

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees

February 14, 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 February 14. Written comments must be provided 24 hours prior to the meeting.*

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 January 10, 2024, Regular Meeting
2. Approval of January Payroll, Benefits, and Vouchers
3. Approval of Change Order – Buckley Library Underground Storage Tank
4. Resolution 2024-03: To Declare the Surplus of Art

Reports

1. Executive Director Report
2. Fundraising Performance Report
3. December 2023 Financial Report
4. Public Services Report and Metrics Dashboard

Unfinished Business

1. Lakewood Libraries
 - a. Interim and Downtown Libraries Update
 - b. Future Lakewood Library Planning
2. Sumner Library Architect Purchase Order **[ACTION]**

Board Development

1. Public Records Act: Morgan Damerow, Assistant Attorney General and Melissa Drewry, Local Government Public Records Consultant

Unfinished Business (cont.)

3. Policy Review
 - a. Donations and Sponsorships – Discussion
 - b. Human Resources Policy Manual – 1st Reading
 - c. Public Records Request – 1st Reading

Public Hearing Regarding Proposed Public Records Policy Fee Schedule [ACTION]: *The purpose of this hearing is to receive comments from interested members of the public regarding the Pierce County Library System's proposed revision to the Public Records Request Policy Fee Schedule (per RCW 42.56.070(7)). Comments will be limited to three (3) minutes.*

1. Public Records Request Policy

New Business

1. 2023 Year-end Financial Review **[ACTION]**
 - a. Resolution 2024-04: To Transfer a Portion of the General Fund Balance to the Capital Improvements Fund
 - b. Resolution 2024-05: To Close the 2023 Fiscal Year

AGENDA

Officers Reports: *Brief, informational updates or reports about the Library, its staff, and activities*

1. Q1 2024 Marketing and Communications Focus: Job and Business Services
2. Q4 2023 Marketing and Communications Results
3. Q4 2023 Marketing and Communications Focus Results: Pierce County Library – the Heart of Your Community

Announcements

Adjournment [ACTION]

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
SPECIAL MEETING MINUTES – JANUARY 10, 2024**

CALL TO ORDER

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

Board Development – Cara Meyer, of The Coraggio Group, presented an overview of the strategic planning process currently underway. Ms. Meyer shared the project timeline which targets November for the completion of the plan. Implementation would begin shortly thereafter. Stakeholding activities include engagement with nonprofits, government agencies, education and civic organizations, and businesses. Various information gathering approaches will be used, including an online survey, focus groups and interview, and community engagement. The work will involve gaining clarity on the organization’s mission, vision and values and position. The roles of the trustees include participation in a survey, review of a situation assessment and the draft plan, and final review and approval in November.

CONSENT AGENDA

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

Trustee Sloan moved for approval of the consent agenda as presented. Trustee Penn seconded the motion. Motion carried.

EXECUTIVE DIRECTOR REPORT

Executive Director Gretchen Caserotti expressed her appreciation to staff who were available to welcome the public into the libraries during the holiday season.

Deputy Director Connie Behe reported that due to various departments, staff and community contacts, the Ukrainian language collection is being placed onto shelves this week. Collection Management Director Amy Anderson reported that approximately 600 items are being distributed throughout the system. Digital resources are also available in the Ukrainian language.

Executive Director Caserotti reported on a recent meeting with the Puyallup Tribe of Indians Director of Historic Preservation Department. She noted she is hopeful to continue learning about their priorities and potential partnership opportunities working with indigenous communities.

Executive Director Caserotti noted future agenda packets will be evolving and invited trustees to share which types of reports and information about Library operations they would like to see. She expects bringing updated financial report proposals in March.

UNFINISHED BUSINESS

2024 Schedule of Regular Meetings – Executive Director Caserotti informed the Board that a resolution on the 2024 meeting schedule was not included in the December agenda packet, therefore this January meeting has been revised to be noticed as a special meeting to allow for formal approval.

Trustee Jenkins moved to approve Resolution 2024-02: To set the 2024 Schedule of Regular Meetings. Trustee Sloan seconded the motion. Motion carried.

Lakewood Libraries – Facilities and Capital Projects Director Kristina Cintron reported the City has not yet been able to provide a timeline for the Interim library but communications are ongoing. Facilities Project Manager Christina Neville-Neil noted a preconstruction meeting with the City has been scheduled to discuss traffic and safety control requirements. Design revisions requested by the City have been submitted in December and the Library is awaiting completion of their review.

Subcontractor bids for the demolition of the Downtown Library on Wildaire Rd. and removal of the Douglas Fir artifact are due in March. Once a contractor is identified, they would be applying for permits involving their work and will be dependent on other jurisdictions.

Trustees expressed concern with the timelines and delays impacting the Library's ability to serve the community. Executive Director Caserotti noted that opening the doors of a library in Lakewood is a top priority and the Library is committed to being responsive to any requests made by the City and will continue to do its best to be good partners.

Future Lakewood Libraries Planning – Executive Director Caserotti provided an overview of a proposed approach to scheduling time for the Board to finalize decisions on the Downtown and Tillicum libraries. Following discussion, trustees indicated their preference to hold two study sessions in person. Trustees will respond to a poll to identify availability by email.

Policy Review

Human Resources Policy Manual Discussion – Staff Experience Director Cheree Green and the Library's labor and employment counsel on employment, Sofia Mabee of Summit Law, presented the Human Resources manual for further discussion. Ms. Mabee noted the consolidation of the policies and guidelines is a significant move forward for the organization. The purpose of this work is to ensure staff have easier access to the information. Library administrators would maintain the manual upon the Board's approval.

Executive Director Caserotti noted this work is intended to consolidate, simplify and provide clarity and focuses on structural changes. Much of the change involves the movement of the

various independent policies into one document. Material content changes will not be made until the following year.

Trustees expressed appreciation for the time and effort involved in consolidating this body of work.

Public Records Request Policy Discussion – Executive Director Caserotti reported Library administrators are determining which information belongs on a policy and what belongs on the Library’s website relating to administrative procedures. Of interest was whether trustees had a desire to retain the clause on appeals, which is not required by state law.

Executive Director Caserotti invited feedback on the proposed language in the fees section of the policy. She recommended the Library include a fee schedule to address the costs involved in producing responsive records. Trustees discussed the importance of being equitable when charging fees to requestors.

Under State law, the Library must hold a public hearing related to any fees that it might charge for the production of public records. This would take place at the time the Board takes action to approve the policy with its updated fee schedule.

NEW BUSINESS

2024 Foundation/Library Agreement

Trustee Sloan moved to Authorize Executive Director Gretchen Caserotti to sign the Foundation Agreement as presented. Trustee Penn seconded the motion. Motion carried.

Trustee Patel moved to authorize Executive Director Gretchen Caserotti to sign Addendum #1 as presented. Trustee Sloan seconded the motion. Motion carried.

Trustee Sloan moved to authorize Executive Director Gretchen Caserotti to sign Addendum #2 as presented. Trustee Patel seconded the motion. Motion carried.

Trustee Vacancy Process

Executive Director Caserotti invited trustees to provide input on recruitment materials and considerations around the knowledge, skills and qualifications desired and importance of reaching people of diverse backgrounds and experiences. Discussion ensued on various ways to raise awareness about the vacancy. When considering what types of applicants would appeal to the Board, it was noted that the interview panel remain mindful of the major bodies of work the Board will be engaged in over the next several years. It was noted that applicants should be fully aware of the time commitments involved when serving on the Board. Also noted was a desire for the interview panel to strongly consider applicants who demonstrate a passion for libraries. Trustees expressed an interest in having youth representation on the Board as an opportunity to be mentored and have exposure to the processes and responsibilities that a Board undertakes. Executive Director Caserotti noted that the application material would state that applicants live in the Library’s service area.

Chair Duncan and Trustee Patel volunteered to serve on the selection committee.

2024 Revised Levy Certificate – Finance Director Mary Stimson reported final property tax valuations depict a net increase of \$57,667 in revenue.

ANNOUNCEMENTS

Executive Director Caserotti thanked the trustees for completing their cybersecurity training. She also invited trustees to participate in, and promote, the strategic planning survey launching in February.

Trustee Patel expressed appreciation to staff at the Milton Edgewood library for the layout of the children’s space and providing engaging and inclusive programming.

ADJOURNMENT

The meeting was adjourned at 5:38 pm on motion by Trustee Jenkins, seconded by Trustee Patel.

Gretchen Caserotti, Secretary

Pamela Duncan, Chair

**Pierce County Library System
Payroll, Benefits and Vouchers
January 2024**

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		1/5/2024	\$ 1,074,137.72
Electronic Payments - Payroll & Acct Payable		1/22/2024	\$ 1,067,634.82
Accounts Payable Warrants	705593 - 705712	1/5/2024 - 1/31/2024	\$ 1,008,737.22
Total:			<u>\$ 3,150,509.76</u>

Starting in 2024, we will be providing a more detailed check list for review that ties to expense codes and provides a description of the expenditure.

As of 2.2.2024

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: 1/5/24 Payroll

Withdrawal Date: 1/5/2024

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	80,697.38
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	67,633.06
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	67,633.06
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	645,411.71
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,698.90
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	59,287.50
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	85,391.18
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	4,682.49
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,952.44
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	48,750.00
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	\$ 1,074,137.72

Certification:

Stacy Karabotsos
 Signature (Department Designee)

1/3/2024
 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@piercecounyalibrary.org
 Comments: 1/22/24 Payroll

Withdrawal Date: 1/22/2024

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	85,054.33
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	69,874.20
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	69,874.20
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	668,280.52
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,834.14
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	61,473.19
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	88,836.97
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	4,682.49
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	3,700.35
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	183.20
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	3,437.77
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	403.46
Total Deposit						\$ 1,067,634.82

Certification:

Stacy Karabotsos
 Signature (Department Designee)

1/18/2024
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
705593	01/05/2024	PRINTED	314	AFSCME AFL-CIO	231920	Payroll Run 9 - Warrant 122023	0.00	13,802.90	01/16/2024
705594	01/05/2024	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 010524	0.00	2,061.49	01/16/2024
705595	01/05/2024	PRINTED	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 010524	0.00	407.67	01/10/2024
705596	01/05/2024	PRINTED	613	VOLUNTARY EMPLOYEES' BENEFICIA	231590	Payroll Run 2 - Warrant 010524	0.00	902.50	01/16/2024
705597	01/05/2024	PRINTED	432	CITY OF BONNEY LAKE , WA	547020	BLK WATER,SEWER;ACCT#1-99-204000-00	0.00	308.50	01/09/2024
705598	01/05/2024	PRINTED	638	CITY OF BUCKLEY	547020	BUC WATER,SEWER;ACCT#1489.0;DEC23	0.00	263.33	01/11/2024
705599	01/05/2024	PRINTED	998	CINTAS CORPORATION	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	426.03	01/16/2024
705600	01/05/2024	PRINTED	2583	COFFEE ENTERTAINMENT LLC	541010	COFFEE DANCE- K POP 101 12/12/12 GHM, 12/15/23 SH	0.00	500.00	01/11/2024
705601	01/05/2024	PRINTED	392	THE FALCONER	541010	THE FALCONER - 10/11/23 SUM	0.00	350.00	01/11/2024
705602	01/05/2024	PRINTED	703	INGRAM LIBRARY SERVICES	534110	MATERIALS	0.00	1,116.23	01/12/2024
705603	01/05/2024	PRINTED	26	LINGO	542010	TOLL FREE MONTHLY CHARGE:CUSTOMER#412462481	0.00	7.41	01/12/2024
705604	01/05/2024	PRINTED	211	MIDWEST TAPE LLC	534005	MATERIALS	0.00	7,332.23	01/17/2024
705605	01/05/2024	PRINTED	216	CITY OF MILTON	547000	MIL ELECTRIC;ACCT#14113;11/15-12/15/23	0.00	706.65	01/10/2024
705606	01/05/2024	PRINTED	240	NEW YORK TIMES	534505	SUBSCRIP RENEW ACCT#912006996-912004900 ONE YR	0.00	2,461.75	01/18/2024
705607	01/05/2024	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	549050	EMPLOYER ID#P00898;ANNUAL RENEWAL FEE 2024	0.00	610.00	01/09/2024
705608	01/05/2024	PRINTED	2410	PBS ENGINEERING AND ENVIRONMENTAL INC	541060	PBS USA LWD DEMO HAZ MAT	0.00	4,547.61	01/11/2024
705609	01/05/2024	PRINTED	776	PUGET SOUND ENERGY	547000	BUC ELECTRIC;ACCT#200012973018	0.00	4,943.14	01/09/2024
705610	01/05/2024	PRINTED	860	PUPPETS PLEASE	541010	PUPPETS PLEASE - 12/9/23 MIL, UP	0.00	600.00	01/10/2024
705611	01/05/2024	PRINTED	249	SMITH FIRE SYSTEMS INC	548000	SMITH FIRE SMOKE ALARM TESTING & REPLACEMENTS	0.00	3,504.00	01/10/2024
705612	01/05/2024	PRINTED	273	TOWN OF STEILACOOM	547000	STL ELECTRIC,WATER,SEWER;ACCT#1462.0	0.00	1,426.79	01/09/2024
705613	01/05/2024	PRINTED	290	SURPRISE LAKE SQUARE LLC	545030	EDEN POWC-300077 JANUARY 2024 RENT&CAM;ACC#764	0.00	12,402.93	01/10/2024
705614	01/05/2024	PRINTED	672	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES;JAN24	0.00	15.71	01/11/2024
705615	01/05/2024	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES	0.00	871.99	01/10/2024
705616	01/05/2024	PRINTED	811	WCP SOLUTIONS	531004	PAPER PRODUCTS	0.00	896.52	01/09/2024
705617	01/10/2024	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	231540	Payroll Run 9 - Warrant 122023	0.00	282,090.45	01/18/2024
705618	01/12/2024	PRINTED	2143	AWARDCO INC	541020	ANNUAL - SERVICE AWARDS SERVICES (2023)	0.00	1,480.00	01/19/2024
705619	01/12/2024	PRINTED	341	BAKER & TAYLOR	534110	MATERIALS	0.00	2,336.98	01/19/2024
705620	01/12/2024	PRINTED	998	CINTAS CORPORATION	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	466.04	01/23/2024
705621	01/12/2024	PRINTED	2798	CORAGGIO GROUP LLC	541020	CONSULTING SERVICES FOR NEW STRATEGIC PLAN	4,411.33	0.00	
705622	01/12/2024	PRINTED	1001	DATA QUEST LLC	541020	ANNUAL - BACKGROUND CHECKS SERVICE (2023)	0.00	270.00	01/23/2024
705623	01/12/2024	PRINTED	367	EDU BUSINESS SOLUTIONS INC	535050	2024 PRINT SHOP PRO ANNUAL RENEWAL	0.00	1,870.20	01/19/2024
705624	01/12/2024	PRINTED	2801	FATBEAM LLC	542012	INTERNET SERVICES	0.00	19,871.43	01/26/2024
705625	01/12/2024	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	547020	SH WATER;ACCT#008359-000;11/1-12/31/23	0.00	293.16	01/19/2024
705626	01/12/2024	PRINTED	1052	FREEDOM MARTIAL ARTS ACADEMY	541010	FREEDOM MARTIAL ARTS - MIL 10/28, FIF 11/18	300.00	0.00	
705627	01/12/2024	PRINTED	742	KITSAP REGIONAL LIBRARY	541650	LOST ILL#219059691;THE FRONTIERSMEN	48.98	0.00	
705628	01/12/2024	PRINTED	2824	REKHA KUIVER	541000	REKHA KUIVER - DEI PRACTICES FOR CHILDRENS STORIES	0.00	500.00	01/19/2024
705629	01/12/2024	PRINTED	211	MIDWEST TAPE LLC	534005	MATERIALS	0.00	6,986.97	01/23/2024
705630	01/12/2024	PRINTED	2425	NATIONAL CONSTRUCTION RENTALS INC	545020	NATIONAL CONST. RENTALS LWD FENCE LEASE	0.00	591.90	01/18/2024
705631	01/12/2024	PRINTED	520	CITY OF ORTING	547020	ORT WATER,SEWER;ACCT#43670	0.00	231.87	01/19/2024
705632	01/12/2024	PRINTED	552	PENINSULA LIGHT CO	547000	KC ELECTRIC & WATER;ACCT#59322	0.00	1,381.14	01/17/2024
705633	01/12/2024	PRINTED	1037	PIERCE COUNTY SEWER	547030	LWD SEWER;ACCT#140830;JAB24	0.00	1,021.98	01/19/2024
705634	01/12/2024	PRINTED	765	PROQUEST LLC	534305	DATABASES	0.00	12,011.39	01/19/2024
705635	01/12/2024	PRINTED	776	PUGET SOUND ENERGY	547000	TIL ELECTRIC;ACCT#200007791946;DEC23	0.00	614.05	01/17/2024
705636	01/12/2024	PRINTED	100	THE SEATTLE TIMES COMPANY	534505	MAGAZINES ONE YR SUBSCRIPTION	0.00	934.96	01/17/2024
705637	01/12/2024	PRINTED	111	SHOUTBOMB LLC	535050	2024 SHOUTBOMB ANNUAL RENEWAL	0.00	5,832.00	01/18/2024
705638	01/12/2024	PRINTED	2841	SOUTHEASTERN OKLAHOMA UNIVERSITY	541650	ILL#221348341;OPPORTUNITIES IN CAD/CAM CAREERS	60.00	0.00	
705639	01/12/2024	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	545030	TILlicum BRANCH RENT, MAINT & ULTITIES 12/2023	0.00	3,771.49	01/24/2024
705640	01/12/2024	PRINTED	605	US BANK	231950	ACC#4246 0445 5567 9202; P-CARD; 1/8/2024	0.00	130,435.60	01/18/2024
705641	01/12/2024	PRINTED	2008	ZPROCIS SOLUTIONS INC	541004	2023 DATABASE ADMINSTRATOR CONSULTING	2,900.00	0.00	
705642	01/12/2024	PRINTED	2238	BYLINE FINANCIAL GROUP	535020	MICROFILM READER PAYOFF (GIG & LWD)	0.00	7,202.07	01/17/2024
705643	01/19/2024	PRINTED	2169	ASSOCIATION OF WASHINGTON CITIES	549020	ANNUAL FEES - 2024 (AWC)	0.00	22,932.94	01/25/2024
705644	01/19/2024	PRINTED	341	BAKER & TAYLOR	534010	MATERAILS	0.00	18,511.80	01/30/2024

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
705645	01/19/2024	PRINTED	355	BELLINGHAM PUBLIC LIBRARY	541650	ILL#218120368;LOST ILL BOOK;CIRCLE AROUND THE SUN.	0.00	24.95	01/29/2024
705646	01/19/2024	PRINTED	2423	BETA - LAKEWOOD LLC	591720	GROUND LEASE-6TH PAYMENT; DUE 2/1/2024	23,000.00	0.00	
705647	01/19/2024	PRINTED	427	BLACKSTONE PUBLISHING	534020	MATERIALS	162.16	0.00	
705648	01/19/2024	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	545030	EDEN POW#C-300065;RENT,CAM;SEWER;FEB24	0.00	13,636.47	01/30/2024
705649	01/19/2024	PRINTED	399	CITY OF FIFE	547020	FIF WATER,SEWER;ACCT#115846-000;11/2-12/31/23	0.00	738.83	01/31/2024
705650	01/19/2024	PRINTED	446	CITY OF GIG HARBOR	547030	GIG SEWER;ACCT#001603-000;11/1-12/31/23	0.00	872.21	01/26/2024
705651	01/19/2024	PRINTED	703	INGRAM LIBRARY SERVICES	534110	MATERIALS	0.00	1,527.15	01/30/2024
705652	01/19/2024	PRINTED	710	IRON MOUNTAIN INC	541020	CONTRACTURAL SERVICES-DOCUMENT STORAGE (2018-2027)	524.58	0.00	
705653	01/19/2024	PRINTED	11	LAKEWOOD WATER DISTRICT	547020	LWD WATER;ACCT#16159.01	0.00	169.15	01/31/2024
705654	01/19/2024	PRINTED	2846	MANGO LANGUAGES	534305	DATABASES	0.00	13,375.00	01/30/2024
705655	01/19/2024	PRINTED	2843	MIAMI PUBLIC LIBRARY	541650	REPLACEMENT OF ILL BOOK;TITLE:VIKING GLASS,1944-70	29.95	0.00	
705656	01/19/2024	PRINTED	211	MIDWEST TAPE LLC	534010	MATERIALS	3,401.22	0.00	
705657	01/19/2024	PRINTED	1081	NASIM LANDSCAPE	548010	LANDSCAPING MAINTENANCE SERVICE-(4/1/23 - 3/31/24)	0.00	9,517.49	01/30/2024
705658	01/19/2024	PRINTED	512	OETC	535050	2024 ADOBE CREATIVE CLOUD SUBSCRIPTION RENEWAL	0.00	3,082.94	01/26/2024
705659	01/19/2024	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	549050	BANK FEES: BOA \$322.23; KC \$111.99	0.00	434.22	01/26/2024
705660	01/19/2024	PRINTED	563	PIERCE COUNTY RECYCLING	562100	WATSE CONNECTIONS- BUC UST PROJECT WASTE	0.00	7,037.28	01/31/2024
705661	01/19/2024	PRINTED	771	PUBLIC LIBRARIES OF WASHINGTON	549020	ORGANIZATION MEMBERSHIP 1/1/24 - 12/31/24	0.00	7,500.00	01/26/2024
705662	01/19/2024	PRINTED	782	XEROX CORPORATION	541630	StaffTech - Xerox printer for COM	0.00	139.62	01/26/2024
705663	01/19/2024	PRINTED	785	QUIPU GROUP LLC	535050	2024 E CARD ANNUAL SUBSCRIPTION	3,442.00	0.00	
705664	01/19/2024	PRINTED	61	RICOH USA INC	541630	60 MONTH COPIER LEASE - UP - (2023-2028)	0.00	8,693.83	01/30/2024
705665	01/19/2024	PRINTED	61	RICOH USA INC	541630	2023 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	2,931.16	01/26/2024
705666	01/19/2024	PRINTED	249	SMITH FIRE SYSTEMS INC	548000	PO COVERING SERVICES FOR YEAR END - 2023	0.00	8,451.46	01/26/2024
705667	01/19/2024	PRINTED	284	SUMMIT WATER & SUPPLY CO	547020	SMT WATER;ACCT#02147900-01;12/4/23-1/2/24	0.00	349.64	01/26/2024
705668	01/19/2024	PRINTED	892	SUNDOWNER LLC	548000	ANNUAL 2024 SUNDOWNER ROOF & GUTTER CLEANING	9,674.72	0.00	
705669	01/19/2024	PRINTED	579	TK ELEVATOR	548010	GOLD SERVICE MAINTENANCE AGREEMENT LWD & ACL	2,853.66	0.00	
705670	01/19/2024	VOID	2847	UNIVERSAL CLASS INC	534305	DATABASES ONE YR RENEWAL	15,000.00	0.00	
705671	01/19/2024	PRINTED	810	WAYNES ROOFING INC	548000	EMERGENCY ROOF REPAIRS	0.00	764.81	01/26/2024
705672	01/19/2024	PRINTED	2015	WEX BANK	532000	ANNUAL 2024 WEX FUEL CARDS	0.00	3,410.72	01/26/2024
705673	01/19/2024	PRINTED	818	WHATCOM COUNTY LIBRARY SYSTEM	541650	ILL#222002843;Lady in waiting:my extraordinary	0.00	103.99	01/30/2024
705674	01/22/2024	PRINTED	313	AFLAC	231590	Payroll Run 2 - Warrant 012224	3,551.71	0.00	
705675	01/22/2024	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	231590	Payroll Run 2 - Warrant 012224	86.58	0.00	
705676	01/22/2024	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 012224	2,061.49	0.00	
705677	01/22/2024	PRINTED	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 012224	0.00	407.67	01/26/2024
705678	01/26/2024	PRINTED	2224	ASOTIN COUNTY LIBRARY	541650	DAMAGED BOOK;ILL#1029328663;TITLE:THE DISAPPEARED	34.00	0.00	
705679	01/26/2024	PRINTED	336	ATS AUTOMATION INC	548010	MAINT. & SUPPORT - HVAC CONTROLS (2019-2024)	0.00	5,773.37	01/31/2024
705680	01/26/2024	PRINTED	341	BAKER & TAYLOR	534020	MATERIALS	21,924.08	0.00	
705681	01/26/2024	PRINTED	1789	BARSNESS GROUP	541020	SPARK! CAMPAIGN; LWD COMM WORK; PCLF BOARD GROWTH	20,010.00	0.00	
705682	01/26/2024	PRINTED	427	BLACKSTONE PUBLISHING	534020	MATERIALS	319.41	0.00	
705683	01/26/2024	PRINTED	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS	0.00	224.13	01/31/2024
705684	01/26/2024	PRINTED	669	CHUCKALS INC	531002	COPY BOND PAPER - 8 1/2 X 11	0.00	2,109.74	01/30/2024
705685	01/26/2024	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	542010	ACC#G15-000; TOLL; DECEMBER 2023	588.62	0.00	
705686	01/26/2024	PRINTED	379	E-RATE EXPERTISE INC	541000	E-RATE PROFESSIONAL SERVICES (2024)	5,500.00	0.00	
705687	01/26/2024	PRINTED	365	EBSO	534505	MAGAZINES	313.19	0.00	
705688	01/26/2024	PRINTED	369	EHS-INTERNATIONAL INC	541060	EHSI BUC UST A/E SERVICES	0.00	35,466.20	01/31/2024
705689	01/26/2024	PRINTED	460	GRAY MEDIA PRODUCTIONS LLC	541000	VIDEO SERVICES	0.00	450.00	01/31/2024
705690	01/26/2024	PRINTED	2367	KAYCE HALL	543000	EMP ID#1150 TRAVEL REIMB FOR CORE FORUM	0.00	1,536.01	01/31/2024
705691	01/26/2024	PRINTED	474	HANBOOKS.COM	534505	MATERIALS; 1YR SUBSCRIPTION	1,075.93	0.00	
705692	01/26/2024	PRINTED	497	HUB INTERNATIONAL	546000	Endorsement Premium: Add 92) Isuzu # 3008 / 3323	682.00	0.00	
705693	01/26/2024	PRINTED	703	INGRAM LIBRARY SERVICES	534110	MATERIALS	410.52	0.00	
705694	01/26/2024	PRINTED	1886	LAMAR COMPANIES	544000	ADVERTISING	1,805.00	0.00	
705695	01/26/2024	PRINTED	36	LOGIC INTEGRITY INC	541004	2024 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	1,600.00	0.00	
705696	01/26/2024	PRINTED	2785	PEGGY M MCLOUD	541010	STORYTELLING W/ PEGGY MCCLLOUD PKS 11/4	350.00	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
705697	01/26/2024	PRINTED	2655	MELISSA MUNN	543000	EMP ID#1453 TRAVEL REIMB FOR CORE FORUM	649.55	0.00	
705698	01/26/2024	PRINTED	211	MIDWEST TAPE LLC	534005	MATERIALS	6,554.51	0.00	
705699	01/26/2024	PRINTED	227	MOUNTAIN MIST	531000	DPT WATER COOLER RENTER EQUIPMENT;ACCT#046669	0.00	35.69	01/31/2024
705700	01/26/2024	PRINTED	241	MCCLATCHY COMPANY LLC	544000	ADVERTISING - TNT ADS AND DIGITAL	4,925.00	0.00	
705701	01/26/2024	PRINTED	520	CITY OF ORTING	591720	LEASE PAYMENT MPC (OCTOBER 2023)	14,266.64	0.00	
705702	01/26/2024	PRINTED	552	PENINSULA LIGHT CO	547000	GIG ELECTRIC;ACCT#59323	0.00	1,558.43	01/30/2024
705703	01/26/2024	PRINTED	776	PUGET SOUND ENERGY	547000	BLK ELECTRIC;ACCT#200013155375;12/14/23-1/16/24	0.00	1,534.46	01/30/2024
705704	01/26/2024	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	548010	Contract overage charge for the 12/01 to 12/31/23	1,669.87	0.00	
705705	01/26/2024	PRINTED	782	XEROX CORPORATION	541630	StaffTech - Xerox printer for COM	0.00	139.62	01/31/2024
705706	01/26/2024	PRINTED	2844	RACE FORWARD	549020	2024 MEMBERSHIP DUES. TERM 1/1/2024 - 12/31/2024	2,000.00	0.00	
705707	01/26/2024	PRINTED	61	RICOH USA INC	541630	60 MONTH COPIER LEASE - SMT (2020-2025);1/8-2/7/24	870.30	0.00	
705708	01/26/2024	PRINTED	85	SARCO SUPPLY LLC	531010	CUSTODIAL SUPLIES - ANNUAL	0.00	771.27	01/30/2024
705709	01/26/2024	PRINTED	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	1,662.42	0.00	
705710	01/26/2024	PRINTED	2609	WESTMARK CONSTRUCTION INC	223400	DOOR REPLACEMENTS PROJECT- ACL	0.00	15,755.87	01/30/2024
705711	01/31/2024	PRINTED	163	DEPT OF LABOR & INDUSTRIES	231510	Q4 2023 L&I PREMIUMS ID# 277,074-00	48,745.53	0.00	
705712	01/31/2024	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	231590	Q4 2023 WA PFML & WA CARES _ ACCT# C278036416	70,645.09	0.00	
							278,110.04	730,627.18	1,008,737.22

