

AGENDA
The Denver Public Library Commission
Regular Monthly Meeting
Thursday, March 16, 2017, 8:30 a.m.
Denver Central Library
L7 Training Room

1. Call to Order.
2. Introductions.
3. Approval of Minutes of February 16, 2017, Regular Library Commission Meeting.
Commission
4. Public Comment Period.
5. Report of the President and Members.
6. Report of the Denver Public Library Friends Foundation. Gay Cook and Laurie Romer
7. Financial Report: Year-End 2016. Ron Miller
8. Review of 2016 and 2017 Friends Foundation endowment and fundraising funds.
Ron Miller
 - a. Report of 2016 endowment distribution and fundraising funds
 - b. Approval of 2017 endowment request
9. Review and approval of advocacy letter of support. Diane Lapierre
10. Approval of the Human Resources Guidebook. Kristen Svendsen
11. Report of the City Librarian.
 - a. Written report
 - b. Community Resource Specialist report. Elissa Hardy
 - c. Safety and Security at Central. Rachel Fewell, Bob Knowles, Michael Murphy
12. Other Business.
13. Adjournment.

Agenda Item 3

Action Requested: Approval

MINUTES
The Denver Public Library Commission
Regular Monthly Meeting
Thursday, February 16, 2017, 8:30 a.m.
Denver Central Library
L7 Training Room

Present: Rick Garcia, Greg Hatcher¹, Alice Kelly, Mike King,² Cathy Lucas, Rosemary Marshall, Carlos Martinez

Excused: Judy Joseph

Staff: Will Chan, Rebecca Czarnecki, Nicanor Diaz, Rachel Fewell, Michelle Jeske, Kristen Svendsen, Elaine Langeberg, Diane Lapierre, Zeth Lietzau, Ron Miller, Mark Passman (SC)

Guests: Gay Cook, Friends Foundation; Laurie Romer, Friends Foundation

1. Call to Order. Call to order at 8:33 AM
2. Introductions.
Commissioners and staff present introduced themselves.
3. Approval of Minutes of January 19, 2017, Regular Library Commission Meeting.
Commission
The minutes were approved as written.
4. Public Comment Period.
NA

5. Report of the President and Members.

Rosemary Marshall commented on Juanita Gray event. It was a beautiful and fun event. 96-year-old Charlie Burrell was inducted into the Blacks in Colorado Hall of Fame. Charles is often referred to as the "Jackie Robinson of classical music." A bass player by trade, Burrell arrived in Denver in 1949 and broke the color barrier by being the first black person under contract with the Denver Symphony Orchestra. In 1959, he also became the first black performer to play in the San Francisco Symphony Orchestra and the San Francisco Opera. He retired in 1999.

¹ Greg Hatcher arrived at 8:37 AM during the report of the DPLFF

² Mike King left at 9:30 AM

Cathy Lucas noted that her son is on the Teen Advisory Board at Park Hill and that he really enjoys being involved. An upcoming event is a Harry Potter themed murder mystery - 'Who killed Draco Malfoy?'

6. Report of the Denver Public Library Friends Foundation. Gay Cook and Laurie Romer

Gay Cook talked about the work the Friends will be doing with Library Strategies to conduct an organizational assessment. Cook noted that they will be here at the end of the month and then back in March with preliminary recommendations. They will then be back again in April for a full retreat, helping to plot next steps.

Laurie Romer has been the acting interim director and recently hired a new development manager, Dawn Schipper, who will be joining the Friends on March 1. She comes to the Friends with rave reviews having worked for the Anchor Center and before that Denver Dumb Friends League. She will be responsible for major gift fundraising, Booklovers Ball and corporate sponsorships.

There is an event with author and library supporter Adrian Miller on February 28. He wrote a book on White House chefs. Commission is invited.

7. Discussion of HR Policy Guidebook changes. Kristen Svendsen

Interim HR Director, Kristen Svendsen spoke of the need for an HR Policy Guidebook update. While there have been minor changes, a significant review and revision has not been done in 10 years. Some changes are in accordance with new federal and state laws and will not be reviewed in the meeting as they are mandatory.

Svendsen went on to note that while the library follows many of the City rules there are areas where we don't. Other changes stem from feedback we received from our employee engagement survey. Svendsen will just cover the major changes today and then provide the full guidebook for the next meeting to have it approved. All of the proposed changes have already been reviewed by our City Attorney.

- New hire probation: Exempt employees had a one year probation and non-exempt employees had a six month probation. This change would be to reduce to six months for all staff.
- Flexible scheduling and telecommuting: This policy had already been in practice but we did not have language for it and wanted to formalize it. We have tried to word it in a way that also works for frontline staff. We want to make it clear that this has to be approved by a supervisor in writing, and that it is not a right.
 - **Mike King Suggestion:** "Alternative schedules are evaluated on a case by case basis and must have written approval in advance."
- Recording devices in the workplace: We have included standard language that prevents someone from being recorded without consent.
- Email, Internet and Electronic Use: The new wording makes the policy more robust and speaks to people using personal devices for their work. It is also about protecting library data. It follows the City's guidelines that staff have no reasonable expectation of privacy. We have tried to soften it from the standpoint that it's more for if staff are suspected of a major policy violation.
- Telephone: Staff are asked to not forward work phones to a long distance number.
- Grounds for Discipline: The library will follow the City rule. Depending on severity of violation you could be terminated. There is also progressive discipline but combining these two issues help makes it clear that people are not entitled to progressive discipline.

- Discipline: Require that we have due process meeting. We did not require this for verbal or written reprimands. Updated to reflect the City's practice.
 - City Attorney has been very proactive in supporting discipline questions. City Attorney is reviewing and approving results and is an expert on personnel.
- Outside Mediation and Facilitation: These changes are based partly on employee engagement feedback. It calls out that anyone can ask for an outside mediator.
 - **Comment**: Mike King thinks this is a great move.
- Grievances: This policy is changing significantly. HR is asking Staff Council to take on a new part in the grievance process. The process has not changed since 1995. What we are proposing is something quite different from what the City does and we feel is more responsive. The idea is for a staff person to submit a grievance in writing and then have an ad hoc grievance committee come together at that time.
 - **Comment**: Mike King noted that the part stating "In extenuating circumstances, the City Librarian may grant time extensions not to exceed forty calendar days at any step in the process. The City Librarian will determine the length of the extension" is litigation waiting to happen. King advised adding 'in city librarians sole discretion' to that line. Otherwise, he recommends setting a standard around the extension.
 - Svendsen replied that the caveat is built in for HR department who is often at capacity and reminded King this is for less severe issues than policy or law violations. Svendsen said she would run it past our attorney again.
 - **Comment**: Rick Garcia asked about the volume of grievances. Svendsen replied there have been none in the last 5-7 years. She is concerned that it is because there has not been a good process. She noted that Administrative Services had been over HR, Facilities and Security which created some conflicts. This is no longer the case.
 - **Comment**: Will this policy change create a groundswell of grievances? There was concern that what can be grieved is not well defined. Svendsen noted there are limitations in the language and we do want to give people a way to bring up things important to them. It can also helpful to prevent collective bargaining.
 - **Comment**: Carlos Martinez noted that once this is in place there should be training for staff who might serve. Svendsen agreed.
- Appeals: (formerly grievance against City Librarian)
 - This is separate from the grievance process in that it deals with significant things such as layoff, contested demotion, etc.
 - Commission has role in the grievance and appeal process.
 - Added some language that the City Librarian may offer mediation...
 - **Comment**: Mike King noted that saying the 'Library may offer' may not seem objective if library invokes it. Svendsen replied that sometimes the library's position is so hard that mediation wouldn't be an option (ex: assault). King said to just be prepared to reinforce that the mediation would be neutral and from outside.
 - **Question**: Cathy Lucas asked about the Commission's role. Svendsen replied that in both circumstances (grievance and appeal) Commission is reviewing the decisions made at lower level (review, approve or deny).

- Demotion: Previously the policy said that the library does not demote for reasons of discipline and that is still true. It has happened that someone has a role that is not a good fit for them but they are still a good fit with the library. This just changes the policy to say that a demotion can be proposed for the good of the library. Before we would have had to to post a position and encourage the person to move into that job. It also talks about stance on pay in instances of demotion. This happens very infrequently.

These changes will be put into the guidebook and the whole document will be reviewed by the City Attorney again. The full guidebook will be ready to approve at next meeting and Commission will receive it in advance to review. Svendsen will call out any changes based on today's discussion and discuss fully with City Attorney.

8. Report of the City Librarian.

City Librarian Michelle Jeske noted that she will be attending a meeting today and hopefully receive more information about the bond. We have heard that maybe as much as 50% of the funds may go towards mobility.

Michelle also passed out a copy of the Central Library Vision to all the Commissioners present. This will likely be our biggest challenge given the high dollar amount.

Jeske also encouraged Commissioners to sign up for Winter of Reading noting that activities go through end of March. The program encourages people to explore what the library offers.

She noted the Mayor's Cabinet in the Community is coming up and will be held in the Bear Valley neighborhood.

Lastly, Jeske mentioned that because of schedule conflicts the discussion around Central and Security will take place at the March Commission meeting.

Jeske then gave the floor to Nicanor Diaz, DPL's immigrant services manager. Diaz introduced himself and mentioned that his family is from Argentina. He was born in the U.S. while his dad was in school. Diaz recounted how he would act as translator for his mother. He spoke about how gratifying it is working at the library and to have had the experience of a mother and son coming into the library and the son acting as a translator and to be able to address the mom in Spanish.

Diaz went on to draw the distinction between refugees, asylees, and immigrants. A refugee is a person who has been forced to leave their country in order to escape war, persecution, or natural disaster. Immigrants are anyone that was born outside of the United States and has permanently settled in the U.S.

He then talked about the makeup of the population of Denver. As of 2014 there were about 100,000 individuals that were born outside of the U.S. That represents approximately 16% of Denver's total population. The Hispanic Pew Research states that between Denver, Aurora and Lakewood there are approximately 130,000 undocumented immigrants and according to Migration Policy there is a total population eligible for 33,000 Deferred Action for Childhood Arrival.

In 2016, 2,416 refugees resettled in Colorado. They came predominantly from Burma, Somalia, Bhutan, Iraq and Ethiopia. So far in the first quarter of 2017 fiscal year, we have seen 562 refugees resettled in Colorado.

Denver also has approximately 27,000 Legal Permanent Residents that are eligible for Naturalization.

Diaz explained these statistics are all pertinent to understanding why we offer the services we do but also how our communities may be impacted by the recent executive orders regarding immigration. The first one focuses on the construction of a wall on the U.S. and Mexican border. Additionally, this order aims to increase border patrol agents by 5,000.

The second executive order involves directing agencies, across the country, to step up deportation for people who are in the country without documentation. This basically changes the prioritization that was set during the Obama presidency. Lastly, another order targets refugees from seven majority muslim countries.

Diaz went on to explain that we have nine branches that are currently providing our signature Plaza Program (Athmar, Barnum, Bear Valley, Hadley, Hampden, Montbello, Rodolfo "Corky" Gonzales, Schlessman, Valdez-Perry) and we are expanding the program to the Green Valley Ranch Library. We employ 30 staff that represent the community they serve. Our staff speak Arabic, French, Spanish, Amharic, Vietnamese. We represent the top spoken languages in Denver.

In the last year we saw an increase in attendance in immigrants wanting to become naturalized citizens so that they could vote. In 2015-16 we provided 3,118 programs with 31,760 participants.

The Plaza program focuses on three main aspects. English Conversation Table: The naturalization process requires legal permanent residents to conduct an interview with a USCIS officer in English. The English conversation tables also serve the purpose of helping our immigrant community integrate. It creates a sense of community. Citizenship and Immigration: Helps legal permanent residents study for the naturalization test. We also have partnerships with several immigration attorneys that come out to our Plaza locations once a month to provide free 1 on 1 consultations. The third program is ArtC which brings an art component to our Plaza program to allow our immigrant community members to express themselves regardless of the language they speak and invites parents or grandparents to work with children to do language and culture preservation. In addition to this we also provide general resources for immigrants. If our customers have questions outside of those three programs we do our best to either answer their questions or direct them to the right service provider (healthcare, finance, legal, basically anything). We never turn anyone away.

The main goal of the Plaza program is to create a safe environment for our immigrant community to access information. That is why the staff we hire reflects the community it serves.

Diaz also noted that we actively seek partners to help build our programs. We are currently partnering with MSU, Spring Institute, ASLD, Office of Financial Empowerment, Operation Hope and Mpowered, Denver Office of Immigrant and Refugee Affairs, American Immigration Lawyers Association and others to help fill service gaps.

DPL also has a standing committee called Services to Immigrants and Refugees that develops system wide programming, training for all library staff on working with immigrants, and keeps library staff informed and up to date on any change in the political landscape that will affect our work with immigrants.

We share stories of impact through our Plaza Voices blog. These are powerful narratives that reflect, in some cases, the struggle of our immigrant community. These narratives sometime come from our customers and sometimes from our own staff.

As we move forward we will offer training opportunities to empower our staff and help them be able to help anyone who comes through our doors. Yesterday we held an event where we had a panel of six experts and community leaders that came to the library to share the work they do and give us additional resources empowering our staff to better serve our customers. We are also working on creating a Naturalization Clinic that would allow the library to expand on the immigration services we are currently providing during Plaza. We seek out partnerships to strengthen our ability to assist our immigrant community seeking healthcare information and navigation. We will continue to do everything in our power to ensure that everyone who walks through the doors of a Denver Public Library branch is welcomed, feels safe, and connects to the information they are looking for regardless of who they are, where they come from, or their beliefs.

Nicanor Diaz then introduced Will Chan, the program administrator for the Plaza program. Chan oversees hiring and training of staff and has helped build our partnerships. Diaz then asked if there were any questions.

Commissioner Garcia asked that given the shifting political landscape are we seeing an increased interest in the services we are offering? Are we able to meet the need for information? Diaz responded that we are making sure staff has all the current information and we are picking up on lots of anxiety about raids and potential deportations. We're also receiving more questions about naturalization. He also noted that our programs are anonymous and so we don't know the residency status of attendees.

We are also seeing some people withdraw out of fear. Chan noted that we receive upwards of 50 calls a day asking about citizenship classes. DPL is able to offer information about direct pathways to stay in the United States legally.

Commissioner Hatcher expressed a concern that our program offering are very public and asked if we are concerned that it could draw the attention of ICE. Hatcher was curious about how attendance to some of our programs may change in the coming weeks. Diaz responded that he understands but we also can't stop advertising as it is more important to make sure the information is getting out. Jeske noted that there is a happy medium, we are not going to do any PR campaigns around these services and that we will rely more on word of mouth and our service partners.

Commissioner Martinez asked about the library as a safe space and whether or not we can do things to quietly promote that. Jeske responded that because we are a public facility while we can welcome people, we can't guarantee safety. DPL has no grounds to prohibit federal officials entering the building and additionally we do occasionally have incidents in our facilities that make 'safe' something of a loaded word. She said that is top-of-mind for staff to think about how we make our spaces as physically safe as possible and also welcoming to everyone. Currently, we don't have security at all of the branches.

Garcia noted that he supports the subtle approach in communicating about our services and that public organizations are in a tough spot because of potential repercussions. He wonders how DPL can take a proactive stand on these issues?

Chan responded that the language we use is important. DPL is what is considered a pass-through agency and that we are a trusted source of information, especially now. He also said that we have strong connections with communities and other agencies and can support each other.

Martinez echoed that we need to make sure we are helping people in our communities. Everyone should feel welcome and safe.

Jeske also mentioned that we put our signs up the week after the election at each of our locations stating our position (in multiple languages) of free and equal access for all, that everyone is welcome.

The conversation concluded with Commissioners rallying around an idea of Commissioner Lucas's to adopt a resolution that shows Commission support of being an open and welcoming space for all. They asked that the library prepare something for their review at the next meeting.

9. Other Business.

Garcia asked how Commissioners should submit feedback around the Commissioner Handbook. Jeske said they could be given to her and that comments would be discussed at the retreat in April.

The meeting was adjourned at 9:57 AM

Submitted by Rebecca Czarnecki for Alice Kelly.

Denver Public Library (DPL) Financial Report – 4th Quarter 2016

Introduction

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

This report includes four statements:

- Statement 1 shows the expenditures by type for the year, as well as the fourth quarter of 2015 and 2016.
- Statement 2 shows the original budget, revised budget, expenditures and unspent budget for 2016. This statement includes a bar chart showing the total 2016 budget and expenditures for 2016 and 2015.
- Statement 3 shows the expenditures by function for the year as well as the fourth quarter of 2015 and 2016. This statement includes a bar chart showing the relationship between the 2016 and 2015 expenditures by functional area as of December 31.
- Statement 4 shows the Special Revenue Fund revenue for the year as well as the fourth quarter of 2015 and 2016. Expenditures for this fund are included in statements 1, 2 and 3.

The focus of this report is to disclose significant variances between the approved budget and actual expenditures and significant changes in expenditures from 2015 to 2016. Expenditures that are relatively close to the approved budget or have not significantly changed from 2015 are not commented on, but can be discussed upon request.

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

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

Statement 1

Expenditures by Type

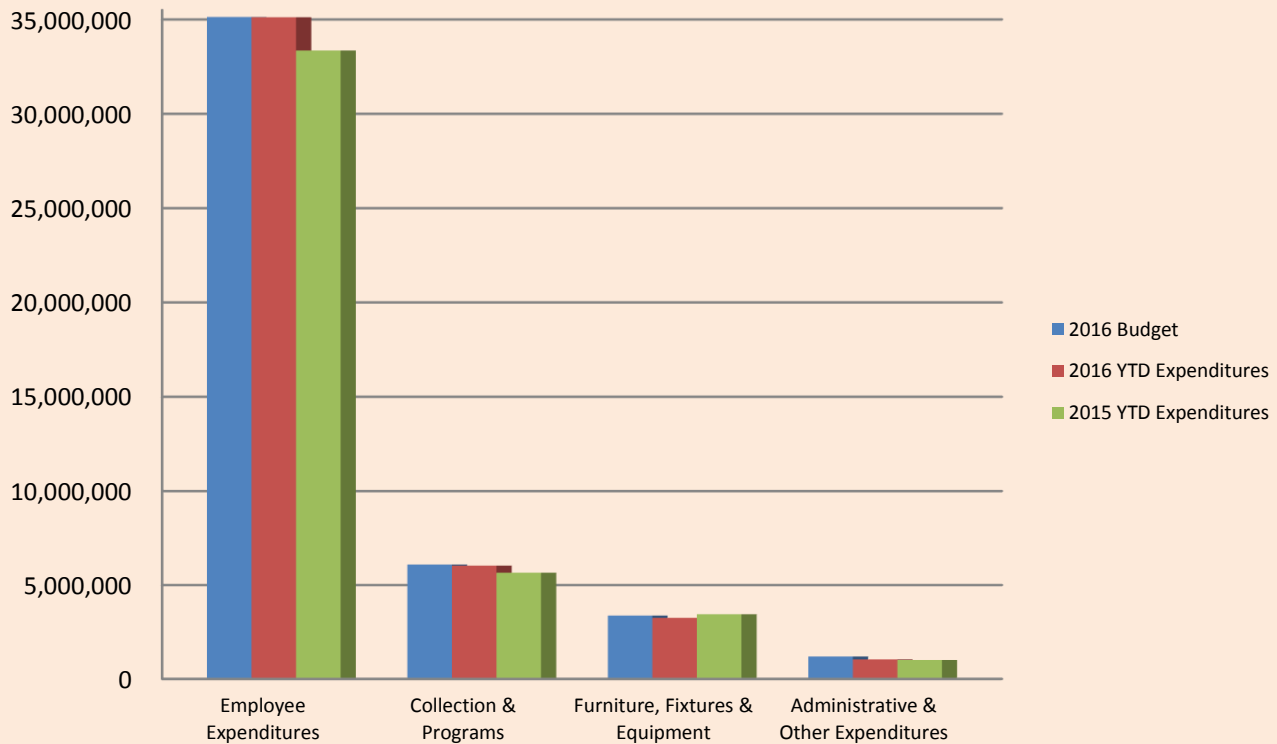
	<u>Three Months Ended</u>		<u>Twelve Months Ended</u>	
	<u>December 31, 2016</u>	<u>December 31, 2015</u>	<u>December 31, 2016</u>	<u>December 31, 2015</u>
Employee Expenditures				
Personnel	\$9,855,590	\$9,329,460	\$34,923,869	\$33,185,314
Staff Recognition	34,033	29,832	70,793	55,236
Training & Workshops	62,563	41,988	125,448	116,365
Total Employee Expenditures	9,952,186	9,401,280	35,120,110	33,356,915
Collection and Programs				
Books & Materials	1,536,060	1,134,803	5,704,092	5,326,298
Central & Branch Programming	55,545	66,513	330,027	330,079
Total Collections and Programs	1,591,605	1,201,316	6,034,119	5,656,377
Furniture, Fixtures, & Equipment				
Technology Services & Equipment	368,881	604,836	1,642,261	1,827,254 ⁿ
Office Furniture & Equipment	137,106	348,224	386,619	561,371 ⁿ
Leases - Buildings & Equipment	38,434	50,789	243,390	164,193 ⁿ
Building Maintenance & Supplies	178,654	151,856	461,059	417,732
Equipment Maintenance & Supplies	83,868	96,734	240,609	240,254
Custodial Supplies & Services	54,254	52,926	186,694	176,433
Safety & Security	59,871	7,815	92,024	58,774 ⁿ
Total FF&E	921,068	1,313,180	3,252,656	3,446,011
Administrative and Other Expenditures				
Office & Misc Supplies	109,669	144,241	387,960	458,096
Administrative	70,191	24,043	194,682	91,895 ⁿ
Travel & Conferences	48,578	65,123	155,311	180,268
Official Functions	50,641	9,374	80,608	28,664
Postage	12,215	8,225	67,569	72,183
Printing	23,588	26,997	74,980	140,198
Advertising	44,421	16,845	76,724	37,115
Total Admin. & Other Expenditures	359,303	294,848	1,037,834	1,008,419
Total Expenditures by Type	\$12,824,162	\$12,210,624	\$45,444,719	\$43,467,722

Statement 2

Budget and Expenditures by Type	2016 Budget *		Expenditures	Budget Amount
	Original	Revised	as of 12/31/16	Remaining
Employee Expenditures				
Personnel	\$34,936,807	\$34,911,025	\$34,923,869	(\$12,844)
Staff Recognition	46,130	87,398	70,793	16,605
Training & Workshops	166,873	134,047	125,448	8,599
Total Employee Expenditures	35,149,810	35,132,470	35,120,110	12,360
Collection and Programs				
Books & Materials	5,636,975	5,734,190	5,704,092	30,098
Central & Branch Programming	475,033	357,676	330,027	27,649 ⁿ
Total Collections and Programs	6,112,008	6,091,866	6,034,119	57,747
Furniture, Fixtures, & Equipment				
Technology Services & Equipment	1,476,276	1,696,673	1,642,261	54,412
Office Furniture & Equipment	259,199	426,386	386,619	39,767
Leases - Buildings & Equipment	278,590	248,567	243,390	5,177
Building Maintenance & Supplies	455,550	464,720	461,059	3,661
Equipment Maintenance & Supplies	223,600	258,756	240,609	18,147
Custodial Supplies & Services	148,850	187,055	186,694	361
Safety & Security	59,100	96,074	92,024	4,050
Total FF&E	2,901,165	3,378,231	3,252,656	125,575
Administrative and Other Expenditures				
Office & Misc Supplies	409,365	459,107	387,960	71,147 ⁿ
Administrative	100,090	218,501	194,682	23,819
Travel & Conferences	140,613	166,250	155,311	10,939
Official Functions	30,870	94,825	80,608	14,217
Postage	70,150	68,000	67,569	431
Printing	69,900	76,465	74,980	1,485
Advertising	52,250	81,716	76,724	4,992
Undesignated Budget	135,000	26,225	n/a	26,225
Total Admin. & Other Expenditures	1,008,238	1,191,089	1,037,834	153,255
Total Expenditures by Type	\$45,171,221	\$45,793,656	\$45,444,719	\$348,937

* The 12/31/16 revised budget of \$45,793,656 is comprised of \$2,550,641 from the special revenue fund and \$43,243,014 from the City's General Fund.

