



AGENDA FOR PUBLIC MEETING

DATE: Monday, May 15, 2023 at 6:00pm

LOCATION: HYBRID: Zoom Meeting / Stevenson Community Library;

Zoom: <https://us02web.zoom.us/j/7248898607> or <https://zoom.us/join>
Meeting ID: 724 889 8607: Passcode: 136299 Or Dial: 206-337-9723

6:00 p.m. Regular Meeting

1. Call to Order
2. Agenda Approval ACTION
3. Chair Announcements INFORMATION
4. Public Comments
5. Executive Session: RCW 42.30.110 (1) – Personnel and Publicly Bid Contracts
6. Reports: INFORMATION
 - 4.1 Duncan Brown, PFM Financial Advisors, Update - Facility financing options
 - 4.2 Summer @ Your Library: Kelsey Hudson, Youth Outreach and Program Coordinator
 - 4.3 Stevenson Community Library Branch Report: David Wyatt, Branch Manager
 - 4.4 March 2023 Financial Statements: Attar Bhargal, Finance Manager
 - 4.5 FVRL Foundation Report: Rick Smithrud, Foundation Director
7. Consent Agenda ACTION
 - 5.1 Minutes Approval: April 17, 2023 meeting
 - 5.2 FVRL Expenditures Approval: Reviewed by Megan Dugan
8. Business
 - 6.1 Finance Committee
 - a. Fee forgiveness for minors at 18 – Resolution 2023-11 ACTION
 - b. Ridgefield Tax Increment Financing Area INFORMATION
 - 6.2 Facilities Committee
 - a. Woodland Community Library INFORMATION
 - b. Grand Blvd. – Foundation INFORMATION
 - c. Right of First Refusal Limited Waiver – Resolution 2023-12 ACTION
 - 6.3 Policy Committee
 - a. Personnel Handbook (Second reading) DISCUSSION
 - b. Foundation Policy DISCUSSION
 - 6.4 New Business
 - a. Media Communications, Tak Kendrick, Director DISCUSSION
Communications and Marketing
 - b. Public Comments at Board Meetings DISCUSSION
 - c. Executive Director search, Lee Strehlow, Director Human Resources INFORMATION
9. Board Comments
10. Setting of next regular meeting – Tuesday, June 20, 2023 (Hybrid/Goldendale Community Library)
11. Adjournment



May 2023 - ORGANIZATIONAL REPORT

1. Capital Projects

- Woodland Community Library
 - 50% Construction Drawing Review
 - Love Your Library fundraiser
 - Groundbreaking planned 06/17/23
- Grand Boulevard building
 - Painting completed
 - Electrical and low voltage complete
 - HVAC complete
 - Ceiling and lighting started

2. Executive Director's Highlights: April 17 to May 15, 2023

- Branch Managers meeting
- City of Vancouver - parking discussion
- Supervisor's meeting
- City of Ridgefield - tax increment finance area
- City of Woodland - intergovernmental exchange of property
- Grand Blvd. Operations Center - Owner/Architect/Contractor meetings
- Public Libraries of Washington Legislative Committee
- Evergreen School Board meeting
- Policy Committee Meeting
- Furniture review - Grand Blvd.
- Grand Boulevard - Q&A
- Quarterly staff reviews
- Finance Committee Meeting
- Public Libraries of Washington
- Woodland subdivision of property
- New Employee Orientation
- Hire temporary Public Services Director
- District Managers meeting
- Snap Schedule 365 demo
- Second quarter Admin retreat
- Pai Trued retirement
- Woodland Library signage discussion
- Board finance review
- City of Washougal
- Washington State Library annual report filing
- Medical insurance review with Kaiser Permanente

APRIL BRANCH STRATEGIC PRIORITY HIGHLIGHTS

May 15, 2023

EQUITY

- WSV hosted the first of our **Coming to America** programs which was very successful. This program was made possible due to a grant we received from The Yiddish Book Center, in 2019. Due to the pandemic we are finally able to host these discussions on many of the struggles and issues immigrants face.
- From Battle Ground: A patron stopped by the circ desk and told staff she had attended an **“Immigration 101”** program the library held in September of last year. She wanted to thank the library for the presentation as she found it helpful and she was having her naturalization ceremony to become a US citizen the following week.
- The Skamania County/West Klickitat bookmobile continues to make weekly stops at the **White Salmon Fishing Access Site**. Bookmobile staff continue to work towards establishing relationships with the patrons at this location. Some patrons from these stops are coming into the library more frequently.
- ST, GD, and WSV all attended a training called **Bridges out of Poverty**, which was hosted by a partner organization called People for People. People for People is a job skill development organization that has locations in the Columbia River Gorge.

CONNECTIONS

- Cascade Park and White Salmon Valley Community libraries both host very successful **teen programs**. As we head into Summer at Your Library, making connections with teens is critical in getting teen participation in our programs and reading challenges. WA is also working on teen engagement, through a partnership with **Washougal High School**. Zoe has been spending some time at the school during the lunch hours. Most recently she brought the button maker with her to get the kids engaged.
- During the month of April, the **Yale Valley Library welcomed 715+ patrons** which is up a bit from last month. (Yahoo!) 😊
- Local author Michael Beug gave a talk at the Goldendale Community Library, about local **mushroom hunting**, including that some mushrooms can be used like felt, such as for the hat he was wearing (yes, the hat is made from a mushroom).



- Washougal hosted a **Spring Break Week of Fun** with an activity each day of spring break. Activities included beading and scratch art, simple felt sewing, a fossil dig, legos, and spring themed crafts.



PARTNERSHIPS

- Both the **YMCA Gentle Strength and Stretch** class and the **School Age Art Fun** program **YMCA** staff lead are going very well. On April 29 we partnered to put on a **Healthy Kids** event. YMCA staff and library staff set-up outside activities for children, but the event also included YMCA partners sharing information in the Community Room, a LEGO table in the pass-through, a self-serve Art Bar from the library, and vision testing done by the Ridgefield LIONS Club. Super fun event. Partners need to

promote more fully next year.



- Jeanne Androvich and Sean McGill met with Kristen Riggs, a Board Member of **Ridgefield Main Street**, to coordinate activities for the **Ridgefield Community Library's 2nd birthday** and Main Street Day on July 14. Main Street activities will be held at Overlook Park from 11-2. Library activities will be at Davis Park from 12-2.
- Staff attended the **La Center Elementary School's "Kindy Cub Night"** open house. I took some DIY craft bag activities, bookmarks, and talked to families about the library and getting their kids library cards (most of them already had cards!).

ORGANIZATIONAL CULTURE

From **Brandon Cruz (he-him)**, VM

I want to express my immense gratitude to everyone who assisted us in resolving our staffing problems towards the end of the month. Keelie and Kelsey were instrumental in filling in as PIC. The remarkable support from numerous substitutes and other branches ensured the branch's seamless operation and provided my staff with much-needed assistance, affirming that we are one unified system. **Thank you**

Foundation Update

THANK YOU SPONSORS FOR YOUR GENEROUS SUPPORT!

Many thanks to the wonderful Foundation sponsors who are helping to support the 2023 Summer at Your Library program!

Great News!

- The Love Your Library fundraiser for the new Woodland Community Library raised over \$26,000 for the building fund.
- The Friends of Cascade Park Community Library transferred \$10,000 to their investment account.
- The Foundation’s partnership with ThriftBooks generated over \$4,400 in revenue in April from the online sale of used books.
- An anonymous donor has reserved the recognition rights (valued at \$3,000) to the Children’s Area Reading Nook in the new Washougal Community Library.
- The Foundation received an unrestricted \$2,500 donation from a donor-advised fund.

Upcoming Events

Monday, May 15
[FVRL Trustee Meeting](#)
Hybrid: Stevenson Community
Library and Zoom
6:00pm–8:00pm

Monday, May 29
**All libraries will be closed in
observance of Memorial Day**

Thursday, June 1
FVRL Foundation Board Meeting
Via Zoom
3:00pm–4:00pm

Saturday, June 3
Ridgefield Friends Book Sale
Ridgefield Community Library
10:00am–3:00pm

Friday and Saturday, June 16–17,
Woodland Friends Book Sale
411 Lakeshore Dr, Woodland
10:00am–4:00pm both days

Monday, June 19
**All libraries will be closed in
observance of Juneteenth**

**Building Campaigns and
Cornerstone Pledges**

Washougal has 41 Cornerstones,
1 Stepping Stone,
and 4 Keystones.

Woodland has 35 Cornerstones,
5 Stepping Stones, 8 Keystones, and
6 Capstones.

**Please note: some Cornerstones have
graduated to Stepping Stones, which is why
some Cornerstone totals have decreased.*

How Board Members Can Help

–Spread the word about the Fred
Meyer Rewards program:
fredmeyer.com/i/community/community-rewards

Upcoming Book Sales:

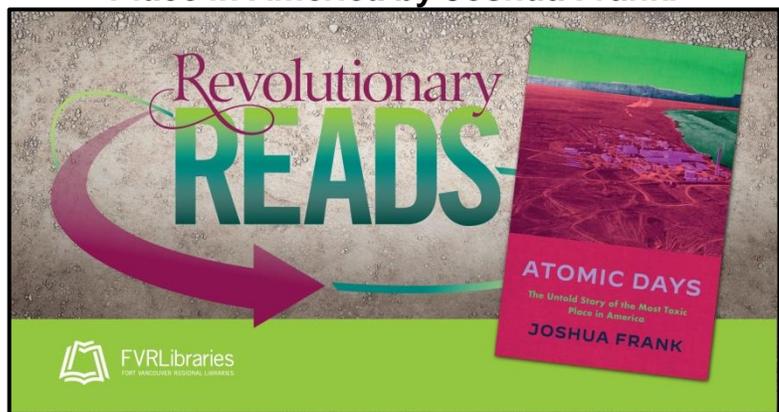
Ridgefield Friends Book Sale:

Saturday, June 3
Ridgefield Community Library
10:00am–3:00pm

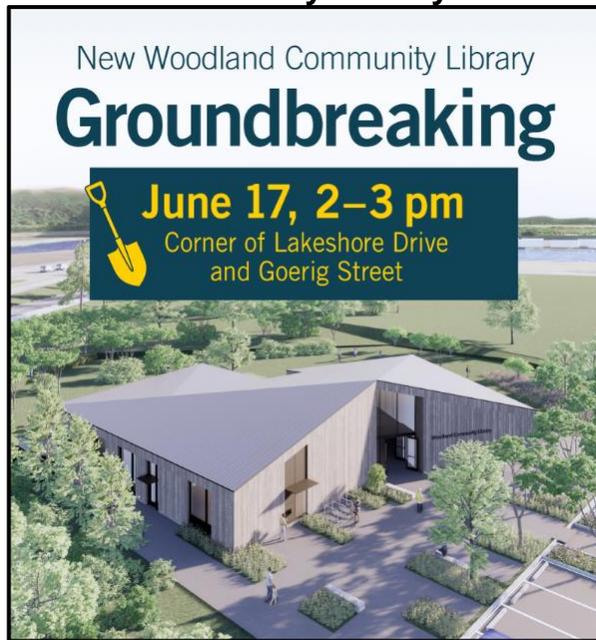
Woodland Friends Book Sale:

Friday and Saturday, June 16–17,
411 Lakeshore Dr, Woodland
10:00am–4:00pm both days

**The 2023 Revolutionary Reads program features
*Atomic Days: The Untold Story of the Most Toxic
Place in America* by Joshua Frank.**



**Join us at the groundbreaking for the new
Woodland Community Library on June 17!**





9W0 0 GT"CV"VJ G"

N0TCT["4245

Mgnug{ "J wf uqp

Rtqi tco "cpf "Qwtgcej "
Eqqtf kpcvt"ht"[qwj

June"37"/ Cwi wuv'37"" ~""Hqt"Gxgt{ qpg#""



April 2023 Strategic Plan Update

Stevenson & North Bonneville Community Libraries

Skamania County Bookmobile

FVRLibraries is committed to providing regular updates about our [2021-2024 Strategic Plan](#).

EQUITY

- Skamania County Bookmobile was on the road for most of the month. First time checkouts were not available yet, but visits were 431 which is lower than last month but average for April. Weekly stops at the White Salmon Fishing Access Site with the bookmobile continue establishing relationships with patrons. Some patrons from these stops are coming into the library more frequently.

PARTNERSHIPS

- The all day Red/Blue workshop that Braver Angels partnered with us on, was well attended, and fostered hard but civil conversations around politics. A columbia river gorge chapter of Braver Angels may start, and host short skill workshops in the coming year.
- Library Leaves in the Skamania County Pioneer continues to be published. April's article included an interview with the author of the Skamania County Reads selection, *A Fire Story*, Brian Fies. Events will be in May.
- Jeanean continues Learn and Play storytime at Stevenson Elementary School with several community partners who provide crafts and after school snacks.
- One Community Health continues to send us at home COVID tests and N95s to distribute to patrons. This may draw to a close as the emergency declaration ends in May.

CONNECTIONS

- David continues to attend the local Homeless Housing Council Meeting and Interagency Meeting of Gorge non-profits, and is part of the council.



ORGANIZATIONAL CULTURE

- Two additional substitutes for Stevenson are fully trained.
- Lois transferred to Vancouver Mall Community Library, her position at Stevenson has been posted internally as having a supervisor in training option.
- David attended the “Bridges out of Poverty” training at White Salmon Valley Community Library.

BOARD COVER WORKSHEET**BOARD DATE:** May 15, 2023

<u>Date Paid</u>	<u>Warrant Numbers</u>	<u>Amount</u>
Accounts Payable		
April 5, 2023	117162 - 117194	\$ 51,791.02
April 12, 2023	117195 - 117237	\$ 152,450.19
April 19, 2023	117238	\$ 9,367.28
April 20, 2023	117239 - 117319	\$ 543,349.38
April 27, 2023	117320 - 117367	\$ 311,600.87
Subtotal Accounts Payable Warrants Issued		\$ 1,068,558.74
Accounts Payable EFT Payments		
April 5, 2023	EFT01591 - EFT01595	\$ 4,749.19
April 12, 2023	EFT01596 - EFT01603	\$ 6,447.39
April 20, 2023	EFT01604 - EFT01616	\$ 44,367.18
April 27, 2023	EFT01617 - EFT01621	\$ 365.79
Subtotal Accounts Payable EFT Payments		\$ 55,929.55
Subtotal Accounts Payable Warrants & EFT Payments		\$ 1,124,488.29
Accounts Payable Voids and Cancels		
April 20, 2023	117318	\$ (4,423.67)
April 28, 2023	117325	\$ (11,622.22)
Subtotal Accounts Payable Voids		\$ (16,045.89)
Subtotal A/P Warrants, EFTs, Voids		\$ 1,108,442.40
Subtotal ADP Payroll Debits		
April 10, 2023	Payroll - Net Wages	\$ 367,124.14
April 10, 2023	Federal Payroll Taxes	\$ 122,180.21
April 10, 2023	OR State Payroll Taxes	\$ 3,397.02
April 10, 2023	PFML Taxes	\$ 4,362.80
April 25, 2023	Payroll - Net Wages	\$ 333,769.39
April 25, 2023	Federal Payroll Taxes	\$ 111,155.06
April 25, 2023	OR State Payroll Taxes	\$ 3,237.37
April 25, 2023	PFML Taxes	\$ 3,960.76
Subtotal Payroll Transfers		\$ 949,186.75
Other ACH Debits		
April 21, 2023	ADP Payroll Fees	\$ 4,423.67
April 28, 2023	WA L&I - Worker's Comp	\$ 28,640.61
April 4, 2023	Endicia	\$ 7,500.00
April 28, 2023	Kaiser HSA	\$ 15,338.10
April 28, 2023	Kaiser HSA Fees	\$ 45.50
April 25, 2023	WA DOR Sales/Use Tax	\$ 10,832.72
April 7, 2023	WA DRS - DCP	\$ 24,305.10
April 26, 2023	WA DRS - DCP	\$ 5,577.69
April 10, 2023	WA DRS - PERS	\$ 86,919.80
April 27, 2023	WA DRS - PERS	\$ 79,461.54
Subtotal Other ACH Debit Transfers		\$ 263,044.73

Payroll Voids/Cancels**Total Funds to Approve for Disbursement** **\$ 2,320,673.88**

Finance Manager Reviewed

Atkar Bhargal

Date

5/8/2023

Page 11 of 92

Fort Vancouver Regional Library District
Statement Of Cash
For the Month Ending March 2023 (With year-to-date totals)

December 31, 2022 Ending Cash Balance	\$20,940,100
Year-to-date Revenue Received	\$2,214,242
Year-to-date Expenditures	-\$7,420,300
Add back Expenditures incurred but unpaid	-\$176,342
Cash Balance March 31, 2023	\$15,557,700

January 01, 2023 - December 31, 2023 Fiscal Year

Restatement of cash balance with cash reserve plan summary -

January 1, 2023 Starting Cash Balance:	\$20,940,100
March 31, 2023 Ending Cash Balance:	\$15,557,700
Reserve Plan Objectives 1-5:	-\$12,040,426
Operational Reserve; should be a minimum of 17% of annual operational budget (Variance occurs due to when property tax revenue is received)	\$3,517,274

Restatement of cash balance with cash reserve plan detail -

<u>Operational Reserve; should be a minimum of 17% of annual operational budget</u>	\$3,517,274
Reserve Fund	
Objective 1 Capital Repairs and Maintenance	\$750,000
Objective 2 Replacement Vehicles	\$98,380
Objective 3 Capital Projects	
Washougal (YTD expense \$55,136)	\$2,992,678
Woodland	\$2,415,536
Grand Blvd. Remodel	\$2,800,000
Brush Prairie	\$500,000
Unrestricted Capital	\$519,306
Objective 4 Innovation	\$100,000
Objective 5 Budget Stabilization Fund	1,864,526
Total Reserve Plan Objectives 1-5	\$12,040,426
Operational Fund > 60 to 90 days of annual operational budget	\$3,517,274

Cash Balance March 31, 2023	\$15,557,700
------------------------------------	---------------------

Fort Vancouver Regional Library District
Statement Of Revenue - Calendar Year 2023
For the Month Ending March 2023 (With year-to-date totals)

	2023 Budget (Approved 12/22)	March 2023 Revenues	Year-to-Date Totals thru March 2023	Year - to - Date Annual Budget Percent
Property Taxes				
311.10.(Property Taxes - Clark	25,300,000	1,833,185	1,969,041	7.78%
311.10.(Property Taxes - Skamania	690,000	34,027	43,741	6.34%
311.10.(Property Taxes - Klickitat	1,315,000	-	21,206	1.61%
311.10.(Property Taxes - Cowlitz	315,000	64	2,307	0.73%
Total Property Taxes	27,620,000	1,867,276	2,036,296	7.37%
Other Taxes				
312.10. Other General Tax	25,000	-	22,283	89.13%
318.20 Leasehold Excise Tax	95,000	905	31,545	33.21%
Total Other Taxes	120,000	905	53,828	44.86%
Intergovernmental, Grants & Contracts				
332.00 Federal in-lieu of Taxes	15,000	-	5,855	39.04%
335.05 State Forest Boards	150,000	7,391	11,628	7.75%
333.00 State Grants	25,000	-	-	-
338.7 Yale Valley Library Dist	180,000	-	-	0.00%
338.72 Contracts - Clark County Jail	500	-	-	0.00%
Total Intergovernmental, Grants & Contracts	370,500	7,391	17,483	4.72%
Charges for Services				
341.60 Equipment Use Fees	20,000	3,394	7,908	39.54%
347.21 Non-Resident Borrower Fee	6,000	225	734	12.23%
347.90 Lost / Damaged Material Fee	25,000	764	1,778	7.11%
347.50 Collection Agency Referral Fee	0	30	150	0.00%
Total Charges for Services	51,000	4,413	10,570	20.73%
Miscellaneous				
361.11 Investment Interest	200,000	25,848	77,738	38.87%
362.00 Rental Income	1,000	-	39	3.91%
367.10 Gifts/Contributions	15,000	18	163	1.09%
369.90 Library Friends Groups' Reimbursements	300,000	1,135	2,446	0.82%
369.90 Library Foundation Reimbursements	2,500,000	2,461	3,579	0.14%
369.40 Insurance Reimbursements	2,500	7,000	7,000	280.00%
369.90 Miscellaneous	2,500	226	2,988	119.53%
367.1 Private Grants	50,000	-	1,153	2.31%
369.90 Other Miscellaneous - E-Rate	150,000	-	-	0.00%
395.00 Sale of Assets	20,000	473	960	4.80%
Total Miscellaneous	3,241,000	37,162	96,066	2.96%
Total Operating Revenue	\$ 31,402,500	1,917,148	2,214,242	7.05%
Transfer in from Reserves	\$ 2,500,000	-	-	0.00%
Total Revenues and Transfer from Reserve	\$ 33,902,500	1,917,148	2,214,242	6.53%

Jan.-Dec. 2023 Fiscal Year

March is the 3rd month of the fiscal year. Year-to-date budget percentages should be at 25.00%, representing 3/12 months.

