



Library System Report

EASTERN SHORE OF VIRGINIA • PUBLIC LIBRARY SYSTEM

Regional Library and Heritage Center • Cape Charles Memorial Library • Chincoteague Island Library • Northampton Free Library

February 2024



Thank you, helpers!

Whether it's a missed punch-list item or an emergency call for a leaky toilet, the past six months in the Eastern Shore of Virginia Regional Library & Heritage Center have demonstrated that we have dependable friends from the department of Public Works with Accomack County.

Pictured above are Andy (left) and Jeremy (right). Missing from the pictures is Ruben who preferred to not be photographed. These three gentlemen are friendly faces who help us keep the library running well and looking like, as one 4th grader who recently visited the library on a school field trip described, "the most beautiful building on the Eastern Shore!"

With Jeremy's help scheduling, we ended February with a much needed repair to our HVAC system. A fan motor was replaced. The grinding and banging that were commonly heard in the back administration offices have been silenced. We appreciate having this support for maintaining the library's new home.

Director's Update



Miranda Wisor, Director

"It feels like we're home." "It feels like we're settled." "It feels like the move is behind us."

These are the comments that I keep hearing from library employees working at the Regional Library. Although the move occurred six months ago, it has taken us a while to find our groove—and that we have! The Regional Library is bursting with fun and engaging activities. Similarly, Northampton Free Library is starting to see a slow-but-steady growth of interest and attendance at the programs and events hosted at the library each month.

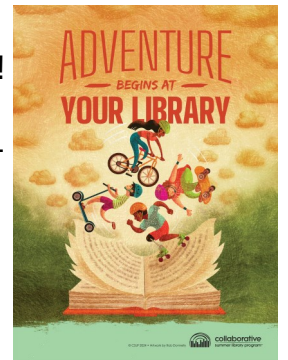
Hosting regular events has given rise to another phenomenon. We have received re-



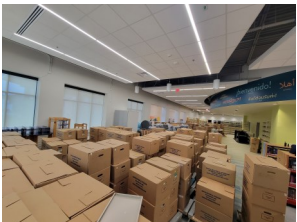
DIRECTOR'S UPDATE CONTINUED

quests from patrons of both libraries about future events that they would like to see. We have, and plan to continue, to respond. Hitting our stride means that we can and will acknowledge community requests whenever possible.

It also means that we can take on bigger and more exciting projects! Planning for an exciting Summer Reading program is nearly complete. A registration link was sent out to community partners to sign up for a table at Summer Fest on June 15th. We're excited to kick-off the program with such a fun event for children and families on the Eastern Shore.



Finally, hitting a stride gives us an opportunity to look back on what we've been able to accomplish together. We've been able to make some needed repairs and updates to Northampton Free Library; the building and the surrounding property. We've revitalized programming at the libraries and grown the library staff's capacity to offer programs. In doing so, we've developed new partnerships and grown our network connections on the Eastern Shore. The Heritage Center has flourished and been able to offer exhibits and lectures that highlight the unique history of the Eastern Shore in addition to serving as a robust research outlet.



Behind the curtain, the library system has been able to make advancements, too. We've updated technology management for the system and made some upgrades along the way. We've collaborated with the ESPL Foundation to procure sponsored equipment for the Regional Library. We've introduced new material types for circulation in the libraries. Working with the Board of Trustees, we've been able to make needed updates to many of the library's policies. We were fortunate to be able to offer continuing education to all ESPL staff last Fall and also send several staff members to VLA's annual conference. Several of our managers have had the opportunity to pursue leadership training.

All of these changes allows us to look at the year behind us with knowledge that we've come a long way from where we were, but there is always more work to be done. Recognizing our successes should empower us to look ahead to the next year with encouragement about how much more can be accomplished.

Employee Policy Manual

Included in this Board Packet, you'll find proposed updates to the ESPL Employee Policy Manual. A few months ago, the Board approved updates to section 4.11 Holiday Pay and Emergency Closings and to Appendix B. Dress Guidelines. The Personnel Committee has been working to update the entire manual and it is now ready for wider review. Updates and changes of note include:

- ◆ Section 2.1: Changes to staff evaluation period to align with an annual cycle and establish goal-setting as part of the evaluation process. Current practice has been to enact evaluations on the anniversary of employees' hire date. This has led to inconsistencies in the evaluation process that recommended updates seeks to remedy.
- ◆ Section 4.5: Clarification of health benefits provided to employees of ESPL and align coverage with Accomack County as the fiscal agent of the library and administrative source of health insurance availability. It is recommended that this update be approved to take effect with the start of Fiscal Year 2025.
- ◆ Section 5.1: Reduction in maximum allowable accrual of vacation leave. Vacation time is part of the benefits package afforded to staff and this update attempts to encourage staff to use their leave time. It will further serve to reduce the leave liability of the library system.
- ◆ Section 5.2: Affords supervisors and/or the Director the authority to request a medical release for staff returning to work. This will protect staff returning to work by ensuring that they have been medically cleared to do so and similarly protect colleagues and the library system as a whole.
- ◆ Section 5.4: Expansion of bereavement leave to afford staff the opportunity for leave in the event of the death of an extended family member or non-relative.
- ◆ Other: Additional adjustments have been made throughout the document to provide further clarification to staff in subject areas such as travel reimbursement, grievance procedures, prohibited conduct, and other matters.



Library Theft & Email Updates

An ESPL staff member's email address was hacked in February resulting in a fraudulent transfer request to be sent to our accountant's office. A sum of \$1,197.03 was transferred from ESPL's operating account and the attempt to recover the funds via transfer account reversal failed.

As a result of this theft, two-factor authentication is being enabled on email addresses for all espl.org accounts. Our accountant's office has been directed to not accept emailed requests for account transfers; such requests will only be accepted in print moving forward.

The theft was reported to the Accomack County Sherriff's Office.



Heritage Center

Christopher Pote, Heritage Center Manager

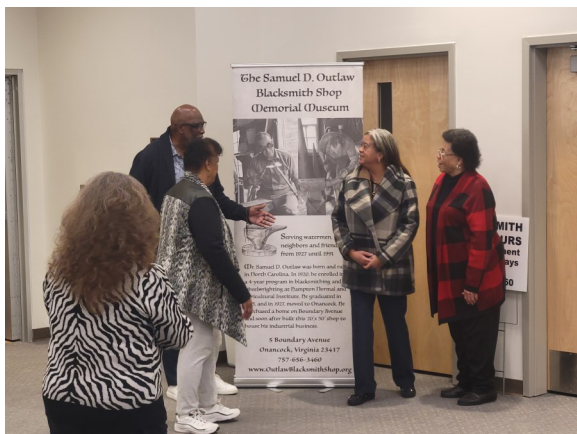


On Thursday, February 8, we were honored to host Gerald Boyd for his presentation on the historic Samuel D. Outlaw Blacksmith Shop in Onancock. Mr. Boyd discussed the history and legacy of Mr. Outlaw and the subsequent creation of the museum. Mr. Boyd hopes to increase hours and grow the programming and accessibility of the museum over the coming months and years. If you are interested in volunteering to be docent at the Samuel D. Outlaw Blacksmith Shop Memorial Museum, please contact Mr. Boyd at: 757-656-3460.



The Heritage Center was excited to receive a visit from U.S. Congresswoman Jen Kiggans for a tour of the facility and "Selections from the Kirk Mariner Collection" exhibit, as well as discussion about our mission and holdings. After her Coffee with a Congresswoman session in the Dennis Custis Lecture Hall on February 26th, Congresswoman Kiggans shared her past library experience with myself and other ESRL staff, and reaffirmed the import of collecting, preserving, and making available the historical resources available to us.

February also saw steady activity on the reference and acquisition fronts. Along with our usual genealogical queries, we also fielded several question about ships and shipwrecks, as well as the former railroad. The GFWC Women's Club of the Eastern Shore recently donated 16 scrapbooks from the middle of the twentieth century. They include newspaper articles that span the decades, articles about everything from the aftermath of the World War II, the Pole Tax, and the division among the clubs concerning the vote on women's rights. In January we received materials related to the Parksley Three Arts Club, and I have written about the Parksley Flax Spinners here before and we work collaboratively with D.A.R. frequently. The number of active women's groups on the Shore throughout its history is significant and we are excited to be growing our related collections so they can be studied in the future.





Technical Services

Charle Ricci, Collection Management and Acquisitions Librarian



While the bulk of the materials added to each of the four Shore libraries are purchased using monies allocated from the operating budgets, there is a valuable supplement to these materials that comes from the local community: Donations! These particular donations are not monetary in nature, but are instead physical items: books, sound recordings and video recordings.

Donations are dropped off at the libraries by individuals who may be frequent library customers, or who may never have used the library before, but all are interested in giving the items they longer want or need another chance to be enjoyed. In some cases, the materials are in such poor condition that our only choice is to recycle them, but oftentimes, they are excellent candidates for adding to our collections or giving to the Friends of the Library for fundraising purposes.

At Parksley, we rely on the ESPL Friends group to process the donations. After a preliminary review, during which Technical Services staff selects items to be added to the collection, the Friends then sort the remaining donations to be either offered for sale in their Bookshop, or sent to Better World Books and sold at a commission.

The items selected for the library also make their way through a sorting process. For newly released titles with a waiting list, the donated copy will be added quickly to help shorten the wait times for patrons on hold for that title. For significant or popular titles that the Main library in Parksley already owns, Technical Services staff will catalog the donated copy and share it with another ESPL location. In cases where enough copies of the title are already held in the ESPL system, the donated copy will be compared to the shelf copy. In many cases, the donated copy is in better condition than its match on the shelf, and the cataloged copy will be upgraded.

Donated items are just one way that the Shore community supports the ESPL system through generous giving. The value of these donated additions to our library collections is significant, and allows the materials budget to go farther.





Programs & Outreach Report

Tiffany Flores

Programming at the Regional Library continues to see great growth. February kicked off with a special story time done by Chincoteague Bay Field Station for national 'Take Your Child to the Library Day'. This story time featured *A House for Hermit Crab* by Eric Carle and a craft activity. In total, the event had 6 participants. Additionally, the monthly crochet stitch-a-long has grown large enough to warrant moving the program into the lecture hall. Lecture-based programs have also seen good attendance. Dr. Author Fournier's talk on his new book, *Hope Makes Us Live! Hope Makes Us Die!* had 8 attendees and Gerald Boyd's lecture about the Samuel D. Outlaw Blacksmith shop was well attended by 30 people. The Barrier Island Center's presentation of the film *The Gatherings* had 2 attendees. While this is a low turnout, we are hoping for continued growth as the weather gets warmer and daylight lasts longer.

The Regional Library hosted its first-ever Romance Book Club which had 3 attendees who were excited about the club and looked forward to the next meeting in April. Teen programming also seems to be doing well. The monthly teen writing program was attended by 2 teens who suggested character creation for the next session. Teen gaming is seeing good support. The Teen Gaming and Manga Book Club at the end of the month had 9 participants playing games and discussing manga.

Adult programming continues to be successful at Northampton Free Library. This month, patrons made bee hotels. The registration for the event filled up immediately and was well attended with 6 participants. Patrons who attended were very pleased with the program. Additionally, Tech Help Tuesdays have seen higher engagement. The children's programming was not as successful this month. No one visited the library in Nasswaddox for the 'Take your Child to the





Programs & Outreach Report Continued...

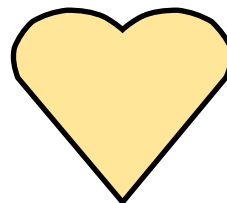
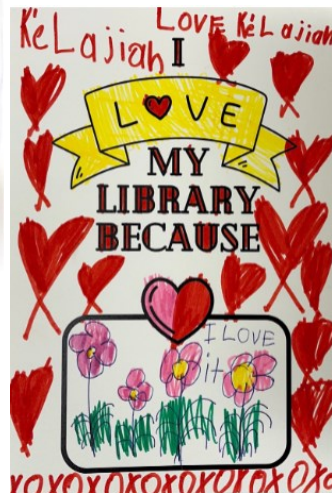
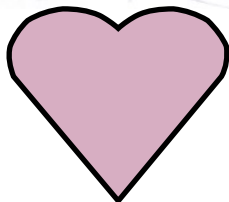
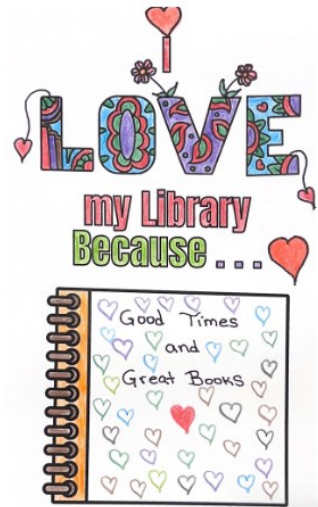
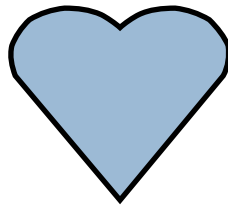
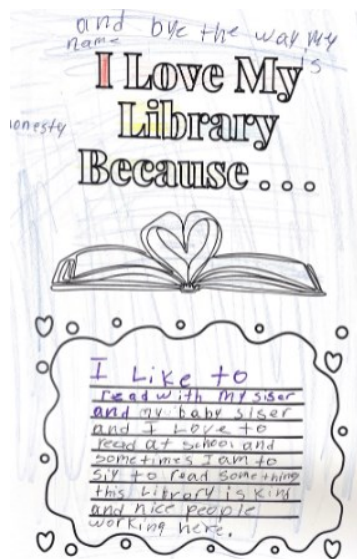
Tiffany Flores

Library Day' program or the Bedtime Storytime Program. Despite the disappointing turnout for children's programs, Kid's Take and Make Craft kits are well received by the community.



All month long, both library locations provide Valentine's Day cards for people to take home and other cards for patrons to complete telling why they love their library. Both passive programs were successful. Many people participated in taking cards and creating a valentine for the library. In total, there were 81 participants between the two locations. Nassawadox had 39 participants and Parksley had 42 participants.

Ready Region South Eastern with Go and Grow Eastern Shore hosted the Northampton County and Accomac County's Child Care and PreK Connections and Resources Fair. The library attended both county events and provided library informational resources, promoted e-resources, and gave out free books. Between the two events, the library was able to reach 40 people. While these events were low-attended, it was the first year for both events. Ready Region South Eastern plans to do the event every year with the hope that the event will grow each year.





Northampton Free Library

Connor Buyn, Branch Manager



February may be the shortest month of the year, but Northampton Free Library's schedule was still packed with public programs. The library's craft programs for children and adults focused on supporting local wildlife, with a children's STEM program focused on bird identification and birdhouse building and an adult craft focusing on native bee species and building bee hotels. The bee hotel program was particularly successful, with the sign-up sheet being filled within 24 hours of going live. Patrons and library staff worked together to build nesting structures for local wild bees out of reeds, bamboo, and cardboard tubing.

