

AGENDA
The Denver Public Library Commission
Regular Monthly Meeting
Thursday, July 21, 2016, 8:00 a.m.
Denver Central Library
L7 Training Room

1. Call to Order.
2. Introductions.
3. Approval of Minutes of June 16, 2016, Regular Library Commission Meeting.
Commission
4. Public Comment Period.
5. Approval of Resolutions of Appreciation
 - a. Taylor Kirkpatrick
 - b. Gloria Rubio-Cortés
6. Election of Officers for 2016-2017. Taylor Kirkpatrick
 - a. Recommendation of the Nominating Committee
 - b. Election of Officers
7. Second Quarter Financial Report. Ron Miller
8. Report of the President and Members.
 - a. Approve criteria changes to the Blacks in Colorado Hall of Fame and Juanita Gray Community Service Awards. Rosemary Marshall and Zelda DeBoyes
9. Report of the Denver Public Library Friends Foundation. Gay Cook and Diane Lapierre
10. Report of the City Librarian.
 - a. Written report items.
 - b. Other items.
11. Facilities Master Plan.
 - a. GO Bond and Library Plan
 - b. Central Library Re(Imagining) Presentation. Humphries Poli/gkkworks
12. Other Business.
13. Adjournment.

Agenda Item 3

Action Requested: Approval

MINUTES
The Denver Public Library Commission
Regular Monthly Meeting
Thursday, June 16, 2016, 8:00 a.m.
Denver Central Library
L7 Training Room

Present: Lisa Flores, Judy Joseph, Mike King¹, Taylor Kirkpatrick, Rosemary Marshall

Excused: Gregory Hatcher, Alice Kelly

Staff: Rebecca Czarnecki, Rachel Fewell, Letty Icolari, Cori Jackamore, Michelle Jeske, Anne Kemmerling, Bob Knowles, Susan Kotarba, Elaine Langeberg, Diane Lapierre, Zeth Lietzau, Ron Miller, Mike Moran (SC), Ann Schwab, Brian Trembath, Richard Weinstock

Guests: Gay Cook; Friends Foundation, Brad Turk; Library Customer

1. Call to Order.
President Taylor Kirkpatrick called the meeting to order at 8:05 AM.
2. Introductions.
The Commissioners and staff present introduced themselves.
3. Approval of Minutes of May 19, 2016, Regular Library Commission Meeting.
Commission
The minutes were approved as written.
4. Public Comment Period.

Library customer Brad Turk appeared before the Commission to request a research exception to the 30 item limit on the Library Request It system. President Kirkpatrick let him know the Commission had been briefed on this issue and told Mr. Turk he had three minutes to speak.

Mr. Turk stated he believed an exception was in order as he is working on a music anthology and cannot wait to regain access to the Request It SERVICE in January 2017. Mr. Turk proposed that the Library deduct any additional items he needs this year from his 2017 Request It allowance. President Kirkpatrick thanked Mr. Turk for taking the time to come before the Commission and said they would be in touch with a response.

Customer Brandon King, son of Commissioner King, also took a moment to say how much he likes the Summer of Reading Program. He said it helps kids learn to read for fun

¹ Mike King left at 8:44 after City Librarian Report

and work for prizes. Commissioner Flores noted King was reading a Magic Treehouse book and asked which is his favorite. King replied it was the one he was reading at the time, *Afternoon on the Amazon*.

5. Approval of the Proposed 2017 General Fund Budget. Commission

Ron Miller began the budget discussion by mentioning two changes that were made since the Finance Committee met. The City's Budget Management Office notified us that we were slightly over the limit they had designated for base budget expansions. Miller took out two items, internet equipment and common room maintenance at Gonzales, and put them in as change requests. Therefore, in the budget before the Commission the base budget is lowered and change requests have increased.

President Kirkpatrick thanked Miller for the thoughtful and holistic approach to the budget. Kirkpatrick recommended accepting Miller's budget proposal.

Upon motion by Marshall and second by Joseph the 2017 budget was approved.

Miller thanked the Commission and stated this is an exciting time; change begins with the budget. Kirkpatrick again thanked Miller and the finance department for making the work of the Finance Committee so simple.

6. Report of the President and Members.

a. Approval of changes to Commission bylaws

President Kirkpatrick talked about how he looks for other organizations who might inspire and support DPL. He stated he is always impressed with how well connected DPL is to the community. He recently found one organization we might be interested in reaching out to, Constellation Philanthropy. The organization is not familiar with all the Library does and Kirkpatrick would like to facilitate a partnership.

Kirkpatrick asked Judy Joseph to report on a fun event related to the Booklovers Ball. Joseph said there was a great event at Footers. They set things up to go along with the Ball theme, the dark side of Grimm's fairy tales. It was well attended by a dynamic group.

Flores' 8-year-old was very excited about his summer camp at Gonzales. It was great to watch the summer camp assignments build on each other through the week and it attracted more and more kids through the week. She really appreciates the programs the Library offers that get kids excited about math and science and hopes we can continue to grow those programs.

Commissioner King took a moment to discuss Mr. Turk's public comment and asked if there are any workarounds to assist him. Jeske replied that exceptions can be made but cautioned that is a slippery slope. Central Administrator Rachel Fewell, and former manager of the collection development office, stated that WorldCat requests are limited to 30 because it is highly labor intensive for staff. DPL receives 45,000 requests a year. Prospector is an automated system that takes the burden off of staff. Today was the first time staff heard Mr. Turk feels like Prospector will not meet his needs.

Another Commissioner asked if Mr. Turk has received assistance to make sure he knows how to utilize and access the Prospector program. Fewell responded affirmatively stating that he has received assistance.

King asked if Mr. Turk found a research partner, if that person could take out items to help with the project. Fewell replied yes, that every person has 30 items they can request and it doesn't matter if it is to assist another person.

President Kirkpatrick then brought forth the discussion of the change to the Commission bylaws which was discussed and informally approved at the May meeting. He noted the change to the bylaws would mean officer elections would take place in July rather than September. He asked the Commissioners to vote on the amended bylaws today, so they could be read into the minutes and then a slate of officers would be put forth at the July meeting. Kirkpatrick made the motion and upon second by Marshall the Commission moved to amend the bylaws.

7. Report of the Denver Public Library Friends Foundation. Gay Cook and Diane Lapierre
a. Friends Foundation Financial Report

President of the Friends Foundation, Gay Cook told the Commission that included in their packet was the Friends Foundation 990 and audit for their review. Part of the Friends agreement with the Library is to submit this information for the packet.

Cook also noted the Friends nominating committee is getting close to an officer slate and slate of new trustees for next year.

She also said that the BLB turnout for the Booklovers Ball event at Footers was excellent. There were about 75 people in attendance. The Friends Foundation is tracking above where they were for BLB corporate sponsorship last year. The ball is October 15 and Eric Duran and Susana Cordova are the Ball chairs.

The Friends have some new software which makes it more efficient to identify prospective donors and highlight people who have been significant donors. Recently Cook and Michele Bishop have been meeting with key donors. They just met with one donor who has focused her donations on Bear Valley. She is a quiet library supporter and was delighted to meet with Cook and Bishop and be thanked for her support. She's given \$16,000 in four years and has donated to children's programs. The Friends are casting a wide net to thank people and to talk about stewardship of their gifts in hopes it will lay groundwork for continued support.

Next Tuesday is the pre-sale for the book sale. The sale will be happening in the Library this year.

Getting closer to the Friends and Family social at Sam Gary on July 23. This is for the first 100 families who sign up for a family membership at \$75. There will be activities for children and adults. A few tickets have been sold but the Friends have been waiting to ramp up the effort until after the Book Sale.

8. Report of the City Librarian and Staff.
a. Written report items.
b. Other items.
c. Special Collections Highlight: Douglas Fine Print Collection. Brian Trembath

Jeske's written report is fairly short as she's been on vacation. Jeske touched briefly on the Facilities Master Plan. There are three people from DPL on City teams and we're hoping to have more information later this summer. The Facilities Master Plan is also the strategy topic in July and there will be more to share at that time.

Humphries Poli and gkkworks (formerly Klipp) partnered together in writing a proposal and have been selected to help DPL craft a design proposal for Central. Both firms have a long history with us and submitted a very aggressive timeline. There will be public sessions and targeted community sessions to solicit ideas and feedback. In addition, there

will be 10 community conversations happening at branches to help inform those potential renovations.

The Commission is welcome to attend any of these meetings once the dates are set and staff will also have an opportunity to participate. If the Commission knows anyone who loves this building and would like to be involved, DPL is looking for cultural and educational leaders, informal learning partners, and people in business and workforce development, to weigh-in.

Jeske asked if there were any questions about the report. It was noted that the Staff Saturday campaign featuring pictures and brief bios of staff next to photos of librarians from other generations was really great. It was very fun and seemed like a great way to connect to the community and send a message about the Library's shifting culture.

Jeske showed off two current pieces of collateral, the new *What's In It for You* piece as well as the most recent *Engage* brochure. Jeske then passed around a list of STEM activities happening around the system on a Thursday and Saturday.

Summer of Reading has 19,000 kids registered already. There are many maker opportunities for teens and both our Build Camps and Dev Camps have waitlists. There is also a scheduled Hackathon. DPL partnered with Development Denver and is pairing 10 teens with 10 developers to spend 24 hours together to make an app.

After reviewing the list of STEM activities President Kirkpatrick solemnly announced at 8:42 AM he officially become an old fogey due to his inability to comprehend two of the offered programs: *#3D wiggle vision with GIMP* and *Hacking your shirt with LED's*. It was explained to Kirkpatrick that GIMP is an open source software that is similar to photoshop and hacking your shirt is programming it to light up with LED lights.

Brian Trembath, a special collection librarian in Western History/Genealogy, then came forward to show off books from DPL's Douglas Collection of Fine Printing. It is in this collection that DPL houses Babylonian clay tablets and a page from the Gutenberg Bible. Trembath said that he adds a few handmade books to the Douglas Collection each year and showed the Commission several examples. He noted that many of the artists are women and it's a wonderful way to invite them into the collection. Most of the books are for inspiration and some also have research value. Trembath said he is happy to do a presentation for Commissioners upon their request. Trembath tries to get local artists as much as possible and tries to stay Western in scope. A few of the books shown were:

- *First appearances* - Andrea Crane. Lovely ink drawings featuring insects and animals she hadn't seen before around the family farm after the death of her father.
- *Two Red Dots Ascending and Descending* - Charlene Asato. Asato is from Hawaii and the binding is all origami with no glue or staples.
- *Extinct Extant* - a book with handmade cards featuring extinct birds.
- *423 Cry* - About how fracking has changed Weld County by someone who lives there.
- *Fake Snow Collection* - About the different types of fake snow; includes samples.
- *Paper from Plants* - Featured different papers made from plants.

Flores asked Trembath if DPL collects zines. Trembath replied it depends on the quality but likely not for this particular collection. However, zines and magazines are part of the scope of WHG and he noted we have the first national LGBT magazine and are planning an exhibit around that.

Kirkpatrick asked if DPL collects any presses. Trembath said not specifically, we have 3-4 dealers we usually work with and are always looking to add to the collection. Trembath spends about 10% of budget on these each year. He is planning to do some video content for social media to highlight some of the collection.

9. 2017 Summer of Learning. Ann Schwab.

Ann Schwab introduced herself as the senior librarian in Children's and the initiative lead for Summer of Learning (SOL). To form the team there was an application and interview process. Schwab then led the Commission through a presentation (see attached slides).

The work of the team is to figure out how to keep kids and families in mind as we explore Summer of Learning. The goal is to target the 'summer slide' that happens for children during the summer and see what DPL can do to help alleviate it.

The team is working hard to keep an open mind as they make the shift from Summer of Reading to Summer of Learning. In many ways, we're already doing Summer of Learning, part of it is shifting the branding and partnerships.

This team is a research team versus an implementation team and their work will culminate in a recommendation to the E-Team. The goal is to have recommendations by November 1.

Ann said that part of the work of the team is going into the community and they are holding meetings off site. Recently, they met at the Children's Museum and talked to the Director of Programs and Education. The team is also reaching out to community partners in areas of Denver where 3rd grade reading levels are the worst.

Schwab also thanked Annie Kemmerling, manager of innovation and strategy, for her support and asked the Commissioners if they had questions.

Marshall asked Schwab if 3rd grade reading levels are getting worse. Schwab replied that yes, they are declining. The current statistics show some areas where 90% of children in the third grade are not proficient at reading. SOL may need to look different at different branches.

Flores noted that no one entity can fix this and referenced DPS's Denver 2020 plan. She talked about how funding is a major issue and that the state of Colorado is \$2000 below the national per person funding. Flores noted that Tabor has had severe negative consequences but that it's a multi-layered issue. She also noted Denver is making strides forward in some areas, noting that the graduation rate for Latinos is up from 30% to 61%. She also talked about the importance of social and emotional support.

Schwab said that DPL does early literacy extremely well and we also excel at providing the social and emotional component. Schwab called out that people are not graded or tested at the Library and that we need to be much more intentional with our partners.

Kirkpatrick thanked Schwab for the information and the great presentation and Jeske mentioned in September we will talk more about DPS partnerships.

10. Other Business.

N/A

The meeting was adjourned at 9:32 A.M.

Submitted by Rebecca Czarnecki for Judy Joseph.



Summer of Learning Initiative Team

Ann Schwab
Senior Librarian
Children's Library

2016 Work Plan

- ❏ Reimagine and formulate recommendations for changes aligned with summer learning loss/summer slide
- ❏ Expand beyond reading, include other informal learning activities
- ❏ Improve partnerships

THE ACHIEVEMENT GAP

The achievement gap between children from high- and low-income families is roughly **30 TO 40 PERCENT LARGER** among children born in 2001 than among those born twenty-five years earlier.¹



"...EDUCATION IS A WAY OUT OF POVERTY — BUT POVERTY IS ALSO A HINDRANCE TO EDUCATION."²



Parents with the means invest more time and money than ever before in their children while lower-income families, which are now more likely to be headed by a single parent, are increasingly stretched for time and resources.³

LOW-INCOME YOUTH LACK OPTIONS IN THE SUMMER, and sometimes come to the library because it's air conditioned.⁴



FOR EVERY ONE LINE OF PRINT READ BY LOW-INCOME CHILDREN, MIDDLE-INCOME CHILDREN READ THREE.⁵

What Happens to Children DURING THE SUMMER?



