

AGENDA
The Denver Public Library Commission
Regular Monthly Meeting
September 20, 2007, 3:30 p.m.
Smiley Branch Library
4501 West 46th Avenue

1. Call to Order. Fofi Mendez.
2. Approval of Minutes of August 16, 2007, Regular Library Commission Meeting. Commission.
3. Public Comment Period.
4. Report of the President and Members.
 - a. Library Commission Committees. Fofi Mendez.
 - b. Better Denver and YES for Libraries Campaigns. Karen Rokala.
 - c. Booklovers' Ball Corporate Sponsorships. Kevin O'Connor.
 - d. Other Reports.
5. Report of the Denver Public Library Friends Foundation. Hanne Lichtenfels.
6. Monthly Financial Report through August 31, 2007. Richard Sosa.
7. Incentive Plans. Letty Icolari.
 - a. 2007 Interim Report.
 - b. 2008 Recommendation.
8. Report of the City Librarian and Staff. Shirley Amore and Staff.
 - a. Written Report Items.
 - b. Booklovers' Ball Update. Melinda Lloyd.
 - c. Other Items.
9. Other Business. Commission.
10. Adjournment.

Agenda Item 2

Requested Action: Approval

Minutes
Denver Public Library Commission
Regular Monthly Meeting
Thursday, August 16, 2007, 3:30 p.m.
Library Commission Room, Denver Central Library, Level 7

Present: Susana Cordova, Jay Mead, Fofi Mendez, Kevin O'Connor, Karen Rokala, Lois Ann Rovira, Sid Wilson.

Excused: Suneeta Hazra.

Staff: Shirley Amore, Brenda Cook, Carol Edwards, Eleanor Glover, Letty Icolari, Cori Jackamore, Jim Kroll, Elaine Langeberg, Diane Lapierre, Rachelle Naishtut, Jo Haight Sarling, Thomas Scott, Richard Sosa, Sherry Spitsnaugle.

Guests: Hanne Lichtenfels, Denver Public Library Friends Foundation; Councilwoman Peggy Lehman, District 4; Steve Hildmann, citizen.

1. Call to Order.

President Fofi Mendez called the meeting to order at 3:30 p.m. She announced that agenda item 7 is tabled.

2. Approval of Minutes.

The Minutes of June 21, 2007 and July 19, 2007 regular Library Commission Meetings were approved as written.

3. Public Comment Period.

The staff and guests present introduced themselves. A response to Steve Hildmann's concerns about Learning and Language libraries in his neighborhood will be mailed to him.

4. Report of the President and Members.

a. Fofi Mendez reported as follows:

> By unanimous write-in vote the new slate of officers for the Library Commission is Fofi Mendez, President, Lois Ann Rovira, Vice President and Sid Wilson, Secretary.

> The current evaluation process for the City Librarian will be studied by Human Resources Director Letty Icolari. She will make recommendations at a later date, including the addition of a 360° evaluation by staff.

b. Lois Ann Rovira introduced and welcomed new Commission member Jay Mead.

5. Report of the Denver Public Library Friends Foundation.

Hanne Lichtenfels reported as follows:

> The Used Book Sale will be held on Saturday, August 25 and Sunday, August 26. The preview party will be held on Friday, August 24 from 6:30-8:30 p.m.

> Booklovers' Ball Ticket and Table Sales committee members are invited to Joe and Mary Smith's home on August 30 from 4 to 6:30 to pick up ticket sale information and learn more about the plans for the 10th Annual Ball.

> The Friends Foundation plans to expand and is seeking four-six new members this fall and another four-six members in the spring of 2008.

6. Monthly financial report through July 31, 2007.

Richard Sosa presented this report. He also presented an update on the 2008 budget based on information provided to him by the City's Budget and Management Office.

7. Bond Campaign.

a. Shirley Amore announced that the City Council voted on August 13 to refer the entire infrastructure package to the voters in November. The order of the ballot was decided at the General Government Committee on August 14 - libraries are number two of the eight infrastructure bond questions. Karen Rokala agreed to co-chair the Library Bond Campaign Committee.

b. Upon motion and second the Library Commissioners unanimously approved the *Resolution of Support for the Denver Public Library* after striking the word "Citizens" from the title of the resolution.

