

AGENDA
The Denver Public Library Commission
Regular Monthly Meeting
Thursday, July 19, 2018, 8:30 a.m.
Denver Central Library
7th Floor Training Room

1. Call to order.
2. Introductions.
3. Approval of Minutes from June 21, 2018, Regular Library Commission Meeting.
Commission
4. Public comment period.
5. Report of the President and Members.
6. Election of Officers for 2018-2019. Michael King.
 - a. Recommendation of the Nominating Committee
 - b. Election of Officers
7. Approval of Resolution of Appreciation for Mike King
8. Report of the Friends Foundation. Michelle Jeske
9. Second Quarter Financial Report. Ron Miller
10. HR Report. Bria Ward
11. GO Bond Update. Michelle Jeske
12. Report of the City Librarian. Michelle Jeske
13. Other Business.

Agenda Item 3

Requested Action: Approval

MINUTES
The Denver Public Library Commission
Regular Monthly Meeting
Thursday, June 21, 2018, 8:30 a.m.
Denver Central Library
7th Floor Training Room

Present: Greg Hatcher, Alice Kelly, Mke King, Cathy Lucas, Rosemary Marshall, Laurie Mathews

Excused: Carlos Martinez, Sonya Ulibarri

Staff: Denise Bryant, Rebecca Czarnecki, Yanira Duarte, Rachel Fewell, Michelle Jeske, Chandra Jones, Susan Kotarba, Elaine Langeberg, Amber Lindberg, Erika Martinez, Ron Miller, Joe Mills (SC), Michael Murphy, Nate Stone, James Vallejos, Bria Ward, Beth Warren

Guests: Pam Jewett, Laurie Romer, Dawn Schipper, Friends Foundation; Sam Hosfelt and Michelle Sandoval, Swinerton

1. Call to order.
President Mike King called the meeting to order at 8:32 a.m
2. Introductions.
Commissioners, staff and guests present introduced themselves.
3. Approval of Minutes from May 31, 2018, Library Commission Retreat. Commission
The retreat minutes from May were approved as written. Commissioners Mathews and Marshall abstained.
4. Public comment period.
N/A
5. Report of the President and Members.
 - a. Follow Up on DPL/DPLFF retreat
Jeske reported that Vice President Martinez is interested in serving on the joint Commission and Friends Foundation task force to discuss bond issues. The task force will be formed in the fall after the new Executive Director of the Friends Foundation starts.
 - b. Nominating Committee update
Mike King and Rosemary Marshall served on the nominating committee. The slate of officers is as follows:
 - Martinez is nominated for President

- Kelly is nominated for Vice President
- Lucas is nominated to continue as secretary

The Commissioners approved the slate of officers and will vote at the July meeting.

King asked if Commissioners had anything else to report. Alice Kelly expressed appreciation for the Engage brochure and encouraged Commissioners to attend DPL events.

Mathews met with Jeske to discuss the retreat.

The Latino awards committee will come before the Commission soon to discuss and approve changes to the award.

6. Report of the Friends Foundation. Laurie Romer and/or Pam Jewett

Pam Jewett thanked the Commission for the retreat last month and reiterated that the Friends Foundation is looking forward to working together. The executive director search is winding down. They have been very pleased with the work they have done with Peak Consulting. The position was posted in March and they received 31 excellent applicants from across the country. The final pool had four candidates who were all local. They were excited to have candidates who had strong connections in the Denver community. The final candidate met with the board on Monday and was very well received. As soon as the offer is formally accepted they will inform the Commission. The hope is to have the executive director start in early August.

Jeske was also a part of the search committee and Pam expressed they are very grateful for the partnership so that the organizations can be well aligned. Jeske noted she is also very excited about the candidate. Jeske thanked the Friends Board and Jewett for their time and dedication. Jewett also acknowledged Laurie Romer, Acting Director for the Friends Foundation, for the skill and enthusiasm with which she directed the Friends over the last 18 months.

Lastly Jewett noted that she has been encouraging Foundation members to attend library events. She also reminded Commissioners to attend the Booklovers Ball on October 6 and that the Used Book Sale starts at 10 a.m. today. Commissioners should know that the Friends Foundation would also appreciate nominations and recommendations for the Board.

7. 2019 budget request approval. Ron Miller

Ron Miller presented the proposed 2019 Denver Public Library (DPL) General Fund budget for discussion and approval.

The 2019 base budget is the estimate for what is needed to maintain programs and services at their current 2018 level. Replacement capital equipment requests are submitted separately since the City has a separate budget process for these costs. The Special Trust Fund budget detail is not included since it is not under the approval authority of the City and is not approved by the Commission until we have more accurate revenue estimates at the end of the year.

Presentations about the budget will be made to the City in July and August. DPL is asking for a record increase this year, over \$5 million compared to \$1.8 million last year.

Miller touched on 21 expansion change requests. The first would account for a loss of fine revenue from the expected elimination of late fines at DPL. A proposal was made to the City's Policy Review Committee recently and we are now awaiting final approval.

The second request asks to fund increases in the base operating budget due to inflation or increased volume of services. These were consolidated into one request for library programs.

The third request is for two Utility Workers in Facilities and for ADA funding. It is the third year we have requested this expansion. The Utility Workers are needed to help address the ever increasing backlog of work orders. These two positions are funded as limited term through 12/31/18. This request would make these positions permanent.

It was asked if there was a reduction in the Neighborhood Services budget and Miller explained that there was no reduction, merely a process change. Money is parked in that account and then distributed to the locations as needed when more timely information is available.

Another question was regarding how the RiNo lease will work. Miller clarified that if it's approved for .5 year in 2019 it will then become part of the base budget for a full year in 2020.

Commissioner Marshall thanked Miller and Lindberg for their work and the clarity they bring to the budget.

King asked for a motion to approve and with motion from Marshall and second by Hatcher the 2019 budget was approved.

8. Recognition Policy approval. Michelle Jeske

Jeske introduced the Recognition Policy noting that there has been little change except to address concerns about decommissioning names as those situations arise. The library needs to have discretion to handle these on a case by case basis.

Moving forward all named spaces will have written agreements so that the terms of the recognition are clear.

King asked to add some language on page two of the recognition criteria, paragraph 3 under the section regarding duration. The new language states "...may be removed or altered as deemed appropriate on a case by case basis at the discretion of the Commission, in consultation with the recognized party or their family as appropriate, consistent with the foregoing recognition criteria."

Naming agreements will be brought before the Commission and can be included as part of a consent agenda unless there is an issue to address. Upon motions by Hatcher and Lucas the Commission approved the Recognition Policy with the amended language brought forth by King.

9. GO Bond update. Michelle Jeske

Jeske and team spent four hours discussing potential risks involved with the Central Library renovation with the bond team. Design procurement should begin in July and it's possible design will start in January of 2019 and go into mid 2020. Construction would then likely start in 2020 and finish in 2022. This timeline could change. The team identified 74 risks and prioritized them looking at the probability of each risk. The number one risk is insufficient funds and a number of other risks could roll into that category.

