

**AGENDA**  
**The Denver Public Library Commission**  
Regular Monthly Meeting  
**Thursday, March 17, 2016, 8:00 a.m.**  
Denver Central Library  
Rick Ashton Legacy Room

1. Call to Order.
2. Introductions
3. Approval of Minutes of February 18, 2016, Regular Library Commission Meeting.  
Commission
4. Public Comment Period.
5. Approval of revised Staff Council bylaws. Jason Monroe
6. Financial Report: Year-End 2015. Ron Miller
7. Review of 2015 and 2016 Friends Foundation endowment and fundraising funds. Ron Miller
  - a. Report of 2015 endowment distribution and fundraising funds
  - b. Approval for 2016 endowment request
8. Report of the President and Members.
9. Report of the Denver Public Library Friends Foundation. Gay Cook and Diane Lapierre
10. Report of the City Librarian and Staff.
  - a. Written report items.
  - b. Other items.
11. Discussion of diversity in leadership at DPL. Michelle Jeske, Letty Icolari and Kristen Svendsen
12. Other Business.
13. Adjournment.

### **Agenda Item 3**

Action Requested: Approval

#### **Minutes**

#### **The Denver Public Library Commission**

Regular Monthly Meeting

**Thursday, February 18, 2016, 8:00 a.m.**

Denver Central Library

Rick Ashton Legacy Room

Present: Gregory Hatcher<sup>1</sup>, Alice Kelly, Mike King<sup>2</sup>, Taylor Kirkpatrick, Lisa Flores, Rosemary Marshall

Excused: Judy Joseph, Gloria Rubio-Cortés

Staff: Rebecca Czarnecki, Letty Icolari, Michelle Jeske, Elaine Langeberg, David Pimental, Susan Kotarba, Zeth Lietzau, Diane Lapierre, Ron Miller, Jason Monroe

Guests: Gay Cook, President Friends Foundation

1. Call to Order.

President Taylor Kirkpatrick called the meeting to order at 8:09 A.M.

2. Introductions.

The Commissioners and staff present introduced themselves.

3. Approval of Minutes of January 21, 2016, Regular Library Commission Meeting.  
Commission

The minutes were approved as written.

4. Public Comment Period.

N/A

5. Report of the President and Members.

Kirkpatrick attended the Career Online High School reception and was very impressed at how transformational it was for the individuals.

Gloria Rubio-Cortés has officially resigned from the Commission due to familial obligation. She has provided a suggestion for who could potentially replace her. Rather than bring someone in now, Anthony Aragon advised Michelle and the Commission to wait until summer so a new member can serve a full two terms.

Kirkpatrick is considering the officer slate for next year and will need to put together a nominating committee. Lisa Flores volunteered to be on the nominating committee. The

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<sup>1</sup> Arrived at 8:11 a.m.

<sup>2</sup> Arrived at 8:36 a.m. during the report of the City Librarian

nominating committee will be Flores and Kirkpatrick. Kirkpatrick asked that anyone interested in being an officer let him know.

Rosemary Marshall attended the employee appreciation event and enjoyed seeing staff recognized for five to 40 years of service.

Marshall and Kelly also spoke to the success of the Juanita Gray awards event. The person inducted into the Blacks in Colorado Hall of Fame was an appellate court judge. Marshall noted one misfortune at the event that needed to be addressed by the Commission.

A musical trio was hired to play at the event and when rearranging the room to take pictures one of the musician's Stradivarius bass fell and broke in half. There are only three places in North America which can repair it and the current estimate to fix the instrument is between \$3,500-\$6,500. The musician is planning on driving the bass to Albuquerque for repair.

Ron Miller attested that there is more than sufficient budget in special revenue fund to cover this unfortunate incident. He will also see if City insurance will cover this. The Commission is 100% behind making this right for the musician. Kirkpatrick added that we should also cover the cost of gas and a hotel room. This will not require a budget amendment.

Kirkpatrick moved to authorize spending up to the amount of \$10,000 to try to make this right; Alice Kelly seconded. All approved.

6. Report of the Denver Public Library Friends Foundation. Gay Cook and Diane Lapierre

Gay Cook expressed her enthusiasm about the Friends Foundation Board and the level of commitment they are getting from members. They have started an adopt a branch program where each board member will have one to three assigned branches to visit and establish a relationship with staff. They currently have 20 board members and have two who will be coming off, both of whom have been very instrumental on the finance committee. They are looking for new people with a strong CPA/finance background.

The Board has agreed to do semi-annual personal calls to donors of the Friends Foundation. The Board has also agreed to increase the duration of meetings from 1.5 hours to 2 hours. The meeting time has also been changed to 3-5 p.m. They are hoping this extra time will allow them to have presentations about what is going on at the Library. The Friends Finance Committee is closely monitoring investments and representatives from BNY Mellon will be attending a meeting in May to talk about strategy.

The first Booklovers Ball Committee meeting is in a few weeks and they are getting co-chairs lined up. The Ball will be October 15. The Friends also have a new database manager.

7. Report of the City Librarian and Staff.

- a. Written report items.
- b. Other items.

Jeske thanked the Commission for a very fair, generous and thorough review and then asked if there were any questions about her report.

Gregory Hatcher inquired about the numerous RiNo meetings that have been going on between DPL and various parties. Jeske said that those meetings are going well and that we're working on being well-positioned to have a satellite location in the area. She will be talking to both Councilman Brooks and the Mayor in the coming weeks and DPL is looking at how it factors into the 2017 budget process.

Jeske talked about the vision for the area which would integrate two old industrial buildings into a park space. There is a lot of excitement around having the Library in this area and with a makerspace. This is also part of a greater goal to connect to Globeville and being in the right place for now while looking ahead to the National Western project. Jeske has a meeting with the City's Office of Economic Development to talk about a property across from Garden Place Elementary in Globeville. There is a lot of community engagement that needs to happen and DPL wants to make sure we are there. Lisa Flores expressed her interest in the project and said she would reach out to Jeske.

This led into a discussion about the development of a Facilities Master Plan. Jeske has heard that the next bond election may be in 2017 and will be a minimum of 350 million dollars. The Mayor is putting together a committee. DPL is both ahead of game and behind. The schedule is aggressive and we will not have time to hire a consultant to fine-tune our plan. Internally we are starting to move even faster. Our thoughts are well structured for the branch work that needs to be done but there is a lot more planning that needs to happen around Central.

Jeske wants to be ready with an advocacy plan for when the bond is officially announced. DPL should try to find out who is on the executive committee or if possible nominate someone for that committee. Jeske has already reached out to the lead on the Mayor's staff and said we are interested and ready. Gay Cook committed the support of the Friends Foundation when the timing is right. Alice Kelly asked if Jeske is working on speaking engagements to help raise the Library's visibility. Jeske responded that in addition to attending Denver Eclectics with Kelly she will also be presenting to the Rotary Club and the Colorado Women's Forum. She asked everyone to let her know if there are other opportunities.

Lastly, Jeske touched on the Career Online High School report from its Program Coordinator. There are 57 students currently enrolled. OED and DHS renewed their financial contributions to the program so we have plenty of scholarships. Currently, we only allow people who live in Denver to participate. The vendor Gale Cengage talked about developing a partnership with neighboring counties so we can expand the program.

#### 8. Discussion of structure and content of Commission meetings

Jeske suggested structuring meetings with all the business at the beginning and then move into a focused strategy session. Jeske provided the Commission with an agenda of topics related to the strategic plan that would guide the Commission discussion through the end of the year. They are also timed for when DPL will most likely be needing feedback and may require advance reading by the Commission in order to be well prepared. The idea was well received by the Commission and besides adjusting the timing of one topic no additions or changes were made.

Given the shift in the meeting structure the Commission agreed that no retreat needed to be scheduled at this time. However, they will consider a retreat or a longer timeframe for the November meeting as the 5-year roadmap may be a longer discussion and it would be a good way to connect with the new Commissioners.

#### 9. Other Business.

N/A

The meeting was adjourned at 9:36 A.M.

Submitted by Rebecca Czarnecki for Judy Joseph.

## **Agenda Item 5**

Action Requested: Approval

### **Denver Public Library Staff Council Bylaws**

#### **Mission Statement:**

The Staff Council (SC) is hereby created by the Denver Public Library Commission to function as a bridge to shorten the gaps that may develop between the administration and the staff, which in turn enables the administration to be more effective. In order for the SC to be viable, it must rely upon staff input for direction and its own collective understanding for resolution of staff concerns.

#### **I. Purposes**

- A. To serve as a liaison between employees as a group and administration, regarding DPL policies and procedures.
- B. To serve as a representative for employees in matters of policies and procedures generally affecting the institution or its employees as a whole; to recommend changes in policy or procedure, either as an initiator of a proposed change, or in a meet and confer role on changes proposed by library management and to keep staff informed of any recommended changes.
- C. To work in support of the personal and professional development for staff within the framework of the library; and respond to a variety of appropriate staff wants and needs.
- D. To work with the Executive Team in the implementation and development of the Library staff feedback. Staff Council will solicit written or emailed suggestions from staff.
- E. To attend monthly Library Commission meetings on a rotating basis.
- F. Organize and coordinate the annual staff event, request and manage necessary funds as needed. Staff Council will:
  - 1. Select the venue, date and theme of party.
  - 2. Determine what type of food/entertainment is desired.
  - 3. Setup/teardown on day of event as needed.
- G. To solicit, select and present the Employee of the Quarter Award in accordance with the guidelines of that program. Staff Council members, while in office, will be ineligible to nominate a recipient or to be nominated for the Outstanding Achievement Award.
- H. Staff Council will assist with the Employee of the Year party as follows:
  - 1. Two Staff Council members will serve on the Employee of the Year Committee
  - 2. Staff Council members will be available to help as needed with setup, presentation, and cleanup on the day of the event

## **II. Membership**

- A. For 2016, Staff Council will consist of eight members representing the geographic distribution for the branches as well as, Central and Support Services.
- B. The SC will solicit nominations 30 days prior to each election by notifying all staff. Nominees must be regular non-probationary employees of the Library (not contract, intermittent, or probationary).
- C. Employees (full and part time) at Central and branches may vote for all representatives.
- D. Every December, the vacant positions will be filled via election to reach a total of eight positions.
- E. Representatives will serve two-year terms, beginning January 1 in the year immediately following their election. If a member of Staff Council transfers to a different group while serving on Staff Council, they will remain the representative of that group until the next election. If that member has another year to serve, and there is an opening on Staff Council in the group they have transferred to, that member can opt to fill in the position.
- F. Members shall serve without additional compensation unless meetings are held outside of regular working hours.
- G. Representatives will be limited to two (2) consecutive terms.
- H. All staff, excluding contract and intermittent, but including part-time employees, will be given the opportunity to submit a vote. Ballots will be distributed through email.
- I. Should a vacancy result for any reason, the SC will elect or appoint a replacement to fill the remainder of the term.
- J. One liaison from the E-Team and one liaison from the Library Commission shall attend meetings as non-voting members of the council.

## **III. Officers**

- A. Officers work with President to create meeting agendas, orient-new members, provide new members with bylaws and background material, and ensure that SC is represented at all major DPL events. The officers will consist of President, Vice President, Secretary and EOQ Coordinator.
- B. The Staff Council will elect officers in January in the first quarter of each year.
- C. Terms will run for one full calendar year.
- D. No officer may fill the same position for more than two consecutive terms (effective January 1).

- E. If a vacancy occurs, the SC will elect or appoint a replacement to fill the remainder of the term.

#### **IV. Duties**

- A. The President will set agendas, conduct meetings, coordinate activities, act as the primary liaison with administration and Library Commission, orient new members and provide them with bylaws and background material, and remind SC of meeting dates, times and locations.
- B. The Vice President will assist the President in all duties including arrange meeting locations, and fulfill the duties of the chairman President in his/her absence.
- C. The Secretary will take and distribute meeting minutes in a timely fashion, including emailing them to SC members, e-Team and Library Commission liaisons, and placing them on the Staffweb and s:drive; check all incoming SC communication methods weekly and ensure that staff are responded to by the appropriate SC member; ensure promotion of SC and SC events.
- D. The EOQ Coordinator will send out an all-staff call for nominations, compile nominations into a single document organized according to nominee and send out compilation document to SC; after voting, they will notify winning and non-winning nominees, act as liaison to the winner's department's party planner.
- E. If a member is not able to perform their duties, it is their responsibility to delegate their duties to other members and ensure that their duties are being performed.
- F. Members will act in the best interest of the Library and its employees by bringing matters to the attention of the Commission, and relaying information back to their constituents, using formal or informal surveys, meetings, and other means as necessary.

#### **V. Procedures**

- A. Concerns or suggestions on policies directed to the attention of SC may be forthcoming from any employee and should be in writing; if council feedback is desired, the message must be signed or sent to the staff council email account. If an employee chooses to remain anonymous, it must be made clear to them that they forfeit their claim to council feedback. Anonymous feedback shall be received through interoffice mail or via an anonymous Staffweb form.
- B. Concerns shall relate to general conditions and/or policies that affect a department, group, or staff in general, rather than individual matters.
- C. Requests for SC recommendations may be initiated by the SC staff members, the City Librarian, the Human Resources Office, or the Library Commission.
- D. SC recommendations for changes in policy or procedure must be circulated to all departments and locations in a timely fashion to allow for comments from staff.
- E. SC will review staff responses before making a final recommendation on policies to the Executive Team. Staff suggestions that are not incorporated in the final recommendation will be noted, and the reasons SC does not support them will be explained. Copies of the final recommendation will be sent to the Human Resource Office, the originator, and all agencies.