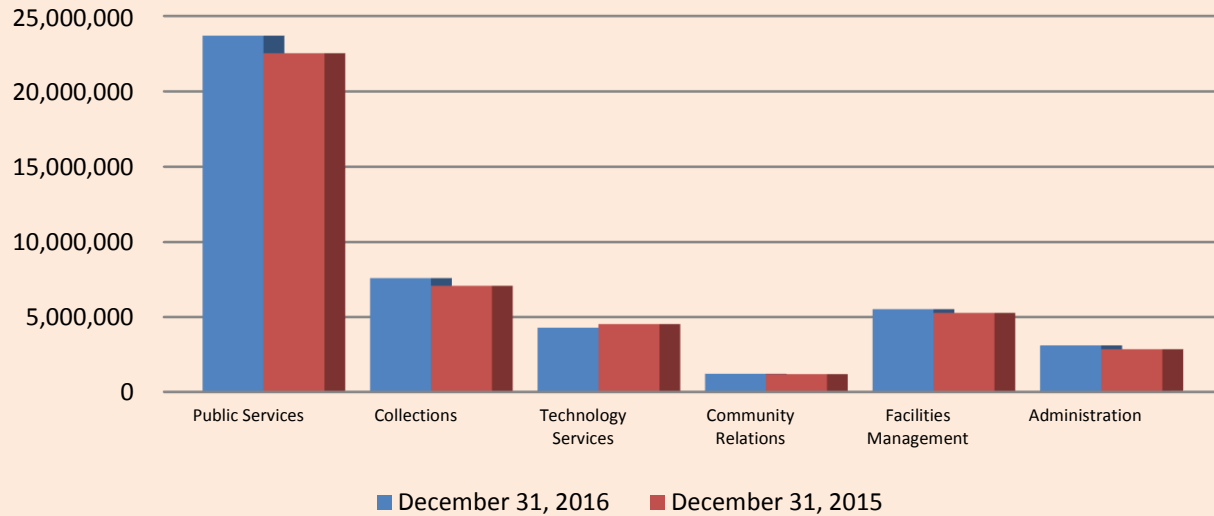
2016 Annual Budget and Expenditures



Statement 3

Expenditures by Function	Three Months Ended		Twelve Months Ended	
	December 31, 2016	December 31, 2015	December 31, 2016	December 31, 2015
Public Services	6,685,785	\$6,296,276	\$23,700,625	\$22,533,888
Collections	2,131,854	1,632,360	7,603,170	7,088,961
Technology Services	1,100,338	1,523,734	4,293,798	4,534,172
Community Relations	387,301	344,090	1,207,299	1,182,770
Facilities Management	1,626,867	1,621,529	5,529,806	5,281,885
Administration	892,017	792,635	3,110,022	2,846,046
Total Expenditures by Function	\$12,824,162	\$12,210,624	\$45,444,719	\$43,467,722

2015 & 2016 YTD Expenditures by Function



Statement 4

Special Revenue Fund Revenue *

Three Months Ended

Twelve Months Ended

December 31, 2016

December 31, 2015

December 31, 2016

December 31, 2015

Operational Activity

Equipment (copiers, printouts)	47,529	45,305	473,739	177,127 ⁿ
Branch and Central Meeting Rooms	19,462	9,973	60,752	50,227
WHG Photographic Services	9,148	16,772	49,497	62,584
Lost Books	26,167	31,418	120,347	139,832
Vending and Café	5,559	5,018	21,208	18,296
Total Operational Activity	107,866	108,486	725,545	448,065

Distributions

Caroline Bancroft Trust	7,434	7,985	22,353	29,137
Frederick R. Ross Library Trust	0	0	29,446	29,446
Total Distributions	7,434	7,985	51,799	58,583

Friends Foundation Transfers

Special Use Fund	513,150	567,100	870,150	1,088,415
Endowment	67,500	135,000	270,000	270,000
Fundraising Events	0	6,434	192,189	136,434
Others	0	0	42,850	0
Total Friends Foundation Transfers	580,650	708,534	1,375,189	1,494,849

Miscellaneous Revenue

8,600	25,020	111,001	139,060
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Total Special Revenue Fund Revenue *

\$704,550	\$850,025	\$2,263,534	\$2,140,558
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* Total 2016 budgeted Special Revenue Fund Revenue as of 12/31/16 = \$2,550,641

Notes

Statement 1

Total 2016 expenditures were \$1,976,997 greater than in 2015. This is primarily due to annual increases in employee salary and benefit expenditures, as well as smaller differences in the other budget categories as explained below.

Expenditures for Technology Services & Equipment and Office Furniture & Equipment were higher in 2015 due to purchases made in that year for DPL's transition to an independent network. This new network is separate from the City's system, and allows us to provide faster, more reliable internet access for our customers, as well as support future expansions of our Wi-Fi network and digital services. The equipment purchased was subsidized in part by the Federal E-Rate program.

The Leases – Buildings & Equipment category experienced increased expenditures in 2016 as compared to 2015. This is due to the capital lease payments that financed the independent internet equipment for the library in 2016. The capital lease is a legally binding obligation of the City, with an annual payment of \$99,930 for five years beginning in 2016.

A significant increase in expenditures in 2016 was in the Safety & Security category. The approximately \$33,000 increase was due to the continuation of the Wayfinding project to design and install improved signage in library buildings. This work will continue in 2017 with funding from a \$175,000 service expansion.

Administrative expenditures were also increased in 2016 as compared to 2015. This was for Humphries Poli Architects to provide conceptual design services for the new Central library vision, as well as digitally created renderings of the building.

Statement 2

In addition to the original and revised budget, statement 2 shows the actual expenditures for the year and any budget remaining as of the end of the year. 99% of the annual budget was spent in 2016.

The \$27,000 budget remaining in the Central & Branch Programming category is primarily related to the After School is Cool (ASIC) program and "ASIC Plus" STEM programming. In both cases, these dollars are part of the Special Revenue Fund and any unspent budget will carry forward to support these programs in 2017.

Approximately \$71,000 in the Office & Misc. Supplies category was unspent in 2016. These accounts have been consolidated under the Purchasing department for 2017 to allow for improved management of this budget and more efficient reallocation of any unspent funds.

Statement 4

SRF revenue through December 31 was \$122,976 higher in 2016 as compared to 2015. The largest increase can be found in the Equipment category and is due to a \$282,000 refund from the E-Rate program for internet equipment purchased in 2015.

General Notes

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

In statement 2, the revised budget shows changes to the original budget from various sources. During the year general fund budget is transferred between accounts as needs and circumstances arise. Most of these changes are within the same department budget but can also be between departments. A revision can also occur in the general fund budget due to a supplemental budget request that is approved by City Council. A third source of changes occurs in the funding from the SRF. The original budget for SRF funding includes amounts that will be received during the current year that are consistent, reliable, and can be reasonably estimated. SRF funding also includes amounts received in prior years that was not budgeted or spent in the year of receipt. While portions of this funding source are planned to be used in the original budget, unforeseen needs arise in the current year and are sometimes funded from the available balance of these funds.

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

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

Agenda Item 8a

Requested Action: Receive Report

Expenditure of 2016 Endowment Funds

Unrestricted and restricted Endowment Funds help support the work of the Denver Public Library. These funds are managed and invested by the Denver Public Library Friends Foundation on behalf of the Library. Following are details of the expenditures made by the Library from these funds in 2016.

Administration:

The Barbara Jordan Funds for 2016 were held to purchase, in 2017, more-costly eLearning tutorials on a variety of relevant topics for DPL staff. eLearning is a valuable enhancement to the myTRACKS staff learning portal, and this type of skills training will provide another tool to enhance excellent customer service.

Unrestricted Endowment: Staff Day:

The 2016 unrestricted endowment funds in the amount of \$26,884 were used for expenses related to the DPL Staff Day event held on October 10th, 2016. The day focused on staff learning and development as well as encompassing our annual award celebration. Awards last year included the Nell I. Scott Employee of the Year, Staff Awards, and Years of Service Awards.

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

Collection Development:

In 2016, the Collection Development Department received the following disbursement of endowment funds from the Denver Public Library Friends Foundation:

John Pershing
Acquisition of English Poetry Books
\$448

Lorraine Sabin
Acquisition of Transport Materials
\$170

Lucille Wilken
Acquisition of Music Materials
\$1,206

Nell Scott
Acquisition of Adult Education Materials
\$257

Beverly Ann Walker
Smiley Branch Collection
\$3,589

Erlich Fund Endowment
Acquisition of Library Materials
\$313

George Dolmas Endowment
Acquisition of Library Materials
\$924

Sharon Gravelle Endowment
Acquisition of Library Materials
\$16,562

Total: \$23,469

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

Western History/Genealogy Department:

In 2016, the Western History/Genealogy Department received endowment funds totaling \$216,958. This amount was distributed among seven subfunds: Hendrie, Literary Club, Classen, Hilliard, Massa, DPL Trust and the general Western History Endowment.

Hendrie Endowment

Balance 1/1/16	\$3,710
2016 Distribution	\$858
2016 Expenses	\$0
Balance 12/31/16	\$4,568

Literary Club Endowment

Balance 1/1/16	\$2,892
2016 Distribution	\$668
2016 Expenses	\$0
Balance 12/31/16	\$3,560

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

Classen Endowment

Balance 1/1/16	\$2,743
2016 Distribution	\$2,986
2016 Expenses	\$0
Balance 12/31/16	\$5,729

The Joanne Classen endowment is for funding genealogy conferences.

Joy Hilliard Endowment

Balance 1/1/16	\$2,587
2016 Distribution	\$1,826
2016 Expenses	\$1,800
Balance 12/31/16	\$2,613

The Department offers a \$1,500 competitive fellowship to a Ph.D. candidate is matriculated at a Colorado university. The candidate's focus needs to be on the history of the conservation movement.

In 2016, Sam Bock of the University of Colorado Boulder researched the history of the National Park's Service conservation and interpretation of Native American history and culture during the last century. Among the collections he used were the American Bison Society, the Wilderness Society records, National Parks Conservation Association records and the Enos Mills papers.

Massa Endowment

Balance 1/1/16	\$-316
2016 Distribution	\$900
2016 Expenses	\$1,000
Balance 12/31/16	\$-417

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

Western History Endowment (includes Viola Smith Endowment)

Balance 1/1/16	\$63,733
2016 Distribution	\$142,740
2016 Expenses	\$183,983
Balance 12/31/16	\$22,490

Funds deposited into the Western History Endowment are to be used for the preservation and care of the collection. In 2016, the the purpose for this disbursement was to cover the salary and benefit costs of 3 FTE positions as well as archival supplies and equipment.

DPL Trust

Balance 1/1/16	\$93,457
2016 Distribution	\$66,980
2016 Expenses	\$74,032
Balance 12/31/16	\$86,405

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

Community Relations:

The Denver Public Library received \$968 from the Latino Awards endowment in 2016. Funds were used for expenses related to the annual Latino Awards event, held on Saturday, September 12 at the Rodolfo "Corky" Gonzales Library. The honorees were Jamie Torres, Eric Duran, Angelina Rivera-Malpiede, and Don Mares.

Expenditure of 2016 Fundraising Money

In 2016, the Friends Foundation distributed \$200,000 in revenue from fundraising events that occurred from November of 2014 to October of 2015.

These funds were used to support:

Circulating collection:	\$112,000
Western History staffing costs:	\$10,000
Community Engagement Events and Adult Programming:	\$12,000
Summer of Reading program:	\$20,000
Read Aloud Program	\$46,000

March 2017

Agenda Item 8b

Requested Action: Approve Endowment Request and receive fundraising report

Proposal to Denver Public Library Friends Foundation for 2017 Endowment Funds Disbursement.

The Denver Public Library requests the disbursement of \$270,000 from the Denver Public Library Friends Foundation Unrestricted and Restricted Endowment Funds for expenditure in 2017 as follows:

Administration:

The Barbara Jordan Funds for 2017 will be utilized to purchase eLearning tutorials on a variety of relevant topics for DPL staff. eLearning is a valuable enhancement to the myTRACKS staff learning portal, and this type of skills training will provide another tool to enhance excellent customer service.

Unrestricted: Meeting Room Technology

The Denver Public Library requests that the unrestricted endowment distribution for 2017 in the amount of \$31,644 to be used for expenses related to meeting room technology. This will allow us to upgrade the technology in 4 of our branches, providing a better experience for our customers and staff who use those meeting rooms, as well as offer consistent technology across those meeting rooms for easier maintenance. We will also be using other funds to update meeting room technology in 3 more locations.

Collection Development Department:

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

John Pershing (English Poetry)	\$436
Lorraine Sabin (Transport Materials)	\$165
Lucille Wilken (Music Materials)	\$1,174
Nell Scott (Adult Education Materials)	\$250
Beverly Ann Walker (Smiley Branch Collection)	\$3,495
Erlich Fund	\$305
George Dolmas	\$899
Sharon Gravelle	\$16,133

Total Request: \$22,857

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

Western History/Genealogy Department:

The Denver Public Library Western History/Genealogy Department requests \$138,974 from the general Western History endowment fund in 2017. This request includes \$7,904 from the Viola Smith Endowment. The purpose for this disbursement is to cover the salary

and benefit costs of 3 FTE positions as well as archival supplies and equipment.

Also requested, \$835 be transferred from the Hendrie Endowment, \$651 from the Literary Club Fund, and \$876 from the Emil Massa Endowment. The Hendrie and Literary Club funds will be used for purchasing antiquarian and hand-made books, and the Massa Endowment is for the conservation of rare materials.

Joanne Classen Endowment, \$2907. The Classen Endowment is for genealogical educational programming.

New in 2017, \$1645 is requested from the Jackson Endowment. The staff of the Western History collection will purchase books and other printed materials for the collection.

\$65,213 is requested from the DPL Trust Endowment. This disbursement will fund salary and benefit costs for one position, as well as Content DM data storage fees.

Community Relations:

The Denver Public Library requests \$943 from the Latino Awards Endowment in 2017.

Expenditure of Fundraising Money 2017

The Friends Foundation has identified \$197,786 to be distributed from November 2015 through October 2016 fundraising events. The Friends Board will vote on the distribution on 3/15/17. Part of the distribution (\$26,785) was raised by the Western History Council and is restricted for Western History activities. The remaining amount will be used to support the library mission and programs. The exact allocation will be determined by the Executive Team.

March 2017

Agenda Item 10

Action Requested: Approval

Additional changes to the DPL HR Guidebook to be approved with the rest of the changes proposed at the February 2017 meeting:

BEFORE	AFTER
<p>KRONOS</p> <p>All staff members are expected to maintain an accurate and current record of their work time and approve their timecards in the Kronos timekeeping system. Kronos timecards are also reviewed and approved by the staff member's supervisor.</p> <p>The workweek begins at 12:01 a.m. Sunday and ends at 12:00 midnight on Saturday. Access to Kronos timecards is cut off at 10:00 am on the Monday after a pay period closes for processing.</p> <p>Options for accessing the Kronos system include computer, telephone and card terminals. Staff members and supervisors will decide what works best for each position. Those using the telephone must clock in/out from a Library telephone unless otherwise approved by a staff member's supervisor.</p>	<p>KRONOS</p> <p>All staff members are expected to maintain an accurate and current record of their work time and approve their timecards in the Kronos timekeeping system. Kronos timecards are also reviewed and approved by the staff member's supervisor.</p> <p>The workweek begins at 12:01 a.m. Sunday and ends at 12:00 midnight on Saturday. Access to Kronos timecards is cut off at 10:00 am on the Monday after a pay period closes for processing.</p> <p>Options for accessing the Kronos system include computer, telephone and card terminals. Staff members and supervisors will decide what works best for each position. Those using the telephone must clock in/out from a Library telephone unless otherwise approved by a staff member's supervisor.</p> <p>In order to maintain consistent time reporting, Kronos rounds punch times to the nearest 15-minute mark. The actual punch time appears in the timecard; however the Shift, Daily and Cumulative totals are rounded. Rounding has no bearing on the employee's regularly scheduled work times, nor does it have bearing on early or late indicators in a staff member's timecard.</p>

	<p>In order to round to 15 minutes, the actual rounding occurs on punches between 7 and 8 minutes.</p> <p>Punch times should not be altered in any way to manipulate the rounding rules within Kronos. The time the punch occurred is the exact time the employee either started or stopped working and is a legal record of the employee's time and pay.</p>
<p>OTHER CLOSINGS (NON-PAID HOLIDAYS)</p> <p>Easter Sunday Sunday of Memorial Day Weekend Sunday of Labor Day Weekend Thanksgiving Eve (close at 4 p.m.) Christmas Eve (close at 4 p.m.) New Year's Eve (close at 4 p.m.)</p> <p>For closings other than paid holidays, staff schedules will be rearranged so they will receive a full complement of time worked during these short weeks.</p>	<p>OTHER HOLIDAY-RELATED CLOSINGS</p> <p>The library may close to the public in conjunction with other paid holidays, including: Easter Sunday Thanksgiving Eve (close at 4 p.m.) Christmas Eve (close at 4 p.m.) New Year's Eve (close at 4 p.m.)</p> <p>For closings other than paid holidays, staff schedules will be rearranged so they will receive a full complement of time worked during these short weeks.</p>
<p>SEVERE WEATHER</p> <p>The Library expects each staff member to make a reasonable effort to report to work in severe weather situations.</p> <p>If weather or traveling conditions delay or prevent your reporting to work, you should notify your supervisor as soon as possible.</p> <p>Unless the Library is officially closed, you are expected to use accrued time for time missed due to weather. If paid time is not available, you are expected to take the time as unpaid.</p> <p>If the Library is officially closed, staff members scheduled to work will receive</p>	<p>SEVERE WEATHER</p> <p>The library expects each staff member to make a reasonable effort to report to work in severe weather situations.</p> <p>If the library officially closes due to severe weather, staff members scheduled to work will receive paid leave for the hours they were scheduled to work.</p> <p>If weather conditions make it necessary to close a facility earlier than the regularly scheduled time, staff members will be notified. Unless staff members are otherwise notified, they are expected to</p>

<p>paid leave.</p> <p>If weather conditions make it necessary to close a facility earlier than the regularly scheduled time, staff members will be notified. Unless staff members are otherwise notified, they are expected to remain at work.</p>	<p>remain at work.</p>
<p>NEW POLICY</p>	<p>TRANSFER TO or FROM ANOTHER CITY AGENCY</p> <p>Staff members transferring to or from another City agency without a break in service will retain their benefits, leave accrual and service dates.</p> <p>Upon a transfer from the library to another City agency, library personnel policies will not apply, such as annual performance review processes and merit increase timelines.</p> <p>Upon transfer to the library from another City agency, the library's personnel policy will apply, such as such as annual review processes merit increase timelines.</p>

Human Resources Guidebook



DENVER PUBLIC LIBRARY

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INTRODUCTION

ABOUT THIS GUIDEBOOK

This guidebook is designed to acquaint staff members with the Denver Public Library's personnel policies and procedures.

The guidebook provides written guidelines for human resource decisions and gives a framework for consistency and fairness. It also outlines working philosophies and defines the rights and obligations of both staff members and the library.

It is impossible to anticipate every circumstance of employment with the library. If a topic concerns pay, job classification or benefits and is not specifically covered in the guidebook, the library defaults to the City and County of Denver's Rules. If any other topic is not covered in the guidebook, please contact the library's Human Resources Office.

The City and County of Denver's Employment Rules can be found at <http://www.denvergov.org/humanresources>

The Denver Public Library Policy Guidebook is not a contract and does not create any contractual rights between the Denver Public Library/City and County of Denver or any of its staff members. The provisions of the Denver Public Library Policy Guidebook may only be modified, rescinded or revised, in writing, by the Library Commission, which reserves the right to unilaterally modify, rescind or revise the provisions of the Denver Public Library Policy Guidebook at any time.

The most updated version of the Human Resources Policy Guidebook can be found on Staffweb.

LIBRARY MISSION

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

GUIDING PRINCIPLE

We believe people take pride in doing an excellent job and are devoted to providing exceptional customer service. We believe powerful results are possible when every person—every day—brings their intellect, compassion, creativity and unique talents to our common goals. We believe that engaged employees produce high-quality work resulting in high customer satisfaction. We believe that with trust, respect, teamwork, communication, engagement and shared responsibility, we create a work environment that supports learning, growth, innovation and risk-taking. Together we make an extraordinary difference in our community.

VALUES

Customer Satisfaction and Loyalty, Equality of Service, Intellectual Freedom, Confidentiality of Use, Collaboration with Partners, the Trust of our Community and a Culture of Innovation.

ORGANIZATION OF THE LIBRARY

The Denver Public Library is an Independent Agency under the Mayor. It was created by the Charter of the City and County of Denver.

The Library Commission, whose members are appointed by the Mayor to four-year terms, has the authority to set policies.

The City Librarian, who is selected by the Library Commission, has overall responsibility for the management of the library system.

The City Librarian may delegate the responsibility for the day-to-day operations of the divisions to senior management.

RELATIONSHIP TO THE CITY AND COUNTY OF DENVER

The City and County of Denver Charter establishes the Career Service Board. This is a five-member board appointed by the Mayor to five-year terms. The Career Service Board is responsible for determining classification, pay and benefits for City Agencies including the library.

The City and County of Denver has an Office of Human Resources (OHR). The library Human Resources Office works closely with OHR, but is not a part of OHR.

The City and County of Denver's Payroll Division processes payroll for the Denver Public Library. Library staff member paychecks are issued by the City and County of Denver.

As an Independent Agency, the library has its own set of operating and personnel policies that may or may not be the same as the City and County of Denver OHR.

Additionally, library staff are expected to comply with the Executive Orders established by the Mayor, the City Charter, the Denver Revised Municipal Code and the City and County of Denver's Code of Ethics. The Executive Orders and Code of Ethics governing staff member conduct are noted under the applicable policy in the guidebook. The entire Code of Ethics handbook and other Executive Orders can be found on Staffweb.

LIBRARY HUMAN RESOURCES OFFICE

The library Human Resources Office acts as an information center for staff members. This department plays an important role in implementing library personnel policies and offers help with a variety of problems and matters that concern staff members. The Library Human Resources Office is available to discuss subjects such as employment, benefits, personnel records, staff training, career development, personal issues including medical issues affecting a staff member's job, and disciplinary problems.

EMPLOYMENT PRACTICES

EQUAL EMPLOYMENT OPPORTUNITY

The Denver Public Library is an Equal Opportunity Employer.

The Denver Public Library maintains a strict policy of non-discrimination with respect to race, color, religion, sex, age, national origin, political affiliation, disability, marital status, military status, sexual orientation and gender identity in compliance with all federal, state and local laws. All aspects of employment with the library are governed on the basis of merit, competence and qualifications.

All decisions made with respect to recruitment, hiring and promotion will be made solely on the basis of individual qualifications related to the requirements of the position. Likewise, the administration of all other personnel matters such as compensation, benefits, discipline, training and development programs will be free from discrimination based on any protected status identified above..

All employment/recruitment practices, training, development and evaluation programs reflect the policy.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA), as amended (ADAAA), is a law that prohibits discrimination based on disability. The Denver Public Library conforms with the Americans with Disabilities Act and strives to ensure that facilities and services meet the Act's standards for applicants, staff and customers.

The library will provide reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship for the library. This policy applies to all aspects of employment, including hiring, job assignment, training, pay, benefits, discipline, and termination.

A qualified individual with a known disability is someone who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment or is regarded as having such impairment. A qualified individual with a disability can perform the essential functions of the position they seek or hold with or without reasonable accommodation.

Upon request, the library HR Office will work with a qualified individual with a disability in a good faith effort to make any necessary reasonable accommodations in all aspects of the hiring process. A documented medical need for accommodation from a healthcare provider may be required.

For more information on the ADA, see the Interactive Process section of the guidebook.

PREGNANCY ACCOMMODATION

The library will provide reasonable accommodations to applicants and staff members for health conditions related to pregnancy and the physical recovery from childbirth, as requested.

For more information on Pregnancy Accommodation, see the Interactive Process section of the guidebook.

