

BACKGROUND

Once established in the job, staff may wish to learn more about ongoing developments in library services in order to provide effective support to the Board. The Town of Bruderheim Library Board recognizes the need for library staff to be well informed and knowledgeable about current trends and practices in the field of libraries.

POLICY

It is the intent of the Town of Bruderheim Library Board to encourage staff development by providing opportunities for staff to participate in activities designed to promote job related growth.

GUIDELINES

1. The Town of Bruderheim Library Board encourages in-house staff development and training.
2. The Town of Bruderheim Library Board encourages the sharing of information with other libraries.
3. The Town of Bruderheim Library Board encourages staff to become involved in workshops, seminars, and conferences related library issues by providing a budget for attendance.
4. Staff are encouraged to join and actively participate in professional/work related organizations.
5. Staff members are encouraged to contribute suggestions towards improving library service.

PROCEDURES

With prior approval of the Board, expenses will be paid for attendance at workshops, seminars and conferences.

1. An appropriate claim form will be developed for the use of appointed members. (Appendix A)
2. Claims for payment of expenses shall be subjected to the established procedures for approval of accounts payable and disbursement of Library funds.
3. Claims will be submitted to the Treasurer of the Bruderheim Municipal Library Board as soon as possible.
4. With the exclusion of alcoholic beverages, reimbursement for items such as meal, accommodations, travel and registration will be made based upon receipts of actual expenses incurred.
5. If travel is by private motor vehicle, a travel allowance based on the number of kilometers travelled will be paid.
6. An appropriate record of disbursements shall be maintained in keeping with legislated requirements.