

AGENDA
The Denver Public Library Commission
Regular Monthly Meeting
Thursday, November 15, 2018, 8:30 a.m.
Denver Central Library
7th Floor Training Room

1. Call to order.
2. Introductions.
3. Approval of minutes from October 18, 2018, Regular Library Commission meeting.
Commission
4. Public comment period.
5. Report of the President and members.
6. Report of the Friends Foundation.
7. Approval of changes to the Collection Development Policy. Stacey Watson
8. Approval of Commission Bylaws
9. Discussion of Commission terms related to Bylaws
10. Approval of Commission Attendance and Participation Expectations
11. Discussion of 2019 Committee assignments
12. Report of the City Librarian.
13. Understanding Your Library Part III. Use of data. Nicanor Diaz and Jenny LaPerriere
14. Other Business.

Agenda Item 3

Requested Action: Approval

MINUTES
The Denver Public Library Commission
Regular Monthly Meeting
Thursday, October 18, 2018, 8:30 a.m.
Denver Central Library
7th Floor Training Room

Present: Greg Hatcher, Vicki Hellmer, Alice Kelly, Cathy Lucas, Rosemary Marshall, Laurie Matthews, Sonya Ulibarri

Excused: Carlos Martinez

Staff: Viviana Casillas, Lloyd Gomez, Chris Henning, Michelle, Jeske, Anne Kemmerling, Susan Kotarba, Elaine Langeberg, Zeth Lietzau, Ron Miller, Joe Mills

Guests: Pam Jewett and Jeff Riley, Friends Foundation; Sam Hosfelt, Tim Kretzschmar and Michelle Sandoval, Swinerton Builders

1. Call to order.

Vice President Alice Kelly called the meeting to order at 8:30 a.m.

2. Introductions.

Commissioners, staff and guests introduced themselves.

3. Approval of minutes from September 21, 2018, Regular Library Commission Meeting.

Commission

The September minutes were approved as amended.

4. Public comment period.

Tim Kretzschmar with Swinerton presented the library with over 700 pairs of donated socks gathered by many of their subcontractors. Jeske thanked Swinerton and noted per our social workers, customers experiencing homelessness desperately need socks as the weather turns cold.

5. Report of the President and Members.

Alice Kelly asked the Commissioners to respond to the poll for the retreat so a date can be set. She distributed pros and cons of ballot issues from League of Women voters.

Commissioner Marshall noted the committee met yesterday, Wednesday, October 17 for the 2019 Juanita Gray Community Service Award. Marshall shared that she recently attended former Denver Public Library staff member, Dr. Jenny Rucker's memorial services.

Commissioner Marshall also noted that the Blair-Caldwell African American Research Library will be part of a multi-state public outreach initiative created to encourage people to digitally document and share the history and culture of African American communities. The

digitization process will be open to the African American community in Colorado who want to preserve their own personal history through the sharing of stories, photographs, film, oral histories, and videos November 1-11, 2018 at the library.

Commissioner Ulibarri reported the Latino Awards held on September 22 at the Rodolfo "Corky" Gonzales Branch Library was great with a good turnout.

Vicki Hellmer reported that the Library Commission and DPL Friends will hold their first task force meeting November 30.

Mathews reported she's been attending Staff Council and is impressed with the caliber of the Council members. They take their work seriously and discuss interesting issues.

Commissioner Hatcher shared pictures of his newborn son.

6. Report of the Friends Foundation. Jeff Riley and Pam Jewett

Jewett explained that Peter Pearson with Library Strategies met with Jeff, herself and Michelle Jeske to work on strategic planning. She thanked everyone for attending the Booklovers Ball. Riley started in the middle of August, just a month and a half before the event. His team had to step up and plan the event. The Board is grateful for all his work to this point.

Riley showed off his banned book socks. He relayed the Ball raised \$250,000, netted \$130,000. He's held several debriefs this week to learn what worked and what could be better. The Banned Bar was well received, dancing and the special drinks went over well. Riley noted people got to learn about the ideaLAB and bookmobile. What didn't work included long lines getting into the event, missed some seating, snafu in the garage, vegetarian food did not get good reviews, several building issues and the donation software didn't work as we had hoped. He asked the Commissioners to email or call him with any thoughts and suggestions. Riley also noted the Friends Foundation has lost their accounting manager and are going to be working with an accounting service moving forward.

Mathews totally enjoyed her time at the Ball; it was her first time and suggested a different way to handle the photos. Cathy Lucas agreed the Ball was well done and she had a great time.

7. Third Quarter Financial Report.

Ron Miller commented that 72% of the budget has been spent through nine months of the year putting us on target for the end of the year.

Miller also commented that budget was reallocated from the Administrative line to other cost centers to purchase equipment and other expenses.

Miller noted that some of the lines in statement 2 show reductions in spending from prior year. This is primarily because of changes in the accounting and reporting systems from HTE Sungard and PeopleSoft to Workday in late 2017.

Miller shared that the two new sprinter vans are in town and the large bookmobile is due to be in Denver in December. Beth Warren along with the Friends Foundation has put together a good fundraising package to complete the sprinter vans and bookmobile.

Our coffee shop, the Coffee Mug, will be closing in December and it has been determined we may not have a new coffee shop until we get done with the Central Library renovation.

8. Approval of changes to the Library Card and Borrowing Policy to support the elimination of fines.

Jennifer Hoffman reported the City agreed to eliminate fines. Currently a staff group is working on changes. Hoffman noted the team is recommending the addition of an educator card. Educators can have a separate card for classroom. Commissioner Kelly asked if the card is for residents of Denver only. Hoffman replied we can look at this and right now we are considering for teachers living in Denver or teaching at a Denver school.

Hoffman explained eligible items continue to renew up to three times as long as no one else is asking for it. As always, customers should heed notifications to be informed about renewal status. Accounts will be blocked from checkout when one or more items reaches 14 days overdue. Customers will receive a long overdue notice on the 14th day overdue, alerting them to the block. Commissioner Ulibarri asked about the fiscal impact. Jeske responded we never received that money; it goes to the City's General Fund, so does not have a direct impact. Customers' replacement fees do come to us.

Jeske reported that Chris Henning and Diana Cordova are putting together a great campaign next year: Welcome Back. No Fines will be a large part of this campaign. They will be here in December to present on the campaign further.

Approval: Motion: Vicki, seconded Greg, all ayes.

9. Progress on Commission Bylaws and Expectations. Vicki Hellmer

Commissioner Hellmer reported that work is still happening on the Bylaws and attendance expectations; it's not ready to be voted on yet. She noted the group is addressing everything that was discussed at the last meeting. We are working with the Mayor's Office regarding terms beginning in January and attendance standards. We will get these drafts out to the Commission before a vote at our November meeting.

10. Proposed calendar of 2019 meetings.

It was decided to wait to approve until we approve the Bylaws.

Jeske mentioned the December Library Commission meeting this year is December 20, wondering if we can move it to December 13. Please check your calendars.

Commissioner Marshall asked to discuss the proposed three hour meetings every other month, she feels this is a long time for a meeting. Jeske suggested we put down three hours and then if we don't need that long we can end early.

Kelly questioned the two unexcused absences as she's concerned about becoming disconnected if the meetings are every other month and you don't attend two times consecutively. Jeske asked that we talk about this further when we discuss the Bylaws.

11. Report of the City Librarian.

In addition to her written report, Jeske noted the following:

- Rebecca prefers to be called Bec but she's okay if you slip to Rebecca.
- We had an amazing Staff Day. Great keynote speaker, Shola Richards, highly recommend him for your organization if you are looking for someone to speak on positivity, how to play nicely together. Richards connected with most staff. We also held Service Awards for 5 - 35 year employees. Employee of the Year was Elissa Hardy, our lead Social Worker.
- Jeske's report included updates on our 2018 Strategic Plan.
- She highlighted the new Spanish customer publication, Conexiones, which promotes Spanish library programs and services.

- She gave a brief bond update. The RFQ for design team for Central will go out in December. Byers and Smiley's design package is out. There was a pre-bid meeting earlier this week. A meeting is scheduled on October 31 to review qualifications of designers that submitted a proposal. Blair-Caldwell African American Research Library RFQ will be a couple months from now as the bond projects need to be staged due to resource constraints.
- She mentioned Novel Night which the Hamdpen Branch Library is hosting on Saturday, October 20, 6 - 8 p.m.
- Also Trick or Treat Street at the Central Library, Friday, October 26, 2:30-5:30 p.m.
- And a R.A.D.A. workshop about having good dialogue around race at Sam Gary.
- The Rodolfo "Corky" Gonzales ideaLAB grand opening will be held on October 30, remarks at 3:00 p.m. then maker activities.

12. Career Online High School program update.

Viviana Casillas spoke about the Career Online High School program:

- The program is for adults over 19 years old who did not get their high school degree
- Must be a resident of Denver
- Allows students to do their work at home, work or library
- Students can transfer credits
- Found out last week GED credits are now counted towards this degree
- Typically, two graduations per year, February and August
- Refer to report for statistics
- Average age of graduates is 33 years
- Receive a diploma and certificate
- Hellmer attended last graduation and said it was very moving.
- Recently added home care career certificate
- Most popular is child care and office management certificates
- Ulibarri asked if there was interest across the system. She noted the Gonzales branch has a large number of students. Viviana travels around the system to work with staff to promote.
- Montbello and Hadley have second highest numbers of students after the Gonzales branch.
- Social workers helping get the word out
- Commissioner Kelly asked about the number of Spanish speakers going through the program. There are lots of different language speaking students. The online training is in English which makes it tough on some of the students.

13. Did you know? presentation. Annie Kemmerling

Kemmerling presented on features of the library card and catalog:

- Explained suspending holds
- Personalized reading lists
- Research--Consumer Reports, Auto Repair Reference Center, Gale Legal Forms, Heritage Quest/Genealogy research database, Health and Wellness, NewsBank, Mango Languages, Lynda.com, CultureGrams (encyclopedia about

countries, states), CQ Research (current events, gives you all sides of the issue)

- Downloads--eBooks and audioeBooks, eMagazines, streaming music, videos, Kanopy for Denver residents
- Library of Things--reserve tickets to Denver Museum of Nature and Science, Museum of Contemporary Art, Molly Brown House, Denver Firefighters Museum, hotspots, energy meters, indoor air quality monitors and more
- Engage--programming across the City
- Events calendar online, free stuff!
- Services--computers, free scanning, printing, wifi
- Services to immigrants and refugees
- Appointment Services--Small business, student research appointments, patent research, non-profit research
- ideaLABs
- Teacher sets
- Phone-a-Story
- Ask Us! 24 hour chat service
- Geocaches

14. Understanding Your Library Part III. Use of Data. Annie Kemmerling
Delayed to next month's meeting.

15. Other Business.
None.

The meeting was adjourned at 9:50 a.m.

Minutes submitted by Elaine Langeberg on behalf of Cathy Lucas

Agenda Item 7

Action Requested: Review

Collection Development Policy Changes Summary

Revisions to the Collection Development policy integrate new information about collection scope and selection criteria. Procedural processes have also been removed from the policy and language has been simplified where needed.

