

AGENDA

Special Meeting of the Pierce County Library System Board of Trustees

January 10, 2024 | 3:30 p.m.

The meeting will be held in person at 3005 112th St E, Tacoma, WA 98446

Virtual attendance options: **Phone:** Dial+1.253.205.0468 | Webinar ID: 862 2356 6846 | Passcode: 539640

Web Browser or App: <https://us06web.zoom.us/j/86223566846?pwd=2hF4iFK21bhxftMgR8R6FSRdN4sPhv.1>

(Zoom user account is required to join via web browser)

Call to Order: Pamela Duncan, Chair

Public Comment: *This is time set aside for members of the public to speak to the Board of Trustees. Comments will be limited to three (3) minutes. To provide comments virtually, sign up by emailing pmcbride@piercecountylibrary.org by 2:00 p.m. on January 10. Written comments must be provided 24 hours prior to the meeting.*

Board Development

1. Strategic Planning Overview, Coraggio Group

Consent Agenda [ACTION]: *Consent agenda items are considered routine and are acted on with one motion. There will be no separate discussion on these items unless a member of the Library Board requests an item to be removed from the Consent Agenda for discussion.*

1. Approval of Minutes of December 13, 2023, Regular Meeting
2. Approval of December Payroll, Benefits, and Vouchers
3. Resolution 2024-01 To Declare Furnishings and Equipment Surplus to Public Service Needs

Executive Director Report

1. Executive Director Report
 - a. Fundraising Performance Report
 - b. November 2023 Financial Report
 - c. Public Services Report and Metrics Dashboard

Unfinished Business

1. Resolution 2024-02: 2024 Schedule of Regular Meetings – Gretchen Caserotti **[ACTION]**
2. Lakewood Libraries
 - a. Interim Lakewood Library Update
 - b. Future Lakewood Libraries Planning
3. Policy Review
 - a. Human Resources Policy Manual – Discussion
 - b. Public Records Request – Discussion

New Business

1. 2024 Foundation/Library Agreement **[3 ACTIONS]**
2. Trustee Vacancy Process
3. Amended Levy Certification

Announcements

Adjournment **[ACTION]**

Board Development

Strategic Planning Overview Coraggio Group

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – DECEMBER 13, 2023**

CALL TO ORDER

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members present were Jamilyn Penn, Pat Jenkins, Pam Duncan, and Neesha Patel. Abby Sloan was excused. The meeting was conducted in person, with the option of virtual attendance.

CONSENT AGENDA

1. Approval of Minutes of November 8, 2023, Regular Meeting
2. Approval of November Payroll, Benefits, and Vouchers
3. 2024 Insurance Policy Renewal
4. Approval to Sole Source to Peer Washington

Trustee Jenkins moved for approval of the consent agenda as presented. Trustee Duncan seconded the motion. Motion carried.

UNFINISHED BUSINESS

2024 Board Meetings Schedule – Trustees expressed interest in the opportunity to hold meetings in branch locations in the future.

Trustee Jenkins moved to approve the proposed 2024 Board meeting schedule as presented. Trustee Patel seconded the motion and it was passed.

Lakewood Libraries Update – Facilities and Capital Projects Director Kristina Cintron reported the site development permits have been approved. A timeline is anticipated to be brought before the Board in January pending the approval of the right of way and sewer permits.

2023 Fund Transfers – Finance Director Mary Stimson reported 2023 is the final year the Library will deposit revenue into the Levy Sustainability Fund. Approximately \$3.2 Million are anticipated to be available pending final review of 2023 expenditures.

Trustee Jenkins moved for approval of Resolution 2023-19: To Record All Deposited Property Tax Revenues to the Levy Sustainability Fund. Trustee Duncan seconded the motion. Motion carried.

2023 Election Fund Budget and Payment of General Election Costs –

Trustee Duncan moved for approval of Resolution 2023-20: To Approve the 2023 Proposed Amended Election Fund Budget. Trustee Patel seconded the motion. Motion carried.

2024 Budget: Second Reading and Discussion – Director Stimson noted there were slight modifications to the general fund budget due to reallocations of funds and realignment of

leases as a result of the GASB 87 lease requirements. \$2,050,000 will be moved from the general fund to the capital fund for priority projects. Director Stimson added that due to supply chain issues, permits, and other unanticipated items, payments of approximately \$6M of the 2023 capital fund budget will not be able to record in 2023, thus requiring reallocation to 2024 for payment. Special revenue funds remain unchanged.

PUBLIC HEARING: 2024 BUDGET OF REVENUE AND EXPENDITURES

Trustee Jenkins moved that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2023 property tax levies for collection in 2024. Trustee Duncan seconded the motion and it passed.

Chair Penn then asked if there was anyone in the audience who wished to comment on the 2024 draft budget. There being no comments, and Trustee Patel moved to close the public hearing on the 2024 budget of estimated revenue and expenditures. Trustee Jenkins seconded the motion and it passed.

UNFINISHED BUSINESS (CONT.)

2024 Budget Approvals

- a. Resolution 2023-21: To Set Wages and Benefits for Non-Represented Employees for 2024
- b. Resolution 2023-22: To Adopt The 2024 General Fund Budget
- c. Resolution 2023-23: To Adopt The 2024 Capital Improvement Fund Budget
- d. Resolution 2023-24: To Adopt The 2024 Election Fund Budget
- e. Resolution 2023-25: To Adopt The 2024 Property and Facility Fund Budget
- f. Resolution 2023-26: To Adopt The 2024 Levy Sustainability Fund Budget
- g. Resolution 2023-27: To Adopt The 2024 Debt Service Fund Budget

Trustee Patel moved to approve Resolutions 2023-21 through 2023-27 as presented. Trustee Duncan seconded the motion. Motion carried.

Policy Review

2nd Readings

Trustee Duncan moved to approve the Accepting Unsolicited Materials and Campaign Literature and Political Forums policy as presented. Trustee Patel seconded the motion. Motion carried.

Trustee Patel moved to approve the Communication with the Public policy as presented. Trustee Duncan seconded the motion. Motion carried.

Trustee Duncan moved to approve the Social Media policy as presented. Trustee Jenkins seconded the motion. Motion carried.

Resolution 2023-28: To Repeal Board Policies No Longer Needed. Trustee Jenkins moved to approve the resolution as presented. Trustee Patel seconded the motion. Motion carried.

HR Policy Manual – Staff Experience Director Chereé Green presented an introduction of a new document for the Board’s consideration and approval at a future meeting. The manual combines employment-related policies, procedures, programs, and information that internally exist on the Library’s intranet and other assorted places. She noted she and her team worked closely with employment attorneys who have recommended, similar to other peer libraries in the area, compiling all of those elements into one document. The manual would apply to union and non-represented staff. The Collective Bargaining Agreement will supersede if there are discrepancies.

Director Green noted the plan is to take a multi-step approach. Phase 2 will allow more exploration and review to identify gaps and provide more clarity. The manual will be reviewed regularly and the Library will make any necessary updates as it pertains to any laws and future bargaining.

Executive Director Gretchen Caserotti proposed the Trustees reach out to her if they have any questions prior to seeking Board approval in January and February.

2022 Annual Report Amendment GASB 87 – Director Stimson reported the Library amended its annual report with the state auditor and updated its required lease reporting of 2022 debts for properties and major office equipment to be in alignment with new regulations.

NEW BUSINESS

2024 Election of Officers – Executive Director Caserotti and the Trustees thanked Chair Penn and Vice-Chair Jenkins for serving in their positions for a second year. Trustee Duncan will serve as Chair and Trustee Patel will serve as Vice-Chair in 2024.

Trustee Jenkins moved to approve slate of officers for 2024 as presented. Trustee Patel seconded the motion. Motion carried.

2024 Board of Trustees Calendar of Major Work – Executive Director Caserotti provided an outline of the standard Board work requirements and upcoming 2024 special projects that will require the Board’s involvement and/or approval. She invited additional input for Board development opportunities as a standing topic in the regular meetings. She noted two Trustees would be required to serve on the Trustee appointment committee, adding she will seek volunteers for additional liaison and committee opportunities as they arise.

Trustees expressed appreciation for the regular Board development features to aid them in their role and for Executive Director Caserotti’s leadership in guiding the process.

Future Lakewood Libraries Planning – Executive Director Caserotti provided an overview of the planning related to the future Lakewood Library. The following phase includes taking the Community Advisory Committee’s recommendations and developing next steps during study sessions or special meetings. She sought guidance from the Board on the tools that would be helpful to them to reach a decision.

Discussion ensued on the importance of discussing the Tillicum and Lakewood libraries separately. Trustees confirmed their preference to hold study sessions to focus on the work.

Further discussion ensued on which criteria and information staff could provide relating to feasibility and any type of framework or process that would aid them in their decision-making. Trustees indicated that the process must be fluid and transparent; criteria should include what is best for the public and the Library System, as well as what is best for public support; and considerations should include whether the current site can support a library that meets the needs and expectations of the public, including modern amenities and adequate parking. Trustees stressed the importance of being intentional about engaging the community, noting public support and goodwill are the Library's best resource.

Executive Director Caserotti stated Library administrators would bring a draft to the Board in January.

ANNOUNCEMENTS

Executive Director Caserotti reminded the Board that their cybersecurity training must be completed by the end of the year.

Executive Director Caserotti expressed her appreciation to the Trustees for their engagement throughout the year and wished them a happy holiday.

Trustees expressed their appreciation to staff for their guidance, support, and professionalism as they serve the needs of the community.

ADJOURNMENT

The meeting was adjourned at 4:58 pm on motion by Trustee Jenkins, seconded by Trustee Duncan.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

**Pierce County Library System
Payroll, Benefits and Vouchers
December 2023**

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		12/6/2023	\$ 1,030,577.24
Electronic Payments - Payroll & Acct Payable		12/21/2023	\$ 1,018,557.72
Accounts Payable Warrants	705405 - 705592	12/1/2023 - 12/31/2023	\$ 2,811,370.78
Total:			<u><u>\$ 4,860,505.74</u></u>

As of 1.3.2024

Ad-hoc bank transaction (Withdrawal)

PCL_Company

ACH Template Name in KTT : RLIBRARY
 Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 12/06/23 Payroll

Withdrawal Date: 12/6/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	84,522.05
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	66,367.90
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	66,367.90
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	649,767.13
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	9,884.47
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	59,185.67
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	85,862.61
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,668.32
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,826.19
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	125.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 1,030,577.24

Certification:

Stacy Karabotsos
 Signature (Department Designee)

12/4/2023
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

ACH Template Name in KTT : RLIBRARY
 Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 12/21/23 Payroll

Withdrawal Date: 12/21/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	84,112.32
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	65,333.87
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	65,333.87
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	641,130.29
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,166.77
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	58,316.74
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	84,070.58
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,668.32
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,825.55
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	195.25
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	404.16
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 1,018,557.72

Certification:

Stacy Karabotsos
 Signature (Department Designee)

12/19/2023
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
705405	12/01/2023	PRINTED	323	AMERICAN LIBRARY ASSOCIATION	0.00	197.00	12/12/2023
705406	12/01/2023	PRINTED	2143	AWARDCO INC	0.00	9,083.25	12/06/2023
705407	12/01/2023	PRINTED	341	BAKER & TAYLOR	0.00	25,795.91	12/08/2023
705408	12/01/2023	PRINTED	2172	KENDARE BLAKE LLC	0.00	300.00	12/06/2023
705409	12/01/2023	PRINTED	1043	BLUE CACTUS PRESS	0.00	800.00	12/12/2023
705410	12/01/2023	PRINTED	642	BUILDINGWORK LLC	0.00	22,947.61	12/06/2023
705411	12/01/2023	PRINTED	2351	C BELL ASSOCIATES	0.00	26,160.20	12/18/2023
705412	12/01/2023	PRINTED	2241	GRETCHEN CASEROTTI	0.00	516.36	12/05/2023
705413	12/01/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	2,220.08	12/08/2023
705414	12/01/2023	PRINTED	678	CLOVER PARK TECHNICAL COLLEGE	0.00	1,760.00	12/07/2023
705415	12/01/2023	PRINTED	2799	COLAB CAPACITY LLC	0.00	6,000.00	12/05/2023
705416	12/01/2023	PRINTED	1358	MATTHEW NEBEKER	0.00	75.00	12/11/2023
705417	12/01/2023	PRINTED	369	EHS-INTERNATIONAL INC	0.00	90,116.50	12/12/2023
705418	12/01/2023	PRINTED	392	THE FALCONER	0.00	300.00	12/07/2023
705419	12/01/2023	PRINTED	2801	FATBEAM LLC	0.00	18,831.18	12/15/2023
705420	12/01/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	79.82	12/08/2023
705421	12/01/2023	PRINTED	704	INNOVATIVE INTERFACES INC	0.00	3,303.00	12/07/2023
705422	12/01/2023	PRINTED	954	DON EHLEN	0.00	310.00	12/13/2023
705423	12/01/2023	PRINTED	710	IRON MOUNTAIN INC	0.00	492.69	12/08/2023
705424	12/01/2023	PRINTED	26	LINGO	0.00	272.24	12/08/2023
705425	12/01/2023	PRINTED	211	MIDWEST TAPE LLC	0.00	13,288.33	12/08/2023
705426	12/01/2023	PRINTED	216	CITY OF MILTON	0.00	644.46	12/05/2023
705427	12/01/2023	PRINTED	227	MOUNTAIN MIST	0.00	43.09	12/06/2023
705428	12/01/2023	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	1,968.00	12/07/2023
705429	12/01/2023	PRINTED	2425	NATIONAL CONSTRUCTION RENTALS INC	0.00	1,081.62	12/06/2023
705430	12/01/2023	PRINTED	2514	OMNI YOGA LLC	0.00	250.00	12/11/2023
705431	12/01/2023	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	4,430.00	12/08/2023
705432	12/01/2023	PRINTED	563	PIERCE COUNTY RECYCLING	0.00	133,384.78	12/11/2023
705433	12/01/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	962.37	12/05/2023
705434	12/01/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	1,998.32	12/05/2023
705435	12/01/2023	PRINTED	61	RICOH USA INC	0.00	442.49	12/07/2023
705436	12/01/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	612.92	12/11/2023
705437	12/01/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	1,595.00	12/05/2023
705438	12/01/2023	PRINTED	2555	SS LANDSCAPING SERVICES INC	0.00	3,451.61	12/05/2023
705439	12/01/2023	PRINTED	273	TOWN OF STEILACOOM	0.00	1,559.59	12/05/2023
705440	12/01/2023	PRINTED	893	CANDYCE ANDERSON	0.00	350.00	12/06/2023
705441	12/01/2023	PRINTED	590	TRI-TEC COMMUNICATIONS INC	0.00	65,443.44	12/05/2023
705442	12/01/2023	PRINTED	2515	COLLIN VEENSTRA	0.00	350.00	12/12/2023
705443	12/01/2023	PRINTED	2806	HENRY WONG	0.00	329.60	12/04/2023
705444	12/01/2023	PRINTED	834	ELIZABETH MURRAY	0.00	150.00	12/18/2023
705445	12/06/2023	PRINTED	314	AFSCME AFL-CIO	0.00	14,052.14	12/13/2023
705446	12/06/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,327.63	12/14/2023
705447	12/06/2023	PRINTED	1810	PIERCE COUNTY LIBRARY FOUNDATION	0.00	427.67	12/08/2023
705448	12/08/2023	PRINTED	915	ANIMAL ENCOUNTERS	0.00	430.60	12/28/2023
705449	12/08/2023	PRINTED	1010	AMARANTA SANDYS	0.00	450.00	12/20/2023
705450	12/08/2023	PRINTED	2143	AWARDCO INC	0.00	855.00	12/14/2023
705451	12/08/2023	PRINTED	341	BAKER & TAYLOR	0.00	28,665.57	12/14/2023
705452	12/08/2023	PRINTED	427	BLACKSTONE PUBLISHING	0.00	452.70	12/14/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
705453	12/08/2023	PRINTED	638	CITY OF BUCKLEY	0.00	437.57	12/14/2023
705454	12/08/2023	PRINTED	642	BUILDINGWORK LLC	0.00	8,359.19	12/12/2023
705455	12/08/2023	PRINTED	2422	CDW GOVERNMENT LLC	0.00	1,147.65	12/18/2023
705456	12/08/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	839.93	12/15/2023
705457	12/08/2023	PRINTED	669	CHUCKALS INC	0.00	2,109.74	12/12/2023
705458	12/08/2023	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	587.39	12/15/2023
705459	12/08/2023	PRINTED	2730	CREATIVE DANCE CENTER	250.00	0.00	
705460	12/08/2023	PRINTED	1001	DATA QUEST LLC	0.00	302.68	12/15/2023
705461	12/08/2023	PRINTED	2028	DAVIS DOOR SERVICE INC	0.00	1,253.23	12/12/2023
705462	12/08/2023	PRINTED	156	DEMCO INC	0.00	1,205.11	12/19/2023
705463	12/08/2023	PRINTED	2779	CHRIS FIALA, ERLICH	0.00	1,954.23	12/14/2023
705464	12/08/2023	PRINTED	2499	FLOHAWKS	0.00	918.32	12/14/2023
705465	12/08/2023	PRINTED	455	GORDON THOMAS HONEYWELL LLP	0.00	4,787.62	12/12/2023
705466	12/08/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	1,433.40	12/14/2023
705467	12/08/2023	PRINTED	1886	LAMAR COMPANIES	0.00	1,805.00	12/14/2023
705468	12/08/2023	PRINTED	36	LOGIC INTEGRITY INC	0.00	1,520.00	12/22/2023
705469	12/08/2023	PRINTED	2421	LOTUS SEATTLE GROUP	0.00	3,000.00	12/13/2023
705470	12/08/2023	PRINTED	2307	MARIAN D MAXWELL	0.00	300.00	12/15/2023
705471	12/08/2023	PRINTED	211	MIDWEST TAPE LLC	0.00	2,014.14	12/15/2023
705472	12/08/2023	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	10,704.00	12/14/2023
705473	12/08/2023	PRINTED	2380	NASH CONSULTING INC	0.00	1,200.00	12/19/2023
705474	12/08/2023	PRINTED	1081	NASIM LANDSCAPE	0.00	9,517.49	12/14/2023
705475	12/08/2023	PRINTED	2425	NATIONAL CONSTRUCTION RENTALS INC	0.00	591.90	12/13/2023
705476	12/08/2023	PRINTED	241	NEWS TRIBUNE	0.00	260.00	12/21/2023
705477	12/08/2023	PRINTED	241	MCCLATCHY COMPANY LLC	0.00	7,010.00	12/19/2023
705478	12/08/2023	PRINTED	520	CITY OF ORTING	0.00	218.98	12/13/2023
705479	12/08/2023	PRINTED	522	OVERDRIVE INC	0.00	160,391.95	12/14/2023
705480	12/08/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	130.00	12/12/2023
705481	12/08/2023	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	4,500.00	0.00	
705482	12/08/2023	PRINTED	535	PAPERROLLS-N-MORE.COM	0.00	1,457.60	12/27/2023
705483	12/08/2023	PRINTED	540	PARKLAND LIGHT & WATER	0.00	415.08	12/14/2023
705484	12/08/2023	PRINTED	548	PEGASUS PUPPET THEATRE	0.00	500.00	12/20/2023
705485	12/08/2023	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,021.98	12/15/2023
705486	12/08/2023	PRINTED	1200	PIONEER PACKAGING	0.00	274.59	12/20/2023
705487	12/08/2023	PRINTED	776	PUGET SOUND ENERGY	925.21	0.00	
705488	12/08/2023	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	2,461.23	12/15/2023
705489	12/08/2023	PRINTED	2780	THE REPTILE LADY	0.00	1,140.60	12/27/2023
705490	12/08/2023	PRINTED	61	RICOH USA INC	0.00	903.71	12/14/2023
705491	12/08/2023	PRINTED	61	RICOH USA INC	0.00	1,239.90	12/14/2023
705492	12/08/2023	PRINTED	2706	RIVERS EDGE ENVIRONMENTAL SERVICE INC	0.00	104,066.89	12/12/2023
705493	12/08/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	1,694.30	12/12/2023
705494	12/08/2023	PRINTED	2729	CAMILLE A SAUNDERS	0.00	200.00	12/13/2023
705495	12/08/2023	PRINTED	2651	SCJ ALLIANCE	0.00	4,552.50	12/13/2023
705496	12/08/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	4,990.89	12/13/2023
705497	12/08/2023	PRINTED	2765	STARLING WHITEHEAD & LUX ARCHITECTS	0.00	74,684.84	12/14/2023
705498	12/08/2023	PRINTED	285	CITY OF SUMNER	0.00	1,193.50	12/13/2023
705499	12/08/2023	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	12,402.93	12/15/2023
705500	12/08/2023	PRINTED	581	TILLICUM COMMUNITY SERVICE CEN	0.00	2,043.72	12/18/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
705501	12/08/2023	PRINTED	579	TK ELEVATOR	0.00	2,717.82	12/19/2023
705502	12/08/2023	PRINTED	603	UNIVERSITY PLACE CIVIC BUILDING	0.00	88,888.41	12/19/2023
705503	12/08/2023	PRINTED	605	US BANK	0.00	337,890.29	12/12/2023
705504	12/08/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	2,898.19	12/13/2023
705505	12/08/2023	PRINTED	810	WAYNES ROOFING INC	0.00	750.08	12/12/2023
705506	12/08/2023	PRINTED	811	WCP SOLUTIONS	0.00	3,735.10	12/12/2023
705507	12/08/2023	PRINTED	2015	WEX BANK	0.00	3,291.40	12/13/2023
705508	12/08/2023	PRINTED	2611	LOIS YOSHIDA	0.00	350.00	12/27/2023
705509	12/08/2023	PRINTED	2662	MARIET O'LEARY	0.00	160.00	12/14/2023
705510	12/08/2023	PRINTED	2008	ZPROCIS SOLUTIONS INC	2,900.00	0.00	
705511	12/11/2023	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	271,692.74	12/19/2023
705512	12/15/2023	PRINTED	2143	AWARDCO INC	0.00	3,600.00	12/20/2023
705513	12/15/2023	PRINTED	341	BAKER & TAYLOR	0.00	91,456.39	12/22/2023
705514	12/15/2023	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	308.50	12/19/2023
705515	12/15/2023	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	0.00	11,700.72	12/21/2023
705516	12/15/2023	PRINTED	669	CHUCKALS INC	0.00	1,281.18	12/19/2023
705517	12/15/2023	PRINTED	2798	CORAGGIO GROUP LLC	0.00	3,926.00	12/22/2023
705518	12/15/2023	PRINTED	142	CUMMINS SALES AND SERVICE	0.00	1,056.80	12/22/2023
705519	12/15/2023	PRINTED	155	DELL MARKETING LP	0.00	60,995.84	12/26/2023
705520	12/15/2023	PRINTED	185	DWYER PEMBERTON & COULSON PC	0.00	4,100.00	12/20/2023
705521	12/15/2023	PRINTED	2690	FIRESIDE STORYTELLERS LEAGUE	150.00	0.00	
705522	12/15/2023	PRINTED	445	GHA TECHNOLOGIES INC	0.00	12,772.70	12/21/2023
705523	12/15/2023	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	0.00	1,708.00	12/20/2023
705524	12/15/2023	PRINTED	497	HUB INTERNATIONAL	0.00	327,775.37	12/21/2023
705525	12/15/2023	PRINTED	2421	LOTUS SEATTLE GROUP	0.00	3,000.00	12/20/2023
705526	12/15/2023	PRINTED	206	MICHAEL'S CUSTOM UPHOLSTERY	11,752.51	0.00	
705527	12/15/2023	PRINTED	211	MIDWEST TAPE LLC	0.00	9,002.77	12/28/2023
705528	12/15/2023	PRINTED	510	OCLC INC	0.00	18.32	12/21/2023
705529	12/15/2023	PRINTED	522	OVERDRIVE INC	0.00	172,070.37	12/21/2023
705530	12/15/2023	PRINTED	552	PENINSULA LIGHT CO	0.00	1,294.25	12/19/2023
705531	12/15/2023	PRINTED	560	PIERCE COUNTY	0.00	15,258.70	12/21/2023
705532	12/15/2023	PRINTED	752	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	0.00	901.87	12/29/2023
705533	12/15/2023	PRINTED	2593	PLAYAWAY PRODUCTS LLC	0.00	1,028.81	12/26/2023
705534	12/15/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	662.00	12/19/2023
705535	12/15/2023	PRINTED	61	RICOH USA INC	0.00	359.65	12/21/2023
705536	12/15/2023	PRINTED	61	RICOH USA INC	0.00	2,398.45	12/21/2023
705537	12/15/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	865.73	12/22/2023
705538	12/15/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	3,217.42	12/21/2023
705539	12/15/2023	PRINTED	1219	SONITROL PACIFIC	0.00	306.60	12/19/2023
705540	12/15/2023	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	352.76	12/19/2023
705541	12/15/2023	PRINTED	287	SUPERIOR SAW & SUPPLY, INC.	0.00	22.85	12/20/2023
705542	12/15/2023	PRINTED	594	TYLER BUSINESS FORMS	0.00	431.49	12/21/2023
705543	12/15/2023	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	93.13	12/20/2023
705544	12/15/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	592.37	12/20/2023
705545	12/21/2023	PRINTED	313	AFLAC	3,507.60	0.00	
705546	12/21/2023	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	174.00	0.00	
705547	12/21/2023	PRINTED	530	PACIFCSOURCE ADMINISTRATORS	2,199.74	0.00	
705548	12/21/2023	PRINTED	1810	PIERCE COUNTY LIBRARY FOUNDATION	0.00	407.67	12/22/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
705549	12/22/2023	PRINTED	2776	JOSE ALANIZ	375.00	0.00	
705550	12/22/2023	PRINTED	1010	AMARANTA SANDYS	0.00	425.00	12/29/2023
705551	12/22/2023	PRINTED	336	ATS AUTOMATION INC	0.00	141.40	12/29/2023
705552	12/22/2023	PRINTED	341	BAKER & TAYLOR	0.00	105,134.59	12/28/2023
705553	12/22/2023	PRINTED	2423	BETA - LAKEWOOD LLC	23,000.00	0.00	
705554	12/22/2023	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	0.00	44,870.50	12/27/2023
705555	12/22/2023	PRINTED	2422	CDW GOVERNMENT LLC	1,960.12	0.00	
705556	12/22/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	570.64	12/29/2023
705557	12/22/2023	PRINTED	998	CINTAS CORPORATION	2,556.18	0.00	
705558	12/22/2023	PRINTED	675	CLEAN HARBORS ENVIRONMENTAL SERVICES INC	0.00	1,159.70	12/29/2023
705559	12/22/2023	PRINTED	185	DWYER PEMBERTON & COULSON PC	0.00	2,500.00	12/28/2023
705560	12/22/2023	PRINTED	2759	KARIN PEABODY	0.00	1,500.00	12/28/2023
705561	12/22/2023	PRINTED	369	EHS-INTERNATIONAL INC	65,706.21	0.00	
705562	12/22/2023	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	13,185.13	0.00	
705563	12/22/2023	PRINTED	2801	FATBEAM LLC	21,552.79	0.00	
705564	12/22/2023	PRINTED	1945	HENDERWORKS INC	2,500.00	0.00	
705565	12/22/2023	PRINTED	497	HUB INTERNATIONAL	0.00	22,500.00	12/28/2023
705566	12/22/2023	PRINTED	703	INGRAM LIBRARY SERVICES	1,066.83	0.00	
705567	12/22/2023	PRINTED	36	LOGIC INTEGRITY INC	1,600.00	0.00	
705568	12/22/2023	PRINTED	53	MARTIN SIGNS & FABRICATION INC	0.00	10,666.56	12/29/2023
705569	12/22/2023	PRINTED	2307	MARIAN D MAXWELL	0.00	300.00	12/28/2023
705570	12/22/2023	PRINTED	207	MICROSOFT CORPORATION	67,876.00	0.00	
705571	12/22/2023	PRINTED	211	MIDWEST TAPE LLC	19,722.78	0.00	
705572	12/22/2023	PRINTED	227	MOUNTAIN MIST	0.00	43.09	12/28/2023
705573	12/22/2023	PRINTED	510	OCLC INC	69.30	0.00	
705574	12/22/2023	PRINTED	522	OVERDRIVE INC	0.00	97,704.79	12/29/2023
705575	12/22/2023	PRINTED	2736	PARKER, TEAGUE M	600.00	0.00	
705576	12/22/2023	PRINTED	548	PEGASUS PUPPET THEATRE	0.00	500.00	12/28/2023
705577	12/22/2023	PRINTED	552	PENINSULA LIGHT CO	0.00	1,764.79	12/27/2023
705578	12/22/2023	PRINTED	560	PIERCE COUNTY	0.00	120.00	12/29/2023
705579	12/22/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	543.65	12/29/2023
705580	12/22/2023	PRINTED	563	PIERCE COUNTY RECYCLING	70,965.01	0.00	
705581	12/22/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	3,521.69	12/28/2023
705582	12/22/2023	PRINTED	860	PUPPETS PLEASE	775.00	0.00	
705583	12/22/2023	PRINTED	2706	RIVERS EDGE ENVIRONMENTAL SERVICE INC	0.00	293,990.95	12/29/2023
705584	12/22/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	1,083.61	12/27/2023
705585	12/22/2023	PRINTED	2097	SENTINEL PEST CONTROL	306.04	0.00	
705586	12/22/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	1,876.62	12/28/2023
705587	12/22/2023	PRINTED	272	STATE AUDITORS OFFICE	0.00	630.30	12/28/2023
705588	12/22/2023	PRINTED	2808	MIRIAM STERLIN	75.00	0.00	
705589	12/22/2023	PRINTED	287	SUPERIOR SAW & SUPPLY, INC.	0.00	22.85	12/28/2023
705590	12/22/2023	PRINTED	1041	TAHOMA AUDUBON SOCIETY	349.40	0.00	
705591	12/22/2023	PRINTED	579	TK ELEVATOR	800.43	0.00	
705592	12/22/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	3,356.59	12/28/2023
					247,460.10	2,563,910.68	2,811,370.78

MEMO



Date: December 29, 2023

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Kristina Cintron, Director of Facilities and Capital Projects

Subject: Facilities Equipment Surplus and Recycling Request

The Library needs to dispose of some low-value items and equipment that have reached their end-of-life. The PCLS Facilities team continues to carry out regular surplus efforts in keeping with our obligation to maintain our facilities and be responsible stewards of taxpayer money, as well as our environment.

Background: Facilities furnishings, equipment, and vehicles valued at \$50 or more and in good working order are sent to Department of Enterprise Services (DES) for surplus resell at auction. Due to the age, condition, and estimated value of the remaining equipment, PCLS recommends the remaining items be recycled.

Inventory Removal Mechanism: With the Board's approval, we will surplus the higher valued items through DES, and we will recycle the remaining equipment through a DES recognized recycling program.

See spreadsheet on next page for details.

ACTION: Move to approve the surplus and recycling of the furnishings, supplies, equipment, & vehicles.

January FAC Surplus List

QTY	Item Description	Reason for Request	Est. Item Value
2	Contessa chairs	end of life	Under \$50/item
1	Office chair	end of life	Under \$50/item
1	2 Drawer lockable cabinet	end of life	Under \$50/item
2	Desks with power	end of life	Over \$50/item
3	Computer desks	end of life	Under \$50/item
1	Curved/corner height adjustable desk	end of life	Over \$50/item
1	Wood top height adjustable desk	end of life	Over \$50/item
6	Easel white boards	end of life	Under \$50/item
1	Whiteboard	end of life	Under \$50/item
1	Bulletin board	end of life	Under \$50/item
6	Silver cloth meeting chairs	end of life	Under \$50/item
1	2 Door lockable cabinet	end of life	Under \$50/item
15	Meeting chairs red/blue	end of life	Under \$50/item
1	Rocking chair	end of life	Under \$50/item
5	Blue caper chairs w/ wheels	end of life	Under \$50/item
2	2 Delivery trucks	end of life	Over \$50/item

MEMO



Date: December 19, 2023

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Clifford Jo, Business & Compliance Director

Subject: 2024 Technology Surplus and Recycling

The Library surpluses high value items and recycles low value technology items to reduce no longer needed assets. Staff have identified technology to surplus or recycle that was either at end of support from the manufacturer or damaged and unusable.

Equipment valued at \$50 or more and in good working order is sent to Department of Enterprise Services to be sold in an auction. Due to the age, condition, and estimated value of the remaining equipment, these items are recycled through Green PC. In either case, the Board must declare the items as surplus.

See attachment for details.

ACTION: Move to approve the surplus of the technology equipment as presented.

Total	Information Technology Surplus Items	estimated value (each)
1	Latitude 7410 2-in-1	\$ 200.00
2	Latitude 7410	\$ 200.00
1	Latitude 3300	\$ 100.00
53	Latitude 3310	\$ 100.00
1	Latitude 3400	\$ 100.00
5	Latitude 7400 2 in 1	\$ 75.00
1	Latitude 3310	\$ 50.00
1	Telephony Server	\$ 50.00
47	Xirrus XR-630 Wireless Access Point	<\$50
14	iPhone	<\$50
5	Dell B2360DN Laserjet Printer	<\$50
4	Apple TV	<\$50
3	SCANNER WELCH ALLYN 3800LR-12	<\$50
3	PRINTER DELL C3760DN COLOR LASER	<\$50
3	NINTENDO DS	<\$50
3	Nintendo 3DSXL	<\$50
2	Dell 24" Monitor - P2419H	<\$50
2	Apple iPad	<\$50
2	Barcode Scanner	<\$50
2	PRINTER STAR TSP600	<\$50
2	Ring Video Door Bell 3	<\$50
1	Latitude 3310	<\$50
1	OptiPlex 9020	<\$50
1	MONITOR DELL E152FP 15"	<\$50
1	Brother Fax 2820	<\$50
1	DVD/VHS PLAYER SAMSUNG	<\$50
1	DYMO Label Maker	<\$50
1	Ring (doorbell camera)	<\$50
1	Verizon Orbic Speed	<\$50
1	SLIDE PROJECTOR BESERLER PS 360/L	<\$50
1	Receipt Printer	<\$50
1	DVD PLAYER PANASONIC	<\$50
1	Honeywell 3800G Barcode Scanner	<\$50
1	PRINTER DYMO LABEL	<\$50
1	CAMERA FUJIFILM	<\$50
1	EREADER KINDLE TOUCH	<\$50
1	E-READER SONY	<\$50
1	CAMERA FUJI FILM	<\$50
1	PHONE MITEL 5330 IP	<\$50
1	VIDEO MONITORING SYSTEM SPECO TEC	<\$50
1	MONITOR SPECO TECHNOLOGIES	<\$50
1	DISK CLEANER JFJ EASY PRO	<\$50
1	VCR DVD SONY	<\$50
1	TV PANASONIC	<\$50
1	PROJECTOR 3M 1900	<\$50
1	TV PANASONIC COLOR	<\$50
1	VCR DVD MAGNAVOX	<\$50
1	MiFi	<\$50
1	Docking Station	<\$50
1	VPOA - Verizon eTalk	<\$50
1	Ring Chime Pro	<\$50
1	Ring Video Doorbell 3	<\$50
1	DVR/DVD Camera Controller	<\$50
1	iPad 9th Gen	<\$50
1	TV RCA	<\$50
1	Philips CD/Cassette Player	<\$50
1	Emerson CD/Cassette Player	<\$50
1	Panasonic Boom Box	<\$50
1	Sony Dream Machine	<\$50
1	PRINTER EPSON TMT88V	<\$50

RESOLUTION NO. 2024-01

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO DECLARE FURNISHINGS AND EQUIPMENT
SURPLUS TO PUBLIC SERVICE NEEDS**

WHEREAS, the Pierce County Library District has identified items of furnishings and equipment surplus to public service needs of the Library District, and

WHEREAS, unless otherwise noted, each item has an estimated value of less than \$50, now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT THAT:

The item(s) on the attached list(s) be declared surplus and disposed, including but not limited to being sold at public auction and as trade-in value toward replacement.

PASSED AND APPROVED THIS 10TH DAY OF JANUARY, 2024.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT	
Pamela Duncan, Chair	_____
Neesha Patel, Vice-Chair	_____
Pat Jenkins, Member	_____
Abby Sloan, Member	_____
Jamilyn Penn, Member	_____

Executive Director Report (Routine Reports)

MEMO



Date: December 28, 2023

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

The Pierce County Library System wrapped up 2023 with a fairly quiet month. Staff in nearly all departments took time to finalize and submit invoices, double checked that statistical reports were complete, wrapped up projects or reporting, and then many were able to enjoy some time off. I want to share my appreciation to all the staff in the libraries who continued to report to work so the libraries remained open, warm, and welcoming while kids were on their winter breaks and community members across Pierce County had recreational time off. This ensured that everyone could enjoy the resources and activities in the libraries. Gratitude also goes to our support staff who kept things running smoothly behind the scenes for the whole Library System.

Unfortunately, we weren't able to use the footage from the University Place story time last month due to an untimely power outage. However, we were able to re-record and join the Gig Harbor story time with Librarian Holly Smith right before the program's break and holiday closures. A warm and wonderful group of babies and their grownups assembled to play with scarves, toys, read books, and sing together. The short [video](#) promoting the Library's story times was sent out through the public e-newsletter, and story times across the system resume in January of 2024. Thanks to all who helped with that new endeavor to use video to promote Library programs and services.

While University Place Pierce County Library might not have made the final version of video for the e-newsletter, we are thrilled to share that the library is one of the locations for the new Ukrainian language collection! I had the opportunity to meet the Honorary Consul of Ukraine (Seattle) at the Pierce County Executive's State of the County event last year, and through that contact, Amy Anderson (Collection Management Director) was able to forge a relationship with their staff who provided suggestions, contacts, and referrals to help us launch a new World Language Collection at PCLS! With a higher density of Ukrainian immigrants and refugees resettled in that area, it was determined to be one of the right libraries to house the collection. The Fife and Milton library branches will also host collections. Micah Wulfers (Senior Collection Management Librarian) continues to doggedly catalog the materials in this language, and we are grateful for her perseverance!

In December, we made significant strides in establishing a new connection with the Puyallup Tribe of Indians. I was able to secure a productive meeting with the leadership in their Historic Preservation Division to learn more about the local tribal priorities and discuss ways we might more formally partner together in the future. The archeological fieldwork was completed on the new Sumner Pierce County Library site, and we expect the Cultural Resource Survey final report in January 2024. Through the Tribe and the State, we have a template we can use for Inadvertent Discovery of historical artifacts that may happen later during construction. I am thrilled to have an established contact with tribal leaders and look forward to working with them on future projects.

Deputy Director Connie Behe launched the new strategic planning process with a number of internal planning meetings and kicked off work with the selected consultant firm, the Coraggio Group. We look forward to hearing directly from them at the January 10, 2024 Board Meeting, where they will provide an overview of the process and the role Trustees will play.

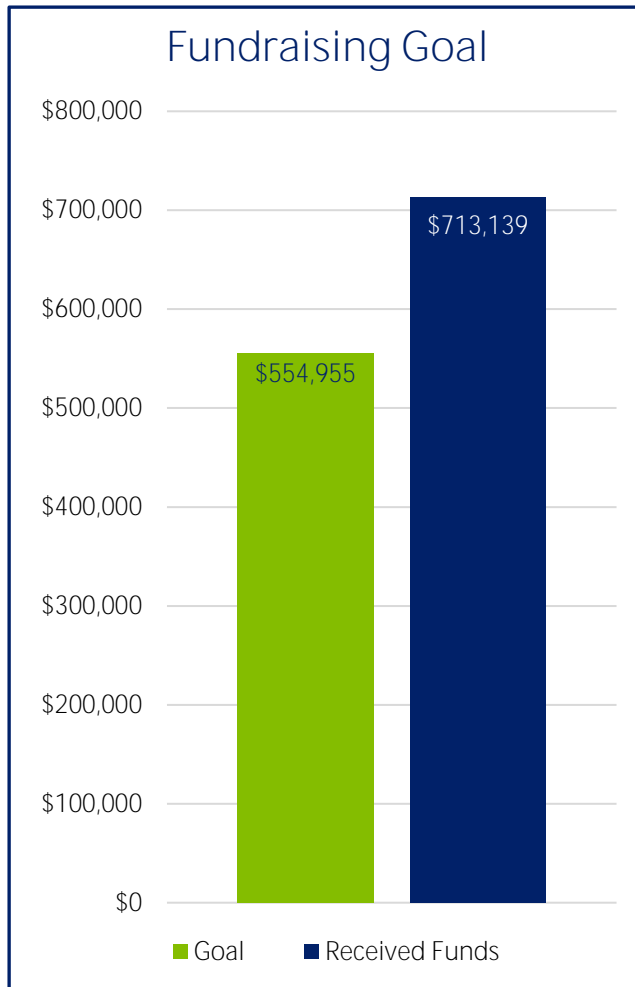
During the month of December, the events and legislative activities ramping up to the start of the new short legislative session picked up. I prioritized attending many events and activities to hear from the elected officials about their priorities and in some public forums, hear what constituents are concerned about. As I've shared previously, I will continue to keep the Board informed on any legislative matters that might impact the Library in the coming months. Library Legislative Day has been determined to be February 14, 2024, and lasting the full day. I did plan to be in Olympia that day to have meetings with legislators and participate in the advocacy day. That is also the day of our February Board meeting, so Connie Behe will attend in my stead to support the Board during the meeting.

At the February meeting, the Board will have the opportunity to meet our new IT Director, Brian Lee, who starts at PCLS on January 16, 2024. Brian has decades of experience across information technology, government, business, and higher education, navigating diverse roles from desktop support technician to Chief Information Officer. In leadership positions, he successfully managed teams overseeing large-scale multi-team Enterprise Resource Planning (ERP) projects, international software development, as well as network and security operations. In higher education, Brian has served as a Dean, Campus Director, and Vice-President of Business Operations, responsible for supervising technical, academic, and business portfolios. He will come to us having served as the inaugural Chief Information Officer at Clover Park Technical College in Lakewood.

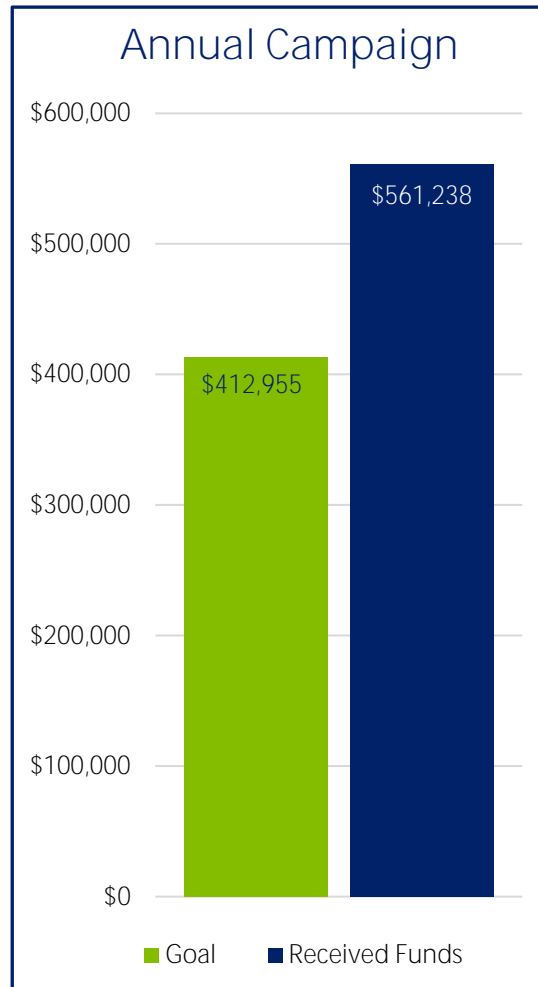
We are looking forward to a great year ahead!



Fundraising Performance Dashboard



Goal = PCLS Annual Agreement Value (\$452,000) + Foundation Operating Budget (\$102,955)



Goal = Annual Campaign Goal (\$310,000) + Foundation Operating Budget (\$102,955)

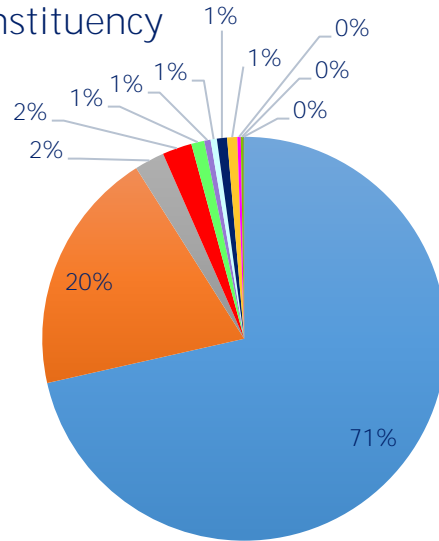


Goal = Multi-year (2021-2024)

Annual Campaign Statistics

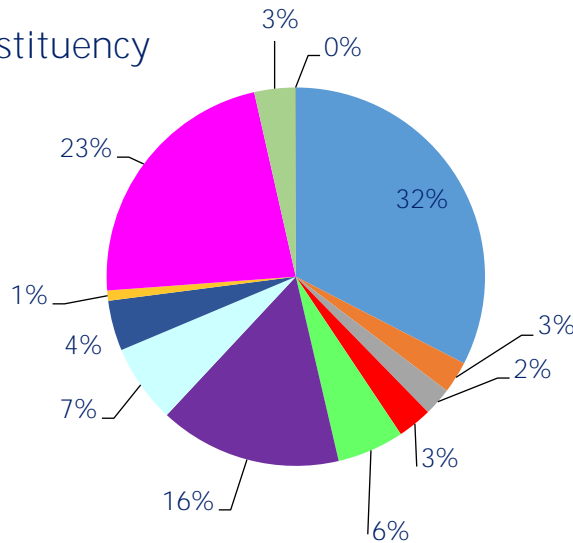
Number of Gifts by Constituency

- Individual
- PCLS Staff
- Corporate Matching Gift
- Friends Group
- Company
- Government/Public Agency
- Non Profit Organization
- Donor Advised Fund
- PCLF Board Member
- Private/Family Foundation
- Corporate Foundation
- PLCS Trustee

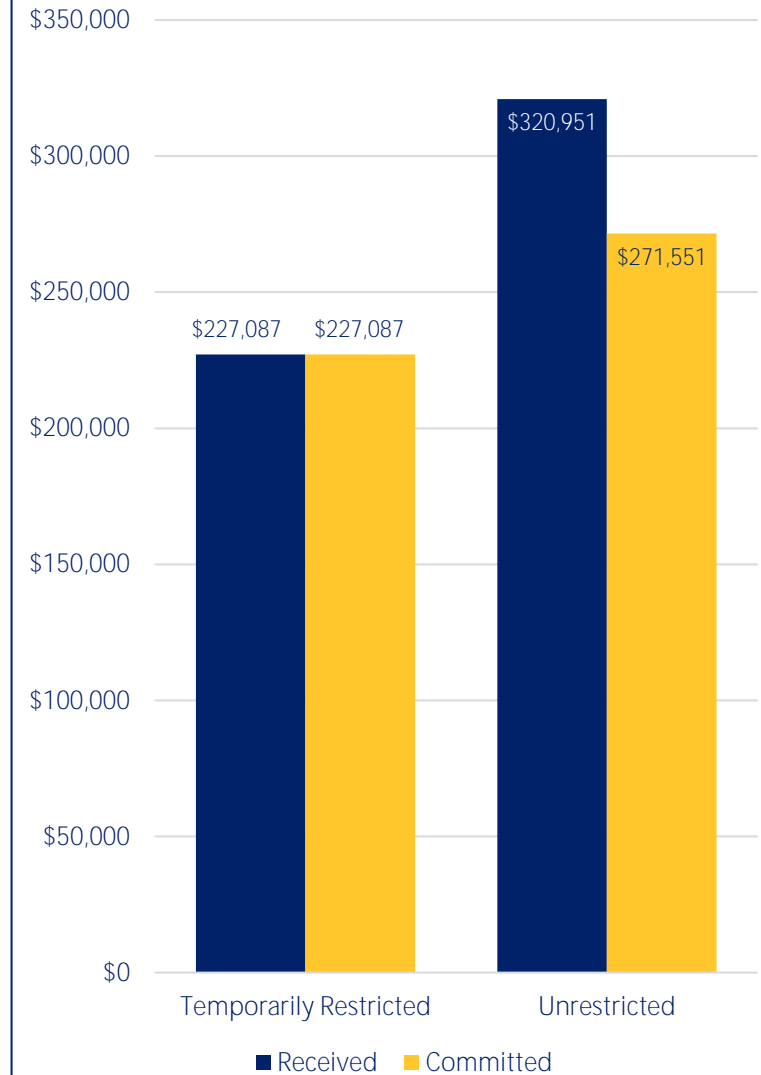


Gift Revenue by Constituency

- Individual
- PCLS Staff
- Corporate Matching Gift
- Friends Group
- Company
- Government/Public Agency
- Non Profit Organization
- Donor Advised Fund
- PCLF Board Member
- Private/Family Foundation
- Corporate Foundation
- PLCS Trustee



Revenue by Type



Annual Campaign Donors by Lifecycle Status

Continuing Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
710	55.94%	\$153,873	66.13%	459	\$59,500

Continuing Corporate/Foundation donors - Year to date

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
41	51.52%	\$248,440	518.58%	39	\$24,250

Continuing Individual donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
37	24.18%	\$15,210	2.53%	113	\$11,550

Continuing Corporate/Foundation donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
9	34.62%	\$89,091	53.41%	15	\$8,301

New Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
105	4.59%	\$14,125	72.34%	

New Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
13	10.69%	\$112,765	166.32%	

Returning Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
137	7.65%	\$15,735	65.80%	

Returning Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
3	9.09%	\$74,468	841.40%	

Terms Defined

- Fundraising Goal: The minimum required amount of funds distributed to PCLS in fulfillment of the annual agreement value between PCLS & Foundation. Funds originate from the annual campaign, capital campaign, or other.
- Annual Campaign: Raised funds are first applied to fulfill the budgeted Impact Commitment with PCLS, and then to fulfill the Foundation's annual operational budget. Funds exceeding goal are applied to a Reserve Fund. * (*in process)
- Capital Campaign: Funds required to fulfill the PCLS/PCLF Spark! Future Libraries projects.
- Total Committed Revenue: All cash gifts + pledges
- Unrestricted Revenue: Undesignated funds which PCLF Board can commit all or a portion to PCLS for agreed upon programs/services in fiscal year
- Temporarily Restricted Revenue: Designated funds (typically) from sources like Friends groups, GTCF, etc., in support of priority and/or special PCLS projects
- Constituency: A group of donors/prospects categorized to ensure more personalized, meaningful engagement
- Constituency Gifts: The number of gifts, not necessarily number of donors, from each donor constituency
- Constituency Revenue: All committed revenue from each donor constituency
- New Donor Rate (YTD): How the total number of new donors acquired in the current fiscal year compares to the number of constituents who gave over the previous five years
- New Donor Revenue Rate (YTD): How much new donors gave - in total - during the current fiscal year
- Continuing Donor Rate (YTD): How the total number of donors from the previous year - as a percentage - gave again during current year
- Continuing Donor Revenue Rate (YTD): How retained revenue amount compares to previous year's overall giving from retained donors
- Continuing Donors (1st year): A donor who gave their first gift in the previous fiscal year and again in the current fiscal year
- Returning Donor Rate (YTD): How the total number of donors who lapsed in their giving last year and have given again this year compares to everyone who gave two to five years ago but not last year
- Returning Donor Revenue Rate (YTD): How returning donor revenue amount compares to the previous fiscal year's returning donor revenue
- LYBUNT (YTD): All gifts received in the Last Year But Unfortunately Not yet received This year
- LYBUNT (1st year): A subset of LYBUNTS, all first time gifts received in the Last Year But Unfortunately Not yet received This year

Monthly Financial Reports

November 30, 2023

Prepared By: Mary Stimson, Finance Director

All bold notes refer to current month activity or updates to prior months

**Beginning January 2023, reports are based on native Munis data
- Eden data is no longer being kept up to date -**

General Fund

November

- **549020. Includes annual assessment and membership fees to AWC**
- **535050. Includes annual Communico renewal**
- **548000. Includes payment for repairs at Eatonville to the damage to their heat pump and HVAC unit**

October

- October property tax revenues and investment income will be recorded after December 13, 2023 Board approval
- 535025. Continued laptops purchased for our StaffTech lifecycle laptop replacements project
- 535055. Includes annual renewal for Microsoft Licenses
- Transferred \$2.5M from General Fund to the Capital Improvement Fund per the approved resolution in the October 2023 board packet

September

- 534305. Includes annual renewal payments to Brodart and Newsbank for database services
- 541020. Includes payment to Vertiv for annual IT maintenance service renewal
- 545010. Includes payment to Beta - Lakewood LLC for the 1st lease payment for the Lakewood Interim Library ground lease

August

- 534305. Includes renewal payment to Brainfuse Inc. for Tutoring and Career help database services
- 541620. Includes payment to OCLC for Cataloging and ILL subscription renewal
- 548010 Includes payment to Hermanson for renewal of HVAC annual service contract

July

- 535050. Includes payment to Tyler Disaster Recovery Service renewal
- 535025. Continued laptops purchased for our StaffTech lifecycle laptop replacements project
- 541020. Includes payment for DEI consulting services to HenderWorks
- 535050. Includes payment for annual renewal of Silk Road Recruiting License

June

- 535015. Includes payment for the Foundation office build-out to create more office spaces at ACL
- 541630. Includes payment for printing of our Summer Reading program booklets
- 548000. Includes payment for services for replacing the backflow at ACL

May

- 535050. Annual renewal of contract for Polaris system with Innovative Interfaces, year 1 of 4.

April

- 535055. Includes payment for annual renewal of cybersecurity software for antivirus on our computers and servers
- 541000. Includes payment for DEI consulting services
- 548000. Includes payment for installing razor and barbwire around perimeter of the Administrative Center Library
- 549030. Includes payment for property assessments (not property tax) for our properties to Pierce County

March

- 548000. Includes payment for door repairs at the Sumner Library
- 548000. Includes payment for repairs at Parkland to the damage to their Heat Pump and HVAC unit

February

- 545010. Includes the two semi-annual 2022 assessments for University Place Library

January

- Began using additional codes in Chart of Accounts to track larger system projects and friends of the library donations by location
- 541020. Includes first half of payment for public opinion poll
- 549020. Includes annual assessment and membership fees to AWC
- Cash in general fund shows a substantial decrease due to the significant transfers in December 2022

Capital Improvement Projects Fund

November

- **564100. Includes payment to RWC International LTD for two box trucks**
- **562000. Includes payment to Modern Building Systems towards contracted work for the Lakewood Interim Library**
- **541060. Includes payment to SWL Architects for Facilities Condition Assessment**

October

- 541060. Includes payment to BuildingWork for architecture/design and consulting services for Lakewood Interim Library
- Transferred in \$3.9M from the General Fund and Property and Facility Fund per the approved resolutions in the October 2023 board packet

September

- 541060. Includes payment to BuildingWork for architecture/design and consulting services for Lakewood Interim Library
- 562100. Includes payment to Plumb Signs for Graham parking lot monument installation work
- 562100. Includes payment to Rivers Edge Environmental Service for bonding for work on the Buckley UST landscape remediation

August

- 541060. Includes payment to BuildingWork for architecture and consulting services for Lakewood Interim Library
- 562100. Includes payment to Eagle Asphalt Sealcoating Company for Graham parking lot grind and overlay work
- 562000. Includes payment to Modern Building Systems towards contracted work for the Lakewood Interim Library

July

- 541060. Additional payments to BuildingWork for architecture and consulting services for Lakewood Interim Library
- 562000. Includes payment to Modern Building Systems towards contracted work for the Lakewood Interim Library

June

- 541060. Additional payments to BuildingWork for work on the design process with Modern Building Services for the Lakewood Interim Library
- 562000. Includes 1st payment to Modern Building Systems towards contracted work for the Lakewood Interim Library

May

- 541020. Includes continued payments for groundwater monitoring and regulatory closure services for proposed Sumner Library

April

- 541060. Payment to BuildingWork for work on the design process with Modern Building Services for the Lakewood Interim Library

March

- 564100. Includes payment for the IT Transit Van
- 541060. Includes two payments to BuildingWork for work on the Lakewood Interim Library Project
- 541020. Includes payment for groundwater monitoring and regulatory closure services for proposed Sumner Library

February

- 563100. Includes payment for South Hill parking lot landscaping and enhancement
- 541040. Includes payments for legal services for Lakewood project

January

- 562100. Includes payment for interior of Bonney Lake Library improvement project
- 562800. Includes payment for furniture for Bonney Lake Library improvement project
- Cash in the capital fund shows a substantial increase due to the significant transfer in December 2022

Special Purpose Fund

January-November

- **No activity.**

Election Fund

January-November

- **No significant activity other than receipt of investment earnings.**

Property & Facility Fund

November

- **No significant activity other than receipt of investment earnings.**

October

- Transferred \$1.4M from Property and Facility Fund to the Capital Improvement Fund per the approved resolution in the October 2023 board packet.

January-September

- No significant activity other than receipt of investment earnings.

Levy Sustainability Fund

October-November

- **In October and November, property tax revenues and investment income were recorded retrospectively**

January-September

- No significant activity other than receipt of investment earnings.

