS  
TABS D17 – D24**

## FACILITIES, FACILITY PLANNING, AND CAPITAL PROJECTS

### Question Number 17

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

There are currently six libraries that have not been rebuilt or undergone major renovations:

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

Shepherd Park (Juanita E. Thornton) and Chevy Chase libraries had improvements (mini-makeovers) in FY16. The Facilities Master Plan, expected to be released this spring, will help guide future plans and decisions for the full modernizations of these two libraries.

For Parklands-Turner Library, a site study to identify potential locations for a new library in the Congress Heights neighborhood was completed in FY19 and five potential sites were identified. See response to question 18 for details about the results of the study.

Libraries currently in the CIP are as follows:

Library	CIP Funding	Status
<b>Southwest</b>	\$18,000,000	Funded FY17 through FY19. Design completed and demolition started December 6, 2019. Projected construction completion in early 2021.
<b>Southeast</b>	\$23,500,000	Funded FY19 through FY20. Community meetings -- October 2018 and March 3, 2020. Additional meetings and engagement are planned. Design-Build contract awarded December 9, 2019. Building program development started January 2020. Estimated construction completion - 2024.
<b>Lamond Riggs</b>	\$20,000,000	Funded FY18 through FY20. Building program completed, community engagement continues, and design is underway.

		Estimated construction completion - Fall 2021.
<b>Capitol View</b>	\$8,200,000	Funded FY16-FY20 Interior renovation completed in FY18.  Two-phased exterior renovation began October 2018. Interim library construction completed and opened October 2018. Phase I exterior renovation completed and library re-opened March 2019  Phase II exterior begins spring 2020 and estimated completion summer 2020

### Community Engagement

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

Engagement completed or underway:

- **Southwest Library** -- A series of community meetings and focus groups were held and surveys were administered. Additionally, the design team presented before the ANC. Designs and updates on the project are posted to the Library's website. The community was kept very informed about the June 1, 2019 library closure and August 9, 2019 interim opening. A groundbreaking event with the community was held on February 5, 2020. Construction updates will continue to be shared with ANC and the community.
- **Lamond-Riggs Library** – A community meeting was held in October 2017 to introduce the project and outline the design and community engagement process. Community surveys and focus groups were conducted throughout the summer and fall 2018. Four additional community meetings during the design process were held on October 23 2018, January 17, 2019, June 12, 2019, and November 2019. Design was also presented to ANC at their December 2019 meeting. As the design is finalized, additional engagement will be held to share the final designs and plans for construction and interim library.
- **Southeast Library** – First community meeting to introduce the project held in October 2018. Meetings with the Capitol Hill Restoration Society, Capitol Hill Village, Barracks Row Main Street, and Southeast Library Friends were held. Additional meetings as well as surveys and focus groups planned in FY20, including a community meeting on March 3, 2020.
- **Capitol View Library** -- Library re-opened in March 2019 after completion of Phase I exterior renovation. Phase II exterior renovation, which will complete the installation of the grillage in the rear and sides of the building, will begin spring 2020. The library will remain open during this phase. Information regarding the schedule and construction, including timeline, will be shared with the community in spring 2020.

## FACILITIES, FACILITY PLANNING, AND CAPITAL PROJECTS

### Question Number 18

**Describe the current status of the process to construct a free-standing Parklands-Turner branch library, and next steps to begin planning and construction. Also describe any challenges associated with land acquisitions. Include any analysis on the opportunity to construct the library as part of a mixed-use public private partnership.**

A study to identify potential sites for a new library in the Congress Heights neighborhood was conducted in FY19. The study called for sites that met the following criteria -- accommodate an approximately 20,000 sq. ft. library, located along a commercial corridor close to public transportation and with high pedestrian traffic, and located within a half a mile from the existing Parklands-Turner Library.

The study revealed the following five potential sites along the Alabama Ave corridor near the Parklands-Turner Library:

- **WC Smith - Giant:** site of the existing Parklands-Turner Library; privately-owned; 22,500-30,000 sq. ft., possible stand-alone library.
- **1444-1454 Alabama Ave:** city-owned; 12,981 sq. ft., possible stand-alone or mixed-use. This site will require the library to be housed on multiple floors.
- **Malcolm X Opportunity Center:** city-owned; 55,000 - 150,000 sq. ft., possible mixed-use.
- **CityPartners at Metro:** privately-owned, 81,125 sq. ft., possible mixed-use.
- **Redbrick St. E - Parcel 17:** privately-developed, 87,120 sq. ft., possible mixed-use or stand-alone.

The results have been shared with key stakeholders including the Friends of the Parklands-Turner Library, Anacostia Economic Development Corporation and elected and city officials. DC Public Library will continue to explore these options with stakeholders to determine the viability of each site, including sites that can support the city's affordable housing goals.

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

### **Question Number 19**

**Provide an update on the Facilities Master Plan development process, estimated completion of the FMP, how the FMP will inform decisions of future renovations, opening new branches, and how public private partnerships could be utilized for DCPL locations.**

The 10-year Library Facilities Master Plan (FMP) is nearly complete and is expected to be released in spring 2020. All the research and community engagement has been conducted and we are in the process of compiling the findings and recommendations into a plan that will be shared publicly. The FMP work resulted in three planning goals that are in close alignment with the Mayor's vision for the District. They will be used to inform decisions surrounding future renovations, opening new branches and how public private partnerships can be utilized. The planning goals are:

1. Manage assets wisely -- The Library will be a good steward of District resources and protect existing assets by proactively addressing aging building systems.
2. Design and build responsively -- The Library will tailor future projects to meet local neighborhood needs. Tailoring will be both data driven and community informed.
3. Grow smartly and equitably -- The Library will seek ways to provide equitable and adequate services across the District.

**a. How will the FMP inform lifecycle planning for DCPL capital projects? Also provide any lifecycle planning for projects completed in FY19 or to date in FY20.**

The Facilities Master Plan includes a comprehensive facilities condition assessment (FCA) that identifies life cycle planning through 2030. Lifecycle projects completed in FY19, and to date in FY20, include the replacement of the MEP (Mechanical, Electrical, Plumbing) system at the Takoma Park Library and replacement of the sliding glass door system at the Woodridge Library.

**b. How will the FMP address problems and challenges associated with newly renovated facilities, including chronic maintenance issues, design or construction flaws, or other defects stemming from the modernization?**

The FMP includes a comprehensive facilities condition assessment that identifies life cycle planning through 2030. While the FMP and the FCAs will not address design or construction flaws and chronic maintenance issues, it will outline a process and timetable for addressing building systems as they age. Additionally, the plan will articulate an approach, including a timeline, to assessing the functionality of library buildings to determine whether existing libraries continue to meet the needs of residents. These assessments can result in reconfiguration of library buildings to address changing needs of communities.

**c. Describe any recommendations made in the FMP regarding upgrades to library branches that were among the first to receive modernizations.**

Functional assessments were conducted for five libraries as part of the FMP. The plan includes recommendations for functional refreshes or reconfigurations to the following projects which were among the first to receive modernizations:

- **Petworth Library** should be reconfigured to provide better and more space for teens. With the library's close proximity to a middle school and a high school and with more than 181,000 total visits in FY19, there is a need to reconfigure spaces to better accommodate teens and adults.
- **Shaw Library** was the most visited library in FY19 with 255,000 visits. Since the library was designed about 12 years ago, the Shaw neighborhood has seen significant growth that could not have been anticipated with the current library design. A reconfiguration is needed in order to improve sightlines and enhance spaces, particularly for young children, a population that has grown significantly over the past decade. Additionally, the planned relocation of Banneker High School will result in even more teens using the library.
- **Anacostia Library** serves a large number of children and families, as well as residents seeking workforce and career development. The building welcomed 176,000 visits in FY19, with many customers using the building as a business center/coworking space. A functional refresh will be able to accommodate more adults and children while improving sightlines.
- **Benning Library** saw 193,000 visits in FY19, making it the busiest library east of the Anacostia River. Its location near a busy shopping center encourages a diverse user group including children and families, as well as residents seeking access to technology and workforce development opportunities. A reconfiguration will provide more seating, more computers and the addition of an interactive early childhood space for young families.
- **Tenley Library** saw a remarkable 213,000 visits in FY19. The building's original design did not sufficiently consider the more than 3,500 middle and high school students in the immediate neighborhood. A functional refresh would expand space for teens, and improve the adult space as well as make acoustical and lighting upgrades.



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

### **Question Number 20**

**How does DCPL budget for maintenance, both in capital and operating dollars? Was the maintenance budget (both capital and operating) sufficient in FY18 and FY19 and to date in FY20? If insufficient, please explain and include DCPL's maintenance needs, estimated costs, and appropriated capital or operating budget amount.**

As part of its Capital Improvement Plan (CIP), DC Public Library (DCPL) determines the six-year budget through the review of past and anticipated costs for any structural or mechanical, electrical and plumbing needs. Data is reviewed based on past years spending and includes Department of Labor (DOL) mandatory wage and labor rates in addition to increases within the specific industry.

Additionally, and for the operating budget, DCPL prepares a capital impact on operating cost estimate for each new capital project that is due to be completed and opened in the budget formulation year. Costs for routine and preventative maintenance are included and generally determined by the requirements set forth within the building's Operation and Maintenance Manual.

The maintenance budgets for FY18 and FY19 were sufficient and the FY20 budget to date is sufficient.

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

**Question Number 21**

**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 2019**

Code	Building Name	LEASED/ OWNED	LEASE TERMS	RENT*	WATER	GAS	ELECTRICITY	STEAM	ANNUAL FIXED COSTS
CE	Anacostia Library	Owned	N/A	N/A	\$ 19,459.45	\$ -	\$ -	0.00	\$ 19,459.45
CE	Library	Owned	N/A	N/A	\$ 9,767.08	\$ -	\$ -	0.00	\$ 9,767.08
CE	Benning (Dorothy I. Height) Library	Owned	N/A	N/A	\$ 12,061.36	\$ -	\$ -	0.00	\$ 12,061.36
CE	Capitol View Library	Owned	N/A	N/A	\$ 9,734.83	\$ -	\$ -	\$ -	\$ 9,734.83
CE	Chevy Chase Library	Owned	N/A	N/A	\$ 22,549.93	\$ -	\$ -	0.00	\$ 22,549.93
CE	Cleveland Park Library	Owned	N/A	N/A	\$ 2,411.63	\$ -	\$ -	0.00	\$ 2,411.63
CE	Deanwood Library	Shared with DPR	N/A	N/A			Shared Facility	0.00	\$ -
CE	Francis Gregory Library	Owned	N/A	N/A	\$ 3,076.52	\$ -	\$ -	0.00	\$ 3,076.52
CE	Georgetown Library	Owned	N/A	N/A	\$ 10,766.79	\$ -	\$ -	0.00	\$ 10,766.79
CE	Lamond-Riggs Library	Owned	N/A	N/A	\$ 9,604.33	\$ -	\$ -	0.00	\$ 9,604.33
CE	M.L. King Jr. Library	Owned	N/A	N/A	\$ 3,869.94	\$ -	\$ -		\$ 3,869.94
CE	Mt. Pleasant Library	Owned	N/A	N/A	\$ 10,904.03	\$ -	\$ -	0.00	\$ 10,904.03
CE	Northeast Library	Owned	N/A	N/A	\$ 5,848.99	\$ -	\$ -	0.00	\$ 5,848.99
CE	Northwest One Library	Shared with	N/A	N/A	Shared Facility	Shared Facility	Shared Facility	0.00	\$ -
CE	Palisades Library	Owned	N/A	N/A	\$ 6,895.69	\$ -	\$ -	0.00	\$ 6,895.69
CE	Parklands-Turner Library	Leased	Seven (7) years with 2 one-year	\$ 238,659.46	\$ -	\$ 2,193.92	\$ -	0.00	\$ 240,853.38
CE	Petworth Library	Owned	N/A	N/A	\$ 6,409.63	\$ -	\$ -	0.00	\$ 6,409.63
	Rosedale Library	Shared with	N/A	N/A	Shared Facility	Shared Facility	Shared Facility	0.00	\$ -
CE	Library	Owned	N/A	N/A	\$ 13,365.19	\$ -	\$ -	0.00	\$ 13,365.19
CE	Southeast Library	Owned	N/A	N/A	\$ 4,994.48	\$ -	\$ -	0.00	\$ 4,994.48
CE	Southwest Library	Owned	N/A	N/A	\$ 9,835.32	\$ -	\$ -	0.00	\$ 9,835.32
CE	Takoma Park Library	Owned	N/A	N/A	\$ 4,088.10	\$ -	\$ -	0.00	\$ 4,088.10
CE	Tenley-Friendship Library	Owned	N/A	N/A	\$ 11,333.43	\$ -	\$ -	0.00	\$ 11,333.43
CE	Watha T. Daniel (Shaw) Library	Owned	N/A	N/A	\$ 8,664.81	\$ -	\$ -	0.00	\$ 8,664.81
CE	West End Interim Library - building was open part of FY18. Closed in November 2017 . Building is closed but was charged for electricity. According to DGS meter was removed on December 2019.	Leased	Lease expired in 2017.	\$ -	Included in lease	Included in lease		0.00	\$ 2,854.00
CE	West End Library	Owned		\$ -	No expenditure information from DGS	No expenditure information from DGS	\$ -	0.00	\$ -
CE	Woodridge Library	Owned		\$ -	\$ 9,036.48	\$ -	\$ -	0.00	\$ 9,036.48
CE	1990 K Street (Administrative Office and Library Express)	Leased	The Lease is for interim/swing space for DCPL during the renovation of MLK Library. Lease is for FY17 & FY18. The cost is \$2,028,311.35	\$ 1,471,348.79					\$ 1,471,348.79
CE	Connecticut AV- now Washingtoniana	Lease	3,100 square feet 2 year term	\$ 65,400.00					\$ 65,400.00
CE	Soutwest Interim 425 M St. SW	Leased	2,900 square feet. Lease expired	\$ 15,779.19					\$ 15,779.19
CE	9893 Brewers Court - Newseum	Leased	Storage	\$ 201,412.48					\$ 201,412.48
CE	Penn Center: Operations Center	DGS	N/A		Unknown	Unknown	Unknown		\$ -
<b>CE</b>				<b>\$ 1,992,599.92</b>	<b>\$ 194,678.01</b>	<b>\$ 2,193.92</b>	<b>\$ -</b>	<b>-</b>	<b>2,192,325.85</b>

Total rent cost is \$1,992,559.92 -- \$296,376.09 local funds and \$1,696,223.83 capital funds.

**DC Public Library - FY19 Water Data**

BUILDING NAME	SERVICE ADDRESS	Old Acct #	New Acct #	AG Codes	CONS Sep 19	EXPEN Sep 19	FY19 TOTAL CONSUMPTION	FY19 TOTAL EXPENDITURE	Comments
Anacostia Library	1800 Good Hope Rd SE	102878	2004528	CE	22.20	\$ 1,388.03	448.69	\$ 19,459.45	
Bellevue (William O. Lockridge) Library	115 Atlantic St SW	106030	2004533	CE	0.00	\$ 387.62	0.00	\$ 4,263.82	
Bellevue (William O. Lockridge) Library	115 Atlantic St SW	267039	2004538	CE	31.00	\$ 478.17	420.00	\$ 5,503.26	
Benning (Dorothy I. Height) Library	3935 Benning Rd NE	140877	2004536	CE	6.70	\$ 985.72	235.09	\$ 12,061.36	
Capitol View Library	5001 Central Ave SE	102862	2004527	CE	25.94	\$ 901.54	262.24	\$ 9,266.40	
Capitol View Interim Library	220 49th St SE		2005189	CE	0.00	0.00	31.22	\$ 468.43	
Chevy Chase Library	5625 Connecticut Ave NW	79075	2004710	CE	59.50	\$ 2,545.67	426.60	\$ 22,549.93	
Cleveland Park Library	3310 Conn Ave NW	79226	2006715	CE	12.21	\$ 243.68	134.72	\$ 2,411.63	
Francis A Gregory Library	3660 Alabama Ave SE	102941	2004530	CE	13.90	\$ 291.57	184.30	\$ 3,076.52	
Georgetown Library	3260 R St NW	79184	2004715	CE	28.30	\$ 1,035.60	312.19	\$ 10,766.79	
Lamond-Riggs Library	5401 S Dakota Ave NE	140801	2004534	CE	19.40	\$ 979.91	210.40	\$ 9,604.33	
M.L. King Jr. Library	901 G St NW	33127	2004709	CE	0.00	\$ 2,668.85	161.07	\$ 3,869.94	
Mt. Pleasant Library	1600 Lamont St NW	79131	2004714	CE	65.20	\$ 1,180.22	603.80	\$ 10,904.03	
Northeast Library	330 7th St NE	140855	2004535	CE	20.30	\$ 529.46	243.10	\$ 5,848.99	
Palisades Library	4901 V St NW	79100	2004712	CE	6.97	\$ 701.51	74.63	\$ 6,895.69	
Parklands-Turner Library				CE	0.00	0.00	0.00		
Petworth Library	4200 Kansas Ave NW	79087	2004711	CE	27.32	\$ 663.47	307.68	\$ 6,409.63	
Shepherd Park (Juanita E. Thornton) Library	7420 Georgia Ave NW	79922	2004526	CE	27.50	\$ 878.59	492.54	\$ 13,365.19	
Southeast Library	647 7th St SE	102935	2004529	CE	0.00	\$ 141.19	0.00	\$ 1,553.09	
Southeast Library	403 7TH ST SE	106029	2004532	CE	36.03	\$ 497.89	267.14	\$ 3,441.39	
Southwest Library	900 Wesley Pl SW	106014	2004531	CE	0.00	0.00	340.36	\$ 9,835.32	
Takoma Park Library	416 Cedar St NW	79105	2004713	CE	16.08	\$ 387.52	172.12	\$ 4,088.10	
Tenley-Friendship Library	4450 Wisconsin Ave NW	79225	2004716	CE	40.64	\$ 1,205.58	449.55	\$ 11,333.43	
Watha T Daniel/ Shaw Library	1630 7th St NW	221573	2004537	CE	22.62	\$ 830.14	249.52	\$ 8,664.81	
West End Library	2301 L Street NW			CE	0.00	\$ -	0.00	\$ -	
Woodridge Library	1801 Hamlin St NE	297154	2004539	CE	15.29	\$ 920.92	169.68	\$ 9,036.48	
	<b>SUB-TOTAL</b>				<b>497.10</b>	<b>\$ 19,842.85</b>	<b>6,196.64</b>	<b>\$ 194,678.01</b>	

**Note: Data furnished by DGS**

**DC PUBLIC LIBRARY - WASHINGTON GAS**

**FY2019**

Code	Building Name	Building Address	Service Address	New Acct #	CONS Oct 18	EXPEN Oct 18	CONS Nov 18	CONS Aug 19	EXPEN Aug 19	CONS Sep 19	EXPEN Sep 19	FY19 TOTAL EXPENDITURES
CE	Anacostia Library	1800 Good Hope Rd SE	1800 Good Hope Rd SE	120000113445	370.4	0.00	642.5	7.2	62.32	18.5	72.54	\$ 6,560.17
CE	Bellevue (William O. Lockridge) Library	115 Atlantic St SW	115 Atlantic St SW	120001528369	0.0	0.00	185.3	0.0	22.70	0.0	22.70	\$ 1,331.40
CE	Capitol View Library	5001 Central Ave SE	5001 Central Ave SE	120000186342	96.7	0.00	178.7	391.5	410.01	563.9	565.99	\$ 4,933.81
CE	Chevy Chase Library	5625 Conn Ave NW	5625 Conn Ave NW	120000855235			2,604.9	14.5	68.92	15.4	69.74	\$ 12,309.15
CE	Cleveland Park Library	3310 Conn Ave NW	3310 Conn Ave NW	110000449691	53.0	0.00		13.9	35.20	13.8	35.11	\$ 2,264.13
CE	Francis Gregory Library	3660 Alabama Ave SE	3660 Ala Ave SE	120000235826	620.5	0.00	475.2	773.7	755.80	881.9	853.70	\$ 9,630.99
CE	Georgetown Library	3260 R St NW	3260 R St NW	120000101168	504.2	0.00	356.4	0.0	55.80	0.0	55.80	\$ 6,860.19
CE	Lamond-Riggs Library	5401 S Dakota Ave NE	5401 S Dakota Ave NE	120001813688	28.8	0.00	772.6	30.0	82.94	28.8	81.84	\$ 8,187.54
CE	Mt Pleasant Library	3160 16th St NW	3160 16th St NW	120000388344	19.5	0.00	284.1	0.0	55.80	0.0	55.80	\$ 5,009.70
CE	Palisades Library	4901 V St NW	4901 V St NW	120001623962	65.9	0.00	261.8	19.6	40.31	22.6	43.03	\$ 1,077.31
CE	Parklands-Turner Library	1547-1549 Alabama Ave SE	1547 Alabama Ave SE	120000214904	1.2	0.00	106.5	1.2	23.79	1.2	23.79	\$ 2,193.92
CE	Petworth Library	4200 Kansas Ave NW	4200 Kansas Ave NW	120001377221	15.4	0.00	21.8	11.4	32.97	12.3	33.76	\$ 677.56
CE	Thornton) Library	7420 Georgia Ave NW	7420 Georgia Ave NW	120000599502	8.2	0.00	277.9	0.0	0.00	0.0	39.86	\$ 3,077.18
CE	Southeast Library	403 7th St SE	403 7th St SE	120000398558			204.6	9.3	31.06	8.2	30.08	\$ 1,422.27
CE	Southwest Library	900 Wesley Pl SW	920 Wesley Pl SW	120000372009	28.8	0.00	908.0					\$ 14,088.29
CE	Takoma Park Library	416 Cedar St NW	500 Cedar St NW	120001420294	13.4	0.00	1,037.0	0.0	55.80	0.0	55.80	\$ 8,822.95
CE	Tenley-Friendship Library	4450 Wisc Ave NW	4450 Wisc Ave NW	120001180153	58.7	0.00	587.0	0.0	55.80	0.0	55.80	\$ 5,101.49
CE	Watha T. Daniel (Shaw) Library	1630 7th St NW	1630 7th St NW	120001193669	54.5	0.00	127.7	0.0	22.70	9.2	30.98	\$ 844.30
CE	Woodridge Library	1801 R I Ave NE	1801 R I Ave NE	120001212055	19.6	0.00		24.3	44.57	26.5	46.55	\$ 744.72
			<b>SUB-TOTAL</b>		<b>1,958.8</b>	<b>\$ -</b>	<b>9,032.0</b>	<b>1,296.6</b>	<b>\$ 1,856.49</b>	<b>1,602.3</b>	<b>\$ 2,172.87</b>	<b>\$ 95,137.07</b>

## DC Public Library - FY19 Electric Data

Building Name	Account #	Service Address	EXPENDITURES AUGUST 19	CONSUMPTIONS AUGUST 19	EXPENDITURE S SEPTEMBER 19	CONSUMPTIONS SEPTEMBER 19	EXPENDITURE TOTAL
Anacostia Library	55015393295	1800 Good Hope Rd SE	5,046.19	50,720	4,939.82	48,320	41,391.74
Bellevue (William O. Lockridge) Library	55016536181	115 Atlantic St SW	16,374.15	110,563	0.00	48,362	56,224.12
Benning (Dorothy I. Height) Library	55014571818	3935 Benning Rd NE	9,441.30	94,978	9,065.86	92,239	94,470.54
Capitol View Library	55021127059	5001 Central Ave SE	2,984.19	28,897	2,942.72	29,755	20,176.21
Capitol View Interim Library	50015004117	220 49th St SE					3,930.20
Chevy Chase Library	55019799976	5625 Conn Ave NW	4,397.47	42,800	4,310.51	42,539	40,306.04
Cleveland Park Library	50013364901	3310 Conn Ave NW	1,705.38	9,840	1,781.83	10,800	35,386.14
Francis A Gregory Library	55016463766	3660 Alabama Ave SE	4,512.18	37,921	3,984.40	35,119	37,254.04
Georgetown Library	55020095760	3260 R St NW	4,396.41	41,760	4,486.13	44,048	46,492.04
Lamond Riggs Library	55019387756	5401 S Dakota Ave NE	3,880.75	38,080	3,558.84	35,121	28,647.84
M.L. King Jr. Library	55021489756	901 G St NW Loc Lib	19,736.96	307,834	12,561.62	142,296	80,268.90
Mt. Pleasant Library	55019767759	3160 16th St NW	4,428.97	44,000	4,358.89	43,200	41,739.26
Northeast Library	55021171479	100 7th & MD Av NE	3,277.02	32,275	3,171.00	31,903	41,032.30
Palisades Library	55020169250	4901 V St NW	2,469.94	22,560	2,160.93	20,175	26,577.08
Parkland Turner Library	55012470534	1547 Alabama AveSe	921.67	5,161	51.23	4,019	3,330.94
Parkland Turner Library	55012471391	1549 Alabama AveSe	653.65	3,371	16.88	2,794	2,507.14
Petworth Library	55013921758	4200 Kansas Ave NW	4,650.90	45,805	4,479.03	44,212	49,938.59
Shepherd Park Library	55017360987	7420 Georgia Ave NW	2,796.09	26,756	2,787.46	27,422	28,547.54
Southeast Library	55021245760	403 7th St SE	1,706.50	16,471	1,496.72	14,319	14,530.55
Southwest Library	55021033810	301 K St SW LOC Lib					20,331.59
Takoma Park Library	55019819709	100 5th and Cedar St NW	1,128.04	10,400	566.17	4,446	10,435.60
Tenley-Friendship Library	55021314988	4450 Wisconsin Ave NW	4,726.07	46,720	4,687.99	46,529	51,270.03
Watha T. Daniel (Shaw) Library	55016472965	1701 8th St NW	164.96	84,880	7,309.76	70,818	92,385.56
West End Interim Library	50002455421	2516 Virginia Ave NW	266.46	2,396	240.42	2,130	2,854.99
West End Library	50013708032	2301 L St NW	5,796.96	45,356	2,621.03	43,393	54,597.19
Woodridge Library	50005552711	1801 Hamlin St NE	410.11	39,920	3,878.80	35,465	41,388.18
			<b>105,872.32</b>	<b>1,189,464</b>	<b>85,458.04</b>	<b>919,424</b>	<b>\$ 966,014.35</b>

**FY19 Actuals (October – September)**

AGENCY CODE CE

Sum of PAYMENT AMOUNT LEASE ADDRESS	LOCAL	FUND	CAPITAL	Grand Total
1523-1571 Alabama Avenue, SE	238,659.46	\$		\$ 238,659.46
1990 K Street, NW	\$ 241,393.42	\$	1,229,955.37	\$ 1,471,348.79
425 M Street, SW		\$	15,779.19	\$ 15,779.19
4340 Connecticut Ave, NW	\$ 2,900.00	\$	62,500.00	\$ 65,400.00
9893 Brewers Court	\$ 52,082.67	\$	149,329.81	\$ 201,412.48
<b>Grand Total</b>	<b>\$ 535,035.55</b>	<b>\$</b>	<b>1,696,223.83</b>	<b>\$ 1,992,599.92</b>

**FY20 Actuals (October – December)**

AGENCY CODE CE

Sum of PAYMENT AMOUNT LEASE ADDRESS	LOCAL	FUND	Grand Total
1523-1571 Alabama Avenue, SE	\$ 59,230.17	\$	\$ 59,230.17
1990 K Street, NW	\$ 369,255.99	\$	\$ 369,255.99
425 M Street, SW	\$ 6,762.51	\$	\$ 6,762.51
9893 Brewers Court	\$ 51,079.86	\$	\$ 51,079.86
<b>Grand Total</b>	<b>\$ 486,328.53</b>	<b>\$</b>	<b>486,328.53</b>

**FY20 Rent Budget Estimate:**

Agency Code	Agency Name	Address Suite	File Id	Fund	Total
CE	Public Library	1523-1571 Alabama Avenue, SE		812 Local	\$262,988.21
		1990 K Street, NW, 5th Floor		707161 Local	\$ 72,435.00
		1990 K Street, NW, Lower Level		812161 Local	\$ 18,000.00
<b>Grand Total</b>					<b>\$353,423.21</b>

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

### **Question Number 22**

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

All DC Public Library facilities comply with or meet the intent of current ADA requirements.

The Library continues to participate in discussions with the Office of Disability Rights and the Office of Risk Management about how library facilities can go beyond ADA requirements and ensure our buildings are truly a welcoming place for all.

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

### **Question Number 23**

#### **Provide an update on the implementation of the District of Columbia Public Library Lease and Permitting Authority Amendment Act of 2018.**

The Director and Assistant Director of DC Public Library Capital Planning and Construction completed lease acquisition and administration certifications shortly after the Lease and Permitting Authority Amendment Act of 2018 went into effect.

DC Public Library (DCPL) worked closely with Cafritz Properties, Inc. and Consigli Construction to acquire a leased space for an interim library while the Lamond Riggs Library is under construction. While DCPL is not technically the lessee, providing a turn-key interim library is part of Consigli Construction's existing contract, the Library Lease and Permitting Authority Amendment Act of 2018 significantly streamlined the leasing process. DCPL's ability to work directly with the Lessor allowed routine lease formation and administration issues to be addressed in a timely and efficient manner that sharply reduced administrative overhead costs. DCPL anticipates that future leasing actions, where DCPL is the named lessee, will result in additional gains in efficiency.

Majority of remaining leases that were executed before independent leasing authority for the DC Public Library went into effect, will continue to be administered by the Department of General Services as these leases are set to terminate at the end of FY20.



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

**Question Number 24**

Provide the capital budget for DCPL and all programs under its purview during FY19 and FY20, including amount budgeted and actual dollars spent.

**DC Public Library (CE0) - Capital Budgets vs Expenditures by Project Summary as of Jan 9, 2020**

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

Project No	A Budget	B Allotments	C Expenditures	D Advances	E Encumbrances	F encumbrances	G = C+D+E+F Total Obligations	H = B-G Allotment Balance	I = A-G Authority Balance	J = B-C-D Cash Available to Pay
ANL01C - ANACOSTIA 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 - BENNING (DOROTHY I. HEIGHT) 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	8,200,000.00	8,200,000.00	7,174,539.72	0.00	965,383.36	0.00	8,139,923.08	60,076.92	60,076.92	1,025,460.28
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	19,680,271.77	9,084.61	237.10	16,836.00	19,706,429.48	63,570.52	63,570.52	80,643.62
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 LIBRARY	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 - 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	1,690,000.00	1,690,000.00	1,167,301.31	0.00	505,135.69	0.00	1,672,437.00	17,563.00	17,563.00	522,698.69
LAR37C - LAMOND RIGGS LIBRARY	19,934,372.00	19,934,372.00	813,498.34	0.00	13,864,841.60	0.00	14,678,339.94	5,256,032.06	5,256,032.06	19,120,873.66
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	33,956,620.46	30,206,620.46	22,990,121.49	0.00	3,806,684.19	0.00	26,796,805.68	3,409,814.78	7,159,814.78	7,216,498.97
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	211,306,899.43	211,306,899.43	162,297,958.30	2,167,654.70	43,957,374.17	0.00	208,422,987.17	2,883,912.26	2,883,912.26	46,841,286.43
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	7,544,441.89	0.00	1,969.01	0.00	7,546,410.90	25,606.11	25,606.11	27,575.12
PTL03C - PARKLANDS TURNER COMMUNITY CAMPUS	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	23,576,189.85	23,576,189.85	335,292.96	0.00	261,550.00	0.00	596,842.96	22,979,346.89	22,979,346.89	23,240,896.89
SWL37C - SOUTHWEST LIBRARY	17,716,869.00	17,716,869.00	4,241,217.37	27,050.00	12,220,175.20	0.00	16,488,442.57	1,228,426.43	1,228,426.43	13,448,601.63
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	19,610,925.87	19,610,925.87	19,610,531.23	0.00	394.64	0.00	19,610,925.87	0.00	0.00	394.64
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>531,386,109.12</b>	<b>527,636,109.12</b>	<b>413,907,389.88</b>	<b>2,203,789.31</b>	<b>75,583,744.96</b>	<b>16,836.00</b>	<b>491,711,760.15</b>	<b>35,924,348.97</b>	<b>39,674,348.97</b>	<b>111,524,929.93</b>

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**FACILITIES, FACILITY PLANNING, AND CPAITAL PROJECTS**

**Question Number 24**

**Provide the capital budget for DCPL and all programs under its purview during FY19 and FY20, including amount budgeted and actual dollars spent.**

**DC Public Library (CE0) - Capital Budgets vs. Expenditures by Project Summary with FY 2020 FILTER**

**as of Jan 9, 2020**

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

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G = C+D+E+F</b>	<b>H = B-G</b>	<b>I = A-G</b>
<b>Project No</b>	<b>Budget</b>	<b>Allotments</b>	<b>Expenditures</b>	<b>Advances</b>	<b>Encumbrances</b>	<b>Pre-encumbrances</b>	<b>Total Obligations</b>	<b>Allotment Balance</b>	<b>Authority Balance</b>
CAV37C - CAPITOL VIEW LIBRARY	1,000,000.00	1,000,000.00	73,181.16	0.00	866,741.92	0.00	939,923.08	60,076.92	60,076.92
CPL38C - CLEVELAND PARK LIBRARY	0.00	0.00	0.00	0.00	0.00	16,836.00	16,836.00	(16,836.00)	(16,836.00)
ITM37C - INFORMATION TECHNOLOGY	0.00	350,000.00	0.00	0.00	505,135.69	0.00	505,135.69	(155,135.69)	(505,135.69)
LAR37C - LAMOND RIGGS LIBRARY	0.00	0.00	138,227.31	0.00	13,655,865.80	0.00	13,794,093.11	(13,794,093.11)	(13,794,093.11)
LB310C - GENERAL IMPROVEMENT- LIBRARIES	(100,000.00)	2,400,000.00	174,474.42	0.00	324,191.79	0.00	498,666.21	1,901,333.79	(598,666.21)
MCL03C - MARTIN LUTHER KING JR. MEMORIAL	0.00	18,125,000.00	10,793,689.54	1,571,036.79	(10,750,090.32)	0.00	1,614,636.01	16,510,363.99	(1,614,636.01)
SEL37C - SOUTHEAST LIBRARY	0.00	18,600,000.00	20,685.74	0.00	261,550.00	0.00	282,235.74	18,317,764.26	(282,235.74)
SWL37C - SOUTHWEST LIBRARY	0.00	100,000.00	1,188,764.68	0.00	(1,172,625.71)	0.00	16,138.97	83,861.03	(16,138.97)
<b>Summary</b>	<b>900,000.00</b>	<b>40,575,000.00</b>	<b>12,389,022.85</b>	<b>1,571,036.79</b>	<b>3,690,769.17</b>	<b>16,836.00</b>	<b>17,667,664.81</b>	<b>22,907,335.19</b>	<b>(16,767,664.81)</b>
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**FACILITIES, FACILITY PLANNING, AND CPAITAL PROJECTS**

**Question Number 24**

**Provide the capital budget for DCPL and all programs under its purview during FY19 and FY20, including amount budgeted and actual dollars spent.**

**DC Public Library (CE0) - Capital Budgets vs. Expenditures by Project Summary with FY 2019 FILTER**

**as of Jan 9, 2020**

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

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G = C+D+E+F</b>	<b>H = B-G</b>	<b>I = A-G</b>
<b>Project No</b>	<b>Budget</b>	<b>Allotments</b>	<b>Expenditures</b>	<b>Advances</b>	<b>Encumbrances</b>	<b>Pre-encumbrances</b>	<b>Total Obligations</b>	<b>Allotment Balance</b>	<b>Authority Balance</b>
ASF18C - SHARED TECHNICAL SERVICES CENTER	(4,500,000.00)	(900,000.00)	0.00	0.00	0.00	0.00	0.00	(900,000.00)	(4,500,000.00)
CAV37C - CAPITOL VIEW LIBRARY	0.00	0.00	1,007,762.41	0.00	(761,881.65)	0.00	245,880.76	(245,880.76)	(245,880.76)
CPL38C - CLEVELAND PARK LIBRARY	0.00	0.00	205,721.00	0.00	(206,789.75)	0.00	(1,068.75)	1,068.75	1,068.75
ITM37C - INFORMATION TECHNOLOGY	850,000.00	500,000.00	342,518.40	0.00	0.00	0.00	342,518.40	157,481.60	507,481.60
LAR37C - LAMOND RIGGS LIBRARY	(65,628.00)	14,934,372.00	613,152.38	0.00	208,975.80	(174,000.00)	648,128.18	14,286,243.82	(713,756.18)
LB310C - GENERAL IMPROVEMENT- LIBRARIES	600,000.00	1,350,000.00	1,588,524.54	0.00	2,992,609.93	0.00	4,581,134.47	(3,231,134.47)	(3,981,134.47)
MCL03C - MARTIN LUTHER KING JR. MEMORIAL	250,000.00	61,875,000.00	65,688,940.37	(278,722.81)	(57,692,103.17)	0.00	7,718,114.39	54,156,885.61	(7,468,114.39)
SEL37C - SOUTHEAST LIBRARY	0.00	4,750,000.00	88,417.37	0.00	0.00	0.00	88,417.37	4,661,582.63	(88,417.37)
SWL37C - SOUTHWEST LIBRARY	(283,131.00)	2,366,869.00	1,424,979.82	27,050.00	12,746,369.75	0.00	14,198,399.57	(11,831,530.57)	(14,481,530.57)
WOD37C - WOODRIDGE LIBRARY	(67,230.13)	(67,230.13)	0.00	0.00	(11,783.50)	0.00	(11,783.50)	(55,446.63)	(55,446.63)
<b>Summary</b>	<b>(3,215,989.13)</b>	<b>84,809,010.87</b>	<b>70,960,016.29</b>	<b>(251,672.81)</b>	<b>(42,724,602.59)</b>	<b>(174,000.00)</b>	<b>27,809,740.89</b>	<b>56,999,269.98</b>	<b>(31,025,730.02)</b>
Jan 9, 2020	1	<b>5:01:07 PM</b>							

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

### **Question Number 24**

#### **a. An update on all active capital projects in FY19 and FY20**

**Capitol View Library** - In FY19, the first phase of the exterior renovation was completed. The second phase of the exterior renovation is expected to begin in spring 2020 and be completed this summer. Also, in FY19, DC Public Library opened an interim library modular to provide services during the Phase I construction.

**Southwest Library** - Design completed in FY18. Demolition started December 6, 2019. Construction is projected to be complete early 2021.

**Southeast Library** - Design-Build contract was awarded December 9, 2019. Community engagement and Building program has begun. Construction is projected to be complete in fall 2022.

**Martin Luther King Jr. Memorial Library** - Building closed for modernization in FY17. Work is 86 percent complete and the library is expected to reopen in fall 2020.

**Lamond Riggs Library** - Design-build team was selected in FY18. Building program completed, community engagement continues, and design is underway. Construction is projected to be complete in fall 2021.

## FACILITIES, FACILITY PLANNING, AND CAPITAL PROJECTS

### Question Number 24

b. Whether capital projects undertaken in FY19 or FY20 have an impact on the operating budget of the agency? If so, please provide an accounting of such impact.

CAPITAL IMPACT ON DCPL OPERATING BUDGET			
	MLK	Southwest	Cost Category Totals
<b>FY 2019</b>			
Contractual Services <sup>1</sup>			-
Equipment <sup>2</sup>			-
Fixed Costs <sup>3</sup>			-
Information Technology <sup>4</sup>			-
Materials/Supplies <sup>5</sup>	1,000,000		1,000,000
Staffing			-
FTEs			-
<b>FY 2018 TOTAL</b>	<b>1,000,000</b>	<b>-</b>	<b>1,000,000</b>
<b>FY 2020</b>			
Contractual Services <sup>1</sup>		48,125	48,125
Equipment <sup>2</sup>			-
Fixed Costs <sup>3</sup>			-
Information Technology <sup>4</sup>			-
Materials/Supplies <sup>5</sup>	500,000	100,000 *	600,000
Staffing	1,508,148 **	281,818	1,789,966
FTEs	35.50	4.00	39.5
<b>FY 2019 TOTAL</b>	<b>2,008,148</b>	<b>429,943</b>	<b>2,438,091</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 3D printers, 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			
<sup>5</sup> Includes Opening Day Collections.			
* \$100K was added to the Southwest Library <b>Capital</b> project to purchase books and materials.			
** MLK Library only received half year funding for the 35.5 FTEs to reopen the central library.			

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

### **Question Number 24**

#### **c. A description regarding how the agency decided the FY19 proposed capital budget and the sequencing of the projects.**

The Library's capital projects were prioritized by the Mayor and City Council as part of the budget formulation for the FY19-24 Capital Improvement Plan (CIP). In the FY19 CIP, \$87.725 million was allocated towards capital improvement projects including modernized libraries, general and technology improvements. The following libraries are included in the CIP for modernization:

- Capitol View Library
- Martin Luther King Jr. Memorial Library
- Lamond Riggs Library
- Southeast Library
- Southwest Library

The libraries listed are in some phase of the design or construction process. Additionally, the Library will have small capital needs over the next few years for general improvements for those libraries that are not funded for major renovations or rebuilds. Moving forward, and informed by the Library's Facilities Master Plan, DC Public Library will prioritize its capital projects for consideration by the Mayor and City Council.

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

### **Question Number 24**

**d. Specifically for Martin Luther King Jr. Central Library, provide all anticipated Operating Impact on Capital costs upon the reopening of the facility, including FTE's, collections, maintenance, etc.**

The modernized MLK Library will have 100,000 square feet more public space when it opens later this year. The demand for library services was trending upward before the closure and will undoubtedly soar upon reopening. The additional space commands that DC Public Library have staffing and other resources necessary to meet public demand. FY20 operating impact on capital includes 35.5 FTE, mostly direct public service and public safety (\$3 million); and opening day collections (\$1.5 million). Thanks to the Mayor and City Council, in FY19 and FY20, the Library received \$1.5 million for opening day collections and in FY20, the Library received half-year funding (\$1.5 million) for the 35.5 FTE as the library is expected to open towards the end of the fiscal year. At its September board meeting, the Library board identified and approved additional operating impact anticipated in FY21, immediately after opening. This includes remaining funding for the 35.5 FTE (\$1.5 million); maintenance, custodial, and audiovisual costs (\$1.1 million); eight more FTE for facilities maintenance (\$661,000); awareness and cultural programming costs (\$300,000 and \$250,000, respectively) and additional opening day collections (\$1 million) as we anticipate high demand for books and other materials. The Library recognizes that there are many needs in the city and is currently working with the administration to ensure the MLK Library has the resources necessary for a successful opening.

**E. COMMUNITY ENGAGEMENT AND  
OUTREACH  
TABS E25– E29**



## COMMUNITY ENGAGEMENT AND OUTREACH

### Question Number 25

**How has DCPL received feedback from guests in FY19 and to date in FY20? Has DCPL 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.**

In FY19, the DC Public Library launched a “Mystery Shopper” program to provide a new way to solicit feedback to help the Library understand if products, services, facilities and staff meet customer expectations. Mystery Shopping is a market research tool used to gather specific information by anonymous professionals posing as customers for on-site, phone and online engagement with library staff. At the conclusion of the program, 978 mystery shops were completed. There were 605 on-site visits, 307 phone engagements and 66 website engagements. The Library plans to incorporate the Mystery Shopper program into its ongoing customer feedback process.

The Library continues to receive feedback through its website via an online contact form, where library users can submit requests or inquiries in the following categories: Careers at DCPL, General Topic, Meeting/Study Rooms, My Account/Holds/Circulation, Online Catalog; Questions for the Executive Director and Webmaster. In FY19, the Library received 1,959 inquiries via the website and to date in FY20, the Library received 425 inquiries.

In FY19, the Library hired a new staff person to focus on the customer experience. Much of her work focused on understanding library usage, and identifying customer and staff needs. The Library also purchased a customer experience software platform called Qualtrics XM, that will help the the Library develop and deploy customer surveys, track Net Promoter Scores, an industry tool that measures the willingness of customers to recommend a company’s products or services, for the web site, and other customer experience metrics. In FY20, the Library will conduct in-person customer research to understand its users, their needs, and their desires for the future of the Library. The results of this research will be used to develop a customer experience strategy for the Library.

In addition, library users provide feedback through social media, particularly Twitter and Facebook. Library staff actively monitor and engage in conversations with customers and other social media users daily. People send private messages through these platforms, typically to ask questions about how to log onto the website, place a hold on a book or to ask for other assistance with their online accounts. Library staff typically respond to requests for assistance within one business day.

In preparation for the reopening of MLK Library, the Library has implemented an ongoing social media campaign to build anticipation for the modernized library. Construction photos, art installation updates, factoids, historical images and more. Customers have expressed tons of excitement by retweeting, commenting, and liking these posts.

Moreover, questions regarding holds are very popular on social media. Questions include: How to place holds? How to renew holds? When to pick up holds? and How to change locations? Many customers have expressed a desire to be able to pause holds on ebooks without being moved to the back of the line. This feature was added to the Libby app, a service provider by the Library’s Overdrive vendor.

## COMMUNITY ENGAGEMENT AND OUTREACH

### Question Number 26

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?**

The Friends of the Deanwood Library was newly formed in 2019.

- b. **How much funding did DCPL receive from the support of the Friends in FY19 and FY20, to date?**

DC Public Library does not receive direct funding from the Friends groups. Rather, Friends groups often provide support to library programs by purchasing items such as snacks, and providing stipends for authors.

- c. **What kinds of programs have been made possible through the participation of the Friends?**

The Friends support a wide range of programs. Examples from 2019 include a lecture series at Cleveland Park Library featuring local authors, professors and other notable people, kids’ chess clubs and yoga classes at several libraries and a back-to-school celebration at Capitol View Library.

Additionally, Friends groups are instrumental in serving as community engagement partners to provide input into the process to modernize library buildings. For example, the Friends of the Lamond-Riggs Library and Southwest Library Friends have helped spread the word about community meetings for the design of those two new libraries.

Friends groups contributed about \$13,000 in FY19 to the DC Public Library Foundation to support library programs and services such as the Summer Challenge.

## **COMMUNITY ENGAGEMENT AND OUTREACH**

### **Question Number 27**

**Provide an update on the implementation of the District of Columbia Public Library Partnership and Sponsorship Amendment Act of 2019. Include a list and summary of agreements between the library and partners as a result of this Act in FY19 and FY20. Include any funding associated with this agreement and for what purpose those funds were used.**

As a result of the Partnership and Sponsorship Amendment Act of 2019, DC Public Library (DCPL) and DC Public Library Foundation (DCPLF) have entered into a Memorandum of Understanding (MOU) in October 2018 that includes how DCPL will support DCPLF in fundraising on behalf of the Library. Additionally, DCPL and DCPLF have worked together to identify needs for the MLK Library that the Foundation can support. And lastly, DCPL has identified a staff liaison who will work with the Foundation in support of their fundraising efforts.

## **COMMUNITY ENGAGEMENT AND OUTREACH**

### **Question Number 28**

#### **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, they support and enhance the Library's programs, services and mission.

In FY19, 872 volunteers worked 1,876 hours throughout neighborhood libraries and at Library Express. Under the supervision of library staff, volunteers performed tasks in areas of maintaining bookshelves, teaching computer classes, providing job readiness coaching, teaching American Sign Language classes, and assisting with oral history collection events, author events, children's activities, and programs for seniors.

As we saw in FY18, overall volunteer numbers are down due to the decreased number of opportunities, especially for group service, during the closure of the Martin Luther King Jr. Memorial Library. During FY19, we began planning for robust volunteer support of the reopened central library, including a new docent program.

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 department location.

In the latter part of FY19, the process for selecting and training volunteers began the initial transition to an online intake and management system. By mid-FY20, the transition is expected to be completed.

## **COMMUNITY ENGAGEMENT AND OUTREACH**

### **Question Number 29**

**Describe any efforts undertaken by DCPL in FY19 and to date in FY20 to identify and engage corporate partners to enhance the operations and collections of DCPL.**

The Library is continuing its engagement with corporate partners, in order to augment and support library programming in a variety of areas. For example, the Library maintains its partnership with the Washington Nationals for the Summer Challenge program. The Nationals generously provide two tickets to every person who reads 20 minutes a day throughout the summer, and partners to provide a variety of promotional opportunities, including an activity book for children, videos featuring players that run at Nats Field before games, and more. The Library, in collaboration with the DC Public Library Foundation, has also built strong programmatic partnerships with The LINE D.C. hotel, MidCity Development, and The Jefferson Hotel, as examples.

The modernization of the MLK Library brings new opportunities to engage with corporations in furtherance of the Library's mission. In FY19, the Library looks to partner with a purveyor to help manage the cafe and catering operation, which will also serve as a key workforce development program. The new events management and rental operation will provide new opportunities to connect with prospective corporate partners. In the longer-term, the Library also aims to bring on small business partners for a retail operation in the building.

The Library also collaborates with the DC Public Library Foundation to build other partnerships with corporate entities. In FY19, the Foundation continued to strengthen partnerships with Exelon/Pepco, Apple and several others.

**F. PERSONNEL  
TABS F30 – F39**

**PERSONNEL**

**Question Number 30**

**What is the current staffing at branch libraries? 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	5.0
	Library Technician	3.0
	Teen Aide	0.3
	<b>Anacostia Library Total</b>	<b>13.3</b>
Bellevue (William O. Lockridge) Library	Supervisory Librarian	1.0
	Librarian	3.0
	Library Associate	5.5
	Library Technician	4.0
	<b>Bellevue Library Total</b>	<b>13.5</b>
Benning (Dorothy I. Height) Library	Supervisory Librarian	1.0
	Librarian	3.0
	Library Support Coordinator	1.0
	Library Associate	4.0
	Library Technician	3.5
	<b>Benning Library Total</b>	<b>12.5</b>
Capitol View Library	Supervisory Librarian	1.0
	Librarian	3.0
	Library Associate	5.0
	Library Technician	2.0
	<b>Capitol View Library Total</b>	<b>11.0</b>
	Supervisory Librarian	1.0

Chevy Chase Library	Librarian	3.0
	Library Associate	5.0
	Library Technician	5.0
	<b>Chevy Chase Library Total</b>	<b>14.0</b>
Cleveland Park Library	Supervisory Librarian	1.0
	Librarian	3.0
	Library Support Coordinator	1.0
	Library Associate	5.0
	Library Technician	5.0
	<b>Cleveland Park Library Total</b>	<b>15.0</b>
D.C. Jail Library	Jail Librarian	1.0
	Library Associate	1.0
	Jail Technician	0.5
	<b>D.C. Jail Library Total</b>	<b>2.5</b>
Deanwood Library <i>Co-location Facility</i>	Supervisory Librarian	1.0
	Librarian	2.0
	Library Associate	2.5
	Library Technician	2.0
	<b>Deanwood Library Total</b>	<b>7.5</b>
Francis A. Gregory Library	Supervisory Librarian	1.0
	Librarian	3.0
	Library Associate	5.0
	Library Technician	3.5
	Teen Aide	0.3
	<b>Francis A. Gregory Library Total</b>	<b>12.8</b>
Georgetown Library	Supervisory Librarian	1.0
	Librarian	4.0
	Library Associate	5.0
	Circulation Supervisor	1.0



	Library Technician / Library Aide	5.5
	Teen Aide	0.3
	<b>Georgetown Library Total</b>	<b>16.8</b>

Lamond-Riggs Library	Supervisory Librarian	1.0
	Librarian	3.0
	Library Associate	2.0
	Library Technician	3.0
	<b>Lamond-Riggs Library Total</b>	<b>9.0</b>

Mt. Pleasant Library	Supervisory Librarian	1.0
	Librarian	4.0
	Library Support Coordinator	1.0
	Library Associate	6.5
	Circulation Supervisor	1.0
	Library Technician / Library Aide	6.0
	Teen Aide	0.3
<b>Mt. Pleasant Library Total</b>	<b>19.8</b>	

Northeast Library	Supervisory Librarian	1.0
	Librarian	3.0
	Library Associate	5.0
	Library Technician	4.0
	Teen Aide	0.3
	<b>Northeast Library Total</b>	<b>13.3</b>

Northwest One Library <i>Co-location Facility</i>	Supervisory Librarian	1.0
	Librarian	2.0
	Library Associate	2.5
	Library Technician	2.0
	<b>Northwest One Library Total</b>	<b>7.5</b>

	Supervisory Librarian	1.0
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Palisades Library	Librarian	2.0
	Library Associate	4.0
	Library Technician	3.0
	<b>Palisades Library Total</b>	<b>10.0</b>
Parklands-Turner Library <i>Storefront Facility</i>	Supervisory Librarian	1.0
	Librarian	2.0
	Library Associate	3.0
	Library Technician	2.0
	<b>Parklands-Turner Library Total</b>	<b>8.0</b>
Petworth Library	Supervisory Librarian	1.0
	Librarian	4.0
	Library Associate	5.0
	Library Technician	4.0
	Teen Aide	0.3
	<b>Petworth Library Total</b>	<b>14.3</b>
Rosedale Library <i>Co-location Facility</i>	Supervisory Librarian	1.0
	Librarian	2.0
	Library Associate	2.5
	Library Technician	2.0
	<b>Rosedale Library Total</b>	<b>7.5</b>
Shaw (Watha T. Daniel) Library	Supervisory Librarian	1.0
	Librarian	4.0
	Library Support Coordinator	1.0
	Library Associate	6.0
	Library Technician	4.0
	<b>Shaw Library Total</b>	<b>16.0</b>
Shepherd Park (Juanita E.)	Supervisory Librarian	1.0
	Librarian	2.0

Thornton) Library	Library Associate	3.0
	Library Technician	2.0
	<b>Shepherd Park Library Total</b>	<b>8.0</b>
Southeast Library	Supervisory Librarian	1.0
	Librarian	3.0
	Library Associate	3.0
	Library Technician	3.0
	<b>Southeast Library Total</b>	<b>10.0</b>
Southwest Library <i>Interim</i>	Supervisory Librarian	1.0
	Librarian	2.0
	Library Associate	2.5
	Library Technician	2
	<b>Southwest Library Total</b>	<b>7.5</b>
Takoma Park Library	Supervisory Librarian	1.0
	Librarian	2.0
	Library Associate	3.0
	Library Technician	2.0
	<b>Takoma Park Library Total</b>	<b>8.0</b>
Tenley-Friendship Library	Supervisory Librarian	1.0
	Librarian	4.0
	Library Associate	5.0
	Circulation Supervisor	1.0
	Library Technician / Library Aide	6.0
	Teen Aide	0.3
	<b>Tenley-Friendship Library Total</b>	<b>17.3</b>
West End Library	Supervisory Librarian	1.0
	Librarian	3.0
	Library Associate	5.0

	Library Technician	4.5
	<b>West End Library Total</b>	<b>13.5</b>
Woodridge Library	Supervisory Librarian	1.0
	Librarian	3.0
	Library Associate	5.0
	Library Technician	4.5
	Teen Aide	0.3
	<b>Woodridge Library Total</b>	<b>13.8</b>
	<b>Total Neighborhood Library Staff</b>	<b>302.4</b>

Martin Luther King Jr. Memorial Library	Due to the closure of the MLK Library for renovation, MLK Library staff who provided service directly to the public have been assigned to interim locations throughout the city. Staff are currently based at DCPL's Operations Center, the Administrative Office, Library Express, Washingtoniana at UDC, and assigned to branches to support a temporary increase in hours. See question two for additional details on the transition from interim space back to MLK Library.
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## PERSONNEL

### Question Number 31

**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 FY19 and FY20 to date. Were funds sufficient for training and employee development in FY19 and FY20 to date? If not, please describe how much funding is needed for DCPL to sufficiently provide training and employee development, and how it would be used.**

As the DC Public Library (DCPL) continues to transform and provide District residents with 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. Our focus on enhanced skills complements the scope of our talent management strategy planning, currently underway. Library staff continue to participate in in-house or city-sponsored 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, sexual harassment prevention and hostile workplace best practices training designed to strengthen and enhance awareness for all employees. DCPL has undertaken the task to provide racial equity and identity training, which is underway for all employees.

Finally, DCPL has been able to use funding to provide tuition assistance to help staff obtain college degrees as well as allow staff to participate in local and national workshops and conferences in a range of fields from library science to technology. These opportunities build capacity for staff to better serve District residents. Key library staff have received specialized and technical training needed to maintain licenses and certifications. We have maximized existing resources which allow us to continue the aforementioned training and employee development. However, we are limited in the number of staff who can benefit from tuition assistance. Additional resources will allow the Library to provide financial assistance to more staff seeking post-secondary degrees or credentials which will create greater career opportunities for staff, particularly in the branches.

## PERSONNEL

### Question Number 32

**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 DCPL's budget in FY19 and to date in FY20? How has the overall staffing level changed in the last fiscal year?**

The family leave program is a great benefit to District government employees allowing staff to care for themselves or family members for an extended period of time. The Library has seen greater numbers of staff across the agency on extended, paid family leave. The Library's Public Safety unit is particularly impacted by extended leave, illness, and work-related injuries, where approximately one-third of the workforce is not available to provide coverage at branches during any given work week.

In FY16 and FY17, the Library's budget was reduced and included a \$992,000 reduction in the personal services budget and 45 FTE. The impact of the staff on extended leave and the reduction in FTE has been minimized over the past few years due, in large part, to the number of libraries under construction, especially the MLK Library. We have been able to re-deploy staff to ensure libraries remain open and offer the programs and services District residents expect. In FY19, staffing levels remained constant.

Currently, DCPL is gearing up to both hire and transfer staff to reopen the MLK library in fall 2020. The Mayor's budget included 35.5 new FTE (starting in Q3 FY20) to support new and expanded services, including an events program, DIY maker labs, robust adult learning, an outreach and inclusion team, and a 15,000 square foot children's space. While these new FTE will be invaluable at MLK Library, they do not mitigate the strain on neighborhood libraries posed by extended leave and the loss of 45 FTE in FY16 and FY17. Burnout and turnover further exacerbate the issue of staff shortages at branches. At any given time, most branches are operating one staff member down from the FTE allocated for the branch.

The Library will continue to look for solutions to provide more staffing at library locations and maintain seven-day-a-week service, such as repurposing FTE to hire more floating staff members (.25 FTE each). That said, these changes impact the Library's ability to offer programming and meet demand as libraries are busier and usage is higher.

DCPL is currently hiring five additional Public Safety FTE with an allocation in FY20 from City Council, which will help address the staffing shortages in one of DCPL's most critical departments. The Library is also preparing to hire four FTE as part of the operating impact on capital for the new Southwest Library.

In FY19 and to date in FY20, staff absences have not been a source of unplanned closures of any facilities, with the exception of five or fewer instances where there were delayed openings for an hour or less due to day-of call outs because of illness and the need to reroute staff from other locations for coverage.

## PERSONNEL

### Question Number 33

**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 FY19 and FY20, to date?**

DC Public Library has not changed its policies on hiring District residents in the last fiscal year. For FY19, the Library's First Source and Apprenticeship programs compliance rate was 100 percent. For FY19 and FY20 to date, compliance was monitored and verified through construction site visits, review of monthly certified payroll records, meetings with contractors and subcontractors and regular consultation with staff at the Department of Employment Services.

## **PERSONNEL**

### **Question Number 34**

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

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



## PERSONNEL

### Question Number 35

**Have there been any allegations that the agency has violated hiring and employment nondiscrimination policies in FY19 or to date in FY20? If so, what steps were taken to remedy the situation or ensure that the violation does not occur in the future?**

To ensure that DC Public Library (DCPL) does not violate any hiring and/or employment discrimination policy, the agency has sent its Human Resources and General Counsel staff to Office of Human Rights training in FY19 and FY20 so they can remain current on the latest information and better understand the response process in the areas of Family and Medical Leave and ADA reasonable accommodation.

There have been three allegations that the DC Public Library violated hiring or employment nondiscrimination policies in FY19 and one allegation in FY20.

On March 8, 2019, an employee filed a complaint with the Office of Human Rights alleging that the agency retaliated against him for using DC Family and Medical Leave. The agency attempted to mediate the complaint, but was unable to reach a resolution. An investigation will be conducted by the Office of Human Rights.

On May 9, 2019, an employee filed a complaint with the Equal Employment Opportunity Commission (EEOC) alleging that the agency failed to provide a reasonable accommodation to accommodate his disability. This matter is in litigation at EEOC.

On September 23, 2019, a former DCPL employee filed a complaint with the Equal Employment Opportunity Commission alleging the agency failed to provide a reasonable accommodation to accommodate her disability. This matter is currently in litigation at the EEOC.

On November 26, 2019, a former employee filed an appeal with the Office of Employee Appeals alleging that the agency wrongfully terminated her. This matter is currently in litigation at OEA.

## PERSONNEL

### Question Number 36

**Please list all settlements entered into by the agency or by the District on behalf of the agency in FY19 or FY20, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).**

There have been no settlements in FY19 and FY20 to date by the DC Public Library.

## PERSONNEL

### Question Number 37

**Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY19 and FY20, to date, whether or not those allegations were resolved.**

The District of Columbia Public Library (DCPL) adheres to the investigative procedures outlined in Mayor's Order 201-313 for investigating allegations of sexual harassment. Each investigation is reported to the Mayor's Office through DCPL's Office of General Counsel. Investigations are conducted by the Library's Sexual Harassment Officer (SHO) who has been trained by the Mayor's Office through D.C. Human Resources department. Upon conclusion of the investigation, the SHO forwards the investigative report to the Office of General Counsel for review. The Director or designee issues the Notice of Findings and Conclusions to the complainant, alleged harasser and the Mayor's Office of Legal Counsel.

DCPL takes sexual harassment seriously and in FY19, trained all staff on the sexual harassment policy and the process for reporting incidences of sexual harassment. This has led to increased awareness by staff of what constitutes sexual harassment and what steps they should take if they are witnesses or victims of sexual harassment.

Listed below are allegations of sexual harassment and/or related misconduct received by the agency in FY19 and to date in FY20:

1. November 2018 -- an employee alleged that she witnessed her co-worker exhibiting sexually harassing behaviors towards customers by following customers around the library and making comments about their appearances. The matter was resolved.
2. November 2018 -- a manager reported that an employee complained that her co-worker stood too close to her and that she could feel him breathing on her which made her uncomfortable. Additionally, the employee reported that the co-worker showed her text messages where his girlfriend alleged that they were in a relationship. The matter was resolved.
3. February 2019 -- an employee alleged that she was sexually harassed by another employee who made inappropriate comments and touched her inappropriately over the course of three years. The matter was resolved.
4. April 2019 -- a manager reported that a library employee viewed pornographic material on a work computer. The matter was resolved.
5. May 2019 -- an employee reported that she was sexually harassed by a customer who made an inappropriate remark after walking up the stairs behind her.
6. May 2019 -- an employee alleged that a customer sexually harassed her by making an inappropriate comment. The library employee informed the customer that the comment was inappropriate and that his behavior would result in a bar. The library customer left the library. The matter was resolved.
7. June 2019 -- a manager reported that an employee who just returned to work at DCPL reported an allegation of sexual harassment that occurred approximately six years prior. The employee alleged that on her last day of employment six years' prior, another employee requested permission to hug her farewell. The employee gave her co-worker permission to hug her, but felt the hug was too tight and that the co-worker made an inappropriate comment. The matter was resolved.

## PERSONNEL

### Question Number 38

Please list the administrative complaints or grievances that the agency received in FY19 and FY20, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY19 or FY20, to date, describe the resolution.

FY19-FY20 to date	Source	Issue	Process Utilized	Resolution
2/4/19	AFSCME 1808	One-day suspension	Collective Bargaining Agreement (CBA) Grievance	Step 3 Grievance sustained by Executive Director designee
2/28/19	AFSCME1808	AWOL (7 hours)	CBA Grievance	Step 1 Grievance resolved by supervisor; AWOL replaced with annual leave
9/19/19	AFGE 383	ADA terminations	Informal complaint	Complaint withdrawn by union
9/24/19	AFSCME 1808	Warning letter	CBA Grievance	Grievance dismissed after Step 3 by Executive Director designee
10/17/19	AFSCME 1808	Warning - leave restriction	CBA Grievance	Step 2 grievance denied by management - exercise right of management to issue warning.
1/9/20	AFSCME 1808	Loss of pay	CBA Grievance	Grievance dismissed by union after restoration of pay

There were no changes to agency policies or procedures that resulted from complaints or grievances received.

## PERSONNEL

### Question Number 39

**Provide a narrative description of the security personnel and procedures currently utilized by DCPL. 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 FY19 and to date in FY20; and**
- d. Any areas of concern as it relates to Library security.**

DC Public Library (DCPL) has armed special police officers (SPO) within the Office of Public Safety (OPS) assigned permanently to some library locations and roving to multiple locations. There are six vehicles used by SPOs to patrol libraries. Deployment is regularly assessed and adjusted where resources are needed. In FY20, DCPL will have 36.5 FTEs allocated to provide safety and security at various library locations. This includes 10 additional FTEs provided by the Mayor and City Council this fiscal year. Currently, two officers have been hired and are in training, and 7.5 are in the process of being hired. We will hire four additional FTE in Q3 and Q4 this fiscal year in conjunction with the opening of the MLK Library.

All SPOs receive annual in-service training, and we are currently working on a Memorandum of Understanding (MOU) with Metropolitan Police Department (MPD) to provide additional training at their Academy so that our respective forces are in closer alignment with regards to skill-sets and mission. Additionally, OPS has nine trained Crisis Intervention Officers. All SPOs are participating in the District-wide response to the ongoing opioid crisis and have been trained in administering Naloxone to library customers experiencing an overdose. As of early 2020, all officers in uniform now have ready access to Naloxone while on duty to provide immediate assistance.

In FY19, the security technology systems (video cameras, access control, alarm systems, duress alarms, and identification card production) at various library locations continued to be upgraded. We continue to make the systematic change from older type analog cameras to digital video cameras. This is taking place over a several year period. All locations have well maintained modern security technology systems. We also launched the use of a service desk ticketing system to allow us to address non-emergency security issues with greater timeliness and efficiency.

Our security technology continues to use 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/NVRs) 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 MPD and Secret Service to assist them with investigations.

OPS has just completed its third full year with a new Computer Aided Dispatch/Report Management System (CAD/RMS) for better record keeping and documentation. This replaced an outdated, manual system for incident reporting and data.

There is growing demand for OPS presence at library locations, as evidenced by increased incident reports including behavioral incidents and safety issues in various neighborhoods throughout the city. Increased incidents of violence is a trend seen by many public libraries across the country. At the same time, about one-third of public safety officers are not available to cover branches during any given work week for a number of reasons including extended leave, work injuries, turnover, and other assignments such as 24/7 surveillance. In addition to the hiring of 10 new FTE, DCPL will be onboarding a new Director of Safety and Security which will help relieve some of the strain. In the meantime, the Library continues to deploy and re-deploy public safety officers to meet demand and coordinate with MPD to help address security issues.

**G. GOVERNMENT MANAGEMENT AND  
OVERSIGHT  
TABS G40 – G48**

## **GOVERNMENT MANAGEMENT AND OVERSIGHT**

### **Question Number 40**

#### **Provide an update on the implementation of DCPL's strategic plan.**

In the spring of 2017, DC Public Library (DCPL) released "Know Your Neighborhood", its five-year strategic plan (2017 through 2021). The plan's initiatives support the priorities of reading, digital citizenship, strong communities, local history and culture, and stewardship. The plan provides a roadmap for increasing library participation and delivering customized services that meet the needs and aspirations of communities. The Library uses the strategic plan as a framework for decision-making, resource allocation and service delivery.

The following pages include a detailed, current update on the implementation of DCPL's strategic plan that's periodically provided to the Library Board of Trustees.



**“Know Your Neighborhood”  
DC Public Library  
Strategic Plan 2017-2021**

Update: November 20, 2019

Document #8.2  
Library Board of Trustees  
November 20, 2019

# Reading: Support New Readers and Cultivate a Love of Reading

Promote a culture of literacy and the great benefits of reading.

	2017	18	19	20	21	Projected Completion
<b>1 Develop a love of reading in young children by expanding Sing, Talk and Read to reach all eligible children in targeted neighborhoods.</b>						2021
Develop a comprehensive strategy for further developing the Books from Birth Program. Begin implementation.	●					
Continue implementation of "BfB" strategy. Additional program elements include strengthening partnerships (especially to reach those with home instability) and may include measuring impact of the program.	●	●	●	●	●	
<i>Goal: Register all eligible children in targeted neighborhoods of Wards 1, 5, 7 and 8 in Books from Birth by 2022.</i>					●	
<p>Update: At the 2019 STAR festival, Books from Birth celebrated the one millionth book delivered. Graduates of the Books from Birth program received certificates and backpacks. In November 2019 information received from the Department of Health includes family phone numbers and email addresses. This additional information will assist in providing stellar delivery service to participants. As the Books from Birth program evolves additional library programming will target children and families that graduate from the program to continue to foster the love of reading and to use the library as a source of books and resources.</p>						
<b>2 Double summer reading completions in targeted communities and provide more opportunities for youth to have a safe, enriching experience.</b>						2021
Offer Summer Learning program and new extended learning experiences to keep young people engaged in reading and learning. Increase staff understanding of principals of connected learning to increase the quality and reach of DCPL summer learning across the city.	●	●	●	●	●	
Select target communities of Wards 2, 5, 7 and 8; align outreach efforts in "gaps" without library branches.	●	●				
Expand program offerings in target wards in 2018. Expand to out of school time (OST) winter and spring breaks in 2019. Increase capacity to expand and provide bilingual services to neighborhoods in Wards 2 and 5 in 2020.		●	●	●	●	
Partner with DCPS, DCPCS, & OSSE and continue interagency work to publicize DCPL's summer learning and OST offerings to schools. Continue to work with Raise DC Collective Impact Strategy.	●	●	●	●	●	
<i>Goal: Double the number of summer learning completions including in targeted neighborhoods.</i>					●	
<p>Update: 2019 Summer Challenge featured a more streamlined incentive structure, greater and deeper partnerships with cultural partners like the Smithsonian Museum of Natural History, National Building Museum and Step Afrika and new planning templates for staff. Overall completion rose by 46 percent overall citywide. School age children (age 6 to 12), the target group most likely to be affected by summer slide, increased completion rates by 28 per cent.</p>						
<b>3 Prepare more children for kindergarten.</b>						2021
Establish branch-level targets for birth to age five programming/STAR activities to ensure robust offerings across all library locations.		●				
Implement targets.			●	●	●	
<i>Goal: Implement branch-level targets for birth to age five programming/STAR activities.</i>					●	
<p>Update: The partnership with the OSSE Strong Start Early Intervention Program has expanded to include monthly playgroups at Bellevue Library. The Bellevue Library's children's space has been renovated to be more inviting to families with young children and to be a more flexible space for programming. Systemwide, the STAR activity/programming targets for FY19 were met. In FY20, the Library will focus on expanding STEAM offerings for children ages three and up.</p>						

Completed	Delayed	Changing	On Track	New
●	●	●	●	●

Connect public library services to students and educators.						Projected Completion	
4	Improve student access to library materials	2017	18	19	20	21	2021
	DCPL and DCPS will partner to jointly select and acquire school-owned books and materials for school libraries.	●	●	●	●	●	
	Offer to enter into similar partnership agreements with charter schools.			●		●	
	Explore expansion of partnership services to include distribution of curriculum-support sets for use in classrooms; develop a proposal for consideration with implementation occurring following opening of MLK.		●		●	●	
Update: The FY19 MOU with DCPS was finalized and the purchase of school library books and materials was completed. This was the third year of purchases. The MOU for FY20 has been executed. Plans to offer services to charter schools and possible expansion of services (such as providing curriculum-support sets for use in classrooms) will be delayed partially due to other demands on DCPL's collections department and pending resolution of long term operations center location.							

Expand services for adults who are developing readers.

5	Improve access to adult literacy services.	2017	18	19	20	21	2021
	Identify branches to house satellite adult literacy centers.		●				
	Pilot new satellite adult literacy centers.			●	●	●	

Update: In FY19 staff from the Adult Literacy Resource Center continued to provide weekly services with the Adult Learning Lab (administer the CASAS assessment, provide tutoring for high school equivalency preparation, and referrals to Adult Basic Education programs) and the ESL Conversation Circles (held at the National Portrait Gallery, Shaw and Mount Pleasant Neighborhood Libraries). An estimated 350 learning lab sessions were held at the Shaw and Library Express locations and 260 ESL Conversation Circles. In addition, the department held 5 book discussions for developing readers, 12 movie discussions, and promoted services at 20 outreach events. The department logged over 1,700 phone call contacts with adult learners seeking information on obtaining a high school diploma and about adult basic education programming options. The Center concluded the fiscal year with a two day mini-conference on best practices for adult basic education professionals (tutors, teachers, and volunteers) and adult learners. The Mayor's FY20 budget has added staff capacity for the Adult Literacy Resource Center starting in the third quarter. Plans for expansion to an additional library location are being refined.

Ensure reliable and convenient access to a responsive library collection.

6	Make it easier for readers to discover, request and access library collections.	2017	18	19	20	21	2020
	Users are able to place holds on items on order that have not yet arrived. Make it easier to request new titles for acquisition. Examine usage data to better select and acquire library materials that match user interests.	●					
	Implement an acquisition module.		●	●			
	Explore ways to make Library collections more accessible and visible. Includes solicitation for a new catalog and/or discovery layers. Review Inter-Library Loan procedures.		●	●	●		

Update: The Library rolled out Express Collections in branches where the holds system was not heavily used. This was very successful as most titles got high turnover in their designated locations. In addition the cataloging group has been working with the Special Collections Department to have much of their collection exposed in the catalog. They are also working to do the same for the Scores and the Kindler Collection.

Completed	Delayed	Changing	On Track	New
●	●	●	●	●

# Digital Citizenship: Prepare residents for life online.

Ensure residents have the skills to navigate an increasingly digital world.

Projected Completion

7 Increase technology trainings to include digital literacy, emerging technologies and digital readiness.	2017	18	19	20	21	2020
Analyze existing library programming and training opportunities offered by others in the community. Examine staff training needs.	●	●	●			
Start providing staff training needed to deliver enhanced digital training to the public (both formal, scheduled digital literacy training for groups and on-demand one-on-one training for residents who need individualized help improving their digital literacy skills.)			●	●		
Design a comprehensive service model for implementation in 2019.		●	●	●		
Implement service model.			●	●		
Evaluate and update position descriptions to help ensure staff capacity to provide digital literacy and readiness training and assistance.		●	●	●		
<i>Goal: Increase opportunities for technology training and assistance at neighborhood libraries.</i>				●		

Update: Following the IT/AV assessment completed in Q2, a staff assessment was launched and completed by frontline public services staff in Q4 of FY19. As a result of this data and other findings, a consultant was hired to help facilitate staff workshops and aid DCPL in developing service models to test in a number of locations. Workshops took place in FY19 Q4, and piloting for service models will begin in Q1 of FY20. FY20 Q2 and Q3 will culminate in implementing a model across the agency.

8 Expand workforce development opportunities through digital assessments and computer skills assessments.	2017	18	19	20	21	2020
Start to offer digital literacy assessments and training. Help users navigate and complete coursework. Partner with OSSE to offer Microsoft certifications.	●					
Offer these services to targeted neighborhood libraries.		●	●	●		

Update: The Library continues to offer access to the NorthStar Digital Literacy Assessment and Certification so that residents across the District can obtain this respected workforce credential that affirms competency in basic digital literacy skills. In FY20 to date, 12 NorthStar Digital Literacy Assessments were conducted at two locations: Anacostia and Library Express. At Capitol View Library, 15 classes, including NorthStar and Microsoft Academy sessions, have been held in FY20 to date. The Library also continues to offer regular training and certifications in the Microsoft Academy at the Library Express location, with six classes offered FY20 to date.

Expand access to technology and the internet in the communities that need it most.

9 Better align the Library's technology offerings with community demand	2017	18	19	20	21	2020
Conduct system-wide utilization and demand audit; report findings and trends.	●					
Complete and issue final report.		●	●	●		

Update: A branch technology and internet utilization and demand audit was completed in FY17. The audit report and other next steps are under review to understand current levels of customer demand by branch, age group, and computer type.

10 Pilot a mobile Wi-Fi hotspot lending program.	2017	18	19	20	21	2019
Pilot program, monitor and evaluate success to determine the potential for expansion.	●	●				
Expand program.		●	●			

Update: A pilot program was fully implemented and completed in FY18 and a full report on the pilot with recommendations for moving forward was completed. The report suggests a new and sustainable, interagency approach to addressing residents' home internet needs must be pursued. DCPL initiated conversations with partner agencies to thoughtfully and equitably address the need.

## Strong Communities: Ensure neighborhood libraries are vital centers of community learning and civic engagement.

	2017	18	19	20	21	Projected Completion
Reach low-users and non-users with new services.						
<b>11 Provide new and innovative services to the District's most difficult to reach residents.</b>						2021
Launch department of outreach and inclusion.	●					
Operate department of outreach and inclusion.		●	●	●	●	
Update: In FY19 the Outreach & Inclusion Department provided 550 programs, interacted with over 1,700 DC residents, registered 900 new library users, and checked out 347 materials.						
<b>12 Launch new programs for families to learn together.</b>						2021
Pilot family learning programs at branch and outreach locations in targeted communities.		●				
Produce several family engagement modules that can be used by librarians across the system; implement at branch locations.		●	●			
Further staff capacity to develop connected learning modules that include family learning.		●	●	●	●	
Update: Late summer and early fall family programs with new partners, Friends of the National Zoo and The Washington Ballet in addition to Step Afrika! were successfully completed. Work with various Smithsonian museums and Children's National Hospital will continue for FY20. A partnership with WHUT (Howard University) through its PBS Kids Family & Community Learning, will bring the Molly of Denali program to DCPL in winter 2020. This program will introduce families to a variety of Indigenous and other diverse cultures.						
<b>13 Provide teenagers a new opportunity to inform library services.</b>						2021
Begin to roll out Teen Council; hire eight Teen Council members representing all eight wards in DC.	●	●				
Train Teen Council members through hands-on experience within the branches and monthly team meetings with the Teen Services Coordinator. Evaluate the current program to plan and hire 2018-2019 Teen Council members.		●	●			
Hire and train eight teens for the 2019-2020 Teen Council and expand the program to include weekly Council meetings to better inform DCPL's system-wide teen services.			●	●		
Plan and implement a mentoring program for former Teen Council members to assist with onboarding new members.				●	●	
Update: Five Teen Council members from 2018 - 2019 have elected to continue with the program into 2020. These remaining five have played a substantial role in mentoring and onboarding the three new Council members. In addition to another summer Teen Takeover event, in March the teens plan to work on another large-scale teen program. Notably, this year, like many other DCPL teen-focused staff, they will receive trainings on connected learning and computational thinking. They will serve as a sounding board on how we can apply these elements to teen programming to systemwide services for teens.						
	Completed	Delayed	Changing	On Track	New	
	●	●	●	●	●	

	2017	18	19	20	21	Projected Completion
<b>Increase use of the Library's physical campus.</b>						
<b>14 Embed community partners within libraries to provide residents with essential services that complement the Library's offerings.</b>	2017	18	19	20	21	2021
Map out potential neighborhood library sites and have initial conversations with community partners.		●	●	●		
At least one neighborhood library site will have a community partner in place.			●	●		
When MLK re-opens a large portion of the 2nd floor will be dedicated to community alliances.				●	●	
Update: The Library has generated excitement about the new Community Alliance space at MLK with a number of high-profile presentations, including for the Mayor's Cabinet meeting and the Downtown BID. Work is underway on policies, procedures, and the application process for partners, which will be live early in the new calendar year.						
<b>15 Increase use of library meeting, conference and study spaces.</b>	2017	18	19	20	21	2021
Set targets.		●	●	●		
Maximize community use of meeting rooms at branch libraries			●	●	●	
Update: Analysis of meeting use data continues. A RFP for new meeting room software, expected to be implemented systemwide, is in development. The new system will be in place in FY20. Meeting room policies are under review.						
<b>16 Tailor hours of operations to meet community needs.</b>	2017	18	19	20	21	2021
Open one branch in each ward of the city on five holidays		●	●	●	●	
Complete study of operating hours to determine if there's a demand for later closures or earlier openings. Study to examine attendance figures, meeting room stats and surveys to inform decisions.			●	●	●	
Update: The library has started to run detailed analyses of activity by hour at each branch to determine if there is a demand for later closures or earlier openings. This analysis includes the review of other factors linked to gate count by open hour, such as exit counts, computer sessions, circulation, and staffing. This project will further advance with the opening of MLK and incorporation of FY21 budget and staffing information.						

Completed	Delayed	Changing	On Track	New
●	●	●	●	●

## Local History & Culture: Foster understanding and appreciation of what makes D.C. unique.

	2017	18	19	20	21	Projected Completion
<b>Strengthen local history collections in collaboration with community partners.</b>						
<b>17 Build new and expanded local history collections for students, researchers and enthusiasts.</b>	2017	18	19	20	21	2021
Begin to restructure special collections.		●				
Identify and acquire archival collections to deepen holdings.		●	●	●		
Finalize collection development policy for Special Collections		●	●			
Create a Special Collections Advisory Committee			●	●	●	
Update: Special Collections acquired the papers of DC educational and political activist Barbara Lett Simmons and the Hall Brothers Funeral Home Records. The Special Collections Development and Selections Guidelines were submitted for review and approval in October. The advisory group met in June and September. The June meeting focused on the history and current plans for the Black Studies collection. The September meeting focused on the exhibits program at the newly renovated MLK central library, including goals and objectives.						
<b>18 Create the D.C. Oral History Collaborative to document and preserve the District's past.</b>	2017	18	19	20	21	2020
Create the oral history collaborative.	●					
Implement the DC Oral History Project. DCPL and its partners will continue to implement the project by prototyping an online citywide oral history directory, as well as increased collection of local personal histories.		●	●	●		
Update: Three oral history projects, totaling 27 oral history audio files and corresponding transcripts, have been cataloged and are now available in DigDC. The projects include Buzzard Point, Mt. Pleasant Riot and Whitman Walker Health. The library is currently working with DCOHC staff and oral historians to create a workflow to edit the remaining 61 oral histories that are in need of metadata, oral history releases and other administrative files necessary for cataloging.						
<b>19 Improve access to local digital content through new online tools and collaboration with the Digital Public Library of America</b>	2017	18	19	20	21	2021
Partner with GWU and the Washington Research Library Consortium to apply as a DPLA hub for DC.	●					
Work with partner institutions to aggregate and provide access to digitized collections.		●	●	●	●	
Seek funding and partnerships to identify, acquire and implement new tools to access and use DigDC collections.		●	●	●	●	
Debut new digital tools.		●	●	●	●	
Update: All Special Collections that were migrated from the previous content management system to Islandora are now available in DigDC via Islandora, the WRLC managed content management system. The library purchased a subscription to LearnZillion, a web-based platform for teachers and students that uses primary and secondary sources for lesson plans and teaching tools. The library will continue to create lesson plans that use Special Collections digitized resources in DigDC and meet requirements for DC Public School curriculum standards.						
	Completed	Delayed	Changing	On Track		New
	●	●	●	●		●

	2017	18	19	20	21	Projected Completion
Offer residents a variety of local history and culture programs.						
<b>20 Expand Know Your Neighborhood citywide.</b>						2021
Development of program infrastructure resources.		●	●			
KYN will become a system-wide initiative in which every branch will offer a signature program or series of programs tailored to the community surrounding that location.			●	●	●	
Update: The experience principles were finalized and the Service Design & Engagement team hosted a series of four online workshops to explore with staff how they might apply the principles to their programs. All branch locations are expected to host a KYN Signature Program by the end of the 2020 calendar year. At this moment, branch teams are working on their initial program concepts; these concepts will be submitted for programmatic review and to begin developing a master calendar of events. Program concepts will be refined once they're approved, and a round of funding will be launched to support the activities.						
<b>21 Provide residents opportunities to explore the District's evolving history and culture.</b>						2021
Expand People's University (formerly known as District of Change) to a city-wide program; develop system-wide model and implement		●				
Archive of art at libraries, including info on artist, date of production, relevant info about the artists connection to DC and/or DCPL.			●	●	●	
Developing a public art plan		●	●	●	●	
Art at MLK: soliciting artists for three key locations (ceiling of Grand Reading Room, vestibule glass, public plaza outside on G Street) and facilitating placement of the art.		●	●	●	●	
Update: The archive of art in DC Public Library locations will be complete by the end of the calendar year. The public art plan has evolved into the "Plan for Art and Exhibits" at DC Public Library, to reflect our growing focus on providing art and cultural opportunities for library patrons in a variety of ways, including permanent and temporary exhibits of art and historical materials. The Plan will be completed by the end of the calendar year. We are continuing to work with our chosen artists for the two permanent artworks in the interior of the MLK Library, Nekisha Durrett and Xenobia Bailey, and both pieces will be installed before the library's reopening in fall 2020. The third proposed permanent artwork, a piece for the plaza outside the library, has been postponed due to a lack of funding.						
<b>22 Launch a mobile technology lab targeting low-income neighborhoods.</b>						2019
Procure vehicle	●	●				
Modify vehicle; outfit with equipment.		●				
Launch the mobile lab.		●	●			
Update: The Tech Truck, now known as part of the 'Library on the go-go' outreach services, was launched earlier in 2019. This initiative is completed.						
<b>23 Make the Library a hub for the creative community.</b>						2021
Solicit feedback from creative community about how to better meet their needs. Create an outreach strategy/service model to enhance Library's role as a hub.		●	●	●	●	
With re-opening of MLK, strategically invest in staff and resources to bring more DC based artists to the Library				●	●	
Update: We continue to solicit feedback from the creative community through a variety of efforts, most recently including in our community engagement for the exhibit program on the new MLK Library's fourth floor. The Plan for Art & Exhibits at the Library (included in Initiative 21), to be completed this calendar year, will include recommendations for investments of staff and resources to provide more resources to DC creatives. We are currently working to secure a DC-based artist to provide works for the children's' area in the new MLK Library.						

Completed	Delayed	Changing	On Track	New
●	●	●	●	●



# Stewardship: Ensure the Library is positioned to respond to the changing needs of the community.

						Projected Completion
Align library resources with community needs.						
<b>24 Match staff skills to neighborhood needs.</b>	2017	18	19	20	21	2021
Develop new staffing model.	●					
Implement new staffing model.		●	●	●		
Update and refine position descriptions.	●	●	●	●	●	
Identify skill sets needed in 1-3 years, perform skills assessment and complete gap analysis. Build staff capacity for needed roles.			●	●	●	
Update: A talent management plan project is underway. The resulting plans will help to guide staff development.						
<b>25 Use customer interaction tracking data to better understand how individual library branches are used.</b>	2017	18	19	20	21	2020
Implement tracking system.	●	●				
Use the data to inform how locations are staffed.		●	●	●		
Update: The library completed a full year of interaction-tracking in 2017. Our analysis affirmed much of what we know anecdotally about our branches. The tracking itself was labor intensive for staff, so we have sun-setted the ongoing requirement. We also learned the importance of being purposeful and specific about the questions we are trying to answer through the ongoing capture of data. With the new Customer Experience Director on board, we may return to tracking interactions related to specific projects or types of activities, particularly when we want to assess the impact of a new service. We continue to experiment with more tracking tools.						
Plan and design library spaces to better serve customer needs.						
<b>26 Develop a facilities plan to inform future decisions about the Library's physical campus.</b>	2017	18	19	20	21	2020
Issue RFP and select contractor for development of a Library Facilities Master Plan.		●				
Develop facilities master plan.		●	●	●		
Update: Revised schedule for completion of the plan is early in 2020. The Library is working with the consultant on finalizing language, completion of graphic design and layout. The entire document will be translated into Spanish; the executive summary will be translated into Amharic, Chinese, French, Korean and Vietnamese.						
<b>27 Explore public-private partnerships to redevelop or expand library locations.</b>	2017	18	19	20	21	2021
Choose a library location based on results of the feasibility study and actively explore the potential of P3 opportunity.	●	●	●	●	●	
Determine next steps based upon completion of Facilities Master Plan.			●	●		
Update: An updated assessment of partnership opportunities for un-renovated library branches will be included in the Facilities Master Plan, to be completed in early 2020.						
<b>28 Identify and develop a new Library operations center.</b>	2017	18	19	20	21	2021
Work with the Board and DGS on a strategy for long term renovation and occupancy of the Penn Center to ensure a sustainable space for DCPL operations functions. Includes a conditions assessment and cost estimates.		●	●			
Engage an architect to begin design work based on updated program. Establish MOA with DGS for space occupied by DCPL.		●	●	●		
Complete immediate upgrades/improvements to operations center space.			●	●		
Define expanded partnerships with public schools which may impact space configuration and use at the operations center. Launch to-be-determined expanded services in 2020 or 2021.		●	●	●	●	
Update: DGS is recommending that we work together to re-visit options other than remaining at the Penn Center, which may no longer be available to DCPL on a long term basis. This includes a renewed search for space in the DC real estate portfolio or private/commercial leased space. DCPL will work on updating the program for the operations center/shared tech functions to inform this search. Plans to improve the space occupied at Penn Center are on hold.						

	2017	18	19	20	21	Projected Completion
<b>Use data to improve all aspects of library services.</b>						
<b>29 Build data function and capacity</b>						2020
Update Library Services Performance Report, hire data analyst, and launch automated dashboards. Provide ad hoc data assistance to DCPL colleagues and departments.	●	●				
Develop and launch Tableau dashboards of performance stats for internal DCPL stakeholders (FY18) followed by public data dashboards (FY19). Incorporate demographic data into dashboards in FY19.		●	●	●		
Update: Expanding access to the library services performance dashboard and developing dashboards showing demographics by library service areas are in development. Ad hoc data assistance and consultation is ongoing as is production of the Quarterly Library Services Performance Report.						
<b>Pursue external funding and resources to deepen the Library's impact.</b>						
<b>30 Partner with the DC Public Library Foundation and local Friends of the Library to secure private contributions to the Library.</b>						2021
Foundation to plan and execute a campaign to raise funds to support programs and services at new MLK. To continue until and possibly beyond 2020.		●	●	●	●	
Update: DCPL and DCPLF have together created a list of fundraising priorities, which has been approved by DCPL's Board of Trustees and DCPLF's Board of Directors. DCPLF's Executive Director has been meeting with prospective funders to gauge interest in contributing major gifts to DCPLF in connection to the reopening of the MLK Library. Legislation which provides opportunities for DCPL to better support DCPLF's fundraising efforts went into effect on October 1st.						
<b>31 Identify and pursue revenue-generating opportunities.</b>						2020
Create guidelines for the rental of spaces and examine other revenue generating opportunities.		●	●	●		
Upon re-opening of MLK, staffing and process will be in place to begin generating revenue from event spaces in the new facility.				●		
Update: With the help of Carlyn Madden Consulting, DCPL has concluded a planning effort to develop pricing and staffing models, and to identify procedures that will create a successful event rental operation. We are currently working to hire an Event Manager, who will manage the event rental operation. We are also in the final stages of the RFP process to identify a cafe and catering / workforce development partner, and expect to have a contract in place by early 2020. We continue to explore other revenue generating opportunities, such as a retail store at the new MLK Library.						
<b>Increase awareness and understanding and of evolving library services.</b>						
<b>32 Implement innovative methods to raise awareness of the evolving Library.</b>						2021
Expand portfolio of market research (focus groups, surveys, polling, secret shoppers) and gather feedback to better understand changing needs and wants of community members		●	●			
Audit all marketing materials, equipment etc.; revamp online presence including website, social media and mobile applications; articulate customer service expectations and protocols and train Library staff.			●	●	●	
Update: Mystery shopping was completed in 2019. The remainder of the initiative including revamping the Library's online presence; and rebranding, customer service expectations and staff training are delayed due to lack of funding. The initiative will extend into FY21 as we continue to seek resources to support the development and implementation.						
	Completed	Delayed	Changing	On Track	New	
	●	●	●	●	●	

## **GOVERNMENT MANAGEMENT AND OVERSIGHT**

### **Question Number 41**

**Discuss any changes made in the last fiscal year to DCPL'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 have been no changes to the DC Public Library emergency management process or receipt of emergency information from the District or the Homeland Security and Federal Emergency Management Agency.

## GOVERNMENT MANAGEMENT AND OVERSIGHT

### Question Number 42

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	<p><b>Branch Manager:</b> Yvette Davis  <b>Hours of Operation:</b> M-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> Department of Corrections video visitation service, Express Books  <b>Contact Information:</b> (202) 715-7707  <b>President of the Friends:</b> Kathy Williams</p>
Bellevue (William O. Lockridge) Library	<p><b>Branch Manager:</b> Maria Perry  <b>Hours of Operation:</b> M-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> Annual Back to School Bash, recent update to Children's area to emphasize STAR learning, Express Books  <b>Contact Information:</b> (202) 243-1185  <b>President of the Friends:</b> N/A</p>
Benning (Dorothy I. Height) Library	<p><b>Branch Manager:</b> Winnell Montague  <b>Hours of Operation:</b> M-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> Express Books  <b>Contact Information:</b> (202) 281-2583  <b>President of the Friends:</b> Denise E. Derricotte</p>
Capitol View Library	<p><b>Branch Manager:</b> Marcus Waide  <b>Hours of Operation:</b> M-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> Department of Corrections video visitation service, Computer lab, Express Books  <b>Contact Information:</b> (202) 645-0755  <b>President of the Friends:</b> Iola Anyan</p>
Chevy Chase Library	<p><b>Branch Manager:</b> Tracy Myers  <b>Hours of Operation:</b> M-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> Weekly Film Series  <b>Contact Information:</b> (202) 282-0021  <b>President of the Friends:</b> Ellen Epstein</p>

Cleveland Park Library	<p><b>Branch Manager:</b> Heather Scott  <b>Hours of Operation:</b> M-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> Large community meeting room; Monthly lecture series.  <b>Contact Information:</b> (202) 282-3080  <b>President of the Friends:</b> Jill Bogard</p>
Deanwood Library	<p><b>Branch Manager:</b> Aja Clarke (Interim)  <b>Hours of Operation:</b> M, W, F: 9:30 a.m.-5:30 p.m., Tu: 1-9 p.m., Th: 9:30 a.m.-9 p.m., Sa: 9 a.m.-5 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> Alicia Rucker</p>
Francis A. Gregor Library	<p><b>Branch Manager:</b> Maria Escher  <b>Hours of Operation:</b> M-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> Annual Health Fair, Express Books  <b>Contact Information:</b> (202) 698-6373  <b>President of the Friends:</b> Eugene Phillips</p>
Georgetown Library	<p><b>Branch Manager:</b> Linda Jones  <b>Hours of Operation:</b> M-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> Peabody Room  <b>Contact Information:</b> (202) 727-0232  <b>President of the Friends:</b> Joseph Ryan</p>
Lamond Riggs Library	<p><b>Branch Manager:</b> Robin Imperial  <b>Hours of Operation:</b> M-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> N/A  <b>Contact Information:</b> (202) 541-6255  <b>President of the Friends:</b> Robert Oliver</p>
Library Express	<p><b>Department Managers</b>  <b>Adult Literacy:</b> Chenniah Patrick  <b>Center for Accessibility:</b> Julia Wolhandler</p> <p><b>Hours of Operation:</b> M-Th: 8 a.m.-8 p.m., F,Sa: 9:30 a.m.-5:30 p.m., Sun: Closed  <b>Unique Programs, Offers, or Collections:</b> Center for Accessibility, Adult Literacy, dedicated computer lab  <b>Contact Information:</b> (202) 727-0324  <b>President of the Center for Accessibility Friends:</b> Freddie Peaco</p>
Mt. Pleasant Library	<p><b>Branch Manager:</b> Nick Kerelchuk (Interim)  <b>Hours of Operation:</b> M-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> Spanish Language Collection  <b>Contact Information:</b> (202) 671-3122  <b>President of the Friends:</b> Carlos Izurieta</p>

Northeast Library	<p><b>Branch Manager:</b> Amy Steinbauer  <b>Hours of Operation:</b> M-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> Memory Lab  <b>Contact Information:</b> (202) 698-3320  <b>President of the Friends:</b> Vincent Morris</p>
Northwest One Library	<p><b>Branch Manager:</b> Bobbie Dougherty  <b>Hours of Operation:</b> M,W,F,Sa: 9:30 a.m.-5:30 p.m., Tu: 1-9 p.m., Th: 9:30 a.m.-9 p.m., Sun: 1-5 p.m.  <b>Unique Programs, Offers, or Collections:</b> Co-located with Walker-Jones Education Campus  <b>Contact Information:</b> (202) 939-5946  <b>President of the Friends:</b> N/A</p>
Palisades Library	<p><b>Branch Manager:</b> Karen Quash  <b>Hours of Operation:</b> M-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> Interactive early literacy installations  <b>Contact Information:</b> (202) 282-3139  <b>President of the Friends:</b> Peter Lynch</p>
Parklands-Turner Library	<p><b>Branch Manager:</b> Kellye Carter  <b>Hours of Operation:</b> M-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> Express Books  <b>Contact Information:</b> (202) 645-4532  <b>President of the Friends:</b> Brenda Richardson</p>
Petworth Library	<p><b>Branch Manager:</b> Jeffrey Neher  <b>Hours of Operation:</b> M-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> Spanish Language Collection, Baby Sign Language Program  <b>Contact Information:</b> (202) 243-1188  <b>President of the Friends:</b> Natalie Campbell</p>
Rosedale Library	<p><b>Branch Manager:</b> Anina Ertel  <b>Hours of Operation:</b> M,W,F,Sa: 9:30 a.m.-5:30 p.m., Tu: 1-9 p.m., Th: 9:30 a.m.-9 p.m., Sun: 1-5 p.m.  <b>Unique Programs, Offers, or Collections:</b> Co-located with rec center. After school programs for kids  <b>Contact Information:</b> (202) 727-5012  <b>President of the Friends:</b> Emily Wagner</p>
Shaw (Watha T. Daniel) Library	<p><b>Branch Manager:</b> April King (Interim)  <b>Hours of Operation:</b> M-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> Adult literacy satellite services, Credible Messengers  <b>Contact Information:</b> (202) 727-1288  <b>President of the Friends:</b> Alexander M. Padro</p>

Shepherd Park (Juanita E. Thornton) Library	<p><b>Branch Manager:</b> Brian Hasbrouck  <b>Hours of Operation:</b> M-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> Studio Lab Express, Express Books  <b>Contact Information:</b> (202) 541-6100  <b>President of the Friends:</b> Mark Pattison</p>
Southeast Library	<p><b>Branch Manager:</b> Julia Strusienski  <b>Hours of Operation:</b> M-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> Weekly Not a Box Play Party for kids  <b>Contact Information:</b> (202) 698-3377  <b>President of the Friends:</b> Neal Gregory</p>
Southwest Library	<p><b>Branch Manager:</b> Melinda MacCall  <b>Hours of Operation:</b> M-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> Currently in interim location  <b>Contact Information:</b> (202) 724-4752  <b>President of the Friends:</b> Georgine Wallace</p>
Takoma Park Library	<p><b>Branch Manager:</b> Paula Langsam (Interim)  <b>Hours of Operation:</b> M-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> Recently received refresh  <b>Contact Information:</b> (202) 576-7252  <b>President of the Friends:</b> Catherine Stratton-Treadway</p>
Tenley-Friendship Library	<p><b>Branch Manager:</b> Regina Harris  <b>Hours of Operation:</b> M-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> Weekly Teen Scene  <b>Contact Information:</b> (202) 727-1488  <b>President of the Friends:</b> Jeanne Sano</p>
West End Library	<p><b>Branch Manager:</b> Rob Schneider  <b>Hours of Operation:</b> M-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> Mixed use w/ coffee shop and residential above  <b>Contact Information:</b> (202) 724-8707  <b>President of the Friends Group:</b> Susan B. Haight</p>
Woodridge Library	<p><b>Branch Manager:</b> Janette Graham  <b>Hours of Operation:</b> M-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> American Sign Language (ASL) classes  <b>Contact Information:</b> (202) 541-6226  <b>President of the Friends:</b> Sharon Turner</p>

## GOVERNMENT MANAGEMENT AND OVERSIGHT

### Question Number 43

**Describe any partnerships or collaborations currently underway between DCPL and other District government agencies, including the target populations to service. In particular, describe 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 Department of 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 (DCPL) partners with many D.C. agencies, community organizations, and nonprofits to provide important services to District residents. The Library continues to seek additional partnerships to support programs and services and to maximize impact for residents. In addition to the partnerships listed below, many District agencies make use of the free meeting rooms in branch libraries to connect with their constituents across the District.

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

The Library continues to partner with DCPS Early Stages to provide developmental milestones workshops to caregivers at DCPL locations and trainings for DCPL staff on child development milestones, behavior, and access to early intervention resources in the District. The partnership has been in place since FY18 and continues in FY20.

Beginning in FY20, DCPL developed a partnership with the DCPS Office of Communication and Engagement to create family programs and initiatives to help improve reading outcomes for students in grades K-3. This Office will also assist in our communications for DCPL Summer Challenge.

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

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

For the tenth consecutive year, the Library partnered with DPR on the summer meals program. Eleven libraries across the city provided 2,255 lunches to students over the summer while providing afternoon programming.

The overall number of lunches served in FY19 was down from the previous year due to low student participation and the number of other distribution sites that were in close proximity to several library locations.

DPR promoted Summer Challenge to summer camp participants, and DCPL partnered with DPR to host the annual Sing, Talk, and Read Family Festival at the Deanwood Library and Recreation Center.

#### **DC Department of Employment Services (DOES)**

In 2019, the Library hosted 37 youth from the Mayor Marion S. Barry Summer Youth Employment



Program. During their time with the Library, the youth received training on work and life skills, including time management, a resume workshop, and financial literacy.

Beginning in FY20, DOES and the Library are coordinating visits from the DOES Workforce on Wheels vehicle to neighborhood libraries across the District to bring DOES employment support services directly to library customers.

### **DC Department of Aging and Community Living (DACL)**

Through their partner agency Iona, D.C. Office of Aging brought a range of classes to libraries in Wards 2 and 3. This has included fitness and movement classes, such as yoga and tai chi, and lifelong learning classes, such as art appreciation, topical discussions, and senior employment strategies.

Through their Senior Services Network, Seabury and Model Cities, the Library visited with older adults to provide training on assistive technology including magnification and screen reader software as well as training in American Sign Language.

### **DC Department of Human Services (DHS)**

The Library's Outreach and Inclusion Department participated in the opening celebrations of the new Ward 8 and 5 short-term housing facilities. The Library was able to gather and donate 600 youth books to the families living in the Ward 4, 5, and 7 housing through Summer Challenge and monthly routine programming. The Outreach and Inclusion Department has been providing weekly library services at the new Downtown Day Services Center since March 2019.

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

In response to the Mayor's initiative to end the opioid epidemic in the District through her Live. Long. DC. strategic plan, DCPL and the D.C. Department of Health initiated a partnership to train staff and distribute Naloxone to all library locations and to have all of the Library's public safety officers trained and outfitted with Naloxone. In September, DOH provided initial training to more than 30 DCPL branch managers and public safety officers. Full implementation of staff training and Narcan distribution is underway and will be completed in FY20.

### **Department of Behavioral Health (DBH)**

For the second year, DCPL and DBH partnered to provide homeless outreach services in public libraries throughout the District. Building on the success of the first year of the partnership, DCPL continued to contract with three DBH Certified Peers. This year, peers completed recovery coach training through DBH and are now certified recovery coaches as well. As such, they now provide support and insight for those in recovery, considering recovery or who are still using and not yet at a point where recovery seems possible.

Peers provided outreach services at 11 branches in FY19. Peer Outreach Specialists had 831 total engagements with customers; 156 of those engagements included referrals to help individuals access vital documents, substance abuse services, housing, and mental health services.

DCPL continues to be a national leader in utilizing the peer model to connect with people at risk of or experiencing homelessness and other life challenges. In June, two of the DCPL Peer Specialists were part of a panel presentation at the American Library Association Conference held at the D.C. Convention Center. DCPL Peers and Health and Human Services Manager, along with social workers and library directors from San Francisco to New York spoke to a gathering of more than 100 library professionals about the role peers play in outreach at public libraries.

Funding from DBH continued to come from the Substance Abuse and Mental Health Services Administration to support the Peer Outreach Program. DBH committed more than \$91,000 to this partnership for Peer salaries and transportation between branches and for peers and customers to travel for various services, including mental health services, substance abuse services, and shelter and housing services. The DCPL Peer Outreach program utilizes HMIS (Homeless Management Information System) and is part of the Coordinated Entry for Housing Placement system.

### **Department of Youth and Rehabilitation Services (DYRS)**

DYRS and DCPL are collaborating on a pilot that began in July 2019 to bring two part-time Credible Messengers to the Shaw (Watha T. Daniel) Library. Credible messengers (CMs) are neighborhood leaders, experienced youth advocates and individuals with relevant life experiences whose role is to help youth transform attitudes and behaviors around violence.

In the first five months, the CMs have built up a group of teens who now steadily attend programs and are known by name to the Messengers. On a weekly basis they are engaging with an average 25-40 youth providing direct services and referrals to GED programming, housing services, emergency assistance programs, and employment resources. Most importantly, the branch manager and staff say the Messengers have vastly improved the environment at the branch for everyone, which experienced new challenges and an infusion of customers when MLK Library closed.

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

The Library and OCTO continue to offer the All Hands on Tech service at multiple libraries throughout the year. Trained staff and volunteers from OCTO provided free technological assistance to library customers looking to upgrade and maintain devices like laptops and tablets. Sessions happened in Wards 4, 5, 6, and 7 and reached 189 people. OCTO also brought technology assistance sessions to two libraries.

DCPL and OCTO partnered to host Microsoft Active Directory and Domain Name System servers, application and database servers, as well as Office365 accounts of DCPL employees in the OCTO cloud datacenter. DCPL's VoIP Telephony and Wide Area Network fiber optic data circuits interconnecting DCPL's 26 libraries are also maintained by OCTO network and telecommunication group.

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

The adult learning lab in the Adult Literacy Resource Center provides tutoring and assisted learning to adult students who do not meet the CASAS score criteria in reading and math for entry into training programs provided at the Community College. We work with these students to boost their skills so that they can retake the CASAS and meet the score criteria.

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

The Library and OSSE Strong Start have expanded their partnership to provide community playgroups for children six-36 months led by Strong Start facilitators in neighborhood libraries. Playgroups are open to all D.C. children and continue to be held monthly at Anacostia, Northeast, and Tenley-Friendship libraries. New locations in FY19 included the Bellevue (William O. Lockridge) Library and Spanish language playgroups at Mt. Pleasant Library. Playgroups provide socialization for children, modeling of best practices and support to families receiving early intervention services, and information on community resources and early intervention services to caregivers. The partnership has been in place since FY18 and continues in FY20.

The Library supported the Month of the Young Child with special additional playgroups in April, and provided early literacy and read aloud training to OSSE staff in March 2019, in support of OSSE staff visits to D.C. child development centers.

The Library is an OSSE-certified trainer, and provides trainings on early literacy to early childhood educators and child development center staff throughout D.C. In FY19, the Library provided trainings to more than 60 early childhood staff.

As part of the Library's work for the preschool development grant (PDG), the Library sits on the core team and participated in the inaugural Early Childhood Summit in December 2019, connecting attendees with information and library resources specifically geared toward early childhood educators.

DCPL continues to partner with OSSE on the Microsoft Imagine Academy which provides benchmark assessments, practice/instructional sessions, and certification sessions for individuals wanting to obtain

certifications in the Microsoft Office Suite of applications. This service is administered through the Library's Adult Literacy Resource Center.

The Library again partnered with My School DC to help raise awareness about the unified school application and lottery. The monthly Books from Birth newsletter shared logistical information to promote DC EdFest. At EdFest, the Library showcased resources for students and educators and registered eligible families for Books from Birth.

### **DC Board of Elections (DCBOE)**

DCPL embraced the new role of being a voter registration agency and worked closely with the D.C. Board of Elections on rolling out this new process across all library locations. In FY19, all Public Services staff were trained on the voter registration process, which is initiated when D.C. residents apply for a new library card or change their address/renew their library card privilege. DCPL began offering voter registration at seven pilot locations in July and launched at all locations on September 24 to coincide with National Voter Registration Day and Library Card Sign Up Month. The D.C. Board of Elections held voter registration events at Anacostia and Francis Gregory libraries in September. Since launching the pilot in July 2019, DCPL registered 300 people to vote and another 185 people took paper voter registration forms to complete on their own.

### **DC Department of Disability Services (DDS)**

In FY19, the Library offered "NFB Newsline", a free audio news service for anyone who is blind, low vision, or print disabled. The Newsline offers more than 500 publications, emergency weather alerts, job listings, and more. The partnership between the Library and DDS included the hiring of a contractor who is blind and works directly with library users in the District to assist them in accessing this service. In FY19, there were 500 Newsline subscribers and the D.C. Information Channel was viewed 2,223 times.

The Library participated in Next Steps 2019, connecting with students with disabilities and providing them with information and library resources. At this event we were also able to sign up students for library cards.

DDS partners with School Talk DC to host the annual "Voices of Change" conference led and hosted by students with disabilities. The Library attended in FY19, reaching 75 students and connecting them with information and resources about adaptive services and for individuals with disabilities.

### **DC Office of Disability Rights (ODR)**

The Library continues to attend the Mayor's Disability and Diversity Expo sponsored by ODR. In the past the Library hosted this well attended event at the MLK Library. In FY19, the Library attended the Expo and connected with 50 attendees with information and library resources specifically geared toward individuals with disabilities. The manager of the Center for Accessibility was invited to speak during the morning session of the Expo, and spoke about the services and programs offered by the Library.

### **Homeland Security Emergency Management Agency (HSEMA)**

The Library continues to participate in the Disability Integration Initiative Working Group along with other D.C. government agencies to improve the District's emergency plans to be fully inclusive of and accessible to people with disabilities.

### **DC Department of Regulatory and Consumer Affairs (DCRA)**

DCPL and DCRA continued its partnership to host monthly classes on the regulatory process for starting a small business in the District. Courses primarily target entrepreneurs in Wards 7 and 8 to increase business opportunities in areas with high unemployment and long commute times. About 25 people attended each session.

### **DC Department of Small and Local Business Development (DSLBD)**

DCPL began working with DSLBD's Aspire to Entrepreneurship program, which has included DCPL staff presenting to Aspire cohort participants about the Library's resources related to business planning and

market research, and also including DSLBD staff attending DCPL working sessions on developing library services and resources for entrepreneurs.

#### **DC Housing Authority (DCHA)**

In 2019, the Library and DCHA partnered to bring books to children living in public housing through the Book Rich Environment program, an initiative from United States Department of Housing and Urban Development, Urban Libraries Council, and the National Book Foundation. The Outreach and Inclusion Department distributed 10,676 books through 89 events to 5,119 households and more than 7,000 children and teens in collaboration with DCHA.

#### **DC Department of Public Works (DPW)**

In FY19, Outreach and Inclusion Department provided computer classes to the employees of DPW. There was an average of 33 participants every month. At the end of each session, participants received a Microsoft certification. The Outreach staff are in the process of reassessing the computer classes with the DC Department of Public Works to best meet their employee's needs.

#### **DC Metropolitan Police Department**

In summer 2019, the Outreach and Inclusion Department helped plan and participated in MPD Beat the Streets events. Through the eight events, the Library was able to interact with more than 1,600 District residents. The Outreach Department, in partnership with the PSA 702 Community Outreach and the 7th District MPD, held story times at Langston Lane and Garfield Hills apartments in Ward 8. The Library provided a selection of books for the officer, sergeant, or captain, and after they read the books, each child received copies to take home.

#### **Mayor's Office on Latino Affairs (MOLA)**

The Outreach and Inclusion Department conducted library card registration, mobile check out, voter registration, and ready reference, at the monthly MOLA mobile markets at the end of FY19.

#### **Mayor's Office of Asian and Pacific Islander Affairs (MOAPIA)**

For the third year, DC Public Library was an official partner for the MOAPIA Movie Nights in Chinatown Park and Kid's Holiday Party, and participated in the 2020 Lunar New Year Parade. Through this partnership, the Library has been able to serve Chinatown residents who face a barrier to physical library services while the MLK Library undergoes modernization. During these events, library staff are able to share access to digital resources and promote the Chinese language print and online collections.

## GOVERNMENT MANAGEMENT AND OVERSIGHT

### Question Number 44

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

In FY19 the jail library, now in its fifth year of operation, continued to offer mobile library service to inmates at the Central Detention Facility (CDF) and for the third year, walk-in service at the Central Treatment Facility (CTF). Inmates housed on status units at both CTF and CDF, including mental health units and medical units, continue to receive service through a request slip process. Staffing levels at the jail library remained consistent with one full-time librarian, one full-time library associate, and one part-time library technician.

In FY19 nearly 62,000 books were borrowed by inmates housed at the jail. More than 4,000 visits were made to the walk-in library at CTF and 360 library cards were issued at the Department of Corrections (DOC) Inmate Reception Center as people left the jail and returned to their communities. DCPL is now tracking the number of books inmates use while in the walk-in library at CTF. During the 4,000 visits to the walk-in library more than 7,000 library items, including encyclopedias and other material, were used by inmates.

