TOWN OF GAINESVILLE PUBLIC LIBRARY, SILVER SPRINGS, NEW YORK

**CONTINUING EDUCATION REQUIREMENTS FOR STAFF AND TRUSTEES**

Not only is continuing education beneficial to the library, there are also regular requirements for both library staff and trustees. At least 1% of a library’s operating budget should be a dedicated to continuing education each year. Costs incurred by a member while pursuing educational requirements must be submitted to the Library Director as a signed and dated invoice at the next Board of Trustees meeting for payment.

**REQUIRED TRAINING FOR ALL:**

* **Sexual Harassment Training:** As mentioned above, every employer in New York State is required to provide employees with annual sexual harassment prevention training. The requirement included staff and trustees.
* **Technology Training for Staff:** Required by Minimum Standards, staff must receive annual technology training, appropriate to their position to address community needs as outlined in the library’s long-range plan of service.
* **Trustee and Staff Training:** Each member, elected or appointed, of the Library Board of Trustees and Staff, is required to complete a minimum of two hours of trustee education annually. All forms, certificates, or self-assurance statements must be signed and dated by the employee and are subject to review by the Board President by December 31st each year. All forms, certificates, or self-assurance statements will be retained by the library.

Approved by the Town Of Gainesville Board of Trustees: 4\15\2024