



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

March 2024

LIBRARY OF VIRGINIA

The Library of Virginia will be joining us on Saturday, April 27th

10:00 a.m. – Digital Resources
11:00 a.m. – Genealogy 101
Noon – Break
1:00 p.m. – Reconstruction

JUSTICE FOR OURSELVES
BLACK VIRGINIANS CLAIM THEIR FREEDOM AFTER SLAVERY
JAMES H. HARRISON, ILLUSTRATED BY MARK HARRISON

THE GO VIRGINIA.GOV

LVA ON THE GO
LIBRARY OF VIRGINIA
WWW.LVA.VIRGINIA.GOV

Partnerships with the Library of Virginia:

- Exhibit: *Strong Men and Strong Women of Virginia, 2023* - Heritage Center Gallery; now through April 27th
- LVA on the Go - April 27, 10am—2pm @ Regional Library and Heritage Center

Presentations:

10am - LVA's Digital Resources

11am - Genealogy 101 - highlighting resources for African American genealogical research @ LVA

1pm - Reconstruction in Virginia highlighting new book: *Justice for Ourselves: Black Virginians Claim Their Freedom after Slavery*

Director's Update



Christopher Pote,
Interim Director

This month we said goodbye to System Director Miranda Wisor. It was bittersweet. Miranda is a good leader with great ideas. We are sad to see her go, but we obviously wish her and her family well on their next phase. That was the bitter part. The sweet part was to look over all that was accomplished under her short tenure. She summarized much of it in her final report but indulge me as I re-hash a few highlights: Northampton Free Library has seen significant increase in programming attendance; we've seen greater community interest in future programming; affiliates in Cape Charles and Chincoteague continue their great services for



DIRECTOR'S UPDATE CONTINUED



their communities; we have made significant technological advances; and last, but certainly not least, we relocated an entire library to open a brand-new library facility and Heritage Center. The last part physically took three weeks, but as Miranda indicated last month, it's just recently that staff feel it's behind us.

So alas, we are in another season of transition. I have been the Heritage Center Manger for a little less than two years, and this month I was appointed Interim System Director. What has struck me most in the first couple of weeks as Interim Director is how much each staff member takes on and accomplishes daily. Everyone carries their weight, and that makes for an amazing team. This was reinforced while reading over the reports from the department heads and affiliate managers in this packet. What each library does on a daily basis, with minimal staffing, is amazing. I am proud to call each and every staff member a colleague and humbled that I was chosen to lead them.

The other thing that stands out for me, now that I must pull myself out of the archives and look around, is the breadth of programming that is offered throughout the system. Just this last month we: smashed rocks, planted seeds, learned about the American Revolution, heard from authors, gamed, wrote creatively, crocheted, told stories, and made window displays. What a remarkable group of activities! (Much of this is discussed in a little more detail further down this report.)



The role of an interim director is tricky. The main responsibility is to keep the ship afloat and pointed in the right direction while not getting in the way. Thank you to the wonderful ESPL staff for all you do and for supporting me these past few weeks. I look forward to rowing alongside you.

Employee Policy Manual

Included again 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.



Email Updates

ESPL successfully underwent an email migration to a new vendor.



Jazmine Collins will be authoring the Heritage Center Report while Christopher Pote is in the Director's Office:

The Eastern Shore of Virginia Heritage Center reports successful programming for the month of March 2024. On April 12th, Ted Corbett, author of several books on the Revolutionary War gave a lecture entitled "A Lot Happened on the Virginia Eastern Shore during the American Revolution." Corbett detailed the sentiment of the Eastern Shore



gentry to the Stamp Act in 1765, loyalism and the numerous raids that took place in the two counties, the British offer of freedom to the enslaved, draft riots of 1781, and the Battle of the Barges in 1782. Attendance for this lecture was in the 40s. Corbett has written several titles on Revolutionary Delmarva History, including *A Maritime History of the American Revolutionary War: An Atlantic-Wide Conflict over Independence and Empire*, and *The Promise of Freedom for Slaves Escaping in British Ships: The Emancipation Revolution, 1740-1807*, which are currently our collection. His other titles *No Turning Point: The Saratoga Campaign in Perspective*, *St. Augustine Pirates and Privateers*, *Revolutionary Chestertown: Loyalists and Rebels on Maryland's Eastern Shore* and *Revolutionary New Castle: The Struggle for Independence* are in the process of being added to the collection.

In the same theme of Revolutionary Era history, Kellee Blake's lecture, "INBORN STRENGTH, Accomack Women in the American Revolution" on April 26 saw more than 50 attendees. Blake details some of the insights into the era that can be gleaned from the records of women in this era, such as the hardships faced by Maggie Petit Cropper of Bowman's Folly, wife of John Cropper the Revolutionary War Officer, as detailed in the letters between husband and wife. She also highlights the story of Nancy Johnson, an enslaved woman of Pungoteague who gained freedom by escaping to the British lines and eventually settled in the Nova Scotia community of loyalists as documented in the *Book of Negroes*, a ledger compiled by British military officers. Blake ended the lecture by discussing Mary Snead of Parksley, one of the last 3 living women in the nation to collect a Revolutionary War Pension until her death in 1902 and discussed the national attention and controversial conversation around war pensions that is shown in newspaper articles that mention Snead. Kellee Blake hinted that she will be gathering the stories of about 15 ESVA women into a collected work similar to the play "Stronger the Steel" that composed about Eastern Shore Women in the Civil War us-