DC Public Library (DCPL) continued to offer popular reading materials for library users. The collection numbers fluctuated during the year, as DCPL tried to meet demand at the jail. The jail collection currently stands at 10,843 books with about 2,100 that have been borrowed for the past six months.

Programming remains an important service at the jail library. FY19 highlights include:

- 932 Playaways (recorded books) were checked out by inmates. Playaways are available to inmates with low-literacy levels, low vision, and those in restricted housing units.
- Two authors presented at the jail library in FY19. They included Simba Sana, author of *Never Stop: A Memoir* and Derek Musgrove, Ph.D., Professor of History at the University of Maryland and author of *Chocolate City: A History of Race and Democracy in the Nation's Capital*.
- Books to Movies continued to be a popular program. Participants read a book and then come together to watch the corresponding movie and have a discussion.
- The People and Stories workshop brought together a group of about 30 women who met eight times in as many weeks to read aloud short pieces of fiction and discuss those works. People and Stories is a national program and is offered throughout the DCPL system.
- The jail again participated in the Summer Reading Program. All inmates who registered were invited to participate in the author talk with Derek Musgrove.
- In June and July about 24 women participated in a weekly book club in connection with the annual DC Reads, the DCPL-sponsored city-wide book club. Participants read and discussed *Heads of the Colored People*, by Nafissa Thompson-Spires.
- Programming celebrating Women's History month, Black History month, and Hispanic Heritage month continued to be offered at CDF and CTF.
- DCPL continued to offer Books from Birth registration at the CTF library.

## **GOVERNMENT MANAGEMENT AND OVERSIGHT**

### **Question Number 45**

#### **Describe how the DCPL Foundation supports programming, operations, capital projects, collections and general library activity.**

DC Public Library Foundation (DCPLF) is a 501(c)3 organization whose mission is to enhance DC Public Library (DCPL) resources and programs, and receives grants and donations in support of that mission. This funding helps to enhance services rather than replace local funding for core services. For this reason, as well as because of private funders' preferences, the Foundation focuses its efforts on programmatic support, rather than operations, general collections or capital projects.

In October 2018, the DC Public Library and DCPLF updated its agreement, which outlined policies and procedures to facilitate DCPLF's work on behalf of the Library. The Library's leadership team works closely with the Foundation's Board of Directors to establish funding priorities based on the Library's greatest needs as well as private funders' preference. In spring 2019, the Foundation hired Rob Hartman as its new Executive Director to direct the activities of DCPLF, and to prioritize major donor fundraising in preparation for the re-opening of the Martin Luther King Jr. Memorial Library.

In FY20, with the opening of the MLK Library later this year, the Foundation, in collaboration with DCPL, established the following fundraising priorities as part of a three-year fundraising plan.

#### **Support for MLK Opening**

As the new MLK Library will have an array of new programs, services and spaces, and will be an even more welcoming place than the prior building, there is a need to celebrate the opening with a variety of awareness and opening activities. Funding will help support a robust awareness campaign that will generate excitement about the new MLK Library.

#### **Art and Exhibitions**

DCPL will develop a permanent exhibition on Martin Luther King Jr's legacy in D.C. and a host of other temporary exhibitions and art acquisitions designed to tell the story of D.C.'s long history of social justice. An important component of the temporary exhibits will be the establishment of a D.C. Community Archive that will provide the opportunity for District residents to share their stories. Accompanying the art and exhibitions will be a series of programming for all ages designed to educate, inform and inspire.

#### **Community and Family Engagement**

DCPL will create educational modules for families, school groups and more that will complement the exhibitions and programming in the new MLK Library.

#### **Specialized Collections**

A unique feature of the MLK Library will be the ability of the central library to house specialized collections that will provide residents with a deeper, richer and more expansive collection of materials in the areas of art, history, biography, world literature, world languages, literary criticism, social sciences, culture, religion, philosophy and more.

#### **Cultural Programming**

An exciting feature of the new MLK Library is the auditorium and informal performance spaces. Funding will support author talks, local theater, musical performances, films, lectures and panel discussions.

#### **Early Learning**

DCPL will enhance and supplement its traditional suite of early childhood and school-aged programming with learning-focused computer programs, games and equipment at MLK Library and branch libraries. This will encourage more visits during out-of-school time for students and young children.

**Postsecondary and Workforce Support**

DCPL will offer programming to teens who are transitioning into adulthood. Programming will help teens make connections to the real world, including courses on media literacy, financial literacy, career exploration and entrepreneurship. Additionally, DCPL will create a continuum of learning and support for adults to launch careers and businesses. Programming will address basic digital literacy and advanced training to support job seekers and entrepreneurs.

## **GOVERNMENT MANAGEMENT AND OVERSIGHT**

### **Question Number 46**

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

For FY19, the CEO Private Donation (Fund 0450) budget was \$17,000. However, there was no spending from this budget. The \$17,000 budget is budgeted under two projects.

The first, the Georgetown Peabody Trust Fund, a bequest, is budgeted at \$10,000 to support the Georgetown 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 \$3,000; in CSG 20, Supplies and Materials \$4,000; and in CSG 70, Equipment and Equipment Rental \$3,000.

The second, the Theodore W. Noyes Trust Fund, a bequest, is budgeted at \$7,000 to be spent as designated by the Library's Executive Director. The \$7,000 budgeted is in CSG 40, Other Services and Charges.

The FY20 private donation budget remains at \$17,000.00 with the same CSG breakouts as FY19.

Following is 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 12/31/19</b>	<b>Available to be Expended</b>
Georgetown Peabody Trust Fund	Organization	1979	Unlimited use of income/interest on Georgetown Peabody Library 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	1,013,979.15	1,420,591.25	1,013,979.15
Miscellaneous Trust Fund	Individual	Various	Purchase books	0	356,687.66	356,687.66	356,687.66
Albert Atwood Memorial Fund	Individual	1975	At discretion and direction of Board of Library Trustees	2,500.00	4,346.15	6,846.15	6,846.15
Thomas J. Brown Memorial Fund	Individual	1915	Support and maintenance of Science and Technology Division	4,000.00	2,182.08	6,182.08	2,182.08
Kathleen Dillion Frazee Memorial Trust Fund	Individual	Unknown	Purchase of books for the Cleveland Park Branch Library	1,190.00	3,636.45	4,826.45	3,636.45

Account Name	Donor	Date of Award	Objective/Use	Investment	Cash/Interest	Balance as of 12/31/19	Available to be Expended
Frederick McReynolds Trust Fund	Individual	1954	Purchase books	500	303.62	803.62	0
Marion F. Rockefeller Gift	Individual	Unkno wn	Purchase library materials	263	213.81	476.81	476.81
Miner Trust Fund	Individual	1940	Purchase or reproduce historical material	0	3,225.62	3,225.62	3,225.62
Theodore W. Noyes Trust Fund	Individual	1947	Purchase library materials	15,000.00	6,186.85	21,186.85	6,186.85
Henry Pastor Memorial Trust Fund	Individual	1912	Purchase scientific periodicals	0	184.99	184.99	0
Sophy Carr Stanton Memorial Trust Fund	Individual	1956	Purchase materials on the Near and Far East	0	21,074.40	21,074.40	21,074.40
Hattie M Strong Trust Fund	Individual	1958	Purchase materials for children with disabilities	1,500.00	2,091.91	3,591.91	2,091.91
Women's Anthropological Society Fund	Individual	1903	Work relating to anthropology	4,089.18	24,284.67	28,373.85	24,284.67
Henrietta Winant Trust Fund	Individual	2003	Purchase library materials	5,000.00	1,303.18	6,303.18	6,303.18
	<b>TOTAL</b>			<b>440,654.28</b>	<b>1,439,700.54</b>	<b>1,880,354.82</b>	<b>1,446,974.93</b>

## **GOVERNMENT MANAGEMENT AND OVERSIGHT**

### **Question Number 47**

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

There are no legislative requirements that lack sufficient resources.

## **GOVERNMENT MANAGEMENT AND OVERSIGHT**

### **Question Number 48**

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

At the current time, there are no statutory or regulatory impediments to DC Public Library's agency operations.

**H. BOARD OF TRUSTEES  
TABS H49 – H52**

## BOARD OF TRUSTEES

### Question Number 49

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 began;
- When the member's term expires; and,
- Number of Board meetings missed in FY19 and to date in FY20.

Current Members of the Board of Library Trustees and Terms:

Board Member's Name	Term Began	Term Expires	Meetings Missed FY19 and FY20
Monte Monash*	January 5, 2015	January 5, 2020	
Karma A. Cottman Vice President	January 5, 2016	January 5, 2021	November 28, 2018 July 24, 2019 November 20, 2019
Gregory M. McCarthy, President **	January 5, 2016	January 5, 2021	
C. Brian Williams	January 5, 2016	January 5, 2021	November 28, 2018 January 23, 2019 September 25, 2019 January 22, 2020
Shanel Anthony	January 5, 2019	January 5, 2024	
Victor A. Reinoso**	January 5, 2019	January 5, 2024	January 23, 2019 July 24, 2019
Leif A. Dormsjo**	January 5, 2019	January 5, 2024	May 22, 2019 January 22, 2020
Antonio Williams	January 5, 2020	January 5, 2025	

\* Served one term and awaiting re-appointment to second term.

\*\* Served one term and re-appointed to second term.

\*\*\* The Board of Library Trustees holds six regular meetings each fiscal year. During the current reporting period the board has gathered for eight regular board meetings.

## **BOARD OF TRUSTEES**

### **Question Number 50**

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

Yes, the Board of Library Trustee has one position vacant. Kamili Anderson resigned on May 21, 2019.

## BOARD OF TRUSTEES

### Question Number 51

Provide a list of the Board's meeting dates, times, and locations for FY19 and FY20 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.

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

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

##### Meeting Schedule FY2020 to Date

Month	Meeting	Date	Time	Location
November 2019	Board of Library Trustees Meeting	Wednesday, November 20	6:00 p.m.	DCPL Administrative Office
January 2020	Board of Library Trustees Meeting	Wednesday, January 22	6:00 p.m.	DCPL Administrative Office

##### Meeting Schedule FY2019

Month	Meeting	Date	Time	Location
November 2018	Board of Library Trustees Meeting	Wednesday, November 28	6:00 p.m.	DCPL Administrative Office
January 2019	Board of Library Trustees Meeting	Wednesday, January 23	6:00 p.m.	DCPL Administrative Office
March 2019	Board of Library Trustees Meeting	Wednesday, April 3	6:00 p.m.	DCPL Administrative Office
May 2019	Board of Library Trustees Meeting	Wednesday, May 22	6:00 p.m.	Capitol View Library
July 2019	Board of Library Trustees Meeting	Wednesday, July 24	6:00 p.m.	DCPL Administrative Office
September 2019	Board of Library Trustees Meeting	Wednesday, September 25	6:00 p.m.	DCPL Administrative Office

Note: Minutes from each Board of Library Trustees meeting in FY2019 plus minutes in FY2020 YTD follow this page.



**The Public Library of the District of Columbia**  
**Board of Library Trustees Meeting**  
**Minutes**  
**Administrative Offices**  
**Wednesday, November 28, 2018**

The regular meeting of the Board of Library Trustees was held at 6:00 p.m., Wednesday, November 28, 2018 at the DC Public Library Administrative Offices, 1990 K Street NW, Gregory McCarthy, President, presiding.

Present: Gregory McCarthy, President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Leif Dormsjo; Vincent Morris and Victor Reinoso. Not in attendance: Karma Cottman, Vice President; Kamili Anderson; Faith Gibson Hubbard and C. Brian Williams.

The meeting was called to order at 6:08 pm.

**Introduction of Attendees**

Attendees stated their names and association.

**Roll Call**

Roll call was not taken due to lack of quorum.

**Public Comments**

Ms. Robin Diener, President of the Martin Luther King Jr. Memorial Library Friends chapter, was the first to speak. Ms. Diener began by commenting that she had not been to the Library Express location since it opened last year, and wanted to express her kudos to the Library for having such a busy, vibrant space. She relayed that she had attended a program at the West End Library earlier this year regarding public space and questioned what, if anything, had resulted from those sessions. She also commented that the mesh curtain that marks the dividing line between the Library and the café allowed for noise, smells and occasionally birds to enter the Library. She finished by reiterating the success of Library Express. Mr. Richard Reyes-Gavilan noted that the issue of birds in the Library had come up during a Board of Library Trustees Facilities Committee meeting, and the café-Library shared space is a new model for the Library that still has some challenges to work through regarding smells, exhaust, and other issues. Mr. Reyes-Gavilan also noted that the program referenced by Ms. Diener was not a Library-sponsored program, and no outcomes are known at this time.

Mr. Bill Rice also provided public comments. Mr. Rice began by noting that he is interested in DC history, and in the Washingtoniana division of the DC Public Library in particular. He noted that Washingtoniana is the best repository of DC history and at present the only publicly-accessible collection in its interim location on Connecticut Avenue, NW. The Historical Society is currently closed due to the renovations at

the Carnegie Library, and the DC Archives is not as organized or accessible as Washingtoniana. Mr. Rice expressed concern about the location's storefront, which is currently without any signage or window dressing. Mr. Rice noted that in his conversation with Ms. Gabriela Schneider, he was told that there would be a change to the storefront window display soon, and he looks forward to that change. His specific request was to encourage the process to be completed with all possible speed.

### **President's Report**

Mr. Gregory McCarthy delivered the President's Report. Mr. McCarthy began by noting that he had directed Mr. Reyes-Gavilan to provide updates during the Strategic Plan review at every meeting of the Performance Oversight Committee, rather than biannually. He noted that discussion of updates might only involve a few minutes some meetings.

At the next meeting of the Board of Library Trustees, Mr. McCarthy noted that he had asked Ms. Kamili Anderson, Mr. Vince Morris and Mr. Reyes-Gavilan to prepare to talk about the relationship between the DC Public Library Foundation and the Library. He noted that the Library has a Memorandum of Understanding (MOU) with the Foundation, and will have an annual "statement of need" from the Library's perspective, coupled with a statement of desired projects or initiatives from the Foundation. Given the upcoming reopening of the Martin Luther King Jr. Memorial Library, Mr. McCarthy noted that the Library needs to know soon what to expect from the Foundation, and he seeks to expedite the process via a discussion on what types of items would require funding from the Foundation versus government sources. The process would culminate with a presentation of final recommendations for Foundation-funded initiatives by Mr. Reyes-Gavilan, which would then be relayed to the Foundation. Mr. McCarthy continued, noting that the Library is beginning the appropriations process for fiscal year 2020. He stated that in order to reopen the central library in a fitting way, with the appropriate people and programs reflective of a \$213 million public investment, it is clear that the Library will require a large increase in full time equivalents (FTE). Mr. McCarthy noted that the required staffing number will be aggressive and not without cost, and that the Library will require an independent funding stream.

He concluded his report by remarking that the Board of Library Trustees has a slate of new officers to elect at the January meeting, and per the by-laws, the President of the Board is required to appoint a three-member committee. Mr. McCarthy noted he had asked Ms. Faith Gibson Hubbard to be the Chair of the committee, and requested that Mr. Morris and Mr. Leif Dormsjo also serve. The committee is to meet prior to January to nominate officers and will make recommendations at the January Board of Library Trustees meeting, at which time the Board will elect officers for the calendar year. Mr. McCarthy noted he would be sending this information via email to all of the Board members, and Ms. Gibson Hubbard would notify all members as to the date of the committee meeting.

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

Mr. Reyes-Gavilan delivered the Executive Director's report, beginning with several personnel announcements. Ms. Cherylle Pacana was introduced as the new Agency Fiscal Officer. Mr. Reyes-

Gavilan expressed his delight that Ms. Pacana will remain with the Library, and noted that her former position as Budget Officer is currently vacant. He continued by announcing with regret the departure of Chief Business Officer Jonathan Butler. Mr. Reyes-Gavilan noted that Mr. Butler has been an asset to the Library in his ability to coordinate the various business operations departments, and the Library will be sorry to see him go. Mr. Reyes-Gavilan asked the Board to join him in wishing Mr. Butler the best of luck in his new role with Prince George's County, Maryland.

Mr. Reyes-Gavilan continued, informing the Board that the Library has created "Know Your Neighborhood" themed t-shirts which will be provided for all Board of Library Trustees members and Library staff as a way to further promote the Library's Strategic Plan.

Mr. Reyes-Gavilan discussed several upcoming Library events, including an ongoing partnership with DC Health Link at the Anacostia Library. The kick-off event for the partnership was a great success, and the Library will continue to monitor all of the key performance indicators at Anacostia and other locations. Mr. Reyes-Gavilan went on to discuss an evening with author Daniel Pink at the Tenley-Friendship Library as well as programming around the People's University, and several other programs. With that Mr. Reyes-Gavilan concluded his Executive Director's report.

#### **Contracts Committee Report**

Mr. McCarthy asked that Mr. Butler deliver the Contracts Committee report. Mr. Butler reported one contract action in the prior period for janitorial services, where the committee approved a \$1.2 million option year four for continued janitorial services at the branch libraries. That contract modification was the only action approved. This concluded the Contracts Committee report.

#### **Finance Committee Report**

Mr. McCarthy also asked Mr. Butler to report on the preliminary wrap-up of the budget for fiscal year 2018. Mr. Butler noted that the Library is still in the process of closing out the FY18 budget. Referring to the budget documents before the Board, Mr. Butler remarked that the document reflected a snapshot in time of the budget status at the time of the prior Finance Committee meeting. He noted that the numbers have changed, and variances have adjusted in the desirable direction. Mr. Butler stated that by the next Board of Library Trustees meeting there would be a degree of finality to the FY18 budget, however for the time being the FY18 budget is trending in the correct direction to reach a 99% expenditure. For the current FY19 budget, Mr. Butler noted there are no updates as there has not been sufficient lapse in the fiscal year. He noted that there will be an update on the FY19 budget at the next Board meeting.

Mr. McCarthy remarked that the FY18 personal services budget was overspent, which he found commendable, and there would be no need to transfer funds between personal services and non-personal services. Mr. Reyes-Gavilan stated that an aggressive salary lapse of 7% is expected in FY19, which will be closely monitored going forward. Mr. Butler continued, noting that the number of

vacancies stands at 41, however of that number there are vacancies in various phases of the hiring process - advertising, offer letters, or interviews and that number will continue to decrease over time. Mr. McCarthy questioned how the Library avoided a salary lapse, and Mr. Butler replied that the Library has been aggressive in back-filling vacancies and in advertising for positions that have involved a change in salary. This concluded the Finance Committee report.

### **Facilities Committee Report**

Mr. Dormsjo provided the Facilities Committee report. He began by noting that the Library is in full swing regarding the Facilities Master Plan process, and thanked Mr. Reyes-Gavilan for the invitation to participate in the visioning session that was held with staff and the Facilities Master Plan consultants. Mr. Dormsjo noted that condition assessments have been completed at 21 of the required sites. The community engagement aspect begins next month with focus groups and then a broader staff engagement beginning in late January. Mr. Dormsjo noted that everything appears to be on track for completion in July of 2019.

Mr. Dormsjo continued, reporting that the Martin Luther King Jr. Memorial Library modernization project is 45% complete based on elements of work performed. He noted that the majority of the exterior utility installations are completed, and internal wall framing began in September and is continuing on schedule.

Mr. Dormsjo continued by giving an update on the Capital View Library, stating that the Modular unit housing the interim library opened to the public on October 9th, 2018. The permanent building is undergoing exterior work, including expansion of the windows on the north face of the facade, as well as landscaping at the front of the building. The project is on-track for a 2019 completion. At the Southwest Library, progress has been made regarding the pre-mobilization of construction activities including approval from the Commission on Fine Arts received last month which is a significant accomplishment. Demolition and building permits have been filed, and the teams are working on a guaranteed maximum-price budget to be reviewed by the Contracts Review Committee in the coming weeks.

Regarding the Lamond-Riggs Library, Mr. Dormsjo noted that the design-build team has been selected (HGA and Consigli Construction), and community engagement began on October 23 with the initial community meeting. Surveys and focus groups have begun and are expected to be completed in the coming weeks. Mr. Dormsjo noted that bringing on the design-build team was a major milestone and more activity is to be expected. As a reminder, Mr. Dormsjo noted that the Lamond-Riggs project is scheduled to reach completion in 2021. Mr. Dormsjo pledged to have more specifics around the project schedule for future meetings.

Mr. Dormsjo relayed a few updates on the Southeast Library renovation project. The first community meeting for the Southeast Library was held on October 30th, 2018 and enjoyed a great turnout at the

Hill Center. The meeting covered the current thinking around the Southeast Library project and the plan going forward. The community's feedback has been positive so far, as they have a keen interest in their neighborhood library and a wish to contribute to the progress of the project. With money allocated for this project already in the budget, the Library is preparing for the contracting process. Mr. McCarthy questioned whether the project would proceed without any embellishments outside the Library's current scope, and was answered in the affirmative. Mr. Reyes-Gavilan noted the Library is part of a task force working on the Eastern Market plaza renovation, ensuring that this work is synchronized with the Southeast Library renovation. The Library has also asked the Department of General Services (DGS) to possibly add elements to a parcel of land across from the Library that may be conducive to seasonal Library programming. DGS has made note of this request. Mr. McCarthy asked whether the project will be underway prior to the next Budget cycle begins, and Mr. Reyes-Gavilan responded in the negative, though he conceded the procurement process would be underway.

Mr. Morris asked a follow-up question regarding when the Library plans to close the Southwest Library to the public. Mr. Reyes-Gavilan replied that it will be in the first half of 2019, probably March. Mr. Morris continued, asking whether there were any updates on the Tenley Library roof. Mr. Reyes-Gavilan replied that the Library had a productive meeting with Perkins + Will, where assurances were received as to the roof design, which was not experimental and should hold over time. They additionally suggested several experts who can independently assess the roof. The Library plans to meet with the builder and Councilmember Cheh as a next step. Mr. Reyes-Gavilan noted that the Board will be helping the Library determine if a large-scale intervention is required. He continued, reminding the group that one of the items for future discussion is the reconfiguration of various libraries including Tenley, as the building layout does not accommodate the community as well as it might in terms of sufficient space for teens, etc. There is a possibility that, as part of the larger reconfiguration of the interior space, the Library could look at the building envelope and make necessary changes. The Facilities Master Plan may also offer options as that process moves forward.

Mr. Dormsjo continued, bringing forward the Interim Library Services Guidelines document, however without quorum the Board was not able to take action on the document and opted to table the discussion until a future meeting. This concluded the Facilities Committee report.

### **Performance Oversight Committee Report**

Mr. Victor Reinoso delivered the Performance Oversight Committee report. He began by introducing the two documents to the Board, the quarterly performance report and an update on the Strategic Plan. Starting with the performance report, Mr. Reinoso noted that the FY18 year-end performance totals show increased activity in comparison with the same period of FY17, and in some cases in comparison with the same period of FY16 before the closing of the Martin Luther King Jr. Memorial Library. As an example he mentioned that circulation, both physical and digital, as well as wifi access have increased to their highest levels to date. Gate count, outreach attendance, library accounts, database usage, computer sessions, and meeting and study room usage are all higher than in FY17. With almost a million

visitors, FY18 Q4 had the highest number of visitors for the year, and August of 2018 had the highest number of visitors overall since August of 2016.

Mr. Reinoso pointed out that FY18 Q4 was the first full quarter of reportable activity for the new Cleveland Park Library, reporting that the branch saw 100,000 physical items circulated during the quarter, surpassing all other branches. Of the items circulated, books for children (JUV) saw the highest level of circulation. In Cleveland Park, given all of that activity, the Library is continuing to check the gate count equipment as the high level of activity does not seem to be reflected in the reported gate count numbers.

For Q4, programs with the highest number of attendees included the Soul Tent event at Benning Library, the Bellevue Back to School Bash, the STAR Festival at Deanwood, and the OCTO-DC Connect event held also at Benning Library. The Art All Night event at Tenley also drew a large number of attendees. Mr. Reinoso recapped the Summer Meals program, in which a total of 340 meal programs were held, serving over 4,800 children. The most well-attended summer meals programs were held at the Benning, Anacostia and Bellevue Libraries. Mr. Reinoso further pointed out that a new aspect of the quarterly performance report shows digital circulation broken out by branch and type of item, based on the home library of users.

Mr. Reinoso then asked Mr. Reyes-Gavilan for any additional comments regarding the performance report. Mr. Reyes-Gavilan noted that at a previous Board of Library Trustees meeting, the Board requested an annual report, and that information will be shared with the Board separately. Mr. Reinoso remarked that the Library staff have been working hard to provide more detail and granularity to the quarterly report, which is displayed in the Q4 document in myriad ways as mentioned above, as well as new detailed information on student library usage. Mr. Reyes-Gavilan asked Ms. Judi Greenberg, Director of Strategic Planning, to talk about Tableau, a new tool in use by the Library to visualize data. Ms. Greenberg remarked that much of the data reflected in the quarterly report is currently in Tableau, ready to be shared in that format subject to a vetting process. The first audience for the data will be the Library's branch managers. There will be two dashboards, a monthly option for a somewhat real-time view, the other a quarterly approach for a more longitudinal view point. Once Tableau has been rolled out to the managers, Ms. Greenberg continued, the quarterly longitudinal view will be shared with the Board of Library Trustees and ultimately with the public. She noted that the quarterly report will continue in its current format for the time being with various data tweaks as needed.

Mr. McCarthy asked whether the digital library numbers reflect the work done as part of the Library's *goDigital* initiative. Mr. Reyes-Gavilan replied in the affirmative, that *goDigital* is meant to promote the suite of electronic resources available at the Library. Mr. McCarthy requested that at a future meeting there be a discussion regarding the ratios between physical and digital borrowing by ward. Mr. Reyes-Gavilan agreed that it would be interesting, further commenting that it is possible to make some generalizations about demographics and age groups, looking at populations that are comfortable

moving between different formats, and some demographics that are more comfortable with physical materials. He noted that digital borrowing is not usurping physical use, but rather is complementary. Mr. Reyes-Gavilan continued, noting that every year in his testimony before the Mayor and City Council it is important to point out that the Library's Collections budget has to support an increasing number of formats. Mr. McCarthy noted that over time if the physical circulation numbers decrease, that would impact the Facilities Master Plan for the layout of libraries. Mr. Reyes-Gavilan agreed, noting that the Library is in communication with peer libraries across the country regarding trends in physical circulation. He added that because our data reporting is so detailed, the Library should be able to spot any significant shifts in circulation trends with time to implement appropriate changes.

Mr. McCarthy then inquired when the first child would graduate from the Books from Birth program (having begun at birth). Mr. Reyes-Gavilan replied that this would occur sometime in 2020. Mr. McCarthy continued, requesting that the Library put a program in place to succeed the Books from Birth program for children over age 5. Mr. Reyes-Gavilan replied that the Youth and Family Services team was already at work to develop such an initiative, although there are no details to share with the Board at present.

Mr. Morris questioned if a Library patron were to use Libby, a digital book product, at the Library using Library wifi, would the usage be double-counted. Mr. Reyes-Gavilan replied that it would be counted as one circulation, and one wifi session. Mr. Morris added that he is still hoping to have a celebration next year around Books from Birth, and Mr. Reyes-Gavilan replied that the Communications team was working to develop that event.

Mr. Reinoso pivoted to the Strategic Plan update document, which lists all of the plan's initiatives (82 across all subject areas). He reported that initiatives are mainly on track, although a few have been delayed or will be changed due to dependencies on budget enhancements which did not materialize. Mr. Reinoso asked Mr. Reyes-Gavilan to highlight some delayed or impacted initiatives. Mr. Reyes-Gavilan noted that the long-term goal of shared tech with DC Public Schools is delayed due to the uncertainty around the home of DCPL's technical services. At present they are housed at the DCPL Operations Center, however the building requires improvements for long-term use. There is also an issue around staff capacity. The collections development staff are in the process of spending \$1 million on opening-day collections for the Martin Luther King Jr. Memorial Library, and will continue to do so in the year ahead to prepare for the reopening of the central library. Mr. Reyes-Gavilan also pointed out that the Library hopes to work with the local charter school community in future to keep services equitable.

Mr. Reinoso noted that there was an enhancement request to expand the Library's capacity for adult literacy programs, and Mr. Reyes-Gavilan agreed, noting that the Library did not receive that enhancement as part of the FY19 budget but had added the request for FY20, focusing on east of the river locations. Mr. Reyes-Gavilan remarked that the Library hopes to fund a Mifi expansion, but that

would be included in a conversation about Foundation-funded initiatives at the next Board of Library Trustees meeting. Mr. Morris queried whether the Business Improvement Districts (BIDs) could help provide a funding stream, and Mr. Reyes-Gavilan was supportive of that idea, noting that the Downtown BID would be helpful around the reopening of the Martin Luther King Jr. Memorial Library and activating the building. Mr. Morris added that it would be good to further engage the various BIDs, and Mr. Reinoso concurred, noting that regardless of whether a branch is located in a particular BID, the workforce is coming from all parts of the city. Mr. McCarthy noted that the activities and programs at the central library will support the economic growth of the neighborhood, and the Library should be able to capture some of that increased revenue via BID support. That concluded the Performance Oversight Committee report.

### **Library Foundation Report**

Mr. Morris provided the Foundation report, remarking that the week prior there had been a productive Foundation Board meeting. The Foundation has begun advertising for a replacement Executive Director, trying to strike a balance between fundraising skills and event management experience. There is a new chair of development efforts, Jenny Backus, who has connections with various tech firms. There was a discussion of the banned books fundraiser (Uncensored) from earlier in the autumn, which ultimately was a financial loss. The Foundation as a result is rethinking their fundraising efforts and has decided to discard the banned books event at present. The Foundation will be moving forward with the annual Storytime Gala as their signature fundraiser for 2019, to be held at the Cleveland Park Library. Mr. Reyes-Gavilan added that the Foundation has added a few new board members, including Monica Dixon of Monumental Sports and Melissa Lavinson from PEPCO, and that he would be giving them a tour of the Martin Luther King Jr. Memorial Library in December.

### **Federation of Friends Report**

Ms. Susan Haight provided the Federation of Friends report. She began by noting that the Federation now boasts 22 members, up from an original 7. The Federation's next meeting on December 5th will revolve around efforts to promote the Library's request for 55 FTE and increased funding with the Mayor, as it represents the most important thing City government can do for the Library. The Federation will also be participating in the focus groups for the Facilities Master Plan. This concluded the Federation report.

### **New Business**

There was a brief discussion around the arrival of new Board member Monte Monash, who is to be sworn in on December 5, 2018. This addition will bring the Board up to its full complement of members.

The meeting was adjourned at 7:14pm.



**Board of Library Trustees  
Follow-up Items**

1. DC Public Library will report on Strategic Plan by providing an update at every Board meeting.
2. DC Public Library Foundation funding goals will be an agenda item at the January 2019 Board meeting.

**The Public Library of the District of Columbia**  
**Board of Library Trustees Meeting**  
**Minutes**  
**Administrative Offices**  
**Wednesday, January 23, 2019**

The regular meeting of the Board of Library Trustees was held at 6:00 p.m., Wednesday, January 23, 2019 at the DC Public Library Administrative Offices, 1990 K Street NW, Gregory McCarthy, President, presiding.

Present: Gregory McCarthy, President; Karma Cottman, Vice President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Kamili Anderson; Leif Dormsjo; Faith Gibson Hubbard; Monte Monash; and Vincent Morris. Not in attendance: Victor Reinoso and C. Brian Williams.

The meeting was called to order at 6:04 pm.

**Introduction of Attendees**

Attendees stated their names and association.

**Public Comments**

There were no public comments.

**Roll Call**

Mr. Gregory McCarthy requested roll call and quorum was achieved.

**Adoption of the Agenda**

The motion to adopt the agenda was accepted by Ms. Kamili Anderson and Ms. Faith Gibson Hubbard.

**Approval of Minutes**

The motion to approve the minutes of the September 26<sup>th</sup>, 2018 board meeting was adopted by Ms. Gibson Hubbard and Ms. Anderson. The motion to approve the minutes of the November 28<sup>th</sup>, 2018 board meeting was adopted by Ms. Gibson Hubbard and Ms. Anderson.

**President's Report**

Mr. McCarthy gave the President's Report. He began by reminding the assembly that the library is in the midst of budget season, and praised Mr. Richard Reyes-Gavilan for providing a compelling argument for the library's requested budget enhancements. Mr. McCarthy urged the Board to utilize the one-page budget handout provided by the library to promote the library's requests with opinion leaders in and out of government. Mr. Vincent Morris added that the Federation of Friends recently tweeted in support of full funding of Library positions, and their message was retweeted by local Friends of the

Library groups and library users around the city. Mr. McCarthy continued, noting that last year the library went through a process with the DCPL Foundation to establish a MOU between the two entities, establishing an annual process to seek supplemental funds for the library's work. Lastly, Mr. McCarthy welcomed new Board of Library Trustees member Monte Monash.

### **Nominating Committee Report**

Ms. Gibson Hubbard delivered the Nominating Committee's report. She thanked committee members Mr. Leif Dormsjo and Mr. Morris for their support and then presented the slate of candidates for 2019. The committee nominated Mr. McCarthy to continue serving as President of the Board of Library Trustees, and Ms. Karma Cottman to continue as Vice President. Ms. Gibson Hubbard reviewed the Board of Library Trustees by-laws to affirm the process, and requested that the Board members in attendance make it known should they wish to nominate other candidates. No other nominations were brought forward, and Ms. Gibson Hubbard moved that the Board accept the slate as presented. Mr. Morris and Mr. Dormsjo accepted the motion. Mr. McCarthy requested a voice vote, which was unanimously in the affirmative, and the slate of candidates was accepted.

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

Mr. Reyes-Gavilan gave the Executive Director's report. He began by recognizing the managers present for their work in preparing answers to the Performance Oversight Hearing questions posed by the City Council's Education Committee. He noted with pride that the library has received accolades for their work on this process, which is a testament to the hard work and leadership of library staff. He continued by noting that the Performance Oversight Hearing is tentatively scheduled for Monday, February 25th.

Mr. Reyes-Gavilan discussed a few events from the Executive Director's report, starting with the library's partnership with AARP to provide tax assistance at various library locations beginning in February, one example of the library leveraging its space to connect residents with services. He continued, noting that there are many upcoming events celebrating Black History Month, including a Special Collections-led "transcribathon." This is a new program for the library, taking place on February 21st at the Washingtoniana location at UDC. Lastly, Mr. Reyes-Gavilan pointed out the upcoming Morehouse Glee Club concert, an annual event since 1975.

Mr. Reyes-Gavilan continued by providing a brief update on the library's Strategic Plan, which is a new feature of the Executive Director's report at Board meetings when the full biannual update is not due. Starting with the Local History and Culture section, he noted a recent call to artists for the vestibule glass at the MLK Jr. Memorial Library which has already garnered attention from artists across the country. The final product will be a transparent film placed on the glass in front of the monumental staircases. The selected artist will also be tasked with public engagement at the neighborhood libraries as part of the creative process. There were two updates from the Stewardship component of the plan, starting with the progress on the Facilities Master Plan. Mr. Reyes-Gavilan reported that the Facilities Conditions Assessment was completed across the entire library campus, and will be followed by staff

engagement sessions and community engagement workshops. Lastly, Mr. Reyes-Gavilan reported that as part of Initiative 29, Building the Library's Data Function and Capacity, all of the library's dashboards are now available via Tableau and are accessible to the neighborhood library managers and eventually will be accessible to the Board of Library Trustees. Mr. McCarthy questioned whether the Board was comfortable with this level of update on the Strategic Plan, and was answered in the affirmative.

Ms. Gibson Hubbard added that Councilmember Kenyon McDuffie hosted a Racial Equity Symposium the week prior at the R.I.S.E. Center in Ward 8. One of the questions posed at the event was around literacy, and Ms. Gibson Hubbard commented that it would be beneficial for the library to reach out regarding the library's literacy services and to discuss how the library is thinking about racial equity. She added that there is upcoming legislation requiring that DC government agencies have racial equity as a performance measure, and suggested that the Board circle back to have a voice in shaping that legislation. She also suggested that the library offer use of its spaces in lieu of the R.I.S.E. Center. Ms. Karma Cottman concurred with Ms. Gibson Hubbard's remarks.

Mr. Reyes-Gavilan responded that as part of his performance evaluation there was talk of an equity initiative for the library, and a working group has been established with a kick-off meeting planned for the following week. He noted that Ms. Regina Harris, current manager of the Tenley-Friendship Library, was instrumental in leading a two-year racial equity initiative at the St. Paul Library, which will benefit the library's efforts. The working group will potentially reexamine library policies through an equity lens, from how the library purchases books to how staff are hired. At some point, he added, a document outlining the direction of the working group will be provided to the Board. Ms. Gibson Hubbard mentioned some actions taken already by the library, i.e. removing fines for students and other efforts to increase parity across branches. She suggested that the library should circle back with Councilmember McDuffie, and consider becoming a partner on his equity initiatives. Mr. McCarthy added that he recently attended a panel hosted by the United Planning Organization on equity in education, one of a series of panels where perhaps the library could participate by sharing a case study.

Ms. Cottman, referring to the Executive Director's report, requested that Mr. Reyes-Gavilan make a point of mentioning any events where Board support would be helpful. Mr. Reyes-Gavilan noted that although they are not in the report, the city's Budget Town Hall events would be on that list. Ms. Anderson then asked about how public feedback on the Facilities Master Plan would be collected. Mr. Reyes-Gavilan listed the community meetings, focus groups, and other community engagement events where the public will have opportunities to provide feedback in addition to surveys. This concluded the Executive Director's report.

### **Contracts Review Committee Report**

Ms. Gibson Hubbard delivered the Contracts Review Committee's report. The committee reviewed and approved a contract modification for the Georgetown Design Group in the amount of \$309,000 for a

contract close-out. This places the contract at \$1.3 million, and it has been submitted to the DC Council for final approval. This concluded the Contracts Review Committee's report.

### **Finance Committee Report**

Ms. Anderson delivered the Finance Committee's report. There are no known budget pressures, at nearly a third of the way through the FY19 fiscal year, indicating that agency operations are approximately 27.7% into the budget year. In comparison, the library has obligated 34.5% of its local budget. Labor expenditures are at 24.3% of the PS budget, and 54.5% of the NPS budget has been obligated thus far, slightly behind last year's obligation rate of 61.6% for the same period. Budget spending is trending as expected. Current vacancies are at 42.5, with 29 offers made and 13 in some stage of the hiring process. This concluded Ms. Anderson's part of the Finance Committee's report.

Mr. Reyes-Gavilan then spoke regarding the library's priorities that require funding from the DCPL Foundation, referring to the MOU that requires the library to convey a list of requests to the Foundation during the summer. The library should have a sense of the FY20 operating budget by that point, informing the need for funding via private philanthropy. Mr. Reyes-Gavilan continued, noting that the conversation at this meeting should be an initial iteration of what the priorities ought to be. Prior to that, he noted that there is a need for the Board to examine several funding principles. Firstly, he pointed out that the library must concentrate on finding funds that supplement rather than supplant what is received from the District government. Next, he noted that the library has not sought private funds for capital projects in the past, and it is important to think through the dichotomy between capital and operations funding. Mr. Reyes-Gavilan opined that private funding for a capital project must support a physical space that offers a specific type of programming and not a general library service, for example a facility that supports workforce development. Further, Mr. Reyes-Gavilan noted the differences between one-time and recurring funding, pointing out that most private funding is one-time and thus the library will need to determine once the funding is depleted whether to redistribute existing resources or to discontinue the funded program.

A third principle for consideration is how library systems avoid competition between the central library and the neighborhood libraries, but rather leverage the central library for the benefit of the entire system. As an example, a program or initiative at the central library should have a corresponding program at a neighborhood library location. Next, Mr. Reyes-Gavilan reiterated that the library should not seek private funding for core programming, unless it enhances, expands or otherwise increases that core programming. Mr. Reyes-Gavilan noted that the City should never feel it is unnecessary to provide funding to support a strong general collection of popular material for all ages and in all formats. However, the library would welcome privately-funded support for specialized collections as an addition to the general collection. Finally, Mr. Reyes-Gavilan acknowledged that private funding can help support contract-based staffing, and the library would accept funds for that purpose. He then asked the Trustees for their questions or comments.

Ms. Monte Monash began by asking if specific types of programs that might benefit most from private funding would be mentioned in the document. Mr. Reyes-Gavilan responded in the affirmative, noting that these specifics would be communicated to the Foundation per the MOU every summer, and the Foundation would help determine the budget for those programs depending on their fundraising efforts. Ms. Monash replied that it would be helpful if the document was broken down into categories, to better determine where additional funding might be needed. Mr. Reyes-Gavilan agreed with that suggestion. Mr. McCarthy remarked that there will be times where a funder provides a priority to the library, rather than the reverse, so the library will need to determine where to draw boundaries with donors. Ms. Cottman noted that the priorities should have some relationship to the library's Strategic Plan, and Ms. Monash concurred. Ms. Gibson Hubbard remarked that there have been instances in the past where popular programs have been discontinued due to funding, and it will be important to consider how this will be communicated to the public in the future where one-time funding may be more common. Ms. Monash added that communicating proactively rather than re-actively would be beneficial in managing the public's expectations. Specifically, establishing which initiatives are operational functions and which are supported by fundraising and donations would be helpful. Mr. Morris added that a potential case study might be the request for the Foundation to fund the Container Lab spaces at NoMa, which could appear to be an equity issue if that level of funding and staff investment would only benefit the NoMa neighborhood. Ms. Monash added that the library should consider issues of equity when determining fundraising needs. Mr. McCarthy added that when the library has limited funds, the library ought to focus on special programs over core programs, as expanding existing operations would not create the same level of attention as starting something new. He went on to add that the library ought to have a philosophy around the nature of donors, especially if other organizations use a funding partnership with the library to promote their own agendas. Mr. Reyes-Gavilan noted there is wording in the MOU giving the library the option to decline proffered funding, based on the case.

Ms. Gibson Hubbard queried how the library publicizes one-time funding that supports special programming, so that elected officials are aware of the impact of such programs (and funding). Mr. Reyes-Gavilan responded, noting that some of the library's special programming efforts are in support of the Mayor's major initiatives, and are reported that way to the Mayor's office. Ms. Monash suggested that the Foundation send a monthly email to Council offices alerting them to upcoming programs in their Ward and the city in general. Ms. Gibson Hubbard added that the emails could even come from Board members leveraging their relationships with members of the Council, and include members of the Mayor's staff. Mr. Reyes-Gavilan noted that there is a monthly email that goes out to the public announcing upcoming events, and that the library would ensure Ms. Monash is receiving those emails. Ms. Gibson Hubbard responded that inviting specific officials to events might be more effective than the general events email, in particular members of the Mayor's budget office, and not just during budget season.

Mr. Reyes-Gavilan then introduced a draft document created in collaboration with the Foundation, outlining fundraising priorities around exhibitions and learning experiences for all ages. This draft document will help inform the final priorities list which will be shared with the Foundation later in the summer. Ms. Anderson noted that the Board is expected to provide feedback and help reframe the document. She added that the library needs to strike a balance in this document, so as to not undercut the budget process with the city. Mr. McCarthy queried what specific actions the Board needs to take prior to the next meeting. Ms. Anderson replied that the Board should provide feedback on the outlined fundraising priorities and submit any questions that may arise from the document. She urged that the conversation continue in subsequent meetings to finalize the document in advance of the deadline with the Foundation. Mr. Reyes-Gavilan added that the Foundation is not the only mechanism for raising funds, and the Library can pursue some opportunities outside of the Foundation. Ms. Anderson stated that a vote by the Board in May on the annual priorities would be appropriate. Mr. McCarthy added that as non-DC government employees, members of the Board can solicit funding for the Library. Ms. Gibson Hubbard stated that she has several questions about the document and looks forward to discussing them at a later date. This concluded the Finance Committee's report.

### **Facilities Committee Report**

Mr. Dormsjo presented the Facilities Committee's report. He noted that the weather and holidays have impacted some projects, but in general all are tracking on schedule. Regarding the Facilities Master Plan, he noted that there are many avenues for communicating with the public around this initiative, casting a broad net to receive as much feedback as possible, beginning February 1st. He went on to say that city officials are very interested in the outcome of the Facilities Master Plan project and providing this kind of information to the city will benefit the library as an agency.

Mr. Dormsjo reported that the MLK Library Modernization project has reached at 50% completion and from a time perspective is on schedule. The 5th floor envelope is nearing completion and interior work including concrete restoration, mechanical, electrical and plumbing components is ongoing. He went on, noting that the Capitol View Library is on track for completion in early 2019. The windows on the north face of the building have been completed and the facade renovation is underway. The projects around Lamond-Riggs, Southeast and Southwest are in the design phase, and requisite approvals for Southwest are moving forward. Community engagement efforts have begun at Lamond-Riggs, including an event on the 17th of January, and focus groups and surveys have been completed. Community meetings have also begun for the Southeast Library, and the RFP for the design-build contractor is in process internally.

Mr. Dormsjo then pivoted to an introduction of the Interim Library Service Guidelines document. This document outlines factors of analysis when making decisions around interim library facilities. He briefly reviewed the guidelines therein, including project budget, duration, proximity of libraries to other libraries and library services, and usage patterns. He noted that the overarching criterion is the idea that libraries are essential services. Ms. Cottman commented that it would be good to highlight more prominently the idea of the community as key stakeholders. She recommended that the document

articulate in the project budget section that the library does not set the project budgets, considering that budget numbers impact community perception of library projects. Ms. Monash requested that equity be added explicitly to the document. She added that managing community expectations is important, as is delivering a facility that may lack aesthetic qualities but delivers the essential services provided by a neighborhood library. She emphasized that it is important to communicate to the public that there is a finite pool of project funding for interim and permanent library spaces.

Ms. Gibson Hubbard commented that the use of the word "vulnerable" in the document is problematic. Ms. Monash replied that the connotations around that word use could be mitigated by being explicit that the library is setting a standard for every location, regardless of population served. Ms. Anderson noted that neighborhoods where the library has focused efforts on equity and increasing library use should be the neighborhoods where interim services are provided. This would support the library's goal of more equitable distribution of resources and library services. Ms. Gibson Hubbard added that terms will have to be defined around equity, suggesting looking at language used by Councilmember McDuffie for appropriate verbiage.

Ms. Gibson Hubbard suggested that the document reflect more explicitly that some communities need library services more than others. Ms. Cottman replied that the usage patterns section might be removed altogether in favor of an equity section, making the point that this will carry more weight when asking for funding from the city council. She added that the library has equity as a guiding principle and it should be reflected in this and all documents. Ms. Monash agreed, adding that all documents should tie back to the strategic plan and other documents produced at the Board level.

Mr. Morris commented that budget should not be included in the document as a deciding factor. He noted that the current choice provided to communities is to either have no interim library, or have an interim space while reducing the budget for the permanent location. Mr. Morris asserted that no community should be told to make that choice. He added that there are issues around the sections on project duration and location of libraries, as those are factors that are not being applied to current projects at the Southeast and Southwest neighborhood libraries. Mr. Reyes-Gavilan replied that the sections in the document are guidelines, not all of which have to apply to a given library project.

Mr. Dormsjo and Mr. Reyes-Gavilan agreed that the discussion had generated enough feedback to revisit the document at the committee level and make appropriate edits. Ms. Anderson remarked that budget should not be the first consideration listed. Ms. Gibson Hubbard replied that the minutiae of the budget are not transparent to most communities, and explanations can be a valuable advocacy point to get communities onboard with projects and avoid the impression that the library is making a value judgement by location.

Mr. Dormsjo then introduced a motion to accept the guidelines document with the understanding that the Facilities Committee will take the evening's discourse and make refinements and enhancements to



the guidelines. Ms. Monash seconded the motion, and the document was adopted with the aforementioned caveat by the Board. This concluded the Facilities Committee's report.

### **Performance Oversight Committee Report**

Mr. Reyes-Gavilan provided the Performance Oversight Committee report. He reminded the assembly that the library uses the first quarter report to add new metrics, and directed the Board's attention to a new section on educator (teacher) library cards, including information on top titles circulated by teachers and active library accounts. He noted that there are numbers reflecting how the library is used as a business center, mainly around printing and copying metrics by location. Ms. Gibson Hubbard commented that the Parklands-Turner location has high numbers, and requested that the Board discuss the future of that location. Mr. Reyes-Gavilan replied that as part of the FY19 budget the library requested and received planning money to perform a study on how to increase library services in the Congress Heights neighborhood, where there is a large demand for library services. Once the report is in the feedback phase, there will be conversations at the Board level as appropriate.

Mr. McCarthy questioned the active accounts data, especially in Wards 7 and 8, wondering if the number was inflated due to DC One Card use, and Mr. Reyes-Gavilan concurred that it was due to student accounts. Mr. McCarthy continued, wondering if it would be possible to see how many students are using their One Card as their library card. Mr. Reyes-Gavilan replied that the library has provided that data in the past, and can do so again. Ms. Monash added that some students use their DCPL card instead of the One Card, and Ms. Judi Greenberg pointed out that the report included overall student activity, regardless of type of card used. Ms. Gibson Hubbard noted that the functionality of the One Card should be better promoted, but at the same time students often lose them and they are hard to replace. Ms. Monash queried whether the library works with DCPS to promote the library functionality of the card via communications with DCPS families. Mr. Reyes-Gavilan noted that there is a great deal of school outreach, but it is uneven based on relationships with each school. Ms. Monash recommended that these efforts become more robust, perhaps through electronic communications.

### **Federation of Friends Report**

Ms. Susan Haight provided the Federation of Friends report. Ms. Haight reported that sixty copies of a letter were sent to the Mayor and Council offices. In addition, the Friends twitter campaign has reached 20,000 people with same message - a request for \$5 million to be added to the FY20 budget, and for 55 additional FTE. The next step is a Budget 101 discussion on February 5th, where the Friends learn how the budget is formed so that they are able to testify accurately at the Performance Oversight and Budget hearings. Ms. Haight pointed out that among the various Federation activities listed in the meeting packet, she herself attended the Parklands-Turner Library Friends of the Library formation meeting which boasted 25 attendees. Lastly, Ms. Haight noted that the Federation would be working with the ALA Conference in DC in June to promote the DC Public Library.

### **Library Foundation Report**

Mr. Morris noted that the Foundation meeting would take place the following morning, so there would be a full report of the Library Foundation activities at the next Board of Library Trustees meeting.

### **New Business**

There was no new business. Mr. McCarthy noted that the March meeting would feature an in-depth presentation on the MLK Library project. Ms. Gibson Hubbard requested that the Board gather over dinner with staff for a different conversational experience.

The meeting was adjourned at 8:27pm.

#### **Board of Library Trustees Follow-up Items**

1. DC Public Library will provide edits to the Interim Services Guidelines to Mr. Leif Dormsjo and the Facilities Committee.
2. DC Public Library will prepare an in-depth look at the MLK Library Modernization project for the March Board of Library Trustees meeting.

**The Public Library of the District of Columbia**  
**Board of Library Trustees Meeting**  
**Minutes**  
**Administrative Offices**  
**Wednesday, April 3, 2019**

The regular meeting of the Board of Library Trustees was held at 6:00 p.m., Wednesday, April 3, 2019 at the DC Public Library Administrative Offices, 1990 K Street NW, Gregory McCarthy, President, presiding.

Present: Gregory McCarthy, President; Karma Cottman, Vice President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Leif Dormsjo; Faith Gibson Hubbard; Monte Monash; Vincent Morris; Victor Reinoso and C. Brian Williams. Not in attendance: Kamili Anderson.

The meeting was called to order at 6:05 pm.

**Introduction of Attendees**

Attendees stated their names and association.

**Public Comments**

There were no public comments.

**Roll Call**

Mr. Gregory McCarthy requested roll call and quorum was achieved.

**Adoption of the Agenda**

The motion to adopt the agenda was accepted by Mr. Victor Reinoso and Ms. Faith Gibson Hubbard.

**Approval of Minutes**

The motion to approve the minutes of the January 23<sup>rd</sup>, 2019 board meeting was adopted by Ms. Gibson Hubbard and Ms. Monte Monash.

**President's Report**

Mr. McCarthy gave the President's Report. Mr. McCarthy introduced Mr. Marquett Smith, co-chair of the DCPL Foundation, who provided remarks on the state of the Foundation. Mr. Smith noted that there is a great deal of momentum around the Foundation's fundraising efforts, including conversations around naming rights and opportunities. Next, he mentioned that the Story Time Gala in March was the Foundation's featured event for the year. The annual event saw increased attendance and funds raised compared to the prior year (\$225,000) while reducing the cost of production compared with past events. He continued, noting that the Foundation was conducting a search for an Executive Director and would be holding a last round of interviews with the final two candidates. He concluded by stating that

Foundation Board members would show their support for the library by attending more library events. This concluded Mr. Smith's remarks.

Mr. McCarthy then reminded the Board that he proposed to move any items requiring deliberative discussion or a vote to the top of the agenda to allow adequate time while moving committee reports to the end of each meeting. He continued, mentioning that the FY20 budget was good news for the Library, and gave credit to Mr. Richard Reyes-Gavilan for his work in advocating for the library's budget goals. He asked Mr. Reyes-Gavilan to walk the Board through the various budget figures to date.

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

Mr. Reyes-Gavilan gave the Executive Director's report. He began by noting that the Mayor's budget provided 35.5 FTE, allowing the Library to expand Adult Literacy Programs in Wards 7 and 8 and to absorb and operationalize expanded services at the DC Jail as well as the Outreach and Inclusion Department. In addition, those FTE will allow the library to activate all levels of the new MLK Library building as well as the events management program, which will help generate revenue and activate the new auditorium and other spaces. In addition, the budget provides 4 FTE for the Southwest Library and \$1 million dollars to continue the exterior beautification of the Capitol View Library. There were areas of the budget which were reduced, including a \$418,000 reduction to the operations budget, and about \$100,000 in reductions to the library's custodial services contract among other reductions. The Library also did not receive all of the requested enhancements, including an additional \$500,000 for the MLK Library Opening Day Collection, and \$300,000 for opening day awareness activities. Additionally, while the Mayor's budget does give the library additional FTE, it does not provide for 14.5 of the requested positions which includes public safety officers and front-line staff for the busiest neighborhood libraries.

Ms. Gibson Hubbard queried whether the enhanced Adult Literacy Services would reside in communities outside the MLK Library, and also leverage existing resources and providers. Mr. Reyes-Gavilan responded in the affirmative on both matters. Ms. Gibson Hubbard requested additional conversation about Adult Literacy Services in future. Mr. McCarthy requested the total budget amount that DCPL did not receive, and the total amount that the library has requested with a prioritization of how the funds would be allocated. This information would create talking points to be used by Board of Library Trustees members in advocating for additional funds with Education Committee members.

Mr. McCarthy then introduced the Foundation fundraising proposal, specifically the idea of selling naming rights to portions of the MLK Library. As the process involves money, public assets, Dr. King's legacy and other concerns the Board wishes to be as transparent as possible as the Library and Foundation work toward this goal. Mr. McCarthy asked that the Board reaffirm their support of the existing naming rights policy and the ability of the Foundation to begin seeking funds in return for naming rights. He noted that the Board retains exclusive authority to approve any naming, and the ability to discuss potential prospects with the Foundation. Mr. C. Brian Williams commented that because the naming rights are for a public institution, additional care is required in selecting potential

donors. It is important to honor the city's contribution of using taxpayer dollars to modernize the building. Ms. Gibson Hubbard agreed, adding that the legacy of DC is unique, and working to capture that in a way that allows library users to feel ownership of the building is important. She added that there may be opportunities to recognize low or no-dollar donors and members of the community who worked to make the library what it is today. Mr. McCarthy noted that there will be different levels of donor recognition. Ms. Karma Cottman questioned whether the naming rights were to be in perpetuity, and requested that there be further conversation around the donor vetting process. Mr. McCarthy concluded by encouraging early dialogue about amounts and donors. Ms. Cottman queried whether naming rights were to be the primary Foundation fundraising effort, and Mr. Reyes-Gavilan responded that it was a new effort to complement existing fundraising by the Foundation for programmatic needs.

Mr. Reyes-Gavilan brought forward the Strategic Discussions handout, summarizing the budget and program priorities for the MLK Library, including the Board-approved ten areas of focus for the central library. Mr. McCarthy noted that a final list of priorities would be needed for the May meeting of the Board of Library Trustees. He then asked Mr. Reyes-Gavilan to discuss issues of concern around the preparations for opening day, summarized in a provided document. After summarizing the information, Mr. Reyes-Gavilan noted that more information would be provided in the forthcoming presentation. He then directed the Board's attention to the Executive Director's calendar of events, pointing out several that are of interest or importance to members, and then introduced members of the DCPL team for a presentation of the MLK Library opening day preparations. Ms. Maryann James-Daley, Assistant Director of Public Services for the Central Library; Ms. Joi Mecks, Chief of Staff; Ms. Gabriela Schneider, Director of Communications; and Ms. Kim Zablud, Director of Public Services provided a comprehensive overview of the expected experiences at the MLK Library as well as a preview of communications strategies and a discussion of the known and unknown concerns to be solved prior to opening.

After the presentation, Mr. Williams thanked the group and posed a few questions about potential partnerships in the arts community. Mr. Williams asked that the library target additional groups to activate the space, and offered to help facilitate those relationships. He also noted that the Mayor's Cultural Plan would be released the following day, a major component of which involves finding spaces to host the arts community. He advised that the library seek opportunities to connect with the plan. Mr. Reyes-Gavilan replied, noting that he would appreciate assistance both in identifying appropriate arts community partners, and in reaching out directly to the arts community to generate excitement around the MLK Library via key events and speaking opportunities. Ms. Gibson Hubbard remarked that the equity message be leveraged to promote the opening of building to create a sense of connection with the library. She continued, asking that the library work with other city agencies to reach disaffected youth and connect them to library services. Mr. Reyes-Gavilan replied that he had met with the Director of the Department of Youth Rehabilitation Services already and would be pursuing that relationship and others to meet this need.

Mr. Vincent Morris remarked that one of the challenges to be faced in the reopening the central library is how to manage the homeless population's use of the library in a way that allows for all users to feel welcome. Mr. Reyes-Gavilan replied that the library is focused on being welcoming to all, and is taking steps to achieve that vision. One advantage is that the city recently opened a day shelter downtown, providing an alternative space and targeted services for customers without homes. Mr. McCarthy noted that getting more people in general to the library and providing more services and programs will make the building welcoming to all. Ms. Monash added that there are many homeless services providers in the city who can help provide training for staff and also serve as referrals for customers experiencing homelessness. She further offered to connect the appropriate library staff with Friendship Place and other organizations. Mr. Reyes-Gavilan replied that it is important to prioritize organizations for potential partnerships around these issues. Ms. Gibson Hubbard added that one of the aspects of creating a welcoming space would be to provide a greeter for visitors as well as directional help when entering the building. Mr. Williams replied that activation, similarly to the Kennedy Center's Millennium Stage programming, would help make the building more welcoming and a safer space. Mr. Reyes-Gavilan noted that the library has already discussed an ambassador program with the Federation of Friends of the Library to address this concern. The Board agreed that at subsequent meetings each of the 5 or 6 experiential areas for the MLK Library would be discussed in detail.

#### **Contracts Review Committee Report**

Ms. Gibson Hubbard delivered the Contracts Review Committee's report. There was one contract modification for the Georgetown Design Group in the amount of \$309,000 for the Capitol View modular unit contract close-out. It was approved by the DC Council, putting the total amount of the contract at \$1.3 million. The committee additionally reviewed and approved a contract modification for Turner Construction in the amount of \$14.9 million for the start of construction and services for the Southwest Library, putting the total amount of the contract at \$17.4 million. The contracts have been approved by the DC Council. This concluded the Contracts Review Committee Report.

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

Ms. Susan Haight provided the Federation of Friends report. She noted that the record should show that the Friends were extremely active in advocating for the Library's FY20 budget. Additionally, Ms. Haight shared that the only Friends group yet to be formed is for the Northwest One Library, and asked that if the Board had any contacts in that community to let her and the Federation know. Lastly, she pointed the Board's attention to a summary of the Friends' activities in their packets. This concluded the Federation of Friends report.

#### **Library Foundation Report**

Mr. Morris provided the Library Foundation report. Briefly, he remarked on the Foundation's Story Time Gala and noted that the Foundation had done a great job in executing the event. He noted that the Foundation had hired a firm but a fuller accounting of this work would wait until the next Board of Library Trustees meeting. This concluded the Library Foundation Report.

**New Business**

There was no new business.

The meeting was adjourned at 8:00 pm.

**Board of Library Trustees  
Follow-up Items**

1. DC Public Library will provide budget-related information and talking points for the Board of Library Trustees to use in advocacy efforts.
2. DC Public Library will provide details on each of the 5-6 MLK Library experiences at subsequent Board of Library Trustees meetings.
3. DC Public Library will update the Priorities for Private Support document with financial data and present the revised document at the May 2019 board meeting.

**The Public Library of the District of Columbia**  
**Board of Library Trustees Meeting**  
**Minutes**  
**Administrative Offices**  
**Wednesday, May 22, 2019**

The regular meeting of the Board of Library Trustees was held at 6:00 p.m., Wednesday, May 22, 2019 at the Capitol View Neighborhood Library, 5001 Central Avenue SE, Gregory McCarthy, President, presiding.

Present: Gregory McCarthy, President; Karma Cottman, Vice President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Shanel Anthony; Monte Monash; Victor Reinoso and C. Brian Williams. Not in attendance: Leif Dormsjo.

The meeting was called to order at 6:13 pm.

**Introduction of Attendees**

Attendees stated their names and association.

**Public Comments**

Ms. Robin Diener, President of the Friends of the Martin Luther King Jr. Memorial Library, provided remarks. Ms. Diener offered congratulations to the library for the successful addition of funding to the budget in support of adult literacy. She questioned the Board regarding the process for providing input on new libraries and facilities, and asked for clarification around the future plans for the Parklands-Turner and Southeast Libraries. Mr. Gregory McCarthy responded, relaying that the process for finding a new site for Parklands-Turner is already underway. Regarding public input around the Facilities Master Plan, Mr. Richard Reyes-Gavilan noted that there would be two additional community meetings in June for public feedback. Mr. Reyes-Gavilan noted that the budget for the Southeast Library covers renovating the existing facility, and the library is currently evaluating proposals for that project.

**Roll Call**

Mr. McCarthy requested roll call and quorum was achieved.

**Adoption of the Agenda**

The motion to adopt the agenda was accepted by Mr. C. Brian Williams and Ms. Karma Cottman.

**Approval of Minutes**

The motion to approve the minutes of the April 3<sup>rd</sup>, 2019 board meeting was adopted by Ms. Monte Monash and Mr. Victor Reinoso.



### **President's Report**

Mr. McCarthy gave the President's Report. He began by thanking three Board of Library Trustees members who have stepped down from the Board: Ms. Kamili Anderson, Ms. Faith Gibson Hubbard, and Mr. Vincent Morris. Ms. Gibson Hubbard and Mr. Morris provided some valedictory remarks. Mr. McCarthy also introduced new Board member Mr. Shanel Anthony. Mr. Anthony hails from Ward 4, is a former ANC commissioner and brings a wealth of business expertise to the Board.

Mr. McCarthy announced that the latest FY20 budget reading includes a \$350,000 enhancement for the library which will cover 5 FTE for public safety officers. This brings the total new FTE to 44.5 for FY20. Lastly, Mr. McCarthy requested that the Board consider amending the bylaws regarding quorum, with further discussion at a subsequent meeting. He added that the bylaws have not been updated since 2007, and at some point the Board should address any needed changes.

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

Mr. Reyes-Gavilan gave the Executive Director's report. He began by introducing Capitol View Library Branch Manager Mr. Marcus Waide. Mr. Waide provided an overview of the more unique aspects of the Capitol View Library. He noted that Capitol View is home to an instruction lab that holds 10 computers, and is host to Byte Back-led computer classes as well as in-house programming. The system hired a new librarian who is specifically charged with getting programming in that space off the ground, which has been very successful to date. The Department of Corrections video visitation services are available at Capitol View as well. There are children's programs held every day on the second floor. The addition of iPads and a large television screen will enable the branch to pilot a new interactive story time program, where children can interact with both the big screen and the librarian. Mr. Waide acknowledged that cooperative efforts with the Friends of the Capitol View Library have resulted in the ability of the branch to accept donations, providing support to library programming. Mr. Waide noted that the modernized library has attracted some new users and has been positively received by the neighborhood. The Capitol View children's librarian has a robust relationship with nearby school librarians, and provides outreach several times each week. Mr. Waide relayed that the branch's youth programs are well attended, while adult users rely on services provided by the library rather than programming. Mr. Waide added that the library is also working on developing additional programs with local organizations.

Mr. Reyes-Gavilan continued with his report, pointing out key upcoming events for the library including programs on gentrification at the Shaw and Mt. Pleasant libraries in partnership with the Anacostia Museum and their exhibit *A Right to the City*. He noted that the library is entering into year two of the new Summer Challenge program, which focuses on reading twenty minutes a day, every day. This year the program is being promoted in Amharic, Chinese and Spanish in an effort to be more inclusive.

Mr. Reyes-Gavilan then presented an update on the library's Strategic Plan. Mr. McCarthy noted that the library is halfway through strategic plan, and should begin thinking about what kind of statements will be made at the conclusion of the five-year period to wrap-up the plan for the city and its residents.

Ms. Monash asked about whether any of the initiatives were delayed as a result of the closure Martin Luther King Jr. Memorial Library. Mr. Reyes-Gavilan replied in the negative, noting that in some cases funding has been moved from one fiscal year to another, which may account for a delayed status. Ms. Cottman asked Mr. Reyes-Gavilan to reflect on any aspects of the plan which the library has questioned the need for as thinking has evolved. Mr. Reyes-Gavilan noted that the largest question mark that remains involves the use of the library's operation center (Penn Center) regarding the long-term viability of using that space. Originally, the space was meant to be a permanent home for the shared technical services program between DC Public Library and the DC Public Schools. Mr. Reyes-Gavilan noted that the program cannot progress until a permanent space is identified. Mr. McCarthy requested that the library provide a deeper dive on branch-level reading goals in targeted neighborhoods. Ms. Cottman requested an opportunity to interact with the Teen Council.

Mr. McCarthy then reiterated the new formalized relationship between the DC Public Library and the DC Public Library Foundation which includes the ability for the DCPL Board of Library Trustees to create a wish list for fundraising support which is then provided to the Foundation for evaluation and further action. He reminded the Board that this list is due in July, and asked that the Board approve the existing document. Ms. Monash added that the Foundation's Board has been working to identify appropriate funders in order to amplify the library's programming and other efforts. Mr. Reyes-Gavilan noted that the document was created in consultation with the Foundation, and proceeded to review the document. The Board provided a number of pieces of feedback regarding the document, including Mr. McCarthy noting the importance of the MLK Library awareness campaign and the opportunity created by the reopening of the central library for an overall re-branding effort. Mr. Williams asked that the document be revised to reflect that the fundraising requests were meant to be spread over a period of years, and the Board discussed how funds would be spent over time, the possibility of using in-kind donations, and other issues pertaining to expenditure of funds.

Mr. McCarthy then asked the new Director of the DCPL Foundation, Mr. Robert Hartman, to address the Board. Mr. Hartman provided an overview of his background in libraries, education and fundraising. Mr. Hartman expressed his excitement in the opportunity to work for the DCPL Foundation and in seeing the collaboration between the Library and the Foundation strengthen over time. Ms. Monash then made a motion to approve the fundraising document, and it was adopted by the Board.

Mr. Reyes-Gavilan then presented the revised MLK Library Countdown document. He reminded the Board that there is a large amount of uncertainty regarding an opening date for the library, as the period between the building reaching substantial completion and when it is feasible to open the doors to the public is yet unknown. Mr. McCarthy asked that some of the new initiatives proposed for the MLK Library be approved by the Board of Library Trustees to avoid the potential for negative press, including the event rental program, library parking and the café vendor. Mr. Reyes-Gavilan agreed that transparency of process was essential. The Board then discussed the opening of the library in the context of other memorable DC openings, including the National Museum of African-American History

and the new Apple Store, and debated the preferred time of year for opening. Mr. Reyes-Gavilan shared that there is a draft list of possible opening committee participants who will be instrumental in the opening efforts, as the library is focused on partnerships and alliances which will make the opening of the library a major success. Ms. Cottman asked that the library identify opportunities for the Board to help connect neighborhood library communities with the reopening of the central library. Mr. McCarthy asked that Mr. Reyes-Gavilan continue to bring opening day issues to the Board and to develop a more detailed plan for opening the library for a future meeting.

### **Finance Committee Report**

Mr. Reinoso provided the Finance Committee report. The library is 60% into the FY19 budget, and 60% of the local budget is obligated. Labor is 58% obligated. Both figures are tracking as expected. There are currently 31.25 vacancies, with 15.25 in the offer phase and 16 in another stage of the hiring process.

### **Performance Oversight Committee**

Mr. Reinoso provided the Performance Oversight Committee report. Trends are consistent, with expected outliers such as discrepancies due to the closure of the Capitol View Interim Library and the reopening of the Capitol View Library. He reported that the data team continues to troubleshoot issues around gate count accuracy. Mr. Williams queried the birth to five by ward programming figures, and Mr. Reyes-Gavilan went through some possible scenarios to explain the discrepancy between wards. He noted that in some wards the focus is on outreach rather than in-library programming. Mr. Reinoso added that the Outreach and Inclusion Team is still a new initiative and their impact will grow over time. Ms. Monash asked if the Outreach and Inclusion Team might provide additional information or a presentation on their work, and Mr. Reyes-Gavilan concurred.

### **Federation of Friends Report**

Ms. Susan Haight provided the Federation of Friends report. She began by acknowledging the successful advocacy by the Friends around the FY20 budget. She noted that they learned a great deal about the process and have become more sophisticated. The Friends next effort is to bring in funds for Summer Challenge, and they will be present at the June ALA Conference in DC.

### **New Business**

There was no new business, and Mr. McCarthy requested an Executive Session.

The meeting was adjourned at 8:15 pm.

**Board of Library Trustees  
Follow-up Items**

1. DC Public Library will update the fundraising document clarifying funding goals over multiple years.
2. DC Public Library will present any new policies generated from the MLK Library modernization project to the Board of Library Trustees. Policies might include; parking, event planning costs/rentals and café selection.

**The Public Library of the District of Columbia**  
**Board of Library Trustees Meeting**  
**Minutes**  
**Administrative Offices**  
**Wednesday, July 24, 2019**

The regular meeting of the Board of Library Trustees was held at 6:00 p.m., Wednesday, July 24, 2019 at the DC Public Library Administrative Offices, 1990 K Street NW, Gregory McCarthy, President, presiding.

Present: Gregory McCarthy, President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Shanel Anthony; Leif Dormsjo; Monte Monash; and C. Brian Williams. Not in attendance: Karma Cottman; and Victor Reinoso.

The meeting was called to order at 6:09 pm.

**Introduction of Attendees**

Attendees stated their names and association.

**Public Comments**

There were no public comments.

**Roll Call**

Mr. Gregory McCarthy requested roll call and quorum was achieved.

**Adoption of the Agenda**

The motion to adopt the agenda was accepted by Mr. C. Brian Williams and Ms. Monte Monash.

**Approval of Minutes**

The motion to approve the minutes of the May 22<sup>nd</sup>, 2019 board meeting was adopted by Mr. Williams and Mr. Leif Dormsjo.

**Executive Director's Report**

Mr. Richard Reyes-Gavilan gave the Executive Director's report. He began by highlighting a few upcoming events, including the annual Bellevue Back to School Bash, the end-of-summer Nationals On-Field Experience, and the STAR Family Festival at the Deanwood Library among other items. Mr. Reyes-Gavilan then went on to describe the new equity initiative for Express Collections at several pilot sites - a program that allows library patrons at certain locations to encounter popular titles without use of the hold system. Mr. Reyes-Gavilan also gave an update on the Strategic Plan.

## **President's Report**

Mr. McCarthy gave the President's Report. He discussed a desire for reciprocity with other city agencies, specifically around the idea that when residents receive driver's licenses, they would also receive a library card. As an example, he noted the library's recent initiative to register DC residents to vote. Mr. McCarthy informed the Board of Library Trustees that Mayor Muriel Bowser would be attending the September Board meeting, and the library should plan to present information on the opening of the Martin Luther King Jr. Memorial Library as well as the Facilities Master Plan. Mr. McCarthy also requested that the Board of Library Trustees By-Laws be reviewed in the near future.

## **Strategic Discussions**

Mr. Reyes-Gavilan introduced a draft of the DC Public Library's Fiscal Year 2021 Budget Enhancement Requests. The first item, MLK Operating Impact on Capital, includes ongoing operating needs beginning in FY21 for the MLK Library. The second would fund the DCPL digital experience, including a Digital Experience Manager, a new web site content system and site as well as new self-checkout kiosks. The third covers inclusion and safety initiatives, including peer outreach coordinators, public safety, and a new Credible Messengers partnership targeting the teen community. The Library is also considering seeking funding in support of the Facilities Master Plan recommendations, new delivery vehicles, equipment and maintenance for our printing and copying program, and future strategic planning.

Mr. Reyes-Gavilan noted that on the Capital Budget side, more conversation around the future of a Congress Heights library was required, as well as a ten-year funding scheme tied to the Facilities Master Plan. Mr. McCarthy recommended thoughtful packaging of the neighborhood libraries funding enhancement and requested that the dollar amount for the Credible Messengers program be increased. He also suggested that the library revisit the Food Policy in advance of the re-opening of the central library. Mr. Reyes-Gavilan closed by noting that additional comments from the Board would be used to amend the draft, a new version of which would be circulated at the next committee meeting followed by a vote at the September meeting of the full Board of Library Trustees.

Mr. Reyes-Gavilan then pivoted to discuss some ancillary programs and services that will be provided by the new Martin Luther King Jr. Memorial Library. The proposed items included programming and partnerships for the auditorium, parking at the library, private events and space rentals, the café, exhibitions, retail on the first floor, and community services located on the second floor. The Board of Library Trustees discussed policies and logistics around several of these items. Mr. Williams remarked that the arts community can be a rich source of partnerships for the library and requested that the Library keep an arts perspective especially around the event rentals program. The Board recommended that the library develop the rental program with a set designation for revenue without discretion.

After further discussion of the café, catering plans, and retail space, Mr. McCarthy requested that the Library provide a list of decisions requiring Board of Library Trustees recommendations, specifically regarding whether to have a dedicated caterer, potential partners for the Auditorium and the retail space. Mr. Reyes-Gavilan committed to sharing details as they are developed.

The Board of Library Trustees then considered the proposed Quorum Rule Change. The motion to consider the rule change was put forward by Mr. McCarthy and was adopted by Mr. Williams and Mr. Dormsjo and unanimously approved by the Board of Library Trustees.

### **Contracts Review Committee Report**

Mr. Dormsjo provided the Contracts Review Committee Report. The Committee reviewed and approved five contracts in June of 2019, four of which dealt with the acquisition of content (books, materials, audio materials) via Baker and Taylor, Ingram Library Services, Midwest Tapes and Brodart. These contracts were between \$1.1 and \$1.3 million. The fifth contract was an amendment to an existing contract with design-build team Consigli Construction for the Lamond-Riggs Library to the amount of \$17.875 million. This includes the interim space for Lamond-Riggs at \$565,000. Mr. Williams requested more information on how the Library considers equity and diversity when entering into contracts, and Ms. Monash requested a fact sheet displaying CBE participation in Library business. This concluded the report.

### **Federation of Friends Report**

Ms. Susan Haight provided the Federation of Friends report. Ms. Haight reported on several events attended by the Federation including the ALA Conference, where the group hosted a "Donuts and Dialogue" event for friends of the library, members of the Board of Library Trustees, the DCPL Foundation Board and others which drew 60 attendees. The discussion covered fundraising, communication, advocacy, and membership with a written report of the proceedings available soon. In August the Federation has 30 seats for the Summer Challenge celebration at Nationals Park, and are continuing to support Summer Challenge. Ms. Haight also noted that the Federation is considering a city-wide used book sale by all Friends chapters on the same day to promote membership and raise funds for the library. This concluded the Federation of Friends report.

### **New Business**

There was no new business.

The meeting was adjourned at 8:03 pm.

**Board of Library Trustees  
Follow-up Items**

1. The DC Public Library will provide a presentation on the opening of the Martin Luther King Jr. Memorial Library and the Facilities Master Plan at a future Board of Library Trustees meeting.
2. The DC Public Library will continue to refine the FY21 Budget Enhancement Request.
3. The DC Public Library will review the Board of Library Trustees By-Laws.



**The Public Library of the District of Columbia**  
**Board of Library Trustees Meeting**  
**Minutes**  
**Administrative Offices**  
**Wednesday, September 25, 2019**

The regular meeting of the Board of Library Trustees was held at 6:00 p.m., Wednesday, September 25, 2019 at the DC Public Library Administrative Offices, 1990 K Street NW, Gregory McCarthy, President, presiding. The meeting was attended by District of Columbia Mayor Muriel Bowser.

Present: Gregory McCarthy, President; Karma Cottman, Vice President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Shanel Anthony; Leif Dormsjo; Monte Monash; and Victor Reinoso.  
Not in attendance: C. Brian Williams.

The meeting was called to order at 6:09 pm.

**Roll Call**

Mr. McCarthy requested roll call and quorum was achieved.

**Approval of Minutes**

The motion to approve the minutes of the July 24th, 2019 board meeting was adopted by Mr. Shanel Anthony and Mr. Victor Reinoso.

**Introduction of Attendees**

Attendees stated their names and association.

**Public Comments**

Three members of the public provided comments.

Ms. Hannah Estifanos, member of the Friends of the Deanwood Library, discussed their delight in the turnout at the recent STAR Festival and their enthusiasm to host any other DCPL events. She also discussed the challenges around co-locations, in particular the ongoing HVAC issues which affect both the Recreation Center and the Library at Deanwood.

Ms. Robin Diener, member of the Friends of the Martin Luther King Jr. Memorial Library, came to praise the DC Public Library Board of Trustees for their excellent guidance and stewardship over the modernization of the Martin Luther King Jr. Memorial Library. She suggested that a similar independent council be set up to guide the city's Comprehensive Plan.

Ms. Lola Anyan member of the Friends of the Capitol View Library, gave thanks for the renovation of the neighborhood library and brought forward concerns about public safety at that location in light of a recent incident. She asked for more funds and attention, as well as additional training for safety in the library, as librarians and staff cannot handle public safety on their own.

Mr. Gregory McCarthy replied, noting that the new fiscal year on October 1 would bring additional funding specifically for public safety in the library. Mr. Richard Reyes-Gavilan also responded, noting that the library has a new Credible Messenger initiative where formerly justice-involved individuals are working in branches to deliver programs and services that librarians cannot provide. This program has been a pilot but the library is looking to expand it in the coming year.

### **President's Report and Strategic Discussions**

Mr. McCarthy gave the President's Report. He welcomed Mayor Muriel Bowser and introduced the members of the Board and their associated committees, and invited several of them to discuss upcoming and ongoing initiatives of interest to the Mayor.

Mr. Victor Reinoso provided an overview of the FY20 Performance Initiatives. Mr. Reyes-Gavilan added that the initiatives presented reflect the Mayor's FY20 budget enhancement, providing the library with the ability to expand adult literacy services in Wards 7 and 8, as well as public safety and public services staff. He added that the capital projects are also part of the annual performance plan, and will be discussed later in the meeting. Mr. Reinoso then moved that the Board approve the FY21 Performance Plan Initiatives, which was accepted and the initiatives were adopted for submission to the City Administrator.

Mr. Reinoso then led a discussion of the Finance Committee's review of the proposed FY21 budget enhancement requests. Mr. Reyes-Gavilan then introduced each enhancement request, including additional funding for collections and maintenance staff for the new Martin Luther King Jr. Memorial Library. Additional priorities include an enhanced digital presence for the library, equity initiatives including the Credible Messenger and Peer Navigator programs, equipment maintenance needs to support free copy and print services, and express book collections in Wards 7 and 8 to enhance those residents' ability to access new and popular materials. Mr. Reinoso related that the Committee will review the next iteration of the document at the October Committee meeting, and bring it back for Board approval at the November Board of Library Trustees meeting.

Mr. Leif Dormsjo introduced the Facilities Committee, outlining their work and asking Mr. Reyes-Gavilan to provide an update on the Congress Heights/Parklands-Turner Library project. Mr. Reyes-Gavilan noted that the Library was aided in the Congress Heights project by funding from the Mayor which was used to hire the consultation services of Key Urban. Their work included a parcel by parcel survey around the existing Parklands-Turner Library, resulting in several viable options for a new library

location, which Mr. Reyes-Gavilan reviewed with the meeting attendees along with the applicable criteria and metrics used to identify preferred locations.

Mr. McCarthy then asked Ms. Monte Monash to provide an update on the activities around MLK Opening Awareness. Ms. Monash discussed the MLK Opening Awareness committee members and the work done at the first meeting of that body of community leaders. She noted that attendees were excited about the activation of the modernized library and the opportunity to promote the transformed space and all of the new services and spaces, including community services, conference spaces, the auditorium, the café and other amenities. The committee discussed opening activities, downtown signage and other details related to the reopening of the Martin Luther King Jr. Memorial Library.

#### **Remarks from Mayor Muriel Bowser**

Mr. McCarthy then invited Mayor Muriel Bowser to address the Board of Library Trustees and attendees. Mayor Bowser thanked the Board for the opportunity, noting that she has spent the summer and fall visiting various DC independent agency boards, making presentations and answering questions. She noted that the city has 1,700 individuals serving as advisory or regulatory governing board members affecting important functions across the District, and talked about how the public can become board members. She also detailed how Mr. Reyes-Gavilan participates in her quarterly cabinet meetings and the Education cluster, forming partnerships and synergies across agencies.

Mayor Bowser mentioned the importance of her administration providing generous funding to the library year over year, as the library is very effective in its work and is internationally recognized for it. She noted that an early budget in her administration included funding to begin the modernization of the Martin Luther King Jr. Memorial Library. The Mayor remarked that she has had the opportunity to speak with Mr. Reyes-Gavilan about his vision for the library beyond books, and the importance of libraries continuing to evolve to aid residents in fulfilling their potential. She added that the DC government will continue to support its employees, ensuring that their public safety needs are cared for, and expressed her appreciation for the innovative strategies employed by the library providing people with preventative services to avoid public safety issues. She continued, noting that that free amenities like the library are a feature that attracts and retains residents, but that the city requires more housing to support this growth. The forthcoming Comprehensive Plan will help inform housing goals and city services. Mayor Bowser concluded her remarks by encouraging the library to continue thinking about how to align the agency's plans with the city's goal of increased housing units. Mayor Bowser then asked the Board of Library Trustees for questions or comments.

Mr. McCarthy noted that the library has a number of properties that may lend themselves to increased housing density, however when proposing mixed-use development there has been reluctance on the part of community members to embrace that modern vision. Mayor Bowser noted that a strategy her administration has championed is to explain the mission of the city which embraces all eight wards. She encouraged the Board of Library Trustees to work with her planning staff to discover gaps and

opportunities in each neighborhood cluster. Ms. Karma Cottman noted her appreciation for the Mayor's time, and asked about the Mayor's vision for libraries. Mayor Bowser deferred to the expertise of Mr. Reyes-Gavilan, noting that he and the branch staff are professionals regarding the business of libraries. Mayor Bowser reiterated that she hopes the library will continue to innovate and advance programs and services to meet the needs of the public.

In response to a question from Mr. Dormsjo regarding the library's forthcoming Facilities Master Plan, Mayor Bowser confirmed that her administration wishes to see bold plans with big ideas. She continued, noting that the decision to fund a large project like the Martin Luther King Jr. Memorial Library modernization was innovative for the time, and is important as it sets D.C. apart from other world-class cities. Mayor Bowser noted that the District is not just another city, but the capital of the free world and the soon-to-be 51st state, and city facilities should reflect our position in the world.

Ms. Monash then invited the Mayor to comment on her vision for the reopening of the MLK library. Mayor Bowser mentioned the multiple events surrounding the Kennedy Center's 16-day opening of the new Reach space, and encouraged DCPL to think of the reopening of the central library as different from how the agency opens neighborhood libraries.

Mr. Anthony questioned the Mayor regarding how the library should handle the issue of homelessness. Mayor Bowser noted that there is now a day center downtown providing services and resources to people experiencing homelessness. She added that one of the larger men's shelters will be expanded to provide additional services and resources.

Mr. Reinoso thanked the Mayor for her support, and asked her to continue to challenge the Board of Library Trustees to meet the high standards set for the District. In response to Mr. McCarthy's question about finding a balance within a data-driven environment, Mayor Bowser recommended that the Board of Library Trustees work with data scientists at the Lab within the City Administrator's office to devise appropriate metrics to test. With that, the Mayor concluded her evening with the Board of Library Trustees.

### **DCPL Foundation Board Report**

Ms. Monash provided the Foundation report, with comments from Mr. Rob Hartman. Ms. Monash related that Foundation Board would resume meetings in the autumn with an eye toward raising funds for naming spaces and program activities. Mr. Hartman added that the Foundation has been putting strategies into place and meeting with potential donors. He noted that the impact of the modernized Martin Luther King Jr. Memorial Library on the community at large is a message that resonates with those individuals and companies.

### **New Business**

There was no new business.

The meeting was adjourned at 7:30 pm.

**Board of Library Trustees**

**Follow-up Items**

1. The DC Public Library will continue to refine the FY21 Enhancement Requests for the November Board of Library Trustees meeting.
2. The DC Public Library will work with the Lab@DC to discuss strategic thinking around metrics for library performance and goals.

**The Public Library of the District of Columbia  
Board of Library Trustees Meeting  
Minutes  
Administrative Offices  
Wednesday, November 20, 2019**

The regular meeting of the Board of Library Trustees was held at 6:00 p.m., Wednesday, November 20, 2019, at the DC Public Library Administrative Offices, 1990 K Street NW, Gregory McCarthy, President, presiding.

Present: Gregory McCarthy, President; Richard Reyes-Gavilan, Executive Director and Secretary-Treasurer; Shanel Anthony; Leif Dormsjo; Monte Monash; Victor Reinoso; Antonio Williams; and C. Brian Williams. Not in attendance: Karma Cottman.

The meeting was called to order at 6:00 pm.

**Roll Call**

Mr. Gregory McCarthy requested roll call and a quorum was achieved.

**Adoption of the Agenda**

The motion to adopt the agenda was accepted by Mr. Victor Reinoso and Mr. C. Brian Williams.

**Introduction of Attendees**

Attendees stated their names and association.

**Public Comments**

There were no public comments.

**Approval of Minutes**

The motion to approve the minutes of the September 25th, 2019 board meeting was adopted by Ms. Monte Monash and Mr. Reinoso.

**President's Report**

Mr. McCarthy gave the President's Report. Mr. McCarthy announced the nominating committee, which will meet and develop a slate of Board of Library Trustees candidates to serve as officers in 2020. Mr. McCarthy appointed Ms. Monash to head the Nominating Committee, and she will be joined by Mr. Leif Dormsjo and Mr. Shanel Anthony. The slate of candidates will be announced at the January meeting of the Board of Library Trustees. This concluded the President's Report.

### **Executive Director's Report and Strategic Discussion**

Mr. Richard Reyes-Gavilan gave the Executive Director's Report. He began by providing the biannual strategic plan update, noting that the library had reached 60% of the period covered by the plan. In 2019, the library met 97% of its gate count target for the fiscal year and 76% of the FY21 target. The library exceeded its FY19 circulation target by 104%.

Mr. Reyes-Gavilan also welcomed the new Board of Library Trustees member Mr. Antonio Williams, who was duly sworn in as a Trustee by Steve Walker of the Mayor's Office of Talent and Appointments. Mr. Williams introduced himself and spoke about his excitement for joining the Board.

Mr. Reyes-Gavilan then discussed the library's digital engagement efforts, including the development of a new library app sometime toward the end of FY20. He pointed out that the library's wifi infrastructure has also seen a huge improvement, and this is reflected in the performance statistics. He touched on the formation of the Martin Luther King Jr. Memorial Library Awareness Committee and the library's work in engaging members of that group to begin planning the reopening of the central library. Mr. Reyes-Gavilan also noted that the library would be presenting its proposed budget to the Mayor's Budget Review Team the following afternoon. He then updated the Board regarding the library's equity efforts, introducing a new partnership with consultant Carrie Ellis, a leader in equity initiatives around the country. Ms. Ellis will be leading all DCPL staff in equity training exercises during FY20 beginning this winter with a cohort of frontline staff.

Mr. Reyes-Gavilan continued, presenting a number of business enterprises planned for the reopened Martin Luther King Jr. Memorial Library, including several revenue-generating proposals around the café management, space rentals, retail and various partnerships. The Board requested that the library provide additional details around the event rentals program, the pop-up retail, and relationship details with proposed cultural partners for further discussion before any final decision-making. In particular, the Board expressed a desire to define the parameters of private use of publicly-funded spaces. The Board anticipates finalizing the policies and rules for the Martin Luther King Jr. Memorial Library business enterprises by the May Board of Library Trustees meeting. The Board also anticipates further discussion around the awareness and opening activities for the new central library at a future meeting.

### **Contracts Review Committee Report**

Mr. Leif Dormsjo provided the Contracts Review Committee report. Mr. Dormsjo asked that the Contracts Review Committee review the updated janitorial contract before a vote. That concluded the Contracts Review Committee report.

### **Finance Committee Report**

Mr. Reinoso provided the Finance Committee report. He noted that the library had obligated 94.3% of the local budget for FY19 and 100.3% of the local PS budget for the same time period. Overall FY20 spending is trending as expected. Mr. Reinoso then directed the Board to the final list of FY21 budget enhancements and requested a vote on the document as presented. The FY21 budget enhancement document was approved by the Board. This concluded the Finance Committee report.

### **Facilities Committee Report**

Mr. Dormsjo provided the Facilities Committee report. He began by discussing the Facilities Master Plan, which is still under development by library staff and consultants. He advised the library to complete the plan before the library's performance oversight hearing. He continued, noting that the renovation of the Martin Luther King Jr. Memorial Library is 78% complete, with one elevator completed and permitted for construction use, roof plantings installed and the plaster installations at the monumental stairs completed. Millwork and flooring installation are critical activities for the next few months. The Southwest Library project is still waiting on a raze permit for the site, which is expected very soon. The Southeast Library project is in the procurement process and is moving forward. The library recently held a meeting on November 19<sup>th</sup> to update the Lamond-Riggs community regarding the future of their neighborhood library. Schematics and renderings of the proposed library were unveiled to great acclaim from the assembled community members, and Mr. Reyes-Gavilan shared a few key images with the Board of the proposed Lamond-Riggs Library façade and new floorplan. This concluded the Facilities Committee report.

### **Performance Oversight Committee Report**

Mr. Reinoso provided the Performance Oversight Committee report. He echoed Mr. Reyes-Gavilan's earlier remarks, noting that overall circulation and Wi-Fi access totals continue to increase to their highest-ever levels. Gate count also continues to rise and exceeded 1 million visits/quarter in FY19 Q4 for the first time since the closure of the Martin Luther King Jr. Memorial Library. Database usage, computer sessions, meeting room use, and outreach are also higher compared to FY18 year-end numbers, and the Books from Birth registrations continue to grow. He also noted the Union Station pop-up library and the new Express Collections are helping to drive strong circulation figures.

### **Federation of Friends Report**

Ms. Susan Haight provided the Federation of Friends report. She announced that the Federation's next meeting would be December 4<sup>th</sup>. The Federation is working on meeting potential city Council candidates, planning their annual Issues Conference for March, and preparing for their Budget 101 session to educate Federation members before the Performance Oversight hearing.



### **DCPL Foundation Report**

Ms. Monash provided the Foundation report. She reported on the Foundation Board meeting, where members discussed how the Foundation can support the reopening of Martin Luther King Jr. Memorial Library. The conversation included potential naming opportunities and a list of prospective donors were circulated by DCPL Foundation Executive Director Mr. Rob Hartman.

### **New Business**

There was no new business.

The meeting was adjourned at 7:49 pm.

### **Board of Library Trustees Follow-up Items**

1. The DC Public Library will explore the feasibility of working with the DMV to issue library cards alongside DC id cards.
2. The DC Public Library will provide additional details around the event rental program to the Board of Library Trustees.
3. The DC Public Library will notify the Board of Library Trustees and appropriate elected officials when the Southwest Library receives a raze permit.

## BOARD OF TRUSTEES

### Question Number 52

**Describe the Board's practices for soliciting feedback from residents. How has resident feedback assisted or impacted the Board's decision-making process in FY19 or FY20 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 customers can also provide feedback through the board page of the Library's website ([dclibrary.org/about/boardoftrustees](https://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.

**I. GENERAL QUESTIONS  
TABS 153 – 172**

## **GENERAL QUESTIONS**

### **Question Number 53**

**Please provide the number of visitors to DCPL, broken down by quarter and location in FY18, FY19 and to date in FY20.**

See the following page for the Library's visits by quarter.

### Gate Count by Quarter

Library	FY18 Q1	FY18 Q2	FY18 Q3	FY18 Q4	FY18 Total	FY19 Q1	FY19 Q2	FY19 Q3	FY19 Q4	FY19 TOTAL	FY20 Q1
MLK. JR. MEMORIAL LIBRARY	-	-	-	-	-	-	-	-	-	-	-
Anacostia	39,596	40,048	39,401	47,400	<b>166,445</b>	41,199	43,801	43,770	47,474	<b>176,244</b>	41,261
Bellevue (William O. Lockridge)	24,084	23,306	25,641	33,938	<b>106,969</b>	26,281	26,400	27,954	31,836	<b>112,471</b>	24,289
Benning (Dorothy I. Height)	48,054	54,927	50,927	50,798	<b>204,706</b>	47,052	50,768	47,551	48,108	<b>193,479</b>	37,784
Capitol View	1,073	14,948	17,861	19,159	<b>53,041</b>	10,158	10,159	22,774	31,825	<b>74,916</b>	28,048
Chevy Chase	37,196	37,594	38,477	37,534	<b>150,801</b>	33,291	36,230	37,998	41,242	<b>148,761</b>	35,868
Cleveland Park	17,239	18,697	21,240	44,467	<b>101,643</b>	55,523	54,507	63,081	65,455	<b>238,566</b>	55,291
Deanwood	22,816	20,059	22,826	25,579	<b>91,280</b>	23,762	23,542	22,529	24,674	<b>94,507</b>	16,376
Francis Gregory	25,338	28,044	28,523	29,136	<b>111,041</b>	25,560	27,226	28,702	30,219	<b>111,707</b>	21,865
Georgetown	37,649	35,952	34,937	33,442	<b>141,980</b>	31,318	34,648	36,448	36,047	<b>138,461</b>	31,060
Lamond-Riggs	27,202	28,697	24,979	28,138	<b>109,016</b>	22,585	26,263	27,911	30,615	<b>107,374</b>	24,642
Library Express	26,906	25,343	25,752	27,022	<b>105,023</b>	24,796	27,894	26,595	28,105	<b>107,390</b>	24,271
Mt. Pleasant	59,814	63,373	62,302	64,238	<b>249,727</b>	59,784	63,481	60,619	65,108	<b>248,992</b>	57,461
Northeast	30,011	35,787	39,952	42,063	<b>147,813</b>	35,097	40,780	42,239	43,347	<b>161,463</b>	36,406
Northwest One	22,458	25,055	25,364	26,255	<b>99,132</b>	25,017	22,650	21,867	24,933	<b>94,467</b>	22,106
Palisades	-	22,684	26,901	26,036	<b>75,621</b>	20,164	25,526	25,318	16,824	<b>87,832</b>	21,975
Parklands-Turner	33,705	37,597	36,967	39,754	<b>148,023</b>	35,321	35,720	34,681	38,551	<b>144,273</b>	30,413
Petworth	39,744	42,987	45,153	44,274	<b>172,158</b>	40,716	45,550	48,015	47,463	<b>181,744</b>	49,231
Rosedale	21,901	22,599	27,582	28,691	<b>100,773</b>	21,259	21,485	24,764	28,058	<b>95,566</b>	24,716
Shaw (Watha T. Daniel)	61,886	68,738	69,655	70,625	<b>270,904</b>	60,350	63,770	63,937	67,143	<b>255,200</b>	53,678
Shepherd Park (Juanita E. Thornton)	23,078	25,163	27,439	28,686	<b>104,366</b>	26,679	24,838	27,310	32,602	<b>111,429</b>	29,003
Southeast	38,620	41,965	41,570	44,698	<b>166,853</b>	38,846	43,638	46,552	49,960	<b>178,996</b>	38,505
Southwest	22,905	26,001	23,701	25,454	<b>98,061</b>	22,310	22,891	17,149	9,964	<b>72,314</b>	15,230
Takoma Park	16,090	18,942	19,433	20,151	<b>74,616</b>	17,566	18,750	19,522	-	<b>55,838</b>	992
Tenley-Friendship	59,645	59,837	61,784	63,000	<b>244,266</b>	56,235	49,406	46,419	61,135	<b>213,195</b>	55,207
West End	20,779	48,340	46,807	50,020	<b>165,946</b>	49,601	55,224	55,192	71,495	<b>231,512</b>	83,111
Woodridge	41,833	41,477	42,463	46,562	<b>172,335</b>	42,567	46,027	47,163	47,551	<b>183,308</b>	39,641
<b>NEIGHBORHOOD LIBRARIES TOTAL</b>	<b>799,622</b>	<b>908,160</b>	<b>927,637</b>	<b>997,120</b>	<b>3,632,539</b>	<b>893,037</b>	<b>941,174</b>	<b>966,060</b>	<b>1,019,734</b>	<b>3,820,005</b>	<b>898,430</b>
<b>SYSTEM TOTAL</b>	<b>799,622</b>	<b>908,160</b>	<b>927,637</b>	<b>997,120</b>	<b>3,632,539</b>	<b>893,037</b>	<b>941,174</b>	<b>966,060</b>	<b>1,019,734</b>	<b>3,820,005</b>	<b>898,430</b>

## GENERAL QUESTIONS

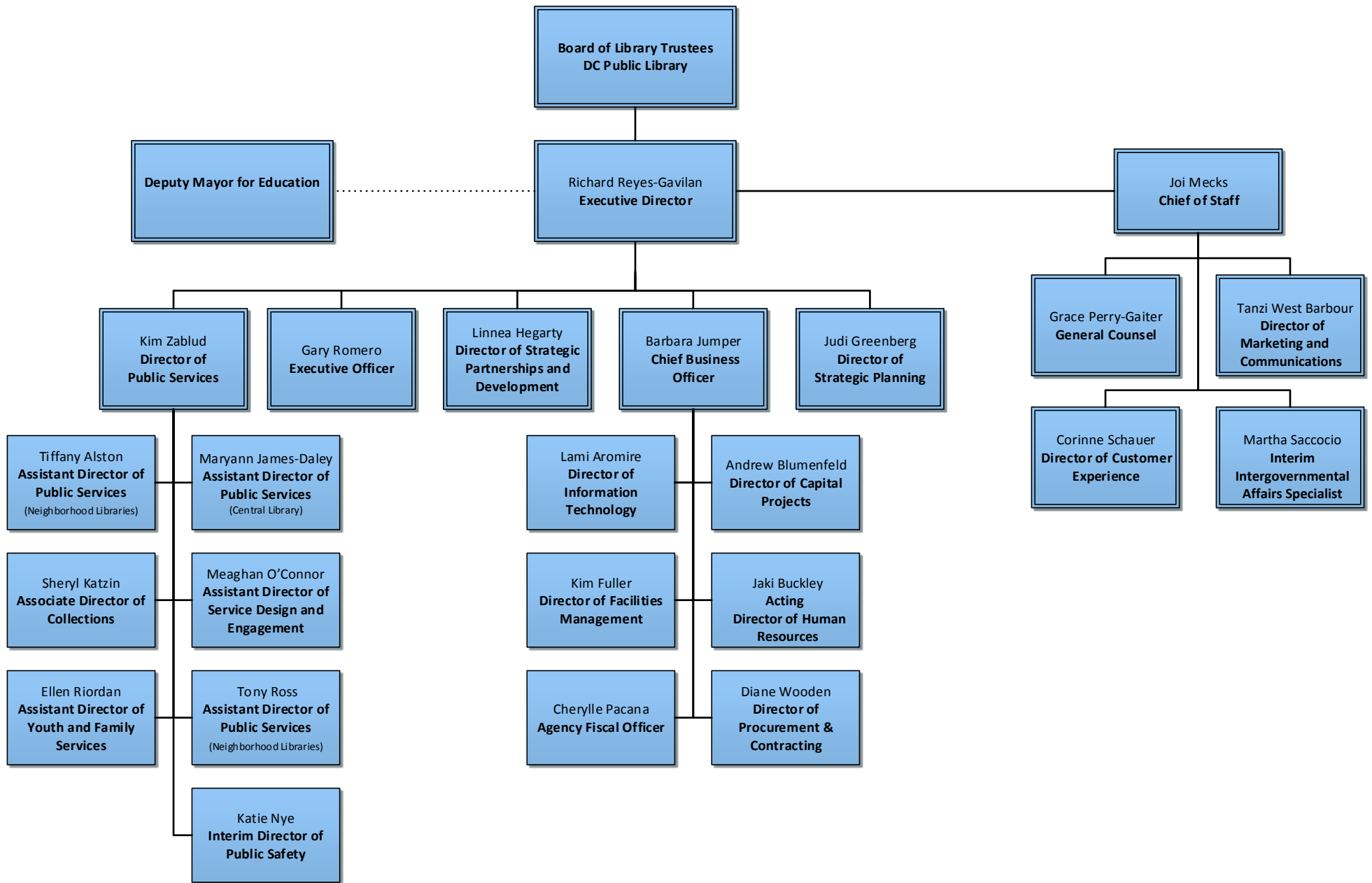
### Question Number 54

**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 FY19 or to date in FY20.**

DC Public Library experienced the following staff changes to its organization chart during FY19 into FY20:

- Cori Schauer was hired as the new Director of Customer Experience.
- Barbara Jumper was hired as the new Chief Business Officer.
- Tanzi West Barbour was hired as the new Director of Marketing and Communications.

The DC Public Library organization chart follows.



## **GENERAL QUESTIONS**

### **Question Number 55**

**Provide the agency's performance plan for FY19. Did DCPL meet the objectives set forth in the FY19 performance plan? Provide a narrative description of what actions the agency undertook to meet the key performance indicators, including any explanations as to why any indicators were not met.**

See pages that follow for the Library's FY19 Performance Plan, FY19 Performance Accountability Report and Q4 FY19 Library Services Quarterly Performance Report to the Board of Library Trustees.



# District of Columbia Public Library FY2019

**Agency** District of Columbia Public Library

**Agency Code** CEO

**Fiscal Year** 2019

**Mission** The District of Columbia Public Library (DCPL) supports children, teens and adults with services and materials that promote reading, success in school, lifelong learning and personal growth.

## 2019 Strategic Objectives

Objective Number	Strategic Objective
1	Strengthen communities through services, programs, outreach, and increased utilization of the Library's physical campus.
2	Provide services and programs that build and cultivate literacy and a love of reading.
3	Connect residents to the city's past and future by providing access to, experiences in, and support for local history and culture.
4	Support digital citizenship through technology and internet access and training.
5	Create and maintain a highly efficient, transparent, and responsive District government.

## 2019 Key Performance Indicators

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
<b>1 - Strengthen communities through services, programs, outreach, and increased utilization of the Library's physical campus. (4 Measures)</b>					
Number of participants at community sponsored meetings	Neutral	185,212	222,317	229,699	230,010
Number of attendees as Library sponsored programs	Up is Better	317,699	294,155	306,432	305,800
Number of attendees at Library sponsored outreach sessions	Up is Better	Not Available	65,209	88,135	Waiting on Data
Library Visits	Up is Better	3,930,763	3,593,201	3,632,539	3,983,351
<b>2 - Provide services and programs that build and cultivate literacy and a love of reading. (6 Measures)</b>					
Circulation of books and other library materials	Up is Better	4,439,827	4,288,626	4,514,202	4,696,181
Number of active library accounts	Up is Better	406,801	429,742	470,477	480,000
Library accounts as a percent of total population	Up is Better	60.5%	63%	68%	69%
Circulation per capita	Up is Better	6.6	6.3	6.5	6.8
Attendance at programs for children in their first five years	Up is Better	200,003	192,714	203,568	206,115

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
Percent of eligible children enrolled in Books from Birth in targeted communities	Up is Better	Not Available	64.9%	80.9%	93.2%
<b>3 - Connect residents to the city's past and future by providing access to, experiences in, and support for local history and culture. (1 Measure)</b>					
"Dig DC" Visits	Up is Better	Waiting on Data	17,516	20,990	Waiting on Data
<b>4 - Support digital citizenship through technology and internet access and training. (3 Measures)</b>					
Public access computer utilization (as a percent of availability)	Up is Better	Not Available	46.1%	52.3%	52%
Wi-Fi Connections	Up is Better	393,468	401,168	402,242	426,109
Number of people receiving technology training	Up is Better	Not Available	7202	7727	7000

## 2019 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
<b>1 - Strengthen communities through services, programs, outreach, and increased utilization of the Library's physical campus. (3 Activities)</b>			
NEIGHBORHOOD LIBRARIES	Serve as a community hub:meeting and study spaces	The Library provides meeting and study spaces for the public at neighborhood libraries as well as at Martin Luther King Jr. Memorial Library	Daily Service
Community Outreach	Community Outreach	The Library serves the community by providing access to DCPL services and programs outside of our buildings.	Daily Service
Programs and Services	Programs and services	The Library offers programs to users of all ages	Daily Service
<b>2 - Provide services and programs that build and cultivate literacy and a love of reading. (5 Activities)</b>			
LITERACY RESOURCES	Adult Literacy Services	DC Public Library offers adult literacy services through the Adult Literacy Resource Center	Daily Service
CHILDREN & YOUNG ADULT SERVICES	Early Literacy Programs	The Library offers a range of services and programs to improve earl literacy, such as story time and Sing, Talk and Read programs.	Daily Service
ADAPTIVE SERVICES	Operate the Center for Accessibility	The Center for Accessibility (formerly Adaptive Services) helps the deaf community, visually impaired, older adults, veterans and injured service people to better use the Library.	Daily Service
COLLECTIONS	Acquire books and other library materials	Through its collections, DCPL is a resource for printed and digital resources and information - such as books, e-books, databases, periodicals, etc.	Daily Service
		Offer programs, services and support for students and educators.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
CHILDREN & YOUNG ADULT SERVICES	Provide library services to students and educators		
<b>3 - Connect residents to the city's past and future by providing access to, experiences in, and support for local history and culture. (1 Activity)</b>			
NEIGHBORHOOD LIBRARIES	Provide access to local history and culture.	Provide access to local history and culture through special collections, programs, and services at libraries throughout the District.	Daily Service
<b>4 - Support digital citizenship through technology and internet access and training. (2 Activities)</b>			
NEIGHBORHOOD LIBRARIES	Provide computer and technology training and assistance	Libraries throughout the District provide technology and internet training and assistance.	Daily Service
PUBLIC SERVICE TECHNOLOGY	Provide computer and technology access	DCPL provides technology access through publicly available computers, printers and the internet.	Daily Service
<b>5 - Create and maintain a highly efficient, transparent, and responsive District government. (11 Activities)</b>			
NEIGHBORHOOD LIBRARIES	Operate neighborhood libraries	Operate neighborhood library locations throughout the District.	Daily Service
COMMUNICATIONS	Inform residents of library programs, services and projects	communications and outreach in support of DCPL programs, services, projects and operations	Daily Service
Capital Project: Martin Luther King Jr. Memorial Library	Renovation and modernization of the Martin Luther King Jr. Memorial Library	Capital Project - full renovation and modernization of the Martin Luther King Jr. Memorial Library.	Key Project
CUSTODIAL AND MAINTENANCE	Maintain library facilities	custodial and maintenance of libraries funded through operating funds	Daily Service
Capital Project: General Improvements	Maintain library facilities (Capital)	General Improvements in the Capital Budget	Key Project
EXECUTIVE MANAGEMENT OFFICE	Strategic Planning/Data Analysis	support agency operations through strategic planning and data analysis	Daily Service
Capital Project: Southwest	Southwest Neighborhood Library	Capital Project	Key Project
Capital Project: Operations Center (Shared Tech)	Long-term Operations (Shared Tech) Center	Capital Project: Develop a long term operations/shared tech services center for DCPL.	Key Project
Capital Project: Capitol View	Renovation of Capitol View Neighborhood Library	Capital Project	Key Project
Capital Project: Lamond-Riggs	Capital Project: Lamond-Riggs	Capital Project	Key Project
	Capital Project: Southeast Neighborhood Library	Capital Project	Key Project

## 2019 Workload Measures

Measure	FY 2016	FY 2017	FY 2018
<b>1 - Community Outreach (1 Measure)</b>			
Number of outreach sessions	Not Available	1380	1713
<b>1 - Programs and services (1 Measure)</b>			
Library programs offered	13,949	11,219	11,273
<b>1 - Serve as a community hub: meeting and study spaces (2 Measures)</b>			
Study room use	Not Available	37,310	45,517
number of community sponsored meetings systemwide	16,461	19,353	20,702
<b>2 - Acquire books and other library materials (3 Measures)</b>			
Local Book Budget	3,990,757	4,530,432	5,480,000
Digital Library	1,151,684	1,199,586	1,319,108
Database Usage	Not Available	1,286,981	1,842,929
<b>2 - Early Literacy Programs (1 Measure)</b>			
Number of programs for children in their first five years	Not Available	4886	5233
<b>3 - Provide access to local history and culture. (1 Measure)</b>			
Number of Studio and Fabrication Lab Sessions	Not Available	920	139
<b>4 - Provide computer and technology access (1 Measure)</b>			
number of sessions on public access computers	981,495	905,952	932,308
<b>4 - Provide computer and technology training and assistance (1 Measure)</b>			
Number of computer and technology training programs and sessions systemwide	Not Available	982	1010
<b>5 - Inform residents of library programs, services and projects (1 Measure)</b>			
Social media engagement rate	Not Available	1	21.4
<b>5 - Operate neighborhood libraries (1 Measure)</b>			
Number of hours of unplanned closures at locations systemwide	Not Available	742.5	743

Measure	FY 2016	FY 2017	FY 2018
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## 2019 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
<b>Acquire books and other library materials (1 Strategic Initiative)</b>		
Acquire opening day collection for Martin Luther King Jr. Memorial Library.	DCPL will complete the first phase of acquiring books and materials for the opening of the modernized central library, slated to reopen in 2020. The library will make purchases based on a collection development plan that outlines the breadth and depth of the collection across various subject areas, age groups, and other audiences. The overall acquisition process will span two years.	09-30-2019
<b>Capital Project: Lamond-Riggs (1 Strategic Initiative)</b>		
Begin design for a new Lamond-Riggs Neighborhood Library.	The design process will begin for a new Lamond-Riggs Library. The process will include extensive community engagement. This project is an investment in high quality education and inclusive prosperity.	09-30-2019
<b>Capital Project: Southeast Neighborhood Library (1 Strategic Initiative)</b>		
Begin design for a renovated Southeast Neighborhood Library.	The design process will begin for a renovated Southeast Library. This process will include extensive community engagement and involvement with regulatory agents as it's located in a historic district. This project is an investment in high quality education and inclusive prosperity.	09-30-2019
<b>Long-term Operations (Shared Tech) Center (1 Strategic Initiative)</b>		
Complete plans for a permanent Operations Center.	The Library will continue planning and design work in order to house its Operations Center at the Penn Center location on a long-term basis.	09-30-2019
<b>Operate neighborhood libraries (3 Strategic initiatives)</b>		
Improve staff training by completing a human resources assessment.	DCPL will complete a human resources assessment in order to guide staff training. This will allow the Library to better match staff skills to neighborhood needs.	09-30-2019
Complete a Facilities Master Plan.	The Library will complete a facilities master plan that will examine needs across the city for library services, conditions of our existing facilities to best provide needed services and forecast opportunities for expanded or enhanced services. There will be extensive community engagement as part of the process.	09-30-2019
Complete Parklands-Turner study.	DCPL will complete a study to determine options for an expanded footprint for the Parklands-Turner neighborhood library. The study will identify potential locations and strategies for a larger neighborhood library to better serve the Congress Heights community.	09-30-2019
<b>Programs and services (2 Strategic initiatives)</b>		

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Provide voter registration services at all libraries.	The Library will strengthen its role as a center for civic engagement by offering voter registration services as an official Voter Registration Agency with the DC Board of Elections (BOE). The library will provide voter registration applications in English and Spanish, assist customers with applications, accept completed applications for processing, and provide space for BOE information sessions. Staff will be trained by BOE in implementation protocols for this new service.	09-30-2019
Pilot an interactive learning space for children and families.	Modernize space at the Bellevue neighborhood library to provide interactive learning opportunities for children and families. Using best practices gleaned from libraries across the country and as a way to better prepare young children to learn to read, DCPL will enhance the design, flow, furnishings, equipment and collections to accommodate more interactive, directed and playful programs. The new learning space will be an added draw to neighborhood families to come learn and play at the library.	09-30-2019
<b>Provide access to local history and culture. (2 Strategic initiatives)</b>		
Create a King in DC permanent exhibit for the renovated Martin Luther King Jr. Memorial Library.	A permanent exhibition memorializing Martin Luther King Jr., a figure of preeminent national significance, by placing his time in the District in the context of his wider career will be designed. It will present the past and present connections that D.C. residents have with the leading figure of the Civil Rights Movement, from his time in D.C., to the posthumous dedication of the MLK Jr. Library, through present day activities of civil rights and social justice organizations. This exhibition will be a key vehicle to educate District residents and visitors about the unique history and culture of our city, through the lens of Dr. King's activism and his many community relationships.	09-30-2019
Begin offering local history curriculum to D.C. public schools.	DCPL has developed, and will begin to offer local history curriculum that can be used by D.C public schools. The courses are designed for several elementary and secondary grade levels aligned with DC social studies and language arts standards and will be available through an online platform already used by local public school teachers. Students will learn about the Poor People's Campaign and how to use the Library to complete research about D.C.	09-30-2019
<b>Provide computer and technology training and assistance (1 Strategic Initiative)</b>		
Launch new Fab Lab interim location.	DCPL will launch a new, full-time Fab Lab location in the Reeves Center in late 2018 in order to provide access to creative technology, training and classes. This location will offer these in-demand services at a location in the U Street commercial corridor during the remainder of the renovation of the Martin Luther King Jr. Memorial Library.	09-30-2019
<b>Renovation and modernization of the Martin Luther King Jr. Memorial Library (1 Strategic Initiative)</b>		
Continue Modernization of the Martin Luther King Jr. Memorial Library.	DCPL will complete year two of a three-year full modernization project. This project is an investment in high quality education and inclusive prosperity.	09-30-2019
<b>Southwest Neighborhood Library (1 Strategic Initiative)</b>		
Begin construction for a new Southwest Neighborhood Library.	The Library will begin construction of the new Southwest Library. During construction, library services will be offered in an interim facility. Construction is expected to last 16-18 months. This project is an investment in high quality education and inclusive prosperity.	09-30-2019

# District of Columbia Public Library FY2019

**Agency** District of Columbia Public Library

**Agency Code** CEO

**Fiscal Year** 2019

**Mission** The District of Columbia Public Library (DCPL) supports children, teens and adults with services and materials that promote reading, success in school, lifelong learning and personal growth.

