

# Staff Development Policy

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Baldwin Public Library  
Birmingham, MI

## Purpose

The Baldwin 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.

Annually the Baldwin Public Library will offer an educational training day for all staff, organized around current library needs. This is a mandatory training session. Periodically department and all-staff meetings will be scheduled 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 Board of Directors will request that the Baldwin Library Trust pay out of state travel expenses for continuing education programs.

The Library Director will collect recommendations from Department Heads for conference attendance during the budget process. Those recommendations will be incorporated into the general budget. All professional development support for training and conferences is predicated on the availability of funding and can be decreased at any given time during a fiscal year due to a Library budget decrease or to a change of budget priorities.

There are two basic types of staff development:

- 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.
- Continuing Education: These are professional activities necessary to implement library strategic planning and to develop the library vision for future operations.

Library staff, who attend conferences, will be expected to give a summary report and to share the information gained with other department members. Management and Supervisory staff will incorporate the information into in-house training programs. This concept is commonly known as “train the trainer.”

## **Guidelines for attending a conference or training session**

- 1) Prior approval must be received before attendance at any training session or conference.
- 2) Attendance at any outside training session or conference within the state of Michigan must be approved by the Executive Director on recommendation of the Department Head.
- 3) Attendance at any national training session or conference outside the State of Michigan must be approved by the Board of Directors.

There are two basic types of Travel:

- Administrative Travel – Travel by staff for the purpose of conducting general library business. (e.g., attendance as official representative of the Library at meetings of associations, other organizations, etc.).
- Non-Administrative Travel – Travel to a conference to present a session, to participate in a panel discussion, to serve as an elected/appointed officer or committee member of a professional library or scholarly organization or attendance to broaden a staff member's perspective and to stay abreast of developments in the library field. This also includes travel to participate in workshops, institutes, seminars, etc. in order to promote, improve or enhance job-related skills.

Scope of Travel

- In-State Travel– Travel within the state of Michigan.
- Out-of-State Travel – Travel outside the state of Michigan but within the United States.

## **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 Request for Leave Form and the City of Birmingham Advance Expense And/Or Final Expense Report as soon as you are aware of a conference, meeting, etc. that you would like to attend. These reports are available in the Library Administration Office or on the Library Blog. You should answer all information on the form and give estimated costs; then it must be approved by your supervisor.

The Request for Leave Form and the City of Birmingham Advance Expense And/Or Final Expense Report are then submitted to the Library Director for approval.

#### Final Approval

- A copy of the Request for Leave Form and the City of Birmingham Advance expense City of Birmingham Advance Expense And/Or Final Expense Report will be returned to the requesting staff member as soon as possible after a decision is made, indicating:
  - a. approval of funding and amount approved
  - b. request denied and an explanation of reason for denial.

Travel request for out of state travel must be submitted to the Library Board of Directors for Board approval.

#### Reimbursement

- Within one week of the staff member's return, all "original" receipts for expenditures should be submitted to the library bookkeeper. The library bookkeeper will then prepare a voucher form to be expedited in the normal manner and in accordance with the purchasing guidelines. Receipts that are not submitted in a timely manner may lose their eligibility for reimbursement.
- Original receipts must be submitted for the staff member to receive reimbursement. Only photocopies of registration forms and personal checks used in place of receipts will be accepted. If you cannot supply a receipt, your expense will not be reimbursed.

#### Prepayment

- The Library 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.

#### Additional Savings Opportunities

- 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 Library will reimburse mileage at the current approved rate per mile set by the IRS. The Board or Directors may adjust this amount in the event of a Library budget decrease. When two or more staff attend the same event by personal automobile, staff are 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.

The Library maintains a fixed mileage chart that will be used to calculate mileage to typical locations for library meetings. This chart is available in the Administrative Office and on the Internal Library Blog.

- Air Travel – It is expected that staff will have their airlines reservation arrangements made through the Library Administration Office. If the staff member is making his or her own reservations, the passenger receipt coupon portion of the airline ticket is the accepted form of receipt. Reservations should be made for economy class fare. Reimbursement for business or first-class airfare is not allowed.
- Other forms of transportation (Railroads, Buses, etc.) – These forms of transportation are allowed but should not exceed the commercial airfare that would be reimbursable for the same trip.
- 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.

#### Ground Transportation

- Costs for local transportation to and from destinations will be reimbursed. Transportation between the staff member's hotel and meeting sites will also be reimbursed if not within walking distance. If free shuttles are available, staff member should use this mode of transportation.

#### Lodging

- The Library will reimburse the staff member the actual cost of accommodations within a reasonable level. When a staff member is attending a conference and conference rates are given at various hotels or motels, the staff member should make reservations at one of these locations. Other lodgings may be booked but should not exceed the cost of hotel or motel conference rates.
- Movies, exercise facilities, or other forms of entertainment are not reimbursable Library travel expenses.

#### Meals

- Library staff members are expected to make reasonable selections when ordering meals. The Library does allow a per diem for meals and non alcoholic beverages of \$50.00 per day. In cities, where the cost-of-living is deemed higher, an increase of \$10 - \$20 will be allowed on a case-by-case basis. Charges for alcohol are not eligible for reimbursement.

#### Parking Fees

- Reasonable and necessary costs for automobile parking will be reimbursed.
- The least expensive parking at the airport is required unless there is a physical or business reason to justify an exception.

### Tips

- Reasonable and necessary tipping will be reimbursed. The amount of the tip should not exceed 20% of total meal cost.

### Telephone Calls

- Local calls associated with the trip will be reimbursed but should be kept at a minimum if there is a charge.

### Miscellaneous

- Other expenses will be reimbursed if determined to be reasonable and necessary and if supporting receipts, documents, etc. are provided as set forth in the above guidelines.