



Metronet
SERVING TWIN CITIES LIBRARIES

Metronet
1619 Dayton Ave., Suite 314
St. Paul, MN 55104
651/646-0475 • 651/649-3169 (fax)
info@metronet.lib.mn.us
<http://www.metrolibraries.net>

Lars Steltzner Continuing Education Scholarship - Policy

Lars Steltzner was a true believer in libraries of all types and believed that if one library is strengthened, all are stronger. Lars was a great supporter of media specialists and librarians just beginning their careers and was always generous with his time and knowledge. Many library organizations benefited from his wit, his commitment to libraries, and his contributions to Metronet and to all Minnesota libraries.

In 2008 the Metronet Board created a scholarship for library staff in the seven-county metro area in honor of Lars's memory. The Lars Steltzner Scholarship is given annually (during the Metronet fiscal year, July 1 to June 30) to one metro-area Minnesota librarian who is early in her/his career. This scholarship of \$1000 may be used for expenses for a continuing library education event, national or local conference, or participation in a professional engagement opportunity such as serving on a collaborative committee. Recipients are eligible to receive the scholarship once in their career.

1. Scholarship applications must be received a minimum of eight weeks prior to the date of the event being attended. Application must be typewritten – no handwritten applications will be accepted.
2. Priority is given to applicants who are employed by a Metronet member library and must have been employed as a librarian for fewer than five years. You can view the [membership list](#) on the Metronet website to see if your institution is a member.
3. Eligible expenses may include, but are not limited to:
 - Registration
 - Lodging
 - Meals
 - Transportation/mileage (Mileage is for the use of a personal vehicle)
 - Parking
 - Cost of a substitute to cover while applicant is at an event
 - Required books/publications

Metronet does NOT pay for membership dues (i.e. ALA, AASL, etc), alcoholic beverages, or Tuition fees for an ongoing library certification/degree program. (Note: A single class that is demonstrably related to the applicant's current position may be considered.)

4. Individuals may receive the Lars Steltzner Scholarship one time only.
5. Scholarship policy, guidelines, and budget are set by the Metronet Governing Board.

6. Requirements of recipients include:
 - a. **Receipts are required for all expenses except mileage.**
 - b. The recipient will submit a brief article for the Metronet newsletter/website about the event for which the scholarship was awarded. The article should include a review of the event, highlights of what was learned and what will be useful on the job. The article is subject to editing by Metronet.
 - c. **Receipts and article must be received by Metronet within thirty (30) days of the completion of the event.**
 - d. The scholarship recipient is responsible for requesting reimbursement (reimbursement form will be supplied upon notification of scholarship approval).
7. Scholarship applications are reviewed by Metronet staff and the Metronet Governing Board and are awarded on a competitive basis. Award decisions are based on:
 - Merit of applicant's statement on pertinence and value of the event to his/her career development.
 - Merit of intended event or engagement opportunity.
 - Past Metronet scholarships received by applicant.
 - Number of applications received.

Possible results of application review are:

1. Award full amount requested
2. Award less than full amount requested
3. Deny application

Applicants will be notified via email of the action taken on their application.

Questions? Please contact the Metronet office for assistance.



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1. Applicant info (click where indicated to enter text)

Name:			
Contact/mailling address:			
City:	State:	Zip:	Work phone:
Alternate Phone:	Email:		
Library/Organization:			
Is this organization a Metronet Member? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Position title:		Number of years working in a library:	

2. Are you a first-time applicant for a Metronet scholarship? Yes No

Have you received a Metronet scholarship in the past? Yes No

If, Yes, when (month/year)?

3. Description of training/event being applied for (including date(s) and location). If available, attach a copy of event brochure or agenda, etc.

Are you a member of the organization sponsoring this event (i.e., ITEM, MLA, ALA, etc.) if applicable?
Yes No N/A

4. Describe how attending this training/event will benefit you, your library, and Metronet. Be specific about how this will influence how you will do your job and how you expect to incorporate your experience into your job performance. Be clear how this opportunity is a benefit to your library/system/building and Metronet. The Board is interested in a personal statement that addresses your situation, not links or copied info from an event web site. Keep in mind that the Metronet Board includes citizens who may not be familiar with all library events.

5. How does this event or opportunity fit into your professional development plan with your employer? If you do not have a formal plan with your employer, how does this fit in with your personal plan to advance your career or professional situation?

5. Projected expenses: Include any amounts being received from other sources such as your organization, other scholarships, your personal finances, etc. **All categories and amounts are required. If no funds, enter zero or n/a.**

Expense Category	Estimated Total Cost	Amount Requested for this scholarship (\$500 max)	Amounts being rec'd from other sources	Source of other funding (your organization, other scholarships, etc.)	Personal funds
Registration					
Transportation/Mileage*					
Lodging					
Meals – submit as a per diem of \$30 x # of days expected. **					
Substitute					
Parking					
Required Materials					
Other (please specify)					
Other					
Other					
Other					
TOTAL					

* Mileage is for the use of a personal vehicle only, and only one person in a vehicle may request mileage. Mileage is reimbursed at the current IRS rate.

** This is for planning purposes—actual expenses based on submitted receipts will be reimbursed within the scholarship amount. Do not claim meals if included in conference/event fee.

By signing this form, I certify that I am in compliance with my employer’s policies regarding the application for continuing education funds.

Signature

Date

RECEIPTS AND BRIEF REPORT FOR WEBSITE MUST BE SUBMITTED TO THE METRONET OFFICE WITHIN 30 DAYS OF COMPLETION OF EVENT TO RECEIVE PAYMENT

Submit all materials to: info@metronet.lib.mn.us, subject line “Steltzner CE Scholarship Application” or mail to Metronet, 1619 Dayton Ave., Suite 314, St. Paul, MN 55104