Fort Vancouver Regional Library District
Statement of Expenses - Calendar Year 2023
For the Month Ending March 2023 (With year-to-date totals)

<u>Bars</u>	<u>Description</u>	2023 Budget (Approved 12/22)	March 2023 Expenditures	Year-to-Date Totals thru March 2023	Year to Date Annual Budget Percentage
Personnel					
572.10	Wages	12,750,000	941,104	2,968,831	23.28%
572.24	Benefit - Medical	2,300,000	182,708	554,944	24.13%
572.24	Benefit - Dental	240,000	20,758	62,607	26.09%
572.24	Benefit - Life, LTD, AD&D	75,000	12,327	37,067	49.42%
572.22	Benefit - PERS	1,324,725	95,858	301,882	22.79%
572.21	Benefit - FICA	975,375	70,512	222,662	22.83%
572.25	Benefit - L & I - Workers Compensation	100,000	5,737	18,305	18.31%
572.25	Benefit - PFML	27,785	2,061	6,496	23.38%
572.28	Unemployment Expense	10,000	34	2,947	29.47%
	Personnel Subtotal:	17,802,885	1,331,099	4,175,741	23.46%
Supplies					
572.30	Supplies	458,000	33,102	76,529	16.71%
572.35	Small Equipment (FF&E)	250,000	17,973	37,317	14.93%
572.38	Technology	462,000	23,931	26,957	5.83%
572.33	Professional Collection / Tech	300,000	50,816	96,579	32.19%
	Supplies & Small Equipmt/Tech Subtotal:	1,470,000	125,821	237,382	16.15%
Library Books / Materials					
572.34	Library Books & Materials	1,903,500	181,946	374,758	19.69%
572.39	Electronic Resources	1,896,500	179,836	437,916	23.09%
	Library Materials Subtotal:	3,800,000	361,782	812,674	21.39%
Other Services / Charges					
572.41	Professional Services	2,079,225	117,954	328,335	15.79%
572.42	Communications	410,000	36,884	120,895	29.49%
572.43	Training / Travel	108,000	20,285	28,748	26.62%
572.44	Advertising	30,000	-	1,188	3.96%
572.45	Rentals / Leases	560,000	38,555	130,028	23.22%
572.46	Insurance	250,000	716	7,263	2.91%
572.47	Utilities	450,000	45,176	126,259	28.06%
572.48	Repairs & Maintenance	870,000	133,517	176,072	20.24%
572.49	Misc / Dues / Printing / Other	163,750	13,307	45,566	27.83%
572.50	Intergovernmental Services	3,640	467	1,183	32.49%
	Other Charges & Services Subtotal:	4,924,615	406,860	965,537	19.61%
Capital Outlay					
594.62	Buildings / Non-Owned	300,000	-	-	0.00%
594.62	Buildings / Owned	5,500,000	494,643	1,186,197	21.57%
595.62	Yale	40,000	-	-	0.00%
594.64	Machinery & Equipment	65,000	41,900	42,770	65.80%
	Capital Outlay Subtotal:	5,905,000	536,543	1,228,967	20.81%
Grand Total All Expenditures:		33,902,500	2,762,105	7,420,300	21.89%

March is the 3rd month of the fiscal year. Year-to-date budget percentages should be at 25.00%, representing 3/12 months.



Public Meeting Minutes

Date: April 17, 2023
Time: 6:00 PM Regular Meeting
Location: In Person: 1661 C. Street; Washougal, WA 98671

Call to Order

6:00 PM

Chair Morgan, called the regular meeting to order.

Attendees

Board Members Present: Kristy Morgan, Megan Dugan, Penny Love-Henslee, Marie Coffey, Vikram Kotwani, Mary Ann Duncan-Cole

Board Members Excused: Olga Hodges

Administrative Team: Executive Director, Amelia Shelley; Deputy Director, Mary Ablar; Executive Assistant and Recorder, Rhonda Kay Calkins; Collection & Technology Services Director, Lynne Caldwell; Human Resources Director, Lee Strehlow; Guests: Washougal Branch Manager, Zoe Nash.

Agenda Approval

6:00 PM

Motion: Penny Love-Henslee
2nd: Megan Dugan
The motion carried unanimously.

Chair Announcements

Public Comments

6:01 PM

- In support of DQSH
 - Katherine Gardener, Go GO, Katie Emerick, Justin, Jude, Quill Onstead, Jude, Amanda Stevets, Emily Hancock
- Against DQSH
 - Gary Wilson, Mike Johnson, Dan Dunner, Phil Kronebusch, Janna Meyer, Bob Liggett, Tiffany Heine, Gene Slagle, Alexis Staples, Dawn Seaver, Teresa Valentine, Mike Hartelgo, Chuck Miller, Rial
- Support Equity Policy
 - Wendi
- Censorship
 - Zatchmo,
- Board Responsibilities
 - Jane Higgins, Doreen Turpen, Melissa

Executive Session: RCW 42.30.110 (1g) - Personnel

Adjured into Executive Session at 6:53 PM for 20 minutes

Meeting Restarted at 7:17 PM



Reports

Fleet and Facilities: Facilities and Fleet Director, Dave Josephson

7:17PM

Update on library activities around the district including the way we conduct our courier schedules and routes. Working on updates to various buildings. Working on the move from OC to Grand with a scheduled move date of June and July. Woodland project is going up to bid soon.

Branch Report: Washougal Community Library: Branch Manager, Zoe Nash

7:20 PM

Ms. Nash shared updates about Washougal Community library including moving to a new building. She discussed how the foundation and friends of Washougal are helping to raise funds for the new building. She also shared information on outreach projects.

February Financial Statements: Ms. Shelley discussed February 2023 financial statements.

7:26 PM

Consent Agenda

7:38 PM

Chair Morgan, asked for a motion to approve the Consent Agenda.

Motion: Mary Ann Duncan-Cole

2nd: Penny Love-Henslee

Motion carried unanimously.

FVRL Expenditure Approval: Reviewed by

7:38 PM

Board member, Mary Ann Duncan-Cole attested that she reviewed the March expenditures and found them in order.

Business – Information Only

Personnel Handbook: Amelia Shelley

7:39 PM

Ms. Shelley presented the current and most recent version of the personnel handbook to the board.

Foundation Policy: Amelia Shelley

8:02 PM

Ms. Shelley presented information on the Foundation's relationship with FVRL. There was discussion on the relationship being codified in policy rather than solely through a memorandum of understanding.

2023 Reserve Plan Review: Amelia Shelley

8:35 PM

Ms. Shelley presented information on the 2022 expenditures.

Fine Forgiveness for Minors: Collections and Technology Services Director, Lynne Caldwell

8:38 PM

Director Caldwell presented information on account forgiveness to minors when they turn 18.



Personnel Committee: Marie Coffey

8:42 PM

Ms. Coffey presented information about upcoming Personnel Committee meeting items.

Board Comments:

8:44 PM

Ms. Love-Henslee thanked Ms. Abler for her time with FVRL and the Board of Trustees.

Ms. Dugan what is the plan for organizing public comment for the next meeting or our transition plan? Ms. Abler stated there will be a plan moving forward.

Ms. Morgan thanks Ms. Nash for hosting the board meeting.

Setting of next regular meeting: Monday, May 15, 2023 (Stevenson Community Library/Zoom)

8:46 PM

Motion to adjourn meeting

Moved: Mary Ann Duncan-Cole

2nd: Penny Love-Henslee

Adjournment

8:46 PM

Approved:

Kristy Morgan, Chair

Date

Megan Dugan, Vice Chair

Date

Fort Vancouver Regional Library District
Staff Report 2023-24
Finance Committee Report

TO: Board of Trustees
FROM: Finance Committee, Amelia Shelley
DATE: 5/15/2023
SUBJECT: Fee Forgiveness for Minors at 18

Summary:

Minors under 18 years of age need a parental signature in order to get a Full Access library account which allows them to check out up to 50 items. Minors unable to get a parent to accompany them to the library to provide permission are able to get a Limited account that only allows them to check out 3 items at a time. This limits the financial liability for both the parents and the library should the minor not return the materials.

Minors are not allowed to enter into a contract so responsibility for the return of items ultimately rests with the parents. Because the use of their library account may not be fully in their control as a minor, we would like to give 18 year olds a “clean slate” with the library by removing bills for past due/lost materials when minors turn 18 years old. We would then change their library account to a Limited account until the 18 year old visits the library and confirms their own adult responsibility for their account.

Staff recommendation:

Approve Resolution 2023-11 to allow staff to waive fines when a minor reaches age 18 and requests an adult privileges card.

Staff will run monthly reports to identify cardholders who have turned 18 since the last report was run, and who have fees on their account for lost/damaged items. Those fees would then be waived and staff would convert their library account to Limited status. This limited status would remain until the person visits a library branch and takes adult responsibility for their own account by showing ID and requesting a full access account.

**FORT VANCOUVER REGIONAL LIBRARY
RESOLUTION: 2023-11
FINE FORGIVENESS FOR MINORS AT 18**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT
BOARD OF TRUSTEES DECLARING FINE FORGIVENESS FOR MINORS AT 18**

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library District (FVRL) was held on Monday, May 15, 2023 at the Stevenson Community Library and attended by a quorum of the Board of Trustees for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees attending.

WHEREAS, the FVRL Board of Trustees has authorized the imposition of fines when library materials are damaged or lost; and

WHEREAS, patrons are responsible for materials checked out on their cards after the loss or theft; and

WHEREAS, the Library Privileges Policy requires that library cards for minors have parental authorization; and

WHEREAS, debt incurred by minors in Washington state is the responsibility of their parents or legal guardians; and

WHEREAS, if a minor’s parents have failed to pay off debts incurred by minors when they reach the age of recognized adulthood in Washington of eighteen (18); and

NOW THEREFORE BE IT RESOLVED: that Fort Vancouver Regional Library District Resolution 2023-11, approving the Fee Forgiveness for Minors at 18 to be adopted.

Approved: _____
Chair, Kristy Morgan

Attested: _____
Vice Chair, Megan Dugan

Date: _____

Fort Vancouver Regional Library District
Staff Report 2023-27
Finance Report - City of Ridgefield Tax Increment Finance Area

TO: FVRL Board of Trustees

FROM: Amelia Shelley, Executive Director

DATE: 05/15/2023

SUBJECT: Impacts to FVRL from the formation of Tax Increment Finance Areas

Summary: The City of Ridgefield (City) has proposed a [Local Tax Increment Finance Area](#) (LTIF) to be used to finance public improvements on their I5 corridor properties. The City estimates that the total cost of public projects is \$95M in today's dollars and total debt service on the bonds to fund those projects will be \$74M (including the cost of interest payments). The TIA is estimated to generate \$200M of total tax revenue over 25 years to pay for that debt service, with the remainder of the debt service being covered by the City's existing property tax levy authority.

The City's plans include:

- Widen Royle Road (45th Avenue) to minor arterial (3 lanes)
- Build N 5th Street or Pioneer Canyon Drive as industrial/commercial collector
- Build N 51st Avenue as industrial/commercial collector (3 lanes)
- Build N 56th Avenue as industrial/commercial collector (3 lanes)
- Build S 51st Avenue as minor arterial (3 lanes)
- Build a roundabout at 51st Ave and widen Pioneer to a 4 lane boulevard with center median and multi-modal improvements. Include storm water system and water system improvements.
- Build new east-west collector roadway south of Pioneer Street (SR 501) (2 lanes)
- Regional Stormwater Facility – I-5 Interchange
- North-South connector east of I-5
- Build S10th /11th Street Corridor and I-5 overcrossing

Tax Increment Financing

In 2021, Washington passed legislation which allows local government - defined as cities, towns, counties, port districts, or any combination thereof – to create Local Tax Increment Finance (LTIF) areas to fund public improvements. The resulting [39.114 RCW](#) impacts cities, counties and other taxing districts by capturing the increment of property value growth due those entities over a set period of time or amount of tax collections. It excludes any property taxes imposed by school districts, excess school levies, state support for schools, public utilities, and existing bond financing. Library Districts are not protected from this loss.

A Tax Increment Area (TIA) is property identified by a county, city or port district that requires public improvements to allow for development. The taxing entity creates the TIA as a means to leverage the

increasing value of new or existing taxable property to service the debt created by the LTIF. The governmental entity creating the LTIF is able to retain the new increment of taxes on identified properties that would have previously gone to other taxing agencies. LTIFs are used to pay for public projects and service the associated debt on limited tax general obligation bonds (LTGO).

Once the LTIF has been paid off, any additional funds collected must be returned to the County Treasurer for distribution to the taxing entities impacted by the TIA.

Key points on Local Tax Increment Financing Areas:

- Limited to 20% of jurisdiction's TAV
- Limit of two TIFs per jurisdiction (max \$200,000,000)
- No modifications once created
- Less than 5 years to perform improvements, up to 25 years for debt service
- Anticipates private development and increasing values
- Uses levies of overlapping taxing districts to determine amount
- Calculated on base amount of TAV for property

Impacts

The main impact to FVRL is foregone property tax revenues - future increases to the base value of the property. Those lost revenues (as estimated by the City) are approximately \$4M over 25 years.

Key points:

- Targeted properties currently assessed at \$ TAV
- Loss to FVRL starts low, ends @ approx. \$K a year
- Includes any future levy lid lifts
- Ends when debt is paid off or 25 years, whichever comes first
- Development less likely to occur or happen as quickly without the investment
- City assumes risk if TAV does not rise as anticipated over time
- Benefits jobs, sales tax revenues, economic development
- Allows the City to finance needed infrastructure for future development

Staff recommendation

TIF projects are bound to become more common as a financing tool and it is not something FVRL can control. It will complicate our levy calculations to some degree. Time will tell how much it impacts our overall growth potential. I encourage the Board to attend one of the City's public informational sessions to learn more. The first Public Briefing should be scheduled for mid-June, but no date is available at this time.

Fort Vancouver Regional Library District
Staff Report 2023-25
Facility Committee

TO: Board of Trustees

FROM: Amelia Shelley, Executive Director

DATE: 5/15/2023

SUBJECT: Vancouver Parking Agreement

SUMMARY:

The Vancouver Community Library is a unique property as FVRL owns the footprint of the building plus five feet around the perimeter. Beyond that, the remaining property that contains library walkways, lawns and parking is owned by Evergreen Investments. Evergreen sold the original property to FVRL in 2008 and has allowed FVRL to use the adjacent properties to provide an attractive setting for the library as well as public parking. The City of Vancouver has a lease agreement with Evergreen Investments to maintain the parking lot. The City also polices the lot to keep people from parking there for more than two hours.

The City of Vancouver has approached FVRL about revising the existing parking lot lease for the Vancouver Community Library. This property is currently owned by Evergreen Investments and leased to the City of Vancouver. The City manages the lot and ensures that users do not park in the lot longer than two hours at a time and that no vehicles are abandoned. They also maintain the paving and striping of the lot as well as repair any light fixtures that are burned out.

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

RESOLUTION: 2023-12

RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND FINALIZE A WAIVER OF A RIGHT OF FIRST REFUSAL WITH THE CITY OF VANCOUVER.

A meeting of the Board of Trustees of the Fort Vancouver Regional Library was held on Monday, May 15, 2023 at the Stevenson Community Library, attended by a quorum of the Board of Trustees for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees attending.

WHEREAS, FVRL Supplemental Development Agreement by and between Evergreen and the City dated effective April 6, 2009 regarding certain real property located at Evergreen Boulevard and C Street in Clark County, Vancouver, Washington also known as Library Square, and

WHEREAS, Evergreen and the City of Vancouver (City) are parties to that certain Supplemental Development Agreement by and between Evergreen and the City dated effective April 6, 2009 (“Supplemental DA”) regarding certain real property known as Library Square, and

WHEREAS, the Supplemental DA references a Memorandum of Understanding Regarding Interim Parking Facility dated December 30, 2008 entered into by FVRL and Evergreen (“FVRL Parking MOU”), which contemplates the potential use of an Interim Parking Facility, as defined therein, on the Property for a substantial number of years;

WHEREAS, the City seeks to enter into a Purchase and Sale Agreement which contemplates Buyer’s acquisition of the Property from Seller (“Purchase Agreement”); and

WHEREAS, the Supplemental DA, the FVRL Parking MOU, and other agreements relating to the Property contemplate FVRL having a right to acquire a certain area of the Property designated as the Onsite Parking portion and, as described herein, any rights granted to FVRL for the Property (“FVRL Rights”) which must be waived or satisfied as a closing contingency of the Purchase Agreement; and

WHEREAS, pursuant to the Purchase Agreement, at or before Closing (as defined therein), the City must be satisfied in writing that the FVRL Rights have been waived or fulfilled with respect to the Property and that no outstanding property rights held by FVRL or any other entity encumber the Property unless expressly permitted by City, provided that any formal modification to FVRL Rights prior to Closing is subject to approval by Evergreen; and

WHEREAS, FVRL benefits from entering into this Limited Waiver because it desires to retain the FVRL Rights but not acquire any of the Property now and Evergreen and City benefit from this Limited Waiver by fulfilling the FVRL Rights contingency to Closing the Purchase Agreement; and

WHEREAS, for purposes of facilitating the Purchase Agreement and allowing the sale of the Property from Evergreen to the City, FVRL is willing to provide a limited waiver of the FVRL Rights solely with respect to the transaction contemplated by the Purchase Agreement.