MEMO



Date: February 5, 2024

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

From: Clifford Jo, Business & Compliance Director

Subject: Buckley Library Site Contamination Update and Change Order

Removal of contaminated soil and insertion of clean soil is complete. Some work remains on the sidewalk, and landscaping will be conducted in several months.

Rivers Edge (“Contractor”) submitted a number of change orders that were necessary over the last several months, which increased the contract value considerably from \$372,000 to \$656,000. This is due to the additional UST discovered, significantly more soil to remove in certain locations, significant infrastructure replacements particularly underneath the sidewalk, and other necessary work.

Because the cost of the change order exceeds \$150,000, we are asking the board to authorize an adjustment to the original purchase order for the Contractor.

In terms of overall budget cost, we remain under the \$1 million budget for Contractor and disposal fees. Next month we should have the disposal fees total. After landscaping is completed, I will provide a full report to the Board, as a record.

Board Action: *Move to approve an amended purchase order total to Rivers Edge in an amount not to exceed \$656,000.*

Picture of fully filled in site, taken January 22, 2024.



MEMO



Date: February 1, 2024

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

From: Kristina Cintron, Director of Facilities and Capital Projects

Subject: Surplus of Art

As part of the closure of the Lakewood Library, we removed and stored the existing artwork that was on display. An Art Committee, comprised of representatives from Customer Experience, Foundation, and Executive Office formed to evaluate the collection of artwork to determine if it should be relocated to the interim Lakewood Library for display. Due to the smaller size of the interim library, we needed to be selective of the pieces to be used.

The Art Committee has evaluated all of the existing artwork and has determined some items are not suitable for display. The criteria used for consideration were physical condition, content, subject matter, and audience impact. The Library will take appropriate actions to surplus these items, either at another public entity willing to display the work, storing the artwork for future use, or surplus.

With the Board's approval, we will surplus the items listed in the attachment.

The exterior rock statue will be transferred to the City of Lakewood's Parks Department for display for further enjoyment by the community.

Board Action: Move to approve Resolution 2024-03 as presented.

Artwork Surplus

Title	Artist	Medium	Disposition
Complex Simplicities	Aurellia James	Three dimensional college	Dated, does not fit with theme of the branch
Storybook Characters	Unknown	Stained glass	Outdated subject matter
Tapestry College	Various	Photographs and college	Maintenance and upkeep
Art from Library programming	Various	Various plastic, canvas	Programming artwork
Needlepoint Tapestry	Unknown	Cloth	Dated, does not fit with theme of the branch
Exterior rock statue	Unknown	Rock	Relocate to City of Lakewood, Parks Dept.

RESOLUTION NO. 2024-03

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO DECLARE ART SURPLUS**

WHEREAS, the Pierce County Rural Library District (“Library”) has an identified board policy 2.9 - Provision of Public Art in Pierce County Library Buildings - that includes the surplus of works of art donated to the Library, and

WHEREAS, the Library has inventoried all works of art that were either displayed or stored on behalf of the original Lakewood Library, and

WHEREAS, the Library has determined certain works in said inventory are no longer needed, which are hereby described:

Title	Artist	Medium	Disposition
Complex Simplicities	Aurellia James	Three dimensional college	Dated, does not fit with theme of the branch
Storybook Characters	Unknown	Stained glass	Outdated subject matter
Tapestry College	Various	Photographs and collage	Maintenance and upkeep
Art from Library Programming	Various	Various plastic, canvas	Programming artwork
Needlepoint Tapestry	Unknown	Cloth	Dated, does not fit with theme of the branch
Exterior Rock Statue	Unknown	Rock	Relocate to City of Lakewood, Parks Dept.

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 14TH DAY OF FEBRUARY, 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: January 31, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

This February, Black History Month, we kick off our first system sponsored Cultural Heritage and Enrichment Series with Black Stories and Voices. Library branches post promotional signs, have bookmarks available to hand out, and have a featured Black History Month display highlighting items in the Library's collection that acknowledge the triumphs and struggles of Black people throughout U.S. history. The bookmarks feature fiction and nonfiction authors writing from lived experience and current and historical perspectives. Additionally, we will feature a booklist in our catalog and on our website. A variety of programs are being offered across the branches throughout the month as well.

Pierce County Library System was officially accepted into, and became a member of, the [Government Alliance on Race and Equity \(GARE\)](#) in January 2024. Becoming a member of this network of more than 400 jurisdictions will provide administrators access to resources and opportunities to collaborate with other government agencies striving to advance racial equity and increase opportunities for all people. This participation will support our commitment to, and further our work for, inclusive systems, processes and practices at PCLS.

We received the completed Cultural Resource Survey conducted by Antiquity Consulting for the new Sumner Library site and I am grateful for this information-rich resource we can use as we proceed with the initial project planning and launch the design phase. No archeological or historic resources were observed in the study area and no further archeological work is recommended. We will ensure the architects have an inadvertent discovery plan when we reach the ground-disturbing phase of the project. Tribal notifications are underway and we will soon be able to file the necessary paperwork with the Department of Commerce to begin the process to receive Library Capital Improvement Program grant funds.

Also in January, the Library finalized contract negotiations with [Johnston Architects](#) for the new Sumner Library. Following a project kick-off meeting, the core steering team is prepared to begin work. Johnston Architects noted that the design team for this project is the most diverse they have worked with to date, with 74% of the selected firms being women or minority-owned. We are planning to provide an overview of the project phases and timeline to the Board at the March Regular Meeting.

As you know, I will be unable to attend the February Regular Meeting in person as I will be in Olympia at the Library Legislative Day. There are a few bills impacting libraries I am planning to connect with our elected officials here in Pierce County to discuss. The policy cutoff deadline was January 31, 2024, and the Legislature will be narrowing and finalizing proposed legislation this month with the goal to conclude the Session in early March.

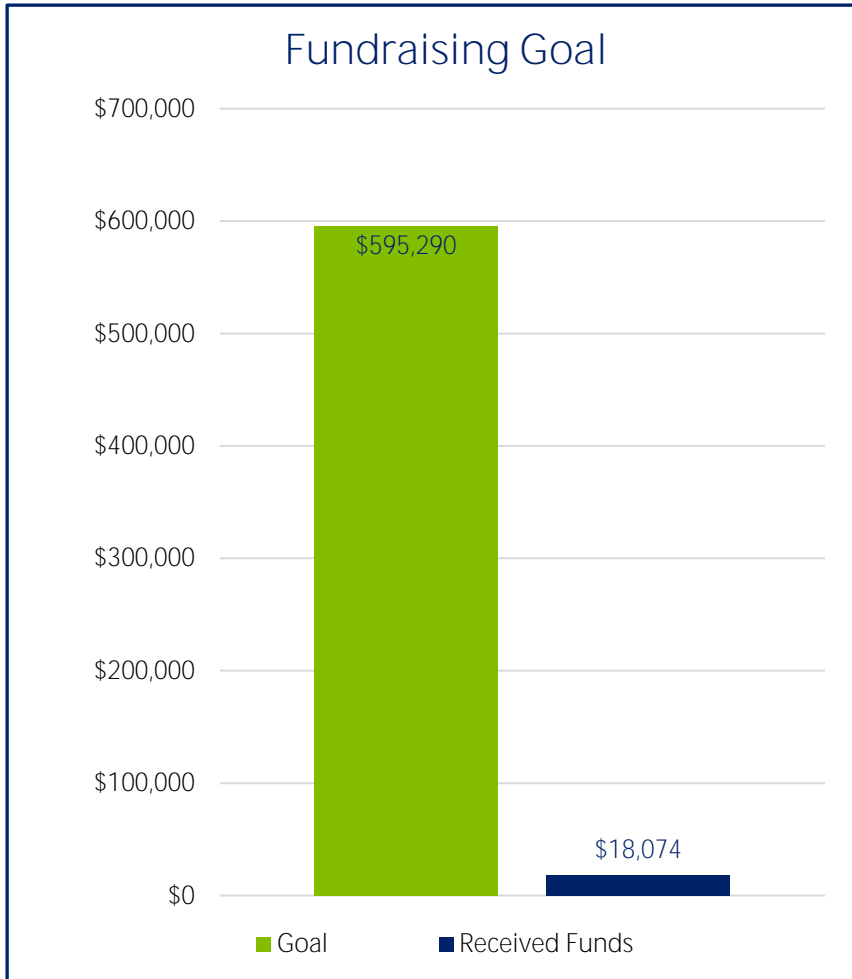
-
- [Senate Bill 5824](#) intends to close a legislative gap realized in 2023 when some residents tried to dissolve the Columbia County Rural Library District. A Superior Court Commissioner intervened when realizing the residents in the town where the library is located would not be permitted to cast a vote on the measure (a gap in RCW for annexed cities into Rural Library Districts). This bill would close that gap and allow residents of an annexed city to cast a vote on a dissolution ballot measure. Additionally, it raises the number of eligible voters' signatures on petitions before issues like this make it to the ballot. The bill passed the Senate Chamber 49-0 and is making its way through the House State Government & Tribal Relations Committee.
 - [Senate Bill 5770](#) would adjust the 1% property tax cap to a maximum of 3% and redefine the calculation used to define how the cap is reached as well as provide provision for retired persons property tax relief program. It was originally proposed during the 2022-2023 Session as a recommendation out of the Tax Structure Work Group final report. This bill has both strong support and opposition. The bill is still in the Senate Ways & Means Committee.
 - [House Bill 2354](#) creates an option for impacted taxing districts to provide a portion of their new revenue to support a Tax Increment Financed (TIF) Area. Approved by the Washington State Legislature and signed into law in 2021, the TIF area redirects property taxes on new development in the area to fund infrastructure projects. Most taxing districts with jurisdiction in the area are subject to the collection, with a few exceptions such as property taxes for state and local school levies. The bill is currently in the House Committee on Finance.
 - [Senate Bill 5444](#) increases gun-free zones to include public parks, public transit, government buildings, public libraries, zoos, and aquariums. The bill was amended to confirm concealed carry remains lawful, while open carry would be prohibited. The bill is still in the Senate Ways & Means Committee.

I have been working to develop relationships with elected officials throughout the year and will keep the Board informed of these bills as the Washington State Legislature works to complete the regular session by March 7, 2024.

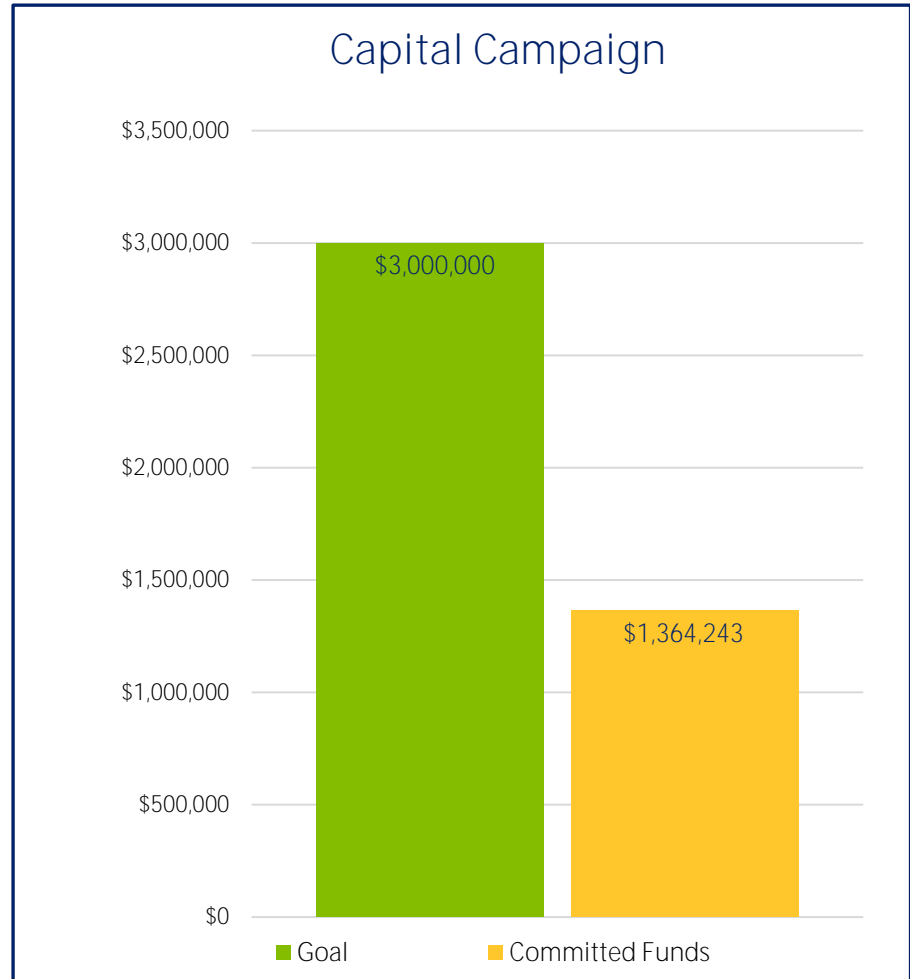
Lastly, Director Cliff Jo and I had the opportunity to attend the annual Horizons Economic Forecast event hosted by the Tacoma-Pierce County Chamber of Commerce. We heard from a variety of speakers regarding the national, state, and local economy and the full report can be provided to the Board on request. While last year, concerns for a coming economic recession dominated the event, this year the outlook is fairly optimistic though predictions still include a slowdown of the overall economy. With inflation stabilizing nationally, rate cuts from the federal government are anticipated this year. At a local level, Pierce County is expected to see nearly 2% economic growth. With the high interest rates, building permits are slowing down and construction costs follow by decreasing in the coming year. Higher mortgage rates push the Pierce County Housing Affordability Index lower and projections for continued low unemployment hover around 5%.



Fundraising Performance Dashboard



Goal = PCLS Annual Agreement Value (\$500,000) +
Foundation Operating Budget (\$95,290)

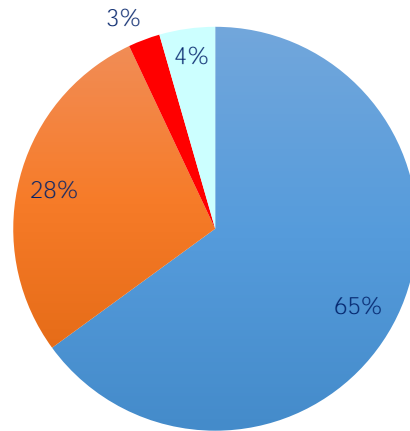


Goal = Multi-year (2021-2024)

Annual Fundraising Statistics

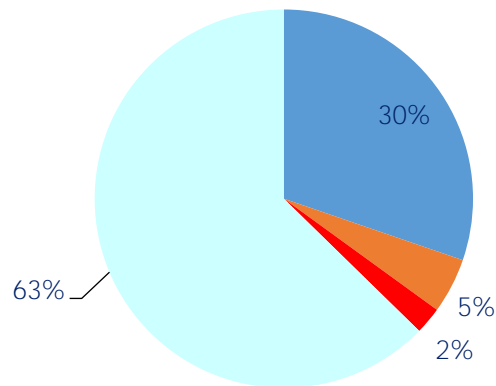
Number of Gifts by Constituency

- 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

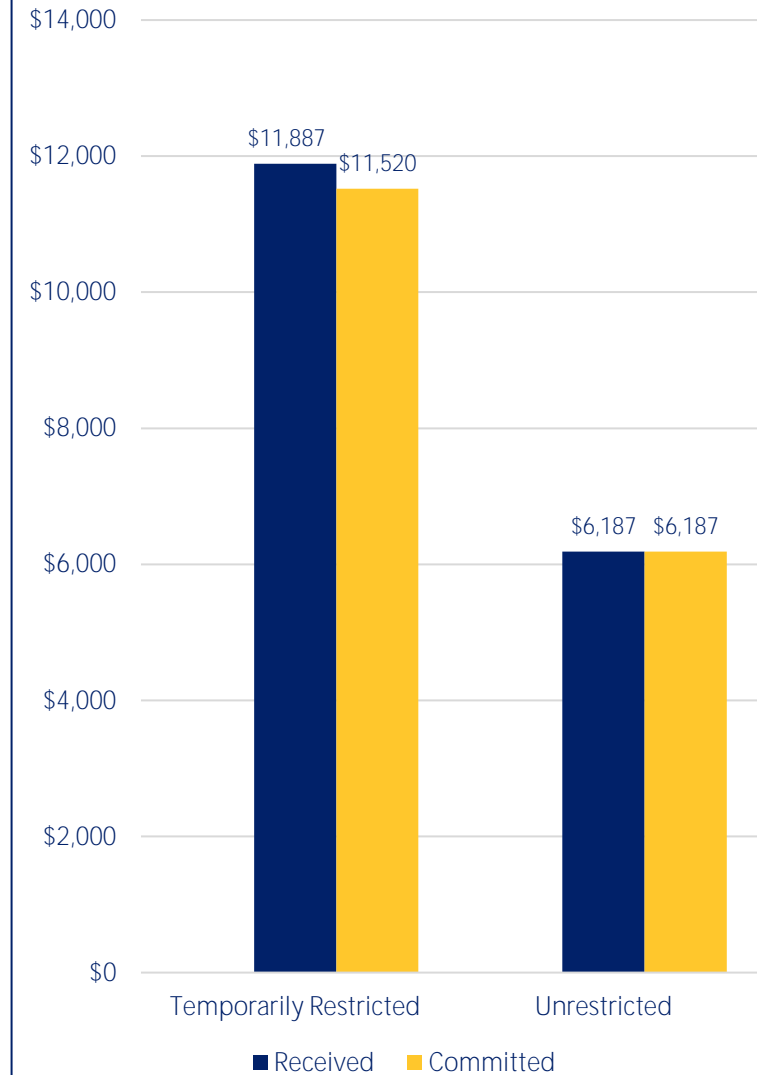


Gift Revenue by Constituency

- 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
110	11.93%	\$4,318	2.21%	811	\$159,048

Continuing Corporate/Foundation donors - Year to date

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
1	1.89%	\$11,100	4.67%	52	\$402,445

Continuing Individual donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
7	5.74%	\$99	0.72%	115	\$15,717

Continuing Corporate/Foundation donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
0	0.00%	\$0	0.00%	15	\$113,015

New Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
0	0.00%	\$0	0.00%	-	-

New Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
2	1.69%	\$0	0.00%	-	-

Returning Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
16	1.10%	\$2,245	7.80%	-	-

Returning Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
0	0.00%	\$0	0.00%	-	-

Updates

What's going well

- Annual Campaign: 1st direct mail and electronic appeal launching this month
- Library Giving Day is April 3rd, and is shaping up to be a collaborative region-wde campaign with both TPL & PPL Foundations
- Trivia BEE: 6th annual event date has been set for Saturday, October 26th

Areas to capitalize on

- Foundation Board: seeking 5 new board members, specifically with legal, financial, and real estate backgrounds & skills
- Cultivation of foundations and individuals in preparing for submission of capital campaign proposals

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 In this year
- LYBUNT (1st year): A subset of LYBUNTs, all first time gifts received in the Last Year But Unfortunately Not yet received In this year

Monthly Financial Reports

December 31, 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

December

- **535025. Continued laptops purchased for our StaffTech lifecycle laptop replacements project**
- **535010. Includes public floor furniture**
- **546000. Includes insurance renewal**

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

December

- **541060. Includes payment to BuildingWork for architecture/design and consulting services for Lakewood Interim Library**
- **541060. Includes payment to EHS-International Inc for A/E Services for Buckley**
- **562100. Includes Buckley project soil remediation**
- **541060. Includes payment to SWL Architects for Facilities Condition Assessment**

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-December

- No activity

Election Fund

December

- 549400. Includes the election project costs relative to the Sumner Library Capital Facilities Area (LCFA)

January-November

- No significant activity other than receipt of investment earnings

Property & Facility Fund

November-December

- 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

December

- No significant activity other than receipt of investment earnings

October-November

- Allocated from property tax revenues a total of 3.2M to LSF per the approved resolution

January-September

- No significant activity other than receipt of investment earnings

Debt Service Fund

January-December

- 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	337,890.29	335,983.97	1,906.32	-
	\$ 3,753,469.84	\$ 3,636,056.53	\$ 117,413.31	\$ -