Philosophy and Scope of the Collection

- Scope now includes "general educational interest"
- Removed information about holds triggering the purchase of more requests. While still true, this is an internal process and holds ratios may vary by format.
- Improved language around the scope of the online collections
- Federal Government Publications - includes retention of historical docs

Selection Criteria

- Remove local significance of the author or subject - titles published by local authors must meet the same selection criteria as all circulating materials including customer demand and the reputation of the publisher. The Western History and Genealogy Department will select books by local authors for the non-circulating collection.
- New online resources must meet ADA accessibility requirements and be available for library licensing

Criteria for Weeding and Withdrawal

- This section has been simplified to list the reasons for the weeding and withdrawal of materials from the collection. All reasons to retain materials have been removed.

Special Collections: Western History, Genealogy, The African American Research Library.

- In addition to making the wording more concise and simpler, the collection development descriptions include new acquisition areas such as Americans with disabilities movement and digital material.

Agenda Item 7a

Requested Action: Review

Denver Public Library Collection Development Policy

Last revised April 2014.

Approved by the Library Commission in May 2014.

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9. Customer Recommendations
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11. Collection Management

Appendices

1. Statements Endorsed by the Library Commission
2. Western History and Genealogy Collections
3. African American Research Library Collections
4. Federal Government Documents
5. Procedure for Request for Reconsideration

Collection Development Policy

1. Mission Statement

The Denver Public Library connects people with information, ideas and experiences to provide enjoyment, enrich lives and strengthen our community.

2. Purpose of Collection Development Policy

The Collection Development Policy, approved by the Library Commission, is one of the Library's fundamental policy documents. It outlines the philosophies that create and shape the Denver Public Library's unique collection, the practices that maintain it over time and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures. The Collection Development Policy ensures that over time, the Denver Public Library's collection will remain on course, reflecting the needs of Denver's community, while creating unique experiences of meaning and inspiration for the individual customer.

3. Philosophy and Scope of the Collection

The Denver Public Library collects materials, in a variety of popular formats, which support its function as a major information source for the demanding needs of a metropolitan population. The collection also serves the popular and recreational needs of the general public, and reflects the racial, ethnic and cultural diversity of the community.

Customer use is the most powerful influence on the Library's collection. Circulation, customer purchase requests and holds levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items. The other driving force is the Library's strategic plan.

In addition to customer demand, selections are made to provide depth and diversity of viewpoints to the existing collection and to build the world-class Western History/Genealogy and African American Research Library collections. The Denver Public Library collects to the research level in the following areas: Western History, Genealogy, Federal Government Publications and African American History in Colorado and the Rocky Mountain West.

Inherent in the collection development philosophy is an appreciation for each customer of the Denver Public Library. The Library provides materials to support each individual's journey, and does not place a value on one customer's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Denver Public Library does not intrude on that relationship.

4. Scope of the Central Library

The Central Library contains the core fiction and nonfiction collections for the Library system and includes material of an enduring nature as well as current-interest materials. Central Library collections include information in multiple formats and represent the diverse viewpoints and interests of the community the Library serves. The Reference collection contains current and historical non-circulating publications, including many periodicals, to support extensive and in-depth reference service for the general public, students and businesspeople.

5. Scope of the Branch Libraries

Branch libraries serve the needs of the communities in which they are located. Library staff regularly evaluate the collection to ensure its relevance. Collections of the branch libraries concentrate on materials of high interest and materials that support the Library's strategic goals. Branch collections are shaped, in part, by customer use through the floating collection system, in which items move freely among library locations rather than being owned by a specific location.

6. Scope of the Online Collection

The online collection represents the diverse viewpoints and interests of the entire community the Library serves. This collection includes citation and full-text databases; eBooks and other downloadable and streaming media; and instructional programs.

7. Scope of Special Collections

Western History and Genealogy

The Western History/Genealogy Department collects to the research level original and secondary materials in a variety of formats in the following subject areas: history of the trans-Mississippi West, genealogy, conservation and the 10th Mountain Division. The Department is also the repository of the Library's institutional archives. Other collections housed in the Western History/Genealogy Department include the Eugene Field Collection, the Ross-Barrett Historical Aeronautics Collection, the Douglas Collection of Fine Printing and Binding and Denver Municipal and Denver Regional Documents.

Federal Government Publications

The Denver Public Library is a selective depository in the Federal Depository Library Program. The government documents collection provides information about the past and present operation and activities of the United States Government and public access to authoritative information from government sources. The collection level is aimed at a general audience consisting of engaged citizens and residents, businesspeople and students of all ages.

Blair-Caldwell African American Research Library

The Blair-Caldwell African American Research Library collects materials on the history, literature, art, music, sports, religion and politics of African Americans in Colorado and the Rocky Mountain West. By collecting primary and secondary source materials such as archival papers, photographs, periodicals, artwork, books, and artifacts for the research collection as well as for the museum, the Library documents the African American experience from the Five Points neighborhood to the trans-Mississippi West.

8. Selection Criteria

Collection development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with

preference generally given to titles vetted in the editing and publishing industry

- Suitability of format to Library circulation and use
- Date of publication
- Price, availability and Library materials budget

9. Customer Recommendations

Customers may request items the Library does not own. Each request is reviewed for inclusion in the collection or for loan through Interlibrary Loan. Staff determine the best method for delivery of materials using the selection criteria.

10. Requests for Reconsideration

The Denver Public Library selects material using established criteria and full consideration of the varying age groups and backgrounds of customers. Requests for removal of items from the collection may be made using a formal procedure outlined in Appendix 5.

11. Collection Management

Philosophy of Collection Management

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

Responsibility for Collection Management

The final authority for the Library collection rests with the Library Commission. Implementation of collection development policy and management of the collection is assigned to Library staff. The Denver Public Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Friends Foundation serves as an instrument for the Library, reselling and redistributing Library materials that are withdrawn from the collection or donated to the Library and designated by the Library for resale.

Criteria for Weeding and Withdrawal

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- Number of copies in the collection
- Relevance to the needs and interest of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest
- Relevance to Denver Public Library's research collections

- Availability elsewhere including other libraries and online
- Deemed to be of an enduring nature

In addition, staff use the following guidelines for the withdrawal and sale of items from special collections:

- Curatorial or environmental requirements exceed the resources of the Library
- Legal restrictions, possession of valid title and the donor's intent
- Relevance to the scope of the special collections

When a statement of a donor's preferences accompanies an acquisition, any departure from it is carefully considered and negotiated with the donor or the donor's heirs or settled by appropriate legal procedures. For an item withdrawn from special collections including rare books, artwork, photographs, antiquarian maps, and archival materials, the Library will document its disposition.

Sale of withdrawn items will be carried out in the manner most advantageous to the Library. This may entail a relationship with a dealer, auction house or other institution. Staff will deposit the proceeds from the sale of items back into a special revenue fund of the City for development and maintenance of special collections. In accordance with Denver City rules regarding the sale of municipal property, Library employees cannot privately acquire materials from a special collection.

Gifts

The Denver Public Library accepts donations of books and other materials. The Library retains the authority to accept or reject gifts. Library staff and/or representatives of the Friends Foundation make all decisions as to the use, housing and final disposition of donations. The Library does not evaluate or appraise gift materials for tax purposes.

Appendix 1: Statements Endorsed by the Library Commission

In August 2012, the Denver Public Library Commission reaffirmed its endorsement of the American Library Association Library Bill of Rights.

Appendix 2:

Western History and Genealogy Collections

Western History

The Western History Collection encompasses primary and secondary source material of the trans-Mississippi West with special focus on the Rocky Mountain region.

Primary sources include:

- Manuscript Collection – personal papers, family papers, records of organizations and architectural records
- Maps – primarily of the 22 contiguous states west of the Mississippi River, plus Alaska and Hawaii
- Photography Collection – chiefly original negatives and photo prints of photographers who documented the West, with the primary focus on the Rocky Mountain region
- Art Collection – primarily works of original art and other illustrative materials of historical interest to the Rocky Mountain Region, and secondarily work by artists who lived in Colorado or who came to Colorado to work. The Library also acquires representative works of contemporary Colorado artists
- Denver Municipal and Regional Documents – publications produced by Denver City and County agencies, and Denver regional agencies including RTD and DRCOG

Secondary sources include books, pamphlets and government publications covering such broad subjects as exploration and discovery, trappers and traders, frontier and pioneer life, Native Americans, railroads, mines and mining, livestock and ranching, trails and roads and many other subjects of a local and regional nature.

Genealogy

The Genealogy Collection focuses on United States source and research materials and international how-to guidebooks. The Library collects regional, state, county and local histories, and primary and secondary source materials such as cemetery, mortuary, tax, probate, census and vital records, and passenger and immigration lists. Media include print, electronic, and microfilm resources.

Conservation

The Library collects conservation materials as they relate to the politics and preservation of natural resources. This includes primarily manuscripts, but also photos, books and ephemera. The Conservation Collection is national in scope, with a focus on the western United States.

10th Mountain Division

In association with History Colorado, the Library acquires the personal papers and records of the men and units of the World War II United States ski troops. This relationship is called the 10th Mountain Division Resource Center.

Ross-Barrett Historical Aeronautics Collection

Focusing on commercial and general aviation, the Library has collected books, and other materials that document the history of aeronautics through World War II. The Library is not currently collecting actively in this area.

Douglas Collection of Fine Printing and Binding

The Library has collected examples of craftsmanship in the art of bookmaking,

including books representing the best work in typography, papermaking and decoration, unique binding, and hand bookmaking as an art form. The Library is not currently collecting actively in this area.

History of the Book

The Library collects examples demonstrating the history of writing and printing. This includes representative examples of papyrus, incunabula, vellum, and historical first editions. The Library relies solely on donations to develop and conserve this Collection

Appendix 3:

African American Research Library Collections

The research collection at the Blair-Caldwell African American Research Library encompasses primary and secondary source material of the African-American experience in the trans-Mississippi West with special focus on the Rocky Mountain Region.

Primary sources include:

- Archival collection - personal papers, family papers, business archives, and the records of civic, social and religious organizations
- Photography collection - original negatives and photo prints that document the African American experience in the West
- Artwork and Museum collection – art and artifacts that document and illustrate the history and contributions of African Americans in the trans-Mississippi West

Secondary sources include books, pamphlets, maps, government publications, and periodicals that support African American research and scholarship as well as genealogy and community programs.

Appendix 4:

Federal Government Documents

The Denver Public Library has been a selective depository in the Federal Depository Library Program since 2009. Before that date, the Library was a regional depository for many years and has collected federal documents since the nineteenth century. The base of the Library's selection profile is the Suggested Core Collection (Federal Depository Library Manual, Appendix A). Beyond these, item selections support the Library's general collection and fill the current and future needs of the community in formats that the Library can sustain. Priority is given to print and electronic formats in selection and retention decisions.

The Library selects items with documents in the following subject areas:

- Executive and legislative activities of the federal government, including

hearings and annual reports

- Consumer protection
- Health
- Criminal justice
- Recreation, with an emphasis on Colorado and the Rocky Mountain West
- Historical monographs, with special emphasis on subjects included in the Western History and Genealogy collection
- Arts
- Energy
- Water issues
- Materials supporting the K-12 curriculum
- Materials about and of use to small business

Item categories that are not selected:

- Newsletters
- Directories
- Catalogs and bibliographies
- Forms (except IRS)
- Announcements
- Technical reports, notes, bulletins
- State-specific publications for states outside the Rocky Mountain West

Appendix 5:

Procedure for Request for Reconsideration

Library customers requesting reconsideration and removal of items in the collection may submit a Request for Reconsideration of Library Material form, which is available at any Library location. Staff review the request in relation to the Library's mission and selection criteria. The City Librarian reviews the request and replies within thirty days of receipt of the request. The item in question will not be removed from the shelf during the reconsideration process.