- F. Bylaws will be subject to review each first quarter for possible revision due to staff needs or as circumstances arise.
- G. Amendments to these bylaws shall be approved by the Library Commission.

## **VI. Meetings**

- A. The SC will hold regular monthly meetings. The date, time, and location will be determined by Staff Council members. A calendar of these meetings will be published in "S" drive and on the staff web. Meetings can be attended by any staff member. However, SC reserves the right to hold executive sessions as needed.
- B. Members are obligated to inform the committee if they are unable to attend a regularly scheduled meeting.
- C. All meetings will be conducted, and decisions made, based on general consensus. Five members shall constitute a quorum.
- D. Amendments to these bylaws must be submitted in writing at one meeting, will be voted on at the subsequent meeting, and will require a majority vote of Staff Council members in order to be sent to the Library Commission for approval.



## **Agenda Item 6**

Requested Action: Receive Report

### **Denver Public Library (DPL) Financial Report – 4<sup>th</sup> Quarter 2015**

#### **Introduction**

This report consists of unaudited financial statements of the Denver Public Library's General Fund (GF) and Special Revenue Fund (SRF) activity for 2015. The purpose of the statements is to inform the Library Commission of the Library's financial activities and to demonstrate compliance with the 2015 budget approved by the Commission.

This report includes four statements:

- Statement 1 shows the expenditures by type for the year, as well as the fourth quarter of 2014 and 2015.
- Statement 2 shows the original budget, revised budget, expenditures and unspent budget for 2015. This statement includes a bar chart showing the total 2015 budget and expenditures for 2015 and 2014.
- Statement 3 shows the expenditures by function for the year as well as the fourth quarter of 2014 and 2015. This statement includes a bar chart showing the relationship between the 2015 and 2014 expenditures by functional area as of December 31.
- Statement 4 shows the Special Revenue Fund revenue for the year as well as the fourth quarter of 2014 and 2015. Expenditures for this fund are included in statements 1, 2 and 3.

The focus of this report is to disclose significant variances between the approved budget and actual expenditures and significant changes in expenditures from 2014 to 2015. Expenditures that are relatively close to the approved budget or have not significantly changed from 2014 are not commented on, but can be discussed upon request.

The explanation of variances is disclosed in the notes section, arranged by statement. Statement lines that have associated notes are marked with a letter "n".

The last section of the notes includes general notes. This disclosure includes explanations of the accounting basis of the statements and information related to statement 2. This information is relatively constant but is included at the end of the notes as a reference.

**Statement 1****Expenditures by Type**

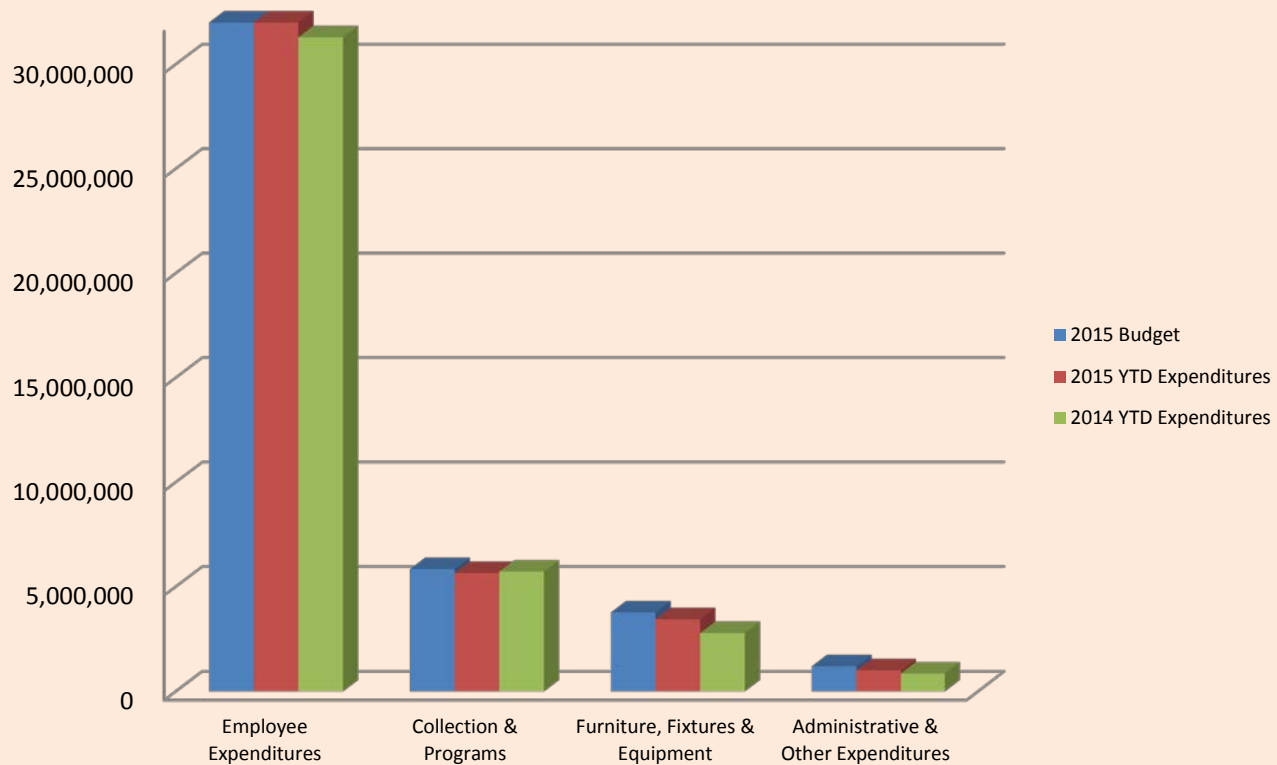
	<b>Three Months Ended</b>		<b>Twelve Months Ended</b>	
	<u>December 31,</u> <u>2015</u>	<u>December 31,</u> <u>2014</u>	<u>December 31,</u> <u>2015</u>	<u>December 31,</u> <u>2014</u>
<b>Employee Expenditures</b>				
Personnel	\$9,329,460	\$8,618,844	\$33,185,314	\$31,199,483
Staff Recognition	29,832	22,567	55,236	35,856 <sup>n</sup>
Training & Workshops	41,988	33,155	116,365	59,092 <sup>n</sup>
<b>Total Employee Expenditures</b>	9,401,280	8,674,566	33,356,915	31,294,431
<b>Collection and Programs</b>				
Books & Materials	1,134,803	1,822,976	5,326,298	5,404,836
Central & Branch Programming	66,513	73,744	330,079	320,391
<b>Total Collections and Programs</b>	1,201,316	1,896,720	5,656,377	5,725,227
<b>Furniture, Fixtures, &amp; Equipment</b>				
Technology Services & Equipment	604,836	235,004	1,827,254	1,222,535 <sup>n</sup>
Office Furniture & Equipment	348,224	202,119	561,371	466,896
Leases - Buildings & Equipment	50,789	71,307	164,193	241,496 <sup>n</sup>
Building Maintenance & Supplies	151,856	177,310	417,732	404,930
Equipment Maintenance & Supplies	96,734	86,961	240,254	250,477
Custodial Supplies & Services	52,926	43,032	176,433	143,348
Safety & Security	7,815	21,586	58,774	59,697
<b>Total FF&amp;E</b>	1,313,180	837,319	3,446,011	2,789,379
<b>Administrative and Other Expenditures</b>				
Office & Misc Supplies	144,241	119,011	458,096	416,525
Administrative	24,043	55,325	91,895	115,288
Travel & Conferences	65,123	50,623	180,268	131,958 <sup>n</sup>
Official Functions	9,374	9,352	28,664	25,264
Postage	8,225	7,000	72,183	68,348
Printing	26,997	14,183	140,198	58,773
Advertising	16,845	15,334	37,115	36,333
<b>Total Admin. &amp; Other Expenditures</b>	294,848	270,828	1,008,419	852,489
<b>Total Expenditures by Type</b>	\$12,210,624	\$11,679,433	\$43,467,722	\$40,661,526

**Statement 2****Budget and Expenditures by Type**

	<u>2015 Budget *</u>		<u>Expenditures as of</u>	<u>Budget Amount</u>
	<u>Original</u>	<u>Revised</u>	<u>12/31/15</u>	<u>Remaining</u>
<b>Employee Expenditures</b>				
Personnel	\$33,078,150	\$33,229,244	\$33,185,314	\$43,930
Staff Recognition	36,785	69,740	55,236	14,504
Training & Workshops	90,420	132,311	116,365	15,946
<b>Total Employee Expenditures</b>	33,205,355	33,431,295	33,356,915	74,380
<b>Collection and Programs</b>				
Books & Materials	5,528,939	5,435,253	5,326,298	108,955
Central & Branch Programming	463,815	409,193	330,079	79,114 <sup>n</sup>
<b>Total Collections and Programs</b>	5,992,754	5,844,446	5,656,377	188,069
<b>Furniture, Fixtures, &amp; Equipment</b>				
Technology Services & Equipment	1,509,384	1,985,260	1,827,254	150,781 <sup>n</sup>
Office Furniture & Equipment	329,600	652,462	561,371	91,091
Leases - Buildings & Equipment	161,600	175,350	164,193	11,157
Building Maintenance & Supplies	459,600	427,368	417,732	9,636
Equipment Maintenance & Supplies	230,452	248,531	240,254	8,277
Custodial Supplies & Services	146,450	169,208	176,433	0
Safety & Security	67,300	111,159	58,774	52,385 <sup>n</sup>
<b>Total FF&amp;E</b>	2,904,386	3,769,338	3,446,011	323,327
<b>Administrative and Other Expenditures</b>				
Office & Misc Supplies	404,990	501,742	458,096	43,646
Administrative	97,400	121,841	91,895	29,946
Travel & Conferences	122,275	181,313	180,268	1,045
Official Functions	28,950	32,330	28,664	3,666
Postage	68,500	73,460	72,183	1,277
Printing	87,650	143,492	140,198	3,294
Advertising	47,850	40,561	37,115	3,446
Undesignated Budget	250,000	106,850	n/a	106,850
<b>Total Admin. &amp; Other Expenditures</b>	1,107,615	1,201,589	1,008,419	193,170
<b>Total Expenditures by Type</b>	<b>\$43,210,110</b>	<b>\$44,246,668</b>	<b>\$43,467,722</b>	<b>\$778,946</b>

\* The 12/31/15 revised budget of \$44,246,668 is comprised of \$2,720,602 from the special revenue fund and \$41,526,606 from the City's General Fund.

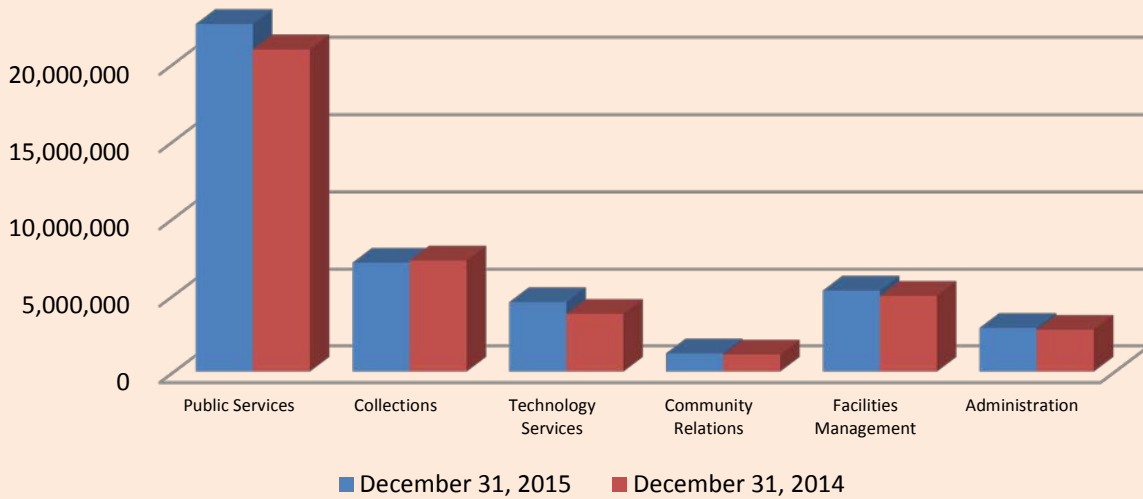
## 2015 Annual Budget and Expenditures



### Statement 3

Expenditures by Function	Three Months Ended		Twelve Months Ended	
	December 31, 2015	December 31, 2014	December 31, 2015	December 31, 2014
Public Services	6,296,276	\$5,978,095	\$22,533,888	\$20,895,385
Collections	1,632,360	2,262,188	7,088,961	7,227,481
Technology Services	1,523,734	936,029	4,534,172	3,765,859
Community Relations	344,090	302,378	1,182,770	1,103,578
Facilities Management	1,621,529	1,422,506	5,281,885	4,939,609
Administration	792,635	778,237	2,846,046	2,729,614
<b>Total Expenditures by Function</b>	<b>\$12,210,624</b>	<b>\$11,679,433</b>	<b>\$43,467,722</b>	<b>\$40,661,526</b>