Jeske also met with the Art Museum and the design firm we jointly hired around Acoma Plaza. It's moving ahead nicely and we have agreement about a general plan. July 9 we will have cost information and will need to discuss timing and financing. The Art Museum will pay for part of the work on our property.

10. Report of the City Librarian.

Jeske highlighted fun activities in the branches and invited Commissioners to see the Mementos from Home exhibit at Gonzales. Commissioners received flyers with information regarding Kanopy, our new streaming video platform. The service is limited to Denver residents and people can access eight items a month. Jeske noted that we don't like having to restrict the service to Denver residents, particularly since Colorado has a reputation for resource sharing. However, this is what vendors are requiring in their contracts or it is cost prohibitive to go beyond Denver.

Jeske also introduced Denise Bryant, DPL's new Chief of Staff. She has been here a little over a month. Bryant is doing a tour of the branches and should be done by the first week of July. Her main goal was to introduce herself and get to know staff.

The Executive Team held a recent meeting at the Valdez Perry Branch and heard more about the new North Denver Resource Center. We are working on promoting the service and Human Services is the most popular resource so far at the branch.

We have been seeing an uptick in security incidents around Central. We have reached out to DPD for assistance. We are now fully staffed with our Community Resource Specialists and Peer Navigators.

There is one incorrect date in dates to remember. DPL 101, now Discover your Library, will be held on July 26. The first of this breakfast series will be City leaders to reintroduce them to what the library does.

Nominations for the Latino awards went out yesterday. Please share the information with those in your networks.

Jeske praised Summer of Adventure staff and noted the library has been in attendance at a lot of summer events including ComicCon, Juneteenth, Pride, and others.

11. Summer of Adventure/youth camps. Chandra Jones, Yanira Duarte, Nate Stone

Nate Stone, ideaLAB program administrator, talked about the work of ideaLAB. They are trying to engage people of all ages with hands on experiences with technology. They like to focus on teens in the summer and connect them to professionals such as programmers and developers to help them build skills in a deeper way. They offer several camps for teens each summer.

DevCamp is a summer camp on web development for teens ages 12-19 offered by the ideaLAB. It's a chance to learn the basics of HTML, CSS, and JavaScript. Over six days, teens learn the basics of front-end web development, work side-by-side with professional web developers, and listen to guest speakers.

There is also MakerCamp, a 5 day introduction to maker skills and tools for kids and/or teens. Every ideaLAB is different and so is every MakerCamp. Teens will do deep dives into certain maker skills, sewing to laser cutting to designing forts for zombie apocalypses.

GameCamp is for teens ages 12-18 to learn the basics of game development and the Unity game engine. They build a game together, learning coding, animation, and more.

BuildCamp is a one-day camp for teens ages 12-18 to learn the basics of computer hardware and repair. They take apart and reassemble a computer, then install an OS and test their work out.

Stone says about 200 kids attend these camps. He then also talked about a maker in residence that will go to all the branches. The maker creates tiny rooms you can fold up and mail to people.

Chandra Jones, STEM program administrator, spoke about STEM camps for ages 8-12. They have camps every week running through the school year. This past fall they focused on camps at five locations. The goals of these camps is building relationships, imparting 21st century skills, using tools, as well as social and emotional components. The capacity for each camp is 20 kids and they have averaged between 16 and 19 per session. They also have had some good sustained participation which leads to greater impacts.

Yanira Duarte reported out on Summer of Adventure. This was a staff lead initiative team and they did research before providing recommendations about making substantive changes to the traditional summer reading program. There is now more choice built into the activities. For K-5 there are eight activities around reading, making, exploring, and thinking in order to address different learning styles. We have 16,000 children registered so far and we are only at week three of the program. That is already more than half the registrations we had last year. One major change was eliminating Elitch tickets as a prize. Once kids received it they disengaged and did not necessarily return to the library. Also, with just one ticket a lot of children could not go to Elitch's if they did not have an adult with the time or the money to spend on a ticket. We are now doing a weekly drawing for six tickets so an entire family could go or attend one of a number of cultural institutions. Research on youth development demonstrates that rewards need to be tied directly to what you want them to do and the Elitch tickets did not fit that criteria. We really want to focus on building relationships.

12. Other Business.

N/A

The meeting was adjourned at 9:56 a.m.

Submitted by Rebecca Czarnecki for Cathy Lucas

Agenda Item 6

Requested Action: Approval

Election of Officers for 2018-2019

The members of the Commission Nominating Committee are Michael King and Rosemary Marshall.

The recommendation of the Nominating Committee is as follows:

- Carlos Martinez, President
- Alice Kelly, Vice President
- Cathy Lucas, Secretary

Agenda Item 7

Requested Action: Approval

Resolution of Appreciation for Mike King

The Denver Public Library Commission wishes to recognize our colleague and friend Mike King, whose service as Commissioner and President is now concluding. Mike joined the Commission in March 2013 and has performed his duties with success and zeal.

Even before Mike was appointed to the Library Commission, he served on the Friends Foundation Board for six years, including a term as president, and also chaired the Booklovers Ball with his wife in 2013. Mike advocates for the library effectively and eloquently, donating time, talent and resources. His connections to the community have helped establish productive relationships.

During his tenure—with thanks to Mike for being the ultimate influencer—we saw ideaLABs created, an increase in STEM programs and a successful vote for library renovation measure 2E, approving \$69.3 million for renovations at ten branch locations and the Central Library.

With his signature enthusiasm, Mike attended meetings, events, book sales, author presentations, trick-or-treat street, kickoff parties and staff celebrations, always lending support to all things library-related. He and his beautiful family served as our official lighting dignitaries to “light the lights” at the City and County Building during the holidays.

Mike has been a rock through the good times as well as the tough times. Most recently, Mike showed strength and leadership as we mourned the loss of our beloved former City Librarian Shirley Amore, speaking at her memorial service with warmth and kindness. As we sat and listened, some still in disbelief, Mike comforted us as he honored Shirley with heartfelt memories and tributes.

For your steadiness during that sad time and for the many accomplishments the library achieved during your years at the helm, we are forever in your debt.

We extend profound thanks and appreciation to Mike King for exemplary service to the Commission, the Denver Public Library and the people of Denver.

Unanimously approved _____, July 2018.

Agenda Item 9

Requested Action: Receive Report

Denver Public Library (DPL) Financial Report – 2nd Quarter 2018

This report consists of unaudited financial statements of the Denver Public Library's General Fund (GF) and Special Revenue Fund (SRF) year-to-date activity for 2018. The purpose of the statements is to inform the Library Commission of DPL's financial activities and to demonstrate compliance with the 2018 budget approved by the Commission.

This report includes the following statements:

- Statement 1 shows the 2018 budget, 2018 expenditures through June 30, and remaining 2018 budget categorized by type of expenditure. This statement includes both the General Fund and Special Revenue Fund activity.
- Statement 2 shows comparative year-to-date expenditures for 2017 and 2018 by function. This statement includes both the General Fund and Special Revenue Fund activity.
- Statement 3 shows the Special Revenue Fund revenue for 2017 and 2018.