Debt Service Fund

January-November

- **No significant activity other than receipt of investment earnings.**

US BANK Clearing Distributions

2023	Original Payment	General Fund Posting	Capital Fund Posting	Outstanding
January	\$ 178,192.66	\$ 176,350.96	\$ 1,841.70	\$ -
February	282,842.67	282,842.67	-	-
March	241,052.34	240,864.09	188.25	-
April	413,814.03	411,197.90	2,616.13	-
May	463,296.98	463,296.98	-	-
June	178,888.74	178,684.74	204.00	-
July	289,722.05	285,531.05	4,191.00	-
August	286,170.87	279,774.27	6,396.60	-
September	321,133.87	319,806.85	1,327.02	-
October	317,122.91	316,918.91	204.00	-
November	443,342.43	344,804.14	98,538.29	-
December	-	-	-	-
	\$ 3,415,579.55	\$ 3,300,072.56	\$ 115,506.99	\$ -

2022 is fully reconciled, as per below.

Fiscal Month	Original Payment	General Fund Posting	Capital Fund Posting	Outstanding
January 2022	\$ 172,472.87	\$ 172,472.87	\$ -	\$ -
February 2022	567,606.76	567,606.76	-	-
March 2022	471,075.72	471,075.72	-	-
April 2022	335,110.90	335,110.90	-	-
May 2022	324,627.82	324,627.82	-	-
June 2022	302,597.40	301,597.40	1,000.00	-
July 2022	209,432.59	204,657.27	4,775.32	-
August 2022	169,768.32	168,076.32	1,692.00	-
September 2022	481,633.90	481,633.90	-	-
October 2022	378,026.96	365,769.99	12,256.97	-
November 2022	271,230.79	265,816.44	5,414.35	-
December 2022	281,533.90	281,380.90	153.00	-
	\$ 3,965,117.93	\$ 3,939,826.29	\$ 25,291.64	\$ -

US Bank payments and postings are fully reconciled to the cent.

* Outstanding items from processed months are credits or transactions that require additional work, which will be completed during the course of the year. Journal entries will resolve the outstanding items as noted, which will be applied as needed.

PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
November 30, 2023

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
ASSETS								
Current Assets								
Cash	\$ 1,150,845	\$ -	\$ 2,573,934	\$ 100	\$ 100	\$ 100	\$ 640,536	\$ 4,365,615
Investments	\$ 14,106,991	\$ -	\$ 14,170,369	\$ 1,192,187	\$ 1,134,357	\$ 94,068	\$ 10,238,734	\$ 40,936,705
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 15,257,356	\$ -	\$ 16,744,303	\$ 1,192,287	\$ 1,134,457	\$ 94,168	\$ 10,879,269	\$ 45,301,840
TOTAL ASSETS	\$ 15,257,356	\$ -	\$ 16,744,303	\$ 1,192,287	\$ 1,134,457	\$ 94,168	\$ 10,879,269	\$ 45,301,840
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ 464	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 464
Retainage Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 338	\$ 338
Sales Tax Payable*	\$ 2,278	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,278
Payroll Payable	\$ 208,158	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 208,158
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 210,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 338	\$ 211,238
TOTAL LIABILITIES	\$ 210,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 338	\$ 211,238
FUND BALANCE								
Reserve for Encumbrances	\$ 711,556	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,061,271	\$ 17,772,827
Levy Sustainability	\$ -	\$ -	\$ 12,921,185	\$ -	\$ -	\$ -	\$ -	\$ 12,921,185
Election Set-Aside	\$ -	\$ -	\$ -	\$ 1,137,625	\$ -	\$ -	\$ -	\$ 1,137,625
Land/Property/Facility Set-Aside	\$ -	\$ -	\$ -	\$ -	\$ 1,028,152	\$ -	\$ -	\$ 1,028,152
Unreserved Fund Balance	\$ 14,334,899	\$ -	\$ 3,823,118	\$ 54,661	\$ 106,305	\$ 94,168	\$ (6,182,339)	\$ 12,230,813
TOTAL FUND BALANCE	\$ 15,046,456	\$ -	\$ 16,744,303	\$ 1,192,287	\$ 1,134,457	\$ 94,168	\$ 10,878,932	\$ 45,090,602
TOTAL LIABILITIES & FUND BALANCE	\$ 15,257,356	\$ -	\$ 16,744,303	\$ 1,192,287	\$ 1,134,457	\$ 94,168	\$ 10,879,269	\$ 45,301,840
BEGINNING FUND BALANCE, 01/01/23								
YTD Revenue	\$ 42,305,984	\$ -	\$ 3,823,118	\$ 54,661	\$ 106,305	\$ 4,054	\$ 4,306,831	\$ 50,600,953
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (37,822,670)	\$ -	\$ -	\$ -	\$ (1,400,000)	\$ -	\$ (3,862,332)	\$ (43,085,002)
ENDING FUND BALANCE, 11/30/23	\$ 15,046,456	\$ -	\$ 16,744,303	\$ 1,192,287	\$ 1,134,457	\$ 94,168	\$ 10,878,932	\$ 45,090,602
TAXES RECEIVABLE	\$ 1,007,589	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,007,589

PIERCE COUNTY LIBRARY SYSTEM
COMPARATIVE STATEMENT OF FINANCIAL POSITION
 General Fund as of November 30, 2023

	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>
	11/30/2022	12/31/2022	1/31/2023	2/28/2023	3/31/2023	4/30/2023	5/31/2023	6/30/2023	7/31/2023	8/31/2023	9/30/2023	10/31/2023	11/30/2023	
ASSETS														
Current Assets														
Cash	\$ 2,646,020	\$ 768,443	\$ 1,184,556	\$ 1,729,785	\$ 3,606,683	\$ 17,836,448	\$ 8,601,818	\$ 543,716	\$ 797,601	\$ 1,658,103	\$ 3,006,223	\$ 632,771	\$ 1,150,845	
Investments	\$ 16,757,569	\$ 11,327,254	\$ 8,413,165	\$ 5,513,165	\$ 2,913,165	\$ 2,513,165	\$ 12,247,886	\$ 17,283,015	\$ 14,301,356	\$ 10,806,344	\$ 6,847,912	\$ 3,547,912	\$ 14,106,991	
Accrued Interest on Investments	\$ -	\$ 869	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Receivables	\$ -	\$ -	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	
Total Current Assets	\$ 19,403,589	\$ 12,096,565	\$ 9,597,240	\$ 7,242,469	\$ 6,519,368	\$ 20,349,133	\$ 20,849,223	\$ 17,826,250	\$ 15,098,476	\$ 12,463,966	\$ 9,853,655	\$ 4,180,202	\$ 15,257,356	
TOTAL ASSETS	\$ 19,403,589	\$ 12,096,565	\$ 9,597,240	\$ 7,242,469	\$ 6,519,368	\$ 20,349,133	\$ 20,849,223	\$ 17,826,250	\$ 15,098,476	\$ 12,463,966	\$ 9,853,655	\$ 4,180,202	\$ 15,257,356	
LIABILITIES														
Current Liabilities														
Warrants Payable	\$ -	\$ 971	\$ 1,863	\$ 12,628	\$ 143,430	\$ 1,233	\$ 426	\$ 411	\$ 411	\$ 411	\$ 1,733	\$ 1,302	\$ 464	
Sales Tax Payable	\$ 880	\$ 92	\$ 2,783	\$ 416	\$ 1,515	\$ 2,167	\$ 3,221	\$ 1,111	\$ 2,840	\$ 1,175	\$ 2,410	\$ 1,522	\$ 2,278	
Payroll Payable	\$ 92	\$ 1,063	\$ 151,879	\$ 185,235	\$ 212,126	\$ 153,846	\$ 186,682	\$ 221,318	\$ 166,893	\$ 210,398	\$ 250,234	\$ 169,370	\$ 208,158	
US Bank	\$ -	\$ -	\$ (25,878)	\$ (34,695)	\$ (1,481)	\$ (3,479)	\$ -	\$ (204)	\$ -	\$ -	\$ -	\$ (204)	\$ -	
Total Current Liabilities	\$ 972	\$ 1,063	\$ 130,647	\$ 163,585	\$ 355,590	\$ 153,767	\$ 190,329	\$ 222,635	\$ 170,144	\$ 211,984	\$ 254,377	\$ 171,989	\$ 210,900	
TOTAL LIABILITIES	\$ 972	\$ 1,063	\$ 130,647	\$ 163,585	\$ 355,590	\$ 153,767	\$ 190,329	\$ 222,635	\$ 170,144	\$ 211,984	\$ 254,377	\$ 171,989	\$ 210,900	
FUND BALANCE														
Reserve for Encumbrance	\$ -	\$ -	\$ 1,194,994	\$ 1,207,304	\$ 1,384,188	\$ 1,584,072	\$ 1,120,019	\$ 928,631	\$ 905,598	\$ 718,410	\$ 828,437	\$ 836,123	\$ 711,556	
Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,500,000)	\$ -	
Unreserved Fund Balance	\$ 19,402,617	\$ 12,095,501	\$ 8,271,599	\$ 5,871,580	\$ 4,779,590	\$ 18,611,293	\$ 19,538,876	\$ 16,674,984	\$ 14,022,735	\$ 11,533,572	\$ 8,770,841	\$ 5,672,090	\$ 14,334,899	
TOTAL FUND BALANCE	\$ 19,402,617	\$ 12,095,501	\$ 9,466,593	\$ 7,078,885	\$ 6,163,778	\$ 20,195,365	\$ 20,658,895	\$ 17,603,616	\$ 14,928,333	\$ 12,251,983	\$ 9,599,278	\$ 4,008,213	\$ 15,046,456	
TOTAL LIABILITIES & FUND BALANCE	\$ 19,403,589	\$ 12,096,565	\$ 9,597,240	\$ 7,242,469	\$ 6,519,368	\$ 20,349,133	\$ 20,849,223	\$ 17,826,250	\$ 15,098,476	\$ 12,463,966	\$ 9,853,655	\$ 4,180,202	\$ 15,257,356	
PROPERTY TAXES RECEIVABLE	\$ 936,477	\$ 763,772	\$ 45,031,416	\$ 44,181,340	\$ 42,281,228	\$ 24,983,590	\$ 24,983,590	\$ 24,749,652	\$ 20,828,481	\$ 20,617,928	\$ 20,071,430	\$ 20,071,430	\$ 1,007,589	

PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF REVENUE & EXPENDITURES
For the Period Ending November 30, 2023



GENERAL FUND - 001	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 42,557,200	\$ 41,107,944	\$ -	\$ 1,449,256	97%
Other Revenue	\$ 1,524,500	\$ 1,198,040	\$ -	\$ 326,460	79%
TOTAL REVENUE	\$ 44,081,700	\$ 42,305,984	\$ -	\$ 1,775,716	96%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 31,074,962	\$ 25,993,565	\$ -	\$ 5,081,397	84%
Materials	\$ 4,535,800	\$ 3,519,719	\$ -	\$ 1,016,081	78%
Maintenance and Operations	\$ 8,470,938	\$ 5,809,386	\$ 711,556	\$ 1,949,996	77%
Transfers Out & Reserves	\$ -	\$ 2,500,000	\$ -	\$ (2,500,000)	-
TOTAL EXPENDITURES	\$ 44,081,700	\$ 37,822,670	\$ 711,556	\$ 5,547,474	87%
Excess/(Deficit)		\$ 4,483,314			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 4,483,314			

SPECIAL PURPOSE FUND - 101	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ -	\$ -	\$ -	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	-
EXPENDITURES					
Special Purpose Programs & Projects	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ -			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ -			

CAPITAL IMPROVEMENT PROJECTS FUND - 301	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 10,318,000	\$ -	\$ -	\$ 10,318,000	0%
Transfers In	\$ -	\$ 3,900,000	\$ -	\$ (3,900,000)	-
Other Revenue	\$ -	\$ 406,831	\$ -	\$ (406,831)	-
TOTAL REVENUE	\$ 10,318,000	\$ 4,306,831	\$ -	\$ 6,011,169	42%
EXPENDITURES					
Capital Improvement Projects	\$ 10,318,000	\$ 3,862,332	\$ 8,126,838	\$ (1,671,170)	116%
TOTAL EXPENDITURES	\$ 10,318,000	\$ 3,862,332	\$ 8,126,838	\$ (1,671,170)	116%
Excess/(Deficit)		\$ 444,499			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ 444,499			

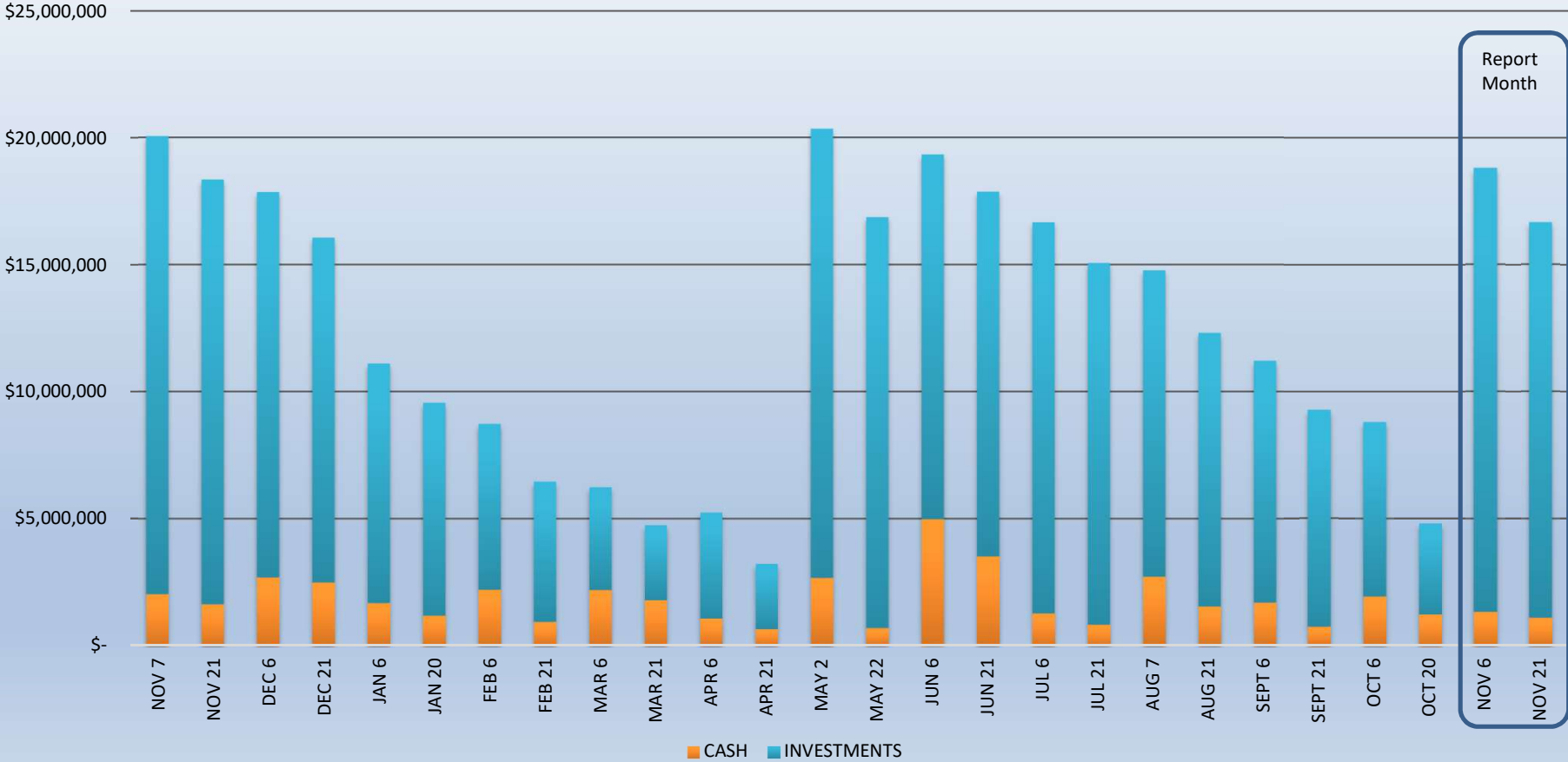
LEVY SUSTAINABILITY FUND - 102	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 3,823,118	\$ -	\$ (3,823,118)	-
TOTAL REVENUE	\$ -	\$ 3,823,118	\$ -	\$ (3,823,118)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 3,823,118			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 3,823,118			

DEBT SERVICE FUND - 201	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 4,054	\$ -	\$ (4,054)	-
TOTAL REVENUE	\$ -	\$ 4,054	\$ -	\$ (4,054)	-
EXPENDITURES					
	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 4,054			

ELECTION FUND - 103	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 54,661	\$ -	\$ (54,661)	-
TOTAL REVENUE	\$ -	\$ 54,661	\$ -	\$ (54,661)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 54,661			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 54,661			

PROPERTY AND FACILITY FUND - 104	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 106,305	\$ -	\$ (106,305)	-
TOTAL REVENUE	\$ -	\$ 106,305	\$ -	\$ (106,305)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ 1,400,000	\$ -	\$ (1,400,000)	-
TOTAL EXPENDITURES	\$ -	\$ 1,400,000	\$ -	\$ (1,400,000)	-
Excess/(Deficit)		\$ (1,293,695)			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ (1,293,695)			

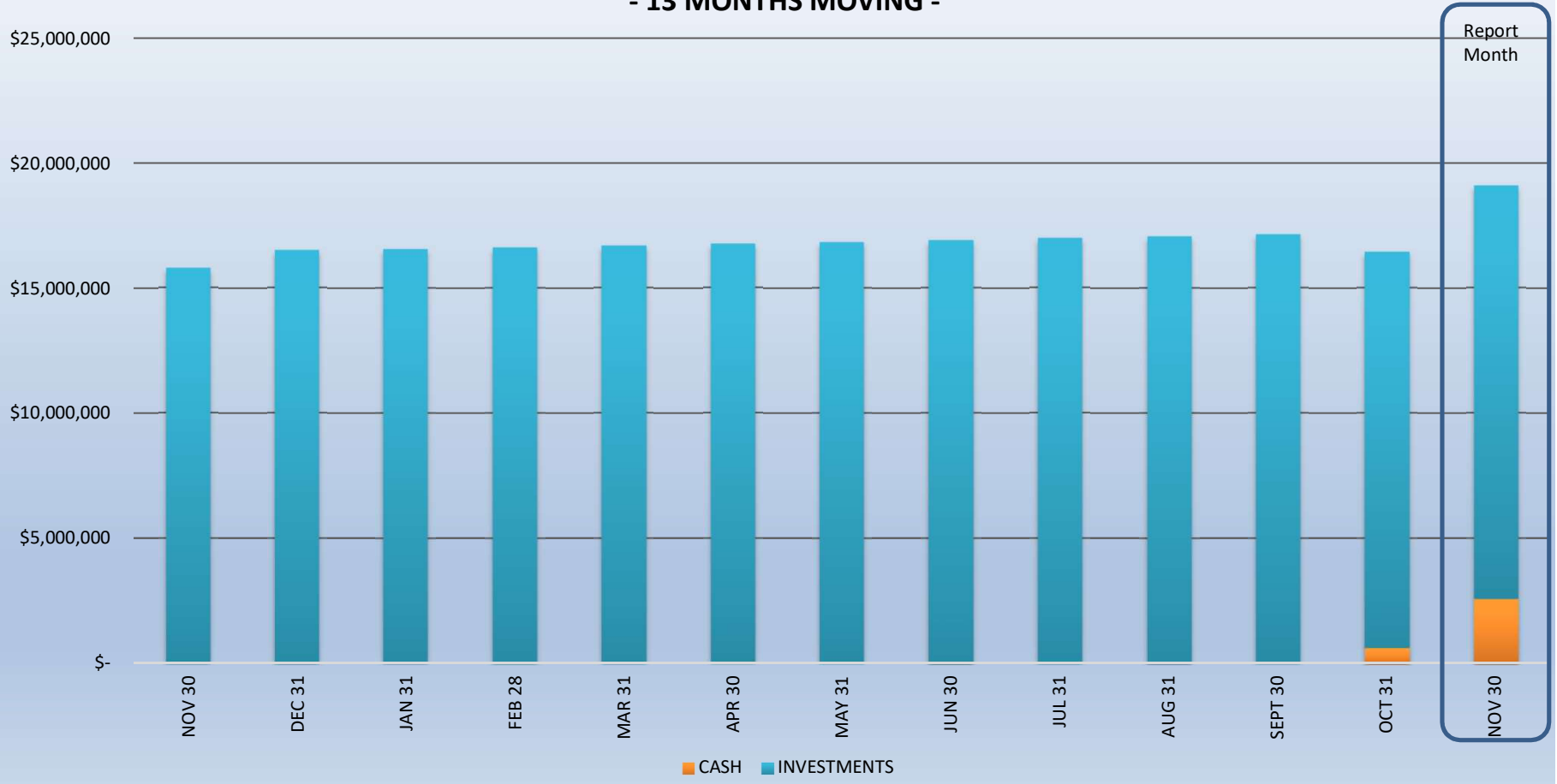
**CASH & INVESTMENTS - SEMI-MONTHLY
2023 - GENERAL FUND
- 13 MONTHS MOVING -**



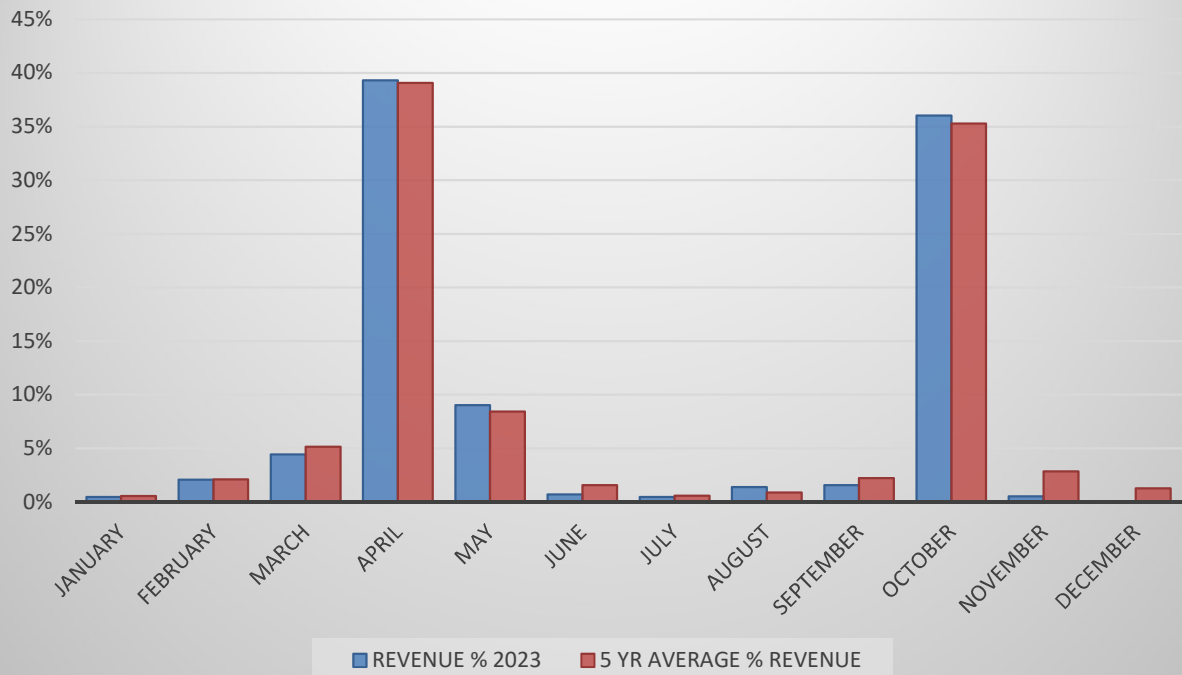
**CASH & INVESTMENTS - MONTHLY
2023 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



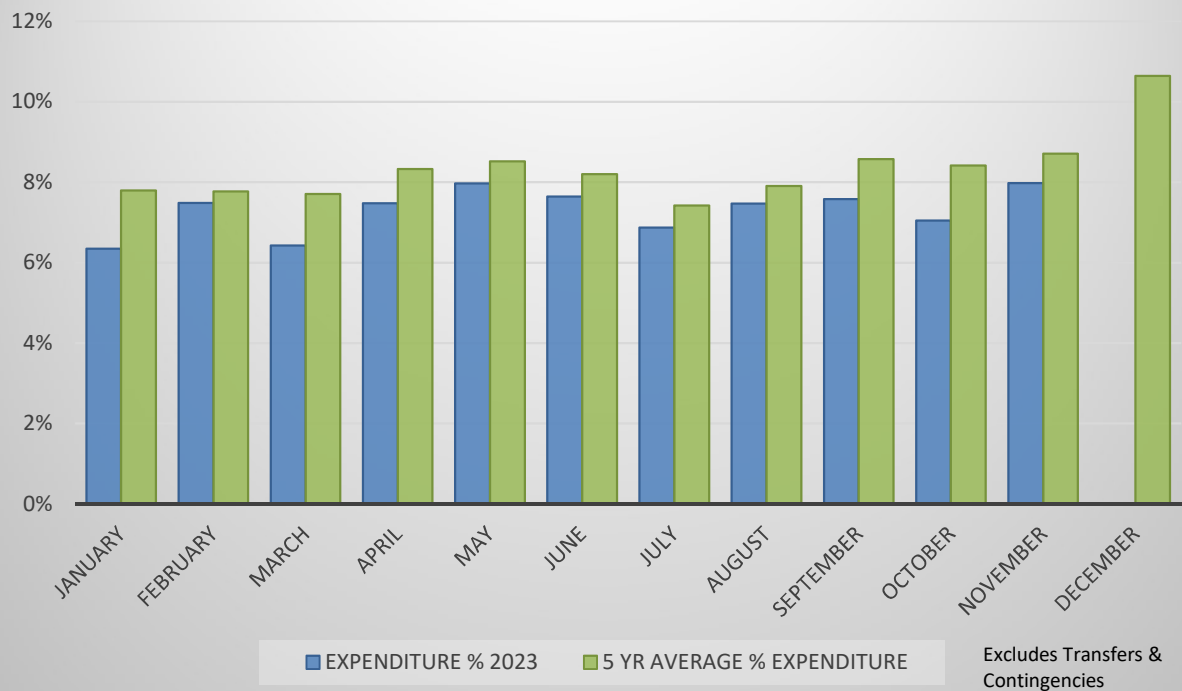
**CASH & INVESTMENTS - MONTHLY
2023 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH NOVEMBER 2023



GENERAL FUND - EXPENDITURE TREND (%) THROUGH NOVEMBER 2023



YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
01 TAXES							
311110 PROPERTY TAX--CURRENT	-41,877,300	-41,877,300	-40,409,105.93	.00	.00	-1,468,194.07	96.5%
311120 PROPERTY TAX--DELINQUENT	-530,900	-530,900	-446,818.53	-25,127.57	.00	-84,081.47	84.2%
311121 PROPERTY TAX--KING COUNTY	-60,000	-60,000	-100,091.10	-32,093.89	.00	40,091.10	166.8%
311300 SALE OF TAX TITLE PROPERTY	-6,000	-6,000	-3,536.67	.00	.00	-2,463.33	58.9%
317200 LEASEHOLD EXCISE TAX	-20,000	-20,000	-27,829.41	-3,576.81	.00	7,829.41	139.1%
317400 TIMBER EXCISE TAX	-63,000	-63,000	-120,562.35	-87,390.44	.00	57,562.35	191.4%
TOTAL TAXES	-42,557,200	-42,557,200	-41,107,943.99	-148,188.71	.00	-1,449,256.01	96.6%
02 CHARGES OTHER							
334057 STATE GRANT FROM STATE LIBRAR	0	0	-1,000.00	.00	.00	1,000.00	100.0%
335023 DNR TIMBER TRUST 2	0	0	-67,612.37	.00	.00	67,612.37	100.0%
335330 ST FOREST FUNDS/DNR TIMB TRST	-15,000	-15,000	.00	.00	.00	-15,000.00	.0%
341801 GRAPHICS SERVICE CHARGES	-7,500	-7,500	-4,535.00	-58.02	.00	-2,965.00	60.5%
347200 LIBRARY SERVICES FEES--ILL	0	0	-105.47	-29.99	.00	105.47	100.0%
347901 COPIER FEES	0	0	-93.07	.00	.00	93.07	100.0%
347902 PRINTER FEES	0	0	-18,384.95	-1,359.57	.00	18,384.95	100.0%
347903 FAX FEES	0	0	-21.45	.00	.00	21.45	100.0%
359000 LIBRARY FINES	-10,000	-10,000	-17,600.19	-91.25	.00	7,600.19	176.0%
361100 INVESTMENT EARNINGS	-400,000	-400,000	-480,034.61	-62,539.16	.00	80,034.61	120.0%
361430 INTEREST INCOME--CONTRACTS &	0	0	-743.61	-53.11	.00	743.61	100.0%
362001 RENTS AND LEASES--KPHC	-1,000	-1,000	-6,906.11	.00	.00	5,906.11	690.6%
367010 DONOR PROCEEDS--FOUNDATION	-310,000	-310,000	500.00	.00	.00	-310,500.00	-.2%
367021 DONOR REIMBURSEMENTS--FRIENDS	0	0	-12,401.94	.00	.00	12,401.94	100.0%
367100 DONATIONS--OTHER	0	0	-73.48	.00	.00	73.48	100.0%
367200 REIMBURSEMENTS--OTHER	0	0	-1,000.00	.00	.00	1,000.00	100.0%
367400 GRANTS--NONGOVERNMENTAL	0	0	-550.00	.00	.00	550.00	100.0%
367999 OPPORTUNITY DONATIONS	-160,000	-160,000	.00	.00	.00	-160,000.00	.0%
369100 SALE OF SURPLUS--GENERAL	-2,000	-2,000	-21,699.27	.00	.00	19,699.27	1085.0%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-33,675.24	-3,110.18	.00	29,675.24	841.9%
369200 FOUND MONEY	0	0	-780.56	-20.00	.00	780.56	100.0%
369910 MISCELLANEOUS OTHER	0	0	-5,951.10	.00	.00	5,951.10	100.0%
369911 PAYMENT FOR LOST MATERIALS	-10,000	-10,000	-9,613.91	-1,634.22	.00	-386.09	96.1%
369912 JURY DUTY REIMBURSEMENT	0	0	-170.00	.00	.00	170.00	100.0%
369913 ERATE REIMBURSEMENT	-530,000	-530,000	-406,901.14	-15,268.54	.00	-123,098.86	76.8%
369914 PROCUREMENT CARD REBATES	-75,000	-75,000	-57,350.11	.00	.00	-17,649.89	76.5%
395100 PROCEEDS FROM SALES OF CAPITA	0	0	-51,336.03	.00	.00	51,336.03	100.0%
TOTAL CHARGES OTHER	-1,524,500	-1,524,500	-1,198,039.61	-84,164.04	.00	-326,460.39	78.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
03 SALARIES AND WAGES							
511000 SALARIES AND WAGES	23,800,000	23,800,000	19,554,737.86	1,862,547.42	.00	4,245,262.14	82.2%
511005 ADDITIONAL HOURS	150,000	150,000	.00	.00	.00	150,000.00	.0%
511006 SUBSTITUTE HOURS	32,000	32,000	9,402.35	.00	.00	22,597.65	29.4%
511007 SHIFT DIFFERENTIAL	200,000	200,000	117,883.79	9,923.84	.00	82,116.21	58.9%
511009 TUITION ASSISTANCE	12,000	12,000	5,021.63	.00	.00	6,978.37	41.8%
512000 OVERTIME WAGES	67,000	67,000	108.35	.00	.00	66,891.65	.2%
519999 ADJ WAGE/SALARY TO MATCH PLAN	-849,142	-849,142	.00	.00	.00	-849,142.00	.0%
TOTAL SALARIES AND WAGES	23,411,858	23,411,858	19,687,153.98	1,872,471.26	.00	3,724,704.02	84.1%
04 PERSONNEL BENEFITS							
520010 FICA	1,830,000	1,830,000	1,459,609.32	137,356.95	.00	370,390.68	79.8%
520020 MEDICAL INSURANCE	3,054,000	3,054,000	2,449,443.88	212,320.28	.00	604,556.12	80.2%
520021 DENTAL INSURANCE	260,000	260,000	199,844.16	18,395.79	.00	60,155.84	76.9%
520022 LIFE AND DISABILITY INSURANCE	79,000	79,000	83,359.87	7,646.50	.00	-4,359.87	105.5%
520023 INDUSTRIAL INSURANCE	151,000	151,000	122,479.27	8,913.77	.00	28,520.73	81.1%
520030 RETIREMENT	2,431,000	2,431,000	1,927,065.74	174,371.29	.00	503,934.26	79.3%
520040 UNEMPLOYMENT INSURANCE	50,000	50,000	11,468.41	5,236.53	.00	38,531.59	22.9%
520041 PAID FML INSURANCE	55,000	55,000	42,636.48	3,960.02	.00	12,363.52	77.5%
520091 OTHER BENEFIT	31,000	31,000	10,504.00	877.95	.00	20,496.00	33.9%
529999 ADJ BENEFITS TO MATCH PLAN	-277,896	-277,896	.00	.00	.00	-277,896.00	.0%
TOTAL PERSONNEL BENEFITS	7,663,104	7,663,104	6,306,411.13	569,079.08	.00	1,356,692.87	82.3%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	127,350	121,850	75,796.12	8,287.48	376.06	45,677.82	62.5%
531002 OFFICE/OPERATING SUPPLIES--SU	91,500	94,500	60,283.83	12,122.88	4,537.45	29,678.72	68.6%
531004 OFFICE/OPERATING SUPPLIES--PU	188,000	178,000	86,971.91	13,714.47	4,994.86	86,033.23	51.7%
531010 CUSTODIAL SUPPLIES	110,000	110,000	113,136.59	9,463.18	18,809.66	-21,946.25	120.0%
531020 MAINTENANCE SUPPLIES	35,000	35,000	48,318.69	2,133.35	.00	-13,318.69	138.1%
531030 MATERIAL PROCESSING SUP	17,600	21,100	14,030.35	2,715.68	2,683.32	4,386.33	79.2%
531040 TRAINING SUPPLIES	1,000	1,000	3,530.27	620.94	.00	-2,530.27	353.0%
531099 FOUNDATION PASSTHROUGH--SUP	154,000	154,000	145,606.41	-31,394.49	13,705.10	-5,311.51	103.4%
532000 FUEL	50,000	50,000	45,390.94	4,501.44	4,918.82	-309.76	100.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
535000 MINOR EQUIPMENT	0	0	6,798.58	.00	.00	-6,798.58	100.0%
535010 FURNISHINGS--PUBLIC	50,000	50,000	.00	.00	52,368.78	-2,368.78	104.7%
535015 FURNISHINGS--STAFF	95,500	93,500	100,794.47	13,620.65	13,094.21	-20,388.68	121.8%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000	4,000	5,482.32	433.02	1,281.78	-2,764.10	169.1%
535025 TECHNOLOGY HARDWARE--STAFF	241,000	333,500	118,679.83	44,703.44	55,524.09	159,296.08	52.2%
535030 TECHNOLOGY HARDWARE--GENERAL	40,000	5,000	3,616.96	.00	.00	1,383.04	72.3%
535050 SOFTWARE/LICENSES/HOST--APPS	582,020	547,512	584,884.83	225,045.40	3,853.68	-41,226.51	107.5%
535055 SOFTWARE/LICENSES/HOST--INFRA	247,200	209,395	275,958.93	9,678.49	12,611.00	-79,174.93	137.8%
TOTAL SUPPLIES EXPENSES	2,230,170	2,008,357	1,689,281.03	315,645.93	188,758.81	130,317.16	93.5%

06 MATERIALS

534000 MATERIALS COLLECTION	65,000	10,000	.00	.00	.00	10,000.00	.0%
534005 ADULT AV - CDS	40,000	27,000	27,164.94	4,593.17	.00	-164.94	100.6%
534010 ADULT AV - DVD	327,500	312,500	256,064.62	35,855.49	.00	56,435.38	81.9%
534015 ADULT AV - DVDNF	40,000	21,000	18,408.38	1,818.94	.00	2,591.62	87.7%
534020 ADULT AV AUDIOBOOKS	25,000	23,000	17,161.24	458.82	.00	5,838.76	74.6%
534105 ADULT BOOK CLUB KITS	3,500	2,324	1,602.42	.00	.00	721.58	69.0%
534110 ADULT FICTION	265,000	278,576	226,270.48	17,640.03	.00	52,305.52	81.2%
534115 ADULT GRAPHIC NOVELS	15,000	21,000	15,951.05	998.50	.00	5,048.95	76.0%
534120 ADULT LARGE PRINT	50,000	46,000	35,372.86	1,437.98	.00	10,627.14	76.9%
534125 ADULT LUCKY DAY	55,000	55,000	36,564.58	6,479.58	.00	18,435.42	66.5%
534130 ADULT NONFICTION	300,000	327,000	258,261.83	33,926.06	.00	68,738.17	79.0%
534145 ADULT REFERENCE	5,000	5,000	3,920.89	421.79	.00	1,079.11	78.4%
534150 ADULT YA FICTION	60,000	65,000	34,244.35	4,069.22	.00	30,755.65	52.7%
534155 ADULT YA GRAPHIC NOVELS	25,000	32,027	26,556.63	2,214.01	.00	5,470.37	82.9%
534160 ADULT YA NONFICTION	15,000	15,000	10,113.94	631.77	.00	4,886.06	67.4%
534205 CHILDREN'S BOOK CLUB KITS	3,500	473	133.06	.00	.00	339.94	28.1%
534215 CHILDREN'S EARLY LEARNING	6,000	8,500	5,620.08	239.63	.00	2,879.92	66.1%
534220 CHILDREN'S FICTION	200,000	228,500	173,110.88	21,710.92	.00	55,389.12	75.8%
534225 CHILDREN'S GRAPHIC NOVELS	34,000	105,500	94,340.94	1,930.70	.00	11,159.06	89.4%
534230 CHILDREN'S NONFICTION	131,000	137,000	113,917.12	7,591.93	.00	23,082.88	83.2%
534235 CHILDREN'S SCIENCE TO GO	4,000	4,000	.00	.00	.00	4,000.00	.0%
534237 CHILDREN'S STANDING ORDERS	30,000	30,000	24,162.86	2,786.69	.00	5,837.14	80.5%
534240 CHILDREN'S STORYTIME	3,000	3,000	2,516.94	387.74	.00	483.06	83.9%
534305 DATABASES	661,300	514,800	500,535.88	19,811.16	.00	14,264.12	97.2%
534405 EBOOK - REFERENCE	2,500	2,500	2,500.00	2,500.00	.00	.00	100.0%
534410 EBOOKS	875,000	900,000	665,697.77	74,004.20	.00	234,302.23	74.0%
534415 EDOWNLOADABLE AUDIO	775,000	800,000	566,889.75	47,413.58	.00	233,110.25	70.9%
534417 ONLINE BOOK CLUB KITS	3,500	0	32.97	.00	.00	-32.97	100.0%
534420 ESTREAMING BOOKS	10,000	0	.00	.00	.00	.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
534421 ESTREAMING FILMS	0	38,600	35,600.00	.00	.00	3,000.00	92.2%
534425 EHOSTING FEES	17,000	17,000	13,200.00	.00	.00	3,800.00	77.6%
534430 EMAGAZINES	55,000	79,000	78,607.99	.00	.00	392.01	99.5%
534505 MAGAZINES	62,000	62,000	49,457.37	39,331.46	.00	12,542.63	79.8%
534605 VENDOR PROCESSING	160,000	160,000	77,404.77	10,038.31	.00	82,595.23	48.4%
534645 VENDOR CATALOGING	10,000	10,000	2,825.48	283.00	.00	7,174.52	28.3%
534705 WORLD - ADULT SPANISH	12,000	9,000	7,717.67	846.64	.00	1,282.33	85.8%
534710 WORLD - CHILDREN'S SPANISH	11,000	14,000	11,407.11	1,234.66	.00	2,592.89	81.5%
534715 WORLD - CHINESE	10,000	10,000	5,544.72	.00	.00	4,455.28	55.4%
534725 WORLD - GERMAN	7,500	7,500	7,446.78	.00	.00	53.22	99.3%
534730 WORLD - JAPANESE	5,000	5,000	4,932.48	1,078.98	.00	67.52	98.6%
534735 WORLD - KOREAN	20,000	20,000	15,405.60	.00	.00	4,594.40	77.0%
534740 WORLD - TAGALOG	15,000	15,000	7,539.28	.00	.00	7,460.72	50.3%
534745 WORLD - VIETNAMESE	7,500	7,500	5,942.16	.00	.00	1,557.84	79.2%
534750 WORLD - RUSSIAN	20,000	20,000	14,864.71	1,499.56	.00	5,135.29	74.3%
534755 WORLD - UKRAINE	0	25,000	13,693.50	.00	.00	11,306.50	54.8%
534805 YOUTH CHILDREN'S AUDIO BOOKS	27,500	43,500	38,503.21	114.47	.00	4,996.79	88.5%
534810 YOUTH DVD - FTY	30,000	15,000	12,509.49	3,085.20	.00	2,490.51	83.4%
534815 YOUTH YA AUDIO BOOKS	30,500	3,000	.00	.00	.00	3,000.00	.0%
541610 RESOURCE SHARING SERVICES	20,000	20,000	17,422.78	.00	.00	2,577.22	87.1%
541620 BIBLIOGRAPHIC & RELATED SERVI	38,200	38,200	37,509.26	.00	197.00	493.74	98.7%
TOTAL MATERIALS	4,588,000	4,594,000	3,574,650.82	346,434.19	197.00	1,019,152.18	77.8%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	322,000	133,000	36,984.80	750.00	21,772.90	74,242.30	44.2%
541004 INDEPENDENT CONTRACTORS--INFR	100,000	70,000	52,436.11	2,900.00	11,440.00	6,123.89	91.3%
541010 PERFORMER SERVICES	89,200	87,200	42,503.61	3,109.65	13,432.52	31,263.87	64.1%
541020 CONTRACTUAL SERVICES	470,700	453,700	264,882.85	38,600.13	150,547.10	38,270.05	91.6%
541040 LEGAL SERVICES	70,000	100,000	95,523.92	4,099.00	9,391.00	-4,914.92	104.9%
541050 DATA SERVICES	9,000	9,000	6,180.28	.00	.00	2,819.72	68.7%
541060 ARCHITECTURAL/ENGR SERVICES	15,000	15,000	4,862.50	.00	.00	10,137.50	32.4%
541630 PRINTING AND BINDING	44,500	29,500	23,263.53	2,611.10	11,918.32	-5,681.85	119.3%
541650 ILL LOST ITEM CHARGE	3,000	3,000	2,282.42	462.96	.00	717.58	76.1%
542000 POSTAGE	63,000	70,000	59,673.46	108.50	1,663.26	8,663.28	87.6%
542001 SHIPPING	22,000	13,000	10,400.44	603.84	.00	2,599.56	80.0%
542010 TELECOM SERVICES--PHONES	50,000	50,000	86,573.47	7,227.76	.00	-36,573.47	173.1%
542011 TELECOM SERVICES--CELLPHONES	111,000	111,000	65,045.09	5,056.58	.00	45,954.91	58.6%
542012 TELECOM SERVICES--INTERNET	667,000	667,000	602,373.26	51,100.86	.00	64,626.74	90.3%
543000 TRAVEL AND TOLLS	66,290	73,500	49,420.51	352.12	.00	24,079.49	67.2%
543010 MILEAGE REIMBURSEMENTS	51,200	50,700	44,045.46	3,971.21	.00	6,654.54	86.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
544000 ADVERTISING	155,100	145,400	103,432.54	24,355.00	32,151.93	9,815.53	93.2%
545010 RENTALS/LEASES--BUILDINGS	976,000	972,500	845,162.76	66,269.33	5,600.00	121,737.24	87.5%
545020 RENTALS/LEASES--EQUIPMENT	180,700	179,200	140,153.94	13,698.77	34,789.00	4,257.06	97.6%
546000 INSURANCE	300,000	300,000	3,910.37	27.67	.00	296,089.63	1.3%
547000 ELECTRICITY	300,000	300,000	265,918.50	18,273.64	.00	34,081.50	88.6%
547010 NATURAL GAS	16,500	16,500	6,692.43	69.84	.00	9,807.57	40.6%
547020 WATER	30,000	30,000	49,743.43	5,702.35	.00	-19,743.43	165.8%
547030 SEWER	34,000	34,000	31,402.86	3,451.81	.00	2,597.14	92.4%
547040 REFUSE	36,000	36,000	44,767.22	1,090.88	.00	-8,767.22	124.4%
548000 GENERAL REPAIRS/MAINTENANCE	451,500	451,500	491,071.96	83,122.33	99,166.29	-138,738.25	130.7%
548010 CONTRACTED MAINTENANCE	564,758	564,758	425,355.04	47,184.80	59,917.55	79,485.41	85.9%
548050 VEHICLE REPAIR AND MAINTENANC	70,000	70,000	41,570.76	2,221.64	8,370.64	20,058.60	71.3%
548100 IT SYSTEMS MAINTENANCE--APPS	8,000	8,000	1,101.00	.00	3,000.00	3,899.00	51.3%
548110 IT SYSTEMS MAINTENANCE--INFRA	83,000	83,000	18,998.17	18,998.17	59,440.00	4,561.83	94.5%
549010 INDIVIDUAL REGISTRATIONS	97,150	54,940	50,616.61	4,147.26	.00	4,323.39	92.1%
549011 ORGANIZATIONAL REGISTRATIONS	16,500	2,500	875.75	130.00	.00	1,624.25	35.0%
549020 DUES AND MEMBERSHIPS	40,150	41,150	34,700.21	895.00	.00	6,449.79	84.3%
549030 TAXES AND ASSESSMENTS	48,000	48,000	49,280.49	.00	.00	-1,280.49	102.7%
549040 LICENSES	3,500	3,500	1,191.38	127.21	.00	2,308.62	34.0%
549050 FEES	16,500	16,500	12,775.52	931.87	.00	3,724.48	77.4%
549120 CONTINGENCY/RESERVE	607,320	1,111,333	.00	.00	.00	1,111,333.00	.0%
TOTAL SERVICES EXPENSES	6,188,568	6,404,381	4,065,172.65	411,651.28	522,600.51	1,816,607.84	71.6%
09 TRANSFERS/SETASIDES							
597030 TRANSFERS OUT--CAPITAL PROJEC	0	0	2,500,000.00	.00	.00	-2,500,000.00	100.0%
TOTAL TRANSFERS/SETASIDES	0	0	2,500,000.00	.00	.00	-2,500,000.00	100.0%
TOTAL GENERAL FUND	0	0	-4,483,313.99	3,282,928.99	711,556.32	3,771,757.67	100.0%
TOTAL REVENUES	-44,081,700	-44,081,700	-42,305,983.60	-232,352.75	.00	-1,775,716.40	
TOTAL EXPENSES	44,081,700	44,081,700	37,822,669.61	3,515,281.74	711,556.32	5,547,474.07	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR: 102 LEVY SUSTAINABILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
01 TAXES							
311110 PROPERTY TAX--CURRENT	0	0	-3,200,000.00	-2,573,834.09	.00	3,200,000.00	100.0%
TOTAL TAXES	0	0	-3,200,000.00	-2,573,834.09	.00	3,200,000.00	100.0%
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-623,117.99	-62,022.12	.00	623,117.99	100.0%
TOTAL CHARGES OTHER	0	0	-623,117.99	-62,022.12	.00	623,117.99	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	-3,823,117.99	-2,635,856.21	.00	3,823,117.99	100.0%
TOTAL REVENUES	0	0	-3,823,117.99	-2,635,856.21	.00	3,823,117.99	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR: 103	ELECTION FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-54,661.40	-5,264.60	.00	54,661.40	100.0%
	TOTAL CHARGES OTHER	0	0	-54,661.40	-5,264.60	.00	54,661.40	100.0%
	TOTAL ELECTION FUND	0	0	-54,661.40	-5,264.60	.00	54,661.40	100.0%
	TOTAL REVENUES	0	0	-54,661.40	-5,264.60	.00	54,661.40	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR: 104	PROPERTY AND FACILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-106,304.83	-5,009.22	.00	106,304.83	100.0%
	TOTAL CHARGES OTHER	0	0	-106,304.83	-5,009.22	.00	106,304.83	100.0%
09 TRANSFERS/SETASIDES								
597030	TRANSFERS OUT--CAPITAL PROJEC	0	0	1,400,000.00	.00	.00	-1,400,000.00	100.0%
	TOTAL TRANSFERS/SETASIDES	0	0	1,400,000.00	.00	.00	-1,400,000.00	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	1,293,695.17	-5,009.22	.00	-1,293,695.17	100.0%
	TOTAL REVENUES	0	0	-106,304.83	-5,009.22	.00	106,304.83	
	TOTAL EXPENSES	0	0	1,400,000.00	.00	.00	-1,400,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR: 201 DEBT SERVICE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-4,054.04	-394.85	.00	4,054.04	100.0%
TOTAL CHARGES OTHER	0	0	-4,054.04	-394.85	.00	4,054.04	100.0%
TOTAL DEBT SERVICE FUND	0	0	-4,054.04	-394.85	.00	4,054.04	100.0%
TOTAL REVENUES	0	0	-4,054.04	-394.85	.00	4,054.04	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
301 CAPITAL IMPROVEMENT FUND							
397010 TRANSFERS IN--SUSTAINABILITY	0	0	-3,900,000.00	.00	.00	3,900,000.00	100.0%
TOTAL UNDEFINED CHAR	0	0	-3,900,000.00	.00	.00	3,900,000.00	100.0%
02 CHARGES OTHER							
308510 ASSIGNED CASH & INV	-6,508,000	-10,318,000	.00	.00	.00	-10,318,000.00	.0%
361100 INVESTMENT EARNINGS	0	0	-354,506.43	-40,135.07	.00	354,506.43	100.0%
395200 INSURANCE RECOVERIES--CAPITAL	0	0	-52,324.53	.00	.00	52,324.53	100.0%
TOTAL CHARGES OTHER	-6,508,000	-10,318,000	-406,830.96	-40,135.07	.00	-9,911,169.04	3.9%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	0	0	1,591.70	.00	.00	-1,591.70	100.0%
531004 OFFICE/OPERATING SUPPLIES--PU	2,000	2,000	.00	.00	.00	2,000.00	.0%
535015 FURNISHINGS--STAFF	0	0	23,427.64	.00	.00	-23,427.64	100.0%
TOTAL SUPPLIES EXPENSES	2,000	2,000	25,019.34	.00	.00	-23,019.34	1251.0%
07 SERVICES EXPENSES							
541000 INDEPENDENT CONTRACTORS	26,000	23,000	10,070.94	.00	.00	12,929.06	43.8%
541020 CONTRACTUAL SERVICES	75,800	36,800	130,770.17	.00	27,909.80	-121,879.97	431.2%
541040 LEGAL SERVICES	15,000	15,000	14,709.00	.00	3,960.00	-3,669.00	124.5%
541060 ARCHITECTURAL/ENGR SERVICES	765,000	1,461,500	646,923.88	62,209.04	841,146.08	-26,569.96	101.8%
542000 POSTAGE	10,000	10,000	.00	.00	.00	10,000.00	.0%
545020 RENTALS/LEASES--EQUIPMENT	0	0	5,224.44	274.59	21,458.46	-26,682.90	100.0%
549030 TAXES AND ASSESSMENTS	200,000	0	.00	.00	.00	.00	.0%
549050 FEES	200,000	44,500	113,004.41	98,538.29	25.64	-68,530.05	254.0%
549120 CONTINGENCY/RESERVE	289,200	528,700	.00	.00	.00	528,700.00	.0%
TOTAL SERVICES EXPENSES	1,581,000	2,119,500	920,702.84	161,021.92	894,499.98	304,297.18	85.6%
08 CAPITAL OUTLAYS							

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR: 301 CAPITAL IMPROVEMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
562000 BUILDING ACQUISITIONS	1,700,000	5,000,000	1,925,952.47	1,613,475.42	4,215,329.93	-1,141,282.40	122.8%
562020 LAND & PROPERTY IMPROVEMENTS	225,000	100,000	25,739.35	3,072.50	18,852.50	55,408.15	44.6%
562100 CONSTRUCTION	2,035,000	2,435,500	344,710.99	.00	2,527,427.02	-436,638.01	117.9%
562500 ROOFING	0	0	5,710.89	.00	.00	-5,710.89	100.0%
562800 FURNITURE AND FIXTURES	100,000	250,000	82,220.97	.00	276,491.73	-108,712.70	143.5%
563100 PARKING LOT IMPROVEMENTS	0	0	98,742.44	.00	.00	-98,742.44	100.0%
564000 MACHINERY & MAJOR EQUIPMENT	150,000	150,000	149,600.00	.00	.00	400.00	99.7%
564100 VEHICLES	390,000	241,000	268,835.17	210,435.50	191,414.16	-219,249.33	191.0%
564300 TECHNOLOGY EQUIPMENT	325,000	20,000	15,097.58	.00	2,822.68	2,079.74	89.6%
TOTAL CAPITAL OUTLAYS	4,925,000	8,196,500	2,916,609.86	1,826,983.42	7,232,338.02	-1,952,447.88	123.8%
TOTAL CAPITAL IMPROVEMENT FUND	0	0	-444,498.92	1,947,870.27	8,126,838.00	-7,682,339.08	100.0%
TOTAL REVENUES	-6,508,000	-10,318,000	-4,306,830.96	-40,135.07	.00	-6,011,169.04	
TOTAL EXPENSES	6,508,000	10,318,000	3,862,332.04	1,988,005.34	8,126,838.00	-1,671,170.04	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	-7,515,951.17	2,584,274.38	8,838,394.32	-1,322,443.15	100.0%

** END OF REPORT - Generated by Olivia Bishop **

Public Services Report

Library at a Glance: Nov 2023 YTD Key Performance Indicators

<p>Cardholders</p> <p>320,900</p> <p>↑ +13%</p>	<p>YTD Users - Physical</p> <p>1,168,722</p> <p>↑ +24%</p>	<p>YTD Circulation - Digital</p> <p>2,127,277</p> <p>↑ +9%</p>
<p>YTD Circulation - Physical</p> <p>2,421,086</p> <p>↓ -3%</p>	<p>YTD Number of Youth Programs</p> <p>1,938</p> <p>↑ +37%</p>	<p>YTD Youth Program Attendees</p> <p>44,440</p> <p>↑ +45%</p>
<p>YTD Number of Adult Programs</p> <p>835</p> <p>↑ +46%</p>	<p>YTD Adult Program Attendees</p> <p>8,255</p> <p>↑ +16%</p>	

The percentage change is a comparison of YTD from prior year 2022. Physical circulation includes renewals.

In Focus: November 2023 Service Highlight

Public Services Highlight: [Voter Point of Assistance](#)

In 2019, Pierce County Library System, Tacoma Public Library, and Puyallup Public Library partnered with the Pierce County Auditor’s Office to provide access and assistance for Pierce County voters on Election Day. Through this strategic partnership, 27 library locations across Pierce County serve as Points of Assistance on Election Day to support those needing to:

- Register to vote,
- Update their voter registration,
- Get their ballot,
- Replace a ballot that has been lost, damaged, or mismatched, and/or
- Pick up a voters’ pamphlet.

The successful pilot expanded in 2020 and was fully operationalized by the end of 2021. This year (2024) will be the sixth year providing Voter Point of Assistance (VPOA) services across Pierce County.

Since 2019, PCLS staff have provided VPOA services during **16 general, primary, and special elections** and helped **2,000 community members** exercising their right to vote.

Stories of Impact

First-time voters oftentimes use Voter Point of Assistance. Providing guidance can be quite meaningful for Library staff committed to fulfilling the Library’s mission to help provide access.

Serving as Points of Assistance for voters provides an opportunity for new audiences and Pierce County residents to learn about other Library services. For example, a community member accessing VPOA at Buckley Pierce County Library expressed, “I’ve lived here for 40 years and I’ve never been in this building. I figured since I’m voting right outside, I’d take a look!”

Looking Ahead

Events to Know About

Dementia Home Care with author Tracy Cram Perkins: Saturday, January 6; 12:00pm - 2:00pm; Gig Harbor
Valentines for Veterans: Monday, January 8 - Saturday, January 13; All Day; Bonney Lake, Buckley, and Sumner
Friends of the Orting Library Book Sale: Saturday, January 13; 1:00pm - 4:00pm; Orting
Bonney Lake Kindness Club - Make Wellness Kits: Saturday, January 20; 2:00pm - 4:00pm; Bonney Lake
Welcome to the Library: Tuesday, January 23; 4:00pm - 5:30pm; University Place
Future Tense - The Thrill of Speculative Fiction: Saturday, January 27; 2:00pm - 3:30pm; Graham

Public Services Operational Highlight

University Place Library: The Adult Services team relocated the adult graphic novel collection to increase visibility. In their new location, adult graphic novels are more prominently displayed, making it easier for customers to find them. Because these shelves were previously used for display and oversized materials, the move also created more space for our adult fiction collection.

Customer Impact and Community Engagement - Stories by Location

Bonney Lake Library: The week before Thanksgiving, we wrapped up the fall Family Story Time series. Over the course of nine weeks, a Youth Services Librarian reached an average of forty-seven attendees per week with books, songs, art activities, and more! In the winter, staff will expand the series to offer two weekly Family Story Time sessions and looks forward to meeting even more Bonney Lake community members.

Gig Harbor Library: A legally blind patron came in and expressed interest in joining one of the book clubs and becoming a member of the [Washington Talking Book and Braille Library](#) (WTBBL). An Adult Services librarian helped the customer create his WTBBL account and walked the gentleman through navigating the site/ordering titles. The customer left with staff business cards and contact information should he need follow-up assistance in the future.

Later in the month, an Adult Services librarian helped a customer complete a resume and apply for employment. The customer is currently retired and wants to contribute to his community and spend time with others. He left the library very pleased with the assistance he received and agreed to let staff know if he gets the job!