8. Report of the City Librarian and Staff.

a. In addition to her written report Shirley Amore reported the following:

> Library Commissioners who are interested in attending the Colorado Association of Libraries Trustee Workshops in November (schedule distributed) should contact Rachelle Naishtut to register.

> Library employees are having a picnic on Sunday, August 19 from 4:30-8 p.m. at Berkeley Park. Commissioners are invited. More information and a map will be emailed to all Commissioners.

b. Letty Icolari reported that the current issue of *Colorado Libraries* (distributed) includes an article by staff member Kristen Svendsen about IMLS's grant "Librarians for the 21st Century" and Denver Public Library's "Future LEADers of America Scholarship Program." In addition, James Davis, a recipient of the IMLS-funded scholarship and currently acting Senior Librarian, is pictured on the cover of the magazine.

c. Jo Haight Sarling reported that wireless Internet access is now installed on every customer floor at the Central Library as well as at the seven branches of the Learning and Language cluster as part of another IMLS grant. All branches will have wireless installed by the end of 2007.

d. Diane Lapierre distributed an updated donation and fundraising report. She also reported on Booklovers' Ball activity and announced upcoming events that can be found in the latest *Fresh City Life* flyer. Further, she announced the formation of a Fresh City Friends group, acknowledging Stephen and Reba Lee Savageau as the first members.

9. Other Business.

Library Commissioners should look over the latest member roster included in their packets and contact Rachelle Naishtut with any changes.

10. Fofi Mendez adjourned the meeting at 4:30 p.m.

Submitted by Sid Wilson, Secretary

Agenda Item: 6
Requested Action: Receive Report

DENVER PUBLIC LIBRARY
FINANCIAL STATEMENT PACKAGE
August 31, 2007
I N D E X

FINANCIAL STATEMENT PACKAGE

Pages 1	ANALYSIS	General Fund Budget versus Actual Analysis
Pages 2-3	REPORT	General Fund Statement of Budget, Expenditures and Encumbrances
Page 4	ANALYSIS	Special Trust Fund, Budget versus Actual Analysis
Page 5	REPORT	Special Trust Fund Report
Page 6	REPORT	Revenue from Operations, Distributions and Transfers

DENVER PUBLIC LIBRARY

GENERAL FUND

BUDGET VS. ACTUAL ANALYSIS

for the month ending August 31, 2007

The personnel expenditures in this report reflect the new bi-weekly pay periods through the August 18th pay period (63.5% of pay year). Commission reports will include expenses through the last complete pay period of the month. Personnel costs are currently projected to exceed the budget by \$96,000. These additional costs are due to unbudgeted bilingual differential and the mid-year pay grade bump of several DPL job classifications. A budget supplemental will be requested at year-end if this deficit continues.

(17) Furniture/Equipment – List of office equipment and furniture to be replaced is being revised. Orders will placed so items arrive before year-end.

(35) Capital Equipment – Unencumbered balance of \$48,216 is for closet switches to be ordered for the network at Central Library.

DENVER PUBLIC LIBRARY
SPECIAL TRUST FUND
BUDGET versus ACTUAL ANALYSIS
for the month ending August 31, 2007

This August, expenses in the Special Trust Fund were \$229,074, consisting mainly of materials purchases and personnel costs for Western History staff. 51.89% of budgeted funds have been expended through the end of the month.

(1) August expenses in the Children's Outreach category include \$45,018 spent on books for the Read Aloud program.