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
December 31, 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	\$ 371,860	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 158,162	\$ 530,422
Investments	\$ 11,001,288	\$ -	\$ 16,804,744	\$ 1,181,610	\$ 1,137,982	\$ 94,479	\$ 9,977,121	\$ 40,197,224
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 11,372,668	\$ -	\$ 16,804,844	\$ 1,181,710	\$ 1,138,082	\$ 94,579	\$ 10,135,282	\$ 40,727,166
TOTAL ASSETS	\$ 11,372,668	\$ -	\$ 16,804,844	\$ 1,181,710	\$ 1,138,082	\$ 94,579	\$ 10,135,282	\$ 40,727,166
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ 245,962	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 581	\$ 246,543
Retainage Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,642	\$ 19,642
Sales Tax Payable*	\$ 5,311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,311
Payroll Payable	\$ 1,610	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,610
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 252,884	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,223	\$ 273,106
TOTAL LIABILITIES	\$ 252,884	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,223	\$ 273,106
FUND BALANCE								
Reserve for Encumbrances	\$ 126,543	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,832,507	\$ 17,959,051
Levy Sustainability	\$ -	\$ -	\$ 12,921,185	\$ -	\$ -	\$ -	\$ -	\$ 12,921,185
Election Set-Aside	\$ -	\$ -	\$ -	\$ 1,122,367	\$ -	\$ -	\$ -	\$ 1,122,367
Land/Property/Facility Set-Aside	\$ -	\$ -	\$ -	\$ -	\$ 1,028,152	\$ -	\$ -	\$ 1,028,152
Unreserved Fund Balance	\$ 10,993,241	\$ -	\$ 3,883,658	\$ 59,344	\$ 109,930	\$ 94,579	\$ (7,717,448)	\$ 7,423,305
TOTAL FUND BALANCE	\$ 11,119,784	\$ -	\$ 16,804,844	\$ 1,181,710	\$ 1,138,082	\$ 94,579	\$ 10,115,060	\$ 40,454,059
TOTAL LIABILITIES & FUND BALANCE	\$ 11,372,668	\$ -	\$ 16,804,844	\$ 1,181,710	\$ 1,138,082	\$ 94,579	\$ 10,135,282	\$ 40,727,166
BEGINNING FUND BALANCE, 01/01/23								
	\$ 10,563,142	\$ -	\$ 12,921,185	\$ 1,137,625	\$ 2,428,152	\$ 90,114	\$ 10,434,433	\$ 37,574,651
YTD Revenue	\$ 42,849,335	\$ -	\$ 3,883,658	\$ 59,344	\$ 109,930	\$ 4,465	\$ 4,445,218	\$ 51,351,950
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (42,292,693)	\$ -	\$ -	\$ (15,259)	\$ (1,400,000)	\$ -	\$ (4,764,591)	\$ (48,472,542)
ENDING FUND BALANCE, 12/31/23	\$ 11,119,784	\$ -	\$ 16,804,844	\$ 1,181,710	\$ 1,138,082	\$ 94,579	\$ 10,115,060	\$ 40,454,059
TAXES RECEIVABLE	\$ 840,230	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 840,230

**PIERCE COUNTY LIBRARY SYSTEM
COMPARATIVE STATEMENT OF FINANCIAL POSITION
General Fund as of December 31, 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>HISTORICAL</i>	<i>CURRENT</i>
	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	11/30/2023	11/30/2023	12/31/2023
ASSETS															
Current Assets															
Cash	\$ 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	\$ 1,150,845	\$ 371,860	\$ 371,860
Investments	\$ 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	\$ 14,106,991	\$ 11,001,288	\$ 11,001,288
Accrued Interest on Investments	\$ 869	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Receivables	\$ -	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)
Total Current Assets	\$ 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	\$ 15,257,356	\$ 11,372,668	\$ 11,372,668
TOTAL ASSETS	\$ 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	\$ 15,257,356	\$ 11,372,668	\$ 11,372,668
LIABILITIES															
Current Liabilities															
Warrants Payable	\$ 971	\$ 1,863	\$ 12,628	\$ 143,430	\$ 1,233	\$ 426	\$ 411	\$ 411	\$ 411	\$ 1,733	\$ 1,302	\$ 464	\$ 464	\$ 245,962	\$ 245,962
Sales Tax Payable	\$ 92	\$ 2,783	\$ 416	\$ 1,515	\$ 2,167	\$ 3,221	\$ 1,111	\$ 2,840	\$ 1,175	\$ 2,410	\$ 1,522	\$ 2,278	\$ 2,278	\$ 5,311	\$ 5,311
Payroll Payable	\$ 1,063	\$ 151,879	\$ 185,235	\$ 212,126	\$ 153,846	\$ 186,682	\$ 221,318	\$ 166,893	\$ 210,398	\$ 250,234	\$ 169,370	\$ 208,158	\$ 208,158	\$ 1,610	\$ 1,610
US Bank	\$ -	\$ (25,878)	\$ (34,695)	\$ (1,481)	\$ (3,479)	\$ -	\$ (204)	\$ -	\$ -	\$ -	\$ (204)	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 1,063	\$ 130,647	\$ 163,585	\$ 355,590	\$ 153,767	\$ 190,329	\$ 222,635	\$ 170,144	\$ 211,984	\$ 254,377	\$ 171,989	\$ 210,900	\$ 210,900	\$ 252,884	\$ 252,884
TOTAL LIABILITIES	\$ 1,063	\$ 130,647	\$ 163,585	\$ 355,590	\$ 153,767	\$ 190,329	\$ 222,635	\$ 170,144	\$ 211,984	\$ 254,377	\$ 171,989	\$ 210,900	\$ 210,900	\$ 252,884	\$ 252,884
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	\$ 711,556	\$ 126,543	\$ 126,543
Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,500,000)	\$ -	\$ (2,500,000)	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 14,334,899	\$ 10,993,241	\$ 10,993,241
TOTAL FUND BALANCE	\$ 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	\$ 15,046,456	\$ 11,119,784	\$ 11,119,784
TOTAL LIABILITIES & FUND BALANCE	\$ 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	\$ 15,257,356	\$ 11,372,668	\$ 11,372,668
PROPERTY TAXES RECEIVABLE	\$ 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	\$ 1,007,589	\$ 840,230	\$ 840,230

PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF REVENUE & EXPENDITURES
For the Period Ending December 31, 2023



GENERAL FUND - 001	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 42,557,200	\$ 41,263,663	\$ -	\$ 1,293,538	97%
Other Revenue	\$ 1,524,500	\$ 1,585,673	\$ -	\$ (61,173)	104%
TOTAL REVENUE	\$ 44,081,700	\$ 42,849,335	\$ -	\$ 1,232,365	97%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 31,074,962	\$ 28,371,501	\$ -	\$ 2,703,461	91%
Materials	\$ 4,535,800	\$ 4,424,391	\$ -	\$ 111,409	98%
Maintenance and Operations	\$ 8,470,938	\$ 6,570,016	\$ 126,543	\$ 1,774,379	79%
Transfers Out & Reserves	\$ -	\$ 2,926,784	\$ -	\$ (2,926,784)	-
TOTAL EXPENDITURES	\$ 44,081,700	\$ 42,292,693	\$ 126,543	\$ 1,662,464	96%
Excess/(Deficit)		\$ 556,642			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 556,642			

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	\$ -	\$ 545,218	\$ -	\$ (545,218)	-
TOTAL REVENUE	\$ 10,318,000	\$ 4,445,218	\$ -	\$ 5,872,782	43%
EXPENDITURES					
Capital Improvement Projects	\$ 10,318,000	\$ 4,764,591	\$ 7,398,074	\$ (1,844,666)	118%
TOTAL EXPENDITURES	\$ 10,318,000	\$ 4,764,591	\$ 7,398,074	\$ (1,844,666)	118%
Excess/(Deficit)		\$ (319,373)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (319,373)			

DEBT SERVICE FUND - 201	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 4,465	\$ -	\$ (4,465)	-
TOTAL REVENUE	\$ -	\$ 4,465	\$ -	\$ (4,465)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 4,465			

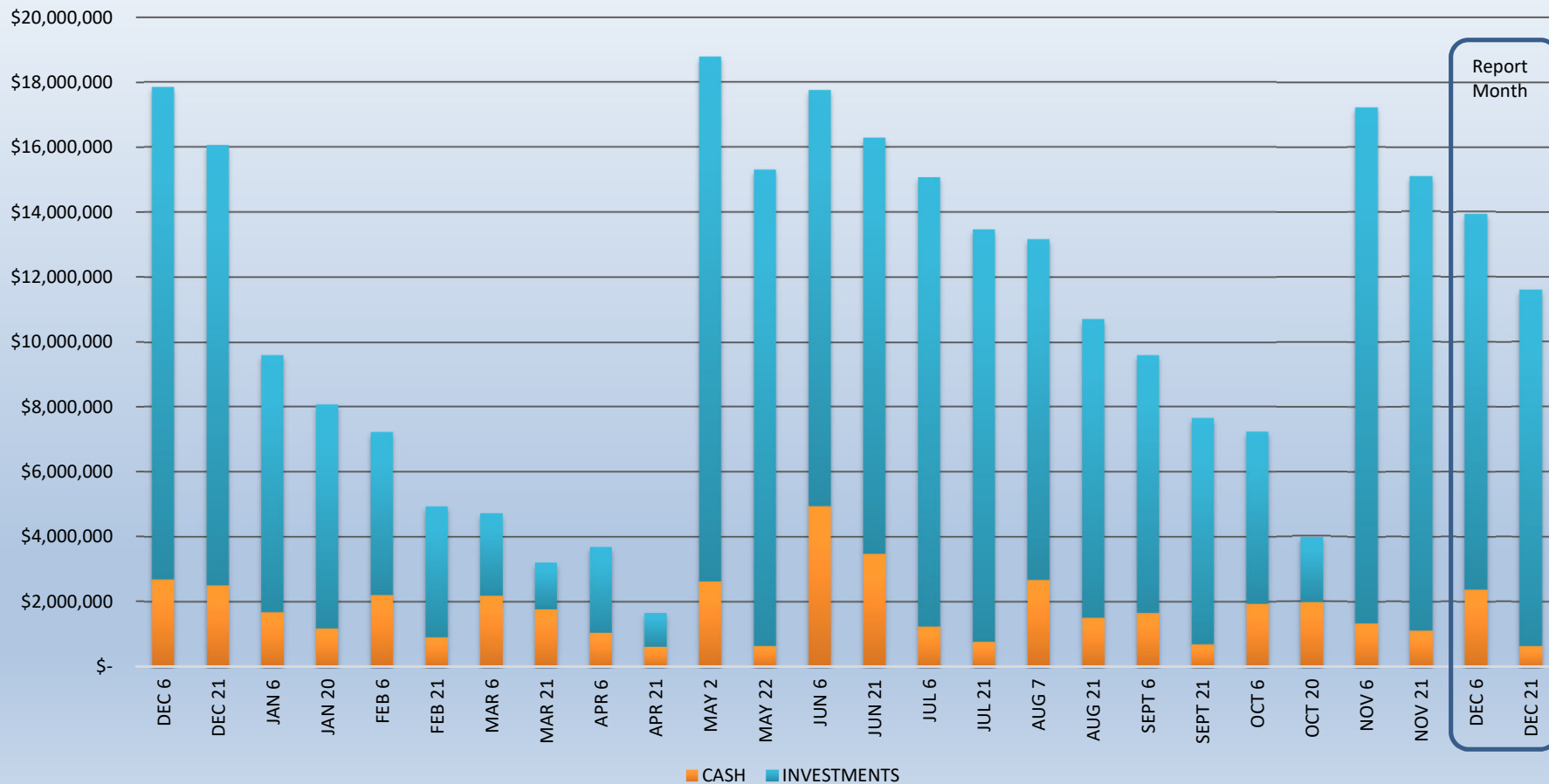
SPECIAL PURPOSE FUND - 101	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ -	\$ -	\$ -	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	-
EXPENDITURES					
Special Purpose Programs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

LEVY SUSTAINABILITY FUND - 102	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 3,883,658	\$ -	\$ (3,883,658)	-
TOTAL REVENUE	\$ -	\$ 3,883,658	\$ -	\$ (3,883,658)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 3,883,658			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 3,883,658			

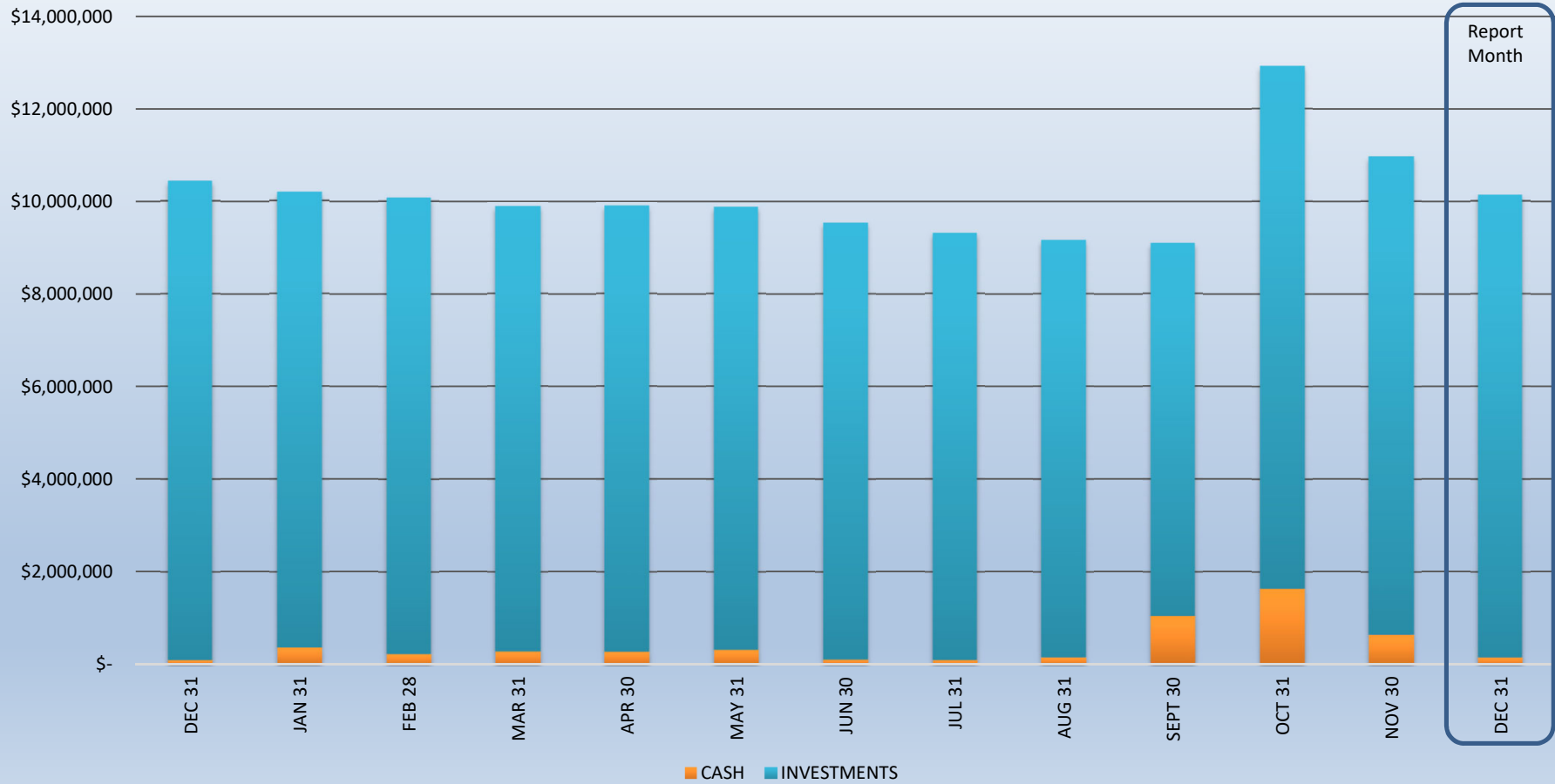
ELECTION FUND - 103	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 59,344	\$ -	\$ (59,344)	-
TOTAL REVENUE	\$ -	\$ 59,344	\$ -	\$ (59,344)	-
EXPENDITURES					
Election Costs	\$ -	\$ 15,259	\$ -	\$ (15,259)	-
TOTAL EXPENDITURES	\$ -	\$ 15,259	\$ -	\$ (15,259)	-
Excess/(Deficit)		\$ 44,085			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 44,085			

PROPERTY AND FACILITY FUND - 104	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 109,930	\$ -	\$ (109,930)	-
TOTAL REVENUE	\$ -	\$ 109,930	\$ -	\$ (109,930)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ 1,400,000	\$ -	\$ (1,400,000)	-
TOTAL EXPENDITURES	\$ -	\$ 1,400,000	\$ -	\$ (1,400,000)	-
Excess/(Deficit)		\$ (1,290,070)			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ (1,290,070)			

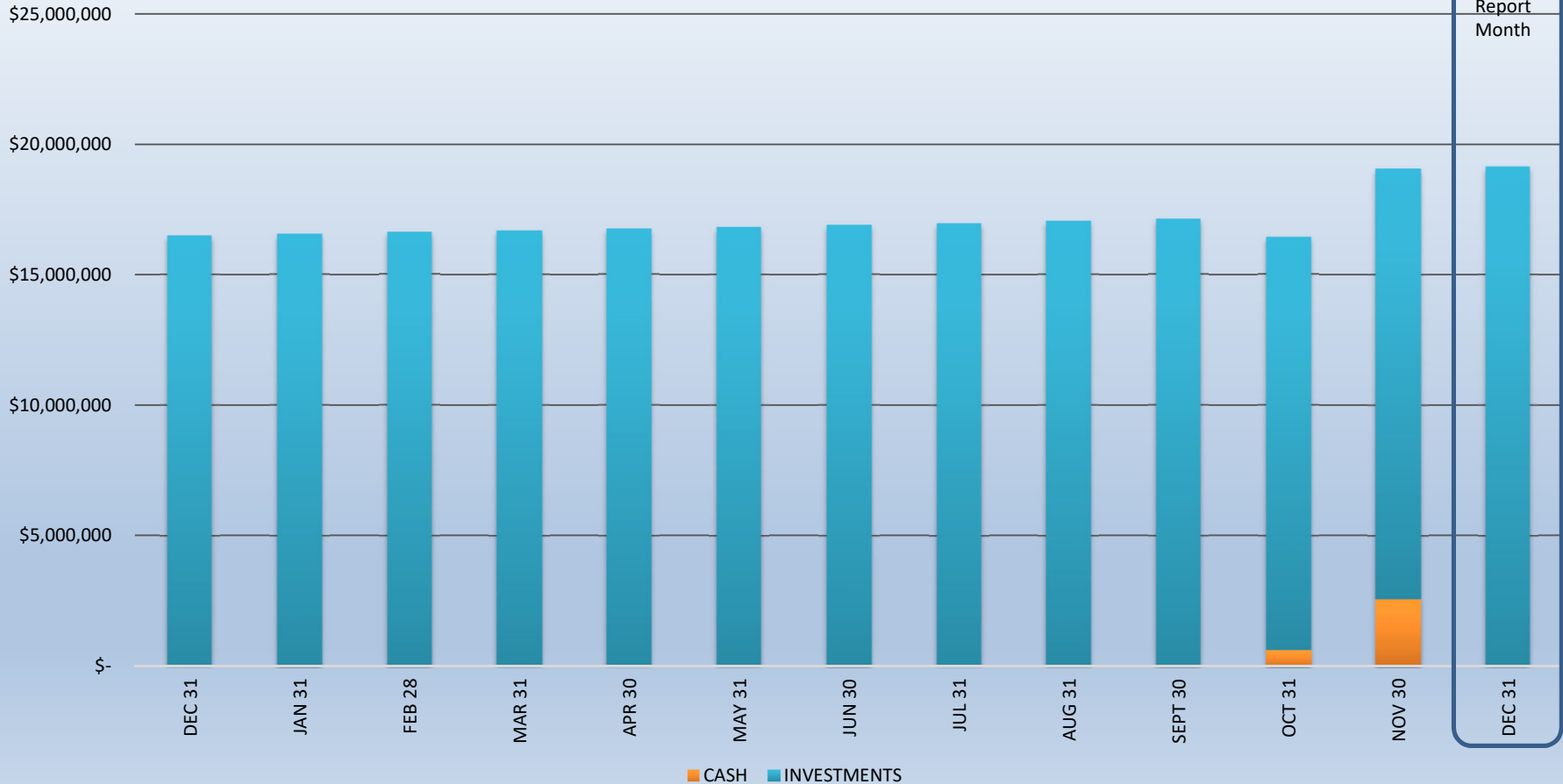
CASH & INVESTMENTS - SEMI-MONTHLY
2023 - GENERAL FUND
- 13 MONTHS MOVING -



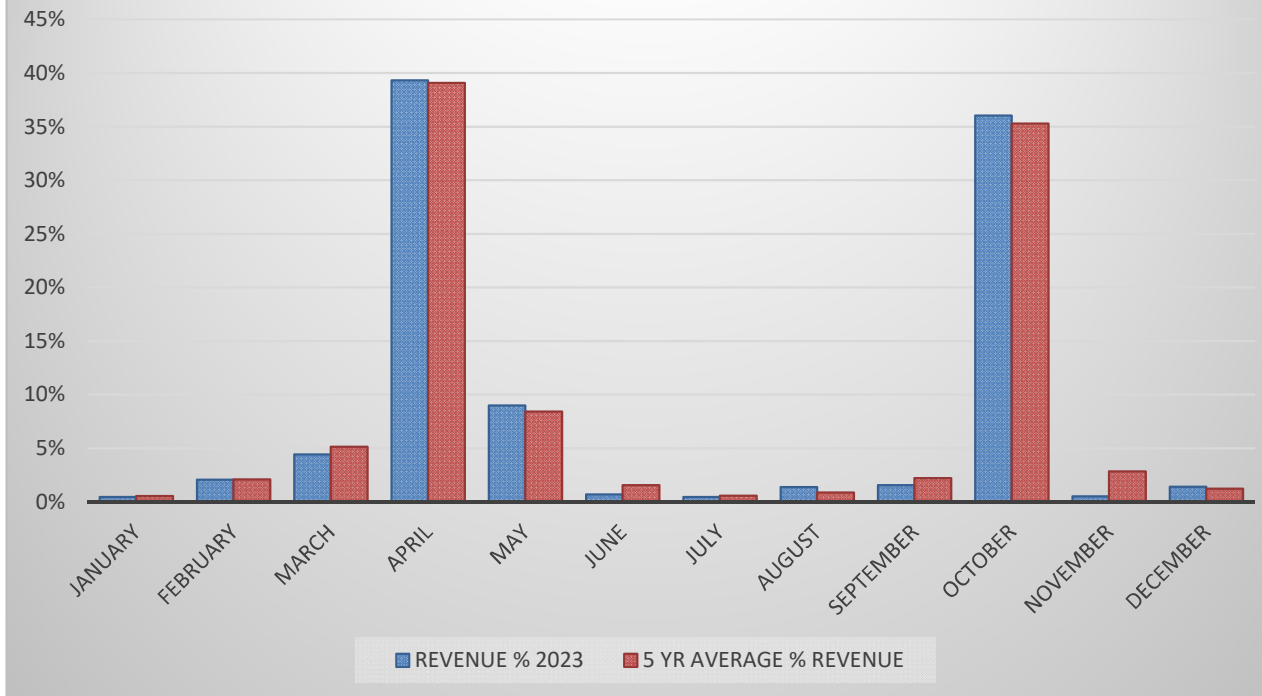
**CASH & INVESTMENTS - MONTHLY
2023 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



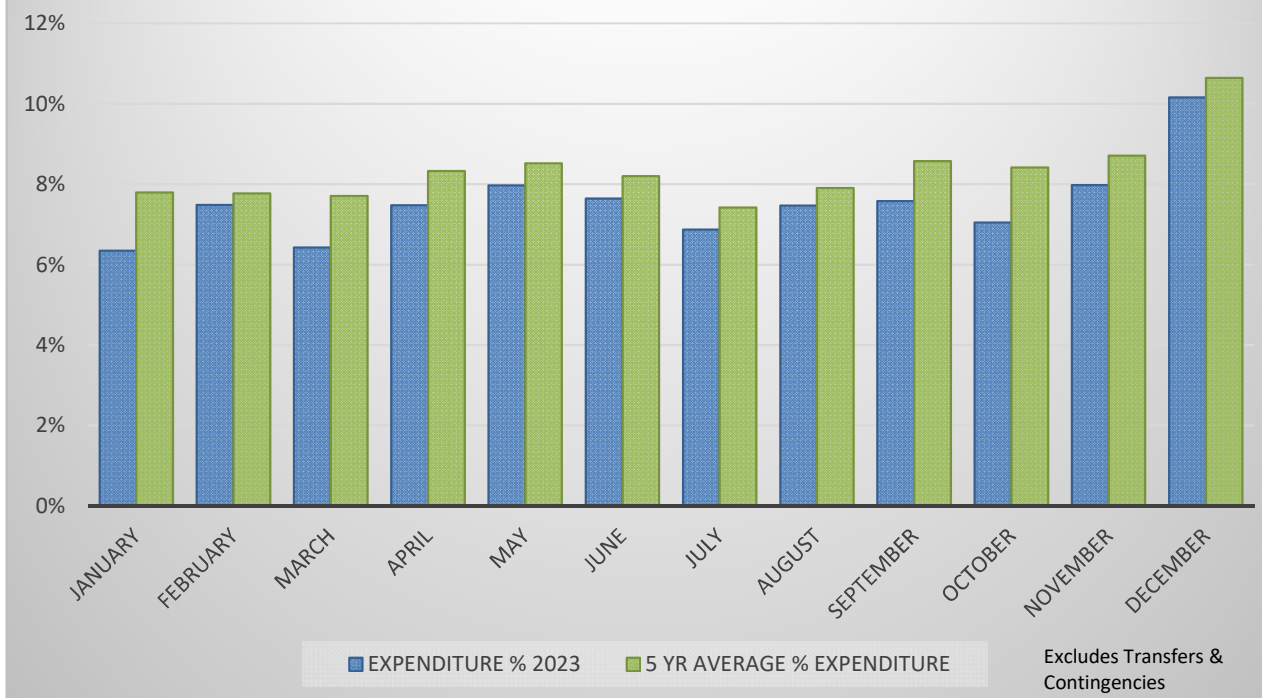
**CASH & INVESTMENTS - MONTHLY
2023 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH DECEMBER 2023