Northampton Free Library's ongoing offer of Tech Help Tuesdays saw increased public interest in the month of February, and this program will continue into the month of March. Every Tuesday, patrons can come to the library with their tech support related questions and receive help from library staff. This service is available on request during open hours. No reservations are needed. The library will also continue to offer on demand story times every Monday and Wednesday. Just come to the front desk and ask.

In honor of Valentine's Day, we asked our patrons to decorate cards and tell us why they love the library. Northampton Free Library patrons didn't disappoint, and created many lovely cards with supportive messages that were displayed at the front desk. We would like to give our heartfelt thanks to all the patrons who participated.

In addition to our recurring Tech Help Tuesdays and Story Time Anytime offerings, Northampton Free Library will host four exciting special programs in the month of March. On Thursday, March 14th, there will be a Bedtime Storytime beginning at 6 PM. Snacks will be provided and no sign up is required. The Children's STEM program for March will be geode cracking, and will be held at 6:00 PM on Thursday, March 21st. The library's younger patrons are invited to learn about geology by smashing rocks with hammers to discover the crystals hidden inside. Sign up is required for this event – the form will be posted on Northampton Free Library's Facebook page and signups will also be accepted at the front desk. Local children's book author Nan Carlton will host a children's craft and story time on Saturday, March 23rd starting at 10:00 AM. Snacks will be provided by the library. Finally, adult patrons are invited to build terrariums in March's adult craft, which will take place at 6:00 PM on Thursday the 28th. Sign up is required for this event – keep an eye on the library's Facebook page or ask at the front desk.





Cape Charles Memorial Library

Sharon Silvey, Library Manager



The month of February was quite busy at Cape Charles Memorial Library! We had over 900 visitors and hosted 10 programs with 184 people in attendance.

Staff was busy preparing for spring and summer programs, collaborating with other non-traditional educators on the Eastern Shore. These collaborations allow us to offer amazing educational experiences for families, mostly at no cost to the library. Seeds have been ordered for our Seed Cart and free packets of herbs have been attached to books about gardening and cooking with herbs – seed packets are free with checkout of displayed book(s).



Additional book displays highlighted Black History Month. A free activity booklet, *Dear Ruby, Hear Our Hearts* was available for the taking. The booklet contained responses to letters from young students across America from civil rights activist Ruby Bridges. The letters and responses encouraged students to Be Brave! and Save Our Planet!

As part of Black History Month, local genealogist Bobby Harmon presented, *The Untold Black History of Northampton County*. Mr. Harmon researched and discussed the history of local African American families and their connection with local Native American tribes and local white families. Mr. Harmon is well versed in local family connections and an excellent storyteller. An interactive audience of 25 was most impressed with his presentation.

Another wonderful program staff was excited to be a part of was the launching of local author Nan Carlton-Mosteller's new children's book at Cape Charles Memorial Library. Staff followed Nan on her journey and boy, did we learn a lot! Writing and illustrating a book takes time and an abundance of patience. Miss Nan held two readings of her book, *Huck, Chuck & Bruce: At the Shore*. Quacks and giggles filled the room as listeners enjoyed the first public reading of the brand new book.

CCML was delighted to have a local homeschool group visit our library this month. Younger students learned about "Following Rules" and "Taking Care of Library Books" with a game of Simon Says and coloring sheets. Older students were introduced to Melvil Dewey and his classification system. Though the Dewey Decimal System was a bit overwhelming, students did have fun with a helping to reshelve books activity.



Chincoteague Island Library



February was a busy month for our library. The window and book displays focused on Valentine's Day and Black History Month. We participated in the *Historic Downtown Merchants' "Death By Chocolate"* event which ran from 3 – 7 p.m. on Friday, February 16 and 10 a.m. – 4 p.m. on Saturday, February 17. Over eight hundred people visited our library. We initiated their playing cards, handed out chocolates, and sold basket raffle tickets. Many of the participants worked on our "Chocolate" puzzle.



The Thursday morning book clubs read and discussed books about true crime. The Tuesday evening book club discussed *The Magic Hour*.

During the month, patrons and visitors came into the library to read, play in the children's room, and help complete our community puzzle.



The Tales 4 Tots program, which consists of stories, stretching, songs, finger plays, and crafts, meets each Thursday at 10 a.m. at the library. This month, the Chincoteague Bay Field Station presented two programs—one about hermit crabs, one about jellyfish. Other themes included Valentine's Day, Snowmen, and Monkeys. We will be concluding the month with a field trip to the Island Creamery where they will learn how ice cream is made, listen to some ice cream stories, and each get a cup of their favorite ice cream with their choice of topping. In addition, they will take home an activity bag. This program is a favorite for Island families and friends, averaging 18 children each week.

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

March 12, 2024, 7:00 PM

Meeting Location: Cape Charles Memorial Library, 201 Mason Avenue, Cape Charles, Virginia

Agenda

1. Call to Order
2. Public Comments
3. Approval of Minutes of February 13, 2024
4. Old Business
5. Finance Committee (Mason)
6. Financial Report (Wisor)
7. Branch and Friend's Reports
 - a. Cape Charles Memorial Library (included in System Report)
 - b. Chincoteague Island Library (included in System Report)
 - c. Northampton Free Library (included in System Report)
 - d. ESPL Friend's Report
8. Library Director's System Report (Wisor)
9. New Business
 - a. First Reading: ESPL Employee Policy Manual
 - b. Update from ESPL Director Search Committee
10. Personnel Committee (Rose-Jensen)
11. ESPL Foundation (Custis)
12. Additional Comments
13. Next Meeting: Tuesday, April 9, 2024 at 1:00p.m. at Eastern Shore of Virginia Regional Library & Heritage Center 24313 Bennett St., Parksley, VA
14. Adjournment



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

2.13.24 | 1 PM | Eastern Shore Regional Library & Heritage Center: Parksley, VA
Meeting called to order by Chair, Joyce Holland

Attendance

Present:

Grayson Chesser, Dennis Custis, Gary Heintzelman, Joyce Holland (*Chair*), Michael Mason, Captain David Poyer USNR (Ret.), Carl Rose-Jensen, Frank Russell, Miranda Wisor (*Non-voting*)

Absent:

Larry J. Giddens, Sr., James Lilliston,

In Attendance:

Tiffany Flores, Katherine Grier, Jamie Johnson, Paul Muhly, Colette Nelson, Christopher Pote

Call to Order

The meeting was called or order by Joyce Holland at 1:00 p.m. A quorum was present.

Public Comments

None.

Approval of Minutes of January 9, 2024

Gary Heintzelman moved that the January 9, 2024 meeting minutes be approved. David Poyer seconded. Motion passed.

Old Business

Finance Committee (M. Mason)

No report.

Financial Report (M. Wisor)

Miranda Wisor presented the Library system financial report:

- The 3rd quarter payments to the Library operating funds from Accomack and Northampton counties and State Aid have been received
- M. Wisor has distributed the monthly earning report for the interest bearing account that this Board voted to move the Library's emergency funds to earlier this fiscal year. Growth in this account remains strong.
- Last week, M. Wisor learned that Accomack County is hiring a 3rd party contractor to evaluate the HVAC system in the Parksley building. There are some ongoing challenges with the system and the 3rd party evaluation is necessary for claims on the equipment and work of the system. Contingency funds currently held by Accomack County will be used to pay for the service.
- Last week, Joyce Holland and M. Wisor attended the Accomack County Board of Supervisors meeting to present the Library's FY2025 budget support requests. They will do the same on February 27th with a visit to Northampton County. The requests presented at those meetings mirrors the needs outlined in the board packet this month.
- That was following the County Manager's presentation of a balanced FY25 budget to the Board of Supervisors. To clarify, M. Wisor had requested an increase to the operating fund of \$60,645 to align the Library with the county's practices for insurance coverage for employees and for the addition of two full-time staff positions. The proposed budget recommended a \$39,352 increase. Although this is slightly less than M. Wisor had asked for, it is still something to celebrate! M. Wisor thinks that the faith that Accomack County is placing in the Library represents an acknowledgment of the good work that ESPL is doing on the shore and the services that the Library System is providing to the community. We won't know for sure until later this Spring what the approved budget for FY25 will be. M. Wisor has notified Northampton County of the proposed Accomack County budget and potential changes to align with the 75/25 agreement between counties. We won't be able to make firm plans for FY25 until budgets are available from both counties.
- Last month, M. Wisor asked Karen Crockett's office to update the Library's Profit & Loss report to reflect the roll-over funds that were planned expenditures and subsequently spent to cover moving expenses. This will more accurately reflect the Library's financial standings for the current fiscal year.

Dennis Custis moved to accept Miranda Wisor's Financial Report. Mike Mason seconded, motion passed unanimously.

Branch and Friends Reports

- a) CAPE CHARLES MEMORIAL LIBRARY: Included in the Library Director's System report.

- b) CHINCOTEAGUE ISLAND LIBRARY: Included in the Library Director's System report.
- c) NORTHAMPTON FREE LIBRARY: Included in the Library Director's System report.
- d) ESPL FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY REPORT: Paper report submitted, attached to the minutes.

Library Director's System Report (M. Wisor)

System Director, Miranda Wisor reported:

- M. Wisor was pleased to report that the popularity of the Library's programs is continuing to grow. In January, Northampton Free Library saw more attendance at programs than they have in a few months. As the days get longer, the hope is that more people will come out for events there. The Regional Library, hosted a Teen Creative Writing event in January. It was planned to have been a solo event, but attendees enjoyed themselves so much that they request that it become a regular program at the library, so it will be added to the regular schedule of events.
- Vision assistance kits for patrons with low vision were made available this month for patrons to check-out. There are lit magnifying devices and are available for checkout at the Regional Library and Northampton Free Library.
- IT maintenance services have been moved to the vendor that M. Wisor had reported that was being reviewed last month; Cloud Server Techs.
- There were some challenges with the brick instillation that have extended the process. The bricks were intended to be installed three rows but were installed five bricks deep. The Foundation has ordered additional bricks to fill-in the remaining empty holes.
- In happier outdoor news, some much needed clean-up work done outside of the Northampton Free Library last month. The hope is that the removal of overgrown landscaping and gravel will enable the library to better utilize the beautiful outdoor space for warmer weather programming. At the Regional Library, there are now outdoor trash cans installed!

New Business

Reagan Thalacker from the Library of Virginia

Reagan Thalacker introduced herself as the Public Library Consultant with the Library of Virginia.

- She handles all new library Director orientations in the state of Virginia
- She can provide pointers and insights and answer any questions that the Board might have as they onboard a new System Director
- There are currently 6 library directorships open in the state of Virginia and it will likely take 4-6 months to fill the position

- There are specific places to post library position openings that R. Thalacker can assist with, some may have costs associated with them
- She recommends appointing an internal interim Director to fill the role until a new person has been hired
- Mike Mason asked about the use of outside firms to hire library Director's, R. Thalacker explained that no one has used an outside firm in the time that she's been in this position with the Library of Virginia, but that doesn't mean that they couldn't do so if they so chose
- Frank Russell asked about the ability of hiring someone for the position that doesn't already hold an MLS degree and R. Thalacker explained that there is a waiver process in place so you can hire someone who doesn't hold a MLS degree, so long as they're actively working on the degree and prove that they're completing the degree
- Joyce Holland asked about what a search committee size should be, and R. Thalacker recommended about 5-6 individuals

E-Rate Proposal Evaluation (M. Wisor)

Miranda Wisor explained that this bid-rate process was to find a company to provide our internet service for the next 3 years.

- With the packet this month, there are three bids for internet services that were received during the open bidding process. Bids were provided for both general services and WAN (Wide Area Network) services. Also included was a matrix for comparing service from the various companies.
- The current WAN service provider is Eastern Shore Communications. They have provided good quality service and are quick to respond to disruptions or issues with the internet service. The current contract is set to expire this summer.
- M. Wisor recommends awarding the three year contract to Eastern Shore Communications for Wide Area Network services because their bid is competitive and there is an established relationship with the company that has been serving our needs well.

Frank Russell moved to accept the bid from Eastern Shore Communications. David Poyer seconded. Motion passed. Mike Mason abstained; he is on the Board of Directors for the Eastern Shore of Virginia Broadband Authority.

President of the ESPL Foundation Introduction (K. Grier)

Katherine Grier introduced herself to the Board of Trustees as the new Foundation President.

- The Foundation has had great success as a grass roots movement, in what they were able to achieve to raise funds and open the new library in Parksley
- They will be asking the Board and managers from each of the library branches what the strongest areas of need are so the Foundation can make plans to move forward as an organization
- K. Grier is working with the Foundation to revise their website to update and modernize the information

- The Foundation is also creating a new manual for their Board members
- They have created a formalized process for the branches to request funds and be reimbursed for different projects which involves a short application process
- The focus of the Foundation this year is to update technology across the 4 branches
- Foundation Board member recruitment is a priority, particularly to recruit those from Northampton County to serve on the Board
- The Raising the Green annual Fundraiser gala is coming up on March 16th at the Island House Restaurant; the funds raised will support the Heritage Center
- The Foundation will be holding the zero-turn lawnmower drawing again in the spring
- The Bricks-R-Us campaign bricks were installed incorrectly out front of the Regional Library in Parksley, VA; the Foundation is planning on selling more bricks to try and fill the areas that were left empty due to the incorrect installation
- One way they are planning to sell more bricks, is to market "Reading Star" bricks with stars on them for people to purchase on behalf of children

Closed Session to discuss personnel matters involving specific individuals as permitted by Virginia Code Section 2.2-371 (A) (1) (J. Holland)

Joyce Holland, Chair: I entertain a motion for a closed meeting.

David Poyer moved that the Board enter closed session to discuss personnel matters involving specific individuals as permitted by Virginia Code Section 2.2-371(A)(1): "Public bodies may hold closed meetings only for the following purposes:

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals."

Frank Russell seconded. The motion was unanimously passed.

Joyce Holland, Chair: We are now in a closed session. The discussion in the meeting is confidential.

Closed meeting ends.

Certification of Closed Meeting:

Holland, Chair: "Do you certify that the matters discussed in the closed session just held were covered in the motion by which the Library Board entered closed session, and were excluded from the open meeting requirements of the Freedom of Information Act?"

Roll call vote.

Joyce Holland, Chair: Upon being polled individually by a roll call vote in open meeting, each Board member confirmed that these were the only matters of discussion during the closed session. Joyce Holland says “yes”, all members present voted “aye”.

Mike Mason moved to appoint Christopher Pote as the interim Director of the Eastern Shore of Virginia Regional Library System pending agreement on compensation for the additional duties. Greyson Chesser seconded. Motion passed unanimously.

Personnel Committee (Rose-Jensen)

No report.

ESPL Foundation (Custis)

Dennis Custis acknowledged that Katheirne Grier’s update on the Foundation was thorough, but emphasized the upcoming Raising of the Green gala on March 16th.