**DENVER PUBLIC LIBRARY
GENERAL FUND
STATEMENT OF BUDGET, EXPENDITURES AND ENCUMBRANCES**
For the period ending August 2007 - 66.6% of the Year

<u>CATEGORY</u>	<u>2007 Budget</u>	<u>MTD Expended</u>	<u>YTD Expended</u>	<u>% Spent</u>	<u>Outstanding Encumbrances</u>	<u>Unencumbered Balance</u>
Personnel						
1 Regular	16,771,500	1,293,739	10,537,267	62.83%	0	6,234,233
2 Night Differentia	102,403	8,969	67,890	66.30%	0	34,513
3 Overtime	10,033	1,301	17,495	174.37%	0	-7,462
4 Sick/Vacation Payout	0	189	59,959	0.00%	0	-59,959
5 Temporary	381,713	36,943	234,308	61.38%	0	147,405
6 Bilingual Pay	54,900	8,600	70,738	128.85%	0	-15,838
7 Benefits	5,090,455	399,650	3,207,065	63.00%	0	1,883,390
Subtotal	22,411,004	1,749,391	14,194,722	63.34%	0	8,216,282
8 Advertising Services	11,370	2,370	5,562	48.92%	3,999	1,809
Leases						
9 Building	15,000	0	6,375	42.50%	0	8,625
10 Equipment	40,000	499	16,936	42.34%	23,064	0
Subtotal	55,000	499	23,311	42.38%	23,064	8,625
Library Materials						
11 Materials	4,041,950	331,432	2,509,377	62.08%	0	1,532,573
12 Freight	62,233	4,331	35,683	57.34%	8,012	18,537
13 Pre-Processing	350,000	30,703	219,584	62.74%	0	130,416
Subtotal	4,454,183	366,466	2,764,644	62.07%	8,012	1,681,526
Maintenance						
14 Buildings	125,289	12,697	59,147	47.21%	52,403	13,740
15 Garbage, Trash Remova	19,000	914	7,576	39.88%	8,742	2,682
16 Equipment	538,808	34,493	230,379	42.76%	93,695	214,734
Subtotal	683,097	48,104	297,103	43.49%	154,839	231,155
17 Minor Office Furn/Equipment	94,121	6,822	13,210	14.04%	14,330	66,581
18 Technology Services	467,093	19,209	424,544	90.89%	27,206	15,343
19 Postage	80,710	500	74,266	92.02%	1,477	4,967
20 Printing/Photo	34,580	4,518	30,019	86.81%	4,942	-381

**DENVER PUBLIC LIBRARY
GENERAL FUND
STATEMENT OF BUDGET, EXPENDITURES AND ENCUMBRANCES**
For the period ending August 2007 - 66.6% of the Year

<u>CATEGORY</u>	<u>2007 Budget</u>	<u>MTD Expended</u>	<u>YTD Expended</u>	<u>% Spent</u>	<u>Outstanding Encumbrances</u>	<u>Unencumbered Balance</u>
21 Professional Services	68,311	10,604	25,712	37.64%	17,630	24,968
22 Safety/Security	31,195	2,026	14,831	47.54%	3,035	13,329
Supplies						
23 Building	232,246	43,156	171,471	73.83%	43,336	17,439
24 Custodial	78,900	6,821	54,013	68.46%	24,540	347
25 Library	123,589	8,418	65,658	53.13%	21,513	36,418
26 Office	70,020	6,395	50,832	72.60%	20,273	-1,085
27 Printing	49,350	4,576	23,785	48.20%	10,330	15,235
Subtotal	554,105	69,365	365,758	66.01%	119,993	68,354
28 Training/Workshops	30,761	2,899	9,154	29.76%	319	21,288
Travel						
29 Conference/Travel Expense	22,790	1,250	17,958	78.80%	99	4,733
30 Mileage/Parking Allow	20,500	2,113	13,733	66.99%	500	6,267
31 Memberships	18,540	0	13,342	71.96%	0	5,198
Subtotal	61,830	3,363	45,032	72.83%	599	16,199
33 Outreach Programming	26,170	2,400	20,712	79.14%	4,261	1,197
34 Official Functions	3,331	80	1,246	37.42%	1,283	801
35 Capital Equipment	102,270	0	10,295	10.07%	43,759	48,216
36 City Agency Charges	344,183	20,813	298,673	86.78%	0	45,510
Grand Total	29,513,314	2,309,429	18,618,796	63.09%	428,749	10,465,769