WORKPLACE ACCOMMODATION FOR NURSING MOTHERS

The library will provide reasonable, unpaid break time or allow the use of paid break times to allow a staff member to express breast milk for her nursing child for up to two years after the child's birth. Additionally, the library will provide a room or other location, other than a bathroom stall, where a staff member can express breast milk in private.

EMPLOYMENT STATUS

The following terms are used to describe the employment status of staff members. The Library's regular (not supplemental staffing) positions are scheduled for either 10, 20, 30 or 40 hours per week.

Full-time – A staff member regularly scheduled to work 40 hours per week in a position that has no specified end date.

Part-time – A staff member regularly scheduled to work 10, 20 or 30 hours per week in a position that has no specified end date.

Limited Term – A staff member employed to work on a designated project for a specified, known duration. Limited term positions can be renewed based on funding and organizational needs. Limited term staff members regularly scheduled to work 20 hours or more per week are eligible for benefits.

Supplemental Staff - An individual employed to work on an as-needed basis. Supplemental staffing employees are not eligible for benefits. If a supplemental staff member is hired as a regular staff member, the hire date, for purposes of seniority and benefits, is the first day of employment as a regular staff member.

The above does not constitute a guarantee of work or status for any period of time. For more information regarding employment status, please see the Library Human Resources Office.

RECRUITMENT, SELECTION AND JOB OFFERS

All recruitment and selection decisions, including hiring and promotion, are based on individual merit and ability, as they relate to the qualifications required of the position.

For the purposes of recruitment and selection, the library maintains a system separate from the City's OHR. Hiring supervisors, the library HR Office and/or other applicable decision makers will determine the best qualified candidate for a position.

All offers of employment are made by the library Human Resources Office and are contingent on successful completion of a background check.

Employment applications will not be accepted from individuals who were dismissed from the Denver Public Library or any other City agency within five years of the date of dismissal.

TESTING

The library Human Resources Office is solely responsible for overseeing, developing, and/or approving all pre-employment tests and assessments.

Those in positions to hire for the library are not authorized to develop, acquire, revise or administer pre-employment or on-the-job tests as part of the selection process, unless approved in advance by the library HR Office.

A waiting period may apply before an applicant may retake certain tests and assessments.

JOB POSTINGS

Those seeking employment at the library must complete an online application form for each position they are seeking in order to be considered.

Job postings are an advertisement for an open position and remain open for a minimum of one week. They can be found on the Denver Public Library website. Job postings contain job title, pay range and closing date, as well as minimum and targeted qualifications.

INTERNAL JOB POSTINGS

At a hiring supervisor's request and for good cause shown, recruitment can be limited to internal applicants. In these cases, the position will be open exclusively to current Denver Public Library employees.

INTERNAL APPLICANTS

Staff members who have passed new hire probation may apply as an internal applicant to any position that is posted. All internal applicants meeting the minimum requirements for the position as outlined in the job posting will be invited to interview.

Regular and supplemental staff members are considered internal for the purpose of the application process.

A staff member who received a below expectations or failing on their most recent PAD, or who is on Disciplinary Probation, will not be eligible to apply for posted positions until he/she receives a successful performance review or successfully completes Disciplinary Probation.

INTERNAL INTERVIEW TIME

It is the decision of a staff member's supervisor to approve their attendance at an internal interview on work time. If the time is not approved, it is up to interviewing staff member to arrange an interview time outside of their scheduled working hours or request time off.

BACKGROUND CHECKS AND PRE-EMPLOYMENT REQUIREMENTS

In accordance with Executive Order 135, the library conducts background checks on new staff members prior to employment, and on those moving to positions in a different job classification (i.e. promotion or reallocation). Background checks will include a criminal history. Other verifications depend on the position offered and may include education, work history, licenses/certifications, legal work status, driving record, drug screen, reference checks and the verification of other credentials or information.

A post-offer, pre-employment physical exam will be required for positions that require a high degree of physical fitness to perform the essential functions of the job.

CLASSIFICATION AND PAY PLAN

By City Charter, the City and County of Denver's Office of Human Resources is responsible for developing, maintaining and administering classifications and related pay plans for the library. Changes to classification titles and pay rates require posting, a public hearing, and the approval of the Career Service Board.

All jobs are classified based on duties, responsibilities, knowledge, skills and competencies needed to perform the position. Each classification is assigned a pay grade and pay range. See <http://www.denvergov.org/humanresources> for classification information.

WORKING TITLES AND LIBRARY JOB DESCRIPTIONS

As an Independent Agency of the City and County of Denver, DPL tailors the City job classifications to the needs of the library. The library uses "working titles" that do not necessarily match the official title used in the City's job classification system. For example, DPL's Circulation Clerks are Administrative Support Assistant IIs (ASA II) according to the City's classification system.

Positions at the library may have two job descriptions, a very broad one published by the City and County of Denver, and a more specific one developed internally by the library and found on Staffweb.

NEW HIRE PROBATION

All staff members, except those in supplemental staffing positions, will serve a probationary period after being hired or rehired. Probation is six months for all staff members. The end of probation date is calculated by adding six months to the staff member's hire date and subtracting one day.

The probationary period is a continuation of the selection process during which a staff member is oriented and trained while their work is observed and evaluated.

A supervisor may remove a staff member from probation early with the approval of the appropriate manager, Service Unit Director and the library Human Resources Office.

Near the end of the probationary period, the supervisor will take one of the following actions:

1. Remove the staff member from probation:

At this time, the individual becomes a regular staff member.

2. Extend the probationary period:

In the event the staff member's performance is unsatisfactory, the supervisor may extend the probationary period if the deficiencies are seen as correctable. Probation may also be extended if the employee has been absent and as a result, the supervisor has not had the opportunity to evaluate the staff member. The extended probation cannot exceed the length of the initial probationary period of six months. At the end of the extended probation the responsible manager can take actions 1 or 3.

3. Dismiss the staff member:

A staff member on probation following hire, rehire or extended probation may be dismissed at any time during the probationary period if the responsible manager finds the dismissal is for the good of the library (See Dismissal During New Hire Probation).

Part-time staff members on probation may hold only one regular library position.

Staff members on probation may not apply for other library positions until they are removed from probation.

SCHEDULES

Schedules are set by the supervisors and managers of individual work units. The needs of the library and the department/branch are the overriding consideration for scheduling and may require a staff member to work evenings, weekends and overnight hours. Schedules necessary for the efficient operation of the library must be maintained, and each staff member must be available to work the schedule they are assigned.

FLEXIBLE SCHEDULES/TELECOMMUTING

The library strives to provide staff members with a healthy work/life balance and staff are encouraged to explore alternative schedules with their supervisors, if desired. Alternative schedules cannot impact the library's priority of providing excellent customer service to internal and external customers.

Flexible scheduling may include, for instance, working more hours per day but fewer days per week. A non-exempt staff member may not enter into a flexible schedule that requires the employee to work in excess of 40 hours per week or 12 hours per day.

Telecommuting is a practice that allows a staff member to work from a remote location, usually the home, during all or part of their scheduled hours. Telecommuting is reserved for staff or assignments where a physical presence at work is not always required to meet the needs of the library. Any telecommuting staff member must be available by email and phone just as they would be if at the library.

Alternative schedules, including flexible schedules and telecommuting, must be approved in advance by a staff member's supervisor in writing (e.g. by email). A supervisor may deny, revoke, or modify alternative schedules at any time, for any reason.

SUPPLEMENTAL STAFFING/ADDITIONAL HOURS

The operation of the library system may require additional staffing. The most common way to increase coverage levels is for part-time staff to voluntarily work hours over and above their regular weekly schedule. These additional hours are referred to as supplemental staffing. A staff member's regular hours plus their supplemental hours may not exceed 40 in a workweek unless authorized in writing by a supervisor.

There are two ways supplemental staffing hours are administered. Individual departments may have strictly supplemental staff or ask their part-time staff to pick up extra hours, when needed.

The Public Services Division has its own pool that provides supplemental staffing for the positions of Shelver, Circulation Clerk, Librarian and others. The pool is made up of both strictly supplemental staff and regular, part-time staff members who are eligible and willing to work additional hours in their regular job title or another job title for which they are qualified, hired and trained. They may be asked to work in their home location or another location.

Supplemental staffing hours must be approved by a staff member's supervisor in writing or assigned by the Supplemental Staffing coordinator.

In extenuating circumstances, part-time staff members may be required to work extra hours.

TWO POSITION STAFF MEMBERS

Staff members may have only one regular full-time position. It is possible for an individual to have more than one part-time or supplemental staffing position as long as the total hours for the combined positions do not exceed 40 hours in a workweek.

DUAL INCUMBENCY

Certain circumstances may require that two people share the same position number for a limited amount of time, e.g. so the incumbent can train their replacement. Dual incumbency in the same position number may not exceed three months.

PERSONNEL RECORDS

Necessary job-related and personal information about each staff member is retained in an official personnel file. It is important that personnel records contain accurate, up-to-date information. Any change of address, telephone number, family status or number of dependents should be reported immediately to the library Human Resources Office or updated in Workday.

Staff members may review their own personnel files by making an appointment with the library Human Resources Office.

Managers or supervisors within the library may view non-confidential personnel records to help in their selection decisions or to review a staff member's work record.

The personnel files of staff members are open to public inspection under the Colorado Open Records Act. Any person, by written request, may view a staff member's employment application, performance evaluations and personnel actions, including salary information, with the Social Security number, address, phone number, beneficiary designation and other private or financial information redacted.

REFERENCES/EMPLOYMENT VERIFICATIONS

Employment Verifications

Current and former staff members may require employment verification in connection with an application for employment or for a bank loan, for instance. All such requests should be directed to the library Human Resources Office.

Human Resources will verify the following information without the written consent of the staff member:

- Dates of employment
- Job Title
- Status (regular, temporary, full-time, etc.)
- Number of scheduled hours per week

- Salary verification (if the amount is quoted by the inquirer)

Additional information will be provided for an employment verification only with written consent from the staff member.

References

Reference letters, emails, and phone calls seeking information that is not included in an employment verification (e.g. evaluation of an employee or former employee's performance, skills, or punctuality) are considered personal references and should not be written on library letterhead.

IMMEDIATE FAMILY

Unless otherwise defined under a specific policy, immediate family member is defined as spouse, child (and stepchild), parent (and stepparent), grandparent, grandchild, sibling, domestic partner, partner in a civil union, any person with whom he or she is cohabiting, and any person to whom he or she is engaged to be married.

STAFF CONDUCT

Staff members are expected to fulfill the responsibilities of their position in a conscientious, professional manner. Attention to the needs of the library customer and courtesy and respect for customers and fellow staff members are essential in maintaining a high level of service. A violation of any Denver Public Library policy could result in discipline, up to and including dismissal.

DISCRIMINATION AND HARASSMENT POLICY

The Denver Public Library recognizes and declares that it is the right of every staff member to work in an environment free of any form of discrimination, harassment, retaliation or intimidation based on actual or perceived race, color, creed, national origin, religion, age, sex, disability, marital status, military status, political affiliation, gender, gender identity or sexual orientation or any other status protected by federal, state and local laws. All such harassment and discrimination is unlawful and is prohibited in any form, including verbal, physical and visual conduct, threats, demands and retaliation.

Discrimination, harassment, retaliation and intimidation based on any status protected by policy or federal, state or local laws includes but is not limited to:

Verbal conduct such as epithets, derogatory comments, slurs, jokes, sexual remarks or audio recordings containing any such verbal conduct

Visual or written conduct such as derogatory posters, photographs, writings, emails, cartoons, drawings, gestures or video recordings containing such conduct

Physical conduct such as assault, unwelcome or inappropriate touching, or interfering with an employee's work because of the employee's gender, race or any status protected by this policy

Any act of retaliation against an employee for reporting or threatening to report a violation of this policy

Any act of intimidation against any employee to prevent or deter that employee from reporting any violation of this policy

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination and includes unwelcome sexual advances, requests for sexual favors and other verbal or physical harassment of a sexual nature.

Sexual harassment may be considered illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision.

If a staff member experiences harassment of any nature, they are urged to make it clear that the behavior is offensive and request it to stop. The staff member is also encouraged to report the behavior to their supervisor or the library Human Resources Office in a timely manner.

A report of violation of this policy will initiate a full, timely and confidential (to the extent possible) investigation of the complaint. Based on the outcome, appropriate action will be taken. All investigations will be designed to protect the rights of all parties concerned. Any staff member, regardless of position, found in violation of this policy against another staff member, job applicant, customer or vendor will be subject to immediate and appropriate disciplinary action, up to and including dismissal.

RETALIATION PROHIBITED

Retaliation against a staff member for reporting harassment or discrimination or participating in an investigation is strictly prohibited.

Retaliation includes any adverse action taken against a staff member for filing a complaint or supporting another employee's complaint. A staff member may not be fired, demoted, harassed or otherwise retaliated against for filing a charge of discrimination, participating in a discrimination proceeding or otherwise opposing discrimination or harassment.

“WHISTLEBLOWER” PROTECTION ORDINANCE

The Whistleblower Protection Ordinance encourages and protects good-faith reporting of official misconduct by City employees. The ordinance does not protect reports and disclosures that are made anonymously, are made in violation of any law, or are made without regard to the truthfulness of the reported information. In order to come within the protection of the ordinance, an employee must make a good-faith attempt to report the information to an appropriate reporting authority.

The ordinance defines “official misconduct” to include the violation of any law, rule or regulation; the misuse or mismanagement of city assets; or an abuse of official authority.

The ordinance defines “appropriate reporting authorities” to include elected officials, law enforcement agencies, the Denver Board of Ethics, or the appointment authority for the officer or employee who is being accused of the official misconduct.

The ordinance prohibits supervisors and appointing authorities from taking any adverse employment action against an employee in retaliation for the employee reporting official misconduct. The ordinance defines “adverse employment action” to include actual or threatened disciplinary actions, adverse performance evaluations, or denial of compensation or benefits.

CODE OF ETHICS

A Code of Ethics regulates the conduct of the City and County of Denver’s employees including staff members of the Denver Public Library. It is the intent of the City that its officers, officials and employees adhere to high levels of ethical conduct so that the public will have confidence that people in positions of public responsibility are acting for the benefit of the public. Library staff members should follow the letter and spirit of the City and County of Denver Code of Ethics and strive to avoid situations which create impropriety or the appearance of impropriety. Private interests, financial or otherwise, should not affect a staff member’s objectivity, independence or honesty in performing their duties. The full Code of Ethics Handbook can be found at:

www.denvergov.org/ethics

Included in the Code of Ethics are general guidelines regarding the common topics of employment of family members, gifts to employees, outside employment or business activity and conflict of interest. A summary follows:

Employment of Immediate Family Members –The library accepts employment applications from the immediate family of current staff members. However, no preference is given because of family relationships.

Staff members may not work in the same department/branch as, be supervised by, or report up through the same supervisor as an immediate family member.

If a staff member becomes an immediate family member of another staff member (i.e. marriage) and it violates one of the guidelines listed above, the staff members have six months to resolve the situation. One staff member can apply for another vacant position within the library, arrange an acceptable transfer or resign.

If the matter is not resolved within six months, the City Librarian will decide the matter based on the needs of the library.

Gifts to Officers, Officials and Employees – A gift is anything of value received without giving adequate and lawful compensation for it. A gift may include meals, tickets to events, travel expenses, honoraria, services, loans, rebates and discounts (unless offered to the public or all city employees, officers, and officials on the same terms and conditions).

Staff members, or their immediate family members, may not accept a gift if:

1. Any of the above persons are in a position to take direct official action toward the giver, AND
2. The giver has (or is about to have) a business, contract, or regulatory relationship with the library.

If a staff member should receive a gift over \$25 in value from any source during the course of employment, it must be reported on a Financial Disclosure Form. This form is released annually and will be distributed by the library's Human Resources Office.

Outside Employment - In most cases, outside jobs or business interests are not an issue. However, outside employment cannot conflict with the interests of the library or the City and County of Denver Code of Ethics. Additionally, outside employment may not interfere with scheduled or required overtime hours, the proper performance of library assignments or the meeting of deadlines.

If any conflicts exist, as determined by the library or the City and County of Denver's Board of Ethics, the outside employment or business activity must be discontinued.

Conflict of Interest – If a staff member or an immediate family member has a substantial employment, contractual or financial interest in a matter, direct official action on a matter before the library or City may not be taken.

For six months following termination of office or employment, former staff members may not obtain employment in which they will take direct advantage of matters with which they took direct official action during their service with the library or City. For one year following termination of service with the library, former staff members may not engage in any action or litigation in which the library is involved, on behalf of any other person or entity if the action or litigation involves an issue on which they took direct official action while in the service of the library.

DRUG AND ALCOHOL POLICY

The library complies with the Drug Free Workplace Act of 1988 and the City and County of Denver Executive Order 94 that prohibit the use, possession or distribution of alcohol, illegal drugs or controlled substances in any Library property or vehicle.

A summary of the City's Drug and Alcohol Policy (Executive Order 94) follows:

It is prohibited to be under the influence of alcohol, illegal drugs or controlled substances while in a City facility or performing City business. Consumption of alcohol is prohibited unless consumed at an officially sanctioned private function.

Staff members may be required to submit to alcohol and/or drug screenings if they:

- Are reasonably suspected by a supervisor or safety officer of being under the influence of alcohol or drugs.
- Have had a workplace accident that may have been caused by human error which could have been drug or alcohol related even if there are no observable symptoms of the staff member being under the influence.
- Have had a vehicle or on-the-job accident where a supervisor or safety officer believes the staff member is at fault.
- Have had a vehicle accident at work and are ticketed by the Denver police or someone involved in the accident is injured and treated away from the accident scene.

Reasonable suspicion is a clear belief that a staff member is using or under the influence of drugs or alcohol based on appearance, behavior, speech and/or body odors.

Staff members must report the use of prescription drugs that may affect their performance to their supervisor.

Staff members in positions requiring a Commercial Driver's License are subject to random drug and alcohol drug testing.

For specific procedures regarding the enforcement of this policy, please contact the Library Human Resources Office or the Security Department.

Additionally, the serving of alcohol at library functions must be approved in advance. Alcohol may be served at private, invitation-only events at the library; however, it may be dispensed only by a caterer for whom the library has proof of liquor liability. For more information regarding alcohol at library functions, contact the library Community Relations Office.

VIOLENCE IN THE WORKPLACE

The library is committed to maintaining a safe work environment free from all forms of violence and threats of violence. Violence or the threat of violence will not be tolerated and will subject the perpetrator to serious disciplinary action and possible criminal charges.

Types of prohibited behaviors include, but are not limited to:

Intimidating, threatening or hostile behaviors, physical assault, vandalism, arson, sabotage, unauthorized use of weapons, bringing unauthorized weapons onto City/library property or other acts of this type that are clearly inappropriate in the workplace;

Jokes or comments regarding violent acts which are reasonably perceived to be a threat of harm;

Encouraging others to engage in the negative behaviors outlined in this policy.

In an emergency situation, call 911. Next, immediately notify the Security Department at 5-1102.

For non-emergency situations that a staff member has been subjected to or has knowledge of, they should immediately report the incident to their supervisor or the library Human Resources Office.

The library will initiate a full and timely investigation of a complaint of any violation of this policy. Based on the outcome, appropriate action will be taken.

No employee acting in good faith who reports real or implied violent behavior will be subject to retaliation or harassment based upon a report.

Additionally, Executive Order 112 establishes the policy of the City and County of Denver regarding violence in the workplace, including domestic and family violence.

REPORTING OF CONVICTIONS

If a staff member has been charged with or convicted of any crime, it must be reported to the library within three calendar days of the occurrence.

For positions requiring the operation of a library motor vehicle as part of the job assignment, any traffic citations (except parking violations) must be reported, regardless of whether the citation was received while on duty or not.

Disciplinary action may be taken. The library will consider evidence, factual information and the impact of the conduct on the ability to perform the job.

CONFIDENTIALITY

The privacy of library customers must be respected at all times.

Any information regarding library customers, stored in any form, is confidential and only made available to staff members in the line of duty and to others only in response to a subpoena.

POLITICAL ACTIVITIES

The library encourages staff members to be involved citizens by actively participating in community affairs during off-duty hours.

However, staff members are prohibited from engaging in political activities or any of the following practices during work hours:

Soliciting monetary political contributions from any staff member;

Soliciting any contribution of services or resources for political purposes from any staff member;

Taking any personnel action or making any promise or threat of action with regard to any staff member because of the giving or withholding of a political contribution or service;

Engaging in solicitation or politically motivated behavior that is harassing or discriminatory;

Using employer resources for political activities.

SELLING/SOLICITATION

Staff members may post items for sale on staff bulletin boards or in the Classifieds section of Staffweb. Staff members may not participate in selling activities during their scheduled work hours or the scheduled work hours of any other staff member.

Staff members may not solicit or distribute any non-job related material of any kind during working time on library property.

Those not employed by the library are prohibited from engaging in any solicitation or selling activities on Library property, except for at Library-approved programs and events.

RECORDING DEVICES IN THE WORKPLACE

Staff members may not record audio or video during work hours, when on library property or business, or when speaking to another staff member by phone without prior permission from the library.

ATTENDANCE AND PUNCTUALITY

Consistent attendance and punctuality are necessary to provide the kind of customer service for which the library is noted. Staff members are expected to be at work and on time for scheduled shifts. Further, all library work depends on teamwork. When one person is unexpectedly absent, everyone else must adjust to balance the workload. If a department is suddenly left shorthanded, absenteeism/tardiness puts an unfair burden on fellow staff members.

Staff members are expected to work their scheduled hours each week or use other authorized leave to balance the number of work hours scheduled.

If unable to report to work, staff members must personally notify their supervisor (or other designated person) sufficiently in advance of the scheduled start time to allow for arrangements to be made to cover the shift. Each department and branch has specific reporting standards that are set by the supervisor or manager. For example, the person to notify of an absence and the communication tool used (phone call, text, email, etc.) will vary by location.

DRESS

Staff members are expected to dress in a professional, business-like and well-groomed manner appropriate to the work they do. All staff are required to present a clean and neat appearance while working. Physical cleanliness and presenting a positive appearance is extremely important while providing library service to the public.

Certain departments require dress codes or uniforms for work-related purposes. For example, Security Officers wear uniforms for easy identification.

NAME BADGES

To provide easy identification to customers, co-workers and security personnel, staff members are expected to wear a name badge while working. Name badges can be ordered through the library Human Resources Office.

SMOKING

The library recognizes the importance of health and safety in the work environment and complies with Executive Order 99 and the Colorado Clean Indoor Air Act. Therefore, the term "smoking" includes the use of any device that can be used to deliver tobacco or nicotine to the person inhaling from the device, including electronic cigarettes, cigars, cigarillos or pipes, as well as vaporizers, hookah pens and similar devices that use an atomizer or otherwise allow users to inhale nicotine vapor without the use of fire, smoke or ash.

Smoking is permitted only on approved break times and must take place outside, at least 25 feet from any library entrance.

STAFF COURTESY LIBRARY CARDS

All staff members, including supplemental staff, may be issued courtesy library cards at the time of employment. These cards grant staff members the privilege of being exempt from accruing fines on overdue materials. However, abuse of that privilege, including excessive amounts of overdue or lost items on the courtesy library card record, tampering with hold queues or not promptly checking out materials placed on hold, may result in cancellation of these privileges and/or disciplinary action, up to and including dismissal.

EMAIL, INTERNET AND ELECTRONIC USE

The library provides electronic media and services, including computers, email, telephones, smart phones, tablets, voicemail, fax machines, online services and the internet, for business use. Limited, occasional use of electronic media for personal, non-business purposes is understandable as long as it is of a reasonable duration and frequency and does not interfere with your job duties or anyone else's

job duties. Unless used for business purposes, personal cell phones and other personal electronic communication devices should be used only during scheduled break times.

Electronic media should not be used for knowingly transmitting, receiving or storing information that is discriminatory, harassing, derogatory, obscene, defamatory, threatening or otherwise illegal or contrary to library policy.