Next Meeting

Tuesday, 3.12.24 at 7pm | at Cape Charles Memorial Library, 201 Mason Avenue, Cape Charles, VA.

Adjournment

Dennis Custis moved to adjourn the meeting. Frank Russell seconded. The motion passed unanimously. The meeting adjourned at 2:06 p.m. by Chair, Joyce Holland.



Friends of the Eastern Shore Public Library

P.O. Box 545
Parksley, Virginia 23421

February 13, 2024 – Report to Board of Trustees
Submitted by Judy Malarkey

Our latest **Bookworm** was mailed in January to all Friends members and extra copies placed on our displays. The edition is a pictorial highlight of our accomplishments during 2023.

The **Haitian Creole** language books have arrived and have been processed. The books have a Friends book plate. We are planning to have a photo taken with Friends Board members and ESL participants for local newspapers and our next Bookworm. At this time these books will be for use for ESP participants only. The Foundation is working on providing a shelving unit and cataloging Haitian Creole language in the future.

The Friends are supplying Friends bags, books and DVD's to the **Foundation** for the annual Raising the Green event in March.

Our **Book Shop** is still averaging **\$100 to \$150** per week and turnover is great. Many new donations have been received and added to shelves. The rate of donations has increased so the Friends volunteers are being kept busy sorting and distributing. We have another new volunteer to help us and the library. We have added the Eastern Shore Regional Jail to our distribution list. Accomack Jail no longer has a library – they use tablets.

The Friends continue to support Tech Services with processing new material and discarded materials for all four libraries and are keeping our volunteers busy. Donations and discarded material are sorted for Book Shop, BWB and our community outreach locations.

We received a check from BWB for \$104 from our sales through that organization. The check goes to ESVA Regional Library System.

Thank you for your support.

Judy Malarkey

Friends of the Eastern Shore Public Library is a 501(c)(3) organization.

President: **Lillian Waldenmaier**, Vice President: **Margaret Donahue Lynch**, Treasurer: **Carol Callander**,

Secretary: **Kate Baird**

Directors: **Liz Bochicchio, Judy Malarkey, Sharyn McQuaid Betsy Reich,**
Janet Rochester, Emeritus **Ann Scott**.

Eastern Shore Public Library
Balance Sheet
As of February 29, 2024

	<u>Feb 29, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
LGIP - Investment Account #1155	68,907.77
Petty Cash	
Main	100.00
NFL	100.00
Total Petty Cash	200.00
Truist - Operating #2396	
Liability Reserve	17,887.64
Truist - Operating #2396 - Other	336,541.67
Total Truist - Operating #2396	354,429.31
Total Checking/Savings	423,537.08
Other Current Assets	
1300 · Prepaid Expenses	21,609.08
1400 · Security Deposit	1,600.00
Total Other Current Assets	23,209.08
Total Current Assets	446,746.16
Fixed Assets	
Equipment Purchases	97,804.92
1500 · Land	5,000.00
1510 · Buildings	660,459.20
1515 · Equipment	568,040.09
1520 · Vehicles	22,000.00
1550 · Accumulated Depreciation	-486,134.07
Total Fixed Assets	867,170.14
Other Assets	
1600 · Deferred Outflows	63,258.00
1700 · Right-to-use Asset	20,800.00
Total Other Assets	84,058.00
TOTAL ASSETS	1,397,974.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	10,506.26
Total Accounts Payable	10,506.26
Credit Cards	
Cardmember Services Visa	-6,583.56
Total Credit Cards	-6,583.56

Eastern Shore Public Library
Balance Sheet
As of February 29, 2024

	<u>Feb 29, 24</u>
Other Current Liabilities	
2100 · Payroll Liabilities	874.89
2270 · Minnesota Life	0.05
2290 · Anthem, Medical	-2,762.61
2300 · Anthem, Dental	-86.17
2360 · AFLAC	227.10
2380 · Compensated Absences	20,512.97
2400 · Net Pension Liability	67,309.00
2500 · Deferred Inflows	39,997.00
2700 · Lease Liability	20,800.00
	<hr/>
Total Other Current Liabilities	146,872.23
	<hr/>
Total Current Liabilities	150,794.93
	<hr/>
Total Liabilities	150,794.93
	<hr/>
Equity	
1110 · Retained Earnings	756,134.88
3000 · Opening Bal Equity	489,567.32
Net Income	1,477.17
	<hr/>
Total Equity	1,247,179.37
	<hr/>
TOTAL LIABILITIES & EQUITY	1,397,974.30
	<hr/> <hr/>

Eastern Shore Public Library
Profit & Loss
 February 2024

	Feb 24
Ordinary Income/Expense	
Income	
40000 · INCOME	
42000 · Contributions	
42010 · ESPL Friends	20.00
42020 · NFL Friends	1,000.00
42070 · ESPL Foundation	1,046.15
	2,066.15
Total 42000 · Contributions	2,066.15
43000 · Reimbursements	
43020 · Island	1,092.77
43000 · Reimbursements - Other	104.81
	1,197.58
Total 43000 · Reimbursements	1,197.58
44000 · Fines & Fees	
44010 · Fines	406.98
44020 · Photocopying	656.14
44040 · Inter Library Loan	18.00
44000 · Fines & Fees - Other	16.32
	1,097.44
Total 44000 · Fines & Fees	1,097.44
Total 40000 · INCOME	4,361.17
Total Income	4,361.17
Gross Profit	4,361.17
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	385.00
61102 · Building Maintenance, NFL	560.00
61104 · Building Maintenance - Parksley	611.56
	1,556.56
Total 61100 · Building	1,556.56
61200 · Utilities	
61202.1 · Electricity - NFL	500.31
61202.2 · Electricity - Parksley	1,612.71
61203 · Telephone	624.55
61204 · Water/Sewer - Parksley	118.18
	2,855.75
Total 61200 · Utilities	2,855.75
61300 · Vehicle Operation	186.13
61500 · Computer	
61514 · Internet Services, State	458.80
61517 · Computer Maintenance	660.00
	1,118.80
Total 61500 · Computer	1,118.80
Total 61000 · Operations	5,717.24

Eastern Shore Public Library
Profit & Loss
February 2024

	<u>Feb 24</u>
62000 · Equipment	
62100 · Equipment, General	7,354.72
62300 · Equipment Maintenance	
62310 · Contractual Services	93.48
	<hr/>
Total 62300 · Equipment Maintenance	93.48
	<hr/>
Total 62000 · Equipment	7,448.20
64000 · Personnel	
64010 · Salaries - Director	7,387.55
64020 · Salaries - Other	35,819.71
64030 · Hourly Employees	17,598.82
64050 · Payroll Expenses	5,498.42
64070 · Retirement (VRS)	3,051.63
64080 · Insurance	
64083 · Insurance, Life (VRS)	-0.06
64084 · Insurance, Gen, Liability (VRS)	-0.02
64085 · Insurance, Medical (Anthem)	5,642.56
64086 · Insurance, Dental (Anthem)	179.58
	<hr/>
Total 64080 · Insurance	5,822.06
	<hr/>
Total 64000 · Personnel	75,178.19
65000 · Supplies	
65100 · Custodial	2,182.15
65200 · Office	334.08
	<hr/>
Total 65000 · Supplies	2,516.23
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	4,997.98
66315 · Electronic Resources, State Aid	704.12
66317 · AV, State Aid	518.92
66320 · Cape Charles Contract #15	227.94
	<hr/>
Total 66310 · System Materials	6,448.96
66350 · Affiliates	
66351 · Books, Affiliates	1,751.58
	<hr/>
Total 66350 · Affiliates	1,751.58
66900 · Restricted	3,269.05
	<hr/>
Total 66000 · Materials	11,469.59
67000 · Other	
67200 · Travel & Meals	85.97
	<hr/>
Total 67000 · Other	85.97
68000 · Miscellaneous	
68100 · Bank Fees	449.25

Eastern Shore Public Library
Profit & Loss
February 2024

	<u>Feb 24</u>
68500 · Advertising	92.40
Total 68000 · Miscellaneous	541.65
69000 · Professional Services	
69001 · Professional Services, Financial	2,000.00
69002 · Professional, Library Services	2,910.00
Total 69000 · Professional Services	4,910.00
Total 60000 · EXPENSES	107,867.07
Total Expense	107,867.07
Net Ordinary Income	-103,505.90
Other Income/Expense	
Other Expense	
8020 · Miscellaneous	1,197.03
Total Other Expense	1,197.03
Net Other Income	-1,197.03
Net Income	<u><u>-104,702.93</u></u>

Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · INCOME				
41000 · Government Income				
41010 · Accomack County	569,004.75	762,973.00	-193,968.25	74.6%
41011 · Accomack County On Behalf	0.00	0.00	0.00	0.0%
41020 · Northampton County	124,381.50	165,842.00	-41,460.50	75.0%
41030 · State Aid	215,500.66	292,133.00	-76,632.34	73.8%
41040 · Grants	140,433.55	335,250.00	-194,816.45	41.9%
Total 41000 · Government Income	1,049,320.46	1,556,198.00	-506,877.54	67.4%
42000 · Contributions				
42010 · ESPL Friends	2,520.00	5,000.00	-2,480.00	50.4%
42020 · NFL Friends	1,000.00	4,000.00	-3,000.00	25.0%
42030 · Contributions Unrestricted	4,497.00	1,000.00	3,497.00	449.7%
42040 · Contributions Restricted	4,502.99	5,500.00	-997.01	81.9%
42050 · Legacies & Bequests	0.00	100.00	-100.00	0.0%
42060 · Adopt-A-Book	700.00	500.00	200.00	140.0%
42070 · ESPL Foundation	15,659.93	55,000.00	-39,340.07	28.5%
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
Total 42000 · Contributions	28,879.92	71,100.00	-42,220.08	40.6%
43000 · Reimbursements				
43010 · NFL Book Endowment	5,800.00	5,000.00	800.00	116.0%
43020 · Island	2,055.56	2,000.00	55.56	102.8%
43030 · Cape Charles	10,164.02	14,000.00	-3,835.98	72.6%
43040 · Book Replacement	0.00	100.00	-100.00	0.0%
43050 · NFL	0.00	500.00	-500.00	0.0%
43000 · Reimbursements - Other	104.81	0.00	104.81	100.0%
Total 43000 · Reimbursements	18,124.39	21,600.00	-3,475.61	83.9%
44000 · Fines & Fees				
44010 · Fines	711.77	0.00	711.77	100.0%
44020 · Photocopying	5,975.67	3,500.00	2,475.67	170.7%
44030 · Fax	16.72	0.00	16.72	100.0%
44040 · Inter Library Loan	170.00	50.00	120.00	340.0%
44000 · Fines & Fees - Other	37.55	0.00	37.55	100.0%
Total 44000 · Fines & Fees	6,911.71	3,550.00	3,361.71	194.7%
45000 · Endowments				
45010 · Edmonds (UBS)	0.00	2,000.00	-2,000.00	0.0%
45020 · General (Merrill Lynch)	0.00	0.00	0.00	0.0%
45090 · Miscellaneous Endowments	226.65	15,000.00	-14,773.35	1.5%
Total 45000 · Endowments	226.65	17,000.00	-16,773.35	1.3%
45500 · GASB 68 Benefit	0.00	0.00	0.00	0.0%
46000 · Private Grants	100.00	2,000.00	-1,900.00	5.0%
49000 · Miscellaneous Income				
49020 · Driver Education Test Proctorin	0.00	200.00	-200.00	0.0%
49000 · Miscellaneous Income - Other	50.00	100.00	-50.00	50.0%
Total 49000 · Miscellaneous Income	50.00	300.00	-250.00	16.7%
Total 40000 · INCOME	1,103,613.13	1,671,748.00	-568,134.87	66.0%
4250 · Grants, Other	4,600.00			
Total Income	1,108,213.13	1,671,748.00	-563,534.87	66.3%
Gross Profit	1,108,213.13	1,671,748.00	-563,534.87	66.3%
Expense				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	2,301.06	6,512.00	-4,210.94	35.3%
61102 · Building Maintenance, NFL	8,918.00	15,000.00	-6,082.00	59.5%
61104 · Building Maintenance - Parksley	5,009.11	38,500.00	-33,490.89	13.0%
61105 · Rent	9,600.00	15,876.00	-6,276.00	60.5%
61100 · Building - Other	0.00	0.00	0.00	0.0%
Total 61100 · Building	25,828.17	75,888.00	-50,059.83	34.0%
61200 · Utilities				
61201 · Fuel Oil	-49.20	0.00	-49.20	100.0%
61202 · Electricity	3,324.70	2,000.00	1,324.70	166.2%
61202.1 · Electricity - NFL	3,454.64	9,000.00	-5,545.36	38.4%
61202.2 · Electricity - Parksley	8,904.20	40,000.00	-31,095.80	22.3%
61203 · Telephone	3,184.64	6,000.00	-2,815.36	53.1%
61204 · Water/Sewer - Parksley	1,398.75	3,400.00	-2,001.25	41.1%
Total 61200 · Utilities	20,217.73	60,400.00	-40,182.27	33.5%
61300 · Vehicle Operation	1,427.07	35,000.00	-33,572.93	4.1%
61400 · Insurance (VRSA)				
61401 · Insurance, Building	0.00	4,300.00	-4,300.00	0.0%
61400 · Insurance (VRSA) - Other	15,628.00	15,000.00	628.00	104.2%

Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Total 61400 · Insurance (VRSA)	15,628.00	19,300.00	-3,672.00	81.0%
61500 · Computer				
61510 · Computer Hardware	1,417.50	0.00	1,417.50	100.0%
61511 · Computer Hardware, State	3,867.00	0.00	3,867.00	100.0%
61513 · Online Services	7,816.63	26,620.00	-18,803.37	29.4%
61514 · Internet Services, State	5,695.68	11,100.00	-5,404.32	51.3%
61515 · Computer Software	29,674.50	0.00	29,674.50	100.0%
61516 · Computer Software, State	1,497.50	7,818.00	-6,320.50	19.2%
61517 · Computer Maintenance	2,420.00	10,000.00	-7,580.00	24.2%
61518 · Technology	0.00	23,024.00	-23,024.00	0.0%
61500 · Computer - Other	0.00	0.00	0.00	0.0%
Total 61500 · Computer	52,388.81	78,562.00	-26,173.19	66.7%
Total 61000 · Operations	115,489.78	269,150.00	-153,660.22	42.9%
62000 · Equipment				
62100 · Equipment, General	117,348.80	0.00	117,348.80	100.0%
62200 · Equipment, State	12,635.24	84,050.00	-71,414.76	15.0%
62300 · Equipment Maintenance				
62310 · Contractual Services	12,422.69	10,000.00	2,422.69	124.2%
62300 · Equipment Maintenance - Other	3,376.18	0.00	3,376.18	100.0%
Total 62300 · Equipment Maintenance	15,798.87	10,000.00	5,798.87	158.0%
62000 · Equipment - Other	-580.93	0.00	-580.93	100.0%
Total 62000 · Equipment	145,201.98	94,050.00	51,151.98	154.4%
63000 · Programs				
63100 · Adult	348.48	3,000.00	-2,651.52	11.6%
63200 · Youth	1,222.66	6,000.00	-4,777.34	20.4%
63300 · Outreach	2,383.88	3,000.00	-616.12	79.5%
63400 · Foundation Restricted Funds	0.00	5,000.00	-5,000.00	0.0%
63000 · Programs - Other	366.13	1,000.00	-633.87	36.6%
Total 63000 · Programs	4,321.15	18,000.00	-13,678.85	24.0%
64000 · Personnel				
64010 · Salaries - Director	59,368.84	91,703.00	-32,334.16	64.7%
64020 · Salaries - Other	262,094.00	416,898.00	-154,804.00	62.9%
64030 · Hourly Employees	120,665.71	182,776.00	-62,110.29	66.0%
64050 · Payroll Expenses	39,672.20	61,533.00	-21,860.80	64.5%
64070 · Retirement (VRS)	23,487.88	36,555.00	-13,067.12	64.3%
64080 · Insurance				
64083 · Insurance, Life (VRS)	-0.43	0.00	-0.43	100.0%
64084 · Insurance, Gen, Liability (VRS)	-0.21	0.00	-0.21	100.0%
64085 · Insurance, Medical (Anthem)	48,066.85	0.00	48,066.85	100.0%
64086 · Insurance, Dental (Anthem)	1,461.25	0.00	1,461.25	100.0%
64080 · Insurance - Other	0.00	79,000.00	-79,000.00	0.0%
Total 64080 · Insurance	49,527.46	79,000.00	-29,472.54	62.7%
64090 · Liability Reserve	6,125.00	10,500.00	-4,375.00	58.3%
64100 · Staff & Volunteer Appreciation	421.96	3,000.00	-2,578.04	14.1%
64000 · Personnel - Other	0.00	0.00	0.00	0.0%
Total 64000 · Personnel	561,363.05	881,965.00	-320,601.95	63.6%
65000 · Supplies				
65100 · Custodial	8,229.69	20,400.00	-12,170.31	40.3%
65200 · Office	6,583.65	0.00	6,583.65	100.0%
65300 · Library	11,233.67	53,284.00	-42,050.33	21.1%
65400 · Youth Program Supplies	992.81	3,000.00	-2,007.19	33.1%
65500 · Archival Supplies	2,543.42	0.00	2,543.42	100.0%
65000 · Supplies - Other	18.91	0.00	18.91	100.0%
Total 65000 · Supplies	29,602.15	76,684.00	-47,081.85	38.6%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	37,466.24	63,121.00	-25,654.76	59.4%
66312 · Periodicals, State Aid	917.57	1,500.00	-582.43	61.2%
66313 · Continuations, State Aid	320.78	500.00	-179.22	64.2%
66314 · Microforms, State Aid	0.00	500.00	-500.00	0.0%
66315 · Electronic Resources, State Aid	14,633.50	21,500.00	-6,866.50	68.1%
66317 · AV, State Aid	3,846.54	7,500.00	-3,653.46	51.3%
66318 · Other Non-Book, State Aid	16.26	0.00	16.26	100.0%
66320 · Cape Charles Contract #15	1,722.34	2,000.00	-277.66	86.1%
66310 · System Materials - Other	3.71	0.00	3.71	100.0%
Total 66310 · System Materials	58,926.94	96,621.00	-37,694.06	61.0%
66350 · Affiliates				
66351 · Books, Affiliates	15,930.82	17,000.00	-1,069.18	93.7%
Total 66350 · Affiliates	15,930.82	17,000.00	-1,069.18	93.7%
66900 · Restricted	9,666.73	17,000.00	-7,333.27	56.9%
Total 66000 · Materials	84,524.49	130,621.00	-46,096.51	64.7%

Eastern Shore Public Library
Profit & Loss Budget vs. Actual
July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
67000 · Other				
67100 · Postage	900.51	3,000.00	-2,099.49	30.0%
67200 · Travel & Meals	2,765.49	8,000.00	-5,234.51	34.6%
67210 · Travel - State Aid	2,442.13	0.00	2,442.13	100.0%
67300 · Dues	1,884.00	3,500.00	-1,616.00	53.8%
67000 · Other - Other	0.00	0.00	0.00	0.0%
Total 67000 · Other	7,992.13	14,500.00	-6,507.87	55.1%
68000 · Miscellaneous				
68100 · Bank Fees	1,408.98	1,000.00	408.98	140.9%
68300 · Refunds	36.98	300.00	-263.02	12.3%
68500 · Advertising	312.00	0.00	312.00	100.0%
68600 · Continuing Education	420.00	5,500.00	-5,080.00	7.6%
68700 · Tangier	0.00	1,000.00	-1,000.00	0.0%
68000 · Miscellaneous - Other	91,367.50	95,171.00	-3,803.50	96.0%
Total 68000 · Miscellaneous	93,545.46	102,971.00	-9,425.54	90.8%
69000 · Professional Services				
69001 · Professional Services, Financial	12,950.00	22,200.00	-9,250.00	58.3%
69002 · Professional, Library Services	32,891.97	44,040.00	-11,148.03	74.7%
69003 · Erate Consultant	4,955.04	5,720.00	-764.96	86.6%
69004 · Auditor	5,500.00	11,148.00	-5,648.00	49.3%
69000 · Professional Services - Other	8,609.50	700.00	7,909.50	1,229.9%
Total 69000 · Professional Services	64,906.51	83,808.00	-18,901.49	77.4%
69005 · Depreciation Expense	0.00	0.00	0.00	0.0%
Total 60000 · EXPENSES	1,106,946.70	1,671,749.00	-564,802.30	66.2%
Total Expense	1,106,946.70	1,671,749.00	-564,802.30	66.2%
Net Ordinary Income	1,266.43	-1.00	1,267.43	-126,643.0%
Other Income/Expense				
Other Income				
7010 · Interest Income	1,407.77			
Total Other Income	1,407.77			
Other Expense				
61103 · Capital	0.00	0.00	0.00	0.0%
8020 · Miscellaneous	1,197.03	0.00	1,197.03	100.0%
Total Other Expense	1,197.03	0.00	1,197.03	100.0%
Net Other Income	210.74	0.00	210.74	100.0%
Net Income	1,477.17	-1.00	1,478.17	-147,717.0%



Eastern Shore Public Library Employee Policy Manual

Revised ~~May 2019~~ April 2024

EASTERN SHORE PUBLIC LIBRARY
PERSONNEL POLICIES MANUAL

Table of Contents

SECTION 1 - RECRUITMENT AND EMPLOYMENT 4

 1.1 Equal Opportunity Statement 4

 1.2 Background Checks 5

SECTION 2 – CONDITIONS OF EMPLOYMENT AND JOB PERFORMANCE
..... 6

 2.1 Probationary Period 6

 2.5 Outside Employment 11

SECTION 3 – WORK ENVIRONMENT ~~13~~~~13~~~~12~~

 3.1 Sexual and Other Unlawful Harassment ~~13~~~~13~~~~12~~

 3.2 Smoking Policy ~~13~~~~13~~~~12~~

 3.3 Drug and Alcohol Use ~~13~~~~13~~~~12~~

 3.5 Business Attire ~~17~~~~17~~~~16~~

 3.6 Personnel Files ~~18~~~~18~~~~17~~

SECTION 4 – COMPENSATION AND BENEFITS ~~19~~~~19~~~~18~~

 4.1 Classification and Compensation Plan ~~19~~~~19~~~~18~~

 4.3 Promotions ~~21~~~~21~~~~20~~

 4.4 Special Salary Actions ~~21~~~~21~~~~20~~

 4.5 Health Insurance Program ~~22~~~~22~~~~21~~

 4.6 Employee Assistance Program ~~23~~~~23~~~~22~~

 4.7 Life Insurance Programs ~~25~~~~25~~~~23~~

 4.8 Professional Development – Tuition Assistance ~~26~~~~26~~~~24~~

 4.11 Holiday Pay and Emergency Closings ~~29~~~~29~~~~27~~

SECTION 5 – LEAVES OF ABSENCE ~~30~~~~30~~~~28~~

 5.1 Annual Leave ~~30~~~~30~~~~28~~

 5.3 Military Leave ~~32~~~~32~~~~29~~

 5.5 Civil Leave ~~34~~~~34~~~~31~~

 5.6 Leave Without Pay ~~36~~~~36~~~~32~~

SECTION 6 – SEPARATION FROM SERVICE ~~37~~~~37~~~~33~~

6.1 Separation from Service [373733](#)
6.2 Layoff Policy [373733](#)
SECTION 7 – GRIEVANCE PROCEDURE [383834](#)
7.1 Grievance Procedure [383834](#)

APPENDIXES [393935](#)
Appendix A. Confidentiality Agreement (reference: 2.3. 7)
Appendix B. Dress Guidelines (reference: 3.5)
Appendix C. Acknowledgement form
Appendix D. List of forms required in personnel files

SECTION 1 - RECRUITMENT AND EMPLOYMENT

1.1 Equal Opportunity Statement

OVERVIEW: This policy identifies and defines the Library's commitment to providing equal employment and advancement opportunities to all individuals and to providing a non-discriminatory work environment in which all employment activities are governed solely by the employees' merit, job-related qualifications, and abilities.

SCOPE: All employees and qualified applicants for employment.

PROVISIONS:

- A. The Library shall provide equal opportunity in all personnel management activities to employees and applicants for employment. All aspects of employment practices shall be based on merit, job-related qualifications, and competence, without regard to race, color, sex, national origin, marital status, age, religion, political affiliation, or disability (except where a bona-fide occupational qualification regarding a particular position applies).
- B. In accordance with the requirements of the Americans with Disabilities Act, the Library shall provide qualified applicants and employees with disabilities reasonable accommodations that do not impose an undue hardship on the Library.
- C. The Library shall provide an environment that is free of unlawful harassment of any kind including that which is sexual, age-related, or ethnic.
- D. The policy of Equal Opportunity governs all aspects of employment including but not limited to:
 - Recruitment, Hiring, Transferring, Promotions, Demotions, Compensation, Benefits, Job Assignment, Discipline, Dismissal, Layoff, Return from Layoffs, Training, and Social and Recreational Programs

COMPLAINT PROCEDURE

- A. Employees in regular positions, who have completed their probationary period, will also have recourse through the employee **Grievance Procedure**.

1.2 Background Checks

To ensure the safety and security of our staff, volunteers, and visitors, all employees will have a background check with the ~~Virginia State Police~~Castlebranch at the expense of ESPL. Employees driving library vehicles must also have a DMV driving report on file, which will also be at the expense of ESPL.

SECTION 2 – CONDITIONS OF EMPLOYMENT AND JOB PERFORMANCE

2.1 Probationary Period

OVERVIEW: The probationary period is intended to provide the opportunity for new employees to demonstrate their ability to satisfactorily perform the job and to determine if the position meets their expectations. The Eastern Shore Public Library uses this period to evaluate employee capabilities, work habits, and overall performance. This period is considered a trial period upon which to determine if the hired individual's employment will continue.

SCOPE: This policy applies to all newly employed, re-employed, and promoted employees in regular positions.

PROVISIONS:

A. Newly Employed and Re-employed Employees - Probationary Period Parameters:

A probationary period of 6 months is established for all new and re-employed employees in regular full and part-time positions. The probationary period commences on the date of the original appointment, date of re-employment, or date of promotion, as applicable, and ends 6 calendar months from that date. All probationary employees are considered to be employed on an introductory or trial basis.

Probationary employees are eligible for those benefits which are required by law, such as worker's compensation insurance and social security. They may also be eligible for other benefits, subject to the terms and conditions of each benefits program.

All new full-time and part-time employees shall serve a 6 (six) month introductory period. During this period the employee must show that he or she is capable and willing to perform the job satisfactorily. ~~Probationary employees will not be considered for a different position within the library system. At the end of the introductory period the employee will be evaluated to determine satisfactory performance. If satisfactory performance is attained the employee will be entitled to up to 5% pay increase upon evaluation and the grievance procedure.~~

B. Promotional Probationary Period:

An employee who is promoted from one library position to a higher-level position will serve a promotional probationary period. During the first three months in the new position, the employee's performance will be monitored closely. Refer to 4.3.A. for salary actions for promotions. If the employee is not performing satisfactorily, he or she will be counseled by the employee's supervisor. Continued unsatisfactory performance may result in the employee being returned to his or her former position, another available position the employee is qualified for, or termination.

C. Extending the Probationary Period

An employee's probationary period may be extended by the Director. If ~~approved~~ extended, the probationary period may ~~be extended an additional three months~~ not exceed a total of nine months. Examples of when the probationary period could be extended include:

1. As a result of any significant absence.
2. Management determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance.

2.2 Performance Planning and Evaluation

OVERVIEW: The Library is committed to identifying performance expectations and goals for each employee, the criteria upon which the employee's performance will be evaluated, and the frequency upon which an employee's performance will be evaluated.

SCOPE: This policy applies to all employees.

DEFINITIONS:

~~End of Probationary Period: Near the end of the 6 month probationary period for all new hires and 3 month probationary period for all promotions.~~

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~~Performance Cycle: The year-long period which begins and ends on the employee's anniversary date with the calendar year~~ provides the basis for his or her performance evaluation rating.

~~Anniversary Date: Twelve months after the date of the employee's original appointment, re-employment, or promotion respectively, and annually on that date thereafter.~~

PROVISIONS:

A. When:

Performance evaluations will be performed at the end of an employee's probationary period and ~~yearly on the employee's anniversary date~~ at the end of the calendar year.

B. Performance Expectations:

The performance expectations shall be based upon the duties and responsibilities identified in the employee's position description.

At the beginning of the performance cycle, the supervisor and employee shall meet to discuss the performance expectations ~~and establish goals for the coming year.~~

C. Evaluation Process

~~Upon completion of the performance cycle~~ Annually, the employee's immediate supervisor shall prepare the performance evaluation which describes how the employee's performance compared to the expectations. The supervisor shall also identify any mitigating circumstances or changes in expectations or job duties that occurred during the performance cycle.

The Director will review ~~and discuss the~~ all evaluation documentation produced by supervisors for approval prior to the supervisor's evaluation ~~meeting with the employee, who is given an opportunity to document~~

~~his or her comments concerning the evaluation.~~

D. Appeal

An employee may appeal an unsatisfactory evaluation he or she perceives as incorrect or unfair. The appeal must be in writing and submitted within 10 calendar days from the date the employee first reviews the evaluation. The appeal must be submitted to the Director. Final determination on what, if any, action shall be taken will be made by the Director within five working days of receipt of appeal. The employee will be notified in writing of final disposition. A copy of the final disposition will be placed in the employee's personnel file.

