

## AGENDA

### Regular Meeting of the Pierce County Library System Board of Trustees

March 13, 2024 | 3:30 p.m.

The meeting will be held in person at 3005 112<sup>th</sup> 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](mailto:pmcbride@piercecountylibrary.org) by 2:00 p.m. on March 13. Written comments must be provided 24 hours prior to the meeting.*

### Board Development

1. Governing Board Financial Oversight Responsibility Training: Christine Smith, TDJ CPAs

**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 February 14, 2024, Regular Meeting
2. Approval of February Payroll, Benefits, and Vouchers
3. Change Order for Sumner Architect to Include LEED Certification Services
4. Change Order for Environmental Consultant Firm NV5

### Reports

1. Executive Director Report
2. Fundraising Performance Report
3. January 2024 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: In-Person Study Sessions
  - c. City of Lakewood Interlocal Agreement –Tree Artifact Transfer **[ACTION]**
2. New Sumner Library Development, Ownership and Management Agreement **[ACTION]**
3. Policy Review
  - a. Naming – Discussion
  - b. Donations and Sponsorships – 1<sup>st</sup> Reading
  - c. Human Resources Policy Manual – 2<sup>nd</sup> Reading **[ACTION]**
  - d. Public Records Request – 2<sup>nd</sup> 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.*

### Unfinished Business (continued)

3. Policy Review
  - d. Public Records Request **[ACTION]**

### New Business

1. New Sumner Library Building Design

## AGENDA

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

1. All Staff Day
2. Trustee Vacancy Update
3. Special Election Results
4. Association of WA Cities WellCity Award

### **Announcements**

### **Adjournment [ACTION]**

# Board Development

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# MEMO



Date: March 1, 2024

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

From: Gretchen Caserotti, Executive Director

Mary Stimson, Finance Director

Subject: Board Development – Governing Board Financial Oversight

Last year, we actively sought feedback via a survey from Trustees to identify areas where additional training or support was desired. During the Board meeting on June 14, 2023, we highlighted the development opportunities requested in the survey; two topic areas indicated were Library Finance Oversight and Library Budget Development. In line with our commitment to enhance governance, we engaged TDA CPAs, a female led firm and experts in governmental accounting and financial services. They will provide tailored training for our Board.

This month, we are pleased to welcome Christine Smith, CPA, who will lead a training session focused on the role of Trustees in overseeing the finances of government bodies, with specific emphasis on junior taxing districts.

The primary objective of this training is to empower and equip Trustees with the additional knowledge to examine monthly financial reports, annual reports, and audits. By doing so, it will enable Trustees to pose insightful questions to staff and foster a robust system of checks and balances between governing bodies and agency operations.

Similar to previous training sessions, such as the two-part presentation given by Assistant Attorney General Morgan Damerow, we will invite Ms. Smith to return in the summer to deliver a follow-up training. This subsequent session will align with the Library's budget development for the 2025 fiscal year, offering additional support to Trustees in their financial oversight responsibilities.

In the upcoming months, we will also initiate discussions with the Board regarding our monthly reporting and the presentation of our budget. Our focus is on collaborating with Trustees to identify the most meaningful information and supply comprehensive, succinct reporting. Concurrently, we will introduce updated Board Financial Policies, aligning with our ongoing policy efforts to guarantee a clear understanding of the Board's governance and its roles in fiscal responsibility.

# Consent Agenda

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING MINUTES – FEBRUARY 14, 2024**

**CALL TO ORDER**

Chair Pamela Duncan called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:33 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.

**PUBLIC COMMENT**

Casey Crook and Christina Manetti provided public comments to the Board.

**CONSENT AGENDA**

1. Approval of Minutes of January 10, 2024, Special 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

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

**REPORTS**

Executive Director Report – Deputy Director Connie Behe reported that Executive Director Gretchen Caserotti was attending the Library Legislative Day. She noted Johnston Architects was selected for the Sumner Library building project. She also introduced the Library’s new IT Director Brian Lee. Trustees expressed appreciation that Executive Director Caserotti was participating in the legislative process on behalf of the Library System.

Public Services Report and Metrics Dashboard – Director Behe reported she recently attended the Black Voices in the Arts event at Tacoma’s Parable bookstore. The series, started by Summit Library staff eight years ago, has since grown into regional programming. Director Behe noted the 3% year-over-year increase in circulation of print and digital materials and highlighted the trend of digital circulation growth. Statistical data such as this will be useful in the strategic planning process.

Director Behe informed Trustees that she would provide a progress report on the strategic planning project at the March meeting.

Discussion ensued on budget impacts from the increased use of digital materials. Director Behe assured Trustees that there is still a strong need for physical materials, as well as open spaces for community gatherings and general interaction. Consultants will consider these needs as part of the strategic planning process.

Discussion ensued on the waiting period for materials, as well as the availability of materials for those with accessibility needs.

### **UNFINISHED BUSINESS**

**Lakewood Libraries** – Facilities and Capital Projects Director Kristina Cintron reported the Interim Lakewood Library’s recent groundbreaking. Site work and modular building arrival is scheduled for April. The Certificate of Occupancy is expected in June. The Library is anticipated to open in August.

**Future Lakewood Libraries Planning** – Deputy Director Behe reported that a mutual date and time was not found for the study sessions. Trustees were given the option to either be polled for additional dates in May or to incorporate discussion into the regular Board meetings. The Clerk will re-issue the survey and include dates into May.

**Sumner Library Architect Purchase Order** – Business and Compliance Director Cliff Jo requested approval of the purchase order for Johnston Architects to provide construction management and design services to the Library. The Library has committed to Silver LEED certification.

Discussion ensued around LEED certification implications and the importance of considering EDI when engaging services for the Library. Director Jo noted Johnston Architects is minority and women owned and is applying the diversity lens into the design and community engagement elements as they commence their work.

*Trustee Sloan moved to approve a purchase order to Johnston Architects, not to exceed \$2,714,000. Trustee Jenkins seconded the motion. Motion carried.*

### **BOARD DEVELOPMENT**

Morgan Damerow, Assistant Attorney General and Melissa Drewry, Local Government Public Records Consultant presented training on the Public Records Act. Topics included public records requests, personal devices and information, exemptions and privacy, requester motives, enforcement and penalties, and identifying a public record.

### **UNFINISHED BUSINESS (CONT.)**

**Policy Review: Donations and Sponsorships Discussion** – Deputy Director Behe noted the recommendation is to combine essential elements from the current gifts policy and the sponsorship policy in ongoing efforts to simplify and reduce the number of policies when possible.

Discussion ensued on the non-discrimination language in the policy statement, including whether age should be mentioned among the protected class information. Further discussion ensued on the language around the donations of real property.

**Policy Review: Human Resources Policy Manual 1<sup>st</sup> Reading** – Staff Experience Director Cheree Green presented the policy manual. The purpose of presenting a compilation of various employment-related policies into one document is to provide clarity and simplify access to information. The Board will be asked to approve the manual, a new structure for employment-related policies at the April meeting

**Policy Review: Public Records Request Policy 1<sup>st</sup> Reading** – Deputy Director Behe drew Trustee attention to the statement clarifying inclusion of a fee schedule. Discussion ensued on the language around how requests can be made.

Trustees appreciated the thoroughness in preparing the policies.

**PUBLIC HEARING REGARDING PROPOSED PUBLIC RECORDS POLICY FEE SCHEDULE**

*Trustee Penn moved that in accordance with RCW 42.56.077, the public hearing be open for consideration of a proposed revision to the public records request policy fee schedule. Trustee Jenkins seconded the motion. Motion carried.*

*There being no comments, Trustee Sloan moved to close the public hearing. Trustee Patel seconded the motion. Motion carried.*

**NEW BUSINESS**

**2023 Year-end Financial Review** – Deputy Director Behe acknowledged that 2023 is the earliest the Library has closed a fiscal year. She commended the finance department team and Finance Director Mary Stimson for her leadership and creating many efficiencies to make this possible. Director Stimson provided a summary of the General, Capital, Special Purpose, Property and Facilities, and Levy Sustainability funds.

Trustees expressed appreciation to the Friends of the Library for their donation of over \$17,000 to the Pierce County Library Foundation. Trustees also expressed appreciation for the work of the Finance team and the presentation of documents.

*Trustee Jenkins moved to approve Resolution 2024-04: To Transfer a Portion of the General Fund Balance to the Capital Improvements Fund. Trustee Patel seconded the motion. Motion carried.*

*Trustee Patel moved to approve Resolution 2024-05: To Close the 2023 Fiscal Year. Trustee Sloan seconded the motion. Motion carried.*

**OFFICERS REPORTS**

Trustees expressed appreciation for the detail in the Marketing and Communications reports, noting that they reflect the great work of staff across the system, including the efforts to reach diverse demographics.



**ANNOUNCEMENTS**

Pierce County Library was invited to support the Museum of Glass Big Read program. The Museum is holding a kickoff event on February 15, 2024, from 5:30-7:30 pm.

Pierce County Councilmember Jani Hitchen will be presenting a Pierce County Proclamation for Read Across America Week at the February 27, 2024, council meeting.

Trustees expressed gratitude to Bonney Lake staff for welcoming Congresswoman Kim Schrier and providing her with an informative tour of the library during her visit.

**ADJOURNMENT**

The meeting was adjourned at 5:53 pm on motion by Trustee Jenkins, seconded by Trustee Patel.

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Gretchen Caserotti, Secretary

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Pamela Duncan, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		2/6/2024	\$ 1,166,679.98
Electronic Payments - Payroll & Acct Payable		2/21/2024	\$ 1,060,349.51
Accounts Payable Warrants	705713 - 705841	2/2/2024 - 2/23/2024	\$ 2,289,085.90
<b>Total:</b>			<b><u>\$ 4,516,115.39</u></b>

As of 3.4.2024

# 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](mailto:sdkarabotsos@piercecountylibrary.org)  
 Comments: 2/06/24 Payroll

Withdrawal Date: 2/6/2024

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	105,362.22
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	77,187.15
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	77,187.15
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	727,596.15
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,962.48
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	64,651.79
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	93,113.01
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	-
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	237.19
					Total Deposit	\$ 1,166,679.98

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

1/18/2024  
 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@piercecountylibrary.org](mailto:sdkarabotsos@piercecountylibrary.org)  
 Comments: 2/21/24 Payroll

Withdrawal Date: 2/21/2024

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	85,758.93
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	69,812.16
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	69,812.16
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	664,556.28
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	13,048.81
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	61,066.14
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	88,093.18
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	2,880.35
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	174.60
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	464.41
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	-
					<b>Total Deposit</b>	<b>\$ 1,060,349.51</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

2/19/2024  
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
705713	02/02/2024	PRINTED	2621	AMERICAN LEGION COMMUNITY CENTER	545030	PER AGMT ADDENDUM 3, PCLS WILL PAY INTERNET SVC	0.00	1,331.22	02/08/2024
705714	02/02/2024	PRINTED	341	BAKER & TAYLOR	534110	MATERIALS	0.00	43,601.23	02/08/2024
705715	02/02/2024	PRINTED	341	BAKER & TAYLOR	534110	MATERIALS	0.00	1,539.54	02/08/2024
705716	02/02/2024	PRINTED	657	CENGAGE LEARNING	534120	MATERIALS	0.00	684.76	02/08/2024
705717	02/02/2024	PRINTED	998	CINTAS CORPORATION	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	1,398.12	02/13/2024
705718	02/02/2024	PRINTED	1015	EASTERN WASHINGTON UNIVERSITY LIBRARIES	541650	IL#219990977;TITLE:THE RISE OF NINE	0.00	125.00	02/09/2024
705719	02/02/2024	PRINTED	392	THE FALCONER	541010	THE FALCONER, RAPTOR ENCOUNTERS 1/3 DPT	0.00	350.00	02/08/2024
705720	02/02/2024	PRINTED	455	GORDON THOMAS HONEYWELL LLP	541040	MATTER:3; GENERAL LEGAL COMMUNICATIONS	0.00	1,307.50	02/07/2024
705721	02/02/2024	PRINTED	482	HERMANSON COMPANY LLP	548000	HVAC REPAIRS	0.00	7,794.94	02/06/2024
705722	02/02/2024	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	541040	MATTER ID:21162.0001; GENERAL MATTER	0.00	1,792.00	02/07/2024
705723	02/02/2024	PRINTED	703	INGRAM LIBRARY SERVICES	534110	MATERIALS	0.00	468.04	02/09/2024
705724	02/02/2024	PRINTED	2852	MARY BOONE COMMUNICATIONS	541010	MARY BOONE, BUG FOR BREAKFAST 1/27 SUM	0.00	200.00	02/09/2024
705725	02/02/2024	PRINTED	2680	LAYLA MASTEN	369911	SMT LOSE BOOK RETURN CUS REFUN	20.38	0.00	
705726	02/02/2024	PRINTED	224	MORNINGSTAR INC	534305	DATABASES	0.00	9,558.00	02/12/2024
705727	02/02/2024	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	534725	MATERIALS	0.00	588.00	02/13/2024
705728	02/02/2024	PRINTED	510	OCLC INC	541650	IFM DEBTS SVC AND IFM ADM FEES;12/2023	0.00	20.26	02/12/2024
705729	02/02/2024	PRINTED	520	CITY OF ORTING	591720	Lease Payment MPC (February 2024)	0.00	3,566.66	02/07/2024
705730	02/02/2024	PRINTED	2778	PAWS WITH CAUSE	541010	PAWS W/CAUSE, SHELTER PET PAINT PARTY SH, EAT,GHM	0.00	461.00	02/08/2024
705731	02/02/2024	PRINTED	2410	PBS ENGINEERING AND ENVIRONMENTAL INC	541060	PBS USA LWD DEMO HAZ MAT	0.00	3,243.05	02/07/2024
705732	02/02/2024	PRINTED	61	RICOH USA INC	541630	2024 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	444.23	02/09/2024
705733	02/02/2024	PRINTED	1038	MARKEY L SANDHOP	369911	EAT; LOSE ITEM RETURN CUS REFU	0.00	28.00	02/29/2024
705734	02/02/2024	PRINTED	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	329.40	02/09/2024
705735	02/02/2024	PRINTED	249	SMITH FIRE SYSTEMS INC	548000	SERVICES FOR YEAR END - 2023	0.00	1,520.00	02/06/2024
705736	02/02/2024	PRINTED	290	SURPRISE LAKE SQUARE LLC	545030	FEBRUARY 2024 RENT&CAM;ACCT#764	0.00	12,778.93	02/09/2024
705737	02/02/2024	PRINTED	2537	TITUS-WILL FORD SALES INC	564100	IT TRANSIT VAN VINYL MAT	580.65	0.00	
705738	02/02/2024	PRINTED	1031	TUMBLEWEED PRESS INC	534305	DATABASES ONE YR RENEWAL	0.00	15,000.00	02/13/2024
705739	02/02/2024	PRINTED	603	UNIVERSITY PLACE CIVIC BUILDING	545030	Operating account funding #1;33.3% of total budget	0.00	95,638.34	02/06/2024
705740	02/02/2024	PRINTED	606	VALUE LINE PUBLISHING	534305	DATA BASES; ONE YR RENEWAL; ACCT#769598	0.00	22,400.00	02/09/2024
705741	02/02/2024	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES	0.00	1,887.48	02/07/2024
705742	02/02/2024	PRINTED	811	WCP SOLUTIONS	531004	PAPER PRODUCTS	0.00	934.55	02/06/2024
705743	02/02/2024	PRINTED	776	PUGET SOUND ENERGY	547000	SH ELECTRIC;ACCT#200003413115;12/4/23-1/12/24	0.00	7,255.89	02/06/2024
705744	02/02/2024	PRINTED	273	TOWN OF STEILACOOM	547000	STL ELECTRIC,WATER,SEWER;ACCT1462.0;12/23-1/15/24	0.00	1,314.54	02/06/2024
705745	02/02/2024	PRINTED	672	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES; FEB24	0.00	97.29	02/08/2024
705746	02/05/2024	PRINTED	314	AFSCME AFL-CIO	231920	Payroll Run 2 - Warrant 020624	0.00	14,534.44	02/12/2024
705747	02/05/2024	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 020624	0.00	2,116.04	02/15/2024
705748	02/05/2024	PRINTED	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 020624	0.00	407.67	02/09/2024
705749	02/05/2024	PRINTED	613	VOLUNTARY EMPLOYEES' BENEFICIA	231590	Payroll Run 2 - Warrant 020624	0.00	12,731.34	02/12/2024
705750	02/09/2024	PRINTED	2864	AMAZON CAPITAL SERVICES	531000	brochure holder,iD badges,stickers,file organizer	0.00	744.05	02/16/2024
705751	02/09/2024	PRINTED	341	BAKER & TAYLOR	534020	MATERIALS	0.00	22,186.00	02/20/2024
705752	02/09/2024	PRINTED	432	CITY OF BONNEY LAKE , WA	547020	BLK WATER,SEWER;ACCT#1-99-204000-00;	0.00	306.75	02/16/2024
705753	02/09/2024	PRINTED	638	CITY OF BUCKLEY	547020	BUC WATER,SWER;ACCT#1489.0;JAN24	0.00	582.63	02/21/2024
705754	02/09/2024	PRINTED	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS	0.00	623.99	02/21/2024
705755	02/09/2024	PRINTED	998	CINTAS CORPORATION	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	466.04	02/29/2024
705756	02/09/2024	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	542010	ACC#G15-000; JANUARY 2024	0.00	585.32	02/20/2024
705757	02/09/2024	PRINTED	146	DAILY JOURNAL OF COMMERCE	544000	ad for bid: LWD library demolition	0.00	1,445.85	02/16/2024
705758	02/09/2024	PRINTED	2732	FREARSON, JONATHAN	541010	DUNGEONS AND DRAGONS PG SUM OCT9,23;NOV13,27;DEC1	375.00	0.00	
705759	02/09/2024	PRINTED	703	INGRAM LIBRARY SERVICES	534110	MATERIALS	0.00	103.06	02/20/2024
705760	02/09/2024	PRINTED	1821	KNKX 88.5 FM	544000	RADIO ADVERTISING FOR TRIVIA BEE;RE PO#20230216	0.00	2,460.00	02/21/2024
705761	02/09/2024	PRINTED	1886	LAMAR COMPANIES	544000	ADVERTISING	0.00	1,805.00	02/23/2024
705762	02/09/2024	PRINTED	197	MERGENT INC	534305	DATABASES	0.00	28,385.00	02/20/2024
705763	02/09/2024	PRINTED	211	MIDWEST TAPE LLC	534005	MATERIALS	0.00	6,144.57	02/26/2024
705764	02/09/2024	PRINTED	211	MIDWEST TAPE LLC	534005	MATERIALS	0.00	8,503.75	02/26/2024
705765	02/09/2024	PRINTED	216	CITY OF MILTON	547000	MIL ELECTRIC;ACCT#14113;12/23-1/24	0.00	881.36	02/21/2024
705766	02/09/2024	PRINTED	2674	MODERN BUILDING SYSTEMS INC	562000	LAKWOOD INTERIM BUILDING MANUFACTURER INSTALL	0.00	982,561.97	02/16/2024
705767	02/09/2024	PRINTED	2567	NALGONA POSITIVITY PRIDE INC	541010	NALGONA POSITIVITY PRIDE, ZOOM 9/15/23	350.00	0.00	
705768	02/09/2024	PRINTED	1081	NASIM LANDSCAPE	548010	LANDSCAPING MAINTENANCE SERVICE-(4/1/23 - 3/31/24)	0.00	9,517.49	02/16/2024
705769	02/09/2024	PRINTED	235	NATIONAL BUSINESS RESEARCH INS	541020	EMPLOYEE SURVEY	0.00	9,368.00	02/22/2024
705770	02/09/2024	PRINTED	2425	NATIONAL CONSTRUCTION RENTALS INC	545020	NATIONAL CONSTRUCTION OLD LWD FENCING	0.00	591.90	02/20/2024
705771	02/09/2024	PRINTED	2514	OMNI YOGA LLC	541010	OMNI YOGA, 1/16 GHM, 1/25 SH	0.00	250.00	02/16/2024
705772	02/09/2024	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	549050	MEMBER FEES;FEBRUARY 2024	0.00	110.00	02/15/2024
705773	02/09/2024	PRINTED	540	PARKLAND LIGHT & WATER	547020	PKS WATER;ACCT#7830;11/13/23-1/18/23	0.00	240.40	02/16/2024
705774	02/09/2024	PRINTED	552	PENINSULA LIGHT CO	547000	KC ELECTRIC, WATER;ACCT#59322;12/22/23-1/21/24	0.00	1,100.64	02/15/2024
705775	02/09/2024	PRINTED	560	PIERCE COUNTY	549050	C-102094;IT-WORKDAY USER FEES;10-12/2023	0.00	480.00	02/20/2024
705776	02/09/2024	PRINTED	563	PIERCE COUNTY RECYCLING	562100	WATSE CONNECTIONS- BUC UST PROJECT WASTE	0.00	7,378.54	02/21/2024
705777	02/09/2024	PRINTED	776	PUGET SOUND ENERGY	547000	BUC ELECTRIC;ACCT#200012973018;12/22/23-1/23/24	0.00	1,731.69	02/16/2024
705778	02/09/2024	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	548010	ADDITIONAL IMAGES CHARGE 1/1-1/31/24	0.00	1,359.67	02/21/2024
705779	02/09/2024	PRINTED	61	RICOH USA INC	591720	60 MONTH COPIER LEASE STL (2021-2026);1/22-2/21	0.00	439.43	02/22/2024
705780	02/09/2024	PRINTED	61	RICOH USA INC	541630	2024 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	1,560.09	02/20/2024

