Shorewood-Troy Public Library
Policy on Board and Staff Attendance at Paid Community Events

Approved by Board Action 04/23/2025

To promote goodwill and public relations within the Shorewood Community, the Shorewood-Troy Public Library District encourages participation by Library Trustees and selected staff in local community events. In recognition that attendance at these events is valuable to the promotion of the Library, tickets for paid functions will be purchased for trustees and selected staff. The Director of the Library will be responsible for selecting staff to attend events, based on job roles at the Library and individual staff members' participation in specific community outreach events or partnerships.

The annual anticipated expense for event attendance by trustees and staff will be accounted for in the Library's annual budget.

Guests of the Trustees and staff may also attend the events, but are responsible for purchasing their own tickets. Reimbursement to the District for such tickets must be made within 60 days of the event.

If ticket holders are unable to attend an event, it is their responsibility to find substitute attendees or reimburse the District. If substitutes are found, no reimbursement is necessary. In the case of a genuine emergency, the requirement to reimburse the District for non-attendance is waived.