

# **Parlin-Ingersoll Public Library** **Professional Development Policy**

## **A. Introduction**

The Parlin-Ingersoll Library encourages and supports the continued educational and professional development of staff and trustees at all levels in the organization. The library also encourages and supports the involvement of professional staff in the participatory governance of national, state, and regional library associations, systems and other community organizations, through service as committee members, Board members, speakers and so forth, as appropriate to an employee's position and within existing financial constraints.

People are the most important resource in a library. Continuing education of all staff and trustees improves our ability to provide better library service for the community. Also, our library is a part of a network of libraries throughout the state and nation, engaging in cooperative, mutually beneficial ventures. Participation in governance and decision-making processes of library organizations (e.g. RAILS, ILA, etc.) represents an important role for appropriate staff and trustees.

There are a variety of continuing education opportunities listed below. The Director will make a final determination in approving continuing education for all employees depending on their assigned duties and responsibilities, educational background, supervisory and operational responsibility, and policy-making authority, as well as the library needs and available financial resources. In addition, the Director will make recommendations of continuing education opportunities applicable for trustees.

As authorized by the Board, the Director is granted latitude in interpreting and enforcing any and all guidelines.

## **B.) Levels of Continuing Education Opportunities**

### **1.) In-Service Training**

One of the best mechanisms for staff development is ongoing in-service training. In-service training can be tailored to better address local library needs. In-service training may be conducted both by library staff and other individuals.

### **2.) Online Training**

There are many free or inexpensive online webinars available to staff. Staff, with the Director's approval, can participate in webinars related to their specific job duties.

### **3.) State, Regional and Local Workshops**

Employees, primarily those working over 30 hours, and trustees, may be offered the opportunity to

attend job-related workshops. Examples of such training opportunities include, but are not limited to, the following: 1.) regional workshops, meetings or programs sponsored by RAILS, Illinois Library Association, Illinois State Library, etc.; 2.) regional seminars conducted by private groups; or 3.) local programs sponsored by Spoon River College and so forth. All workshop attendance must be approved in advance with the Director. In addition, if the Director feels these workshops will directly benefit the employee or trustee in their library job duties, the library will cover the cost of the workshops.

#### **4.) Formal Education and Coursework**

This refers to formal education (library) and other coursework (accounting, computer networking, etc.) beyond a short workshop. The library will not reimburse staff for formal education courses or the pursuit of college degrees. The library will work with the employee to offer flexible scheduling in order to attend coursework if the Director determines it will not interfere too greatly with library operations. However, if the Director requires a staff member take a course as a requirement of their library job, the library will reimburse the staff member for the cost of the course. Any further exceptions will require approval of the Board of Trustees.

#### **5.) State and National Conferences**

Programming at national and state conferences is geared primarily towards employees with advanced degrees, specialized expertise and professional levels of operational responsibility and authority. Conferences are also geared towards individuals with policy and decision-making authority, such as trustees.

#### **6.) Governance and Committee Meetings**

Participation in the governance of library organizations and community organizations is supported by the library, as appropriate to the position. Illustrative examples include attendance and participation in RAILS meetings, ILA meetings, continuing education programs, community organization committees, etc.

### **C.) Covered Costs and Reimbursements**

It is the policy of the Parlin-Ingersoll Public Library to comply with the Local Government Travel and Expense Control Act per the attached resolution. The following guidelines will be used when determining covered costs and reimbursements for professional development. Any questions should be referred to the Director prior to incurring charges. As a general rule when operating under budgetary constraints, professional development for staff will take priority over that for trustees.

#### **1.) Travel**

Library staff and trustees will be reimbursed at the IRS rate for travel to and from approved conferences, programs and meetings held in-state and outside the Canton city limits. Full mileage reimbursement will be paid for any automobile travel within the state. Reimbursement for travel

within Canton city limits will only be made to staff doing Outreach Delivery. Mileage payments will be based upon odometer readings or Google Maps mileage estimates if odometer readings are not available

The Director is responsible for making all out of state travel arrangements for staff and trustees or for designating said arrangements. Reimbursement will not normally exceed the cost of the most convenient and cost-effective mode of transportation. If an individual opts to use a personal vehicle to attend an out-of-state conference or meeting, the mileage reimbursement will not exceed the average cost of appropriate airline tickets (coach, economy bookings).