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
705781	02/09/2024	PRINTED	100	THE SEATTLE TIMES COMPANY	534505	MAGAZINES; ACCT#020532603;YR ONE RENEWAL	0.00	723.00	02/20/2024
705782	02/09/2024	PRINTED	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	285.30	02/21/2024
705783	02/09/2024	PRINTED	886	SIMPLY MAGIC LLC	541010	JEFF EVANS - SIMPLY MAGIC LLC - 2/7/23 ORT	0.00	500.00	02/15/2024
705784	02/09/2024	PRINTED	249	SMITH FIRE SYSTEMS INC	548010	ANNUAL 2024 SMITH FIRE INSPECTIONS PO	0.00	2,180.00	02/15/2024
705785	02/09/2024	PRINTED	581	TILlicUM COMMUNITY SERVICE CEN	545030	TILlicUM BRANCH CAM & ULTITIES 1/2024	0.00	4,343.53	02/22/2024
705786	02/09/2024	PRINTED	605	US BANK	231950	ACC#4246 0445 5567 9202; P-CARD; 2/6/2024	0.00	284,519.07	02/16/2024
705787	02/09/2024	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES	0.00	3,747.94	02/16/2024
705788	02/09/2024	PRINTED	2015	WEX BANK	532000	ANNUAL 2024 WEX FUEL CARDS	0.00	3,392.97	02/16/2024
705789	02/13/2024	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	231540	Payroll Run 2 - Warrant 020624	0.00	285,822.78	02/22/2024
705790	02/16/2024	PRINTED	2864	AMAZON CAPITAL SERVICES	531000		0.00	3,702.95	02/21/2024
705791	02/16/2024	PRINTED	341	BAKER & TAYLOR	534020	MATERIALS	0.00	37,858.45	02/23/2024
705792	02/16/2024	PRINTED	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS	0.00	119.04	02/23/2024
705793	02/16/2024	PRINTED	675	CLEAN HARBORS ENVIRONMENTAL SERVICES INC	548000	CLEAN HARBORS ACL HAZMAT PUMPOUT	0.00	352.66	02/23/2024
705794	02/16/2024	PRINTED	2869	FOLSOM PUBLIC LIBRARY	541650		0.00	45.95	02/29/2024
705795	02/16/2024	PRINTED	703	INGRAM LIBRARY SERVICES	534110	MATERIALS	0.00	967.90	02/26/2024
705796	02/16/2024	PRINTED	26	LINGO	542010	MONTHLY CHARGE:CUSTOMER#412462481	0.00	136.31	02/26/2024
705797	02/16/2024	PRINTED	211	MIDWEST TAPE LLC	534005	MATERIALS	0.00	1,202.32	02/26/2024
705798	02/16/2024	PRINTED	1534	MUSEUM OF GLASS	531099	MUSEUM OF GLASS, LIBRARY CONTRIBUTION TO YAA GYASI	0.00	5,000.00	02/29/2024
705799	02/16/2024	PRINTED	520	CITY OF ORTING	547020	ORT WATER,SEWER;ACCT#43670;	0.00	237.81	02/23/2024
705800	02/16/2024	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	549050	BANK FEES: BOA \$427.97; KC \$137.59	0.00	565.56	02/23/2024
705801	02/16/2024	PRINTED	1037	PIERCE COUNTY SEWER	547030	LWD SEWER;ACCT#140830;JAN24	0.00	813.01	02/23/2024
705802	02/16/2024	PRINTED	776	PUGET SOUND ENERGY	547000	ORT ELECTRIC;ACCT#200007791946;12/23-1/24	0.00	817.15	02/21/2024
705803	02/16/2024	PRINTED	61	RICOH USA INC	591720	60 MONTH COPIER LEASE - EAT (2021-2026);2/26-3/25	0.00	1,564.98	02/22/2024
705804	02/16/2024	PRINTED	85	SARCO SUPPLY LLC	531010	CUSTODIAL SUPPLIES - ANNUAL	873.55	0.00	
705805	02/16/2024	PRINTED	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	174.56	02/26/2024
705806	02/16/2024	PRINTED	249	SMITH FIRE SYSTEMS INC	548010	ANNUAL 2024 SMITH FIRE INSPECTIONS PO	0.00	524.00	02/22/2024
705807	02/16/2024	PRINTED	285	CITY OF SUMNER	547020	SUM WATR,SEWER;ACCT#5284;11/30/23-1/31/24	0.00	1,205.90	02/21/2024
705808	02/21/2024	PRINTED	313	AFLAC	231590	Payroll Run 2 - Warrant 022124	3,592.08	0.00	
705809	02/21/2024	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	231590	Payroll Run 2 - Warrant 022124	86.58	0.00	
705810	02/21/2024	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 022124	1,982.70	0.00	
705811	02/21/2024	PRINTED	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 022124	0.00	416.00	02/23/2024
705812	02/23/2024	PRINTED	2864	AMAZON CAPITAL SERVICES	531000		0.00	979.68	02/27/2024
705813	02/23/2024	PRINTED	2423	BETA - LAKEWOOD LLC	591720	GROUND LEASE-7TH PAYMENT; DUE 3/1/2024	23,000.00	0.00	
705814	02/23/2024	PRINTED	998	CINTAS CORPORATION	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	466.04	0.00	
705815	02/23/2024	PRINTED	2798	CORAGGIO GROUP LLC	541020	CONSULTING SERVICES FOR NEW STRATEGIC PLAN	11,457.02	0.00	
705816	02/23/2024	PRINTED	1001	DATA QUEST LLC	541020	DATAQUEST BACKGROUND CHECKS	157.68	0.00	
705817	02/23/2024	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	545030	RENT,CAM;SEWER;MAR24	13,191.93	0.00	
705818	02/23/2024	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	520040	ESD#000-930403-10-6; UBI#278-036-416;Q4/2023	0.00	2,830.61	02/27/2024
705819	02/23/2024	PRINTED	2801	FATBEAM LLC	542012	MONTHLY INTERNET SERVICES	0.00	19,871.43	02/28/2024
705820	02/23/2024	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	541040	MATTER ID:21162.001;GENERAL	0.00	238.00	02/28/2024
705821	02/23/2024	PRINTED	710	IRON MOUNTAIN INC	541020	CONTRACTURAL SERVICES-DOCUMENT STORAGE (2018-2027)	0.00	485.60	02/29/2024
705822	02/23/2024	PRINTED	36	LOGIC INTEGRITY INC	541004	2024 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	1,600.00	0.00	
705823	02/23/2024	PRINTED	227	MOUNTAIN MIST	531000	DPT WATER COOLER RENTER EQUIPMENT;ACCT#046669	0.00	43.09	02/27/2024
705824	02/23/2024	PRINTED	2514	OMNI YOGA LLC	541010	OMNI YOGA, GENTLE YOGA 1/3, 1/17 PKS, SMT	500.00	0.00	
705825	02/23/2024	PRINTED	552	PENINSULA LIGHT CO	547000	GIG ELECTRIC;ACCT#59323	0.00	2,063.60	02/27/2024
705826	02/23/2024	PRINTED	1200	PIONEER PACKAGING	545020	PIONEER PACKING: LWD CRATE AND DOLLY RENTAL 2023	0.00	710.15	02/27/2024
705827	02/23/2024	PRINTED	776	PUGET SOUND ENERGY	547000	SH ELECTRIC;ACCT#200003413115;1/13-2/12/24	0.00	5,606.53	02/27/2024
705828	02/23/2024	PRINTED	61	RICOH USA INC	541630	60 MONTH COPIER LEASE - UP(2023-2028);3/1-3/31	2,509.09	0.00	
705829	02/23/2024	PRINTED	61	RICOH USA INC	541630	2024 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	193.26	02/29/2024
705830	02/23/2024	PRINTED	2706	RIVERS EDGE ENVIRONMENTAL SERVICE INC	223400	RIVERS EDGE LANDSCAPE REMEDIATION FOR BUC UST PROJ	0.00	144,624.73	02/27/2024
705831	02/23/2024	PRINTED	85	SARCO SUPPLY LLC	531010	CUSTODIAL SUPPLIES - ANNUAL	745.10	0.00	
705832	02/23/2024	PRINTED	103	SEDGWICK CLAIMS MANAGEMENT SERVICE, INC	541020	ANNUAL L&I MANAGEMENT (JAN-MAR 2024)	2,286.06	0.00	
705833	02/23/2024	PRINTED	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	963.76	0.00	
705834	02/23/2024	PRINTED	249	SMITH FIRE SYSTEMS INC	548000	EMERGENCY REPAIRS & SERVICE CALLS	0.00	1,170.53	02/27/2024
705835	02/23/2024	PRINTED	284	SUMMIT WATER & SUPPLY CO	547020	SMT WATER;ACCT#02147900-01;1/2-2/2/24	0.00	387.94	02/27/2024
705836	02/23/2024	PRINTED	810	WAYNES ROOFING INC	548000	SH CHILDREN'S SECTION LEAK REPAIR	0.00	3,260.85	02/27/2024
705837	02/23/2024	PRINTED	2662	MARIET O'LEARY	541010	MARIET O'LEARY, ZENTANGLE - 11/18 EAT	197.25	0.00	
705838	02/23/2024	PRINTED	2850	LILI ZHANG	541010	LILI ZHANG, LUNAR NEW YEAR CRAFTS 2/18 PKS 2/21SMT	0.00	400.00	02/28/2024
705839	02/23/2024	PRINTED	341	BAKER & TAYLOR	534020	MATERIALS	32,266.40	0.00	
705840	02/23/2024	PRINTED	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS	259.45	0.00	
705841	02/23/2024	PRINTED	211	MIDWEST TAPE LLC	534005	MATERIALS	0.00	8,179.39	02/29/2024
							97,460.72	2,191,625.18	2,289,085.90

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# MEMO



Date: March 1, 2024

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

From: Clifford Jo, Business and Compliance Director

Subject: New Sumner Library LEED Certification Consultant Change Order

Last month, the Board approved the Purchase Order for Johnston Architect (“Architect”) to lead us through the design and construction of the new Sumner Library. As a requirement for the \$2 million grant awarded by the State, the Library is required to secure LEED Silver Certification.

The Architect has obtained O’Brien 360 (“Consultant”) as the consultant to work with us through the LEED design process and eventual certification with the Green Business Certification Institute. The proposal to provide professional services and certification is \$339,235. The Consultant will be incorporated into the Architect’s design team to ensure a seamless design and construction process.

***Board Action: Move to approve an amended purchase order total to Johnston Architects in an amount not to exceed \$340,000.***

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# MEMO



Date: March 4, 2024

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

From: Clifford Jo, Business & Compliance Director

Subject: Sumner Library NV5 Change Order

Work on achieving site closure for the new Sumner Library property is moving along and should be finalized in the September timeframe, after one final reading of a monitor well.

We've asked NV5 ("Consultant") to work with our selected architects to provide site knowledge to aid design and site-specific work ahead of actual construction work. Included in this is geotechnical engineering services, much of which needed to be done anyway. The change order is \$49,550. Because this work revises NV5's purchase order to exceed \$150,000, Board action is requested.

***Board Action: Move to approve a change order to NV5 for a total not to exceed \$50,000.***



# **Executive Director Report (Routine Reports)**

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# MEMO



Date: March 4, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

On February 14, 2024, I had the opportunity to participate in the Washington Library Association's Legislative Day event and meet with eight of the state representatives from Pierce County or their aide at the Washington State Capitol. I spoke to the impacts of proposed legislation on the Library System and provided them with input on bills being considered. The Legislature is scheduled to close sine die on March 7, 2024.

- Funding for public libraries to access opioid reversal kits and training through the Department of Health is included in the House budget and still under consideration in the Senate before final approval.
- [House Bill 2331](#) prevents local school boards in Washington State from making policies that ban classroom or school library materials that focus on “a legally protected class” such as people of color and LGBTQ+ people. The bill was approved by both the House and Senate and has been sent to the Governor.
- [House Bill 2354](#) changed significantly through the Session and currently is scheduled for a 2<sup>nd</sup> reading in the Senate, having been passed by the House already. The option for taxing districts to “opt out” of a Tax Increment Finance Area is no longer included, and the amended bill now requires the municipality to complete an analysis of financial impacts as well as mediation remedies if health or fire Districts are impacted above 20%.
- [Senate Bill 5824](#) closes the existing legislative gap to provide that residents of an annexed city may 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. It was passed by the House and passed with an amendment on the floor vote in the Senate. It will now head to the Governor. The amendment may require further legislative corrections in the next Session to ensure consistency between existing statutes regarding library district powers of Boards of Trustees and this amendment regarding dissolution activities.
- [Senate Bill 5444](#) increases gun-free zones to include 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 was passed by both the House and Senate and awaits the Governor's signature.
- [Senate Bill 5770](#), proposed to increase the property tax cap for jurisdictions from 1% to 3%, did not move forward this Session.

As the Session comes to a close, we will begin preparations for impact of any legislation going into effect in the coming year.

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February 14 was a busy day! Right before the Board of Trustees Meeting, Regional Services Manager Jasmine Tran and Branch Supervisor Erin Muske attended and provided remarks at the ribbon cutting of the GoodRoots Northwest refrigerated food lockers on the property at the Bonney Lake Pierce County Library. For many months, staff have worked closely with the non-profit (formerly known as the Bonney Lake Food Bank) to coordinate with the City of Bonney Lake to pilot this service together. Staff at the Bonney Lake Library supported the ribbon cutting with food-themed story times and book displays, and an ongoing scavenger hunt, which pairs fruit cutouts with food facts.

The lockers are the first in a series planned for locations around east Pierce County with the goal of reducing food insecurity in the region. With their introduction, food pantry customers are able to shop online for their needed groceries and schedule a pickup at the food lockers at a time that is convenient for them, all entirely free.

Also over in East Pierce County, in February I had the opportunity to participate in a workshop with non-profit and government agency partners facilitated by Community Initiative Manager Matthew Trender and Regional Services Manager Jasmine Tran. This workshop was intended to gather input on needs and opportunities for the Community Space we are committed to providing in the new library. We had great discussions with these leaders who are providing highly impactful services to individuals to help them thrive, and the information gleaned will help inform the decisions we make regarding the building program design. Additional information about the new Sumner Library building project is included in a separate memo to update the Board this month.

The PCLS Facilities team is thrilled to report the progress on the interim Lakewood Library this month. After a long period of navigating the various agency requirements, the contractor has finally begun to mobilize and begin the site development work on the property. Additional details are provided in separate project memos to the Board this month as well, and we'll have an opportunity to discuss at the meeting.

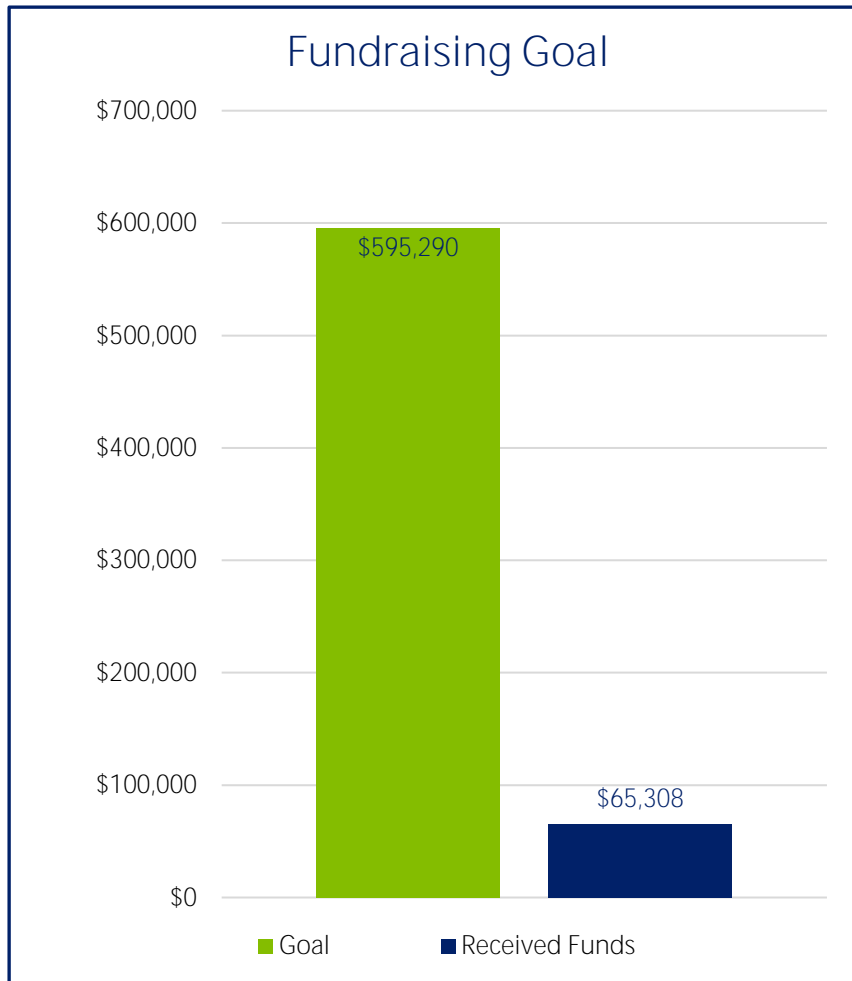
Time continues to fly by, and we are all kept busy with the full slate of projects and commitments. While we are excited about all the organizational growth and development happening, we recognize that it can feel fast and overwhelming to some staff members. PCLS has experienced such a great deal of change in recent years, which is a driver of some of the investments we are making (such as in a new strategic plan and embarking on long range capital planning). While we are grateful to have a lot of new staff bringing enthusiasm, we also recognize that the amount and speed of change can be a challenge for others who have been with the Library longer. This realization is what led us to commit to planning and facilitating the first All Staff Day at PCLS since 2016, scheduled for April 11, 2024. Deputy Director Connie Behe has provided an overview of the plan for the day, and we are looking forward to staff coming together to share an experience of learning, foster connections, and encourage teamwork among all staff. No matter the position, each of us shares a connection to our Library's mission and purpose to serve our public's information and literacy needs and interests. I am excited to be a part of this experience to help us all come together to work as one team.

Starting next month, Connie Behe and I will be starting visits with branches and departments across the system. We are excited to connect with and hear directly from staff at all levels at our "SnackChats!" We will bring snacks for these casual conversations in 2024.

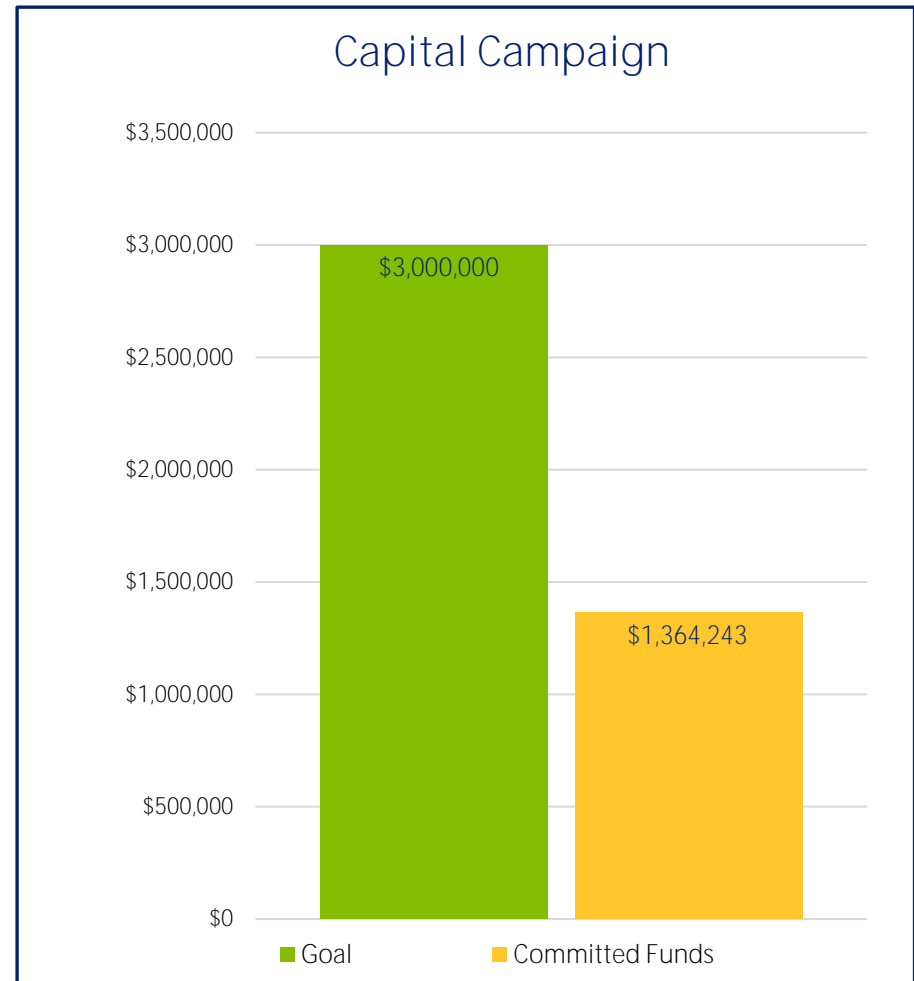
Our policy work continues, strategic planning is underway, building condition assessments are nearing completion, and we look forward to providing Trustees with a quarterly Work Plan progress report at the April meeting.