The focus of this report is to disclose significant variances between the approved budget and actual expenditures. Expenditures that are relatively close to the approved budget 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" along with the accompanying note reference number.

Statement 1

**Denver Public Library
Budget and Actual Expenditures by Type
For the period ending June 30, 2018**

	<u>Year to Date Expenditures</u>	<u>2018 Budget*</u>	<u>Budget Remaining</u>	
Personnel				
Salaries and Benefits	\$ 18,529,238	\$ 39,824,973	\$ 21,295,735	
Training and Staff Recognition	138,429	393,663	255,234	n-1
Total	<u>18,667,667</u>	<u>40,218,636</u>	<u>21,550,969</u>	
Collection and Programs				
Books and Other Collections	2,576,458	5,828,940	3,252,482	
Central and Branch Programming	319,409	730,658	411,249	
Total	<u>2,895,867</u>	<u>6,559,598</u>	<u>3,663,731</u>	
Furniture, Fixtures and Equipment				
Technology Supplies and Equipment	1,050,298	1,786,390	736,092	
Facility Operations and Maintenance	726,702	1,499,625	772,923	
Furniture and Equipment	67,889	237,541	169,652	n-2
Leases - Buildings and Equipment	173,374	281,623	108,249	
Safety and Security	3,857	25,018	21,161	
Total	<u>2,022,120</u>	<u>3,830,197</u>	<u>1,808,077</u>	
Administrative and Support				
Administrative	98,380	538,448	440,068	n-3
Office Supplies	88,244	326,039	237,795	n-4
Printing and Advertising	69,580	233,460	163,880	
Postage	47,773	110,550	62,777	
Official Functions	6,169	22,113	15,944	
Total	<u>310,146</u>	<u>1,230,610</u>	<u>920,464</u>	
Total Expenditures	<u>\$ 23,895,800</u>	<u>\$ 51,839,041</u>	<u>\$ 27,943,241</u>	

*The 2018 budget of \$51,839,041 is comprised of \$49,398,028 from the City General Fund and \$2,441,013 from the Library Special Revenue Fund.

Statement 2

**Denver Public Library
Expenditures by Function, Comparative
For the periods ending June 30, 2018 and June 30, 2017**

Function	June 30, 2018	June 30, 2017
Public Services	\$ 13,146,471	\$ 12,062,666
Collections	3,400,974	4,291,682 n-5
Facilities Management	2,516,189	2,864,128
Technology Services	2,186,697	2,295,015
Administration	2,124,834	1,670,677
Communications and Community Engagement	520,635	535,898
Total Expenditures	\$ 23,895,800	\$ 23,720,066

Statement 3

Denver Public Library
Special Trust Revenue, Comparative
For the periods ending June 30, 2018 and June 30, 2017

	<u>June 30,</u> <u>2018</u>	<u>June 30,</u> <u>2017</u>	
Operational Activity			
Equipment (copiers, printouts)	\$ 102,361	\$ 96,716	
Branch and Central Meeting Rooms	31,967	27,707	
WHG Photographic Services	24,772	19,732	
Lost Books and Collections	63,816	51,221	
Vending and Café	13,261	10,813	
Total	<u>236,177</u>	<u>206,189</u>	
Trust Distributions			
Caroline Bancroft Trust	14,253	15,369	
Frederick R. Ross Library Trust	29,446	29,446	
Total	<u>43,699</u>	<u>44,815</u>	
Friends Foundation Transfers			
Special Use Fund	143,637	33,604	
Endowment	135,000		
Fundraising Events	220,495		
Total	<u>499,132</u>	<u>33,604</u>	n-6
Other Revenue			
Investment Earnings	9,905		
Grants and Sponsorships	46,830		
Miscellaneous	264,326		
Total	<u>321,061</u>	<u>42,104</u>	n-7
Total Revenue	<u>\$ 1,100,069</u>	<u>\$ 326,712</u>	

NOTES

Statement 1

Through June 30, 2018, approximately 46% of the budget has been spent. This is where we would expect to be with spending as we are now halfway through the budget year. Due to a change in accounting software during 2017, comparative information is not provided in this statement because the new software summarizes transactions very different than the previous software.

n-1 – Approximately \$75,000 of the Training and Staff Recognition budget will be spent on the bi-annual Staff Day event that will take place on October 8.

n-2 – As of the date of this report, additional Furniture and Equipment purchases have been procured including a large book scanner for the Western History and Genealogy department, and replacement furniture at Ford-Warren Branch, Montbello Branch, Ross-Broadway Branch, Valdez-Perry Branch, Bear Valley Branch, and Central. As we progress with construction of the Gonzales ideaLab, \$10,000 of budgeted funds will be spent on equipment for this new space.

n-3 - \$76,400 was reallocated to the Administrative budget to cover the DPL portion of a new bookmobile and two transit vans for outreach. The remaining the cost to purchase the vehicles will be paid by Public Works for a combined total of \$282,500. Once the vehicles are obtained, we will finalize the details of wrapping and outfitting them for community outreach. Staff are talking to potential sponsors who may be interested in assisting with the bookmobile project.

n-4 – Office Supplies includes normal office consumables such as paper products and pens, and also includes items such as library cards stock and supplies used to maintain the integrity of our Western History and Genealogy collections. While we continue to spend as budgeted for non-consumable office supplies, we have noticed a decline in the overall spending of general office supplies since the centralizing of this budget in 2017. We will continue to monitor activity in this line and adjust the budget accordingly.

Statement 2

n-5 - Overall, spending in 2018 is comparable to 2017 through June 30. The Collections line does depict a decline in spending from prior year. This change is due to timing of payments for our collection materials. We expect this budget to be fully spent at year end.

Statement 3

As discussed previously, the change in accounting software produced changes in transactional reporting. This software change, coupled with requests from Library Commission members for more information, resulted in expanded detail reporting Friends Foundation Transfers and Other Revenue in 2018 compared to 2017. Activity in these revenue sources is discussed below.

n-6 – Special Use Fund revenue consists of donations and grants given through the Friends Foundation for the benefit of the Library. At the end of 2017, DPL worked with the Friends and modified our approach in requesting these funds to quarterly rather than semi-annually. Additionally, DPL worked to be more intentional in the transfer requests made to align the need of the funds with the timing of the request leading to the higher revenue depicted in 2018 when compared to 2017.

Due to timing of Endowment and Fundraising Events transfers from the Friends Foundation, activity in 2018 is greater than last year at this time. However, we expect year end revenues in these two lines to be comparable year over year.

n-7 – Other Revenue reported includes Investment Earnings, Grants and Sponsorships, and Miscellaneous. At this point in the year, the most significant variance from 2017 is depicted in the Miscellaneous line and is all derived from E-rate revenues. E-rate is the universal service program to schools and libraries that provides discounts on telecommunications and internet access. These discounts may be received as either a true discount to the bottom line cost paid by DPL or as a rebate on costs we have already paid. The \$264,326 revenue reported here was received as rebates this year.