**DENVER PUBLIC LIBRARY
SPECIAL TRUST FUND**

For the period ending August 2007 - 66.67% of the Year

<u>Project Groups</u>	<u>Budget</u>	<u>MTD Expended</u>	<u>YTD Expended</u>	<u>% Spent</u>	<u>Outstanding Encumbrances</u>	<u>Unencumb. Balance</u>
Outreach						
Summer Reading <small>(Children and Teens)</small>	161,500	13,344	97,651	60.46%	33,787	30,062
After School Programs	26,835	1,235	10,722	39.95%	1,670	14,443
Children <small>(Read Aloud, Super Saturdays)</small>	186,800	58,138 ¹	136,566	73.11%	14,640	35,594
Other Outreach <small>(Programs and participation in communities)</small>	33,779	400	22,342	66.14%	1,507	9,930
Outreach Subtotal	408,914	73,117	267,281	65.36%	51,604	90,029
Buildings/Equipment <small>(Meeting Rooms, Photocopier Revenues, Computers)</small>	132,222	27,439	69,264	52.38%	20,691	42,267
Fundraising <small>(Booksale, Rare Book Auction, Booklovers Ball, Direct Mail)</small>	262,060	6,123	41,105	15.69%	13,104	207,851
Materials	218,700	33,000	121,003	55.33%	0	97,697
Staff <small>(Staff, Docent, & Volunteer Recognition)</small>	22,150	3,093	10,327	46.62%	2,471	9,353
Discretionary Funds <small>(Branches, Central, City Librarian's Office)</small>	124,985	18,355	75,297	60.24%	17,405	32,283
Western History	904,774	67,946	491,754	54.35%	16,293	396,728
<u>Total</u>	<u>\$2,073,805</u>	<u>\$229,074</u>	<u>\$1,076,030</u>	<u>51.89%</u>	<u>\$121,567</u>	<u>\$876,208</u>

DENVER PUBLIC LIBRARY
REVENUE FROM DISTRIBUTIONS, OPERATIONS, AND TRANSFERS

For the period January 1 - August 31, 2007

(With Comparative Figures for 2006)

	2007		2006	
	August	YTD	August	YTD
<u>Operational Activity</u>				
Equipment (copiers, printouts)	9,845	67,184	8,768	72,882
Branch and Central Meeting Rooms	1,365	20,426	1,195	18,807
WHG Photographic Services	9,629	86,086	21,325	108,960
Fines	63,238	520,890	70,752	503,686
Lost Books	8,305	70,168	9,488	74,875
Amazon Sales	452	10,670	1,804	19,240
Vending and Café	1,266	13,355	1,984	14,993
	94,101	788,777	115,316	813,443
<u>Distributions</u>				
Caroline Bancroft Trust	0	58,270	0	38,882
Frederick R. Ross Library Trust	0	11,806	20,000	20,000
DPL Trust	4,613	82,739	2,306	65,871
	4,613	152,815	22,306	124,753
<u>Friends Foundation Transfers</u>				
Special Use Fund	0	1,309,439	0	729,391
Endowment	0	221,000	0	182,000
Others	0	173,589	0	2,013
	0	1,704,028	0	913,405
TOTAL	98,713	2,645,621	137,623	1,851,601

Agenda Item 7a

Requested Action: Receive Report

Customer Service Interim Survey Results Summary for 2007 Incentive Plan

Many of the goals and targets for the 2007 Incentive Plan are based around customer satisfaction. In May, the Library conducted interim surveys to monitor progress:

1. An Overall Customer Satisfaction survey
2. A survey of Bookmobile and Central Circulation customers regarding ease of check-out of materials
3. A survey of customers at the Contemporary Branches coupled with Collection Development Office regarding availability of new books
4. A survey of participants in Story times and Book Babies at the Family Branches
5. A survey of reference customers at Central including General Reference, Magazines/El Centro, Government Docs and Western History/Genealogy

Most of the interim surveys indicate the targets were met. The overall DPL survey results and the Circulation results went down. Most of the support departments were on or ahead of target when they reviewed their mid-year results.

A separate set of surveys was conducted at the Learning and Language Branches associated with the *Tu Biblioteca Hoy* grant. The goal was to reduce by 5% the number of English language class participants that reported discomfort with using English. The Children's Branches conducted their annual survey for Summer of Reading. The goal was to increase by 5% the number of surveyed children who reported enjoying reading more. We are pleased to announce that both of these groups have achieved their targets.