## Fundraising Performance Dashboard



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

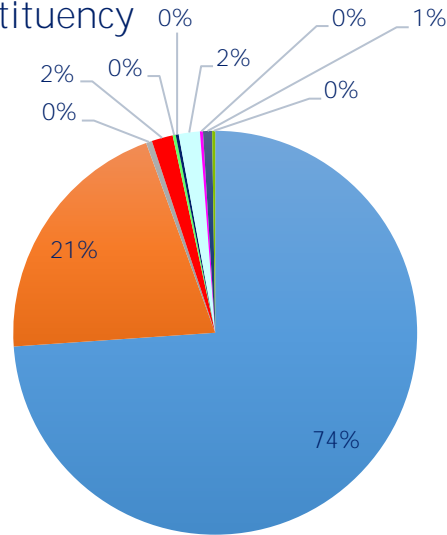


Goal = Multi-year (2021-2024)

# Annual Fundraising Statistics

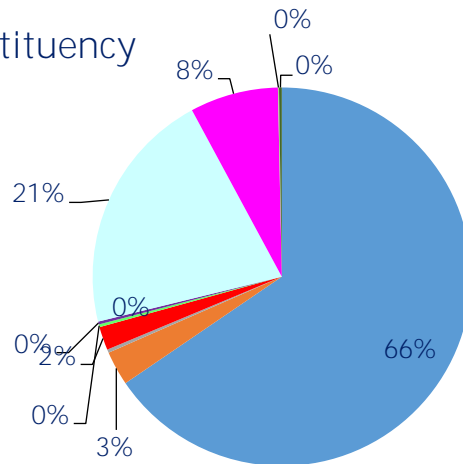
### Number of Gifts by Constituency

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

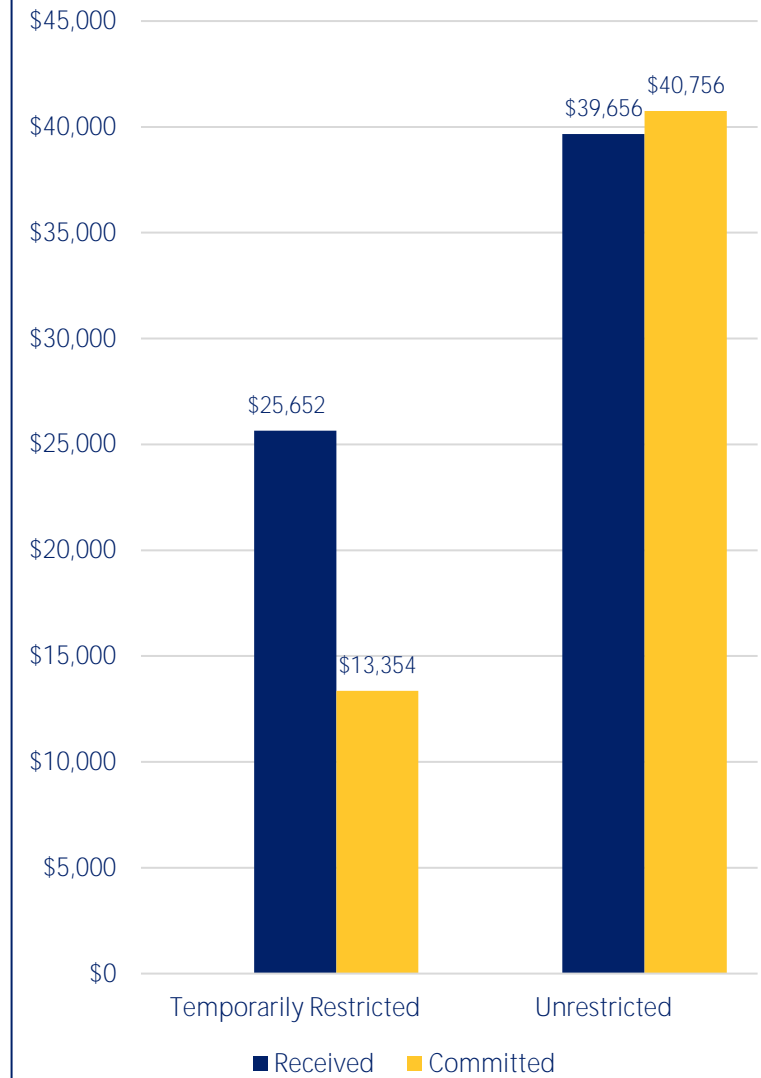


### Gift Revenue by Constituency

- 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
- Former PCLS Staff
- 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
212	22.99%	\$37,141	19.03%	707	\$131,229

### Continuing Corporate/Foundation donors - Year to date

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
7	10.94%	\$14,553	5.72%	53	\$190,238

### Continuing Individual donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
10	8.20%	\$555	4.02%	112	\$15,207

### Continuing Corporate/Foundation donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
1	6.25%	\$50	0.04%	14	\$28,828

### New Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
7	0.30%	\$3,332	2.25%	

### New Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
2	1.69%	\$0	0.00%	

### Returning Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
50	3.40%	\$8,106	28.20%	

### Returning Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
1	1.40%	\$4,000	5.40%	

## Updates

### What's going well

- Annual Campaign: 1st direct mail and electronic appeal launched last month, generating steady revenue
- Library Giving Day is April 3rd: a collaborative region-wide campaign with both TPL & PPL Foundations
- Planned Giving collaborative webinar with other regional library foundations secured 60 viewers via PCLF channel

### 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

## January 31, 2024

Prepared By: Mary Stimson, Finance Director

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

\*A typographical error was noted in January's Board Memo "2023 Yearend Financial Review" related to payables, which does not have impact on financial data within the system or reporting. The net of revenues and expenditures, less the difference in payables recorded to the General Fund was a positive balance of \$556,596.

### General Fund

January

- **549020. Includes annual assessment and membership fees to AWC**
- **534305. Includes Mango Languages Database**

### Capital Improvement Projects Fund

January

- **541060. Includes payment to EHS-International Inc for A/E Services for Buckley**
- **548000. Includes door replacements for 5 locations**
- **541020. Includes payment for SPARK! Campaign Lakewood**

### Special Purpose Fund

January

- **No activity**

### Election Fund

January

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

**Property & Facility Fund**

**January**

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

**Levy Sustainability Fund**

**January**

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

**Debt Service Fund**

**January**

- **No significant activity other than receipt of investment earning**

**US BANK Clearing Distributions**

2024	Original Payment	General Fund Posting	Capital Fund Posting	Outstanding
January	130,435.60	130,435.60	-	\$ -
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
	\$ 130,435.60	\$ 130,435.60	\$ -	\$ -

2023 is fully reconciled, as per below.

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	\$ -

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

**PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF FINANCIAL POSITION  
January 31, 2024**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
<b>ASSETS</b>								
<b>Current Assets</b>								
Cash	\$ 926,722	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 320,342	\$ 1,247,464
Investments	\$ 7,090,000	\$ -	\$ 16,881,985	\$ 1,187,041	\$ 1,143,213	\$ 94,892	\$ 10,324,922	\$ 36,722,053
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 8,016,242</b>	<b>\$ -</b>	<b>\$ 16,882,085</b>	<b>\$ 1,187,141</b>	<b>\$ 1,143,313</b>	<b>\$ 94,992</b>	<b>\$ 10,645,263</b>	<b>\$ 37,969,037</b>
<b>TOTAL ASSETS</b>	<b>\$ 8,016,242</b>	<b>\$ -</b>	<b>\$ 16,882,085</b>	<b>\$ 1,187,141</b>	<b>\$ 1,143,313</b>	<b>\$ 94,992</b>	<b>\$ 10,645,263</b>	<b>\$ 37,969,037</b>
<b>LIABILITIES</b>								
<b>Current Liabilities</b>								
Warrants Payable*	\$ 1,852	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 581	\$ 2,433
Retainage Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,397	\$ 20,397
Sales Tax Payable*	\$ (173)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (173)
Payroll Payable	\$ 168,188	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,188
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 169,867</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,977</b>	<b>\$ 190,845</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 169,867</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,977</b>	<b>\$ 190,845</b>
<b>FUND BALANCE</b>								
Reserve for Encumbrances	\$ 1,237,779	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,111,330	\$ 19,349,109
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	\$ 6,608,596	\$ -	\$ 3,960,899	\$ 64,775	\$ 115,161	\$ 94,992	\$ (7,487,044)	\$ 3,357,380
<b>TOTAL FUND BALANCE</b>	<b>\$ 7,846,375</b>	<b>\$ -</b>	<b>\$ 16,882,085</b>	<b>\$ 1,187,141</b>	<b>\$ 1,143,313</b>	<b>\$ 94,992</b>	<b>\$ 10,624,286</b>	<b>\$ 37,778,192</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 8,016,242</b>	<b>\$ -</b>	<b>\$ 16,882,085</b>	<b>\$ 1,187,141</b>	<b>\$ 1,143,313</b>	<b>\$ 94,992</b>	<b>\$ 10,645,263</b>	<b>\$ 37,969,037</b>
<b>BEGINNING FUND BALANCE, 01/01/2024</b>								
	\$ 10,569,737	\$ -	\$ 16,804,844	\$ 1,181,710	\$ 1,138,082	\$ 94,579	\$ 10,665,060	\$ 40,454,012
YTD Revenue	\$ 256,442	\$ -	\$ 77,241	\$ 5,431	\$ 5,231	\$ 413	\$ 47,801	\$ 392,559
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (2,979,804)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (88,575)	\$ (3,068,379)
<b>ENDING FUND BALANCE, 01/31/24</b>	<b>\$ 7,846,375</b>	<b>\$ -</b>	<b>\$ 16,882,085</b>	<b>\$ 1,187,141</b>	<b>\$ 1,143,313</b>	<b>\$ 94,992</b>	<b>\$ 10,624,286</b>	<b>\$ 37,778,192</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 46,224,172</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,224,172</b>

**PIERCE COUNTY LIBRARY SYSTEM**  
**COMPARATIVE STATEMENT OF FINANCIAL POSITION**  
General Fund as of January 31, 2024

	<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>
	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	12/31/2023	12/31/2023	1/31/2024
<b>ASSETS</b>														
<b>Current Assets</b>														
Cash	\$ 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	\$ 371,860	\$ 926,722	
Investments	\$ 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	\$ 11,001,288	\$ 7,090,000	
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Receivables	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	
<b>Total Current Assets</b>	<b>\$ 9,597,240</b>	<b>\$ 7,242,469</b>	<b>\$ 6,519,368</b>	<b>\$ 20,349,133</b>	<b>\$ 20,849,223</b>	<b>\$ 17,826,250</b>	<b>\$ 15,098,476</b>	<b>\$ 12,463,966</b>	<b>\$ 9,853,655</b>	<b>\$ 4,180,202</b>	<b>\$ 15,257,356</b>	<b>\$ 11,372,668</b>	<b>\$ 8,016,242</b>	
<b>TOTAL ASSETS</b>	<b>\$ 9,597,240</b>	<b>\$ 7,242,469</b>	<b>\$ 6,519,368</b>	<b>\$ 20,349,133</b>	<b>\$ 20,849,223</b>	<b>\$ 17,826,250</b>	<b>\$ 15,098,476</b>	<b>\$ 12,463,966</b>	<b>\$ 9,853,655</b>	<b>\$ 4,180,202</b>	<b>\$ 15,257,356</b>	<b>\$ 11,372,668</b>	<b>\$ 8,016,242</b>	
<b>LIABILITIES</b>														
<b>Current Liabilities</b>														
Warrants Payable	\$ 1,863	\$ 12,628	\$ 143,430	\$ 1,233	\$ 426	\$ 411	\$ 411	\$ 411	\$ 1,733	\$ 1,302	\$ 464	\$ 245,962	\$ 1,852	
Sales Tax Payable	\$ 2,783	\$ 416	\$ 1,515	\$ 2,167	\$ 3,221	\$ 1,111	\$ 2,840	\$ 1,175	\$ 2,410	\$ 1,522	\$ 2,278	\$ 5,311	\$ (173)	
Payroll Payable	\$ 151,879	\$ 185,235	\$ 212,126	\$ 153,846	\$ 186,682	\$ 221,318	\$ 166,893	\$ 210,398	\$ 250,234	\$ 169,370	\$ 208,158	\$ 1,610	\$ 168,188	
US Bank	\$ (25,878)	\$ (34,695)	\$ (1,481)	\$ (3,479)	\$ -	\$ (204)	\$ -	\$ -	\$ -	\$ (204)	\$ -	\$ -	\$ -	
<b>Total Current Liabilities</b>	<b>\$ 130,647</b>	<b>\$ 163,585</b>	<b>\$ 355,590</b>	<b>\$ 153,767</b>	<b>\$ 190,329</b>	<b>\$ 222,635</b>	<b>\$ 170,144</b>	<b>\$ 211,984</b>	<b>\$ 254,377</b>	<b>\$ 171,989</b>	<b>\$ 210,900</b>	<b>\$ 252,884</b>	<b>\$ 169,867</b>	
<b>TOTAL LIABILITIES</b>	<b>\$ 130,647</b>	<b>\$ 163,585</b>	<b>\$ 355,590</b>	<b>\$ 153,767</b>	<b>\$ 190,329</b>	<b>\$ 222,635</b>	<b>\$ 170,144</b>	<b>\$ 211,984</b>	<b>\$ 254,377</b>	<b>\$ 171,989</b>	<b>\$ 210,900</b>	<b>\$ 252,884</b>	<b>\$ 169,867</b>	
<b>FUND BALANCE</b>														
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	\$ 126,543	\$ 1,237,779	
Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,500,000)	\$ -	\$ -	\$ -	
Unreserved Fund Balance	\$ 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	\$ 10,993,241	\$ 6,608,596	
<b>TOTAL FUND BALANCE</b>	<b>\$ 9,466,593</b>	<b>\$ 7,078,885</b>	<b>\$ 6,163,778</b>	<b>\$ 20,195,365</b>	<b>\$ 20,658,895</b>	<b>\$ 17,603,616</b>	<b>\$ 14,928,333</b>	<b>\$ 12,251,983</b>	<b>\$ 9,599,278</b>	<b>\$ 4,008,213</b>	<b>\$ 15,046,456</b>	<b>\$ 11,119,784</b>	<b>\$ 7,846,375</b>	
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 9,597,240</b>	<b>\$ 7,242,469</b>	<b>\$ 6,519,368</b>	<b>\$ 20,349,133</b>	<b>\$ 20,849,223</b>	<b>\$ 17,826,250</b>	<b>\$ 15,098,476</b>	<b>\$ 12,463,966</b>	<b>\$ 9,853,655</b>	<b>\$ 4,180,202</b>	<b>\$ 15,257,356</b>	<b>\$ 11,372,668</b>	<b>\$ 8,016,242</b>	
<b>PROPERTY TAXES RECEIVABLE</b>	<b>\$ 45,031,416</b>	<b>\$ 44,181,340</b>	<b>\$ 42,281,228</b>	<b>\$ 24,983,590</b>	<b>\$ 24,983,590</b>	<b>\$ 24,749,652</b>	<b>\$ 20,828,481</b>	<b>\$ 20,617,928</b>	<b>\$ 20,071,430</b>	<b>\$ 20,071,430</b>	<b>\$ 1,007,589</b>	<b>\$ 840,230</b>	<b>\$ 46,224,172</b>	

**PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF REVENUE & EXPENDITURES  
For the Period Ending January 31, 2024**



<b>GENERAL FUND - 001</b>	<b>2024 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ 45,586,600	\$ 109,987	\$ -	\$ 45,476,613	0%
Other Revenue	\$ 1,258,000	\$ 146,455	\$ -	\$ 1,111,545	12%
<b>TOTAL REVENUE</b>	<b>\$ 46,844,600</b>	<b>\$ 256,442</b>	<b>\$ -</b>	<b>\$ 46,588,158</b>	<b>1%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 31,787,000	\$ 2,480,767	\$ -	\$ 29,306,233	8%
Materials	\$ 4,504,500	\$ 157,727	\$ -	\$ 4,346,773	4%
Maintenance and Operations	\$ 7,850,350	\$ 276,956	\$ 1,188,298	\$ 6,385,096	19%
Transfers Out & Reserves	\$ 2,702,750	\$ 64,354	\$ 48,553	\$ 2,589,843	4%
<b>TOTAL EXPENDITURES</b>	<b>\$ 46,844,600</b>	<b>\$ 2,979,804</b>	<b>\$ 1,236,851</b>	<b>\$ 42,627,945</b>	<b>9%</b>
Excess/(Deficit)		\$ (2,723,362)			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (2,723,362)</b>			

<b>SPECIAL PURPOSE FUND - 101</b>	<b>2024 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>EXPENDITURES</b>					
Special Purpose Programs & Projects	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ -			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ -</b>			

<b>CAPITAL IMPROVEMENT PROJECTS FUND - 301</b>	<b>2024 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ 2,050,000	\$ -	\$ -	\$ 2,050,000	0%
Other Revenue	\$ 9,576,800	\$ 47,801	\$ -	\$ 9,528,999	0%
<b>TOTAL REVENUE</b>	<b>\$ 11,626,800</b>	<b>\$ 47,801</b>	<b>\$ -</b>	<b>\$ 11,578,999</b>	<b>0%</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ 11,626,800	\$ 88,575	\$ 7,676,897	\$ 3,861,328	67%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,626,800</b>	<b>\$ 88,575</b>	<b>\$ 7,676,897</b>	<b>\$ 3,861,328</b>	<b>67%</b>
Excess/(Deficit)		\$ (40,774)			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (40,774)</b>			

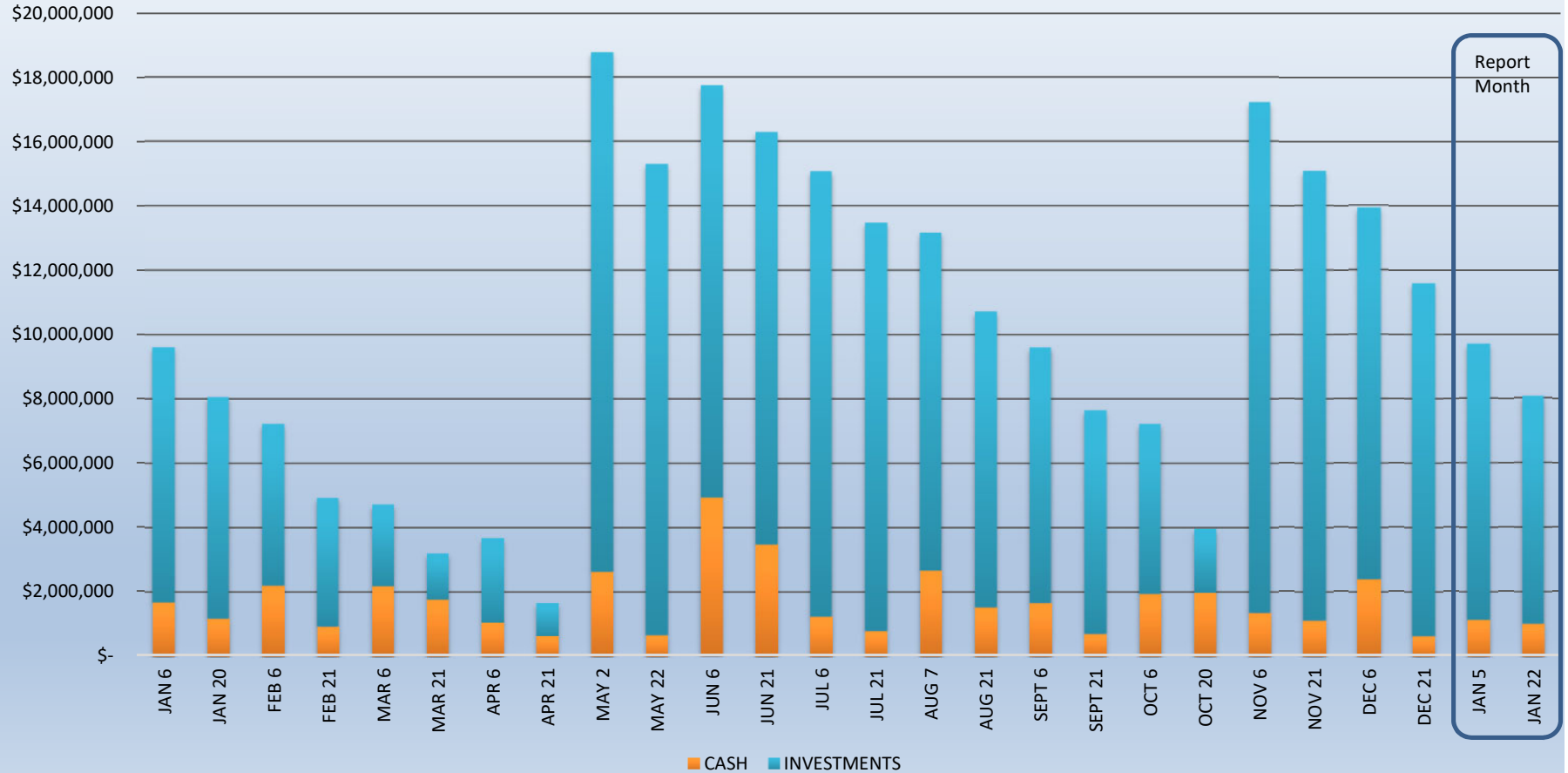
<b>LEVY SUSTAINABILITY FUND - 102</b>	<b>2024 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 77,241	\$ -	\$ (77,241)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 77,241</b>	<b>\$ -</b>	<b>\$ (77,241)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 77,241			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 77,241</b>			

<b>DEBT SERVICE FUND - 201</b>	<b>2024 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Investment Income	\$ -	\$ 413	\$ -	\$ (413)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 413</b>	<b>\$ -</b>	<b>\$ (413)</b>	<b>-</b>
<b>EXPENDITURES</b>					
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 413</b>			

