

AGENDA: BEDFORD PUBLIC LIBRARY SYSTEM BOARD OF TRUSTEES
September 5, 2017 at 7:00 p.m.
Bedford Central Library – Peaks Room
Regular Meeting

Call to Order

Approval of Agenda

Approval of the Minutes from August

Public Comments

Reports:

- Director's Report
 - Buildings
 - Long Range Plan – Action item
 - Technology
 - Statistics
 - Holiday Schedule
 - Policies and Procedures

- Financial Report from July and August 2017

New Business

Adjournment

Bedford Public Library System
Director's Report
September 5, 2017

Buildings

- Ivan Kirby will discuss several large projects for the Board's consideration.

Long Range Plan revisions – action item

- Annual revision for the 5 year plan due to Library of VA

Technology

- Website improvements have been made to be more ADA compliant

Statistics- Summer Reading Program 2017

- The BPLS experienced record number of participants in our programs/performances over the summer. Looking at all programs in all branches for 2016 we had 4739 people attend but in 2017 we had 5203 people attend our quality programs – which is around a 9% increase. Full SRP stats are included and broken down by branch. Registration for the “book log” portion of summer reading program was consistent with last year but the largest increase was at Montvale.

Holiday Schedule 2017- action item

- Enclosed is the Virginia State Holiday Calendar. For the Thanksgiving holiday, the state is granting an additional 4 hours of holiday on Wednesday November 22. For the Christmas holiday, the state is offering an additional 4 hours on Friday December 22. Staff would like to request the library be closed an additional day, Saturday December 23.

Policy and Procedure

- Holiday policy, first consideration. We typically use the Columbus Day holiday as a chance for the whole staff and regular sub employees to get together for an all day in-service training. Request that the Library Board add this as an official holiday on the schedule. We would close to the public on Monday October 9 for staff training day. The Register's office is already closed that day for the state holiday, so this will not interfere with their schedule.
- Lauren Harper is requesting reimbursement for qualified educational expenses per the Education Benefits Policy. Amount requested is \$1059 or half of the expense of two classes.

2016/2017 YS Summer Reading Program Statistics

Number of kids registered for the online portion

	Bedford		Big Island		Forest		Moneta		Montvale		Stewartsville		Total	
	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017
Age														
0-5	118	98	34	34	230	229	103	63	19	9	37	37	579	470
6-12	205	190	49	48	378	372	147	172	32	32	76	62	944	876
13-18	50	25	10	9	70	60	35	30	13	7	20	13	213	144
other organizations/groups	83		0	0	0	0	0	0	93		43			219
Total	373	396	93	91	678	661	285	265	64	141	133	155	1736	1709

Program Attendance

	Bedford		Big Island		Forest		Moneta		Montvale		Stewartsville		Total	
	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017
Intended audience														
infant	189	72	21	21	642	678	61	25	12	4	31	75	936	875
Pre K	138	297	22	33	538	689	46	75	8	4	83	93	1064	1191
Special program - all	623	427	97	282	175	95	152	161	148	52	101	223	1294	1240
Family program	320	363	138	136	350	430	331	422	158	270	136	177	1433	1798
Teen/Tween program	2	37	13	23	17	20	1	5	2	11	2	3	37	99
Total	1252	1196	291	495	1722	1912	591	688	328	341	353	571	4739	5203

BD Drop in branch specials due to only having one YMCA group on Wed instead of two

Bedford Public Library System Personnel Policy

Subject: Holidays	Last Updated: 11/12/2013
Category: Time Off From Work	Supercedes: 11/4/2009

I. POLICY

The Bedford Public Library System (BPLS) observes certain days throughout the year as holidays. Granting of holidays with pay is a benefit provided by the Library and may be changed or altered by the BPLS Board.

The following days are authorized to be observed each year:

New Year's Day	January 1
Martin Luther King Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Veterans Day	November 11
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Following Friday
Christmas Eve	December 24
Christmas Day	December 25
Day after Christmas	December 26
Library will be closed on:	Easter Sunday
	Any day appointed by the Library Board

II. APPLICABILITY

All full-time and part-time employees who work at least 20 hours per week.

Full-time employees (40 hours per week)	8 hours per holiday
Part-time employees (30 – 39 hours per week)	6 hours per holiday
Part-time employees (20 – 29 hours per week)	4 hours per holiday

III. OBJECTIVE

To allow library employees to observe traditional holidays

IV. PROCEDURES

- Holidays falling during an employee's regularly scheduled day off, and if normal scheduling allows, affected personnel will take the next work day as the holiday. If scheduling the holiday on the next work day interferes with the operation of the library, the employee will take the holiday as soon as it can be scheduled.
- Holidays falling during an employee's vacation leave are not counted as days of vacation.
- All libraries will close no later than 6:00 P.M. the eve before New Year's Day, Independence Day and Thanksgiving Day.

V. EXCEPTIONS

- Employees who work less than 20 hours per week are not eligible for holiday leave
- Employees who are on unpaid leave of absence or drawing pay for accumulated annual or earned leave after resignation or termination

Commonwealth of Virginia 2017 Pay and Holiday Calendar

State Holidays

- January 2**
New Year's Day (observed)
- January 13**
Lee-Jackson Day
- January 16**
Martin Luther King, Jr. Day
- February 20**
George Washington Day
- May 29**
Memorial Day
- July 3**
8 hours additional holiday time
- July 4**
Independence Day
- September 4**
Labor Day
- October 9**
Columbus Day
- November 10**
Veterans Day (observed)
- November 22**
4 hours additional holiday time
- November 23**
Thanksgiving
- November 24**
Day After Thanksgiving
- December 22**
4 hours additional holiday time
- December 25**
Christmas
- December 26**
8 hours additional holiday time

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

- Denotes Payday
- Denotes Holiday
- Denotes Additional Time Off 8 hrs 4 hrs
- Denotes Payday on Holiday or Time Off

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Virginia Department of
HUMAN RESOURCE
MANAGEMENT

January

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Commonwealth of Virginia 2018 Pay and Holiday Calendar

State Holidays

- January 1**
New Year's Day
- January 2**
8 hours additional holiday time
- January 12**
Lee-Jackson Day
- January 15**
Martin Luther King, Jr. Day
- February 19**
George Washington Day
- May 28**
Memorial Day
- July 4**
Independence Day
- September 3**
Labor Day
- October 8**
Columbus Day
- November 12**
Veterans Day (observed)
- November 21**
4 hours additional holiday time
- November 22**
Thanksgiving
- November 23**
Day After Thanksgiving
- December 24**
8 hours additional holiday time
- December 25**
Christmas
- December 31**
8 hours additional holiday time

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

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January

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