## 2014 & 2015 YTD Expenditures by Function



### Statement 4

#### Special Revenue Fund Revenue \*

	<u>Three Months Ended</u>		<u>Twelve Months Ended</u>	
	<u>December 31, 2015</u>	<u>December 31, 2014</u>	<u>December 31, 2015</u>	<u>December 31, 2014</u>
<b>Operational Activity</b>				
Equipment (copiers, printouts)	45,305	40,958	177,127	161,279 <i>n</i>
Branch and Central Meeting Rooms	9,973	15,421	50,227	58,253
WHG Photographic Services	16,772	19,312	62,584	74,406
Lost Books	31,418	31,006	139,832	127,530 <i>n</i>
Vending and Café	5,018	4,499	18,296	18,007
<b>Total Operational Activity</b>	<b>108,486</b>	<b>111,196</b>	<b>448,066</b>	<b>439,475</b>
<b>Distributions</b>				
Caroline Bancroft Trust	7,985	10,227	29,137	33,796
Frederick R. Ross Library Trust	0	0	29,446	29,300
<b>Total Distributions</b>	<b>7,985</b>	<b>10,227</b>	<b>58,583</b>	<b>63,096</b>
<b>Friends Foundation Transfers</b>				
Special Use Fund	567,100	903,066	1,088,415	903,066
Endowment	135,000	270,000	270,000	270,000
Fundraising Events	6,434	163,616	136,434	171,321
Others	0	0	0	32,730
<b>Total Friends Foundation Transfers</b>	<b>708,534</b>	<b>1,336,682</b>	<b>1,494,849</b>	<b>1,377,117</b>
<b>Miscellaneous Revenue</b>	<b>46,020</b>	<b>46,731</b>	<b>223,060</b>	<b>178,018</b>
<b>Total Special Revenue Fund Revenue *</b>	<b>\$871,025</b>	<b>\$1,504,836</b>	<b>\$2,224,558</b>	<b>\$2,057,706</b>

\* Total 2015 budgeted Special Revenue Fund Revenue as of 12/31/15 = \$2,720,602

## Notes

### Statement 1

Total 2015 expenditures were \$2,806,196 greater than in 2014. This is primarily due to annual increases in employee salary and benefit expenditures, as well as small increases in the other budget categories as explained below.

Staff Recognition expenditures increased by about \$19,000 as compared to 2014. The staff recognition budget covers all events designed to recognize the over 900 hardworking DPL staff members and volunteers. The \$55,236 spent in 2015 includes expenditures related to the annual summer staff picnic, retirement celebrations, employee of the quarter and employee of the year celebrations, recognition for years of service, volunteer recognition events, and a small annual holiday gift for staff.

2015 expenditures in the Training & Workshops category increased by about \$57,000 as compared to 2014. One major reason for this was expenditures related to the 2015 DPL Leadership Academy. As part of the 2015 strategic plan, DPL worked with Mountain States Employers Council to deliver a leadership program to fourteen library employees in a range of positions across the system. Participants were chosen via an application process and attended monthly sessions in such topics as organizational stewardship, self- and interpersonal mastery, and business acumen. The Academy concluded with project presentations, graduation and a celebration on December 3<sup>rd</sup>. The next DPL Leadership Academy is currently being planned for 2017. In addition to Leadership Academy, 2015 Training & Workshops expenditures include increases in specialized training for DPL staff in the Facilities and IT departments.

Expenditure increases for Technology Services & Equipment were related to equipment purchased for DPL's recent transition to an independent network. This new network is separate from the City's system, and allows us to provide faster, more reliable internet access for our customers, as well as support future expansions of our Wi-Fi network and digital services. The internet equipment is subsidized by the Federal E-Rate program. We will receive \$327,680 in funding by the end of April.

The Leases – Buildings & Equipment category experienced decreased expenditures in 2015 as compared to 2014. The Fleet Maintenance budget, which covers fuel, periodic maintenance and repairs for the DPL fleet of vehicles, was transferred to Public Works in 2015. This shift resulted in annual savings of about \$95,000 for DPL.

One last significant increase in expenditures in 2015 was in the Travel & Conferences category. The approximately \$23,000 increase was due to a \$10,000 rise in employee mileage expenditures, and \$15,300 spent to register 60 DPL staff for the 2016 Public Library Association (PLA) conference. The PLA conference will be held here in Denver from April 5<sup>th</sup> through 9<sup>th</sup>.

## **Statement 2**

In addition to the original and revised budget, statement 2 shows the actual expenditures for the year and any budget remaining as of the end of the year. 98% of the annual budget was spent in 2015.

The \$79,114 budget remaining in the Central & Branch Programming category is primarily related to the Read Aloud program and the new "After School is Cool Plus" program. In both cases, these dollars are part of the Special Revenue Fund and any unspent budget will carry forward to support these programs in 2016.

Approximately \$77,000 in the Technology Services & Equipment category will be carried forward to 2016 to purchase UPS devices for Central.

The Safety & Security category includes funds budgeted for wayfinding signage at Central and branches. DPL contracted with FD2S Inc. to develop a wayfinding plan for our system. Execution of this plan, including fabrication of signs, is planned for 2016 and the City budget office has allowed us to carry the remaining budget of \$55,000 forward into 2016. Expenditures for this project will be reflected in this report as we progress through the year.

## **Statement 4**

SRF revenue through December 31 was \$166,852 higher in 2015 as compared to 2014. One notable reason for this is an increase of about \$16,000 in the Equipment category, which is revenue from customer copiers and printouts. New multi-function printing and copying devices have been installed at all our locations, and should continue to increase revenue to this category as our customers discover and use their expanded capabilities. Another increase of about \$12,000 can be found in the Lost Books category, which includes customer payments for lost or damaged materials.

## **General Notes**

The amounts in the expenditure statements are reported on a cash basis. Thus, expenditures are reported when they are paid and do not include encumbrances for supplies and services on order. The statements of expenditures include all expenditures regardless of funding source. Thus, expenditures funded from both the GF and SRF are included on the same statements.

In statement 2, the revised budget shows changes to the original budget from various sources. During the year general fund budget is transferred between accounts as needs and circumstances arise. Most of these changes are within the same department budget but can also be between departments. A revision can also occur in the general fund budget due to a supplemental budget request that is approved by City Council. A third source of changes occurs in the funding from the SRF. The original budget for SRF funding includes amounts that will be received during the

current year that are consistent, reliable, and can be reasonably estimated. SRF funding also includes amounts received in prior years that was not budgeted or spent in the year of receipt. While portions of this funding source are planned to be used in the original budget, unforeseen needs arise in the current year and are sometimes funded from the available balance of these funds.

The percentage of budget spent was not included in statement 2 because, except for payroll expenditures, purchases do not occur evenly throughout the year. Department managers plan their spending based on events such as summer reading programs, seasons such as the Fall publishing cycle, or projects such as the construction of a new branch. Also, departments manage their budgets to ensure they do not overspend due to unforeseen events. This results in greater spending toward the end of the year as the need for contingency funding decreases.

As the two largest sources of expenditures, personnel (77% of total budget) and collection (13% of total budget) budgets are given special attention. The personnel expenditures and vacancy savings budget is reviewed by the E-Team at least monthly. The collections budget is reviewed regularly by Finance and the Collections Manager. Other budgets are mostly managed within the individual departments.



## **Agenda Item 7a**

Requested Action: Receive Report

### **Expenditure of 2015 Endowment Funds**

Unrestricted and restricted Endowment Funds help support the work of the Denver Public Library. These funds are managed and invested by the Denver Public Library Friends Foundation on behalf of the Library. Following are details of the expenditures made by the Library from these funds in 2015.

#### Administration:

The Barbara Jordan Funds for 2015 will be combined with the 2016 disbursement to be utilized to purchase eLearning tutorials on a variety of relevant topics for DPL staff. eLearning is a valuable enhancement to the myTRACKS staff learning portal, and this type of skills training will provide another tool to enhance excellent customer service.

#### Unrestricted Endowment: Dev Camp 2.0:

The 2015 unrestricted endowment funds in the amount of \$15,446 were put towards offering DevCamp 2.0.

DevCamp offered youth ages 12-19 the opportunity to learn the basics of HTML, CSS and JavaScript, working side-by-side with professionals in the field. The teens built websites, talked to experts and toured some amazing workplaces. The camps were held at the Central Library, and the Hadley and Montbello Branch Libraries. The funds were used to purchase Chromebooks and cases, food, prizes for winning teams, t-shirts for participants, and stipends for mentors to cover transportation (and make a small dent in their lost income). The Chromebooks are used for other technology access and training now that the camps are completed.

We expanded from one to four camps: providing 80 teens from the metro area the chance to start coding and entering the talent pipeline at an early age. Half of these students were recruited directly through Denver Public Schools' Career and Technical Education Pathways program, which works in schools with high dropout rates and low college attendance to build a direct pathway to STEM careers for students.

#### Collection Development:

In 2015, the Collection Development Department received the following disbursement of endowment funds from the Denver Public Library Friends Foundation:

John Pershing  
Acquisition of English Poetry Books  
\$472

Lorraine Sabin  
Acquisition of Transport Materials  
\$179

Lucille Wilken  
Acquisition of Music Materials  
\$1,268

Nell Scott  
Acquisition of Adult Education Materials  
\$270

Beverly Ann Walker  
Smiley Branch Collection  
\$3,773

Erlach Fund Endowment  
Acquisition of Library Materials  
\$329

George Dolmas Endowment  
Acquisition of Library Materials  
\$971

Sharon Gravelle Endowment  
Acquisition of Library Materials  
\$17,411

**Total:** \$24,672

The funds were used to acquire items for the circulating collection including new musical scores, poetry collections, transportation books and adult education materials.

Western History/Genealogy Department:

In 2015, the Western History/Genealogy Department received endowment funds totaling \$227,056. This amount was distributed among six subfunds: Hendrie, Literary Club, Classen, Massa, DPL Trust and the general Western History Endowment.

**Hendrie Endowment**

Balance 1/1/15	\$2,809
2015 Distribution	\$902
2015 Expenses	\$0
Balance 12/31/15	\$3,711

**Literary Club Endowment**

Balance 1/1/15	3,160
2015 Distribution	\$703
2015 Expenses	\$971
Balance 12/31/15	\$2,892

The Hendrie and the Literary Club are to be used to purchase antiquarian materials including rare and artists' books.

**Classen Endowment**

Balance 1/1/15	\$1,054
2015 Distribution	\$3,139
2015 Expenses	\$1,450
Balance 12/31/15	\$2,743

The Joanne Classen endowment is for funding genealogy conferences.

**Massa Endowment**

Balance 1/1/15	\$0.00
2015 Distribution	\$946
2015 Expenses	\$1,040
Balance 12/31/15	-\$94

The Department uses the Massa Endowment to help cover the cost of conserving rare materials.

**Western History Endowment (includes Viola Smith Endowment)**

Balance 1/1/15	\$0
2015 Distribution	\$151,972
2015 Expenses	\$175,612
Balance 12/31/15	-\$23,640

Funds deposited into the Western History Endowment are to be used for the preservation and care of the collection. In 2015, the the purpose for this disbursement was to cover the salary and benefit costs of 3 FTE positions as well as archival supplies and equipment.

**DPL Trust**

Balance 1/1/15	\$39,014
2015 Distribution	\$69,394
2015 Expenses	\$99,999
Balance 12/31/15	\$8,409

The Department uses the DPL Trust Endowment to help fund salary and benefit costs for one position, as well as Content DM data storage fees.

Community Relations:

The Denver Public Library received \$1,018 from the Latino Awards endowment in 2015. Funds were used for expenses related to the annual Latino Awards event, held on Saturday, September 12 at the Rodolfo "Corky" Gonzales Library. The honorees were Jamie Torres, Eric Duran, Angelina Rivera-Malpiede, and Don Mares.

**Expenditure of 2015 Fundraising Money**

In 2015, the Friends Foundation distributed \$130,000 in revenue from fundraising events that occurred from November of 2013 to October of 2014.

These funds were used to support:

Circulating collection:	\$80,600	Western History staffing costs:	\$19,400
Central art exhibits:	\$5,000	Summer of Reading program:	\$25,000

**Agenda Item 7b**

Requested Action: Approve Endowment Request and receive fundraising report

**Proposal to Denver Public Library Friends Foundation for 2016 Endowment Funds Disbursement.**

The Denver Public Library requests the disbursement of \$270,000 from the Denver Public Library Friends Foundation Unrestricted and Restricted Endowment Funds for expenditure in 2016 as follows:

Administration:

The Barbara Jordan Funds for 2015-2016 will be utilized to purchase eLearning tutorials on a variety of relevant topics for DPL staff. eLearning is a valuable enhancement to the myTRACKS staff learning portal, and this type of skills training will provide another tool to enhance excellent customer service.

Unrestricted: All Staff Day 2016:

The Denver Public Library requests that the unrestricted endowment distribution for 2016 in the amount of \$15,446 to be used for expenses related to the DPL Staff Day event, which will be held on October 10th. The day will be focused on staff learning and development as well as encompass our annual award celebration. Awards this year will include the Nell I. Scott Employee of the Year, Staff Awards, and Years of Service Awards.

The day will highlight the importance of innovation, team-building, & risk-taking while creating a fun, engaging, motivating, and inspiring day for staff.

Collection Development Department:

The Collection Services Department requests the following disbursements from DPLFF Endowment funds:

John Pershing (English Poetry)	\$471
Lorraine Sabin (Transport Materials)	\$179
Lucille Wilken (Music Materials)	\$1,268
Nell Scott (Adult Education Materials)	\$270
Beverly Ann Walker (Smiley Branch Collection)	\$3,773
Erlich Fund	\$329
George Dolmas	\$971
Sharon Gravelle	\$17,411

Total Request: \$24,672

The funds will be used to acquire items for the circulating collection including new musical scores, poetry collections, transportation books and adult education materials.