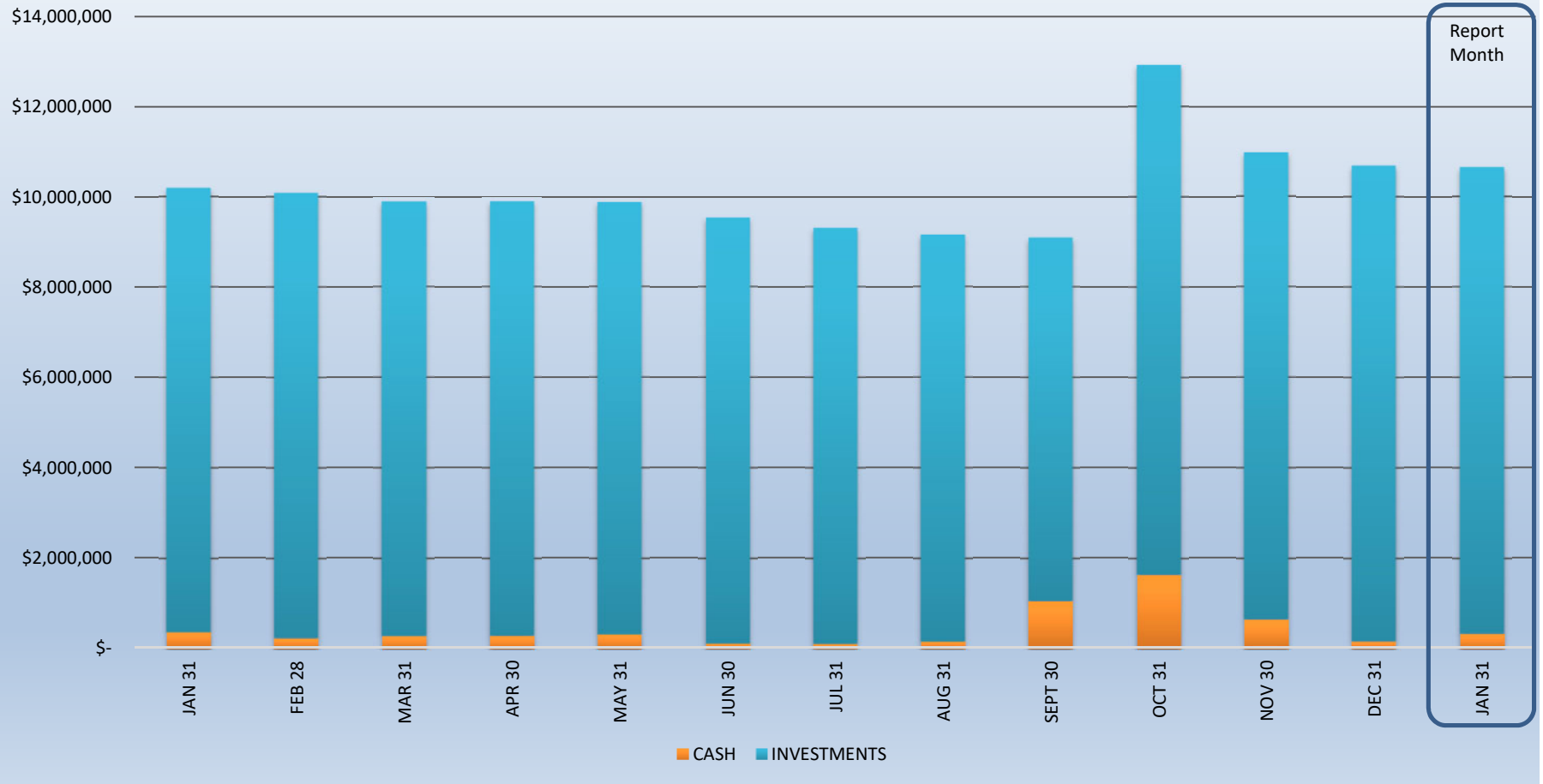
<b>ELECTION FUND - 103</b>	<b>2024 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 5,431	\$ -	\$ (5,431)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 5,431</b>	<b>\$ -</b>	<b>\$ (5,431)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 5,431			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 5,431</b>			

<b>PROPERTY AND FACILITY FUND - 104</b>	<b>2024 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 5,231	\$ -	\$ (5,231)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 5,231</b>	<b>\$ -</b>	<b>\$ (5,231)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 5,231			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 5,231</b>			

**CASH & INVESTMENTS - SEMI-MONTHLY  
2024 - GENERAL FUND  
- 13 MONTHS MOVING -**

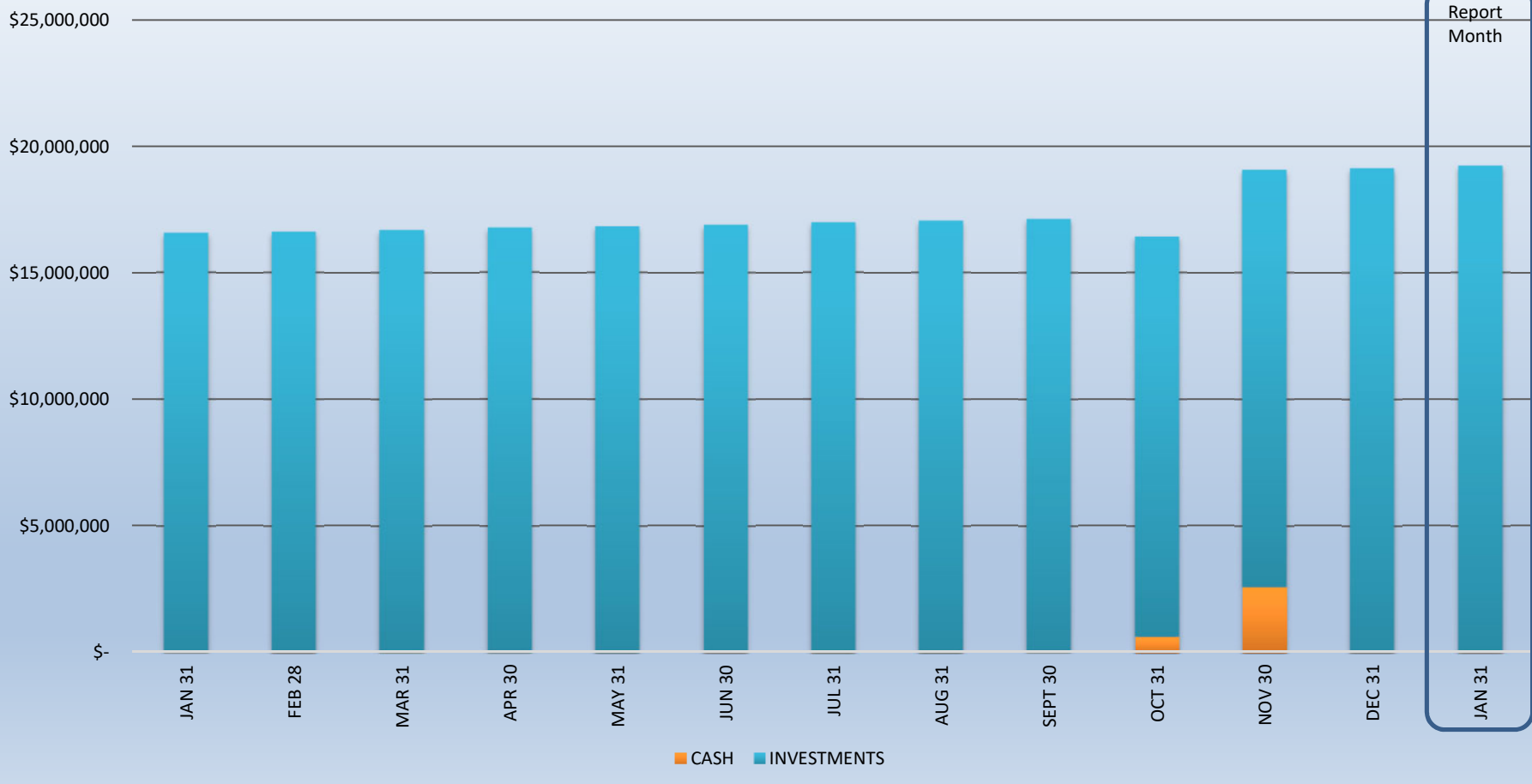


**CASH & INVESTMENTS - MONTHLY  
2024 - CAPITAL IMPROVEMENT FUND  
- 13 MONTHS MOVING -**

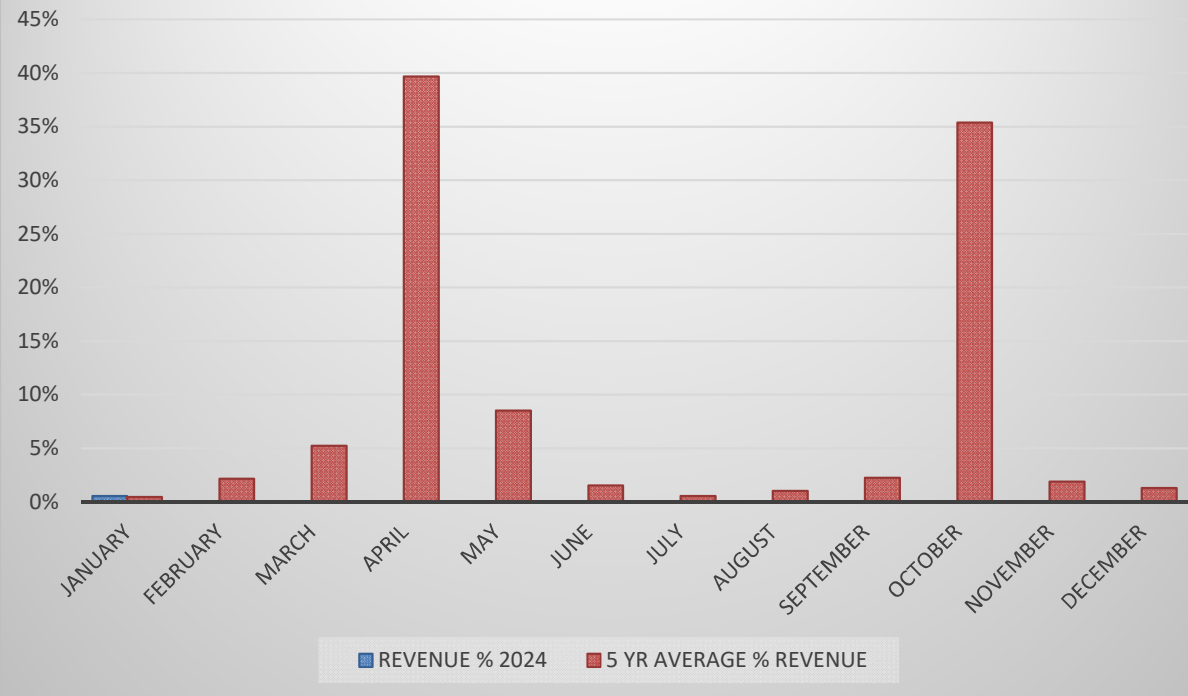




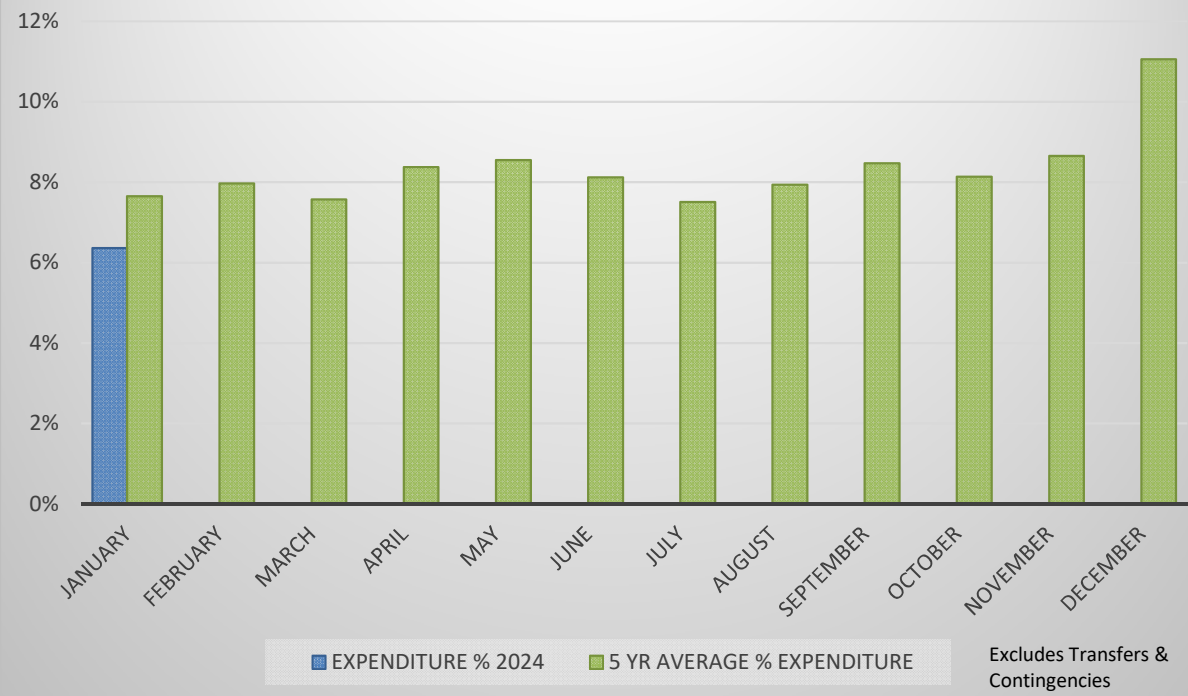
**CASH & INVESTMENTS - MONTHLY**  
**2024 - SPECIAL REVENUE FUNDS COMBINED**  
**- 13 MONTHS MOVING -**



### GENERAL FUND - REVENUE TREND (%) THROUGH JANUARY 2024



### GENERAL FUND - EXPENDITURE TREND (%) THROUGH JANUARY 2024



YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>01 TAXES</b>							
311110 PROPERTY TAX--CURRENT	-44,906,100	-44,906,100	-1,726.70	-1,726.70	.00	-44,904,373.30	.0%
311120 PROPERTY TAX--DELINQUENT	-530,900	-530,900	-107,058.53	-107,058.53	.00	-423,841.47	20.2%
311121 PROPERTY TAX--KING COUNTY	-60,600	-60,600	-195.75	-195.75	.00	-60,404.25	.3%
311300 SALE OF TAX TITLE PROPERTY	-6,000	-6,000	-4.36	-4.36	.00	-5,995.64	.1%
317200 LEASEHOLD EXCISE TAX	-20,000	-20,000	-1,002.12	-1,002.12	.00	-18,997.88	5.0%
317400 TIMBER EXCISE TAX	-63,000	-63,000	.00	.00	.00	-63,000.00	.0%
TOTAL TAXES	-45,586,600	-45,586,600	-109,987.46	-109,987.46	.00	-45,476,612.54	.2%
<b>02 CHARGES OTHER</b>							
335023 DNR TIMBER TRUST 2	-15,000	-15,000	-2,605.43	-2,605.43	.00	-12,394.57	17.4%
341801 GRAPHICS SERVICE CHARGES	-4,000	-4,000	-37.33	-37.33	.00	-3,962.67	.9%
347902 PRINTER FEES	0	0	-1,926.39	-1,926.39	.00	1,926.39	100.0%
359000 LIBRARY FINES	0	0	-37.53	-37.53	.00	37.53	100.0%
361100 INVESTMENT EARNINGS	-452,000	-452,000	-38,712.02	-38,712.02	.00	-413,287.98	8.6%
361430 INTEREST INCOME--CONTRACTS &	0	0	-52.62	-52.62	.00	52.62	100.0%
362001 RENTS AND LEASES--KPHC	-1,000	-1,000	-1,056.63	-1,056.63	.00	56.63	105.7%
367010 DONOR PROCEEDS--FOUNDATION	-325,000	-325,000	.00	.00	.00	-325,000.00	.0%
367999 OPPORTUNITY DONATIONS	-160,000	-160,000	.00	.00	.00	-160,000.00	.0%
369100 SALE OF SURPLUS--GENERAL	-2,000	-2,000	.00	.00	.00	-2,000.00	.0%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-1.00	-1.00	.00	-3,999.00	.0%
369200 FOUND MONEY	0	0	-113.00	-113.00	.00	113.00	100.0%
369911 PAYMENT FOR LOST MATERIALS	-20,000	-20,000	-2,371.13	-2,371.13	.00	-17,628.87	11.9%
369913 ERATE REIMBURSEMENT	-200,000	-200,000	-99,541.62	-99,541.62	.00	-100,458.38	49.8%
369914 PROCUREMENT CARD REBATES	-75,000	-75,000	.00	.00	.00	-75,000.00	.0%
TOTAL CHARGES OTHER	-1,258,000	-1,258,000	-146,454.70	-146,454.70	.00	-1,111,545.30	11.6%
<b>03 SALARIES AND WAGES</b>							
511000 SALARIES AND WAGES	24,630,000	24,630,000	1,843,743.34	1,843,743.34	.00	22,786,256.66	7.5%
511005 ADDITIONAL HOURS	150,000	150,000	.00	.00	.00	150,000.00	.0%
511006 SUBSTITUTE HOURS	32,000	32,000	698.54	698.54	.00	31,301.46	2.2%
511007 SHIFT DIFFERENTIAL	134,000	134,000	8,931.42	8,931.42	.00	125,068.58	6.7%
511009 TUITION ASSISTANCE	12,000	12,000	2,149.50	2,149.50	.00	9,850.50	17.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
512000 OVERTIME WAGES	67,000	67,000	.00	.00	.00	67,000.00	.0%
519999 ADJ WAGE/SALARY TO MATCH PLAN	-1,127,000	-1,127,000	.00	.00	.00	-1,127,000.00	.0%
TOTAL SALARIES AND WAGES	23,898,000	23,898,000	1,855,522.80	1,855,522.80	.00	22,042,477.20	7.8%

04 PERSONNEL BENEFITS

520010 FICA	1,895,000	1,895,000	137,507.26	137,507.26	.00	1,757,492.74	7.3%
520020 MEDICAL INSURANCE	3,304,000	3,304,000	272,536.57	272,536.57	.00	3,031,463.43	8.2%
520021 DENTAL INSURANCE	259,000	259,000	18,403.10	18,403.10	.00	240,596.90	7.1%
520022 LIFE AND DISABILITY INSURANCE	103,000	103,000	7,559.78	7,559.78	.00	95,440.22	7.3%
520023 INDUSTRIAL INSURANCE	151,000	151,000	10,189.00	10,189.00	.00	140,811.00	6.7%
520030 RETIREMENT	2,378,000	2,378,000	174,228.15	174,228.15	.00	2,203,771.85	7.3%
520040 UNEMPLOYMENT INSURANCE	35,000	35,000	.00	.00	.00	35,000.00	.0%
520041 PAID FML INSURANCE	58,000	58,000	3,956.67	3,956.67	.00	54,043.33	6.8%
520091 OTHER BENEFIT	75,000	75,000	863.20	863.20	.00	74,136.80	1.2%
529999 ADJ BENEFITS TO MATCH PLAN	-369,000	-369,000	.00	.00	.00	-369,000.00	.0%
TOTAL PERSONNEL BENEFITS	7,889,000	7,889,000	625,243.73	625,243.73	.00	7,263,756.27	7.9%

05 SUPPLIES EXPENSES

531000 OFFICE/OPERATING SUPPLIES--DE	91,300	91,300	3,486.58	3,486.58	.00	87,813.42	3.8%
531002 OFFICE/OPERATING SUPPLIES--SU	101,500	101,500	3,101.70	3,101.70	1,916.20	96,482.10	4.9%
531004 OFFICE/OPERATING SUPPLIES--PU	122,000	122,000	3,653.06	3,653.06	21,103.48	97,243.46	20.3%
531010 CUSTODIAL SUPPLIES	130,000	130,000	2,634.67	2,634.67	87,464.67	39,900.66	69.3%
531020 MAINTENANCE SUPPLIES	46,000	46,000	3,223.67	3,223.67	.00	42,776.33	7.0%
531030 MATERIAL PROCESSING SUP	16,100	16,100	.00	.00	.00	16,100.00	.0%
531040 TRAINING SUPPLIES	3,000	3,000	.00	.00	.00	3,000.00	.0%
531099 FOUNDATION PASSTHROUGH--SUP	155,300	155,300	857.20	857.20	.00	154,442.80	.6%
532000 FUEL	47,000	47,000	3,410.72	3,410.72	43,589.28	.00	100.0%
535000 MINOR EQUIPMENT	11,000	11,000	.00	.00	.00	11,000.00	.0%
535010 FURNISHINGS--PUBLIC	50,000	50,000	.00	.00	.00	50,000.00	.0%
535015 FURNISHINGS--STAFF	54,500	54,500	102.98	102.98	.00	54,397.02	.2%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000	200,000	7,202.07	7,202.07	.00	192,797.93	3.6%
535025 TECHNOLOGY HARDWARE--STAFF	206,000	206,000	.00	.00	.00	206,000.00	.0%
535030 TECHNOLOGY HARDWARE--GENERAL	36,000	36,000	.00	.00	.00	36,000.00	.0%
535050 SOFTWARE/LICENSES/HOST--APPS	555,200	555,200	16,466.85	16,466.85	78,567.36	460,165.79	17.1%
535055 SOFTWARE/LICENSES/HOST--INFRA	418,900	418,900	6,332.45	6,332.45	11,950.00	400,617.55	4.4%
TOTAL SUPPLIES EXPENSES	2,243,800	2,243,800	50,471.95	50,471.95	244,590.99	1,948,737.06	13.2%

