

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Training, Education, and Conferences

POLICY NUMBER: 7045

7045.1 Members of the Library Commission are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve Library District operations, promote fiscal strength or integrity, or otherwise advance or protect the interests of the library users and the Library District. Hence, there is no limit as to the number of Library Commissioners attending a particular conference or seminar when it is apparent that their attendance is beneficial to the Library District.

7045.2 It is the policy of the Library District to encourage Library Commission development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the Library District.

7045.2.1 The District Librarian is responsible for making arrangements for Library Commissioners for conference and registration expenses and for per diem. Per diem, when appropriate, will include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Library Commissioners, or which are billed to the Library District by Library Commissioners, will be submitted to the District Librarian, together with validated receipts.

7045.2.2 Attendance by Library Commissioners at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the President of the Library Commission prior to incurring any reimbursable costs.

7045.2.3 Expenses to the Library District for Library Commissioners' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the District Librarian and by:

7045.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

7045.2.3.2 Arranging for Library Commissioners to travel together whenever feasible and economically beneficial.

7045.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

7045.3 A Library Commissioner will not attend a conference or training event for which there is an expense to the District, if it occurs after they have announced their pending resignation, or if it occurs within sixty (60) days of the end of their term of office. A Library Commissioner will not attend a conference or training event when it is apparent that there is no significant benefit to the Library District.

7045.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the Library District, Library Commissioners will either prepare a written report for distribution to the Library Commission, or make a verbal report during the next regular meeting of the Library Commission. This report will detail what was learned at the session(s) that will be of benefit to the Library District; materials from the session(s) may be delivered to the Library District office to be available for the future use of other Library Commissioners and staff.

Adopted 04/17/2006