EASTERN SHORE OF VIRGINIA
Heritage Center

KELLEE GREEN BLAKE
WILL GIVE A LECTURE ON

*INBORN
STRENGTH
Accomack
Women
in the
American
Revolution*

TUESDAY,
3.26.24
6:30PM

Eastern Shore
Regional Library
& Heritage Center
24313 Bennett St.
Parksley, VA

CONTACT THE HERITAGE CENTER
(757)709-6639 HERITAGE@ESPL.ORG



With the nation's semiquincentennial anniversary on the horizon, Revolutionary Shore history will continue to be a popular topic in programming and discussion such as at the Eastern Shore Museum Network and the Northampton 250 Committee meetings which Heritage Center staff attended in March. The first quarterly meetings for Heritage Center Advisory Committee and the Latimer Working Group were convened this month as well. Programming that has been planned for April will include a lecture on April 4th by Carolyn Adams on the genealogical research of the Adams and Beckett families that she and her late husband conducted for the book *Free-Born: 350 Years of African American history on the Eastern Shore of Virginia. Invisible History: Growing up Colored in Cape Charles, Virginia*, previously scheduled for April 26, has been postponed until May.

New titles in the Eastern Shore Room this month include *Resolutions, Laws, and Ordinances, Relating to... Officers and Soldiers of the Revolution* and *Pierce's Register*, official paymaster records of Continental Army. Both of these will be of particular interest to genealogists for the names of the soldiers or their heirs who applied for relief under the terms of each of the special Acts. George N. McMath's *Remembering When: a Collection of Memories about Life on Virginia's Eastern Shore* is also new in the collection as are two new transcriptions by Allen Hamilton of *Northampton County Land Tax Records, 1900, 1905, and 1910*, followed by the years 1920 and 1925 in a separate title.



Negentropy in the Library

Negentropy is the inverse of entropy and indicates that things are becoming more ordered. It is the opposite of randomness or disorder, implying organization, structure, and function.

Since ESPL moved to the new library facility in Parksley late last summer, significant increases in the numbers of new library cards issued, computer and Wi-Fi sessions, and program attendance have occurred. This rise in the number of people enjoying the new library building has resulted in a similar rise in the use of library materials as well. In fact, there has been a 20 percent increase in the number of items checked out between June and December 2023 when compared to the entire previous fiscal year!

The increased foot traffic, book browsing, and circulation of materials all demonstrate the value of the library to our local community. However, about six months after the new library had opened, library staff noticed that the rise in usage of the collection was becoming evident in the gentle state of disorder in the bookshelves.

Some shelves were overly full, while others had plenty of space but no bookends to keep the books from falling over or leaning precariously at the edge of the shelf. The crowded areas of the collection discouraged browsing because it was difficult to remove and replace items on the shelves. After evaluating the state of the shelves, library staff formed a plan and then reached out to ESPL Friends and Volunteers for assistance.

Currently, a volunteering retired librarian is working closely with ESPL's Collection Management Librarian to identify items in the crowded portions of the fiction collection which are in poor condition, or which have had no circulation activity within the last five years. While it is never easy to withdraw a book from the library collection, many of these items will be passed on to the ESPL Friends' Book Shop or to Better World Books to be purchased by a reader and enjoyed in a home library.

At the same time, a group of ESPL Friends members are carrying out an intensive evaluation of portions of the fiction and nonfiction collections. Not only are these shelves of books being examined to ensure that each item is in the correct order, but large swaths of shelves are undergoing balancing and shifting to ease crowding and to allow room for future growth. Bookends are being added, where needed, to retain order and increase the lifespan of the collection materials.

The project is progressing nicely and is leaving behind a more relevant and usable collection in its wake. ESPL staff are hopeful that the current high level of collection usage will become our new normal, and that the additional volunteer assistance we are receiving will help to keep the library shelves orderly and in a constant state of negentropy.



Programs & Outreach Report

Tiffany Flores

All month long the regional library has been hosting an Easter Egg hunt where an egg is hidden in the kids' section daily. The first child to find the egg gets a prize, and this has been a hit! There has been a lot of excitement around finding the egg which has encouraged children to explore their section of the library. All in all, this has been a



very successful program. Other kids' programming has gone well too. Kid's Yoga is starting to have a few regulars attend the monthly event; Hometown Heroes had 3 kids attend; and the weekly kids' crafts saw a total of 18 attendees. Kids' programming became popular during the week of spring break. Tiffany hopes this will mean that the library's collaboration with Chincoteague Bay Field Station will see more kids on March 28th. Teen programming has also had good attendance for Teen Craft Night, the Creative Writing Club, and Teen Manga Night had 1 attendee. On Teen Manga night, for example,

Tiffany and Tim Hall were able to discuss manga and anime interests and hold conversations about the manga participants were interested in. This month's adult programming has gone well, too. In this month's Tech Help, Brian Simpkins was able to help a woman transfer important photos off her phone. The Cat Bookmark Craft led by Maria Burns had 5 attendees who left pleased with the craft. All the lectures that occurred this month had good attendance.

Northampton Free Library also saw good results with programming throughout the month. Tech Help Tuesdays continue to be popular with adult patrons. There was a lot of interest in the adult Terrarium craft that occurred on March 28th. Registration for this event filled up very quickly. And NFL had 8 children attend this month's STEM program.