WHEREAS, the Executive Director of FVRL is the authorized representative of the District and may negotiate and finalize the Limited Waiver with the City of Vancouver on the property.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Fort Vancouver Regional Library District authorizes the Executive Director to negotiate and finalize a Right of First Refusal Limited Waiver agreement with the City of Vancouver.

Adopted this 15th day of May 2023

Approved: _____
Kristy Morgan, Chair

Attested: _____
Megan Dugan, Vice Chair

Fort Vancouver Regional Library District Staff Report 2023-26

TO: Board of Trustees

FROM: Amelia Shelley

DATE: 5/15/2023

SUBJECT: Personnel Handbook (second reading) and Foundation Policy (new)

Summary:

FVRL's last update to its Personnel Handbook was made mid-2017. There are a number of updates in the revised version relating to changes in workplace practices (attire, personal property, telecommuting, visitors, social media, FVRL-issued electronic devices, benefits, compensation, leave, privacy, personal visitors and emergencies. It also describes the different parameters for represented and non-represented staff concerning trial service periods, and terms for serving as the Person In Charge (PIC) in certain situations.

There was discussion at the April Board meeting concerning the inclusion of the American Library Association Code of Ethics, which has been in prior versions of the handbook under the Professional Ethics section on page 4. The revised Personnel Handbook includes a new ninth passage that was added by ALA in 2021 [concerning racial and social justice](#). There was also a discussion of FVRL's pronoun buttons and whether or not that constituted political paraphernalia and the need to include the language from the District's Equity Policy on page 12. No other changes to the current text were mentioned.

No other comments from Board members were received between the April and May meeting, and the Policy Committee was unable to meet prior to the May Board meeting.

Action:

None at this time, as this is a second reading of this revised policy. Please provide feedback to members of the Policy Committee (Morgan, Hodges, Dugan) or to the Executive Director.

SUBJECT: Library/Foundation Policy

Summary

The Board has requested that some of the aspects of the Foundation's relationship with FVRL be codified in policy rather than solely through a memorandum of understanding.

Foundation History

FVRL's Foundation was formed to address the need for a 501(c)3 to apply for certain types of grants.

Initially, the Foundation was a part of FVRL and its employees worked for the District. In 1996, the Foundation became a separate entity and formed a corporation for that purpose. It's stated mission is:

The Fort Vancouver Regional Library Foundation aims to strengthen and enhance the Fort Vancouver Regional Library District's capacity to dynamically serve its communities. We engage with these communities to promote literacy, communicate the value of the Library, and inspire civic support. We also seek and welcome gifts to expand Library facilities, programs and services. Our vision is to be a leading library foundation. We strive to build public and private initiatives that provide opportunities to enrich life-long learning throughout our community.

In the nearly thirty years of its existence, the Foundation has supported FVRL through numerous ways including securing grants for capital projects, creating opportunities for donors to support their libraries and helping the Friend of the Libraries in their philanthropic efforts to assist their local branch. While this partnership has been successful, it has not been without its challenges. A resistance to open and frequent communication has created a relationship that lacks trust.

Memorandum of Understanding

Since 1995, FVRL and the Foundation have operated under a Memorandum of Understanding (MOU) that should be renewed every five years. It is intended to serve as a contractual agreement between the two organizations dictating how they will work together and support each other's efforts. The current MOU was last updated in 2015 and is overdue for an update.

One of the key provisions of the MOU is that FVRL should expect to receive from the Foundation funds equal to or greater than the amount of support the Foundation receives from FVRL in the form of office space, utilities, staff support, vehicles and more. Another requirement of the MOU is that the Foundation should provide annual fundraising and financial reports to FVRL. These reports have not been forthcoming, even when requested by the District.

The Foundation and FVRL are unable at this time to agree to new terms with the MOU, so the agreement remains in status quo. The inability to agree on new terms is indicative of the strain in the relationship and nearly a year of meetings between representatives of the two Boards of Trustees has failed to yield any progress. It is the belief of the District that there is no interest for the Foundation to come to an agreement, and that there is, in fact, an effort to reduce what little transparency currently exists. It is in the best interest of both organizations to rise above any petty personal grudges and work together to ensure the future success of the libraries.

Policy

FVRL uses policies to define the parameters within which the organization operates to provide staff with guidance based on the law and the best interests of the communities we serve. FVRL has two current policies that address its relationship to the Foundation - *Gifts and Recognition* and *Gift of Art* Policies. However, neither of these policies define the relationship between the two organizations.

FVRL's Board of Trustees has the ability to create new policy to assist the District in its work and there is interest in creating a policy that might provide direction for FVRL's relationship to the Foundation. Without the ability to finalize a new MOU, it stands to reason that a policy may be the faster way to solve these concerns.

Action

None at this time. Staff expects the Board's Policy Committee and the Foundation MOU Committee to work jointly on creating this new policy in the coming month. Staff hopes to have it before the Board for a first reading in June.

Welcome from the Executive Director



Welcome to Fort Vancouver Regional Library District! You are joining a fantastic group of hard-working, creative, and passionate individuals who believe in the power of public libraries to change lives. Public libraries are a cornerstone of our society in providing a place of education, information, and exploration for all. They're also the heart and soul of our communities, and I am excited that you have chosen to become part of this great American tradition.

Libraries are about building strong communities, and that includes the ones we build together. I consider our staff to be our strongest asset. Your knowledge of our organization contributes directly to FVRL's success. Every member of our team has the ability to help shape the future direction of our libraries. I invite you to participate fully in this organization and to join your colleagues, the library's Board of Trustees, Foundation, Friends, and volunteers in helping us build an ever better, stronger library system.

We have prepared this personnel manual to provide you with an overview of general information about the library district and a road map to the expectations, benefits, and opportunities working here brings. I ask that you read through the information thoroughly and feel free to ask your supervisor and/or Human Resources for clarifications or more information.

Thank you for accepting this opportunity to be part of the FVRL team. I look forward to meeting you and working together to support our communities and citizens.

With warm regards,

Amelia Shelley
FVRL Executive Director

Welcome to Fort Vancouver Regional Library District! You are joining a fantastic group of hard-working, creative, and passionate individuals who believe that public libraries have the power to change lives. Public libraries are a cornerstone of our society in providing a place of education, information, and exploration for all. Our communities and citizens are the heart and soul of our efforts, and I am excited that you have chosen to become part of this great American tradition.

Libraries are about building strong communities, and that includes the ones we build as an organization. I consider our staff to be our strongest asset. Your knowledge of our mission, vision and values contributes directly to FVRL's success. I believe that every member of our team has the ability to help shape the future direction of our libraries. I invite you to participate fully in this work and to join your colleagues, the library's Board of Trustees, Foundation, Friends, and volunteers in helping us build ever stronger, equitable and inclusive libraries for the future.

We have prepared this personnel manual to provide you with an overview of general information about the library district and a road map to the expectations, benefits, and opportunities working here brings. I ask that you read through the information thoroughly and feel free to ask your supervisor and/or Human Resources for clarifications or more information.

Thank you for accepting this opportunity to be part of the FVRL team. I look forward to meeting you and working together to support our fellow team members, library patrons, and communities.

With warm regards,

Amelia Shelley
FVRL Executive Director

CHAPTER 1

Guiding Principles for Employment at FVRL

About this manual

The information in the Fort Vancouver Regional Libraries' (FVRL) personnel manual is current and accurate as of the revision date provided in the file name. We'll make every effort to keep you apprised of changes in this information as they occur. However, FVRL reserves the right to unilaterally modify, change, or delete the policies and procedures outlined here without prior notice or consultation.

No written guidelines can effectively or completely substitute for direct communication with your supervisor, but a familiarity with the contents of this handbook will help you know where to find information when you need it. Employees have a responsibility to become familiar with and understand the policies and guidelines covered in the chapters of this handbook. Employees also are expected to keep themselves informed about current FVRL practices and changes as information is communicated via email, in person, or in writing.

Throughout this manual, the terms "district," "library district," or "FVRL" refer to Fort Vancouver Regional Libraries. "Manager" or "supervisor" refers to those FVRL employees with formal responsibility for hiring and managing employees, evaluating job performance, and recommending or taking disciplinary actions.

Subjects discussed in this manual are condensed from specific policies and procedures maintained by district administration. Please direct any questions you have to your supervisor or Human Resources.

The language used in the manual, and any verbal statements made by management, are not intended to constitute a contract of employment, either expressed or implied, nor are they a guarantee of employment for a specific duration. No representative of the district, other than the executive director, has the authority to enter into an agreement of employment for any specified period. Such an agreement must be in writing and signed by the executive director.

Relationship with Collective Bargaining Agreements

This personnel manual sets forth the general policies and procedures that are applicable to all employees of FVRL. The terms and conditions of some FVRL employees are also governed by collective bargaining agreements. The policies and procedures set forth in this personnel manual apply except to the extent they expressly conflict with applicable collective bargaining agreements.

Additional resources

FVRL has many concepts and documents that guide what we do as a district and how we accomplish our work. Please take some time to review the information at these links:

- **About Us:** District information and statistics: <https://www.fvrl.org/about-us>
- **FVRL Mission:** Our mission, vision, and values: <https://www.fvrl.org/mission>
- **FVRL Policies:** Our public and administrative policies can be found on our website: <https://www.fvrl.org/policies>
- **Administrative Team:** FVRL's administrative team is responsible for moving forward the district's mission, implementing plans, and directing the successful day-to-day operation of one of the largest library districts in the state: <https://www.fvrl.org/administrative-team>

- **FVRL Strategic Plan:** Our 2021-2024 Strategic Plan outlines our four priority areas (Equity, Connections, Partnerships, and Organizational Culture) and the outcomes we are striving towards. <https://www.fvrl.org/strategic-priorities>
- **Financial Documentation:** Annual reports, budgets, and financial reports: <https://www.fvrl.org/financial-documentation>
- **The Source:** Staff intranet with resources and information from branches and departments, a staff directory, workgroups, and more: https://source.fvrl.org/intranet/login/site_login.cfm

District governance

Fort Vancouver Regional Libraries is headed by a board of trustees appointed by the county commissioners and councilors of the counties of Clark, Skamania, and Klickitat, and the Vancouver City Council. Under RCW 27.12.210, the library district's board of trustees is responsible for adopting policies and guidelines that govern the operation of the district and outline the conditions of FVRL employment. The board of trustees employs the executive director, who administers policies and employs, directs, and supervises staff members. The board of trustees serves as the ultimate authority for interpretation, application, and enforcement of FVRL's policies and guidelines, and are bound by FVRL's Trustee Ethics and Responsibilities Policy: <https://www.fvrl.org/a-policy/trustee-ethics>

Staff are welcome to attend the monthly board meetings, which **generally** rotate through all 12 FVRL locations each year. Unless invited to present to the board, or required by your position to attend, time spent at board meetings is voluntary and unpaid.

Biographies and more information about our board of trustees as well as their upcoming meeting schedule can be found on our website: <https://www.fvrl.org/board-trustees>

Professional ethics

The American Library Association provides ethical principles that guide the work of librarians, library staff, and other professionals providing information services and are the basis for the public library services provided to our patrons. FVRL staff should support these ideals in the course of their work. <http://www.ala.org/advocacy/proethics/codeofethics/codeethics>

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession and associations through awareness, advocacy, education, collaboration, services and allocation of resources and spaces.

Public accountability and stewardship

FVRL places great importance on providing willing, helpful, responsive, and courteous service to all its patrons. As part of a tax-supported institution, staff members are public employees. Public goodwill and excellent service require that the institution and its staff remain aware of the necessity to provide a good **value** for tax dollars.

Public information

Library records and operations are subject to the Washington Public Records Disclosure Act, and Open Records and Open Meetings acts. Access to this information may be obtained in accordance with FVRL's Public Record Policy: <https://www.fvrl.org/p-policy/public-records>

Patron and personnel confidentiality

Any library record, the primary purpose of which is to maintain control of library materials or to gain access to information, which discloses or could be used to disclose the identity of a library user, is exempt from disclosure under the Public Disclosure Act, RCW 42.17.310(1)(1). Information covered by this exemption to the Public Records Disclosure Act will not be released without a court order. Information will only be released by an administrative team member.

This right of circulation records confidentiality applies equally to employees using the library as well as to other library patrons.

The following are also exempt from disclosure under the Public Disclosure Act: the residential addresses and residential or personal telephone numbers of district employees or volunteers held in personnel records; employment or volunteer rosters; and mailing lists of employees or volunteers. The library will not disclose this information without a court order. Library employees should not disclose information pertaining to the addresses, telephone numbers, schedules, or personal business of current or former staff members or volunteers.

FVRL Board Policy: Confidentiality of Patron and Circulation Records Policy (September 2018)

<https://www.fvrl.org/p-policy/confidentiality>

Protecting patron privacy and confidentiality has long been an integral part of the mission of libraries. Fort Vancouver Regional Libraries (FVRL) strives to protect each library patron's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted. The following policy addresses how FVRL protects patron privacy and maintains

the confidentiality of patron records. The FVRL Executive Director is responsible for establishing administrative procedures necessary to carry out this policy.

The Washington State Open Public Records Law requires public agencies to provide records on request, [RCW 42.56.070](#). There is an exemption to this law for certain library records, [RCW 42.56.310](#). Records kept primarily to maintain control of library materials or to help patrons gain access to information are exempt. FVRL will disclose exempt records to others only with the Library patron's request or consent, or with a valid court order under applicable state or federal law.

Patron records may be consulted and used by Library staff in the course of their library-related work, as determined by the Executive Director.

CHAPTER 2

Employee Responsibilities, Conduct, and the Workplace

As with any workplace, FVRL has expectations regarding employee conduct in the workplace and some basic direction for how you go about your work. The following is intended as guidance; your supervisor may have additional or specific information to share.

Teamwork

Teamwork is an important part of working at FVRL. Our collaborative approach to delivering excellent customer service, whether internal or external, is based on three principles:

- **Growing in our roles:** We expect that our team members will be well-trained, creative, results-focused, and progressive. Staff can expect to be well trained for their job tasks and to be provided opportunities to succeed and grow professionally. Libraries are challenged constantly to respond to a changing world and need employees who are adaptable and forward-thinking.
- **Counting on each other:** Team members must be dependable, punctual, and responsible for providing proactive, helpful, responsive, and courteous service to internal and external customers. It is the responsibility of all employees to meet employment expectations outlined in the personnel manual and union contracts, to keep themselves informed and current with expectations and changes that have been communicated, and to contribute to a safe and positive work environment.
- **Better together:** We expect our team members to have positive, professional, and respectful communications with others and to respect the diversity present in our workforce and customer base. Everyone's opinions are important and deserve to be heard, as long as they are constructive, voiced with respect, and contribute to the district's success in providing an excellent work environment and patron experience. Honesty and integrity are critical attributes in building mutual trust and respect.

Appearance and attire

Each FVRL employee is a public representative of FVRL and their local library. Personal hygiene, grooming, conduct, and appearance must reflect professionalism, respect, and friendliness, and should be in accordance with the nature of the work of the particular position and in consideration of the day's activities. These standards of conduct and appearance also apply to programs or meetings conducted virtually and where the employee may be working from their home. At FVRL, this is generally considered to be "appropriate workplace clothing." Appropriate workplace clothing is described as being clean, neat, without holes, tears, frays, graphics, or logos. Attire should allow employees to project a professional image while remaining comfortable and not constrained in any physical movements required by their job.

In order to provide information in a neutral manner, staff may not wear political paraphernalia or display political slogans or endorsements while on the job. This prohibition includes but is not limited to t-shirts, buttons, jewelry, etc. FVRL strongly supports employees' First

Comment [LS1]: Whole new section, built by a committee
Formatted: Highlight

Amendment right to speak out on topics that interest you on your own time. It is your responsibility to maintain a clear distinction between your actions and personal philosophies and those of FVRL.

Clothing

Examples of appropriate workplace clothing include but are not limited to:

- Slacks, khakis, or jeans. Jeans are pants made of denim. They must have no holes, tears, or frays.
- Knee-length or longer pants, skirts, or dresses which should reach at least the top of the knee.
 - Leggings are not to be worn without a garment covering to mid-thigh or longer.
 - Leggings are defined as pants which are form fitting and opaque.
- Blouses, polos, or button-up shirts should fully cover the midriff and lower back areas and not expose undergarments.
 - Spaghetti straps and tank tops are not allowed unless layered with other garments.
 - Strapless or backless tops are not allowed.
- T-shirts, sweaters, or cardigans
- Conditions may call for an employee to wear outerwear to be comfortable in the workspace. Outerwear must be without graphics and may be sweatshirts, hoodies, jackets, vests, or coats.
- Socks visible when standing should be without graphics.
- Some job classifications may require special clothing or safety-related clothing and footwear, such as OSHA-approved work boots for maintenance workers or closed-toe shoes for staff who work with heavy materials. Employees should not alter or modify district issued clothing or accessories.

Graphics and logos

Appropriate workplace clothing is also described as being without graphics or logos. For purposes of this document, graphics are defined as:

A visual representation of an object such as artwork, drawings, images, or symbols, including text.

Exceptions to the graphics description:

- Patterns are generally acceptable and are defined as repeated decorative designs such as stripes, checks, floral, geometric, animal print, or plaid. Graphics contained within the pattern should be appropriate for all ages and not contain licensed images or reference political, religious, or spiritual materials or beliefs.
- Small, unobtrusive logos (less than 2") on branded clothing are acceptable.

- Reading-related clothing with graphics is generally acceptable as long as it promotes the library or reading and is not specific to one title or genre. Clothing cannot contain licensed images and must be acceptable for all audiences.
 - Items with graphics that reference political, religious, or spiritual materials or beliefs are not allowed.
 - Figure 1: Generic reading-related graphical clothing is generally acceptable:



- Clothing for FVRL-approved promotions and FVRL-related organizations (employee unions, FVRL, Foundation, Friends) may be worn.
- Cloth face masks must be worn in the manner and locations as outlined by safety requirements. Fabric used in the construction of masks must comply with graphics standards and exceptions outlined in this personnel manual.

Special apparel

The executive director may authorize the design and/or wearing of special apparel for a specific day or event. Examples of this would be All Staff Day, Super Bowl Sunday, or Halloween. Clothing worn for special events must meet the guidelines for appropriate workplace attire.

Footwear

Employees must wear shoes or boots at all times which provide adequate coverage and will stay on their feet while walking. Examples include:

- Tennis shoes or sneakers
- Sandals with coverage appropriate for the workplace and for safety considerations.
- Closed-toe shoes are required when working with books and/or carts.

Headwear

Hats, caps, or headgear including sunglasses are generally not allowed, except as part of costumes for special events, as needed at outdoor events, or with specific permission as part of a medical or religious reasonable accommodation.

As an exception, FVRL-provided headwear may be worn in public areas.

Tattoos, piercings, jewelry, and accessories

Tattoos, piercings, jewelry, and accessories that are visible are allowed as long they are appropriate for all audiences and do not pose a conflict with the employee's job or work environment. Factors that may be considered in determining whether tattoos, piercings, jewelry and accessories may pose a conflict with the employee's job or work environment include:

1. Personal safety of self or others.
2. Productivity or performance expectations.
3. Offensiveness to co-workers, patrons, vendors, or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics, or attributes of a sensitive or legally protected nature.