Agenda Item 12

Requested Action: Receive Report

City Librarian Report

Also Available with your Library Card

Foundation Center

The Denver Public Library is a Funding Information Network of the **Foundation Center** and provides a core collection of Foundation Center materials useful to grant seekers, including the Foundation Directory Online and Foundation Maps. We also subscribe to the Colorado Grants Guide and have links to [online resources](#) to assist your nonprofit. During a Foundation & Nonprofit Appointment Services appointment, the librarian will suggest the best resources to answer your questions and teach you the most efficient methods to search the databases.

Stories of Impact

We like to share kudos, thanks and Stories of Impact with staff to remind everyone that the work we do makes a positive difference in our community.

This story comes from **Montbello:**

Our teen tech wanted to start a program just for boys so we didn't exclude anyone. His idea was, "Boys Who Destroy," in which participants would dismantle and repurpose old electronics. We decided to do a trial run in Teens Open Lab. We had several old laptops; the teens asked, "If we can get the computer to work, can we keep it?" Well, sure I said. Several started but three committed to the project, start to finish. They came in for days to work on the laptop and taught themselves dos commands and other skills to clean and reformat the computer. One took his home overnight and returned the next day, saying that he and his friend stayed up all night working on the laptop. (These two met here at the ideaLAB). He now has a functioning laptop.

Bear Valley:

Within the past few months, we've had a new regular attendee at our Sewing Lounge who is a little different from who one might stereotypically expect to see at this program. A gentleman came in because he owns two pairs of pants and needed to have them hemmed for work. He wanted to learn how to do this for himself, so he showed up one day for the program. Our clerk, Fran Lovato, quickly set him up on a sewing machine and showed him how to do the job. He has since been back with his other pair of pants, a sleeping bag needing repairs and a work bag. This gentleman and his repair projects have been a welcome addition to our regulars who attend every time; and we've been happy to provide a service that allows him to learn a new skill and save money to boot.

Schlessman:

We have a regular customer who is a trans woman. She is a huge film noir buff, so just about everyone in the library knows her by name and helps her order all of the movies that she wants to see. Last night, I picked up the phone at the reference desk and recognized her voice immediately. I greeted her warmly, and she said, "Thank goodness I reached you! I had a horrible experience on the bus with people harassing me. When I got home, I felt terrible. I

thought to myself: 'What can I do to feel better?' I decided to call the library and talk to a friendly person and order some movies."

I ordered about ten movies for her, and at the end of the conversation, she said, "Thank you; I feel so much better. You respect me for who I am, and that means so much to me." She thinks of the library as a safe haven where she is treated with dignity and respect and feels free to be herself. When she needed to hear a friendly voice, she trusted us and called us. This made me very proud of my branch and everything we have done to make her feel safe and at home here.

Highlights from Human Resources by Bria Ward

As you'll see in the associated Human Resources Dashboard, this quarter HR recruited, hired and onboarded 48 employees across 26 locations and multiple divisions. We also processed a substantial amount of internal transfers and promotions, 23 this quarter alone. We have a fairly low turnover rate, ranging from about 3% - 5% quarterly. As you know, the library places a strong emphasis on learning and development and each quarter our employees attend over 4,000 learning sessions, both online and in person. Our department also manages and tracks employee leaves and approximately 12% of staff is approved for various leave options at any time. More detail can be found in the dashboard.

Over the past few months the HR team has been busy working on various projects across our disciplines. For example, we have introduced a multifaceted ergonomics program that includes an online component, library-specific online and in-person learning opportunities and a newly created cross-departmental team. We will be rolling out a new annual performance review process which will include a transition to an online tool. We will also be hosting a three-part management training series for all supervisors and managers at the library this fall. We will continue to prep for an all-staff learning and recognition day and benefits open enrollment, both scheduled for this October, and have been busy making updates to our intranet presence to enhance our internal communications. We look forward to the continued support of the organization as we organize and implement important HR initiatives this summer and fall.

Select City Librarian Activities

On vacation July 1-8

Mayor/Council

- Attended Mayor's State of the City
- Presented 2019 budget request to Chief Financial Officer and Budget Director

Library Commission

- Met with Commissioner Martinez and founder and staff from the Latino Cultural Arts Center to show DPL's archives, archival collections preserving Latino heritage and discuss potential collaboration efforts

Friends Foundation

- Met with Foundation Board Advocacy Committee Chair
- Met with Foundation Board Executive Committee

- Met with outgoing Acting Director and multiple times with Board President to prepare for transition
- Participated in Development Committee
- Participated in Transition Committee

Community Engagement

- Discussed potential partnerships with AARP regarding older adults
- Toured Mile High United Way Innovation Officer through Central ideaLAB
- Met with Civic Center Conservancy Executive Director and Deputy Director of Denver Art Museum
- Met with Dean of Graduate School of Professional Psychology, University of Denver, to discuss potential collaborations

Activate!Denver Facilities Master Plan

- Participated in risk workshop associated with first three branch library renovations
- Participated in Bond Executive Committee meeting
- Met with Denver Art Museum, architects and project managers regarding Acoma Plaza plans
- Welcomed Library Director of Anythink Libraries to hear about their library visit to Dokk1, new award-winning library in Aarhus, Denmark

Early Learning and Out of School Learning

- Met with DPS Director of Strategic Initiatives for Early Education
- Met with the Dean of the University of Denver Library Science program to discuss potential research and evaluation partnerships
- Participated in Early Childhood Education workgroup of Children's Cabinet

Staff

- Spent half day in retreat with Executive Team in Emergenetics workshop
- Met with staff from Western History/Genealogy
- Met with DPS CareerConnect interns working in DPL IT this summer
- Met with Youth Services leadership
- Worked with Montbello library staff for couple hours, participated in ideaLAB and Plaza activities with staff and customers
- Spent Saturday in charge at Central Library

Professional

- Attended American Library (ALA) Association Annual Conference in New Orleans to participate in:
 - PLA Board meeting
 - PLA Family Engagement Task Force
 - PLA Nominating Committee
 - PLA Leadership Development Framework Task Force
 - Moderate panel on library response to the opioid crisis

Dates to Remember

- Discover the Library, Thursday, July 26 from 7:30-9 am, Central Library, Floor 7 Training Room.

Final Recognition Policy for Denver Public Library

Purpose

The purpose of this policy is to establish the authority and process for donor or distinguished person or service recognition in Denver Public Library Branches as well as interior and exterior spaces associated with the branches and the Central Library, and major programs and collections. Consistent with this policy, the specific recognition given to donors to commemorate a significant gift may include recognition in specific library spaces, furnishings or fixtures within the library, placement on a donor wall, or in other areas deemed appropriate by the Library Commission.

Authority

The Library Commission has authority over naming pursuant to City Charter Section 11.1.2 which gives the Commission exclusive control over the library and its branches, all property and funds, all administration of gifts and trusts, and all things necessary or expedient in connection with library purposes.

All donor recognition proposals shall be reviewed by the City Librarian prior to discussing the proposal with a prospective donor. The City Librarian will refer appropriate recognition proposals for an entire Branch, significant area or collection within the Central Library or major system-wide programs to the Library Commission for its consideration and approval.

