

## **DRAFT**

La Vista Public Library  
Policy  
Staff Professional Development  
Issued 2015??

### **Purpose:**

This policy establishes procedures to ensure the staff have opportunity and ability to seek professional development under the City of the La Vista policies.

The La Vista Public Library department and employees will follow regulations set forth and directed by the City Council for the City of La Vista, Nebraska. The Personnel Manual addresses “Employee & Personnel Development” in section 13.

This includes current practices for the preparation of the library budget, as set forth by the City Administrator, by the library director and/or the assistant library director.

Professional development is dependent on the budget available and/or the grants available to fund in part or in totality.

Utilization of grant funds from any source will be used in accordance with the requirements for receiving the funds unless no specific commitment was required. In such case, the expenditure of these funds will be decided by the library director and appropriate staff including the Finance Director and/or the Assistant City Administrator.

To maintain Library Accreditation requirements as set by the Nebraska Library Commission (NLC), Public Librarian Certification is required. From the NLC website:

“The Public Librarian Certification program

- Improves library service throughout the state.
- ***Motivates librarians to acquire, maintain, and develop skills through basic and continuing education.***
- Provides guidelines for public library boards to use in selecting and retaining personnel.
- Recognizes public librarians who update their knowledge and skills on a continuing basis to provide better library service for the community.

To participate in the Public Librarian Certification program, you must enroll in the program.

***Every program participant must fulfill the Basic Skills requirement, and must earn 45 continuing education credits each three-year certification period.”***