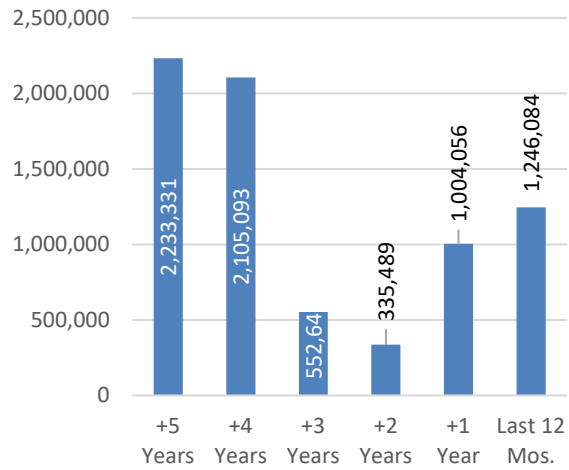
Key Center Library: A customer experience specialist visited Key Peninsula's [Food Backpacks 4 Kids](#) to distribute giveaway books to the children of families utilizing the food bank. Twenty-seven books were handed out to happy kids while their parents shopped for food. Giveaway books were purchased with funds donated by the local H-L Foundation, to help promote literacy of Key Peninsula children.

Orting Library: One of our adult customers shared a heartwarming story about her preschool-aged son. During the Summer Reading Program, the mother and son browsed our cart of free books (in partnership with the Orting Food Bank). Her preschooler selected a Spanish book to take home. Because the family doesn't speak Spanish, the mother looked up translations, and her son eventually memorized the book. Ever since then, every time they come to the library, the preschooler wants books in both English and Spanish. His family is slowly beginning to learn a new language as they work to remember all of the words they learn from his books!

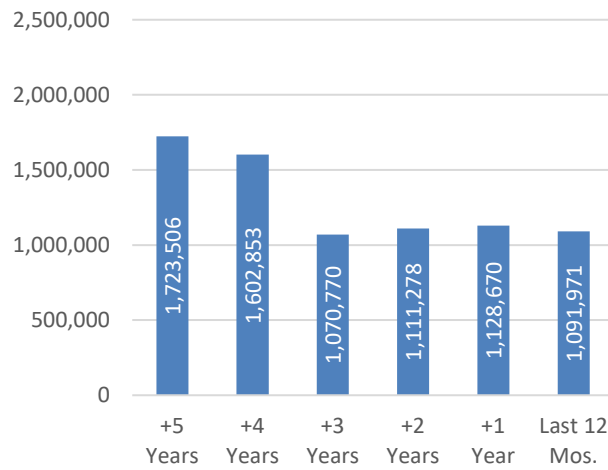
University Place Library: At a recent Knit (or Crochet) Together event, four new crafters joined the group. One of the women brought her drop spindle and delighted program-regulars by showing everyone how to spin fiber into thread. One of the greatest outcomes of this program is that it encourages meaningful multi-generational interactions through interest-sharing.

Customers / Visits - November 2023

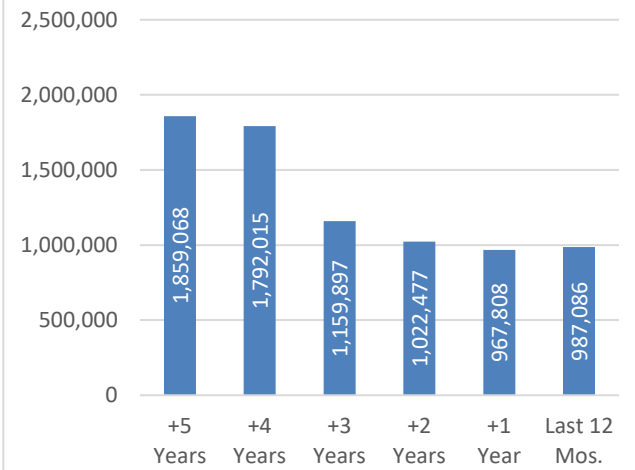
Branch Visits



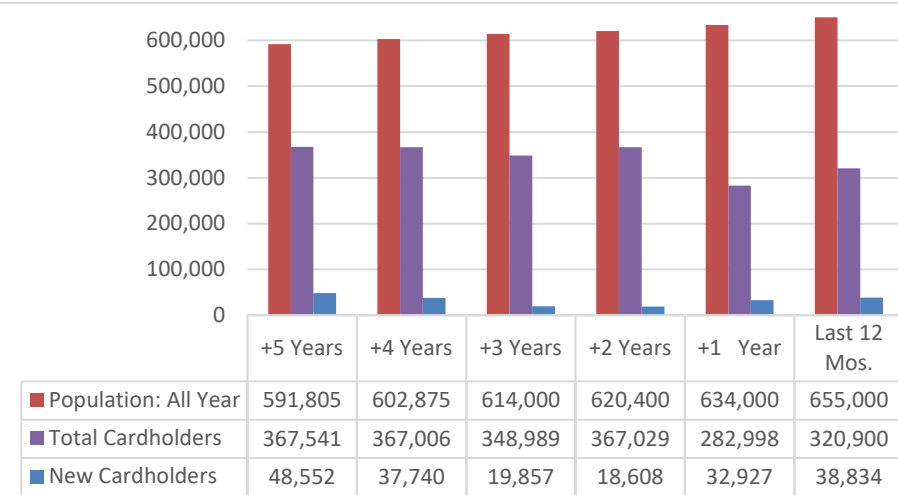
Catalog Visits



Website Visits



PCLS Cardholder Statistics



November and Rolling 12-Month Comparison

	November 2023	November 2022	% Change Nov. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	108,500	83,290	30.3%	1,246,084	1,004,056	24.1%
Catalog Visits	86,485	83,245	3.9%	1,091,971	1,128,670	-3.3%
Public Website Visits	77,586	75,402	2.9%	987,086	967,808	2.0%

Technology

	November 2023	November 2022	% Change Nov. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	13,462	9,584	40.5%	157,474	118,134	33.3%
Wi-Fi Sessions	66,941	50,135	33.5%	817,010	612,264	33.4%

Public Spaces Usage

	November 2023	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	1,574	16,392	2,590	532.9%
# of Attendees	7,496	69,639	11,798	490.3%

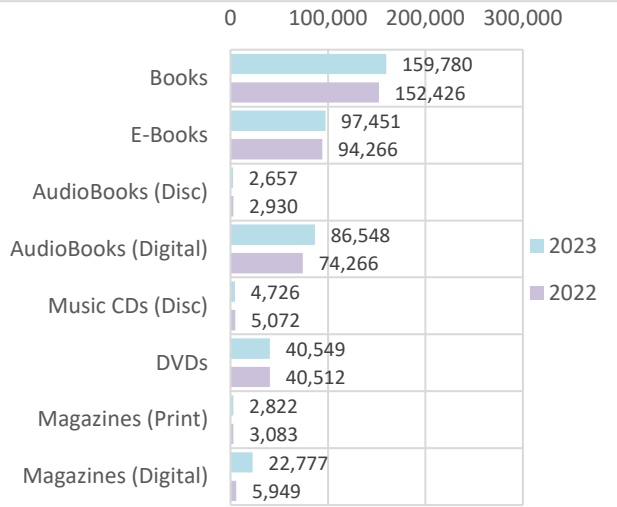
Notes:

Public Spaces Usage: Use of public meeting rooms restarted in November 2022

Public Website Visits: The Job and Business Center no longer has a separate website, therefore activity for this service is no longer included in the count of Public Website Visits.

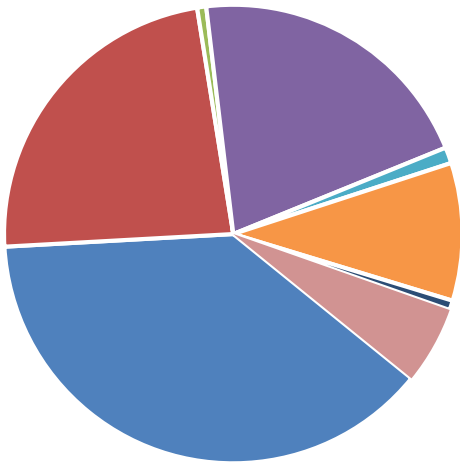
Collection Use - November 2023

November 2023 vs November 2022 Checkouts Data Table

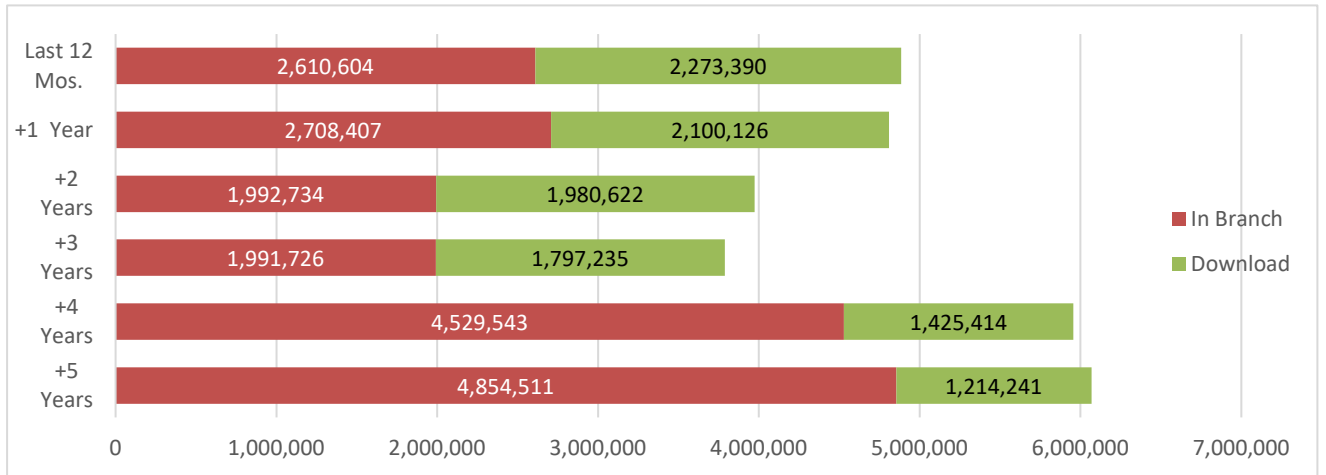


Categories	October 2023	November 2023	November 2022	% Change of Nov. Year Over Year	% of Total Nov. 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	166,747	159,780	152,426	4.82%	38.29%	1,981,189	1,999,505	-0.92%
E-Books	99,874	97,451	94,266	3.38%	23.35%	1,175,672	1,147,572	2.45%
AudioBooks (Disc)	2,781	2,657	2,930	-9.32%	0.64%	35,804	42,224	-15.20%
AudioBooks (Digital)	87,509	86,548	74,266	16.54%	20.74%	1,016,438	892,896	13.84%
Music CDs (Disc)	4,696	4,726	5,072	-6.82%	1.13%	60,046	66,413	-9.59%
DVDs	42,642	40,549	40,512	0.09%	9.72%	495,019	540,261	-8.37%
Magazines (Print)	2,982	2,822	3,083	-8.47%	0.68%	37,340	36,758	1.58%
Magazines (Digital)	23,265	22,777	5,949	282.87%	5.46%	113,575	70,882	60.23%
Totals:	430,496	417,310	378,504	10.25%	100.00%	4,915,083	4,796,511	2.47%

Checkouts By Format - November 2023



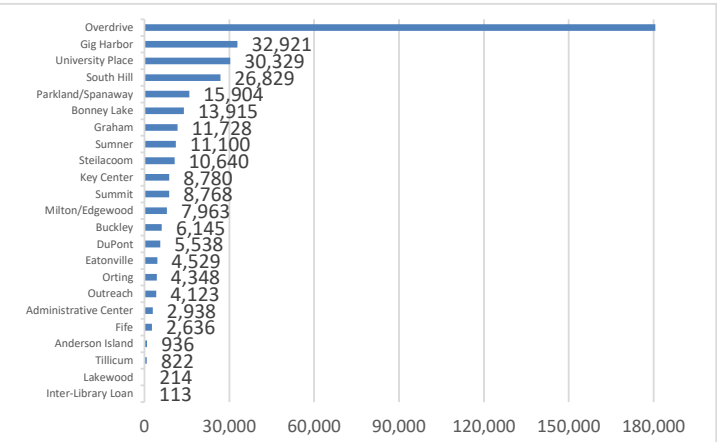
Collection Checkouts



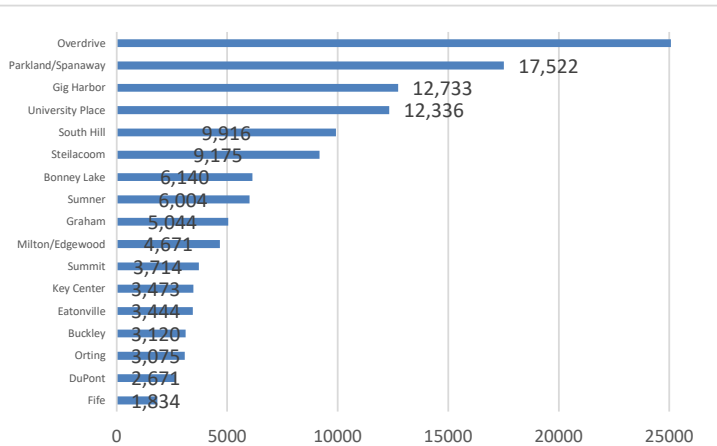
Activity - November 2023

Location	Checkouts				Visitors			
	November 2023	Last 12 Mo.	+1 Year	% Change	November 2023	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,938	27,074	31,695	-14.6%	No "visitors" for Administrative Center			
Anderson Island	936	9,627	5,507	74.8%	No Door Counter for Anderson Island			
Bonney Lake	13,915	82,912	179,906	-53.9%	6,140	76,897	63,934	20.3%
Buckley	6,145	77,367	71,624	8.0%	3,120	37,167	29,981	24.0%
DuPont	5,538	75,936	73,985	2.6%	2,671	35,071	28,400	23.5%
Eatonville	4,529	61,416	63,746	-3.7%	3,444	41,637	33,494	24.3%
Fife	2,636	36,897	36,727	0.5%	1,834	25,590	20,318	25.9%
Gig Harbor	32,921	410,062	430,603	-4.8%	12,733	157,218	125,138	25.6%
Graham	11,728	146,020	138,458	5.5%	5,044	56,625	43,238	31.0%
Inter-Library Loan	113	3,213	3,329	-3.5%	No "visitors" for Inter-Library Loan			
Key Center	8,780	98,466	95,158	3.5%	3,473	42,555	34,754	22.4%
Lakewood	214	1,534	118,220	-98.7%	No "visitors" for Lakewood			
Milton / Edgewood	7,963	98,217	98,977	-0.8%	4,671	53,914	40,119	34.4%
Orting	4,348	58,287	57,870	0.7%	3,075	34,544	27,735	24.6%
Overdrive	183,999	2,192,110	2,040,468	7.4%	31,978	362,191	317,588	14.0%
Outreach	4,123	36,613	27,221	34.5%	617	5,961	4,102	45.3%
Parkland / Spanaway	15,904	200,978	198,184	1.4%	17,522	172,174	118,905	44.8%
South Hill	26,829	339,942	345,986	-1.7%	9,916	117,840	90,907	29.6%
Steilacoom	10,640	134,071	108,312	23.8%	9,175	89,994	65,831	36.7%
Summit	8,768	120,017	129,842	-7.6%	3,714	49,289	38,885	26.8%
Sumner	11,100	136,093	138,607	-1.8%	6,004	66,052	52,916	24.8%
Tillicum	822	13,739	11,134	23.4%	2,188	23,886	14,101	69.4%
University Place	30,329	356,120	324,833	9.6%	12,336	150,898	106,360	41.9%
Total	395,218	4,716,711	4,730,392	-0.3%	139,655	1,599,503	1,256,706	27.3%

November Checkouts



November Visitors



Location Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration	Notes
Bonney Lake	11/13/2022	11/27/2022	15 days	Building updates	Eatonville	8/14/2023	8/19/2023	6 days	HVAC repair
System-wide	12/2/2022	12/1/2022	1 day	Snow storm					
System-wide	12/23/2022	12/23/2022	1 day	Snow storm					
Graham	12/26/2022	12/26/2022	1 day	Power outage					
Anderson Island	3/8/2023	3/8/2023	1 day	Reduced ferry schedule					
Anderson Island	5/10/2023	5/10/2023	1 day	Reduced ferry schedule					
Graham	7/24/2023	7/28/2023	5 days	Parking lot repave					

Visitors: November 2023 counts are included in the Last 12 Mo. count for the branch locations.

Checkouts: Statistics for the Administrative Center come from the staff hold pickup area.

Unfinished Business

MEMO



Date: January 5, 2024

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: 2024 Schedule of Regular Meetings

At the December Regular Meeting, Trustees approved the 2024 Meeting Schedule with a simple motion, passed unanimously. Regretfully, we neglected to include a formal resolution for this action which is a necessary technical procedure in Washington. In order that we comply with the Open Meeting Act, we have re-noticed this meeting as a Special Meeting and request the Board approve the remainder of the 2024 Regular Meeting Schedule by way of resolution.

Motion: Approve Resolution 2024-02 setting the 2024 schedule of regular meetings.

RESOLUTION NO. 2024-02

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO SET THE 2024 SCHEDULE OF REGULAR MEETINGS**

WHEREAS, the Board of Trustees of the Pierce County Rural Library District must adopt a schedule of regular meetings in compliance with Chapter 42.30 of the Revised Code of Washington, and

WHEREAS, the Board of Trustees intends to hold regular meetings in the year 2024, now, therefore,

BE IT RESOLVED that in 2024, the Board of Trustees of the Pierce County Library System will meet on the second Wednesday of each month at 3:30 PM as per the attached schedule. Unless otherwise noted, the meetings will take place at the Administrative Center & Library, 3005 112th Street East, Tacoma, Washington, 98446.

DATED THIS 10th DAY OF JANUARY, 2024

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT	
Pamela Duncan, Chair	_____
Neesha Patel, Vice-Chair	_____
Pat Jenkins, Member	_____
Abby Sloan, Member	_____
Jamilyn Penn, Member	_____

**PIERCE COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES**

2024 Meeting Schedule

Regular meetings are set for 3:30 pm on the second Wednesday of each month, with the designated location being the Administrative Center at 3005 112th St., Tacoma, WA 98446, unless stated otherwise. The dates of the 2024 Board of Trustee regular meetings are as follows:

February 14, 2024
March 13, 2024
April 10, 2024
May 8, 2024
June 12, 2024
July 10, 2024
August 14, 2024
September 11, 2024
October 9, 2024
November 13, 2024
December 11, 2024

MEMO



Date: December 29, 2023

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Kristina Cintron, Director of Facilities and Capital Projects

Subject: Interim Lakewood Library - Update

The Library continues to work with the contractor and City of Lakewood (“City”) toward approvals for the remaining permits for sewer tie-in and Right of Way. Status of permits are as follows:

- Land-Use Review:
 - Submitted on May 10, 2023
 - Approved on July 28, 2023
- Site Development:
 - Submitted on June 23, 2023
 - Approved on December 12, 2023
- Right of Way Application:
 - Submitted on October 16, 2023
 - Under review by City
- Sewer Tie-In:
 - Submitted on September 8, 2023
 - Awaiting approval of Right of Way application
- Building Permit:
 - Submitted on September 21, 2023
 - Under review by City and in discussions with Civil and Structural Engineers

At the existing Lakewood Library, a Request for Bid for demolition work will be released on January 10, 2024. Bids will be due by March 5, 2024.

MEMO



Date: January 3, 2024

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Future Lakewood Libraries Planning

Last month, Trustees confirmed a preference for study sessions to be held, centered and focused on the necessary deliberations for determining a future direction for Lakewood libraries (both for downtown and the Tillicum area). Desired considerations for the process and outcomes were also shared. Trustees indicated a desire to discuss the two locations and recommendations separately.

A potential decision-making framework can be applied that may assist in this process. The framework I recommend is the [Knowledge-Based Decision Making Framework](#) developed for [governing boards by Tecker International Consulting](#) (used with permission). Utilizing this tool also provides good documentation around a major decision that can help hold the organization accountable and provide future leaders the opportunity to understand the reasoning behind decisions.

The process of Knowledge-Based dialogue on a mega issue involves several steps:

1. Defining what is known about an issue using four knowledge bases.
 - What do we know about stakeholders’ needs, wants, and preferences that is relevant to this decision?
 - What do we know about the current realities and evolving dynamics of the environment that is relevant to this decision?
 - What do we know about the capacity and strategic position of our organization that is relevant to this decision?
 - What are the ethical implications?
2. Determining what choices of strategy this knowledge suggests.
3. Assessing the relative advantages and disadvantages of the choices.
4. Coming to consensus on a choice of strategy or action.

Below is a proposed outline for these study sessions, mapping the steps in a decision-making framework. In order to best support the facilitation, staff will need to know if Trustees are attending in-person, virtually, or hybrid to determine the most appropriate tools for meeting preparation, information sharing, and notetaking.

Table 1: Types of Meeting, Purpose, and Activities to be Conducted

Type of Meeting	Purpose	Activity
Study Session 1 – February TBD (90 min.)	Dialogue to Inform the Issue – Downtown Lakewood	1. Information Gathering to Frame the Decision Using the 4 Knowledge Bases

		2. Information Gathering to Determine Feasibility (Site Location, Size, Cost, Funding)
Study Session 2 – March TBD (90 min.)	Dialogue to Identify & Evaluate Choices – Downtown Lakewood	1. Review Information Gathering 2. Identify & Evaluate Choices (Relative Advantages or Disadvantages)
Study Session 3 – April TBD (90 min.)	Dialogue to Inform the Issue – Tillicum Area	1. Information Gathering to Frame the Decision Using the 4 Knowledge Bases 2. Information Gathering to Determine Feasibility (Site Location, Size, Cost, Funding)
Study Session 4 – May TBD (90 min.)	Dialogue to Identify & Evaluate Choices – Tillicum Area	1. Review Information Gathering 2. Identify & Evaluate Choices (Relative Advantages or Disadvantages)
Regular Meeting – June	Determine Consensus	Facilitate Understanding and Identify Common Ground
Regular Meeting – July	Reach a Decision	Craft a Motion, Deliberate, & Vote

Staff will prepare supporting materials for sessions, and depending on the depth and time of discussions, the schedule may need to be adjusted. This timeline is achievable and in balance with the full load of all the other major activities currently underway at PCLS. We look forward to hearing the Trustees’ thoughts.

MEMO



Date: January 3, 2024

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: HR Manual – Discussion

As a reminder, over the last several months, Staff Experience has taken a full inventory of all human resource policies, programs, procedures, and guidelines which were stored and posted in multiple places internally. In continuing our work to streamline and simplify policies, we combined all employment-related materials into one document for ease of access and consistency. The result is the attached draft Human Resources Manual (“Manual”), which has been prepared as a guide and reference to the policies, values, goals, and rules of the Library. In providing this Manual to employees, we aim to ensure all staff have clarity in knowing what is expected of them.

We continue to refine the Manual as we receive feedback. You’ll see any modifications from the December meeting reflected in track changes, with corresponding comments explaining updates.

The Manual includes existing, approved, and established policies, procedures, programs, and guidelines in compliance with federal and state laws. Some of this document includes previous Board approved policies. The table below outlines current stand-alone Board policies that we are requesting to integrate into the Manual and rescind as stand-alone. One exception to this is the recently-approved Conflict of Interest and Ethics Board policy, which will remain as stand-alone.

We continue to consult with employment law attorneys in preparation and refinement of the Manual.

Table: Stand Alone Board Policy to be Rescinded and Integrated into the Human Resources Manual

Stand Alone Board Policy to be Rescinded and Integrated into the Human Resources Manual
Equity, Diversity and Inclusion
Anti-Harassment
Equal Employment Opportunity
Participation in Community Organizations
Holiday
Employee Whistleblower Protection
Employee Use of Library Equipment
Humanitarian Catastrophic Leave
Wellness Program Policy
Unemployment Insurance
Defense and Indemnification of Legal Actions

Library Administrators are requesting the Board take one-time action to establish an employee personnel policy in the form of the HR Manual that will be maintained internally by the Executive Director and

Staff Experience (HR). Library policies that are Board policies will continue to be presented to Trustees directly.

As this is a large document, we request Trustee review at the February 14, 2024 meeting and consideration for adoption at the March 13, 2024 meeting. At the time of this memo, we have responded to Trustees' emailed questions regarding the Manual. We are happy to take any additional questions at this time.



Spark your career with
Pierce County Library System

**Pierce County
Library System
Human
Resources Policy
Manual**

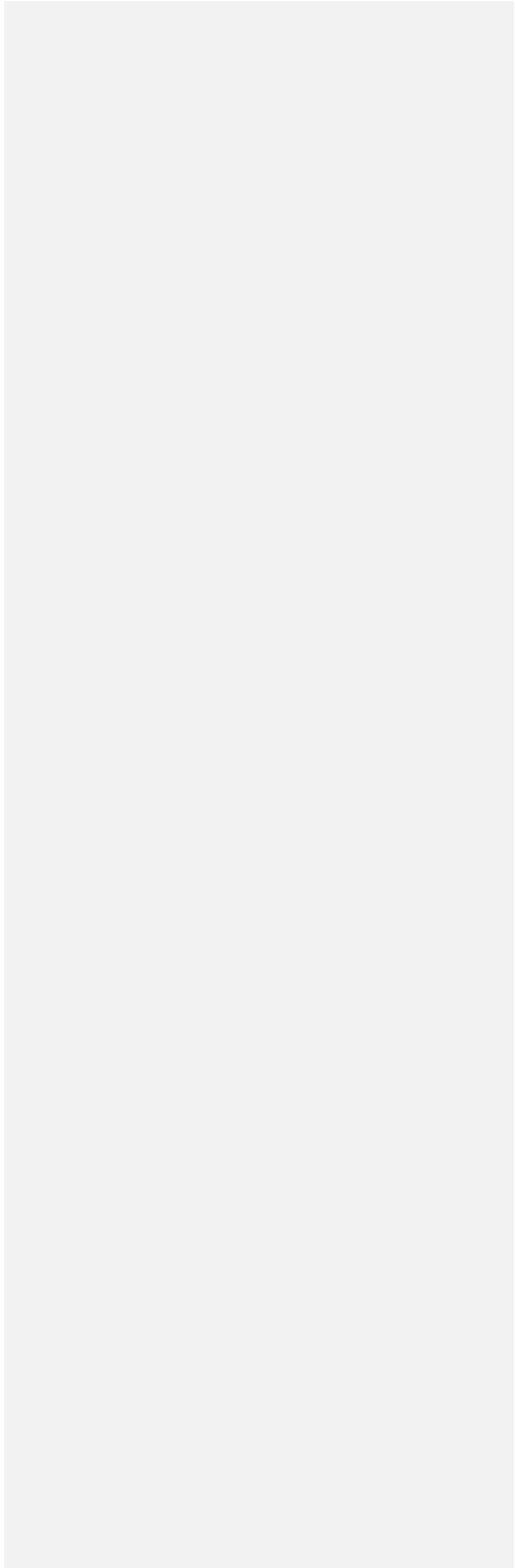


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Commented [CG1]: Keeping this as a stand alone board policy and removing from the HR Manual.

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14 Glossary of Terms

1. Introduction

Washington State Law (RCW 27.12.210) gives library trustees the authority and duty to adopt library bylaws, rules and regulations. It also authorizes library trustees to employ and prescribe the duties of the librarian; for PCLS, this is the Executive Director. The law further gives trustees the authority to do all other acts necessary for the orderly and efficient management and control of libraries. This includes the approval of this Human Resources Policy Manual. The Library may, in its sole discretion and consistent with the Library's Board of Trustees By-laws, change, delete, deviate from, suspend or discontinue any part or parts of the policies in this Employee Manual at any time with reason.

The trustees are responsible for planning the direction of Library services, complying with laws and overseeing the Library's expenditure of funds. They have signatory authority for the major actions and contracts the Library undertakes, including this Human Resources Policy Manual.

The Board has policy and decision-making authority for the Library. Library staff to include the Division, Department or Team in a functional area, are responsible for implementing and enforcing this Human Resources Policy Manual.

1.1. Welcome

Welcome to the Library ("The Library System" or "PCLS"). We hope your employment here will be a great source of personal and professional growth and satisfaction. You were selected for employment as a top candidate in demonstrating our core skills and qualities and leadership competencies in your ability to provide exceptional services to customers. The Library values our staff and their many contributions to the communities we serve.

The Library is committed to offering and maintaining a legally and fiscally responsible total rewards package, fostering a high-quality work environment, reinforcing a strong organizational culture, and having clear and fairly administered policies in a manner that supports engagement, diversity and inclusion in the workplace and work experiences.

The policies established within this manual provide instructions to be followed with respect to practices and matters related to employment with the Library. It is to each employee's advantage to be familiar with these policies and all employees are expected to do so. A policy manual cannot cover every situation, so it is important that employees raise questions with their supervisors, Staff Experience and/or the Executive Director about matters that are not dealt with here.

Our goal is to support effective performance management, recruiting and retention strategies and practices that foster innovation and engagement in a high-performance culture.

These policies apply generally to the employees of PCLS. Some policies by their terms either do not apply or apply differently to union and non-union employees. These policies apply to all employees, including those covered by a Collective Bargaining Agreement, to the extent the policies and procedures are consistent with the terms of such agreement or where the collective bargaining agreement is silent on the subjects covered by these policies and procedures. In cases where these policies conflict with any law, the terms of the law shall prevail.

Neither this manual, nor the policies or benefits described in this document, should be construed as any type of contract between PCLS and its employees.

PCLS reserves the right to amend, supplement or rescind any of these policies, as it deems appropriate in its sole discretion. As policies are revised, updates will be shared with staff and saved for reference in an appropriate location. Please keep this information readily available and familiarize yourself with updated material promptly so your knowledge of these policies is current at all times.

1.2 Purpose

PCLS has prepared this HR policy manual to help employees understand how the Library works, our values, culture, and goals. In providing this policy manual to employees, the Library Board of Trustees and the Library administration believe PCLS employees will have a clear understanding and be comfortable knowing what is expected of them.

Employees are to incorporate the information outlined in the policy manual in their day-to-day job performance, while striving to meet the Library's values and goals, and serve the public.

The contents of these policies do not constitute an expressed or implied contract, nor are the policies a promise of continued employment with any employee. Nor is it a guarantee of a particular process under any particular set of circumstances. It is merely an informational summary of the policies, guidelines and standards by which PCLS intends to operate. The Library reserves the right to change this manual anytime and will notify employees and the appropriate labor representatives of such changes.

1.3 Scope of HR Policy Manual

The policies set forth in this manual apply to all Library employees and to those individuals who volunteer their services to the Library.

Volunteers are essential to the success of the Library and are always welcome as long as their performance and behavior align with the conduct as defined separately from this HR Policy manual. In cases where these policies conflict with any local, state or federal law, the terms of the law, and its underlying rules or regulations shall prevail. In all other instances, the policies set forth in this policy manual shall prevail.

Except as otherwise provided, the Library's Executive Director and staff are responsible and thus have the authority to enforce the policies as outlined in this policy manual. The policies and procedures outlined in this manual may be changed or discontinued at any time with or without notice.

Notices of new policies and changes in PCLS policies will be communicated to employees.

Administration: The Board of Trustees has the sole authority to make changes in policy except under special circumstances when the Library Executive Director can make the changes, of which the Board will be promptly advised.

2. Employee Section

2.1. Equal Employment Opportunity

Equal Employment Opportunity

Policy Statement

It is the policy of the Library to provide equal opportunity to all employees and applicants for employment.

Purpose

This policy confirms the Library's commitment to providing equal employment opportunities and to comply with state and federal laws.

Policy

All personnel practices, such as recruitment, hiring, firing, promotions, layoffs, training, wages, benefits, discipline, and other terms and conditions of employment, shall be administered in a manner which does not discriminate against an employee or job applicant on the basis of age, sex, marital or family status, pregnancy, sexual orientation, race, creed, color, national origin, religion, military or honorably discharged veteran status, gender identity, ancestry, disability, genetic information, citizenship or immigration status, or any other basis prohibited by law.

Complaint Procedure. The Library will not tolerate discrimination. Any employee who believes they have been subjected to unlawful discrimination, or any employee who becomes aware of such conduct directed at someone else, should report it to their supervisor, any Library manager, or the Staff Experience Department. The Library encourages employees to use this policy without worrying about whether the conduct involved is considered discrimination in a legal sense. Any manager who receives such a complaint should report it to the Staff Experience Department immediately. Upon receipt of a complaint, the Library will investigate and take appropriate corrective action as may be warranted, up to and including termination. The Library prohibits retaliation or adverse action against employees because of their good faith report of discrimination, or participation in an investigation regarding the same.

2.2. Conflict of Interest and Ethics

This is a stand alone board policy available on the Library's public website. The policy referenced below is a duplicate of the published policy.

Commented [CG2]: Clarifying that this board policy is stand alone and only duplicating here in the Manual.

Policy Statement

The members of the Pierce County Library System (the "Library") Board of Trustees (the "Board") and employees should demonstrate individually and collectively the highest standards of honor and integrity to maintain public trust in the Library as an institution of self-governance. Therefore, it is crucial that all Trustees and employees conduct business on behalf of the Library with the highest level of integrity, avoiding the reality or appearance of improper influence, favoritism, and conflicts of interest.

Purpose

The Library establishes this policy to ensure that matters arising from family, personal, or financial relationships do not impair an employee or member of the Board's judgment in acting in the best interest of the Library, in the management of employees, or in their fiduciary responsibilities.

Trustee Ethics and Conduct

The Board adopts RCW 42.23.070, which includes the following four prohibitions, as the basis of its code of ethics:

- No Trustee may use their position to secure special privileges or exemptions for themselves or others.

- No Trustee may, directly or indirectly, give or receive any compensation, gift, gratuity, or reward from any source for a matter connected with or related to the Trustee’s services unless otherwise provided by law.
- No Trustee may accept employment or engage in business that the Trustee might reasonably expect would require them to disclose confidential information acquired by reason of their official position.
- No Trustee may disclose confidential information gained by reason of the Trustee’s position, nor may the Trustee use such information for their personal gain.

In addition, each Trustee shall:

- Uphold the mission, vision, and values of the Library.
- Respect the opinions of their fellow Trustees and conduct themselves with respect and decorum when they disagree or oppose a viewpoint different from their own.
- Distinguish clearly between their personal philosophies, opinions, and positions and those of the Library, acknowledging and supporting the formal position of the Board, even if they disagree.
- Pursue opportunities to improve their knowledge and understanding of the Library, libraries in general, and changing conditions, which may impact the way the Library provides services.

Conduct which harms public trust in the Library is grounds for recommending to the Pierce County Council removal from the Board.

Prohibited Contract Interests

Trustees and employees may not have a beneficial financial interest in any contract made by, through or under their supervision in the course of their duties. Also, they may not unfairly benefit as a result of having their position. Other than compensation, no employee, employee’s spouse/domestic partner or dependent child (“immediate family member”) or business in which the employee or immediate family member is an officer, director, member or employee or directly or indirectly owns or controls an interest shall derive any personal profit or gain by reason of their employment by the Library.

Gifts

No Trustee or administrative-level director may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the Library, for a matter connected with or related to such person’s services as a Trustee or administrative-level director, as applicable, unless otherwise provided for by law.

Misuse

Trustees and employees shall not use public resources that are not available to the public in general, such as Library staff time, equipment, supplies or facilities, for other than a Library purpose.

Conflict of Interest; Reporting and Remedies

A conflict of interest is any action that, in the opinion of the Library, might interfere with, or appear to interfere with, the independent exercise of judgment or performance of work duties by, or present the potential of undue influence upon actions of a Trustee or employee.

A Trustee or employee who recognizes an actual or potential conflict of interest must promptly disclose any financial or personal beneficial interest, direct or indirect, and abstain voluntarily from discussion, voting, or decision-making on any issue that raises such conflict of interest.

If any Trustee perceives a possible conflict of interest for any other Trustee, the possible conflict shall immediately be brought to the attention of the Board Chair and Executive Director. If any employee perceives a possible conflict of interest for any other employee, the possible conflict shall immediately be brought to the attention of the employee's supervisor or the Staff Experience Director or designee.

2.3. Employee Nepotism

Policy Statement

The Library permits employment of qualified relatives or significant others of present employees or Board of Trustee members provided the employment does not create a business-related conflict of interest, or the appearance of a conflict of interest, as described in this policy and where restrictions do not violate any State or Federal laws or regulations.

Purpose

It is in the best interest of the Library to avoid the reality or appearance of improper influence, favoritism, and conflicts of interest. The Library establishes this policy to ensure that matters arising from family or personal relationships do not impair an employee or member of the Board of Trustee's judgment in acting in the best interest of the Library, and in the management of employees, and in their fiduciary responsibilities.

Definitions

"Conflict of Interest": Any action that, in the opinion of the Library, might interfere with, or appear to interfere with, the independent exercise of judgment or performance of work duties, employee judgment, or present the potential of undue influence upon actions by the employee or Trustee. Situations that may appear to be a conflict of interest include, but are not limited to:

1. Where one employee would have direct or indirect authority or practical power to supervise, schedule, appoint, remove, promote or discipline the other;
2. Where one employee would be responsible for auditing or reviewing the work of another;
3. Where the employees would be scheduled to work together without a third employee present;
4. Where circumstances exist which would place the employees in a situation of actual or reasonable foreseeable conflict between the Library's interest and their own;
5. Where the absence by both parties at the same time would create a hardship for the Library;
6. Where, in order to avoid the reality or appearance of improper influence or favor, or to protect its confidentiality, the Library must limit the employment of close relatives of policy level officers of vendors, competitors, regulatory agencies, or others with whom the employer deals.
7. Where an employee's or trustee's actions or decisions would have a financial impact upon a relative or significant other.
8. Where an employee or trustee would be in a position to access confidential information regarding a relative or significant other.

"Legal Entities as Relative or Significant Other": If a Library employee, Trustee or a relative or significant other of such employee or Trustee has a significant ownership interest, as determined by the Library, in any company doing business with the Library or is employed by any company doing business with the Library in the capacity of an officer, director, account executive, sales representative or any other individual with authority to price, manage or influence business affairs related to such company's

dealings with the Library, the conflict of interest will be regarded as if such company were a natural person and the conflict were as relative or significant other of the Library employee or Library Trustee.

“Relative or significant other”: Family member or close relative such as a spouse, domestic partner, parent, child, sibling, “step” or “in-law”, grandparent, grandchild, guardian; and like relative of an employee’s spouse and any persons in a romantic or sexual relationship; or any other person residing with or legally dependent upon the Library employee or member of the Library Board of Trustees.

Policy

Employment of qualified relatives or significant others of current employees or Board of Trustees members is allowed provided the employment does not create a conflict of interest or the appearance of a conflict of interest.

This policy applies to the hiring and employment of all regular, temporary, probationary, contract and substitute employees, and members of the Board of Trustees. Employment of a The Library employee or member of the Library Board of Trustees that creates a conflict of interest shall be addressed by this policy.

The exclusion applies to the job, work area, office, location or department where the reason for exclusion exists and does not bar the person from participation in the Library work force, where the Library can eliminate the conflict of interest by changes of assignments, restricting responsibilities or other job restructuring or recusal from decisions affecting the potential for conflict of interest, unless the reason for conflict applies to the whole Library work force or the Library reasonably determines that efforts to eliminate the conflict of interest or appearance of conflict of interest would pose an undue hardship upon the Library.

Obligation of Employee/Trustee to Promptly Report Conflicts Of Interest

Employees and Trustees have an ongoing obligation to promptly report conflicts of interest and potential conflicts of interest to the Staff Experience Director or their designee in the Staff Experience Department.

Where employee circumstances change through development of a personal relationship, or through marriage, domestic partnership, co-habitation, or residency, or ownership of a legal entity, and a conflict of interest exists or could exist, affected employees must immediately report by writing or email the change to the Staff Experience Director.

Remedies

In the event the Library has notice of a potential conflict of interest, the Library will notify the affected employees of the identified conflict of interest and afford the affected employees or their representative opportunity to provide input regarding the Library’s position that a conflict of interest exists.

In the case that such a situation develops between existing employees, the Library will resolve the conflict of interest to the Library’s satisfaction. The affected employee or their representative shall be afforded the opportunity to provide input on proposed remedies before the Library decides how it will address the conflict-of-interest issue.

The Library will first consider remedies that are intended to have the least impact to the employees involved. Remedies may include one or more of the following: reassignment of responsibilities for one or both of the employees, a transfer of work location, or exclusion from participation in decisions giving rise to the conflict of interest. If the Library reasonably determines that these alternatives do not alleviate the conflict of interest or appearance of conflict of interest the Library may take other action to alleviate the conflict of interest.

In all such cases the Library shall be the sole judge of which remedy to implement and whether any hardship posed by a suggested remedy is unreasonable.

When it becomes necessary to transfer an employee between Library work locations because of a conflict of interest, the Library will allow the affected employees or their representative to suggest in writing which of the employees should be transferred and state the rationale supporting the employee's recommendation.

The affected employees' suggestion shall be given due consideration. However, the Library shall have the final determination on which employee is transferred based upon business needs of the Library and the availability of suitable transfer positions.

Termination of affected employee and right to hearing

There may be circumstances where the Library determines that terminating the employment of one of the involved employees is the most reasonable solution. The Library will consider other options that allow the individual to remain employed before coming to this conclusion.

If the Library concludes that termination of employment of an employee is necessary to accomplish the purpose of this policy, the Library will notify the employee of this determination in writing and afford the affected employee or their representative an opportunity to meet with the decision-maker and provide a response as to why such action should not be taken before the decision is implemented. In such circumstances, the employee shall be provided with written notice of the proposed action and the Library's reasons for such proposed action. The employee may request a meeting with the decision-maker by submitting a request for a hearing to the Library's Staff Experience Director within five (5) business days after delivery of the notice to the employee. If no request for hearing is made by the employee within the time specified, the action may be implemented by the Library.

Upon receipt of timely request for such a hearing, the Library shall schedule the meeting as soon as practical, preferably within 10 business days of receiving the notification of request for hearing. The Library shall provide the employee with a written decision within 10 business days of the conclusion of the hearing or after receiving the employee's written response should the employee elect to forego an in-person hearing and submit a written response in lieu of a hearing.

Any notice provided under this policy to the Library shall be submitted to the Library Staff Experience Director.

2.4. Confidentiality of Staff Information

From time-to-time staff will receive direct inquiries from the public, our users, etc., concerning requests for confidential information regarding other Library staff members. This information may be a request for a home address, phone number, age, marital status, birthday, etc. **This information is confidential and must not be given out under any circumstances.**

These requests should be directed to the Staff Experience staff or the Finance Dept. staff. In the event of an emergency, take the inquirer's name and phone number, you may then call the staff person at home (or work) and relay the message. No matter what excuse is given, do not give the information directly to the inquiring individual. Certain staff information may be subject to public disclosure as required by law.

If the inquiry happens to be for a Local #3787 Officer, or another AFSCME representative, direct those calls and inquiries to the place where that staff person works.

If you have any questions, or this is not clear, please contact Staff Experience, as violation may result in disciplinary action.

2.5. Temporary Employment

The Library will generally post temporary employment opportunities for a minimum of three (3) business days and will list a stated duration of the temporary assignment.

The expected duration of the Temporary Position shall be noted in the employee's job posting and notice of hire. All positions defined as temporary are anticipated to last no more than 6 months. In the event that a temporary position has a duration of more than six (6) months, the employee will then become eligible for regular status benefits.

If an employee in a temporary employment status position subsequently transitions to a regular status of the same classification, the employee's classification date shall be computed from the date of hire in the temporary position so long as there was a break in employment of one or less pay periods. Time spent in job interviews with the Library by current temporary employees is considered paid work time even when the interview does not occur during the employee's regularly scheduled shift. Interview time is treated as regular work subject to overtime calculations.

2.6. Secondary and Substitute Employment

Substitute and secondary positions may be used when assistance is necessary or to fill the absence of an employee, scheduled or unscheduled. Such positions are filled through the regular hiring process. If filled by an employee who holds a regular status position, it is a Secondary position. If filled by an employee who holds Substitute-status position only, it is a substitute position.

Substitute only employees are on-call personnel, who are employed in an on-call capacity only. Regular employees who hold a secondary position are assigned by the library to work in the secondary position.

Employees who work as substitutes only (i.e., do not hold regular positions with the Library) will be limited to working a maximum of sixty-five (65) hours per month (no more than forty (40) hours in one week). If an employee works in multiple substitute positions, sixty-five (65) hours is the maximum number of hours you may work. It is not a per-position limit, but a per employee limit.

Each substitute is required to keep track of his/her own monthly hours and not accept work offers that will cause him/her to exceed this sixty-five (65) hour per month limit more than three times within a twelve-month period. To do so may result in discharge from employment.

If the secondary position has a higher salary range than the regular status position, the secondary position hours shall be paid three percent (3%) higher than the employee's base rate of pay or the entry level for the position in which they are assigned, whichever is greater.

Regular Employees who have worked a secondary position with a higher salary range for more than 1,040 cumulative hours at the Library shall be paid three percent (3%) higher than their base rate of pay or at Step 2 for the secondary position, whichever is greater.

A Regular Employee who holds a Secondary Position must work a minimum of one (1) shift every six (6) months in order to retain the Secondary Position.

2.7 Probationary Employment

The first six months of employment of all employees in all Library positions are considered the probationary period. This is intended to be a time of adjustment and evaluation for both the new employee and the Library.

The employee's performance is evaluated during the probationary period. A decision is made by the department head and Deputy director or director whether or not to retain the employee. Probationary employees serve at the will of the employer and may be discharged from employment for any reason not prohibited by law. The decision to terminate employment during the probationary period may be initiated by either the employee or the supervisor, and employee resignation during this period shall be considered non-prejudicial.

If the Library fails to evaluate an employee's performance at the end of the probationary period, the employee's performance shall be noted as satisfactory.

The status of an employee moves to Regular employment after the successful completion of the probationary period for the particular position to which the employee was hired. Employees who promote to another library position and who do not pass probationary period may be restored to the position held immediately prior if vacant.

Employees who resign or are terminated by the Library shall be required, if re-employed, to complete the same probationary period as a new hire.

3. GENERAL EMPLOYMENT PRACTICES

3.1. Participation in Community Organizations

Policy Statement

Library staff collaborates with community organizations. Staff is encouraged to become active in and embedded in communities. When it is in the best interest of the Library to belong to a designated community organization, the Library will pay some expenses for a Library representative to actively participate in that organization.

Purpose

The Library seeks to have staff actively involved with community organizations in the Library's service area. Staff participation in community organizations is intended to achieve the following goals:

- Increase knowledge, awareness, and support of the Library by community leaders.
- Create partnerships for collaborative opportunities and activities, with organizations and community leaders.
- Participate as a valued community member, embedded in the applicable organization, to help with community issues.
- Position the Library as a valued service and as a community leader.

Definitions

Strategic Organizations: Organizations identified by the Library as important connections to position the Library or library staff as a community leader and result in effective collaborations.

Active Participation: Individual should be a member of the group, attend regular meetings, serve on committees as necessary, engage in the issues of the organization, be embedded in the organization.

Participation Expenses

When joining a strategic organization is assigned (as paid work time) to or required of the position and with prior approval from the Executive Director, the Library will support community involvement by reimbursing staff for some costs.

Procedures to Participate

1. **Participation Eligibility:** Department Heads, managers, supervisors, specialists, librarians, and other staff as appropriate or assigned who have agreed to actively participate in the organization and represent the Library.

2. Guidelines for Participation in Organizations:

- Executive Director approves staff participation.
- Department Head or Managing Librarian reviews staff participation in organization and projects as part of the staff person's performance review.
- Caution must be given to over-participation commitment.
- Time and effort in these organizations or projects must complement and not compete with other responsibilities. Therefore, participation, when it is fully implemented and embraced, should generally not exceed two or three organizations per individual.
- Staff will participate in community organizations on work time as long as it does not require overtime.

- Time for work on volunteer projects, special events, or fundraising initiatives must be on personal time.

3. **Criteria for Local or Community Involvement Organizations:** When choosing which community organization to join, organizations should meet most of the following criteria.

- The Focus.
- Membership and focus represent library's service area.
- Membership includes community leaders.
- Organization's values align with Library's values of customer service, diversity, responsible stewardship of public resources, power and worth of words, and freedom of expression.
- Membership dues are reasonable and align with Library's policy for payment of professional membership dues for strategic organizations.
- Organization aligns with Library's target audiences, including library customers, families with children, and community leaders.
- Organizations are community-service oriented.

4. **Participation Expectations:**

- Staff should participate in activities, not just represent the Library but fully participate in the community project or organization as a professional, community participant, and embed in organization to be a part of the community.
- Participation should include opportunities to share information about the Library.
- Participation should develop and enhance partnerships and leverage support for the Library.
- Organizational attendance should not exceed once a week; once a month is standard.
- Committee assignments may involve additional time.

5. **Involvement in Strategic Local Community Organizations:** Library management will identify key organizations in each community and may assign staff or seek volunteers to participate in those organizations. Only exempt staff will be eligible for membership in these organizations. Expenses eligible for reimbursement:

- Initiation fees.
 - Ongoing membership dues fees.
 - Required meal charges.
- Fundraising or donations will not be reimbursed.

3.2. Defense and Indemnification of Legal Actions Involving Trustees, Employees and Volunteers

The Board of Trustees of the Library has established this Policy for the purpose of defense and indemnification of any member of the Board of Trustees ("trustee"), employee or volunteer who, acting in good faith, performs duties on behalf of the Library District. The following procedures detail the administration of this policy of indemnification and the process for provision of legal defense.

SECTION 1. PROVISION OF DEFENSE TO A TRUSTEE, EMPLOYEE OR VOLUNTEER PERFORMING DUTIES ON BEHALF OF THE LIBRARY

1. The Library agrees, in all appropriate cases, as a condition of employment or acceptance of services from a volunteer or a member of the Board of Trustees to defend, upon proper request, all civil claims or civil actions for damages brought or maintained against its employees, trustees and/or

volunteers arising out of the acts, errors or omissions in the good faith performance or good faith attempt to perform, the official duties of said employee, trustee or volunteer.

2. For the purposes of this Section, "employees, trustees and/or volunteers" includes the spouse of each such person if such spouse is made a part to an action for damages solely because of the existence of the marital community.
3. The Library's Board of Trustees may, in its discretion, provide for the defense of its trustees, employees, or volunteers in a criminal action arising out of the acts, errors or omissions in the performance or good faith attempt to perform, the official duties of said trustee, employee or volunteer.
4. The Library shall be under no duty or obligation to identify or assert any counterclaims, cross claims or any third party claims which the trustee, employee or volunteer may have arising out of the transaction at issue which gives rise to the underlying claim or legal action.

SECTION 2. INDEMNIFICATION FOR GOOD FAITH ACTIONS

1. Any trustee, employee or volunteer performing, in good faith, duties on behalf of the Library may be indemnified by the Library upon proper notice and request to the Library and it's the Board of Trustees.
2. In any instance in which the trustee, employee or volunteer performing, in good faith, duties on behalf of the Library is eligible to coverage under any policy of liability insurance held by the Library, indemnification shall be provided as allowed under such policies, provided the person seeking such indemnification provides timely notice of the claim or legal action and complies with the requirements in such insurance policies. Insurance policies upon which the Library District has paid the premiums shall be regarded as secondary and excess to any primary insurance policies providing coverage for the underlying claim or legal action.
3. To the extent there is no insurance coverage available, the Board of Trustees shall determine entitlement to indemnification on a case by case basis. In determining Library's position on indemnification, the Board should consider the following issues:
4. The nature of the underlying claim;
5. The extent to which the factual basis alleged for the underlying claim was related to the trustee, employee or volunteer's duties or services on behalf of the Library;
6. Whether the conduct alleged constitutes a crime under the laws of the State of Washington or the United States of America or was contrary to clearly established law in effect at the time of the alleged conduct;
7. The timeliness of the notice of the alleged claim and request for indemnification;
8. Whether, at the time of the event, the nature of the conduct alleged was such that a reasonably well-informed individual performing the same duties would believe the conduct to be lawful;
9. Whether the legal advice regarding the lawfulness of the proposed conduct was obtained prior to engaging in the conduct alleged;
10. Whether the conduct alleged was in compliance with Library's policies and procedures;
11. Whether the conduct alleged was directed or ordered to be undertaken by the individual's Library District supervisor;
12. Whether the conduct alleged is intentional or negligent or demonstrates reckless disregard for legal rights of which a competent individual in the same position would be aware;
13. The extent of the negligence alleged;
14. Whether the damages sought include punitive damages;
15. Such other factors as the Board of Trustees may deem relevant, including advice of legal counsel to the Board.

16. Neither the existence of this policy or any review made under this policy shall give rise to any independent legal claim or cause of action by any third party against the Library District. Further, the existence of this policy shall not constitute a waiver of any immunity or defense relating to any claim or cause of action available to the Library District, any trustee, employee, or volunteer. The review of a request for indemnification or application of this policy shall be conducted in anticipation of or related to litigation and the submission of any materials or statements in connection with this process shall not operate as a waiver or any evidentiary or other privilege as may apply to materials or statements considered in the course of such review by the Library District, its Trustees, legal counsel, consultants, or employees.
17. In appropriate cases, the Board may determine to defend claims upon a "reservation of rights" and defer the determination on whether to provide indemnification to some later date after the factual allegations have been subjected to further discovery and/or judgement or final decision on the merits.
18. **Punitive Damages Defended Under Reservation of Rights.** In every case in which punitive damages are sought as an element of damages, the defense against punitive damages shall be made under a reservation of rights. The Board shall make a final determination on indemnification for any punitive damages following any final judgment on the merits in which an element of damages awarded includes punitive damages, considering the factors set forth above.

SECTION 3. PROCEDURE FOR REVIEWING REQUESTS FOR DEFENSE AND INDEMNIFICATION

1. To properly request legal defense and/or indemnification, the trustee, employee or volunteer must make written request for defense and/or indemnification to the Library Director. Such notice should be made within five (5) days of knowledge of the events giving rise to the claim, receipt of notice of the filing of a claim or legal action against the individual. Untimely notification shall be grounds for denial of indemnification when prejudice to the Library can be shown. The written request should be made on a Library "incident report form" and shall include the following:
 2. Identification of all Library trustees, employees and/or volunteers involved in the alleged incident;
 3. Information regarding the time, place, and circumstances of the alleged incident;
 4. Names and addresses of allegedly injured parties and known witnesses;
 5. Copies of every demand, notice, summons, or other process relating to said incident received by the trustee, employee, volunteer or his/her representative;
 6. Review of request for defense and/or indemnification:
7. The Library Director will review the incident report and/or request for legal defense and indemnification with the Library's legal counsel. Following such review an initial determination shall be made regarding the Library's position on legal defense and indemnification. The Library's Board of Trustees shall be informed of the nature of the claim, the estimated dollar value of the exposure on the claim and the Director's determination regarding defense and indemnification. This disclosure shall be made in an executive session of a meeting of the Board and shall be regarded as confidential. The Board may delegate the determination on claims having a dollar value under \$10,000 to the Library Director without further review by the Board.
8. The Board of Trustees will make an initial determination regarding legal defense and indemnification.
9. **Before Claim for Damages or Lawsuit Filed or Served.** Unless a claim for damages has been filed or a lawsuit has been initiated on the facts asserted in the incident report, the initial determination will be regarded as confidential and communicated only to the Library Director, legal counsel and such persons as the Library Director determines has a legitimate need to know the determination of the Board.

10. **After Claim for Damages or Lawsuit Filed or Served.** When the Library Director has notice of a claim for damages or lawsuit having been filed or served, the Director or designee shall notify the persons seeking defense and indemnification of the Board's determination, including any determination to defend under a reservation of rights.

Request for Reconsideration of Board Determination: Any trustee, employee or volunteer personally named as a defendant in any claim for damages or lawsuit filed or served may request the Board to reconsider its determination denying defense and/or indemnification by making a written "Request for Reconsideration" to the Library Director. If so requested in the Request for Reconsideration, the Board shall meet to review such evidence as the person making the request wishes to present prior to ruling on the request. The person making the request may be represented by either their Union representative or an attorney in such reconsideration proceeding. The Board may hold such review proceeding in an executive session if it determines that a public hearing could jeopardize its legal defense of the underlying claim or for such other reason as may be allowed by law. The Board should announce its determination within ten (10) days following such proceeding.

SECTION 4. DUTY OF PERSON RECEIVING DEFENSE OR INDEMNIFICATION

1. Upon a determination that the alleged acts, errors or omissions of the trustee, employee or volunteer did in fact arise out of the good faith performance or good faith attempt to perform their duties on behalf of the Library District, the Library District shall commence its defense of the claim or action. However, the continuation of the defense shall be contingent upon the cooperation of the trustee, employee or volunteer with the Library District and its agents or designees. The trustee, employee or volunteer shall:
 2. Assist in making settlements;
 3. Assist in the conduct of actions and enforcement of claims against any person or organization who may be liable, in whole or in part, for the loss arising out of the incident;
 4. Attend interviews, depositions, hearings, and trials as requested by Library District's attorneys;
 5. Assist in securing and giving evidence and obtaining the attendance of witnesses.
 6. Cooperate with the Library District's attorneys in the preparation of the defense of such claims or the prosecution of subrogation or third party claims, including but not limited to, execution of any appropriate documents or releases, responding to discovery requests, meeting with Library District representatives, providing full disclosure of relevant information as requested, and complying with such other lawful requests as the Library District's legal counsel determines will assist in the defense of the claims; and
 7. Protecting the confidentiality of attorney-client communications, litigation strategies and work product disclosed to the trustee, employee, or volunteer in the defense of such claims.
 8. In the event any trustee, employee or volunteer fails or refuses to cooperate as specified above, or elects, without the consent of the Library District to provide his or her own legal representation with respect to the claim or action, the Library District shall have no duty to:
 9. Defend;
 10. Pay or reimburse for any costs in the defense, including but not limited to attorney's fees; or
 11. Pay or reimburse for any damages for which the trustee, employee or volunteer becomes legally obligated to pay.