All regular staff members will be assigned a denverlibrary.org email address and network username. The library may access a staff member's email or internet history if the library has reason to suspect an staff member committed a policy violation. Supervisors who suspect an employee committed a policy violation that involves a denverlibrary.org email address or the library's internet are required to notify the library Human Resources Office. All requests for an email or internet history searches must have the prior approval of the library Human Resources Office.

The library's Email and Internet Use Policy follows Executive Order 16 of the City and County of Denver. A summary of the policy follows:

The library's email system, as well as the actual email contained within it, is considered library property and may be monitored and read by library authorities. Staff members who choose to send and/or receive occasional personal emails on their library email account should bear this in mind.

Email should be retained in a manner consistent with paper documents pursuant to the library's record retention policy. If you receive a Litigation Hold, all documents must be retained until you receive written notice that the Litigation Hold has been released.

Email should be treated like written memoranda. If the contents of an e-mail would not be appropriate to put on library letterhead, it is not appropriate to send via e-mail.

Email on library computers and mobile devices needs to be secure in order to protect the integrity of library data and the system. All passwords should contain a combination of letters, numbers and special characters. All mobile devices users must utilize screen locking and timeout.

Personal devices should be maintained using common-sense security practices, including virus protection and regular and timely software updates.

The library retains the right to revoke such devices and upon loss or theft of a device used for library email may wipe the device remotely, which will erase all library and personal data from the device. It is the responsibility of the staff member to notify the library's IT department upon the theft or loss of a device that is used for library data. Library IT staff will work with the staff member, their supervisor, and library Human Resources Office to determine if a remote wipe is necessary. Upon loss or theft of a personal device containing library data, the employee may also request the library IT department perform a remote wipe.

The library's network and electronic communications systems are considered secure by current industry standards. However, the library does not guarantee protection of private data stored or transmitted using library equipment, software, WiFi or the network. In the event of a malicious act or systems failure, the library is not responsible for the loss, compromise or destruction of personal data contained on or transmitted through your own personal device. All networks have vulnerabilities to cyber attacks, malware, viruses, equipment failure, software bugs, and other unforeseen risks. By using the access provided by the library, staff members accept this risk and it is their responsibility to protect themselves and their data.

TELEPHONE USE

Long distance access is provided to conduct library business. Staff members who forward a library extension to another phone may not do so to a long distance number outside of the 303 or 720 area codes. Excessive use of long distance calling will be examined and discussed with the staff member's supervisor. Abuse of long distance access may result in revocation of such access.

Staff members may forward their voice mail messages through the email system using the options offered by the VOIP software. Staff members may also set up escalation profiles so that their phone calls are forwarded to other staff members or devices as business needs dictate. The library reserves the right to monitor and/or record calls as it deems necessary. As with the email system, there should be no expectation of privacy when using the library's phone system.

SOCIAL MEDIA

The library maintains several social networking accounts to connect to our customers and engage them in conversations about books, programs and library resources.

All library-related social networking sites must follow all Social Networking Guidelines (found on Staffweb) and be approved by the library's Marketing and Communications Office. Only approved and authorized staff members can be administrators on any library social networking site and those staff members are responsible for the content that is published.

Staff who are engaged in social media on a personal level may also participate in the conversations happening on the library's social media sites. However, it must be clear that you are speaking for yourself and not on behalf of the Denver Public Library.

Postings made by unauthorized staff members regarding library matters on any other blog, wiki or social networking site are considered personal communications and are not library communications. If you publish or post regarding library matters, you must include a disclaimer such as: The postings on this site are my own and do not necessarily represent library positions, strategies or opinions.

Staff may not disclose any sensitive, proprietary or confidential information about the library or its customers. If you have a workplace complaint, staff are encouraged to bring the matter to the Library

Human Resources Office, as they have the ability and authority to investigate and resolve such matters.

Additionally, staff must comply with all applicable laws including copyright and fair use. The library logo and branding is prohibited for personal use. Staff may not reference customers, partners or vendors without their advance express approval.

DISCIPLINE

The purpose of discipline is to correct inappropriate behavior or performance, if possible. All discipline short of dismissal is meant to be corrective.

Whenever possible, the library practices progressive discipline. However, any measure of discipline may be used, as deemed appropriate. The degree of discipline used will be reasonably related to the seriousness of the behavior. A staff member's past record will be taken into consideration.

In an attempt to avoid the formal discipline process, a supervisor may use counseling as a pre-disciplinary measure. Counseling is intended to help a staff member recognize and address a behavioral, attendance or performance problem before it becomes a disciplinary matter.

If formal discipline is necessary, the following progressive disciplinary measures are in increasing degrees of severity: verbal warning, written reprimand, disciplinary probation and dismissal. Beginning at the written reprimand stage, a supervisor or manager will coordinate all disciplinary actions with the library Human Resources Office.

Verbal Warning: A manager or supervisor will discuss the performance or behavior problem with the staff member, who will be told which improvements are needed. The verbal warning is the first step of progressive discipline. Further problems may lead to more severe disciplinary action. Written documentation of the verbal warning will be kept in a file by the supervisor and will be removed after twelve months if no other disciplinary actions occur during that time. The written record of a verbal warning is not a written reprimand.

Written Reprimand: A manager or supervisor will meet with the staff member and provide written notice of the performance or behavior problem. The written warning will define the problem and outline the corrective actions to be taken. The reprimand must contain sufficient detail to enable the staff member to respond. This document also must contain a notice that the staff member may file a grievance on the written reprimand. The staff member will sign the written reprimand to acknowledge receipt. The document will be kept in the staff member's personnel file in the library Human Resources Office. Written reprimands become permanent record and are not removed from the personnel file.

Disciplinary Probation: A manager or supervisor will meet with the staff member and give him or her written expectations. At this time, the staff member may decide whether or not he or she wants to continue working for the library and meet the expectations or resign. If the staff member decides to resign, the manager or supervisor will write a memo, summarizing the details, for placement in the staff

member's personnel file. If the staff member decides to meet the library's expectations, the manager or supervisor will place the staff member on disciplinary probation for a three-to-six month period with specific goals and objectives to correct the problem. At the end of the probationary period, if the staff member has met expectations, the supervisor will remove the staff member from probation. If, however, there is continued poor performance or misconduct while on probation or anytime after probation, the staff member may be dismissed.

GROUNDS FOR DISCIPLINE

- Neglect of duty or carelessness in performance of duties and responsibilities.
- Theft, destruction, or neglect in the use of library property; or property or materials of any other person or entity.
- Any act of dishonesty, which may include, but is not limited to, lying, or improperly altering or falsifying records, examination answers or work hours.
- Accepting, soliciting, or making a bribe, or using official position or authority for personal profit or advantage, including kickbacks.
- Failing to comply with the lawful orders of an authorized supervisor or failing to do assigned work a staff member is capable of performing.
- Failing to meet established standards of performance including either qualitative or quantitative standards.
- Intimidation or retaliation against an individual who has been identified as a witness, party, or representative of any party to any hearing or investigation relating to any disciplinary procedure, or any violation of a city, state, or federal rule, regulation or law, or against a staff member who has used the dispute resolution process in good faith.
- Failure to maintain satisfactory working relationships with co-workers and other individuals the employee interacts with as part of their job.
- Being charged with or convicted of a crime, or entering a plea of guilty or nolo contendere to a crime.
- Failure to report charges of, pleas to, or convictions of crimes as required.
- Unauthorized deviation from scheduled shift including reporting to work after the scheduled start time of the shift, leaving work before the end time of the shift or working unauthorized overtime.
- Unauthorized absence from work; or abuse of paid time off, sick leave, or other types of leave; or violation of any rules relating to any forms of leave.

- Divulging confidential or otherwise sensitive information in any format to inappropriate or unauthorized individuals.
- Refusal to cooperate, including refusing to provide requested information and materials relevant to an investigation.
- Conduct which violates library policy, the City and County of Denver Code of Ethics, the City Charter, the Denver Revised Municipal Code, Executive Orders, or written regulations, policies or rules.
- Discrimination or harassment as defined in the guidebook, including making derogatory statements based on race, color, creed, religion, national origin, sex, gender identity, sexual orientation, marital status, military status, age, disability, or political affiliation, or any status protected by federal, state, or local laws.
- Failure to use safety devices or failure to observe safety regulations.
- Engaging in a strike, sabotage, or work slowdown.
- Failure to meet the expected accomplishments of the job in three successive rating periods (see Failing PADs section of the guidebook).
- Conduct which is or could foreseeably impact the good order and effectiveness of the library, bring disrepute on or compromise the integrity of the library or be unbecoming of a library employee.

CONTEMPLATION OF DISCIPLINE OR DISMISSAL

Contemplation of discipline meetings for verbal or written reprimands may be held at the discretion of the library. If a manager or supervisor is contemplating disciplinary probation or the dismissal of a staff member, a contemplation of discipline meeting is required. The purposes of the contemplation of discipline meeting are to allow the staff member to correct any errors in the information or facts upon which disciplinary action is proposed, and to allow the staff member to tell their side of the story and to present any mitigating information as to why the proposed action should not be taken. The staff member may have a representative of their choosing present at the meeting.

Depending on the circumstances, a written or email contemplation of discipline letter will be served on the employee at least seven calendar days in advance of the contemplation of discipline meeting. It will include the time and place of the meeting, the discipline that is being contemplated, and the specific conduct that violates one or more of the grounds for discipline.

Since the contemplation of discipline meeting is not adversarial, the testimony or cross examination of witnesses, testimony under oath and recording of the meeting is not allowed.

Action based on the contemplation of discipline meeting will be taken within fourteen calendar days following the meeting, unless unusual circumstances require an extension of time.

DISMISSAL AFTER NEW HIRE PROBATION HAS BEEN COMPLETED

Dismissal after new hire probation has been completed will be made only for cause and after a contemplation of discipline meeting.

If dismissal is the action taken, a written or email notice of dismissal will be provided to the staff member, depending on the circumstances.

The notice will contain reference to the contemplation of discipline meeting and the opportunity afforded to the staff member to tell their side of the story in the contemplation of discipline meeting and to be accompanied by a representative. The specific violations or performance failure leading to the dismissal decision, the effective date of dismissal and notice that the staff member may appeal the dismissal under the appeal procedure will be included.

CONFLICT RESOLUTION

It is the library's philosophy that a staff member's supervisor is an important resource. Direct supervisors have the responsibility to settle most workplace conflicts that arise. Issues that are unable to be resolved between a staff member and a supervisor may be escalated to a supervisor's supervisor or division director. Every reasonable attempt to reach agreement and understanding through open dialogue should be made as soon as possible after an incident.

If a staff member believes it is inappropriate to discuss an issue with the supervisor, manager or director, or if open dialogue attempts do not satisfactorily resolve an issue, the staff member may seek assistance from the library's Human Resources Office at any time.

OUTSIDE MEDIATION AND FACILITATION

If a staff member or supervisor has a work-related issue that cannot be resolved by speaking with the involved party, a supervisor, or Human Resources, a staff member may request and/or the library Human Resources Office may suggest outside mediation or group facilitation. A mediator or facilitator is a neutral third party who helps those involved communicate their different perspectives, discuss their needs and interests, and explore ways to move forward in mutually acceptable ways.

Outside mediation and facilitation must be approved by the library Human Resources Office before being scheduled.

GRIEVANCES

A grievance is a formal complaint raised by a staff member related to the interpretation of rights, benefits or conditions of employment as stated in the guidebook.

You may not grieve the following:

- A verbal warning;
- A PAD rating of “successful” or higher;
- Management decisions that support the service objectives of the Denver Public Library such as scheduling and work locations.

The grievance process will follow the steps outlined below:

Step 1: Grievance Form: The Grievance Form must be received by the library Human Resources Office by email, mail, interoffice mail or hand delivery within 14 calendar days of the incident that gave rise to the situation.

Based on the information contained in the form, the library Human Resources Office will take one of two courses of action. For suspected policy violations such as discrimination or harassment, the library Human Resources Office will promptly investigate and notify the staff member of the conclusion within 45 calendar days. For other issues such as contesting a discipline measure, a meeting of an ad hoc Grievance Committee will be convened within 14 calendar days.

Step 2: Ad Hoc Grievance Committee: An appointed member of the library Human Resources Office will chair an ad hoc committee made up of the following members:

- A supervisor, manager or service director requested by the staff member
- A supervisor, manager or service director appointed by the library HR Office
- A member of Staff Council requested by the staff member

The staff member will have the opportunity to present their version of events during a meeting of the Grievance Committee. In order to help the committee make a fair decision within the policies and procedures of the Denver Public Library, a staff member may present information verbally or in writing. The committee may ask questions and/or seek additional information, as needed. The completed Grievance Form and a written decision will be provided via mail or email, whichever the staff member designates as the preferred method of communication, within 14 days of the meeting.

Step 3: If the issue is still not satisfactorily resolved, the staff member may re-submit the Grievance Form to the library Human Resources Office within 14 calendar days of the Grievance Committee's decision. The City Librarian will review the Grievance and issue a written decision via the staff member's preferred method of communication within 14 days of the meeting.

Step 4: If the issue is still not satisfactorily resolved, the staff member may re-submit the Grievance Form to the library Human Resources Office within 14 calendar days of the City Librarian's decision. Within forty calendar days, the Library Commission will review the information and make a final determination. Decisions of the Library Commission will be rendered by a majority of the members present and voting. Decisions of the Library Commission will be in writing and sent via the staff member's preferred method of communication within 14 days of the meeting. Decisions of the Library Commission are final.

All information regarding a grievance will be kept in a file separate from a staff member's personnel file.

No member of the ad hoc Grievance Committee can be related to a grievant.

In extenuating circumstances, the City Librarian may grant time extensions not to exceed forty calendar days at any step in the process. The City Librarian will determine the length of the extension.

Retaliation against a staff member or other parties involved in the grievance process will not be permitted.

The library's expectation is that all matters involving the grievance process be held in strict confidence by all parties involved.

Please see Staffweb for the Grievance Form.

APPEALS

If a staff member is subject to an employment action involving loss of pay or benefits, such as dismissal, layoff or demotion, and the staff member believes the action is contrary to library rules or is otherwise improper, the staff member may appeal the action by following the steps outlined below.

Step 1: The appeal must be made in writing and received by the library Human Resources Office by email, mail, interoffice mail or hand delivery within 14 calendar days of the effective date of the employment action. In the appeal, the staff member must identify the employment action he/she is appealing, and state all the reasons why the employment action was improper.

The library may offer the opportunity to attend mediation in an attempt to reach a mutually agreeable settlement in lieu of a hearing. Mediation will only be used if all involved parties agree. An impartial, third-party mediator will meet with the library, the staff member, and their representatives to work toward a resolution that is acceptable to all parties. If the parties are unable or unwilling to resolve their dispute through mediation, or if mediation is unsuccessful, then the matter will go to hearing.

A hearing will be conducted by an impartial, third-party hearing officer, selected and paid for by the library. The hearing officer will communicate with the parties regarding pre-hearing deadlines for the exchange of witness and exhibit lists, exhibits, and each side's expected proof.

The hearing officer will set the hearing date, rule on motions, and preside over the hearing. Hearings should be completed in one day. A hearing may be extended upon agreement of the parties, or for good cause shown. After the hearing is concluded, the hearing officer will issue a written recommendation to the Library Commission to affirm, reverse, or modify the employment action being appealed.

Step 2: Within forty calendar days after receipt of the written recommendation of the hearing officer, the Library Commission will review the information and make a final determination. Decisions of the Library Commission will be rendered by a majority of the members present and voting. Decisions of the Library Commission will be in writing and sent via mail to all parties involved. Decisions of the Library Commission are final.

PAY PRACTICES

PAY GRADES AND PAY RANGES

All pay grades, pay ranges and job classifications can be viewed at

<http://www.denvergov.org/humanresources>

All library jobs are classified based on duties and responsibilities as well as the knowledge, skills and competencies needed to perform the job. In order to compare the pay of library staff members with what other organizations in the Denver area are paying employees for similar work, the City's OHR conducts pay surveys on an annual basis. By ordinance, the Career Service Board manages pay recommendations and public hearings regarding pay recommendations, and City Council gives final approval for all adjustments.

EXEMPT vs. NONEXEMPT STATUS

In compliance with the Fair Labor Standards Act (FLSA), library positions are defined as either exempt or non-exempt. An exempt staff member is exempt from being paid overtime and is usually in a salaried position falling into three broad categories; administrative, professional or executive.

Non-exempt staff members are usually paid on an hourly basis and are entitled to receive overtime pay.

Some part-time, exempt staff members are paid on an hourly basis in order to be compensated for time worked in excess of their regularly scheduled hours. For example, part-time librarians are paid on an hourly basis in case they add supplemental staffing hours.

OVERTIME

Overtime is extra, authorized time worked that exceeds 40 hours in a workweek for non-exempt staff members. Unpaid leave is not counted as hours worked for the purposes of calculating overtime.

Overtime is compensated at the rate of 1.5 times the staff member's hourly rate of pay. The overtime rate also applies to shift differential, if applicable.

PAY WHEN FIRST EMPLOYED

All offers of employment are made by the library Human Resources Office. Starting salary offers are based on the pay range of the job classification, market conditions, related experience, previous work record, salary history, education and internal equity.

Staff members may be hired up to midpoint on the pay scale without the approval of a Service Director. For those individuals who are unusually well qualified, a job offer may be made above the midpoint with the approval of the Service Director.

PAY ADJUSTMENTS

Pay adjustments within a staff member's pay range may be made in order to eliminate a pay inequity created by internal or external conditions or to retain a staff member. Pay adjustments must be approved in advance in writing by the library Human Resources Office.

PAY PERIODS/PAY DAYS

There are twenty-six pay periods per year. Staff members will be paid every other Friday. If a payday falls on holiday, staff members will be paid the day before.

Paychecks are processed and issued by the City and County of Denver's Payroll Office.

KRONOS TIMECARDS

All staff members are expected to maintain an accurate and current record of their work time and approve their timecards in the Kronos timekeeping system. Kronos timecards are also reviewed and approved by the staff member's supervisor.

The workweek begins at 12:01 a.m. Sunday and ends at 12:00 midnight on Saturday. Access to Kronos timecards is cut off at 10:00 am on the Monday after a pay period closes for processing.

Options for accessing the Kronos system include computer, telephone and card terminals. Staff members and supervisors will decide what works best for each position. Those using the telephone must clock in/out from a library telephone unless otherwise approved by a staff member's supervisor.

In order to maintain consistent time reporting, Kronos rounds punch times to the nearest 15-minute mark. The actual punch time appears in the timecard; however the Shift, Daily and Cumulative totals are rounded. Rounding has no bearing on the employee's regularly scheduled work times, nor does it have bearing on early or late indicators in a staff member's timecard.

In order to round to 15 minutes, the actual rounding occurs on punches between 7 and 8 minutes.

Punch times should not be altered in any way to manipulate the rounding rules within Kronos. The time the punch occurred is the exact time the employee either started or stopped working.

MEAL BREAKS

For shifts lasting six hours or longer, thirty minute, unpaid meal times are scheduled.

In cases where a staff member's supervisor approves him or her to voluntarily eat while working or the library has a time-sensitive need that prevents a staff member from taking a meal break, the meal period is added to the paid hours worked for that day.

PAID BREAKS

For every four hours worked, staff members should receive a 15-minute, paid break. Supervisors will schedule these times to ensure proper coverage. Since these breaks are paid, staff members may not leave the premises without supervisor approval.

MERIT INCREASES

In accordance with OHR compensation rules, merit pay increases may be awarded annually as a result of a staff member's Performance Appraisal Document (PAD) review. The amount and distribution of annual pay increases will vary from year to year based on economic and budgetary conditions.

INTERRUPTION OF SCHEDULED WORK

The City Librarian may close one or more library facilities due to emergency situations. If a library facility is officially closed, staff members may be temporarily reassigned to another library location. If excused from work for the day or any part of the day, staff members will be paid for their scheduled work hours. Supplemental staff will be paid a minimum of two hours.

PROMOTION

A promotion occurs when a staff member applies for and is selected to fill a position in another classification at a higher pay grade.

Promotional pay increases are eight percent or the beginning of the pay grade of the new position, whichever is greater. In circumstances where a promotion creates internal inequity, the situation will be reviewed and pay may be adjusted accordingly.

TRANSFER

A transfer occurs when a staff member moves to another position within the same pay grade. Most

transfers are voluntary and occur when a staff member applies for and is selected to fill a position within the same pay grade as their current position. Transfers do not result in a pay increase or decrease.

A manager may propose a transfer for the good of the library. All transfers are subject to the City Librarian's approval.

TRANSFER TO or FROM ANOTHER CITY AGENCY

Staff members transferring to or from another City agency without a break in service will retain their benefits, leave accrual and service dates.

Upon a transfer from the library to another City agency, library personnel policies will not apply, such as annual performance review processes and merit increase timelines.

Upon transfer to the library from another City agency, the library's personnel policy will apply, such as such as annual review processes merit increase timelines.

JOB AUDIT/REALLOCATION

When the duties of an existing position change to the extent it is more similar to a position in another classification, the position may be reallocated to a more appropriate classification. Reallocations are either done when a position is vacant, through a job audit request, or through a City classification maintenance study.

A job audit may be requested for a filled position by contacting the library Human Resources Office. All requests must be approved by Human Resources and the appropriate Service Unit Director. Job audits will be performed by the City and County of Denver Office of Human Resources according to their procedures.

If a staff member's position is reallocated through a job audit or classification maintenance study, there is no resulting increase in pay unless the staff member's current pay rate is below the pay range minimum in the new classification. In that case, the staff member's pay will increase to the minimum of the new pay range.

REORGANIZATION

If the library eliminates a job title as a result of reorganization, under certain circumstances the library may reassign a staff member to a position in the same or a lower classification in lieu of layoff.

In that case, the staff member will receive the same pay in the new classification unless their pay exceeds the pay range of the new classification. In that event, the staff member will retain their existing salary and it will remain the same until the pay range of the new classification meets the staff member's pay rate.

DEMOTION

Demotions may occur one of two ways: 1) a staff member applies for and is selected to fill a position at a lower pay grade; or 2) for the good of the library, subject to the City Librarian's approval. The library does not demote employees as a form of discipline.

A demotion will not result in a pay decrease of more than 8 percent of a staff member's salary unless a greater decrease is necessary to bring the staff member within the pay range of the new job classification or it creates a pay inequity.

SHIFT DIFFERENTIAL

Shift differential is a premium paid to staff members in non-exempt, regular positions that comply with either of the following:

A staff member must work the assigned shift to be eligible for shift differential. Shift differential will not be paid during any period of paid leave such as vacation, sick leave or holidays unless a staff member is required to work such a holiday.

Shift differential shall be paid for all hours worked by an eligible staff member in a work day under the following conditions:

1. If at least half of the hours worked occur between 11 p.m. and 7 a.m., the staff member receives the night rate of 12 percent.
2. If at least half of the hours worked occur between 3 p.m. and 11 p.m. the staff member receives the evening rate of 7 percent, unless the other half of the hours worked occur between 11 p.m. and 7 a.m., in which case the employee will receive the night rate.
3. If neither 1 or 2 are applicable, but at least half of the hours worked occur between 3 p.m. and 7 a.m., the staff members receive the applicable rate for the period in which a majority of the hours occur. If these hours are evenly divided between 3 p.m. and 11 p.m., and 11 p.m. and 7 a.m., the staff member receives the night rate.

MILEAGE AND PARKING REIMBURSEMENT

If a staff member is required to drive a personal vehicle while completing assigned job duties, a mileage and parking reimbursement is available. Reimbursements are paid on paychecks and must be entered into the Kronos time system by a staff member's supervisor or for themselves, if approved to do so.

Before driving for business use, a staff member must:

- Submit a completed and authorized City Business Vehicle Request and Status Change Form.

- Attend the City's required Defensive Driving Training within the last three years.
- Have and maintain personal automobile insurance* (if you drive your personal vehicle for library business).

* Carry liability and property damage insurance with the minimum coverage limits allowed in Fiscal Accountability Rule 10.5 - City Business Vehicle Use, but in no event lower than the minimum specified by the Colorado Auto Reparations Act.

Please see Staffweb for details on the process and forms listed above.