Western History/Genealogy Department:

The Denver Public Library Western History/Genealogy Department requests \$151,972 from the general Western History endowment fund in 2016. This request includes \$8,534

from the Viola Smith Endowment. The purpose for this disbursement is to cover the salary and benefit costs of 3 FTE positions as well as archival supplies and equipment.

Also requested, \$902 be transferred from the Hendrie Endowment, \$703 from the Literary Club Fund, and \$946 from the Emil Massa Endowment. The Hendrie and Literary Club funds will be used for purchasing antiquarian and hand-made books, and the Massa Endowment is for the conservation of rare materials.

Joanne Classen Endowment, \$1,450. The Classen Endowment is for genealogical educational programming.

\$69,394 is requested from the DPL Trust Endowment. This disbursement will fund salary and benefit costs for one position, as well as Content DM data storage fees.

#### Community Relations:

The Denver Public Library requests \$1,017 from the Latino Awards Endowment in 2016.

#### **Expenditure of Fundraising Money 2016**

The Friends Foundation has approved \$200,000 to be distributed from November 2014 through October 2015 fundraising events. These funds will be used for renovations at the Hadley branch in preparation for their new ideaLAB, as well as to support the circulating collection, Summer of Reading program, and Western History staffing costs.

March 2016

## Agenda Item 10a

Action Requested: Receive Report

### Read Aloud Expansion in the Northeast



In 2015, we were able to start expanding our Read Aloud program in the northeast part of town through additional staff funding from the City. The Read Aloud program has been a huge success in the Montbello neighborhood where staff now reads in ten classrooms a week.

One of our staff members reports that each day after school, about six of her Read Aloud students, their siblings and mothers walk over to the Montbello Library while they wait for older siblings to be released from school.

When the students come into the library, our staff member often looks at books with them and sometimes selects one or two to read. The kids especially love *La Oruga muy Hambrienta*, *Superconejo*, *Cierra los Ojos*, and all books about Maisy, titles they have read in class.



Recently, the kids have also enjoyed playing in the branch's new red play kitchen and making all sorts of delicious foods. Play is an important component of early learning. Our early learning work focuses on reading, talking, singing, writing and playing. These activities not only provide the foundation for learning to read, but set the stage for future learning. Also, the library's increased emphasis on STEM learning does not exclude the early years - we already include STEM in our storytime regularly and will be looking at other ways to help young children build their science,

technology, engineering and math skills. The Montbello Library used an internal mini-grant to purchase the kitchen and other items to create an imaginative play space in the library.



## Vinyl Release of Volume Music

On Sunday, March 13, we held a release party (and concert) for our new vinyl record of tracks from two of our Volume artists, Accordions Crimes and The Raven and The Writing Desk. Volume is the library's streaming and downloadable local music site. This project is the result of our most recent Risky Business mini-grant. One of our staff members from Park Hill Branch Library won the contest to develop and implement his vision to demonstrate library support for local music and bring attention to the innovative ideas and practices at the Denver Public Library.

We have 300 vinyl records as well as 45 adapters, 3-D printed in our own ideaLAB! These will be distributed at the release party and future events. You may know that vinyl has made a comeback in recent years.



## Highlights from the Central, Collections, Technology, and Strategy division from Zeth Lietzau

In early 2016 we added most public-facing Central departments to our division, and we have started the year off with a number of large events and changes across our teams:

- Central:** In preparation for the reorganization, prior to the turn of the year we hired Rachel Fewell as our Central Library Administrator. She will serve as the point person for the Central Library, the first time we've had someone in that role in almost two decades. Rachel now supervises the Books and Borrowing, Community Technology Center, Reference, and Western History and Genealogy departments, as well as the Blair-Caldwell African American Research Library. Rachel will lead the effort to re-envision how the Central Library can best serve our community.
- Collections:** Rachel Fewell moved into her new position from the Collection Services Manager position, so our first task is to hire a new Manager for this group of teams. We are in the interview process currently. We recently added Lynda.com as one of our database options, so DPL cardholders can now access the wealth of online training available there. We are adding online magazine subscriptions through Flipster and will continue to purchase a greater percentage of electronic resources.
- Technology:** In early March, the Green Valley Ranch Library transitioned to our independent network, marking the completion of our network cutover. Internet speeds are greatly increased, and our new phone system is in place and functional. Our new kids website - Read, Play, Learn (<https://kids.denverlibrary.org/>) went fully live in early March. The Digital User Experience department will work this year on

upgrading the main site, and is launching a user experience study to determine the most important tasks to focus on via our web presence.

- **Strategy:** We are revamping our strategic execution process. Annie Kemmerling, Manager of Innovation and Strategy, led three days' worth of Service Planning Workshops recently. Each day, a group of roughly nine Senior Librarians joined a team of subject matter experts consisting of service priority leads, internal data experts, and back-of-house managers who have a system-wide scope. Prior to the workshops, Senior Librarians were provided binders with demographic, collection, computer use, and other data about their branches and branch service areas. During each day's event, the Senior Librarians rotated through expert tables, spending around 20 minutes talking with each expert. The Senior Librarians left the workshops with completed branch service plans for 2016, and a better understanding of some of the broader systems at play in the organization. E-Team is currently approving those plans so that we can move forward with implementation. In future years this planning will happen in the fall to prepare for the full calendar year.

### **Dates to Remember:**

- 4/14, 8:30: Naturalization Ceremony, CEN, Schlessman Hall
- 4/21, 6 p.m.: Women in the Preservation Movement, Western History event, 7th Floor
- 4/24, Dia Del Nino
- 4/30, 2-4 p.m.: Pauline Robinson Branch 20th Anniversary Celebration
- 5/2, 7:30 p.m.: Pen & Podium, Newman Center
- 5/17, 6 p.m.: An Evening with Michael Paglia, WHG, 5th Floor

### **City Librarian Activities**

#### **City**

##### ***Facilities Master Plan***

- Met with Seneca Holmes from the Office of Economic Development to discuss the Globeville Community Center community engagement and planning effort
- Met with Mayor Michael B. Hancock regarding the Facilities Master Plan and specifically potential RiNo and Globeville locations

##### ***Early Learning/Out of School Learning Focus***

- Met with Dave Edinger, Chief Performance Officer, to discuss a process improvement effort for My Denver Card as well as City/Library potential connections with the Panasonic Smart City initiative

##### ***Business Services***

- Met with leaders of the Small Business Opportunity division to discuss collaboration for those wanting to start or expand small businesses

#### **Community**

##### ***Engagement***



- Attended a Denver Eclectics meeting with Commissioner Alice Kelly to meet organizers so I may present to the group in the next year
- Interviewed on KUVU about the library in general and our strategic work in the community
- Attended the annual Business for the Arts awards luncheon

### ***Services to Immigrants and Refugees/Out of School Learning***

- Met with Joyce and Ken Luff who fund the New Americans Project and After School is Cool and After School is Cool Plus grant to discuss mid-year progress

### ***Early Learning/Out of School Learning Focus***

- Met with Denver Public Schools Library Director Caroline Hughes to talk about Summer of Reading, the Birth to Eight Roadmap and alignment around early childhood
- Visited Boston Public Schools, Boston Children's Museum and other Boston education sites with the Denver Public Schools Birth to Eight Roadmap Steering Committee which I've joined
- Met with Colleen Broderick, ReSchool Colorado's Chief Learning Designer, regarding current and future summer youth engagement efforts
- Participated in the Birth to Eight Roadmap Advisory and Steering Committee meetings

## **Library**

- Welcomed attendees to the Nathaniel Contreras Room Dedication at the Gonzales Branch Library

### ***Facilities Master Plan***

- Met with Boston Public Library Director of Public Services to discuss the Boston Central Library renovation process and planning
- Met with the map curator for Boston's Public Library's Norman Leventhal Map Center about their map education program
- Held a number of internal and external meetings to move forward planning for a potential election and further developing the Facilities Master Plan
- Toured the Boulder Central Library renovation

### ***Staff Support***

- Worked with Security and Movies and Media Room staff on a Saturday
- Met with various managers individually and in a group to discuss operational matters
- Participated in the Employee of the Quarter celebration
- Attended the Risky Business Vinyl Release Party

### ***Friends Foundation***

- Participated in the Friends Foundation Board meeting

### ***Library Commission***

- Met with potential Library Commission candidates, Cathy Lucas and Ana Soler

- Met with Commissioners Rosemary Marshall and Gregory Hatcher to discuss the upcoming Commission agenda topic of diversity in DPL leadership

**Professional**

- Met with Director of the Emporia State University School of Library and Information Management to discuss educational needs for graduate students
- Participated in the Colorado Alliance of Research Libraries Member Council meeting

March 2016

## **2016 Library Commission Meeting Topics**

Revised March 3, 2016

### **February**

Structure of Commission meetings

### **March**

Diversity and inclusivity of the Library

### **April**

2016 branch service plans

2017 budget

### **May**

RiNo/Globeville

### **June**

2017 Summer of Learning

### **July**

Facilities master plan

### **August**

Community engagement

### **September**

Denver Public Schools partnership

Youth services

### **October**

Customer experience

### **November**

5-year roadmap

### **December**

Technology access and training

**Denver Public Library  
Diversity March 2016**

<b>DENVER PUBLIC LIBRARY DEMOGRAPHICS</b>						
<b>ALL STAFF</b>						
	2010	2010	2013	2013	2016	2016
Workforce Size		453		517		622
White	63%	286	63%	325	62%	384
Hispanic	23%	103	22%	113	24%	149
Black	10%	46	11%	56	10%	64
Asian/Pacific Islander	3%	14	4%	19	3%	20
American Indian	1%	4	1%	4	1%	5
Ethnic Minorities	37%	167	37%	192	38%	238
<b>ALL EXEMPT</b>						
	2010	2010	2013	2013	2016	2016
Workforce Size		147		179		215
White	82%	120	80%	143	78%	167
Hispanic	10%	15	11%	19	12%	25
Black	7%	10	7%	12	7%	14
Asian/Pacific Islander	1%	2	2%	4	3%	7
American Indian	0%	0	1%	1	1%	2
Ethnic Minorities	18%	27	20%	36	22%	48
<b>ALL SUPERVISORS</b>						
	2010	2010	2013	2013	2016	2016
Workforce Size		63		77		78
White	71%	45	71%	55	73%	57
Hispanic	14%	9	12%	9	17%	13
Black	13%	8	12%	9	8%	6
Asian/Pacific Islander	2%	1	4%	3	3%	2
American Indian	0%	0	1%	1	0%	0
Ethnic Minorities	29%	18	29%	22	27%	21
<b>ALL MANAGERS</b>						
	2010	2010	2013	2013	2016	2016
Workforce Size		28		24		24
White	79%	22	79%	19	83%	20
Hispanic	11%	3	4%	1	8%	2
Black	11%	3	13%	3	8%	2
Asian/Pacific Islander	0%	0	4%	1	0%	0
American Indian	0%	0	0%	0	0%	0
Ethnic Minorities	21%	6	21%	5	17%	4

Data as of January 1st of each year

**RECRUITMENT STRATEGIES**

**Educational Organizations/Job Fairs**

University of Texas	Emily Griffith Opportunity School
Louisiana State University	DPS 8th Grade Career Fair
Wayne State University	Regis University
University of Michigan	Westwood College
University of Colorado Denver	Metro State University
Community College of Denver	Emporia State University
University of Denver	University of Northern Colorado

**Websites/Social Media/Publications**

Library Jobline	Craigslist
Institute of Museum and Library Services (IMLS)	ALA Joblist
Black Caucus of the American Library Association	REFORMA
Asian/Pacific Librarians Association	Facebook
Colorado Non-Profit Jobs	Twitter
REFORMA-Colorado	Linked In
Andrew Hudson's Joblist	Indeed
Denver Afterschool Alliance	Westword
Colorado Association of Libraries	La Voz
Urban Libraries Council (ULC)	YouTube
We Hire Heroes	

**Grow Your Own**

Summer Youth Employment Program
Plaza Program Staff/After School is Cool
Neighborhood Patron Outreach/Branch Social Media Pages
IMLS-Funded Future LEADers of America Scholarship Program
IMLS-Funded LEADers II Scholarship Program
IMLS-Funded LEADers III Scholarship Program
ULC's Librarians for America's Neighborhoods Scholarship Program

**New Strategies for 2016**

University of Illinois, Urbana-Champaign
Public Library Association Annual Conference
Partnership with Denver Metro Chamber - Opportunity Youth
IMLS-Funded Building BLOCS Scholarship Program Proposal
Exploration of Online MLIS Program Partnerships

# Denver Public Library Diversity March 2016

## COMPARATIVE DATA

### AMERICAN LIBRARY ASSOCIATION - 9/2014

### CITY AND COUNTY OF DENVER 3/2016

#### ALA Demographics Studies

September 2014

Membership remains largely unchanged since ALA began collecting these characteristics. Not dissimilar from the library profession overall, ALA members are:

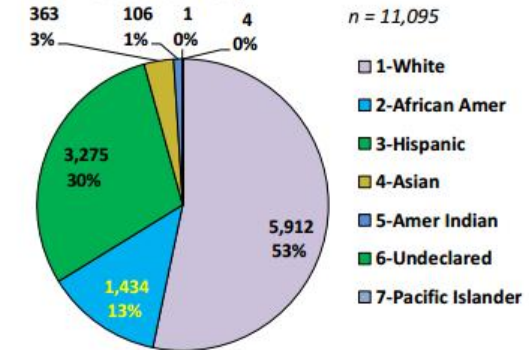
- o Predominantly white (87.1%). 3.9% of the membership listed their ethnicity as Hispanic or Latino. In describing their race/family origin, members selected the following responses:
  - 87.1% White
  - 4.3% Black or African American
  - 3.7% Other
  - 3.5% Asian
  - 1.1% American Indian or Alaska Native
  - 0.3% Native Hawaiian or Other Pacific Islander
- o Hold an MLS or other Master's degrees (63.7% and 26.4%, respectively). 4.4% of the membership holds a PhD.