SECTION 5.

The provisions of this policy shall apply to claims and actions out of current or past incidents, events, or occurrences

3.3. Outside Employment

Exempt managers may engage in outside employment for a limited period of time or of limited purpose, with the prior approval from the immediate supervisor. Requests for approval should be made in writing. A copy of the request and written approval should be placed in the employee's personnel file. The following conditions must be met:

- Outside employment is not conducted during the employee's regular assigned work hours.
- Such employment should in no way detract from the efficiency of the employee while performing library duties.
- Such employment should not be in conflict with the interests of the library.
- Such employment should in no way involve the use of any library resources, such as copiers, telephone, supplies, other equipment, or work time.
- Such employment should not be with a firm or jurisdiction that has contracts with or does business with the library.
- Such employment should not be perceived by members of the public as a conflict of interest or otherwise discredit the library.
- Any outside employment that could potentially interfere with emergency call-out situations must also be reported to the supervisor.

3.4. Telecommuting

Teleworking allows a staff member to work at home or in an alternate location for part of their regular work week. The Library offers the opportunity to telework on a voluntary basis when appropriate, feasible, and effective based on the Library's business needs and in consideration of the roles and responsibilities of the position. All staff members are required to reside locally in Washington. No staff member is entitled to or guaranteed the opportunity to telework. Supervisors and department heads may choose not to allow and/or to discontinue telework for any reason. This policy does not change the terms and conditions of employment with the Library. Telework arrangements are developed by the supervisor and employee, with final approval by the department head.

Eligibility

1. Teleworking under this policy is available to all positions with department head approval. The staff member must have successfully completed their probationary period (exceptions may be granted in limited circumstances). Either the staff member or supervisor may initiate the request for a teleworking arrangement.
2. The staff member and supervisor will discuss the essential job functions and assignments and the supervisor shall determine if the tasks within these are appropriate for a telework arrangement.
3. Any telework arrangement will be on a trial basis for at least the first three months and may be revisited at least annually thereafter. Any telework arrangement may be modified or discontinued at any time for any reason by either the teleworker or the Library.
4. Factors to be considered by a supervisor and department head include, and are not limited to, the duties of the position, the specific work requirements, the staff member's demonstrated record of compliance with Library policy and ability to work with minimal supervision, the staff member's reliable internet and telephone availability during work hours, the staff member's proposed workspace, and whether the work can be performed remotely without diminishing the quality of service or work performance.

Employee Expectations

1. It is the responsibility of the staff member to designate a safe remote workspace free from hazards to both the employee and the equipment. The Library will provide guidance in setting up the

workspace for safe, comfortable work, but will not be responsible for costs associated with the setup or repairs or modifications to the workspace.

2. Should the staff member sustain any injuries in their designated workspace and in conjunction with their regular work duties, the staff member is responsible for notifying their supervisor of such injuries as soon as is practical.
3. The staff member agrees to be accessible and responsive within their scheduled work hours.
4. Staff may be required to report onsite as delegated by the Library.
5. Staff members are responsible for ensuring they comply with all meal and rest break requirements for their position.
6. Staff members will protect Library data (in electronic and hard copy) and equipment from theft, loss, or unauthorized access during transit and in their telework location, and will follow Library guidelines pertaining to the preservation of public records.
7. Telework does not replace the requirement to use paid leave when needed and applicable.
8. While teleworking an employee:
 - Shall not hold work-related in-person meetings at the telework site;
 - Shall spend work hours performing work for the Library;
 - Shall not allow others to use Library equipment or access the Library's network;
 - Shall secure all passwords or ID tokens used for computer and software protection; and
 - Shall submit accurate time sheets.

Equipment

1. Staff members are responsible for the set-up, maintenance, and costs associated with a home office, including utilities and internet. Staff members are responsible for any tax consequences related to telework, as well as any ongoing operating costs such as homeowner's or renter's insurance and furniture.
2. The supervisor will consult with the staff member to assess telework equipment needs. The supervisor will also consult with Staff Experience and Information Technology to assess telework equipment needs. The Library will determine telework equipment needs for the staff member, subject to change at any time.
3. The Information Technology Department will obtain the needed equipment for the staff member before telework commences.
4. Equipment supplied by the Library will be used for business purposes only and maintained by the Library at the discretion of the Information Technology Department. Equipment supplied by the staff member will be maintained by the staff member. The staff member will sign an inventory sheet of all Library property and agrees to take appropriate action to safeguard it. Library-owned property shall be returned to the Library upon request.
5. Staff members will not perform maintenance or repairs on Library-owned property without prior approval. Only Library-owned software may be installed on Library-owned property. Staff members may not download or install any other software without approval.
6. Upon separation of employment, the staff member will return all Library property.

Schedule

1. The staff member and supervisor will regularly discuss and post schedules to include where the work is assigned (i.e. on site and/or remotely) to ensure schedules are clear. Remote schedules will include the start and end time as well as any rest and meal periods. The Library will make the final determination. The Library may contact the employee anytime during the employee's scheduled hours.

2. Additional hours or overtime at any work site must be approved in advance by the supervisor or department head.

Evaluation

At the conclusion of the three-month trial period, or earlier if prompted by the supervisor, the staff member and supervisor will each complete an evaluation of the arrangement which will be reviewed by the Department Head to determine if the arrangement should continue. Reviews may be completed at least annually thereafter.

Related Forms

- Request for Telework Arrangement
- PCLS Telework Percentages
- Safety Checklist for Home-Based Telecommuters

3.5. Staff as Customers

Library employees are required to use customer tools and processes for personal use of library materials. As a benefit, the Library affords employees the privilege of exemption from late fines for library materials checked out in the appropriate manner. Examples include but are not limited to the following requirements:

- Check out library materials for personal use.
 - Must be completed before removing materials from library property or keeping materials at work area.
- Placement and management holds.
- Returning library materials.
- Payment of all other types of fees including replacement fees.

The following actions by staff are explicitly prohibited under this policy, and may be considered major misconduct:

- Removal of library property without following appropriate procedures.
- Misuse of employee access to the Library in a manner that circumvents regular procedures.
- Personal use of departmental/staff library card.
- Pick up of holds for non-PCLS employees from any area other than public holds area.
- Any other action that extends special privileges to themselves, other staff members, friends, or relatives without explicit Library approval.
- Use of personal library card for work.

Confidentiality policy extends to staff in their personal use of library materials, and states that "Information about individual users or library staff is to be treated by library staff as strictly confidential. Such information is to be used only in carrying out the mission of the Library."

This means that Library employees are only authorized to look at customer records in the system when they are pertinent to the work they are authorized to perform. Employees should not access library records of other employees for curiosity or other reasons deemed inappropriate (e.g. in order to learn their age, birth date or borrowing habits). Similarly, they should try to avoid noticing which members' names appear on hold lists. Accessing an employee record beyond normal customer processes must first be approved in writing by the Executive Director or designee.

3.6. Presentation & Learning Policy

The Library strives to provide training and programming for our customers both inside and outside our facilities, as well as promote the Library and its services. We believe that increasing awareness and instruction on the vast number of resources, collections and services available will better serve our customers and communities. We also recognize that a key component of our ability to achieve the goals of the Library begins with staff that have the knowledge and ability to stay on top of each community's needs. Laptops provide one of the essential tools needed to promote the libraries and facilitate patron training and programming, as well as increase the flexibility for staff learning and professional development.

Guideline

These Laptops are to be used as a tool for library-related business such as:

- presentations
- programming
- training
- in development of materials related to these activities
- professional development and learning
- proctoring exams for patrons

Staff members shall exercise appropriate professional judgment and common sense when using the Library's laptop computers. All laptops and related equipment and accessories are Library property and are available to staff members for specific assignments. P&L Laptops are not to be used as regular personal workstations by any staff.

Usage

Laptops have been distributed to all branches throughout PCLS. Although each P&L Laptop has an assigned branch, they are not the sole property of any single branch or group of branches. Much like the materials we circulate to our patrons, which are assigned to a home branch but 'loaned' around the System as needed, we expect that the P&L Laptops will circulate through the Delivery from an assigned branch to a staff person at another branch for a specific period of time and then returned to its assigned branch. This borrowing agreement will be worked out by the participating branches, taking into account the schedules kept by each branch. The schedule for each laptop will be maintained by the home branch by the staff person assigned. Laptops maintained by the Learning Team may be borrowed if a P&L Laptop is not available. Use of P&L Laptops are not restricted to specific staff or job assignments.

The follow priorities should govern usage of P&L Laptops. Any conflicts will be resolved by the onsite leader:

- Presentations by library staff to community groups or instructor computer in library-led classes.
- Creating documents or practicing library-led presentations or instruction.
- Online class or instruction for development of staff.
- Presentation or instruction by non-library staff for library sponsored events.

As a condition of their use of the Library's P&L Laptop computers, staff members must comply with and agree to all of the following:

- Staff members are expected to protect Library laptops from damage and theft.
- Staff members should notify IT immediately if problems or damage occurs.
- Staff members will provide access to any laptop computer, equipment, and/or accessories they have been assigned upon the Library's request.
- Any telephone or internet charges incurred by staff accessing the internet from outside the Library's buildings are not refundable by the Library, unless pre-approved by a Department Head.
- Laptop should be secured in a locked location, as deemed appropriate by the Managing Librarian when not in use.
- Staff should not reveal computer passwords to non-Library staff.

3.7. Drug Free Workplace

The Library is committed to providing employees with a drug-free and alcohol-free workplace. Consistent with these goals, the Library prohibits the use, possession, distribution, and/or sale of illegal and non-prescribed drugs, drug paraphernalia, or alcohol at its employment sites. Employees are required to be free from impairment caused by drugs and alcohol in the workplace. The Library retains employer rights regarding drug testing in the workplace.

Reasonable Suspicion Drug and Alcohol Testing: When the Library has reason to believe that an employee is impaired by drugs and/or alcohol, the Library may require the employee to undergo drug and/or alcohol testing.

Controlled Substances and Alcohol Use and Testing

The Library has a membership with the AWC Drug & Alcohol Consortium. We have a partnership with A WorkSAFE Service for our random and reasonable suspicion-controlled substances and alcohol testing.

Random Selection

Drivers required to have a commercial driver's license (CDL) are subject to the controlled testing rules per regulatory requirements. At The Library, the only employees required to have a CDL are those employees that drive the bookmobile.

3.8. Resignation

Employees desiring to voluntarily resign their employment with the Library must provide a minimum of two (2) weeks written notice.

Any employee not providing written notice as provided above may be considered to have separated not in "good standing". Once submitted, a resignation may not be withdrawn without the concurrence of the Staff Experience Director or designee.

Final payments will be at the daily straight time rate of pay for the job classification to which an employee is assigned at the time of separation from employment with the Library.

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3.9. Employment Verification

With employee authorization a voluntary Release of Information Form can be completed for the Library to have authorization to release your information to other potential employers or creditors. The Library requires a signed release to be received from the employee specific to the entity seeking the information at the time of the request.

3.10 Driver's Abstracts

The Library has the right at any time to require an employee to provide evidence of a valid driver's license if such is required by the classification or if the employee has or will at any time drive a vehicle on behalf of the Library. Such a requirement may include having the employee sign a release for their driving record.

Any employee who operates a vehicle on behalf of the Library must notify their immediate supervisor no later than the next business day if their license expires, they receive a citation for a moving violation, have a chargeable accident or if the employee's driver's license, including CDL and/or any work-related endorsement, is suspended, revoked or otherwise becomes invalid. Failure to notify the supervisor may result in disciplinary action up to and including discharge.

4. DISCRIMINATION AND HARASSMENT

4.1. Equity, Diversity, and Inclusion

The Library welcomes, values, and celebrates the differences in its employees and members of its communities. The Library actively commits its programs and resources to ensure that barriers to access by both the staff and the public are eliminated, by supporting broader public access to Library programs and services and providing the public and staff equitable opportunities for growth through employment and education. The Library is actively committed to attracting and retaining a diverse workforce that broadly reflects the communities it serves.

Purpose

At The Library, diversity lays a foundation for creativity and innovation and provides for a more multi-dimensional approach to problem-solving and decision making. It enhances a culture of collegiality and respect, collaboration, sensitivity, and thoughtful interaction among and between its staff and its customers. The Library has a vision of equity, diversity and inclusion for every community member it serves as well as for the staff.

Policy

The Library is committed to a culture of inclusion and mutual respect that welcomes the vibrant differences and variety of backgrounds, perspectives, interests and talents represented by the residents served and its staff members.

All employees are expected to contribute to creating and maintaining a workplace modeled on these principles, which are embedded and reflected in key Library documents, including:

- The Library's Mission, Vision, and Values
- Core Skills and Qualities
- Leadership Competencies
- Library Rules of Conduct
- Foundations of a Learning Organization

Key principles of this policy include:

- Making a system-wide and organizational commitment;
- Eliminating barriers to equity, diversity, and inclusion in Library services, programs, policies, and practices for our staff and communities;
- Affirmatively supporting programs to achieve these ends;
- Providing equitable access to skills training, resources and employment opportunities for staff and the public;
- Actively committing to cultural responsiveness for staff and the public;
- Actively incorporating suggestions and recommendations from the community into organizational plans; and
- Actively committing to collecting and analyzing staff and community data and incorporating accountability within the organizational goals and leadership.

Related Policies

- Equal Employment Opportunity Policy
- Anti-Harassment Policy
- Access to Library Services for Persons with Disabilities
- Washington Library Association's Intellectual Freedom Statement

4.2. Anti- Harassment Policy

The Library commits to promoting a workplace environment that reflects the diversity of its community and is free of unlawful harassing behaviors.

Purpose

It is the Library's goal to provide a work environment that promotes mutual respect and is free from all forms of harassment because it damages the workplace and negatively affects morale, motivation, and job performance.

This policy affirms the Library's commitment to the elimination of unlawful harassment which limits human potential or impedes communication, understanding or access to information. The Library complies with state and federal law.

Definitions

Sexual Harassment: is defined as a form of unlawful discrimination. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Workplace Harassment: Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as age, sex, marital or family status, pregnancy, sexual orientation, race, creed, color, national origin, religion, military or honorably discharged veteran status, gender identity, ancestry, disability, genetic information, citizenship or immigration status, or other protected group status. The Library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Such harassment is prohibited by Library policy, even if it occurs off the work site while the employee engaging in the behavior is performing work related duties or representing the Library as the Library's employee.

Examples of Harassment. Library employees are expected to exercise good judgment and avoid engaging in conduct that could be perceived by others as harassment. Examples of harassment include, but are not limited to:

- Verbal: repeated sexual comments or innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
- Visual/Non-verbal: derogatory posters, cartoons, drawings, or emails; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
- Physical: unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
- Other: making or threatening reprisals as a result of a negative response to harassment.

Policy

The Library will not tolerate any form of harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment. The Library will not tolerate harassment by employees or of Library

employees by anyone, including any co-worker, contractor, vendor, member of the public, or other third party.

All employees are expected to act in a professional and respectful manner that promotes diversity and maintains a harassment-free work environment.

It is the responsibility of all staff members to:

- Not engage in behavior that constitutes unlawful harassment.
- Fully cooperate in carrying out this policy.
- Communicate any concerns regarding harassment, or retaliation to **any manager, or Director,** the Staff Experience Director or a Staff Experience Generalist.

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Complaint Procedure. The Library will not tolerate harassment by employees or of Library employees by anyone, including any co-worker, contractor, vendor, member of the public, or other third party. Any employee who believes that they have been discriminated against should report it to their supervisor, any Library manager **or Director,** or the Staff Experience Department. The Library encourages employees to use this policy without worrying about whether the conduct involved is considered harassment in a legal sense. Any management employee who receives such a complaint should report it to the Staff Experience Department immediately. Upon receipt of a complaint, the Library will investigate and take appropriate corrective action as may be warranted, up to and including termination. The Library prohibits retaliation or adverse action against employees because of their good faith report of harassment or participation in an investigation regarding the same.

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4.3. ADA Accommodation Process for Employees

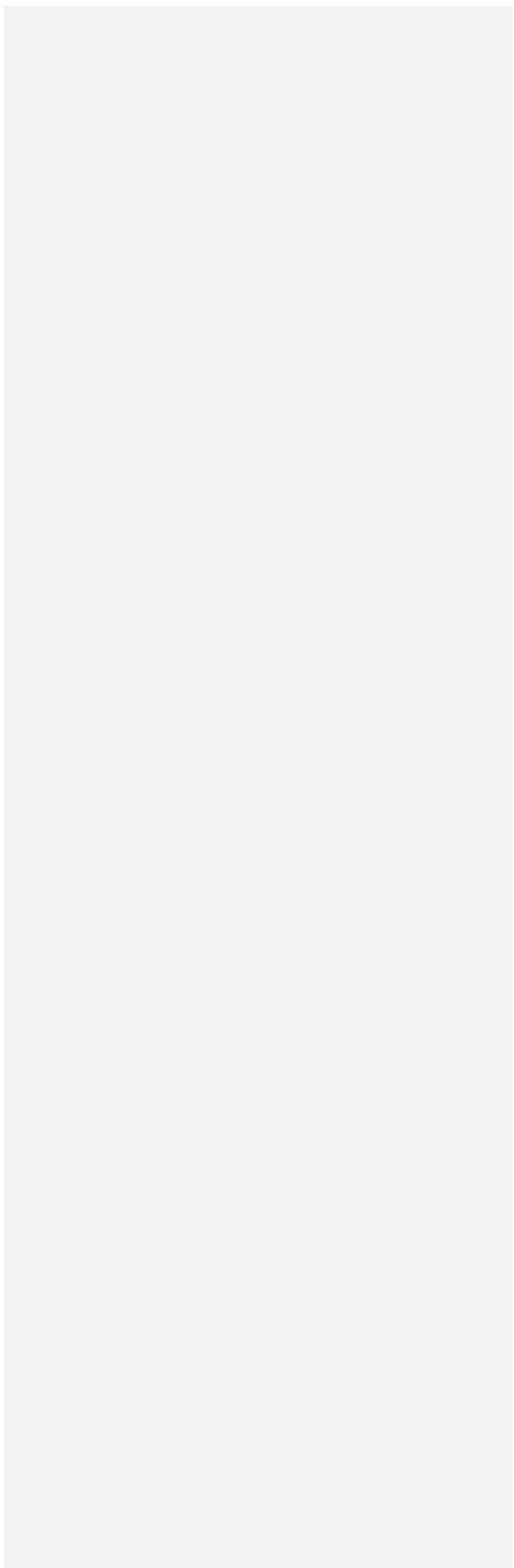
The Library provides equal opportunity to all employees. Our objective is to provide an environment that allows differently abled people's full participation in our work group through a policy of non-discrimination and embracing the interactive process to reasonably accommodate an individual with disabilities and prevent and eliminate barriers to work group participation to the extent it can be accomplished without undue hardship to the Library.

PCLS provides a process that strives to ensure that a balanced, consistent, and legal approach is taken to meet respective job applicant/employee needs for reasonable accommodation with the organization's requirement to ensure safe, cost effective, and efficient operations. This process assists to ensure compliance with Washington Law Against Discrimination (WLAD) and the Americans with Disabilities Act (ADA), which specifically states that it is unlawful to discriminate against *"a qualified individual with a disability who can perform the essential functions of the job with or without reasonable accommodation, which does not create an undue hardship to the employer, and without posing a direct threat to the health or safety of self or others."*

Definitions

Disability: The WLAD defines disability as: (1) "Disability" is short for the statutory term "the presence of any sensory, mental, or physical disability. The presence of a sensory, mental, or physical disability, includes, but is not limited to, circumstances where a sensory, mental, or physical condition that (a) is medically cognizable or diagnosable; (b) exists as a record or history; (c) is perceived to exist whether or not it exists in fact." A condition is a "sensory, mental, or physical disability if it is an abnormality and is a reason why the person having the condition did not get or keep the job in question, or was denied equal pay for equal work, or was discriminated against in other terms and conditions of employment, or was denied equal treatment in other areas covered by the statutes." In other words, for enforcement

purposes a person will be considered to be disabled by a sensory, mental, or physical condition if he or she is discriminated against because of the condition and the condition is abnormal.



5. WHISTLEBLOWER COMPLAINTS

5.1. Employee Whistleblower Protection

The Local Government Whistleblower Act was enacted by the 1992 session of the Washington State Legislature and was codified as RCW 42.41. Its purpose is to encourage local government employees to disclose improper governmental actions of local government officials and employees, to protect local government employees who make good-faith reports to appropriate governmental bodies, and to provide remedies for such individuals who are subject to retaliation for having made such reports.

The Board of Trustees of the Library District has given the Director the authority to develop, implement, and administer procedures to carry out the intent of this statute.

Purpose

To provide a mechanism for The Library employees to report improper governmental action and to protect employees from prohibited retaliation.

DEFINITIONS:

1. "Improper Governmental Action" means any action by a Library District officer or employee that (a) is undertaken in the performance of her/his official duties (whether or not the action is within the scope of the employee's employment), and (b) is in violation of any federal, state, or local law or rule; is an abuse of authority; is of substantial and specific danger to public health or safety; or is a gross waste of public funds. It does not include personnel actions, including but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of the local government collective bargaining and civil service laws, alleged labor agreement violations, reprimands, or any action that may be taken under certain civil service or collective bargaining/arbitration laws. The definition of what is, and what is not, an improper government action, can be found at RCW 42.41.020(1)-(2).
2. "Retaliatory Action" means (a) any adverse change in an employee's employment status or the terms and conditions of employment including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or (b) hostile actions by another employee towards a local government employee that were encouraged by a supervisor or senior manager or official. The definition of a retaliatory action can be found at RCW 42.41.020(3).
3. "Emergency" means a circumstance that if not immediately changed may cause damage to persons or property.

Policy

Every employee has the right to report information concerning an alleged improper governmental action by Library officials or employees according to the provisions of the Employee Whistleblower Protection Program.

Employees who make good faith reports following the Employee Whistleblower Protection Program, will be protected from retaliation for having made such reports as established by the Program. Their identity will be kept confidential to the extent possible under the law, unless the employee authorizes disclosure of their identity in writing.

The Board of Trustees delegates responsibility to the Executive Director or designee to implement this policy by adoption of an Employee Whistleblower Protection Program.

REPORTING PROCEDURE

Except in the case of an emergency, any employee who has cause to report that a Library District official or employee has engaged in an improper governmental action may submit a written report to the following:

- The Library District's Director or if the report involves the Director, the Chair of the Board of Trustees,
- The Prosecuting Attorney at 930 Tacoma Ave. S, Tacoma, WA 98402 or
- If the Prosecuting Attorney, or an employee of the Prosecuting Attorney's Office participated in the alleged improper government action, the employee may file a complaint with The Washington State Auditor. Information about the Washington State Auditor Whistleblower Program is available at <https://www.sao.wa.gov/report-a-concern/how-to-report-a-concern/whistleblower-program/>. An employee who fails to make a good faith attempt to follow this policy shall not receive the protection afforded by the whistleblower statutes in state law.

A reporting employee should state the basis for his or her belief that an improper governmental action has occurred, and provide specific details about the allegation, including dates, names of potential witnesses, and any supporting documentation.

The identity of the reporting employee shall be kept confidential to the extent possible under the law, unless the employee authorizes the disclosure of his or her identity in writing.

No Library District official or employee may use his or her official authority or influence, directly or indirectly, to threaten, intimidate, or coerce an employee for the purpose of interfering with that employee's right to disclose information concerning an improper governmental action.

An individual may not disclose information prohibited by law.

RELIEF FOR ALLEGED RETALIATORY ACTION

It is unlawful for a Library District official or employee to retaliate against an employee because the employee provided information in good faith in accordance with the provisions of state whistleblower law.

If an employee feels that he or she has been retaliated against making a complaint or taking action in compliance with the state whistleblower statutes, the employee is to provide a written notice of the charge of retaliatory action within thirty (30) days after the retaliatory act to the Chair of the Board of Trustees that. The charge must specify both the alleged retaliatory action and the relief requested. The Library District will respond to the charge within thirty (30) days. The employee has the right to request a hearing within fifteen (15) days of delivery of the Library District's response or within fifteen (15) days of the last day on which the Library District could respond. Any such hearing would be conducted through Washington's Office of Administrative Hearings.

- specifics the alleged retaliatory action; and
- specifics the relief requested.

The charges shall be delivered to the library district's Director no later than thirty (30) days after the occurrence of the alleged retaliatory action. The Library District has thirty (30) days to respond to the charge of retaliatory action and request for relief.

Upon receipt of either the Library District's response or after the last day upon which the Library District could respond, the employee may request a hearing to establish that a retaliatory action occurred and to obtain appropriate relief as defined by state law. The request for a hearing shall be delivered to the (name) with the Library District within fifteen (15) days of delivery of the Library District's response or within fifteen (15) days of the last day on which the library district Library District could respond.

Within five (5) working days of the receipt of the request for a hearing, the library district shall apply to the state office of administrative hearings for an adjudicative proceeding before an administrative law judge. The proceedings shall comply with appropriate state laws. The employee, as the initiating party, must prove his or her claim by a preponderance of the evidence. The administrative law judge shall issue a final decision consisting of findings of fact, conclusions of law, and judgment no later than forty-five (45) days after the date the request for hearing was delivered to the library district. The administrative law judge may grant specific extensions of time beyond this period of time for rendering a decision at the request of either party upon a showing of good cause, or upon his or her own motion.

Relief that may be granted by the administrative law judge consists of reinstatement, with or without back pay, and such injunctive relief as may be found to be necessary in order to return the employee to the position he or she held before the retaliatory action and to prevent any reoccurrence of retaliatory action. The administrative law judge may award costs and reasonable attorneys' fees to the prevailing party.

If a determination is made that retaliatory action has been taken against the employee, the administrative law judge may, in addition to any other remedy, impose a civil penalty upon the retaliator of up to three thousand dollars (\$3,000), payable by each person found to have retaliated against the employee and recommend to the library district that any person found to have retaliated against the employee be suspended with or without pay or dismissed. All penalties recovered shall be paid to the local government administrative hearings account.

The final decision of the administrative law judge is subject to judicial review under the arbitrary and capricious standard. Relief ordered by the administrative law judge may be enforced by petition to superior court.

6. Compensation & Job Classification

6.1. Experience Based Compensation Program

The Library recognizes the importance of rewarding employees who contribute valuable customer experience that support our strategic framework and plan. Compensation is one way in which the Library rewards and attracts experienced talent to our Library.

Staff Experience reviews all employees to implement pay, and to ensure a methodology that is fair and equitable way in the evaluation of all employees and positions based upon their most recent resume/application on file.

The Library's compensation program for employees is designed to review equity with current employees. As a part of this program, this analysis may result in the Library making adjustments, as applicable, to staff compensation to align with this program.

Should you have questions please reach out to your leadership, Staff Experience.

6.2. Compensation Increases

Newly hired, voluntarily demoted, or promoted employees are placed into the salary scale at a step consistent with Library compensation formulas, practices, and collective bargaining agreements.

Step Increases

Advancement through the steps of each pay grade happens annually based on eligibility and becomes effective on the first day of the pay cycle following classification date anniversary.

Step increases shall be paused for the entire period of absence due to authorized leaves of absence without pay when the leave exceeds a thirty (30) calendar day period. This section shall not apply to employees who take authorized leave that is protected under state or federal law.

6.3. Job Classifications & Position Descriptions

The Library maintains a job classification system including all position descriptions. A job classification is group of positions sufficiently similar in duties, authority, and responsibility to permit grouping under a common title which would call for similar qualifications and the same schedule of pay.

Reclassifications are the assignment of an existing position, or an employee, from one classification to another classification. The Library will periodically review the need for position reclassifications and shall implement such reclassification where warranted. Copies of the review shall be furnished upon request to the employee affected.

Requests for Review

Employees may request a reclassification and the Library shall undertake such a study. If the study cannot be concluded within a reasonable period of time, the employee shall be notified and an estimated completion date shall be provided. An employee may make no more than one request for reclassification per position per year. All reclassification decisions shall include an informational meeting with the employee. The employee may submit a rebuttal to include in the file.

The decision of the Executive Director or designee shall be final and binding on reclassifications.

You can contact your Supervisor or Staff Experience with questions.

6.4. Position Changes

Over the course of your employment with PCLS, you may pursue or experience changes in your employment (Pay or Position) that may include:

- Promotion - when movement of an employee to a classification that has a higher pay grade.

- Lateral Transfer - The movement of an employee from one position to another position in the same classification and pay grade.
- Voluntary Demotion - when movement, initiated by the employee, of that employee from one position to a lower classification in which the employee has previously worked.
- Work out of classification - when written notification by the department head or designee is given to an employee to perform a significant portion or the full duties of a higher paid classification. Work out of classification is distinct from working in a secondary position, and is defined further in the Collective Bargaining Agreement and in consultation with Staff Experience.
- Employees shall be temporarily assigned for work outside their classification on the basis of fair and impartial criteria. At the conclusion of an employee's out of class assignment, the employee shall be guaranteed return to the employee's regularly-assigned position.

Staff Experience has a process for you to learn about your position or compensation changes. When your pay or position changes, you will receive an email notification for you to view the changes.

6.5. Bilingual Stipend

Overview

A monthly stipend will be paid to employees who use their skills to provide services to customers in a language other than English, including American Sign Language. The two-tiered flat pay stipend is determined by the average hours worked per month using those skills to provide services to customers. These services are varied and can include translation and interpretation or a part of regular duties. A contact list will be maintained by SE of staff who are able to provide these services and will be made available to all staff. This will enable staff to use their language skills outside of their normal location or region, including phone, computer, written and verbal translation services.

Eligibility Determination

- An employee who wishes to be paid the bilingual stipend will submit a Request for Non-English Service Stipend form to their direct supervisor for evaluation. After the supervisor reviews and verifies the need for bilingual services, the request will be forwarded to the department head for approval.
- Once the request form is approved by the department head, the bilingual employee will have a four-week evaluation period during which the bilingual employee will record the duration and nature of each interpretive service interaction to determine the appropriate tier of compensation. The employee's supervisor must initial the record. SE will provide the tracking form for this.
- If it is determined the employee meets at least the Tier 1 hours requirement, SE will coordinate with a third-party administrator of the Library's choosing to evaluate the employee's non-English language competencies. The results will be pass/fail based on the third-party administrator's proficiency level definition of "Intermediate Low" and above.
- The third-party test will be scheduled within two months.
- If the third-party administrator doesn't offer a language, PCLS will find an alternate assessor at the library's expense.
- The assessment will be on paid time.
- The Library will pay for the first assessment. If employee fails, they can retest at their own expense, with the same provider and on their own time. One year after initial third-party

assessment, the Library will pay for another assessment. This gives employees a chance to improve and reevaluate their skills.

- Upon approval, the stipend amount will automatically be added to the employee's paycheck.
- Any changes go into effect at next full pay period after certification.

Stipend Rates

Tier 1: Skills used minimum of 1 hour, up to 5 hours per month on average

- \$50 per month

Tier 2: Skills used 5 or more hours per month on average

- \$75 per month

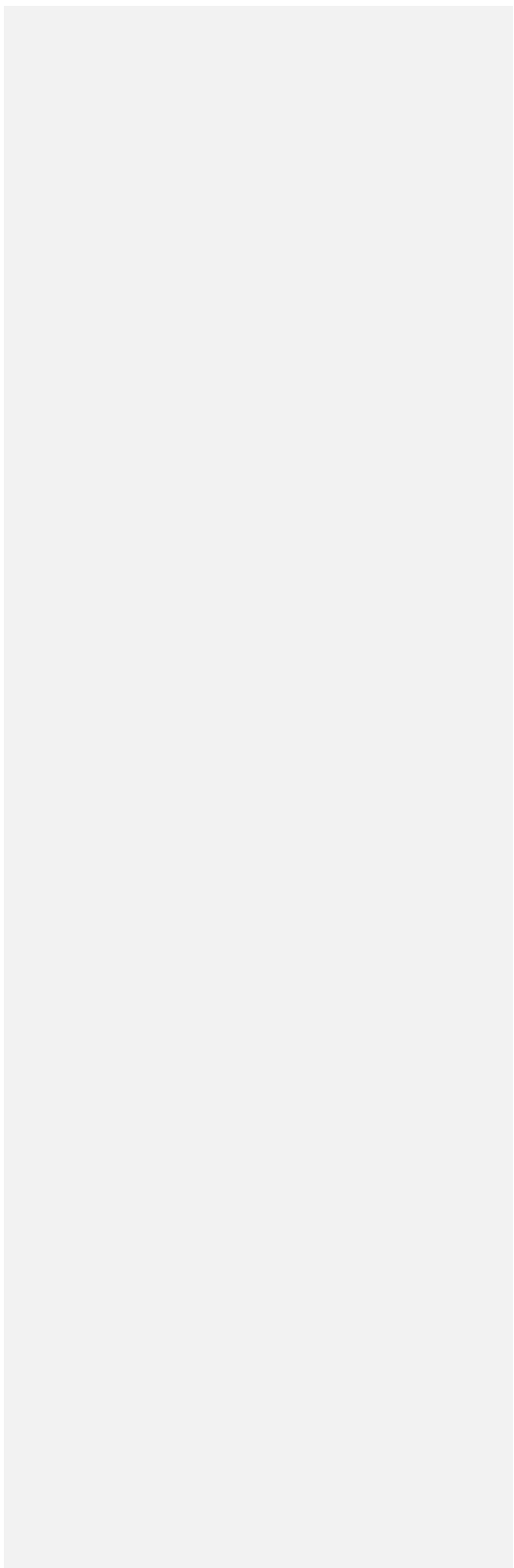
The stipend will be paid bi-monthly and will be subject to applicable state and federal taxes.

Conditions:

- The library determines the need and approves or denies the stipend based on current needs.
- Usage and need may be re-evaluated every 3-6 months to allow for changes in location or needs of the branch.
- Approved tier transfers with the employee if they change positions or location. However, approved tier is subject to change based on needs of the location.
- All library positions are eligible for the stipend through certification based on library needs.
- Bilingual staff will not be required to provide customer service assistance outside their posted work schedule (i.e. not on breaks, days off, etc.).
- The provisions and decisions regarding the bilingual stipend program are not subject to the grievance procedures in the collective bargaining agreement.
- Employees will only translate internal documents under guidance from the Communications Department.

Appeal Process

In the event a stipend application is denied, the employee and the Union will be notified. If the employee wishes to appeal the decision, the employee must submit in writing why they are requesting a review. SE and Leadership will evaluate the decision, taking into account any new assessment results and needs of the library. The decision will be communicated to the employee.



7. Employee Conduct

7.1. Core Skills & Qualities

The following are the Core Skills & Qualities that the Library expects all employees strive to meet.

Interpersonal Skills & Qualities

Customer Focus

We (The Library staff) strive to understand and exceed our customers' expectations. We treat all people with courtesy and respect and are welcoming and approachable. We are aware of cultural differences that may impact how people prefer to experience the Library and take our cues from the customer to adapt our styles accordingly. Note: customer "always means both coworkers and the public, both current and potential library users."

Teamwork

We work effectively with our team, work group and across organizational lines to accomplish the Library's goals. We build respectful relationships within and between units and among individuals. We encourage and support other staff.

Communication

We effectively communicate, both verbally and in writing. We listen to understand and use constructive approaches to resolve workplace issues. We freely share new ideas.

Leadership

Leadership

We accept responsibility and make decisions appropriate to our position and the situation. We contribute, support and encourage new ideas. We demonstrate grace under pressure.

Problem Solving

We develop effective approaches to address customer needs and solve problems. We use good judgment to resolve conflicts. We address customer behavior and issues when necessary. We are solution oriented.

Change and Learning

We positively respond to organizational change and show a willingness to learn new ways to accomplish work. We are flexible. We take the initiative to look for ways to develop as individuals and to improve the Library. We are strategic thinkers.

Personal Attributes

Positive attitude

We are enthusiastic about our work and like to have fun. We are positive role models for one another and remember that we represent the Library and its mission in the community.

Professional Integrity

We project a professional attitude and image and adhere to a high standard of professional conduct. We value and respect customer confidentiality.

Diversity

We understand and are committed to the principles of diversity. We strive to understand the needs of all people in our community. We treat all people with courtesy and respect and are welcoming and approachable. We uphold the principles of intellectual freedom

7.2. Leadership Competencies

Interpersonal

Builds Trustworthy Relationships

Interacts with others in a way that gives them confidence in one's intentions and those of the department and organization; brings a customer-supplier partnership mindset to all interactions; demonstrates initiative in understanding how to best meet internal and external customer needs; takes

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personal responsibility for resolving internal and external customer issues; willingly follows up on commitments.

Communicates Effectively

Clearly conveys information and ideas through a variety of media to individuals or groups in a manner that engages the audience, promotes comprehension and retention, and creates alignment around goals and organizational vision / purpose; articulates the customer / community /partnership perspective in ways that foster understanding and inspire implementation of customer-driven systems, processes, and procedures.

People Management

Builds Successful Teams

Uses appropriate methods and a flexible interpersonal style to proactively build cohesive teams; actively fosters the development of productive internal customer-supplier partnerships within and between work units, teams, departments, and organizations / community partners; focuses teams on meeting external customer needs, serving the community, and achieving business objectives and goals.

Manages and Develops People

Sets clear performance expectations; provides timely guidance and feedback to help others strengthen specific knowledge / skill areas needed to accomplish their work; fosters, plans, and supports the development of individuals' skills and abilities so that they can fulfill current and future job /role responsibilities more effectively and deliver results that align with the Library's mission, vision, values, and strategic goals.

Business Management

Achieves Results

Identifies critical issues and improves business results with the customers' and community's needs in mind; commits to a course of action to accomplish long-range goals and objectives after developing alternatives; sets challenging goals for personal and group accomplishment; uses measurement methods to monitor progress toward goals; tenaciously works to meet or exceed goals; tirelessly focuses on continuously improving processes that affect customers and business results.

Facilitates Innovation and Change

Encourages others to seek opportunities for different and innovative approaches to addressing problems and opportunities that support the organization's strategies; actively facilitates the implementation and acceptance of change within the workplace; generates innovative solutions that better meet customer and community needs; tries different and novel ways to deal with work problems and opportunities.

Personal Attributes

Demonstrates Leadership

Demonstrates the traits, inclinations, and dispositions that characterize successful managerial leadership; exhibits behavior styles that meet the demands of the manager / supervisor role; inspires and guides individuals toward higher levels of performance and organizational excellence; builds commitment to PCLS's mission, vision, and objectives; tirelessly promotes customer/community service and strategic partnerships as a value; takes responsibility for customer satisfaction and loyalty.

[The Library provides employees access to various Library property, to include workspaces, vehicles,](#)

[Employee Use of Library Equipment](#)

Purpose

[The purpose of this policy is to ensure employees have clear guidelines for authorized use of Library property prior to use. All Library employees are responsible for appropriate use and access to Library property for authorized purposes. As a publicly funded organization, the Library expects staff to apply good judgment when making decisions as to the appropriate access and use of property to maintain ethical, legal, and fiscally responsible stewardship of public resources.](#)

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Each Library employee is responsible for ensuring that their use of electronic communication is handled in a professional and courteous manner and is consistent with the Library's mission, vision, values and meets standards and expectations, and to ensure the Library's branded image is presented consistently and professionally.

Definitions

Electronic Communications: electronic communications tools, such as e-mail, voicemail, Microsoft Teams, and texting, provided for employee use for communications for Library business using designated branding as appropriate.

Assigned Mobile Electronic Equipment (mobile devices): a laptop, cell phone, key fob, memory stick, or other electronic device that operates as a computer or communications device, or serves as portable data storage, which are assigned to employees to conduct Library business.

Data: electronic files and information owned by the Library, but provided to, created by, or maintained by an employee. Data may be public in nature or confidential, such as patron circulation history and employee social security numbers.

Policy

It is the policy of The Library to protect Library property and the information contained within from inappropriate use or theft. The Library may assign mobile devices, such as a laptop or cell phone, property to an employee for purposes of so that s/he may conduct work outside of the office on or outside of Library property. -Such equipment has attractive value for theft, which may occur while equipment property is in the care of the employee on Library premises property (including library parking lots) or off-premises. Unauthorized removal of Library property, which is purchased with public funds, may be theft. While equipment theft is a serious crime, the loss of the data also presents a large significant risk for employees, the Library and Library customers to the organization and its customers. -Such data may also not be easily recreated, which may require the employee to spend considerable time recreating.

Employees assigned Library property, particularly mobile electronic equipment, must exercise caution in keeping equipment from theft. -Property should be kept nearby at all times. If a person must leave Library property, a reasonable attempt to keep it out of view from casual onlookers is expected. -For example, put the laptop in the trunk of a car, or secure the laptop via an anti-theft device, such as a cable lock attached around an immobile object.

While login passwords are required of most Library technology and equipment, thieves can easily retrieve information stored within. Confidential data must not be stored on mobile devices unless the employee can ensure that such equipment remains close to their care. All data contained on mobile devices should be backed up on network drives prior to removal from Library facilities.

Expectation of No Privacy

Employees shall have no expectation of privacy in matters related to their use and communication through Library property. Any communications created, stored, sent, or received are the property of the Library. Unless electronic communications specifically deal with matters exempted by state law, these records are also considered to be public records and may be subject to disclosure outside the Library.

Authorizations

All employees must be authorized to access or use Library property. In many cases, several employees may be authorized to access or use the same Library property.

The Library will, at its discretion, invoke its right to assign, access, monitor, revoke or limit access or use of any Library property, at any time. The Library may also use and disclose any information transmitted or stored on Library electronic communication systems property, or relating to use of Library property, or devices with or without the consent of an employee and with or without his or her knowledge.

The Library's Executive Director or Deputy Director must authorize such accessing and/or monitoring.

Software: All software installed on Pierce County The Library System Library computers must be purchased and licensed by the library system Library and installed by a member of the Information Technology Department staff or persons authorized to install software. Use of E-mail and the Internet is for authorized, authorized business purposes of only. Library employees who are responsible for appropriate use of these resources.

Vehicles and Equipment: Use of library vehicles, and audio-visual and maintenance equipment is limited to employees authorized to do so by job description or and specifically trained by and insured for use for such assigned activity by the library Library system. Such items are for library related use only and may not be loaned or used for other purposes or personal use.

1. Email: To conserve computer storage space, employees are encouraged to promptly read and promptly remove E-mail messages and retain the fewest number of messages needed to conduct their work.

Internet: Users should consider their Internet activity as public information and manage their activity accordingly. All Internet traffic goes out beyond the protected The Library network into a wide reaching network that is not secure.

Staff is responsible for the content of any communication placed on the Internet (e.g. listservs, electronic bulletin boards, opinion lists, etc.). They must use their own assigned usernames and passwords. Such postings shall only be used for the purpose of library business but it should be clear that such postings are the opinion of individual employees rather than an official statement of The Library.

Computers and Mobile Equipment: servers, workstations, desktops, laptops, etc. for Library purposes and purchased by the Library. This includes assigned mobile electronic equipment and the data residing on them to ensure that confidential information is not compromised, and to readily restore lost or stolen data.

Password Security: Library property used by employees, or shared among or within workgroups, may be protected with a personal password.

Photocopiers: Employees may make personal use of these when providing their own paper or by reimbursing PCLS at the rate paid by members of the public.

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Vehicles: Library vehicles may be loaned for authorized Library business, or for other purposes by special authorization from the Library Director or his/her designate. The Driver and all occupants of Library vehicles are expected to comply with all Library policies while in use, and with all state and local vehicle laws and regulations. Drivers of Library vehicles must have a current, valid Washington State Driver's License. Any Driver of a Library vehicle may be asked to produce the license upon request of a supervisor or administrator. Any employee whose position requires them to maintain a valid Washington State Driver's License is required to immediately (within the next business day) notify the Library if their license is lost or removed by the Courts or by the Department of Licensing.

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Furnishings and Fixtures: Library furnishings and fixtures are provided for authorized use. Items the employee regards as private should be left outside of the workplace or Library property.

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Tools and Equipment: Operation of Library tools and equipment is limited to employees authorized to use them and individuals specifically trained for such activity by the Library.

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Supervisor's role

The appropriate manager or designated Each supervisor shall be responsible for assigning, ensuring training, and reviewing or monitoring use of Library property. Additionally, each Supervisor is responsible to reviewing or archiving an employee's E-mail account(s) and files on PCLS Library computers upon the employee's termination of employment.

Department Head's role

Department heads are responsible for managing use of Library property by their staff, restricting use or limiting time as they see appropriate.

Any inquiries regarding the particular use of E-mail and Internet access, including whether such use constitutes official PCLS business, shall be directed to a Department Head, Deputy Director or the Library Director.

Upon request by the Library Director or a Deputy Director, full access to an account, including bypassing passwords, may be granted by the Information Technology Department for disclosure to and review by a designated manager or supervisor.

As a publicly funded organization, Pierce County Library System expects that staff will apply good judgment when making decisions as to the appropriate use of equipment to maintain ethical, legal, and fiscally responsible stewardship of public resources.

Management The Library retains the right to determine prohibited uses of Library property, including electronic communications. Although not all inclusive, the following are examples of prohibited uses:

- Eating and drinking in Library vehicles without authorization.

- Refusal or interference with Library monitoring of Library property, including contents of files, desks, mail boxes and other storage facilities and/or other methods to monitor use of Library property.
- Sending, accessing, downloading, viewing, or possessing materials, which violate work place laws, Library policies, and/or other actions generally would be inappropriate to the workplace. This includes the Library's Anti-Harassment and Equity, Diversity, and Inclusion policies.
- Offensive or disruptive messages and/or images, including messages containing inappropriate comments or materials on Library property about age, religious or political beliefs, or material and communications of a sexual nature, including sexual jokes.
- Use that bypasses internal or external security systems/protocols, or attempts to hack another computer system.
- Actions that violate copyright or trademark laws, or bypass other license restrictions.
- Uses for personal gain or commercial activities, such as operating a personal business.
- Sending or responding to chain letters or junk mail.
- Use of Library property in a manner that is not authorized or for Library purpose, or any activity prohibited by law not otherwise mentioned above.

The Library shall consider a variety of factors when determining if there has been prohibited use of the Library's electronic communication systems including, but not limited to the: 1) extent of use; 2) frequency of use; 3) sites accessed; 4) time spent; 5) impact or potential impact to the Library; 6) potential risk of liability to the Library; 7) content or purpose of the message.

Limited, occasional, or and/or incidental use of Library property for personal, non-business purposes may be authorized/ permitted by designated Library authorities if:

- It does not disrupt or interfere with productivity of the employee or his/her/their co-workers.
- It does not disrupt or delay performance of Library business or violate laws or policies.
- It does not involve any prohibited uses.
- It does not result in a cost to the Library.

Employee Actions

Employees are responsible for notifying their Supervisor in advance to receive authorization for personal use of Library property in accordance with this and all Library policies, including payment of appropriate costs associated with authorized or unauthorized uses.

Employees should notify Information Technology department staff when receiving excessive, unsolicited, inappropriate E-mail so they can assist in preventing such communications.

Employees are responsible for bringing forward inquiries about a particular use of Library equipment, and whether such use Questions of Appropriate Usage: Any inquiries regarding the particular use of PCLS computers, software, and telecommunications equipment and services, including whether such use constitutes official PCLS Library business, shall be directed to a Department Head, Deputy Director or the Library Director.

Employees are responsible for following reporting processes if they believe prohibited activities have or may have occurred to their Supervisor. The Department Head must be notified so that appropriate action, including proper security measures, may be taken timely.

Theft must be reported to the employee's supervisor as soon as discovered. Employees must fill out and submit a police report in the jurisdiction that the theft occurred on request.

~~Occasional and incidental personal use of E-mail and the Internet by Library employees is permitted under the following conditions:~~

~~Employees shall not have any expectations of privacy with respect to any use, professional or personal (with limitations described above), of the Library's electronic resources. At any time, the Library can and will invoke its rights to access, monitor, use and/or disclose information/content transmitted and/or stored on the Library's electronic communication systems or devices, with or without consent of an employee and with or without an employee's knowledge. The Library's Executive Director or Deputy Director must authorize such accessing and/or monitoring.~~

Failure to follow this policy or related guidelines or procedures may result in requirement to reimburse the Library for costs, monitoring, suspension of privileges, and/or other disciplinary actions, up to and including termination of employment. Legal action may be pursued for theft of Library property or other violations of law.

- ~~Questions of Appropriate Usage: Any inquiries regarding the particular use of PCLS computers, software, and telecommunications equipment and services, including whether such use constitutes official PCLS business, shall be directed to a Department Head, Deputy Director or the Library Director.~~

~~**Telephones and Fax Machines:**~~

~~**Photocopiers:**~~

~~**Vehicles:**~~

Purpose

The purpose of these guidelines is to ensure expectations for the proper use of the Library's online workspace, Microsoft Teams, are clear and consistently applied. Library Leadership has the responsibility to provide productive and safe work environments and to set clear performance expectations.

Definitions

Teams is a Microsoft platform used for online work-related collaboration and information sharing.

Guidelines

Teams should be used for work-related business only. It is a work tool and expectations for use fall under the following policies and procedures:

Employee Use of Library Equipment Board Policy
Electronic Communications Administrative Policy
Core, Skills, and Qualities and Do's and Don'ts
Leadership Competencies and Key Actions

We do not determine and deliberate on policy in Library All Staff Teams channels. We use the organizational structure designed to review policy.

As a publicly funded organization, the Library expects that staff will apply good judgment when making decisions as to the appropriate use of equipment to maintain ethical, legal and fiscally responsible stewardship of public resources.

Department Heads are responsible for managing the use of Teams by their staff, allocating time and resources to priority work. Library leadership, managers, and supervisors monitor Teams communications and reserve the right to moderate, edit, delete, move, restrict, close, or remove any content that is deemed to violate Library policy, the Teams Guidelines or any applicable law without warning or explanation.

Library leadership, managers, and supervisors may edit or delete posts, chats, comments, or links that are not work related, and/or violate Library policies. Some examples include, but are not limited to:

- Comments not topically related to the subject being commented upon.
- Any posting that would violate Library policies against harassment and discrimination. For example:
 - Personal attacks, dehumanization and name-calling.
 - Content that constitutes, promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, gender identity, sexual orientation, and/or disability.
 - Offensive or disruptive messages, including messages containing inappropriate comments about age, religious or political beliefs, or material and communications of a sexual nature, including sexual jokes.
- Conduct or encouragement of illegal activity.

- Threats.
- Spam and multiple disruptive or repetitive messages.
- Support for or opposition to political campaigns or ballot measures (see RCW 42.17A.555).
- Personal items, such as social or religious affairs, sales of personal property, non-work-related articles, commercial notices and advertisements, or other non-work-related matters.

Public Records

As a governmental entity, Library communications, including Teams, are subject to Washington State Legislature Public Records Act RCW 42.56 requests for public records.

Monitoring

In accordance with our Information Security/IT policies, the Library can and will access, monitor, use and/or disclose information/content transmitted and/or stored on the Library's electronic communication systems or devices, including Teams, with or without consent of an employee and with or without an employee's knowledge. Because Teams and the associated equipment are Library property, there is no expectation of privacy regarding what you post or send via Teams.

Misuse of the Library's electronic communications tools is a serious matter. Failure to follow these guidelines or related procedure shall warrant monitoring and investigation, and may lead to suspension of electronic communications privileges, and/or other disciplinary actions, up to and including termination of employment.

Work Hours and Teams Non-exempt staff are not to check, post or respond to Teams, emails or other work applications when they are not scheduled to work. Except for brief messages about your own attendance and info related to library closures, any other non-urgent messages should only be communicated during your scheduled work time.

Accessibility

We will seek and employ as many best practices for accessibility as possible. Using Microsoft Teams guidance as a reference <https://learn.microsoft.com/en-us/microsoftteams/accessibility-guide-admin>

7.5 — Communications with the Public

8. Job Performance & Recognition

8.1. On-boarding Program

Upon successful completion of our pre-employment process, each new employee will receive a notice of hiring and your new supervisor will share additional orientation and on-boarding schedule details with you.

The Library requires completion and documentation of all required training for new employees who are new to the Library or are newly joining a Library branch to support their success.

Supervisors are generally responsible to ensure successful completion of training and orientation to support the success of their employee. You can find more specifics around system and department/branch training by reviewing the on-boarding checklist resources and the training guide.

The orientation experience consists of orientation to the system, to their worksite, department, work team and position. Each department and worksite may have specific orientation activities to support the success of their new hire.

System Orientation

System-wide orientation begins on the first day of employment. Staff Experience Department maintains records of training completion. This includes:

- Information about the Library's Mission, Vision, and Values
- Key Employment information, including policies
- Benefits and Compensation information
- Union information, as applicable
- Exposure Control Plan and training
- Fire Extinguisher training
- Hazardous Communications

Additional training provided by the Supervisor includes information specific to a new position or location or task. The supervisor will complete all necessary topics and training with the employee. document completion of those items and send to Staff Experience for records of completion to be retained in the Employee File. This includes:

Safety orientation topics:

1. Introduction to PCLS policies and procedures, location and work area rules.
2. Tour of location and work area.
3. Discussion about the importance of on-the-job safety and safety topics applicable to the specific position.
4. Instruction on any special equipment or tools including review of specific safety features.
5. The locations of and instructions on the use of personal protective equipment, first aid kits, fire extinguishers and other emergency equipment/procedures.

Safety orientation training:

1. The immediate supervisor of the employee is responsible to ensure that PCLS policies and safety procedures are adhered to on a daily basis.
2. The immediate supervisor is responsible for both initial hire and recurring safety & health training.
3. Safety Training will include topics specific to the work location and job assignment.
4. Training review will be provided to an employee when one or more of the following conditions occur:
 - Change in job title, position, position description or work location.

- Introduction of a new chemical into the workplace.
- Introduction of a new machine or tool, which will be used by the employee as part of their job.
- If they repeatedly violate PCLS safety policies.
- After an injury involving PCLS machinery, tools, and/or chemicals.
- At the employee's request.

System Checklist

Upon hire, this checklist is initiated to document completion of all system required orientation and training. Staff Experience completes the first page, and when all forms are received, forwards to Supervisor for completion of remaining items. Upon completion, the Supervisor is responsible to send back to Staff Experience for record retention in the employee's file.

- New Employee Orientation Checklist
- New Leader Orientation & On-boarding Checklist and Pre-Work

Department/Worksite Checklists

Templates may be available to help train newly hired or transferred employees. This checklist should be complete within the first two weeks of work. Upon completion, the Supervisor is responsible to send back to Staff Experience for record retention in the employee's file.

There may be additional pieces specific to your department, worksite(s), or role that are required to support success. If you have questions or would like to request revision of these documents, please contact your department head for department/branch level revisions and/or Staff Experience for system-wide revisions.

8.2. Coaching and Progressive Corrective Action

When the Library determines that performance or conduct needs to be corrected, the supervisor should discuss the matter with the employee and attempt to resolve the problem. Resolution of problems in this manner is recommended and encouraged. The objective is to achieve correction and avoid recurrence, and it is the responsibility of the supervisor to evaluate thoroughly the circumstances and facts as objectively as possible. An employee's failure to follow through with any written expectations/actions plans may be grounds for further progressive correction action up to and including termination.

Probationary Employment

Such employees serve at the will of the employer and may be discharged from employment for any reason not expressly prohibited by law.

Coaching

Coaching, counseling, and the giving of directions are routine supervisory responsibilities and are not considered discipline. Coaching or counseling discussion can include verbal (non-documented) discussions, formally written (documented) work improvement instruction and/or instructions describing performance expectations.

Performance Improvement or Action Plans (PIPs)

Performance Improvement Plans or Performance Action Plans are not disciplinary in nature but considered a tool of the coaching and counseling process. Employees or Supervisors requiring assistance with the PIP process should ask for help from their supervisor or Staff Experience.

Progressive Corrective Action

Corrective action should be progressive and taken only for just cause. All corrective action should occur reasonably near the time of the actual infraction or notice of the infraction, with notice to the employee of the specific corrective action to be taken.

Determination of appropriate corrective action should take into consideration factors such as length of employee tenure, prior coaching and corrective actions, the severity of the misconduct and other relevant factors including applicable collective bargaining agreements. Corrective actions are generally limited to:

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- verbal reprimands,
- written reprimands,
- suspensions,
- demotions, and
- termination.

Documentation of reprimands is maintained in the employee's Personnel File. Employees terminated as a corrective action are given two (2) days' notice or pay in lieu thereof, except in events of major misconduct.

Unpaid Suspension

All wages and benefits cease at the time of termination, or during the term of suspension.

Paid Administrative leave

All wages and benefits shall continue during the term of any administrative leave, such as for the purpose of investigation.

Major Misconduct

No prior notification or pay in lieu thereof is required to be paid in the case of termination for major misconduct.

Major misconduct includes and is not limited to the following reasons:

- theft or falsification of records,
- misuse of Library records,
- gross insubordination,
- being under the effects of illegal drugs or alcohol,
- consumption or possession of alcohol or illegal drugs on the job, willful destruction of Library property,
- unprovoked threat or unprovoked physical assault of employees, or
- deliberate abuse of a customer of the Library.