District-provided name tags, etc.

The district provides FVRL name tags, and they must be worn at all times while working. They are to be free of any decoration or adornments. Name tags should only be modified by the Communications and Marketing Division.

Employees at specific locations which require an access badge will be issued one, along with a holder, if desired. This, too, is to be free of any decorations or adornments.

Lanyards are provided by the district, but employees may also provide their own.

Regardless, the lanyards, name tags, and building-access badges and any holder should be free of ornamentation, buttons, pins, and stickers that are not specifically district-provided or approved. Branch-specific buttons should be pre-approved by the executive director.

Comment [LS2]: Another new section

Formatted: Highlight

Formatted: Highlight

Punctuality

Staff members are expected to be fully ready to work at the beginning of the scheduled shift. If unforeseen problems should arise – preferably only rarely – that prevent on-time arrival, the employee has a responsibility to contact their supervisor or person in charge, if at all possible.

Dependability

Staff is expected to be at work during the entire time they are scheduled to work, and to fully complete agreed-upon shifts, whether those are regularly scheduled or extra hours.

There may be times when an employee becomes ill or injured during a shift, or a family emergency develops that is outside the employee's control. When this occurs, we expect that the employee will get clear and definitive authorization from a supervisor or the person in charge (PIC) to leave the workplace. In the absence of an immediate supervisor or PIC, another branch/department supervisor may provide the authorization.

Those employees who are exempt from the Fair Labor Standards Act, (i.e., may not have set schedules and do not qualify for overtime pay) should regularly communicate with their supervisors, peers, and subordinates about their schedules and whereabouts.

Maintaining positive relationships

We expect that our employees will maintain positive relationships with others – this is part of every employee's position description. This includes maintaining positive, personable-yet-professional communications toward others and demonstrating concern for the well-being of the public as well as supervisors, peers, and subordinates. Harassing, abusive, or persistently negative behavior toward patrons or fellow employees by staff will not be tolerated.

We expect that staff will consistently treat others courteously and respectfully, including when dealing with a wide range of patron behaviors or if reacting to workplace directions and decisions. Although FVRL recognizes the importance of staff and stakeholder input into the decision-making process in most situations, a manager may need to make a decision within their area of responsibility without getting input from staff, or in apparent contradiction to staff input. Differing opinions about decisions made should be shared in a respectful and non-harassing manner.

FVRL has committed to creating a work environment that encourages and support Equity, Diversity and Inclusion (EDI) by recognizing that inequities exist and historically have not been identified or addressed within our organization and the communities we serve. The Board of Trustees has adopted the following Equity Statement to serve as the framework for creating and maintaining an environment of equity, diversity, and inclusion (EDI):

Formatted: Highlight

FVRL's Equity Statement

Formatted: Highlight

FVRLibraries is committed to the work of creating equity in our communities by becoming an organization that listens to and acts upon the perspectives and experiences of people from systemically marginalized groups in our decision-making, policies, and practices.

FVRLibraries continuously promotes equity, diversity, and inclusion by identifying and eliminating barriers impacting our staff and the public, by supporting broader public access to library programs, resources and services, and by providing the public and staff opportunities for growth through employment and education. Our Equity Policy is provided on the Source: [Insert link here.](#)

Formatted: Font: (Default) +Body (Calibri), Highlight

Formatted: Font: (Default) +Body (Calibri)

FVRL is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. FVRL will not tolerate unlawful discrimination or harassment of any kind.

It is unlawful and a violation of the personnel manual to discriminate in the provision of employment opportunities, benefits, or privileges, to create discriminatory work conditions, or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, a violation of applicable local, state, or federal laws including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Harassment of a sexual, racial, ethnic, or religious nature between employees, regardless of the relative working relationship, is specifically forbidden. Such prohibited harassment includes but is not limited to: gestures, physical contact, or unsolicited remarks derogatory to either gender or to racial, ethnic, or religious groups; basing personnel decisions on an employee's response to sexually oriented advances; or retaliation against employees for complaining about the behaviors described above.

Any employee who feels they have been discriminated against or harassed should promptly take the following steps:

1. Report the matter to your immediate supervisor. If circumstances make this impractical (*e.g., the supervisor is involved in the conduct, or the supervisor is not available*), report the behavior to Human Resources. You may be asked to verbally or in writing give specific details of the alleged discriminating or harassing behavior. It is helpful if details of dates, times, places, and witnesses, if any, of the discrimination can be provided.
2. If you believe action has not been taken to resolve your complaint, you may go directly to the director of Human Resources for review and resolution of the complaint.

All complaints will be investigated appropriately and promptly. The identity of the employee making the complaint, as well as the identity of the individual accused of discrimination, will be kept as confidential as is reasonably possible. The complaining employee will be advised generally of the outcome of the investigation following its conclusion.

If the investigation shows that the accused employee violated FVRL policy, FVRL will take appropriate disciplinary action, up to and including termination of employment.

It is contrary to FVRL policy for a supervisor or any other employee to retaliate or attempt to retaliate against any employee who, in good faith, raises a concern of discrimination or harassment or participates in an FVRL investigation. Please report any apparent retaliatory conduct to the director of Human Resources.

Open door policy

When people work together, problems and complaints occasionally arise. Whatever the problem, we are committed to individuals being given an opportunity to resolve them. The initial step is to discuss the problem with your supervisor. If you believe you cannot discuss it with your supervisor or you are not completely satisfied with the response, you should discuss the matter with the director of Human Resources.

It is FVRL policy that any employee shall be free without fear of retaliation to make known allegations of alleged misconduct existing within FVRL that they reasonably believe evidences:

- An abuse of authority, gross misconduct, or gross waste of money
- A substantial and specific danger to public or staff health or safety
- A violation of law

A representative of FVRL shall not take any personnel action as retaliation against an employee who discloses information regarding alleged misconduct under this policy in good faith or who, following such disclosure, seeks remedy provided under this policy or any law or other FVRL policy.

The wearing and display of political paraphernalia

FVRL is a politically neutral institution which does not endorse or oppose politicians, political viewpoints, or other issues.

In accordance with the mission of the library to provide information in a neutral manner, staff may not wear political paraphernalia or display political slogans or endorsements while on the job. Wearing political paraphernalia (e.g. buttons, jewelry, T-shirts) erodes the appearance of neutrality on the part of the library and jeopardizes the credibility of information provided by employees.

FVRL supports the First Amendment rights of employees to speak out on their own time. In so doing, it is the responsibility of the employees to maintain a clear distinction in their actions and statements between their personal philosophies and opinions and those of the library.

Violence-free workplace

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying of weapons on FVRL property, or any other act which in management's opinion is inappropriate in the workplace. An employee must

Formatted: Highlight

Comment [LS3]: This language mirrors the administrative policy almost word for word.

Formatted: Highlight

Formatted: Highlight

refrain from making suggestive, intimidating, threatening, or offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct or concerns to their supervisor, manager, and/or Human Resources. Employees will not be disciplined for reporting such conduct. Employees should immediately contact proper law enforcement authorities if they believe there is a serious, imminent risk to the safety and health of themselves or others on FVRL premises.

Weapon-free workplace

The possession or use of a dangerous weapon on FVRL property is not permitted. Even if the employee has a permit to carry the weapon, it should not be brought into FVRL buildings.

Drug-free and alcohol-free workplace

Illegal drug and alcohol use can have adverse health and safety consequences in the workplace. Employees are expected to report to work fit for duty and free of any adverse effects of illegal drugs, alcohol, or marijuana. This policy does not prohibit employees from the lawful use and possession of prescribed medications while at work. The employee must notify their supervisor, manager, or Human Resources immediately of any work restrictions related to the use of prescription drugs. Employees must consult with their health care provider about medications' effects on their fitness for duty and ability to work safely.

Whenever an individual is operating a district vehicle, working on district premises, or conducting related work off-site, they are prohibited from:

- Using, possessing, buying, selling, manufacturing, or dispensing any illegal drug or controlled substance, including marijuana; and possession of drug paraphernalia.
- Being under the influence of alcohol, marijuana, or an illegal drug.
- Misusing legally prescribed or over-the-counter drugs or other substances in a manner that compromises work performance and/or safety.

Any illegal drug or drug paraphernalia found on FVRL premises will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Americans with Disabilities Act

FVRL is committed to complying with all applicable provisions of the American with Disabilities Act ("ADA") and equivalent state and local law. It is FVRL's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, FVRL should provide reasonable accommodation to a qualified individual with a disability, as defined by applicable law, who has made FVRL aware of his or her disability, provided that such accommodation is reasonable and does not constitute an undue hardship on FVRL. Employees

with a temporary or permanent, disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor or the director of Human Resources to initiate the formal interactive process of determining the ability of the organization to reasonably accommodate the disability.

Personal property in the workplace

FVRL provides lockers or locked drawers for limited storage of an employee's personal items to the extent possible in each facility. These lockers or drawers, as well as desks, computers, other equipment, and electronic resources, are considered FVRL property and may be subject to search if just cause is determined. Employees are encouraged to limit the personal property they bring to the workplace as FVRL is not responsible for loss due to fire, flood, damage, theft, or personal liability.

Formatted: Highlight

Staff parking

Due to various limitations, FVRL is not able to guarantee the availability of vehicle parking spaces for its employees.

Staff members who work in all FVRL locations should consult their local supervisors about staff parking arrangements. Bicycles and other small vehicles are not allowed inside the buildings.

FVRL is not responsible for fire, damage, theft, or personal liability concerning employees' vehicles or their contents.

Use of library vehicles

FVRL maintains a fleet of various types and sizes of vehicles to support the transportation needs of a 4,200-square-mile district. Staff is expected to use FVRL vehicles for FVRL-related travel when a vehicle is available. Some employees drive bookmobile vehicles as a requirement of their job. The following expectations regarding use apply:

Eligibility and allowability

- Any FVRL employee with a driver's license in good standing and sound driving skills may check out and operate an FVRL vehicle.
- FVRL vehicles are for official use only; employees are not allowed to conduct personal errands while in an FVRL vehicle. They may stop for a meal period but must not vary from the direct route to their destination in order to do so.
- For insurance purposes, all drivers are required to provide, in advance of first use of an FVRL vehicle, their current driver's license number and information about any accidents or moving violations in the previous three years. They must report any new driving infractions to Human Resources as they are incurred. Records will be verified through the district's insurance carrier or by a Human Resources staff member.
- Non-employees are not permitted to operate FVRL vehicles but may ride in vehicles as passengers when on library business. Picking up hitchhikers is prohibited.

- Employees are expected to exercise highly responsible driving practices when using FVRL vehicles. Unsafe, reckless, or illegal driving of FVRL vehicles is prohibited.
- Employees are required to pay for all parking or traffic tickets incurred while driving an FVRL vehicle.
- Smoking, vaping, or use of tobacco products in FVRL vehicles is prohibited.
- Personal use of FVRL vehicles is prohibited except with advance written approval of the FVRL executive director.
- Any approved personal use of FVRL vehicles, including transportation to and from work, is considered taxable by the Internal Revenue Service and must be logged and reported.
- All employees who regularly drive FVRL vehicles will be required to participate in training at regular intervals.

Use of personal vehicles for library business

When a library vehicle is not available, employees may use their personal vehicles for FVRL-related transportation. In those situations, pre-approval from the finance manager is required. Reimbursement terms may be set by the board at a rate lower than the U.S. government standard. Requests for reimbursement may be submitted on at least a monthly basis, using the "Mileage" section of the Expense Voucher form available on The Source.

If an accident occurs in a personal vehicle while conducting FVRL business, an employee is covered by worker's compensation insurance for any injuries; however, their own insurance is responsible for the damage to the employee's and others' vehicles.

Employees are encouraged to carpool whenever possible. In special cases when a library vehicle may be available for use, the executive director or designee may instead authorize reimbursement for use of a personal vehicle. Taking a personal vehicle for convenience is not normally a qualifying reason for reimbursement.

Cell phone use while driving

The use of a cell phone while driving may present a hazard to the driver, other employees, and the general public and may violate state law. Employees are prohibited from using a hand-held cell phone while driving on FVRL-authorized or FVRL-related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or instant messages, emails, etc., while driving on FVRL business. Should an employee need to make a business call while driving, the employee should locate a lawfully designated area to park and make the call. Employees may use hands-free cell phones or devices to make business calls where doing so is permitted under applicable law. Such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. This policy is meant to ensure the safe operation of FVRL vehicles and private vehicles while an employee is on work time. It applies equally to the usage of employee-owned or FVRL-provided mobile devices.

Violation of this policy will subject the employee to corrective action, up to and including termination of employment.

Staff use of electronic equipment

An employee is eligible to have portable, district-owned equipment (e.g., laptops, cell phones, tablets) assigned to them if at least one of the following criteria is met:

- It is necessary to do their job.
- The employee does not have the equipment needed at a designated workstation.
- It is in the best interest of the library for the employee to have the equipment.
- The equipment is needed due to frequent travel.
- There is a safety consideration.

A member of the administrative team must authorize all requests for such equipment.

Use of personal equipment for library business

At times, such as during an emergency closure, employees may be required to telecommute from their home or another work location, when the essential functions of their job can be performed remotely. Telecommuting is a voluntary alternative work arrangement in which part or all of an employee's weekly scheduled work is performed at an alternate work location. Telecommuting is neither a benefit nor an entitlement, and in no way changes the terms and conditions of employment. Telecommuting is only viable in cases where the Employee, Supervisor, and the Executive Director mutually agree that the job characteristics and essential functions of the position are well suited to an alternative work location.

Telecommuting may be appropriate for some employees and duties, but not necessarily viable for everyone. Telecommuting may be fixed and ongoing, such as working a set number of hours from an alternate location each week, or it may be limited in duration, such as working from home for a few days or intermittently. Employees interested in telecommuting should discuss the viability of this with their Supervisor.

Formatted: Highlight

Employees and Supervisor should complete an FVRL Telework Agreement to outline the specifics of the proposal. The Telework Agreement must be approved by the Executive Director, and signed by the Employee and their Supervisor prior to implementation. The telecommuting agreement should specify the days/times telecommuting will occur and also specifically outline the work product anticipated to be accomplished by the arrangement. Telecommuting agreements may be discontinued at any time at the sole discretion of the District.

Telecommuters must be available by phone or other electronic communication during the agreed upon telecommuting hours of work.

Employees will work with their supervisor to complete a Request for Telework and Flexible Work Schedule form for executive director approval prior to beginning any telework. An

occasional day spent working from home is not considered telecommuting and does not require executive director approval. While teleworking, an employee may be required to provide their own computer equipment, printer, and internet access.

Comment [LS4]: New section.

Formatted: Highlight

FVRL attempts to provide staff members with the supplies and equipment needed to perform their jobs and discourages employees from bringing non-essential personal property to the workplace. Employees are encouraged to utilize branch devices to take photos of events for posting on social media. Use of personal cell phones is discouraged. FVRL assumes no responsibility for loss or damage to an employee's personal property on its premises, nor for loss or damage incurred by its use.

Please refer to Chapter 4 "Electronic Communications Systems Guidelines and Restrictions: Usage Guidelines" for more information about the use of electronic devices.

Rights of FVRL employees as library patrons and members of the public

FVRL employees enjoy all of the privileges and responsibilities of other library patrons, without special consideration in non-work-related instances.

- FVRL employees may check out library materials for their personal use the same as all patrons and are afforded no special privileges for checkouts, holds, ILLS, renewals, or total number of items. Removing library materials or other property from the library without checking them out first or receiving other authorization may be considered theft. When in question about the appropriateness of system use, employees are encouraged to consult their supervisor or Human Resources.
- FVRL employees are prohibited from manipulating hold lists or using their personal advantage to access materials or resources in the course of their job duties.
- FVRL employees have the same right to question library materials as patrons and to submit request for reconsideration forms, which will be handled according to the same procedures as for library patrons according to the FVRL board's Collection Policy: <https://www.fvrl.org/a-policy/collection>. Since all library materials are selected and disposed of in accordance with FVRL policy, employees are encouraged to familiarize themselves with the policy before initiating a complaint.
- Use of library facilities and equipment by FVRL staff for personal or non-library reasons is handled in the same way that FVRL requires for patrons or the general public.

Personal visitors

FVRL strives to create an environment in which all employees can successfully do their work. To minimize disruptions of ongoing work, employees are expected to refrain from conducting personal business or entertaining personal visitors, including family members, during work hours. Use of staff entrances or non-public areas of district-owned facilities by unaccompanied visitors is not permitted.

Formatted: Highlight

Social Media

Employees not tasked with posting to social media on FVRL's behalf should take care when making comments to FVRL's social media pages so as to not imply that they are representing FVRL. Similarly, staff should also refrain from posting reviews about FVRL's service providers to social media or online review websites such as Yelp unless they specifically manage that service relationship.

Employees should be aware that staff members may be friends with or follow each other's social media. As such, posts they believe are personal and confidential may be shared with others in the workplace, including individuals who are not included in the original post. Harassment, threatening behavior, or bullying of other staff members on personal social media may be reported. Such behavior – even on personal accounts – may also be subject to public records law.

Health

FVRL encourages employees to take advantage of the district's wellness programs:

https://docs.google.com/document/d/1bX_h0ZYdm3dVBRjalgoVRw2nKGZGHbS-0kf2qeWpDkk/edit

Scent-free workplace

Recognizing that employees and visitors to our workplace may have sensitivities and/or allergic reactions to various scents, FVRL seeks to provide a healthy environment for all individuals by keeping its facilities as scent-free as possible. Personal fragrance products (perfume, colognes, aftershave lotions, scented hand creams, body powders, essential oils, laundry products, and other similar items) that are perceptible to others are not to be worn by employees. Some types of flowers and plants also may be a source of allergic reaction or discomfort in the workplace. Please refrain from bringing such items into FVRL facilities. If unsure about the acceptability of a flower or plant scent among co-workers, please check with them, and remove immediately any items that cause problems or discomfort. Any employee with a concern about scents or odors should contact their supervisor, an administrative team member, or Human Resources.

Smoke-free workplace

Smoking or other use of tobacco or other smoke- or vapor-producing substances in FVRL vehicles and buildings or within 25 feet of any entrance or open window is prohibited, per RCW 70.160. This ruling is equally applied to both the public and employees.

Library advocacy and volunteering on personal time

Library employees often serve as volunteer advocates for library use and support on their own time and in their communication with friends, family, neighbors, and organizations. Volunteer advocacy can range from casual interactions outside of work to full involvement with one's local Friends of the Library group or to volunteering with a Political Action Committee for a library political campaign. The district reminds employees to not portray this involvement as part of their work duties or to present themselves as speaking on behalf of the district, whether such identification is implicit or explicit. Hourly employees may volunteer to work for the FVRL

Foundation or a Friends group, but may not volunteer on their own personal time to work on or help with activities that are related directly to any function of the library district.

Employees may be asked questions by the public during work shifts regarding an election or political campaign and are allowed to respond with factual details of an election question. Talking points and additional guidelines will be provided to staff in case of campaigns involving funding for FVRL or FVRL services.