Programs & Outreach Report Continued...

Tiffany Flores

With warmer weather well underway, outreach requests have begun to roll in. Throughout March, The Eastern Shore Public Library has made plans to attend a few in April. And we are glad to welcome to Parksley the Library of Virginia for their On the Go programming on Saturday, April 27. As we get closer to summer, the library will receive a lot more requests for outreach and attend as many as possible. Additionally, as school gets closer to wrapping up for the year, teachers are requesting field trips and school visits to encourage students to use the library. There are already a few field trips in the works. These will be used as an opportunity to advertise Summer Reading Programming.

STEM programming was a hit in March! As expected, Geode Smashing is a smash with children. Both the Parksley Library and the Nassawadox Library had 8 patrons attend with a total of 16 participants. At this event, participants could put on their safety goggles and smack open a geode which they then got to keep. Every kid left excited and happy. The regular meetings for the STEM Coop grant continue to go well and all ESVA libraries plan to meet to discuss progress on the Circulating STEM kits.





Northampton Free Library

Connor Buyn, Branch Manager



March was one of Northampton Free Library's most successful months for programming to date. The library offered Storytime Anytime all day on Mondays and Wednesdays and offered all-day technology help on Tuesdays. Both of these will continue to be offered throughout the month of April. March's most popular programs were a geode-smashing STEM activity for children and a terrarium-building craft for adults. Both programs were well attended and patrons of all ages had fun making a mess with hammers, goggles, jars, and potting mix. Attendees to the geode program were also able to take home instructions for growing their own crystal geodes using egg shells at home.



Northampton Free Library also enjoyed a visit by local children's book author and illustrator Nan Carlton on Saturday, March 23rd. Ms. Carlton offered a public reading of her book and an arts & crafts activity in the style of her personal illustrations.



The library is also partnering with the Eastern Shore Master Gardeners on a revolving series of gardening-themed book displays. Items from the library's collection focusing on gardening, wildlife, and springtime themes are on display along with free-to-take instructional materials created by the Eastern Shore Master Gardeners, the Virginia Cooperative Extension, and the United States Department of Agriculture.



The month of April will see even more exciting public programs for all ages. In addition the ongoing Storytime Anytime and Tech Help Tuesdays, the library will host a children's STEM craft on Thursday, April 4th at 6 PM. Attendees will be able to construct viewing boxes in order to have another way to safely enjoy the upcoming solar eclipse. Advance signup will be required for this event – more information will be posted to Northampton Free Library's Facebook page. The following Thursday, April 11th, NFL will host an adult craft activity at 5 PM. Attendees will



be invited to create recycled book page wreaths like the one hanging on the library's front door – painted up like sunflowers to fit the season. Advance signup will also be required for this event. On Thursday, April 18th, the library will host another Bedtime Storytime at 7PM. Kids are invited to join library staff for stories and free snacks. Finally, there will be another adult craft activity on Thursday, April 25th at 6PM. In celebration of national poetry month, patrons will be invited to create blackout poems using recycled books from the library's collection. Watch the Northampton Free Library Facebook page for more information about all of next month's upcoming events.



Cape Charles Memorial Library

Sharon Silvey, Library Manager



March was another busy month, full of planning and excitement for Spring to arrive!



Staff have been working with our Seed Cart, diligently ordering seeds and preparing seed packets for giveaway. Weekly book displays have been highlighting herbs and flower and vegetable gardening. A few lucky patrons were able to take-away a free packet of seeds with their book check-out. Stay tuned for updates as we plan to have our Seed Cart ready to roll by mid-April.

Another fun project we have been planning is for Earth Day. Using funds from a Department of Environmental Quality grant, staff purchased some wonderful items to educate and encourage us all to Reduce, Reuse, and Recycle. We will have book displays, offer passive programs for all visitors to participate in, and have some earth friendly gifts to share.

The main attraction of March (hands down!) was the inflatable planetarium. Per library assistant Betsy Doherty, "Cape Charles Memorial Library, the Town of Cape Charles, and the Northampton YMCA collaborated to bring the first ever inflatable planetarium to the Eastern Shore for a one day show on March 20th. It is a real planetarium that is shown on the ceiling of what is similar to a very large dome tent. The planetarium is designed as an educational program and is most often found in schools. The planetarium belongs to Mobil Ed, a company out of Michigan and is handled by Mr. Ty, an educational presenter from Philadelphia. Mr. Ty got up at 3 a.m. to be here in Cape Charles for the event. He gave 7 awesome presentations about space to several groups, including students from Kiptopeke Elementary, Cape Charles Christian



School, Broadwater Academy, Pungoteague Elementary, multiple home school families, and several curious adults. Uniformly, guest exited the planetarium with a smile and good reviews."

Happy Spring!



Chincoteague Island Library

Linda Ryan, for the Board of Directors



Our part-time staff, volunteers, and board members are busy planning for upcoming spring and summer programs. In the meantime, we have had a hectic month serving our patrons and visitors. We participated again in the Downtown Merchants' "Search for the Shamrocks" held Friday, March 15 from 4 to 7 p.m. and Saturday, March 16 from 10 a.m. to 4 p.m. Over five hundred people came into the library—many of whom bought basket raffle tickets, used books and puzzles. A special "thank you" to Teresa, Harriet, Jakob, and Aaron for helping.