A number of specific initiatives have been put in place to assist those departments whose results were flat or under target. One of the initiatives is a "smile" campaign. Customer survey results show a strong correlation between feelings customer have about the way they are treated by staff (customer service) and the way they feel about the Library in general (customer satisfaction).

With 28 different goals to monitor and achieve, this has been a challenging incentive plan. We have learned a great deal, not only about setting targets, but also about the desires of our customers. We believe that the majority of the goals will be met when the final survey results are reported in early November.

September 2007

Agenda Item 7b

Requested Action: Receive Report

2008 Incentive Plan Recommendation

As you are aware we have been developing a Balanced Scorecard for the Library. Balanced Scorecard is a framework used to measure effectiveness and efficiencies in an organization by balancing customer outcomes with financial capabilities, internal processes, and learning and growth in the organization. For the last two years, we have focused our incentive plan goals on service outputs and customer satisfaction. During the past few months, we have realized the importance of a good foundation on which to develop service and customer outcomes.

As a result, we are proposing that the 2008 Incentive Plan goal be the development of an overall Balanced Scorecard for the Library and the development of cascading department scorecards. Doing this will allow us to link to foundational work of building trust of our community, become a learning organization and create, demonstrate and communicate the Library's value.

September 2007

Agenda Item 8a

Requested Action: Receive Report

REPORT OF THE CITY LIBRARIAN AND STAFF, SEPTEMBER 2007

Update on Theft of Library Materials.

We have received word from the Denver Police Department that Thomas Pilaar, the person arrested for the theft of library materials from the Denver Public Library and other metro area libraries, has waived his preliminary hearing and agreed to plead guilty to the felony theft charge. He has also agreed to let the authorities know the location of the remaining materials. His court date is scheduled for October 16. Staff is to be commended for their role in apprehending and prosecuting the person responsible for stealing thousands of dollars in library materials.

Report on Privacy Screen Pilot (Computer Use and Privacy – Update).

DPL launched the pilot to test privacy screens on public computers in August. Privacy screens were placed on adult computers at Athmar, Blair-Caldwell, Montbello, Schlessman and computers on the north side of the second and third floors at Central. A total of 85 privacy screens were placed on public computers. Staff will conduct a six month evaluation of the pilot. Staff will evaluate customer satisfaction, effectiveness of the privacy screens in reducing customer complaints about other customers' use of the computers, and both initial and ongoing costs to support implementing this solution at all DPL locations.

Staff Picnic.

Approximately 225 staff members and their families attended the DPL Picnic on August 19. On the Border catered the event serving Mexican food with vegan and vegetarian options. Rick Rose of Sundae Island provided 50-topping ice cream sundaes and included vegan, lactose-free "ice cream" as an option. Staff Council brought lawn game items for staff and their families to use. A good time was had by all.

Staff Recognition.

Ken Chesshir, a shelver in Burnham Hoyt, was celebrated as Employee of the Quarter at a breakfast reception on August 23. His co-workers from Burnham Hoyt nominated him for being a great team player and devising a way to make finding classical CDs for the router much easier. Ken's process improvement cut a huge amount of frustrating and time-consuming work out of the lives of the entire department. Just as Ken was awarded the Employee of the Quarter, he was promoted to Circulation Clerk in the Central Circulation Department. Ken is a good example of the dedicated staff that comes to work every day and looks for better ways to do their job.

During the past year the following staff members earned their MLS degrees: Robert Erskine, Anne Kemmerling, James Davis, Roger Dudley, Abby Hoverstock, Jennifer Bunte, Tara Bannon, Denise Lord, and Seana O'Grady. Each graduate was awarded a paid day off at an informal ceremony attended by the E-Team and other co-workers at their worksite. This DPL tradition acknowledges the hard work and perseverance of staff members that choose to further their education.

Exhibits.

