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**Vermont Department of Libraries**  
**LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT**  
**Guidelines**  
**State Fiscal Year 2019 - Federal Fiscal Year 2018**

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**Continuing Education (CE) Grants for**  
**Association for Rural & Small Libraries (ARSL) Conference**  
**Burlington, VT September 4<sup>th</sup> -7<sup>th</sup>, 2019**

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Library Services and Technology Act (LSTA) grants (from the Institute of Museum and Library Services and administered by the Vermont Department of Libraries) are available for funding library staff to attend professional conferences, professional development/continuing education (CE) courses, or other specialized library or leadership skills training. The intent of this grant program is to allow library staff to take part in CE and professional development opportunities in order to expand their understanding of, and keep current on, library trends and practices, and to provide an opportunity to broaden the employee's skills and knowledge base. Development of leadership and management skills are encouraged. We intend that staff attending conferences and classes on an LSTA grant will share the experience and what was learned with colleagues and co-workers, leading to overall improvement in services to library users. Refer to these guidelines and directions for completing and applying for the 2019 ARSL Conference Continuing Education (CE) Grant. Please check the Department of Libraries website for listings.

**GENERAL INFORMATION**

- Grants awarded will be up to:
  - **\$900** (Full Grant) - 15 Available Grants
  - **\$450** (Partial Grant) - 25 Available Grants
  
- Grants can be used only for conference registration fee, travel expenses (airfare, mileage for automobile travel (not gas), parking, cab fare, bus fare), and accommodations (hotel stay including Wi-Fi if used). Meals and personal expenses are the grantee's responsibility.
  
- To obtain the member rate please utilize your ARSL membership. The Dept. of Libraries encourages applicants to join ARSL if they are not already members. This provides a lower registration fee as well as membership benefits throughout the year. ALA membership is not required for ARSL membership.
  
- Funds are limited and once all funds in a grant cycle are committed, no more awards will be made.

- The Department of Libraries will make available an archived online webinar from 02/20: Informational Webinar on the VTLIB grants for ARSL Conference Attendance. This webinar will cover details about the application process and be an opportunity to ask questions.
- A link to register is also on the Dept. of Libraries website:  
[https://libraries.vermont.gov/services/VTLIB\\_grants/ARSL\\_2019](https://libraries.vermont.gov/services/VTLIB_grants/ARSL_2019)  
Registration prices:
  - Early bird member - \$275
  - Early bird Non-member - \$340
  - Non-early bird member - \$330
  - Non-early bird non-member - \$415
- Grant Award winners are responsible for obtaining their own accommodations for the 2019 ARSL.
- The **library** is the applicant for this grant, not the participating employee. For record keeping purposes the Department of Libraries will still need the name(s) of applicants for the 2019 ARSL Conference attendees.

## **ELIGIBILITY**

- Library staff and personnel may receive grants under this program.
- Vermont public library staff are the target audience for this grant, but there is limited funding for staff at school libraries and academic libraries in Vermont. Additionally, library Trustees and Joint Community / School Libraries may attend the 2019 ARSL Conference through the Department of Libraries 2019 ARSL Conference Continuing Education Grant. This consideration is at the discretion of the library receiving the ARSL CE Grant.
- Priority will be given to those attending a national conference for the first time. Exceptions may be made for an employee who has not attended a specific conference in five years but would like to go again. It is in the best interest of any library to send different staff to conferences each year; however, applications to send employees to conferences in back-to-back years may be accepted as long as funds are available.
- To be awarded a grant from VTLIB a potential grantee must be eligible to receive a grant award from the State of Vermont, in accordance with Bulletin 5, Section V.B and must pass a pre-award risk assessment.
- This grant application is specifically for the Association of Rural & Small Libraries (ARSL) Conference in Burlington, Vermont, September 4th - 7th, 2019.

The Department of Libraries' focus with this grant is to assist attendees in understanding aspects of library science with the ultimate goal of improved library services for patrons. Continuing Education Units for the Department of Libraries Certificate of Public Librarianship may be awarded to attendees of the 2019 ARSL Conference. Contact the Continuing Education Coordinator, Joy Worland, at the Dept. of Libraries for details.

### **APPLICATION PROCESS & SUBMISSION**

- Libraries requesting funding for multiple staff must complete a separate grant application for each employee. The total for each grant will not exceed \$900.00 for a FULL grant and \$450 for a PARTIAL.
- Method of submission: Mail a completed application via U.S. Mail to: Joy Worland, Consultant for Continuing Education and Small & Rural Libraries, Vermont Department of Libraries, 60 Washington Street, Suite 2, Barre, VT 05641. **Applications must be postmarked by March 22<sup>nd</sup>, 2019.**
- Awards will be announced to Library Directors and other relevant parties by email.
- Award letter and grant administrative documents will be mailed to the Library Director.

### **SAMPLE LSTA Funding Budget — ARSL 2019 Conference**

<i>Budget</i>	Expense Line Item	LSTA Funds Requested (Limit UP to \$900)
	Conference Registration	Sample Conference Cost <b>\$275</b>
<i>Travel</i>	Auto mileage (if needed); reimbursed at \$0.54/mi	<b>100 miles RT</b> <b>\$54.00</b>
	Other travel expenses: e.g. luggage fee, taxis, shuttles.	<b>NA</b>
	Hotel: Provide nightly rate and number of nights here: <b>\$149 /night for 3 nights</b>	<b>\$447</b>
	<b>TOTAL</b>	<b>\$758.00</b>
	<b>MINUS LSTA applied funds</b>	<b>\$900.00</b>
	<b>TOTAL</b>	This request is fully paid by LSTA funding. The amount of - \$142 remains and will be available for use by additional staff from this library to attend or to supplement the library book collection.

### **Evaluating the ARSL 2019 Conference Grant Applications**

Grant applications will be evaluated by the following areas:

- First time attendance at a national conference
- Limited organizational support for professional development
- Goals for attending and anticipated post-conference community impact.
- Completion-level of application materials
  - a. Sections 1, 2, 3, 4, 6 and Library Applicant Information of the ARSL grant application **must** be completed. Section 5 is not being evaluated comparably to the other areas.
- Have not attended ARSL before
- Have not received VTLIB support for previous conference attendance within the past three years

### **FINAL REPORT**

Award recipients will submit a report after the conference to demonstrate what was learned and the benefit gained by the attendee and his or her institution from the experience. The goal of this requirement is to spread the learning gained by award recipients with the wider community of Vermont librarians. Award recipients may also be asked to participate in future workshops or presentations related to their experiences at the ARSL Conference.

- Grant award recipients will be provided reporting instructions after recipients have been named and the application period for the 2019 ARSL Grant has closed.
- The Vermont Department of Libraries encourages recipients to submit their report soon after the end of the attended conference/class. However, the final deadline for submitting the report is October 31, 2019.
- Reports should be emailed or mailed to Joy Worland, Continuing Education and Small & Rural Library Consultant, [Joy.worland@vermont.gov](mailto:Joy.worland@vermont.gov), Vermont Department of Libraries, 60 Washington Street, Suite 2; Barre, VT 05641.

**State of Vermont**  
**Department of Libraries**  
60 Washington Street, Suite 2  
Barre, VT 05641

Tel: 802-636-0040

*Agency of Administration*

If there are questions about this grant contact Joy Worland, [Joy.worland@vermont.gov](mailto:Joy.worland@vermont.gov), 802.636.0027

To submit a comment or question about the administration of LSTA grants, please contact the Vermont Department of Libraries, Interim State Librarian, Jason Broughton, [jason.broughton@vermont.gov](mailto:jason.broughton@vermont.gov), 802.636.0031



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