The Library Commission delegates authority to the City Librarian to approve any recognition proposal acknowledging a significant gift within branches and report them to the Library Commission.

Guidelines for Recognition in Library Interior and Exterior Spaces

A branch or significant area within the Central Library may include recognition for individuals, families or entities meeting one or more of the following criteria:

- Staff member who has provided extraordinary service to the Denver Public Library;
- Distinguished person who has provided extraordinary service to the library or who otherwise merits special recognition;
- Donors who have made a significant financial contribution to the library.

Branches or significant areas within the Central Library shall not include:

- Recognition for individuals currently employed by the library, the City of Denver or the State of Colorado or current elected officials.
- Recognition for an individual earlier than five years following the departure or retirement of the person from the library or the end of an elected official's service in office.

There shall be a due diligence review of each recognition proposal to carefully consider the overall benefit of such recognition to the library, including whether recognition in library

space(s) is and will continue to be a positive reflection on the library. Such due diligence shall include the following:

- Review of any possible conflict of interest issues affecting the library;
- Evaluation of the impact on future giving by the donor and others;
- Any other factors that could reflect on the library.

In order to avoid any appearance of commercial influence or conflict of interest, or any other potentially adverse consequence, additional due diligence shall be undertaken before recommending any recognition opportunities that includes a commercial enterprise. Recognition may be given to a commercial enterprise only if recognition of the commercial enterprise's name is appropriate in the public setting of the library.

Duration of Gift Recognition

The scope of gift recognition in Denver Public Library spaces and its duration should correspond to the scale of the financial assistance provided by the donor. Each recognition opportunity will include specific duration of recognition based on gift value and benefit to the Denver Public Library. In the case of an extraordinary gift, recognition will extend to the useful life of the space or be moved to another space of similar value.

Recognition in honor of an individual, family or entity that has either provided extraordinary service to the Denver Public Library as a staff member, or a distinguished person who has provided extraordinary service to the library or who otherwise merits special recognition, shall have recognition that will extend to the useful life of the space where recognized or be moved to another space of similar value.

If a Branch or area within the Central Library is substantially renovated (providing new useful life equivalent to a new building), or if there is a significant addition to a Branch or the Central Library, recognition may be removed or altered as deemed appropriate on a case by case basis at the discretion of the Commission, in consultation with the recognized party or their family as appropriate, consistent with the foregoing recognition criteria.

Recognition in honor of a commercial enterprise will have a set number of years attached, which will be determined on a case-by-case basis and included in a signed gift agreement associated with the recognition opportunity. The duration of commercial enterprise recognition shall normally remain the same notwithstanding future changes in the commercial enterprise name; provided, however, in the event of a name change in the commercial enterprise, the Library Commission may in the exercise of its sole discretion elect to remove the established commercial enterprise recognition, if either such action is determined to be in the best interest of the library.

Prior Procedures and Named Spaces

Gift, distinguished person or service recognition in branches or interior/exterior spaces in existence at the time of the adoption of this policy shall remain in effect, subject to future renaming consistent with this policy and subject to restrictions in any gift agreements related to prior naming action. If no gift agreement exists, the City Librarian and Library Commission, in coordination with the Denver Public Library Friends Foundation, will consult

with the donor, or donor's descendants, to reach a mutual agreement regarding new recognition opportunities.

Nothing herein shall preclude or prevent the Commission from modifying, changing, renovating or disposing of any library facility.

Removal or Change of Name

Gift, distinguished person or service recognition is provided to individuals, families and entities that exemplify the attributes of integrity and civic leadership. If an individual, family or entity for whom recognition has been made violates these standards, the library may elect to remove the individual, family or entities recognition from any library location, interior or exterior space, furnishings or fixtures within the library, or donor wall. Before taking such action, the library shall undertake due diligence, including consultation with counsel, as to any legal ramifications that the library may have under any pre-existing agreement(s) related to gift recognition or in regard to any other matter that may have legal bearing upon a proposed change in name. Any recognition authorized by the Library Commission can only be revoked by a vote of that body.

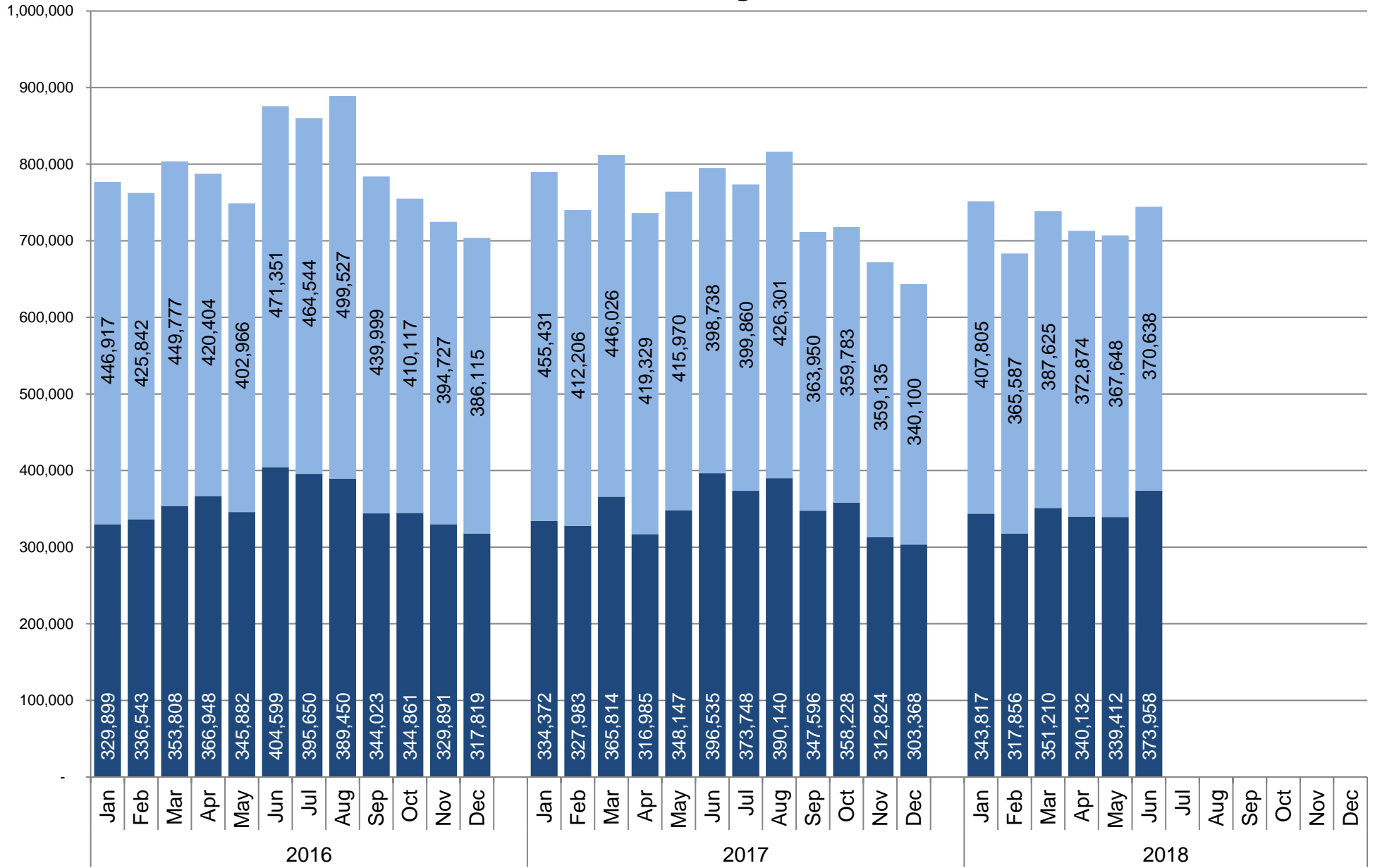
Alternatively, unforeseen circumstances may make it impossible for a donor to complete a gift commitment after that commitment has been recognized by placing a name on a library location, interior/exterior space or major program. The Commission will make reasonable efforts to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary in the best interests of the library to remove the donor's name from the naming opportunity.