Satisfactory evaluations cannot be appealed. However, if the employee disagrees with individual ratings or comments, he or she may submit a written statement within 10 calendar days from the date he or she first reviews the evaluation. The written statement must be submitted to the Director. After review, the statement will be attached to the evaluation and placed in the employee's personnel file. No further action will be taken.

E. Records

Employee performance evaluations are maintained in the employee's personnel file.

F. Uses of Performance Evaluation:

1. To provide the employee with valuable feedback on how well he or she is performing a job.
2. To recognize good performance and to identify opportunities for improvement.
- ~~3.~~ 3.4. To help identify training needs.
- ~~4-5.~~ 4-5. Identify and set goals for the coming year.
- ~~5-6.~~ 5-6. To determine salary increases, or bonuses, when funding is available.
- ~~6-7.~~ 6-7. To serve as a factor in determining promotion, transfer, demotion, or dismissal.
- ~~6-7.~~ 6-7. To serve as a factor in determining the order of layoffs.

G. Evaluation of Directors and Co-Directors

Any library director ~~or co-director~~ will be evaluated ~~yearly~~ annually by the Board of Trustees of the Eastern Shore Public Library.

2.3 Standards of Conduct & Disciplinary Procedures

OVERVIEW: In order to ensure orderly operations and provide the best possible work environment, the Eastern Shore Public Library expects employees to follow rules of conduct that will protect the interests and safety of all employees, library patrons, and the organization. This policy sets forth the expectations of professional conduct, identifies unacceptable behavior and identifies the disciplinary actions which may result in the event of an employee's failure to maintain acceptable conduct.

SCOPE: This policy applies to all employees.

DEFINITIONS:

Disciplinary action: Any action taken by management to address unacceptable behavior. Actions may range from

verbal reprimands to dismissal from Library employment.

PROVISIONS:

A. Expectations of Professional Conduct:

1. Attendance and Punctuality: Employees are expected to report to work as scheduled, on time and to remain on the job until the scheduled work day is complete.
 - a. As necessary, employees should arrange planned absences, late arrivals, or early departures in advance with their supervisor.
 - b. Unexpected absences, tardiness, or early departure should be reported as promptly as possible.
 - c. Transportation to work is the employee's responsibility. Absenteeism or ~~her~~ tardiness due to transportation problems (other than those resulting from ~~an~~ increment weather) will be disciplined accordingly.
 - d. Notice for absences should be given as far in advance as possible.
 - e. Excessive absenteeism, tardiness, or leaving work early may result in disciplinary action.
 - f. If an employee is unable to report for work or expects to be late, the employee must contact ~~his~~ their supervisor as soon as possible but no later than the beginning of ~~his or her~~ their scheduled work period, giving the reason for ~~his~~ their absence or tardiness. Paid leave may or may not be approved. If an employee has difficulty reaching ~~his~~ their supervisor, ~~they~~ they should leave a message reporting ~~his~~ the absence but continue to attempt to make contact with ~~his~~ their supervisor. The responsibility to notify a supervisor(s) about absences or about tardiness always rests with the employee.
 - g. Unexcused absences exceeding two consecutive days are justification for termination.
2. Job Performance: It is expected that the employee will consistently strive to meet ~~his or her~~ their performance expectations and satisfactorily perform assigned work; will follow the supervisor's instructions and otherwise comply with established policies and procedures.
3. Appropriate Work Attire: All employees are expected to maintain a clean and neat appearance and to dress according to the requirements of their positions. *See Dress code, Section 3.5.*
4. Appropriate Use of Library Time and Equipment: Employees are expected to limit the use of Library telephones, equipment, materials, supplies, vehicles, and work time to the direct activities of Library business.
5. Gifts and Gratuities: A Library employee will not solicit or accept any money, loan, gift or gratuity, favor or service from a contractor, firm, consultant, applicant, individual, or other party as a result of business or services provided to the Library or influenced by the employee's position, duties or responsibilities.
6. Political Activity: Employees will refrain from engaging in political activities or discussions during work hours or when officially representing the Library.
7. Confidentiality: Employees ~~and volunteers~~ are to sign the Library's Confidentiality Agreement (**See Appendix A**). Employees will honor the confidentiality of such information even after their employment with the Library is terminated.

B. Disciplinary Actions

If an employee's work performance or behavior is deemed unsatisfactory, the following kinds of disciplinary action may be taken, depending upon the circumstances: oral coaching/warning, written warning, suspension, demotion, or termination. Other types of discipline may be used in addition to those listed.

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The following are examples of misconduct that may result in discipline. The list is not inclusive and other conduct may be subject to disciplinary action:

1. Conviction of a felony or of a misdemeanor involving moral turpitude and other criminal acts that continued performance of duties is compromised;
2. Willfully falsifying ESPL records (including time records, leave records, job applications, ~~or~~ pay or reimbursement vouchers);
3. Negligence with ESPL property or misuse of ESPL property;
4. Violating any workplace rule;
5. Performing official duties in a rude and discourteous manner, threatening co-workers, or using physical violence while on duty;
6. Violating any lawful official regulation or order or willfully failing to obey a proper direction of the supervisor or the Director;
7. Using or being impaired at work by intoxicants, drugs, or alcohol;
8. Neglecting duty or continually being unable or unwilling to render satisfactory performance;
9. Taking property of the ESPL for one's personal use, for sale to another or for a gift to another;
10. Inducing, or attempting to induce, an officer or employee in the service of the ESPL to commit an unlawful act or to act in violation of any lawful or official regulation or order;
11. Accepting a bribe, gift, token, money, or other thing of value intended as an inducement to perform or refrain from performing any official acts, or engages in any action of extortion or other means of obtaining money or other things of value through his/ her position in the ESPL;
12. Failing to report for work or being absent without prior notice to supervisor; ~~Unsatisfactory-unsatisfactory~~ attendance, excessive absences, or excessive tardiness;
13. Harassing other employees or the public;
14. Violating the ESPL's drug free workplace rules.

C. Notification

Prior to imposing disciplinary action, including termination, the supervisor shall inform the employee of the reason for the discipline and the employee shall have the right to comment on the discipline. However, the supervisor may have the employee removed from the workplace prior to giving an opportunity to comment if the employee's continued presence poses a safety danger or is disruptive to the workplace.

The types of disciplinary actions and the procedures of each are described below. Note that this listing is not intended to represent the order in which disciplinary actions may be enacted:

1. Oral Reprimand: A discussion between the supervisor and the employee where the employee is advised and cautioned about ~~his or her~~ their unsatisfactory work performance or misconduct. During the oral reprimand, the supervisor identifies and will document in writing the inappropriate behavior and the anticipated corrective action. ~~If the employee disagrees with the oral reprimand, the employee may respond in writing to his/her supervisor. The employee's response, if any, shall be placed in the employee's~~

~~personnel file. If the employee disagrees with the oral reprimand, the employee may speak to the supervisor or Director regarding their concerns.~~

2. **Written Reprimand:** Written documentation to the employee from the supervisor wherein the employee is advised and cautioned about ~~his or her~~ their work performance or misconduct. The reprimand will be placed in the employee's personnel file. ~~If the employee disagrees with the oral written reprimand, the employee may respond in writing to his/her~~ their supervisor. The employee's response, if any, shall be placed in the employee's personnel file.

3. **Suspension:** Imposing a separation from service on an employee. A temporary prohibiting of the employee from performing his or her duties.

- a. Suspensions without pay may be imposed as a means of disciplining the employee in
- ~~b.~~ situations where the infraction is not serious enough to warrant dismissal. Suspensions under these circumstances may range from 1 to 30 calendar days and are unpaid absences.
- ~~e.b.~~ Suspensions with pay may be imposed as a means of removing the employee from the work place while an investigation into an alleged infraction is conducted and may be imposed until the investigation is complete. Whether the employee is found guilty of the alleged violation will determine whether the suspended time off is compensated.
- ~~d.c.~~ During an unpaid suspension, an employee does not accrue vacation or sick leave.
- ~~e.d.~~ During an unpaid suspension of 5 workdays or less, the Library will maintain its share of contributions to benefit programs. The employee is expected to maintain his or her contributions to benefits programs.
- ~~f.e.~~ During an unpaid suspension of more than 5 workdays, the Library may discontinue its share of contributions to benefit programs.

4. **Demotion:** A reduction of the pay grade of an employee and a change in job duties and responsibilities.

5. **Dismissal:** Involuntary separation from employment initiated by management as a result of the employee's unsatisfactory work performance or misconduct.

The written notification will identify the reason, effective date(s), and compensatory ramifications and will state the employee's right to grieve the disciplinary actions.

D. Administrative Investigation:

Employees are expected to cooperate fully and to participate in the investigation of alleged infractions, to include investigations involving their own actions or performance. Failure to cooperate could result in disciplinary action.

E. Use of Grievance

Employees may challenge disciplinary actions other than oral reprimands through the use of the Employee Grievance Procedure.

2.4 Conflict of Interest

OVERVIEW: In accordance with the State and Local Government Conflicts of Interest Act, the Eastern Shore Public Library is committed to prohibiting circumstances that would potentially compromise the best interests of the public and/or affect the decisions of a public employee/official by presenting inappropriate conflicts.

See Code of Virginia 2.2-3100 to 2.2-3131. <http://ethics.dls.virginia.gov/>

2.5 Outside Employment

A position with Eastern Shore Public Library is considered to be the employee's ~~primary-occupation~~priority commitment. Employees may not engage in other employment which presents a conflict of interest with their library position (see 2.4) and/or which interferes with and detracts from the efficient and effective performance of their duties with the Library.

Employees must notify the Library Director of other employment positions and communicate any potential scheduling conflicts. Employees are not to conduct business of their outside employment while on duty at the Library. When employees request numerous scheduling changes due to their outside employment, particularly if it requires scheduling a substitute to cover their hours or if it affects workflow, the employee may be terminated.

SECTION 3 – WORK ENVIRONMENT

3.1 Sexual and Other Unlawful Harassment

OVERVIEW: The Eastern Shore Public Library is committed to providing a work environment that is free of discrimination and unlawful harassment. This policy defines harassment, its prohibition, and the Library's response to the discovery of such harassment.

SCOPE: This policy applies to all employees.

DEFINITIONS:

- A. Sexual Harassment- as defined by the Equal Employment Opportunity Commission (EEOC) includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment.
 2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; and/or
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.
- B. Other Unlawful Harassment: other conduct that results in discrimination that is demeaning to another person, or undermines the integrity of the employment relationship.

PROVISIONS:

- A. Harassment Prohibited: The Eastern Shore Public Library will not tolerate sexual harassment, other unlawful harassment or actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, disability or any other legally protected characteristic.
- B. Complaint Process: Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Director or, if the incident involves the Director, to any member of the Board of Trustees. The Director will ensure that all allegations of sexual or other unlawful harassment are investigated and that immediate and appropriate corrective action is taken.
- C. Consequences: After the Director makes a determination, an employee who has engaged in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

3.2 Smoking Policy

OVERVIEW: The Eastern Shore Public Library is intent on providing a safe and healthful work environment.

SCOPE: This policy applies to all employees.

PROVISIONS: Smoking-Use of Tobacco products or electronic cigarettes (vaping) is prohibited inside all Library buildings, facilities, and vehicles.

3.3 Drug and Alcohol Use

OVERVIEW: It is the Eastern Shore Public Library's policy to provide a drug-free, alcohol-free, and safe workplace. Employees are required to report to work and to maintain while at work an appropriate mental and physical condition, free of the influence of alcohol, controlled substances, or illegal drugs.

SCOPE: This policy applies to all employees.

DEFINITIONS:

1. Controlled Substances - any substance where manufacturing, sale, use, and dispensation are controlled by law. For purposes of this policy, the term "controlled substances" excludes those substances which have been prescribed by a physician to an employee and are being administered as directed by the prescription instructions.
2. Workplace - refers to any site used for the performance of work by a Library employee, including but not limited to any building or premise owned or used by the Library for business, any Library-owned vehicle or equipment, and any non-Library property during a Library-sponsored or Library-approved activity or event.

PROVISIONS:

A. Prohibited activities:

Library employees are prohibited from reporting to work under the influence of alcohol or a controlled substance or illegal drug. Employees are prohibited from possessing, selling, buying, transporting, distributing, manufacturing, or using alcohol or a controlled substance or illegal drug during work hours, while at a Library workplace, facility, or sponsored/approved event, or on Library property or while representing the Library. All Library workplaces and property are subject to a detection inspection for alcohol, controlled substances, or illegal drugs at the discretion of the Library.

In cases where an employee has used substances prescribed by a physician that may potentially impair their ability to perform any aspect of their duties, they are expected to immediately notify their Supervisor or the Director for accommodation.

B. Violations:

Any employee who is found using, marketing, possessing, manufacturing, or distributing alcohol, a controlled substance, or illegal drugs while on the job or on Library property shall be subjected to disciplinary action. The Director will investigate the circumstances surrounding the violation and will recommend the most appropriate action.

—The individual circumstances will dictate what action should be taken ranging from referral to an appropriate treatment program to dismissal from Library service.

C. Treatment:

The Library encourages employees who suffer from alcohol and drug abuse to participate in an appropriate treatment and rehabilitation program. Substance abuse programs are available through the Employee Assistance Program.

3.4 Travel Reimbursement

OVERVIEW: The purpose of this policy is to provide a clear and consistent understanding of the Library's travel expense reimbursement policy.

SCOPE: This policy applies to all employees.

DEFINITIONS:

Adequate Accounting – Supporting documentation of a travel expense (such as receipts, mileage logs, etc.) provided within a reasonable period of time after the expense was paid or incurred.

PROVISIONS:

A. General:

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It is the intent of the Library to reimburse necessary travel-related expenses when an employee is on official Library business.

Travel should always be arranged to serve the best interest of the Library. Employees should use the most direct route and most economical transportation, taking into consideration travel time, work absence, expense, and convenience.

Employees are expected to exercise conservatism when incurring travel-related expenses. Only expenses that are judged reasonable and necessary will be reimbursed. The Director reserves the right to determine what is considered reasonable and necessary.

The Library's travel policy is reimbursement-driven. Only actual expenses can be reimbursed. Employees who incur travel-related expenses should neither gain nor lose personal funds as a result of their travel when reimbursed at the allowable rate.

Adequate accounting for all business-related expenses is required as a condition of reimbursement. A travel expense voucher along with supporting documentation such as lodging invoices, odometer readings, and meal receipts must be provided in order to receive reimbursement.

The Library's travel expense reimbursement policy meets the Internal Revenue Service (IRS) definition of an accountable plan.

B. Authorization:

All travel must be authorized in advance by the Director.

C. Travel Status:

Employees are considered to be on travel status when conducting official Library business away from their normal work site. Travel status begins when employees leave their normal work site or other authorized location to go directly to their destination. Time spent on travel status is treated as time worked and should be reflected on the employee's time sheet accordingly.