Respondents reporting multiple race/ family origins: 1.9%

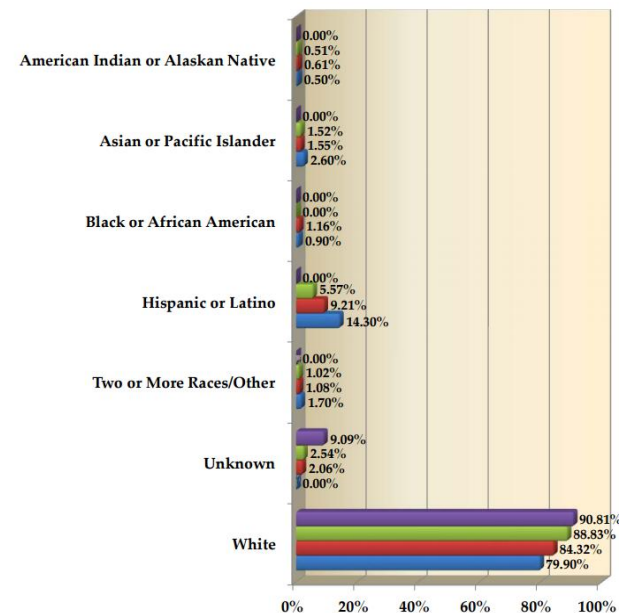
Respondents reporting having a disability: 2.8%

The membership is predominantly female (81.0% female to 19.0% male).

#### Workforce Ethnicity



### JEFFERSON COUNTY PUBLIC LIBRARY 12/2014



### DOUGLAS COUNTY LIBRARIES 11/2014

TOTAL			RACE/ETHNICITY													
			Hispanic or Latino													
					White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
315	38	277		4	33	263	5	1		6		1				2
100%	12%	88%		1%	10%	83%	1.6%	.3%		2%		.3%				.6%

■ Jeffco Library Applicants Hired  
 ■ Jeffco Library Employees  
 ■ Jefferson County Employees  
 ■ Jefferson County Community Data

**Denver Public Library  
Diversity March 2016**

**IMLS SCHOLARSHIP PROGRAMS - MASTER'S IN LIBRARY AND INFORMATION SCIENCE**

**DPL IMLS GRANT-SUPPORTED STAFF**

**OVERALL GRANT-SUPPORTED STUDENTS**

Name	Gender	Ethnicity	Second Language	Position
Phong Dang	M	Asian	Vietnamese	Librarian
Seana O'Grady	F	Am Ind		Senior Librarian
Rebekah Henderson	F	Black	Spanish	Librarian
James Davis	M	Black		Librarian
Annie Nelson	F	Black		Librarian
Regina Renee Ward	F	Black		Librarian
Larry Maynard	M	Hispanic	Spanish	Senior Librarian
Marilu Ortega	F	Hispanic	Spanish	Librarian
Chufu Ramirez	M	Hispanic	Spanish	Sr Librarian
Jorge Romero	M	Hispanic	Spanish	Librarian
Nicanor Diaz	M	Hispanic	Spanish	Sr Librarian
Zully Salazar	F	Hispanic	Spanish	Librarian
Emily Peros-McBreen	F	Multicultural		Librarian
Sarah Messina	F	White	Spanish	Librarian
Amanda Wiese	F	White	Spanish	Librarian
Amy Pierce	F	White	Spanish	Circulation Clerk
Natalie Romano	F	White	Spanish	Librarian
Hillary Estner	F	White	Spanish	Librarian
James Ramsey	M	White	Spanish, French	Library Program Associate
Melanie Colletti	F	White		Librarian
Tara Bannon	F	White		Senior Librarian
Michelle Barton	F	White		Librarian
Amy DelPo	F	White		Librarian
Kristin Roper	F	White		Librarian
Chandra Jones	F	White		Program Administrator

	Male	Second Language Fluency	Female	Second Language Fluency
White or Multicultural	4	3 Spanish 1 Spanish and French	24	13 Spanish 1 French 1 Russian 7 Learning Spanish
African American	2	1 Spanish	11	2 Spanish 2 Learning Spanish 1 Ga. Twi. Fante 1 Setswana
Hispanic	7	7 Spanish	13	13 Spanish
Asian	1	1 Vietnamese	2	2 Chinese
Native American			2	
<b>Total</b>	<b>14</b>		<b>52</b>	

**Future LEADers of America 2005**

\$670,315

Partners: University of Denver, Emporia State University

**LEADers II 2007**

\$988,518

Partners: University of Denver, REFORMA-Colorado

**LEADers III 2009**

\$988,366

Partners: University of Denver, REFORMA-Colorado,  
Colorado Association of Libraries

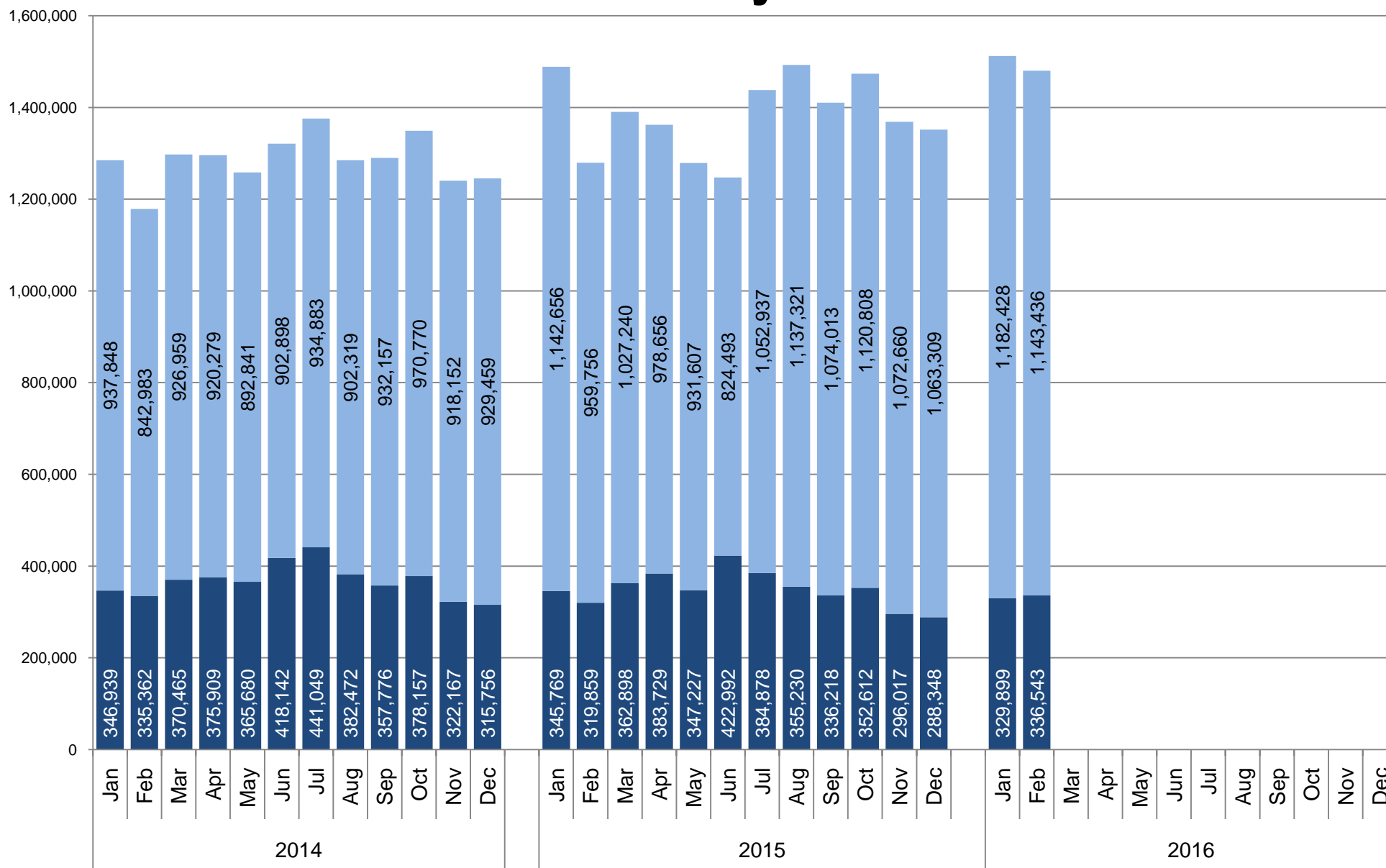
**DPL IMLS GRANT-SUPPORTED STAFF SUMMARY**

White	48%
Multicultural	4%
African American	16%
Hispanic	24%
Asian	4%
Native American	4%
Second Language	56%

# Denver Public Library

## Total Visits By Month

■ Online  
■ In Person



➔ Gonzales Branch opened February 23, 2015

**Online visits** - total website, Overdrive, catalog, and database visits by session, as reported by DUX

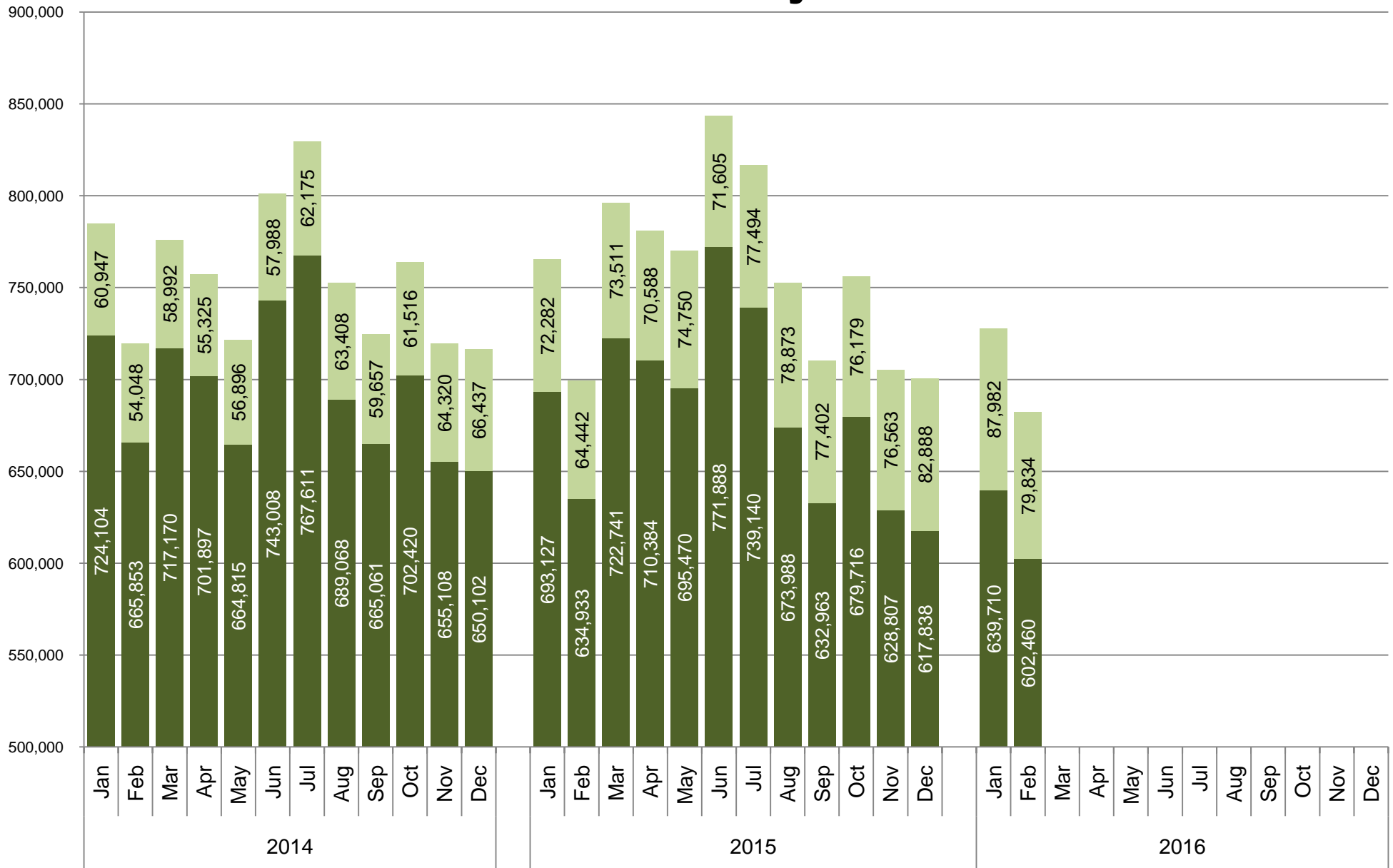
**In Person visits** - total door count from all locations, as submitted to TrackVia Door Counts application; data collection methodology changed to be more consistent across all locations in 2015.