Failure to report to work

Failure to report to work for three (3) consecutive scheduled work days without notification may be considered an automatic resignation and the employee may be separated from their employment, subject to a determination by the Executive Director or designee.

8.3. Performance Evaluations Process

The performance evaluation process is to provide ongoing communication between a supervisor and an employee throughout the year to achieve strategic objectives of the organization.

Probationary Evaluations - 1st 6 months

The first six months of employment are reserved in all PCLS positions as a probationary period of employment to achieve successful onboarding to the organization and success in the position through training, providing support, and setting job expectations, preferably goals for the first week, month, mid-probationary, and end of probation.

All individuals in new positions, except Substitute status positions, will be subject to a Probationary Evaluation at 6 months of employment, and may be evaluated at any time during the probationary period.

Probationary Evaluations must be completed before the end of the first 6 months.

Annual Performance Evaluations

Union Represented Employees:

Written evaluations of an employee’s job performance shall be completed and delivered annually within one (1) month of the end of the review period, which is based on the job classification date of the employee.

Performance evaluations that are not delivered within 6 months of their due date can no longer be delivered and will not be added to personnel files.

Employees Holding Second Positions:

If employee has more than one regular position (e.g., Librarian at Sumner and Summit), each position would have an evaluation due within a month of the employee’s classification date, i.e. the date they were hired into the Supervising Associate classification. Each manager/supervisor would complete an evaluation. Evaluations would not be combined.

Transferred Employee:

If an employee transfers from one branch to another in the same classification, their evaluation due date does not change, it is still due on their original classification date not the date that they transferred. When the new supervisor is writing the evaluation, they would confer with the previous supervisor for input.

Non-Union Represented Employees:

All non-represented employees will have their performance evaluations in October of each year, with the exception of those employed solely in a Substitute status or Temporary status position. The evaluation period is always a one-year period from Performance Evaluation due date to next Performance Evaluation Date (example: 10/1/2019 – 9/30/2020).

Process

1. The supervisor is responsible to communicate with their direct reports, direct supervisor, and to conduct the performance conversation and deliver records in a timely manner.
 - For current employees who are newly onboarding to a position/branch/department, this means updating your tracking with their annual and probationary evaluation due dates.
 - For employees who are new to the organization, this means clarifying onboarding goals and performance expectations early in the probationary period.
2. About three weeks before the supervisor and the employee performance evaluation meeting, the supervisor requests the employee complete the “Employee Pre-Work Performance Evaluation Form.” This form has tasks for the employee to complete and return to the supervisor within two weeks.

Note: Probationary employees do not complete the pre-work performance evaluation form. It is expected that employee completes the pre-work. However, if they do not complete, the Supervisor is responsible to complete the evaluation timely and note that the employee did not provide the required pre-work.
3. While the employee is working on the pre-work tasks, the supervisor reviews the employee’s position description and completes an initial draft of the performance evaluation form for the evaluation period, and based on the criteria outlined in the form.
4. The supervisor consults regarding that draft evaluation with their own direct supervisor to incorporate any additional performance evaluation feedback or guidance.
5. The employee submits the pre-work form to the Supervisor, and the Supervisor also incorporates additional performance information from the form into the final version of the performance evaluation.
6. Once it is ready, the supervisor meets with the employee to discuss the employee’s performance and deliver the performance evaluation form. At this meeting, the supervisor and employee discuss:
 - The employee’s job description,
 - The content in the performance evaluation, and
 - The completed pre-work form.

7. The next step is for the employee and supervisor to both sign the evaluation form. The employee may write comments on the form at that time or provide them later to be attached. This completes the evaluation "packet".

8. The packet is routed to the supervisor's direct supervisor for review and final signature. Once signed, a copy of the signed and delivered evaluation and accompanying documents is sent back to the employee and supervisor for their files. The originals are forwarded to the Staff Experience Department for record retention.

If the employee disagrees with the supervisor's evaluation, the employee can add comments to be filed with the performance evaluation for retention in the employee's file. This should be completed within ten days of the performance evaluation and sent to Staff Experience for record retention.

Once the signed performance evaluation arrives in the Staff Experience department, Staff Experience records the date of completion of the signatures into the HR Information System and files the hard-copy review in the employee file. This records the date of completion of the evaluation for purposes of PCLS record retention.

If an employee refuses to sign an evaluation, the supervisor documents that and submits for record retention.

8.4. Service Award Recognition Program

The Library Employee Service-based Award Program includes recognition opportunities for you, your supervisor and other staff that include:

- Reminder email to your supervisor on your anniversary, every year
- Congratulations email to you on achieving your anniversary, every year - with opportunities for others to join in celebrating you, too!
- Service Award gifts in the form of points that can be used toward items in the AwardCo e-Catalog!

Points Program

When you reach a Service Award milestone, you'll receive an email on your anniversary that your Service Award gift points are available in AwardCo. Each point is the value of one dollar. You can spend your points in AwardCo on your choice from a wide array of item options available in the e-Catalog.

- 5 years – 80 points
- 10 years – 120 points
- 15 years – 180 points
- 20 years – 225 points
- 25 years – 338 points
- 30 years – 450 points
- 35 years – 675 points
- 40 years – 900 points

8.5. Employee of the Month, Rookie of the Year, and Peer to Peer Recognition Programs

At PCLS there are three different areas staff can receive formal system recognition beyond services awards:

- Employee of the Month,
- Rookie of the Year, and
- Peer to Peer Recognition in AwardCo

The Library offers a new streamlined way to recognize and award each other for our impact. Simply submit a nomination using the form, electronic or hard copy. Feeling compelled to nominate another staff member is more than reason enough to nominate someone.

The goal is to provide a simple way for each of us to recognize those who positively impact us and our community. Reasons can include, but are not limited to:

- an interaction or incident that was handled well
- someone who is regularly and consistently doing awesome things
- excellent customer service interactions (could be internal customers and also in the community)
- someone whose behavior is a great example of core skills and qualities
- producing a program or project that had a meaningful impact, or other successful outcome
- a big idea that solved a problem
- innovative thinking
- being a reliable contributor to a team or a great experience with a team member
- local or system-wide impacts

Once you submit a nomination, nominations will be reviewed and considered for one of two awards:

- Employee of the Month, or
- And/or Rookie of the Year for those in year 1 of employment

Culture Forward will work with the Supervisor of the winner to provide an award that aligns with the employees Appreciation Language at work. You can find samples of awards based on Appreciation languages in the Recognition Toolkit.

Employee of the Month winners will receive an award of approximately \$50 net (\$75 gross) on their paycheck. Rookie of the Year winner will receive an award of approximately \$75 net (\$100 gross) on their paycheck. Net payments are approximate amounts after required tax deductions are applied and can vary slightly by individual tax situations.

Once winners receive the notice of their award they will be announced to all staff in recognition of their achievement in Cover to Cover and other communications as applicable to each person's preferences. For example, we might only mention your name if you prefer low public recognition, and more information about your experience in receiving the award if you enjoy public recognition.

Nominations will remain under review for possibly winning an award for 1 year after nomination.

Employee of the Month winners will be announced for every month and Rookie of the Year winner will be announced by the end of the calendar year.

The Library will issue awards with these principles in mind:

- The work that all staff contribute is important work – not just the work that is easily measured.
- The impact another staff member has on you, and your willingness to give a nomination on that basis, is enough to win.
- The goal will be to issue awards for those in every single classification, employment status, department, location, and FTE. So we might prioritize giving an award on the basis of not having given awards to someone in that class or location in the past.

Eligibility

Any classification, substitute, temporary and regular employment, union represented or not, your supervisor or another staff member and staff who work in a different department or location than you – you can nominate anyone in those scenarios.

There is no limit to how many times someone can win Employee of the Month.

Rookie of the Year awards are limited to only those in their first year of employment. Our research shows that the experience of the first year at a new employer is one of the most challenging years.

No one is banned from ever receiving an award. We explicitly designed the parameters for who can win with very few disqualifying factors.

A nomination may be held for someone who received formal disciplinary action for something like a policy violation until 6 months after discipline has passed. Per the process, that person's nomination will

be considered for up to 1 year after nomination. This is to ensure that someone who had a significantly negative impact on coworkers such that they received formal disciplinary action for that doesn't also receive an award for another area where they excelled. Once that six-month period is cleared their nomination will enter back into the pool for consideration. This is a rare situation, however, we wanted to have a plan should that situation arise.

9. Hours and Attendance

9.1. Meal and Rest Periods

Several important factors should guide how/when to take meal and rest periods including the law. Ideally, each supervisor will consider and communicate the best times for each individual to take a break when putting together schedules. In this way, the need for a break can also be supported by coverage of other staff in such a way that there is no/little impact to the services we provide to our customers. Here are a few factors that should be considered when planning a schedule to ensure rest and meal breaks are taken appropriately:

- Customer/Work Flow – each department has different customers and workflows to consider. The least amount of disruption to customers is the ideal scenario, which can require some planning in advance for certain roles to have coverage for meal and rest periods. If you are in a training class, please discuss breaks with your trainer to ensure they understand when you need to take them.
- Fair Labor Standards Act (“FLSA”) Designation of your role - If you hold an FLSA exempt position, you have full discretion to manage your time, to include when and how to take breaks in order to achieve your work performance expectations. Otherwise, your supervisor can inform you of your rest break or you can request a particular time, if you prefer, from your supervisor.
- Washington State Law – requires meal and rest periods at certain times based upon the duration of your shift. The Washington Minimum Wage Act outlines the standard that employees shall be allowed a rest period of not less than ten minutes, on the employer's time, for each four hours of working time. Rest periods shall be scheduled as near as possible to the midpoint of the work period. No employee shall be required to work more than three hours without a rest period. Washington Law also requires a minimum of a half hour meal period for a shift of 6 hours, ideally taken mid-shift, but must occur after the 2nd hour and no later than the 5th hour from the beginning of the shift. This standard applies to non-represented roles, and where the CBA may be silent for represented roles.
- Collective Bargaining Agreement (“CBA”) – some of the requirements in the law are further expanded as negotiated under represented positions as outlined in the CBA.

It is not required that rest breaks are scheduled in advance, though it is helpful to ensure coverage and continuity of services for customers.

If you are required to perform work during your designated rest or meal period, you must record the time as work time and report to your supervisor to discuss your options.

It is possible, with approval from your supervisor, to take rest breaks intermittently **to total not less than ten minutes in a four-hour period.** A minimum of thirty (30) minutes for your meal period must be uninterrupted time (see below).

You cannot take your meal or rest period at the beginning or the end of your shift even with mutual agreement with your supervisor.

Rest breaks are ideally scheduled to occur at the midpoint of the work period (not to be confused with the entire length of the shift). Meal period must be taken no later than the 5th hour of work.

Taking a break is important. Not only is it required, it's a very helpful way to prevent fatigue and increase your overall effectiveness in your role.

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- If you miss a break, please report it to your supervisor as soon as you realize it to develop a plan of action.
- If you don't want to take a break in the middle of your shift, you can discuss taking it at an alternative time with your supervisor. Mutual agreement is required to do this, however, this can be a viable solution in certain circumstances.
- If you continually miss your break and it becomes a pattern, please discuss with your Supervisor and/or Staff Experience. There tend to be underlying reasons that require further discussion and/or exploration of solutions.

If you have additional questions about when to take a break, please consult with your direct supervisor and/or Staff Experience. Different types of work can require different solutions. We are here and happy to help support your wellness and explore ways to ensure satisfaction in your role.

9.2. Workweeks, Work Status and Pay Periods

The following are standard definitions for purposes of workweeks and pay period calculations:

Standard workday

For full-time employees normally consists of eight (8) hours in any one (1) day, excluding the meal period.

Standard work week

For full-time employees consists of forty (40) hours' work in any one (1) week.

Workweek

For all employees, 12:00 a.m. Sunday through 11:59 p.m. Saturday (seven [7] days) for all employees. No employee's regular hours shall be routinely scheduled for more than five (5) days in a row.

Work schedule

Employees will be regularly scheduled at least two consecutive days off in each seven (7) day work period, unless mutually agreed upon. Employees who elect to work hours beyond their regular FTE shall not be included within such limitations.

Overtime

Vacant positions, temporary absences or demand for service may require non-exempt employees to work beyond their budgeted work schedules. Non-exempt full-time employees are entitled to compensation for overtime in accordance with the Fair Labor Standards Act.

For overtime eligible positions, all work performed over forty (40) hours in any one (1) week shall be considered as overtime and shall be paid at the overtime rate of one-and-one-half (1-½) times the base rate of pay, or at the employee's option, compensatory time at the rate of one-and-one half (1-½) hours for each hour worked for a maximum accrual of twenty-four (24) hours.

All overtime must be authorized by the department head or designee. Employees are responsible for notifying their supervisor when they are offered a proposed schedule (or increase in hours) which would result in overtime. Employees electing to work additional hours may not exceed forty (40) total compensable hours in any given work week without Department head or designee approval.

The Library recognizes that incidental overtime may occur sometimes as a result of clocking in and out. Time paid for but not worked (e.g., sick leave or vacation pay, but excluding paid holidays and inclement weather days) shall be used for purposes of computing overtime.

Overtime (including extra hours paid at the base rate) is not generally compulsory until efforts have been made to offer the extra hours to qualified employees who desire to work the extra hours. When reasonably possible, compulsory extra hours shall be rotated amongst qualified employees.

Compensatory Time Used

Scheduling of the compensatory time off shall be arranged in advance with the employee's supervisor and in accordance with the sound and orderly administration of the work unit, as determined by the

Library. When the employee separates from service for any reason, including death, all of an employee's remaining accrued compensatory time shall be paid at the final hourly rate received by the employee.

On-Call

Supervisors will not require non-exempt employees to be available (i.e., on-call) outside of their regular shift. Non-exempt employees who respond to a Library request to perform work remotely (e.g. by telephone, text, email etc.) outside of their regular shift in any one day shall be paid for their time worked, and at a minimum of eighteen (18) minutes (3/10ths of an hour), at the employee's regular rate of pay, or at the overtime rate if applicable. If the employee is required to report to work, that employee will instead be compensated for their time worked, and at a minimum of two (2) hours at the employees' regular rate of pay or at the overtime rate if applicable.

Pay Periods

The interval of time adopted by the Library upon which the employee's compensation is calculated. All PCLS employees are paid on a 24-pay period basis annually, with paychecks issued on the 6th and 21st of each month. If this date falls on a Saturday, you are paid the Friday prior. If it falls on a Sunday, you are paid on the Monday to follow.

FLSA Exempt Positions

Employees in positions designated by the Library as "exempt" from the wage and overtime provisions of the Fair Labor Standards act and the State Minimum Wage Act are not subject to mandatory break and meal periods, compulsory overtime limitations, the one-and-one half, double time, compensatory time, and/or minimum payment provisions. Exempt employees have flexibility in their working hours and are eligible for meal periods.

FLSA Exempt Leave

When an employee who holds an FLSA Exempt position experiences a workload that requires that the employee work an extraordinary number of hours in excess of their regular schedule, the employee may request and the Department Head or designee will consider, granting exempt employee leave to a maximum of three (3) days without using the employee's leave accruals.

Full-Time Equivalency (FTE)

The Library uses the following equation for FTE based on regular scheduled hours of a position: 40 hours divided by regular hours per workweek. These are examples of FTE calculations:

FTE	Hours per workweek
1	40
0.95	38
0.9	36
0.85	34
0.8	32
0.75	30
0.7	28
0.65	26
0.6	24
0.55	22
0.5	20

9.3. Timesheets

Employee Central is a central place to access your personal employment and pay information. Supervisors can also access certain information about their staff. This page includes instructions and additional support resources to complete your timesheet tasks in ExecuTime/Time & Attendance. Instructions can also be found in Teams under the PCLS Channel.

Time Reporting

Staff who hold hourly, FLSA non-exempt positions are paid based on their hours worked and clock in/out of their timesheets for each shift, and for any leave as approved and eligible. Staff clock in and out at the times of starting and stopping work, and no rounding will occur. Consistent with current practices and Library policies, staff will continue to report paid work-related travel time. Staff will not clock out for paid rest periods. There is no automatic deduction for the meal period. Staff will need to clock out when not working to take their meal period, and any other periods during which staff are not working, except for your paid rest breaks, and clock-in if returning to work.

Staff can clock in on any device can access the internet through links on Employee Central. The Library ensures that staff have access to a device to be able to complete timekeeping tasks in each position in which staff work. Staff who travel to non-Library locations for work typically clock in at their start of shift at a Library location, or remotely if applicable to remote work. Staff can also clock in using another device, too, to accurately record start and end times of work. Staff will only need a device that has access to the internet.

Staff who hold FLSA exempt positions are paid based on their annual salary and do not clock in/out of their timesheets for each shift and only account for their exceptions to base hours worked; which can be edited directly on your timesheet or will populate when a submitted Time-Off Request or Hours Request is approved. The use of accrued paid leave such as vacation, sick leave, or floating holiday can only be used in Full day increments (8-hrs) and requires a Time-off Request. For pay codes which are not associated with accrued paid leave benefits (LWOP, Jury Duty, etc...) an Hours Request should be submitted.

Employees are only authorized to use the timekeeping system to record their own transactions, using their own unique log in. Do not ask another employee to perform any timekeeping function on your behalf outside of the approved processes.

Review & Approval

Staff and supervisors are required to review timesheets to reflect accurate pay every pay period and record their approval in the timesheets. Once you approve your timesheet, your supervisor will review and approve your timesheet to "roll" that information up to Payroll processing. You can approve your current time in ExecuTime/Time & Attendance at any time, and continue to report future work, including your last scheduled workday within a pay period, even if that's earlier than the last day of the pay period. If something pops up and you're working additional time unexpectedly, you can simply add that to your timesheet. The last day by which Supervisors must approve all timesheets each Pay Period is listed on the Payroll Calendar located on Employee Central.

Staff and supervisors are required to report corrections timely to ensure accurate pay. There is no limit on the number of pay corrections an employee can report. This work is worth the time to ensure accurate pay, and PCLS is willing to ensure that any time spent completing an Edit log is done as paid work time. Supervisors are responsible to complete them as a part of paid work time, as well. Supervisors will need to plan to approve completed timecards as outlined on the Payroll Calendar located on Employee Central along with Supervisor Timekeeping Instructions with a timeline for the Pay Period. Supervisors are responsible to maintain copies of all time edits from employees in accordance with record retention requirements.

Leave of Absences

Timesheet Instructions for Leave of Absence are provided to staff on a leave of absence, and to their supervisor.

Accrual Balances

You can generally expect updates within 3-4 workdays following the processing of payroll in ExecuTime/Time & Attendance.

Personal Protective Equipment

ExecuTime/Time & Attendance does not change the current staff requirement to wear Personal Protective Equipment (PPE) before entering Library property.

9.4. Time off Resources

The Library offers a variety of resources for time off when you are unable to work for a variety of reasons. You can learn more about the programs offered by PCLS to assist:

Domestic Violence Leave

Domestic Violence Leave for Victims and Family Members - the Library provides job protection and reasonable leave, either paid or unpaid, for victims of domestic violence to seek assistance. Find more information here.

Paid Accrued Leave

The Library provides options available for eligible use.

Leave of Absence due to Serious Health Conditions

When your absence qualifies, you may need to request a Leave of Absence for Family or Medical reasons including if you:

- Need to be absent from work due to a serious health condition;
- Need to be absent from work for intermittent medical appointments/treatments due to a serious health condition;
- Need to care for a family member with a serious health condition;

Pregnancy & Parental Related Leave and Accommodations

Time off and other assistance is provided to support employees expecting a child through birth, adoption or foster care.

Military & Emergency Personnel Related Leave

Support for needs relating to military and emergency personnel, including time off and other needs, are supported under a variety of circumstances.

Leave of Absence Request

Employees are responsible to submit a clear and accurate written request for a leave of absence to their department head no less than thirty (30) calendar days prior to the requested leave's commencement unless waived by the Library Director in cases such as emergency illness. The employee's written memo of intent shall include: (1) the specific length of the period of the leave requested; (2) pertinent details regarding the purpose of the leave; and (3) the anticipated date of return to work. When an approved leave of absence without pay exceeds twelve (12) weeks, the employee shall notify the Staff Experience Department in writing of the employee's anticipated date to return to work or of the employee's intent not to return to work at least three (3) weeks prior to the return date specified at the time leave was granted. If the request for leave is denied, a written statement outlining the reasons shall be given to the employee.

The Library reserves the right to require proof from the employee of the continuing education taken by the employee during the leave of absence or other such evidence that demonstrates the employee has used the requested leave for the stated purpose. An employee who fails to disclose or misrepresents a material fact associated with the requested leave of absence which if known to the Library could have resulted in the leave of absence request being denied may be discharged, solely at the Library's discretion.

Returning to Work

When you are unable to work for medical reasons, returning to work can be something that takes time and can happen in phases. The Library's goal is to assign work that is appropriate and will not add harm to you based upon the advice of your healthcare provider. When returning to work following a leave of absence for your own medical condition or when you have experienced a workplace injury, illness, or exposure, you must provide a statement as to your ability to work in a safe capacity at least two (2) days prior to returning to work.

It is highly recommended that the employee provide their healthcare provider with a copy of their job description and any additional information to ensure the work that is safe to be assigned is clear in the documentation. A template is available for this purpose.

Reinstatement

Failure of an employee to return to work on the next regularly scheduled workday after the conclusion of a Leave of Absence is considered an automatic resignation and the employee shall be separated from Library employment. An approved leave of absence without pay shall provide the employee's reinstatement within the system at a comparable classification and equivalent hours. If such approved leave is for fewer than thirty (30) calendar days, the employee shall return to the position formerly held.

Compensation during disability

Compensation may be available based on eligibility outlined the following sections during a leave of absence period:

- Shared Leave – The Shared Leave program provides eligible employees an option to donate paid accrued time for use by other eligible employees once their own leave is exhausted.
- Workers' Compensation for on-the-job Injuries, Illnesses, and Exposures - While employees are required to use safety policies and procedures to perform their work, accidents can happen. When you experience a work-related injury, illness, or exposure the On the Job injury program is available to help you understand what to expect.
- Humanitarian Catastrophic Leave - When a catastrophic circumstance happens to you and it results in exhaustion of all your paid accrued leave, the Humanitarian Catastrophic leave program may offer additional resources.
- Long Term Disability Benefit - Long term disability is a benefit provided for eligible employees to replace as much as 60% of your pre-disability earnings due to your inability to work (or to work full schedule) for more than ninety (90) consecutive days due to a disability.

Unpaid Leave of Absence

Employees who exhaust all paid leave options, or who prefer otherwise to request to take time in an unpaid manner, must request this using the Leave Without Pay form.

- For a request for less than four (4) weeks off, submit the form at least fourteen (14) days prior to the anticipated commencement of the time off.
- For a request for more than four (4) weeks, submit the form at least thirty (30) days prior to the anticipated start or beginning of absence.

If you experience an extenuating circumstance that influences your ability to meet these deadlines, discuss the circumstances with your supervisor or your HR Generalist.

Please note: Individuals who hold union represented positions may request to go into an unpaid status to retain up to forty (40) hours of unused vacation benefits. Find more information [here](#).

9.5. Jury Duty

Employees summoned for jury duty on regularly-scheduled workdays will be paid at their regular straight-time hourly rate of pay. Employees are required to turn over to the Library any Jury Duty compensation received, except for mileage compensation which the employee shall keep. The employee is required to give the Library prompt notice of their call for jury duty and to provide satisfactory evidence of jury duty and of payment received for this duty. Employees are required to immediately

notify the employer if released prior to the end of the workday. The Library will determine if it is reasonably possible for the employee to report to work for the remainder of the day. Consideration shall be given to the number of hours served, remaining hours on the shift, if employee is assigned to a day or night shift and travel time.

- Employees will be paid in full for all jury duty hours served in conjunction with their normal work schedule. Hours spent at jury duty must be submitted on the employee's timesheet.
- The Court will issue payment to the employee for time spent at jury duty, at approximately \$10 a day, along with reimbursement for travel fees and mileage.
- If given the option, do not elect to waive the \$10 a day payment. The employee will be allowed to keep all reimbursement for travel fees and mileage paid by the Court.
- Employees are responsible for writing a check to the Library for the days they submitted jury-duty on their timesheet. Please submit your check to the Finance Department for processing.
- Please notify your direct supervisor by submitting your Summons to Appear notice for Jury Duty.
- Once you serve and are paid by the court for your time, submit a check to the Finance Department with the confirmation of receipt of payment, which typically indicates the dates you were compensated by the court for attending jury duty.
- Remember, only include the earnings you receive from the court for days you were scheduled to work at PCLS.
- Also, any mileage or travel reimbursement from the court is yours to keep.
- Employees are required to provide the Library with prompt notice of the call for jury duty (a copy of the summons to appear letter is preferred), provide satisfactory evidence of jury duty service and submit payments received for such service. Employees are responsible for submitting a "Jury Duty Attendance Report", or like document to their supervisor attesting to the time spent by the employee in juror service. This may be obtained from the Court Clerk or jury attendant.
- If jury duty extends beyond the employee's normal work shift, or is on an employee's scheduled day off, no additional compensation will be paid for the hours beyond the employee's normal work schedule.
- If an employee is excused as a juror for the day, the employee is expected to immediately contact the library supervisor and/or Department Head and report to work if instructed to do so.
- The Library reserves the right to request that an employee called for jury duty be excused if, in the opinion of the Library, such jury duty would result in an operational hardship to the Library.
- A probationary employee called to jury duty will have his probationary period extended by the length of jury service so that a full probation period is spent at the library.

9.6. Return to Work Program

The Library reserves the right to request medical documentation at the employee's expense under certain circumstances. Medical certification to return to work is required of an employee when:

- Returning to work following an approved and designated medical leave of absence for self.
- Professional medical care is sought or required following a workplace injury/illness.
- The employee has indicated a need for approval for an accommodation to perform their essential job function.
- The supervisor has reason to believe an employee may have an injury/illness that impacts their ability to safely perform their work, or has experienced occupational exposure.

If a medical leave was granted for any reason other than the employee's own medical condition, the employee may not be required to submit a medical release before returning to work.

Return to work certification must include the healthcare provider's specifics regarding the following:

- Whether the employee able to return with or without restrictions,
- The date of release, and
- A full description and timeframe of restrictions, if any.

The employee may use the Library's Return to Work Form, L&I Activity Prescription Form, or submit a letter for their medical provider.

Submission of return to work certification must be submitted to the employee's HR Generalist no later than three (3) business days prior to the date of return to work. This will ensure the employee's prompt return from leave. A full release will result in the employee's expected return to their next scheduled work shift.

An employee released to work with restrictions may return to work only after the supervisor, in consultation with their HR Generalist has:

- Assessed the limitations;
- Determined Library's ability to accommodate; and
- Communicated the work modifications required by the employee to stay within their medical restrictions.

Restrictions will be assessed on a case-by-case basis, in comparison to the physical demands of the employee's position, to determine if accommodations are necessary and reasonable.

The Library's goal of a job accommodation is for employees to return to the full scope of their positions within six (6) months or less. This means the employee can independently perform all the essential functions of their position. During a temporary accommodation, the HR Generalist/Supervisor will interact with the employee to assess whether improvement in the medical condition permits the restrictions to be lifted or reduced enough to allow the employee to perform the full scope of their position. This may include request for follow-up documentation.

If the Library determines the Library is unable to accommodate the restrictions, the employee will be placed on or continue their FLA or Unpaid Leave of Absence. The Library will use the documentation of restriction for medical certification. No additional request or certification will be required for the leave.

Employee returning from a leave of Absence are not eligible to substitute until they have received a release to work without restrictions from their medical provider.

All medical documentation should be forwarded to the employee's HR Generalist to be placed in the employee's medical file.

10. Training

10.1. Travel and Continuing Education Guidelines

- 1) The Library will pay full cost for approved conference hotels or comparable.
- 2) The Library will purchase airfare for direct flights (whenever possible) for reasonable amounts on approved travel requests.
- 3) The Library will pay full registration (even non-member) rates as posted if within departmental budgets.
- 4) The Library will pay for organizational membership fees, but not individual memberships.
- 5) The Library will pay for food per diems for travel. No alcohol may be included in these purchases with per diem funds.
- 6) In accordance with the new law, the Library must pay hourly, non-exempt employees the travel time from when they leave their home to when they arrive at their conference destination/ hotel. This is also required for a return trip. Supervisors must review and adjust (if needed) hourly staff's schedules with a minimum of two weeks' notice to allow for this time and to work to maintain the employees FTE. This is required to ensure we meet current required employment travel pay guidelines.
- 7) The Library will need to pause on the issuance of Advance Travel Funds until further review of current auditor requirements.

11. Employee Benefits

11.1. Benefits Program Overview

The Library will offer its employees opportunities to participate in group insurance and benefit programs in accordance with the Library's resources and legal requirements as well as plan and eligibility options. Benefits may vary in relation to any employee's status.

Employees who are reclassified, promoted, laterally transferred, or otherwise change classification while remaining employed at the Library without an interruption in service shall retain their original date of hire. If their classification changes, the classification date will change to the first day of the month following date of promotion. See Benefits highlights and plan documents for further details.

Benefits Eligibility

Each employee holding a position regularly scheduled to work twenty (20) hours a week or more, will have eligibility for enrollment in a medical, dental and vision plan coverage offered by the Library. Eligible employees must have received eighty (80) compensable hours or more in the preceding month to be eligible for coverage.

Opt-Out

The Library offers an "opt-out" incentive. Eligible employees may elect to opt-out of the medical coverage provided they present documentation of active enrollment on other coverage to receive three hundred dollars (\$300) per month pre-tax, paid through the Library's section 125 plan. Provided that at no time will the number of employees electing to opt-out jeopardize the Library's eligibility for group medical insurance. If the number of employees reaches the maximum, no new employees will be allowed to elect the opt-out option until the number of participating employees is below the maximum amount. A waiting list will be created and as the number of employees drops below the maximum amount, employees will be contacted based on their position on the waiting list. Placement on the waiting list will be on a first come, first served basis.

Dental, Vision, and Life Insurance

Employees will not be eligible to opt-out of vision, dental, or life insurance plans. For eligible employees who elect to opt-out of the medical coverage, the Library will pay 100% of the premium for employee-only vision, dental, and life insurance. All eligible employees are required to maintain a Life Insurance policy through The Library.

Plan Dependents

Several benefits options afford coverage for eligible dependents, which includes children, spouse, or domestic partners.

Dependents must be enrolled in the same medical and dental plans that the employee elects to receive coverage; they may not choose a different plan.

If you are enrolling a spouse (same-sex) or domestic partner (same-sex or opposite-sex), in the medical plan, you must complete an [Affidavit of Marriage/Domestic Partnership](#) form and return it to Staff Experience, in addition to completing the paper enrollment form.

Please note: if your domestic partner or the partner's child do not qualify as a dependent under IRS rules, please consult a tax advisor for information on the tax consequences of enrolling them on your benefits coverage.

Dependent Verification

If you added dependents to your healthcare coverage you are required to submit verification documentation for each newly enrolled dependent. Employees will receive an initial verification request notice, sent to their home address. Employees have 60 days to submit the required verification documents for continued dependent coverage.

Enrollment

If you're benefits eligible, you have 10 business days from your date of hire to enroll for coverage. New Hires must meet with Staff Experience and (if applicable) any vendors (e.g. Aflac, Voya) to review key timelines and paperwork required for enrollment. When you are ready to select your benefit plans, complete the AWC Combined Insurance Enrollment form and return it to Staff Experience.

Annual/Open Enrollment Period

Most benefit options are open for enrollment again each year in November during our annual Open Enrollment season.

If you are not eligible for medical and dental plan coverage with the Library you can visit the Health Care Exchange to research other health care options that may be available to you www.wahealthplanfinder.org and/or contact Staff Experience if you have questions.

COBRA Plan Continuation Options

New Hire COBRA Notification - When you first become covered by your health plan, this "Initial COBRA Notification" explains your rights and obligations should your employment end or certain other events occur which cause you to lose your medical coverage.

For questions about AWC benefit plans, you can talk to an AWC Benefits Specialist by calling (800)-562-8981.

11.2. Medical Plan and Health Savings Program

Comprehensive medical and prescription drug coverage is provided with differing networks of health care providers, hospitals and pharmacies for you to choose the best option to care for you and your family. Employees have the option between multiple medical plan options.

Preventive Care Benefits

The Affordable Care Act (ACA) requires most group health plans to cover certain preventive care services without participant cost-sharing. On March 30, 2023, a U.S. District Court struck down the ACA requirement that health plans cover certain preventive care services recommended by the U.S. Preventive Services Task Force. (An appeal from the US Department of Justice has subsequently been filed on this ruling.)

While this ruling takes effect immediately as applies nationwide, the Association of Washington Cities preventative care coverage is not changing. Preventive care benefits will continue to be provided at no out-of-pocket cost to the member.

Telehealth and Nurse Lines

Most plans have telehealth and nurse consultation line options. Check your plan documents for coverage details.

High Deductible Health Plan Medication List

Our High-Deductible Health (HDHP) plans offer a preventive care drug list in which the deductible, co-pay, or co-insurance may be waived when filling these prescription drugs.

For information on provider networks or medical facilities go to:

- <https://wa.kaiserpermanente.org>
- <https://www.regence.com>

Medicare Guidance

If you or your spouse will be turning age 65 this year, you will want to understand rules about when you need to enroll in Medicare, Medicare coverage, and what you need to do prior to enrolling.

Health Savings Account (HSA)

An HSA is a tax-favored savings account designed to integrate with a high deductible health plan (HDHP). Similar to a 401(k) or IRA, HSA balances are owned by the participant and accumulated earning on a tax-free basis.

For those enrolling in one of the High Deductible Health plans, the Library will contribute a total of \$1,500.00 (\$750 on January 6th pay day, and \$750 on April 6th pay day) into their Health Savings Account. (Note: this amount will be pro-rated for employees hired after January 1st).

You can learn more about how Health Saving Accounts work on Health Equity's website.

Employees can access and manage their individual Health Saving Account (HSA) by logging into their Member Portal at www.healthequity.com or also contact Health Equity's Customer Service (24/7) at 1-866-346-5800 for help.

Employees can choose to make additional pre-tax contributions each pay period to their Health Savings Account (HSA) by completing this form and returning it to Staff Experience. Election amounts can be changed at any time by completing and submitting a new form.

High Deductible Plan Changes

If you decide to switch to a Non-High Deductible plan (Kaiser \$200 Deductible, Regence HealthFirst 250 or Regence Accountable Health Network) in 2024, here is some important information you need to know about what happens to any funds you have remaining in your account:

- Employees who leave a HDHP cannot make further contributions to their HSA in 2023.
- You can keep your HSA and the money therein, and can use the money on medical expenses in 2023 and going forward.
- If you have less than \$2,500 in your HSA you will be charged a fee of \$3.95 per month. To avoid fees, you must either spend the account down to zero, or add additional (after-tax) funds to your account so you can maintain a balance of \$2,500 or more. (Contact Health Equity for assistance with after-tax contributions).
- Employees who are enrolled on Medicare are not eligible to participate in a Health Saving Account.

Retiring in 2023? If you are considering retiring in 2023, and are enrolled in a High Deductible Medical plan, both employee and employer contributions to a Health Saving Account (HSA) must stop 6 months before you apply for Social Security Retirement benefits. The only way to avoid paying a penalty on HSA contributions is to defer Medicare Part A & B, limit the total year's contribution (amount varies based on enrollment date), or switch to a non-High Deductible plan.

Other useful information:

- Employees can use HSA funds to pay for medical expenses for their partners and dependent children even if they are not enrolled on the Library's healthcare plans. Tax dependents must file a joint tax return if they are not legally married.

An extensive list of covered and uncovered expenses can be found on the Health Equity Resource page.

11.3. Wellness Program Policy

The Library offers, encourages and supports participation in its Wellness Program.

The purpose of the Wellness Program is to encourage and support employee wellness by providing resources, information and opportunities for The Library employees to make choices that lead to active, healthy lifestyles. The health of its employees directly affects their ability to perform their job duties and provide services to its customers.

Program components

The Wellness Program will include regular communication, wellness related resources and campaigns, health and risk assessments and questionnaires. The Wellness Program will be available to all PCLS employees, including full time, part-time and substitutes. Participation will be voluntary. The Program will be overseen by the Staff Experience Department and guided by the Wellness Committee. The Wellness Committee will be comprised of a cross-section of staff and management in the Library. They are responsible to uphold the mission of the wellness program and act as liaisons to bring ideas forward and champion wellness activities.

11.4. Dental, Vision & Hearing Aid Program

Dental Plans

The library offers two dental plans for employees and enrolled dependents. The Library's plan allows for "Coordination of Benefits" - so if your spouse has his/her own plan with Delta Dental and is also covered on the Library's plan, our plan will cover the percentage not paid by your spouse's plan.

If, however, a Library employee is also covered on their spouses plan it's a good idea to check and see if their plan allows for "Coordination of Benefits" or only allows "Maintenance of Coverage".

Maintenance of Coverage - will not pay the difference in coverage (as noted in the example above) until the Annual Plan Maximum has been met - which is \$2,000 for the Library's plan.

Vision Plan

The Library provides vision coverage through Vision Plan Services (VSP). Our vision plan allows you to see any licensed provider you choose, however, be aware that not all vision providers are part of the VSP Choice network. To find a provider in our network, view your benefits, find premiums discounts, claim history, or other account options go to www.vsp.com.

When you use in-network providers you will receive services at a higher benefit level and experience fewer out-of-pocket expenses. If you use a retail chain affiliate (such as Costco, Walmart & Sams Club, etc.), you will have a lower benefit level for covered services.

Employees can call 800-877-7195 to talk to a VSP customer service representative to answer questions about benefit coverage and out of pocket costs.

Hearing Aid Discounts

Like vision loss, hearing loss can have a huge impact on your quality of life. TruHearing is making hearing aids affordable for all VSP Vision Care members by providing free enrollment (\$108 value) in the TruHearing MemberPlus Program. You can also add your covered dependents and other family members to enjoy the same great savings.

Learn more about this VSP member offer at <https://vsp.truhearing.com> or call 877-372-4040

11.5. Flexible Spending Accounts Program

Employees may choose to contribute to tax advantaged accounts to pay for health-related and dependent care expenses with pre-tax dollars. Different plans are available to pair with differing medical plan options. IRS contribution maximums may apply.

Participation in the Flexible Spending (FSA) or Dependent Care programs can only be elected upon hire, or during Open Enrollment. Once you have elected an amount it cannot be changed during the year unless you have a qualifying event such as a marriage, divorce, death or birth of a child.

For information on how to navigate the portal review the Consumer Portal Quick-Start Guide. To access the portal go to: <https://psa.consumer.pacificsource.com>

Flexible Spending Account for Health-Related Expenses

Examples of eligible health related expenses include medical (if not enrolled in the Health Savings Account (HSA)); such as co-pays, co-insurance, dental care, vision care, and prescription drugs. There are many other expenses you may not have even thought of that may qualify for reimbursement, so take some time to review the current list of eligible expenses.

Employees who participated in the Flexible Spending Account in one plan year, may carryover up to a maximum of unused funds into the next plan year if you continue to enroll in an FSA plan. Otherwise, any unused amounts will not carryover.

The carryover provision means that the risk of losing your FSA healthcare contributions at the end of the year is reduced. Please note that any amounts rolled over at the end of one plan year are "in addition" to any new amount you may elect for use in the following plan year.

The maximum amount you may contribute to the Health component of the Flexible Spending Account is announced each plan year and is a per employee per employer limit - which means a husband and wife can each enroll in their respective FSA plan for the maximum.

Flexible Spending Account for Dependent Care Expenses

The Dependent Care Assistance Program allows employees to set aside pretax contributions to pay for dependent care services, such as preschool, before/after school care, or elder daycare. The DCAP program is funded on an accrual basis and the funds become available when employee payroll deductions are received and posted. Care must be for an eligible dependent (under age 13 or an elder) and must be incurred while all adults are working.

Each of the expenses listed below are potentially qualifying expenses. Expenses must enable the participant and spouse (if applicable) to be gainfully employed or actively looking for work.

Under current IRS regulations you either need to use up the funds for services during your plan year or you will lose them. Also under the IRS regulations, any funds remaining in the account at the end of the coverage period are forfeited and cannot be returned to you. There are no exceptions to this rule.

Pacific Source will send you a year end reminder letter letting you know how much you still need to claim before the plan year ends, but it is your responsibility to keep track of the remaining balance so that you use up the funds.

To access the portal go to: <https://psa.consumer.pacificsource.com> or if you have questions contact the Customer Service Department at psacustomerservice@pacificsource.com.

11.6. Domestic Partnership Benefits Policy

The Library allows registered and non-registered domestic partners to enroll in an employee's health benefit plan. Purpose Provide access to health benefits for same and opposite sex domestic partners of employees in the same fashion as offered to married couples enrolled in the benefits program reflects the Library's recognition of the value of a diverse workforce.

Definitions

For the purpose of this policy, the term domestic partner is: "A person who establishes a long-term, exclusive relationship with an employee of the Library as documented by a sworn statement as required by the Library which affirms specific characteristics of the relationship or documented registered domestic partnership." Policy Opposite and same sex domestic partners are eligible to enroll on an employee's health plan. Coverage does not extend to roommates, siblings, parents, or persons related in a way that would prohibit marriage in Washington State.

To be eligible for domestic partner health benefits, the employee and domestic partner must: Share the same regular and permanent residence; and

- Have a close personal relationship; and
- Be jointly responsible for basic living expenses; and
- Not be married to anyone; and
- Both be at least 18 years of age; and
- Have been mentally competent to consent to a contract when the domestic partnership began; and
- Be each other's sole domestic partner, intend to remain so indefinitely, and are responsible for each other's common welfare; and
- Submit the required form provided by Staff Experience (non-registered domestic partners only).

11.7. Life Insurance Program

Basic Life and Supplemental Life Insurance is provided through The Standard. All benefits-eligible employees receive \$25,000 of Basic Life & AD&D coverage which is paid for by the Library. The Library also covers the cost of dependent Life and AD&D coverage (\$1,000 of coverage for each family member):

- If elected on enrollment form
- If employee indicated they were married (domestic partner included),
- If dependents were listed for any other coverage,
- If a spouse or minor child was listed as a beneficiary

Within 30 days of hire or during Open Enrollment (November each year), employees can choose to supplement this coverage by purchasing additional coverage for themselves or their spouse/partner. If you elect additional voluntary insurance over and above the guaranteed issue complete and return the Evidence of Insurability form.

Please note that the Voluntary Life plans have the following requirements for coverage:

- Employees must elect additional life coverage in order to elect spouse/partner coverage.
- The guaranteed issued amount is \$80,000 for employees and \$20,000 for spouses/partner. (This means you can elect up to that amount without having to complete an Evidence of Insurability form during the first 30 days of employment).
- Evidence of Insurability forms are required for amounts over the guarantee issue amount.
- Employees can elect coverage in \$10,000 increments up to \$500,000.
- Spouses/partners can elect coverage in \$5,000 increments up to \$500,000.
- Monthly rates are based upon the insured's current age on January 1 of the current year and are adjusted annually thereafter on January 1st.
- Coverage outside of guarantee issue amounts becomes effective the first of the month following the date the application is approved by the Standard.

11.8. COBRA and Retiree Health Benefits Program

If you are no longer benefits eligible, or are considering leaving employment with the Library, you are eligible to continue your Medical, Dental, Vision and EAP coverage for up to 18 months through COBRA for the plans you were enrolled in while you were an active employee.

Information about how to enroll in COBRA coverage will be sent directly to you by the Association of Washington Cities, so please let Staff Experience know as soon as possible if you will be ending employment with the Library. The sooner we know, the sooner we can request information be sent to you.

AWC Pre-Retiree & Retiree Plan eligibility

If you are leaving the library and are eligible or not yet eligible to enroll in Medicare (age 65), the Association of Washington Cities offers several retiree medical and dental plans to choose from. To enroll in these plans retirees must be at least 50 years of age with at least 5 years of cumulative government experience upon separation from employment.

Medicare and Retiree Plan options

Employees who work past the age of 65, are able to transition to Medicare and a Medicare secondary (supplemental) coverage - either on the AWC Trust's Medicare Advantage plans, or another option when they retire.

What these plans have in common is a requirement that the retiree is enrolled in both Medicare parts A and B, before the secondary coverage can take effect. For employees enrolled in one of the library's medical plans or a spouses plan, eligibility is not an issue, however you need to pay attention to enrollment timelines.

There are three paths available to you when transitioning to a retiree plan. Click this link to review your coverage options and see a comparison of Medicare Advantage plan options with AWC. View AWC's Deferral of Retiree Coverage Policies & Procedures.

Call 800-562-8981 for assistance or via email at benefitinfo@awcnet.org.

AWC Pre-65 Retiree Plan Options

If you are leaving the library and are not yet eligible to enroll in Medicare (age 65), the Association of Washington Cities offers several Pre-Medicare Retiree medical and dental plans to choose from.

When you retire you will have the option of continuing your current plan coverage through COBRA for 18 months (as noted above) and then can transition to one of Pre-Medicare Regence or Kaiser Retiree Plans when COBRA ends. Retiree coverage must be chosen immediately after active coverage/COBRA coverage terminates - no break in coverage is allowed.

For questions or additional information about these plans you can speak with a Benefits Specialist at the Association of Washington Cities by calling (800) 562-8981 or benefitinfo@awcnet.org.

11.9. Nursing Mother, Lactation, and Breastfeeding Program

The Library complies with the Washington Health Starts Act, Fair Labor Standards act and amendment thereof through the Patient Protection and Affordable Care Act to provide support to accommodate breastfeeding employees, to include the following up to one year following the birth of a child:

- Reasonable break time for nursing mothers to express milk
- [A private, non-bathroom place free from intrusion to express breastmilk during the workday](#)
- [Clean and convenient running water for nursing mothers to use to wash their hands and breast pumps](#)
- [A convenient and sanitary refrigerator in the workplace where mothers can store breast milk](#)

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To secure your reservation to use this space, or for more questions, please contact Staff Experience.

11.10. Tuition Assistance Program (TAP)

The Library's mission is to bring the world of information and imagination to all people of our community. The Library fosters a learning culture by providing its employees opportunities for intellectual growth and skills development. The Tuition Assistance Program is one means of providing those opportunities.

Purpose

The **Tuition Assistance Program (TAP)** is intended to encourage employee development through the pursuit of educational programs leading to a degree; skilled craft or trade training leading to a certificate or license; or coursework to renew and update skills. This program is further intended to benefit those employees and the Library by giving participants the opportunity to broaden their backgrounds, improve job knowledge, better prepare themselves to meet community needs and advance within the organization. The program is not intended to replace specific training courses and continuing education opportunities provided by the Library. Receipt of tuition assistance in no way guarantees continued employment with the Library or appointment to Librarian or other positions upon degree completion.

Program Overview

Educational assistance is primarily intended for the reimbursement of tuition and book expenditures; however, other costs will be reviewed upon request. Application fees, travel costs, transcripts, or graduation fees are not reimbursable under the program. Assistance will be made on a reimbursement basis only upon successful completion of course work. A grade of "C" or better must be obtained in all undergraduate programs and other related course work. A grade of "B" or better must be obtained in all

graduate courses to qualify for reimbursement. In the degree program only, the maximum loan will be for the costs associated with the completion of 24 semester hours (or their equivalent) in a 12-calendar month period.

a. Midyear Funding: If funds become available during the calendar year, such funds may be offered to applicants whose funding requests were not previously granted or by a competitive process as determined by the funding committee.

b. Reimbursements: Invoices for tuition, textbooks, and other approved expenses, and transcripts listing grades will be submitted to the Staff Experience Department no more than 60 days after the end of the semester or course, in order to be eligible for reimbursement. In accordance with Section 127 of the Internal Revenue Code, benefits paid to employees under this program are excluded from gross income up to the IRS-designated annual maximum amount (for 2023 this maximum is \$5,250). Any reimbursements in a plan year exceeding the annual maximum are taxable and will be reported as income on the employee's form W-2.

Application Process

Applicants to the program may apply for assistance in one of two areas. Applicants who want to apply for assistance in obtaining an academic degree should request assistance through the DEGREE PROGRAM. Applicants requesting assistance to obtain certifications, licensure, or to update skills should apply to the SKILLS DEVELOPMENT PROGRAM. A Selection Committee, made up of the Deputy Director and Staff Experience, will review applications and determine funding awards for each of these programs. A competitive process will be held at least once a year, except in the case of mid-year funding or additional competitions as provided for above (exact dates to be announced). The number of participants and the amount awarded will be dependent on the funds available in that particular year. Priority will be given to individuals previously accepted into the program. Acceptance in one year does not, however, guarantee continued funding in future years.

a. Eligibility Criteria for Degree Program: In order to be eligible for educational assistance in the degree program, an employee must meet the following minimum criteria:

1. The employee must have been employed by the Library for at least twelve months, be in a regular (full-time or part-time) position or in a temporary position with a duration of at least 6 months, and must have completed at least 1,040 hours of service by the time of the award.
2. The employee must be enrolled and/or provisionally accepted as a degree seeking student at an accredited institution.
3. The employee's most recent performance evaluation must be satisfactory or better as of the date of the award and throughout participation in the program. An employee may be dropped from the program if less than a satisfactory overall performance rating is received.

b. Eligibility Criteria for Skills Development Program: In order to be eligible for educational assistance in the skills development program, an employee must meet the following minimum criteria:

1. The employee must have been employed by the Library for at least twelve months, be in a regular (full-time or part-time) position or in a temporary position with a duration of at least 6 months, and must have completed at least 1,040 hours of service by the time of the award.

2. The employee's most recent performance evaluation must be satisfactory or better as of the date of the award and throughout participation in the program. An employee may be dropped from the program if less than a satisfactory overall performance rating is received.

c. Criteria for Ranking All Applicants: The following criteria will be used to rank all candidates after their eligibility for either program has been determined:

1. Consideration will be given to applicants who are seeking a degree, license, certificate, or course work which is relevant to and will provide significant benefits to the library.

2. Consideration will be given to employees who have demonstrated their commitment to the organization and their future potential, either in their current positions or in other library related activities.

3. Consideration will be given to candidates who have already demonstrated substantial commitment to their educational goals by their record of school attendance and achievement prior to application into this program.

d. Program Acceptance: Successful applicants will be notified within 30 days of application deadline. Based on funding availability and number of successful applicants, the Selection Committee will, in that notification, state the estimated percentage of each applicant's total approved costs that will be covered by TAP.

Other Requirements

a. Employment requirements: If an employee resigns or is terminated from qualifying employment with the library prior to the completion of previously approved course work, they will not be eligible to receive reimbursement. Exceptions may be made in lay-off situations.

1. Degree Program If an employee resigns or is terminated from qualifying employment with the library prior to six (6) months of employment and 520 hours of service after the completion of a funded degree, the employee will be required to reimburse the TAP on a pro-rated basis (25% for each 130 hours lacking).

2. Skills Development Program If an employee resigns or is terminated from qualifying employment with the library prior to six (6) months of employment and 520 hours of service after the completion of a funded certification, license, or coursework, the employee will be required to reimburse the TAP on a pro-rated basis (25% for each 130 hours lacking).

b. Program Requirements: Employees accepted for the TAP agree to notify the Selection Committee when they drop or cancel an approved course. Employees accepted for the TAP who do not fulfill their original education plans or agreement (such as consistently unacceptable grades, dropping, canceling classes without informing the TAP committee, or failure to attend class) may be dropped from the program at the discretion of the committee and will be required to re-apply in order to receive

subsequent funding approval. Participants may also be dropped from the program in cases where they remain in a leave without pay or other non-work status for thirty days or more.

c. Application Requirements: Applications for both programs are available on Staff Web and are accepted for processing during the two months prior to application deadline. Funding of this program is based on the fiscal year beginning in January. Applications must be filled out completely prior to committee review or they will be subject to rejection. Responsibility for obtaining all required information (including signatures), meeting program requirements and submitting the application on time is solely that of the applicant.

d. Double reimbursements: Applicants may not apply for total combined assistance (including funding from other sources) that would create a total reimbursement greater than 100% funding of tuition, books and other costs relevant to the course or program.

e. Work schedule: Applicants acknowledge that the library will not pay for time spent attending classes, transportation or other activities related to the coursework. Applicants agree to adjust work schedules with the endorsement of their supervisor and not perform homework or other coursework during working hours. There may be exceptions where coursework directly relates to the library's business or specific projects and activities.

11.11. Employee Assistance Program (EAP)

Personal issues, work issues, planning for life events or simply managing daily life can affect your work, health and family. Whether it's counseling, legal and financial guidance, or tips on well-being and work-life balance, the Employee Assistance Program is there to assist you. Their support, resources and information are free, confidential, and available 24/7 for you and your family. Many resources are free or low cost – others come with great discounts!

EAP assistance may come from a telephone consultation with one of ComPsych's counselors or through in-person visits (up to 5 sessions per incident, per year). If additional counseling is needed beyond your 5 free visits, you should check with your medical plan to determine what the costs will be.

The EAP's website, Guidance Resources Online, is also home to hundreds of articles, assessment tools and multimedia presentations on a wide variety of topics. (See log-in information below).

EAP services is available to all employees, through ComPsych Guidance Resources. Refer to the brochure summarizing all the services EAP offers.

To initiate EAP referral services call (800)-570-9315.

11.12. Long Term Disability (LTD) Program

The Library provides Long Term Disability (LTD) coverage for all benefits eligible employees. Long Term Disability is a benefit which replaces a percentage your income if you are unable to work as a result of a covered accident or sickness to help you continue to make ends meet while you are away from work. You may also be eligible for a benefit if you are working less than 80% of your normal full-time work schedule due to a medical condition for longer than your LTD waiting period (90 days).

PCLS does not oversee or administrate LTD claims and cannot ensure benefit eligibility, as the insurance company will be responsible for all claims adjudication.

Program Overview

- The LTD plan is paid for by PCLS and provides a benefit of 60% of the first \$20,000 of pre-disability earnings per month.
- The maximum benefit payable is \$12,000 per month before reduction by Deductible Income

- The minimum benefit is \$100 or 10% of your LTD benefit per month before reduction by Deductible Income, whichever is greater.
- Benefit waiting period 90 calendar days of disability
- Maximum benefit period is determined by your age when your disability begins

Claim Process

We recommend you start the application process as soon as you believe your absence from work may extend beyond the benefit waiting 90 calendar days. This allows time for the application to be processed (average 30-45 days) so your benefits (if eligible), are available when you need them at the end of the 90-day waiting period. You may report a claim up to four weeks in advance of a planned disability absence, such as childbirth or a scheduled surgery.

Claim Information

You can start the process by completing a paper LTD Claim Packet. The claim packet has three sections which need to be completed:

1. **Employee Statement** – to be completed by the employee
2. **Health Care Provider Statement** – to be completed by the employee’s health care provider
3. **Employer Statement** – to be completed by Staff Experience

Claims form can be submitted at any time during the 90-day waiting period.

Once you have completed the **Employee Statement** and have asked your physician to complete the **Provider Statement**, you should return both sections to Trisha Muschett in Staff Experience, so the Employer Statement can be added and sent as a complete packet to The Standard for processing.

If you think you may be off work longer than your benefit waiting period or the exhaustion of your sick leave, you can file a claim for Long Term Disability. If you return to work part time you may still be entitled to receive a benefit. If you return to work full time prior to satisfying your waiting period then you may not be eligible for a benefit.

Long Term Disability and Shared Leave

Shared Leave may be used to help satisfy your optional Long Term Disability waiting period only. In the event your Long Term Disability is denied, you may submit a Shared Leave Request form to Staff Experience for reconsideration of Shared Leave.

Long Term Disability benefit payments

LTD payments are paid for the previous month on a monthly basis. Benefit payments for a claim that is approved for a date in the past will be mailed immediately following the claim's approval. You may receive your benefit payments by mail or electronic funds transfer (EFT) to your bank account.

Some forms of income are considered “deductible income” under your group policy, meaning they can reduce the amount you receive in benefits. Your group policy contains a complete list of all sources of income that would be considered deductible from your disability benefit. Some forms may include, but are not limited to, sick leave, salary continuation, workers' compensation, state disability, Social Security and retirement benefits.

Confidentiality

Every piece of information about you and your claim is confidential. We do not discuss your claim with anyone other than you unless you give us written authorization to do so.

Disability benefits taxation

Benefits from employer-paid coverage are generally taxable, while benefits from disability coverage paid for by the insured are generally tax free. If you have questions regarding the taxability of your benefits, please consult a financial advisor.

11.13. Washington Long Term Care Trust Program

The WA Cares Fund will help pay for long term care for Washingtonians who had paid into the fund to cover some of the cost of long-term care if needed in the future.

The Library collects this payroll tax unless you have provided Staff Experience with an exemption letter.

Benefits include:

- Pays eligible beneficiaries in “benefit units” of up to \$100, up to a lifetime maximum of \$36,500 in benefits. The benefit unit will be adjusted annually.
- Benefits are payable only to DSHS approved providers.

Exemption Process

The Employment Security Department now has information about the exemption process on their website - <https://wacaresfund.wa.gov/apply-for-an-exemption/>.

For more information about WA Cares, ESD/DSHS are hosting webinars. You can join their live webinars with the information here: <http://www.wacaresfund.wa.gov/learn-more/>

11.14. Retirement Programs

Retirement

As a public employee, you are eligible for retirement benefits administered by the Department of Retirement Systems (DRS).

If you are a New Member:

1. You have 90 days to make a plan choice, Choose Your Plan. For detailed information on the difference between Plan 2 and plan 3 - you can see a plan choice comparison on DRS's website.
2. Return the Member Information Form to Staff Experience before your 90 days expires.
3. Fill out your Beneficiary Designation Form and send it to DRS.
4. Review your Plan Handbook - PERS Plan 2 or PERS Plan 3
5. Sign up for Online Account Access

As a retirement plan member you can get up-to-date information on the DRS website. You can also call or email DRS with your questions at 1-800-547-6657.