GENERAL FUND - EXPENDITURE TREND (%) THROUGH DECEMBER 2023



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
01 TAXES							
311110 PROPERTY TAX--CURRENT	-41,877,300	-41,877,300	-40,550,954.38	-141,848.45	.00	-1,326,345.62	96.8%
311120 PROPERTY TAX--DELINQUENT	-530,900	-530,900	-458,050.51	-11,231.98	.00	-72,849.49	86.3%
311121 PROPERTY TAX--KING COUNTY	-60,000	-60,000	-101,556.83	-1,465.73	.00	41,556.83	169.3%
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	-29,001.76	-1,172.35	.00	9,001.76	145.0%
317400 TIMBER EXCISE TAX	-63,000	-63,000	-120,562.35	.00	.00	57,562.35	191.4%
TOTAL TAXES	-42,557,200	-42,557,200	-41,263,662.50	-155,718.51	.00	-1,293,537.50	97.0%
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	-77,748.61	-10,136.24	.00	77,748.61	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	-7,687.57	-3,152.57	.00	187.57	102.5%
347200 LIBRARY SERVICES FEES--ILL	0	0	-105.47	.00	.00	105.47	100.0%
347901 COPIER FEES	0	0	-93.07	.00	.00	93.07	100.0%
347902 PRINTER FEES	0	0	-19,558.26	-1,173.31	.00	19,558.26	100.0%
347903 FAX FEES	0	0	-21.45	.00	.00	21.45	100.0%
359000 LIBRARY FINES	-10,000	-10,000	-17,676.52	-76.33	.00	7,676.52	176.8%
361100 INVESTMENT EARNINGS	-400,000	-400,000	-452,907.38	-54,433.79	.00	52,907.38	113.2%
361430 INTEREST INCOME--CONTRACTS &	0	0	-798.41	-54.80	.00	798.41	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	-389,011.70	-389,511.70	.00	79,011.70	125.5%
367021 DONOR REIMBURSEMENTS--FRIENDS	0	0	-17,068.65	-4,666.71	.00	17,068.65	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	-1,050.00	-500.00	.00	1,050.00	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	-36,729.53	-3,054.29	.00	32,729.53	918.2%
369200 FOUND MONEY	0	0	-780.56	.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	-12,018.08	-2,404.17	.00	2,018.08	120.2%
369912 JURY DUTY REIMBURSEMENT	0	0	-200.00	-30.00	.00	200.00	100.0%
369913 ERATE REIMBURSEMENT	-530,000	-530,000	-406,901.14	.00	.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	-1,585,672.50	-469,193.91	.00	61,172.50	104.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

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	21,362,468.95	1,807,731.09	.00	2,437,531.05	89.8%
511005 ADDITIONAL HOURS	150,000	150,000	.00	.00	.00	150,000.00	.0%
511006 SUBSTITUTE HOURS	32,000	32,000	10,443.51	1,041.16	.00	21,556.49	32.6%
511007 SHIFT DIFFERENTIAL	200,000	200,000	127,058.11	9,174.32	.00	72,941.89	63.5%
511009 TUITION ASSISTANCE	12,000	12,000	6,306.08	1,284.45	.00	5,693.92	52.6%
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	21,506,385.00	1,819,231.02	.00	1,905,473.00	91.9%
04 PERSONNEL BENEFITS							
520010 FICA	1,830,000	1,830,000	1,591,311.09	131,701.77	.00	238,688.91	87.0%
520020 MEDICAL INSURANCE	3,054,000	3,054,000	2,665,656.66	216,212.78	.00	388,343.34	87.3%
520021 DENTAL INSURANCE	260,000	260,000	218,029.03	18,184.87	.00	41,970.97	83.9%
520022 LIFE AND DISABILITY INSURANCE	79,000	79,000	90,950.21	7,590.34	.00	-11,950.21	115.1%
520023 INDUSTRIAL INSURANCE	151,000	151,000	132,940.99	10,461.72	.00	18,059.01	88.0%
520030 RETIREMENT	2,431,000	2,431,000	2,096,998.93	169,933.19	.00	334,001.07	86.3%
520040 UNEMPLOYMENT INSURANCE	50,000	50,000	11,468.41	.00	.00	38,531.59	22.9%
520041 PAID FML INSURANCE	55,000	55,000	46,381.31	3,744.83	.00	8,618.69	84.3%
520091 OTHER BENEFIT	31,000	31,000	11,379.25	875.25	.00	19,620.75	36.7%
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	6,865,115.88	558,704.75	.00	797,988.12	89.6%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	127,350	121,850	83,314.68	7,623.45	89.66	38,445.66	68.4%
531002 OFFICE/OPERATING SUPPLIES--SU	91,500	94,500	70,911.91	10,628.08	.00	23,588.09	75.0%
531004 OFFICE/OPERATING SUPPLIES--PU	188,000	178,000	109,752.00	22,780.09	.00	68,248.00	61.7%
531010 CUSTODIAL SUPPLIES	110,000	110,000	127,273.96	14,137.37	.00	-17,273.96	115.7%
531020 MAINTENANCE SUPPLIES	35,000	35,000	50,749.63	2,430.94	.00	-15,749.63	145.0%
531030 MATERIAL PROCESSING SUP	17,600	21,100	14,724.33	693.98	2,683.32	3,692.35	82.5%
531040 TRAINING SUPPLIES	1,000	1,000	4,973.38	1,443.11	.00	-3,973.38	497.3%
531099 FOUNDATION PASSTHROUGH-SUP	154,000	154,000	148,737.17	3,025.87	.00	5,262.83	96.6%
532000 FUEL	50,000	50,000	48,682.34	3,291.40	1,627.42	-309.76	100.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

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	53,712	57,828.12	57,828.12	.00	-4,116.19	107.7%
535015 FURNISHINGS--STAFF	95,500	93,500	112,495.19	11,700.72	2,697.92	-21,693.11	123.2%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000	4,000	5,574.41	92.09	.00	-1,574.41	139.4%
535025 TECHNOLOGY HARDWARE--STAFF	241,000	333,500	179,675.67	60,995.84	.00	153,824.33	53.9%
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	586,177.83	1,293.00	.00	-38,665.83	107.1%
535055 SOFTWARE/LICENSES/HOST--INFRA	247,200	209,395	290,076.94	14,118.01	.00	-80,681.94	138.5%
TOTAL SUPPLIES EXPENSES	2,230,170	2,012,069	1,901,363.10	212,082.07	7,098.32	103,607.51	94.9%

06 MATERIALS

534000 MATERIALS COLLECTION	65,000	0	.00	.00	.00	.00	.0%
534005 ADULT AV - CDS	40,000	27,000	28,855.49	1,690.55	.00	-1,855.49	106.9%
534010 ADULT AV - DVD	327,500	303,723	290,397.96	34,333.34	.00	13,325.04	95.6%
534015 ADULT AV - DVDNF	40,000	21,000	20,586.48	2,178.10	.00	413.52	98.0%
534020 ADULT AV AUDIOBOOKS	25,000	23,000	19,037.76	1,876.52	.00	3,962.24	82.8%
534105 ADULT BOOK CLUB KITS	3,500	1,603	1,602.42	.00	.00	.58	100.0%
534110 ADULT FICTION	265,000	278,576	268,795.84	42,525.36	.00	9,780.16	96.5%
534115 ADULT GRAPHIC NOVELS	15,000	21,000	21,239.69	5,288.64	.00	-239.69	101.1%
534120 ADULT LARGE PRINT	50,000	44,116	42,244.20	6,871.34	.00	1,871.80	95.8%
534125 ADULT LUCKY DAY	55,000	55,000	56,219.69	19,655.11	.00	-1,219.69	102.2%
534130 ADULT NONFICTION	300,000	327,000	320,427.77	62,165.94	.00	6,572.23	98.0%
534145 ADULT REFERENCE	5,000	3,908	3,920.89	.00	.00	-12.89	100.3%
534150 ADULT YA FICTION	60,000	45,260	45,207.97	10,963.62	.00	52.03	99.9%
534155 ADULT YA GRAPHIC NOVELS	25,000	32,027	32,634.17	6,077.54	.00	-607.17	101.9%
534160 ADULT YA NONFICTION	15,000	12,336	12,040.82	1,926.88	.00	295.18	97.6%
534205 CHILDREN'S BOOK CLUB KITS	3,500	134	133.06	.00	.00	.94	99.3%
534215 CHILDREN'S EARLY LEARNING	6,000	8,500	8,483.16	2,863.08	.00	16.84	99.8%
534220 CHILDREN'S FICTION	200,000	228,500	228,628.02	55,517.14	.00	-128.02	100.1%
534225 CHILDREN'S GRAPHIC NOVELS	34,000	105,500	105,489.19	11,148.25	.00	10.81	100.0%
534230 CHILDREN'S NONFICTION	131,000	137,000	129,998.13	16,081.01	.00	7,001.87	94.9%
534235 CHILDREN'S SCIENCE TO GO	4,000	4,000	4,099.31	4,099.31	.00	-99.31	102.5%
534237 CHILDREN'S STANDING ORDERS	30,000	29,500	26,291.85	2,128.99	.00	3,208.15	89.1%
534240 CHILDREN'S STORYTIME	3,000	3,000	3,106.01	589.07	.00	-106.01	103.5%
534305 DATABASES	661,300	514,800	501,362.05	8,076.17	.00	13,437.95	97.4%
534405 EBOOK - REFERENCE	2,500	2,500	2,500.00	.00	.00	.00	100.0%
534410 EBOOKS	875,000	909,610	917,279.24	251,581.47	.00	-7,669.24	100.8%
534415 EDOWNLOADABLE AUDIO	775,000	895,000	887,458.49	320,568.74	.00	7,541.51	99.2%
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 12

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
534421 ESTREAMING FILMS	0	35,600	35,600.00	.00	.00	.00	100.0%
534425 EHOSTING FEES	17,000	17,000	13,200.00	.00	.00	3,800.00	77.6%
534430 EMAGAZINES	55,000	78,450	78,607.99	.00	.00	-157.99	100.2%
534505 MAGAZINES	62,000	53,000	50,088.02	630.65	.00	2,911.98	94.5%
534605 VENDOR PROCESSING	160,000	130,000	89,457.23	12,052.46	.00	40,542.77	68.8%
534645 VENDOR CATALOGING	10,000	8,000	3,773.48	948.00	.00	4,226.52	47.2%
534705 WORLD - ADULT SPANISH	12,000	9,000	9,414.98	1,697.31	.00	-414.98	104.6%
534710 WORLD - CHILDREN'S SPANISH	11,000	14,000	13,548.45	2,141.34	.00	451.55	96.8%
534715 WORLD - CHINESE	10,000	10,000	10,499.22	4,954.50	.00	-499.22	105.0%
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	.00	.00	67.52	98.6%
534735 WORLD - KOREAN	20,000	19,000	18,796.68	3,391.08	.00	203.32	98.9%
534740 WORLD - TAGALOG	15,000	15,000	14,852.13	7,312.85	.00	147.87	99.0%
534745 WORLD - VIETNAMESE	7,500	7,500	7,428.51	1,486.35	.00	71.49	99.0%
534750 WORLD - RUSSIAN	20,000	20,000	21,503.74	6,639.03	.00	-1,503.74	107.5%
534755 WORLD - UKRAINE	0	15,225	13,693.50	.00	.00	1,531.50	89.9%
534805 YOUTH CHILDREN'S AUDIO BOOKS	27,500	43,500	40,189.62	1,686.41	.00	3,310.38	92.4%
534810 YOUTH DVD - FTY	30,000	14,432	13,285.76	776.27	.00	1,146.24	92.1%
534815 YOUTH YA AUDIO BOOKS	30,500	0	.00	.00	.00	.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	37,706.26	197.00	.00	493.74	98.7%
TOTAL MATERIALS	4,588,000	4,594,000	4,479,520.24	912,119.42	.00	114,479.76	97.5%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	322,000	133,000	85,701.80	26,111.95	8,675.00	38,623.20	71.0%
541004 INDEPENDENT CONTRACTORS---INFR	100,000	70,000	58,456.11	6,020.00	5,500.00	6,043.89	91.4%
541010 PERFORMER SERVICES	89,200	87,200	52,119.81	9,616.20	3,050.00	32,030.19	63.3%
541020 CONTRACTUAL SERVICES	470,700	453,700	355,415.83	113,138.03	21,918.36	76,365.81	83.2%
541040 LEGAL SERVICES	70,000	100,000	98,696.80	3,172.88	9,391.00	-8,087.80	108.1%
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	84,870.23	3,763.86	.00	-55,370.23	287.7%
541650 ILL LOST ITEM CHARGE	3,000	3,000	2,047.38	-235.04	.00	952.62	68.2%
542000 POSTAGE	63,000	70,000	59,681.51	8.05	831.63	9,486.86	86.4%
542001 SHIPPING	22,000	13,000	10,544.44	144.00	.00	2,455.56	81.1%
542010 TELECOM SERVICES--PHONES	50,000	50,000	94,730.49	8,157.02	.00	-44,730.49	189.5%
542011 TELECOM SERVICES--CELLPHONES	111,000	111,000	78,563.43	13,518.34	.00	32,436.57	70.8%
542012 TELECOM SERVICES--INTERNET	667,000	667,000	693,858.09	91,484.83	.00	-26,858.09	104.0%
543000 TRAVEL AND TOLLS	66,290	73,500	52,576.77	3,156.26	.00	20,923.23	71.5%
543010 MILEAGE REIMBURSEMENTS	51,200	50,700	47,645.64	3,600.18	.00	3,054.36	94.0%

YEAR-TO-DATE BUDGET REPORT

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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	118,247.54	14,815.00	.00	27,152.46	81.3%
545010 RENTALS/LEASES--BUILDINGS	976,000	972,500	78,415.00	794.00	3,840.00	890,245.00	8.5%
545020 RENTALS/LEASES--EQUIPMENT	180,700	179,200	53,330.38	26,882.20	5,434.93	120,434.69	32.8%
545030 Rental/Lease CAM	0	0	538,298.53	98,089.75	.00	-538,298.53	100.0%
546000 INSURANCE	300,000	300,000	354,185.74	350,275.37	.00	-54,185.74	118.1%
547000 ELECTRICITY	300,000	300,000	289,229.13	23,310.63	.00	10,770.87	96.4%
547010 NATURAL GAS	16,500	16,500	7,000.89	308.46	.00	9,499.11	42.4%
547020 WATER	30,000	30,000	52,606.98	2,863.55	.00	-22,606.98	175.4%
547030 SEWER	34,000	34,000	34,236.50	2,833.64	.00	-236.50	100.7%
547040 REFUSE	36,000	36,000	48,864.33	4,097.11	.00	-12,864.33	135.7%
548000 GENERAL REPAIRS/MAINTENANCE	451,500	451,500	512,128.39	21,056.43	25,136.11	-85,764.50	119.0%
548010 CONTRACTED MAINTENANCE	564,758	564,758	454,426.60	29,071.56	35,667.73	74,663.67	86.8%
548050 VEHICLE REPAIR AND MAINTENANC	70,000	70,000	42,869.97	1,299.21	.00	27,130.03	61.2%
548100 IT SYSTEMS MAINTENANCE--APPS	8,000	8,000	4,404.00	3,303.00	.00	3,596.00	55.1%
548110 IT SYSTEMS MAINTENANCE--INFRA	83,000	83,000	84,441.61	65,443.44	.00	-1,441.61	101.7%
549010 INDIVIDUAL REGISTRATIONS	97,150	51,228	53,153.06	2,536.45	.00	-1,924.99	103.8%
549011 ORGANIZATIONAL REGISTRATIONS	16,500	2,500	1,155.75	280.00	.00	1,344.25	46.2%
549020 DUES AND MEMBERSHIPS	40,150	41,150	35,963.01	1,262.80	.00	5,186.99	87.4%
549030 TAXES AND ASSESSMENTS	48,000	48,000	49,280.49	.00	.00	-1,280.49	102.7%
549040 LICENSES	3,500	3,500	1,662.63	471.25	.00	1,837.37	47.5%
549050 FEES	16,500	16,500	13,672.35	896.83	.00	2,827.65	82.9%
549120 CONTINGENCY/RESERVE	607,320	1,111,333	.00	.00	.00	1,111,333.00	.0%
591720 GASB 87 LONG TERM LEASE	0	0	426,784.31	43,588.41	.00	-426,784.31	100.0%
TOTAL SERVICES EXPENSES	6,188,568	6,400,669	5,040,308.30	975,135.65	119,444.76	1,240,916.01	80.6%
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	-556,642.48	3,852,360.49	126,543.08	430,099.40	100.0%
TOTAL REVENUES	-44,081,700	-44,081,700	-42,849,335.00	-624,912.42	.00	-1,232,365.00	
TOTAL EXPENSES	44,081,700	44,081,700	42,292,692.52	4,477,272.91	126,543.08	1,662,464.40	

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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	.00	.00	3,200,000.00	100.0%
	TOTAL TAXES	0	0	-3,200,000.00	.00	.00	3,200,000.00	100.0%
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-683,658.17	-68,983.84	.00	683,658.17	100.0%
	TOTAL CHARGES OTHER	0	0	-683,658.17	-68,983.84	.00	683,658.17	100.0%
	TOTAL LEVY SUSTAINABILITY FUND	0	0	-3,883,658.17	-68,983.84	.00	3,883,658.17	100.0%
	TOTAL REVENUES	0	0	-3,883,658.17	-68,983.84	.00	3,883,658.17	

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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	-59,343.66	-5,425.60	.00	59,343.66	100.0%
TOTAL CHARGES OTHER	0	0	-59,343.66	-5,425.60	.00	59,343.66	100.0%
07 SERVICES EXPENSES							
549400 Election Cost	0	0	15,258.70	15,258.70	.00	-15,258.70	100.0%
TOTAL SERVICES EXPENSES	0	0	15,258.70	15,258.70	.00	-15,258.70	100.0%
TOTAL ELECTION FUND	0	0	-44,084.96	9,833.10	.00	44,084.96	100.0%
TOTAL REVENUES	0	0	-59,343.66	-5,425.60	.00	59,343.66	
TOTAL EXPENSES	0	0	15,258.70	15,258.70	.00	-15,258.70	

YEAR-TO-DATE BUDGET REPORT

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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	-109,930.40	-5,212.23	.00	109,930.40	100.0%
	TOTAL CHARGES OTHER	0	0	-109,930.40	-5,212.23	.00	109,930.40	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	1,290,069.60	-5,212.23	.00	-1,290,069.60	100.0%
	TOTAL REVENUES	0	0	-109,930.40	-5,212.23	.00	109,930.40	
	TOTAL EXPENSES	0	0	1,400,000.00	.00	.00	-1,400,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

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	-4,465.37	-411.33	.00	4,465.37	100.0%
TOTAL CHARGES OTHER	0	0	-4,465.37	-411.33	.00	4,465.37	100.0%
TOTAL DEBT SERVICE FUND	0	0	-4,465.37	-411.33	.00	4,465.37	100.0%
TOTAL REVENUES	0	0	-4,465.37	-411.33	.00	4,465.37	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

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	-492,893.34	-46,052.23	.00	492,893.34	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	-545,217.87	-46,052.23	.00	-9,772,782.13	5.3%
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	134,696.17	3,926.00	115,206.34	-213,102.51	679.1%
541040 LEGAL SERVICES	15,000	15,000	18,001.00	3,292.00	.00	-3,001.00	120.0%
541060 ARCHITECTURAL/ENGR SERVICES	765,000	1,461,500	908,738.23	261,814.35	586,735.61	-33,973.84	102.3%
542000 POSTAGE	10,000	10,000	.00	.00	.00	10,000.00	.0%
545020 RENTALS/LEASES--EQUIPMENT	0	0	7,172.55	1,948.11	591.90	-7,764.45	100.0%
549030 TAXES AND ASSESSMENTS	200,000	0	.00	.00	.00	.00	.0%
549050 FEES	200,000	44,500	114,910.73	1,906.32	.00	-70,410.73	258.2%
549120 CONTINGENCY/RESERVE	289,200	528,700	.00	.00	.00	528,700.00	.0%
TOTAL SERVICES EXPENSES	1,581,000	2,119,500	1,193,589.62	272,886.78	702,533.85	223,376.53	89.5%
08 CAPITAL OUTLAYS							

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

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	.00	4,215,329.93	-1,141,282.40	122.8%
562020 LAND & PROPERTY IMPROVEMENTS	225,000	100,000	30,291.85	4,552.50	14,300.00	55,408.15	44.6%
562100 CONSTRUCTION	2,035,000	2,435,500	966,423.07	621,712.08	1,998,004.80	-528,927.87	121.7%
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	.00	191,414.16	-219,249.33	191.0%
564300 TECHNOLOGY EQUIPMENT	325,000	20,000	18,205.35	3,107.77	.00	1,794.65	91.0%
TOTAL CAPITAL OUTLAYS	4,925,000	8,196,500	3,545,982.21	629,372.35	6,695,540.62	-2,045,022.83	124.9%
TOTAL CAPITAL IMPROVEMENT FUND	0	0	319,373.30	856,206.90	7,398,074.47	-7,717,447.77	100.0%
TOTAL REVENUES	-6,508,000	-10,318,000	-4,445,217.87	-46,052.23	.00	-5,872,782.13	
TOTAL EXPENSES	6,508,000	10,318,000	4,764,591.17	902,259.13	7,398,074.47	-1,844,665.64	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	-2,879,408.08	4,643,793.09	7,524,617.55	-4,645,209.47	100.0%

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

Public Services Report

Library at a Glance: Dec 2023 YTD Key Performance Indicators

Cardholders <p style="text-align: center;">298,573</p> <p style="text-align: center;">↑ +5%</p>	YTD Users - Physical <p style="text-align: center;">1,270,740</p> <p style="text-align: center;">↑ +25%</p>	YTD Circulation - Digital <p style="text-align: center;">2,343,605</p> <p style="text-align: center;">↑ +10%</p>
YTD Circulation - Physical <p style="text-align: center;">2,621,339</p> <p style="text-align: center;">↓ -3%</p>	YTD Number of Youth Programs <p style="text-align: center;">2,102</p> <p style="text-align: center;">↑ +40%</p>	YTD Youth Program Attendees <p style="text-align: center;">47,876</p> <p style="text-align: center;">↑ +48%</p>
YTD Number of Adult Programs <p style="text-align: center;">884</p> <p style="text-align: center;">↑ +44%</p>	YTD Adult Program Attendees <p style="text-align: center;">8,815</p> <p style="text-align: center;">↑ +15%</p>	

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

In Focus: December 2023 Service Highlight

Public Services Highlight: [10 to Try Challenge](#)

The Library's annual 10 to Try Reading Challenge encourages Pierce County residents of all ages to expand their reading and listening experiences by checking out materials they might not typically choose to read. Throughout the year, participants read or listen to a book of their choice for each of the reading challenge's 10 categories. As an incentive, participants can track their reading online through Beanstack, or on a printed 10 to Try bookmark log available at all PCLS locations to be entered to win a gift card. This year's 10 to Try Reading Challenge encourages participants to read or listen to a book:

1. that inspires cultural awareness
2. about family or chosen family
3. with pictures
4. about food or cooking
5. with a one-word title
6. based on a real-life event or the life of a real person
7. set in another world, place or time
8. set in the Pacific Northwest (PNW), or by an author from the PNW
9. about books, reading, or writing
10. that appeals to your mind

The 10 to Try Reading Challenge is part of the Library's EDI (Equity, Diversity, and Inclusion) strategy for reading engagement and emphasizes the concept of [Mirrors, Windows and Sliding Glass Doors](#) introduced by Dr. Rudine Sims Bishop for children's reading experiences. It is a concept that easily extends to reading at any age. Research has shown that through reading widely and diversely and engaging in stories both similar and different from our own experiences, we build empathy for others. In essence, reading allows us to walk in someone else's shoes and experience other lives and emotions as if they were our own, changing our understanding of the world around us. While participants set a goal of completing all ten categories, engagement in reading from any of the 10 categories can broaden experiences and perspectives.

In 2023:

621 people registered for the reading challenge online.
Online participants read 1,969 books.
136 people completed all 10 categories.

Stories of Impact

A Library customer shared that they "got hooked on listening to audiobooks" after checking out and listening to an audiobook for the first time as part of the 10 to Try Reading Challenge.

Members of one of the Library's 10 to Try book clubs read the Newbery Honor and Sibert Medal Winner book, *Bomb: The Race to Build - and Steal - the World's Most Dangerous Weapon* by Steve Sheinkin. Participants commented that this was not a book they normally would choose to read because it is a Young Adult book. They engaged in a lively discussion about "collateral damage" and looking back at historical events in hindsight.