Gift recognition within a library, including branches, interior and exterior spaces, furnishings or fixtures within the library, or donor wall, shall be finalized only after the financial commitment by the donor has been honored in full and not on the basis of a pledge for future funds.

June 2018

Denver Public Library Total Visits By Month

■ Online
■ In Person



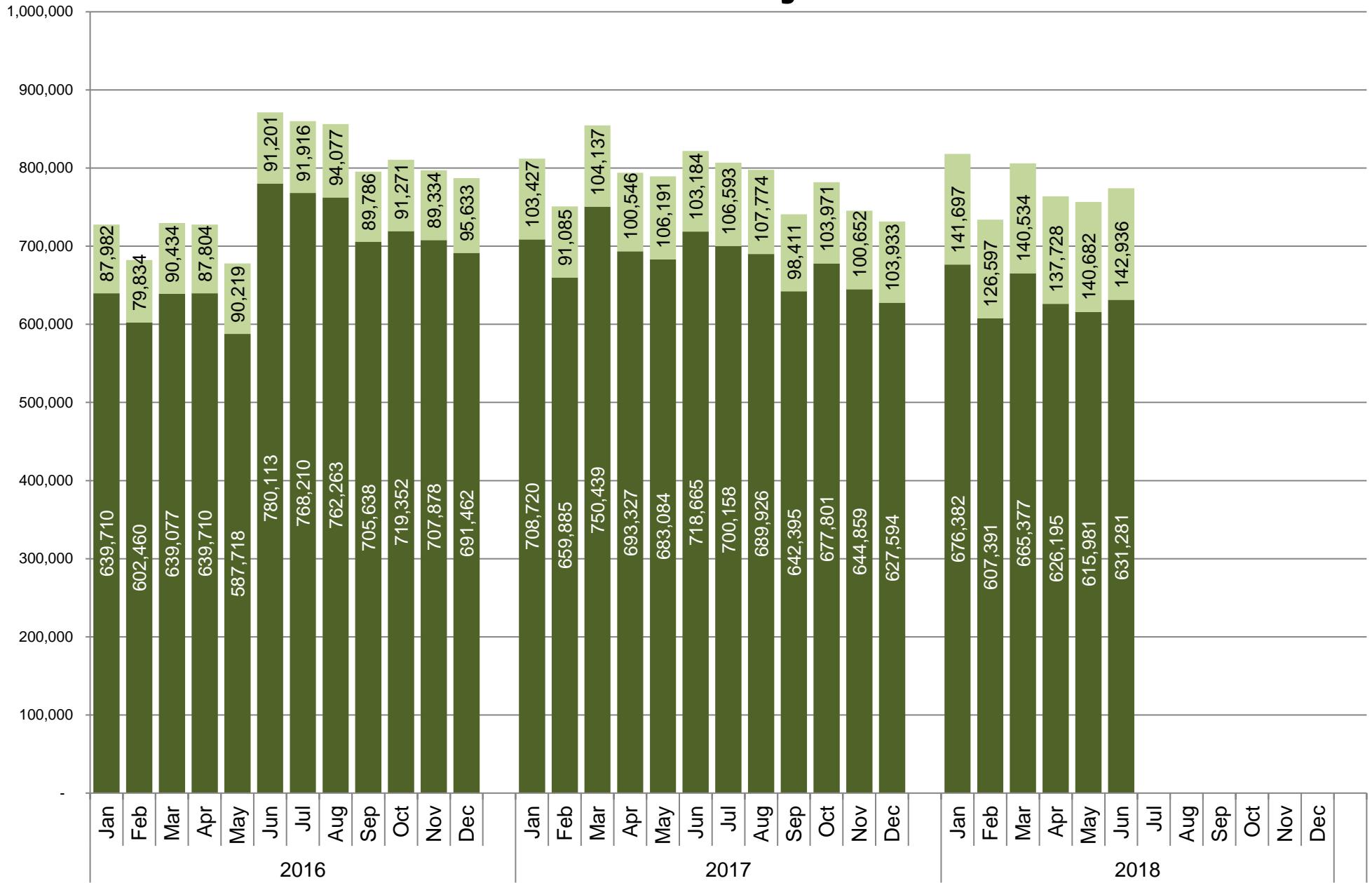
➔ Effective April 2018 Online visits have been updated to align with state and federal reporting guidelines and now only reflect visits to DPLs various websites.

Online visits - total website 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



➔ Auto-renewals began on June 1, 2016.

