

- (3) All changes to the staff schedule must be recorded following standard procedures.
 - (4) Requests for vacation time may be considered on a first-come, first-served basis and may not be granted when too many employees are scheduled to be gone or during busy times of the year.
- e) Staff Development
 - i) Professional Events
 - (1) Library staff members who are state certified must participate in approved continuing education events to maintain their certification. This currently requires that 45 hours of continuing education be earned every three years.
 - (2) The library encourages the attendance of all staff at professional meetings, conferences, and conventions.
 - (3) As per Village policy, library funds may be available for travel, registration and other allowed expenses for staff who attend approved library meetings, conferences, or conventions.
 - ii) Dues
 - (1) The Library Director may join regional and national professional associations with dues paid from the library budget.
 - iii) Tuition Reimbursement
 - (1) Under current Library Board policy library staff may request reimbursement for expenses of applicable college classes.
 - (2) Requests for reimbursement should be submitted to the Library Director at least one week prior to the Library Board meeting for inclusion in the budget request for the following year.
- f) Staff Meetings
 - i) Regular staff meetings are held once month.
 - ii) Library employees are encouraged, but not required, to attend each staff meeting.
 - iii) Minutes of staff meetings are kept for review by those unable to attend and to document procedural decisions made.
- g) Library Volunteers
 - i) Culbertson Public Library recognizes the valuable role volunteers play as they support, enrich and enhance the library experience.
 - ii) Volunteers supplement, but do not replace, paid staff. Volunteers are not considered employees of the library and do not receive any compensation or benefits for time worked at the library.
 - iii) Volunteers are recruited and accepted year-round, as needed.
 - iv) Volunteers may be asked to perform a variety of duties, including, but not limited to office work, book covering and mending, shelf reading and light cleaning, etc. Unsupervised interaction with patrons of any age will not be allowed.
 - v) Court-mandated community service volunteers are currently accepted at the library with supervision of director.