Two interesting exhibits are now on display in Schlessman Hall. Tikkun Olam: Repairing the World opened to the public on September 6. This exhibit is a collaborative art project with the Mizel Museum promoting intercultural respect and awareness. Forty-five participants from our multi-cultural community worked in partnership with award-winning artist, Christy Honigman, to create the text, calligraphy and thematic components of the artwork expressed in a series of twelve 7' by 2' standing columns each containing five text panels. This art installation illustrates the interconnectedness and mutual interdependence of all people regardless of race, ethnicity or culture. The exhibit will remain in Schlessman Hall until December 3.

Look up when you enter Schlessman Hall. In anticipation of the annual One Sky One World Kite Festival at Sloan's Lake on October 14, the Denver Public Library is exhibiting the spectacular over-sized kites of George Peters and Melanie Walker. They are both internationally renowned kite makers and participate in kite making and kite flying festivals all over the world. Their kites will be on display until October 14,

Outreach.

- Denver Volunteers Paint-a-thon
- Denver's City Spirit Picnic
- One Book One Denver Launch
- DPL Staff Picnic
- Employee of the Quarter and MLS Graduate celebrations
- Used Book Sale Preview Party
- Ed Schenck Memorial
- CAL Legislative Committee
- Small Business Assn Annual Recognition Awards
- City Club Lunch w/Karen Rokala (Mayor Hickenlooper speaking)
- Denver Health "Top 25" Advocates Breakfast
- Mary Smith BLB Table Committee Open House
- DNCC Education Committee
- Reception for Mizel Exhibit -Tikkun Olam Art Project
- Meeting with Gregory Moore, Denver Post
- Meeting with Edward Nichols, Colorado Historical Society
- Meeting with Faye Kann, Colorado Enterprise Fund
- Meeting with Council members Garcia, Lopez, Montero re west side library
- Campaign meetings, Speakers' Bureau and speaking engagements (non-work time)

Upcoming Events

Reminder: Please attend:

- **Booklovers' Ball Patron Party, October 9**
- **Booklovers' Ball, October 20**

DENVER PUBLIC LIBRARY

MONTHLY CIRCULATION REPORT

AUGUST 2007

	<u>ADULT CHARGES</u>	<u>JUVENILE CHARGES</u>	<u>TOTAL CHARGES</u>	<u>% CHANGE 2007 / 2006</u>	<u>RENEWALS</u>	<u>RETURNS</u>	<u>TOTAL TRANSACTION</u>
Athmar	5,975	3,061	9,036	2.6%	577	14,618	24,231
AutoRenewal	0			14.3%	166,275		166,275
Bear Valley	30,493	8,501	38,994	21.8%	2,662	60,998	102,654
Blair-Caldwell	12,153	2,888	15,041	-8.0%	1,188	24,081	40,310
Bookmobile	1,461	238	1,699	-53.2%	94	1,846	3,639
Byers	2,289	977	3,266	10.9%	228	6,480	9,974
Central	75,334	14,635	89,969	11.8%	7,499	152,999	250,467
Decker	9,595	3,711	13,306	6.2%	780	24,251	38,337
Eugene Field	21,138	8,400	29,538	11.1%	2,936	49,241	81,715
Ford-Warren	5,939	2,825	8,764	13.2%	911	12,947	22,622
Hadley	11,050	4,817	15,867	6.9%	1,760	24,394	42,021
Hampden	21,422	8,098	29,520	12.7%	2,231	50,034	81,785
Montbello	13,941	6,871	20,812	12.1%	2,196	30,817	53,825
Parkhill	15,052	10,880	25,932	25.2%	2,200	42,515	70,647
Pauline-Robinson	3,021	1,914	4,935	-6.0%	579	9,067	14,581
Ross-Barnum	8,616	4,404	13,020	-6.9%	1,466	20,040	34,526
Ross-Broadway	9,530	1,957	11,487	-5.6%	814	22,059	34,360
Ross-Cherry Creek	36,112	6,015	42,127	1.6%	2,209	65,796	110,132
Ross-University Hills	49,820	12,824	62,644	15.2%	4,754	94,703	162,101
Schlessman	51,940	15,175	67,115	-9.7%	3,735	102,506	173,356
Smiley	13,107	4,113	17,220	-6.3%	1,013	30,000	48,233
Valdez-Perry	3,237	1,887	5,124	19.8%	338	8,128	13,590
Virginia Village	18,664	7,486	26,150	9.7%	1,681	43,872	71,703
Westwood*	0			0.0%			0
Woodbury	18,303	7,831	26,134	34.7%	2,418	39,916	68,468
Denverlibrary.org eBooks/Flicks			5,597	16.1%			5,597
<u>AUGUST TOTALS</u>	438,192	139,508	583,297	7.3%	210,544	931,308	1,725,149
<u>YEAR TO DATE TOTAL</u>	3,440,498	1,202,903	4,688,201	1.3%	1,731,651	7,302,661	13,722,513
TOTAL CIRCULATION							
(Charges and Renewals)							
		2006 CIRC.	8.0%			2007 CIRC.	
		735,089				793,841	