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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
<b>06 MATERIALS</b>							
534000 MATERIALS COLLECTION	65,000	65,000	.00	.00	.00	65,000.00	.0%
534005 ADULT AV - CDS	30,000	30,000	1,204.06	1,204.06	.00	28,795.94	4.0%
534010 ADULT AV - DVD	330,000	330,000	16,863.78	16,863.78	.00	313,136.22	5.1%
534015 ADULT AV - DVDNF	21,000	21,000	757.61	757.61	.00	20,242.39	3.6%
534020 ADULT AV AUDIOBOOKS	25,000	25,000	1,332.73	1,332.73	.00	23,667.27	5.3%
534105 ADULT BOOK CLUB KITS	3,500	3,500	.00	.00	.00	3,500.00	.0%
534110 ADULT FICTION	270,000	270,000	12,194.53	12,194.53	.00	257,805.47	4.5%
534115 ADULT GRAPHIC NOVELS	15,000	15,000	1,845.99	1,845.99	.00	13,154.01	12.3%
534120 ADULT LARGE PRINT	50,000	50,000	797.20	797.20	.00	49,202.80	1.6%
534125 ADULT LUCKY DAY	55,000	55,000	1,729.46	1,729.46	.00	53,270.54	3.1%
534130 ADULT NONFICTION	300,000	300,000	10,271.87	10,271.87	.00	289,728.13	3.4%
534145 ADULT REFERENCE	5,000	5,000	.00	.00	.00	5,000.00	.0%
534150 ADULT YA FICTION	55,000	55,000	365.61	365.61	.00	54,634.39	.7%
534155 ADULT YA GRAPHIC NOVELS	25,000	25,000	1,561.16	1,561.16	.00	23,438.84	6.2%
534160 ADULT YA NONFICTION	12,500	12,500	128.57	128.57	.00	12,371.43	1.0%
534205 CHILDREN'S BOOK CLUB KITS	3,500	3,500	17.83	17.83	.00	3,482.17	.5%
534215 CHILDREN'S EARLY LEARNING	6,000	6,000	226.09	226.09	.00	5,773.91	3.8%
534220 CHILDREN'S FICTION	225,000	225,000	7,662.54	7,662.54	.00	217,337.46	3.4%
534225 CHILDREN'S GRAPHIC NOVELS	55,000	55,000	1,512.63	1,512.63	.00	53,487.37	2.8%
534230 CHILDREN'S NONFICTION	135,000	135,000	2,761.58	2,761.58	.00	132,238.42	2.0%
534235 CHILDREN'S SCIENCE TO GO	4,000	4,000	57.45	57.45	.00	3,942.55	1.4%
534237 CHILDREN'S STANDING ORDERS	32,500	32,500	4,266.33	4,266.33	.00	28,233.67	13.1%
534240 CHILDREN'S STORYTIME	3,000	3,000	72.32	72.32	.00	2,927.68	2.4%
534305 DATABASES	524,500	524,500	40,386.39	40,386.39	.00	484,113.61	7.7%
534410 EBOOKS	875,000	875,000	10,212.08	10,212.08	.00	864,787.92	1.2%
534415 EDOWNLOADABLE AUDIO	775,000	775,000	17,893.79	17,893.79	.00	757,106.21	2.3%
534417 ONLINE BOOK CLUB KITS	3,500	3,500	.00	.00	.00	3,500.00	.0%
534421 ESTREAMING FILMS	150,000	150,000	.00	.00	.00	150,000.00	.0%
534425 EHOSTING FEES	17,000	17,000	12,000.00	12,000.00	.00	5,000.00	70.6%
534430 EMAGAZINES	80,500	80,500	.00	.00	.00	80,500.00	.0%
534505 MAGAZINES	71,000	71,000	4,682.83	4,682.83	.00	66,317.17	6.6%
534605 VENDOR PROCESSING	100,000	100,000	4,681.19	4,681.19	.00	95,318.81	4.7%
534645 VENDOR CATALOGING	10,000	10,000	.00	.00	.00	10,000.00	.0%
534705 WORLD - ADULT SPANISH	9,000	9,000	34.37	34.37	.00	8,965.63	.4%
534710 WORLD - CHILDREN'S SPANISH	14,000	14,000	67.95	67.95	.00	13,932.05	.5%
534715 WORLD - CHINESE	10,000	10,000	.00	.00	.00	10,000.00	.0%
534725 WORLD - GERMAN	7,500	7,500	.00	.00	.00	7,500.00	.0%
534730 WORLD - JAPANESE	5,000	5,000	.00	.00	.00	5,000.00	.0%
534735 WORLD - KOREAN	20,000	20,000	.00	.00	.00	20,000.00	.0%
534740 WORLD - TAGALOG	15,000	15,000	.00	.00	.00	15,000.00	.0%

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ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
534745 WORLD - VIETNAMESE	7,500	7,500	.00	.00	.00	7,500.00	.0%
534750 WORLD - RUSSIAN	20,000	20,000	.00	.00	.00	20,000.00	.0%
534805 YOUTH CHILDREN'S AUDIO BOOKS	30,000	30,000	800.07	800.07	.00	29,199.93	2.7%
534810 YOUTH DVD - FTY	30,000	30,000	1,190.78	1,190.78	.00	28,809.22	4.0%
534815 YOUTH YA AUDIO BOOKS	0	0	148.60	148.60	.00	-148.60	100.0%
534900 COLLECTION PROJECTS	4,000	4,000	.00	.00	.00	4,000.00	.0%
541610 RESOURCE SHARING SERVICES	20,000	20,000	.00	.00	.00	20,000.00	.0%
541620 BIBLIOGRAPHIC & RELATED SERVI	40,200	40,200	.00	.00	.00	40,200.00	.0%
TOTAL MATERIALS	4,564,700	4,564,700	157,727.39	157,727.39	.00	4,406,972.61	3.5%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	398,200	398,200	9,150.00	9,150.00	33,050.00	356,000.00	10.6%
541004 INDEPENDENT CONTRACTORS--INFR	75,000	75,000	4,500.00	4,500.00	57,600.00	12,900.00	82.8%
541010 PERFORMER SERVICES	113,000	113,000	2,100.00	2,100.00	7,404.05	103,495.95	8.4%
541020 CONTRACTUAL SERVICES	480,000	480,000	23,083.93	23,083.93	191,262.00	265,654.07	44.7%
541040 LEGAL SERVICES	95,000	95,000	1,014.00	1,014.00	33,986.00	60,000.00	36.8%
541050 DATA SERVICES	9,000	9,000	.00	.00	.00	9,000.00	.0%
541630 PRINTING AND BINDING	133,500	133,500	3,793.12	3,793.12	80,769.35	48,937.53	63.3%
541650 ILL LOST ITEM CHARGE	3,000	3,000	301.87	301.87	.00	2,698.13	10.1%
542000 POSTAGE	72,300	72,300	49.05	49.05	.00	72,250.95	.1%
542001 SHIPPING	10,000	10,000	154.99	154.99	.00	9,845.01	1.5%
542010 TELECOM SERVICES--PHONES	81,600	81,600	7,923.68	7,923.68	.00	73,676.32	9.7%
542011 TELECOM SERVICES--CELLPHONES	39,000	39,000	758.16	758.16	.00	38,241.84	1.9%
542012 TELECOM SERVICES--INTERNET	345,000	345,000	19,871.43	19,871.43	.00	325,128.57	5.8%
543000 TRAVEL AND TOLLS	102,900	102,900	2,709.84	2,709.84	.00	100,190.16	2.6%
543010 MILEAGE REIMBURSEMENTS	55,500	55,500	4,363.07	4,363.07	.00	51,136.93	7.9%
544000 ADVERTISING	136,500	136,500	3,155.00	3,155.00	104,770.00	28,575.00	79.1%
545010 RENTALS/LEASES--BUILDINGS	0	0	3,627.00	3,627.00	3,840.00	-7,467.00	100.0%
545020 RENTALS/LEASES--EQUIPMENT	3,200	3,200	.00	.00	.00	3,200.00	.0%
545030 Rental/Lease CAM	480,500	480,500	10,501.89	10,501.89	.00	469,998.11	2.2%
546000 INSURANCE	300,000	300,000	682.00	682.00	.00	299,318.00	.2%
547000 ELECTRICITY	346,000	346,000	25,032.28	25,032.28	.00	320,967.72	7.2%
547010 NATURAL GAS	16,500	16,500	395.74	395.74	.00	16,104.26	2.4%
547020 WATER	41,000	41,000	2,918.79	2,918.79	.00	38,081.21	7.1%
547030 SEWER	35,000	35,000	3,267.56	3,267.56	.00	31,732.44	9.3%
547040 REFUSE	55,000	55,000	4,354.73	4,354.73	.00	50,645.27	7.9%
548000 GENERAL REPAIRS/MAINTENANCE	551,500	551,500	26,095.06	26,095.06	149,014.90	376,390.04	31.8%
548010 CONTRACTED MAINTENANCE	589,800	589,800	30,859.80	30,859.80	267,010.58	291,929.62	50.5%
548050 VEHICLE REPAIR AND MAINTENANC	60,000	60,000	147.51	147.51	15,000.00	44,852.49	25.2%
548100 IT SYSTEMS MAINTENANCE--APPS	5,000	5,000	.00	.00	.00	5,000.00	.0%

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ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
548110 IT SYSTEMS MAINTENANCE--INFRA	83,000	83,000	.00	.00	.00	83,000.00	.0%
549010 INDIVIDUAL REGISTRATIONS	111,150	111,150	1,310.00	1,310.00	.00	109,840.00	1.2%
549011 ORGANIZATIONAL REGISTRATIONS	14,500	14,500	.00	.00	.00	14,500.00	.0%
549020 DUES AND MEMBERSHIPS	60,400	60,400	32,432.94	32,432.94	.00	27,967.06	53.7%
549030 TAXES AND ASSESSMENTS	52,000	52,000	.00	.00	.00	52,000.00	.0%
549040 LICENSES	2,000	2,000	.00	.00	.00	2,000.00	.0%
549050 FEES	17,500	17,500	1,930.38	1,930.38	.00	15,569.62	11.0%
549120 CONTINGENCY/RESERVE	572,800	572,800	.00	.00	.00	572,800.00	.0%
591720 GASB 87 LONG TERM LEASE	652,750	652,750	64,354.25	64,354.25	48,552.84	539,842.91	17.3%
TOTAL SERVICES EXPENSES	6,199,100	6,199,100	290,838.07	290,838.07	992,259.72	4,916,002.21	20.7%
<b>09 TRANSFERS/SETASIDES</b>							
597030 TRANSFERS OUT--CAPITAL PROJEC	2,050,000	2,050,000	.00	.00	.00	2,050,000.00	.0%
TOTAL TRANSFERS/SETASIDES	2,050,000	2,050,000	.00	.00	.00	2,050,000.00	.0%
TOTAL GENERAL FUND	0	0	2,723,361.78	2,723,361.78	1,236,850.71	-3,960,212.49	100.0%
TOTAL REVENUES	-46,844,600	-46,844,600	-256,442.16	-256,442.16	.00	-46,588,157.84	
TOTAL EXPENSES	46,844,600	46,844,600	2,979,803.94	2,979,803.94	1,236,850.71	42,627,945.35	

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ACCOUNTS FOR: 102 LEVY SUSTAINABILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>02 CHARGES OTHER</b>							
361100 INVESTMENT EARNINGS	0	0	-77,241.25	-77,241.25	.00	77,241.25	100.0%
TOTAL CHARGES OTHER	0	0	-77,241.25	-77,241.25	.00	77,241.25	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	-77,241.25	-77,241.25	.00	77,241.25	100.0%
TOTAL REVENUES	0	0	-77,241.25	-77,241.25	.00	77,241.25	



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ACCOUNTS FOR: 103 ELECTION FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>02 CHARGES OTHER</b>							
361100 INVESTMENT EARNINGS	0	0	-5,431.15	-5,431.15	.00	5,431.15	100.0%
TOTAL CHARGES OTHER	0	0	-5,431.15	-5,431.15	.00	5,431.15	100.0%
TOTAL ELECTION FUND	0	0	-5,431.15	-5,431.15	.00	5,431.15	100.0%
TOTAL REVENUES	0	0	-5,431.15	-5,431.15	.00	5,431.15	

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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
<b>02 CHARGES OTHER</b>								
361100	INVESTMENT EARNINGS	0	0	-5,230.61	-5,230.61	.00	5,230.61	100.0%
	TOTAL CHARGES OTHER	0	0	-5,230.61	-5,230.61	.00	5,230.61	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	-5,230.61	-5,230.61	.00	5,230.61	100.0%
	TOTAL REVENUES	0	0	-5,230.61	-5,230.61	.00	5,230.61	

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ACCOUNTS FOR: 201 DEBT SERVICE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>02 CHARGES OTHER</b>							
361100 INVESTMENT EARNINGS	0	0	-412.69	-412.69	.00	412.69	100.0%
TOTAL CHARGES OTHER	0	0	-412.69	-412.69	.00	412.69	100.0%
TOTAL DEBT SERVICE FUND	0	0	-412.69	-412.69	.00	412.69	100.0%
TOTAL REVENUES	0	0	-412.69	-412.69	.00	412.69	

**YEAR-TO-DATE BUDGET REPORT**

FOR 2024 01

ACCOUNTS FOR: 301 CAPITAL IMPROVEMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
308100 RESERVED CASH AND INVESTMENTS	-9,576,800	-9,576,800	.00	.00	.00	-9,576,800.00	.0%
TOTAL UNDEFINED CHAR	-9,576,800	-9,576,800	.00	.00	.00	-9,576,800.00	.0%
<b>02 CHARGES OTHER</b>							
361100 INVESTMENT EARNINGS	0	0	-47,801.13	-47,801.13	.00	47,801.13	100.0%
TOTAL CHARGES OTHER	0	0	-47,801.13	-47,801.13	.00	47,801.13	100.0%
<b>07 SERVICES EXPENSES</b>							
541000 INDEPENDENT CONTRACTORS	4,000	4,000	.00	.00	3,000.00	1,000.00	75.0%
541020 CONTRACTUAL SERVICES	395,500	395,500	24,421.33	24,421.33	189,447.35	181,631.32	54.1%
541060 ARCHITECTURAL/ENGR SERVICES	2,064,437	2,064,437	40,013.81	40,013.81	546,849.30	1,477,573.89	28.4%
542000 POSTAGE	13,000	13,000	.00	.00	.00	13,000.00	.0%
545010 RENTALS/LEASES--BUILDINGS	47,000	47,000	.00	.00	.00	47,000.00	.0%
545020 RENTALS/LEASES--EQUIPMENT	5,000	5,000	591.90	591.90	5,710.15	-1,302.05	126.0%
549050 FEES	216,256	216,256	.00	.00	.00	216,256.00	.0%
549120 CONTINGENCY/RESERVE	481,056	481,056	.00	.00	.00	481,056.00	.0%
TOTAL SERVICES EXPENSES	3,226,249	3,226,249	65,027.04	65,027.04	745,006.80	2,416,215.16	25.1%
<b>08 CAPITAL OUTLAYS</b>							
562000 BUILDING ACQUISITIONS	4,584,100	4,584,100	.00	.00	4,215,329.93	368,770.07	92.0%
562020 LAND & PROPERTY IMPROVEMENTS	447,748	447,748	.00	.00	32,077.46	415,670.54	7.2%
562100 CONSTRUCTION	2,770,703	2,770,703	23,547.95	23,547.95	2,216,576.73	530,578.32	80.9%
562800 FURNITURE AND FIXTURES	302,000	302,000	.00	.00	276,491.73	25,508.27	91.6%
564100 VEHICLES	266,000	266,000	.00	.00	191,414.16	74,585.84	72.0%
564300 TECHNOLOGY EQUIPMENT	30,000	30,000	.00	.00	.00	30,000.00	.0%
TOTAL CAPITAL OUTLAYS	8,400,551	8,400,551	23,547.95	23,547.95	6,931,890.01	1,445,113.04	82.8%
<b>09 TRANSFERS/SETASIDES</b>							
397010 TRANSFERS IN	-2,050,000	-2,050,000	.00	.00	.00	-2,050,000.00	.0%
TOTAL TRANSFERS/SETASIDES	-2,050,000	-2,050,000	.00	.00	.00	-2,050,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
301 CAPITAL IMPROVEMENT FUND							
TOTAL CAPITAL IMPROVEMENT FUND	0	0	40,773.86	40,773.86	7,676,896.81	-7,717,670.67	100.0%
TOTAL REVENUES	-11,626,800	-11,626,800	-47,801.13	-47,801.13	.00	-11,578,998.87	
TOTAL EXPENSES	11,626,800	11,626,800	88,574.99	88,574.99	7,676,896.81	3,861,328.20	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	2,675,819.94	2,675,819.94	8,913,747.52	-11,589,567.46	100.0%

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

# Public Services Report



## Library at a Glance: Jan 2024 YTD Key Performance Indicators

<b>Cardholders</b> <div style="text-align: center; font-size: 2em;">302,339</div> <div style="text-align: center;">               +4.8%         </div>	<b>YTD Users - Physical</b> <div style="text-align: center; font-size: 2em;">120,133</div> <div style="text-align: center;">               +24%         </div>	<b>YTD Circulation - Digital</b> <div style="text-align: center; font-size: 2em;">236,187</div> <div style="text-align: center;">               +21%         </div>
<b>YTD Circulation - Physical</b> <div style="text-align: center; font-size: 2em;">227,989</div> <div style="text-align: center;">               +2%         </div>	<b>YTD Number of Youth Programs</b> <div style="text-align: center; font-size: 2em;">206</div> <div style="text-align: center;">               +17%         </div>	<b>YTD Youth Program Attendees</b> <div style="text-align: center; font-size: 2em;">4,464</div> <div style="text-align: center;">               +7%         </div>
<b>YTD Number of Adult Programs</b> <div style="text-align: center; font-size: 2em;">81</div> <div style="text-align: center;">               +88%         </div>	<b>YTD Adult Program Attendees</b> <div style="text-align: center; font-size: 2em;">689</div> <div style="text-align: center;">               +57%         </div>	

The percentage change is a comparison of YTD from prior year 2023. Physical circulation includes renewals.

## In Focus: January 2024 Service Highlight

### Public Services Highlight: Supporting Early Learners through Play

The Library offers early learning play programs, an important early learning strategy, for children from birth to age 6, their caregivers and families. Facilitated play groups provide fun, inclusive, and supportive environments for children, their parents and caregivers to play and learn together through art, books, music, movement, and other activities.

As of May 2023, we've been reintroducing play programming that went on hold during the pandemic. As such, the Library's partnering with [Greentrike](#) to provide high quality facilitated play programming modeled after experiences offered at the Children's Museum in Tacoma. In addition to Greentrike's Play to Learn program partnership, the Library is working with four other community organizations to expand early learning play programming.

In 2023, [Kaleidoscope Play and Learn](#) extended their funding opportunities to Pierce County, making possible a partnership with [Childhaven](#) to bring a Marshallese language and cultural experience, weekly bilingual Play and Learn program, to the Fife Library. This funding also allowed for [First Five Years and Beyond](#) to provide a weekly Play and Learn program at Summit Library, facilitated by community members with African and Black cultural expertise. Additionally, the Library has connected with longtime partner, [A Step Ahead](#), which serves families of children ages 0-3 with developmental delays and disabilities, to provide a monthly play program at the Library's Orting and South Hill locations.

**Outcomes:** Play = learning for children. Drop-in play-based programs provide an informal and less structured environment that is more accessible for some children and families. Facilitated play groups provide opportunities for parents and caregivers to build connections with other parents and caregivers that may live in the same community or share their same home language. As a result of these programs, we are able to support a more diverse audience of children in gaining the necessary skills and knowledge to be successful entering kindergarten.

Since May 2023, over **800 participants** attended monthly and weekly play programs

### Stories of Impact

PCLS Greentrike Play to Learn parent participant: "So grateful for such an amazing program! Thank you for your contribution to our community. We love Play to Learn!"

Staff perspective on the value PCLS play programs provide to the community: "Since play groups are more informal and open-ended, they help families feel more relaxed about bringing their children to a group event at the library. There is not the 'let's all do this together' expectation that other programs have. Families can play for five minutes or stay for the whole hour."

# Looking Ahead

## Events to Know About

An Evening with Author Yaa Gyasi - Museum of Glass NEA Big Read Program: Thursday, March 7; 7:30pm - 10:00pm; University of Puget Sound's Schneebeck Concert Hall

And It Has Pockets - The Battle for Women's Clothing Equality: Friday, March 8; 4:00pm - 5:30pm; University Place

DIY Paper Bead Bracelets: Saturday, March 9; 2:00pm - 3:30pm; South Hill

The Everlasting Harvest - Growing a Year-Round Edible Garden: Tuesday, March 14; 2:00pm - 3:30pm; Graham

Friends of the Library Big Book Sale: Saturday, March 16; 10:00am - 3:00pm; Milton/Edgewood

Author Talk with Christina Vega - Work of Art - Creative Career Series for Teens and Young Adults: Thursday, March 21; 3:00pm - 4:00pm; Sumner

Fast Girls - Trailblazing Women Olympians with Elise Hooper: Wednesday, March 27; 6:00pm - 7:00pm; Parkland/Spanaway

## Public Services Operational Highlight

**Parkland/Spanaway Library:** The Parkland Peer Program, in partnership with Peer Kent, began providing direct support to library customers at the end of January 2024. Peer Services Specialists are professionals with lived experience of homelessness, mental health challenges, substance use, and/or criminal justice system involvement. Now in recovery, they use their experience to support others in achieving goals. By late-February, the Parkland/Spanaway Peer made 51 contacts, 7 community partnership connections, organized a resource fair for April 2024, and assisted in getting a regular unhoused young adult stable housing and employment.

## Customer Impact and Community Engagement - Stories by Location

**Bonney Lake Library:** The Sumner/Bonney Lake/Buckley region has been hosting a passive program called Valentines for Veterans for most of the month. People have the chance to drop by card-making tables in each branch and craft Valentine's Day keepsakes for veterans. If they have a friend or family member who is a veteran, they can take the card home with them, or they can choose to leave their card at the library to be delivered to one of our three partner organizations: Washington Soldier's Home, Orting Veterans Village, and American Legion Post 67. Through this passive program, we were able to collect 264 Valentine's cards, which will be delivered to our partner organizations. In addition to the cards that our customers made in-branch, we also received 40 cards from 5<sup>th</sup> grade students at Liberty Ridge Elementary. They crafted cards as a kindness project and were so engaged that they forwent lunch and recess time to perfect their creations. Additionally, Congresswoman Kim Schrier stopped by the Bonney Lake Library with her aide on Wednesday, January 24 to make a card and tour the branch. She commented, "You don't know how much these cards mean to our veterans. They will hang these cards up; they will look at them again and again."

**Buckley Library:** Sumner Library's Teen Librarian has been helping to build a strong relationship between PCLS and the Buckley Youth Activity Center (BYAC). She met with a BYAC staffer in late 2023 and is busy planning a recurring program to be held at the center in 2024, with the goal of reaching as many local teens as possible!

**Lakewood Library:** Staff are actively in contact with the school directly across the street from the Interim Lakewood Library (iLWD) site, Park Lodge Elementary (PLE). The Youth Services (YS) Librarian reached out to the PLE school librarian and is planning as many summer reading visits to Clover Park School District sites as possible. The YS Librarian currently tables at Park Lodge Elementary Parent Nights and is planning to attend future literacy nights, conferences, and STEAM nights. With the steady approach of iLWD's opening, staff are busy arranging for afterschool student support (study spaces and activities).

