



SWLS Guidelines for LSTA CE Scholarships July 2022 - June 2023

Description

SWLS is offering ongoing scholarships to support costs for a range of continuing education (CE) activities to enhance professional growth. 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). The activity must take place between July 2022 and June 2023 and relate to library work. To qualify, read the following guidelines, then complete the [SWLS CE Scholarship Application](#).

Persons Eligible

All SWLS library staff and trustees are welcome and encouraged to apply. System staff are also eligible. *Important Note:* applicants must approve their request with the Library Director.

Reimbursement Details

Receipts and/or paid invoices, and proof of completion and/or participation are required for reimbursement.

Scholarship recipients will be notified by the SWLS Continuing Education Consultant, Shauna Koszegi. Once the CE activity is complete, recipients must submit [an evaluation](#), [expense form](#), and all necessary receipts. The reimbursement process cannot begin until these are received. Please allow 4-6 weeks for SWLS to process a reimbursement.

SWLS will reimburse the library OR the applicant, but reimbursing the library is preferred. *Here's why:*

If your activities exceed \$600 within a calendar year, and are paid to an individual, *not the library*, the IRS requires that you fill out a [W-9 form](#). If you receive \$600 or more in scholarship funding, the IRS may require that you claim this amount as income on your individual taxes. This is one of the reasons that SWLS encourages libraries to pay for CE activities, rather than an individual.

Eligible Expenses

- Registration, training, or speaker's fee
- Tuition toward a course related to library work
- Staff Time
 - *Note:* If a library's inability to pay staff to attend library CE activities is a barrier to staff participation, as in the case of a library seeking to gather staff for in-service activities, then that staff time is an eligible cost for reimbursement.
- Mileage - [Federal rate](#) of \$.625/mile as of June 2022
- Meals - [State rate](#) of \$59 a day maximum; \$13 for breakfast, \$15 for lunch, \$26 for dinner, \$5 for incidentals
- Lodging - [State rate](#) of \$96 per night unless otherwise stated
- Parking

Non-eligible expenses

- Alcoholic beverages
- Membership fees

Maximum amounts per individual

- Lodging reimbursed at [State rates](#); \$96/night unless otherwise stated
- Mileage reimbursed at [Federal rates](#); \$ 0.625/mile as of June, 2022
- Meals reimbursed at [State rates](#); \$59 a day maximum, \$13 for breakfast, \$15 for lunch, \$26 for dinner, \$5 for incidentals

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

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For more information or questions, contact:

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