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## 4.8 Staff Education and Development

The Emmetsburg Public Library encourages all employees to further and better educate themselves, for it is to the library's and community's advantage to have a well-educated staff. Employees taking college courses or continuing education courses to improve their library skills will be given consideration in arranging their work schedule to accommodate their class schedule.

### *Staff Meetings*

All staff members are expected to attend scheduled staff meetings. Attendance at such meetings is mandatory. In order to obtain an excused absence, employees must contact the library director by noon the day of the meeting. Hourly staff will be paid for their attendance at staff meetings. The staff meeting time may vary from week to week.

### *In-house training*

Staff members are expected to attend such training unless exempted by the library director. A staff member may be required to work hours different from that of his or her *normal* schedule in order to attend such trainings.

### *Professional Activities*

The library will pay for membership to the Iowa Library Association for any full-time staff wishing to participate in ILA's subdivisions or committees and who are willing to attend the annual conference. If a staff member wishes to participate on a committee or study group for such an organization, they are to have the library director's approval before making any commitment that will require work time spent at meetings, doing committee work, or that will result in direct cost to the library.

### *Advanced and Continuing Education*

The library will pay for any class needed to obtain certification through the State Library of Iowa or for the maintenance of the certification for full time staff members. Pay is granted for approved time spent at state, district, and national meetings or seminars. The library director will approve who may attend such meetings and seminars.

### *Business Travel expenses*

Business travel must have advance approval from the library director for reimbursement purposes. A receipt must be presented for reimbursement to occur. The following ceilings are placed on various aspects of travel expenses and will be reimbursed by the Library as the budget allows.

1. Mileage will be paid at a rate equal to that paid by the city to its employees. The Library will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work locations.
2. Meals will be reimbursed at no more than \$15 each for breakfast and lunches and \$25 for dinners, unless the meal is

included with the cost of a meeting/seminar, etc. Employees shall not be reimbursed for alcoholic beverages.

3. Lodging for overnight accommodations will be reimbursed on those occasions when necessary. Lodging claims must be approved in advance by the library director

4. Employees are excused from work during the time they spend traveling to, attending, and returning from meetings/seminars for up to 8 hours per day. Employees shall not be obligated to attend meetings/seminars on days they are not otherwise scheduled to work. With the prior approval of the library director, hourly employees will be paid for work hours spent in meetings/seminars outside of their normal work schedule and, where appropriate, full time staff will be given compensatory time off.

5. Other expenses (parking, etc.) incurred while on library business must be approved individually by the library director, and are limited to those for which a receipt is presented.

Adopted: October 19, 2004; Amended: September 2011, July 2014, August 2020; Reviewed: July 2017; Scheduled for Review: July 2023