Looking Ahead

Events to Know About

Volunteer Income Tax Assistance: Friday, February 9; 12:30pm - 4:30pm; Fife

Friends of the Buckley Library Book Sale: Saturday, February 10; 10:00am - 12:00pm; Buckley

Black Voices in the Arts Author Panel: Tuesday, February 13; 5:30pm - 6:30pm; Parable Bookstore in Tacoma

Black Voices in the Arts Film Screening: Friday, February 16; 2:30pm - 5:30pm; Parkland/Spanaway AND Saturday, February 17; 1:30pm - 4:30pm; Orting

Style, Culture, Streetwear with ETC's Umi Wagoner: Saturday, February 17; 3:00pm - 4:30pm; University Place

Lunar New Year - Chinese Paper Cutting: Wednesday, February 21; 3:00pm - 5:00pm; Summit

Intro to K-12 Homework E-Resources: Tuesday, February 27; 6:00pm - 7:00pm; Buckley

Public Services Operational Highlight

Amy Anderson, Collection Management Director, and Melissa Munn, Public Services Director, are co-leading a project to standardize how materials are shelved at all PCLS locations. The project will consider the unique needs of all sizes of locations while working with staff to create predictable and intuitive shelving locations that make finding materials easier for customers throughout the system. The new standardization will also make workflows more efficient.

Customer Impact and Community Engagement - Stories by Location

Key Center Library: At Baby Story Time, two new mothers exchanged phone numbers and remarked how appreciative they were for the opportunity to get to know each other in a public place.

Orting Library: A book-tasting program was a delightful success for children ages 8-12. During the program, children learned how to sample a book and were also noticing what the other children next to them enjoyed, and then would find books not only for themselves but for other children in the room. They learned what genres and tones the other children enjoyed, were exposed to books they wouldn't have looked at before, and everyone left with titles they wanted to read.

A customer came in and told a customer experience assistant (CEA) that his water heater had broken overnight and he needed to buy a new one. He has a prosthetic leg and struggles to drive and walk around a lot. He was going to need to visit multiple hardware stores in order to find the most affordable one. The CEA looked online at three different hardware stores' websites with the customer and helped him find the right one so that he would only need to drive to one store **and** he knew he was getting the best price. He was very grateful.

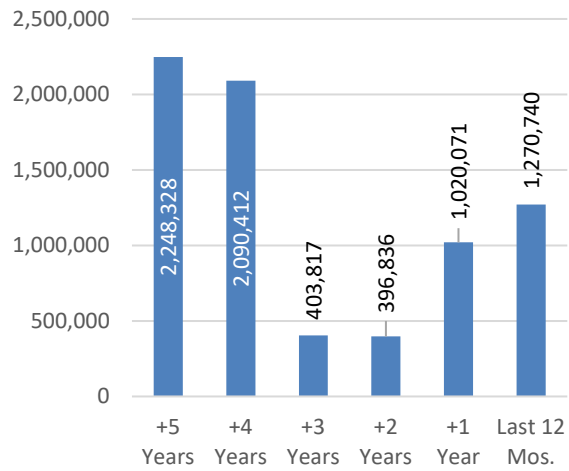
Steilacoom Library: The Shooting Star Piñata program was a crowd-pleaser. It was a joy to see the families talking across the room and sharing tips, jokes, and stories while they worked on their piñatas.

Summit Library: "It is just the best thing to have printing services available here" is a common assertion. The Library also supported the neighboring rehabilitation center with COVID test kits when their onsite supply ran out.

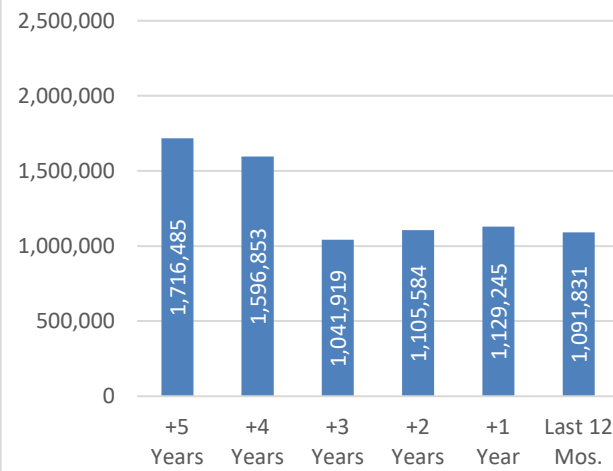
Sumner Library: Written by a grateful customer: "On Saturday morning I was in dire straights [sic] looking for a vehicle [to purchase] at the Sumner Library, when [Librarian] Bob came over and helped me. He pulled up some vehicles in my price range on some websites he knew of from his experience. One site he pulled up had a vehicle that looked just right. As soon as I found it I called the dealership to ask about it and immediately left the library to go check out the car. It ended up being a really great dealership and I was able to purchase the car that day. It took a huge burden of stress off of me. Thanks to Bob I now have a working car. He is a life saver. I don't care what anyone else says about him, I think he's alright. Thank you Bob for all of your help!"

Customers / Visits - December 2023

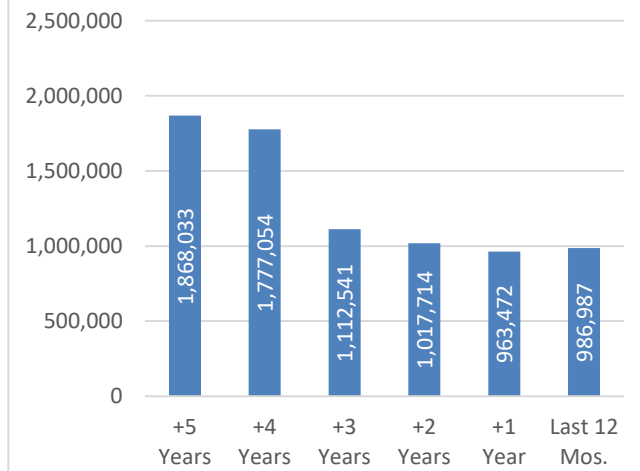
Branch Visits



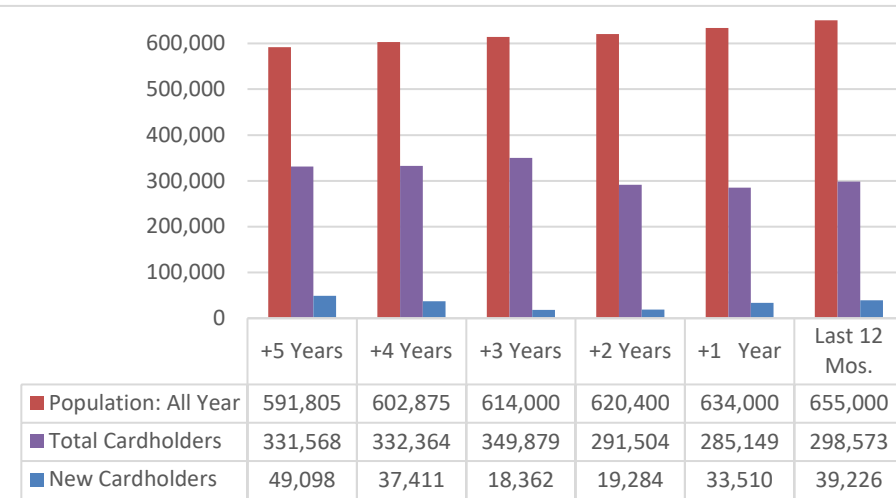
Catalog Visits



Website Visits



PCLS Cardholder Statistics



December and Rolling 12-Month Comparison

	December 2023	December 2022	% Change Dec. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	102,018	77,362	31.9%	1,270,740	1,020,071	24.6%
Catalog Visits	85,219	85,359	-0.2%	1,091,831	1,129,245	-3.3%
Public Website Visits	71,893	71,992	-0.1%	986,987	963,472	2.4%

Technology

	December 2023	December 2022	% Change Dec. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	13,135	9,150	43.6%	161,459	120,938	33.5%
Wi-Fi Sessions	59,702	44,772	33.3%	831,940	606,993	37.1%

Public Spaces Usage

	December 2023	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	1,449	16,993	3,438	394.3%
# of Attendees	6,231	71,630	16,038	346.6%

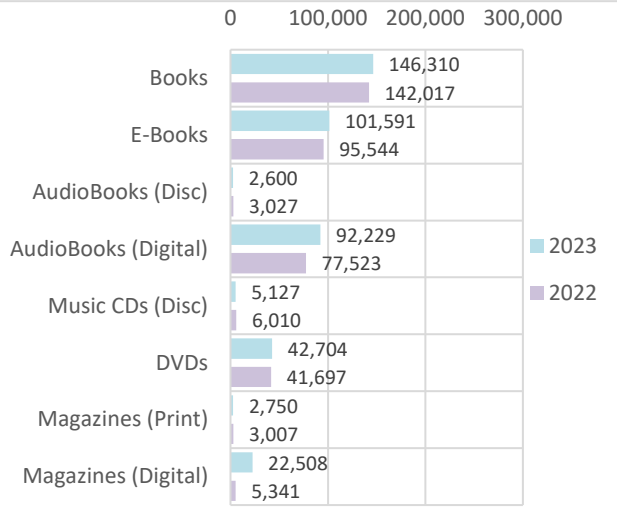
Notes:

Public Spaces Usage: Use of public meeting rooms restarted in December 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.

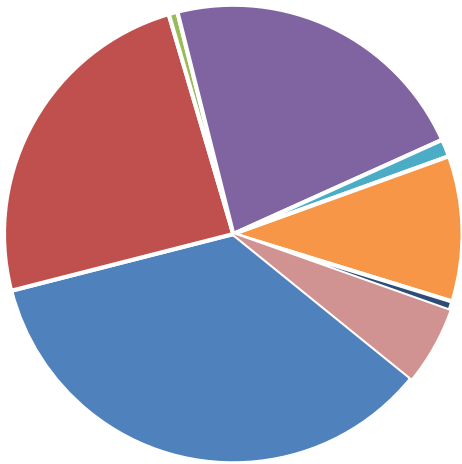
Collection Use - December 2023

December 2023 vs December 2022 Checkouts Data Table

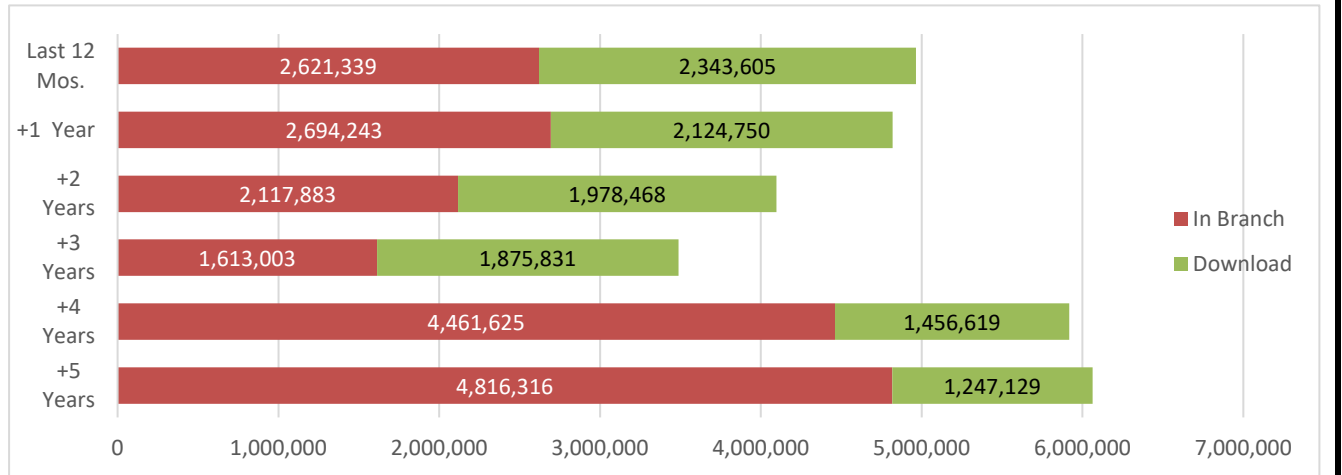


Categories	November 2023	December 2023	December 2022	% Change of Dec. Year Over Year	% of Total Dec. 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	159,780	146,310	142,017	3.02%	35.19%	1,985,482	2,006,608	-1.05%
E-Books	97,451	101,591	95,544	6.33%	24.43%	1,181,719	1,151,943	2.58%
AudioBooks (Disc)	2,657	2,600	3,027	-14.11%	0.63%	35,377	42,168	-16.10%
AudioBooks (Digital)	86,548	92,229	77,523	18.97%	22.18%	1,031,144	903,100	14.18%
Music CDs (Disc)	4,726	5,127	6,010	-14.69%	1.23%	59,163	66,275	-10.73%
DVDs	40,549	42,704	41,697	2.42%	10.27%	496,026	536,103	-7.48%
Magazines (Print)	2,822	2,750	3,007	-8.55%	0.66%	37,083	37,561	-1.27%
Magazines (Digital)	22,777	22,508	5,341	321.42%	5.41%	130,742	69,707	87.56%
Totals:	417,310	415,819	374,166	11.13%	100.00%	4,956,736	4,813,465	2.98%

Checkouts By Format - December 2023



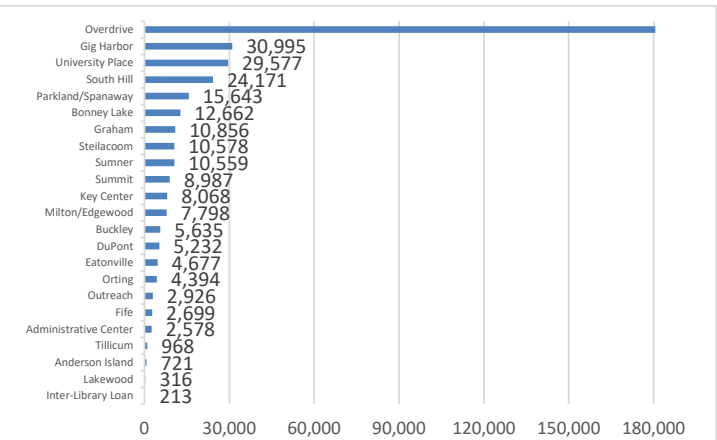
Collection Checkouts



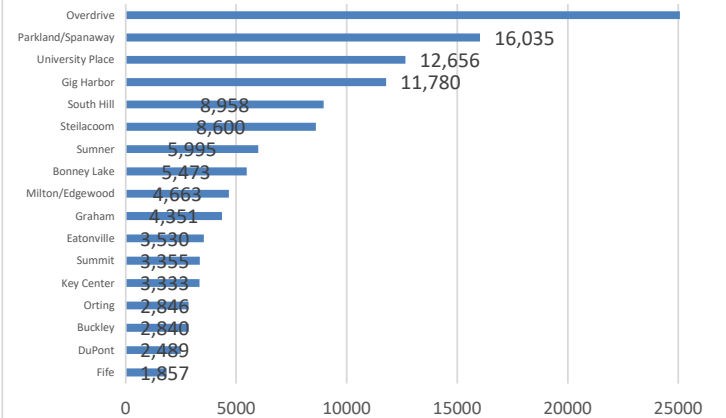
Activity - December 2023

Location	Checkouts				Visitors			
	December 2023	Last 12 Mo.	+1 Year	% Change	December 2023	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,578	27,757	32,004	-13.3%	No "visitors" for Administrative Center			
Anderson Island	721	9,658	5,966	61.9%	No Door Counter for Anderson Island			
Bonney Lake	12,662	176,791	179,279	-1.4%	5,473	77,415	65,653	17.9%
Buckley	5,635	76,934	72,752	5.7%	2,840	37,658	30,585	23.1%
DuPont	5,232	75,473	74,382	1.5%	2,489	35,339	29,027	21.7%
Eatonville	4,677	61,319	64,200	-4.5%	3,530	43,026	33,973	26.6%
Fife	2,699	36,841	37,012	-0.5%	1,857	25,993	20,759	25.2%
Gig Harbor	30,995	409,802	431,776	-5.1%	11,780	159,182	128,488	23.9%
Graham	10,856	146,392	139,650	4.8%	4,351	57,471	44,020	30.6%
Inter-Library Loan	213	3,317	3,194	3.9%	No "visitors" for Inter-Library Loan			
Key Center	8,068	98,945	95,586	3.5%	3,333	43,438	35,307	23.0%
Lakewood	316	1,728	100,963	-98.3%	No "visitors" for Lakewood			
Milton / Edgewood	7,798	98,921	99,874	-1.0%	4,663	54,837	41,470	32.2%
Orting	4,394	58,483	57,443	1.8%	2,846	35,548	27,628	28.7%
Overdrive	193,820	2,212,863	2,055,043	7.7%	32,587	366,876	321,001	14.3%
Outreach	2,926	37,112	27,531	34.8%	492	6,064	4,181	45.0%
Parkland / Spanaway	15,643	201,724	199,803	1.0%	16,035	177,634	121,367	46.4%
South Hill	24,171	339,352	348,115	-2.5%	8,958	120,216	92,732	29.6%
Steilacoom	10,578	134,708	112,613	19.6%	8,600	92,508	68,157	35.7%
Summit	8,987	118,576	131,081	-9.5%	3,355	49,737	39,808	24.9%
Sumner	10,559	136,181	138,909	-2.0%	5,995	67,785	54,014	25.5%
Tillicum	968	14,004	10,680	31.1%	2,090	24,666	14,457	70.6%
University Place	29,577	357,321	331,430	7.8%	12,656	153,509	110,875	38.5%
Total	394,073	4,834,202	4,749,286	1.8%	133,930	1,628,902	1,283,502	26.9%

December Checkouts



December 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: December 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: February 1, 2024

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

From: Kristina Cintron, Director of Facilities and Capital Projects

Subject: Interim and Downtown Libraries Update

The site development contractor (“Contractor”) has mobilized and set up temporary fencing on site. This month’s work is dedicated to preparing the site with temporary erosion control measures, clearing and grading of the site, installation of utility lines, and preparation of the foundation. The Contractor is working diligently to provide a site ready to accept the modular units. Barring any weather and jurisdiction delays, we anticipate a modular delivery and installation in mid-April. While the modular contractor completes the interior finish work, the site contractor will complete the exterior work. Upon receiving the final Certificate of Occupancy we expect to come sometime in June, the Library will install system controls and furniture and fixtures, leading to an anticipated August opening.

At the existing Lakewood Library, a pre-bid demolition project walk-through was held on January 30, 2024, with a good turnout of contractors attending. Bids will be due on March 5, 2024. The Library is awaiting confirmation of foundation completion date for the Douglas Fir artifact (known as the “The Big One”) from the City of Lakewood Parks Department.

MEMO



Date: February 7, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Future Lakewood Libraries Planning

Over the last month, we have been unsuccessful in identifying day and time options where a quorum of Trustees could meet for Study Sessions to discuss long-term Lakewood Library planning. The criteria based on Trustee direction are:

- In-person is preferred
- Two sessions desired; one for downtown, one for Tillicum
- Each session to be two hours in length

Library staff will try again and share options extending through May 2024.

If we are unable to secure days and times for Study Sessions when the full Board can meet to discuss long-term Lakewood library planning, Trustees could consider the option of extending Regular Meeting durations to include these discussion topics on the agendas.

MEMO



Date: February 2, 2024

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

From: Clifford Jo, Business and Compliance Director

Subject: New Sumner Library Architect Purchase Order

In October, we informed the Board that the Library issued a Request for Qualifications for an architect to lead us through the design and construction of the new Sumner Library. There were twelve (12) architect firms that submitted qualifications. After evaluations based on key personnel, general project approach, and relevant experience, we short-listed five (5) firms for interviews.

Johnston Architects (“Architect”) was selected based on our assessment of their capabilities. The criteria included:

- key personnel and workload management;
- relevant experience;
- collaboration and communication;
- project management and approach; and
- innovation and sustainability.

The Architect’s proposal to provide professional services for public engagement, design, and construction administration is \$2,625,464 with a \$88,072 contingency for a total of \$2,713,536.

As a requirement for the \$2 million grant awarded last year by the State, the Library is required to secure LEED certification. We are awaiting the Architect’s proposal for services to achieve LEED Silver Certification, and if it exceeds \$150,000, we will bring to the Board a request for this change order.

Board Action: Move to approve a purchase order to Johnston Architects, not to exceed \$2,714,000.

Board Development

Public Records Act

Presented by:

- Morgan Damerow, Assistant Attorney General and Open Government Ombuds
- Melissa Drewry, Local Government Public Records Consultant

Unfinished Business (cont.)

MEMO



Date: January 29, 2024

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

From: Gretchen Caserotti, Executive Director, Dean Carrell, Foundation Director

Subject: Donations and Sponsorship Policy – Introduction

In the continued effort to simplify library policies, this month we introduce a policy that combines essential elements from the current Gifts Policy and Sponsorship Policy as well as adds updates for philanthropic best practices. While the Pierce County Library Foundation handles financial gifts on behalf of the Library, a policy is still needed to specify how the Library handles these matters. Some areas to call the Board’s attention to follow:

- Changes using the term Gifts to Donations for more direct language. Makes clear the Library does not accept donated books or materials (Friends of the Library do). Donations are accepted and recognized by the Foundation.
- Sponsorships are solicited and accepted by both the Library and the Foundation. This policy expresses the criteria for when an entity makes a financial or in-kind gift in exchange for promotional recognition.
- Adds a morals clause which has become a philanthropic best practice in recent years as well as a strong Equity statement that PCLS will not accept gifts that include any discriminatory restrictions.

This policy revision is introduced for a first discussion and administrators look forward to hearing feedback and answering questions from the Trustees in the meeting.

Board Policy



Gifts

The Pierce County Library District welcomes gifts of cash, books, nonprint materials, equipment, furnishings and other miscellaneous items. Gifts of cash, property, or buildings are most appropriately made to the Library District through a donation to the Pierce County Library Foundation. Gifts should supplement materials and services which support the informational and recreational needs of Pierce County residents, in accordance with the goals and objectives of the Library District, and may not be accepted if they do not. Such gifts, when accepted, become the property of the Pierce County Library District, except as noted in the Procedures for Acceptance of Gifts, to be used in a manner most beneficial to total library service. Please refer to the PCL Procedures for Acceptance of Gifts.

Board Policy 2.5

Adopted by the Pierce County Rural Library District Board of Trustees, January 10, 1991.

Board Policy



Sponsorships

Policy Statement

The Pierce County Library System welcomes sponsorships from individuals, non-profit and commercial entities that help underwrite the costs of expanding public access to library services and furthering the mission and vision of Pierce County Library System.

Definition

An agreement between the Pierce County Library Foundation and a non-library entity, commercial or other entity, in which the entity makes a monetary gift or gift-in-kind of a specific dollar value, in exchange for promotional consideration is defined in the context of this policy as a *sponsorship*.

Certain guidelines apply in deciding the specific nature and conditions of acceptable sponsorships and partnerships. They are:

- All sponsorships will further the Library’s philosophy and mission, vision, and values and must safeguard “equal access” to library service.
- Sponsors may not direct and/or affect the selection of particular library materials or vendors, or require endorsement of their products or services.
- Sponsorship opportunities offered by the Pierce County Library Foundation will be approved in advance by the Library’s Executive Director, who may consult with the Pierce County Library System Board of Trustees.
- The Pierce County Library Foundation will work with the Library’s Executive Director and within the parameters of this policy to develop appropriate recognition commensurate with the amount contributed and weighed against the benefit to the Library.
- Pierce County Library System’s logo will have prominence over corporate name and logo. Pierce County Library System events and programs will be named to reflect that it is a Pierce County Library System activity with underwriting provided by the corporate sponsor.
- All sponsor decisions shall be made consistent with all other Pierce County Library System Board policies.

Board Policy 1.12

Adopted by the Pierce County Rural Library District Board of Trustees, August 22, 1991.

Revised May 14, 2003. Revised August 12, 2009.

Board Policy



Gifts ~~Donations~~ and Sponsorships

Policy Statement

The Pierce County Library System (the “Library”) welcomes donations and sponsorships ~~and gifts~~ from individuals, ~~and non-profit,~~ and commercial entities ~~that to~~ help underwrite the costs of delivering public access to library services and furthering the mission and vision of ~~the Pierce County Library System~~. Donations or sponsorships will not be accepted if restrictions are purported to discriminate against any individual on the basis of a protected class, to include race, color, religion, sexual orientation, or national or ethnic origin.

Commented [GC1]: This policy intends to merge the current Gifts and Sponsorships policies and changes Gifts to a more common term, Donations.

Commented [GC2]: From current policy with amended terminology

Commented [GC3]: New. Makes clear doesn't apply to real estate and adds non-discrimination statement.

Purpose

To provide direction for the acceptance, handling, and recognition of ~~gifts~~ donations and sponsorships at the Library.

Gifts ~~Donations~~

The Library welcomes philanthropic ~~gifts~~ donations made through the Pierce County Library Foundation (the “Foundation”), both outright and deferred. The Foundation is a separate Washington State nonprofit organization having 501(c)(3) status. Donors' gifts These are rooted in philanthropy, and are given in the spirit and with the ~~intention~~ intent of to furthering the mission and vision of the Library and Foundation. All ~~gifts~~ donations must conform to and align with the mission and vision of the Library and Foundation, and should supplement materials and services which support the needs of Pierce County residents.

Commented [GC4]: From current policy with amended terminology

The Library Executive Director, or designee, has the vested authority and responsibility to accept donations that have a clear benefit and relevance to the Library's initiatives. Such donations, when accepted, become the property of the Pierce County Library System.

Commented [GC5]: New, important to state authority and ownership rights

Types of ~~gifts~~ donations encouraged ~~are~~ include ~~outright gifts of~~ cash, redeemable checks, and securities; bequests; retirement plan assets; charitable remainder trusts; charitable lead trusts; beneficiary designations; real estate; works of art; ~~and~~ other tangible personal property; and in-kind goods or services.