PARKING REIMBURSEMENT

Staff members eligible for mileage reimbursement may be reimbursed for parking expenses incurred while completing their job duties. Parking will not be reimbursed to staff members for parking at their primary job location.

A parking receipt must be submitted to the staff member's supervisor in order to receive reimbursement within 30 days of the receipt.

Meter parking without a receipt may be reimbursed to a maximum of \$2.00.

LANGUAGE DIFFERENTIAL

Upon verification from a staff member's manager, a staff member required to use non-English language skills over 35% of the time in their role at the library is eligible to take the OHR language test. Upon passing, the staff member will be compensated each pay period through differential payments as follows:

HOURS	BASIC CONVERSATIONAL	MID-LEVEL SPEAK AND READ OR WRITE	EXPERT TRANSLATION
40 hrs per wk	\$50.00	\$75.00	\$100.00
30 hrs per wk	\$37.50	\$56.25	\$ 75.00
20 hrs per wk	\$25.00	\$37.50	\$ 50.00
10 hrs per wk	\$12.50	\$18.75	\$ 25.00

The library Human Resources Office schedules testing through the City. The effective date of the language differential is the beginning of the first workweek after the test is taken and OHR determines the level of proficiency.

If a staff member changes to a position that does not require using a second language over 35% of the

time, the differential will stop.

Staff members on an approved leave lasting one week or more may have their language differential suspended until they return to work.

STANDBY PAY

The library may schedule staff members to be on standby duty when there is reasonable anticipation that the staff member will have to respond and perform work immediately while off-duty. Non-exempt staff members scheduled to stand by will receive pay for all hours worked. If no hours are worked, non-exempt staff members will receive one and one-half hours of pay for each eight hours on standby duty.

To be eligible for standby pay, the staff member must be:

- Available by pager, cell phone or phone;
- Required to respond to a call and perform work within a designated amount of time not to exceed two hours;
- In a non-impaired condition that allows the employee to safely perform job duty assignments;
- The staff member will be subject to disciplinary action if he or she does not respond to the call within the designated amount of time or responds in an impaired condition.

CALL-BACK PAY

Non-exempt staff members who get called back to work by their supervisor will be paid for a minimum of two hours of work from the time they begin work and will be paid their regular rate of pay for any work performed beyond the first two hours.

LIBRARY-ISSUED MOBILE PHONE GUIDELINES

Exempt staff members may be expected to carry and respond to mobile phone and/or pager calls during off-duty hours as part of their responsibilities.

All non-exempt staff members must turn their work and cell phones off during off-duty hours and not respond to work-related calls unless otherwise directed by their supervisor. If a non-exempt staff member is directed to answer calls while off duty, he/she will be paid overtime for any work performed in excess of 40 hours in any workweek.

MILITARY PAY DIFFERENTIAL

If a staff member is called to active military duty in a time of war or national emergency, the staff member is eligible for a military pay differential as provided by the Denver Revised Municipal Code. The library Human Resources Office must receive a written request for the differential and be provided with specific documents in support of the request.

WORKING OUT OF CLASS ASSIGNMENT

A Service Director may approve a working out of class assignment to fill an existing, vacant position or extended leave of absence. A higher-level job classification may be assigned to a staff member in a lower job classification for up to one year. The following are the guidelines for assigning and paying for a working out of class assignment:

- The assigned employee must have a demonstrated ability to perform all the duties and accept all the responsibilities of the higher level assignment.
- The first 15 days of the assignment will not result in a change in pay.
- At the beginning of the workweek after the initial 15 days, a staff member on WOC assignment will receive an eight percent increase or the range minimum of the higher assignment, whichever is greater.
- Upon completion of the assignment, the staff member's pay and duties shall return to the level of their regular position.

BENEFITS

A comprehensive benefits program, including health, dental and vision insurance is available to all regular and limited-term staff members scheduled to work 20 hours or more per week and those deemed eligible under the Affordable Care Act. A committee appointed by the Mayor's Office reviews and revises the benefits package on an annual basis.

If elected, health, dental and vision insurance will begin the first of the month following a staff member's hire date. Selections must be made within 30 days of a hire date, a change in hours making a staff member newly qualified for benefits, or a qualified life event. A qualified life event is marriage/divorce, loss/gain in coverage, an ineligible dependent or a change in family size. Other changes may be made only during the annual Open Enrollment period in October. Benefits elected during the October Open Enrollment period are effective on January 1st of the following year.

It is important that staff members are familiar with the benefits of working at the Denver Public Library. Specific details regarding all of the mandatory and voluntary programs can be found on Staffweb or by contacting the library's Human Resources Office.

PAID TIME OFF (PTO)

(Applies to staff members hired after 12/31/2009 and those who opted into the PTO plan)

Except in cases of illness or injury to the staff member or an immediate family member, PTO requests must be approved in advance by a staff member's supervisor.

Regular employees who are scheduled to work 20 hours or more per week accrue PTO as follows:

Monthly Accrual (20 hrs/wk)	Monthly Accrual (30 hrs/wk)	Monthly Accrual (40 hrs/wk)	Years of service
5 hours	7.5 hours	10 hours	0-6 months
6 hours	9 hours	12 hours	6 mos-5 yrs
7.5 hours	11.25	15 hours	5-10 years
9 hours	13.5 hours	18 hours	10-15 years
9.5 hours	14.25 hours	19 hours	15+ years

PTO is credited on the first of the month for the month prior. PTO will be prorated for staff members who begin employment at the library after the first day of the month or separate from employment before the last day of the month.

PTO may be accrued to a maximum bank of 400 hours. The payment of PTO leave after separation will not exceed 400 hours.

PTO may not be used after a last day of actual work except in approved leave situations.

Unused PTO will be paid to staff members who separate their employment from the library at the staff member's regular rate of pay.

VACATION TIME

(Applies to staff members hired before 12/31/2009)

Vacation time requests must be approved in advance by a staff member's supervisor.

Regular employees who are scheduled to work 20 hours or more per week accrue vacation time as follows:

Monthly Accrual (20 hr/wk)	Monthly Accrual (30 hr/wk)	Monthly Accrual (40 hr/wk)	
4 hours	6 hours	8 hours	1 mo-5 years
5 hours	7.5 hours	10 hours	5-10 years
6 hours	9 hours	12 hours	10-15 years
7 hours	10.5 hours	14 hours	15+ years

Vacation time is credited on the first of the month for the month prior. Vacation will be prorated for staff members who separate from employment before the last day of the month.

A maximum of 288 hours of vacation time may be credited to a staff member with less than 10 years of service and 336 hours of vacation time to a staff member with 10 or more years of service. Upon separation from employment, payment for the unused balance of accrued vacation leave will not exceed these amounts.

Vacation time may not be used after the last day of actual work except in approved leave situations.

SICK TIME

(Applies to staff members hired before 12/31/2009)

Except in cases of illness or injury to the staff member or an immediate family member, sick leave requests must be approved in advance by a staff member's supervisor.

Sick time accruals do not increase based on years of service.

Regular employees who are scheduled to work 20 hours or more per week accrue sick time as follows:

Monthly Accrual (20 hr/wk)	Monthly Accrual (30 hr/wk)	Monthly Accrual (40 hr/wk)
4 hours	6 hours	8 hours

Sick time is credited on the first of the month for the month prior. Sick leave will be prorated for staff members who separate from employment before the last day of the month.

A maximum of 960 hours of sick time may be accrued. When there are more than 880 hours in a staff member's sick time bank, they may convert eight hours of sick time to eight hours of vacation time accumulated beyond the 880 hours.

Full sick time balances are not paid out upon separation. Payment for the unused balance of accrued sick leave is as follows:

Full Years of Service		
Less than 5	No payout	
5	Sick leave balance minus	200
6	Sick leave balance minus	240
7	Sick leave balance minus	280
8	Sick leave balance minus	320
9	Sick leave balance minus	360
10+ years	Sick leave balance minus	400

Upon retirement or death, a staff member is paid at their regular rate of pay for one-half of all accrued sick leave credits existing or in accordance with the method as described above, whichever is higher, but not to exceed 560 working hours.

Sick time may not be used after the last day of actual work except in approved leave situations.

For staff members using sick time, a supervisor may require a statement signed by a physician. In

order to begin the process of determining eligibility for job-protected leave under the Family Medical Leave Act (FMLA), the Library Human Resources Office must be notified after three consecutive days of absence due to illness or injury. See the FMLA section of the guidebook for additional information.

DONATED TIME OFF

A staff member may donate time to another staff member if:

- The donor has been earning sick time continuously for the last five years and has a sick time balance of at least 240 hours after the donation or a PTO balance of at least 80 hours after the donation.

AND

- The recipient is on an approved medical leave and has exhausted all of their sick time, vacation time and/or PTO.
- The recipient (or their representative) submits a Request for Donation form to the library Human Resources Office and the library Human Resources Office approves it.
- The recipient does not use over 600 hours of donated time in a calendar year.

Donated leave balances are not paid out upon separation from employment. Unused donated leave may not be donated to another staff member or returned to the donor.

PAID HOLIDAYS

There are 11 paid holidays observed by the library. They are granted to all regular and limited-term staff members scheduled to work 20 or more hours per week. Holiday pay is prorated in accordance with the staff member's regularly scheduled hours.

If necessary to maintain essential services, staff members may be required to work on a holiday. If a staff member is scheduled to work on a holiday or the holiday falls on a scheduled day off, the staff member will be given an alternate day off in that holiday week.

Below is a list of paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Cesar E. Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day
- Personal Holiday - One personal holiday that must be used between January 1 and December

31 of each year. Supervisor approval of the use of this date is required.

When a paid holiday occurs on a Saturday, the holiday is observed on the preceding Friday. When a paid holiday occurs on a Sunday, the holiday is observed on the following Monday.

OTHER HOLIDAY-RELATED CLOSINGS

The library may close to the public in conjunction with other paid holidays, including:

Easter Sunday

Thanksgiving Eve (close at 4 p.m.)

Christmas Eve (close at 4 p.m.)

New Year's Eve (close at 4 p.m.)

For closings other than paid holidays, staff schedules will be rearranged so they will receive a full complement of time worked during these short weeks.

For an annual list of library-scheduled closing, please see Staffweb.

PAID LEAVES

A variety of leave is available to accommodate a staff member's personal and professional needs. After 30 days of continuous leave, certain types and lengths of leaves may impact a staff member's benefits and leave accruals. For specific information on taking any of the leaves listed below, please contact the library Human Resources Office.

ADMINISTRATIVE LEAVE

Paid administrative leave may be granted for a variety of compelling reasons. In all situations, the first priority is the operation of the library. Administrative leave must be requested and approved in advance.

Reasons for granting paid administrative leave may include, but are not limited to, exemplary performance, employee recognition, internal interview appointments, internal dispute resolution or serving as another staff member's representative in a dispute resolution process.

JURY DUTY/COURT LEAVE

Regular staff members will be granted paid court leave during regularly scheduled work hours if they are:

1. Required to serve as a juror;
2. Subpoenaed to testify in a court of law or administrative proceeding concerning matters arising out of the course of their employment; or

3. Requested by the library or the City and County of Denver to testify as a witness in a court of law or administrative proceeding.

Paid court leave applies to those time periods when a staff member is needed for jury service, to testify for the library or City and County of Denver, or to testify pursuant to a subpoena regarding work-related matters and for reasonable travel time between court and work. If excused from jury duty, court, or an administrative hearing during scheduled work hours, the staff member is expected to return to work promptly.

The staff member is required to present the original summons, subpoena, jury duty notice, or a signed statement from the Clerk of the Court or administrative law judge that shows the actual time of attendance at court to their supervisor.

If a staff member is involved in a legal matter outside of work and subpoenaed to testify in a court of law or administrative proceeding, the leave will be granted. However, in order to receive pay, the staff member must use accrued PTO or vacation time for hours taken.

INVESTIGATORY LEAVE

The library may place a staff member on paid investigatory leave pending an investigation of a possible rule violation or failure to meet standards of performance. Investigatory leave may be for no more than forty-five calendar days, unless unusual circumstances require an extension of time, as approved by the City Librarian.

BEREAVEMENT LEAVE

Staff members who earn sick and vacation may use accrued sick or vacation time for up to 48 work hours upon the death of an immediate family member.

Staff members who earn PTO may use up to 40 work hours of paid bereavement leave upon the death of an immediate family member. Bereavement time taken will not be deducted from PTO accruals.

MILITARY/MILITARY TRAINING LEAVE

Staff members engaged in military service or training requiring military leave should provide advance notice to the library Human Resources Office. If unable to provide advance notice because of military necessity, the staff member may give notice after going on duty.

Military Leave with Pay:

All regular staff members scheduled to work 20 hours or more per week who are engaged in military training or service are eligible for up to 15 days, but not to exceed 120 hours, of paid military leave each calendar year. Paid military leave will not affect eligibility for a merit increase or time off accruals.

Military Leave without Pay/ Uniformed Services Employment and Reemployment Rights Act (USERRA):

Staff members who continue in military service beyond the 120 hours of paid leave will be placed on military leave without pay. Military leave without pay will not extend beyond five years plus 90 days from the date of discharge (unless required to serve longer due to war or national emergency).

A staff member who is ordered to active duty for over 179 days is eligible for a military pay differential.

Military leave without pay will not constitute a break in service but affects benefits and leave accruals after 30 days.

ELECTION LEAVE

Staff who are eligible to vote in an election are allowed to take up to two hours of paid leave to vote. Election leave will not be granted to a staff member who has at least three consecutive hours off work while the polls are open.

Election Leave must be requested in advance. A supervisor may decide when these hours are taken, but must allow them at the start or end of a shift.

OTHER LEAVE TYPES

VICTIM OF VIOLENCE LEAVE

A staff member may use up to three days of leave per calendar year to address issues arising from domestic violence or other violence the staff member has suffered. The leave may be used to take care of issues that may arise due to an abusive situation, such as filing a restraining order, attending court or securing safe housing. The leave can be taken as paid sick, vacation or PTO, as unpaid leave or as a combination of the two. The library Human Resources Office should be notified of the use of victim of violence leave.

PERSONAL LEAVE OF ABSENCE

A personal leave of absence may be granted to a staff member for any good reason when it is in the interest of the library to do so. Upon the recommendation of the manager, the Service Director may grant a staff member a personal leave for up to 365 days.

A personal leave of absence does not constitute a break in service but affects benefits and leave accruals after 30 days of unpaid leave. A staff member's merit increase will be prorated to reflect the dates of the unpaid personal leave exceeding 30 days.

A staff member returning from a personal leave may be returned to another position within the same pay grade.

MANDATORY LEAVE WITHOUT PAY (FURLOUGH)

Leave without pay may be mandated by the library for budgetary reasons. Mandatory leave without pay will have no effect on benefits, time accruals or holiday eligibility.

During weeks exempt employees take unpaid furlough, Federal law requires them to be treated as non-exempt staff members. This means that exempt staff members must record their hours during furlough weeks, and cannot exceed 32 hours during that week without written approval from their supervisor. If the staff member exceeds 32 hours that week, he/she is entitled to overtime pay.

If leave without pay is mandated, it will be applied as follows:

- Non-exempt staff members will take the time off in not less than one-half day increments. Leave without pay for part-time staff members will be prorated and pay reduced accordingly.
- Exempt staff members will take the time off in units of not less than a full workday and their pay will be reduced accordingly. (Fair Labor Standards Act considers exempt employees non-exempt for the week in which the mandatory leave without pay occurs).

EXTENDED LEAVE FOR ILLNESS OR INJURY

FAMILY MEDICAL LEAVE

The library complies with all rules and guidelines established by the Family Medical Leave Act (FMLA). FMLA is a federal law that provides up to 12 weeks of job-protected leave in a 12-month period to eligible staff members for the specific immediate family and medical reasons listed below:

- The birth of and bonding with a staff member's newborn child;
- The placement of a child with a staff member through adoption, foster care or legal guardianship;
- The care of a staff member's parent (or individual who acted as a parent to the staff member), spouse, partner in a civil union, domestic partner, minor child, or adult disabled child with a serious health condition;
- A staff member's own serious health condition.

Staff members are eligible for FMLA if they have been employed by the library for at least 12 months and have worked at least 1,250 hours in the preceding 12 months. Eligible staff members are entitled to up to 12 workweeks of FMLA leave each year, based on the first day of usage. A continuous, intermittent or a reduced-schedule FMLA leave may be granted depending on the circumstances.

Except in unforeseen situations or emergencies, the Library Human Resources Office must be notified in advance of the request for FMLA. The staff member will be required to provide certain information, including the reason for the FMLA request and the anticipated beginning/end date. A medical

certification form from the healthcare provider will also be required.

Requests that do not satisfy the conditions of the FMLA may be denied. An approved Leave of Absence may still be granted if FMLA leave is denied.

FMLA is unpaid leave unless a staff member opts to use accrued vacation, sick, PTO or donated time. It may also be taken as leave without pay or a combination of both.

Staff members are responsible for payment of their portion of benefit premiums while on FMLA. If the staff member is covered by Short Term Disability (STD) and is on FMLA for their own serious health condition, STD will be applied.

When both husband and wife are employed by the City, they are eligible for a combined total of 12 weeks (480 hours) of FMLA leave in a 12-month period for bonding time associated with the birth, adoption, or other placement of a child with the staff members, or to care for a parent.

Staff members using scheduled intermittent FMLA leave may be required to transfer temporarily to another position with the same pay and equivalent duties.

Staff members returning from FMLA leave may be placed in the same position they held when leave began or, when necessary, be placed in an equivalent position with equivalent benefits, pay, duties, and substantially similar terms and conditions of employment.

Staff members will not be disciplined or penalized on their PAD for approved FMLA absences, and their merit increase (if applicable) will not be prorated as a result of taking FMLA leave.

If a staff member has suffered a work-related injury/illness, FMLA leave will run concurrently with Workers' Compensation.

ADA INTERACTIVE PROCESS

If a current staff member needs an accommodation in order to perform the essential functions of their job, the staff member or their supervisor should notify the the Library Human Resources Office immediately in order to initiate an Interactive Process (IAP).

The IAP is a flexible dialogue designed to determine if a staff member is disabled as defined by the ADA, as amended and if so, if there is a reasonable accommodation that will enable the employee to perform the essential functions of their job with or without accommodation. The outcome of an interactive process could include a reasonable accommodation such a physical modification to a workspace or job reassignment, or medical disqualification.

There is a Memorandum of Understanding (MOU) regarding reassignments between the library and the City's OHR that outlines the reassignment process.

The interactive process must be undertaken before a staff member may be disqualified from employment due to a medical condition.

Leave provided under the ADA is unpaid unless a staff member opts to use accrued vacation, sick, PTO or donated time. It can also be taken as leave without pay or a combination of both.

Staff members are responsible for payment of their portion of benefit premiums while on any type of ADA leave. If a staff member is covered by Short Term Disability, the amount will be applied to benefits payments.

IAP is also available to staff members requesting an accommodation due to health conditions related to pregnancy or the physical recovery from childbirth.

SHORT TERM DISABILITY

For those who earn sick and vacation:

In the event a staff member cannot work because of their own illness or injury, and the staff member has voluntarily elected to pay for the benefit of Short Term Disability (STD) insurance, STD may provide a percentage of their weekly earnings for up to 180 days. Waiting periods, costs and coverage levels vary based on the plan selected.

For those who earn PTO:

In the event a staff member cannot work because of their own illness or injury, the automatic benefit of Short Term Disability (STD) insurance may provide 70 percent of their weekly earnings to a maximum of \$1500 per week. Benefits are payable after a fourteen-day waiting period for up to 180 days.

LONG TERM DISABILITY

In the event that a regular staff member cannot work because of their own illness or injury for 180 days or more, the automatic benefit of Long-Term Disability (LTD) may provide 60 percent of monthly earnings minus deductible income until the age of 65.

STAFF DEVELOPMENT

The library supports a wide variety of internal and external learning, development and educational opportunities for all staff. For more information on any of the opportunities listed below, please contact the library Human Resources Office.

Participation in a learning, development or educational opportunity on work time requires supervisor approval. If there is a cost associated with it, the library may fund the request. Staff members who are required to attend or are assigned a learning, development or educational opportunity by the library must be paid for their time.

In some cases, the library will subsidize a portion of voluntary job-related event travel and attendance, requiring the staff member to make up the cost difference.

A staff member choosing to participate in a learning, development or educational opportunity that is not supported by the library may do so on their own time and at their own expense.

OUT OF TOWN TRAVEL

The library may subsidize out of town travel for a variety of reasons, including job related trainings, conferences, conventions, educational courses, meetings or institutes.

Non-exempt staff members who are on library subsidized travel must be paid for travel time in accordance with the Fair Labor Standards Act. Contact the library Human Resources Office for details.

Certain fiscal reporting requirements must be followed for out of town travel. Specific conference and travel procedures can be found on Staffweb.

NEW EMPLOYEE ORIENTATION

In order to acquaint new staff members with the library's mission, structure, activities, policies, benefits and expectations, the library Human Resources Office conducts an in-person New Employee Orientation. In addition, an online orientation curriculum is assigned to each new staff member. Both the in-person and online portions of New Employee Orientation are mandatory for all new, regular staff members.

Individual branches or departments will also provide a customized orientation to acquaint each new staff member with their duties, responsibilities and role in the library's mission and goals.

PROFESSIONAL MEMBERSHIPS

Professional association memberships may be paid for by the library. The membership must be approved by the staff member's Service Director, be job-related and allow the staff member to stay informed on important industry topics and practices.

REWARD AND RECOGNITION

The library publicly recognizes and rewards excellent service and outstanding performance through a variety of programs including the Employee of the Quarter and Employee of the Year awards. An annual Service Award Program recognizes staff members for continuous service to the library. A Staff Recognition Committee plans and implements these programs. In addition, each branch and department is allocated a budget for individualized reward and recognition.

PERFORMANCE REVIEWS

PERFORMANCE APPRAISAL DOCUMENT (PAD)

The Performance Appraisal Document (PAD) process is a means of communication, evaluation and development between a staff member and their supervisor. The PAD process identifies how individual efforts contribute to the success of the work group and the library as a whole, defines responsibilities and expected accomplishments and establishes professional development goals.

For current PAD documents, timelines, and instructions, see Staffweb and myTRACKS.

PROBATIONARY PADs

A probationary Performance Appraisal Document (PAD) must be completed for every new, regular staff member. PAD evaluations are mandatory at the six-month anniversary.

If a supervisor is planning to extend a staff member's probation, the PAD must be written with HR staff consultation.

For more information, see New Hire Probation under Employment Practices.

ANNUAL PADs

Specific guidelines regarding the process will be released by the Library Human Resources Office in the Fall of each year.

MERIT PAY INCREASES

Pay increases are associated with the annual Performance Appraisal Document (PAD) process. Funding for merit pay increases is dependent on budget. The amount of the increase depends on a staff member's performance rating and the quartile that their current pay falls into on the pay scale.

Staff members hired after January in a PAD year will have a merit increase prorated for the number of months between their hire date and the end of the year.

All resulting pay increases are effective and retroactive to the first Sunday of the new year.

FAILING PADs

If a staff member receives a Failing rating, a supplemental PAD will be required at the end of the next three-month period, and written with HR staff consultation. If a staff member receives three consecutive Failing ratings, the staff member may be subject to disciplinary action up to and including dismissal.

TRANSFER AND PROMOTIONAL PADs

A PAD covering the period from the last PAD to the effective date of the transfer or promotion must be completed by the current supervisor and given to the receiving supervisor. The receiving supervisor will prepare the annual PAD for the current review period while taking into account the preceding supervisor's input. In the event a PAD cannot be completed by the preceding supervisor, the staff member will receive a meets expectation rating for the period of time the staff member reported to the preceding supervisor.

COMMUNICATION AND INVOLVEMENT

In accordance with Executive Order 55, the library maintains several options to provide information to staff and the public.

[*denverlibrary.org*](http://denverlibrary.org)

This is the primary public website for the Denver Public Library.

[*staff.denverlibrary.org \(Staffweb\)*](http://staff.denverlibrary.org)

This is an internal intranet site that serves as the primary staff resource for official information pertaining to the library, such as forms, news, policies and procedures. Additionally, staff members may post unofficial information in the appropriate areas of the Staffweb, such as items for sale and upcoming events. Unofficial information may not contain offensive, disruptive, controversial, or inappropriate material or content.