Retiring Early

As a Plan 2 or Plan 3 member of the Public Employees' Retirement System (PERS), you have the option to retire early and begin receiving a monthly benefit once you meet the minimum service requirements. To help you decide whether early retirement is right for you, check out this DRS resource page which has information about some of the things you might want to consider before deciding.

Retiring Within the Next Year

If you are planning to retire from the Library within the next year, DRS has a checklist & information to help you get started. DRS also offers half-day Nearing Retirement Seminars to provide you with detailed information you will need as you approach retirement.

DRS encourages all soon-to-be retirees to apply for retirement online by completing an on-line Retirement Application (through on-line account access) if you are within one year of retirement?

The Department of Retirement Systems (DRS) no longer sends out paper statements, so you must log-in online, to see this information.

To view your annual retirement statement go to www.drs.wa.gov/dbaccess

- Login if you're a current user; or

- Follow the simple instructions to sign up.

If you have questions about your statement or do not have access to the internet, please contact DRS at 360-664-7000 or toll free at 1-800-547-6657. You may also e-mail DRS at recep@drs.wa.gov.

Supplemental Retirement Accounts

Supplemental Retirement Accounts are tax deferred annuity plans which help you save additional money if you want to supplement your current retirement plans, or just haven't saved enough for retirement over the years. Contributions are made on a pre-tax basis, so your money isn't taxed until you withdraw your funds later during your retirement years.

Employees can start an account at any time and are not limited to signing up during Open Enrollment. Contributing even a small amount today can make a big difference once you retire.

Eligibility

- Employees in a DRS eligible regular position, who are currently participating in PERS Plans 1, 2 or 3.
- Employees in a DRS non-eligible regular position (scheduled for less than 20 hrs/wk).
- Note: Employees in "Substitute only" positions cannot participate in this program.

Deferred Compensation Program (DCP)

The Washington State Deferred Compensation Program (DCP) is a DRS-administered supplemental retirement savings program (IRC Section 457 plan) that offers you the opportunity to invest money toward securing the retirement you envision. You can start an account with as little as \$30 a month.

Annual Contribution Limits

Employees aged 50 and older may choose to make additional ("catch-up") contributions up to an additional \$6,500 per year for an annual maximum contribution.

Employees may change or stop their payroll deduction at any time by calling the DCP Information Line toll free at 1-888-327-5596 and following the main menu. Employees can also make changes by accessing their accounts on the DCP website. If you have questions you can talk to a DCP Customer Service Representative at 1-888-327-5596 (Select Option 2).

VOYA Tax Sheltered Annuity

VOYA is a 403(b) Tax Deferred Supplemental Retirement Saving plan that offers a wide range of investment options, including a 3% Fixed Income Account. You can start an account with as little as \$25 per paycheck.

Visit VOYA.com to learn more or, you can set-up a meeting with our VOYA Representative, Linda Rutledge by calling (253) 589-1176 or via Linda.Rutledge@voyafa.com.

If you would like to change your contribution amount, please complete the Voya Wage Reduction Agreement form and return it to the Staff Experience office as soon as possible.

Staff may change your contribution amount at any time during the year by completing a new form.

[If you need to change your Beneficiary Information, print out this form and return it directly to VOYA financial.](#)

11.15. Voluntary Supplemental Benefits Program

AFLAC Voluntary Supplemental Plans

We are pleased to announce the availability of AFLAC's supplemental insurance policies. These policies may provide an important source of financial security if the unexpected happens.

AFLAC is different from health insurance; it's insurance for daily living. Major medical pays for doctors, hospitals, and prescriptions. AFLAC pays cash directly to you to help with daily expenses when cancer, accidents, or disability affects you or your family.

AFLAC has several lower-cost and mid-range plan options to choose from, so if you haven't been able to take advantage of AFLAC supplemental plans in the past, you might want to take another look.

Some AFLAC accident and cancer policies pay a cash benefit for a routine exam or preventative test each year. Find out more about this Wellness benefit.

Commented [CG12]: Minor change. Not referencing the specific form since that changes year to year.

Enrollment

If you are enrolling in a supplemental plan with AFLAC you must schedule a virtual or phone appointment with a representative to complete the appropriate paperwork by November 23rd (for plans starting on January 1, 2023).

Employees may enroll in an AFLAC plan within 30 days of hire or during Open Enrollment in November each year. To learn more about AFLAC, enroll or review current plans, start a claim, review plan costs or if you just have a question, contact Shawna Scott-Hayes at (253) 988-5900.

Colonial Life Insurance

This insurance is not open to new enrollments. Only employees who currently have Colonial voluntary coverage can make changes to their Colonial policies during Open Enrollment.

For additional information about each policy, contact Staff Experience.

Need to make a claim, <https://www.coloniallife.com/individuals/claims>, you can learn more at www.benefitslearningcenter.com or you can contact Customer Support at (800) 325-4368 if you have questions or need assistance.

11.16. Cell Phone Allowance

The Library (Library) supports employees communicating via cell phones to conduct official Library business, and provides equipment or allowances for cell phones.

Definitions

Cell phone: A cellular phone device and service provided by cellular phone companies, such as Verizon, Sprint, and AT&T (cell phone carrier or carrier).

Usage

- The use of a cell phone over a cellular phone service, including voice, text, and data.

Cell phone bill

- A monthly statement that shows cell phone use during a given reporting period. A statement may list voice, text, data, and other cell phone limits and usages. For purposes of this policy, cell phone bill includes fees, tariffs, charges, and taxes.

Allowance

- A fixed amount paid to the employee for their personal cell phone used for work.

Program Overview

The Library, at its discretion, may issue a cell phone to an employee, or provide an allowance or reimbursements for business use of personal cell phones.

Library-Assigned Cell Phones

Cell phones may be assigned to employees who have a work-related need. Department Heads shall retain authority for cell phone assignments, equipment, limits, and categories of usage. Employees shall use Library-assigned cell phones for official Library business. Cell phone bills shall be reviewed monthly by the employee and supervisor. De minimis personal usage is allowed but discouraged. Personal usage beyond de minimis is not allowed and must be reimbursed to the Library.

Allowance for Employee-Owned Personal Cell Phone

In lieu of having a PCLS-assigned cell-phone, an employee may request and the Department Head may approve an ongoing \$40 per month allowance for a personal cell phone. IRS rules state that a cell phone allowance is a taxable benefit to the employee, and therefore runs through payroll as wages. The employee is responsible for the cost of procuring or upgrading personal cell phone equipment and services, startup costs, termination fees, replacements, and service changes. The Library is not responsible for loss, theft, or damage of any employee-owned cell phone. The employee is encouraged to purchase appropriate cell phone insurance. The equipment is the property of the employee, not the Library.

The employee is responsible for paying their cell phone bills on time and abiding by their carrier's contract. The Library is not liable for any breach of the employee's cell phone carrier contract and costs incurred as a result. Unless shown to be an unusual circumstance (i.e., a business-related emergency), the Library will not reimburse over-the-limit usage and any excess charges on cell phone bills. The employee is responsible for informing their supervisor of any changes to the cell phone service, including but not limited to, cell phone number changes, disconnections, carrier changes, and service changes. Library retains the right to cancel the allowance agreement at any time.

Reimbursing Business Use of a Personal Phone

An employee who is not receiving a cell-phone allowance as provided above, may submit reimbursement for business usage of their personal cell phones. The business portion of the cell phone bill is entered into the Expense Reimbursement Form and along with the cell phone statement is submitted to the supervisor for verification and approval and forwarded to the Finance Department to process the reimbursement within 30 days' receipt. Allowance and reimbursements are mutually exclusive and may not be combined.

Other Cell Phone Services & Products

Other services and products not identified above, such as downloading for-fee ring tones, backgrounds, and non-work-related applications are disallowed on Library-issued cell phones. For personal cell phones, they are not reimbursable costs.

Public Records & Audits

The Library shall hold employee cell phone information confidential. However, any cell phone information kept on file may be subject to Washington State law on Open Public Records, be inspected by the IRS or the State Auditor, or be made available for reasons required by law.

Labor Agreement

Work conducted by phone or cell phone outside an employee's regular shift is governed by the Collective Bargaining Agreement (section 10.9).

State Laws

All Library cell phone use must abide by applicable Washington State laws, including use while driving. Unless otherwise made an exception by a Department Head, employees may not use PCLS-assigned cell phones with headsets while driving, and must find a safe place to pull over and park in order to converse. Texting is not allowed while driving.

EXCEPTIONS

Exceptions to this policy may be made by the Executive Director in writing.

11.17. Unemployment Insurance Program

It is the policy of The Library (Library) to participate in the Employment Security Department's (ESD) unemployment insurance program.

Policy

In Washington State law, the Library is considered a political subdivision, to which ESD assigns the category of reimbursable costs for unemployment insurance claims. Reimbursement-based unemployment programs are a form of self-insurance upon which the entity assumes the risk in satisfying payment of claims. As such, it is the policy that the Library maintain adequate annual funds for paying quarterly claims as invoiced by ESD. During the creation of the following fiscal year's budget, the Library will review all claims billed for the most recent four quarters and adjust the budget accordingly for the following fiscal year. Records are maintained in the Staff Experience Department and are stored in accordance to records retention laws.

12. Leave

12.1. Sick Leave Program

Library employees are entitled to accrue paid sick leave at the rate of .0462 per hour, up to 40 compensated hours per week. Employees may use this accrued paid sick leave for the following reasons:

- To care for yourself or a family member.
- When you or a family member is the victim of sexual assault, domestic violence, or stalking.
- In the event our business or your child's school or place of care is closed by a public official for any health-related reason.

Retaliation for use of eligible sick leave is prohibited. Different laws and timelines may apply.

Sick Leave Accruals

New hires begin to accrue at the time of hire, including substitute or temporary positions. Staff can view their own personal sick leave accruals (time used, accrued, and available for use) on every pay stub, and through the ExecuTime/Time & Attendance. Supervisors can view accruals of their staff through ExecuTime/Time & Attendance.

Sick leave balances are updated each pay period after the payroll closes. If you believe that your sick leave hours are not correct, please contact Payroll to request an audit.

Hours compensated beyond 40 per week will not result in additional sick leave. The Library will be conducting audits to ensure compliance with the law, and will make the necessary adjustments to sick leave balances as applicable. There is no sick leave accrual limit.

Requests

When an absence is foreseeable, employees must follow departmental processes for reporting sick time. Employees do not need to disclose a medical condition to access sick leave. Employees must keep their supervisors informed of their ability to work daily unless alternative arrangements are made. Sometimes, certain absences qualify for other legal rights and entitlements. In those cases, certain other notification timelines and information may be required.

Retaliation

Retaliation for using paid sick leave for authorized purposes is prohibited. If you have questions or feel you may be subject to retaliation, please contact your supervisor or Staff Experience.

Information Requests

Initially, Supervisors may ask questions to understand how to report your time, notify you of other legal rights, and/or plan for staffing appropriately. Some questions your supervisor may ask include:

- What type of leave do you want to use on your timecard?
- Is today's absence relating to a current FMLA on file with Staff Experience?

- When do you anticipate being able to return to work in any capacity?
- What contact information should I use if we need to reach you while you are out?
- Are you able to provide a fitness for duty note from your healthcare provider?

Persons in Charge are more limited in the questions they ask, and should not ask the same questions as the direct supervisor. Questions that a Person In Charge might ask include:

- Do you expect to be gone your whole shift?
- What contact information should be used if we need to reach you while you are out?

Generally, only after 5+ consecutive workdays of absence, Supervisors request verification of eligibility to use sick leave. Employees must provide the verification to the Library within ten calendar days of the first day of sick leave use. If an employee encounters an unreasonable burden or expense in doing so, they may request an exception directly to the Staff Experience Director who will provide response within ten calendar days.

Second positions

Sick leave applies to the position (and associated pay rate) in which the shift was scheduled and the employee requests use of sick leave for the absence. When using sick leave for eligible reasons, enter the Sick Leave pay code and hours in the timesheet under the position you were scheduled to work.

Return to work

Typically, employees will not need to provide information to their supervisor when returning to work. When an employee feels they need assistance for health reasons to perform their job duties or needs to return to work in any restricted way, the employee should notify their supervisor and/or Staff Experience immediately. This helps to ensure the Library can better understand how employees can perform their job responsibilities in a safe manner.

12.2. Holiday Policy

The Library facilities will close for holidays established by the Board of Trustees.

Purpose

To identify the holidays of the Library.

Policy

Paid holidays for eligible employees are established by the Board of Trustees.

All Library locations will be closed for holidays on the official date that the holiday is to be observed. On all other days, The Library facilities will open according to their regular schedules.

The Board of Trustees may negotiate or grant additional or fewer library district holidays as part of employee compensation.

The Board of Trustees may identify days to be recognized as unpaid holidays.

Paid Holidays

Holiday	Date to be Observed
New Year's Day	January 1
Martin Luther King Jr	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4

Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
The Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas	December 25

Unpaid Holidays

All facilities will be closed as an unpaid holiday on Easter Sunday.

12.3. Learning Time & Education Pay

Our mission is to assist employees as they continuously seek new information and learn skills and concepts to meet ever-changing community needs, deliver up-to-date library services and thrive in today's environment.

Learning Time

Each PCLS department and branch supports its employees' knowledge and skill development and therefore sets aside time for various learning activities including journal reading, webinar attendance and skill building.

The amount of time is primarily based on an employee's regular hours per week rather than classification. Full-time employees working 40 hours per week should receive about one-hour learning time, 30-hour employees receive about 45 minutes, and so on. The allotment may be scheduled and averaged over two weeks to meet the needs of the staff and location. (Example: two hours one week + zero hours the next = one-hour average). The actual amount of time may also vary by department and work site. Speak to your supervisor for more information.

Education Pay

Track your time in classes, workshops, webinars, conferences, and routine weekly learning time. Record it on your timesheet using the Education Pay code. Education Pay time is paid time; it's part of your work shift, not in addition to it.

Registration, Attendance and Transcripts

It is the policy of The Library to pay reasonable and necessary expenses toward continuing education (e.g., classes, conferences) within budgetary limitations, when such attendance has an application to the employee's or trustee's current position and within other established guidelines.

12.4. Family & Medical Leave Act (FMLA), Family Leave Act (FLA), and Family Care Act (FCA)

The Library provides leaves of absence to eligible employees in keeping with the requirements of the federal Family and Medical Leave Act (FMLA) and Washington State's Family Leave Act (FLA) and Family Care Act (FCA) as well as other laws as applicable. Under these laws an eligible employee is entitled to paid leave, unpaid leave, or a combination of leaves for certain qualifying events. The Library retains the right to place the employee on the appropriate federal or state leave in conjunction with accrued paid leave until unpaid leave commences. The provisions below are summaries only of each law. For more detailed information, employees should contact Staff Experience.

Family & Medical Leave (FMLA)

This federal act entitles employees to time off (regardless of whether you have paid accruals to use or not) as well as job and benefits protection specified family and medical reasons. FMLA absences have

continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave, as well as protection to

Eligibility

In general, to be eligible to take leave under the Family and Medical Leave Act (FMLA), an employee must have worked for an employer for at least 12 months and meet the hours of service requirement in the 12 months preceding the leave. Information about the FMLA may be found at www.dol.gov/agencies/whd/fmla.

Reasons for absence that may qualify for FML include:

- The birth of a child and to care for the newborn child within one year of birth;
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for employee's spouse, child, or parent who has a serious health condition;
- A serious health condition that makes the employee unable to perform the essential functions of their job;
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;"

For the majority of the reasons FML is provided up to 12 weeks. Certain exceptions exist where additional time may be available:

- When an eligible employee has a spouse, son, daughter, parent or next of kin who is a service member with a serious injury or illness, this employee is offered up to Twenty-six (26) work weeks of leave during a single 12-month period to care for a covered service member.
- When an eligible employee experiences a pregnancy, they are also eligible for 12 weeks of Family Leave in addition to any leave taken due to disability through the Washington Family Leave Act. Learn more here.
- Each time a staff member uses FML, it is deducted from the maximum number of work weeks available within the preceding twelve (12) months.

When an employee has exhausted the full number of workweeks of FML, they are ineligible to use FML until 12 months after the initial date of FML absence. This is described as a rolling 12-month period.

FML is unpaid leave, unless the employee has eligible accrued leave to use. Individuals may be charged FML in accordance with time off tracking protocols and position status.

- Individuals who hold FLSA exempt positions may access FML in full day increments or in reduced schedule increments.
- Individuals who hold FLSA non-exempt positions may access FML in 6 minute increments.

Benefits Protection

FMLA provides protection of your benefits coverage to:

- Continue employer paid medical benefits during the FML period. The Library will continue to pay the employer portion of other benefits.
- Continue employee's responsibility for any voluntary or dependent deductions normally be deducted during FML. The employee will be required to write a check to the Library for their cost share if paid leave is not available or sufficient for the balance.

If an employee does not qualify for FML, the protection of benefits is no longer afforded. When this occurs, the employee is required to maintain 80 compensated hours per month and to pay the full cost to maintain their benefits.

Requesting FML

Notify your supervisor or Staff Experience that you anticipate needing leave for any qualifying reasons above. When possible, request at least 30 days in advance of the anticipated absence. When advance notice is not possible due to unforeseen or emergency situations, request FML as soon as you are aware of the need for time away from work.

When Staff Experience is notified of your need for a potential FML qualifying absence, you will be sent a packet of paperwork. Upon receipt, you will need the following:

- Employee completed Request for Leave of Absence Form
- Completed Certification of Health Care Provider form

When you are sent this paperwork the HR Analyst will send you an initial eligibility determination report based upon whether you have worked the minimum hours in the last 12 months to be eligible for FML.

Send completed forms to Staff Experience, specifically your HR Generalist. Upon receipt they will determine eligibility for options based upon the circumstances and any other Federal, State, and Library benefit provisions.

Then, employees are sent notification as to what eligibility and balances are available, as well as what to expect regarding benefits, time reporting and return to work processes.

Even in the absence of a written request from the employee, if an eligible employee notifies the Library of an illness or health condition that could qualify for FMLA coverage, PCLS will initiate the appropriate FMLA notice and related paperwork and any time off will be designated as FMLA leave unless PCLS receives credible medical information that the employee does not qualify for FMLA leave.

Return to work rights and responsibilities

An employee who qualifies has the following rights:

- To be restored to the same or an equivalent job (same pay, benefits, and working conditions, within 20 miles of the employee's previous job) when returning to work.
- To maintain employment benefits accrued before the leave started.
- To be free from discrimination, retaliation, or firing because the employee attempted to exercise his or her rights under the FMLA, filed a complaint or lawsuit under this law, or testified or gave information in any legal action or investigation brought against the employer under the FMLA.

An employee who qualifies has the following responsibilities:

- To provide certification from a healthcare provider indicating the nature of the assignments that the employee may safely perform with the essential job functions as outlined in the Job Description.
- To discuss potential modifications of duty or otherwise participate in the interactive process to explore assistance for medical reasons.
- To provide notice to the Library when they feel they are unable to perform a duty safely, or the nature of their medical condition has changed such that it impacts their ability to perform essential job functions.

Non-Return to Work

Should the employee fail to return to work at the conclusion of authorized Family and Medical Leave, the Library shall be entitled to recover from the employee any premiums paid for maintaining health coverage under this section. An employee will accrue paid leave while on paid status. An employee on unpaid status will not accrue paid leave.

An employee who fails to return from a FMLA leave or a leave of absence without pay by the end of the period authorized, or who accepts full-time work with another employer while on FMLA leave, unless otherwise approved by the Library, shall be considered to have voluntarily resigned without notice and therefore they forfeit their reinstatement and separation rights unless the employee requests form of reasonable ADA accommodation. In that event, the Library will commence an interactive process to determine if any reasonable accommodation exists that would enable the employee to return to work without creating an undue hardship on the Library.

Family Leave Act (FLA)

Washington state law FLA (RCW 49.78) allows eligible employees leave from work for certain medical reasons, for birth or placement of a child, and for the care of certain family members (including registered domestic partners) who have a serious health condition. The benefits of FLA are built on the existing similar benefits available under FMLA in that the leave is unpaid, the employee may take up to twelve (12) weeks of leave for illness of self or family member, must have worked for the Library for twelve (12) months prior to the leave commencing, and must have worked one thousand two hundred fifty (1,250) hours within that twelve (12) month period. The employee must take any accrued paid leave simultaneous with the FLA and FMLA. In case of pregnancy, an employee is eligible for disability leave under FMLA and may use paid accrued leave for the period of sickness/temporary disability due to pregnancy. This is generally six to eight weeks. Once the child is born, the employee may be eligible for the full twelve (12) weeks of FLA.

Intersection of leaves of absence for pregnancy disability

FLA must run after any pregnancy disability leave has ended. A female employee who qualifies for FLA may have at least 18 weeks of total leave, which is more than that provided by FMLA. FLA and pregnancy disability leave may not run concurrently, but FMLA will run concurrent with both FLA and pregnancy disability leave. If an employee is eligible for both FLA and pregnancy disability leave, the employee will be eligible for more leave under the two state laws together than the leave provided under FMLA. FLA is also available for qualified registered domestic partners whereas FMLA is not. Additionally, an employee using the FMLA "qualifying exigency related to deployment" or acting as a military caregiver will not be using benefits under FLA, so such employees could qualify for an additional twelve (12) weeks of leave under FLA after exhausting their twelve (12) weeks of FMLA leave.

Family Care Act (FCA)

Washington state law (RCW 49.12.265) allows all employees with accrued **paid** leave such as sick, vacation, or compensatory time to take FCA leave to care for a family member with a serious health issue. Family member is defined as spouse, registered domestic partner, child, parent, parent-in-law, grandchild or grandparent. "Child" includes a child under the age of eighteen (18) years, and an adult child with a disability. FCA may be used for an employee to take care of a pregnant spouse or a registered domestic partner, during and after childbirth.

12.5. WA Paid Family/Medical Leave Program

The Library offers leave options for employees who need to be off work due to their own medical condition or a family member's medical condition, due to birth, adoption, foster care or care for a new child, and other qualifying reasons. In such circumstances, employees are provided with certain rights including time off based upon the nature of the reason for absence and other qualifying information. Such laws include:

- Family/Medical Leave
- Family Care Act
- WA Paid Family & Medical Leave - Paid Family and Medical Leave ([wa.gov](https://paidleave.wa.gov/))

More information and the application can be found here: <https://paidleave.wa.gov/>

In general, employees are eligible for up to 12 weeks per year. You may qualify for up to 16 weeks after giving birth to a baby or if they have a personal medical event and another medical event to care for a qualifying family member. If someone experiences complications in pregnancy, they may be eligible for up to 18 weeks of paid leave.

This leave is different than Washington Sick Leave and Federal Family/Medical Leave, though several circumstances might qualify under all three types of leave.

Eligibility

Employees who have worked 820 hours or more in the qualifying period and experience(d) a qualifying event have access to Paid Family and Medical Leave (WA PFML).

Employees who have missed work due to family or medical reasons may be eligible for paid family or medical leave for the following qualifications:

- Care for and bond with a child younger than 18 following birth or placement.
- Care for yourself or a family member experiencing a serious health condition.
- Certain military-connected events.

Paid Family and Medical Leave requires that you give your employer(s) written notice at least 30 days in advance of when you plan to take leave. However, if the reason you need leave was not foreseeable, you may notify your employer(s) as soon as possible.

The Paid Family and Medical Leave Benefit Guide provides information on how to apply for benefits and submit weekly claims. It also explains your rights and responsibilities under the law.

Applying for WAPFML

WAPFML is administered by the Department of Economic Security (ESD). You must submit an application for paid leave to ESD and they will determine eligibility and amount of your weekly benefit. ESD requires employees to notify their employers if they intend to apply for WAPFML. You must notify PCLS of the absence and whether you would like paid and/or unpaid leave to be used for the absence.

Compensation

WAPFML pays up to 90% of your income up to a designated maximum per week. You are not paid for the first week that you are eligible for benefits because there is a 7-day waiting period.

Washington Paid and Federal Family Medical Leave Act

Federal or state FMLA afford qualifying employees access to time off with benefits and job protection. The WA Paid Family and Medical Leave provides payment and affords certain additional protections for

eligible employees related to benefits and job protection. Paid Family and Medical Leave runs concurrently with leave under the Family & Medical Leave Act (FMLA). WAPFML uses different qualification criteria and can be used for different family members. It is possible to qualify for WAPFML because you have worked at least 820 hours in the last year for a Washington employer but have not worked at least 12 months and 1,250 hours for PCLS and therefore would not qualify for FMLA. -Or you may be taking leave for a family member that is not covered under FMLA but covered under WAPFML.

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12.6. Military Leave and Assistance Program

Find more information here: <https://www.dol.gov/sites/dolgov/files/VETS/files/USERRA-Poster.pdf>

Exigency Leave

Qualifying Exigency Leave: Under the provisions of the FMLA an eligible employee may take up to a total of 12 workweeks of unpaid leave during a rolling 12-month period for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.

Covered active duty

- Members of the Regular Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country.
- Members of the Reserve components of the Armed Forces (members of the National Guard and Reserves), duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.

Qualifying exigencies

Includes:

- Issues arising from a covered military member's short notice deployment (i.e. deployment on seven or less days of notice) for a period of seven days from the date of notification
- Military events and related activities
- Certain childcare and related activities
- Certain activities related to care of the military member's parent who is incapable of self-care
- Making or updating financial and legal arrangements
- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member
- Attending to certain post deployment activities within 90 days of the end of the military member's covered active duty
- Taking up to fifteen days of leave to spend time with a covered military member who is on short term temporary, rest and recuperation leave during deployment

Eligibility

Employees are eligible for FML covered leave if they:

- Have worked for the Library for at least 12 months, and
- Have worked for at least 1,250 hours during the 12 months immediately preceding their period of leave, and
- Have not used all of the available FML covered leave during the rolling calendar period.

Use of Accrued Leave

FML is unpaid leave unless the employee has accrued leave (sick, vacation, compensatory, or floating holiday) that the employee is eligible to use. Employees may request to retain up to forty (40) hours of unused vacation benefits for use after completion of FML leave. An employee may move in and out of pay status while on FML.

Requesting leave

In order to apply, complete the Military Leave Certification of Qualifying Exigency form. Return the form along with supporting documentation as outlined on the form to your Staff Experience Generalist. Upon receipt of the forms, your generalist will determine eligibility for FML as well as other Federal, State, and Library medical leave provisions. When possible, the forms should be returned 30-days prior to the start of the medical leave.

Military Caregiver Leave for a current service member and qualifying veterans

Under the provisions of the Family Medical Leave Act (FMLA) an eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered service member or veteran with a serious injury or illness may take up to 26 workweeks of unpaid leave during a rolling 12-month period.

A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his/her office, grade, rank, or rating. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA qualifying reason during a rolling 12-month period.

A serious injury or illness means an injury or illness that was incurred by the covered veteran in the line of duty on active duty in the Armed Forces or that existed before the veteran's active duty and was aggravated by service in the line of duty on active duty, and that is either:

- A continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; OR
- A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and the need for military caregiver leave is related to that condition; OR
- A physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; OR
- An injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Eligibility

Employees are eligible for FML covered leave if they:

- Have worked for the Library for at least 12 months, and
- Have worked for at least 1,250 hours during the 12 months immediately preceding their period of leave, and
- Have not used all of the available FML covered leave during the rolling calendar period.

Use of Accrued Leave

FML is unpaid leave unless the employee has accrued leave (sick, vacation, compensatory, or floating holiday) that the employee is eligible to use. Employees may request to retain up to forty (40) hours of

unused vacation benefits for use after completion of FML leave. An employee may move in and out of pay status while on FML.

Requesting leave

To apply for FML, the employee completes the Military Caregiver Leave Employee Leave Request form (active or veteran) and gives the health care provider the Military Caregiver Leave Health Care Provider Statement (active or veteran) to complete. Return both forms to your Human Resource Generalist. Upon receipt of the forms, your generalist will determine your eligibility for FML as well as other Federal, State, and Library medical leave provisions. When possible, the forms should be returned 30-days prior to the start of the medical leave.

Leave for Spouses of Deployed Military Personnel “Deployment Leave”

In accordance with RCW 49.77 the Library provides job protection for spouses or registered domestic partners of military personnel (active duty, National Guard, or reserves)

Eligibility

An employee who works ≥ 20 hours per week on average is covered

Qualifying absences

Covered employees can take up to 15 days unpaid leave to spend time together after receiving notice of an impending call or order to active duty and during the military member’s leave from deployment during times of military conflict. This law does not provide for leave at the end of a deployment.

Use of Accrued Paid Time

Leave is without pay unless the employee has accrued paid leave and chooses to substitute paid leave for unpaid leave.

PCLS Benefits while on Deployment Leave

If an employee does not qualify for FML, the protection of benefits is no longer afforded. When this occurs, the employee is required to maintain 80 compensated hours per month and to pay the full cost to maintain their benefits.

Requesting Leave

Complete the Leave of Absence Request form and return it to your Supervisor or HR Generalist. Employees must give notice of intent to take military family leave within five business days of receiving official notice of the deployment or the leave from deployment in order for the leave to qualify for job protection.

Send completed forms to Staff Experience, specifically your HR Generalist. Upon receipt they will determine eligibility for options based upon the circumstances and any other Federal, State, and Library benefit provisions.

Then, employees are sent notification as to what eligibility and balances are available, as well as what to expect regarding benefits, time reporting, and return to work processes.

Leave for Certain Emergency Services Personnel (RCW 49.12.460) “Emergency Personnel Leave”

In accordance with RCW 49.12.460 the Library offers leave and job protection for eligible reasons for Library employees who hold covered positions.

Eligibility

Library employees who also hold these positions are eligible:

- Volunteer firefighters,
- reserve officers or
- civil air patrol members are covered

Qualifying Absences

The Library provides job protection to covered employees responding to, working at, or returning from a fire alarm or emergency call. Volunteer firefighters must be on the alarm or emergency call and ordered to remain at the scene by the commanding authority in order to be covered. Absences for participating in training or other nonemergency activities are not covered.

Use of Accrued Paid Time

Leave is without pay unless the employee has accrued paid leave and chooses to substitute paid leave for unpaid leave.

Benefits while on Emergency Personnel Leave

If an employee does not qualify for FML, the protection of benefits is no longer afforded. When this occurs, the employee is required to maintain 80 compensated hours per month and to pay the full cost to maintain their benefits. [Learn more here.](#)

Requesting Emergency Personnel Leave

Complete the Leave of Absence Request form and return it to your Supervisor or HR Generalist. Send completed forms to Staff Experience, specifically your HR Generalist. Upon receipt they will determine eligibility for options based upon the circumstances and any other Federal, State, and Library benefit provisions.

12.8. Pregnancy Related Leave and Support Program

The Library offers support for individuals who are expecting a new child with multiple resources. Below is a summary of the typical resources available, however, if you have specific questions please discuss with your HR Generalist.

The Library protects pregnant employees from acts of discrimination under the Washington Law against Discrimination, which has the following protections:

- Prohibits employers from discriminating against pregnant employees
- Employers cannot make assumptions about what plans pregnant employees will make or about their capabilities.
- Jobs or tasks should not be taken away from pregnant employees unless there is a healthcare provider's recommendation solely due to pregnancy.
- An employee who experiences pregnancy is entitled to return to work in the same job, or an equivalent job, after their pregnancy related disability leave is over.

Communicate any questions concerns regarding discrimination to Staff Experience.

In accordance with the Healthy Starts Act, all pregnant Library employees can inform their supervisor to be provided with the following assistance:

- Frequent, longer, or flexible restroom breaks;
- Modifying a no food or drink policy;

- Provide seating or allowing the employee to sit more frequently; and
- Lifting limitations of 17 pounds or less.

Additional assistance may be provided depending upon the impact to the Library through our Assistance for Medical Reasons process. The Library also offers support for mothers returning to work including nursing mothers.

Time Off

For purposes of time off for the following reasons, employees may qualify for Family/Medical Leave:

- The birth of a child and to care for the newborn child within one year of birth;
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for employee's spouse, child, or parent who has a serious health condition;

Washington Paid Family Medical Leave may be an additional resource.

Employees may be eligible if they have worked for any Washington employer for a minimum of 820 hours qualifying period (approximately a year). You may qualify for up to 16 weeks after giving birth to a baby. This leave can also be used for bonding with a new baby or child within the first year of birth, adoption, or foster child placement. If you experience complications in pregnancy, you may be eligible for up to 18 weeks of paid leave.

12.9. Leaves of Absences

The Library offers time off and other benefits for eligible employees so you can manage your personal needs in balance with your work life.

A summary of the resources are provided for employee to understand the resources available and what to expect in this process. You can review this information a number of ways through the information below. At any time that you have questions, please contact your HR Generalist.

Type of Assistance

- Time off options including leaves of absence
- Compensation & benefits during a period of disability
- Request assistance to remain at work in a modified way

12.10. Benefits during Leaves of Absences

Any month in which employees are compensated for 80 or more hours in the previous month will have continuation of current benefits coverage and employer contribution toward that coverage. (Example: 80 compensated hours in March give you benefits coverage for April).

Any period of approved Family Medical Leave (FML) will have continuation of current benefits coverage and employer contribution toward that coverage, regardless of whether the employee's compensated hours in the month prior.

For this purpose, compensated hours includes:

- All paid work time, including regular, substitute, additional hours, overtime, education pay, out of class, etc.

- Paid Sick Leave
- Paid Vacation Leave
- Compensatory Time Paid
- Paid Holiday Hours

If you are approved for both Washington Paid Family Medical Leave and Family Medical Leave, and both your WA Paid Family Medical Leave and your Family Medical Leave run concurrently for at least one day, your benefits are protected for the duration of your WA Paid Family Medical Leave even if you do not use any PCLS paid leave. However, if you have dependents that are covered by your benefits you will need to pay for their benefits if you are not using enough PCLS paid leave to cover their benefit deductions

- If you have dependents enrolled on medical, dental, vision coverage, or have elected additional voluntary life coverage, you must submit a check by the 26th of the month before you will be in unpaid status, to cover the following month's benefit premiums (i.e. check due by February 26th for March coverage).
- If you have coverage with AFLAC or Colonial Life, benefits can be continued on a self-pay basis through the carrier.
- If you are making voluntary contributions to your Health Savings Account, deductions can be suspended until your return to paid status.
- If you are enrolled in the Flexible Spending (FSA) or Dependent Care Plan (DCP), you have the option to continue contributions on an after-tax basis each month by submitting a check to PCLS by the 10th of the month for the current month's coverage (i.e. check is due February 10th for February coverage) or make up missed deductions by doubling up on deductions when you return to work.
- Checks should be made out to "Pierce County Library System" and sent to Staff Experience.

For additional information including the amount that you will need to send PCLS and instructions for voluntary benefits, contact Staff Experience.

Not Eligible for Family Medical Leave (FMLA)

If you are approved by the Employment Security Department (ESD) for Washington Paid Family Medical Leave or an Unpaid Leave of Absence by the library and you are not approved or eligible for Family Medical Leave, you will follow the "COBRA While on Leave" process below.

COBRA While on Leave

At any time your benefits protection ends, and you no longer maintain at least 80 hours of compensated time per month, you will have one additional month of PCLS contributions toward your benefits and then become responsible for paying the full cost of your benefit elections through COBRA. You will receive more information about your options for benefits continuation through COBRA from the Association of Washington Cities which will be sent to your home address.

Example, if your benefits protection is no longer in place and you do not meet the 80 minimum hours in March, PCLS will continue contributions toward your benefits through end of April, and you'll begin to

be responsible for coverage options through COBRA effective May 1st. Once you return to work and have 80 compensated hours in a month, you will be eligible to re-enroll in benefits coverage the first day of the following month.

Leave of absence and retirement benefits with Department of Retirement Systems (DRS)

Only hours worked or use of accrued leave (such as vacation, sick, comp time, floating holiday) in lieu of hours worked, counts towards retirement credits. Anything less than 90 hours per month will give you a 1/2 retirement service credit per month. LWOP or unpaid leave in lieu of sick leave will not count toward retirement credits.

Insufficient Paid Leave Accruals

Employees who exhaust accrued paid leave available before they are able to return to work may apply for other leave programs to help maintain benefits coverage:

- **Humanitarian Catastrophic Leave (HCL):** If you or your immediate family member has experienced a catastrophic medical condition, illness, injury, or impairment, you may be eligible to apply to receive up to 4 weeks of paid leave under the Humanitarian Catastrophic Leave (HCL) Policy. Applications to receive HCL should be made at least one week prior to exhausting your available accrued leave.
- **Shared Leave Pool:** The Shared Leave Pool provides additional paid leave for eligible employees with a serious health condition. Depending on the amount of leave available in the pool at the time of request, eligible employees may receive up to 22 days of paid leave per request. Applications to receive Shared Leave should be made at least one week prior to exhausting your available accrued leave. Learn more about the Shared Leave policy and application process [here](#).
- **Unpaid Leave of Absence:** Employees who exhaust all paid leave options, can request to have approved unpaid time off using the Leave Without Pay form and process.

This is provided as general information about what to expect in relation to your benefits during a leave of absence. If you have questions about your specific circumstance, please consult Staff Experience.

12.11. Humanitarian Catastrophic Leave

Finding it to be in the best interest of the Library, Humanitarian Catastrophic Leave (HCL) has been established to create a bank of leave hours for eligible Library employees to cover catastrophic medical conditions, illnesses, injuries or impairments for themselves or their immediate families after an employee has exhausted all other available accrued leave.

Purpose

The Library has expressly established Humanitarian Catastrophic Leave (HCL) to create a bank of leave hours for eligible Library employees to cover catastrophic medical conditions, illnesses, injuries or impairments for themselves or their immediate families after an employee has exhausted all other available accrued leave.

The leave bank shall be a one-time benefit established by the Library for use by the employee in accordance with established administrative guidelines. This is not a vested benefit and the Library may repeal this leave bank at any time and any leave balances shall revert to the Library upon revocation.

Definitions

- *Catastrophic medical condition, illness, injury or impairment* shall be defined as: A health care provider certified death eminent or life-threatening case or medical condition, illness, injury or impairment which is of an extraordinary or severe nature and which has caused, or is likely to cause, the employee to: 1) go on a leave of absence without pay in excess of five (5) working days; or 2) terminate Library employment.
- *"Relatives"* shall be defined as: spouse, mother, father, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandmother, grandfather, and grandchild.
- *"Living with and/or dependent upon the employee"* shall be defined as: those relatives as defined above who either reside with the employee or depend upon the employee for active assistance in providing self-care in several essential functions of daily living.

Eligibility

Eligibility for the Leave is established for employees who work twenty (20) or more hours a week in regular positions after having completed two (2) full years of employment. Full-time eligible employees will have a total of one hundred and sixty (160) hours of Catastrophic Leave credited to their leave account. Part-time employees who work twenty (20) or more hours a week are entitled to the same leave consideration, in proportion to hours worked, as full-time employees.

- A regular, part-time employee must have been compensated for a minimum of 1,040 hours in the twelve (12) month period prior to requesting catastrophic leave.
- Substitutes, extra hires, temporary employees, contract employees, volunteers and those working less than twenty (20) hours a week are not eligible for this leave.

After completion of two (2) full years of regular employment, full-time eligible employees shall have credited to their leave account a total of one hundred and sixty (160) hours of Catastrophic Leave.

- Part-time employees who work twenty (20) or more hours a week are entitled to the same leave consideration, in proportion to hours worked, as full-time employees.
- Part-time employees, in proportion to hours worked, shall be able to increase their bank of hours, if their position hours increase and they remain for a minimum of one (1) year in that increased-hour position, up to the maximum one hundred sixty (160) hours. Their bank of hours will not be decreased if their regular position hours decrease, but will continue at the highest level attained during their employment with the Library.

The leave bank shall be a one-time benefit established by the Library for use by the employee in accordance with the guidelines established herein.

- This is not a vested benefit and the Library may repeal this leave bank at any time and any leave balances shall revert to the Library.
- Upon separation from employment with the Library for any reason, no benefit will be paid for unused hours of leave.
- Once available Catastrophic Leave hours are exhausted, the employee will be eligible for Shared Leave. If Shared Leave is unavailable or denied the employee will be eligible to apply for an unpaid

leave of absence as outlined in the current Labor Agreement. If an unpaid leave is not granted and the employee is not able to resume employment, the employee/employer relationship is terminated.

- In the event an employee leaves Library employment and is later reemployed, any hours used prior to separation shall be deducted from the leave bank in effect at the time of reemployment, if any, in accordance with these guidelines.

Usage Requirements

The employee must first exhaust all available and accrued vacation hours, sick leave hours and compensatory time hours before HCL hours will be granted.

The minimum time awarded shall be five (5) workdays. A workday shall be defined as one-fifth (1/5) of an employee's normally scheduled workweek.

An employee using HCL shall receive all benefit accruals and other entitlement as if the employee were using sick leave.

- Any use of Catastrophic Leave hours will be counted toward the twelve (12) week's allowance for Federal Family and Medical Leave.

Application Process

Upon exhaustion of all other available accrual benefits, the employee, or the employee's guardian or legal representative in the event the employee is incapacitated or otherwise physically incapable of making the request for leave, shall make a written request, upon forms available from the Staff Experience Director or designee, to the employee's Department Head.

An employee making a request for HCL expressly waives any privacy interest relating to the information contained in the leave request, except that information provided in connection with leave requests shall be treated as sensitive and confidential, and unauthorized disclosure shall be grounds for disciplinary action.

Upon receipt of application for HCL, the employee's Department Head shall forward the completed form to the Staff Experience Director, after making appropriate comments.

Supplemental requests for time off within total available hours in excess of the original request may be made directly to the Staff Experience Director upon a separate request form.

Unless the original request for HCL has been specifically limited by the review committee, the Staff Experience Director may approve supplemental requests for available hours without presenting the supplemental request to the review committee.

Criteria for Approval

Approval for leave shall be made by a committee consisting of the Deputy Director, the Staff Experience Director or designee, the Union Officer, the employee's immediate supervisor, and one (1) additional person (employee) to be selected by the Union.

- In the event of a tie in the committee's vote, the Library Director shall cast the tie breaking vote.
- Realizing the importance and urgency of the HCL request, the committee shall make every attempt to meet within three (3) working days of receipt of the completed formal leave request.

A quorum consisting of the Deputy Director, plus at least two (2) other members of the committee shall be required to take action on any request for HCL pursuant to this policy.

The committee should consider the following matters when determining whether to approve a request for HCL:

- the nature and seriousness of the medical condition, illness, injury or impairment;
- if, in fact, the request qualifies for participation in the Library's HCL program according to the guidelines herein;
- if there is an expectation that the employee will be returning to employment with the Library as anticipated;
- any history of excessive use of sick leave by the employee requesting leave or a pattern of abuse of sick leave;
- such other factors as may be relevant to the evaluation of the leave request.

Criteria for Use

Employees utilizing HCL shall keep their department heads and immediate supervisors informed with written certification from a health care provider.

- The health care provider's certification shall state the nature of the medical condition, illness, injury or impairment, the prognosis for recovery, and the estimated length of the absence.
- The Library may require that the health care provider's certification be updated every week, in writing, during a period of HCL hours usage.

Subject to eligibility and the limitation of hours defined herein, HCL hours will be paid at the employee's current straight-time rate of pay for the following reasons.

- a catastrophic medical condition, illness, injury, or impairment which incapacitates the employee from performing the essential functions of his or her assigned work; or
- absence for medical or dental care directly related to a catastrophic medical condition, illness, injury, or impairment; or
- absence because of a catastrophic medical condition, illness, injury, or impairment to those relatives living with and/or dependent upon the employee.

When an employee has been granted HCL and the basis for the leave ceases to qualify for leave, any unused leave hours available to the employee shall revert to the employee's HCL bank.

As with all sick leave, abuse, misuse, and falsification of facts regarding HCL shall be grounds for disciplinary action, up to and including termination.

- The Library has the right at any time to request the employee to provide certification from a health care provider attesting to such medical condition, illness, injury or impairment, whether for the employee or relative living with and/or dependent on the employee.

In the instance where a condition, illness or impairment relates to an on-the-job occurrence at The Library and qualifies an employee for Washington State Workers' compensation, the employee's access to HCL shall only be for the difference between the employee's straight-time rate of pay and the amount paid to the employee by the State Workers' Compensation benefits, to the extent of the available HCL, if any.

- The Library shall have the right to request proof from the employee of the amount(s) compensated by State Workers' Compensation benefits for the duration of HCL.

HCL shall not be authorized when the employee's condition, illness, injury or impairment occurred during and was related to employment with an entity other than the Library.

12.13. Shared Leave

It is the policy of The Library to provide a means for library employees to voluntarily donate accrued vacation and/or compensatory hours to a Shared Leave Pool to be used by eligible co-workers who have exhausted all leave due to a serious health condition or injury and would otherwise be on unpaid leave. It is the intent of the Library that the Shared Leave Program will not cost the Library anything except for the administration of the program.

Purpose

The Shared Leave Program allows employees to voluntarily donate vacation and/or compensatory hours into a "Shared Leave Pool" to provide additional paid leave for an eligible employee with a serious health condition or injury who is temporarily unable to work, or to care for a spouse, parent or child who are afflicted with a serious health condition or injury, which has caused, or is likely to cause, the employee to take leave without pay.

This program is intended to supplement Humanitarian Catastrophic Leave (HCL), or serve in its place in the event an employee is ineligible for Humanitarian Catastrophic Leave.

Definitions

Serious Health Condition or Injury: is defined as a) any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical-care facility; or b) any period of incapacity requiring absence from work that involves continuing treatment by (or under supervision of) a health care provider which has caused, or is likely to cause, the employee to be incapacitated or unable to perform the essential function of the job, and

- i. Go on leave of absence without pay in excess of five (5) working days; or
- ii. Terminate Library employment.

Voluntary or cosmetic treatments that are not medically necessary are **not** considered a "serious health condition".

Childbirth does not qualify as a "serious health condition", however, medical complications arising from childbirth which otherwise meet the criteria above would be eligible. This is not intended to include routine recovery from a cesarean section. Medical certification of the complications, including diagnosis and estimated time out of work, must be provided by the primary attending physician before shared leave pool time can be approved.

Eligibility

- a) To be eligible to receive benefits from the Shared Leave Pool an employee must be a regular employee (full-time or part-time) who has completed six (6) continuous months of regular employment with The Library.
- b) Substitutes, extra hires, temporary employees, contract employees, and volunteers are not eligible for the Shared Leave Program.
- c) Employees who are off work due to an on-the-job injury or illness are **not** eligible to receive benefits from the shared leave pool.
- d) No request will be approved if the employee has received a written warning regarding attendance or sick leave abuse in the past 24 months or had attendance or sick leave abuse addressed on the two most recent performance evaluations.
- e) An employee must have exhausted all available vacation hours, sick leave hours, floating holiday, and compensatory time before being eligible for the Shared Leave Program.
- f) Applications for shared leave may be made during the pay cycle during which accrued paid hours are being exhausted.
- g) An employee using shared leave **will not** accrue additional sick leave and vacation hours by virtue of shared leave, but may continue to be eligible for health care coverage and other entitlements as if the employee were using sick leave.

- h) The recipient of shared leave will be taxed for the receipt of compensable earnings to the extent authorized in RCW Chapter 41.40 and in the prevailing Internal Revenue Service regulations.
- i) Any use of shared leave will be counted toward the twelve (12) week allowance for Family and Medical Leave (FMLA).
- j) Employees receiving a medical release for return to work on a part-time basis may continue to receive hours from the shared leave pool for the balance of their scheduled hours (up to the maximum limits stated below), until they are medically released for full duty.
- k) When an employee has been granted shared leave and the basis for the leave ceases to qualify, no additional hours will be made available.

Process

1. The Shared Leave Pool will be maintained through voluntary donations of accrued vacation and/or compensatory time to a general pool, not to an individual employee.
2. In order to maintain the pool at a level that will provide equal benefit to eligible employees the Staff Experience Generalist or designee will send communications to all staff requesting donations to the pool on a quarterly basis.
3. If the pool drops below 176 hours or (\$4,400), the pool will be considered depleted and the Staff Experience Generalist or designee will send a communication to employees indicating there is a need for additional hours to be contributed to the pool.
4. Hours will be transferred from the pool to eligible employees on an as needed basis each payroll cycle. In the event there are several employees receiving benefits from the pool during a pay cycle and there is not sufficient funds to cover the hours each recipient may need, available hours will be granted in the order in which each shared leave request was approved.
5. Shared leave pool awards will be limited to up to a maximum of twenty-two (22) days per request, based on the employee's regularly scheduled hours per week. Eligible employees may make up to two (2) additional requests for shared leave per qualifying situation. The maximum number of shared leave days available to any employee shall be limited to sixty-six (66) days in any twelve (12)_month period.
6. Once the maximum amount of the shared leave pool award accessible to a recipient has been reached, the employee will be eligible to apply for an unpaid leave of absence.
 - a. If an unpaid leave is not granted, and the employee is not able to resume employment, the employee will be terminated.
7. Employees who utilize the full amount of approved shared leave pool benefits must return to work for six (6) continuous months following their last day of use of donated time before they are eligible to apply for additional benefits from the pool.

Requesting Shared Leave

1. The employee, or the employee's guardian or legal representative in the event the employee is incapacitated or otherwise physically incapable of making the request for leave, will complete an "Application to Request Shared Leave" and submit it to Staff Experience. Employees may request up to 22 days of shared leave (176 hours for full-time employees) per request. Forms are available from the Staff Experience Office or on Staff Web.
2. The employee will notify the supervisor about their application to request shared leave so a "Supervisors Supplemental Information" form can be completed and sent to Staff Experience.
3. In addition to the application, the employee must also submit a physicians' statement on the "Certification of Health Care Provider" form describing the nature of the medical condition, illness, injury or impairment, the prognosis for recovery, and the estimated length of the absence. If the request is for time off to provide care to a qualified family member, the certification must include the extent to which the family member is dependent on the employee

for the recuperative care. Certification forms can be submitted directly to the Staff Experience Office.

- a. All information submitted will be treated as confidential, as permitted by law, and will be shared only with those individuals chosen to review the request, or others with a genuine need to know. Inappropriate disclosure is subject to disciplinary action.
4. Upon receipt of the application form and accompanying documents the Staff Experience Generalist or designee will review all information, verify the employee's current accumulated vacation and sick leave balances, and contact the employee's supervisor if additional information is needed to determine whether to approve or deny the shared leave request.
5. Neither the approval or disapproval of shared leave shall be grievable under the terms of the labor agreement or any Library policy, nor shall there be an appeal process for acceptance into the program.
6. Subsequent, supplemental requests for shared leave shall be made directly to the Staff Experience Generalist up to the maximum listed below.

Criteria for Approval

1. It is the responsibility of the Staff Experience Generalist or designee to review the facts of each request for Shared Leave Pool use and to the determination regarding approval or denial of the request.
2. The following matters will be considered when determining whether to approve a request for shared leave:
 - a. The nature and seriousness of the medical condition, illness, injury or impairment;
 - b. If the request qualifies for participation in the Library's Shared Leave Program according to these guidelines;
 - c. Any history of excessive use of sick leave by the employee requesting shared leave, or a pattern of abuse of sick leave;
 - d. Such other factors as may be relevant to the evaluation of the shared leave request.
3. Realizing the importance and urgency of the leave request, the decision should be made within three (3) business days of receipt of the completed formal leave request and necessary medical certification.
4. The Staff Experience Generalist or designee will notify the employee of the decision to approve or deny of their request within five (5) business days of receipt of application.

Donating to the Shared Leave Pool

1. Regular employees who wish to donate vacation leave or compensatory time to the Shared Leave Pool can do so at any time by completing a "Shared Leave Donation" form and submitting it to the Staff Experience office. Forms are available from the Staff Experience Office or on Staff Web.
2. Leave donations are strictly voluntary and can only be designated to the Shared Leave Pool, not to an individual participating employee.
3. Donations to the Share Leave Pool must be made in four (4) hour increments. Employees who wish to donate vacation hours to the pool must have a vacation balance greater than 1 full week (40 hours for full-time employees, pro-rated for less). The policy will not allow donations if donating would cause the employee to be left with less than 1 week of time.
4. Sick leave and floating-holiday hours are not available for donation.
5. Leave which has been donated to the Shared Leave Pool is irrevocable and cannot be restored to the contributor.
6. Vacation leave hours and compensatory time donated to the pool will be adjusted on a dollar-for-dollar basis.
7. Hours donated to the pool will be converted to a dollar amount based on the donors' current rate of pay.

8. As shared leave hours are needed, equivalent hour will be converted based on the recipient's rate of pay and will be transferred from the shared leave pool each pay cycle.
9. The Staff Experience Generalist or designee will be responsible for computing the values of shared Leave and for notifying payroll of the need to adjust the accrued leave balances of both the donor and recipient.

Please note:

- The Shared Leave Pool is not a vested benefit and the Library may repeal this program at any time. In the event the program is ended by the library any remaining money in the pool will go to pay the Library's portion of health care benefits for employees.
- Shared Leave hours are excluded from any sick leave payoff provisions contained in the current collective bargaining agreement and/or Library Policies.
- Abuse, misuse, and falsification of facts regarding Shared Leave may be grounds for disciplinary action, up to and including termination.

12.14. Domestic Violence Leave and Assistance Program

Under the Domestic Violence Leave Act, all employees have the right to take reasonable leave to get help, or help a family member, with domestic violence, sexual assault or stalking. A family member includes child, spouse, parent, parent-in-law, grandparent, or person the employee is dating.

Purpose

The Library provides employees with a variety of assistance for domestic violence situations to support workplace safety and the employee experiencing such circumstances. This includes related laws and also may include other reasonable safety measures and precautions as determined by the Library and requested by the employee experiencing these circumstances.

Policy

Domestic Violence Leave allows victims to take leave from work, intermittent leave, or leave on a reduced leave schedule, with or without pay, to:

- Seek legal or law enforcement help.
- Seek treatment by a health care provider for physical or mental injuries.
- Assist a family member in obtaining services from a domestic violence shelter, mental health counseling, rape crisis center, or other social services program;
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family member.

Library employees can choose to use paid sick leave, other paid-time off, compensatory time or unpaid leave as outlined above.

Safety Accommodations

Additional support or assistance may be requested by an employee and explored for approval by the Library, including maintaining special exceptions to take measures for maintaining confidentiality around the employee's personal contact information such as their home address.

Employers must make reasonable safety accommodations requested by employees who are victims of domestic violence, sexual assault or stalking unless the employer can show the accommodation would cause too much hardship.

Safety accommodations can include:

- Job transfer, reassignment or modified work schedule
- Changing a work telephone number, email, or workstation
- Implementing safety procedures (e.g., such as additional locks)

Notice of Leave & Benefits:

An employee must give their supervisor advance notice when possible of their intention to take leave. When advance notice cannot be given, because of an emergency or unforeseen circumstances, the employee or his/her designee must notify their supervisor or Staff Experience no later than the end of the first day that the employee takes such leave.

Regardless of paid or unpaid status, the Library must maintain health coverage in any plans in which the employee is enrolled for the duration of leave for Domestic Violence.

Verification Requirements

The Library requires verification from an employee who requests leave or a reasonable safety accommodation by providing one or more of the following:

- A written statement that the employee or employee's family member is a victim and needs assistance. For example, a police report or court order that indicates the employee is a victim or is in need of protection.
- Documentation from a health care provider, advocate, clergy, or legal representative.
- Family relationship may be determined by birth certificate, court document or other similar record or a statement from the employee.

For help with any leave questions contact your HR Generalist in the Staff Experience office.

13. Safety and Health

13.1. Safety Program Overview

This plan documents the Accident Prevention Program for the Library as prescribed by the Washington Industrial Safety & Health Act (WISHA) Standards of Washington State.

This plan is applicable to all our facilities and provides the Library with a standardized method of assuring that sound safety practices are adhered to on a continuous basis. Included are prevention, investigation, and educational procedures.

The Library is specifically charged with the responsibility of maintaining a high degree of safety awareness relative to the public, its employees and their properties. In addition, the State of Washington makes it mandatory that The Library has a functional safety program.

13.2. Hazard Prevention Program

The Library is committed to eliminating or controlling workplace hazards that could result in injury, illness or exposure to our employees or customers and will meet the requirements of Washington State safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible, the Library will design facilities and equipment to prevent employee exposure to hazards. Where these controls are not possible, documentation of work rules that effectively prevent employee exposure to the hazard will be made available. When the above methods of control are not possible or are not fully effective employees will be provided personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc. for use.

Safety Rules for All Employees

The following safety rules apply to all employees to ensure the Library is a safe and efficient place to work. These rules apply to all employees, and each role may have additional and specific safety rules established for particular duties as listed elsewhere in this manual and in the organization.

Employees are:

- Required to review, understand and apply standards within the Safety Manual. Ask questions to ensure understanding of individual responsibilities and how to apply them.
- Required to report injuries, illnesses, exposures or near misses to your supervisor promptly. Complete and submit the Accident Report Form (an Incident Report is also required for accidents).
- Report immediately an unsafe condition, job hazard, near miss accidents or incidents, or incidents that may lead to unsafe conditions to a supervisor or Safety Committee representative as soon as possible after becoming aware of them. This includes suggested changes to work practices or equipment that will improve employee and workplace safety.
- [Are able to use personally supplied headphone or earbuds during working hours in nonpublic work situations with certain restrictions and provided that in the opinion of the department head, the conditions below are met. The department head has the authority to disallow use of such devices when wearing them causes distraction in the department or branch or is incompatible with the particular employee's tasks. 1. Because such devices have the potential for causing loss of hearing, employees who use these on library premises will be asked to sign a waiver releasing the Library](#)

District from any liability or responsibility for such hearing loss. 2. The volume should be kept low enough to allow employees to hear verbal and automatic alarms and to be aware of conversations directed to them.