Donations of new books may be accepted with the understanding that the same selection criteria are applied to gifts as to materials acquired by purchase. Donations of used books, movies, or other items are not accepted by the Library, but although are welcomed by the Friends of the Library at individual library ~~branches~~ locations.

Commented [GC6]: New. Currently not stated anywhere.

Sponsorships

The ~~Pierce County Library System~~ welcomes sponsorships structured through an agreement between the ~~Pierce County Library System~~ or the ~~Pierce County Library Foundation~~ and ~~a non-library entity, commercial, or an~~ other entity, in which ~~the~~ ~~that~~ entity makes a monetary or an in-kind ~~gift donation~~ of goods or services of a ~~specific dollar~~ quantifiable value, which may be in exchange for promotional consideration and recognition.

Commented [GC7]: From current (amended terminology). PCLS cannot require (by law), but does prefer donations are made to the Foundation.

Certain criteria apply in deciding the specific nature and conditions of acceptable sponsorships. They are:

Commented [GC8]: From current Sponsorships Board policy with some updates.

- All sponsorships will further the Library’s philosophy and mission, vision, and values; ~~and must safeguard “equal access” to library services.~~
- Sponsors may ~~not~~ ~~neither~~ direct ~~and/or~~ ~~nor~~ affect the selections of particular library materials or vendors, or require endorsement of their products or services.
- Sponsorship opportunities offered by the ~~Pierce County Library Foundation~~ will be approved in advance by the Library’s Executive Director; ~~who may consult with the Pierce County Library System Board of Trustees.~~
- The ~~Pierce County Library Foundation~~ will work with the Library’s Executive Director and within the parameters of this policy to develop appropriate recognition commensurate with the amount contributed and weighed against the benefit to the Library.
- The logos of ~~either~~ the ~~Pierce County Library System~~ ~~and/or~~ ~~Pierce County Library Foundation~~ or both will have prominence over sponsor name listing ~~and/or~~ logo. ~~Pierce County Library System~~ ~~and~~ Foundation events and programs will be named to reflect that ~~it is a Pierce County~~ they are joint Library ~~System~~ ~~and~~ Foundation activities; with underwriting provided by the sponsor.

Commented [GC9]: Recommend striking due to “may consult” phrasing. Policy is WILL or MUST or SHALL. Omitting does not preclude Executive Director from consulting with the Board, but may not belong in a policy.

Charitable Agreement Morals Clause

If at any time the donor/sponsor fails to conduct themselves without due regard to public morals and decency, or if the donor/sponsor commits any act or becomes involved in any situation pertaining to the intentions of this clause, or occurrence tending to degrade the donor/sponsor in the community, or which brings the donor/sponsor into public contempt or scandal, or which materially and adversely affects the reputation or business of either the Library or the Foundation, whether or not information in regard thereto becomes public, the Library and Foundation at their sole discretion shall have the right to remove donor’s/sponsor’s recognition rights as required pursuant to the donation/sponsorship agreement.

Commented [GC10]: This is a new section now common in philanthropy.

Board Policy



Donations and Sponsorships

Policy Statement

The Pierce County Library System (the “Library”) welcomes donations and sponsorships from individuals non-profit, and commercial entities to help underwrite the costs of delivering public access to library services and furthering the mission and vision of the Library. Donations or sponsorships will not be accepted if restrictions are purported to discriminate against any individual on the basis of a protected class, to include race, color, religion, sexual orientation, or national or ethnic origin.

Purpose

To provide direction for the acceptance, handling, and recognition of donations and sponsorships at the Library.

Donations

The Library welcomes philanthropic donations made through the Pierce County Library Foundation (the “Foundation”), both outright and deferred. The Foundation is a separate Washington State nonprofit organization having 501(c)(3) status. These are rooted in philanthropy, and are given in the spirit and with the intent to further the mission and vision of the Library and Foundation. All donations must conform to and align with the mission and vision of the Library and Foundation, and should supplement materials and services which support the needs of Pierce County residents.

The Library Executive Director, or designee, has the vested authority to accept donations that have a clear benefit and relevance to the Library's initiatives. Such donations, when accepted, become the property of the Pierce County Library System.

Types of donations encouraged include cash, redeemable checks, and securities; bequests; retirement plan assets; charitable remainder trusts; charitable lead trusts; beneficiary designations; real estate; works of art; other tangible personal property; and in-kind goods or services.

Donations of new books may be accepted with the understanding that the same selection criteria are applied to gifts as to materials acquired by purchase. Donations of used books, movies, or other items are not accepted by the Library, although are welcomed by the Friends of the Library at individual library locations.

Sponsorships

The Library welcomes sponsorships structured through an agreement between the Library or the Foundation and another entity, in which that entity makes a monetary or an in-kind donation of goods or services of a quantifiable value, which may be in exchange for promotional consideration and recognition.

Certain criteria apply in deciding the specific nature and conditions of acceptable sponsorships. They are:

- All sponsorships will further the Library's philosophy and mission, vision, and values.
- Sponsors may neither direct nor affect the selections of particular library materials or vendors, or require endorsement of their products or services.
- Sponsorship opportunities offered by the Foundation will be approved in advance by the Library's Executive Director.
- The Foundation will work with the Library's Executive Director and within the parameters of this policy to develop appropriate recognition commensurate with the amount contributed and weighed against the benefit to the Library.
- The logos of the Library or Foundation or both will have prominence over sponsor name listing or logo. Library and Foundation events and programs will be named to reflect that they are joint Library and Foundation activities with underwriting provided by the sponsor.

Charitable Agreement Morals Clause

If at any time the donor/sponsor fails to conduct themselves without due regard to public morals and decency, or if the donor/sponsor commits any act or becomes involved in any situation pertaining to the intentions of this clause, or occurrence tending to degrade the donor/sponsor in the community, or which brings the donor/sponsor into public contempt or scandal, or which materially and adversely affects the reputation or business of either the Library or the Foundation, whether or not information in regard thereto becomes public, the Library and Foundation at their sole discretion shall have the right to remove donor's/sponsor's recognition rights as required pursuant to the donation/sponsorship agreement.

MEMO



Date: January 31, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: HR Manual – 1st Reading

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. This resulted in the development of the 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.

Included in this month’s packet is a clean copy of the Manual, ready for any further discussion during this first reading. We will be requesting consideration for adoption at the March 13, 2024, meeting.



Spark your career with
Pierce County Library System



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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 Pierce County Library System (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 (HR) 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 (SE) 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

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

Policy Statement

The members of 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:

- Where one employee would have direct or indirect authority or practical power to supervise, schedule, appoint, remove, promote or discipline the other;
- Where one employee would be responsible for auditing or reviewing the work of another;
- Where the employees would be scheduled to work together without a third employee present;
- 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;
- Where the absence by both parties at the same time would create a hardship for the Library;
- 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.
- Where an employee's or trustee's actions or decisions would have a financial impact upon a relative or significant other.
- 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 Department 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 six (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 (6) 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 and 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 represents the Library's service area.
- Membership includes community leaders.
- Organization's values align with the 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 the Library's policy for payment of professional membership dues for strategic organizations.
- Organization aligns with the 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. 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:
 - The nature of the underlying claim;
 - 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;
 - 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;
 - The timeliness of the notice of the alleged claim and request for indemnification;
 - 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;
 - Whether the legal advice regarding the lawfulness of the proposed conduct was obtained prior to engaging in the conduct alleged;
 - Whether the conduct alleged was in compliance with Library's policies and procedures;
 - Whether the conduct alleged was directed or ordered to be undertaken by the individual's Library district supervisor;
 - 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;
 - The extent of the negligence alleged;
 - Whether the damages sought include punitive damages;
 - Such other factors as the Board of Trustees may deem relevant, including advice of legal counsel to the Board.

4. 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.
5. 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.
6. 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

- 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.
- 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.
- 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.
- 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

- 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.
- 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.
- The staff member agrees to be accessible and responsive within their scheduled work hours.
- Staff may be required to report onsite as delegated by the Library.
- Staff members are responsible for ensuring they comply with all meal and rest break requirements for their position.
- 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.
- Telework does not replace the requirement to use paid leave when needed and applicable.
- 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

- 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.
- 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.
- The Information Technology Department will obtain the needed equipment for the staff member before telework commences.
- 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.
- 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.
- Upon separation of employment, the staff member will return all Library property.

Schedule

- 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.
- 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 (3) 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.

The 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.

Guidelines

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. Presentation and Learning (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 the Information Technology (IT) Department 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 Association of Washington Cities (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.

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: 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.

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.

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

Improper Governmental Action: 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).

Retaliatory Action: (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).

Emergency: 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 (2) 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 (1) 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 and 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 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.

7.3. Acceptable Use of Library Property

The Library provides employees access to various Library property, to include workspaces, vehicles, equipment, furniture, fixtures, technology, connectivity and information for PCLS business purposes only. All information and materials transmitted by, received by, or stored in these items are considered library property. Staff should have no expectation of privacy in connection with the use of these items. The Library reserves the right monitor, maintain, and take appropriate action for access and use and misuse of Library property.

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.

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 email, 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 frequency operated button (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 property to an employee for purposes of work on or outside of Library property. Such equipment has attractive value for theft, which may occur while property is in the care of the employee on Library 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 significant risk for employees, the Library and Library 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 property, or relating to use of Library property, with or without the consent of an employee and with or without their knowledge. The Library's executive director or deputy director must authorize such accessing and/or monitoring.

Software: All software installed on The Library computers must be purchased and licensed by the Library and installed by a member of the Information Technology Department staff or persons authorized to install software.

Vehicles and Equipment: Use of library vehicles and equipment is limited to employees authorized to do so by job description and specifically trained for use for assigned activity by the Library. Such items may not be loaned or used for other purposes or personal use.

Email: To conserve computer storage space, employees are encouraged to promptly read and promptly remove email 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.

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.

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.

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.

Supervisor's role

Each supervisor shall be responsible for assigning, ensuring training and reviewing or monitoring use of Library property. Additionally, each supervisor is responsible to review or archive an employee's email account(s) and files on 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 email 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 IT Department for disclosure to and review by a designated manager or supervisor.

Prohibited Use or Access of Library Property

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 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.
- 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 is prohibited by law not otherwise mentioned above.

Limited Authorized Personal Use or Access to Library Property

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

- It does not disrupt or interfere with productivity of the employee or their co-workers.
- It does not disrupt or delay performance of Library business or violate laws or policies.
- It does not consume Library resources available for as public resources for Library purposes, including paid work time, bandwidth, etc.
- It does not result in 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 IT Department staff when receiving excessive, unsolicited, inappropriate email 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 constitutes Library business, 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.

Consequences for Prohibited Activities

Misuse of the Library's property is a serious matter. 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) type and purpose of access; 4) paid work time spent; 5) impact or potential impact to the Library; 6) potential risk to the Library, including security or liability risks; 7) content or purpose of the activity.

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.

Volunteers and Non-Employees:

Volunteers and non-employees may be assigned to use Library computers for library-related tasks. Employees who supervise such use should determine that the volunteer has the necessary ability and training to use the software and make certain that volunteers do not have access to confidential or sensitive files and information.

7.4. Microsoft Teams Participation Guidelines

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: 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's 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>

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:

- Introduction to PCLS policies and procedures, location and work area rules.
- Tour of location and work area.
- Discussion about the importance of on-the-job safety and safety topics applicable to the specific position.
- Instruction on any special equipment or tools including review of specific safety features.
- 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:

- The immediate supervisor of the employee is responsible to ensure that PCLS policies and safety procedures are adhered to on a daily basis.
- The immediate supervisor is responsible for both initial hire and recurring safety and health training.
- Safety Training will include topics specific to the work location and job assignment.
- 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

Performance Improvement Plans or Performance Action Plans (PIP) 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:

- 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 – First six months

The first six (6) 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 six (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 six (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 locations), 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 (1) period from performance evaluation due date to next performance evaluation date (example: Oct. 1, 2019 – Sept. 30, 2020).

Process

- 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.
- 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.

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.

- The supervisor consults regarding that draft evaluation with their own direct supervisor to incorporate any additional performance evaluation feedback or guidance.
- 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. 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.
- 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”.
- 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 the Library, 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 one (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 six (6) hours, ideally taken mid-shift, but must occur after the second hour and no later than the fifth 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.

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 fifth 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.

- 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 (2) consecutive days off in each seven (7) day work period, unless mutually agreed upon. Employees who elect to work hours beyond their regular Full-Time Equivalency (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.

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.

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 & Development

10.1. Travel and Continuing Education Guidelines

- The Library will pay full cost for approved conference hotels or comparable.
- The Library will purchase airfare for direct flights (whenever possible) for reasonable amounts on approved travel requests.
- The Library will pay full registration (even non-member) rates as posted if within departmental budgets.
- The Library will pay for organizational membership fees, but not individual memberships.
- The Library will pay for food per diems for travel. No alcohol may be included in these purchases with per diem funds.
- 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.
- 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

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 to 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 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 email 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 by calling (253) 589-1176.

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.

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.

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.

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 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 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 Programs

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 more than 5 consecutive workdays of absence, supervisors request verification of eligibility to use sick leave. Employees must provide the verification to the Library within ten (10) 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 (10) 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 six (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)

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 the Library 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 the Library 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.

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 (15) 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 \geq 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.

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 is 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.

Types 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 1. 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 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: 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: 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: 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 HCL, or serve in its place in the event an employee is ineligible for HCL.

Definitions

Serious Health Condition or Injury: 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:

- Go on leave of absence without pay in excess of five (5) working days; or
- 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

- 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.
- Substitutes, extra hires, temporary employees, contract employees, and volunteers are not eligible for the Shared Leave Program.
- 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.
- 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.
- 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.
- Applications for shared leave may be made during the pay cycle during which accrued paid hours are being exhausted.

- 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.
- 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.
- Any use of shared leave will be counted toward the twelve (12) week allowance for Family and Medical Leave (FMLA).
- 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.
- 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

- 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.
- In order to maintain the pool at a level that will provide equal benefit to eligible employees the HR Generalist or designee will send communications to all staff requesting donations to the pool on a quarterly basis.
- 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.
- 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.
- 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.
- 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.
 - If an unpaid leave is not granted, and the employee is not able to resume employment, the employee will be terminated.
- 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

- 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.
- 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.

- 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.
 - 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.
- Upon receipt of the application form and accompanying documents the HR 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.
- 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.
- Subsequent, supplemental requests for shared leave shall be made directly to the HR Generalist up to the maximum listed below.

Criteria for Approval

- It is the responsibility of the HR 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.
- The following matters will be considered when determining whether to approve a request for shared leave:
 - The nature and seriousness of the medical condition, illness, injury or impairment;
 - If the request qualifies for participation in the Library's shared leave program according to these guidelines;
 - Any history of excessive use of sick leave by the employee requesting shared leave, or a pattern of abuse of sick leave;
 - Such other factors as may be relevant to the evaluation of the shared leave request.
- 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.
- The HR 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

- 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.
- Leave donations are strictly voluntary and can only be designated to the shared leave pool, not to an individual participating employee.
- 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.

- Sick leave and floating-holiday hours are not available for donation.
- Leave which has been donated to the shared leave pool is irrevocable and cannot be restored to the contributor.
- Vacation leave hours and compensatory time donated to the pool will be adjusted on a dollar-for-dollar basis.
- Hours donated to the pool will be converted to a dollar amount based on the donors' current rate of pay.
- 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.
- The HR 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.

- 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.
- 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.
- 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

- 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.
- 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

- 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.
- All employees will have access to MSDS sheets at their work location.
- A copy of training records will be maintained in the training department.

Responsibility

- 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.
- 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. The 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.

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

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:

- Follow Accident Reporting protocols in partnership with your supervisor within 24 hours of the event
- Seek medical treatment as needed.
- Inform your healthcare provider of the details of what happened, including a discussion about your essential job functions outlined in your job description.
- Complete any Labor and Industries Report of Accident Forms and/or inquiries.
- Contact your supervisor and/or Staff Experience regarding your leave, timecard, and any other requested documents.
- Maintain contact with your supervisor and/or Staff Experience to ensure they are informed as to your ability to return to work.
- Provide certification from your healthcare provider before your anticipated return date to go through the Return to Work process.
- 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.
- 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:

- Make sure the injured employee is provided first aid and/or seeks medical treatment if needed.
- 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.
 - Make sure that the proper forms reach Staff Experience within 24 hours of the accident.
 - 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.
- If an injury seems questionable, call the Staff Experience office at (253) 548-3510 for further guidance.
- 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.
 - Ensure that a medical clearance is in place before instructing an employee to perform work.
 - Never instruct an employee to do something unsafe.
 - Maintain confidentiality throughout this process, particularly around an individual's medical condition, and/or "source" individuals where a potential exposure may have occurred.
 - 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 in 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.
- 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.

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.

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 are 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 three (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 HR 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 PCLS vehicles and to establish guidelines regarding who is authorized to operate PCLS 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 shall not be used when working around equipment, as specified in the Safety Practices and Regulations in accordance with RCW 46.37.480.

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. 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.

13.12. 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:

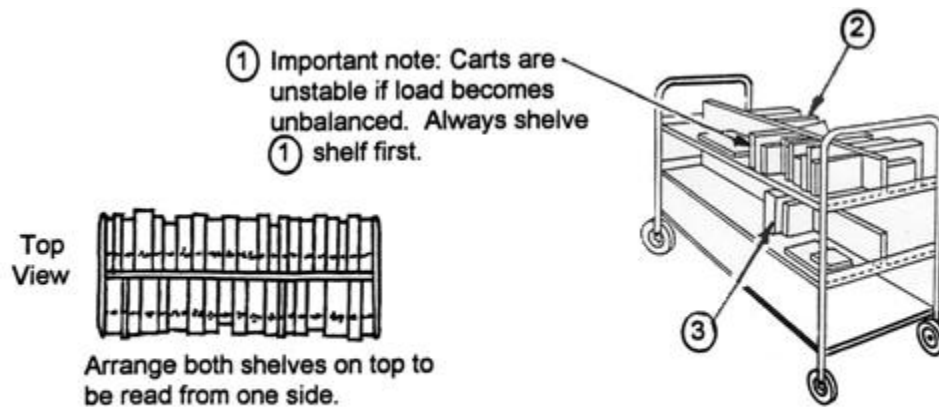
Required PPE:

- 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)



Shelve #1 side first, never have two shelves loaded with books on the same side without any books on the other.

Load and shelve 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 shelve 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.

13.13. 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

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.

Non-Work Related Injuries & Conditions

- The employee will submit a return-to-work certification at least three (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 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 29, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Public Record Request Policy – 1st Reading

Following the discussion at the January Board meeting, the policy has been revised with the following changes:

- The schedule of charges was removed and attached as an Exhibit rather than being embedded into the body of the policy. The proposed fee schedule is the default for the RCW allowable fees and remains unchanged from the current PCLS Administrative Policy, with the exception of the updated hourly rate for the Public Records Officer. Additional language was added to clarify the Library does not calculate all actual costs due to lack of resources and the interference with other essential Library functions.
- We amended the section on Appeals, removed the descriptive process, and modeled (after another library’s policy) an invitation to discuss a remedy or provide clarity prior to legal action. Any person can move to legal action by law; this is friendly language extending an invitation to first have a conversation.

RCW 42.56.070(7) states that any statement of costs may be adopted only after providing notice and a public hearing. Thus, following the discussion of this proposed policy change and adoption of a statement of costs, the agenda provides for a public hearing and public comment on the fees. Assuming no further changes need to be made, the 2nd Reading and an additional public hearing will be included in the March Regular Board Meeting, with a request that the Board adopt the policy. Once adopted, the current Administrative Policy (internal) will be rescinded, being replaced by the Board Policy. The hourly rate proposed change reflects the current rate at the minimum of the Public Record Officer’s salary range.

In the spirit of transparency and good government practices, we have created a page on our website that states the process for requesting public records, provides the contact information for the records officer (Manager, Executive Office Administration), and links to forms and other information. This page will “go live” upon the 2nd reading and anticipated final approval of the new policy in March.

Board Policy



Draft January 26, 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
253-548-3420
publicrecordsofficer@piercecountylibrary.org
<https://mypcl.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 remove 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 requester 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]: New

The Library encourages any requestor who believes a record has been wrongfully withheld, in whole or in part, to meet and confer with the Public Records Officer prior to seeking judicial review of the Library's response to their request.

Commented [GC13]: Propose revising to this. Indicates willingness to work with requestor and signals legal course of action is an option if unsatisfied.

~~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.

Commented [GC14]: 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 [GC15]: 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 [GC16]: 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 [GC17]: From Admin policy

Charges

The Library does not calculate all actual costs for providing records because to do so would be unduly burdensome for the following reasons: 1) The Library lacks the necessary resources to conduct a study to determine actual copying costs; and 2) to conduct such a study would interfere with other essential agency functions. In compliance with RCW 42.56.120, no fees are charged for inspection of documents. Fees for paper or electronic copies will be charged pursuant to the fee schedule outlined in "Exhibit A".

Commented [PM18]: HB 1595 passed in 2017 was designed to modernize provision in RCW 42.56 giving agencies the ability to set a fee schedule without conducting a study to determine actual fees.

- ~~• 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]: Charges currently stated in the Admin Policy have been moved to an Exhibit. 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 language from another library policy.

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]: 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 [GC24]: 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 [GC25]: In current Admin Policy

Adopted by the Pierce County Rural Library District Board of Trustees, May 9, 2012.

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.

EXHIBIT A
PIERCE COUNTY LIBRARY SYSTEM
PUBLIC RECORDS FEE SCHEDULE
In Compliance with RCW 42.56.120

Commented [GC26]: Formatted into a table, updated hourly rate to \$37.49 (rate calculated at Step 1 of Public Record Officer wage scale). Proposed charges are the default of the RCW 42.56.120.

ITEM DESCRIPTION	FEE	ADDITIONAL NOTES
<u>Photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of Library equipment to photocopy public records</u>	<u>\$0.15 per page</u>	
<u>Public records scanned into an electronic format or for the use of Library equipment to scan the records</u>	<u>\$0.10 per page</u>	
<u>Electronic files or attachments uploaded to email, cloud-based data storage service or other means of electronic delivery</u>	<u>\$0.05 per every four electronic files</u>	

<u>Transmission of public records in an electronic format or for the use of Library equipment to send the records electronically</u>	<u>\$0.10 per gigabyte</u>	<u>The Library shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations</u>
<u>Non-standard copies or items such as photographs, maps, blueprints, or audio/visual recordings</u>	<u>Actual cost, including staff time of \$37.49 per hour</u>	<u>These items may require off-site vendor copying, may require special treatment, and incur staff time charges.</u>
<u>Digital storage media or device provided by Library</u>	<u>Actual cost</u>	
<u>Supplies used for mailing public records, including postage and shipping charges</u>	<u>Actual cost</u>	
<u>DEPOSITS</u>		
<u>At its discretion, the Library may, as a condition of fulfilling the request, require the Requestor to make a non-refundable 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.</u>		

Board Policy



Draft January 26, 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
253-548-3420
publicrecordsofficer@piercecountylibrary.org
<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 remove 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.

The Library encourages any requestor who believes a record has been wrongfully withheld, in whole or in part, to meet and confer with the Public Records Officer prior to seeking judicial review of the Library's response to their request.

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

The Library does not calculate all actual costs for providing records because to do so would be unduly burdensome for the following reasons: 1) The Library lacks the necessary resources to conduct a study to determine actual copying costs; and 2) to conduct such a study would interfere with other essential agency functions. In compliance with RCW 42.56.120, no fees are charged for inspection of documents. Fees for paper or electronic copies will be charged pursuant to the fee schedule outlined in “Exhibit A”.

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.

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.

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.

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.

Adopted by the Pierce County Rural Library District Board of Trustees, May 9, 2012.

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.

EXHIBIT A
PIERCE COUNTY LIBRARY SYSTEM
PUBLIC RECORDS FEE SCHEDULE
 In Compliance with RCW 42.56.120

ITEM DESCRIPTION	FEE	ADDITIONAL NOTES
Photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of Library equipment to photocopy public records	\$0.15 per page	
Public records scanned into an electronic format or for the use of Library equipment to scan the records	\$0.10 per page	
Electronic files or attachments uploaded to email, cloud-based data storage service or other means of electronic delivery	\$0.05 per every four electronic files	
Transmission of public records in an electronic format or for the use of Library equipment to send the records electronically	\$0.10 per gigabyte	The Library shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations
Non-standard copies or items such as photographs, maps, blueprints, or audio/visual recordings	Actual cost, including staff time of \$37.49 per hour	These items may require off-site vendor copying, may require special treatment, and incur staff time charges.
Digital storage media or device provided by Library	Actual cost	
Supplies used for mailing public records, including postage and shipping charges	Actual cost	
DEPOSITS		
At its discretion, the Library may, as a condition of fulfilling the request, require the Requestor to make a non-refundable 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.		

PUBLIC HEARING

Public Records Policy and Statement of Costs

Opening the Public Hearing:

“I move that in accordance with RCW 42.56.070(7), the public hearing be opened for consideration of a proposed revision to the Public Records Request Policy Fee Schedule.”

(The motion is seconded and passed.)