During the summer months, disadvantaged children tread water at best or even fall behind. It's what we call

"SUMMER SLIDE"

while better off children build their skills steadily over the summer months.



SUMMER LEARNING LOSS

accounts for about two-thirds of the ninth grade achievement gap in reading.⁷

How Summer Learning Can Help CLOSE the Achievement Gap.

SUMMER LEARNING PROGRAMS TARGETED TO LOW-INCOME STUDENTS

can help close the achievement gap that has been attributed, at least in part, to cumulative learning loss during the summers and that has been shown to be steeper for low-income students than for others.



Longitudinal studies indicate that **the effects of summer learning programs endure for at least two years after participation.**⁶

¹⁻³ New York Times, Feb 9, 2012, Education Gap Grows Between Rich and Poor; Studies Say; Sean F. Reardon, Stanford University, Whittier Opportunity; Rising Inequality and the Uncertain Life Chances of Low-Income Children; Peter Edelman, Professor of Law, Georgetown Law Center; Huffington Post, Reinventing the American Dream: A Broader Bold Approach to Tackling the Achievement Gap; ⁴ Goals and Gaps: Changing Inequality in U.S. College Entry and Completion; Martha J. Bailey, Susan M. Dynarski; ⁵ Making Summer Count: How Summer Programs Can Boost Children's Learning; RAND Corporation 2011; ⁶ Lasting Consequences of the Summer Learning Gap; Karl L. Alexander, Doris R. Entwistle, and Linda Steffel Olson, American Sociological Review 2007; Additional Sources: The Achievement Gap, Education Week, Aug 3, 2004; Annie E. Casey Foundation 2011

Team Members

- ❑ Camron Bridgford, Community Relations
- ❑ Josh Hem Lee, Green Valley Ranch
- ❑ Annie Kemmerling, Manager of Innovation & Strategy
- ❑ Sarah McNeil, Early Learning
- ❑ Kristin Roper, Schlessman
- ❑ Ann Schwab, Children's Library (initiative lead)
- ❑ Laura Turk, Hadley



Learning As We Go

- ❑ Mix of methodologies
 - ❑ Design thinking
 - ❑ Asset mapping
- ❑ Open minds
- ❑ Shift in meeting time/frequency



Research

- ❏ National summer learning perspectives
 - ❏ [Urban Libraries Council](#) (ULC)
 - ❏ [National Summer Learning Association](#) (NSLA)
- ❏ [Status of Denver's Children 2016](#)
- ❏ Our community
 - ❏ United Way
 - ❏ Children's Museum
 - ❏ Denver Human Services
 - ❏ Councilman Herndon

More Research!

❏ Learning opportunities

- ❏ Learning Rebundled
- ❏ Helping Boys Thrive Summit
- ❏ Digital Badge Summit

❏ Research topics

- ❏ Psychology (incentives, motivation)
- ❏ Education (personal learning, how kids learn to read)
- ❏ Parent/family engagement
- ❏ Cultural relevancy

Child Care Capacity

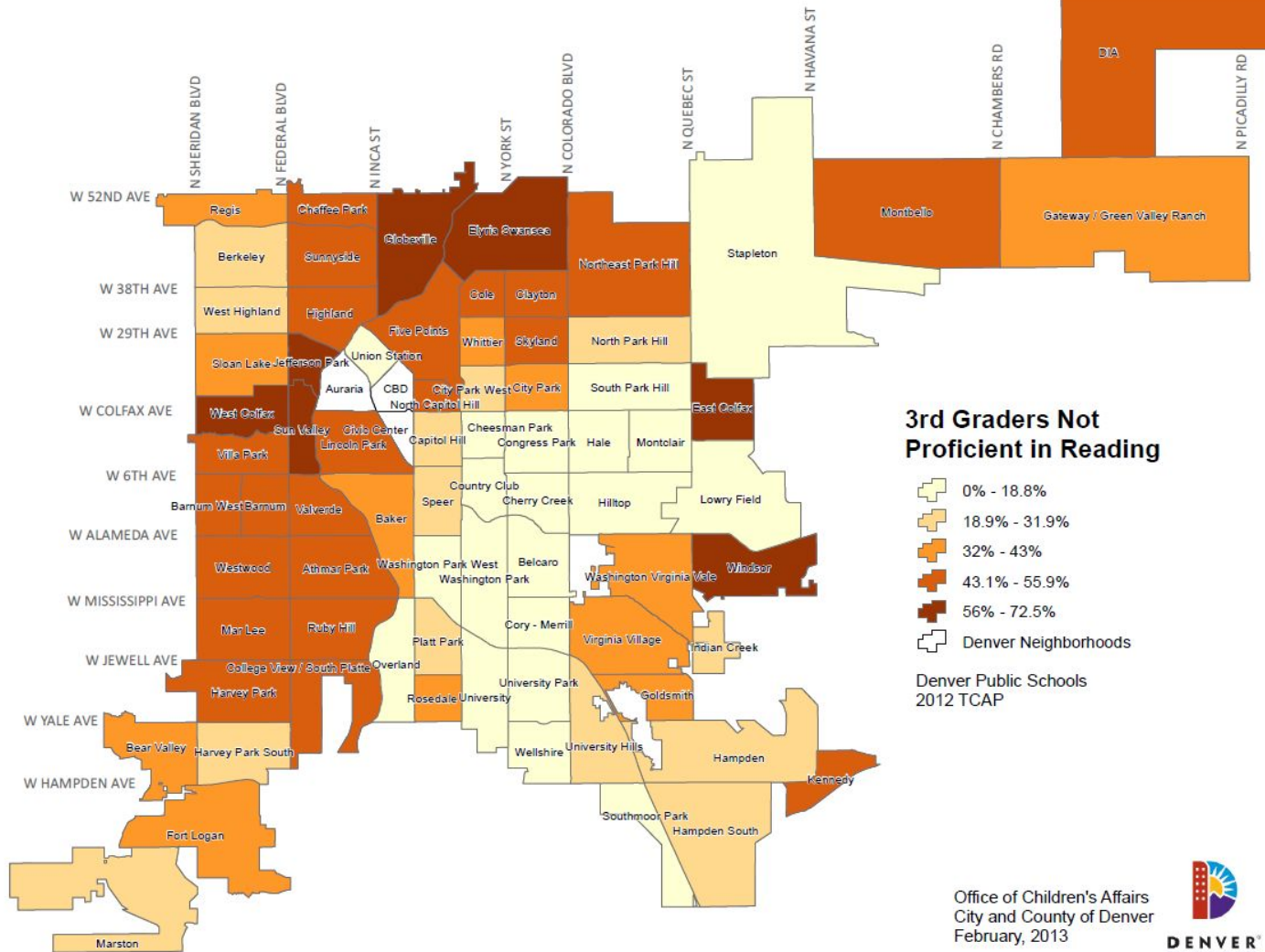
- ❑ Fill 13% of the demand for infant care
- ❑ Fill 21% of the need for summer & before/after school care for school age children

-- from [Early Childhood Fact Sheet](#), Office of Children's Affairs

Third Grade Readers

- ❑ 69% of DPS third graders not reading at grade level
- ❑ In seven neighborhoods, 90% or more of students not reading at grade level

-- from [Status of Denver's Children 2016](#), page 77



Future

- ❑ Interview co-workers, consultant team
- ❑ Continue community interviews
- ❑ Research benchmark libraries
- ❑ NSLA conference presentation
- ❑ Formulate recommendations
- ❑ Present recommendations to E-Team by November 1st





NATIONAL
SUMMER
LEARNING DAY
JULY 14, 2016

Agenda item 5a

Requested Action: Approval

A RESOLUTION OF APPRECIATION FOR TAYLOR KIRKPATRICK

The Denver Public Library Commission wishes to recognize our colleague and friend Taylor Kirkpatrick, whose service as a member and President of the Commission is now concluding.

Taylor joined the Commission in August 2008 and has performed his duties as a member and President with great success.

Throughout his terms, Taylor provided leadership in many roles, always with a significant dose of charisma and wit.

During Taylor's tenure, voters passed Ballot Measure 2A, ensuring additional funds to open every branch a minimum of 48 hours per week. This translated to a welcome 40 percent overall increase in hours. Most recently, Taylor helped open the beautiful new Rodolfo "Corky" Gonzales Branch Library.

Taylor has advocated for the library effectively and eloquently, donating time, talent and resources. He chaired the Corporate Committee for Booklovers Ball in 2011, a very successful year for the annual fundraiser.

Taylor presided over Commission meetings with composure and diplomacy, and charmed us all with his quick sense of humor.

We extend heartfelt thanks and appreciation to Taylor Kirkpatrick for exemplary service to the Commission, the Denver Public Library and the people of Denver.

Unanimously approved, _____2016.

Agenda item 5b

Requested Action: Approval

A RESOLUTION OF APPRECIATION FOR GLORIA RUBIO-CORTÉZ

The Denver Public Library Commission wishes to recognize our colleague and friend Gloria Rubio-Cortéz, whose service as a member of the Commission is concluding.

Appointed by Denver Mayor Michael B. Hancock in September 2010, Gloria has been a valuable member of the Commission since she came aboard.

As a fan of all things library-related, Gloria enthusiastically represented the Commission at library events including everything from Frock Out to award ceremonies to branch openings. While modest about her own achievements, Gloria is quick to praise staff for a job well done.

With diplomacy and tact, Gloria guided policy for the library and helped shape the overall direction of our organization.

During her tenure, we celebrated our 125th anniversary, opened the long-awaited Rodolfo “Corky” Gonzales Branch Library and welcomed a new City Librarian.

With Gloria’s warm personality and ready smile, she earned the respect and affection of her fellow Commissioners and library staff.

We are grateful to you, Gloria, for the enthusiasm and skill with which you have served this great organization. Job well done, indeed.

Unanimously approved, _____2016.

Agenda Item 6

Requested Action: Approval

Election of Officers for 2016-2017

The members of the Commission Nominating Committee are Lisa Flores, Gregory Hatcher, and Taylor Kirkpatrick.

The recommendation of the Nominating Committee is as follows:

- Rosemary Marshall, President
- Judy Joseph, Vice President
- Alice Kelly, Secretary

Agenda Item 7

Requested Action: Receive Report

Denver Public Library (DPL) Financial Report – 2nd Quarter 2016

Introduction

This report consists of unaudited financial statements of the Denver Public Library's General Fund (GF) and Special Revenue Fund (SRF) activity for 2016. The purpose of the statements is to inform the Library Commission of the Library's financial activities and to demonstrate compliance with the 2016 budget approved by the Commission.

This report includes four statements:

- Statement 1 shows the expenditures by type for the second quarter of 2015 and 2016 and the first six months of 2015 and 2016.
- Statement 2 shows the original budget, revised budget, expenditures and remaining available budget for 2016. This statement includes a bar chart showing the total 2016 budget and year-to-date expenditures for 2016 and 2015.
- Statement 3 shows the expenditures by function for the second quarter of 2015 and 2016 and the first six months of 2015 and 2016. This statement includes a bar chart showing the relationship between the 2016 and 2015 year-to-date expenditures by functional area as of June 30.
- Statement 4 shows the Special Revenue Fund revenue for the second quarter of 2015 and 2016 and the first six months of 2015 and 2016. SRF expenditures 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 2015 to 2016. Expenditures that are relatively close to the approved budget or have not significantly changed from 2015 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