D. Reimbursable Travel Expenses:

1. Mileage Expenses

a. General

i. Employees are required to utilize Library vehicles when available for travel purposes. If no Library vehicle is available, employees will be allowed to use their personal vehicle.

ii. Employees who use their personal vehicle for official Library business will be paid a ~~standard~~ the IRS mileage rate.

iii. Employees who travel from their home to a location other than their official work site for Library business will be eligible for reimbursement of their travel distance minus the mileage of their normal commute.

~~2. Approved Mileage Rate: The standard mileage rate is the same as that used by the IRS.~~

~~3.2. Commuting:~~ Commuting expense from an employee's residence to their official work site is not reimbursable.

~~4.3. Lodging Expenses:~~ Employees required to stay overnight while on official Library business are eligible for reimbursement of actual lodging costs. Additional costs of room upgrades (e.g. suite, ocean view, Jacuzzi, etc.) are not reimbursable.

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5.4 Meal Expenses: Meal costs incurred in connection with official Library business are generally reimbursable. Reimbursements are limited to actual meal costs plus a reasonable tip. Reimbursement cannot exceed the maximum daily meals rate used by the IRS.

Note: IRS publication 463 requires separate treatment of meal reimbursements made in connection with an overnight stay than for meal reimbursements made for day trips. ~~The remainder of this section has been organized to reflect this distinction.~~

~~a. Meal Expenses From Trips Requiring An Overnight Stay~~

- ~~b.a.~~ Reimbursements for meals associated with an overnight stay are generally reimbursable to the employee.
- ~~e.b.~~ Meal reimbursements are limited to the lesser of: The actual costs incurred or the maximum meals rate used by the IRS.
- ~~d.c.~~ IRS publication 463 considers reimbursement of meals associated with necessary — overnight stays to be deductible business expenses and not subject to taxation as wages.
- ~~e.d. Payment Method.~~ Reimbursement of meals associated with overnight trips is made via the accounts payable process.

45 Telephone Expenses: Employees on travel that requires an overnight stay will be reimbursed for necessary telephone, fax, and computer connection charges. Personal telephone charges are not reimbursable.

56 Other incidental expenses: Miscellaneous travel expenses such as parking and tolls are eligible for reimbursement providing they are both necessary and reasonable.

E. Non-Reimbursable Expenses:

The following are common examples of expenses that are not eligible for reimbursement. This list is not intended to be ~~all inclusive~~exhaustive:

1. Coat check
2. Alcoholic beverages
3. Commuting expenses
4. Entertainment
5. In-room movies
6. Late check out fees
7. Parking tickets or other traffic fines
8. Spouse/family travel expenses
9. Personal automobile towing
10. Travel insurance
11. Personal telephone charges

F. Travel Advances:

Travel advances are permitted when payment for travel related expenses creates a financial hardship for the employee. Travel advances must be requested a minimum of ~~five-ten~~ days prior to the travel. All travel advance requests must be approved by the Director.

G. Preparation of Travel Expense Vouchers:

1. General
 - a. All travel expense reimbursements claims must be documented and submitted on a Library travel expense voucher form. The employee must attach all supporting documentation, such as receipts and invoices, for all travel-related expense items for which reimbursement is being sought.
 - b. ~~Generally,~~ no reimbursements will be made unless accompanied by receipts or other supporting

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documentation; however, a one-time exception may be granted if an employee misplaces documentation supporting their travel expenses. In such an instance, a letter written by the employee detailing the expense may be submitted instead of an original receipt.

2. Required information

- a. At a minimum, travel expense vouchers must contain or be accompanied with the ~~_____~~ following information:
- b. Date of travel
- c. Place of travel
- d. Business purpose of travel
- e. Expense amounts
- f. Amount of advance (if applicable)
- g. Employee signature
- h. Supporting documentation (receipts, mileage, etc)

3. Submission

~~a. Travel expense vouchers associated with a travel advance~~

b.a. Employees who have received a travel advance are required to submit a completed travel expense voucher no later than 2 working days after the travel is complete. Any unspent funds remaining from the travel advance must be returned with the travel voucher.

4. Other travel expense vouchers

- a. Employees are required to submit a completed travel expense voucher within 30-14 days after the travel is complete.

3.5 Business Attire

OVERVIEW: This policy defines the Library's policy regarding appropriate attire.

SCOPE: This policy applies to all employees.

PROVISIONS:

The library policy is that all employees maintain and present themselves in such a manner that their hygiene and general personal appearance conform to the ESPL dress guidelines (see Appendix B). ~~Professional appearance results in professional performance that will reflect a positive image to those we serve. It is important that the public have confidence in the staff and the staff members have confidence/pride in themselves when transacting business at the library. Attire shall not interfere with job performance or safety nor be distracting. Any clothing, accessories, or body decorations that has words, terms, or pictures that has sexual innuendos, political messages, obscene language, etc. is unacceptable.~~

~~Staff arriving at work out of compliance with this policy will be asked to leave and return dressed appropriately. Any missed hours due to noncompliance will not receive compensation.~~

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3.6 Personnel Files

OVERVIEW: This policy defines the Library's policy regarding personnel files and the commitment to confidentiality.

SCOPE: This policy applies to all employees.

PROVISIONS:

Personnel Files:

The Library maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, employment records, (date of hire, starting salary, etc), training records, performance appraisals, salary changes, disciplinary actions, and other employment information.

ESPL employees are government employees and ESPL must comply with the Government Data Collection and Dissemination Practices Act and the Freedom of Information Acts. Third parties can request employee titles, job classification, dates of employment, and annual salary ~~if it exceeds \$10,000 per year.~~

Personnel files are the property of the Library. Access to the information in the personnel file is restricted. Only an employee's supervisor, the Director, and others who have a legitimate reason to review information in the file are allowed to do so.

Employees who wish to review their own file should contact the Director. With reasonable advance notice, employees may review their own personnel file in the presence of the Director, or his or her designee. Copies of pages from an employee's personnel file may be provided ~~at the discretion of the Director~~ upon written request to the Director in compliance with Virginia Code § 8.01-413.1.

Personnel files of inactive employees are also retained by the Library and are subject to the same standards of confidentiality.

Any questions pertaining to the release of information regarding the individual employee or group of employees requested by a citizen or by the press will be referred to the Director to determine whether the requested information must be released according to the federal or state Freedom of Information Act.

SECTION 4 – COMPENSATION AND BENEFITS

4.1 Classification and Compensation Plan

OVERVIEW: The Library maintains a classification and compensation plan in which every position has a job description, job classification and salary grade. This section defines the components of the plan and sets forth the actions which require plan adjustment.

SCOPE: This policy applies to all employees.

PROVISIONS:

A. Structure:

Full-time: A full-time employee is defined as one who works forty hours per week.

Position Descriptions: A position is an assigned group of duties and responsibilities that is to be performed by an individual. For each position, a written job description is prepared identifying the position's assigned duties and responsibilities.

Classifications: For the purpose of establishing a salary structure for Library positions, groups of positions performing comparable types and levels of work and requiring like qualifications are grouped together to form classifications.

A classification (or class) describes work performed in general terms, and the knowledge, skills and abilities needed to perform the work. Class specifications are intended to be representative of the kinds of work and positions which comprise the class. The specifications should not be construed as the full definition of a class; and the use of a particular description of duties, qualifications or other factors shall not be held to exclude others of similar kind or quality.

Salary Grade: Each classification is assigned to a salary range with an identified minimum and maximum salary. The assigned salary range is referred to as the class's salary grade. The salary grade assigned to a class is determined by the work performed by the class, the competitive salary market for similar types of work, the internal alignment of classes and the financial resources of the Library.

The Compensation Plan shall consist of a salary schedule and a schematic list of classes and their assigned salary grades. When adopted by the Board of Trustees, the compensation plan remains in effect until amended by the Board.

Relationship of Position to Class to Salary Grade: Every position established for the Library is assigned to a classification. The position's classification dictates the salary grade and range of the position. If a suitable classification does not exist for a new position, a new class will be established and the position allocated to it. A copy of the most recent pay bands can be obtained from the Library Director or is available online at the Library of Virginia.

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Pay Periods: Staff are paid twice month, on the 15th and the 30th, unless those days fall on the weekend or a holiday and then it would be the workday prior to that. Direct deposit is the preferred means to pay staff.

B. Maintenance of the Plan:

1. Establishing New Classes and Grades: The Director has sole authority for approving the establishment of new classifications and the reassignment of a salary grade (re-grade) to existing classifications.
2. Official Copy: The Director shall be responsible for maintaining an official copy of the position classification plan. The official copy shall include a schematic list of class titles, and class specifications plus all amendments thereto. A copy of the official classification plan should be available for inspection by the public under reasonable conditions during business hours.

A current copy of the Library's salary plan can be obtained from the Director.

C. Flexible Work Time

Flexible work scheduling may be considered within the standard workweek, Monday through Friday, so long as the standard hours in a workweek, normally 40, are not altered. Flexible work hours are dependent on the job description.

Some examples are:

1. Arrive earlier in the morning and leave earlier in the afternoon.
2. Arrive later in the morning and leave later in the afternoon.
3. Work four 10-hour days.
4. Work four 9-hour days and one 4-hour day.
5. Work some other similar permanent or seasonal scheduling option(s)
6. Add time to meal break and arrive earlier and leave later.

Other temporary or occasional flexible work schedules may include some combination of altered work start and stop times to allow employees to have medical appointments or take care of personal business during work hours without being charged leave. If flexible work scheduling or compressed workweeks are instituted on an ongoing basis, the agency head may approve such only after consultation with the Director.

- D. Schedule Changes. Hours of work, schedules, and duty assignments of short duration of individual employees or work units may be altered under authorization of the department head or ~~his~~their designee within the established workweek and schedule of the agency as conditions warrant. Schedules may also be adjusted to meet ~~FMLA and~~ ADA requirements.

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4.2 Temporary Assignments

An employee may be temporarily assigned to a vacant position, or a prescribed set of duties, other than that to which ~~he/she is~~they are officially assigned, to meet the emergency needs occasioned by abnormal workload or organizational changes; or to cover absences pending official assignment of personnel or to perform duties pending the development and classification of a new position; or for other purposes necessary to provide quality public service. Temporary assignments and the reasons for the assignment shall be made a part of the employee's personnel file. No employee shall be temporarily assigned to a position, or set of duties, other than the position to which ~~he/she is~~they are officially assigned for more than a total of 180 workdays in any twelve-month period.

An employee's pay while on temporary assignment may change if the employee is required to work in the full capacity of a higher classified position for a period equivalent to sixty workdays or more in a twelve-month period. Requests for "acting pay" shall be forwarded to the Director in advance of the employee assuming an acting

assignment.

4.3 Promotions

OVERVIEW: A promotion is defined as an employee competing for and being selected for a position in a classification with a higher salary range. This policy describes the salary actions associated with a promotion.

SCOPE: This policy applies to all employees.

PROVISIONS:

A. Salary Actions for Promotions:

When an employee is promoted to a position in a higher classification, the employee's existing salary shall be increased by an amount equal to the greater of:

1. 10% of the midpoint of the employee's new salary range or
2. 10% of the difference between the employee's current salary and the minimum salary of the new range.

B. Effective Date:

Salary increases as a result of promotions will be effective on the first day of the next pay period.

C. Probationary Period/Anniversary Date:

Employees who are promoted begin a new three-month probationary period. ~~Promoted employees will receive a new anniversary date equal to a date that is twelve months after the effective date of the promotion and annually thereafter.~~

D. Approval:

All promotions require the approval of the Director. Promotion of ~~the Directors and Co-Directors~~ is determined by the Board of Trustees.

4.4 Special Salary Actions

When an employee is recognized as performing exceptionally meritorious service, or an employee has been temporarily assigned to a vacant position or a prescribed set of duties (in addition to those to which he or she is officially assigned) for more than sixty work days in any twelve-month period, he or she may be eligible for an administrative increase, temporary salary adjustment ("acting pay") or special performance bonus.

All administrative increases, temporary salary adjustments, or special performance bonuses require the approval of the Director.

4.5 Health Insurance Program

OVERVIEW: The Library is committed to providing quality health insurance to its employees. Health Insurance coverage for Library employees is provided by Accomack County as the Library System's fiscal agent.

SCOPE: This policy applies to all full-time employees and their family members in addition to those employees for which coverage is mandated by the Affordable Care Act.

PROVISIONS:

A. Enrollment:

- a. Employees can only enroll themselves and their families within the first 30 consecutive days of their employment or during open enrollment. Participation is optional.
- b. Any family status changes such as marriage, birth or adoption of a child, etc. must be submitted within 31 calendar days of the qualifying event; otherwise, the employee must wait until the open enrollment period to change coverage.

B. Program Coverage & Cost:

- a. The conditions, coverage, deductibles, and other plan provisions are defined as a result of ~~the Library's Accomack County's~~ contractual agreement with the insurance provider.
- b. The Library contributes an amount equal to 80% of the employee only premium for the highest cost option towards employee only coverage. For dependent coverage, the Library will contribute an additional amount in tandem to the coverage provided to employees of Accomack County, as determined each year through the Board of Supervisor's approval of the budget, that is greater than the premium costs for employee only coverage. 100% of the employee only premium for the highest cost option toward any coverage option. ~~The employee is responsible for the remaining premium cost, if any.~~
- c. Employees will receive information regarding plan provisions during open enrollment periods and at other times throughout the year when changes to the insurance plan are implemented.

C. Information: Additional program information can be obtained from the Director.

D. Continuing Coverage After Separation: The Consolidated Omnibus Budget Reconciliation Act of 1986, or COBRA, allows employees and covered family members to continue coverage in certain situations where coverage would otherwise end. If COBRA coverage is elected, the employee or family members must pay the full cost of the monthly insurance premium plus an administration fee. The following tables show who is eligible for COBRA and how long the coverage lasts as allowed by COBRA:

4.5 Health Insurance Program (cont.)

E.

If you and enrolled family members lose eligibility because you:

	<u>Coverage can continue for:</u>
Change from full-time to part-time status	18 months/29 months if disabled
Are laid off or discharged, except for gross misconduct	18 months/29 months if disabled
Leave work voluntarily for any reason	18 months/29 months if disabled

If enrolled family members lose eligibility because:

	<u>Coverage can continue for:</u>
They reach eligibility age limit	36 months
You become divorced or legally separated resulting in coverage loss	36 months
You choose Medicare as your primary carrier	36 months
You die	36 months

Employees will receive information on how to continue coverage at the time they separate from Library service.

E. Affordable Care Act Requirements and Declarations;

The Affordable Care Act (ACA) requires that the Library offer health insurance coverage to all employees who work, on average, 30 hours or more per week including part-time, seasonal and temporary employees. Hours worked includes not only actual hours of service but also all hours for which payment has been made including vacation, holiday, sick, jury duty, etc.

In order to comply with the ACA, the Library will periodically measure the average hours worked by all employees to determine whether health insurance must be offered to the employee.