# Denver Public Library

## Total Circulation By Month

Downloads

Materials



→ Gonzales Branch opened February 23, 2015.

**Downloads** - total downloads, including electronic books, movies, magazines, and music, as reported by DUX  
**Materials** - total circulation of physical materials at all locations, from Polaris ILS



# Denver Public Library

## Monthly Circulation by Branch

### February 2016

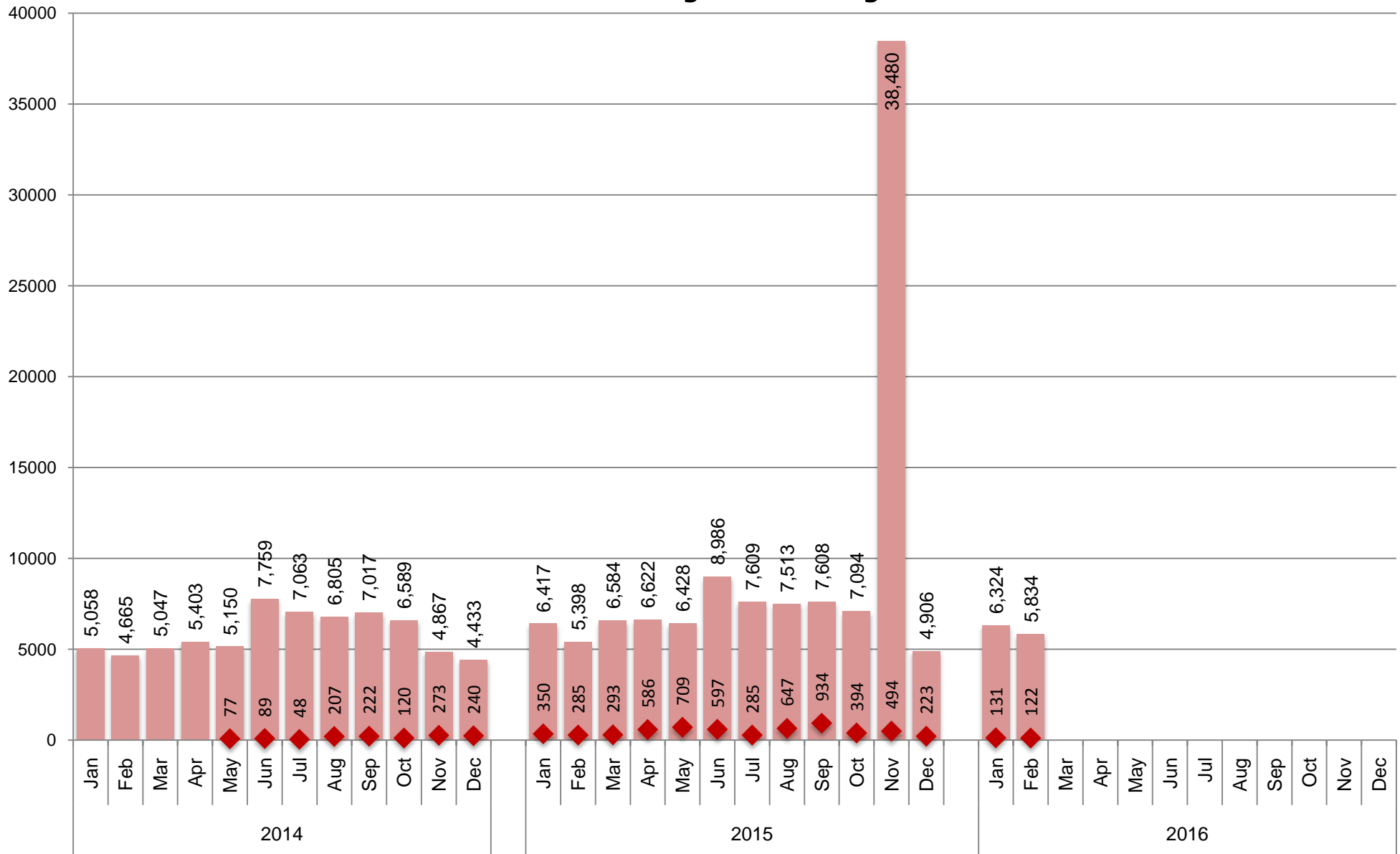
Location	Total Circulation	+/- Previous Month	2016/2015 Year/Year
Athmar Park	7,743	→ (481)	↓ (517)
Bear Valley	27,883	↓ (1,747)	↓ (7,178)
Blair-Caldwell African American Research Library	8,224	→ (356)	↓ (1,728)
Bookmobile	8,645	↑ 265	↑ 253
Byers	2,899	↓ (628)	→ (387)
Central Library	91,813	↓ (7,928)	↓ (8,554)
Decker	13,892	↓ (775)	→ (301)
Eugene Field	22,554	↓ (677)	↓ (755)
Ford-Warren	11,480	↓ (734)	↑ 179
Green Valley Ranch	23,471	↓ (751)	↓ (3,009)
Hadley	11,458	↓ (1,053)	↓ (1,196)
Hampden	30,738	↓ (2,513)	↓ (1,892)
Montbello	9,072	↑ 530	↓ (1,873)
Park Hill	29,102	↓ (1,151)	↑ 98
Pauline Robinson	4,755	→ (215)	↓ (528)
Rodolfo "Corky" Gonzales	22,630	↓ (2,776)	↑ 17,023
Ross-Barnum	8,658	→ (480)	↓ (3,132)
Ross-Broadway	14,821	↑ 360	↑ 3,457
Ross-Cherry Creek	24,512	↓ (1,661)	↓ (505)
Ross-University Hills	46,303	↓ (2,641)	↓ (4,983)
Sam Gary	52,333	↓ (4,832)	↓ (6,048)
Schlessman Family	50,122	↓ (3,743)	↓ (3,895)
Smiley	22,042	↓ (1,612)	↓ (2,224)
Valdez-Perry	2,988	↑ 71	↓ (774)
Virginia Village	28,405	↓ (981)	↓ (1,140)
Westwood	3,652	↑ 42	↑ 292
Woodbury	22,265	↓ (783)	↓ (3,156)
Denverlibrary.org Downloadables	79,834	↓ (8,148)	↑ 15,483
<b>Total</b>	<b>682,294</b>	<b>↓ (45,398)</b>	<b>↓ (16,990)</b>

→ Gonzales branch opened February 23, 2015.

# Denver Public Library

## Total New Library Cards By Month

■ New Cards  
◆ Outreach Signups



➔ MyDenver card program large DPS database upload in November 2015.

➔ Gonzales Branch opened February 23, 2015.

➔ Brew Ha! Ha! programming and outreach blitz - September 2015

**New Cards** - total number of new library card registrations (including computer user only cards), as reported by IT

**Outreach Signups** - total number of new library card signups occurring at Outreach events in the community, as submitted to TrackVia Program & Outreach Tracking application. (Note: 2014 data includes some estimates, as our tracking system did not capture this information before 2015.)

# Denver Public Library

## Total Program Attendance By Month

■ Attendance

◆ Sessions



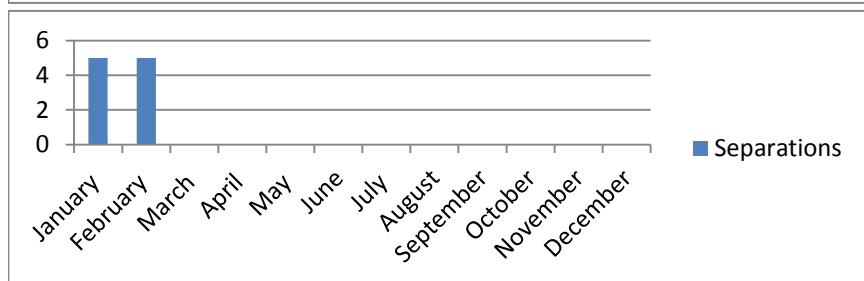
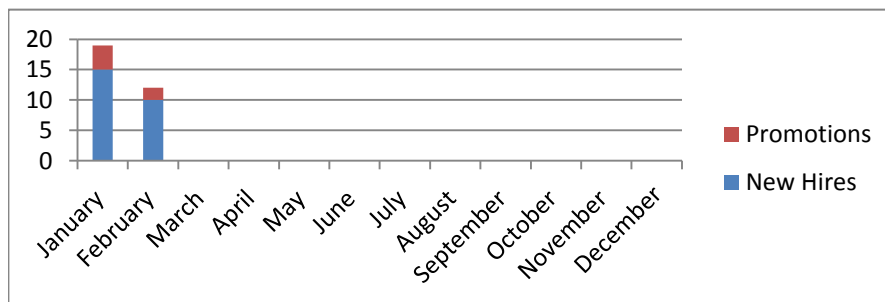
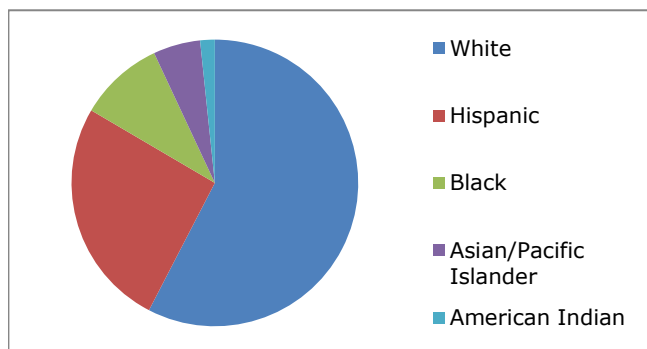
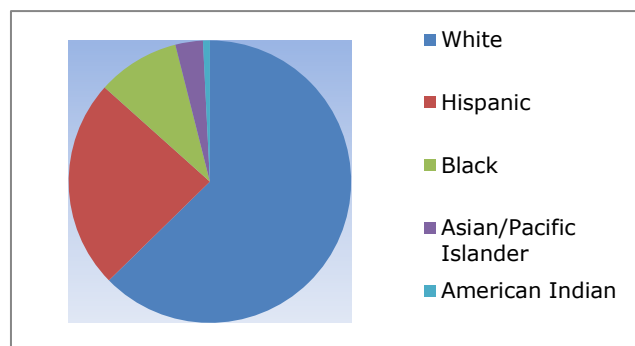
➔Brew Ha! Ha! programming and outreach blitz - September 2015

**Attendance** - total program attendance from all locations, as submitted to TrackVia Program & Outreach Tracking application (includes programs, library events, storytimes, and tours); prior to 2015, attendance figures were not aligned with state reporting definitions and may include (Appointment Services, Exhibits, and Passive Programs).

**Sessions** - total number of program sessions offered (as defined in Attendance), as submitted to TrackVia Program & Outreach Tracking application

# Denver Public Library Human Resources Dashboard

March 2016



DEMOGRAPHICS			
Workforce Size	635	Female	61%
2015 Comparison	613	Exempt	27%
White	63%	Non Exempt	73%
Hispanic	24%	Average Age	43
Black	9%	Average Years of Service	8.7
Asian/Pacific Islander	3%	Exempt over 55	24%
American Indian	1%	Non Exempt over 55	22%
Ethnic Minorities	37%		
2015 Comparison	37%		

APPLICANTS			
Month of February	1347	Female	61%
2015 Comparison	645	Male	39%
White	57%	Other/Unknown	1%
Hispanic	26%		
Black	10%		
Asian/Pacific Islander	5%		
American Indian	2%		
Other/Unknown	1%		
Ethnic Minorities	42%		
2015 Comparison	40%		

NEW HIRES AND PROMOTIONS			
New Hires YTD	25	Promotions YTD	6
2015 Comparison	34	2015 Comparison	9
Ethnic Minorities	28%	Ethnic Minorities	0%
2015 Comparison	41%	2015 Comparison	67%
Female	64%	Female	83%
2015 Comparison	65%	2015 Comparison	44%
Transfer/Reassignments YTD	7		

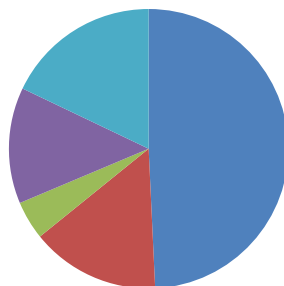
SEPARATIONS			
Separations YTD	10	Turnover YTD	1.7%
2015 Comparison	15	2015 Comparison	2.5%
Retirements YTD	1		
2015 Comparison	3		

# Denver Public Library Human Resources Dashboard

March 2016

## Open Leave Cases in February

- FMLA - Intermittent
- FMLA - Continuous
- Leave of Absence
- Interactive Process (ADA)
- Workers' Compensation