Tales 4 Tots Storytime: Storytime for March always begins with a celebration of Dr. Seuss's birthday. This month, we combined Dr. Seuss stories with counting. After reading the stories, children made books with numbers and Dr. Seuss stickers. Our next theme was "The color green." After listening to a story about the big green monster, children made a green monster puppet. The following week, our theme was "Bunnies," with many fun stories and crafts. Twenty-three children attended each week.



Book and Window Displays: Women's History Month and Saint Patrick's Day were both highlighted in March with book displays. Our windows focused on both these events as well as watermen, and Easter. Thanks to the Chincoteague Elementary School classes, we were able to display their beautiful and imaginative paper mâché eggs both in our window and around the library.

Upcoming Programs: On April 8 at 1:30 p.m., the library will be hosting a solar eclipse event. There will be special glasses available for attendees as well as fact sheets and temporary eclipse tattoos for the children.

Our volunteers will be honored at an afternoon tea at the Channel Bass Inn, Chincoteague, on Monday, April 15 from 3 – 5 p.m.

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

April 9, 2024, 1:00PM

Meeting Location: Eastern Shore of Virginia Regional Library & Heritage Center
24313 Bennett St., Parksley, VA

Agenda

1. Call to Order
2. Public Comments
3. Approval of Minutes of March 12, 2024
4. Old Business
 - a. Second Reading: ESPL Employee Policy Manual
 - b. Update from ESPL Director Search Committee
5. Finance Committee (Mason)
6. Financial Report (Pote)
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 (Pote)
9. New Business
10. Personnel Committee (Rose-Jensen)
11. ESPL Foundation (Custis)
12. Additional Comments
13. Next Meeting: Tuesday, May 14, 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

3.12.24 | 7 PM | Cape Charles Memorial Library: Cape Charles, VA
Meeting called to order by Chair, Joyce Holland

Attendance

Present:

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

Absent:

Gary Heintzelman, James Lilliston

In Attendance:

Richard Burger, Dianne Davis, J.T. Holland, Jamie Johnson, Judy Malarkey, Paul Muhly, Sharon Silvey

Call to Order

The meeting was called or order by Chair, Joyce Holland at 7:00 p.m. A quorum was present.

REMOTE PARTICIPATION APPROVAL

Chair J. Holland, "Trustee Dennis Custis notified me earlier today that he would like to participate in today's meeting remotely because he needed to be at home to care for his wife."

Chair J. Holland, "Our adopted Remote Participation Policy requires that all requests from Board members to remotely participate in a public meeting must be received by the Chair in writing on or before the day of the meeting and is subject to approval by the Board."

Chair J. Holland, "I can attest that the request to participate remotely was received by me in writing on March 12, 2024."

Chair J. Holland, "It is my understanding that Trustee Dennis Custis is currently connected via Zoom to this meeting."

Chair J. Holland, "Trustee Dennis Custis can you hear me?"

Trustee Dennis Custis, "I can hear you."

Chair J. Holland, "For the record, Trustee Dennis Custis, would you state the reason you wish to participate remotely and the exact location from where you are participating?"

Trustee Dennis Custis, "No one to stay with my wife. Onancock – my house."

Chair J. Holland, "Members of the Board, since we have a quorum physically assembled here today, would someone like to make a motion to allow Trustee Dennis Custis to remotely participate in today's meeting in accordance with our Board-adopted remote participation policy?"

Frank Russell moved to allow Trustee Dennis Custis participate in the meeting remotely via Zoom. David Poyer seconded. Motion passed unanimously.

Public Comments

Sharon Silvey, Branch Manager of the Cape Charles Memorial Library welcomed the Board of Trustees to the Library and provided a brief history of the branch.

Judy Malarkey with the Friends of the Eastern Shore Public Library shared her report which is attached to the minutes.

Paul Muhly shared an update on the directional signage from Route 13 to the new library branch in Parksley. There is a VDOT program called "Supplemental Guide Signs" to give directions to event & public locations. He created some example signage options for consideration following the VDOT guidelines. He is going to share his research with the Library Foundation.

Dianne Davis and Richard Burger (*Chairperson*), of the Cape Charles Memorial Library Board of Trustees welcomed the Library System Board of Trustees to the Library.

Approval of Minutes of February 13, 2024

Carl Rose-Jensen moved that the February 13, 2024 meeting minutes be approved. Frank Russell seconded. Motion passed unanimously.

Old Business

Plaque Update (Russell)

Frank Russell shared that he believes that he has secured the funding to pay for the plaque to honor past Trustees of the library, which has been discussed at previous meetings. He needs a finalized list of the names that should be included.

Finance Committee (Mason)

Michael Mason explained that the Finance Committee hasn't met recently-no report.

Financial Report (Wisor)

Miranda Wisor updated the Board on the state of the Library accounts.

- Growth in the LGIP account remains strong. Earnings this month bring the total interest revenue to \$2,032.39 since the Board decided to move the funds to an interest bearing account last August.
- In the Board Packet this month, there was an explanation about funds that were stolen from the library when a fraudulent direct deposit form was sent to our accountant. In addition to two-factor authentication being established for our emails, the Library has also updated the practices with Karen Crockett's accounting office; changes to direct deposit and requests for payment will only be accepted in hardcopy from now on. No emailed requests will be accepted.
- The accounts look as expected for this time in the fiscal year. Letters requesting the 4th quarter payments are prepared and will be distributed to both counties on April 1st. The 4th quarter payment from the state will be automatically deposited.