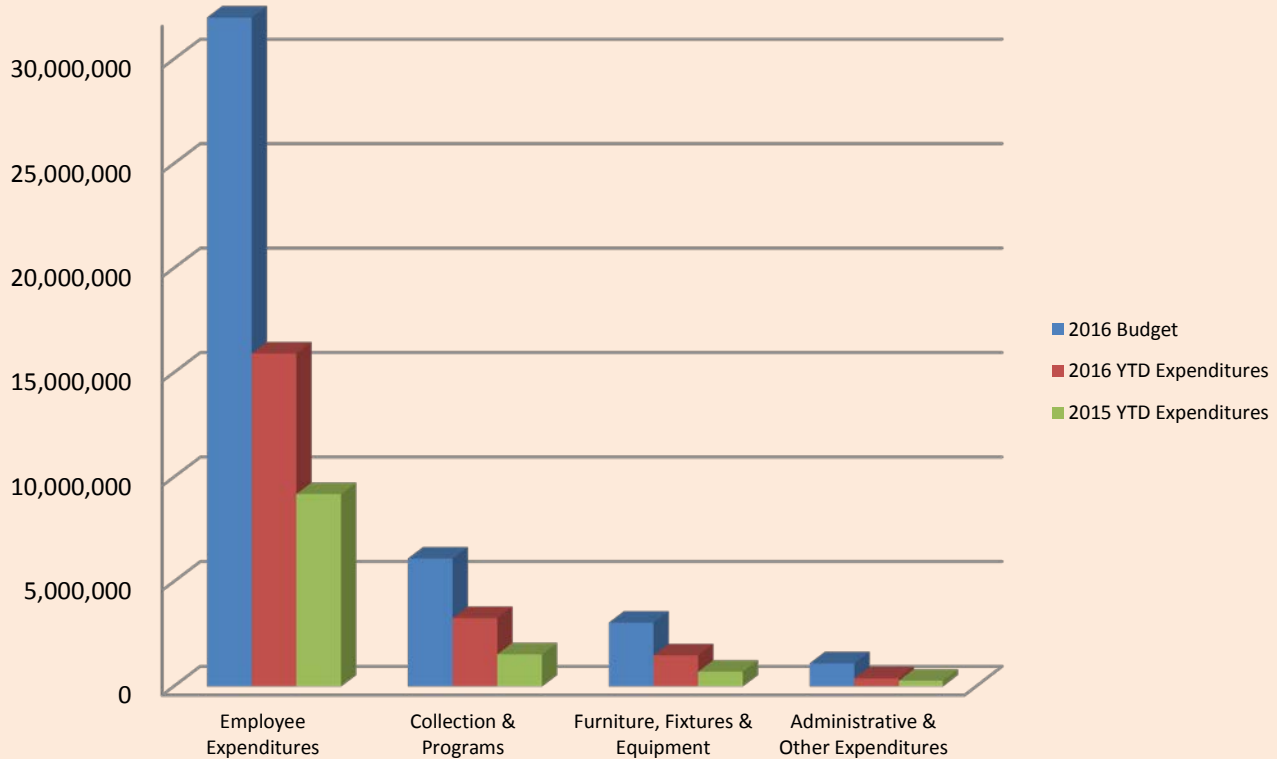
Expenditures by Type	Three Months Ended		Six Months Ended	
	June 30, 2016	June 30, 2015	June 30, 2016	June 30, 2015
Employee Expenditures				
Personnel	\$8,254,285	\$9,148,141	\$15,852,383	\$16,357,021 ⁿ
Staff Recognition	8,818	6,824	16,997	13,276
Training & Workshops	666	35,595	52,944	40,223
Total Employee Expenditures	8,263,769	9,190,560	15,922,324	16,410,520
Collection and Programs				
Books & Materials	1,426,011	1,421,573	3,093,610	3,060,425
Central & Branch Programming	123,047	110,833	169,791	204,126
Total Collections and Programs	1,549,058	1,532,406	3,263,401	3,264,551
Furniture, Fixtures, & Equipment				
Technology Services & Equipment	270,278	365,077	768,475	693,639
Office Furniture & Equipment	95,384	65,160	153,835	70,883 ⁿ
Leases - Buildings & Equipment	35,717	45,637	172,744	82,251
Building Maintenance & Supplies	105,739	128,434	169,537	179,183
Equipment Maintenance & Supplies	42,538	47,266	106,808	104,561
Custodial Supplies & Services	53,269	37,185	85,115	74,889
Safety & Security	17,961	12,736	26,502	19,039
Total FF&E	620,886	701,495	1,483,016	1,224,445
Administrative and Other Expenditures				
Office & Misc Supplies	105,477	120,555	171,678	188,717
Administrative	17,020	15,810	28,285	46,976
Travel & Conferences	25,810	47,681	57,259	73,467 ⁿ
Official Functions	16,374	5,265	21,175	17,056
Postage	19,966	20,200	55,139	40,733
Printing	33,793	60,220	40,456	66,466
Advertising	12,287	6,232	17,311	8,012
Total Admin. & Other Expenditures	230,727	275,963	391,303	441,427
Total Expenditures by Type	\$10,664,440	\$11,700,424	\$21,060,044	\$21,340,943

Statement 2

Budget and Expenditures by Type	2016 Budget *		Expenditures	Budget Amount
	Original	Revised	as of 6/30/16	Remaining
Employee Expenditures				
Personnel	\$34,936,807	\$34,911,025	\$15,852,383	\$19,058,642
Staff Recognition	46,130	81,435	16,997	64,438 <i>n</i>
Training & Workshops	166,873	165,958	52,944	113,014
Total Employee Expenditures	35,149,810	35,158,418	15,922,324	19,236,094
Collection and Programs				
Books & Materials	5,636,975	5,731,021	3,093,610	2,637,411
Central & Branch Programming	475,033	377,831	169,791	208,040 <i>n</i>
Total Collections and Programs	6,112,008	6,108,852	3,263,401	2,845,451
Furniture, Fixtures, & Equipment				
Technology Services & Equipment	1,476,276	1,435,535	768,475	667,060
Office Furniture & Equipment	259,199	388,268	153,835	234,433 <i>n</i>
Leases - Buildings & Equipment	278,590	274,232	172,744	101,488
Building Maintenance & Supplies	455,550	464,749	169,537	295,212
Equipment Maintenance & Supplies	223,600	221,175	106,808	114,367
Custodial Supplies & Services	148,850	148,850	85,115	63,735
Safety & Security	59,100	110,900	26,502	84,398
Total FF&E	2,901,165	3,043,709	1,483,016	1,560,693
Administrative and Other Expenditures				
Office & Misc. Supplies	409,365	489,394	171,678	317,716
Administrative	100,090	105,896	28,285	77,611
Travel & Conferences	140,613	152,261	57,259	95,002
Official Functions	30,870	86,612	21,175	65,437 <i>n</i>
Postage	70,150	68,800	55,139	13,661
Printing	69,900	85,865	40,456	45,409
Advertising	52,250	75,850	17,311	58,539
Undesignated Budget	135,000	39,164	n/a	39,164 <i>n</i>
Total Admin. & Other Expenditures	1,008,238	1,103,842	391,303	712,539
Total Expenditures by Type	\$45,171,221	\$45,414,821	\$21,060,044	\$24,354,777

* The 6/30/16 revised budget of \$45,414,821 is comprised of \$2,223,450 from the Special Revenue Fund and \$43,191,371 from City funds.

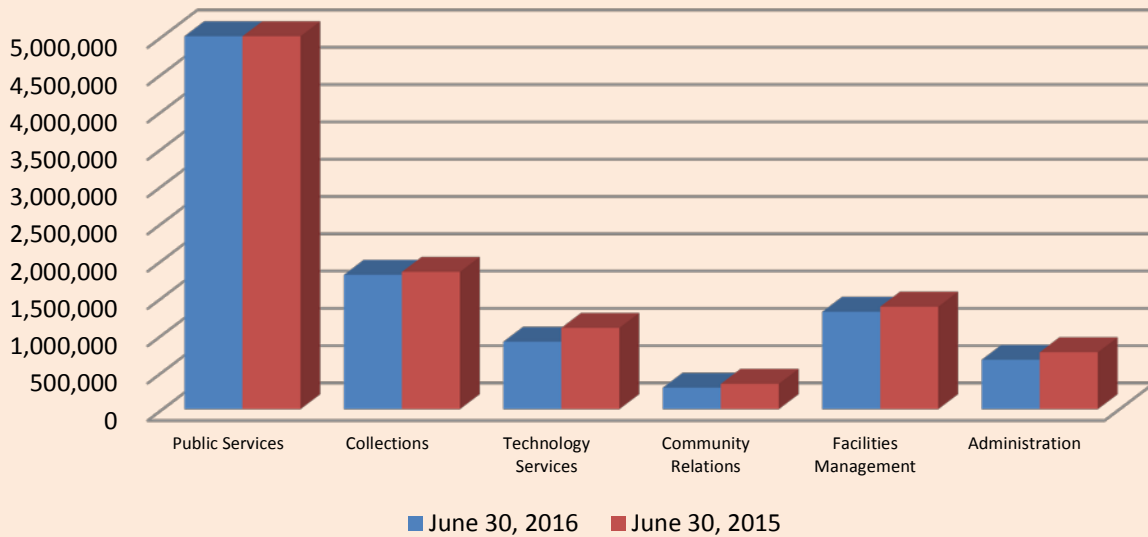
2016 Annual Budget and Expenditures



Statement 3

Expenditures by Function	Three Months Ended		Six Months Ended	
	June 30, 2016	June 30, 2015	June 30, 2016	June 30, 2015
Public Services	\$5,704,339	\$6,293,033	\$10,788,569	\$11,091,978
Collections	1,800,950	1,840,823	3,847,243	3,919,747
Technology Services	903,793	1,089,614	2,021,157	1,907,043
Community Relations	287,412	339,673	525,799	559,305
Facilities Management	1,305,626	1,374,191	2,482,099	2,466,541
Administration	662,320	763,090	1,395,177	1,396,329
Total Expenditures by Function	\$10,664,440	\$11,700,424	\$21,060,044	\$21,340,943

2015 & 2016 YTD Expenditures by Function



Statement 4

Special Revenue Fund Revenue *

	Three Months Ended		Six Months Ended	
	June 30, 2016	June 30, 2015	June 30, 2016	June 30, 2015
Operational Activity				
Equipment (copiers, printouts)	\$329,192	\$44,064	\$374,637	\$85,407 ⁿ
Branch and Central Meeting Rooms	15,100	10,891	27,727	22,714
WHG Photographic Services	19,639	14,123	28,986	32,849
Lost Books	29,390	34,778	61,522	70,896
Vending and Café	5,153	4,832	9,440	8,296
Total Operational Activity	398,474	108,688	502,312	220,162
Distributions				
Caroline Bancroft Trust	7,495	9,285	7,495	13,837
Frederick R. Ross Library Trust	0	0	29,446	29,446
Total Distributions	7,495	9,285	36,941	43,283
Friends Foundation Transfers				
Special Use Fund	357,000	521,315	357,000	521,315
Endowment	0	67,500	67,500	67,500
Fundraising Events	180,000	0	180,000	0
Others	42,850	0	42,850	0 ⁿ
Total Friends Foundation Transfers	579,850	588,815	647,350	588,815
Miscellaneous Revenue	47,997	44,933	79,300	98,182 ⁿ
Total Special Revenue Fund Revenue *	\$1,033,816	\$751,721	\$1,265,903	\$950,442

* Total 2016 budgeted Special Revenue Fund Revenue as of 6/30/16 = \$2,223,450

Notes

Statement 1

Year-to-date expenditures through June 30 were \$280,899 lower than 2015. This is primarily due to the timing of pay periods in 2016 vs. 2016. The difference is reflected in the Personnel category, where YTD expenditures are shown as being about \$500,000 lower than last year.

Expenditures for Office Furniture & Equipment through June 30 are \$82,952 higher than in 2015. Several different capital equipment purchases made this year are included in this category:

- A new John Deere tractor mower purchased for the Facilities department;
- A chariot vacuum for the Custodial department; and
- A folder/insert machine purchased for use by the mail room staff.

The Travel & Conference category has lower expenditures to date compared to 2015, but the budget is expected to be spent by the end of the year. Recent conference attendees include IT Manager Matt Hamilton, who attended the American Library Association conference in Orlando in June, and Western History Librarian Katie Rudolph, who took a course in Digital Forensics for Archivists in Baton Rouge in April. Upcoming trips include the Association of Bookmobile and Outreach Services conference and the Urban Libraries Council Annual Forum, both in October.

Statement 2

In addition to the original and revised budget, statement 2 shows the actual expenditures for the year and the amount of budget remaining as of June 30, 2016. 46% of the annual budget has been spent as of June 30, which is consistent with the spending patterns of prior years.

The Staff Recognition budget is 21% spent through the first half of the year. This budget is primarily funded by the Special Revenue Fund. YTD expenditures include costs related to employee of the year and employee of the quarter celebrations, volunteer appreciation, and gifts and celebrations for retiring staff. Upcoming expenditures for this category will include the annual staff event, a Colorado Rapids game, and annual holiday gifts to staff.

\$208,040 of the Central & Branch Programming budget remains as of June 30. Much of these remaining funds will be spent on fall Plaza, STEM, and after school (ASIC) programming. These programs, funded by the Special Revenue Fund through a grant from the Denver Foundation, operate on a school-year calendar with the new season set to begin when students return to school in August.

Budget amounts in different categories can change frequently throughout the year as money is reallocated to the greatest needs. Two significant changes that have occurred so far this year are a decrease in the Central & Branch

Programming category, and an increase in Office Furniture & Equipment. The change in programming is because money was set aside in a performers account in the City Librarian's budget at the beginning of the year, with plans to use it for strategic needs as branch service plans were finalized. As plans were approved, budget was reallocated to the other categories, such as Office Furniture & Equipment, which was the recipient of strategic funding from both the General Fund and SRF. This funding is reflected in the overall budget increase to this category.

Approximately 25% of the Official Functions category has been spent through June. Expect to see this remaining budget spent in the third and fourth quarter as planning continues for DPL Staff Day to be held on October 10th at the Renaissance Denver Stapleton Hotel. This will be an all-day event for all DPL staff featuring a number of activities as well as the annual staff awards ceremony.

Although we do not categorize any expenditures as "undesignated", the decreased budget in this category indicates that a portion of these undesignated funds have been approved by the E-team for spending and allocated to other categories. Funded items in 2016 include replacement coin bill acceptors for public printers and copiers, Staff Day, and the new DPL Connect Bikes.

Statement 4

SRF revenue through June was almost \$200,000 higher than 2015. This was due to \$282,000, included in the Equipment category, for a check received from E-Rate to refund DPL for internet equipment purchased in 2015. E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, under direction of the Federal Communications Commission. The program helps schools and libraries with the costs of offering broadband internet service.

In the "Other" Friends Foundations Transfers category, the \$42,850 includes a \$20,000 contribution to the Summer of Reading Program, and \$22,850 in funds raised by the Western History/Genealogy Council.

The miscellaneous revenue category includes a \$28,000 grant from the Buell Foundation to fund the Read Aloud program for 2016, as well as \$4,300 given to DPL from the Mary Wiedenmann Trust.

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 (14% 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 8a
Requested Action: Approval

CRITERIA FOR THE BLACKS IN COLORADO HALL OF FAME AWARD

NAMING: The award, originated by former DPL employees, Juanita Ross Gray and Pauline Robinson at the Ford-Warren Branch Library, is named to celebrate the induction of an individual into the Blacks in Colorado Hall of Fame.

AWARD INDUCTEE: The inductee will be a Coloradan of African American origin who has made major contributions and/or achievements to the African American community, the state of Colorado and the nation. The inductee must be the first African American whose contribution in a particular field positively impacted the total community.

AWARD CONTENT: The award will consist of a photo of the winner's choice, which will be placed in the Blacks in Colorado Hall of Fame gallery, a plaque and a certificate.

ADMINISTRATION OF THE AWARD: The awards committee, which is the Juanita Gray Community Service Awards Committee, will publish the award criteria, invite and consider nominations, choose the inductee(s), and manage the presentation of the award. The committee reserves the right to select inductee(s), based on the recipient guidelines, whether or not a person is nominated.

