



NEW ROCHELLE PUBLIC LIBRARY

TEEN ROOM POLICY

The following is the policy regarding entry, use and expectations for behavior in the Teen Room of the New Rochelle Public Library.

The Teen Room was created for the use of those patrons in 6th – 12th grade (referred to hereafter as “teen” or “teens”) and, as such, restrictions on the use of the room, are as follows:

1. General Use:
 - 1.1. The Teen Room is exclusively for use by patrons in grades 6-12. Adults and younger people may stop in briefly to browse for a book, however the hangout space and activities are for patrons in grades 6-12, with the exception of occasional special programming.
 - 1.2. Adults or children (below grade 6), not accompanied by a teen are expected to find seating, computers and work space elsewhere in the library. The library reserves the right to ask these patrons to leave the Teen Room at any time.
 - 1.3. Teens looking after a younger child, who is not yet in 6th grade, will be asked to move to the Children's Room or to an all-ages area.
 - 1.4. The Teen Room cannot accommodate tutoring sessions. Tutoring is welcome in the library in one of the study rooms or all-ages areas.
 - 1.5. When not in use, the Teen Room Digital Media Lab is to remain locked.
2. Materials Selection:
 - 2.1. The library is not responsible for a teen's selection of library materials.
 - 2.2. Every title in the young adult collection may not be relevant or appropriate for every teen. Parents and guardians have the ultimate responsibility to guide and direct the use of the library by their young adults. The library cannot stand in place of the parent.

3. Library Programs:

Teen programming is for those in grades 6 - 12 only.

Behavior in the Teen Room is governed by the attached document, "Teen Room Conduct."

*Adopted by the New Rochelle Public Library Board of Trustees on May 4, 2017.
Revised by the New Rochelle Public Library Board of Trustees on October 9, 2025.*

NEW ROCHELLE PUBLIC LIBRARY TEEN ROOM CONDUCT

Behavior in the Teen Room:



Patrons must adhere to the library's code of conduct (QR code at right)

- **Respect:** Be courteous. Don't take up unnecessary space. Respect other people's personal space and personal property. Respect the library staff. Be respectful and kind to one another and of each others' belongings. No bullying, disrespectful, or unsafe language or excessive profanity. Disrespect will NOT be tolerated in the Teen Room.
- **Keep your hands to yourself:** No rough-housing, pushing, shoving, play fighting or excessive public display of affection.
- **Keep the volume down:** Talk at a conversational level (no yelling), the same applies when playing audio or talking on your cell phone.
- **Take pride in your space:** Clean up after yourself and others. Use furniture for its intended purpose ~ no sitting on tables or standing on chairs.
- **Bikes, electric scooters and sports equipment:** Bikes should be locked up at the bike racks outside of the library. Sports equipment (softball bats, lacrosse sticks etc.) should be left at home.
- **Skateboards and non-electric scooters** may be stored safely in the teen room, but may not be used within the library. The library and staff are not responsible for safeguarding patrons' belongings. Patrons assume risk for any loss or theft of their belongings.
- **Keep things age appropriate:** Digital content must be rated PG-13 or under. Video games must be rated T or under.
- Teens may be asked by the security guard or a staff member to leave the library as a result of unacceptable behavior.

Food:

- Unless offered as part of a library program, food is not permitted in the Teen Room. Securely covered drinks are permitted, but must be kept away from computers.

Computer/Technology Use:

- Teenagers must use their own library card to access the teen room computers. Using someone else's card may result in loss of computer privileges
- Use of computer guest passes is not permitted in the Teen Room.

Teens in violation of the Teen Room Policy or the Library's Code of Conduct and Responsibilities will be given a warning. Extreme behavior or repeated violations may result in the loss of library privileges and the teen may be required to be accompanied by an adult when on library property.

Adopted by the New Rochelle Public Library Board of Trustees on May 4, 2017.

Revised by the New Rochelle Public Library Board of Trustees on October 9, 2025.