**Summary of Services** The District of Columbia Public Library (DCPL) is a dynamic source of information, programs, books and other library materials and services that improve the quality of life for District residents of all ages that, when combined with expert staff, helps build a thriving city. The Library provides environments that invite reading, community conversation, creative inspiration and exploration, lectures, films, computer access and use, workforce and economic development, story times for children and much more. DC Public Library includes a central library and 25 neighborhood libraries and also provides services in non-traditional settings outside of the library buildings. DCPL enriches and nourishes the lives and minds of all DC residents, provides them with the services and tools needed to transform lives, and builds and supports community throughout the District of Columbia.

## 2019 Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
Opened Capitol View Neighborhood Library.		After a second phase of construction to modernize the building's exterior, the Capitol View Library reopened on March 23, 2019. The second phase improvements included a façade refresh, new windows, and improvements to the exterior entry plaza including seating and landscaping. The Library includes a computer lab and is offering free computer classes and certifications. After re-opening, Capitol View had over 54,600 visits in the fiscal year. The Library hosted approximately 800 meetings with greater than 4,580 attendees as well as over 1,120 study sessions. Over 2,300 have attended early childhood programs. The computers at Capitol View have had over 22,100 sessions and more than 102,000 pages have been printed and copied; the Library has hosted over 75 computer and technology programs.
Opened interim Fab Test Lab and Passport Acceptance Office		At the Reeves Center, DCPL opened an interim location for the Fab Test Lab in April as well as a Passport Acceptance Office in July. Both of these were relocated from the Martin Luther King Jr. Memorial Library while it is being modernized. The Fab Test Lab features laser cutters, 3-D printers, sewing machines, hand tools and power tools, and iMac computers with creative-suite software. The Fab Test Lab will help the Library test drive the services and classes that might be offered in the MLK Library. The Fab Test Lab has logged more than 1,196 registrations for programs since its opening in April, including 665 registrations for the introductory Fab Lab orientation. The following reservations for individual machine use have been made on Fab Test Lab machines: 166 laser cutter reservations; 54 sewing machine reservations; 96 3D printer reservations. Staff continue to ramp up classes and orientations.
Martin Luther King Jr. Memorial Library modernization		DCPL completed the second of three years of planned construction at the Martin Luther King Jr. Memorial Library, paving the way for the modernization of our central library. The \$211 million project is now 80% complete and the project's major risk was retired in July. The project is on schedule and budget with substantial completion anticipated in spring 2020 and the opening expected in fall 2020. Upon completion, the library will open with a 60 percent increase in public space and a number of new, inspiring features to serve the public.

## 2019 Key Performance Indicators

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
<b>1 - Strengthen communities through services, programs, outreach, and increased utilization of the Library's physical campus. (4 Measures)</b>											
Number of participants at community sponsored meetings	Annually	222,317	229,699	230,010	Annual Measure	Annual Measure	Annual Measure	Annual Measure	279,883	Neutral Measure	
Number of attendees as Library sponsored programs	Annually	294,155	306,432	305,800	Annual Measure	Annual Measure	Annual Measure	Annual Measure	295,817	Nearly Met	No significant barriers. Three neighborhood libraries closed during portions of the fiscal year for construction; more hours of unplanned closure than expected.
Number of attendees at Library sponsored outreach sessions	Annually	65,209	88,135	79,000	Annual Measure	Annual Measure	Annual Measure	Annual Measure	111,743	Met	
Library Visits	Annually	3,593,201	3,632,539	3,983,351	Annual Measure	Annual Measure	Annual Measure	Annual Measure	3,820,005	Nearly Met	No significant barriers. Three neighborhood libraries closed during portions of the fiscal year for construction; more hours of unplanned closures than expected.
<b>2 - Provide services and programs that build and cultivate literacy and a love of reading. (6 Measures)</b>											
Circulation of books and other library materials	Annually	4,288,626	4,514,202	4,696,181	Annual Measure	Annual Measure	Annual Measure	Annual Measure	4,864,772	Met	

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
Number of active library accounts	Annually	429,742	470,477	480,000	Annual Measure	Annual Measure	Annual Measure	Annual Measure	446,000	Nearly Met	Number of active accounts dropped due to a cohort of accounts expiring. Total active accounts has since stabilized and is growing.
Library accounts as a percent of total population	Annually	63%	68%	69%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	63.5%	Nearly Met	Active accounts dropped due to a cohort of accounts expiring. Total has since stabilized and is growing.
Circulation per capita	Annually	6.3	6.5	6.8	Annual Measure	Annual Measure	Annual Measure	Annual Measure	6.9	Met	
Attendance at programs for children in their first five years	Annually	192,714	203,568	206,115	Annual Measure	Annual Measure	Annual Measure	Annual Measure	190,427	Nearly Met	No significant barriers. Three neighborhood libraries closed during portions of the fiscal year for construction/renovation.
Percent of eligible children enrolled in Books from Birth in targeted communities	Annually	64.9%	80.9%	93.2%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	91.5%	Nearly Met	No barriers to meeting the target. Forecast was slightly off. Program continues to grow steadily.
<b>3 - Connect residents to the city's past and future by providing access to, experiences in, and support for local history and culture. (1 Measure)</b>											
"Dig DC" Visits	Annually	17,516	20,990	Waiting on Data	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data	No Target Set	
<b>4 - Support digital citizenship through technology and internet access and training. (3 Measures)</b>											
Public access computer utilization (as a percent of availability)	Annually	46.1%	55.5%	52%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	53.6%	Met	
Wi-Fi Connections	Annually	401,168	402,242	426,109	Annual Measure	Annual Measure	Annual Measure	Annual Measure	523,250	Met	
Number of people receiving technology training	Annually	7202	7727	7000	Annual Measure	Annual Measure	Annual Measure	Annual Measure	6218	Unmet	Target and reported number of people receiving technology training were off due to recently discovered reporting anomalies.

## 2019 Workload Measures

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual
<b>1 - Community Outreach (1 Measure)</b>							
Number of outreach sessions	1380	1713	Annual Measure	Annual Measure	Annual Measure	Annual Measure	2274
<b>1 - Programs and services (1 Measure)</b>							
Library programs offered	11,219	11,273	Annual Measure	Annual Measure	Annual Measure	Annual Measure	11,520
<b>1 - Serve as a community hub: meeting and study spaces (2 Measures)</b>							
Study room use	37,310	45,517	Annual Measure	Annual Measure	Annual Measure	Annual Measure	49,743
number of community sponsored meetings systemwide	19,353	20,702	Annual Measure	Annual Measure	Annual Measure	Annual Measure	23,830
<b>2 - Acquire books and other library materials (3 Measures)</b>							
Local Book Budget	4,530,432	5,480,000	Annual Measure	Annual Measure	Annual Measure	Annual Measure	5,980,432



Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual
Digital Library	1,199,586	1,319,108	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1,582,457
Database Usage	1,286,981	1,842,929	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1,977,257
<b>2 - Early Literacy Programs (1 Measure)</b>							
Number of programs for children in their first five years	4886	5233	Annual Measure	Annual Measure	Annual Measure	Annual Measure	5115
<b>3 - Provide access to local history and culture. (1 Measure)</b>							
Number of Studio and Fabrication Lab Sessions	920	139	Annual Measure	Annual Measure	Annual Measure	Annual Measure	277
<b>4 - Provide computer and technology access (1 Measure)</b>							
number of sessions on public access computers	905,952	932,308	Annual Measure	Annual Measure	Annual Measure	Annual Measure	944,377
<b>4 - Provide computer and technology training and assistance (1 Measure)</b>							
Number of computer and technology training programs and sessions systemwide	982	1010	Annual Measure	Annual Measure	Annual Measure	Annual Measure	942
<b>5 - Inform residents of library programs, services and projects (1 Measure)</b>							
Social media engagement rate	1	21.4	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data
<b>5 - Operate neighborhood libraries (1 Measure)</b>							
Number of hours of unplanned closures at locations systemwide	742.5	743	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data

## 2019 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
<b>1 - Strengthen communities through services, programs, outreach, and increased utilization of the Library's physical campus. (3 Activities)</b>			
NEIGHBORHOOD LIBRARIES	Serve as a community hub: meeting and study spaces	The Library provides meeting and study spaces for the public at neighborhood libraries as well as at Martin Luther King Jr. Memorial Library	Daily Service
Community Outreach	Community Outreach	The Library serves the community by providing access to DCPL services and programs outside of our buildings.	Daily Service
Programs and Services	Programs and services	The Library offers programs to users of all ages	Daily Service
<b>2 - Provide services and programs that build and cultivate literacy and a love of reading. (5 Activities)</b>			
LITERACY RESOURCES	Adult Literacy Services	DC Public Library offers adult literacy services through the Adult Literacy Resource Center	Daily Service
CHILDREN & YOUNG ADULT SERVICES	Early Literacy Programs	The Library offers a range of services and programs to improve early literacy, such as story time and Sing, Talk and Read programs.	Daily Service
ADAPTIVE SERVICES	Operate the Center for Accessibility	The Center for Accessibility (formerly Adaptive Services) helps the deaf community, visually impaired, older adults, veterans and injured service people to better use the Library.	Daily Service
COLLECTIONS	Acquire books and other library materials	Through its collections, DCPL is a resource for printed and digital resources and information - such as books, e-books, databases, periodicals, etc.	Daily Service
CHILDREN & YOUNG ADULT SERVICES	Provide library services to students and educators	Offer programs, services and support for students and educators.	Daily Service
<b>3 - Connect residents to the city's past and future by providing access to, experiences in, and support for local history and culture. (1 Activity)</b>			
NEIGHBORHOOD LIBRARIES	Provide access to local history and culture.	Provide access to local history and culture through special collections, programs, and services at libraries throughout the District.	Daily Service
<b>4 - Support digital citizenship through technology and internet access and training. (2 Activities)</b>			
NEIGHBORHOOD LIBRARIES	Provide computer and technology training and assistance	Libraries throughout the District provide technology and internet training and assistance.	Daily Service
PUBLIC SERVICE TECHNOLOGY	Provide computer and technology access	DCPL provides technology access through publicly available computers, printers and the internet.	Daily Service
<b>5 - Create and maintain a highly efficient, transparent, and responsive District government. (11 Activities)</b>			

Operations Header	Operations Title	Operations Description	Type of Operations
NEIGHBORHOOD LIBRARIES	Operate neighborhood libraries	Operate neighborhood library locations throughout the District.	Daily Service
COMMUNICATIONS	Inform residents of library programs, services and projects	communications and outreach in support of DCPL programs, services, projects and operations	Daily Service
Capital Project: Martin Luther King Jr. Memorial Library	Renovation and modernization of the Martin Luther King Jr. Memorial Library	Capital Project - full renovation and modernization of the Martin Luther King Jr. Memorial Library.	Key Project
CUSTODIAL AND MAINTENANCE	Maintain library facilities	custodial and maintenance of libraries funded through operating funds	Daily Service
Capital Project: General Improvements	Maintain library facilities (Capital)	General Improvements in the Capital Budget	Key Project
EXECUTIVE MANAGEMENT OFFICE	Strategic Planning/Data Analysis	support agency operations through strategic planning and data analysis	Daily Service
Capital Project: Southwest	Southwest Neighborhood Library	Capital Project	Key Project
Capital Project: Operations Center (Shared Tech)	Long-term Operations (Shared Tech) Center	Capital Project: Develop a long term operations/shared tech services center for DCPL.	Key Project
Capital Project: Capitol View	Renovation of Capitol View Neighborhood Library	Capital Project	Key Project
Capital Project: Lamond-Riggs	Capital Project: Lamond-Riggs	Capital Project	Key Project
	Capital Project: Southeast Neighborhood Library	Capital Project	Key Project

## 2019 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
<b>Acquire books and other library materials (1 Strategic Initiative)</b>				
Acquire opening day collection for Martin Luther King Jr. Memorial Library.	DCPL will complete the first phase of acquiring books and materials for the opening of the modernized central library, slated to reopen in 2020. The library will make purchases based on a collection development plan that outlines the breadth and depth of the collection across various subject areas, age groups, and other audiences. The overall acquisition process will span two years.	Complete	Staff met all their purchasing goals for this phase of the project.	
<b>Capital Project: Lamond-Riggs (1 Strategic Initiative)</b>				
Begin design for a new Lamond-Riggs Neighborhood Library.	The design process will begin for a new Lamond-Riggs Library. The process will include extensive community engagement. This project is an investment in high quality education and inclusive prosperity.	Complete	Design process for the Lamond Riggs library started. Concept design was shared with the community on June 12, 2019. Council package awarding the GMP package for construction to Design Build team was deemed approved by Council June 12, 2019.	
<b>Capital Project: Southeast Neighborhood Library (1 Strategic Initiative)</b>				
Begin design for a renovated Southeast Neighborhood Library.	The design process will begin for a renovated Southeast Library. This process will include extensive community engagement and involvement with regulatory agents as it's located in a historic district. This project is an investment in high quality education and inclusive prosperity.	0-24%	The design process will start shortly after award of contract to Design-Build team. The technical evaluation panel has provided recommendation to the procurement officer and the award issuance is expected before end of October.	Procurement process took longer than projected.
<b>Long-term Operations (Shared Tech) Center (1 Strategic Initiative)</b>				
Complete plans for a permanent Operations Center.	The Library will continue planning and design work in order to house its Operations Center at the Penn Center location on a long-term basis.	0-24%	In FY18 DCPL identified the Penn Center as the preferred location of its long-term operations center. DCPL is continuing to work with DGS and OCA to identify and secure a permanent location for the Operations Center as the temporary location (Penn Center) may not be a long-term solution. Planning and design work for the Penn Center is therefore now on hold.	Plans for a long-term operations center are on hold as future plans for the current location (Penn Center) are not certain and another location has not been identified. DCPL will continue to work with DGS and OCA to identify a long-term location.
<b>Operate neighborhood libraries (3 Strategic initiatives)</b>				

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Improve staff training by completing a human resources assessment.	DCPL will complete a human resources assessment in order to guide staff training. This will allow the Library to better match staff skills to neighborhood needs.	50-74%	A consulting team contract is in place and the human capital assessment (Talent Management Strategy Plan) is underway.	Procurement took longer than expected
Complete a Facilities Master Plan.	The Library will complete a facilities master plan that will examine needs across the city for library services, conditions of our existing facilities to best provide needed services and forecast opportunities for expanded or enhanced services. There will be extensive community engagement as part of the process.	75-99%	Facilities Master Plan (FMP) development is approximately 90% complete. All information has been synthesized and a draft report has been completed. Draft is being finalized by agency and Board of Trustees for final formatting and translation into other languages.	Additional time was needed to complete the analysis and to translate the document into multiple languages.
Complete Parklands-Turner study.	DCPL will complete a study to determine options for an expanded footprint for the Parklands-Turner neighborhood library. The study will identify potential locations and strategies for a larger neighborhood library to better serve the Congress Heights community.	Complete	The study is complete and 5 potential sites have been identified for siting a 20,000 SF library that would replace the 4,952 SF of leased space at Parklands-Turner Library. The study entailed a parcel by parcel review of properties within 1/2 a mile radius around the existing library. Extensive review of property data, visual surveying, cataloging, meetings with the DC Office of Planning, as well as owners and developers of the sites were undertaken as part of identifying the shortlisted sites.	
<b>Programs and services (2 Strategic initiatives)</b>				
Provide voter registration services at all libraries.	The Library will strengthen its role as a center for civic engagement by offering voter registration services as an official Voter Registration Agency with the DC Board of Elections (BOE). The library will provide voter registration applications in English and Spanish, assist customers with applications, accept completed applications for processing, and provide space for BOE information sessions. Staff will be trained by BOE in implementation protocols for this new service.	Complete	All branches began voter registration services on Monday, September 23. Fliers were created by the Communications Department and distributed to all branches so they can be prominently displayed. Information about voter registration services at DC Public Library is now available on DCPL's website at: <a href="http://www.dclibrary.org/civicengagement">www.dclibrary.org/civicengagement</a> . September 24 was National Voter Registration Day and the Communications Department used the website and social media sites to inform District residents that all DC Public Libraries are now voter registration agencies.	
Pilot an interactive learning space for children and families.	Modernize space at the Bellevue neighborhood library to provide interactive learning opportunities for children and families. Using best practices gleaned from libraries across the country and as a way to better prepare young children to learn to read, DCPL will enhance the design, flow, furnishings, equipment and collections to accommodate more interactive, directed and playful programs. The new learning space will be an added draw to neighborhood families to come learn and play at the library.	Complete	Space modernization is complete. Opening day activity drew 28 children and their caregivers into the space and more programs are planned for the upcoming fiscal year.	
<b>Provide access to local history and culture. (2 Strategic initiatives)</b>				
Create a King in DC permanent exhibit for the renovated Martin Luther King Jr. Memorial Library.	A permanent exhibition memorializing Martin Luther King Jr., a figure of preeminent national significance, by placing his time in the District in the context of his wider career will be designed. It will present the past and present connections that D.C. residents have with the leading figure of the Civil Rights Movement, from his time in D.C., to the posthumous dedication of the MLK Jr. Library, through present day activities of civil rights and social justice organizations. This exhibition will be a key vehicle to educate District residents and visitors about the unique history and culture of our city, through the lens of Dr. King's activism and his many community relationships.	50-74%	The Library's permanent exhibit on King in D.C. is currently between the 10% and 35% design development phase. We have chosen Kubik Maltbie, an exhibit design firm, as the primary contractor on this project. While the design development continues, we have been working to formulate an exhibit checklist and other content-related materials. We also have applied for an exhibit implementation grant from NEH, which will be announced in April 2020.	The selection process to hire a designer took longer than anticipated, and there were funding delays. We were able to complete some content development in the intervening months, so we remain on schedule to open the exhibits when the MLK Library reopens in fall 2020. (The scope for FY19 was 65% design completion and the completion is at about 50% for the fiscal year.)
Begin offering local history curriculum to D.C. public schools.	DCPL has developed, and will begin to offer local history curriculum that can be used by D.C. public schools. The courses are designed for several elementary and secondary grade levels aligned with DC social studies and language arts standards and will be available through an online platform already used by local public school teachers. Students will learn about the Poor People's Campaign and how to use the Library to complete research about D.C.	Complete	Curriculum was available for school year 2018/19 per earlier updates. Planning for additional collateral to promote local history resources is underway with plans for updated collateral for 2019/20 school year. Staff FAQ and increased visibility on DCPL website Educator's page.	

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
<b>Provide computer and technology training and assistance (1 Strategic Initiative)</b>				
Launch new Fab Lab interim location.	DCPL will launch a new, full-time Fab Lab location in the Reeves Center in late 2018 in order to provide access to creative technology, training and classes. This location will offer these in-demand services at a location in the U Street commercial corridor during the remainder of the renovation of the Martin Luther King Jr. Memorial Library.	Complete	Construction is complete. The space opened Wednesday, April 17, with access to creative technology, training, classes, and in-demand services.	
<b>Renovation and modernization of the Martin Luther King Jr. Memorial Library (1 Strategic Initiative)</b>				
Continue Modernization of the Martin Luther King Jr. Memorial Library.	DCPL will complete year two of a three-year full modernization project. This project is an investment in high quality education and inclusive prosperity.	Complete	The second year of the three year modernization is complete. Overall construction is approximately 80% complete. Finish trades have begun work. Building is utilizing HVAC systems. Monumental stairs, exterior granite sidewalks, outdoor cafe and loading dock areas continue to progress per schedule.	
<b>Southwest Neighborhood Library (1 Strategic Initiative)</b>				
Begin construction for a new Southwest Neighborhood Library.	The Library will begin construction of the new Southwest Library. During construction, library services will be offered in an interim facility. Construction is expected to last 16-18 months. This project is an investment in high quality education and inclusive prosperity.	Complete	Construction phase started with hazardous abatement and pre-raze utility disconnects after Southwest Library closed to public on June 1, 2019. Interim library construction was completed and opened to public on August 9, 2019.	



# LIBRARY SERVICES

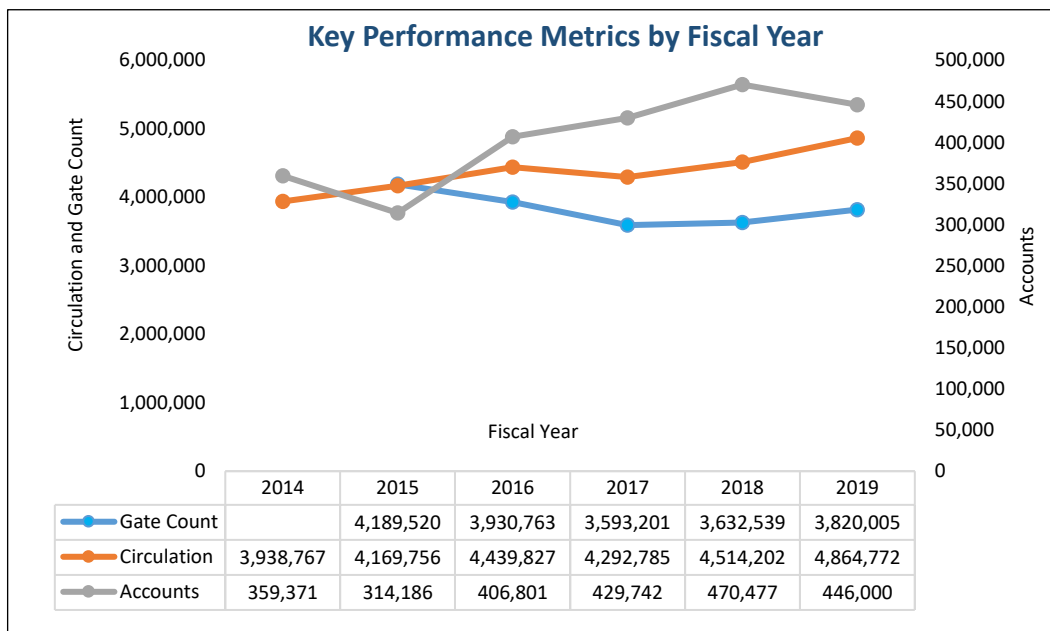
## QUARTERLY PERFORMANCE REPORT

Q4 FY19

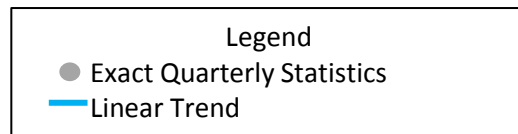
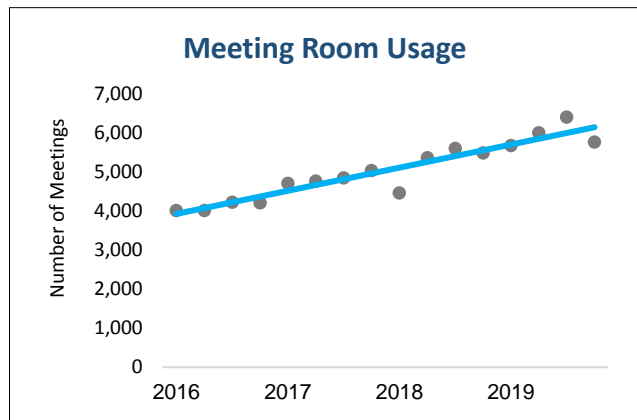
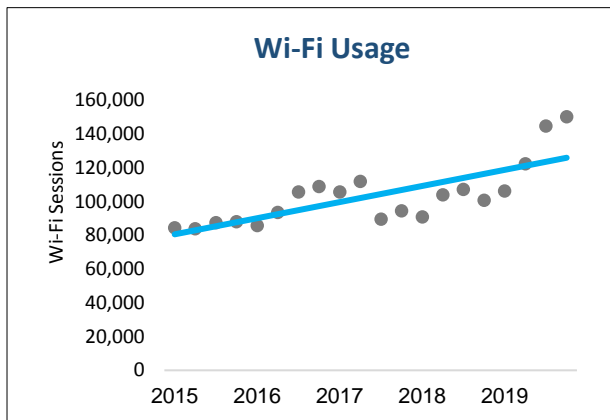
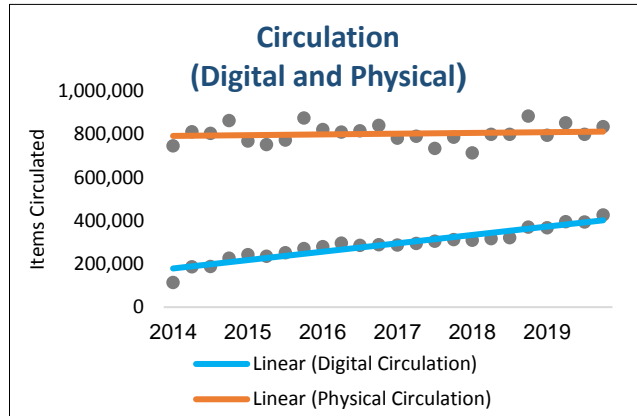
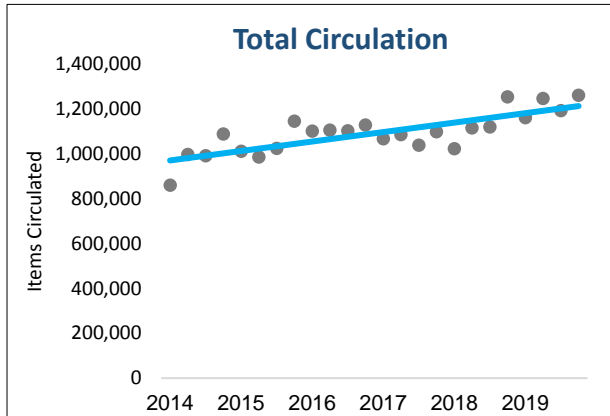
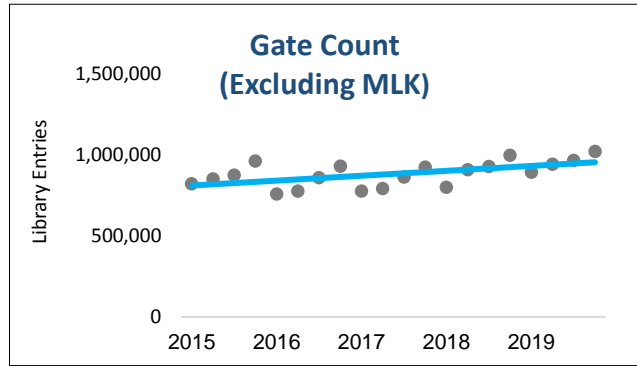
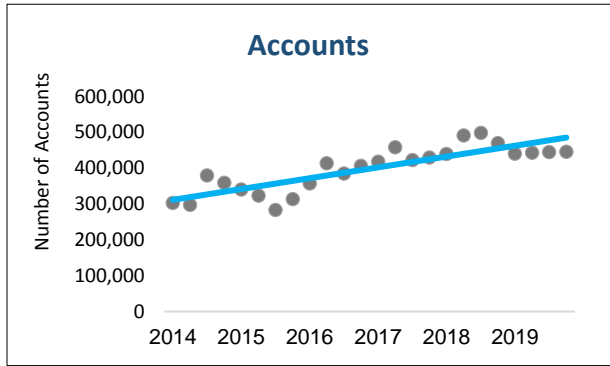


## EXECUTIVE SUMMARY

- FY19 year-end totals show increased performance compared to year-end FY18 in several areas
  - Overall circulation and wifi access totals continue to increase to their highest levels.
  - Gate count also continues to increase. In Q4, gate count exceeded one million for the first time since MLK closed.
  - Database usage, computer sessions, meeting room use and outreach are also up compared to FY18 year-end and Books from Birth registrations continue to rise.
- The annual STAR family festival took place at Deanwood Neighborhood Library on September 7th with 520 attendees.
- The Union Station Pop-Up Library, installed on June 19th, had Q4 circulation totaling 3,658. Visitors of Union Station have access to a selection of digital books if they log onto the Pop-Up's Wifi connection. DCPL is launching an additional pop-up library in the DC Courthouse on October 18th. GoDigital Live was held at Union Station on September 5th. This event marketed DC Public Library's digital resources and included a musical performance and technology instruction.
- Express book collections were launched in early July at seven branches in Wards 4, 7 and 8. This pilot was introduced to ensure that neighborhood library locations with comparably low-levels of check-outs through the holds system provide access to new and popular books. The physical books in these collections are intended for customers who prefer browsing, will not be made available to fill holds and cannot be renewed. In Q4, overall circulation of these items totaled 759. "Express" circulations were greatest at the Francis Gregory Neighborhood Library with 155 circulations.
- Between June and August, 700 legacy public desktop computers were replaced with faster computers running Windows 10, and capacity to reduce the average time between computer sessions from five minutes to one minute.
- The Southwest interim location opened on Thursday August 8th. The passport acceptance office opened at the Reeves Center at 14th and U Streets, NW on July 16th.
- There were 122 hours of unplanned closures during Q4 primarily due to excessive temperatures at shared locations.
- We have made corrections to the adult desktop computer utilization rates for each quarter of FY18 and FY19. The changes correct the hours where adult desktop computers were available and result in slightly higher utilization rates than had been previously reported.



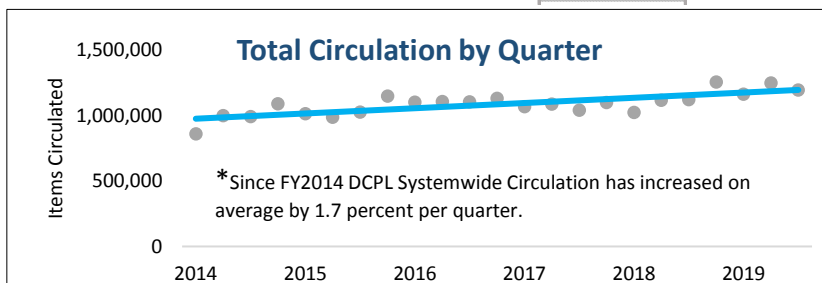
## SUMMARY OF HISTORICAL TRENDS



# CIRCULATION

Q4 FY19

Ward	Location	Q4 FY16	Q4 FY17	Q4 FY18	Physical Circ	Digital Library
1	Mt. Pleasant	59,536	65,070	72,041	67,484	46,285
<b>Ward 1 Totals</b>		<b>59,536</b>	<b>65,070</b>	<b>72,041</b>	<b>67,484</b>	<b>46,285</b>
2	MLK JR. Memorial Library/System-Wide Self Checkouts/Mobile App	247,799	130,175	426	351	18,156
2	Library Express/Center for Accessibility		7,332	8,836	8,109	8,656
2	Georgetown	42,970	43,999	43,600	44,334	27,919
2	West End	19,218	17,365	43,326	55,532	29,633
<b>Ward 2 Totals</b>		<b>309,987</b>	<b>198,871</b>	<b>96,188</b>	<b>108,326</b>	<b>84,364</b>
3	Chevy Chase	37,320	44,151	56,031	51,255	19,368
3	Cleveland Park	54,942	39,320	99,215	85,726	36,552
3	Palisades	22,297	6,026	35,330	34,163	8,331
3	Tenley-Friendship	64,394	70,111	75,079	72,280	35,177
<b>Ward 3 Totals</b>		<b>178,953</b>	<b>159,608</b>	<b>265,655</b>	<b>243,424</b>	<b>99,428</b>
4	Petworth	30,449	34,537	44,291	44,771	17,172
4	Shepherd Park (Juanita E. Thornton)	13,837	16,101	16,739	21,292	6,412
4	Takoma Park	17,567	20,380	24,822	5,866	10,889
<b>Ward 4 Totals</b>		<b>61,853</b>	<b>71,018</b>	<b>85,852</b>	<b>71,929</b>	<b>34,473</b>
5	Lamond-Riggs	14,189	11,977	16,600	16,656	4,886
5	Woodridge	11,784	43,769	52,291	48,662	14,645
<b>Ward 5 Totals</b>		<b>25,973</b>	<b>55,746</b>	<b>68,891</b>	<b>65,318</b>	<b>19,531</b>
6	Northeast	35,975	39,017	54,012	54,340	22,152
6	Northwest One	6,440	10,151	11,618	10,955	8,959
6	Rosedale	8,718	10,729	12,741	11,832	3,450
6	Shaw (Watha T. Daniel)	30,390	42,243	48,614	50,049	49,926
6	Southeast	35,003	39,297	48,039	47,454	27,429
6	Southwest	20,345	17,706	18,164	10,922	10,926
<b>Ward 6 Totals</b>		<b>136,871</b>	<b>159,143</b>	<b>193,188</b>	<b>185,552</b>	<b>122,842</b>
7	Benning (Dorothy I. Height)	14,679	18,907	15,563	12,555	2,208
7	Capitol View	8,349	1,082	11,014	12,482	1,354
7	Deanwood	4,269	7,845	8,463	6,672	1,013
7	Francis Gregory	10,380	9,298	14,455	13,727	4,458
<b>Ward 7 Total</b>		<b>37,677</b>	<b>37,132</b>	<b>49,495</b>	<b>45,436</b>	<b>9,033</b>
8	Anacostia	9,292	8,627	11,910	11,283	6,079
8	Bellevue (William O. Lockridge)	8,650	8,915	11,749	9,519	3,393
8	Parklands-Turner	11,733	11,842	10,728	9,941	1,284
<b>Ward 8 Totals</b>		<b>29,675</b>	<b>29,384</b>	<b>34,387</b>	<b>30,743</b>	<b>10,756</b>
<b>Jail Library</b>			9,573	17,870	16,655	
<b>Libraries Subtotal</b>		<b>840,525</b>	<b>785,545</b>	<b>883,567</b>	<b>834,867</b>	<b>426,712</b>
<b>Digital Library</b>		288,941	313,157	370,643	426,712	
<b>DCPL Total</b>		<b>1,129,466</b>	<b>1,098,702</b>	<b>1,254,210</b>	<b>1,261,579</b>	
<b>Percent Change</b>			-2.72%	14.15%	0.59%	



**Notes:**

\*Prior to FY18 Q1 circulation performed at self check machines was assigned to Martin Luther King Jr. Memorial Library/SystemWide Self Check. Between October - January FY18 these circulation transactions were assigned to the cardholder's home neighborhood branch. Beginning February FY18 self check circulation transactions are assigned to the physical branch that the transaction took place.

\*Martin Luther King Jr. Memorial Library/SystemWide Self Check is attributed to circulation performed using the the mobile Boopsie application.

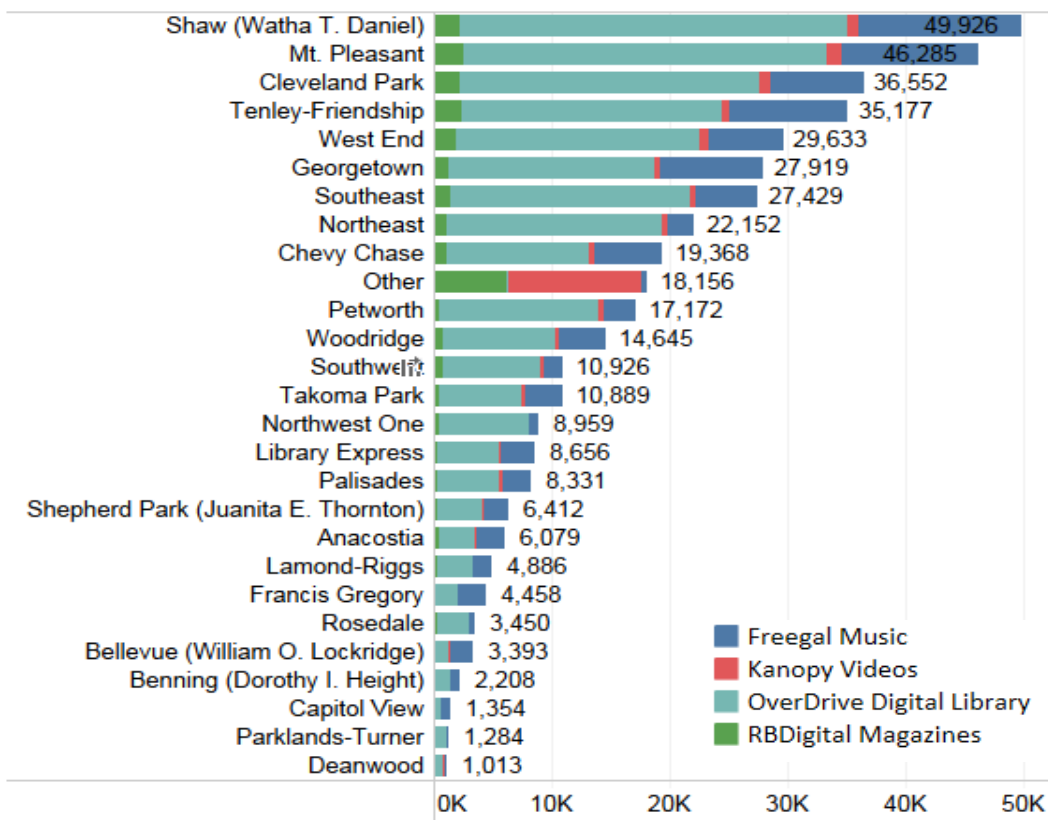
\*Digital circulation that is not aligned with a User Library is listed as Martin Luther King Jr. Memorial Library/SystemWide Self Checkouts/Mobile in the Digital Column.

	Q1	Q2	Q3	Q4	Total
FY2014	860,350	997,758	992,029	1,088,630	<b>3,938,767</b>
FY2015	1,012,275	986,421	1,024,423	1,146,637	<b>4,169,756</b>
FY2016	1,101,415	1,106,005	1,102,941	1,129,466	<b>4,439,827</b>
FY2017	1,068,319	1,086,077	1,039,687	1,098,702	<b>4,292,785</b>
FY2018	1,023,328	1,115,873	1,120,791	1,254,210	<b>4,514,202</b>
FY2019	1,162,307	1,247,601	1,193,285	1,261,579	<b>4,864,772</b>



## CIRCULATION

### Q4 FY19 Digital Circulation By Vendor and Branch



### Database Usage

	Q1	Q2	Q3	Q4	Total
FY 2017	249,774	292,248	349,985	394,974	1,286,981
FY 2018	453,924	537,127	474,835	377,043	1,842,929
FY 2019	621,438	582,142	388,423	385,454	1,977,457

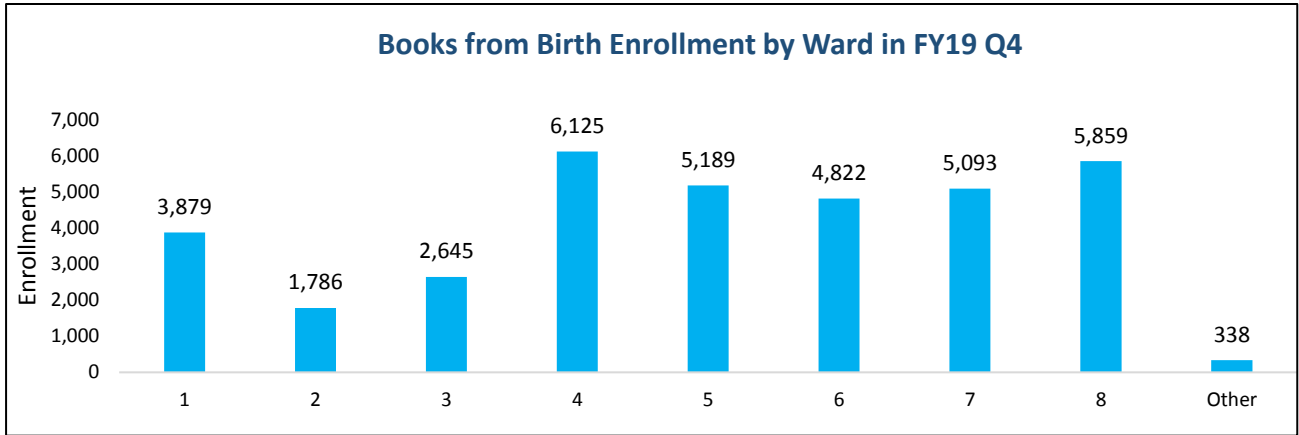
### Top 10 Titles Q4 FY19

Top titles include physical and digital books and audiobooks with the highest circulation in FY19Q4.



Rank	Title	Author	Digital	Physical	Total
1	Little Fires Everywhere	Celeste Ng	760	462	1,222
2	Becoming	Michelle Obama	744	441	1,185
3	Educated	Tara Westover	794	370	1,164
4	Where the Crawdads Sing	Delia Owens	721	264	985
5	Crazy Rich Asians	Kevin Kwan	777	177	954
6	Everything I Never Told You	Celeste Ng	706	102	808
7	The Underground Railroad	Colson Whitehead	509	295	804
8	Normal People	Sally Rooney	554	245	799
9	An American Marriage	Tayari Jones	540	250	790
10	Bad Blood: Secrets and Lies..	John Carreyrou	510	238	748

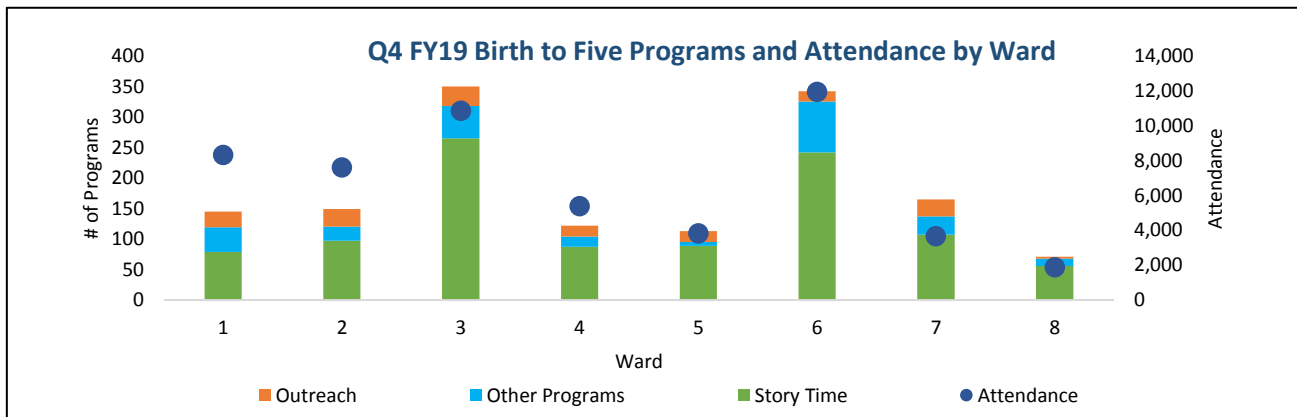
## EARLY LITERACY PROGRAMMING



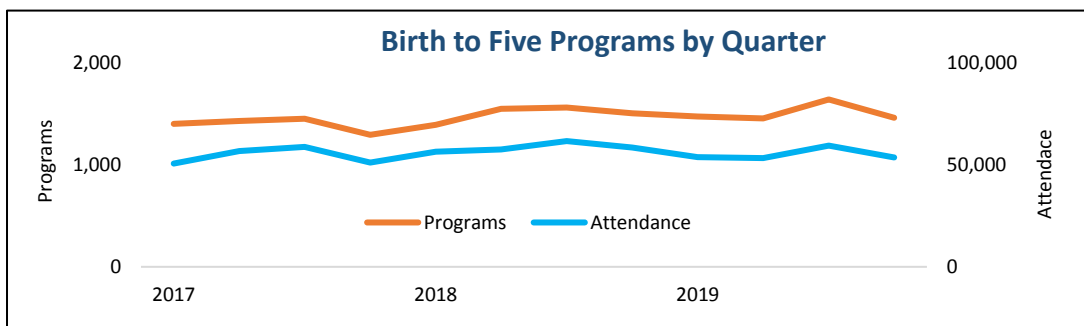
### Books from Birth Enrollment by Quarter

	Q2 FY18	Q3 FY18	Q4 FY18	Q1 FY19	Q2 FY19	Q3 FY19	Q4 FY19
Eligible Children Citywide	41,955	41,955	41,955	41,955	41,955	41,955	41,955
Enrollment Citywide	28,834	30,161	31,468	32,654	34,261	34,813	35,736
<i>% of Citywide Eligible Enrolled</i>	<b>68.73%</b>	<b>71.89%</b>	<b>75.00%</b>	<b>77.75%</b>	<b>81.58%</b>	<b>82.98%</b>	<b>85.18%</b>
Graduated Citywide	6,198	6,790	8,037	8,710	10,037	11,167	12,304
Eligible Children in Target Areas	25,217	25,217	25,217	25,217	25,217	25,217	25,217
Enrollment in Target Areas	18,690	19,538	20,413	21,113	22,150	22,504	23,077
<i>% Target Areas Enrolled</i>	<b>74.1%</b>	<b>77.5%</b>	<b>80.9%</b>	<b>83.7%</b>	<b>87.8%</b>	<b>89.2%</b>	<b>91.5%</b>
Total Enrolled + Total Graduated	<b>35,032</b>	<b>36,951</b>	<b>39,505</b>	<b>41,364</b>	<b>44,298</b>	<b>45,980</b>	<b>48,040</b>

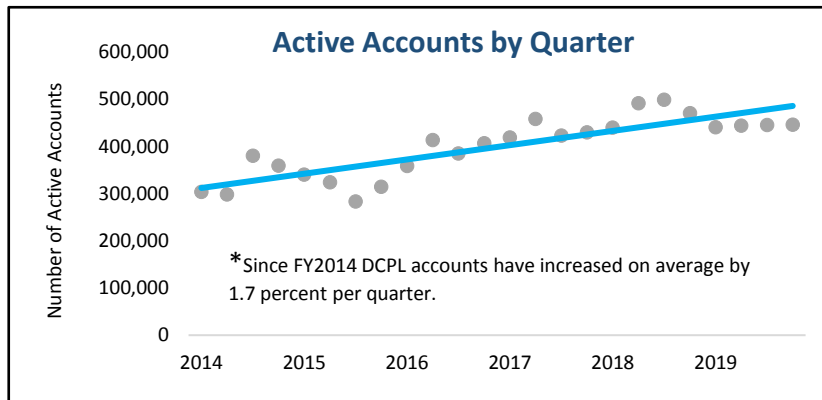
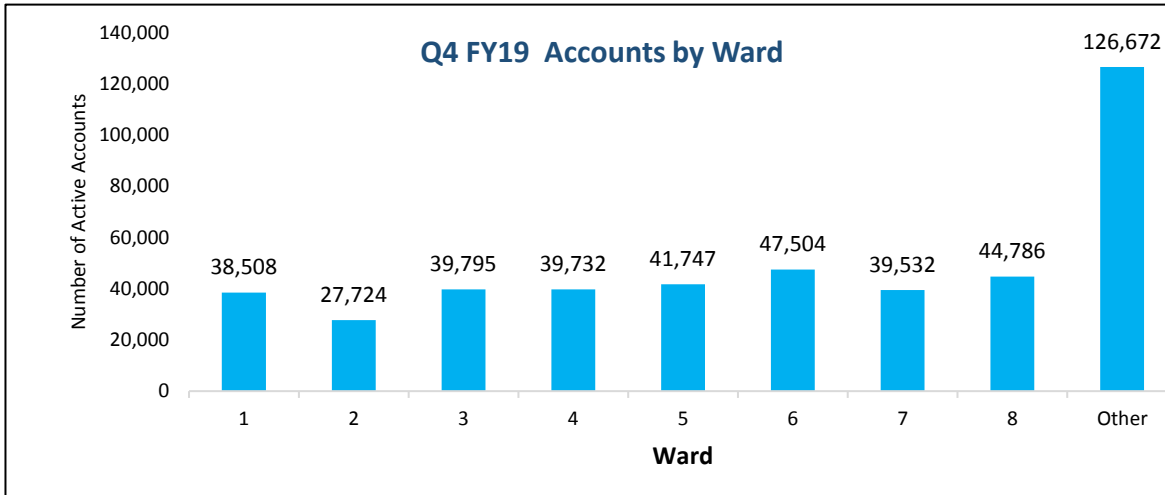
\*The number of eligible children citywide and in target areas is according to the 2012-2016 5 Year American Communities Survey and the DC Office of Planning.



	Story Time Programs		Other Programs		Outreach		Total	
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
Q4 FY2018	1,093	41,127	270	12,367	139	4,917	1,502	58,411
Q4 FY2019	1,023	37,909	264	10,616	171	4,929	1,458	53,454
% Change	-6%	-8%	-2%	-14%	23%	0%	-3%	-8%

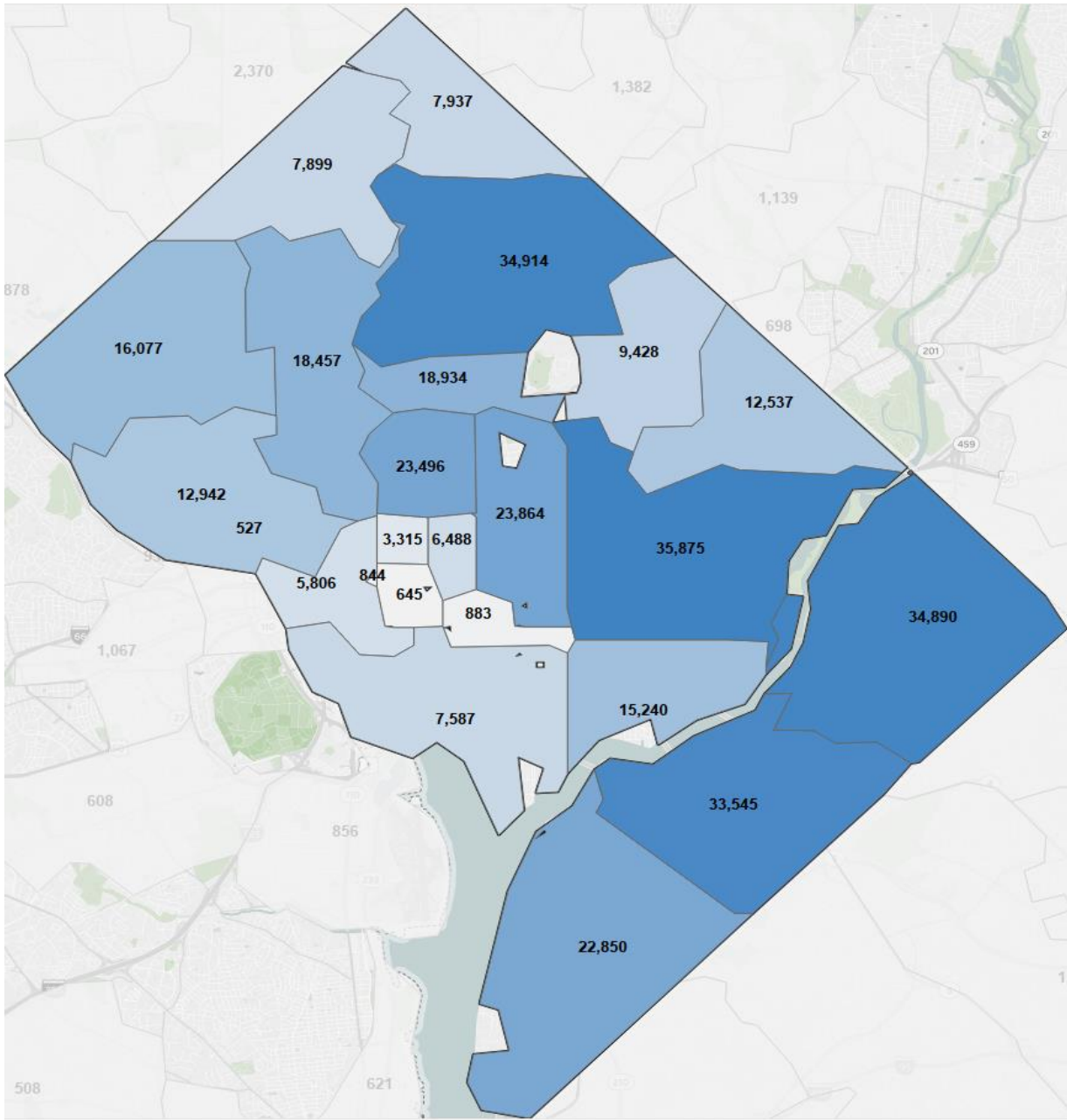


## ACTIVE ACCOUNTS

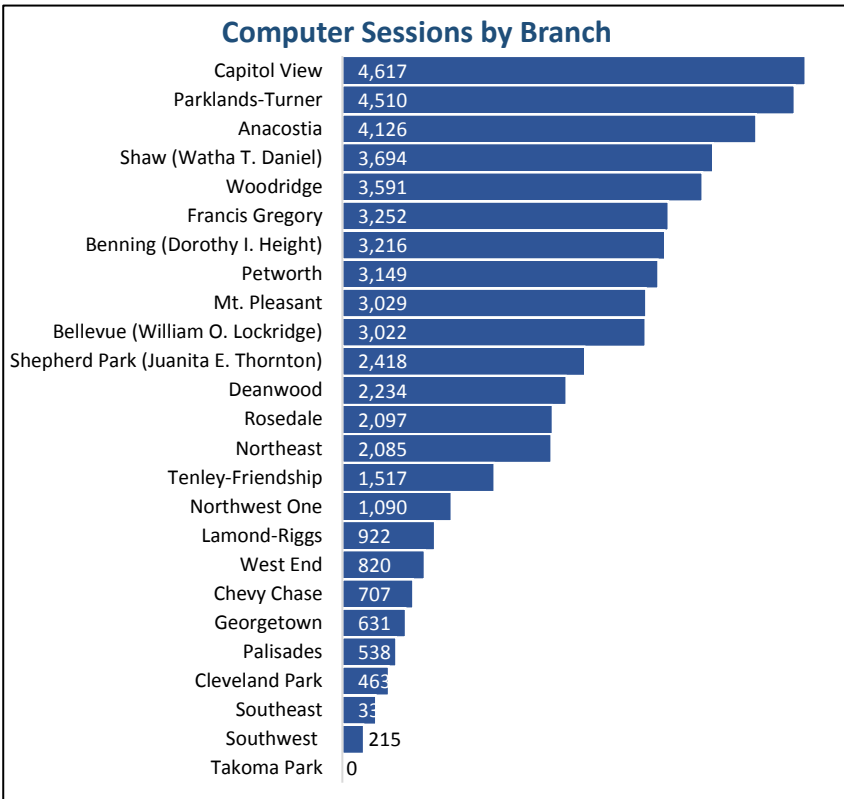
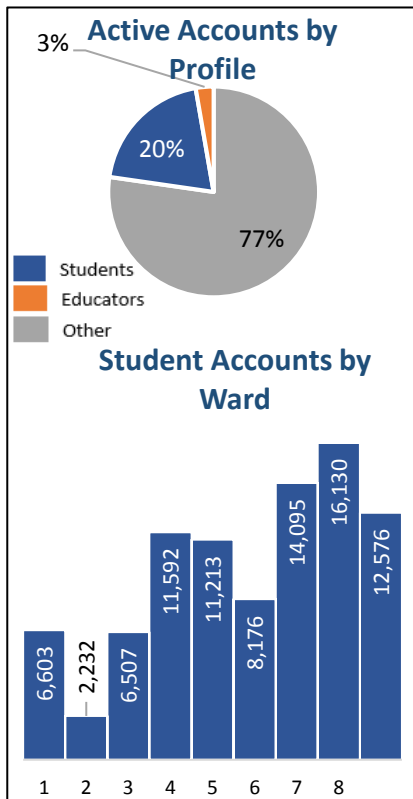


	Q1	Q2	Q3	Q4
FY2014	303,280	297,916	380,142	359,371
FY2015	340,389	323,628	283,407	314,186
FY2016	358,106	413,650	384,992	406,801
FY2017	418,598	458,368	422,946	429,742
FY2018	439,213	491,518	498,436	470,477
FY2019	440,471	443,759	444,948	446,000

## ACTIVE ACCOUNTS BY ZIP CODE



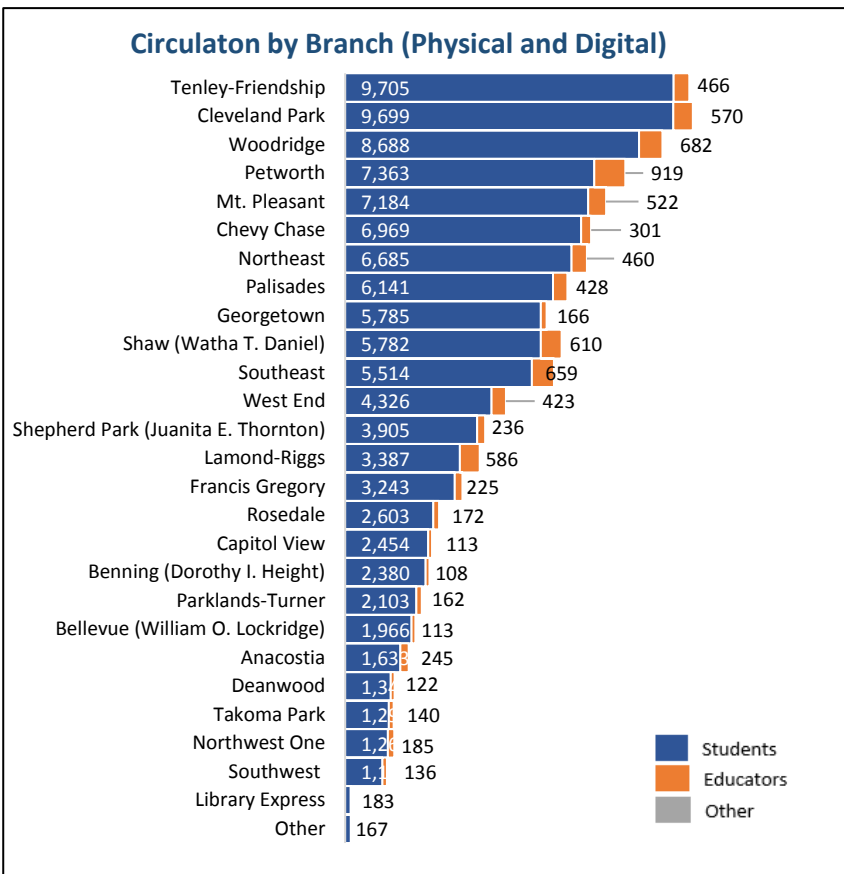
## STUDENT AND EDUCATOR ACCOUNT ACTIVITY



### Top Titles Circulated by Students and Educators

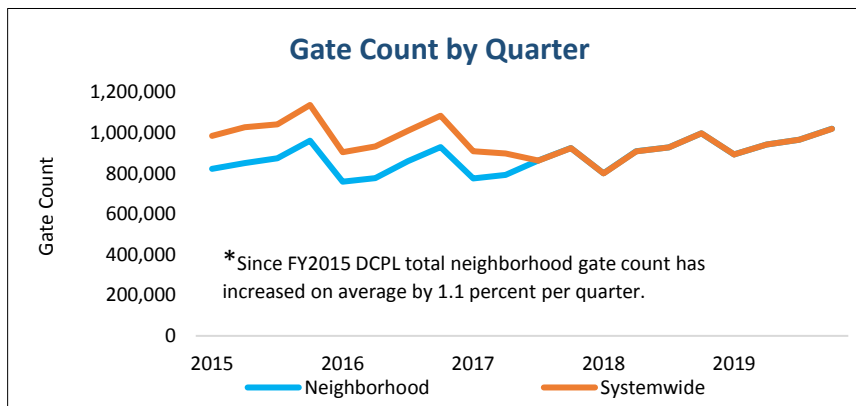
Title	Circulation
Pokémon Adventures by Hidenori Kusaka	279
Dog Man by Dav Pilkey	251
Big Nate by Lincoln Peirce	240
Amulet by Kazu Kibuishi	223
Princess by Jeremy Whitley	189
Naruto by Masashi Kishimoto	176
The Baby-Sitters Club by Ann Martin	117
Lumberjanes by Shannon Watters	101
Bleach by Tite Kubo	95
Diary of an Awesome Friendly Kid by Jeff Kinney	89

\*The above series are from DC Public Library's physical and digital collections.



## GATE COUNT

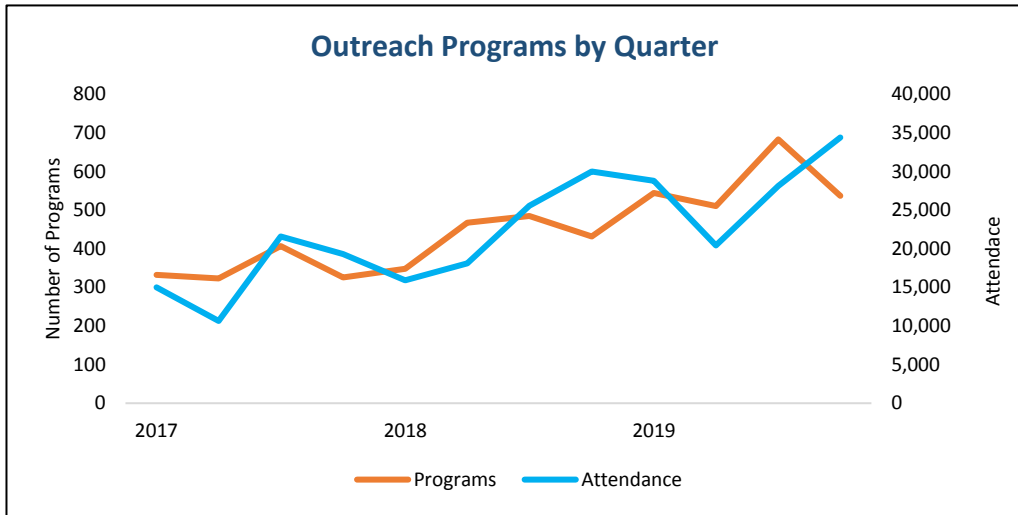
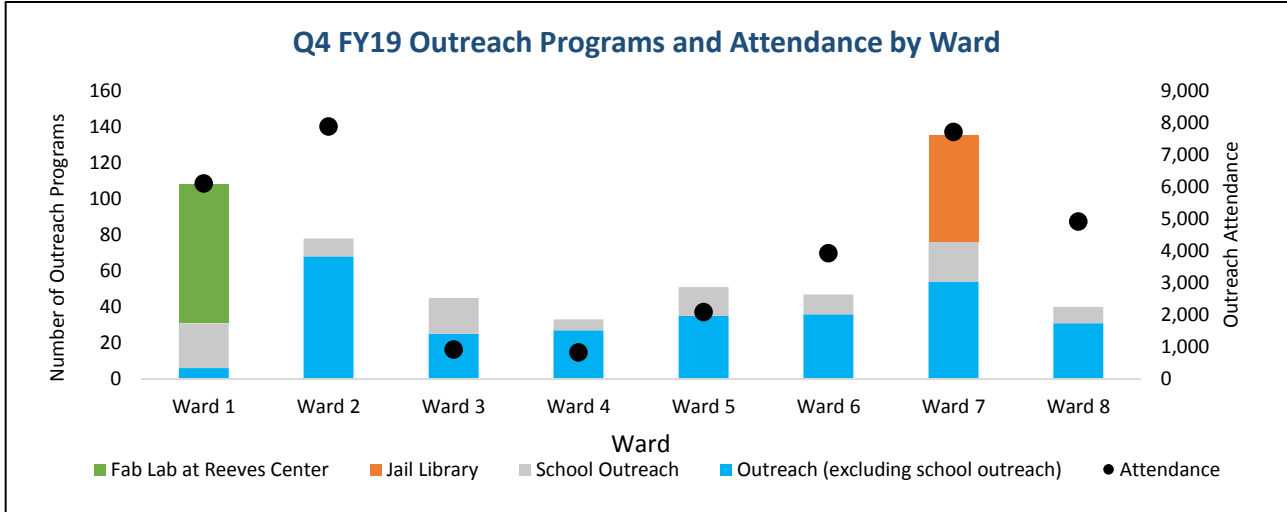
Ward	Location	Q4 FY15	Q4 FY16	Q4 FY17	Q4 FY18	Q4 FY19
1	Mt. Pleasant	63,343	62,587	65,223	64,238	65,108
<b>Ward 1 Totals</b>		<b>63,343</b>	<b>62,587</b>	<b>65,223</b>	<b>64,238</b>	<b>65,108</b>
2	Martin Luther King, Jr. Memorial Library	175,306	153,636			
2	Library Express			25,069	27,022	28,105
2	Georgetown	34,497	34,745	42,089	33,442	36,047
2	West End	22,953	21,170	25,390	50,020	71,495
<b>Ward 2 Totals</b>		<b>232,756</b>	<b>209,551</b>	<b>92,548</b>	<b>110,484</b>	<b>135,647</b>
3	Chevy Chase	37,729	36,271	41,970	37,534	41,242
3	Cleveland Park	69,907	82,824	19,205	44,467	65,455
3	Palisades	25,548	23,491		26,036	16,824
3	Tenley-Friendship	59,719	62,216	68,045	63,000	61,135
<b>Ward 3 Totals</b>		<b>192,903</b>	<b>204,802</b>	<b>129,220</b>	<b>171,037</b>	<b>184,656</b>
4	Petworth	45,611	44,011	44,920	44,274	47,463
4	Shepherd Park (Juanita E. Thornton)	22,035	21,761	24,868	28,686	32,602
4	Takoma Park	22,289	21,424	19,614	20,151	
<b>Ward 4 Totals</b>		<b>89,935</b>	<b>87,196</b>	<b>89,402</b>	<b>93,111</b>	<b>80,065</b>
5	Lamond-Riggs	30,430	30,673	36,745	28,138	30,615
5	Woodridge	24,443	20,115	45,153	46,562	47,551
<b>Ward 5 Totals</b>		<b>54,873</b>	<b>50,788</b>	<b>81,898</b>	<b>74,700</b>	<b>78,166</b>
6	Northeast	37,042	34,159	35,909	42,063	43,347
6	Northwest One	27,889	25,454	29,641	26,255	24,933
6	Rosedale	30,050	27,346	28,100	28,691	28,058
6	Shaw (Watha T. Daniel)	59,401	58,573	68,458	70,625	67,143
6	Southeast	43,566	42,433	45,763	44,698	49,960
6	Southwest	27,814	28,782	26,144	25,454	9,964
<b>Ward 6 Totals</b>		<b>225,762</b>	<b>216,747</b>	<b>234,015</b>	<b>237,786</b>	<b>223,405</b>
7	Benning (Dorothy I. Height)	54,699	53,400	57,663	50,798	48,108
7	Capitol View	33,945	28,809		19,159	31,825
7	Deanwood	30,004	22,352	29,407	25,579	24,674
7	Francis Gregory	32,900	29,511	27,674	29,136	30,219
<b>Ward 7 Totals</b>		<b>151,548</b>	<b>134,072</b>	<b>114,744</b>	<b>124,672</b>	<b>134,826</b>
8	Anacostia	51,258	47,833	47,341	47,400	47,474
8	Bellevue (William O. Lockridge)	34,054	29,220	31,656	33,938	31,836
8	Parklands-Turner	40,023	40,733	38,114	39,754	38,551
<b>Ward 8 Totals</b>		<b>125,335</b>	<b>117,786</b>	<b>117,111</b>	<b>121,092</b>	<b>117,861</b>
<b>DCPL Total</b>		<b>1,136,455</b>	<b>1,083,529</b>	<b>924,161</b>	<b>997,120</b>	<b>1,019,734</b>
<b>Percent Change</b>			<b>-4.66%</b>	<b>-14.71%</b>	<b>7.89%</b>	<b>2.27%</b>



\*Gate Count totals do not include the Jail Library or temporary locations for the Fab Lab at Reeves Center or Washingtoniana.

	Q1	Q2	Q3	Q4	Total
FY2015	984,658	1,027,300	1,041,107	1,136,455	<b>4,189,520</b>
FY2016	904,632	932,786	1,009,816	1,083,529	<b>3,930,763</b>
FY2017	908,627	897,774	862,639	924,161	<b>3,593,201</b>
FY2018	799,622	908,160	927,637	997,120	<b>3,632,539</b>
FY2019	893,037	941,174	966,060	1,019,734	<b>3,820,005</b>

# OUTREACH



Programs by Quarter

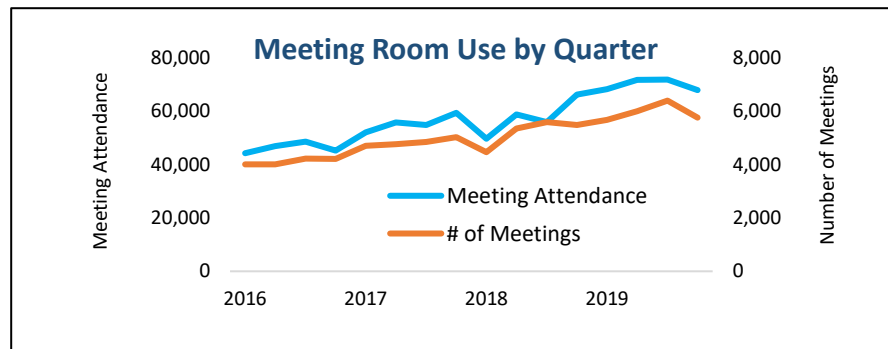
	Q1	Q2	Q3	Q4	Total
FY2017	332	323	407	326	<b>1,388</b>
FY2018	348	467	485	432	<b>1,732</b>
FY2019	544	510	683	537	<b>2,274</b>

Attendance by Quarter

	Q1	Q2	Q3	Q4	Total
FY2017	14,998	10,647	21,599	19,318	<b>66,562</b>
FY2018	15,917	18,083	25,552	29,972	<b>89,524</b>
FY2019	28,789	20,431	28,127	34,396	<b>111,743</b>

## MEETING AND STUDY ROOM USE AND ATTENDANCE

Ward	Location	Meetings		Meeting Attendance		Study Sessions	
		Q4 FY18	Q4 FY19	Q4 FY18	Q4 FY19	Q4 FY18	Q4 FY19
1	Mt. Pleasant	448	411	5,949	4,390	762	680
<b>Ward 1 Totals</b>		<b>448</b>	<b>411</b>	<b>5,949</b>	<b>4,390</b>	<b>762</b>	<b>680</b>
2	MLK Jr. Memorial Library						
2	Library Express	215	53	650	195	281	62
2	Georgetown	193	429	1,999	3,691	492	555
2	West End	248	345	1,440	5,044	1,257	1,205
<b>Ward 2 Totals</b>		<b>656</b>	<b>827</b>	<b>4,089</b>	<b>8,930</b>	<b>2,030</b>	<b>1,822</b>
3	Chevy Chase	113	85	303	470		
3	Cleveland Park	460	505	10,345	7,257	1,327	1,187
3	Palisades	37	74	275	402	125	191
3	Tenley-Friendship	114	118	1,229	1,547	1,421	1,638
<b>Ward 3 Totals</b>		<b>724</b>	<b>782</b>	<b>12,152</b>	<b>9,676</b>	<b>2,873</b>	<b>3,016</b>
4	Petworth	349	351	1,499	4,048	517	474
4	Shepherd Park (Juanita E.	358	280	1,886	726	543	596
4	Takoma Park	64		335			
<b>Ward 4 Totals</b>		<b>771</b>	<b>631</b>	<b>3,720</b>	<b>4,774</b>	<b>1,060</b>	<b>1,070</b>
5	Lamond-Riggs	322	345	2,452	2,433	145	197
5	Woodridge	227	423	7,396	7,075	629	471
<b>Ward 5 Totals</b>		<b>549</b>	<b>768</b>	<b>9,848</b>	<b>9,508</b>	<b>774</b>	<b>668</b>
6	Northeast	195	204	1,697	1,752	738	788
6	Northwest One		2		175		
6	Rosedale						
6	Shaw (Watha T. Daniel)	271	238	1,330	2,309	1,952	1,564
6	Southeast	82	90	2,445	3,249		
6	Southwest					121	
<b>Ward 6 Totals</b>		<b>548</b>	<b>534</b>	<b>5,472</b>	<b>7,485</b>	<b>2,811</b>	<b>2,352</b>
7	Benning (Dorothy I. Height)	556	394	7,405	7,678	1,113	878
7	Capitol View	36	172	486	1,764	371	655
7	Deanwood						
7	Francis Gregory	308	378	2,040	2,481	412	469
<b>Ward 7 Totals</b>		<b>900</b>	<b>944</b>	<b>9,931</b>	<b>11,923</b>	<b>1,896</b>	<b>2,002</b>
8	Anacostia	586	539	8,739	5,226	524	582
8	Bellevue (William O. Lockridge)	301	323	6,295	6,050	283	215
8	Parklands-Turner						
<b>Ward 8 Totals</b>		<b>887</b>	<b>862</b>	<b>15,034</b>	<b>11,276</b>	<b>807</b>	<b>797</b>
<b>DCPL Total</b>		<b>5,483</b>	<b>5,759</b>	<b>66,195</b>	<b>67,962</b>	<b>13,013</b>	<b>12,407</b>
<b>Percent Change</b>			<b>5%</b>		<b>3%</b>		<b>-5%</b>



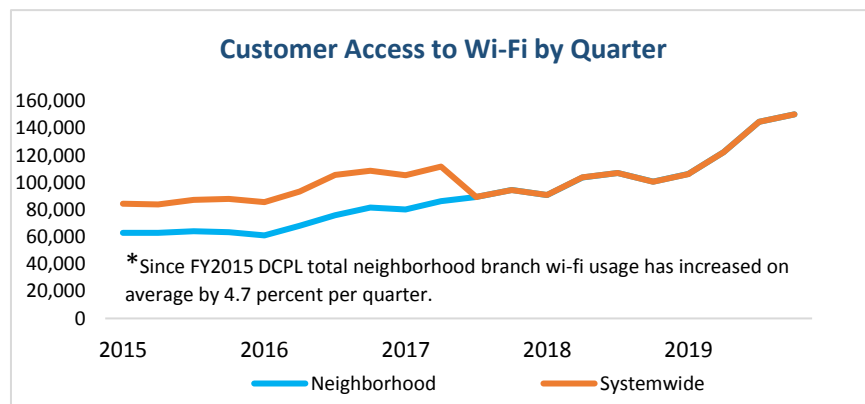
### Number of Meetings by Quarter

	Q1	Q2	Q3	Q4	Total
FY2017	4,707	4,763	4,847	5,033	<b>19,350</b>
FY2018	4,460	5,358	5,594	5,483	<b>20,895</b>
FY2019	5,674	5,998	6,399	5,759	<b>23,830</b>



## CUSTOMER ACCESS TO WI-FI

Ward	Location	Q4 FY15	Q4 FY16	Q4 FY17	Q4 FY18	Q4 FY19
1	Mt. Pleasant	4,832	6,090	6,801	6,130	9,786
<b>Ward 1 Totals</b>		<b>4,832</b>	<b>6,090</b>	<b>6,801</b>	<b>6,130</b>	<b>9,786</b>
2	Martin Luther King, Jr. Memorial Library	24,497	27,161	0		
2	Library Express			2,970	2,785	2,685
2	Georgetown	3,741	5,149	6,170	4,508	6,656
2	West End	715	900	1,037	9,146	10,902
<b>Ward 2 Totals</b>		<b>28,953</b>	<b>33,210</b>	<b>10,177</b>	<b>16,439</b>	<b>20,243</b>
3	Chevy Chase	1,711	2,625	3,533	2,817	3,530
3	Cleveland Park	1,695	1,819	1,699	7,925	14,272
3	Palisades	1,068	1,265	0	1,984	3,043
3	Tenley-Friendship	3,730	4,518	4,929	3,280	6,858
<b>Ward 3 Totals</b>		<b>8,204</b>	<b>10,227</b>	<b>10,161</b>	<b>16,006</b>	<b>27,703</b>
4	Petworth	4,583	6,775	6,760	5,762	12,444
4	Shepherd Park (Juanita E. Thornton)	1,362	1,984	2,397	2,481	3,164
4	Takoma Park	1,023	1,677	1,942	1,572	579
<b>Ward 4 Totals</b>		<b>6,968</b>	<b>10,436</b>	<b>11,099</b>	<b>9,815</b>	<b>16,187</b>
5	Lamond-Riggs	1,803	2,273	2,319	2,107	3,102
5	Woodridge	1,335	1,499	5,474	4,817	5,902
<b>Ward 5 Totals</b>		<b>3,138</b>	<b>3,772</b>	<b>7,793</b>	<b>6,924</b>	<b>9,004</b>
6	Northeast	2,603	3,741	4,547	3,677	4,757
6	Northwest One	1,751	1,803	1,977	1,467	2,158
6	Rosedale	1,444	1,756	1,961	1,998	2,725
6	Shaw (Watha T. Daniel)	4,993	7,546	8,891	8,020	16,257
6	Southeast	2,892	3,575	3,811	3,367	5,589
6	Southwest	1,554	2,025	2,657	2,095	735
<b>Ward 6 Totals</b>		<b>15,237</b>	<b>20,446</b>	<b>23,844</b>	<b>20,624</b>	<b>32,221</b>
7	Benning (Dorothy I. Height)	4,185	5,882	6,620	5,771	6,686
7	Capitol View	2,006	2,236	0	2,258	3,758
7	Deanwood	1,647	1,551	1,900	1,770	2,399
7	Francis Gregory	2,240	2,588	2,621	2,504	3,408
<b>Ward 7 Totals</b>		<b>10,078</b>	<b>12,257</b>	<b>11,141</b>	<b>12,303</b>	<b>16,251</b>
8	Anacostia	4,304	4,683	5,198	4,466	6,762
8	Bellevue (William O. Lockridge)	2,572	2,711	3,051	2,788	4,056
8	Parklands-Turner	3,630	4,867	5,172	5,078	7,938
<b>Ward 8 Totals</b>		<b>10,506</b>	<b>12,261</b>	<b>13,421</b>	<b>12,332</b>	<b>18,756</b>
<b>DCPL Total</b>		<b>87,916</b>	<b>108,699</b>	<b>94,437</b>	<b>100,573</b>	<b>150,151</b>
<b>Percent Change</b>			<b>23.64%</b>	<b>-13.12%</b>	<b>6.50%</b>	<b>49.30%</b>

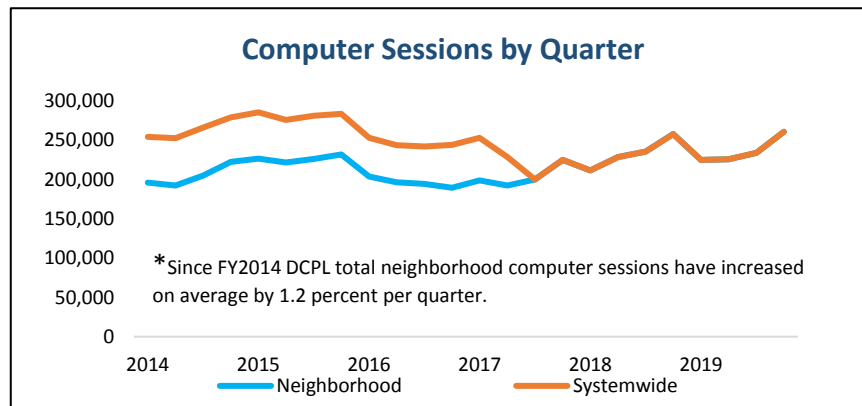


	Q1	Q2	Q3	Q4	Total
FY2015	84,388	83,871	87,306	87,916	<b>343,481</b>
FY2016	85,689	93,469	105,611	108,699	<b>393,468</b>
FY2017	105,473	111,816	89,442	94,437	<b>401,168</b>
FY2018	90,841	103,815	107,013	100,573	<b>402,242</b>
FY2019	106,211	122,218	144,670	150,151	<b>523,250</b>

## COMPUTER SESSIONS

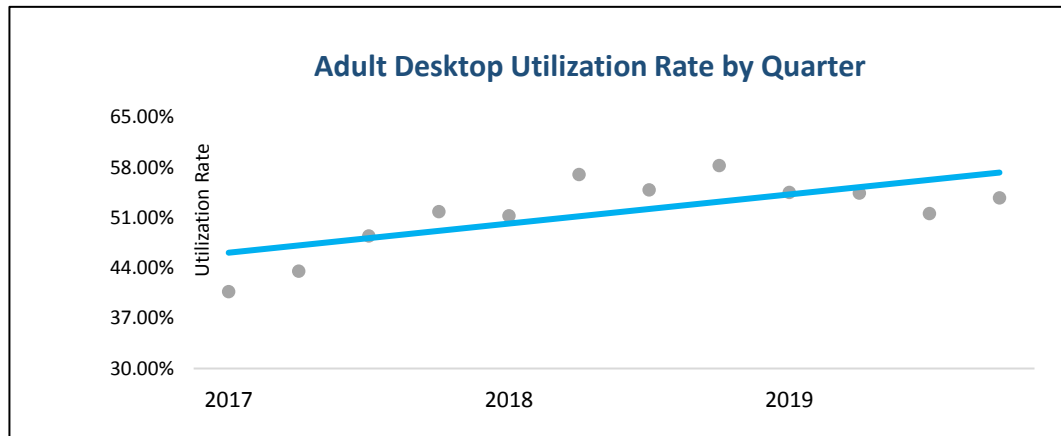
Adult Desktop  
Utilization Rate

Ward	Location	Q4 FY16	Q4 FY17	Q4 FY18	Q4 FY19	Adult Desktop Utilization Rate
1	Mt. Pleasant	10,978	15,044	14,574	14,313	57%
<b>Ward 1 Totals</b>		<b>10,978</b>	<b>15,044</b>	<b>14,574</b>	<b>14,313</b>	<b>57%</b>
2	Martin Luther King, Jr. Memorial Library	54,655				
2	Library Express		6,217	6,189	6,493	34%
2	Georgetown	7,139	6,928	6,466	7,459	41%
2	West End	3,696	5,326	14,185	15,420	72%
<b>Ward 2 Totals</b>		<b>65,490</b>	<b>18,471</b>	<b>26,840</b>	<b>29,372</b>	<b>49%</b>
3	Chevy Chase	2,934	3,778	4,244	4,898	52%
3	Cleveland Park	3,651	1,938	5,086	6,107	
3	Palisades	1,494		1,290	1,727	
3	Tenley-Friendship	8,988	10,361	10,271	11,150	51%
<b>Ward 3 Totals</b>		<b>17,067</b>	<b>16,077</b>	<b>20,891</b>	<b>23,882</b>	<b>51%</b>
4	Petworth	12,455	11,759	12,996	14,509	50%
4	Shepherd Park (Juanita E. Thornton)	5,653	6,283	8,364	10,382	67%
4	Takoma Park	4,655	3,761	5,189		
<b>Ward 4 Totals</b>		<b>22,763</b>	<b>21,803</b>	<b>26,549</b>	<b>24,891</b>	<b>59%</b>
5	Lamond-Riggs	6,400	8,618	8,387	8,137	63%
5	Woodridge	6,050	14,255	15,441	15,133	56%
<b>Ward 5 Totals</b>		<b>12,450</b>	<b>22,873</b>	<b>23,828</b>	<b>23,270</b>	<b>60%</b>
6	Northeast	8,429	9,418	9,387	9,222	62%
6	Northwest One	6,507	10,313	10,682	8,788	58%
6	Rosedale	4,616	6,522	7,047	8,085	61%
6	Shaw (Watha T. Daniel)	14,535	18,443	20,132	18,950	68%
6	Southeast	4,725	9,501	8,705	9,476	70%
6	Southwest	6,037	7,945	8,050	2,583	55%
<b>Ward 6 Totals</b>		<b>44,849</b>	<b>62,142</b>	<b>64,003</b>	<b>57,104</b>	<b>63%</b>
7	Benning (Dorothy I. Height)	12,355	14,460	14,601	15,488	56%
7	Capitol View	6,854		8,549	13,062	39%
7	Deanwood	6,441	8,494	5,982	6,350	39%
7	Francis Gregory	10,112	9,062	10,523	10,925	33%
<b>Ward 7 Totals</b>		<b>35,762</b>	<b>32,016</b>	<b>39,655</b>	<b>45,825</b>	<b>42%</b>
8	Anacostia	11,481	12,590	13,784	13,776	49%
8	Bellevue (William O. Lockridge)	12,515	12,816	14,495	13,026	47%
8	Parklands-Turner	10,601	10,905	12,899	14,969	59%
<b>Ward 8 Totals</b>		<b>34,597</b>	<b>36,311</b>	<b>41,178</b>	<b>41,771</b>	<b>51%</b>
<b>DCPL Total</b>		<b>243,956</b>	<b>224,737</b>	<b>257,518</b>	<b>260,428</b>	<b>54%</b>
<b>Percent Change</b>			<b>-7.88%</b>	<b>14.59%</b>	<b>1.13%</b>	



	Q1	Q2	Q3	Q4	Total
FY2014	253,923	252,263	265,843	278,594	<b>1,050,623</b>
FY2015	285,146	275,674	280,764	283,268	<b>1,124,852</b>
FY2016	252,545	243,426	241,568	243,956	<b>981,495</b>
FY2017	252,893	228,529	199,793	224,737	<b>905,952</b>
FY2018	211,392	228,155	235,243	257,518	<b>932,308</b>
FY2019	224,809	225,484	233,656	260,428	<b>944,377</b>

## COMPUTER UTILIZATION



	Q1	Q2	Q3	Q4	Total
FY2017	40.74%	43.56%	48.48%	51.87%	46.12%
FY2018	51.31%	57.06%	54.93%	58.32%	55.48%
FY2019	54.56%	54.47%	51.61%	53.81%	53.60%

## ONLINE ENGAGEMENT

	Q1	Q2	Q3	Q4	FY19 Total
Impressions	1,564,249	2,151,363	2,629,519	3,169,148	9,514,279
Engagement	342,999	57,115	87,965	84,677	572,756
Engagement Rate	21.93%	2.65%	3.35%	2.67%	6.02%
New Website Visits (Sessions)	589,285	675,412	581,313	972,676	2,818,686
Overall Visits (Sessions)	1,055,856	1,143,838	1,313,901	1,418,605	4,932,200
New Visits as a % of overall visits	55.81%	59.05%	44.24%	68.57%	57.15%

## BUSINESS SERVICES

### Hours of Unplanned Closure

Branch	Q1	Q2	Q3	Q4	FY19 Total
Anacostia			5	2.5	7.5
Capitol View	4	13.5	1.5		21
Bellevue (William O. Lockridge)				13.5	13.5
Deanwood (Co-located)		4	4.5	24.5	33
Dorothy I. Height/Benning		9		5.5	14.5
Francis Gregory			9		9
Georgetown				4	4
Library Express	8		4		12
Mt. Pleasant			6		6
Northwest One (Co-located)	5		16.5	9	30.5
Petworth	2				2
Rosedale (Co-located)	0.75	1.5	21.5	30	53.75
Shaw		5.5	2		7.5
Shepherd Park (Juanita E. Thornton)				4.5	4.5
Southeast		2		9.5	11.5
Southwest				17	17
Takoma Park		3.5			3.5
Systemwide Closures		389			389
<b>Total</b>	<b>19.75</b>	<b>428</b>	<b>70</b>	<b>122</b>	<b>639.75</b>

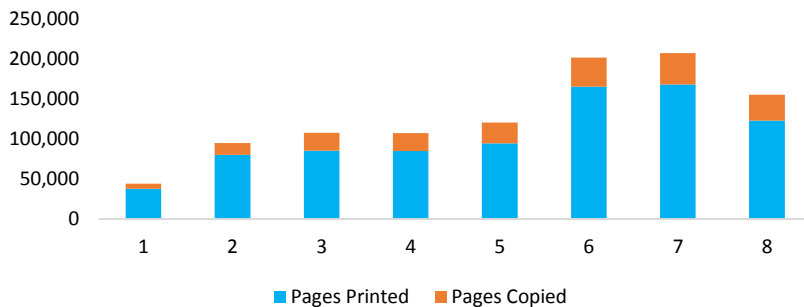
### Human Resources

	Q4 FY18	Q4 FY19	% Change	YTD FY18	YTD FY19	% Change
Vacancy Rate	7.9%	6.4%	-19.0%			
# Staff of Extended Leave New	15	7	-53%	34	31	-9%
# Staff on Extended Leave (Cont.)	18	8	-56%			
<b>Total Staff on Extended Leave</b>	<b>33</b>	<b>15</b>	<b>-55%</b>			

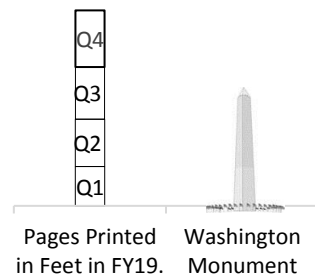
## PAGES PRINTED AND COPIED

Ward	Location	Q4 FY19 Pages Printed	Q4 FY19 Pages Copied	Q4 FY19 Total
1	Mt. Pleasant	37,793	6,302	44,095
<b>Ward 1 Totals</b>		<b>37,793</b>	<b>6,302</b>	<b>44,095</b>
2	Martin Luther King, Jr. Memorial Library			
2	Library Express	21,915	4,285	26,200
2	Georgetown	23,718	5,659	29,377
2	West End	34,494	4,836	39,330
<b>Ward 2 Totals</b>		<b>80,127</b>	<b>14,780</b>	<b>94,907</b>
3	Chevy Chase	23,472	5,526	28,998
3	Cleveland Park	22,701	7,098	29,799
3	Palisades	7,990	2,876	10,866
3	Tenley-Friendship	31,259	6,771	38,030
<b>Ward 3 Totals</b>		<b>85,422</b>	<b>22,271</b>	<b>107,693</b>
4	Petworth	44,775	10,118	54,893
4	Shepherd Park (Juanita E. Thornton)	40,427	12,820	53,247
4	Takoma Park	0	19	19
<b>Ward 4 Totals</b>		<b>85,202</b>	<b>22,957</b>	<b>108,159</b>
5	Lamond-Riggs	35,566	9,439	45,005
5	Woodridge	58,898	16,830	75,728
<b>Ward 5 Totals</b>		<b>94,464</b>	<b>26,269</b>	<b>120,733</b>
6	Northeast	31,281	6,634	37,915
6	Northwest One	18,379	4,758	23,137
6	Rosedale	15,298	2,852	18,150
6	Shaw (Watha T. Daniel)	57,527	12,157	69,684
6	Southeast	34,596	7,799	42,395
6	Southwest	8,368	2,325	10,693
<b>Ward 6 Totals</b>		<b>165,449</b>	<b>36,525</b>	<b>201,974</b>
7	Benning (Dorothy I. Height)	49,580	14,761	64,341
7	Capitol View	50,304	9,142	59,446
7	Deanwood	18,769	4,630	23,399
7	Francis Gregory	49,539	10,753	60,292
<b>Ward 7 Totals</b>		<b>168,192</b>	<b>39,286</b>	<b>207,478</b>
8	Anacostia	28,841	10,415	39,256
8	Bellevue (William O. Lockridge)	43,728	9,103	52,831
8	Parklands-Turner	50,581	12,807	63,388
<b>Ward 8 Totals</b>		<b>123,150</b>	<b>32,325</b>	<b>155,475</b>
<b>DCPL Total</b>		<b>839,799</b>	<b>200,715</b>	<b>1,040,514</b>

### Q4 FY19 Pages Printed and Copied by Ward



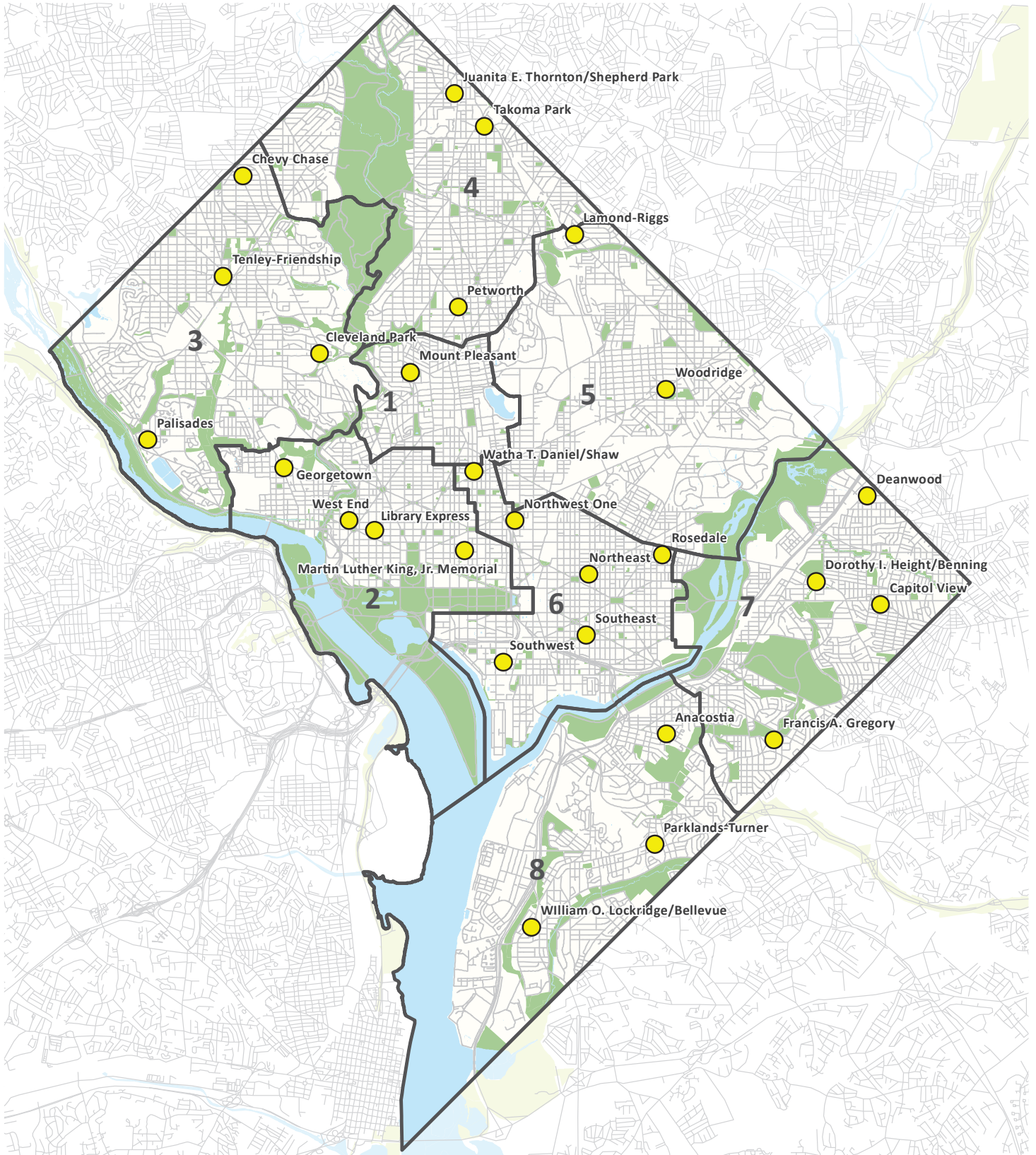
What does 2,890,459 pages look like?



### Total Pages Printed and Copied by Quarter

	Q1	Q2	Q3	Q4	FY19 Total
Pages Printed	581,424	699,080	770,156	839,799	<b>2,890,459</b>
Pages Copied	128,485	141,317	186,897	200,715	<b>657,414</b>

# Map of DC Public Libraries by Ward



## DCPL PERFORMANCE REPORT DATA GLOSSARY

**Active Accounts by Ward and Zip Code** – The number of user accounts with activity in the last three years. Accounts are sorted by ward and zip code of residence provided in account information. The total is collected on the last day of the reported quarter.

**Adult Desktop Computer Utilization** – The utilization rate for each library location is the average number of hours of use of adult desktop computers divided by the number of open hours at each location for the quarter.

**Books from Birth** – Books from Birth is a program for children from birth up to age five to receive a free book each month mailed to their home; families and children are able to keep the books to start a personal library.

**Books from Birth – Graduated Citywide** – Number of Books from Birth enrollees that have turned five years old and, therefore, aged out the program.

**Books from Birth Target Enrollment Areas** –Target enrollment areas for Books from Birth include zip codes in Wards 1, 5, 7 and 8.

**Circulation** – Physical and digital lending transactions from the library’s collection; includes outside and in-house use, and renewal circulation transactions.

**Computer Sessions** – A computer session is the use of a public access computer from the moment a customer logs into the computer until the customer logs out of the computer.

**Customer Access to Wi-Fi** – The number of devices connected to the DCPL Wi-Fi network including laptops, smartphones, and other mobile devices.

**Database Usage** – Counts the number of times users interact with each database. The same counting metric cannot be used for each database. “Database Usage” captures only one metric for each database and can include one of the following: downloads, views, clicks on links, searches, or sessions.

**Digital Library and Circulation** – Total of all E-Books downloaded and streamed, videos streamed, songs downloaded and streamed, audiobooks downloaded and streamed, and magazines downloaded and streamed. Digital circulation is attributed to library branches based on the library home location on the cardholder’s account.

**Educator Accounts** – These accounts are offered exclusively to educators in District of Columbia schools, childcare facilities, or home settings. Account holders can check out a total of up to 100 children's, young adult, and adult books as well as audiobooks.

**Extended Leave** – Categories of legally authorized extended absences of three consecutive weeks or more that may impact staffing levels and productivity including, but not limited to, Family Medical Leave, Paid Family Leave, Workers’ Compensation and Leave Without Pay.

**Gate Count** – Number of people entering library locations. Thermal imaging technology senses traffic traveling underneath sensor. Devices are mounted at the public entry and exit locations.

**Meeting Room Use and Attendance** – The number of times library meeting rooms are used by the public and the number of people attending these meetings.

**New Website Visits (Sessions)** – Number of first time visits to the website; includes first time users as well as returning users using a different method to access website.

**Outreach** – Programs that are planned, sponsored or carried out by the library staff but do not take place at the library.

**Overall Website Visits (Sessions)** – Number of times the website was visited.

**Pages Printed** – Number of pages printed from the public access multifunction device.

**Pages Copied** – Number of pages photocopied from the public access multifunction device.

**Programs** – Programs that take place on DCPL property, including programs that are led by staff members, partner organizations, and paid presenters/contractors. Public programs held in meeting rooms are counted under meeting room use.

**Social Media Engagement Rate** – Measure of the effectiveness of posts.

**Social Media Engagements** – The number of people who have engaged (clicked, liked, re-tweeted, etc.) with posts.

**Social Media Impressions** – The number of times posts have been seen.

**Story Time Programs** – Story time attendance is the count of the audience (children and adults) at formal story time programs intended for children birth to five years of age and their caregivers. This does not include other, non-story time programming for this age group (for example, baby movement or music programs).

**Student Accounts** – Library accounts of registrants aged 19 and under. These accounts include DC OneCard accounts which are automatically created for students who have a DC OneCard credential.

**Study Room Use** – Number of times a study room is used.

**Vacancy Rate** – The total number of vacant positions divided by the total number of authorized positions.

## **GENERAL QUESTIONS**

### **Question Number 56**

**Provide the agency's performance plan for FY20. What steps has the agency taken to date in FY20 to meet the objectives set forth in the FY20 performance plan?**

The pages that follow are the Library's FY20 Performance Plan. The Library is actively pursuing each objective and initiative submitted in the FY20 Performance Plan.



# District of Columbia Public Library FY2020

**Agency** District of Columbia Public Library

**Agency Code** CEO

**Fiscal Year** 2020

**Mission** The District of Columbia Public Library (DCPL) supports children, teens and adults with services and materials that promote reading, success in school, lifelong learning and personal growth.

## Strategic Objectives

Objective Number	Strategic Objective
1	Strengthen communities through services, programs, outreach, and increased utilization of the Library's physical campus.
2	Provide services and programs that build and cultivate literacy and a love of reading.
3	Connect residents to the city's past and future by providing access to, experiences in, and support for local history and culture.
4	Support digital citizenship through technology and internet access and training.
5	Create and maintain a highly efficient, transparent, and responsive District government.

## Key Performance Indicators

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
<b>1 - Strengthen communities through services, programs, outreach, and increased utilization of the Library's physical campus. (4 Measures)</b>					
Number of participants at community sponsored meetings	Neutral	222,277	230,536	263,972	244,119
Number of attendees at Library sponsored programs	Up is Better	296,286	310,374	295,817	309,942
Number of attendees at Library sponsored outreach sessions	Up is Better	66,522	89,524	111,743	90,000
Library Visits	Up is Better	3,593,201	3,632,539	3,820,005	4,178,614
<b>2 - Provide services and programs that build and cultivate literacy and a love of reading. (6 Measures)</b>					
Circulation of books and other library materials	Up is Better	4,292,785	4,514,202	4,864,772	5,010,062
Number of active library accounts	Up is Better	429,742	470,477	446,000	485,000
Circulation per capita	Up is Better	6.3	6.5	6.9	7.1
Attendance at programs for children in their first five years	Up is Better	192,843	204,435	190,427	206,115
Percent of eligible children enrolled in Books from Birth in targeted communities	Up is Better	64.9%	80.9%	91.5%	99%
Library accounts as a percent of total population	Up is Better	63%	68%	63.5%	69%
<b>3 - Connect residents to the city's past and future by providing access to, experiences in, and support for local history and culture. (1 Measure)</b>					
"Dig DC" Visits	Up is Better	17,516	20,990	Waiting on Data	Waiting on Data
<b>4 - Support digital citizenship through technology and internet access and training. (3 Measures)</b>					
Public access computer utilization (as a percent of availability)	Up is Better	46.1%	52.3%	53.6%	53%

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Wi-Fi Connections	Up is Better	401,168	402,242	523,250	426,109
Number of people receiving technology training	Up is Better	6920	8589	6218	7500

## Operations

Operations Header	Operations Title	Operations Description	Type of Operations
<b>1 - Strengthen communities through services, programs, outreach, and increased utilization of the Library's physical campus. (3 Activities)</b>			
NEIGHBORHOOD LIBRARIES	Serve as a community hub:meeting and study spaces	The Library provides meeting and study spaces for the public at neighborhood libraries as well as at Martin Luther King Jr. Memorial Library.	Daily Service
Community Outreach	Community Outreach	The Library serves the community by providing access to DCPL services and programs outside of our buildings.	Daily Service
Programs and Services	Programs and services	The Library offers programs to users of all ages.	Daily Service
<b>2 - Provide services and programs that build and cultivate literacy and a love of reading. (5 Activities)</b>			
LITERACY RESOURCES	Adult Literacy Services	DC Public Library offers adult literacy services through the Adult Literacy Resource Center.	Daily Service
CHILDREN & YOUNG ADULT SERVICES	Early Literacy Programs	The Library offers a range of services and programs to improve earl literacy, such as story time and Sing, Talk and Read programs.	Daily Service
ADAPTIVE SERVICES	Operate the Center for Accessibility	The Center for Accessibility (formerly Adaptive Services) helps the deaf community, visually impaired, older adults, veterans and injured service people to better use the Library.	Daily Service
COLLECTIONS	Acquire books and other library materials	Through its collections, DCPL is a resource for printed and digital resources and information - such as books, e-books, databases, periodicals, etc.	Daily Service
CHILDREN & YOUNG ADULT SERVICES	Provide library services to students and educators	Offer programs, services and support for students and educators.	Daily Service
<b>3 - Connect residents to the city's past and future by providing access to, experiences in, and support for local history and culture. (1 Activity)</b>			
NEIGHBORHOOD LIBRARIES	Provide access to local history and culture.	Provide access to to local history and culture through special collections, programs, and services at libraries throughout the District.	Daily Service
<b>4 - Support digital citizenship through technology and internet access and training. (2 Activities)</b>			
NEIGHBORHOOD LIBRARIES	Provide computer and technology training and assistance	Libraries throughout the District provide technology and internet training and assistance.	Daily Service
PUBLIC SERVICE TECHNOLOGY	Provide computer and technology access	DCPL provides technology access through publicly available computers, printers and the internet.	Daily Service
<b>5 - Create and maintain a highly efficient, transparent, and responsive District government. (10 Activities)</b>			
NEIGHBORHOOD LIBRARIES	Operate neighborhood libraries	Operate neighborhood library locations throughout the District.	Daily Service
COMMUNICATIONS	Inform residents of library programs, services and projects	communications and outreach in support of DCPL programs, services, projects and operations.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
Capital Project: Martin Luther King Jr. Memorial Library	Renovation and modernization of the Martin Luther King Jr. Memorial Library	Capital Project - full renovation and modernization of the Martin Luther King Jr. Memorial Library.	Key Project
CUSTODIAL AND MAINTENANCE	Maintain library facilities	custodial and maintenance of libraries funded through operating funds.	Daily Service
Capital Project: General Improvements	Maintain library facilities (Capital)	General Improvements in the Capital Budget.	Key Project
EXECUTIVE MANAGEMENT OFFICE	Strategic Planning/Data Analysis	support agency operations through strategic planning and data analysis.	Daily Service
Capital Project: Southwest	Southwest Neighborhood Library	Capital Project.	Key Project
Capital Project: Operations Center (Shared Tech)	Long-term Operations (Shared Tech) Center	Capital Project: Develop a long term operations/shared tech services center for DCPL.	Key Project
Capital Project: Lamond-Riggs	Capital Project: Lamond-Riggs	Capital Project.	Key Project
CAPITAL PROJECT: SOUTHEAST	Southeast Neighborhood Library	Capital Project.	Key Project

## Workload Measures

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
<b>1 - Community Outreach (1 Measure)</b>			
Number of outreach sessions	1387	1732	2274
<b>1 - Programs and services (1 Measure)</b>			
Library programs offered	11,219	11,364	11,520
<b>1 - Serve as a community hub: meeting and study spaces (2 Measures)</b>			
Study room use	37,310	46,117	49,743
number of community sponsored meetings systemwide	19,350	20,895	22,995
<b>2 - Acquire books and other library materials (3 Measures)</b>			
Local Book Budget	4,530,432	5,480,000	5,980,432
Digital Library	1,199,586	1,319,108	1,582,457
Database Usage	1,286,981	1,842,929	1,977,257
<b>2 - Early Literacy Programs (1 Measure)</b>			
Number of programs for children in their first five years	4886	5233	5115
<b>3 - Provide access to local history and culture. (1 Measure)</b>			
Number of Studio and Fabrication Lab Sessions	920	139	277
<b>4 - Provide computer and technology access (1 Measure)</b>			
number of sessions on public access computers	905,952	932,308	944,377

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
<b>4 - Provide computer and technology training and assistance (1 Measure)</b>			
Number of computer and technology training programs and sessions systemwide	948	1021	942
<b>5 - Inform residents of library programs, services and projects (1 Measure)</b>			
Social media engagement rate	1	21.4	Waiting on Data
<b>5 - Operate neighborhood libraries (1 Measure)</b>			
Number of hours of unplanned closures at locations systemwide	742.5	743	Waiting on Data

## Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
<b>Adult Literacy Services (1 Strategic Initiative)</b>		
Expand adult literacy services to neighborhood library locations and open a new hub at the Martin Luther King Jr. Memorial Library	DCPL offered adult literacy services to several neighborhood libraries while MLK closed for modernization. The Library will identify and expand adult literacy services to one new neighborhood library site in Ward 7 or 8, and identify and expand outreach programming in both wards. At existing and new neighborhood library sites, the library will refine and expand GED and adult literacy services such as tutoring, assessments and referrals, and refine and expand relevant collections and resources. The Library will open an expanded adult literacy hub for the city at the modernized MLK library.	09-30-2020
<b>Capital Project: Lamond-Riggs (1 Strategic Initiative)</b>		
Complete design for a new Lamond-Riggs Neighborhood Library	DCPL will complete the design of the new Lamond-Riggs Library. In addition, the Library will build and open an interim library within a leased space. This project is an investment in high quality education and inclusive prosperity.	09-30-2020
<b>Operate neighborhood libraries (1 Strategic Initiative)</b>		
Hire staff required to operate newly opening libraries.	DCPL will recruit and hire new staff needed to operate the Martin Luther King Jr. Memorial Library and the Southwest Neighborhood Library when they open. The new spaces at the MLK Library including the workforce development café, special events, auditorium, conference center, and community alliances; as well as the expanded spaces, such as the children's area, reading room, and Labs, will require DCPL to hire and train 35.5 staff to open the library. DCPL will finalize positions, post, interview, and begin hiring the first half of the fiscal year. Hired staff will come on board the second half of the fiscal year with a comprehensive on-boarding and training program. In addition to MLK Library, DCPL will hire and train nine FTE for the opening of Southwest Library and the branches.	09-30-2020
<b>Provide access to local history and culture. (1 Strategic Initiative)</b>		
Launch Exhibition Program for the Martin Luther King Jr. Memorial Library	DCPL will design, fabricate, install and launch a new exhibit program, which will have a permanent physical presence on the 4th floor of the MLK Library. One permanent exhibit will explore Martin Luther King Jr's many ties to the District and the ways in which he influenced and was influenced by activist movements in D.C. A temporary exhibit program will explore various topics about D.C.'s history and culture on a rotating basis.	09-30-2020
<b>Provide computer and technology training and assistance (1 Strategic Initiative)</b>		

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Develop customer experience enhancements for the technology training program.	The Library will examine the interaction of form and function in adult computer areas, and identify physical and service changes to better utilize the space. As an accompaniment, the Library will define the continuum of digital fluency activities that should occur in each space, then examine how layout and service changes would enhance these activities. The deliverable will be a final report to summarize recommended changes.	09-30-2020
<b>Renovation and modernization of the Martin Luther King Jr. Memorial Library (1 Strategic Initiative)</b>		
Complete Modernization of the Martin Luther King Jr. Memorial Library	DCPL will complete year three of a three-year full modernization project culminating in the re-opening of the Martin Luther King Jr. Memorial Library. This project is an investment in high quality education and inclusive prosperity.	09-30-2020
<b>Serve as a community hub:meeting and study spaces (1 Strategic Initiative)</b>		
Implement a new meeting and study room booking system.	DCPL will implement a new meeting and study room reservation system to facilitate booking spaces at neighborhood libraries and the new Martin Luther King Jr. Memorial Library and ensure maximum community use of MLK's new Conference Center. The new system for MLK will be in place before it re-opens.	09-30-2020
<b>Southeast Neighborhood Library (1 Strategic Initiative)</b>		
Begin design for a renovated Southeast Neighborhood Library.	DCPL will begin the design process for a renovated Southeast Library. This project is an investment in high quality education and inclusive prosperity.	09-30-2020
<b>Southwest Neighborhood Library (1 Strategic Initiative)</b>		
Construct a new Southwest Neighborhood Library	DCPL will demolish the existing building and construct the new Southwest Library. This project is an investment in high quality education and inclusive prosperity.	09-30-2020

## **GENERAL QUESTIONS**

### **Question Number 57**

**Provide the following budget information for DCPL, including the approved budget, revised budget, and expenditures, for FY19 and to date in FY20:**

- a. At the agency level, provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object;**
- b. At the program level, provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object.**
- c. At the activity level, provide the information broken out by source of funds and by Comptroller Source Group.**

Reports follow.