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

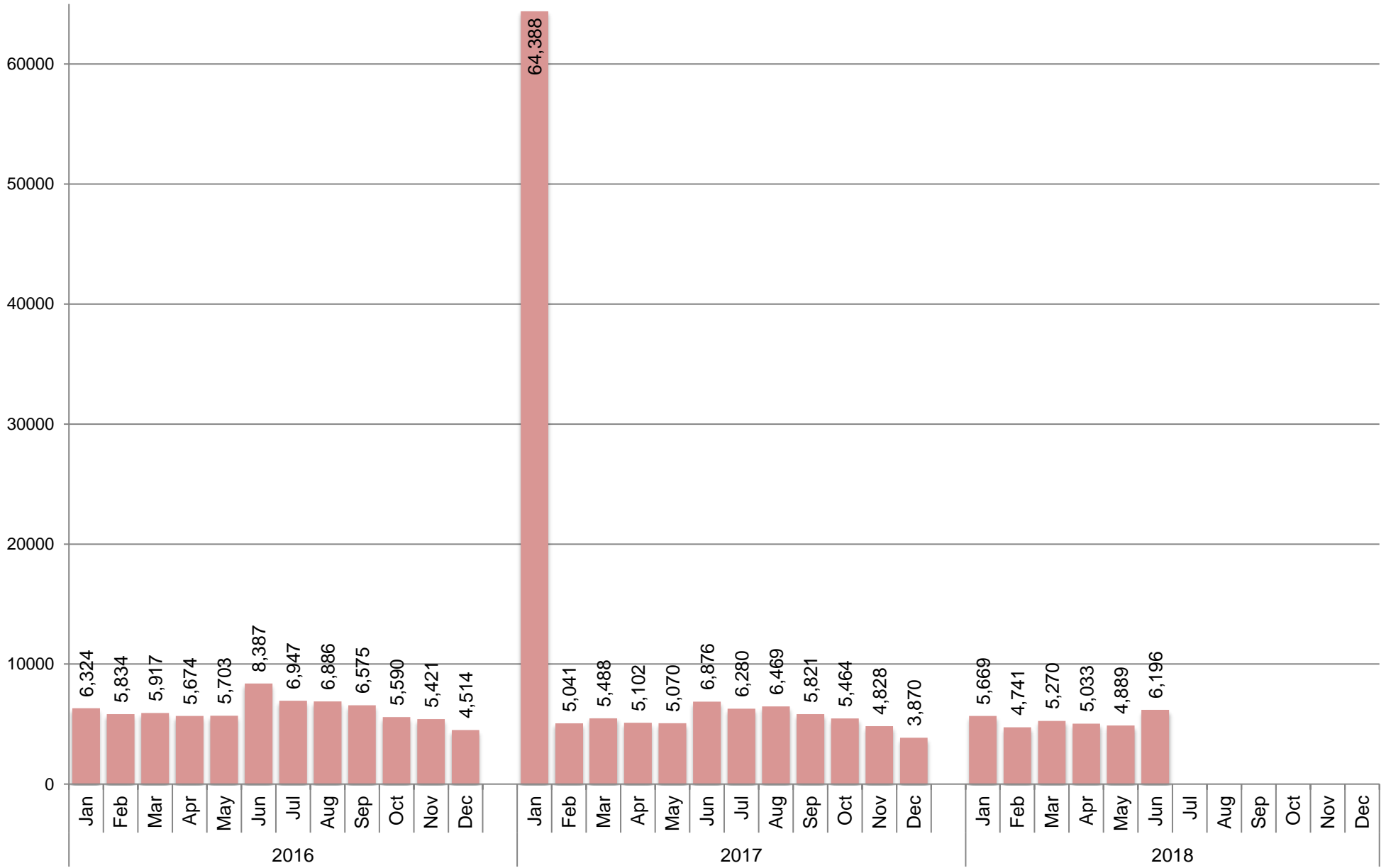
Monthly Circulation by Branch

June 2018

Location	Total Circulation	+/- Previous Month	2018/2017 Year/Year
Athmar Park	8,851	↑ 420	↓ (2,312)
Bear Valley	30,121	↑ 1,155	↓ (7,679)
Blair-Caldwell African American Research Library	8,575	↓ (868)	↓ (1,476)
Bookmobile	4,391	↓ (3,369)	↓ (974)
Byers	3,644	→ (41)	→ (206)
Central Library	86,284	↓ (2,017)	↓ (13,123)
Decker	14,864	↑ 461	↓ (775)
Eugene Field	25,296	↑ 696	↓ (2,807)
Ford-Warren	12,684	↓ (521)	↓ (1,645)
Green Valley Ranch	27,080	↑ 1,289	↓ (2,264)
Hadley	8,979	↑ 197	↑ 1,972
Hampden	31,017	↑ 3,301	↓ (5,547)
Montbello	9,452	↑ 642	↓ (2,949)
Park Hill	31,916	↑ 1,430	↓ (2,755)
Pauline Robinson	5,820	→ (240)	↓ (758)
Rodolfo "Corky" Gonzales	22,432	↓ (592)	↓ (3,956)
Ross-Barnum	8,281	↑ 422	↓ (1,736)
Ross-Broadway	14,057	↓ (609)	↓ (1,145)
Ross-Cherry Creek	26,406	↑ 139	↓ (2,880)
Ross-University Hills	54,889	↑ 3,507	↓ (5,933)
Sam Gary	63,552	↑ 6,641	↓ (7,040)
Schlessman Family	51,719	↑ 1,562	↓ (9,646)
Smiley	21,023	↑ 102	↓ (2,608)
Valdez-Perry	3,242	↑ 433	↓ (1,121)
Virginia Village	29,602	↓ (760)	↓ (3,906)
Westwood	4,122	↑ 412	→ (282)
Woodbury	22,982	↑ 1,508	↓ (3,763)
Denverlibrary.org Downloadables	142,936	↑ 2,254	↑ 39,752
Total	774,217	↑ 17,554	↓ (47,562)

Denver Public Library Total New Library Cards By Month

■ New Cards



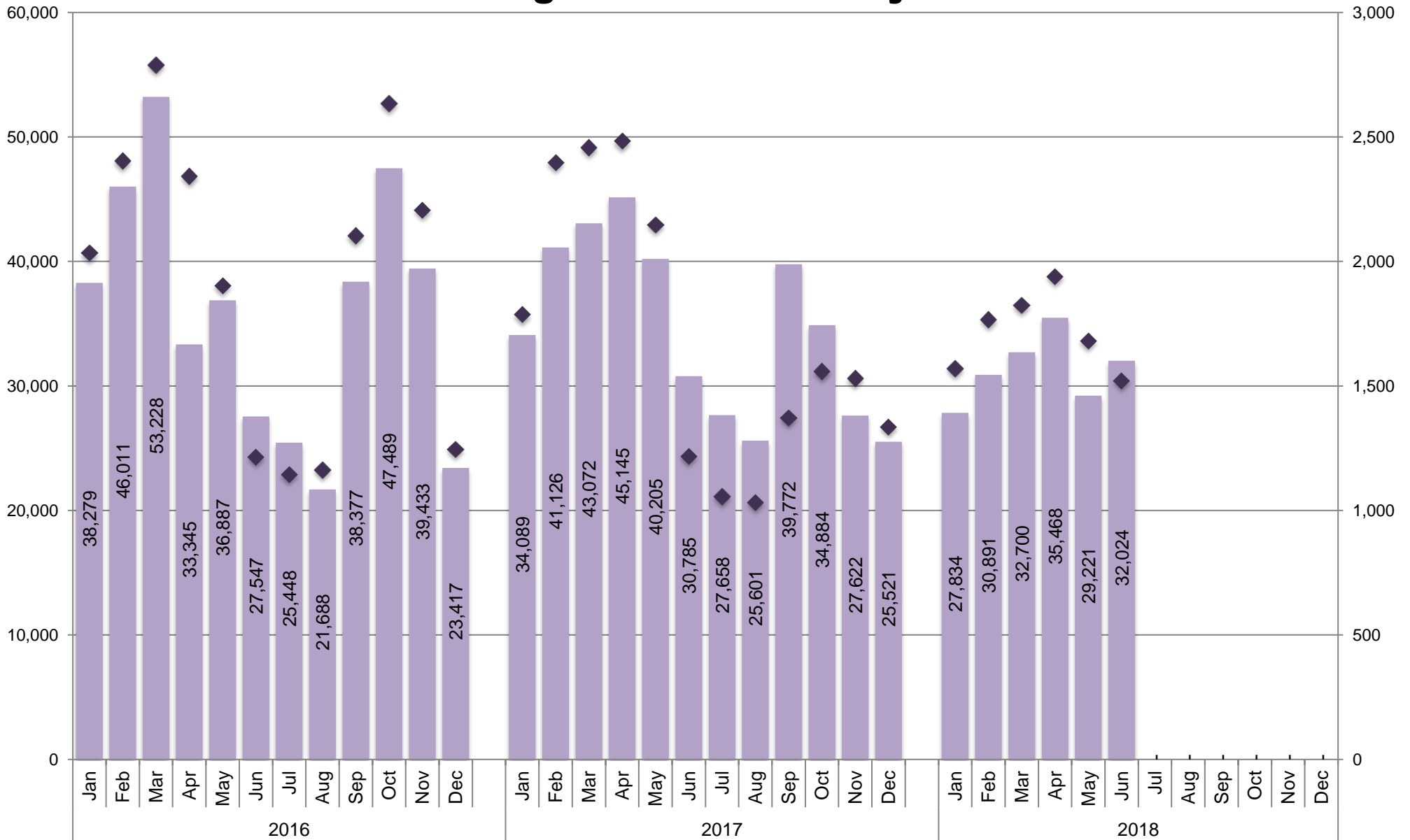
➔ MyDenver card program large DPS database upload in January 2017.