Agenda Item 7b

Requested Action: Review

Denver Public Library Collection Development Policy - Redline Copy

Last revised April 2014. Approved by the Library Commission in May 2014.

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Collection Development Policy

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3. Philosophy and Scope of the Collection

The Denver Public Library collects materials, in a variety of popular formats, which support its function as a major information source for the demanding needs of a metropolitan population. The collection also serves the ~~general educational interest, recreational, and entertainment~~ popular and recreational needs of the general public, and reflects the racial, ethnic and cultural diversity of the community.

Widespread interest and usage are the most powerful influence on the Library's collection. Circulation, customer purchase requests and holds levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items. The other driving force is the Library's strategic plan.

In addition to customer demand Selections are made to provide depth and diversity of viewpoints to the existing collection and to build the world-class Western History/Genealogy and African American Research Library collections. The Denver Public Library collects to the research level in the following areas: Western History, Genealogy, Federal Government Publications and African American History in Colorado and the Rocky Mountain West.

Inherent in the collection development philosophy is an appreciation for each customer of the Denver Public Library. The Library provides materials to support each individual's journey, and does not place a value on one customer's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community **and our world**. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Denver Public Library does not intrude on that relationship.

4. Scope of the Central Library

The Central Library contains the core fiction and nonfiction collections for the Library system and includes material of an enduring nature as well as current-interest materials. Central Library collections include information in multiple formats and represent the diverse viewpoints and interests of the community the Library serves. The Reference collection contains current and historical non-circulating publications, including many periodicals, to support extensive and in-depth reference service for the general public, students and businesspeople.

5. Scope of the Branch Libraries

Branch libraries serve the needs of the communities in which they are located. Library staff regularly evaluate the collection to ensure its relevance. Collections of the branch libraries concentrate on materials of high interest and materials that support the Library's strategic goals. Branch collections are shaped, in part, by customer use through the floating collection system, in which items move freely among library locations rather than being owned by a specific location.

6. Scope of the Online Collection

The online collection represents the diverse viewpoints and interests of the entire community the Library serves. **The online collection evolves as new formats and products become available.** This collection includes citation and full-text databases; eBooks and other downloadable and streaming media; and instructional programs. **This collection may include research and learning databases, eBooks and other downloadable and streaming media.**

7. Scope of Special Collections

Western History and Genealogy

The Western History/Genealogy Department collects to the research level original and secondary materials in a variety of formats in the following subject areas: history of the trans-Mississippi West, genealogy, conservation and the 10th Mountain Division. The Department is also the repository of the Library's institutional archives. Other collections housed in the Western History/Genealogy Department include the Eugene Field Collection, the Ross-Barrett Historical Aeronautics Collection, the Douglas Collection of Fine Printing and Binding and Denver Municipal and Denver Regional Documents.

Federal Government Publications

The Denver Public Library is a selective depository in the Federal Depository Library Program. The government documents collection provides information about the past and present operation and activities of the United States Government and public access to authoritative information from government sources. **Collections of historical documents reflecting major historical events and movements are retained.** The collection level is aimed at a general audience consisting of engaged citizens and residents, businesspeople and students of all ages.

Blair-Caldwell African American Research Library

The Blair-Caldwell African American Research Library collects materials on the history, literature, art, music, sports, religion and politics of African Americans in Colorado and the Rocky Mountain West. By collecting primary and secondary source materials such as archival papers, photographs, periodicals, artwork, books, and artifacts for the research

collection as well as for the museum, the Library documents the African American experience from the Five Points neighborhood to the trans-Mississippi West.

8. Selection Criteria

Collection development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject
- ~~Local significance of the author or subject~~
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability and Library materials budget
- ~~Online resources are also evaluated based on accessibility and the availability of library licensing~~

9. Customer Recommendations

Customers may request items the Library does not own. Each request is reviewed for inclusion in the collection ~~or for loan through Interlibrary Loan. Staff determine the best method for delivery of materials~~ using the selection criteria.

10. Requests for Reconsideration

The Denver Public Library selects material using established criteria and full consideration of the varying age groups and backgrounds of customers. Requests for removal of items from the collection may be made using a formal procedure outlined in Appendix 5.

11. Collection Management

Philosophy of Collection Management

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

Responsibility for Collection Management

The final authority for the Library collection rests with the Library Commission. Implementation of collection development policy and management of the collection is assigned to Library staff. The Denver Public Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Friends

Foundation serves as an instrument for the Library, reselling and redistributing Library materials that are withdrawn from the collection or donated to the Library and designated by the Library for resale.

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- ~~Number of copies in the collection~~
- ~~No longer relevant to~~ **Relevance** the needs and interest of the community
- ~~Infrequent use and lack of demand~~ **Current demand and frequency of use**
- ~~No longer accurate~~ **Accuracy and timeliness**
- ~~Local interest~~
- ~~Relevance to Denver Public Library's research collections~~
- Availability elsewhere including other libraries and online
- ~~Deemed to be of an enduring nature~~

In addition, staff use the following guidelines for the withdrawal and sale of items from special collections:

- Curatorial or environmental requirements exceed the resources of the Library
- Legal restrictions, possession of valid title and the donor's intent
- Relevance to the scope of the special collections

When a statement of a donor's preferences accompanies an acquisition, any departure from it is carefully considered and negotiated with the donor or the donor's heirs or settled by appropriate legal procedures. For an item withdrawn from special collections including rare books, artwork, photographs, antiquarian maps, and archival materials, the Library will document its disposition.

Sale of withdrawn items will be carried out in the manner most advantageous to the Library. This may entail a relationship with a dealer, auction house or other institution. Staff will deposit the proceeds from the sale of items back into a special revenue fund of the City for development and maintenance of special collections. In accordance with Denver City rules regarding the sale of municipal property, Library employees cannot privately acquire materials from a special collection.

Gifts

The Denver Public Library accepts donations of books and other materials. The Library retains the authority to accept or reject gifts. Library staff and/or representatives of the Friends Foundation make all decisions as to the use, housing and final disposition of donations. The Library does not evaluate or appraise gift materials for tax purposes.

Appendix 1:

Statements Endorsed by the Library Commission

In August 2012, the Denver Public Library Commission reaffirmed its endorsement of the American Library Association Library Bill of Rights.

Appendix 2:

Western History and Genealogy Collections

Western History

The Western History Collection encompasses primary and secondary source material of the trans-Mississippi West with special focus on the Rocky Mountain region.

Primary sources include:

- ~~Manuscript Collection — personal papers, family papers, records of organizations and architectural records~~
- Archival Collection – original personal papers, family papers, records of organizations including architectural records, electronic records, and unpublished audio/visual media
- Maps – ~~primarily of the~~ 22 contiguous states west of the Mississippi River, plus Alaska and Hawaii
- Photography Collection – ~~chiefly original negatives and photo prints of photographers who documented the West, with the primary focus on the Rocky Mountain region~~ Original negatives, photographic and digital images
- Art Collection – ~~primarily~~ works of original art and other illustrative materials of ~~historical interest to~~ the Rocky Mountain Region, and ~~artwork by Colorado artists. secondarily work by artists who lived in Colorado or who came to Colorado to work. The Library also acquires representative works of contemporary Colorado artists~~
- Denver Municipal and Regional Documents – publications produced by Denver City and County agencies, ~~and Denver regional agencies including~~ along with RTD and DRCOG

Secondary sources include books, pamphlets and ~~other published material covering historical and contemporary subjects. government publications covering such broad subjects as exploration and discovery, trappers and traders, frontier and pioneer life, Native Americans, railroads, mines and mining, livestock and ranching, trails and roads and many other subjects of a local and regional nature.~~

Genealogy

The Genealogy Collection focuses on United States source and research materials and international how-to guidebooks. The Library collects regional, state, county and local histories, and primary and secondary source materials such as ~~maps, family charts, cemetery, mortuary, tax, probate, census, vital records and passenger and immigration lists.~~

~~cemetery, mortuary, tax, probate, census and vital records, and passenger and immigration lists. Media include print, electronic, and microfilm resources.~~

Colorado Authors

The library acquires published fiction and non-fiction authored by Colorado residents for the Western History and Genealogy collections. Titles must meet the selection criteria in #8 for consideration for the circulating collection.

Conservation

The Library collects conservation materials as they relate to the politics and preservation of natural resources. ~~This includes archival collections, and also photographs, books and ephemera. The Conservation collection is national in scope. This includes primarily manuscripts, but also photos, books and ephemera. The Conservation Collection is national in scope, with a focus on the western United States.~~

10th Mountain Division

In association with History Colorado, the Library acquires the personal papers and records of the men and units of the World War II United States ski troops. This relationship is called the 10th Mountain Division Resource Center.

Ross-Barrett Historical Aeronautics Collection

~~Focusing on commercial and military aviation, the library collects books and other materials that document the history of aeronautics through 1970.~~

~~Focusing on commercial and general aviation, the Library has collected books, and other materials that document the history of aeronautics through World War II. The Library is not currently collecting actively in this area.~~

Douglas Collection of Fine Printing and Binding

~~The library obtains examples of craftsmanship in the art of bookmaking, including books representing typography, papermaking and decoration, unique binding and artists' books.~~

~~The Library has collected examples of craftsmanship in the art of bookmaking, including books representing the best work in typography, papermaking and decoration, unique binding, and hand bookmaking as an art form. The Library is not currently collecting actively in this area.~~

History of the Book

~~The library collects examples demonstrating the history of writing and printing. This includes representative examples of papyrus, incunabula, vellum and historical first editions.~~

~~The Library collects examples demonstrating the history of writing and printing. This includes representative examples of papyrus, incunabula, vellum, and historical first editions. The Library relies solely on donations to develop and conserve this collection~~

Appendix 3:

African American Research Library Collections

The research collection at the Blair-Caldwell African American Research Library encompasses primary and secondary source material of the African-American experience in the trans-Mississippi West. ~~with special focus on the Rocky Mountain Region.~~

Primary sources include:

- Archival collection - ~~original personal papers, family papers and organizational records~~

~~personal papers, family papers, business archives, and the records of civic, social and religious organizations~~

- Photography collection - original negative, photographs and digital images

~~original negatives and photo prints that document the African American experience in the West~~

- Artwork and Museum collection – art and artifacts that document and illustrate the history and contributions of African Americans ~~in the trans-Mississippi West~~

Secondary sources include books, pamphlets, maps, government publications, and periodicals that support African American research and scholarship. ~~as well as genealogy and community programs.~~

Appendix 4:

Federal Government Documents

The Denver Public Library has been a selective depository in the Federal Depository Library Program since 2009. Before that date, the Library was a regional depository for many years and has collected federal documents since the nineteenth century.

The base of the Library's selection profile is the Suggested Core Collection (Federal Depository Library Manual, Appendix A). Beyond these, item selections support the Library's general collection and fill the current and future needs of the community in formats that the Library can sustain. Priority is given to print and electronic formats in selection and retention decisions.

