



Staff Training and Development Policy

Purpose:

Lindenhurst Memorial Library encourages the growth and development of its staff, and encourages their participation in educational training programs. Attendance and participation in library training sessions, along with off-site meetings, workshops, and/or conferences, is beneficial to both the Library and the public it serves.

Yearly In-Service Staff Training:

The Library may close once a year to the public on a Friday in December and a half-day in June for in-service staff development training. Advance notice to the public of the specific dates chosen will be posted at least two weeks in advance.

Conference/Meeting Attendance Guidelines:

In order to attend an off-site conference or workshop with a fee, a staff member must be a member of the host professional organization, or be an invited speaker to the host conference/meeting/workshop. The Director and/or their designee reserves the right to limit the number of Trustees and staff attending a single conference if attendance would negatively impact the scheduling needs of the Library.

Requests to attend a workshop or conference must be submitted well in advance in order for the Library to take advantage of any early bird registration fees. If approved to attend, the Library will complete the registration for the staff member using the Library's credit card. The Director and/or their designee will consider the following in determining library support for conference attendance:

- Availability of staff to support ongoing library services to the public
- Current membership in the sponsoring organization
- Relevancy of the conference program to the duties of the employee
- Role of the employee at the conference
- Cost to the Library and availability of funding

Staff members involved in the preparations for a conference/meeting/workshop may be allowed to attend on Library time with approval from the Library Director or his/her

designee. Employees and Trustees will share knowledge gained from continuing education opportunities with their fellow workers and/or Trustees so that the benefit to the Library is multiplied. In order to do so, a written report will be prepared for inclusion in the next board meeting packet following the employee's return from a conference or workshop.

Expenses Eligible for Reimbursement:

- Transportation (including taxis, airport shuttles, and public transportation)
- Meals up to \$70 per day, when attending an overnight conference. Expenses for alcoholic beverages will not be reimbursed.
- Lodging using a hotel block discount if available from the conference
- Other necessary business expenses such as mail or freight charges, tips, reasonable parking fees

. Expenses must be reported with original receipts using the designated reimbursement form to the business office within one week of return. Receipts not submitted in a timely manner will lose their eligibility for reimbursement. Expenses incurred without a receipt will not be reimbursed.

When possible, conference registration, lodging, and travel reservations may be made on the Library's credit card. Travelers should use conference hotel discount blocks when appropriate. As part of the Library's commitment to sustainable practices, staff are encouraged to coordinate expenses through the use of conference shuttle buses, light rail, carpooling or shared rides at the conference.

When two or more staff members attend the same event by personal automobile, staff are expected to carpool unless a justifiable reason prevents it. .

Prior to traveling within New York State, an employee should contact the business office to obtain a Tax Exemption certificate if staying in a New York State hotel. Tax Exemption Certificates are not valid outside of New York State.

Air and rail travel will be reimbursed for coach/economy travel. All travel arrangements should be made as far in advance as possible, as airfare booked early costs less. Staff will be reimbursed for one (1) piece of checked luggage. Lost baggage, clothing, or other personal items are the responsibility of the traveler. The Library will not assume responsibility for damage to personal equipment that occurs during conference travel.

Reimbursement for use of personal vehicles for library business will be at the IRS mileage rate, effective January 1 of each year. Please note that no reimbursement will be made for the cost of repairs to personal vehicles, regardless of whether the costs result from business travel or whether they result from the acts of the traveler or another individual. It is the obligation of the owner of a personal vehicle being used for Library business to carry adequate insurance for his or her protection and for the protection of any passengers. In the event of an accident, the employee is responsible for his/her own auto insurance deductible.

Staff will be credited for a seven-hour work day for each day spent at conferences, and for travel days to and from the conference. Overtime is not granted for extended conference and travel days. Staff will work with their supervisors to adjust their schedule as necessary to remain within their standard hours work week.

Revised and adopted April 8, 2017

Revised June 21, 2023



Request to Attend a Workshop or Conference

Name: _____ Date: _____

Conference or Workshop Attending: _____

Location: _____

Date(s) Attending: _____

Are you a current member of the conference/workshop organization?

YES _____ (SCLA, NYLA, ALA, PLA, ALSC, YALSA OTHER _____)

NO _____

ESTIMATED EXPENSES:

Early Bird Registration Fee: _____ Travel Costs: _____

Meal Allowance (up to \$70 per day) _____ Hotel: _____

Other (parking fees, tolls, postage) _____

TOTAL ESTIMATED EXPENSES: _____

Supervisor's Signature and Date: _____

Approved: _____

Disapproved with reason: _____

Board Meeting Date: _____

Director's Signature: _____