Michael Mason moved to accept the Financial Report. Frank Russell 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: Given during the Public Comment period of the meeting. The report is attached to the Minutes.

Library Director's System Report (Wisor)

Mirand Wisor shared the following Library System updates:

- On February 27th, M. Wisor had the opportunity to present to the Northampton County Board of Supervisors and the presentation went well. In her letter to the Supervisors this month, she had the opportunity to provide them with more detailed answers to the questions that they asked that evening.

- The crew hired by Accomack County was in the regional library yesterday to evaluate the HVAC system. They placed sensors throughout the building to monitor fluctuations in temperature and humidity.
- Summer Reading planning is continuing. Prizes have been ordered. Scheduling for Summerfest are complete except for registration of vendors and volunteers. The summer reading challenge creation in the Beanstack app is complete. As mentioned before, it will include activity challenges as well as reading challenges for two months this summer. Program planning for the summer is almost complete. A lot of the summer programming will involve partnering with community organizations.
- For the past month, the library staff has been working with Cloud Server Techs to prepare the ESPL email accounts to migrate to a new platform. The current provider, NetworkSolutions, is not a user-friendly provider. As the library system is also due an upgrade its Microsoft software suite, the plan is to combine the update and migration by moving to Microsoft 365. This is exciting for staff because in addition to an easier to access and navigate email solution, it will also provide access to Sharepoint and virtual Microsoft softwares regardless of login location. Initial migration steps were taken last weekend. The transfer will be finalized this Friday.
- M. Wisor and Christopher Pote have also been having a lot of training meetings over the past month. She has been bringing him up to speed on details, contacts, and deadlines that he'll need to be aware of to keep the library system going as interim director.

New Business

First Reading: ESPL Employee Policy Manual (Rose-Jensen)

Carl Rose-Jensen shared that the edits and updates to the manual was mostly for the purpose of clarifying and simplifying the language and aligning the manual more with the Accomack County employee manuals and policies. C. Rose-Jensen applauded Miranda Wisor and Jazmine Collins for doing an amazing job working on these updates.

Michael Mason shared several fine-tuning points that he thought were worth the committee exploring:

- **Pg. 5 [1.2 Background Checks]**, referenced the vendor that we use—he recommended removing any reference to a particular vendor, that way if the Library changes vendors they don't also have to update their manual.
- **Pg. 6 [Section C Extending the Probationary Period]** It currently reads, "An employee's probationary period may be extended by the Director (M. Mason suggested adding the words "for cause" here).
- **Pg. 12 [Last sentence on the page]** "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." (M. Mason suggested that the wording at the end be changed to "May be subject to disciplinary action, including termination.")
- **Pg. 15, [Section D Reimbursable Travel Expenses]** In the second paragraph, it states, "Employees who use their personal vehicle for official Library business will be paid the IRS mileage rate." (M. Mason suggested that the words, "at the time that the travel took place" be added to cover any price changes in mileage reimbursement that may occur.

- **Pg. 16 [Meal Expenses]** There needs to be some clarification in this section as the IRS meal reimbursement rates are bracketed into a high and low band range based on the location of the travel.
- **Pg. 22 [4.5 Health Insurance Program]** A general comment was made that the library might want to change the wording of this section to not be firmly linked to the rates the County uses in case there is a price jump that they don't agree with.
- **Pg. 38 [Section 7 Grievance Procedure]** Another general comment to consider stating that particular types of employees may not grieve things. For example, "Temporary or seasonal" employees should be excluded.

Update from ESPL Director Search Committee (Holland)

Joyce Holland shared that the ad and job description for the System Director position will be posted soon. This will be accessible to anyone who goes onto one of the sites where the position is being posted; American Library Association, the East Coast library associations, universities on the East Coast that have library science program. It will also be posted in the Eastern Shore Post. It will be posted no later than 3.22.24, and will be posted for 4 weeks.

The first round of phone and Zoom interviews will be held on May 1st or 2nd. The hope is to have the pool of candidates narrowed down to 6 people at that stage and there will be a question bank from which to conduct the interviews.

Personnel Committee (Rose-Jensen)

Carl Rose Jensen explained that the relevant information was already covered in the Employee Policy Manual discussion.

ESPL Foundation (Custis)

Dennis Custis shared that the Raising the Green is on March 16th; there are about 13 tickets left for sale.

Additional Comments

Joyce Holland thanked Miranda Wisor for being a major asset in her time here, and that she's done a lot of really great work for us.

Next Meeting

Tuesday, 4.9.24 | 1 PM at the Eastern Shore of Virginia Regional Library & Heritage Center 24313 Bennett St., Parksley, VA.

Adjournment

Mike Mason moved to adjourn the meeting. Larry Giddens seconded. The motion passed unanimously. The meeting adjourned at 7:47 p.m. by Chair, Joyce Holland.

