

PERRY PUBLIC LIBRARY

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Jessica N. DeMarte, Director

Make It Part of Your Day



Continuing Education Policy

The Perry Public Library encourages all employees to take advantage of local, regional and national library training and professional development opportunities, in accordance with the funding available in the yearly budget. The director reserves the right to deny requests as necessary.

Attendance at workshops, meetings, courses, and conferences are considered scheduled hours, as long as the topic of such an event is deemed relevant to the employee's job as determined by the library director.

Staff members attending continuing education events can be reimbursed by the library for various costs incurred at the event, including registration fees, travel costs, meal costs and lodging. For costs to be reimbursed, the staff member must submit a receipt for the cost to the library director in a timely manner, at most, within the fiscal year of attendance.

Staff members should be mindful of the fact that they are being reimbursed by public funds and are responsible for doing proper research to be certain they are using the funds as responsibly as possible. For costs that may have a range of options, the staff member is welcome to choose something of a higher cost, with the understanding that they are responsible for the difference from fair market value. Additionally, when submitted for reimbursement, the library reserves the right to reimburse only fair market rate, and deny the additional cost, if the fair market rate is determined to be less than the staff member submitted. In such a case, the library director must provide proof that the staff member could reasonably have taken advantage of a lesser price and didn't. (Particularly in instances such as higher priced hotel rooms, not taking advantage of early conference registration discounts, and electing to take a higher priced transportation option.)

Meals will only be reimbursed if the continuing education event is over 6 hours in length and doesn't offer any meals with the price of registration. Alcoholic beverages are never eligible for reimbursement. In the event of a staff member attending any multi-day conference, the library will set a per diem amount for meals. This amount

will be set year to year by the library director, based on the availability of continuing education funds in the Perry Public Library's budget.

OWWL Library System will reimburse half the federal rate for mileage for PLS events. The other half of the mileage is at cost to the staff member. Staff members are encouraged to carpool if possible, as only one staff member can be reimbursed per event.