

Professional Development Policy

The Library Board of Trustees encourages Library employees to take advantage of regional, statewide and national library training and professional development opportunities.

Attendance at workshops, meetings, courses, and conferences, when pertinent to the requester's job duties or professional development, will be considered as scheduled hours worked and reimbursed accordingly. Information gathered at these events should be shared with Library staff. A yearly professional development budget will be made available through the Library Trust. For FY24 this will be \$500. This amount will be reassessed every two years (next reassessment in FY26).

Library Director: Each year the Director may engage in up to a week's training of professional development without prior approval of The Board of Trustees and receive funding to register for a state and/or national library conference. All expenses related to attendance in excess of the budgeted amount (travel, lodging/meals) must be approved by the Board of Trustees.

Attendance at relevant training sessions and meetings which occur during or outside of working hours shall be considered hours worked. Requests for local training/meetings that have no costs beyond hours worked and mileage reimbursement require no prior approval.

Library Assistant All are encouraged to attend workshops, training sessions and conferences relevant to their responsibilities at the library, for which they will be paid their regular hourly rate. All such workshops and trainings must be approved by the Library Director in advance. The Library Director will recommend workshops that may be of interest to staff members. Conference and workshop fees for staff that exceed hours worked and the budgeted professional development amount require prior approval of the Board of Trustees.

Accepted unanimously by the Board of Trustees 10/10/23

Trustee Chair