

SWLS Guidelines for CE Grants for Conferences May/June 2022

Description

The Southwest Wisconsin Library System (SWLS) is in the [second cycle of reimbursements](#) for any legitimate continuing education (CE) activities.

Funding is available for those who would like to attend the 2022 [Wisconsin Association of Public Libraries Conference \(WAPL\)](#), [Support Staff & Circulation Services \(SSCS\) Conference](#), or the [Annual American Library Association \(ALA\) Conference](#). This funding is made possible in part by a grant from the Institute of Museum and Library Services which administers the Library Services and Technology Act (LSTA).

Maximum amounts per individual

- \$1000 for WAPL
- \$300 for SSCS
- \$2000 for ALA

*****Receipts and/or paid invoices are required for reimbursement.**

Persons Eligible

- Any staff member or trustee of any public library in the SWLS region

Eligible Expenses

- Registration
- Mileage reimbursed at the IRS rate of \$.585/mile
- Meals (maximum of \$75 per day)
- Lodging
- Parking

Non-eligible expenses

- Individual's salary for the time spent at the conference
- Individual membership fees for association
- Alcoholic beverages

Process

- Library staff person OR trustee submits an [application](#) to Shauna at SWLS
- CE Grant recipients will be notified within 3 days by Shauna if approved
- Recipients will use local funds to pay fees or expenses (please see eligible expenses above)
- Recipients will upload or print scanned receipts or paid invoices, and then email them to Shauna at SWLS
- Recipients must complete an [evaluation](#) of their experience within 14 days of the completion of the conference
- Once all above steps are complete SWLS will send a check to you

For more information or questions, contact:

Shauna Koszegi
Outreach & Continuing Education Consultant
Southwest Wisconsin Library System
skoszegi@swls.org
608-822-2191 (office)
608-609-5496 (cell)