For determining average hours, the Library will use a measurement period, also known as the look-back period, of 12 months beginning January 1 for all calculations for current employees. A 12 month look measurement period will also be used for newly hired employees that begins on the first day of the month following the employee's start date.

If the average hours worked during the measurement period is 30 or above and the employee has not been offered health insurance, the Library will within 2 months notify the employee that they are entitled to participate in the Library health insurance plan if they wish to do so. This two month period is defined as the administrative period. The deductibles and coverage types offered the employee will mirror those offered salaried employees unless the employee share of the premium fails to meet the ACA affordability standards. As of 2014, all Library health insurance plans are considered "affordable" based on ACA rules.

If the employee chooses to enroll, they will be guaranteed coverage for 12 continuous months known as the stability period. At the end of the stability period, the average hours worked by the employee will be recalculated. If the average hours worked is now less than 30 hours per week, the employee will not be eligible to continue coverage

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4.6 Employee Assistance Program

OVERVIEW: The Library is committed to providing help to employees who are impaired by alcohol or drugs, or other personal or emotional problems.

SCOPE: This policy applies to all full-time employees who are enrolled in the Library's health insurance program and their family members.

PROVISIONS:

A. Benefits & Cost:

The Employee Assistance Program is a confidential service that provides resources needed to help employees solve their problems. Counseling is offered on a variety of subjects including stress, depression, substance abuse, and financial concerns. Employees are eligible for up to 4 free visits with a clinician. If an employee is in need of further counseling, the EAP provider will coordinate further counseling or treatment at the expense of the employee or the employee's insurance coverage.

B. Information:

Additional program information can be obtained from the Director.

4.7 Life Insurance Programs

OVERVIEW: The Library is committed to providing quality life insurance to employees.

SCOPE: This policy applies to all full-time employees.

PROVISIONS:

A. Virginia Retirement System (VRS) Basic Group Life Insurance Program:

1) **Benefits & Cost:** Basic Group Life Insurance is provided to all employees participating in the Virginia Retirement System. Coverage is provided at no cost to the employee. The insurance provides natural death benefits and double indemnity for accidental death and dismemberment coverage. Benefit payment is determined using a formula that considers the employee's regular salary rate. Natural death benefit is equal to the employee's salary rounded up to the next higher thousand and then doubled.

Basic Group Life insurance continues at no cost to members after retirement, provided members have five continuous years of service. Life insurance begins to reduce after retirement until it is 25 percent of the amount of coverage at retirement. The 25 percent reduction in the amount of life insurance coverage begins on January 1 of the first full calendar year after an employee terminates employment and continues each January 1 until the amount of coverage is 25 percent of the value of the natural death coverage at the termination of employment. Accidental death and dismemberment coverage ceases at retirement. Members who resign from a covered position and are not eligible to retain group coverage may choose to convert the insurance into an individual policy at non-group rates.

B. Virginia Retirement System (VRS) Optional Group Life Insurance Program:

1) **Benefits & Cost:** Optional Life Insurance is available for currently-insured active members for natural and accidental death and for dismemberment. The insurance allows members to purchase additional life insurance for themselves, their spouses, and their children. Members are responsible for paying the premiums through payroll deductions. All optional life insurance ceases at member's termination or retirement (or at age 65 if the member is eligible for disability retirement). Coverage of a minor ceases at age 21 or 25 if a full-time student. If coverage ceases because of termination or retirement, the member and his or her eligible dependents have the option of converting coverage to an individual policy at non-group rates.

C. Information: Specific information regarding basic VRS Group Life Insurance and VRS Optional Group Life Insurance can be obtained from the Director.

4.8 Professional Development – Tuition Assistance

The Eastern Shore Public Library realizes the importance and public benefit of having its staff pursue continuing education. The library encourages its employees to seek job-relevant graduate and undergraduate classes by offering a continuing education initiative and will allocate \$5,000 per year for continuing education as long as funds are available.

Reimbursed Tuition Assistance is available to employees pursuing an Associate's, Bachelor's or Master's degree in a field that is relevant to their work with the Library. It includes 50% tuition reimbursement and the cost of books with a limit of \$3,000 annually for coursework satisfactorily completed. Requirements include:

1. Employees must have worked at least one year. Fulltime and Part-time employees working over ten hours per week are eligible.
2. Successful completion of the course is a B or 80 or higher.
3. Tuition reimbursement will be made for courses taken at an accredited institution.
4. Prior approval of the course(s) must be obtained from the Director.
5. If employment terminates within one year of receipt of tuition reimbursement, the employee will reimburse the Library for any tuition assistance received within the last twelve months. These funds may be withheld from final paycheck(s).
6. The number of registrants is based upon limitations of the budget. Students currently enrolled in a degree program will have priority, but should not assume that they will receive equivalent funding each semester.
7. Students who have demonstrated they have sought additional scholarship opportunities and participate in the Library of Virginia tuition program will have priority.
8. Staff cannot use work hours for classwork or homework.
9. Staff on leave of absence are not eligible.

Fund Cap

All unexpended funding will be transferred to the Restricted Funds Account and added to the Library's Reserve Fund.

4.9 Retirement

OVERVIEW: This policy describes the Library's retirement benefits program.

SCOPE: This policy applies to all full-time employees.

PROVISIONS:

A. Regular Retirement Program:

Participation in the Virginia Retirement System (VRS) is mandatory.

The Library withholds the employee's contribution which is a percentage of regular salary. The Library also pays the employer contribution to the retirement fund for each employee. A portion of the employee's salary is withheld each pay period for social security contribution.

Eligibility for retirement and monthly retirement benefit is influenced by the employee's retirement age, length of service, and salary history.

Retirement planning and counseling is offered by the Virginia Retirement System. Employees seeking

detailed information regarding their contributions, projected retirement benefits, or other aspects of their personal retirement benefits should be referred to one of the VRS customer service representatives.

An employee who terminates employment prior to retirement may be able to withdraw his/her share of the vested retirement contributions.

B. Disability Retirement:

If an employee becomes mentally or physically unable to perform his or her present duties and the disability is expected to be permanent, he or she may apply for disability benefits.

Regular disability retirement may be granted if warranted by medical conditions and if all other established VRS qualifications are met.

If a work-related disability falls under the Virginia Worker's Compensation Act, the amount of compensation provided by VRS is coordinated with any benefits received under worker's compensation and social security disability benefits.

4.10 Worker's Compensation

OVERVIEW: In compliance with the Virginia Worker's Compensation Act, the Library is committed to ensuring that all employees incurring a work-related injury or disease will receive worker's compensation benefits.

SCOPE: All employees are eligible for the mandatory benefits provided by the Virginia Worker's Compensation Act. The additional/supplemental benefits provided by the Library apply only to full-time employees.

PROVISIONS:

A. Basic Benefits: The Library provides all employees with Worker's Compensation insurance in accordance with the Virginia Worker's Compensation Act (VWCA). This insurance covers any injury or illness which results from or is incurred during the course of employment. This coverage is provided at no cost to the employee.

B. Supplemental Benefits: In addition to the benefit provisions of the VWCA, the Library will grant a full-time employee full pay during the first seven calendar days he or she is unable to work, beginning on the first day after the incident/injury.

Following this seven-calendar-day period, the Library will supplement the disability compensation the employee receives through the Worker's Compensation program and continue to maintain the employer's share of contributions to employee benefit programs for a period of up to 30 calendar days from the date of the incident/injury. The supplement paid by the Library will bring the employee's total compensation to that of his/her regular monthly salary (worker's compensation pay + supplement = regular salary).

If the employee continues to be on Worker's Compensation beyond 30 calendar days, accumulated sick and annual leave may be used in order to bring the employee's total compensation to that of his/her regular salary. Only the amount of leave which equates to the difference between the Worker's Compensation pay and the employee's regular salary will be deducted from accrued leave balances. Total compensation cannot exceed the

employee's normal salary. Once all available leave is exhausted, the employee will only receive worker's compensation pay.

The Library will begin to periodically re-evaluate whether it will continue to maintain its share— of contributions to employee benefit programs if the employee continues to be on Worker's Compensation longer than the 30 calendar days.

Employees shall not accrue sick or annual leave while on Worker's Compensation.

An employee who is paid by both worker's compensation and the Library for the first seven days of incapacity shall reimburse the Library immediately upon receipt of these monies from worker's compensation.

C. Responsibilities: The Director is responsible for the administration of the program.

Employees are responsible for reporting every work-related injury or illness, regardless of severity, to the Director. Whenever possible, the employee should complete a written incident report.

The Director is responsible for all necessary reporting requirements to the Library's insurance carrier, and will process forms necessary to ensure proper reporting and distribution of worker's compensation payments. The Director is also responsible for maintaining all required files/records and for posting OSHA notices.

D. Medical Treatment: If an injured employee requires medical attention, he or she shall be given a list of authorized physicians from which the employee may receive treatment. If an employee elects to use a physician who is not on the authorized list, the treatment may be incurred at the employee's expense.

To ensure receipt of the maximum benefits pertaining to payment of medical expenses and worker's compensation payments, an employee must accept medical treatment and keep appointments with the authorized physician.

4.11 Holiday Pay and Emergency Closings

Holiday Pay

The Eastern Shore Public Library (Library) observes the following paid holidays:

January 1 or date observed	New Year's Day
Third Monday in January	Martin Luther King Day
Third Monday in February	Presidents Day
Last Monday in May	Memorial Day
June 19 or date observed	Juneteenth
July 4 or date observed	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day & Yorktown Victory Day
First Tuesday in November	Election Day
November 11 or date observed	Veterans' Day
Fourth Thursday and Friday in Nov.	Thanksgiving
December 24 or date observed	Christmas Eve
December 25 or date observed	Christmas

Eligibility: An employee must work, be scheduled off, or be on paid leave status, the workday before and after the holiday to receive holiday compensation.

Observation: Holidays that fall on a Sunday will be observed on Monday with the library closed.

When the Library is closed in observance of a holiday, full-time employees will receive 8 hours of paid holiday time. Part-time employees will receive 4 hours of paid holiday time. Holiday pay is not counted for the purpose of calculating an employee's overtime hours of work.

In the event that the Governor of Virginia announces an additional observed State Holiday, the library's closure on the announced date will be brought before the Board of Trustees for consideration. If the announced holiday will be prior to the next scheduled Board of Trustees Meeting, the Library Director retains the authority to approve the library's observance of the holiday.

Floating Holidays

Full-time staff receive three floating holidays each year and must provide two weeks notification of selected days to the Library Director or designee. Floating holidays cannot be accrued. Floating holidays not used by the end of the calendar year will be forfeited.

Emergency Closings

At times, emergencies such as severe weather or power failure may require the closing of the library.

In general, the library will close if and when the County offices are closed due to weather conditions. The Library Director retains the authority to close the library in response to an emergency or unsafe work conditions.

Full-time and part-time employees will be compensated for their regularly scheduled hours. In the event of a long-term closure due to unusual circumstances, the Library Director reserves the right to adjust the hours and/or pay of part-time employees.

A salaried employee who arrives late to work or who does not report to work due to weather related transportation difficulties may use annual leave for the missed hours. Part-time employees who do not report to work as scheduled will adjust their timesheets to time actually worked.

Revised and Approved by ESPL Board of Trustees on January 9, 2024.

SECTION 5 – LEAVES OF ABSENCE

5.1 Annual Leave

The rate at which annual leave is accrued is dependent upon the length of the employee's service with the Library. The accrual schedule and acceptable levels of accumulation are:

- 0 - 5 years of completed service = 12 days/yr; 24-18 days maximum accumulation
- 6 - 10 years of completed service = 15 days/yr; 30-24 days maximum accumulation
- 11 - 15 years of completed service = 18 days/yr.; 36-28 days maximum accumulation
- 16 - 20 years of completed service = 21 days/yr.; 42-30 days maximum accumulation
- 21 + years of completed service = 24 days/yr.; 42-30 days maximum accumulation

Employees may exceed the respective maximum accumulation during the fiscal year; however, on July 1st of each year, leave balances which exceed the maximum will be automatically reduced.

Annual leave may be used for any reason the employee chooses; however, the employee must obtain approval for the desired time off. Requests to take annual leave should be made as far in advance as possible.

Employees shall be paid for accrued annual leave, up to the allowed maximum of accrual at the time of retirement, resignation, termination, change from fulltime employment status, or death. (See also Section 6.1)

Previous revisions: September 8, 1960; November 16, 1961; June 22, 1971; June 25, 1992; June 26, 2001; July 12, 2005. Revised April 9, 2019.

5.2 5.2 Sick Leave

- A. Full-time employees accrue sick leave at a rate of 1.25 days per month.
- B. Sick leave should only be used:
 - 1. To provide an employee the opportunity to rest or recover from an illness or pregnancy.
 - 2. When an employee has been exposed to a contagious disease such that attendance at work would jeopardize the health of fellow employees or the public.
 - 3. To attend a medical or dental appointment.
 - 4. To care for a sick member of the employee's immediate family.
- a. For purposes of this policy, the Library defines an immediate family member as an employee's spouse, parent, child, sibling, step-child, step-parent, mother-in-law, father-in-law, grandparent, or any individual residing in the same household.
- C. Verification: A Supervisor or the Director may ask for justification for use of sick leave by requesting that the employee obtain verification of the illness from a physician.
- D. Notification:
 - 1. An employee who anticipates being absent from work as a result of a medical condition (such as scheduled surgery, pregnancy, etc.) should inform management as early as possible to assist management in planning for the employee's absence.
- E. Exhausted Sick Leave: Once sick leave has been exhausted, an employee may use all other available accrued leave to supplement his or her salary while out sick.
- F. Sick leave may be carried over from year to year up to a maximum accumulation of sixty (60) days. After ten (10) years of continuous service has occurred, the employee will be credited with all accrued sick leave not previously taken (up to sixty days) and there will be no limit on accumulation. Upon separation of

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employment, employees are not paid for accrued sick leave except in the case of retirement from the County Library.

G. The Director may send staff home if an infectious illness is deemed harmful to others. A doctor's note may be requested to return to work if staff have been absent more than three days or have been injured.

Previous revisions: (September 8, 1960; June 22, 1971; November 26, 1974; February 24, 1994; June 26, 2001; July 12, 2005)

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5.3 Military Leave

OVERVIEW: The Library will provide paid military leave based on the provisions below to employees called to active duty in the reserve component of the uniformed services of the United States, including former members of the armed services and current members of any United States reserve forces, and the Commonwealth's militia or the National Defense Executive Reserve.

SCOPE: This policy is applicable to all regular employees activated for training purposes or operational deployment. This policy does not apply to employees who are called to active duty for punitive reasons.

DEFINITIONS:

Uniformed services -Includes the U.S. Army, Navy, Air Force, Marines, Coast Guard, Army National Guard, and Air National Guard. Also includes commissioned corps of the Public Health Service, and any other category of people designated by the president of the United States as such in time of war or national emergency.