DRAFT



Eastern Shore Public Library Employee Policy Manual

Revised ~~May 2019~~ April 2024

EASTERN SHORE PUBLIC LIBRARY
PERSONNEL POLICIES MANUAL

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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~~ 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

Eastern Shore Public Library
Profit & Loss
 March 2024

	Mar 24
Ordinary Income/Expense	
Income	
40000 · INCOME	
42000 · Contributions	
42010 · ESPL Friends	3,000.00
42040 · Contributions Restricted	300.00
42070 · ESPL Foundation	21,660.36
	24,960.36
Total 42000 · Contributions	24,960.36
43000 · Reimbursements	
43030 · Cape Charles	1,342.98
	1,342.98
Total 43000 · Reimbursements	1,342.98
Total 40000 · INCOME	26,303.34
Total Income	26,303.34
Gross Profit	26,303.34
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61102 · Building Maintenance, NFL	593.89
61104 · Building Maintenance - Parksley	500.78
	1,094.67
Total 61100 · Building	1,094.67
61200 · Utilities	
61202.1 · Electricity - NFL	2,192.68
61204 · Water/Sewer - Parksley	130.87
	2,323.55
Total 61200 · Utilities	2,323.55
61300 · Vehicle Operation	136.04
61500 · Computer	
61510 · Computer Hardware	1,324.76
61513 · Online Services	2,143.63
	3,468.39
Total 61500 · Computer	3,468.39
Total 61000 · Operations	7,022.65
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	7,426.47
	7,426.47
Total 62300 · Equipment Maintenance	7,426.47
Total 62000 · Equipment	7,426.47
63000 · Programs	
63200 · Youth	909.19
	909.19
Total 63000 · Programs	909.19

Eastern Shore Public Library
Profit & Loss
March 2024

	<u>Mar 24</u>
64000 · Personnel	
64010 · Salaries - Director	12,599.70
64020 · Salaries - Other	34,039.40
64030 · Hourly Employees	13,931.80
64050 · Payroll Expenses	5,507.58
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
Total 64080 · Insurance	<u>5,822.06</u>
Total 64000 · Personnel	74,952.17
65000 · Supplies	
65100 · Custodial	1,842.04
65200 · Office	163.84
65300 · Library	127.90
65500 · Archival Supplies	160.87
Total 65000 · Supplies	<u>2,294.65</u>
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	8,027.04
66312 · Periodicals, State Aid	582.00
66315 · Electronic Resources, State Aid	70.45
66317 · AV, State Aid	791.68
66320 · Cape Charles Contract #15	187.44
Total 66310 · System Materials	<u>9,658.61</u>
66350 · Affiliates	
66351 · Books, Affiliates	2,509.41
Total 66350 · Affiliates	<u>2,509.41</u>
66900 · Restricted	47.96
Total 66000 · Materials	12,215.98
67000 · Other	
67200 · Travel & Meals	264.43
67300 · Dues	327.00
Total 67000 · Other	<u>591.43</u>
68000 · Miscellaneous	
68100 · Bank Fees	324.64
68500 · Advertising	280.00
68000 · Miscellaneous - Other	100.00
Total 68000 · Miscellaneous	<u>704.64</u>
69000 · Professional Services	

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Accrual Basis

Eastern Shore Public Library

Profit & Loss

March 2024

	<u>Mar 24</u>
69001 · Professional Services,Financial	1,600.00
69002 · Professional, Library Services	<u>600.00</u>
Total 69000 · Professional Services	<u>2,200.00</u>
Total 60000 · EXPENSES	<u>108,317.18</u>
Total Expense	<u>108,317.18</u>
Net Ordinary Income	-82,013.84
Other Income/Expense	
Other Expense	
8020 · Miscellaneous	<u>16,804.86</u>
Total Other Expense	<u>16,804.86</u>
Net Other Income	<u>-16,804.86</u>
Net Income	<u><u>-98,818.70</u></u>

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

	Jul '23 - Mar 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	5,520.00	5,000.00	520.00	110.4%
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	4,802.99	5,500.00	-697.01	87.3%
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	37,320.29	55,000.00	-17,679.71	67.9%
42000 · Contributions - Other	0.00	0.00	0.00	0.0%
Total 42000 · Contributions	53,840.28	71,100.00	-17,259.72	75.7%
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	11,507.00	14,000.00	-2,493.00	82.2%
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	19,467.37	21,600.00	-2,132.63	90.1%
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	1,129,916.47	1,671,748.00	-541,831.53	67.6%
4250 · Grants, Other	4,600.00			
Total Income	1,134,516.47	1,671,748.00	-537,231.53	67.9%
Gross Profit	1,134,516.47	1,671,748.00	-537,231.53	67.9%
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	9,511.89	15,000.00	-5,488.11	63.4%
61104 · Building Maintenance - Parksley	6,241.35	38,500.00	-32,258.65	16.2%
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	27,654.30	75,888.00	-48,233.70	36.4%
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	5,647.32	9,000.00	-3,352.68	62.7%
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	1,529.62	3,400.00	-1,870.38	45.0%
Total 61200 · Utilities	22,541.28	60,400.00	-37,858.72	37.3%
61300 · Vehicle Operation	1,563.11	35,000.00	-33,436.89	4.5%