**Q57. Provide the following budget information for DCPL, including the approved budget, revised budget, and expenditures, for FY19 and to date in FY20:**  
**- At the agency level, provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object;**

**FY 2019 by Agency**

Approp Fund	GAAP Category1	Comp Source Group	Comp Object	FY19 Approved Budget	FY19 Revised Budget	FY19 Year End Expenditures	
0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME	32,965,365.54	33,710,478.54	33,446,008.16	
		<b>0011 REGULAR PAY - CONT FULL TIME Total</b>		<b>32,965,365.54</b>	<b>33,710,478.54</b>	<b>33,446,008.16</b>	
		0012 REGULAR PAY - OTHER	0121 TEMPORARY FULL-TIME	0.00	0.00	18,374.10	
			0122 CONTINUING PART-TIME	824,018.68	824,018.68	706,613.94	
			0123 TEMPORARY PART-TIME	547,947.02	391,359.02	0.00	
			0124 WHEN ACTUALLY EMPLOYED - WAE	49,223.73	49,223.73	454,849.02	
			0125 TERM FULL-TIME	355,319.13	161,919.13	362,364.23	
			0126 TERM PART-TIME	38,382.38	38,382.38	106,288.23	
			0127 WORKER'S COMP INJURY EARNINGS	0.00	0.00	1,825.53	
			<b>0012 REGULAR PAY - OTHER Total</b>		<b>1,814,890.94</b>	<b>1,464,902.94</b>	<b>1,650,315.05</b>
			0013 ADDITIONAL GROSS PAY	0128 ADDITIONAL INCOME ALLOWANCE	21,000.00	21,000.00	20,054.98
				0131 SHIFT DIFFERENTIAL	284,880.00	284,880.00	228,545.32
				0134 TERMINAL LEAVE	54,550.00	43,136.00	131,227.26
				0135 HOLIDAY PAY	106,620.00	106,620.00	102,792.91
				0136 SUNDAY PAY	208,950.00	208,950.00	296,001.68
				0132 ADMINISTRATIVE PREMIUM	0.00	0.00	1,842.86
				0171 EASY OUT INCENTIVE PAY		259,455.00	259,454.00
			<b>0013 ADDITIONAL GROSS PAY Total</b>		<b>676,000.00</b>	<b>924,041.00</b>	<b>1,039,919.01</b>
			0014 FRINGE BENEFITS - CURR PERSONNEL	0141 GROUP LIFE INSURANCE	0.00	0.00	20,640.25
				0142 HEALTH BENEFITS	0.00	0.00	4,133,369.71
				0147 MISC FRINGE BENEFITS	8,903,745.11	8,658,720.11	0.00
				0148 RETIREMENT CONTRIBUTION - FICA	0.00	0.00	1,954,630.77
				0152 RETIREMENT CONTRIBUTION - CIVIL SERVICE	0.00	0.00	189,696.05
				0154 OPTICAL PLAN	0.00	0.00	33,124.63
				0155 DENTAL PLAN	0.00	0.00	104,069.93
				0157 PREPAID LEGAL	0.00	0.00	68,847.40
				0158 MEDICARE CONTRIBUTION	0.00	0.00	475,152.56
		0159 RETIREMENT	0.00	0.00	1,465,855.13		
		0160 DC METRO BENEFITS		0.00	2,310.70		
		0161 DC HEALTH BENEFIT FEES	0.00	0.00	185,049.30		
	<b>0014 FRINGE BENEFITS - CURR PERSONNEL Total</b>		<b>8,903,745.11</b>	<b>8,658,720.11</b>	<b>8,632,746.43</b>		
	0015 OVERTIME PAY	0133 OVERTIME PAY	377,000.00	341,639.00	354,249.55		
	<b>0015 OVERTIME PAY Total</b>		<b>377,000.00</b>	<b>341,639.00</b>	<b>354,249.55</b>		
	<b>01 PERSONNEL SERVICES Total</b>		<b>44,737,001.59</b>	<b>45,099,781.59</b>	<b>45,123,238.20</b>		
	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0201 OFFICE SUPPLIES	1,900.00	1,900.00	22,201.20	
			0204 EDUCATIONAL	61,120.00	61,120.00	30,329.73	
			0207 CLOTHING AND UNIFORMS	20,000.00	20,000.00	25,712.40	

	0209	FOOD PROVISIONS	8,500.00	8,500.00	1,996.95
	0210	GENERAL	387,741.00	403,569.00	401,405.03
	0203	MEDICAL, SURGICAL AND LAB		0.00	37.09
<b>0020</b>	<b>SUPPLIES AND MATERIALS Total</b>		<b>479,261.00</b>	<b>495,089.00</b>	<b>481,682.40</b>
0030	ENERGY, COMM. AND BLDG RENTALS	0300	BUDGET ONLY - ENERGY, BLDG RENT	0.00	0.00
		0302	FUEL - HEATING	0.00	0.00
		0304	GAS	0.00	0.00
		0305	ELECTRICITY	0.00	0.00
		0306	STEAM	0.00	0.00
		0307	WATER	0.00	0.00
<b>0030</b>	<b>ENERGY, COMM. AND BLDG RENTALS Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
0031	TELEPHONE, TELEGRAPH, TELEGRAM, ET	0308	TELEPHONE, TELETYPE, TELEGRAM, ETC	0.00	0.00
<b>0031</b>	<b>TELEPHONE, TELEGRAPH, TELEGRAM, ETC Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
0040	OTHER SERVICES AND CHARGES	0400	BUDGET ONLY - OTHER SERV CHARGES	0.00	0.00
		0401	TRAVEL - LOCAL	17,000.00	17,000.00
		0402	TRAVEL - OUT OF CITY	190,400.00	90,400.00
		0404	MAINTENANCE AND REPAIRS - AUTO	125,021.64	125,021.64
		0405	MAINTENANCE AND REPAIRS - MACH	0.00	0.00
		0406	MAINTENANCE AND REPAIRS - LAND, BUILDING	1,094,215.00	1,007,689.00
		0408	PROF SERVICE FEES AND CONTR	6,856,166.87	6,689,272.33
		0410	OFFICE SUPPORT	0.00	
		0411	PRINTING, DUPLICATING, ETC	58,797.00	60,797.00
		0414	ADVERTISING	412,625.00	394,209.54
		0415	JUDGEMENTS, INDEMNITIES		0.00
		0416	POSTAGE	10,000.00	0.00
		0419	TUITION FOR EMPLOYEE TRAINING	187,000.00	91,875.00
		0425	PAYMENT OF MEMBERSHIP DUES	30,250.00	30,250.00
		0441	IT HARDWARE MAINTENANCE	0.00	0.00
		0494	OCTO IT ASSESSMENT	207,103.03	207,103.03
		0403	TRANS CHARGES - MATERIALS		0.00
		0424	CONFERENCE FEES LOC OUT OF CITY	72,700.00	72,700.00
		0407	MAINTENANCE AND REPAIRS - OTHER	0.00	0.00
<b>0040</b>	<b>OTHER SERVICES AND CHARGES Total</b>		<b>9,261,278.54</b>	<b>8,786,317.54</b>	<b>8,286,391.58</b>
0041	CONTRACTUAL SERVICES - OTHER	0409	CONTRACTUAL SERVICES - OTHER	0.00	448,759.00
<b>0041</b>	<b>CONTRACTUAL SERVICES - OTHER Total</b>		<b>0.00</b>	<b>448,759.00</b>	<b>448,759.00</b>
0070	EQUIPMENT & EQUIPMENT RENTAL	0701	PURCHASES - FURNITURE AND FIXTURES	231,340.00	190,784.00
		0704	PURCHASES - OTHER EQUIPMENT	65,340.00	143,599.00
		0706	RENTALS - MACHINERY AND EQUIPMENT	400,000.00	400,000.00
		0708	LIBRARY BOOKS	5,993,432.00	5,993,432.00
		0710	IT HARDWARE ACQUISITIONS	236,000.00	301,000.00
		0711	IT SOFTWARE ACQUISITIONS	255,057.00	250,777.00
		0703	PURCHASES - AUTOMOTIVE EQUIPMENT	19,500.00	17,430.00



			0705 RENTALS - AUTOMOTIVE EQUIPMENT		0.00			
		0070 EQUIPMENT & EQUIPMENT RENTAL Total			7,200,669.00	7,297,022.00	5,215,499.87	
		0080 DEBT SERVICE	0800 BUDGET SERVICE - DEBT SERVICE		0.00	0.00	0.00	
			0811 LEASE PAYMENTS		0.00	0.00	0.00	
		0080 DEBT SERVICE Total			0.00	0.00	0.00	
		0032 RENTALS - LAND AND STRUCTURES	0309 RENTALS - LAND AND STRUCTURES		0.00			
		0032 RENTALS - LAND AND STRUCTURES Total			0.00			
		0031 TELECOMMUNICATIONS	0308 TELEPHONE, TELETYPE, TELEGRAM, ETC		137,476.00	137,476.00	104,970.63	
		0031 TELECOMMUNICATIONS Total			137,476.00	137,476.00	104,970.63	
	02 NON-PERSONNEL SERVICES Total				17,078,684.54	17,164,663.54	14,537,303.48	
0100 LOCAL FUND Total					61,815,686.13	62,264,445.13	59,660,541.68	
0200 FEDERAL GRANT FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME			0.00	7,278.20	
		0011 REGULAR PAY - CONT FULL TIME Total				0.00	7,278.20	
		0012 REGULAR PAY - OTHER	0121 TEMPORARY FULL-TIME		72,906.39	72,906.39	69,140.62	
			0123 TEMPORARY PART-TIME		86,396.92	86,396.92	0.00	
			0124 WHEN ACTUALLY EMPLOYED - WAE		0.00	0.00	4,858.02	
			0125 TERM FULL-TIME		199,271.28	95,731.54	180,024.34	
		0012 REGULAR PAY - OTHER Total			358,574.59	255,034.85	254,022.98	
		0013 ADDITIONAL GROSS PAY	0131 SHIFT DIFFERENTIAL		2,000.00	1,138.38	795.74	
			0135 HOLIDAY PAY			0.00	219.72	
			0136 SUNDAY PAY			0.00	97.22	
		0013 ADDITIONAL GROSS PAY Total			2,000.00	1,138.38	1,112.68	
		0014 FRINGE BENEFITS - CURR PERSONNEL	0141 GROUP LIFE INSURANCE		0.00	0.00	68.42	
			0142 HEALTH BENEFITS		0.00	0.00	24,429.41	
			0147 MISC FRINGE BENEFITS		87,606.31	51,405.07	0.00	
			0148 RETIREMENT CONTRIBUTION - FICA		0.00	0.00	15,144.74	
			0154 OPTICAL PLAN		0.00	0.00	183.40	
			0155 DENTAL PLAN		0.00	0.00	549.97	
			0157 PREPAID LEGAL		0.00	0.00	358.02	
			0158 MEDICARE CONTRIBUTION		0.00	0.00	3,541.92	
			0159 RETIREMENT		0.00	0.00	7,380.79	
			0161 DC HEALTH BENEFIT FEES		0.00	0.00	1,093.71	
		0014 FRINGE BENEFITS - CURR PERSONNEL Total			87,606.31	51,405.07	52,750.38	
	01 PERSONNEL SERVICES Total				448,180.90	307,578.30	315,164.24	
	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0204 EDUCATIONAL		2,325.00	2,325.00	0.00	
			0209 FOOD PROVISIONS			0.00	2,395.27	
			0210 GENERAL		5,000.00	5,000.00	478.59	
		0020 SUPPLIES AND MATERIALS Total			7,325.00	7,325.00	2,873.86	
		0040 OTHER SERVICES AND CHARGES	0402 TRAVEL - OUT OF CITY		48,982.00	15,059.41	33,010.14	
			0408 PROF SERVICE FEES AND CONTR		391,645.62	460,938.48	507,016.27	
			0419 TUITION FOR EMPLOYEE TRAINING		75,760.00	75,760.00	8,560.50	
			0425 PAYMENT OF MEMBERSHIP DUES		0.00			
			0424 CONFERENCE FEES LOC OUT OF CITY		1,000.00			

		0040 OTHER SERVICES AND CHARGES Total		517,387.62	551,757.89	548,586.91
		0050 SUBSIDIES AND TRANSFERS	0506 GRANTS AND GRATUITIES	40,000.00	5,000.00	5,000.00
		0050 SUBSIDIES AND TRANSFERS Total		40,000.00	5,000.00	5,000.00
		0070 EQUIPMENT & EQUIPMENT RENTAL	0701 PURCHASES - FURNITURE AND FIXTURES	0.00		
			0704 PURCHASES - OTHER EQUIPMENT	97,167.00	97,167.00	38,845.83
			0708 LIBRARY BOOKS	3,000.00	61,083.40	10,000.00
			0710 IT HARDWARE ACQUISITIONS		0.00	109,404.57
		0070 EQUIPMENT & EQUIPMENT RENTAL Total		100,167.00	158,250.40	158,250.40
		02 NON-PERSONNEL SERVICES Total		664,879.62	722,333.29	714,711.17
		0200 FEDERAL GRANT FUND Total		1,113,060.52	1,029,911.59	1,029,875.41
0450 PRIVATE DONATIONS	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0209 FOOD PROVISIONS	1,500.00	1,500.00	0.00
			0210 GENERAL	2,500.00	2,500.00	0.00
		0020 SUPPLIES AND MATERIALS Total		4,000.00	4,000.00	0.00
		0040 OTHER SERVICES AND CHARGES	0402 TRAVEL - OUT OF CITY	7,000.00	14,000.00	1,492.78
			0408 PROF SERVICE FEES AND CONTR	3,000.00	3,000.00	0.00
			0419 TUITION FOR EMPLOYEE TRAINING		500.00	1,950.00
		0040 OTHER SERVICES AND CHARGES Total		10,000.00	17,500.00	3,442.78
		0070 EQUIPMENT & EQUIPMENT RENTAL	0704 PURCHASES - OTHER EQUIPMENT	3,000.00	3,000.00	0.00
		0070 EQUIPMENT & EQUIPMENT RENTAL Total		3,000.00	3,000.00	0.00
		02 NON-PERSONNEL SERVICES Total		17,000.00	24,500.00	3,442.78
		0450 PRIVATE DONATIONS Total		17,000.00	24,500.00	3,442.78
0600 SPECIAL PURPOSE REVENUE FUNDS	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0209 FOOD PROVISIONS		0.00	0.00
			0210 GENERAL	5,000.00		
		0020 SUPPLIES AND MATERIALS Total		5,000.00	0.00	0.00
		0040 OTHER SERVICES AND CHARGES	0402 TRAVEL - OUT OF CITY		0.00	0.00
			0408 PROF SERVICE FEES AND CONTR	752,000.00	523,222.98	511,529.72
		0040 OTHER SERVICES AND CHARGES Total		752,000.00	523,222.98	511,529.72
		0041 CONTRACTUAL SERVICES - OTHER	0409 CONTRACTUAL SERVICES - OTHER	0.00	0.00	0.00
		0041 CONTRACTUAL SERVICES - OTHER Total		0.00	0.00	0.00
		0070 EQUIPMENT & EQUIPMENT RENTAL	0700 BUDGET ONLY - EQUIP AND RENTAL	0.00	0.00	0.00
			0704 PURCHASES - OTHER EQUIPMENT	5,000.00		
			0706 RENTALS - MACHINERY AND EQUIPMENT	190,878.00	184,526.02	184,526.02
			0708 LIBRARY BOOKS	5,000.00		
			0710 IT HARDWARE ACQUISITIONS	398,000.00	516,421.21	498,189.00
			0711 IT SOFTWARE ACQUISITIONS		0.00	18,232.21
		0070 EQUIPMENT & EQUIPMENT RENTAL Total		598,878.00	700,947.23	700,947.23
		02 NON-PERSONNEL SERVICES Total		1,355,878.00	1,224,170.21	1,212,476.95
		0600 SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE) Total		1,355,878.00	1,224,170.21	1,212,476.95
0700 OPERATING INTRA-DISTRICT FUNDS	01 PERSONNEL SERVICES	0015 OVERTIME PAY	0133 OVERTIME PAY		17,286.35	17,286.35
		0015 OVERTIME PAY Total			17,286.35	17,286.35
		01 PERSONNEL SERVICES Total			17,286.35	17,286.35
	02 NON-	0020 SUPPLIES AND MATERIALS	0210 GENERAL	0.00		

PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS Total		0.00		
	0031 TELEPHONE, TELEGRAPH, TELEGRAM, ET	0308 TELEPHONE, TELETYPE, TELEGRAM, ETC	0.00		
	0031 TELEPHONE, TELEGRAPH, TELEGRAM, ETC Total		0.00		
	0040 OTHER SERVICES AND CHARGES	0401 TRAVEL - LOCAL		2,160.00	2,160.00
		0406 MAINTENANCE AND REPAIRS - LAND, BUILDING	0.00	58,201.00	58,201.00
		0408 PROF SERVICE FEES AND CONTR	17,300.00	93,695.18	93,695.18
		0410 OFFICE SUPPORT	0.00	0.00	0.00
	0040 OTHER SERVICES AND CHARGES Total		17,300.00	154,056.18	154,056.18
	0070 EQUIPMENT & EQUIPMENT RENTAL	0704 PURCHASES - OTHER EQUIPMENT		426,239.57	426,239.57
		0708 LIBRARY BOOKS	0.00	668,217.00	668,217.00
0070 EQUIPMENT & EQUIPMENT RENTAL Total		0.00	1,094,456.57	1,094,456.57	
02 NON-PERSONNEL SERVICES Total		17,300.00	1,248,512.75	1,248,512.75	
0700 OPERATING INTRA-DISTRICT FUNDS Total		17,300.00	1,265,799.10	1,265,799.10	
Grand Total		64,318,924.65	65,808,826.03	63,172,135.92	

**Q57. Provide the following budget information for DCPL, including the approved budget, revised budget, and expenditures, for FY19 and to date in FY20:**

**- At the program level, provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object.**

**FY 2019 by Program**

Program Code	Approp Fund	GAAP Category1	Comp Source Group	Comp Object	FY19 Approved Budget	FY19 Revised Budget	FY19 Year End Expenditures
1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME	4,945,930.40	4,817,914.40	4,817,913.48
			<b>0011 REGULAR PAY - CONT FULL TIME Total</b>		<b>4,945,930.40</b>	<b>4,817,914.40</b>	<b>4,817,913.48</b>
			0012 REGULAR PAY - OTHER	0123 TEMPORARY PART-TIME	285,092.71	128,504.71	0.00
				0124 WHEN ACTUALLY EMPLOYED - WAE	0.00	0.00	117,627.68
				0125 TERM FULL-TIME	228,165.15	97,344.15	108,220.36
			<b>0012 REGULAR PAY - OTHER Total</b>		<b>513,257.86</b>	<b>225,848.86</b>	<b>225,848.04</b>
			0013 ADDITIONAL GROSS PAY	0128 ADDITIONAL INCOME ALLOWANCE	21,000.00	21,000.00	20,054.98
				0131 SHIFT DIFFERENTIAL	4,500.00	4,500.00	2,045.45
				0134 TERMINAL LEAVE	3,320.00	3,320.00	15,964.11
				0135 HOLIDAY PAY	190.00	190.00	919.68
				0136 SUNDAY PAY	2,050.00	2,050.00	2,959.46
				0171 EASY OUT INCENTIVE PAY		95,000.00	95,000.00
			<b>0013 ADDITIONAL GROSS PAY Total</b>		<b>31,060.00</b>	<b>126,060.00</b>	<b>136,943.68</b>
			0014 FRINGE BENEFITS - CURR PERSONNEL	0141 GROUP LIFE INSURANCE	0.00	0.00	3,344.73
				0142 HEALTH BENEFITS	0.00	0.00	458,136.56
				0147 MISC FRINGE BENEFITS	1,397,552.19	1,151,366.19	0.00
				0148 RETIREMENT CONTRIBUTION - FICA	0.00	0.00	247,203.85
				0152 RETIREMENT CONTRIBUTION - CIVIL SERVICE	0.00	0.00	40,627.37
				0154 OPTICAL PLAN	0.00	0.00	3,451.36
				0155 DENTAL PLAN	0.00	0.00	10,948.71
				0157 PREPAID LEGAL	0.00	0.00	1,834.47
				0158 MEDICARE CONTRIBUTION	0.00	0.00	62,620.67
				0159 RETIREMENT	0.00	0.00	200,113.30
				0161 DC HEALTH BENEFIT FEES	0.00	0.00	20,027.04
			<b>0014 FRINGE BENEFITS - CURR PERSONNEL Total</b>		<b>1,397,552.19</b>	<b>1,151,366.19</b>	<b>1,048,308.06</b>
			0015 OVERTIME PAY	0133 OVERTIME PAY	49,050.00	15,661.00	12,836.34
			<b>0015 OVERTIME PAY Total</b>		<b>49,050.00</b>	<b>15,661.00</b>	<b>12,836.34</b>
<b>01 PERSONNEL SERVICES Total</b>					<b>6,936,850.45</b>	<b>6,336,850.45</b>	<b>6,241,849.60</b>
02 NON-PERSONNEL SERVICES	0200 SUPPLIES AND MATERIALS	0201 OFFICE SUPPLIES	0201 OFFICE SUPPLIES	1,900.00	1,900.00	0.00	
		0207 CLOTHING AND UNIFORMS	0207 CLOTHING AND UNIFORMS		0.00	10,000.00	
		0209 FOOD PROVISIONS	0209 FOOD PROVISIONS	8,500.00	8,500.00	1,996.95	
		0210 GENERAL	0210 GENERAL	108,100.00	114,100.00	110,396.94	
		<b>0020 SUPPLIES AND MATERIALS Total</b>		<b>118,500.00</b>	<b>124,500.00</b>	<b>122,393.89</b>	
		0031 TELEPHONE, TELEGRAPH, TELEGRAM, ETC	0308 TELEPHONE, TELETYPE, TELEGRAM, ETC	0.00			
		<b>0031 TELEPHONE, TELEGRAPH, TELEGRAM, ETC Total</b>		<b>0.00</b>			
		0040 OTHER SERVICES AND CHARGES	0401 TRAVEL - LOCAL	17,000.00	17,000.00	10,609.00	
			0402 TRAVEL - OUT OF CITY	190,400.00	90,400.00	51,545.17	
			0404 MAINTENANCE AND REPAIRS - AUTO	125,021.64	125,021.64	186,101.33	
	0406 MAINTENANCE AND REPAIRS - LAND, BUILDING	333,400.00	333,400.00	210,898.33			
	0408 PROF SERVICE FEES AND CONTR	926,781.87	893,724.87	967,575.71			
	0411 PRINTING, DUPLICATING, ETC	14,300.00	14,300.00	42,760.56			
	0414 ADVERTISING	207,625.00	179,184.00	152,873.82			
	0419 TUITION FOR EMPLOYEE TRAINING	165,000.00	69,875.00	60,639.42			

			0425 PAYMENT OF MEMBERSHIP DUES		10,000.00	10,000.00	792.00
			0494 OCTO IT ASSESSMENT		207,103.03	207,103.03	124,193.06
			0403 TRANS CHARGES - MATERIALS			0.00	285.00
			0424 CONFERENCE FEES LOC OUT OF CITY		72,700.00	72,700.00	10,293.00
			<b>0040 OTHER SERVICES AND CHARGES Total</b>		<b>2,269,331.54</b>	<b>2,012,708.54</b>	<b>1,818,566.40</b>
			0070 EQUIPMENT & EQUIPMENT RENTAL	0701 PURCHASES - FURNITURE AND FIXTURES	8,000.00	2,000.00	0.00
				0704 PURCHASES - OTHER EQUIPMENT	16,490.00	18,220.00	46,759.10
				0710 IT HARDWARE ACQUISITIONS	145,000.00	145,000.00	132,342.98
				0711 IT SOFTWARE ACQUISITIONS	201,082.00	198,384.00	173,524.34
				0705 RENTALS - AUTOMOTIVE EQUIPMENT	0.00		
			<b>0070 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>		<b>370,572.00</b>	<b>363,604.00</b>	<b>352,626.42</b>
			0031 TELECOMMUNICATIONS	0308 TELEPHONE, TELETYPE, TELEGRAM, ETC	137,476.00	137,476.00	99,421.49
			<b>0031 TELECOMMUNICATIONS Total</b>		<b>137,476.00</b>	<b>137,476.00</b>	<b>99,421.49</b>
			<b>02 NON-PERSONNEL SERVICES Total</b>		<b>2,895,879.54</b>	<b>2,638,288.54</b>	<b>2,393,008.20</b>
			<b>0100 LOCAL FUND Total</b>		<b>9,832,729.99</b>	<b>8,975,138.99</b>	<b>8,634,857.80</b>
	0450 PRIVATE DONATIONS	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	0402 TRAVEL - OUT OF CITY		7,000.00	1,492.78
				0419 TUITION FOR EMPLOYEE TRAINING		500.00	1,950.00
			<b>0040 OTHER SERVICES AND CHARGES Total</b>			<b>7,500.00</b>	<b>3,442.78</b>
			<b>02 NON-PERSONNEL SERVICES Total</b>			<b>7,500.00</b>	<b>3,442.78</b>
			<b>0450 PRIVATE DONATIONS Total</b>			<b>7,500.00</b>	<b>3,442.78</b>
	0700 OPERATING INTRA-DISTRICT FUNDS	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	0406 MAINTENANCE AND REPAIRS - LAND, BUILDING	0.00	58,201.00	58,201.00
			<b>0040 OTHER SERVICES AND CHARGES Total</b>		<b>0.00</b>	<b>58,201.00</b>	<b>58,201.00</b>
			<b>02 NON-PERSONNEL SERVICES Total</b>		<b>0.00</b>	<b>58,201.00</b>	<b>58,201.00</b>
			<b>0700 OPERATING INTRA-DISTRICT FUNDS Total</b>		<b>0.00</b>	<b>58,201.00</b>	<b>58,201.00</b>
			<b>1000 AGENCY MANAGEMENT Total</b>		<b>9,832,729.99</b>	<b>9,040,839.99</b>	<b>8,696,501.58</b>
100F AGENCY FINANCIAL OPERATIONS	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME	707,492.56	626,407.56	626,406.45
			<b>0011 REGULAR PAY - CONT FULL TIME Total</b>		<b>707,492.56</b>	<b>626,407.56</b>	<b>626,406.45</b>
			0012 REGULAR PAY - OTHER	0125 TERM FULL-TIME	62,579.71	0.71	0.00
			<b>0012 REGULAR PAY - OTHER Total</b>		<b>62,579.71</b>	<b>0.71</b>	<b>0.00</b>
			0014 FRINGE BENEFITS - CURR PERSONNEL	0141 GROUP LIFE INSURANCE	0.00	0.00	506.26
				0142 HEALTH BENEFITS	0.00	0.00	89,589.56
				0147 MISC FRINGE BENEFITS	197,138.50	165,219.50	0.00
				0148 RETIREMENT CONTRIBUTION - FICA	0.00	0.00	28,740.42
				0152 RETIREMENT CONTRIBUTION - CIVIL SERVICE	0.00	0.00	8,367.70
				0154 OPTICAL PLAN	0.00	0.00	481.88
				0155 DENTAL PLAN	0.00	0.00	1,645.64
				0158 MEDICARE CONTRIBUTION	0.00	0.00	6,847.88
				0159 RETIREMENT	0.00	0.00	25,343.48
				0161 DC HEALTH BENEFIT FEES	0.00	0.00	3,695.53
			<b>0014 FRINGE BENEFITS - CURR PERSONNEL Total</b>		<b>197,138.50</b>	<b>165,219.50</b>	<b>165,218.35</b>
			0015 OVERTIME PAY	0133 OVERTIME PAY	3,030.00	1,058.00	1,057.15
			<b>0015 OVERTIME PAY Total</b>		<b>3,030.00</b>	<b>1,058.00</b>	<b>1,057.15</b>
			<b>01 PERSONNEL SERVICES Total</b>		<b>970,240.77</b>	<b>792,685.77</b>	<b>792,681.95</b>
		02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0210 GENERAL	1,950.00	1,950.00	1,618.10
			<b>0020 SUPPLIES AND MATERIALS Total</b>		<b>1,950.00</b>	<b>1,950.00</b>	<b>1,618.10</b>
			0040 OTHER SERVICES AND CHARGES	0402 TRAVEL - OUT OF CITY		0.00	1,887.00
				0408 PROF SERVICE FEES AND CONTR	7,961.00	6,848.00	1,300.00
			<b>0040 OTHER SERVICES AND CHARGES Total</b>		<b>7,961.00</b>	<b>6,848.00</b>	<b>3,187.00</b>

			0070 EQUIPMENT & EQUIPMENT RENTAL	0704 PURCHASES - OTHER EQUIPMENT	850.00	850.00	784.91
			<b>0070 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>		<b>850.00</b>	<b>850.00</b>	<b>784.91</b>
			02 NON-PERSONNEL SERVICES Total		10,761.00	9,648.00	5,590.01
			0100 LOCAL FUND Total		981,001.77	802,333.77	798,271.96
100F AGENCY FINANCIAL OPERATIONS			Total		981,001.77	802,333.77	798,271.96
L200 CHIEF LIBRARIAN	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME	255,872.60	245,749.60	228,399.52
			<b>0011 REGULAR PAY - CONT FULL TIME Total</b>		<b>255,872.60</b>	<b>245,749.60</b>	<b>228,399.52</b>
			0013 ADDITIONAL GROSS PAY	0134 TERMINAL LEAVE		0.00	20,194.86
			<b>0013 ADDITIONAL GROSS PAY Total</b>			<b>0.00</b>	<b>20,194.86</b>
			0014 FRINGE BENEFITS - CURR PERSONNEL	0141 GROUP LIFE INSURANCE	0.00	0.00	123.37
				0142 HEALTH BENEFITS	0.00	0.00	21,994.61
				0147 MISC FRINGE BENEFITS	65,503.39	56,078.39	0.00
				0148 RETIREMENT CONTRIBUTION - FICA	0.00	0.00	14,684.96
				0154 OPTICAL PLAN	0.00	0.00	111.60
				0155 DENTAL PLAN	0.00	0.00	331.34
				0158 MEDICARE CONTRIBUTION	0.00	0.00	3,498.32
				0159 RETIREMENT	0.00	0.00	11,419.94
				0161 DC HEALTH BENEFIT FEES	0.00	0.00	1,068.68
			<b>0014 FRINGE BENEFITS - CURR PERSONNEL Total</b>		<b>65,503.39</b>	<b>56,078.39</b>	<b>53,232.82</b>
			01 PERSONNEL SERVICES Total		321,375.99	301,827.99	301,827.20
		02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0210 GENERAL	2,169.00	2,169.00	2,163.86
			<b>0020 SUPPLIES AND MATERIALS Total</b>		<b>2,169.00</b>	<b>2,169.00</b>	<b>2,163.86</b>
			0040 OTHER SERVICES AND CHARGES	0402 TRAVEL - OUT OF CITY	0.00		
				0408 PROF SERVICE FEES AND CONTR	66,545.00	60,448.00	47,882.92
				0414 ADVERTISING		0.00	7,500.00
				0425 PAYMENT OF MEMBERSHIP DUES	20,250.00	20,250.00	25,315.00
			<b>0040 OTHER SERVICES AND CHARGES Total</b>		<b>86,795.00</b>	<b>80,698.00</b>	<b>80,697.92</b>
			0070 EQUIPMENT & EQUIPMENT RENTAL	0704 PURCHASES - OTHER EQUIPMENT	1,000.00	1,000.00	709.37
			<b>0070 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>		<b>1,000.00</b>	<b>1,000.00</b>	<b>709.37</b>
			02 NON-PERSONNEL SERVICES Total		89,964.00	83,867.00	83,571.15
			0100 LOCAL FUND Total		411,339.99	385,694.99	385,398.35
L200 CHIEF LIBRARIAN			Total		411,339.99	385,694.99	385,398.35
L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME	21,859,885.30	23,457,653.30	23,319,186.35
			<b>0011 REGULAR PAY - CONT FULL TIME Total</b>		<b>21,859,885.30</b>	<b>23,457,653.30</b>	<b>23,319,186.35</b>
			0012 REGULAR PAY - OTHER	0122 CONTINUING PART-TIME	707,863.38	707,863.38	607,771.53
				0123 TEMPORARY PART-TIME	87,847.46	87,847.46	0.00
				0124 WHEN ACTUALLY EMPLOYED - WAE	49,223.73	49,223.73	259,909.20
				0125 TERM FULL-TIME	0.00	0.00	68,347.56
				0126 TERM PART-TIME	12,137.37	12,137.37	0.00
			<b>0012 REGULAR PAY - OTHER Total</b>		<b>857,071.94</b>	<b>857,071.94</b>	<b>936,028.29</b>
			0013 ADDITIONAL GROSS PAY	0131 SHIFT DIFFERENTIAL	217,960.00	217,960.00	180,131.96
				0134 TERMINAL LEAVE	25,180.00	25,180.00	79,527.91
				0135 HOLIDAY PAY	82,280.00	82,280.00	70,051.96
				0136 SUNDAY PAY	154,480.00	154,480.00	233,250.43
				0132 ADMINISTRATIVE PREMIUM	0.00	0.00	1,738.33
				0171 EASY OUT INCENTIVE PAY		164,455.00	164,454.00
			<b>0013 ADDITIONAL GROSS PAY Total</b>		<b>479,900.00</b>	<b>644,355.00</b>	<b>729,154.59</b>
			0014 FRINGE BENEFITS - CURR PERSONNEL	0141 GROUP LIFE INSURANCE	0.00	0.00	13,803.75

		0142 HEALTH BENEFITS	0.00	0.00	2,877,326.63
		0147 MISC FRINGE BENEFITS	5,815,540.55	5,918,865.55	0.00
		0148 RETIREMENT CONTRIBUTION - FICA	0.00	0.00	1,375,288.43
		0152 RETIREMENT CONTRIBUTION - CIVIL SERVICE	0.00	0.00	107,020.65
		0154 OPTICAL PLAN	0.00	0.00	23,853.60
		0155 DENTAL PLAN	0.00	0.00	74,343.81
		0157 PREPAID LEGAL	0.00	0.00	57,599.29
		0158 MEDICARE CONTRIBUTION	0.00	0.00	330,255.12
		0159 RETIREMENT	0.00	0.00	1,024,893.16
		0160 DC METRO BENEFITS		0.00	2,335.70
		0161 DC HEALTH BENEFIT FEES	0.00	0.00	132,327.09
		<b>0014 FRINGE BENEFITS - CURR PERSONNEL Total</b>	<b>5,815,540.55</b>	<b>5,918,865.55</b>	<b>6,019,047.23</b>
		0015 OVERTIME PAY	0133 OVERTIME PAY	21,470.00	22,781.47
		<b>0015 OVERTIME PAY Total</b>		<b>21,470.00</b>	<b>22,781.47</b>
		<b>01 PERSONNEL SERVICES Total</b>		<b>29,033,867.79</b>	<b>30,899,415.79</b>
	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0201 OFFICE SUPPLIES	0.00	5,739.19
			0204 EDUCATIONAL	61,120.00	30,329.73
			0210 GENERAL	62,522.00	77,374.36
			0203 MEDICAL, SURGICAL AND LAB	0.00	37.09
		<b>0020 SUPPLIES AND MATERIALS Total</b>		<b>123,642.00</b>	<b>113,480.37</b>
		0040 OTHER SERVICES AND CHARGES	0401 TRAVEL - LOCAL	0.00	243.00
			0406 MAINTENANCE AND REPAIRS - LAND, BUILDING	20,000.00	0.00
			0408 PROF SERVICE FEES AND CONTR	1,911,877.00	1,736,412.49
			0411 PRINTING, DUPLICATING, ETC	44,497.00	31,563.50
			0414 ADVERTISING	205,000.00	188,957.13
			0416 POSTAGE	10,000.00	215.88
			0403 TRANS CHARGES - MATERIALS		642.00
			0407 MAINTENANCE AND REPAIRS - OTHER	0.00	1,498.00
		<b>0040 OTHER SERVICES AND CHARGES Total</b>		<b>2,191,374.00</b>	<b>1,959,532.00</b>
		0070 EQUIPMENT & EQUIPMENT RENTAL	0701 PURCHASES - FURNITURE AND FIXTURES	203,340.00	79,387.34
			0704 PURCHASES - OTHER EQUIPMENT	45,000.00	195,829.59
			0706 RENTALS - MACHINERY AND EQUIPMENT		6,351.98
			0708 LIBRARY BOOKS	5,993,432.00	3,933,232.21
			0710 IT HARDWARE ACQUISITIONS	91,000.00	44,932.00
			0711 IT SOFTWARE ACQUISITIONS	9,975.00	0.00
		<b>0070 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>		<b>6,342,747.00</b>	<b>4,259,733.12</b>
		0032 RENTALS - LAND AND STRUCTURES	0309 RENTALS - LAND AND STRUCTURES	0.00	
		<b>0032 RENTALS - LAND AND STRUCTURES Total</b>		<b>0.00</b>	
		<b>02 NON-PERSONNEL SERVICES Total</b>		<b>8,657,763.00</b>	<b>6,332,745.49</b>
	<b>0100 LOCAL FUND Total</b>			<b>37,691,630.79</b>	<b>37,358,943.42</b>
0200 FEDERAL GRANT FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME		7,278.20
		<b>0011 REGULAR PAY - CONT FULL TIME Total</b>		<b>0.00</b>	<b>7,278.20</b>
		0012 REGULAR PAY - OTHER	0121 TEMPORARY FULL-TIME	72,906.39	69,140.62
			0123 TEMPORARY PART-TIME	86,396.92	0.00
			0124 WHEN ACTUALLY EMPLOYED - WAE	0.00	4,858.02
			0125 TERM FULL-TIME	199,271.28	180,024.34
		<b>0012 REGULAR PAY - OTHER Total</b>		<b>358,574.59</b>	<b>254,022.98</b>

		0013 ADDITIONAL GROSS PAY	0131 SHIFT DIFFERENTIAL	2,000.00	1,138.38	795.74
			0135 HOLIDAY PAY		0.00	219.72
			0136 SUNDAY PAY		0.00	97.22
		<b>0013 ADDITIONAL GROSS PAY Total</b>		<b>2,000.00</b>	<b>1,138.38</b>	<b>1,112.68</b>
		0014 FRINGE BENEFITS - CURR PERSONNEL	0141 GROUP LIFE INSURANCE	0.00	0.00	68.42
			0142 HEALTH BENEFITS	0.00	0.00	24,429.41
			0147 MISC FRINGE BENEFITS	87,606.31	51,405.07	0.00
			0148 RETIREMENT CONTRIBUTION - FICA	0.00	0.00	15,144.74
			0154 OPTICAL PLAN	0.00	0.00	183.40
			0155 DENTAL PLAN	0.00	0.00	549.97
			0157 PREPAID LEGAL	0.00	0.00	358.02
			0158 MEDICARE CONTRIBUTION	0.00	0.00	3,541.92
			0159 RETIREMENT	0.00	0.00	7,380.79
			0161 DC HEALTH BENEFIT FEES	0.00	0.00	1,214.55
		<b>0014 FRINGE BENEFITS - CURR PERSONNEL Total</b>		<b>87,606.31</b>	<b>51,405.07</b>	<b>52,871.22</b>
		<b>01 PERSONNEL SERVICES Total</b>		<b>448,180.90</b>	<b>307,578.30</b>	<b>315,285.08</b>
	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0204 EDUCATIONAL	2,325.00	2,325.00	0.00
			0209 FOOD PROVISIONS		0.00	2,395.27
			0210 GENERAL	5,000.00	5,000.00	478.59
		<b>0020 SUPPLIES AND MATERIALS Total</b>		<b>7,325.00</b>	<b>7,325.00</b>	<b>2,873.86</b>
		0040 OTHER SERVICES AND CHARGES	0402 TRAVEL - OUT OF CITY	48,982.00	15,059.41	33,010.14
			0408 PROF SERVICE FEES AND CONTR	391,645.62	460,938.48	507,016.27
			0419 TUITION FOR EMPLOYEE TRAINING	75,760.00	75,760.00	8,560.50
			0425 PAYMENT OF MEMBERSHIP DUES	0.00		
			0424 CONFERENCE FEES LOC OUT OF CITY	1,000.00		
		<b>0040 OTHER SERVICES AND CHARGES Total</b>		<b>517,387.62</b>	<b>551,757.89</b>	<b>548,586.91</b>
		0050 SUBSIDIES AND TRANSFERS	0506 GRANTS AND GRATUITIES	40,000.00	5,000.00	5,000.00
		<b>0050 SUBSIDIES AND TRANSFERS Total</b>		<b>40,000.00</b>	<b>5,000.00</b>	<b>5,000.00</b>
		0070 EQUIPMENT & EQUIPMENT RENTAL	0701 PURCHASES - FURNITURE AND FIXTURES	0.00		
			0704 PURCHASES - OTHER EQUIPMENT	97,167.00	97,167.00	38,845.83
			0708 LIBRARY BOOKS	3,000.00	61,083.40	10,000.00
			0710 IT HARDWARE ACQUISITIONS		0.00	109,404.57
		<b>0070 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>		<b>100,167.00</b>	<b>158,250.40</b>	<b>158,250.40</b>
		<b>02 NON-PERSONNEL SERVICES Total</b>		<b>664,879.62</b>	<b>722,333.29</b>	<b>714,711.17</b>
		<b>0200 FEDERAL GRANT FUND Total</b>		<b>1,113,060.52</b>	<b>1,029,911.59</b>	<b>1,029,996.25</b>
0450 PRIVATE DONATIONS	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0209 FOOD PROVISIONS	1,500.00	1,500.00	0.00
			0210 GENERAL	2,500.00	2,500.00	0.00
		<b>0020 SUPPLIES AND MATERIALS Total</b>		<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00</b>
		0040 OTHER SERVICES AND CHARGES	0402 TRAVEL - OUT OF CITY	7,000.00	7,000.00	0.00
			0408 PROF SERVICE FEES AND CONTR	3,000.00	3,000.00	0.00
		<b>0040 OTHER SERVICES AND CHARGES Total</b>		<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>
		0070 EQUIPMENT & EQUIPMENT RENTAL	0704 PURCHASES - OTHER EQUIPMENT	3,000.00	3,000.00	0.00
		<b>0070 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>		<b>3,000.00</b>	<b>3,000.00</b>	<b>0.00</b>
		<b>02 NON-PERSONNEL SERVICES Total</b>		<b>17,000.00</b>	<b>17,000.00</b>	<b>0.00</b>
		<b>0450 PRIVATE DONATIONS Total</b>		<b>17,000.00</b>	<b>17,000.00</b>	<b>0.00</b>
0600 SPECIAL PURPOSE REVENUE FUNDS	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0210 GENERAL	5,000.00		
		<b>0020 SUPPLIES AND MATERIALS Total</b>		<b>5,000.00</b>		
		0070 EQUIPMENT & EQUIPMENT RENTAL	0704 PURCHASES - OTHER EQUIPMENT	5,000.00		



			0070 EQUIPMENT & EQUIPMENT RENTAL Total		5,000.00		
			02 NON-PERSONNEL SERVICES Total		10,000.00		
			0600 SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE) Total		10,000.00		
0700 OPERATING INTRA-DISTRICT FUNDS	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0210 GENERAL		0.00		
		0020 SUPPLIES AND MATERIALS Total			0.00		
		0031 TELEPHONE, TELEGRAPH, TELEGRAM, ETC	0308 TELEPHONE, TELETYPE, TELEGRAM, ETC		0.00		
		0031 TELEPHONE, TELEGRAPH, TELEGRAM, ETC Total			0.00		
		0040 OTHER SERVICES AND CHARGES	0401 TRAVEL - LOCAL			2,160.00	2,160.00
			0408 PROF SERVICE FEES AND CONTR		17,300.00	88,137.68	88,137.68
		0040 OTHER SERVICES AND CHARGES Total			17,300.00	90,297.68	90,297.68
		0070 EQUIPMENT & EQUIPMENT RENTAL	0708 LIBRARY BOOKS		0.00	668,217.00	668,217.00
		0070 EQUIPMENT & EQUIPMENT RENTAL Total			0.00	668,217.00	668,217.00
		02 NON-PERSONNEL SERVICES Total			17,300.00	758,514.68	758,514.68
		0700 OPERATING INTRA-DISTRICT FUNDS Total			17,300.00	758,514.68	758,514.68
L300 LIBRARY SERVICES	Total				38,848,991.31	41,265,038.06	39,147,454.35
L400 BUSINESS OPERATIONS	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME	5,196,184.68	4,562,753.68	4,454,102.36
			0011 REGULAR PAY - CONT FULL TIME Total		5,196,184.68	4,562,753.68	4,454,102.36
			0012 REGULAR PAY - OTHER	0121 TEMPORARY FULL-TIME	0.00	0.00	18,374.10
				0122 CONTINUING PART-TIME	116,155.30	116,155.30	98,842.41
				0123 TEMPORARY PART-TIME	175,006.85	175,006.85	0.00
				0124 WHEN ACTUALLY EMPLOYED - WAE	0.00	0.00	77,312.14
				0125 TERM FULL-TIME	64,574.27	64,574.27	185,796.31
				0126 TERM PART-TIME	26,245.01	26,245.01	106,288.23
				0127 WORKER'S COMP INJURY EARNINGS	0.00	0.00	1,825.53
			0012 REGULAR PAY - OTHER Total		381,981.43	381,981.43	488,438.72
			0013 ADDITIONAL GROSS PAY	0131 SHIFT DIFFERENTIAL	62,420.00	62,420.00	46,367.91
				0134 TERMINAL LEAVE	26,050.00	14,636.00	15,540.38
				0135 HOLIDAY PAY	24,150.00	24,150.00	31,821.27
				0136 SUNDAY PAY	52,420.00	52,420.00	59,791.79
				0132 ADMINISTRATIVE PREMIUM		0.00	104.53
			0013 ADDITIONAL GROSS PAY Total		165,040.00	153,626.00	153,625.88
			0014 FRINGE BENEFITS - CURR PERSONNEL	0141 GROUP LIFE INSURANCE	0.00	0.00	2,862.14
				0142 HEALTH BENEFITS	0.00	0.00	686,322.35
				0147 MISC FRINGE BENEFITS	1,428,010.48	1,367,190.48	0.00
				0148 RETIREMENT CONTRIBUTION - FICA	0.00	0.00	288,713.11
				0152 RETIREMENT CONTRIBUTION - CIVIL SERVICE	0.00	0.00	33,680.33
				0154 OPTICAL PLAN	0.00	0.00	5,226.19
				0155 DENTAL PLAN	0.00	0.00	16,800.43
				0157 PREPAID LEGAL	0.00	0.00	9,413.64
				0158 MEDICARE CONTRIBUTION	0.00	0.00	71,930.57
				0159 RETIREMENT	0.00	0.00	204,085.25
				0160 DC METRO BENEFITS		0.00	(25.00)
				0161 DC HEALTH BENEFIT FEES	0.00	0.00	27,930.96
			0014 FRINGE BENEFITS - CURR PERSONNEL Total		1,428,010.48	1,367,190.48	1,346,939.97
			0015 OVERTIME PAY	0133 OVERTIME PAY	303,450.00	303,450.00	317,574.59
			0015 OVERTIME PAY Total		303,450.00	303,450.00	317,574.59
			01 PERSONNEL SERVICES Total		7,474,666.59	6,769,001.59	6,760,681.52
		02 NON-	0020 SUPPLIES AND MATERIALS	0201 OFFICE SUPPLIES		0.00	16,462.01

	PERSONNEL SERVICES		0207 CLOTHING AND UNIFORMS	20,000.00	20,000.00	15,712.40
			0210 GENERAL	213,000.00	222,828.00	209,851.77
		<b>0020 SUPPLIES AND MATERIALS Total</b>		<b>233,000.00</b>	<b>242,828.00</b>	<b>242,026.18</b>
		0040 OTHER SERVICES AND CHARGES	0406 MAINTENANCE AND REPAIRS - LAND, BUILDING	740,815.00	654,289.00	694,923.34
			0408 PROF SERVICE FEES AND CONTR	3,943,002.00	3,901,951.00	3,714,012.27
			0415 JUDGEMENTS, INDEMNITIES		0.00	8,559.02
			0416 POSTAGE	0.00	0.00	6,913.63
			0419 TUITION FOR EMPLOYEE TRAINING	22,000.00	22,000.00	0.00
		<b>0040 OTHER SERVICES AND CHARGES Total</b>		<b>4,705,817.00</b>	<b>4,578,240.00</b>	<b>4,424,408.26</b>
		0041 CONTRACTUAL SERVICES - OTHER	0409 CONTRACTUAL SERVICES - OTHER	0.00	448,759.00	448,759.00
		<b>0041 CONTRACTUAL SERVICES - OTHER Total</b>		<b>0.00</b>	<b>448,759.00</b>	<b>448,759.00</b>
		0070 EQUIPMENT & EQUIPMENT RENTAL	0701 PURCHASES - FURNITURE AND FIXTURES	20,000.00	9,564.00	9,563.64
			0704 PURCHASES - OTHER EQUIPMENT	2,000.00	32,700.00	48,940.38
			0706 RENTALS - MACHINERY AND EQUIPMENT	400,000.00	400,000.00	295,006.00
			0710 IT HARDWARE ACQUISITIONS	0.00	100,000.00	222,999.74
			0711 IT SOFTWARE ACQUISITIONS	44,000.00	43,143.00	25,136.29
			0703 PURCHASES - AUTOMOTIVE EQUIPMENT	19,500.00	17,430.00	0.00
		<b>0070 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>		<b>485,500.00</b>	<b>602,837.00</b>	<b>601,646.05</b>
		0031 TELECOMMUNICATIONS	0308 TELEPHONE, TELETYPE, TELEGRAM, ETC		0.00	5,549.14
		<b>0031 TELECOMMUNICATIONS Total</b>			<b>0.00</b>	<b>5,549.14</b>
		<b>02 NON-PERSONNEL SERVICES Total</b>		<b>5,424,317.00</b>	<b>5,872,664.00</b>	<b>5,722,388.63</b>
	<b>0100 LOCAL FUND Total</b>			<b>12,898,983.59</b>	<b>12,641,665.59</b>	<b>12,483,070.15</b>
0600 SPECIAL PURPOSE REVENUE FUNDS	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	0408 PROF SERVICE FEES AND CONTR	752,000.00	523,222.98	511,529.72
		<b>0040 OTHER SERVICES AND CHARGES Total</b>		<b>752,000.00</b>	<b>523,222.98</b>	<b>511,529.72</b>
		0070 EQUIPMENT & EQUIPMENT RENTAL	0706 RENTALS - MACHINERY AND EQUIPMENT	190,878.00	184,526.02	184,526.02
			0708 LIBRARY BOOKS	5,000.00		
			0710 IT HARDWARE ACQUISITIONS	398,000.00	516,421.21	498,189.00
			0711 IT SOFTWARE ACQUISITIONS		0.00	18,232.21
		<b>0070 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>		<b>593,878.00</b>	<b>700,947.23</b>	<b>700,947.23</b>
		<b>02 NON-PERSONNEL SERVICES Total</b>		<b>1,345,878.00</b>	<b>1,224,170.21</b>	<b>1,212,476.95</b>
		<b>0600 SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE) Total</b>		<b>1,345,878.00</b>	<b>1,224,170.21</b>	<b>1,212,476.95</b>
0700 OPERATING INTRA-DISTRICT FUNDS	01 PERSONNEL SERVICES	0015 OVERTIME PAY	0133 OVERTIME PAY		17,286.35	17,286.35
		<b>0015 OVERTIME PAY Total</b>			<b>17,286.35</b>	<b>17,286.35</b>
		<b>01 PERSONNEL SERVICES Total</b>			<b>17,286.35</b>	<b>17,286.35</b>
	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	0408 PROF SERVICE FEES AND CONTR		5,557.50	5,557.50
		<b>0040 OTHER SERVICES AND CHARGES Total</b>			<b>5,557.50</b>	<b>5,557.50</b>
		0070 EQUIPMENT & EQUIPMENT RENTAL	0704 PURCHASES - OTHER EQUIPMENT		426,239.57	426,239.57
		<b>0070 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>			<b>426,239.57</b>	<b>426,239.57</b>
		<b>02 NON-PERSONNEL SERVICES Total</b>			<b>431,797.07</b>	<b>431,797.07</b>
		<b>0700 OPERATING INTRA-DISTRICT FUNDS Total</b>			<b>449,083.42</b>	<b>449,083.42</b>
<b>L400 BUSINESS OPERATIONS</b>	<b>Total</b>			<b>14,244,861.59</b>	<b>14,314,919.22</b>	<b>14,144,630.52</b>
<b>Grand Total</b>				<b>64,318,924.65</b>	<b>65,808,826.03</b>	<b>63,172,256.76</b>

**Q57. Provide the following budget information for DCPL, including the approved budget, revised budget, and expenditures, for FY19 and to date in FY20:**

**- At the activity level, provide the information broken out by source of funds and by Comptroller Source Group.**

**FY 2019 by Activity**

Activity Code	Program Code	Approp Fund	GAAP Category1	Comp Source Group	FY19 Approved Budget	FY19 Revised Budget	FY19 Year End Expenditures		
1010 PERSONNEL	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	591,666.53	591,666.53	673,752.68		
				0012 REGULAR PAY - OTHER	238,062.65	81,474.65	4,248.70		
				0013 ADDITIONAL GROSS PAY	2,010.00	47,010.00	45,000.00		
				0014 FRINGE BENEFITS - CURR PERSONNEL	212,410.69	212,410.69	164,740.41		
				0015 OVERTIME PAY	180.00	180.00	0.00		
			01 PERSONNEL SERVICES Total				1,044,329.87	932,741.87	887,741.79
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	4,000.00	2,000.00	1,719.76		
				0040 OTHER SERVICES AND CHARGES	25,597.00	25,597.00	19,218.18		
			02 NON-PERSONNEL SERVICES Total				29,597.00	27,597.00	20,937.94
			0100 LOCAL FUND Total				1,073,926.87	960,338.87	908,679.73
1000 AGENCY MANAGEMENT Total				1,073,926.87	960,338.87	908,679.73			
1010 PERSONNEL Total				1,073,926.87	960,338.87	908,679.73			
1015 TRAINING AND EMPLOYEE DEVELOPMENT	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0012 REGULAR PAY - OTHER	43,729.17	43,729.17	19,550.76		
				0013 ADDITIONAL GROSS PAY	710.00	710.00	0.00		
				0014 FRINGE BENEFITS - CURR PERSONNEL	11,194.66	11,194.66	1,495.62		
				01 PERSONNEL SERVICES Total				55,633.83	55,633.83
			02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	422,100.00	226,975.00	154,804.21		
				0070 EQUIPMENT & EQUIPMENT RENTAL	3,900.00	2,300.00	2,300.00		
			02 NON-PERSONNEL SERVICES Total				426,000.00	229,275.00	157,104.21
			0100 LOCAL FUND Total				481,633.83	284,908.83	178,150.59
			0450 PRIVATE DONATIONS	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES		7,500.00	3,442.78	
			02 NON-PERSONNEL SERVICES Total					7,500.00	3,442.78
0450 PRIVATE DONATIONS Total					7,500.00	3,442.78			
1000 AGENCY MANAGEMENT Total				481,633.83	292,408.83	181,593.37			
1015 TRAINING AND EMPLOYEE DEVELOPMENT Total				481,633.83	292,408.83	181,593.37			
1020 CONTRACTING AND PROCUREMENT	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	340,305.35	340,305.35	346,641.68		
				0014 FRINGE BENEFITS - CURR PERSONNEL	87,118.17	65,911.17	59,574.00		
			01 PERSONNEL SERVICES Total				427,423.52	406,216.52	406,215.68
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	2,000.00	2,000.00	1,810.24		
				0040 OTHER SERVICES AND CHARGES	35,528.00	28,000.00	19,300.04		
				0070 EQUIPMENT & EQUIPMENT RENTAL	0.00				
02 NON-PERSONNEL SERVICES Total				37,528.00	30,000.00	21,110.28			
0100 LOCAL FUND Total				464,951.52	436,216.52	427,325.96			
1000 AGENCY MANAGEMENT Total				464,951.52	436,216.52	427,325.96			
1020 CONTRACTING AND PROCUREMENT Total				464,951.52	436,216.52	427,325.96			
1030 PROPERTY MANAGEMENT	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	449,815.00	449,815.00	413,363.39		
				0013 ADDITIONAL GROSS PAY	1,000.00	1,000.00	0.00		
				0014 FRINGE BENEFITS - CURR PERSONNEL	115,152.64	86,165.64	83,975.75		

				0015 OVERTIME PAY	120.00	120.00	275.46
			01 PERSONNEL SERVICES Total		566,087.64	537,100.64	497,614.60
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	82,500.00	88,500.00	87,124.04
				0031 TELECOMMUNICATIONS	50,000.00	50,000.00	46,000.00
				0031 TELEPHONE, TELEGRAPH, TELEGRAM, ETC	0.00		
				0040 OTHER SERVICES AND CHARGES	659,533.00	659,533.00	637,005.63
				0070 EQUIPMENT & EQUIPMENT RENTAL	10,000.00	4,000.00	3,127.67
			02 NON-PERSONNEL SERVICES Total		802,033.00	802,033.00	773,257.34
			0100 LOCAL FUND Total		1,368,120.64	1,339,133.64	1,270,871.94
		0700 OPERATING	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	0.00	58,201.00	58,201.00
		INTRA-DISTRICT	02 NON-PERSONNEL SERVICES Total		0.00	58,201.00	58,201.00
		0700 OPERATING INTRA-DISTRICT FUNDS Total			0.00	58,201.00	58,201.00
	1000 AGENCY MANAGEMENT		Total		1,368,120.64	1,397,334.64	1,329,072.94
1030 PROPERTY MANAGEMENT			Total		1,368,120.64	1,397,334.64	1,329,072.94
1040 INFORMATION TECHNOLOGY	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	532,752.43	532,752.43	538,956.05
				0013 ADDITIONAL GROSS PAY	1,300.00	1,300.00	1,594.17
				0014 FRINGE BENEFITS - CURR PERSONNEL	136,384.62	136,384.62	119,165.22
				0015 OVERTIME PAY	44,900.00	11,511.00	11,510.94
			01 PERSONNEL SERVICES Total		715,337.05	681,948.05	671,226.38
			02 NON-PERSONNEL SERVICES	0031 TELECOMMUNICATIONS	87,476.00	87,476.00	53,421.49
				0031 TELEPHONE, TELEGRAPH, TELEGRAM, ETC	0.00		
				0040 OTHER SERVICES AND CHARGES	316,143.03	316,143.03	315,902.20
				0070 EQUIPMENT & EQUIPMENT RENTAL	335,000.00	336,132.00	332,967.11
			02 NON-PERSONNEL SERVICES Total		738,619.03	739,751.03	702,290.80
			0100 LOCAL FUND Total		1,453,956.08	1,421,699.08	1,373,517.18
	1000 AGENCY MANAGEMENT		Total		1,453,956.08	1,421,699.08	1,373,517.18
1040 INFORMATION TECHNOLOGY			Total		1,453,956.08	1,421,699.08	1,373,517.18
1060 LEGAL SERVICES	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	355,433.90	355,433.90	364,271.55
				0014 FRINGE BENEFITS - CURR PERSONNEL	90,991.07	60,821.07	52,123.23
				0015 OVERTIME PAY	140.00	140.00	0.00
			01 PERSONNEL SERVICES Total		446,564.97	416,394.97	416,394.78
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	1,900.00	1,900.00	1,900.00
				0040 OTHER SERVICES AND CHARGES	130,841.00	110,643.00	41,381.69
				0070 EQUIPMENT & EQUIPMENT RENTAL	5,615.00	5,115.00	1,217.56
			02 NON-PERSONNEL SERVICES Total		138,356.00	117,658.00	44,499.25
			0100 LOCAL FUND Total		584,920.97	534,052.97	460,894.03
	1000 AGENCY MANAGEMENT		Total		584,920.97	534,052.97	460,894.03
1060 LEGAL SERVICES			Total		584,920.97	534,052.97	460,894.03
1070 FLEET MANAGEMENT	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	351,461.56	268,599.56	248,791.93
				0012 REGULAR PAY - OTHER	52,358.54	52,358.54	94,085.63
				0013 ADDITIONAL GROSS PAY	1,350.00	1,350.00	730.22
				0014 FRINGE BENEFITS - CURR PERSONNEL	103,377.94	103,377.94	84,232.48
				0015 OVERTIME PAY	2,610.00	2,610.00	455.52

			01 PERSONNEL SERVICES Total		511,158.04	428,296.04	428,295.78
			02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	125,021.64	125,021.64	125,021.64
			02 NON-PERSONNEL SERVICES Total		125,021.64	125,021.64	125,021.64
		0100 LOCAL FUND Total			636,179.68	553,317.68	553,317.42
	1000 AGENCY MANAGEMENT		Total		636,179.68	553,317.68	553,317.42
1070 FLEET MANAGEMENT			Total		636,179.68	553,317.68	553,317.42
1080 COMMUNICATIONS	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	919,909.58	919,909.58	1,072,921.96
				0012 REGULAR PAY - OTHER	0.00	0.00	73,865.19
				0013 ADDITIONAL GROSS PAY	2,390.00	2,390.00	9,302.69
				0014 FRINGE BENEFITS - CURR PERSONNEL	235,496.85	235,496.85	278,912.72
				0015 OVERTIME PAY	1,100.00	1,100.00	594.42
			01 PERSONNEL SERVICES Total		1,158,896.43	1,158,896.43	1,435,596.98
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	19,600.00	19,600.00	19,340.97
				0040 OTHER SERVICES AND CHARGES	529,125.87	506,482.87	492,583.02
				0070 EQUIPMENT & EQUIPMENT RENTAL	16,057.00	16,057.00	13,014.08
02 NON-PERSONNEL SERVICES Total		564,782.87	542,139.87	524,938.07			
0100 LOCAL FUND Total		1,723,679.30	1,701,036.30	1,960,535.05			
1000 AGENCY MANAGEMENT		Total		1,723,679.30	1,701,036.30	1,960,535.05	
1080 COMMUNICATIONS			Total		1,723,679.30	1,701,036.30	1,960,535.05
1085 CUSTOMER SERVICE	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	565,767.77	565,767.77	629,337.64
				0013 ADDITIONAL GROSS PAY		50,000.00	50,626.82
				0014 FRINGE BENEFITS - CURR PERSONNEL	144,836.55	144,836.55	109,322.53
			01 PERSONNEL SERVICES Total		710,604.32	760,604.32	789,286.99
0100 LOCAL FUND Total		710,604.32	760,604.32	789,286.99			
1000 AGENCY MANAGEMENT		Total		710,604.32	760,604.32	789,286.99	
1085 CUSTOMER SERVICE			Total		710,604.32	760,604.32	789,286.99
1087 LANGUAGE ACCESS	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	15,000.00	6,871.00	6,870.70
			02 NON-PERSONNEL SERVICES Total		15,000.00	6,871.00	6,870.70
		0100 LOCAL FUND Total		15,000.00	6,871.00	6,870.70	
1000 AGENCY MANAGEMENT		Total		15,000.00	6,871.00	6,870.70	
1087 LANGUAGE ACCESS			Total		15,000.00	6,871.00	6,870.70
1090 PERFORMANCE MANAGEMENT	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	838,818.28	793,664.28	529,876.60
				0012 REGULAR PAY - OTHER	179,107.50	48,286.50	34,097.76
				0013 ADDITIONAL GROSS PAY	22,300.00	22,300.00	29,689.78
				0014 FRINGE BENEFITS - CURR PERSONNEL	260,589.00	94,767.00	94,766.10
		01 PERSONNEL SERVICES Total		1,300,814.78	959,017.78	688,430.24	
		02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	8,500.00	10,500.00	10,498.88	
0040 OTHER SERVICES AND CHARGES	10,442.00		7,442.00	6,479.09			
02 NON-PERSONNEL SERVICES Total		18,942.00	17,942.00	16,977.97			
0100 LOCAL FUND Total		1,319,756.78	976,959.78	705,408.21			
1000 AGENCY MANAGEMENT		Total		1,319,756.78	976,959.78	705,408.21	
1090 PERFORMANCE MANAGEMENT			Total		1,319,756.78	976,959.78	705,408.21
110F BUDGET	100F AGENCY	0100 LOCAL	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	299,833.52	231,292.52	231,291.92

OPERATIONS	FINANCIAL OPERATIONS	FUND		0014 FRINGE BENEFITS - CURR PERSONNEL	76,757.38	70,300.38	70,299.59
			01 PERSONNEL SERVICES Total		376,590.90	301,592.90	301,591.51
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	950.00	950.00	742.86
				0040 OTHER SERVICES AND CHARGES	1,325.00	1,325.00	0.00
				0070 EQUIPMENT & EQUIPMENT RENTAL	250.00	250.00	184.91
			02 NON-PERSONNEL SERVICES Total		2,525.00	2,525.00	927.77
0100 LOCAL FUND Total				379,115.90	304,117.90	302,519.28	
100F AGENCY FINANCIAL OPERATIONS			Total		379,115.90	304,117.90	302,519.28
110F BUDGET OPERATIONS			Total		379,115.90	304,117.90	302,519.28
120F ACCOUNTING OPERATIONS	100F AGENCY FINANCIAL OPERATIONS	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	407,659.04	395,115.04	395,114.53
				0012 REGULAR PAY - OTHER	62,579.71	0.71	0.00
				0014 FRINGE BENEFITS - CURR PERSONNEL	120,381.12	94,919.12	94,918.76
				0015 OVERTIME PAY	3,030.00	1,058.00	1,057.15
			01 PERSONNEL SERVICES Total		593,649.87	491,092.87	491,090.44
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	1,000.00	1,000.00	875.24
				0040 OTHER SERVICES AND CHARGES	6,636.00	5,523.00	3,187.00
				0070 EQUIPMENT & EQUIPMENT RENTAL	600.00	600.00	600.00
02 NON-PERSONNEL SERVICES Total		8,236.00	7,123.00	4,662.24			
0100 LOCAL FUND Total				601,885.87	498,215.87	495,752.68	
100F AGENCY FINANCIAL OPERATIONS			Total		601,885.87	498,215.87	495,752.68
120F ACCOUNTING OPERATIONS			Total		601,885.87	498,215.87	495,752.68
L210 INTERGOVERNMENTAL AFFAIRS	L200 CHIEF LIBRARIAN	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	127,105.09	116,982.09	96,787.69
				0013 ADDITIONAL GROSS PAY		0.00	20,194.86
				0014 FRINGE BENEFITS - CURR PERSONNEL	32,538.91	29,858.91	29,858.29
			01 PERSONNEL SERVICES Total		159,644.00	146,841.00	146,840.84
0100 LOCAL FUND Total				159,644.00	146,841.00	146,840.84	
L200 CHIEF LIBRARIAN			Total		159,644.00	146,841.00	146,840.84
L210 INTERGOVERNMENTAL AFFAIRS			Total		159,644.00	146,841.00	146,840.84
L220 EXECUTIVE MANAGEMENT OFFICE	L200 CHIEF LIBRARIAN	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	128,767.51	128,767.51	131,611.83
				0014 FRINGE BENEFITS - CURR PERSONNEL	32,964.48	26,219.48	23,374.53
			01 PERSONNEL SERVICES Total		161,731.99	154,986.99	154,986.36
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	2,169.00	2,169.00	2,163.86
				0040 OTHER SERVICES AND CHARGES	86,795.00	80,698.00	80,697.92
				0070 EQUIPMENT & EQUIPMENT RENTAL	1,000.00	1,000.00	709.37
02 NON-PERSONNEL SERVICES Total		89,964.00	83,867.00	83,571.15			
0100 LOCAL FUND Total				251,695.99	238,853.99	238,557.51	
L200 CHIEF LIBRARIAN			Total		251,695.99	238,853.99	238,557.51
L220 EXECUTIVE MANAGEMENT OFFICE			Total		251,695.99	238,853.99	238,557.51
L310 CHILDREN AND YOUNG ADULT SERVICES	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	3,611,009.77	3,611,009.77	3,660,073.81
				0012 REGULAR PAY - OTHER	45,137.83	45,137.83	61,226.30
				0013 ADDITIONAL GROSS PAY	99,130.00	124,130.00	101,664.56
				0014 FRINGE BENEFITS - CURR PERSONNEL	935,973.82	935,973.82	866,419.58
				0015 OVERTIME PAY	2,550.00	2,550.00	2,025.82

			01 PERSONNEL SERVICES Total		4,693,801.42	4,718,801.42	4,691,410.07
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	60,000.00	60,000.00	56,855.22
				0040 OTHER SERVICES AND CHARGES	1,435,978.00	1,360,984.00	1,219,661.19
				0070 EQUIPMENT & EQUIPMENT RENTAL	70,000.00	71,948.00	66,842.59
			02 NON-PERSONNEL SERVICES Total		1,565,978.00	1,492,932.00	1,343,359.00
			0100 LOCAL FUND Total		6,259,779.42	6,211,733.42	6,034,769.07
		0700 OPERATING INTRA-DISTRICT	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0.00		
			02 NON-PERSONNEL SERVICES Total		0.00		
			0700 OPERATING INTRA-DISTRICT FUNDS Total		0.00		
		L300 LIBRARY SERVICES	Total		6,259,779.42	6,211,733.42	6,034,769.07
L310 CHILDREN AND YOUNG ADULT SERVICES			Total		6,259,779.42	6,211,733.42	6,034,769.07
L320 MARTIN LUTHER KING JR MEMORIAL LIBRARY	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	3,675,762.44	3,675,762.44	3,312,777.47
				0012 REGULAR PAY - OTHER	62,057.12	62,057.12	26,261.18
				0013 ADDITIONAL GROSS PAY	69,490.00	69,490.00	35,084.17
				0014 FRINGE BENEFITS - CURR PERSONNEL	956,881.83	956,881.83	779,065.47
				0015 OVERTIME PAY	2,450.00	2,450.00	1,050.02
			01 PERSONNEL SERVICES Total		4,766,641.39	4,766,641.39	4,154,238.31
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	12,090.00	12,090.00	11,548.83
				0040 OTHER SERVICES AND CHARGES	229,247.00	229,247.00	227,962.88
				0070 EQUIPMENT & EQUIPMENT RENTAL	11,240.00	11,240.00	10,333.22
			02 NON-PERSONNEL SERVICES Total		252,577.00	252,577.00	249,844.93
			0100 LOCAL FUND Total		5,019,218.39	5,019,218.39	4,404,083.24
		0200 FEDERAL GRANT FUND	01 PERSONNEL SERVICES	0012 REGULAR PAY - OTHER	64,202.99	64,202.99	65,814.08
				0013 ADDITIONAL GROSS PAY		0.00	97.22
				0014 FRINGE BENEFITS - CURR PERSONNEL	12,247.19	12,247.19	13,709.86
			01 PERSONNEL SERVICES Total		76,450.18	76,450.18	79,621.16
			02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	47,182.00	5,059.41	1,888.43
				0050 SUBSIDIES AND TRANSFERS	40,000.00	5,000.00	5,000.00
			02 NON-PERSONNEL SERVICES Total		87,182.00	10,059.41	6,888.43
			0200 FEDERAL GRANT FUND Total		163,632.18	86,509.59	86,509.59
		0600 SPECIAL PURPOSE REVENUE FUNDS	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	5,000.00		
				0070 EQUIPMENT & EQUIPMENT RENTAL	5,000.00		
			02 NON-PERSONNEL SERVICES Total		10,000.00		
			0600 SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE) Total		10,000.00		
		L300 LIBRARY SERVICES	Total		5,192,850.57	5,105,727.98	4,490,592.83
L320 MARTIN LUTHER KING JR MEMORIAL LIBRARY			Total		5,192,850.57	5,105,727.98	4,490,592.83
L330 NEIGHBORHOOD LIBRARIES	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	11,760,555.10	13,358,323.10	13,666,473.95
				0012 REGULAR PAY - OTHER	669,848.59	669,848.59	786,273.37
				0013 ADDITIONAL GROSS PAY	286,780.00	381,235.00	533,168.59
				0014 FRINGE BENEFITS - CURR PERSONNEL	3,182,183.26	3,285,508.26	3,763,876.72
				0015 OVERTIME PAY	11,130.00	11,130.00	16,237.96
			01 PERSONNEL SERVICES Total		15,910,496.95	17,706,044.95	18,766,030.59
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	28,500.00	28,500.00	25,916.29

				0032 RENTALS - LAND AND STRUCTURES	0.00		
				0040 OTHER SERVICES AND CHARGES	52,647.00	52,464.00	52,463.70
				0070 EQUIPMENT & EQUIPMENT RENTAL	256,100.00	240,861.00	240,861.00
			02 NON-PERSONNEL SERVICES Total		337,247.00	321,825.00	319,240.99
		0100 LOCAL FUND Total			16,247,743.95	18,027,869.95	19,085,271.58
		0450 PRIVATE DONATIONS	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	4,000.00	4,000.00	0.00
				0040 OTHER SERVICES AND CHARGES	10,000.00	10,000.00	0.00
				0070 EQUIPMENT & EQUIPMENT RENTAL	3,000.00	3,000.00	0.00
			02 NON-PERSONNEL SERVICES Total		17,000.00	17,000.00	0.00
		0450 PRIVATE DONATIONS Total			17,000.00	17,000.00	0.00
	L300 LIBRARY SERVICES		Total		16,264,743.95	18,044,869.95	19,085,271.58
L330 NEIGHBORHOOD LIBRARIES		Total			16,264,743.95	18,044,869.95	19,085,271.58
L335 ADULT SERVICES	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	435,472.00	435,472.00	384,402.18
				0012 REGULAR PAY - OTHER	22,482.31	22,482.31	9,576.47
				0013 ADDITIONAL GROSS PAY	7,210.00	7,210.00	308.68
				0014 FRINGE BENEFITS - CURR PERSONNEL	117,235.79	117,235.79	108,803.94
				0015 OVERTIME PAY	410.00	410.00	0.00
			01 PERSONNEL SERVICES Total		582,810.10	582,810.10	503,091.27
			02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	176,100.00	175,904.00	175,503.84
				0070 EQUIPMENT & EQUIPMENT RENTAL	13,000.00	13,000.00	3,409.65
			02 NON-PERSONNEL SERVICES Total		189,100.00	188,904.00	178,913.49
		0100 LOCAL FUND Total			771,910.10	771,714.10	682,004.76
		0700 OPERATING INTRA-DISTRICT FUNDS	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0.00		
				0031 TELEPHONE, TELEGRAPH, TELEGRAM, ETC	0.00		
				0040 OTHER SERVICES AND CHARGES	0.00	73,228.50	73,228.50
			02 NON-PERSONNEL SERVICES Total		0.00	73,228.50	73,228.50
		0700 OPERATING INTRA-DISTRICT FUNDS Total			0.00	73,228.50	73,228.50
	L300 LIBRARY SERVICES		Total		771,910.10	844,942.60	755,233.26
L335 ADULT SERVICES		Total			771,910.10	844,942.60	755,233.26
L340 ADAPTIVE SERVICES	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	656,452.95	656,452.95	468,497.07
				0013 ADDITIONAL GROSS PAY	9,990.00	29,990.00	27,489.04
				0014 FRINGE BENEFITS - CURR PERSONNEL	168,051.96	168,051.96	126,094.34
				0015 OVERTIME PAY	470.00	470.00	661.47
			01 PERSONNEL SERVICES Total		834,964.91	854,964.91	622,741.92
			02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	24,337.00	24,337.00	22,500.82
				0070 EQUIPMENT & EQUIPMENT RENTAL	9,975.00	9,250.00	9,249.64
			02 NON-PERSONNEL SERVICES Total		34,312.00	33,587.00	31,750.46
		0100 LOCAL FUND Total			869,276.91	888,551.91	654,492.38
		0700 OPERATING INTRA-DISTRICT	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	17,300.00	17,069.18	17,069.18
			02 NON-PERSONNEL SERVICES Total		17,300.00	17,069.18	17,069.18
		0700 OPERATING INTRA-DISTRICT FUNDS Total			17,300.00	17,069.18	17,069.18
	L300 LIBRARY SERVICES		Total		886,576.91	905,621.09	671,561.56
L340 ADAPTIVE SERVICES		Total			886,576.91	905,621.09	671,561.56



L350 LITERACY RESOURCES	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	290,620.25	290,620.25	421,762.06		
				0012 REGULAR PAY - OTHER		0.00	(2.98)		
				0013 ADDITIONAL GROSS PAY	2,380.00	2,380.00	5,035.58		
				0014 FRINGE BENEFITS - CURR PERSONNEL	74,398.79	74,398.79	90,246.76		
				0015 OVERTIME PAY	30.00	30.00	1,125.27		
			01 PERSONNEL SERVICES Total				367,429.04	367,429.04	518,166.69
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	2,000.00	2,000.00	1,919.48		
				0040 OTHER SERVICES AND CHARGES	22,000.00	21,737.00	21,084.13		
				0070 EQUIPMENT & EQUIPMENT RENTAL	2,000.00	2,000.00	1,796.58		
			02 NON-PERSONNEL SERVICES Total				26,000.00	25,737.00	24,800.19
		0100 LOCAL FUND Total				393,429.04	393,166.04	542,966.88	
		0200 FEDERAL GRANT FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME		0.00	7,278.20		
				0012 REGULAR PAY - OTHER	294,371.60	190,831.86	188,208.90		
				0013 ADDITIONAL GROSS PAY	2,000.00	1,138.38	1,015.46		
0014 FRINGE BENEFITS - CURR PERSONNEL	75,359.12			39,157.88	39,161.36				
01 PERSONNEL SERVICES Total				371,730.72	231,128.12	235,663.92			
02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS		7,325.00	7,325.00	2,873.86				
	0040 OTHER SERVICES AND CHARGES		470,205.62	546,698.48	546,698.48				
	0070 EQUIPMENT & EQUIPMENT RENTAL	100,167.00	158,250.40	158,250.40					
02 NON-PERSONNEL SERVICES Total				577,697.62	712,273.88	707,822.74			
0200 FEDERAL GRANT FUND Total				949,428.34	943,402.00	943,486.66			
L300 LIBRARY SERVICES Total				1,342,857.38	1,336,568.04	1,486,453.54			
L350 LITERACY RESOURCES Total				1,342,857.38	1,336,568.04	1,486,453.54			
L360 TEENS OF DISTINCTION PROGRAM	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME					
				0012 REGULAR PAY - OTHER	57,546.09	57,546.09	52,693.95		
				0014 FRINGE BENEFITS - CURR PERSONNEL	14,731.84	14,731.84	4,031.03		
		01 PERSONNEL SERVICES Total				72,277.93	72,277.93	56,724.98	
0100 LOCAL FUND Total				72,277.93	72,277.93	56,724.98			
L300 LIBRARY SERVICES Total				72,277.93	72,277.93	56,724.98			
L360 TEENS OF DISTINCTION PROGRAM Total				72,277.93	72,277.93	56,724.98			
L370 VOLUNTEERS	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	62,579.71	62,579.71	63,966.06		
				0014 FRINGE BENEFITS - CURR PERSONNEL	16,020.40	16,020.40	13,895.19		
				0015 OVERTIME PAY	230.00	230.00	0.00		
				01 PERSONNEL SERVICES Total				78,830.11	78,830.11
		02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	1,120.00	1,120.00	973.04			
			0040 OTHER SERVICES AND CHARGES	2,097.00	2,097.00	1,540.00			
02 NON-PERSONNEL SERVICES Total				3,217.00	3,217.00	2,513.04			
0100 LOCAL FUND Total				82,047.11	82,047.11	80,374.29			
L300 LIBRARY SERVICES Total				82,047.11	82,047.11	80,374.29			
L370 VOLUNTEERS Total				82,047.11	82,047.11	80,374.29			
L380 COLLECTIONS	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	1,367,433.08	1,367,433.08	1,341,233.75		
				0013 ADDITIONAL GROSS PAY	4,920.00	29,920.00	26,403.97		
				0014 FRINGE BENEFITS - CURR PERSONNEL	350,062.86	350,062.86	266,614.20		

				0015 OVERTIME PAY	4,200.00	4,200.00	1,680.93
			01 PERSONNEL SERVICES Total		1,726,615.94	1,751,615.94	1,635,932.85
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	19,932.00	19,932.00	16,267.51
				0040 OTHER SERVICES AND CHARGES	189,111.00	181,196.00	181,195.06
				0070 EQUIPMENT & EQUIPMENT RENTAL	5,980,432.00	5,980,432.00	3,927,240.44
			02 NON-PERSONNEL SERVICES Total		6,189,475.00	6,181,560.00	4,124,703.01
			0100 LOCAL FUND Total		7,916,090.94	7,933,175.94	5,760,635.86
		0700 OPERATING	02 NON-PERSONNEL SERVICES	0070 EQUIPMENT & EQUIPMENT RENTAL	0.00	668,217.00	668,217.00
		INTRA-DISTRICT	02 NON-PERSONNEL SERVICES Total		0.00	668,217.00	668,217.00
		0700 OPERATING	INTRA-DISTRICT FUNDS Total		0.00	668,217.00	668,217.00
		L300 LIBRARY SERVICES	Total		7,916,090.94	8,601,392.94	6,428,852.86
L380 COLLECTIONS		Total			7,916,090.94	8,601,392.94	6,428,852.86
L390 LIBRARY PROGRAM INFORMATION	L300 LIBRARY SERVICES	0100 LOCAL FUND	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	59,857.00	59,857.00	57,620.38
			02 NON-PERSONNEL SERVICES Total		59,857.00	59,857.00	57,620.38
			0100 LOCAL FUND Total		59,857.00	59,857.00	57,620.38
		L300 LIBRARY SERVICES	Total		59,857.00	59,857.00	57,620.38
L390 LIBRARY PROGRAM INFORMATION		Total			59,857.00	59,857.00	57,620.38
L410 CUSTODIAL AND MAINTENANCE	L400 BUSINESS OPERATIONS	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	2,770,263.29	2,314,662.29	2,276,358.30
				0012 REGULAR PAY - OTHER	95,396.49	95,396.49	119,971.40
				0013 ADDITIONAL GROSS PAY	72,620.00	72,620.00	61,282.90
				0014 FRINGE BENEFITS - CURR PERSONNEL	733,608.87	733,608.87	738,892.37
				0015 OVERTIME PAY	79,250.00	79,250.00	98,700.97
			01 PERSONNEL SERVICES Total		3,751,138.65	3,295,537.65	3,295,205.94
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	150,000.00	170,000.00	169,958.49
				0040 OTHER SERVICES AND CHARGES	2,409,211.00	2,322,685.00	2,236,201.36
				0070 EQUIPMENT & EQUIPMENT RENTAL	10,000.00		
			02 NON-PERSONNEL SERVICES Total		2,569,211.00	2,492,685.00	2,406,159.85
			0100 LOCAL FUND Total		6,320,349.65	5,788,222.65	5,701,365.79
		0600 SPECIAL PURPOSE	02 NON-PERSONNEL SERVICES	0070 EQUIPMENT & EQUIPMENT RENTAL	5,000.00		
			02 NON-PERSONNEL SERVICES Total		5,000.00		
			0600 SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE) Total		5,000.00		
		L400 BUSINESS OPERATIONS	Total		6,325,349.65	5,788,222.65	5,701,365.79
L410 CUSTODIAL AND MAINTENANCE		Total			6,325,349.65	5,788,222.65	5,701,365.79
L420 PUBLIC SAFETY	L400 BUSINESS OPERATIONS	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	1,464,136.96	1,464,136.96	1,471,110.29
				0012 REGULAR PAY - OTHER	171,465.38	171,465.38	169,156.55
				0013 ADDITIONAL GROSS PAY	71,500.00	71,500.00	86,961.41
				0014 FRINGE BENEFITS - CURR PERSONNEL	418,714.20	409,380.20	383,847.09
				0015 OVERTIME PAY	170,300.00	170,300.00	175,706.90
			01 PERSONNEL SERVICES Total		2,296,116.54	2,286,782.54	2,286,782.24
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	22,500.00	22,500.00	21,765.59
				0040 OTHER SERVICES AND CHARGES	353,847.00	323,147.00	302,567.80
				0070 EQUIPMENT & EQUIPMENT RENTAL	21,500.00	50,130.00	48,940.38
			02 NON-PERSONNEL SERVICES Total		397,847.00	395,777.00	373,273.77

		0100 LOCAL FUND Total			2,693,963.54	2,682,559.54	2,660,056.01
		0600 SPECIAL PURPOSE	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	50,000.00	11,693.26	0.00
			02 NON-PERSONNEL SERVICES Total		50,000.00	11,693.26	0.00
		0600 SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE) Total			50,000.00	11,693.26	0.00
		0700 OPERATING INTRA-DISTRICT	01 PERSONNEL SERVICES	0015 OVERTIME PAY		17,286.35	17,286.35
			01 PERSONNEL SERVICES Total			17,286.35	17,286.35
		0700 OPERATING INTRA-DISTRICT FUNDS Total				17,286.35	17,286.35
	L400 BUSINESS OPERATIONS		Total		2,743,963.54	2,711,539.15	2,677,342.36
L420 PUBLIC SAFETY		Total			2,743,963.54	2,711,539.15	2,677,342.36
L430 ASSET MANAGEMENT	L400 BUSINESS OPERATIONS	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	69,848.42	34,866.42	25,053.99
				0012 REGULAR PAY - OTHER	0.00	0.00	1,825.53
				0014 FRINGE BENEFITS - CURR PERSONNEL	17,881.19	2,312.19	2,311.82
			01 PERSONNEL SERVICES Total		87,729.61	37,178.61	29,191.34
			02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	30,637.00	20,376.00	20,376.00
			02 NON-PERSONNEL SERVICES Total		30,637.00	20,376.00	20,376.00
		0100 LOCAL FUND Total			118,366.61	57,554.61	49,567.34
	L400 BUSINESS OPERATIONS		Total		118,366.61	57,554.61	49,567.34
L430 ASSET MANAGEMENT		Total			118,366.61	57,554.61	49,567.34
L440 21ST CENTURY CAPITAL PROJECTS	L400 BUSINESS OPERATIONS	0100 LOCAL FUND	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	12,500.00	2,500.00	2,474.25
				0031 TELECOMMUNICATIONS		0.00	5,549.14
				0040 OTHER SERVICES AND CHARGES	865,234.00	865,234.00	825,155.79
				0041 CONTRACTUAL SERVICES - OTHER	0.00	448,759.00	448,759.00
				0070 EQUIPMENT & EQUIPMENT RENTAL	10,000.00	9,564.00	9,563.64
			02 NON-PERSONNEL SERVICES Total		887,734.00	1,326,057.00	1,291,501.82
			0100 LOCAL FUND Total				887,734.00
		0700 OPERATING INTRA-DISTRICT FUNDS	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES		5,557.50	5,557.50
				0070 EQUIPMENT & EQUIPMENT RENTAL		426,239.57	426,239.57
		02 NON-PERSONNEL SERVICES Total			431,797.07	431,797.07	
		0700 OPERATING INTRA-DISTRICT FUNDS Total				431,797.07	431,797.07
	L400 BUSINESS OPERATIONS		Total		887,734.00	1,757,854.07	1,723,298.89
L440 21ST CENTURY CAPITAL PROJECTS		Total			887,734.00	1,757,854.07	1,723,298.89
L450 PUBLIC SERVICE TECHNOLOGY	L400 BUSINESS OPERATIONS	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	891,936.01	749,088.01	681,579.78
				0012 REGULAR PAY - OTHER	115,119.56	115,119.56	197,485.24
				0013 ADDITIONAL GROSS PAY	20,920.00	9,506.00	5,381.57
				0014 FRINGE BENEFITS - CURR PERSONNEL	257,806.22	221,889.22	221,888.69
				0015 OVERTIME PAY	53,900.00	53,900.00	43,166.72
			01 PERSONNEL SERVICES Total		1,339,681.79	1,149,502.79	1,149,502.00
				02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	48,000.00	47,828.00
		0040 OTHER SERVICES AND CHARGES	1,046,888.00	1,046,798.00	1,040,107.31		
		0041 CONTRACTUAL SERVICES - OTHER	0.00				
		0070 EQUIPMENT & EQUIPMENT RENTAL	444,000.00	543,143.00	543,142.03		
		02 NON-PERSONNEL SERVICES Total		1,538,888.00	1,637,769.00	1,631,077.19	
		0100 LOCAL FUND Total			2,878,569.79	2,787,271.79	2,780,579.19

	0600 SPECIAL PURPOSE REVENUE FUNDS	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	702,000.00	511,529.72	511,529.72
			0070 EQUIPMENT & EQUIPMENT RENTAL	588,878.00	700,947.23	700,947.23
		02 NON-PERSONNEL SERVICES Total		1,290,878.00	1,212,476.95	1,212,476.95
	0600 SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE) Total			1,290,878.00	1,212,476.95	1,212,476.95
	L400 BUSINESS OPERATIONS	Total		4,169,447.79	3,999,748.74	3,993,056.14
L450 PUBLIC SERVICE TECHNOLOGY	Total			4,169,447.79	3,999,748.74	3,993,056.14
Grand Total				64,318,924.65	65,808,826.03	63,172,256.76

**Q57. Provide the following budget information for DCPL, including the approved budget, revised budget, and expenditures, for FY19 and to date in FY20:**

**- At the agency level, provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object;**

**FY 2020 by Agency (FM3 Not Closed - data as of 1-7-20)**

Approp Fund	GAAP Category1	Comp Source Group	Comp Object	FY20 Approved Budget	FY20 Revised Budget	FY20 1st Quarter Expenditures	
0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME	36,196,322.51	36,196,322.51	8,734,218.56	
		<b>0011 REGULAR PAY - CONT FULL TIME Total</b>		<b>36,196,322.51</b>	<b>36,196,322.51</b>	<b>8,734,218.56</b>	
		0012 REGULAR PAY - OTHER	0121 TEMPORARY FULL-TIME	49,135.12	49,135.12	0.00	
			0122 CONTINUING PART-TIME	702,379.54	702,379.54	201,492.55	
			0123 TEMPORARY PART-TIME	512,676.49	512,676.49	0.00	
			0124 WHEN ACTUALLY EMPLOYED - WAE	31,143.08	31,143.08	112,853.62	
			0125 TERM FULL-TIME	373,425.86	373,425.86	100,515.40	
			0126 TERM PART-TIME	91,004.14	91,004.14	32,509.21	
			0127 WORKER'S COMP INJURY EARNINGS	0.00	0.00	10,770.14	
			<b>0012 REGULAR PAY - OTHER Total</b>		<b>1,759,764.23</b>	<b>1,759,764.23</b>	<b>458,140.92</b>
		0013 ADDITIONAL GROSS PAY	0128 ADDITIONAL INCOME ALLOWANCE	20,055.00	20,055.00	4,927.43	
			0131 SHIFT DIFFERENTIAL	364,386.00	364,386.00	58,898.60	
			0134 TERMINAL LEAVE	0.00	0.00	49,792.76	
			0135 HOLIDAY PAY	106,101.00	106,101.00	40,824.61	
			0136 SUNDAY PAY	258,383.00	258,383.00	77,223.01	
			0132 ADMINISTRATIVE PREMIUM	0.00	0.00	1,558.96	
			<b>0013 ADDITIONAL GROSS PAY Total</b>		<b>748,925.00</b>	<b>748,925.00</b>	<b>233,225.37</b>
		0014 FRINGE BENEFITS - CURR PERSONNEL	0141 GROUP LIFE INSURANCE	0.00	0.00	5,682.33	
			0142 HEALTH BENEFITS	0.00	0.00	1,090,449.49	
			0147 MISC FRINGE BENEFITS	10,181,780.71	10,181,780.71	1,164.95	
			0148 RETIREMENT CONTRIBUTION - FICA	0.00	0.00	502,571.69	
			0152 RETIREMENT CONTRIBUTION - CIVIL SERVICE	0.00	0.00	49,071.11	
			0154 OPTICAL PLAN	0.00	0.00	8,676.99	
			0155 DENTAL PLAN	0.00	0.00	27,088.97	
			0157 PREPAID LEGAL	0.00	0.00	20,076.69	
			0158 MEDICARE CONTRIBUTION	0.00	0.00	125,565.39	
			0159 RETIREMENT	0.00	0.00	381,922.66	
	0161 DC HEALTH BENEFIT FEES	0.00	0.00	47,725.42			
	<b>0014 FRINGE BENEFITS - CURR PERSONNEL Total</b>		<b>10,181,780.71</b>	<b>10,181,780.71</b>	<b>2,259,995.69</b>		
0015 OVERTIME PAY	0133 OVERTIME PAY	405,412.00	405,412.00	86,904.03			
	<b>0015 OVERTIME PAY Total</b>		<b>405,412.00</b>	<b>405,412.00</b>	<b>86,904.03</b>		
	<b>01 PERSONNEL SERVICES Total</b>		<b>49,292,204.45</b>	<b>49,292,204.45</b>	<b>11,772,484.57</b>		
02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0201 OFFICE SUPPLIES	3,400.00	3,400.00	0.00		
		0204 EDUCATIONAL	61,120.00	61,120.00	0.00		
		0207 CLOTHING AND UNIFORMS	15,000.00	15,000.00	0.00		
		0209 FOOD PROVISIONS	8,500.00	8,500.00	940.36		
		0210 GENERAL	392,839.00	392,839.00	20,760.57		
		<b>0020 SUPPLIES AND MATERIALS Total</b>		<b>480,859.00</b>	<b>485,859.00</b>	<b>21,700.93</b>	
0030 ENERGY, COMM. AND BLDG RENTALS	0300 BUDGET ONLY - ENERGY, BLDG RENT	0.00	0.00	0.00			
	0302 FUEL - HEATING	0.00	0.00	0.00			

		0304 GAS	0.00	0.00	0.00
		0305 ELECTRICITY	0.00	0.00	0.00
		0306 STEAM	0.00	0.00	0.00
		0307 WATER	0.00	0.00	0.00
		<b>0030 ENERGY, COMM. AND BLDG RENTALS Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		0031 TELEPHONE, TELEGRAPH, TELEGRAM, ETC	0308 TELEPHONE, TELETYPE, TELEGRAM, ETC	0.00	0.00
		<b>0031 TELEPHONE, TELEGRAPH, TELEGRAM, ETC Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		0040 OTHER SERVICES AND CHARGES	0400 BUDGET ONLY - OTHER SERV CHARGES	0.00	0.00
			0401 TRAVEL - LOCAL	17,000.00	17,000.00
			0402 TRAVEL - OUT OF CITY	26,000.00	26,000.00
			0404 MAINTENANCE AND REPAIRS - AUTO	120,000.00	120,000.00
			0405 MAINTENANCE AND REPAIRS - MACH	0.00	0.00
			0406 MAINTENANCE AND REPAIRS - LAND, BUILDING	1,012,315.00	1,012,315.00
			0408 PROF SERVICE FEES AND CONTR	6,420,407.57	7,037,296.67
			0410 OFFICE SUPPORT		0.00
			0411 PRINTING, DUPLICATING, ETC	109,987.00	209,987.00
			0414 ADVERTISING	350,554.00	425,554.00
			0416 POSTAGE	10,000.00	10,000.00
			0419 TUITION FOR EMPLOYEE TRAINING	48,597.00	48,597.00
			0425 PAYMENT OF MEMBERSHIP DUES	30,250.00	30,250.00
			0441 IT HARDWARE MAINTENANCE	0.00	0.00
			0494 OCTO IT ASSESSMENT	155,640.19	155,640.19
			0424 CONFERENCE FEES LOC OUT OF CITY	34,000.00	34,000.00
		<b>0040 OTHER SERVICES AND CHARGES Total</b>	<b>8,334,750.76</b>	<b>9,126,639.86</b>	<b>1,011,405.08</b>
		0041 CONTRACTUAL SERVICES - OTHER	0409 CONTRACTUAL SERVICES - OTHER	0.00	0.00
		<b>0041 CONTRACTUAL SERVICES - OTHER Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		0070 EQUIPMENT & EQUIPMENT RENTAL	0701 PURCHASES - FURNITURE AND FIXTURES	71,240.00	71,240.00
			0704 PURCHASES - OTHER EQUIPMENT	278,307.00	280,307.00
			0706 RENTALS - MACHINERY AND EQUIPMENT	400,000.00	400,000.00
			0708 LIBRARY BOOKS	5,498,431.78	9,632,437.98
			0710 IT HARDWARE ACQUISITIONS	236,000.00	236,000.00
			0711 IT SOFTWARE ACQUISITIONS	246,337.00	246,337.00
		<b>0070 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>	<b>6,730,315.78</b>	<b>10,866,321.98</b>	<b>887,250.01</b>
		0080 DEBT SERVICE	0800 BUDGET SERVICE - DEBT SERVICE	0.00	0.00
			0811 LEASE PAYMENTS	0.00	0.00
		<b>0080 DEBT SERVICE Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		0031 TELECOMMUNICATIONS	0308 TELECOMMUNICATIONS	137,476.00	137,476.00
		<b>0031 TELECOMMUNICATIONS Total</b>	<b>137,476.00</b>	<b>137,476.00</b>	<b>0.00</b>
		<b>02 NON-PERSONNEL SERVICES Total</b>		<b>15,683,401.54</b>	<b>20,616,296.84</b>
		<b>0100 LOCAL FUND Total</b>		<b>64,975,605.99</b>	<b>69,908,501.29</b>
0200 FEDERAL GRANT FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME	66,542.12	66,542.12
		<b>0011 REGULAR PAY - CONT FULL TIME Total</b>	<b>66,542.12</b>	<b>66,542.12</b>	<b>0.00</b>
		0012 REGULAR PAY - OTHER	0121 TEMPORARY FULL-TIME	75,094.21	75,094.21
			0123 TEMPORARY PART-TIME	22,859.82	22,859.82
			0125 TERM FULL-TIME	187,439.08	187,439.08

		<b>0012 REGULAR PAY - OTHER Total</b>			285,393.11	285,393.11	63,221.70
		0013 ADDITIONAL GROSS PAY	0131 SHIFT DIFFERENTIAL		2,000.00	2,000.00	177.46
			0135 HOLIDAY PAY			0.00	104.23
		<b>0013 ADDITIONAL GROSS PAY Total</b>			<b>2,000.00</b>	<b>2,000.00</b>	<b>281.69</b>
		0014 FRINGE BENEFITS - CURR PERSONNEL	0141 GROUP LIFE INSURANCE		0.00	0.00	18.33
			0142 HEALTH BENEFITS		0.00	0.00	7,190.84
			0147 MISC FRINGE BENEFITS		90,799.29	90,799.29	0.00
			0148 RETIREMENT CONTRIBUTION - FICA		0.00	0.00	3,742.14
			0154 OPTICAL PLAN		0.00	0.00	48.73
			0155 DENTAL PLAN		0.00	0.00	145.77
			0157 PREPAID LEGAL		0.00	0.00	104.20
			0158 MEDICARE CONTRIBUTION		0.00	0.00	875.18
			0159 RETIREMENT		0.00	0.00	2,233.55
			0161 DC HEALTH BENEFIT FEES		0.00	0.00	390.03
		<b>0014 FRINGE BENEFITS - CURR PERSONNEL Total</b>			<b>90,799.29</b>	<b>90,799.29</b>	<b>14,748.77</b>
		0015 OVERTIME PAY	0133 OVERTIME PAY			0.00	27.08
		<b>0015 OVERTIME PAY Total</b>				<b>0.00</b>	<b>27.08</b>
		<b>01 PERSONNEL SERVICES Total</b>			<b>444,734.52</b>	<b>444,734.52</b>	<b>78,279.24</b>
	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0204 EDUCATIONAL		2,325.00	2,325.00	0.00
			0210 GENERAL		5,000.00	5,000.00	0.00
		<b>0020 SUPPLIES AND MATERIALS Total</b>			<b>7,325.00</b>	<b>7,325.00</b>	<b>0.00</b>
		0040 OTHER SERVICES AND CHARGES	0402 TRAVEL - OUT OF CITY		48,982.00	48,982.00	2,815.32
			0408 PROF SERVICE FEES AND CONTR		497,580.48	497,580.48	25,183.50
			0419 TUITION FOR EMPLOYEE TRAINING		75,760.00	75,760.00	473.39
			0424 CONFERENCE FEES LOC OUT OF CITY		1,000.00	1,000.00	0.00
		<b>0040 OTHER SERVICES AND CHARGES Total</b>			<b>623,322.48</b>	<b>623,322.48</b>	<b>28,472.21</b>
		0050 SUBSIDIES AND TRANSFERS	0506 GRANTS AND GRATUITIES		40,000.00	40,000.00	0.00
		<b>0050 SUBSIDIES AND TRANSFERS Total</b>			<b>40,000.00</b>	<b>40,000.00</b>	<b>0.00</b>
		<b>02 NON-PERSONNEL SERVICES Total</b>			<b>670,647.48</b>	<b>670,647.48</b>	<b>28,472.21</b>
		<b>0200 FEDERAL GRANT FUND Total</b>			<b>1,115,382.00</b>	<b>1,115,382.00</b>	<b>106,751.45</b>
0450 PRIVATE DONATIONS	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0209 FOOD PROVISIONS		1,500.00	1,500.00	0.00
			0210 GENERAL		2,500.00	2,500.00	0.00
		<b>0020 SUPPLIES AND MATERIALS Total</b>			<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00</b>
		0040 OTHER SERVICES AND CHARGES	0402 TRAVEL - OUT OF CITY		7,000.00	7,000.00	0.00
			0408 PROF SERVICE FEES AND CONTR		3,000.00	3,000.00	0.00
		<b>0040 OTHER SERVICES AND CHARGES Total</b>			<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>
		0070 EQUIPMENT & EQUIPMENT RENTAL	0704 PURCHASES - OTHER EQUIPMENT		3,000.00	3,000.00	0.00
		<b>0070 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>			<b>3,000.00</b>	<b>3,000.00</b>	<b>0.00</b>
		<b>02 NON-PERSONNEL SERVICES Total</b>			<b>17,000.00</b>	<b>17,000.00</b>	<b>0.00</b>
		<b>0450 PRIVATE DONATIONS Total</b>			<b>17,000.00</b>	<b>17,000.00</b>	<b>0.00</b>
0600 SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE)	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	0408 PROF SERVICE FEES AND CONTR		752,000.00	752,000.00	0.00
		<b>0040 OTHER SERVICES AND CHARGES Total</b>			<b>752,000.00</b>	<b>752,000.00</b>	<b>0.00</b>
		0041 CONTRACTUAL SERVICES - OTHER	0409 CONTRACTUAL SERVICES - OTHER		0.00	0.00	0.00
		<b>0041 CONTRACTUAL SERVICES - OTHER Total</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		0070 EQUIPMENT & EQUIPMENT RENTAL	0700 BUDGET ONLY - EQUIP AND RENTAL		0.00	0.00	0.00

			0708 LIBRARY BOOKS	5,000.00	5,000.00	0.00
			0710 IT HARDWARE ACQUISITIONS	398,000.00	398,000.00	0.00
			<b>0070 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>	<b>403,000.00</b>	<b>403,000.00</b>	<b>0.00</b>
			<b>02 NON-PERSONNEL SERVICES Total</b>	<b>1,155,000.00</b>	<b>1,155,000.00</b>	<b>0.00</b>
			<b>0600 SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE) Total</b>	<b>1,155,000.00</b>	<b>1,155,000.00</b>	<b>0.00</b>
0700 OPERATING INTRA-DISTRICT FUNDS	02 NON- PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	0406 MAINTENANCE AND REPAIRS - LAND, BUILDING	71,500.00	71,500.00	0.00
			0408 PROF SERVICE FEES AND CONTR	17,300.00	575,502.93	0.00
			0410 OFFICE SUPPORT	0.00	0.00	0.00
			<b>0040 OTHER SERVICES AND CHARGES Total</b>	<b>88,800.00</b>	<b>647,002.93</b>	<b>0.00</b>
			<b>02 NON-PERSONNEL SERVICES Total</b>	<b>88,800.00</b>	<b>647,002.93</b>	<b>0.00</b>
			<b>0700 OPERATING INTRA-DISTRICT FUNDS Total</b>	<b>88,800.00</b>	<b>647,002.93</b>	<b>0.00</b>
			<b>Grand Total</b>	<b>67,351,787.99</b>	<b>72,842,886.22</b>	<b>13,799,592.04</b>



Q57. Provide the following budget information for DCPL, including the approved budget, revised budget, and expenditures, for FY19 and to date in FY20:

- At the program level, provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object.

