**Health and Safety Committee – 2024 in brief**

 **Custodial Services**: Ongoing issues with custodial services at Rawlings Library were discussed in a few committee meetings. Concerns were raised regarding the lack of cleanliness from the evening crew and many items going missing. Custodial services are managed by contract through Facilities. This issue has been discussed with leadership. An increase in the contract cost to provide additional cleaning staff at the Rawlings Library was approved by the Board of Trustees recently. The current custodial contract is very cost-effective, but there is a high staff turnover rate in this industry, which could be contributing to some of the gaps in cleaning services. Alan Rocco and Frank Nash in Facilities will continue to work closely with the custodial company to ensure objectives are being met.

Additional issue brought forward regarding the garden level restrooms at Rawlings not being stocked. Committee worked with Facilities Manager, Frank Nash, to ensure that the stocking of staff restrooms is being kept up.

**Emergency Procedures and Plan:** Committee raised issue about the library district needing an Emergency Preparedness plan. This is being developed and much will be rolled out at February, 2025 All-Staff Development Day.

The lack of knowing where fire extinguishers are located at Rawlings was brought forward as a concern. Members of the Facilities team conducted a walk-through of the Rawlings library at both the February and October 2024 All-Staff Development Days. The walk-through agenda highlighted where fire extinguishers are located, emergency exits, and refuge areas. All library staff are encouraged to participate in this training when it is offered.

**Emergency Communication at Rawlings library:** As Rawlings library has five floors, the committee brought forward concerns about emergency communications between floors. Walkie Talkies were purchased and distributed to each station and office at Rawlings. Instructions were distributed and posted on the Portal and in Niche Academy. Instructions were added to the Sunday procedures. **Channel 1** is the emergency comm channel.

**Pest Control Concerns**: Committee brought forward pest issue concerns primarily at the Lamb library. This has also come up at Rawlings on one or two occasions. In addition to the work that Facilities does to put measures in place to prevent pests, a committee member sent out an email to all staff and gave direction on pest control tips. These tips can be found on the Portal by selecting *Committees > Health and Safety > Tips and Minutes*. The mouse situation at Rawlings and Lamb improved greatly in 2024 due to staff members following these tips.

**Sustainability:** Sustainability and becoming “greener” as a district was raised in January of 2024. This was taken as an objective by leadership and was raised with Steering Committee in February. In April, The Steering Committee formed a subcommittee called Green Library Practices and all members of the Steering Committee and Safety Committee were extended invitations to participate in this committee. Committee began meeting in April.

The Green Library Practices Subcommittee report is posed on the Portal under Steering Committee minutes. *Portal > Committees > Steering Committee Minutes > Green Library Practices Subcommittee Report*. The Subcommittee will continue to meet beyond this initial project.

**Security Cameras**: Acquiring and installing updated Security cameras was discussed a lot by the committee in 2023. The old Acti camera system is at the end of its useful life, and PCCLD has begun the process of replacing it. A new Verkada security camera system was installed at the Rawlings Library and Barkman Library during renovations. The new system will be installed at the Lucero Library during renovation in 2025. Additional Verkada cameras will be added at other library locations as determined by the 2025 budget. Full replacement of all Acti cameras is hoped to be completed by the end of 2026.

**Parking Lot Safety** and reinforcing how to walk on surfaces that can be icy as well as driving in hazardous conditions was discussed. Communication is consistently sent out by human resources regarding these items.

**Restroom decontamination** **after Drug Use**: Decontamination in restrooms after drug use was discussed by the Safety Committee on several occasions in 2024. Safety for both patrons and staff was discussed. Crystal Gonzales shared information about fentanyl and methamphetamine which are the two most common drugs that could potentially cause a reaction. Handouts about these substances, detection levels, and what to do if you are exposed to fentanyl in a public place were distributed among the committee to take to their teams. The levels that one might see in a library restroom would be low.

Considerations: Ventilation in a public building, such as the library, allows for all fumes to exit the building, which is different than in a residence, where fumes do not exit the residence.

If drug use is discovered, the restroom should be closed for two hours and a ticket put into Facilities for cleaning.

**Environmental sensors in Restrooms to detect air quality changes:** Concerns came forward regarding drug use in restrooms at Rawlings and previously in 2023 at Barkman. Barkman was closed for renovation in August of 2023, so in 2024, drug use at library locations continued to be monitored, with Rawlings being a common location for incident reports regarding drug use. Security was involved in tracking the incidents. A plan was in place to purchase environmental sensors and install those where the data indicates there is a need to monitor patron use of restrooms. At this point, sensors are installed at Rawlings library and at Barkman library Sensors will be installed at Lucero Library as a part of that renovation project.