The Library selects items with documents in the following subject areas:

- Executive and legislative activities of the federal government, including hearings and annual reports
- Consumer protection
- Health
- Criminal justice
- Recreation, with an emphasis on Colorado and the Rocky Mountain West
- Historical monographs, with special emphasis on subjects included in the Western History and Genealogy collection
- Arts
- Energy
- Water issues
- Materials supporting the K-12 curriculum
- Materials about and of use to small business

Item categories that are not selected:

- Newsletters
- Directories
- Catalogs and bibliographies
- Forms (except IRS)
- Announcements
- Technical reports, notes, bulletins
- State-specific publications for states outside the Rocky Mountain West

Appendix 5:

Procedure for Request for Reconsideration

Library customers requesting reconsideration and removal of items in the collection may submit a Request for Reconsideration of Library Material form, which is available at any Library location. Staff review the request in relation to the Library's mission and selection

criteria. The City Librarian reviews the request and replies within thirty days of receipt of the request. The item in question will not be removed from the shelf during the reconsideration process.

Agenda Item 7c

Requested Action: Approval

Denver Public Library Collection Development Policy

Last revised November 2018. Approved by the Library Commission in November 2018.

Table of Contents

1. Mission Statement 2. Purpose 3. Philosophy and Scope of Collection 4. Scope of the Central Library 5. Scope of the Branch Libraries 6. Scope of the Online Collection 7. Scope of Special Collections 8. Selection Criteria 9. Customer Recommendations 10. Requests for Reconsideration 11. Collection Management

Appendices

1. Statements Endorsed by the Library Commission 2. Western History and Genealogy Collections 3. African American Research Library Collections 4. Federal Government Documents 5. Procedure for Request for Reconsideration

Collection Development Policy

1. Mission Statement

The Denver Public Library connects people with information, ideas and experiences to provide enjoyment, enrich lives and strengthen our community.

2. Purpose of Collection Development Policy

The Collection Development Policy, approved by the Library Commission, is one of the Library's fundamental policy documents. It outlines the philosophies that create and shape the Denver Public Library's unique collection, the practices that maintain it over time and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures. The Collection Development Policy ensures that over time, the Denver Public Library's collection will remain on course, reflecting the needs of Denver's community, while creating unique experiences of meaning and inspiration for the individual customer.

3. Philosophy and Scope of the Collection

The Denver Public Library collects materials, in a variety of popular formats, which support its function as a major information source for the demanding needs of a metropolitan population. The collection also serves the general educational interest, recreational, and entertainment needs of the public, and reflects the racial, ethnic and cultural diversity of the community.

Widespread interest and usage are the most powerful influence on the Library's collection. The other driving force is the Library's strategic plan.

Selections are made to provide depth and diversity of viewpoints to the existing collection and to build the world-class Western History/Genealogy and African American Research Library collections. The Denver Public Library collects to the research level in the following areas: Western History, Genealogy, Federal Government Publications and African American History in Colorado and the Rocky Mountain West.

Inherent in the collection development philosophy is an appreciation for each customer of the Denver Public Library. The Library provides materials to support each individual's journey, and does not place a value on one customer's needs or preferences over another's.

The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Denver Public Library does not intrude on that relationship.

4. Scope of the Central Library

The Central Library contains the core fiction and nonfiction collections for the Library system and includes material of an enduring nature as well as current-interest materials.

Central Library collections include information in multiple formats and represent the diverse viewpoints and interests of the community the Library serves. The Reference collection contains current and historical non-circulating publications, including many periodicals, to support extensive and in-depth reference service for the general public, students and businesspeople.

5. Scope of the Branch Libraries

Branch libraries serve the needs of the communities in which they are located. Library staff regularly evaluate the collection to ensure its relevance. Collections of the branch libraries concentrate on materials of high interest and materials that support the Library's strategic goals. Branch collections are shaped, in part, by customer use through the floating collection system, in which items move freely among library locations rather than being owned by a specific location.

6. Scope of the Online Collection

The online collection represents the diverse viewpoints and interests of the entire community the Library serves. The online collection evolves as new formats and products become available. This collection may include research and learning databases, eBooks and other downloadable and streaming media.

7. Scope of Special Collections

Western History and Genealogy

The Western History/Genealogy Department collects to the research level original and secondary materials in a variety of formats in the following subject areas: history of the trans-Mississippi West, genealogy, conservation and the 10th Mountain Division. The Department is also the repository of the Library's institutional archives. Other collections housed in the Western History/Genealogy Department include the Eugene Field Collection, the Ross-Barrett Historical Aeronautics Collection, the Douglas Collection of Fine Printing and Binding and Denver Municipal and Denver Regional Documents.

Federal Government Publications

The Denver Public Library is a selective depository in the Federal Depository Library Program. The government documents collection provides information about the operation and activities of the United States Government and public access to authoritative information from government sources. Collections of historical documents reflecting major historical events and movements are retained. The collection level is aimed at a general audience consisting of engaged citizens and residents, businesspeople and students of all ages.

Blair-Caldwell African American Research Library

The Blair-Caldwell African American Research Library collects materials on the history, literature, art, music, sports, religion and politics of African Americans in Colorado and the Rocky Mountain West. By collecting primary and secondary source materials such as archival papers, photographs, periodicals, artwork, books, and artifacts for the research collection as well as for the museum, the Library documents the African American

experience from the Five Points neighborhood to the trans-Mississippi West.

8. Selection Criteria

Collection development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability and Library materials budget
- Online resources are also evaluated based on accessibility and the availability of library licensing

9. Customer Recommendations

Customers may request items the Library does not own. Each request is reviewed for inclusion in the collection using the selection criteria.

10. Requests for Reconsideration

The Denver Public Library selects material using established criteria and full consideration of the varying age groups and backgrounds of customers. Requests for removal of items from the collection may be made using a formal procedure outlined in Appendix 5.

11. Collection Management

Philosophy of Collection Management

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

Responsibility for Collection Management

The final authority for the Library collection rests with the Library Commission. Implementation of collection development policy and management of the collection is assigned to Library staff. The Denver Public Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Friends Foundation serves as an instrument for the Library, reselling and redistributing Library materials that are withdrawn from the collection or donated to the Library and designated by the Library for resale.

Criteria for Weeding and Withdrawal

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- No longer relevant to the needs and interest of the community
- Infrequent use and lack of demand
- No longer accurate
- Availability elsewhere including other libraries and online

In addition, staff use the following guidelines for the withdrawal and sale of items from special collections:

- Curatorial or environmental requirements exceed the resources of the Library
- Legal restrictions, possession of valid title and the donor's intent
- Relevance to the scope of the special collections

When a statement of a donor's preferences accompanies an acquisition, any departure from it is carefully considered and negotiated with the donor or the donor's heirs or settled by appropriate legal procedures. For an item withdrawn from special collections including rare books, artwork, photographs, antiquarian maps, and archival materials, the Library will document its disposition.

Sale of withdrawn items will be carried out in the manner most advantageous to the Library. This may entail a relationship with a dealer, auction house or other institution. Staff will deposit the proceeds from the sale of items back into a special revenue fund of the City for development and maintenance of special collections. In accordance with Denver City rules regarding the sale of municipal property, Library employees cannot privately acquire materials from a special collection.

Gifts

The Denver Public Library accepts donations of books and other materials. The Library retains the authority to accept or reject gifts. Library staff and/or representatives of the Friends Foundation make all decisions as to the use, housing and final disposition of donations. The Library does not evaluate or appraise gift materials for tax purposes.

Appendix 1:

Statements Endorsed by the Library Commission

In August 2012, the Denver Public Library Commission reaffirmed its endorsement of the American Library Association Library Bill of Rights.

Appendix 2:

Western History and Genealogy Collections

Western History

The Western History Collection encompasses primary and secondary source material of the trans-Mississippi West with special focus on the Rocky Mountain region.

Primary sources include:

- Archival Collection – original personal papers, family papers, records of organizations including architectural records, electronic records, and unpublished audio/visual media
- Maps – 22 contiguous states west of the Mississippi River, plus Alaska and Hawaii
- Photography Collection – original negatives, photographic and digital images
- Art Collection – works of original art and other illustrative materials of the Rocky Mountain Region, and artwork by Colorado artists.
- Denver Municipal and Regional Documents – publications produced by Denver City and County agencies along with RTD and DRCOG

Secondary sources include books, pamphlets and other published material covering historical and contemporary subjects.

Genealogy

The Genealogy Collection focuses on United States source and research materials and international how-to guidebooks. The Library collects regional, state, county and local histories, and primary and secondary source materials such as maps, family charts, cemetery, mortuary, tax, probate, census, vital records and passenger and immigration lists.

Conservation

The Library collects conservation materials as they relate to the politics and preservation of natural resources. This includes archival collections, and also photographs, books and ephemera. The Conservation collection is national in scope.

10th Mountain Division

In association with History Colorado, the Library acquires the personal papers and records of the men and units of the World War II United States ski troops. This relationship is called the 10th Mountain Division Resource Center.

Ross-Barrett Historical Aeronautics Collection

Focusing on commercial and military aviation, the library collects books and other materials that document the history of aeronautics through 1970.

Douglas Collection of Fine Printing and Binding

The library obtains examples of craftsmanship in the art of bookmaking, including books

representing typography, papermaking and decoration, unique binding and artists' books.

History of the Book

The library collects examples demonstrating the history of writing and printing. This includes representative examples of papyrus, incunabula, vellum and historical first editions.

Appendix 3:

African American Research Library Collections

The research collection at the Blair-Caldwell African American Research Library encompasses primary and secondary source material of the African-American experience in the trans-Mississippi West.

Primary sources include:

- Archival collection - original personal papers, family papers and organizational records
- Photography collection - original negatives, photographs and digital images
- Artwork and Museum collection – art and artifacts that document and illustrate the history and contributions of African Americans

Secondary sources include books, pamphlets, maps, government publications, and periodicals that support African American research and scholarship

Appendix 4:

Federal Government Documents

The Denver Public Library has been a selective depository in the Federal Depository Library Program since 2009. Before that date, the Library was a regional depository for many years and has collected federal documents since the nineteenth century.

The base of the Library's selection profile is the Suggested Core Collection (Federal Depository Library Manual, Appendix A). Beyond these, item selections support the Library's general collection and fill the current and future needs of the community in formats that the Library can sustain. Priority is given to print and electronic formats in selection and retention decisions.

The Library selects items with documents in the following subject areas:

- Executive and legislative activities of the federal government, including hearings and annual reports
- Consumer protection
- Health
- Criminal justice
- Recreation, with an emphasis on Colorado and the Rocky Mountain West
- Historical monographs, with special emphasis on subjects included in the Western History and Genealogy collection
- Arts
- Energy
- Water issues
- Materials supporting the K-12 curriculum
- Materials about and of use to small business

Item categories that are not selected:

- Newsletters
- Directories
- Catalogs and bibliographies
- Forms (except IRS)
- Announcements
- Technical reports, notes, bulletins
- State-specific publications for states outside the Rocky Mountain West

Appendix 5:

Procedure for Request for Reconsideration

Library customers requesting reconsideration and removal of items in the collection may submit a Request for Reconsideration of Library Material form, which is available at any Library location. Staff review the request in relation to the Library's mission and selection

criteria. The City Librarian reviews the request and replies within thirty days of receipt of the request. The item in question will not be removed from the shelf during the reconsideration process.

