

Professional Development and Travel Policy

The Library Board of Trustees of the Canton Public Library (hereinafter: Library) encourages the active participation of Library staff and Board Members at professional meetings, conferences, workshops, and training sessions.

Library staff will be paid their regular salary while participating in professional development events that are approved by the Library Director in advance, and will be reimbursed for allowable expenses in keeping with the Library's annual budget for travel and professional development priorities. Board Members will be reimbursed for their allowable expenses but not for their time.

Calculation of staff time to be paid when attending events is on a case-by-case basis. Travel time is normally included. All staff attending training and outreach events should try to estimate their hours and, with the Library Director, adjust the hours worked in the remainder of the week so as to not go over their regularly scheduled number of hours.

1. Travel: Mileage reimbursement rates will be determined by the Library Board at the beginning of each fiscal year. Receipts for tolls or parking fees must be presented for reimbursement.
2. Meals: Meals will be reimbursed if the event lasts longer than five hours and meals are not included in the registration. All receipts must be presented in order to receive meal reimbursement.
3. Lodging, airfare and other travel expenses will be reimbursed for attendance at meetings with approval from the Library Director. All receipts should be saved and submitted for reimbursement. The Library reserves the right to determine the reimbursement rate on a case-by-case basis.
4. Conference and Training Registration: The Library will pay full registration fees for professional development or training for staff and Board Members . The Library may also pay full dues to library professional associations for any staff member or Board Member, upon approval by the Library Director and available budget funds. The Library will also maintain institutional memberships to professional organizations when appropriate.