## Percentage of Staff on Leave

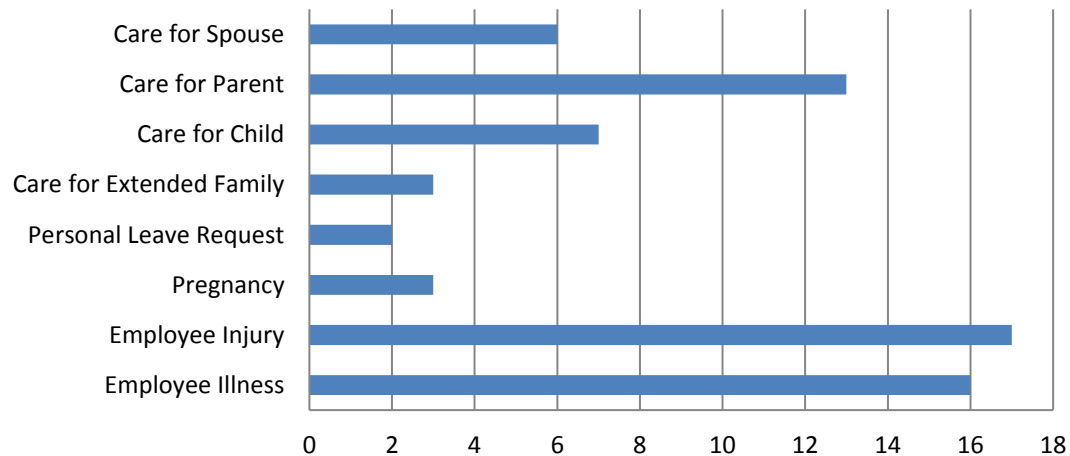
11%

## Open Leave Cases in February

FMLA - Intermittent	33
FMLA - Continuous	10
Leave of Absence	3
Interactive Process (ADA)	9
Workers' Compensation	12

The cases represented are the actual number of employees on leave for the month

## Type of Leave Taken in February



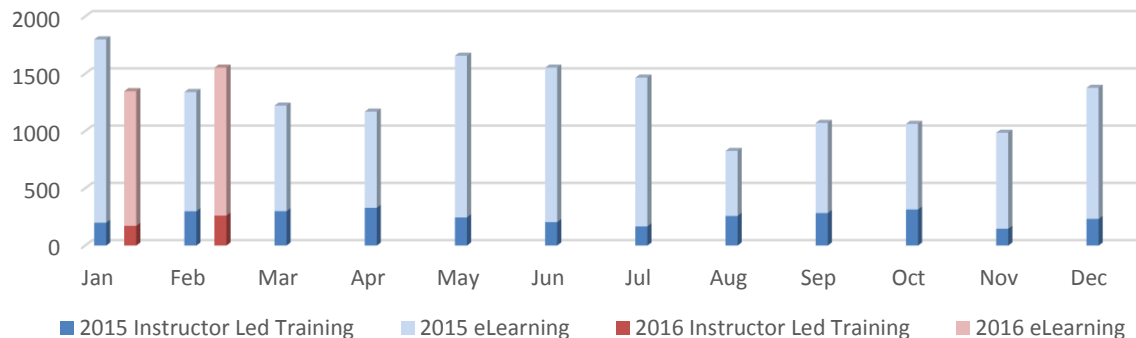
## Leave Usage in February

Employee Illness	16
Employee Injury	17
Pregnancy	3
Personal Leave Request	2
Care for Extended Family	3
Care for Child	7
Care for Parent	13
Care for Spouse	6

# Denver Public Library Human Resources Dashboard

March 2016

## Completed Learning - Year-to-Year Comparison

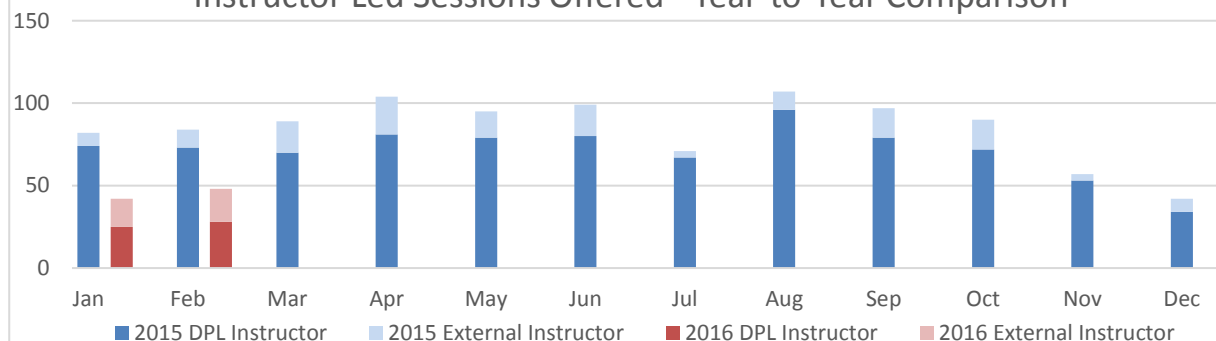


### Last Month:

#### Staff Learning Completions

eLearning	1291
Instructor Led Training	262

## Instructor Led Sessions Offered - Year-to-Year Comparison\*



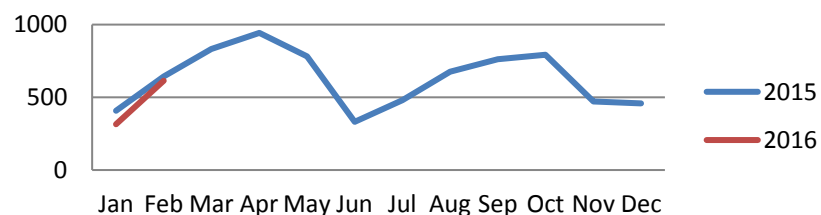
### Last Month:

#### Instructor Led Training

Sessions Offered	42
Percentage Taught by DPL Staff	60%

**\*2016 decrease due to staffing limitations**

## Instructor Led Training Hours Completed by Staff



## Top 5 Training Items Last Month

Title	Type	Rank
Safety at DPL	Session	1
Pop Your Mind	Session	2
Reference for the Front Lines	Session	3
The Empowered Employee	Document	4
Finding Resiliency: An Approach to Self Care	Session	5



February 26, 2016

## Black History Month calendar of events

TaRhonda Thomas, KUSA

*Feb. 1 to 27*

*Blair-Caldwell Branch Library*

**All the Way: An Exhibit Presented by the Denver Center for the Performing Arts Exhibit** vividly portrays the controversial steps taken by ambitious figures of the 1960s to pass the Civil Rights Act. Set in the pivotal year after JFK's assassination, President Lyndon Baines Johnson hurls himself at the cause fronted by Martin Luther King, Jr., determined to rebuild the country into The Great Society that promised equality for all. Written by Pulitzer Prize-winning playwright Robert Schenkkan (*The 12*, *The Kentucky Cycle*), *All the Way* bowled over Broadway last year garnering the 2014 Tony, Drama Desk and Outer Critics' Circle Awards for Best Play.

*Feb. 1 through 29*

*Blair-Caldwell Branch Library*

**Colorado Women's Hall of Fame Presents: Legacies as Tall as Mountain**

This exhibit will honor Colorado's African American female trailblazers (1985-2015). Inductees featured at the Blair-Caldwell Library: Clara Brown, Lauren Young Casteel, Oleta Lawanda Crain, Evie Dennis, EdD, Fannie Mae Duncan, Justina Ford, MD, Carlotta Walls LaNier, Hattie McDaniels, Reynelda Muse, Rachel Bassette Noel, Cleo Parker Robinson, Pauline Short Robinson, Gloria Travis Tanner, Arie Taylor, Mildred Pitts Walter, and Wilma Webb.

*Saturday, Feb. 27*

*2 p.m.*

*Blair-Caldwell Branch Library*

**The Freedom To Choose: Is Skin Color Really an Issue? with Author Mary Ellen Danuser**

*The Freedom to Choose* tells the story of author Mary Ellen and her spouse, interpolated with the narratives of couples interviewed across the states. It offers a rare look into the lives of all mentioned couples, revealing insights and rationales as to why some people choose their mates outside their race—a portrait of motive, intent and personal choice.

*Feb. 27*

*10:30 a.m.*

*Blair-Caldwell African American Research Library (2401 Welton St)*

**Black Genealogy Search Group**

# Westword®

MARCH 8, 2016

## CHECK THIS OUT: DENVER PUBLIC LIBRARY RELEASES LOCAL SEVEN-INCH RECORD BY TOM MURPHY



Dave Wilkinson shows off Denver Public Library's first seven-inch record.

Since 2013, Denver Public Library cardholders have been able to download albums by local artists at the website [volumedenver.org](http://volumedenver.org). The library, which pays artists a set fee to offer this music to patrons for a period of two years, has the ability to host 200 albums at any given time. To bring further awareness to the library's local-music-sharing initiative, Dave Wilkinson, former Wax Trax record slinger and currently a librarian at the DPL's Park Hill branch, proposed the release of the first of what he hopes will be a series of five seven-inch records of songs that reflect various eras of Denver's musical history.

In early 2015, Wilkinson, along with Park Hill head librarian Tara Williamson and Bobby Erskine, who works in the book-lending department at the Central branch, proposed the project as part of the library's Risky Business Initiative, a grant program for innovative staff-led projects whose goal is to generate enthusiasm for the library and its services. Wilkinson believes that the seven-inch record, which includes the songs "Master," by the band Accordion Crimes, and "Runner," by The Raven and the Writing Desk, will be a good way to draw attention to [volumedenver.org](http://volumedenver.org). As part of the proposal process, Wilkinson made a mock-up of what the record would look like, including a 45 adaptor bearing the Denver Public Library logo.

"People have a standard idea of what the library provides and what it does," Wilkinson says. "With this seven-inch release, we're trying to [turn] attention to the fact that we have different services to offer in addition to the more traditional [ones]."

With such a large pool of bands in Denver, Wilkinson had to narrow down the selection of featured bands in a way that made sense for the library. Accordion Crimes and The Raven and the Writing Desk both have literary references in their names and seemed like a perfect fit. *Accordion Crimes* is the title of an E. Annie Proulx novel, and The Raven and the Writing Desk takes its name from the Mad Hatter's riddle in Lewis Carroll's *Alice's Adventures in Wonderland*.

Preparing to put out a record has been an arduous process, but Wilkinson and the DPL have received help from knowledgeable folks in the music industry. Wilkinson approached both bands, which gladly contributed tracks; from there, he contacted Paul Breckus at Aardvark Record Mastering, who prepared the lacquer to press the plates, which were then sent to United Record Pressing in Nashville. In between, Wilkinson consulted with Chuck Coffey of the Snappy Little Numbers imprint, whom he credits with clearing up some of the mystery and uncertainty of the process by outlining his own methods for releasing records. For the past month, Wilkinson has been preparing the final product, a limited edition of 300 records.

Wilkinson describes the records' unique packaging as follows: "The aesthetic is that of a reference item, and it would be [from] the lower shelves of the basement, and we discovered them," he says of the "found-object" look,



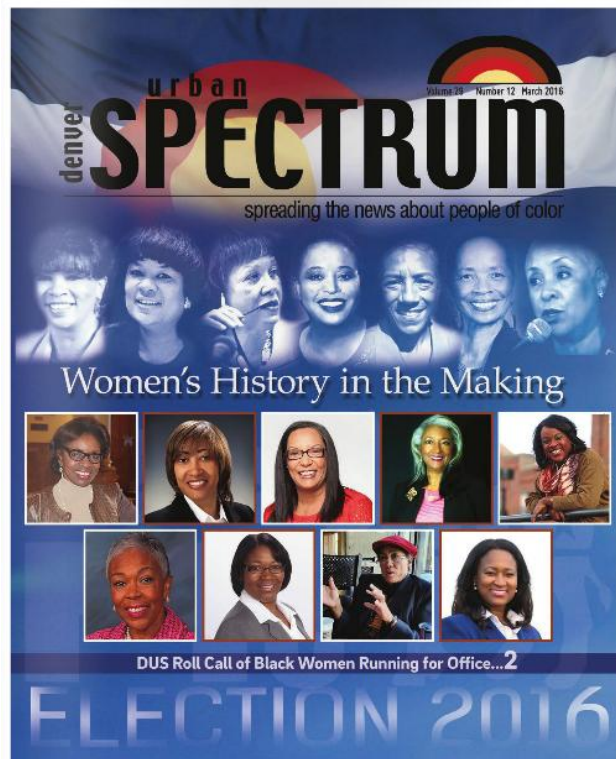
which includes materials from old books. “Of course, there would be a date stamped on the pocket on the inside cover of the original book,” he continues. “Each seven-inch is individual and repurposed from the book that was at the end of its cycle. Each one is cool and quirky. The randomness and the kind of found-object quality of it means you get to take home a piece of the old-school library. These will be handed out at the release show and other functions we will have to engage with the public, like with Record Store Day.”

Since the project’s inception, Accordion Crimes has gone on indefinite hiatus, so The Raven and Writing Desk will perform at the record-release event alongside a band that includes Accordion Crimes singer/guitarist Bryon Parker, former Lion Sized guitarist Josh Bergstrand, and Echo Beds, which will play some Accordion Crimes material in addition to its own compositions. The combination of musicians is a reflection of the connections within the local music culture, something that also encouraged Wilkinson along the way.

“I was influenced by exposure to the environment of Wax Trax, and Duane Davis having done [label] Local Anesthetic. I feel like I’m just doing what the family expects. It’s also a classic way to support a local scene. I read Bob Rob Medina’s Denvoid and the Cowtown Punks, and it just further reinforced getting this done. Also, watching documentaries on Dischord Records and Factory Records — I thought I could be that guy sitting in my apartment with wall-to-wall [records] that looks like [I run] a record distro.”

**DPL Showcase:**

**Denver Public Library Record Release | 7 p.m. Sunday, March 13 | free, hi-dive, 303-733-0230.**



March 2016

## Denver Public Library Honors African American Leaders

### Juanita Gray Community Service Awards and Blacks in Colorado Hall of Fame

The Denver Public Library honored three African American community leaders at the Juanita Gray Community Service Awards and the Blacks in Colorado Hall of Fame induction ceremony. The event was held at the Ford-Warren Branch Library in North Denver and kicked off the library's celebration of Black History Month.

