

HELEN M. PLUM MEMORIAL LIBRARY

P-16 Professional Development, Travel & Training

Adopted by the Library Board of Trustees, August 20, 2024.

The Helen Plum Library is committed to supporting ongoing education and professional development for employees and Trustees.

Membership Dues

The Library will pay Illinois Library Associate (ILA), HR Source, LACONI, and other professional institutional membership dues. Additionally, the Library will pay individual memberships to American Library Association, Public Library Association, and affiliated forums for the Executive Team, Department Managers, and Department Assistant Managers.

Attending Professional Meetings, Webinars, Workshops, and Other Events (“professional events”)

Staff members may attend professional events on Library time provided the event:

- Directly relates and is beneficial to the employee’s work
- Is within the Library budget limitations
- Has been approved by the employee’s manager

Trustees may attend professional events provided that the event:

- Supports their role as a Library Trustee
- Is within the Library budget limitations

Overnight Conferences

Priority to attend overnight and multiday conferences is given to Library Trustees, the Executive Team, Department Managers, and Department Assistant Managers. Funding considerations should be presented prior to the completion of the annual working budget when possible.

Overnight conferences are an investment in time and funds. Factors which help determine Trustee and employee attendance are:

- Institutional or individual membership in the sponsoring organization
- Employee and Trustee participation in committee work and/or the sponsoring organization
- Pertinence of the conference to the employee’s or Trustee’s Library responsibilities

The Executive Director approves all overnight trips for staff. Such trips and attendance at conferences and workshops must meet the needs of the Library.

If more Trustees than budgeted wish to attend an overnight conference, the Board of Trustees will vote to approve this before registration.

Expenses Related to Overnight Conferences

The Library will pay for:

- Registration fees, including pre-conferences, award ceremonies, banquets, gala parties, and related conference events
- Lodging
- Auto mileage or airfare
- Salary to employees for time at the event and traveling to and from the event

When planning travel, expense considerations should be economical:

- At conferences, employees should stay at a conference hotel, as there is usually a cost savings. Where there is no conference hotel, employees should stay at a moderately priced motel or hotel.
- When considering means of travel, compare the cost of driving (auto mileage reimbursement) against flying (airfare and additional transportation needed).
- For additional travel and training expense guidelines, see [P-17 Travel and Training Reimbursement; Other Reimbursement](#).

Per Diem Allowance

The maximum reimbursement for meals per day is \$50 or the GSA limit for that city, whichever is less.

Additional Guidelines

The Library does not provide cash advances to staff or Trustees for travel expenses. However, Library prepayment of such things as conference registration, lodging, and airline fares is encouraged.

Library Trustees may receive per diem, travel, lodging, and other necessary expenses incurred in performing their duties if approved by the Board in a roll call vote majority at an open meeting.

The Library will NOT pay for:

- Attending guests of current employees or Trustees
- Expenses incurred during work-related travel that are purely for entertainment (movies, plays, museums, non-Library tours, et cetera) even if they are advertised as sponsored by a professional association
- Parking tickets and speeding tickets while on Library business
- Alcoholic drinks