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

Denver Public Library Total Program Attendance By Month

■ Attendance

◆ Sessions



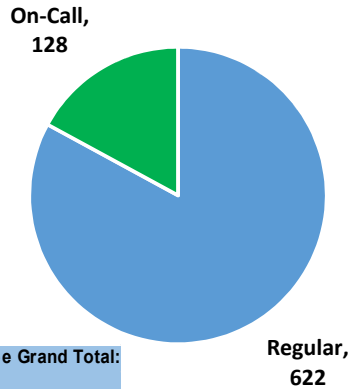
➔ Read Aloud program attendance tracking is in transition since the switch to our new Events Management system. Not all RDA storytimes are being captured properly. A solution is in the works.

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 April – June, 2018

Employee Breakdown



Employee Grand Total:
750
Position Grand Total:
784

Recruiting	
Positions Posted	45
Positions View Count	25,369
Submitted Applications	2,731

Movement	
New Hires	48
Internal Transfers	18
Promotions	5

Separations	
Total Separations	28
Resignations	20
Retirements	7
Dismissals	1

Turnover Rate 3.7%

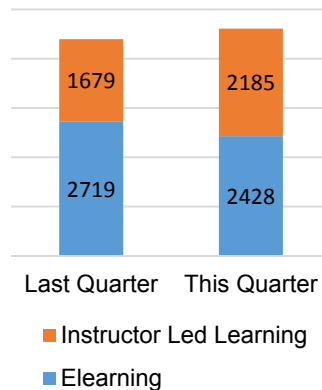
Learning & Development

Second quarter marked a successful rollout of a new **ergonomics program**. This program will expand next quarter with an Ergonomics Safety Awareness Team, focusing on injury reduction by raising awareness for workplace safety, with a focus on ergonomic practices.

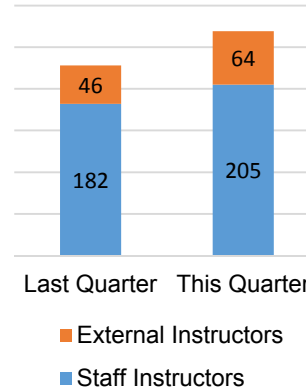
This ties to our 2018 Internal Objective:
Promote Employee Empowerment

What staff are saying:
“DPL values my wellbeing... I found this training to be very helpful and have been using the skills... The entire presentation was a learning exercise for me and one I will incorporate into my life.”

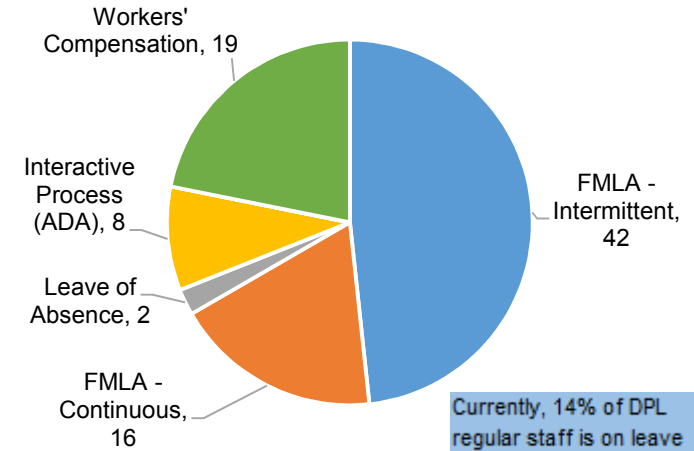
Total Staff Learning Completions



Total Instructor Led Learning Sessions

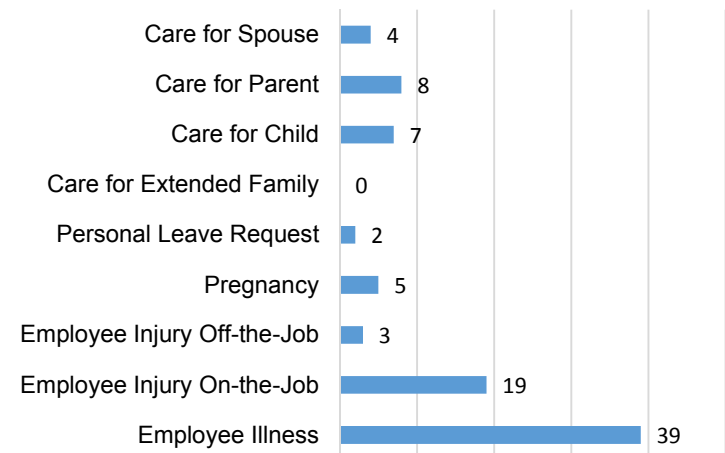


Open Leave Cases



Currently, 14% of DPL regular staff is on leave

Type of Leave Taken





**DENVER
PUBLIC
LIBRARY**

Communications and Community Engagement
Earned Media
June 25 - July 12

News:

[What you missed from Denver Zine Fest 2018](#) - 303 Magazine

[31 Things to do in Denver this weekend](#) - 303 Magazine

[28 Thing to do Denver this week arts culture](#) - 303 Magazine

[“Pink Progression” exhibit pays tribute to women's march](#) - Littleton Independent

[Nominations for the Latino Community Service Awards](#) - La Voz Nueva

[Seven Americans on patriotism protest](#) - The Washington Post

[Denver Public Library now offers free, Netflix-style streaming](#) - The Know

Photo/Resource credits:

[Oldest restaurants in Colorado](#) - Denver Post, The Know

[Remembering Gang of 19 Forty Years After Denver Protests Changed Accessibility](#) - Westword

[You are here this site used to be a youth groups headquarters](#) - 9News