Agenda Item 8

Requested Action: Approval

Bylaws of the DENVER PUBLIC Library Commission As Amended and Restated NOVEMBER _____, 2018

I. Authority

The Denver Public Library (DPL) Commission derives its authority from the Charter of the City and County of Denver, as follows:

LIBRARY COMMISSION—LIBRARIES

§ 11.1.1 – Commission created.

There shall be a Library Commission, consisting of eight members, who shall serve without compensation and shall be appointed by the Mayor. (*Charter 1960, A14.6; Charter 1904, § 125; Ord. No. 428-02, § 1, 6-3-02, elec. 8-13-02*)

§ 11.1.2 – General powers.

The Commission shall have exclusive control of the public library, branches thereof and reading rooms, of all money appropriated therefor, of all property or money otherwise acquired for such purposes, of the acquisition by purchase, construction, or lease, of grounds and buildings for such purposes; of the administration of gifts and trusts, and power to do any and all things necessary or expedient in connection with library purposes. (*Charter 1960, A14.7; Charter 1904, § 126*)

§ 11.1.5 – Annual Reports.

The Commission shall make an annual report to the Mayor, stating the condition of its trust, the various sums of money received from the library fund and other sources, and for what purposes such sums of money have been expended; the number of books and periodicals on hand, the number added by purchase or gift, the number lost or missing and the general character of such books, the number of visitors, and such other information as may be deemed of general interest.
(*Charter 1904, § 130*)

II. Name

The Commission shall be known as Denver Public Library Commission.

III. Mission of the Library Commission

The DPL Commission has exclusive control of the DPL system. It sets policy and governs the system, providing overall direction to ensure that the Library provides the best possible service to the community. In addition to representing the community to the Library, the Library Commission represents the Library to the community, building awareness, understanding, and support.

IV. Mission of the Denver Public Library

The Denver Public Library connects people with information, ideas and experiences to provide enjoyment, enrich lives and strengthen our community.

V. Membership and term of service

The membership of the Library Commission shall consist of eight members appointed by the Mayor, as specified in the City Charter. The Mayor may appoint members for specifically designated terms of four years each, commencing on January 1 of the applicable year or as soon as practicable thereafter and ending on the later of (a) December 31 of the fourth year of such term or (b) the date as of which such member has been reappointed by the Mayor or a successor shall have been appointed by the Mayor. Notwithstanding the foregoing, if a person is appointed by the Mayor to replace a member who is leaving the Library Commission before the end of his or her term, then the new member's initial term shall commence upon the effective date of such appointment and shall end on the later of (a) December 31 of the fourth year of the original term of the member who is being replaced or (b) the date as of which the new member has been reappointed by the Mayor or a successor shall have been appointed by the Mayor. No member shall serve more than two consecutive terms (including any term described in the third sentence of this paragraph). Any member may resign at any time upon written notice to the Mayor.

VI. Officers and Terms of Office

The officers of the Library Commission shall be a President, a Vice President, and a Secretary, elected by and from the Commission annually. No officer shall serve more than two successive one-year terms in the same office.

VII. Duties of Officers

1. President. The President shall be the head of the Library Commission and shall have all the powers and duties usually vested in the chief elected officer of a citizen governing board. The President shall preside at all meetings of the Library Commission. The President shall have the right to vote on all matters. The President shall create and appoint such committees as may be

needed for the proper conduct of the work of the Commission. The President may initiate the call for special meetings or may call special meetings upon proper request of members of the Commission. (VIII,2) The President shall sign and execute all contracts on behalf of the Library Commission. The President shall be an ex-officio member of all committees.

2. Vice President. The Vice President shall have all the powers and authority and perform all the duties of the President in case of the absence or incapacity of the President.
3. Secretary. The Secretary shall keep or delegate to keep all the minutes of all meetings of the Library Commission. The Secretary may delegate the drafting of minutes to a member of the Library staff, but all such minutes shall be approved by the Commission. The Secretary shall execute such other documents as may be required by the affairs of the Library Commission. The Secretary shall have all the powers and authority and perform all the duties of the President in case of the absence or incapacity of both the President and the Vice President.
4. Executive Committee. The Executive Committee shall be composed of the President, Vice President, and Secretary. The President may call meetings of the Executive Committee from time to time upon reasonable notice to the members of the Executive Committee and may, but shall not be required to, consult with the Executive Committee in the execution of his or her duties as President. Neither the President nor the Library Commission shall be deemed to have delegated any of their respective powers or duties hereunder to the Executive Committee[, unless a resolution has been adopted by the Commission providing for delegation of power or authority with respect to a specific matter].

VIII. Meetings

1. Regular Meetings. The Library Commission shall hold a regular meeting at such time and place as the Library Commission shall determine. Written notice of the regular meeting shall be given to the Mayor, City Council, and the public at least four days in advance of each meeting. Written notice and the agenda for such meeting shall be delivered to each member of the Library Commission at least four days in advance of each meeting.
2. Special Meetings. Special meetings of the Library Commission may be held at any time. The call for a special meeting may be issued upon authority of the President or upon written request of four or more members of the Library Commission. The call for a special meeting shall state specifically the

business to be transacted, and no business other than that set forth in the call for the meeting shall be transacted at the meeting. Notice of a special meeting shall be given by mail, by written notice personally delivered, by telephone, or by such other electronic means as may be adopted by the Library Commission. Notice of a special meeting shall include a statement of the business to be transacted. Written notice of a special meeting shall be given to the Mayor, City Council, and the public, as practicable.

3. Open Meetings. All meetings of the Library Commission shall be open to the public, in accordance with City and County of Denver laws pertaining to the meetings of public decision-making bodies. Executive sessions may be convened under conditions permitted by City and County of Denver law.
4. Annual Meeting for Election of Officers. The Annual Meeting for Election of Officers shall be held at the regularly scheduled meeting in December of each year. At least twenty-seven days in advance of the Annual Meeting, the President shall appoint a nominating committee of three members of the Library Commission to nominate candidates for presentation at the Annual Meeting. Members of the Nominating Committee shall not be excluded from consideration for nomination.
5. Transaction of Business at Meetings. All actions of the Library Commission, except the amendment of these Bylaws, shall be taken by a simple majority of members present at any regular meeting. At any special meeting, all actions of the Library Commission shall be taken by a simple majority of the entire Commission. Any member of the Library Commission may request a roll call with individual recording of votes on any matter before the Library Commission.
6. Telephone Participation of Members at Meetings. A member of the Library Commission, under exceptional circumstances, may participate in a meeting of the Commission by conference telephone or similar communications equipment which enables all persons participating in the meeting to hear each other and which permits full compliance with the provisions of these Bylaws concerning public observation of meetings. A member of the Library Commission shall be deemed to be present at a meeting for all purposes under these bylaws, including for purposes of establishing a quorum and voting, at all times when such member is participating in such meeting by the means described in this paragraph.
7. Quorum. A quorum will consist of a majority of members on the Commission at any time. A meeting at which one member short of a quorum is present

may transact business, conditional upon written approval of a majority of the Commission within ten days of the meeting.

8. Order of Business. Each regular meeting of the Library Commission shall include approval of minutes of previous regular and special meetings, reports of committees, reports and recommendations of the City Librarian on financial and other policy matters, actions on policy matters, and a general opportunity for members of the public and members of the Library staff to address the Library Commission.

IX. Major Duties of the Library Commission

1. Adopt policies concerning library services, financial matters, and personnel matters, for the benefit of excellent public library service for the people of Denver.
2. Employ a qualified person as City Librarian, who shall serve at the pleasure of the Commission, who shall be the chief executive officer of the Denver Public Library under the policy direction of the Library Commission, and who shall serve as the Library Commission's principal policy adviser.
3. Review and adopt an annual operating budget proposal for inclusion in the annual budget process of the City and County of Denver.
4. Review and adopt an annual operating budget for the Library Commission Special Trust Fund and such other funds as may become available for appropriation and expenditure by the Library.
5. Review and adopt an annual operating budget request to the Denver Public Library Friends Foundation for endowment funds and other privately-raised funds entrusted to the Denver Public Library Friends Foundation by the Library Commission.
6. Review and adopt annual and multi-year strategic plans designed to provide outstanding public library service to Denver.
7. Evaluate the performance of the City Librarian annually.
8. Ensure the library is advancing its mission. .
9. Advise the Mayor and the City Council on matters of concern to the Denver Public Library.

X. Amendments

1. Amendment at Regular Meeting. The Commission may amend these Bylaws by three-fourths majority vote of the entire Commission at a regular meeting. Written notice of proposed amendments shall be given to all Library Commission members at least fifteen days in advance of the meeting.
2. Amendment at Special Meeting. The Commission may amend the By-Laws by three-fourths majority vote of the entire Commission at a special meeting properly called for the purpose.

XI. Parliamentary Procedure

In any procedural matter not covered by these Bylaws, Robert's Rules of Order, most recent edition, shall govern.

XII. Adoption

Adopted by the Library Commission of the City and County of Denver this xxth of xx, 20xx. These Bylaws shall be deemed to supersede any previously adopted Bylaws of the Library Commission, and any such previously adopted Bylaws are hereby amended and restated.

Agenda Item 9							
Requested Action: Review							
As the bylaws are changing to have Commission terms begin in January this has had impact on the terms of current commissioners. Outlined below are the adjusted terms for the new schedule.							
Commissioners in 1st Term							
First Name	Last Name	1st term start	1st term end	Adjusted end of 1st term			
Greg	Hatcher	8/1/2015	8/1/2019	1/1/2020			
Vicki	Hellmer	8/1/2018	8/1/2022	1/1/2023			
Cathy	Lucas	8/1/2016	8/1/2020	1/1/2021			
Laurie	Mathews	9/1/2017	9/1/2021	1/1/2022			
Sonya	Ulibarri	9/1/2017	9/1/2021	1/1/2022			
Commissioners in 2nd Term							
First Name	Last Name	2nd term start	2nd term end	Adjusted end of 2nd term			
Alice	Kelly	8/1/2017	8/1/2021	1/1/2021			
Rosemary	Marshall	8/1/2015	8/1/2019	1/1/2019			
Carlos	Martinez	8/1/2017	8/1/2021	1/1/2021			

Agenda Item 10

Requested Action: Approval

DRAFT 10/31/18

Denver Public Library Commission Attendance and Participation Expectations**PURPOSE**

This expectations described in this document are intended to support the full participation of all commission members in the business of the commission. All commission members shall receive a copy of these expectations. These expectations shall be reviewed once a year by the Library Commission and maintained in each member's commission guidebook.

SCOPE

These expectations apply to all Denver Public Library Commission members.

RESPONSIBILITIES

All members of the commission are expected to use their best efforts to attend all meetings of the commission, either in person or, under exceptional circumstances, by telephone conference call in accordance with the bylaws of the commission.

If a member fails to attend a meeting in person or by telephone conference call, then the absence will be deemed to be an "excused absence" if the member has provided advance notice (24 hours, if possible) of the absence to the President of the commission and the City Librarian or, if advance notice cannot reasonably be given, the member has notified the President or the City Librarian of the reason for the absence as soon as reasonably possible following the meeting. Any failure to attend a meeting in person or by telephone conference call that is not an excused absence will be an unexcused absence.