NEW ROCHELLE PUBLIC LIBRARY PARTNERSHIP POLICY

The New Rochelle Public Library encourages and welcomes collaborations and partnerships with organizations, community groups, businesses and individuals with the goal of expanding the capacity of Library programs and services that are provided to the community. The Library seeks collaborations that promote community engagement and support the mission and the goals of the Library. This policy outlines how the Library formally cooperates with external organizations, community groups and individuals, including partnerships as required by NYS Law 8 NYCRR 90.2.

1. DEFINITIONS

1.1 – New Rochelle Public Library welcomes formal collaborations that promote community engagement and support the mission and goals of the Library. Such relationships are "partnerships" as required by NYS Education Law, 8 NYCRR 90.2, the regulations that set out the requirements of registered public libraries.

1.2 – Formal collaborations differ from vendor relationships, which are straightforward monetary exchanges for a service, be it a program, software, books etc. Formal collaborations are approved by the Board of Trustees, or a designee, and can range from a one-time collaboration to a long-term arrangement.

1.3 – Partnerships - The Library maintains two types of formal collaborations with organizations, community groups and individuals: Service Partners and Outreach Partners. The relationships between the Library and each cooperating entity is unique and involve efforts from both Library staff and the partner for the collaboration to thrive.

1.3.1 Service Partners help the Library expand our offerings and services while building a stronger community.

1.3.2 Outreach Partners, help the Library expand our reach and invite us to participate in the greater community.

NOTE: Use of the term "partner" is made per NYS Law 8 NYCRR 90.2, and does not imply or mean any shared liability, ownership, or joint venture agreement.

2. PRINCIPLES GOVERNING FORMAL COLLABORATIONS

2.1 Aligning with Library Procedures and Policy – Relationships between the Library and its partners must comply with other library policies and applicable laws and regulations.

In addition:

2.1.1 – Service Partners and Outreach Partners ("Partners") cannot influence the selection of library materials, programs, or services beyond the scope of library policy.

2.1.2 – Partners may not require explicit endorsement of products and services.

2.1.3 – Any programs and events produced through the formal collaboration must fit within the mission of the Library and be approved by the Library Director or designee.

2.1.4 – Any monetary or in-kind donation must comply with our donation policy.

2.1.5 – The Library protects the confidentiality of its patrons and will not sell or provide access to patron records or other related information to partners.

2.1.6 – Correspondence and information shared with the Library may be subject to New York's record retention and disclosure laws (FOIL).

2.1.7 – Unless otherwise specified in the agreement, either party may end the formal collaboration at any time.

2.1.8 – All formal collaborations require a written agreement. Depending on the nature of the collaboration, the parties may need to confirm a collaborating team, budget, and insurance requirements.

2.1.9 – The Library's name, trademarks, and the images of library personnel can only be used with express written permission, either in the collaboration agreement, or arranged ad hoc.

2.1.10 – The Library is an institution accessible to all cardholders, operating consistent with the Ethics of the American Library Association. The Library will reserve the right to end a collaboration agreement that is inconsistent with those requirements.

3. PROCEDURES

3.1 Forming and Maintaining Formal Collaborations

3.1.1 Formal collaborations can have an organic lifespan that begins through informal or formal networking and collaboration. Library staff work hard to be engaged in the community and open to formal collaboration opportunities that align with Library goals and objectives, support the Library mission, and/or benefit library users. Library staff must also balance the capacity for developing and maintaining formal collaborations with other mission and service demands. Not all formal collaboration opportunities can be developed or maintained.

Typically, formal collaborations have some or all of the following characteristics:

- 3.1.2** – Coordinating governance efforts where initiatives require budget, strategic, and long-range planning;
- 3.1.3** – Working together to establish shared goals;
- 3.1.4** – Developing project management plans to achieve shared goals;
- 3.1.5** – Identifying key performance indicators and assessment factors;
- 3.1.6** – Jointly developing an ongoing program or event series;
- 3.1.7** – Jointly engaging large audiences;
- 3.1.8** – Initiatives that require significant expenses, resources, and/or staff time;
- 3.1.9** – Initiatives that involve the collaboration of multiple people and/or organizations.

