

SWLS Guidelines for CE Scholarships

July 2024 - June 2025

Description

SWLS offers 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 2024 and June 2025 and relate to library work. Scholarships may be applied retroactively within this timeframe.

Persons Eligible

Library staff and trustees from member libraries are welcome and encouraged to apply online, anytime, including system staff. They are offered on a first come, first serve basis. With equity in mind, priority is given to first time applicants within the scholarship cycle. *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 CE 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.

If SWLS reimburses a library, please note:

Libraries must deduct federal funding from annual operating expenses for the library annual report, which can have a minor effect on county funding calculations, depending on the reimbursement amount.

If SWLS reimburses an individual, please note:

If your activities exceed \$600 within a calendar year, 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 \$.67/mile as of March 2024
- Meals
- Lodging
- Parking

Non-eligible expenses

- Alcoholic beverages
- Membership fees

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

For more information or questions, contact:

Shauna Koszegi
Outreach & Continuing Education Consultant
Southwest Wisconsin Library System
skoszegi@swls.org
608-822-2191