A former library staff member and community advocate, Juanita Gray helped start the Blacks in Colorado Hall of Fame in 1973. The Juanita Gray award honors African American men, women and youth who make outstanding contributions to the Denver Metro area and who exemplify the ideals and spirit represented by Gray's commitment to the community. The following were honored at the event:

#### **Juanita Gray Award Winners**

L. Elaine Neal - With a passion for helping juvenile offenders, L. Elaine Neal spent 28 years with the Denver Juvenile Court as a probation officer before retiring and entering a second phase of her career. She now researches placement options for defendants facing sentencing and consulting on juvenile matters. She is a member of the Colorado Chapter of the National Association of Blacks in Criminal Justice and in 2012, organized the Empty Plate Project which supports food bank networks across the country. She spends a great deal of time volunteering for civic and professional organizations such as the Denver Police Officers Foundation Board, Steps to Success and the District Five Denver Police Department Citizens Advisory Board. She was honored in 2014 as a Walk of Fame Inductee by the National Association of Blacks in Criminal Justice. Neal is a native of Roanoke, Virginia and has spent the past 44 years in Denver with her husband, Bill.

Jireh Pulley, Youth Award - A senior at Grandview High School in Cherry Creek, Pulley applies drive and passion for both schoolwork and community organizations. She is enrolled in honors and advanced placement courses and serves as team captain for the girls' basketball team and is a representative for the Climate Team and Cherry Creek Schools District Affinity Leadership Team. Her civic work focuses on the Aurora Teen Court, Link Crew, No Place for Hate (Anti-Defamation League) and the Urban Youth Ministries.

**Blacks in Colorado Hall of Fame Inductee - The Honorable Karen M. Ashby**

Judge Karen M. Ashby joined the Colorado State Public Defender's Office in 1983 and had the distinction of being named the first African American woman appointed to a state court position in the judiciary in 1998 when then Governor Roy Romer appointed her to the Denver Juvenile Court. She was later named the presiding judge of the court until Governor John Hickenlooper appointed her to the Colorado Court of Appeals in 2013 and again served as the first African American woman to be appointed to this appellate court. She was named Judge of the Year by the Colorado Court Appointed Special Advocates in 2006 and the Excellence in Practice Award, Juvenile Officer in 2012 by the Colorado Department of Human Services. She received her J.D. degree from the University Of Denver Sturm College Of Law. She is married to attorney Mitch Baker and they have two children, Zoe and David.

# LIBRARYJOURNAL®

February 24, 2016

## How To Talk Code | Digital Literacy

By [Matt Enis](#)



CRACKING THE CODE (Top l.-r.): Florida's Orange County Library System offers about 250 distinct classes on topics ranging from computer basics to electronic prototyping. (Far r.): Hackathons have become popular events at California's Santa Clara County Library District in Silicon Valley

**Last summer**, *Bloomberg BusinessWeek* devoted an entire issue to "[What Is Code?](#)" a single article by Brooklyn-based writer and programmer Paul Ford. It quickly generated more traffic on the business magazine's website than any other article since the site's launch in 2010, editors told the *Huffington Post* a few weeks after the story's publication. The detailed-but-accessible essay discusses key concepts in computer programming, programming languages, and the software development process at businesses. Yet perhaps one theme that grabbed readers from the business community and kept them engaged throughout the 38,000-word piece was the idea that "you," a successful VP at a large company, are working with "The Man in the Taupe Blazer," a project leader who has been hired for a major overhaul of your company's website. And during your initial meeting, "you" can barely understand what he's talking about. "For your entire working memory, some Internet thing has come along every two years and suddenly hundreds of thousands of dollars (inevitably millions) must be poured into amorphous projects with variable deadlines," Ford writes in the intro. "Content management projects, customer relationship management integration projects, mobile apps, paperless office things, global enterprise resource planning initiatives—no matter how tightly you clutch the purse strings, software finds a way to pry open your fingers."

The article doesn't argue that business executives could solve this problem by dropping everything and learning C. There is a reason that they hire experts for their multimillion-dollar projects. Instead, Ford's breakdown of key concepts pulls back the curtain on the fundamentals of computer programming and makes a compelling argument that any smart person can learn the basics—and that the basics are worth learning even for those who aren't planning to become professional coders. It is, in part, a case for coding as a new frontier in digital literacy. As technology becomes an ever more ubiquitous facet of modern work and entertainment, speaking a bit of the language is one of the best ways to facilitate communication with those experts.

"Once you understand the basics of coding—or anything, really—as you get older, you can see where it goes," says Alex Giannini, manager of digital experience for the Westport Public Library, CT. "Kids today are growing up with an iPad in their hands. They don't have to learn the digital language; they're born with it. The more that we can integrate even basic coding younger and younger, it just makes it easier to grasp the true concepts as they get older." There's a growing interest in this type of education among kids, teens, businesspeople, career changers, and the generally curious. And a growing number of public libraries are already responding to this need within their communities. Here's a look at ways in which a few libraries have made their programs a success. (For more on the library's role in teaching coding for kids both in a school and public library setting, see [Coding Skills Empower Us All](#), and look for more in *SLJ* 4/16.)

### CONSTANT COMMUNICATION

Florida's [Orange County Library System](#) (OCLS), Orlando, offers an example of how a technology curriculum can grow when a library system responds to local demand and seeks regular feedback regarding its community's needs. Fourteen years ago, like most libraries, OCLS offered classes on computer basics. Patrons began requesting computer classes taught in Spanish and Haitian Creole, so the library set up high-demand classes in those languages. Multipart courses on software such as Excel and Photoshop were added owing to demand. Surveys revealed that there were many patrons who were interested in the classes but couldn't fit travel to the library into their schedule, so a series of live, online web courses was launched eight years ago, notes Ormilla Vengersammy, [Melrose Center](#) manager and Technology and Education Department head for OCLS.

Due in part to the growth of Orlando's technology sector, demand has been increasing for courses in topics from HTML 5 and mobile app development to networking concepts and electronics prototyping. With its current slate of about 250 in-person and online tech courses, OCLS has one of the most comprehensive computer course selections in the library field. "We do a lot of analysis prior to developing a course," explains Vanya Walker, instructional technology specialist for OCLS. "We look at trends to determine the needs of our audience. We also ask our patrons, in regular surveys, 'What do you need?'"

Once demand is determined, Walker says that OCLS then examines the topic to decide whether that need should be addressed with an individual class or a multipart course. "We look at the scope of the class, and what we want to cover, and then we find natural breaks," she says. For example, with the library's HTML 5 class, which consists of four 90-minute sessions, "we know we want to cover the basics of HTML and the basics of web design. We know that [we must] cover CSS or Cascading Style Sheets, because that's an integral part of HTML 5. And we're also going to include JavaScript.... It takes you through the complete, basic process of designing a website from scratch."

The library also supplements its classes with an institutional subscription to Lynda.com, but Vengersammy notes that OCLS still considers in-person instruction to be a priority, enabling attendees to ask a teacher questions in real time and work with other patrons.



### LEARN AS YOU GO

The [Denver Public Library](#) (DPL) has followed a similar trajectory at its Community Technology Center, which began as a traditional computer lab offering one-on-one assistance and classes in computer basics and has expanded in recent years as patrons began requesting more advanced instruction. Program coordinator Nate Stone organized staff-taught classes on the open source content management system WordPress and subsequently four-part courses on HTML and CSS. Later, a separate four-part course on JavaScript provided patrons with a comprehensive web development track. Then, people started asking about the programming language [Python](#).

"None of us on the staff here felt like we had the skills set to teach that as a structured class," says Cody Yantis, librarian at DPL's Community Technology Center and [ideaLAB](#). So, Yantis simply dove into the programming language alongside interested students. "We ended up doing an eight-week [course in which] we met once a week and worked through an online resource together. So I learned as well. I would just work ahead and come up with some exercises, but then we would also just tackle stuff together. And it worked out really well."

DPL is planning to offer a similar Python course this spring. It's a great example of how a library might use online resources such as [Codecademy](#), [Code.org](#), [Lynda.com](#), [Treehouse](#), or a curated selection of [free web resources](#) to develop courses on advanced topics in-house even without a preexisting expert on staff. Denver's tech sector is on the rise, and locals have the option of enrolling in for-profit coding "boot camps" for advanced instruction and job training. But as Yantis notes, those types of courses are generally an expensive investment, often costing individuals \$10,000 or more.

"For the Community Technology Center, we see our place as kind of a bridge," he says. "We're never going to offer a high enough level of [instruction] to get someone a professional programmer job as soon as they finish. But it may get them into a program that will lead to that.... This allows people to try it out, see if it speaks to them, without any kind of financial obligation."

### **MAKE FRIENDS**

As programs grow, however, opportunities to provide more advanced instruction can grow as well. DPL's Community Technology Center and ideaLAB Maker space has begun attracting attention from local tech companies, some of which have expressed interest in teaching classes or offering mentorship. The Melrose Center at OCLS has become a regular meet-up spot for [IndieNomicon](#), a local group of game developers and entrepreneurs. Last summer, Intel hosted a six-week "Innovator Lab" to help programmers work with the company's RealSense 3-D camera and gesture-based human-computer interaction technology. Afterward, it donated equipment to OCLS.

A proactive search for instructors can also produce help from quarters that many libraries might not expect. At California's [Santa Clara County Library District](#) (SCCL), in the heart of Silicon Valley, teen services librarian Matt Lorenzo developed coding courses with help from members of academic clubs at local high schools. Advanced teens now teach coding courses for middle school students at the library.

"I wasn't really sure how much attendance we would have, but, right off the bat, a class filled up," Lorenzo says. Whether it's a teen instructor or a guest speaker from a local tech company, Lorenzo says that part of the challenge is helping these instructors explain complex concepts in ways that their audience can easily grasp.

"They have to have sound knowledge, and they have to be able to express that to other learners in a way that can be retained by students," he says. "I spend a good amount of time working with presenters to make sure that everything is lined up in an easily understandable, flowing manner.... With the older kids able to help the younger ones...it takes that classroom feel where 'you need to know this or you're going to get a bad grade' off the table. It relieves a lot of pressure for younger learners when they're being taught by their peers."

With young people accustomed to teaching one another and working with mentors from the local tech industry, the library's Cupertino branch has become a great spot for hackathon events. Last summer, more than 100 local teens participated in a 12-hour, all-night event where they worked in groups to create apps and games, then presented their creations to a panel of judges.

### **GET THEM HOOKED**

Thanks to a generous private donation, Westport PL was able to take its coding curriculum to the next level in 2014, acquiring two small humanoid NAO Evolution robots by Paris-based [Aldebaran Robotics](#). At about \$8,000 each, these walking, talking, dancing robots are currently priced out of reach for many library systems, but the program engagement that Westport managed to generate during the past two years could indicate that inexpensive programmable robots, such as [Sphero](#) or [Ollie](#), could be a good way to capture attention, introduce basic concepts, and then take a deeper dive for patrons who become interested in more advanced coding.

The robots, named [Vincent and Nancy](#), instantly captured the community's imagination. Giannini says that shortly after acquiring the robots, Westport announced a series of classes on its website, six days per week with a demonstration on Sundays, with the classes capped at ten attendees each. "It was a Friday afternoon," he says. "By Sunday morning, two months' worth of classes were full."

The robots can be programmed by novices using proprietary software called Choreograph, which Giannini describes as similar to [Scratch](#), a visual programming language for kids developed by the Massachusetts Institute of Technology. Offering introductory classes in which everyone could use Choreograph and see instant results from their work kept attendees engrossed, while identifying patrons who might be curious to learn more.

"You can take a class with us, and by the end of the class you can have the robot wave and say something, and there's instant gratification," Giannini says. "Once you go deeper into that software, Python is underneath. By the end of the year, we trained over 2,000 patrons on [Choreograph]. I'd say 90 percent were happy taking the [basic] courses we provided,



creating a 30- to 60-second program on the robot, using existing movements.... But there was that ten percent who wanted to go deeper. And for them, we did an Hour of Code [course], and we taught Python."

### **PROGRESS REPORT**

Vengersammy and Walker agree that breaking a course down into manageable segments and demonstrating visible results help to keep learners involved. "One key to capturing an audience's attention is to show them the end product first," Vengersammy says. "This is what you're going to create."

In the OCLS two-part [Arduino](#) course, one of the very first things attendees do is set up the device and issue a command to make an LED light blink. "You have to tell it where the power is coming from, what ports you are using, how fast the light should blink. And people see it right away, and they're so excited," Walker says. "Then you can challenge them—make it blink faster, make it blink slower.... People think 'code' and 'programming' and 'microcontrollers' and they think 'that's going to be too much for me.' When you present it the way that we do, which is fun and easy and exciting, people build their skills without even realizing it."

Once the library helps patrons get past any initial trepidation and instills the confidence that they, too, can learn to code, it may just be the spark they need to seek out more knowledge or start their own projects. At Westport, Giannini says that he has reached a bit of a saturation point with large public demos of the robots, but that's not a bad thing. Going forward, Vincent and Nancy will continue to be in demand for advanced students, including a programming group from a local community college that recently booked a weekly session.

"It's one thing to give people the tool and show them the tool, but once they see the tool and understand [it], they want to take it and use it for their own purposes," Giannini explains. "That's the goal of any of the stuff that we teach. Actually, that's why we teach."