SOURCE OF FUNDS: The cost of the photograph, plaque, certificate and the event comes from a Special Trust Fund of the Community Relations Department. Director of Community Relations sets the budget, which is the Juanita Gray Fund, for this event.

TIMING: The event is held bi-annually in conjunction with the Juanita Gray Community Service Award program and Black History month celebration during the first week of February.

CRITERIA FOR THE JUANITA GRAY COMMUNITY SERVICE AWARD

NAMING: The award is named for Juanita Ross Gray, longtime civic leader and former employee of the Denver Public Library who established a comprehensive outreach program between the library and the African American community. Juanita Gray was a trailblazer in the area of collaboration and partnering with community members.

AWARD RECIPIENT: The recipient(s) will be African American and a Colorado resident who has taken an active role in the community above and beyond paid employment. The recipient(s) will have made an impact on the community and/or city and/or state and will be a supporter of the Denver Public Library. One recipient of the annual award should include a youth, age 14-18 years.

AWARD CONTENT: The award will consist of a plaque and a certificate, plus certificates for all nominees.

ADMINISTRATION OF THE AWARD: The awards committee which will consist of citizens of the community, Denver Public Library staff and at least one Community Relations staff person. The Library Commission will appoint a commissioner to serve on the committee. The committee will publish the award criteria, invite and consider nominations, choose the recipient(s), and manage the presentation of the award.

SOURCE OF FUNDS: The Juanita Gray Award budget is supported by the Special Trust Fund budget of the Community Relations Department. The Director of Community Relations sets the amount allocated for this event.

TIMING: The program and reception are held the first week of February, Black History Month, at either Ford Warren Branch Library or Blair-Caldwell African American Research Library.

COMMITTEE SELECTION: Member recommendations or nominations are selected and approved by the current committee and can include member(s) of the Juanita Gray family. Committee participants must be active, involved working members of the group.

Agenda Item 10a

Action Requested: Receive Report

City Librarian Report

Summer of Reading



It's July and that means our libraries are hopping with activity. Staff members are signing babies, children and teens up for Summer of Reading, leading fun and educational programs and distributing prizes. I spent an afternoon at the Montbello Branch signing enthusiastic kids up for the program and handing out books, journals, rubber duckies and the ever popular Elitch Gardens tickets. As of July 12, there are over 27,000 youth enrolled in the program.

Earlier this summer, kids and families participated in a STEM Camp at Montbello. I got a chance to check out their work - these handcrafted, wooden, artistic wraps to the columns leading up to the main entrance. I was also able to see the new ideaLAB that our Facilities Department is building. Staff is already doing youth STEM programming in the space even before it's fully opened.



Facilities Master Plan

The library has submitted its branch library renovation priorities and estimated costs during the City's capital improvement process this summer. The estimated costs come to just over \$12 million. Priorities are based on facility condition, age, last renovation date, geographic equity and community needs:

Smiley
Byers
Ross-Broadway
Athmar Park
Ross-University Hills
Pauline Robinson
Ross-Barnum
Schlessman Family
Eugene Field
Blair-Caldwell

In addition, the team continues to work on the Central Library vision and space planning. The team has met with many individuals and groups of staff members, five themed focus groups, two community sessions and many individual users of the library. The initial ideas will be presented at the July Library Commission meeting with a more fleshed out proposal with estimated costs presented at the August Library Commission meeting and a full report submitted in September.

Highlights from the Finance and Business Processes Division by Ron Miller

Accounting

The biggest development in this department is the initial preparation for conversion to the Workday financial system that will replace the City's accounting and financial system, Peoplesoft, in 2017. We have attended overviews on the financial accounting and reporting modules of the system. This week we will be involved in business design workshops for budgeting and financial accounting. The Budgeting, Financial Accounting, Reporting and Purchasing modules are scheduled to go live next July. Workday will be a major improvement for this department's operations since it will integrate budgeting, accounting, purchasing and reporting with City systems for the first time. We will no longer need a separate financial system where we enter transactions and then send them to the City to be entered a second time.

Accounting has also been working with managers and vendors to eliminate invoices received without purchase order numbers. The number of these invoices has been significantly reduced and the goal is to make PO numbers available before the next fiscal year.

We have completed all preparatory work for implementing the new chip reading credit card terminals later this year.

Purchasing

We are preparing for the retirement of Jeanine Haney, our Senior Buyer, at the end of October. Jeanine has led the Purchasing and Supply Room staff for 15 years. She was recognized as the

Employee of the Quarter in 2014 and her department received the outstanding service award in 2015. She will be missed.

The Supply Room staff are finishing up with the Great Clean Up Project which had branches & Central departments going through their excess office and craft supplies and sending it all to our Central supply room. The items are being put on the inventory list for all to see and order from.

Metrics

Seana O'Grady, our Data Analyst, has been working with our IT department to finish the installation of new door counters. The new door counters are some of the best available, however, they take a lot of time to calibrate to accurately capture the number of visitors. This has taken the majority of Seana's time for the last four months. We expect this project to be done in the next two weeks.

For the remainder of 2016 and flowing into next year, we will be working on the Data Roadmap initiative. This project will determine what data is needed for decisions, how the data is collected, where it is stored and how it is disseminated. One of the major challenges is integrating the various sources of data. There are currently seven different primary systems which provide key data points, and dozens of different departmental repositories of data at DPL. Item circulation accounts for over 4 million transactional data points alone, and this is only a single output measure.

Seana is participating in the Public Library Association's Project Outcome, a nation-wide initiative to measure the effectiveness of seven core library services: Civic/Community Engagement, Digital Inclusion, Early Childhood Literacy, Economic Development, Education and Lifelong Learning, Job Skills and Summer Reading. This task force is charged with developing standardized measures of effectiveness for widely-offered public library programs and promoting the training for implementation and use of the measures across public libraries.

Dates to Remember:

- 7/29, 6-10 p.m., Untitled: In-Sync, Denver Art Museum
- 8/20, 1-3 p.m., The Jungle Book: The Strength of the Wolf is the Pack author event, CEN-Basement Conference Center
- 8/26, 6-10 p.m., Untitled, Denver Art Museum
- 9/8, 6:30-8 p.m., Book Store Opening Event, CEN-First Floor
- 9/10, 10 a.m.-12 p.m., Latino Awards, Rodolfo "Corky" Gonzales Branch Library

City Librarian Activity Highlights

Mayor and City Council

- Participated in Mayor's Agency Head meeting
- Met with Mayor Michael B. Hancock to provide an update on the library
- Met with City Councilor-at-Large Deborah Ortega to update her on the library
- Attended Mayor's 2016 State of the City address
- Met with Mayor's Chief of Staff Janice Sinden to talk about library/city collaboration

Facilities Master Plan

- Held multiple internal Facilities Master Plan and Central Library meetings
- Participated in multiple Central Library Re(Imagining) focus groups and community sessions
- Met with Denver Art Museum staff/architects and Central Library staff/architects about Acoma Plaza and renovation plans
- Met with Parks and Recreation staff to discuss potential collaboration on a facility in the Westwood neighborhood
- Participated in Globeville Community Center community workshop
- Met with Parks and Recreation and Arts and Venues staff along with the RiNo Arts District to discuss upcoming River North Park community meetings

Community Engagement

- Participated in Golden Triangle Steering Committee meeting
- Attended Denver Art Museum Summer Celebration
- Met with Stephen Kreidler, Vice President for Administration and Finance at Metro State, and Carol Svendsen, Associate Vice President, to discuss potential college pathways from Career Online High School and potential collaboration regarding ideaLAB, RiNo Park and an upcoming Metro State project
- Attended Downtown Denver Partnership Annual Meeting
- Participated in library's Our House: An Empathy Project

Early Learning

- Participated in final DPS Birth to Eight Roadmap Steering Committee meeting
- Met with Jennifer Landrum, CEO of Denver Preschool Program, to discuss how to get library cards to all 4-year-old preschoolers and how to cross-promote programs

Out of School Learning

- Participated in press conference to announce new Colorado State Parks Pass circulation through Denver Public Library and other libraries across the state

Adult and Family Programming

- Met with Deborah Jordy, Director of the Colorado Business Committee for the Arts, to talk about co-programming ideas

Services to Immigrants and Refugees

- Met with Jason Salas, Director of Denver's Office of Financial Empowerment, and Mary Kathryn Sagaria-Barritt from Operation Hope to discuss the possibility of starting a financial empowerment center in one or more libraries

Library Commission

- Met with Anthony Aragon to discuss Library Commission applications
- Lunched with Commissioner Alice Kelly and City Club President June Twinam to discuss potential speech at City Club

Friends Foundation

- Participated in Friends Foundation Executive Board/Library meeting regarding revising the Memorandum of Agreement between the two organizations

Staff Support

- Part of the library's Pride Parade team
- Worked with Reference staff and Western History/Genealogy staff on a Sunday afternoon
- Attended luncheon honoring two staff members featured in the City's new employee orientation video and interactive training method
- Interviewed by Lincoln High School CareerConnect intern working on library web team
- Worked with staff at Montbello for part of an afternoon signing youth up for Summer of Reading and distributing earned prizes
- Participated in Security staff appreciation event
- Celebrated Employee of the Quarter Cara Fulmor of the Hampden Branch

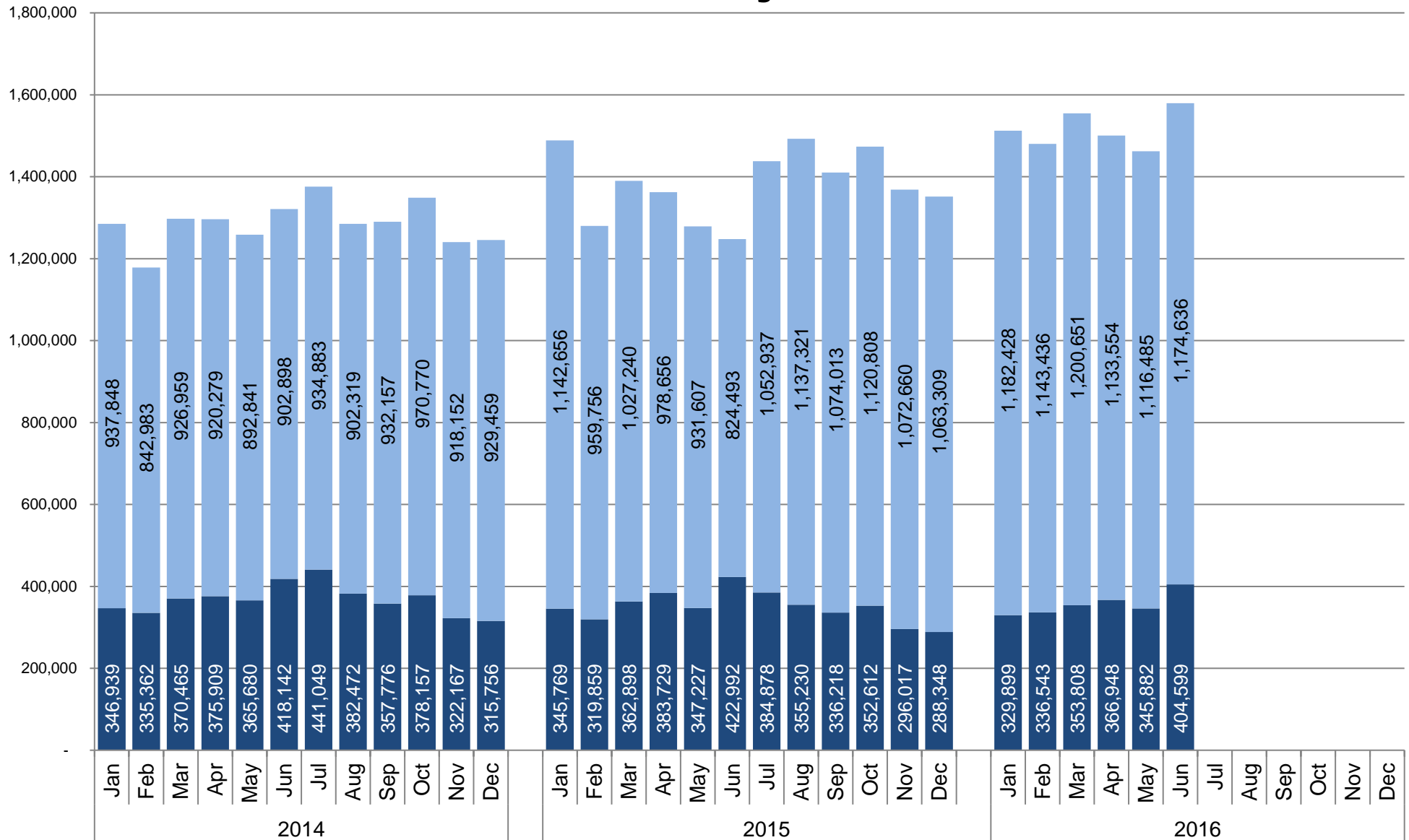
Professional

- Met with metro area public library directors
- Met with Front Range public library directors
- Participated in Public Library Association/Harvard Family Research Project Family Engagement Task Force meetings
- Met with new Emporia State University School of Library and Information Management Dean