3.2 Expectations of Partners – Using a standard contract to formalize an affiliation, effective January 1, 2026, the Library will require Service Partners and Outreach Partners to:

- 3.2.1**– Be discernably committed to the success of mutually agreed-upon goals.
- 3.2.2** – Adhere to any applicable agreement(s);
- 3.2.3** – Maintain effective communication with Library staff about partnership activities and any changes that may affect the quality or scope of the partnership;
- 3.2.4** – Share updates about relevant changes to contacts, contact information, schedules, budgets and capacity;
- 3.2.5** – Be committed to ongoing evaluation of progress and continuous improvement;
- 3.2.6** – Be committed to collaborative, long-term strategies, not just short-term solutions;

- 3.2.7** – Be committed to creating opportunities to engage the community and/or target audience(s);
- 3.2.8** – Be committed to and acknowledge partners' contributions through appropriate forms of recognition;
- 3.2.9** – Complete the Room Use form well in advance of all meetings held in Library space and adhere to all Library policies regarding use of space;
- 3.2.10** – Jointly identify clearly defined roles and responsibilities for all involved;
- 3.2.11** – Review and affirm partnerships annually through the use of a Partnership Agreement, where applicable.

3.3 Commitments of the Library – The Library will use the formal agreement process to specifically and show commitment to:

- 3.3.1** – Clarity regarding the Service or Outreach Partner's primary contacts at the Library;
- 3.3.2** – Confirmation of shared goals, objectives, budgets, and key performance indicators;
- 3.3.3** – Assistance in booking library space and listing jointly sponsored initiatives in our online calendar;
- 3.3.4** – Handling event registration, if applicable;
- 3.3.5** – Provide marketing services, including:
 - 3.3.5a** – Promoting in our newsletters those programs scheduled by the print deadline;
 - 3.3.5b** – Promoting programs via social media within our marketing plan;
 - 3.3.5c** – Creating a template for recurring programs/services that can be updated by partner(s) or the Library as needed;
 - 3.3.5d** – Participating in brainstorming for other marketing ideas and their feasibility if they involve library spaces or staff.

3.4 Ending Formal Collaborations – Partnerships can evolve over time as the needs of the community and the people and organizations involved change. Either party in a partnership can elect to leave a partnership, subject to the terms of any written partnership agreement.

- 3.4.1** The Library reserves the right to end or withdraw from formal or informal collaborations for reasons such as, but not limited to:
 - 3.4.1a** – Evaluation shows the partnership is not meeting shared goals or having the desired community impact;

3.4.1b – The partner organization uses the Library’s name and/or branding outside the parameters of the agreed upon association and without prior consent;

3.4.1c – The organization develops a public image incompatible with the Library’s mission and objectives;

3.4.1d – The partner organization fails to deliver the agreed upon resources and services;

3.4.1e – Lack of Library or partner capacity; including staff time, space, or resources;

3.4.1f – Lack of strategic alignment between the partner organization and the Library’s strategic objectives.

Adopted by the New Rochelle Public Library Board of Trustees on October 9, 2025



PARTNERSHIP AGREEMENT BETWEEN NRPL AND insert name here

Term: *Indicate start and end dates of agreement*

Start:

End:

Primary Contact at New Rochelle Public Library:

Primary Contact at *(name of partner):*

Description of Project

General description of the project

Goal(s) and Primary Audience of Project

Outline agreed goals of the project including target audience

Responsibilities:

The New Rochelle Public Library will:

The (*insert name of partner*) will:

Both parties' work and services shall be diligently performed with a high standard of professional competence.

Cost

Describe any costs related to the project & outline responsibility for payments. Include cash and in-kind contributions. Set up a budget as a table, if appropriate, or link to a spreadsheet.

Billing

If the partner will be billed by NRPL, outline the cost and timing of invoices.

Reporting Structure:

Outline how communication will take place, using job titles (eg: Manager, Programming and outreach at SPL will liaise with the Director of Cultural Services.) Set up a process for regular communication. (eg: meetings, reports, Etc.)

Evaluation

Describe process for evaluation of partnership/project. Attach project goals, outcome, output measures, and methods to be used. Timeline for evaluation.