**South Hill Library:** A customer called needing help logging back in to her Libby account; she had been locked out for a few days trying to remember her pin. Once a staff member was able to assist her logging back in, she explained how grateful she was. She shared that she is 80 years old, and access to the library is the "number one thing that brings her joy these days." She listens to audio books on her daily walks and then comes home to read her library books. She was ecstatic with the help she received from South Hill staff!

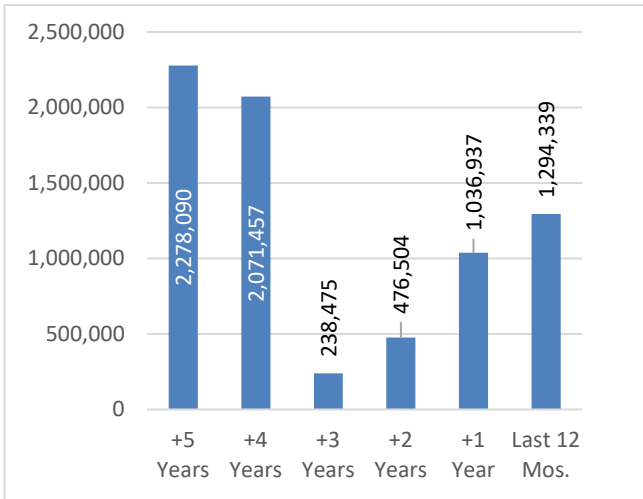
**Summit Library:** The new Adult Services Specialist kicked off "Monday Morning Movie" screenings, offering a space for customers to enjoy a film from the PCLS collection. The event provides the added benefit of acting as an early-hours safe shelter from our area's severe winter weather.

**University Place Library:** An Adult Services Librarian collected recipes from the Virtual Talk Time (English conversations for ESL learners) program participants. She compiled them into a cookbook, which she then shared with the whole group. People excitedly discussed their favorite recipes and learned about each other's cultures and traditional foods.

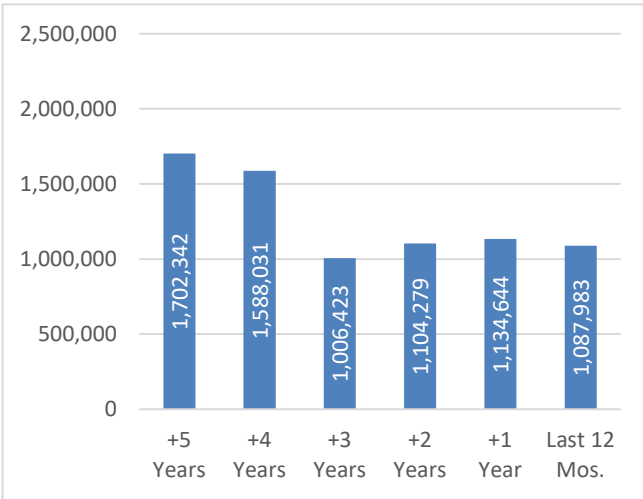


# Customers / Visits - January 2024

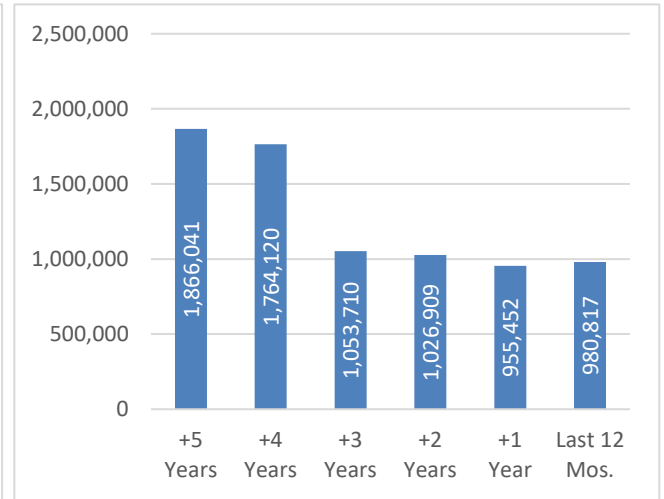
## Branch Visits



## Catalog Visits



## Website Visits



## PCLS Cardholder Statistics



## January and Rolling 12-Month Comparison

	January 2024	January 2023	% Change Jan. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	120,133	96,534	24.4%	1,294,339	1,036,937	24.8%
Catalog Visits	99,559	103,407	-3.7%	1,087,983	1,134,644	-4.1%
Public Website Visits	85,347	91,517	-6.7%	980,817	955,452	2.7%

## Technology

	January 2024	January 2023	% Change Jan. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	15,398	11,887	29.5%	164,970	124,772	32.2%
Wi-Fi Sessions	66,228	54,344	21.9%	843,824	611,649	38.0%

## Public Spaces Usage

	January 2024	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	1,980	17,786	4,625	284.6%
# of Attendees	8,020	74,154	21,534	244.4%

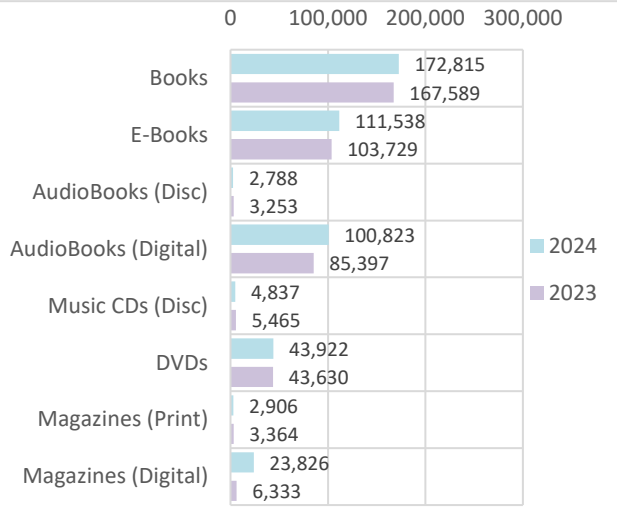
### Notes:

Public Spaces Usage: Use of public meeting rooms restarted in January 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 - January 2024

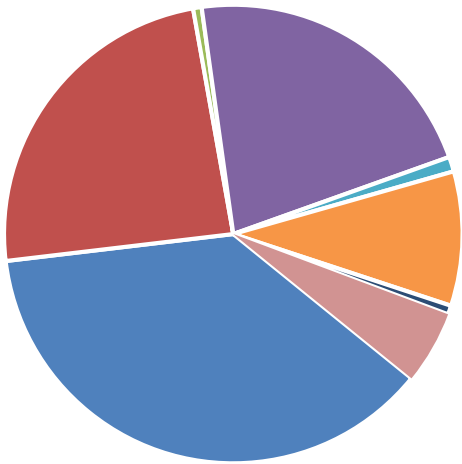
## January 2024 vs January 2023 Checkouts



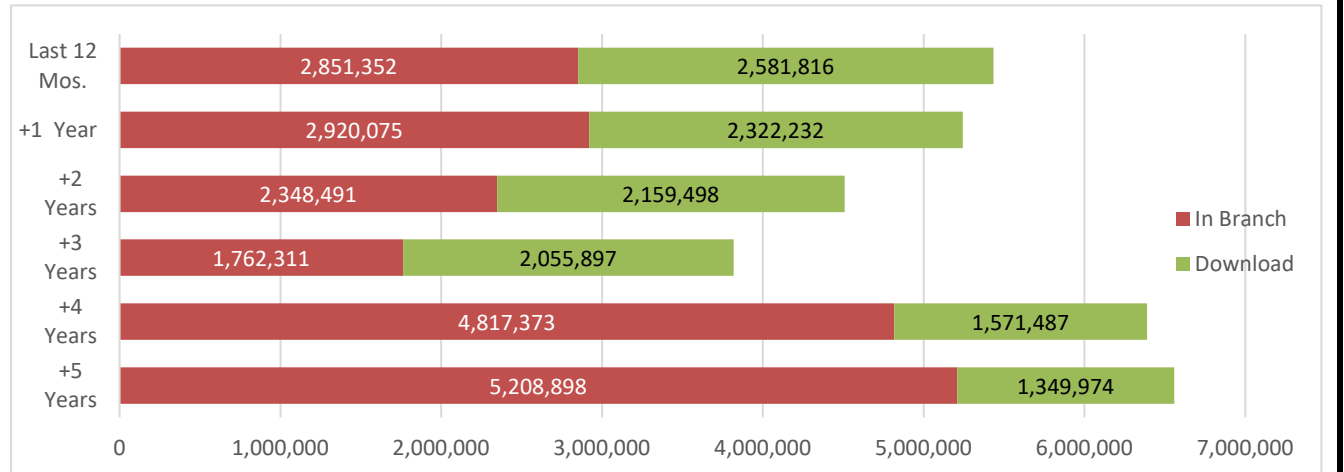
## Data Table

Categories	December 2023	January 2024	January 2023	% Change of Jan. Year Over Year	% of Total Jan. 2023 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	146,310	172,815	167,589	3.12%	37.29%	1,990,708	2,007,006	-0.81%
E-Books	101,591	111,538	103,729	7.53%	24.07%	1,189,528	1,156,245	2.88%
AudioBooks (Disc)	2,600	2,788	3,253	-14.29%	0.60%	34,912	41,769	-16.42%
AudioBooks (Digital)	92,229	100,823	85,397	18.06%	21.75%	1,046,570	915,935	14.26%
Music CDs (Disc)	5,127	4,837	5,465	-11.49%	1.04%	58,535	65,803	-11.05%
DVDs	42,704	43,922	43,630	0.67%	9.48%	496,318	531,062	-6.54%
Magazines (Print)	2,750	2,906	3,364	-13.61%	0.63%	36,625	38,115	-3.91%
Magazines (Digital)	22,508	23,826	6,333	276.22%	5.14%	148,235	69,021	114.77%
<b>Totals:</b>	<b>415,819</b>	<b>463,455</b>	<b>418,760</b>	<b>10.67%</b>	<b>100.00%</b>	<b>5,001,431</b>	<b>4,824,956</b>	<b>3.66%</b>

## Checkouts By Format - January 2024



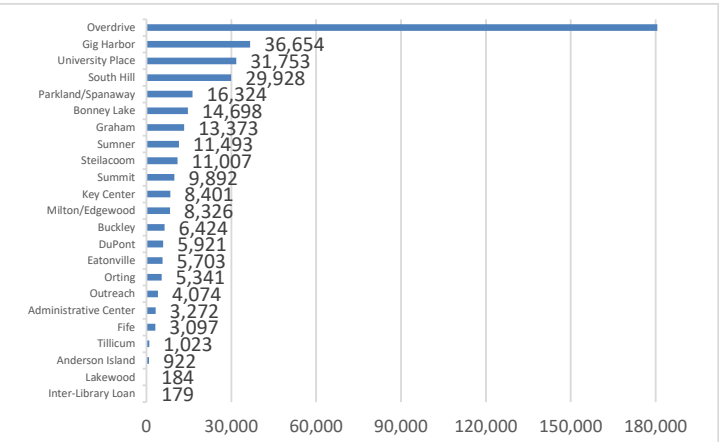
## Collection Checkouts



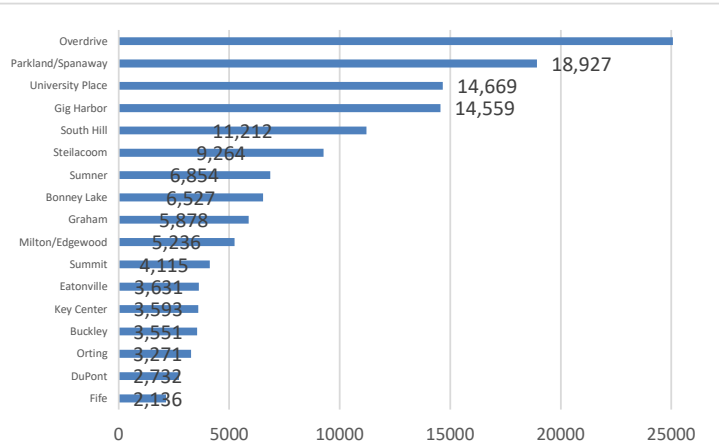
# Activity - January 2024

Location	Checkouts				Visitors			
	January 2024	Last 12 Mo.	+1 Year	% Change	January 2024	Last 12 Mo.	+1 Year	% Change
Administrative Center	3,272	28,034	32,771	-14.5%	No "visitors" for Administrative Center			
Anderson Island	922	9,807	6,370	54.0%	No Door Counter for Anderson Island			
Bonney Lake	14,698	169,087	178,810	-5.4%	6,527	78,573	66,437	18.3%
Buckley	6,424	76,557	73,298	4.4%	3,551	38,425	31,039	23.8%
DuPont	5,921	74,707	74,926	-0.3%	2,732	35,494	29,491	20.4%
Eatonville	5,703	61,965	64,197	-3.5%	3,631	43,183	35,098	23.0%
Fife	3,097	36,501	37,571	-2.8%	2,136	26,257	21,108	24.4%
Gig Harbor	36,654	410,865	429,810	-4.4%	14,559	161,179	132,355	21.8%
Graham	13,373	146,848	140,459	4.5%	5,878	58,717	44,856	30.9%
Inter-Library Loan	179	3,137	3,217	-2.5%	No "visitors" for Inter-Library Loan			
Key Center	8,401	99,331	96,067	3.4%	3,593	44,195	35,595	24.2%
Lakewood	184	1,812	80,870	-97.8%	No "visitors" for Lakewood			
Milton / Edgewood	8,326	99,057	100,661	-1.6%	5,236	56,005	42,403	32.1%
Orting	5,341	59,197	57,284	3.3%	3,271	36,274	28,096	29.1%
Overdrive	212,361	2,236,098	2,072,180	7.9%	34,440	371,591	324,871	14.4%
Outreach	4,074	38,118	28,430	34.1%	651	6,197	4,369	41.8%
Parkland / Spanaway	16,324	201,384	201,259	0.1%	18,927	182,040	125,727	44.8%
South Hill	29,928	340,825	349,319	-2.4%	11,212	122,673	95,045	29.1%
Steilacoom	11,007	133,930	117,275	14.2%	9,264	94,488	70,807	33.4%
Summit	9,892	117,815	130,649	-9.8%	4,115	50,162	40,816	22.9%
Sumner	11,493	135,580	139,299	-2.7%	6,854	69,355	55,264	25.5%
Tillicum	1,023	13,813	10,601	30.3%	2,657	25,242	15,528	62.6%
University Place	31,753	358,875	336,323	6.7%	14,669	157,026	114,836	36.7%
<b>Total</b>	<b>440,350</b>	<b>4,853,343</b>	<b>4,761,646</b>	<b>1.9%</b>	<b>153,903</b>	<b>1,657,076</b>	<b>1,313,741</b>	<b>26.1%</b>

## January Checkouts



## January Visitors



## Location Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration	Notes
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					
Eatonville	8/14/2023	8/19/2023	6 days	HVAC repair					
Bonney Lake	1/16/2024	1/17/2024	2 days	Water issue					
Fife	1/16/2024	1/16/2024	1 day	Water issue					

Visitors: January 2024 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

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# MEMO



Date: March 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 Lakewood Libraries Update

In the month of February, the site development contractor (“Contractor”) continued readying the Interim Lakewood Library site for March’s foundation work. February site preparations included clearing, grading, and compacting; installation of main utility lines for water and storm drain; and installation of perimeter curbing. The Contractor is awaiting utility tie ins from the Water District and Tacoma Power, scheduled for March. Once main water service is tied in, the Contractor will install fire service, domestic water, and sewer lines to meet the building footprint. Also, once Tacoma Power installs their transformer, the Contractor will install conduit and wiring. Foundation work is expected to take place in April after underground site utility work is completed in March.

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# MEMO



Date: March 4, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Future Lakewood Libraries Planning

We have successfully secured a date and time that a quorum of Trustees have indicated they can attend a Study Session to begin deliberations on the long-term planning for Lakewood libraries. The meeting will be held on Saturday, April 20, 2024, from 1:30 – 3:30 p.m. at the Administrative Center. Staff will begin preparations to support the Board’s work in this workshop. Please reach out to me or Petra with any special requests or questions as we design the agenda and work materials. This session will focus on the downtown library.

We are still working to identify a date and time for the 2<sup>nd</sup> Study Session to consider recommendations for the Tillicum library. We expect to secure a date in May for that work.

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# MEMO



Date: March 4, 2024

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

From: Clifford Jo, Business & Compliance Director

Subject: Lakewood Library – Tree Artifact Transfer

The Library and City of Lakewood (“City”) have been working together for a number of months on transferring ownership of the historic tree stump (“Tree Artifact”) currently housed at the Lakewood Library. As reported previously, the City has graciously accepted the Tree Artifact and will display it at Fort Steilacoom Park (8714 87<sup>th</sup> Ave SW, Steilacoom, WA 98498).

Given its size and weight, its removal must occur during the early stages of demolition (the roof needs to be carefully removed prior to the Tree Artifact’s removal from its base). An engineer has provided guidance for this process, which is included in the Request for Bids for demolishing the Lakewood Library.

The City is working with the Nisqually Tribe and putting markers on ring ages for key events to honor the indigenous history of the area.

The Library will pay for its removal from Lakewood Library and the cost of its physical transfer to the final location. The City will pay for installation and upkeep.

An Interlocal Agreement (ILA) is attached for your review, which has been reviewed and approved by the City’s counsel. The City will have acted on this ILA during its March 4, 2024 regular council meeting. We recommend the Board of Trustees approve the ILA.

***Action: Move to authorize the Executive Director to enter into the Interlocal Agreement between the Library and City of Lakewood, as presented.***

**Interlocal Agreement  
Between Pierce County Rural Library District  
and  
City of Lakewood**

This Interlocal Agreement (the “Agreement”) is entered into by and between Pierce County Rural Library District (the “Library”), a junior taxing district operating in the County of Pierce in Washington State, and City of Lakewood (the “City”), a municipal corporation, similarly operating in said county and state. The Library and the City are referred to individually as “party” and collectively as “parties.”

**Purpose and Scope**

The purpose of this Agreement is to identify the roles and responsibilities of the City and the Library as they relate to the ownership, transfer, handling, and storage of the Douglas Fir section of tree (the “Tree Section”) having been born in or around 1359, colloquially known as “The Big One”, that has been in continuous possession and on public display since 1963 at the Lakewood Library, having address at 6300 Wildaire Rd SW, Lakewood, WA 98499.

**Term of Agreement**

The period of this Agreement begins March 4, 2024 and remains in force perpetually thereafter, unless terminated by mutual written agreement of the parties as provided herein.

**Roles and Responsibilities**

The City agrees to:

- Identify and provide reasonable accommodations (the “Storage”) for the Tree Section, in a manner that it remain reasonably safe and secure from hazards, environmental wear, vandalism, and other accidental or purposeful damages that may occur during the course of ownership;
- In accordance to the City’s practices, periodically check the condition of the Tree Section, and mitigate any potential or actual damage that may have occurred in Storage; and
- Enjoy all ownership rights of the Tree Section in accordance to the will of the City, including, but not limited to, storage, preservation, treatment, transfer, display, handling, and surplus and disposition.

Library agrees to:

- Remove the Tree Section from the Lakewood Library prior to or as part of demolition of the facility, in a manner that safeguards it from damage during removal and transportation; If the Tree Section is damaged or falls apart prior to the secure installation at the chosen site, the library will be responsible for clean-up and removal of any tree section debris.



- Coordinate with City staff and contractors to safely transport the Tree Section to the Storage defined herein;
- Release all ownership rights to the City;
- Bear all costs in the removal and transportation as provided herein these duties; and
- Upon the date of transfer to Storage, conveys to the City the sole rights of ownership, including, but not limited to, decisions regarding storage, preservation, treatment, transfer, display, handling, and surplus and disposition of the Tree Section, should the City so desire.

### **General Terms and Conditions**

1. **Termination:** Either party may terminate this Agreement by providing written notice to the other party within twenty (20) business days of termination. Upon termination, all provisions contained herein end, and no further expectation is made of the parties' roles and responsibilities.
2. **Automatic Termination Upon Surplus.** Should the City so act to surplus, which may include transfer of ownership to or handling by another entity, this Agreement shall terminate automatically upon the effective date of the City's surplus action.
3. **Compensation.** The parties agree and understand that no compensation to either party is involved in this Agreement, now and in the future. Further, should the City surplus the Tree Section and receive any proceeds through its disposition, the Library shall carry no expectation of sharing any of said proceeds.
4. **Amendments.** This Agreement may only be amended by the written consent of both parties.
5. **Contact:**

Library's principal contact is:

Clifford Jo  
 Business and Compliance Director  
 Pierce County Library System  
 253-548-3453  
[cjo@piercecountylibrary.org](mailto:cjo@piercecountylibrary.org)

City's principal contact is:

Mary Dodsworth  
 Director, Lakewood Parks, Recreation and Community Services  
 253-983-7741  
[mdodsworth@cityoflakewood.us](mailto:mdodsworth@cityoflakewood.us)

6. **Public Records Act/Confidentiality.** Notwithstanding any other provision herein, City and Library acknowledge that both parties are public agencies subject to the state Public Records Act, Chapter 42.56 RCW. Upon receipt of a public record request for any material which is the subject of this Agreement, the receiving party will promptly notify the other party of the request. If the other party desires to prevent release of the material, it shall be the other party's sole responsibility to obtain a court order enjoining the release.