July 2016

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

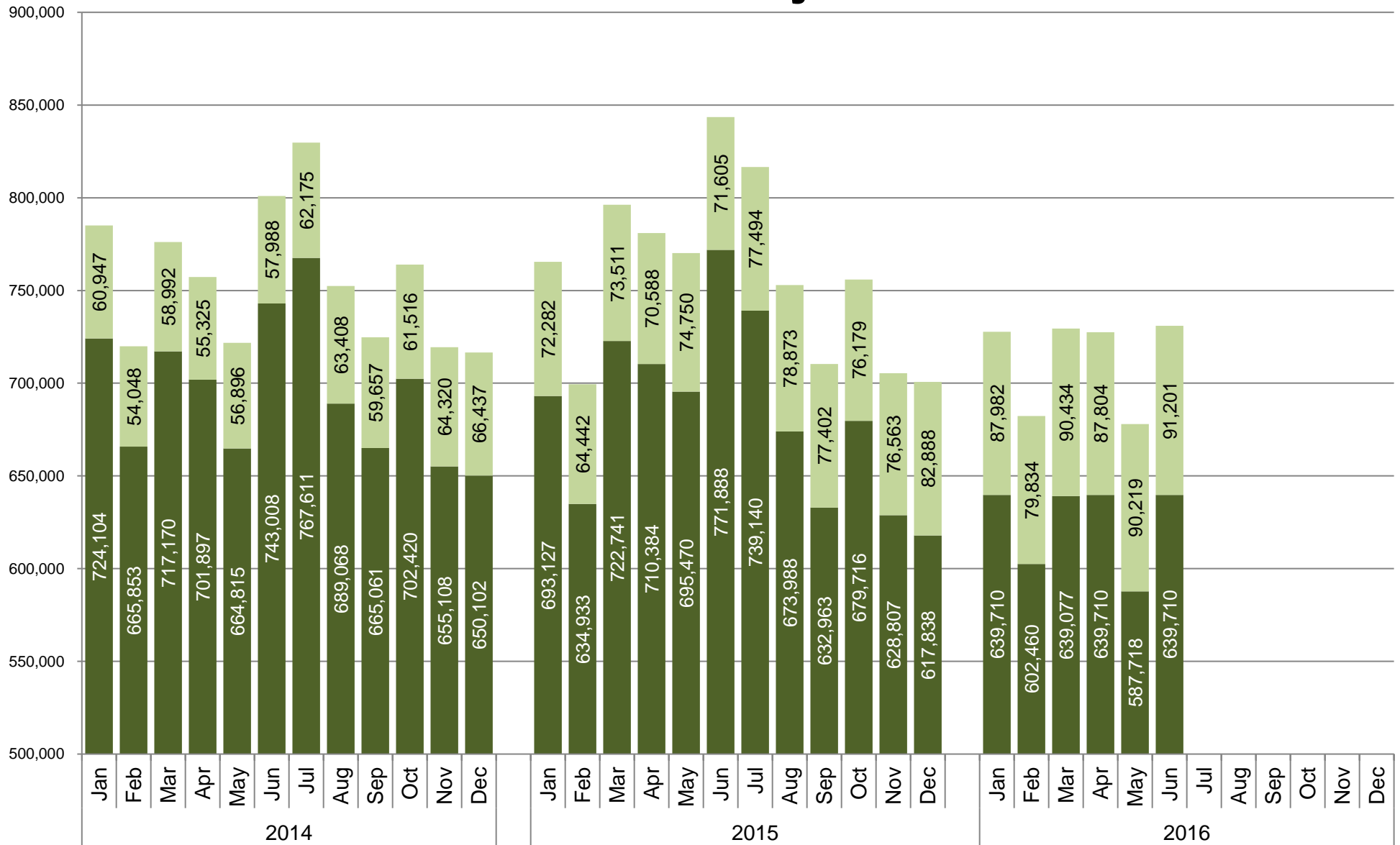
In Person visits - total door count from all locations, as submitted to TrackVia Door Counts application; data collection methodology changed to be more consistent across all locations in 2015.

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

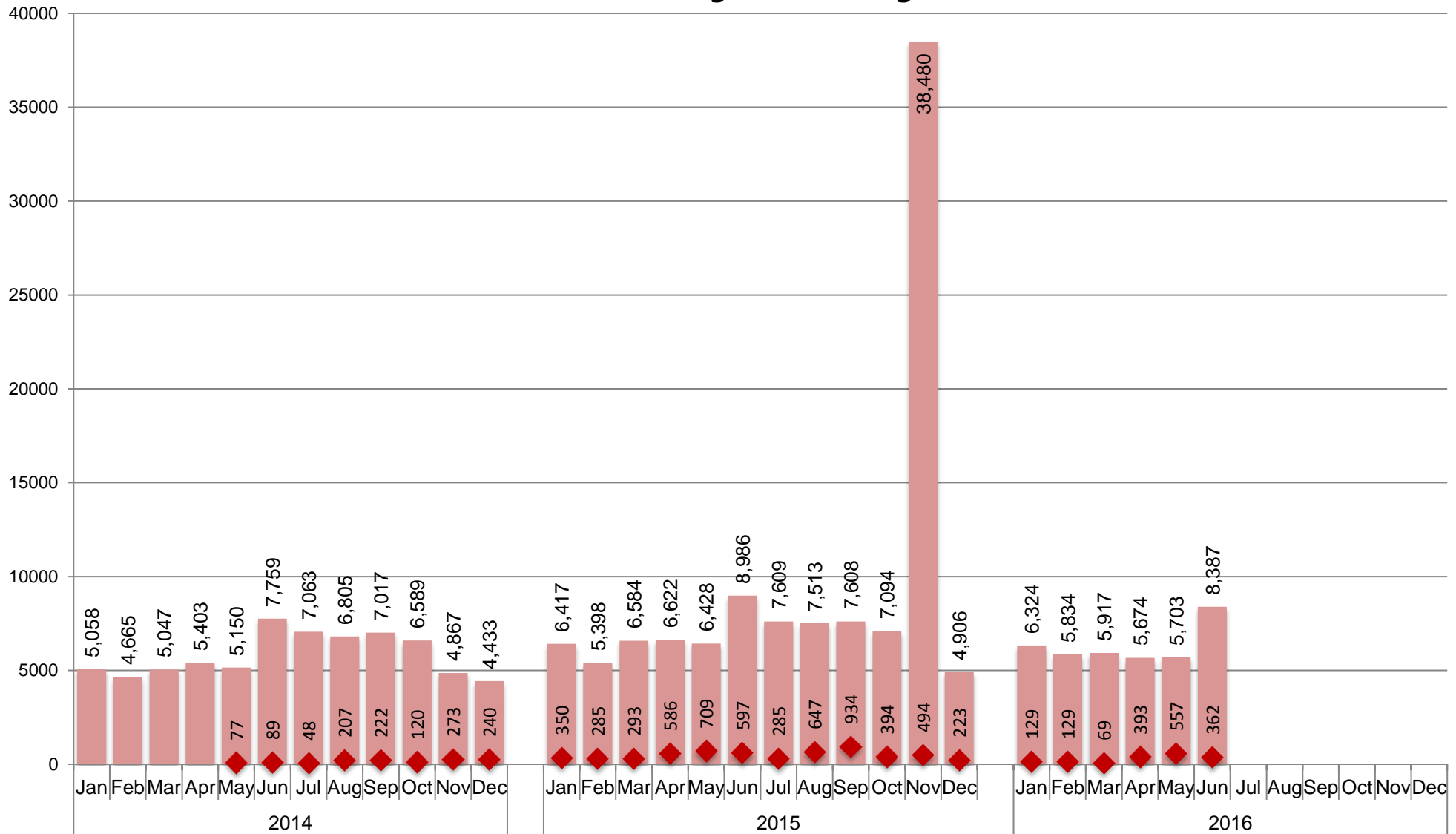
June 2016

Location	Total Circulation	+/- Previous Month		2016/2015 Year/Year	
Athmar Park	8,224	↑	1,109	↓	(3,171)
Bear Valley	29,630	↑	2,438	↓	(12,422)
Blair-Caldwell African American Research Library	8,580	↑	226	↓	(1,834)
Bookmobile	8,380	↑	348	↑	3,378
Byers	3,527	↑	692	↓	(752)
Central Library	99,741	↑	7,975	↓	(5,663)
Decker	14,667	↑	1,580	↓	(1,243)
Eugene Field	23,231	↑	1,414	↓	(5,092)
Ford-Warren	12,214	↑	931	↓	(1,921)
Green Valley Ranch	24,222	↑	3,359	↓	(11,586)
Hadley	12,511	↑	1,471	↓	(4,163)
Hampden	33,251	↑	1,839	↓	(6,208)
Montbello	8,542	↑	599	↓	(9,019)
Park Hill	30,253	↑	3,228	↓	(4,090)
Pauline Robinson	4,970	↑	580	↓	(2,445)
Rodolfo "Corky" Gonzales	25,406	↑	2,565	↓	(19,866)
Ross-Barnum	9,138	↑	704	↓	(3,050)
Ross-Broadway	14,461	↑	743	↑	3,721
Ross-Cherry Creek	26,173	↑	2,550	↓	(2,719)
Ross-University Hills	48,944	↑	1,607	↓	(9,957)
Sam Gary	57,165	↑	4,991	↓	(10,519)
Schlessman Family	53,865	↑	2,775	↓	(7,835)
Smiley	23,654	↑	2,802	↓	(2,108)
Valdez-Perry	2,917	→	(200)	↓	(3,073)
Virginia Village	29,386	↑	1,685	↓	(4,175)
Westwood	3,610	↑	613	↓	(2,311)
Woodbury	23,048	↑	3,368	↓	(4,055)
Denverlibrary.org Downloadables	91,201	↑	982	↑	19,596
Total	730,911	↑	52,974	↓	(112,582)

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

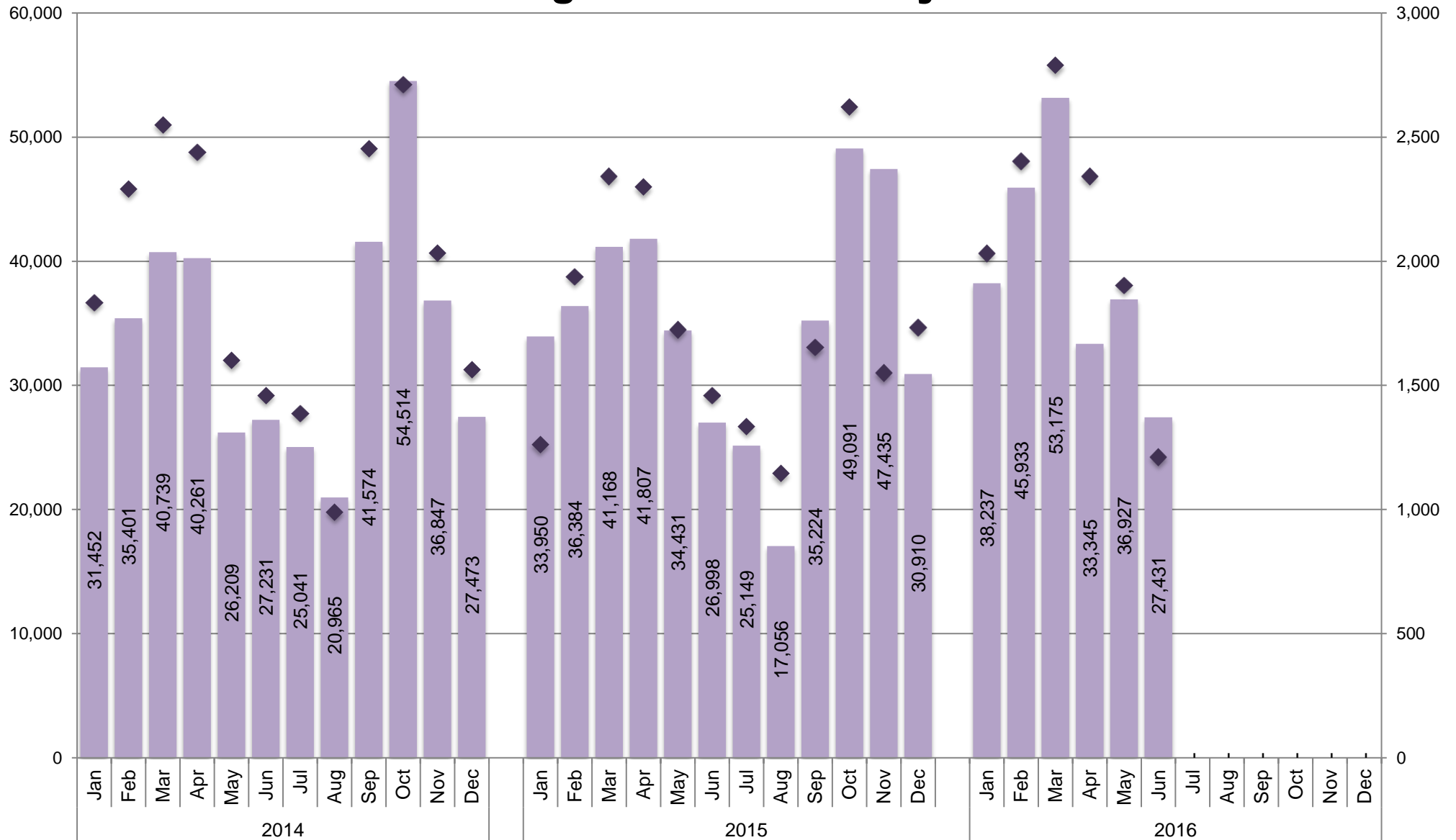
Outreach Signups - total number of new library card signups occurring at Outreach events in the community, as submitted to TrackVia Program & Outreach Tracking application. (Note: 2014 data includes some estimates, as our tracking system did not capture this information before 2015.)