Commented [CG15]: Taken and adjusted from the Headphone Radio policy.

- Required to use personal protective equipment (PPE) in good working condition where it is required in order to perform tasks in a safe manner.
- Review and adhere to any other Safety related policies, procedures, or guidelines.
- Instructed to consult with a supervisor before performing a task in an unsafe manner to determine a safe way to do that job.
- Required to use universal precautions including personal protective equipment (PPE).
- Required to observe the location of emergency exits and evacuation procedures in each location in which they may perform work tasks on behalf of the Library.
- Required to ensure safe pathways are clear of obstacles to exit in the event of an emergency, including all exit doors, stairways and emergency equipment, such as fire extinguishers, fire alarms, and fire hoses.
- Required to obey all safety signage. Employees should not remove or defeat any safety device, label or other safeguard provided for employee protection. Follow Safe Equipment Use guidelines.
- Assigned to operate a piece of equipment only after completing training and as authorized.

Safety Rules for Specific Roles or Duties

- The Library evaluate the hazards of tasks performed by employees and provide appropriate controls including personal protective equipment (PPE) or additional training as required.
- Each employee is required to use general precautions and to report when provided precautions may need further changes or special considerations may be needed. For example, individuals who have specific individualized needs may require special precautions and can discuss with their supervisor or the Staff Experience Department to make such requests known for consideration by the Library.
- Before employees perform tasks that may expose them to hazardous chemicals, supervisors will ensure employee are informed about the hazards associated with use of the chemical, how to control exposure and what to do in an emergency.
- General requirements based upon a hazard assessment for each task are listed below:
 - Work in Public Setting - Available PPE:
 - Sanitary Gloves. Sanitary gloves are available for all employees who work with the public or materials returned by the public.

13.3. Worker's Right to Know Policy

It is the responsibility of the administration and department heads to establish supervise and enforce a safe and healthful working environment. Department heads/supervisors are responsible to provide employees with information and conduct appropriate training to protect them from potential exposure to hazardous chemicals in the workplace. This applies to any chemical that is known to be present in the workplace

Hazard Determination

1. The presence of hazardous chemicals will be identified by an assessment of the workplace. Hazardous chemicals would more commonly be found in the Maintenance, Custodial and Print Shop departments.
2. The hazard assessment will be documented through a written certification. All hazardous chemicals identified will be noted by department on the "Hazardous Chemical List" .

Affected Employees

1. Employees who work in departments identified as having hazardous chemicals, will be considered to be at potential risk to chemical exposure and will be provided information and training concerning chemicals located in the workplace.
2. All employees will have access to MSDS sheets at their work location.
3. A copy of training records will be maintained in the training department.

Responsibility

1. It is the responsibility of the PCLS Safety Officers to administer this plan and to ensure conformity to company policies concerning hazardous chemicals and any other safety matter.
2. The PCLS Safety Officers, the Print Shop Supervisor, Custodial Supervisor, and Maintenance Supervisor are responsible to obtain MSDS sheets when any new products are added and distributing the information to all locations.

13.4. Safety Training Policy

Training is an essential part to provide a safe workplace at the Library. [View the current safety training here.](#) Staff Experience Department is responsible for maintaining records regarding all required training enrollments and completion. After completing the training, employees are responsible to complete a learning verification form that confirms that they understand the safety topics and how the topics are applied to perform work in a safe manner.

Commented [CG16]: Deleting since this changes year to year.

13.5. Worker's Compensation and Stay At Work Program

The Library values the safety, health, and well-being of all our employees. It is the Library's policy to support safe and healthful working conditions in all operations and to follow the laws and regulations associated with the safety and health of our employees.

The Library strives to provide employees with tools and resources to help prevent workplace injury or illness so employees can continue to provide Library services with minimal impact to the public that we serve. We believe that each and every Library employee, no matter your position, plays an important role in the responsibility to maintain a safe and healthy workplace.

Several policies and procedures are provided as a guide for prevention of workplace injuries and hazards through the Safety Manual, maintained online. The Library provides the process below to minimize the impact to the employee and to facilitate return to work within reasonable timeframes.

What is Worker's Compensation?

Employees and employers both pay into Worker's Compensation insurance, which is designed to provide coverage for injured workers. Determinations regarding eligibility for this benefit are made by Washington L&I. This benefit provides:

- Payment for 100% of the cost of the initial medical examination as well additional authorized medical services. For a list of these services, contact your claims manager.
- Payment of 60-75%* of gross wages to replace wages lost due to healthcare provider certified absences resulting from on the job injuries at a rate, and the benefit is tax-free. Eligibility includes:
 - Your claim must be approved
 - Your absence exceeds a three-day waiting period (between the date of injury and the time worker's compensation wage replacement benefits begin)
 - If your absence exceeds 14 days, then benefits are paid retroactively to begin the date of injury.

*Wage replacement benefits (“time loss payment”) are paid to the employee directly from L&I and are calculated based on the size of the employee’s family (single employee is compensated at 60%, with percentages added for each additional family member).

Use of Accrued Leave

When an employee Employees must use accrued sick leave or other available accrued leave before requesting leave without pay for your absence (see additional information above). Employees who are out on worker’s compensation claims are not eligible to participate in the Shared Leave Program.

What is my role as an employee who experiences an on the job injury, illness, or exposure?

Employees are required to understand their rights and responsibilities and the Library Safety policies, procedures, accident prevention and exposure control programs, and attend required training. This includes alerting their supervisor of any aspects of their work that they feel may be unsafe or performed in such a manner that may result in injury or exposure to illness and/or disease.

However, in spite of prevention measures and training, sometimes accidents happen. When you experience an on the job accident, injury, or exposure occurs as outlined in the Accident Reporting policy, you are responsible to:

1. Follow Accident Reporting protocols in partnership with your supervisor within 24 hours of the event
2. Seek medical treatment as needed.
3. Inform your healthcare provider of the details of what happened, including a discussion about your essential job functions outlined in your job description.
4. Complete any Labor and Industries Report of Accident Forms and/or inquiries.
5. Contact your Supervisor and/or Staff Experience regarding your leave, timecard, and any other requested documents.
6. Maintain contact with your Supervisor and/or Staff Experience to ensure they are informed as to your ability to return to work.
7. Provide certification from your healthcare provider before your anticipated return date to go through the Return to Work process.
8. Participating and cooperating in the process of identifying and/or developing appropriate return to work options within any work restrictions from your healthcare provider through the Modified Duty process.
9. Reading and responding to each notification from Labor and Industries. If there is any statement in the notice which you believe is incorrect, it is your responsibility to write an appeal letter to Labor and Industries to ask for a correction directly.

What is my role as a Supervisor?

When an employee in your department is injured on the job or has a job-related illness or exposure, you are responsible to:

1. Make sure the injured employee is provided first aid and/or seeks medical treatment if needed.
2. Remind the employee to notify their medical provider that the visit is work-related. Find out and document what happened and report through the Accident Reporting process.
 1. Make sure that the proper forms reach Staff Experience within 24 hours of the accident.
 2. You are the first line of defense, whether it is to find unsafe working conditions or practices, or fraud. It is important to us that you thoroughly understand accidents and the root cause. Follow up to make sure the unsafe conditions are corrected to prevent future occurrences.

3. If an injury seems questionable, call the Staff Experience office at (253) 548-3510 for further guidance.
4. Work with your employee and Staff Experience to identify the details of the employee's return to work and assign work within healthcare provider's recommendation through the Modified Duty and Return to Work processes.
 1. Ensure that a medical clearance is in place before instructing an employee to perform work.
 2. Never instruct an employee to do something unsafe.
 3. Maintain confidentiality throughout this process, particularly around an individual's medical condition, and/or "source" individuals where a potential exposure may have occurred.
 4. Remain in contact with employees during absences and throughout the transition back to full duties.

What happens after the on the job injury, illness, or exposure?

The immediate actions must be taken to resolve any employee medical needs or questions.

- If URGENT emergency medical attention is required, call (or tell someone to call) 911.
- If not urgent, determine whether First Aid may be an appropriate initial response.
- Report the situation to your Supervisor/Department Head as soon as possible.
- If the employee wishes to seek medical treatment, remove them from work assignments.
 - Each employee may decide whether they feel they need to seek medical treatment.
 - Under certain rare circumstances, the Library may require the employee to seek a medical evaluation. If the Library determines that a medical opinion may be required as to whether the reported injury, illness, or exposure to contagious or other potentially infectious material may result unsafe working conditions for the employee, other employees and/or patrons, the Library may require the employee to seek an immediate medical examination.
 - Contact your HR Generalist or Department Head for guidance should this arise.
 - Consult the Exposure Control Plan to determine whether special protocols may need to be followed relating to regulated waste and other precautions or activities.

After that is completed, the supervisor in consultation with the department head will conduct a preliminary review of the accident and recommend appropriate next steps through the completion of the Accident Report Form.

Upon receipt, Staff Experience will review the Accident Report and will add pertinent details for Safety Committee review. Staff Experience will retain confidential medical information in an appropriate manner. The PCLS Safety Committee will review pertinent information from each Accident Report to discuss recommendations.

What types of things do I report as on the job injuries, illnesses, or exposures?

Incidents described below are reported to the Supervisor and through the Accident Reporting Form:

- Any injury, illness, exposure or any near miss thereof that occurs in the course of Library work, or that is believed to arise from workplace conditions
- This includes customer or employee accidents or near misses in the workplace, and incidents that reasonably involve potential exposure to toxic or hazardous biological agents, to include contagious or other potentially infectious materials.
- Any aspects of work that an employee feels may be unsafe or performed in such a manner that may result in injury, illness, or exposure.

Incidents described above must be reported regardless of whether or not medical attention is needed or a worker compensation claim is filed.

Examples include:

- **Injury:** Any wound or damage to the body resulting from an instantaneous event. Examples include: cuts, bruises, contusions, chipped teeth, amputations, electrocutions, burns, sprains and sprain injuries to muscles, joints and connective tissues resulting from a slip, trip or fall.
- **Illness:** A condition resulting from chronic exposure to the work environment. Examples include: musculoskeletal disorders (e.g., tendinitis, carpal tunnel syndrome), skin disorders, respiratory conditions, and noise-induced hearing loss.
- **Exposure:** exposure (or potential thereof) to hazardous materials or hazardous concentrations of biological agents as a result of processing, handling or using materials or waste. This includes tasks where employees handle animals, animal waste, body fluids, mold, mildew, or other contagious/infectious biological agents or toxic materials.
- **Near Miss:** is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage; in other words, a miss that was nonetheless very near. This includes potential workplace hazards.
- **Loss of body part(s)/life**

How do I report on the job injuries, illnesses, or exposures?

Complete the employee portion of the Accident Report form within twenty-four (24) hours of the incident and route to your immediate supervisor or department head. This report should include as much detail as possible, and when applicable may include pictures and/or statements from firsthand observers.

For injuries that occur outside of regular business hours, Accident Reports should be completed and sent to the Supervisor the next regular working day after the accident.

How do I file a claim for Worker's Compensation?

An employee or volunteer who believes they have suffered an on the job illness, injury or exposure may file a claim with Washington State Labor & Industries (L&I) who will gather information and issue a determination regarding eligibility. Employees who file will receive communication regarding the status of their claim directly from L&I.

Claims may be filed in the following ways:

- Individual and their medical provider complete a Report of Industrial or Occupational Disease at the time of treatment
- Online directly with L&I
- By calling L&I at 1-877-561-FILE

Where can I go for medical treatment/opinion?

The employee may visit the healthcare provider of their choice. Alternatively, a few local clinics specifically equipped to evaluate workplace injuries/illnesses are provided below for easy access:

Franciscan Occupational Health Clinics, for example:
1930 Port of Tacoma Rd,
Tacoma, WA 98421

MultiCare Occupational Medicine Clinics, for example:
Good Samaritan Medical Office Building
1450 5th St SE, Suite 1500
Puyallup, WA 98372

Kaiser: <https://wa.kaiserpermanente.org/html/public/specialties/occupational-health>

What can I expect when I seek medical treatment/opinion?

During your visit your healthcare provider will ask you what happened. You may want to bring a copy of your Job Description to this visit to discuss your essential job functions.

Your healthcare provider will review these facts and initiate the Labor & Industries Report of Accident form on that basis, and send the information directly to Labor & Industries to start the claim process.

You will receive a copy of the Report of Accident with a claim number.

HELPFUL HINTS:

- Make sure your provider looks for "The Library" and not just "The" when searching for information in the State L&I database.
- The Library participates in the L&I State Funded Pool (we are NOT a self-funded employer)
- The PCLS UBI# is 278 036 416.
- A claim number is generally two letters followed by five numbers.

What happens if I miss work?

Excluding any Worker's Compensation benefits, absences relating to on the job injuries are unpaid leave, unless the employee has eligible accrued leave to use. Individuals may be charged accrued leave in accordance with time off tracking protocols and position status.

- Individuals who hold FLSA exempt positions may access accrued leave in full day increments or in reduced schedule increments.
- Individuals who hold FLSA non-exempt positions may access accrued leave in 6 minute increments.
- Employees who hold a union represented position are charged leave in a specific manner for such an absence, but also may request to go into an unpaid status to retain up to forty (40) hours of unused vacation benefits. [Learn more here.](#)
- You can also request a leave without pay using the Leave Without Pay Form. See Timecard Instructions for details.

In certain rare circumstances where the employee feels they are able to work and the Library is requiring a medical opinion, the Library may instead approve to pay the employee for the absence to obtain a medical opinion at the library's direction for a library designated healthcare provider.

In this circumstance the employee will not be required to use their personal paid leave accruals for this purpose up to the point at which a medical opinion is obtained. If it is the opinion of the healthcare provider that the employee should not return to work, the employee will begin to use their own paid accrued leave or leave without pay as outlined above. Otherwise, the employee will return to work or request to use their own paid accrued leave for continued absence in accordance with Time Reporting processes. [Learn more here.](#)

What do I need to do to return to work?

Employees have the following *responsibilities*:

- To provide certification from a healthcare provider indicating the nature of the assignments that the employee may safely perform with the essential job functions as outlined in the Job Description.
- To discuss potential modifications of duty or otherwise participate in the interactive process to explore assistance for medical reasons.
- To provide notice to the Library when they feel they are unable to perform a duty safely, or the nature of their medical condition has changed such that it impacts their ability to perform essential job functions.

Upon receipt, please send your healthcare provider’s certification to Staff Experience, specifically your HR Generalist. Upon receipt they will determine eligibility for options based upon the circumstances and any other Federal, State, and Library benefit provisions.

Then, employees are sent notification as to what eligibility and balances are available, as well as What to Expect Regarding Benefits, time reporting, and return to work processes.

If restrictions are indicated and for a duration of two weeks or longer, you may be eligible to return to work through the Library’s Modified Duty program. In some cases, the Library may approve leave as an alternative if unable to accommodate your healthcare provider’s restrictions.

Who do I call if I have questions?

If you have general questions, contact your HR Generalist or Staff Experience at (253) 548-3510 or StaffExperience@piercescountylibrary.org. If you have questions about your Worker’s Compensation claim, please contact your L&I claims adjuster.

13.6. Accident Reporting

If a work-related injury, illness, potential exposure, or a near miss of an injury, illness or exposure does occur while conducting The Library business, employees are required to complete an Accident Report – Employee or Accident Report - Customer within 24 hours. The immediate supervisor is responsible for filling out their section of the form (page 2), printing and ensuring that signatures are on both pages of the forms, before sending the signed forms to Staff Experience. Supervisors do not need to maintain an electronic copy of the accident reports once they are sent to Staff Experience. It is preferred for the forms to be completed electronically because it can be easier to read but due to the nature of accidents and obtaining customer signatures, it is okay for the form to be completed in legible ink writing. The Safety Committee will conduct a preliminary review of all Accident Reports and assess appropriate next steps.

The Library provides the Worker's Compensation and Return to Work processes to minimize the impact to employees and facilitate return to work within reasonable timeframes. [Click here for more details](#) about worker’s compensation, accident reporting and investigations.

Employees are required to:

- understand their responsibilities under the Library safety policies, guidelines and procedures
- discuss aspects of work that may be unsafe, or performed in such a manner that it may result in injury or exposure to illness and/or disease with their supervisor.

Please review the Job Hazard Analysis section below for more information about how to report and what to expect in that process.

13.7. Workplace Violence Policy

The Library is committed to providing a workplace free from violence for employees and everyone that uses our facilities. All employees are required to review this policy, procedure, and protocol to understand the important role they have to prevent and respond if an incident of workplace violence occurs. The safety of all individuals remains the top priority. Therefore, we all have a responsibility to understand and use these security and safety protocols to ensure everyone's safety. At no time is an employee expected to jeopardize his/her safety or the safety of others in order to comply with procedures contained in this policy.

All individuals on the Library's property are subject to this policy, which may also be further defined in the additional policies and standards outlined in the Alignment section of this document. Employees are expected to apply this protocol when appropriate and to take any additional safety measures as appropriate. The safety and security of employees, visitors, customers, or vendors are of vital importance. Therefore, acts or threats of physical violence, including intimidation, harassment, threatening behavior and coercion will not be tolerated.

This policy recommends the use of a Critical Incident Response Team (CIR Team) to respond to and review significant events involving actual or possible violence.

Policy

Workplace violence, threats, harassment, intimidation, and other disruptive behavior in PCLS locations or using PCLS resources perpetrated by employees, customers, co-workers, personal relations or other non-employees doing business for or with the Library will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to criminal penalties. Employees who commit such acts may also be subject to disciplinary action, criminal penalties, or both.

The Library's prohibition against threats and acts of violence applies to all employees. Violations of this policy by any employee will be followed by appropriate actions up to and including termination of employment.

In no case, shall any employee or private person who reports threats or acts of violence in good faith, be retaliated against. Acts of retaliation should be reported immediately to a manager, supervisor, or any member of management.

The Library prohibits employees from wearing, transporting, or storing firearms or other dangerous weapons within the Library's facilities or while conducting Library business. Any employee in possession of a firearm or other weapon within its facilities or while fulfilling job responsibilities may be subject to disciplinary action, up to and including termination. Possession of a valid concealed weapons permit authorized by the State of Washington is not an exemption under this policy.

Definitions:

- **Workplace Violence:** any physical assault, threatening behavior, or verbal abuse occurring in the work setting. Workplace violence may arise from any individual (e.g. current or former employee, customer, vendor, volunteer, etc.) There are many behaviors that may constitute workplace

violence. Some examples of workplace violence include assault, overt threat of violence (e.g. active shooter), veiled threat of violence, harassment, intimidation, suicide, and domestic violence.

- **Workplace:** any location where an employee performs any work-related activities
- **Levels of threat:**
 - A threat – stating or preparing to take harmful action
 - Posing a threat – intent, capability, opportunity for harmful action
 - Imminent threat – harmful action could occur within a short time
- **“Shelter in place”** means seeking shelter outside of public view; employees should remain calm and clear open spaces of other employees and customers when appropriate.
- **Types of Incidents - Critical and Non-Critical:** depending on the potential risk/danger posed, incident responses fall into two types:
 - **Critical Incident:** Behavior or conduct that poses an imminent danger, serious bodily injury, or substantial property damage. Some examples of critical incidents include hostage situations, active violence, or the threat or use of a weapon.
 - **Non-Critical Incident:** Behavior or conduct that does not pose immediate harm, serious bodily injury, or substantial property damage, but warrants review and potential early intervention or preventive discussions.

Throughout this policy, the designated Person In Charge and/or designated leader on-call is responsible for actions where a direct supervisor or manager is unavailable as applicable.

This policy applies to all employees. For employees in a bargaining unit, the collective bargaining agreement supersedes this policy if there is a conflict. Federal and state law supersedes this policy if there is a conflict.

Employee Responsibilities:

Employees are required to take every threat seriously and to report incidents of threats or acts of workplace violence of which they are aware. Employees must also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job-related, appears that it might be carried out on Library premises, or is connected to Library employment. Employees are required to report the incident regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of threatening behavior.

Employees should immediately make these reports to their immediate supervisor, who will collect these to notify the CIR Team. The Incident Report Form should be used to make this report except when the incident is critical in nature. If the immediate supervisor is not available, or if the threatening individual is the employee’s supervisor or manager, the employee should report the incident to another member of management. The supervisor receiving the incident report should advise law enforcement, if appropriate. Supervisors may also seek assistance from Staff Experience and the Employee Assistance Program (EAP), if appropriate.

If any employee has reason to believe that a person outside the workplace might harm the employee in any way, the employee is required to report those concerns to the employee’s immediate supervisor/manager.

Library Responsibilities:

The Library will take reasonable steps to ensure this policy is enforced. It will respond in a timely manner to reports of or knowledge of violence, and investigate when appropriate. If it is determined that an employee has committed an act of violence, the Library will notify law enforcement, if appropriate, and take disciplinary action, up to and including termination. The Library will keep records of Incident Reports. It will make available workplace violence training for managers and employees.

Allegations of workplace violence will be investigated. If upon investigation the Library determines that an employee has engaged in workplace violence, these actions will be considered gross misconduct and the employee may be subject to disciplinary action up to and including termination from employment.

Confidentiality:

To the extent possible under the law the Library will keep confidential the identity of employees involved in any investigation of workplace violence complaints unless disclosure is authorized in writing. Under certain circumstances, an individual's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, or to provide individuals their legal rights.

Warning Signs of Potential/Actual Workplace Violence:

Employees have an important role in helping to prevent workplace violence. Early identification and reporting, appropriate intervention, or preventive discussions when an employee becomes aware of potential workplace violence can reduce risks. If you perceive the potential for violence, it is important to report it appropriately.

Some early warning signs of possible violent acts include one or more of these observations:

- A history of intimidating others.
- A history of violence and interpersonal conflict with others.
- Displaying a sense of persecution and injustice.
- Making direct or veiled threats of harm.
- Displaying a sense of entitlement, ("the world owes me").
- Exhibiting a sense of moral righteousness,
- Expressing opinions and/or attitudes that are generally considered extreme.
- Articulating grudges or the hope, that something bad will happen to those against whom they have a grudge.
- Respond poorly to criticism of job performance.
- Express fascination with incidents of workplace violence.
- Express interest in the power of weaponry or acquire weaponry.
- Display obsessive involvement with the job or job tasks.
- Exhibit behavior indicating decreased social interests or loss of inhibitions.
- Disregard the well-being and safety of self and co-workers.
- Facing discipline or lay-off, or perceive this may happen.
- Family, financial and/or health issues.
- Abuse of alcohol, drugs and/or other substances.
- Exhibit an actively violent state of mind.

For example, if a customer seeks a book regarding weaponry and that is a sole factor, a Library employee may not perceive a risk of harm. However, if that same customer also makes statements that are believed to be a veiled threat of harm, a Library employee may perceive a risk of harm. Ultimately, the Library encourages and supports all employees who feels the potential for risk to engage appropriate processes to report the situation promptly.

EMPLOYEE GUIDELINES FOR INCIDENT RESPONSES

Critical Incidents:

If an imminent danger exists and the situation warrants it, call 911 and report the incident.

Based upon the reported location of the threat, secure the work area by locking doors and taking similar protective measures, clear open areas, and/or shelter-in-place

- If there is an immediate threat external to the building, it may be appropriate to engage building lock down procedures.
- If the threat is an immediate threat inside the building, it may be more appropriate to shelter in place, run, or other self-protection and/or life sustaining measures.
- Once the threat is cleared:
 - Assist any victims or other persons, if necessary.
 - Account for all employees.
 - Secure the area where the incident occurred in order to preserve any evidence by limiting or prohibiting access to non-law enforcement personnel.
 - Notify your supervisor, member of management
 - Notify a CIR Team Member and/or and Staff Experience at 253-548-3510.
 - Suspend all non-emergency overhead pages until “all clear” is given.
 - Document the threat and the behavior that was exhibited by using the Incident Report form.

Non-Critical Incidents:

When an employee determines that there is a non-critical incident that meets the definitions of workplace violence above, the following responsibilities and procedures should be applied:

- Based upon the reported location of the threat, secure the work area by locking doors and taking similar protective measures, clear open areas, and/or shelter-in-place
- Determine whether it is appropriate to contact the local non-emergency police department to document the incident.
- Account for all employees.
- Secure the area.
- Notify your supervisor, member of management
- Document the threat and the behavior that was exhibited by using the Incident Report form.

RESPONSIBILITIES OF MANAGEMENT

Critical Incident Response Team

The Library’s Critical Incident Response Team (CIR Team) is responsible for the overall implementation and maintenance of plans relating to workplace safety. The response team members is comprised of management level representatives from the following departments and teams:

- The management of a critical incident response is led by the Deputy Director and the Director of Staff Experience, and/or designee(s).
- When the situation involves a customer of the Library, the Customer Experience Director or designee will provide leadership for the branch component of the response either through the Supervisor onsite or as otherwise appropriate.
- Other potential members may include management from Information Technology, Facility Services, Communications, Collection Management, Finance or Executive Office based upon the nature of the incident.

The response may include but is not limited to the following:

- Improving readiness to address workplace violence.

- Reviewing critical incidents and making recommendations for improvement.
- Alerting appropriate members of management and communicating potential concerns as critical incidents are reported.
 - Assigning a liaison with local law enforcement, legal counsel and emergency services personnel.
 - Providing input for policy and education programs for all employees.
 - Establishing and maintaining procedures regarding workplace violence response.
 - On-going review and update of the Workplace Violence Safety plan.
 - The appropriate follow up for employees engaged in violence situations will be coordinated by the Deputy Director or designee to include, but not limited to:
 - Investigating the situation including the reported victim and/or perpetrator to obtain additional information.
 - Ensuring appropriate documentation of the incident through the Incident Reporting, Accident Reporting, Harassment/Discrimination Reporting or other processes.
 - Contacting the department head and Staff Experience to initiate appropriate investigative activity when it may lead to disciplinary action up to and including immediate termination.
 - Recommending or referring the employee(s) to the Employee Assistance Program and/or healthcare provider certification when applicable.
 - Reporting the incident to local law enforcement and recording a case number in the report. Consultation with the Staff Experience team will guide this decision and the level of debriefing needed.

Incident Recovery Phase: during the “recovery” phase, the CIR Team will address the following where applicable:

- Care of wounded and injured
- Facility perimeter control and media access
- Service capabilities
- Damage assessment and repair
- Clean up
- Incident Debrief
- Critical Incident Stress Debriefing Team is notified to provide the necessary intervention related to psychological trauma of the event, within 48 to 72 hours. This may include vendors as well as members of PCLS staff depending upon the nature of the incident.

Department Heads, Managers, Supervisors, or Persons-in-Charge

- Report workplace violence incidents or concerns immediately by contacting their immediate leadership and/or the CIR Team.
- Work with Staff Experience regarding requested accommodations as applicable.
- Upon notice of a threat, obtain as much specific information as possible (who, what, when, where, and why) and contact the CIR Team.
 - If a threat appears imminent and jeopardizes, or may jeopardize customers, employees, or the facility contact the Incident Response team and/or local law enforcement’s emergency response line at 911.
 - Designate an individual to account for scheduled employees or customers/vendors present during the event/potential event.
 - Document the results in accordance with the Incident Report process.
 - In conjunction with the CIR Team, respond, investigate, initiate appropriate action and document the threat on the Incident Report.

All Incidents: for any reported incidents that meet the definition of workplace violence, whether critical or non-critical, the following responsibilities and procedures should be applied:

Supervisor or Person-in-Charge in Conjunction with the CIR Team

- Assign someone onsite to respond to the general vicinity at a safe distance (at the CIR Team members' discretion) to observe and report suspect information to the Person in Charge, Supervisor, Manager, or Department Head based upon immediate availability.
- Assign someone onsite to meet and direct arriving law enforcement or emergency response personnel.
- Assign someone to provide the CIR Team and law enforcement with all known information as quickly as possible.

Department Head

- When safe to do so, report to their respective departments and assume control of their areas with regard to the above stated procedures.
- Endeavor to make sure customers and staff are present and accounted for and advise the CIR Team of any discrepancies.

ALIGNMENT

This administrative policy aligns with:

- PCLS Board Policies, including Non-Discrimination & Anti-Harassment Policy, Procedure, and Confidentiality
- PCLS Staff Policies, including Employee Whistleblower Protection Policy
- PCLS Safety Policies
- PCLS Person-in-Charge Manual procedures including Assaults, Weapons, Verbal Abuse of Staff, Problem/Incident Reports & Incident Report Form, Procedures for Emergency Closure of Buildings (Evacuation), Calling 911 and Non-Emergency Law Enforcement and Medic Numbers
- Employee Assistance Program
- PCLS Library Rules of Conduct

SUPPORTING INFORMATION

Reports of illegal and dishonest activities by employees will be promptly submitted to the Director of Staff Experience who is responsible for investigating and coordinating corrective action.

Employees with questions regarding this policy should contact the Staff Experience Department.

CONSEQUENCES

The Library may take disciplinary action (up to and including termination) against an employee, who in management's assessment, has engaged in retaliatory conduct or violation of this policy.

Active Threat Protocols - Lockdown ("Shelter In Place") & Duress Announcement Procedures

Scenario A: PERIMETER LOCKDOWN - EXTERIOR THREAT IN THE GENERAL VICINITY OF BUILDING.

Announcement Language: **SECURITY ALERT - SECURE ALL EXTERIOR DOORS, SECURE ALL EXTERIOR DOORS, SECURE ALL EXTERIOR DOORS**

For this announcement, required actions by all employees:

1. If in immediate danger of the active violence, evacuate the area immediately.
2. Close and lock windows. Close window shades.

3. Maintain normal interior activities unless otherwise directed.
4. All exterior activity is cancelled.
5. People are discouraged from leaving the building or directed to a safe exit.

Scenario B: INTERNAL LOCKDOWN - THREAT OF VIOLENCE INSIDE THE BUILDING.

Announcement Language: **SECURITY ALERT - LOCKDOWN, CLEAR ALL HALLWAYS, CLEAR ALL HALLWAYS, CLEAR ALL HALLWAYS**

For this announcement, required actions by all employees:

1. If in immediate danger of the active violence, evacuate the area immediately.
2. Clear the hallway and move everyone into securable space.
3. Persons in open non-securable areas such as break rooms, common areas, etc. should seek the closest available securable room.
4. Suspend all non-urgent work procedures
5. Lock doors, turn off lights, and cover windows.
6. Disperse people in the room and stay away from doors and windows.
7. Have all persons sit down against an interior wall and remain quiet.
8. Do not respond to anyone at the door.
9. Ignore all bells and alarms unless otherwise instructed by identifiable authority.
10. Persons outside the building: Move to the designated evacuation site and wait for further instructions.

13.8. Blood borne Pathogen

The Library is committed to providing a safe and healthful work environment for our entire staff. To ensure employee safety an Exposure Control plan has been implemented to eliminate or minimize occupational exposure to blood-borne pathogens and other potentially infectious materials.

Purpose

Employees who have occupational exposure to blood or other potentially infectious material (OPIM) must follow the procedures and work practices in this plan.

Definition

Blood borne pathogens are bacteria and viruses present in the blood and/or body fluids of an infected person that can cause disease to others.

Procedure

Identifying Employees Who Are At Risk for Exposure

Employees who work in the following are job classifications may have occupational exposure to blood borne pathogens:

- Custodians
- Custodial Maintenance Specialist
- Custodian Lead
- Custodial Supervisor
- Maintenance Technician
- Lead Maintenance Technician
- Maintenance Supervisor

All Employees should be familiar with and practice universal precautions when coming into to contact with blood or other potentially infectious body fluids.

PCLS Safety Committee Members will maintain, review, and update the exposure control plan at least annually, and whenever necessary to include new or modified tasks and procedures.

PCLS Staff Experience staff will make this plan available to employees, and WISHA (Washington Industrial Health and Safety Act) representatives.

PCLS Staff Experience staff will be responsible for making sure all medical actions required are performed, and that appropriate employee medical records are maintained
Controlling Employee Exposure to Blood borne Pathogens (BBP)

We use the following methods to control employee exposure:

- A. Infection control or isolation system used:
 - All employees must use the on-site Blood borne Pathogen Kit provided. Use appropriate equipment to eliminate or minimize occupational exposure.
 - PCLS Safety Officers are the person to contact if you have questions regarding this policy.
- B. Safer medical devices and appropriate equipment will be used to minimize occupational exposure
 - The specific equipment to minimize or eliminate exposure that we use are:
 - The Blood borne Pathogen Kit, Personal Protection Equipment such as face and eye protection, disposable gloves and the Sharps containers provided.
 - Sharps disposal containers are inspected and maintained or replaced under the direction of the PCLS Safety Officers or whenever necessary to prevent overfilling.
 - We identify opportunities to improve controls through:
 - Employee interviews, safety committee activities, suggestions retrieved from Safety webpage and outside resources.
 - All Library Employees are involved in this process improvement by:
 - Attending training and regular refresher opportunities
 - accessing the Safety Information and Pages on Staff web, and
 - bringing concerns to the PCLS Safety Officers
 - The PCLS Safety Officers will make sure that recommendations are effectively implemented.
- C. Personal Protective Equipment (PPE)
 - PPE is provided to our employees at no cost.
 - The types of PPE available to employees are:
 - Blood borne Pathogen kits, gloves and eye protection
 - PPE is located adjacent to wall-mounted First Aid Stations.
 - All employees using PPE must observe the following precautions:
 - Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
 - Wear appropriate gloves when you:
 - Can reasonably anticipate hand contact with blood or OPIM
 - Handle or touch contaminated items or surfaces
 - Replace gloves if torn, punctured, contaminated, or otherwise damaged.
 - Never wash or decontaminate disposable gloves for reuse.
 - Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
 - Remove PPE after it becomes contaminated, and before leaving the work area.
 - Dispose of contaminated PPE in designated containers
 - Remove blood- or OPIM-contaminated garments immediately or as soon as feasible, in a manner that avoids contact with the contaminated surface.
 - The procedure for handling used PPE is:
 - Disposable items should be placed in trash.

- For reusable items, such as eye protection, use the provided disinfectant in the Blood-borne Pathogen Kit
 - PCLS Safety Officers will maintain and provide all the necessary PPE, controls (such as sharps containers) and labels as required.
 - PCLS Safety Officers will make sure that adequate supplies of the PPE are available in the appropriate sizes and types.
 - PCLS Safety Officers in cooperation with the Safety Committee members will make sure that recommendations are effectively implemented.
- D. Housekeeping
- Facilities are cleaned on a regular basis under the direction of the Custodial Supervisor
 - *Contaminated sharps are disposed of properly in sharps containers that are:*
 - *Closable*
 - *Puncture-resistant*
 - *Leak-proof on sides and bottoms*
 - *Labeled or color-coded appropriately.*
 - *Sharps disposal containers are available in each facility.*
 - The procedure for handling sharps disposal containers is:
 - *Sharps containers will be properly disposed of by the custodial supervisor*
 - *Custodial Supervisor will provide approved sharps required by Safety Officers.*
- E. Laundry
- We launder the following contaminated articles:
 - *Cleaning cloths and mop-heads*
 - Laundering is done as follows:
 - *Handle contaminated laundry as little as possible, with minimal agitation.*
 - *Place contaminated laundry in leak-proof, labeled or color-coded containers before transporting. Use color coded bags or bags marked with the biohazard symbol for this purpose.*
 - Wear the following PPE when handling and/or sorting contaminated laundry:
 - Gloves and Eye protection
 - Custodial Supervisor will make sure laundry is done as required.
- F. Hepatitis B Vaccination
- The hepatitis B vaccination series is available:
 - *Within 10 days of initial assignment to employees identified in the first section of this plan, Identifying Employees Who Are At Risk for Exposure.*
 - Vaccination is encouraged unless:
 - We have documentation that the employee has previously received the series
 - Antibody testing reveals that the employee is immune
 - Medical evaluation shows that vaccination is contraindicated.
 - A copy of the health care professional's written opinion will be provided to the employee.
 - Employees who choose to decline vaccination must sign a declination form which will be kept in the Staff Experience office. At any time if the employee changes their mind they may they may request and obtain the vaccination at a later date at no cost.
 - Vaccinations will be provided by:
 - Franciscan Occupational Health Center, 1930 Port of Tacoma Road, Tacoma, WA
 - To schedule appointment employees must contact:
 - Staff Experience, (253) 548-3510

Employee Training and Hazard Communication

All employees who have been determined to have occupational exposure to blood borne pathogens will receive training conducted by Safety Officer and Safety Committee at hiring and again on an annual basis.

All other employee that have not been determined to have a regular occupational exposure to Blood borne Pathogens will be instructed in the proper procedure to handle any potential Blood borne incident.

Training will be provided before an employee's initial assignment to a task where occupational exposure may take place, annually, and when changes in task or procedures take place that affect occupational exposure.

This training for affected employees will include:

- Definition and transmission of blood-borne pathogens.
- Copy and explanation of WAC 296-823, Occupational Exposure to Blood-borne Pathogens.
- Explanation of our exposure control plan and how to obtain a copy
- This must also be done at the annual refresher training.
- Methods used to identify tasks and other activities that may involve exposure to blood and OPIM.
- What constitutes an exposure incident?
- The use and limitations of controls, work practices, and PPE.
- The basis for PPE selection and an explanation of:
 - Types
 - Uses
 - Location
 - Handling
 - Removal
 - Decontamination
 - Disposal
- Information on the hepatitis B vaccine, including:
 - Effectiveness
 - Safety
 - Method of administration
 - Benefits of being vaccinated
- Actions to take and persons to contact in an emergency involving blood or OPIM
- Procedures to follow if an exposure incident occurs, including:
 - How to report the incident
 - Medical follow-up available
- Employee's evaluation and follow-up after an exposure incident
- Interactive questions and answers with the trainer.

Training materials for this policy are located at all Library locations. The master manual will be maintained by the Safety Officers.

Training records are maintained for each employee upon completion of training. These documents will be kept for at least 3 years at the Training Department and in Staff Experience.

The training record should include the following information about training sessions:

- Date
- Contents or a summary
- Names and qualifications of trainers

- Names and job titles of all attendees.

Training records are provided to employees or their authorized representatives within 15 working days of a request. Requests for training records should be addressed to the Training Department and the Staff Experience.

Post Exposure Evaluation and Follow-Up

- A. Do the following after initial first-aid is given:
 - Following the initial first aid treatment such as cleaning the wound, flushing eyes, or other mucous membranes, the following will be performed:
 - Document the routes of exposure and how the exposure occurred.
 - Identify and document the source individual, unless that's not possible or is prohibited by state or local law.
 - Obtain consent and arrange to test the source individual as soon as possible to determine HIV, HCV, and HBV infectivity.
 - If the source individual is already known to be HIV, HCV, and/or HBV positive, new testing is not needed.
 - Document that the source individual's test results were conveyed to the employee's health care provider.
 - Provide the exposed employee with the source individual's test results.
 - Provide the exposed employee with information about laws on confidentiality for the source individual.
 - Obtain consent and provide a blood test for the exposed employee as soon as possible for HBV, HCV, and HIV.
 - If the employee does not give consent for HIV serological testing, preserve the baseline blood sample for at least 90 days. If the exposed employee decides to have the sample tested during this time, perform testing as soon as feasible. Provide the exposed employee with a copy of the healthcare professional's written opinion
- B. Administration of post-exposure evaluation and follow-up

Employees are provided immediate medical evaluation and follow-up services through:

 - Franciscan Occupational Health Center, 1930 Port of Tacoma Road, Tacoma, WA, (253) 272-6677
 - Local medical providers
 - Or the employee's personal physician if provided.
- C. Review the circumstances of an exposure incident as follows:
 - The circumstances of any exposure incidents will be reviewed to determine:
 - Controls in use at the time
 - Work practices that were followed
 - Description of the device used (including type and brand)
 - Protective equipment or clothing in use at the time
 - Location of the incident
 - Procedure being performed when the incident occurred
 - Employee's training
 - PCLS Safety Officers are responsible for reviewing exposure incidents as required.

Recordkeeping

- A. Medical records

- Medical records are maintained for each employee who has an occupational exposure to blood borne pathogens in accordance with WAC 296-62-052, Access to Records.
 - Staff Experience is responsible for maintaining medical records. These confidential records are kept for at least 30 years beyond the length of employment.
 - Staff Experience Generalist will make sure appropriate employee health and WISHA records are maintained as required.
- B. Sharps injury
 - In addition to WAC 296-27, Recordkeeping Requirements, all percutaneous injuries from sharps will be reported to the PCLS Safety Officers who will record all such injuries in a log. This log must include at least:
 - Date of injury.
 - Type and brand of the device involved
 - Where the incident occurred
 - How the incident occurred.
 - This log is reviewed at least once a year as part of the annual program evaluation and is kept for at least 5 years following the end of the calendar year. Copies that are provided upon request must have any personal identifiers removed.
 - PCLS Safety Officers will maintain the log which will be kept in the Staff Experience Generalist office.

13.9. Vehicle Safety

It is the policy of The Library to provide safe vehicles for employee official use. It is the employee's responsibility to use Library vehicles in a safe, responsible manner, obeying all traffic laws and Library vehicle policy.

PURPOSE

This policy has been developed to define standards of conduct for the safe operation of PCL vehicles and to establish guidelines regarding who is authorized to operate PCL vehicles.

DEFINITION

For the purpose of this policy, Library vehicles will be divided into two (2) categories:

- Passenger vehicles (normal personal-use type vehicles)
- Commercial vehicles (vehicles that are non-passenger in nature and do not require a Commercial Driver's License (CDL) for example Library delivery vans).

PROCEDURE

Prior to use, the staff member shall:

- Conduct a visual inspection of the vehicle before use.
- Ensure the vehicle has sufficient fuel.

During vehicle operation, the staff member:

- Shall not use a cell phone at any time while driving unless using a hands-free devices approved by the Risk Manager.
- Will not permit unauthorized passengers in the vehicle or stop to offer road side assistance.
- Shall drive with courtesy, abiding by all traffic regulations at all times, remembering the driver represents The Library.

- Will not drive while impaired in any way (impairments may include, but are not limited to: illness, fatigue, injury, under the influence of prescription medication or other consumed substance that could impair judgment).
- Will, at all times, use good judgment in the operation of a Library vehicle.
- Headphones and earbuds-radios shall not be used when working around equipment, as specified in the Safety Practices and Regulations in accordance with RCW 46.37.480.

~~"No person shall operate any motor vehicle on a public highway while wearing any headsets or earphones connected to any electronic device capable of receiving a radio broadcast or playing a sound recording for the purpose of transmitting a sound to the human auditory senses and which headsets or earphones muffle or exclude other sound." RCW 46.37.480~~

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Authorized Driver Definition:

- Passenger Vehicles: All Library employees who maintain a valid Washington State driver's license can, for authorized library business only, "sign-out" a company passenger vehicle. For this purpose, the Library Safety Officer will maintain a current list of authorized Library drivers.
- Commercial Vehicle: Employees authorized to drive Library commercial vehicles shall receive specific vehicle training and permission before allowed to operate said vehicles. For the purposes of this policy the Library Safety Officer shall oversee vehicle training and maintain a current list of authorized Library drivers.

13.10. First Aid

In order to maintain a safe work environment, Library employees may choose to administer first aid to another individual on a voluntary basis.

PROCEDURE

An employee who chooses to voluntarily render first aid in the work place falls under the protection of the Washington State Good Samaritan statute. Please see link for further information: <http://apps.leg.wa.gov/rcw/default.aspx?cite=70.136.050>

When a Library employee decides to perform first aid while on the job, it is the staff member's responsibility to use appropriate precautions to ensure their own health and safety while administering first aid. Precautions include:

- latex gloves,
- eye protection
- and/or CPR mask.

The Library provides these items at all locations and can be found in each department or branch's wall mounted first aid stations. While performing first aid it can be reasonably anticipated that employee may come in contact with blood, other potentially infectious materials, mucous membranes or skin that is not intact. For your own protection when administering first aid, please be familiar with the Library's blood borne pathogen policy included in this manual.

13.11. Headphones Radio 91-01

Headphone radios shall not be used when working around equipment, as specified in the Safety Practices and Regulations:

Employees learning a new job and whose job is compatible with the use of headphone radios may not use headphone radios until the supervisor determines that the employee knows the job well enough.

13.112. Fragrances in the Workplace

Recognizing that employees and visitors to our Libraries may have sensitivity and/or allergic reactions to various fragrances, it is encouraged that employees be cautious regarding the amount of fragrance they use. You may smell wonderful to yourself and many of your coworkers, but one or more of the other people you work with might be reaching for allergy or headache medication as a result. The Library Research shows that one out of every five Americans may be sensitive to fragrances. Many of these fragrances contain chemicals that can harm a person's respiratory system. Fragrances can cause respiratory problems, and sensitive people may develop allergic reactions to perfume, cologne, and even flowers.

Therefore, it is best to try to be as fragrance free as possible. If your work routinely takes you to a variety of work areas and working in close quarters, it is nearly impossible for you to know what might create a problem for others in each location. Different work groups will have different levels of tolerance, with no problems in some areas and an outright fragrance ban (including fresh flowers) in others. As a consideration, please take a moment to ask the people in your workgroup if they have any fragrance concerns or allergies you should know about.

Any employee with a concern regarding scents or odors is encouraged to approach the individual directly, in a courteous manner, in an attempt to resolve the problem. However, if that is not practical or a direct approach is unsuccessful, the employee should contact his or her manager or the Staff Experience Department.

13.123. Job Related Safety Rules – Lifting, Ladders, Book Carts and Print Shop

The Library has established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task listed below:

Lifting Tasks: (All Locations)

Required PPE:

Leather gloves – if working with sharp objects or surfaces

Work Rules:

- Do not lift on slippery surfaces.
- Test the load before doing the lift.
- Get help if the load is too heavy or awkward to lift alone.
- Break the load down into smaller components if possible to provide a comfortable lift.
- Do not overexert!
- Make sure you have a good handhold on the load.
- Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
- Do not twist while lifting (especially with a heavy load). Turn and take a step.
- Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting if necessary.
- Avoid long forward reaches to lift over an obstruction.
- Avoid bending your back backwards to lift or place items above your shoulder. Use a step stool or platform
- Do not lift while in an awkward position.
- Use a mechanical device such as a forklift, hoist, hand truck or elevating table whenever possible to do the lift or to bring the load up between the knees and waist before you lift.
- Other lifting hazards include splinters, nails and jagged edges. Check for these before lifting. Gloves protect the fingers against sharp edges. Make sure your hands and fingers are free and won't be pinched when you put the load down.

- Safe lifting is a skill which can be learned. Back injury claims are painful for the worker and expensive for the Library. Lift safely!

Work with Ladders: (All Locations)

Required PPE:

- If working at heights greater than 25 feet, a full-body harness and both hands must be used to do the job. See the fall protection plan instructions described elsewhere in this program.

Work Rules:

- Before you use a ladder check it for defects such as loose joints, grease on steps, or missing rubber feet.
- Do not paint a ladder! You may hide a defect.
- Do not use a ladder as a brace, workbench or for any other purpose than climbing.
- Do not carry objects up or down a ladder if it will prevent you from using both hands to climb.
- Always face the ladder when climbing up or down.
- If you must place a ladder at a doorway, barricade the door to prevent its use and post a sign.
- Only one person is allowed on a ladder at a time.
- Always keep both feet on the ladder rungs except while climbing. Do not step sideways from an unsecured ladder onto another object.
- If you use a ladder to get to a roof or platform, the ladder must extend at least 3' above the landing and be secured at the top and bottom.
- Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders.
- Do not stand on the top step of a step ladder.
- Set a single or extension ladder with the base 1/4 of the working ladder length away from the support.

Print Shop:

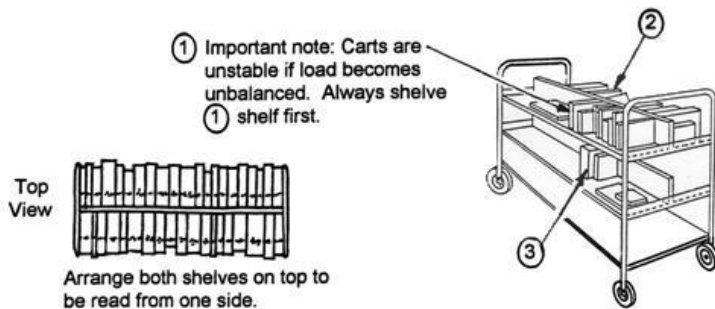
Required PPE:

- Safety glasses. Check prior to use for broken or missing components (such as side shields) and for scratched lenses. Safety glasses must have a "Z87.1" marking on the frame. If they are prescription glasses, the initials of the lens manufacturer must be stamped into the corner of the lens to show that they are safety glass lenses.

Work Rules:

- Walk within designated aisles.
- Do not distract or talk with employees when they are using a machine.

Book Carts: (All Locations)



Shelf #1 side first, never have two shelves loaded with books on the same side without any books on the other.

Load and shelf side #1, then #2, then #3. Never have two shelves on the same side loaded with material unless at least one shelf on the opposite side is loaded, as the truck will be unbalanced and may tip over. Ensure use of book ends to hold materials secure and upright for a moving cart. Keep the cart near an endcap and shelf by hand to keep aisles clear for ease and safety. If the cart will be moving over an obstruction (carpet lip, etc.), it's best to pull the cart rather than push it.

Overloading

Do not stack material on top of an already loaded cart as it may slide off. Too much material on a book cart may cause it to be too heavy and cause muscle strain when it has to be moved. Three full shelves and some material on bottom shelf should be maximum on any book cart, but this is variable according to the type of material and ability of personnel.

Pushing book Carts

Book carts are not designed to be pushed or pulled from the side. Not only will that make them unbalanced but the wheels may bind up and cause it to tip.

13.134. Modified Transitional Duties

The Library is committed to the prompt and safe return to work for employees who are injured or become ill or disabled either as a result of a work or non-work-related incident or occurrence. The **Modified Duty** program is designed to allow employees to continue working within their physical restrictions as outlined by their treating healthcare provider in order to assist in the recovery process and reduce lost work days.

Policy

The Library provides modified duty assignment for work-related and non-work related injuries and conditions, when appropriate. Employees unable to return to their regular position due to limitation resulting from their medical condition or due to healthcare provider ordered restrictions may be eligible to participate in the Modified Duty Program.

Duration:

- Employees are eligible to participate in the Modified Duty Program for up to twelve weeks, until the time they reach maximum medical improvement (MMI) or can return to their regular position with or without assistance, whichever date occurs earliest.

- This may be extended in certain circumstances if the employee is close to full recover or need limited additional modified duty.

Compensation:

- Employees participating in the Modified Duty Program will be paid their current hourly rate or salary for all hours worked.

• **Procedures:**

1. Work Related Injuries

- Following every doctor's appointment, the employee will provide an Activity Prescription form, completed by the treating healthcare provider, to his/her supervisor and the HR Generalist.
- If the employee is unable to return the completed Activity Prescription Form, the employee will call the supervisor or HR Generalist within 24 hours.
- The supervisor and HR Generalist will work with the employee to find modified duty work that complies with the healthcare provider order physical restrictions.
- Each request will be considered based on the duties of the position and the overall operation and functioning of the branch or department.
- Where applicable, modified duty work assignments will be offered through the L&I Stay-At-Work program, which includes a job description approved by the attending healthcare provider and modified duty job offer letter.
- If modified duty work is not available, the employee will be placed on a FMLA leave or an Unpaid Leave of Absence, subject to the terms of the Library's leave policies.
- Employees will be notified when eligibility to participate in the Modified Duty Program is exhausted.

1. Non-Work Related Injuries & Conditions

- The employee will submit a return-to-work certification at least 3 business days prior to the date of return to support the employee's prompt return from leave.
- The Human Resource Generalist in consultation with the employee's supervisor will discuss with the employee the nature, extent and duration of his/her limitations.
- If not already completed, the employee returns a completed ADA Accommodation Request form which substantiates the employee is a qualified individual with a disability and the need for an accommodation.
- The HR Generalist will work with the supervisor to identify any modified work tasks that comply with the employee's qualifications and restrictions.
- Each request will be considered based on the duties of the position and the overall operation and functioning of the branch or department.
- If modified duty work is not available, the employee may be placed on FMLA leave or an Unpaid Leave of Absence, subject to the terms of the Library's leave policies.
- Employees will be notified when eligibility to participate in the Modified Duty Program is exhausted.

The goal of modified duty is to provide as much assignment of work as possible for a reasonable period during the interim period of an employee's recovery. Modified duty assignments will be reviewed for:

- Assignments that an individual is qualified and able to perform.
- Work that is necessary for Library operations - not busywork.
- The goal is to keep the modified duties as close to the essential job functions as possible for ease of transition back to full essential functions.

Employee Responsibilities:

- Adherence to all employment policies and procedures, including attendance policies; performance policies; safety policies; leave policies; etc.
- Provide a completed healthcare provider Activity Prescription Form to the supervisor or HR Generalist prior to performance of any work assignments.
- Abide by the parameters as recommended by the treating healthcare provider. If asked to work outside the restrictions, promptly notify Staff Experience.

Supervisor Responsibilities:

- Provide modified duty work within restrictions set by the healthcare provider whenever possible.
- Maintain communications with the employee to ensure compliance with physical restrictions.
- Ensure satisfactory work performance and adherence to policies.

Staff Experience Responsibilities:

- Guide employee and supervisor regarding actions and compliance with Library policies and programs.

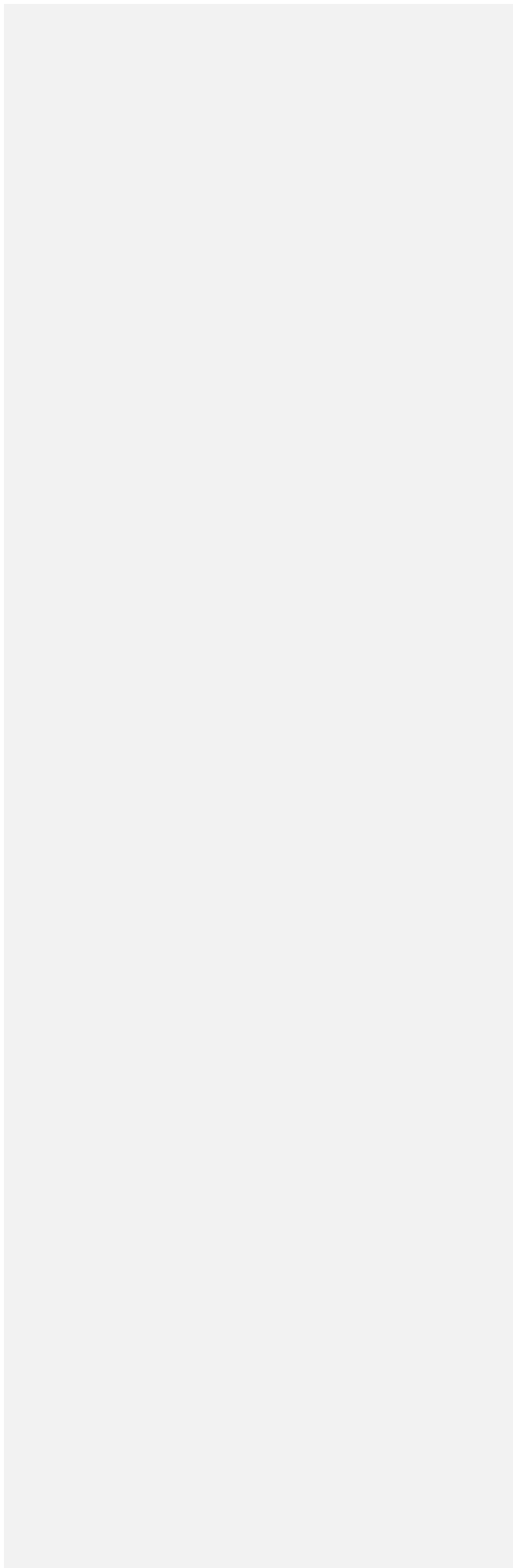
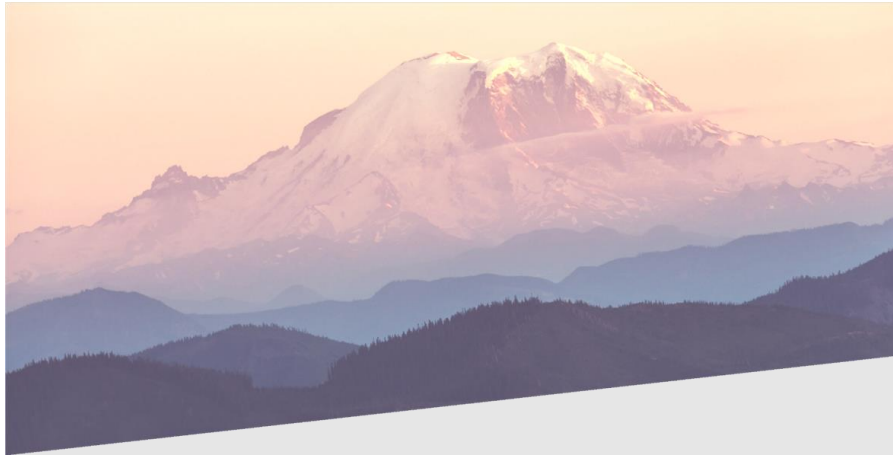
14 Glossary of Terms

- Absence without leave: Any unauthorized absence of an employee from work without specific, prior authorization of the department head or designee.
- A.D.A.: Americans with Disabilities act
- Administrative leave: a leave authorized at the discretion of the Executive Director. It may be used in extraordinary circumstances not covered by other defined leave benefits.
- Anniversary date: annual date on which an employee began employment or a specific classification.
- At-will employee: an employee who is not covered by a collective bargaining agreement or other employment contract. At-will employees can be separated from employment at any time and for any lawful reason by either the employee or the employer. At-will positions include substitute or temporary only, Executive Director, leadership team, HR Generalist, HR Analyst, and SE Assistant positions.