Decision-Making and conflict resolution

Outline process for decision-making and conflict resolution

Cancellation, Changes or Extension

Both the Library and *(insert name of partner)* may cancel this agreement at any time with two weeks' prior written notice to the other party.

The agreement may be changed or extended if either party identifies changing needs/priorities and is agreed upon by both parties.

Limitations of Liability, Indemnification and Insurance

Does NRPL require the partner to have insurance?

Does the NRPL require the partner to indemnify NRPL / City of New Rochelle?

Signed by

New Rochelle Public Library Representative

Date

(insert name of partner) Representative

Date



NEW ROCHELLE PUBLIC LIBRARY REMOTE WORK POLICY

To further the mission and operations of New Rochelle Public Library (NRPL), the NRPL Board of Trustees adopts this policy to govern the performance of employees working remotely.

For avoidance of doubt: this policy only applies to those employees not subject to a Collective Bargaining Agreement (CBA) (i.e., non-union employees). Employees represented by a union should check the current CBA, particularly if such employees need to request using remote work as a disability accommodation.

1. TYPES OF REMOTE WORK

There are several situations where NRPL employees may work from a location other than 1 Library Plaza, New Rochelle, New York or 794 North Avenue, New Rochelle, New York. The below sections address the policy and procedure applicable to each scenario.

- 1.1 Remote work during a weather, facilities, or other emergency may be permitted by the Library Director but will not be required without notice for employees who do not routinely work remotely.
- 1.2 From time to time, the Library Director may announce a system of routine remote work, applicable to all or most non-union employees. This system may be changed without notice but, while in effect, will be known as “routine remote work” until ended or amended through a notice to all employees.
- 1.3 At times, an employee may be able to perform their job reliably and satisfactorily under a remote work arrangement that applies only to them. Such an “ad hoc” arrangement will be confirmed in writing by the Library Director, and the Library Director may end or amend it any time. Such ad hoc arrangements shall not be used to substitute for disability accommodation under the Americans with Disabilities Act (ADA).

- 1.4 **Employees who need to work remotely due to a disability must request accommodation in writing from the Library Director (through the Disability Accommodation Policy) and must not rely on routine remote work or ad hoc arrangements.** NRPL is committed to granting reasonable accommodations and encourages employees to ask for and request re-evaluation of accommodations to ensure accessibility and a supportive work environment.

2. RULES OF REMOTE WORK

Unless specifically altered by an ad hoc or disability accommodation arrangement, the following applies to all remote work:

- 2.1 Employees are not eligible for remote work during their six month hiring probation period except, if allowed as a disability accommodation, or if hired with the understanding of working remotely.
- 2.2 Except for those working from home during an emergency, employees are responsible for ensuring a professionally appropriate environment for their remote work. If failure to ensure such causes any performance or communications concerns, such failure will be subject to corrective action.
- 2.3 If an employee is injured during remote work, the injury should be reported immediately, because such injury may be covered by workers' compensation insurance if NRPL promptly files a claim.
- 2.4 Except when notice is provided that requires remote work due to an emergency, remote work is not required; any employee may choose to only work on site at 1 Library Plaza.
- 2.5 If remote work is identified by a supervisor as impeding performance, the option to work remotely may be restricted or eliminated, except if allowed as a disability accommodation.
- 2.6 Travel for work is not considered "remote work" and is covered by NRPL's rules for employee travel.
- 2.7 **Remote work is not a substitute for sick leave or personal time.** Employees must use accrued hours to take time off work if they are sick, need to take a family member to the doctor, or for other eligible uses.
- 2.8 All computer equipment and office supplies used during remote work shall be supplied by NRPL; personal property should not be used to store work-related data or information. NRPL shall not supply furniture (desk, chair, lighting, etc.) for use at a remote work location except as part of a budgeted capital initiative approved by the NRPL Board of Trustees.

NRPL adopts this Remote Work Policy to provide options and flexibility. If you feel there is an approach or consideration that can make this policy better, please alert the Library Director.