*Westwood Branch Closed for Renovation

Children's Programs August 2007

Program/Activity Name	# of Programs	Attendance
After School is Cool	0	0
Children Summer of Reading Program On-Site	0	0
Children Summer of Reading Program Off-Site	2	146
Computer Instruction Classes	0	0
Experimental School Corp Visits	0	0
Facilitated Book Clubs & Book & Movie Discussions	0	0
Learning & Language Concurrent Children	31	330
Library Event On-Site	0	0
Library Informational Programs Off-Site	2	125
Phone-a-Story Hits	0	0
Read Aloud Program-Volunteer Provided	0	0
Read Aloud Program - Staff Provided	29	480
Storytime	119	2,587
Storytime Craft Programs	15	571
Summer of Reading Student Promotional Visits	0	0
Super Saturdays	15	537
Teen Summer of Reading Program On-Site	1	400
Teen Summer of Reading Program Off-Site	0	0
Tours	17	378
Year Round Student Promotional Visits - Non SOR	6	62
Total	237	5,616

Adult Programs August 2007

Program/Activity Name	# of Programs	Attendance
Computer Instruction Classes	31	73
Facilitated Book Clubs & Book Discussions	3	25
Fresh City Life Programs	4	235
Learning and Language Adult	58	414
Library Event On-Site	16	168
Library Informational Programs Off-Site	1	150
Library Informational Programs On-Site	2	23
Tours	2	14
Total	117	1,102

Teen Programs August 2007

Program/Activity Name	# of Programs	Attendance
Computer Instruction Classes	0	0
Facilitated Book Clubs & Book & Movie Discussions	0	0
Library Event On-Site	0	0
Library Informational Programs Off-Site	0	0
Library Informational Programs On-Site	1	22
Tours	8	91
Year Round Student Promotional Visits-Not SOR	0	0
Total	9	113

**REPORT OF THE HUMAN RESOURCES DEPARTMENT
SEPTEMBER 2007**

Applicants	Total	Percent of Total	Personnel Actions	Total
Month of August	1079		Shelver applicants tested	86
Male	393	36%	Vacancy postings	18
Female	657	61%	Non-retirement separations	7
Gender Unknown	29	3%	Retirements	3
White	469	43%	Interviews for positions filled	103
Black	72	7%	Postions filled	18
Hispanic	93	9%		
Asian	18	2%		
Native American	19	2%		
Ethnicity Unkown/Other	408	38%		
Hires by Gender and Race	18		Turnover	
Male	5	28%	Year to date	12.2%
Female	13	72%	Previous year to date	12.4%
White	14	78%		
Black	0	0%		
Hispanic	4	22%		
Asian	0	0%		
Native American	0	0%		