- Base rate of pay: the rate of pay for an employee working in a given classification expressed as an hourly rate without the application of any premium pay or overtime multipliers.
- Benefited position: a regular status position which fulfills the eligibility requirements for participation in medical, dental/vision, retirement, vacation, sick leave, employee assistance program, and/or holidays.
- Business day: Monday through Friday, and excluding any day that is a recognized Library holiday.
- Cause: misconduct, inefficiency, incompetence, insubordination, malfeasance, unexcused absence, performance deficiency, or other unfitness to render effective and acceptable service.
- CBA or Collective Bargaining Agreement: the agreement between represented employees and the employer.
- Class or classification: the designation of a position or group of positions to an appropriate class of similar scope of duties, authority and responsibility, grouped under a common title, similar qualifications and the same pay range.
- C.O.B.R.A.: Consolidated Omnibus Budget Reconciliation Act
- Consecutive workdays for sick leave purposes: Consecutive workdays means the shifts that an employee is consecutively scheduled to work for PCLS. This includes any scheduled shift in any positions, including partially worked shifts.
- Department Head or Designee: The heads of the Collection Management, Customer Experience, Executive Office, Facilities, Finance, Foundation, IT, Marketing & Communications, and Staff Experience departments, who may designate their authority to another qualified staff member.
- Demotion: reduction or downward change to an employee's position classification level or salary grade due to a position reclassification, reorganization or other factor. This may be voluntary or involuntary.
- Domestic Partners: Two unmarried adults who have a close personal relationship, share the same regular and permanent residence, and are responsible for each other's common welfare. (Note: Health benefits enrollment of a domestic partner may require the employee to sign an "Affidavit of Domestic Partnership," which may include a more specific and/or extensive definition than this one. Note that some domestic partner benefits may be taxable under federal tax laws)
- Emergency: An unexpected occurrence or set of circumstances demanding immediate attention.
- Exempt employee: An employee classified as executive, administrative, professional, or other position classifications excluded from the overtime provisions of the Washington Wage Act and/or the Fair Labor Standards Act (FLSA).
- FLSA: Fair Labor Standards Act
- FMLA: Family and Medical Leave Act of 1993
- Full-Time Position: a position that is regularly scheduled for 40 hours per workweek.
- Grievance: a formal complaint of a union employee regarding terms or conditions of employment as covered in the Collective Bargaining Agreement.
- Immediate family: An employee's spouse, domestic partner, parent, child, father-in-law, mother-in-law, sibling, grandparent, grandchild, son or daughter-in-law, and individuals for whom the employee is current legal guardian. Some benefits plans use different definitions.
- Immediate family for FMLA purposes: An employee's spouse, child, or parent but not a parent "in-law."
- Intern: A student or a recent graduate who is undergoing supervised practical training on a voluntary, non-paid (by PCLS) basis, for a defined period.

- Layoff: Reduction in the work force of the Library directed by the employer for reasons other than disciplinary actions.
- Leadership Team: Management group consisting of the Library's Executive Director, Deputy Director, Customer Experience Deputy Director, Regional Services Managers, Initiative Managers, Customer Experience Managers, Foundation Director, Facilities Director, Capital Projects and Facilities Project Manager, Finance Director, Accounting Manager, Business & Compliance Director, Staff Experience Director, Staff Experience Manager, Major Gifts Officer, IT Director, IT Manager, Application Services Manager, Marketing & Community Director, Collection Management Director, Manager of Executive Office Administration, Executive Assistant.
- Manager: An employee who has responsibility for the management of an overall function within a strategy, program, or a department. May supervise leaders of individual contributors (supervisors) as well as individual contributors.
- Marital status: the legal status of being married, single, separated, divorced, or widowed.
- Non-exempt position: a position eligible for overtime pay under the provisions of the fair labor standards Act and Washington minimum Wage Act.
- On-Call employee: see Substitute only employee
- Pay Grade/Range: levels on the pay grade table to which positions are assigned. Each pay grade consists of steps. Increases are computed based on the rate in each step so that step-to-step differentials are maintained.
- Pay Grade Table: the arrangement of positions, classifications, and salary ranges for all PCLS positions.
- Pay Period: The interval of time adopted by the Library upon which the employee's compensation is calculated.
- PERS: The Public Employees Retirement System of Washington State.
- Promotion The movement of an employee to a classification that has a higher pay grade.
- Position description: A written document summarizing the essential job function of a position, which includes a summary statement, duties, and responsibilities and/or other critical features such as knowledge, skills and abilities required to perform the position, working conditions, and physical/other requirements inherent in the position.
- Probation: an employee's initial period of employment in a new position, which concludes on the last day of the sixth month following the hire date.
- Promotion: assignment of a current employee to a position with a higher pay grade number and scope.
- Reclassification: The assignment of an existing position, or an employee, from one classification to another classification that may be the same or have higher or lower scope or pay grade.
- Regular Employee: The status of an employee after the successful completion of the probationary period for the particular position to which the employee was hired.
- Regular Full-Time Employee: an employee who holds a regular status position with a forty (40) hour work-week, normally on a year-round, recurring basis.
- Regular Part-Time Employee: A regular employee who works less than a forty (40) hour work-week, normally on a year-round, recurring basis.
- Resignation: A voluntary separation from employment initiated by an employee.
- Secondary Position: A position filled by a regular full or part-time employee in addition to their primary position.
- Seniority – Classification: The length of total and continuous service within a classification.

- Seniority – System: The length of total and continuous service to the Library in a regular, represented position.
- Separation: the conclusion of PCLS employment either voluntarily by the employee or upon decision of PCLS
- Separation in Good Standing: All separations from Library employment, except termination for cause, provided the employee has provided to the department head or designee a written intent to separate from employment with reasonable notice period.
- Sexual orientation: heterosexuality, homosexuality, bisexuality, and gender expression or identity. As used in this definition, “gender expression or identity” means having or being perceived as having a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth. RCW 49.60.040(26).
- Sick leave: Paid time when an employee is permitted to be off from work due to eligible sick leave reasons. Sick leave is accrued.
- Step: an incremental increase within the salary range of the classification.
- Substitute-only Employee: On-call personnel with no regularly assigned hours who may be used when short term assistance is needed.
- Substitute Position: An on-call position with no regularly assigned hours filled by a Substitute-only Employee.
- Supervisor: one who directly assigns, directs, and evaluates the work of other employees.
- Temporary Employee: An employee hired to fill a temporary position who is not a regular employee.
- Temporary Position: A Temporary position is a limited term position involving a stated length of time. A Temporary position may be filled by a regular employee or by a temporary employee.
- Termination: Separation from employment as determined by PCLS.
- Transfer: The movement of an employee from one position to another position in the same classification and pay grade.
- Vacant position: a regularly staffed position that is not currently filled.
- Vacation: paid time when an employee is permitted to be off work. Vacation time is accrued based on eligibility.
- Voluntary demotion: the movement, initiated by the employee, of that employee from one position to a lower classification in which the employee has previously worked.
- Volunteer: A person who helps or performs work for the library without receipt of any form of compensation from the Library. Volunteers are not library employees.
- Working Days: Monday through Friday, not including Saturdays, Sundays, or paid holidays.



MEMO



Date: January 3, 2024

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Public Records Request Policy – Discussion

Over the winter, administrative staff in the Executive Office have reviewed and prepared a draft of a major revision to the Public Records Request Policy. The current [Board Policy](#) is one sentence indicating our compliance with the Washington State Public Records Act, while the [Administrative Policy](#) is four pages and includes outdated procedural information. The proposed policy revision draft includes the essential elements of the [Administrative Policy](#) that we recommend as part of the Board Policy, new elements to conform to law and best practices, and new structure for improved readability. Overall, the goals of this revision are 1) to balance the spirit of transparency and 2) to provide the fullest assistance to requestors with the administrative workload and realities of both direct and indirect costs that come with filling public records requests. Other elements of this policy proposal for the Board’s consideration and discussion include:

- Provides an overview of the types of records available and how records are managed,
- Provides expectations for submitting requests and transparently outlines the process and timelines for filling them,
- Creates modern parameters that provide additional cybersecurity for electronic delivery of records,
- Eliminates accepting or sending requests by fax,
- Adds new RCW Domestic Violence protections to records exempt from disclosure,
- Expands from 15 days to 30 days to standardize time periods to track, and
- Clearly states terms to consider a request closed including a failure to respond.

There are two areas needing Trustee input and discussion.

1. Appeals: The Library is not required to provide a means to appeal a denial of records (any exemptions would be cited in the denial), and the State Law provides a person denied a record a means to take legal action against the entity. The current [Administrative Policy](#) allows a requestor to submit a petition to the Executive Director, and the policy draft updates and clarifies an appeal process. If we decide to eliminate the appeals language, a person whose request for a record that is denied would be required to pursue legal actions under the RCW. **Should we provide a means to appeal a denial of records in the policy?**
2. Charges: Due to some absences and the holidays, we weren’t able to complete the review of the current charges. Staff would be able to provide updated figures for the Charges section at future meetings, and per State Law, the Board would hold public hearings on the statement of costs which require public notice. The hourly rate would be set at the position responsible for the administration of the record requests but **if the Board has any questions or suggestions regarding the potential changes to any fees for services rendered in our Public Records Policy, we would be interested in hearing them.**

Board Policy



CURRENT POLICY

Public Records Requests

Policy Statement

It is the policy of the Pierce County Library System (“Library”) to release records of the Library District in compliance with the Public Records Act, set forth in Chapter 42.56 of the Revised Code of Washington (“RCW”), and any other applicable provisions of federal or state law.

Related Policies/Procedures

Public Records Request Form

Public Records Request Process

Board Policy 1.19

Adopted by the Pierce County Rural Library District Board of Trustees, May 9, 2012.

Board Policy



Draft January 3, 2024

Public Records Request

Policy Statement

It is the policy of the Pierce County Library System (“Library”) to release records of the Library in compliance with the Washington State Public Records Act, set forth in Chapter 42.56 of the Revised Code of Washington (“RCW”), and any other applicable provisions of federal or state law. This policy applies to all library system records created by staff, administrators, the Board of Trustees, and any third-party records in the Library’s possession. The Library will maintain its records in a reasonably organized manner. The Library will take reasonable actions to protect records from damage and disorganization.

Commented [GC1]: Taken directly from current Board policy

Commented [GC2]: New section, from another library district policy

Purpose

The purpose of this policy is to comply with Chapter 42.56 RCW, the Public Records Act. This policy provides guidance to public records requestors as well as library employees who respond to such requests.

Commented [GC3]: From City of Seattle per attorney recommendation

Public Records Officer

The Library has designated the Manager of Executive Office Administration as the official Public Records Officer (“Officer”) for the library district. The individual serving as the Officer may change through time and current contact information is available on the Library’s website. The Officer is responsible for managing library records to ensure compliance with the law, responding to and tracking requests, and serves as the principal contact with any requestor making a records request. Any person wishing to inspect Library records or seeking assistance in making such a request should contact the Officer as follows:

Commented [GC4]: Modified from Administrative Policy, use title not names but keep contacts current on website. Required to name an Officer in RCW.

Commented [GC5]: Summarized from City of Seattle per attorney recommendation

Public Records Officer,
Pierce County Library System
3005 112th Street E. Tacoma, WA 98446
publicrecordsofficer@piercecountylibrary.org
253-548-3420
<https://mypcls.org/wp-content/uploads/2023/08/public-records-request.pdf>

Types and Availability of Records

The Library makes a variety of records available on the website including board meeting packets, board meeting minutes, annual reports, and budget documents. The Library maintains and destroys records in accordance with state law. Records documenting the process of fulfilling requests and the records responsive to them are retained for the applicable retention periods.

Commented [GC6]: From City of Seattle per attorney recommendation

For reasons stated in Resolution No. 2005-09, adopted by the Board of Trustees on June 8, 2005, and incorporated herein by reference, the Library finds that it would be unduly burdensome and would interfere with Library operations to maintain an index of records.

Commented [GC7]: From current Admin policy

Public records are available for inspection and copying during the Library's normal business hours at the Administrative Center. A requester may not take Library public records from the Library's office, or from a location designated by the Officer, without the permission of the Officer.

Commented [GC8]: New

Submitting Requests

All requests must be made in writing and directed to the Officer. The Library's standard and preferred request method is using the Records Request Form available on the website. Although requestors are strongly encouraged to use the form, a requestor may also submit a request by postal mail, email, or in person at the Administrative Center.

Any person wishing to inspect or copy public records of the Library shall make the request in writing on the Library's request form, by letter, or by email addressed to the Officer that includes the following information:

- (1) The date and time of the request;
- (2) Name, mailing address, telephone number, and email address of the requester;
- (3) Identification of the public records requested with descriptions that are adequate for the Officer to locate the records; and
- (4) Whether the requester is seeking to inspect the record(s) or if copies are being requested.

The Library will respond to all Public Records Act requests within five (5) business days in compliance with RCW 42.56.070. A Library response to the Requester may include:

- (a) Notifying the requester that the documents are available for inspection or copying,
- (b) Acknowledging the request in writing and providing a reasonable estimate of the time the Library will require to respond to the request,
- (c) Seeking clarification from the Requester,
- (d) Identifying the physical location or internet site where the documents are available to the public, or
- (e) Denying the records request.

Commented [GC9]: Directly from current Admin policy, removes Fax option

Processing Requests

The Officer will process requests in the order allowing requests to be processed most efficiently. When the Library receives a public record request or at any time while processing a record request, the Officer will determine a reasonable time estimate within which the Library can respond to the request that will factor in the nature, volume, and availability of the requested records; the amount of time necessary to respond to a particular request and its effect on the amount of staff time that can be devoted to responding to the requests of other requestors; and the impact on essential Library functions. Specific factors that may affect the response time estimate include, but are not limited to:

- a) Number of pending requests from the same requestor;
- b) Volume of records requested;
- c) Complexity or ambiguity of the request;
- d) Access to database or electronic system records;
- e) Information Technology (IT) staff involvement;
- f) Records not easily identified, located, and/or accessible;
- g) Current staffing, including any amount of time needed by Library staff who are not primarily responsible for public record processing;
- h) Third-party notice;
- i) Complex review to determine if content is exempt;
- j) Extensive and complicated electronic redaction;
- k) Legal review;

- l) Resolving issues related to retention of responsive records; and/or
- m) Grouped requests.

To provide fullest assistance to all requestors and prevent excessive interference with other essential Library functions, the Library may allocate specific amounts of time and resources to responding to a request. This may include, but is not limited to, allocating a specific number of hours per week or per month to be spent by public records staff or employees for whom responding to record requests is not among their primary assigned duties. The amount of time shall be based on the factors outlined above.

Commented [GC10]: Modified from City of Seattle per attorney recommendation

When a request is for a large volume of records, the Library may elect to provide records on an installment basis. If a Requester does not contact the Officer within thirty (30) days to arrange for the review of the first installment, the Library may deem the request abandoned and stop fulfilling the remainder of the request.

Commented [GC11]: Installments from current Admin policy

Denial and Appeal

The Library has no duty to accept certain automated or bot requests. The Library may deny bot requests that are one of multiple requests from a requestor in a 24-hour period if responding to multiple requests would cause excessive interference with the Library's other essential functions. The Library does not accept record requests via social media or voicemail.

Commented [GC12]: Board to discuss. Appeal process is not required, state law provides an individual can take legal action for denied requests.

Commented [GC13]: New

Any person objecting to any form of denial of a records request may petition for review of such decision by submitting in writing an appeal to the Library Executive Director, including a copy or reasonably identifying the statement of the Officer denying the records request. The Executive Director or their designee shall review the appeal and respond in writing within two (2) business days. The written response shall do one of the following:

- Uphold the initial response to the request;
- Modify the initial response to the request; or
- Inform the requestor that review of the administrative appeal will require additional time and provide an anticipated date when the review will be complete.

Commented [GC14]: From City of Seattle. Trustees might note, similar process as outlined in the Selection of Library Materials Policy regarding Requests for Reconsideration.

Exemptions

The Library complies with exemptions for public records requests in alignment with exemptions noted in Washington State law. Some records are exempt from disclosure, in whole or in part. If the Library believes that a record is exempt from disclosure and should be withheld, the Officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Officer will redact the exempt portions, provide the non-exempt portions, and inform the requester why portions of the record are redacted.

Commented [GC15]: From Admin Policy, but omitted bulleted examples, added sentence complies with state law to the top.

For informational purposes, under Washington State law records exempt from disclosure include, but are not limited to:

Commented [GC16]: Statute requires an agency do their best to educate the public about likely exemptions in the policy for informational purposes. The below are excerpted from the existing Administrative Policy with the addition of the new section noted.

Library Records of Individual Users. Any library record subject to RCW 42.56.310, as interpreted by the Library's Policy on Confidentiality of Library Records and Patron Files, is exempt from disclosure and will not be released under the Public Records Act.

Public Records Act Exemptions. The Public Records Act exempts several categories of documents and records from disclosure under RCW 42.56.210 et seq. A copy of RCW 42.56.210 is available at: <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>. Documents falling into any of these categories may be withheld from disclosure under the Public Records Act.

Commercial Purposes. The Library is prohibited from disclosing lists of individuals for commercial purposes as provided in RCW 42.56.070.

Address Confidentiality for Victims of Domestic Violence, Sexual Assault, and Stalking. Any employee's name and other personally identifying information if they or a dependent are survivors of domestic violence, sexual assault, sexual abuse, stalking, or harassment, or if they participate in the address confidential program under chapter 40.24 RCW (RCW 42.56.250(1)(i)).

Other Exemptions. In addition to the exemptions provided under the Public Records Act, Washington provides several additional exemptions that are not listed in the Public Records Act. A non-exclusive list of these exemptions is available at: <http://mrsc.org/getmedia/796a2402-9ad4-4bde-a221-0d6814ef6edc/Public-RecordsAct.pdf.aspx?ext=.pdf#page=67>. Documents falling into any exemption recognized by Washington statute, or otherwise under local, state or federal law, may be withheld under the Public Records Act.

Commented [GC17]: New protections in RCW, summary is taken from MRSC website.

Third Party Rights

If a public record contains personal information that identifies any individual or organization other than the subject of the requested public record, the Library may, at its discretion, notify that individual or organization to allow the third party to seek relief pursuant to RCW 42.56.540. The Library may take into account any such third-party notification, including the time necessary for any request for injunction or other relief under RCW 42.56.540 to be resolved, in providing an estimate for when the records will be available. Nothing in this Policy is intended to create any third-party right to notice of Public Records Act requests.

Commented [GC18]: From Admin policy

Charges

In compliance with RCW 42.56.120, no fee is charged for inspection of documents. Fees for paper or electronic copies will be charged according to the following schedule:

- Ordinary black-and-white copies of documents will be provided at a charge of fifteen (15) cents per page.
- Postage and shipping fees, including containers, will be charged if copied material must be mailed.
- Document scans will be charged at ten (10) cents per page produced in electronic format.
- Any color or non-standard copies or items will be provided at actual cost, including the charge for staff time necessary for making such copies, at a rate of \$28.63 per hour. For example, copying photographs, maps, or large architectural or engineering drawings may require special treatment and incur charges for non-standard copying.
- Staff time necessary for loading electronic records onto a disc or into an email will be charged at actual cost calculated at the rate of \$28.63 per hour.
- At its discretion, the Library may, as a condition of fulfilling the request, require the Requestor to make a deposit up to ten percent (10%) of the estimated costs of fulfilling the request. If records are being produced and released in an installment basis, the Library may charge for each installment.
- At its discretion, the Officer may elect to waive these fees. Fees may generally be waived when the expense of billing exceeds the cost of copying and postage.

If charges related to copying have not been paid by the Requester, the Officer may withhold the relevant documents from disclosure until outstanding fees are paid by the Requester.

Commented [GC19]: Need to update the hourly rate and any other potential fees. Will finalize the numbers and proceed with a public hearing at the March meeting. Currently stated in the Admin Policy. Requires a public hearing to assess fees and Board approval.

Law Enforcement Requests

The Library will consult with legal counsel before release of information to law enforcement. Law enforcement will receive access to confidential library records upon receipt of process, order, or subpoena in proper form and with a showing of good cause for its issuance.

Commented [GC20]: Reworked from Admin policy and added some Spokane language

Delivery of Records

Documents are available for inspection during the customary office hours of the Library's Administrative Center, which are normally on business days of Monday through Friday, 9:00 am to noon and 1:00 pm to 5:00 pm. Arrangements for inspection and/or copying must be made in advance. Inspection of public records must occur in a non-disruptive manner. No member of the public may remove public records from the viewing area or disassemble or alter any public record. The requester shall indicate which records they wish to have copied using a mutually agreed upon nonpermanent method of marking the desired record. Should physical records be fragile or sensitive to handling, the Library, at its discretion, may require the Requester to use gloves, which will be made available free of charge.

Commented [GC21]: Edited from current Admin Policy and added right to require gloves.

On request, physical or digital copies may be made available to the requestor. The Library may determine the method of production for electronic records at its own discretion if the electronic files are too large to be shared via email. The Library will not provide records on portable media (e.g. thumb drives) provided by a requestor or by uploading to a private file-sharing site. Due to the potential risks to the security of Library systems, the Library does not allow requestors to attach or insert their own devices or cables into Library-owned computer systems.

Commented [GC22]: Modified from City of Seattle per attorney recommendation

Failure to Respond

The Library will deem a request abandoned in the following circumstances:

- 1) If a requestor fails to respond to a Library request to clarify, whether individual or grouped, within thirty (30) days of the request for clarification, and the entire request is unclear;
- 2) If a requestor has elected to inspect records, the request, whether individual or grouped, may be deemed abandoned:
 - a. If the requestor fails to contact the Office to arrange for the review of the first installment within thirty (30) days of making arrangements to inspect the records in person;
 - b. If the requestor misses an appointment to inspect responsive records or any installment of records and fails to contact the Officer to arrange another appointment to inspect within 30 days of the missed appointment;
- 3) If a requestor has elected to receive copies of records, a request, whether individual or grouped, may be deemed abandoned:
 - a. If the requestor fails to open and download within thirty (30) days copies of responsive records or any installment of records provided to the requestor electronically;
 - b. If the requestor fails to pick up hard copies of responsive records or any installment of records within thirty (30) days of the date on which such copies are made available for pickup;
 - c. If the requestor fails to pay for copies of any records or any installment of records within thirty (30) days of receiving an invoice for those records; or
 - d. If the requestor fails to pay a deposit, as provided in the Charges section of this Policy, within thirty (30) days of receiving an invoice for such deposit.

Commented [GC23]: TBD pending Charges/fees discussion

Commented [GC24]: Updated from current Admin Policy, expanded from 15 to 30 days

Closing the Request

Once all copies of requested records have been provided to the requester, the requester has reviewed the requested records, or thirty (30) days have passed since the requester was notified that the records were

available and the requester has failed to contact the Officer to arrange for the review of those records or for payment for copies, the Officer shall close the records request.

Commented [GC25]: From Admin Policy but changed to 30 days

Disclaimer of Liability

Neither the Library nor any officer, employee, official, or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of public records if the person releasing the records acted in good faith in attempting to comply with this policy.

Commented [GC26]: In current Admin Policy

By the enactment of this policy the Board of Trustees of Pierce County Library System is concurrently rescinding any prior policy or procedure within PCLS that is either in conflict with or expansive of the matters addressed in this policy.

Board Policy



REVISION DRAFT W/TRACKED CHANGES - CLEAN

Draft January 3, 2024

Public Records Request

Policy Statement

It is the policy of the Pierce County Library System (“Library”) to release records of the Library in compliance with the Washington State Public Records Act, set forth in Chapter 42.56 of the Revised Code of Washington (“RCW”), and any other applicable provisions of federal or state law. This policy applies to all library system records created by staff, administrators, the Board of Trustees, and any third-party records in the Library’s possession. The Library will maintain its records in a reasonably organized manner. The Library will take reasonable actions to protect records from damage and disorganization.

Purpose

The purpose of this policy is to comply with Chapter 42.56 RCW, the Public Records Act. This policy provides guidance to public records requestors as well as library employees who respond to such requests.

Public Records Officer

The Library has designated the Manager of Executive Office Administration as the official Public Records Officer (“Officer”) for the library district. The individual serving as the Officer may change through time and current contact information is available on the Library’s website. The Officer is responsible for managing library records to ensure compliance with the law, responding to and tracking requests, and serves as the principal contact with any requestor making a records request. Any person wishing to inspect Library records or seeking assistance in making such a request should contact the Officer as follows:

Public Records Officer,
Pierce County Library System
3005 112th Street E. Tacoma, WA 98446
publicrecordsofficer@piercecountylibrary.org
253-548-3420
<https://mypcls.org/wp-content/uploads/2023/08/public-records-request.pdf>

Types and Availability of Records

The Library makes a variety of records available on the website including board meeting packets, board meeting minutes, annual reports, and budget documents. The Library maintains and destroys records in accordance with state law. Records documenting the process of fulfilling requests and the records responsive to them are retained for the applicable retention periods.

For reasons stated in Resolution No. 2005-09, adopted by the Board of Trustees on June 8, 2005, and incorporated herein by reference, the Library finds that it would be unduly burdensome and would interfere with Library operations to maintain an index of records.

Public records are available for inspection and copying during the Library's normal business hours at the Administrative Center. A requester may not take Library public records from the Library's office, or from a location designated by the Officer, without the permission of the Officer.

Submitting Requests

All requests must be made in writing and directed to the Officer. The Library's standard and preferred request method is using the Records Request Form available on the website. Although requestors are strongly encouraged to use the form, a requestor may also submit a request by postal mail, email, or in person at the Administrative Center.

Any person wishing to inspect or copy public records of the Library shall make the request in writing on the Library's request form, by letter, or by email addressed to the Officer that includes the following information:

- (1) The date and time of the request;
- (2) Name, mailing address, telephone number, and email address of the requester;
- (3) Identification of the public records requested with descriptions that are adequate for the Officer to locate the records; and
- (4) Whether the requester is seeking to inspect the record(s) or if copies are being requested.

The Library will respond to all Public Records Act requests within five (5) business days in compliance with RCW 42.56.070. A Library response to the Requester may include:

- (a) Notifying the requester that the documents are available for inspection or copying,
- (b) Acknowledging the request in writing and providing a reasonable estimate of the time the Library will require to respond to the request,
- (c) Seeking clarification from the Requester,
- (d) Identifying the physical location or internet site where the documents are available to the public, or
- (e) Denying the records request.

Processing Requests

The Officer will process requests in the order allowing requests to be processed most efficiently. When the Library receives a public record request or at any time while processing a record request, the Officer will determine a reasonable time estimate within which the Library can respond to the request that will factor in the nature, volume, and availability of the requested records; the amount of time necessary to respond to a particular request and its effect on the amount of staff time that can be devoted to responding to the requests of other requestors; and the impact on essential Library functions. Specific factors that may affect the response time estimate include, but are not limited to:

- a) Number of pending requests from the same requestor;
- b) Volume of records requested;
- c) Complexity or ambiguity of the request;
- d) Access to database or electronic system records;
- e) Information Technology (IT) staff involvement;
- f) Records not easily identified, located, and/or accessible;
- g) Current staffing, including any amount of time needed by Library staff who are not primarily responsible for public record processing;
- h) Third-party notice;
- i) Complex review to determine if content is exempt;
- j) Extensive and complicated electronic redaction;
- k) Legal review;

-
- l) Resolving issues related to retention of responsive records; and/or
 - m) Grouped requests.

To provide fullest assistance to all requestors and prevent excessive interference with other essential Library functions, the Library may allocate specific amounts of time and resources to responding to a request. This may include, but is not limited to, allocating a specific number of hours per week or per month to be spent by public records staff or employees for whom responding to record requests is not among their primary assigned duties. The amount of time shall be based on the factors outlined above.

When a request is for a large volume of records, the Library may elect to provide records on an installment basis. If a Requester does not contact the Officer within thirty (30) days to arrange for the review of the first installment, the Library may deem the request abandoned and stop fulfilling the remainder of the request.

Denial and Appeal

The Library has no duty to accept certain automated or bot requests. The Library may deny bot requests that are one of multiple requests from a requestor in a 24-hour period if responding to multiple requests would cause excessive interference with the Library's other essential functions. The Library does not accept record requests via social media or voicemail.

Any person objecting to any form of denial of a records request may petition for review of such decision by submitting in writing an appeal to the Library Executive Director, including a copy or reasonably identifying the statement of the Officer denying the records request. The Executive Director or their designee shall review the appeal and respond in writing within two (2) business days. The written response shall do one of the following:

- Uphold the initial response to the request;
- Modify the initial response to the request; or
- Inform the requestor that review of the administrative appeal will require additional time and provide an anticipated date when the review will be complete.

Exemptions

The Library complies with exemptions for public records requests in alignment with exemptions noted in Washington State law. Some records are exempt from disclosure, in whole or in part. If the Library believes that a record is exempt from disclosure and should be withheld, the Officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Officer will redact the exempt portions, provide the non-exempt portions, and inform the requester why portions of the record are redacted.

For informational purposes, under Washington State law records exempt from disclosure include, but are not limited to:

Library Records of Individual Users. Any library record subject to RCW 42.56.310, as interpreted by the Library's Policy on Confidentiality of Library Records and Patron Files, is exempt from disclosure and will not be released under the Public Records Act.

Public Records Act Exemptions. The Public Records Act exempts several categories of documents and records from disclosure under RCW 42.56.210 et seq. A copy of RCW 42.56.210 is available at: <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>. Documents falling into any of these categories may be withheld from disclosure under the Public Records Act.

Commercial Purposes. The Library is prohibited from disclosing lists of individuals for commercial purposes as provided in RCW 42.56.070.

Address Confidentiality for Victims of Domestic Violence, Sexual Assault, and Stalking. Any employee's name and other personally identifying information if they or a dependent are survivors of domestic violence, sexual assault, sexual abuse, stalking, or harassment, or if they participate in the address confidential program under chapter 40.24 RCW (RCW 42.56.250(1)(i)).

Other Exemptions. In addition to the exemptions provided under the Public Records Act, Washington provides several additional exemptions that are not listed in the Public Records Act. A non-exclusive list of these exemptions is available at: <http://mrsc.org/getmedia/796a2402-9ad4-4bde-a221-0d6814ef6edc/Public-RecordsAct.pdf.aspx?ext=.pdf#page=67>. Documents falling into any exemption recognized by Washington statute, or otherwise under local, state or federal law, may be withheld under the Public Records Act.

Third Party Rights

If a public record contains personal information that identifies any individual or organization other than the subject of the requested public record, the Library may, at its discretion, notify that individual or organization to allow the third party to seek relief pursuant to RCW 42.56.540. The Library may take into account any such third-party notification, including the time necessary for any request for injunction or other relief under RCW 42.56.540 to be resolved, in providing an estimate for when the records will be available. Nothing in this Policy is intended to create any third-party right to notice of Public Records Act requests.

Charges

In compliance with RCW 42.56.120, no fee is charged for inspection of documents. Fees for paper or electronic copies will be charged according to the following schedule:

- Ordinary black-and-white copies of documents will be provided at a charge of fifteen (15) cents per page.
- Postage and shipping fees, including containers, will be charged if copied material must be mailed.
- Document scans will be charged at ten (10) cents per page produced in electronic format.
- Any color or non-standard copies or items will be provided at actual cost, including the charge for staff time necessary for making such copies, at a rate of \$28.63 per hour. For example, copying photographs, maps, or large architectural or engineering drawings may require special treatment and incur charges for non-standard copying.
- Staff time necessary for loading electronic records onto a disc or into an email will be charged at actual cost calculated at the rate of \$28.63 per hour.
- At its discretion, the Library may, as a condition of fulfilling the request, require the Requestor to make a deposit up to ten percent (10%) of the estimated costs of fulfilling the request. If records are being produced and released in an installment basis, the Library may charge for each installment.
- At its discretion, the Officer may elect to waive these fees. Fees may generally be waived when the expense of billing exceeds the cost of copying and postage.

If charges related to copying have not been paid by the Requester, the Officer may withhold the relevant documents from disclosure until outstanding fees are paid by the Requester.

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The Library will consult with legal counsel before release of information to law enforcement. Law enforcement will receive access to confidential library records upon receipt of process, order, or subpoena in proper form and with a showing of good cause for its issuance.

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On request, physical or digital copies may be made available to the requestor. The Library may determine the method of production for electronic records at its own discretion if the electronic files are too large to be shared via email. The Library will not provide records on portable media (e.g. thumb drives) provided by a requestor or by uploading to a private file-sharing site. Due to the potential risks to the security of Library systems, the Library does not allow requestors to attach or insert their own devices or cables into Library-owned computer systems.

Failure to Respond

The Library will deem a request abandoned in the following circumstances:

- 1) If a requestor fails to respond to a Library request to clarify, whether individual or grouped, within thirty (30) days of the request for clarification, and the entire request is unclear;
- 2) If a requestor has elected to inspect records, the request, whether individual or grouped, may be deemed abandoned:
 - a. If the requestor fails to contact the Office to arrange for the review of the first installment within thirty (30) days of making arrangements to inspect the records in person;
 - b. If the requestor misses an appointment to inspect responsive records or any installment of records and fails to contact the Officer to arrange another appointment to inspect within 30 days of the missed appointment;
- 3) If a requestor has elected to receive copies of records, a request, whether individual or grouped, may be deemed abandoned:
 - a. If the requestor fails to open and download within thirty (30) days copies of responsive records or any installment of records provided to the requestor electronically;
 - b. If the requestor fails to pick up hard copies of responsive records or any installment of records within thirty (30) days of the date on which such copies are made available for pickup;
 - c. If the requestor fails to pay for copies of any records or any installment of records within thirty (30) days of receiving an invoice for those records; or
 - d. If the requestor fails to pay a deposit, as provided in the Charges section of this Policy, within thirty (30) days of receiving an invoice for such deposit.

Closing the Request

Once all copies of requested records have been provided to the requester, the requester has reviewed the requested records, or thirty (30) days have passed since the requester was notified that the records were

available and the requester has failed to contact the Officer to arrange for the review of those records or for payment for copies, the Officer shall close the records request.

Disclaimer of Liability

Neither the Library nor any officer, employee, official, or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of public records if the person releasing the records acted in good faith in attempting to comply with this policy.

By the enactment of this policy the Board of Trustees of Pierce County Library System is concurrently rescinding any prior policy or procedure within PCLS that is either in conflict with or expansive of the matters addressed in this policy.

New Business

MEMO



Date: January 4, 2024

To: Chair Pam Duncan, and Members of the Board of Trustees

From: Clifford Jo, Business & Compliance Director
Dean Carrell, Foundation Director

Subject: 2024 Foundation/Library Agreement and Addenda (2)

Each year the Foundation and Library enter into an agreement that allows the Library to fund staff and resources for Foundation-related work and in turn, the Library receives benefits from those activities. The purpose of this memo is to (1) report on the performance of the expiring agreement and (2) introduce the new agreement for approval by both Library Board of Trustees and Foundation Board of Directors.

2023 Results

The 2023 revised agreement stated that the Library would provide \$452,000 in value of support by funding the Development Office, space, and equipment, and that the Foundation would provide benefits to the Library through its fundraising efforts and other promotional activities.

Foundation distributions	\$ 389,011.70
*Foundation deposits	153,901.36
Subtotal distributions & deposits	\$ 542,913.06
Less Agreement.....	452,000.00
Net Results	\$ 90,913.06

*Beginning in 2021, the Library is recording confirmed Foundation deposits made into a separate Foundation-owned bank account from which the Library will benefit from in the future. For example, proceeds stemming from fundraising for the Sumner Library project, but used later, will be recorded in this account and also totaled into the agreement's performance.

Given that the net results are positive, indeed substantially, the agreement has been satisfied.

Addenda

The Agreement is accompanied by the following addenda:

1. An addendum to promote and communicate significant benefits to the Library that are non-monetary. It has been updated to reflect the changes the Foundation made in the approach to determining the programs to fundraise and also mirrors the Library's strategic plan. This addendum and its variations began in 2012 and has carried forward annually since then.
2. An addendum associated with the Capital Campaign Feasibility Study.

The following shows a historical table of actual distributions compared to supporting costs identified in the agreement, which is based on an auditor-approved formula that accounts for a proportion of staff time on Foundation work, along with prorated technology costs and facility uses.

Record of Actual Distributions Compared to Agreement for Supporting Costs

Library Fiscal Year	Actual Deposits & Distributions	Agreement for Supporting Costs	Difference from Distributions
2024	Recorded at yearend	\$ 500,000	Recorded at yearend
2023	\$ 542,913	452,000	\$ 90,913
2022 ¹	982,938	388,000	594,938
2021	520,963	392,000	128,963
2020	273,146	273,000	146
2019	271,451	265,000	6,451
2018	350,000	278,000	72,000
2017 ²	211,008	251,000	<u>-39,992</u>
			2017-18: 32,008
2016	287,081	228,000	59,081
2015 ³	438,771	219,000	219,771
2014 ⁴	537,093	216,000	321,093

- ¹ First year of Addendum #2 regarding capital fund development.
- ² 2017 included only 6 months due to fiscal year transition.
- ³ Includes WorkForce Central funding (\$137,068).
- ⁴ Includes Interactive Development Platform and Science to Go (\$204,066).

2024 Agreement and Addenda

For 2024, the value of staffing, services, space, and equipment which the Library provides for the department working on the Foundation’s Annual Development Plan is estimated at \$500,000 and distributions and deposits are projected to exceed the agreement value. The change, a moderate increase, is due to typical inflationary costs. Future years will have similar increases.

Revisions for 2024 included corrections and additional qualifiers, and are not intended to be major or material in their impact.

Both addenda record that the Foundation contributes more than just the money that it raises and provides transparency on the full range of activities the Foundation undertakes.

Attached are the Agreement and Addenda. The Agreement and Addenda may have different amendment needs and are considered separate documents. Therefore, each needs to be approved by the Board annually. We recommend that the Board pass three motions:

Motion: Authorize Gretchen Caserotti to sign the Foundation Agreement as presented.

Motion: Authorize Gretchen Caserotti to sign Addendum #1 as presented.

Motion: Authorize Gretchen Caserotti to sign Addendum #2 as presented.

AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 2024 by and between the Pierce County Rural Library District, a special purpose taxing district herein after referred to as “Library”, and the Pierce County Library Foundation, a non-profit corporation designed to provide assistance and aid in the development, maintenance, and promotion of growth and preservation of the Library, herein after referred to as “Foundation”.

WHEREAS, pursuant to RCW 27.12.210(5), the Library Board of Trustees is authorized to control the finances of the Library; and

WHEREAS, pursuant to RCW 27.12.210(6), the Library Board of Trustees is authorized to accept gifts of money or property for Library purposes; and

WHEREAS, pursuant to RCW 27.12.210(10), the Library Board of Trustees is authorized to all acts necessary for the orderly and efficient management and control of the Library; and

WHEREAS, the Library Board of Trustees desires to have a Foundation as a tax-exempt non-profit corporation organized and operated exclusively to receive and administer property for the benefit of the Library and to make contributions in the form of cash distributions or otherwise, to the Library based on, the Foundation’s efforts to raise grants, gifts, bequests, trusts, and other such property; and

WHEREAS, the Foundation is empowered to provide services to the Library related to the solicitation of contributions, grants, gifts, bequests, trusts, and property for the benefit of the Library and other fundraising activities; and

WHEREAS, the purpose of the Foundation is to support the mission of the Library; and

WHEREAS, the Foundation desires to provide certain philanthropic services for the Library as described in this Agreement in furtherance of its corporate purpose; and

NOW, THEREFORE, in consideration of the mutual exchange of services and the other covenants and agreements hereinafter mentioned, the parties hereto covenant and agree as follows:

A. THE FOUNDATION AGREES TO:

1. Encourage continuous philanthropic support and development of relationships for the benefit of the Library.
2. Establish rules, regulations, and procedures for the necessary management of all affairs of the Foundation in consonance with the laws and regulations described in section 501(c)(3) of the Internal Revenue Code as now enacted or hereafter amended or supplemented.

3. Accept, hold, administer, invest, and disperse such funds and properties in accordance with its purpose as established within the Foundation Articles of Incorporation and Bylaws.
4. Use all assets and earnings of the Foundation exclusively for Library purposes.
5. Engage in and disperse all parts of its funds for any and all lawful activities permitted by the laws and regulations governing tax exempt charitable corporations at the time of dispersal, and which may be necessary or incidental to the furtherance of the purposes of the Foundation.
6. Use reasonable portions of its funds and income to pay the administrative expenses of the Foundation.
7. Pursuant to RCW 27.12.300, tender to the Library donations and instruments deemed by the Foundation as gifts it may receive for which may be forwarded to the Library in accordance to the distribution plans the Foundation and Library agree to.
8. Be responsible for and account for, in its own records, all donations and instruments deemed gifts where the donor names the Foundation as the recipient. In the event the Library receives a check and it appears to be a gift intended for the Foundation to receive, confirmation will be made with the donor regarding their intent. If confirmed as a gift to the Foundation, the Library will endorse the check over to the Foundation.
9. Maintain its stated purposes of existence as set forth herein and in its Articles and Bylaws during the lifetime of this Agreement.
10. Provide such other services and undertake such other activities for the benefit of the Library as the Foundation and the Library shall identify from time to time by written addenda to this Agreement.

B. THE LIBRARY AGREES TO:

1. Provide professional staff and services to Foundation, consistent with the Library Board-approved Library budget, including without limiting the generality of the foregoing a Foundation Director; necessary office space; staffing support to include office assistance, management, and other personnel as deemed needed; and utilities, equipment and furniture, consumable office supplies, telephone service, office equipment including but not limited to photocopiers and facsimile machines, computer hardware, software, productivity tools, network connectivity, printers, and other computer peripherals, all in partial payment for Library services as described herein. The Library further agrees to maintain proper accounting records of the costs of such services.
2. Establish the value of the aforementioned services, space, and equipment which the Library provides to the Foundation, not to exceed the total amount of \$500,000 during the

Library fiscal year 2024. The Library, pursuant to its budgeting and fiscal policies, shall review the actual costs to assure that this agreement's value of services is not exceeded or will be adjusted accordingly in subsequent agreements. Such reports and information shall be made available to the Foundation.

3. Purchase any items, including but not limited to food, gifts, and honorariums specifically funded by the Foundation and for the benefit of the Library. Pass through purchases shall be periodic in nature and properly recorded. Time spent to make said purchases shall be "de minimis" in nature, unless otherwise agreed to by the Library Executive Director.

C. ANNUAL EVALUATION AND REVIEW

The Foundation and the Library shall annually identify the specific services that the Foundation will provide and the specific activities that the Foundation will undertake for the benefit of the Library, which shall be described in addenda to this Agreement signed by the parties. The Foundation shall provide the Library with a written report annually, which shall confirm that it has fully complied with its obligation to expend its best efforts to seek to accrue gifts, grants, donations, endowments for the benefit of the Library, and set forth its progress in furtherance of the identified activities and services, and list its other accomplishments for the preceding year. For this purpose, the Foundation will share with the Library its revenue and expense statements for the preceding year and its end-of-year balance sheet.

D. TERM OF AGREEMENT

The initial term of this Agreement shall be one year, but such term shall be automatically extended on each anniversary date hereof for an additional one year period unless either party shall have given written notice to the other, at least 30 days prior to the next anniversary date hereof, of its desire not to extend this Agreement.

E. MODIFICATION

No alteration or modification of any terms of this Agreement shall be valid unless made in writing and signed by the parties.

F. TERMINATION

Notwithstanding the provisions of Term of Agreement, either party may terminate this Agreement effective at the end of any Library fiscal year, with or without cause, upon 30 days written notice to the other party.

G. ASSIGNMENT

Neither party may assign or transfer this Agreement.

H. GOVERNING LAW AND DISPUTES

This agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by the laws of the State of Washington. Venue for all litigation arising out of this Agreement shall be Pierce County, Washington.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Dean Carrell
Printed Name

Gretchen Caserotti
Printed Name

Foundation Director
Title

Executive Director
Title

Date

Date

**ADDENDUM NO. 1 (2024) TO FOUNDATION AGREEMENT
BETWEEN PIERCE COUNTY RURAL LIBRARY DISTRICT
AND PIERCE COUNTY LIBRARY FOUNDATION**

Purpose

The purpose of this Addendum is to identify the specific services that the Pierce County Library Foundation (the “Foundation”) will provide and the specific activities that the Foundation will undertake for the benefit of the Pierce County Rural Library District (the “Library”) during the Library’s fiscal year 2024, including, but not limited to, the estimated distributions that the Foundation will forward to the Library. The effective date of this addendum is for the calendar year of 2024.

Estimated Distributions

The Foundation will make estimated distributions to the Library from gifts, grants, donations, endowments solicited by the Foundation for the benefit of the Library, primarily supporting the following areas: Literacy and Library Resources; Technology and Access; and a few selected Special Projects.

The Foundation will be engaged in a capital fundraising campaign for a future library in Sumner. Multi-year commitments will be made by donors, whereby pledge payments on those commitments will be paid over several years. It will be understood that any onetime gifts or pledge payments, in the year they were paid, will be applied towards the annual commitment with the Library in that same year.

Services and Activities

The Library and Foundation take a mutually respectful, cooperative approach to their relationship. The Library will work with the Foundation in joint fundraising efforts and opportunities.

The Library’s Vision is *“We spark success for Pierce County. With 19 libraries, hundreds of events, helpful staff, and more than a million materials to choose from, the possibilities are endless.”*

The Foundation’s Vision is to *“Ignite literacy of all kinds for every child, teen, and adult in Pierce County to build a knowledgeable, aware, engaged, and empowered community, critical to fueling our social and economic prosperity.”*

The Library’s Vision benefits from the Foundation’s Vision. In addition to its fundraising purpose, the Foundation:

- Attracts people and resources to build upon and enhance taxpayer support to strengthen and supplement, not supplant, public funding for the Library.

- Purchases or secures items, including but not limited to food, gifts, and honorariums for the benefit of the Library. Pass through purchases or in-kind gifts are periodic in nature and are properly recorded, with time expended to complete as “de minimis” in nature, unless otherwise agreed to by the Library Executive Director.
- Engages and stewards a community of Library supporters who understand and effectively advocate for the Library’s purpose, goals, and services to be the community’s choice.
- Raises community awareness through communications about the Library’s value as the largest provider of free books and information in Pierce County. Educates and informs the community of Library services in 19 locations and online.
- Encourages and promotes opportunities for children and adults to learn and enrich their lives through Library programs and services.

To those ends, the Foundation will undertake the following additional services and activities for the benefit of the Library:

Communicating the Library to constituents

The Foundation will communicate with the community and provide updates about what’s happening in the Library. Includes:

- E-newsletters four times a year
- Honor Roll of Donors in Library Annual Report
- Multiple direct mail appeals to retain donors, reengage lapsed donors, increase giving levels, and celebrate giving anniversaries
- Email communications and solicitations
- Personal correspondence and appointments with key prospects and donors (individuals, companies, and private foundations)
- Acknowledgement letters for gifts and personal thank you cards
- Invitations in support of sixth annual Trivia BEE
- Stewardship calls and correspondence to donors

To assist with these communications, the Foundation and Library may enter into an annual agreement for services provided by the Library’s Marketing and Communications Department.

Also, to assist with these communications, the Library will provide the Foundation information sharing and routine reporting.

Bringing awareness of the Library to local businesses and foundations

The Foundation will contact businesses to secure unrestricted support, as well as event sponsorships for the sixth annual Trivia BEE event. The Foundation will also submit proposals to charitable foundations, local businesses, and corporations on behalf of the Library for selected projects.

- The Foundation will research, apply, and report on Library programs and their benefits to the community.
- Grantors and sponsors are updated with project reports which include outcomes and expenditures, and are submitted in a timely manner.

Promoting the Library through events

The Foundation will organize and conduct the following events:

- The Foundation will secure sponsors to help underwrite Library programs and events.
- Fundraising event: the Foundation will host its sixth annual Trivia BEE, a sponsored event to promote and raise financial support for Pierce County Library System.
- Commemorative naming ceremonies, if appropriate.
- Realize meaningful engagement opportunities between the Library and Foundation, which may include their respective boards.

Attracting a cadre of loyal library supporters

- Board of Directors: the Foundation will recruit and engage up to 25 active volunteer board members who are passionate ambassadors of the Pierce County Library System.
- Donors: the Foundation will seek to engage and secure a growing number of donors at all recognition levels every fiscal year. Facilitated by the Library, the Foundation will have access to patron information important to fundraising.
- Grantors and Sponsors: the Foundation will research and submit proposals for awards from charitable foundations, local businesses, and corporations.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Dean Carrell

Gretchen Caserotti

Printed Name

Printed Name

Foundation Director

Executive Director

Title

Title

Date

Date

**ADDENDUM NO. 2 (2024) TO FOUNDATION AGREEMENT
BETWEEN PIERCE COUNTY RURAL LIBRARY DISTRICT
AND PIERCE COUNTY LIBRARY FOUNDATION**

Purpose

The purpose of this Addendum is to identify the specific services that the Pierce County Library Foundation (“Foundation”) will provide and the specific activities that the Foundation will undertake in 2024 for the benefit towards a new Sumner Library for the Pierce County Rural Library District (“Library”), including, but not limited to, Financial Transactions as described herein. The effective date of this addendum is for the calendar year of 2024 and may be renewed annually or as needed.

Services and Activities

To serve our growing communities the Library must expand in creative ways to meet people where they are – whether that be in person, online, or through community partnerships. The Library has the opportunity to create a modern library for Sumner, which will serve as an anchor for library services, and be a community resource for East Pierce County.

The Foundation’s efforts to help make this happen will be to:

- Consult regularly with contracted fundraising counsel on best practices and strategy;
- Engage a volunteer driven Campaign Steering Committee on a monthly basis to provide necessary information, check on progress, determine appropriate strategies;
- Identify, cultivate, solicit potential donors;
- Work with key donors to leverage their gifts amongst other potential donors;
- Steward all donors with appropriate levels of recognition, including establishing naming opportunities; and
- Manage all aspects of a successful fundraising campaign.

Financial Transactions

The Foundation is engaged in a capital fundraising campaign for a future library in the City of Sumner community. The Foundation may make distributions or deposits (collectively, “Financial Transactions”) from gifts, grants, donations, and endowments solicited by the Foundation for the benefit of the Sumner Library. Multi-year commitments may be made by donors, whereby pledge payments on those commitments may be paid over several years.

Actual Financial Transactions shall be recorded in the calendar year that they are made in, and count towards the prime agreement that the Foundation and Library have that’s currently in force at the time these transactions are made. The annual performance report for the prime agreement shall separate Financial Transactions made under this Addendum from other fundraising transactions not apropos to this Addendum.

Whenever the Foundation chooses to deposit funds into its own bank account, said funds shall have properly recorded documentation submitted to the Library, to include proof of deposits and monthly statements. This bank account shall be separate from other bank accounts that the Foundation owns. The Foundation agrees that all deposited funds shall be used for paying the costs towards a future Sumner Library.

Because these funds are recorded as “cash basis” in the Foundation’s accounting and reporting, the Library will not record actual distributed funds to the Library once project expenses occur, as they have already been recorded upon the Foundation’s receipts.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Dean Carrell

Printed Name

Gretchen Caserotti

Printed Name

Foundation Director

Title

Executive Director

Title

Date

Date

MEMO



Date: January 2, 2024

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Trustee Vacancy Process

Trustee Penn was appointed to her first five-year term on August 13, 2019, with her term expiring on August 13, 2024. Dr. Penn has indicated her intent not to seek reappointment. Thus it will be necessary to follow a Trustee Recruitment process in 2024 to fill that vacant seat. Her last regular Board meeting will be July 10, 2024.

Prior to launching the recruitment and selection process later this spring, the Board is invited to discuss the desired skills, knowledge, diversity, and other representation to strengthen the Board's ability to provide governance, fiscal oversight, and policy and strategic direction in order to best serve residents of the District. During the January meeting, we'd like to hear your thoughts, which we'll then use to design the process and materials. Recruitment efforts that reach and encourage a diverse applicant pool will be a priority. Two Trustees are asked to serve on the selection committee. Trustee Patel has volunteered and we'll be asking for another volunteer before April 2024.

Some questions to consider in the discussion:

- What key skills, knowledge, and qualifications
 - Contribute to an individual being successful as a Trustee,
 - Will be important to have on the Board for the Library's success over the next five years, and
 - Would further enhance the Board's ability to govern the Library District?
- How can we better reach and encourage people of diverse backgrounds and experiences to apply?

Vacancy Process Timeline

- Advertise Vacancy – March
- Interview Candidates – April/May
- Recommendation to County Executive – May/June
- County Appointment Process – June
- Orientation – July
- New Trustee Term Begins – August

Attached is a copy of the Trustee Roles and Responsibilities.

LIBRARY TRUSTEE – SKILLS, QUALIFICATIONS, ROLES, AND RESPONSIBILITIES

Board of Trustees is the governing board of the Pierce County Library System. The Board assumes fiscal oversight and policy direction for the Library System. Management of the Library is the responsibility of the Executive Director and administrative staff. The Board's duties include broad responsibilities required for the efficient management of a tax-funded institution and legal powers vested in the Board by Washington State law (RCW, Title 27.12).

Desired skills and qualifications:

- Experience with finance and management.
- Knowledge and interest in public policy and legal issues.
- Knowledge and interest in real property acquisition and development.
- Understanding of government legislation/legislative process.
- Understanding of strategy development.
- Familiarity with organizational diversity and inclusion.
- Cultural awareness.

Primary responsibilities of the Board include:

- Adopting written policies to govern the operation and services of the Library.
- Approving and monitoring the Library's annual budget, and ongoing fiscal health.
- Overseeing the Library's tax levy, which may include elections.
- Planning for the future of the Library, setting long-term strategic direction and goals.
- Acting as an advocate for the Library and a liaison to the public, organizations, and public officials.
- Hiring the Executive Director and evaluating performance.
- Accepting gifts of money or property for Library purposes.
- Obtaining land and buildings for Library purposes, and ensuring they are maintained.

Additional responsibilities and principal activities:

- Study the needs and interests of the community and ensure they are addressed when considering Library services and policies.
- Become familiar with Library law, principles, standards, trends, and issues.
- Lend expertise to the Library.
- Ensure Library policy and practices are legal and maintain ethical integrity and public accountability.
- Attend when possible, American Library Association, Washington Library Association, or other appropriate conferences or learning opportunities related to providing effective Library decision-making.
- Stay current on library trends.
- Encourage and support Pierce County Library Foundation work and activities.
- Foster cooperation with other area libraries, agencies, governments, and organizations to maximize use of available resources.
- Ensure the Library and Board operate in accordance with state and local laws, including open meeting laws.
- Approve necessary contracts.
- Determine the need and authorize the Library district to place levy or bond measures before the voter.

Expectations:

- Serious commitment to the work of a Library Trustee.
- Dedication to the provision of high quality, contemporary Library services.
- The ability to prepare for, attend, and actively participate in regularly scheduled board meetings, study sessions, and major Library events.
- A commitment to freedom of expression and inquiry for all people.
- The ability to handle opposition and make decisions in the interest of Library service to the community.
- An open mind, curiosity, respect for the opinions of others, and ability to work cooperatively.

Appointment/Term of office:

- The Pierce County Executive appoints Trustees to serve a five-year term. A maximum of two terms may be served.
- Leadership positions on the Board rotate.
- Trustees must live in the Library's service area.

Time commitment:

The Pierce County Library Board of Trustee meetings are generally scheduled on the second Wednesday of the month at 3:30 p.m. at the Administrative Center & Library in the Midland/Summit area or one of the Pierce County Library locations. Special meetings or study sessions are called as necessary at times convenient to members.

MEMO



Date: January 3, 2024

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Mary Stimson, Finance Director

Subject: 2024 Revised Levy Certificate

We received a revised levy certificate from the Pierce County Assessor-Treasurer's Office on December 21, 2023 (attached). The net effect adds \$57,667 in property tax revenue collections for 2024 compared to the levy certificate signed on November 8.

I have signed and submitted the revised certificate to the county office on December 28. The \$57,677 will not affect the 2024 budget and will be recorded as actuals in 2024 when received.

No Board action is required.



Pierce County

Mike Lonergan, Assessor-Treasurer

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FINAL LAWFUL LEVY LIMIT 2023 FOR 2024

**RURAL LIBRARY
> 10,000
Pierce & King Joint**

REGULAR TAX LEVY LIMIT:

	2022
A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy</u> [refund levy not included] times limit factor (as defined in RCW 84.55.005).	44,462,280.60 1.01 44,906,903.41
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	1,971,132,483 0.333340000000 657,057.30
C. State assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	939,828,777 989,638,242 (49,809,465.00) 0.333340000000 0.00
D. REGULAR PROPERTY TAX LIMIT (A + B + C)	45,563,960.70

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	45,563,960.70 134,414,357,019 0.338981353707
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00 0.338981353707 0.00
G. NEW LEVY LIMIT FOR ANNEXATION (D + F)	45,563,960.70

LEVY FOR REFUNDS:

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	45,563,960.70 61,477.70 45,625,438.40
I. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)	45,625,438.40
J. Amount of levy under statutory rate limitation.	134,414,357,019 0.500000000000 67,207,178.51
K. LESSER OF I OR J	45,625,438.40