Bulletin Boards

Traditional bulletin boards are located in non-public, staff areas of library departments and branches for both official and unofficial notices. Mandatory notices of all Federal, State and local labor laws are posted here.

COMMUNICATION PHILOSOPHY

In order to provide the best possible service to internal and external audiences, there must be open communication within the library. Staff members are expected to express the library's values to provide customer satisfaction and loyalty, equality of service, intellectual freedom, confidentiality of use, collaboration with partners and trust of our community by providing:

An open, creative work environment, which accommodates diverse ideas from all staff members;

A determination to communicate information in a clear, concise, accurate and pleasant way;

A concerted effort to receive information needed to perform successfully within the library system.

STAFF COUNCIL AND SUGGESTIONS

Staff Council is a group of elected staff members that serves as a channel of communication between the staff and library management. All Staff Council members are elected by staff to represent staff. Terms are two years and elections are held at the end of each year.

Staff Council functions as a bridge to shorten the gaps that may develop between administration and staff, which in turn enables the administration to be more effective. Staff Council relies upon its own collective understanding, as well as staff input, for direction in resolving staff concerns.

Two key roles of Staff Council are to solicit nominations for, select and present the Employee of the Quarter award and to provide a member for participation in the ad hoc Grievance Committee. For more information, see the Grievance section of the guidebook.

Staff Council meets on a monthly basis at various library locations. All staff members are welcome to attend these meetings.

Input and suggestions to Staff Council are encouraged. Staff members who have ideas on how to improve library services or procedures may submit them in writing to the suggestion program administered by the Staff Council.

For more information about Staff Council and the suggestion program, see Staffweb.

VOLUNTARY STAFF GROUPS

Recognizing the importance of staff activity to the success of its mission, the library encourages the formation of voluntary, organized groups of staff members to work together on issues, problems and opportunities facing the library.

The following guidelines are intended to give direction to the formation and activity of such groups:

- A proposed group will draft a mission statement and general outline of proposed activity for approval by the Executive Team before beginning organized activities.
- Participation of individual staff members in the activities of voluntary staff groups will generally be limited to four hours per month, with the understanding that managers and supervisors will have discretion to place further limits on this time. If a voluntary group is officially representing the library at an event or program, additional time may be approved by managers.
- Voluntary groups will not make financial or other institutional commitments on behalf of the library. If money or other resources are needed to carry out the work of the group, they will request the necessary resources through normal budgetary and management processes.

- When a group has completed the work for which it was formed, its members no longer wish to continue the activity or the group decides to focus on activities that are not closely related to the service mission of the library, the group will disband. Action to disband a group may be taken by the group independently or the City Librarian may request that a group disband if any of the conditions outlined in the first sentence of this paragraph exist.

STAFF VOLUNTEERS

The library has a robust volunteer program and many opportunities for staff members to participate. Special voluntary activity undertaken outside of scheduled work hours and the scope of a staff member's duties, such as staffing booths at community fairs, attendance at programs or visiting other organizations, will be at their discretion and not be required or treated as paid time or overtime.

Additionally, there are some guidelines around non-exempt staff volunteering at library events:

- Staff members may not volunteer to do something that is part of their regular job duties.
- Staff members may not work unpaid if the event is during their scheduled work shift. Staff members may volunteer (unpaid) during their 30-minute unpaid lunch break or before or after their scheduled shift.
- Staff members who are required to work outreach events or who are assigned an outreach event by their supervisor must be paid for their time.
- Staff volunteering (unpaid) at events are library representatives and must present themselves as such at all times.

COURT MANDATED COMMUNITY SERVICE

Library staff members and their immediate family members may not complete court mandated Community Service hours at any Denver Public Library location.

SAFETY AND SECURITY

Staff safety and the safety of the public are extremely important. In the event of an emergency, please call 911.

In non-emergency situations that are perceived to be a threat to the safety or security of library staff, customers or property, Security should be immediately alerted at extension 5-1102. At Central, Security Officers carry radios and are available for emergencies as well as routine security tasks. In addition, many branch libraries have Circulation/Security staff members who are trained in security protocol.

The Safety at DPL class is required for all new staff members. For staff wanting a refresher, the class is regularly scheduled through the myTRACKS training program.

An Emergency Procedure and Quick-Action Guide is available in all branches and departments and can also be found on Staffweb.

Additionally, a full description of all the Denver Public Library's policies related to safety and security can be found on Staffweb.

REPORTING ACCIDENTS

Staff members are expected to follow the safety practices in their department and observe every precaution while working. All accidents that result in personal injury or property damage, no matter how minor, must be reported to the staff member's supervisor. Unsafe or hazardous conditions should also be reported to a supervisor or the Security Department.

WORKERS' COMPENSATION

If a staff member experiences a workplace accident, injury or illness, Workers' Compensation covers medical expenses and partial wage replacement. Benefits for an on-the-job injury or illness are determined by the City's Risk Management Department.

Staff members experiencing an on-the-job accident, injury or illness are required to call the OUCH Line at 303.436.6824 before seeking medical treatment. For emergency situations that require immediate medical assistance, call 911. An immediate supervisor is expected to call the OUCH Line at 303.436.6824 for the injured staff member.

The OUCH Line must be notified within four days of the incident.

Staff members are responsible for their own transportation to the medical facility for treatment. If medical treatment is needed, accrued vacation, sick or PTO time for the initial visit to an approved medical provider may be used.

A reasonable effort must be made to schedule follow-up appointments during a staff member's own time. If this is not possible, appointments should be scheduled at the beginning or end of a shift. Up to two hours may be paid for the appointment.

Until the claim is approved by Risk Management, the initial three days of work loss are not paid by Workers' Compensation. Accrued vacation, sick or PTO time may be used.

If it is determined that a staff member will remain out of the workplace, the staff member may be provided with paid disability leave at 80% of their gross earnings for up to 90 consecutive calendar days from the date of the on-the-job injury or illness and runs concurrently with Family Medical Leave. For leaves beyond 90 days, Risk Management Department may approve paid disability leave at 66 2/3% of gross earnings.

Staff members on this type of leave may not use accrued time to make up the difference in their salary

and are responsible for payment of their portion of benefit premiums while on Workers' Compensation.

MODIFIED DUTY

Modified duty is a temporary reduction, restructuring or reassignment of duties necessary to meet physical restrictions as a result of an approved Workers' Compensation claim, or as an approved accommodation for a staff member who is pregnant or recovering from childbirth. Modified duty assignments are available to staff members through the Workers' Compensation program only where a staff member has temporary work restrictions and has not reached maximum medical improvement (MMI). Modified duty assignments are not permanent jobs.

Any regular staff member with an approved Workers' Compensation claim, or an approved accommodation for pregnancy or recovery from childbirth, may be offered temporary modified duty. If a staff member cannot be assigned temporary duties at the library or within the City, the staff member may be placed on leave.

Modified duty will continue until the treating physician releases the staff member to full duty or the staff member has reached MMI and cannot perform the essential functions of their job with or without reasonable accommodation. An employee who has reached MMI may either be reassigned to a different position or medically disqualified.

SURVEILLANCE

The library uses video surveillance cameras in order to monitor security/safety and facilities operations, as well as to investigate disturbances or crime.

PERSONAL POSSESSIONS

Each library facility is a public building. Staff members are expected to find safe places, such as lockers, locked desk drawers and cabinets, for their clothing and other personal possessions.

The library does not assume responsibility for the loss or theft of personal items.

WORK-RELATED SEARCHES

In order to maintain a safe, healthy, efficient environment and to protect library property, equipment, operations and customers, the library reserves the right to conduct workplace inspections. Cooperation in the conduct of work-related searches is required as a condition of employment.

All areas of the library, including library vehicles, parking lots, lockers, desks, files, email, voice-mail, computer files and other library property, are subject to work-related searches. The library reserves the right to inspect personal items such as backpacks, purses, tote bags etc.

A library-initiated search does not necessarily imply an accusation of theft or that a staff member has

broken a rule. Staff members refusing to cooperate with or submit to a search will be subject to discipline up to and including dismissal.

SEVERE WEATHER

The library expects each staff member to make a reasonable effort to report to work in severe weather situations.

If the library officially closes due to severe weather, staff members scheduled to work will receive paid leave for the hours they were scheduled to work.

If weather conditions make it necessary to close a facility earlier than the regularly scheduled time, staff members will be notified. Unless staff members are otherwise notified, they are expected to remain at work.

WEAPONS

To ensure that the library maintains a workplace safe and free of violence for all staff members, the possession or use of dangerous weapons on library property is prohibited. Weapons may be brought onto a work location only with written permission of the City Librarian.

END OF EMPLOYMENT AT THE LIBRARY

Regardless of the reason for leaving the library, it is important that the library Human Resources Office be notified as soon as possible prior to a staff member's last day.

Unless a staff member is on an approved leave of absence, the effective date of any separation will be the last day of regular hours worked. Vacation, sick or PTO may not be used in lieu of working the last day.

Exiting staff members will not be considered for the supplemental staffing pool unless they provide at least a two week advance notice of separation from their regular position.

DISMISSAL DURING NEW-HIRE PROBATION

A staff member on probation may be dismissed at any time and may only contest the decision through the grievance process on the grounds of alleged discrimination or a violation of the City's "Whistleblower Protection" ordinance.

The dismissed staff member must notify the Library Human Resources Office within 14 calendar days of the dismissal to prompt a full, timely and confidential (to the extent possible) investigation of the complaint. Based on the outcome, appropriate action will be taken.

The supervisor or manager must give the staff member notice of dismissal on or before the end date of probation. A written confirmation of the dismissal will be hand delivered on the dismissal date or mailed to the staff member within two working days after the effective date.

RESIGNATION

If a staff member resigns their library position, they are expected to give as much advance notice as possible by completing a Resignation/Retirement Form. A minimum of two weeks is preferred.

DISQUALIFICATION

A disqualification is a no-fault separation.

A staff member may be disqualified from employment if a mental or physical impairment or incapacity occurs or is discovered after they were hired that prevents the staff member from performing the essential functions of the job, with or without accommodation. Before a staff member can be disqualified for any of these reasons, the library will enter an interactive process with the staff member. Please see the Interactive Process section of the guidebook for more information.

A disqualification may also occur based on the inability to acquire or maintain a required certification or license required to perform the essential functions of a position as mandated by federal, state or local governmental laws and/or regulations. In addition, if a staff member is under a restriction (e.g. a restraining order) in connection with a criminal proceedings and the staff member cannot perform their job without violating that restriction, the staff member may be disqualified.

Before a staff member can be disqualified for any of these reasons, the library will place a staff member on unpaid leave and proceed with the Contemplation of Disqualification process, which mirrors the steps set forth in the Contemplation of Discipline process. If the staff member has paid leave available, they may choose to use that during the process.

LAYOFF

A staff member may be subject to a non-disciplinary, involuntary termination through a layoff.

Layoffs could result from funding shortages, reorganization of services, technology advances, or other factors that require the elimination of positions. When possible, staff members will be placed in other positions.

For specific layoff procedures, please see Staffweb.

DISMISSAL

Dismissal is the involuntary termination of a staff member by the library.

The library will provide written notice of dismissal on or before the staff member's last day as a library employee. Staff members dismissed from employment are not eligible for future employment at the library or the City and County of Denver for a minimum of five years following the dismissal.

For more information, see the Dismissal During Probation and the Dismissal After Probation sections of the guidebook.

RETIREMENT

Staff members may designate their resignation as a retirement once they meet the eligibility requirements of the Denver Employees Retirement Plan.

If a staff member retires from their library position, they are expected to give as much advance notice as possible by completing a Resignation/Retirement Form; a minimum of two weeks is preferred.

Normal retirement age is 65 for full benefits. Early retirement (before age 65) may be taken with reduced benefits.

The Denver Employees Retirement Plan office may be contacted at 303-839-5419 or at www.derp.org to obtain full information on individual retirement eligibility and benefits.

JOB ABANDONMENT

Failure to report to work for three consecutive scheduled workdays without proper notification will be considered a resignation.

DEATH

In the case of a separation caused by the death of a staff member, the date of death will be considered the last day of work.

FINAL PAY

A final paycheck, including payment for all accrued, unused vacation or PTO, will be issued within 30 days of the last day worked.

DPL PROPERTY

Upon separation, all library-owned property, including name badges, keys, pagers, uniforms, electronic/digital devices (laptops, tablets, cell phones, headsets), etc. need to be returned to Human Resources or the staff member's supervisor.

EXIT INTERVIEWS

The library Human Resources Office will normally email an exit interview on or before a staff member's last day of employment. The Denver Public Library values the assessments and suggestions of all parting staff members in regard to the strengthening and improvement of the library's employment processes and programs and overall customer service. An exit interview will be kept confidential if the staff member desires.

Agenda Item

Action Requested: Receive Report

City Librarian Report

GO Bond Update

From the City's GO Bond press release:

The city today announced the 2017 general obligation bond ("GO bond") stakeholder committees that will thoroughly examine the capital facilities and infrastructure needs of Denver and make project recommendations for bond funding.

The diverse, 60+ volunteer committee members will focus on five programmatic areas. An Executive Committee also will be chaired by Roxane White, the President and CEO of the Nurse-Family Partnership and former Chief of Staff to Governor John Hickenlooper. Executive Committee co-chairs will be Jandel Allen-Davis M.D., the Vice President of Government and External Relations at Kaiser Permanente and J. J. Niemann, President of the Inter-Neighborhood Cooperation.

"Denver has a real opportunity to take a bold approach to our infrastructure needs while creating jobs for our people and neighborhoods," Mayor Michael B. Hancock said. "Through the engagement of thousands of residents over the past few months, and now with these new stakeholder committees representing communities and neighborhoods citywide, I have no doubt Denver will develop forward-thinking projects and a smart investment package that will elevate our great city."

The city began the GO bond process by engaging the Denver community in a conversation about the enhancements they want in their neighborhoods and throughout the city. With six public meetings, a map-based online tool, City Council engagement and comment cards located at libraries and recreation centers, the city received more than 3,000 investment ideas.

The stakeholder committees will consider input from the community combined with project ideas identified by City Council, city agencies and the projects listed in [*Elevate 2020*](#). The city also received information about major capital needs from other partners, such as city-owned cultural facilities.

Based on the input, the five programmatic stakeholder committees will be:

- Transportation and Mobility

- Parks and Recreation
- Arts and Culture
- Safety Facilities
- City-owned Facilities

The stakeholder committees will hold meetings from mid-March to early May. Each stakeholder committee will be composed of civic and community leaders from a variety of backgrounds, a City Council representative and city staff to assist the committee with logistics. Committees will be provided foundational criteria that primarily focuses on project readiness, bond funding eligibility (e.g., serves a government purpose and has a 10-year useful life), equity, cost considerations, and critical system needs. Each committee will also be asked to identify criteria that help further evaluate each project within their specific committee.

The Executive Committee will take the project recommendations from each of the five programmatic committees and determine which projects to recommend to the Mayor. A final package of projects would then be referred to the November ballot by City Council this summer.

For more information about the 2017 GO Bond process, go to www.denvergov.org/2017GObond.

From Michelle:

The library's projects are under City-owned Facilities Public Facilities along with General Services, Public Works, Office of Economic Development and Denver Human Services.

Executive Committee Members

- Chair Roxane White
- Co-chair Jandel Allen-Davis, M.D.
- Co-chair J.J. Niemann
- Council President Albus Brooks
- Hubert Farbes
- Michelle Lucero

City-Owned Facilities Committee Members

- Councilwoman Robin Kniech
- Hollie Velasquez Horvath
- Howard Arnold
- Cedric Buchanon
- Susana Cordova
- Barry Hirschfeld

- Tracy Huggins
- Stella Madrid
- Sue Powers

The library team has met all GO Bond deadlines during the weeks of February 27 and March 6. This includes completing project management plans and project summaries for twelve library-proposed projects as well as similar documents for public-proposed projects. During the input phase, community members proposed new libraries at 44th and Tejon, in Lower Highlands and in Congress Park. In addition, they proposed improved parking at the Woodbury Branch Library and Cherry Creek Branch Library. We also submitted the library presentation as required ahead of the preview presentation scheduled for March 17. It was suggested that the real presentations to the City-Owned Facilities Committee would be the week of March 20 but we are anticipating the schedule might change.

Included in your packet is a sample document project management plan and project summary submitted to the City so you get a feel for the requirements.

DevCamp Grant - Denver Housing Authority

Through a grant from the Verizon Foundation, the library will host DevCamp for 36 youth ages 12-18 at two Denver Housing Authority properties (Westridge Homes and Westwood Homes) in March and April. The 12 hour program will cover website development and coding fundamentals with instruction from industry leaders working for technology companies in the Denver area.

During the program all 36 youth will receive a Chromebook. The library has previously held DevCamp at the Central Library and multiple branch libraries. We plan to offer these and other technology camps this summer.



New ideaLAB Studio in the Community Technology Center at Central

The Studio in the Community Technology Center is now open. This new space provides access to a recording studio and a workstation to use Adobe Creative



Cloud apps to convert records, VHS tapes, cassettes, slides and film to digital formats.

We've had a recording studio in the SM Energy ideaLAB for four years and it's one of the most-used resources. Due to staffing constraints, the lab is only open part of each day, so reservations often fill up

quickly. To respond to that demand, the Studio opens up access to the audio recording and digital media tools for all the hours the library is open. The Studio can be used by anyone with a library card and valid photo ID and can be reserved online, by phone or in person. Staff help isn't available in the Studio without scheduling a one-on-one appointment.

Additional Hours at Montbello and Ross-University Hills Branch Libraries

Beginning Wednesday March 22, Montbello will be open 52 hours a week for two additional evenings, providing convenience for youth who are out of school and parents who are home from work.

On Saturday April 1, Ross-University Hills Branch Library will begin opening 52 hours per week for two additional mornings. Based on current and historical branch usage patterns, more weekday morning hours are needed to serve seniors and families with small children.

The new hours were possible with expanded 2017 City funding for staffing. Branch service hours are based on physical capabilities, dispersing access geographically and neighborhood population data. Hours at both the Montbello and Ross-University Hills Branch Libraries were adjusted to be in alignment with similar size branch libraries offering access to collections, services, technology and programs 52 hours per week.

Dates to Remember

- 3/11, 3:30–5 p.m., Harmony Street Music Series: Bluez House, Blair-Caldwell, Large Conference Room
- 3/16, 12–1 p.m., Pop Your Mind: Denver Art Museum's Work with Family Community Engagement, Central Library Training Room, 7th Floor
- 3/21, 6–7:30 p.m., CSU/DPL Author Event - Gayle Forman, Central Library Conference Center
- 3/29, 6:30–8 p.m., 10th Annual Athmar Park Library After School is Cool Art Program, Athmar Park Branch Library
- 3/30, 6–7:30 p.m., CSU/DPL Author Event - Héctor Tobar, Rodolfo "Corky" Gonzales Branch Library
- 4/8, 3:30–5:00 p.m., Harmony Street Music Series: Mary Louise Lee, Blair-Caldwell, Large Conference Room
- 4/11, 9 a.m.–1 p.m., Library Commission Retreat, Location TBD
- 4/11, 5:30–7:30 p.m., Metro Denver Chamber Gold Networking Reception, Central Library, Vida Ellison Gallery
- 4/13, 8–9:30 a.m., Naturalization Ceremony, Central Library, Schlessman Hall

City Librarian Activity Highlights

Mayor and City Council

- Participated in Mayoral Appointee meeting
- Participated in Mayor's Cabinet in the Community at Henry World Middle School

Facilities Master Plan

- Presented GO Bond information to Library Commissioners and members of the Advocacy Committee
- Met with RiNo developers about upcoming collaboration
- Met with staff from Parks and Recreation (DPR), Arts and Venues and North Denver Cornerstone Collaborative (NDCC) about RiNo Park project
- Met with staff from City Real Estate, DPR and Public Works about potential Westwood Library and Recreation Center
- Met with advocates and supporters of Blair-Caldwell African American Research Library to provide an update on GO Bond plans and receive input on vision for the facility
- Participated in NDCC Steering Committee meeting
- Met with Mayor's Chief Financial Officer, Chief Budget Officer, staff from DPR and NDCC about RiNo Park

Early Learning

- Participated in Mayor's Children's Cabinet meeting

Community Engagement

- Met with Denver Sheriff Chief of Staff Andrea Albo
- Attended 2.5 days of Harwood Public Innovators Lab training, hosted by the Denver Public Library, for about 25 DPL staff, 23 staff from other Colorado libraries and 2 City and County of Denver Mayoral appointees
- Met with Director of the Harm Reduction Action Center
- Attended Harmony Street music series at Blair-Caldwell
- Met with Colorado Health Foundation staff about Healthy Places initiative and Westwood

Library Commission

- Met with Library Commission President Rosemary Marshall

Friends Foundation

- Met with Library Strategies consultant individually
- Met with Library Strategies consultant, Friends Foundation President and Vice President
- Met with Library Strategies consultant and Transition Committee
- Welcomed attendees of the Friends Foundation Adrian Miller author event
- Met with Interim Director, Friends Foundation
- Attended Friends Foundation Board meeting

Staff Support

- Met with staff at Cherry Creek, Valdez-Perry, University Hills, Human Resources
- E-Team catered lunch for staff at Cherry Creek as our gift to the Denver Employees Combined Campaign
- Participated in R.A.D.A. Book Club with All American Boys panel and hosted dinner with participating authors and staff
- Hosted new Leadership Team meeting which will be held monthly
- Met with senior librarians
- Met with City's Director of Office of Human Resources and others about WorkDay issues for library Human Resources

Other

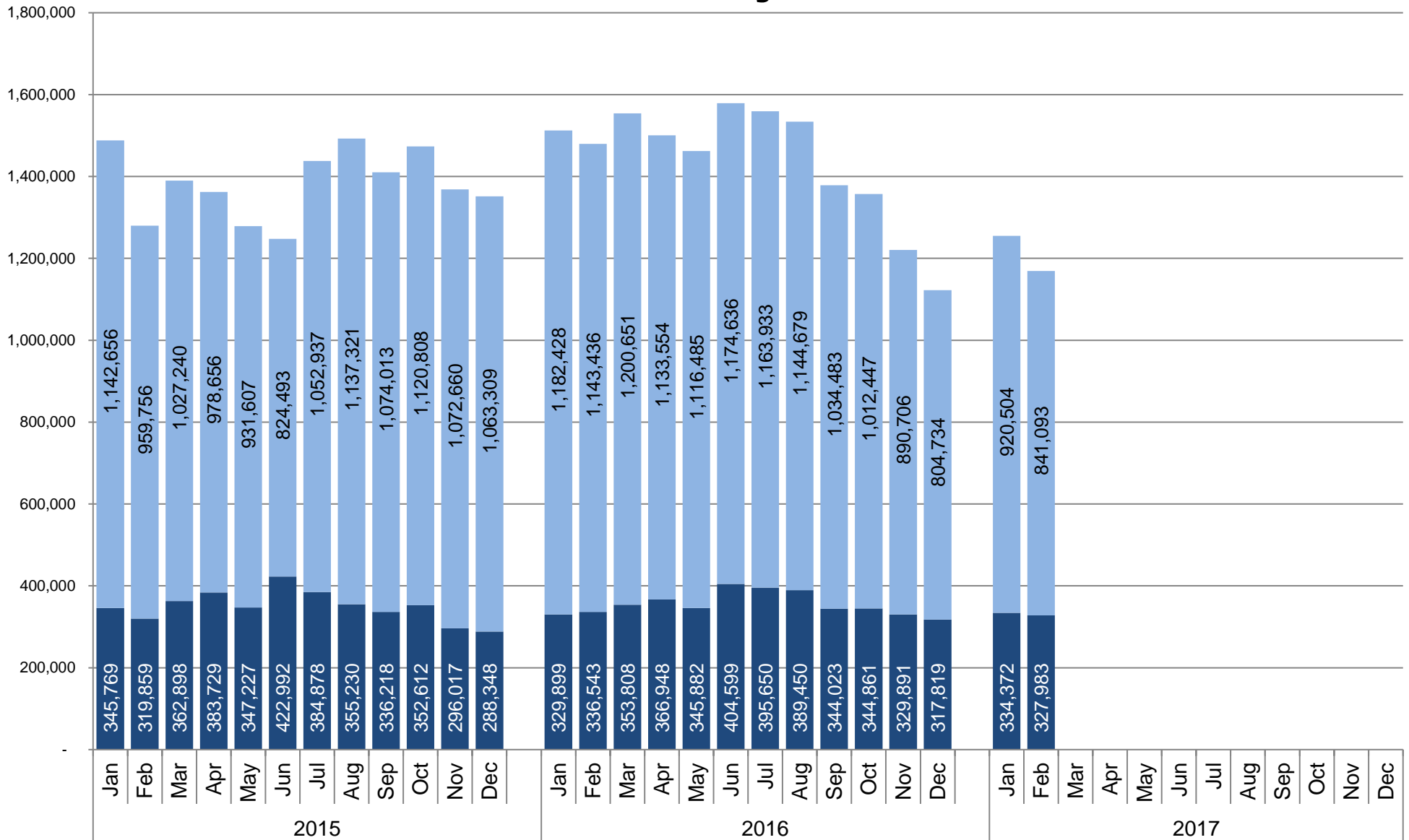
- Met with metro area library directors
- Hosted Colorado Alliance of Member Council meeting