FY 2020 by Program (FM3 Not Closed - data as of 1-7-20)

Program Code	Approp Fund	GAAP Category1	Comp Source Group	Comp Object	FY20 Approved Budget	FY20 Revised Budget	FY20 1st Quarter Expenditures
1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME	4,877,979.61	4,877,979.61	1,242,872.55
			<b>0011 REGULAR PAY - CONT FULL TIME Total</b>		<b>4,877,979.61</b>	<b>4,877,979.61</b>	<b>1,242,872.55</b>
			0012 REGULAR PAY - OTHER	0122 CONTINUING PART-TIME	26,257.06	26,257.06	0.00
				0123 TEMPORARY PART-TIME	263,706.90	263,706.90	0.00
				0124 WHEN ACTUALLY EMPLOYED - WAE	0.00	0.00	26,564.28
				0125 TERM FULL-TIME	236,302.00	236,302.00	19,257.52
			<b>0012 REGULAR PAY - OTHER Total</b>		<b>526,265.96</b>	<b>526,265.96</b>	<b>45,821.80</b>
			0013 ADDITIONAL GROSS PAY	0128 ADDITIONAL INCOME ALLOWANCE	20,055.00	20,055.00	4,927.43
				0131 SHIFT DIFFERENTIAL	10,662.00	10,662.00	296.37
				0134 TERMINAL LEAVE	0.00	0.00	15,040.61
				0135 HOLIDAY PAY	1,660.00	1,660.00	207.44
				0136 SUNDAY PAY	2,475.00	2,475.00	481.55
			<b>0013 ADDITIONAL GROSS PAY Total</b>		<b>34,852.00</b>	<b>34,852.00</b>	<b>20,953.40</b>
			0014 FRINGE BENEFITS - CURR PERSONNEL	0141 GROUP LIFE INSURANCE	0.00	0.00	897.78
				0142 HEALTH BENEFITS	0.00	0.00	115,759.50
				0147 MISC FRINGE BENEFITS	1,394,296.32	1,394,296.32	0.00
				0148 RETIREMENT CONTRIBUTION - FICA	0.00	0.00	55,643.86
				0152 RETIREMENT CONTRIBUTION - CIVIL SERVICE	0.00	0.00	10,545.86
				0154 OPTICAL PLAN	0.00	0.00	900.09
				0155 DENTAL PLAN	0.00	0.00	2,838.56
				0157 PREPAID LEGAL	0.00	0.00	559.27
				0158 MEDICARE CONTRIBUTION	0.00	0.00	16,259.07
				0159 RETIREMENT	0.00	0.00	51,364.80
				0161 DC HEALTH BENEFIT FEES	0.00	0.00	4,991.24
			<b>0014 FRINGE BENEFITS - CURR PERSONNEL Total</b>		<b>1,394,296.32</b>	<b>1,394,296.32</b>	<b>259,760.03</b>
			0015 OVERTIME PAY	0133 OVERTIME PAY	15,467.00	15,467.00	2,516.62
			<b>0015 OVERTIME PAY Total</b>		<b>15,467.00</b>	<b>15,467.00</b>	<b>2,516.62</b>
<b>01 PERSONNEL SERVICES Total</b>					<b>6,848,860.89</b>	<b>6,848,860.89</b>	<b>1,571,924.40</b>
02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0201 OFFICE SUPPLIES	0201 OFFICE SUPPLIES	3,400.00	3,400.00	0.00	
		0209 FOOD PROVISIONS	0209 FOOD PROVISIONS	8,500.00	8,500.00	940.36	
		0210 GENERAL	0210 GENERAL	113,198.00	113,198.00	2,227.52	
		<b>0020 SUPPLIES AND MATERIALS Total</b>		<b>125,098.00</b>	<b>125,098.00</b>	<b>3,167.88</b>	
		0040 OTHER SERVICES AND CHARGES	0401 TRAVEL - LOCAL	17,000.00	17,000.00	0.00	
			0402 TRAVEL - OUT OF CITY	26,000.00	26,000.00	2,032.57	
			0404 MAINTENANCE AND REPAIRS - AUTO	120,000.00	120,000.00	25,429.95	
			0406 MAINTENANCE AND REPAIRS - LAND, BUILDING	316,500.00	316,500.00	0.00	
			0408 PROF SERVICE FEES AND CONTR	969,379.68	969,379.68	157,208.08	
			0411 PRINTING, DUPLICATING, ETC	60,500.00	60,500.00	0.00	
			0414 ADVERTISING	145,554.00	145,554.00	1,525.77	
			0416 POSTAGE	0.00	0.00	30.10	
			0419 TUITION FOR EMPLOYEE TRAINING	18,597.00	18,597.00	2,868.00	
			0425 PAYMENT OF MEMBERSHIP DUES	10,000.00	10,000.00	0.00	
	0494 OCTO IT ASSESSMENT	155,640.19	155,640.19	37,037.27			
	0424 CONFERENCE FEES LOC OUT OF CITY	34,000.00	34,000.00	0.00			

			<b>0040 OTHER SERVICES AND CHARGES Total</b>		<b>1,873,170.87</b>	<b>1,873,170.87</b>	<b>226,131.74</b>
			0070 EQUIPMENT & EQUIPMENT RENTAL	0701 PURCHASES - FURNITURE AND FIXTURES	8,000.00	8,000.00	0.00
				0704 PURCHASES - OTHER EQUIPMENT	20,810.00	20,810.00	2,852.18
				0706 RENTALS - MACHINERY AND EQUIPMENT	0.00	0.00	0.00
				0710 IT HARDWARE ACQUISITIONS	145,000.00	145,000.00	222,969.25
				0711 IT SOFTWARE ACQUISITIONS	192,362.00	192,362.00	48,311.15
			<b>0070 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>		<b>366,172.00</b>	<b>366,172.00</b>	<b>274,132.58</b>
			0031 TELECOMMUNICATIONS	0308 TELECOMMUNICATIONS	137,476.00	137,476.00	0.00
			<b>0031 TELECOMMUNICATIONS Total</b>		<b>137,476.00</b>	<b>137,476.00</b>	<b>0.00</b>
			<b>02 NON-PERSONNEL SERVICES Total</b>		<b>2,501,916.87</b>	<b>2,501,916.87</b>	<b>503,432.20</b>
			<b>0100 LOCAL FUND Total</b>		<b>9,350,777.76</b>	<b>9,350,777.76</b>	<b>2,075,356.60</b>
	0700 OPERATING INTRA-DISTRICT FUNDS	02 NON-PERSONNEL	0040 OTHER SERVICES AND CHARGES	0406 MAINTENANCE AND REPAIRS - LAND, BUILDING	71,500.00	71,500.00	0.00
			<b>0040 OTHER SERVICES AND CHARGES Total</b>		<b>71,500.00</b>	<b>71,500.00</b>	<b>0.00</b>
			<b>02 NON-PERSONNEL SERVICES Total</b>		<b>71,500.00</b>	<b>71,500.00</b>	<b>0.00</b>
			<b>0700 OPERATING INTRA-DISTRICT FUNDS Total</b>		<b>71,500.00</b>	<b>71,500.00</b>	<b>0.00</b>
			<b>1000 AGENCY MANAGEMENT Total</b>		<b>9,422,277.76</b>	<b>9,422,277.76</b>	<b>2,075,356.60</b>
100F AGENCY FINANCIAL OPERATIONS	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME	734,059.85	734,059.85	176,886.25
			<b>0011 REGULAR PAY - CONT FULL TIME Total</b>		<b>734,059.85</b>	<b>734,059.85</b>	<b>176,886.25</b>
			0013 ADDITIONAL GROSS PAY	0131 SHIFT DIFFERENTIAL	24,130.00	24,130.00	0.00
				0135 HOLIDAY PAY		0.00	722.73
			<b>0013 ADDITIONAL GROSS PAY Total</b>		<b>24,130.00</b>	<b>24,130.00</b>	<b>722.73</b>
			0014 FRINGE BENEFITS - CURR PERSONNEL	0141 GROUP LIFE INSURANCE	0.00	0.00	146.91
				0142 HEALTH BENEFITS	0.00	0.00	27,970.75
				0147 MISC FRINGE BENEFITS	189,387.43	189,387.43	1,164.95
				0148 RETIREMENT CONTRIBUTION - FICA	0.00	0.00	7,962.46
				0152 RETIREMENT CONTRIBUTION - CIVIL SERVICE	0.00	0.00	2,313.00
				0154 OPTICAL PLAN	0.00	0.00	133.13
				0155 DENTAL PLAN	0.00	0.00	445.93
				0158 MEDICARE CONTRIBUTION	0.00	0.00	1,916.89
				0159 RETIREMENT	0.00	0.00	7,074.07
				0161 DC HEALTH BENEFIT FEES	0.00	0.00	1,177.94
			<b>0014 FRINGE BENEFITS - CURR PERSONNEL Total</b>		<b>189,387.43</b>	<b>189,387.43</b>	<b>50,306.03</b>
			0015 OVERTIME PAY	0133 OVERTIME PAY	3,210.00	3,210.00	1,000.11
			<b>0015 OVERTIME PAY Total</b>		<b>3,210.00</b>	<b>3,210.00</b>	<b>1,000.11</b>
			<b>01 PERSONNEL SERVICES Total</b>		<b>950,787.28</b>	<b>950,787.28</b>	<b>228,915.12</b>
		02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0210 GENERAL	1,950.00	1,950.00	344.04
			<b>0020 SUPPLIES AND MATERIALS Total</b>		<b>1,950.00</b>	<b>1,950.00</b>	<b>344.04</b>
			0040 OTHER SERVICES AND CHARGES	0408 PROF SERVICE FEES AND CONTR	7,423.00	7,423.00	0.00
			<b>0040 OTHER SERVICES AND CHARGES Total</b>		<b>7,423.00</b>	<b>7,423.00</b>	<b>0.00</b>
			0070 EQUIPMENT & EQUIPMENT RENTAL	0704 PURCHASES - OTHER EQUIPMENT	850.00	850.00	0.00
			<b>0070 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>		<b>850.00</b>	<b>850.00</b>	<b>0.00</b>
			<b>02 NON-PERSONNEL SERVICES Total</b>		<b>10,223.00</b>	<b>10,223.00</b>	<b>344.04</b>
			<b>0100 LOCAL FUND Total</b>		<b>961,010.28</b>	<b>961,010.28</b>	<b>229,259.16</b>
			<b>100F AGENCY FINANCIAL OPERATIONS Total</b>		<b>961,010.28</b>	<b>961,010.28</b>	<b>229,259.16</b>
9220 DCPL PCARD POOL	0100 LOCAL FUND	02 NON-PERSONNEL	0040 OTHER SERVICES AND CHARGES	0410 OFFICE SUPPORT		0.00	35,081.87
			<b>0040 OTHER SERVICES AND CHARGES Total</b>			<b>0.00</b>	<b>35,081.87</b>
			<b>02 NON-PERSONNEL SERVICES Total</b>			<b>0.00</b>	<b>35,081.87</b>
			<b>0100 LOCAL FUND Total</b>			<b>0.00</b>	<b>35,081.87</b>
			<b>9220 DCPL PCARD POOL Total</b>			<b>0.00</b>	<b>35,081.87</b>

L200 CHIEF LIBRARIAN	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME	260,988.86	260,988.86	34,062.41	
			<b>0011 REGULAR PAY - CONT FULL TIME Total</b>		<b>260,988.86</b>	<b>260,988.86</b>	<b>34,062.41</b>	
			0014 FRINGE BENEFITS - CURR PERSONNEL	0141 GROUP LIFE INSURANCE	0.00	0.00	19.58	
				0142 HEALTH BENEFITS	0.00	0.00	1,752.79	
				0147 MISC FRINGE BENEFITS	67,335.13	67,335.13	0.00	
				0148 RETIREMENT CONTRIBUTION - FICA	0.00	0.00	2,075.65	
				0154 OPTICAL PLAN	0.00	0.00	13.27	
				0155 DENTAL PLAN	0.00	0.00	41.93	
				0158 MEDICARE CONTRIBUTION	0.00	0.00	485.43	
				0159 RETIREMENT	0.00	0.00	1,703.12	
				0161 DC HEALTH BENEFIT FEES	0.00	0.00	85.82	
			<b>0014 FRINGE BENEFITS - CURR PERSONNEL Total</b>		<b>67,335.13</b>	<b>67,335.13</b>	<b>6,177.59</b>	
			<b>01 PERSONNEL SERVICES Total</b>		<b>328,323.99</b>	<b>328,323.99</b>	<b>40,240.00</b>	
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0210 GENERAL	2,169.00	2,169.00	0.00
			<b>0020 SUPPLIES AND MATERIALS Total</b>		<b>2,169.00</b>	<b>2,169.00</b>	<b>0.00</b>	
0040 OTHER SERVICES AND CHARGES	0408 PROF SERVICE FEES AND CONTR		62,047.00	62,047.00	5,133.65			
	0414 ADVERTISING		0.00					
	0425 PAYMENT OF MEMBERSHIP DUES		20,250.00	20,250.00	10,000.00			
<b>0040 OTHER SERVICES AND CHARGES Total</b>		<b>82,297.00</b>	<b>82,297.00</b>	<b>15,133.65</b>				
0070 EQUIPMENT & EQUIPMENT RENTAL	0704 PURCHASES - OTHER EQUIPMENT		1,000.00	1,000.00	0.00			
<b>0070 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>		<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>				
<b>02 NON-PERSONNEL SERVICES Total</b>		<b>85,466.00</b>	<b>85,466.00</b>	<b>15,133.65</b>				
<b>0100 LOCAL FUND Total</b>		<b>413,789.99</b>	<b>413,789.99</b>	<b>55,373.65</b>				
<b>L200 CHIEF LIBRARIAN Total</b>		<b>413,789.99</b>	<b>413,789.99</b>	<b>55,373.65</b>				
L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME	24,844,736.74	24,844,736.74	6,100,737.99	
			<b>0011 REGULAR PAY - CONT FULL TIME Total</b>		<b>24,844,736.74</b>	<b>24,844,736.74</b>	<b>6,100,737.99</b>	
			0012 REGULAR PAY - OTHER	0122 CONTINUING PART-TIME	573,532.66	573,532.66	169,137.31	
				0123 TEMPORARY PART-TIME	158,507.42	158,507.42	0.00	
				0124 WHEN ACTUALLY EMPLOYED - WAE	31,143.08	31,143.08	66,360.31	
				0125 TERM FULL-TIME	0.00	0.00	16,554.27	
			<b>0012 REGULAR PAY - OTHER Total</b>		<b>763,183.16</b>	<b>763,183.16</b>	<b>252,051.89</b>	
			0013 ADDITIONAL GROSS PAY	0131 SHIFT DIFFERENTIAL	269,070.00	269,070.00	46,302.86	
				0134 TERMINAL LEAVE		0.00	19,824.34	
				0135 HOLIDAY PAY	71,188.00	71,188.00	30,055.16	
				0136 SUNDAY PAY	194,292.00	194,292.00	65,106.78	
				0132 ADMINISTRATIVE PREMIUM	0.00	0.00	1,558.96	
			<b>0013 ADDITIONAL GROSS PAY Total</b>		<b>534,550.00</b>	<b>534,550.00</b>	<b>162,848.10</b>	
			0014 FRINGE BENEFITS - CURR PERSONNEL	0141 GROUP LIFE INSURANCE	0.00	0.00	3,817.48	
				0142 HEALTH BENEFITS	0.00	0.00	761,131.82	
				0147 MISC FRINGE BENEFITS	6,995,948.63	6,995,948.63	0.00	
				0148 RETIREMENT CONTRIBUTION - FICA	0.00	0.00	360,389.68	
				0152 RETIREMENT CONTRIBUTION - CIVIL SERVICE	0.00	0.00	27,473.97	
				0154 OPTICAL PLAN	0.00	0.00	6,247.27	
				0155 DENTAL PLAN	0.00	0.00	19,371.38	
	0157 PREPAID LEGAL	0.00	0.00	16,859.19				
	0158 MEDICARE CONTRIBUTION	0.00	0.00	87,375.49				
	0159 RETIREMENT	0.00	0.00	267,661.65				
	0161 DC HEALTH BENEFIT FEES	0.00	0.00	33,974.25				
<b>0014 FRINGE BENEFITS - CURR PERSONNEL Total</b>		<b>6,995,948.63</b>	<b>6,995,948.63</b>	<b>1,584,302.18</b>				

		0015 OVERTIME PAY	0133 OVERTIME PAY	16,176.00	16,176.00	7,382.02	
		<b>0015 OVERTIME PAY Total</b>		<b>16,176.00</b>	<b>16,176.00</b>	<b>7,382.02</b>	
	<b>01 PERSONNEL SERVICES Total</b>			<b>33,154,594.53</b>	<b>33,154,594.53</b>	<b>8,107,322.18</b>	
02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0201 OFFICE SUPPLIES			0.00	0.00	
		0204 EDUCATIONAL		61,120.00	61,120.00	0.00	
		0210 GENERAL		62,522.00	67,522.00	0.00	
		<b>0020 SUPPLIES AND MATERIALS Total</b>		<b>123,642.00</b>	<b>128,642.00</b>	<b>0.00</b>	
	0040 OTHER SERVICES AND CHARGES	0402 TRAVEL - OUT OF CITY				0.00	0.00
		0406 MAINTENANCE AND REPAIRS - LAND, BUILDING		20,000.00	20,000.00	0.00	
		0408 PROF SERVICE FEES AND CONTR		1,812,769.00	2,429,658.10	257,564.98	
		0411 PRINTING, DUPLICATING, ETC		49,487.00	149,487.00	0.00	
		0414 ADVERTISING		205,000.00	280,000.00	0.00	
		0416 POSTAGE		10,000.00	10,000.00	0.00	
	<b>0040 OTHER SERVICES AND CHARGES Total</b>		<b>2,097,256.00</b>	<b>2,889,145.10</b>	<b>257,564.98</b>		
0070 EQUIPMENT & EQUIPMENT RENTAL	0701 PURCHASES - FURNITURE AND FIXTURES		43,240.00	43,240.00	4,790.00		
	0704 PURCHASES - OTHER EQUIPMENT		205,100.00	207,100.00	9,706.32		
	0708 LIBRARY BOOKS		5,498,431.78	9,632,437.98	521,089.96		
	0710 IT HARDWARE ACQUISITIONS		91,000.00	91,000.00	0.00		
	0711 IT SOFTWARE ACQUISITIONS		9,975.00	9,975.00	0.00		
		<b>0070 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>		<b>5,847,746.78</b>	<b>9,983,752.98</b>	<b>535,586.28</b>	
	<b>02 NON-PERSONNEL SERVICES Total</b>			<b>8,068,644.78</b>	<b>13,001,540.08</b>	<b>793,151.26</b>	
<b>0100 LOCAL FUND Total</b>				<b>41,223,239.31</b>	<b>46,156,134.61</b>	<b>8,900,473.44</b>	
0200 FEDERAL GRANT FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	0111 CONTINUING FULL TIME	66,542.12	66,542.12	0.00	
		<b>0011 REGULAR PAY - CONT FULL TIME Total</b>		<b>66,542.12</b>	<b>66,542.12</b>	<b>0.00</b>	
		0012 REGULAR PAY - OTHER	0121 TEMPORARY FULL-TIME		75,094.21	75,094.21	18,512.32
			0123 TEMPORARY PART-TIME		22,859.82	22,859.82	0.00
			0125 TERM FULL-TIME		187,439.08	187,439.08	44,709.38
			<b>0012 REGULAR PAY - OTHER Total</b>		<b>285,393.11</b>	<b>285,393.11</b>	<b>63,221.70</b>
		0013 ADDITIONAL GROSS PAY	0131 SHIFT DIFFERENTIAL		2,000.00	2,000.00	177.46
			0135 HOLIDAY PAY			0.00	104.23
			<b>0013 ADDITIONAL GROSS PAY Total</b>		<b>2,000.00</b>	<b>2,000.00</b>	<b>281.69</b>
		0014 FRINGE BENEFITS - CURR PERSONNEL	0141 GROUP LIFE INSURANCE		0.00	0.00	18.33
			0142 HEALTH BENEFITS		0.00	0.00	7,190.84
			0147 MISC FRINGE BENEFITS		90,799.29	90,799.29	0.00
			0148 RETIREMENT CONTRIBUTION - FICA		0.00	0.00	3,742.14
			0154 OPTICAL PLAN		0.00	0.00	48.73
			0155 DENTAL PLAN		0.00	0.00	145.77
			0157 PREPAID LEGAL		0.00	0.00	104.20
			0158 MEDICARE CONTRIBUTION		0.00	0.00	875.18
0159 RETIREMENT			0.00	0.00	2,233.55		
0161 DC HEALTH BENEFIT FEES		0.00	0.00	390.03			
	<b>0014 FRINGE BENEFITS - CURR PERSONNEL Total</b>		<b>90,799.29</b>	<b>90,799.29</b>	<b>14,748.77</b>		
	0015 OVERTIME PAY	0133 OVERTIME PAY			0.00	27.08	
	<b>0015 OVERTIME PAY Total</b>			<b>0.00</b>	<b>27.08</b>		
	<b>01 PERSONNEL SERVICES Total</b>			<b>444,734.52</b>	<b>444,734.52</b>	<b>78,279.24</b>	
02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0204 EDUCATIONAL		2,325.00	2,325.00	0.00	
		0210 GENERAL		5,000.00	5,000.00	0.00	
	<b>0020 SUPPLIES AND MATERIALS Total</b>		<b>7,325.00</b>	<b>7,325.00</b>	<b>0.00</b>		

		0040 OTHER SERVICES AND CHARGES	0402 TRAVEL - OUT OF CITY	48,982.00	48,982.00	2,815.32
			0408 PROF SERVICE FEES AND CONTR	497,580.48	497,580.48	25,183.50
			0419 TUITION FOR EMPLOYEE TRAINING	75,760.00	75,760.00	473.39
			0424 CONFERENCE FEES LOC OUT OF CITY	1,000.00	1,000.00	0.00
		<b>0040 OTHER SERVICES AND CHARGES Total</b>		<b>623,322.48</b>	<b>623,322.48</b>	<b>28,472.21</b>
		0050 SUBSIDIES AND TRANSFERS	0506 GRANTS AND GRATUITIES	40,000.00	40,000.00	0.00
		<b>0050 SUBSIDIES AND TRANSFERS Total</b>		<b>40,000.00</b>	<b>40,000.00</b>	<b>0.00</b>
		<b>02 NON-PERSONNEL SERVICES Total</b>		<b>670,647.48</b>	<b>670,647.48</b>	<b>28,472.21</b>
		<b>0200 FEDERAL GRANT FUND Total</b>		<b>1,115,382.00</b>	<b>1,115,382.00</b>	<b>106,751.45</b>
0450 PRIVATE DONATIONS	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0209 FOOD PROVISIONS	1,500.00	1,500.00	0.00
			0210 GENERAL	2,500.00	2,500.00	0.00
		<b>0020 SUPPLIES AND MATERIALS Total</b>		<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00</b>
		0040 OTHER SERVICES AND CHARGES	0402 TRAVEL - OUT OF CITY	7,000.00	7,000.00	0.00
			0408 PROF SERVICE FEES AND CONTR	3,000.00	3,000.00	0.00
		<b>0040 OTHER SERVICES AND CHARGES Total</b>		<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>
		0070 EQUIPMENT & EQUIPMENT RENTAL	0704 PURCHASES - OTHER EQUIPMENT	3,000.00	3,000.00	0.00
		<b>0070 EQUIPMENT &amp; EQUIPMENT RENTAL Total</b>		<b>3,000.00</b>	<b>3,000.00</b>	<b>0.00</b>
		<b>02 NON-PERSONNEL SERVICES Total</b>		<b>17,000.00</b>	<b>17,000.00</b>	<b>0.00</b>
		<b>0450 PRIVATE DONATIONS Total</b>		<b>17,000.00</b>	<b>17,000.00</b>	<b>0.00</b>
0700 OPERATING INTRA-DISTRICT FUNDS	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	0408 PROF SERVICE FEES AND CONTR	17,300.00	17,300.00	0.00
		<b>0040 OTHER SERVICES AND CHARGES Total</b>		<b>17,300.00</b>	<b>17,300.00</b>	<b>0.00</b>
		<b>02 NON-PERSONNEL SERVICES Total</b>		<b>17,300.00</b>	<b>17,300.00</b>	<b>0.00</b>
		<b>0700 OPERATING INTRA-DISTRICT FUNDS Total</b>		<b>17,300.00</b>	<b>17,300.00</b>	<b>0.00</b>
<b>L300 LIBRARY SERVICES</b>	<b>Total</b>			<b>42,372,921.31</b>	<b>47,305,816.61</b>	<b>9,007,224.89</b>
L400 BUSINESS OPERATIONS	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	5,478,557.45	5,478,557.45	1,179,659.36
			<b>0011 REGULAR PAY - CONT FULL TIME Total</b>	<b>5,478,557.45</b>	<b>5,478,557.45</b>	<b>1,179,659.36</b>
			0012 REGULAR PAY - OTHER	49,135.12	49,135.12	0.00
			0121 TEMPORARY FULL-TIME	102,589.82	102,589.82	32,355.24
			0122 CONTINUING PART-TIME	90,462.17	90,462.17	0.00
			0123 TEMPORARY PART-TIME	0.00	0.00	19,929.03
			0124 WHEN ACTUALLY EMPLOYED - WAE	137,123.86	137,123.86	64,703.61
			0125 TERM FULL-TIME	91,004.14	91,004.14	32,509.21
			0126 TERM PART-TIME	0.00	0.00	10,770.14
			0127 WORKER'S COMP INJURY EARNINGS			
		<b>0012 REGULAR PAY - OTHER Total</b>		<b>470,315.11</b>	<b>470,315.11</b>	<b>160,267.23</b>
		0013 ADDITIONAL GROSS PAY	0131 SHIFT DIFFERENTIAL	60,524.00	60,524.00	12,299.37
			0134 TERMINAL LEAVE		0.00	14,927.81
			0135 HOLIDAY PAY	33,253.00	33,253.00	9,839.28
			0136 SUNDAY PAY	61,616.00	61,616.00	11,634.68
		<b>0013 ADDITIONAL GROSS PAY Total</b>		<b>155,393.00</b>	<b>155,393.00</b>	<b>48,701.14</b>
		0014 FRINGE BENEFITS - CURR PERSONNEL	0141 GROUP LIFE INSURANCE	0.00	0.00	800.58
			0142 HEALTH BENEFITS	0.00	0.00	183,834.63
			0147 MISC FRINGE BENEFITS	1,534,813.20	1,534,813.20	0.00
			0148 RETIREMENT CONTRIBUTION - FICA	0.00	0.00	76,500.04
			0152 RETIREMENT CONTRIBUTION - CIVIL SERVICE	0.00	0.00	8,738.28
			0154 OPTICAL PLAN	0.00	0.00	1,383.23
			0155 DENTAL PLAN	0.00	0.00	4,391.17
			0157 PREPAID LEGAL	0.00	0.00	2,658.23
			0158 MEDICARE CONTRIBUTION	0.00	0.00	19,528.51
			0159 RETIREMENT	0.00	0.00	54,119.02

			0161 DC HEALTH BENEFIT FEES	0.00	0.00	7,496.17
		0014 FRINGE BENEFITS - CURR PERSONNEL Total		1,534,813.20	1,534,813.20	359,449.86
		0015 OVERTIME PAY	0133 OVERTIME PAY	370,559.00	370,559.00	76,005.28
		0015 OVERTIME PAY Total		370,559.00	370,559.00	76,005.28
	01 PERSONNEL SERVICES Total			8,009,637.76	8,009,637.76	1,824,082.87
	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	0207 CLOTHING AND UNIFORMS	15,000.00	15,000.00	0.00
			0210 GENERAL	213,000.00	213,000.00	18,189.01
		0020 SUPPLIES AND MATERIALS Total		228,000.00	228,000.00	18,189.01
		0040 OTHER SERVICES AND CHARGES	0406 MAINTENANCE AND REPAIRS - LAND, BUILDING	675,815.00	675,815.00	0.00
			0408 PROF SERVICE FEES AND CONTR	3,568,788.89	3,568,788.89	477,492.84
			0419 TUITION FOR EMPLOYEE TRAINING	30,000.00	30,000.00	0.00
		0040 OTHER SERVICES AND CHARGES Total		4,274,603.89	4,274,603.89	477,492.84
		0070 EQUIPMENT & EQUIPMENT RENTAL	0701 PURCHASES - FURNITURE AND FIXTURES	20,000.00	20,000.00	0.00
		0704 PURCHASES - OTHER EQUIPMENT	50,547.00	50,547.00	0.00	
		0706 RENTALS - MACHINERY AND EQUIPMENT	400,000.00	400,000.00	46,738.16	
		0711 IT SOFTWARE ACQUISITIONS	44,000.00	44,000.00	30,792.99	
	0070 EQUIPMENT & EQUIPMENT RENTAL Total		514,547.00	514,547.00	77,531.15	
	02 NON-PERSONNEL SERVICES Total			5,017,150.89	5,017,150.89	573,213.00
	0100 LOCAL FUND Total			13,026,788.65	13,026,788.65	2,397,295.87
	0600 SPECIAL PURPOSE REVENUE FUNDS	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	0408 PROF SERVICE FEES AND CONTR	752,000.00	752,000.00
			0040 OTHER SERVICES AND CHARGES Total		752,000.00	752,000.00
			0070 EQUIPMENT & EQUIPMENT RENTAL	0708 LIBRARY BOOKS	5,000.00	5,000.00
				0710 IT HARDWARE ACQUISITIONS	398,000.00	398,000.00
		0070 EQUIPMENT & EQUIPMENT RENTAL Total		403,000.00	403,000.00	0.00
	02 NON-PERSONNEL SERVICES Total			1,155,000.00	1,155,000.00	0.00
	0600 SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE) Total			1,155,000.00	1,155,000.00	0.00
	0700 OPERATING INTRA-DISTRICT FUNDS	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	0408 PROF SERVICE FEES AND CONTR		558,202.93
			0040 OTHER SERVICES AND CHARGES Total			558,202.93
		02 NON-PERSONNEL SERVICES Total				558,202.93
	0700 OPERATING INTRA-DISTRICT FUNDS Total				558,202.93	0.00
L400 BUSINESS OPERATIONS		Total		14,181,788.65	14,739,991.58	2,397,295.87
Grand Total				67,351,787.99	72,842,886.22	13,799,592.04

**Q57. Provide the following budget information for DCPL, including the approved budget, revised budget, and expenditures, for FY19 and to date in FY20:**  
**- At the activity level, provide the information broken out by source of funds and by Comptroller Source Group.**

**FY 2020 by Activity (FM3 Not Closed - data as of 1-7-20)**

Activity Code	Program Code	Approp Fund	GAAP Category1	Comp Source Group	FY20 Approved Budget	FY20 Revised Budget	FY20 1st Quarter Expenditures		
1010 PERSONNEL	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	760,712.39	760,712.39	193,312.79		
				0012 REGULAR PAY - OTHER	109,710.00	109,710.00	(199.74)		
				0013 ADDITIONAL GROSS PAY	374.00	374.00	0.00		
				0014 FRINGE BENEFITS - CURR PERSONNEL	224,569.97	224,569.97	43,860.07		
				0015 OVERTIME PAY	25.00	25.00	0.00		
			01 PERSONNEL SERVICES Total				1,095,391.36	1,095,391.36	236,973.12
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	4,000.00	4,000.00	0.00		
				0040 OTHER SERVICES AND CHARGES	24,533.00	24,533.00	1,555.87		
			02 NON-PERSONNEL SERVICES Total				28,533.00	28,533.00	1,555.87
			0100 LOCAL FUND Total				1,123,924.36	1,123,924.36	238,528.99
1000 AGENCY MANAGEMENT Total				1,123,924.36	1,123,924.36	238,528.99			
1010 PERSONNEL Total				1,123,924.36	1,123,924.36	238,528.99			
1015 TRAINING AND EMPLOYEE DEVELOPMENT	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0012 REGULAR PAY - OTHER	50,341.56	50,341.56	5,757.29		
				0014 FRINGE BENEFITS - CURR PERSONNEL	12,988.12	12,988.12	440.43		
			01 PERSONNEL SERVICES Total				63,329.68	63,329.68	6,197.72
			02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	118,700.00	118,700.00	4,900.57		
				0070 EQUIPMENT & EQUIPMENT RENTAL	1,000.00	1,000.00	0.00		
			02 NON-PERSONNEL SERVICES Total				119,700.00	119,700.00	4,900.57
0100 LOCAL FUND Total				183,029.68	183,029.68	11,098.29			
1000 AGENCY MANAGEMENT Total				183,029.68	183,029.68	11,098.29			
1015 TRAINING AND EMPLOYEE DEVELOPMENT Total				183,029.68	183,029.68	11,098.29			
1020 CONTRACTING AND PROCUREMENT	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	347,112.05	347,112.05	64,981.65		
				0013 ADDITIONAL GROSS PAY	0.00	0.00	545.44		
				0014 FRINGE BENEFITS - CURR PERSONNEL	89,554.90	89,554.90	7,830.90		
			01 PERSONNEL SERVICES Total				436,666.95	436,666.95	73,357.99
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	7,098.00	7,098.00	0.00		
				0040 OTHER SERVICES AND CHARGES	28,554.00	28,554.00	55.00		
02 NON-PERSONNEL SERVICES Total				35,652.00	35,652.00	55.00			
0100 LOCAL FUND Total				472,318.95	472,318.95	73,412.99			
1000 AGENCY MANAGEMENT Total				472,318.95	472,318.95	73,412.99			
1020 CONTRACTING AND PROCUREMENT Total				472,318.95	472,318.95	73,412.99			
1030 PROPERTY MANAGEMENT	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	414,239.47	414,239.47	116,909.44		
				0014 FRINGE BENEFITS - CURR PERSONNEL	106,873.78	106,873.78	22,649.43		
				0015 OVERTIME PAY	763.00	763.00	0.00		
			01 PERSONNEL SERVICES Total				521,876.25	521,876.25	139,558.87
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	82,500.00	82,500.00	2,227.52		
0031 TELECOMMUNICATIONS	50,000.00	50,000.00		0.00					
02 NON-PERSONNEL SERVICES Total				621,931.00	621,931.00	22,190.04			

				0070 EQUIPMENT & EQUIPMENT RENTAL	10,000.00	10,000.00	0.00
			02 NON-PERSONNEL SERVICES Total		764,431.00	764,431.00	24,417.56
		0100 LOCAL FUND	Total		1,286,307.25	1,286,307.25	163,976.43
	0700 OPERATING	02 NON-PERSONNEL SERVICES		0040 OTHER SERVICES AND CHARGES	71,500.00	71,500.00	0.00
	INTRA-DISTRICT	02 NON-PERSONNEL SERVICES Total			71,500.00	71,500.00	0.00
	0700 OPERATING	INTRA-DISTRICT FUNDS Total			71,500.00	71,500.00	0.00
	1000 AGENCY MANAGEMENT	Total			1,357,807.25	1,357,807.25	163,976.43
1030 PROPERTY MANAGEMENT	Total				1,357,807.25	1,357,807.25	163,976.43
1040 INFORMATION TECHNOLOGY	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	551,051.81	551,051.81	140,613.77
				0013 ADDITIONAL GROSS PAY	1,871.00	1,871.00	354.78
				0014 FRINGE BENEFITS - CURR PERSONNEL	142,171.36	142,171.36	31,274.82
				0015 OVERTIME PAY	13,835.00	13,835.00	1,852.04
			01 PERSONNEL SERVICES Total		708,929.17	708,929.17	174,095.41
			02 NON-PERSONNEL SERVICES	0031 TELECOMMUNICATIONS	87,476.00	87,476.00	0.00
				0040 OTHER SERVICES AND CHARGES	291,368.00	291,368.00	43,037.27
				0070 EQUIPMENT & EQUIPMENT RENTAL	335,000.00	335,000.00	274,132.58
			02 NON-PERSONNEL SERVICES Total		713,844.00	713,844.00	317,169.85
		0100 LOCAL FUND	Total		1,422,773.17	1,422,773.17	491,265.26
	1000 AGENCY MANAGEMENT	Total			1,422,773.17	1,422,773.17	491,265.26
1040 INFORMATION TECHNOLOGY	Total				1,422,773.17	1,422,773.17	491,265.26
1060 LEGAL SERVICES	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	364,958.92	364,958.92	95,574.48
				0014 FRINGE BENEFITS - CURR PERSONNEL	94,159.40	94,159.40	14,077.38
			01 PERSONNEL SERVICES Total		459,118.32	459,118.32	109,651.86
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	3,400.00	3,400.00	0.00
				0040 OTHER SERVICES AND CHARGES	128,453.00	128,453.00	6,091.12
				0070 EQUIPMENT & EQUIPMENT RENTAL	4,115.00	4,115.00	0.00
			02 NON-PERSONNEL SERVICES Total		135,968.00	135,968.00	6,091.12
		0100 LOCAL FUND	Total		595,086.32	595,086.32	115,742.98
	1000 AGENCY MANAGEMENT	Total			595,086.32	595,086.32	115,742.98
1060 LEGAL SERVICES	Total				595,086.32	595,086.32	115,742.98
1070 FLEET MANAGEMENT	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	360,822.93	360,822.93	66,887.14
				0012 REGULAR PAY - OTHER	102,592.40	102,592.40	19,257.52
				0013 ADDITIONAL GROSS PAY	3,839.00	3,839.00	207.44
				0014 FRINGE BENEFITS - CURR PERSONNEL	119,561.15	119,561.15	23,392.61
				0015 OVERTIME PAY	440.00	440.00	664.58
			01 PERSONNEL SERVICES Total		587,255.48	587,255.48	110,409.29
			02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	120,000.00	120,000.00	25,429.95
			02 NON-PERSONNEL SERVICES Total		120,000.00	120,000.00	25,429.95
		0100 LOCAL FUND	Total		707,255.48	707,255.48	135,839.24
	1000 AGENCY MANAGEMENT	Total			707,255.48	707,255.48	135,839.24
1070 FLEET MANAGEMENT	Total				707,255.48	707,255.48	135,839.24
1080 COMMUNICATIONS	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	1,064,470.72	1,064,470.72	260,787.18
				0012 REGULAR PAY - OTHER	83,078.00	83,078.00	21,006.73



NS				0013	ADDITIONAL GROSS PAY	6,283.00	6,283.00	14,918.31	
				0014	FRINGE BENEFITS - CURR PERSONNEL	296,067.56	296,067.56	68,182.46	
				0015	OVERTIME PAY	175.00	175.00	0.00	
				01 PERSONNEL SERVICES Total		1,450,074.28	1,450,074.28	364,894.68	
				02	NON-PERSONNEL SERVICES				
					0020	SUPPLIES AND MATERIALS	19,600.00	19,600.00	0.00
					0040	OTHER SERVICES AND CHARGES	515,886.87	515,886.87	122,871.92
					0070	EQUIPMENT & EQUIPMENT RENTAL	16,057.00	16,057.00	0.00
				02 NON-PERSONNEL SERVICES Total		551,543.87	551,543.87	122,871.92	
			0100 LOCAL FUND Total			2,001,618.15	2,001,618.15	487,766.60	
	1000 AGENCY MANAGEMENT		Total		2,001,618.15	2,001,618.15	487,766.60		
1080 COMMUNICATIONS			Total		2,001,618.15	2,001,618.15	487,766.60		
1085 CUSTOMER SERVICE	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011	REGULAR PAY - CONT FULL TIME	623,297.42	623,297.42	159,582.17	
				0013	ADDITIONAL GROSS PAY	2,430.00	2,430.00	0.00	
				0014	FRINGE BENEFITS - CURR PERSONNEL	160,810.74	160,810.74	28,647.43	
				0015	OVERTIME PAY	229.00	229.00	0.00	
				01 PERSONNEL SERVICES Total		786,767.16	786,767.16	188,229.60	
0100 LOCAL FUND Total		786,767.16	786,767.16	188,229.60					
1000 AGENCY MANAGEMENT		Total			786,767.16	786,767.16	188,229.60		
1085 CUSTOMER SERVICE			Total		786,767.16	786,767.16	188,229.60		
1087 LANGUAGE ACCESS	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	02	NON-PERSONNEL SERVICES	0040	OTHER SERVICES AND CHARGES	14,250.00	14,250.00	0.00
			02 NON-PERSONNEL SERVICES Total		14,250.00	14,250.00	0.00		
			0100 LOCAL FUND Total		14,250.00	14,250.00	0.00		
			1000 AGENCY MANAGEMENT		Total	14,250.00	14,250.00	0.00	
1087 LANGUAGE ACCESS			Total		14,250.00	14,250.00	0.00		
1090 PERFORMANCE MANAGEMENT	1000 AGENCY MANAGEMENT	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011	REGULAR PAY - CONT FULL TIME	391,313.90	391,313.90	144,223.93	
				0012	REGULAR PAY - OTHER	180,544.00	180,544.00	0.00	
				0013	ADDITIONAL GROSS PAY	20,055.00	20,055.00	4,927.43	
				0014	FRINGE BENEFITS - CURR PERSONNEL	147,539.34	147,539.34	19,404.50	
				01 PERSONNEL SERVICES Total		739,452.24	739,452.24	168,555.86	
				02	NON-PERSONNEL SERVICES				
					0020	SUPPLIES AND MATERIALS	8,500.00	8,500.00	940.36
					0040	OTHER SERVICES AND CHARGES	9,495.00	9,495.00	0.00
02 NON-PERSONNEL SERVICES Total		17,995.00	17,995.00	940.36					
0100 LOCAL FUND Total		757,447.24	757,447.24	169,496.22					
1000 AGENCY MANAGEMENT		Total			757,447.24	757,447.24	169,496.22		
1090 PERFORMANCE MANAGEMENT			Total		757,447.24	757,447.24	169,496.22		
110F BUDGET OPERATIONS	100F AGENCY FINANCIAL OPERATIONS	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011	REGULAR PAY - CONT FULL TIME	324,371.35	324,371.35	71,961.27	
				0013	ADDITIONAL GROSS PAY	12,065.00	12,065.00	0.00	
				0014	FRINGE BENEFITS - CURR PERSONNEL	83,687.80	83,687.80	21,417.68	
				01 PERSONNEL SERVICES Total		420,124.15	420,124.15	93,378.95	
				02	NON-PERSONNEL SERVICES				
					0020	SUPPLIES AND MATERIALS	950.00	950.00	344.04
					0040	OTHER SERVICES AND CHARGES	1,199.00	1,199.00	0.00
	0070	EQUIPMENT & EQUIPMENT RENTAL	250.00	250.00	0.00				
02 NON-PERSONNEL SERVICES Total		2,399.00	2,399.00	344.04					

		0100 LOCAL FUND Total			422,523.15	422,523.15	93,722.99
	100F AGENCY FINANCIAL OPERATIONS		Total		422,523.15	422,523.15	93,722.99
110F BUDGET OPERATIONS		Total			422,523.15	422,523.15	93,722.99
120F ACCOUNTING OPERATIONS	100F AGENCY FINANCIAL OPERATIONS	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	409,688.50	409,688.50	104,924.98
				0013 ADDITIONAL GROSS PAY	12,065.00	12,065.00	722.73
				0014 FRINGE BENEFITS - CURR PERSONNEL	105,699.63	105,699.63	28,888.35
				0015 OVERTIME PAY	3,210.00	3,210.00	1,000.11
			01 PERSONNEL SERVICES Total		530,663.13	530,663.13	135,536.17
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	1,000.00	1,000.00	0.00
				0040 OTHER SERVICES AND CHARGES	6,224.00	6,224.00	0.00
				0070 EQUIPMENT & EQUIPMENT RENTAL	600.00	600.00	0.00
02 NON-PERSONNEL SERVICES Total		7,824.00	7,824.00	0.00			
0100 LOCAL FUND Total				538,487.13	538,487.13	135,536.17	
100F AGENCY FINANCIAL OPERATIONS		Total			538,487.13	538,487.13	135,536.17
120F ACCOUNTING OPERATIONS		Total			538,487.13	538,487.13	135,536.17
9221 DCPL PCARD POOL	9220 DCPL PCARD POOL	0100 LOCAL FUND	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES		0.00	35,081.87
			02 NON-PERSONNEL SERVICES Total			0.00	35,081.87
			0100 LOCAL FUND Total			0.00	35,081.87
9220 DCPL PCARD POOL		Total				0.00	35,081.87
9221 DCPL PCARD POOL		Total				0.00	35,081.87
L210 INTERGOVERNMENTAL AFFAIRS	L200 CHIEF LIBRARIAN	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	129,646.00	129,646.00	0.00
				0014 FRINGE BENEFITS - CURR PERSONNEL	33,448.67	33,448.67	0.00
			01 PERSONNEL SERVICES Total		163,094.67	163,094.67	0.00
0100 LOCAL FUND Total				163,094.67	163,094.67	0.00	
L200 CHIEF LIBRARIAN		Total			163,094.67	163,094.67	0.00
L210 INTERGOVERNMENTAL AFFAIRS		Total			163,094.67	163,094.67	0.00
L220 EXECUTIVE MANAGEMENT OFFICE	L200 CHIEF LIBRARIAN	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	131,342.86	131,342.86	34,062.41
				0014 FRINGE BENEFITS - CURR PERSONNEL	33,886.46	33,886.46	6,177.59
			01 PERSONNEL SERVICES Total		165,229.32	165,229.32	40,240.00
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	2,169.00	2,169.00	0.00
				0040 OTHER SERVICES AND CHARGES	82,297.00	82,297.00	15,133.65
				0070 EQUIPMENT & EQUIPMENT RENTAL	1,000.00	1,000.00	0.00
02 NON-PERSONNEL SERVICES Total		85,466.00	85,466.00	15,133.65			
0100 LOCAL FUND Total				250,695.32	250,695.32	55,373.65	
L200 CHIEF LIBRARIAN		Total			250,695.32	250,695.32	55,373.65
L220 EXECUTIVE MANAGEMENT OFFICE		Total			250,695.32	250,695.32	55,373.65
L310 CHILDREN AND YOUNG ADULT SERVICES	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	3,833,798.47	3,833,798.47	891,712.08
				0012 REGULAR PAY - OTHER	53,643.92	53,643.92	16,021.11
				0013 ADDITIONAL GROSS PAY	72,370.00	72,370.00	25,382.28
				0014 FRINGE BENEFITS - CURR PERSONNEL	1,002,960.19	1,002,960.19	215,386.84
				0015 OVERTIME PAY	2,730.00	2,730.00	355.20
			01 PERSONNEL SERVICES Total		4,965,502.58	4,965,502.58	1,148,857.51
02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	60,000.00	65,000.00	0.00			

				0040 OTHER SERVICES AND CHARGES	1,339,303.00	2,131,192.10	212,743.85				
				0070 EQUIPMENT & EQUIPMENT RENTAL	70,000.00	72,000.00	14,496.32				
			02 NON-PERSONNEL SERVICES Total		1,469,303.00	2,268,192.10	227,240.17				
		0100 LOCAL FUND Total			6,434,805.58	7,233,694.68	1,376,097.68				
	L300 LIBRARY SERVICES		Total		6,434,805.58	7,233,694.68	1,376,097.68				
L310 CHILDREN AND YOUNG ADULT SERVICES			Total		6,434,805.58	7,233,694.68	1,376,097.68				
L320 MARTIN LUTHER KING JR MEMORIAL LIBRARY	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES		0011 REGULAR PAY - CONT FULL TIME	4,264,175.66	4,264,175.66	854,557.18			
					0012 REGULAR PAY - OTHER	68,828.45	68,828.45	6,723.60			
					0013 ADDITIONAL GROSS PAY	71,367.00	71,367.00	11,041.31			
					0014 FRINGE BENEFITS - CURR PERSONNEL	1,507,018.11	1,507,018.11	203,905.35			
					0015 OVERTIME PAY	1,668.00	1,668.00	605.41			
					01 PERSONNEL SERVICES Total		5,913,057.22	5,913,057.22	1,076,832.85		
					02 NON-PERSONNEL SERVICES		0020 SUPPLIES AND MATERIALS	12,090.00	12,090.00	0.00	
							0040 OTHER SERVICES AND CHARGES	226,618.00	226,618.00	939.08	
							0070 EQUIPMENT & EQUIPMENT RENTAL	11,240.00	11,240.00	0.00	
						02 NON-PERSONNEL SERVICES Total		249,948.00	249,948.00	939.08	
					0100 LOCAL FUND Total		6,163,005.22	6,163,005.22	1,077,771.93		
					0200 FEDERAL GRANT FUND	01 PERSONNEL SERVICES		0012 REGULAR PAY - OTHER	67,407.00	67,407.00	17,481.21
								0014 FRINGE BENEFITS - CURR PERSONNEL	17,391.01	17,391.01	4,195.47
			01 PERSONNEL SERVICES Total			84,798.01	84,798.01	21,676.68			
			02 NON-PERSONNEL SERVICES			0040 OTHER SERVICES AND CHARGES	47,182.00	47,182.00	0.00		
				0050 SUBSIDIES AND TRANSFERS		40,000.00	40,000.00	0.00			
				02 NON-PERSONNEL SERVICES Total		87,182.00	87,182.00	0.00			
		0200 FEDERAL GRANT FUND Total		171,980.01	171,980.01	21,676.68					
	L300 LIBRARY SERVICES		Total		6,334,985.23	6,334,985.23	1,099,448.61				
L320 MARTIN LUTHER KING JR MEMORIAL LIBRARY			Total		6,334,985.23	6,334,985.23	1,099,448.61				
L330 NEIGHBORHOOD LIBRARIES	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES		0011 REGULAR PAY - CONT FULL TIME	13,998,917.09	13,998,917.09	3,650,412.96			
					0012 REGULAR PAY - OTHER	564,762.59	564,762.59	215,646.87			
					0013 ADDITIONAL GROSS PAY	374,540.00	374,540.00	124,430.44			
					0014 FRINGE BENEFITS - CURR PERSONNEL	3,757,435.56	3,757,435.56	1,005,394.85			
					0015 OVERTIME PAY	10,570.00	10,570.00	6,092.08			
					01 PERSONNEL SERVICES Total		18,706,225.24	18,706,225.24	5,001,977.20		
					02 NON-PERSONNEL SERVICES		0020 SUPPLIES AND MATERIALS	28,500.00	28,500.00	0.00	
							0040 OTHER SERVICES AND CHARGES	83,910.00	83,910.00	9,113.40	
							0070 EQUIPMENT & EQUIPMENT RENTAL	256,100.00	256,100.00	0.00	
						02 NON-PERSONNEL SERVICES Total		368,510.00	368,510.00	9,113.40	
					0100 LOCAL FUND Total		19,074,735.24	19,074,735.24	5,011,090.60		
					0450 PRIVATE DONATIONS	02 NON-PERSONNEL SERVICES		0020 SUPPLIES AND MATERIALS	4,000.00	4,000.00	0.00
								0040 OTHER SERVICES AND CHARGES	10,000.00	10,000.00	0.00
				0070 EQUIPMENT & EQUIPMENT RENTAL		3,000.00	3,000.00	0.00			
				02 NON-PERSONNEL SERVICES Total		17,000.00	17,000.00	0.00			
		0450 PRIVATE DONATIONS Total		17,000.00	17,000.00	0.00					
	L300 LIBRARY SERVICES		Total		19,091,735.24	19,091,735.24	5,011,090.60				

L330 NEIGHBORHOOD LIBRARIES		Total			19,091,735.24	19,091,735.24	5,011,090.60	
L335 ADULT SERVICES	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	428,138.53	428,138.53	110,450.36	
				0012 REGULAR PAY - OTHER	23,621.28	23,621.28	0.00	
				0013 ADDITIONAL GROSS PAY	991.00	991.00	72.32	
				0014 FRINGE BENEFITS - CURR PERSONNEL	116,554.03	116,554.03	30,421.36	
				01 PERSONNEL SERVICES Total	569,304.84	569,304.84	140,944.04	
				02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	166,645.00	166,645.00	428.65
					0070 EQUIPMENT & EQUIPMENT RENTAL	13,000.00	13,000.00	0.00
		02 NON-PERSONNEL SERVICES Total	179,645.00	179,645.00	428.65			
		0100 LOCAL FUND Total		748,949.84	748,949.84	141,372.69		
L300 LIBRARY SERVICES		Total			748,949.84	748,949.84	141,372.69	
L335 ADULT SERVICES		Total			748,949.84	748,949.84	141,372.69	
L340 ADAPTIVE SERVICES	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	516,783.71	516,783.71	103,497.07	
				0013 ADDITIONAL GROSS PAY	6,138.00	6,138.00	503.32	
				0014 FRINGE BENEFITS - CURR PERSONNEL	133,326.20	133,326.20	26,680.92	
				0015 OVERTIME PAY	710.00	710.00	0.00	
				01 PERSONNEL SERVICES Total	656,957.91	656,957.91	130,681.31	
				02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	22,621.00	22,621.00	0.00
					0070 EQUIPMENT & EQUIPMENT RENTAL	9,975.00	9,975.00	0.00
					02 NON-PERSONNEL SERVICES Total	32,596.00	32,596.00	0.00
		0100 LOCAL FUND Total		689,553.91	689,553.91	130,681.31		
	0700 OPERATING	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	17,300.00	17,300.00	0.00		
	INTRA-DISTRICT	02 NON-PERSONNEL SERVICES Total		17,300.00	17,300.00	0.00		
		0700 OPERATING INTRA-DISTRICT FUNDS Total		17,300.00	17,300.00	0.00		
L300 LIBRARY SERVICES		Total			706,853.91	706,853.91	130,681.31	
L340 ADAPTIVE SERVICES		Total			706,853.91	706,853.91	130,681.31	
L350 LITERACY RESOURCES	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	430,074.94	430,074.94	121,815.62	
				0013 ADDITIONAL GROSS PAY	8,342.00	8,342.00	1,418.43	
				0014 FRINGE BENEFITS - CURR PERSONNEL	110,959.35	110,959.35	27,391.67	
				0015 OVERTIME PAY	96.00	96.00	329.33	
				01 PERSONNEL SERVICES Total	549,472.29	549,472.29	150,955.05	
				02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	2,000.00	2,000.00	0.00
					0040 OTHER SERVICES AND CHARGES	20,700.00	20,700.00	0.00
					0070 EQUIPMENT & EQUIPMENT RENTAL	2,000.00	2,000.00	0.00
					02 NON-PERSONNEL SERVICES Total	24,700.00	24,700.00	0.00
					0100 LOCAL FUND Total		574,172.29	574,172.29
	0200 FEDERAL GRANT FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	66,542.12	66,542.12	0.00		
			0012 REGULAR PAY - OTHER	217,986.11	217,986.11	45,740.49		
			0013 ADDITIONAL GROSS PAY	2,000.00	2,000.00	281.69		
			0014 FRINGE BENEFITS - CURR PERSONNEL	73,408.28	73,408.28	10,553.30		
			0015 OVERTIME PAY		0.00	27.08		
			01 PERSONNEL SERVICES Total	359,936.51	359,936.51	56,602.56		
		02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	7,325.00	7,325.00	0.00		

				0040 OTHER SERVICES AND CHARGES	576,140.48	576,140.48	28,472.21
			02 NON-PERSONNEL SERVICES Total		583,465.48	583,465.48	28,472.21
			0200 FEDERAL GRANT FUND Total		943,401.99	943,401.99	85,074.77
	L300 LIBRARY SERVICES		Total		1,517,574.28	1,517,574.28	236,029.82
L350 LITERACY RESOURCES			Total		1,517,574.28	1,517,574.28	236,029.82
L360 TEENS OF DISTINCTION PROGRAM	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0012 REGULAR PAY - OTHER	52,326.92	52,326.92	13,660.31
				0014 FRINGE BENEFITS - CURR PERSONNEL	13,500.31	13,500.31	1,094.20
			01 PERSONNEL SERVICES Total		65,827.23	65,827.23	14,754.51
			0100 LOCAL FUND Total		65,827.23	65,827.23	14,754.51
	L300 LIBRARY SERVICES		Total		65,827.23	65,827.23	14,754.51
L360 TEENS OF DISTINCTION PROGRAM			Total		65,827.23	65,827.23	14,754.51
L370 VOLUNTEERS	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	63,835.00	63,835.00	16,554.29
				0013 ADDITIONAL GROSS PAY	235.00	235.00	0.00
				0014 FRINGE BENEFITS - CURR PERSONNEL	16,469.43	16,469.43	3,639.01
			01 PERSONNEL SERVICES Total		80,539.43	80,539.43	20,193.30
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	1,120.00	1,120.00	0.00
				0040 OTHER SERVICES AND CHARGES	1,936.00	1,936.00	0.00
			02 NON-PERSONNEL SERVICES Total		3,056.00	3,056.00	0.00
			0100 LOCAL FUND Total		83,595.43	83,595.43	20,193.30
	L300 LIBRARY SERVICES		Total		83,595.43	83,595.43	20,193.30
L370 VOLUNTEERS			Total		83,595.43	83,595.43	20,193.30
L380 COLLECTIONS	L300 LIBRARY SERVICES	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	1,309,013.34	1,309,013.34	351,738.43
				0013 ADDITIONAL GROSS PAY	567.00	567.00	0.00
				0014 FRINGE BENEFITS - CURR PERSONNEL	337,725.45	337,725.45	70,387.98
				0015 OVERTIME PAY	402.00	402.00	0.00
			01 PERSONNEL SERVICES Total		1,647,707.79	1,647,707.79	422,126.41
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	19,932.00	19,932.00	0.00
				0040 OTHER SERVICES AND CHARGES	178,659.00	178,659.00	34,340.00
				0070 EQUIPMENT & EQUIPMENT RENTAL	5,485,431.78	9,619,437.98	521,089.96
			02 NON-PERSONNEL SERVICES Total		5,684,022.78	9,818,028.98	555,429.96
			0100 LOCAL FUND Total		7,331,730.57	11,465,736.77	977,556.37
	L300 LIBRARY SERVICES		Total		7,331,730.57	11,465,736.77	977,556.37
L380 COLLECTIONS			Total		7,331,730.57	11,465,736.77	977,556.37
L390 LIBRARY PROGRAM INFORMATION	L300 LIBRARY SERVICES	0100 LOCAL FUND	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	56,864.00	56,864.00	0.00
			02 NON-PERSONNEL SERVICES Total		56,864.00	56,864.00	0.00
			0100 LOCAL FUND Total		56,864.00	56,864.00	0.00
	L300 LIBRARY SERVICES		Total		56,864.00	56,864.00	0.00
L390 LIBRARY PROGRAM INFORMATION			Total		56,864.00	56,864.00	0.00
L410 CUSTODIAL AND MAINTENANCE	L400 BUSINESS OPERATIONS	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	2,547,158.06	2,547,158.06	583,544.20
				0012 REGULAR PAY - OTHER	112,575.12	112,575.12	27,690.64
				0013 ADDITIONAL GROSS PAY	59,137.00	59,137.00	22,601.84
				0014 FRINGE BENEFITS - CURR PERSONNEL	686,211.19	686,211.19	185,980.69
				0015 OVERTIME PAY	135,864.00	135,864.00	9,458.77

			01 PERSONNEL SERVICES Total		3,540,945.37	3,540,945.37	829,276.14
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	150,000.00	150,000.00	18,189.01
				0040 OTHER SERVICES AND CHARGES	2,280,749.89	2,280,749.89	191,118.03
				0070 EQUIPMENT & EQUIPMENT RENTAL	10,000.00	10,000.00	0.00
			02 NON-PERSONNEL SERVICES Total		2,440,749.89	2,440,749.89	209,307.04
			0100 LOCAL FUND Total		5,981,695.26	5,981,695.26	1,038,583.18
		0600 SPECIAL PURPOSE	02 NON-PERSONNEL SERVICES	0070 EQUIPMENT & EQUIPMENT RENTAL	5,000.00	5,000.00	0.00
			02 NON-PERSONNEL SERVICES Total		5,000.00	5,000.00	0.00
			0600 SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE) Total		5,000.00	5,000.00	0.00
		L400 BUSINESS OPERATIONS	Total		5,986,695.26	5,986,695.26	1,038,583.18
		L410 CUSTODIAL AND MAINTENANCE	Total		5,986,695.26	5,986,695.26	1,038,583.18
L420 PUBLIC SAFETY	L400 BUSINESS OPERATIONS	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	2,032,101.09	2,032,101.09	370,856.54
				0012 REGULAR PAY - OTHER	174,136.58	174,136.58	52,284.27
				0013 ADDITIONAL GROSS PAY	86,340.00	86,340.00	24,242.38
				0014 FRINGE BENEFITS - CURR PERSONNEL	569,209.35	569,209.35	106,742.64
				0015 OVERTIME PAY	210,824.00	210,824.00	54,643.62
			01 PERSONNEL SERVICES Total		3,072,611.02	3,072,611.02	608,769.45
			02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	17,500.00	17,500.00	0.00
				0040 OTHER SERVICES AND CHARGES	311,237.00	311,237.00	500.00
				0070 EQUIPMENT & EQUIPMENT RENTAL	50,547.00	50,547.00	0.00
			02 NON-PERSONNEL SERVICES Total		379,284.00	379,284.00	500.00
			0100 LOCAL FUND Total		3,451,895.02	3,451,895.02	609,269.45
		0600 SPECIAL PURPOSE	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	50,000.00	50,000.00	0.00
			02 NON-PERSONNEL SERVICES Total		50,000.00	50,000.00	0.00
			0600 SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE) Total		50,000.00	50,000.00	0.00
		L400 BUSINESS OPERATIONS	Total		3,501,895.02	3,501,895.02	609,269.45
		L420 PUBLIC SAFETY	Total		3,501,895.02	3,501,895.02	609,269.45
L430 ASSET MANAGEMENT	L400 BUSINESS OPERATIONS	0100 LOCAL FUND	01 PERSONNEL SERVICES	0011 REGULAR PAY - CONT FULL TIME	71,557.27	71,557.27	18,476.83
				0012 REGULAR PAY - OTHER	0.00	0.00	10,770.14
				0014 FRINGE BENEFITS - CURR PERSONNEL	18,461.78	18,461.78	1,512.91
			01 PERSONNEL SERVICES Total		90,019.05	90,019.05	30,759.88
			02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES	29,105.00	29,105.00	7,394.11
			02 NON-PERSONNEL SERVICES Total		29,105.00	29,105.00	7,394.11
			0100 LOCAL FUND Total		119,124.05	119,124.05	38,153.99
		L400 BUSINESS OPERATIONS	Total		119,124.05	119,124.05	38,153.99
		L430 ASSET MANAGEMENT	Total		119,124.05	119,124.05	38,153.99
L440 21ST CENTURY CAPITAL PROJECTS	L400 BUSINESS OPERATIONS	0100 LOCAL FUND	02 NON-PERSONNEL SERVICES	0020 SUPPLIES AND MATERIALS	12,500.00	12,500.00	0.00
				0040 OTHER SERVICES AND CHARGES	683,568.00	683,568.00	33,180.00
				0070 EQUIPMENT & EQUIPMENT RENTAL	10,000.00	10,000.00	0.00
			02 NON-PERSONNEL SERVICES Total		706,068.00	706,068.00	33,180.00
			0100 LOCAL FUND Total		706,068.00	706,068.00	33,180.00
		0700 OPERATING INTRA-DISTRICT	02 NON-PERSONNEL SERVICES	0040 OTHER SERVICES AND CHARGES		558,202.93	0.00
			02 NON-PERSONNEL SERVICES Total			558,202.93	0.00

		0700 OPERATING INTRA-DISTRICT FUNDS Total				558,202.93	0.00		
	L400 BUSINESS OPERATIONS		Total		706,068.00	1,264,270.93	33,180.00		
L440 21ST CENTURY CAPITAL PROJECTS		Total			706,068.00	1,264,270.93	33,180.00		
L450 PUBLIC SERVICE TECHNOLOGY	L400 BUSINESS OPERATIONS	0100 LOCAL FUND	01 PERSONNEL SERVICES		0011 REGULAR PAY - CONT FULL TIME	827,741.03	827,741.03	206,781.79	
					0012 REGULAR PAY - OTHER	183,603.41	183,603.41	69,522.18	
					0013 ADDITIONAL GROSS PAY	9,916.00	9,916.00	1,856.92	
					0014 FRINGE BENEFITS - CURR PERSONNEL	260,930.88	260,930.88	65,213.62	
					0015 OVERTIME PAY	23,871.00	23,871.00	11,902.89	
				01 PERSONNEL SERVICES Total			1,306,062.32	1,306,062.32	355,277.40
				02 NON-PERSONNEL SERVICES		0020 SUPPLIES AND MATERIALS	48,000.00	48,000.00	0.00
						0040 OTHER SERVICES AND CHARGES	969,944.00	969,944.00	245,300.70
						0070 EQUIPMENT & EQUIPMENT RENTAL	444,000.00	444,000.00	77,531.15
				02 NON-PERSONNEL SERVICES Total			1,461,944.00	1,461,944.00	322,831.85
		0100 LOCAL FUND Total			2,768,006.32	2,768,006.32	678,109.25		
		0600 SPECIAL PURPOSE REVENUE FUNDS	02 NON-PERSONNEL SERVICES		0040 OTHER SERVICES AND CHARGES	702,000.00	702,000.00	0.00	
					0070 EQUIPMENT & EQUIPMENT RENTAL	398,000.00	398,000.00	0.00	
		02 NON-PERSONNEL SERVICES Total			1,100,000.00	1,100,000.00	0.00		
		0600 SPECIAL PURPOSE REVENUE FUNDS ('O'TYPE) Total			1,100,000.00	1,100,000.00	0.00		
	L400 BUSINESS OPERATIONS		Total		3,868,006.32	3,868,006.32	678,109.25		
L450 PUBLIC SERVICE TECHNOLOGY		Total			3,868,006.32	3,868,006.32	678,109.25		
Grand Total					67,351,787.99	72,842,886.22	13,799,592.04		

## **GENERAL QUESTIONS**

### **Question Number 58**

**Provide a complete accounting of all intra-district transfers received by or transferred from DCPL during FY19 and to date in FY20. For each, provide a narrative description as to the purpose of the transfer and which programs, activities, and services within DCPL the transfer affected.**



**GENERAL QUESTIONS**

**Question Number 58**

Provide a complete accounting of all intra-district transfers received by or transferred from DCPL during FY19 and to date in FY20. For each, provide a narrative description as to the purpose of the transfer and which programs, activities, and services within DCPL the transfer affected.

**FY 2019 Intra-Districts - DCPL as Seller**

ADVANCED FROM AGENCY	BUYER APPROPRIATED FUND	PROJECT CODE/ PHASE	Program/ Activity	FY19 Year End Expenditure	Purpose
					No Capital Intra-District funds in FY2019
Capital Sub-total				\$ -	
DL0	0100	0BEPOL / 19	L400/L420	17,286.35	Board of Elections (DL0) to use libraries as polling sites
GA0	0101	0PSSTS / 19	L300/L380	668,217.00	DC Public Schools (GA0) for Shared Technical Services
KG0	0622	0DOESE / 19	L400/L440	431,797.07	Dept of Energy and Environment (DOEE) (KG0) for solar energy systems
RM0	8200	0DBHPO / 19	L300/L335	73,228.50	Dept of Behavioral Health (RM0) for Peer Outreach Services
JM0	8200	0NFBNS / 17	L300/L340	17,069.18	National Foundation for the Blind Newsline Services from DDS/RSA (Dept. on Disability Services/Rehabilitation Services Administration) (JM0)
AM0	2225	0DGSWE / 18	1000/1030	58,201.00	Dept of General Services (DGS) (AM0) for West End Library Common Area Costs
Operating Sub-Total				\$ 1,265,799.10	

**FY 2019 Intra-Districts - DCPL as Buyer**

ADVANCED FROM AGENCY	BUYER APPROPRIATED FUND	PROJECT CODE/ PHASE	Program/ Activity	FY19 Year End Expenditure	Purpose
CE0	0300	CEF02C / 03	1000/N/A	78,706.00	Penn Center renovations to the Department of General Services (DGS) (AM0)
CE0	0300	CEJ19C / 19	1000/N/A	0.00	FY19 Southwest (CAP) Swing Space License Agreement to DGS (AM0)
CE0	0300	CEG02C / 04	1000/N/A	1,149,815.63	FY19 (CAP) 1990 K Street Payments (Swing Space) to DGS (AM0)
CE0	0300	CEG05C / 17	1000/N/A	167,359.24	MLK Library storage space at Brewers Court to DGS (AM0)
Capital Sub-total				\$ 1,395,880.87	

ADVANCED FROM AGENCY	BUYER APPROPRIATED FUND	PROJECT CODE/ PHASE	Program/ Activity	FY19 Year End Expenditure	Purpose
CE0	0100	AEPLDC/19	1000/1060	4,728.15	Labor Relations to the Office of the City Administrator (AE0)
CE0	0100	9GCSCE/02	1000/1040	601.54	IT assessment to OCTO (TO0) for ECIS virtual machine
CE0	0100	365CE9/02	1000/1040	88,213.50	IT assessment to OCTO (TO0) for MS 365 E1 and E3 licenses
CE0	0100	9NOCCE/01	1000/1040	14,333.38	IT assessment to OCTO (TO0) for city-wide IT operations monitoring
CE0	0100	9WMBCE/01	1000/1040	624.95	IT assessment to OCTO (TO0) for Web Maintenance Sweep
CE0	0100	9PASCE/01	1000/1040	24,564.38	IT assessment for PASS SWEEP OCTO (TO0)

ADVANCED FROM AGENCY	BUYER APPROPRIATED FUND	PROJECT CODE/ PHASE	Program/ Activity	FY19 Year End Expenditure	Purpose

CE0	0100	9GCSCE/01	1000/1040	68,927.30	IT assessment for cloud services sweep OCTO (TO0)
CE0	0100	9COMCE/01	1000/1040	5,558.00	IT assessment for communications sweep OCTO (TO0)
CE0	0100	9AIMCE/01	1000/1040	1,479.23	IT assessment applications sweep OCTO (TO0)
CE0	0100	9BIACE/01	1000/1040	8,705.82	IT assessment to OCTO (TO0) for business intelligence
CE0	0100	9DETCE/10	1000/1030	46,000.00	RTS (Request for Telephone Services) to OCTO (TO0) for DC Net Sweep
CE0	0100	9DETCE/10	1000/1040	53,421.49	RTS (Request for Telephone Services) to OCTO (TO0) for DC Net Sweep
CE0	0100	9DETCE/10	L400/L440	5,549.14	RTS (Request for Telephone Services) to OCTO (TO0) for DC Construction Projects
CE0	0100	LPA19N/19	L300/L390	15,000.00	Library public prt - Capitol View Library to DC Commission on the Art/Humanties (BX0)
CE0	0100	8FMCE0/18	1000/1070	186,050.71	Automotive maintenance to Dept. of Public Works (KT0)
CE0	0100	J319CE/01	1000/1030	59,600.00	HVAC repair for Washingtoniana to DGS (AM0)
CE0	0100	CEBE19/01	1000/1060	21,319.80	Employee suitability checks to DCHR (BE0)
CE0	0100	DCPL19/19	L400/L420	76,920.46	Purchasing radios and accessories to the Office of Unified Communications (UC0)
CE0	0100	RJ0CE1/19	1000/1080	858.00	Liability insurance for GoDigital event to DC Capitive Insurance Agency (RJ0)
CE0	0100	DCL19N/19	L400/L420	840.00	Fingerprinting to MPD (FA0)
CE0	0200	IDDCPL/19	L300/L350	12,049.78	Credible Messenger program to DYRS (JZ0)
CE0	1120	DCPLVR/19	L300/L310	3,500.00	Books from Birth vital records to Dept. of Health (HC0)
CE0	0200	8SACE9/19	L300/L350	1,000.00	Single audit to OCFO (AT0)
CE0	0100	PX0CE0/18	Various	473,414.44	Purchase card payments to JPMorgan to Office of Contracts and Procurement (PO0)
CE0	0200	PX0CE0/18	Various	21,721.06	Purchase card payments to JPMorgan to PO0
CE0	0600	PX0CE0/18	Various	0.00	Purchase card payments to JPMorgan to PO0
CE0	0700	PX0CE0/18	Various	0.00	Purchase card payments to JPMorgan to PO0
Operating Sub-Total				\$ 1,194,981.13	

1000566.8 \$ (194,414.38)

**FY 2020 1ST QTR Intra-Districts - DCPL as Sellers**

ADVANCED FROM	BUYER APPROPRIATED	PROJECT CODE/ PHASE	Program/ Activity	FY20 1st QTR Budget Available	Purpose
No Capital Intra-District funds in FY2020					
Capital Sub-total				\$ -	
GA0	0101	0PSSTS / 20	L300/L380	835,300.00	DC Public Schools (GA0) for Shared Technical Services - <a href="#">Budget being requested</a>
KG0	0622	0DOESE / 19	L400/L440	558,202.93	Dept of Energy and Environment (DOEE) (KG0) for solar energy systems
AM0	2225	0DGSWE / 20	1000/1030	71,500.00	requested
Operating Sub-Total				\$ 1,465,002.93	

**FY 2020 1ST QTR Intra-Districts - DCPL as Buyer**

ADVANCED FROM AGENCY	BUYER APPROPRIATED FUND	PROJECT CODE/ PHASE	Program/ Activity	FY20 1st QTR Budget Available	Purpose
CE0	0300	CEK20C/01	1000/N/A	1,433,614.86	FY20 1990 K Street Rent/Lease to the Department of General Services (DGS) (AM0)
CE0	0300	CEK21C/01	1000/N/A	116,588.60	MLK Library storage space at Brewers Court to DGS (AM0)
CE0	0300	CEG06C / 17	1000/N/A	20,833.33	FY20 DCPL Washingtoniana swing space @ UDC to DGS (AM0)
Capital Sub-total				\$ 1,571,036.79	
CE0	0100	0BIACE/01	1000/1040	13,400.00	IT assessment to OCTO (TO0) for CDW sweep

CE0	0100	0PASCE/01	1000/1040	24,564.38	IT assessment to OCTO (TO0) for PASS
CE0	0100	0WEBCE/01	1000/1040	623.00	IT assessment to OCTO (TO0) for web services
CE0	0100	0COMCE/01	1000/1040	5,558.00	IT assessment to OCTO (TO0) for communications
CE0	0100	0AIMCE/01	1000/1040	21,168.00	IT assessment to OCTO (TO0) for Apple services & ops
CE0	0100	0CISCE/01	1000/1040	90,326.77	RTS to the Office of Financial Resources and Management (OFRM) (AS0)
CE0	0100	0DETCE/10	1000/1030	100,000.00	RTS (Request for Telephone Services) to OCTO (TO0) for DC Net sweep
CE0	0100	0DETCE/10	1000/1040	100,000.00	RTS (Request for Telephone Services) to OCTO (TO0) for DC Net sweep
CE0	0100	0FMCE0/19	1000/1070	120,000.33	Automotive maintenance to Dept. of Public Works (KT0)
CE0	0100	PX0CE0/18	Various	430,464.95	Purchase card payments to JPMorgan to Office of Contracts and Procurement (PO0)
CE0	0200	PX0CE0/18	Various	54,015.00	Purchase card payments to JPMorgan to PO0
CE0	0600	PX0CE0/18	Various	0.00	Purchase card payments to JPMorgan to PO0
CE0	0700	PX0CE0/18	Various	0.00	Purchase card payments to JPMorgan to PO0
Operating Sub-Total				\$ 960,120.43	

## GENERAL QUESTIONS

### Question Number 59

**Provide a complete accounting of all reprogrammings received by or transferred from DCPL during FY19 and to date in FY20. 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.**

#### FY19 Reprogrammings

Fund Type	Reprogramming Amount	Purpose / Reason	Programs / Activities Affected
Capital to Reverse Paygo to Local	383,131.00	These funds were reprogrammed to move the demountable trailers from the Capitol View Library interim site to the Southwest Library interim site. The capital renovation of Capitol View Library is now complete and the demountable trailers are needed to offer interim swing space at Southwest Library while it is under construction.	This funding was reprogrammed from capital through reverse paygo to the DCPL local budget. The moving of the trailers are not capital eligible. The reprogramming allowed the DC Public Library to remain on schedule and furnish adequate space for the public while the Southwest Library is under construction.
Local	61,430.00	The funds were needed as follows: 1). In Property Management (Activity 1030) and Custodial Maintenance Activity (Activity L410) to purchase daily and general maintenance supplies, \$6,000.00 and \$20,000.00, respectively; 2). In Performance Management (Activity 1090) additional supplies (\$2,000.00) and furniture (\$1,000.00) are needed for the Director's Office; 3). In Information Technology (Activity 1040) funds are needed for IT equipment (\$1,730.00); and 4). In Public Safety (Activity L420) funds are needed to purchase radios (\$30,700.00).	This reprogramming realigned budgets that were formulated at the beginning of FY19, so that program managers can purchase goods and services that were not foreseen during budget formulation. 1). In Property Management (Activity 1030) and Custodial Maintenance Activity (Activity L410) to purchase daily and general maintenance supplies, \$6,000.00 and \$20,000.00 respectively; 2). In Performance Management (Activity 1090) additional supplies (\$2,000.00) and furniture (\$1,000.00) are needed for the Director's Office; 3). In Information Technology (Activity 1040) funds are needed for IT equipment (\$1,730.00); and 4). In Public Safety (Activity L420) funds are needed to purchase radios (\$30,700.00).

Local	170,000.00	These funds are required, as follows: within Children and Young Adult Services (Activity L310) – Public Services (Program L300), \$70,000.00 will be moved from Professional Services and Fees (object 0408) to Purchases – Other Equipment (object 0704). And \$100,000.00 will be reprogrammed from Travel – Out of City (object 0402) in Training and Employee Development (Activity 1015) – Agency Management (Program 1000) to IT Hardware Acquisitions (object 0710) in Public Service Technology (Activity L450) – Business Operations (Program L400).	Funds reprogrammed from within activities in Non-Personnel Services: The entire funding for the Bellevue (William O. Lockridge) Library children’s space was inadvertently budgeted under CSG 40 – Services. This request realigns the budget to purchase furniture and equipment (CSG 70), which was part of the original plan for the space modernization. Training and Development (Activity 1015) funds are available because the budget for the talent management initiative was not completely expended in FY19. The project will be completed in FY20.
Capital to Reverse Paygo to Local	65,628.00	These funds were reprogrammed to allow for capital ineligible costs associated with the interim Lamond Riggs Library renovation to move forward without delay.	This funding was reprogrammed from capital through reverse paygo to the DCPL local budget. The interim space is not owned by the DC government. Improvements to privately owned property are not capital eligible.
Local	1,960,548.00	The funds were reprogrammed within various Activities and objects, within and between Personal Services (PS) and Non-Personal Services (NPS), to align agency budget shortfalls to ensure that there are no deficits at year end.	The funds are needed to address PS and NPS budget shortfalls in the following: 1). Library Services (Program L300), in Neighborhood Libraries (Activity L330) \$1,795,548; in Children & Young Adult Services (Activity L310) \$25,000; in Adaptive Services (Activity L340) \$20,000; and Collections (Activity L380) \$25,000; and 2). Agency Management Program (Program 1000), in Personnel (Activity 1010) \$45,000; and in Customer Service (Activity 1085) \$50,000.
Capital	150,000.00	These funds are needed to supply adequate electrical power and battery equipment to complete the renovation of the MLK Library.	The funds were reprogrammed to ensure that all electrical and power wiring occur prior to the outfitting of interior walls at MLK Library.
Capital	67,230.13	These funds are needed to assist in the build-out of Bard High School Early College DC (Bard) at Davis Elementary School.	The funds were reprogrammed from a small surplus left over after the Woodridge Library project, which is now complete.
SPR	135,000.00	The funds will be reprogrammed within Non-Personal Services (NPS) to address the critical need to partially refresh the 1000 public computers throughout DCPL’s 25 branches. This critical need has emerged since the development of the FY 2019 budget.	The funds (\$100,000.00) were reprogrammed between object codes (CSG 40 – professional fees and services to CSG 70 – equipment) within ERATE (Fund 6150). Additionally, DCPL wants to reprogram \$35,000.00 of budget authority from Revenue Generating (Fund 6170) to ERATE (Fund 6150)

			to purchase computers for branch libraries.
Federal	134,576.26	This request is necessary to ensure that funds are correctly allocated among the objects in both Personal Services (PS) and Non-Personal Services (NPS). The funds will be reprogrammed within Literacy Resources (Activity L350) in Library Services (Program L300). This request for reallocation of grant funding is submitted in accordance with the Grantor's terms and conditions.	The funds were reprogrammed from Term Full-Time (Object 0125), Shift Differential (Object 131) and Misc Fringe Benefit (Object 0147) to Library Books (Object 0708) and Professional Services Fees and Contracts (Object 0408) within Literacy Resources (Activity L350) in Library Services (Program L300) in the amount of \$134,576.26

**FY20 Reprogrammings (to date)**

Fund Type	Reprogramming Amount	Purpose / Reason	Programs / Activities Affected
Capital to Reverse Paygo to Local	750,000.00	These funds were reprogrammed to allow for capital ineligible costs associated with the interim Lamond Riggs Library renovation.	This funding will be reprogrammed from capital through reverse paygo to the DCPL local budget. The interim space is not owned by the D.C. government. Improvements to privately owned property are not capital eligible.
Capital	352,000.00	These funds are needed to supply adequate data distribution switches to complete the renovation of the MLK Library.	The funds will be reprogrammed to ensure that all data distribution switches are supplied prior to the outfitting of interior walls at MLK Library.

## GENERAL QUESTIONS

### Question Number 60

**Provide a list of all DCPL's fixed costs budget and actual dollars spent for FY19 and to date in FY20. 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.**

Please note that the fixed cost forecast was done by DGS and not DCPL. The forecasted numbers are done at least two years in advance. Most of the major fluctuation between estimates and actuals in FY19 are attributable to the MLKML central library, which at over 420,000 square feet makes up over 49.5% of the Library's footprint throughout the city. The 44.7% variance in electricity cost, between the forecasted and actual in FY19, can be attributed to MLK being budgeted while under construction. MLKML is the only branch that uses steam and in 2019 DCPL used 0%. Since MLKML will be opening in FY20, DGS left a placeholder number in FY19. DCPL has not received any expenditure data for the Sustainable DC budgets, so no expenditures were reported against this category. In FY19, DGS also included \$76,200 of Occupancy budget that was not expended (since most library buildings are library owned). The Occupancy estimate has been corrected and zeroed out for FY19. Actual Rent/Lease is more than \$1.6 million more than projected. This variance is attributable to DCPL intra-District advances to DGS for the rent associated with 1990 K Street (Library Express and Admin Offices), Brewers Court, and Washingtoniana storefront at UDC.

**DC Public Library Fixed Costs - Budget vs Actuals**

	FY19 DGS Revised Forecast	FY19 Actuals	Variance	% Change
Electricity	1,748,194.13	966,014.35	782,179.78	44.7%
Sustainable DC	76,200.05		76,200.05	100.0%
Water	430,903.21	194,678.01	236,225.20	54.8%
Steam	225,406.05		225,406.05	100.0%
Gas	105,464.92	95,137.07	10,327.85	9.8%
Telecomm	322,990.49	283,235.82	39,754.67	12.3%
Lease/Rent	432,064.39	\$ 1,992,599.92	(1,560,535.53)	-361.2%
<b>Subtotal - DGS/OCTO</b>	<b>3,341,223.24</b>	<b>3,531,665.17</b>	<b>(190,441.93)</b>	<b>-5.7%</b>

	FY19 DCPL Revised Budget	FY19 Actuals	Variance	% Change
RTS*	137,476.00	104,970.63	32,505.37	23.6%
Security	0.00	0.00	0.00	0.0%
<b>Subtotal - DCPL</b>	<b>137,476.00</b>	<b>104,970.63</b>	<b>32,505.37</b>	<b>23.6%</b>

	FY19 DGS Revised Forecast	FY20 DGS Forecast	Variance	% Change
Electricity	1,748,194.13	1,519,549.27	(228,644.86)	-13.1%
Water	430,903.21	352,550.79	(78,352.43)	-18.2%
Steam	225,406.05	192,371.39	(33,034.66)	-14.7%
Occupancy	76,200.05	110,777.19	34,577.14	45.4%
Auto fuel	27,753.79	42,882.00	15,128.21	54.5%
Gas	105,464.92	108,190.40	2,725.48	2.6%
Telecomm	322,990.49	293,424.92	(29,565.57)	-9.2%
Lease/Rent	432,064.39	353,423.21	(78,641.18)	-18.2%
<b>Subtotal - DGS/OCTO</b>	<b>3,368,977.04</b>	<b>2,973,169.17</b>	<b>(395,807.86)</b>	<b>-11.7%</b>

	FY19 DCPL Revised Budget	FY20 DCPL Budget	Variance	% Change
Telecom/RTS	137,476.00	137,476.00	0.00	0.0%
Security	0.00	0.00	0.00	0.0%
<b>Subtotal - DCPL</b>	<b>137,476.00</b>	<b>137,476.00</b>	<b>0.00</b>	<b>0.0%</b>

FY20 DGS Forecast	FY 2020 Actuals OCT to DEC	Available Balance
1,519,549.27	265,881.86	1,253,667.42
110,777.19	0.00	110,777.19
352,550.79	92,547.96	260,002.83
192,371.39	0.00	192,371.39
108,190.40	33,382.78	74,807.62
293,424.92	0.00	293,424.92
353,423.21	486,328.53	(132,905.32)
<b>2,930,287.17</b>	<b>878,141.13</b>	<b>2,052,146.05</b>

FY20 DCPL Budget	FY20 Actuals - To Date	Available Balance
137,476.00	200,000.00	(62,524.00)
0.00	0.00	0.00
<b>137,476.00</b>	<b>200,000.00</b>	<b>(62,524.00)</b>

\* RTS - Request for Telephone Service

\*\* MLK Jr Memorial Library is the only facility that uses Steam. The facility is temporally closed for renovations.

MLK Jr Memorial Library closed in 2017 to 2020. At the time of the projection, DGS did not factorised the closure.

\*\*\* The capital portion (via Intra-District from DCPI) for rent was \$1,696,223.83. There was also a DGS local portion of \$296,376.09, totaling \$1,992,599.92 for FY19.

All Data Furnished by DGS



**FY19 Actuals (October – September)**

AGENCY CODE CE

Sum of PAYMENT AMOUNT LEASE ADDRESS	LOCAL	FUND	CAPITAL	Grand Total
1523-1571 Alabama Avenue, SE			\$ 238,659.46	\$ 238,659.46
1990 K Street, NW	\$ 241,393.42		\$ 1,229,955.37	\$ 1,471,348.79
425 M Street, SW			\$ 15,779.19	\$ 15,779.19
4340 Connecticut Ave, NW	\$ 2,900.00		\$ 62,500.00	\$ 65,400.00
9893 Brewers Court	\$ 52,082.67		\$ 149,329.81	\$ 201,412.48
<b>Grand Total</b>	<b>\$ 296,376.09</b>		<b>\$ 1,696,223.83</b>	<b>\$ 1,992,599.92</b>

**FY20 Actuals (October – December)**

AGENCY CODE CE

Sum of PAYMENT AMOUNT LEASE ADDRESS	LOCAL	FUND	Grand Total
1523-1571 Alabama Avenue, SE	\$ 59,230.17	\$	\$ 59,230.17
1990 K Street, NW	\$ 369,255.99	\$	\$ 369,255.99
425 M Street, SW	\$ 6,762.51	\$	\$ 6,762.51
9893 Brewers Court	\$ 51,079.86	\$	\$ 51,079.86
<b>Grand Total</b>	<b>\$ 486,328.53</b>	<b>\$</b>	<b>\$ 486,328.53</b>

**FY20 Rent Budget Estimate:**

Agency Code	Agency Name	Address Suite	File Id	Fund	Total
CE	Public Library	1523-1571 Alabama Avenue, SE		812 Local	\$262,988.21
		1990 K Street, NW, 5th Floor		707161 Local	\$ 72,435.00
		1990 K Street, NW, Lower Level		812161 Local	\$ 18,000.00
<b>Grand Total</b>					<b>\$353,423.21</b>

**DCPL Telecom - FY18, FY19 Budget and Actuals and FY20 Budget**

<b>CEO</b>	<b>FY18 Budget</b>	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY19 Actual</b>	<b>FY20 Budget</b>
<b>Non-DCNET</b>	<b>222,512.51</b>	194,209.41	225,512.51	206,230.25	222,512.51
<b>DCNET</b>	102,799.47	102,799.47	97,477.98	77,005.57	70,912.41
<b>TOTAL</b>	<b>325,311.98</b>	<b>297,008.88</b>	<b>322,990.49</b>	<b>283,235.82</b>	<b>293,424.92</b>

## DC Public Library - FY2020 Electric Data

Agency Code	Building Name	Account #	Service Address	EXPENDITURES DECEMBER 19	CONSUMPTIONS DECEMBER 19	EXPENDITURE TOTAL	CONSUMPTION TOTAL
CE	West End Interim Library	50002455421	2516 Virginia Ave NW	0.00	1,081	460.88	3,452
CE	Woodridge Library	50005552711	1801 Hamlin St NE	3,985.17	37,225	8,706.73	78,987
CE	Cleveland Park Library	50013364901	3310 Conn Ave NW	3,619.36	9,840	5,825.29	21,980
CE	West End Library	50013708032	2301 L St NW	0.00	20,567	17,550.17	70,886
CE	Southwest Modular Library	50021329847	425 M St SW	759.52	2,960	759.52	2,960
CE	Parkland Turner Library	55012470534	1547 Alabama AveSe	413.78	1,545	633.99	3,482
CE	Parkland Turner Library	55012471391	1549 Alabama AveSe	405.54	1,667	608.03	3,429
CE	Petworth Library	55013921758	4200 Kansas Ave NW	8,104.14	44,752	11,747.47	75,385
CE	Benning Neighborhood Library	55014571818	3935 Benning Rd NE	0.00	67,852	20,512.95	190,523
CE	DOES HQ*	55015126885	4058 Minnesota Ave NE	0.00	1,252	419.92	3,574
CE	DOES HQ*	55015127305	4058 Minnesota Ave NE	21.72	1,868	444.80	4,391
CE	Deanwood Rec Ctr/(Deanwood)	55015203007	1350 49th St NE	0.00	8,569	2,864.91	23,427
CE	Anacostia Library	55015393295	1800 Good Hope Rd SE	7,037.65	24,640	10,884.71	57,120
CE	Francis A Gregory Neighborhood Library	55016463766	3660 Alabama Ave SE	6,686.08	25,459	10,246.33	52,533
CE	Watha T Daniels Library	55016472965	1630 7th St NW	8,845.90	89,641	18,865.99	186,627
CE	Bellevue Library	55016536181	115 Atlantic St SW	7,666.72	38,646	10,704.01	71,729
CE	Shepherd Park Library	55017360987	7420 Georgia Ave NW	4,209.87	19,861	6,543.32	41,202
CE	Lamond Riggs Library	55019387756	5401 S Dakota Ave NE	3,559.70	16,635	6,813.45	40,539
CE	Mt. Pleasant Library	55019767759	3160 16th St NW	2,772.72	29,600	8,235.01	85,508
CE	Chevy Chase Library	55019799976	5625 Conn Ave NW	2,695.22	23,653	6,940.66	60,348
CE	Takoma Park Library	55019819709	100 5th and Cedar St NW	645.38	6,058	1,079.21	9,425
CE	Georgetown Library	55020095760	3260 R St NW	3,474.12	32,381	7,905.96	72,103
CE	Walker Jones ES/Library (Nothwest 1)	55020139816	1125 New Jersey Ave NW	0.00	7,535	2,289.70	29,998
CE	Palisades Library	55020169250	4901 V St NW	676.19	25,435	5,261.73	49,904
CE	Penn Center	55020215400	1709 3rd St NE	40.82	352	80.06	804
CE	Capital View Branch	55021127059	5001 Central Ave SE	0.00	18,644	7,301.56	61,194
CE	Northeast Library	55021171479	100 7th & MD Av NE	1,307.79	41,177	9,491.51	92,026
CE	Southeast Branch	55021245760	403 7th St SE	0.00	10,259	3,239.23	27,941
CE	Tenley Library	55021314988	4450 Wisconsin Ave NW	8,485.83	40,167	13,719.23	85,610
CE	Penn Center	55021489541	1709 3rd St NE	1,279.21	12,542	3,355.03	32,047
CE	M.L. King Jr. Library	55021489756	901 G St NW Loc Lib	42,087.84	295,567	61,044.69	537,899
CE	Reeves Center	55022320729	2000 14th St NW	121.84	5,582	1,345.82	13,078
				118,902.11	963,011	\$ 265,881.86	2,090,110

## DC Public Library - FY2020 Water Data

SERVICE ADDRESS	New Acct #	AG Codes	CONS Dec 19	EXPEN Dec 19	FY20 TOTAL CONSUMPTION	FY20 TOTAL EXPENDITURES	COMMENTS
4058 Minn Ave NE	2004482	CE	2.25	\$ 74.53	10.69	\$ 273.69	
1630 7th St NW	2004537	CE	15.16	\$ 731.78	53.49	\$ 2,287.77	
1709 3rd St NE	2004680	CE	20.61	\$ 505.07	161.51	\$ 2,884.31	
309 Randolph Pl NE	2004681	CE	0.03	\$ 402.80	0.10	\$ 1,208.47	
1125 New Jersey Ave NW	2004938	CE	4.31	\$ 198.26	14.29	\$ 608.20	
1350 49th St NE	2005109	CE	3.48	\$ 134.56	40.22	\$ 796.93	
2000 14th St NW	2005226	CE	1.12	\$ 38.89	9.85	\$ 202.12	
7420 Georgia Ave NW	2004526	CE	25.40	\$ 851.28	81.60	\$ 2,597.73	
5001 Central Ave SE	2004527	CE	24.30	\$ 859.67	226.56	\$ 4,593.51	
1800 Good Hope Rd SE	2004528	CE	18.58	\$ 1,303.86	62.11	\$ 3,982.94	
647 7th St SE	2004529	CE	0.00	\$ 129.86	0.00	\$ 389.58	
3660 Alabama Ave SE	2004530	CE	13.20	\$ 300.78	41.70	\$ 918.66	
403 7TH ST SE	2004532	CE	13.19	\$ 230.79	103.53	\$ 1,545.64	
115 Atlantic St SW	2004533	CE	0.00	\$ 356.51	0.00	\$ 1,069.53	
5401 S Dakota Ave NE	2004534	CE	19.10	\$ 967.75	58.60	\$ 2,903.16	
330 7th St NE	2004535	CE	19.00	\$ 524.24	59.40	\$ 1,589.77	
3935 Benning Rd NE	2004536	CE	12.09	\$ 1,021.83	22.79	\$ 2,876.45	
115 Atlantic St SW	2004538	CE	36.00	\$ 589.53	107.00	\$ 1,721.64	
1801 Hamlin St NE	2004539	CE	13.95	\$ 909.49	44.86	\$ 2,757.77	
901 G St NW	2004709	CE	0.00	0.00	2495.20	\$ 31,729.81	
5625 Connecticut Ave NW	2004710	CE	0.00	0.00	44.30	\$ 2,255.44	
4200 Kansas Ave NW	2004711	CE	18.80	\$ 582.70	67.63	\$ 1,883.63	
4901 V St NW	2004712	CE	8.12	\$ 686.52	20.26	\$ 1,997.26	
416 Cedar St NW	2004713	CE	15.39	\$ 388.73	43.69	\$ 1,118.37	
1600 Lamont St NW	2004714	CE	27.40	\$ 724.73	121.40	\$ 2,672.04	
3260 R St NW	2004715	CE	26.56	\$ 1,001.81	77.15	\$ 2,947.10	
4450 Wisconsin Ave NW	2004716	CE	31.57	\$ 1,135.32	104.26	\$ 3,506.31	
3310 Conn Ave NW	2006715	CE	12.60	\$ 265.67	36.43	\$ 767.51	
901 G St NW	2013699	CE	561.28	\$ 8,077.25	561.28	\$ 8,462.62	
<b>SUB-TOTAL</b>			<b>943.49</b>	<b>\$ 22,994.21</b>	<b>4669.90</b>	<b>\$ 92,547.96</b>	

## DC PUBLIC LIBRARY - WASHINGTON GAS

FY2020

Code	Service Address	New Acct #	CONS Dec 19	EXPEN Dec 19	FY20 TOTAL CONSUMPTION	FY20 TOTAL EXPENDITURES
CE	3310 Conn Ave NW	110000449691	242.7	0.00	276.1	\$ 53.75
CE	3260 R St NW	120000101168	1,216.9	1,259.19	2,116.7	\$ 2,254.10
CE	1800 Good Hope Rd SE	120000113445	981.9	1,034.72	1,349.9	\$ 1,533.35
CE	5001 Central Ave SE	120000186342	757.1	811.01	2,354.0	\$ 2,446.38
CE	1547 Alabama Ave SE	120000214904	487.7	503.59	558.9	\$ 634.16
CE	3660 Ala Ave SE	120000235826	1,964.7	1,970.57	3,895.8	\$ 3,927.92
CE	1350 49th St NE	120000348850	277.1	286.70	386.4	\$ 418.13
CE	3160 16th St NW	120000388344	810.4	868.80	1,421.3	\$ 1,590.90
CE	403 7th St SE	120000398558	148.3	175.38	194.4	\$ 275.81
CE	7420 Georgia Ave NW	120000599502	568.3	620.10	722.1	\$ 898.30
CE	1709 3rd St NE	120000661336	3,639.2	3,605.76	4,505.8	\$ 4,571.96
CE	5625 Conn Ave NW	120000855235	2,491.4	2,523.63	5,080.3	\$ 5,143.34
CE	4450 Wisc Ave NW	120001180153	547.6	617.79	1,100.3	\$ 1,279.24
CE	1630 7th St NW	120001193669	132.5	151.51	270.9	\$ 328.29
CE	1801 R I Ave NE	120001212055	423.3	426.98	570.7	\$ 612.52
CE	1701 Gales St NE	120001301585	1,611.6	1,659.80	2,053.5	\$ 2,253.25
CE	4200 Kansas Ave NW	120001377221			24.7	\$ 73.01
CE	500 Cedar St NW	120001420294	1,639.5	1,680.60	1,646.7	\$ 1,863.31
CE	115 Atlantic St SW	120001528369	0.0	32.78	0.0	\$ 88.26
CE	4901 V St NW	120001623962	39.3	66.57	60.8	\$ 109.26
CE	1125 N J Ave NW	120001632039	368.5	371.77	885.2	\$ 877.38
CE	5401 S Dakota Ave NE	120001813688	1,200.0	1,282.29	1,921.5	\$ 2,150.16
	<b>SUB-TOTAL</b>		<b>19,548.0</b>	<b>\$ 19,949.54</b>	<b>31,396.0</b>	<b>\$ 33,382.78</b>

## DC Public Library - FY19 Electric Data ACTUALS

Account #	Service Address	EXPENDITURES AUGUST 19	CONSUMPTIONS AUGUST 19	EXPENDITURES SEPTEMBER 19	CONSUMPTIONS SEPTEMBER 19	EXPENDITURE TOTAL	CONSUMPTION TOTAL
50002455421	2516 Virginia Ave NW	266.46	2,396	240.42	2,130	2,854.99	39,274
50005552711	1801 Hamlin St NE	410.11	39,920	3,878.80	35,465	41,388.18	432,226
50013364901	3310 Conn Ave NW	1,705.38	9,840	1,781.83	10,800	35,386.14	270,808
50013708032	2301 L St NW	5,796.96	45,356	2,621.03	43,393	54,597.19	630,238
50015004117	220 49th St SE	0.00	0.00	0.00	0.00	3,930.20	32,052
55012470534	1547 Alabama AveSe	921.67	5,161	51.23	4,019	3,330.94	32,225
55012471391	1549 Alabama AveSe	653.65	3,371	16.88	2,794	2,507.14	30,099
55013921758	4200 Kansas Ave NW	4,650.90	45,805	4,479.03	44,212	49,938.59	520,497
55014571818	3935 Benning Rd NE	9,441.30	94,978	9,065.86	92,239	94,470.54	974,441
55015393295	1800 Good Hope Rd SE	5,046.19	50,720	4,939.82	48,320	41,391.74	520,597
55016463766	3660 Alabama Ave SE	4,512.18	37,921	3,984.40	35,119	37,254.04	329,531
55016472965	1701 8th St NW	164.96	84,880	7,309.76	70,818	92,385.56	997,917
55016536181	115 Atlantic St SW	16,374.15	110,563	0.00	48,362	56,224.12	537,859
55017360987	7420 Georgia Ave NW	2,796.09	26,756	2,787.46	27,422	28,547.54	328,098
55019387756	5401 S Dakota Ave NE	3,880.75	38,080	3,558.84	35,121	28,647.84	300,721
55019767759	3160 16th St NW	4,428.97	44,000	4,358.89	43,200	41,739.26	423,520
55019799976	5625 Conn Ave NW	4,397.47	42,800	4,310.51	42,539	40,306.04	400,539
55019819709	100 5th and Cedar St NW	1,128.04	10,400	566.17	4,446	10,435.60	104,686
55020095760	3260 R St NW	4,396.41	41,760	4,486.13	44,048	46,492.04	481,968
55020169250	4901 V St NW	2,469.94	22,560	2,160.93	20,175	26,577.08	303,624
55021033810	301 K St SW LOC Lib	0.00	0.00	0.00	0.00	20,331.59	205,120
55021127059	5001 Central Ave SE	2,984.19	28,897	2,942.72	29,755	20,176.21	195,391
55021171479	100 7th & MD Av NE	3,277.02	32,275	3,171.00	31,903	41,032.30	414,680
55021245760	403 7th St SE	1,706.50	16,471	1,496.72	14,319	14,530.55	133,039
55021314988	4450 Wisconsin Ave NW	4,726.07	46,720	4,687.99	46,529	51,270.03	513,889
55021489756	901 G St NW Loc Lib	19,736.96	307,834	12,561.62	142,296	80,268.90	1,176,613
		<b>105,872.32</b>	<b>1,189,464</b>	<b>85,458.04</b>	<b>919,424</b>	<b>\$ 966,014.35</b>	<b>10,329,653</b>

## DC PUBLIC LIBRARY - 2019 WATER ACTUALS

SERVICE ADDRESS	New Acct #	AG Codes	CONS Sep 19	EXPEN Sep 19	FY19 TOTAL CONSUMPTION	FY19 TOTAL EXPENDITURES	COMMENTS
7420 Georgia Ave NW	2004526	CE	27.50	\$ 878.59	492.54	\$ 13,365.19	
5001 Central Ave SE	2004527	CE	25.94	\$ 901.54	262.24	\$ 9,266.40	
1800 Good Hope Rd SE	2004528	CE	22.20	\$ 1,388.03	448.69	\$ 19,459.45	
647 7th St SE	2004529	CE	0.00	\$ 141.19	0.00	\$ 1,553.09	
3660 Alabama Ave SE	2004530	CE	13.90	\$ 291.57	184.30	\$ 3,076.52	
403 7TH ST SE	2004532	CE	36.03	\$ 497.89	267.14	\$ 3,441.39	
115 Atlantic St SW	2004533	CE	0.00	\$ 387.62	0.00	\$ 4,263.82	
5401 S Dakota Ave NE	2004534	CE	19.40	\$ 979.91	210.40	\$ 9,604.33	
330 7th St NE	2004535	CE	20.30	\$ 529.46	243.10	\$ 5,848.99	
3935 Benning Rd NE	2004536	CE	6.70	\$ 985.72	235.09	\$ 12,061.36	
1630 7th St NW	2004537	CE	22.62	\$ 830.14	249.52	\$ 8,664.81	
115 Atlantic St SW	2004538	CE	31.00	\$ 478.17	420.00	\$ 5,503.26	
1801 Hamlin St NE	2004539	CE	15.29	\$ 920.92	169.68	\$ 9,036.48	
901 G St NW	2004709	CE	0.00	\$ 2,668.85	161.07	\$ 3,869.94	
5625 Connecticut Ave NW	2004710	CE	59.50	\$ 2,545.67	426.60	\$ 22,549.93	
4200 Kansas Ave NW	2004711	CE	27.32	\$ 663.47	307.68	\$ 6,409.63	
4901 V St NW	2004712	CE	6.97	\$ 701.51	74.63	\$ 6,895.69	
416 Cedar St NW	2004713	CE	16.08	\$ 387.52	172.12	\$ 4,088.10	
1600 Lamont St NW	2004714	CE	65.20	\$ 1,180.22	603.80	\$ 10,904.03	
3260 R St NW	2004715	CE	28.30	\$ 1,035.60	312.19	\$ 10,766.79	
4450 Wisconsin Ave NW	2004716	CE	40.64	\$ 1,205.58	449.55	\$ 11,333.43	
220 49th St SE	2005189	CE			31.22	\$ 468.43	
3310 Conn Ave NW	2006715	CE	12.21	\$ 243.68	134.72	\$ 2,411.63	
900 Wesley Pl SW	2004531	CE			340.36	\$ 9,835.32	closed
1790 Douglas St NE		CE			0.00	\$ -	closed
4215 N H Burroughs Ave NE		CE			0.00	\$ -	closed
<b>SUB-TOTAL</b>			<b>497.10</b>	<b>\$ 19,842.85</b>	<b>6196.64</b>	<b>\$ 194,678.01</b>	

## DC PUBLIC LIBRARY - 2019 WASHINGTON GAS ACTUALS

FY2019

Code	Service Address	New Acct #	CONS Aug 19	EXPEN Aug 19	CONS Sep 19	EXPEN Sep 19	FY19 TOTAL CONSUMPTION	FY19 TOTAL EXPENDITURES
CE	3310 Conn Ave NW	110000449691	13.9	35.20	13.8	35.11	2,194.2	\$ 2,264.13
CE	3260 R St NW	120000101168	0.0	55.80	0.0	55.80	7,648.9	\$ 6,860.19
CE	1800 Good Hope Rd SE	120000113445	7.2	62.32	18.5	72.54	7,514.3	\$ 6,560.17
CE	5001 Central Ave SE	120000186342	391.5	410.01	563.9	565.99	4,998.5	\$ 4,933.81
CE	1547 Alabama Ave SE	120000214904	1.2	23.79	1.2	23.79	2,272.9	\$ 2,193.92
CE	3660 Ala Ave SE	120000235826	773.7	755.80	881.9	853.70	11,103.8	\$ 9,630.99
CE	920 Wesley Pl SW	120000372009					15,953.3	\$ 14,088.29
CE	3160 16th St NW	120000388344	0.0	55.80	0.0	55.80	5,135.5	\$ 5,009.70
CE	403 7th St SE	120000398558	9.3	31.06	8.2	30.08	1,509.4	\$ 1,422.27
CE	7420 Georgia Ave NW	120000599502	0.0	0.00	0.0	39.86	3,057.4	\$ 3,077.18
CE	5625 Conn Ave NW	120000855235	14.5	68.92	15.4	69.74	15,288.7	\$ 12,309.15
CE	4450 Wisc Ave NW	120001180153	0.0	55.80	0.0	55.80	5,521.8	\$ 5,101.49
CE	1630 7th St NW	120001193669	0.0	22.70	9.2	30.98	872.9	\$ 844.30
CE	1801 R I Ave NE	120001212055	24.3	44.57	26.5	46.55	554.9	\$ 744.72
CE	4200 Kansas Ave NW	120001377221	11.4	32.97	12.3	33.76	534.3	\$ 677.56
CE	500 Cedar St NW	120001420294	0.0	55.80	0.0	55.80	10,086.1	\$ 8,822.95
CE	115 Atlantic St SW	120001528369	0.0	22.70	0.0	22.70	1,402.9	\$ 1,331.40
CE	4901 V St NW	120001623962	19.6	40.31	22.6	43.03	1,264.4	\$ 1,077.31
CE	5401 S Dakota Ave NE	120001813688	30.0	82.94	28.8	81.84	9,038.4	\$ 8,187.54
	<b>SUB-TOTAL</b>		<b>1,296.6</b>	<b>\$ 1,856.49</b>	<b>1,602.3</b>	<b>\$ 2,172.87</b>	<b>105,952.6</b>	<b>\$ 95,137.07</b>



## GENERAL QUESTIONS

### Question Number 61

**Describe any spending pressures that existed in FY19. In your response provide a narrative description of the spending pressure, how the spending pressure was identified, and how the spending pressure was remedied.**

In FY19, DC Public Library identified a potential spending pressure of up to \$479,000. This potential pressure was related to the two percent COLA for non-union workers. This pressure was remedied by slowing down Non-Personnel Service (NPS) expenditures, delaying hiring in non-critical positions, and requesting a year-end reprogramming from NPS to Personnel Services (PS).

## GENERAL QUESTIONS

### Question Number 62

**Identify potential areas where spending pressures may exist in FY20. Provide a detailed narrative of the spending pressure, including any steps that are being taken to minimize the impact on the FY20 budget.**

The DC Public Library is not projecting any spending pressures or deficit at this time.

## **GENERAL QUESTIONS**

### **Question Number 63**

**Provide a list of all FY19 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.).**

## GENERAL QUESTIONS

### Question Number 63

Provide a list of all FY19 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.).