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

	Jul '23 - Mar 24	Budget	\$ Over Budget	% of Budget
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%
Total 61400 · Insurance (VRSA)	15,628.00	19,300.00	-3,672.00	81.0%
61500 · Computer				
61510 · Computer Hardware	2,742.26	0.00	2,742.26	100.0%
61511 · Computer Hardware, State	3,867.00	0.00	3,867.00	100.0%
61513 · Online Services	10,026.22	26,620.00	-16,593.78	37.7%
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	624.00	23,024.00	-22,400.00	2.7%
61500 · Computer - Other	0.00	0.00	0.00	0.0%
Total 61500 · Computer	56,547.16	78,562.00	-22,014.84	72.0%
Total 61000 · Operations	123,933.85	269,150.00	-145,216.15	46.0%
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	19,849.16	10,000.00	9,849.16	198.5%
62300 · Equipment Maintenance - Other	3,376.18	0.00	3,376.18	100.0%
Total 62300 · Equipment Maintenance	23,225.34	10,000.00	13,225.34	232.3%
62000 · Equipment - Other	-580.93	0.00	-580.93	100.0%
Total 62000 · Equipment	152,628.45	94,050.00	58,578.45	162.3%
63000 · Programs				
63100 · Adult	372.25	3,000.00	-2,627.75	12.4%
63200 · Youth	2,211.37	6,000.00	-3,788.63	36.9%
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	5,333.63	18,000.00	-12,666.37	29.6%
64000 · Personnel				
64010 · Salaries - Director	71,968.54	91,703.00	-19,734.46	78.5%
64020 · Salaries - Other	296,133.40	416,898.00	-120,764.60	71.0%
64030 · Hourly Employees	134,597.51	182,776.00	-48,178.49	73.6%
64050 · Payroll Expenses	45,179.78	61,533.00	-16,353.22	73.4%
64070 · Retirement (VRS)	26,539.51	36,555.00	-10,015.49	72.6%
64080 · Insurance				
64083 · Insurance, Life (VRS)	-0.49	0.00	-0.49	100.0%
64084 · Insurance, Gen, Liability (VRS)	-0.23	0.00	-0.23	100.0%
64085 · Insurance, Medical (Anthem)	53,709.41	0.00	53,709.41	100.0%
64086 · Insurance, Dental (Anthem)	1,640.83	0.00	1,640.83	100.0%
64080 · Insurance - Other	0.00	79,000.00	-79,000.00	0.0%
Total 64080 · Insurance	55,349.52	79,000.00	-23,650.48	70.1%
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	636,315.22	881,965.00	-245,649.78	72.1%
65000 · Supplies				
65100 · Custodial	10,125.61	20,400.00	-10,274.39	49.6%
65200 · Office	7,736.68	0.00	7,736.68	100.0%
65300 · Library	13,759.87	53,284.00	-39,524.13	25.8%
65400 · Youth Program Supplies	1,015.16	3,000.00	-1,984.84	33.8%
65500 · Archival Supplies	2,889.32	0.00	2,889.32	100.0%
65000 · Supplies - Other	18.91	0.00	18.91	100.0%
Total 65000 · Supplies	35,545.55	76,684.00	-41,138.45	46.4%
66000 · Materials				
66310 · System Materials				
66311 · Books, State Aid	45,732.21	63,121.00	-17,388.79	72.5%
66312 · Periodicals, State Aid	1,499.57	1,500.00	-0.43	100.0%
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	14,703.95	21,500.00	-6,796.05	68.4%
66317 · AV, State Aid	4,997.46	7,500.00	-2,502.54	66.6%
66318 · Other Non-Book, State Aid	16.26	0.00	16.26	100.0%
66320 · Cape Charles Contract #15	1,909.78	2,000.00	-90.22	95.5%
66310 · System Materials - Other	3.71	0.00	3.71	100.0%
Total 66310 · System Materials	69,183.72	96,621.00	-27,437.28	71.6%
66350 · Affiliates				
66351 · Books, Affiliates	18,440.23	17,000.00	1,440.23	108.5%
Total 66350 · Affiliates	18,440.23	17,000.00	1,440.23	108.5%

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

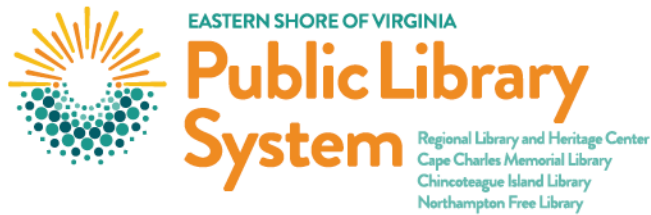
	Jul '23 - Mar 24	Budget	\$ Over Budget	% of Budget
66900 · Restricted	9,836.42	17,000.00	-7,163.58	57.9%
Total 66000 · Materials	97,460.37	130,621.00	-33,160.63	74.6%
67000 · Other				
67100 · Postage	1,144.89	3,000.00	-1,855.11	38.2%
67200 · Travel & Meals	2,956.68	8,000.00	-5,043.32	37.0%
67210 · Travel - State Aid	2,442.13	0.00	2,442.13	100.0%
67300 · Dues	2,211.00	3,500.00	-1,289.00	63.2%
67000 · Other - Other	0.00	0.00	0.00	0.0%
Total 67000 · Other	8,754.70	14,500.00	-5,745.30	60.4%
68000 · Miscellaneous				
68100 · Bank Fees	1,733.62	1,000.00	733.62	173.4%
68300 · Refunds	36.98	300.00	-263.02	12.3%
68500 · Advertising	592.00	0.00	592.00	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	91,467.50	95,171.00	-3,703.50	96.1%
Total 68000 · Miscellaneous	94,250.10	102,971.00	-8,720.90	91.5%
69000 · Professional Services				
69001 · Professional Services, Financial	14,550.00	22,200.00	-7,650.00	65.5%
69002 · Professional, Library Services	33,491.97	44,040.00	-10,548.03	76.0%
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	67,106.51	83,808.00	-16,701.49	80.1%
69005 · Depreciation Expense	0.00	0.00	0.00	0.0%
Total 60000 · EXPENSES	1,221,328.38	1,671,749.00	-450,420.62	73.1%
Total Expense	1,221,328.38	1,671,749.00	-450,420.62	73.1%
Net Ordinary Income	-86,811.91	-1.00	-86,810.91	8,681,191.0%
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	18,001.89	0.00	18,001.89	100.0%
Total Other Expense	18,001.89	0.00	18,001.89	100.0%
Net Other Income	-16,594.12	0.00	-16,594.12	100.0%
Net Income	-103,406.03	-1.00	-103,405.03	10,340,603.0%

