

EASTERN SHORE PUBLIC LIBRARY STRATEGIC PLAN, 2022 --2027
SECTION 13 - PERSONNEL

Goal 1:	ESPL will hire and retain staff that meet role expectations and are satisfied with their workplan and workplace environment.			
Objective #1a: ESPL will implement strategic incentives to encourage staff retention.				
Strategies/Actions	<i>Core Function(s)</i>	Who/Where <i>Responsible party or location?</i>	When? <i>When should action be completed?</i>	Accountability <i>How will you know the action succeeded or is complete?</i>
Create a better staff orientation packet. Include ancillary benefits like government employee discounts.	Personnel	Personnel Committee		Staff more confident in role with clear direction. Employee retention.
Provide more staff depth to alleviate the pressure of work plans. <i>See organizational staffing plan.</i>	Personnel	Personnel Committee		Staff able to take accumulated vacation. Less feedback that overworked. Employee retention.
Review changing to a 30 hour work week.	Personnel	Personnel Committee		Staff less tired and overworked. Allows for more staffing, which helps with substituting and staff taking need leave. Employee retention.
Review providing leave days and part-time staff leave.	Personnel	Personnel Committee		Staff less tired and overworked. Employee retention.
Obtain staff input for improved working conditions and performance incentives.	Personnel	Personnel Committee		New policy and incentive measures. Employee retention.
Provide training and continuing education opportunities.	Personnel	Personnel Committee		Increased job satisfaction and improved performance. Employee retention.
Review organizational opportunities with staff to help define career objectives.	Personnel	Personnel Committee		Increased job satisfaction and improved performance. Employee retention.

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Review assisting with student loan repayments for education required for the position.	Personnel	Personnel Committee		Increased recruitment and retention of professionals with increased job benefits.
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Goal 2:	ESPL will have clear policies and procedures for staff that follow best practices for Human Resources Management.			
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Objective #2a:
The Personnel Manual will be updated to be clear and updated to reflect changing workplace conditions and state law.

Strategies/Actions	<i>Core Function(s)</i>	Who/Where <i>Responsible party or location?</i>	When? <i>When should action be completed?</i>	Accountability <i>How will you know the action succeeded or is complete?</i>
Inventory Personnel Policies to ensure comprehensive and no gaps.	Personnel	Personnel Committee		ESPL Board approval
Need to add a policy about overtime to reflect the new Virginia law. Add staff get overtime if they respond to emergencies like alarm calls or disasters. They do not get overtime for substituting.	Personnel	Personnel Committee		ESPL Board approval
Cybersecurity Policy that includes handling of patron devices and USB drives.	Personnel	Personnel Committee		ESPL Board approval
Develop a Workplace Wellness Policy and a plan to support it.	Personnel	Personnel Committee		ESPL Board approval
Develop a Electronic Communications and Use of Social Media Policy	Personnel	Personnel Committee		ESPL Board approval

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Need to evaluate what ESPL pays toward health insurance and decide if we will change to match Accomack's policy. Additionally, the change to plan choices needs to be reviewed to see if our policy affects decisions in choosing a policy.	Personnel	Personnel Committee		ESPL Board approval
Review the Bereavement Policy.	Personnel	Personnel Committee		ESPL Board approval
Need to add employee classification and update the EEO Policy.	Personnel	Personnel Committee		ESPL Board approval
Need to add to compensation policy that staff are paid bi-monthly on the 15th and 30 th .	Personnel	Personnel Committee		ESPL Board approval
Review Annual Leave Policy wording as staff thinks it is confusing.	Personnel	Personnel Committee		ESPL Board approval
Review Performance Evaluation Policy calendar.	Personnel	Personnel Committee		ESPL Board approval
Review policies to include telecommuting and flextime staff, particularly emergency closing and holidays for part-time staff. Define parameters for telecommuting and flextime, such as when they are allowed, accountability, etc.. Review policies that can be affected by such workplans.	Personnel	Personnel Committee		ESPL Board approval
Review FMLA coverage eligibility for library staff.	Personnel	Personnel Committee		ESPL Board approval
Review safety and harassment in the personnel manual.	Personnel	Personnel Committee		ESPL Board approval
Add the Disability Plan to the Manual	Personnel	Personnel Committee		ESPL Board approval
Create a policy on use of personal devices at work.	Personnel	Personnel Committee		ESPL Board approval

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A review of the policy manual to ensure it is inclusive, fair, and equitable.	Personnel	Personnel Committee & VRS HR consultant		ESPL Board approval
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Goal 3:	ESPL will maintain a vibrant volunteer recruitment and management program.
Objective #3a: Hire an Event and Volunteer Management staffperson.	
Objective #3b: Hold volunteer recruitment events to attract new Trustees, Foundation Directors, and Friends for all system locations.	