Program Name	Activity Name	Posn Nbr	Title	Name	Source	FTE Count	
1000 - AMP	1010 - Personnel	00001505	Director, Human Resources	Ford-Kirven,Barbara L	Local	1	
		00011935	Human Resources Specialist	Byrd,Delores Patricia	Local	1	
		00015536	Human Resources Specialist	Gueye,Aida	Local	1	
		00023322	Human Resources Assistant	Scott,Marlene Delores James	Local	1	
		00025441	Human Resources Assistant	Cesar,Jacqueline Ann	Local	1	
		00034943	Human Resources Specialist	Stafford,Lisa S	Local	1	
		00041080	Deputy Dir, Human Resources	Buckley,Jaki A	Local	1	
		00046475	Human Resources Specialist	Cooper,Carol G	Local	1	
		00048796	Human Resources Assistant	Hopkins,Tahlita Lynn	Local	1	
	1010 - Personnel Total						9
	1015 - Training and Employee Development	00034027	Human Resources Specialist	VACANT		Local	0.5
		00047429	Human Resources Assistant	Downing,Astarte Z		Local	0.5
	1015 - Training and Employee Development Total						1
	1020 - Contracting and Procurement	00044648	Supv Contract Specialist	Bryant Wooden,Diane		Local	1
		00045601	Contract Specialist/Procuremnt	Abdullah Sr.,Ameer M		Local	1
		00045602	Contract Specialist/Procuremnt	VACANT		Local	1
	1020 - Contracting and Procurement Total						3
	1030 - Property Management	00025832	Staff Assistant	Dasai,Bridgette		Local	1
		00044645	Facilities Management Officer	Fuller,Kim Sebrena		Local	1
		00047431	Risk Manager	Johnson,Matthew		Local	1
		00082380	Facilities Coordinator	Barnett,Gilbert A		Local	1
		00082386	Facilities Coordinator	Holmes,Jeffrey L		Local	1
	1030 - Property Management Total						5
	1040 - Information Technology	00013149	IT Specialist (Customer Supp)	Jackson,Elizabeth Anne		Local	1
		00018325	IT Specialist (Network)	Busby,Michael B		Local	1
		00022786	IT Specialist (Customer Supp)	Sydnor,Barry Cosanga		Local	1
		00025042	IT Specialist (Customer Supp)	Akinola,Akinwole O		Local	1
		00045365	IT Specialist (Internet)	Cruz,Ian		Local	1
		00076984	IT Specialist	Martin,Wesley C		Local	1
	1040 - Information Technology Total						6
	1060 - Legal Services	00012475	General Counsel	Perry Gaiter,Grace		Local	1
00046051		Paralegal Specialist	Jones,Marissa D		Local	1	
00082155		Attorney Advisor	Taliaferro,Monika M		Local	1	
1060 - Legal Services Total						3	
1070 - Fleet Management		00009867	Motor Vehicle Operator	Williams,Tayshawn L	Local	1	

	00017338	Motor Vehicle Operator	Edwards, Jesse D	Local	1		
	00019576	Motor Vehicle Operator	Wills, James H	Local	1		
	00038920	Motor Vehicle Operator	VACANT	Local	1		
	00046474	Supervisor Motor Vehicle Opr	Thomas, Jamarle K	Local	1		
	00047774	Fleet Manager	VACANT	Local	1		
	00082377	Motor Vehicle Operator	Harrison, Shenell I	Local	1		
	00082378	Motor Vehicle Operator	Holmes Sr., Kevin D	Local	1		
1070 - Fleet Management Total					8		
1080 - Communications & Intergovernmental Relations	00000454	Chief of Staff	Mecks, Joilette Michelle	Local	1		
	00013224	Deputy Dir, Mkting & Comm	Foreman, Kandace Larue	Local	1		
	00016029	Audiovisual Mechanic	Walters, Trenillo S	Local	1		
	00018226	Audiovisual Mechanic	Lyon Jr., Richard F	Local	1		
	00020537	Web & Social Media Specialist	Davison, Arrien M	Local	1		
	00035114	Senior Graphic Designer	Greaves, George F	Local	1		
	00042687	Bindery Machine Operator	Williams, Michael Thaddeus	Local	1		
	00044646	Public Affairs Spec (Media)	Williams, George A	Local	1		
	00046105	Supervisory Public Affairs Spc	Saccocio, Martha N	Local	1		
	00047810	Office Manager	Ward, Deborah A	Local	1		
	00082176	Public Affairs Specialist	Thomas, Katherine A	Local	1		
	00082318	Public Affairs Specialist	Miller, Monica	Local	1		
	00082387	Dir, Mkting & Communications	VACANT	Local	1		
1080 - Communications & Intergovernmental Relations Total					13		
1085 - Customer Service	00000923	Development Specialist	Gary, Tiffany M	Local	1		
	00001074	Compliance Analyst	Johnson, Michelle	Local	1		
	00007864	Administrative Support Asst	Rooks Dimps, Linda Darnell	Local	1		
	00016135	Administrative Librarian	Avery, Gail W	Local	1		
	00043325	Administrative Support Asst	Tabron, Moneick A	Local	1		
	00046874	Administrative Support Asst	Nicholas, Anissa	Local	1		
	00082389	Director, Strategic Planning	Greenberg, Judith C	Local	1		
1085 - Customer Service Total					7		
1090 - Performance Management	00002711	Executive Director	Reyes-Gavilan, Richard	Local	1		
	00023652	Administrative Officer	VACANT	Local	1		
	00040923	Dir, Strategic Partners & Dev	Hegarty, Emily Linnea Dyer	Local	1		
	00043831	Director of Business Operation	Jumper, Barbara DeLaine	Local	1		
1090 - Performance Management Total					4		
1000 - AMP Total					59		
100F - Agency Financial	110F - Budget Operations		00006790	Agency Fiscal Officer	Pacana, Rosemarie	Local	0.5
			00035867	BUDGET OFFICER	MILLER, KORY A	Local	1
			00036344	BUDGET ANALYST	Bartholomew, Raphael	Local	1
110F - Budget Operations Total					2.5		
	120F - Accounting Operations		00005070	Accounts Payable Technician	VACANT	Local	1
			00006790	Agency Fiscal Officer	Pacana, Rosemarie	Local	0.5

		00008475	FINANCIAL MGR	Woods, Kimberly S	Local	1
		00013935	Accounts Payable Supervisor	Butler, Cynthia	Local	1
		00021937	ACCOUNTANT MGR	VACANT	Local	1
		00026619	ACCOUNTS PAYABLE TECH	Dargan, Cherie N	Local	1
	120F - Accounting Operations Total					5.5
100F - Agency Financial Operations Total						8
L200 - CHIEF LIBRARIAN	L210 - INTERGOVERNMENTAL AFFAIRS	00044130	Intergovernmental Affairs Spec	VACANT	Local	1
	L210 - INTERGOVERNMENTAL AFFAIRS Total					1
	L220 - EXECUTIVE MANAGEMENT OFFICE	00025135	Executive Management Officer	Romero, Gary A	Local	1
	L220 - EXECUTIVE MANAGEMENT OFFICE Total					1
L200 - CHIEF LIBRARIAN Total						2
L300 - LIBRARY SERVICES	L310 - CHILDREN & YOUNG ADULT SERVICES	00001316	Children's Librarian	Farquhar, Erin	Local	1
		00001338	Children's Librarian	Itson Scurry, Tammeric M	Local	1
		00001708	Librarian	Digwood, Brandon E	Local	1
		00002262	Librarian	Ndaka, Jane M	Local	1
		00005669	Library Associate	Waters, Monisa Loretta	Local	1
		00006856	Children's Librarian	Kirkland, Chelsea C	Local	1
		00007632	Children's Librarian	Snow, Margarette L	Local	1
		00009907	Children's Librarian	Percell, Johnna M	Local	1
		00010129	Children's Librarian	Clinkscale III, Lawrence	Local	1
		00010665	Children's Librarian	Steward, Suzanne	Local	1
		00011094	Librarian	Kulikowski, Julie A	Local	1
		00012673	Librarian	Allen, Cheryl O	Local	1
		00012950	Children's Librarian	Cavallero, Jennifer S	Local	1
		00015269	Children's Librarian	Ballentine, Patricia M.	Local	1
		00015570	Children's Librarian	Ginsburg, Shoshana G	Local	1
		00016063	Children Prog/Partnership Coord	Boston, Carmen Lynette	Local	1
		00017719	Library Associate	Pierce, Allison M	Local	1
		00021004	Librarian	Towles, Karen Beverly	Local	1
		00022428	Children's Librarian	Anderson, Elizabeth Paton	Local	1
		00026701	Children's Librarian	VACANT	Local	1
		00028368	Children's Librarian	Glicoes, Jessica Stork	Local	1
		00033014	Librarian	Njoku, Eboni R	Local	1
		00033340	Children's Librarian	Hanfling, Katherine C	Local	1
		00034933	Library Associate	Mendez, Manuel J	Local	1
		00039285	Children's Librarian	Willis, Mierka R	Local	1
		00039288	Children's Librarian	Hargreaves, Abigail R	Local	1
		00039290	Librarian	Foster, Jennifer E	Local	1
		00042685	Librarian	VACANT	Local	1
		00046571	Teen Services Coordinator	Ranallo, Craig A	Local	1
		00047444	Early Literacy Services Coord	Wang, Hao	Local	1
		00050764	Children's Librarian	VACANT	Local	1

00070165	Children's Librarian	Fields,Audrey	Local	1	
00073144	Children's Librarian	VACANT	Local	1	
00073145	Children's Librarian	Joshi,Keren M	Local	1	
00073149	Children's Librarian	Hamlett,Joshua R	Local	1	
00075026	Librarian	Arnold,Claire O'Leary	Local	1	
00075027	Children's Librarian	Pelton,Elaine Gabrielle	Local	1	
00075610	Children's Librarian	Eckelberry,Sara Rebecca	Local	1	
00076970	Assistant Manager	Wagner,Catherine Gayle	Local	1	
00076972	Librarian	Frank,Linnea A	Local	1	
00076974	Library Associate	Reid,William B	Local	1	
00082144	Children's Librarian	VACANT	Local	1	
00082150	Librarian	Lyon,Anne Tracy	Local	1	
00082200	Library Associate	White,Rachel	Local	0.5	
00082201	Library Associate	Prince,Louise L	Local	0.5	
00082320	Children's Librarian	Borysiewicz,Shelley LeAnn	Local	1	
00082321	Children's Librarian	Woody,Lauren Melissa	Local	1	
00082324	Children's Librarian	Wilkerson-Glover,Karla Y	Local	1	
00082326	Librarian	Pflager,Julia T	Local	1	
00082328	Children's Librarian	Harris,Joanna Margaret	Local	1	
00082330	Children's Librarian	Livoti,Annclaire	Local	1	
00082385	Program Analyst	Dennis,Tyler C.	Local	1	
00087525	Assistant Manager	Clark,Aja	Local	1	
00087629	Administrative Support Asst	Linder,Michael D	Local	1	
00094561	Children's Librarian	Wackerbarth,Susan A	Local	1	
00094566	Children's Librarian	Harris,Yvonne	Local	1	
L310 - CHILDREN & YOUNG ADULT SERVICES Total				55	
L320 - MARTIN LUTHER KING JR MEMORIAL L	00002293	Librarian	Kelly,Paul J	Local	1
	00002694	Asst Director, Public Services	Alston,Tiffany	Local	1
	00003049	Librarian	Freeman,Sheldon T	Local	1
	00006347	Library Support Coordinator	Bess,Caleb J	Local	1
	00008380	Librarian	Casto,Susan Michele	Local	1
	00009168	Circulation Services Manager	Akiti,Andrea P	Local	1
	00010540	Supvy Library Technician	Sampson,Eliza M	Local	1
	00010974	Supvy Library Technician	Akins,Renee	Local	1
	00011537	Library Program Coordinator	Warwick,Lisa L	Local	1
	00011621	Librarian	Mccoey,Jerry A	Local	1
	00011851	Librarian	Desperrt Jr.,Kenneth R	Local	1
	00012411	Public Services Ops Manager	Meit,Rachel Evangeline	Local	1
	00012608	Library Associate	Genia,Alexandra M	Local	1
	00013410	Supervisory Librarian	Benitez,Victor M	Local	1
	00013813	Public Services Ops Manager	King,April S	Local	1
	00014789	Library Technician	Boone,Graemme Denyce	Local	1

00015349	Librarian	Brennan,Esti	Local	1
00015507	Asst Director, Public Services	James-Daley,Maryann V.	Local	1
00015726	Administrative Support Asst	Frederick,Amber	Local	1
00016474	Library Associate	Mulattu,Worku T	Local	1
00017511	Library Technician	Hunter,Antonia	Local	1
00020743	Library Technician	Stephens,Shalone D	Local	1
00021989	Supvy Library Technician	Greenwood,Monica R	Local	1
00022235	Administrative Support Asst	Middleton,Audrey R	Local	1
00022392	Asst Director, Public Services	Ross,Anthony G	Local	1
00024724	Assistant Manager	Grogan,Desire P	Local	1
00034898	Library Associate	Miller,Benjamin A	Local	1
00039284	Library Associate	Stratton,Molly Lynn	Local	1
00043344	Library Technician	Hemsley,Marcus Robert	Local	1
00047428	Director, Public Services	Zablud,Kimberly E	Local	1
00048058	Special Collections Manager	Williams,Kerrie C	Local	1
00076978	Librarian	Davis,Amanda H	Local	1
00076980	Asst Dir Programs/Partnerships	O'Connor,Meaghan K	Local	1
00076983	Library Program Coordinator	Goodwin,Joshua A	Local	1
00082138	Librarian	Gilmore,Margaret H	Local	1
00082145	Archivist	Barker,Ray T	Local	1
00082147	Archivist	Gray,Derek Mitchell	Local	1
00082151	Library Program Coordinator II	Greek,Mark	Local	1
00082157	Library Associate	Burns,Julie Cosby	Local	1
00082160	Library Associate	Gees,Catherine S	Local	1
00082189	Library Technician	Bowman,Te'Ron James	Local	1
00082228	Library Associate	Moeller,Julie C	Local	0.5
00082319	Librarian	Farley,Laura M	Local	1
00082332	Special Assistant	Black,Sarah Jane	Local	1
00093528	Program Manager, Memory Labs	Hagan,Siobhan C	Federal	1
L320 - MARTIN LUTHER KING JR MEMORIAL LIBRARY (MLKML) Total				44.5
L330 - NEIGHBORHOOD LIBRARIES				
00000010	Librarian	Mcdermott,Shawn J	Local	1
00000183	Librarian	Mckinney,Tamara Marea	Local	1
00000190	Library Associate	Babino,Savannah A	Local	1
00000216	Library Technician	Jones,Michael D	Local	1
00000423	Library Associate	Anderson,M'Bwende N	Local	1
00000471	Library Associate	Stallworth,Jo	Local	1
00000940	Library Technician	Conry,Hanife O	Local	1
00001559	Supervisory Librarian	Hasbrouck,Brian D	Local	1
00001946	Library Associate	Oliver,Portia Camille	Local	1
00001948	Supervisory Librarian	MacCall,Melinda A	Local	1
00002058	Library Associate	Bailey,Neil K	Local	1
00002663	Supervisory Librarian	Quash,Karen P	Local	1



00002708	Supervisory Librarian	VACANT	Local	1
00002879	Librarian	Fritz,Rebecca B	Local	1
00003263	Library Associate	VACANT	Local	1
00003382	Library Associate	Dyer,Katherine E	Local	1
00004212	Library Associate	Johnson 5th,J Edwards	Local	1
00004605	Library Technician	Jones,John W	Local	1
00004609	Supervisory Librarian	Imperial,Robin Marie	Local	1
00004883	Library Technician	VACANT	Local	1
00005755	Library Associate	VACANT	Local	0.25
00005760	Librarian	Oliver,Judith E	Local	1
00006377	Supervisory Librarian	Carter,Kellye P	Local	1
00006461	Librarian	Agarwalla,Matadin	Local	1
00006608	Library Technician	Davis,Tonya R	Local	1
00006908	Librarian	Akunwafor,Daniel Dominic	Local	1
00007200	Library Associate	Gillette,David Patrick	Local	1
00007250	Library Technician	Jones,MacArthur	Local	1
00007258	Library Associate	Welsh,Dakota Parrish	Local	1
00007445	Library Associate	Milenkovic,Biljana	Local	1
00007620	Administrative Support Asst	Mitchell,Dawn M	Local	1
00007674	Librarian	Fontem,Oliver	Local	1
00008014	Librarian	Waide,Alexis Marlene	Local	1
00008226	Librarian	Fowler,Betsy G	Local	1
00008499	Supervisory Librarian	Scott,Heather R	Local	1
00008890	Librarian	Ross,Iris G	Local	1
00008899	Library Technician	Williams,Felicia B	Local	1
00009563	Library Associate	McIntyre,Michelle L	Local	1
00009821	Library Associate	Staley Jr.,Jervy L	Local	1
00009848	Library Technician	VACANT	Local	1
00009855	Library Technician	Jackson,Natalie M.	Local	1
00009896	Asst Dir, Youth & Family Svcs	Riordan,Ellen M	Local	1
00010266	Library Technician	Baker,Francia M	Local	1
00010737	Dir of Customer Experience	Schauer,Corinne L	Local	1
00010817	Library Technician	Robinson,Martha Dolford	Local	1
00010940	Librarian	Armstrong,Virgil	Local	1
00011090	Librarian	VACANT	Local	1
00011604	Library Support Coordinator	Epperson,Amanda M	Local	1
00011697	Supervisory Librarian	Neher,Jeffrey E	Local	1
00011965	Supervisory Librarian	Jones,Linda W	Local	1
00012329	Librarian	Grisa,Gregg R	Local	1
00012694	Library Technician	Fisher,Helen L	Local	1
00013096	Library Associate	Kellar,Wendell	Local	1
00013157	Library Associate	Huesca,Gabi K	Local	1

00014015	Librarian	Morris,Meredith Anne	Local	1
00014338	Library Associate	Knott,Christopher J	Local	1
00014487	Library Associate	Thompson,Marcus D.	Local	1
00014525	Library Technician	Miller-Key,Anita M	Local	1
00014574	Library Technician	Guerrier,Andre Reynolds	Local	1
00014689	Library Associate	Wheelwright,Amanda Jo	Local	1
00014814	Library Technician	Carter,Clarence L	Local	1
00014879	Library Technician	Lemus Pena,Maria Isabel	Local	1
00014938	Library Technician	Powell,Paulet P	Local	1
00015073	Supervisory Librarian	Waide,Marcus A	Local	1
00015515	Library Technician	Wayne,Michael Anthony	Local	1
00015622	Supervisory Librarian	Steinbauer,Amy M	Local	1
00015744	Library Associate	Dada,Olabajo O	Local	1
00015802	Library Technician	Thomas-Roots,Pamela M	Local	1
00016040	Library Technician	Bargeman,Roy Lemonds	Local	1
00016129	Library Technician	Sims,Jasmine A	Local	1
00016152	Librarian	Babel,Elisa A	Local	1
00016383	Library Associate	Gyamfi,Angel Mary	Local	1
00016437	Library Technician	Dowdle,Keyarra R	Local	1
00016544	Library Associate	Green,Ashley A	Local	1
00016697	Library Technician	Minson,Brandon A	Local	1
00016720	Library Associate	Katz,Myra E	Local	0.3
00016895	Library Technician	Rafael,Angelina T	Local	1
00017183	Librarian	Simpkins,Cheryl Diane	Local	1
00017649	Library Associate	McCrae,Sarah F	Local	1
00017966	Library Technician	Gravitt,Towanda A	Local	1
00018008	Library Technician	Jones,Pauline P	Local	1
00018165	Library Associate	Hope,Aja L	Local	1
00018649	Library Technician	Alston,Crystal B	Local	1
00018822	Librarian	Jones,Wanda Elaine	Local	1
00019020	Libr. Design & Appearance Coor	McCoy,Ryan C	Local	1
00020073	Supervisory Librarian	Ertel,Anina Sarah	Local	1
00020116	Library Technician	Wilson,Taylor Nicole	Local	1
00020119	Library Technician	Woolfolk,Trevor	Local	1
00020190	Supervisory Librarian	Jenkins,Kathy I	Local	1
00020345	Librarian	Menchal,Emily Nicole	Local	1
00020535	Supervisory Librarian	Strusienski,Julia Marie	Local	1
00021158	Library Associate	Stone,Isaac K	Local	1
00021259	Library Technician	Mayo,Stacey Denice	Local	1
00021737	Supervisory Librarian	Graham,Janette	Local	1
00021973	Librarian	Tanner,Janna C	Local	1
00022232	Library Technician	Barnes,Denise F	Local	1

00023899	Library Technician	Akyeampomah,Qualitress	Local	1
00023940	Library Associate	Vergara,Gabriela A	Local	1
00024036	Supervisory Librarian	Davis,Yvette F	Local	1
00024502	Library Associate	Johnson,William Samuel	Local	1
00024606	Supervisory Librarian	Myers,Tracy D	Local	1
00024712	Library Associate	Costolanski,Peter S	Local	1
00025015	Library Associate	Young Thompson Bey,Shaleyah U	Local	1
00025027	Library Technician	Henry,Marc Anthony	Local	0.5
00025387	Supervisory Librarian	Langsam,Paula M	Local	1
00025401	Library Technician	Coard,Xeryus O	Local	1
00025766	Library Technician	Smith-Andrews,Gloria A	Local	1
00025885	Librarian	Purdy,Elsbeth H	Local	1
00025937	Library Technician	Smith,Tiffany Michelle	Local	1
00026193	Library Technician	Perry,Darnelle D	Local	1
00027224	Library Technician	Hook Jr.,Anthony David	Local	1
00027445	Library Technician	VACANT	Local	0.5
00027491	Library Technician	Richardson,Anita O	Local	1
00027833	Supervisory Librarian	Wolhandler,Julia R	Local	1
00028305	Librarian	Brown,Dunnell O	Local	1
00028308	Library Associate	Johnson,Tawanda Deshawn	Local	1
00028314	Librarian	Edmonds,David Lionel	Local	1
00028316	Library Associate	Nixon,Gina	Local	1
00028341	Librarian	White,Eric H	Local	1
00028358	Library Technician	Fonseca,Marina Isabel	Local	1
00032323	Library Support Coordinator	Hook,Lisa L	Local	1
00032397	Librarian	Sambasivan,Jayanthi	Local	1
00032670	Library Technician	Ferrell,Carmelia Yvette	Local	1
00032983	Library Technician	Thompson,Lashon R	Local	1
00033090	Librarian	Cheney,Andrea B	Local	1
00034020	Library Associate	Damtoft,Anne C	Local	1
00034024	Library Technician	Green,Elizabeth M	Local	1
00034820	Library Associate	Fox,Dawn N.	Local	1
00034938	Library Technician	Little,Jestine S	Local	0.5
00034948	Library Associate	Tsui,Kingta	Local	1
00034987	Library Technician	Williams,Mathew James	Local	1
00035105	Library Associate	Bush,Erin L	Local	1
00035115	Library Associate	Espe,Philip A. P.	Local	1
00035126	Library Associate	Dixon,E'Qwette M	Local	1
00035137	Library Technician	Holmes,Darryl J	Local	1
00036289	Library Technician	Belsky,David	Local	1
00039210	Program Analyst	King,Kia N	Local	1
00039212	Library Associate	Alemu,Mary T	Local	0.25

00039213	Teen Services Coordinator	VACANT	Local	1
00039281	Library Associate	Rosser, Vanette S	Local	1
00039282	Library Associate	Auerbach, Carol	Local	1
00039286	Library Technician	Wilson, Tasheka	Local	1
00039292	Library Associate	Timus Jr., Ronald J.	Local	1
00039294	Library Associate	Ashford, Camille M	Local	0.25
00039296	Library Associate	Mikolaski, Marie Jacqueline	Local	1
00039298	Library Technician	Conway, Rochelle	Local	1
00039300	Library Associate	Phillips, Vanessa J	Local	1
00039803	Supervisory Librarian	Perry, Maria J	Local	1
00039804	Library Associate	Williams, Lisa Ellis	Local	0.25
00039805	Librarian	Shumaker, Jasmine D	Local	1
00042230	Library Technician	West, Dolores Lachay	Local	1
00043327	Librarian	Martin, Russell W	Local	1
00043343	Library Technician	Williams, Shahida	Local	1
00044132	Library Associate	Finston, Rachel L	Local	1
00044150	Library Associate	Childs, Solangel T	Local	1
00044151	Library Associate	Danielson, Casey S	Local	1
00044153	Library Technician	Brock, Shilaina C	Local	1
00044381	Librarian	Krell, June Renee	Local	1
00044568	Library Associate	DePaul, Maria L	Local	0.25
00044656	Library Associate	Konno, Kathleen M	Local	1
00044660	Library Technician	Brown, Fayeth P	Local	1
00047773	Library Associate	Bakare, Olubunmi Viola	Local	1
00048070	Library Technician	De Arman, Joanna C	Local	1
00048085	Library Technician	Deadwyler, Stephen David	Local	1
00070145	Supervisory Librarian	Harris, Regina L	Local	1
00070159	Supervisory Librarian	Escher, Maria T	Local	1
00070161	Supervisory Librarian	Sumler, Tracy Reid	Local	1
00070162	Library Associate	Curington, Demetrius T	Local	1
00070164	Supervisory Librarian	Schneider, Robert J	Local	1
00073140	Supervisory Librarian	Montague, Winnell M	Local	1
00073142	Library Technician	Gross, Jennifer E	Local	1
00073151	Library Associate	Garcia Gongora, Liliana	Local	1
00073152	Library Associate	Evans, Larry J	Local	0.5
00073155	Library Associate	Lyles, Rashard D	Local	1
00073156	Library Technician	Butler, Dominique Nicole	Local	1
00073157	Library Technician	Pena, Jocelyn V	Local	1
00073158	Library Technician	Britton, Kandace K	Local	1
00073159	Library Technician	Fields, Tenethia D	Local	1
00075021	Library Aide	VACANT	Local	0.5
00075022	Library Technician	Lucas, Tracy A	Local	1

00075023	Library Technician	Caldwell, Tracee Lynette	Local	1
00075025	Library Associate	Wilson, Blake	Local	0.5
00075028	Library Associate	Martin, Mary Catherine M	Local	1
00075605	Library Technician	Newsome, Venita M	Local	1
00075606	Supervisory Librarian	Dougherty, Barbara F	Local	1
00075608	Library Associate	Jackson, Paisley N	Local	1
00076971	Library Associate	Hollod, Katrina D	Local	0.5
00076973	Librarian	Bond, Phillip J	Local	1
00076992	Library Technician	Myrie, Alesha A	Local	1
00076993	Library Associate	Thompson, Maya Lin	Local	1
00076994	Library Associate	Graves, Shakira M	Local	1
00076996	Library Associate	Noble, Bryan T.	Local	1
00076997	Library Associate	Johnson, Jordan C	Local	1
00076999	Library Associate	Conn, Michelle	Local	1
00077000	Library Associate	Stevenson, Christopher B	Local	1
00077005	Library Associate	Fitts, Ruth Withnell	Local	0.5
00077007	Library Associate	Black, Princess L	Local	0.5
00077009	Library Technician	Tinsley, Diann	Local	1
00077011	Library Technician	Ferrufino, Nancy	Local	1
00082134	Librarian	Seigel, Julie B	Local	1
00082135	Librarian	McNitt, Megan E	Local	1
00082139	Library Associate	Upshur-Williams, Miya N	Local	1
00082142	Librarian	Nicodemo, Alessandra L	Local	1
00082143	Librarian	Nguyen, My Thuy	Local	1
00082148	Librarian	Thomas, Tara N	Local	1
00082149	Librarian	Rodgers, Walter Reuben	Local	1
00082152	Library Associate	LaRose, Robert A	Local	1
00082154	Library Associate	Lannan, Laura M	Local	1
00082156	Library Associate	Rivera, Michael Alexander	Local	1
00082159	Library Associate	Ceballos, Fabiana Y	Local	1
00082162	Library Associate	Safronova, Tatyana	Local	1
00082163	Library Associate	Clare, Zachary A	Local	1
00082164	Library Associate	Hernandez Romero, Lucy E	Local	1
00082166	Library Associate	Watkins, Wendy D	Local	1
00082167	Library Associate	Willis, Robert B	Local	1
00082168	Library Associate	Whaley, Victoria Toliver	Local	1
00082169	Library Associate	Lewis, Detric	Local	1
00082170	Library Associate	Pila, Nathaniel Allen T	Local	1
00082172	Library Associate	Wilkins-Aikens, Katina	Local	1
00082174	Library Associate	Kitchens, Alonzo	Local	1
00082175	Library Associate	Lipscomb, Derrell M	Local	1
00082177	Library Associate	Newman, Diamond Stephanie	Local	1

00082180	Library Associate	Colon-Martins, Tacia	Local	1
00082181	Library Associate	Brown, Kyle W	Local	1
00082182	Library Associate	Damron, Aryssa F	Local	1
00082184	Library Associate	Heard, Zataunia	Local	1
00082185	Library Associate	Sealey, Pauline	Local	1
00082186	Library Technician	Blount, Miltonette Denise	Local	1
00082187	Library Technician	Coles, Kierra Denise	Local	1
00082188	Library Associate	Cameron, Angela J	Local	1
00082190	Library Technician	Jackson, Jasmine Ruth	Local	1
00082191	Library Technician	Little, Donyell	Local	1
00082194	Library Technician	Dyer, Tiffany C	Local	1
00082195	Library Technician	Matthews, Darnell R	Local	1
00082205	Library Associate	Charity, Guy D	Local	0.25
00082206	Library Associate	Faulkner, Neva S	Local	1
00082212	Library Associate	Weaver, Roberta D	Local	1
00082213	Library Associate	Lombardo McCoy, Ingrid C	Local	0.5
00082214	Library Associate	Pittard, Melanie A	Local	0.5
00082217	Library Associate	Lacey, Brittany	Local	1
00082219	Library Associate	Harris Jr, Nolan	Local	1
00082220	Library Associate	Tobias, Ebony N	Local	0.25
00082221	Library Associate	Saber, Reza	Local	1
00082222	Library Associate	McCray, Terry S	Local	1
00082223	Library Associate	Spotswood, Jessica S	Local	0.5
00082226	Library Associate	Ward, Joann Elizabeth	Local	0.5
00082227	Library Associate	Jones, Joy E	Local	0.5
00082229	Library Associate	Robinson, LaToya Donise	Local	1
00082232	Library Associate	Powell, Micah N	Local	1
00082235	Library Associate	Perry, Shonpaul	Local	1
00082236	Library Associate	Jones, Maria Patrice	Local	1
00082240	Library Associate	Jordan, Claire M	Local	0.25
00082241	Library Associate	VACANT	Local	1
00082245	Library Associate	Leonard, Karrie S	Local	1
00082252	Library Aide	VACANT	Local	0.5
00082260	Library Technician	Lewis, Jason L	Local	0.5
00082262	Library Technician	Jacobs, Nikko	Local	0.5
00082266	Library Technician	Palmer, Genesa Brenae'	Local	1
00082277	Library Aide	Wilkerson, Donneisha S	Local	0.8
00082281	Library Technician	Milam, Diamond Christine	Local	1
00082294	Library Technician	VACANT	Local	0.5
00082295	Library Technician	Kabia, Nakia M	Local	1
00082296	Library Aide	Cleveland, Bria D	Local	0.5
00082298	Library Technician	Scott, Bunnetta M	Local	1

	00082300	Library Technician	Dohawk,Cheyenne L	Local	1
	00082301	Library Technician	Mingo,Paradise Achic'a	Local	1
	00082302	Library Technician	Coleman,Chante A	Local	0.5
	00082305	Library Associate	Rockler,Aleezah P	Local	1
	00082306	Library Aide	Irby,John K	Local	0.8
	00082307	Library Technician	Mann,Lloyd	Local	1
	00082308	Library Technician	Holliday,Bridget	Local	1
	00082309	Library Technician	Palmore,Samantha R	Local	0.5
	00082311	Library Technician	Copeland,Diane B	Local	1
	00082323	Library Associate	Proctor,Devyn F	Local	1
	00082327	Library Support Coordinator	Bateman,Marisa H	Local	1
	00094562	Library Associate	Brooks,Angela	Local	1
	00094563	Library Associate	Jackson-EL,David	Local	1
	00094565	Library Associate	Bass,Blake E	Local	1
	00094567	Assistant Manager	Norr,Melissa Jan	Local	1
	00094571	Librarian	Wilson,Darryl K	Local	1
	00094573	Library Associate	Addison,Natalia C	Local	1
	00082173	Library Associate	Washington,Jonee S	Local	0.5
	00082310	Library Aide	VACANT	Local	0.5
<b>L330 - NEIGHBORHOOD LIBRARIES Total</b>					<b>264.4</b>
<b>L335 - ADULT SERVICES</b>					
	00073153	Supervisory Librarian	Kerelchuk,Nicholas Thomas	Local	1
	00076985	Adult Services Coordinator	Quick,David B	Local	1
	00082322	Assistant Manager	Badalamenti,Jean M	Local	1
	00085425	Librarian	Goodhue,Danielle	Local	1
	00097165	Civic Engagement Coordinator	Veiga,Diana E	Local	1
<b>L335 - ADULT SERVICES Total</b>					<b>5</b>
<b>L340 - ADAPTIVE SERVICES</b>					
	00000279	Librarian	VACANT	Local	1
	00009775	Librarian	Rosen,Janice Faye	Local	1
	00015132	Librarian	McKinney,Deborah B	Local	1
	00015662	Library Technician	Harrison,Bernard Jr	Local	1
	00020185	Library Associate	Blake,Tiffany R	Local	1
	00033391	Librarian(Adaptive Technology)	Timony,James Patrick	Local	1
	00046907	Library Technician	McCrimmon,Linda Louise	Local	1
<b>L340 - ADAPTIVE SERVICES Total</b>					<b>7</b>
<b>L350 - LITERACY RESOURCES</b>					
	00000235	Library Technician	Randall,Elaine Williams	Federal	1
	00002726	Supvy Education Specialist	Patrick,Chenniah M	Local	1
	00003221	Education Specialist	Peterson,Janice A	Federal	1
	00011100	Library Associate	VACANT	Federal	0.5
	00012243	Educational Specialist	VACANT	Federal	1
	00017596	Educational Specialist	White Richardson,Anntoinett	Local	1
	00021577	Library Technician	Gray,Stephon	Federal	1
	00032535	Education Specialist	Williams,Paula Johnson	Local	1

	00033512	Library Support Coordinator	Toms,Chanel C	Local	1	
	00043326	Library Associate	Maye,Maxine M	Local	1	
	00082133	Educational Specialist	Merrion,Benjamin Thomas	Local	1	
L350 - LITERACY RESOURCES Total					10.5	
L360 - TEENS OF DISTINCTION PROGRAM	00046736	Teen Aide	Egbulem,Henry N	Local	0.3	
	00047957	Teen Aide	King,Jerell A	Local	0.3	
	00047971	Teen Aide	Weimer,Selamawit L	Local	0.3	
	00077013	Teen Aide	Holmer,Ginger L	Local	0.3	
	00077014	Teen Aide	VACANT	Local	0.3	
	00094758	Teen Aide	VACANT	Local	0.3	
	00094759	Teen Aide	Hankins,Margaret A	Local	0.3	
	00094760	Teen Aide	VACANT	Local	0.3	
L360 - TEENS OF DISTINCTION PROGRAM Total					2.4	
L370 - VOLUNTEERS	00034025	Volunteer Coordinator	Lucas,Stacey B	Local	1	
L370 - VOLUNTEERS Total					1	
L380 - COLLECTIONS	00003014	Coor Juvenile & Special Pop	Lukehart,Wendy B	Local	1	
	00005172	Librarian	Gibson,William A	Local	1	
	00007182	Library Technician	Levesque,Suzanne R	Local	1	
	00007317	Library Technician	Thornton,Ricardo	Local	1	
	00007676	Library Technician	White,Montay Broderick	Local	1	
	00013454	Librarian	Mohr,Diane L	Local	1	
	00016485	Asst Chief, Acquisitions	Davis,Dennis L	Local	1	
	00018355	Library Technician	Sorrell,Tyrone V	Local	1	
	00018655	Library Technician	Day,Pamela Islar	Local	1	
	00020212	Library Technician	Proctor,Marvin L	Local	1	
	00020648	Library Technician	Newman,Ethel Shirlene	Local	1	
	00021861	Catalog Support Technician	Aycox,Janice E	Local	1	
	00023236	Library Technician	Chappell,Orlanzo F	Local	1	
	00024286	Library Technician	Huger,Carolyn	Local	1	
	00025456	Library Technician	Nesbit,Ricardo	Local	1	
	00043475	Assoc Director, Collections	Katzin,Sheryl L	Local	1	
	00044274	Assistant Manager	McDanold,Shana L	Local	1	
	00076979	Supervisory Librarian	Holzman,Melody L	Local	1	
	00082339	Electronic Resources Librarian	DeRome,April E	Local	1	
L380 - COLLECTIONS Total					19	
L300 - LIBRARY SERVICES Total					408.8	
L400 - BUSINESS OPERATIONS	L410 - CUSTODIAL AND MAINTENANCE	00006412	Facilities Operations Manager	Banks,Jonathan Richard	Local	1
		00007268	Custodial Worker/Laborer	Williams,Dennis Calvin	Local	1
		00008691	Custodial Worker/Laborer	Galvez,Daysi Corina	Local	1
		00010717	Custodial Worker/Laborer	Burr,Anthony Jesse	Local	1
		00010778	Custodial Worker/Laborer	Wells,Paul Lawrence	Local	1
		00014114	A/C Equipment Mechanic	VACANT	Local	1



	00014563	Custodial Worker Supervisor	Segovia,Wendy Yamileth	Local	1
	00015273	Building Services Manager	Dodson,Michael Anthony	Local	1
	00015554	A/C Equipment Mechanic	Robinson,James E	Local	1
	00015609	Plumber	Davis,Sylvester R	Local	1
	00017465	Motor Vehicle Operator	VACANT	Local	1
	00017796	Building Engineer Helper	Brown,Andre P	Local	1
	00017910	Custodial Worker/Laborer	Barnes,Michael H	Local	1
	00018158	Custodial Worker/Laborer	Gross,Lamont	Local	1
	00018504	Custodial Worker/Laborer	Whitfield,Richard	Local	1
	00019909	Painter	Thorne,John R	Local	1
	00020291	Painter	Frazier Jr.,Charles E	Local	1
	00021344	Maintenance Worker	Ward,Darell C	Local	1
	00021918	Custodial Worker/Laborer	Smith,Edgar Arlester	Local	1
	00021982	Custodial Worker/Laborer	Hodge,Anthony R	Local	1
	00021991	Custodial Worker/Laborer	Williams Jr.,Robert Lee	Local	1
	00022137	Maintenance Worker	Grays,Darrell M	Local	1
	00022190	A/C Equipment Mechanic	Johnson,Michael J	Local	1
	00024725	Electrician	Makle,Kevin A	Local	1
	00024832	Custodial Worker/Laborer	Wayns Jr.,Carroll Stricklin	Local	1
	00025109	Custodial Worker/Laborer	Bacon,Franklin L	Local	1
	00025306	A/C Equipment Mechanic	Blakeney,Luke	Local	1
	00025462	Custodial Worker/Laborer	Davis,Brian C	Local	1
	00025486	Custodial Worker/Laborer	VACANT	Local	1
	00026015	Custodial Worker/Laborer	Flood,Calvin H	Local	1
	00026254	Custodial Worker/Laborer	Gray,Deborah S	Local	1
	00026730	Custodial Worker/Laborer	VACANT	Local	1
	00027221	Receptionist	Lyons Jr.,Darrin C	Local	1
	00027442	Carpenter	Roach,Darrin C	Local	1
	00033594	Custodial Worker/Laborer	McElrath,Tamara C	Local	1
	00047426	A/C Equipment Mechanic	VACANT	Local	1
	00047427	A/C Equipment Mechanic	Pimble,Edward F	Local	1
	00070160	A/C Equipment Mechanic	Abouelmagd,Mostafa A	Local	1
	00082352	Custodial Worker Supervisor	Washington,Kenneth	Local	1
	00082379	A/C Equipment Mechanic	Walker Sr.,Michael	Local	1
	00082381	A/C Equipment Mechanic	Wyatt,Sean Christopher	Local	1
	00082382	Electrician	Irving Jr.,Phillip K	Local	1
	00082383	Boiler Plant Operator Supvsr	Gilbert,Keith	Local	1
	00082384	Carpenter	Daniels,Douglas M	Local	1
	00082388	Custodial Worker/Laborer	Clark,Carideo J	Local	1
L410 - CUSTODIAL AND MAINTENANCE Total					45
L420 - PUBLIC SAFETY	00002166	Special Police Officer	Mobley,Regina Anita	Local	1
	00005339	Director, Public Safety	Nye,Katharine	Local	1

	00005981	Special Police Officer	Smith,Vernon	Local	0.5
	00006203	Special Police Officer	Edmonds Leach,Karen	Local	1
	00008086	Special Police Officer	Cole,Thomas E	Local	0.5
	00009029	Special Police Officer	VACANT	Local	0.5
	00010463	Special Police Officer	VACANT	Local	1
	00012823	Supvy Special Police Officer	Pittman,Janelle S	Local	1
	00014014	Dir. of Safety and Security	VACANT	Local	1
	00016775	Special Police Officer	Carter II,Ancel Arthur	Local	1
	00017441	Special Police Officer	Drew,Ervin	Local	1
	00021947	Supvy Special Police Officer	Wallace,Latione Young	Local	1
	00025188	Special Police Officer	Gillis,Jonathan S	Local	1
	00026080	Special Police Officer	Williams,Daryl E	Local	1
	00028307	Special Police Officer	Martin,Alan L	Local	1
	00028310	Supvy Special Police Officer	Washington Sr.,Calvin J	Local	1
	00028337	Special Police Officer	Mickens,Anthony Thomas	Local	1
	00034028	Passport Acceptance Agent	Hubbard,Nicole A	Local	0.5
	00037781	Special Police Officer	Hedgspeth,Tiffany L	Local	1
	00044131	Special Police Officer	Hicks,Terry L	Local	1
	00046406	Special Police Officer	Chaney,Jurgen	Local	1
	00046484	Lead Passport Acceptance Agent	Muhammad,Abdurrahman	Local	0.5
	00047171	Supvy Special Police Officer	Scott,Garrett	Local	1
	00047172	Supvy Special Police Officer	Murray,Darrell E	Local	1
	00076989	Program Analyst	Watkins Sr.,Lyndon R	Local	1
	00082312	Special Police Officer	Jackson Sr.,Dante D	Local	1
	00082314	Special Police Officer	Jenkins,Alphonso F	Local	1
	00082315	Special Police Officer	Wiley,Carla P	Local	1
	00082316	Special Police Officer	Simpkins,Bonita S	Local	1
	00082317	Special Police Officer	Dyson,James	Local	1
	00082333	Special Police Officer	VACANT	Local	0.5
	00082390	Special Police Officer	Catoe,Esther	Local	0.5
	00082391	Passport Acceptance Agent	Diop,Ahmadou B	Local	0.5
<b>L420 - PUBLIC SAFETY Total</b>					<b>29</b>
L430 - ASSET MANAGEMENT	00010618	Facilities Coordinator	Crayton,Deborah L	Local	1
<b>L430 - ASSET MANAGEMENT Total</b>					<b>1</b>
L450 - PUBLIC SERVICE TECHNOLOGY	00000001	Systems Administrator	Blahnik,Andrew G	Local	1
	00044481	Director, Information Tech	Aromire,Odunlami O	Local	1
	00044647	IT Specialist	Wann,Boubacar	Local	1
	00045913	IT Specialist (Customer Supp)	Lamine,Arezki	Local	1
	00047772	IT Specialist (Telecom)	Carney,Kelvin J	Local	0.25
	00076982	Supervisory IT Specialist	Givens,Cedric C	Local	1
	00077006	IT Specialist (Customer Supp)	Allen-Carlisle,Arlene L	Local	1
	00082371	IT Specialist (Customer Supp)	Blackmon,Keith R	Local	1

		00082372	IT Specialist (Customer Supp)	Magassouba,Sekou	Local	1
		00082373	IT Specialist (Network)	King,Kevin	Local	1
		00082374	IT Specialist (Customer Supp)	Oulahyane,Youssef	Local	1
		00082375	IT Specialist (Telecom)	Buchanan,Steven J	Local	0.75
		00082376	IT Project Manager	VACANT	Local	1
	L450 - PUBLIC SERVICE TECHNOLOGY Total					12
L400 - BUSINESS OPERATIONS Total						87
9990 - Capital Projects	CAPTL - Capital Projects	00013427	Director, Capital Construction	Blumenfeld,Andrew B	Capital	1
		00034022	Project Manager (Capital)	(blank)	Capital	1
		00043111	Asst Dir, Capital Construction	Pahwa,Jaspreet G	Capital	1
		00047900	Project Coordinator	Pabla,Sweta	Capital	1
		00046403	Project Manager (Capital)	(blank)	Capital	1
	CAPTL - Capital Projects Total					5
9990 - Capital Projects Total						5
Grand Total						569.8

Note: Please note that some position numbers may be shifted to different activities as needs change.

## GENERAL QUESTIONS

### Question Number 64

**How many vacancies were posted for DCPL during FY19? To date in FY20? 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.**

#### **How many vacancies were posted for DCPL during FY19? To Date in FY20?**

The number of vacancies for FY19 and FY20 follow. There may be multiple vacancies for one posted position.

- FY19 - 33 vacancies were posted
- FY20 - 22 vacancies have been posted to date.

#### **Which positions?**

Below is a list of positions posted for FY19 and to date FY20.

#### **FY19 Posted Positions**

- Librarian
- Library Technician
- Library Aide
- IT Project Manager
- Librarian
- IT Specialist (Customer Support)
- IT Specialist (Customer Support)
- Library Support Coordinator
- Deputy Dir, Human Resources
- Administrative Support Assistant
- Civic Engagement Coordinator
- Passport Acceptance Agent
- Deputy Dir, Human Resources
- Educational Specialist
- Librarian
- Librarian
- Children's Librarian
- Supervisory Education Specialist
- Director of Business Operation
- Library Technician
- IT Project Manager
- Librarian
- Supervisory Librarian
- Public Affairs Specialist
- Library Associate
- IT Specialist (Customer Support)
- IT Project Manager
- Human Resources Specialist
- Supervisory Librarian
- Special Police Officer
- Supervisory Librarian
- Librarian
- Supervisory Librarian

#### **FY20 Posted Positions To Date**

- Librarian (Adult)
- Director of Marketing & Communications
- Library Technician
- Administrative Officer
- Director of Safety and Security
- Special Police Officer
- Painter Helper
- Librarian
- Supervisory Librarian
- Children's Librarian
- Project Manager (Capital Projects)
- Library Associate
- Program Support Assistant (Peer Navigator)

**Why was the position vacated?**

FY19- for the 33 posted vacancies, the reasons were as follows:

- New positions
- Promotions
- Resignations
- Terminations
- Death
- Retirement

FY20 - for the 22 vacancies posted to date, the reasons for the vacancy included:

- New positions
- Resignations
- Retirement

**In addition, please 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.**

Positions remain vacant anywhere from one week to several weeks due to various factors, including the number of resignations in a given time where priority for posting is based on the immediate need for staff in particular departments or branches; and, the need to re-classify a position (the process by which a position description is certified with the correct attributes assigned to it). DC Public Library (DCPL) advertises positions on various industry specific websites, including the American Library Association, D.C. Library Association, Library Journal, Library Hotline, in addition to Facebook, LinkedIn, Twitter, and, where appropriate, [washingtonpost.com](http://washingtonpost.com), Washington Hispanic magazine and Indeed. DCPL also attends job fairs to recruit potential candidates, including DCHR Veterans Job Fair and the ALA Mid-Year Conference Career Fair. Finally, many of the DCPL entry level positions (Librarian, Library Associate and Library Technician) are hired from a list of “certified” candidates which can shorten the length of time a position is vacant.

## **GENERAL QUESTIONS**

### **Question Number 65**

**How many employee performance evaluations were completed in FY19 and how was performance measured against position descriptions? To date in FY20? What steps are taken to correct poor performance and how long does an employee have to correct their performance?**

Performance evaluations were completed for 95 percent of DC Public Library employees in FY19. Performance is measured against goals established early in the fiscal year. The goals are based on position duties for each job classification, as they relate to agency priorities/focus areas. The FY20 goal setting process is currently underway. Goals are mandatory for all staff and within 30 days for new hires or position changes. Supervisors monitor achievement of individual goals throughout the year, updating as necessary to include new goals. In addition, managers complete a mid-year evaluation review for each employee.

If, after 90 days from the time goals are established, an employee is performing below satisfactory level on any goal, a Performance Improvement Plan (PIP) is created. The plan is established for 30 – 90 days and is monitored by the manager through regular coaching meetings with the employee. If the employee is not successful in completing the PIP, next steps are taken, consistent with the collective bargaining agreements for union staff or the District Personnel Manual for non-union staff.

## **GENERAL QUESTIONS**

### **Question Number 66**

**Provide the Committee with the following:**

- a. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned.**
- b. A list of employee receiving bonuses, special pay, additional compensation, or hiring incentives in FY19 and to date in FY20, and the amount;**
- c. A list of the total overtime and workman's compensation payments paid in FY19 & FY20 to date;**
- d. A list of travel expenses for FY19 and to date in FY20, 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.**

**a. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned.**

The list of DC Public Library (DCPL) vehicles that are owned, leased, or otherwise used by the agency and to whom they are assigned is shown in the following chart:

Tag Number	Own/Lease Status	Year	Make	Model	Department	Person Assigned
53-12415	Leased	2018	Toyota	Corolla	Admin-Director	Linda Rooks-Dimps
53-10991	Leased	2015	Chevy	Pick Up	Facilities	Dodson, Michael
53-7646	Own	2010	Ford	F-150 Crew Cab	Facilities	Dodson, Michael
53-6691	Own	2009	N/A	Trailer	Facilities	Dodson, Michael
53-9351	Leased	2013	Chevy	Silverado	Public Safety	Pittman, Janelle
DC- 12627	Leased	2018	Toyota	Tacoma	Public Safety	Pittman, Janelle
DC-12621	Leased	2018	Dodge	Ram 1500	Public Safety	Pittman, Janelle
53-11171	Own	2015	Toyota	Corolla	Public Safety	Pittman, Janelle
53-11172	Own	2015	Toyota	Corolla	Public Safety	Pittman, Janelle
53-11173	Own	2015	Toyota	Corolla	Public Safety	Pittman, Janelle
53-10993	Leased	2015	Chevy	Pick Up	Facilities	Grays, Darrell
53-7642	Own	2011	Ford	E-150 Cargo	Facilities	Banks, Jonathan
53-7409	Own	2010	Ford	E-250	Facilities	Banks, Jonathan
53-10992	Leased	2015	Chevy	Pick Up	Facilities	Banks, Jonathan
53-7408	Own	2010	Ford	E-250	Facilities	Banks, Jonathan
53-12821	Own	2017	Ford	F-150	Facilities	Banks, Jonathan
DC-12482	Leased	2018	Ford	Transit	Facilities	Banks, Jonathan
DC-12475	Leased	2018	Ford	Transit	Facilities	Roach, Darren
53-7407	Own	2010	Ford	E-250	Facilities	Frazier, Charles
DC-11963	Leased	2018	Chevy	Express	Facilities	Banks, Jonathan
DC-11922	Leased	2018	Dodge	Caravan	Facilities	Dodson, Michael

53-10216	Own	2014	Isuzu	NPR Box Truck	Facilities	Dodson, Michael
53-10217	Own	2014	Isuzu	NPR Box Truck	Facilities	Dodson, Michael



53-10218	Own	2014	Isuzu	NPR Box Truck	Facilities	Dodson, Michael
53-10219	Own	2014	Isuzu	Box Truck	Facilities	Dodson, Michael
53-11603	Own	2017	Dodge	Caravan	Information Technology	Givens, Cedric
53-9368	Leased	2013	Toyota	Corolla	Information Technology	Givens, Cedric
53-11860	Own	2017	Ford	E350 Step Van	Programs & Partnerships	O'Connor, Meaghan
DC-12396	Lease	2018	Dodge	Caravan	Communications	Kandace Foreman

**b. A list of employee receiving bonuses, special pay, additional compensation, or hiring incentives in FY19 and to date in FY20, and the amount;**

**FY 2019**

**0172 - Early Out Incentive Pay**

Name	Title	Amount
N/A		

**0128 - Additional Gross Income Allowance**

Name	Title	Amount
Reyes-Gavilan, Richard	Executive Director	20,054.98

**0138 - Bonus Pay**

Name	Title	Amount
N/A		

**FY 2020 Q1**

**0128 - Additional Gross Income Allowance**

Name	Title	Amount
Reyes-Gavilan, Richard	Executive Director	4,927.43

**c. A list of the total overtime and workman's compensation payments paid in FY19 & FY20 to date;**

	FY19	FY20 Q1
Overtime	371,535.90	86,931.11
Workman's Compensation	1,825.53	10,770.14

- d. A list of travel expenses for FY19 and to date in FY20, 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.

**FY19 Travel Expenditures**

<b>NAME</b>	<b>NAME OF COURSE</b>	<b>TRAINING DATES</b>	<b>Amount Paid</b>
Akiti, Andrea	COSUGI Conference 2019 (Minneapolis, MN)	3/24/19 - 3/27/19	1,178.44
<b>Akiti, Andrea Total</b>			<b>1,178.44</b>
Badalamenti, Jean	STAR Level One Training (Harrisonburg, VA)	2/25/19 - 3/1/19	1,385.22
<b>Badalamenti, Jean Total</b>			<b>1,385.22</b>
Baldalamenti, Jean	American Library Association Mid-Winter Conference 2019 (Seattle, WA)	1/25/19- 1/28/19	1,672.61
<b>Baldalamenti, Jean Total</b>			<b>1,672.61</b>
Barker, Ray	Mid-Atlantic Regional Archives Conference - Spring 2019 (Morgantown, WV)	4/11/19- 4/12/19	519.60
<b>Barker, Ray Total</b>			<b>519.60</b>
Benitez, Victor	Urban Libraries Conference (Brooklyn, NY)	4/12/201 9	773.28
<b>Benitez, Victor Total</b>			<b>773.28</b>
Blahnik, Andrew	COSUGI Conference 2019 (Minneapolis, MN)	3/25/19 - 3/27/19	921.00
<b>Blahnik, Andrew Total</b>			<b>921.00</b>
Boston, Carmen	American Library Association Mid-Winter Conference 2019 (Seattle, WA)	1/24/19 - 1/29/19	1,800.00
<b>Boston, Carmen Total</b>			<b>1,800.00</b>
Brennan, Esti	Urban Libraries Conference (Brooklyn, NY)	4/12/201 9	597.00
<b>Brennan, Esti Total</b>			<b>597.00</b>

Byrd, Delores	SHRM 19 Annual Conference & Exposition (Las Vegas, NV)	6/23/19 - 6/26/19	2,590.88
<b>Byrd, Delores Total</b>			<b>2,590.88</b>
DeRome, April	COSUGI Conference 2019 (Minneapolis, MN)	3/24/19- 3/27/19	1,492.78
<b>DeRome, April Total</b>			<b>1,492.78</b>
Eckelberry, Sara	MLA/DLA Joint Library Conference (Cambridge, MD)	4/30/19 - 5/3/19	867.89
<b>Eckelberry, Sara Total</b>			<b>867.89</b>
Gilmore, Margaret	Music Library Association Annual Conference (St. Louis, MO)	2/20/19 - 2/23/19	1,114.90
<b>Gilmore, Margaret Total</b>			<b>1,114.90</b>
Goodwin, Joshua	American Library Association Annual Conference & Exhibition (WDC)	6/20/19 - 6/25/19	320.00
<b>Goodwin, Joshua Total</b>			<b>320.00</b>
Gray, Derek	Mid-Atlantic Regional Archives Conference - Fall 2018 (Wilmington, DE)	10/11/18 - 10/13/18	560.95
<b>Gray, Derek Total</b>			<b>560.95</b>
Greek, Mark	Society of American Archivists Conference	8/2/19- 8-6/19	1,500.00
<b>Greek, Mark Total</b>			<b>1,500.00</b>
Grogan, Desire	2019 Certified Certiport Education Conference	6/16/19 - 6/19/19	445.79
<b>Grogan, Desire Total</b>			<b>445.79</b>
Gyamfi, Angel	MLA/DLA Joint Library Conference (Cambridge, MD)	5/1/19- 5/3/19	688.49
<b>Gyamfi, Angel Total</b>			<b>688.49</b>
Hagan, Siobhan	Visiting LA Public Library and new Ulm Public Library for the IMLS-funded Memory Lab Network Project (Los Angeles, CA)	8/19- 8/23/19	1,360.52
	Chairing and Speaking at IMLS Conference	5/1/19- 5/4/19	527.91

Hagan, Siobhan Total			1,888.43
Hegarty, Linnea	Austin Public Library - Central Library (Austin, TX)	9/16- 9/18/19	152.50
Hegarty, Linnea Total			152.50
Holtzman, Melody	COSUGI Conference 2019 (Minneapolis, MN)	3/25/19 - 3/27/19	1,521.86
Holtzman, Melody Total			1,521.86
Huesca, Gabi	Urban Libraries Conference (Brooklyn, NY)	4/11/19 - 4/12/19	423.74
Huesca, Gabi Total			423.74
James-Daley, Maryann	Dokk1 Best Practices - Denmark	6/1/19- 6/5/19	1,046.63
	NYC Research Trip BPL, NYPL	8/22- 8/24/19	190.00
	Austin Public Library - Central Library (Austin, TX)	9/16- 9/18/19	152.50
James-Daley, Maryann Total			1,389.13
Jones, Marissa	Examining Conflict in Employment Laws - Excel Training Conference (Atlanta, GA)	7/30/19 - 8/1/19	420.86
Jones, Marissa Total			420.86
Jumper, Barbara	Austin Public Library - Central Library (Austin, TX)	9/16- 9/18/19	222.05
Jumper, Barbara Total			222.05
Kelly, Paul	Code4Lib 2019 Conference (San Jose, CA)	2/19/19 - 2/22/19	1,640.29
	Presenting Web Archiving at Midwestern Archives Conference - (Detroit, MI)	4/3/19 - 4/6/19	1,060.49
Kelly, Paul Total			2,700.78
Kerelchuk, Nicholas	2018 Library Technology Forum (Minneapolis, MN)	10/8/18 - 10/10/18	1,366.40
Kerelchuk, Nicholas Total			1,366.40
Kirkland, Chelsea	Urban Libraries Conference (Brooklyn, NY)	4/11/19 - 4/12/19	910.57

Kirkland, Chelsea Total			910.57
Langsam, Paula	American Library Association Mid-Winter Conference 2019 (Seattle, WA)	1/25/19 - 1/29/19	1,800.00
Langsam, Paula Total			1,800.00
Lucas, Stacey	Points of Light	6/16/19 - 6/20/19	2,369.29
Lucas, Stacey Total			2,369.29
Lukehart, Wendy	American Library Association Mid-Winter Conference 2019 (Seattle, WA)	1/24/19 - 1/28/19	1,800.00
Lukehart, Wendy Total			1,800.00
MacCall, Melinda	Urban Libraries Conference (Brooklyn, NY)	4/12/201 9	687.31
MacCall, Melinda Total			687.31
McCoy, Ryan	2019 NeoCon International Design Conference (Chicago, IL)	6/9/19 - 6/13/19	2,303.76
McCoy, Ryan Total			2,303.76
McDonald, Shana	COSUGI Conference 2019 (Minneapolis, MN)	3/25/19 - 3/27/19	1,826.69
McDonald, Shana Total			1,826.69
Mecks, Joi	Austin Public Library - Central Library (Austin, TX)	9/16- 9/18/19	192.50
Mecks, Joi Total			192.50
Mohr, Diane	American Library Association Mid-Winter Conference 2019 (Seattle, WA)	1/25/19 - 1/29/19	1,234.41
Mohr, Diane Total			1,234.41
Njoku, Eboni	American Library Association Mid-Winter Conference 2019 (Seattle, WA)	1/25/19 - 1/29/19	1,449.40
Njoku, Eboni Total			1,449.40
Nye, Katherine	Urban Librariess Conference (Brooklyn, NY)	4/11/19 - 4/12/19	542.00

Nye, Katherine Total			542.00
O'Conner, Meaghan	American Library Association Mid-Winter Conference 2019 (Seattle, WA)	1/24/19 - 1/28/19	1,783.59
O'Conner, Meaghan Total			1,783.59
O'Connor, Meaghan	Dokk1 Best Practices - Denmark	6/1/19- 6/5/19	1,035.08
	Austin Public Library - Central Library (Austin, TX)	9/16- 9/18/19	152.50
O'Connor, Meaghan Total			1,187.58
Pahwa, Jaspreet	Guest Speaker Harvard School of Design	8/5/19- 8/7/19	520.47
Pahwa, Jaspreet Total			520.47
Perry-Gaiter, Grace	Examining Conflict in Employment Laws - Excel Training Conference (Atlanta, GA)	7/30/19 - 8/1/19	388.76
Perry-Gaiter, Grace Total			388.76
Quash, Karen	American Library Association Mid-Winter Conference 2019 (Seattle, WA)	1/25/19 - 1/29/19	1,480.73
Quash, Karen Total			1,480.73
Quick, David	Public Library Association Leadership Academy (Chicago, IL)	3/25/19 - 3/29/19	1,049.76
Quick, David Total			1,049.76
Reyes-Gavilan, Richard	Austin Public Library - Central Library (Austin, TX)	9/16- 9/18/19	216.00
Reyes-Gavilan, Richard Total			216.00
Riordan, Ellen	American Library Association Mid-Winter Conference 2019 (Seattle, WA)	1/23/19 - 1/29/19	2,348.16
Riordan, Ellen Total			2,348.16
Safronova, Tatyana	Urban Libraries Conference (Brooklyn, NY)	4/12/201 9	194.25
Safronova, Tatyana Total			194.25
Salamah, Hadeal	American Library Association Mid-Winter Conference 2019 (Seattle, WA)	1/24/19 - 1/29/19	1,750.07

Salamah, Hadeal Total			1,750.07
Schauer, Cori	Austin Public Library - Central Library (Austin, TX)	9/16- 9/18/19	152.50
Schauer, Cori Total			152.50
Steinbauer, Amy	American Library Association Mid-Winter Conference 2019 (Seattle, WA)	1/25/19 - 1/29/19	1,800.00
Steinbauer, Amy Total			1,800.00
Sumler, Tracy	American Library Association Mid-Winter Conference 2019 (Seattle, WA)	1/24/19 - 1/29/19	1,784.00
Sumler, Tracy Total			1,784.00
Taliaferro, Monika	Examining Conflict in Employment Laws - Excel Training Conference (Atlanta, GA)	7/30/19 - 8/1/19	426.35
Taliaferro, Monika Total			426.35
Wang, Hao Theresa	American Library Association Annual Conference & Exhibition (WDC)	6/20/19 - 6/25/19	390.00
Wang, Hao Theresa Total			390.00
Wann, Boubacar	COSUGI Conference 2019 (Minneapolis, MN)	3/25/19 - 3/27/19	1,328.91
Wann, Boubacar Total			1,328.91
Warwick, Lisa	Society of American Archivists Conference	8/2- 8/6/19	1,773.13
Warwick, Lisa Total			1,773.13
Williams, Kerrie	National Women's Studies Association and Southern Historical Association Conference (Atlanta, GA)	11/7/18 - 11/12/18	964.40
Williams, Kerrie Total			964.40
Woods, Kimberly	111th GFOA Annual Conference (Los Angeles, CA)	5/5/18 - 5/10/18	1,739.51
Woods, Kimberly Total			1,739.51
Zablud, Km	Austin Public Library - Central Library (Austin, TX)	9/16- 9/18/19	159.85
Zablud, Km Total			159.85

Grand Total	65,068.53
Travel Charged to Purchase Card	22,143.56
Grand Total	87,212.09

**FY20 Travel Expenditures (as of 1/8/20)**

NAME	NAME OF COURSE	TRAINING DATES	Sum of Amt Paid
Clark, Aja	Presenter at Conference - National Summer Learning Associated Conference (Atlanta, GA)	10/20-10/23/19	915.06
<b>Clark, Aja Total</b>			<b>915.06</b>
Riordan, Ellen	A Trip to Baltimore Moderization Central Library (Baltimore, MD)	11/15/2019	
<b>Riordan, Ellen Total</b>			
Hegarty, Linnea	A Trip to Baltimore Moderization Central Library (Baltimore, MD)	11/15/2019	
<b>Hegarty, Linnea Total</b>			
Zablud, Kimberly	A Trip to Baltimore Moderization Central Library (Baltimore, MD)	11/15/2019	
<b>Zablud, Kimberly Total</b>			
Jumper, Barbara	A Trip to Baltimore Moderization Central Library (Baltimore, MD)	11/15/2019	
<b>Jumper, Barbara Total</b>			
Mecks, Joi	A Trip to Baltimore Moderization Central Library (Baltimore, MD)	11/15/2019	
<b>Mecks, Joi Total</b>			
James-Daley, Maryann	A Trip to Baltimore Moderization Central Library (Baltimore, MD)	11/15/2019	
<b>James-Daley, Maryann Total</b>			
Reyes-Gavilan, Richard	A Trip to Baltimore Moderization Central Library (Baltimore, MD)	11/15/2019	
<b>Reyes-Gavilan, Richard Total</b>			



Bass, Blake	American Anthropological Association Conference 2019 (Vancouver, BC)	11/21/19 - 11/24/19	
<b>Bass, Blake Total</b>			
Odunlami, Aromire	ALA Midwinter Conference (Philadelphia, PA)	1/24/20 - 1/27/20	1,000.00
<b>Odunlami, Aromire Total</b>			<b>1,000.00</b>
Fuller, Kim	Green Build International Conference and Expo (Atlanta, GA)	11/19/19 - 11/22/19	332.63
<b>Fuller, Kim Total</b>			<b>332.63</b>
Grand Total			2,247.69

**Note: For FY20 - Blank lines are approved travel that have not yet been reimbursed.**

Travel Advanced to Purchase Card	20,950.0 0
<b>Grand Total</b>	<b>23,197.6 9</b>

## GENERAL QUESTIONS

### Question Number 67

Provide the following information for all grants awarded to or accepted by DCPL during FY19 and to date in FY20:

- a. Grant Number/Title;
- b. Approved Budget Authority;
- c. Expenditures (including encumbrances and pre-encumbrances);
- d. Purpose of the grant;
- e. Grant deliverables;
- f. Grant outcomes, including grantee performance;
- g. Any corrective actions taken or technical assistance provided;
- h. DCPL program and activity supported by the grant;
- i. DCPL employee(s) responsible for grant deliverables; and
- j. Source of funds.

#### FY19

**Grant Number/Title:** LS-00-18-0009-18

**Approved Budget Authority:** \$943,402

**Expenditures (including encumbrances and pre-encumbrances):** \$943,402

**Purpose of the grant:** The purpose of the grant is to provide federal funds to State Library Administrative Agencies (SLAA) to support lifelong learning, employment & economic development, human services, civic engagement, information access, and library capacity building.

**Grant deliverables:** The grant supported sign language interpretation for public programs, GED preparation, STEAM (Science, Technology, Engineering, Arts, Math) and teen programs, digitization of library collections, purchase of public technology in libraries, planning documents for the modernized central library, community and staff engagement for the Facilities Master Plan, staff training, and a talent management assessment.

**Grant outcomes, including grantee performance:**

- Made referrals to adult literacy programs and held book discussions and conversation circles
- Provided American Sign Language interpretation for programs, as well as for deaf/hard of hearing staff
- Preserved and digitized special collections in Washingtoniana via accessible public platforms
- Delivered programs for children and teens including interns to help lead 36 summer teen employees, and a pilot called Credible Messengers to engage teens whose behavior often affected their use of the library, and mobile STEAM
- Supported long-term planning in four key areas: a 10-year Facilities Master Plan; an agency-wide talent management assessment; prototyping a digital fluency model for customers; continued development of an arts and exhibitions strategy called the People's University
- Supported more than 45 staff to attend library conferences and trainings

**Any corrective actions taken or technical assistance provided:** Neither corrective action nor technical assistance has been needed.

**DC Public Library (DCPL) program and activity supported by the grant:** Center for Accessibility, Adult Literacy Resource Center, the Labs@DCPL, special collections, teen projects/programs, and strategic planning for program evaluation.

**DCPL employee responsible for grant deliverables:** Kim Zablud

**Source of funds:** Institute of Museum and Library Services under the Library Services and Technology Act (LSTA) grant.

\*\*

**Grant Number/Title:** LG-95-17-0079, "The Memory Lab Network: National Distribution of the Public Library Memory Lab Model"

**Approved Budget Authority:** \$86,509.59

**Expenditures (including encumbrances and pre-encumbrances):** \$86,509.59

**Purpose of the grant:** This is a five-year project to embed digital preservation tools and education in public libraries across the United States, following the model of the DC Public Library (DCPL) Memory Lab. Sixteen libraries across the country will be selected to participate in the project to build their own Memory Lab programs. The Memory Lab Network sites receive training, mentoring, and financial support to create digitization stations and curriculum to build public knowledge and skills around the complex and paralyzing problems of personal digital archiving. The experience and data gathered at these Memory Labs is being used to refine and inform current and future models.

**Grant deliverables:** Memory Labs at 16 network sites across the country; white paper, project guides and educational products and personal digital archiving resources that will be centralized in a project website.

**Grant outcomes, including grantee performance:** There will be three cohorts spanning the life of the grant. The first cohort of seven nationwide Memory Labs was trained and embarked on implementing their own labs in FY18. FY19 consisted of online workshops, webinars, purchasing equipment and building out the physical labs at each location. Visits were made to four labs to check progress and aid in their development. At the end of FY19 the second cohort of seven new Labs was chosen. The second cohort began training in mid-January 2020. The third cohort of two final Labs will begin in late 2021. The grant is on schedule and on budget. Data from the first cohort will be made available this fiscal year.

**Any corrective actions taken or technical assistance provided:** Neither corrective action nor technical assistance has been needed.

**DCPL program and activity supported by the grant:** the Labs@DCPL, special collections, leadership and innovation, and strategic planning for program evaluation.

**DCPL employee responsible for grant deliverables:** Nicholas Kerlechuk

**Source of funds:** Institute of Museum and Library Services under the National Leadership Grant (NLG).

**FY20 to date**

**Grant Number/Title:** LS-00-19-0009-19

**Approved Budget Authority:** \$950,343

**Expenditures (including encumbrances and pre-encumbrances):** \$364,239.95

**Purpose of the grant:** The purpose of the grant is to provide federal funds to State Library Administrative Agencies (SLAA) to support lifelong learning, employment & economic development, human services, civic engagement, information access, and library capacity building.

**Grant deliverables:** The grant will support sign language interpretation for public programs, GED preparation, STEAM and teen programs, digitization of library collections, purchase of public technology in libraries, planning activities for the modernized central library, an operational assessment of the collections function, Peer Navigators to support customers without homes in select libraries, rollout for a new digital fluency model, staff training, and a three-year talent management implementation plan.

**Grant outcomes, including grantee performance:** All program elements supported by this grant will be implemented in FY20.

**Any corrective actions taken or technical assistance provided:** Neither corrective action nor technical assistance has been needed.

**DCPL program and activity supported by the grant:** Center for Accessibility, Adult Literacy Resource Center, the Labs@DCPL, special collections, teen projects/programs, strategic planning for program evaluation.

**DCPL employee responsible for grant deliverables:** Kim Zablud

**Source of funds:** Institute of Museum and Library Services under the Library Services and Technology Act (LSTA) Grant.

\*\*

**Grant Number/Title:** LG-95-17-0079, "The Memory Lab Network: National Distribution of the Public Library Memory Lab Model"

**Approved Budget Authority:** \$171,980.01

**Expenditures (including encumbrances and pre-encumbrances):** \$43,285

**Purpose of the grant:** This is a five-year project to embed digital preservation tools and education in public libraries across the United States, following the model of the DCPL Memory Lab. Sixteen libraries across the country will be selected to participate in the project to build their own Memory Lab programs. The Memory Lab Network sites receive training, mentoring, and financial support to create digitization stations and curriculum to build public knowledge and skills around the complex and paralyzing problems of personal digital archiving. The experience and data gathered at these Memory Labs is being used to refine and inform current and future models.

**Grant deliverables:** Memory Labs at 16 network sites across the country; white paper, project guides and educational products and personal digital archiving resources that will be centralized in a project website.

**Grant outcomes, including grantee performance:** There will be three cohorts spanning the life of the grant. The first cohort of seven nationwide Memory Labs was trained and embarked on implementing their own labs in FY18. FY19 consisted of online workshops, webinars, purchasing equipment and

building out the physical labs at each location. Visits were made to four labs to check progress and aid in their development. At the end of FY19 the second cohort of seven new Labs was chosen. The second cohort began training in mid-January 2020. The third cohort of two final Labs will begin in late 2021. The grant is on schedule and on budget. Data from the first cohort will be made available this fiscal year.

**Any corrective actions taken or technical assistance provided:** Neither corrective action nor technical assistance has been needed.

**DCPL program and activity supported by the grant:** the Labs@DCPL, special collections, leadership and innovation, and strategic planning for program evaluation.

**DCPL employee responsible for grant deliverables:** Nicholas Kerlechuk

**Source of funds:** Institute of Museum and Library Services under the National Leadership Grant (NLG).

## GENERAL QUESTIONS

### Question Number 68

Provide the following information for all grants/subgrants awarded by DCPL during FY19 and to date in FY20:

- a. Grant Number/Title;
- b. Approved Budget Authority;
- c. Expenditures (including encumbrances and pre-encumbrances);
- d. Purpose of the grant;
- e. Grant deliverables;
- f. Grant outcomes, including grantee/subgrantee performance;
- g. Any corrective actions taken or technical assistance provided;
- h. DCPL employee/s responsible for overseeing the grant; and
- i. Source of funds.

The Library's five-year Memory Lab Network project continued during FY19; however, the window of time between cohort one (Spring FY18) and cohort two (Winter FY20) meant that no sub-grants were dispersed in FY19. Anticipated subgrants for FY20 are as follows:

#### FY20

**Grant Number/Title:** LG-95-17-0079, "The Memory Lab Network: National Distribution of the Public Library Memory Lab Model" (2 Year Project Extension - Subgrants to Cohort Two)

**Approved Budget Authority:** \$50,000

**Expenditures (including encumbrances and pre-encumbrances):** \$0

**Purpose of the grant:** This is a five-year project to embed digital preservation tools and education in public libraries across the United States, following the model of the DC Public Library (DCPL) Memory Lab. Sixteen libraries across the country will be selected to participate in the project to build their own Memory Lab programs. The Memory Lab Network sites receive training, mentoring, and financial support to create digitization stations and curriculum to build public knowledge and skills around the complex and paralyzing problems of personal digital archiving. The experience and data gathered at these Memory Labs is being used to refine and inform current and future models.

**Grant deliverables:** The first cohort of seven nationwide Memory Labs was trained and began implementing their own labs via subgrants in FY18. FY19 consisted of online workshops, webinars, purchasing equipment and building out the physical Labs at each location. Visits were made to four labs to check progress and aid in their development. At the end of FY19 the second cohort of seven new Labs was chosen. The second cohort began training in mid-January 2020, with subgrants dispersed shortly thereafter. Grants are based on institutional need with a general minimum of \$6,000 per lab. No further deliverables to report.

**Grant outcomes, including grantee/subgrantee performance:** Anecdotal outcomes from cohort one have been collected through site visits and impact stories. Cohort one outcomes will be available in early FY20, as Labs were launched on slightly different timetables and the goal is to collect 8-10 months of data per lab for the first evaluation. The third cohort of two final Labs will begin in late 2021.

**Any corrective actions taken or technical assistance provided:** Neither corrective action nor technical assistance has been needed.

**DCPL program and activity supported by the grant:** the Labs@DCPL, special collections, leadership and innovation, and strategic planning for program evaluation.

**DCPL employee responsible for grant deliverables:** Nicholas Kerlechuk

**Source of funds:** Institute of Museum and Library Services under the National Leadership Grant (NLG).

## GENERAL QUESTIONS

### Question Number 69

Provide the following information for all contracts awarded by DCPL during FY19 and to date in FY20:

Please include:

- 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.

See the below list of contracts awarded by DC Public Library during FY19.

Contract Number DCPL-2018-C-0034A	PO593702
Contract Number	DCPL-2018-C-0034A
Approved Budget Authority	Local
Funding Source	\$900,000.00
Competitively Bid or Sole Source	Competitively bid
Expenditures	\$53,606.11
Purpose of Contract	Books, materials and selected services
Name of Vendor	BTAC Acquisition Corporation
Contract Deliverables	Books, materials and selected services
Contract Outcomes	Books, materials and selected Services to Build and Maintain Collections
Any Corrective Actions Taken or Technical Assistance Provided	No
DCPL Employee(s) Responsible for Overseeing the Contract	Sheryl Katzin

Contract Number DCPL-2018-C-0034C	PO593543
Contract Number	DCPL-2018-C-0034C
Approved Budget Authority	Local
Funding Source	\$900,000.00
Competitively Bid or Sole Source	Competitively bid
Expenditures	\$164,951.52
Purpose of Contract	Books, materials and selected services
Name of Vendor	Ingram Library Services
Contract Deliverables	Books, materials and selected services



<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2015-C-0043</b>	<b>PO591611</b>
<b>Contract Number</b>	DCPL-2015-C-0043
<b>Approved Budget Authority</b>	\$700,200.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$0.00
<b>Purpose of Contract</b>	Internet and Wide Area network services
<b>Name of Vendor</b>	Allied Telecom Group
<b>Contract Deliverables</b>	PO cancellation due to incorrect EIN No.
<b>Contract Outcomes</b>	PO cancellation
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Lami Aromire
<b>Contract Number PO591516</b>	<b>PO591516</b>
<b>Contract Number</b>	PO591516
<b>Approved Budget Authority</b>	\$650,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competition exemption
<b>Expenditures</b>	\$518,668.09
<b>Purpose of Contract</b>	Overdrive digital content and download services
<b>Name of Vendor</b>	Overdrive Inc.
<b>Contract Deliverables</b>	Subscription renewal
<b>Contract Outcomes</b>	Subscription renewal
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2018-C-0034F</b>	<b>PO591406</b>
<b>Contract Number</b>	DCPL-2018-C-0034F
<b>Approved Budget Authority</b>	\$600,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$352,860.97
<b>Purpose of Contract</b>	Tapes, materials and selected services
<b>Name of Vendor</b>	Midwest Tape LLC
<b>Contract Deliverables</b>	Tapes, materials and selected services
<b>Contract Outcomes</b>	Tapes, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin

<b>Contract Number DCPL-2018-C-0034B</b>	<b>PO591404</b>
Contract Number	DCPL-2018-C-0034B
Approved Budget Authority	\$600,000.00
Funding Source	Local
Competitively Bid or Sole Source	Competitively bid
Expenditures	\$257,152.32
Purpose of Contract	Books, materials and selected services
Name of Vendor	Brodart Co.
Contract Deliverables	Books, materials and selected services
Contract Outcomes	Books, materials and selected services to build and maintain collections
Any Corrective Actions Taken or Technical Assistance Provided	No
DCPL Employee(s) Responsible for Overseeing the Contract	Sheryl Katzin
<b>Contract Number GS-21F-0103U</b>	<b>PO592338</b>
Contract Number	GS-21F-0103U
Approved Budget Authority	\$485,000.00
Funding Source	Local
Competitively Bid or Sole Source	Competitively bid (GSA contract)
Expenditures	\$484,092.75
Purpose of Contract	HVAC repairs and maintenance
Name of Vendor	RSC Electrical and Mechanical Contractors, Inc.
Contract Deliverables	HVAC repairs and maintenance
Contract Outcomes	Fully functional HVAC systems for libraries
Any Corrective Actions Taken or Technical Assistance Provided	No
DCPL Employee(s) Responsible for Overseeing the Contract	Jonathan Banks
<b>Contract Number DCPL-2019-C-0003</b>	<b>PO592408</b>
Contract Number	DCPL-2019-C-0003
Approved Budget Authority	Local
Funding Source	\$450,000.00
Competitively Bid or Sole Source	Competitively bid
Expenditures	\$186,239.89
Purpose of Contract	Print managed services
Name of Vendor	Public Performance Management
Contract Deliverables	Purchase of new copiers and print managed services
Contract Outcomes	New copiers and print managed services for K Street and branches
Any Corrective Actions Taken or Technical Assistance Provided	No
DCPL Employee(s) Responsible for Overseeing the Contract	Lami Aromire
<b>Contract Number GS-07F-225CA</b>	<b>PO593701</b>
Contract Number	GS-07F-225CA
Approved Budget Authority	\$249,600.00
Funding Source	Local
Competitively Bid or Sole Source	Competitively bid

<b>Expenditures</b>	\$249,165.00
<b>Purpose of Contract</b>	Alarm monitoring and hardware/software maintenance
<b>Name of Vendor</b>	Tyco Fire & Security (US) Mgt.
<b>Contract Deliverables</b>	Alarm monitoring and hardware/software maintenance
<b>Contract Outcomes</b>	Alarm monitoring and hardware/software maintenance
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Katie Nye
<b>Contract Number DCPL-2018-C-0026</b>	<b>PO591758</b>
<b>Contract Number</b>	DCPL-2018-C-0026
<b>Approved Budget Authority</b>	Capital
<b>Funding Source</b>	\$174,000.00
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$165,300.00
<b>Purpose of Contract</b>	Design-Build Services for Lamond-Riggs Library (letter contract)
<b>Name of Vendor</b>	Consigli Construction Company, Inc.
<b>Contract Deliverables</b>	Building program
<b>Contract Outcomes</b>	Building program for Lamond-Riggs Library
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number PO591610</b>	<b>PO591610</b>
<b>Contract Number</b>	PO591610
<b>Approved Budget Authority</b>	\$152,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competition Exemption
<b>Expenditures</b>	\$151,909.76
<b>Purpose of Contract</b>	Web hosting/Drupal service
<b>Name of Vendor</b>	The Triage Group, LLC
<b>Contract Deliverables</b>	Renewal of web services
<b>Contract Outcomes</b>	Renewal of web services
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Lami Aromire
<b>Contract Number DCPL-2019-C-0004</b>	<b>PO591705</b>
<b>Contract Number</b>	DCPL-2019-C-0004
<b>Approved Budget Authority</b>	\$135,084.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$101,313.00
<b>Purpose of Contract</b>	Print managed services
<b>Name of Vendor</b>	Page After Page Business Systems

<b>Contract Deliverables</b>	New copiers and print managed services for copiers at Penn Center
<b>Contract Outcomes</b>	Maintain and service copiers
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Lami Aromire
<b>Contract Number DCPL-2016-C-0001</b>	<b>PO594432</b>
<b>Contract Number</b>	DCPL-2016-C-0001
<b>Approved Budget Authority</b>	\$810,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$802,433.13
<b>Purpose of Contract</b>	Books from Birth
<b>Name of Vendor</b>	Dollywood Foundation
<b>Contract Deliverables</b>	Delivery of books to children from birth - five years old
<b>Contract Outcomes</b>	Delivery of books
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Ellen Riordan
<b>Contract Number DCPL-2019-C-0002</b>	<b>PO594087</b>
<b>Contract Number</b>	DCPL-2019-C-0002
<b>Approved Budget Authority</b>	\$733,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$336,132.00
<b>Purpose of Contract</b>	Takoma Park Library HVAC replacement
<b>Name of Vendor</b>	RSC Electrical and Mechanical Contractors, Inc.
<b>Contract Deliverables</b>	Takoma Park Library HVAC replacement
<b>Contract Outcomes</b>	New HVAC system at Takoma Park Library
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Jonathan Banks
<b>Contract Number C14382</b>	<b>PO582170</b>
<b>Contract Number</b>	C14382
<b>Approved Budget Authority</b>	\$64,684.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid (DGS contract)
<b>Expenditures</b>	\$56,754.79
<b>Purpose of Contract</b>	Design and build Fab Lab & Passport Office at Reeves Center
<b>Name of Vendor</b>	Alternatives Renewable Solutions
<b>Contract Deliverables</b>	New Fab Lab & Passport Office
<b>Contract Outcomes</b>	New Fab Lab & Passport Office
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No

<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number DCPL-2018-C-0028</b>	<b>PO594528</b>
<b>Contract Number</b>	DCPL-2018-C-0028
<b>Approved Budget Authority</b>	\$300,019.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$300,019.00
<b>Purpose of Contract</b>	Development of Facility Master Plan
<b>Name of Vendor</b>	Brailsford & Dunlavey
<b>Contract Deliverables</b>	Facility Master Plan
<b>Contract Outcomes</b>	Facility Master Plan
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Kim Fuller
<b>Contract Number DCPL-2015-C-0003</b>	<b>PO594088</b>
<b>Contract Number</b>	DCPL-2015-C-0003
<b>Approved Budget Authority</b>	\$149,239.45
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$149,239.45
<b>Purpose of Contract</b>	Janitorial services for libraries
<b>Name of Vendor</b>	National Service Contractors
<b>Contract Deliverables</b>	Janitorial services for libraries
<b>Contract Outcomes</b>	Clean libraries
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Michael Dodson
<b>Contract Number DCPL-2018-C-0040</b>	<b>PO595432</b>
<b>Contract Number</b>	DCPL-2018-C-0040
<b>Approved Budget Authority</b>	\$133,997.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$133,997.00
<b>Purpose of Contract</b>	New Integrated Library System
<b>Name of Vendor</b>	Sirsi Corporation
<b>Contract Deliverables</b>	New Integrated Library System
<b>Contract Outcomes</b>	New Integrated Library System
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Lami Aromire
<b>Contract Number DCPL-2018-C-0009</b>	<b>PO537215</b>
<b>Contract Number</b>	DCPL-2018-C-0009
<b>Approved Budget Authority</b>	\$997,016.17
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid

<b>Expenditures</b>	\$987,443.87
<b>Purpose of Contract</b>	Modular units for interim libraries
<b>Name of Vendor</b>	The Georgetown Design Group, Inc.
<b>Contract Deliverables</b>	Modular units for interim libraries
<b>Contract Outcomes</b>	Modular units for interim libraries
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number DCPL-2018-C-0028</b>	<b>PO597838</b>
<b>Contract Number</b>	DCPL-2018-C-0028
<b>Approved Budget Authority</b>	\$219,254.61
<b>Funding Source</b>	Federal Grant
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$219,254.61
<b>Purpose of Contract</b>	Additional funding for Facility Master Plan
<b>Name of Vendor</b>	Brailsford & Dunlavey, Inc.
<b>Contract Deliverables</b>	Facility Master Plan
<b>Contract Outcomes</b>	Facility Master Plan
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Kim Fuller
<b>Contract Number DCPL-2018-C-0034F</b>	<b>PO613492</b>
<b>Contract Number</b>	DCPL-2018-C-0034F
<b>Approved Budget Authority</b>	\$100,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$30,690.55
<b>Purpose of Contract</b>	Books, tapes and selected services
<b>Name of Vendor</b>	Midwest Tape, LLC
<b>Contract Deliverables</b>	Tapes, materials and selected services
<b>Contract Outcomes</b>	Tapes, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2015-C-0039</b>	<b>PO599245</b>
<b>Contract Number</b>	DCPL-2015-C-0039
<b>Approved Budget Authority</b>	\$107,304.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$107,304.00
<b>Purpose of Contract</b>	Computer training classes
<b>Name of Vendor</b>	Byte Back
<b>Contract Deliverables</b>	Computer training classes
<b>Contract Outcomes</b>	Computer training classes

<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Meaghan O'Connor
<b>Contract Number PO598460</b>	<b>PO598460</b>
<b>Contract Number</b>	PO598460
<b>Approved Budget Authority</b>	\$123,775.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competition exemption
<b>Expenditures</b>	\$109,244.72
<b>Purpose of Contract</b>	Advertising Services
<b>Name of Vendor</b>	WDCW Broadcasting, Inc.
<b>Contract Deliverables</b>	Advertising services
<b>Contract Outcomes</b>	Advertising services
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Deborah Ward
<b>Contract Number DCPL-2017-C-0008</b>	<b>PO599034</b>
<b>Contract Number</b>	DCPL-2017-C-0008
<b>Approved Budget Authority</b>	\$200,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$200,000.00
<b>Purpose of Contract</b>	Oral History Project consultant services
<b>Name of Vendor</b>	Humanities Council of Washington DC
<b>Contract Deliverables</b>	<ul style="list-style-type: none"> <li>● Collections survey and finding aid development</li> <li>● Resource development and best practices</li> <li>● Training workshops/programmatic activity</li> <li>● Community grant management and distribution</li> <li>● Long-term planning and administration</li> </ul>
<b>Contract Outcomes</b>	Digitized District of Columbia oral histories collection
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Kim Zablud
<b>Contract Number DCPL-2018-C-0009</b>	<b>PO599747</b>
<b>Contract Number</b>	DCPL-2018-C-0009
<b>Approved Budget Authority</b>	\$309,358.69
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$309,358.69
<b>Purpose of Contract</b>	Modular units for interim libraries
<b>Name of Vendor</b>	Georgetown Design Group
<b>Contract Deliverables</b>	Contract close out
<b>Contract Outcomes</b>	Contract close out

<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number DCPL-2017-C-0024</b>	<b>PO600541</b>
<b>Contract Number</b>	DCPL-2017-C-0024
<b>Approved Budget Authority</b>	\$474,290.53
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$436,650.85
<b>Purpose of Contract</b>	Design-Build services for Capitol View Library Phase 2 exterior work
<b>Name of Vendor</b>	Broughton Construction Company
<b>Contract Deliverables</b>	Replacement PO (PO542538) for E-invoicing purposes
<b>Contract Outcomes</b>	Replacement PO (PO542538) for E-invoicing purposes
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Jaspreet Pahwa
<b>Contract Number DCPL-2018-C-0034</b>	<b>PO600375</b>
<b>Contract Number</b>	DCPL-2018-C-0034
<b>Approved Budget Authority</b>	\$668,217.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$668,217.00
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	Follett School Solutions
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2015-C-0003</b>	<b>PO594963</b>
<b>Contract Number</b>	DCPL-2015-C0003
<b>Approved Budget Authority</b>	\$1,056,172.02
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$251,469.54
<b>Purpose of Contract</b>	Janitorial services for libraries (Option Year 4)
<b>Name of Vendor</b>	National Service Contractors
<b>Contract Deliverables</b>	Janitorial services for libraries
<b>Contract Outcomes</b>	Clean libraries
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Michael Dodson



<b>Contract Number DCPL-2016-C-0005</b>	<b>PO600449</b>
Contract Number	DCPL-2016-C-0005
Approved Budget Authority	\$92,706,243.76
Funding Source	Capital
Competitively Bid or Sole Source	Competitively bid
Expenditures	\$0.00 (Reduced to \$0.00 for close out)
Purpose of Contract	Construction management services for MLK Library – Replacement PO for PO537742-V2
Name of Vendor	Smoot/Gilbane III MLK Joint Venture
Contract Deliverables	New MLK Library
Contract Outcomes	New MLK Library
Any Corrective Actions Taken or Technical Assistance Provided	No
DCPL Employee(s) Responsible for Overseeing the Contract	Andrew Blumenfeld
<b>Contract Number DCPL-2013-C-0004</b>	<b>PO601015</b>
Contract Number	DCPL-2013-C-0004
Approved Budget Authority	\$2,885,820.67
Funding Source	Capital
Competitively Bid or Sole Source	Competitively bid
Expenditures	\$1,961,157.13
Purpose of Contract	Architect-Engineer services for MLK Library – replacement PO for PO541267
Name of Vendor	OTJ Architects, Inc. (formerly Martinez and Johnson)
Contract Deliverables	Architect-Engineer Services for MLK Library
Contract Outcomes	Architect-Engineer Services for MLK Library
Any Corrective Actions Taken or Technical Assistance Provided	No
DCPL Employee(s) Responsible for Overseeing the Contract	Andrew Blumenfeld
<b>Contract Number DCPL-2015-C-0043</b>	<b>PO601211</b>
Contract Number	DCPL-2015-C-0043
Approved Budget Authority	\$700,200.00
Funding Source	Local
Competitively Bid or Sole Source	Competitively bid
Expenditures	\$700,200.00
Purpose of Contract	Internet and Wide Area network services
Name of Vendor	Allied Telecom Group
Contract Deliverables	Internet and Wide Area network services
Contract Outcomes	Internet and Wide Area network services
Any Corrective Actions Taken or Technical Assistance Provided	No
DCPL Employee(s) Responsible for Overseeing the Contract	Cedric Givens
<b>Contract Number DCPL-2017-C-0014</b>	<b>PO600624</b>
Contract Number	DCPL-2017-C-0014
Approved Budget Authority	\$691,210.34
Funding Source	Capital
Competitively Bid or Sole Source	Competitively bid

<b>Expenditures</b>	\$185,269.22
<b>Purpose of Contract</b>	Design-Build services for Southwest Library – New PO for E-invoicing purposes
<b>Name of Vendor</b>	Turner Construction Company
<b>Contract Deliverables</b>	New Southwest Library
<b>Contract Outcomes</b>	New Southwest Library
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number DCPL-2015-C-0034</b>	<b>PO601776</b>
<b>Contract Number</b>	DCPL-2015-C-0034
<b>Approved Budget Authority</b>	\$259,338.05
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$244,248.00
<b>Purpose of Contract</b>	Design-Build services for Cleveland Park Library
<b>Name of Vendor</b>	Gilbane Building Company
<b>Contract Deliverables</b>	Delay claim payment
<b>Contract Outcomes</b>	Delay claim payment
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number DCPL-2018-C-0034A</b>	<b>PO600859</b>
<b>Contract Number</b>	DCPL-2018-C-0034A
<b>Approved Budget Authority</b>	\$235,098.77
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$188,947.07
<b>Purpose of Contract</b>	Books, tapes and selected services
<b>Name of Vendor</b>	BTAC Acquisition Corporation
<b>Contract Deliverables</b>	Books, tapes and selected services
<b>Contract Outcomes</b>	Books, tapes and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin

<b>Contract Number DCPL-2014-C-0009B</b>	<b>PO600766</b>
<b>Contract Number</b>	DCPL-2014-C-0009B
<b>Approved Budget Authority</b>	\$210,573.00
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$210,573.00
<b>Purpose of Contract</b>	Project management services for MLK Library modernization project
<b>Name of Vendor</b>	Lynch Development Advisors, LLC

<b>Contract Deliverables</b>	New PO for E-invoicing purposes (replaced PO541862)
<b>Contract Outcomes</b>	New PO for E-invoicing purposes
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number DCPL-2018-C-0034A</b>	<b>PO600857</b>
<b>Contract Number</b>	DCPL-2018-C-0034A
<b>Approved Budget Authority</b>	\$189,727.52
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$143,763.25
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	BTAC Acquisition Corporation
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, tapes and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2018-C-0034A</b>	<b>PO600858</b>
<b>Contract Number</b>	DCPL-2018-C-0034A
<b>Approved Budget Authority</b>	\$146,856.27
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$140,247.65
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	BTAC Acquisition Corporation
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin

<b>Contract Number DCPL-2019-T-0075/VA140331</b>	<b>PO601368</b>
<b>Contract Number</b>	DCPL-2019-T-0075
<b>Approved Budget Authority</b>	\$130,350.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Corporative Agreement
<b>Expenditures</b>	\$130,350.00
<b>Purpose of Contract</b>	New Dell Systems
<b>Name of Vendor</b>	Dell Marketing LLP
<b>Contract Deliverables</b>	New Dell systems
<b>Contract Outcomes</b>	New Dell systems

<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Cedric Givens
<b>Contract Number DCPL-PO598460</b>	<b>PO598460</b>
<b>Contract Number</b>	DCPL-PO598460
<b>Approved Budget Authority</b>	\$123,775.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competition exemption
<b>Expenditures</b>	\$109,244.72
<b>Purpose of Contract</b>	Advertising services
<b>Name of Vendor</b>	WDCW Broadcasting
<b>Contract Deliverables</b>	Advertising services
<b>Contract Outcomes</b>	Advertising services
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Deborah Ward
<b>Contract Number DCPL-2018-C-0034C</b>	<b>PO593543</b>
<b>Contract Number</b>	DCPL-2018-C-0034C
<b>Approved Budget Authority</b>	\$170,756.98
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$170,756.98
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	Ingram Library Services
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2018-C-0034C</b>	<b>PO601772</b>
<b>Contract Number</b>	DCPL-2018-C-0034C
<b>Approved Budget Authority</b>	\$370,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$112,638.42
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	Ingram Library Services
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2018-C-0034C</b>	<b>PO601773</b>
<b>Contract Number</b>	DCPL-2018-C-0034C

<b>Approved Budget Authority</b>	\$375,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$195,980.45
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	Ingram Library Services
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2019-C-0002</b>	<b>PO594087</b>
<b>Contract Number</b>	DCPL-2019-C-0002
<b>Approved Budget Authority</b>	\$808,840.00
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$336,132.00
<b>Purpose of Contract</b>	Takoma Park HVAC replacement
<b>Name of Vendor</b>	RSC Electrical and Mechanical Contractors, Inc.
<b>Contract Deliverables</b>	Takoma Park HVAC replacement
<b>Contract Outcomes</b>	Takoma Park HVAC replacement
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Jonathan Banks
<b>Contract Number DCPL-2016-C-0032</b>	<b>PO603402</b>
<b>Contract Number</b>	DCPL-2016-C-0032
<b>Approved Budget Authority</b>	\$112,044.80
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively id
<b>Expenditures</b>	\$72,829.08
<b>Purpose of Contract</b>	Commissioning services for MLK Library

<b>Name of Vendor</b>	Liberty Engineering, LLP
<b>Contract Deliverables</b>	Commissioning services
<b>Contract Outcomes</b>	Commissioning services
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number 16SC-022/DCPL-2019-T-0089</b>	<b>PO604410</b>
<b>Contract Number</b>	DCPL-2019-T-0089
<b>Approved Budget Authority</b>	\$134,412.67
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$134,412.67

<b>Purpose of Contract</b>	E-Rate funding services
<b>Name of Vendor</b>	E-Rate Elite Services, Inc.
<b>Contract Deliverables</b>	E-Rate funding services
<b>Contract Outcomes</b>	E-Rate funding services
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Lami Aromire
<b>Contract Number VA-140331/DCPL-2019-T-0084</b>	<b>PO603449</b>
<b>Contract Number</b>	VA-140331
<b>Approved Budget Authority</b>	\$217,250.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$217,250.00
<b>Purpose of Contract</b>	Dell Systems
<b>Name of Vendor</b>	Dell Marketing LLP
<b>Contract Deliverables</b>	Dell systems
<b>Contract Outcomes</b>	Dell systems
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Lami Aromire
<b>Contract Number DCPL-2018-C-0028</b>	<b>PO597838</b>
<b>Contract Number</b>	DCPL-2018-C-0028
<b>Approved Budget Authority</b>	\$228,351.21
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$223,662.17
<b>Purpose of Contract</b>	Development of Facility Master Plan
<b>Name of Vendor</b>	Brailsford & Dunlavey, LLC
<b>Contract Deliverables</b>	Facility Master Plan
<b>Contract Outcomes</b>	Facility Master Plan
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Kim Fuller
<b>Contract Number DCPL-2018-C-0026</b>	<b>PO603026</b>
<b>Contract Number</b>	DCPL-2018-C-0026
<b>Approved Budget Authority</b>	\$690,580.00
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$563,968.90
<b>Purpose of Contract</b>	Lamond-Riggs Library modernization
<b>Name of Vendor</b>	Consigli Construction
<b>Contract Deliverables</b>	Lamond-Riggs Library modernization
<b>Contract Outcomes</b>	Lamond-Riggs Library modernization
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No

<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number DCPL-2019-C-0002</b>	<b>PO594087</b>
<b>Contract Number</b>	DCPL-2019-C-0002
<b>Approved Budget Authority</b>	\$840,330.00
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$336,132.00
<b>Purpose of Contract</b>	Takoma Park HVAC replacement
<b>Name of Vendor</b>	RSC Electrical and Mechanical Contractors, Inc.
<b>Contract Deliverables</b>	Takoma Park HVAC replacement
<b>Contract Outcomes</b>	Takoma Park HVAC replacement
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Jonathan Banks
<b>Contract Number DCPL-2019-C-0067</b>	<b>PO603295</b>
<b>Contract Number</b>	DCPL-2019-C-0067
<b>Approved Budget Authority</b>	\$842,292.00
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$491,337.00
<b>Purpose of Contract</b>	MLK Library modernization
<b>Name of Vendor</b>	Lynch Development Advisors
<b>Contract Deliverables</b>	MLK Library modernization
<b>Contract Outcomes</b>	MLK Library modernization
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number DCPL-2017-C-0014</b>	<b>PO603517</b>
<b>Contract Number</b>	DCPL-2017-C-0014
<b>Approved Budget Authority</b>	\$961,893.00
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$431,797.07
<b>Purpose of Contract</b>	Design-Build services for interim and new Southwest Library
<b>Name of Vendor</b>	Turner Construction Company
<b>Contract Deliverables</b>	Interim and new Southwest Library
<b>Contract Outcomes</b>	Interim and new Southwest Library
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number DCPL-2013-C-0004</b>	<b>PO601015</b>
<b>Contract Number</b>	DCPL-2013-C004
<b>Approved Budget Authority</b>	\$3,185,820.67
<b>Funding Source</b>	Capital

<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$1,700,194.42
<b>Purpose of Contract</b>	MLK Library modernization
<b>Name of Vendor</b>	OTJ Architects, Inc. (formerly Martinez and Johnson)
<b>Contract Deliverables</b>	Architect-Engineer services for MLK Library
<b>Contract Outcomes</b>	Architect-Engineer services for MLK Library
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number DCPL-2017-C0014</b>	<b>PO600624</b>
<b>Contract Number</b>	DCPL-2017-C-0014
<b>Approved Budget Authority</b>	\$14,637,925.34
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$2,436,735.14
<b>Purpose of Contract</b>	Design-Build services for interim and new Southwest Library
<b>Name of Vendor</b>	Turner Construction Company
<b>Contract Deliverables</b>	Design-Build services for interim and new Southwest Library
<b>Contract Outcomes</b>	Interim and new Southwest Library
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld

<b>Contract Number DCPL-2016-C-0005</b>	<b>PO601575</b>
<b>Contract Number</b>	DCPL-2016-C-0005
<b>Approved Budget Authority</b>	\$95,706,243.76
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$51,786,723.98
<b>Purpose of Contract</b>	Construction management services for MLK Library
<b>Name of Vendor</b>	Smoot Gilbane III MLK Joint Venture
<b>Contract Deliverables</b>	Construction management services for MLK Library
<b>Contract Outcomes</b>	New MLK Library
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number DCPL-2019-C-0005</b>	<b>PO605650</b>
<b>Contract Number</b>	DCPL-2019-C-0005
<b>Approved Budget Authority</b>	\$122,500.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid



<b>Expenditures</b>	\$72,627.67
<b>Purpose of Contract</b>	Development of a Human Capital Strategy plan
<b>Name of Vendor</b>	Achieve Mission
<b>Contract Deliverables</b>	Human Capital Strategy plan
<b>Contract Outcomes</b>	Human Capital Strategy plan
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Judi Greenberg
<b>Contract Number DCPL-2015-C-0043</b>	<b>PO605434</b>
<b>Contract Number</b>	DCPL
<b>Approved Budget Authority</b>	\$240,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$233,400.00
<b>Purpose of Contract</b>	Internet and Wide Area Network services
<b>Name of Vendor</b>	Allied Telecom Group
<b>Contract Deliverables</b>	Internet and Wide Area Network services
<b>Contract Outcomes</b>	Internet and Wide Area Network services
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Lami Aromire
<b>Contract Number DCPL-2017-C-0014</b>	<b>PO603396</b>
<b>Contract Number</b>	DCPL-2017-C-0014
<b>Approved Budget Authority</b>	\$383,131.00
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$338,585.59
<b>Purpose of Contract</b>	Southwest Interim Library construction
<b>Name of Vendor</b>	Turner Construction
<b>Contract Deliverables</b>	Southwest Interim Library construction
<b>Contract Outcomes</b>	Southwest Interim Library construction
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number 390143-000/DCPL-2019-T-0102</b>	<b>PO599799</b>
<b>Contract Number</b>	39143-000
<b>Approved Budget Authority</b>	\$118,263.50
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$118,263.50
<b>Purpose of Contract</b>	Architectural/Engineering services
<b>Name of Vendor</b>	DLR Group of DC
<b>Contract Deliverables</b>	Architectural/Engineering services
<b>Contract Outcomes</b>	Architectural/Engineering services

<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Kim Fuller
<b>Contract Number DCPL-2018-C-0034A</b>	<b>PO606353</b>
<b>Contract Number</b>	DCPL-2018-C-0034A
<b>Approved Budget Authority</b>	\$150,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$0.00
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	BTAC Acquisition Corporation
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2018-C-0034A</b>	<b>PO606352</b>
<b>Contract Number</b>	DCPL-2018-C-0034A
<b>Approved Budget Authority</b>	\$150,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$0.00
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	BTAC Acquisition Corporation
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number PO607000</b>	<b>PO607000</b>
<b>Contract Number</b>	607000
<b>Approved Budget Authority</b>	\$217,737.05
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competition exemption
<b>Expenditures</b>	\$217,737.05
<b>Purpose of Contract</b>	Business Gateway full subscription renewal
<b>Name of Vendor</b>	Cengage Learning
<b>Contract Deliverables</b>	Subscription renewal
<b>Contract Outcomes</b>	Subscription renewal
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2018-C-0034A</b>	<b>PO600857</b>
<b>Contract Number</b>	DCPL-2018-C-0034A

Approved Budget Authority	\$259,727.52
Funding Source	Local
Competitively Bid or Sole Source	Competitively bid
Expenditures	\$249,593.69
Purpose of Contract	Books, materials and selected services
Name of Vendor	BTAC Acquisition Corporation
Contract Deliverables	Books, materials and selected services
Contract Outcomes	Books, materials and selected services to build and maintain collections
Any Corrective Actions Taken or Technical Assistance Provided	No
DCPL Employee(s) Responsible for Overseeing the Contract	Sheryl Katzin
<b>Contract Number DCPL-2015-C-0055</b>	<b>PO606019</b>
Contract Number	DCPL-2015-C-0055
Approved Budget Authority	\$342,518.40
Funding Source	Local
Competitively Bid or Sole Source	Competitively bid
Expenditures	\$342,518.40
Purpose of Contract	Purchase of new network equipment
Name of Vendor	Networking for Future, Inc.
Contract Deliverables	New network equipment
Contract Outcomes	New network equipment
Any Corrective Actions Taken or Technical Assistance Provided	No
DCPL Employee(s) Responsible for Overseeing the Contract	Lami Aromire
<b>Contract Number DCPL-2018-C-0034C</b>	<b>PO601773</b>
Contract Number	DCPL-2018-C-0034C
Approved Budget Authority	\$430,000.00
Funding Source	Local
Competitively Bid or Sole Source	Competitively bid
Expenditures	\$195,980.45
Purpose of Contract	Books, materials and selected services
Name of Vendor	Ingram Library Services
Contract Deliverables	Books, materials and selected services
Contract Outcomes	Books, materials and selected services to build and maintain collections
Any Corrective Actions Taken or Technical Assistance Provided	No
DCPL Employee(s) Responsible for Overseeing the Contract	Sheryl Katzin
<b>Contract Number DCPL-2018-C-0034C</b>	<b>PO601773</b>
Contract Number	DCPL-2018-C-0034C
Approved Budget Authority	\$440,000.00
Funding Source	Local
Competitively Bid or Sole Source	Competitively bid
Expenditures	\$195,980.45
Purpose of Contract	Books, materials and selected services

<b>Name of Vendor</b>	Ingram Library Services
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2017-C-0014</b>	<b>PO610531</b>
<b>Contract Number</b>	DCPL-2017-C-0014
<b>Approved Budget Authority</b>	\$133,453.05
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$80,000.00
<b>Purpose of Contract</b>	Design-Build services for Southwest Library
<b>Name of Vendor</b>	Turner Construction Company
<b>Contract Deliverables</b>	Nalle Elementary School site restoration
<b>Contract Outcomes</b>	Site restoration after relocation of modular units to Southwest Library
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number DCPL-2018-C-0034A</b>	<b>PO600858</b>
<b>Contract Number</b>	DCPL-2018-C-0034A
<b>Approved Budget Authority</b>	\$186,856.27
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$145,614.32
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	BTAC Acquisition Corporation
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2018-C-0034C</b>	<b>PO601772</b>
<b>Contract Number</b>	DCPL-2018-C-0034C
<b>Approved Budget Authority</b>	\$330,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$112,638.42
<b>Purpose of Contract</b>	Books, tapes and selected services
<b>Name of Vendor</b>	Ingram Library Services
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections

<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number GS-21F-0103U/DCPL-2019-T-0012</b>	<b>PO592338</b>
<b>Contract Number</b>	GS-21F-0103U
<b>Approved Budget Authority</b>	\$499,000.00
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitive (GSA contract)
<b>Expenditures</b>	\$499,000.00
<b>Purpose of Contract</b>	Chiller repair at Francis Gregory Library
<b>Name of Vendor</b>	RSC Electrical and Mechanical Contractors, Inc.
<b>Contract Deliverables</b>	Chiller repair at Francis Gregory Library
<b>Contract Outcomes</b>	Chiller repair at Francis Gregory Library
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Jonathan Banks
<b>Contract Number DCPL-2019-C-0097</b>	<b>PO610402</b>
<b>Contract Number</b>	DCPL-2019-C-0097
<b>Approved Budget Authority</b>	\$617,032.00
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$0.00
<b>Purpose of Contract</b>	Takoma Library general improvements
<b>Name of Vendor</b>	Corenic Construction Company
<b>Contract Deliverables</b>	General construction improvements
<b>Contract Outcomes</b>	Interior library improvements
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld

See the below list of contracts awarded by DC Public Library to date in FY20.

<b>Contract Number DCPL-2018-C-0034F</b>	<b>PO613492</b>
<b>Contract Number</b>	DCPL-2018-C-0034F
<b>Approved Budget Authority</b>	\$100,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively Bid
<b>Expenditures</b>	\$30,690.55
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	Midwest Tape, LLC
<b>Contract Deliverables</b>	Tapes, materials and selected services
<b>Contract Outcomes</b>	Tapes, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No

DCPL Employee(s) Responsible for Overseeing the Contract	Sheryl Katzin
<b>Contract Number DCPL-2019-C-0004</b>	<b>PO611263</b>
Contract Number	DCPL-2019-C-0004
Approved Budget Authority	\$137,484.00
Funding Source	Local
Competitively Bid or Sole Source	Competitively bid
Expenditures	\$22,628.00
Purpose of Contract	Print managed services
Name of Vendor	Page After Page Business Systems
Contract Deliverables	Print managed services for copiers at Penn Center
Contract Outcomes	Maintain and service copiers
Any Corrective Actions Taken or Technical Assistance Provided	No
DCPL Employee(s) Responsible for Overseeing the Contract	Lami Aromire
<b>Contract Number PO612019</b>	<b>PO612019</b>
Contract Number	PO612019
Approved Budget Authority	\$149,490.00
Funding Source	Local
Competitively Bid or Sole Source	Competitively bid
Expenditures	\$65,092.50
Purpose of Contract	Web hosting/Drupal service
Name of Vendor	The Triage Group, LLC
Contract Deliverables	Renewal of web management services
Contract Outcomes	Renewal of web management services
Any Corrective Actions Taken or Technical Assistance Provided	No
DCPL Employee(s) Responsible for Overseeing the Contract	Lami Aromire
<b>Contract Number DCPL-2015-C-0003</b>	<b>PO612036</b>
Contract Number	DCPL-2015-C-0003
Approved Budget Authority	\$152,208.19
Funding Source	Local
Competitively Bid or Sole Source	Competitively bid
Expenditures	\$146,792.91
Purpose of Contract	Janitorial services for libraries
Name of Vendor	National Service Contractors
Contract Deliverables	Janitorial services for libraries
Contract Outcomes	Clean libraries
Any Corrective Actions Taken or Technical Assistance Provided	No
DCPL Employee(s) Responsible for Overseeing the Contract	Michael Dodson
<b>Contract Number VA-190822/DCPL-2020-T-0012</b>	<b>PO614493</b>
Contract Number	DCPL-2020-T-0012
Approved Budget Authority	\$183,013.00
Funding Source	Local

<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$183,013.00
<b>Purpose of Contract</b>	Purchase of new Dell systems
<b>Name of Vendor</b>	Dell Marketing LLP
<b>Contract Deliverables</b>	New Dell systems
<b>Contract Outcomes</b>	New Dell systems
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Lami Aromire
<b>Contract Number DCPL-2018-C-0034A</b>	<b>PO614070</b>
<b>Contract Number</b>	DCPL-2018-C-0034A
<b>Approved Budget Authority</b>	\$200,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$6,177.31
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	BTAC Acquisition Corporation
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2018-C-0034A</b>	<b>PO614069</b>
<b>Contract Number</b>	DCPL-2018-C-0034A
<b>Approved Budget Authority</b>	\$200,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$3,152.68
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	BTAC Acquisition Corporation
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2018-C-0034C</b>	<b>PO612030</b>
<b>Contract Number</b>	DCPL-2018-C-0034C
<b>Approved Budget Authority</b>	\$205,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$59,930.25
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	Ingram Library Services
<b>Contract Deliverables</b>	Books, materials and selected services

<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number GS-21F-0103U</b>	<b>PO612259</b>
<b>Contract Number</b>	GS-21F-0103U
<b>Approved Budget Authority</b>	\$208,500.00
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively (GSA contract)
<b>Expenditures</b>	\$0.00
<b>Purpose of Contract</b>	HVAC maintenance and repairs
<b>Name of Vendor</b>	RSC Electrical and Mechanical Contractors, Inc.
<b>Contract Deliverables</b>	HVAC maintenance and repairs
<b>Contract Outcomes</b>	HVAC maintenance and repairs
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Jonathan Banks
<b>Contract Number DCPL-2015-C-0043</b>	<b>PO612525</b>
<b>Contract Number</b>	DCPL-2015-C-0043
<b>Approved Budget Authority</b>	\$240,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$160,000.00
<b>Purpose of Contract</b>	Internet and Wide Area Network services
<b>Name of Vendor</b>	Allied Telecom Group
<b>Contract Deliverables</b>	Internet and Wide Area Network services
<b>Contract Outcomes</b>	Internet and Wide Area Network services
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Lami Aromire
<b>Contract Number DCPL-2019-C-0070</b>	<b>PO615268</b>
<b>Contract Number</b>	DCPL-2019-C-0070
<b>Approved Budget Authority</b>	\$300,000.00
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$95,921.00
<b>Purpose of Contract</b>	Exhibition development, design, fabrication and installation services for MLK Library
<b>Name of Vendor</b>	Kubik Maltbie, Inc.
<b>Contract Deliverables</b>	Exhibition development, design, fabrication and installation services for MLK Library
<b>Contract Outcomes</b>	Art exhibitions for MLK Library
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Linnea Hegarty



<b>Contract Number DCPL-2018-C-0034B</b>	<b>PO612021</b>
<b>Contract Number</b>	DCPL-2018-C-0034B
<b>Approved Budget Authority</b>	\$300,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$10,437.19
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	Brodart Co
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2018-C-0034C</b>	<b>PO612031</b>
<b>Contract Number</b>	DCPL-2018-C-0034C
<b>Approved Budget Authority</b>	\$320,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively Bid
<b>Expenditures</b>	\$30,076.87
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	Ingram Library Services
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin

<b>Contract Number DCPL-2018-C-0034A</b>	<b>PO612023</b>
<b>Contract Number</b>	DCPL-2018-C-0034A
<b>Approved Budget Authority</b>	\$360,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$45,600.28
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	BTAC Acquisition Corporation
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2018-C-0034A</b>	<b>PO612025</b>
<b>Contract Number</b>	DCPL-2018-C-0034A
<b>Approved Budget Authority</b>	\$420,000.00

<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$62,590.34
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	BTAC Acquisition Corporation
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2019-C-0003</b>	<b>PO611264</b>
<b>Contract Number</b>	DCPL-2019-C-0003
<b>Approved Budget Authority</b>	\$445,404.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively Bid
<b>Expenditures</b>	\$46,738.16
<b>Purpose of Contract</b>	Print managed services
<b>Name of Vendor</b>	Public Performance Management
<b>Contract Deliverables</b>	Print managed services for copiers at K Street and branches
<b>Contract Outcomes</b>	Maintain and service Copiers
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Lami Aromire
<b>Contract Number DCPL-2020-C-0001</b>	<b>PO614712</b>
<b>Contract Number</b>	DCPL-2020-C-0001
<b>Approved Budget Authority</b>	\$880,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Sole Source
<b>Expenditures</b>	\$212,743.85
<b>Purpose of Contract</b>	Delivery of books to children from birth - five years old
<b>Name of Vendor</b>	Dollywood Foundation
<b>Contract Deliverables</b>	Delivery of books to children from birth - five years old
<b>Contract Outcomes</b>	Delivery of books
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Ellen Riordan
<b>Contract Number DCPL-2019-C-0002</b>	<b>PO594087</b>
<b>Contract Number</b>	DCPL-2019-C-0002
<b>Approved Budget Authority</b>	\$945,830.00
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$336,132.00
<b>Purpose of Contract</b>	Takoma Park Library HVAC replacement

<b>Name of Vendor</b>	RSC Electrical and Mechanical Contractors, Inc.
<b>Contract Deliverables</b>	Takoma Park Library HVAC replacement
<b>Contract Outcomes</b>	Takoma Park Library HVAC replacement
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Johnathan Banks
<b>Contract Number DCPL-2018-C-0034C</b>	<b>PO616708</b>
<b>Contract Number</b>	DCPL-2018-C-0034C
<b>Approved Budget Authority</b>	\$125,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$0.00
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	Ingram Library Services
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2015-C-0055</b>	<b>PO615538</b>
<b>Contract Number</b>	DCPL-2015-C-0055
<b>Approved Budget Authority</b>	\$143,798.29
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$0.00
<b>Purpose of Contract</b>	New network equipment
<b>Name of Vendor</b>	Networking for Future, Inc.
<b>Contract Deliverables</b>	New network equipment
<b>Contract Outcomes</b>	New network equipment
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Cedric Givens
<b>Contract Number DCPL-2015-C-0003</b>	<b>PO616109</b>
<b>Contract Number</b>	DCPL-2015-C-0003
<b>Approved Budget Authority</b>	\$160,448.50
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$58,034.56
<b>Purpose of Contract</b>	Janitorial services for libraries
<b>Name of Vendor</b>	National Service Contractors
<b>Contract Deliverables</b>	Janitorial services for libraries
<b>Contract Outcomes</b>	Clean libraries
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Michael Dodson

<b>Contract Number DCPL-2017-C-0014</b>	<b>PO616526</b>
<b>Contract Number</b>	DCPL-2017-C-0014
<b>Approved Budget Authority</b>	\$179,793.00
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$0.00
<b>Purpose of Contract</b>	Operational costs for the interim Southwest Library
<b>Name of Vendor</b>	Turner Construction Company
<b>Contract Deliverables</b>	Operational costs for the interim Southwest Library
<b>Contract Outcomes</b>	Operational Costs for the Interim Southwest Library
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number DCPL-2018-C-0034B</b>	<b>PO616805</b>
<b>Contract Number</b>	DCPL-2018-C-0034B
<b>Approved Budget Authority</b>	\$180,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$0.00
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	Brodart Co
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No

<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2018-C-0034B</b>	<b>PO616806</b>
<b>Contract Number</b>	DCPL-2018-C-0034B
<b>Approved Budget Authority</b>	\$210,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$0.00
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	Brodart Co
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2015-C-0055</b>	<b>PO616818</b>

<b>Contract Number</b>	DCPL-2015-C-0055
<b>Approved Budget Authority</b>	\$305,532.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$0.00
<b>Purpose of Contract</b>	New network equipment
<b>Name of Vendor</b>	Networking for Future, Inc.
<b>Contract Deliverables</b>	New network equipment
<b>Contract Outcomes</b>	New network equipment
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Cedric Givens
<b>Contract Number DCPL-2018-C-0034A</b>	<b>PO614070</b>
<b>Contract Number</b>	DCPL-2018-C-0034A
<b>Approved Budget Authority</b>	\$375,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$6,177.31
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	BTAC Acquisition Corporation
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin

<b>Contract Number DCPL-2018-C-0034C</b>	<b>PO616707</b>
<b>Contract Number</b>	DCPL-2018-C-0034C
<b>Approved Budget Authority</b>	\$650,000.00
<b>Funding Source</b>	Local
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$0.00
<b>Purpose of Contract</b>	Books, materials and selected services
<b>Name of Vendor</b>	Ingram Library Services
<b>Contract Deliverables</b>	Books, materials and selected services
<b>Contract Outcomes</b>	Books, materials and selected services to build and maintain collections
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Sheryl Katzin
<b>Contract Number DCPL-2016-C-0024</b>	<b>PO616795</b>
<b>Contract Number</b>	DCPL-2016-C-0024
<b>Approved Budget Authority</b>	\$939,923.08
<b>Funding Source</b>	Capital

<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$65,634.46
<b>Purpose of Contract</b>	Capitol View Library phase three, exterior renovations
<b>Name of Vendor</b>	Broughton Construction Company
<b>Contract Deliverables</b>	Exterior renovations
<b>Contract Outcomes</b>	Exterior renovations
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number DCPL-2018-C-0026</b>	<b>PO603026</b>
<b>Contract Number</b>	DCPL-2018-C-0026
<b>Approved Budget Authority</b>	\$14,285,372.00
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$563,968.90
<b>Purpose of Contract</b>	Lamond-Riggs Library modernization
<b>Name of Vendor</b>	Consigli Construction Company
<b>Contract Deliverables</b>	Phase two construction services
<b>Contract Outcomes</b>	Phase two construction services
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number DCPL-2019-C-0071</b>	<b>PO617957</b>
<b>Contract Number</b>	DCPL-2019-C-0071
<b>Approved Budget Authority</b>	\$246,550.00
<b>Funding Source</b>	Capital
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$0.00
<b>Purpose of Contract</b>	Design-Build Services for Southeast Library
<b>Name of Vendor</b>	Whiting-Turner Contracting Company
<b>Contract Deliverables</b>	Due diligence report and building program
<b>Contract Outcomes</b>	Due diligence report and building program
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Andrew Blumenfeld
<b>Contract Number DCPL-2015-C-0055</b>	<b>PO617972</b>
<b>Contract Number</b>	DCPL-2015-C-0055
<b>Approved Budget Authority</b>	Local
<b>Funding Source</b>	\$351,387.20
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$0.00
<b>Purpose of Contract</b>	New network equipment
<b>Name of Vendor</b>	Networking for Future, Inc.
<b>Contract Deliverables</b>	New network equipment

<b>Contract Outcomes</b>	New network equipment
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Lami Aromire
<b>Contract Number DCPL-2015-C-0043</b>	<b>PO617473</b>
<b>Contract Number</b>	DCPL-2015-C-0043
<b>Approved Budget Authority</b>	Local
<b>Funding Source</b>	\$480,000.00
<b>Competitively Bid or Sole Source</b>	Competitively bid
<b>Expenditures</b>	\$80,000.00
<b>Purpose of Contract</b>	Internet and Wide Area Network services
<b>Name of Vendor</b>	Allied Telecom Group
<b>Contract Deliverables</b>	Internet and Wide Area Network services
<b>Contract Outcomes</b>	Internet and Wide Area Network services
<b>Any Corrective Actions Taken or Technical Assistance Provided</b>	No
<b>DCPL Employee(s) Responsible for Overseeing the Contract</b>	Lami Aromire

## GENERAL QUESTIONS

### Question Number 70

Please provide the following information for all contract modifications made by DCPL during FY19 and to date in FY20, broken down by agency program and activity.

See the below list of contract modifications made by DC Public Library during FY 19.