March 2017

Denver Public Library

Total Visits By Month

■ Online
■ In Person



➔ Gonzales Branch opened February 23, 2015

➔ Investigating a possible change in hour Overdrive visits are counted, resulting in significant drop in our online visits since November 2016

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

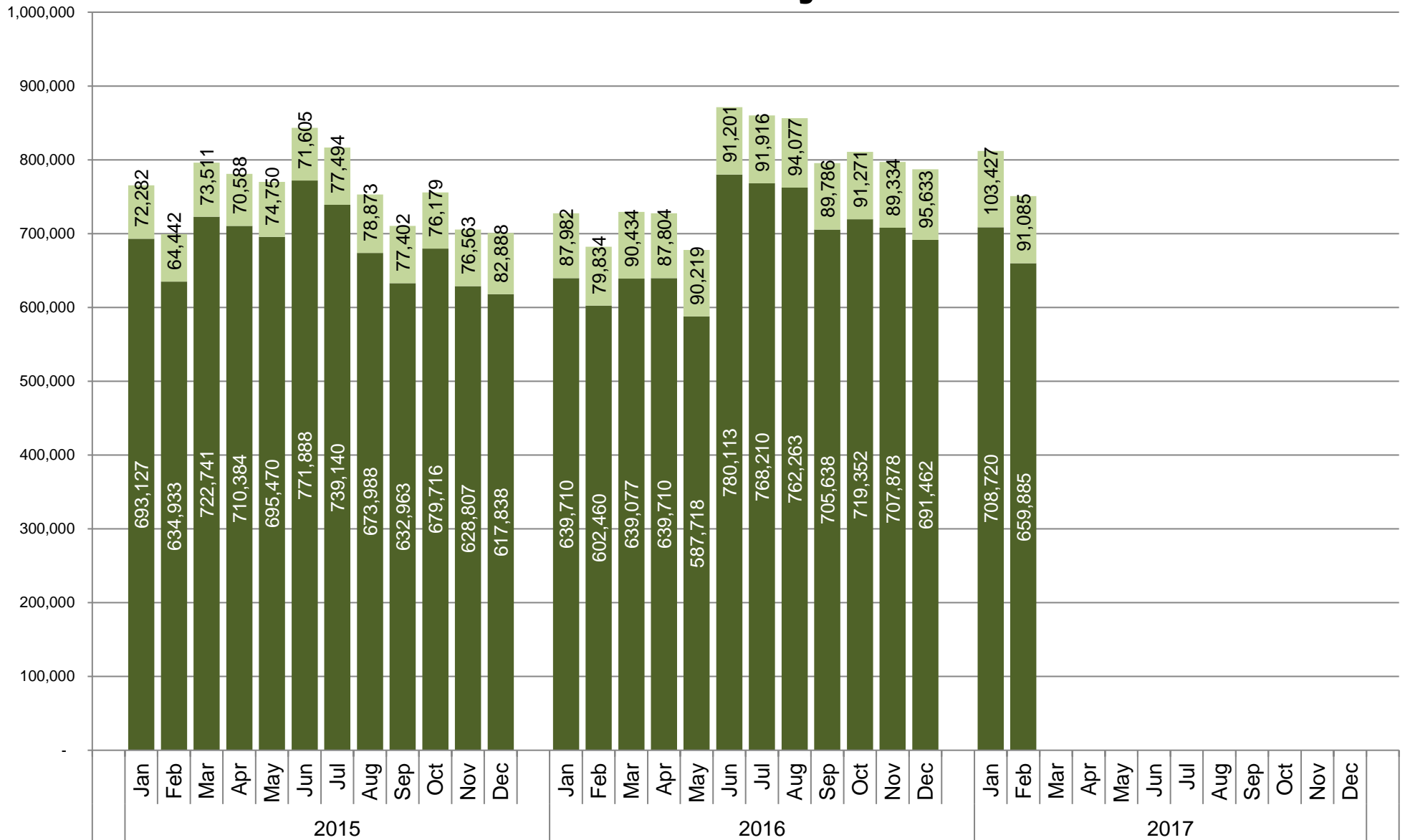
In Person visits - total door count from all locations, as submitted to TrackVia Door Counts application; data collection methodology changed to be more consistent across all locations in 2015.

Denver Public Library

Total Circulation By Month

Downloads

Materials



→ Gonzales Branch opened February 23, 2015.

→ 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

February 2017

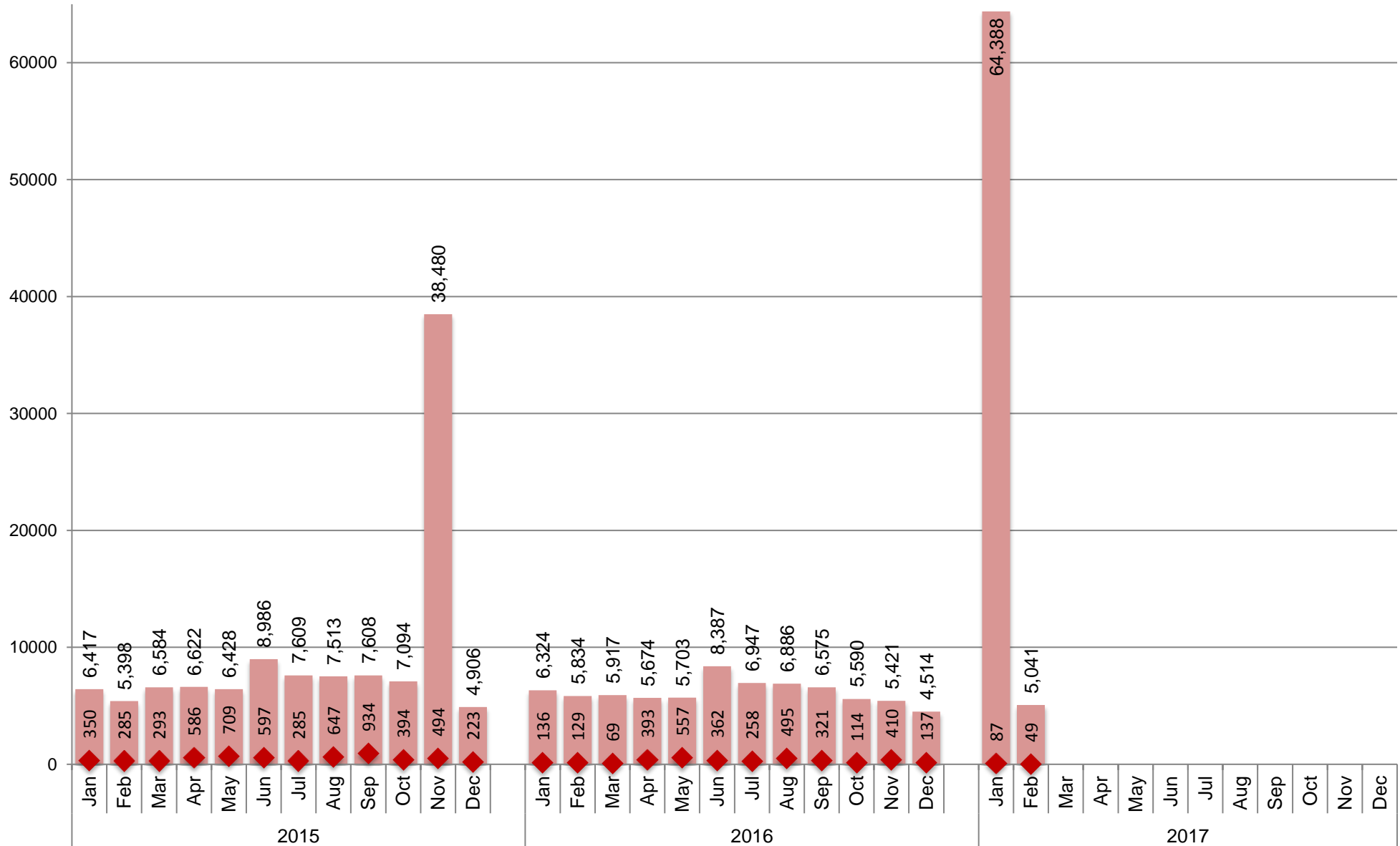
Location	Total Circulation	+/- Previous Month	2017/2016 Year/Year
Athmar Park	7,955	↓ (733)	→ (269)
Bear Valley	30,384	↓ (1,682)	↑ 754
Blair-Caldwell African American Research Library	8,765	↑ 462	↑ 185
Bookmobile	11,328	↑ 1,305	↑ 2,948
Byers	3,222	↓ (972)	→ (305)
Central Library	102,273	↓ (2,674)	↑ 2,532
Decker	14,737	↓ (819)	↑ 70
Eugene Field	24,264	→ (452)	↑ 1,033
Ford-Warren	11,956	↓ (1,810)	→ (258)
Green Valley Ranch	27,940	↑ 1,712	↑ 3,718
Hadley	11,869	↓ (1,298)	↓ (642)
Hampden	32,517	↓ (2,587)	↓ (734)
Montbello	10,605	↓ (722)	↑ 2,063
Park Hill	31,106	↓ (1,408)	↑ 853
Pauline Robinson	6,222	↑ 592	↑ 1,252
Rodolfo "Corky" Gonzales	24,695	↓ (647)	↓ (711)
Ross-Barnum	8,925	↓ (1,008)	→ (213)
Ross-Broadway	15,005	↓ (1,421)	↑ 544
Ross-Cherry Creek	25,739	↓ (2,637)	→ (434)
Ross-University Hills	51,084	↓ (4,549)	↑ 2,140
Sam Gary	59,240	↓ (3,222)	↑ 2,075
Schlessman Family	54,201	↓ (4,600)	↑ 336
Smiley	22,327	↓ (1,404)	↓ (1,327)
Valdez-Perry	3,655	→ (278)	↑ 738
Virginia Village	32,213	↓ (1,293)	↑ 2,827
Westwood	4,105	↑ 195	↑ 495
Woodbury	23,553	↑ 373	↑ 505
Denverlibrary.org Downloadables	91,085	↓ (4,548)	↑ 3,103
Total	750,970	↓ (36,125)	↑ 23,278

→ Gonzales branch opened February 23, 2015.

Denver Public Library

Total New Library Cards By Month

■ New Cards
◆ Outreach Signups



➔ MyDenver card program large DPS database upload in November 2015 and January 2017.

➔ Gonzales Branch opened February 23, 2015.

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

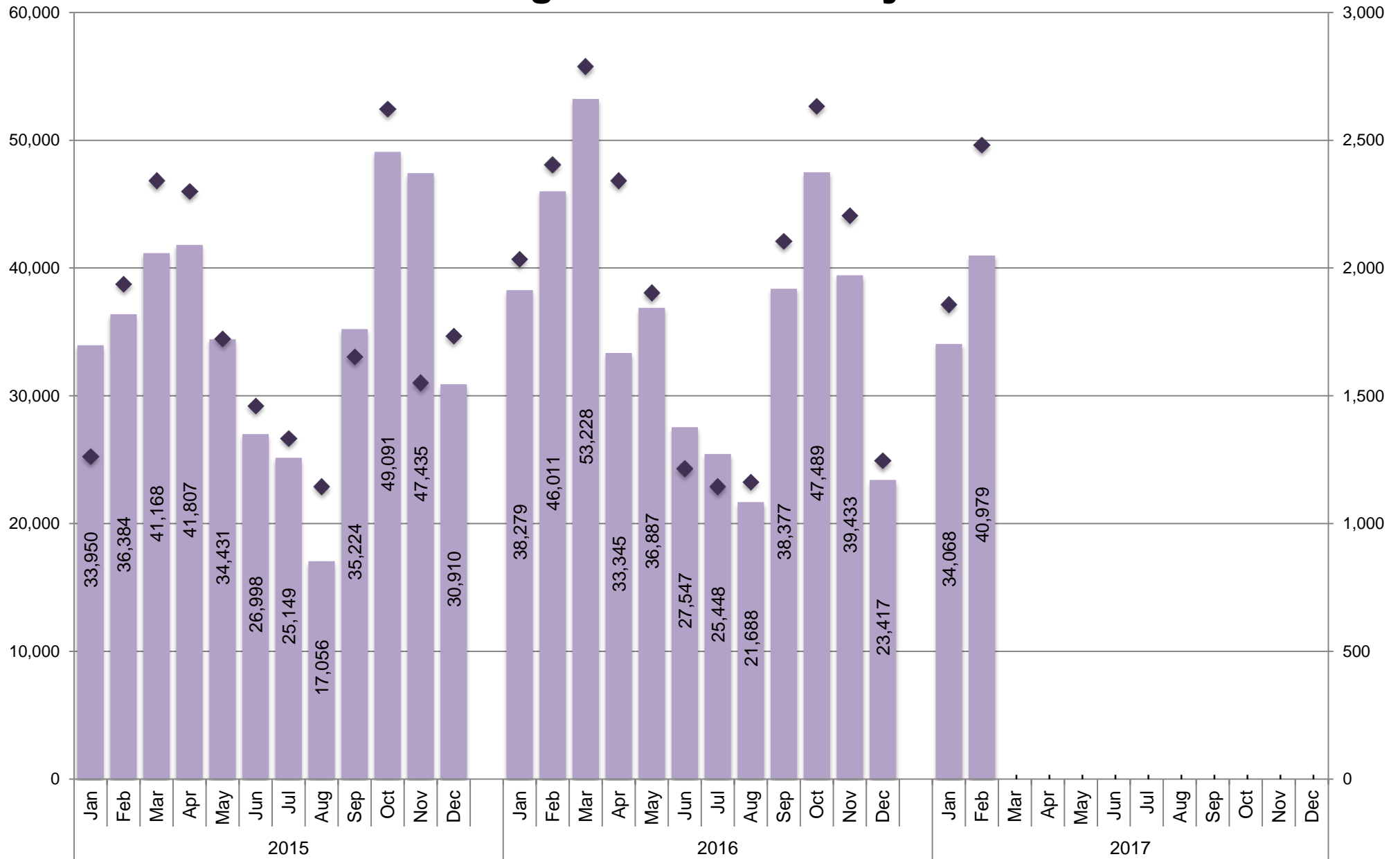
Outreach Signups - total number of new library card signups occurring at Outreach events in the community, as submitted to TrackVia Program & Outreach Tracking application. (Note: 2014 data includes some estimates, as our tracking system did not capture this information before 2015.)

Denver Public Library

Total Program Attendance By Month

■ Attendance

◆ Sessions



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

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

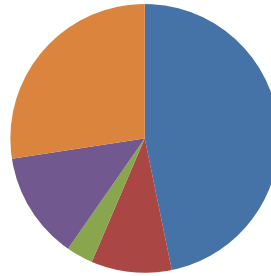
Denver Public Library Human Resources Dashboard

March 2017

Due to the City's transition to Workday, January's employment information is not included in the HR Dashboard

Open Leave Cases as of February 2017

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

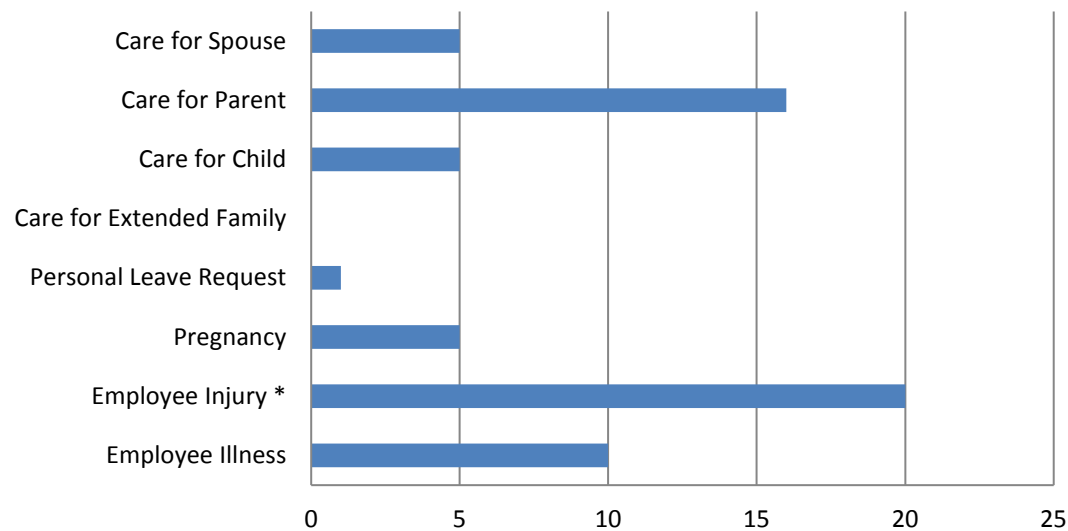


Percentage of Staff on Leave

10%

Leave Cases	
FMLA - Intermittent	29
FMLA - Continuous	6
Leave of Absence	2
Interactive Process (ADA)	8
Medical Disqualification	0
Workers' Compensation	17

Type of Leave Taken



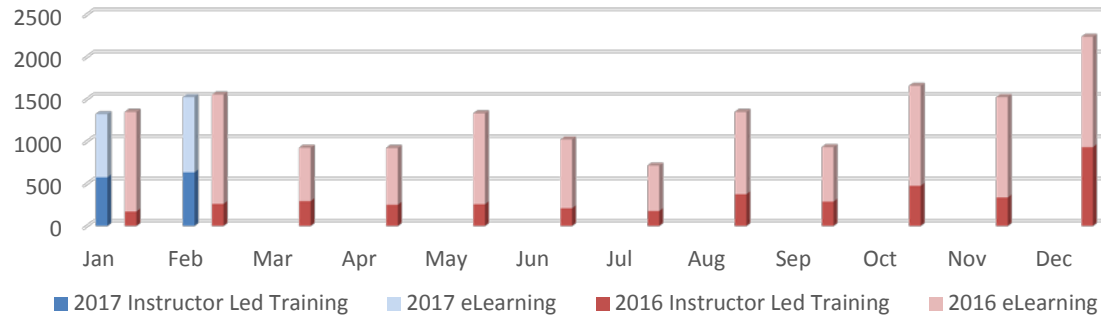
Type of Leave Taken	
Employee Illness	10
Employee Injury *	20
Pregnancy	5
Personal Leave Request	1
Care for Extended Family	0
Care for Child	5
Care for Parent	16
Care for Spouse	5

* Employee injuries are a combination of on-the-job injuries (17) and off-the-job injuries (3).

Denver Public Library Human Resources Dashboard

March 2017

Completed Learning - Year-to-Year Comparison

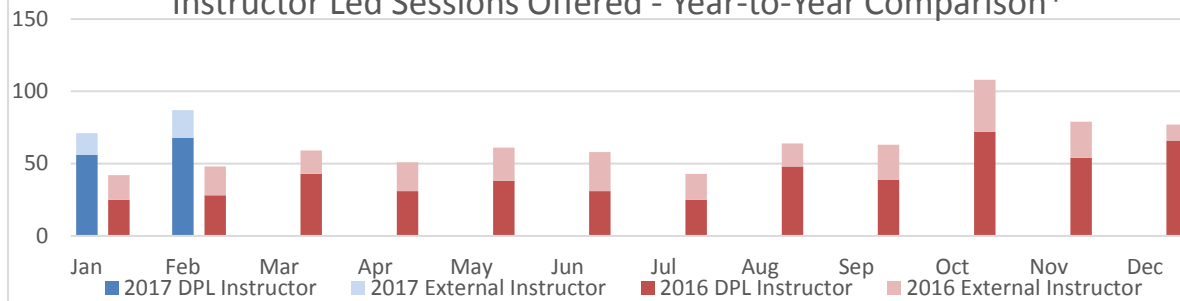


Last Month:

Staff Learning Completions

eLearning	889
Instructor Led Training	635

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

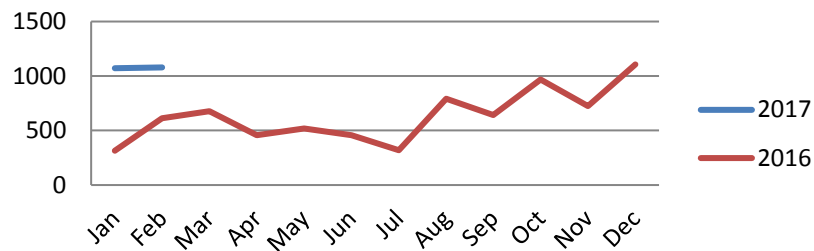


Last Month:

Instructor Led Training

Sessions Offered	87
Percentage Taught by DPL Staff	78%

Instructor Led Training Hours Completed by Staff



Top 5 Training Items Last Month

Title	Type	Rank
Conditional Weeding Overview	Document	1
Kronos Training for Supervisors	Curriculum	2
Naming Conventions at DPL	Online Resource	3
DPL Programming 101	Session	4
The Accountability Experience	Session	5

KIDS AND FAMILY

A Book List For Your Young Reader

Celebrate Read Across America Day with these suggestions from a children's librarian at Denver Public Library.

BY

- **LINDSEY R. MCKISSICK**



Courtesy of Annie Spratt / Unsplash

“One fish, two fish, red fish, blue fish...” For many children, reading starts with the whimsical pages of Dr. Seuss. **Read Across America Day**—which purposefully takes place on Theodor Seuss Geisel’s birthday, March 2—is the perfect time to add to your child’s bookshelves. Amy Forrester and the children’s librarians at the Denver Public Library are ready to up your bedtime story game with **made-to-checkout, customized book lists**.

The online questionnaire starts with the basics: age, grade, and reading level. Then you pick how your child likes to read (book, ebook, audiobook), what genres they like they read, and finish by listing their three favorite books and why they love them. A librarian at the Central Library will personally handpick a list of perfect titles for your young reader, and within about a week, a custom reading list will be sent directly to your inbox.

The one-year-old program starts digitally, but Forrester says its goal is to get kids and families to the library, so kids can become comfortable and intrigued by the stacks.

“No matter if your kid is a reluctant reader or a super reader, we can find books that meet their level and interests,” says Forrester. “The more that you take them to the library, the stronger personal connection kids will feel. We want them to come in, see the books, judge them by the cover, and open them up.”

To get you started, Forrester gave us a sample of new and upcoming books for each age group (preschool, elementary school, middle school, and high school). To find more about events, updated book lists, and other resources, check out the [Read Play Learn website](#) from the Denver Public Library.

