

STAFF DEVELOPMENT POLICY KIMBALL PUBLIC LIBRARY

The Kimball Public Library realizes the importance of a knowledgeable staff and encourages their growth and development through participation in educational and training programs.

Staff members have a goal to continue to develop themselves professionally to enhance their excellence as library staff and to fulfill their roles as members of the professional library community. Attendance at and participation in professional library functions is recognized as beneficial to both the Library organization and to the public it serves. Training activity should be organized around current library needs and mandatory training sessions in keeping with the Nebraska Library Commission requirements.

Department and all-staff meetings will be scheduled periodically for training purposes and to update staff on library procedures and policy.

A budget is established at the beginning of each fiscal year to support training and conference expenditures. The Library Director will research educational opportunities and keep records of completed programs. All professional development support for training and conferences is predicated on the availability of funding and can be adjusted at any given time during a fiscal year due to Library budget priorities.

There are two basic types of staff development:

1. Continuing Education: These are professional activities necessary to implement library strategic planning and to develop the library vision for future operations.
2. Hands-on-training: These types of sessions are job specific and necessary to obtain a specific subset of skills, to update previous skills or to learn current techniques.

Library staff attending conferences will be expected to give a summary report, written or oral as determined by subject and timing, to share the information gained with other library staff or library board. The information will be evaluated and, if applicable and appropriate, may be incorporated into in-house training programs.

Guidelines for attending a conference or training session

- 1) Prior approval must be received before attendance at any training session or Conference which would include monetary considerations.
- 2) Attendance at any outside training session or conference within the state of Nebraska or outside the state of Nebraska must be approved by the Director and the City Administrator.

Procedures for Applying for reimbursement of staff development expense

Initiating travel request: Whether initiated by the Library Administration or by the staff member, the individual must obtain and complete the Travel Authorization Form as soon as one is aware of a conference, meeting, etc. that would be attended.

Reimbursement:

- Within one week of the staff member's return, all "original" receipts for expenditures should be submitted to the library director, who will prepare a voucher form to be expedited in the normal manner and in accordance with the city guidelines. Receipts that are not submitted in a timely manner may lose their eligibility for reimbursement. Travel reimbursement will be made after the next city council meeting.
- Original receipts must be submitted for the staff member to receive reimbursement. Only photocopies of registration forms used in place of receipts will be accepted. If you cannot supply a receipt, your expense will not be reimbursed. (Auditors require receipts)

Prepayment:

- The City will pre-pay an event registration, pre-conference, etc. if a registration form or invoice is submitted one or more months prior to the event.
- Staff should take advantage of early registration, conference room rates and any other discounts associated with their travel (e.g., double-room occupancy, etc.).

Transportation:

- Personal Automobile – The City of Kimball will reimburse mileage at the current

approved rate per mile set by the IRS. When two or more staff attends the same event by personal automobile, staff is expected to carpool unless a justifiable reason prevents it. When two or more staff travel together, only one will be reimbursed for the mileage allowance.

- Other forms of transportation (Air, Railroads, Buses, etc.) – These forms of transportation may be allowed in some circumstances but only by approval of city administration.
- Rental Automobile – A rental automobile may be used when renting in a specific situation is considered to be more advantageous than other means of transportation.

Library travel expenses:

- Meals -- Library staff members are expected to make reasonable selections when ordering meals. Charges for alcohol are not eligible for reimbursement. The city follows the IRS per diem schedule for meals.
- Parking Fees -- Reasonable and necessary costs for automobile parking may be reimbursed.
- Movies, exercise facilities, or other forms of entertainment are not reimbursable.

The City of Kimball, Nebraska Personnel Handbook contains more guidelines and information.

WRITTEN AND APPROVED 3/12/18

Reviewed, Revised, and Approved 1/11/2021