NAME OF VENDOR	PURPOSE OF CONTRACT MODIFICATION	EMPLOYEE(S) RESPONSIBLE FOR OVERSEEING CONTRACT	MODIFICATION COST (including Budgeted Amount and Actual Spent)	FUNDING SOURCE
Smoot/Gilbane JV	MLK Library Construction Manager at Risk Services	Andrew Blumenfeld Capital Planning & Construction	PO537742-V12 \$161,136,410.00 (Budgeted) -\$89,435,816.76 (Modifications) \$71,700,593.24 (Total) -\$71,700,593.24 (Actual Spent) \$0 (Remaining)	Capital
Turner Construction Company	Southwest Library Design-Build Services	Jaspreet Pahwa Capital Planning & Construction	PO564776-V5 \$1,938,131.00 (Budgeted) \$137,307.00 (Modifications) \$2,075,438.00 (Total) -\$1,384,227.66 (Actual Spent) \$691,210.34 (Remaining)	Capital
Alternatives Renewable Solutions	Construction of Fab Lab and Passport Office at the Reeves Center	Andrew Blumenfeld Capital Planning & Construction	PO582170-V2 \$64,684.00 (Budgeted) \$460,992.56 (Modifications) \$525,676.56 (Total) -\$525,676.56 (Actual Spent) \$0 (Remaining)	Capital
Georgetown Design Group	Modular Units for Interim Libraries	Andrew Blumenfeld Capital Planning & Construction	PO573215-V10 \$987,443.88 (Budgeted) \$9,572.28 (Modifications) \$997,016.16 (Total) -\$997,016.16 (Actual Spent) \$0.00 (Remaining)	Capital
Sirsi Corporation	Sirsi Software and Associated Library Services	Cedric Givens Information Technology	PO595432-V2 \$133,997.00 (Budgeted) \$115,820.44 (Modifications) \$249,817.44 (Total) -\$249,817.44 (Actual Spent) \$0 (Remaining)	Local
NAME OF VENDOR	PURPOSE OF CONTRACT MODIFICATION	EMPLOYEE(S) RESPONSIBLE FOR OVERSEEING CONTRACT	MODIFICATION COST (including Budgeted Amount and Actual Spent)	FUNDING SOURCE
Broughton Construction	Capitol View Library Design-Build Services –	Jaspreet Pahwa Capital Planning & Construction	PO542538-V9 \$6,989,838.81 (Budgeted) -\$272,290.53 (Modifications)	Capital



	Completion of Phase 2 Construction and Start of Stage 2 Exterior Design and Construction		\$6,717,548.28(Total) -\$6,717,548.19 (Actual Spent) \$0.09 (Remaining)	
National Service Contractors	Janitorial Services for Branch Libraries	Michael Dodson Facilities Management	PO594963-V5 \$1,056,172.02 (Budgeted) \$95,770.81 (Modifications) \$1,151,942.83 (Total) -\$1,098,310.92(Actual Spent) \$53,631.91(Remaining)	Local
Smoot/Gilbane JV	MLK Library Construction Manager At Risk Services	Andrew Blumenfeld Capital Planning & Construction	PO537742-V12 \$161,136,410.00 (Budgeted) -\$89,435,816.76 (Modifications) \$71,700,593.24 (Total) -\$71,700,593.24 (Actual Spent) \$0 (Remaining)	Capital
Gilbane Building Company	Cleveland Park Library Design-Build Services	Andrew Blumenfeld Capital Planning & Construction	PO539119-V8 \$17,678,832.85 (Budgeted) -\$259,338.05 (Modifications) \$17,419,494.80 (Total) -\$17,419,494.80 (Actual Spent) \$0 (Remaining)	Capital
Martinez & Johnson Architecture	MLK Library Modernization Architectural/Engineering Services PO Close-Out	Andrew Blumenfeld Capital Planning & Construction	PO541267-V6 \$12,556,040.01 (Budgeted) -\$2,885,820.67 (Modifications) \$9,670,219.34 (Total) -\$9,670,219.34 (Actual Spent) \$0 (Remaining)	Capital
Lynch Development Advisors, LLC	Project Management Services for MLK Modernization Project PO Close-Out	Andrew Blumenfeld Capital Planning & Construction	PO541862-V8 \$2,539,584.00 (Budgeted) -\$210,634.57 (Modifications) \$2,328,949.43 (Actual Spent) \$0 (Remaining)	Capital

<b>NAME OF VENDOR</b>	<b>PURPOSE OF CONTRACT MODIFICATION</b>	<b>EMPLOYEE(S) RESPONSIBLE FOR OVERSEEING CONTRACT</b>	<b>MODIFICATION COST (including Budgeted Amount and Actual Spent)</b>	<b>FUNDING SOURCE</b>
Ingram Library Services	Books, Materials and Selected Services	Sheryl Katzin Collections	PO593543-V2 \$170,756.98 (Budgeted) \$170,756.98 (Total) -\$169,390.63 (Actual Spent) \$1,366.35 (Remaining)	Local
Ingram Library Services	Books, Materials and Selected Services	Sheryl Katzin Collections	PO601772-V3 \$25,000.00 (Budgeted) \$305,000.00 (Modifications) \$330,000.00 (Total) -\$112,638.42 (Actual Spent) \$217,361.58 (Remaining)	Local
Ingram Library Services	Books, Materials and Selected Services	Sheryl Katzin Collections	PO601773-V4 \$35,000.00 (Budgeted) \$405,000.00 (Modifications) \$440,000.00 (Total) -\$195,980.45 (Actual Spent) \$244,019.55 (Remaining)	Local
Smoot/Gilbane JV	MLK Library Construction Manager At Risk Services	Andrew Blumenfeld Capital Planning & Construction	PO601575-V5 \$92,706,243.76 (Budgeted) \$3,000,000.00 (Modifications) \$95,706,243.76 (Total) -\$51,786,723.98 (Actual Spent) \$43,919,519.78 (Remaining)	Capital
Turner Construction	Southwest Library Design-Build Services	Andrew Blumenfeld Capital Planning & Construction	PO600624-V2 \$691,210.34 (Budgeted) \$13,946,715.00 (Modification) \$14,637,925.34 (Total) -\$2,436,735.14 (Actual Spent) \$12,201,190.20 (Remaining)	Capital
RSC Electrical	HVAC Services	Jonathan Banks Facilities Management	PO594087-V4 \$733,000.00 (Budgeted) \$212,830.00 (Modifications) \$945,830.00 (Total) -\$336,132.00 (Actual Spent) \$609,698.00 (Remaining)	Local
Consigli Construction, Inc.	Lamond-Riggs Library Design-Build Services (Letter Contract, CDs, SDs and GMP)	Andrew Blumenfeld Capital Planning & Construction	PO603026-V4 \$509,924.00 (Budgeted) \$13,775,448.00 (Modifications) \$14,285,372.00 (Total) -\$429,230.40 (Actual Spent) \$13,856,141.60 (Remaining)	Capital

<b>NAME OF VENDOR</b>	<b>PURPOSE OF CONTRACT MODIFICATION</b>	<b>EMPLOYEE(S) RESPONSIBLE FOR OVERSEEING CONTRACT</b>	<b>MODIFICATION COST (including Budgeted Amount and Actual Spent)</b>	<b>FUNDING SOURCE</b>
Brailsford & Dunlavy	Facility Master Plan	Andrew Blumenfeld Capital Planning & Construction	PO597838-V2 \$219,254.61 (Budgeted) \$9,096.60 (Modification) \$228,351.21 (Total) -\$223,662.17 (Actual Spent) \$4,689.04 (Remaining)	LSTA Grant
Turner Construction Company	Southwest Library Design-Build Services (Interim Library)	Andrew Blumenfeld Capital Planning & Construction	PO603396-V2 \$60,000.00 (Budgeted) \$323,131.00 (Modification) \$383,131.00 (Total) -\$338,585.59 (Actual Spent) \$44,545.41 (Remaining)	Capital
DLR Group	On-Call Architectural/Engineering Services	Kim Fuller Facilities Management	PO599799-V3 \$10,000.00 (Budgeted) \$108,263.50 (Modifications) \$118,263.50 (Total) -\$118,263.50 (Actual Spent) \$0 (Remaining)	Capital
BTAC Acquisition Corporation	Books, Materials and Selected Services	Sheryl Katzin Collections	PO600857-V2 \$189,727.52 (Budgeted) \$60,000.00 (Modification) 249,727.52 (Total) -\$249,593.69 (Actual Spent) \$133.83 (Remaining)	Local
Page After Page Business Systems	Print Management Services (Penn Center)	Cedric Givens Information Technology	PO591705-V3 \$135,084.00 (Budgeted) -\$11,200.00 (Modifications) \$123,884.00 (Total) -\$123,884.00 (Actual Spent) \$0 (Remaining)	Local
Public Performance Management	Print Management Services (K Street & All Branch Libraries)	Cedric Givens Information Technology	PO592408-V4 \$450,000.00 (Budgeted) -\$88,000.00 (Modifications) \$362,000.00 (Total) -\$362,000.00 (Actual Spent) \$0 (Remaining)	Local
RSC Electrical	HVAC Maintenance and Repairs	Jonathan Banks Facilities Management	PO592338-V2 \$485,000.00 (Budgeted) \$14,000.00 (Modification) \$499,000.00 (Total) -\$499,000.00 (Actual Spent) \$0 (Remaining)	Local
Overdrive, Inc.	Overdrive Digital and Download Services	Sheryl Katzin Collections	PO591516-V3 \$650,000.00 (Budgeted) \$18,000.00 (Modifications) \$668,000.00 (Total) -\$638,068.57 (Actual Spent) \$29,931.43 (Remaining)	Local

See the below list of contract modifications made by DC Public Library to date in FY 20.

<b>NAME OF VENDOR</b>	<b>PURPOSE OF CONTRACT MODIFICATION</b>	<b>EMPLOYEE(S) RESPONSIBLE FOR OVERSEEING CONTRACT</b>	<b>MODIFICATION COST (including Budgeted Amount and Actual Spent)</b>	<b>FUNDING SOURCE</b>
RSC Electrical	HVAC Services	Jonathan Banks Facilities Management	PO594087-V4 \$733,000.00 (Budgeted) \$212,830.00 (Modifications) \$945,830.00 (Total) -\$336,132.00 (Actual Spent) \$609,698.00 (Remaining)	Local
Page After Page Business Systems	Print Management Services (Penn Center)	Cedric Givens Information Technology	PO611263-V2 \$135,084.00(Budgeted) \$2,400.00 (Modification) \$137,484.00(Total) -\$22,628.00 (Actual Spent) \$114,856.00 (Remaining)	Local
BTAC Acquisition Corporation	Books, Materials and Selected Services	Sheryl Katzin Collections	PO614070-V3 \$200,000.00(Budgeted) \$175,000.00 (Modifications) \$375,000.00(Total) -\$6,177.31(Actual Spent) \$368,822.69 (Remaining)	Local
Consigli Construction Company	Lamond Riggs Library Design-Build Services	Andrew Blumenfeld Capital Planning & Construction	PO603026-V4 \$509,924.00 (Budgeted) \$13,775,448.00 (Modifications) \$14,285,372.00 (Total) -\$429,230.40 (Actual Spent) \$13,856,141.60 (Remaining)	Capital

## **GENERAL QUESTIONS**

### **Question Number 71**

**Provide the following information for all purchase card transactions during FY19 and to date in FY20:**

- a. Employee that made the transaction;**
- b. Transaction amount; and**
- c. Transaction purpose**

The JP Morgan Chase report entitled "Transaction Detail" is attached. The report includes the cardholder, each cardholder's transaction amount and descriptions of goods or services purchased in FY19 and FY20 to date (as of January 31, 2020).

# Transaction Detail

## DCPCARD

Date/Time Printed: 02/04/2020 10:40:16 AM

Orientation: Landscape

Selection Criteria: Post Date Is Between '01/01/2018' AND '01/31/2020' AND Transaction Type <> 'Payment'

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
<b>BANKS, JONATHAN *****5009</b>										
2680534450001	09/27/2018	10/01/2018	USPS POSTAGE STAMPS.C	888-434-0055	CA	9402	\$285.00	\$0.00	\$0.00	Purchase
2683992802001	10/04/2018	10/05/2018	MACLOCKS	5123331641	TX	5045	\$69.71	\$0.00	\$0.00	Purchase
2685141477001	10/05/2018	10/08/2018	BLAYDES LOCK CO INC	WASHINGTON	DC	7399	\$246.26	\$0.00	\$0.00	Purchase
2685141478001	10/04/2018	10/08/2018	RUPPERT LANDSCAPE INC	TEL2404771777	MD	0780	\$1,000.00	\$0.00	\$50.00	Purchase
2688478847001	10/11/2018	10/12/2018	BLAYDES LOCK CO INC	WASHINGTON	DC	7399	\$68.48	\$0.00	\$0.00	Purchase
2691264465001	10/16/2018	10/17/2018	GRAINGER	877-2022594	IL	5085	\$1,264.56	\$0.00	\$0.00	Purchase
2693134061001	10/17/2018	10/19/2018	THE BOILER STORE	BRENTWOOD	MD	5074	\$277.00	\$0.00	\$0.00	Purchase
2693134062001	10/18/2018	10/19/2018	EASYCLOCKING	MIRAMAR	FL	7399	\$1,080.00	\$0.00	\$0.00	Purchase
2695931354001	10/22/2018	10/24/2018	THE HOME DEPOT #2583	WASHINGTON	DC	5200	\$103.80	\$0.00	\$0.00	Purchase
2695931355001	10/24/2018	10/24/2018	STAMPS.COM	855-608-2677	CA	7399	\$15.99	\$0.00	\$0.00	Purchase
2696862731001	10/23/2018	10/25/2018	THE HOME DEPOT #2583	WASHINGTON	DC	5200	\$6.64	\$0.00	\$0.00	Purchase
2696862732001	10/25/2018	10/25/2018	JOHNSON CONTROLS FIRE	WESTMINSTER	MA	7393	\$887.62	\$0.00	\$0.00	Purchase
2704081683001	11/05/2018	11/06/2018	UNIQUE PEST MANAGEMENT	NORTH CHESTERFIELD	VA	7342	\$450.00	\$0.00	\$0.00	Purchase
2705830804001	11/06/2018	11/08/2018	THE HOME DEPOT #2583	WASHINGTON	DC	5200	\$26.25	\$0.00	\$0.00	Purchase
2709534144001	11/14/2018	11/14/2018	JOHNSON CONTROLS FIRE	WESTMINSTER	MA	7393	\$1,813.62	\$0.00	\$0.00	Purchase
2715107128001	11/24/2018	11/26/2018	STAMPS.COM	855-608-2677	CA	7399	\$15.99	\$0.00	\$0.00	Purchase
2717476954001	11/27/2018	11/29/2018	BAN DO	BOWLING GREEN	KY	5111	\$27.40	\$0.00	\$0.00	Purchase
2724291025001	12/07/2018	12/10/2018	BLAYDES LOCK CO INC	WASHINGTON	DC	7399	\$1,139.00	\$0.00	\$0.00	Purchase
2729452028001	12/17/2018	12/18/2018	INT*IN *E.Z. REFRIGERA	703-7802240	VA	7629	\$244.50	\$0.00	\$0.00	Purchase
2730999030001	12/18/2018	12/20/2018	GARY P FRANK INC	BETHESDA	MD	1711	\$520.00	\$0.00	\$0.00	Purchase
2732601251001	12/24/2018	12/24/2018	STAMPS.COM	855-608-2677	CA	7399	\$15.99	\$0.00	\$0.00	Purchase
2733230203001	12/26/2018	12/27/2018	DOMINION ELECTRIC SUPP	202-789-0500	DC	5065	\$132.05	\$0.00	\$0.00	Purchase

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Transaction Detail

# Transaction Detail

## DCPCARD

Date/Time Printed: 02/04/2020 10:40:17 AM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/01/2018' AND '01/31/2020' AND Transaction Type <> 'Payment'

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2733230204001	12/26/2018	12/27/2018	B I G INC	202-832-8777	DC	1731	\$2,162.51	\$0.00	\$0.00	Purchase
2735652693001	01/03/2019	01/04/2019	INT*IN *GENERAL MERCHA	202-8328666	DC	5231	\$75.69	\$0.00	\$0.00	Purchase
2740932429001	01/11/2019	01/14/2019	BLUE BOY PRINTING CORP	202-2650272	DC	2741	\$62.50	\$0.00	\$0.00	Purchase
2742493977001	01/15/2019	01/16/2019	JP SEWOROOTOR INC	BELTSVILLE	MD	1799	\$915.62	\$0.00	\$0.00	Purchase
2745443227001	01/19/2019	01/21/2019	GBCI	08007951747	DC	8999	\$1,200.00	\$0.00	\$0.00	Purchase
2747642669001	01/23/2019	01/24/2019	GBCI	08007951747	DC	8999	\$1,200.00	\$0.00	\$0.00	Purchase
2747642670001	01/24/2019	01/24/2019	STAMPS.COM	855-608-2677	CA	7399	\$15.99	\$0.00	\$0.00	Purchase
2749751526001	01/25/2019	01/28/2019	INT*IN *COSMOS AIR PUR	301-9251604	MD	5251	\$46.20	\$0.00	\$0.00	Purchase
2749751527001	01/25/2019	01/28/2019	THE HOME DEPOT #2583	WASHINGTON	DC	5200	\$60.76	\$0.00	\$0.00	Purchase
2750499470001	01/28/2019	01/29/2019	EAGLE MAT AND FLOOR PR	GATHERSBURG	MD	5713	\$665.12	\$0.00	\$0.00	Purchase
2750499471001	01/28/2019	01/29/2019	FREESTATE ELECTRICAL C	LAUREL	MD	1711	\$768.00	\$0.00	\$0.00	Purchase
2756722193001	02/06/2019	02/07/2019	BLAYDES LOCK CO INC	WASHINGTON	DC	7399	\$256.31	\$0.00	\$0.00	Purchase
2760449761001	02/12/2019	02/13/2019	USPS POSTAGE STAMPS.C	888-434-0055	CA	9402	\$284.39	\$0.00	\$0.00	Purchase
2762262849001	02/14/2019	02/15/2019	BLAYDES LOCK CO INC	WASHINGTON	DC	7399	\$210.20	\$0.00	\$0.00	Purchase
2766600350001	02/21/2019	02/22/2019	BLUE BOY PRINTING CORP	202-2650272	DC	2741	\$50.50	\$0.00	\$0.00	Purchase
2767801170001	02/24/2019	02/25/2019	STAMPS.COM	855-608-2677	CA	7399	\$15.99	\$0.00	\$0.00	Purchase
2768597111001	02/25/2019	02/26/2019	INT*IN *E.Z. REFRIGERA	703-7802240	VA	7629	\$249.23	\$0.00	\$0.00	Purchase
2769475331001	02/26/2019	02/27/2019	CLEANTELLIGENT SOFTWARE	PROVO	UT	7399	\$1,188.00	\$0.00	\$0.00	Purchase
2771407702001	03/01/2019	03/01/2019	JOHNSON CONTROLS FIRE	WESTMINSTER	MA	7393	\$376.32	\$0.00	\$0.00	Purchase
2775320981001	03/06/2019	03/07/2019	JP SEWOROOTOR INC	BELTSVILLE	MD	1799	\$1,128.74	\$0.00	\$0.00	Purchase
2776289112001	03/06/2019	03/08/2019	THE HOME DEPOT #2583	WASHINGTON	DC	5200	\$61.86	\$0.00	\$0.00	Purchase
2780983975001	03/14/2019	03/15/2019	SQU*SQ *ARNESS MECHANI	WALDORF	MD	1711	\$880.00	\$0.00	\$0.00	Purchase

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Transaction Detail

# Transaction Detail

## DCPCARD

Date/Time Printed: 02/04/2020 10:40:17 AM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/01/2018' AND '01/31/2020' AND Transaction Type <> 'Payment'

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2780983976001	03/14/2019	03/15/2019	SQU*SQ *ARNESS MECHANI	WALDORF	MD	1711	\$545.00	\$0.00	\$0.00	Purchase
2780983977001	03/15/2019	03/15/2019	JOHNSON CONTROLS FIRE	WESTMINSTER	MA	7393	\$501.76	\$0.00	\$0.00	Purchase
2782162196001	03/15/2019	03/18/2019	SQ *SQ *POP-A-LOCK OF	DENVER	CO	8999	\$625.00	\$0.00	\$0.00	Purchase
2784653224001	03/20/2019	03/21/2019	FREESTATE ELECTRICAL C	LAUREL	MD	1711	\$413.00	\$0.00	\$0.00	Purchase
2786757830001	03/22/2019	03/25/2019	JACKNOBCORP JACKNOB HA	6312319400	NY	5085	\$106.47	\$0.00	\$0.00	Purchase
2786757831001	03/24/2019	03/25/2019	STAMPS.COM	855-608-2677	CA	7399	\$15.99	\$0.00	\$0.00	Purchase
2787517351001	03/25/2019	03/26/2019	SQ *SQ *NATIONAL SERVI	GOSQ.COM	VA	1520	\$332.00	\$0.00	\$0.00	Purchase
2789280867001	03/27/2019	03/28/2019	JACKNOBCORP JACKNOB HA	6312319400	NY	5085	\$109.52	\$0.00	\$0.00	Purchase
2790216956001	03/28/2019	03/29/2019	EAGLE MAT AND FLOOR PR	GATHERSBURG	MD	5713	\$475.00	\$0.00	\$0.00	Purchase
2793012289001	04/02/2019	04/03/2019	SQU*SQ *KONSTRUCTURE	WASHINGTON	DC	7392	\$1,153.60	\$0.00	\$0.00	Purchase
2798772991001	04/10/2019	04/11/2019	BLUE BOY PRINTING CORP	202-2650272	DC	2741	\$20.00	\$0.00	\$0.00	Purchase
2801730874001	04/15/2019	04/16/2019	JP SEWOROOTOR INC	BELTSVILLE	MD	1799	\$941.37	\$0.00	\$0.00	Purchase
2806926670001	04/23/2019	04/24/2019	U.S. OFFICE SOLUTIONS	BRENTWOOD	MD	5044	\$2,800.00	\$0.00	\$0.00	Purchase
2806926671001	04/23/2019	04/24/2019	CLEANTELLIGENT SOFTWARE	PROVO	UT	7399	\$239.16	\$0.00	\$0.00	Purchase
2806926672001	04/23/2019	04/24/2019	JACKNOBCORP JACKNOB HA	6312319400	NY	5085	\$72.92	\$0.00	\$0.00	Purchase
2806926673001	04/24/2019	04/24/2019	STAMPS.COM	855-608-2677	CA	7399	\$19.07	\$0.00	\$0.00	Purchase
2821302178001	05/13/2019	05/15/2019	EASTERN SHORE FLAGPOLE	GRASONVILLE	MD	5999	\$1,168.00	\$0.00	\$0.00	Purchase
2823236773001	05/17/2019	05/17/2019	JOHNSON CONTROLS FIRE	WESTMINSTER	MA	7393	\$376.32	\$0.00	\$0.00	Purchase
2824424417001	05/17/2019	05/20/2019	INT*IN *DAYLILY LANDSC	301-5231929	DC	0780	\$1,600.00	\$0.00	\$0.00	Purchase
2824424418001	05/17/2019	05/20/2019	INT*IN *DAYLILY LANDSC	301-5231929	DC	0780	\$860.00	\$0.00	\$0.00	Purchase
2826998188001	05/22/2019	05/23/2019	SQ *SQ *NATIONAL SERVI	GOSQ.COM	VA	1520	\$525.00	\$0.00	\$0.00	Purchase
2826998189001	05/22/2019	05/23/2019	SQ *SQ *NATIONAL SERVI	GOSQ.COM	VA	1520	\$300.00	\$0.00	\$0.00	Purchase

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/01/2018' AND '01/31/2020' AND Transaction Type <> 'Payment'

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2827944806001	05/22/2019	05/24/2019	AMERAPRODUCTS, INC	409-8422267	TX	5719	\$82.31	\$0.00	\$0.00	Purchase
2827944807001	05/23/2019	05/24/2019	GW TRAINING CENTER	WASHINGTON	DC	8011	\$311.95	\$0.00	\$0.00	Purchase
2827944808001	05/24/2019	05/24/2019	STAMPS.COM	855-608-2677	CA	7399	\$19.07	\$0.00	\$0.00	Purchase
<b>BANKS, JONATHAN *****5009 Sub-Total:</b>				<b>69 Transaction(s)</b>			<b>\$35,176.30</b>	<b>\$0.00</b>	<b>\$50.00</b>	
<b>BANKS, JONATHAN *****4499</b>										
2834417314001	06/04/2019	06/05/2019	AMERICAN BUSINESS SUPP	ORDER@ORDERA	DC	5044	\$1,714.82	\$0.00	\$0.00	Purchase
2841046300001	06/14/2019	06/14/2019	DMI* DELL HLTHCR/REL	ROUND ROCK	TX	5045	\$38.99	\$0.00	\$0.00	Purchase
2843810573001	06/18/2019	06/19/2019	SQU*SQ *ARNESS MECHANI	WALDORF	MD	1711	\$250.00	\$0.00	\$0.00	Purchase
2844748622001	06/19/2019	06/20/2019	JP SEWOROOTOR INC	BELTSVILLE	MD	1799	\$1,126.77	\$0.00	\$0.00	Purchase
<b>BANKS, JONATHAN *****4499 Sub-Total:</b>				<b>4 Transaction(s)</b>			<b>\$3,130.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>BANKS, JONATHAN *****6275</b>										
2865168131001	07/24/2019	07/24/2019	STAMPS.COM	EL SEGUNDO	CA	7399	\$0.00	(\$2.16)	\$0.00	Purchase
2866085841001	07/24/2019	07/25/2019	SQU*SQ *ARNESS MECHANI	WALDORF	MD	1711	\$2,500.00	\$0.00	\$0.00	Purchase
2866085842001	07/23/2019	07/25/2019	A1 ENGINE DIESEL REPAI	WASHINGTON	DC	7538	\$1,962.00	\$0.00	\$0.00	Purchase
2866085843001	07/23/2019	07/25/2019	UNITED ELEVATOR COMPAN	LEONARDTOWN	MD	7699	\$977.50	\$0.00	\$0.00	Purchase
2866085844001	07/25/2019	07/25/2019	STAMPS.COM	EL SEGUNDO	CA	7399	\$37.06	\$0.00	\$0.00	Purchase
2866085845001	07/24/2019	07/25/2019	THOMPSON CONSTRUCTION	WASHINGTON	DC	1520	\$635.00	\$0.00	\$0.00	Purchase
2867000095001	07/24/2019	07/26/2019	A1 ENGINE DIESEL REPAI	WASHINGTON	DC	7538	\$0.00	(\$425.00)	\$0.00	Purchase
2872595447001	08/02/2019	08/05/2019	AMERICAN BUSINESS SUPP	ORDER@ORDERA	DC	5044	\$798.18	\$0.00	\$0.00	Purchase
2873322522001	08/05/2019	08/06/2019	EAGLE MAT & FLOOR PROD	3017622000	MD	5713	\$450.00	\$0.00	\$0.00	Purchase
2873322523001	08/05/2019	08/06/2019	FLASH GLASS AND UNIT	WASHINGTON	DC	5714	\$495.00	\$0.00	\$0.00	Purchase

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2874155038001	08/06/2019	08/07/2019	WASHINGTON DOOR AND HA	2022975922	DC	5251	\$140.00	\$0.00	\$0.00	Purchase
2875083383001	08/07/2019	08/08/2019	CLEANTELLIGENT SOFTWARE	PROVO	UT	7399	\$798.00	\$0.00	\$0.00	Purchase
2876011182001	08/08/2019	08/09/2019	SQU*SQ *ARNESS MECHANI	WALDORF	MD	1711	\$500.00	\$0.00	\$0.00	Purchase
2876011183001	08/08/2019	08/09/2019	JACKNOBCORP JACKNOB HA	6312319400	NY	5085	\$70.77	\$0.00	\$0.00	Purchase
2877124610001	08/09/2019	08/12/2019	ASSURED TELEMATICS	06176053410	MA	7538	\$2,545.00	\$0.00	\$0.00	Purchase
2878720953001	08/13/2019	08/14/2019	AMERICAN BUSINESS SUPP	ORDER@ORDERA B	DC	5044	\$297.28	\$0.00	\$0.00	Purchase
2879635684001	08/14/2019	08/15/2019	JACKNOB HARDWARE	4029357733	NY	5085	\$357.92	\$0.00	\$0.00	Purchase
2879635685001	08/14/2019	08/15/2019	GRAINGER	877-2022594	IL	5085	\$39.42	\$0.00	\$0.00	Purchase
2881704303001	08/16/2019	08/19/2019	GW TRAINING CENTER	WASHINGTON	DC	8011	\$177.95	\$0.00	\$0.00	Purchase
2881704304001	08/16/2019	08/19/2019	GW TRAINING CENTER	WASHINGTON	DC	8011	\$311.95	\$0.00	\$0.00	Purchase
2881704305001	08/16/2019	08/19/2019	GW TRAINING CENTER	WASHINGTON	DC	8011	\$177.95	\$0.00	\$0.00	Purchase
2882454050001	08/20/2019	08/20/2019	DMI* DELL HLTHCR/REL	ROUND ROCK	TX	5045	\$56.99	\$0.00	\$0.00	Purchase
2882454051001	08/20/2019	08/20/2019	DMI* DELL HLTHCR/REL	ROUND ROCK	TX	5045	\$159.00	\$0.00	\$0.00	Purchase
2882454052001	08/19/2019	08/20/2019	THOMPSON CONSTRUCTION	WASHINGTON	DC	1520	\$625.00	\$0.00	\$0.00	Purchase
2882454053001	08/19/2019	08/20/2019	THOMPSON CONSTRUCTION	WASHINGTON	DC	1520	\$945.00	\$0.00	\$0.00	Purchase
2882454054001	08/19/2019	08/20/2019	THOMPSON CONSTRUCTION	WASHINGTON	DC	1520	\$1,150.75	\$0.00	\$0.00	Purchase
2885212127001	08/22/2019	08/23/2019	SCHINDLER ELEVATOR CO	866-2465526	NJ	1799	\$2,424.00	\$0.00	\$0.00	Purchase
2886378381001	08/24/2019	08/26/2019	STAMPS.COM	EL SEGUNDO	CA	7399	\$17.99	\$0.00	\$0.00	Purchase
2897575801001	09/11/2019	09/12/2019	INT*IN *E.Z. REFRIGERA	703-7802240	VA	7629	\$264.50	\$0.00	\$0.00	Purchase
2897575802001	09/11/2019	09/12/2019	INT*IN *E.Z. REFRIGERA	703-7802240	VA	7629	\$175.00	\$0.00	\$0.00	Purchase
2897575803001	09/11/2019	09/12/2019	GW TRAINING CENTER	WASHINGTON	DC	8011	\$244.95	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2901645770001	09/17/2019	09/18/2019	CLEANTELLIGENT SOFTWARE	PROVO	UT	7399	\$266.00	\$0.00	\$0.00	Purchase
2902664206001	09/17/2019	09/19/2019	A1 ENGINE DIESEL REPAI	WASHINGTON	DC	7538	\$195.00	\$0.00	\$0.00	Purchase
2902664207001	09/18/2019	09/19/2019	CLEANTELLIGENT SOFTWARE	PROVO	UT	7399	\$266.00	\$0.00	\$0.00	Purchase
2902664208001	09/18/2019	09/19/2019	INT*IN *GENERAL MERCHA	202-8328666	DC	5231	\$166.00	\$0.00	\$0.00	Purchase
2902664209001	09/18/2019	09/19/2019	INT*IN *GENERAL MERCHA	202-8328666	DC	5231	\$2,075.00	\$0.00	\$0.00	Purchase
2902664210001	09/17/2019	09/19/2019	THE HANDS FREE COMPANY	BALLWIN	MO	5399	\$1,738.58	\$0.00	\$0.00	Purchase
2902664211001	09/17/2019	09/19/2019	OMNI ELEVATOR CO., INC.	OWINGS MILLS	MD	1799	\$175.00	\$0.00	\$0.00	Purchase
2902664212001	09/18/2019	09/19/2019	ATLANTIC ELECTRIC SUPP	202-5261300	DC	5065	\$439.10	\$0.00	\$0.00	Purchase
2905781544001	09/24/2019	09/24/2019	STAMPS.COM	EL SEGUNDO	CA	7399	\$17.99	\$0.00	\$0.00	Purchase
2915855867001	10/07/2019	10/08/2019	DORMAKABA USA, INC	09136600081	KS	5039	\$911.20	\$0.00	\$43.39	Purchase
2918759163001	10/10/2019	10/11/2019	MAILFINANCE	800-636-7678	CT	7399	\$16.02	\$0.00	\$0.00	Purchase
2918759164001	10/10/2019	10/11/2019	MAILFINANCE	800-636-7678	CT	7399	\$300.00	\$0.00	\$0.00	Purchase
2920319547001	10/11/2019	10/14/2019	FLASH GLASS AND UNIT	WASHINGTON	DC	5714	\$1,150.00	\$0.00	\$0.00	Purchase
2924063038001	10/17/2019	10/18/2019	FLASH GLASS AND UNIT	WASHINGTON	DC	5714	\$1,750.00	\$0.00	\$0.00	Purchase
2925681868001	10/17/2019	10/21/2019	OMNI ELEVATOR CO., INC.	OWINGS MILLS	MD	1799	\$175.00	\$0.00	\$0.00	Purchase
2928515452001	10/23/2019	10/24/2019	FLASH GLASS AND UNIT	WASHINGTON	DC	5714	\$582.00	\$0.00	\$0.00	Purchase
2928515453001	10/24/2019	10/24/2019	STAMPS.COM	EL SEGUNDO	CA	7399	\$17.99	\$0.00	\$0.00	Purchase
2933281484001	10/29/2019	10/30/2019	INT*IN *GENERAL MERCHA	202-8328666	DC	5231	\$80.00	\$0.00	\$0.00	Purchase
2938423353001	11/05/2019	11/06/2019	AMERICAN BUSINESS SUPP	ORDER@ORDERA B	DC	5044	\$756.00	\$0.00	\$0.00	Purchase
2939447334001	11/05/2019	11/07/2019	OMNI ELEVATOR CO., INC.	OWINGS MILLS	MD	1799	\$564.00	\$0.00	\$0.00	Purchase
2940482322001	11/07/2019	11/08/2019	BLUEBEAM INC	PASADENA	CA	7372	\$1,016.00	\$0.00	\$0.00	Purchase

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2949182271001	11/19/2019	11/20/2019	THOMPSON CONSTRUCTION	WASHINGTON	DC	1520	\$1,885.45	\$0.00	\$0.00	Purchase
2950193396001	11/20/2019	11/21/2019	FLASH GLASS AND UNIT	WASHINGTON	DC	5714	\$2,080.00	\$0.00	\$0.00	Purchase
2952429878001	11/24/2019	11/25/2019	STAMPS.COM	EL SEGUNDO	CA	7399	\$17.99	\$0.00	\$0.00	Purchase
2954916825001	11/27/2019	11/29/2019	DOMINION ELECTRIC SUPP	703-536-4400	VA	5065	\$53.45	\$0.00	\$0.00	Purchase
2956521674001	12/02/2019	12/03/2019	CLEANTELLIGENT SOFTWARE	PROVO	UT	7399	\$532.00	\$0.00	\$0.00	Purchase
2959524087001	12/05/2019	12/06/2019	SQU*SQ *KONSTRUCTURE	WASHINGTON	DC	7392	\$2,500.00	\$0.00	\$0.00	Purchase
2960839864001	12/04/2019	12/09/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$317.98	\$0.00	\$0.00	Purchase
2971769143001	12/23/2019	12/24/2019	FLASH GLASS AND UNIT	WASHINGTON	DC	5714	\$3,075.00	\$0.00	\$0.00	Purchase
2971769144001	12/23/2019	12/24/2019	FLASH GLASS AND UNIT	WASHINGTON	DC	5714	\$1,800.00	\$0.00	\$0.00	Purchase
2971769145001	12/24/2019	12/24/2019	STAMPS.COM	EL SEGUNDO	CA	7399	\$17.99	\$0.00	\$0.00	Purchase
2974786044001	01/02/2020	01/03/2020	FLASH GLASS AND UNIT	WASHINGTON	DC	5714	\$925.00	\$0.00	\$0.00	Purchase
2977424704001	01/07/2020	01/08/2020	JP SEWOROOTOR INC	BELTSVILLE	MD	1799	\$2,040.69	\$0.00	\$0.00	Purchase
2978358988001	01/06/2020	01/09/2020	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$21.51	\$0.00	\$0.00	Purchase
2978358989001	01/07/2020	01/09/2020	THE HANDS FREE COMPANY	BALLWIN	MO	5399	\$436.98	\$0.00	\$0.00	Purchase
2978358990001	01/09/2020	01/09/2020	JOHNSON CONTROLS FIRE	WESTMINSTER	MA	7393	\$600.00	\$0.00	\$0.00	Purchase
2982581797001	01/14/2020	01/15/2020	SQ *SQ *NATIONAL SERVI	GOSQ.COM	VA	1520	\$1,000.00	\$0.00	\$0.00	Purchase
2982581798001	01/14/2020	01/15/2020	FLASH GLASS AND UNIT	WASHINGTON	DC	5714	\$975.00	\$0.00	\$0.00	Purchase
2984602798001	01/16/2020	01/17/2020	INT*IN *GENERAL MERCHA	202-8328666	DC	5231	\$499.99	\$0.00	\$0.00	Purchase
2985850562001	01/17/2020	01/20/2020	JOHNSON CONTROLS SS	MILWAUKEE	WI	5074	\$523.00	\$0.00	\$0.00	Purchase
2985850563001	01/17/2020	01/20/2020	FLASH GLASS AND UNIT	WASHINGTON	DC	5714	\$925.00	\$0.00	\$0.00	Purchase
2987652967001	01/21/2020	01/22/2020	INT*IN *SIRUS SYSTEMS	301-3717201	MD	5999	\$2,500.00	\$0.00	\$0.00	Purchase
2989658559001	01/24/2020	01/24/2020	STAMPS.COM	EL SEGUNDO	CA	7399	\$17.99	\$0.00	\$0.00	Purchase

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2989658560001	01/23/2020	01/24/2020	EASY CLOCKING	MIRAMAR	FL	7399	\$90.00	\$0.00	\$0.00	Purchase
2992122124001	01/27/2020	01/28/2020	DORMAKABA USA, INC	09136600081	KS	5039	\$232.00	\$0.00	\$11.05	Purchase
<b>BANKS, JONATHAN *****6275 Sub-Total:</b>				<b>76 Transaction(s)</b>			<b>\$55,058.06</b>	<b>(\$427.16)</b>	<b>\$54.44</b>	
<b>DAVIS, DENNIS *****4596</b>										
2707988310001	11/09/2018	11/12/2018	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$21.05	\$0.00	\$0.00	Purchase
2710472849001	11/14/2018	11/15/2018	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$89.88	\$0.00	\$0.00	Purchase
2710472850001	11/14/2018	11/15/2018	THOMSON WEST	SAINT PAUL	MN	8999	\$80.84	\$0.00	\$0.00	Purchase
2710472851001	11/14/2018	11/15/2018	INFORMATION TODAY, INC.	MEDFORD	NJ	5192	\$1,327.59	\$0.00	\$0.00	Purchase
2710472852001	11/15/2018	11/15/2018	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$49.78	\$0.00	\$0.00	Purchase
2712619247001	11/16/2018	11/19/2018	AMAZON.COM*M879V5WF1	AMZN.COM/BILL	WA	5942	\$49.39	\$0.00	\$0.00	Purchase
2713260799001	11/19/2018	11/20/2018	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$21.04	\$0.00	\$0.00	Purchase
2718386784001	11/30/2018	11/30/2018	CONSUMERS CHECKBOOK	WASHINGTON	DC	5968	\$262.80	\$0.00	\$0.00	Purchase
2719604152001	11/30/2018	12/03/2018	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$55.90	\$0.00	\$0.00	Purchase
2725007778001	12/10/2018	12/11/2018	THE GREEN BOOK	MIDDLETOWN	MD	5192	\$270.00	\$0.00	\$0.00	Purchase
2726740064001	12/12/2018	12/13/2018	REI	MIAMISBURG	OH	5969	\$249.25	\$0.00	\$0.00	Purchase
2727673988001	12/12/2018	12/14/2018	DEMCO INC	800-9624463	WI	5111	\$944.16	\$0.00	\$0.00	Purchase
2727673989001	12/13/2018	12/14/2018	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$895.80	\$0.00	\$0.00	Purchase
2728798146001	12/15/2018	12/17/2018	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$673.55	\$0.00	\$0.00	Purchase
2728798147001	12/17/2018	12/17/2018	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$325.00	\$0.00	\$0.00	Purchase
2730215532001	12/18/2018	12/19/2018	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$79.92	\$0.00	\$0.00	Purchase
2732601208001	12/19/2018	12/24/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$310.28	\$0.00	\$0.00	Purchase
2732601209001	12/21/2018	12/24/2018	DEMCO INC	800-9624463	WI	5111	\$2,359.97	\$0.00	\$0.00	Purchase
2732601210001	12/21/2018	12/24/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$44.64	\$0.00	\$0.00	Purchase

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2734166274001	12/28/2018	12/31/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$0.00	(\$354.92)	\$0.00	Purchase
2745443152001	01/18/2019	01/21/2019	THOMSON WEST	SAINT PAUL	MN	8999	\$80.84	\$0.00	\$0.00	Purchase
2745443153001	01/18/2019	01/21/2019	REI	MIAMISBURG	OH	5969	\$112.43	\$0.00	\$0.00	Purchase
2748553008001	01/24/2019	01/25/2019	AOP BUSINESS SERVICES	02025260586	DC	5111	\$300.64	\$0.00	\$0.00	Purchase
2758879206001	02/08/2019	02/11/2019	AOP BUSINESS SERVICES	02025260586	DC	5111	\$391.93	\$0.00	\$0.00	Purchase
2762262807001	02/14/2019	02/15/2019	THOMSON WEST	SAINT PAUL	MN	8999	\$40.42	\$0.00	\$0.00	Purchase
2777515583001	03/08/2019	03/11/2019	AOP BUSINESS SERVICES	02025260586	DC	5111	\$239.17	\$0.00	\$0.00	Purchase
2782898523001	03/18/2019	03/19/2019	THOMSON WEST	SAINT PAUL	MN	8999	\$294.42	\$0.00	\$0.00	Purchase
2785589537001	03/21/2019	03/22/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$74.99	\$0.00	\$0.00	Purchase
2786757775001	03/25/2019	03/25/2019	AMAZON.COM*MW6V88G10	AMZN.COM/BILL	WA	5942	\$83.55	\$0.00	\$4.73	Purchase
2791383359001	03/30/2019	04/01/2019	AMAZON.COM*MW50P9HJ0	AMZN.COM/BILL	WA	5942	\$164.69	\$0.00	\$9.32	Purchase
2797812631001	04/09/2019	04/10/2019	AMAZON.COM	AMZN.COM/BILL	WA	5942	\$0.00	(\$4.52)	\$-4.52	Purchase
2797812632001	04/09/2019	04/10/2019	AMAZON.COM	AMZN.COM/BILL	WA	5942	\$0.00	(\$4.73)	\$-4.73	Purchase
2797812633001	04/09/2019	04/10/2019	AMAZON.COM	AMZN.COM/BILL	WA	5942	\$0.00	(\$4.80)	\$-4.80	Purchase
2804422757001	04/18/2019	04/19/2019	THOMSON WEST	SAINT PAUL	MN	8999	\$40.42	\$0.00	\$0.00	Purchase
2806926637001	04/19/2019	04/24/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$271.49	\$0.00	\$0.00	Purchase
2808853222001	04/25/2019	04/26/2019	COMPUTYPE	SAINT PAUL	MN	5111	\$579.50	\$0.00	\$0.00	Purchase
2814834515001	05/05/2019	05/06/2019	AMAZON.COM*MZ1U59IM2	AMZN.COM/BILL	WA	5942	\$67.89	\$0.00	\$0.00	Purchase
2823236743001	05/16/2019	05/17/2019	THOMSON WEST	SAINT PAUL	MN	8999	\$40.42	\$0.00	\$0.00	Purchase
2825192343001	05/21/2019	05/21/2019	BRODART SUPPLIES	570-326-2461	PA	5943	\$769.71	\$0.00	\$0.00	Purchase
2827944778001	05/22/2019	05/24/2019	DEMCO INC	800-9624463	WI	5111	\$408.36	\$0.00	\$0.00	Purchase
2845695216001	06/20/2019	06/21/2019	THOMSON WEST	SAINT PAUL	MN	8999	\$40.42	\$0.00	\$0.00	Purchase
2852851531001	07/01/2019	07/03/2019	VERNON LIBRARY SUPPLIE	TREMONT	IL	5999	\$407.78	\$0.00	\$0.00	Purchase

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Selection Criteria: Post Date Is Between '10/01/2018' AND '01/31/2020' AND Transaction Type <> 'Payment'

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2854461427001	07/05/2019	07/08/2019	RMS OMEGA TECHNOLOGIES	FINANCE@RMSO M	SC	8999	\$188.06	\$0.00	\$0.00	Purchase
2857761460001	07/11/2019	07/12/2019	THE LIBRARY STORE INC.	TREMONT	IL	5943	\$368.46	\$0.00	\$0.00	Purchase
2864313045001	07/22/2019	07/23/2019	PAYPAL	8602829881	CA	8641	\$77.00	\$0.00	\$0.00	Purchase
2865168086001	07/23/2019	07/24/2019	INFORMATION TODAY	6096546266	NJ	7399	\$404.53	\$0.00	\$0.00	Purchase
2866085797001	07/24/2019	07/25/2019	THOMSON WEST	SAINT PAUL	MN	8999	\$40.42	\$0.00	\$0.00	Purchase
2867000052001	07/25/2019	07/26/2019	INFORMATION TODAY	6096546266	NJ	7399	\$301.53	\$0.00	\$0.00	Purchase
2873322506001	08/05/2019	08/06/2019	AOP BUSINESS SERVICES	02025260586	DC	5111	\$400.36	\$0.00	\$0.00	Purchase
2881704223001	08/15/2019	08/19/2019	DEMCO INC	800-9624463	WI	5111	\$350.45	\$0.00	\$0.00	Purchase
2881704224001	08/16/2019	08/19/2019	RMS OMEGA TECHNOLOGIES	FINANCE@RMSO M	SC	8999	\$1,350.70	\$0.00	\$0.00	Purchase
2884262489001	08/21/2019	08/22/2019	THOMSON WEST	SAINT PAUL	MN	8999	\$43.25	\$0.00	\$0.00	Purchase
2884262490001	08/21/2019	08/22/2019	COMPUTYPE	SAINT PAUL	MN	5111	\$156.00	\$0.00	\$0.00	Purchase
2892710051001	09/04/2019	09/05/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$66.30	\$0.00	\$0.00	Purchase
2892710052001	09/03/2019	09/05/2019	DEMCO INC	800-9624463	WI	5111	\$616.48	\$0.00	\$0.00	Purchase
2899884043001	09/11/2019	09/16/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$262.34	\$0.00	\$0.00	Purchase
2900706823001	09/16/2019	09/17/2019	THOMSON WEST	SAINT PAUL	MN	8999	\$43.25	\$0.00	\$0.00	Purchase
2902664072001	09/18/2019	09/19/2019	FINDAWAY	08778930808	OH	5192	\$979.72	\$0.00	\$0.00	Purchase
2944759322001	11/13/2019	11/14/2019	LABELVALUE.COM	TAMPA	FL	5943	\$876.00	\$0.00	\$0.00	Purchase
2944759323001	11/13/2019	11/14/2019	THE GREEN BOOK	MIDDLETOWN	MD	5192	\$290.00	\$0.00	\$0.00	Purchase
2947077655001	11/15/2019	11/18/2019	CONSUMERS CHECKBOOK. OR	202-3479612	DC	7399	\$242.88	\$0.00	\$0.00	Purchase
2948239671001	11/18/2019	11/19/2019	AOP BUSINESS SERVICES	02025260586	DC	5111	\$447.11	\$0.00	\$0.00	Purchase
2949182218001	11/19/2019	11/20/2019	THOMSON WEST	SAINT PAUL	MN	8999	\$86.50	\$0.00	\$0.00	Purchase
2949182219001	11/18/2019	11/20/2019	DEMCO INC	800-9624463	WI	5111	\$2,932.37	\$0.00	\$0.00	Purchase
2958489336001	12/04/2019	12/05/2019	855-321-8844 TUGG.COM	8553218844	TX	7372	\$110.00	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2962976778001	12/06/2019	12/11/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$123.31	\$0.00	\$0.00	Purchase
2967346002001	12/16/2019	12/17/2019	AOP BUSINESS SERVICES	02025260586	DC	5111	\$407.34	\$0.00	\$0.00	Purchase
2981665370001	01/13/2020	01/14/2020	THOMSON WEST	SAINT PAUL	MN	8999	\$43.25	\$0.00	\$0.00	Purchase
2981665371001	01/13/2020	01/14/2020	REI	MIAMISBURG	OH	5969	\$364.68	\$0.00	\$0.00	Purchase
2982581760001	01/14/2020	01/15/2020	AMAZON.COM*U648A4OP3	AMZN.COM/BILL	WA	5942	\$20.63	\$0.00	\$0.00	Purchase
2982581761001	01/14/2020	01/15/2020	AMAZON.COM*1K1Y839F3	AMZN.COM/BILL	WA	5942	\$30.23	\$0.00	\$0.00	Purchase
2984602756001	01/16/2020	01/17/2020	THOMSON WEST	SAINT PAUL	MN	8999	\$43.25	\$0.00	\$0.00	Purchase
2984602757001	01/14/2020	01/17/2020	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$208.59	\$0.00	\$0.00	Purchase
2985850494001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850495001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850496001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850497001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850498001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850499001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850500001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850501001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850502001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850503001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850504001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850505001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850506001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850507001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850508001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2985850509001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850510001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850511001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850512001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850513001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850514001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850515001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850516001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850517001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2985850518001	01/17/2020	01/20/2020	THE WASHINGTON TIMES	WASHINGTON	DC	7311	\$51.37	\$0.00	\$0.00	Purchase
2986809324001	01/20/2020	01/21/2020	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$219.99	\$0.00	\$0.00	Purchase
2993050268001	01/28/2020	01/29/2020	WASH POST SUBSCRIPTION	202-334-6100	DC	5968	\$4,841.33	\$0.00	\$0.00	Purchase
2995090993001	01/30/2020	01/31/2020	INFORMATION TODAY	609-654-6266	NJ	5192	\$1,365.09	\$0.00	\$0.00	Purchase
2995090994001	01/30/2020	01/31/2020	DRI*ID.MYCOMMERCE.COM	ID.MYCOMMERCE	MN	5734	\$392.20	\$0.00	\$0.00	Purchase
<b>DAVIS, DENNIS *****4596 Sub-Total:</b>				<b>102 Transaction(s)</b>			<b>\$32,497.76</b>	<b>(\$368.97)</b>	<b>\$0.00</b>	
<b>FREDERICK, AMBER *****0219</b>										
2680534178001	09/28/2018	10/01/2018	PAYPAL	7183691180	CA	5735	\$500.00	\$0.00	\$0.00	Purchase
2697841080001	10/25/2018	10/26/2018	SMK	813-4213676	CA	5968	\$99.00	\$0.00	\$0.00	Purchase
2699026128001	10/26/2018	10/29/2018	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$191.25	\$0.00	\$0.00	Purchase
2715107080001	11/25/2018	11/26/2018	SMK	813-4213676	CA	5968	\$99.00	\$0.00	\$0.00	Purchase
2715765105001	11/26/2018	11/27/2018	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$191.25	\$0.00	\$0.00	Purchase
2730998934001	12/18/2018	12/20/2018	CROWN TROPHY OF WALDOR	WALDORF	MD	5947	\$97.31	\$0.00	\$0.00	Purchase
2732601119001	12/21/2018	12/24/2018	HOME SCIENCE TOOLS	BILLINGS	MT	8299	\$58.25	\$0.00	\$0.00	Purchase

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2732601120001	12/21/2018	12/24/2018	DSS*ACHIEVMNTPRODUCT S	800-482-5846	CA	5943	\$285.11	\$0.00	\$16.14	Purchase
2732601121001	12/22/2018	12/24/2018	LAKESHORE LEARNING MAT	3105374778	CA	8299	\$358.74	\$0.00	\$0.00	Purchase
2732921922001	12/25/2018	12/26/2018	SMK	813-4213676	CA	5968	\$99.00	\$0.00	\$0.00	Purchase
2733230174001	12/26/2018	12/27/2018	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$191.25	\$0.00	\$0.00	Purchase
2736556710001	01/03/2019	01/07/2019	NTLREST SERVSAFE	CHICAGO	IL	7399	\$15.00	\$0.00	\$0.00	Purchase
2739758105001	01/09/2019	01/11/2019	PAYPAL	4104991209	CA	7392	\$193.38	\$0.00	\$0.00	Purchase
2742493893001	01/15/2019	01/16/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$574.28	\$0.00	\$0.00	Purchase
2743376208001	01/17/2019	01/17/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$236.22	\$0.00	\$0.00	Purchase
2746766247001	01/22/2019	01/23/2019	DSS*ACHIEVMNTPRODUCT S	800-482-5846	CA	5943	\$42.38	\$0.00	\$2.40	Purchase
2747642546001	01/23/2019	01/24/2019	DSS*ACHIEVMNTPRODUCT S	800-482-5846	CA	5943	\$0.00	(\$1.64)	\$0.00	Purchase
2747642547001	01/23/2019	01/24/2019	DSS*ACHIEVMNTPRODUCT S	800-482-5846	CA	5943	\$0.00	(\$2.40)	\$0.00	Purchase
2747642548001	01/23/2019	01/24/2019	DSS*ACHIEVMNTPRODUCT S	800-482-5846	CA	5943	\$0.00	(\$14.50)	\$0.00	Purchase
2749751318001	01/25/2019	01/28/2019	SMK	813-4213676	CA	5968	\$99.00	\$0.00	\$0.00	Purchase
2749751319001	01/26/2019	01/28/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$191.25	\$0.00	\$0.00	Purchase
2757672086001	02/07/2019	02/08/2019	NEW COLUMBIA SOLUTIONS	WASHINGTON	DC	2741	\$500.00	\$0.00	\$20.00	Purchase
2764776862001	02/19/2019	02/20/2019	PAYPAL	4029357733	CA	8999	\$300.00	\$0.00	\$0.00	Purchase
2766600259001	02/22/2019	02/22/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$75.48	\$0.00	\$0.00	Purchase
2767801051001	02/22/2019	02/25/2019	KVA ELECTRICAL CONTRAC	WASHINGTON	DC	1731	\$1,156.48	\$0.00	\$0.00	Purchase
2768597031001	02/25/2019	02/26/2019	SMK	813-4213676	CA	5968	\$104.94	\$0.00	\$0.00	Purchase
2769475212001	02/25/2019	02/27/2019	CROWN TROPHY OF WALDOR	WALDORF	MD	5947	\$97.31	\$0.00	\$0.00	Purchase
2769475213001	02/26/2019	02/27/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$191.25	\$0.00	\$0.00	Purchase

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2777515454001	03/08/2019	03/11/2019	PAYPAL	4029357733	CA	8999	\$100.00	\$0.00	\$0.00	Purchase
2780045738001	03/13/2019	03/14/2019	PAYPAL	4029357733	CA	8999	\$200.00	\$0.00	\$0.00	Purchase
2780983862001	03/13/2019	03/15/2019	PAYPAL	4029357733	CA	5969	\$0.00	(\$200.00)	\$0.00	Purchase
2782162032001	03/15/2019	03/18/2019	PAYPAL	4029357733	CA	8999	\$200.00	\$0.00	\$0.00	Purchase
2783739898001	03/19/2019	03/20/2019	EB DESIGN THINKING FO	8014137200	CA	7399	\$1,950.00	\$0.00	\$0.00	Purchase
2783739899001	03/19/2019	03/20/2019	PAYPAL	4029357733	CA	8999	\$1,975.81	\$0.00	\$0.00	Purchase
2783739900001	03/19/2019	03/20/2019	PAYPAL	4029357733	CA	8999	\$500.00	\$0.00	\$0.00	Purchase
2784653096001	03/20/2019	03/21/2019	PAYPAL	4029357733	NY	5734	\$680.00	\$0.00	\$0.00	Purchase
2784653097001	03/20/2019	03/21/2019	PAYPAL	4029357733	CA	7832	\$187.50	\$0.00	\$0.00	Purchase
2786757624001	03/22/2019	03/25/2019	LAKESHORE LEARNING MAT	3105374778	CA	8299	\$1,655.79	\$0.00	\$0.00	Purchase
2786757625001	03/23/2019	03/25/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$508.50	\$0.00	\$0.00	Purchase
2787517266001	03/25/2019	03/26/2019	SMK	813-4213676	CA	5968	\$104.94	\$0.00	\$0.00	Purchase
2788364471001	03/26/2019	03/27/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$202.73	\$0.00	\$0.00	Purchase
2791383117001	03/29/2019	04/01/2019	PAYPAL	3603060335	CA	5815	\$149.99	\$0.00	\$0.00	Purchase
2793968175001	04/03/2019	04/04/2019	EB DESIGN THINKING FO	8014137200	CA	7399	\$1,950.00	\$0.00	\$0.00	Purchase
2796142446001	04/05/2019	04/08/2019	PAYPAL	4029357733	CA	8999	\$382.73	\$0.00	\$0.00	Purchase
2808853149001	04/24/2019	04/26/2019	CROWN TROPHY OF WALDOR	WALDORF	MD	5947	\$97.31	\$0.00	\$0.00	Purchase
2808853150001	04/25/2019	04/26/2019	SMK	813-4213676	CA	5968	\$104.94	\$0.00	\$0.00	Purchase
2810043744001	04/26/2019	04/29/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$202.73	\$0.00	\$0.00	Purchase
2811670065001	04/30/2019	05/01/2019	PAYPAL	4029357733	CA	7832	\$180.00	\$0.00	\$0.00	Purchase
2814834403001	05/04/2019	05/06/2019	CALVIN PRICE GROUP	WASHINGTON	DC	5044	\$71.51	\$0.00	\$0.00	Purchase
2816520411001	05/07/2019	05/08/2019	AMZN DIGITAL	888-802-3080	WA	5818	\$10.00	\$0.00	\$0.00	Purchase
2816520412001	05/07/2019	05/08/2019	AMZN DIGITAL	888-802-3080	WA	5818	\$20.00	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2816520413001	05/07/2019	05/08/2019	AMZN DIGITAL	888-802-3080	WA	5818	\$40.00	\$0.00	\$0.00	Purchase
2824424249001	05/17/2019	05/20/2019	EB DESIGN THINKING FO	8014137200	CA	7399	\$1,950.00	\$0.00	\$0.00	Purchase
2827944658001	05/23/2019	05/24/2019	CALVIN PRICE GROUP	WASHINGTON	DC	5044	\$479.00	\$0.00	\$0.00	Purchase
2828985084001	05/25/2019	05/27/2019	SMK	813-4213676	CA	5968	\$104.94	\$0.00	\$0.00	Purchase
2828985085001	05/26/2019	05/27/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$202.73	\$0.00	\$0.00	Purchase
2848486491001	06/25/2019	06/26/2019	SMK	813-4213676	CA	5968	\$104.94	\$0.00	\$0.00	Purchase
2849414156001	06/26/2019	06/27/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$202.73	\$0.00	\$0.00	Purchase
2849414157001	06/26/2019	06/27/2019	SMK	813-4213676	CA	5968	\$99.00	\$0.00	\$0.00	Purchase
2849414158001	06/26/2019	06/27/2019	SMK	813-4213676	CA	5968	\$0.00	(\$104.94)	\$0.00	Purchase
2850351371001	06/26/2019	06/28/2019	CROWN TROPHY OF WALDOR	WALDORF	MD	5947	\$97.31	\$0.00	\$0.00	Purchase
2851467721001	06/30/2019	07/01/2019	DISCOUNTSCH 800627282	800-482-5846	CA	5943	\$234.76	\$0.00	\$0.00	Purchase
2853538123001	07/03/2019	07/04/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$0.00	(\$11.48)	\$0.00	Purchase
2853538124001	07/03/2019	07/04/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$0.00	(\$11.48)	\$0.00	Purchase
2853538125001	07/03/2019	07/04/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$0.00	(\$11.48)	\$0.00	Purchase
2853538126001	07/03/2019	07/04/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$0.00	(\$11.48)	\$0.00	Purchase
2855930078001	07/08/2019	07/10/2019	CROWN TROPHY OF WALDOR	WALDORF	MD	5947	\$0.00	(\$68.64)	\$0.00	Purchase
2859660465001	07/15/2019	07/16/2019	DISCOUNTSCH 8006272829	800-482-5846	CA	5943	\$295.12	\$0.00	\$0.00	Purchase
2866999972001	07/25/2019	07/26/2019	SMK	813-4213676	CA	5968	\$99.00	\$0.00	\$0.00	Purchase
2868101938001	07/26/2019	07/29/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$191.25	\$0.00	\$0.00	Purchase
2874154892001	08/05/2019	08/07/2019	CROWN TROPHY OF WALDOR	WALDORF	MD	5947	\$20.67	\$0.00	\$0.00	Purchase
2886378146001	08/25/2019	08/26/2019	SMK	813-4213676	CA	5968	\$99.00	\$0.00	\$0.00	Purchase
2887130971001	08/26/2019	08/27/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$191.25	\$0.00	\$0.00	Purchase
2889850198001	08/29/2019	08/30/2019	PAYPAL	4029357733	KY	8398	\$562.50	\$0.00	\$0.00	Purchase

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Transaction Detail

# Transaction Detail

## DCPCARD

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/01/2018' AND '01/31/2020' AND Transaction Type <> 'Payment'

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2902663907001	09/18/2019	09/19/2019	PAYPAL	4029357733	CA	8999	\$100.00	\$0.00	\$0.00	Purchase
2902663908001	09/18/2019	09/19/2019	PAYPAL	4029357733	CA	8999	\$100.00	\$0.00	\$0.00	Purchase
2902663909001	09/18/2019	09/19/2019	PAYPAL	4029357733	CA	8999	\$100.00	\$0.00	\$0.00	Purchase
2903688929001	09/19/2019	09/20/2019	PAYPAL	4029357733	CA	8999	\$103.30	\$0.00	\$0.00	Purchase
2904954701001	09/20/2019	09/23/2019	PAYPAL	4029357733	CA	5969	\$0.00	(\$100.00)	\$0.00	Purchase
2904954702001	09/20/2019	09/23/2019	PAYPAL	8602829881	CA	8641	\$772.21	\$0.00	\$0.00	Purchase
2904954703001	09/20/2019	09/23/2019	PAYPAL	4029357733	CA	8999	\$300.00	\$0.00	\$0.00	Purchase
2904954704001	09/20/2019	09/23/2019	PAYPAL	4029357733	CA	8999	\$100.00	\$0.00	\$0.00	Purchase
2904954705001	09/20/2019	09/23/2019	PAYPAL	4029357733	CA	8999	\$1,200.00	\$0.00	\$0.00	Purchase
2907743174001	09/25/2019	09/26/2019	SMK	813-4213676	CA	5968	\$99.00	\$0.00	\$0.00	Purchase
2908776707001	09/26/2019	09/27/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$212.50	\$0.00	\$0.00	Purchase
2920319408001	10/11/2019	10/14/2019	USPS POSTAGE STAMPS.C	888-434-0055	CA	9402	\$200.00	\$0.00	\$0.00	Purchase
2930818311001	10/26/2019	10/28/2019	COMMUNITY PLAYTHINGS	800-777-4244	NY	5021	\$2,063.88	\$0.00	\$0.00	Purchase
2930818312001	10/26/2019	10/28/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$228.65	\$0.00	\$0.00	Purchase
2940482189001	11/07/2019	11/08/2019	USPS POSTAGE STAMPS.C	888-434-0055	CA	9402	\$450.00	\$0.00	\$0.00	Purchase
2954146296001	11/26/2019	11/27/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$228.65	\$0.00	\$0.00	Purchase
2954916689001	11/26/2019	11/29/2019	CROWN TROPHY OF WALDOR	WALDORF	MD	5947	\$97.31	\$0.00	\$0.00	Purchase
2956521587001	12/02/2019	12/03/2019	TRILOGY INTEGRATED RES	4154585900	CA	8999	\$50.00	\$0.00	\$0.00	Purchase
2958489253001	12/04/2019	12/05/2019	PAYPAL	5137514422	CA	8398	\$450.00	\$0.00	\$0.00	Purchase
2965020031001	12/10/2019	12/13/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$81.58	\$0.00	\$0.00	Purchase
2965020032001	12/13/2019	12/13/2019	ULINE	800-295-5510	WI	5964	\$334.17	\$0.00	\$0.00	Purchase
2965020033001	12/12/2019	12/13/2019	AFFORDABLE DISPLAY	407-862-0656	FL	5099	\$130.96	\$0.00	\$0.00	Purchase
2966263044001	12/15/2019	12/16/2019	THE CONTAINER STORE	800-733-3532	TX	5999	\$471.92	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2969991488001	12/19/2019	12/20/2019	SQU*SQ *WILSON DEPENDA	WASHINGTON	DC	8999	\$632.00	\$0.00	\$0.00	Purchase
2969991489001	12/19/2019	12/20/2019	PAYPAL	4029357733	CA	8999	\$400.00	\$0.00	\$0.00	Purchase
2969991490001	12/19/2019	12/20/2019	ALL N°1 MEDICAL SUPPLI	2023883300	DC	5047	\$659.25	\$0.00	\$0.00	Purchase
2972543855001	12/26/2019	12/27/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$228.65	\$0.00	\$0.00	Purchase
2974179059001	12/31/2019	01/02/2020	PAYPAL	4104991209	CA	7392	\$333.36	\$0.00	\$0.00	Purchase
2980527176001	01/11/2020	01/13/2020	CALVIN PRICE GROUP	WASHINGTON	DC	5044	\$497.24	\$0.00	\$0.00	Purchase
2985850408001	01/16/2020	01/20/2020	DEMCO INC	800-9624463	WI	5111	\$659.14	\$0.00	\$0.00	Purchase
2988628482001	01/22/2020	01/23/2020	LAKESHORE LEARNING MAT	3105374778	CA	8299	\$36.98	\$0.00	\$0.00	Purchase
2988628483001	01/22/2020	01/23/2020	DISCOUNTSCH 8006272829	800-482-5846	CA	5943	\$45.86	\$0.00	\$0.00	Purchase
2990951763001	01/26/2020	01/27/2020	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$228.65	\$0.00	\$0.00	Purchase
2992122066001	01/27/2020	01/28/2020	HAWORTH INC	06143933294	MI	5021	\$1,009.88	\$0.00	\$0.00	Purchase
<b>FREDERICK, AMBER *****0219 Sub-Total:</b>				<b>108 Transaction(s)</b>			<b>\$34,960.95</b>	<b>(\$538.04)</b>	<b>\$38.54</b>	
<b>JOHNSON, MICHELLE *****0815</b>										
2680534141001	09/28/2018	10/01/2018	KEY-MART.COM	VANCOUVER	AB	7372	\$49.00	\$0.00	\$0.00	Purchase
2680534142001	09/27/2018	10/01/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$483.70	\$0.00	\$0.00	Purchase
2680534143001	09/28/2018	10/01/2018	BEST BUY MHT 00008011	WASHINGTON	DC	5732	\$1,339.97	\$0.00	\$75.85	Purchase
2680534144001	09/27/2018	10/01/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$877.86	\$0.00	\$0.00	Purchase
2680534145001	09/27/2018	10/01/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$130.47	\$0.00	\$0.00	Purchase
2680534146001	09/27/2018	10/01/2018	SERVATEK SOLUTION	4083357011	CA	5732	\$189.98	\$0.00	\$0.00	Purchase
2680534147001	09/28/2018	10/01/2018	INT*IN *PJ RELOCATORS	240-5080613	MD	7299	\$360.00	\$0.00	\$0.00	Purchase
2680534148001	09/28/2018	10/01/2018	VARIDESK	800-2072587	TX	5021	\$937.55	\$0.00	\$0.00	Purchase
2680534149001	09/29/2018	10/01/2018	PASSPORT TOYOTA SCION	02406955542	MD	5511	\$0.00	(\$116.83)	\$-6.61	Purchase
2681278434001	10/01/2018	10/02/2018	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$69.44	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2682139790001	10/02/2018	10/03/2018	MVS INC	WASHINGTON	DC	7379	\$0.00	(\$1,746.60)	\$0.00	Purchase
2682139791001	10/03/2018	10/03/2018	DMI* DELL HLTHCR/REL	800-274-1550		5045	\$48.75	\$0.00	\$0.00	Purchase
2682139792001	10/02/2018	10/03/2018	APPLE STORE #R129	ARLINGTON	VA	5732	\$428.00	\$0.00	\$0.00	Purchase
2685141319001	10/05/2018	10/08/2018	BEST BUY 00010926	WASHINGTON	DC	5732	\$39.99	\$0.00	\$0.00	Purchase
2685141320001	10/06/2018	10/08/2018	VERIZON* 020454	800-345-6563	TX	4899	\$1,421.84	\$0.00	\$80.48	Purchase
2685141321001	10/08/2018	10/08/2018	DMI* DELL HLTHCR/REL	800-274-1550		5045	\$61.98	\$0.00	\$0.00	Purchase
2685822479001	10/08/2018	10/09/2018	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$0.00	(\$78.01)	\$0.00	Purchase
2685822480001	10/08/2018	10/09/2018	WEB	888-6429675	FL	5968	\$142.50	\$0.00	\$0.00	Purchase
2686660421001	10/09/2018	10/10/2018	VARIDESK	800-2072587	TX	5021	\$0.00	(\$666.00)	\$0.00	Purchase
2687565579001	10/09/2018	10/11/2018	THE HOME DEPOT #2583	WASHINGTON	DC	5200	\$18.97	\$0.00	\$0.00	Purchase
2690401582001	10/15/2018	10/16/2018	RAWSHORTS.COM	8006520954	FL	7392	\$89.00	\$0.00	\$0.00	Purchase
2690401583001	10/15/2018	10/16/2018	HOO*HOOTSUITE INC	778-5889767	CA	7399	\$623.15	\$0.00	\$35.27	Purchase
2690401584001	10/16/2018	10/16/2018	WASHPOST	202-334-4875	DC	7311	\$470.98	\$0.00	\$0.00	Purchase
2691264360001	10/17/2018	10/17/2018	HTTP://WEBEX.COM	916-861-3174	CA	7399	\$49.00	\$0.00	\$0.00	Purchase
2693133949001	10/18/2018	10/19/2018	MVS INC	WASHINGTON	DC	7379	\$1,771.40	\$0.00	\$0.00	Purchase
2694322771001	10/16/2018	10/22/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$79.58	\$0.00	\$0.00	Purchase
2694322772001	10/20/2018	10/22/2018	GOOGLE *CLOUD_0156EC-0	CC@GOOGLE.COM	CA	7311	\$100.00	\$0.00	\$0.00	Purchase
2695071667001	10/22/2018	10/23/2018	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$153.25	\$0.00	\$0.00	Purchase
2695931263001	10/19/2018	10/24/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$39.20	\$0.00	\$0.00	Purchase
2695931264001	10/22/2018	10/24/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$0.00	(\$59.98)	\$0.00	Purchase
2695931265001	10/23/2018	10/24/2018	MVS INC	WASHINGTON	DC	7379	\$0.00	(\$24.80)	\$0.00	Purchase
2699026107001	10/24/2018	10/29/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$923.55	\$0.00	\$0.00	Purchase
2699026108001	10/24/2018	10/29/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$254.37	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2699026109001	10/26/2018	10/29/2018	AMAZON.COM*M85J49T21	AMZN.COM/BILL	WA	5942	\$428.50	\$0.00	\$0.00	Purchase
2699026110001	10/28/2018	10/29/2018	STAMPS.COM	855-608-2677	CA	7399	\$4.99	\$0.00	\$0.00	Purchase
2699026111001	10/26/2018	10/29/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$0.00	(\$548.80)	\$0.00	Purchase
2704927597001	11/06/2018	11/07/2018	AMAZON.COM*M81025H81	AMZN.COM/BILL	WA	5942	\$99.56	\$0.00	\$0.00	Purchase
2704927598001	11/02/2018	11/07/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$104.58	\$0.00	\$0.00	Purchase
2707988155001	11/08/2018	11/12/2018	MANAGEMENT CONCEPTS IN	703-270-9595	VA	8299	\$1,149.00	\$0.00	\$0.00	Purchase
2708684733001	11/13/2018	11/13/2018	APL*APPLE ONLINE STORE	800-676-2775	CA	5732	\$1,449.00	\$0.00	\$0.00	Purchase
2711424757001	11/16/2018	11/16/2018	HTTP://WEBEX.COM	916-861-3174	CA	7399	\$49.00	\$0.00	\$0.00	Purchase
2711424758001	11/15/2018	11/16/2018	HOO*HOOTSUITE INC	778-5889767	CA	7399	\$114.48	\$0.00	\$6.48	Purchase
2712619043001	11/17/2018	11/19/2018	DMI* DELL HLTHCR/REL	800-274-1550		5045	\$419.00	\$0.00	\$0.00	Purchase
2713260713001	11/20/2018	11/20/2018	DISPUTE CREDIT	CHICAGO	IL	7311	\$0.00	(\$100.00)	\$0.00	Purchase
2713260714001	11/19/2018	11/20/2018	GOOGLE *CLOUD_0156EC-0	CC@GOOGLE.COM	CA	7311	\$218.15	\$0.00	\$0.00	Purchase
2713937262001	11/21/2018	11/21/2018	AMAZON.COM*M87SY3YK1	AMZN.COM/BILL	WA	5942	\$44.98	\$0.00	\$0.00	Purchase
2713937263001	11/21/2018	11/21/2018	DMI* DELL HLTHCR/REL	800-274-1550		5045	\$3,564.45	\$0.00	\$0.00	Purchase
2714666882001	11/21/2018	11/23/2018	CDW GOVT #QCL9432	800-808-4239	IL	5045	\$138.56	\$0.00	\$0.00	Purchase
2716575948001	11/28/2018	11/28/2018	STAMPS.COM	855-608-2677	CA	7399	\$4.99	\$0.00	\$0.00	Purchase
2718386685001	11/30/2018	11/30/2018	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$225.46	\$0.00	\$0.00	Purchase
2719603980001	12/01/2018	12/03/2018	KINDLE SVCS*M07BB1XU0	866-321-8851	WA	5818	\$0.99	\$0.00	\$0.00	Purchase
2719603981001	11/30/2018	12/03/2018	THE HOME DEPOT #2583	WASHINGTON	DC	5200	\$121.23	\$0.00	\$0.00	Purchase
2719603982001	12/01/2018	12/03/2018	AMZN DIGITAL	888-802-3080	WA	5818	\$0.99	\$0.00	\$0.00	Purchase
2720355620001	12/04/2018	12/04/2018	DMI* DELL HLTHCR/REL	800-274-1550		5045	\$651.16	\$0.00	\$0.00	Purchase
2723105158001	12/06/2018	12/07/2018	EB AMERICAN UNIVERSIT	8014137200	CA	7399	\$627.24	\$0.00	\$0.00	Purchase
2724290793001	12/07/2018	12/10/2018	V.H. BLACKINTON CO	5086994436	MA	5099	\$1,920.00	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2725007737001	12/11/2018	12/11/2018	DISPUTE REBILL	CHICAGO	IL	7311	\$100.00	\$0.00	\$0.00	Purchase
2725847704001	12/11/2018	12/12/2018	KASTLE SYSTEMS	703-5288800	VA	7393	\$1,273.32	\$0.00	\$0.00	Purchase
2728797974001	12/14/2018	12/17/2018	D&B*MDR INVOICES	800-872-4324	PA	7399	\$5,000.00	\$0.00	\$0.00	Purchase
2728797975001	12/16/2018	12/17/2018	HTTP://WEBEX.COM	916-861-3174	CA	7399	\$49.00	\$0.00	\$0.00	Purchase
2729451961001	12/17/2018	12/18/2018	SUNBELT RENTALS #179	WASHINGTON	DC	7394	\$586.61	\$0.00	\$0.00	Purchase
2729451962001	12/17/2018	12/18/2018	SUNBELT RENTALS #179	WASHINGTON	DC	7394	\$0.00	(\$586.61)	\$0.00	Purchase
2730215459001	12/18/2018	12/19/2018	CDW GOVT #QKP4039	800-808-4239	IL	5045	\$3,584.84	\$0.00	\$0.00	Purchase
2730998926001	12/17/2018	12/20/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$52.54	\$0.00	\$0.00	Purchase
2730998927001	12/19/2018	12/20/2018	INT*IN *TRAF-SYS INC.	412-4280128	PA	5065	\$1,170.00	\$0.00	\$0.00	Purchase
2730998928001	12/19/2018	12/20/2018	GOOGLE *CLOUD_0156EC-0	CC@GOOGLE.COM	CA	7311	\$199.79	\$0.00	\$0.00	Purchase
2732921913001	12/26/2018	12/26/2018	APL*APPLE ONLINE STORE	800-676-2775	CA	5732	\$1,349.00	\$0.00	\$0.00	Purchase
2732921914001	12/26/2018	12/26/2018	APL*APPLE ONLINE STORE	800-676-2775	CA	5732	\$79.00	\$0.00	\$0.00	Purchase
2732921915001	12/26/2018	12/26/2018	APL*APPLE ONLINE STORE	800-676-2775	CA	5732	\$19.00	\$0.00	\$0.00	Purchase
2733609742001	12/28/2018	12/28/2018	STAMPS.COM	855-608-2677	CA	7399	\$4.99	\$0.00	\$0.00	Purchase
2733609743001	12/27/2018	12/28/2018	OFFICE DEPOT #3315	WASHINGTON	DC	5943	\$816.74	\$0.00	\$0.00	Purchase
2734166197001	12/27/2018	12/31/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$26.82	\$0.00	\$0.00	Purchase
2734561068001	01/01/2019	01/02/2019	APL*APPLE ONLINE STORE	800-676-2775	CA	5732	\$104.94	\$0.00	\$5.94	Purchase
2735033578001	01/03/2019	01/03/2019	DMI* DELL HLTHCR/REL	800-274-1550		5045	\$1,299.90	\$0.00	\$0.00	Purchase
2736556691001	01/05/2019	01/07/2019	DMI* DELL HLTHCR/REL	800-274-1550		5045	\$1,299.90	\$0.00	\$0.00	Purchase
2737224830001	01/08/2019	01/08/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$242.62	\$0.00	\$0.00	Purchase
2739758091001	01/10/2019	01/11/2019	KINDLE SVCS	866-321-8851	WA	5818	\$0.00	(\$0.99)	\$0.00	Purchase
2739758092001	01/10/2019	01/11/2019	AMZN DIGITAL 888-802-3	888-802-3080	WA	5818	\$0.00	(\$0.99)	\$0.00	Purchase
2739758093001	01/10/2019	01/11/2019	BATTERYGUY	8005721975	GA	5199	\$644.30	\$0.00	\$0.00	Purchase

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Transaction Detail

# Transaction Detail

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Date/Time Printed: 02/04/2020 10:40:17 AM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/01/2018' AND '01/31/2020' AND Transaction Type <> 'Payment'

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2741665158001	01/14/2019	01/15/2019	WASHPOST	202-334-4875	DC	7311	\$535.25	\$0.00	\$0.00	Purchase
2743376189001	01/17/2019	01/17/2019	HTTP://WEBEX.COM	916-861-3174	CA	7399	\$49.00	\$0.00	\$0.00	Purchase
2745442982001	01/19/2019	01/21/2019	GOOGLE*CLOUD 0156EC-04	CC GOOGLE.COM	CA	7311	\$286.34	\$0.00	\$0.00	Purchase
2747642535001	01/23/2019	01/24/2019	SUNBELT RENTALS #179	WASHINGTON	DC	7394	\$1,285.44	\$0.00	\$0.00	Purchase
2748552921001	01/23/2019	01/25/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$222.02	\$0.00	\$0.00	Purchase
2748552922001	01/23/2019	01/25/2019	ALL IN SAFETY/THE TARP	800-376-8415	NY	5085	\$359.64	\$0.00	\$26.64	Purchase
2748552923001	01/24/2019	01/25/2019	APPLE STORE #R287	WASHINGTON		5732	\$195.00	\$0.00	\$0.00	Purchase
2749751310001	01/24/2019	01/28/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$98.84	\$0.00	\$0.00	Purchase
2749751311001	01/28/2019	01/28/2019	STAMPS.COM	855-608-2677	CA	7399	\$4.99	\$0.00	\$0.00	Purchase
2750499385001	01/28/2019	01/29/2019	BEST BUY 00002766	ARLINGTON		5732	\$83.93	\$0.00	\$3.23	Purchase
2750499386001	01/28/2019	01/29/2019	SUNBELT RENTALS #179	WASHINGTON	DC	7394	\$0.00	(\$930.19)	\$0.00	Purchase
2750499387001	01/28/2019	01/29/2019	SUNBELT RENTALS #179	WASHINGTON	DC	7394	\$616.38	\$0.00	\$0.00	Purchase
2751327486001	01/28/2019	01/30/2019	NIGP - IWEB	HERNDON	VA	8699	\$356.00	\$0.00	\$0.00	Purchase
2751327487001	01/29/2019	01/30/2019	SUNBELT RENTALS #179	WASHINGTON	DC	7394	\$236.77	\$0.00	\$0.00	Purchase
2752182882001	01/30/2019	01/31/2019	BEST BUY 00010926	WASHINGTON	DC	5732	\$163.04	\$0.00	\$9.23	Purchase

**JOHNSON, MICHELLE \*\*\*\*\*9815 Sub-Total: 94 Transaction(s) \$44,885.74 (\$4,859.80) \$236.51**

**JOHNSON, MICHELLE \*\*\*\*\*0121**

2753071809001	01/29/2019	02/01/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$151.89	\$0.00	\$0.00	Purchase
2754253748001	02/04/2019	02/04/2019	DMI* DELL HLTHCR/REL	800-274-1550		5045	\$419.00	\$0.00	\$0.00	Purchase
2754976357001	02/04/2019	02/05/2019	INTESETSYST	7818261560	MA	5734	\$24.95	\$0.00	\$0.00	Purchase
2756722057001	02/06/2019	02/07/2019	LEVENGER CATALOG&WEB	800-545-0242	FL	5969	\$124.80	\$0.00	\$0.00	Purchase
2757672068001	02/07/2019	02/08/2019	INT*IN *SIRUS SYSTEMS	301-3717201	MD	5999	\$1,850.00	\$0.00	\$0.00	Purchase
2758879083001	02/09/2019	02/11/2019	DISPUTE CREDIT	CHICAGO	IL	7311	\$0.00	(\$286.34)	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2761351448001	02/13/2019	02/14/2019	CDW GOVT #RCG3247	800-808-4239	IL	5045	\$99.74	\$0.00	\$0.00	Purchase
2762262864001	02/14/2019	02/15/2019	PAYPAL	4029357733	CA	5969	\$0.00	(\$2,999.99)	\$0.00	Purchase
2762262865001	02/14/2019	02/15/2019	PAYPAL	4029357733	CA	8999	\$2,999.99	\$0.00	\$0.00	Purchase
2762262866001	02/14/2019	02/15/2019	PAYPAL	4029357733	CA	8999	\$2,999.00	\$0.00	\$0.00	Purchase
2763348984001	02/16/2019	02/18/2019	HTTP://WEBEX.COM	916-861-3174	CA	7399	\$49.00	\$0.00	\$0.00	Purchase
2763348985001	02/18/2019	02/18/2019	DMI* DELL HLTHCR/REL	800-274-1550		5045	\$869.00	\$0.00	\$0.00	Purchase
2763977926001	02/19/2019	02/19/2019	DMI* DELL HLTHCR/REL	800-274-1550		5045	\$919.00	\$0.00	\$0.00	Purchase
2766600353001	02/21/2019	02/22/2019	PAYPAL	4029357733	CA	5969	\$0.00	(\$2,999.00)	\$0.00	Purchase
2778278342001	03/11/2019	03/12/2019	MARC LLC	WASHINGTON	DC	8099	\$50.00	\$0.00	\$0.00	Purchase
2778278343001	03/11/2019	03/12/2019	BALL & BALL COMM INC	3014901587	MD	1799	\$300.00	\$0.00	\$0.00	Purchase
2779130671001	03/12/2019	03/13/2019	WASHPOST	202-334-4875	DC	7311	\$266.60	\$0.00	\$0.00	Purchase
2780045879001	03/13/2019	03/14/2019	GTS AUTO SERVICE	WASHINGTON	DC	7538	\$1,646.70	\$0.00	\$0.00	Purchase
2780984010001	03/14/2019	03/15/2019	CDW GOVT #RLZ2676	800-808-4239	IL	5045	\$251.34	\$0.00	\$0.00	Purchase
2782162216001	03/15/2019	03/18/2019	MVS INC	WASHINGTON	DC	7379	\$1,438.29	\$0.00	\$0.00	Purchase
2782162217001	03/15/2019	03/18/2019	INT*IN *SENSOURCE, INC	330-7927089	OH	5065	\$2,209.71	\$0.00	\$0.00	Purchase
2782162218001	03/17/2019	03/18/2019	DMI* DELL HLTHCR/REL	ROUND ROCK	TX	5045	\$48.99	\$0.00	\$0.00	Purchase
2785589592001	03/21/2019	03/22/2019	PAYPAL	8602829881	CA	8641	\$100.00	\$0.00	\$0.00	Purchase
2788364619001	03/26/2019	03/27/2019	PAYPAL	00447533158	CA	7311	\$2,999.00	\$0.00	\$0.00	Purchase
2789280872001	03/28/2019	03/28/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$115.15	\$0.00	\$0.00	Purchase
2789280873001	03/28/2019	03/28/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$11.83	\$0.00	\$0.00	Purchase
2791383452001	03/27/2019	04/01/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$331.14	\$0.00	\$0.00	Purchase
2791383453001	03/31/2019	04/01/2019	HTTP://WEBEX.COM	916-861-3174	CA	7399	\$49.00	\$0.00	\$0.00	Purchase
2796914054001	04/09/2019	04/09/2019	DISPUTE REBILL	CHICAGO	IL	7311	\$286.34	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2796914055001	04/08/2019	04/09/2019	CDW GOVT #RTL1951	800-808-4239	IL	5045	\$1,446.40	\$0.00	\$0.00	Purchase
2796914056001	04/08/2019	04/09/2019	CDW GOVT #RTL3910	800-808-4239	IL	5045	\$133.64	\$0.00	\$0.00	Purchase
2798773000001	04/11/2019	04/11/2019	GIH*GLOBALINDUSTRIALE Q	800-645-2986	FL	5085	\$243.93	\$0.00	\$0.00	Purchase
2798773001001	04/11/2019	04/11/2019	DISPLAYS2GO	FALL RIVER	MA	5099	\$910.99	\$0.00	\$0.00	Purchase
2799726874001	04/12/2019	04/12/2019	GIH*GLOBALINDUSTRIALE Q	800-645-2986	FL	5085	\$168.82	\$0.00	\$0.00	Purchase
2800975751001	04/11/2019	04/15/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$165.94	\$0.00	\$0.00	Purchase
2800975752001	04/12/2019	04/15/2019	OTC BRANDS, INC.	OMAHA	NE	5964	\$104.92	\$0.00	\$0.00	Purchase
2800975753001	04/12/2019	04/15/2019	OTC BRANDS, INC.	OMAHA	NE	5964	\$233.40	\$0.00	\$0.00	Purchase
2800975754001	04/12/2019	04/15/2019	OTC BRANDS, INC.	OMAHA	NE	5964	\$0.00	(\$19.15)	\$0.00	Purchase
2801730881001	04/16/2019	04/16/2019	WASHPOST	202-334-4875	DC	7311	\$595.88	\$0.00	\$0.00	Purchase
2802595900001	04/17/2019	04/17/2019	HTTP://WEBEX.COM	916-861-3174	CA	7399	\$49.00	\$0.00	\$0.00	Purchase
2804422790001	04/18/2019	04/19/2019	INTESETSYST	7818261560	MA	5734	\$224.55	\$0.00	\$0.00	Purchase
2805403793001	04/18/2019	04/22/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$971.26	\$0.00	\$0.00	Purchase
2807852757001	04/24/2019	04/25/2019	APPLE STORE #R287	WASHINGTON		5732	\$2,003.00	\$0.00	\$0.00	Purchase
2810043949001	04/24/2019	04/29/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$49.95	\$0.00	\$0.00	Purchase
2812635391001	05/01/2019	05/02/2019	APPLE STORE #R287	WASHINGTON		5732	\$108.95	\$0.00	\$0.00	Purchase
2813620759001	05/02/2019	05/03/2019	APPLE STORE #R287	WASHINGTON		5732	\$62.10	\$0.00	\$0.00	Purchase
2817491789001	05/07/2019	05/09/2019	SOLAR ECLIPSE GLASS TI	703-794-8468	VA	1799	\$350.00	\$0.00	\$0.00	Purchase
2817491790001	05/07/2019	05/09/2019	SOLAR ECLIPSE GLASS TI	703-794-8468	VA	1799	\$652.00	\$0.00	\$0.00	Purchase
2819673584001	05/10/2019	05/13/2019	PSI DC OPLA	913-8954600	KS	8999	\$1,848.00	\$0.00	\$0.00	Purchase
2820425247001	05/13/2019	05/14/2019	INT*IN *SENSOURCE, INC	330-7927089	OH	5065	\$3,651.88	\$0.00	\$0.00	Purchase
2820425248001	05/14/2019	05/14/2019	DMI* DELL HLTHCR/REL	ROUND ROCK	TX	5045	\$519.90	\$0.00	\$0.00	Purchase
2822265325001	05/16/2019	05/16/2019	HTTP://WEBEX.COM	916-861-3174	CA	7399	\$49.00	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2824424430001	05/17/2019	05/20/2019	CDW GOVT #SHX9222	800-808-4239	IL	5045	\$183.80	\$0.00	\$0.00	Purchase
2826068540001	05/17/2019	05/22/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$13.92	\$0.00	\$0.00	Purchase
2826998193001	05/22/2019	05/23/2019	CDW GOVT #SKJ1271	800-808-4239	IL	5045	\$184.30	\$0.00	\$0.00	Purchase
2831604277001	05/30/2019	05/31/2019	SOLARWINDS	AUSTIN	TX	5734	\$685.00	\$0.00	\$0.00	Purchase
2840082226001	06/12/2019	06/13/2019	INT*IN *SIRUS SYSTEMS	301-3717201	MD	5999	\$1,080.00	\$0.00	\$0.00	Purchase
2841046306001	06/13/2019	06/14/2019	SKILLPATH / NATIONAL	9133623900	KS	8299	\$199.00	\$0.00	\$7.96	Purchase
2842209131001	06/14/2019	06/17/2019	CDW GOVT #SRJ0588	800-808-4239	IL	5045	\$1,796.06	\$0.00	\$0.00	Purchase
2843810585001	06/18/2019	06/19/2019	CDW GOVT #SSC3162	800-808-4239	IL	5045	\$206.90	\$0.00	\$0.00	Purchase
2845695265001	06/20/2019	06/21/2019	EASY CLOCKING	MIRAMAR	FL	7399	\$162.50	\$0.00	\$0.00	Purchase
2846870923001	06/21/2019	06/24/2019	WEB	888-6429675	FL	5968	\$79.98	\$0.00	\$0.00	Purchase
2847627861001	06/24/2019	06/25/2019	GTS AUTO SERVICE	202-462-0486	DC	7538	\$118.72	\$0.00	\$0.00	Purchase
2851468007001	06/30/2019	07/01/2019	HTTP://WEBEX.COM	916-861-3174	CA	7399	\$49.00	\$0.00	\$0.00	Purchase
2851468008001	06/27/2019	07/01/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$339.30	\$0.00	\$0.00	Purchase
2852139042001	07/02/2019	07/02/2019	STAMPS.COM	EL SEGUNDO	CA	7399	\$25.85	\$0.00	\$0.00	Purchase
2855930204001	07/10/2019	07/10/2019	STAMPS.COM	EL SEGUNDO	CA	7399	\$0.00	(\$0.90)	\$0.00	Purchase
2855930205001	07/09/2019	07/10/2019	INT*IN *SENSOURCE, INC	330-7927089	OH	5065	\$4,560.69	\$0.00	\$0.00	Purchase
2856842463001	07/08/2019	07/11/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$263.75	\$0.00	\$0.00	Purchase
2858898147001	07/15/2019	07/15/2019	HTTP://WEBEX.COM	916-861-3174	CA	7399	\$49.00	\$0.00	\$0.00	Purchase
2865168132001	07/23/2019	07/24/2019	WASHPOST	202-334-4875	DC	7311	\$494.83	\$0.00	\$0.00	Purchase
2865168133001	07/23/2019	07/24/2019	VARIDESK* 1800 207 25	800-2072587	TX	5021	\$666.00	\$0.00	\$0.00	Purchase
2866085848001	07/22/2019	07/25/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$931.33	\$0.00	\$0.00	Purchase
2867000096001	07/22/2019	07/26/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$720.99	\$0.00	\$0.00	Purchase
2867000097001	07/24/2019	07/26/2019	THE HOME DEPOT #2583	WASHINGTON	DC	5200	\$9.90	\$0.00	\$0.00	Purchase

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2868102167001	07/26/2019	07/29/2019	APL* ITUNES.COM/BILL	866-712-7753	CA	5735	\$84.79	\$0.00	\$0.00	Purchase
2868102168001	07/26/2019	07/29/2019	CDW GOVT #TFV3941	800-808-4239	IL	5045	\$33.93	\$0.00	\$0.00	Purchase
2868102169001	07/26/2019	07/29/2019	CDW GOVT #TFW7002	800-808-4239	IL	5045	\$41.44	\$0.00	\$0.00	Purchase
2868102170001	07/28/2019	07/29/2019	STAMPS.COM	EL SEGUNDO	CA	7399	\$4.99	\$0.00	\$0.00	Purchase
2868826336001	07/29/2019	07/30/2019	CDW GOVT #TGJ3545	800-808-4239	IL	5045	\$75.40	\$0.00	\$0.00	Purchase
2871478048001	08/02/2019	08/02/2019	DMI* DELL HLTHCR/REL	ROUND ROCK	TX	5045	\$250.79	\$0.00	\$0.00	Purchase
2872595451001	07/31/2019	08/05/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$312.79	\$0.00	\$0.00	Purchase
2874155041001	08/06/2019	08/07/2019	CDW GOVT #TJS3263	800-808-4239	IL	5045	\$47.41	\$0.00	\$0.00	Purchase
2875083387001	08/06/2019	08/08/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$449.00	\$0.00	\$0.00	Purchase
2875083388001	08/08/2019	08/08/2019	WASHPOST	202-334-4875	DC	7311	\$266.60	\$0.00	\$0.00	Purchase
2878720961001	08/13/2019	08/14/2019	DMI* DELL HLTHCR/REL	ROUND ROCK	TX	5045	\$779.00	\$0.00	\$0.00	Purchase
2879635702001	08/15/2019	08/15/2019	APL*APPLE ONLINE STORE	800-676-2775	CA	5732	\$119.95	\$0.00	\$0.00	Purchase
2879635703001	08/15/2019	08/15/2019	HTTP://WEBEX.COM	916-861-3174	CA	7399	\$49.00	\$0.00	\$0.00	Purchase
2884262563001	08/19/2019	08/22/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$113.07	\$0.00	\$0.00	Purchase
2884262564001	08/19/2019	08/22/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$356.21	\$0.00	\$0.00	Purchase
2884262565001	08/22/2019	08/22/2019	WASHPOST	202-334-4875	DC	7311	\$257.50	\$0.00	\$0.00	Purchase
2886378388001	08/22/2019	08/26/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$145.31	\$0.00	\$0.00	Purchase
2889850373001	08/29/2019	08/30/2019	INT*IN *SENSOURCE, INC	330-7927089	OH	5065	\$4,561.09	\$0.00	\$0.00	Purchase
2890922482001	09/01/2019	09/02/2019	WEB	888-6429675	FL	5968	\$39.99	\$0.00	\$0.00	Purchase
2892710157001	08/30/2019	09/05/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$723.73	\$0.00	\$0.00	Purchase
2892710158001	08/30/2019	09/05/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$26.73	\$0.00	\$0.00	Purchase
2893606176001	09/05/2019	09/06/2019	MINDSHIFT TECHNOLOGIES	6172432734	MA	5044	\$640.00	\$0.00	\$0.00	Purchase
2895612027001	09/09/2019	09/10/2019	CDW GOVT #TTZ0513	800-808-4239	IL	5045	\$1,647.41	\$0.00	\$0.00	Purchase

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2898608215001	09/12/2019	09/13/2019	CDW GOVT #TWC2752	800-808-4239	IL	5045	\$83.89	\$0.00	\$0.00	Purchase
2900706860001	09/17/2019	09/17/2019	HTTP://WEBEX.COM	916-861-3174	CA	7399	\$49.00	\$0.00	\$0.00	Purchase
2900706861001	09/16/2019	09/17/2019	AMAZON.COM*FT5QZ38S3 A	AMZN.COM/BILL	WA	5942	\$38.88	\$0.00	\$0.00	Purchase
2901645772001	09/17/2019	09/18/2019	CDW GOVT #TXH5821	800-808-4239	IL	5045	\$587.23	\$0.00	\$0.00	Purchase
2902664213001	09/18/2019	09/19/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$25.98	\$0.00	\$0.00	Purchase
2902664214001	09/18/2019	09/19/2019	CDW GOVT #TXV4303	800-808-4239	IL	5045	\$167.78	\$0.00	\$0.00	Purchase
2903689278001	09/17/2019	09/20/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$387.99	\$0.00	\$0.00	Purchase
2904955115001	09/18/2019	09/23/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$683.58	\$0.00	\$0.00	Purchase
2904955116001	09/20/2019	09/23/2019	INT*IN *UNICORN & WOOD	202-3902723	MD	8299	\$1,975.00	\$0.00	\$0.00	Purchase
2904955117001	09/20/2019	09/23/2019	PAYPAL	4104991209	CA	7392	\$300.00	\$0.00	\$0.00	Purchase
2904955118001	09/20/2019	09/23/2019	PAYPAL	4029357733	CA	8999	\$300.00	\$0.00	\$0.00	Purchase
2904955119001	09/20/2019	09/23/2019	PAYPAL	4029357733	CA	8999	\$300.00	\$0.00	\$0.00	Purchase
2904955120001	09/20/2019	09/23/2019	PAYPAL	4029357733	CA	8999	\$400.00	\$0.00	\$0.00	Purchase
2904955121001	09/20/2019	09/23/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$396.92	\$0.00	\$0.00	Purchase
2904955122001	09/20/2019	09/23/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$78.98	\$0.00	\$0.00	Purchase
2906717509001	09/20/2019	09/25/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$939.54	\$0.00	\$0.00	Purchase
2916774793001	10/08/2019	10/09/2019	WEB	888-6429675	FL	5968	\$153.70	\$0.00	\$0.00	Purchase
2917760350001	10/09/2019	10/10/2019	MVS INC	WASHINGTON	DC	7379	\$2,755.20	\$0.00	\$0.00	Purchase
2921126793001	10/15/2019	10/15/2019	HTTP://WEBEX.COM	916-861-3174	CA	7399	\$49.00	\$0.00	\$0.00	Purchase
2927487257001	10/18/2019	10/23/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$344.04	\$0.00	\$0.00	Purchase
2927487258001	10/22/2019	10/23/2019	PAYPAL	8602829881	CA	8641	\$100.00	\$0.00	\$0.00	Purchase
2927487259001	10/23/2019	10/23/2019	DMI* DELL HLTHCR/REL	ROUND ROCK	TX	5045	\$71.98	\$0.00	\$0.00	Purchase
2932069808001	10/28/2019	10/29/2019	SQU*SQ *CENTRAL SAFE A	WASHINGTON	DC	8999	\$25.00	\$0.00	\$0.00	Purchase

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# Transaction Detail

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/01/2018' AND '01/31/2020' AND Transaction Type <> 'Payment'

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2933281488001	10/29/2019	10/30/2019	PSI DC OPLA	913-8954600	KS	8999	\$500.00	\$0.00	\$0.00	Purchase
2933281489001	10/30/2019	10/30/2019	BNP*ENR/AR/NEWS/PS	248-244-6256	MI	7311	\$55.00	\$0.00	\$0.00	Purchase
2935184928001	10/31/2019	11/01/2019	APPLE STORE R516	WASHINGTON	DC	5732	\$3,207.95	\$0.00	\$0.00	Purchase
2936335471001	10/28/2019	11/04/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$256.57	\$0.00	\$0.00	Purchase
2941742150001	11/08/2019	11/11/2019	JIMMIE MUSCATELLO'S GQ	WASHINGTON	DC	5137	\$324.75	\$0.00	\$0.00	Purchase
2942847587001	11/11/2019	11/12/2019	CDW GOVT #VRK8741	800-808-4239	IL	5045	\$408.46	\$0.00	\$0.00	Purchase
2942847588001	11/11/2019	11/12/2019	CDW GOVT #VRN5853	800-808-4239	IL	5045	\$37.25	\$0.00	\$0.00	Purchase
2945796996001	11/15/2019	11/15/2019	HTTP://WEBEX.COM	916-861-3174	CA	7399	\$49.00	\$0.00	\$0.00	Purchase
2947077757001	11/14/2019	11/18/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$88.14	\$0.00	\$0.00	Purchase
2949182276001	11/19/2019	11/20/2019	WASHPOST	202-334-4875	DC	7311	\$384.90	\$0.00	\$0.00	Purchase
2950193399001	11/19/2019	11/21/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$9.99	\$0.00	\$0.00	Purchase
2951207276001	11/19/2019	11/22/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$22.08	\$0.00	\$0.00	Purchase
2951207277001	11/22/2019	11/22/2019	ULINE	800-295-5510	WI	5964	\$241.32	\$0.00	\$13.66	Purchase
2951207278001	11/21/2019	11/22/2019	IDENTISYS INCORPORATED	EDEN PRAIRIE	MN	5046	\$1,483.00	\$0.00	\$0.00	Purchase
2952429880001	11/22/2019	11/25/2019	CDW GOVT #VVW6554	800-808-4239	IL	5045	\$126.31	\$0.00	\$0.00	Purchase
2952429881001	11/21/2019	11/25/2019	JIMMIE MUSCATELLO'S GQ	WASHINGTON	DC	5137	\$222.92	\$0.00	\$0.00	Purchase
2953436841001	11/26/2019	11/26/2019	WASHPOST	202-334-4875	DC	7311	\$458.01	\$0.00	\$0.00	Purchase
2959524090001	12/05/2019	12/06/2019	SQ *SQ *HH LOGISTICS P	WASHINGTON	DC	7392	\$950.00	\$0.00	\$0.00	Purchase
2960839867001	12/05/2019	12/09/2019	THE HOME DEPOT 2583	WASHINGTON	DC	5200	\$86.81	\$0.00	\$0.00	Purchase
2963996449001	12/11/2019	12/12/2019	SUNBELT RENTALS #179	WASHINGTON	DC	7394	\$833.51	\$0.00	\$40.11	Purchase
2966263206001	12/15/2019	12/16/2019	HTTP://WEBEX.COM	916-861-3174	CA	7399	\$49.00	\$0.00	\$0.00	Purchase
2969097193001	12/18/2019	12/19/2019	SUNBELT RENTALS #179	WASHINGTON	DC	7394	\$0.00	(\$107.26)	\$0.00	Purchase
2969991570001	12/19/2019	12/20/2019	INT*IN *THE SHREDDING	301-3259339	MD	7399	\$178.00	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2969991571001	12/19/2019	12/20/2019	BEST BUY 00010926	WASHINGTON	DC	5732	\$193.96	\$0.00	\$10.98	Purchase
2971027132001	12/20/2019	12/23/2019	SUNBELT RENTALS #179	WASHINGTON	DC	7394	\$125.00	\$0.00	\$7.08	Purchase
2971027133001	12/20/2019	12/23/2019	SUNBELT RENTALS #179	WASHINGTON	DC	7394	\$140.00	\$0.00	\$7.93	Purchase
2972164372001	12/24/2019	12/26/2019	SUNBELT RENTALS #179	WASHINGTON	DC	7394	\$429.00	\$0.00	\$24.29	Purchase
2973075599001	12/26/2019	12/30/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$96.88	\$0.00	\$0.00	Purchase
2973075600001	12/26/2019	12/30/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$11.89	\$0.00	\$0.00	Purchase
2974179123001	01/01/2020	01/02/2020	APPLE.COM/US	800-676-2775	CA	5732	\$104.94	\$0.00	\$5.94	Purchase
2975624022001	01/03/2020	01/06/2020	CDW GOVT #WHH1860	800-808-4239	IL	5045	\$152.60	\$0.00	\$0.00	Purchase
2975624023001	01/02/2020	01/06/2020	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$107.19	\$0.00	\$0.00	Purchase
2976572125001	01/06/2020	01/07/2020	CDW GOVT #WHS5448	800-808-4239	IL	5045	\$93.00	\$0.00	\$0.00	Purchase
2979308401001	01/09/2020	01/10/2020	PAYPAL	00447533158	CA	7311	\$2,995.00	\$0.00	\$0.00	Purchase
2980527363001	01/10/2020	01/13/2020	SQ *SQ *HH LOGISTICS P	WASHINGTON	DC	7392	\$950.00	\$0.00	\$0.00	Purchase
2980527364001	01/11/2020	01/13/2020	DMI* DELL HLTHCR/REL	ROUND ROCK	TX	5045	\$399.00	\$0.00	\$0.00	Purchase
2981665401001	01/13/2020	01/14/2020	CDW GOVT #WKG7726	800-808-4239	IL	5045	\$1,373.40	\$0.00	\$0.00	Purchase
2981665402001	01/14/2020	01/14/2020	WASHPOST	202-334-4875	DC	7311	\$630.60	\$0.00	\$0.00	Purchase
2983584286001	01/14/2020	01/16/2020	NIGP - IWEB	HERNDON	VA	8699	\$280.00	\$0.00	\$0.00	Purchase
2984602799001	01/14/2020	01/17/2020	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$79.36	\$0.00	\$0.00	Purchase
2988628569001	01/23/2020	01/23/2020	HTTP://WEBEX.COM	916-861-3174	CA	7399	\$49.00	\$0.00	\$0.00	Purchase
2989658562001	01/23/2020	01/24/2020	APPLE STORE #R287	WASHINGTON		5732	\$59.85	\$0.00	\$0.00	Purchase
2993050338001	01/28/2020	01/29/2020	PSI DC OPLA	913-8954600	KS	8999	\$30.00	\$0.00	\$0.00	Purchase
<b>JOHNSON, MICHELLE *****0121 Sub-Total:</b>				<b>164 Transaction(s)</b>			<b>\$87,488.25</b>	<b>(\$6,412.64)</b>	<b>\$117.95</b>	
<b>MIDDLETON, AUDREY *****3626</b>										
2687565553001	10/10/2018	10/11/2018	FARONICS TECHN01 OF 01	(408)620-5253	CA	5045	\$1,760.00	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2688478720001	10/11/2018	10/12/2018	BARCODESINC	CHICAGO	IL	5045	\$1,880.40	\$0.00	\$0.00	Purchase
2688478721001	10/11/2018	10/12/2018	BARCODESINC	CHICAGO	IL	5045	\$376.50	\$0.00	\$0.00	Purchase
2688478722001	10/11/2018	10/12/2018	STAPLES DIRECT	EUREKA	CA	5111	\$281.25	\$0.00	\$0.00	Purchase
2689664575001	10/12/2018	10/15/2018	STAPLES DIRECT	EUREKA	CA	5111	\$29.99	\$0.00	\$0.00	Purchase
2692191430001	10/15/2018	10/18/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$119.88	\$0.00	\$0.00	Purchase
2699026071001	10/26/2018	10/29/2018	AMERICAN OFFICE EQUIPM	BALTIMORE	MD	5021	\$882.60	\$0.00	\$0.00	Purchase
2702211133001	11/01/2018	11/02/2018	METROPOLITAN OFFICE PR	2025622320	DC	5045	\$349.20	\$0.00	\$0.00	Purchase
2705830618001	11/07/2018	11/08/2018	STAPLES DIRECT	EUREKA	CA	5111	\$165.98	\$0.00	\$0.00	Purchase
2713260687001	11/19/2018	11/20/2018	B&H PHOTO 800-606-696	800-2215743	NY	5969	\$901.39	\$0.00	\$0.00	Purchase
2716575918001	11/27/2018	11/28/2018	PAYPAL	4029357733	CA	8999	\$309.00	\$0.00	\$0.00	Purchase
2720355600001	12/03/2018	12/04/2018	PAYPAL	4104991209	CA	7392	\$1,060.00	\$0.00	\$0.00	Purchase
2721232730001	12/04/2018	12/05/2018	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$19.92	\$0.00	\$0.00	Purchase
2723105125001	12/06/2018	12/07/2018	SP * OEUFNYC.COM	7189651216	NY	5641	\$771.47	\$0.00	\$0.00	Purchase
2723105126001	12/06/2018	12/07/2018	METROPOLITAN OFFICE PR	2025622320	DC	5045	\$97.32	\$0.00	\$0.00	Purchase
2724290724001	12/06/2018	12/10/2018	SIGN A RAMA SILVER SPR	SILVER SPRING	MD	5099	\$130.00	\$0.00	\$0.00	Purchase
2730215426001	12/18/2018	12/19/2018	B&H PHOTO 800-606-696	800-2215743	NY	5969	\$39.95	\$0.00	\$0.00	Purchase
2732601071001	12/22/2018	12/24/2018	HON ASI GUN HBF PAO MA	MUSCATINE	IA	5021	\$1,077.79	\$0.00	\$0.00	Purchase
2732601072001	12/21/2018	12/24/2018	DEMCO INC	800-9624463	WI	5111	\$408.79	\$0.00	\$0.00	Purchase
2734166181001	12/28/2018	12/31/2018	JOANN STORES	888-739-4120	OH	5949	\$0.00	(\$200.00)	\$-12.65	Purchase
2734166182001	12/28/2018	12/31/2018	JOANN STORES	888-739-4120	OH	5949	\$261.24	\$0.00	\$16.52	Purchase
2734166183001	12/28/2018	12/31/2018	JOANN STORES	888-739-4120	OH	5949	\$39.10	\$0.00	\$2.47	Purchase
2734166184001	12/30/2018	12/31/2018	JOANN STORES	888-739-4120	OH	5949	\$54.66	\$0.00	\$3.46	Purchase
2734166185001	12/30/2018	12/31/2018	JOANN STORES	888-739-4120	OH	5949	\$16.92	\$0.00	\$1.07	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2735033560001	01/02/2019	01/03/2019	JOANN STORES	888-739-4120	OH	5949	\$479.96	\$0.00	\$30.35	Purchase
2739758051001	01/10/2019	01/11/2019	SP * SATECHI	8582681800	CA	5045	\$99.99	\$0.00	\$0.00	Purchase
2740932190001	01/11/2019	01/14/2019	B&H PHOTO 800-606-696	800-2215743	NY	5969	\$12.99	\$0.00	\$0.00	Purchase
2744298399001	01/16/2019	01/18/2019	DATA2 CORPORATION	TEL6362788888	MO	5999	\$357.66	\$0.00	\$0.00	Purchase
2744298400001	01/16/2019	01/18/2019	SIGN-A-RAMA DC NORTH	WASHINGTON	DC	5099	\$672.94	\$0.00	\$0.00	Purchase
2747642499001	01/24/2019	01/24/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$55.26	\$0.00	\$0.00	Purchase
2747642500001	01/23/2019	01/24/2019	TEE-ZED PRODUCTS LLC	3364545716	NC	5641	\$22.99	\$0.00	\$0.00	Purchase
2747642501001	01/23/2019	01/24/2019	BABYCHANGINGSTATIONS .C	6507777089	CA	5047	\$250.83	\$0.00	\$0.00	Purchase
2748552893001	01/23/2019	01/25/2019	SIGN-A-RAMA DC NORTH	WASHINGTON	DC	5099	\$672.94	\$0.00	\$0.00	Purchase
2749751263001	01/25/2019	01/28/2019	TEE-ZED PRODUCTS LLC	3364545716	NC	5641	\$16.99	\$0.00	\$0.00	Purchase
2749751264001	01/25/2019	01/28/2019	BABYCHANGINGSTATIONS .C	6507777089	CA	5047	\$250.83	\$0.00	\$0.00	Purchase
2751327456001	01/29/2019	01/30/2019	PAYPAL	4104991209	CA	7392	\$1,030.00	\$0.00	\$0.00	Purchase
2767800978001	02/22/2019	02/25/2019	GEMINICOMPUTERS.COM	07189696666		5734	\$626.75	\$0.00	\$0.00	Purchase
2768596996001	02/25/2019	02/26/2019	SHOP POP DISPLAYS, INC	9732566666	NJ	2741	\$89.76	\$0.00	\$0.00	Purchase
2768596997001	02/25/2019	02/26/2019	PANTER COMPANY	313-537-5700	MI	8999	\$29.45	\$0.00	\$0.00	Purchase
2768596998001	02/26/2019	02/26/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$29.99	\$0.00	\$0.00	Purchase
2769475162001	02/26/2019	02/27/2019	STAPLES DIRECT	EUREKA	CA	5111	\$322.75	\$0.00	\$0.00	Purchase
2769475163001	02/26/2019	02/27/2019	VARIDESK* 1800 207 25	800-2072587	TX	5021	\$344.50	\$0.00	\$0.00	Purchase
2770412805001	02/25/2019	02/28/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$61.74	\$0.00	\$0.00	Purchase
2770412806001	02/27/2019	02/28/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$95.16	\$0.00	\$0.00	Purchase
2772672338001	03/01/2019	03/04/2019	VARIDESK* 1800 207 25	800-2072587	TX	5021	\$0.00	(\$19.50)	\$0.00	Purchase
2776288924001	03/07/2019	03/08/2019	VSA INC - HEARTLAND HO	4024673668	NE	5046	\$4,892.48	\$0.00	\$195.69	Purchase
2779130513001	03/12/2019	03/13/2019	TRINT	LONDON, UNITE	LND	7372	\$3,000.00	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2779130514001	03/12/2019	03/13/2019	POLITICS AND PROSE, IN	WASHINGTON	DC	5942	\$525.60	\$0.00	\$0.00	Purchase
2779130515001	03/12/2019	03/13/2019	STAGEDROPCOM	6099719200	NJ	5021	\$2,266.83	\$0.00	\$0.00	Purchase
2779130516001	03/12/2019	03/13/2019	KINGSLEY COMPANIES	9094451240	CA	5311	\$3,931.00	\$0.00	\$0.00	Purchase
2779130517001	03/12/2019	03/13/2019	MAXI-AIDS 800-522-6294	FARMINGDALE	NY	5964	\$35.50	\$0.00	\$0.00	Purchase
2780045701001	03/13/2019	03/14/2019	HOLLINGER METAL EDGE I	FREDERICKSBUR	VA	5999	\$2,987.50	\$0.00	\$0.00	Purchase
2780983799001	03/14/2019	03/15/2019	PAYPAL	4029357733	CA	8999	\$309.00	\$0.00	\$0.00	Purchase
2780983800001	03/15/2019	03/15/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$57.52	\$0.00	\$0.00	Purchase
2782161963001	03/15/2019	03/18/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$17.50	\$0.00	\$0.00	Purchase
2782161964001	03/14/2019	03/18/2019	GAYLORD BROS INC	SYRACUSE	NY	5964	\$1,461.61	\$0.00	\$73.08	Purchase
2783739838001	03/18/2019	03/20/2019	DEMCO INC	800-9624463	WI	5111	\$296.45	\$0.00	\$0.00	Purchase
2785589393001	03/21/2019	03/22/2019	VSA INC - HEARTLAND HO	4024673668	NE	5046	\$0.00	(\$505.14)	\$0.00	Purchase
2787517241001	03/25/2019	03/26/2019	VSA INC - HEARTLAND HO	4024673668	NE	5046	\$0.00	(\$194.86)	\$0.00	Purchase
2791383049001	03/30/2019	04/01/2019	HON ASI GUN HBF PAO MA	MUSCATINE	IA	5021	\$2,542.25	\$0.00	\$0.00	Purchase
2792131872001	04/01/2019	04/02/2019	PAYPAL	4104991209	CA	7392	\$1,030.00	\$0.00	\$0.00	Purchase
2792131873001	04/01/2019	04/02/2019	PAYPAL	4104991209	CA	7392	\$1,030.00	\$0.00	\$0.00	Purchase
2792131874001	04/01/2019	04/02/2019	PAYPAL	4029357733	CA	8999	\$720.60	\$0.00	\$0.00	Purchase
2793012104001	04/01/2019	04/03/2019	SIGN-A-RAMA DC NORTH	WASHINGTON	DC	5099	\$250.00	\$0.00	\$0.00	Purchase
2794939373001	04/04/2019	04/05/2019	B&H PHOTO 800-606-696	800-2215743	NY	5969	\$2,503.01	\$0.00	\$0.00	Purchase
2794939374001	04/04/2019	04/05/2019	B&H PHOTO 800-606-696	800-2215743	NY	5969	\$217.99	\$0.00	\$0.00	Purchase
2794939375001	04/04/2019	04/05/2019	PAYPAL	4029357733	CA	8999	\$1,543.50	\$0.00	\$0.00	Purchase
2796142387001	04/04/2019	04/08/2019	SPACESAVER SYSTEMS INC	301-933-9390	MD	7399	\$3,279.00	\$0.00	\$0.00	Purchase
2796913933001	04/08/2019	04/09/2019	PAYPAL	42433231	DNK	7372	\$504.00	\$0.00	\$0.00	Purchase
2796913934001	04/08/2019	04/09/2019	HOLLINGER METAL EDGE I	FREDERICKSBUR	VA	5999	\$848.00	\$0.00	\$0.00	Purchase