Adopted by the New Rochelle Board of Trustees on October 9, 2025

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NEW ROCHELLE PUBLIC LIBRARY EMPLOYEE DISABILITY ACCOMMODATION POLICY

The [Americans with Disabilities Act](#) ("ADA") and [New York Human Rights Law](#) ("HRL") require that people with disabilities not be denied the right to work when accommodations would not impose an undue hardship on the employer.

In furtherance of its mission and to provide an inclusive work environment, the New Rochelle Public Library uses the ADA and the HRL to guide policy and procedure regarding disability accommodations and employment. To ensure the Library's actions reflect this commitment, employees shall follow the below procedures:

1. **Job Notices** – All job notices shall include information as to how an applicant may request ADA accommodations to apply and/or interview for a job at the Library.
2. **Applications** – No pre-employment inquiries (e.g. on an employee application or in an employment interview) will be made into an applicant's disability, into the nature or severity of an applicant's disability, or into prior workers' compensation claims that an application may have filed.

Consistent with current law, regulations, and guidance, applicants may be asked about their ability to perform job-related functions and/or to describe or demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions.

3. **Procurement of workplace equipment** – Within established budgets, all procurement efforts shall include consideration of accessibility and universal design.
4. **Requesting accommodations** – Reasonable accommodation is available to an employee with a disability, when the disability affects the performance of job functions.

Employees may request disability accommodations by contacting their supervisor or the Director and completing the form attached to this policy. The Library Director will attempt to reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of their job, unless doing so would create undue hardship for the operations of the library. Accommodations will be confirmed or denied in a letter. A denial of accommodations may be appealed per “Reporting Concerns” noted below. The library refers to resources such as [ASKJAN.ORG](https://askjan.org) to be proactive about access to particular resources and to develop responses to reasonable accommodation requests.

5. **Coordination with other policies** – Library employees are able to coordinate use of sick time, family medical leave, disability leave, and other types of leave with disability accommodations, but such types of leave are additive and should not be a substitute for ongoing disability accommodations if such reasonable accommodations are granted.
6. **Reporting concerns** – Any individual who believes that they have been denied an accommodation in error or discriminated against on the basis of having, or being perceived to have, a disability, or believes they have witnessed such discrimination by the Library, is encouraged to report their concerns to their supervisor, or the library director, or a member of the board of trustees, who shall create a record of such report, ensure it is investigated to the degree warranted, and that any necessary remedial actions are taken.

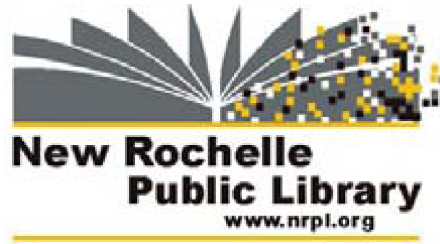
For more information about these employee accommodation requests, please visit the U.S. Department of Labor:

<https://www.dol.gov/agencies/odep/program-areas/employers/accommodations> and the

U.S. Equal Employment Opportunity Commission:

<https://www.eeoc.gov/laws/guidance/small-employers-and-reasonable-accommodation>

Adopted by the New Rochelle Board of Trustees on October 9, 2025



NEW ROCHELLE PUBLIC LIBRARY EMPLOYEE ACCOMMODATION REQUEST FORM

1. Questions to clarify accommodation requested.

- a. What specific accommodation are you requesting [examples: print material in an accessible format (Braille, large print, text file etc), accessible parking and building access, workspace modification (lighting, space), etc.] ?
- b. If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?
Yes ☐ No ☐
If yes, please explain.
- c. Is your accommodation request time sensitive?
Yes ☐ No ☐
If yes, please explain.

2. Questions to document the reason for the accommodation request.

- a. What, if any, job function are you having difficulty performing?
- b. What, if any, employment benefits are you having difficulty accessing?

- c. What limitation is interfering with your ability to perform your job or access an employment benefit?
- d. Have you had any accommodations in the past for this same limitation?
Yes ☐ No ☐
If yes, what were they and how effective were they?
- e. If you are requesting a specific accommodation, how will that accommodation assist you?