7. **Indemnification and Hold Harmless.** The City shall protect, defend, indemnify, and hold the Library, its agents, employees, officials harmless from, and shall process and defend at its own expense any and all claims, demands, suits, penalties, losses, damages, or costs of any kind whatsoever (hereinafter “claims”) brought against the Library arising out of or incident to the negligent execution of, performance of, or failure to perform this Agreement; provided, however, that if such claims are caused by or the result from the concurrent negligence of the City, its agents, employees, and/or officers and the Library, its agents, employees, and/or officers, this paragraph shall be valid and enforceable only to the extent of negligence of the City, its agents, employees, and/or officers; and provided/further that nothing in this paragraph shall require the City to indemnify, hold harmless, or defend the Library, its agents, employees, and/ or other officers from any claims caused by or resulting from the sole negligence of the Library, its agents, employees, and/or officers. The City’s obligation under this paragraph shall include indemnification of the City’s own employees or agents.
8. **Survival.** All terms of this Agreement shall survive transfer of ownership from Library to City.

For City

*John J. Caulfield*

Signature

John J. Caulfield, City Manager

Name/Title

March 4, 2024

Date

For Library

Signature

Name/Title

Date

Approved as to form:

*Heidi Ann Wachter*

Heidi Ann Wachter, City Attorney

Attest:

*B. Schumacher*

3/5/2024

Briana Schumacher, City Clerk

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# MEMO



Date: March 5, 2024

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

From: Clifford Jo, Business & Compliance Director

Subject: Sumner Library LCFA—Development, Ownership & Management Agreement

The Library and the to-be-formed Sumner Library Capital Facilities Area (LCFA) governing body will be meeting on March 14, 2024, to review and act on several documents that form the Sumner LCFA and move the voter-approved bond forward towards its sale and repayment.

A critical document necessary is the agreement between the Library and Sumner LCFA that stipulates the primary responsibilities and terms and conditions that will be in force for the duration of the Sumner LCFA's existence (until such time bond repayments have been satisfied).

Dan Gottlieb, our attorney on these matters, created the document based on other LCFA arrangements in Washington State, and it has been reviewed by Pierce County Council's attorney, Susan Long. Dan and Susan will present this during the March 14, 2024 meeting.

We are asking for your approval.

***Action: Move to authorize the Executive Director to sign the Sumner Library Development Ownership and Management Agreement, as presented.***

**SUMNER LIBRARY  
DEVELOPMENT, OWNERSHIP AND MANAGEMENT AGREEMENT**

**I. PARTIES**

This Sumner Library Development, Ownership and Management Agreement (this “Agreement”) is entered into by and between the Pierce County Rural Library District, a Washington municipal corporation doing business as the Pierce County Library System (“PCLS”), and the Sumner Library Capital Facility Area, a Washington quasi-municipal corporation (the “SLCFA”) (PCLS and the SLCFA are collectively hereafter referred to herein as the “Parties”).

**II. PURPOSE AND RECITALS**

- 2.1 Upon the request of the Board of Trustees of PCLS and the approval of the affected voters, all pursuant to chapter 27.15 RCW, the SLCFA was established to acquire, construct, furnish and equip a new library in the City of Sumner (the “Sumner Library”).
- 2.2 The voters authorized the SLCFA to issue bonds in an amount not to exceed \$15,000,000 (the “Bonds”) to acquire, construct, furnish and equip the Sumner Library and to levy the corresponding excess taxes annually to pay the Bonds.
- 2.3 The Parties wish to clearly identify the agreements and understandings among themselves with respect to the development, ownership and management of the Sumner Library to be funded with the proceeds of the Bonds.

**III. APPLICABILITY AND TERM**

- 3.1 Applicability. This Agreement shall apply to the Sumner Library and the Bonds and otherwise as expressly set forth herein.
- 3.2 Term. This Agreement shall be in effect until the SLCFA is dissolved according to law after all obligations under any general obligation bonds, including, but not limited to, the Bonds, issued by the SLCFA have been discharged and any other contractual obligations of the SLCFA have been discharged or assumed by another governmental entity.

#### IV. RESPONSIBILITIES OF PARTIES

- 4.1 Funding. The SLCFA shall issue the Bonds in one or more series in an aggregate principal amount not to exceed \$15,000,000, and shall apply the proceeds exclusively to provide funding for the acquisition, construction, furnishing and equipping of the Sumner Library, consistent with the provisions of chapter 27.15 RCW; provided, that PCLS shall select, on behalf of the SLCFA, the underwriter or bank purchaser, bond counsel and any other consultants necessary for the issuance of the Bonds. PCLS shall be responsible for administering the finances of the SLCFA including, but not limited to, the Bond proceeds and excess levy proceeds.
- 4.2 Title to Sumner Library. PCLS holds fee simple legal to the land upon which the Sumner Library will be built. PCLS agrees to provide access to such land to the extent necessary for construction and development of the Sumner Library. Upon completion of the construction and development of the Sumner Library, the SLCFA shall transfer title to its interests in the building, furnishings and equipment comprising the Sumner Library to PCLS by quit claim deed.
- 4.3 Design and Construction. PCLS shall select and contract, on behalf of the SLCFA, with the architects, engineers, contractors and/or other consultants for the development of the Sumner Library, and approve of their work. PCLS shall have the right to make final design decisions, subject to the requirements, if any, of applicable law. PCLS shall be responsible for administering the construction of the Sumner Library. PCLS shall be responsible for the selection and acquisition of the furnishings, library collections and equipment including, but not limited to, those to be acquired with Bond proceeds.
- 4.4 Maintenance and Operation. The Parties intend that, upon completion of construction, PCLS shall own, maintain and operate the Sumner Library.

#### V. DISPUTE RESOLUTION

- 5.1 The Parties mutually agree to enter into mediation through an agreed upon mediator and process, if agreement cannot be reached regarding interpretation or implementation of any provision of this Agreement. The parties shall use the mediation process in good faith to attempt to come to agreement early in the process, and prior to any appeals or litigation which either might otherwise be entitled to bring.

**VI. CONTACTS FOR PARTIES**

Executive Director  
Pierce County Rural Library District  
3005 112th Street E,  
Tacoma, WA 98446-2115  
(253) 548-3421

Chair  
Sumner Library Capital Facility Area  
c/o Pierce County Rural Library District  
3005 112th Street E,  
Tacoma, WA 98446-2115  
(253) 548-3420

**IN WITNESS WHEREOF**, the parties have signed this Agreement, effective on the latest date indicated below.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

PIERCE COUNTY RURAL LIBRARY DISTRICT,  
doing business as PIERCE COUNTY LIBRARY SYSTEM

\_\_\_\_\_  
Chair, Board of Trustees

Date: \_\_\_\_\_

ATTEST:  
  
\_\_\_\_\_

SUMNER LIBRARY CAPITAL FACILITY AREA

\_\_\_\_\_  
Chair

Date: \_\_\_\_\_

ATTEST:  
  
\_\_\_\_\_

\_\_\_\_\_  
Secretary

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# MEMO



Date: March 4, 2024

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

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

Subject: Naming Recognition Policy Revision

This month, the only new policy for discussion is the Naming Policy. With new building projects on our horizon, the Pierce County Library Foundation has resumed their capital campaign work to support the new Sumner Library. The Pierce County Library Naming Policy has not been revised since 2013.

The proposed policy updates are summarized below:

- Expanding the scope of the policy to address recognition, include spaces inside a building, add a timeline for renewal of gifts, and clarify that naming recognition is tied to financial gifts.
- Changing the responsibility to approve the giving and recognition levels for the Foundation and Library to the Executive Director and Foundation Director, instead of the Board of Trustees.
- Defining a threshold for giving levels for whole building naming.
- Adding a morals clause provision to empower the Library to reconsider a named space or building if the donor adversely affects the reputation or business of the Library or Foundation.

This is the first discussion, and we look forward to hearing Trustee comments, questions, or concerns.

# Board Policy



## Naming

### Policy Statement

Library branches are named for geographic locations that reflect the community that they primarily serve. Areas within facilities may be named in recognition of donors who have made significant contributions to the Pierce County Library.

### Purpose

To establish naming conventions which ensure easy understanding of facility locations for customers, and to allow opportunities for the Library to recognize significant contributions.

### Definitions

Significant contribution: Money, securities, real or personal property, or contributions of services or service that represent a major percentage of the cost of the portion of the facility named or represent a significant donation to the Pierce County Library Foundation or significant contribution to the Pierce County Library.

### Policy

Library branches are named for geographic locations that reflect the community that they primarily serve and are most effective in helping library users identify where library services are available and which library is more convenient for their use.

Changes in branch names will be considered if a name no longer provides a readily apparent indication of the branch's service area.

All names or changes to names applied to a facility or portion of a facility must be approved by the Board of Trustees.

### Naming as recognition

Persons or groups who have made a significant financial or other contribution to the Pierce County Library may be honored by applying their name to an area of a facility, such as a community room or children's area.

Not all significant contributions will be recognized by naming.



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# Board Policy



The Fund Development Director and the Library Executive Director will develop naming opportunities, guidelines and thresholds that ensure equity and consistency. Such opportunities are intended to allow the Library to show appreciation for significant contributions and to inspire significant contributions in the future.

Prior to a major capital campaign, the Board of Trustees will approve a campaign list and thresholds for naming opportunities related to the project.

Naming as recognition generally lasts for the useful life of the space or facility. The Library reserves the right to determine whether existing named spaces will be transferred when a facility is replaced or remodeled.

An exception to geographically-oriented names of branches may be considered by the Board of Trustees when a branch site and/or construction is financed through private contribution(s) and when such contribution(s) equal a significant portion of the total project cost.

Adopted by the Pierce County Rural Library District Board of Trustees (as Policy on Branch Library Names): January 21, 1981.

Revised and renamed (Naming Policy): September 17, 1998.

Revised: May 15, 2013

## Related Policies/Procedures

Gifts

Procedures for acceptance of gifts

Other:

Named areas list

# Board Policy



## Naming Recognition

### Policy Statement

Pierce County Library System (the “Library”) locations are typically named for geographic areas where they are located. In certain circumstances, the Library will recognize donors through the display of commemorative signage and/or by bestowing a donor’s name on a Library space.

### Purpose

To establish naming conventions which ensure easy understanding of facility locations for the public, and to allow opportunities for the Library to be consistent and equitable in recognizing substantial donations.

### Policy

The ~~Fund Development~~ Foundation Director and the Library Executive Director develop naming opportunities, guidelines, and thresholds to ensure equity and consistency. Such opportunities are intended to allow the Library to show appreciation for substantial donations and to inspire substantial donations.

Prior to, or in the midst of, a major capital fundraising initiative conducted by the Foundation, the Library Executive Director and Foundation Director will approve a list of naming opportunities and thresholds related to the project.

Naming as recognition generally lasts for the useful life of the space of facility. The Library reserves the right to determine whether existing named spaces will be transferred when a facility is replaced or remodeled.

An exception to geographically-oriented names of libraries may be considered when a library site or construction, or both, if financed in part through private donation(s) and when such donation(s) equal or exceed a substantial portion of the total project cost.

Changes in library names will be considered if a name no longer provides a readily apparent indication of the library’s geographic area.

Honoring opportunities may be offered to individuals, foundations, groups, or corporations in recognition of substantial funding support for the Library and its programs. Donors seeking such opportunities may have the choice of honoring a leading community figure or requesting that their name or the name of another individual or entity be recognized. Honoring opportunities do not extend beyond the useful life of the spaces or facilities in which they are located.

**Commented [DC1]:** Added to more accurately reflect as to why a building or space within a building is named

**Commented [DC2]:** Similar wording of current Board policy; updated to more accurately reflect how PCLS refers to itself as a system

**Commented [DC3]:** Nearly identical to current Board policy; updated for benefit of the entire public rather than just customers

**Commented [GC4]:** Taken from current policy with some edits

**Commented [GC5]:** Current policy states Board of Trustees approves naming opportunities. The Foundation Director and Library Executive Director collaborate on the building projects and capital campaigns and have authority within the scope of job duties to do this work.

**Commented [DC6]:** Added verbiage for flexibility

**Commented [DC7]:** Taken directly from current Board policy, but positioned here instead; edits made to provide clarity

**Commented [DC8]:** New

# Board Policy



Substantial donation: Cash, securities, real or personal property, or contributions of services or service that represent a major percentage of the cost of the portion of the facility named or represent a substantial donation to the Pierce County Library Foundation (the “Foundation”), a separate

Washington State nonprofit organization having 501(c)(3) status. “Substantial”, in the context of this policy, shall be determined solely by the Foundation and Library.

Not all substantial donations will be recognized by naming.

## 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 [DC9]:** Added to reflect Library’s preference for Foundation to receive donation(s)

**Commented [GC10]:** This is a new section now common in philanthropy. This section is consistent with the Donations and Sponsorship Policy.

Adopted by the Pierce County Rural Library District Board of Trustees (as Policy on Branch Library Names): January 21, 1981.  
Revised and renamed (Naming Policy): September 17, 1998.  
Revised: May 15, 2013

## Related Policies/Procedures

Gifts  
Procedures for acceptance of gifts

Other:  
Named areas list

# Board Policy



## **Naming Recognition**

### **Policy Statement**

Pierce County Library System (the “Library”) locations are typically named for geographic areas where they are located. In certain circumstances, the Library will recognize donors through the display of commemorative signage and/or by bestowing a donor’s name on a Library space.

### **Purpose**

To establish naming conventions which ensure easy understanding of facility locations for the public, and to allow opportunities for the Library to be consistent and equitable in recognizing substantial donations.

### **Policy**

The Foundation Director and the Library Executive Director develop naming opportunities, guidelines, and thresholds to ensure equity and consistency. Such opportunities are intended to allow the Library to show appreciation for substantial donations and to inspire substantial donations.

Prior to, or in the midst of, a major capital fundraising initiative conducted by the Foundation, the Library Executive Director and Foundation Director will approve a list of naming opportunities and thresholds related to the project.

Naming as recognition generally lasts for the useful life of the space of facility. The Library reserves the right to determine whether existing named spaces will be transferred when a facility is replaced or remodeled.

An exception to geographically-oriented names of libraries may be considered when a library site or construction, or both, is financed in part through private donation(s) and when such donation(s) equal or exceed a substantial portion of the total project cost.

Changes in library names will be considered if a name no longer provides a readily apparent indication of the library’s geographic area.

Honoring opportunities may be offered to individuals, foundations, groups, or corporations in recognition of substantial funding support for the Library and its programs. Donors seeking such opportunities may have the choice of honoring a leading community figure or requesting that their name or the name of another individual or entity be recognized. Honoring opportunities do not extend beyond the useful life of the spaces or facilities in which they are located.

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# Board Policy



Substantial donation: Cash, securities, real or personal property, or contributions of services or service that represent a major percentage of the cost of the portion of the facility named or represent a substantial donation to the Pierce County Library Foundation (the “Foundation”), a separate

Washington State nonprofit organization having 501(c)(3) status. “Substantial”, in the context of this policy, shall be determined solely by the Foundation and Library.

Not all substantial donations will be recognized by naming.

## **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.

Adopted by the Pierce County Rural Library District Board of Trustees (as Policy on Branch Library Names): January 21, 1981.

Revised and renamed (Naming Policy): September 17, 1998.

Revised: May 15, 2013

## Related Policies/Procedures

### Gifts

Procedures for acceptance of gifts

### Other:

Named areas list

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# MEMO



Date: March 1, 2024

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

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

Subject: Donations and Sponsorship Policy – 1<sup>st</sup> Reading

During the February meeting, Trustees discussed the proposal to combine the Gifts and Sponsorships policies into a single policy, now titled Donations and Sponsorship. During the discussion, Trustees raised a question regarding the absence of age as a specified factor in the policy draft. We appreciate the identification of this omission. Age has been included in the standard language covering protected classes, and the revised draft now reflects this update. There are no further changes to the proposed revision.

# 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 age, 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]:** Added age to list of protected classes

**Commented [GC4]:** 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 [GC5]:** 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 [GC6]:** 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 [GC7]:** 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.

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; ~~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.

## 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 [GC8]:** From current (amended terminology). PCLS cannot require (by law), but does prefer donations are made to the Foundation.

**Commented [GC9]:** From current Sponsorships Board policy with some updates.

**Commented [GC10]:** 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.

**Commented [GC11]:** 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 age, 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.

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# MEMO



Date: March 1, 2024

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

From: Gretchen Caserotti, Executive Director and Cheree Green, SHRM-CP, Staff Experience Director

Subject: HR Manual – 2nd Reading and Action

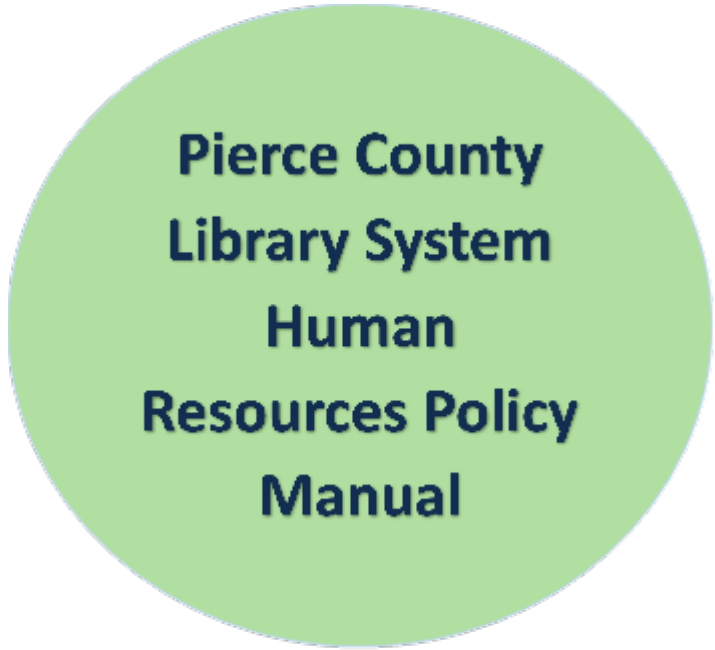
As a reminder, over the last several months, Staff Experience has taken a full inventory of all human resource policies, programs, procedures, and guidelines which were stored and posted in multiple places internally. In continuing our work to streamline and simplify policies, we combined all employment-related materials into one document for ease of access and consistency. This resulted in the development of the Human Resources Manual (“Manual”), which we 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 the second reading. There are no changes to this draft from the version reviewed at the February regular meeting. Thank you for your thoughtful consideration. This draft is ready for action.

***Action: Move to approve the Human Resources Manual as presented, effective April 1, 2024.***



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](http://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](http://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](http://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](mailto: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 1<sup>st</sup>.
- 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](mailto: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](mailto: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](http://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](mailto: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](http://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](http://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](http://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](mailto: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:

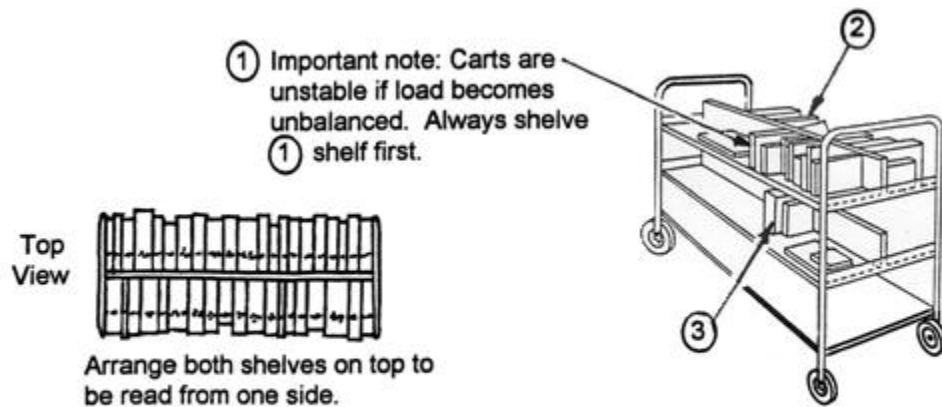
##### Required PPE:

- 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

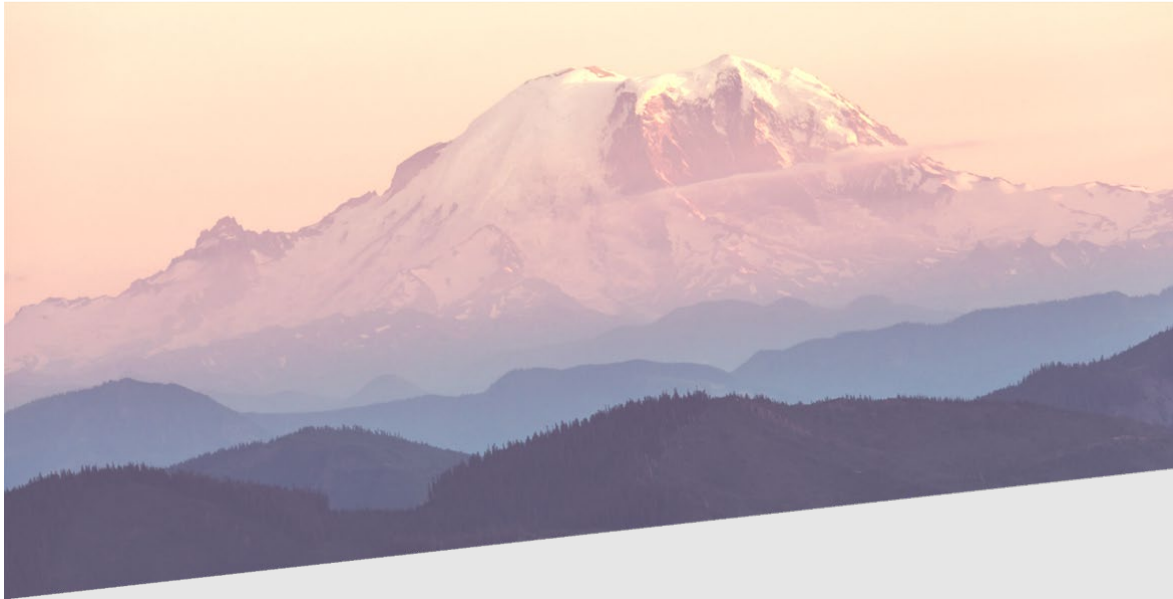
- Absence without leave: Any unauthorized absence of an employee from work without specific, prior authorization of the department head or designee.
- A.D.A.: Americans with Disabilities act
- Administrative leave: A leave authorized at the discretion of the Executive Director. It may be used in extraordinary 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.