An attendance issue will be deemed to exist with respect to any commission member who has two or more unexcused absences in a twelve-month period.

PROCEDURES

If an attendance issue exists regarding a member, the commission President or Vice President will promptly contact the member to discuss the issue, and to confirm the member's commitment to the commission and to compliance with these expectations. If the attendance issue persists, the President may elect to bring the issue before the commission for discussion and resolution. The commission may vote to recommend to the Mayor that the member's appointment to the commission be terminated.

Library Commissioner Signature:

Date:

Agenda Item 12

Requested Action: Receive Report

City Librarian Report

RECENT NEWS



Elevate Denver Update

The City is moving right along with the Elevate Denver bond projects. It has updated the [website](#) where you can find information on the program as a whole or narrow your focus to a specific neighborhood or a particular bond purpose such as the library renovations. The design selection team for Byers and Smiley renovations met on October 31 to narrow the pool of interested companies. A meeting to begin the public art process for the Central Library and Art Museum renovations took place on November 7. An RFQ went out seeking a design team for Central.

Build a Brand

The library's Community Technology Center and BizBoost offered a Build a Brand series in September introducing technology topics for entrepreneurs and small business owners. Attendees learned about creating a logo, social media marketing, and more. Each of the five weekly sessions had around 35 aspiring entrepreneurs from across the city including:

- a sewing professional creating his own textiles
- a cartographer who wants to transition to fine arts
- a construction worker who wants to grow a business with his own dump truck
- an accountant who wants to move into freelance work

This was so successful it will be held again in early 2019.

Maker Faire

On October 13 and 14, Denver Public Library displayed a booth at Maker Faire Denver. DPL's ideaLABs created a maker forest, showcasing the range of what is possible in the five free, community ideaLAB makerspaces open across Denver. Using laser cutting, 3D printing, Raspberry Pis, sewing machines, and old-fashioned cardboard and hot glue, Maker Faire Denver participants played percussion on lilypads, hid out in a hollow tree, sat in a tent by a "campfire", did some oversized sewing, walked through a waterfall, and had a bear take a photo of them.

Community Curation - Robert Frederick Smith Fund at the Smithsonian's National Museum of African American History and Culture (NMAAHC)

At the beginning of November, the Robert Frederick Smith Fund at the Smithsonian's National Museum of African American History and Culture presented A Community Curation Program, a multi-state public outreach initiative created to encourage people to digitally document and share the history and culture of African American communities to a cloud-based platform accessible to the public. The Blair-Caldwell African American Research Library, Black American West Museum and Lincoln Hills worked together to serve community members around Colorado wanting to have their personal materials digitized. November 1-11, the digitization process was open to the African American community in Colorado to preserve their own personal history through the sharing of stories, photographs, film, oral histories, and videos by the NMAAHC's Digi-team.



Gonzales ideaLab Grand Opening

In October, we opened our fifth ideaLAB at Rodolfo "Corky" Gonzales Branch Library. Since 2013 when we opened our first lab at the Central Library, we've been slowly expanding the popular and successful program to Montbello, Hampden and Hadley. Now, our West Denver community gets to benefit from the opportunity to learn, create and make together. But it's not just equipment they can access. Our customers can tap into the greatest library asset we have: our staff.

The staff members that run our ideaLABs have a wealth of knowledge that they love to share and they do an amazing job helping people understand how to do just about anything. If they don't know, they figure it out together. At the grand opening, Mayor Hancock and Councilmember Lopez joined many DPL staff members as well as Friends Foundation Board members and staff to celebrate a job well done and a new beginning.



Also Available With Your Library Card

We are delighted to announce that the Colorado Symphony has partnered with the Denver Public Library to provide a ticket voucher program for select symphony concerts.

- Vouchers will be awarded through a random lottery.
- Winners will be notified by a holds pickup notification.

You will receive two vouchers, redeemable for two tickets.

- Redemption instructions are included with the vouchers and seating is based on availability.

Trick or Treat Street at Central on October 26

Every year families are invited for trick or treating and not-so-scary fun throughout the Central Library. Activities ranged from a dance party, coloring a halloween mask, a tarantula toss, an interactive spooky forest in the Community Technology

Center (CTC), a photo booth, monster craft and green screen. Here are some fun photos from this year!



Trick or Treat and Crafts with the HR Team



CTC's Spooky Maker Forest, a Family in Children's, and one of our magical peer navigators.



Our book bike, Wheelie, got in the Halloween spirit and we used our laser cutter to light up a story walk.

COMING SOON

I Am Denver

The library is participating in the City's "I am Denver" campaign which is part of its Denver Talks. This new campaign captures stories of real people by the people. We are hosting three sessions at different branches that will teach people how to tell and share their story of Denver. See dates to remember below.



World War I Centennial Series

The library is hosting a series to recognize the Centennial of World War I. It started with a genealogy session and a film showing and discussion with Howie Movshovitz the first weekend of November. It continues with an exhibit exploring the lives of Denverites during the final year of the Great War in Western History, a history lesson about the war at University Hills and the U.S. Air Force Academy Band presents Windscares concert at the Central Library in Vida Ellison Gallery on Tuesday, November 13, 6-7:30 p.m.

Undesign the Redline

Undesign the Redline is an interactive exhibit at Blair-Caldwell African American Research Library opening November 15 (closes December 15). This exhibit will connect the intentional and systematic racial housing segregation of the 1930s to political and social issues of today, through the powerful narratives of the people and communities affected by redlining and its legacy. The core of the exhibit has been travelling nationally, but specific local research is incorporated at each city site. One of our archivists, Abby Hoverstock has been helping curate the local component that describes housing discrimination in Denver. She has found some examples of discriminatory covenants in the Crestmoor Park development and in senior housing at the Old Ladies Home in Denver to name a few. Local newspaper microfilm, the Rocky Mountain News photo collection and the LARASA collection were also helpful resources. Sponsored by The Denver Foundation and Enterprise Community Partners

Stories of Impact

This month's stories come from Central:

One of the Hard Times writers had her book, The Sweetest Littlest Chocolate Thief, published recently! The story idea came from a prompt given in class last year by the Lighthouse instructor and it's so cool to see the idea fleshed out and illustrated. The class attendees heard the story in its first iteration and excitedly followed along as the author found a publisher and illustrator.

Montbello:

We have lots of diversity in our community and many kids come into the lab who speak Spanish only or are more comfortable speaking Spanish. A brother and sister, ages 10

and 11, moved into the neighborhood and started coming into the ideaLAB. They attended the ROBLOX Game Designers club for their first time one night, and were really quite good at understanding the platform and designing a video game for the first time. We had a game challenge where each had to write down game characters, settings, goals and obstacles. The girl called me over and said, "Miss, I can't write." Her brother jumped in to defend her and said, "Her English isn't very good." I said, well you speak so beautifully, but that's OK, too, just write it in Spanish." (I knew Spanish was their first language from working with them and speaking to the parent.) She was visibly embarrassed and whispered, "I can't write in Spanish either, miss." I told her that's all fine, just to tell me. However, it broke my heart and also made me admire this girl for all of the survival skills she developed and the strength of her digital literacy. I am happy she had a place to feel successful.

Pauline Robinson:

The 2nd annual Park Hill Walking Tour was held recently with 32 adults and 4 kids participating. The group walked a 3.5 mile loop from Park Hill Branch Library to Pauline Robinson Branch Library and back to Park Hill, learning about the neighborhood. A few comments from participants:

I'm so glad to know your library is here. I take my grandkids to Schlessman, Sam Gary, and Park Hill. This is an alternative; I love the size and the children's area.

I'm going to come back here; I like the energy.

I come here and use your study rooms for interviews. They are wonderful, and not easy to find a room like that in the city.

You can't close for renovation, where will your customers go?

Select City Librarian Activities

Mayor/Council

- Met with Councilmember Brooks

Library Commission

- Meeting individually with Commissioners

Friends Foundation

- Participated in Board meeting
- Participated in Executive Committee meeting
- Attended Booklovers Ball Committee celebration

Community Engagement

- Attended Community Curation opening reception at Blair-Caldwell
- Attended Novel Night at Hampden branch

Activate!Denver Facilities Master Plan

- Participated in Central Library/Denver Art Museum public art orientation

- Met with Mayor's Chief of Staff and other agencies regarding Westwood
- Participated in Elevate Denver Bond Executive Committee

Early Learning and Out of School Learning

- Attended Denver Afterschool Alliance Policy & Practice: Promoting Developmental Relationship Equity workshop

Digital Inclusion

- Welcomed everyone to the grand opening of the Gonzales ideaLAB

Staff

- Met with staff at Sam Gary, Technical Services, Cherry Creek, Youth Services leadership
- Met with individual staff members during open office hours

Professional

- Participated in Public Library Association (PLA) Board meetings in Nashville
- Attended Facing Race conference by Race Forward in Detroit
- Met with new University of Colorado Library Dean