Denver Public Library

Total Program Attendance By Month

■ Attendance

◆ Sessions



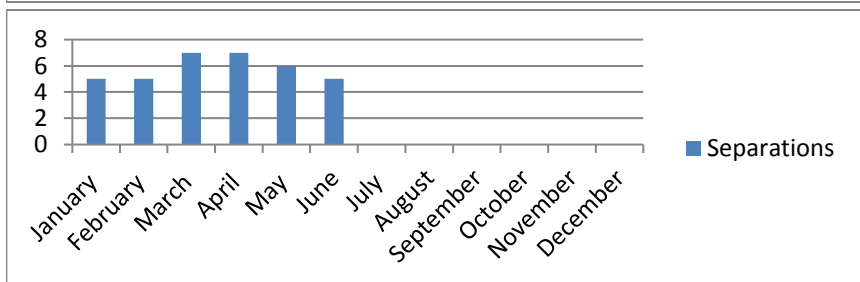
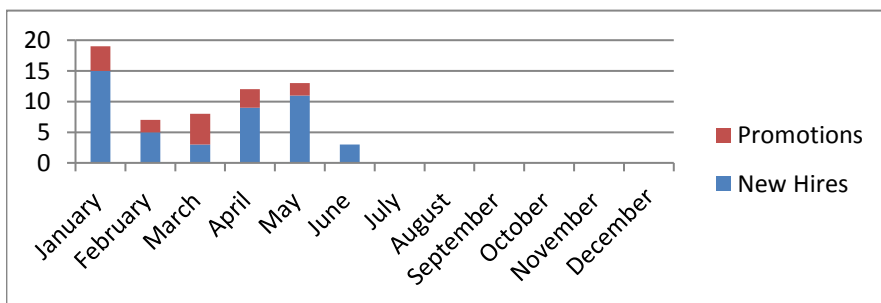
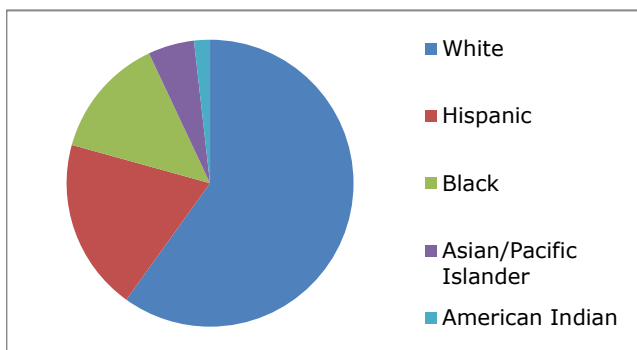
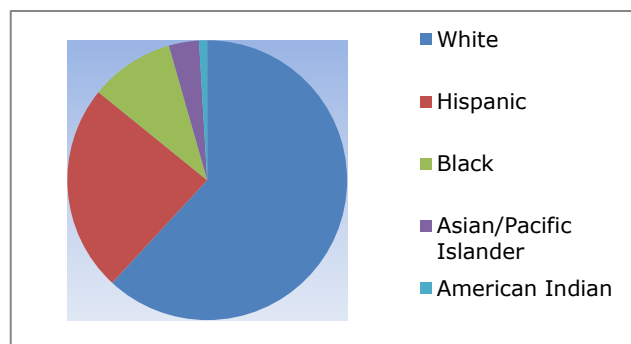
➔Brew Ha! Ha! programming and outreach blitz - September 2015

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

July 2016



DEMOGRAPHICS			
Workforce Size	635	Female	62%
2015 Comparison	622	Exempt	28%
White	62%	Non Exempt	72%
Hispanic	24%	Average Age	43
Black	10%	Average Years of Service	8.8
Asian/Pacific Islander	3%	Exempt over 55	25%
American Indian	1%	Non Exempt over 55	21%
Ethnic Minorities	38%		
2015 Comparison	38%		

APPLICANTS			
Month of June	1082	Female	63%
2015 Comparison	1215	Male	36%
White	59%	Other/Unknown	1%
Hispanic	19%		
Black	13%		
Asian/Pacific Islander	5%		
American Indian	2%		
Other/Unknown	2%		
Ethnic Minorities	39%		
2015 Comparison	38%		

NEW HIRES AND PROMOTIONS			
New Hires YTD	46	Promotions YTD	16
2015 Comparison	71	2015 Comparison	20
Ethnic Minorities	37%	Ethnic Minorities	44%
2015 Comparison	46%	2015 Comparison	35%
Female	63%	Female	69%
2015 Comparison	56%	2015 Comparison	55%
Transfer/Reassignments YTD	16		

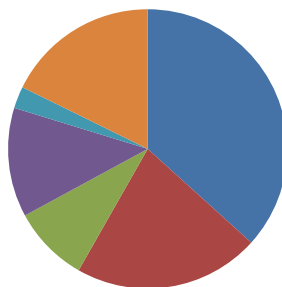
SEPARATIONS			
Separations YTD	35	Turnover YTD	5.9%
2015 Comparison	46	2015 Comparison	7.7%
Retirements YTD	6		
2015 Comparison	6		

Denver Public Library Human Resources Dashboard

July 2016

Open Leave Cases in June

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



Percentage of Staff on Leave

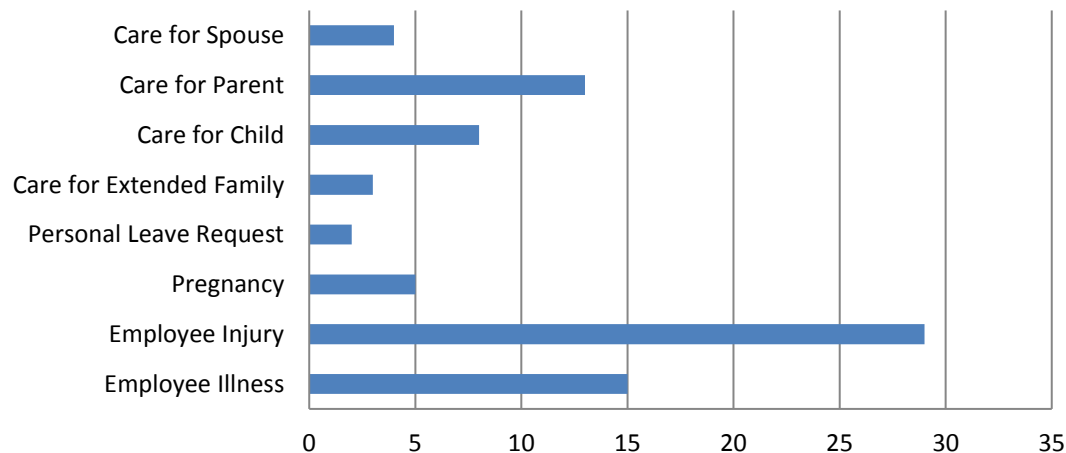
12%

Open Leave Cases in June

FMLA - Intermittent	29
FMLA - Continuous	17
Leave of Absence	7
Interactive Process (ADA)	10
Medical Disqualification	2
Workers' Compensation	14

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

Type of Leave Taken in June



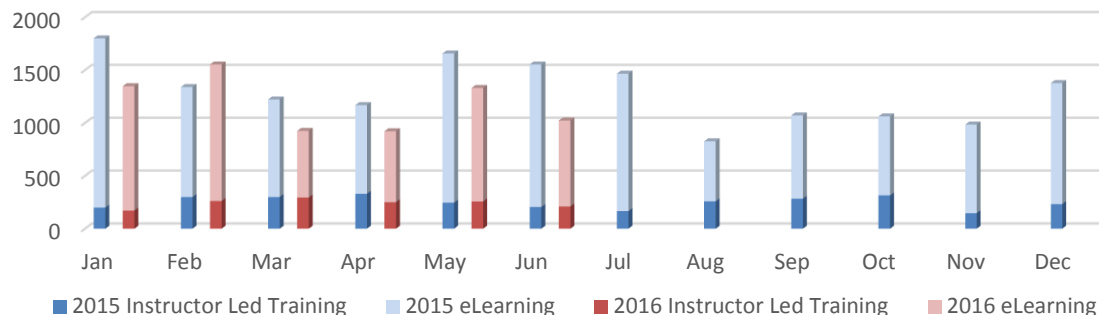
Leave Usage in June

Employee Illness	15
Employee Injury	29
Pregnancy	5
Personal Leave Request	2
Care for Extended Family	3
Care for Child	8
Care for Parent	13
Care for Spouse	4

Denver Public Library Human Resources Dashboard

July 2016

Completed Learning - Year-to-Year Comparison

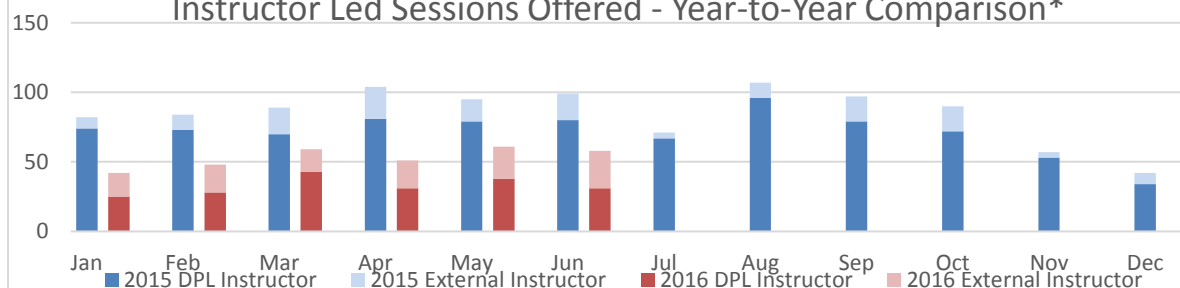


Last Month:

Staff Learning Completions

eLearning	1073
Instructor Led Training	258

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



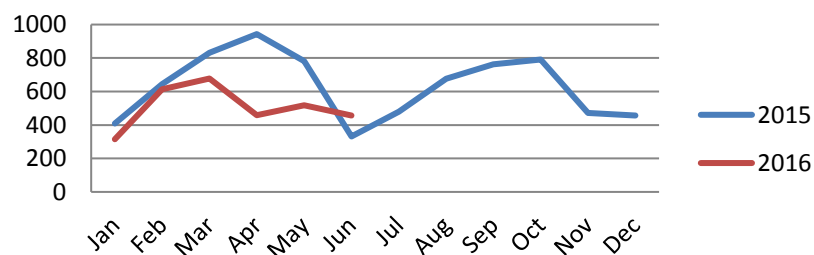
Last Month:

Instructor Led Training

Sessions Offered	61
Percentage Taught by DPL Staff	62%

***2016 decrease due to staffing limitations**

Instructor Led Training Hours Completed by Staff



Top 5 Training Items Last Month

Title	Type	Rank
Conditional Weeding Overview	Document	1
2016 Summer of Reading Training Slides	Material	2
Child Abuse and Neglect Awareness	Online Class	3
Behavioral Insights Training	Session	4
Pop Your Mind: Monthly Lunch 'n Learn	Session	5

Career Online High School

2nd Quarter 2016 Report

Enrollment

2015

	Q 1	Q 2	Q 3	Q 4	YTD
Self-assessment	62	56	51	57	226
Enrollments/Interested	36	37	41	43	157
Prerequisite I/ Completion	15	12	19	18	64
Interview	15	12	18	16	61
Prerequisite II Enrollment	8	13	20	18	59
--Withdrawn/ Saved Funding		1		1	2
Total Active Enrollments (Leave of Absence)	8	13	20	18	57 (1)

2016

	Q 1	Q 2*	Q 3	Q 4	YTD
Self-assessment	66	41			107
Started Enrollments/Interested	42	29			71
Prerequisite I/ Completion	16	14			30
Interview	13	16			29
Prerequisite II Enrollment	13	16			29
--Withdrawn/ Saved Funding	6	1			7
Total Active Enrollments (Leave of Absence)	7 (4)	15 (4)			22 (3)
Graduates	5	2			7

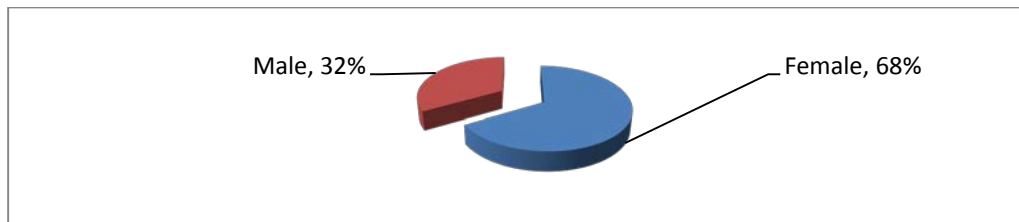
The overall program enrollment is 88, unfortunately seven students had to be withdrawn/cancel enrollment. Total scholarships fully awarded are 80; which break down to seven alumni, three students in leave of absence, and three students inactive, 67 are active students completing required assignments.

Inquiries outside of the City and County of Denver constitute a 16% of interested individuals. The following breakdown is since the program began till June 30th, 2016. A total of 334 potential inquiries break down as follows: Denver inquiries 282, Aurora 18, Westminster 5, Englewood 6, Lakewood 6, Littleton 3, Golden and Wheat Ridge each with 2. Other metro cities representing one entry are: Brighton, Colorado Springs, Commerce City, Dillon, Edgewater, Greenwood Village, Highlands Ranch, Northglenn, Rocky Ford, and Sheridan.

The following is a breakdown of awarded scholarships by gender, ethnicity, age, and career options.