Preschool

- *Frankie*, by Mary Sullivan (April 4)
- *Making Faces: A First Book of Emotions*, by Abrams Appleseed (May 2)
- *Pete with No Pants*, by Rowboat Watkins (May 2)
- *This is How We Do It: One Day in the Lives of Seven Kids from Around the World*, by Matt Lamothe (May 2)

Elementary School

- *Bravo!: Poems About Amazing Hispanics*, by Margarita Engle, illustrated by Rafael Lopez (March 14)
- *Charlie & Mouse*, by Laurel Snyder; illustrated by Emily Hughes (April 11)
- *Clayton Byrd Goes Underground*, by Rita Williams-Garcia (May 9)
- *Super Narwhal and Jelly Jolt (A Narwhal and Jelly Book # 2)*, by Ben Clanton (May 2)

Middle School

- *5 Worlds Book 1: The Sand Warrior*, by Mark Siegel and Alexis Siegel; illustrated by Xanthe Bouma, Matt Rockefeller, Boya Sun (May 2)
- *Amina's Voice*, by Hena Khan (March 14)
- *Higher, Steeper, Faster: The Daredevils Who Conquered the Skies*, by Lawrence Goldstone (March 28)
- *The Lottery's Plus One*, by Emma Donoghue; illustrated by Caroline Hadilaksono (March 28)

High School

- *Bull*, by David Elliott (March 28)
- *A Face Like Glass*, by Frances Hardinge (May 9)
- *The Inexplicable Logic of My Life*, by Benjamin Alire Sáenz (March 7)
- *Lumberjanes Vol. 6: Sink or Swim*, by Shannon Watters, Kat Leyh; created by Noelle Stevenson, Grace Ellis, Brooke Allen; illustrated by Carey Pietsch, with Maarta Laiho (April 11)



March 7, 2017

Denver Public Library offering more than just books

Denver Library opens new recording studio as part of ideaLAB



CONNECT TWEET LINKEDIN GOOGLE+ PINTEREST

KUSA - Libraries are typically known as quiet places where you can check out books – you know, those stories printed on paper.

Now, the [Denver Public Library](#) is doing its best to not fade away in the digital world.

On the fourth floor of the Denver Central Library on the corner of 14th and Broadway you'll find an '[ideaLAB](#)'. It was built four years ago, and last week as a result of high demand – another [recording studio](#) opened up.

In it, you can record music tracks, edit videos and convert vinyl records, VHS, and cassettes to digital formats.

Program administrator Nate Stone took advantage of the ideaLAB by converting a mixtape he made for his wife 20 years ago.



"You put it in, you record it, you splice up the tracks...so now we both have it on our phone and we can listen to it whenever we want," Stone said. "It's nice, I've actually listened to it for years."

Community Tech Center Supervisor Megan Hartline and Stone say the library has a lot of aspiring MCs visit the studio to record tracks.

They also see people coming in to create videos, using their Adobe editing suite, and also learning software geared toward graphic design.

The space even has a 'green screen' – something you see on the local news every day when meteorologists do their forecasts.

Here's a full list of what you'll find in the new recording studio:

- Two work stations
- Recording studio
- Mac with Garageband and Logic
- Dynamic microphone
- MIDI controller
- Studio monitors
- Headphones
- PC with full Adobe Creative Cloud – Photoshop, Illustrator, Premier, etc.
- Record player
- Cassette player
- VHS player
- Scanner with holders to convert slides, 35 MM film, and medium format film
- Wacom Intuos tablet

The ideaLAB itself is a place where people can learn to edit, record music, and even use a 3D printer. You can also check out GoPros and video equipment.

The only thing you need to access the ideaLAB is a library card and a valid photo ID. You can reserve the space for two hours, up to two weeks out on any day the library is open.

February 14, 2017

Denver's Harlem of the West legacy endures amid change

By [RUSSELL CONTRERAS](#)



8 p

In this Sept. 17, 2016 photo, a monument to the now closed jazz club at the Rossonian Hotel informs...

DENVER (AP) — The neighborhood was once called "The Harlem of the West." It's a place where Billie Holiday, Duke Ellington and Miles Davis performed to packed rooms not far from the snowcapped Rocky Mountains. For years, the area served as a haven for black residents who couldn't find housing elsewhere in the American West.

But the historic black neighborhood of Denver's Five Points now faces the encroachment of gentrification with new breweries and coffee shops near the buildings that once housed jazz clubs and black-owned businesses.

Still, visitors can experience the character and history of Five Points despite the changes and fears that the community's African-American identity may be endangered.

Five Points is located on the northeast side of Downtown Denver. Its name comes from an intersection of streets and a streetcar stop.

The area became a hot spot in the 1920s for black families who were kept out of other Denver neighborhoods. Black-owned tailor shops, restaurants, jazz clubs, voting rights headquarters and real estate companies dotted the streets of Five Points, creating one of the most vibrant African-American communities west of the Mississippi River.

But as the 1960s civil rights movement made it easier for black performers, writers and entrepreneurs to work and live outside African-American communities, neighborhoods around the country like Five Points began to fade.

Today, a simple drive or rail ride can take you to the heart of Five Points from Downtown Denver. Visitors can start at Sonny Lawson Park and walk around the softball field where the white writer Jack Kerouac famously worked on "On The Road" and tried to capture the spirit of the bebop movement as he saw it in Five Points. As in Kerouac's Beatnik era, homeless campers still rest next to the softball field, and some are eager to tell you Kerouac legends that have been passed down for generations.

The Black American West Museum, 3091 California St., tells little-known stories of black cowboys, miners and other early African-American settlers in the West. The museum's hours are limited (Friday-Saturday, 10 a.m.-2 p.m.) but its artifacts and photos are worth seeking out.

On Welton Street, visitors can stop by the Blair-Caldwell African American Research Library where genealogy groups gather to investigate family history. The library has an art/exhibit gallery and a reference collection that covers a variety of African-American topics. It also serves as a community gathering place.

Down the street, one can stroll to the Roxy Theatre and Cervantes Masterpiece & the Other Side music venues. They once hosted jazz legends but now showcase hip hop. In a sign of the times, between the historic venues sits the Denver Kush Club, a recreational marijuana shop (it's legal in Colorado).

Across the street sits the now-closed jazz club at the Rossonian Hotel, where Billie Holiday and Louis Armstrong performed. A poster of Holiday and information about the Rossonian's history hangs on the building's brick exterior.

Throughout Five Points are markers with black and white photos letting visitors know the significance of each location. You will learn how Leroy Smith, a Pullman porter, brought back

the latest rhythm and blues records to Five Points and created a novelty store that sold albums and sporting goods. He became a promoter who represented the likes of Count Basie and Cassius Clay, better known as Muhammad Ali.

You also will learn how Pullman porters formed a union hall and got involved in the civil rights movement. Wellington Webb Jr., the son of one of those Pullman porters, would eventually become Denver's first black mayor.

"We had it all," reads another marker showing photographs of thriving businesses and Ford Model Ts. Other markers describe the area's first black lawyer and how residents navigated segregation.

Denver's Five Points isn't the only historically black enclave changed by population shifts and revitalization. In New York, neighborhoods like Harlem and Brooklyn's Fort Greene have lost black residents as rents have risen. Seminal black-owned landmarks, like Harlem's Lenox Lounge, have shuttered. Activists in Houston's Freeman's Town have worked to prevent brick streets laid by former slaves from being uprooted despite development pressures.

On the other hand, some of Five Points' new businesses are opening in storefronts that have long sat empty, and they're making an effort to recognize the neighborhood's roots.

The 715 Club, founded by the son of a Pullman porter at the corner of Welton and 26th, had been closed for years before a 2016 reopening. "We are a neighborhood bar in the heart of 5 Points trying to preserve a piece of Welton history," the new owners say on their Facebook page.

Austin Wiley helped open Spangalang Brewery in a former Five Points DMV office in 2015. Wiley and the brewery's other owners opted to reflect Five Points' history with a jazz theme. The brewery's name, Spangalang, for example, is the term used to describe the bread-and-butter jazz cymbal rhythm. Beer names like "Birth of the Cool" and "Hop Colossus" are homages to Miles Davis and Sonny Rollins.

"It's the right thing to do," Wiley said. "We are coming into this neighborhood, and we have to be respectful."

Follow Russell Contreras on Twitter at <http://twitter.com/russcontreras> . His work can be found at <http://bigstory.ap.org/content/russell-contreras> .



March 7, 2017

Author Gayle Forman to speak on campus and in Denver



Gayle Forman, by Stomping Ground Photo

Maribeth Klein, the main character in Gayle Forman's latest novel, *Leave Me*, embodies the story of motherhood, marriage and friendship. After the busy mother suffers a heart attack and simply assumes stress is to blame, Maribeth later finds herself recovering from emergency bypass surgery. When her demands as a mother and wife begin to pile up, she packs her bags and goes off the grid to discover new friendships and hope.

Forman will speak on March 21 and 22 as part of the Evening with an Author Series, presented by Friends of the CSU Libraries and the Poudre River Friends of the Library. Her first presentation is Tuesday, March 21, 6-9 p.m. in the Conference Room at the Denver Central Library, 10 W. 14th Ave. Parkway. A reception will follow this event.

Her second presentation, Wednesday, March 22, 7-9 p.m., will be at the Hilton Fort Collins, 425 W. Prospect Road. Both events are free and open to the public, doors open 30 minutes prior to each presentation. No tickets are required; seating is provided on a first-come, first-serve basis.

Forman is a best-selling, award-winning author of young adult novels. Her novel *If I Stay* won the 2009 NAIBA Book of the Year Award and was a 2010 Indie Choice Honor Award winner. The film adaption of *If I Stay* was released in 2014. She is also a journalist whose articles have appeared in publications such as *Cosmopolitan*, *Seventeen* and *Elle*.

The Hilton Fort Collins, the Denver Public Library and KUNC Radio also support the Evening with an Author Series. Book sales will be provided by Old Firehouse Books in Fort Collins and the Tattered Cover in Denver.

Denverite

March 5, 2017

Need Adobe Creative Cloud or recording studio access? Denver Public Library has you covered



The Denver Public Library. (Kevin J. Beaty/Denverite)

The Denver Public Library has announced the addition of [a new recording studio](#) — in addition to the one that's already been available.

DPL's website fills in [the details](#):

“You can record using Garageband or Logic Pro X in the studio space, or use the other computer to convert your old photos, slides, negatives, VHS tapes, cassettes, or records into digital files or use any of the programs in the Adobe Creative Cloud.

The two computers in the Studio are available by reservation only and sessions are two hours. To reserve a computer, you must have a library card and a valid photo ID.”

The new studio will be available by reservation during all normal Central Library hours. The old studio will switch to being walk-in only.

With the equipment available in the studio, all you need now is a band name or a podcast idea.

So here are some names and podcast ideas:

Musical recording artist names

- Fair Weather's End
- Coughin' Candy (unless already a local roller derby name)
- The Beatles

Podcast ideas

- Video game reviews, but with no proper nouns
- Simulated butt dials from popular Colorado tourist attractions (very good idea)
- That's all of my ideas

HISTORYNET

March 3, 2017

Denver Public Library's Western History Collection Is a Trove of Historic Papers

BY KELLEN CUTSFORTH

The late Argentine author and poet Jorge Luis Borges famously wrote, "I had always imagined Paradise as a kind of library." His resounding words are fittingly inscribed on the wall of an institution that houses one of the most extensive Western history collections in the United States.

The Denver Public Library opened in 1889 in a wing of the newly constructed Denver High School. Initially known as the Colorado collection, the library's Western history collection was primarily a compilation of books by Colorado authors. The unique archive also included pamphlets relating to the early history of Colorado, which became a territory on February 28, 1861, and the 38th state on August 1, 1876.

In 1910 the library moved into a new Andrew Carnegie-funded Greek Revival building, where nearly two decades later the Western history collection got a big boost. In 1929 City Librarian Malcolm Glenn Wyer reported to the Denver Public Library Commission that no institution in the Rocky Mountain region was collecting materials connected to the area; at the time the majority of material regarding Western history was going to Eastern institutions and book collectors. He further argued that the Colorado Historical Society did not have the funds to purchase the bulk of Western materials coming onto the market and thus specialized in collecting material related to the state. On Wyer's prompting, that fall William McPhee, a member of the library commission, lobbied the Denver City Council for the funds to acquire a proper Western history collection. The council promptly granted \$2,500 to the library, and the collection began to build.

By 1934 the Western history collection had grown so large as to warrant the formation of its own department within the library. The Western History Department opened in 1935 and has steadily expanded ever since. In 1995, when the library moved into its current building, the Western History and Genealogy departments merged. Today, the combined department houses one of the foremost Western Americana collections. The collection spans from 1718 to the present, with the bulk of the material addressing the last century and a half. It comprises more than 600,000 photographs, 1,500 pieces of original art, 4,000 manuscript collections, 5,000 maps and various artifacts that bear witness to the history, growth and development of Denver, the state of Colorado, the Rocky Mountain region and the trans-Mississippi West.

Photographic highlights include Edward S. Curtis (1868–1952) photogravures and William Henry Jackson (1843–1942) photo albums, with selected prints and negatives of Colorado subjects, as well as the David Frances Barry (1854–1934) collection of more than 1,900 images, including some of the best ever taken of Sioux (Lakota) Indians, U.S. Army officers, Indian life and William F. "Buffalo Bill" Cody.

The library regularly displays selections from its exquisite and extensive art collection. Represented artists include such Western masters as George Catlin (1796–1872), Alfred Jacob Miller (1810–74), Albert Bierstadt (1830–1902), Frederic Remington (1861–1909) and Charles M. Russell (1864–1926). The collection also houses lithographic prints by Swiss artist Karl Bodmer (1809–93) that portray beautiful and romantic Old West scenes.

Among its manuscript holdings, the department owns the Western writings and publications of Eugene Field Sr. (1850–95), personal papers relating to Nathan C. Meeker (1817–79) and the agricultural Union Colony he established in 1870, the invaluable field notes of Walter Mason Camp (1867–1925) regarding the American Indian wars and the June 1876 Battle of the Little Bighorn, and one of the most complete collections of Denver & Rio Grande Western Railroad papers in the country. The institution also holds a sizable collection of letters, pamphlets, photographs, biographical books and descriptive articles relating to Cody's Wild West, which started when the frontier was still going strong and ran until it was largely gone.

In 1950 an out-of-state researcher made perhaps the most poignant statement about the department when he suggested the motto, "All trails in Western history lead to the Denver Public Library." More than 60 years later that statement still holds true.

The central branch of the Denver Public Library is at 10 W. 14th Ave. Parkway in downtown Denver. The Western History and Genealogy Department is on the fifth floor. For more information call 720-865-1821 or visit [www .history.denverlibrary.org](http://www.history.denverlibrary.org).

2017 General Obligation Bond Project Proposal

Project Name: Smiley Branch Library Renovation

Agency Contact Person: Michelle Jeske, City Librarian, 720-865-2100, mjeske@denverlibrary.org

City Council District: District 1

Location: 4501 W. 46th Avenue, Denver, CO 80212

Project Statement:

The library wants to ensure that the Smiley Branch Library continues to be a welcoming and useful facility that serves northwest Denver well for generations to come. While keeping the integrity of the Carnegie design, this branch requires significant changes in order to provide the community with current and future library services. A key component of a successful modern library requires creative design approaches for individuals and groups to learn, make and create. Changes in customer usage, technological advances and functionality necessitate a renovation.

The scope includes completing repairs to the foundation for waterproofing; restoring/repairing exterior facade, including: paint, brick tuck-pointing and terra cotta medallion replacement; installing book return in the interior; upgrading the elevator; addressing site issues, including landscaping, sidewalks, and exterior lighting; repaving the parking lots in partnership with Parks & Recreation; exploring redesign of entrances; improving heating, ventilation, air conditioning and temperature controls; updating and refreshing restroom partitions, lighting, vanity counters and flooring; meeting current fire alarm codes; installing surveillance and access control; updating the main electrical distribution and branch circuit panel; improving data, power and communication systems; updating ambient lighting; redesigning the service point for current technology and service models; updating lighting, power, data, technology in the community room; exploring new arrangements for flexible learning spaces; refreshing the entire Children's area; exploring existing material shelving arrangement to obtain optimum customer use and convenience; designing staff workroom, breakroom and office for better efficiency and better lighting; exploring new arrangements for public access computers and for mobile device use; providing new interior finishes including paint, carpet, tile and ceilings; providing new interior furniture and fixtures; providing new wayfinding, digital signage and code required signs; refinishing the woodwork, casework and doors; complying with current ADA requirements; and updating IT, data and telecommunications capabilities.

Originally built in 1918, the Smiley Branch is a historic Carnegie library. Critical building components and architectural features are original; many components are obsolete. The brick and terra-cotta facade is deteriorating and requires further repair and tuckpointing. The building is too small for the population of the community and lacks community gathering spaces, learning spaces and adequate staff work areas.

Additionally, public use of the building has evolved. The demographics of the neighborhood have changed significantly in recent years with many young families who attend Storytimes and other library events. Many of these events are overcrowded. The neighborhood expects to see a 21 percent growth in children birth through 19 in the next five years, necessitating gathering and learning spaces for young minds.

The community has requested an improved, larger Smiley Branch Library with better amenities. During the GO Bond community meetings, people commented on the need for Smiley library improvements including: *"Many people sit outside of Smiley when the library is closed and open to access wifi. The library needs a larger, more expansive entrance with patio and seating to accommodate increasing number of users."* and *"Provide updates to smiley library*

in NW Denver.” Several people requested a new library at 44th and Tejon or in the Lower Highlands. In addition, many people commented on the need for general library improvements, suggestions such as “Renovate 10 branch libraries not covered in 2007.”

In addition to public demand, this project aligns with the Mayor’s current goals of Neighborhood Engagement and Safe and Welcoming Communities and City Council’s priorities of Economic Development. The project also aligns with Councilman Espinoza’s priorities of City Beautiful and Healthy Living—“ An environment and public amenities that promote and invite healthy habits” and Neighborhoods First—“Supporting Denver’s unique & endangered places to promote the intrinsic uniqueness of our diverse neighborhoods.”

The City and County of Denver and Denver Public Schools (DPS) are focused on improving academic achievement in Denver. With a significant improvement in space for children and families, this project supports the Birth to Eight Roadmap and the DPS Denver Plan 2020.

The project is included in the Denver Public Library’s Activate!Denver Facilities Master Plan.

The Smiley Branch Library renovation project meets all the prioritized criteria for 2017 GO Bond projects including project readiness, bond eligibility, sustainability, community and economic development, recreation and cultural opportunities, health, safety, accessibility and mobility.

Estimated Cost: \$934,140

Project Readiness

What is the level of project pre-planning? Check all that apply.

- ☒ Conceptual idea only with some discussions
- ☒ Facilities study and programming
- ☐ Conceptual and/or schematic design
- ☐ Final design completed
- ☐ Land option identified and/or already acquired (e.g., existing city property)
- ☐ Other - Describe: [Click here to enter text.](#)

Describe the anticipated duration for each of the following major phases in months (e.g., planning is anticipated to take 6 months, design 9 months, and implementation, 18 months):

- Planning (programming, land acquisition, citizen process): 6 months
- Design: 8 months
- Implementation: 6-9 months

Funding Leverage

Are matching funds being sought for this project (e.g., grant, district, private, other)? ☐Yes ☒No

It’s possible there could be some historic preservation funding available; we’ll evaluate cost/benefit.

Have the funds been awarded? ☐Yes ☒No.

- If yes, are they immediately available (obligated/committed)? [Click here to enter text.](#)
- If no, what is the process (timing, approvals needed, etc.) to obtain the funds? [Click here to enter text.](#)

Please describe the amount and source of matching funds: N/A

Describe if the funds are a continuation of a previous investment? ☐Yes ☒No

- If yes, please describe. [Click here to enter text.](#)

Project Contact: Michelle Jeske Agency or Department Name: Denver Public Library

Project Name: Smiley Branch Library Renovation 75 char max.

Project Location: 4501 W. 46th Ave.

Project Scope: Smiley Branch Library located was constructed in 1918 and designed by Park French of Mountjoy, French & Rewe Architects. It is one of Denver Public Library's five historic Carnegie libraries. A 1992 renovation by David Owen Tryba Architects upgraded the interior, added an additional entrance on the north side of the building and addressed infrastructure maintenance. The square footage is 4,726 including the basement.

Priorities for the renovation of Smiley include:

- Complete repairs to the foundation to be waterproofed.
- Restore/repair exterior facade including: paint, brick tuck-pointing and terra cotta medallion replacement.
- Install book return to the interior.
- Upgrade the elevator.
- Address site issues including landscaping, sidewalks, and exterior lighting.
- Parking lots to be repaved - partnering with Parks & Recreation.
- Explore redesign of entrances.
- Improve heating, ventilation, air conditioning and temperature controls.
- Update and refresh restroom partitions, lighting, vanity counters and flooring.
- Meet current fire alarm codes.
- Install surveillance and access control.
- Update the main electrical distribution and branch circuit panel.
- Improve data, power and communication systems.
- Update ambient lighting.
- Redesign the service point for current technology and service models.
- Update lighting, power, data, technology and service counter in the community room.
- Explore new arrangements for flexible learning spaces.
- Refresh the entire Children's area.
- Explore existing material shelving arrangement to obtain optimum customer use and convenience.
- Design staff workroom, breakroom and office for better efficiency and better lighting.
- Explore new arrangements for public access computers and for mobile device use.
- Provide new interior finishes including paint, carpet, tile and ceilings.
- Provide new interior furniture and fixtures.
- Provide new wayfinding, digital signage and code required signs.
- Keeping with the integrity of the historic Carnegie architecture, the woodwork, casework and doors will be refinished minimally with light sanding, staining and sealing. Re-swing for proper egress.
- Comply with current ADA requirements.
- Update IT, data and telecommunications capabilities.
- The design approach will maintain the architectural integrity of the existing branch.

Purpose of project:

Why is change needed?

The 2007 Bond initiative enabled the library to renovate and modernize ten of the existing branch libraries. The Smiley Branch Library was not among the renovations. Many of the critical building systems and components are over 20 years old and have exceeded their life expectancy. Additionally public use of the building has evolved. The demographics of the neighborhood have changed significantly in recent years with many young families who attend storytimes and other library events. Many of these events are overcrowded. A key component to a successful modern library requires creative design approaches for individuals and groups to learn, make and create. Changes in customer usage, technological advances and functionality also necessitate a renovation. The building is too small for the population of the community and lacks community gathering spaces, learning spaces and adequate staff work areas. The community has requested an improved, larger library with better amenities.

"Why are you requesting this project?"

Current State

Originally built in 1918, the Smiley Branch is a historic Carnegie library. Critical building components and architectural features are original. Many components are obsolete. Currently a project is underway to waterproof the foundation. The stone and terra-cotta facade is deteriorating and requires further repair and tuckpointing. Community gathering spaces and staff work spaces are inadequate.

Future State

The library wants to ensure that the Smiley Library continues to be a welcoming and useful facility that serves northwest Denver well for generations to come. While keeping the integrity of the Carnegie design, this branch requires significant changes in order to provide the vibrant and evolving community with current and future library services. Depending on funding and priorities, the renovation may include the exterior, interior, staff and public spaces.

Project risks:

What known risk could cause cost escalation? For example: Environmental cleanup costs, other unknowns.

Note: The information provided must align with BMO reporting.

Due to the age of the building, we should be prepared to encounter lead based paint and asbestos containing materials.

Risk Management

How will the risk be mitigated? Alternate strategies?

Note: The information provided must align with BMO reporting.

Partnering with Denver Environmental Health, Public Works and design professionals, specific testing of building components will occur at early stages.

Design	Estimated Cost	Description
Planning Study		
Design	\$64,500.00	15% of construction
Design Contingency	\$7,740.00	12% of design
Survey/Testing	\$4,300.00	2% of construction
Commissioning		
Other		
Total	\$76,540.00	
Land Acquisition	Estimated Cost	Description
Land Acquisition	\$0.00	
Other	\$0.00	
Total:	\$0.00	
Construction	Estimated Cost	Description
Construction	\$430,000.00	
Construction Contingency	\$64,500.00	15% of construction
Construction Quality Assurance	\$8,600.00	2% of construction
Construction Management Services	\$0.00	
Environmental Costs	\$20,000.00	
Environmental Contingency		
Water Quality Elements	\$0.00	
Permits		
Fees		

Technology	\$43,000.00	
Public Art		1% of Construction budget if project cost greater than \$1 Million
FFE	\$150,000.00	
Other	\$120,000.00	Elevator upgrade
Total:	\$836,100.00	
Overall Project Contingency	Estimated Cost	Description
Project Contingency	\$21,500.00	5% of construction
Total:	\$21,500.00	

Total Cost: \$934,140.00