Personal use of FVRL copiers/printers

Employees are expected to refrain from using library printers and copiers for printing or making copies of documents for personal use, except on a limited, occasional basis.

Contact with the news media

Occasionally staff might be contacted – often in person at the branches – by members of the news media seeking to do a story or take photos about FVRL, a branch, or a program. FVRL welcomes media coverage and asks that staff be courteous and respectfully direct any questions from media to their branch manager or supervisor. When a manager or supervisor is not available, or if the story involves something at the district level (such as bond measures, district policy, collection, or administrative questions), employees should have the media representative contact the district’s Communications and Marketing director or another member of the administrative team.

CHAPTER 3

Position and Compensation

FVRL strives to maintain a competitive salary and benefits for our employees within our budget limitations. FVRL has a variety of positions that are generally filled by internal candidates when there are openings. Some positions require simultaneous internal and external posting to ensure an adequate pool for selection.

Job classifications

Job classifications provide a framework that encompasses a broad scope of responsibility, organizational relationships, complexity of tasks, limits of authority, knowledge requirements, and typical duties within the classification. Job classification descriptions do not present a detailed statement of all tasks performed, but rather summarize duties typical of a level of skill and degree of responsibility. The job classification description is used to differentiate and group the primary job types and levels common to all the job descriptions each classification encompasses. Current job classification descriptions can be found on the Human Resources Division's page on The Source:
<https://source.fvrl.org/intranet/Site/view.cfm?pageID=2000946>

Job descriptions

Upon hire, each employee is provided with a copy of the current job description for their position. Job descriptions are grouped within job classifications, or "families." Descriptions reflect the distinct differences between specific positions within classifications, including essential work performed, scope of duties, functions, and level of supervision received and exercised. Positions within each classification have approximately the same level of responsibility, requirements, and complexity. Job descriptions are updated periodically to reflect changes in processes and procedures as well as new technologies. Current job descriptions can be found on the Human Resources Division's page on The Source:
<https://source.fvrl.org/intranet/Site/view.cfm?pageID=2000946>

Change in duties

Employees who believe their job duties have changed, which may result in a change to their job classification, and their compensation, should refer to the FVRL Employee Position Reallocation Procedure on The Source:
https://source.fvrl.org/intranet/includes/secure_file.cfm?ID=147&menuID=2000293.

Employee status definitions

At-will employment: Employment with FVRL is on an at-will basis except as otherwise stated in a collective bargaining agreement or written agreement executed by the executive director. At-will employment relationships may be terminated by either the employee or FVRL at any time, with or without notice, and for any reason not expressly prohibited by law.

Exempt employee: An employee who by the nature of their work is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). An exempt employee normally receives a set salary for the completion of a specific group of duties.

Non-exempt employee: An employee who must receive overtime pay for hours worked over 40 per workweek at a rate not less than one and one-half times the regular rate of pay.

- WPEA employees will be paid overtime as outlined in Article 12, Section 12.7, of the collective bargaining agreement.
https://source.fvrl.org/intranet/includes/secure_file.cfm?id=8&menuid=2000293
- AFSCME employees will be paid overtime as outlined in Article 6, Section 6.3 of the collective bargaining agreement.
https://source.fvrl.org/intranet/includes/secure_file.cfm?id=106&menuid=2000293

Comment [LS1]: Need an updated Link.

Regular full-time employee: A non-substitute employee regularly scheduled to work 40 hours per week.

Regular part-time employee: A non-substitute employee regularly scheduled to work less than 40 hours per week.

Floater employee: A regular full-time or part-time employee who may be assigned to multiple locations and have a variable schedule.

Person In Charge (PIC): In the absence of a manager or supervisor an employee may be designated as PIC at the work location. Employees designated as PIC will organize staff, monitor and adjust workload, maintain schedules, address patron concerns and safety issues and provide direction in the case of an emergency. For WPEA employees PIC assignment, training, compensation and expectations are outlined in Article 32 of the collective bargaining agreement.

Probationary Period: Is the initial period of employment in a regular position at FVRL. After the probationary period has been satisfactorily completed the employee becomes a permanent regular employee.

Provisional part-time employee: An employee working a regular or irregular schedule of less than seven hours per week or less than 15 days per calendar quarter.

Substitute employee: An employee hired to replace an absent regular full-time or regular part-time employee, or for a special project. Determination of need and approval for use of substitutes will be by the supervisor or manager of the work area.

Bargaining-unit-represented union-substitute employee: A substitute employee who, by virtue of working 350 hours or more in one calendar year, becomes a union-represented substitute beginning Jan. 1 of the following calendar year.

Temporary employee: An employee hired to work a full-time or part-time schedule for a limited period of up to six months.

Trial Service Period: A period of employment for a regular employee upon promotion, demotion or transfer as outlined in the respective collective bargaining agreement.

WPEA-represented employee: An employee hired into a position represented by Washington Public Employees Association (WPEA). The employee will receive a union packet upon hire.

AFSCME-represented employee: An employee hired into a position represented by American Federation of State, County and Municipal Employees (AFSCME). The employee will receive a union packet upon hire.

Non-represented employee: Staff member in a position that is not part of a bargaining unit or represented by a collective bargaining organization.

Work schedules

Library work schedules are set to reflect public service needs and job requirements, and are subject to change.

At FVRL, the designated work week starts at 12:01 am (midnight) Sunday and goes through 11:59 pm Saturday. Due to the differing responsibility levels of positions and the variable nature of library service needs, hours and days of work may vary. Adjusted and alternate work schedules may be established by mutual agreement between FVRL and the employee.

Employees may be required to work more than their normal work week or schedule to ensure that services are maintained. For non-exempt employees – i.e., those who are eligible for overtime – supervisors **must have overtime pay approved by a member of the administrative team.** ~~WPEA employees are eligible for overtime when working in excess of eight hours in a workday. Overtime-eligible AFSCME employees are eligible for overtime when they work in excess of 40 hours in a work week.~~ The district expects exempt employees (i.e., those who are exempt from the overtime provisions of the federal Fair Labor Standards Act by virtue of being salaried and therefore not entitled to overtime pay) to average a minimum of 40 hours worked per week over a 12-month period.

Breaks

All employees are expected to take adequate breaks and lunch periods during the workday. Each regular full-time employee receives an unpaid meal break of at least 30 minutes and two 15-minute break periods in each day's work schedule, except in cases of emergency or special assignment that prevent the taking of such break periods. No employee will be scheduled to work more than five consecutive hours without a meal period. Break periods are to occur approximately midway during each of the first and second halves of the shift and will be scheduled so that, if possible, public service will not be impaired. Regular part-time employees are entitled to one 15-minute break period for each four consecutive hours worked, to be taken approximately midway through each four-hour shift. When an employee works three or more consecutive hours, the employee is entitled to one 15-minute break period for each such work period. Break periods normally are not to be added to the normal lunch period, nor should they be taken at the beginning or end of a work shift.

Pay periods and pay information

FVRL requires that all staff be set up to receive their pay via electronic direct deposit. Exceptions will be made generally only in extreme circumstances. Notice of direct deposit statements ~~are emailed to~~ are **available to staff through the HRIS system**, on paydays, which are usually the 10th and 25th of each month. It is the employee's responsibility to maintain and update ~~notify payroll staff immediately if~~ **there is a change in their banking information that impacts electronic direct deposit through the HRIS.**

Salaried employees who are exempt from the Fair Labor Standards Act (FLSA) – i.e., cannot receive overtime pay – have pay periods based on a calendar month. Salaried staff members receive approximately one-half of the monthly net amount on the 25th of each month, and the remaining net balance on the 10th of the following month.

Hourly employees are paid semi-monthly, generally on the 10th and 25th. The pay periods extend from the 1st through the 15th and the 16th through the last day of the month.

If a payday falls on a Saturday or Sunday, payday will be the preceding Friday. If payday falls on a holiday, payday will be the work day prior to the holiday.

Written authorization must be provided to allow someone other than the employee to pick up specially-issued payroll checks or printed direct deposit statements. The authorized individual will be asked to provide identification.

FVRL does not provide salary or wage advances under any circumstances.

An employee who leaves employment with FVRL before the end of the pay period is paid on the next regularly scheduled payday after the end of the pay period, with distribution according to the above schedule.

CHAPTER 4

Electronic Communications Systems Guidelines and Restrictions

FVRL supports employee communications with a variety of electronic communication systems:

- Telephone system
- Voicemail system
- Cell phones
- Electronic mail system (email)
- Computers
- Computer network system
- And other electronic communication systems

Ownership of data and public records requests

All of FVRL's electronic communication systems and the data stored on these systems are district-owned property and remain so at all times. All messages and transmissions composed, sent, stored, or received on the district's electronic communication systems are the exclusive property of the district and are not to be considered private property of any employee. Any content, including written materials, photos, artwork, and social media posts, created by staff as a work product is the property of FVRL, and the employee should not expect official, written credit for work when used by FVRL.

As FVRL-owned property, all messages on the district's electronic communication systems, even those created or accessed on the employee's personal device, may be subject to public records law and can be obtained by the public or outside agency through a public records request, subpoena, or its equivalent. This includes, but is not limited to FVRL email, voicemail, work-related text messages, and official posts on social media or other internet website, as well as any files on FVRL computers. Employees are expected to follow the guidance of FVRL's Public Records Policy: <https://www.fvrl.org/p-policy/public-records>.

There are certain exclusions of **required release of** personal information as listed in the Revised Code of Washington. These exclusions are outlined in the following:

- RCW 42.56.310 Library records: <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56.310>
- RCW 42.56.230 Personal information: <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56.230>

Usage guidelines

FVRL's electronic communication systems are to be used for business purposes only. It is acknowledged that occasionally it is necessary for employees to use the systems for personal use. Personal use of any FVRL electronic communications system should be kept to a minimum.

FVRL telephone systems

- To contact or be contacted by immediate family members or critical contacts (medical personnel, child caregivers, school staff, police, etc.) in emergency situations. If possible, employees should notify their supervisors in advance of situations that may result in the need for emergency phone use.
- For personal outgoing local calls as necessary during breaks and lunch periods.
- For personal long-distance calls during breaks or lunch periods ONLY if using toll-free numbers or any other method that does not result in a charge to the district. Any costs incurred by FVRL for personal use made by an employee are the responsibility of the employee.
- FVRL-issued cell phones are for work-related calls and texting. FVRL normally issues cell phones for those employees whose jobs require regular mobile communications.

Personal electronic devices

- While at work, employees are expected to refrain from excessive personal use of cell phones, however use for business contact during work hours is acceptable.
- In areas outside of public service, employees may use their cell phones as a method of listening to music or other information.
- Employees are prohibited from using hand-held cell phones (personal or FVRL-issued) while driving on FVRL-authorized or FVRL-related business. Please refer to Chapter 2 "Employee Responsibilities, Conduct, and the Workplace: Use of library vehicles" for more information about use of cell phones while driving.

Email

- All FVRL employees are given an individual email account, to be used for work-related purposes only. Staff is expected to read and respond to messages regularly. The all-staff email address (everyone@fvrl) should be used for work-related communications only.
- Employees are expected to follow the guidelines to include email signature block content, outlined in the FVRL Style Guide available on the Communications and Marketing Division Source page. FVRL Style Guide: <https://source.fvrl.org/intranet/Site/view.cfm?pageID=2001871>

Computers and laptops

- Employees in most positions have access to district computers (including laptops and tablets) as part of their daily work. Downloading software without the explicit permission of IT and a direct supervisor is prohibited.
- Some employees may have district laptops or tablets issued to them as part of their jobs. The same prohibitions on use apply and personal use should be minimized.
- Except with permission from an administrative team member, no employee is allowed to install personal computer software on library devices.
- Activities such as purchase of personal items on FVRL equipment or downloading personal media content to a work device are not allowed.

Internet access

- **Social network sites:** For work-related purposes only, FVRL staff may be asked to post to social networking sites (such as Facebook, Twitter, Instagram, YouTube, etc.). Information on these is considered public information and is subject to public records laws. Further information is contained in the FVRL Social Media Policy on the Source: <https://www.fvrl.org/p-policy/social-media>
- **Personal use of the internet:** Personal use of the internet for email, internet use, or social media must be limited to breaks. Employees also should remember that all transactions of a personal nature on an FVRL computer are subject to public disclosure.
- **Staff members as patrons:** When staff members use FVRL computers as patrons, they have the same status, rights, and restrictions as all other patrons regarding internet filtering and should use computers designated for patron use in the public areas.

Right to privacy

FVRL does not guarantee your right to privacy. Employees should not assume that electronic messages or files are private or secure. An FVRL staff member or representative may access an employee's voicemail, email, computer files, or any other FVRL property in the course of conducting FVRL business. Specific instances may include periodic performance monitoring of the electronic communication system, or when the executive director or a member of the FVRL administrative team has cause to suspect that a library procedure, rule, regulation, or policy is being violated. Employees should consider electronic information to be as requestable as any other public record that the public has the right to examine.

Although employees have individual passwords or access codes to their voicemail, email, and computer network systems, communications created, stored, sent, or retrieved on such systems are not confidential, as these systems are accessible at all times by the district. Individual passwords and access codes must be provided to the system administrator on request. Employees are restricted from using passwords or access codes, other than voicemail passwords, of another employee without prior approval from an administrative team member. Employees are prohibited from attempting to access sites, systems, or password or access codes without permission. No electronic communication may be created, transmitted, or stored that attempts to hide the true identity of the creator or sender.

Retention of electronic records Electronic records will be retained in accordance with FVRL's Public Records Policy (<https://www.fvrl.org/p-policy/public-records>). Information about public records, including our current records retention schedule and how to help patrons with records requests can be found on The Source (<https://source.fvrl.org/intranet/Site/view.cfm?pageID=2002950>).

Union communications

Private cell phones and the district's electronic communications systems and telephones may be used for union-related communications between and among union-represented employees and union representatives during work hours, subject to the applicable union contract.

Prohibited behavior

Employees are prohibited from using FVRL's electronic communication systems in any way that may be deemed illegal, harassing, or discriminatory. Users encountering or receiving such messages or material should immediately report the incident to FVRL management.

Use of the district's electronic communication systems in any manner that violates FVRL policy, or that may damage the reputation of the library, is prohibited.

Employees may not copy any licensed materials or programs.

CHAPTER 5

Benefits

Introduction

The benefits and level of benefits that employees receive depend on the number of hours worked, the terms of the insurance company contract, federal and state requirements, and district policies as set by the FVRL board. All services are subject to change without notice, although FVRL will provide employees with advance notice of anticipated benefit changes whenever possible.

FVRL provides the following types of benefits for eligible regular employees:

Compensated time off

- Holidays (See [Chapter 7 "Paid Leave and Leave Without Pay"](#) for a list of holidays.)
- Sick leave
- Vacation leave
- Bereavement leave

Insurance

- Medical
- Vision
- Dental
- Life
- Long-term disability
- Spousal long-term disability

A regular part-time employee working extra hours, in addition to their regularly assigned position, will receive benefits at the level of their regularly assigned position. Hours worked in addition to regularly assigned hours (extra hours) do not change the benefit level. Hours worked will be reviewed each calendar year for determination of continued coverage under the Affordable Care Act.

Substitute employees are not eligible for benefits.

The State of Washington provides access to Paid Family Medical Leave for FVRL employees. Specific conditions may qualify for a weekly payment under this benefit. Employees should contact the Employment Security Department for specific information regarding this benefit. Information can be found at <https://esd.wa.gov/paid-family-medical-leave> or on the HR Source page.

Consult Human Resources for current information on eligibility, benefits offered, and employee costs. The insurance and compensated time-off benefits are available based on the number of regularly-assigned hours. Insurance benefit eligibility requires a weekly minimum number of hours worked.

Employee Assistance Program (EAP)

FVRL provides all staff members with access to an Employee Assistance Program (EAP) through our vendor – Canopy. [Insert link here.](#) The EAP provides confidential assistance to employees who have personal challenges that may affect their job performance. They also provide information and resources

regarding life events such as purchase of a home, family building, etc. Information about EAP is available from Human Resources.

Continuation of health insurance under COBRA

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminates employment with the district or otherwise loses insurance eligibility, the employee is entitled to continue participating in FVRL's group health plan for a prescribed period of time, normally 18 months. If a former employee chooses to continue group benefits under COBRA, they must pay the total premium plus an administrative fee allowable under COBRA regulations. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions, or becomes eligible for Medicare.

Contact Human Resources for more information on COBRA.

State- and federally mandated coverages

- **Public Employees Retirement System (PERS):** FVRL is a member of the Washington State Public Employees Retirement System (PERS). Pension eligibility is determined by PERS. All PERS-eligible employees must participate in the plan. Pension contributions are shared by the district and the employee. PERS provides personalized annual on-line statements of benefits earned. Employees should refer to the PERS website for current information regarding the plans: <http://www.drs.wa.gov/member/systems/pers/>
- **Unemployment compensation:** The Washington State Employment Security Department sets the rate of compensation and eligibility for unemployment benefits. FVRL pays all costs.
- **Social Security:** The cost of this benefit is shared by the district and the employee.
- **Washington State Industrial Insurance:** The cost of this insurance is shared by the district and the employee. (Industrial insurance is for work-related injuries and illnesses, and pays for approved medical, hospital, and related services essential to an injured worker's treatment and recovery. It also provides partial wage replacement for injured workers who are temporarily unable to work.)
- **Washington State Paid Family Medical Leave:** The cost of this insurance is shared by the district and the employee. Paid Family and Medical Leave is for when a serious health condition prevents the employee from working or when they need time to care for a family member, bond with a new child, or spend time with a family member preparing for military service overseas. This mandated benefit is administered by the Employment Security Department of Washington state. <https://esd.wa.gov/paid-family-medical-leave>
- **Washington Cares Fund:** WA Cares Fund is self-funded entirely by worker contributions. Employees earn lifetime access to benefits by contributing at least 10 years without a break of 5+ years. They may also access benefits if they contributed 3 of the past 6 years at the time of application. Employees born before 1968 can earn lifetime access to 10% of the full benefit amount for each year they contribute. Employees will begin contributing to the Washington Cares Fund in July of 2023.

Employee optional benefits

- **Deferred compensation plans:** FVRL provides two deferred compensation 457B plans. *(Participation in either of these plans is voluntary and the employee pays all contributions. Contact Human Resources for more information.)*
 - Washington State Deferred Compensation
 - ICMA Retirement Corporation

Flexible Spending Accounts for medical, dependent care, and transportation costs: Reimbursement for regular benefit eligible employees where they can set aside a portion of their wages on a pre-tax basis – subject to certain limits – to cover qualified dependent care, health care or commuter expenses.