Hires						
Name	Postion	Location	Internal/External	Gender	Race	EEOC Code*
Erin Edwards	Special Collection Librarian	WHG	External	F	W	2
Jennifer Rabe	Shelver	PKH	External	F	W	4
Kinsey Hamilton	Shelver	BUR	External	F	W	2
Brian Seeman	Shelver	MAG	External	M	W	4
Elizabeth Pate	Librarian*	SCH	Internal	F	W	2
Toby Quintana	Custodian	FAC	External	M	H	6
Jennifer Hernandez**	Shelver	VAL	External	F	H	4
Joyce Davis	Circ Clerk	FIE	Internal	F	W	4
Audrey Sprenger	Education Prog Asst	BUR	External	F	W	4
J Wendel Cox	Sr Special Collection Librarian*	WHG	Internal	M	W	2
Rosalva Rico**	Circ Clerk	MLO	Internal	F	H	4
Jennifer Frick	Lead Circ Clerk	BVL	Internal	F	W	4
Kenneth Chessir	Circ Clerk	CIRC	Internal	M	W	4
Amy Schaefer	Processing Clerk	MAS	Internal	F	W	4
Michelle McGowan	Lead Circ Clerk	PKH	Internal	F	W	4
Toni Waltman**	HR Clerk	HRO	External	F	W	4
Adrian Barragan	Custodian	FAC	External	M	H	6
Paula Mitchell	Custodian	FAC	External	F	W	6

Classification Codes

- 2. Professional: Managers, Librarians and other professionals.
- 4. Office and Clerical: All clerical-type work regardless of level of difficulty, including Shelvers.
- 6. Service Workers: Workers such as maintenance workers, guards, custodians and cleaners.

* This is a professional/managerial position filled within the Denver Public Library.

** Staff member with 2nd language proficiency.

Information pertains to data collected during the month of August 2007.

Community Relations

Commission Report, August-September 2007

Fundraising

Foundation Support:

- Met with Janus Foundation (meeting included Diane Lapierre, Susanna Cordova and Tracie Papantones and Gretchen Gruver for Janus) to discuss possibility of Janus funding for a new bookmobile that would provide increased support to Denver Public Schools
- Submitting proposals by October 1 to:
 - Johnson Foundation -- \$50,000 for Summer of Reading
 - Denver Foundation -- \$15,000 for Read Aloud

Corporate Support:

- Submitting proposal to Arrow Electronics to support Children's Programs
- Continued work on BLB Corporate Sponsorship

Government Support:

- Received notification that we will receive \$20,000 from Colorado State Library (LSTA Grant Program) for *Read Aloud*
- Resubmitted proposal to IMLS for *Creating Communities* Project -- \$780,000 request for WH/G
- Submitting proposals by October 1 to:
 - National Historical Publications and Records Commission (NHPRC) -- \$150,000 for procession of culturally diverse manuscript collections – WH/G
 - Colorado Historical Fund -- \$75,000 for processing and preservation of manuscript collections of prominent Colorado architects

Used Book Sale

- As of August 29, we received \$61,116 in revenue

Booklovers' Ball

- Secured donation of 20-30 trees from Mayor's Mile High Million tree-project to be used as décor for event and then planted at branch libraries – "Branches for Branches"
- To-date: \$107,125 in paid and pledged Corporate Support

Community and Customer Relationships

Coordinating details with Denver Office of Cultural Affairs for One Book, One Denver press conference at the Central Library, September 18.

Coordinating details of Rocky Mountain Map Fair at the Central Library, September 14 and 15.

Communication

Submitted three articles to *City Insight* magazine, including stories about Summer of Reading, 21st Century Librarian Grant and Booklovers' Ball.

Managed publicity supporting Used Book Sale. Results included a Comcast local interview, a feature spot on Channel 9 news at 4 p.m., live mentions on Colorado & Co. and KEZW Radio, and local calendar listings.

Supported publicity efforts for Booklovers' Ball, including securing a \$25K sponsorship from *5280* magazine and submitting advertisements to *5280* and the Denver Newspaper Agency to run in September issues.

Managed monthly press release distributions with highlights on Fresh City Life programs: Frock Out Denver auditions, One Sky One World Kite Exhibit opening; *Tu Biblioteca Hoy* programs: New Computer Classes.

Worked with Channel 7 Morning Edition on the spotlight piece "Great State," including in-depth interview with Jim Kroll and highlighting DPL as contributing to Colorado's great state status.

Important Upcoming Date

10th Annual Booklovers' Ball:

Saturday, October 20, 2007

Purchase tickets online at www.denverlibrary.org/blb.