In 2024, chemical sensors were installed at Rawlings library on the 1st, 2nd, and 3rd floors. These sensors have been configured in 2025 to ensure that notifications of air quality are texted to Alan Rocco, Crystal Gonzales and the Security cell phone. This project should be fully complete in early 2025. Sensors in the public restrooms on the 4th floor at Rawlings Library are planned for installation later in 2025.

Sensors were also installed at Barkman after that library reopened in 2024. However, the camera that it is currently paired with the Barkman sensors is not the correct camera. The IT team is working with the vendor to ensure that the Barkman sensors are matched to the correct camera. This should also be completed in early 2025.

**Difficult Patrons/Escalation issues**: De-escalation and dealing with difficult patrons is a topic that is frequently brought forward in Safety Committee. The committee regularly discusses specific situations to find solutions. In addition, the library district provides this type of training at All-Staff Development Day trainings twice per year. Also, the Manager of Security Services, Crystal Gonzales, attended each department meeting in early to mid-2024 to review and discuss patron issues and de-escalation techniques. Training is also provided at the quarterly PIC (person in charge) meetings each year. Training that deals with these issues can also be located in Niche Academy in the Safety and Security Module.

**Patron belongings**– Patrons bringing in lots of personal belongings into the library was discussed on a couple of occasions in 2024. In addition, some patrons attempt to bring in carts of belongings into the library. The Library Rules of Conduct have been updated to reflect PCCLD policy and procedure on personal belongings. Library Rules of Conduct and Personal Belongings Procedure 03.06.01P1 within the Customer Service policies. Committee members have requested that additional signage be posted to outline not to spread out personal belongings, not to bring in lots of belongings and/or carts of belongings. It was determined that signage will not be posted regarding this issue. Rather, the use of good customer service and courtesy can address the issue of bringing in and/or spreading out personal belongings. Pointing to the Rules of Conduct and Customer Service policies which are posted at each library branch is very helpful. Also, the signage that is in place at library branches titled “The Library Thrives When We….” is also a good resource to point to.

**Carts of belongings**– Carts are not allowed on library property. They are a safety hazard for vehicles in parking lots. Patrons should be asked to remove carts from the library property and return to use the library when they do not have a cart. Should a stray cart be located, Security typically places those carts next to the dumpster away from vehicles.

**Emergency Services**: Procedures for 911 Calls to Emergency Services has been requested by committee members. These procedures will be located in the Emergency Binder that will be sent to each location in March of 2025.

**Loading Dock – lack of light** – Because of the darkness in the area by the loading dock creating safety concerns and hygiene concerns, the committee has discussed this issue many times. Facilities has worked to install two lights at the dock. One light is on the same timer as the parking lot lights. One light is set to come on at dusk and off at dawn. However, staff still express concerns that the area is not well lit. There are safety issues around this as well as hygiene issues as there can be urban campers who are not exercising proper hygiene in this area. The safety committee brought forward that perhaps a gate could be installed to lock up the area. A gate to block access to the loading dock after operating hours will be installed in January of 2025. Correspondence, procedures, and training for all managers and staff will be provided. ***Important note:*** The loading dock is NOT an emergency exit for the Rawlings garden level. The stairwell opposite the loading dock door **IS the designated emergency exit** in that area of the garden level. However, the loading dock is not an emergency exit. Staff will need to retrain habits and use the stairs across from the loading dock when exiting in an emergency. There is an EXIT sign over the door of these stairs. This project will be completed in early 2025.

**Fencing at Rawlings Library:** There will be a fence built around the generators at the Rawlings Library. The fencing around the Rawlings Library generator area will be installed after the completion of the Rawlings elevator modernization project (estimated to end sometime between May and July 2025).

**Mental Health among Library Employees** – Supporting employee mental health was brought forward by the Safety Committee. Resources for supporting mental health are included with the library district’s EAP – Profile EAP. The committee requested that this information be not only in electronic form, but also in paper form and posted in our staff areas. As a result, human resources has posted this information both on the portal and in both employee break areas at the Rawlings library and also sent to each branch to post in their employee break areas.

**Parking Lots and Wi-Fi** – Committee brought forward parking lot use and patrons parking overnight and after hours to use Wi-fi. Our understanding was that the Wi-fi could not be accessed from 11:00 pm – 6:00 am, however, the committee recently learned that no branch parking lots, including Rawlings, has Wi-fi in the parking lot and never has had it. Sometimes if you are very close to the building, you might be able to get a signal. Otherwise, no wi-fi is currently available in the parking lot.

**Office Safety Checklist**: Committee members completed the office safety checklist at their locations. Checklist can be found on the portal >documents > safety.

 

***PCCLD received a Digital Badge Award from the Colorado Department of Labor for our work in 2024 that certifies that the State of Colorado acknowledges our Cost Containment work to prioritize safety efforts in our workplace.***