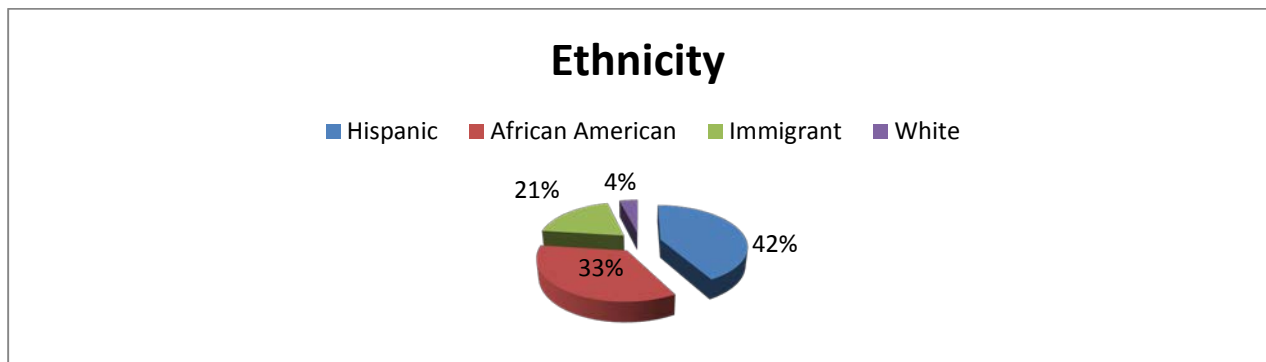
Gender

55 Female (68%) 25 Male (32%)



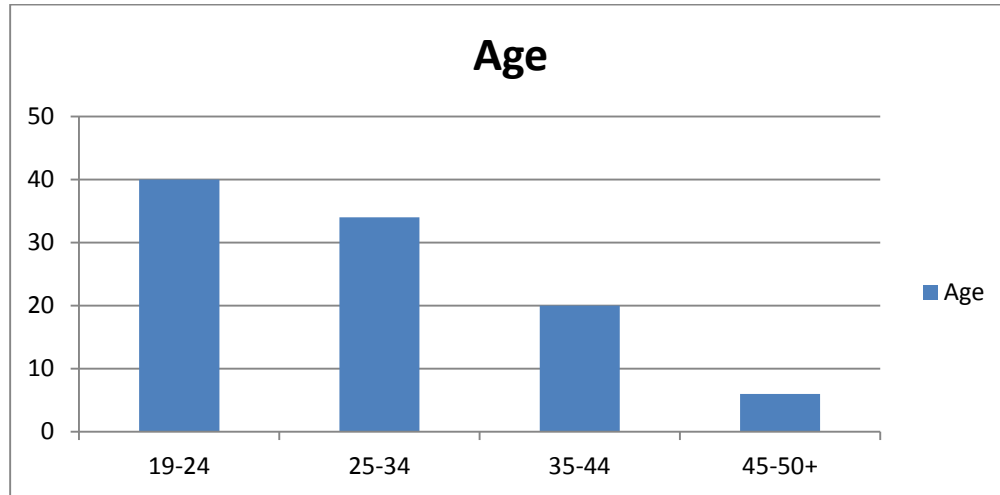
Ethnicity

Hispanic	33 (42%)	African American	27 (33%)
Immigrant	17 (21%)	White	3 (4%)



Age Average age is 29 years old.

19-24	32 (40%)
25-34	27 (34%)
35-44	16 (20%)
45-50+	5 (6%)

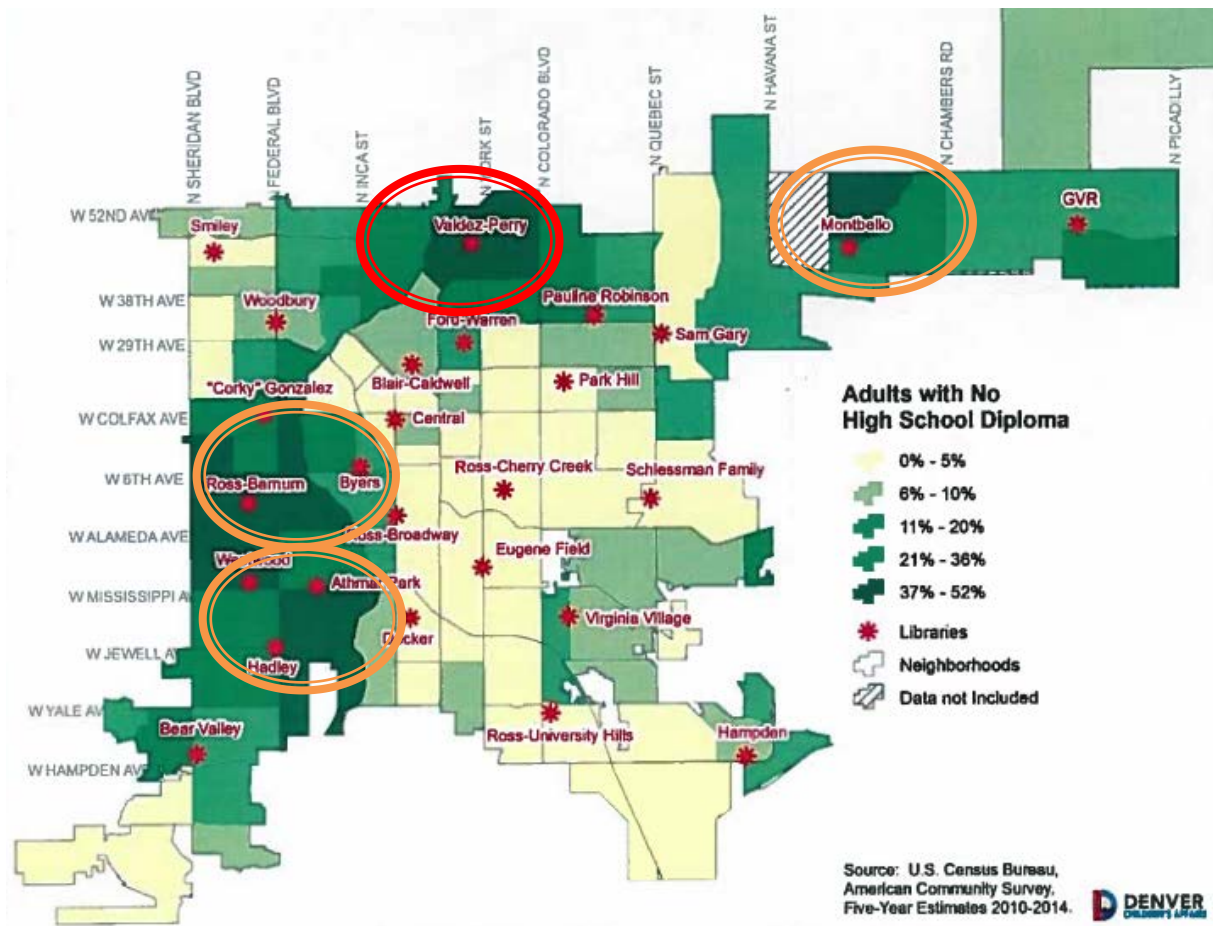


Career Certificate Categories

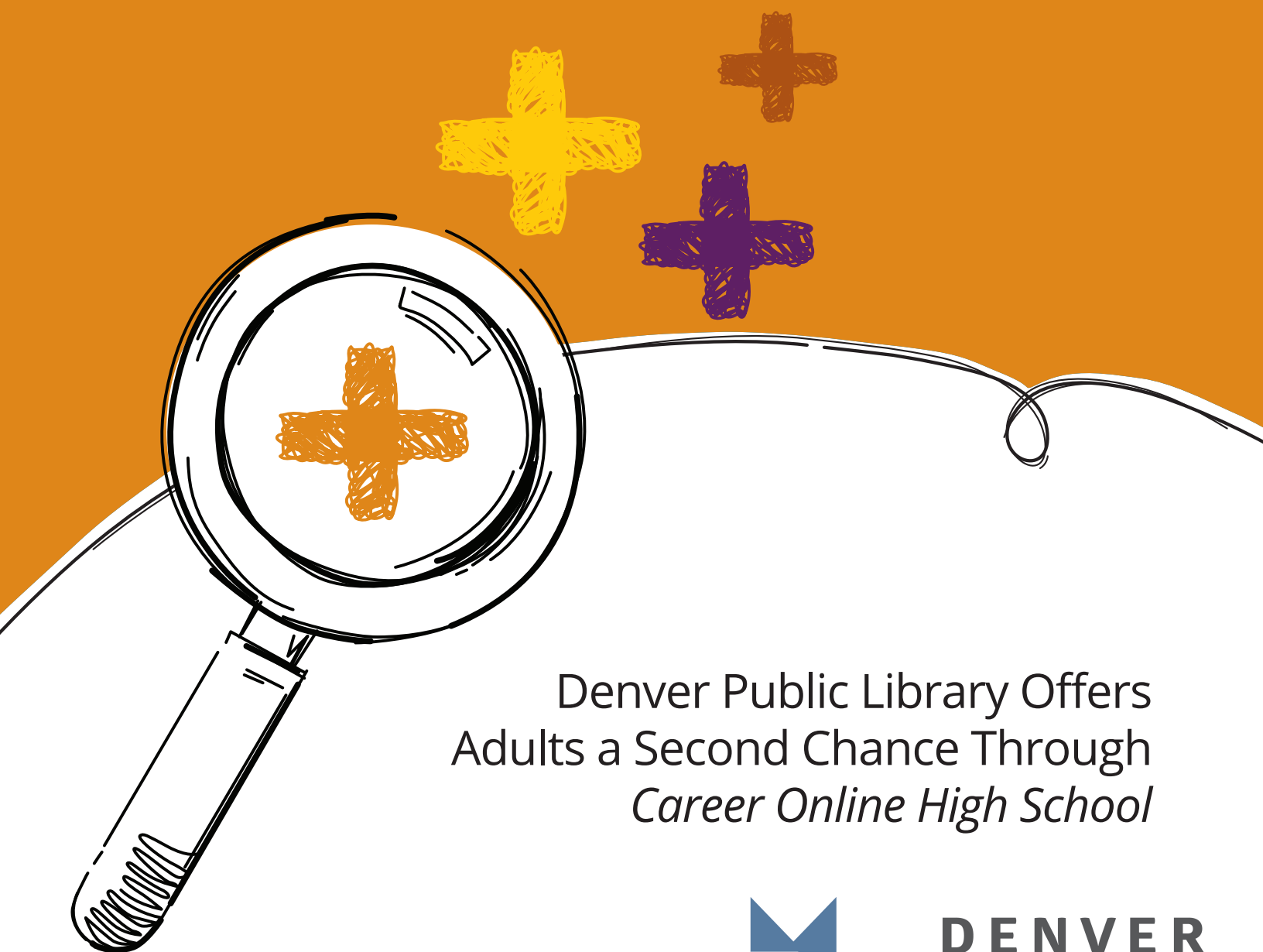
20 General Professional Skills	25%
18 Office Management	22%
16 Child Care and Education	20%
8 Certified Transportation Services	10%
7 Homeland Security	9%
4 Retail Customer Service	5%
4 Certified Protection Officer	5%
3 Food and Customer Service	4%

Zip Codes Represented

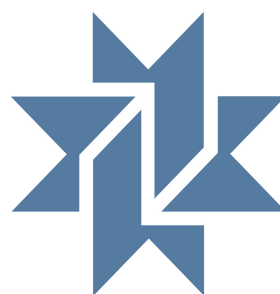
80121	1	80221	3
80203	1	80223	6
80204	14	80231	3
80205	4	80233	1
80206	1	80236	4
80207	4	80237	1
80211	1	80238	1
80214	2	80239	10
80215	1	80246	2
80216	1	80247	1
80219	14	80249	4



*Red: Focus area for 2016



Denver Public Library Offers
Adults a Second Chance Through
Career Online High School



**DENVER
PUBLIC
LIBRARY**



About *Career Online High School*

Career Online High School, part of Smart Horizons Career Online Education (SHCOE), is an 18-credit, career-based high school completion program designed to prepare students for entrance into the workforce or to continue their education. SHCOE, founded in 2009 and located in Pensacola, Florida, is a private, AdvancED/SACS/NCA/NWAC accredited online school district. *Career Online High School* is brought to public libraries by Gale, a part of Cengage Learning.

The Denver Public Library (DPL) serves a large and diverse community and offers a wide range of services to meet the changing needs of its constituents. A 2014 community assessment study found that 14 percent of adults did not have a high school diploma. Looking at the impact of education on income, the study reported that, on average, workers with a high school diploma earned almost \$9,000 more per year than those without. In addition to earning more money, high school graduates tend to live longer and are less likely to fall into poverty and rely on public assistance.¹

A second chance to earn a high school diploma

The library identified three key strategic directions to impact the broader Denver community. One of those key areas is to help “people connect to resources and acquire the skills they need to thrive.” This strategic direction, in conjunction with the uptick in adults without a high school diploma, caused library leadership to look for ways to assist adults in obtaining a high school diploma.

As is the case with most public libraries, DPL has many resources to assist adults who want to attain a high school education. “People learn in different ways,” says Viviana Casillas, *Career Online High School* Program Manager. “We have books to help people study for the GED and we have databases that encourage students who are not ‘book-friendly’ to take practice tests. But as we looked at what our community needed, we determined that Gale’s *Career Online High School* would be a valuable and unique resource.”

Casillas says that part of the challenge with the General Educational Development (GED) certificate is that the library doesn’t have sufficient time to answer students’ questions. “Students are really out there on their own when they try to prepare for the GED,” she says. “If they’re struggling, there really isn’t anyone to help them. *Career Online High School* works differently.”

Career Online High School is an accredited online high school diploma and career certification program. Residents of the City and County of Denver who completed eighth grade and are 19-years-old or older are eligible to apply for the program. Students accepted into the program are awarded a scholarship from the library. In addition to earning their high school diploma, students choose a major and earn certification in one of eight fields including Child Care and Education, Certified Protection Officer, Commercial Driving, Office Management, Homeland Security, General Career Preparation, Retail Customer Service, and Food and Hospitality.

DPL implemented *Career Online High School* in 2015. In partnership with the Denver Office of Economic Development and Denver Human Services, the library initially purchased 75 scholarships for the program.”

Casillas describes the implementation phase of *Career Online High School* as very instructive, supportive, and informational. “We had about two months of weekly meetings with Gale representatives,” she says. “We learned what other institutions were doing to ensure successful programs. We had a training session from Gale on how to screen and interview applicants. In fact, we walked through the application process as if we were students. Gale provided coaching so that by the time we launched our program, we felt very confident we would succeed.”

Career Online High School differs significantly from the GED experience, Casillas says. She summarizes the primary benefits in the following ways:

High degree of interaction with students

The first step for prospective students is completing an online student self-assessment on the library's *Career Online High School* website. After interested students submit the self-assessment, Casillas talks with them to understand why they want to return to school and to ensure they understand the commitment the program requires. The library has two prerequisite periods before a student is awarded a final scholarship. The first is one semester (two weeks). If they finish the work and pass with a 70 percent or better in that timeframe, they are invited for a one-on-one interview during which Casillas meets with them to learn their personal story and goals.

The second prerequisite period requires candidates to complete two semesters of the program within a 30-day window. During this time, they are assigned a *Career Online High School* academic coach. At the end of the 30 days, if they complete all the required work, they are fully accepted and have an additional 17 months to complete the program. “The prerequisites are really important,” Casillas says, “If a student isn’t prepared to take on the work that’s needed to complete the program, we want to free that scholarship up for another student. If a student forfeits a scholarship, I always make sure he or she knows about other community resources to help achieve his or her education and career goals.”

