

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 public or combined school public library outlets in Alaska may apply. One grant is available for each main library, 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.

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. AkASL grant-funded travel awards are reserved exclusively for school librarians and school library staff.

Timeline:

- An application for a CE grant may be submitted at any time.
- The Alaska State Library will respond within four weeks of receipt of the CE grant application packet.
- The Reimbursement and Final Report form should be completed within two weeks of the event end.

In general:

- Grants 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.
- Reimbursement is limited to up to \$1,250 in actual continuing education costs training.
- The applicant or the applicant's library should plan to **pay all up-front costs** for the CE event.
- Grants cannot be divided among multiple staff members.
- Copies of receipts are necessary for all reimbursements except meals. Meals are paid as a set per Diem.
- Amount of final reimbursement **may change** based on State Library review and policies.
- *Reimbursement checks will be issued to the applicant's organization, NOT to the applicant.*

Grants will reimburse:

- Registration fees for library-related conferences
- Tuition fees and costs for supplies or materials for pertinent workshops or distance education classes.
- Air fare costs will be reimbursed for direct round trip flights at the lowest rate available.
- If airfare is less expensive than mileage, the State Library will reimburse the cost of the airfare, not the mileage. The cost of mileage may not exceed the comparable cost of commercial air fare.
- Mileage to the airport or ferry if located at least 50 miles from the library.
- Hotel costs for single occupancy.
- Meal allowance shall be paid at the State of Alaska rate no matter how it is calculated by your agency.
- Costs, such as parking, the fee for one standard-sized piece of luggage each way, and taxis/shuttles.
- Reimbursement for the cost of substitute staff for the library **may be considered with prior approval** by the Alaska State Library

Grants cannot reimburse:

- **Individuals.** The reimbursement must go to the library, city government, school district, or non-profit. Grants will only be paid to an entity with a vendor code from the State of Alaska.
- Car rentals, entertainment, travel insurance, and alcoholic refreshments are NOT eligible for reimbursement
- Flight tickets purchased with air mileage are **NOT eligible for cash reimbursement.**
- **Tips** (service gratuities) such as with taxis, shuttles, etc. cannot be reimbursed.
- Taxi/shuttle use which is **during** the event but not associated with the arrival to or departure from the event. Taxi/Shuttle usage during the event should be pre-approved by the State Library and can include attending event-related off-campus sessions and physical mobility challenges.
- Any part of personal travel during an event will not be reimbursed.

How to Apply for a CE Grant:

1. The applicant should identify a continuing education event that meets his/her training needs. Julie Niederhauser, Continuing Education Coordinator, is available to help you identify great events. Contact her directly at Julie.niedehauser@alaska.gov or 907-465-2916.
2. The applicant should identify a URL that describes the event (preferred). If a URL is not available, please include a brochure describing 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 scan/email mail the application to Tracy.Swaim@alaska.gov (preferred) or mail to Grants Administrator, Alaska State Library, PO Box 110571, Juneau, AK 99811-0571 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 all three pages of the [Continuing Education Grant Reimbursement and Final Report Form](#) and attach copies of receipts.
2. Copies of receipts are **REQUIRED** for registration and tuition fees, supplies and materials required for the event, hotel, airfare, luggage, ground transportation, and parking.
3. FYI. **Meal receipts are NOT required.** The State of Alaska pays \$45 a day for travel days and \$60 per day for meals during the event, regardless of the meal allowance rate paid by the applicant's employer. Meals included in registration will be subtract from per Diem amount based on current State of Alaska meal allocations. Fill out the Meals section and the State Library will calculate your per Diem for you. ☺
4. The applicant should scan/email the form to Tracy.Swaim@alaska.gov or mail to Grants Administrator, Alaska State Library, PO Box 110571, Juneau, AK 99811-0571
5. The applicant is required to write a short (up to 250 word) Newspoke article about their conference attendance and sharing what they learned. Save article in a Word format and email it **directly** to Loretta Andress aflma@gci.net
6. By signing this form certify that you have or are in the process of writing and sending the Newspoke article and that all information submitted is correct and factual to the best of your knowledge.
7. Reimbursement will often be made by direct deposit to your organization.

Why CE Matters to Your Community

The Alaska State Library strongly supports continuing education for librarians, a profession of knowledge workers devoted to providing information in multiple formats to users. We inhabit a world of change and libraries are not exempt from these forces. In 2000, Peter Drucker wrote:

"Why this explosion of demand for continuing education? ... For most of human history a skilled worker [in manufacturing or building] had learned what he needed to learn by the time his apprenticeship was finished at 18 or 19. Not so with the modern knowledge-worker. Physicians, medical technicians, computer-repair people, lawyers and human resource managers can scarcely keep up with developments in their fields. This is why so many professional associations put continuing education among their highest priorities." (*Forbes* magazine, May 15, 2000)

The people of Alaska realize many benefits when librarians attend continuing education. Some of these are:

- **Financial benefit:** Library directors and branch librarians must attend continuing education once every two years so the libraries remain eligible for the Alaska public library assistance grant and the Library Development Coordinators' training and resources. The State Library offers one continuing education reimbursement grant annually for each public library in Alaska.
- **Efficient access to reliable information:** As knowledge workers, librarians provide reliable assistance to a large number of ever-changing information resources, ranging from free and licensed information on the Internet, to books and periodicals, and the services of local, state, and national agencies and information repositories. By attending continuing education, librarians learn about new sources of high-quality information, so they can quickly navigate the ever-changing information landscape and efficiently lead people to reliable information they need for school, work, life challenges, and recreation.
- **Enhanced use of technology:** Society in general and libraries in particular are in a state of flux due to rapid technological changes. By attending continuing education, librarians learn how to use new technologies to reach out to and serve the public more effectively and how to enhance access to library collections over the Internet. These services are essential for people who do not have computers at home.
- **Supporting education every day:** Libraries support education every day by providing early literacy programs for preschoolers, reading materials and research assistance for students in school and college, and materials for lifelong learning of adults and seniors. By attending continuing education, librarians learn about new services and information resources designed to meet these diverse educational goals.
- **Fuel for the economic engine:** Librarians help job-seekers and business entrepreneurs find vital information about employment and business opportunities. By attending continuing education, librarians learn about new business information resources and new programs designed for people looking for work or developing a small business.
- **The place for e-government:** As more people use e-government services, the library has become the place where they can access the Internet, ask questions, and get immediate human assistance. By attending continuing education, librarians learn how other libraries have coped with the challenges and mastered the opportunities of delivering effective e-government services. This service is essential for people who do not have computers at home.
- **Serving as community centers:** Public libraries serve people of all ages, ethnicities, and incomes every day and provide an array of services and programs that no other community institutions can match. By attending continuing education, librarians are on the fast track to learn about innovative services that meet the needs of an increasingly diverse population.

The Alaska State Library offers Continuing Education grants annually to Alaska public librarians. The State Library believes it is imperative that librarians and staff stay current in their knowledge and skills and learn about innovative services and programs by completing continuing education. In short, the beneficial impact of continuing education is to continually improve library services to people across Alaska.

Questions? Email Tracy.Swaim@Alaska.Gov