- **Voluntary life insurance benefits:**
 - Employee: Employees may select from a minimum of \$10,000 to \$500,000, in increments of \$10,000. Coverage may not to exceed five times their annual earnings. Guaranteed Issue is \$100,000 if elected within the first 31 days of initial eligibility.
 - Spouse: Spouses may select from a minimum of \$5,000 up to \$500,000, in increments of \$5,000. Benefits will be paid to the employee. Guaranteed Issue is up to \$25,000 if elected within the first 31 days of initial eligibility.
 - Dependents: Coverage may be elected from a minimum of \$2,000 to \$10,000, in \$2,000 increments. The maximum death benefit for a child between the ages of live birth and 6 months is \$1,000. Benefits will be paid to the employee.
- **Voluntary accident insurance:** Accident insurance is designed to help covered employees meet the out-of-pocket expenses and extra bills that can follow an accidental injury, whether minor or catastrophic. Benefit payments may be made for emergency room care, doctor office visits and physical therapy. In major accidents, benefits for catastrophic accident (up to \$100,000) and accidental death (up to \$25,000) may be payable. The accident base plan is guaranteed issue, so no health questions are required.
- **Voluntary critical illness insurance:** Critical illness insurance offers financial help in the event of a serious illness, such as heart attack or stroke. The plan may also include coverage for family members. Employees can choose \$10,000, \$20,000 or \$30,000 of coverage. Spouses can get 50% of the employee coverage amount. Children from live birth to 26 are automatically enrolled at no additional cost.
- **Identity theft assistance:** See the FVRL Employee Benefits page on The Source for more information: <https://source.fvrl.org/intranet/Site/view.cfm?pageID=2000333>

Comment [1]: Bad link

Comment [2]: bad link

CHAPTER 6

Training and Travel

FVRL encourages staff members to build skills and enhance their work performance and productivity. The district will support and provide, within budget constraints, opportunities for staff who want to acquire new skills and knowledge that fit within the scope of their current positions. Certain types of training may be required by the district, to support department, division, and district goals and objectives.

Types of training

Mandatory training is defined as an activity in which participation is required by FVRL as a condition of employment and normally involves acquiring skills or knowledge directly related to the staff member's current position. All eligible expenses related to mandatory training will be paid for by FVRL.

Optional training may be suggested or recommended by a supervisor or may be initiated by the staff member. Regular employees who have successfully completed their probationary period may be eligible for partial or full funding for additional external work-related training and the travel required to participate. The completion of the probationary waiting period may be waived by the executive director or designee if attendance is at the request of the district.

Approval for workshops and conference attendance is not given as a favor or reward, but is based on budgetary constraints, whether attendance is relevant to an employee's job, and whether the job knowledge or skills that may be acquired are applicable and needed by the district. Employees should request to attend training as outlined in the FVRL Education and Training Policy: <https://www.fvrl.org/a-policy/education>. Registration for training, arrangements for travel, and reimbursement will be made in accordance with FVRL Travel and Subsistence Policy: <https://www.fvrl.org/a-policy/travel>.

Hourly employees who travel to training are eligible for compensation for all hours worked, to include travel time from their worksite to the training site. If overnight or out-of-area travel is required employees are compensated for travel from their home to the airport and then until they reach their destination hotel. Time spent attending training is considered time worked for compensation purposes. FVRL may provide the employee a schedule change during the work week of the training so that they may provide for sufficient time off and control overtime costs.

At all times, FVRL follows prevailing Internal Revenue Service (IRS) rules, regulations, and/or other directives regarding payment and reimbursement of subsistence expenses for training and travel, such as lodging and meals:

https://www.irs.gov/publications/p535/ch11.html#en_US_2015_publink1000209148

Career advancement training is oriented toward obtaining skills beyond the scope of or outside of the requirements of the employee's current position. Career advancement opportunities are usually the individual responsibility of each staff member and are not normally paid for by the district. Paid or unpaid release time to pursue such opportunities may be approved on a case-by-case basis and is charged against accrued vacation or pre-approved unpaid leave. See Chapter 7 "Paid Leave and Leave Without Pay" for more information about use of leave for training circumstances.

Staff professional collection

Formatted: Highlight

FVRL maintains a professional collection within its cataloged collection at Vancouver Community Library. Items may be identified in the catalog by their call number, which starts with PROF. These items are available for checkout by both staff and the public. The intent of the collection is to provide basic, frequently used, potentially useful books, periodicals, and other resources on topics of interest regarding library programs, services, and management practices. The collection is intended to meet both the current and anticipated needs of staff to accomplish their work objectives and to provide a resource for continuing education in areas in which FVRL has an investment and interest. Staff checkouts of this material are subject to the same use policies as any personal checkouts. Suggestions for additions are welcome – please use the Collection Suggestion Form on The Source:

<https://source.fvrl.org/intranet/forms/viewform.cfm?formid=124>

Contact Collection Development for more information about the professional collection.

CHAPTER 7

Paid Leave and Leave Without Pay

FVRL encourages employees to maintain a good work/life balance. Paid time off and holidays are one way to ensure that employees have an opportunity to be away from the workplace without financial hardship. There are various types of leave applicable to absences from regularly scheduled work. The following information is a partial list. Please contact Human Resources for additional information and assistance.

Holidays

FVRL observes the following holidays:

Holiday	Date
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday of January
Presidents' Day	Third Monday of February
Memorial Day	Last Monday of May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday of September
Thanksgiving Day	Fourth Thursday of November
Native American Heritage Day	Friday after Thanksgiving Day
Day before Christmas	December 24
Christmas Day	December 25
Personal holiday	Floating shift annually

All regular employees are eligible for paid holidays. Employees who find that their normally scheduled days off fall on a holiday should consult their supervisors, or collective bargaining agreement, regarding compensation or holiday time. Temporary employees and substitutes are not eligible for holiday pay.

All regular employees shall be entitled to one paid personal holiday per calendar year. This holiday must be used in a single block of time. All non-represented employees receive eight hours of regular holiday pay on a personal holiday. For overtime-eligible employees, any differences between the scheduled shift for the day and eight hours may be adjusted by the use of vacation leave, accumulated compensatory time, or leave without pay. Personal holidays not used by the end of the calendar year are forfeited. Employees will use the vacation leave scheduling process to request to use their personal holiday.

Holidays for reason of faith

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. The district will allow the employee to take the unpaid holiday when requested unless the employee's absence would impose an undue hardship on the employer or the employee is necessary to maintain public safety. For this purpose "undue hardship" is defined in WAC 82-56-020.

Vacation leave

Scheduling and approval

Vacation leave must be scheduled in advance, be approved by the supervisor, and be scheduled at times that result in minimal conflict with staffing needs.

Accrual

Vacation time is earned from the date of hire according to the schedule below and may be used after completion of six months of continuous regular employment.

- Eligible part-time employees accrue time in proportion to their regular work schedule.
- Regular part-time employees working extra hours in addition to their regularly assigned position will receive vacation leave benefits at the level of their regularly assigned position. Extra hours worked do not count towards accrual proration.
- Temporary and substitute employees do not accrue vacation leave.
- Vacation leave is accrued for each month of service, including paid periods of absence due to vacation and sick leave.
- Vacation leave is not accrued during periods of lay-off or leave without pay.

Represented and non-union staff vacation leave accrual schedule *(figures based on full-time schedule)*

Years of continuous employment	Hours earned per month	Annual days of vacation
0 through 36 months	11	16.5
37 through 72 months	13	19.5
73 through 108 months	15	22.5
109 through 180 months	17	25.5
181 months and above	20	30.0

Carry-over

Time off from work helps employees maintain a good work-life balance. The district encourages employees to use their vacation leave during the year in which it is accrued. No more than 240 hours of accrued vacation leave may be carried over from one calendar year to the next (for regular part-time employees, the 240 hour limit will be prorated based on FTE). The total year's accrual is calculated as of December 31. Any accrual in excess of 240 hours (or a prorated amount) must be taken by December 31

or will be lost. In the event that district needs result in an employee having a balance in excess of this limit, the executive director may allow an employee to carry forward vacation in excess of 240 hours. Requests for vacation leave carryover into the next calendar year should be made in writing or via email to the executive director no later than December 15.

Vacation Leave – Annual Cash-out

Each calendar year, no later than October 10 of the current calendar year, non-represented employees shall have the option of requesting through the HRIS system, a cash out a maximum of forty (40) hours of accrued vacation leave. Such a request will be reviewed and approved or denied by the Executive Director. Employees must maintain a minimum balance of 160 hours of vacation leave after exercising the annual cash-out option. This cash out will be paid to the employee on the December 10th paycheck.

Payout at termination

When employees leave FVRL, they must have worked at least six months continuously to receive payment for accrued vacation at the time of termination. Terminating employees will be allowed to use up to two weeks of accrued vacation leave after their last day physically at work. At that time the remaining balance of vacation leave, up to 240 hours, will be cashed out. No employee will be paid for more than 240 hours of accrued vacation leave at the time of separation from FVRL.

Sick leave

Accrual

Full-time employees accrue sick leave at the rate of eight hours per month. Part-time employees accrue monthly sick leave adjusted proportionately according to their regular monthly hours worked. Regular part-time employees working extra hours in addition to their regularly assigned schedule accrue sick leave benefits at the rate of their regularly assigned position. Extra hours do not count toward proration. Unused sick leave accumulated in a calendar year may be carried over to succeeding years.

Sick leave is not accrued during periods of layoff or leave without pay.

Washington Paid Sick Leave

Per the Washington Administrative Code (WAC) 296-128-620 of the Washington Paid Sick Leave law, all substitute employees will accrue one hour of paid sick leave for every 40 hours of time worked. Accruals earned will be posted after the end of the month and will be reflected on the earnings statement received on the 10th of the following month.

Paid sick leave may be used to cover illnesses, injuries, medical disability, terminal illness, or doctor's appointments, for the employee or for the care of the employee's immediate family members.

Substitute employees may use their accrued sick leave in the above circumstances when they have been scheduled for a work shift and must cancel due to illness or if called to report to duty and cannot due to circumstances which would normally qualify for use of paid sick leave. Employees should inform the responsible supervisor of their intent to use their sick leave when cancelling a shift due to illness or when the supervisor calls to determine if they are available to work a shift.

Per WAC 296-128-690 (b) of the Washington Paid Sick Leave law, any employee who is rehired by the library within 12 months after the date the employee separated from the employer will have the previously accrued, unused sick leave reinstated to them.

Use of sick leave

Paid sick leave may be used to cover illnesses, injuries, medical disability, terminal illness, or doctor's appointments, for the employee or for the care of the employee's immediate family members.

Notification of absence

Employees who are unable to work because of illness or injury must notify their supervisor about their status prior to the beginning of their scheduled work shift, if at all possible.

Use of sick leave requires a completed electronic leave request form, preferably approved in advance of anticipated absences, but as soon as possible after return from time off for injuries or unexpected illnesses.

The employee may be required to provide, upon return to work, written certification from a physician confirming that the employee has been incapacitated for work for the period of absence and is again physically able to perform his/her duties. In addition, certification may be required where the employee has been absent from work in excess of three (3) consecutive days or where sick leave abuse can be documented.

Sick leave cash-out on resignation, retirement, or death

Employees, their beneficiaries, or their estate will receive a cash payment equivalent to 25% of accumulated but unused sick leave, up to a maximum of 960 hours upon:

- Retirement from FVRL: employee must begin receiving their retirement benefit upon resignation
- Resignation after 10 years of employment with FVRL
- The death of the employee

Reinstatement of accrued sick leave

Per WAC 296-128-690 (b) of the Washington Paid Sick Leave law,

For employees who terminated employment after 10 years of service or retired and received a sick leave cash out, upon return to employment within 12 months of their last day on payroll, the district will reinstate the portion not cashed out, up to 720 hours. If the employee had sick leave accrued in excess of 960 hours which was not subject to cash out those hours will also be restored.

Federal Family and Medical Leave

While not a paid form of leave, the federal Family and Medical Leave Act (FMLA) provides eligible employees additional protection for their employment and benefits during up to 12 weeks of unpaid leave in a **12-month period**. An FMLA qualifying event may be any of the following:

- A serious health condition that makes the employee unable to perform the functions of his or her position.
- The birth of a child and care for such child, or the placement of a child with the employee through adoption or for foster care.
- Care for a spouse, child, or parent who has a serious health condition.
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

To be eligible, an employee must have worked for FVRL for at least 12 months and/or worked at least 1,250 hours in the previous 12-month period.

An eligible employee may also take up to 26 work weeks of leave during a single 12-month period to care for a covered service member with serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the service member.

If possible, employees should give the district at least 30 days' advance written notice of their intent to take leave under FMLA. Accrued sick leave must be used and accrued vacation leave may be used as part of the 12-week FMLA entitlement. FVRL will maintain the existing health coverage of the employee during FMLA leave, even if the employee is on leave without pay. However, FVRL may charge the employee the full cost of the premium paid for their health-insurance coverage if they fail to return to work for a reason other than circumstances beyond their control.

A part-time employee's 12 weeks of annual FMLA leave entitlement is pro-rated according to the number of regular hours they work in a year. Extra hours do not count towards the proration.

Washington Paid Family and Medical Leave

Washington Paid Family and Medical Leave is a benefit which offers partially paid leave for the employee or for care of a loved one in times of serious illness or injury; to bond with a new child joining the family through birth, adoption, or foster placement, and for certain military-connected events if the employee has a family member in active duty service. Typically employees will be eligible for 12 weeks of paid leave.

Employees are able to apply for leave when they experience a qualifying event and have worked at least 820 hours in the year leading up to their date of leave. Claims for this leave are filed with the Employment Security Department (ESD), and payment will come from ESD. Employees can learn more at www.paidleave.wa.gov. All employees, including substitutes, are required to contribute premiums and may participate in this program, if eligible.

On-the-job injury or illness

If an on-the-job accident, injury, or illness qualifies an employee for payment under Workers' Compensation insurance, accrued sick leave may, at the employee's discretion, be used to supplement the difference between the Workers' Compensation payment and the employee's regular salary, to equal up to 100 percent of their regular wages.

Returning to work from an illness or injury

A written certification of work-readiness from a health care provider will be required upon return to work when an employee has been absent from work for an injury, surgery (including dental surgery), or hospitalization. FVRL also may require a written certification of work-readiness after illnesses that result in an absence of more than three consecutive days and require reduced hours, modified work, or restrictions; or following recovery from illnesses that are of a highly contagious and serious nature. These types of certifications must clearly state the dates approved for the absence, modified work or restrictions required, and the anticipated date when the employee is released to return to regular duty and/or is no longer contagious. Human Resources must review all certifications before an employee will be allowed to return to work.

Certification from a licensed health-care provider may be required when sick-leave abuse is suspected.

Bereavement leave

Employees should notify their supervisor and Human Resources as soon as possible if they anticipate a need to take bereavement leave. Bereavement leave provides up to three workdays per occurrence due to the death of a parent, step-parent, parent-in-law, spouse, domestic partner, child, grandchild, grandparent, brother, sister or stepchild, or the death of any person residing in the immediate household of the employee at the time of death.

For WPEA and AFSCME employees, accrued sick leave may be used for approved additional bereavement leave absences, as per their current bargaining agreement.

Upon the death of a family member, WPEA employees may use up to five working days of sick leave per incident. Immediate family is defined as the employee's spouse, domestic partner, son, daughter, stepchildren, foster children, grandchildren, parent, parent-in-law, grandparent, grandparent-in-law, brother, sister, guardian, or other person residing with or legally dependent upon the employee. Duration of leave and/or relationship eligibility may be extended at the executive director's discretion, in consultation with the supervisor and administrative team. Requests for leave extensions should be made to the immediate supervisor.

Jury duty leave

As needed, leave is allowed for jury duty. Employees should notify their supervisor as soon as possible if they receive a summons to report for jury duty. Verification of jury duty participation may be requested. Per WAC 357-31-315 employees may keep the compensation received for serving as a member of a jury. Contact Human Resources for additional information regarding jury duty leave.

Military leave

An employee who volunteers or is called into service in the armed uniformed services of the United States of America will be given a leave of absence in accordance with applicable state and federal laws affecting military leave. An employee who is eligible for leave pursuant to [RCW 38.40.060](#) for active duty or active training may take military leave for military training and service, including active duty, active or inactive duty for training, federal National Guard duty, some FEMA disaster response activities, and any absence necessary for fitness for duty examinations for such service. The employee shall be granted military leave of absence from such employment for a period not exceeding twenty-one days during each year beginning October 1st and ending the following September 30th in order that the person may report for required military duty, training, or drills including those in the National Guard under Title 10 U.S.C., Title 32 U.S.C., or state active status.

During the period of military leave, the employee shall receive their normal pay and shall be charged military leave only for days that they are scheduled to work.

An employee also may use accrued vacation leave for military service obligations.

Employees should give FVRL notice of their need for leave as far in advance as is reasonable under the specific circumstances. Employees will be asked to provide a copy of their orders for participation from the applicable branch of the uniformed services. Contact Human Resources for additional information.

Upon return from military leave, an employee will be reinstated with their previous seniority rights as required by state and federal law.

Shared Leave

The Shared Leave program allows employees to voluntarily donate vacation and/or sick leave hours into a “Shared Leave Pool” to provide additional paid leave for an eligible employee or family member with a medical emergency as defined below.

Our policy provides that medical emergencies are defined as a major illness or medical condition of the employee or approved family member that requires a prolonged absence that without shared leave could result in a substantial economic loss or would necessitate the employee terminating their employment. More information is available on The Source:

<https://source.fvrl.org/intranet/Site/view.cfm?pageID=2001713>

Other types of leave

FVRL adheres to Washington state laws and federal laws that mandate the availability of leave for: victims of domestic violence, sexual assault, and stalking; spouses of deployed military personnel; and any other leaves that are mandated by law. Notification is required as allowed by the applicable laws. Please contact Human Resources for assistance and more information.

Leave of absence without pay

FVRL rarely approves non-FMLA leave without pay. Requests for a leave of absence without pay are considered on a case-by-case basis. They may be granted by the FVRL executive director, or designee, when recommended by the immediate supervisor and the appropriate member of the administrative team, for reasons including but not limited to the following exceptions:

- Continuing education
- Emergency issues resulting from personal tragedies or disasters, or for victims of violent crime.
- Temporary disability exceeding the Family Medical Leave Act mandate: A leave of absence without pay may be granted for the period exceeding the 12 weeks mandated by the Family Medical Leave Act for planned or unplanned temporary disabilities suffered by the employee, and for associated periods of recovery. A medical doctor's statement will be required regarding such factors as need for more leave, estimated duration of leave, and the employee's ability to perform assigned work upon return.

Employees will request a leave of absence without pay by submitting a written plan and justification to their immediate supervisor for review, their recommendation for approval or disapproval, and signature. The request will then go to the division director for review, recommendation for approval or disapproval, and signature. The request then goes to the executive director for final determination.

Employees who are on an approved extended leave without pay in the instances outlined above will no longer meet benefits eligibility and will be offered COBRA.

Returning to work following an approved unpaid absence

Employees returning from approved unpaid leaves of absence will be reinstated to their original positions unless business necessity has dictated otherwise. In cases when employees' previous positions are no longer available, FVRL will provide them with positions in the job classifications for which they are qualified by reason of skill, experience, ability, and physical capacity, unless business necessity dictates otherwise.

An employee who fails to return from a leave of absence by the end of the period authorized, or accepts other full-time employment while on leave, will be considered to have voluntarily resigned and will have forfeited their reinstatement rights.

Inclement weather and emergency closings

It is the intent of the district to keep facilities open to serve the public whenever possible, within the constraints of safety considerations for employees and patrons.