When appropriate, employees are encouraged to carpool when attending the same conference, programs or meetings. Circumstances may warrant different arrangements. Conference requests should be submitted in advance in order to take advantage of discounted air fares and group discounts.

## **2.) Lodging**

All lodging and associated costs for approved travel will be paid by the library for staff and trustees. As appropriate and practical, individuals may be required to share rooms with one another in order to restrict costs. The Director is responsible for arranging all hotel lodging for staff and trustees, unless otherwise delegated. The library will only reserve rooms at hotels participating in negotiated conference discounts, or ones offering comparable prices. Hotels will be selected after first considering a number of factors, including proximity to the conference/meeting center; overall convenience; safety; and cost.

## **3.) Meals**

Meal costs will be paid by the library following the guidelines stated below, if an approved conference, meeting or program requires an individual to be out of Canton during a meal period.

**Breakfasts:** Breakfast will not normally be reimbursed if the point of departure for travel is Canton, unless the point of destination and the scheduled starting time of the program/meeting require the individual to leave Canton at or before 6 a.m.

**Luncheons:** Lunch will not normally be reimbursed if the activity is scheduled to adjourn in time for the individual to return to Canton by around 1:00 p.m. This does not include times when a luncheon with colleagues is an appropriate part of or extension of the attended meeting, as determined by the Director.

**Dinners:** Dinner will not normally be reimbursed if the program or meeting adjourns in time for the individual to be back in Canton by around 7 p.m., unless the dinner is an integral part of the meeting.

**Meals:** Staff members and trustees will be reimbursed for meals, including tax and tip, on the following schedule. Staff will submit an itemized account of their meal expenses for reimbursement. Receipts will be needed for all meals over \$10.

- Breakfast: Not to exceed \$15, depending on location.

- Lunch: Not to exceed \$20, depending on location.
- Dinner: Not to exceed \$30, depending on location.
- Daily Limit: Not to exceed a total of \$65, depending on location. .

Meal costs for attending approved community functions in which the library is being represented will be paid when appropriate as the budget allows.

No costs for alcohol or liquor are permitted.

#### **4.) Registration Fees**

The library will pay all registration and associated fees for approved conferences, programs and meetings. Staff and trustees should always take advantage of early registration rate discounts in order to ensure approval for attendance.

#### **5.) Organization Memberships**

The library will pay the basic professional membership fees for one state (ex. ILA) and one national library organization (ex. ALA) for the Director. The library may also pay for ILA memberships for other professional staff as appropriate and a few trustees as the budget allows. The library may pay appropriate membership fees in community organizations for the Director. However, payment for organizational memberships may be reduced or eliminated at any time depending on budgetary constraints.

#### **6.) Other Costs**

The library may pay other appropriate and necessary expenses incurred at conferences, programs and meetings, including, but not necessarily limited to, such expenses as parking fees, taxi fares, and so forth. The library will not pay for miscellaneous entertainment or personal costs, which are not associated with conference events. Approval for miscellaneous expenses is always subject to the discretion of the Director.

#### **7.) Reimbursement Procedures**

Whenever possible, the library will pay for travel fares and registration costs in advance. Staff or trustees requiring reimbursement for lodging, meals, mileage, and other expenses incurred should follow these procedures:

- An itemized list of all reimbursable expenses, by date, should be submitted to the Director for authorization of payment immediately following the conference or program using the library voucher reimbursement form
- As a general rule, staff should attach appropriate receipts and/or credit card receipt copies for all expenses which exceed \$10 individually
- Staff should list all other expenses which are under \$10, by date, with a brief explanation

The Director may authorize a cash advance to be used by one or more individuals to cover taxi fare

and other cash transactions. The Director may use a corporate credit card, issued in his/her name only, to charge hotel expenses, meals and other approved expenses.

### **8.) Non-exempt Employees**

The library complies with the Fair Labor Standards Act. When traveling to an out-of-town meeting, non-exempt employees' work time will be calculated from the time of departure from work to the time of arrival back to the library less any non-work related time in between. Non-exempt staff will need to take any extra hours of work off within the work week so as not to go over 40 hours per week. Authorization must be granted by the Director for any changes to a normal work week.