Public Comment:

The Chair will ask if there is anyone in the audience who would like to comment on the Public Records Request Policy Fee Schedule. If there is no response, or when public comments have ended, the public hearing is then closed.

Closing the Public Hearing:

“I move to close the public hearing on the Public Records Request Policy Fee Schedule.”

(The motion is seconded and passed.)

New Business

MEMO



Date: January 31, 2024

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

From: Mary Stimson, Finance Director

Subject: 2023 Yearend Financial Review

Attached are the following 2023 year-end statements:

- Yearend Actuals - General Fund
- Yearend Actuals - Capital Fund
- Yearend Actuals - Special Purpose Fund
- Yearend Actuals - Election Fund
- Yearend Actuals - Property & Facility Fund
- Yearend Actuals - Levy Sustainability Fund
- Yearend Actuals - Debt Service Fund

Below are major aspects of the yearend statements for each fund. Attached is a resolution to close the 2023 fiscal year.

- GENERAL FUND -

Revenues

As last year was the final year of Phase 1 of levy sustainability (revenue from the 2018 levy lid lift exceeds expenditure needs), estimated property tax revenues that exceeded anticipated operational needs totaled \$3,200,000 and were deposited into the Levy Sustainability Fund instead of the General Fund per Resolution 2023-19 in December's board meeting. This, along with less expended as provided below, resulted in recording \$1,232,365 less in revenue than budgeted.

Items of note:

- Foundation donations were higher than budget, consistent to the yearend report provided to the Board. This is also due to the Friends of the Library donating over \$17k to the Pierce County Library Foundation to support additional programs and services at the Library.
- Investment returns produced a significantly higher than budget source of revenue by \$52k, due to continued higher than normal return rates.
- Close to \$20k came in for fees for printer services; fees in excess of the free printing we allocate to all patron accounts weekly.
- Late fines were removed on all patron accounts after the board approved to go fine-free in June 2023. We do not anticipate any fines revenue in 2024.
- E-Rate revenues came in lower by \$123k, due to choosing a lower cost internet provider; while this resulted in overall savings, it also reduced the total E-Rate reimbursements

Expenditures

Total expenditures came in under budget by \$1,789,007.

Items of note:

- Personnel and benefits costs were under budget by -\$2.7m. The Library budgeted for full operations, but there were reduced and/or limited services most of the year for the Lakewood Library. In addition, the Library continued to see a significant number of vacancies consistent with national trends.
- Maintenance and operations came in under budget by -\$1.4m and was largely due to not using over \$1m in contingency set aside. The Library had anticipated more independent contractors and contractual services, but some programs did not pick up until later in 2023, and we were able to find ways to eliminate some costs.
- Collection expenditures were exceptionally close to their requested budget, coming in at \$100k under budget.
- A capital fund transfer occurred for \$2.5M after the Board approved Resolution 2023-17 in the October board meeting to unanticipated savings to support upcoming major capital projects.

2023 Project Spend Highlighted:

- \$120k spent on our Summer Reading program with over \$90k of this supported as giveaways from the Pierce County Library Foundation
- \$22k for On the Road, \$10k for Teen Expressions, and \$2k on Mobile Makers
- \$20k on Community Engagement projects
- \$8k on STEAM , \$5k on Autism Ready, and \$4k on Early learning projects

In total, the net of actual revenues and expenditures recorded to the General Fund was a positive balance of \$556,596. A resolution is included to move up to \$550,000 of this to the Capital Fund.

2023 Yearend Cash Balance (General Fund)

The net effect for the cash balance is recorded as follows:

Beginning Cash & Investments Balance (Jan 1) *	\$ 10,771,917.66
Add: Net of revenues less expenditures	644,754.50
Less: Difference in beginning/ending payables/cross-year payments	(44,079.46)
Ending Cash & Investments Balance (Dec 31) *	<u>\$ **11,372,592.70</u>

* Includes petty cash, and KeyBank and Columbia Bank cash balances, which combined beg balances are \$13,888.24 and ending balances are \$18,998.31.

** Because the Library's accounting is "cash basis", the amount of cash does not reflect the invoices that are recorded but not yet paid.

- CAPITAL FUND NOTES -

Revenues and Transfers

New revenues were recorded at \$545,218, which amounted from continued investment income at higher than normal return rates and insurance recoveries. Transfers to the Capital Improvement Fund to pay for capital projects were increased to \$3.9m, due to additional funds unspent in the general fund and transfers from the Property and Facility Fund.

Expenditures

The original 2023 budget for capital improvement projects was \$6,508,000. In October we had anticipated large payments for our 2023 project that were believed to be completed prior to December, therefore, we prepared an amended 2023 Capital Fund budget to increase the budget to \$10,318,000.

As we finalized the 2024 Capital Fund Budget in December, we identified that these invoices would fall into 2024 and included them in our 2024 budget. Total actual expenditures for 2023 were only \$4,764,592, most of which paid for the following projects:

- \$2.58m toward the Interim Lakewood Library
- \$127k towards the Facilities Condition Assessment contract
- \$320k towards the Bonney Lake Library Refresh project
- Continued parking lot refreshes
- Additional door replacements & Facilities vans that were received
- \$912k on Buckley Library Site Remediation (carryover from 2021)
- \$78k towards Sumner future building planning
- \$15k in IT Branch Wi-Fi replacements

2023 Yearend Cash Balance (Capital Improvement Fund)

The Capital Improvement Fund balance is therefore recorded as follows:

Beginning Cash & Investments Balance (Jan 1).....	\$10,434,432.97
Less: Net of revenues less expenditures.....	(278,928.08)
Less: Difference in beginning/ending payables/cross-year payments.	(20,222.61)
Ending Cash & Investments Balance (Dec 31).....	<u>\$ 10,135,282.28</u>

- SPECIAL PURPOSE FUND NOTES -

In 2021, two new funds were created from splitting out the committed contents in the Special Purpose Fund (an auditor recommendation). The Library transferred out the contents of the SPF to the Election Fund and Property and Facility Fund, thereby liquidating all cash in the SPF and becoming dormant. There was no activity for this Fund in 2023.

Revenues, Transfers, Expenditures

No Revenues, Transfers, or Expenses

2023 Yearend Cash Balance (Special Purpose Fund)

The Special Purpose Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1)	\$ 0.00
Add: Net of revenue less expenditures.....	0.00
Less: Difference in beginning/ending payables/cross-year payments	(0.00)
Ending Cash Balance (Dec 31)	<u>\$ 0.00</u>

- ELECTION FUND NOTES -

The Election Fund is used to pay for future ballot costs related to elections, such as levy lid-lifts and bonds. This fund was created in 2021 to incorporate the set-aside in the SPF (an auditor recommendation). In 2023 the board approved an amended 2023 Election Fund budget for \$16,000 and recorded the election costs relative to the August Summer Library Capital Facilities Area (LCFA) election project costs. All other activity was from interest returns. This fund continues to exceed its \$1 million target level.

Revenues and Transfers

Total new 2023 revenues were recorded at \$59,344, all of which was from higher than normal return rates on interest returns.

Expenditures

The total expenditures for 2023 were \$15,258 towards election costs.

2023 Yearend Cash Balance (Election Fund)

The Election Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1)	\$1,137,625.23
Add: Net of revenue less expenditures.....	44,084.96
Less: Difference in beginning/ending accrued interest receivables.....	(0.00)
Ending Cash Balance (Dec 31)	<u>\$ 1,181,710.20</u>

- PROPERTY AND FACILITIES FUND NOTES -

The Property and Facilities Fund (PFF) is used to pay for land and facility purchases, and construction costs. In 2021, this fund was created to incorporate the set-aside in the SPF (an auditor recommendation). For 2023, revenue activity was from interest returns. At the October board meeting, the Library presented a 2023 amended PFF budget, and the board approved to transfer out \$1.4m to the Capital Improvement Fund to increase the available funds to pay for capital projects.

Revenues and Transfers

Total new revenues were recorded at \$109,930, all of which was from interest returns.

Expenditures

There was a transfer out to the Capital Fund for \$1,400,000.

2023 Yearend Cash Balance (Property and Facilities Fund)

The Properties and Facilities Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1)	\$2,428,151.83
Add: Net of revenue less expenditures.....	(1,290,069.60)
Less: Difference in beginning/ending accrued interest receivables.....	(0.00)
Ending Cash Balance (Dec 31)	<u>\$1,138,082.83</u>

- LEVY SUSTAINABILITY FUND NOTES -

In 2019, the Board approved the creation of a new Special Revenue Fund, called the Levy Sustainability Fund (LSF). Its purpose is to accumulate funds during the first phase of levy sustainability, when revenue exceeds expenditures, and then release funds to the General Fund when expenditures exceed revenue in the third phase. In 2023, we finalized the last year of first phase. We will enter the first year of the second phase in 2024, where revenues and expenditures align in the General Fund. A total of \$3.2m of property tax revenues were transferred in late 2023 to create a fund balance slightly over 16.8m. Another \$683,658 in investment revenue was added to the fund.

2023 Yearend Cash Balance (Levy Sustainability Fund)

The Levy Sustainability Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1)	\$ 12,921,185.44
Add: Net of revenue less expenditures.....	3,883,658.17
Less: Difference in beginning/ending accrued interest receivables.....	(0.00)
Ending Cash Balance (Dec 31)	<u>\$ 16,804,843.61</u>

With this 2023 deposit, the LSF is \$1.8m above the original fund target level of \$15m for future financial sustainability.

- DEBT SERVICE FUND NOTES -

The Debt Service Fund is used to pay debt owed, for example bond payments. The Library has been debt-free since 2002. Any financial activity since then in this fund is due to unanticipated revenues and fees.

2023 Yearend Cash Balance (Debt Service Fund)

The Debt Service Fund balance is recorded as follows:

Beginning Cash & Investments Balance (Jan 1).....	\$ 90,114.08
Add: Net of revenue less expenditures.....	4,465.37
Less: Difference in beginning/ending accrued interest receivables.....	(0.00)
Ending Cash & Investments Balance (Dec 31).....	<u>\$ 94,579.45</u>

- TOTAL CASH & INVESTMENTS BALANCES IN ALL FUNDS -

DECEMBER 31, 2023

The Library's total cash & investments balance in all funds is as follows:

General Fund.....	\$ 11,372,592.70
Capital Improvement Fund	10,135,282.28
Special Revenue Funds (committed funds)	
Special Purpose Fund.....	0.00
Election Fund	1,181,710.20
Property and Facility Fund.....	1,138,082.83
Levy Sustainability Fund	16,804,843.61
Debt Services	<u>94,579.45</u>
Total Combined Cash & Investments Balance	<u>\$ 40,727,090.46*</u>
Change since 1/1/2023	+\$ 2,943,663.25

* Due to the Library being a cash basis entity (versus modified accrual), these numbers are cash and investments as of 12/31/2023, adjusted by the difference between beginning and ending warrants payable and accrued interest receivables.

2023 GENERAL FUND

YEAR END December 31, 2023	2023 FINAL Approved 12/22	2023 Actuals	Change (\$)	Change (%)	Notes
-- REVENUE --					
Property Taxes	\$ 42,474,200	\$ 41,114,098	\$ (1,360,102)	-3.20%	Reallocated Property Tax Revenues to LSF
Excise Taxes	83,000	149,564	66,564	80.20%	
Timber Taxes	15,000	77,749	62,749	418.32%	Higher Timber Tax Revenues
Fees (Printer, Fax, Copier)	7,500	27,466	19,966	266.21%	
Fines	10,000	17,677	7,677	76.77%	
Investment Income	400,000	452,907	52,907	13.23%	Return rates are higher
Sales of Goods/Services	1,000	6,906	5,906	590.61%	
Donors & Reimbursements	470,000	407,154	(62,846)	-13.37%	Includes Foundation
Other (Erate, P-card Rebates, etc.)	621,000	595,767	(25,233)	-4.06%	Decrease in Erate funds
TOTAL REVENUE	\$ 44,081,700	\$ 42,849,288	\$ (1,232,412)	-2.80%	
-- EXPENDITURES --					
Salaries & Wages	\$ 23,344,858	\$ 21,506,277	\$ (1,838,581)	-7.88%	Unspent transferred to Cap Fund in 2023
Overtime Wages	67,000	108	(66,892)	-99.84%	2024 to reflect more accurately
Employee Benefits	7,663,104	6,865,116	(797,988)	-10.41%	Includes increase in healthcare rates
TOTAL PERSONNEL	\$ 31,074,962	\$ 28,371,501	\$ (2,703,461)	-8.70%	
Supplies and Consumables	\$ 540,450	\$ 461,700	\$ (78,750)	-14.57%	Aligned supply spend clearer across the system
Fuel	50,000	48,682	(1,318)	-2.64%	
Equipment (Computers, Software, Furnishings)	1,471,720	1,242,244	(229,476)	-15.59%	
Professional, Legal, Other Services	1,203,900	748,351	(455,549)	-37.84%	Identified areas to reduce spend for 2023
Networking, Phones, Postage	913,000	937,378	24,378	2.67%	
Travel & Mileage	113,490	100,222	(13,268)	-11.69%	
Advertising	153,000	118,248	(34,752)	-22.71%	Reduced in Q4 due to security incident
Rentals & Leases	1,156,700	1,096,828	(59,872)	-5.18%	Includes GASB 87 Lease requirements
Insurance	300,000	354,186	54,186	18.06%	Increased Insurance Expenses
Utilities	416,500	431,938	15,438	3.71%	
Repairs & Maintenance, Maintenance Contracts	1,177,258	1,098,271	(78,987)	-6.71%	HVAC and other repairs unanticipated
Registrations	113,650	54,309	(59,341)	-52.21%	Less travel than originally budgeted
Dues, Taxes, Licenses, Fees, Misc Expenses	112,150	100,578	(11,572)	-10.32%	
Pass-through Funding	154,000	148,737	(5,263)	-3.42%	Funded by Foundation donors
Contingency	542,920	-	(542,920)	-100.00%	
Intergovernmental	-	-	-		
TOTAL MAINTENANCE & OPERATIONS	\$ 8,418,738	\$ 6,941,671	\$ (1,477,067)	-17.54%	
Books, DVDs, Music, eBooks, Databases	\$ 4,588,000	\$ 4,479,520	\$ (108,480)	-2.36%	
TOTAL MATERIALS	\$ 4,588,000	\$ 4,479,520	\$ (108,480)	\$ (0)	
Capital Fund Transfer		\$ 2,500,000	\$ 2,500,000		new Transferred in October
Property and Facility Fund Transfer	-				
Set Aside for Future Sustainability	-				
Set Aside for Apr/Oct Cashflow	-				
TOTAL SET-ASIDES AND TRANSFERS	\$ -	\$ 2,500,000	\$ 2,500,000	\$ -	
TOTAL EXPENDITURES	\$ 44,081,700	\$ 42,292,693	\$ (1,789,007)	\$ (0)	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ 556,596	\$ 556,596	new	Resolution to move to Capital Fund

2023 CAPITAL IMPROVEMENT FUND

YEAR END December 31, 2023	2023 Amended Approved 10/23	2023 Actual	Notes
----- Budget Summary -----			
-- FUNDING SOURCES --			
USE OF FUND BALANCE			
Use of Fund Balance/Cash Reserves	\$ 4,918,000	\$ 319,374	
TOTAL USE OF FUND BALANCE	\$ 4,918,000	\$ 319,374	
NEW REVENUE			
Insurance Recoveries	\$ -	\$ 52,325	Recoveries toward stolen van
Investment Earnings	\$ -	\$ 492,893	Higher than normal investment earnings
Transfer from General Fund -2002 YE	\$ 1,500,000		
Transfer from General Fund - Unspent	\$ 2,500,000	\$ 2,500,000	
Transfer from Property and Facility Fund	\$ 1,400,000	\$ 1,400,000	
TOTAL NEW REVENUE	\$ 5,400,000	\$ 4,445,218	
TOTAL FUNDS AVAILABLE	\$ 10,318,000	\$ 4,764,592	
-- EXPENDITURES --			
CURRENT BUILDING IMPROVEMENTS			
Buckley Site Evaluation	\$ 1,075,000	\$ 912,243	Mostly construction and architect work
LWD Demo	\$ 55,000	\$ 28,134	
Door replacement	\$ 375,000	\$ 14,481	
Vehicle purchases - 2023	\$ 187,000	\$ 268,835	FAC vans delivered in 2023
Facilities Condition Assessment	\$ 500,000	\$ 127,121	Towards the cost of the FCA
Parking Lot Refreshes	\$ 100,000	\$ 192,956	
Signs		\$ 1,592	
Bonney Lake Refresh		\$ 320,856	Added 2023 project
Other Legal		\$ 11,252	
TOTAL CURRENT BUILDING IMPROVEMENTS	\$ 2,346,000	\$ 1,877,471	
FUTURE BUILDINGS			
Lakewood Interim Library			
iLWD building	\$ 5,000,000	\$ 1,925,952	Work on the Interim library building
iLWD site work	\$ 1,500,000	\$ -	No site work payments for 2023
iLWD FF&E	\$ 250,000	\$ 12,490	
iLWD other	\$ 120,000	\$ 125,682	
iLWD architects	\$ 556,000	\$ 485,262	Most of these costs paid in 2023
iLWD Project Work	\$ 26,000	\$ 30,264	
Sumner Library Planning Phase			
SUM polling	\$ 12,000	\$ -	
SUM project communications	\$ 13,000	\$ 10,071	
SUM Architect and Legal Consulting	\$ 15,000	\$ 68,747	
Other Future			
Capital Campaign Consultants	\$ 60,000	\$ 60,030	Barness Group
Consultant for Facilities Master Plan	\$ -		
Strategic Planning	\$ -	\$ 3,926	Started Strategic Planning engagement
TOTAL FUTURE BUILDINGS	\$ 7,552,000	\$ 2,722,424	

2023 CAPITAL IMPROVEMENT FUND

YEAR END December 31, 2023	2023 Amended Approved 10/23	2023 Actual	Notes
----- Summary (Cont.) -----			
TECHNOLOGY UPDATES			
Facilities Work Order System	\$ -		
Branch Wi-Fi equipment replacements	\$ 20,000	\$ 15,098	
High-Speed Copier	\$ 150,000	\$ 149,600	
TOTAL TECHNOLOGY PROJECTS	\$ 170,000	\$ 164,698	
 CONTINGENCY	 \$ 250,000	 \$ -	
 TOTAL EXPENDITURES	 \$ 10,318,000	 \$ 4,764,592	
 NET OF REVENUE AND EXPENDITURES	 \$ -	 \$ (0)	

2023 ELECTION FUND

YEAR END December 31, 2023	2023 Proposed Amended	2023 Actuals	Change (\$)
-- FUNDING SOURCES --			
USE OF FUND BALANCE			
Use of Election Fund Set Aside	\$16,000.00	\$16,000.00	\$ -
NEW REVENUE			
Transfer from General Fund for Committed Setasides	\$ -	\$ -	\$ -
Investment Income	\$ 30,000.00	\$ 59,343.66	\$ 29,343.66
TOTAL NEW REVENUE	\$ 30,000.00	\$ 59,343.66	\$ 29,343.66
TOTAL FUNDS AVAILABLE	\$ 46,000.00	\$ 75,343.66	\$ 29,343.66
-- EXPENDITURES --			
PROGRAMS			
None Planned for 2023			\$ -
TOTAL PROGRAMS	\$ -	\$ -	\$ -
PROJECTS			
Sumner LCFA 8/1/23 Election Costs	\$ 16,000.00	\$ 15,258.70	\$ (741.30)
TOTAL PROJECTS	\$ 16,000.00	\$ 15,258.70	\$ (741.30)
TOTAL EXPENDITURES	\$ 16,000.00	\$ 15,258.70	\$ (741.30)
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 14,000.00	\$ 60,084.96	\$ 46,084.96
(TO BE DESIGNATED AS COMMITTED DURING THE FY)			
-- COMMITTED SET-ASIDES IN FUND BALANCE --			
BALANCES AS OF 12/31			
Election Fund for Future Election Costs	\$1,137,625.23	\$1,137,625.23	\$ -
TOTAL COMMITTED SET-ASIDES	\$1,151,625.23	\$1,181,710.19	\$ -

2023 PROPERTY AND FACILITY FUND

YEAR END December 31, 2023	2023 Amended 11/23	2023 Actual	Change (\$)
-- FUNDING SOURCES --			
USE OF FUND BALANCE			
Use of Property and Facility Set Aside	\$ 1,400,000.00	\$ 1,400,000.00	\$ -
REVENUE			
Transfer from General Fund for Committed Setasides	\$ -	\$ -	\$ -
Investment Income	\$ 110,000.00	\$ 109,930.40	\$ (69.60)
TOTAL NEW REVENUE	\$ 110,000.00	\$ 109,930.40	
TOTAL FUNDS AVAILABLE	\$ 1,510,000.00	\$ 1,509,930.40	
-- EXPENDITURES --			
PROGRAMS			
None planned for 2024	\$ -	\$ -	\$ -
TOTAL PROGRAMS	\$ -	\$ -	\$ -
PROJECTS			
Transfer from Property and Facilities Fund to Capital Fund	\$ 1,400,000.00	\$ 1,400,000.00	\$ -
TOTAL PROJECTS	\$ 1,400,000.00	\$ 1,400,000.00	
TOTAL EXPENDITURES	\$ 1,400,000.00	\$ 1,400,000.00	
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 110,000.00	\$ 109,930.40	
(To be committed as a set aside at Fiscal Year End)			
-- COMMITTED SET-ASIDES IN FUND BALANCE --			
BALANCES AS OF 12/31			
Land/Property/Facility Set Asides for future Land & Property Costs	\$ 2,428,151.83	\$ 2,428,151.83	\$ -
TOTAL COMMITTED SET-ASIDES	\$ 1,138,151.83	\$ 1,138,082.23	\$ (69.60)

2023 LEVY SUSTAINABILITY FUND

YEAR END December 31, 2023	2023 Final Approved 12/22	2023 Actual	Change (\$)
-- FUNDING SOURCES --			
USE OF FUND BALANCE			
Use of Levy Sustainability Fund Set Aside	\$ -	\$ -	\$ -
NEW REVENUE			
Property Taxes (Funding Cycle Revenue)	\$ 2,016,600.00	\$ 3,200,000.00	\$ 1,183,400.00
Investment Income	\$ 450,000.00	\$ 683,658.17	\$ 233,658.17
TOTAL NEW REVENUE	\$ 2,466,600.00	\$ 3,883,658.17	\$ 1,417,058.17
TOTAL FUNDS AVAILABLE	\$ 2,466,600.00	\$ 3,883,658.17	\$ 1,417,058.17
-- EXPENDITURES --			
PROGRAMS			
None planned for 2024	\$ -	\$ -	\$ -
TOTAL PROGRAMS	\$ -	\$ -	\$ -
PROJECTS			
None planned for 2024	\$ -	\$ -	\$ -
TOTAL PROJECTS	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 2,466,600.00	\$ 3,883,658.17	\$ 1,417,058.17
(TO BE DESIGNATED AS COMMITTED DURING THE FY)			
-- COMMITTED SET-ASIDES IN FUND BALANCE --			
BALANCES AS OF 12/31			
Levy Sustainability Funds for Future Levy Sustainability Costs	\$ 12,921,185.44	\$ 12,921,185.44	\$ -
TOTAL COMMITTED SET-ASIDES	\$ 15,387,785.44	\$ 16,804,843.61	\$ 1,417,058.17

2023 DEBT SERVICE FUND

YEAR END December 31, 2023	2023 Final Approved 12/22	2023 Actual	Change (\$)
-- FUNDING SOURCES --			
USE OF FUND BALANCE			
Use of Debt Service Fund Set Aside	\$ -	\$ -	\$ -
NEW REVENUE			
Transfer from General Fund for Committed Setasides	\$ -	\$ -	\$ -
Investment Income	\$ 2,000.00	\$ 4,465.37	\$ 2,465.37
TOTAL NEW REVENUE	\$ 2,000.00	\$ 4,465.37	\$ 2,465.37
TOTAL FUNDS AVAILABLE	\$ 2,000.00	\$ 4,465.37	\$ 2,465.37
-- EXPENDITURES --			
PROGRAMS			
None planned for 2024	\$ -	\$ -	\$ -
TOTAL PROGRAMS	\$ -	\$ -	\$ -
PROJECTS			
None planned for 2024	\$ -	\$ -	\$ -
TOTAL PROJECTS	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 2,000.00	\$ 4,465.37	\$ 2,465.37
(TO BE DESIGNATED AS COMMITTED DURING THE FY)			
-- COMMITTED SET-ASIDES IN FUND BALANCE --			
BALANCES AS OF 12/31			
Debt Fund for Future Debt Service Costs	\$ 90,114.08	\$ 90,114.08	\$ -
TOTAL COMMITTED SET-ASIDES	\$ 92,114.08	\$ 94,579.45	\$ 2,465.37

RESOLUTION NO. 2024-04

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO TRANSFER A PORTION OF THE GENERAL FUND BALANCE
TO THE CAPITAL FUND**

WHEREAS, the Capital Fund receives financial support from transfers from the General Fund budget, transfers from fund balances, Foundation funds, and other identified sources of revenue; and

WHEREAS, the Board’s fiscal management policy authorizes the transfer of unanticipated revenues and savings to another identified fund; and

WHEREAS, as part of closing the 2023 fiscal year, \$550,000 was determined available within the General Fund to transfer to the Capital Fund for current and future capital improvement projects; now, therefore,

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

\$550,000 in the General Fund balance be transferred to the Capital Fund for project needs and budgeted accordingly.