Inclement weather: An inclement weather closure may be called when conditions make travel too hazardous to risk. They may be for a short period of time such as an hour or as long as a day, and may occur before or after opening. They are rarely made the night before an anticipated storm. The executive director or their designee must declare the inclement weather emergency and makes the decision to close the branch(es). Some employees may be required, based on their job duties, to report to the work location or to telecommute during the closure. This decision will be communicated in writing to affected employees, most commonly via email.

If non-WPEA employees are unable to report for work because of hazardous weather conditions, they may charge the missed time against available earned vacation leave, elect to take leave without pay, or make up the time within the same work week if make up time can be scheduled without invoking overtime. WPEA employees may also opt to use accrued sick leave when they have exhausted their vacation leave.

Employees who report to work as scheduled and who subsequently elect to leave early will have the option to use vacation leave, take leave without pay, or make up the time within the same work week if make-up time can be scheduled without invoking overtime. Using accrued sick leave is not allowed.

If employees are on duty and a decision is made by the FVRL executive director or administrative team member(s) to close the facility, and employees are sent home, or if employees are told not to report to work or to arrive later than their normally scheduled time as a result of a decision by the executive director and/or administrative team member(s) or their designee, the employees will be paid as if shifts had been worked.

Employees who call in sick, or are on previously approved vacation or unpaid leave at the time of a closure due to inclement weather or building emergency conditions, must use the previously approved leave for the time scheduled.

If a library requires closure due to another type of emergency, these situations will be handled on a case-by-case basis. Examples of a short-term closure could be temporary power or utility outages, wildfires, flooding, earthquakes, or other natural or man-made disasters. A decision to make an emergency closure may be based on the likelihood of service being restored or the pending situation being resolved or mitigated. Lack of internet access is not considered an emergency.

In the case of a long-term emergency closure, such as a badly damaged building due to a disaster or a mandatory shutdown required in a pandemic, FVRL reserves the right to make staffing decisions based on the needs of the district and the nature of the position. Essential staff may be expected to continue to report to work throughout a mandated closure.

CHAPTER 8

Safety

FVRL considers on-the-job safety to be of major importance to its day-to-day operations and long-term goals.

Health and sanitation

FVRL strives to provide clean, healthy, and safe working conditions. The district follows standards set by the Washington State Department of Labor and Industries and applicable state and federal laws.

Safety and accident prevention program

FVRL's safety program applies to all employees and facilities of FVRL. It is designed to provide a safe environment for employees, patrons, and visitors and to encourage employees to apply the principles of accident prevention in their daily work.

The program follows guidelines outlined in the Washington Industrial Safety and Health Act, Chapter 49.17 of the Revised Code of Washington (RCW) (<http://apps.leg.wa.gov/RCW/default.aspx?cite=49.17>), and Chapter 296-24 of the Washington Administrative Code (<http://apps.leg.wa.gov/wac/default.aspx?cite=296-24>)

FVRL's safety program is reviewed and updated regularly. Questions or concerns about safety may be directed to Human Resources.

Additional safety resources, with information about what to do in most emergencies, are available on the "In an Emergency" page of The Source:
<https://source.fvrl.org/intranet/Site/view.cfm?pageID=2002516>

In specific situations, such as the COVID-19 pandemic, FVRL will ensure that specific safety protocols and training on these protocols will be developed and provided to all employees. FVRL will ensure employees are apprised of changes and updates to these protocols.

Employee safety orientation

All FVRL employees receive safety instruction as part of their new-employee orientation. Supervisors are responsible for ensuring that every employee, substitute, and volunteer is made aware of the site specific location of exits and escape routes, emergency phone numbers and procedures, first aid and emergency response kits, blood borne pathogens kits, safety bulletin boards, and how to report accidents and injuries, as part of their orientation during the first full day on the job.

Initial employee on-site orientation also includes on-the-job review of the practices necessary to perform job assignments in a safe manner.

Safety committees and meetings

Larger locations: Safety committees are to be in place at each FVRL location at which 11 or more employees are regularly assigned. Depending on the size of the facility, the safety committee may be composed of all staff regularly working at that location, or the committee may be made up of selected or elected employee representatives. Employee representatives serve one-year terms, with a committee

chair also designated yearly. Committee vacancies should be filled prior to the next meeting by the same process of either election or selection.

Safety committee meetings are to be held at least quarterly. The committee will determine the date, time, and location of meetings. The committee is responsible to identify and correct unsafe conditions or practices, topics to be addressed include review of safety and health inspection reports, and evaluation of accident investigations. Meetings will not exceed one hour except by majority vote of the committee, and minutes will be recorded and archived by Human Resources. Safety issues also will be discussed in monthly staff meetings, and reports of any safety issues will be forwarded to the executive director or human resources director.

Smaller locations: In lieu of a formal safety committee, FVRL locations with fewer than 11 employees will include safety topics as needed during staff meetings.

Safety training

New employees:

- Training pertinent to the work unit: Each supervisor is responsible to ensure that proper on-the-job training in relevant safety procedures and requirements is provided for new members of their work unit. Training will include the on-the-job instruction necessary to carry out assigned duties in a safe manner.
- Blood-borne pathogen training will be provided for new employees, and training will be updated on an annual basis for all public service assistant and higher classifications who work with the public.
- Lifting safety training will be provided for all new employees.

All employees:

- Instruction and bi-annual refresher instruction in lifting
- Opportunities to receive CPR (Cardio-Pulmonary Resuscitation), AED, and first aid training

Positions that require CPR/first aid certification:

- Staff in positions that require a certificate of first aid training must have a valid certificate that is not more than three years old and must have successfully completed CPR training. The names of such qualified persons will be posted on the safety bulletin board or other appropriate place in each location.
- In each location or department, at least one full time staff member must have current CPR certification. Staff will be offered CPR training on a regular basis to keep their certification current. With authorization from the executive director, this requirement can be waived if the location is within a two-minute response time of qualified emergency responders, and emergency telephone numbers are posted on all first aid kits and at all telephones in the location.

Other safety training will be provided as necessary to meet the requirements of specific job situations or assignments.

All supervisors and branch managers are responsible for ensuring that the above requirements are met for their work unit and/or facility and that an on-going training program is established to maintain these requirements. Training will be arranged or overseen by the HR manager and Human Resources staff.

Documentation of all first aid/CPR training is to be forwarded to Human Resources for inclusion in the safety file for that location or unit.

Safety bulletin board

Each FVRL location with eight or more employees is responsible for maintaining a safety bulletin board to display safety items of interest to all, maintained by either the branch manager or the safety committee chairperson.

First aid kits

WISHA (Washington Industrial Safety and Health Act) requires that first aid supplies be readily accessible to all work areas and in all vehicles. Minimum requirements for kits are provided at <http://wisha-training.lni.wa.gov/training/presentations/FirstAidKitContentsGuide.pdf>.

The supervisor in each work area is responsible for ensuring that the kits are maintained in serviceable condition, have the required supplies, include emergency telephone numbers, and that staff is familiar with kit locations. Orders for replacement supplies should be forwarded to Purchasing.

Fire safety

Fire drills will be held at least annually at the direction of the person in charge at each facility. Drills will be documented and records of them forwarded to Human Resources. The Facilities and Fleet Director, in conjunction with appropriate fire safety personnel, will be responsible for devising building escape routes and ensuring that maps of escape routes are maintained in appropriate locations. These can be accessed here: Emergency and Evacuation Floor maps for all FVRL locations: https://source.fvrl.org/intranet/Apps/view_items.cfm?MenuID=2000293&CategoryID=25

Fire extinguisher training will be offered electronically as part of the monthly safety topic discussions in staff meetings to ensure employee familiarity with their operation. It is the responsibility of the Facilities and Fleet director to ensure that fire extinguishers are regularly inspected and charged.

Supervisors are expected to ensure that fire hazards are avoided in their work areas. Special attention should be paid to ensure that electrical cords are regularly inspected for damage and replaced immediately if worn; that coffee makers, etc., are turned off and unplugged at the end of each work day; that aisles are kept free of obstructions; space heaters are plugged directly into outlets or surge protectors; and that fire exits and escape routes are fully accessible at all times.

Emergency response and accident/incident reporting

To meet both insurance and Washington Workers' Compensation requirements, it is essential that accidents and incidents are reported accurately and in a timely manner.

The following actions should be taken if an accident or incident takes place:

1. The nearest available employee trained in first aid should take whatever action is necessary, within capabilities, to provide first aid or relief for an injured staff member, patron, or visitor.
2. Do not hesitate to call 9-1-1 immediately if professional assistance appears to be needed. An employee should be assigned to meet the emergency personnel at the entrance of the facility to guide them to the injured person or emergency as efficiently as possible. All 9-1-1 emergencies should be reported to the supervisor and a member of the administrative team immediately. If

the district Operations Center is closed, efforts should be made to reach an administrative team member outside of FVRL.

3. The person in charge of the facility should be summoned as rapidly as possible if not already on the premises.
4. After the victim has been attended to the staff member who provided care or witnessed the incident must:
 - a. Complete a detailed OSHA form 301 if an employee is involved and unavailable:
<https://www.osha.gov/recordkeeping/RKforms.html>.
 - b. Fill out an FVRL incident report on The Source if the accident involves a non-staff member. Be sure to obtain full information about witnesses as outlined in the report form.
5. If the employee is available they should complete the form and forward it immediately to Human Resources who will ensure that proper reports are made to the executive director, the district's insurance carrier, and to the union of any represented employees involved. The person filling out the form also should advise the supervisor of the accident/incident as soon as possible if the supervisor wasn't present during the event.

Chemical hazard communications

A hazardous chemical is any chemical that is a physical or health hazard, including otherwise safe consumer products when they are used in a manner other than directed on the label.

FVRL strives to prevent occupational illnesses and injuries related to any chemicals used on FVRL-operated premises, that may be present in the work area, or that employees may be exposed to under normal conditions or use in a foreseeable emergency. The district secures information on chemical hazards, transmits that information to affected employees, trains them in the safe use of the chemicals, and keeps them apprised of any changes in FVRL guidelines or practices. Material Safety Data Sheets (MSDS) are provided for products used on FVRL premises.

Where possible, the district strives to use eco-friendly products; however, employees should be aware that most products will have an odor or smell which may not pose a health hazard.

CHAPTER 9

Recruiting, Hiring, Promotions, Performance Appraisals, and Discipline

Fort Vancouver Regional Library District is committed to fair and equitable recruiting, hiring, promoting, and appraising of its employees. We express this commitment through application of the following guidelines.

Equal Opportunity and Affirmative Action

FVRL provides equal opportunity for all employees and applicants for employment regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation, including gender identity, or perceived sexual orientation, presence of a sensory, physical or mental disability, liability for service in the Armed Forces, or whether a disabled or Vietnam Era or other protected veteran. ***FVRL's Equal Opportunity Policy can be found on our website:*** <https://www.fvrl.org/a-policy/equal-opportunity>

Employment of relatives

The district may employ applicants who are relatives of FVRL employees, provided that the relationship of their positions does not involve, or is not likely to involve, overall or specific supervision, review, or audit of one another's work.

Employees are expected to disclose a potential conflict as soon as they become aware. For purposes of this policy, relatives include the employee's spouse and the parents, children, sisters, brothers, aunts, uncles, cousins, nieces, and nephews of either the employee or their spouse. If a subsequent change in employment status occurs that creates a conflict of this directive, the executive director will take action to resolve the conflict. This may include a reassignment of either employee to resolve the conflict.

Washington State certification of librarians

FVRL requires that all individuals hired for librarian positions have, or be able to obtain in their first six months of employment, a Washington State Librarian Certificate. More information and an application form are available from Human Resources or on the Washington State Library website: <https://www.sos.wa.gov/library/libraries/training/certification.aspx>.

Librarians must submit a copy of their completed application to Human Resources within the first 60 days of employment. Upon receipt, the employee should send a copy of the approved certificate to Human Resources to be placed in the personnel file.

Job performance

FVRL expects employees to perform their jobs as outlined in their job descriptions, meet standards for work and conduct, and follow FVRL policies, procedures, and rules.

Probation

A probationary period is the final step in the employee selection process. Probation allows the supervisor to train and observe the new employee under working conditions and to judge whether the employee's performance, abilities, and attitudes make them a suitable FVRL team member.

The probationary period also provides the opportunity for the new employee to judge whether or not FVRL, its mission and goals, and the position meet their needs and expectations. An employee may be dismissed at any time during the probationary period for any reason not inconsistent with state or federal law.

The probationary period for WPEA union employees is six months from start date as described in Article 31 – Definition of the collective bargaining agreement: [Need a new link.](#)

The probation period for AFSCME union employees is six months.

Non-union employees normally serve a 12-month probationary period, which may be shortened at the discretion of the executive director.

Trial period

The trial period applies to a WPEA union employee who accepts a voluntary demotion to a position in a lower pay grade job classification that they have not held in regular status in the last three years, or are promoted to a higher job classification, or movement to a different job classification in their current pay grade. The trial period will be six (6) months, as described in the WPEA contract. If during the trial period the employer decides the employee is not performing satisfactorily and ends the appointment, the appropriate reinstatement process outlined by the union contract will be followed:
https://source.fvrl.org/intranet/includes/secure_file.cfm?id=8&menuid=2000293

An AFSCME union employee is required to serve a six-month trial period beginning on the effective date of a promotion to a higher job classification or a lateral transfer within the same job classification. If during the trial period the employee is unable to satisfactorily perform the duties of the new position, they will be reverted in accordance with terms of the AFSCME contract
https://source.fvrl.org/intranet/includes/secure_file.cfm?id=106&menuid=2000293

Non-union employees normally serve a 12-month trial period, which may be shortened at the discretion of the executive director.

Change of classification and transfers

All eligible staff receive email notifications of position vacancies. Movement between positions, either laterally or through promotion, will be subject to the provisions of the employee's respective collective bargaining agreement.

For non-union employees, job opening announcements are shared via email and the ADP Career Center. Employees interested in applying for a position must submit a résumé, completed FVRL application form, and any supplemental information requested.

At times, a good faith reorganization of work may be required. This may involve movement of employees between job classifications and/or work units. Any such changes will be made in accordance with the applicable union contract.

Performance appraisals

The quality of each employee's performance is a critical element in supporting FVRL's commitment to providing excellent customer service. Therefore, the district provides the tools needed to enable supervisors and their employees to regularly review, discuss, and document the employee's performance, conduct, and behavior on the job, and to set goals and monitor needed performance improvements. Employees will meet quarterly with their supervisors. WPEA employees receive an

formal, annual performance evaluation along with certification of their eligibility to receive a wage increase on the Periodic Increment Date (PID). AFSCME and Non-Represented employees receive semi-annual and annual formal, written evaluations to document their growth and development progress in specific competency areas Union substitutes are evaluated semi-annually. Performance appraisals become part of the employee's permanent electronic record once signed off by the employee and the supervisor.

Probationary and trial period appraisals document the progress of an employee in meeting job requirements. To successfully pass probation or trial period, the employee must demonstrate satisfactory performance in each area of the performance appraisal. Probationary and trial period employees are appraised in writing by their immediate supervisor during the probationary or trial period.

Disciplinary process and dismissal

The purpose of the disciplinary process at FVRL is to retain valued employees through adjusted or redirected behavior or performance.

FVRL's policy is to provide for progressive discipline when needed to re-align employee behaviors with district goals. Progressive discipline is a process by which increasingly stringent measures are applied in response to repeated or continuing instances of undesirable behaviors, practices, or performance. Progressive discipline normally starts with a verbal warning, then may proceed to a written warning, possibly followed by suspension without pay, and finally, if all previous steps have failed, termination of employment.

FVRL will be the sole judge of the facts involved in any incident, the need for corrective discipline, the degree of discipline that is appropriate, and the need for discharge. FVRL may factor misconduct in its disciplinary decisions regardless of whether verbal and/or written notification has been given.

Non-union employees

The district will normally use the following steps for non-union employees:

- Verbal warning will be given when the employee's performance does not meet expectations. The supervisor will discuss with the employee the expectations, their specific deficit, and the plan for meeting expectations.
- Written notification will be given if the employee's performance does not improve following verbal warning. In the event that an employee's performance or conduct is maintained at an acceptable level for one year following the date of the written notice, the written notice will be removed from the employee's personnel file. FVRL may, at its discretion, remove the notice earlier if involved managers/directors believe the situation has been corrected.
- Suspension without pay may be used for a specific period of time for employees who fail to respond to verbal warnings and written notices.
- Termination will be the final step in the disciplinary process if all previous approaches have not resulted in an employee's improved performance or behavior. The district also reserves the right to discharge an employee without any of the usual steps when a serious offense is involved or a pattern of repeated violations occurs. Serious violations include, but are not limited to, dishonesty, insubordination, breach of confidentiality requirements, unreported or unexcused absenteeism, or other conduct that compromises the employee's ability to effectively perform their job.

Union employees

Disciplinary processes for union-represented employees are outlined in specific sections of the union contracts:

- WPEA: Disciplinary process for WPEA employees is covered in their union contract: Need a new link:
- AFSCME: Disciplinary process for AFSCME employees is covered in their union contract: need a new link

Employee records

FVRL maintains files containing information related to your employment. Some of these are paper files and others, such as hire, movement between positions, policy acknowledgement, payroll, and performance appraisals, are electronic records.

Paper personnel files are located in the Human Resources department and are the official record of an employee's employment at FVRL. Typically a personnel file contains written information regarding:

- Hire records prior to January 2020
- Movement between positions prior to the implementation of the ADP Career Center
- Material of a disciplinary or negative nature concerning any employee may be placed in their personnel file only if the employee has been notified of the intent to place the material in the file, given a copy of the material, and allowed to append to it answers to any charges, complaints, or statements involved.

Personnel files are maintained in a locked, secure cabinet and can be accessed by the following:

- The employee, with one business day notice to HR
- An employee representative, with written permission from the employee
- The employee's supervisory chain
- HR staff
- Regulatory auditors
- In response to subpoena

Employee medical files contain written information the employee has provided from a health care provider, and any correspondence between FVRL and the health care provider in response to a request for reasonable accommodation or other medical inquiries. The federal Health Insurance Portability and Accountability Act (HIPAA) and Washington State privacy laws define standards to protect the privacy of health information. In the course of employment, an individual's health information may be used for the administration of workers' compensation, the Family Medical Leave Act (FMLA), Americans with Disabilities Act, disability insurance administration, return to work authorizations, insurance plan benefits administration, and other work-related circumstances. An employee may be asked to sign an authorization form to permit a medical provider or health plan to disclose health information to the district. The district may require that an employee provide written authorization to allow FVRL to provide assistance with billing or any insurance-related problem that is covered under HIPAA. Any disclosure will be used only for the specific purpose of the disclosure and the district will take all reasonable precautions to protect the privacy of this information.

Employee medical files may be accessed by the following:

- Employee, with one business day notice to HR
- HR staff

Electronic insurance enrollment and change records are maintained electronically in our HR information system, ADP.

CHAPTER 10

Leaving FVRL

FVRL is committed to creating a positive, fulfilling work experience for its employees, and maintaining as stable a workforce as possible. Given the size of the district's workforce and the ongoing effect of employment cycles, a fairly regular percentage of employees choose to leave FVRL each year for various personal and professional reasons. The library district also may on occasion have the difficult task of initiating an employee's departure due to performance, disciplinary action, service-related, or fiscal reasons.