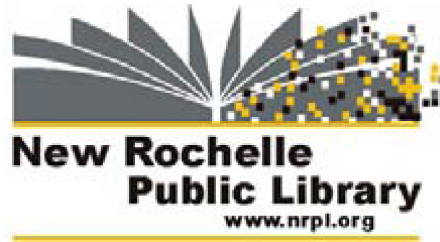
3. Other

- a. Please provide any additional information that might be useful in processing your accommodation request:

Signature

Date

Please return this completed form to the Office of the Library Director via email.



**NEW ROCHELLE PUBLIC LIBRARY
APPEAL OF AN EMPLOYEE DISABILITY
ACCOMMODATION DETERMINATION**

This form is to be used by a New Rochelle Public Library employee or applicant who wishes to appeal the determination of a request for reasonable accommodation. All appeals must be received by the Library Director within thirty (30) days of the date of notification of the initial determination.

Please submit a copy of your appeal to the Office of the Library Director via email.

SECTION I - TO BE COMPLETED BY EMPLOYEE / APPLICANT

Name: _____

Type of Accommodation Requested: _____

Date of Reasonable Accommodation Determination: _____

Statement of Appeal (Please write your Statement of Appeal below and clearly state all grounds for appeal; attach additional sheets as necessary)

I am attaching the following additional documentation (do not resubmit any documentation)

I affirm that I have reviewed this accommodation appeal and that it is true to the best of my knowledge, information and belief.

Signature / Applicant: _____

Date: _____

SECTION II - FOR INTERNAL USE

Date of Appeal Received: Date of Acknowledgement: Disposition of Appeal:

Date of Notification of Appeal:

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NEW ROCHELLE PUBLIC LIBRARY STAFF DEVELOPMENT AND EDUCATION POLICY

New Rochelle Public Library (NRPL) recognizes the importance of a knowledgeable staff and encourages their growth and development through participation in educational and training programs. The Library is committed to the continuing education of its staff with the belief that ongoing learning benefits the individual and, in turn, the institution. Staff members should strive to continue to develop themselves professionally to enhance their excellence as library staff and to fulfill their roles as members of the professional library community.

1. **PURPOSE:** The purpose of this policy is to provide New Rochelle Public Library employees with information on how to apply for approval to attend a workshop, meeting, course or conference, the allowable expenses, and the procedure for reimbursement.
2. **PROCEDURE:**
 - 2.1. A budget is established at the beginning of each fiscal year to support training and conference expenditures.
 - 2.2. Prior approval must be received before attendance at any training session or conference. (See below for more information.)
 - 2.3. Staff members may be reimbursed for travel related to attendance at any training session or conference. All expenses must be approved in advance, in writing, by the Library Director. Approval of requests are subject to availability of funds and relevance to work.
3. **STAFF EDUCATION:**
 - 3.1. All library staff are encouraged to take advantage of the many free and low-cost workshops and conferences available in the tri-state area. These include events offered by the Westchester Library System, New York City's METRO, colleges and universities, and local conferences such as [NYS Library Events](#), [Library Journal Day of Dialog](#) and more.
 - 3.2. In addition to free and low-cost workshops, NRPL will provide in-house training for staff as follows:
 - 3.2.1. Each year, NRPL will offer at least one educational training day for all staff, organized around current library needs. This is a mandatory training session.

- 3.2.2. Mandatory department and all-staff meetings will be scheduled for training purposes and to update staff on library procedures and policy.

4. STAFF PROCEDURE:

- 4.1. For all requests, staff should complete a [Conference Attendance/Meeting Form](#). Staff should use this form even when a staff member does not seek reimbursement, or the workshop or conference is held virtually,
- 4.2. This form must be approved by both the staff person's supervisor and the Library Director or Assistant Director, in advance of attendance.
- 4.3. This form should be submitted as early as possible.
- 4.4. For reimbursements of \$150 or more, the [Conference Attendance/Meeting Form](#), must also be approved in an open meeting by a majority vote of the Library Board of Trustees. Approval of requests are subject to availability of funds and relevance to work.
- 4.5. For reimbursement, all original receipts should be submitted to the Administrative Office, within two weeks of the completion of the course, workshop or conference. Receipts that are not submitted in a timely manner may lose their eligibility for reimbursement. With the exception of mileage, expenses incurred without a receipt will not be reimbursed.