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Transaction Detail

# Transaction Detail

## DCPCARD

Date/Time Printed: 02/04/2020 10:40:17 AM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/01/2018' AND '01/31/2020' AND Transaction Type <> 'Payment'

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2797812503001	04/09/2019	04/10/2019	GEMINICOMPUTERS.COM	07189696666		5734	\$1,451.20	\$0.00	\$0.00	Purchase
2798772810001	04/08/2019	04/11/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$573.92	\$0.00	\$0.00	Purchase
2801730772001	04/15/2019	04/16/2019	PAYPAL	4029357733	CA	5999	\$16.14	\$0.00	\$0.00	Purchase
2802595810001	04/16/2019	04/17/2019	VARIDESK	8002072587	TX	5399	\$108.00	\$0.00	\$0.00	Purchase
2802595811001	04/16/2019	04/17/2019	STAPLES DIRECT	EUREKA	CA	5111	\$209.11	\$0.00	\$0.00	Purchase
2803505648001	04/16/2019	04/18/2019	DYNAMISM, INC.	CHICAGO	IL	5045	\$570.00	\$0.00	\$0.00	Purchase
2803505649001	04/17/2019	04/18/2019	INT*IN *20/20 CAPTIONI	800-8701795	PA	7399	\$146.63	\$0.00	\$0.00	Purchase
2806926495001	04/23/2019	04/24/2019	KNOLL, INC	2156791873	PA	5021	\$1,319.86	\$0.00	\$52.79	Purchase
2810043685001	04/26/2019	04/29/2019	PAYPAL	4029357733	CA	8999	\$900.00	\$0.00	\$0.00	Purchase
2813620557001	05/02/2019	05/03/2019	KNOLL, INC	2156791873	PA	5021	\$3,990.11	\$0.00	\$159.60	Purchase
2816520375001	05/07/2019	05/08/2019	POLITICS AND PROSE, IN	WASHINGTON	DC	5942	\$1,199.28	\$0.00	\$0.00	Purchase
2818476780001	05/08/2019	05/10/2019	LUCAS COLOR CARD	OKLAHOMA CITY	OK	7399	\$3,285.46	\$0.00	\$0.00	Purchase
2819673374001	05/10/2019	05/13/2019	SIGN-A-RAMA DC NORTH	WASHINGTON	DC	5099	\$755.22	\$0.00	\$0.00	Purchase
2822265099001	05/15/2019	05/16/2019	PAYPAL	5149330878	CA	7922	\$515.00	\$0.00	\$0.00	Purchase
2822265100001	05/15/2019	05/16/2019	DSS*ACHIEVMNTPRODUCT S	800-482-5846	CA	5943	\$21.30	\$0.00	\$0.00	Purchase
2823236630001	05/16/2019	05/17/2019	KAPLAN EARLY LEARNING	336-6766737	NC	8299	\$39.03	\$0.00	\$0.00	Purchase
2826068381001	05/20/2019	05/22/2019	DEMCO INC	800-9624463	WI	5111	\$398.60	\$0.00	\$0.00	Purchase
2828985041001	05/24/2019	05/27/2019	VISPERO/FREEDOM/OPTEL E	CLEARWATER	FL	5047	\$72.50	\$0.00	\$0.00	Purchase
2830730437001	05/29/2019	05/30/2019	PAYPAL	4029357733	CA	8999	\$257.55	\$0.00	\$0.00	Purchase
2830730438001	05/30/2019	05/30/2019	COABC	888-442-6223	NY	8398	\$185.00	\$0.00	\$0.00	Purchase
2830730439001	05/29/2019	05/30/2019	AMERICAN ASSOC FOR ADU	ATLANTA	GA	8398	\$280.00	\$0.00	\$0.00	Purchase
2831604116001	05/29/2019	05/31/2019	PROLITERACY WORLDWIDE	SYRACUSE	NY	8398	\$99.00	\$0.00	\$0.00	Purchase

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Transaction Detail

# Transaction Detail

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/01/2018' AND '01/31/2020' AND Transaction Type <> 'Payment'

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2833530146001	06/03/2019	06/04/2019	B&H PHOTO 800-606-696	800-2215743	NY	5969	\$569.95	\$0.00	\$0.00	Purchase
2834417092001	05/31/2019	06/05/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$96.31	\$0.00	\$0.00	Purchase
2834417093001	06/04/2019	06/05/2019	U.S. OFFICE SOLUTIONS	BRENTWOOD	MD	5044	\$2,800.00	\$0.00	\$0.00	Purchase
2835352616001	06/05/2019	06/06/2019	WHENTOWORK INC	7143899695	CA	5734	\$33.00	\$0.00	\$0.00	Purchase
2836319117001	06/07/2019	06/07/2019	GIH*GLOBALINDUSTRIALE Q	800-645-2986	FL	5085	\$97.95	\$0.00	\$0.00	Purchase
2837501392001	06/05/2019	06/10/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$998.27	\$0.00	\$0.00	Purchase
2837501393001	06/07/2019	06/10/2019	MAXI-AIDS 800-522-6294	FARMINGDALE	NY	5964	\$27.27	\$0.00	\$0.00	Purchase
2837501394001	06/07/2019	06/10/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$2,679.48	\$0.00	\$0.00	Purchase
2839126571001	06/11/2019	06/12/2019	BEST BUY 00017764	LANHAM	MD	5732	\$1,528.94	\$0.00	\$0.00	Purchase
2839126572001	06/11/2019	06/12/2019	PERKINS SCHOOL FOR THE	WATERTOWN	MA	8398	\$386.75	\$0.00	\$0.00	Purchase
2840082019001	06/12/2019	06/13/2019	PAYPAL	4029357733	CA	8999	\$489.08	\$0.00	\$0.00	Purchase
2841046143001	06/12/2019	06/14/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$249.99	\$0.00	\$0.00	Purchase
2842208890001	06/14/2019	06/17/2019	GEMINICOMPUTERS.COM	07189696666		5734	\$508.83	\$0.00	\$0.00	Purchase
2842208891001	06/14/2019	06/17/2019	METROPOLITAN OFFICE PR	2025622320	DC	5045	\$499.99	\$0.00	\$0.00	Purchase
2846870648001	06/20/2019	06/24/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$66.75	\$0.00	\$0.00	Purchase
2846870649001	06/20/2019	06/24/2019	SIGN-A-RAMA DC NORTH	WASHINGTON	DC	5099	\$295.00	\$0.00	\$0.00	Purchase
2849414108001	06/26/2019	06/27/2019	NEW READERS PRESS	800-4488878	NY	5964	\$597.30	\$0.00	\$0.00	Purchase
2850351293001	06/28/2019	06/28/2019	DISPLAYS2GO	FALL RIVER	MA	5099	\$433.16	\$0.00	\$0.00	Purchase
2850351294001	06/28/2019	06/28/2019	SWEETWATER SOUND	FORT WAYNE	IN	5733	\$379.99	\$0.00	\$0.00	Purchase
2850351295001	06/27/2019	06/28/2019	METROPOLITAN OFFICE PR	2025622320	DC	5045	\$86.44	\$0.00	\$0.00	Purchase
2851467646001	06/28/2019	07/01/2019	STAPLES DIRECT	EUREKA	CA	5111	\$37.27	\$0.00	\$0.00	Purchase
2851467647001	06/28/2019	07/01/2019	INVENTABLES, INC	3127757009	IL	5999	\$4,357.89	\$0.00	\$0.00	Purchase
2851467648001	06/29/2019	07/01/2019	HON ASI GUN HBF PAO MA	MUSCATINE	IA	5021	\$602.78	\$0.00	\$0.00	Purchase

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Transaction Detail

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Selection Criteria: Post Date Is Between '10/01/2018' AND '01/31/2020' AND Transaction Type <> 'Payment'

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2853538080001	07/03/2019	07/04/2019	STAPLES DIRECT	EUREKA	CA	5111	\$43.89	\$0.00	\$0.00	Purchase
2853917605001	07/03/2019	07/05/2019	SMITH SYSTEM MANUFACTU	972-398-4050	TX	5021	\$1,215.40	\$0.00	\$0.00	Purchase
2855930045001	07/09/2019	07/10/2019	ACUITYSCHEDULING.COM	8778877815	NY	5734	\$374.00	\$0.00	\$0.00	Purchase
2857761352001	07/11/2019	07/12/2019	STAPLES DIRECT	EUREKA	CA	5111	\$66.49	\$0.00	\$0.00	Purchase
2862405829001	07/18/2019	07/19/2019	STAPLES DIRECT	EUREKA	CA	5111	\$48.69	\$0.00	\$0.00	Purchase
2869656287001	07/30/2019	07/31/2019	WHENTOWORK INC	7143899695	CA	5734	\$1,815.00	\$0.00	\$0.00	Purchase
2870554573001	07/30/2019	08/01/2019	SIGN-A-RAMA DC NORTH	WASHINGTON	DC	5099	\$1,487.49	\$0.00	\$0.00	Purchase
2872595150001	08/02/2019	08/05/2019	RECYCLE AWAY, LLC	800-664-5340	VT	5099	\$1,539.63	\$0.00	\$0.00	Purchase
2875083166001	08/07/2019	08/08/2019	B&H PHOTO 800-606-696	800-2215743	NY	5946	\$220.21	\$0.00	\$0.00	Purchase
2876010945001	08/08/2019	08/09/2019	PAYPAL	4029357733	CA	8999	\$515.00	\$0.00	\$0.00	Purchase
2880574133001	08/13/2019	08/16/2019	USPS POSTAGE STAMPS.C	888-434-0055	CA	9402	\$466.89	\$0.00	\$0.00	Purchase
2883319427001	08/20/2019	08/21/2019	STEELCASE INC	06162472710	MI	5021	\$189.40	\$0.00	\$0.00	Purchase
2883319428001	08/20/2019	08/21/2019	RR DONNELLEY- PAYMETRIC	08009820002	NV	2741	\$623.75	\$0.00	\$0.00	Purchase
2884262320001	08/21/2019	08/22/2019	PAYPAL	4029357733	IL	5311	\$4,796.55	\$0.00	\$0.00	Purchase
2886378071001	08/24/2019	08/26/2019	STAPLES DIRECT	EUREKA	CA	5111	\$57.04	\$0.00	\$0.00	Purchase
2887990732001	08/28/2019	08/28/2019	STAMPS.COM	EL SEGUNDO	CA	7399	\$4.99	\$0.00	\$0.00	Purchase
2888922670001	08/29/2019	08/29/2019	AMERICAN LIBRARY ASSN	866-746-7252	IL	5192	\$77.72	\$0.00	\$0.00	Purchase
2889850153001	08/29/2019	08/30/2019	FACEBK CH6YUNANJ2	MENLO PARK	CA	7311	\$25.00	\$0.00	\$0.00	Purchase
2889850154001	08/30/2019	08/30/2019	FACEBK MLVN7NNMJ2	MENLO PARK	CA	7311	\$25.00	\$0.00	\$0.00	Purchase
2889850155001	08/30/2019	08/30/2019	FACEBK TCEA4NJJ2	MENLO PARK	CA	7311	\$25.00	\$0.00	\$0.00	Purchase
2890922180001	08/30/2019	09/02/2019	FACEBK ELPTJNSMJ2	MENLO PARK	CA	7311	\$35.00	\$0.00	\$0.00	Purchase
2890922181001	08/31/2019	09/02/2019	FACEBK M6U88NNMJ2	MENLO PARK	CA	7311	\$50.00	\$0.00	\$0.00	Purchase
2890922182001	09/01/2019	09/02/2019	FACEBK B79ZKNSMJ2	MENLO PARK	CA	7311	\$75.00	\$0.00	\$0.00	Purchase

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/01/2018' AND '01/31/2020' AND Transaction Type <> 'Payment'

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2890922183001	09/02/2019	09/02/2019	FACEBK NQRCJN2NJ2	MENLO PARK	CA	7311	\$75.00	\$0.00	\$0.00	Purchase
2892709892001	09/05/2019	09/05/2019	AMERICAN LIBRARY ASSN	866-746-7252	IL	5192	\$0.00	(\$3.72)	\$0.00	Purchase
2893605912001	09/05/2019	09/06/2019	STAPLES DIRECT	EUREKA	CA	5111	\$61.77	\$0.00	\$0.00	Purchase
2894796002001	09/04/2019	09/09/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$25.42	\$0.00	\$0.00	Purchase
2895611858001	09/09/2019	09/10/2019	TIEMPOLATINO/PLANETA	2028970011	MA	5734	\$580.00	\$0.00	\$0.00	Purchase
2896554414001	09/10/2019	09/11/2019	FACEBK AL8NNN2NJ2	MENLO PARK	CA	7311	\$78.20	\$0.00	\$0.00	Purchase
2897575523001	09/11/2019	09/12/2019	AIRTABLE.COM/BILL	14152002040	CA	5734	\$902.38	\$0.00	\$0.00	Purchase
2897575524001	09/11/2019	09/12/2019	PAYPAL	4029357733	CA	8111	\$600.00	\$0.00	\$0.00	Purchase
2897575525001	09/11/2019	09/12/2019	PAYPAL	4029357733	CA	8999	\$400.00	\$0.00	\$0.00	Purchase
2897575526001	09/11/2019	09/12/2019	POLITICS AND PROSE, IN	WASHINGTON	DC	5942	\$1,393.88	\$0.00	\$0.00	Purchase
2899883754001	09/14/2019	09/16/2019	HON ASI GUN HBF PAO MA	MUSCATINE	IA	5021	\$639.07	\$0.00	\$0.00	Purchase
2900706680001	09/16/2019	09/17/2019	PAYPAL	2122410943	CA	8220	\$600.00	\$0.00	\$0.00	Purchase
2900706681001	09/16/2019	09/17/2019	PAYPAL	4029357733	CA	8999	\$600.00	\$0.00	\$0.00	Purchase
2900706682001	09/16/2019	09/17/2019	PAYPAL	4029357733	CA	8999	\$600.00	\$0.00	\$0.00	Purchase
2900706683001	09/17/2019	09/17/2019	ULINE	800-295-5510	WI	5964	\$226.94	\$0.00	\$0.00	Purchase
2900706684001	09/16/2019	09/17/2019	METROPOLITAN OFFICE PR	2025622320	DC	5045	\$227.20	\$0.00	\$0.00	Purchase
2901645475001	09/17/2019	09/18/2019	LEGO EDUCATION	860-749-2291	CT	8299	\$1,579.80	\$0.00	\$0.00	Purchase
2901645476001	09/17/2019	09/18/2019	PAYPAL	4029357733	CA	5969	\$0.00	(\$1,400.00)	\$0.00	Purchase
2901645477001	09/17/2019	09/18/2019	PAYPAL	4029357733	CA	8999	\$1,400.00	\$0.00	\$0.00	Purchase
2901645478001	09/17/2019	09/18/2019	PAYPAL	4029357733	CA	8999	\$600.00	\$0.00	\$0.00	Purchase
2901645479001	09/17/2019	09/18/2019	PAYPAL	4029357733	CA	8999	\$1,400.00	\$0.00	\$0.00	Purchase
2901645480001	09/17/2019	09/18/2019	PAYPAL	4029357733	CA	8999	\$600.00	\$0.00	\$0.00	Purchase
2910038292001	09/26/2019	09/30/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$5.51	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2910038293001	09/28/2019	09/30/2019	STAMPS.COM	EL SEGUNDO	CA	7399	\$215.88	\$0.00	\$0.00	Purchase
2916774688001	10/08/2019	10/09/2019	PAYPAL	4029357733	NY	5734	\$200.00	\$0.00	\$0.00	Purchase
2917760266001	10/08/2019	10/10/2019	CONTEXT GLOBAL INC	WASHINGTON	DC	7399	\$300.00	\$0.00	\$0.00	Purchase
2917760267001	10/08/2019	10/10/2019	SMI SIGN SYSTEMS INC	301-468-1132	MD	5099	\$1,177.40	\$0.00	\$0.00	Purchase
2938423238001	11/04/2019	11/06/2019	SIGN-A-RAMA DC NORTH	WASHINGTON	DC	5099	\$614.40	\$0.00	\$0.00	Purchase
2940482155001	11/07/2019	11/08/2019	B&H PHOTO 800-606-696	800-2215743	NY	5946	\$74.94	\$0.00	\$0.00	Purchase
2942847547001	11/11/2019	11/12/2019	AIRTABLE.COM/BILL	14152002040	CA	5734	\$194.83	\$0.00	\$0.00	Purchase
2947077465001	11/15/2019	11/18/2019	AIRTABLE.COM/BILL	14152002040	CA	5734	\$0.00	(\$194.83)	\$0.00	Purchase
2962030465001	12/09/2019	12/10/2019	POLITICS AND PROSE INC	WASHINGTON	DC	5942	\$974.63	\$0.00	\$0.00	Purchase
2962976685001	12/10/2019	12/11/2019	PAYPAL	4047530672	CA	4214	\$395.00	\$0.00	\$0.00	Purchase
2965019982001	12/12/2019	12/13/2019	TALKSOFT CORPORATION	866-9664700	NJ	7399	\$9.52	\$0.00	\$0.00	Purchase
2966262984001	12/13/2019	12/16/2019	PAYPAL	4029357733	IL	5311	\$4,299.00	\$0.00	\$0.00	Purchase
2966262985001	12/12/2019	12/16/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$70.21	\$0.00	\$0.00	Purchase
2968192934001	12/13/2019	12/18/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$53.52	\$0.00	\$0.00	Purchase
2968192935001	12/17/2019	12/18/2019	AMERICAN BUSINESS SUPP	ORDER@ORDERA B	DC	5044	\$295.96	\$0.00	\$0.00	Purchase
2971026961001	12/19/2019	12/23/2019	SIGN-A-RAMA DC NORTH	WASHINGTON	DC	5099	\$214.26	\$0.00	\$0.00	Purchase
2971769080001	12/23/2019	12/24/2019	BESTBUYCOM805681543093	888-BESTBUY	MN	5732	\$99.99	\$0.00	\$6.44	Purchase
2972543841001	12/23/2019	12/27/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$114.23	\$0.00	\$0.00	Purchase
2973666516001	12/31/2019	12/31/2019	ULINE	800-295-5510	WI	5964	\$823.23	\$0.00	\$0.00	Purchase
2973666517001	12/30/2019	12/31/2019	METROPOLITAN OFFICE PR	2025622320	DC	5045	\$378.02	\$0.00	\$0.00	Purchase
2974179044001	01/01/2020	01/02/2020	STAPLES DIRECT	EUREKA	CA	5111	\$44.29	\$0.00	\$0.00	Purchase
2974785955001	01/02/2020	01/03/2020	GEMINICOMPUTERS.COM	07189696666		5734	\$822.20	\$0.00	\$0.00	Purchase
2974785956001	01/03/2020	01/03/2020	DMI* DELL SM BUS	8004563355	TX	5045	\$129.90	\$0.00	\$0.00	Purchase

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2975623884001	01/02/2020	01/06/2020	CAPITAL SERVICES & SUP	202-635-0400	DC	5111	\$319.99	\$0.00	\$0.00	Purchase
2982581664001	01/14/2020	01/15/2020	USPS STAMPS ENDICIA	888-434-0055	CA	9402	\$450.00	\$0.00	\$0.00	Purchase
2983584135001	01/14/2020	01/16/2020	LUCAS COLOR CARD	OKLAHOMA CITY	OK	7399	\$3,045.91	\$0.00	\$0.00	Purchase
2983584136001	01/15/2020	01/16/2020	PERKINS SCHOOL FOR THE	WATERTOWN	MA	8398	\$263.25	\$0.00	\$0.00	Purchase
2984602634001	01/16/2020	01/17/2020	BADGE A MINIT	800-2234103	IL	5072	\$88.16	\$0.00	\$0.00	Purchase
2984602635001	01/16/2020	01/17/2020	POLITICS AND PROSE INC	WASHINGTON	DC	5942	\$512.00	\$0.00	\$0.00	Purchase
2984602636001	01/16/2020	01/17/2020	METROPOLITAN OFFICE PR	2025622320	DC	5045	\$225.27	\$0.00	\$0.00	Purchase
2985850364001	01/17/2020	01/20/2020	STAPLES DIRECT	EUREKA	CA	5111	\$321.06	\$0.00	\$0.00	Purchase
2985850365001	01/17/2020	01/20/2020	VARIDESK* 1800 207 25	800-2072587	TX	5021	\$355.50	\$0.00	\$0.00	Purchase
2985850366001	01/17/2020	01/20/2020	JEFFERSON MILLWORK	7032603370	VA	8911	\$1,977.00	\$0.00	\$0.00	Purchase
2985850367001	01/18/2020	01/20/2020	STAPLES DIRECT	EUREKA	CA	5111	\$128.38	\$0.00	\$0.00	Purchase
2988628454001	01/21/2020	01/23/2020	DEMCO INC	800-9624463	WI	5111	\$240.33	\$0.00	\$0.00	Purchase
2989658436001	01/23/2020	01/24/2020	STAPLES DIRECT	EUREKA	CA	5111	\$35.99	\$0.00	\$0.00	Purchase
2994063939001	01/29/2020	01/30/2020	PAYPAL	4029357733	CA	8999	\$300.00	\$0.00	\$0.00	Purchase
2994063940001	01/29/2020	01/30/2020	METROPOLITAN OFFICE PR	2025622320	DC	5045	\$317.99	\$0.00	\$0.00	Purchase
2994063941001	01/29/2020	01/30/2020	METROPOLITAN OFFICE PR	2025622320	DC	5045	\$39.98	\$0.00	\$0.00	Purchase

**MIDDLETON, AUDREY \*\*\*\*\*3626 Sub-Total: 200 Transaction(s) \$131,516.00 (\$2,518.05) \$528.82**

**MITCHELL, DAWN \*\*\*\*\*1252**

2804422650001	04/18/2019	04/19/2019	PAYPAL	4029357733	OR	8641	\$150.00	\$0.00	\$0.00	Purchase
2805403605001	04/18/2019	04/22/2019	NTLREST SERVSAFE	CHICAGO	IL	7399	\$780.00	\$0.00	\$0.00	Purchase
2805403606001	04/19/2019	04/22/2019	CAPITAL PRIDE ALLIANCE	WASHINGTON	DC	8398	\$725.00	\$0.00	\$0.00	Purchase
2805403607001	04/19/2019	04/22/2019	CAPITAL PRIDE ALLIANCE	WASHINGTON	DC	8398	\$250.00	\$0.00	\$0.00	Purchase
2819673401001	05/10/2019	05/13/2019	PAYPAL	8602829881	CA	8641	\$1,000.00	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2827944620001	05/23/2019	05/24/2019	PAYPAL	01869349110	CA	5942	\$103.30	\$0.00	\$0.00	Purchase
2827944621001	05/23/2019	05/24/2019	PAYPAL	01869349110	CA	5942	\$51.80	\$0.00	\$0.00	Purchase
2827944622001	05/23/2019	05/24/2019	PAYPAL	01869349110	CA	5942	\$206.28	\$0.00	\$0.00	Purchase
2827944623001	05/23/2019	05/24/2019	PAYPAL	4029357733	CA	8999	\$51.80	\$0.00	\$0.00	Purchase
2827944624001	05/23/2019	05/24/2019	PAYPAL	4029357733	CA	8999	\$51.80	\$0.00	\$0.00	Purchase
2827944625001	05/23/2019	05/24/2019	PAYPAL	4029357733	CA	8999	\$103.30	\$0.00	\$0.00	Purchase
2827944626001	05/23/2019	05/24/2019	PAYPAL	4029357733	CA	8999	\$0.00	(\$200.00)	\$0.00	Purchase
2827944627001	05/23/2019	05/24/2019	PAYPAL	4029357733	CA	8999	\$200.00	\$0.00	\$0.00	Purchase
2827944628001	05/23/2019	05/24/2019	PAYPAL	4029357733	CA	8999	\$51.80	\$0.00	\$0.00	Purchase
2827944629001	05/23/2019	05/24/2019	PAYPAL	4029357733	CA	8999	\$100.00	\$0.00	\$0.00	Purchase
2827944630001	05/23/2019	05/24/2019	PAYPAL	4029357733	CA	8999	\$206.28	\$0.00	\$0.00	Purchase
2827944631001	05/23/2019	05/24/2019	PAYPAL	4029357733	CA	8999	\$103.30	\$0.00	\$0.00	Purchase
2827944632001	05/23/2019	05/24/2019	PAYPAL	4029357733	CA	8999	\$103.30	\$0.00	\$0.00	Purchase
2827944633001	05/23/2019	05/24/2019	PAYPAL	4029357733	CA	8999	\$103.30	\$0.00	\$0.00	Purchase
2836319160001	06/06/2019	06/07/2019	LIB OF CONGRESS	202-707-2711	DC	9399	\$570.00	\$0.00	\$0.00	Purchase
2846870681001	06/22/2019	06/24/2019	PAYPAL	4029357733	CA	5969	\$0.00	(\$51.80)	\$0.00	Purchase
2862405846001	07/18/2019	07/19/2019	INT*IN *AD BOX PROMO A	202-5291119	MD	7311	\$1,985.00	\$0.00	\$0.00	Purchase
2871477893001	08/01/2019	08/02/2019	INT*IN *AD BOX PROMO A	202-5291119	MD	7311	\$1,936.00	\$0.00	\$0.00	Purchase
2871477894001	08/02/2019	08/02/2019	US TOY/CONSTR PLAYTHIN	GRANDVIEW	MO	5399	\$4,361.15	\$0.00	\$0.00	Purchase
2872595183001	08/02/2019	08/05/2019	BEAR PAW CREEK LLC	4178230259	MO	5734	\$150.00	\$0.00	\$0.00	Purchase
2872595184001	08/05/2019	08/05/2019	FIESTA DC INC	02029049211	DC	8398	\$700.00	\$0.00	\$39.63	Purchase
2877124330001	08/09/2019	08/12/2019	PAYPAL	4029357733	CA	8999	\$1,097.33	\$0.00	\$0.00	Purchase
2877864502001	08/12/2019	08/13/2019	PAYPAL	4029357733	CA	8999	\$206.28	\$0.00	\$0.00	Purchase

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2877864503001	08/12/2019	08/13/2019	PAYPAL	4029357733	CA	8999	\$103.30	\$0.00	\$0.00	Purchase
2879635529001	08/14/2019	08/15/2019	INT*IN *AD BOX PROMO A	202-5291119	MD	7311	\$2,040.00	\$0.00	\$0.00	Purchase
2880574161001	08/15/2019	08/16/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$17.96	\$0.00	\$0.00	Purchase
2881704053001	08/15/2019	08/19/2019	COLLABRATIVE SUMMER LI	MASON CITY	IA	8398	\$389.10	\$0.00	\$0.00	Purchase
2881704054001	08/15/2019	08/19/2019	COLLABRATIVE SUMMER LI	MASON CITY	IA	8398	\$117.00	\$0.00	\$0.00	Purchase
2881704055001	08/15/2019	08/19/2019	COLLABRATIVE SUMMER LI	MASON CITY	IA	8398	\$117.00	\$0.00	\$0.00	Purchase
2881704056001	08/16/2019	08/19/2019	PAYPAL	4029357733	CA	8999	\$100.00	\$0.00	\$0.00	Purchase
2881704057001	08/17/2019	08/19/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$484.34	\$0.00	\$0.00	Purchase
2882453927001	08/19/2019	08/20/2019	PAYPAL	2157638439	CA	5971	\$51.80	\$0.00	\$0.00	Purchase
2882453928001	08/19/2019	08/20/2019	PAYPAL	4029357733	CA	8999	\$51.80	\$0.00	\$0.00	Purchase
2882453929001	08/19/2019	08/20/2019	PAYPAL	4029357733	CA	8999	\$103.00	\$0.00	\$0.00	Purchase
2887990768001	08/27/2019	08/28/2019	PAYPAL	4029357733	CA	8999	\$100.00	\$0.00	\$0.00	Purchase
2887990769001	08/27/2019	08/28/2019	PAYPAL	4029357733	CA	8999	\$200.00	\$0.00	\$0.00	Purchase
2889850176001	08/29/2019	08/30/2019	SIMONSSTAMP	4138636800	MA	5943	\$23.59	\$0.00	\$0.00	Purchase
2889850177001	08/29/2019	08/30/2019	PAYPAL	4029357733	CA	8999	\$100.00	\$0.00	\$0.00	Purchase
2889850178001	08/29/2019	08/30/2019	PAYPAL	4029357733	CA	8999	\$100.00	\$0.00	\$0.00	Purchase
2889850179001	08/29/2019	08/30/2019	PAYPAL	4029357733	CA	8999	\$100.00	\$0.00	\$0.00	Purchase
2889850180001	08/29/2019	08/30/2019	PAYPAL	4029357733	CA	8999	\$100.00	\$0.00	\$0.00	Purchase
2889850181001	08/29/2019	08/30/2019	PAYPAL	22528323	CA	7333	\$100.00	\$0.00	\$0.00	Purchase
2889850182001	08/29/2019	08/30/2019	PAYPAL	4029357733	CA	8999	\$100.00	\$0.00	\$0.00	Purchase
2889850183001	08/29/2019	08/30/2019	PAYPAL	4029357733	CA	8999	\$2,000.00	\$0.00	\$0.00	Purchase
2893605960001	09/05/2019	09/06/2019	PAYPAL	4029357733	CA	8999	\$250.00	\$0.00	\$0.00	Purchase
2893605961001	09/05/2019	09/06/2019	PAYPAL	4029357733	CA	8999	\$1,700.00	\$0.00	\$0.00	Purchase

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2894796049001	09/06/2019	09/09/2019	PAYPAL	4088079446	CA	7929	\$800.00	\$0.00	\$0.00	Purchase
2894796050001	09/06/2019	09/09/2019	PAYPAL	5137514422	CA	8398	\$1,100.00	\$0.00	\$0.00	Purchase
2895611885001	09/09/2019	09/10/2019	PAYPAL	4029357733	CA	8999	\$51.80	\$0.00	\$0.00	Purchase
2897575572001	09/11/2019	09/12/2019	PAYPAL	4029357733	CA	5969	\$0.00	(\$206.28)	\$0.00	Purchase
2898608010001	09/12/2019	09/13/2019	PAYPAL	4029357733	CA	8999	\$422.05	\$0.00	\$0.00	Purchase
2898608011001	09/12/2019	09/13/2019	PAYPAL	4029357733	CA	8999	\$206.28	\$0.00	\$0.00	Purchase
2903688883001	09/19/2019	09/20/2019	JOANN STORES	888-739-4120	OH	5949	\$349.94	\$0.00	\$22.13	Purchase
2906717415001	09/24/2019	09/25/2019	JOANN STORES	888-739-4120	OH	5949	\$179.97	\$0.00	\$11.38	Purchase
2910038310001	09/28/2019	09/30/2019	PAYPAL	4029357733	CA	5969	\$0.00	(\$100.00)	\$0.00	Purchase
<b>MITCHELL, DAWN *****1252 Sub-Total:</b>				<b>60 Transaction(s)</b>			<b>\$26,905.95</b>	<b>(\$558.08)</b>	<b>\$73.14</b>	
<b>SCOTT, MARLENE *****1856</b>										
2683050331001	10/04/2018	10/04/2018	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$14.95	\$0.00	\$0.00	Purchase
2693133957001	10/17/2018	10/19/2018	IACP	ALEXANDRIA	VA	8999	\$1,330.00	\$0.00	\$0.00	Purchase
2693133958001	10/18/2018	10/19/2018	EB SURVEY DESIGN WORK	8014137200	CA	7399	\$125.00	\$0.00	\$0.00	Purchase
2693133959001	10/18/2018	10/19/2018	EB SURVEY DESIGN WORK	8014137200	CA	7399	\$125.00	\$0.00	\$0.00	Purchase
2693133960001	10/18/2018	10/19/2018	THE PROJECT MANAGEMENT	8002761332	CA	7399	\$395.00	\$0.00	\$0.00	Purchase
2693133961001	10/19/2018	10/19/2018	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$14.95	\$0.00	\$0.00	Purchase
2693133962001	10/19/2018	10/19/2018	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$24.95	\$0.00	\$0.00	Purchase
2693133963001	10/19/2018	10/19/2018	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$14.95	\$0.00	\$0.00	Purchase
2694322784001	10/19/2018	10/22/2018	YOURMEMBER-CAREERS	7274976573	CT	7361	\$325.00	\$0.00	\$0.00	Purchase
2694322785001	10/19/2018	10/22/2018	SOCIETY FOR HUMAN RESO	703-5483440		8299	\$189.00	\$0.00	\$0.00	Purchase
2695071671001	10/22/2018	10/23/2018	UMCP T2 CENTER	03014034525	MD	8220	\$297.00	\$0.00	\$0.00	Purchase

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2695071672001	10/22/2018	10/23/2018	CONFERTEL WEBINARS	2036181811	CA	4816	\$219.00	\$0.00	\$0.00	Purchase
2696862647001	10/23/2018	10/25/2018	WASHINGTON HISPANIC	SILVER SPRING	MD	5994	\$336.00	\$0.00	\$0.00	Purchase
2696862648001	10/25/2018	10/25/2018	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$17.95	\$0.00	\$0.00	Purchase
2699026115001	10/25/2018	10/29/2018	AMTRAK .CO29	08008727245	DC	4112	\$192.00	\$0.00	\$0.00	Purchase
2699026116001	10/26/2018	10/29/2018	SKILLPATH / NATIONAL	9133623900	KS	8299	\$598.00	\$0.00	\$23.92	Purchase
2699026117001	10/26/2018	10/29/2018	VIRGINIA LIBRARY ASSOC	757-6890594	VA	8699	\$100.00	\$0.00	\$0.00	Purchase
2701379524001	10/31/2018	11/01/2018	SKILLPATH / NATIONAL	9133623900	KS	8299	\$299.00	\$0.00	\$11.96	Purchase
2702211163001	11/01/2018	11/02/2018	INDEED	STAMFORD	CT	5969	\$419.35	\$0.00	\$0.00	Purchase
2703338087001	11/03/2018	11/05/2018	SPRINGHILL SUITES NY M	NEW YORK	NY	3770	\$1,311.95	\$0.00	\$0.00	Purchase
2707988169001	11/09/2018	11/12/2018	INTERNATIONAL PUBLIC M	703-549-7100	VA	8699	\$300.00	\$0.00	\$0.00	Purchase
2712619058001	11/16/2018	11/19/2018	INDEED	STAMFORD	CT	5969	\$500.46	\$0.00	\$0.00	Purchase
2713260717001	11/19/2018	11/20/2018	ACCESS INTELLIGENCE	8887075807	MD	2741	\$1,394.00	\$0.00	\$0.00	Purchase
2713260718001	11/20/2018	11/20/2018	ECORNELL	607-330-3200	NY	8220	\$4,800.00	\$0.00	\$0.00	Purchase
2718386686001	11/29/2018	11/30/2018	YOURMEMBER-CAREERS	7274976573	CT	7361	\$325.00	\$0.00	\$0.00	Purchase
2719603990001	12/01/2018	12/03/2018	INDEED	STAMFORD	CT	5969	\$499.48	\$0.00	\$0.00	Purchase
2720355624001	12/04/2018	12/04/2018	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$14.95	\$0.00	\$0.00	Purchase
2721232758001	12/04/2018	12/05/2018	GMU EPE SCITECH	703-9932110	VA	8220	\$2,846.25	\$0.00	\$0.00	Purchase
2721232759001	12/04/2018	12/05/2018	GMU EPE SCITECH	703-9932110	VA	8220	\$2,846.25	\$0.00	\$0.00	Purchase
2721232760001	12/05/2018	12/05/2018	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$18.45	\$0.00	\$0.00	Purchase
2722159629001	12/06/2018	12/06/2018	ECORNELL	607-330-3200	NY	8220	\$3,600.00	\$0.00	\$0.00	Purchase
2723105162001	12/06/2018	12/07/2018	SQ *SQ *FIRST CLASS OP	BOWIE	MD	8299	\$667.20	\$0.00	\$0.00	Purchase
2723105163001	12/06/2018	12/07/2018	FREDPRYOR CAREERTRACK	800-5563012	KS	8299	\$99.00	\$0.00	\$0.00	Purchase

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2724290801001	12/08/2018	12/10/2018	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$14.95	\$0.00	\$0.00	Purchase
2725007741001	12/11/2018	12/11/2018	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$20.95	\$0.00	\$0.00	Purchase
2728797978001	12/14/2018	12/17/2018	LAC GROUP	LOS ANGELES	CA	8999	\$199.00	\$0.00	\$0.00	Purchase
2728797979001	12/14/2018	12/17/2018	YOURMEMBER-CAREERS	7274976573	CT	7361	\$325.00	\$0.00	\$0.00	Purchase
2728797980001	12/14/2018	12/17/2018	PAYPAL	4104991209	CA	7392	\$290.00	\$0.00	\$0.00	Purchase
2728797981001	12/15/2018	12/17/2018	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$18.95	\$0.00	\$0.00	Purchase
2728797982001	12/15/2018	12/17/2018	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$21.95	\$0.00	\$0.00	Purchase
2728797983001	12/15/2018	12/17/2018	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$14.95	\$0.00	\$0.00	Purchase
2728797984001	12/15/2018	12/17/2018	LJL*LIBRARY JOURNALS	866-207-6560	OH	7311	\$350.00	\$0.00	\$0.00	Purchase
2729451966001	12/17/2018	12/18/2018	PRINCE GEORGES COMM CL	LARGO	MD	8220	\$711.00	\$0.00	\$0.00	Purchase
2730215460001	12/19/2018	12/19/2018	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$14.95	\$0.00	\$0.00	Purchase
2732601110001	12/22/2018	12/24/2018	INDEED	STAMFORD	CT	5969	\$500.70	\$0.00	\$0.00	Purchase
2732921918001	12/24/2018	12/26/2018	THE BUSINESS JOURNALS	8004863289	NC	8999	\$395.00	\$0.00	\$0.00	Purchase
2733230171001	12/27/2018	12/27/2018	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$14.95	\$0.00	\$0.00	Purchase
2734561074001	01/01/2019	01/02/2019	INDEED	STAMFORD	CT	5969	\$499.30	\$0.00	\$0.00	Purchase
2735652622001	01/04/2019	01/04/2019	WASHPOST	202-334-4875	DC	7311	\$1,465.00	\$0.00	\$0.00	Purchase
2736556696001	01/04/2019	01/07/2019	INT*IN *LIBRARYWORKS,	240-3541281	MD	7311	\$299.00	\$0.00	\$0.00	Purchase
2738017250001	01/09/2019	01/09/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$14.95	\$0.00	\$0.00	Purchase
2743376193001	01/16/2019	01/17/2019	INDEED	STAMFORD	CT	5969	\$500.14	\$0.00	\$0.00	Purchase
2743376194001	01/16/2019	01/17/2019	SKILLPATH / NATIONAL	9133623900	KS	8299	\$398.00	\$0.00	\$15.92	Purchase
2745443001001	01/17/2019	01/21/2019	INFORMATION TODAY	609-654-6266	NJ	7399	\$499.00	\$0.00	\$0.00	Purchase

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2745443002001	01/18/2019	01/21/2019	OCCUPATIONAL SAFETY AN	76294811207	FL	8299	\$79.00	\$0.00	\$0.00	Purchase
2749751313001	01/26/2019	01/28/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$21.95	\$0.00	\$0.00	Purchase
2750499389001	01/29/2019	01/29/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$14.95	\$0.00	\$0.00	Purchase
2751327496001	01/29/2019	01/30/2019	SHRM CERTIFICATION	800-2837476	VA	8398	\$100.00	\$0.00	\$0.00	Purchase
2752182891001	01/30/2019	01/31/2019	HR CERTIFICATION INSTI	866-8984724	VA	8398	\$150.00	\$0.00	\$0.00	Purchase
2754253756001	02/01/2019	02/04/2019	INDEED	STAMFORD	CT	5969	\$306.94	\$0.00	\$0.00	Purchase
2756722060001	02/07/2019	02/07/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$18.70	\$0.00	\$0.00	Purchase
2757672075001	02/08/2019	02/08/2019	PUBLIC RELATIONS SOCIE	212-460-1400	NY	8699	\$385.00	\$0.00	\$0.00	Purchase
2758879095001	02/09/2019	02/11/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$14.95	\$0.00	\$0.00	Purchase
2758879096001	02/08/2019	02/11/2019	BLR/HCPRO	615-661-0249	TN	7311	\$494.10	\$0.00	\$0.00	Purchase
2760449649001	02/13/2019	02/13/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$14.95	\$0.00	\$0.00	Purchase
2762262716001	02/14/2019	02/15/2019	INDEED	STAMFORD	CT	5969	\$501.59	\$0.00	\$0.00	Purchase
2763348804001	02/15/2019	02/18/2019	ACT*COSUGI	877-551-5560	CA	7399	\$450.00	\$0.00	\$0.00	Purchase
2763348805001	02/15/2019	02/18/2019	YOURMEMBER-CAREERS	7274976573	CT	7361	\$325.00	\$0.00	\$0.00	Purchase
2763348806001	02/15/2019	02/18/2019	YOURMEMBER-CAREERS	7274976573	CT	7361	\$325.00	\$0.00	\$0.00	Purchase
2767801040001	02/22/2019	02/25/2019	SHRM CERTIFICATION	800-2837476	VA	8398	\$85.00	\$0.00	\$0.00	Purchase
2768597020001	02/25/2019	02/26/2019	BLR/HCPRO	615-661-0249	TN	7311	\$249.00	\$0.00	\$0.00	Purchase
2769475200001	02/27/2019	02/27/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$14.95	\$0.00	\$0.00	Purchase
2772672403001	03/01/2019	03/04/2019	INDEED	STAMFORD	CT	5969	\$257.18	\$0.00	\$0.00	Purchase
2774372775001	03/05/2019	03/06/2019	FA O'TOOLE OFFICE SYST	HUNT VALLEY	MD	5021	\$638.32	\$0.00	\$0.00	Purchase
2776288963001	03/06/2019	03/08/2019	INFORMATION TODAY	609-654-6266	NJ	7399	\$519.00	\$0.00	\$0.00	Purchase
2777515442001	03/07/2019	03/11/2019	AMER LIB ASSOC-CAREER	03122804237	IL	5969	\$390.00	\$0.00	\$0.00	Purchase

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# Transaction Detail

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/01/2018' AND '01/31/2020' AND Transaction Type <> 'Payment'

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2777515443001	03/07/2019	03/11/2019	AMER LIB ASSOC-CAREER	03122804237	IL	5969	\$390.00	\$0.00	\$0.00	Purchase
2778278254001	03/11/2019	03/12/2019	ACT*COSUGI	877-551-5560	CA	7399	\$550.00	\$0.00	\$0.00	Purchase
2778278255001	03/11/2019	03/12/2019	FREDPRYOR CAREERTRACK	800-5563012	KS	8299	\$358.00	\$0.00	\$0.00	Purchase
2780045731001	03/12/2019	03/14/2019	AMER LIB ASSOC-CAREER	03122804237	IL	5969	\$335.00	\$0.00	\$0.00	Purchase
2780045732001	03/13/2019	03/14/2019	FREDPRYOR CAREERTRACK	800-5563012	KS	8299	\$159.00	\$0.00	\$0.00	Purchase
2780983847001	03/15/2019	03/15/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$22.45	\$0.00	\$0.00	Purchase
2780983848001	03/15/2019	03/15/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$14.95	\$0.00	\$0.00	Purchase
2782162020001	03/15/2019	03/18/2019	EVERBLUE TRAINING	08004602575	NC	8299	\$699.00	\$0.00	\$0.00	Purchase
2783739889001	03/19/2019	03/20/2019	ACT*COSUGI	877-551-5560	CA	7399	\$550.00	\$0.00	\$0.00	Purchase
2784653089001	03/20/2019	03/21/2019	PRSA	2124601478	NY	8641	\$1,605.00	\$0.00	\$0.00	Purchase
2786757613001	03/23/2019	03/25/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$14.95	\$0.00	\$0.00	Purchase
2788364461001	03/27/2019	03/27/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$14.95	\$0.00	\$0.00	Purchase
2791383100001	03/28/2019	04/01/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$588.80	\$0.00	\$0.00	Purchase
2794939400001	04/04/2019	04/05/2019	FREDPRYOR CAREERTRACK	800-5563012	KS	8299	\$0.00	(\$199.00)	\$0.00	Purchase
2797812538001	04/09/2019	04/10/2019	BUS MGMT DAILY THE HR	8005432055	VA	2741	\$179.00	\$0.00	\$0.00	Purchase
2797812539001	04/09/2019	04/10/2019	BUS MGMT DAILY THE HR	8005432055	VA	2741	\$179.00	\$0.00	\$0.00	Purchase
2798772853001	04/08/2019	04/11/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$244.52	\$0.00	\$0.00	Purchase
2798772854001	04/10/2019	04/11/2019	BUS MGMT DAILY THE HR	8005432055	VA	5969	\$0.00	(\$179.00)	\$0.00	Purchase
2799726747001	04/11/2019	04/12/2019	PRSA	2124601400	NY	8699	\$750.00	\$0.00	\$0.00	Purchase
2799726748001	04/11/2019	04/12/2019	PRSA-NCC	FALLS CHURCH	VA	8641	\$195.00	\$0.00	\$0.00	Purchase
2803505683001	04/17/2019	04/18/2019	SP * BUSINESS 21 PUBLI	4844909200	PA	5734	\$219.00	\$0.00	\$0.00	Purchase
2805403620001	04/19/2019	04/22/2019	INDEED	STAMFORD	CT	5969	\$500.68	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2805403621001	04/19/2019	04/22/2019	SHRM	8002761332	CA	7399	\$198.00	\$0.00	\$0.00	Purchase
2805403622001	04/19/2019	04/22/2019	IPMA-HR	ALEXANDRIA	VA	8699	\$300.00	\$0.00	\$0.00	Purchase
2808853139001	04/25/2019	04/26/2019	CAPITALELEC SEMINAR	3019096567	MD	5065	\$599.00	\$0.00	\$0.00	Purchase
2810796548001	04/29/2019	04/30/2019	IDEALIST.ORG 2687696	16467866886	NY	8398	\$95.00	\$0.00	\$0.00	Purchase
2810796549001	04/29/2019	04/30/2019	IDEALIST.ORG 2687702	16467866886	NY	8398	\$95.00	\$0.00	\$0.00	Purchase
2810796550001	04/29/2019	04/30/2019	COMMUNITY BRANDS	7273294415	FL	7399	\$325.00	\$0.00	\$0.00	Purchase
2810796551001	04/29/2019	04/30/2019	COMMUNITY BRANDS	7273294415	FL	7399	\$325.00	\$0.00	\$0.00	Purchase
2811670051001	05/01/2019	05/01/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$18.45	\$0.00	\$0.00	Purchase
2812635262001	05/01/2019	05/02/2019	INDEED	STAMFORD	CT	5969	\$499.32	\$0.00	\$0.00	Purchase
2812635263001	05/02/2019	05/02/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$22.45	\$0.00	\$0.00	Purchase
2813620595001	05/02/2019	05/03/2019	PAYPAL	4104991209	CA	7392	\$380.00	\$0.00	\$0.00	Purchase
2815621108001	05/06/2019	05/07/2019	LEDET TRAINING	770-4145007	GA	8299	\$1,899.00	\$0.00	\$18.99	Purchase
2817491661001	05/09/2019	05/09/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$22.45	\$0.00	\$0.00	Purchase
2818476813001	05/09/2019	05/10/2019	EEOC TRAINING INST	202-663-4914	DC	9399	\$4,500.00	\$0.00	\$0.00	Purchase
2819673427001	05/10/2019	05/13/2019	PRSA	2124601400	NY	8699	\$385.00	\$0.00	\$0.00	Purchase
2821302048001	05/14/2019	05/15/2019	PLUMBERS & PIPEFITTERS	3018997861	MD	8249	\$351.00	\$0.00	\$0.00	Purchase
2822265144001	05/15/2019	05/16/2019	COURSEHORSE.COM	2127294088	NY	8999	\$1,330.00	\$0.00	\$0.00	Purchase
2823236661001	05/16/2019	05/17/2019	PRSA	2124601400	NY	8699	\$1,795.00	\$0.00	\$0.00	Purchase
2823236662001	05/17/2019	05/17/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$24.95	\$0.00	\$0.00	Purchase
2826068423001	05/22/2019	05/22/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$22.45	\$0.00	\$0.00	Purchase
2830730478001	05/30/2019	05/30/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$24.95	\$0.00	\$0.00	Purchase
2832757504001	06/01/2019	06/03/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$20.45	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2832757505001	06/01/2019	06/03/2019	INDEED	STAMFORD	CT	5969	\$50.60	\$0.00	\$0.00	Purchase
2835352665001	06/06/2019	06/06/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$19.95	\$0.00	\$0.00	Purchase
2844748499001	06/20/2019	06/20/2019	NATL STDNT CLEARINGHOU	703-742-4200	VA	8699	\$19.95	\$0.00	\$0.00	Purchase
2845695105001	06/20/2019	06/21/2019	YOURMEMBERSHIP CAREERS	7274976565	FL	7399	\$325.00	\$0.00	\$0.00	Purchase
2846870694001	06/21/2019	06/24/2019	CONTOUR AIRLINES	615-5344600	TN	4722	\$258.00	\$0.00	\$0.00	Purchase
2846870695001	06/21/2019	06/24/2019	DELTA	ATLANTA	GA	3058	\$198.30	\$0.00	\$0.00	Purchase
2846870696001	06/21/2019	06/24/2019	DELTA	ATLANTA	GA	3058	\$198.30	\$0.00	\$0.00	Purchase
2846870697001	06/21/2019	06/24/2019	SOUTHWEST	800-435-9792	TX	3066	\$134.98	\$0.00	\$0.00	Purchase
2846870698001	06/21/2019	06/24/2019	SOUTHWEST	800-435-9792	TX	3066	\$134.98	\$0.00	\$0.00	Purchase
2848486477001	06/25/2019	06/26/2019	PRINCE GEORGES COMM CL	LARGO	MD	8220	\$686.00	\$0.00	\$0.00	Purchase
2849414150001	06/25/2019	06/27/2019	YOURMEMBERSHIP CAREERS	7274976565	FL	7399	\$325.00	\$0.00	\$0.00	Purchase
2855930073001	07/03/2019	07/10/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$763.15	\$0.00	\$0.00	Purchase
2858897940001	07/11/2019	07/15/2019	GOVERNMENT RETIREMENT	703-4619100	VA	7392	\$2,300.00	\$0.00	\$0.00	Purchase
2866085714001	07/24/2019	07/25/2019	TRAINING LLC	41434348033	CA	5734	\$250.00	\$0.00	\$0.00	Purchase
2866999961001	07/23/2019	07/26/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$123.29	\$0.00	\$0.00	Purchase
2868101929001	07/26/2019	07/29/2019	BUS MGMT DAILY CONFLIC	8005432055	VA	2741	\$100.00	\$0.00	\$0.00	Purchase
2868101930001	07/26/2019	07/29/2019	BUS MGMT DAILY CONFLIC	8005432055	VA	2741	\$197.00	\$0.00	\$0.00	Purchase
2868101931001	07/26/2019	07/29/2019	PRSA	2124601400	NY	8699	\$975.00	\$0.00	\$0.00	Purchase
2872595198001	08/03/2019	08/05/2019	MARRIOTT ATLANTA MARQU	866-435-7627	GA	3509	\$730.72	\$0.00	\$0.00	Purchase
2872595199001	08/03/2019	08/05/2019	MARRIOTT ATLANTA MARQU	866-435-7627	GA	3509	\$730.72	\$0.00	\$0.00	Purchase
2872595200001	08/03/2019	08/05/2019	MARRIOTT ATLANTA MARQU	866-435-7627	GA	3509	\$730.72	\$0.00	\$0.00	Purchase

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2875083190001	08/06/2019	08/08/2019	HARVARD SQUARE HOTEL	CAMBRIDGE	MA	7011	\$867.52	\$0.00	\$0.00	Purchase
2887990775001	08/27/2019	08/28/2019	INOVA EAP SERVICES	7032468800	VA	7277	\$550.00	\$0.00	\$31.14	Purchase
2894796064001	09/06/2019	09/09/2019	PRINCE GEORGES COMM CL	LARGO	MD	8220	\$1,372.00	\$0.00	\$0.00	Purchase
2901645557001	09/17/2019	09/18/2019	DC BAR	877-3332227	DC	8699	\$289.00	\$0.00	\$0.00	Purchase
2901645558001	09/17/2019	09/18/2019	BLUEBOOK PURCHASE	6174954650	MA	5942	\$108.00	\$0.00	\$0.00	Purchase
2902663891001	09/17/2019	09/19/2019	CAROLINA ACADEMIC PRES	919-489-7486	NC	7399	\$38.00	\$0.00	\$0.00	Purchase
2902663892001	09/17/2019	09/19/2019	CAROLINA ACADEMIC PRES	919-489-7486	NC	7399	\$38.00	\$0.00	\$0.00	Purchase
2902663893001	09/17/2019	09/19/2019	CAROLINA ACADEMIC PRES	919-489-7486	NC	7399	\$38.00	\$0.00	\$0.00	Purchase
2903688912001	09/19/2019	09/20/2019	WPL PUBLISHING COMPANY	ROCKVILLE	MD	7399	\$199.00	\$0.00	\$0.00	Purchase
2911759748001	10/01/2019	10/02/2019	INDEED	STAMFORD	CT	5969	\$110.85	\$0.00	\$0.00	Purchase
2915030423001	10/04/2019	10/07/2019	INDEED	203-564-2400	CT	5969	\$0.00	(\$110.85)	\$0.00	Purchase
2926543026001	10/21/2019	10/22/2019	INTERNATIONAL ASSOCIAT	855-4422532	MD	8398	\$350.00	\$0.00	\$0.00	Purchase
2926543027001	10/21/2019	10/22/2019	INSIDE HIGHER ED, INC.	2024486127	DC	7311	\$349.00	\$0.00	\$0.00	Purchase
2930818299001	10/25/2019	10/28/2019	ACCESS INTELLIGENCE-CH	301-354-1479	MD	7392	\$1,020.00	\$0.00	\$0.00	Purchase
2934255851001	10/30/2019	10/31/2019	INDEED	STAMFORD	CT	5969	\$501.77	\$0.00	\$0.00	Purchase
2934255852001	10/29/2019	10/31/2019	YOURMEMBERSHIP CAREERS	7274976565	FL	7399	\$325.00	\$0.00	\$21.26	Purchase
2935184834001	10/30/2019	11/01/2019	MARYLAND LIBRARY ASSOC	BALTIMORE	MD	7399	\$50.00	\$0.00	\$0.00	Purchase
2935184835001	10/31/2019	11/01/2019	ORBITZ*7490480947217	ORBITZ.COM	WA	4722	\$25.00	\$0.00	\$0.00	Purchase
2935184836001	10/31/2019	11/01/2019	ACT*NAPEEF	703-845-7055	CA	8299	\$520.00	\$0.00	\$0.00	Purchase
2936335358001	10/31/2019	11/04/2019	AMERICAN AIRLINES	LAGRANGE	GA	3001	\$348.60	\$0.00	\$0.00	Purchase
2936335359001	11/01/2019	11/04/2019	INDEED	STAMFORD	CT	5969	\$498.23	\$0.00	\$0.00	Purchase
2937478990001	11/04/2019	11/05/2019	INDEED	203-564-2400	CT	5969	\$0.00	(\$498.23)	\$0.00	Purchase

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2937478991001	11/04/2019	11/05/2019	INDEED	203-564-2400	CT	5969	\$0.00	(\$501.77)	\$0.00	Purchase
2938423259001	11/05/2019	11/06/2019	HW GREENBUILD REG.	972-536-6335	TX	7399	\$1,449.00	\$0.00	\$0.00	Purchase
2939447223001	11/05/2019	11/07/2019	SOUTHWEST	800-435-9792	TX	3066	\$365.96	\$0.00	\$0.00	Purchase
2939447224001	11/06/2019	11/07/2019	AC HOTEL MARRIOTT PITT	PITTSBURGH	PA	3509	\$430.92	\$0.00	\$0.00	Purchase
2945796862001	11/14/2019	11/15/2019	EB DESIGN THINKING FO	8014137200	CA	7399	\$1,950.00	\$0.00	\$0.00	Purchase
2950193271001	11/19/2019	11/21/2019	ELLIS HOTEL	ATLANTA	GA	7011	\$754.13	\$0.00	\$0.00	Purchase
2952429689001	11/22/2019	11/25/2019	WEISS BROS OF HAGERS	HAGERSTOWN	MD	5085	\$1,750.00	\$0.00	\$0.00	Purchase
2954146295001	11/22/2019	11/27/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$713.68	\$0.00	\$0.00	Purchase
2954916682001	11/25/2019	11/29/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$13.02	\$0.00	\$0.00	Purchase
2954916683001	11/27/2019	11/29/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$221.06	\$0.00	\$0.00	Purchase
2957469007001	12/03/2019	12/04/2019	YOURMEMBERSHIP CAREERS	7274976565	FL	7399	\$325.00	\$0.00	\$21.26	Purchase
2958489249001	12/03/2019	12/05/2019	MARYLAND LIBRARY ASSOC	BALTIMORE	MD	7399	\$50.00	\$0.00	\$0.00	Purchase
2962976710001	12/10/2019	12/11/2019	NAB SHOW REGISTRATION	2024295304	DC	8398	\$1,325.00	\$0.00	\$0.00	Purchase
2963996316001	12/10/2019	12/12/2019	SOUTHWEST	800-435-9792	TX	3066	\$25.00	\$0.00	\$0.00	Purchase
2963996317001	12/10/2019	12/12/2019	SOUTHWEST	800-435-9792	TX	3066	\$25.00	\$0.00	\$0.00	Purchase
2963996318001	12/10/2019	12/12/2019	SOUTHWEST	800-435-9792	TX	3066	\$448.95	\$0.00	\$0.00	Purchase
2966263030001	12/12/2019	12/16/2019	WLV ROOM DEPOSITS	LAS VEGAS	NV	7011	\$1,174.51	\$0.00	\$0.00	Purchase
2966263031001	12/13/2019	12/16/2019	WLV ADV DEPOSIT	LAS VEGAS	NV	7011	\$215.41	\$0.00	\$0.00	Purchase
2969097079001	12/17/2019	12/19/2019	VIRGINIA LIBRARY ASSOC	757-6890594	VA	8699	\$100.00	\$0.00	\$0.00	Purchase
2969991477001	12/19/2019	12/20/2019	YOURMEMBER-CAREERS	7274976573	CT	7361	\$325.00	\$0.00	\$0.00	Purchase
2973075532001	12/28/2019	12/30/2019	FEDEX	180-0463333	TN	4215	\$33.52	\$0.00	\$0.00	Purchase
2973666524001	12/30/2019	12/31/2019	CONSTRMGMTASSOCAME R	7033562622	VA	8641	\$1,275.00	\$0.00	\$0.00	Purchase

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Transaction Detail

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## DCPCARD

Date/Time Printed: 02/04/2020 10:40:17 AM

Orientation: Landscape

Selection Criteria: Post Date Is Between '01/01/2018' AND '01/31/2020' AND Transaction Type <> 'Payment'

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2977424579001	01/06/2020	01/08/2020	MARYLAND LIBRARY ASSOC	410-9475090	MD	7399	\$50.00	\$0.00	\$0.00	Purchase
2978358855001	01/08/2020	01/09/2020	AIA CAREER CENTER	8884918833	MD	7399	\$311.00	\$0.00	\$0.00	Purchase
2980527166001	01/10/2020	01/13/2020	AMTRAK .CO01	08008727245	DC	4112	\$181.00	\$0.00	\$0.00	Purchase
2981665308001	01/13/2020	01/14/2020	CMAA CAREER CENTER	8884918833	MD	7399	\$350.00	\$0.00	\$0.00	Purchase
2985850403001	01/16/2020	01/20/2020	LEADERSHIP GREATER WAS	202-4653201	DC	8699	\$3,000.00	\$0.00	\$0.00	Purchase
2987652887001	01/21/2020	01/22/2020	SOCIETYFORHUMANRESO URC	ALEXANDRIA	VA	8999	\$1,550.00	\$0.00	\$0.00	Purchase
2988628472001	01/21/2020	01/23/2020	SOUTHWEST	800-435-9792	TX	3066	\$589.96	\$0.00	\$0.00	Purchase
2990951756001	01/25/2020	01/27/2020	PHILADELPHIA 201 HOTEL	PHILADELPHIA	PA	3503	\$346.78	\$0.00	\$0.00	Purchase

**SCOTT, MARLENE \*\*\*\*\*1856 Sub-Total:**

**193 Transaction(s)**

**\$93,183.71**

**(\$1,488.85)**

**\$144.45**

**ZABLUD, KIMBERLY \*\*\*\*\*7428**

2711424802001	11/15/2018	11/16/2018	LAPEL PINS PLUS NETWOR	888-3109963	FL	5999	\$1,177.50	\$0.00	\$0.00	Purchase
2715107089001	11/23/2018	11/26/2018	AOP BUSINESS SERVICES	02025260586	DC	5111	\$2,741.44	\$0.00	\$0.00	Purchase
2719604070001	12/03/2018	12/03/2018	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$18.85	\$0.00	\$0.00	Purchase
2721232809001	11/30/2018	12/05/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$370.79	\$0.00	\$0.00	Purchase
2722159685001	12/03/2018	12/06/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$158.99	\$0.00	\$0.00	Purchase
2722159686001	12/04/2018	12/06/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$14.03	\$0.00	\$0.00	Purchase
2723105228001	12/06/2018	12/07/2018	CKO*WWW.ISTOCKPHOTO. C	403-4513469	WA	7333	\$3,348.00	\$0.00	\$0.00	Purchase
2724290882001	12/07/2018	12/10/2018	GRAMMARLY COGLQN-3JOM	8883186146	CA	5734	\$139.95	\$0.00	\$0.00	Purchase
2725847744001	12/11/2018	12/12/2018	GOLDEN CUTTING/SEWING	02136238805	CA	5949	\$365.96	\$0.00	\$0.00	Purchase
2730215499001	12/18/2018	12/19/2018	VARIDESK	8002072587	TX	5399	\$445.50	\$0.00	\$0.00	Purchase
2731756531001	12/19/2018	12/21/2018	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$291.59	\$0.00	\$0.00	Purchase
2732601169001	12/20/2018	12/24/2018	AMERICAN BUSINESS SUPP	ORDER@ORDERA	DC	5044	\$636.08	\$0.00	\$0.00	Purchase

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Selection Criteria: Post Date Is Between '10/01/2018' AND '01/31/2020' AND Transaction Type <> 'Payment'

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2733609758001	12/27/2018	12/28/2018	CANON SOLUTIONS AMER I	08006132228	NJ	5732	\$180.00	\$0.00	\$0.00	Purchase
2736556752001	01/03/2019	01/07/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$0.00	(\$370.79)	\$0.00	Purchase
2736556753001	01/03/2019	01/07/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$230.41	\$0.00	\$0.00	Purchase
2738017292001	01/08/2019	01/09/2019	AOP BUSINESS SERVICES	02025260586	DC	5111	\$0.00	(\$153.09)	\$0.00	Purchase
2738017293001	01/08/2019	01/09/2019	AOP BUSINESS SERVICES	02025260586	DC	5111	\$153.09	\$0.00	\$0.00	Purchase
2738017294001	01/08/2019	01/09/2019	AOP BUSINESS SERVICES	02025260586	DC	5111	\$0.00	(\$27.90)	\$0.00	Purchase
2739758164001	01/09/2019	01/11/2019	LIBRARY HOTEL	NEW YORK	NY	7011	\$314.70	\$0.00	\$0.00	Purchase
2739758165001	01/09/2019	01/11/2019	AMTRAK .CO00	08008727245	DC	4112	\$192.00	\$0.00	\$0.00	Purchase
2745443074001	01/18/2019	01/21/2019	VARIDESK	8002072587	TX	5399	\$545.00	\$0.00	\$0.00	Purchase
2746008992001	01/17/2019	01/22/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$547.93	\$0.00	\$0.00	Purchase
2746766277001	01/22/2019	01/23/2019	URBAN LIBRARIES COUNCI	202-7508650	DC	8398	\$150.00	\$0.00	\$0.00	Purchase
2749751388001	01/23/2019	01/28/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$19.66	\$0.00	\$0.00	Purchase
2749751389001	01/25/2019	01/28/2019	VARIDESK	8002072587	TX	5399	\$130.50	\$0.00	\$0.00	Purchase
2751327554001	01/29/2019	01/30/2019	ZOOM.US	SAN JOSE	CA	5968	\$14.99	\$0.00	\$0.00	Purchase
2754976392001	02/04/2019	02/05/2019	FACEBK H6MBWKJDK2	MENLO PARK	CA	7311	\$33.32	\$0.00	\$0.00	Purchase
2758879168001	02/07/2019	02/11/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$131.10	\$0.00	\$0.00	Purchase
2758879169001	02/08/2019	02/11/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$258.79	\$0.00	\$0.00	Purchase
2767801104001	02/23/2019	02/25/2019	FACEBK 4S3Y2K2EK2	MENLO PARK	CA	7311	\$23.25	\$0.00	\$0.00	Purchase
2767801105001	02/24/2019	02/25/2019	AMAZON.COM*MI4M75H80	AMZN.COM/BILL	WA	5942	\$98.34	\$0.00	\$5.57	Purchase
2767801106001	02/21/2019	02/25/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$535.40	\$0.00	\$0.00	Purchase
2767801107001	02/22/2019	02/25/2019	SHOPPERTRAK RCT CORPOR	CHICAGO	IL	7399	\$2,731.43	\$0.00	\$0.00	Purchase
2768597064001	02/26/2019	02/26/2019	WASHPOST	202-334-4875	DC	7311	\$248.40	\$0.00	\$0.00	Purchase
2770412916001	02/27/2019	02/28/2019	DRAPE KINGS DC	COLLEGE PARK	MD	5714	\$250.00	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2771407646001	02/28/2019	03/01/2019	ZOOM.US	SAN JOSE	CA	5968	\$14.99	\$0.00	\$0.00	Purchase
2776289021001	03/07/2019	03/08/2019	DODGE CHROME INC	SILVER SPRNG	MD	7333	\$174.10	\$0.00	\$0.00	Purchase
2778278285001	03/11/2019	03/12/2019	VSA INC - HEARTLAND HO	4024673668	NE	5046	\$1,250.21	\$0.00	\$50.00	Purchase
2779130596001	03/12/2019	03/13/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$49.49	\$0.00	\$0.00	Purchase
2779130597001	03/12/2019	03/13/2019	ZOOM.US	SAN JOSE	CA	5968	\$440.40	\$0.00	\$0.00	Purchase
2783739964001	03/18/2019	03/20/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$2,459.26	\$0.00	\$0.00	Purchase
2783739965001	03/20/2019	03/20/2019	GIH*GLOBALINDUSTRIALE Q	800-645-2986	FL	5085	\$214.41	\$0.00	\$0.00	Purchase
2783739966001	03/20/2019	03/20/2019	ULINE	800-295-5510	WI	5964	\$1,444.79	\$0.00	\$81.78	Purchase
2786757707001	03/22/2019	03/25/2019	DODGE CHROME INC	SILVER SPRNG	MD	7333	\$3,310.83	\$0.00	\$0.00	Purchase
2786757708001	03/22/2019	03/25/2019	POSH LUXE COMPANIES L	15713540613	DC	7394	\$1,277.95	\$0.00	\$0.00	Purchase
2786757709001	03/23/2019	03/25/2019	FACEBK 5VSCZKWDK2	MENLO PARK	CA	7311	\$359.84	\$0.00	\$0.00	Purchase
2786757710001	03/22/2019	03/25/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$1,955.34	\$0.00	\$0.00	Purchase
2788364516001	03/25/2019	03/27/2019	AMER LIB ASSOC-CAREER	03122804237	IL	5969	\$285.00	\$0.00	\$0.00	Purchase
2790216885001	03/29/2019	03/29/2019	DISPUTE CREDIT	CHICAGO	IL	7333	\$0.00	(\$3,310.83)	\$0.00	Purchase
2791383316001	03/30/2019	04/01/2019	ULINE	800-295-5510	WI	5964	\$0.00	(\$81.78)	\$0.00	Purchase
2793012194001	03/29/2019	04/03/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$214.73	\$0.00	\$0.00	Purchase
2793012195001	04/01/2019	04/03/2019	SMI SIGN SYSTEMS INC	301-468-1132	MD	5099	\$1,920.00	\$0.00	\$0.00	Purchase
2796142514001	04/04/2019	04/08/2019	UNITED AIRLINES	HOUSTON	TX	3000	\$315.60	\$0.00	\$0.00	Purchase
2796142515001	04/04/2019	04/08/2019	HILTON DISNEY WORLD	407-8274000	FL	3504	\$178.88	\$0.00	\$0.00	Purchase
2797812591001	04/09/2019	04/10/2019	NCS*PEARSON CERT	800-511-3478	MN	8299	\$633.68	\$0.00	\$0.00	Purchase
2799726798001	04/10/2019	04/12/2019	HILTON DISNEY WORLD	407-8274000	FL	3504	\$357.76	\$0.00	\$0.00	Purchase
2800975608001	04/10/2019	04/15/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$1,817.70	\$0.00	\$0.00	Purchase
2801730809001	04/15/2019	04/16/2019	SOUNDCLOUD INC	SAN FRANCISCO	CA	4899	\$144.00	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2804422713001	04/19/2019	04/19/2019	DISPUTE REBILL	CHICAGO	IL	7333	\$3,310.83	\$0.00	\$0.00	Purchase
2806074251001	04/22/2019	04/23/2019	VENNGAGE.COM	TORONTO	ON	7372	\$475.00	\$0.00	\$0.00	Purchase
2806074252001	04/23/2019	04/23/2019	FACEBK XQ99GL6EK2	MENLO PARK	CA	7311	\$327.65	\$0.00	\$0.00	Purchase
2806926589001	04/19/2019	04/24/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$211.06	\$0.00	\$0.00	Purchase
2807852675001	04/23/2019	04/25/2019	WASHINGTON TROPHY C	WASHINGTON	DC	5999	\$69.00	\$0.00	\$0.00	Purchase
2810043816001	04/26/2019	04/29/2019	TYRELL TECH	888-8650300	MD	5999	\$543.85	\$0.00	\$0.00	Purchase
2810043817001	04/26/2019	04/29/2019	THE PAPER MILL STORE I	608-8349900	WI	5111	\$533.00	\$0.00	\$0.00	Purchase
2813620656001	05/01/2019	05/03/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$334.99	\$0.00	\$0.00	Purchase
2820425189001	05/13/2019	05/14/2019	TRANSCRIBE.WREALLY.COM	16469267265	CA	5734	\$20.00	\$0.00	\$0.00	Purchase
2821302113001	05/13/2019	05/15/2019	BIGTIMECLOCKS	LAS VEGAS	NV	7399	\$262.00	\$0.00	\$0.00	Purchase
2824424306001	05/16/2019	05/20/2019	TOUCAN	2025430162	DC	2741	\$915.00	\$0.00	\$0.00	Purchase
2824424307001	05/17/2019	05/20/2019	CANVA* 02327-7782606	8778877815	CA	7221	\$119.40	\$0.00	\$0.00	Purchase
2826998129001	05/22/2019	05/23/2019	INT*IN *AD BOX PROMO A	202-5291119	MD	7311	\$585.90	\$0.00	\$0.00	Purchase
2827944742001	05/23/2019	05/24/2019	FACEBK 4N85ULWDK2	MENLO PARK	CA	7311	\$215.43	\$0.00	\$0.00	Purchase
2828985141001	05/22/2019	05/27/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$150.40	\$0.00	\$0.00	Purchase
2828985142001	05/22/2019	05/27/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$84.15	\$0.00	\$0.00	Purchase
2830730527001	05/28/2019	05/30/2019	WASHINGTON TROPHY C	WASHINGTON	DC	5999	\$438.00	\$0.00	\$0.00	Purchase
2831604187001	05/30/2019	05/31/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$2,252.50	\$0.00	\$0.00	Purchase
2831604188001	05/30/2019	05/31/2019	AMERICAN BUSINESS SUPP	ORDER@ORDERA B	DC	5044	\$2,452.10	\$0.00	\$0.00	Purchase
2832757609001	06/01/2019	06/03/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$0.00	(\$127.50)	\$0.00	Purchase
2832757610001	05/29/2019	06/03/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$919.63	\$0.00	\$0.00	Purchase
2834417189001	06/05/2019	06/05/2019	GIH*GLOBALINDUSTRIALE Q	800-645-2986	FL	5085	\$42.20	\$0.00	\$0.00	Purchase
2835352737001	06/05/2019	06/06/2019	LIBRARYWORKS.COM	12403541281	MD	7372	\$49.00	\$0.00	\$0.00	Purchase

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2839126674001	06/11/2019	06/12/2019	TRAININNG LLC	41434348033	CA	5734	\$350.00	\$0.00	\$0.00	Purchase
2840082110001	06/11/2019	06/13/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$3,499.99	\$0.00	\$0.00	Purchase
2842955749001	06/17/2019	06/18/2019	PAYPAL	7183691180	CA	5735	\$500.00	\$0.00	\$0.00	Purchase
2842955750001	06/17/2019	06/18/2019	PAYPAL	4029357733	CA	8999	\$500.00	\$0.00	\$0.00	Purchase
2843810512001	06/19/2019	06/19/2019	ULINE	800-295-5510	WI	5964	\$478.59	\$0.00	\$0.00	Purchase
2843810513001	06/18/2019	06/19/2019	AOP BUSINESS SERVICES	02025260586	DC	5111	\$298.75	\$0.00	\$0.00	Purchase
2844748548001	06/18/2019	06/20/2019	WASHINGTON TROPHY C	WASHINGTON	DC	5999	\$230.00	\$0.00	\$0.00	Purchase
2846870781001	06/23/2019	06/24/2019	FACEBK F9RYSLEDK2	MENLO PARK	CA	7311	\$100.90	\$0.00	\$0.00	Purchase
2847627814001	06/24/2019	06/25/2019	PAYPAL	22528323	CA	7333	\$800.00	\$0.00	\$0.00	Purchase
2852851501001	07/02/2019	07/03/2019	TOUCAN	2025430162	DC	2741	\$4,070.00	\$0.00	\$0.00	Purchase
2857761421001	07/11/2019	07/12/2019	RAGAN COMMUNICATIONS	312-960-4319	IL	7399	\$795.00	\$0.00	\$0.00	Purchase
2857761422001	07/11/2019	07/12/2019	RAGAN COMMUNICATIONS	312-960-4319	IL	7399	\$795.00	\$0.00	\$0.00	Purchase
2857761423001	07/11/2019	07/12/2019	RAGAN COMMUNICATIONS	312-960-4319	IL	7399	\$795.00	\$0.00	\$0.00	Purchase
2858898009001	07/12/2019	07/15/2019	PAYPAL	4029357733	AL	4816	\$1,350.00	\$0.00	\$0.00	Purchase
2860528717001	07/16/2019	07/17/2019	TIEMPOLATINO/PLANETA	2028970011	MA	5734	\$398.00	\$0.00	\$0.00	Purchase
2862405905001	07/18/2019	07/19/2019	FACEBK MKXKPMWDK2	MENLO PARK	CA	7311	\$500.00	\$0.00	\$0.00	Purchase
2862405906001	07/19/2019	07/19/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$57.02	\$0.00	\$0.00	Purchase
2863563293001	07/21/2019	07/22/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$369.50	\$0.00	\$0.00	Purchase
2864313023001	07/22/2019	07/23/2019	URBAN LIBRARIES COUNCI	202-7508650	DC	8398	\$595.00	\$0.00	\$0.00	Purchase
2864313024001	07/23/2019	07/23/2019	FACEBK UFXNRMWDK2	MENLO PARK	CA	7311	\$110.80	\$0.00	\$0.00	Purchase
2865168063001	07/22/2019	07/24/2019	MVS INC	WASHINGTON	DC	7379	\$659.94	\$0.00	\$0.00	Purchase
2869656378001	07/30/2019	07/31/2019	SQ *SQ *FM-31 PUBLISHI	GOSQ.COM	MD	7299	\$448.00	\$0.00	\$0.00	Purchase
2870554683001	07/31/2019	08/01/2019	EB CONNECTED LEARNING	8014137200	CA	7399	\$211.14	\$0.00	\$0.00	Purchase

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2871477950001	08/01/2019	08/02/2019	TIEMPOLATINO/PLANETA	2028970011	MA	5734	\$398.00	\$0.00	\$0.00	Purchase
2872595288001	08/02/2019	08/05/2019	PAYPAL	22528323	CA	7333	\$480.00	\$0.00	\$0.00	Purchase
2872595289001	08/02/2019	08/05/2019	MVS INC	WASHINGTON	DC	7379	\$1,597.20	\$0.00	\$0.00	Purchase
2872595290001	08/01/2019	08/05/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$164.71	\$0.00	\$0.00	Purchase
2875083276001	08/07/2019	08/08/2019	HOTEL * HOTELSONE.COM	HOTELSONE.COM	WA	4722	\$1,173.56	\$0.00	\$0.00	Purchase
2875083277001	08/07/2019	08/08/2019	HOTELSCOM8095047359074	HOTELS.COM	WA	4722	\$149.56	\$0.00	\$0.00	Purchase
2875083278001	08/07/2019	08/08/2019	MAILCHIMP	MAILCHIMP.COM	GA	5968	\$2,125.00	\$0.00	\$0.00	Purchase
2875083279001	08/07/2019	08/08/2019	GOLDSTARTOOL.COM	02136238805	CA	5949	\$270.79	\$0.00	\$0.00	Purchase
2876011046001	08/07/2019	08/09/2019	SOUTHWEST	800-435-9792	TX	3066	\$307.94	\$0.00	\$0.00	Purchase
2876011047001	08/07/2019	08/09/2019	SOUTHWEST	800-435-9792	TX	3066	\$307.94	\$0.00	\$0.00	Purchase
2876011048001	08/07/2019	08/09/2019	SOUTHWEST	800-435-9792	TX	3066	\$307.94	\$0.00	\$0.00	Purchase
2876011049001	08/07/2019	08/09/2019	SOUTHWEST	800-435-9792	TX	3066	\$307.94	\$0.00	\$0.00	Purchase
2876011050001	08/07/2019	08/09/2019	SOUTHWEST	800-435-9792	TX	3066	\$307.94	\$0.00	\$0.00	Purchase
2876011051001	08/07/2019	08/09/2019	SOUTHWEST	800-435-9792	TX	3066	\$307.94	\$0.00	\$0.00	Purchase
2876011052001	08/07/2019	08/09/2019	SOUTHWEST	800-435-9792	TX	3066	\$307.94	\$0.00	\$0.00	Purchase
2876011053001	08/07/2019	08/09/2019	SOUTHWEST	800-435-9792	TX	3066	\$307.94	\$0.00	\$0.00	Purchase
2876011054001	08/08/2019	08/09/2019	APL* ITUNES.COM/BILL	866-712-7753	CA	5735	\$21.19	\$0.00	\$0.00	Purchase
2876011055001	08/08/2019	08/09/2019	FACEBK JAQKHMEDK2	MENLO PARK	CA	7311	\$380.26	\$0.00	\$0.00	Purchase
2876011056001	08/08/2019	08/09/2019	FACEBK 8NBWBTM6DK2	MENLO PARK	CA	7311	\$0.02	\$0.00	\$0.00	Purchase
2876011057001	08/07/2019	08/09/2019	AMTRAK .CO21	08008727245	DC	4112	\$173.00	\$0.00	\$0.00	Purchase
2876011058001	08/07/2019	08/09/2019	AMTRAK .CO21	08008727245	DC	4112	\$163.00	\$0.00	\$0.00	Purchase
2876011059001	08/07/2019	08/09/2019	AMTRAK .CO21	08008727245	DC	4112	\$154.00	\$0.00	\$0.00	Purchase
2876011060001	08/07/2019	08/09/2019	AMTRAK .CO21	08008727245	DC	4112	\$94.00	\$0.00	\$0.00	Purchase

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Transaction Detail

# Transaction Detail

## DCPCARD

Date/Time Printed: 02/04/2020 10:40:17 AM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/01/2018' AND '01/31/2020' AND Transaction Type <> 'Payment'

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2876011061001	08/08/2019	08/09/2019	SWANK MOTION PICTURES	08008765445	MO	7399	\$325.00	\$0.00	\$0.00	Purchase
2877124431001	08/08/2019	08/12/2019	CARNEGIE HOTEL	NEW YORK	NY	7011	\$57.38	\$0.00	\$0.00	Purchase
2877124432001	08/08/2019	08/12/2019	CARNEGIE HOTEL	NEW YORK	NY	7011	\$57.38	\$0.00	\$0.00	Purchase
2880574241001	08/16/2019	08/16/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$43.98	\$0.00	\$0.00	Purchase
2882453974001	08/19/2019	08/20/2019	POSH LUXE COMPANIES L	15713540613	DC	7394	\$781.09	\$0.00	\$0.00	Purchase
2885212038001	08/23/2019	08/23/2019	FACEBK 45ZXZMSDK2	MENLO PARK	CA	7311	\$125.82	\$0.00	\$0.00	Purchase
2887131020001	08/26/2019	08/27/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$25.98	\$0.00	\$0.00	Purchase
2887131021001	08/26/2019	08/27/2019	FACEBK PSLASMEDK2	MENLO PARK	CA	7311	\$76.68	\$0.00	\$0.00	Purchase
2887131022001	08/27/2019	08/27/2019	ULINE	800-295-5510	WI	5964	\$52.84	\$0.00	\$2.99	Purchase
2887990834001	08/27/2019	08/28/2019	FACEBK 62E2FN6EK2	MENLO PARK	CA	7311	\$19.88	\$0.00	\$0.00	Purchase
2887990835001	08/27/2019	08/28/2019	ALOFT	512-4762222	TX	3619	\$934.08	\$0.00	\$0.00	Purchase
2888922757001	08/28/2019	08/29/2019	ALOFT	512-4762222	TX	3619	\$934.08	\$0.00	\$0.00	Purchase
2888922758001	08/28/2019	08/29/2019	ALOFT	512-4762222	TX	3619	\$934.08	\$0.00	\$0.00	Purchase
2888922759001	08/28/2019	08/29/2019	ALOFT	512-4762222	TX	3619	\$934.08	\$0.00	\$0.00	Purchase
2888922760001	08/28/2019	08/29/2019	ALOFT	512-4762222	TX	3619	\$934.08	\$0.00	\$0.00	Purchase
2888922761001	08/28/2019	08/29/2019	ALOFT	512-4762222	TX	3619	\$934.08	\$0.00	\$0.00	Purchase
2888922762001	08/28/2019	08/29/2019	ALOFT	512-4762222	TX	3619	\$934.08	\$0.00	\$0.00	Purchase
2888922763001	08/28/2019	08/29/2019	ALOFT	512-4762222	TX	3619	\$934.08	\$0.00	\$0.00	Purchase
2889850253001	08/29/2019	08/30/2019	DRAPE KINGS DC	COLLEGE PARK	MD	5714	\$597.20	\$0.00	\$0.00	Purchase
2889850254001	08/30/2019	08/30/2019	PERFECT SETTINGS	202-7222900	MD	5999	\$478.25	\$0.00	\$0.00	Purchase
2889850255001	08/30/2019	08/30/2019	PERFECT SETTINGS	202-7222900	MD	5999	\$1,004.20	\$0.00	\$0.00	Purchase
2890922338001	08/31/2019	09/02/2019	ULINE	800-295-5510	WI	5964	\$0.00	(\$52.84)	\$0.00	Purchase
2890922339001	08/30/2019	09/02/2019	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$221.20	\$0.00	\$0.00	Purchase

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Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
2891876987001	09/03/2019	09/04/2019	POSH LUXE COMPANIES L	15713540613	DC	7394	\$781.09	\$0.00	\$0.00	Purchase
2891876988001	09/03/2019	09/04/2019	DELTA	ATLANTA	GA	3058	\$247.00	\$0.00	\$0.00	Purchase
2891876989001	09/04/2019	09/04/2019	ULINE	800-295-5510	WI	5964	\$49.85	\$0.00	\$0.00	Purchase
2891876990001	09/04/2019	09/04/2019	PERFECT SETTINGS	202-7222900	MD	5999	\$60.00	\$0.00	\$0.00	Purchase
2892709990001	09/03/2019	09/05/2019	UNITED AIRLINES	HOUSTON	TX	3000	\$168.00	\$0.00	\$0.00	Purchase
2892709991001	09/04/2019	09/05/2019	TRAVELOCITY*7471660639	WWW.TVLY.COM	WA	4722	\$2.88	\$0.00	\$0.00	Purchase
2892709992001	09/03/2019	09/05/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$135.60	\$0.00	\$0.00	Purchase
2892709993001	09/04/2019	09/05/2019	HYATT REGENCY JOHN WAY	NEWPORT BEACH	CA	3640	\$904.85	\$0.00	\$0.00	Purchase
2892709994001	09/03/2019	09/05/2019	AMERICAN AIRLINES	08004337300	TX	3001	\$189.00	\$0.00	\$0.00	Purchase
2892709995001	09/03/2019	09/05/2019	ALASKA A 02	08006545669	WA	3256	\$249.00	\$0.00	\$0.00	Purchase
2892709996001	09/04/2019	09/05/2019	ORAL HISTORY ASSOCIATI	06158982544	TN	8699	\$225.00	\$0.00	\$0.00	Purchase
2893606048001	09/05/2019	09/06/2019	SHERATON SALT LKE FD	SALT LAKE CIT	UT	3503	\$430.24	\$0.00	\$0.00	Purchase
2893606049001	09/05/2019	09/06/2019	SHERATON SALT LKE FD	SALT LAKE CIT	UT	3503	\$215.12	\$0.00	\$0.00	Purchase
2893606050001	09/04/2019	09/06/2019	ALASKA A 02	08006545669	WA	3256	\$209.00	\$0.00	\$0.00	Purchase
2893606051001	09/04/2019	09/06/2019	DELTA	ATLANTA	GA	3058	\$138.30	\$0.00	\$0.00	Purchase
2894796156001	09/07/2019	09/09/2019	APL* ITUNES.COM/BILL	866-712-7753	CA	5735	\$21.19	\$0.00	\$0.00	Purchase
2894796157001	09/05/2019	09/09/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$744.45	\$0.00	\$0.00	Purchase
2896554535001	09/10/2019	09/11/2019	FACEBK 9WTRBN6DK2	MENLO PARK	CA	7311	\$270.98	\$0.00	\$0.00	Purchase
2898608112001	09/10/2019	09/13/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$40.34	\$0.00	\$0.00	Purchase
2903689036001	09/18/2019	09/20/2019	LITTLE AMERICA HOTEL	SALT LAKE CIT	UT	7011	\$679.50	\$0.00	\$0.00	Purchase
2903689037001	09/20/2019	09/20/2019	AMERLIBASSOC ECOMMERCE	CHICAGO	IL	5942	\$65.00	\$0.00	\$0.00	Purchase
2903689038001	09/19/2019	09/20/2019	ALOFT	512-4762222	TX	3619	\$16.25	\$0.00	\$0.00	Purchase
2903689039001	09/19/2019	09/20/2019	ALOFT	512-4762222	TX	3619	\$16.25	\$0.00	\$0.00	Purchase

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2903689040001	09/19/2019	09/20/2019	ALOFT	512-4762222	TX	3619	\$16.25	\$0.00	\$0.00	Purchase
2903689041001	09/19/2019	09/20/2019	ALOFT	512-4762222	TX	3619	\$16.25	\$0.00	\$0.00	Purchase
2903689042001	09/19/2019	09/20/2019	ALOFT	512-4762222	TX	3619	\$16.25	\$0.00	\$0.00	Purchase
2903689043001	09/19/2019	09/20/2019	ALOFT	512-4762222	TX	3619	\$16.25	\$0.00	\$0.00	Purchase
2926543046001	10/21/2019	10/22/2019	THE EQUITY LAB	7346580713	DC	5734	\$1,200.00	\$0.00	\$0.00	Purchase
2927487211001	10/22/2019	10/23/2019	HOO*HOOTSUITE INC	778-5889767	CA	7399	\$537.88	\$0.00	\$0.00	Purchase
2933281435001	10/29/2019	10/30/2019	SHERATON SALT LKE FD	SALT LAKE CIT	UT	3503	\$0.00	(\$215.12)	\$0.00	Purchase
2939447272001	11/05/2019	11/07/2019	AMTRAK TEL30	08008727245	DC	4112	\$200.00	\$0.00	\$0.00	Purchase
2947077602001	11/15/2019	11/18/2019	B&H PHOTO 800-606-696	800-2215743	NY	5946	\$94.32	\$0.00	\$5.34	Purchase
2947077603001	11/15/2019	11/18/2019	HOO*HOOTSUITE INC	778-5889767	CA	7399	\$108.00	\$0.00	\$0.00	Purchase
2949182189001	11/19/2019	11/20/2019	HAMILTON HOTEL DC	WASHINGTON	DC	7011	\$360.95	\$0.00	\$0.00	Purchase
2950193331001	11/19/2019	11/21/2019	AMERICAN AIRLINES	08004337300	TX	3001	\$420.60	\$0.00	\$0.00	Purchase
2951207199001	11/19/2019	11/22/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$852.40	\$0.00	\$0.00	Purchase
2951207200001	11/21/2019	11/22/2019	CANON SOLUTIONS AMER I	08006132228	NJ	5732	\$500.00	\$0.00	\$0.00	Purchase
2951207201001	11/21/2019	11/22/2019	B&H PHOTO 800-606-696	800-2215743	NY	5946	\$0.00	(\$5.34)	\$0.00	Purchase
2952429770001	11/22/2019	11/25/2019	AOP BUSINESS SERVICES	02025260586	DC	5111	\$245.29	\$0.00	\$0.00	Purchase
2952429771001	11/22/2019	11/25/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$468.35	\$0.00	\$0.00	Purchase
2952429772001	11/22/2019	11/25/2019	WASHINGTON TROPHY C	WASHINGTON	DC	5999	\$69.00	\$0.00	\$3.91	Purchase
2954146330001	11/26/2019	11/27/2019	CKO*WWW.ISTOCKPHOTO. C	403-4513469	WA	7333	\$3,348.00	\$0.00	\$0.00	Purchase
2954146331001	11/26/2019	11/27/2019	TOUCAN	2025430162	DC	2741	\$297.00	\$0.00	\$0.00	Purchase
2958489295001	12/03/2019	12/05/2019	UNITED AIRLINES	HOUSTON	TX	3000	\$366.60	\$0.00	\$0.00	Purchase
2958489296001	12/03/2019	12/05/2019	UNITED AIRLINES	HOUSTON	TX	3000	\$366.60	\$0.00	\$0.00	Purchase
2958489297001	12/03/2019	12/05/2019	UNITED AIRLINES	HOUSTON	TX	3000	\$875.60	\$0.00	\$0.00	Purchase

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2958489298001	12/03/2019	12/05/2019	UNITED AIRLINES	HOUSTON	TX	3000	\$875.60	\$0.00	\$0.00	Purchase
2958489299001	12/04/2019	12/05/2019	CONTOUR	SMYRNA	TN	4511	\$198.00	\$0.00	\$0.00	Purchase
2958489300001	12/04/2019	12/05/2019	CONTOUR	SMYRNA	TN	4511	\$198.00	\$0.00	\$0.00	Purchase
2958489301001	12/03/2019	12/05/2019	AMTRAK .CO33	08008727245	DC	4112	\$160.00	\$0.00	\$0.00	Purchase
2958489302001	12/03/2019	12/05/2019	AMERICAN AIRLINES	08004337300	TX	3001	\$326.60	\$0.00	\$0.00	Purchase
2958489303001	12/03/2019	12/05/2019	AMERICAN AIRLINES	08004337300	TX	3001	\$326.60	\$0.00	\$0.00	Purchase
2958489304001	12/03/2019	12/05/2019	AMERICAN AIRLINES	08004337300	TX	3001	\$398.00	\$0.00	\$0.00	Purchase
2958489305001	12/03/2019	12/05/2019	AMERICAN AIRLINES	08004337300	TX	3001	\$398.00	\$0.00	\$0.00	Purchase
2958489306001	12/03/2019	12/05/2019	ALASKA A 02	08006545669	WA	3256	\$371.60	\$0.00	\$0.00	Purchase
2958489307001	12/03/2019	12/05/2019	ALASKA A 02	08006545669	WA	3256	\$251.61	\$0.00	\$0.00	Purchase
2960839743001	12/06/2019	12/09/2019	GRAMMARLY CORJGVOQE	8883186146	CA	5734	\$139.95	\$0.00	\$0.00	Purchase
2966263100001	12/11/2019	12/16/2019	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$3,222.56	\$0.00	\$0.00	Purchase
2969097123001	12/17/2019	12/19/2019	UNITED AIRLINES	HOUSTON	TX	3000	\$200.00	\$0.00	\$0.00	Purchase
2969097124001	12/17/2019	12/19/2019	UNITED AIRLINES	HOUSTON	TX	3000	\$200.00	\$0.00	\$0.00	Purchase
2969097125001	12/17/2019	12/19/2019	AMERICAN AIRLINES	08004337300	TX	3001	\$199.00	\$0.00	\$0.00	Purchase
2969097126001	12/17/2019	12/19/2019	AMERICAN AIRLINES	08004337300	TX	3001	\$199.00	\$0.00	\$0.00	Purchase
2969097127001	12/17/2019	12/19/2019	AMERICAN AIRLINES	08004337300	TX	3001	\$50.00	\$0.00	\$0.00	Purchase
2971027047001	12/20/2019	12/23/2019	SIGN-A-RAMA DC NORTH	WASHINGTON	DC	5099	\$179.62	\$0.00	\$0.00	Purchase
2976572085001	01/06/2020	01/07/2020	AOP BUSINESS SERVICES	02025260586	DC	5111	\$162.95	\$0.00	\$0.00	Purchase
2978358908001	01/08/2020	01/09/2020	B&H PHOTO MOTO	800-606-6969	NY	5946	\$366.36	\$0.00	\$0.00	Purchase
2978358909001	01/08/2020	01/09/2020	AMERICAN BUSINESS SUPP	ORDER@ORDERA B	DC	5044	\$379.17	\$0.00	\$0.00	Purchase
2982581742001	01/13/2020	01/15/2020	HOLIDAY INN CAPITOL	2024794000	DC	3501	\$5,000.00	\$0.00	\$0.00	Purchase
2982581743001	01/14/2020	01/15/2020	CANON SOLUTIONS AMER I	08006132228	NJ	5732	\$190.00	\$0.00	\$0.00	Purchase

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2983584224001	01/14/2020	01/16/2020	HOLIDAY INN CAPITOL	2024794000	DC	3501	\$5,000.00	\$0.00	\$0.00	Purchase
2984602719001	01/16/2020	01/17/2020	VARIDESK* 1800 207 25	800-2072587	TX	5021	\$355.50	\$0.00	\$0.00	Purchase
2985850466001	01/15/2020	01/20/2020	STANDARD OFFICE SUPPLY	WASHINGTON	DC	5046	\$262.81	\$0.00	\$0.00	Purchase
2985850467001	01/16/2020	01/20/2020	HOLIDAY INN CAPITOL	2024794000	DC	3501	\$3,748.02	\$0.00	\$0.00	Purchase
2985850468001	01/17/2020	01/20/2020	B&H PHOTO 800-606-696	800-2215743	NY	5946	\$211.95	\$0.00	\$12.00	Purchase
2988628515001	01/21/2020	01/23/2020	SIGN-A-RAMA DC NORTH	WASHINGTON	DC	5099	\$179.61	\$0.00	\$0.00	Purchase
2993050235001	01/27/2020	01/29/2020	HOLIDAY INN CAPITOL	2024794000	DC	3501	\$0.00	(\$422.89)	\$0.00	Purchase
2994064039001	01/29/2020	01/30/2020	AOP BUSINESS SERVICES	02025260586	DC	5111	\$189.06	\$0.00	\$0.00	Purchase
2994064040001	01/29/2020	01/30/2020	AOP BUSINESS SERVICES	02025260586	DC	5111	\$1,765.47	\$0.00	\$0.00	Purchase
2994064041001	01/30/2020	01/30/2020	DMI* DELL HLTHCR/REL	ROUND ROCK	TX	5045	\$84.99	\$0.00	\$0.00	Purchase
2995090940001	01/29/2020	01/31/2020	SOUTHWEST	800-435-9792	TX	3066	\$25.00	\$0.00	\$0.00	Purchase
2995090941001	01/29/2020	01/31/2020	SOUTHWEST	800-435-9792	TX	3066	\$25.00	\$0.00	\$0.00	Purchase
2995090942001	01/29/2020	01/31/2020	SOUTHWEST	800-435-9792	TX	3066	\$761.96	\$0.00	\$0.00	Purchase
<b>ZABLUD, KIMBERLY *****7428 Sub-Total:</b>				<b>232 Transaction(s)</b>			<b>\$131,523.47</b>	<b>(\$4,768.08)</b>	<b>\$161.59</b>	
<b>Grand Total:</b>				<b>1,302 Transaction(s)</b>			<b>\$676,326.77</b>	<b>(\$21,939.67)</b>	<b>\$1,405.44</b>	

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## GENERAL QUESTIONS

### Question Number 72

**Provide copies of any investigations, reviews or program/fiscal audits completed on programs and activities within DCPL during FY19 and to date in FY20. 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.**

In FY19, the Office of Procurement Integrity and Compliance (OPIC) conducted a 30-day audit of P-Card transactions and program administration at the DC Public Library (DCPL). Per OCP's PCard policies and procedures, DCPL is implementing the following recommendations:

**Recommendations:**

- Cardholders should reach out to qualified Small Business Enterprises (SBEs) on the District of Columbia Supply Schedule (DCSS) first. If the cardholder determines in writing that there are no available SBEs that can provide the desired goods or services, the cardholder should use a qualified CBE to fulfill the requirements. If CBEs are not available or able, it should be appropriately documented in the PaymentNet system.
- Cardholders should upload receipts via PDF into the PaymentNet system for all card activity.
- Cardholders and approving officials should timely review and approve all transactions each month.

There have been no investigations, reviews or program/fiscal audits completed on programs and activities within DCPL to date in FY20.



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## **OPIC Purchase Card Audit Report**

### **Audit of PCard Transactions and Program Administration at the DC Public Library (DCPL)**

*Review Period: May 01, 2019 through May 31, 2019*



**EXECUTIVE SUMMARY**

TO: Audit Committee,  
Office of Contracting and Procurement, (OCP)

ATTN: Gail Avery, Agency Program Coordinator (APC)  
DC Public Library, (DCPL)  
Joi Mecks, Chief of Staff, DCPL  
Marvin Manassa, Associate Director of Business Resources, OCP  
Rosalia Rojas, PCard Program Officer, OCP

PREPARER: Tyree Johnson, Compliance Analyst,  
Office of Procurement Integrity and Compliance, (OPIC)

REVIEWERS: Paula C. Williams, Supervisory Procurement Compliance Analyst, OPIC  
Ngina M. Steele, Senior Compliance Analyst, OPIC

DATE: Monday, August 05, 2019

SUBJECT: Monthly Purchase Card (PCard) Transaction and Program Administration Audit

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**BACKGROUND**

This review is conducted as part of the Office of Procurement Integrity and Compliance's (OPIC's) FY 2019 audit plan to assess the controls around the PCard administration process and identify potential areas for improvement. Accordingly, OPIC completed an audit of PCard transactions at the DC Public Library, (DCPL).

**OBJECTIVE**

The purpose of our audit was to determine whether responsible officials are adhering to all applicable PCard regulations, policies and procedures.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of Procurement Integrity & Compliance (OPIC)**



**SCOPE**

Our audit covered the following DCPL PCard accounts from May 1, 2019 through May 31, 2019:

<b>Name of Agency</b>	<b>Account No.</b>	<b>No. of P-Card Purchases</b>	<b>Dollar Amount (\$)</b>
DC Public Library, (DCPL)	3626	13	\$11,098.05
DC Public Library, (DCPL)	1252	15	\$2,436.26
DC Public Library, (DCPL)	1856	14	\$11,275.02
DC Public Library, (DCPL)	0219	9	\$3,058.18
DC Public Library, (DCPL)	7428	12	\$7,829.87
DC Public Library, (DCPL)	4596	4	\$1,286.38
DC Public Library, (DCPL)	5009	9	\$5,242.65
DC Public Library, (DCPL)	0121	12	\$8,308.85
	<b>Total</b>	<b>88</b>	<b>\$50,535.26</b>



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**METHODOLOGY**

We utilized JPMorgan Chase's PaymentNet system to identify our audit population and requested additional information from responsible agency officials as needed.

We tested the audit population of 88 PCard transactions made between May 1, 2019 and May 31, 2019.

OPIC conducted this compliance review in accordance with Generally Accepted Government Auditing Standards (GAGAS). Those standards require that we plan and perform our audits to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on audit objectives. We believe the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.



## FINDINGS

### Purchase Card User Environment

#### **Criteria:**

- OCP's PCard Policy cites DC Code § 2-218.44 and § 2-218.45, which requires CardHolders (CHs) to ensure purchases are procured from Small Business Enterprises (SBEs) or from Certified Business Enterprises (CBEs) listed with the Department of Small and Local Business Development (DSLBD). The cardholder shall first reach out to Small Business Enterprises (SBEs) on the District of Columbia Supply Schedule (DCSS). A CH or agency must make a determination in writing that there are not at least two (2) SBEs or CBEs available or able to provide the goods or services; or, that the price charged is believed to be 12% or more above the likely market rate. *(See OCP's PCard Policy and Procedures p. 20.)*
- OCP's Purchase Card Policy and Procedures require the cardholder to upload receipts for each transaction via PDF format into the PaymentNet system. *(See OCP's PCard Policy and Procedures p. 35.)*

#### **Condition:**

- For the account number ending in **3626** the cardholder did not use a CBE to procure goods for the District of Columbia for 3 of 13 transactions, a noncompliance rate of **23%**.
- For the account numbers ending in **3626, 1252** and **0121**, the cardholders did not upload receipts via PDF format into the PaymentNet system for 7 of 40 transactions, a noncompliance rate of **18%**.

#### **Cause:**

- The agency is not consistently following the PCard policy and procedures that require cardholders to ensure purchases are procured from CBEs when those companies are available and able to provide the goods and services.

#### **Effect:**

- Failure to purchase goods and services from CBE's who are ready and capable of timely fulfilling the District's requirements at a reasonable price, deprives the CBE of business opportunities provided by law.



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- Non-compliance with the above referenced procedures places the District at risk for making payments for erroneously and/or fraudulently procured goods or services.

**Recommendation:**

- In compliance with OCP’s PCard policies and procedures, the cardholder should reach out to qualified Small Business Enterprises (SBEs) on the District of Columbia Supply Schedule (DCSS) first. If the cardholder determines in writing that there are no available SBEs that can provide the subject goods or services, the cardholder should use a qualified CBE to fulfill the requirements. If CBEs are not available or able, it should be appropriately documented in the PaymentNet system.
- In compliance with OCP’s PCard policies and procedures, the cardholder should upload receipts via PDF format into the PaymentNet system for all card activity.

**Pending Review / Approve Report**

**Criteria:**

- OCP’s PCard Policy and Procedures require the cardholder to reconcile/review his or her monthly transactions in PaymentNet by the 10<sup>th</sup> of the following month.
- OCP’s PCard Policy and Procedures require the Approving Official (AO) to review and approve transactions in PaymentNet by the 10<sup>th</sup> of the following month.

**Condition:**

- For the review period of May 1, 2019 through May 31, 2019, account numbers ending in **1252** and **1856** were not reviewed by the cardholder by the 10<sup>th</sup> of the following month. For this review period, 5 of 29 transactions (**17%**) were noncompliant. (*See screenshot below*).

Transactions Requiring Review									
MITCHELL	DAWN	*****1252	New	PAYPAL	PAYPAL *AEQSLO	2827944623001	05/24/2019		\$51.80
MITCHELL	DAWN	*****1252	New	PAYPAL	PAYPAL *PATRICEBNE	2827944631001	05/24/2019		\$103.30
MITCHELL	DAWN	*****1252	New	PAYPAL	PAYPAL *TARACAMPBEL	2827944632001	05/24/2019		\$103.30
SCOTT	MARLENE	*****1856	New	LEDET TRAINING	LEDET TRAINING	2815621108001	05/07/2019		\$1,899.00
SCOTT	MARLENE	*****1856	New	EEOC TRAINING INST	EEOC TRAINING INST	2818476813001	05/10/2019		\$4,500.00

- For the review period of May 1, 2019 through May 31, 2019, account numbers ending in **1252**, **1856** and **5009** were not approved by the approving official by the 10<sup>th</sup> of the following month. For this review period, 19 of 38 transactions (**50%**) were noncompliant. (*See screenshot below*).



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Transactions Requiring Approval			INST					
BANKS	JONATHAN	*****5009	Reviewed	EASTERN SHORE FLAGPOLE	EASTERN SHORE FLAGPOLE	2821302178001	05/15/2019	\$1,168.00
BANKS	JONATHAN	*****5009	Reviewed	SIMPLEXGRINNELL	SIMPLEXGRINNELL	2823236773001	05/17/2019	\$376.32
BANKS	JONATHAN	*****5009	Reviewed	INT*IN *DAYLILY LANDSC	INT*IN *DAYLILY LANDSC	2824424417001	05/20/2019	\$1,600.00
BANKS	JONATHAN	*****5009	Reviewed	INT*IN *DAYLILY LANDSC	INT*IN *DAYLILY LANDSC	2824424418001	05/20/2019	\$860.00
BANKS	JONATHAN	*****5009	Reviewed	SQ *SQ *NATIONAL SERVI	SQ *SQ *NATIONAL SERVI	2826998188001	05/23/2019	\$525.00
BANKS	JONATHAN	*****5009	Reviewed	SQ *SQ *NATIONAL SERVI	SQ *SQ *NATIONAL SERVI	2826998189001	05/23/2019	\$300.00
BANKS	JONATHAN	*****5009	Reviewed	AMERAPRODUCTS, INC	AMERAPRODUCTS, INC	2827944806001	05/24/2019	\$82.31
BANKS	JONATHAN	*****5009	Reviewed	GW TRAINING CENTER	GW TRAINING CENTER	2827944807001	05/24/2019	\$311.95
BANKS	JONATHAN	*****5009	Reviewed	STAMPS.COM	STAMPS.COM	2827944808001	05/24/2019	\$19.07
MITCHELL	DAWN	*****1252	Reviewed	PAYPAL	PAYPAL	2819673401001	05/13/2019	\$1,000.00
SCOTT	MARLENE	*****1856	Reviewed	PAYPAL	PAYPAL *NAOMI HOUSE	2813620595001	05/03/2019	\$380.00
SCOTT	MARLENE	*****1856	Reviewed	NATL STDNT CLEARINGHOU	NATL STDNT CLEARINGHOU	2817491661001	05/09/2019	\$22.45
SCOTT	MARLENE	*****1856	Reviewed	PRSA	PRSA	2819673427001	05/13/2019	\$385.00
SCOTT	MARLENE	*****1856	Reviewed	PLUMBERS & PIPEFITTERS	PLUMBERS & PIPEFITTERS	2821302048001	05/15/2019	\$351.00
SCOTT	MARLENE	*****1856	Reviewed	COURSEHORSE.COM	COURSEHORSE.COM	2822265144001	05/16/2019	\$1,330.00
SCOTT	MARLENE	*****1856	Reviewed	PRSA	PRSA	2823236661001	05/17/2019	\$1,795.00
SCOTT	MARLENE	*****1856	Reviewed	NATL STDNT CLEARINGHOU	NATL STDNT CLEARINGHOU	2823236662001	05/17/2019	\$24.95
SCOTT	MARLENE	*****1856	Reviewed	NATL STDNT CLEARINGHOU	NATL STDNT CLEARINGHOU	2826068423001	05/22/2019	\$22.45
SCOTT	MARLENE	*****1856	Reviewed	NATL STDNT CLEARINGHOU	NATL STDNT CLEARINGHOU	2830730478001	05/30/2019	\$24.95

**Cause:**

- The agency is not consistently following existing policies and procedures for timely reviewing and/or approving transactions in PaymentNet.

**Effect:**

- Non-compliance with the above referenced procedures places the District at-risk for making payments for unauthorized, improper and/or fraudulently procured goods or services.

**Recommendations:**

- In compliance with OCP’s PCard policies and procedures, the cardholder and approving official should timely review and approve all transactions each month.
- Continued failure to comply with established policies and procedures should result in agency participants being suspended from the PCard Program.





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3. The APC should take steps to improve monitoring and oversight of purchase card activities by enforcing compliance with established reconciliation process deadlines.

**Management's Response and Action Plan:**

“Response noted on JPMorgan Chase Database for each cardholder; new attachments uploaded as needed; corrections also made in database.

Receipts uploaded.”