Terms of employment

Employment with FVRL is at-will. Employees have the right to end their work relationship with FVRL with or without advance notice, for any reason. FVRL retains the same right in compliance with their policies or applicable collective bargaining agreements.

One of the tools used to help make FVRL a better place to work is an exit interview. All regular employees voluntarily leaving FVRL will be offered the opportunity to participate in an exit interview conducted by a member of Human Resources. Information from this interview will be utilized in a positive way to make changes, and notes from the exit interview will not become part of the employee's personnel file.

Resignations

Whenever possible, employees are expected to give the district two weeks' notice prior to leaving FVRL employment. Earlier notice is appreciated, whenever possible.

Each resigning employee is required to complete a resignation form (https://source.fvrl.org/intranet/includes/secure_file.cfm?ID=89&menuID=2000293&CategoryID=14) at the time notice is given. The form will be routed by the supervisor to Human Resources.

Retirement

Employees should begin the process of planning to retire at least six months in advance of their anticipated retirement date. Contact Human Resources early in the process for information regarding retirement and COBRA benefits. **Employees are not considered to have retired from FVRL if they are not immediately receiving their DRS benefit upon leaving.**

Layoffs

Although it is the intention of FVRL to maintain as stable a workforce as possible, reduction in funds or change of work patterns or programs may necessitate a reduction of the workforce. Reduction decisions are the responsibility of the executive director.

Union employees whose positions have been eliminated will be subject to layoff terms of the applicable collective bargaining agreement.

Continuation of health insurance

See Chapter 5 “Benefits: Continuation of health insurance under COBRA” or contact Human Resources for information on participating in FVRL’s group health plan under COBRA after employment ends.

Fort Vancouver Regional Library District Library/Foundation Policy

Purpose

The intent of this policy is to create a clear statement of expectations between the Fort Vancouver Regional Library District (Library) Library and the Fort Vancouver Regional Library Foundation (Foundation) ~~to~~ **that applies to the Library Board of Trustees' fiscal oversight of the District.** The Library and Foundation each have separate roles in fundraising, but need to work with each other to accomplish the goal of promoting the general welfare of the **libraries.**

Policy

The Library and the Foundation will collaborate, through their respective authorized representatives, to plan and execute comprehensive fundraising and donor acquisition programs in support of the Library's mission. **The following provisions are intended to provide clarity of intent for both organizations to maintain a successful and productive relationship while meeting the Library's annual objectives for fundraising.**

- The Foundation Board of Trustees **shall be** responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts ~~to it~~ consistent with donor intent and applicable laws. The Foundation shall remain a separately incorporated 501(c)3 non-profit for the purpose of raising funds, accepting gifts and writing grants **on the Library's behalf.**
- The Library Executive Director and ~~the Board of Trustee~~ Foundation Liaison will serve on the Foundation's Board of Trustees as **Ex Officio (non-voting)** members.
- The Foundation **shall** exclusively **own** their donor database and **be** responsible for its maintenance.
- The Foundation **shall be** responsible for communicating long-term plans, as approved by their Board of Trustees, to the Library's Executive Director and ~~the FVRL Board of Trustees.~~
- The **Library** Executive Director shall communicate priorities and long-term plans as approved by the FVRL Board of Trustees to the Foundation.
- ~~When the Foundation has accepted an award~~ Grants applied for and accepted on behalf **of the Library, and has a duty to report on that award, the Foundation will share financial and donor information pertinent to that award with the** **shall be shared** with Library staff responsible for grant administration **prior to submission.**
- The Library and Foundation shall provide data to each other as a part of collaborative fundraising efforts. ~~Library relationship to the Foundation~~

- The Library shall provide ~~documentation~~ **proof** of compliance **to any** donor restrictions **upon requesting reimbursement** from the Foundation **after** the funds have been **expended** ~~accepted~~.
- The Library will provide services to the Foundation when **requested** ~~presented with-in~~ a timely **manner** ~~request~~. **The Foundation will follow the Library's timelines when requesting use of any Library staff-supplied services.** The Library and Foundation will agree in advance for the compensation of such services.
- The Library retains the right to use an internal or external fundraising organization for special projects. It will inform the Foundation of such engagements, **to prevent the** Foundation from **pursuing** ~~any further effort~~ for the same opportunities.
- The Library Board of Trustees shall approve ~~any other~~ **outside** organizations that are used for fundraising purposes.
- The Library retains the right to apply for any and all available government, public, or private grants.
- **The Library reserves the right to restrict use of its name and logo by the Foundation, and can revoke it at any time.**

ADMINISTRATION

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making the policy available for the public at each branch and via the Library's web site.

SEVERABILITY

The Board hereby declares its intention that the provisions of this policy are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, chapter, title or other portion of this policy, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of the policy, or the validity of its application to other persons or circumstances.

CONTINUANCE

The Board hereby declares its intention that the provisions of this policy shall be construed and applied as a continuation of the provisions of the policy, as amended, insofar as applicable, and the repeal of any part of this policy shall not be construed as affecting such continuous application.

Relevant policies:

References:

Approved by the Board of Trustees:

Fort Vancouver Regional Library District
Staff Report 2023-16
Board Responsibilities and Logistics

TO: FVRL Board of Trustees

FROM: Tak Kendrick, Director, Communications and Marketing Division

DATE: 05/15/23

SUBJECT: Board Media Communication Protocols

SUMMARY: From time-to-time reporters or other members of the media ask to talk to our Trustees about the Fort Vancouver Regional Library District (FVRL). The Board has requested an opportunity to discuss FVRL's internal procedures pertaining to such requests. As a reminder, the ability for the full Board to discuss a media request before responding is not protected by Executive Session, and any discussion involving more than three members constitutes a meeting.

BACKGROUND: Media requests for interviews with FVRL officials (including staff and Board) are generally handled through the Communications and Marketing Department (CMD)'s relationships with the media. Sometimes the media is requesting information about a story that CMD has been working with them on, other times they are working on their own story separate from CMD's marketing or relationship building. Keep in mind that the media would prefer to talk to one or two representatives (as opposed to all seven Board Members) and are frequently working on tight deadlines necessitating a quick decision and turnaround.

While the media may ask to speak to whomever they want, historically, it has been FVRL and CMD's practice to connect them to spokespeople based on the story and staff/board roles and responsibilities.

Examples:

- **Information about district or library operations, programs, or initiatives:**
 - **District-wide or related to multiple locations:** Executive Director or their designees (generally Deputy Director, Communications Director, or Administrative Directors)
 - **Branch specific library operations or programs:** Branch library management and/or Executive Director (or their designees)
 - **Board representation for "feel good" stories** (eg. story about a new building or special project at a location): Board Chair or Board Member representing that region
- **Information about Board Policies or decisions, including setting of budget, policy decisions, approval of union or Executive Director contracts, or real estate decisions:**
 - If a specific Board Member(s) or representation is requested (eg. media asks for "Board member from X county" or the "Board Treasurer"): Connect media to requested Board member(s)
 - General questions or comment about Board policies/decisions: Board chair
- **Information about Foundation or Friends of the Library:** Handled through Foundation

Please note: Members of the media may contact FVRL Board Members directly without making a request through CMD – though this is infrequent, it is possible. In the event this happens, a best practice has been for the Board Member to send a note to the Executive Director and CMD Director about the content of the interview so that they may follow up as needed.

FOR DISCUSSION:

Board of Trustee Bylaws Section 4.10 states, ***The Board shall act as a body in making its decisions and announcing them. No Trustee shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these bylaws.*** Further, in Bylaws section 5.2, ***the Executive Director serves as the representative to the communities and the general public.***

1. **How does section 4.10 of the Bylaws get interpreted when it comes to media communications?**
2. **Are there concerns about the procedures FVRL and the CMD Director have taken historically?**
3. **Should the Bylaws identify a Trustee as spokesperson (see examples below)?**
4. **Is there a recommendation for a different process for when the media requests to speak to a Board Member?**
5. **Should the response depend on whether or not the issue is time or location sensitive?**

Examples of other Washington Library Board Bylaw Policies:

[Jefferson County Library District](#) (see section 4.03)

[Stevens County Library District](#) (see section 3.2)

Fort Vancouver Regional Library District
Staff Report 2023-23
Public Comments at Board Meetings

TO: Board of Trustees

FROM: Amelia Shelley, Executive Director

DATE: 05/15/2023

SUBJECT: Public comment periods during Board meetings

Summary

At the last meeting there was a discussion about changing the public comment section of the Board meetings to provide separate times for public comments pertaining to items on the agenda and public comments for items NOT on the agenda. The recommendation was to potentially limit the time for each and offer them at different times during the meeting. The Board requested an opportunity to discuss the public comment section before making any changes.

Open Public Meetings Act

[RCW 42.30](#) outlines state law pertaining to open public meetings. [RCW 42.30.240](#) covers expectations for providing opportunities for citizens to address the Board through public comments. The exact language of the statute follows:

(1) Except in an emergency situation, the governing body of a public agency shall provide an opportunity at or before every regular meeting at which final action is taken for public comment. The public comment required under this section may be taken orally at a public meeting, or by providing an opportunity for written testimony to be submitted before or at the meeting. If the governing body accepts written testimony, this testimony must be distributed to the governing body. The governing body may set a reasonable deadline for the submission of written testimony before the meeting.

(2) Upon the request of any individual who will have difficulty attending a meeting of the governing body of a public agency by reason of disability, limited mobility, or for any other reason that makes physical attendance at a meeting difficult, the governing body shall, when feasible, provide an opportunity for that individual to provide oral comment at the meeting remotely if oral comment from other members of the public will be accepted at the meeting.

(3) Nothing in this section prevents a governing body from allowing public comment on items not on the meeting agenda.

(4) Nothing in this section diminishes the authority of governing bodies to deal with interruptions under RCW 42.30.050, limits the ability of the governing body to put limitations on the time available for public comment or on how public comment is accepted, or requires a governing body to accept public comment that renders orderly conduct of the meeting unfeasible.

Key Points

Public comments must be allowed at any meeting *at which final action is taken*.

Guidelines should be provided and expectations for submission should be reasonable.

If oral comments are being taken, accommodate anyone unable to attend the meeting in person.

Entities can choose to:

- Allow for comments on items not on the agenda

- Limit the amount of time allowed for comments

- Accept comments in person or in writing (both are encouraged)

- Require orderly conduct during the public comment period

Recommendations

Staff suggests that the Board identifies their goals for taking public comment. Determine the timing to ensure that it is equitable for those who are interested in speaking. As comments on items that are on the agenda seem more valuable to hear BEFORE a decision is made, it seems reasonable to allow those comments at the start of the meeting and save comments for items NOT on the agenda for the end.

Some questions to consider:

As it is typical to have the comments last up to an hour for items NOT on the agenda, will the Board hear from everyone interested in speaking?

Will speakers be offered a form to fill out or other mechanism to express their opinions?

If there are no speakers wishing to address items on the agenda, will the Board move to the next item on the agenda?

	April Circulation			YTD Circulation		
	2023	2022	Change	2023	2022	Change
Battle Ground Community Library	40,382	44,364	-8.98%	170,595	172,472	-1.09%
Cascade Park Community Library	62,067	68,622	-9.55%	253,706	254,714	-0.40%
La Center Community Library	5,591	6,881	-18.75%	23,957	26,264	-8.78%
Ridgefield Community Library	9,423	9,221	2.19%	39,093	36,449	7.25%
Three Creeks Community Library	46,178	46,461	-0.61%	190,740	179,058	6.52%
Vancouver Community Library	64,336	56,501	13.87%	233,466	214,233	8.98%
Vancouver Mall Library	10,718	11,886	-9.83%	46,403	46,316	0.19%
Washougal Community Library	7,953	7,880	0.93%	32,849	30,988	6.01%
Green Mountain Library Express	256	190	34.74%	985	855	15.20%
Yacolt Library Express	4,591	4,724	-2.82%	19,426	19,342	0.43%
LibCabinet at Vancouver Mall	0	5	100.00%	0	0	100.00%
Clark County Total	251,495	256,730	-2.04%	1,011,220	980,691	3.11%
Woodland Community Library	5,190	5,212	-0.42%	22,370	19,832	12.80%
Yale Library Express	944	779	21.18%	3,920	2,940	33.33%
Cowlitz County Total	6,134	5,991	2.39%	26,290	22,772	15.45%
Goldendale Community Library	6,056	6,774	-10.60%	27,493	24,950	10.19%
White Salmon Valley Community Library	9,752	10,084	-3.29%	41,683	40,579	2.72%
Klickitat County Bookmobile	1,147	1,061	8.11%	4,807	4,299	11.82%
Klickitat County Total	16,955	17,919	-5.38%	73,983	69,828	5.95%
North Bonneville Community Library	364	298		1,743	1,541	13.11%
Stevenson Community Library	3,981	4,582	-13.12%	18,294	17,532	4.35%
Skamania County Bookmobile	997	1,072	-7.00%	4,014	4,455	-9.90%
Skamania County Total	5,342	5,952	-10.25%	24,051	23,528	2.22%
District-wide renewals	264	116	127.59%	943	494	90.89%
Mail	1,126	1,008	11.71%	5,187	4,564	13.65%
InterLibrary Loan Materials		343	-100.00%	1,076	1,181	-8.89%
Misc Total	1,390	1,467	-5.25%	7,206	6,239	15.50%
Downloadable eBooks	62,046	53,652	15.65%	250,184	220,261	13.59%
eMagazines	1,447	1,913	-24.36%	5,990	7,273	-17.64%
Downloadable & streaming audiobooks	64,491	52,132	23.71%	254,407	205,966	23.52%
Downloadable & streaming music	24,309	16,870	44.10%	92,112	72,864	26.42%
Streaming video	8,813	8,456	4.22%	35,791	32,847	8.96%
eContent Total	161,106	133,023	21.11%	638,484	539,211	18.41%
TOTAL	442,422	421,082	5.07%	1,781,234	1,642,269	8.46%

Fort Vancouver Regional Library District's executive director to retire

[clarkcountytoday.com/news/fort-vancouver-regional-library-districts-executive-director-to-retain](https://www.clarkcountytoday.com/news/fort-vancouver-regional-library-districts-executive-director-to-retain)

ClarkCountyToday.com

April 14, 2023



Amelia Shelley

Amelia Shelley received significant public scrutiny in recent years for her support of Drag Queen Story Hour programs

After nearly eight years leading Fort Vancouver Community Libraries (FVRLibraries), Amelia Shelley has announced she will retire as executive director this summer.

Hired in 2015 as successor to retiring director Nancy Tessman, highlights of Shelley's tenure at FVRLibraries include:

- Increased emphasis and access to electronic books, materials and resources throughout the library district
- Increased visibility for the public library through community partnerships, outreach and rebranding
- Completion of a \$3.6 million remodel and new construction project at Ridgefield Community Library

- Completion of a \$1 million self-service library in Yale as part of FVRLibraries' partnership with Yale Valley Library District
- Planning for new library facilities in Woodland, Washougal and Brush Prairie, including a groundbreaking for a new Woodland Community Library this June
- Development and delivery of two new bookmobiles to provide service to rural communities
- Overseeing pandemic-related changes to keep library services in communities, including curbside pickup options, virtual programs, a dedicated library mobile app, and increased safety precautions

Shelley also received significant public scrutiny in recent years for her support of Drag Queen Story Hour programs at Fort Vancouver Regional Library. The programs featured adults dressed as Drag Queens reading to young children.

Shelley sees the next few months as a time to wrap things up while also leaving the district in good condition for the new executive director.

“I’m proud of all our libraries have accomplished and I believe the District is positioned for continued success. We have some exciting projects underway — including new facilities to serve the communities of Woodland, Washougal and Brush Prairie — that I’m particularly excited about and I can’t wait to visit them as a library patron,” she said. “I look forward to seeing FVRLibraries continue to be a trusted community resource and a place where everyone feels valued and welcome. I’m also excited for my own next chapter and look forward to watching our libraries thrive in southwest Washington.”

Shelley’s over 25-year career as a library administrator includes almost eight years as executive director of Garfield County Public Library District in Colorado and 10 years as Youth and Outreach Services manager at Laramie County Library in Cheyenne, Wyoming.

As for next steps for the library district, the FVRLibraries Board of Trustees is planning to launch a national search to find Shelley’s successor. They intend to make an announcement about recruitment in the coming weeks.

Shelley’s last day with FVRLibraries will be July 31, 2023.

Information in this report was provided by Fort Vancouver Regional Libraries.

Vancouver celebrates Small Business Month in May

cityofvancouver.us/eph/page/vancouver-celebrates-small-business-month-may-0

On Monday, May 1, Vancouver Mayor Anne McEnerny-Ogle will proclaim the month of May “Small Business Month” in Vancouver. The designation coincides with National Small Business Month and National Small Business Week (April 30 – May 6).

“Small businesses are the heart of our City’s economy, representing more than 95 percent of our businesses, and we must work to ensure that our City grows not only from the top down, but also from the bottom up and the middle out,” said Mayor Anne McEnerny-Ogle. “Small Business Month invites residents and visitors to support the continued recovery of our small business community as we emerge from the pandemic and work through other economic hardships.”

Small Business Month Logo

Also, in observance of Small Business Month, the City is teaming up with the Vancouver Community Library to co-host Connect and Navigate, on Thursday, May 11 from 3 to 6 p.m. at the Vancouver Community Library, 901 C Street. This small business resource fair will feature a variety of local resources to help:

- Grow your small business
- Find resources for every stage of your business venture
- Meet advisers, business counselors and learn about available services – all in one place

Throughout the month of May, the City and its partners will showcase local small business stories, share ways for the community to support small businesses and promote opportunities for entrepreneurs, startups and existing small businesses to grow and thrive in Vancouver. Follow the hashtag #CouveSmallBiz and visit the City of Vancouver on [Facebook](#), [Instagram](#) or [LinkedIn](#) to watch, learn and stay informed.

The City is committed to supporting the growth of its small business community by removing barriers to success and bolstering a thriving local economy through programs such as:

- Business assistance: Awarded \$278,000 for business microenterprise education and technical assistance, including business license/certification programs, microloans, and credit repair in 2022. An additional \$470,000 in business assistance funding is proposed for similar business needs in 2023.

- Pre-Lease Program: A free one-hour informational meeting and tour within the commercial space that a business owner or property owner wants to buy/lease/renovate with all the experts in the room. Learn what's needed for the space – before buying, investing or signing a lease - from various City departments like permitting, sewer, engineering, building, Fire Marshal, Clark County Public Health, land use, parking, and more.
- Procurement - Doing Business with the City: A program that publicly advertises bid opportunities offering businesses the ability to fulfill the city's needs for goods, services, construction/public improvement projects, and professional/technical assistance. An interactive website invites businesses to submit bids, quotes, and proposals competitively. This service offers businesses a unique solution to filling their project pipelines, adding to their expanded growth and sales.
- Restaurant Start-Up Guide: A simple eight-step guide detailing what permits, licensing, plans and inspections are needed before opening a restaurant within city limits. A useful tool that expedites the research, learning and discovery process for restaurateurs.

Explore more services, business education and resource opportunities.