5. TYPES OF TRAVEL:

- 5.1. There are two types of travel for staff development and education – administrative and professional.
- 5.2. **Administrative travel** is undertaken at the request of the Library, either to represent the Library in an official capacity or to acquire new skills related to the performance of the employee's job and to the goals of the Library.
 - 5.2.1. Administrative travel is considered mandatory and is reimbursed in full.
 - 5.2.2. Allowable administrative travel expenses include: program or workshop registration, travel, meals, and lodging.
 - 5.2.3. Meal reimbursement is limited to the current [U.S. General Services Administration regulations](#) in place at the time the expense is incurred.
 - 5.2.4. If the staff member uses a personal vehicle to travel to the workshop or conference, the staff member should submit an email with their expected mileage, for approval, in advance of travel (see Section 4.3. above). Following travel the staff member should submit their recorded mileage using the current [IRS's Standard Mileage Rates for business miles driven](#).
 - 5.2.5. Conference attendance on a Saturday will be scheduled as part of the staff member's regular work week. Conference attendance on a Sunday will be paid according to the CSEA contract.
 - 5.2.6. **Personal leave time is not required to be used for conference attendance.**

- 5.3. **Professional travel** supports growth of an employee in their work and maintains professional engagement. Not all requests will be approved.
- 5.3.1. For professional travel, allowable expenses include: registration, travel and lodging.
 - 5.3.2. If the staff member uses a personal vehicle for pre-approved professional travel, the staff member should submit an email for expense approval, with their expected mileage, in advance of travel (see Section 4.3. above). Following travel the staff member should submit their recorded mileage using the current [IRS's Standard Mileage Rates for business miles driven](#).
 - 5.3.3. Meals are not reimbursed, unless a meal is a ticketed event that includes a program, such as an authors' breakfast.
 - 5.3.4. For state-wide and national conferences, such as those sponsored by the New York Library Association or the American Library Association, the Library may provide only partial reimbursement. Preference is given to staff members making presentations at these conferences or serving on the associations' committees.
 - 5.3.5. Approved conference attendance on a weekend will be scheduled as part of the staff member's regular work week.
 - 5.3.6. For reimbursement, all original receipts must be submitted to the Administrative Office within two weeks of the completion of the course, workshop or conference. Receipts that are not submitted in a timely manner may lose their eligibility for reimbursement. Expenses incurred without a receipt will not be reimbursed.
 - 5.3.7. **Personal leave time is not required to be used for conference attendance.**

Adopted by the New Rochelle Public Library Board of Trustees on October 9, 2025



**NEW ROCHELLE PUBLIC LIBRARY
CONFERENCE ATTENDANCE MEETING FORM**

Per the New Rochelle Public Library Staff Development and Education Policy, this form must be completed by all NRPL staff prior to attendance of any workshop or conference (in-person or virtual; free or fee-based). The form must be approved by both the employee's supervisor and the Library Director or Assistant Director, in advance of attendance.

For reimbursements of \$150 or more, the Conference Attendance/Meeting Form must also be approved in an open meeting by a majority vote of the Library Board of Trustees. Approval of requests are subject to availability of funds and relevance to work.

Staff Member Name: _____

Staff Member title & Department: _____

Conference/Workshop Title: _____

Conference/Workshop Provider: _____

Date of event: _____

Description of event: (can copy & paste from website or link to URL): _____

Is this event virtual or in-person: _____ Virtual _____ In-Person

Is this free or fee-based: ☐ Free ☐ Fee-based

If fee-based, what is registration cost? _____

Does this event require travel? ☐ Yes ☐ No

If yes, where is the event located? _____

Manager review (name): _____

Manager approved: ☐ Yes ☐ No

If no, reason for denial: _____

Library Director/Asst. Director review

Signature:

Supervisor

Library Director or Assistant Director (circle one)

Date: _____