Dates to Remember

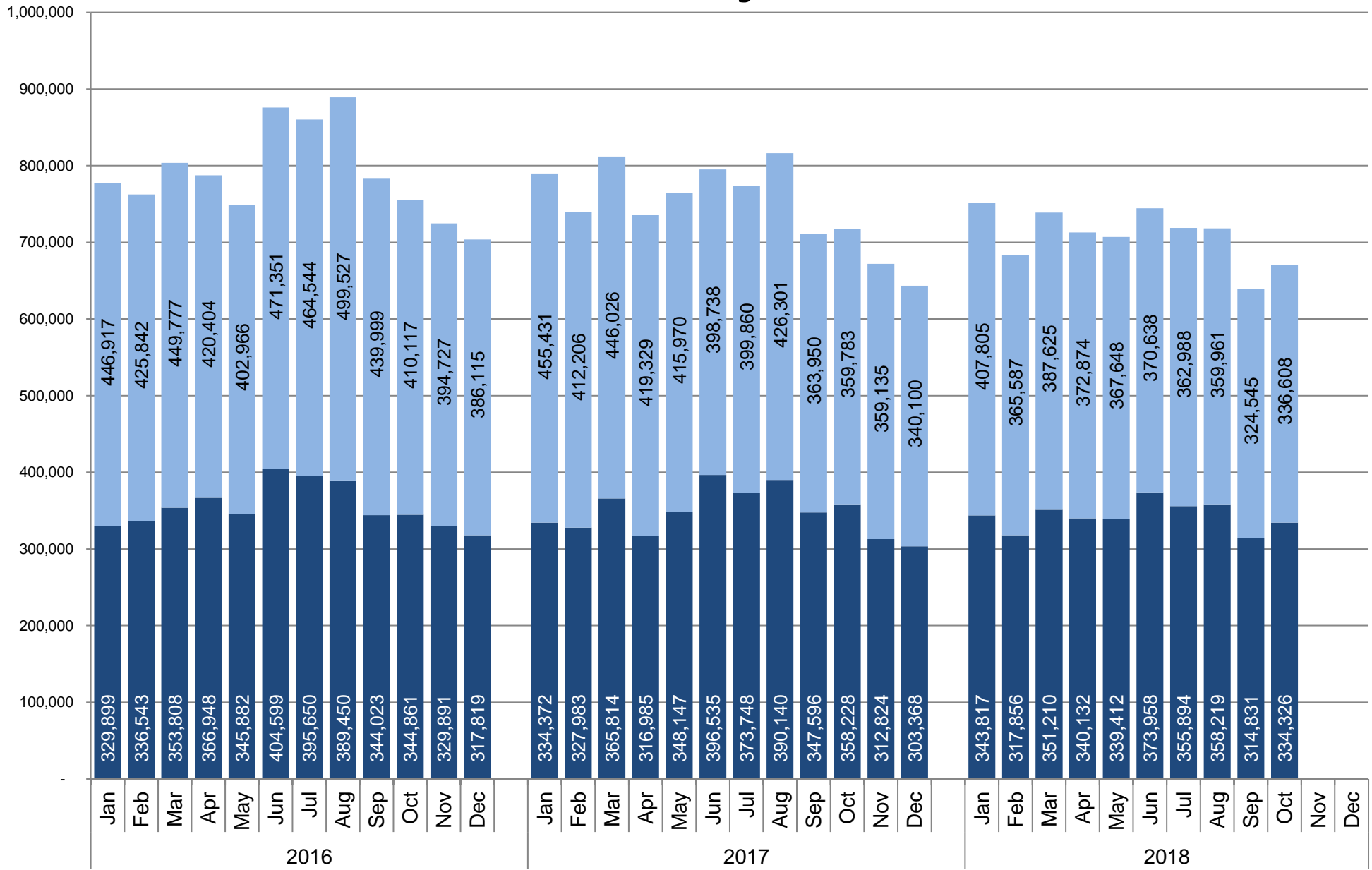
- I Am Denver recording session at Central Library, Rockwell Room, Saturday, November 10, 9:00 am–12:00 pm
- Winter Used Book Sale Preview, Tuesday, November 13, from 5:30–7:30 pm, Central Library, Conference Center
- Undesign the Redline exhibit reception, Blair-Caldwell, Wednesday, November 14 5–7:30 p.m.
- Winter Used Book Sale, Wednesday, November 14 through Saturday, November 17, Central Library, Conference Center
- I Am Denver recording session at Gonzales Branch Library, 2nd floor conference room, Saturday, November 17, 9:00 am–12:00 pm
- R.A.D.A., Book and Community Discussion on the Opiate Epidemic, Sunday, November 18, from 2–4 pm, Central Library, Floor 7 Training Room
- Discover Your Library, Tuesday, November 27, 7:30–9 am, Central Library, Floor 7 Training Room
- Holiday Lighting Party, Thursday, November 29, 5–7:30 pm, Central Library, Floor 7 Vida Ellison Gallery
- I Am Denver recording session at Blair-Caldwell, Small conference room, Saturday, December 1, 9:00 am–12:00 pm
- Library Commission Retreat, January 17, 8:30–4:30 pm, location TBD

November 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

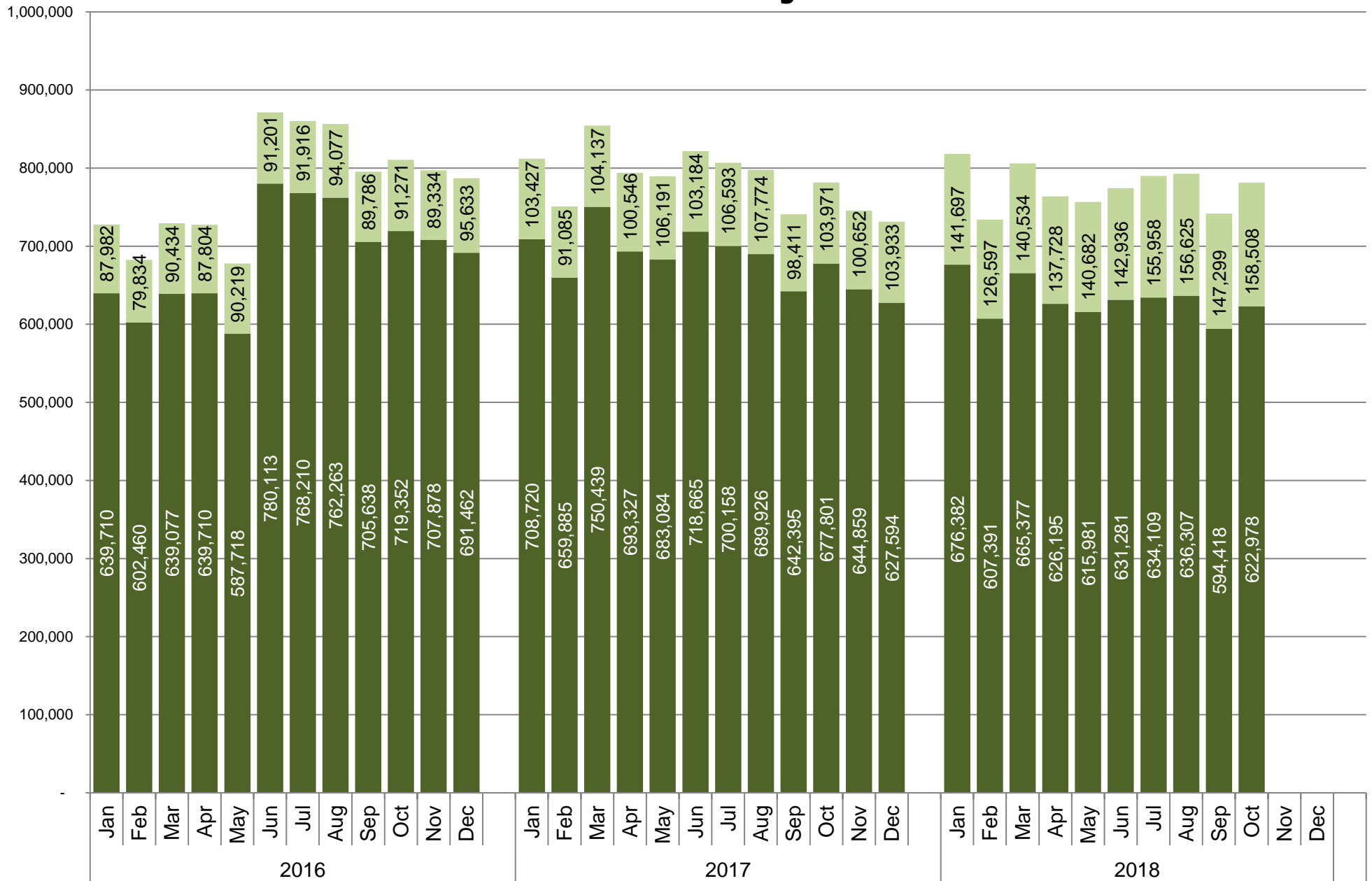
In Person visits - total door count from all locations, as submitted to TrackVia Door Counts application; data collection methodology changed to be more consistent across all locations in 2015.

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

October 2018

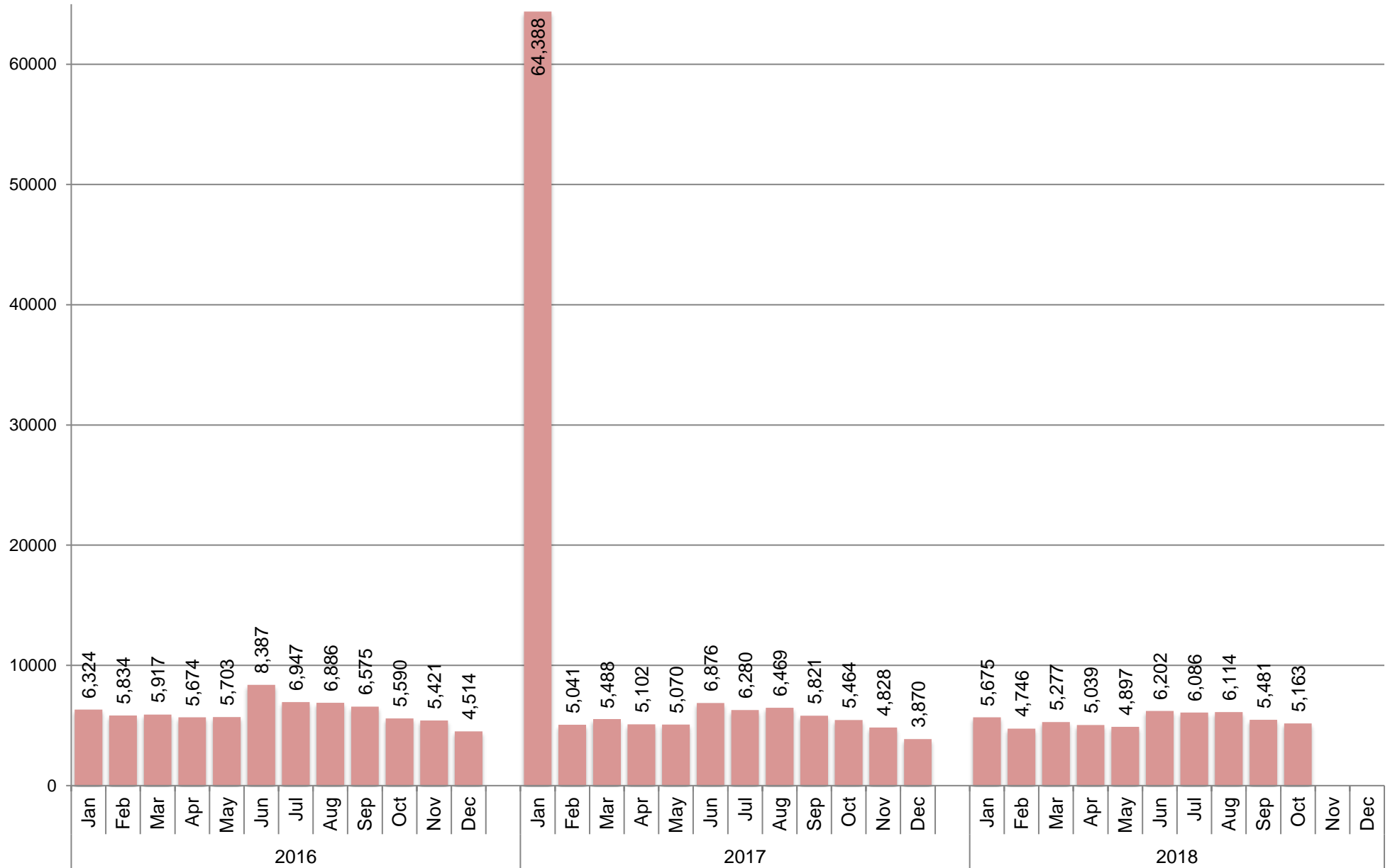
Location	Total Circulation	+/- Previous Month	2018/2017 Year/Year
Athmar Park	8,235	↑ 545	↓ (4,779)
Bear Valley	29,628	↑ 2,160	↓ (5,777)
Blair-Caldwell African American Research Library	8,502	↑ 324	↓ (1,343)
Bookmobile	6,756	↑ 1,550	↓ (1,755)
Byers	3,707	↑ 43	→ (182)
Central Library	87,305	↑ 4,283	↓ (11,412)
Decker	14,820	→ (77)	→ (432)
Eugene Field	23,474	↑ 1,854	↓ (2,073)
Ford-Warren	12,455	↑ 866	↓ (2,468)
Green Valley Ranch	27,961	↑ 507	↓ (2,472)
Hadley	8,718	↑ 554	↑ 8,716
Hampden	28,027	↑ 188	↓ (4,016)
Montbello	9,790	↑ 159	↓ (1,832)
Park Hill	32,645	↑ 2,999	↑ 243
Pauline Robinson	6,601	↑ 699	→ (44)
Rodolfo "Corky" Gonzales	24,334	↑ 252	↓ (1,028)
Ross-Barnum	8,910	↑ 1,091	↓ (1,225)
Ross-Broadway	14,024	↑ 661	↓ (1,096)
Ross-Cherry Creek	26,543	↑ 2,279	↓ (804)
Ross-University Hills	49,595	↑ 879	↓ (4,989)
Sam Gary	60,122	↑ 1,902	↓ (3,098)
Schlessman Family	48,957	↑ 142	↓ (7,919)
Smiley	19,672	→ (18)	↓ (2,412)
Valdez-Perry	3,232	↑ 268	↓ (889)
Virginia Village	30,978	↑ 1,886	↓ (855)
Westwood	4,604	↑ 622	↑ 45
Woodbury	23,383	↑ 1,942	↓ (899)
Denverlibrary.org Downloadables	158,508	↑ 11,209	↑ 54,537
Total	781,486	↑ 39,769	→ (258)

→ Hadley Branch closed for renovation on June 12, 2017 - January 29, 2018 .

