

NJLA Professional Development Programming Guidelines

Professional development is one of the most valuable components of NJLA membership. Every NJLA committee/section is **strongly encouraged** to offer one fee-based, in-person event, or one free event **every two years**. To create a sense of continuity, program planning should involve current leadership as well as incoming leaders and past leaders.

Professional Development Proposal Submission Schedule

Proposals will be accepted on a **rolling basis** during the committee year (July 1 to June 30) via an online form.

NJLA committees, sections, etc. may offer free informal professional development opportunities. Examples would include inviting a free speaker from the community to lead a discussion after a meeting, a tour of a library or other location, a focused discussion on one topic, and more.

Examples of fee-based events would include any event where there are fees involved for food, materials, and/or speakers. The Professional Development Committee is happy to work with groups to determine whether or not an event will require a fee.

Professional Development Funding Outline

Our survey has shown that members are interested in hearing from library speakers from outside of NJ, as well as non-library speakers. It is often difficult to find speakers outside of our profession that would be willing to not only speak for free, but to pay their own travel expenses and fees.

\$2,000 is now set aside from the NJLA budget for **speaker funding** each year, in addition to the cost of **event materials, etc.** Note, NJLA cannot offer speaker fees to NJLA members/NJ library staff members. NJLA committees, sections, etc. can submit proposals to receive funding via an online form. The Professional Development Committee will have the authority to approve or deny proposals, and grant funding to accepted proposals. The NJLA Executive Director and the NJLA Treasurer will also have the authority to approve funding requests that do not fall under the guidelines outlined here.

If an event does not have enough registrants, the Professional Development Committee, event planner, and the NJLA Executive Director will decide if the event should be cancelled or still offered to NJLA members.

Funding will be awarded within the following event structures:

Full-Day Event:

Funding: \$450

Targeted attendance rate: 75+

Note: The Youth Services Forum is not eligible to apply for this money since it already receives funding from the NJ State Library. Also, if your event will have 100+ registrants, you may request to have the NJLA Store present at your event.

Estimated profit for 75 registrants paying the NJLA registration rate of \$35

Total Fees Collected	Food Expenses (\$17/pp)	Fees Minus Food expenses of \$17/pp	Funding	Profit
\$2,625	\$1,275.00	\$1,350	\$450	\$900

Half-Day Event or Full-Day Event:

Funding: \$250

Targeted attendance rate: 50+

Half-Day Event: Estimated profit for 50 registrants paying the NJLA registration rate of \$20

Total Fees Collected	Food Expenses (\$6/pp)	Fees Minus Food expenses of \$6/pp	Funding	Profit
\$1,000	\$300	\$700	\$250	\$450

Full-Day Event: Estimated profit for 50 registrants paying the NJLA registration rate of \$35

Total Fees Collected	Food Expenses (\$17/pp)	Fees Minus Food expenses of \$17/pp	Funding	Profit
\$1,750	\$850	\$900	\$250	\$650

Half-Day Event:

Funding: \$175

Targeted attendance rate: 25+

Estimated profit for 25 registrants paying the NJLA registration rate of \$20

Total Fees Collected	Food Expenses (\$6/pp)	Fees Minus Food expenses \$6/pp	Funding	Profit
\$500	\$150	\$350	\$175	\$175

***NJLA Continuing Education Fee Schedule**

Full-Day Events:

Student/Retiree/Unemployed/Friend - \$17.50

Member - \$35.00

Non-member - \$52.50

Half-Day Events:

Student/Retiree/Unemployed/Friend - \$10.00

Member - \$20.00

Non-member - \$30.00