

## **FY2012 Alaska State Library Continuing Education (CE) Grants**

### **Why these grants are being offered:**

The Alaska State Library has been exploring different methods of providing continuing education (CE) opportunities to staff in public or combined school public libraries. The purpose of these non-competitive grants is to provide funding for CE for Alaska public library personnel in order to provide improved library services to patrons. These grants also help public library directors meet the continuing education requirement for the Alaska public library assistance grant.

### **Who is eligible:**

Library directors and individual staff members in all public or combined school public library outlets in Alaska may apply. The term “public library outlet” includes main and branch libraries and bookmobiles. Two grants are available for each central and each branch library and each bookmobile in a public library system every fiscal year. CE grants will be approved until the grant funds allocated each fiscal year have been exhausted.

DirLead library directors may NOT apply for CE grants, since continuing education for these library directors is provided through the annual DirLead workshop. However, two CE grants are available to each public library outlet managed by a DirLead library director. Staff members working in DirLead library outlets are eligible to apply for CE grants every fiscal year. The public library director is responsible for deciding which staff CE applications shall be submitted to the State Library. (A list of DirLead libraries is located at the end of this document.)

Since public library directors and public library staff working in combined school public libraries are eligible for continuing education grants, these staff members are no longer eligible to apply for Alaska Association of School Librarians (AkASL) travel awards to attend the Alaska Library Association annual conference. AkASL grant-funded travel awards are reserved exclusively for school librarians and school library staff.

### **When to apply:**

- Individuals working in a public library outlet may apply for a CE grant twice each fiscal year if no other staff in that outlet has already received a CE grant.
- Applications for CE grants may be submitted at any time.
- The Alaska State Library will respond within four weeks of receipt of the continuing education grant application packet.

### **In general:**

- Grants are non-competitive and can be used for a broad range of pertinent continuing education opportunities, including: workshops or conferences held by AkLA, PNLA, ALA or PLA; distance education online classes; technical training events; or for travel and fees paid to a trainer to provide a workshop on site for public library staff.
- For each public library outlet, grants will pay for a total of two training opportunities for one or two staff members each fiscal year. Two staff members may apply for one CE grant each OR one staff member may apply for two CE grants.
- The public library director shall decide which CE grant applications from library staff will be forwarded to the State Library.

- CE grants will be awarded until the funds designated for CE grants by the State Library for that fiscal year have been completely allocated.
- Reimbursement is limited to up to \$1,000 in actual continuing education costs for in-state training and up to \$1,500 for out-of-state training.
- Grants to individuals cannot be divided among multiple staff members.
- Grant funds do not carry forward between fiscal years.
- The applicant or the applicant's library should plan to pay all up-front costs for the continuing education event.
- *Reimbursement checks will be issued to the applicant's library, NOT to the applicant.*
- The Alaska State Library will reimburse these actual costs only after the event has ended and the reimbursement form and final report have been submitted to the State Library.

### **Specifically, grants will reimburse:**

- Registration fees for library-related conferences
- Tuition fees and costs for supplies or materials for workshops or distance education classes that are pertinent to library operations and management
- Air fare costs will be reimbursed for direct round trip flights at the lowest rate available
- Flight tickets purchased with air mileage are NOT eligible for cash reimbursement through this grant
- **If air fare is less expensive than mileage, the CE attendee must travel by air. The cost of mileage may not exceed the comparable cost of commercial air fare.**
- Hotel costs for single occupancy, per diem for meals, mileage or the lowest direct roundtrip travel costs available to attend conferences, workshops, or classes
- Per diem for meals shall be paid at the State of Alaska rate, currently \$60 per day
- Incidental travel costs, including ground transportation, parking, and the fee for one standard-sized piece of luggage on airlines that charge for the first piece of checked luggage
- Car rentals, service gratuities (tips), and alcoholic refreshments are NOT eligible for reimbursement
- Reimbursement for the cost of substitute staff for the library may be considered with prior approval by the Alaska State Library

### **How to Apply for a CE Grant:**

1. The applicant should identify a continuing education event that meets his/her training needs.
2. The applicant should gather supporting documents, such as brochures, flyers, or Web pages that describe the event.
3. The applicant should discuss and obtain approval to apply for a grant from his/her supervisor.
4. The applicant should fill out the *Continuing Education Grant Application*.
5. Two signatures are required on the *Application*, one from the person attending the continuing education and one from the legal entity, such as the library director, chair of the library board, mayor, or city manager.
6. The applicant should mail the application and pertinent documentation to the Anchorage offices of the Alaska State Library for review and approval **at least four weeks before** the event is scheduled to be assured of approval in time for the event.

## **How To Apply for Reimbursement:**

1. The applicant should fill out both sides of the *Continuing Education Grant Reimbursement and Final Report Form* and attach original receipts for the cost of the continuing education event.
2. Original receipts are REQUIRED for registration and tuition fees, supplies and materials required for the event, hotel, airfare, ground transportation, and parking.
3. The applicant must include the conference program or workshop agenda for the continuing education event in the reimbursement claim packet.
4. If the applicant drives to the continuing education event, he/she must submit a State of Alaska Mileage Reimbursement form. This form is available from the Alaska State Library upon request by telephoning 907-269-6570. Mileage may be charged only for the direct round-trip distance from home to the town in which the continuing education event is being held. Mileage is reimbursed at .555 cents per mile (July-December 2011 rate). The applicant must live more than 50 miles from city in which the continuing education event is held to claim mileage. The cost of mileage may not exceed the comparable cost of commercial air transportation.
5. Meal receipts are NOT required. Per diem for meals will be prorated and reimbursed for portions of the day that the applicant is actually in travel or training status. The State of Alaska pays \$60 per day for meals, regardless of the per diem rate paid by the applicant's employer.
6. The applicant should write a summary of the event on the *Continuing Education Grant Reimbursement and Final Report Form*.
7. The applicant should mail the form and attached receipts to the Anchorage office of the Alaska State Library.
8. Reimbursement will be made only after the completed *Continuing Education Grant Reimbursement and Final Report Form* has been approved by the Alaska State Library.

## **DirLead libraries include:**

Anchorage, Barrow, Bethel, Fairbanks, Haines, Homer, Juneau, Kenai, Ketchikan, Kodiak, Nome, Palmer, Petersburg, Seward, Sitka, Soldotna, Unalaska, Valdez, Wasilla, and Wrangell

## **Need Help Finding Continuing Education Opportunities? Have Any Questions About These Continuing Education Grants?**

Aja Markel Razumny is the Continuing Education Coordinator at the Alaska State Library in Juneau. She is your lifeline to finding out about what CE events are available and to answer any of your questions about this grant program. You can contact Aja at 1-888-820-4525 and by e-mail at: [Aja.Razumny@alaska.gov](mailto:Aja.Razumny@alaska.gov)

## **Mailing Address for the Grant Application and Reimbursement/Report Form:**

Continuing Education Grants  
Alaska State Library  
344 West Third Avenue, Suite 125  
Anchorage, AK 99501