SCKLS is offering the Library Staff and Board Professional Development Grant for member public, academic, school and special libraries interested in accessing matching funds to support staff and board library-related annual training.

The SCKLS membership is diverse, and SCKLS recognizes that it cannot meet all the continuing education needs of member libraries. Large- and medium-sized member libraries typically have specific staff (and/or board) development needs, but funding for such training is limited. This grant will serve both as a source of funding and an incentive for member libraries to offer annual trainings or continuing education activities that meet employee and board member library-related training needs.

Definition

- Library staff and/or board development is a training or continuing education event or activity with content that aligns with the library's current goals or mission and which has the purpose of improving library-related knowledge and skills of staff or board members of a public, academic, school district or special member library.

- Matching grants are based on the service population category of a member library (see table below).

Level IV	Public library service population or full-time-equivalent academic or school district student enrollment **100,001 and greater** *Matching grant funding up to $3,000*
Level III	Public library service population or full-time-equivalent academic or school district enrollment **25,001 – 100,000** *Matching grant funding up to $2,500*
Level II	Public library service population or full-time equivalent academic or school district student enrollment **10,001 – 25,000** *Matching grant up to $2,000*
Level I	Public library service population less than 10,000 or full-time-equivalent academic or school district enrollment of **less than 10,000** *Matching grant up to $1,500*

Eligibility

- For all of the above levels of matching grants, the events or activities must have *a minimum of five library staff or board member participants.*

- Application is limited to one matching grant per member public, academic, school district or special library per calendar year.

- Award of a SCKLS Library Staff and Board Professional Development Grant excludes staff or board members of a member library from use of the SCKLS CE Reimbursement Grant for the same conference, event or activity.

Grant stipulations

- Grant application must be submitted at least 30 days prior to the event/activity
- Grant application must include the following:
  - Date, location and time of the event or activity
  - Names and titles of at least five staff or board member participants
  - Estimated total number of staff or board member participants (if greater than five)
  - Brief explanation of how the activity content aligns with library's goals and/or mission
  - Name of training organization/presenter and brief summary of the content of the event or activity *(this can be a link to an online description)*
  - Estimated costs of the event or activity

    NOTE: If your library closes to the public to accommodate the proposed staff/board event or activity, the number of hours closed to the public may be converted into a "cost" and included as a library expense. To document this expense, you must provide a chart similar to the one pictured below. Or you may choose to download this spreadsheet template to help calculate the expense. Be prepared to provide data less than or equal to the grant amount requested or the maximum match value. Contact Katherine Hughes for clarification.

    Example: *(Job titles and wages are for illustrative purposes only.)*

Staff job title	Hourly wage	# of hours in training *Library must be closed during normal open hours to accommodate training.*	Cost
Library aide	$10.00	8	$80.00
Youth services librarian	14.00	8	128.00
Adult services librarian	18.00	8	144.00
Director	22.00	8	176.00
Board member	--	8	--
		Library Expense TOTAL	**$512.00**

Other Grant Stipulations

- Funding will be distributed until December 15th or until the total budgeted funding is expended.
- K-12 school library applications must be administered by a licensed, fulltime school library media specialist. Participants may include members of the district's library staff, administration or board of education for library-related training.
- If interested, SCKLS staff may participate in funded professional development events or activities in which case SCKLS will identify its staff to the member library as part of the grant award.
- Applicant and library information must be up-to-date in the **SCKLS System Directory.**
  - Add/update/certify *library* information **here.**
  - Add/update/remove *librarian* information **here.**

Examples of ON-SITE event and activity expenses include:

- Presenter costs
- Access to online training
- Printed training materials
- On-site meals and refreshments for staff or board
- Cost of closing the library to accommodate the proposed event or activity

Examples of OFF-SITE event and activity expenses include:

- Conference registration
- **Mileage** (library to out-of-town site roundtrip), lodging and airfare for staff or board
- Cost of closing the library to accommodate the proposed event or activity
- *Note: Off-site meals and refreshments are not eligible expenses*

Evaluation

Member libraries that are grant recipients will submit 1) an online evaluation, 2) receipts, and 3) a documented acknowledgement to SCKLS.

- Deadlines for online evaluation and receipts for grant expenses:
  - **Grants awarded January – June:** documentation is due by **December 15, 2024.**
  - **Grants awarded July – December:** documentation is due by **June 15, 2025.**
- Grant recipients must provide documentation that shows acknowledgement to SCKLS for its grant funding. Acknowledgement can be documented with a copy of any written notice—email, board minutes, announcement—of SCKLS co-sponsorship of the professional development activity.
- Grant recipient's failure to meet any of the award requirements identified here will result in the member library's ineligibility for this grant for a period of five years.

If necessary, the application review process may be extended for 30 days in the case of applications that require additional review. For assistance, please contact:

Katherine Hughes, Training Specialist   Phone: (800) 234-0529 ext. 149
321 N. Main St | South Hutchinson, KS 67505   E-mail: **katherineh@sckls.info**