Eastern Shore Public Library
Balance Sheet
As of March 31, 2024

	<u>Mar 31, 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	15,299.64
Truist - Operating #2396 - Other	233,381.94
Total Truist - Operating #2396	248,681.58
Total Checking/Savings	317,789.35
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	340,998.43
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	1,292,226.57
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	10,506.26
Total Accounts Payable	10,506.26
Credit Cards	
Atlantic Union Credit Card	-6,757.23
Total Credit Cards	-6,757.23

Eastern Shore Public Library
Balance Sheet
As of March 31, 2024

	<u>Mar 31, 24</u>
Other Current Liabilities	
2100 · Payroll Liabilities	908.98
2270 · Minnesota Life	0.05
2290 · Anthem, Medical	-3,463.90
2300 · Anthem, Dental	-109.83
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	146,181.37
	<hr/>
Total Current Liabilities	149,930.40
	<hr/>
Total Liabilities	149,930.40
	<hr/>
Equity	
1110 · Retained Earnings	756,134.88
3000 · Opening Bal Equity	489,567.32
Net Income	-103,406.03
	<hr/>
Total Equity	1,142,296.17
	<hr/>
TOTAL LIABILITIES & EQUITY	1,292,226.57
	<hr/> <hr/>



Report to the Accomack County Board of Supervisors – April 2024

As of March 15, Miranda Wisor is no longer with the Library System. Her time here was short, but her impact large. I am honored to be leading the system on an interim basis until the director search is concluded.

This past month we have seen outstanding attendance numbers for our programs. In the Heritage Center alone, the two March lectures, *A Lot Happened on the Virginia Shore During the American Revolution* by Ted Corbett and *Inborn Strength: Accomack Women in the American Revolution* by Kellee Blake were our two largest lectures to date with a combined total of 100 attendees. And our kids' and teen programming is seeing consistent participation.



As for me, I have been the Heritage Center Manager going on two years and have 19 years of library and archives experience. I am committed to ESPL and the citizens of Accomack County. I will continue to lead the Heritage Center, and to ensure that initiative does not lose momentum, Jazmine Collins will be taking on increased responsibilities by handling most reference and research queries, which just so happens to be a specialty of hers. All ESPL staff are amazing, and I am appreciative for all they do.

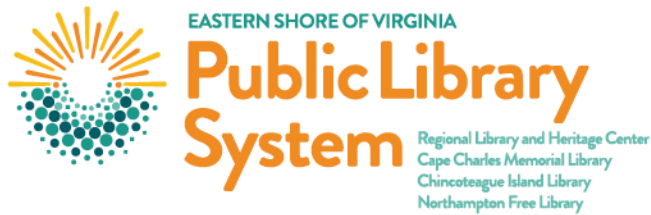
Thank you for your continued support of the Eastern Shore Public Library System.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Chris Pote".

Christopher P. Pote

Interim System Director



Report to the Northampton County Board of Supervisors – April 2024

As of March 15, Miranda Wisor is no longer with the Library System. Her time here was short, but her impact large. I am honored to be leading the system on an interim basis until the director search is concluded. But I assure you, we remain committed to the citizens of Northampton County to provide the best services and programming possible.

This is evidenced by the outstanding turnout we have recently seen at events in Nassawadox and Cape Charles. Geode cracking was a smashing success at Northampton Free Library and the inflatable planetarium in Cape Charles was out of this world. And Franktown author Lenore Hart delighted with us a reading from her new book *The Night Bazaar London: Ten Tales of Forbidden Wishes and Dangerous Desires* in Parksley.



As for me, I have been the Heritage Center Manager going on two years and have 19 years of library and archives experience. The Heritage Center consistently assists Northampton residents with their research requests, and genealogical queries of Northampton families occur weekly. Later this summer, Kellee Blake will be presenting the second part of her Inborn Strength lecture focusing of Revolutionary Era women of Northampton County in the Custis Lecture Hall in Parksley (date TBD). I will continue to lead the Heritage Center, but to ensure that initiative does not lose momentum, Jazmine Collins will be taking on increased responsibilities by handling most reference and research queries, which just happens to be a specialty of hers. ESPL staff are amazing, and I am appreciative for all they do.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Chris Pote".

Christopher P. Pote,

Interim System Director