PASSED AND APPROVED THIS 14th DAY OF FEBRUARY, 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 _____

RESOLUTION NO. 2024-05

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PIERCE
COUNTY RURAL LIBRARY DISTRICT
TO CLOSE THE 2023 FISCAL YEAR**

WHEREAS, on December 13, 2022 the Board of Trustees approved Pierce County Rural Library District's ("Library") 2023 fiscal year General Fund budget at \$44,081,700 and Capital Fund budget at \$6,508,000; and

WHEREAS, on October 11, 2023 the Board of Trustees approved the Library's amended 2023 Capital Improvement Fund budget after it was determined that compared to the originally approved budget, there was a need of \$3,810,000 additional for anticipated expenses; and

WHEREAS, the Library reviewed fiscal year results for 2023 and determined that compared to the originally approved budget, the net of revenues and expenditures for the General Fund resulted in a positive balance of \$556,596 contributing to cash flow needs and other uses; and

WHEREAS, the transfer to the Levy Sustainability Fund, a special revenue fund, during the 2023 fiscal year occurred as planned with \$3,200,000 in total property tax revenues recorded, elevating this fund to \$16,804,843; and

WHEREAS, on October 11, 2023 the Board approved an amended budget and released \$1,400,000 from "committed" status in the Property and Facility Fund, a special revenue fund, and authorized its transfer to the Capital Fund, in preparation for constructing an interim Lakewood Library among other capital projects in 2023; and

WHEREAS, on October 11, 2023 the Board approved a transfer, after a thorough review of remaining expenditures, from the General Fund of \$2,500,000 of unspent funds to the Capital Fund, in support of capital projects in 2023; and

WHEREAS, capital improvement expenditures were less than originally planned and only used \$319,374 fund balance to pay for capital projects; and

WHEREAS, on December 13, 2023 the Board approved an amended budget and released \$16,000 from "committed" status in the Election Fund, a special revenue fund, and authorized its use for payment of LCFA election costs in 2023; and

WHEREAS, there were no expenditures in all other special revenue funds, as planned; and

WHEREAS, the Debt Service Fund is passive and only accumulates investment interest; and

WHEREAS, the Library's Fiscal Management Policy allows the Board of Trustees to transfer unanticipated revenues and savings from one fund to another fund; and

WHEREAS, from the 2023 fiscal year results the Library proposed to transfer unanticipated revenues and savings of \$550,000 from General Fund cash to the Capital Fund through a separate resolution; and

WHEREAS, the remaining balances from 2023 results in the special revenue funds and Debt Service Fund, will be "committed" as part of closing the 2023 fiscal year; and

WHEREAS, the remaining balances from 2023 results will reside within their respective funds to be allocated according to need in 2024; now, therefore,

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

- (1) All set asides in the other special revenue funds and debt service fund will be moved to "committed" status
- (2) The 2023 fiscal year is hereby closed.

PASSED AND APPROVED THIS 14th DAY OF FEBRUARY 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 _____

Officers Reports

MEMO



Date: January 18, 2024

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

From: Mary Getchell, Marketing and Communications Director

Subject: Marketing and Communications Quarter 1 2024 Focus: Job + Business Center

As part of the Pierce County Library System's 2024 Marketing and Communications Plan, the first quarter marketing and communications focus will feature the Library's Job + Business services. The Library System will develop and deploy marketing and communications tactics to increase awareness and grow use of the services. The Library offers robust services to help people develop technology skills, gain digital literacy knowledge, and improve their career marketability to get the jobs they want.

The Pierce County Library continues to offer a wide range of services to help people improve their career marketability and get hired. With unemployment in Pierce County at 4.8% as of November 2023 (Washington State Employment Security Department), the Library's marketing will target young adults getting their first job, people with career experience with gaps in their resume or technology skills, and people who experience chronic unemployment. An individual would pay hundreds of dollars to purchase these quality career resources and services. Thank you to the Pierce County Library Foundation and its donors as well as the Washington State Library for helping to fund these important services.

The marketing and communications focus will highlight the following Job + Business services:

- Online resume templates.
- Live online interview coaches.
- Digital literacy skills.
- Free technology certifications in more than 30 programs.

With a variety of marketing and communications tactics, the Library will inform audiences about the Job + Business services and encourage people to use them. The Communications Department will use mass marketing tactics such as printed and online products, including Spanish radio to reach Spanish speaking people and a targeted direct mailing to reach asset limited individuals. In addition, the plan calls for direct marketing tactics including community marketing to reach asset limited households through nonprofit partners such as food banks, Sound Outreach, Goodwill, South Sound 2-1-1, United Way's Centers for Strong Families. Also it includes direct asks to reach diverse groups via communications with partners such as Asia Pacific Culture Center, Black Collective, Centro Latino, Korean Women's Association, and Tacoma Urban League.

MEMO



Date: January 25, 2024

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

From: Mary Getchell, Marketing and Communications Director

Subject: 2023 Pierce County Library System Marketing and Communications Fourth Quarter Results

The Pierce County Library System’s fourth quarter of 2024 marketing and communications activities realized strong results to inform and engage individuals and encourage their use and support for the Library System’s services, by exceeding nearly all key performance indicators to meet the Library goals for marketing and communications:

1. Enhance brand awareness and preference for the Pierce County Library.
2. Position the Pierce County Library as the spark for success for residents.
3. Bolster the Library’s visibility in Pierce County communities.
4. Inspire excitement and build support for and use of the Library’s services.

For news media, the Library System achieved 31 news articles and 51 media mentions/calendar placements. The Library System sought news coverage and received many print articles about a new e-source, Comics Plus.

The Library System’s fourth quarter marketing focus was an overall branding campaign: Your Library—the Heart of your Community, with investments in several advertising channels including print, digital, English and Spanish radio, and bus advertisements, as well as in-kind advertising on Pierce Transit bus shelters throughout the county. The digital ads performed well in reaching target audiences and exceeding industry standards for clicks or conversions of people clicking on the ad and receiving more information about the Library System.

Due to the hack to the Library’s Facebook account at the beginning of the fourth quarter, the Library System does not have credible data to report for the fourth quarter of 2023. Tweets on X performed well with a significant showing to exceed industry standards for engagement (likes/retweets).

During the fourth quarter, the Library System issued four e-newsletters/email blasts to its main distribution list with an average of 68,000 active subscribers. The Library’s open rate exceeded the industry standard in all e-newsletters/email blasts, with the open rate more than two times higher than the industry standard. Overall, the open rate averaged 59.8%, significantly exceeding the industry average of 25.17%.

In the fourth quarter, 97.18% of internal customers said they were “very satisfied” with the Marketing and Communications Department’s service.

PIERCE COUNTY LIBRARY SYSTEM

2023 Marketing and Communications Plan

FOURTH QUARTER RESULTS, October-December 2023

Overall Evaluation Measures

- Enhance brand awareness and preference for the Pierce County Library System.
- Position the Pierce County Library as the spark for success for residents.
- Bolster the Library’s visibility in Pierce County communities.
- Inspire excitement and build support for and use of the Library’s services.

News Media Stories

- Goal: Maintain or exceed 2022 news coverage.
- Quarter Four (Q4) 2022: 51 news articles and 26 media mentions/calendar placements.
- Quarter Four (Q4) 2023: 31 news articles and 51 media mentions/calendar placements.

Paid Advertising

Pierce County Library—the Heart of your Community marketing and communications focus (October-December 2023)

- The News Tribune Print and Digital advertisements:
 - Impressions (the number of times the ad was served/content displayed to the viewing/listening audience): 85,069
 - Clicks on ads: 45
 - Click-through rate(CTR): 0.05%
 - **CTR: .05%, exceeded industry standards of .04%.**
- Targeted digital website ads:
 - Impressions: 1,131,958
 - Clicks on ads: 1,161
 - CTR: 0.10%
 - **CTR: .10%, exceeded industry standards of .04%.**
- KNKX ads, ran 68 spots and realized 188,500 impressions
- Spanish Radio ads:
 - Spanish Radio ads on KZTM-FM: ad spots/number of times ads ran: 74.
 - Spanish Radio digital ads (ads ran on La Radio De Seattle’s Facebook and Instagram pages):
 - Facebook ads: 4,441 impressions; 4,154 reach (number of people who saw the ad).
 - Instagram ads: 198 impressions; 187 reach.
- KNWN (KOMO 1000) Radio ads, ran 53 spots, with 18 of the spots running as live sponsor ads as introductions into news/weather/sports by the broadcaster.
- KPLZ (Star 101.5) Radio ads ran 58 spots.
- 18 bus ads, yielding estimated impressions: 7, 212,033.
- 12 bus shelter ads, yielding: 546,000 impressions. All in-kind through partnership with Pierce Transit.

E-newsletter

- Goal: Meet or exceed industry standards:
 - Open rate industry standard: 25.17%.
 - 4 e-newsletters/email blasts to an average of 67,807 active subscribers.
- Average number of e-newsletters opened with each campaign: 40,318; 59.8% open rate.
- **Open rate more than two times higher than the industry standard.**

Social Media Marketing

- Facebook Goal: Due to the hack to the Library’s Facebook account at approximately the beginning of the fourth quarter, the Library System does not have credible data to report for the fourth quarter of 2023.
- X Goal: Maintain or exceed 2022-engagement rate for Library System and X nonprofit organization’s industry standard of 0.062% engagement rate.

X

- Q4 2022: 3.33% engagement rate.
- Q4 2023: 2.8% engagement rate.
- **Significantly exceeded industry standard.**

Work Order Satisfaction

- Goal: 90% of internal staff customers Very Satisfied with Marketing and Communications Department-produced product/service.
- **Q4 Exceeded goal with 97.18% Very Satisfied.**

Sample News Articles

South Sound Magazine

Pierce County Library System Announces Free Digital Access to Comics, Manga, and Graphic Novels

By Destiny Valencia

Dec 12, 2023



The Pierce County Library System announced in a release this week that library cardholders now have 24/7 digital access to thousands of comics, graphic novels, and manga in the Comics Plus section of the LibraryPass app.

Since there are no holds, queues, and limits for the comics and their related content, those who download books through the app can begin to read immediately, the release said.

“Comics have evolved significantly and aren’t what many people may think of as the old funny pages,” said Pierce County Library Executive Director Gretchen Caserotti in the release. “They are a true literary form that has greatly advanced in recent years. Comics,

Through the LibraryPass app and in the Comics Plus section, users will find categories of content separated by age appropriateness, with the full collection including works with themes more geared toward those 18 and older, a teen collection focused on readers 11-14, and a children's collection designed for those 5-10.

Those interested can visit the Pierce County Library Systems website for more details.

The News Tribune

He was once a high school dropout. Today he is one of Washington’s award-winning poets

BY ROSEMARY MONTALVO

OCTOBER 13, 2023 1:32 PM



Ricardo Ruiz

Central and eastern Washington have a long history of Latino farm workers not only migrating to each region in search of agriculture jobs, but of also settling down and starting families, according to the Latino Center for Health.

Although Latino farm workers make up a large part of the farm workers in Washington, they still seem to live in the shadows, and much of their life stories go untold. But now a poet who grew up among the farm workers in eastern Washington is helping to share their stories.

Ricardo Ruiz, 34, is a Mexican-American poet from Othello, Washington, who was raised by migrant parents. Like many others, they left their homes in Mexico and made the trek north to work. Ruiz won the Washington State Book Award for poetry for his book, “We Had Our Reasons”, that tells the stories of immigrant farm workers from Eastern Washington. He will be presenting a reading of his book at the Parkland/Spanaway branch of the Pierce County Library on Saturday.

Ruiz said that when his parents first got to Washington, they both worked at the orchards before transitioning to the potato factories, which offered them a stable income. Although his parents had steady income from working at the factories, they struggled to make ends meet, so they worked in the fields on the weekends.

“On the weekends we’d still go out and work in the fields, and that’s kind of where I grew up,” Ruiz said in an interview.

Ruiz said his parents worked very hard to give him and his siblings a good life, which meant 12-hour work days that did not leave much left over of their time or attention. Ruiz began hanging out with the wrong crowd and getting himself into trouble at an early age.

“I just started running around with with the kids in the ‘hood. Like, that’s where I’m living and that’s who my associates are, the people who look like me, and I ended up getting into a lot of trouble,” Ruiz said. “I found drugs and alcohol at a young age, and, by the time that I was in high school, I was addicted to smoking weed.”

Ruiz said he also got in to trouble because up until starting elementary school, he only spoke Spanish, and he struggled to learn to speak English, which also caused him issues with his personal identity. Ruiz was suspended from school during his senior year, so he made the decision to drop out and go work in the fields or factories. Ruiz said he met his first wife around that time, and he was just “trying to find my way between working and raising a family.”

Ruiz said he was still struggling with his addiction and was stealing money from one of his jobs to be able to feed his addiction. He was eventually fired. Ruiz made the decision to enlist in the Army to be able to provide for his family. Ruiz served in the Army for seven years and traded one addiction for another.

“I’ve been to Afghanistan a couple times. I’ve faced direct combat with the enemy. I’ve been blown up in an IED,” Ruiz said. “I experienced that trauma and had PTSD from my experiences in combat, and though I was no longer using drugs when I was in the Army, but I started drinking a lot to deal with everything going on.”

Along with experiencing PTSD, Ruiz was still dealing with childhood trauma and unresolved identity issues. He could no longer hide behind his identity of being a soldier, which caused him to spiral out of control. Ruiz decided to enroll in community college and that is where a professor suggested that he express all of his feelings through poetry.

BECOMING AN AWARD-WINNING POET

Ruiz said he began writing poetry in 2017, but he did not take an actual poetry class until 2019. He said the reason he loves poetry is because he get to do whatever he wants and doesn’t have to worry about grammar; something that he always struggled with growing up and that affected his confidence.

“As of right now, I still have that feeling of like, man, I gotta work extra hard to make sure it’s right, and I second guess myself and I don’t have that confidence even though I know what I’m doing,” Ruiz said.

Ruiz said he views himself as a “classical poet who remixes stuff.” Ruiz was classically trained at the University of Washington for his BA in creative writing.

He was exposed to many great writers during his time at UW, including William Wordsworth, an English romantic poet who wrote poetry for the common man. Ruiz said Wordsworth was the initial inspiration for his poetry book, “We Had Our Reasons.”

Ruiz won the Washington State Book Award in poetry this year for “We Had Our Reasons,” his first ever poetry book. The award honors “works of outstanding literary merit by Washington authors,” according to the Washington Center for the Book website.



THE MAKING OF “WE HAD OUR REASONS”

Ruiz said that he decided to write “We Had Our Reasons” because of and for his kids. He wanted to write a book for them that documented the migrant farm worker experience, their hardships and their reasons for coming to the United States, including his own parents’ stories.

“[My kids aren’t] at the point where they’re going to be doing this identity work and really thinking about who they are and how they fit into the greater world, so what I wanted to do was kind of go and record these stories for them,” Ruiz said.

Ruiz said that since the book was meant to be for his children, the poems are short in length, but hold a lot of emotion.

“I wanted it to be an emotional and powerful experience that the reader has, but then, as you read the collection as a whole, be it page to page or if you follow the story of an individual or the story of a family, it creates a different experience,” Ruiz said.

The book includes voices from different generations and different perspectives about their experiences in Eastern Washington. The voices are those of immigrant farm workers, the children of the farm workers, even the voice of an ICE agent who works in the community that he grew up in.

Ruiz said that he wanted to interview his parents not only for the book but also for himself. He wanted to know more about them and why they chose to leave Mexico – something they never talked about. Ruiz said that “because of my own fear and impostor syndrome, I would always say, ‘I’m gonna interview my parents last because they were the hardest one for me to interview,’” but his father died before he was able to hear his story, and he decided to not interview his mom as she grieved the loss of her lifelong partner.

Ruiz spoke with 18 farm workers over the course of three years who he said trusted him enough to share their life story because he had already established relationships with them.

“A couple of the of the storytellers, you know, I’ve known for upwards of 20 years, and those pre-established relationships allow that trust to happen, and they know that like I’m not some outside journalist who’s just going to come in and legitimately take these stories from the community because I am a member of the community,” Ruiz said.

Since the interviews were all conducted in Spanish, Ruiz felt that it was important to translate his book to Spanish and to keep both versions in one book because “true equality is allowing these stories to live in the community first and foremost.”

Ruiz said writing this book helped heal a part of him and it also helped reassure him of his identity as a Mexican-American.

“It really did learn so much about who I am through the experiences of others and really just healed me so much,” Ruiz said. “The healing process is ongoing as I hear stories about how this work has impacted others.”

PIERCE COUNTY LIBRARY POETRY READING AND WORKSHOP

Ruiz will present a poetry reading and a poetry workshop at the Parkland/Spanaway branch of the Pierce County Library, as part of the ongoing Pierce County Library author events. The event is free, but registration for the poetry workshop is required.

Ruiz will be selling his book at the event for \$20 and will be signing copies.

Where: Parkland/Spanaway Pierce County Library, 13718 Pacific Ave. S.

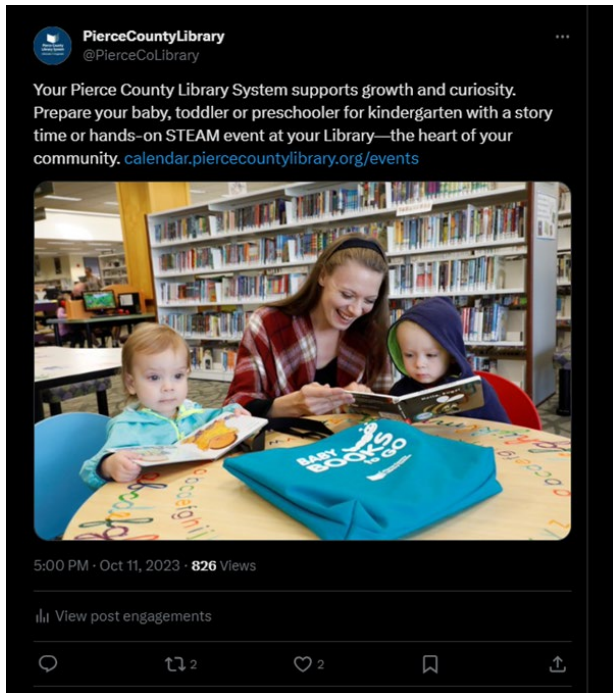
When: Saturday, Oct. 14, 2-2:30pm

Details: Register for the workshop on the Pierce County Library website.

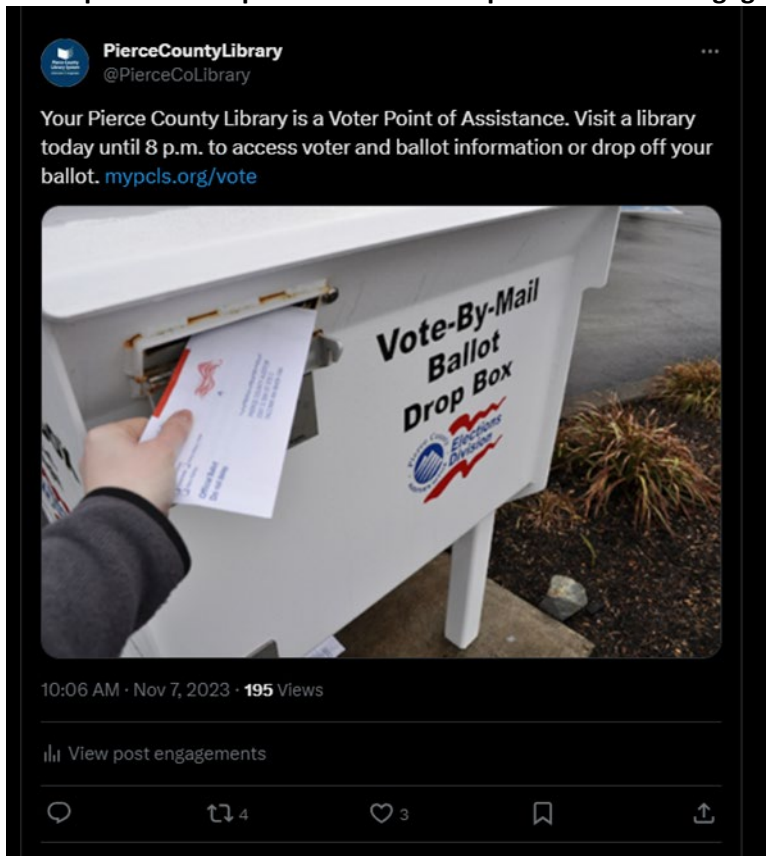
Top Social Media Posts

X

The top October post realized 826 impressions and 10 engagements (likes, retweets).



The top November post realized 196 impressions and 8 engagements.



The top December post realized 398 impressions and 12 engagements.



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Cookies?



What cookies?

4:00 PM · Dec 12, 2023 · 397 Views

View post engagements



MEMO



Date: January 26, 2024

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

From: Mary Getchell, Marketing and Communications Director

Subject: 2023 Fourth Quarter Marketing Focus: Your Library—Heart of the Community

As part of the Pierce County Library System’s 2023 Marketing and Communications Plan, for the fourth quarter of 2023 (October-December), the Library System built upon the successful 2022 Welcome Back marketing and communications focus (May-June) to present Your Library—the Heart of Your Community campaign. Overall, this was a branding campaign with a focus on inspiring excitement for the Library System and bolstering awareness of and preference for the Library.

Following are the results from the focused marketing effort, which overall realized a tremendous influence on inspiring excitement for the Library System and bolstering the Library’s visibility, with focused efforts on the local libraries being a central part of communities, with skilled staff to support learning, enjoyment, and community.

The campaign was an outstanding success **with a 31.6% increase in visitors to libraries, and 4.5% increase in checkouts of books, movies, and other materials**, in comparison to May-June 2022 (using data only from October-November 2023 for a two-month comparison).

The Marketing and Communications Department collaborated with leaders from the Customer Experience Department to develop a variety of marketing and communications tactics to inform and engage audiences, including owned, earned, and paid channels:

- Posters, flyers, bookmarks
- Banners
- Website
- Video
- E-newsletter articles
- Community marketing
- Bus shelter and bus ads
- Social media marketing and advertising
- Digital advertising
- KNKX advertising
- Spanish radio advertising
- Newspaper advertising
- Direct mail
- And many other assets

Impacts and results

- **Campaign goal to increase visits to libraries by 2%: Exceeded goal with a 31.6% increase in visits with 228,651 visits October-November 2023 and 173,794 visits May-June 2022.**
- **Campaign goal to increase checkouts by 2%: Exceeded goal with a 4.5% increase in checkouts with 849,677 checkouts October-November 2023 and 812,809 checkouts May-June 2022.**

- **Website visits:** 263,663 October-November 2023; **an astounding 120.5% increase** compared to 119,586 visits May-June 2022. (Note, the Pierce County Library redeveloped its website in 2023, which is producing significantly improved web visit experiences, in particular, with the use of search engine optimization and search engine marketing, which are also linked to other marketing tools.)
- **The News Tribune** Print and Digital advertisements:
 - Impressions (the number of times the ad was served/content displayed to the viewing/listening audience): 85,069
 - Clicks on ads: 45
 - Click-through rate(CTR): 0.05%
 - **CTR: .05%, exceeded industry standard of .04%.**
 - Video ad: 6,141 views with 22 clicks.
- **Digital advertising:**
 - Impressions: 1,131,958
 - Clicks on ads: 1,161
 - CTR: 0.10%
 - **CTR: .10%, exceeded industry standard of .04%.**
- **KNKX ads**, ran 68 spots and realized 188,500 impressions.
- **Spanish Radio ads:**
- Spanish Radio ads on KZTM-FM: ad spots/number of times ads ran: 74.
 - Spanish Radio digital ads (ads ran on La Radio De Seattle’s Facebook and Instagram pages):
 - Facebook ads: 4,441 impressions; 4,154 reach (number of people who saw the ad).
 - Instagram ads: 198 impressions; 187 reach.
- **KNWN (KOMO 1000) Radio ads**, ran 53 spots, with 18 of the spots running as live sponsor ads as introductions into news/weather/sports by the broadcaster.
- **KPLZ (Star 101.5) Radio ads** ran 58 spots.
- **18 bus ads**, yielding an estimated impressions: 7,212,033.
- **12 bus shelter ads**, yielding: 546,000 impressions. All in-kind through partnership with Pierce Transit.
- **Email marketing engagement:** Three email marketing messages sent with an average of 67,784 recipients, with an average open rate of 60%, **two times higher than the industry standard** and an average click through rate of 0.7%, which was below the industry standard of 2.79%.
- **X posts:** Total reach: 1,434 (159.3 per post); total engagement: 27 (3 per post), 2.8% engagement rate, **significantly exceeded industry standard** of 0.062%.
- **YouTube video:** 1,717 views.
- **Direct mail** to all households in service area.
- **Community Marketing:** Customer Experience staff shared information at 43 locations.



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Baked Sweet Potato with Roasted Chickpeas

BY MIKE Z • DECEMBER 4, 2023



RECIPES 1 U



LIME JUICE CAN BOOST YOUR CHICKEN ROLLS



THREE DIFFERENT WAYS TO COOK CHICKEN BREAST



NO-BAKE HOMEMADE GRANOLA BARS RECIPE