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# MEMO



Date: March 1, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Public Records Request Policy – 2<sup>nd</sup> Reading

Thank you for your thoughtful review and discussion of this policy following Assistant Attorney General Morgan Damerow’s training on the Public Records Act at the February regular meeting.

Mr. Damerow has since reviewed our draft policy as it was presented in February and made several recommendations which are noted in the attached revision. These include removing redundancies or restrictive language, correcting an RCW citation, and including the reasoning around the denial for accepting records requests through social media and voicemails.

At the March meeting, following the Public Hearing regarding the proposed fee schedule, we will seek your approval of the policy as presented.

***Action: Move to approve the Public Records Request Policy as presented.***

# Board Policy



*Draft February 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](mailto: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.~~

**Commented [PM1]:** This is redundant to section in delivery of records

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### Submitting Requests

All requests ~~must~~ should 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 requesters 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~~ should 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. A means of communicating to the requester, such as ~~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.

**Commented [PM2]:** Name is not required - just need a means of communicating

The Library will respond to all Public Records Act requests within five (5) business days in compliance with RCW ~~42.56.070~~ 42.56.520. 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 [PM3]:** Incorrect citation. 42.56.520 addresses the prompt response requirement.

### 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 other 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

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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.

Commented [PM4]: This should apply to any installment.

#### 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. Because social media and voicemails may not be monitored daily. The Library not accept record requests ~~via social media or voicemail~~ these means.

Commented [PM5]: Damerow recommends stating the reason for not accepting requests through these means.

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 confidentiality 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->

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[4bde-a221-0d6814ef6cdc/Public-RecordsAct.pdf.aspx?ext=.pdf#page=67](https://www.mypcls.org/4bde-a221-0d6814ef6cdc/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

Prior to releasing a record, the Library may, at its discretion, provide notice to an individual or organization named in a public record or to whom the record specifically pertains (unless notice is required by law) to allow the third party to seek relief pursuant to RCW 42.56.540. ~~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 [PM6]:** Damerow recommends including the language in the PRA which is more broad.

### 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.

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**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 [PM7]:** Remove the word first. Should apply to all installments

**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. Revised March 13, 2024.**

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	
<b>DEPOSITS</b>		
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.		



# Board Policy



*Draft February 26, 2024*

## Public Records Request

### Policy Statement

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### 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  
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253-548-3420  
[publicrecordsofficer@piercecountylibrary.org](mailto: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.

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## Submitting Requests

All requests should 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 requesters 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.

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1. The date and time of the request;
2. A means of communicating to the requester, such as, mailing address, telephone number, and email address;
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 42.56.520. A Library response to the Requester may include:

- a. Notifying the requester that the documents are available for inspection or copying,
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- d. Identifying the physical location or internet site where the documents are available to the public, or
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- 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.

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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 installment, the Library may deem the request abandoned and stop fulfilling the remainder of the request.

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### **Exemptions**

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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

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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**

Prior to releasing a record, the Library may, at its discretion, provide notice to an individual or organization named in a public record or to whom the record specifically pertains (unless notice is required by law) 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:

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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 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. Revised March 13, 2024.**

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 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.)

# Unfinished Business (cont.)

Public Records Request Policy - 2nd Reading [ACTION]

*Action: Move to approve the Public Records Request Policy as presented.*



# New Business

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# MEMO



Date: March 4, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: New Sumner Library Building Project Update

Upon signing and executing the contract for architectural services with Johnston Architects, we immediately set to work in the predesign phase. This work includes reviewing PCLS-provided information, including the Building Program Template and recent years' public engagement reports, Library Capital Improvement Program funding requirements, and local and state code requirements. This phase also includes the work to establish a project schedule, analyze information, and establish project goals and priorities.

We have established a PCLS Core Team that includes myself, Business and Compliance Director Cliff Jo, Facilities and Capital Projects Director Kristina Cintron, and PCLS Project Manager Christina Neville-Neil. This group meets with the architects and serves to steer the project forward, representing various aspects. As Board Liaison, Trustee Pat Jenkins is invited to attend these meetings as he is able. The secondary PCLS team is our internal steering group, comprised of the above individuals and Library leaders from Collection Management, Communications, IT, Facilities, Customer Experience, the Foundation, and Finance. This group provides the Core Team and architects the critical detailed information needed as we start to pull all the threads of this project together, weaving conceptual designs and site layout options.

This first phase of the building design is expected to take approximately 12 weeks to complete. In April, the architects will provide our first look at cost estimates with the information they have as of today.

The second phase of the project is Schematic Design, also lasting approximately 12 weeks and starting in April. In this phase, the architects will provide us some ideas to respond to; both PCLS and the community engagement efforts will begin. Without unanticipated setbacks, we aim for this phase to be complete by the end of July.

The next phase is Design Development, expected to last approximately 14 weeks and taking us into the fall of 2024. This phase brings more broad concepts into a sharper focus. Boxes on paper will start to develop details as the mechanical, electrical, and structural designs start to enter the project. In Design Development, we start to plan for the fixtures, furnishings, and equipment – what will go inside the library when it's finished. Public engagement activities will continue, as well as ongoing cost-estimating to keep ourselves in budget. Throughout this phase, we'll be working with the City of Sumner for project permitting and approval.

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The final phase in the 2024 project will be Construction Documentation. This will occur after all of the above work is completed and we, the building owners, are satisfied with the design and affirm the estimated costs are within our resources. This work is completed by the architects and is expected to last approximately 16 weeks. In the current schedule, we anticipate this taking place at the end of 2024. Once this phase is complete, we will move into the bidding, and then construction, of the library.

This outline is in line with prior information presented on this new building project with design in 2024 and construction starting in 2025. Actual timelines for any opening will not be known until we have bids and contracts for the construction, but we will have a better idea of estimated construction once the scope of the design and construction needs are better determined later into 2024.

The architectural team is fully engaged and moving quickly, as we've requested.

I am responsible for keeping the City of Sumner updated on our progress and will be providing an update at their City Council meeting on March 11, 2024, at 6 p.m. at Sumner City Hall (1104 Maple Street). Trustees are invited to attend or watch [online](#). I will be sharing much of the information provided above. Cliff Jo, Petra McBride, and I are working closely with Pierce County Council and our attorney and preparing for our first Sumner Library Capital Facility Area meeting with the LCFA Board on March 14, 2024 at 9 a.m. in Council Chambers (930 Tacoma Avenue S, Room 1046). [Online](#) viewing is also available.

We look forward to hearing what questions the Trustees have at our meeting.

# Officers Reports

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# MEMO



Date: February 29, 2024

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

From: Connie Behe, Deputy Director

Subject: 2024 All Staff Day

As we eagerly anticipate the upcoming 2024 All Staff Day on April 11, we are pleased to share with you an overview of the event, encompassing planning, learning objectives, and crucial information that will ensure that this day is a memorable and impactful experience for the entire Library team.

To guarantee the active participation of all staff, we have opted for a system-wide closure on April 11, 2024. The event will take place at the McGavick Center at Clover Park Technical College from 8:30 AM to 5:30 PM and will incorporate various learning modalities, such as storytelling, participatory learning, and staff-led discussions with hands-on activities. The theme of the All Staff Day is “Connection: Purpose, Community, Library Team.”

This marks the first PCLS All Staff Day since 2016, presenting a rare opportunity for the entire Library team to come together, share experiences, and foster connections. We aim to create an environment where all staff members can fully engage in the day's activities without distractions, fostering a focused and immersive learning experience.

The planning and coordination of the All Staff Day is led by Jamie Martin, Customer Experience Administrative Coordinator, along with a diverse team from various departments.

Here are the learning objectives for the day:

- **Understand the Purpose and Plans of the Pierce County Library System:** Learn why the Pierce County Library System exists and what it aims to achieve. Gain a good grasp of the overall goals and plans to work effectively with your team to meet them.
- **See the Important Roles of Community Service Providers:** Discover how community service providers help people in need in Pierce County. Learn how they tackle issues like making services accessible to everyone, celebrating diversity, and ensuring everyone feels included.
- **Build Connections and Understanding within the Library Team:** Connect with your Library colleagues in a meaningful way, creating a positive and friendly work environment. Look for chances to learn more about your team members, contributing to a work community where everyone supports each other.

The agenda includes:

- Welcome and opening remarks by Executive Director Gretchen Caserotti that will address the core purpose and vision for the Pierce County Library System.

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- An inspiring keynote speech by author, magician, and avid library user Angela Sanchez will further set the tone for the day. She will share her story of experiencing homelessness as a child and the key role the library played in her eventual success.
  - The keynote will be followed by a panel discussion with community leaders, in which they will highlight their work and thinking as they address the most pressing needs of the people of Pierce County.
  - In the afternoon, a hands-on work session with our strategic planning consultants, the Coraggio Group, will involve staff in the strategic planning process.
  - The day will close out with a fun, energetic, and informal team-building exercise developed by the All Staff Day Planning Team.

We believe that the 2024 All Staff Day will be a pivotal moment for our Library, promoting a sense of purpose, community, and teamwork among all staff. Your support is invaluable, and we look forward to sharing the success of this event with the Library Board of Trustees.

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# MEMO



Date: March 5, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Trustee Vacancy Recruitment Update

As discussed at the January 10, 2024, Regular Board Meeting, Trustee Jamilyn Penn's term expires on August 13, 2024, and library administrators have begun the recruitment process. On March 1, 2024, the recruitment materials for the Trustee vacancy were posted on the Library's website and local advertising efforts are now underway, including:

- Email outreach to community leaders encouraging referrals.
- Posting information on the PCLS website [trustee.pcls.us](https://trustee.pcls.us)
- Issuing press release to local media outlets
- Distribution of fliers and posters in library branches (including on hold shelves)
- Running print, digital and radio ads (including Spanish radio stations)

The [applications](#) will remain open on the website until March 29, 2024. Starting April 1, the committee will review applications and select 5-7 candidates to interview. As of now, confirmed committee members include Trustees Duncan and Patel, who will represent the PCLS Board of Trustees, and Catherine Rudolph, Strategic Advisor – Community and Regional Affairs, representing Pierce County Executive Bruce Dammeier. The remaining two positions are still being finalized. According to the established process with the County, these positions will be filled by community members who have familiarity with the Library, either as patrons or through community partnerships.

We invite and encourage the Trustees to share this information and opportunity with your own networks. The next action on the recruitment process will be for the Board to move forward recommendations of the selected candidate to the Pierce County Executive at the June Regular meeting. Following all the necessary approval steps, the Pierce County Council will ratify the appointment of a new Trustee.

# MEMO



Date: February 27, 2024

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

From: Mary Getchell, Marketing and Communications Director

Subject: February 2024 Special Election Results

Voters in Pierce County approved all but one of the tax-related measures for school districts in the February 2024 Special Election. Six of the measures were levies, which required a simple majority (50% +1 vote) for approval, and two measures were bonds, which required a super majority (60% + 1 vote) for passage. In all, 91,461 (28.1%) of the 325,527 registered voters in the school districts' voting areas cast ballots in the Special Election.

Voters in the Carbonado Historical School District overwhelming said yes to a four-year levy to fund educational programs and services including teachers, nurses, librarians, and other staff; support technology, athletics, arts, and safety programs; fund textbooks and classroom materials; and maintain playgrounds, playfields, and other facilities.

**Carbonado Historical School District No. 19 – Proposition No. 1**

The levy will provide \$514,564 in 2025, \$559,277 in 2026, \$587,241 in 2027, and \$616,603 in 2028.

<b>Approved:</b>	<b>178</b>	<b>70.08%</b>
Rejected:	76	29.92%

Voters in the Clover Park School District approved replacing a four-year educational programs and operations levy by a wide margin, to fund services including supplies, technology, staff, and transportation.

**Clover Park School District No. 400 – Proposition No. 1**

The levy will provide up to \$25.7 million in 2025, \$26.5 million in 2026, \$27.2 million in 2027, and \$28.1 million in 2028. The tax levy rate is an estimated \$2.36 per \$1,000 of assessed value. Coupled with the state levy equalization money, taxes from the levy will provide approximately 10% of the school district's general fund budget.

<b>Approved:</b>	<b>4,781</b>	<b>59.57%</b>
Rejected:	3,245	40.43%

Voters in the Eatonville School District approved two measures. Proposition No. 1 was for a four-year replacement levy to fund services including employees, instructional materials, technology, and maintaining facilities. Proposition No. 2 was a levy to fund capital facilities to construct, modernize, and remodel existing facilities, including replacing a track and field and roofs, upgrading heating, mechanical, and security systems, improving technology and playgrounds, and funding ongoing safety.

**Eatonville School District No. 404 – Proposition No. 1**



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The levy will collect \$6.3 million in property taxes in 2025, \$6.6 million in 2026, \$7 million in 2027, and \$7.2 in 2028. The estimated levy rate will be \$2.05 per \$1,000 of assessed property value.

**Approved: 1,991 58.18%**  
No: 1,431 41.82%

Eatonville School District No. 404 – Proposition No. 2

The levy will collect \$1.4 million in property taxes in 2025, \$1.4 million in 2026, \$1.5 million in 2027, \$1.6 million in 2028, \$1.7 million in 2029, and \$1.8 million in 2030. The estimated levy rate is \$0.45 per \$1,000 of assessed property value.

**Approved: 1,936 57.31%**  
No: 1,462 42.69%

Voters narrowly passed a six-year levy in the Puyallup School District to restore, improve, and replace school infrastructure. The levy will fund services including replacing heating, ventilation, and air conditioning systems, plumbing, lighting, and roofing, improving technology, school grounds, and access to buildings and playgrounds, and updating fire, intrusion, and security systems.

**Puyallup School District No. 3 – Proposition No. 1**

The six-year levy will provide \$25.7 million in 2025, \$27 million in 2026, \$28.4 in 2027, \$29.7 million in 2028, \$31.4 million in 2029, and \$32.8 million in 2030. The tax levy rate is estimated at an average of \$0.87 per \$1,000 of assessed property value.

**Approved: 12,564 51.32%**  
No: 11,918 48.68%

Voters in Sumner and Bonney Lake gave strong approval for two measures in the Sumner-Bonney Lake School District. Proposition No. 1 replaces a four-year levy for educational programs and operations, including funding additional teachers, nurses, counselors, and mental health professionals and supporting paraeducators, safety officers, and librarians. In addition, the measure funds continuing programs to bring students up to grade level, advanced classes for high-achieving students, athletics, and special education, maintaining schools, playgrounds, plumbing, and heating, ventilation, and air conditioning systems, repairing and maintaining roofs, earthquake safety, alarm and sprinkler systems, and security. Proposition No. 2 replaces a technology and security levy.

**Sumner-Bonney Lake School District No. 320– Proposition No. 1**

The levy will provide up to \$38 million in 2025, \$42 million in 2026, \$45 million in 2027, and \$50 million in 2028. The tax levy rate is estimated at \$2.49 for \$1,000 of assessed property value.

**Approved: 6,351 61.85%**  
No: 3,917 38.15%

**Sumner-Bonney Lake School District No. 320– Proposition No. 2**

The levy will provide \$5 million in 2025, \$6 million in 2026, \$7 million in 2027, \$7.5 million in 2028, \$7 million in 2029, and \$6.5 million in 2030. The tax levy rate is estimated at \$0.37 per \$1,000 of assessed property value.

**Approved: 6,598 64.28%**  
No: 3,666 35.72%

Voters in the Tacoma School District gave significant support for \$650 million of general obligation bonds to fund learning and teaching environments, including replacing and renovating 11 schools, improving food and nutrition services, exterior buildings, playgrounds, and athletic facilities, repairing roofs and heating, cooling, and ventilating and plumbing systems, upgrading boilers and elevators, and retrofitting buildings for earthquake safety.

**Tacoma School District No. 10 – Proposition No. 1**

The \$650 million of general obligation bonds would span up to 25 years.

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<b>Approved:</b>	<b>26,319</b>	<b>68.91%</b>
No:	11,875	31.09%

The only measure voters failed was a bond for the Orting School District, which voters failed for the third time. The bond measure would have funded what the growing school district communicated as critical facility needs. The \$117 million bond would have funded replacing an elementary school and renovating the high school for career and technical education and STEM learning. In addition, the bond was to expand an elementary school, improve safety, health, and security.

**Orting School District No. 344 – Proposition No. 1**

The excess levy rate was estimated at \$1.70 per \$1,000 of assessed property value.

Approved:	2,512	55.83%
<b>No:</b>	<b>1,987</b>	<b>44.17%</b>

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# MEMO



Date: March 1, 2024

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

From: Trisha Muschett, PHR, HR Analyst  
Petra McBride, Manager of Executive Office Administration

Subject: Wellness Program Update

It has been ten years since Pierce County Library System began its partnership with the Association of Washington Cities (AWC), and we continue to build a workplace culture where employee health is valued and supported. Pierce County Library System is among the 117 employers who earned the 2024 WellCity distinction by making an outstanding commitment to employee health. This earns the Library a 2 percent reduction on medical plan premiums in 2025.

The Library continues to expand the focus of its Wellness Program, offering a variety of wellness activities and campaigns to engage and educate staff on ways to improve their overall health and wellbeing.

Throughout the year, the Wellness Committee, comprising 23 dedicated members, diligently organized and championed various activities across all 20 locations. Their efforts received wholehearted support and active involvement from the leadership team, managers, and supervisors.

In 2023, the Wellness Committee:

- Supported leadership skill development for committee members by providing guidance to individuals and sub-groups responsible for managing various wellness programs/activities throughout the year.
- Expanded member's knowledge by attending Healthy Worksite Summit and Wellness Forum trainings to learn how to create an impactful, sustainable wellbeing program and learn about wellness philosophy to expand the variety of activities offered by our wellness program.
  - Held five successful wellness campaigns, including Wellness Award, Spring Trailblazers Challenge, and Fall Recharge Challenge. Additional programs were independently created/promoted by our Wellness Committee and include the Summer Bingo Challenge, Point Defiance Park Clean-up Day, and the Unplugged Challenge focusing on creating habits that promote better sleep.
- Promoted the Wonder Health program offered by AWC throughout the year for staff interested in participating in a year-long program to learn how to eat foods they love while managing weight.
- Partnered with Tacoma Rescue Mission for a third year, organizing a Fall Giving Drive collecting hats, gloves, and personal hygiene items to help homeless individuals in our community. Through the generous donations of staff and Library customers, we collected five (55-gallon) barrels of items.

- Collaborated with the Safety Committee to provide a resource page on our intranet, which included a series of 5 to 15 minute stretching videos, exercises, and safety flyers that staff could follow along with on their breaks.
- Created bulletin board campaigns to inform staff about health/wellness topics throughout the year. Flyers featured topics such as seasonal healthy foods, spring cleaning tips for your health, hiking etiquette, deskercise tips, and activities to boost your mental health.
- Promoted wellness awareness through articles written by committee members and published in our weekly newsletter, covering wellness topics such as local farmer's markets, building psychological resilience, the effects of sugar on the body, UV safety, grief, stress, breast cancer awareness, and plogging (picking up trash while jogging).
- Promoted wellness programs, activities and information using the "Wellness Matters" logo and colorful "Health" icon in all wellness related material.
- Educated employees about AWC's Healthy Decisions program and published monthly articles in our weekly newsletters to encourage employees to take full advantage of their medical, dental, vision, and life plan benefits.
- Promoted Wellness programs through the Castlight app and internal activities, achieving 59% participation and earning a \$500 mini-grant. These funds were used to create traveling Relaxation Kits which included a variety of puzzles, brain games, coloring books, etc. for staff to use during their breaks to support mental health, stress relief, and relaxation.



The Library's ability to maintain high levels of staff participation in these activities demonstrates the success of the Wellness Program and the importance of providing education and activities focused on health and wellness.


The Wellness Committee is already at work planning 2024 campaigns. Our work in 2024 will include the following:

- An updated Wellness Committee Program Charter and operating plan to organize the work for 2024.
- Based on staff feedback, we will focus on providing education and resources to help staff manage mental health, stress, fitness, and healthy eating.
- We look forward to collaborating with the Safety Committee to promote initiatives focusing on safety and health practices in our everyday work environment.
- We will take an in-depth look at staff interests and needs expressed in the 2024 Wellness Survey completed in early February. Committee members will identify and plan programs and activities to offer throughout the year, which supports wellness and Library work.
- We plan to increase staff participation in step challenges by coupling it with a fun activity such as a scavenger hunt or nature walk. We anticipate promoting an activity to benefit the community such as Habitat for Humanity, a park cleanup day, or Relay for Life by partnering with the Culture Forward Committee to coordinate a one-day volunteer event for system wide participation.
- We will also plan to coordinate a drive to benefit the communities we serve by collecting and donating school supplies, food, coats, or other items to be determined at a later date.
- We anticipate earning and using the \$500 mini-grant in 2024 to supplement our wellness activities and incentivize staff to participate in wellness activities.
- We will launch wellness walking campaigns: Trek Around the Town and AWC fall program.
- We will promote the Castlight app (mobile & online program) with a variety of choices for employees to engage in healthy activities to earn their annual Wellness Award. 50% participation earns the Library a 2% discount on 2026 medical premiums.
- We will attend the Healthy Worksite Summit conference and wellness networking forums.


- We will submit AWC’s WellCity application for 2025.



The Wellness Committee is encouraged by the support of Library administrators and the positive feedback from staff as it continues this valued partnership with AWC in support of the Pierce County Library System’s Wellness Program.




## 2023 Wellness Program Summary



### Participation

Health Assessment	15%
Castlight Utilization	64%
Completed Get Active	52%
Completed Sleep Well	35%
Trailblazers Challenge	40%
Bingo Challenge	40%
Unplug Challenge	42%
Recharge Challenge	43%



### Fall Giving Drive

2023 Wellness Matters launched the Fall Giving Drive, supporting Tacoma Rescue Mission and their noble cause, by collecting five 55-gallon barrels of hats, scarves, gloves and personal hygiene items. Through this initiative, PCLS was able to provide warmth and comfort and basic necessities to those who need it most.