Denver Public Library

Total New Library Cards By Month

■ New Cards



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

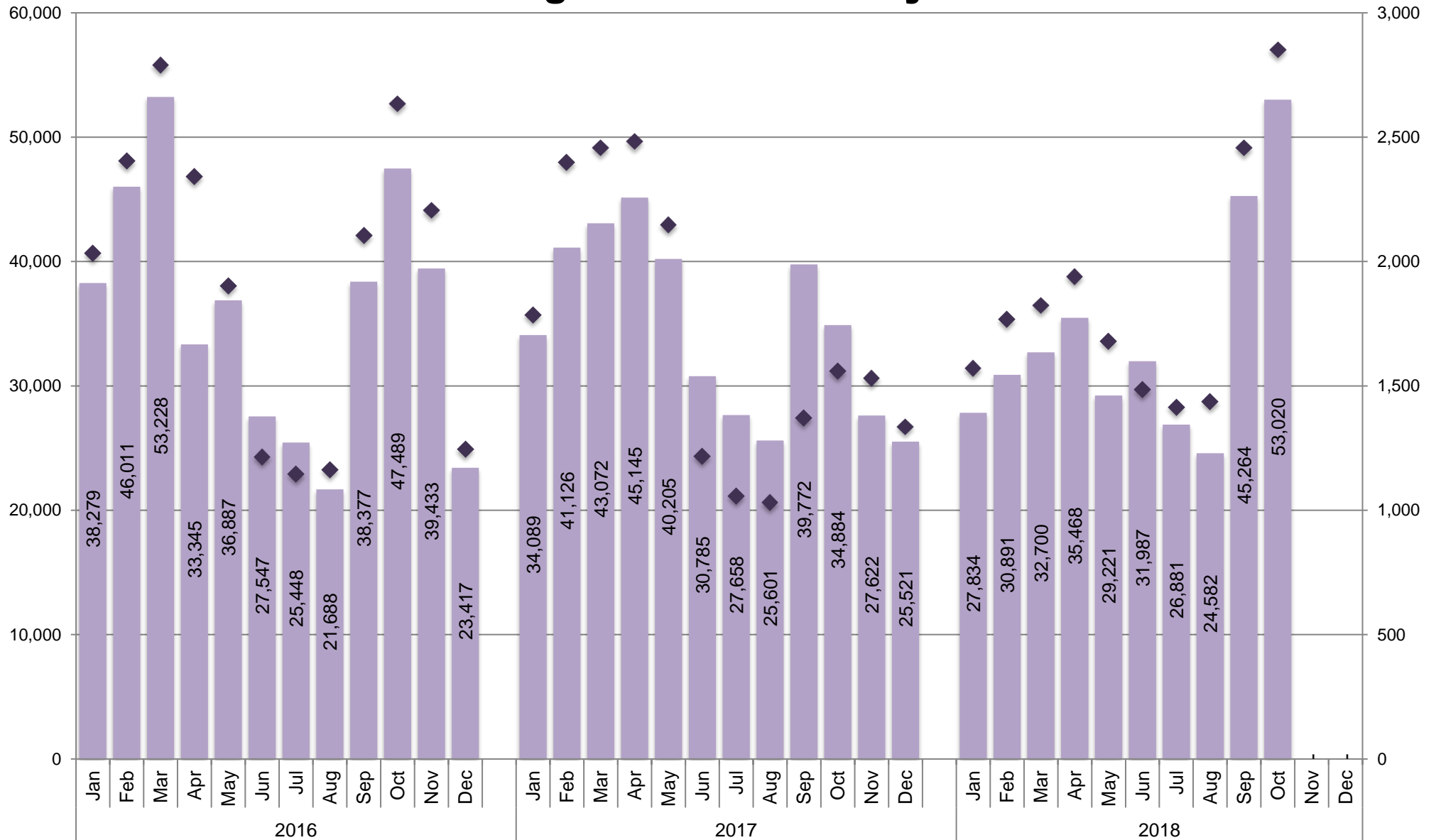
New Cards - total number of new library card registrations (including computer user only cards), as reported by IT

Denver Public Library

Total Program Attendance By Month

Attendance

Sessions



➔ Read Aloud program attendance has been added for Fall semester. Accurate Spring semester data is in process.

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



Communications and Community Engagement

Earned Media

Oct. 10 - Nov. 15, 2018

News:

[African-Americans Asked To Help Community Curation Program](#)-CBS Denver

[Check Out These Fifteen Perks of a Denver Library Card!](#) - Westword

[Revolutionary Ancestors: Presented by James Jeffrey, special collections librarian](#) - Highlands Ranch Herald

[Millennials are using libraries more!](#) - (The Denver Post) also mentioned in today's Denverite

[Colorado millennials are booking it to their public libraries, mirroring a national trend](#) - The Denver Post

[Libraries on the Front Lines of Homelessness](#) - Ever Widening Circles

[That Yellow 'Noodle Sculpture' On I-25? It's Got A Back Story Worth Knowing](#) - Colorado Public Radio

[With billionaire backing, a D.C. museum is headed to Five Points to collect Denver's black culture](#) - The Know, Denver Post

[Community joins museum to preserve black American history in the West](#) - 9News

[Denver's popular Cheesman Park is actually a former cemetery](#) - 7News

[Orders being taken Longmont pictorial history book](#) - Longmont Times

[US libraries to be supplied with opioid overdose-reversing drug](#) - Books & Publishing

[Storytellers: Saving history of the 10th Mountain Division](#) - 9News

[Every US Public Library, High School, and YMCA is Getting Opioid Overdose Reversal Kits for Free](#) - Good News Network

[Free Narcan offered to public libraries](#) - KKCO TV, Mesa County

[United States Takes Massive Step To Save Lives From Overdose With Free OD Reversal Kits](#) - The Things

[Emergent launches opioid awareness campaign through nation's libraries](#) - Homeland Preparedness News

[The Denver Public Library can help you fill out your ballot](#) - 9News

[Denver is supporting local music institutions and projects to the tune of \\$100,000](#) - Denverite

[Here are the recipients for the Denver Arts & Venues Music Grant](#) - 303 Magazine

[Lessons in creatively winning grants from the Denver Public Library](#) - eCivis, SmartBrief

[Community Service Awards and Hall of Fame Induction Ceremony](#) - Latin Life Denver

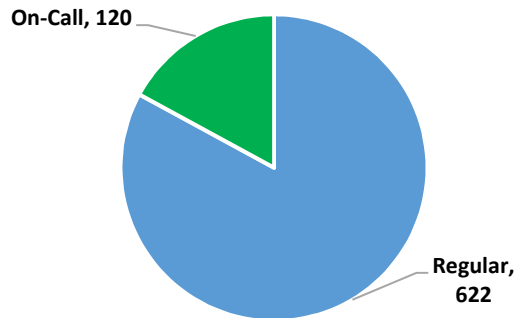
[Latina Legacy Circle Honors Six Latinas for Lifelong Contributions](#) - Latin Life Denver

Photo/Resource credits:

[Denver Public Works debuts 'Plow Tracker' website](#) - Our Community Now

Denver Public Library Human Resources Dashboard July - September, 2018

Employee Breakdown



Employee Grand Total:
742
Position Grand Total:
773

Recruiting

Positions Posted	42
Positions View Count	25,027
Submitted Applications	2,762

Movement

New Hires	40
Internal Transfers	46
Promotions	6

Separations

Total Separations	47
Resignations	43
Retirements	0
Dismissals	4

Turnover Rate 6.3%

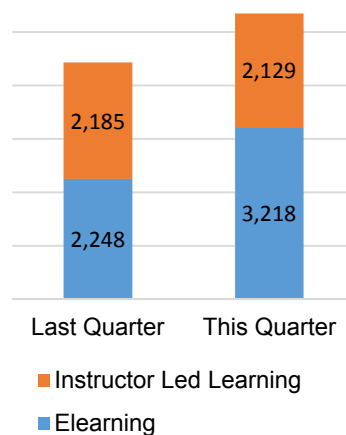
Learning & Development

The HR team rolled out a three-part Supervisor Fundamentals series in Q3 based on feedback received from staff in the Employee Engagement Survey. The initial response has been positive with the following feedback:

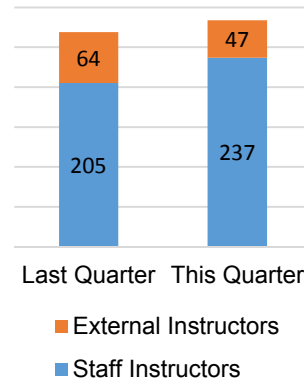
- 93.8% of attendees feel they are able to apply the concepts taught at a fully competent or expert level.
- 37.5% feel that the concepts taught will significantly help them improve their work.
- 62.5% of attendees reported they will make it a high priority to use these skills in their day-to-day work.

This ties to our 2018 Internal Objective:
Promote Employee Empowerment

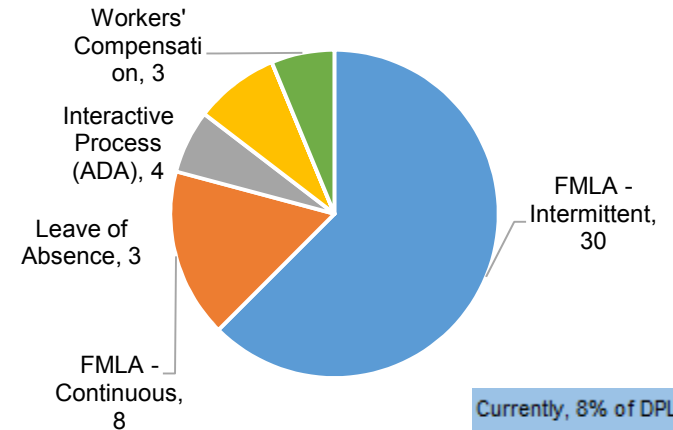
Total Staff Learning Completions



Total Instructor Led Learning Sessions



Open Leave Cases



Currently, 8% of DPL regular staff is on leave

Type of Leave Taken