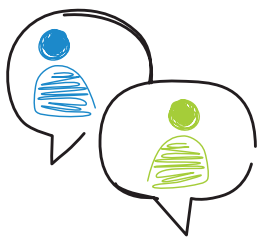
Turning students into library advocates

Throughout the 18 months, students receive ongoing coaching through *Career Online High School*. In addition, Casillas requires them to check in with her at least once a month. “I feel strongly about maintaining a connection with the students all the way through to graduation. I don’t have to do this—the academic coach keeps the students on track—but I believe strongly that this contact turns these students into avid advocates for the library. They learn about the value of the library and what it has to offer and, because of their success, want to let others know what an incredible resource the DPL can be for them.”



“I feel strongly about maintaining a connection with the students all the way through to graduation. I don’t have to do this—the academic coach keeps the students on track—but I believe strongly that this contact turns these students into avid advocates for the library...”

Viviana Casillas,
Denver Public Library



"After finishing this program, it really made me hungry for more. My next goal is to attend college and earn a bachelor's degree in a surgical assistant program.... I believe that the most important thing is that the sky is the limit and we all can accomplish anything we put our minds to."

Career Online High School Graduate,
Denver Public Library

More than a high school diploma

Students in the *Career Online High School* program earn more than a high school diploma. They receive a certificate in one of eight high-growth, high-demand career fields. The program is self-paced and provides students with coaching and support to keep them on track. It's this personal touch that Casillas says is important. "Many of these adults dropped out of school because they couldn't find anyone to help them. It's important to keep them moving forward with their education. At DPL, they come in connected to a person and they leave connected to a person. This contributes to their success and the success of the program in Denver."

Student outcomes captured in their stories

In the first year of the program, the library awarded 75 scholarships and purchased 30 more. The first six students graduated, each with his or her own success story to tell. "A huge part of what we do is understand each person's aspirations," says Casillas. "The library provides a bridge to what is next for them."

Melissa put her education on hold early in life. She works in security but has no room to grow in her job without a high school diploma. With four children and eight grandchildren (five that she supports), she pushed herself and her children to get involved in the program. After graduating, she is in line to advance in her career, house hunting, and planning to attend college.

"My goal was to finish and, now that I have, my new goal is to venture out and see what else there is to offer."

Another graduate promised her father before he died that she would finish high school. And she did.

"Seeing how proud my family is of me, is truly one of the best feelings in the world. I just wish my dad was here today and was able to see that I finally finished!"

A man working in the oil fields wanted a change. To qualify for the job he wanted in health care, he needed to finish the high school completion program in eight months—he finished in seven. Upon completion, his supervisor awarded him a seventy-five cents per hour raise, which took him by surprise. His next goal? Go to college and become a surgical technician.

"After finishing this program, it really made me hungry for more. My next goal is to attend college and earn a bachelor's degree in a surgical assistant program. I believe that the most important thing is that the sky is the limit and we all can accomplish anything we put our minds to."

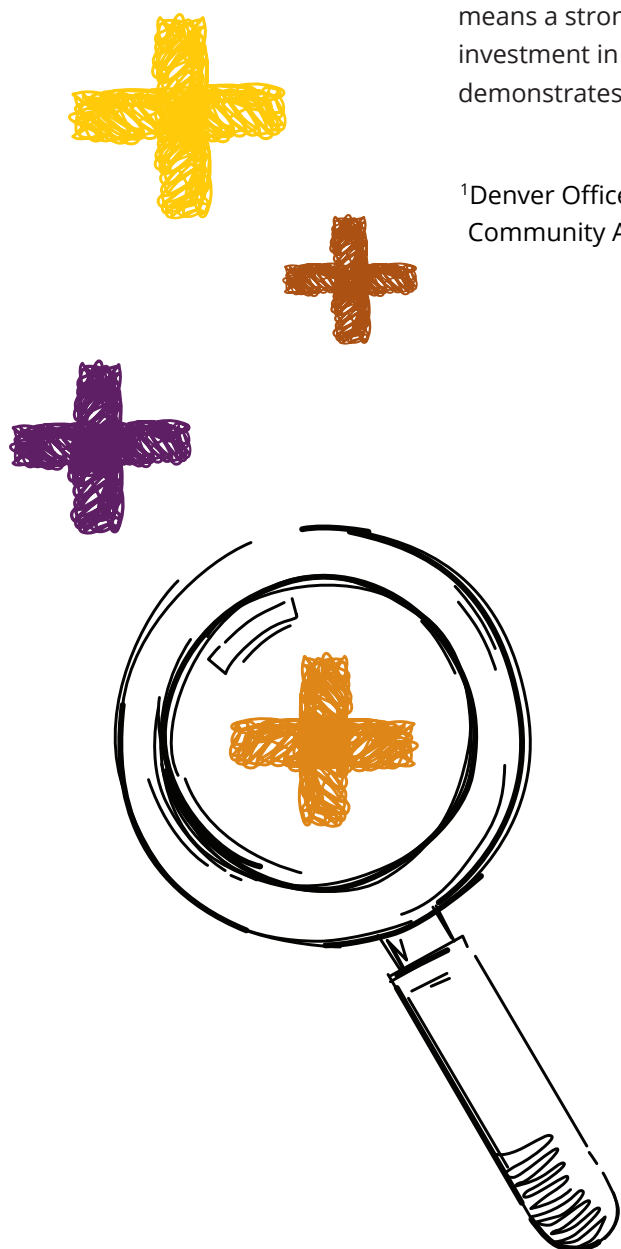
A passionate and dedicated doula had to finish her diploma or lose her position. For her line of work, a GED wouldn't have been sufficient—she needed a diploma. She finished the program in less than six months.

"My goals are higher and I need my diploma for them."

Casillas says she does not let her students fall behind. "I want to ensure they succeed. I tell them this will be their last diploma program. I tell them 'I want you to succeed in this program—with your diploma.'"

In the final analysis, Casillas sees *Career Online High School* as an investment. Through this investment, the community is strengthened and, she says, a stronger community means a stronger library. "The library traditionally invests in collections; this is an investment in people. *Career Online High School* helps students build a new life and demonstrates the library's relevance to community stability and economic growth."

¹Denver Office of Children's Affairs. October 13, 2014. "Denver Great Kids Head Start Community Assessment Update 2014." 107.



Source Code: M17020872



A Passion for Libraries

Gale, a part of Cengage Learning, believes the library is the heart of its community, driving meaningful and measurable outcomes for individual users and groups. Gale is a partner to libraries and businesses looking to deliver educational content, tools and services to support entrepreneurship, encourage self-directed learning, aid in research and instruction, and provide enlightening experiences. Gale has been a leading provider of research and education resources to libraries for 60 years and is committed to supporting the continued innovation and evolution of libraries and their users.

Visit www.gale.com/diploma to learn more about offering adults in your community the opportunity to earn an accredited high school diploma and career certificate at your library.

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303MAGAZINE.com

ZEPPELIN AND DENVER PUBLIC LIBRARY TO BRING STEM PROGRAM TO TAXI.

Amy Huang

June 27, 2016

Zeppelin Development is teaming up with Denver Public Library to bring an interactive STEM program to the Freight Residences in the TAXI development in RiNo.

The partnership hopes to attract the youth community with free events to learn and grow during the summer.

This addition is part of the Summer of STEM initiative Denver Public Library is running. The programs create a fun environment for kids to learn about science, technology, engineering and math.

There will be two series of STEM events at Freight Residences beginning June 28 and running through August. Freight Residences, in TAXI, is one of the first of its kind, hoping to bring family housing to an urban neighborhood.

"TAXI was designed to be a place for every generation," said Kyle Zeppelin, principal of Zeppelin Development. "Bringing this program to Freight Residences, we continue that vision by providing a resource for kids and families living in TAXI, RiNo and the adjacent, underserved neighborhoods of Globeville and Elyria-Swansea. It's the next chapter in creating a multi-dimensional neighborhood with community-driven services and programs, on top of the existing food and arts culture that RiNo is known for."

The neighborhood and libraries are creating a friendly learning environment.

"We are thrilled to partner with Zeppelin Development to create opportunities for at-risk kids and families in the River North and Globeville areas. Our STEM camps and Storytimes provide children fun and educational experiences that prepare them for success in the 21st century," Michelle Jeske, Denver City Librarian, said. "It's an honor to bring library services to an area that's undergoing a vital transformation and we're excited to be a part of it."

The DPL's STEM programming at Freight Residences will have two separate groups, one from toddler and one for tweens and teens. The summer 2016 schedule is as follows:

STEM Storytime: 10:30-11:30 a.m.

STEM Storytime is geared towards children ages two through five and their parents or caregivers. On select Fridays throughout the summer, each storytime will cover a specific STEM topic, with music, stories and a related activity. Dates and themes include:

- July 1: Shapes
- July 15: LEGOs
- July 29: Bubbles
- August 12: Color Mixing

Tween/Teen STEM Events: 1:30-2:30 p.m.

On select Tuesdays, the DPL will make STEM come alive with individual and group activities that combine play, creativity, and learning all in one. Dates and programs include:

- June 28: Keva Planks – Wooden blocks may seem like child’s play, but Keva Planks take building to the next level. In this program tweens and teens will have the opportunity to construct a ball run, design a bridge, or explore on their own.
- July 12: LEGO Wedo – Participants will have the opportunity to build LEGO models featuring working motors and sensors, program their model and then compete to win.
- July 26: Makey Makey Mario Bros. – Makey Makeys turn everyday objects into video game controllers. This program challenges teens and tweens to play Super Mario Bros. with a common household object.
- August 9: Trick Photography – This program will teach photo and editing tricks, creating illusions from walking up a wall or vacationing in Aruba. Participants should bring an email address or memory stick to save their digital creations.

THE DENVER POST

June 24, 2016

Denver Public Library hosts Colorado Women's Hall of Fame inductees in journalism, business

On June 26 and 28, events will be held complete a four-month celebration of inductees to the Hall of Fame

By **CLAIRE CLEVELAND** | ccleveland@denverpost.com

Trailblazing Colorado women in journalism and business will be honored on June 26 and 28 at the Denver Public Library at events including tributes to inductees, a panel discussion and prominent speakers.

The events mark the end of a four-month celebration of the lives and stories of the 152 inducted into the [Colorado Women's Hall of Fame](#) since it was founded in 1985.

On June 26, the [Colorado Press Women](#) and the [Denver Woman's Press Club](#) have partnered with the library and the hall of fame to present a moderated panel with [Cynthia Hessin](#) of Rocky Mountain PBS called "Breaking Barriers in Broadcast Journalism."

The panel will include [Reynelda Muse](#), a hall of fame inductee and veteran anchor and reporter for KCNC and CNN, and [Gabrielle](#)

[Bryant](#), president of the Colorado Association of Black Journalists and host and producer of Colorado Public Television Channel 12.

There also will be a visual tribute to hall of fame inductees who have excelled as journalists, past, present and future, and a tribute to inductee [Miriam Goldberg](#), editor and publisher of the Intermountain Jewish News, who celebrates her 100th birthday this year.

On June 28, the women in business event features accomplished speakers including [Jill Tietjen](#), an engineer, corporate board member and author inducted into the Colorado Women's Hall of Fame; [ML Hanson](#), Colorado Women's Hall of Fame founder, former commercial banker, CEO of two nonprofits and entrepreneur; and [Maureen Kelley](#), senior vice president of private banking at Wells Fargo and board member of the Women's Leadership Foundation.

An exhibit at the library displays photos and information about the women. The exhibit is located on the seventh floor of 10 West Fourteenth Ave. Pkwy.

All events are free and open to the public, but an [RSVP is required](#), seating is limited to 100 for all events. For more information, call 303.271.3599 or visit [Colorado Great Women](#).

July 13, 2016

Denver Public Library Offers a Day of Hugs, Empathy to Fight Homelessness

BY ALAN PRENDERGAST



Started in Australia, the Free Hugs Campaign has spread across the globe.

In the midst of a grim summer of terrorist attacks, political strife and racial tension, it can be difficult to stay focused on the positive. But folks at the Denver Public Library, which has been at the vanguard of discussions about homelessness in the city, have an unusual day of

services, events and activities coming up this weekend that promises to create more connections than divisions on the issue — and even a few hugs in the bargain.

RELATED STORIES

- [Homeless Sweeps: Possessions Taken During Denver Action Go Unclaimed](#)
- [Homeless Sweeps: Large Police Crackdown on Individuals Along Platte River](#)
- [Homeless Sweeps: Documents Show Denver Questioning Its Own Protocol](#)

The DPL's Community Engagement team is calling Saturday's daylong offerings [the Empathy Project](#), "designed for participants to better understand the journey of others in our community." It's both a community get-together, with an emphasis on better understanding of the realities of homelessness, and a "Care Fair" to connect homeless individuals with resources and information about shelters, housing opportunities, health screenings and other services.

Participants will be invited to create a cardboard sign, offering a message of hope or some reflection on the creator's own experiences with adversity; the signs will be displayed for visitors to contemplate in coming weeks. There will also be a trip to the History Colorado Center to check out its "[Searching for Home](#)" exhibit, followed by a chance to work with the Lighthouse Writers Workshop to write about the experience. There's even a board game that "allows players to experience the challenges of life on the streets in a way that increases understanding and builds a bridge between the sheltered and the homeless" — an idea that sounds like it could go very wrong, except that "each game station will be hosted by a player who has recently moved out of homelessness."

Snacks, music from local musicians, and an actual sit-down dinner in the library are also on the menu. Before the bread-breaking, though, a hugathon is planned for the Acoma Plaza on the west side of the library, an event inspired by the [Free Hugs Campaign](#) that's cropped up around the world. And they do mean free: "The only cost is the bravery and boldness that it might take to reach out to another human being to let them know they are valued and seen."

It all gets under way on Saturday, July 16, from 10 a.m. until 4 p.m. at the Central Library, at 14th and Broadway. For more information, call 720-865-1111 or check out the [Empathy Project](#) page.