PROVISIONS:

A. Benefits

Employees are eligible for up to fifteen (15) days of military leave in a calendar year when activated for training or operational deployment with their military unit. This leave will not count against accumulated annual leave.

An employee shall be entitled to one (1) day of military leave to report for a selective service physical examination. Leave to report for a selective service physical examination shall be included as part of the fifteen (15) days of military leave allowed each year.

Employees on military leave who must remain on active duty for more than the aforementioned 15 days must charge the remaining days to annual leave balances or be granted leave without pay.

A probationary employee who takes military leave shall have his or her probationary period extended for the length of the leave.

B. Copy of Orders

In order to qualify for military leave, the employee must furnish his or her supervisor with a copy of the military orders or other documentation from an authorized military official.

In the event that flexibility exists with respect to scheduling the time of such training, the time shall be designated at the discretion of the employee's supervisor.

C. Status of Position and Benefits:

While on active duty under the provisions of this policy, employees will:

1. Retain relative seniority with respect to their Library position;
2. Retain regular benefits as outlined elsewhere in this manual.

D. Return to Work:

An employee shall be entitled to reinstatement to his or her vacated job position provided he or she makes application within the following time periods and is physically and mentally capable of performing the work of the job position with reasonable accommodations.

1. Employees who serve less than 181 days have 14 days after the date of honorable discharge to apply to the Library for re-employment.
2. Employees who serve 181 days or more have 90 days after the date of honorable discharge to apply to the Library for re-employment.
3. Employees who serve less than 91 days: Employees who serve less than 91 days in the military will be re-employed in the position that they would have attained if they had been continuously employed, as long as they are qualified for the job or can become qualified after reasonable efforts. If the individual is not qualified for that position, he or she will be re-employed in the position held prior to military service or in a substantially similar position.
4. Employees who serve 91 days or more: Employees who serve 91 days or more in the military will be re-employed in the position that they would have attained if they had been continuously employed, as long as they are qualified for the job or can become qualified after reasonable efforts. If the individual cannot become qualified, the employee will be reemployed in his or her former position, or in a position of equivalent seniority, status, and pay. Those individuals who cannot qualify for the position they would have attained, their former positions, or a position of equivalent seniority, status, and pay will be placed in a position of "like status" for which they are qualified.

5.4 Bereavement Leave

DEFINITION:

IMMEDIATE FAMILY MEMBER: For purposes of this policy, the Library defines an immediate family member as an employee's spouse, domestic partner, parent, child, sibling, step-child, step-parent, mother-in-law, father-in-law, grandparent, or any individual residing in the same household.

EXTENDED FAMILY MEMBER OR NON-RELATIVE: For the purposes of this policy, the Library defines an Extended Family Member or Non-relative as any relative or close friend, not covered above in the Immediate Family member definition.

BENEFIT: For full-time employees, the Library shall provide up to five days of consecutive paid leave following the death of an immediate family member. Part-time employees who are scheduled to work following the death of an immediate family member will receive up to two days of consecutive paid leave. Bereavement leave for the death of an extended family member or non-relative shall be one day for full-time employees.

Additional Time Off:

The ~~Company-Library~~ understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted.

The employee may make arrangements with his or her supervisor for ~~an use of annual leave for~~ additional ~~four~~ ~~unpaid~~ days off in the instance of the death of an immediate family member.

Additional unpaid time off may also be granted depending on circumstances such as distance, the individual's responsibility for funeral arrangements, and the employee's responsibility for taking care of the estate of the deceased.

Individual employee circumstances may be discussed with the employee's manager and ~~Human Resources~~ ~~the~~ ~~Director~~ to determine whether additional considerations are needed. It is the ~~company's-Library's~~ intention to support employees during their times of grief and bereavement.

This leave will not count against accumulated annual leave.

Revised April 9, 2019.

5.5 Civil Leave

OVERVIEW: The Library is committed to supporting employees who are called to civil duty in support of the local, state, or federal justice system. This policy defines the circumstances under which an employee will be granted civil leave.

SCOPE: This policy applies to all full-time and part-time positions.

PROVISIONS:

A. Eligibility

The Library shall grant an eligible employee paid leave for any absence necessitated by the employee serving jury duty or when subpoenaed as a witness to appear before a court or duly-authorized public body or commission.

An employee will not be granted paid civil leave when the employee must appear in court for a case in which the employee is a party (defendant or plaintiff) and the involvement in the case is of a personal nature.

B. Requesting Civil Leave

An employee requesting civil leave shall provide a copy of the court summons or subpoena along with a leave request.

Civil leave will only cover the actual time required by the court responsibilities.

C. Return to Work

If the employee's presence is required for less than a full workday, the employee is required to contact the Director to discuss the potential for returning to work that day. Failure to do so will risk the employee's

compensation for the day.

5.6 Leave ~~Without~~ Pay

OVERVIEW: In recognizing the potential for unique circumstances which warrant an employee's unpaid absence from work, the Library will provide for leave without pay for pre-approved absences which are not covered by other leave policies.

SCOPE: This policy applies to all employees.

PROVISIONS:

Leave without pay may be granted on a case-by-case basis at the discretion of the Director. An employee requesting leave without pay must identify a reasonable cause for the leave and a specified period of time that the leave will be taken.

Leave without pay can be granted for up to 12 months if conditions warrant. It will only be granted when all other leave time (sick, annual, compensatory etc.) has been exhausted. The Director retains the discretion to grant leave without pay and to extend the leave without pay under unique, mitigating circumstances.

An employee on leave without pay for more than 25% of a pay period shall not accumulate annual or sick leave, and will be responsible for reimbursing the employer's share of health and life insurance. Because premiums are paid a month in advance, responsible amounts due will reflect that expense.

Unauthorized leave without pay is considered unauthorized leave and is subject to disciplinary action including possible termination.

SECTION 6 – SEPARATION FROM SERVICE

6.1 Separation from Service

Employees who plan to resign are expected to provide reasonable notice, preferably at least two weeks.

Upon separating from Library employment or fulltime status, payment will be made for any accrued annual leave, up to allowable limits, and no payment will be made for accrued sick leave (see Section 5.1 and 5.2). Payments will be processed within thirty days of separation.

Revised April 9, 2019.

6.2 Layoff Policy

OVERVIEW: The Director has the right and obligation to manage the workforce to best serve the interests of the Library. Circumstances may require the Library to reduce its workforce. This policy describes the Library's layoff procedures.

SCOPE: This policy applies to all employees.

PROVISIONS:

A. Basis for Identifying Employees for Layoff:

~~Employees may~~ Employees may be identified for layoff using a number of factors, including business needs, job functions, and employees' length of continuous service.

B. Written Notification:

Each employee laid off shall be given written notice. The notice should be given at least ~~fourteen days~~ fourteen days prior to the effective date. The written notice should include the reasons for the layoff, the effective date of the layoff, and any other information deemed pertinent or necessary by the Director.

C. Demotion in lieu of layoff:

If a regular full-time employee is scheduled to be laid off, he or she may be offered a demotion to a lower class if a vacancy exists and if he or she is qualified for the position and is senior to other employees who are scheduled for layoff.

D. Recall of Employees:

The Director shall maintain a list of all employees laid off in accordance with this policy. The Library will consider laid off employees for preferential re-employment as appropriate with employee qualifications and job openings. Recall lists will be maintained for one year after layoff.

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SECTION 7 – GRIEVANCE PROCEDURE

7.1 Grievance Procedure

The Library Director, under the policies set by the Board of Trustees, reserves the exclusive right to manage the affairs and operation of the library. Accordingly, the following concerns are not subject to appeal:

- A. Establishment and revision of wages or salaries, position classification or general benefits.
- B. Work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be a part of the job content.
- C. The contents of ordinances, statutes or established personnel policies, procedures, rules, and regulations.
- D. Failure to promote except where the employee can show established promotional policies or procedures were not followed or applied fairly.
- E. The methods, means, and personnel by which such work activities are to be carried on.
- F. The hiring, promotion, transfer, assignment, and retention of employees.
- G. Termination, layoff, demotion, or suspension from duties because of lack of work, reduction in work force, or job abolition.
- H. Employee concerns not excluded above must be first addressed to the immediate supervisor. The written format may be required and a response should be received within fourteen days. If the employee is not satisfied with the response of the supervisor, the employee may appeal in writing to the Library Director. If the complaint or grievance concerns harassment, discrimination or retaliation by the employee's immediate supervisor, the complaint or grievance may be submitted to the next level supervisor. In the case of a complaint against the Director, the complaint or grievance may be submitted to the Board President.
- I. If the employee is not satisfied with the response of the Library Director, the employee may appeal in writing to the Library Board. The Board will notify the Library Director an appeal has been filed. If the Trustees agree to hear the case, the decision of the Board is final.

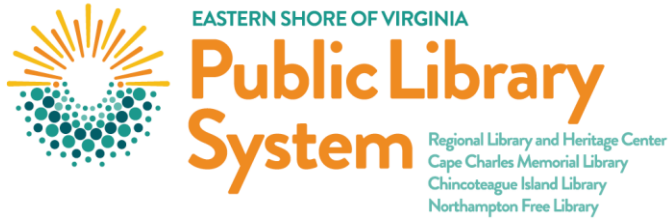
APPENDIXES

Appendix A. Confidentiality Agreement (reference: 2.3. 7)

Appendix B. Dress Guidelines (reference: 3.5)

Appendix C. Acknowledgement form

Appendix D. List of forms required in personnel files



Report to the Accomack County Board of Supervisors for March 2024.

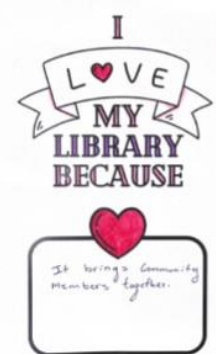
February is for Library Lovers and residents of the Eastern Shore showed their love of the library last month! In the first half of the month, we hosted a Valentine station inviting visitors to tell us what they love about the library and Shore residents responded! We received lots of love for our books, programs, computers, building, and fabulous employees! We also offered supplies for visitors to make their own valentines to take to loved ones.

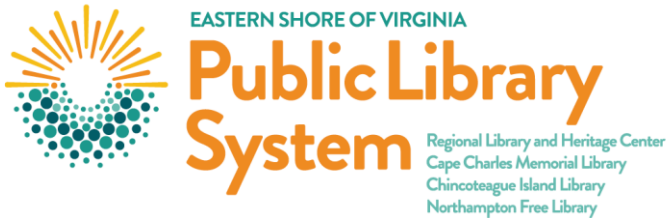
The month was full of fun programming for all ages. On Thursday, February 8, the Heritage Center hosted Gerald Boyd for his presentation on the historic Samuel D. Outlaw Blacksmith Shop in Onancock. Mr. Boyd discussed the history and legacy of Mr. Outlaw and the subsequent creation of the museum. Local author Dr. Arthur Fournier offered a presentation later in the month about his new book, *Hope Makes Us Live! Hope Makes Us Die!* February also seemed a perfect month to kick off our new Romance Book Club that will continue to meet monthly.

Young adult and children's programming continues to be popular. We kicked off the February with a story time and visit from the Chincoteague Bay Field Station to celebrate "Take Your Child to the Library Day" on February 3rd. We held story times, kid's crafts, and various other programming throughout the month. Our Teen Writing attendees worked on "world-building" writing prompts and attendance at our other Teen programs continues to grow.

The programming that we have lined up for March will be equally engaging and exciting! This month's STEM program will invite young people to learn about geology while they crack their own geodes to take home. For adults, we have three educational lectures lined up. On March 5th, D.S. Drummond will be presenting about *Pirates, Patriots, and Edgar Allan Poe*. Dr. Theodore Corbett will be presenting his talk *A Lot Happened on the Virginia Shore during the American Revolution* on March 12th. On March 26th, Kellee Blake will present *Revolutionary Women of Accomack County*. We'll also receive a visit from local author Lenore Hart on March 28th to discuss her new book, *The Night Bazaar London: Ten Tales of Forbidden Wishes and Dangerous Desires*. A full listing of our upcoming programs is available on our website or print copies can be picked up at the circulation desk of the Regional Library. Be sure to stop by with a little one and find the egg hidden in the Children's Section to claim a prize any day this month!

Thank you for your continued support of the Eastern Shore Public Library System.





Report to the Northampton County Board of Supervisors for March 2024.

Thank you again for the opportunity to speak to you at the Northampton County Board of Supervisors meeting on February 27, 2024. At that meeting, information was requested for Fiscal Year 2023 and Fiscal Year 2024 comparison statistics for our libraries in Northampton County. Those details are listed below:

	Northampton Free Library	Cape Charles Memorial Library
Library Cards Distributed	26% Increase	1% Increase
Circulation (physical)	5% Increase	19% Increase
Computer Use	4% Increase	1% Increase
Wireless Use	7% Increase	27% Increase
In-Library Program Attend.	2,347% Increase	56% Increase

Similarly, a question was raised about the “True Up” funds that were requested as part of the Fiscal Year 2025 budget request. Eastern Shore Public Library strives to be good stewards of the support that we receive from residents of the Eastern Shore in all that we do; particularly in fiscal responsibility. The majority of our operating budget comes from Northampton and Accomack Counties based on the 25/75 funding agreement between the two counties.

Maintaining this balance has been a challenge resulting in overpayment or underpayment by each county. Although budget requests submitted by Eastern Shore Public Library each year reflect the funding agreement, budget approvals above or below requested amounts can result in imbalances. The \$34,271 True-Up portion of this year’s budget request reflects an attempt to rebalance the funding agreement between counties and meet the library’s fiscal needs. The spreadsheet below outlines the local funding contributions from Northampton and Accomack Counties for the past six years. Please know that we are dedicated to working with leadership within both counties to ensure these discrepancies do not reoccur.

	FY19	FY20	FY21	FY22	FY23	FY24
	FY2018-2019	FY2019-2020	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024
Accomack Budget Provided	\$403,707	\$417,079	\$444,844	\$444,844	\$635,283	\$758,673
Northampton Budget Provided	\$138,000	\$148,711	\$176,519	\$263,618	\$96,425	\$165,842
	\$541,707	\$565,790	\$621,363	\$708,462	\$731,708	\$924,515
% Provided by Northampton	25%	26%	28%	37%	13%	18%
Northampton Regional Commitment	\$135,426.75	\$141,447.50	\$155,340.75	\$177,115.50	\$182,927.00	\$231,128.75
Northampton amount over/under paid	\$2,573.25	\$7,263.50	\$21,178.25	\$86,502.50	-\$86,502.00	-\$65,286.75

Programming at the Northampton Free Library continues to grow. February was for Library Lovers. During the month, we saw great success with our Bee Hotel program for adults and our Valentine’s programming. In March, we have a geode cracking STEM program planned and a visit by local children’s author Nan Carlton who will host a children’s craft and story time. A full calendar of our events for library patrons of all ages is available on our website or a physical copy can be picked up at the library.



Thank you for your continued support of the Eastern Shore Public Library System.